



User Guide

Production and Job Costing
V21.1.0200

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EFI PrintStream | V21.1.0200 *Production and Job Costing User Guide*

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Introduction

Overview

The Production and Job Costing guide contains information about Production Reports and Job Costing, Jobs on Hold, Jobs in Progress, Job Mark, Job Costs, the deletion of Jobs, and a Billing Worksheet mockup.

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., workstations, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot be responsible for supporting 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 may assist you in performing EFI software installations, upgrades, and updates. This group may also help you implement, customize, and optimize your EFI software plus offer a range of training options.

Production Reports and Job Costing

Job Cost Entry

The **Job Cost Entry** module is used if you need to record valued inventory or miscellaneous charges (e.g., Material, Delivery, Messenger or Freight charges) against jobs for Job Costing purposes.

Note You do *not* need to utilize this module if you entered your entire valued inventory into the Inventory system and use the **Issue** and **Return** modules. *Only* use this module if you need to record miscellaneous costs and you do *not* want to enter a particular item into the inventory system.

To open

- 1. Click the **Job Cost Entry** module.
- 2. Select the **Job Costing Material Entry** icon and enter: **Job #**, **Material** (enter first character and use up/down arrow keys on your keyboard to search), **Charge Type*** (Normal Charge, Author, Rework/Spoiled), and **Quantity**.
- 3. Click the **Submit** button.

An option is to enter a **Short note** (currently 30-characters max.). Mailing companies have options to record costs to a **Package #** (if packages were setup on the job) and/or a **Component** (if job cost entry is to be charged against a specific component).

Job Material Entries

Job Costing Material Entry For The Date

Display

8 /21/2009

Job No	Material	Activity	Qty	Amt
--------	----------	----------	-----	-----

Line No: 1

Job No: 3212

Camtasia Practice 2

Notes

Material: U11^^0100

95007

Price

1

Measure

1

Charge Type: Normal Charge

Qty: 85

Amt: \$85.00

Short Note: Freight Charges

Package#: 1*Pkg. 1

Component#: 1*PIH 1

Print Out

New

Submit

The job cost will be added to the job's billing worksheet in the **\$Actual** column.

Rebates and Royalties				Stretch Inserter						
Laser Mat'l	176.67		-176.67	Poly Insert						
Bindery Mat'l				Handwork						
Mailing Mat'l				Sorting						
Fulfillment Mat'l				Waferseal						
-----				Stamping						
Total Raw Materials				Postage Prep						
-----				Saddlestitch						
Admin				Fulfillment						
Freight		85.00	85.00	Warehouse						
Postage				Shipping labor						

To view a transaction, enter the date and select **Display**.

To edit, double-click the saved transaction (top half of the screen).

Job Material Entries

Job Costing Material Entry For The Date Display 8 / 21 / 2009

	Job No	Material	Activity	Qty	Amt
1	3212	U11^^0100	95007 Freight Shipping	85	85.00

Line No: **2** Job No:

Notes:

Material:

Price: Measure:

Charge Type: Qty: Amt:

Short Note: Package#:

Component#:

Print Out New Submit

Note The **Charge Type** (drop-down menu) lists three types of work:

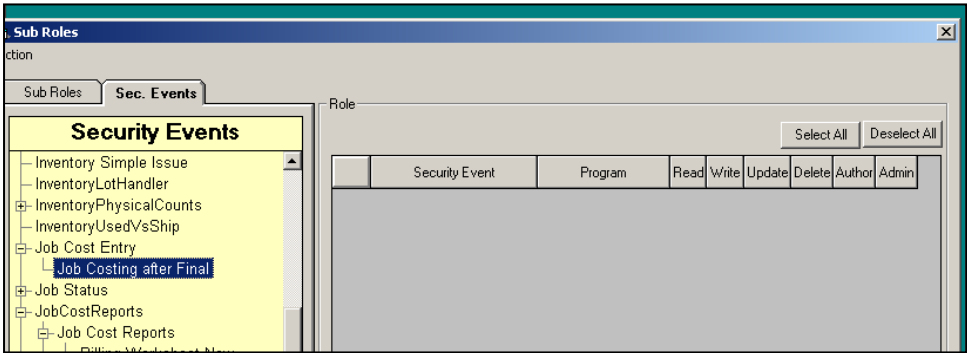
Normal Charge: Regular job charges

Author: Customer or you find an error (that is their mistake) after job is in production. (Re-Run Job: customer's expense)

Rework / Spoiled: Customer or you find an error (that is your mistake) after job is in production. (Re-Run Job: your expense)

Job Costing After Final Invoice

A separate program icon is available for recording job material costs for invoiced jobs. This works in conjunction with the security event **Job Costing after Final**.



The **extra charges** screen works the same way as the job cost entry screen.

A screenshot of a software window titled "Extra Charges for a Job - after Final Invoicing". The subtitle is "Extra Job Costing Material Entry For The Date". There is a "Display" button and a date dropdown set to "8 /21/2009". Below this is a large table with columns: "Job No", "Material", "Activity", "Qty", and "Amt". The table is currently empty. At the bottom of the window, there are several input fields: "Line No:" with value "1", "Job No:" with a dropdown showing "3212", and a text field "Camtasia Practice 2". Below these are "Notes" and "Material:" with a dropdown showing "U11^^0100" and a text field "95007". There are also fields for "Price" (1), "Measure" (1), "Charge Type:" (Extra Charge), "Qty:" (15), and "Amt:" (\$15.00). At the bottom right, there are "Package#:" (1*Pkg. 1) and "Component#:" (1*PIH 1) dropdowns. At the bottom left is a "Print Out" button, and at the bottom right are "New" and "Submit" buttons.

A **Not Valid** message will display if the job you are adding extra costs to has not been final invoiced.



Job Cost Entry – Master Files

The **Job Cost Entry** module is used if you need to record valued inventory or miscellaneous charges (e.g., Delivery, Messenger or Freight charges) against jobs for Job Costing purposes.

Note You do **not** need to utilize this module if you entered your entire valued inventory into the Inventory system and use the **Issue** and **Return** modules. **Only** use this module if you need to record miscellaneous costs and you do **not** want to enter a particular item into the inventory system.

To create a new item

1. Select the **Master Files** menu.
2. Select the **Material** icon.
3. Click the **Add** button.
4. Enter a unique **Description**.
5. Enter a material **Activity** code or scroll through a list of current activity codes.
6. Enter a **Price** and price **Per**.
7. Select the **Active** check box and click **Save**.

Note To remove the item from the Job Material Entry screen, clear the **Active** check box before saving.

8. To record costs as a rebate for this material entry code, select the **Recorded Cost Marked As Rebate** check box.

Note To enter a new Material Activity code to link the new code, go to **Master Files – Reports > Production Activities**.

01*0100*Job Cost

Job Material Entry
Transfer Cost
Master Files

Material
Set-Up Shipping Files
Link To Shipping Method

Active	Description	Default Activity	Price	Per
<input checked="" type="checkbox"/>	S01^^0100	95007	1	1
<input checked="" type="checkbox"/>	S02^^0100	95007	1	1
<input checked="" type="checkbox"/>	E03^^0100	95007	1	1
<input checked="" type="checkbox"/>	E07^^0100	95007	1	1
<input checked="" type="checkbox"/>	E08^^0100	95007	1	1
<input checked="" type="checkbox"/>	E11^^0100	95007	1	1
<input checked="" type="checkbox"/>	E12^^0100	95007	1	1
<input checked="" type="checkbox"/>	E13^^0100	95007	1	1
<input checked="" type="checkbox"/>	1^^0100	95007	1	1
<input checked="" type="checkbox"/>	2^^0100	95007	1	1
<input checked="" type="checkbox"/>	3^^0100	95007	1	1
<input checked="" type="checkbox"/>	4^^0100	95007	1	1
<input checked="" type="checkbox"/>	CAL^^0100	95007	1	1
<input checked="" type="checkbox"/>	GRD^^0100	95007	1	1
<input checked="" type="checkbox"/>	OLD^^0100	95007	1	1
<input checked="" type="checkbox"/>	SAI^^0100	95007	1	1
<input checked="" type="checkbox"/>	LTL^^0100	95007	1	1
<input checked="" type="checkbox"/>	LDC^^0100	95007	1	1
<input checked="" type="checkbox"/>	FX	95014	1	1

Description: FX

Activity: 95014 FEDEX
M 01 0100 Charge

Price: 1 Per: 1 ☒ Active

☒ Can be used for recording cost from Shipping module
☐ Recorded Cost Marked As Rebate

Default Activity Code for recording Freight is 95007 Freight Shipping

Add Save Close

Set-Up Shipping Files

The second icon in the **Master Files** menu is to set up shipping files loaded from either Clippership and/or Pro-Ship.

Note This feature is for new customers and should only be run once.

This program **DELETES ALL MATERIALS** associated with the plant. The program is password-protected as it should only be run with assistance from your PrintStream Account Manager.

Link To Shipping Method

The third and final icon in the **Master Files** menu is to link the shipping methods (i.e., UPS Ground) with the instrument or code for interfacing with Clippership.

Job Cost Entry – Transfer Job Costs

Users have the ability to transfer jobs costs between jobs with the same or different customers, and to also transfer a job to a new customer. Transferring from one customer to another obviously transfers any associated costs to include postage transactions. Jobs with a Job Cost on Hold or Job Cost Closed (final invoiced jobs) are not allowed to have costs transferred to or from each other, nor can the job be transferred to another customer.

Jobs that have been partially invoiced can have jobs costs transferred to another job; however, partially invoiced jobs cannot be transferred to a new customer.

	Job created	Job Cost On Hold	Partial invoice exists	Final invoice exists
Job Cost Transfer to another job	OK	No	OK	NO
Transfer job from customer to customer	OK	No	No	No

Transfer Costs

Job costs (e.g., labor, material, and job related purchase orders) can be transferred between jobs under the following conditions:

- Neither the job being transferred to nor from is marked as Cost On Hold in the Job Mark program.
- Neither the job being transferred to nor from has been Final AR Invoiced.

Select the type of job cost you want to transfer – labor, material, invoiced job-related P.O.'s, or non-invoiced job-related P.O. (referring to AP invoiced POs) – by selecting a check box located before the job cost type. Place a check mark in the gray box to the left of the **Transaction Type** column for the line item cost you want transferred. There is also a **Select All** button available to select or deselect all entries. Click column headers to sort by that column. Transactions can also be loaded by date range entered. After all costs you want moved have been checked, click **Proceed**.

Proceeding transfers the selected costs to the new job by changing the job number of the transactions (unlike postage usage where a transfer logs a negative usage to the old job and positive usage to the new job).

01*0100*Job Cost

Job Material Entry
Transfer Cost

Transfer Costs

Transfer Job From Customer To Customer

Master Files
Rebates

Transfer Costs

From Job
Job#: 4010 test
Customer: 0200 ABC Company

Transfer
☒ Labor transactions
 ☒ Material transactions
 ☒ Invoiced Job related PO's
 ☒ Non Invoiced Job related PO's

☒ For transactions Use Date Range Only From 8 / 4 / 2009 To 9 / 4 / 2009

	Transaction Type	Employee Name	Transaction Date	Qty	Hrs	Charge Type	Amount(Cost)	Activity	
1	L	1	8/21/2009	1200	8	Normal Chg	480.00	30098	TES
2	L	1	8/21/2009	1200	8	Normal Chg	480.00	30098	TES

	PO Number	PO Line	Details	Qty	Price	Per	Desc	Cost	Du
1	1159	1	PURCHASE L	10000	1	1000.00		10.00	8/21/2009

Select All

To Job
Job#:
Customer:

Postage usage will not transfer via this program. Use Postage Entry.
Transfer Postage Usage to move it from job to job

Proceed Close

Start | 2 Microsoft Office O... | 2 Internet Explorer | 2009 Documentation | Production_and_Job_... | 3 Citrix ICA Client ... | Search Desktop

Job Cost Entry – Transfer Job from Customer to Customer

Jobs can be transferred to a different customer under the following conditions:

1. There is no postage money earmarked to the job being transferred.
2. The job is not on **job cost hold** in the Job Mark program.
3. The job has not been partial or final invoiced.

This transfer is commonly used when a job has been created for the wrong customer. OR – the production team needs to reference one customer and the accounting team needs to invoice a different customer for the work. Transferring to a different customer only changes the customer account for the job. The original job costs, postage, Pos, etc., stay with the job regardless of the customer.

Transfer Job From Customer to Customer

Job#: 3212 Camtasia Practice 2 Not Invoiced

Customer: NELS Nelsen Fundraisers

Customer #: ALASKA

Customer: Alaska Inc.

Address: 7200# S. 900 E.
Suite B
Sandy, UT 84117

Billing Address:

Shipping Address:

Zip: Phone: Zip: Phone:

PickUp **PickUp**

Proceed **Close**

* Transfer Job will assign new Customer as Postage/Inventory Customer for the Job

Select the **Billing Address** and the **Shipping Address** for the newly assigned customer for this job by clicking the **Pick Up** button located under Billing and Shipping Address. This will display the bill-to addresses available, created in the Customer – Master File program, to the customer selected. Select the appropriate bill-to address by clicking the address line under the **No** column. Then, select the **Pick-Up Selected Address** button. This will place the address selected in the Billing Address area on the Transfer Job From Customer to Customer screen. Follow this same procedure to insert the appropriate customer shipping address under Shipping Address.

The screenshot shows two overlapping windows from a software application.

The background window is titled "Transfer Job From Customer to Customer". It contains the following fields:

- Job#: 3212, Cantasia Practice 2, Not Invoiced
- Customer: NELS, Nelsen Fundraisers
- Customer #: ALASKA
- Customer: Alaska Inc.
- Address: 7200# S. 900 E., Suite B, Sandy, UT 84117
- Billing Address section with empty fields and a "PickUp" button.
- A note at the bottom: "* Transfer Job will assign new Customer as Postage/Inventory"

The foreground window is titled "Pick Billing Address". It contains:

- A table with columns "No" and "Address":

No	Address
0	Alaska Inc.
1	Alaska Inc.
2	Alaska Inc.
3	Alaska Inc.
999999	Alaska Inc.
- Buttons: "Save Addresses Order Preferences" and "PickUp Selected Address".
- Form fields on the right:
 - No: 1, Active Address ☐
 - Name: Alaska Inc.
 - Address: Loading Dock, 12300 S Alley Way
 - City: Sandy
 - State: UT, Zip: 84090-4534
 - Phone: 801 444 5555
 - Fax: 801 333 6666
 - Email:
 - Contact Title: Bill
 - Contact Name: Barnes
 - Date Entered: 9/28/1999
 - Date Edited: 9/28/1999

Select **Proceed**. A Confirmation box will display explaining that all job costs and postage usage logged to this job will transfer.

The screenshot shows a "Confirm" dialog box with the following text:

All job costs and postage usage logged to this job will transfer.
Customer inventory issues will also transfer with the job.
Are you ready to proceed?

At the bottom are two buttons: "Yes" and "No".

A message indicating **Done** will appear after the job has been moved to the new customer. The new customer will be referenced as the owner of the job in Estimating / Order Entry.

Production Reports

Activity by Job Report

This report collects all costs logged against a job or for a specified date range.

Locate and click the **Activity by Job Report** icon.



Enter a Job number or a specified date range. You may select the **Subtotal by Cost Centers** and/or **Suppress Cost Center Details** check boxes OR the **Subtotal by Activity Code** and/or **Suppress Activity Code Details** check boxes.

Note You have the option to export to MSWord, MSExcel, Crystal Reports, etc., (envelope w/ red arrow icon).

Run Activity By Job Report

Select Job: 3211

Camtasia Practice

☐ Specify Date Range for Report transactions

Date From: 5/21/2009 Date To: 8/21/2009

☒ Subtotal By Cost Centers ☐ Supress Cost Center Details

☒ Subtotal By Activity Code ☐ Supress Activity Code Details

* By selecting job 999999 report will scan and report on all jobs with transactions within the date range

Report Close

This report is used by Supervisors to find out which employees forgot to log off jobs in Shop Floor.

01

Activity by Job Report

Description : Reporting one Job 1207 for the specified Date Range. Subtotal By Activity Code.

Printed : 7/23/2008

11:39:57AM

Date Range : From 7/20/2008 To 7/23/2008

For : L.S.

Job / Quote No	Job Description	For the Customer	Salesrep	Order Date	Job Due Date	Order Qty
# 807 2261.99	BWS test	ABBA1 Abba Inc.	House Account		7/21/2008	10.000

Qty	Start/Stop Transaction Date	Start/Stop Transaction Time	Size	Cost	Inventory	Completion					
L Home	64010	LASER FORMS	Jake McAlister	10.000	7/20/2008	7/21/2008	0.00	0.00	5.00	300.00	
L Home	64010	LASER FORMS	Jake McAlister	10.000	7/20/2008	7/21/2008	0.00	0.00	5.00	450.00	
		Subtotal :	64010						10.00	750.00	
L Home	64014	LASER 9x12 OGE	Jake McAlister	10.000	7/20/2008	7/21/2008	0.00	0.00	5.00	300.00	
		Subtotal :	64014						5.00	300.00	
		Subtotal for the Component:							15.00	1,050.00	
		Total for Job							15.00	1,050.00	

* List of transactions for the specified Date Range

Jobs in Progress Report

Reports can be setup by Department or Cost Center Name and can list up to 12 Cost Centers in each department, with a maximum of 3 letters per description - e.g., **BIN** = Bindery Dept., **CTR** = Cutter, **FDR** = Folder, **SS** = Saddle Stitcher, **SW** = Shrink Wrapper, etc.) Contact EFI PrintStream with questions.

To set up a Jobs in Progress Report

1. Locate and open **Master File – Reports > Master File Report > Master File Report** icon.
2. Click the **Add** button.
3. Enter a **Report Number** (between 100-111) next to **Report Name**.
4. Enter a **Report Name** (e.g., Jobs in Progress Report - Mail).
5. Enter a **Description** (optional).
6. Report to link to: select **Activity Codes** (from drop-down menu).
7. Click **Save**.
8. Select the **Details** button.
9. Enter a unique **Line #** starting with 1 (max. 12 lines per report), a unique description (3-characters max.), and select the **Total** gray check box.
10. Click **Save** and **Close** (x).

Note Report line items must be linked before previewing the reports (see next page below).

The screenshot shows the 'System Maintenance' application window. On the left is a sidebar with icons and labels for various system functions: '01*Report', 'PRODUCTION SYSTEM', 'ACCOUNTING STRUCT...', 'SYSTEM MAINTENANCE', 'MASTER FILE REPORT', 'Master File Report', 'Report Links', 'Analyze Mail Processes', 'SetUp Printout Copies', 'Payment Terms On Quote Letter', and 'Define Billing Process'. The main window is titled 'Report Headings' and contains fields for 'Report Name' (100 Jobs in Progress (Mail)), 'Description' (10 COLUMNS ACROSS THE PAGE), 'Labor Start' (0), 'Labor End' (10), 'Mat Start' (0), and 'Mat End' (0). There are buttons for 'Add', 'Edit', 'Delete', 'Cancel', 'Save', 'Details', and 'Close'. Below the 'Report Headings' window is a preview window titled 'ActivityLink:Activity Codes' showing a table of activity codes for the report 'Jobs in Progress (Mail)'. The table has columns for 'Line', 'Description', 'Total', and 'LMS'. The 'Total' column has red checkmarks for all lines. The 'LMS' column has gray boxes for all lines.

Line	Description	Total	LMS
1	DP	✓	
2	PRE	✓	
3	PRS	✓	
4	LAS	✓	
5	INK	✓	
6	BND	✓	
7	LAB	✓	
8	INS	✓	
9	HND	✓	
10	SRT	✓	

To Link the Jobs in Progress Reports

1. Open **Master File – Reports > Master File Report > Report Links** icon.
2. To view all reports, double-click the **pencil and paper** icon next to **REPORTS** (top / center).
3. Double-click the desired report or select the + (plus) sign next to the report # / name.
4. Highlight the report 'line' you want to link. Unlinked activities display in **BLACK** type; linked activities display in **BLUE**.
5. To link, locate the activity(ies) you want to link and click the line number of the activity on the left. To highlight more than one activity in a row, hold the **Shift** key, then click the desired numbers (or click and drag your mouse to highlight several numbers in a row).
6. Select the **Purple Arrow** icon (top/center) to create the link. If you linked the wrong activities to a line in error, select the correct line and re-link the activities to that line.
7. To display unlinked activity codes for a selected line, highlight the desired line, then select the **Show only Unlinked** check box.

Note To display all unlinked activity codes for a particular report, highlight the **Links Summary** for...REPORT (binocular icon, bottom of each report) then select the **Show only Unlinked** check box.

System Maintenance - [Display Report Linkage]

File Options Utility Help

01*Report

PRODUCTION SYSTEM
ACCOUNTING STRUCT...
SYSTEM MAINTENANCE
MASTER FILE REPORT

Master File Report
Report Links
Analyze Mail Processes
SetUp Printout Copies
Payment Terms On Quote Letter
Define Billing Process
Paper Inventory Linkage
Define Package Profile

Show only Unlinked ☒

REPORTS

- 3 ESTIMATING LASER REPORT (PRINT)
- 25 BILLING WORKSHEET
- 100 Jobs in Progress (Mail)
 - 1 DP
 - 2 PRE
 - 3 PRS
 - 4 LAS
 - 5 INK
 - 6 BND
 - 7 LAB
 - 8 INS
 - 9 HND
 - 10 SRT
 - 11 STP
 - 12 SHP
- Links Summary for Jobs in Progress (Mail)
- 102 Jobs in Progress (Print)
- 103 Jobs In Progress (P&M)
- 1000 STANDARD MARKUPS

	Description	Code	LMS
1	INSERTER SET UP	83010	Labor
2	INSERT, METER, SORT #10 1pc	83011	Labor
3	INSERT, METER, SORT #10 2pcs	83012	Labor
4	INSERT, METER, SORT #10 3pcs	83013	Labor
5	INSERT, METER, SORT #10 4pcs	83014	Labor
6	INSERT, METER, SORT #10 5pcs	83015	Labor
7	INSERT, METER, SORT #10 6pcs	83016	Labor
8	INSERT, METER, SORT 6x9 1pc	83021	Labor
9	INSERT, METER, SORT 6x9 2pcs	83022	Labor
10	INSERT, METER, SORT 6x9 3pcs	83023	Labor
11	INSERT, METER, SORT 6x9 4pcs	83024	Labor
12	INSERT, METER, SORT 6x9 5pcs	83025	Labor
13	INSERT, METER, SORT 6x9 6pcs	83026	Labor
14	INSERTER-MAINTENANCE	83090	Labor
15	INSERTER-REPAIRS	83091	Labor
16	INSERT, METER, SORT 9x12 1pc	83111	Labor
17	INSERT, METER, SORT 9x12 2pcs	83112	Labor
18	INSERT, METER, SORT 9x12 3pcs	83113	Labor
19	INSERT, METER, SORT 9x12 4pcs	83114	Labor
20	INSERT, METER, SORT 9x12 5pcs	83115	Labor
21	INSERT, METER, SORT 9x12 6pcs	83116	Labor
22	STRETCH-MAINTENANCE	83190	Labor
23	STRETCH-REPAIRS	83191	Labor
24	INSERT, SEAL, SORT, POLY 1pc	83211	Labor
25	INSERT, SEAL, SORT, POLY 2pcs	83212	Labor
26	INSERT, SEAL, SORT, POLY 3pcs	83213	Labor
27	INSERT, SEAL, SORT, POLY 4pcs	83214	Labor
28	INSERT, SEAL, SORT, POLY 5pcs	83215	Labor
29	INSERT, SEAL, SORT, POLY 6pcs	83216	Labor
30	POLY INSERT-MAINTENANCE	83290	Labor
31	POLY INSERT-REPAIRS	83291	Labor
32	DP MATERIALS	30000	Material
33	DP wait for work	30001	Labor
34	DP SET UP	30010	Labor
35	DP ABSENCE	30095	Labor

To Preview or Print the Jobs in Progress Reports

The **Jobs in Progress Report** displays the total estimated Run times under each dept. / cost center and the Actual Run times (in a gray box), which are the current accumulated hours entered against jobs in the **Shop Floor**, **Time Sheet**, and/or **MR Timecard** modules.

1. To open, click the **Jobs in Progress Report** module and click the box next to the report number.
2. Enter a **Report Date**, **Start Date**, and **Cut Off Date**.
3. **Sort by Job** or **By Due Date**.
4. Select **Preview** or **Print**.

Optional sort/filters: enter a Priority #, EXCLUDE options; select a CSR or Sales Rep.

Tip SP/CS column = Sales Person and/or CSR: displays the first and last name initials.

There is at least one buyout activity linked to the column.

There are now two options available to choose from when running the report:

- Date Range
 - Need to enter in start and end date
 - Report will show only those jobs which fall between the dates
- Report all open jobs
 - Report will show all jobs regardless of the dates which fall within the criteria range selected.

Job In Progress Report

☐ 100 PRODUCTION SUMMARY - MASTER
☐ 101 PRODUCTION SUMMARY - MAIL
☒ 102 PRODUCTION SUMMARY - PRINT

Report Date: 4 / 8 / 2008 Priority:

☒ Date Range Start Date: 2 / 4 / 2008 Cut Off: 4 / 8 / 2008
☐ Report All Open Jobs

☒ Exclude any Job whose schedule has been Closed Out ☐ Exclude Only Jobs whose schedule has been Closed Out before the report date

☒ Exclude any Job that has been Shipped ☐ Exclude Only Jobs that have been Shipped before the report date

☒ EXCLUDE Jobs that have no items in this report ☐ EXCLUDE Jobs with no time or costs recorded yet

Sort Order
☒ Sort By Due Date
☐ Sort By Job
☐ Sort By Salesrep
☐ Sort By Customer, Job #

Status Column will Display...
☒ Most Advanced Transaction - Based on Activity Code
☐ Most Recent Transaction - Based on time of entry

CSR Selection Sales Rep. Selection

Note Reports 100-111 must be set up and linked to activities in **Master File – Reports** before utilizing this module. Reports can be set up by Department or Cost Center Name and can list up to 12 Cost Centers in each department, with a maximum of 3 letters per description - e.g., Bindery Dept.: **CTR** = Cutter, **FDR** = Folder, **SS** = Saddle Stitcher, **SW** = Shrink Wrapper, etc.)

Contact EFI PrintStream with questions.

Job In Progress

1 of 1125%13 of 13

JobInProgressB

10/12/2004
10/15/2004
10/29/2004
10/30/2004
10/31/2004
11/15/2004
11/26/2004
12/1/2004
12/15/2004
12/25/2004

Job In Progress Report

Report Date: 12/2/2004

Starting Date: 10/2/2004Ending Date: 12/29/2004

Report Definition: 101 PRODUCTION SUMMARY - MAIL

Due	**	Status	as of	Job	Customer	Description	Qty	DP	LAS	BND	INK	LAB	INS	HN
10/12/04		INSERT, METER, SORT 9x12 2pos	11/12/04	397	Chris Botsch	Oct 1, 2004	78,100	0.7	43.2	13.3			69.6	0.5
10/12/04		CONVERT DISK	10/24/04	400	Streamline Development, LLC	Purchase Entry	100,000	***	15.0		6.7			
10/15/04				384	Chris Botsch	Test Print-1	2,500			0.9				
10/29/04		INSERT, METER, SORT 6x9 2pos	11/12/04	410	Streamline Development, LLC	Copy of Print & Mail Copy comp. from quote/quote	10,000	***					11.3	5.6
10/30/04				401	Chris Botsch	Test	1,000	0.0	-12.0	-5.6				-5
10/31/04				407	Chris Botsch	Test Packages & Components	78,100	1.0						
11/15/04				405	Chris Botsch	Testing	11,000,000	8.3						
11/15/04				408	Toys R Us	Annual Sale	100,000	11.5						0
11/26/04	1	HAND INSERT, SORT 2x12	11/09/04	409	Streamline Development, LLC	Customer Support module	50,000	10.4	25.3				167	

Jobs by Mailing Date Report

The **Jobs by Mailing Date Report** displays all jobs listed by the First and/or Last Mail Date.

To open

1. Click the **Jobs by Mailing Date** icon.
2. Enter a **Start** and **Finish** date.
3. Select **Preview** or **Print**.
4. Option to: Include Last Mailing Date - Look Backward in Days, Include Invoiced Jobs, Include Closed Jobs and Sort by Sales Rep.
5. Option to export to: MSWord, MExcel, Crystal Reports, etc., (envelope w/red arrow icon).

Include Closed Jobs = flagged **Closed** in Mail List Scheduler or flagged **Final Shipped** in the Shipping module.

Production Reports for the Company : (01) Streamline Solutions - Plant Code: 0100 01 San Rafael

Reports

Change Company/Plant

Job Reports

Jobs By Mailing Date

Production Reports

Production Counts/Schedule Report

Mailed Pieces By Date

Jobs with Mailing Date

This Report will List all Jobs that have Mail Dates between the Range of Dates entered. You may include Last Mail Date in the Range. You may also choose to include Invoiced Jobs and/or Closed Jobs with an option to Sort the Jobs by Salesreps.

Start Date : 10/1/2008 Finish Date : 9/30/2009

Include Last Mailing Date ☐ Look Backward : Days

Include Invoiced Jobs ☒

☐ Partial ☐ Final ☒ Both

Include Closed Jobs ☒

Sort By

☒ Estimate/Job Salesrep ☐ CSR ☐ Neither

Preview Print Cancel

Production Reports for the Company : (01) Streamline Solutions - Plant Code: 0100 01 San Rafael - [Job By Mailing Date Report]

36 of 38 122% Total: 1073 100% 1073 of 1073

Mail Dates From : 10/1/2008 Thru : 9/30/2009

1st Mail	Last Mail	Job No	Customer # and Name	Qty	Job Description	Salesrep Name	StartDate	Shipped	Inv. Date	Inv. Status
Sales Person Norma Nielsen										
6/1/2009	6/1/2009	2951	NNText-Nielsa TestCustomer1	10000	Test Job	Norma Nielsen	3/21/2009			
6/29/2009	6/29/2009	2955	NELIS-Nielsa Feedlines	10000	Testing G asged Actelike	Norma Nielsen	6/29/2009			
6/29/2009	6/29/2009	2956	NELIS-Nielsa Feedlines	10000	Testing G asged Actelike #2	Norma Nielsen	6/29/2009			
6/29/2009	6/29/2009	2952	NELIS-Nielsa Feedlines	10000	P&M TestJob	Norma Nielsen	6/29/2009	6/24/2009		Final
6/26/2009	6/26/2009	2959	NELIS-Nielsa Feedlines	10000	Learning .Net Inventory Internal Study	Norma Nielsen	6/19/2009			
6/30/2009	6/30/2009	3104	NNText-Nielsa TestCustomer1	10000	Test Job	Norma Nielsen	6/24/2009			
6/30/2009	6/30/2009	3105	NNText-Nielsa TestCustomer1	10000	Copy of TestJob	Norma Nielsen	6/24/2009	7/30/2009		
7/1/2009	7/1/2009	3123	NELIS-Nielsa Feedlines	10000	P and M Test for Share	Norma Nielsen	6/25/2009			
7/15/2009	7/15/2009	3095	NELIS-Nielsa Feedlines	20000	Testing 123	Norma Nielsen	6/23/2009			
7/15/2009	7/15/2009	3119	NELIS-Nielsa Feedlines	20000	Copy of Testing 123	Norma Nielsen	6/24/2009			
7/16/2009	7/16/2009	3147	NELIS-Nielsa Feedlines	10000	Practice Job for Create Inventory Variables	Norma Nielsen	6/29/2009	7/20/2009		Partial
7/17/2009	7/17/2009	3159	NELIS-Nielsa Feedlines	10000	Testing Order Ex by Router	Norma Nielsen	7/6/2009			
7/17/2009	7/17/2009	3160	NELIS-Nielsa Feedlines	10000	Testing P M with re-order on lot	Norma Nielsen	7/6/2009	9/21/2009		Final
7/24/2009	7/24/2009	3209	NELIS-Nielsa Feedlines	10000	Test Multiple Printing W/O	Norma Nielsen	7/16/2009	7/29/2009	7/20/2009	Partial
7/29/2009	7/29/2009	3211	NELIS-Nielsa Feedlines	10000	Camtasia Practice	Norma Nielsen	7/21/2009			
7/29/2009	7/29/2009	3213	NELIS-Nielsa Feedlines	15000	Test for MMSOpe	Norma Nielsen	7/22/2009			
7/30/2009	7/30/2009	3234	NELIS-Nielsa Feedlines	5000	Test	Norma Nielsen	7/29/2009			
8/14/2009	8/14/2009	3217	NELIS-Nielsa Feedlines	10000	Camtasia 4	Norma Nielsen	7/22/2009			
8/15/2009	8/15/2009	4041	NELIS-Nielsa Feedlines	10000	8.5 x 11 Letter Template	Norma Nielsen	8/1/2009			
9/29/2009	9/29/2009	3212	ALASKA-Alaska Inc.	20000	Camtasia Practice 2	Norma Nielsen	7/21/2009			
Total # of Job(s) : 20				Total # of Pieces : 775,000						

Production (Schedules) Report

The **Production Schedules** report (found in the icon **Production Reports**) displays jobs which have been scheduled in the **Milestone** or **MR Scheduler** or in the **Scheduling** screen in **Print and Mail Estimating Order Entry**. This report may also include Nonscheduled jobs in the system, which fall within the criteria selected, if that box is checked on the query screen.

To open

1. Click the **Production Report** icon.
2. Enter a **Job #** range or **Job Due Date** range. **Include Processes between...** allows for optional, narrower selection criteria.
3. Select the **NonScheduled Jobs** check box if these are desired on the report.
4. Choose optional sort criteria: Cost Center vs. Department or Estimator vs. CSR vs. Sales Rep. or Due Date vs. Job Number.
5. Optional narrowing of selection by **Machine Numbers**.
6. Optional narrowing of selection from the list of display **Types** (Mail or Print processes, Inventory movements, Special Events).
7. Optional narrowing of selection from the list of display **Statuses** (schedule line items can be tagged with a status; untagged line items default to **No Status**).
8. Select **Preview** or **Print**.
9. Option to export to: MSWord, MSExcel, Crystal Reports, etc., (envelope w/red arrow icon).

Production Reports for the Company : (01) Streamline Solutions - Plant Code: 0100 01 San Rafael

Reports

Change Company/Plant
Job Reports

Jobs By Mailing Date

Production Reports

Production Counts/Schedule Report

Mailed Pieces By Date

Jobs By Drop Date

Shipped and Mailed Pieces By Date

Production Schedules - Report Options

Enter One Job or a Range of Jobs...-OR- Job Due Date Range...

From: [] To Job: [] ☒ Included Non Scheduled Jobs

- OR -

Jobs w/due dates: 8/15/09 To: + 60 Days Or To: [] Date

Look Backwards: [] Days

Select Customer ... or leave blank for ALL

[] []

Select one of the following filters...

☐ Cost Center From: [] To: []

☐ Department

☐ Estimator Estimator, CSR or Sales Rep.: []

☐ CSR

☐ Sales Rep.

☒ None

Include Processes between... or leave blank for ALL

Processes scheduled after: [] To: + 0 Days Or To: [] Date

Include Machine Numbers ... or leave blank for ALL

From Machine No.: 00 To No.: 99

Include Types...

☒ Q (Processes) ☒ W (Receipts)

☒ X (Spec. Event) ☒ I (Issues)

☒ P (Printing) ☒ T (Transfers)

☒ R (Returns)

Include Statuses...

☒ No Status ☒ Wait Order

☒ Open ☒ Wait Approval

☒ Hold ☒ Approved

☒ Closed ☒ Other

Order By...

☒ Due Date ☐ Job Number

Preview Print Close

Streamline Solutions

Production Schedules

Printed : 9/4/2009

1:48:36PM

For :

NORMA

Scheduled Dates : All

Due Dates : 8/15/2009 - 10/14/2009

Page 1 of 39

Job # : 4002

Customer Ac. # LEAH

Customer : Leah's Account

1st Due Date : 8/17/2009

Job Description : Test from 2x 08/17/09

Last Due Date : 8/17/2009

Quantity : 10,000

Job Status :

Sales Rep : Gabrielle Allen

Project# :

Estimator :

Job Started : 8/17/2009

CSR : Opal Richey

Postage Required : \$ 0.00

Account# : LEAH

Postage Received : \$ 0.00

Job Note :

Cost Center	Process	Item # / Inv. Code	Version / Component Name	Quantity	Status	Sched. Date	Apprv Date	Comp. Date	Mach #
INKJET	ksite EIU->INKJET	Note :	EIU	10,000					0
	ksite Stitch->insert	Note :	Stitch	10,000					0
*PURCH	Paper Stock	Note :	PIH	10,000					0
240	Printing	Note :	PIH	10,000					0
PLATE	Platemaking	Note :	PIH	10,000					0
MBO	MBO Fold	Note :	PIH	10,000					0
STITCH	Saddle Stitch	Note :		10,000					0
PROG RA	ADDRESS STANDARDIZATION	Note :		10,000					0
PROG RA	BARCODE QUALIFY			10,000					0

Production Counts / Schedule Report

The **Production Counts / Schedule Report** displays job qtys., completed qtys. and remaining qtys. that were entered in the **Shop Floor** or **Time Card** modules. This report displays either Scheduled or Non Scheduled jobs in the system, which fall within the criteria selected.

To open

1. Click the **Production Counts / Schedule Report** icon.
2. Enter a **Job #** range or **Job Due Date** range. **Include Processes between...** allows for optional, narrower selection criteria.
3. Check **Nonscheduled Jobs** if these are desired on the report.
4. Choose optional sort criteria: Cost Center vs. Department or Estimator vs. CSR vs. Sales Rep. or Due Date vs. Job Number.
5. Optional narrowing of selection by **Machine Numbers**.
6. Optional narrowing of selection from the list of display **Types** (Mail or Print processes, Inventory movements, Special Events).
7. Optional narrowing of selection from the list of display **Statuses** (schedule line items can be tagged with a status; untagged line items default to No Status).
8. Select **Preview** or **Print**.
9. Option to export to: MSWord, MS Excel, Crystal Reports, etc., (envelope w/red arrow icon).

Production Reports for the Company : (01) Streamline Solutions - Plant Code: 0100 01 San Rafael

Reports

Change Company/Plant
Job Reports

Jobs By Mailing Date

Production Reports

Production Counts/Schedule Report

Mailed Pieces By Date

Jobs By Drop Date

Shipped and Mailed Pieces By Date

Production Counts And Schedule Report

Enter One Job or a Range of Jobs...-OR- Job Due Date Range...

From: [] To Job: [] ☒ Included Non Scheduled Jobs

- OR -

Jobs w/due dates: 8/15/2009 To: + 60 Days Or To: [] Date

Select Customer ... or leave blank for ALL.

Select one of the following filters...

☐ Cost Center From: [] To: []

☐ Department

☐ Estimator Estimator, CSR or Sales Rep.: []

☐ CSR

☐ Sales Rep.

☒ None

Include Processes between... or leave blank for ALL.

Processes scheduled after: [] To: + 0 Days Or To: [] Date

Include Machine Numbers ... or leave blank for ALL.

From Machine No.: 00 To No.: 99

Include Types...

☒ Q (Processes) ☒ W (Receipts)

☒ X (Spec. Event) ☒ I (Issues)

☒ P (Printing) ☒ T (Transfers)

☒ R (Returns)

Include Statuses...

☒ No Status ☒ Wait Order

☒ Open ☒ Wait Approval

☒ Hold ☒ Approved

☒ Closed ☒ Other

Order By...

☒ Due Date ☐ Job Number

Preview Print Close

Streamline Solutions

Production Counts / Schedules

Printed: 9/4/2009

1:53:45PM

For:

NORMA

Scheduled Dates: All

Due Dates: 8/15/2009 - 10/14/2009

Page 1 of 38

Job # : 4002**Customer Ac. # : LEAH****Customer : Leah's Account****1st Due Date : 8/17/2009****Job Description : Test from 2x 08/17/09****Last Due Date : 8/17/2009****Quantity : 10,000****Job Status :****Sales Rep : Gabrielle Allen****Job Started : 8/17/2009****Estimator :****Postage Required : 0****CSR : Opal Richey****Postage Received : 0****Job Note :**

Cost Center	Process	Item # / Inv. Code	Version / Component Name	Job Qty	Comp. Quantity Recorded	Lead	Remain. Qty	Charge Type	Status	Comp. Date	Mach
INKJET	Issue Env->INKJET	Notes :	Env	10,000	-1	0	10,000				0
	Issue Sttch->Insert	Notes :	Sttch	10,000	-1	0	10,000				0
*PURCH	Paper Stock	Notes :	PIH	10,000	-1	0	10,000				0
240	Printing	Notes :	PIH	10,000	-1	0	10,000				0
PLATE	Platemaking	Notes :	PIH	10,000	-1	0	10,000				0
MBO	MBO Fold	Notes :	PIH	10,000	-1	0	10,000				0
STITCH	Saddle Stitch	Notes :		10,000	-1	0	10,000				0
PROGRA	ADDRESS STANDARDIZATION	Notes :		10,000	-1	0	10,000				0
PROGRA	BARCODE QUALIFY	Notes :		10,000	-1	0	10,000				0

Mailed Pieces by Date

This report pulls all mail counts entered on each Postage Statement in the **Postage Statement** module and/or all quantities flagged **partial** or **final** shipped using the **Shipping** module (red truck icon).

Report lists: customer, job #, description statement, pieces shipped and cost.

To open

1. Click the **Mailed Pieces by Date** icon (4th down).
2. Enter a Date range.
3. Select **Preview** or **Print**.
4. Option to **export** to: MSWord, MSEXcel, Crystal Reports, etc., (envelope w/red arrow icon).

Production Reports for the Company : (01) Streamline Solutions - Plant Code: 0100 01 San Ra

Reports

Change Company/Plant

Job Reports

Jobs By Mailing Date

Production Reports

Production Counts/Schedule Report

Mailed Pieces By Date

Mailed Pieces By Date

Verified / Usage Date Selection

Date From: 9 / 1 / 2009 Date To: 9 / 4 / 2009

Options

☐ Verified ☐ Non-Verified ☒ Both

☒ Include Estimated but not mailed drops

Sub Total by

☒ Date ☐ Job Number

Preview Print Close

Production Reports for the Company : (01) Streamline Solutions - Plant Code: 0100 01 San Rafael - [Mailed Pieces By Date]

Reports

Change Company/Plant

Job Reports

Jobs By Mailing Date

Production Reports

Production Counts/Schedule Report

Mailed Pieces By Date

Jobs By Drop Date

Shipped and Mailed Pieces By Date

Mailed Pieces by Date

From Date : 8/15/2009 To Date : 9/4/2009

Printed : 9/4/2009 1:57:24PM For : HORTON

Customer	Job No / Description	Stmt Seq #	Dest.	Package	Drop #	Paid By	Print Method	Verified	Pieces	Postage Usage
Mailed Date: 8/21/2009										
ABC Company	4035 XML Template Sample	0			1				0	0.00
Sub Total :									0	0.00
Mailed Date: 8/22/2009										
Alba Inc.	0 TEST - GAVIN	0			1				0	0.00
Sub Total :									0	0.00
Mailed Date: 8/24/2009										
ABC Company	4019 New Job Title	0			1				0	0.00
ABC Company	26001 New Job Title	0			1				0	0.00
Sub Total :									0	0.00
Mailed Date: 8/25/2009										
Alba Inc.	0 TEST - GAVIN	0			2				0	0.00
ABC Company	4019 New Job Title	0			2				0	0.00
ABC Company	26001 New Job Title	0			2				0	0.00
Sub Total :									0	0.00
Mailed Date: 8/27/2009 2:38:38 PM										
Alba Inc.	4035 XML Template Sample	0			1				0	0.00

Jobs by Drop Date Report

Production Reports for the Company : (01) Streamline Solutions - Plant Code: 0100 01 San Rafael

Reports

[Change Company/Plant](#)

[Job Reports](#)

[Jobs By Mailing Date](#)

[Production Reports](#)

[Production Counts/Schedule Report](#)

[Mailed Pieces By Date](#)

[Jobs By Drop Date](#)

Jobs By Drop Date

This Report will list all Jobs that have Drop Dates between the range of dates entered. You can sort the Jobs by Drop Date or by the Customer Name.

Note : If you change the drop date make sure you make the change to the last and first mail date in the Estimate.

Start Date : 11/1/2015 Finish Date : 11/30/2015

Filters

CSR : <Leave blank for all>

Territory : <Leave blank for all>

Exclude Drops that have Pstg Statements generated? ☒

Include Final Invoiced Jobs ☒

Sort By

☒ Drop Date ☐ Customer

[Preview](#) [Print](#) [Cancel](#)

This report will display all jobs that are due within a due date range (mail date) as set in PrintStream Mail Estimating and Order Entry system based on the Drop Dates entered for these jobs. Unlike the other job due date reports, the same job may appear multiple times on this report if the job contains drops on multiple dates. The user is shown information about the job and an indication of the latest **status** on the job. **Status** would only be updated if the Time Sheet entry or Shop Floor system is used to record time and progress. The **Status** is based on the most recent labor transaction recorded in the system (based on date and sequence that it was recorded in the database). If time sheets or timecard entries are used and not entered for several hours after the production event, this status, of course, will be delayed accordingly and would not represent **real time** status. Shop Floor status is based upon the completion of a transaction as opposed to the beginning of a transaction.

Streamline Solutions									
Jobs By Drop Date Report									
Printed on Date & Time : 01/12/2008 10:13:14AM									
User : LS									
Drop Dates From : 1/1/2008 Thru : 01/31/2008 Sorted by Drop Date and Job Number									
Drop Date	Start Date	Job #	Code #	Customer / Job Description	Act Drop Qty	Drop/Phg #	Drop/Phg Name	Cost Center	Postage # Received
Drop Date : 1/1/2008									
1/1/2008	12/29/2007	1103	DMMALT	DMM Test Alternate	80,000	# 1(1)	DMM CSR Guy2	82002	0
				122507 DMM General	0	d1 g1		DMM INS	
1/1/2008	12/10/2007	1127	STREAM	Streamline Solutions	10,000	# 1(1)	Unda Polband		0
				Leah's xml template test	0	Daily [Default Package]			
Count: 2					Total Act Drop Qty:	80,000	Total Est Drop Qty:	0	
Drop Date : 1/2/2008									
1/2/2008	12/27/2007	1114	Strada	Strada Cycles	66	# 2(2)	test		0
				11/15 FF by Mail	0	11-15 9x 12 [11-15 9x 12]			
1/2/2008	12/27/2007	1115	Strada	Strada Cycles	46	# 1(1)	test		0
				11/15 FF by Mail	0	11-15 #10 [11-15 #10]			
Count: 2					Total Act Drop Qty:	111	Total Est Drop Qty:	0	
Drop Date : 1/3/2008									
1/3/2008	1/2/2008	1130	STREAM	Streamline Solutions	1	# 1(1)	Unda Polband		0
				State men idrop xml test	0	d1 g1			
1/3/2008	1/2/2008	1131	STREAM	Streamline Solutions	1	# 1(1)	Unda Polband		0
				State men idrop xml test	0	d1 g1			
1/3/2008	1/2/2008	1132	STREAM	Streamline Solutions	1	# 1(1)	Unda Polband		0
				State men idrop xml test	0	d1 g1			
Count: 3					Total Act Drop Qty:	3	Total Est Drop Qty:	0	
Drop Date : 1/4/2008									
1/4/2008	12/27/2007	1115	Strada	Strada Cycles	66	# 2(2)	test		0
				11/15 FF by Mail	0	11-15 9x 12 [11-15 9x 12]			
Count: 1					Total Act Drop Qty:	66	Total Est Drop Qty:	0	
Drop Date : 1/6/2008									
1/6/2008	12/30/2007	1125	S0027	Madison Print & Mail	20,000	# 1(1)	Leah VanWynsberghe		0
				Claude Test	20,000	Letter 1 [LETTER 1]			
X:\GENERATOR\STREAM_12_2\MULTICOPLANT\GENERATOR\MULT_12_2\REPORTS\JobsByDropDate.rpt									
Page 1 of 53									

This report will only display jobs entered through the Mail Estimating and Order Entry Module that have **Drops** entered, NOT jobs that have no drops entered through the Print Estimating and Order Entry Module. Only jobs with Drop Dates within the date range selected will be included.

If a CSR is selected then only jobs for the nominated CSR will be reported.

If a Territory is selected, only jobs for CSR's in the selected Territory will be reported. Please note it is assumed that all CSR's have been correctly linked to their appropriate Territories in the Salesrep master file. If the territory field is left blank, all CSR's will be assumed unless a specific CSR is selected. Any job that has been **Final Invoiced** will be omitted from the report regardless of postage statement or drop date criteria or CSR or Territory selection.

If the **Exclude Drops with Postage Statements** check box is selected, any **drop** that has had a postage statement issued against it will be omitted from the report. The exclusion of one drop because of postage statement activity does NOT exclude other drops for the same job from appearing on the report, provided their drop date(s) are within selected range.

The **Include Final Invoiced Job** check box will determine if all or only open jobs appear on this report.

Only **Jobs** will appear on the report. **Quotes** with Drop Dates are Excluded.

Postage Received column shows Total Postage Received for the job. This number does NOT represent Postage Received for each drop, because this level of detail is not maintained in the cash receipts or postage allocation programs.

Requirements to Run Report

- Have the appropriate updated version of PRODUCTION REPORTS.exe loaded on the server(s)
- Have the appropriate updated version of MASTERFILESCUSTOMER.exe loaded on the server(s) (to be able to define and link territories to CSR's)
- Have the **Jobs by Drop Date.rpt** file added to all relevant **Reports** folders (for each database)

The report defaults are:

- Start Date: Company's GL From Date
- Finish Date: Company's GL End Date
- CSR defaults to ALL (blank)
- Territory defaults to ALL (blank)
- Exclude Drops that have Postage Statements generated is CHECKED
- Sort by Drop Date is the default

Filters

CSRs: Populated with all Salesreps who are CSRs, whether they are active.

Select a CSR from the drop-down list or leave it blank to run the report for all CSRs.

Territory: Populates all the unique Territories. Territories are assigned to each CSR in the Master Files Customer module.

Select a Territory from the drop-down list or leave blank for all.

Option to Exclude Postage Statements generated:

By Default it is Checked (set to **Yes**).

If this option is checked (set to **Yes**) then, a drop would not be included in the report if a postage statement has already been generated against it.

Sort Option:

Defaults to sort by **Drop Date**. The report groups the data by the Drop Date and then sorts it by Job Number. If the sort option is **Customer** then the report would sort and group by the Customer Name and then within this order sort by the Drop Date and Job Number.

How the report works:

Looks for all the Drops within that date range.

Technical: MAILVRS("TYPE") = "D" (D- for drop), "DUE_DATE" within the range and "VERSION_RECNUM" is 0 using Index 8.

If the record does not satisfy any of these then, those records do not get reported.

Check to make sure there is a valid job number and the job has NOT been final invoiced.

Technical: Link up to the job/quote header (ESTIMATE) table via "QUOTE_NO" to get the JOB_NUMBER and ensure that the job number is greater than 0 and its status is not Final Invoiced (PART_FINAL should <> F).

Check if a statement exists for that Job and Drop combination.

Technical: If the option is to Exclude Drops that have Pstg Statements generated?" Link POSTFORM table with POSTFORM("STMT_SOURCE") = "S", POSTFORM("JOB_NO") = ESTIMATE("JOB_NUMBER") and POSTFORM("DROP_NO") = MAILVRS("NUMBER") using Index 10.

The program does conduct the above check if the exclude option is cleared.

Check the CSR or Territory for inclusions/exclusion.

Technical: - Link up to the INVOICE and SALESREP tables to get the CSR name.

INVOICE("QUOTE_NO") = ESTIMATE("QUOTE_NO") and SALESREP("RECNUM") = INVOICE("CSR_RECNUM")

If the report needs to filter by CSR then check if SALESREP("RECNUM") = INVOICE("CSR_RECNUM").

If the report needs to filter by Territory then check if the one selected = SALESREP("TERRITORY").

Excludes the drop if any of the filters are selected and the criteria are not met.

Where does the data come from?

DropDate = MAILVRS("DUE_DATE")

StartDate = ESTIMATE("START_DATE")

JobNumber = ESTIMATE("JOB_NUMBER")

JobDesc = ESTIMATE("DETAILS1")

AcNo = DEBTOR("AC_NO")

DetName = DEBTOR("NAMES")

DropNo = "#" + MAILVRS("NUMBER")

DropName = MAILVRS("NAME")

DropQty = MAILVRS("QUANTITY")

CSRName = SALESREP("NAME")

Status = JOBGROUP("SHORT") - If JOBGROUP("SHORT") is blank or null then Status = JOBGROUP("DESCR"). Use Index 3 in descending order (latest first) and JOBTRANS("JOB_NUMBER") = ESTIMATE("JOB_NUMBER") and JOBTRANS("WORKTYPE") = "L". Then link JOBGROUP("CODE") = JOBTRANS("GROUP") using index 2 to find a match.

CostCenter = JOBTRANS("COST_CENTRE")

PostageRecd = Sum of MSPTRANS("DEPOSIT_AMOUNT") for that Job Number.

Shipped and Mailed Pieces by Date

This report was written for one customer and is password protected for that customer. All customers can use it but should be cautioned that the report cannot be altered. This report provides information that is available in the Mailed Pieces by Date Report but includes other fields and is detailed for this one customer. To see if this report is something you can use as it is written, the password is **mail America**.

1. Select a Date Range for the report.
2. Click **Preview** or **Print**.

Streamline Solutions

Shipped and Mailed Pieces by Date

Page 1 of 27

From Date: 9/4/2005

Printed: 9/4/2009

3:14:36PM

To Date: 9/4/2009

For: NORMA

Mailed Pieces

Customer	Job#	Description	Statement Destination	Pcs Shipped	Cost
<u>Mailed Date: 9/25/2006</u>					
Kelly Marketing	735	Data Mail 2	1310	130,000	28,250.00
Sub Total for 9/25/2006				130,000	28,250.00
<u>Mailed Date: 6/15/2007</u>					
Leah	1349	Copy of test postage	1430	1,000	141.00
Sub Total for 6/15/2007				1,000	141.00
<u>Mailed Date: 2/22/2008</u>					
Leah	1206	test	1326	9,999	2,180.00
Sub Total for 2/22/2008				9,999	2,180.00
<u>Mailed Date: 2/29/2008</u>					
Leah	1225	test 3800R	1354	1,000	2,515.00

Production Shipping Reports: Shipping Report by Due Date

This report pulls all quantities flagged **partial** or **final** shipped using the **Shipping** module (red truck icon).

The report allows queries, within a date range, of all shipments, shipments for one customer or shipments for one job. The report can be queried for on planned shipments, actual shipments and/or non shipments.

To open

1. Click the **Shipping Report** icon.
2. Select a **Report Type**.
3. Select a **Customer #** or leave blank for ALL customers.
4. Select a Job Due Date Range.
5. Select Sorting Options and option to include planned or canceled shipments.
6. Select **Preview** or **Print**.

Reports

- Change Company/Plant
- Job Reports
- Shipping Reports**
 - Shipping Report
 - Bill of Lading
 - Final Shipped By Date
 - Shipments By Shipped Date

Shipping Report

Report Type

☒ Shipments By Due Date

☐ Shipments for Job#: [dropdown]

Customer Selection (* Leave blank to get all customers)

[dropdown] [text field]

Group By

☒ CSR Name: [dropdown]

☐ Salesrep

Job Due Date Range

Date From: 7 / 1 / 2008

Date To: 8 / 12 / 2008

Ship Type: Both

Options

☐ Shipped Jobs Only

☐ Non Shipped Jobs Only

☒ Both

Include

☒ Shipped Shipments

☐ Planned Shipments

☐ Cancelled Shipments

☒ Include Notes

Preview Print Close

Shipping Report By Due Date													
Streamline Solutions													
Selection Criteria:													
From Date: 3/1/2008 To Date: 3/4/2009													
Ship Type: Pickup And Ship To													
Printed: 3/4/2009 3:17:09PM													
For NORMA													
Job# Job Description Due Date Customer Job Qty Job Ship Notes Customer Ship Notes													
<CSR NOT ASSIGNED>													
1987 test 106000 Zip plus 4 customer 10000													
Packing Slip#	No.	Shipment ID	Ship To	Shipped Date	Cost	Shipped Qty	Carrier	Billing Type	Weight	Status	Item Description	Item Type	Planned Qty
296	1	226	Zip plus 4 customer 123 Main St. Box 100 A POCATELLO, ID 83204	12/1/2008	0.00	4.000	UPS 2nd Day Air		0.00	SHIP	2x1		4.000
Totals 1990 FF Monthly 12/2/2008 Harbio-Stan's do not touch 1													
Packing Slip#	No.	Shipment ID	Ship To	Shipped Date	Cost	Shipped Qty	Carrier	Billing Type	Weight	Status	Item Description	Item Type	Planned Qty
299	1	291	FF Harbio-Stan's do not touch 1 Main Street FARMINGTON, RI 02861	12/10/2008	0.00	1			0.00	SHIP	FF Monthly	merchandise -	1
301	2	292	Rob Alaska Inc. 100 West 22nd St SARFRAK BCO, CA 94115-1234	12/10/2008	0.00	50.000	UPS Ground	Collect	2.00	SHIP	Specialty Manual	merchandise -	50.000
Pack Slip Notes: Ship notes													
302	3	293	Rob Alaska Inc. 1000 Main Street Suite 105 OKLAHOMA CITY, OK 73102	12/10/2008	0.00	100.000	UPS Ground	Collect	2.00	SHIP	Specialty Manual	SAM PLEB -	25.000
											Letterhead	merchandise -	72.500
											Letterhead Samples	SAM PLEB -	2.500
											Specialty Manual	SAM PLEB -	25.000
											Letterhead	merchandise -	72.500
											Letterhead Samples	SAM PLEB -	2.500
303	4	294	Rob Alaska Inc. 100 West 22nd St SARFRAK BCO, CA 94115-1234	12/10/2008	14.16	50.000	UPS Ground	Collect	2.00	SHIP	Specialty Manual	merchandise -	50.000
Pack Slip Notes: Ship notes													
											Specialty Manual	merchandise -	50.000

Production Shipping Reports: Bill of Lading

This report collects one or more shipments, from one or more jobs and prints a Bill of Lading. Shipments are listed by packing slip number, with the option to include a tracking number, number of skids and/or packages and weight. The report restricts the addition of a shipment to more than one Bill of Lading. There is a search tool for existing Bills of Lading, which searches by customer, date and job number.

To open

1. Click the **Bill of Lading** icon.
2. **Select Bill of Lading** or search using **binocular** icon.
3. Options to: Delete, Edit, or Create a New Bill of Lading.

Production Reports for the Company : (01) Streamline Solutions - Plant Code: 0100 01 San Rafael

Reports
Change Company/Plant
Job Reports
Shipping And Reports

Shipping Report
Bill of Lading
Final Shipped By Date
Shipments By Shipped Date

Bill of Lading
Select Bill of Lading#: 2

Packing Slip List: 61

Ship Date: 3/4/2008
Special Instructions: Please enter special instructions for the bill of lading in this 'Special Instructions' box.

Delete New BOL Edit BOL
Preview

STREAMLINE
SOLUTIONS

streamline solutions
100 Smith Ranch Road
Suite 124
San Rafael, CA, 94903
T 415.462-7225
F 415.233-4157
www.printstream.com

Bill of Lading # 10

Deliver to:
Leah VanWynsberghe
Leah
Hawaii
WAKE ISLAND, HI 96898

T: Hawaii phone

Delivery Date 10/17/2008
Billing Type
Carrier UPS 2nd Day Air

Packing Slip#	Tracking#	Skids	Packages	Weight	Description
307		0		0.00	test 18853 - merchandise
Totals		0	0	0.00	

Production Shipping Reports: Final Shipped By Date

Report will be generated for all jobs Final Shipment between the selected date range.

Note A job is flagged **Final Shipped** in the **Shipping** module.

Production Reports for the Company : { 01 } Streamline Solutions - Plant Code: 0100 01 San

Reports

Change Company/Plant

Job Reports

Shipping And Reports

Shipping Report

Bill of Lading

Final Shipped By Date

Final Shipped By Date Report

Description : Report will be generated for all the Final Shipments for the selected Date Range.

Shipped Date Selection

Date From : 8 / 4 /2009 Date To : 9 / 4 /2009

Preview Print Close

any : (01) Streamline Solutions - Plant Code: 0100 01 San Rafael - [Final Shipped By Date]

1 of 1 96% Total: 8 100% 8 of 8

Streamline Solutions

Final Shipped by Date Report Printed : 9/4/2009 3:22:33PM

From Date : 8/4/2009 To Date : 9/4/2009

Shipped Date	Cust A/C#	Customer Name	Job#	Description	Pack Slip	Destination	Quoted Price \$
8/26/2009	001	Sunshine, LLC.	4022	Full Advertisement	638	SALT LAKE CITY, 84123	178.00
8/28/2009	LEAH	Leah's Account	4032	Test Add Job Shipments option	648	DRAPER, 84020	3,847.16
8/28/2009	LEAH	Leah's Account	4032	Test Add Job Shipments option	649	TAYLOR, 48180	
8/28/2009	LEAH	Leah's Account	4032	Test Add Job Shipments option	650	.	
8/28/2009	LEAH	Leah's Account	4032	Test Add Job Shipments option	651	DRAPER, 84020	
9/2/2009	LEAH	Leah's Account	3182	Test some shipping	652	DRAPER, 84020	0.00
9/2/2009	0200	ABC Company	4037	XML Template Sample	653	SOUTH SALT LAKE, 84107	112,852.32
9/2/2009	0200	ABC Company	4037	XML Template Sample	654	SOUTH SALT LAKE, 84107	
							116,877.48

Production Shipping Reports: Shipments By Shipped Date Report

This report pulls all shipped quantities flagged **partial** or **final** shipped using the **Shipping** module (red truck icon).



The report allows queries, within a date range, of all shipments, shipments for one customer or shipments for one job and can be filtered by carrier or CSR. The report can be run to include or exclude item details and sample shipments. The report also displays packing slip number, responsible party, freight cost, weight and destination.

Production Reports for the Company : (01) Streamline Solutions - Plant Code: 0100 01 San Rafael

Reports

- Change Company/Plant
- Job Reports
- Shipping And Reports
 - Shipping Report
 - Bill of Lading
 - Final Shipped By Date
 - Shipments By Shipped Date
 - Shipping

Shipments By Shipped Date

Description : Report will list shipped Shipments for the selected Date Range.

Shipped Date Selection

Date From: 8 / 1 / 2009 Date To: 9 / 4 / 2009

Filter By Job # (Leave Blank for All)

Job#: []

Customer Selection (Leave Blank for All)

Customer#: []

Job Shipment Status

☐ Partially Shipped Only ☐ Final Shipped Only ☒ Both

Filter By Carrier

Carrier: []

Filter By CSR

Name: []

Options

☐ Include Items Detail ☐ Exclude Sample Shipments

Preview Print Close

Without item details:

Streamline Solutions											
Shipments By Shipped Date Report											
Printed : 9/4/2009 4:54:17PM											
From Date: 8/1/2009 To Date: 9/4/2009											
Pack Slip	Shipped Job#	Date	Responsible	Customer	Description	Skids	Freight Cost	Qty Shipped	Weight	Carrier	Destination
House Account											
638	4022	8/26/2009	B RANDON	Sunshine, LLC.	Fall Advertisement	0	75.00	1,000	0.00		SALT LAKE CITY, UT 84123
						0	75.00	1,000	0.00		

With item details:

Streamline Solutions

Shipments By Shipped Date Report

Printed : 9/4/2009 4:55:40PM

From Date: 8/1/2009 To Date: 9/4/2009

Pack Slip	Shipped Job#	Date	Responsible	Customer	Description	Skids	Freight Cost	Qty Shipped	Weight	Carrier	Destination	Notes
House Account												
638	4022	8/26/2009	B RANDON	Sunshine, LLC.	Fall Advertisement	0	75.00	1,000	0.00		SALT LAKE CITY, UT 84123	
Description		Item Type		Planned Qty		Quantity						
Fall Advertisement				1,000		1,000						
						0	75.00	1,000	0.00			

Production Shipping Reports: Shipping

This icon provides the same shipping screen that is found in the **Shipping** module (red truck icon) and in the Shipping tree branch in Print and Mail Estimating where job shipments may be entered.

Production Reports for the Company: (01) Streamline Solutions - Plant Code: 0100 01 San Rafael

Reports

Change Company/Plant

Job Reports

Shipping And Reports

Shipping Report

Bill of Lading

Final Shipped By Date


Shipments By Shipped Date

Shipping

Job Shipments

File Shipping Methods Find Shipment Set Shipping Status

Job Shipping Information

Enter Job#: 3212 

Customer: Alaska Inc. Job's First Delivery 8/29/2009

Job Description: Cantasia Practice 2 Job Qty: 20,000 Job's Last Delivery 8/29/2009

Shipments Status: ☐ Flag as Final Shipped Shipment Hold: No

Shipments Summary (Double Click on a Shipment to open the edit window)

	Delivery#	Shipment ID	Backorder ShipmentID	Date	Total Qty	Company	Address	ZIP Code	Stage	Freight Cost	Batch #

(The * in the ShipmentID column indicates is the last shipment)

Production: Quote to Job Conversion Report

The **Quote to Job Conversion Report** displays the number of jobs quoted for a customer vs. the number of jobs converted.

To open

1. Click the **Quote to Job Conversion Report** icon.

Quote To Job Conversion Report Selection Form Plant - 0100

☒ Estimator
☐ CSR
☐ Sales Rep.
☐ Job Type

Select Job Categories
☒ Mail Jobs
☒ Print Jobs
☒ Print And Mail Jobs
☒ Price List Jobs

Date Range
 From: 1 / 4 / 2009
 To: 9 / 4 / 2009

Filter By Customer (Leave blank to get all customers)
 Customer #

Select Names
 Arbella Figg
 Betty White
 Claude
 Gabrielle Allen
 Gilderoy Lockhart
 Michael Carpino
 Norma Nelsen
 Opal Richey
 Rob Hales
 Sheelah Weaver

☒ Active Only

☐ Print Quote List
☒ Filter for the Current Plant Only (Job's Plant)
☒ Ignore Quote Versions for the reporting
☒ Exclude Jobs that were created from Master Templates .

Include All >>
 <<Remove All
 Preview Print Exit

2. Report can be run by **Estimator, CSR, Sales Rep., or Job Type**.
3. Select one or more **Job Types** (Mail, Print, Print and Mail, Price List Jobs).
4. Select a from and to **Date Range** and optional customer filter.
5. Select a name (or names) by highlighting and clicking the **Add** button, then **Print**.
6. Option to print the title of the quote by selecting **Print Quote List**.
7. Option to export to: MSWord, MSExcel, Crystal Reports, etc., (envelope w/red arrow icon).

Total: 276 100% 276 of 276

Quote To Job Conversion Report (from 6/1/2009 to 8/31/2009)

Print Date: 9/4/2009

Page 1 of 3

Chuck Bannon					
<i>Customer Name</i>	<i>Acct Number</i>	<i>Number Of Quotes</i>	<i>Price</i>	<i>Number Of Jobs</i>	
Abba Inc.	ABBA1				
Total: Abba Inc.		2	\$550.00	2 100.00%	\$550.00
ROWAN ROCKS	ROWAN				
Total: ROWAN ROCKS		1	\$4,189.44	1 100.00%	\$4,189.44
Total: Chuck Bannon		3	\$4,739.44	3 100.00%	\$4,739.44
Claude					
<i>Customer Name</i>	<i>Acct Number</i>	<i>Number Of Quotes</i>	<i>Price</i>	<i>Number Of Jobs</i>	
Claude's Test Customer	50093				
Total: Claude's Test Customer		1	\$1,305.00	1 100.00%	\$1,305.00
A New Customer	50104				
Total: A New Customer		1	\$0.00	1 100.00%	\$0.00
Abba Inc.	ABBA1				

Note Quotes copied to a version are not counted when comparing # of quotes to # of jobs and the % Converted.

Estimators, CSR's and Sales Reps. are setup in **Master File – Customer**. Job Types are setup in **Master File – Mail Process**.

Crystal Report Launchers

Introduction to Crystal Report Launcher Applications

The applications documented in this training guide are designed to allow users to develop their own Crystal Reports and embed these into the PrintStream system so they are available from the menu bar or the web.

The two following products will be discussed:

CustomReportExecutor

This application allows users to run a special Crystal Report Launcher from the PrintStream MenuBar. This tool will display a list of all user-defined reports and allow the user to run the report.

CustomPrograms on the MenuBar

The application allows users to include **non PrintStream** executables on the PrintStream MenuBar. This could be any standalone executable or could be Crystal Reports that have been **compiled** to run as executables.

CustomReportExecutor

Summary

This application is installed in your WINEXE folder as a standard PrintStream application. You would add this to your MenuBar just like any typical PrintStream program. Once the application is started it will scan a specific folder on your server looking for any Crystal Report files (*.rpt) that you have created. A list of these reports will be presented to the user and they may click the report to launch it. It is presumed that you have created the report with any necessary parameters within the report to control selection or filtering of data.

The following paragraphs document the steps required to configure the CustomReportExecutor:

Activate CustomReportExecutor

Please contact EFI PrintStream and have them activate this option in your License File

Once the program has been licensed on your system you would then place the application on your MenuBar just as you would with any other PrintStream program. At this time you would also associate the appropriate security privileges to the users that should be able to use this application.

Create Your Crystal Reports

You would now begin the process of creating the custom reports in Crystal Reports. Please note that PrintStream places a run-time environment as part of the PrintStream installation on each workstation. This run-time environment is distributed based on a specific version of Crystal Reports. You need to ensure that when you create your own Crystal Reports, that these will be created in a version of Crystal that is compatible with the run-time version installed on all of your users' workstations. This typically means developing your custom reports in the same version of Crystal that our current release is distributing. The alternative to this is you will need to manually install a later and compatible version of the Crystal run-time on each workstation that supports compatibility with both your custom reports and the PrintStream standard reports.

Save Your Reports in the CustomReports Folder

All of the custom Crystal Reports that you have created need to be saved into a specific folder on the system, in order for PrintStream to recognize them.

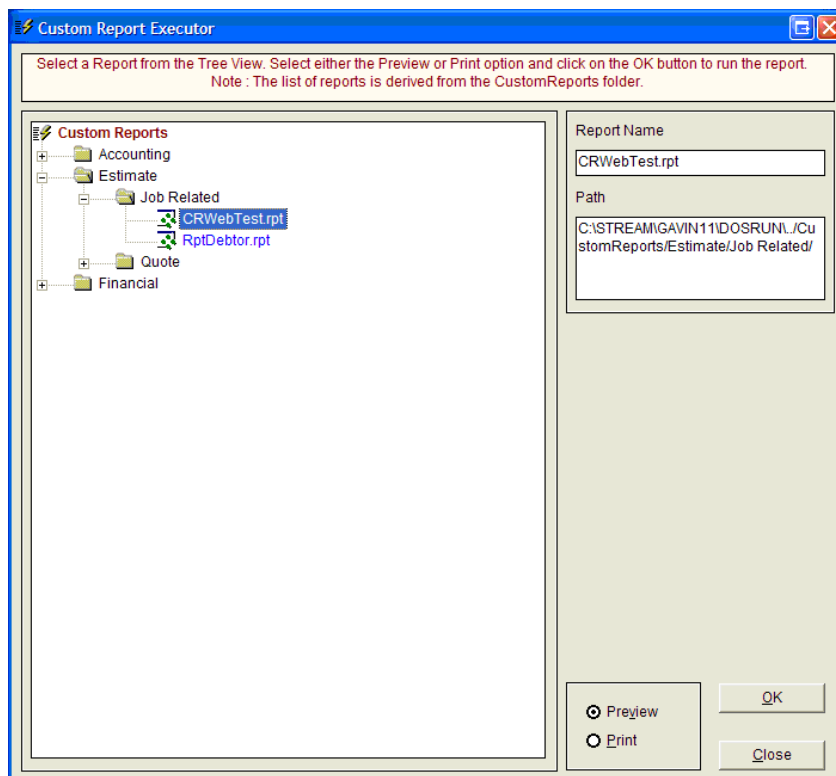
This folder is called CustomReports and should be created at the same level as the **Data** folder in each of your databases. Please note, if you have multiple databases, or a livedata and testdata environment, you will need to maintain the folders in each of these locations. Below is an illustration of a typical folder structure for holding Custom reports. Please note when creating this folder structure you CANNOT create sub-folders more than 2 levels deep.

C:
 Stream
 LiveData
 CustomReports
 Estimating
 QuotesByDate.rpt
 QuotesNotAccepted.rpt
 JobCosting
 Labor
 LaborTransByDate.rpt **(cannot nest deeper than this)**
 LaborByCostCenter.rpt
 Material
 MaterialSpoilage.rpt
 Data
 Dosrun

Run the CustomReportExecutor

The following screen illustrates how the system will scan your CustomReports folder and display the list of reports according to the folder structure you created.

The user simply highlights the desired report and clicks the OK button to launch the report. At this point, any parameters that you embedded in the Crystal Report will be requested. Please note there is no error checking in the report launcher to determine if the parameters passed are valid. You should enforce this range checking within your Crystal Report. If a user enters data in the parameter fields that is incompatible with your report there may be unpredictable results in the launcher as it attempts to recover from the error.



In future releases of the **CustomReportExecutor**, there will be provisions to control security access within the executor, thereby allowing you to control which reports your users can run, based on security events.

Custom Programs in MenuBar

Summary

The PrintStream MenuBar has been programmed to recognize **non PrintStream** applications, so they can be incorporated into the standard MenuBar for your users.

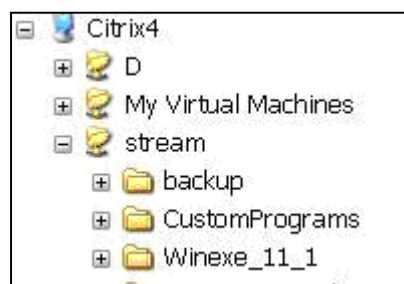
The following paragraphs document the steps required to include these executables in the menu.

1. Create the Folder for your Custom Programs
2. Create a folder.

This folder needs to be located on the same **level** as your winexe folder.

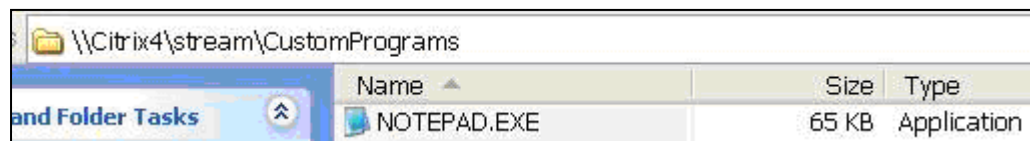
The folder **MUST** be named: CustomPrograms (not case sensitive).

Example:



3. Put the programs you want in this folder.

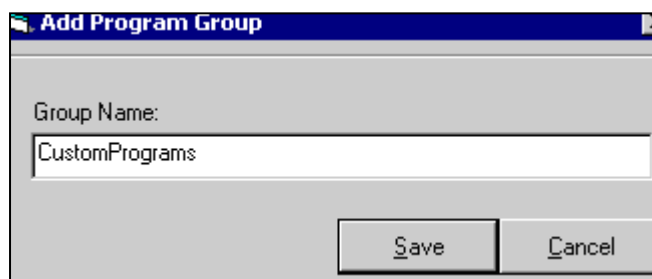
Example: Notepad



4. Place the Programs on Your MenuBar.
5. Log into PrintStream.
6. Select **menu and users** (as an administrator).
7. Create or locate the appropriate **Program Group**.
8. To add a new **Group**, highlight program groups, right-click and select **Add a new Group**.



9. Enter a name of what you want to call this **grouping**.



10. Click the **Save** button.
11. Now add your programs
12. Click the group and right-click **customprograms** (name you gave your group).
13. Find the program on the list and select it.

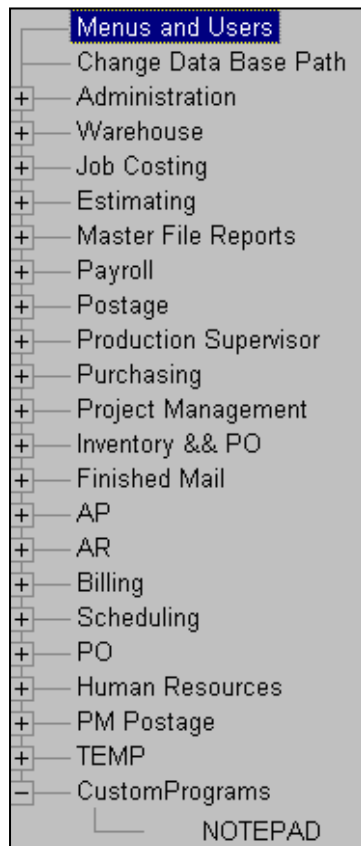
<input type="checkbox"/>	MigrateItemNom	Add Password	5	▼	MIGRATEITEMNOM.EXE
<input type="checkbox"/>	MSPJobCostTran	Add Password	5	▼	MSPJOB COSTTRAN.EXE
<input type="checkbox"/>	MSPSalesReports	Add Password	2	▼	MSPSALESREPORTS.EXE
<input checked="" type="checkbox"/>	NOTEPAD	Add Password	5	▼	NOTEPAD.EXE
<input type="checkbox"/>	PalletTickets	Add Password	5	▼	PALLET TICKETS.EXE
<input type="checkbox"/>	pkzip25	Add Password	5	▼	PKZIP25.EXE
<input type="checkbox"/>	Postage Advanced Ltr	Add Password	4	▼	POSTAGEADVANCEDLLTR.EXE
<input type="checkbox"/>	Postage Audit Adjustment	Add Password	1	▼	POSTAGEAUDITADJUSTMENT.EXE
<input type="checkbox"/>	Postage Inventory	Add Password	3	▼	POSTAGEINVENTORY.EXE

14. Click **Save Group Changes** on the top of the display.



15. Add this program group under your user group.

Once this is done you will have your new program group and programs on the menu:



Database Builder

Overview

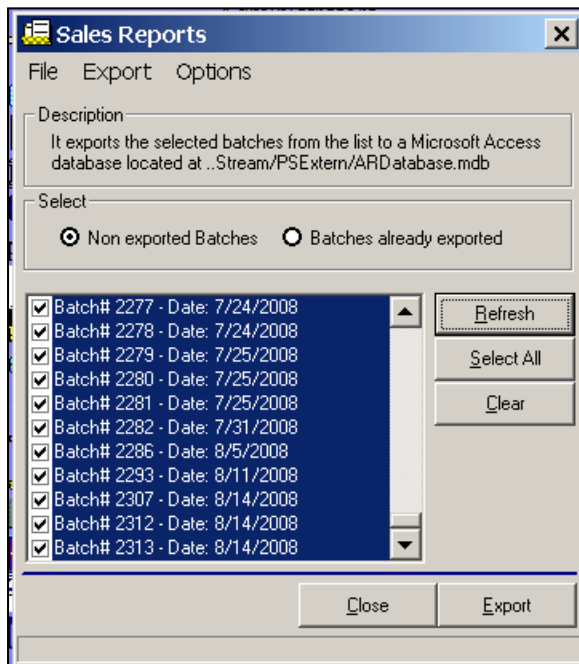
The A/R Database Builder and Job Costing Database Builder create Access databases in the PSEXTERN folder of the database server. Reports can then be created using the exported information. Both database builders work the same way. The difference is Job Costing extracts information from Jobs, while AR extracts batch information from Accounts Receivable. The screen shots in this documentation will be of the AR Database Builder.

Extracting PrintStream Data to an Access Database

Select from the list by clicking in the box next to the batch. **Select All** will select all batches in the list and add a check mark next to them. Deselect a batch in the selection by clicking the batch. **Refresh** and **Clear** will deselect all selected batches; however, **Refresh** will move to the top of the list after clearing the selection.

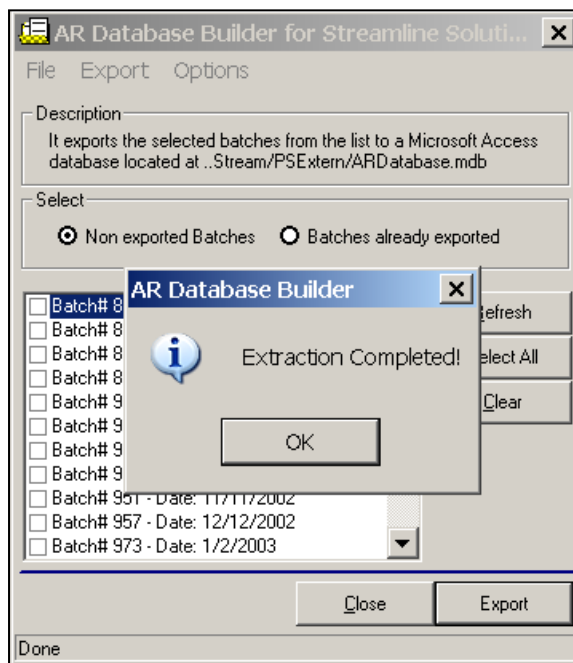
Note the option to select batches by date range and exclusion options under the options menu.

Non exported Batches will list posted batches that have not already been exported. View the list of exported batches by marking **Batches already exported**.



When the selection is complete, click **Export**. The information is being exported into an Access database.

The status bar at the bottom and the **Export** button indicates the database is being built. When the export is complete the **Extraction Completed** is displayed. Click **OK** and **Close**. The extracted information is now ready to be linked with a report database.



PSEXTERN Database vs. Report Database

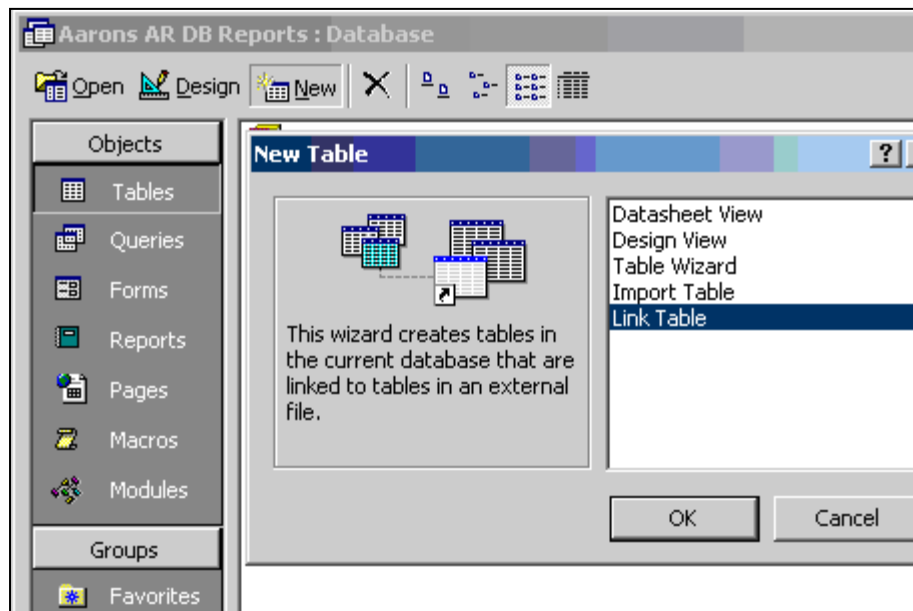
The PrintStream Database builders create access databases in the PSEXTERN folder of the database server path used in your office (for most this will be the P:\stream\livedata\PSEXTERN\ folder). In this folder are files called ARDatabase.mdb for the AR Database Builder and Jobcost.mdb for the Job Cost Database Builder. You should not create reports or queries within these databases. Instead you should create a report database on your local computer that will link to the database. By using this method all customized work will be saved in the event of future changes, and it provides a facility for sharing your reports with other PrintStream users while not sharing your data.

WARNING If you create reports in the Access database located in the PSEXTERN folder, your programming will likely be lost during a PrintStream upgrade.

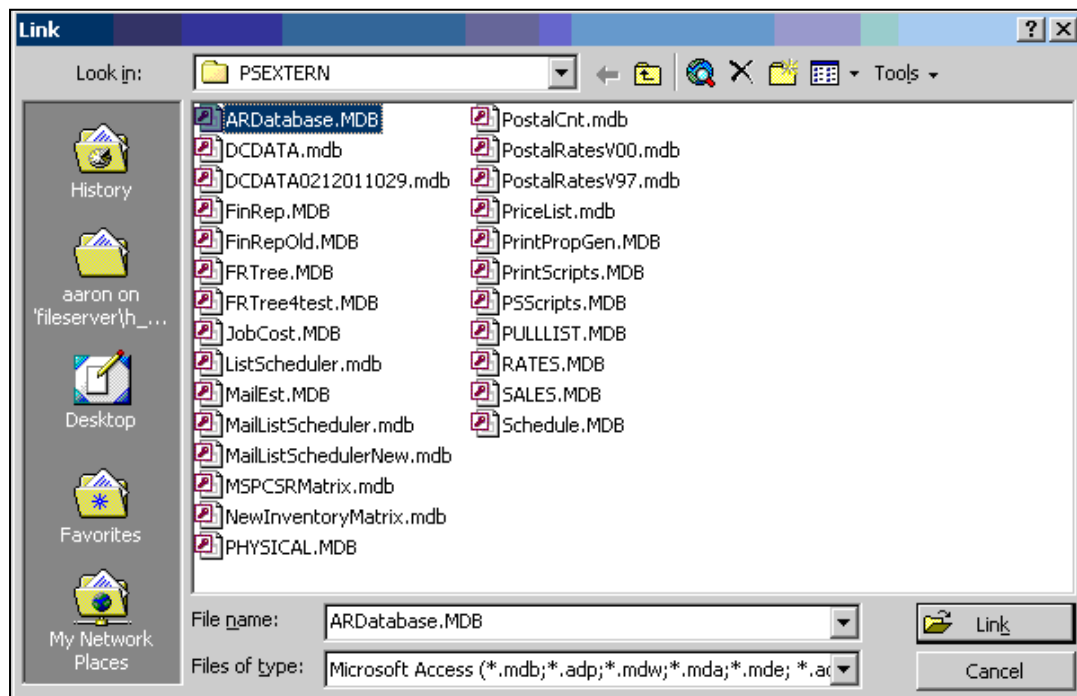
Linking Tables to the Access Report Database

To link your report database to the PSEXTERN Database

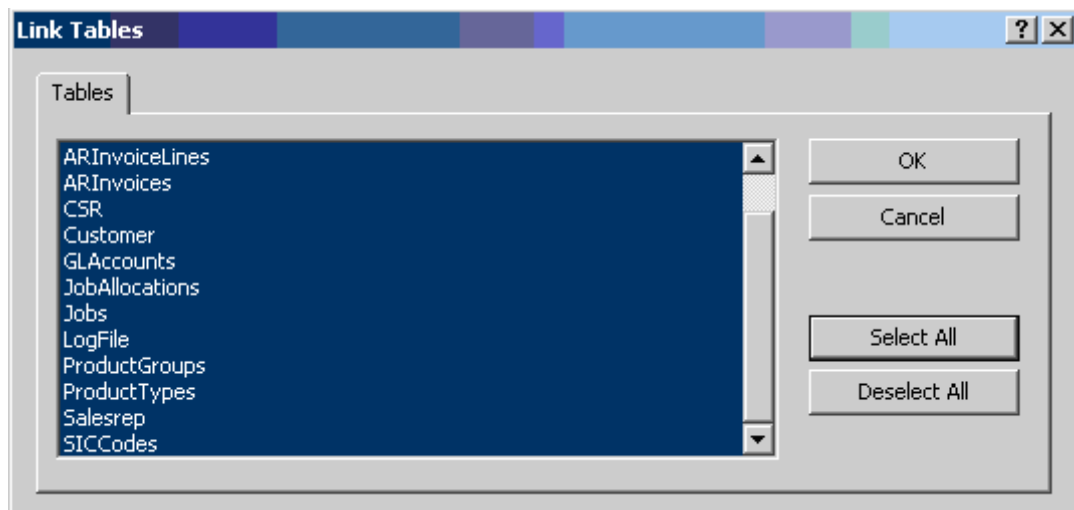
1. Create a new Access database and select New from the Tables Selection. Highlight the **Link Table** option and click **OK**.



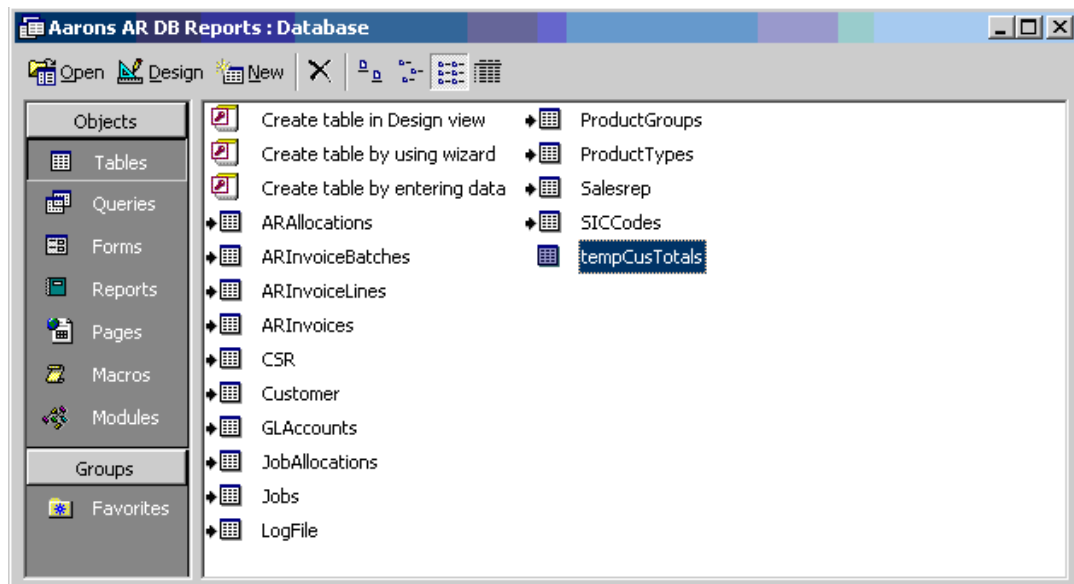
2. Follow the path to the **PSEXTERN** folder in the server location that manages the PrintStream Database.
(For most, this will be **P:\stream\livedata\PSEXTERN**.)
3. Double-click the desired database.



4. After double-clicking the database, a list of all available tables within the database will be shown.
5. Click the **Select All** button and **OK**.



All of the Databases that are linked to your database will show up in your local database. All linked tables in access show up in the table list with an arrow next to them (see below).



Linked tables in Access work in the same way as a normal table except that the table definition cannot be modified. The data does not actually reside on your local computer; it is simply brought locally when connected. Notice tempCusTotals does not have an arrow. This means it is a table that resides in the local mdb.

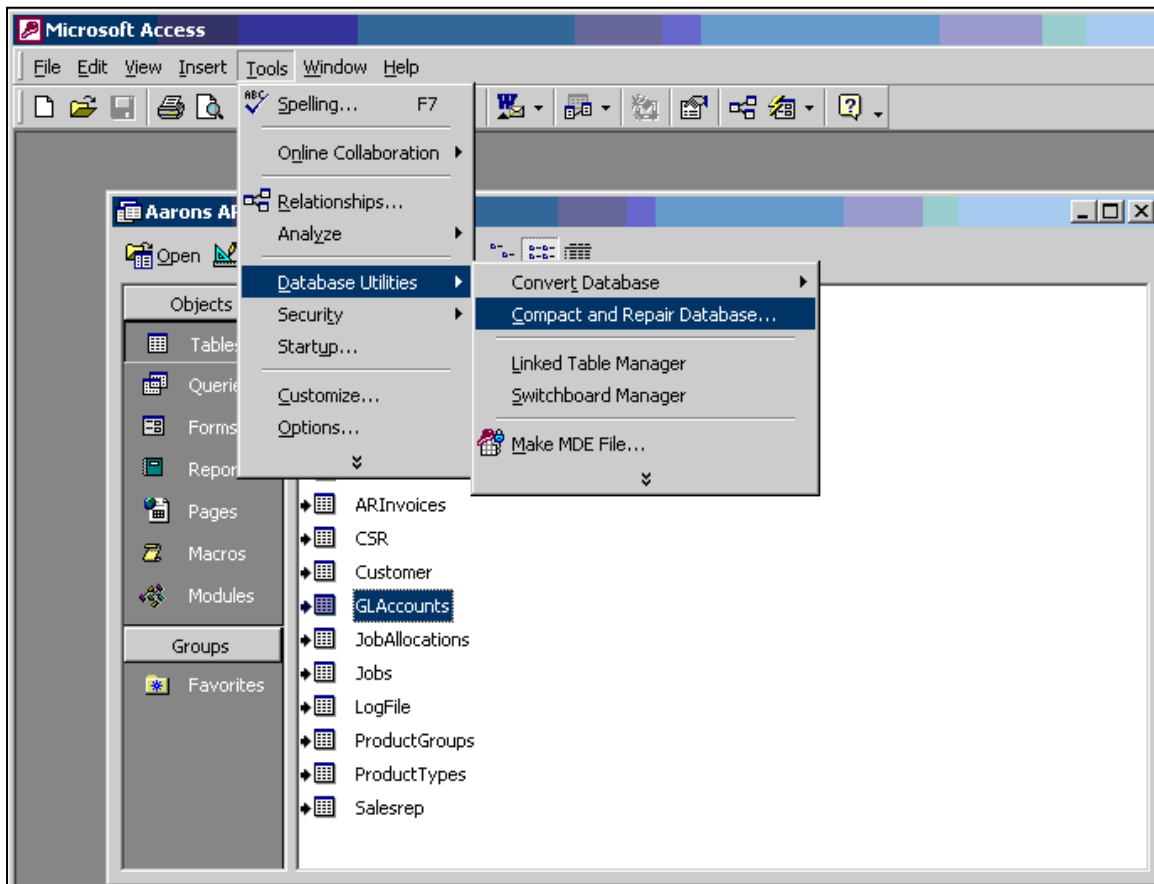
Sharing Your Reports

To share your reports with others, simply make a copy of the report database. If the user that created the report database has the same path to the Access database, you will not need to make any changes when the database is run. If the database had different links to the Access database tables, you will need to delete all of the linked tables (the tables with arrows) and recreate the links using the steps above.

Note None of the data in your system will be transferred when you give your report database to another person. Only the **programs** to produce the report is being transferred.

Microsoft Access House Keeping

Using the linked table method will create file fragments within a Microsoft Access database. To keep the database at a minimal size and running efficiently, Microsoft has provided a utility to Compact and Repair the Database. (See below for where to find this utility.) It is recommended that you run this utility before copying your database for another user to minimize disk space while transferring.

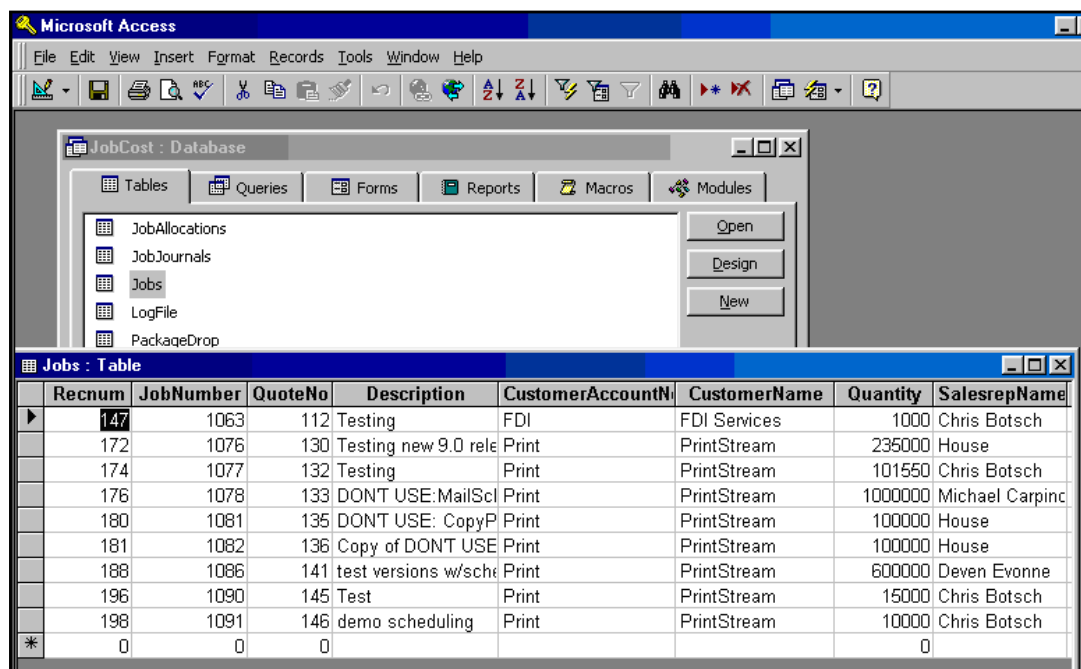


Job Cost Database Builder: Create your Own Reports in MS Access

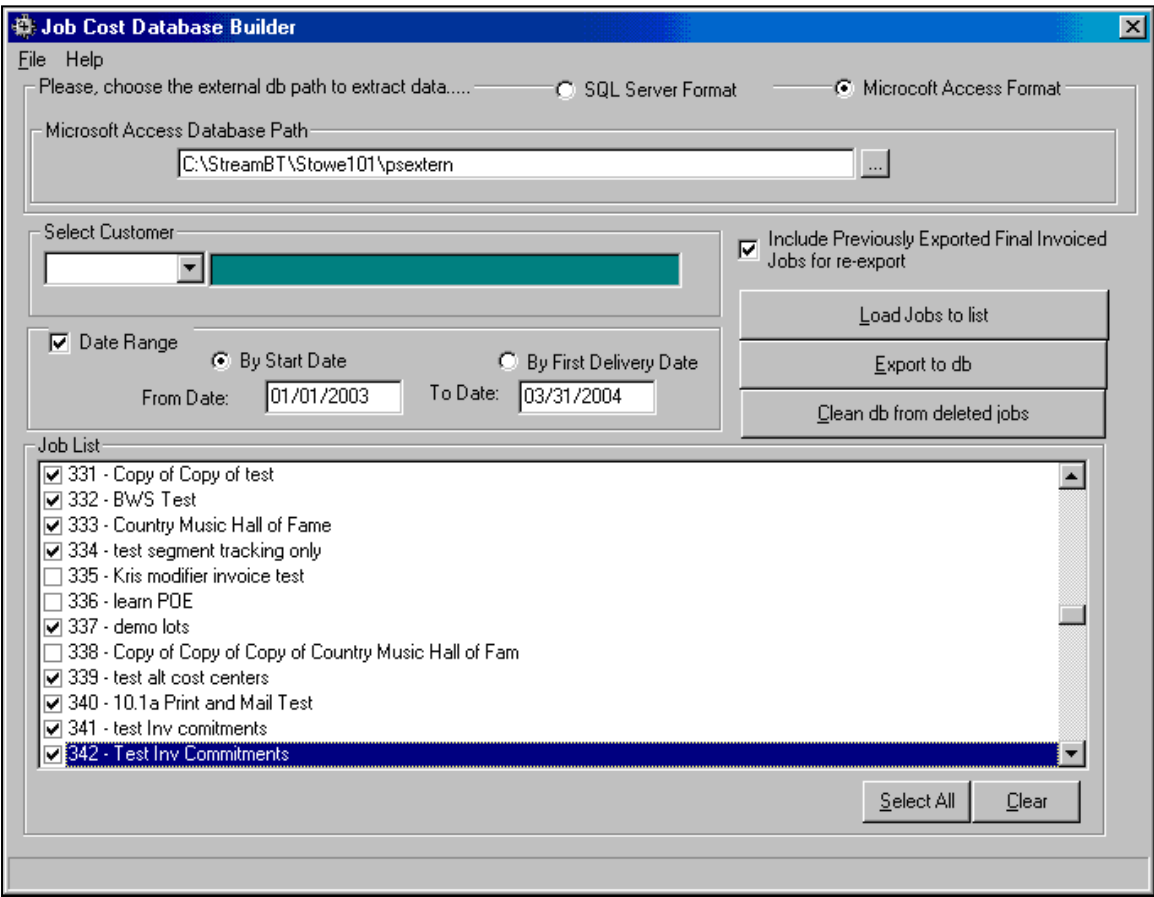
The **Job Cost Database Builder** allows you to export job costing data per customer between a selected date range. This module gives you the flexibility to create your own custom reports in MS Access.

To open

1. Click the **Job Cost Database Builder** icon (gray machine gear).
2. Select the external database format and set the database path.
3. Option to enter the **Customer #** (or use the up/down arrow keys to scroll for a customer). Leave blank for all customers.
4. Select one of the following sort options by: **Start Date** or **First Delivery Date**.
5. Enter the **From** and **To** date range.
6. Select the **Load Jobs to list** button.
7. Click each job (black check in each box) you want to Export or click the **Select All** button.
8. Select the **Export to db** button.
9. Locate the saved Access database file through Explorer. (Example PATH: P:/Stream/LiveData/PSEExtern/JobCost.mdb)



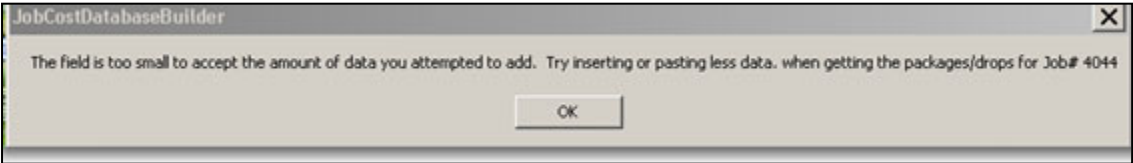
Recnum	JobNumber	QuoteNo	Description	CustomerAccountN	CustomerName	Quantity	SalesrepName
147	1063	112	Testing	FDI	FDI Services	1000	Chris Botsch
172	1076	130	Testing new 9.0 release	Print	PrintStream	235000	House
174	1077	132	Testing	Print	PrintStream	101550	Chris Botsch
176	1078	133	DONT USE: MailSched	Print	PrintStream	1000000	Michael Carpinc
180	1081	135	DONT USE: CopyP	Print	PrintStream	100000	House
181	1082	136	Copy of DONT USE	Print	PrintStream	100000	House
188	1086	141	test versions w/sched	Print	PrintStream	600000	Deven Evonne
196	1090	145	Test	Print	PrintStream	15000	Chris Botsch
198	1091	146	demo scheduling	Print	PrintStream	10000	Chris Botsch
*	0	0				0	



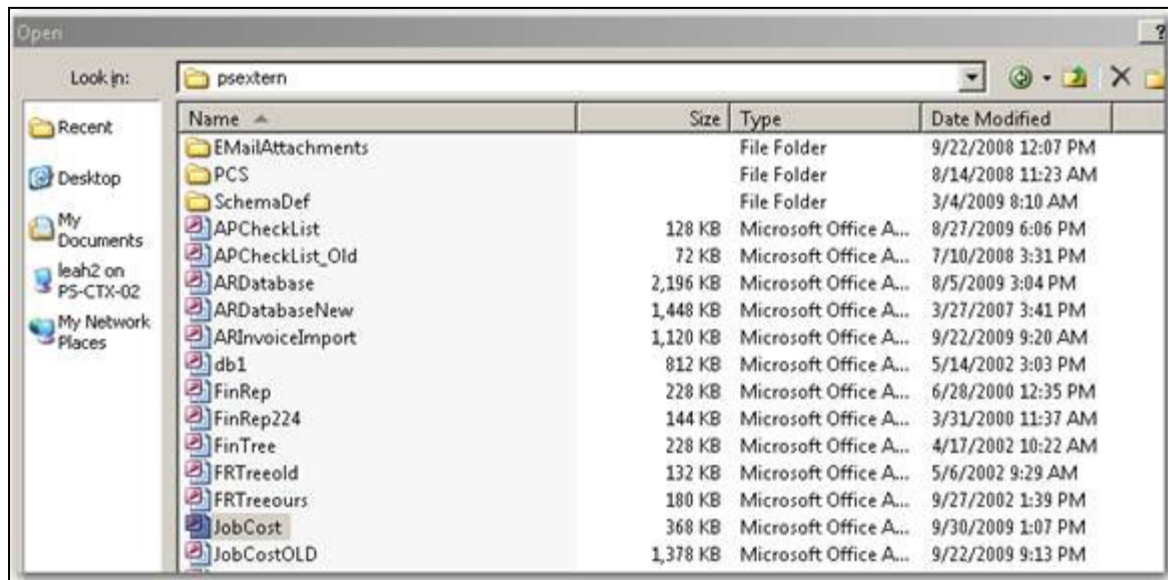
Include Previously Exported Final Invoiced Jobs for re-export re-exports final jobs that were already exported to the job cost database. Please check with your internal accounting team to determine if and when this option needs to be selected. Performance will increase if not selected.

Clean db from deleted jobs clears the job cost database from jobs that were previously exported but that have since been deleted from PrintStream.

In PrintStream 2009, we expanded the ability to enter the Package name from 30 characters to 80 characters. Because the Job Cost Database Builder exports data to an .mdb file, we had to make a change in the .mdb file itself to accommodate these additional characters. If the following error message occurs, please rename any existing .mdb file and allow the Job Cost Database Builder to create a new file.



The following example shows an example of the renamed existing file and the newly created file.



The field is now properly created with the new field lengths.

Security Warning: Certain content in the database has been disabled. Options...

All Tables	JobRecnum	JobNumber	Type	Number	Name	DueDate
GLJobAlloc	5471	4025	P	1	Default Package	
GLJobAlloc : Table	5471	4025	D	1	SCF	8/30/2009
JobAllocations	5476	4028	P	1	Default Package	
JobAllocations : Table	5478	4030	P	1	Quick Package	
JobJournals	5480	4031	P	1	Default Package	
JobJournals : Table	5482	4032	P	1	Default Package	
Jobs	5484	4033	P	1	Some to Mail	
Jobs : Table	5484	4033	P	2	Bulk Ship	
LogFile	5484	4033	P	3	Some to Mail-John Q	
LogFile : Table	5484	4033	P	4	Bulk Ship-Sample Kit	
PackageDrop	5499	4044	P	1	Testing the field lengths in some reports for the package name field in MAILVRST	9/1/2009
PackageDrop : Table	5499	4044	D	1	ATest in Drops	9/5/2009

Jobs on Hold Report

Overview

The **Jobs on Hold Report** will list each job that has been set with a status code of on hold. In earlier versions of PrintStream, there was a bug where final invoiced jobs were appearing as jobs on hold. The problem occurred due to the way the programming handled the job status of invoiced jobs. Although this has been corrected in all later versions of PrintStream, the fix does not correct existing jobs that were final invoiced previous to upgrading from the **broken** version.

Report Results Prior to Corrected Functioning

Jobs on Hold					
Job	Description	Code	Date Set	User	Comments
1300	Copy of Test Cutting Slip	On Hold	2008/06/25 21:53	LEAH	Job is set on Hold from the Job Mark Program
1311	test	Final Invoiced	2008/04/25 16:33	LS	
1318	042808 Finalized Job	Final Invoiced	2008/04/28 11:01	DMM	
1322	XMLJC test template	Final Invoiced	2008/12/16 13:59	GINA	
1377	Copy of 042808 Finalized Job	Final Invoiced	2008/05/12 10:47	DMM	
1410	ABC Primary template	Final Invoiced	2008/05/15 08:36	LS	
1411	ABC Primary template	Final Invoiced	2008/05/15 13:56	LS	
1412	ABC Primary template	Final Invoiced	2008/05/15 13:56	LS	
1413	ABC Primary template	Final Invoiced	2008/05/15 13:56	LS	
1416	ABC Primary template	Final Invoiced	2008/05/15 13:56	LS	
1417	ABC Primary template	Final Invoiced	2008/05/29 14:21	LEAH	
1425	ABC Primary template	Final Invoiced	2008/05/15 17:33	LS	
1426	ABC Primary template	Final Invoiced	2008/05/15 17:33	LS	
1427	ABC Primary template	Final Invoiced	2008/05/15 17:33	LS	
1442	ABC Primary template	Final Invoiced	2008/05/29 13:38	LS	
1443	ABC Primary template	Final Invoiced	2008/05/29 13:38	LS	
1444	ABC Primary template	Final Invoiced	2008/05/29 13:38	LS	
1451	ABC Primary template	Final Invoiced	2008/05/29 13:38	LS	
1452	Contract Billing test	Final Invoiced	2008/05/29 13:38	LS	
1453	ABC Primary template	Final Invoiced	2008/05/29 13:38	LS	
1454	Contract Billing test	Final Invoiced	2008/05/29 13:38	LS	
1463	ABC Primary template	Final Invoiced	2008/05/29 13:38	LS	

Done Print Export

Contact your PrintStream Account Manager for assistance in removing these jobs from the Jobs on Hold report.

Jobs In Progress

Overview

The Jobs in Progress reporting was designed to show the progress of jobs through the production facility. Since it is a user defined report it can be structured to fit the specific needs of the customer by being able to set the specific milestones to gage the progress of each job.

Job In Progress Report

☒ 100 PRODUCTION SUMMARY - MASTER
☐ 101 PRODUCTION SUMMARY - MAIL
☐ 102 PRODUCTION SUMMARY - PRINT

Report Date: 7/31/2009 Priority:

Date Range Start Date: 7/1/2008 Out Off: 7/31/2009
☐ Report All Open Jobs

☒ Exclude any Job whose schedule has been Closed Out ☐ Exclude Only Jobs whose schedule has been Closed Out before the report date

☒ Exclude any Job that has been Shipped ☐ Exclude Only Jobs that have been Shipped before the report date

☒ EXCLUDE Jobs that have no items in this report ☐ EXCLUDE Jobs with no time or costs recorded yet

Sort Order
☒ Sort By Due Date
☐ Sort By Job
☐ Sort By Salesrep
☐ Sort By Customer, Job #

Status Column will Display...
☒ Most Advanced Transaction - Based on Activity Code
☐ Most Recent Transaction - Based on time of entry

CSR Selection: Sales Rep. Selection:

Edit Notes Help Preview Print Cancel

Job In Progress 1 of 30 Total: 568 100% 568 of 568

Job In Progress Report Page 1 of 30

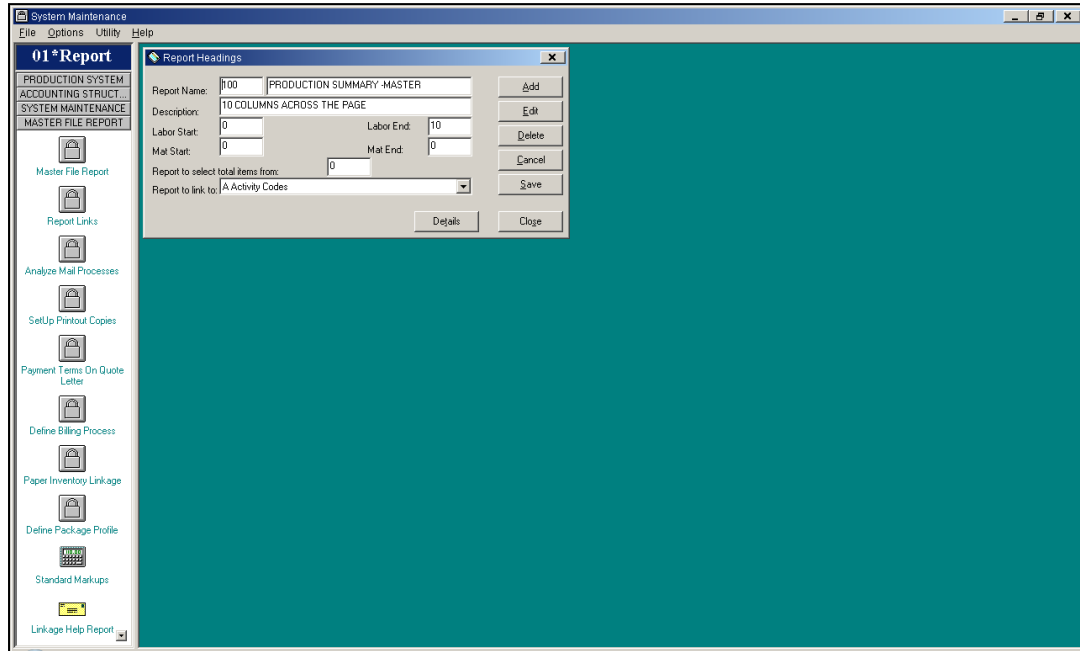
Report Date: 7/31/2009 Printed: 7/31/2009 10:39:36AM
 Starting Date: 7/1/2008 Ending Date: 7/31/2009 For: LS
 Report Definition: 100 PRODUCTION SUMMARY - MASTER Company Code: 01 Plant Code: 0100

Due	**	Status	as of	Job	Customer	Description	Qty	DP	PRE	PRS	LAS	INK	BND	LAB	INS	HND	SRT	STP	SHF	Notes	SP
7/1/2008				1523	Abeka Inc.	Gaug w/8 bottom common blades	100.00	30.3	5.6	27.8		13.5	80.5		68.2						CNR
7/1/2008				1524	Abeka Inc.	Gaug w/8 common blades	100.00	30.3	5.6	27.8		10.4	76.8		68.2						CNR
7/1/2008				1624	Abeka Inc.	CT Test Wide Taper	25.00		4.0	38.8			30.2						0.5		CW
7/1/2008				1691	DMM Test Comp	Copy of 063008 DMM Test SF Edit in BWS #3	0.00					1.1									DS/DC
7/1/2008				1693	DMM Test Comp	Copy of 070108 DMM Test SF Edit in BWS #2	0.00					1.1									DS/DC
7/1/2008				1694	DMM Test Comp	Copy of 070108 DMM Test SF Edit in BWS #2	0.00					1.1									DS/DC
7/1/2008				1705	Abeka Inc.	Test Combiad Ticket	10.00		2.5	5.5			1.2								CXGA
7/1/2008				1713	Need a New Customer	FF by Mail	2					1.5			1.0						LWDR
7/1/2008				1715	Stada Cycles	45-6/25 #8 Y in AIL	100				0.1	1.0		2.8							HAUT
7/1/2008				1692	Abeka Inc.	CT Split Tip to Bay	15.00		4.0	29.8			18.6						0.5		CW

Setup

The database comes with one default report header setup, under **Master Files Reports > Master Files Report (tab) > Master File Report**.

1. In **Report Name**, enter **100**. This is the default report that comes with the database.



2. The **Report to link to** displays **A-Activity Codes**. If it does not, use the following procedure to change it.
 - a. While still on report **100**, click the **Edit** button.
 - b. From the drop-down listing for **Report to Link to**, select **A-Activity Codes**.
 - c. Select **Save**.
3. The field to the right of the report number is the report description which will show up on the header of the Jobs in Progress Report. If you want to change the report description, click the **Edit** button and make changes. Then click **Save**.
4. Setup the user defined columns that will appear on the report.
 - a. While you are still on report **100**, click the **Details** button.
 - b. Define the columns.
Each column header is represented by a three character entry. The columns represent different areas in the production facility; they may represent a department or even a specific cost center in the facility.
 - c. Link your activity codes to the column headers.
This performs two purposes:
 - It takes the estimated time for the activity as calculated on the job and displays the estimated hours based on the column that it is linked to.
 - When the job is in progress in your facility and hours are keyed against the activity code via Timesheet or Shop Floor, the actual hours are totaled beneath the estimated hours for each column.

Some examples of columns that you may want to setup are:

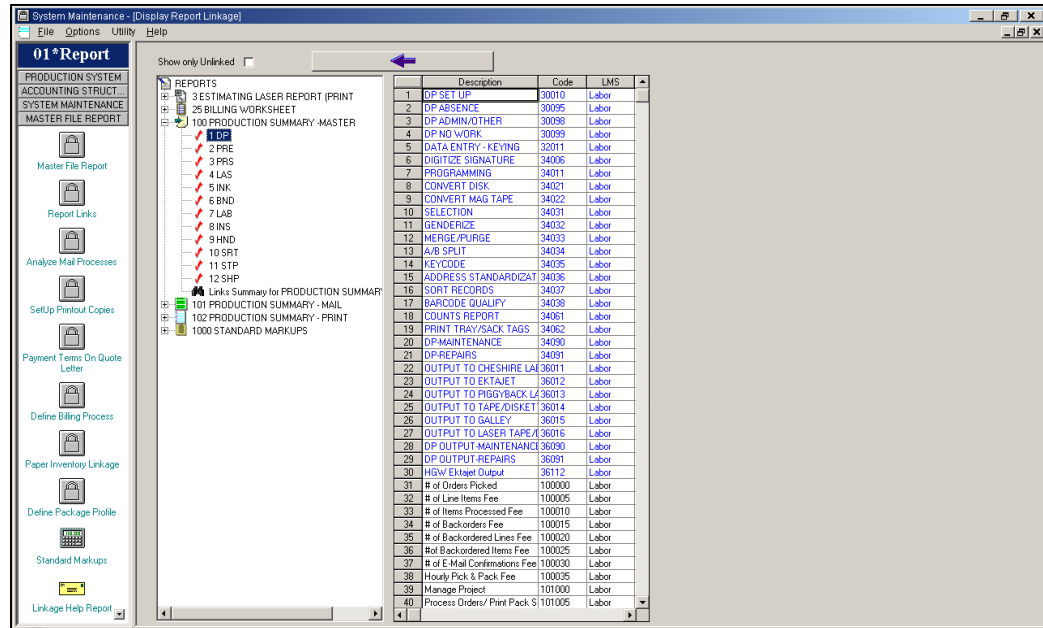
- **DP** – Data Processing
 - **PRE** – Pre-press
 - **PRS** – Press (you can create individual presses if you have the room)
 - **LAS** – Laser
 - **INK** – Inkjet
 - **BND** – Bindery and so forth.
- d. There is a limit of 12 columns for each report. To enter a column, enter a line number starting with **1** and ending with **12** and enter a three character description for each column.
- e. Select the **Total** check box like the example below.

Line	Description	Total	LMS
1	DP	<input checked="" type="checkbox"/>	
2	PRE	<input checked="" type="checkbox"/>	
3	PRS	<input checked="" type="checkbox"/>	
4	LAS	<input checked="" type="checkbox"/>	
5	INK	<input checked="" type="checkbox"/>	
6	BND	<input checked="" type="checkbox"/>	
7	LAB	<input checked="" type="checkbox"/>	
8	INS	<input checked="" type="checkbox"/>	
9	HND	<input checked="" type="checkbox"/>	
10	SRT	<input checked="" type="checkbox"/>	

- f. Click **Save** after you have entered your 12 column entries.
5. Link your activity codes to each of the appropriate columns for reporting. This is done in **Master Files Reports > Master File Report (tab) > Report Links**.

Description	Code	LMS
1 DP MATERIAL	30000	Material
2 DP SET UP	30010	Labor
3 DP ABSENCE	30095	Labor
4 DP ADMIN/OTHER	30098	Labor
5 DP NO WORK	30099	Labor
6 PURCHASE LIST	31005	Subcontract
7 DATA ENTRY (Buyout)	32005	Subcontract
8 DATA ENTRY - KEYING	32011	Labor
9 PROGRAMMING (Buyout)	34005	Subcontract
10 DIGITIZE SIGNATURE	34006	Labor
11 PROGRAMMING	34011	Labor
12 CONVERT DISK	34021	Labor
13 CONVERT MAG TAPE	34022	Labor
14 SELECTION	34031	Labor
15 GENDERIZE	34032	Labor
16 MERGE/PURGE	34033	Labor
17 A/B SPLIT	34034	Labor
18 KEYCODE	34035	Labor
19 ADDRESS STANDARDIZAT	34036	Labor
20 SORT RECORDS	34037	Labor
21 BARCODE QUALIFY	34038	Labor
22 COUNTS REPORT	34061	Labor
23 PRINT TRAY/SACK TAGS	34062	Labor
24 Programming 1/2 hour	34064	Labor
25 DP MAINTENANCE	34080	Labor
26 DP-REPAIRS	34091	Labor
27 OUTPUT TO CHESHIRE LAS	36011	Labor
28 OUTPUT TO EKTAFET	36012	Labor
29 OUTPUT TO PIGGYBACK L2	36013	Labor
30 OUTPUT TO TAPE/DISKET	36014	Labor
31 OUTPUT TO GALLEY	36015	Labor
32 OUTPUT TO LASER TAPE/A	36016	Labor
33 DP OUTPUT-MAINTENANCE	36090	Labor
34 DP OUTPUT-REPAIRS	36091	Labor
35 HGW Exhaust Output	36112	Labor
36 PRE-FLIGHT FILES	40010	Labor
37 TYPESETTING	40015	Labor
38 PROOFING MATERIALS	42000	Material
39 DYLLUX-PROOF	42010	Labor
40 PLATE MATERIALS	42000	Material

- When you open this screen in the middle column, you will see a heading that says **REPORTS**. Double-click that heading to see a listing of all the available reports to link to.
- You should see Report 100 in the listing. If you do not, go back to the report in the previous header screen and make sure the **Report to Link to** is set to **A-Activity Codes**. The report description should have a + sign in front of it. Click the + sign to see a listing of the column descriptions that were setup in the previous step.



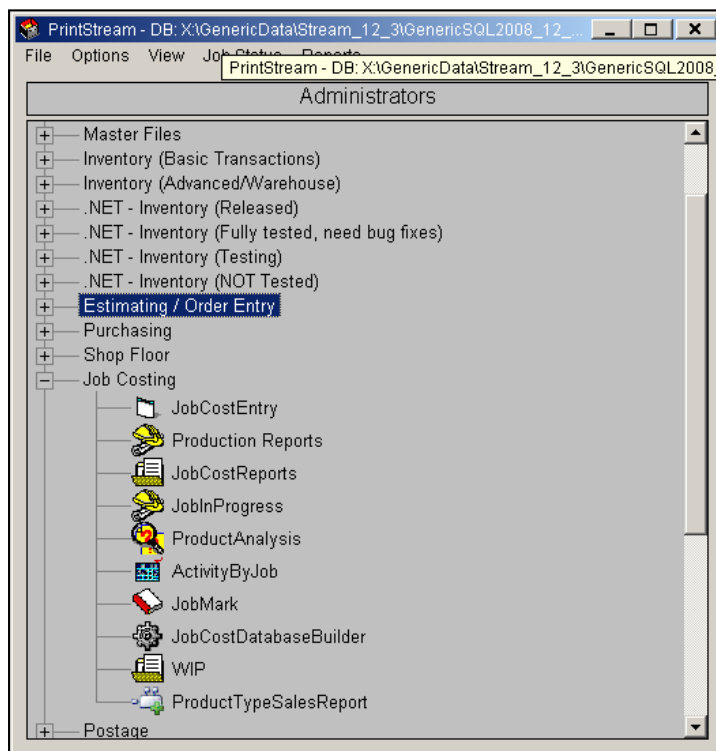
- Link an activity code from the right side to a column header on the left:
 - Click the column header description so that it is highlighted on the left.
 - Find the activity codes that you want to link to the column header. When you find a code or list of codes on the right that you want to link, click the line number in front of the activity code description so that the whole activity code description is highlighted
 - Click the button on the top of the screen that has the arrow pointing to the left.
At that point, the activity code will be linked to the column header and will show up in **blue** at the top of the activity code listing on the right.
 - If you have several codes in sequential order that you want to link to the same column header, you can hold down your left mouse button as you move over the line numbers to highlight a block of activity codes to link, then press the arrow button to link all of those codes.
 - Continue linking until you have linked all of your activity codes to one of the column headers.
- Check to see if you missed any linkages by clicking **Links Summary** at the bottom of the column header descriptions (the line with the binoculars icon in front of it).

Any activity codes that are not linked to one of the lines will show up in black on the right side of the screen. All codes that show up in **blue** are linked to one of the column headers in the report.

The report is now setup and ready to be previewed or printed.

You can setup additional reports that show data which may be more specific to one department. For example, you could create a report for the press room only and define a specific press for each column header in the report. This report would then be specific to the press room and could be used by a press supervisor to manage the flow of jobs in the press room. You can create report headers from 100 – 106 for these different reports.

Now you are ready to look at the report. Open the **Job In Progress** executable from your PS menu bar.



You should see a screen like this after opening the program

At the top of this screen, you will see a listing of the different reports that have been setup. These include report numbers 100 – 106. Select the check box in front of the report that you want to run.

Report Options

Report Date – defaults to the current date and is the report creation date that will appear on the header of the report. It can be changed by selecting a different date from the drop-down calendar.

Priority – in Print, Mail, and Print and Mail, a Priority number can be assigned when a job is created in Printstream. If you are using the priority numbers and want to filter the report for a specific group of jobs with a priority number assigned, enter the priority number here. If not leave it blank.

Date Range – this works off the job due date assigned during Order Entry. If the job is due between the dates on the report and meets all the other criteria described below it will be included in the report, for Mail and Print and Mail jobs which can have a first and last job due date it works off of the first due date.

Report All Open Jobs – this is an option to using the date range above, it shows all open jobs, meaning the job has not been closed out or invoiced and is still open for production.

Exclude any job whose schedule has been closed out – selecting this option will remove any jobs that have been closed out in Milestone or MR Scheduler.

Exclude only jobs whose schedule has been closed out before the report date – includes closed jobs but only ones that have been closed between the report date ranges.

Exclude any job that has been final shipped – removes final shipped jobs from the report.

Exclude Only Jobs that have been Shipped before the report date – includes shipped jobs but only ones that are due and shipped between the report date ranges.

Exclude Jobs that have no items in this report – removes jobs that were created via the quick job creation module or orders that have no processes attached to them.

Exclude jobs with not time or costs recorded yet

Status Column will Display:

Most Advanced Transaction – Based on Activity Code – The system will scan all labor transactions on a job and find the most recent transaction based purely on the activity code number. Date is not considered in this selection. This option is meant to convey the status that reflects the most advanced step or activity that has been recorded for this job. (It answers the question – “How far down the production path has this job gone”.)

Most Recent Transaction – Based on time of entry – The system will scan all labor transactions on a job and find the most recent activity based on the transaction date. (It answers the question – “What is the most recent activity that has been pre-formed on this job.”)

CSR Selection – all of the report selection criteria selected above can be filtered for a specific CSR by selecting a specific CSR from the drop-down listing. The CSR's are setup in Master Files Customer.

Sales Rep. Selection – all of the report selection criteria selected above can be filtered for a specific Sales rep by selecting a specific Sales rep from the drop-down listing. The Sales reps are setup in Master Files Customer.

Report Details

Due	**	Status	as of	Job	Customer	Description	Qty	DP	PRE	PRS	LAS	INK	BND	LA
7/1/2009				2654	ROWAN ROCKS	Test v12_3 and .NET Inventory	100,000			15.0			8.8	
7/1/2009	ITEK RUN	6/9/2009	2905	Michael Carpino QA Testing Corp.	FG TEST for REGINA - 1-FG item	10,000	1.0	0.2	2.5	5.0	2.4			
7/1/2009	ITEK RUN	6/9/2009	2906	Michael Carpino QA Testing Corp.	FG TEST for REGINA - 3-FG items	10,000	1.0	0.5	4.9		5.4			
7/1/2009				2953	Abba Inc.	Copy of Copy of campaign mail testing	20,000			3.4	23.4		3.5	9.0
7/1/2009				9009	Michael Carpino QA Testing Corp.	V12.3 - Test SF & Web templates.XXXXXXXXXXXXXXXX	10,000	1.0	14.5	60.4	5.3	6.9	50.4	
7/5/2009	DYLUX PROOF	7/31/2009	2954	Abba Inc.	Copy of Copy of Copy of campaign mail testing	20,000			3.4	23.4		3.5	9.0	
7/20/2009				3087	Leah's Account	Customer job 1	10,000			0.3	2.1			
7/20/2009	240 HEIDELBERG RUN	7/20/2009	3107	Leah's Account	Copy of Customer job 2	10,000			0.3	2.3		5.0		
7/20/2009	240 HEIDELBERG RUN	7/20/2009	3108	Leah's Account	Copy of Customer job 1	10,000			0.3	2.3				

Due – Due date of job. Jobs are sorted by due date in this report example.

Status – Shows description of last activity based on most advanced transaction or most recent transaction which ever is selected on the report.

As of – Shows the date when the last activity description was recorded on that job.

Column Headers - Under each column header you will see the estimated amount of hours based on the time for the activities that are linked to that column. If the time is shaded it means that work has started on one or more activities linked to that column. If there are actual hours either in Shop Floor or Timesheet that have been entered for any activities linked to the column header, it will show the actual hours logged right below the estimated hours. By looking at the shaded blocks for each column a user can get some perspective about which areas have been worked on as well as what is currently being work on. By looking at the columns with estimated times but no shading, you can also see what has yet to be done. It can be a good indicator about whether the job is on schedule or not.

Notes – Job notes can be entered within this module that will display in this area. The notes are created by clicking the **Notes** button selecting a job due date range, selecting either a CSR or Sales rep is you want the listing filtered by either and clicking the **Refresh List** button.

Priority – If a priority number was assigned during order entry it will show up here. Priority numbers can also be entered in this screen and are used to filter the report when run by priority number. The Priority will show up under the second column of the report that has this ** heading.

Job Notes

Job Search

Start Date: 7 / 1 /2009

Cut Off Date: 7 /31/2009

Refresh List

CSR

Salesrep

Job#	Description	Customer	Notes	Priority
2854	Test v12_3 and .NET Inventory	ROWAN		
2905	FG TEST for REGINA - 1-FG item	MC		
2906	FG TEST for REGINA - 3-FG items	MC		
2953	Copy of Copy of campaign mail testing	ABBA1		
2954	Copy of Copy of Copy of campaign mail testing	ABBA1	Note for job 2954	
3081	JULY TKT	50017		
3083	FF by Mail	50017		
3084	FF POD Pkg1,Pkg2 &Pageflex BC	50017		
3087	Customer job 1	LEAH		
3088	Customer job 2	LEAH		
3090	FF POD Pkg1,Pkg2 &Pageflex BC	50017		
3091	FF POD Pkg1,Pkg2 &Pageflex BC	50017		
3092	FF POD Pkg1,Pkg2 &Pageflex BC	50017		
3093	FF POD Pkg1,Pkg2 &Pageflex BC	50017		

Close

SP – The initials of the Sales Rep or Reps assigned to the job.

Note – One of a handful of reports which works with the User setup which allows you to link a user to a sales rep defined within Printstream. In the example below, the user, Linda Pollard, is linked to her Sales rep definition from the Customer Master File, Sales rep entry screen.

Add/Update User

Login Id

lp

Password

lp

Help

Full Name

Linda Pollard

E-Mail Address

N/A

Web Customer

0

Security Level (0-5)

Change Database Path Permission

Salesrep

Linda Pollard

Employee

1

01

0100

Administrators

2

02

0200

Administrators

Save

Delete

Cancel

When this is activated and the Job In Progress Report is run, it will only show jobs for which Linda is the Sales rep.

Job In Progress

2 of 2 100% 21 of 21

JobInProgressB

2/4/2009
2/5/2009
2/13/2009
2/16/2009
2/20/2009
2/27/2009
5/8/2009
5/15/2009
5/20/2009
5/29/2009
6/2/2009
6/10/2009
7/5/2009

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Due	**	Status	as of	Job	Customer	Description	Qty	DP	PRE	PRS	LAS	INK	END	LAB	INS	HND	SRT	STP	SHP	Notes	SP
5/15/2009		OUTPUT TO LASER TAPER BOX	5/15/2009	2733	Nexus Feedrolls	Test P&M	50.000	10.0	1.1	10.0	11.8		15.3		15.1						LP/KD
5/20/2009			5/20/2009	2796	Nexus Feedrolls	Copy of Testing Employee and Machine Rate	50.000	7.7			26.3		7.7		15.1						LP/KD
5/29/2009		INSERT, WETER, SORT #10 2pc	5/29/2009	2725	Nexus Feedrolls	Testing Employee and Machine Rate	50.000	7.7			26.3		7.7		15.1						LP/KD
6/2/2009			6/2/2009	2884	ABC Company	Skipfloor Demo JM	1.000				1.7										LP/LP
6/2/2009			6/2/2009	2889	ABC Company	Copy of Skipfloor Demo JM	1.000				1.3										LP/LP
8/10/2009	Im 1			2907	ABC Company	Summer Mailing	78.000	13.1			39.3		9.7		23.3						LP/LP
7/6/2009	2	DYLUX PROOF	7/15/2009	2954	Abba Inc.	Copy of Copy of Copy of campaign mail testing	20.000		3.4	23.4			3.8		9.8					None for job 2954	LP/EP

Job Mark

Overview

This module allows a user to either place a job on hold for costing, or open a job back up so that cost can be logged against it. The **On Hold for job cost** flag will prevent job cost transactions from being recorded against a job while accounting is preparing the final invoice.

Locate and click the **Job Mark** icon.



Enter a job number (same job number in both **From Job#** and **To Job#** fields) or a range of jobs and click **Load**. You can further define if you would like to see all jobs, regardless of the invoiced status, by clearing the **Open/On Hold Jobs (Not Final Invoiced)** check box.

To place a job On Hold for job cost, select the **Job Cost Status** column check box and click **Save**. Clear the check box and click **Save** to open a job for cost again.

Mark Job Status

File Help

From Job #: sdfsdtsa
 1300 0200 ABC Company
 1546.99 DMH Everything

To Job #: gms test
 1411 0200 ABC Company
 1667.99 Andrea Cox

☐ Open /On Hold Jobs Only (Not Final Invoiced Jobs)

Load Clear All

Job Number	Customer Name	Job Description	Cmp Code	Cmp Name	Bill External Customer	Quoted Price	Invoicing Status	Last Invoice	Job Cost Status
1300	0200 ABC Compe sdfsdtsa	01	Streamline Sol	230	Final	9/23/2009	<input checked="" type="checkbox"/>	Final Invoiced Closed for Cost	
1301	0200 ABC Compe dfdsd	01	Streamline Sol	245	Not Invoiced		<input type="checkbox"/>	Open For Job Cost	
1302	0200 ABC Compe dfdsd	01	Streamline Sol	0	Not Invoiced		<input type="checkbox"/>	Open For Job Cost	
1303	0200 ABC Compe test	01	Streamline Sol	0	Not Invoiced		<input type="checkbox"/>	Open For Job Cost	
1304	0200 ABC Compe Demo	01	Streamline Sol	4760	Final	10/5/2009	<input checked="" type="checkbox"/>	Final Invoiced Closed for Cost	
1305	0200 ABC Compe test	01	Streamline Sol	170	Final	10/1/2009	<input checked="" type="checkbox"/>	Final Invoiced Closed for Cost	
1306	0200 ABC Compe test	01	Streamline Sol	0	Final	10/1/2009	<input checked="" type="checkbox"/>	Final Invoiced Closed for Cost	
1307	0200 ABC Compe dfdsd	01	Streamline Sol	100	Final	10/1/2009	<input checked="" type="checkbox"/>	Final Invoiced Closed for Cost	
1308	0200 ABC Compe lkjklj	01	Streamline Sol	195	Partial	9/29/2009	<input type="checkbox"/>	Open For Job Cost	
1309	0200 ABC Compe kkn	01	Streamline Sol	0	Not Invoiced		<input type="checkbox"/>	Open For Job Cost	
1310	0200 ABC Compe test	01	Streamline Sol	0	Final	9/30/2009	<input checked="" type="checkbox"/>	Final Invoiced Closed for Cost	
1311	NEW01 NEW sdfsd	01	Streamline Sol	0	Not Invoiced		<input type="checkbox"/>	Open For Job Cost	
1312	0200 ABC Compe test	01	Streamline Sol	0	Not Invoiced		<input type="checkbox"/>	Open For Job Cost	
1313	0200 ABC Compe dfsa	01	Streamline Sol	0	Final	10/9/2009	<input checked="" type="checkbox"/>	Final Invoiced Closed for Cost	
1314	0200 ABC Compe test	01	Streamline Sol	0	Final	10/9/2009	<input checked="" type="checkbox"/>	Final Invoiced Closed for Cost	
1315	0200 ABC Compe TEST	01	Streamline Sol	0	Final	10/12/2009	<input checked="" type="checkbox"/>	Final Invoiced Closed for Cost	
1316	FAN01 Fandancg test	01	Streamline Sol	70	Not Invoiced		<input type="checkbox"/>	Open For Job Cost	
1317	0200 ABC Compe sdfsd	01	Streamline Sol	0	Partial	10/12/2009	<input checked="" type="checkbox"/>	Final Invoiced Closed for Cost	
1318	0200 ABC Compe dfdsd	01	Streamline Sol	0	Final	10/12/2009	<input checked="" type="checkbox"/>	Final Invoiced Closed for Cost	
1319	0200 ABC Compe test	01	Streamline Sol	0	Not Invoiced		<input type="checkbox"/>	Open For Job Cost	

Print Save Cancel

Note Once a job is Final invoiced, the status will change to **Final Invoiced Closed for Cost** and you will not be able to log costs against that job.

Entering a **From** and **To** job number, then selecting the option **Open/On Hold Jobs Only (Not Final Invoiced Jobs)** will load the grid for jobs that are open and/or on hold that have not been final AR invoiced.

To place a group of jobs On Hold or Open For Job Cost, load the jobs, highlight them, and right-click for a drop-down menu. Select the appropriate option and click **Save**.

If you would like to remove a specific job (or a group of jobs) from display, click the job number, right-click, and select **Remove From Display**. The job will be removed from the list.

The **Mark Selected as Billing External Customer** and **Mark Selected as Not Billing External Customer** options (also available from the right-click menu) pertain to those users who use the Multi-company features of PrintStream.

The screenshot shows the 'Mark Job Status' window. At the top, there are input fields for 'From Job #' (1300) and 'To Job #' (1411), both associated with '0200 ABC Company'. Below these are checkboxes for 'Open /On Hold Jobs Only (Not Final Invoiced Jobs)'. The main area is a table with columns: Job Number, Customer Name, Job Description, Cmp Code, Cmp Name, Bill External Customer, Quoted Price, Invoicing Status, Last Invoice, and Job Cost Status. A right-click context menu is open over job 1303, showing options: 'Mark Selected As Job Cost On Hold', 'Mark Selected As Open for Job Cost', 'Mark Selected as Billing External Customer', 'Mark selected as Not Billing External Customer', and 'Remove From Display'.

Job Number	Customer Name	Job Description	Cmp Code	Cmp Name	Bill External Customer	Quoted Price	Invoicing Status	Last Invoice	Job Cost Status
1300	0200 ABC Comp	sdfsadfs	01	Streamline Sol		230	Final	9/23/2009	Final Invoiced Closed for Cost
1301	0200 ABC Comp	dfdfsd	01	Streamline Sol		245	Not Invoiced		Open For Job Cost
1302	0200 ABC Comp	dfdfsd	01	Streamline Sol		0	Not Invoiced		
1303	0200 ABC Comp	test	01	Streamline Sol		0	Not Invoiced		
1304	0200 ABC Comp	Demo	01	Streamline Sol		4760	Final		
1305	0200 ABC Comp	test	01	Streamline Sol		170	Final		
1306	0200 ABC Comp	test	01	Streamline Sol		0	Final		
1307	0200 ABC Comp	dfdfsd	01	Streamline Sol		100	Final		
1308	0200 ABC Comp	lkjklj	01	Streamline Sol		195	Partial		
1309	0200 ABC Comp	kkn	01	Streamline Sol		0	Not Invoiced		Open For Job Cost
1310	0200 ABC Comp	test	01	Streamline Sol		0	Final	9/30/2009	Final Invoiced Closed for Cost
1311	NEW01 NEW	sdfs	01	Streamline Sol		0	Not Invoiced		Open For Job Cost

Additional Information

This program has been created to control when job costs may be logged to jobs. All job cost entry and postage entry programs now check for the Job Mark status before allowing a transaction to be logged.

The Job Mark status will assist accounting personnel with month end and billing. Production personnel should use the Job Mark status to indicate when a job is finished in production. This tells CSRs and Billing that the job is ready to be invoiced. It also identifies jobs which have mailed or been shipped but not yet invoiced for accruing sales at month end. As a job is being processed in preparation for final invoicing, users should change the job mark status to Job Cost on Hold to prevent any additional costs from accumulating since the job is about to be invoiced based on the existing costs.

Currently, the Job Mark Status prints on the **Job Costing > Job Cost Summary Report**. You can also print from the Job Mark program itself.

Job Cost Reports

Overview

In our business today, there is a great deal of pressure on companies to show a profit. Aside from the financial reports, PrintStream has tools to help you analyze job profitability margins if rates are set up that define the hourly rate categories. By setting rates for each activity code, an associated cost is calculated for the activity every time an employee enters time in PrintStream using MR Shop Floor, Timesheet, or MR TimeCard.

Rates Setup

In MasterFiles Reports > Production System > Rates Setup (for the System), each cost center is listed in a drop-down area at the top of the screen. Choose each cost center to apply the appropriate rates. Rates may be based on cost center budgets or actual costs for a specific period.

Columns and Calculations in the Rates Table

There are four individual rate columns and an hourly rate column that will calculate the total hourly rate by activity code within each cost center.

Hourly Rate – this column calculates the total cost to run this activity for one hour. It is recommended that this rate equal the total of the rates that are set up in the next three columns (labor rate, machine rate and variable rate).

Labor Rate – this column may be calculated by taking the total cost of labor by cost center and dividing it by the total number of PrintStream hours for the cost center for the same period OR taking the labor budget for the cost center and dividing it by the number of hours that the budget defines. Finding the labor rate for the activities in each cost center is the first step to measuring profitability. Details for actual data over a production period may be used as a tool to arrive at the Labor Rate. The labor rate should include costs that are carried by employees performing processes or activities that can be recorded on customers' jobs (i.e., customer service, creative, data processing, prepress, machine operators, etc.).

Machine Rate – this column may be calculated by taking the total machine costs by cost center and dividing it by the total number of PrintStream hours for the machine activities in the cost center for the same period OR by taking the budgeted costs and dividing that by the number of expected hours the machine(s) will be producing work. The machine rate should include all machine costs such as lease payments, parts and supplies, depreciation, building expense allocations, etc.

Variable Rate – this column may be used for calculating the cost of all overhead expenses. Take all remaining costs for a period that are not otherwise used in the labor or machine calculation and divide that by the total number of PrintStream hours for the same period. The resulting calculation provides an additional rate per hour to cover the overhead expenses that are not otherwise covered in the labor or machine hourly calculation. If used to capture overhead expenses, the variable rate needs to include labor hours for anyone who is left that does not fall into the Labor Rate (i.e., accounting, custodial, executive, management, sales, scheduling, warehouse and mechanical staff). The costs are the salaries for these employees, building and grounds, utilities, taxes, etc.

Helper Rate – this column is used to calculate the cost of a helper (second or subsequent operator) on a production activity. Using the helper rate for the additional operators will not inflate the costs to produce the work due to the hourly machine rate being calculated twice – once for the lead operator and once for the assist operator.

By calculating the rates in this manner, PrintStream provides you with a fully burdened hourly rate that includes the cost of production to include all labor and equipment costs *and* the cost of all executive and administrative costs incurred to run the business.

Other Things to Consider

PrintStream also has the capability of capturing the costs of production related expenses to a monthly job number that can be assigned to determine the costs of non-chargeable activities such as machine maintenance and repair and downtime. Activity codes need to be established and recorded against to capture this data. These activity codes may be created in its own cost center, i.e., Maintenance, or within each machine cost center.

Utilizing the Hourly Rates

Once your rates are set up, you are now ready to utilize the reports in PrintStream to help you analyze individual job profitability margins or perhaps the overall profitability of a customer, since some of the customer's jobs are more profitable than others. The profitability margins that the reports provide will help you determine if your pricing is in line with your business objectives *at a cost center (or even activity) level*. Other reports will help you to analyze machine runs. Are you hitting the standard rate per hour that is set for the activity? Is there one particular machine on which you have captured data that does not meet the throughput required? And yet more reports will help you to make determinations on employee efficiency and productivity.

Note PrintStream will need both run speeds (per hour) and hourly rates for each activity to calculate estimated costs accurately. The Billing Worksheet (Report 25) must be set up and linked in MasterFile Reports before utilizing this module. The Hourly Rates (labor rate, machine rate, variable rate and, if applicable, helper rate) must be defined and the hourly rates field in MasterFile Employees must be entered to fully utilize both job costing and labor reports.

Job Cost Reports

Billing Worksheet

The Billing Worksheet is the report that captures and displays the costs to produce a job versus the estimated costs which are based on run speeds, job quantity, number of operators, cost of buyouts, materials and freight when applicable.

The front page of the billing worksheet summarizes the estimated versus actual costs for material, outsourcing, freight, and labor charges to produce the job.

Billing Worksheet

Printed: 7/27/2009 3:16:59PM Job # 1165

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NELS Nelsen, Esparza and Forney

UNL Graduation 4-pg brochure, PIH announcement, four additional inserts into 6 x 9 window OE. Job's QTY - 25000

Quote No	Customer #	Invoice #	Last Inv Date	Job's Sales Person	PO Number(s)		Repeat	New
1396.99	NELS	Not Invoiced		Andrea Cox	405		No	Yes

Cost Center	\$ Estimate	\$ Actual	\$ Difference	Labor Center	\$ Estimate	\$ Actual	\$ Difference	Est. Hrs	Act. Hrs
DP & Prepress Buyout	25.00	25.00		DP & Prepress	392.00	462.00	70.00	6.54	7.90
Laser Buyouts				Print	4,162.12	2,744.50	-1,417.62	30.75	26.70
Print Buyouts				Laser	360.00	360.00		6.00	6.00
Bindery Buyouts				Manufactured Fini					
Mailing Buyouts				Burster					
Fulfillment Buyouts				Bowe					
-----				Cutter					
Total Buyouts	25.00	25.00		Folder	297.92	308.00	10.08	5.42	5.60
-----				General Bindery					
DP & Prepress Mat'l	2,153.36	2,965.00	811.64	Ink Jet					
Envelopes				Cheshire					
Paper	798.82	1,344.42	545.60	Piggy Back					
Laser Mat'l				Inserter	1,076.67	1,060.00	-16.67	10.33	20.00
Bindery Mat'l	219.28	320.00	100.72	Stretch Inserter					
Mailing Mat'l				Poly Insert					
Fulfillment Mat'l				Handwork					
Manufactured Finished				Sorting					
Rebates & Royalties				Waferseal					
-----				Stamping					
Total Raw Materials	3,171.46	4,629.42	1,457.96	Postage Prep					
-----				Saddlestitch					
Freight		350.00	350.00	Fulfillment					
Postage				Warehouse					
Postal Refund		-50.00	-50.00	Shipping labor					
Material Cost	3,196.46	4,954.42	1,757.96	Labor Cost	6,288.71	4,934.50	-1,354.21	59.04	66.20
Material Sell	3,955.63	4,954.42	759.17	Labor Sell	8,213.21	4,774.50	-1,924.50		
Markup	\$27.75	\$0.00		Markup	\$30.60	-\$3.24			

The report captures by activity code the number of hours of each individual run, the quantity, and the actual cost for the run as calculated using the rates set up in the Rates Table in MasterFile Reports. The report then totals these costs at the end of each cost center section on the details pages.

4/27/2009	L	N Donna Roettger	43010 OUTPUT FILM	1		0.70	59.50		59.50 *	
Total CC		430	ELEC. PREPRESS	2.00		1.50	127.50		127.50	
CC		525	640 HEIDELBERG							
4/27/2009	L	N Nancy Hans	52510 640 HEIDELBER	1	.0	1.20	330.00		330.00 *	
4/27/2009	L	N Nancy Hans	52515 640 HEIDELBER	27,427		1.20	330.00		330.00 *	
4/27/2009	L	N Nancy Hans	52520 640 HEIDELBER	1	.0	1.00	275.00		275.00 *	
Total CC		525	640 HEIDELBERG	27,429.00		3.40	935.00		935.00	
CC		545	DIGITAL PRESS							
4/27/2009	L	N Kathy Barteck	54510 DIGITAL PRES	1	.0	0.80	120.00		120.00 *	
4/27/2009	L	N Kathy Barteck	54515 DIGITAL PRES	25,621		6.50	975.00		975.00 *	
Total CC		545	DIGITAL PRESS	25,622.00		7.30	1,095.00		1,095.00	
CC		580	MBO FOLDER (PRESS)							
4/28/2009	L	N Les Long	58015 MBO FOLDER R	25,000		3.60	162.00		162.00 *	
4/28/2009	L	N Les Long	58015 MBO FOLDER R	25,000		3.20	144.00		144.00 *	
Total CC		580	MBO FOLDER (PRE	50,000.00		6.80	306.00		306.00	
CC		590	CUTTER (PRESS)							
4/28/2009	L	N Les Long	59015 CUTTER RUN	25,000		2.70	81.00		81.00 *	
Total CC		590	CUTTER (PRESS)	25,000.00		2.70	81.00		81.00	
Total Line		39	Print	128,061.00		26.70	2,744.50		2,744.50	
Date	Charge	Employee	Activity/Component	RunQty	M	Hrs/Qty	Cost	Markup	CostV\$Markup	Comment
Line		41	Laser							
CC		640	HP LASER							
4/28/2009	L	N Norma Nelsen	64005 LASER SETUP	1		0.25	15.00		15.00 *	
4/28/2009	L	N Norma Nelsen	64010 LASER FORMS	25,000		5.75	345.00		345.00 *	
Total CC		640	HP LASER	25,001.00		6.00	360.00		360.00	
Total Line		41	Laser	25,001.00		6.00	360.00		360.00	
Date	Charge	Employee	Activity/Component	RunQty	M	Hrs/Qty	Cost	Markup	CostV\$Markup	Comment
Line		47	Folder							
CC		741	Folder							
4/28/2009	L	N Lloyd David	74011 FOLD 8.5x11/14	25,000		5.60	308.00		308.00 *	
Total CC		741	Folder	25,000.00		5.60	308.00		308.00	
Total Line		47	Folder	25,000.00		5.60	308.00		308.00	
Date	Charge	Employee	Activity/Component	RunQty	M	Hrs/Qty	Cost	Markup	CostV\$Markup	Comment
Line		53	Insert							
CC		830	INSERTER							
4/29/2009	L	N Thomas Ellison	83026 INSERT, METEF			8.00	240.00		240.00 *	
4/29/2009	L	Don Williams	83090 INSERTER-MAI	1	.0	2.00	70.00		70.00 *	
4/29/2009	L	N Penny Forsythe	83026 INSERT, METEF	23,850		8.00	640.00		640.00 *	
4/30/2009	L	N Perry Mason	83026 INSERT, METEF	1,150		1.00	80.00		80.00 *	
4/30/2009	L	N Ellen Peterson	83026 INSERT, METEF			1.00	30.00		30.00 *	
Total CC		830	INSERTER	25,001.00		20.00	1,060.00		1,060.00	
Total Line		53	Insert	25,001.00		20.00	1,060.00		1,060.00	
				328,066.00		64,981.20	9,888.92		9,888.92	

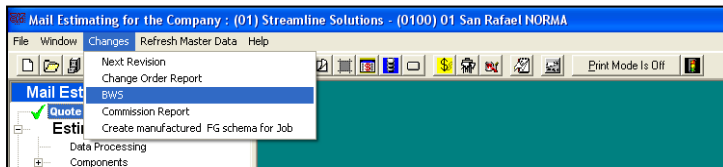
The Billing Worksheet allows up to 100 jobs to be entered in the jobs list screen.

[illegible]

A security event prevents users from viewing the labor cost recorded on the BWS. This security event is JCR UseLaborRateForActual. To enable this prevention feature, make sure both read and write are unchecked for this security event.

The Billing Worksheet can be printed from Print and/or Mail Estimating from one of these locations:

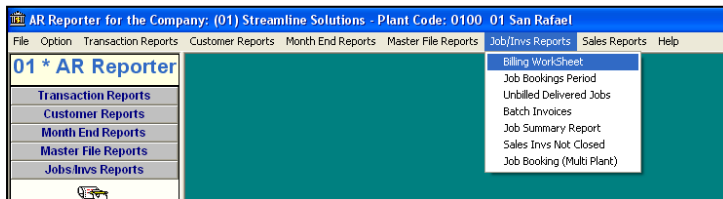
Changes > BWS



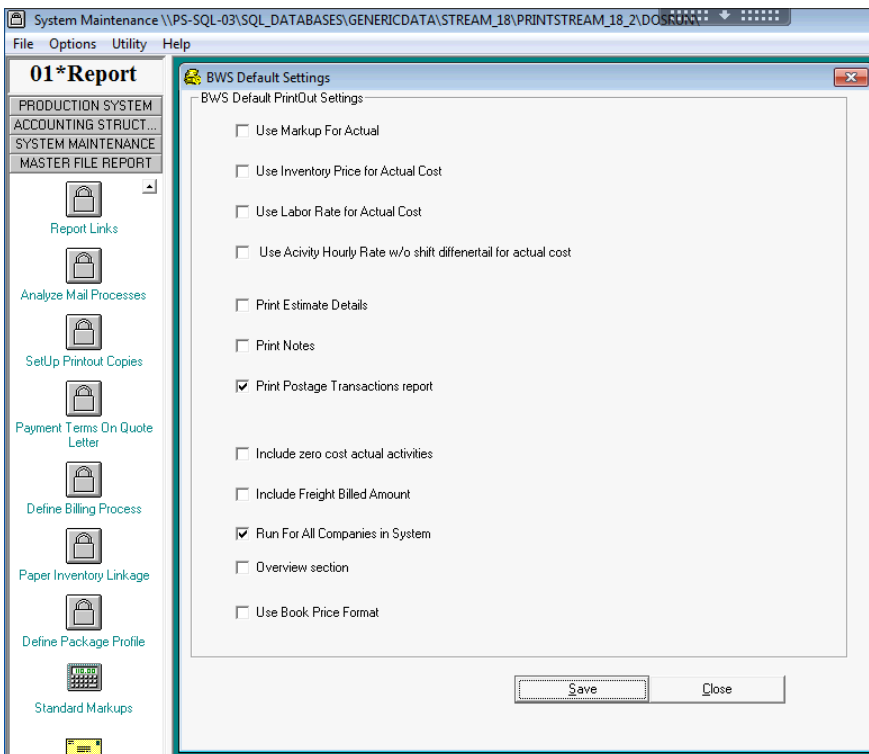
Sales Prebill > Run Reports menu > Preview Billing Worksheet

Qty	Setup	Min Charge	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax Percent	Tax Amt	Total Amt	Activity Code/Rate for Consolidation	Line No	Index	Ship/Consolidation
0.00	0.00	0.00	0.0000	Extended Line	0.00	0.00		0.00	0.00	0.00	0.1	1	0	
0.00	0.00	0.00	0.0000	Extended Line	0.00	0.00		0.00	0.00	0.00	0.2	2	0	

AR Invoicing or AR Reporter



When auto-generated from one of these programs, the Billing Worksheet will pull from the settings selected in **MasterFile Reports > Master File Reports > BWS Default Printing Options**.



From Job Cost Reports, the Billing Worksheet's selection screen provides the user a number of options to generate the report. These check boxes are left selected until they are cleared and workstation specific.

The screenshot shows a selection screen with the following options:

- ☐ Use Markup For Actual
- ☐ Use Inventory Price for Actual Cost
- ☒ Notify about Missing PO
- ☒ Check on BWS linkage
- ☒ Include zero cost actual activities
- ☐ Print Estimate Details
- ☒ Print Notes
- ☒ Print Jobs in Numeric Order
- ☐ Print Postage Transactions report
- ☒ Project BWS: include total page
- ☐ Print Overview
- ☐ Use Labor Rate for Actual Cost
- ☐ Calculate Actual Labor Cost based on Activity Hourly Rate Only (regardless shift differential)
- ☐ Use Employee Cost For Actual Cost (Based on the cost in employee file today)
- ☒ Include Freight Billed Amount
- ☒ Run For All Companies in System
- ☐ Use Book Pricing Format

Buttons: Print, Preview, Cancel

- **Use Markup For Actual** – designed for a print customer; will alter the totals on the summary page and the markup and cost vs. markup columns on the detail transaction pages.
- **Use Inventory Price for Actual Cost** – generates the report using the current Average Price for the material issued to the job. If this option is left unchecked, PrintStream will generate the report by taking the cost from the time the inventory issue was recorded.
- **Notify about Missing PO** – will alert the user that a job-related purchase order is missing from the billing worksheet, which indicates the purchase order has not been received.
- **Check on BWS Linkage** – checks activity code links to billing worksheet and generates a message for any activity codes that are not properly linked.
- **Include zero cost actual activities** – itemizes all zero cost transactions such as customer inventory transactions and activities with an hourly rate of zero.
- **Print Estimate Details** – displays activity details (including activity description) for this job and their links to the Billing Worksheet line numbers.
- **Print Notes** – prints a separate page for any notes entered in the Sales Prebill or Customer Support modules.
- **Print Jobs in Numeric Order** – if printing multiple jobs, checking this option will display or print the jobs in numeric order.
- **Print Postage Transaction Report** – prints a separate report for all postage transactions, displaying postage used, postage spoiled and total postage issued per job. Postage transactions are not calculated as actual costs on the billing worksheet.
- **Project BWS: include total page** – prints a separate billing worksheet that includes a compilation of all jobs for which an individual billing worksheet are displayed/printed. The job number of the project billing worksheet will be six 9's. Each individual job is listed first with the 999999 project job at the end.
- **Print Overview** – adds an additional page that shows an overview of the actual vs. estimated costs. Total Cost Estimate is the Estimated Cost multiplied by the Standard Markup from Report 1000, while Total Cost Actual is the Actual Cost multiplied by the Standard Markup from Report 1000.
- **Use Labor Rate for Actual Cost** – uses labor rate instead of the fully burdened hourly rate that is set up in MasterFile Reports > Rates table.
- **Calculate Actual Labor Cost based on Activity Hourly Rate Only (regardless of shift differential)** – if employee is defined in MasterFile Employees as default time rate 1.5, the shift differential is used when the billing worksheet is generated to use the hourly rate for the employee's hour (i.e., \$100 per hour activity X 1 hour X 1.5 = \$150.00). If this option is selected, the cost will be calculated at the hourly rate regardless of the default time rate set for the employee in MasterFile Employees (i.e., \$100 per hour activity X 1 hour = \$100.00).
- **Include Freight Billed Amount** – includes the actual freight revenue as part of the billed amount so that profit reporting matches the invoice.
- **Use Book Pricing Format** – alternate format from default.

The Billing Worksheet is a document that provides a detail of all costs incurred in the production of the job. It should be referenced when the Sales Prebill or AR Invoice is created to make sure there are no missing costs or billed revenues on the invoice (i.e., freight charges) which may not have been included in the quote.

It is also helpful in providing a profitability summary once the invoice has been created. The left side of the profitability summary section at the bottom of the summary page shows the estimated revenue and the actual costs, while the right side shows the actual revenue (after invoicing) and the actual costs. The Value Added dollar amount and resulting percentage are calculated using the labor cost plus material markup. Labor cost adds value because labor cost is paid to the employee anyway, so revenue generated by the labor cost being charged to the customer makes it value-added revenue. Material markup also adds value since the material is sold for more than its costs. The Commission Amount comes from any data entered in the Miscellaneous tab of the AR invoice(s) for the job. Direct Contribution is the Profit/Loss Actual \$ figure less the Commission Amount figure. The Direct Contribution % is the Direct Contribution figure divided by the Billed Invoices figure.

Projected P&L - Based on Quoted Price & Actual Cost						Actual P&L - Based on Actual Cost & Invoice			
Actual	Totals	Variance	Labor	Material	Markup	Actual	Totals	Labor	Material
Total Costs	\$896.70	X	0.00	896.70		Total Costs before A/C	\$896.70	0.00	896.70
- NonChg	\$0.00	X	0.00	0.00		- NonChg	\$0.00	0.00	0.00
- Rework	\$0.00	X	0.00	0.00		- Rework	\$0.00	0.00	0.00
= Charges	\$896.70	X	0.00	896.70		Charge Cost before A/C	\$896.70	0.00	896.70
Quoted At	\$395.08	0.00	147.92	0.00	247.16	+ A/C's	\$0.00	0.00	0.00
+ A/C's	\$0.00	X	0.00	0.00	0.00	= Billable Cost	\$896.70		
- Billed	\$1,100.08	Freight Billed	\$0.00	X	X	- Billed Invoices	\$1,100.08	Freight Billed	\$0.00
= Invoice	-\$705.00	X	X	X	X				
Profit/Loss	\$203.38								
							W/O Rework	With Rework	
						Profit/Loss * Actual \$	\$203.38	\$203.38	
						Value Added \$	\$203.38	\$203.38	
						Value Added %	18.49%	18.49%	
						Net Profit %	18.49%	18.49%	
						Commission Amount	\$50.00	\$50.00	
						Direct Contribution	\$153.38	\$153.38	
						Direct Contribution %	13.94%	13.94%	

* 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


Job Report by Activity


The **Job Report by Activity** lists all Lead operator time entries (shop floor, timesheet, or timecard) for a selected activity for a specified date range. In order to calculate efficiency for the activity, the report excludes all Assist operator transactions.


Job Costing

Job Cost Reports

Billing Worksheet New

Job Report By Activity

Estimate vs Actual



Job Report By Activity

This report will print a listing of all time sheet (labor) transactions for the selected activity code, within the selected date range.

Activity Code: Company: Plant: LMS:

Description:

Date Range

Starting: Ending:

In order to properly calculate efficiency numbers assistant transactions are not affecting report

Preview

Print

Cancel

Streamline Solutions

Page 1 of 1

Activity By Job Report

For: 64011 - LASER 8 1/2x11 LETTER

Printed: 7/27/2009 4:56:34PM

Description: Equipment usage with run quantity and spoilage

For: NORMA

Starting Date: 2/27/2009 Ending Date: 7/27/2009

Date	Job Number	Job Description	Spoiled	Run Qty	Hours Worked	Av. Time Per Unit (Hrs/Mins)	Run Speed Per Hour
3/4/2009	1153 Nelsen, Esparrza and Fom	100000 Shop Floor Shift Summary Report Test		1,500.00	0.02	0.00 0.0008	75,000.00
3/25/2009	1154 AKC Dog Kennel of Am	100000 Adopt a Puppy Program		16,850.00	7.50	0.00 0.0267	2,246.67
3/25/2009	1154 AKC Dog Kennel of Am	100000 Adopt a Puppy Program		18,400.00	8.00	0.00 0.0261	2,300.00
3/25/2009	1154 AKC Dog Kennel of Am	100000 Adopt a Puppy Program		18,400.00	8.00	0.00 0.0261	2,300.00
3/25/2009	1154 AKC Dog Kennel of Am	100000 Adopt a Puppy Program		19,420.00	8.00	0.00 0.0247	2,427.50
3/25/2009	1154 AKC Dog Kennel of Am	100000 Adopt a Puppy Program		14,320.00	8.00	0.00 0.0335	1,790.00
3/25/2009	1154 AKC Dog Kennel of Am	100000 Adopt a Puppy Program		12,610.00	6.00	0.00 0.0285	2,101.67
3/25/2009	1155 Nelsen, Esparrza and Fom	20000 Planter's Guide for Backyard Color		14,525.00	7.50	0.00 0.0310	1,936.67
3/25/2009	1155 Nelsen, Esparrza and Fom	20000 Planter's Guide for Backyard Color		5,500.00	3.00	0.00 0.0327	1,833.33
3/25/2009	1155 Nelsen, Esparrza and Fom	20000 Planter's Guide for Backyard Color		20,000.00	8.00	0.00 0.0240	2,500.00
5/28/2009	1172 Nelsen, Esparrza and Fom	100000 ABS Presort Ganging		5,000.00	0.42	0.00 0.0050	11,904.76
5/28/2009	1173 Nelsen, Esparrza and Fom	100000 Copy of ABS Presort Ganging		5,000.00	0.63	0.00 0.0076	7,936.51
6/1/2009	1172 Nelsen, Esparrza and Fom	100000 ABS Presort Ganging		15,000.00	0.02	0.00 0.0001	750,000.00
6/1/2009	1172 Nelsen, Esparrza and Fom	100000 ABS Presort Ganging		1,500.00	0.03	0.00 0.0012	50,000.00
6/1/2009	1173 Nelsen, Esparrza and Fom	100000 Copy of ABS Presort Ganging		1,500.00	0.03	0.00 0.0012	50,000.00
6/8/2009	1175 AKC Dog Kennel of Am	25000 Summer Dog Grooming Class		25,000.00	2.70	0.00 0.0065	9,259.26
6/8/2009	1176 Nelsen, Esparrza and Fom	100000 Summer School Fundraiser		68,180.00	7.70	0.00 0.0068	8,854.55
6/8/2009	1177 Nelsen, Esparrza and Fom	100000 Popcorn by Mail		68,000.00	7.50	0.00 0.0066	9,066.67
6/8/2009	1177 Nelsen, Esparrza and Fom	100000 Popcorn by Mail		32,000.00	3.50	0.00 0.0066	9,142.86
6/8/2009	1176 Nelsen, Esparrza and Fom	100000 Summer School Fundraiser		31,820.00	3.50	0.00 0.0066	9,091.43
Total Entries: 20		Regular Time: 90.05	Spoiled Time: 0	Total Time: 90.05		Av. Time Per Unit: 0.000228	
Avg Time/Line: 4.503		Percentage: 100.00%	Percentage: 0.00%	Total Units: 394525			

The **Job Report by Activity** is a document that might be used to check the run speeds attained by individual employees on the activity code that is entered in the query screen.

Estimate vs. Actual

This report may be run for a single job or multiple jobs and a selected list of sales reps as well as for a specific customer or for all customers. Date ranges may be set based on First Delivery (for Print) or Mail Date (for Mail), or a date range of partial-invoiced or final-invoiced jobs. There are additional sort and display options. The report compares total figures for each activity code within a job of quantity, hours, labor, material, and buyout expenses and revenues.

- With First Delivery In Date Range (Due Date for Print or First Mail Date for Mail jobs).
- Partial Invoiced in Year/Period Range (all partially invoiced jobs within the set date range).
- Final Invoiced in Year/Period Range (all finally invoiced jobs within the set date range).

Report may be sorted by **Salesrep**, **Product Type**, **Customer**, or the default **Closed/Open for Cost**. The displayed records and calculations can be chosen to display at the activity code level, the cost center level or the production department level. For multi-plant environments, clicking the **Filter For the Current Plant** will bring only those jobs for the current plant in which the user is logged into.

Other selections include a **Summary Report** and to print the report with **No Job Grouping**.

The header of the **Estimate vs. Actual Report** shows the selection detail:

Job	Product Type	Salesrep	CSR	Last Invoice Date	Latest Invoice	Cost Status
1161 Job Test Allocation	Fulfillment	Andrea Cox	Linda Pollard	4/9/2009	F	C

Listed under the selection detail are the jobs that fall into the criteria selected and include: job number and description, product type, sales rep and CSR, last invoice date, latest invoice status (P = partial, F = final) and cost status (O = Open for Costs, C = Closed for Costs). For this example, the report was sorted using the default Closed/Open for Cost and displayed at the activity code level.

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Job :	Product Type	Salesrep	CSR	Last Invoice Date	Latest Invoice	Cost Status											
1165 Job UNL Graduation	Milling	Andrea Cox	Linda Pollard	7/27/2009	F	Q											
Qty	Est	Actual	Hours	Est	Actual	Labor	Estimate	Actual	Material	Estimate	Actual	Buyouts	Estimate	Actual	Cost	Total	Revenue
36015	OUTPUT TO LASER TAPE/DISK			1.67	3.00	190											
42000	PROOFING MATERIALS	2.00										8					
42010	DYLUX PROOF			0.54	0.50	32			24								
42500	PLATE MATERIALS	8.00	193.00									80				965	
42510	PLATE MAKING			5.07	5.00	253											
43000	ELEC. PREPRESS MATERIALS	4.00										2,065					
43010	OUTPUT FILM			1.66	1.50	125			128								
50000	PAPER	26,905.00	14,060.00									799				1,344	
50002	INK	10.00	40.00									219				320	
52510	640 HEIDELBERG M/R			1.83	1.20	504			330								
52515	640 HEIDELBERG RUN			5.19	1.20	1,426			330								
52520	640 HEIDELBERG WASHUP			1.00	1.00	275			275								
54510	DIGITAL PRESS M/R			0.08	0.80	13			120								
54515	DIGITAL PRESS RUN			6.40	6.50	961			975								
54516	Click Charges		50,000.00													2,000	
54520	DIGITAL PRESS WASHUP																
58015	MBO FOLDER RUN			6.89	6.80	447			306								
59015	CUTTER RUN			2.63	2.70	158			81								
64005	LASER SETUP			0.25	0.25	15			15								
64010	LASER FORMS			5.75	5.75	345			345								
74011	FOLD 8.5x11/4 SIZE			5.42	5.60	298			308								
83026	INSERT, METER, SORT 6x9 6pcs			10.33	18.00	1,077			990								
83090	INSERT R.MAINTENANCE				2.00				70								
88015	POSTAL REFUND		-50,000.00													-50	
90001	Custom or Inventory		25,621.00														
95007	Freight Shipping		1.00													350	
Subtotal Job Number: 1165				59.04	66.20	6,289		4,935				3,196		4,954		9,889	12,169
Job :	Product Type	Salesrep	CSR	Last Invoice Date	Latest Invoice	Cost Status											
1166 Job Test Click Charges	Miscellaneous	Andrea Cox	Linda Pollard			Q											
Qty	Est	Actual	Hours	Est	Actual	Labor	Estimate	Actual	Material	Estimate	Actual	Buyouts	Estimate	Actual	Cost	Total	Revenue
40510	PRE-FLIGHT FILES			0.17		8											
43000	ELEC. PREPRESS MATERIALS	2.00										405					
50000	PAPER	2,530.00										49					
54510	DIGITAL PRESS M/R			0.08		13											
54515	DIGITAL PRESS RUN			1.26	0.11	189			17								
54516	Click Charges		65.00													10	
54520	DIGITAL PRESS WASHUP																
Subtotal Job Number: 1166				1.51	0.11	210		17				454		10		26	
Job :	Product Type	Salesrep	CSR	Last Invoice Date	Latest Invoice	Cost Status											
1168 Job Test	Milling	House Account	Norma Nelson			Q											
Qty	Est	Actual	Hours	Est	Actual	Labor	Estimate	Actual	Material	Estimate	Actual	Buyouts	Estimate	Actual	Cost	Total	Revenue
64011	LASER 8 1/2x11 LETTER			5.50		330											
Subtotal Job Number: 1168				5.50		330											
Job :	Product Type	Salesrep	CSR	Last Invoice Date	Latest Invoice	Cost Status											
1169 Job Copy of UNL	Milling	Andrea Cox	Linda Pollard			Q											
Qty	Est	Actual	Hours	Est	Actual	Labor	Estimate	Actual	Material	Estimate	Actual	Buyouts	Estimate	Actual	Cost	Total	Revenue
31005	PURCHASE LIST											25					
34021	CONVERT DISK			1.00		60											
34033	MERGE/PURGE			1.67		100											
34038	BARCODE QUALIFY			1.67		100											

The **Estimate vs. Actual Report** is used to compare estimated data versus actual data by the estimators or production management to critique the results of job-related transactions.

Job Due Date Report

The **Job Due Date Report** lists all job transactions of a job in process that are due within a selected date range. There are additional options for a selected list of sales reps and CSRs, a job range option, and sorting options. The report lists on a separate page for each due date or first mail date all job details and includes the due date (print) or first and last mail date (mail), date estimate was converted to a job, date job was flagged partial or final shipped (in the shipping module) or N/S (not shipped) and number of days to planned ship date (+ or - number of days to finish as planned). Other details include days early which compares the **Date Shipped** to the **Due Date** (or first mail date), the job sell price from the Final Pricing screen in the **Amount** column, and the current activity logged into shop floor in the **Status** column.

Streamline Solutions

Job Due Date Report

Printed: 7/27/2009 5:16:33PM

For: NORMA

Customer: All Customers

Starting Date: 7/27/2009

Ending Date: 8/27/2009

Description: Include Partial Shipped Jobs.Include Final Shipped Jobs.

Job# / Plant	Job Title	Customer	Salesrep	CSR	Due Date (First Mail Date)	Last Mail Date	Quantity	Date Started	Date Shipped	Amount	Status
1202 0100	Job Cost Documentation	Nelsen, Esparza and F	Andrea Cox	Linda Pollard	7/31/2009	7/31/2009	25,000	7/27/2009	N/S Late 4	6,485.45	INSERT, METER, DO RT 9x12 1pc
Subtotal for 7/31/2009		Jobs In Production :		1	\$ 6,485.45		Shipped Jobs :		0	\$ 0.00	\$6,485.45
							Shipped QTY :		25,000		

The job detail for this example shows the job is not shipped, will be late in four days as this is 7/27/09 and the mail date or due date is 7/31/09. The details include the quoted price and the last activity with shop floor transactions in the **Status** column (Insert, Meter, Sort 9 x 12 1 pc). When final shipped, the shipped quantity and ship date will be included on the report.

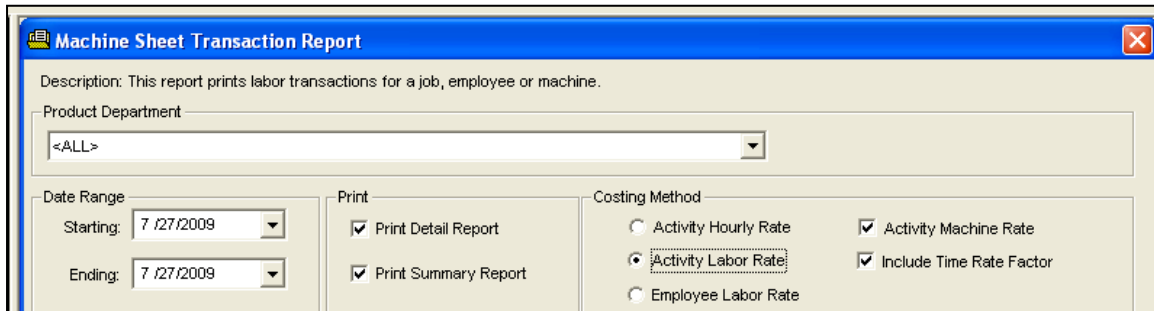
Some customers use the Job Due Date Report in their production meetings to show the current status of each job in process to determine where additional resources need to be considered to get the job done on time.

Machine Sheet Transaction Report

The **Machine Sheet Transaction Report** provides detail by department (or all departments) for a specified machine or all machines, for a specified job or all jobs and a specified employee or all employees with transactions in a selected date range. When the machines are set up in MR Shop Supervisor (File > Setup > Machines), the machine name will list for each transaction on the report.

The screenshot shows the 'Shop Supervisor' application window. On the left is a sidebar with 'Shop Supervisor' and 'Employees'. The main area displays the 'Setup Machines' dialog box. The dialog box has a 'Cost Center' dropdown set to '830 [INSERTER]' and a 'New Machine' button. Below is a 'Machine' dropdown menu. A list of inserters is shown: Inserter #1 through Inserter #7. To the right of this list are radio buttons for 'Active' (selected) and 'Not Active'. Below these are input fields for 'Current Click', 'Maximum Click', 'Inches per Click', and 'Clicks per Hour'. There is also a 'Maximum Up' field and a '\$\$ per Hour' field. Under 'Automation Options', there are checkboxes for 'Xerox Free-Flow' and 'PDI Auto-Click'. At the bottom, there is an 'Allow Multiple Logons' checkbox. The dialog box has 'Done' and 'Save' buttons at the bottom.

In addition to the date range option, there is a **Print** option to print either the detailed report, summary report or both, and the costing method which may select the activity hourly rate, the activity labor rate or the employee labor rate to calculate the costs. If the **Activity Labor Rate** or **Employee Labor Rate** is selected, the user has the option to include the **Activity Machine Rate** and **Time Rate Factor** in the cost calculations.



Machine Sheet Transaction Report

Description: This report prints labor transactions for a job, employee or machine.

Product Department: <ALL>

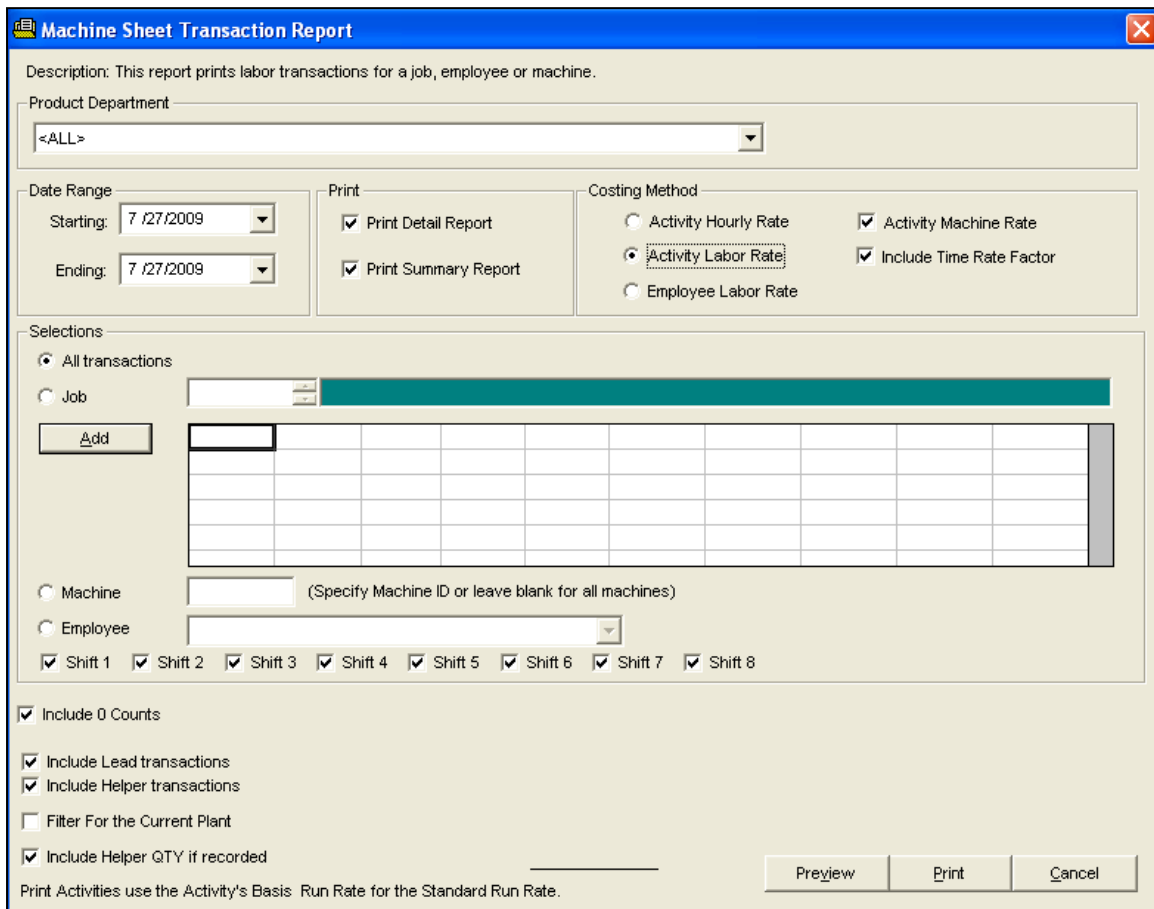
Date Range: Starting: 7/27/2009, Ending: 7/27/2009

Print: ☒ Print Detail Report, ☒ Print Summary Report

Costing Method: ☐ Activity Hourly Rate, ☒ Activity Labor Rate, ☐ Employee Labor Rate

☒ Activity Machine Rate, ☒ Include Time Rate Factor

Other selections include limiting the report to one department (to be used by a departmental supervisor), a single employee (to provide data regarding the efficiency of machine production for an individual) and including or excluding one or more shifts. In addition, the report can be generated to include/exclude zero count transactions, lead and assist (helper) transactions and a filter for the current plant in multi-plant environments.



Machine Sheet Transaction Report

Description: This report prints labor transactions for a job, employee or machine.

Product Department: <ALL>

Date Range: Starting: 7/27/2009, Ending: 7/27/2009

Print: ☒ Print Detail Report, ☒ Print Summary Report

Costing Method: ☐ Activity Hourly Rate, ☒ Activity Labor Rate, ☐ Employee Labor Rate

☒ Activity Machine Rate, ☒ Include Time Rate Factor

Selections:

- ☒ All transactions
- ☐ Job: [Job ID field]
- ☐ Machine: [Machine ID field] (Specify Machine ID or leave blank for all machines)
- ☐ Employee: [Employee ID field]

☒ Shift 1 ☒ Shift 2 ☒ Shift 3 ☒ Shift 4 ☒ Shift 5 ☒ Shift 6 ☒ Shift 7 ☒ Shift 8

☒ Include 0 Counts

☒ Include Lead transactions

☒ Include Helper transactions

☐ Filter For the Current Plant

☒ Include Helper QTY if recorded

Print Activities use the Activity's Basis Run Rate for the Standard Run Rate.

Buttons: Preview, Print, Cancel

The report includes the date, job number, machine number, operating hours, quantity, labor cost, sell price, standard run rate (for mail activities), actual run rate and efficiency percentage attained on the run. The last column is a percentage of labor costs to the selling price.

The Detail Report

Machine Production Transactions Report

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Department: <ALL>

Method : Activity Hourly Rate

All Transactions

Starting Date : 6/27/2009

Ending Date : 7/27/2009

Printed : 7/27/2009

5:35:32PM

For : **NORMA**

Shift Job#	Package /Drop	Mach #	Employee	Emp Code	Component	Date	Operating Hours	Charge Type	Labor Cost	Quantity	Sell Price	Standard Run Rate	Average RunRate/Hour	Efficiency of Standard	% Lab. Cos to Sell
------------	---------------	--------	----------	----------	-----------	------	-----------------	-------------	------------	----------	------------	-------------------	----------------------	------------------------	--------------------

200.00 / 2

Activity 64010 - LASER FORMS

2	Lead	1181	Noma Neta	102 1"LeTtH is read"	6/30/2009	0.22	Normal	13.20	1,500	42.57	9,090.00	6,818.18	75.01%	31.01
	0 0		HP 1 HP Inter machine 1											
	Subtotal	Lead				0.22		13.20	1,500.00	42.57	9,090.00		75.01%	31.01
	Sub Total for Activity 64010 - LASER FORMS					0.22		13.20	1,500.00	42.57	9,090.00	6,818.18	75.01	31.01

6,818.18 / 1

Activity 81011 - INKJET UP TO 6x9 ENVELOPE[illegible]

5,000.00 / 1

Activity 81095 - DOWNTIME

2	Lead 00907	Noma Nkera	102	7/1/2009	0.50	Normal	22.50	1	22.50	0.00	2.00	100.0%
	0 0	Ullahji1			0.50		22.50	1.00	22.50	0.00		100.0%
	Subtotal	Lead			0.50		22.50	1.00	22.50	0.00	2.00	100.0%
	Sub Total for Activity 81055 - DOWNTIME				0.50		22.50	1.00	22.50	0.00	2.00	100.0%

2.00 / 1

Activity 83011 - INSERT, METER, SORT #10

2 Lead													
1	187	Noma Neke	102	7/6/2009	0.01	Normal	0.80	25	0.88	3,500.00	2,500.00	71.43%	91.42
1	0	Isaiah R #1	Isaiah R #1										
2	186	Noma Neke	102	7/6/2009	0.01	Normal	0.80	25	0.88	3,500.00	2,500.00	71.43%	91.42
1	0	Isaiah R #1	Isaiah R #1										
Subtotal Lead					0.02		1.60	50.00	1.75	3,500.00		71.43%	91.42

The Summary Report

Page 4 of 4

Transactions Summary

Activity Code/Description	Operating Hours	Labor Cost	Quantity	Sell Price	Standard Run Rate	Average RunRate/Hour	Efficiency of Standard	% Lab. Cost to Sell
52510 - 640 HEIDELBERG M/R	0.01	275	1	275	0.00	100.00	0.00	100.00
52515 - 640 HEIDELBERG RUN	0.01	275	2,500	141.25	0.00	250.000.00	0.00	1.96
52520 - 640 HEIDELBERG WASHUP	0.01	275	1	275	0.00	100.00	0.00	100.00
54510 - DIGITAL PRESS M/R	0.03	450	2	450	0.00	66.67	0.00	100.00
54515 - DIGITAL PRESS RUN	0.02	3.00	9,500	3.00	0.00	475.000.00	0.00	100.00
54520 - DIGITAL PRESS WASHUP	0.02	3.00	2	3.00	0.00	100.00	0.00	100.00
64010 - LASER FORMS	0.22	13.20	1,500	42.57	9,090.00	6.818.18	75.01	31.0
81011 - INKJET UP TO 6x9 ENVELOPE	1.00	100.00	5,000	91.25	8,000.00	5,000.00	62.50	109.59
81085 - DOWNTIME	0.50	22.50	1	22.50	0.00	2.00	0.00	100.00
83011 - INSERT, METER, SORT #10	0.02	1.60	50	1.75	3,500.00	2,500.00	71.43	91.43
83012 - INSERT, METER, SORT #10 2pes	0.02	1.60	50	2.26	3,000.00	2,500.00	100.00	70.9
83013 - INSERT, METER, SORT #10 3pes	0.05	4.00	10	0.57	2,300.00	200.00	8.70	707.96
83023 - INSERT, METER, SORT 6x9 3pes	0.06	4.80	540	23.40	1,250.00	9,000.00	1,200.00	20.55
83111 - INSERT, METER, SORT 9x12 1pc	0.01	0.80	1,500	107.63	2,800.00	150.000.00	5,357.14	0.71
Grand Total	1.98	167.25	20,657	449.16	1,854.29	10,432.53	701.60	39.29

This report is useful in determining if certain pieces of equipment are not meeting the required throughput to produce profitable work. Decisions to overhaul or replacement the inefficient equipment can be backed up by this report.

Report for Inserter #1 (machine set up in MR Shop Supervisor)

Page 2 of 2

Shift Job#	Package /Drop	Mach#	Employee	Emp Code	Component	Date	Operating Hours	Charge Type	Labor Cost	Quantity	Sell Price	Standard Run Rate	Average RunRate/Hour	Efficiency of Standard	% Lab. Cost to Sell
Activity 83026 - INSERT, METER, SORT 6x9 6pcs															
Assistant															
2	1141		Lloyd David	103		2/13/2009	8.00	Normal	160.00	8,525	0.00	1,000.00	1,065.63	106.56%	
1	0		Inserter #1 Inserter #1												
3	1155		Douglas Riedinger	113		3/25/2009	8.00	Normal	160.00	17,380	0.00	2,000.00	2,172.50	108.63%	
1	1		Inserter #1 Inserter #1												
3	1165		Thomas Ellwood	105		4/29/2009	8.00	Normal	240.00	23,850	0.00	3,000.00	2,981.25	99.38%	
1	1		Inserter #1 Inserter #1												
2	1165		Elisa Pelaez	107		4/30/2009	1.00	Normal	30.00	1,150	0.00	3,000.00	1,150.00	38.33%	
1	1		Inserter #1 Inserter #1												
Subtotal Assistant							25.00		590.00	50,905.00	0.00	2,250.00		88.22%	42.21
Lead															
2	1141		Perry Fotyble	104		2/13/2009	8.00	Normal	640.00	8,525	1,513.19	1,000.00	1,065.63	106.56%	42.25
1	1		Inserter #1 Inserter #1												
3	1155		Elisa Pelaez	107		3/25/2009	8.00	Normal	640.00	17,380	3,041.50	2,000.00	2,172.50	108.63%	21.04
1	1		Inserter #1 Inserter #1												
2	1165		Perry Masera	106		4/30/2009	1.00	Normal	80.00	1,150	64.69	3,000.00	1,150.00	38.33%	123.67
1	1		Inserter #1 Inserter #1												
Subtotal Lead							17.00		1,360.00	27,055.00	4,619.38	2,000.00		84.51%	42.21
Sub Total for Activity 83026 - INSERT, METER, SORT 6x9 6pcs							42.00		1,950.00	77,960.00	4,619.38	2,142.86	3,919.17	86.63	42.21
												11,757.50 / 3			
Grand Total							42.12		1,959.60	78,595	4,646.50	2,378.57	3,532.68	197.34	42.17

Note Standard run rate for print activities such as press runs will display as 0.00. This is because in the Print side of PrintStream, there are many, many factors that change the run speed for print activities. If activity modifiers are used in Mail processes, the standard run rate will be pulled from the modifier's run speed which is set up in **MasterFiles Mail Processes > Edit Prices and Run Speeds** for the activity with the modifier.

Production Counts Report

The **Production Counts Report** provides detail for one or several jobs. The detail includes: activity code and description, machine name, employee, component, date, production hours, charge type, cost at the hourly rate, job quantity, produced quantity, and remaining quantity (running balance) and the sell price. The report is sorted by job number and includes totals of each column at the end of each job log.

Production Counts Report (Multi Jobs...)

Enter the job number: Job Cost Documentation

Streamline Solutions
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Production Counts/Quantities Report

Job #: 1202
Customer: NELS

Printed: 7/27/2009 5:47:52PM
For: NORMA

Activity Code	Description	Mach #	Employee	Component	Status Qty	Date	Hours	Charge Type	\$ @ Hourly Rate	Job Qty	Comp Quantity Recorded	Lead	Remain Qty	Sell Price
Job # 1202														
52510	640 HEIDELBERG MR	640540 Heidelberg	Norma Nelson	1" Brochure A	0	7/27/2009	0.010	Nor	2.75	26,734	1	1	26,733	2.76
Sub - Total							0.010		2.75	26,734	1	1	26,733	2.76
52515	640 HEIDELBERG RUN	640540 Heidelberg	Norma Nelson	1" Brochure A	0	7/27/2009	0.010	Nor	2.75	26,734	2,500	2,500	24,234	0.00
Sub - Total							0.010		2.75	26,734	2,500	2,500	24,234	0.00
52520	640 HEIDELBERG WASHUP	640540 Heidelberg	Norma Nelson	1" Brochure A	0	7/27/2009	0.010	Nor	2.75	26,734	1	1	26,733	2.76
Sub - Total							0.010		2.75	26,734	1	1	26,733	2.76
83111	INSERT, METER, SORT 6x12 1pc		Norma Nelson		0	7/27/2009	0.010	Nor	0.80	25,000	1,500	1,500	23,500	107.63
Sub - Total							0.010		0.80	25,000	1,500	1,500	23,500	107.63
Grand Total ...							0.040		9.05		4,002	4,002		113.14

This report is used in production meetings or by supervising personnel to provide detail by activity code of each job and the quantity still remaining to be processed. It is also one report that can assist in finding errors in keying quantities produced in shop floor, timesheet or timecard.

Run Speed by Activity Code

The **Run Speed by Activity Code Report** is a report that will list each transaction for selected activity codes for a specified date range. Select the activities to be included in the report by double-clicking each activity in the left column **Cost Centers/Activities**. They will then list in the **Selected Activities** box on the right.

Filters for the report include: **Speed Range** filter (enter a minimum and maximum run rate attainment to only pull data with run rates within that range); and a **Product Type** filter. You may select a range of jobs or leave blank for all jobs.

Run Speed By Activity Code

Double click a Cost Center to load its Activities and then double click a Activity to add it to the report.

☒ Just For the Current Plant

Cost Centers/Activities

- 540-10 CLR SANDEN 28/22/17"
- 545-DIGITAL PRESS
- 580-MBO FOLDER (PRESS)
- 582-DMM Finite Folders
- 590-CUTTER (PRESS)
- 600-LASER ADMIN
- 640-HP LASER
 - 64005-LASER SETUP
 - 64010-LASER FORMS
 - 64011-LASER 8 1/2x11 LETTI
 - 64012-LASER #10 OGE
 - 64013-LASER 6x9 OGE
 - 64014-LASER 9x12 OGE
 - 64016-PRINT LASER LABELS
 - 64020-LASER MANUALS
 - 64099-LASER INTERNAL SIG
- 700-BINDERY ADMIN
- 720-BURSTER
- 725-BOWE
- 730-CUTTER
- 732-DMM Finite Cutter

Date Range

Starting: 5/27/2009 Ending: 7/27/2009

☐ Filter Speed Range

Min: 0 Max: 0

☐ Job Number

From: 0 To: 0

☐ Filter Product Type

Brochures
Fulfillment
Mailing
Miscellaneous
Postcard
Presentation Folders
Saddle Stitched Books

Include All
Remove All

Selected Activities

Code	Description	LMS
64005	LASER SETUP	Labor
64010	LASER FORMS	Labor
64011	LASER 8 1/2x11 LETTER	Labor

Preview Print Cancel

The detail includes: spoiled pieces data, chargeable cost, hours worked, lead hours worked, run quantity (lead operator only) and the attained run rate per hour.

1 of 2

This report is helpful in identifying over an extended time period whether your run speeds are appropriately set for the attained percentages you are receiving from production runs. Each activity code is summarized with totals and the average run speed at the bottom of each activity code selection. By using the filter for minimum and maximum speeds, odd runs may be excluded from compiling when the report is generated so the overall average run speed is not skewed due to errors in keying transactions into PrintStream.

Streamline Solutions

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Run Speed By Activity Code

Description: Time sheet transaction

Statistic Range: < Not selected >

Run Speed: < Not selected >

Starting Date: 3/1/2009

Ending Date: 7/27/2009

Printed: 7/27/2009 6:03:02PM

For: NORMA

Jobs Production Type For ALL Production Types

Date	Job Number	Employee	Cost Spoiled	Hours Spoiled	Lead Hours Spoiled	Quantity Spoiled Lead	Chargeable Cost	Hours Worked	Lead Hours Worked	Run Quantity Lead	Run Speed Per Hour		
64011 - LASER 8 1/2x11 LETTER													
3/4/2009	1163	Kathy Bartek	0.00	0.00	0	0	1.20	0.02	0	1,500	75,000		
3/25/2009	1164	Norma Nelsen	0.00	0.00	0	0	460.00	7.50	8	18,850	2,247		
3/25/2009	1164	Lloyd David	0.00	0.00	0	0	480.00	8.00	8	18,400	2,300		
6/8/2009	1176	Norma Nelsen	0.00	0.00	0	0	210.00	3.50	4	31,820	9,081		
Total Hours: 90.05			Sub Totals:			0.00	0.00	0	0	5,403.00	90.05	90	394,525
Total Quantity: 394,525			Avg per hour:									4,381	
REPORT TOTALS													
Total Hours: 90.05			Sub Totals:			0.00	0.00	0	0	5,403.00	90.05	90	394,525
Total Quantity: 394,525.00			Avg per hour:									4,381	

Job Cost Summary Report

The **Job Cost Summary Report** may be run for a single job or multiple jobs and a selected list of sales reps as well as for a specific customer or all customers. Date ranges may be set based on First Delivery (print) or Mail Date (mail), or a date range of partially invoiced or finally invoiced jobs or all invoices created in a specified period range. Two other options are:

- Jobs that have not been final invoiced with a First Delivery (print) or Mail Date (mail) within a specified period.
- Unbilled jobs with a First Delivery (print) or Mail Date (mail) within a specified period. Both of these options will help you determine at month-end if all jobs have been invoiced that have been shipped or mailed for the period. There are additional sort and display options.

Job Cost Summary report

Select report for....

Add

Salesrep on Estimate: ☐ Include Inactive

Acti	Salesrep Name	Sel
<input checked="" type="checkbox"/>	Andrea Cox	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Chris Kinkaid	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Claude	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DMM Everything	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DMM Sales Guy	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	House Account	<input checked="" type="checkbox"/>

For Cust :

☒ All Jobs (if unchecked - jobs from spread will be reported ignoring the rest of the selection criterias)
☒ All Salesreps
☒ All Customers

☐ With First Delivery In Date Range *** 6 /27/2009 7 /27/2009
☐ Partial Invoiced In Year/Period Range 2009 1 2009 1
☐ Final Invoiced In Year/Period Range 2009 1 2009 1
☐ Any kind of Invoices was created In Year/Period Range 2009 1 2009 1
☐ Not Final Invoiced Jobs With First Delivery In Date Range *** 6 /27/2009 7 /27/2009
☒ Unbilled Jobs With First Delivery In Date Range *** 6 /27/2009 7 /27/2009

Use date selection filter to select ALL jobs that have 1st delivery date in range and excluding Final Inv and Adjustment Inv Report to include ALL cost (before, during and after date range) !
(no revenue should be picked up because we are not picking up partial, final and adjustment invoiced jobs)

Sort and Total By
☐ Salesrep ☐ Product Type ☐ Customer ☐ Closed/Open for Cost

☐ Check my B/W/S linkage setup ☒ Run For All Companies in System

* Report based on B/W/S linkage
 ** First Delivery Date represents the First Mailing Date for Print and Mail Jobs and Due Date for Print Jobs

An example of an unbilled jobs report between the date range of 4/1/2009 and 4/30/2009:

Printed: 7/27/2009 6:13:18PM											
Job Cost Summary Report											
Selection criteria: All Jobs, All Salesreps, All Customers. Jobs are Not Billed with Final Delivery date between 4/1/2009 and 4/30/2009											
GENERAL		REVENUE			COST			PROFITABILITY			
Job #	Customer	Quoted	Actual	Freight	Mat/Buyouts	Labor	Freight	TOTAL	AA	\$ Profit Rework Incl	% Profit Rework Excl
Page 1 of 1											
O	1157 AKC AKC Dog Kennels of America	13,625				1,507		1,507		(1,507)	(1,507)
O	1159 AKC AKC Dog Kennels of America	570									
O	1160 NELS Nelsen, Espurna and Fomey	13,640									
O	1162 C OTO COTO Test Customer	310									
O	1163 C OTO COTO Test Customer	300									
O	1164 NELS Nelsen, Espurna and Fomey	300									
Grand Total		28,745	0	0	0	1,507	0	1,507		(1,507)	(1,507)

The report will list each job that has not been invoiced (either partial or final) for the period.

An example of a billed job that shows revenue (quoted vs. actual), cost and profitability:

GENERAL		REVENUE			COST			PROFITABILITY			
Job #	Customer	Quoted	Actual	Freight	Mat/Buyouts	Labor	Freight	TOTAL	AA	\$ Profit Rework Incl	% Profit Rework Excl
Page 1 of 1											
FC	1165 NELS Nelsen, Espurna and Fomey	12,169	12,169		4,604	4,935	90	9,889	90	2,280	2,370
Grand Total		12,169	12,169	0	4,604	4,935	90	9,889	90	2,280	2,370

The report shows for job number 1165, we had a quoted price of \$12,169 (rounded to the nearest dollar), actual or invoiced revenue of \$12,169, material/buyout costs of \$4,604, labor costs of \$4,935 (with rework costs of \$90 displayed in red), freight costs of \$350, for total costs of \$9,889 (again with \$90 rework costs displayed in red). The resulting profitability for this job is \$2,280 including rework or \$2,370 excluding rework. The profitability percentage including rework costs is 18.74% or profitability excluding rework costs of 19.48%.

Column definitions for the Job Cost Summary Report

General:

- In the first column, F or P indicates that the job has been Partially or Finally invoiced.
- O or C indicate the job is Open for further job cost, or Closed. FO indicates that while the job has been final invoiced, it is still open for costs because the final invoice has not been posted to the General Ledger.
- An Asterisk next to the open/closed status indicates there are open, non-AP invoiced purchase orders for that job.

Revenue:

- Quoted = the estimated revenue when the job is created.
- Actual = the billed services amount for the job. Sales tax, postage and freight are excluded from this figure.
- Freight = the billed freight amount for the job. Any allocation to the GL account defined as the Freight Revenue account for that company will be counted as **freight revenue**.

Cost (actual):

- Mat/Buyouts = any job cost logged using an activity code with type M for material or S for subcontract.
- Labor = any job cost logged using an activity code with type L for labor.
- Freight = any job cost logged using an activity code which is linked to the GL account defined as the Freight Revenue account.
- AA = the total of any job cost logged using a Charge Type of Authors.

Some Actual costs may show in their own column, in red – these are costs logged as Charge Type of Spoilage/rework. These transactions also appear in the normal columns – but are separated into their own column and profitability analysis area.

Profitability:

- \$ Profit = (Actual + Freight revenue) – Total Costs
- % Profit = \$ Profit divided by (Actual + Freight revenue)

Notes The information which prints about each job will always be real time. This means that it includes all job costing or invoicing data – regardless of when the data entries were made. The selection screen is for selecting WHICH JOBS appear on the report – it is not for selecting which COSTS or INVOICES print. For example, there may be costs after the selected date, or even additional invoicing – and these amounts will be on the report. The date selection only determines that a job with a last mail date selected will not appear on the report.

The Job Cost Summary Report is often used to measure profitability on specific jobs or for all jobs done for a single customer, giving you an overall profitability calculation for the *customer* as opposed to a single job. Business decisions based on profitability margins such as pricing, work mix, customer retention, etc., can be assisted with the use of this report.

Machine Productivity Report

The **Machine Productivity Report** displays by department each machine transaction by cost center to include the quantity produced and the hours of production for the transactions within a specified date range. Production departments may be select or left at ALL for all departments.

The **Est. Unit Price per Piece** check box must have a number entered to avoid receiving a pop-up message. If you do not know the unit price per piece, you may enter a one (1) and the report will print.

Machine Productivity Report

This report prints by Department, with Cost Centers in each dept and within each Cost Center shows each machine and shows total hours worked and the qty produced on the machine.

Date
 From : 4 / 1 / 2009 To : 7 / 27 / 2009

Product Department
 <ALL>

Est. Unit Price per Piece :

☐ Display Transactions at Activity Code Level

Preview Print Cancel

The report includes machine description, production hours, quantity produced, non-production hours, total hours, production percent, produced quantity per hour, net quantity per hour, lost quantity per hour, potential lost quantity and potential lost revenue. The lost quantity per hour, potential lost quantity and potential lost revenue are figured on any spoiled pieces that are not billable to the customer. The potential lost revenue is calculated based on the unit price per piece that is entered in the selection screen prior to printing the report multiplied by the number of potentially affected pieces over the entire production of the job. For example, you have a job quantity of 100,000 pieces with an estimated unit price per piece of \$0.486 and your spoilage is 500 pieces during the production of 50,000 pieces, the potential lost revenue over the entire job would be \$486 (potential spoilage of 1,000 pieces multiplied by estimated unit price per piece of \$0.486).

[illegible]

WIP, Spoilage, and Material

Work in Progress Report

This report provides a complete listing of all jobs that have not been final AR Invoiced and includes the estimate and actual costs by job. The Work in Progress Report query screen options includes generating the report for a single job or all jobs, single customer's jobs or all customers, choice to select partially invoiced jobs by transaction date or by invoice date with a specified cut-off date or accounting period. The Date Display Option may be either the date the job was created or the last mail date and may be sorted by either job number or date as defined. The costing method may be selected as the activity hourly rate, the activity labor rate or the employee labor rate to calculate the costs. If the Activity Labor Rate or Employee Labor Rate is selected, the user has the option to include the Activity Machine Rate and Time Rate Factor in the cost calculations. The report may include \$0 value jobs and be filtered for the current plant in a multi-plant environment. The user may choose to print the summary report which provides a total WIP calculation for Buyouts, Labor and Material for accounting accruals.

Actuals are broken into a column for Labor, Material, Material as PO, Buyout, Total Actual Cost, Partially Invoiced Amount and the last production process signed into shop floor. Other column definitions are: job number, job creation date, job due date (or first mail date), job details and customer account number.

Streamline Solutions

Work In Progress Report

Page 1 of 4

Labor Value:

Activity Hourly Rate

Ending Date:

7/28/2009

Description:

Based on Period that the Invoice is in (Date Column is Job Created Date)

Printed:

7/28/2009

12:05:44PM

For:

NORMA

Page 4 of 4

Job#	Date	Due Date	Details	Customer Account	Estimated	Labor	Material	Mat as PO	Buy Out	Actual Cost	Partially Invoiced Amt
1190	6/25/2009	6/30/2009	Transfer Costs from Customer to Customer	NN2	8,784.97	1.60	0.00	\$0.00	0.00	\$1.60	\$0.00 INSERT, METER, SORT 6x
1196	7/9/2009	7/24/2009	Periodical Mailing P0017	NELS	340.34	6.40	0.00	\$0.00	0.00	\$6.40	\$0.00 INSERT, METER, SORT 6x
1202	7/27/2009	7/31/2009	Job Cost Documentation	NELS	6,485.46	9.06	0.00	\$0.00	0.00	\$9.06	\$0.00 INSERT, METER, SORT 9x
Grand Total					3,787,634.64	1,462,017.92	32,340.42	\$24,650.79	26,275.40	1,546,284.53	\$3,503,269.78

WIP Summary Report

Streamline Solutions	
Work In Progress Summary Report	
Page 1 of 3	
Labor Value: Activity Hourly Rate	Printed: 7/28/2009 12:08:27PM
Ending Date: 7/28/2009	For: NORMA
Description: Based on Period that the Invoice is in (Date Column is Job Created Date)	
Buy Out Break Down Report	
Description	Amount
Component Material Buyout	9,000.00
DATA ENTRY (Buyout)	1,252.00
Direct Mail Buyout	3,860.00
FREIGHT	492.56
INKJET BUYOUT	1,188.89
LASER PROGRAMMING	2,600.00
PRINT #10 1-COLOR	122.50
PRINT #9 1-COLOR	252.95
PRINT & PROVIDE LETTER	10.00
PRINT 6X9 2-COLOR	3,450.00
PROGRAMMING (Buyout)	485.00
PURCHASE LIST	3,066.50
SUBCONTR_01_02	695.00
Total:	26,275.40
Partial Billing:	0.00
WIP Total:	26,275.40

Page 2 of 3		
Labor Break Down Report		
Description	Hours	Amount
10 CLR SANDEN 28/22/17"	0.09	29.40
240 HEIDELBERG	14.21	2,487.33
640 HEIDELBERG	81.94	22,530.43
ART/COMPOSITION	2.00	130.00
BINDERY ADMIN	3.18	0.00
BURSTER	1.00	50.00
CUSTOMER SERVICE	0.06	10.00
DATA ENTRY	5.00	300.00
DIGITAL PRESS	0.18	27.00
DMM Insert	0.06	3.00
DP ADMIN	10.44	627.00
ELEC. PREPRESS	7.35	624.75
Folder	12.50	687.50
HP LASER	1,592.96	95,577.74
INKJET	6,101.79	610,179.00
INSERTER	182.72	13,857.04
ITEK	0.08	4.35
KIT BUILDING	39.12	2,616.00
MBO FOLDER (PRESS)	12.00	540.00
OUTPUT DATA	1,527.37	91,642.26
PICK & PACK	3,049.52	108,874.93
PLATE MAKING	10.43	417.20
PROGRAMMING	31.83	1,924.60
PROOFING	0.70	28.00
SADDLE STITCHER	0.02	0.00
STRETCH INSERT	6,365.63	509,250.40
Total:	19,052.19	1,462,017.92
Partial Billing:		0.00
WIP Total:		1,462,017.92

Page 3 of 3

Material Break Down Report

Description	Amount
Black PAPER	0.00
Click Charges	0.00
DP MATERIAL	0.00
FEDEX	0.00
finished goods inventory	0.00
Finished Goods Inventory-PS	0.00
Foreign Mail	0.00
FREIGHT CHARGES	0.00
Freight Shipping	0.00
INK	9.00
PAPER	0.00
PLATE MATERIALS	0.00
Raw Materials on Consignment	0.00
Southwood Inventory	0.00
UPS	0.00
WAREHOUSE MATERIALS	0.00
White PAPER	0.00
Total:	9.00
Partial Billing:	0.00
WIP Total:	9.00

Spoilage Report (Rework Report by Employee)

The spoilage report, or rework report, may be printed by employee range, job number range or activity range, and date range. The user has the option of including author's corrections. There is an optional area to enter material markup to include the markup on spoiled materials in the costs of the report.

Job Costing Reports for (01) Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Help

Job Costing

Job Cost Reports

WIP, Spoilage and Material

Work in Progress

Spoilage

Usage

WIP Reconciliation

WIP for the Partial Invoiced Jobs

Spoilage Report

Group By:

☒ Employee From: 1-Chris Williams To: TEST3-Leah2 VanWynsberghe2

☐ Job Number From: To:

☐ Activity From: To:

Date Range

Starting: 1/28/2009 Ending: 7/28/2009

Report filtered for Plant ☐ Include Author's Corrections

Material Markup

Preview Print Cancel

Report details include job number, activity code and description, transaction date, employee code, quantity recorded/lead, production hours, charge type, cost, details (transaction detail) and work type. The cost of material type inventory is a per-piece calculation that takes the total number of spoiled pieces times the value per piece of the inventory item as set up in the Material Markup field in the query screen.

Streamline Solutions										
Rework Report By Employee										
Page 1 of 1										
Employee Range :				Printed : 7/28/2009 12:52:44PM						
Markup : 1.41				For: NORMA						
Starting Date : 1/28/2009				Ending Date : 7/26/2009						
Job#	Activity Code	Activity Description	Date	Emp. Code	Quantity Recorded	Lead	Hours	Charge Type	Cost Details	Work Type
866	90001	Customer Inventory	7/2/2009		20	20	0.00	Spoilage	0.00 Customer Inventory	M
1235	96005	Raw Materials on Consignment	1/30/2009	1	12	0	0.00	Spoilage	16.92 Raw Materials on Consignment	M
Sub Total for Employee*House* - No P/O					32	20	0.00		16.92	
2865	64011	LASER 8 1/2x11 LETTER	5/29/2009	120	1,000	1,000	0.00	Spoilage	0.10 LASER 8 1/2x11 LETTER	L
Sub Total for Employee 120 - Norma Nelsen					1,000	1,000	0.00		0.10	
2430	64011	LASER 8 1/2x11 LETTER	3/5/2009	190	10	10	0.88	Spoilage	52.76 LASER 8 1/2x11 LETTER	L
Sub Total for Employee 190 - Kathy DiPaolo					10	10	0.88		52.76	
2865	64011	LASER 8 1/2x11 LETTER	6/1/2009	DMMLAG	100	100	0.09	Spoilage	5.35 LASER 8 1/2x11 LETTER	L
2865	64011	LASER 8 1/2x11 LETTER	6/1/2009	DMMLAG	200	200	0.05	Spoilage	2.73 LASER 8 1/2x11 LETTER	L
2469	83303	DMM Insert #3	3/10/2009	DMMLAG	3,000	3,000	3.22	Spoilage	161.00 DMM Insert #3	L
866	83309	DMM Machine	7/9/2009	DMMLAG	1,221	1,221	0.05	Spoilage	2.50 DMM Machine	L
2429	83314	DMM Record Spoilage	2/23/2009	DMMLAG	250	250	0.02	Spoilage	1.00 DMM Record Spoilage	L
866	83314	DMM Record Spoilage	7/9/2009	DMMLAG	200	200	0.11	Spoilage	5.71 DMM Record Spoilage	L
Sub Total for Employee DMMLAG - DMMGang LeadAuto					4,971	4,971	3.54		178.29	
2434	83303	DMM Insert #3	2/26/2009	DMMLAN	30	30	0.08	Spoilage	4.00 DMM Insert #3	L
Sub Total for Employee DMMLAN - DMMNoGang LeadAuto					30	30	0.08		4.00	
2168	83302	DMM Insert #2	2/3/2009	DMMLEG	1,034	1,034	0.05	Spoilage	2.50 DMM Insert #2	L
2168	83302	DMM Insert #2	2/3/2009	DMMLEG	-1,034	-1,034	-0.05	Spoilage	-2.50 DMM Insert #2	L
2168	83302	DMM Insert #2	2/3/2009	DMMLEG	-1,034	-1,034	-0.05	Spoilage	-2.50 DMM Insert #2	L
2168	83302	DMM Insert #2	2/3/2009	DMMLEG	-1,134	-1,134	-0.05	Spoilage	-2.50 DMM Insert #2	L
Sub Total for Employee DMMLEG - DMMGang LeadEdit					-2,168	-2,168	-0.10		-5.00	
1097	83307	DMM Count Req'd	3/20/2009	HGWDUMB	9	9	0.15	Spoilage	7.50 DMM Count Req'd	L
Sub Total for Employee HGWDUMB - Albus Dumbledore					9	9	0.15		7.50	
Total Spoilage for the Jobs					3,884	3,872	4.55		254.57	

Usage Report

The Usage Report will list transaction details for all selected usage (materials, postage and inventory). The user enters the date range, selects the type of transactions on which to report, selects sort options, then chooses print options and posted status. This report may be run to filter for the current plant in multi-plant environments. Other options include the GL Recap which may be previewed or printed.

The screenshot shows the 'Usage Report' dialog box within the 'Job Costing Reports for (01) Streamline Solutions - Plant Code: 0100 01 San Rafael' application. The dialog is divided into several sections:

- Date Range:** Starting: 6/28/2009, Ending: 7/28/2009.
- Report On:** Checkboxes for Postage, Raw Materials, Paper, Finished Goods, Labor, Buyout, Non Inventory Item, and Customer Owned. All are checked.
- Sort at the Report By:** Radio buttons for Date (selected), Customer, Job Number, and Inventory Code.
- Selections (grouping for report):** Radio buttons for All Transactions (no grouping) (selected), Job Number, Activity Code, Employee Code, Inventory Code (Item Number), and Customer Acc. Each has associated 'From' and 'To' input fields.
- Print:** Radio buttons for All Cost (selected), Usage Only, Spoilage Only, and Extra Cost Only.
- Print:** Radio buttons for Both (selected), Chargeable Only, and Non-Chargeable Only.
- Posted Status:** Radio buttons for Both (selected), Posted Only, and Unposted Only.
- Buttons:** Usage GL Recap Preview, Usage GL Recap Print, Run Report filtered for the Current Plant (checkbox), Do not generate GL Recap (checkbox), Do not display notes per transaction (checkbox), Preview, Print, and Cancel.

For all job-related transactions on a single job or job range, enter the job number of job range and leave all Report On selections checked. This report will detail the specific usage types that you select in the query screen for the job or jobs entered or all jobs if left blank. You may also create the report for an activity code range, employee code range, inventory/item number range or for a customer account number or range of account numbers.

The details of the report include: transaction date, job number, activity code and description, reference (component name, inventory item description), inventory item number, employee, customer name, charge type, hours/quantity, run quantity (for labor activity codes, Rate (Cost/Hrs) and an All Cost column. At the end of the report is a summarized listing of all activity codes with their description and the waste detail (spoilage quantity, net and gross quantity and % of waste).

Report run for material transactions:

Usage Report

Selection : Job# range 1165 - 1165
Sorted By : Date

Posted Status : Posted and Unposted Transactions
Type of Transactions : Raw Materials, Paper, Finished Goods, Non Inventory, Customer Owned
Starting Date : 1/28/2009 Ending Date : 7/28/2009

Printed : 7/28/2009 3:25:05PM
For : NORMA

Date	Job#	Activity Code	Notes/Activity Description	Reference	Inv Item #	Employee	Customer	Charge Type	Hours	Run Qty	Rate Cost/Hrs	All Cost
04/04/09	1165	90001	Customer Inventory	Sawlight Insert	1934		Nelson, Espinoza and Forey	Normal	25,000.00	0	0.000	0.00
04/04/09	1165	50000	PAPER	Hisky Offset 150# New	1865		Nelson, Espinoza and Forey	Normal	14,060.00	0	0.096	1,344.42
04/04/09	1165	90001	Customer Inventory	Sawlight Insert	1934		Nelson, Espinoza and Forey	Normal	5,000.00	0	0.000	0.00
04/04/09	1165	90001	Customer Inventory	Sawlight Insert	1934		Nelson, Espinoza and Forey	Normal	-4,379.00	0	0.000	0.00
04/04/09	1165	50002	INK	BLK-INK	39		Nelson, Espinoza and Forey	Normal	10.00	0	4.500	45.00
04/04/09	1165	50002	INK	PROCMAG-INK	40		Nelson, Espinoza and Forey	Normal	10.00	0	10.000	100.00
04/04/09	1165	50002	INK	PROCCYAN-INK	41		Nelson, Espinoza and Forey	Normal	10.00	0	9.750	97.50
04/04/09	1165	50002	INK	PROCYELLO W-INK	42		Nelson, Espinoza and Forey	Normal	10.00	0	7.750	77.50
04/04/09	1165	54516	Click Charges	Click Charges	1929		Nelson, Espinoza and Forey	Normal	50,000.00	0	0.040	2,000.00
04/04/09	1165	42500	PLATE MATERIALS	PLATES-640	44		Nelson, Espinoza and Forey	Normal	193.00	0	5.000	965.00
04/04/09	1165	95007	Freight Shipping	UPS GROUND			Nelson, Espinoza and Forey	Normal	1.00	0	350.000	350.00
05/09/09	1165	88015	POSTAL REFUND	POSTAL REFUND			Nelson, Espinoza and Forey	Normal	-25,000.00	0	0.001	-25.00
06/01/09	1165	88015	POSTAL REFUND	POSTAL REFUND			Nelson, Espinoza and Forey	Normal	-25,000.00	0	0.001	-25.00
Sub Total for Job# 1165									39,915.00	0.123	4,929.42	
42500	PLATE MATERIALS				Spoilage Qty	Net QTY	Gross QTY	Waste % in	Gross Qty			
50000	PAPER				0.00	0.00	0.00		0.00			
50002	INK				0.00	0.00	0.00		0.00			
54516	Click Charges				0.00	0.00	0.00		0.00			
88015	POSTAL REFUND				0.00	0.00	0.00		0.00			
90001	Customer Inventory				0.00	0.00	0.00		0.00			
95007	Freight Shipping				0.00	0.00	0.00		0.00			
Grand Total									39,915.00	0.123	4,929.42	

WIP Reconciliation

The **WIP Reconciliation Report** provides a listing of jobs with costs processed through work in progress. These transactions include credits to WIP from the final AR invoice as well as debits made through Job Material Entry, inventory issues and AP invoices for buyout purchases. This report will also track labor costs processed through work in process as well if WIP labor is activated. There are two report types: WIP Reconciliation and WIP Analysis. The WIP Reconciliation Report displays summarized or detailed information per job for all WIP transactions charged to work in progress for the reporting period. The WIP Analysis Report shows the un-posted and posted WIP transactions grouped by prior, reporting and future periods. This report can be run for all plants in a multi-plant environment or for the current plant if the **Run report filtered for the Current Plant** check box is selected.

Start Date Period Year : 5/2/2008									
Report Date Period Year : 7/1/2008 to 2008									
Report option: 60 scan.									
Job	Part/ Final	Fin Inv Date	Invoice Credit	Labor Debit	Material Debit	Inventory Debit	Buyout Material Debit	Buyout Subcontract Debit	WIP Report Period
58		Regina Test		0.00		292.50		103.00	395.50
		Labor Portion of AR Credit	0.00	0.00					
		WIP Labor Difference		0.00					
60		Copy of New Year Sale P		0.00		500.00			500.00
		Labor Portion of AR Credit	0.00	0.00					
		WIP Labor Difference		0.00					
100 P		345		0.00	26.00			100.00	126.00
		Labor Portion of AR Credit	0.00	0.00					
		WIP Labor Difference		0.00					
141		ds ga		0.00		3,430.00		500.00	3,930.00
		Labor Portion of AR Credit	0.00	0.00					
		WIP Labor Difference		0.00					
144		ard gha		0.00		600.00			600.00
		Labor Portion of AR Credit	0.00	0.00					
		WIP Labor Difference		0.00					
148 P		Business Forms		0.00			573.63		573.63
		Labor Portion of AR Credit	0.00	0.00					
		WIP Labor Difference		0.00					
149		Spring Brochure		0.00		150.00			150.00
		Labor Portion of AR Credit	0.00	0.00					
		WIP Labor Difference		0.00					
154		kytyuaya		0.00				65.00	65.00
		Labor Portion of AR Credit	0.00	0.00					
		WIP Labor Difference		0.00					
156		Copy of qty test		0.00	191.25				191.25
		Labor Portion of AR Credit	0.00	0.00					
		WIP Labor Difference		0.00					

01 Streamline Solutions User: NORMA											
WIP Analysis Report											
7/28/2009 4:01:05PM											
Start Date Period Year : 5/2/2008											
Report Date Period Year : 7/1/2008 10 2008											
Report option: 60 scan.											
Previous Period(s) Current (Report) Period Future Period(s)											
Costed Material	Costed Buyouts	Posted Materials DWIP	Posted Buyouts DWIP	Collected Expenses for Final Invoice	Posted through the Final Invoice Expenses (CdWIP)	Costed Material	Costed Buyouts	Posted Materials DWIP	Posted Buyouts DWIP	Collected Expenses for Final Invoice	Posted through the Final Invoice Expenses CdWIP
33	P	ABBA1		1,814.76	Streamline Letterhead					51.24	51.24
48		ALASKA		13,877.08	Spring Mailer						
49		BABA1		1,893.55	October Mailer						
52		ABBA1		0.00	Thanksgiving Promotional						

WIP for Partial Invoiced Jobs

For the WIP Accrual Report, choose the cut-off date for the collection of partially invoiced jobs – the Actual Cost collected up to the cut-off date. Enter a beginning number to start the search or leave blank to scan all jobs. This job will sort either by job or date. The costing method may be selected as the activity hourly rate, the activity labor rate or the employee labor rate to calculate the costs. If the Activity Labor Rate or Employee Labor Rate is selected, the user has the option to include the Activity Machine Rate and Time Rate Factor in the cost calculations. The report may include \$0 value jobs and be filtered for the current plant in a multi-plant environment. The user may choose to print the summary report which provides a total WIP calculation for Buyouts, Labor and Material for accounting accruals.

The detailed report:

01 Streamline Solutions											
Page 1 of 2											
Work In Progress Report											
Labor Value: Activity Labor Rate Printed: 7/28/2009 4:14:04PM											
Ending Date: 7/28/2009 For: NORMA											
Description: (Date Column is Job Created Date)											
Job#	Date	Due Date	Details	Customer Account	Estimated	Labor	Material	Mat as P O	Buy Out	Actual Cost	Partially Invoiced Amt
Brochures											
173	6/12/2002	6/12/2002	sda	100	0.00	0.00	0.00	\$0.00	500.00	\$500.00	\$0.00
424	1/20/2005	1/25/2005	AM	9876543	84,910.83	0.00	0.00	\$0.00	412.70	\$412.70	\$83,687.93
748	9/14/2006	9/27/2006	P S Mailing	9876543	98,017.88	0.00	0.00	\$0.00	8.00	\$8.00	\$0.00
809	7/31/2007	7/31/2007	test	LEAH	0.00	83.40	6,113.70	\$0.00	230.58	\$6,427.68	\$1,399.60
818	8/13/2007	8/13/2007	Quick job for Pick and Pack only	LEAH	0.00	2.40	37.96	\$0.00	19.00	\$59.36	\$47.00
826	8/27/2007	8/27/2007	test	LEAH	0.00	7.80	3,406.98	\$0.00	0.00	\$3,414.78	\$28.75
932	1/23/2008	1/23/2008	1	JJD	0.00	0.60	0.00	\$0.00	0.00	\$0.60	\$4.30
933	1/23/2008	1/23/2008	g	JJD	0.00	1.80	0.00	\$0.00	0.00	\$1.80	\$10.00
Subtotal : Brochures					\$182,928.69	\$96.00	\$9,558.64	\$0.00	\$1,170.26	\$10,824.90	\$85,177.58
Fulfillment											
438	6/1/2005	6/1/2005	Salvation Army - Christmas 1	JJD	550.21	1,353.80	1,592.24	\$0.00	28.00	\$2,973.84	\$10,011.97
439	6/2/2005	6/2/2005	Welcome Kits	JJD	500.29	2.40	1,757.36	\$0.00	0.00	\$1,759.76	\$334.21
505	7/25/2005	7/25/2005	New Bikes	Strada	0.00	1.50	0.00	\$0.00	0.00	\$1.50	\$10.00
654	7/20/2006	7/20/2006	Fulfillment	HEN01	0.00	0.00	10.33	\$0.00	0.00	\$10.33	\$89.50
777	3/13/2007	3/13/2007	NO FF BY MAIL	JJD	1,166.06	135.00	10.00	\$0.00	0.00	\$145.00	\$0.00
803	7/3/2007	7/3/2007	Fulfillment	GINA	0.00	10.42	0.00	\$0.00	16.00	\$26.42	\$350.00
822	8/16/2007	8/16/2007	Merch FF	50022	0.00	0.00	29.00	\$0.00	0.00	\$29.00	\$527.00
876	11/15/2007	11/19/2007	11/15 FF by Mail	Strada	52.55	0.00	0.23	\$0.00	0.00	\$0.23	\$82.50
877	11/15/2007	11/19/2007	11/15 FF by Mail	Strada	68.75	0.00	1.60	\$0.00	0.00	\$1.60	\$412.00
881	11/16/2007	11/19/2007	11/15 FF by Mail	Strada	52.73	0.00	0.23	\$0.00	0.00	\$0.23	\$60.00
882	11/16/2007	11/19/2007	11/15 FF by Mail	Strada	74.57	0.00	2.09	\$0.00	0.00	\$2.09	\$742.50
883	11/16/2007	11/19/2007	11/15 FF by Mail	Strada	68.20	0.00	1.55	\$0.00	0.00	\$1.55	\$550.00
884	11/16/2007	11/19/2007	11/15 FF by Mail	Strada	74.57	0.00	2.09	\$0.00	0.00	\$2.09	\$742.50
984	4/10/2008	4/10/2008	MFS A Conference 2008	50025	0.00	0.00	3,970.83	\$0.00	0.00	\$3,970.83	\$30.00
986	4/13/2008	5/1/2008	Copy of Salvation Army - Christmas 1	50025	935.79	0.00	120.76	\$0.00	0.00	\$120.76	\$964.10
Subtotal : Fulfillment					\$3,543.74	\$1,492.50	\$7,508.53	\$0.00	\$44.00	\$9,045.03	\$14,906.28
Mailing											
1183	6/15/2009	6/26/2009	Test Material Procurement	COJO	6,900.00	0.00	0.00	\$0.00	4,500.00	\$4,500.00	\$6,900.00
1186	6/15/2009	6/26/2009	COJO Procurement Test 1	COJO	6,900.00	0.20	0.00	\$0.00	4,500.00	\$4,500.20	\$6,900.00
1187	6/15/2009	6/26/2009	Copy of COJO Procurement Test 1	COJO	2,625.00	0.20	0.00	\$0.00	0.00	\$0.20	\$2,625.00

The summary report:

Work In Progress Summary Report		Page 1 of 3																								
Labor Value: Activity Labor Rate	Printed: 7/28/2009	4:17:11PM																								
Ending Date: 7/28/2009	For: NORMA																									
Description: (Date Column is Job Created Date)																										
<h3 style="margin: 0;">Buy Out Break Down Report</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr><td>Component Material Buyout</td><td style="text-align: right;">9,000.00</td></tr> <tr><td>DATA ENTRY (Buyout)</td><td style="text-align: right;">404.64</td></tr> <tr><td>FREIGHT</td><td style="text-align: right;">301.56</td></tr> <tr><td>LASER PROGRAMMING</td><td style="text-align: right;">250,000.00</td></tr> <tr><td>PRINT #0 1-COLOR</td><td style="text-align: right;">2.70</td></tr> <tr><td>PROGRAMMING (Buyout)</td><td style="text-align: right;">485.00</td></tr> <tr><td>PURCHASE LIST</td><td style="text-align: right;">5,350.00</td></tr> <tr><td>TABBER BUYOUT</td><td style="text-align: right;">25.00</td></tr> <tr> <td style="text-align: right;">Total:</td> <td style="text-align: right;">265,568.90</td> </tr> <tr> <td style="text-align: right;">Partial Billing:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="text-align: right;">WIP Total:</td> <td style="text-align: right;">265,568.90</td> </tr> </tbody> </table>			Description	Amount	Component Material Buyout	9,000.00	DATA ENTRY (Buyout)	404.64	FREIGHT	301.56	LASER PROGRAMMING	250,000.00	PRINT #0 1-COLOR	2.70	PROGRAMMING (Buyout)	485.00	PURCHASE LIST	5,350.00	TABBER BUYOUT	25.00	Total:	265,568.90	Partial Billing:	0.00	WIP Total:	265,568.90
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Page 3 of 3																					
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Labor Reports

Labor by Employee

Labor by Employee gives a listing of each selected employee's transactions for a specified range. The detail includes production hours, nonproduction hours, chargeable and non-chargeable time, normal time and overtime. The ranges can be set by week to mirror payroll processing. To select more than one employee, use Excel cell column or row functions (CTRL or SHIFT while clicking with the mouse).

The Labor by Employee or Employee Summary Report generates detail about the employee or employees that are selected to be queried. The report shows each employee's actual hours vs. budgeted hours, nonproductive hours vs. productive hours, regular and overtime hours, absenteeism and cost vs. sell for labor transactions entered during a weekly period.

Job Costing

Employee Labor Summary

This report shows the total hours worked by each employee within the given range. The report shows chargeable and non-chargeable time, overtime and normal time.

Employee Selection

1 Chris Williams
102 Norma Nelsen
103 Lloyd David
104 Penny Forsythe
105 Thomas Ellison
106 Penny Mason
107 Ellen Peterson
108 Tom Piperson
109 Les Long
110 Kathy Bartek
111 Nancy Hans
112 Roger Douglass
113 Donna Roettger
114 Don Williams
150 Kathy DiPaolo
2 John Jones
3 Bill Jackson
77 Sven Stephens
78979797 Stefani DiPaolo
8 Claude Horsch
DMMLAG-DMMGang LeadAuto
DMMLAN-DMMGang LeadAuto
SHIP-Shipping Interface
TEST Leah Van

☒ Week Range One - Title: Week One
From: 3/23/2009 To: 3/29/2009 Total Days: 7 Work Days: 5

☐ Week Range Two - Title: Week Two
From: 3/30/2009 To: 3/29/2009 Total Days: 7 Work Days: 5

☐ Week Range Three - Title: Week Three
From: 3/30/2009 To: 4/5/2009 Total Days: 7 Work Days: 5

* Please Check the Week(s) to be printed on Report

Reload List Of Employees Excluding Not Active Select All

Preview Print Cancel

EMPL	PTITLE	CHGH	NOCH	PCHG	BGTC	PBGT	NHRS	OTHR	THRS
Norma...	Week...	27.55	0	1	40	1.451...	27.55	0	27.55
Lloyd D...	Week...	8.5	0	1	40	4.705...	8.5	0	8.5
Penny...	Week...	8	0	1	40	5	8	0	8
Thoma...	Week...	5.6	0	1	40	7.142...	5.6	0	5.6
Penny M...	Week...	26	0	1	40	1.538...	26	0	26
Ellen P...	Week...	27.25	0	1	40	1.467...	27.25	0	27.25
Tom P...	Week...	24	0	1	40	1.666...	24	0	24
Les Long	Week...	8	0	1	40	5	8	0	8
Kathy B...	Week...	8	0	1	40	5	8	0	8

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Printed: 7/28/2009 4:34:14PM
For: NORMA

1 Week One - Date From 3/23/2009 to 3/29/2009

Employee	Chg Hours	NonChg Hours	% Chg	Budget Chg Hours	% Budget	Normal Hours	OT Hours	Total Hours	% OT	Absent Hours	Rework Hours	Rework %	Standard Hours	% Std	Cost Of Labor	Selling Price	LSLB Ratio
Norma Nelsen	27.55	0.00	100.00	40.00	45.19	27.55	0.00	27.55	0.00	0.00	0.00	0.00	23.20	94.21	413.25	3,309.75	8.01
Lloyd David	8.50	0.00	100.00	40.00	70.59	8.50	0.00	8.50	0.00	0.00	0.00	0.00	8.50	100.00	127.50	510.00	4.00
Penny Forsythe	8.00	0.00	100.00	40.00	00.00	8.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00	100.00	120.00	480.00	4.00
Thomas Ellison	5.60	0.00	100.00	40.00	14.29	5.60	0.00	5.60	0.00	0.00	0.00	0.00	5.60	100.00	84.00	308.00	3.67
Penny Mason	26.00	0.00	100.00	40.00	53.85	26.00	0.00	26.00	0.00	0.00	0.00	0.00	26.00	100.00	390.00	3,225.00	8.27
Ellen Peterson	27.25	0.00	100.00	40.00	46.79	27.25	0.00	27.25	0.00	0.00	0.00	0.00	27.25	100.00	408.75	1,857.50	4.54
Tom Piperson	24.00	0.00	100.00	40.00	66.67	24.00	0.00	24.00	0.00	0.00	0.00	0.00	24.00	100.00	360.00	1,520.00	4.22
Les Long	8.00	0.00	100.00	40.00	00.00	8.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00	100.00	120.00	480.00	4.00
Kathy Bartek	9.00	0.00	100.00	40.00	00.00	9.00	0.00	9.00	0.00	0.00	0.00	0.00	9.00	100.00	120.00	440.00	3.67
Nancy Hans	11.00	0.00	100.00	40.00	63.64	11.00	0.00	11.00	0.00	0.00	0.00	0.00	11.00	100.00	165.00	760.50	4.61
Roger Douglass	18.00	0.00	100.00	40.00	22.22	18.00	0.00	18.00	0.00	0.00	0.00	0.00	18.00	100.00	270.00	3,390.00	12.58
Donna Roettger	8.00	0.00	100.00	40.00	00.00	8.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00	100.00	120.00	160.00	1.33
Don Williams	2.00	0.00	100.00	40.00	00.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	100.00	30.00	40.00	1.33
Sub Total	181.90	0.00	100.00	520.00	285.87	181.90	0.00	181.90	0.00	0.00	0.00	0.00	177.55	97.61	2,728.50	15,480.75	97.61
Grand Total ...	181.90	0.00	100.00	520.00	285.87	181.90	0.00	181.90	0.00	0.00	0.00	0.00	177.55	97.61	2,728.50	15,480.75	6.04

Labor by Department

The Labor by Department Report lists for any department(s) selected a report by employee and then department each production transaction to include the job, activity code and description, and the production hours broken out by charge type then totaled.

The report will group and subtotal by Employee/Department/Cost Center (in that order) or Department/Cost Center/Employee.

The report grouped by Employee/Department/Cost Center:

Don Williams			Don Williams					
3			3 DP					
340			340 PROGRAMMING					
4/27/2009	1165	UNL Graduation	Nelsen, Esparza and Fomey	34021	CONVERT DISK	1.00		1.00
4/27/2009	1165	UNL Graduation	Nelsen, Esparza and Fomey	34038	BARCODE QUALIFY	1.50		1.50
4/27/2009	1165	UNL Graduation	Nelsen, Esparza and Fomey	34033	MERGE/PURGE	1.80		1.80
6/6/2009	1175	Summer Dog Grooming Class	AKC Dog Kennels of America	34036	ADDRESS STANDARDIZATION	0.20		0.20
6/6/2009	1175	Summer Dog Grooming Class	AKC Dog Kennels of America	34038	BARCODE QUALIFY	1.50		1.50
6/6/2009	1175	Summer Dog Grooming Class	AKC Dog Kennels of America	34033	MERGE/PURGE	1.50		1.50
6/6/2009	1177	Popcorn by Mail	Nelsen, Esparza and Fomey	34036	ADDRESS STANDARDIZATION	1.00		1.00
Subtotal 340			340 PROGRAMMING			8.50		8.50
360			360 OUTPUT DATA					
4/27/2009	1165	UNL Graduation	Nelsen, Esparza and Fomey	36016	OUTPUT TO LASER TAPE/DISK	1.50		1.50
4/27/2009	1165	UNL Graduation	Nelsen, Esparza and Fomey	36016	OUTPUT TO LASER TAPE/DISK		1.50	1.50
6/6/2009	1175	Summer Dog Grooming Class	AKC Dog Kennels of America	36016	OUTPUT TO LASER TAPE/DISK	1.80		1.80
Subtotal 360			360 OUTPUT DATA			3.10	1.50	4.60
Subtotal 3			3 DP			11.60	1.50	13.10
6			6 LASER					
640			640 HP LASER					
6/6/2009	1177	Popcorn by Mail	Nelsen, Esparza and Fomey	64011	LASER 8 1/2x11 LETTER	3.50		3.50
Subtotal 640			640 HP LASER			3.50		3.50
Subtotal 6			6 LASER			3.50		3.50
7			7 BINDERY					
741			741 Folder					
6/9/2009	1176	Summer School Fundraiser	Nelsen, Esparza and Fomey	74011	FOLD 8.5x11 1/4 SIZE	4.40		4.40

The report shows Don Williams in Department 3, 6 and 7 with cost centers under each department followed by activities within the cost centers.

The report grouped by Department/Cost Center/Employee:

Streamline Solutions

Labor By Department

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Department : All Departments

Starting Date : 3/1/2009

Charge Type : Normal, Author and Rework

Ending Date : 7/28/2009

Printed: 7/28/2009 4:49:41PM

For: NORMA

Page 1 of 9

Date	Job#	Job Description	Customer	Activity	Activity Description	Normal Hours	Author Hours	Rework Hours	Hours
3									
340									
Don Williams									
4/27/2009	1165	UNL Graduation	Nelsen, Esparza and Fomey	34021	CONVERT DISK	1.00			1.00
4/27/2009	1165	UNL Graduation	Nelsen, Esparza and Fomey	34038	BARCODE QUALIFY	1.50			1.50
4/27/2009	1165	UNL Graduation	Nelsen, Esparza and Fomey	34033	MERGE/PURGE	1.80			1.80
6/6/2009	1175	Summer Dog Grooming Class	AKC Dog Kennels of America	34036	ADDRESS STANDARDIZATION	0.20			0.20
6/6/2009	1175	Summer Dog Grooming Class	AKC Dog Kennels of America	34038	BARCODE QUALIFY	1.50			1.50
6/6/2009	1175	Summer Dog Grooming Class	AKC Dog Kennels of America	34033	MERGE/PURGE	1.50			1.50
6/6/2009	1177	Popcorn by Mail	Nelsen, Esparza and Fomey	34036	ADDRESS STANDARDIZATION	1.00			1.00
Subtotal Don Williams						8.50			8.50
Donna Roetiger									
6/6/2009	1177	Popcorn by Mail	Nelsen, Esparza and Fomey	34038	BARCODE QUALIFY	6.50			6.50
Subtotal Donna Roetiger						6.50			6.50
John Jones									
3/24/2009	1154	Adopta Pippy Program	AKC Dog Kennels of America	34011	PROGRAMMING	1.00			1.00
3/24/2009	1154	Adopta Pippy Program	AKC Dog Kennels of America	34038	BARCODE QUALIFY	6.80			6.80
3/25/2009	1155	Plaster's Guide for Backyard Color	Nelsen, Esparza and Fomey	34011	PROGRAMMING	0.50			0.50
3/25/2009	1155	Plaster's Guide for Backyard Color	Nelsen, Esparza and Fomey	34038	BARCODE QUALIFY	1.40			1.40
Subtotal John Jones						9.70			9.70
Lloyd David									
5/28/2009	1172	ABS ResortGauging	Nelsen, Esparza and Fomey	34037	SO RT RECORDS	1.00			1.00
Subtotal Lloyd David						1.00			1.00
Nancy Hans									
6/6/2009	1176	Summer School Fundraiser	Nelsen, Esparza and Fomey	34036	ADDRESS STANDARDIZATION	1.00			1.00
6/6/2009	1176	Summer School Fundraiser	Nelsen, Esparza and Fomey	34038	BARCODE QUALIFY	7.00			7.00
6/6/2009	1174	Maisy Mitt Contest	AKC Dog Kennels of America	34036	ADDRESS STANDARDIZATION	0.30			0.30
6/7/2009	1177	Popcorn by Mail	Nelsen, Esparza and Fomey	34033	MERGE/PURGE	6.50			6.50
Subtotal Nancy Hans						14.80			14.80
Roger Douglass									
6/6/2009	1176	Summer School Fundraiser	Nelsen, Esparza and Fomey	34033	MERGE/PURGE	6.50			6.50
6/6/2009	1174	Maisy Mitt Contest	AKC Dog Kennels of America	34033	MERGE/PURGE	3.00			3.00
6/6/2009	1174	Maisy Mitt Contest	AKC Dog Kennels of America	34037	SO RT RECORDS	1.00			1.00
Subtotal Roger Douglass						10.50			10.50
Subtotal 340						51.00			51.00

Page 2 of 9

Date	Job#	Job Description	Customer	Activity	Activity Description	Normal Hours	Author Hours	Rework Hours	Hours
360		360 OUTPUT DATA							
		Bill Jackson	Bill Jackson						
3/24/2009	1154	Adopt a Pippy Program	AKC Dog Keisler of America	36016	OUTPUT TO LASER TAP E/DISK	6.67			6.67
Subtotal Bill Jackson			Bill Jackson			6.67			6.67
		Don Williams	Don Williams						
4/27/2009	1165	UNL Graduation	Nekei, Esparza and Forsey	36016	OUTPUT TO LASER TAP E/DISK	1.50			1.50
4/27/2009	1165	UNL Graduation	Nekei, Esparza and Forsey	36016	OUTPUT TO LASER TAP E/DISK			1.50	1.50
6/6/2009	1175	Summer Dog Grooming Class	AKC Dog Keisler of America	36016	OUTPUT TO LASER TAP E/DISK	1.60			1.60
Subtotal Don Williams			Don Williams			3.10		1.50	4.60
		John Jones	John Jones						
3/25/2009	1155	Plaster's Guide for Backyard Color	Nekei, Esparza and Forsey	36016	OUTPUT TO LASER TAP E/DISK	1.50			1.50
Subtotal John Jones			John Jones			1.50			1.50
		Nancy Hans	Nancy Hans						
6/6/2009	1176	Summer School Fieldtrip	Nekei, Esparza and Forsey	36016	OUTPUT TO LASER TAP E/DISK	6.70			6.70
Subtotal Nancy Hans			Nancy Hans			6.70			6.70
		Roger Douglass	Roger Douglass						
6/6/2009	1174	Maiguy Mitt Contest	AKC Dog Keisler of America	36016	OUTPUT TO LASER TAP E/DISK	3.20			3.20
6/7/2009	1177	Popcorn by Mail	Nekei, Esparza and Forsey	36016	OUTPUT TO LASER TAP E/DISK	6.70			6.70
Subtotal Roger Douglass			Roger Douglass			9.90			9.90
Subtotal 360			360 OUTPUT DATA			27.87		1.50	29.37
Subtotal 3			3 DP			78.87		1.50	80.37
4			4 PREPRESS						
		420	420 PROOFING						
		Donna Reetiger	Donna Reetiger						
4/27/2009	1165	UNL Graduation	Nekei, Esparza and Forsey	42010	DYLUX PROOF	0.30			0.30
4/27/2009	1165	UNL Graduation	Nekei, Esparza and Forsey	42010	DYLUX PROOF	0.30			0.30

The report shows cost center 340 (first cost center with transactions in Department 3) followed by employees in alphabetical order with labor transactions under each with a subtotal for the cost center by employee, then subtotaled at the end of each cost center and finally a total for the department before proceeding to the next department.

A department manager or supervisor would find this report useful to show a recap of the department employees' activities throughout the specified date range.

Labor by Week Summary

The Labor by Week Summary provides a list of all employees who have shop floor, timesheet or timecard entries for the specified week. The default week starts on Sunday, but the user may define the workweek by selecting the second area of the selection screen. Because an employee may have been terminated and made inactive mid week, the report includes inactive employees as long as they have job transactions in PrintStream. In PS2009, a new format was added for a specific customer to display payroll information (i.e., punch information) for the week for all employees. This format is made available by clicking the Simple Format (based on Start Date) option below.

Job Costing Reports for (01) Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Help

Job Costing

Job Cost Reports
WIP, Spoilage and Material
Labor Reports

Labor by Employee
Labor by Department
Labor by Week Summary
Labor Details
Shop Productivity
Employee Time / Activity Report

Labor By Week Summary Report

Week Selection Starting By Sunday

Select a Date: 4/19/2009

Starting: 4/19/2009 Sunday
Ending: 4/25/2009 Saturday

User's defined Date Range for a Week

Starting: 4/19/2009 Sunday
Ending: 4/25/2009 Saturday

☒ Report for All Employees, including NOT active
☐ Simple Format (based on Start Date)

Preview Print Cancel

Labor Weekly Summary Report Page 1 of 1

Description: Weekly timesheet summary report sorted by employee.
Starting Date: 3/22/2009 Ending Date: 3/28/2009
Printed: 7/28/2009 5:04:34PM
For: NORMA

Employee	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Weekly	Total
	Prod	Payroll	Prod	Payroll	Prod	Payroll	Prod	Payroll	Prod	Payroll	Prod	Payroll	Prod	Payroll		
1-Chris William	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	0.00	0.00
102-Norma Nelson	0.00	0.00	0.00	0.00	7.20	0.00	16.00	0.00	4.35	0.00	0.00	0.00	0.00	0.00	27.55	0.00
103-Lloyd David	0.00	0.00	0.00	0.00	0.00	0.00	8.50	0.03	0.00	0.00	0.00	0.00	0.00	0.00	8.50	0.03
104-Penny Forsythe	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00
105-Thomas E Elen	0.00	0.00	0.00	0.00	0.00	0.00	5.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.60	0.00
106-Perry Mason	0.00	0.00	0.00	0.00	7.00	0.00	11.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	26.00	0.00
107-Ellen Peterson	0.00	0.00	0.00	0.00	3.25	0.00	16.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	27.25	0.00
108-Tom Piperson	0.00	0.00	0.00	0.00	8.00	0.00	8.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	24.00	0.00
109-Les Long	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.02
110-Kathy Bartek	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00
111-Nancy Hans	0.00	0.00	0.00	0.00	0.00	0.00	1.30	0.00	9.70	0.00	0.00	0.00	0.00	0.00	11.00	0.00
112-Roger Douglass	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00
113-Donna Reettger	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00
114-Den Williams	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00
190-Kathy DiPaolo	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	0.00	0.00
2-John Jones	0.00	0.00	0.00	0.00	7.80	0.00	3.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.20	0.00
3-Bill Jackson	0.00	0.00	0.00	0.00	6.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.87	0.00
77-Ivan Stephens	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	0.00	0.00
7897979-Stephani DiPaolo	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	0.00	0.00
9-Claude Horch	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	0.00	0.00
DMMLAG-DMMGang LeadAuto	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	0.00	0.00
DMMLAN-DMMNoGang LeadAuto	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	0.00	0.00
SHIP-Shipping Interface	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	0.00	0.00
TEST-Leah Van	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	0.00	0.00
Grand Total	0.00	0.00	0.00	0.00	39.92	0.00	105.80	0.05	54.05	0.00	0.00	0.00	0.00	0.00	199.77	0.05

Use this report to view all hours for an employee or employees for a weekly period. This report shows total payroll hours vs. total production hours for the employees by weekday and a total of both for the week. Payroll hours are calculated from the Start Shift shop floor punch to the End Shift shop floor punch, excluding off-the-clock breaks. Production hours are punches entered into shop floor as a result of starting and ending an activity.

Labor Details

The Labor Details Report shows a list of each selected employee's transactions for a specified date and job number range or leave blank for all jobs. The report may be run with different variables for costing. If the Activity Hourly Rate costing method is selected, the Hourly Rate set for the activity in MasterFile Reports > Rates Setup will be used to calculate the cost of each transaction. If the Activity Labor Rate costing method is selected, the Labor Rate set for the activity in MasterFile Reports > Rates Setup will be used to calculate the cost of each transaction. If the Employee Labor Rate costing method is selected, the Cost field in the MasterFile Employees

screen for the employee will be used to calculate the cost of each transaction. The Cost field in the MasterFile Employees screen is intended to be the full cost of labor for the employee to include taxes and other payroll expenses, while the Employee Hourly Rate field is intended to be the hourly wage only. Including the Time Rate Factor calculates any overtime expenses for the labor if the job transaction is entered for an overtime period. The Time Rate Factor is also used by some companies to capture the shift differential for employees. If the user selects either the Activity Labor Rate or the Employee Labor Rate, the option to include the Activity Machine Rate becomes active. Then the Activity Labor Rate or the Employee Labor Rate is added to the Activity Machine Rate to calculate the cost of each transaction.

This report could be generated to show the total production hours broken into normal, author, and rework to indicate where the employee's time is being spent during production hours and labor costs as a result of these transactions. This report could be used to find the author or rework hours that were transacted against a single job or a job range for all employees, if selected.

1 of 7 100% Total:180 100% 180 of 180											
Streamline Solutions											
Page 1 of 7											
Labor Details Report											
Description : Labor Details Grouped By Employee											
Employee Range : From to											
Costing Method : Activity Hourly Rate											
Starting Date : 3/21/2009 Ending Date : 7/28/2009											
Printed : 7/28/2009 6:26:40PM											
For : NORMA											
Date	Job #	Job Description	Activity Code	Activity Description	Normal Hours	Author Hours	Rework Hours	Total Hours	Labor Rate	Cost	Status
102-Norma Nelsen											
3/24/2009	1154	Adopt a Puppy Program	52510	640 HEIDELBERG M/R	1.20			1.20	100	330.00	
3/24/2009	1154	Adopt a Puppy Program	52515	640 HEIDELBERG RUN	6.00			6.00	100	1,650.00	
3/25/2009	1154	Adopt a Puppy Program	64005	LASER SETUP	0.50			0.50	20	30.00	
3/25/2009	1154	Adopt a Puppy Program	64011	LASER 8 1/2x11 LETTER	7.50			7.50	20	450.00	
3/25/2009	1155	Planter's Guide for Backyard Color	64005	LASER SETUP	0.50			0.50	20	30.00	
3/25/2009	1155	Planter's Guide for Backyard Color	64011	LASER 8 1/2x11 LETTER	7.50			7.50	20	450.00	
3/26/2009	1156	Copy of Shop Floor Shift Summary Report Test	43010	OUTPUT FILM	1.23			1.23	40	104.55	
3/26/2009	1156	Copy of Shop Floor Shift Summary Report Test	43010	OUTPUT FILM	3.12			3.12	40	265.20	
4/28/2009	1165	UNL Graduation	64005	LASER SETUP	0.25			0.25	20	15.00	
4/28/2009	1165	UNL Graduation	64010	LASER FORMS	5.75			5.75	20	345.00	

Column definitions include: transaction date, job number and description, activity code and description, hours by type and total hours, labor rate (as set in the Labor Rate column in MasterFile Reports), cost (based on costing method selecting in query screen). The status column shows any edits made to the shop floor punches.

Shop Floor Productivity Report

The Shop Floor Productivity Report is a list of all job transactions within a specified time frame. The report lists, by department, total production hours and total nonproduction hours for the period. This report may be useful in helping to determine hourly rates for the departments because it details at a cost center level the total number of hours worked in the period and is less cumbersome than trying to determine the hourly rate using other job cost reports. The Shop Productivity Report can provide calculated hours for departments that are not production departments, if entries are made in timesheet or timecard.

Shop Productivity Report							Page 1 of 3
Description: Shop productivity report grouped by department.							Printed: 7/28/2009 6:56:38PM
Starting Date: 1/1/2009 Ending Date: 6/30/2009							For: NORMA
Cost Center	Description	Productive Hours	Non Productive Hours	Total Hours	% Productive	Budgeted Hours	% Budgeted
10-Fulfillment							
1000	PICK & PACK	0.00	0.00	0.00		1,034.29	0.00
1010	CUSTOMER SERVICE	0.00	0.00	0.00		1,034.29	0.00
1020	REFURBISH	0.00	0.00	0.00		1,034.29	0.00
1030	RETURNS	0.00	0.00	0.00		1,034.29	0.00
1040	KIT BUILDING	0.00	0.00	0.00		1,034.29	0.00
1050	INVENTORY MANAGEMENT	0.00	0.00	0.00		1,034.29	0.00
Sub Total for 10-Fulfillment		0.00	0.00	0.00	0.00	6,205.71	0.00
11-CLASS DEPT							
1110	CLASS DEPT CC	0.00	0.00	0.00		4,344.00	0.00
Sub Total for 11-CLASS DEPT		0.00	0.00	0.00	0.00	4,344.00	0.00
3-DP							
300	DP ADMIN	0.00	0.00	0.00		0.00	
310	LIST PURCHASING	0.00	0.00	0.00		0.00	
320	DATA ENTRY	0.00	0.00	0.00		2,088.57	0.00
340	PROGRAMMING	74.34	0.00	74.34	100.00	2,088.57	3.59
360	OUTPUT DATA	41.87	1.50	43.37	96.54	2,088.57	2.10
Sub Total for 3-DP		116.21	1.50	117.71	98.73	6,205.71	1.90

5-PRINTING							
500	PRINT ADMIN	0.00	0.00	0.00		1,034.29	0.00
510	PRINT BUYOUTS	0.00	0.00	0.00		0.00	
512	XEIKON	0.00	0.00	0.00		2,068.57	0.00
515	ITEK	0.00	0.00	0.00		1,034.29	0.00
520	240 HEIDELBERG	0.00	0.00	0.00		1,034.29	0.00
525	640 HEIDELBERG	106.41	14.86	121.27	87.75	1,034.29	11.73
530	DIDDE 6	0.00	0.00	0.00		2,068.57	0.00
535	SUBURBAN	0.00	0.00	0.00		2,068.57	0.00
540	10 CLR SANDEN 28/22/17"	0.00	0.00	0.00		2,068.57	0.00
545	DIGITAL PRESS	7.41	0.00	7.41	100.00	2,896.00	0.26
580	MBO FOLDER (PRESS)	22.80	0.00	22.80	100.00	1,034.29	2.20
590	CUTTER (PRESS)	5.95	0.00	5.95	100.00	1,034.29	0.58
Sub Total for 5-PRINTING		142.57	14.86	157.43	90.56	17,376.00	0.91
6-LASER							
592	DMM Finite Folders	0.00	0.00	0.00		3,102.86	0.00
600	LASER ADMIN	0.00	0.00	0.00		0.00	
640	HP LASER	187.83	0.00	187.83	100.00	9,308.57	2.02
732	DMM Finite Cutter	0.00	0.00	0.00		3,102.86	0.00
Sub Total for 6-LASER		187.83	0.00	187.83	100.00	15,514.29	1.21
7-BINDERY							
700	BINDERY ADMIN	0.00	0.00	0.00		0.00	
720	BURSTER	0.00	0.00	0.00		6,205.71	0.00
725	BOWE	0.00	0.00	0.00		6,205.71	0.00
730	CUTTER	0.00	0.00	0.00		2,068.57	0.00
740	OLD FOLDER	0.00	0.00	0.00		12,411.43	0.00
741	Folder	72.90	0.00	72.90	100.00	4,964.57	1.47
750	SADDLE STITCHER	0.00	0.00	0.00		1,551.43	0.00
760	SHRINK WRAP PER	0.00	0.00	0.00		1,034.29	0.00
790	Pack/Ship	0.00	0.00	0.00		1,034.29	0.00
Sub Total for 7-BINDERY		72.90	0.00	72.90	100.00	35,476.00	0.21
8-MAILING							
800	MAILING ADMIN	0.00	0.00	0.00		0.00	
810	INKJET	8.02	0.04	8.06	99.50	6,205.71	0.13
820	CHESHIRE	0.00	0.00	0.00		2,068.57	0.00
821	PIGGYBACK	0.00	0.00	0.00		2,068.57	0.00
830	INSERTER	265.22	2.00	267.22	99.25	15,514.29	1.72
831	STRETCH INSERT	0.00	0.00	0.00		6,205.71	0.00
832	POLY INSERT	0.00	0.00	0.00		1,034.29	0.00
833	DMM Insert	0.00	0.00	0.00		15,514.29	0.00
838	Inserter Lead Operator	0.00	0.00	0.00		6,205.71	0.00
839	Inserter Helper	0.00	0.00	0.00		10,342.86	0.00
840	HANDWORK	0.00	0.00	0.00		15,514.29	0.00
850	SORTING	0.00	0.00	0.00		15,514.29	0.00
860	WAFERSEAL	0.00	0.00	0.00		2,068.57	0.00
865	Tabber	0.00	0.00	0.00		4,964.57	0.00
870	STAMPING	0.00	0.00	0.00		2,068.57	0.00
880	POSTAGE PREP	0.00	0.00	0.00		0.00	
Sub Total for 8-MAILING		273.24	2.04	275.28	99.26	105,290.29	0.26
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		2,068.57	0.00
960	INVENTORY	0.00	0.00	0.00		0.00	
961	INVENTORY TRANSACTIONS	0.00	0.00	0.00		13,032.00	0.00
962	INVENTORY ADMIN	0.00	0.00	0.00		1,034.29	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 ROYALTIES	0.00	0.00	0.00		0.00	
Sub Total for 9-WAREHOUSE		0.00	0.00	0.00	0.00	16,134.86	0.00
Grand Total ...		819.63	18.40	838.03	97.80	210,684.00	0.40

The Shop Productivity Report is useful in calculating the percentage of productive to nonproductive hours from PrintStream transactions totaled by department for all cost centers within the department. It also provides a breakout of productive and nonproductive hours with the overall total of all departments combined, or, stated differently, the productivity percentage of the production plant. In addition, this report is very useful in calculating the overhead hourly rate (to enter the Variable Rate in the Rates Setup table) by running it for the same period for which the overhead expenses are calculated, dividing the total PrintStream hours for the period into the total overhead expenses for the period to arrive at the overhead hourly rate.

Employee Time/Activity Report

The **Employee Time/Activity Report** displays all production transactions for the selected employee(s) that fall within a specified date range. Selection criteria include charge type and activity type and may be sorted by employee code or employee name.

Job Costing Reports for (01) Streamline Solutions - Plant Code: 0100 - 01 San Rafael

Job Costing

Job Cost Reports

WIP, Spoilage and Material

Labor Reports

Labor by Employee

Labor by Department

Labor by Week Summary

Labor Details

Shop Productivity

Employee Time / Activity Report

Cost Center Time/Activity

Labor WIP

Employee Time / Activity Report

This report will print all timesheet transactions for the selected employees that falls within the selected date range.

Employee Selection

1-Chris William
102-Norma Nelsen
103-Lloyd David
104-Penny Forsythe
105-Thomas Ellison
106-Perry Mason
107-Ellen Peterson
108-Tom Piperson
109-Les Long
110-Kathy Batek
111-Nancy Hans
112-Roger Douglass
113-Donna Roeliger
114-Don Williams
130-Kathy DiPaolo
2-John Jones
3-Bill Jackson
77-sven stephens
7837375-Steffani DiPaolo
9-Claude Houch
DMMLAG-DMMGang LeadAuto
DMMLAN-DMMNoGang LeadAuto
SHIP-Shipping Interface
TEST-Leah Van

Reload List Of Employees Excluding Not Active

Select All

Date Range

Starting : 1 /28/2009
Ending : 7 /28/2009

Charge Type

☒ All
☐ Authors Only
☐ Normal Only
☐ Rework Only

Activity Type

☒ Both
☐ Productive Hours
☐ Non Productive Hours

Sort By Employee

☒ Code
☐ Name

Print

Preview

Cancel

Each employee is listed on a separate page.

Employee Time/Activity Report									
Page 1 of 41									
Employee Range : Productivity : Productive and Non Productive Charge Type : Normal, Authors and Rework Starting Date : 1/28/2009 Ending Date : 7/28/2009					Printed : 7/28/2009 7:04:51PM For : NORMA				
Date	Job#	Description	Customer	Quantity Recorded	Lead Component	Reference	Activity Code/Description	Hours	Cost
102 Norma Nelsen - Norma Nelsen									
2/12/2009									
Charge Type : Normal									
2/12/2009	1140	Stop Floor Class	Nelsen, Esparza and Forey	16,980	16,980	LASER 8 1/2x11 LETTER	64011 LASER 8 1/2x11 LETTER	6.90	414.00
2/12/2009	1140	Stop Floor Class	Nelsen, Esparza and Forey	1	1	LASER SETUP	64006 LASER SETUP	0.02	1.20
2/12/2009	1140	Stop Floor Class	Nelsen, Esparza and Forey	16,980	16,980	LASER 8 1/2x11 LETTER	64011 LASER 8 1/2x11 LETTER	0.01	0.60
2/12/2009	1140	Stop Floor Class	Nelsen, Esparza and Forey	-1	-1	LASER SETUP	64006 LASER SETUP	-0.02	(1.02)
2/12/2009	1140	Stop Floor Class	Nelsen, Esparza and Forey	-16,980	-16,980	LASER 8 1/2x11 LETTER	64011 LASER 8 1/2x11 LETTER	-0.01	(0.60)
2/12/2009	1140	Stop Floor Class	Nelsen, Esparza and Forey	-1	-1	LASER SETUP	64006 LASER SETUP	-0.02	(1.02)
2/12/2009	1140	Stop Floor Class	Nelsen, Esparza and Forey	1	1	LASER SETUP	64006 LASER SETUP	0.33	19.80
2/12/2009	1140	Stop Floor Class	Nelsen, Esparza and Forey	-16,980	-16,980	LASER 8 1/2x11 LETTER	64011 LASER 8 1/2x11 LETTER	-0.01	(0.60)
2/12/2009	1140	Stop Floor Class	Nelsen, Esparza and Forey	16,980	16,980	LASER 8 1/2x11 LETTER	64011 LASER 8 1/2x11 LETTER	7.13	427.80
Sub Total for		Normal		16,980	16,980			14.33	860.16
								2/12/2009 Total Hours	14.33 179.16% of shift time 8.00
								Chargeable Hours	14.33 179.16%
								Non-Chargeable Hours	
2/13/2009									
Charge Type : Normal									
2/13/2009	1140	Stop Floor Class	Nelsen, Esparza and Forey	16,000	16,000	LASER 8 1/2x11 LETTER	64011 LASER 8 1/2x11 LETTER	0.23	13.80
Sub Total for		Normal		16,000	16,000			0.23	13.80

This report is useful to review by date the total hours for an employee breaking down chargeable hours from non-chargeable hours and showing the percentage of production hours to an eight-hour shift.

Cost Center Time/Activity Report

The **Cost Center Time/Activity Report** displays by job all transactions in a cost center by date, subtotaled by activity. Designates for normal, author and rework hours and total costs for each summarized activity are provided.

Job Costing Reports for (01) Streamline Solutions - Plant Code: 0100 01 San Raf.

File Options Help

Job Costing

- Job Cost Reports
- WIP, Spoilage and Material
- Labor Reports
- Labor by Employee
- Labor by Department
- Labor by Week Summary
- Labor Details
- Shop Productivity
- Employee Time / Activity Report
- Cost Center Time/Activity

Cost Center Activity/Time

This report will print all timesheet transaction for the selected Cost Center that falls within the date range selected.

Cost Center

From: 300-DP ADMIN

To: 300-DP ADMIN

Date Range

Starting: 1/1/2009

Ending: 6/30/2009

Charge Type

☒ All

☐ Normal Only

☐ Authors Only

☐ Rework Only

Preview Print Cancel

A department manager or supervisor could use this report to review shop productivity within a cost center for individual jobs. The charge types of normal, rework, author or all can be selected.

Streamline Solutions									
Cost Center Time/Activity Report									
Page 1 of 11									
Cost Center Range : 300-DP ADMIN to 940-WAREHOUSE									
Charge Type : Normal, Author and Rework									
Starting Date : 1/1/2009 Ending Date : 6/30/2009									
Printed : 7/28/2009 7:13:42PM									
For : NORMA									
Date	Job #	Customer	Job Description	Quantity Recorded / Lead	Component	Normal Hours	Author Hours	Rework Hours	Cost
340 - PROGRAMMING									
1/20/2009	1130	AKC	Top Dog Show	0 /	0	1.00			80.00
3/24/2009	1154	AKC	Adopt a Puppy Program	1 /	1	1.00			80.00
3/25/2009	1155	NELS	Planter's Guide for Backyard Color	1 /	1	0.50			40.00
Sub Total for Activity 34011-PROGRAMMING				2 /	2	2.50			200.00
1/19/2009	1128	NELS	Spring Welcome Notice	0 /	0	1.00			60.00
4/27/2009	1165	NELS	UNL Graduation	1 /	1	1.00			60.00
Sub Total for Activity 34021-CONVERT DISK				1 /	1	2.00			120.00
2/10/2009	1157	AKC	Copy of Shop Floor Class	0 /	0	10.00			600.00
4/27/2009	1165	NELS	UNL Graduation	25,000 /	25,000	1.80			108.00
6/5/2009	1176	NELS	Summer School Fundraiser	100,000 /	100,000	6.50			390.00
6/6/2009	1174	AKC	MangyMutt Contest	50,000 /	50,000	3.00			180.00
6/6/2009	1175	AKC	Summer Dog Grooming Class	25,000 /	25,000	1.50			90.00
6/7/2009	1177	NELS	Popcorn by Mail	100,000 /	100,000	6.50			390.00
Sub Total for Activity 34033-MERGE/PURGE				300,000 /	300,000	29.30			1,758.00
2/10/2009	1157	AKC	Copy of Shop Floor Class	0 /	0	1.33			66.50
2/11/2009	1140	NELS	Shop Floor Class	0 /	0	0.01			0.50
6/5/2009	1176	NELS	Summer School Fundraiser	100,000 /	100,000	1.00			50.00
6/6/2009	1174	AKC	MangyMutt Contest	50,000 /	50,000	0.30			15.00
6/6/2009	1175	AKC	Summer Dog Grooming Class	25,000 /	25,000	0.20			10.00
6/6/2009	1177	NELS	Popcorn by Mail	100,000 /	100,000	1.00			50.00
Sub Total for Activity 34036-ADDRESS STANDARDIZATION				275,000 /	275,000	3.84			192.00
5/28/2009	1172	NELS	ABS Presort Ganging	100,000 /	100,000	1.00			60.00
6/6/2009	1174	AKC	MangyMutt Contest	50,000 /	50,000	1.00			60.00

Master File Reports

Use this to run various lists from the Master Files. Ranges for cost centers, activities, time rates, employees, material file, buyout file and activity links to GL can be generated. These reports are used for administrative review of correct and complete setup and linkage.

The Cost Center Master File Report details the cost center code, description, short code, hourly capacity per day and days per week the cost center can be scheduled. The Department is also listed for each cost center as set up in MasterFile Reports

The Activity Code Master File Report may be run to include chargeable, non-chargeable, labor, material, subcontract and postage activities. The report details the activity code and description, cost center, hourly rate, labor rate and machine rate as set up in MasterFile Reports > Rates Setup table, LMS (labor, material subcontract), run rate (Y/N), chargeable (Y/N), paid absence (Y/N), tax code and GL code for applicable activities.

The Time Rate Master File Report lists the time rates set up in MasterFile Reports > Rates Setup. The report will detail the numeric designation and description, the factor and whether the rate indicates normal time or overtime.

The Employee Master File Report may be generated to pull data from MasterFile Employees. The report lists the employee code, first and last name, payroll number, standard hours, default time rate numeric designation and description. Employee's hourly rate and cost are not detailed in this report.

The Materials Master File Report lists any activity that has been set at activity type of M. The details include the description, activity code, price per item (from Job Cost Material Entry), activity code and description.

The Buyout Master File Report lists any activity that has been set at activity type S. The details include the code and description and the cost center.

The Activity File to GL Report may be run with activity type of Labor, Material Subcontract or Postage or all. The list may be sorted by Code/Rate/ID or by Description/Name. This report gives detail regarding the links to the GL in MasterFile Reports > Accounting Structure. Columns include activity code and description, activity type, chargeable (Y/N), cost center GL link to purchasing code and description, link to inventory and links to the general ledger.

FG Jobs

This report was created for a customer to provide a list of all Manufactured Finished Goods jobs created to produce finished goods in Print and Mail Estimating.

Delete Job

Overview

This program will allow you to delete a Print, Mail, Print and Mail quote that has been turned into a job under the following conditions. First the job cannot have any transactions against it meaning, no PO's, Job Costing Transactions, Material Issues, nor can the job be scheduled. Secondly the job cannot have been invoiced. If any of these situations apply the user will get a message stating the reason that the job cannot be deleted. In these cases the job will have to be invoiced with or without value to clear the job out of the active job listing.

Quote Num.	Job Num.	Customer	Title	Quantity
------------	----------	----------	-------	----------

The first step is to find the job to delete. Jobs can be found in the following ways.

Quote Number Range – if you know the quote number you can enter the specific quote number here and then select FIND. If the quote exists in the system you will see the quote number with details displayed in the search results below. If you do not know the exact quote number but know that it is within a certain range you can enter the range as follows, if I wanted to see a range of quotes between 3000 and 3500, I would enter 3000 – 3500 and select FIND. You can also enter a range as a starting quote number and have the search engine start at that quote number and go forwards, for example if I wanted to start with quote 3000 and go forward, I could enter 3000+ and it would start at 3000 and go forward. At any time, you can press the STOP button to stop the search.

The resulting display is a listing of quotes between 3000 and 3500.

Delete existing quote or job

Existing

Find by:

Quote Number Range... ☒ Quote Num. Range: 3000 - 3500 **Find**

Job Number Range... ☐ AND

First Mail Date Range... ☐ Job desc. contains:

Customer AND Job OR Quote Number Range... ☐ ☒ And ☐ Or

Sales Rep. AND Quote Date OR Quote Number... ☐ also contains:

463 Stop

Quote Num.	Job Num.	Customer	Title	Quantity
3000		AAA Insurance	Test markups	5,000, 10,000
3001		Alaska Inc.	Class Prep	1,000, 2,000, 5,000
3001.99	1783	Alaska Inc.	Class Prep	25,000
3002		Pollard Consulting	TEST	10,000
3002.99	1784	Pollard Consulting	TEST	10,000
3003		Pollard Consulting	Copy of TEST	10,000
3003.99	1785	Pollard Consulting	Copy of TEST	65,000
3004		AAA Insurance	Test	5,000, 10,000

Job Number Range – This is similar to find by quote number range only it is for a job range. Once again you can enter a specific job number, type in a range from job number to job number or type in a starting job number with a + to start at that job number and go forward. Both Quote and Job Number ranges also allow you to search for a specific job title within the quote or job number range. This can be done by typing in part of the job title in the field that says, **And Job description contains**. This will filter the search results by quote or job range and by the title that was entered. The title search is based on any words in the title.

Search by Job Number Range

Quote Num.	Job Num.	Customer	Title	Quantity
161	1000	The Perfect Storm	dljldksif	10,000
164	1001	Flowers R'Us	iuk	5,000
1361.99	1002	Leah's New Account	Change order report	20,000
1365.99	1003	KIDS, Inc	Plant 2 test	5,000
1363.99	1004	KIDS, Inc	Plant 1 test	10,000
1367	1005	Tami co inc.	Test job	10,000
1370	1006	Leah's New Account	fg invoice	10,000
1371.99	1007	Leah's New Account	test prebill	150,000

First Mail Date Range – on a mail or print and mail job this is the first mail date that was entered during order entry the dates ranges are entered in this format: MM/DD/YY – MM/DD/YY. Any job between those dates will show up in the search grid below.

Customer AND Job OR Quote Number Range – this search option will allow you to filter the search by a specific customer but also allows you to also search by quote number, job number range or by job title within the specific customer. You can find the customer by either entering the customer account number or by entering part of the customer name. This field is case sensitive, so you have to enter the customer name the same way it was entered in the Customer Master File. You can scroll through the customer listing by pressing the up and down arrows on the keyboard. In addition, you can filter by job number range for that customer by typing in a job number range like 1000 – 1500, or you can filter by quote number range by typing in a quote range like 3000 – 3500. You can also start at a certain quote or job number and go forward by entering the starting quote or job number with a + behind the number. In addition, you may also choose to narrow the selection based on the title that was assigned to the job. You can type in all or part of the title under the field that says **Job description contains**. The system will search for those words anywhere in the title of the job.

Search by customer, job number range, and job title example

The screenshot shows a window titled "Delete existing quote or job". Inside, there's a "Find by" section with several radio button options. The "Customer AND Job OR Quote Number Range..." option is selected. To the right, there are input fields for "Customer #:" (ALASKA), "Customer:" (Alaska Inc.), and "Address:" (123 West Main, Suite 7, Watertown, UT 84601). Below these, there are fields for "Job Number Range:" (1000 - 1700) and "Job desc. contains:" (Travel Alaska). There are also "Find", "4", and "Stop" buttons. At the bottom, a table displays the search results.

Quote Num.	Job Num.	Customer	Title	Quantity
2665.99	1634	Alaska Inc.	Travel Alaska Book...	74,000
2687.99	1640	Alaska Inc.	Travel Alaska Book...	30,000
2680.99	1644	Alaska Inc.	Copy of Travel Alas...	30,000
2691.99	1647	Alaska Inc.	Copy of Travel Alas...	30,000

Sales Rep AND Quote Date OR Quote Number – this option allows you to search by sales rep, quote date or quote number range and by job title. Select the Sales Rep from the drop-down listing then either enter a quote date range or quote number range. Date ranges are entered as MM/DD/YY – MM/DD/YY. You can also search for a specific job title by entering part of the job title.

Example search by sales rep and job title

Quote Num.	Job Num.	Customer	Title	
3016.99	1794	ABC company	Spring Flyer	
3016		ABC company	Spring Flyer	
2918.99	1749	ABC company	Spring Flyer	
2918		ABC company	Spring Flyer	1,000, 5,000,
2908.99	1746	ABC company	Spring Flyer	
2908		ABC company	Spring Flyer	1,000, 5,000,
2895.99	1742	ABC company	Copy of Spring Flyer	
2895		ABC company	Copy of Spring Flyer	1,000, 5,000,

You may use any of the methods above to find the jobs to delete. When you find the job or jobs you can delete by doing the following. If it is just a single job that you want to delete click the quote number that corresponds to the job that you want to delete so that is highlighted. Then click the **X** button on the top of the screen. You will see the following messages after clicking the **X**.

DELETE QUOTE

? Delete quote 3016.99 - ?

Yes No

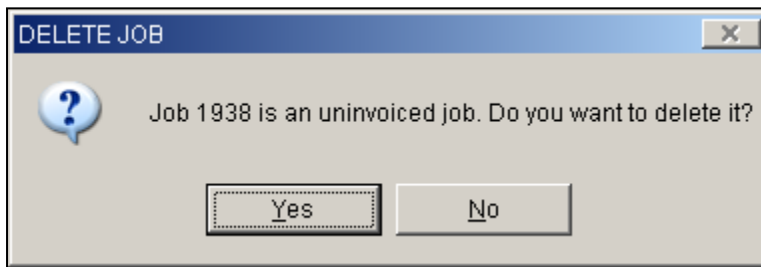
This should be the quote number assigned to the job if this is correct select **Yes**, then you will see this message.

DELETE JOB

? Quote 3016.99 has been converted to a job. Do you want to delete it?

Yes No

If this is correct, click **Yes** here and you will see this message:



If this is the correct job, click **Yes**, and the job will be removed from the listing when it has finished deleting the job. If the job has any kind of transactions against it or if it has been scheduled, you will see an appropriate message telling you why the job cannot be deleted. You may also select a list of jobs to delete by holding down the Control key and clicking the quote numbers for the jobs you want to delete or clicking the first job while holding down the SHIFT key then clicking the last quote number for the range that you want to delete.

Billing Worksheet

Training

The billing worksheet is a document that provides a detail of all estimated and actual costs incurred during the production of the job. It should be referenced when the AR Invoice is created to make sure there are no missing billed revenues on the invoice (i.e. freight charges) which may not have been included in the quote.

Summary Page

The header of the billing worksheet displays the Quote Header information for the job. The illustration below shows job number 1368, provides the date and time the billing worksheet was displayed/printed and the number of pages. The next line displays the Customer Account No., Customer Account Name and job description from the Quote Header. The first area of field information displays the Quote No., Customer Account No., Invoice # or indication that there is no invoice, Last Invoice Date (for partial and final invoice tracking), the job's sales rep, any job-related purchase order numbers and whether this is a repeat job and whether the job is new.

Billing Worksheet				Printed:	12/18/2010	2:37:21PM	Job # 1357	Page 1 of 6
NELS Nelsen, Esparza and Forney GOP Midterm Campaign Pers 8.5 x 11 letter, print 4/C brochure on glossy stock, insert into 6 x 9 OE. Job's QTY - 82500								
QuoteNo	Customer #	Invoice #	Last Inv Date	Job's Sales Person	PO Number(s)	Repeat	New	
1654.99	NELS	Not Invoiced		Norma Nelsen	**502 .	Ye	Yes	

The left and right sides of the billing worksheet summary page are defined in Report 25 in Master Files Reports > Master File Report > Master File Report. Lines 1 through 24 are displayed on the left side of the billing worksheet summary page. Lines 38 through 71 are displayed as Labor Centers on the right side of the billing worksheet summary page. Currently, lines between 24 and 37 must not be used as they will wrap to the top of the first column, pushing all other lines out of their setup order.

Cost Centers

Buyouts/Subcontract processes are detailed first on the left side.

Lines 1-6 in the following example represent the buyouts/subcontract section of the billing worksheet. Line 8 is the Total Buyouts which sums all buyouts from the lines above as set up in Report 25. (See illustration on the following page.) Lines 7 and 9 are entered in Report 25 as dashes to offset the Totals line. There is a length limit to the number of characters for each line when the billing worksheet is set up, so be careful to limit the number of dashes for the lines that offset the Totals to around 40 characters. An error message indicating "too

much data” will display when the billing worksheet is generated if any of the lines in the billing worksheet setup exceed the allowed number of characters.

Cost Center	\$ Estimate	\$ Actual	\$ Difference
DP & Prepress Buyouts	22.50	22.50	
Laser Buyouts			
Print Buyouts			
Bindery Buyouts			
Mailing Buyouts			
Fulfillment Buyouts			
Total Buyouts	22.50	22.50	

Highlighted in yellow in the example above: Cost for the buyout from the Estimate – Final Pricing Screen.

Process	Min. Charge	Setup Charge	Number of Cycles	Qty.	per	Book Rate	Markup %	Qtd. Rate	Cost	Book Price	Markup \$	Quoted Price
PURCHASE LIST	\$0.00	\$0.00		22,500	/1000	\$1.0000	0.00	\$1.0000	\$22.50	\$22.50	\$0.00	\$22.50

Highlighted in salmon in the example above: Actual Cost from the Purchase Order. When the New PO Receipt is done, the ‘\$ Actual’ updates to that price. When the AP Invoice is entered, the ‘\$ Actual’ is updated again with the purchase price of the buyout as invoiced by the vendor.

The ‘\$ Difference’ column will subtract the Estimated from the Actual and show the variance.

In Report 25, the line setup may be represented as detailed below:

Important note: If there are unlinked activity codes on the estimate, those activity codes will default to the first line of the left side of the billing worksheet’s summary page. In this example, unlinked activity codes on the estimate will default to the line DP & Prepress Buyouts. If the first line of the billing worksheet on the left side of the summary page is inflated, check the linkages to make sure there are no unlinked activity codes in Report 25.

Estimated and Actual Costs for Materials are displayed immediately below the buyout section on the left side of the billing worksheet summary page. Lines 10-21 represent the Materials section of the billing worksheet in the illustrated example. Again, the Totals can be offset with dashed lines not to exceed around 40 characters. The summary page displays lines 10 through 16 as Materials, lines 17 and 19 as dashed lines offsetting line 18 as ‘Total Raw Materials.’ Lines 20 and 21 have been set up as Freight and Postage. Again, these are user defined descriptions and line placement.

Cost Center	\$ Estimate	\$ Actual	\$ Difference
DP & Prepress Buyouts	22.50	22.50	
Laser Buyouts			
Print Buyouts			
Bindery Buyouts			
Mailing Buyouts			
Fulfillment Buyouts			
Total Buyouts	22.50	22.50	
DP & Prepress Mat'l	5.00	5.00	
Envelopes			
Paper	312.57	335.82	23.25
Laser Mat'l			
Bindery Mat'l	117.15	148.00	30.85
Mailing Mat'l			
Fulfillment Mat'l			
Total Raw Materials	434.72	488.82	54.10
Freight			
Postage			

The '\$ Estimate' column for the Materials section of the summary page displays the estimated cost for materials from the Print Quote Breakdown or the new .net Quote Breakdown report.

The '\$ Actual' column for the Materials section displays the actual costs for material issues to the job.

Below the Buyouts and Materials sections, the billing worksheet provides totals for each column. The **Material Cost** line sums the Estimated Costs, Actual Costs and Variance from the calculations above. The Estimated **Material Sell** field is the sum of the *sell* price (\$ Sell column) from the Print Quote Breakdown or the new .net Quote Breakdown report and the buyout *sell* price (Quoted Price column) from the Final Pricing screen. The Actual **Material Sell** field is the sum of the actual material cost from material issues to the job (including buyouts) plus markup. The '\$ Difference' is calculated by finding the variance between the *Estimated* Material Cost and the Material Sell. (The Markup % is the calculated % of the difference between the Estimated Cost and Sell.)

Cost Center	\$ Estimate	\$ Actual	\$ Difference
DP & Prepress Buyouts	22.50	22.50	
Laser Buyouts			
Print Buyouts			
Bindery Buyouts			
Mailing Buyouts			
Fulfillment Buyouts			
Total Buyouts	22.50	22.50	
DP & Prepress Mat'l	5.00	5.00	
Envelopes			
Paper	312.57	335.82	23.25
Laser Mat'l			
Bindery Mat'l	117.15	148.00	30.85
Mailing Mat'l			
Fulfillment Mat'l			
Total Raw Materials	434.72	488.82	54.10
Freight			
Postage			
Material Cost	457.22	511.32	54.10
Material Sell	550.27	511.32	93.05
Markup	%20.35	%0.00	

Process	Min. Charge	Setup Charge	Number of Cycles	Qty.	per	Book Rate	Markup %	Qtd. Rate	Cost	Book Price	Markup \$	Quoted Price
PURCHASE LIST	\$0.00	\$0.00		22,500	/1000	\$1.0000	0.00	\$1.0000	\$22.50	\$22.50	\$0.00	\$22.50

Estimator's Notes:

Material/Purchase	\$Cost	\$Markup	\$Sell
Paper	312.57	62.51	375.08
Prepress Mat'l	5.00	1.25	6.25
Plates	50.00	12.50	62.50
Ink	67.15	16.79	83.94
Press Mat'l			
Bind Mat'l			
Pack/Ship Mat'l			
Buyouts			
Freight			
Sub Total	434.72	93.05	527.77

Labor Centers

Labor center processes and activities are detailed on the right side of the summary page of the billing worksheet.

Lines 38-71 in the following example represent the labor or machine centers section of the billing worksheet. Leaving blank lines between areas of production when setting up Report 25 lines 38 through 71 will provide additional space for new equipment and processes that may be added later.

Labor Center	\$ Estimate	\$ Actual	\$ Difference	Est. Hrs	Act. Hrs
DP & Prepress	170.00	170.00		2.50	2.50
Print	1,728.57	1,629.25	-99.32	8.50	6.00
Laser	675.00	750.60	75.60	11.25	12.51
Burster	198.75	159.00	-39.75	3.32	2.65
Bowe					
Cutter					
Folder					
General					
Ink Jet					
Cheshire					
Piggy Back					
Insert	633.33	645.60	12.27	7.92	8.07
Stretch Insert					
Poly Insert					
Handwork					
Sorting					
Waferseal					
Stamping					
Postage Prep					
Saddlestitch					
Fulfillment					
XML					
Warehouse					
Shipping labor					
Labor Cost	3,405.66	3,354.45	-51.21	33.49	31.73
Labor Sell	4,450.68	3,354.45	1,045.03		

The '\$ Estimated' column in the above illustration displays the estimated cost for labor from the estimate. Print activities/processes labor costs are pulled from the Print Quote Breakdown Labor Center '\$ Cost' column; the mail processes labor costs are pulled from the 'Cost Total' field from the 'Pricing Summary' (Processes) section of the Final Pricing Screen, excluding Buyout costs as they have no labor costs attached. The '\$ Difference' column displays the variance between the Estimated and Actual Costs by Labor or Machine Center.

In addition, the Labor or Machine Center side of the summary page of the billing worksheet includes two more columns for the estimated and actual hours by labor center line.

The Estimated Hours comes from the Estimate. These hours are calculated in the Estimate using the run speed and process quantity of all the activities or processes that are linked to that line number in Report 25. The '\$ Estimate' is the calculated cost from the Estimate.

The Actual Hours comes from job transactions that are recorded in shop floor and timesheet. The total labor costs for linked labor activities that are transacted to the job are calculated using the costing method selected when the billing worksheet is queried multiplied by the Actual Hours for each labor transaction.

Displayed below the individual lines for each Labor Center on the summary page of the billing worksheet is the totals for Labor Cost (Estimate vs. Actual and Variance) and Labor Hours (Estimate and Actual).

Immediately below the Labor Cost line is the Labor Sell detail. The Estimated Labor Sell field is pulled from the Print Quote Breakdown Labor Center '\$ Sell' column total plus the Quoted Total from the Final Pricing Screen, excluding Buyout Quoted Price. The Actual Labor Sell field is calculated as the Actual Cost of labor from labor transactions charged to the job plus Markup.

Projected P&L Based on Quoted Price and Actual Cost

The next section of the summary page of the billing worksheet provides the projected profit and loss based on the Quoted Price when compared to the Actual Cost.

Projected P&L Based on Quoted Price and Actual Cost					
Actual	Totals	Variance	Labor	Material	Markup
Total Costs	\$3,865.77	X	3,354.45	511.32	
- NonChg	\$0.00	X	0.00	0.00	X
- Rework	\$0.00	X	0.00	0.00	X
= Charges	\$3,865.77	X	3,354.45	511.32	
Quoted At	\$5,000.96	0.00	3,405.66	457.22	1,138.08
+ A/C's	\$0.00	X	0.00	0.00	0.00
- Billed	\$0.00	X	X	X	X
= Invoice	\$5,000.96	X	X	X	X
Profit/Loss *	\$1,135.19				

In the illustration above, the Total Actual Labor Cost is added to the Total Actual Material Cost to calculate the Total Overall Cost for the job. Non-chargeable and Rework costs are subtracted to arrive at *Chargeable Costs* ('= Charges' field).

The Quoted At Totals for both Labor and Material are pulled from the Estimate and added with the markup (difference between Material Cost and Material Sell and Labor Cost and Labor Sell) to arrive at the Quoted At Total.

Any Author's Corrections (rework or additional costs which are the customer's responsibility and can be charged back to them) are then added to the Quoted At calculation, AR invoices generated for this job are subtracted to arrive at a Total to Be Invoiced ('= Invoice' field).

The difference between the '= Charges' field and the '= Invoice' field – representing Total Cost and Total Quoted – is the projected profit/loss for this job. The Billed Amount excludes tax and postage. Including 'Freight Billed' is an optional setting.

Actual P&L Based on Actual Cost & Invoice

The section just to the right of the 'Projected' section of the summary page of the billing worksheet provides the actual profit and loss based on the Actual Cost compared to Invoiced Revenue.

Actual P&L Based on Actual Cost & Invoice			
Actual	Totals	Labor	Material
Total Costs before A/C	\$3,865.77	3,354.45	511.32
- NonChg	\$0.00	0.00	0.00
- Rework	\$0.00	0.00	0.00
Charge Cost before A/C	\$3,865.77	3,354.45	511.32
+ A/C's	\$0.00	0.00	0.00
= Billable Cost	\$3,865.77		
- Billed Invoices	\$5,000.96	X	X
Profit/Loss *Actual \$	\$1,135.19	Profit/Loss%	29.37%
Value Added \$	\$4,489.64	Value Added%	89.78%

In the illustration above, the Total Actual Labor Cost is added to the Total Actual Material Cost to calculate the Total Overall Cost for the job. Non-chargeable and Rework costs are subtracted to arrive at *Chargeable Costs* ('Charge Cost before A/C' field) excluding Author's Corrections.

Author's Corrections are then added to Charge(able) Costs to arrive at the Billable Cost ('= Billable Cost' field). Billed Revenue ('Billed Invoices' filed) are AR invoices already generated for this job. The difference between the '= Billable Cost' field and the 'Billed Invoices' field is the actual profit/loss dollar amount and percentage of profitability for this job (Profit/Loss amount divided by Billable Cost). The Value Added dollar amount and resulting percentage are calculated using the Labor Cost plus material and buyout markups. Labor cost adds value because labor would have to be paid to the employees anyway, so revenue gained by the labor cost being charged to the customer makes it value-added revenue. Material and buyout markups also add value since the material is sold for more than it costs.

Billing Worksheet Generated from the Job Cost Report Module – Query Screen

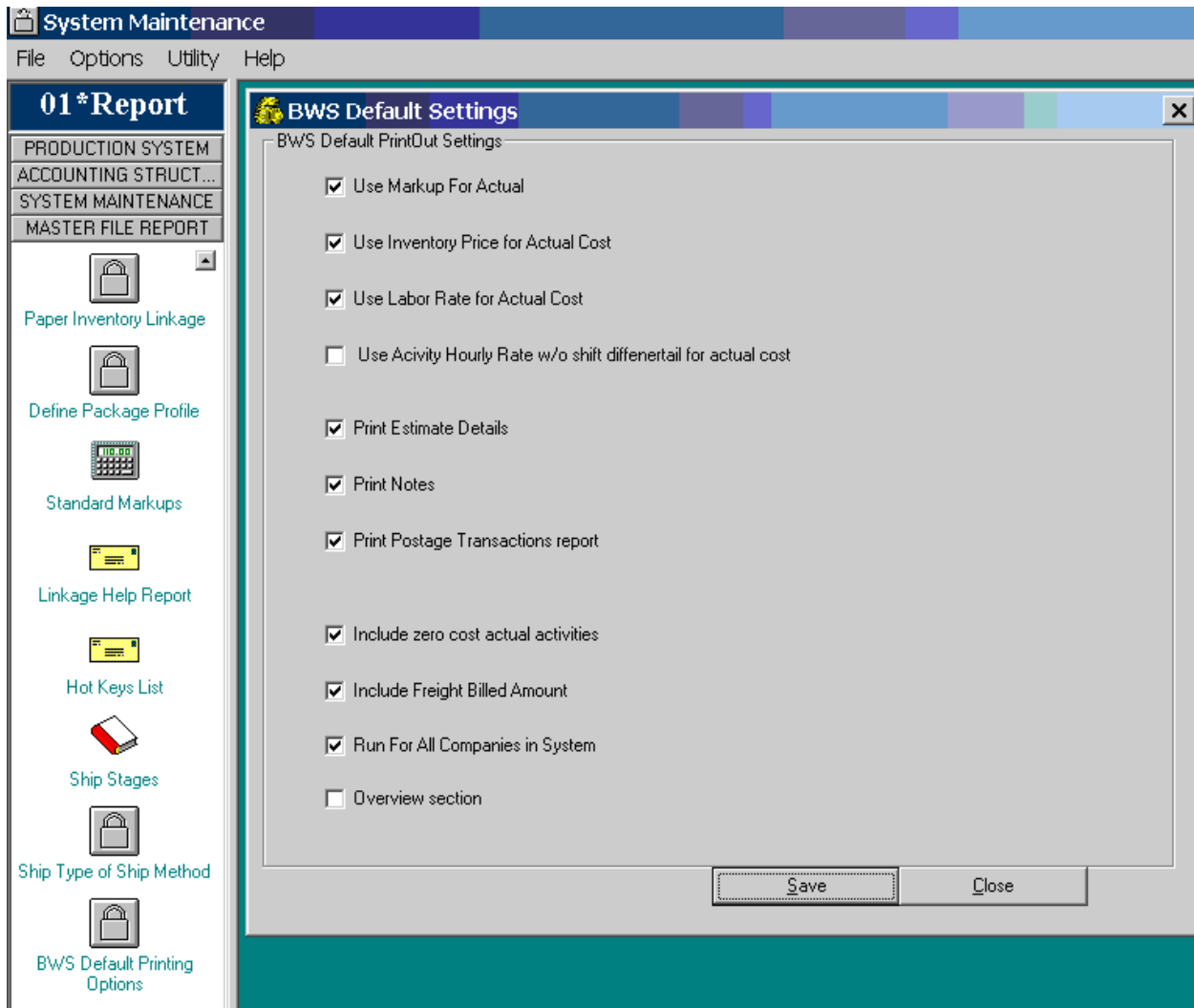
The Billing Worksheet query screen provides several options:

<input type="checkbox"/> Use Markup For Actual	<input type="checkbox"/> Print Estimate Details	<input type="checkbox"/> Use Labor Rate for Actual Cost
<input type="checkbox"/> Use Inventory Price for Actual Cost	<input type="checkbox"/> Print Notes	<input type="checkbox"/> Calculate Actual Labor Cost based on Activity Hourly Rate Only (regardless shift differential)
<input checked="" type="checkbox"/> Notify about Missing PO	<input type="checkbox"/> Print Jobs in Numeric Order	<input type="checkbox"/> Use Employee Cost For Actual Cost (Based on the cost in employee file today)
<input type="checkbox"/> Check on BWS linkage	<input type="checkbox"/> Print Postage Transactions report	<input type="checkbox"/> Include Freight Billed Amount
<input checked="" type="checkbox"/> Include zero cost actual activities	<input type="checkbox"/> Project BWS: include total page	
	<input type="checkbox"/> Print Overview	
<input checked="" type="checkbox"/> Run For All Companies in System		

- Use Markup For Actual – designed for a print customer; will alter the totals on the summary page and the markup and cost vs. markup columns on the detail transaction pages.
- Use Inventory Price for Actual Cost – generates the report using the current Average Price for the material issued to the job. If this option is left unchecked, PrintStream will generate the report by taking the cost from the time the inventory issue was recorded.
- Notify about Missing PO – will alert the user that a job-related purchase order is missing from the billing worksheet, which indicates the purchase order has not been received.
- Check on BWS Linkage – checks activity code links to billing worksheet and generates a message for any activity codes that are not properly linked.
- Include zero cost actual activities – itemizes all zero cost transactions such as customer inventory transactions and activities with an hourly rate of zero.

- Print Estimate Details – displays estimating details for this job and their links to the Billing Worksheet line numbers.
- Print Notes – prints a separate page for any notes entered in the Sales Prebill, Customer Support module, Master File Customer and Estimating.
- Print Jobs in Numeric Order – if printing multiple jobs, checking this option will display or print the jobs in numeric order.
- Print Postage Transaction Report – prints a separate report for all postage transactions, displaying postage used, postage spoiled, and total postage issued per job. Postage transactions are not calculated as actual costs on the billing worksheet.
- Project BWS: include total page – prints a separate billing worksheet that includes a compilation of all costs for all jobs for which an individual billing worksheet are displayed/printed. The job number of the project billing worksheet will be six 9's. Each individual job is listed first with the 999999 project job at the end. This can be used to help you compile all of a customer's jobs to find their overall productivity and costs versus a single job at a time.
- Print Overview – adds an additional page that shows an overview of the actual vs. estimated costs. Total Cost Estimate is the Estimated Cost multiplied by the Standard Markup from Report 1000, while Total Cost Actual is the Actual Cost multiplied by the Standard Markup from Report 1000.
- Use Labor Rate for Actual Cost – uses labor rate instead of the fully burdened hourly rate that is set up in MasterFile Reports > Rates table.
- Calculate Actual Labor Cost based on Activity Hourly Rate Only (regardless of shift differential) – if employee is defined in MasterFile Employees as default time rate 1.5, the shift differential is used when the billing worksheet is generated to use the hourly rate for the employee's hour (i.e. \$100 per hour activity X 1 hour X 1.5 = \$150.00). If this option is selected, the cost will be calculated at the hourly rate regardless of the default time rate set for the employee in MasterFile Employees (i.e. \$100 per hour activity X 1 hour = \$100.00).
- Include Freight Billed Amount – includes the actual freight revenue as part of the 'billed amount' so that profit reporting matches the invoice.

NOTE: The screen shot on the previous page shows the Billing Worksheet setup options when running the report from the Job Cost reports module or AR Reporter. The default settings for running the report from other system modules are available in Master File Reports /BWS Default Printing Options. (see screen shot next page). If the billing worksheet printed from the Job Costing module does not match one printed using the default settings, make sure the selections are the same for both reports.



Transactions Pages

Beginning on Page 2 of the billing worksheet is a detailed listing of all job-related transactions. Each set of transactions is listed in order of Cost Center number and includes that cost center description. The cost center line is shadowed in gray to make it easier to locate on these very busy pages.

In the following illustration, we have Cost Center 310 – List Purchasing. This cost center is where our Purchase List activity code is linked to line 1 of Report 25 – DP & Prepress Buyouts. Since this is a purchasing cost center, the billing worksheet shows the PO detail to include the vendor, purchase order numbers and delivery details.

Valued inventory that is issued to the job will display in the next section for the cost center to which the activity codes are linked in Report 25 (these are on the left side of the summary page in the buyouts/ materials area of the billing worksheet).

Customer Inventory will list next if the option is selected in the query screen to include zero cost transactions. Customer inventor would be a zero-cost transaction since it carries no inventory value.

Billing Worksheet

Printed: 12/18/2010 2:46:11 PM Job # 1309

Page 2 of 7

Job Transactions Report										
* Charge : N - Normal A - Authors S - Spoiled (Rework) X - Extra Cost										
Date	Charge	Employee	Act/Mty/Component	RunQty	M	Hrs/Qty	Cost	Markup	CostV/SM Markup	Comment
Line 1 DP & Prepress Buyouts										
CC 310 LIST PURCHASING										
6/22/2010	From PO's		31005 PURCHASE LI	.0			0.00	20.00	0.00	444 Lists R Us*Part Delivered
6/22/2010	From PO's		31005 PURCHASE LI	50,000	.0		0.00	20.00	0.00	444 Lists R Us*Final Delivery
6/22/2010	S N		31005 PURCHASE LI	.0		50,000.00	50.00	20.00	60.00	PO 444 PURCHASE LIST*11
8/12/2010	S N		31005 PURCHASE LI	.0			0.00	20.00	0.00	PO 444 PURCHASE LIST*
Total CC 310 LIST PURCHASING 60,000.00 60,000.00 60.00 60.00										
Total Line 1 DP & Prepress Bu 60,000.00 50,000.00 60.00 60.00										
Date	Charge	Employee	Act/Mty/Component	RunQty	M	Hrs/Qty	Cost	Markup	CostV/SM Markup	Comment
Line 12 Paper										
CC 600 PRINT ADMIN										
6/3/2010	M N		50000 PAPER	.0		13,370.00	1,485.75	20.00	1,782.90	1964*Usage*IU.* MUST003x35*
6/7/2010	M N		50000 PAPER	.0		130.00	14.45	20.00	17.34	1964*** MUST003x35*
Total CC 600 PRINT ADMIN 0.00 13,500.00 1,600.20 1,800.24										
Total Line 12 Paper 0.00 13,500.00 1,600.20 1,800.24										
Date	Charge	Employee	Act/Mty/Component	RunQty	M	Hrs/Qty	Cost	Markup	CostV/SM Markup	Comment
Line 16 Bindery Mat'l										
CC 426 PLATE MAKING										
6/3/2010	M N		42500 PLATE MATERI	.0		8.00	24.00	25.00	30.00	44*Usage*IU.* PLATES-640*
Total CC 426 PLATE MAKING 0.00 8.00 24.00 30.00										
Total Line 16 Bindery Mat'l 0.00 8.00 24.00 30.00										
Date	Charge	Employee	Act/Mty/Component	RunQty	M	Hrs/Qty	Cost	Markup	CostV/SM Markup	Comment
Line 17 Fulfillment Mat'l										
CC 806 WAREHOUSE ADMIN										
6/3/2010	M	Thomas Ellison	90001 Customer Inven	.0		20,000.00	0.00		0.00	2426*Usage*SF.* Para Letter*
6/3/2010	M	Steve Akey	90001 Customer Inven	.0		20,000.00	0.00		0.00	2426*Usage*SF.* Para Letter*
6/3/2010	M	Kathy Bartek	90001 Customer Inven	.0		10,000.00	0.00		0.00	2426*Usage*SF.* Para Letter*
6/3/2010	M	Craig Douglass	90001 Customer Inven	.0		15,000.00	0.00		0.00	2426*Usage*SF.* Para Letter*


We continue in cost center order with a detailed listing of job transactions for this particular job. The labor cost centers follow the buyout and material cost centers. These are the lines that are displayed on the right side of the summary page of the billing worksheet.

Depending on the costing methods chosen when the billing worksheet is queried, the costs for the labor will be pulled based on that method.

Date	Charge	Employee	Activity/Component	RunQty	M	Hrs/Qty	Cost	Markup	CostV/SM Markup	Comment
Line 41 Laser										
CC 640 HP LASER										
6/3/2010	L	N Kathy Bartek	64011 LASER 8 1/2x11	18,900		8.00	480.00		480.00	SF.*
6/3/2010	L	N Craig Douglass	64011 LASER 8 1/2x11	18,000		8.00	480.00		480.00	SF.*
6/3/2010	L	N Lloyd Douglass	64011 LASER 8 1/2x11	19,600		8.00	480.00		480.00	SF.*
6/3/2010	L	N Norma Nelsen	64011 LASER 8 1/2x11	12,400		8.00	480.00		480.00	SF.*
6/3/2010	L	N Thomas Ellison	64011 LASER 8 1/2x11	16,000		8.00	480.00		480.00	SF.*

In this illustration, there are several 8 1/2 x 11 Laser Letter activity transactions for eight hours. The cost for these transactions is \$480.00 because the costing method was left at the default to use the Hourly Rate from the Rates table. The Hourly Rate for this activity code is set at \$60.00 per hour (8 x 60 = 480).

Each labor cost center is detailed in this manner and then pulled into the summary page for the Actual Cost/Hours for each line that has activity transactions.



When the billing worksheet completes its display of all job transactions, a Totals line will show the sum of all detailed costs.

Additional pages will print based on the generated selections that are set in the query screen. These choices include printing estimate details, printing job related notes, printing a project billing worksheet of a compilation of two or more jobs and printing an overview of the job transactions.

Mockup

QuoteNo	Customer #	Invoice #	Last Inv Date	Job's Sales Person		PO Number(s)			Re pe at	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 Bindery						
-----					Ink Jet						
DP & Prepress Mat'l		9.00	9.50	0.50	Cheshire						
Envelopes					Piggy Back						
Paper		822.46	822.46	0.00	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	6.81	Poly Insert						
Mailing Mat'l					Handwork						
Fulfillment Mat'l					Sorting						
-----					Waferseal						
Total Raw Materials		1,066.83	1,074.14	7.31	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 Printing 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

