

Job Costing/Tracking

The screenshot shows the main interface of the GraphiTech Millennium Job Costing & Tracking software. The window title is "GraphiTech Job Costing (Individual) Non Network #1". The menu bar includes "File", "Defaults", and "Help". The main area features the "MILLENNIUM Global Management System" logo and the text "JOB COSTING & TRACKING". Below this, it displays "Vers: 3.6.48 Licensed To: GraphiTech Computer Systems".

On the right side, there are several function buttons: "Start Shift F5" (with an alarm icon), "Reset F2" (with a red "RESET" button icon), "End Shift F6" (with an alarm icon), "Multi Log-In" (with a "LOGIN" button icon), "Lunch F7" (with a plate of food icon), "Job->Inv F4" (with a computer monitor icon), "Break F8" (with a telephone handset icon), and "Load->Inv F9" (with a stack of boxes icon).

On the left side, there are input fields for "Enter Job", "Date: 06/01/23", and "Time: 12:12:53". There are also fields for "Empl:", "Dept:", and "Oper:". Below these is a "JOB LOG" table:

Job Num	Employee	Location	Time
00001001	Scott Thatche	Design02, Computer	10:28:32
00001003	Kevin William	Chief 15, Chief MR	12:09:15
00001002	Bob Bailey	Xerox, Ve, Run	12:11:39
00001004	Sandra Seiber	Miehle 2, Press Run	12:11:52

At the bottom, there are two more tables: "MATERIALS TO JOB OR INVENTORY" and "SHIFTS".

Job Num	Stock #	Quantity	Stock Description
00001003	0006	2000	70# Warren Enamel
-POSTED-	0006	2000	

Employee	Start	End
Scott Thatche	10:28:32	

The screenshot shows the "Job Costing Reports" window. The title bar reads "GraphiTech's Millennium Job Costing/Tracking Reports". The menu bar includes "File", "Printer", and "Help". The main area features the text "Welcome to GraphiTech's Millennium Job Costing Reports" and a large background image of a compass rose. On the right side, there are several buttons: "Status/TimeCard", "Standard Report", "Production Report", "Enter Orders", "Primary Data", and "Secondary Data". At the bottom, there is a "Licensed User: GraphiTech Computer Systems" field.

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Overview

What's Inside

The Millennium Job Costing and Tracking system is one disk of a two disk, State-of-the-Art, Windows compatible program designed to be run on either a single workstation or networked system.

Job Cost Reports are available on a separate disk which permits management to review job status from any computer in the plant. Some of the reports available are Early Morning CSR's, Job Location, Job Listings, Work Order/Pick Slip, Employee Time Card data, Job Location, Past Due Jobs, both summary and detailed Job Costing activity and Daily Posting Activity.

With Real Time Tracking of Jobs, management can be instantly aware of all plant activity, right at their PC.

Job Costing/Tracking Workstation

A small Windows based computer is used for Data Collection and may be any current version of the Windows Operating System, XP through Windows 11.

Windows 10 or 11: If using a Win 10 or 11 system with Touch Screen capability, the user will be able to touch any of the icons such as Start and End Shift, Lunch, Break, Reset, etc. for data entry, otherwise a mouse click may be required to access these items.

Global Mode: The "Global Mode" of the Job Costing program is a dedicated data collection workstation in which any user may quickly enter job specific information such as Employee Number, Department/Operation Codes and/or Job Numbers. The station may be set up with a single Bar Code Scanner (in Real-Time) or with multiple scanners if used in Batch mode (not Real-Time). Data entry can be either local (keyboard) or through the use of the bar code Scanner. A Global Mode must always be a dedicated PC to Job Costing Only.

Individual Mode: The Individual Mode is used in those environments where the Bar Code Scanner is near the computer so that all scans may be seen on the PC as they occur. This may also be done where there are multiple Data Collection PC's available and are assigned to individual Departments with multiple employees using the one scanner to enter their data. The Individual Mode is not dedicated and the program display may be minimized as well as running other applications. It must be remembered that you must click or touch the Data Collection screen in order to use the scanner if you in fact have left it to run a different program.



Bar Code Scanner: The GraphiTech Millennium Job Costing/Tracking system is shipped with a single Bar Code Scanner. The Scanner may be used with both the Global Mode as well as in the

Individual Mode. It is recommended that when using the Individual Mode, you only use the scanner at the workstation where the Data Collection program is running. However, if you are using the application in Global Mode, you may use the scanner up to 50 feet from your Work Station. Depending on walls, obstructions, etc., the distance may be more or less than described.

Network

In order to run Job Costing on multiple input workstations, the user must first obtain a license for use in a network. This requirement applies only to the Data Collection PC and not the Reports program. Once the network is enabled for Data Collection, any number of workstations may be utilized by the system.

Installation of Job Costing/Tracking

See the Quick Start Guide for instructions on loading the program to your computer.

Always accept the Default procedures unless you are extremely familiar with how you wish to have the program loaded.

WARNING: If at any time during the installation, you see a message that states "the file you wish to install is older than what you already have. Do you wish to keep your existing file?" **Answer this question with a YES.**

Create a Desktop Icon

1. An icon may be created for your desktop by the following method.
2. Click Start or the Windows icon lower left.
3. Select Programs or All Apps and click GraphiTech MILLENNIUM.
4. Click Millennium Job Costing/Tracking from drop down menu item.
5. Left Click Millennium Job Costing/Tracking and drag to desktop.

Technical Support

If you need further assistance, please call our technical support hotline at 800-634-TECH (8324). Send written documentation of problems to support@graphitech.com and either Scott or Nelson will receive the document. Or visit our Web site at <https://GraphiTech.com> for the latest news, updates, questions and answers on our FAQ page.

Installation of Job Costing Reports

Run as Admin

If when starting the program, you see an error 75 or error 52, this represents an incorrect permission for the user. The best way to resolve this problem is to right click the program icon (either from start menu or on desktop) and select “Troubleshoot Compatibility”. Windows 10 will ask you to “Try the recommended settings” or to “Troubleshoot Program”. If you select “Troubleshoot Program”, you will need to identify the problem manually which in this case would be to select “The program requires additional permissions” box. If you select “Try the Recommended Settings”, you will eventually get to the same place as when you select the second option.

You must have admin rights when installing this program. To install as the administrator, right click on the “*setup.exe*” in the program install folder and select “*Run as Admin*”. This will ensure that you have full access to being able to read and write files to the database of Job Costing and Tracking. If you still have trouble, right click and left click Troubleshoot Program and select the item that states you are having trouble with permissions.

Accept Default Installation Procedures

Always accept the Default procedures unless you are extremely familiar with how you wish to have the program loaded.

Overwriting Files During Install

WARNING: If at any time during the installation, you see a message that states "the file you wish to install is older than what you already have. Do you wish to keep your existing file?" **Answer this question with a YES.**

Installation Folder

The Reports Program will automatically load to a folder called “GraphiTech Job Costing and Tracking Reports”. Since this is NOT where the live database is located, you will need to change the path to “*Drive Letter:\Program Files (x86)\GraphiTech Job Costing and Tracking\Data*”.

Please note that the Reports program may produce an error if the path that is chosen no longer exists or if the destination computer has been turned off.

Quick Start

Start Job Costing Program

After installing the Job Costing program, you will need to click on the icon you previously created or select Start (lower left of display) and click on the GraphiTech Job Costing and Tracking application.

The first screen that appears is the Terminal Selection screen. If you are using the single user version (non-network), then you simply touch or click Terminal #1. See Figure 1.

The next screen that appears is shown in Figure 2. This is where employees may add various jobs, materials and operations to the Job Costing/Tracking system.

Defaults

Note: If you are using the Single User Job Costing/Tracking, you probably do not need to configure the Default Settings. If desired, skip to Individual Mode.

Defaults are useful when a single employee is using the station. See Figure 2A and click on Menu Item, Figure 2 Defaults. The reason for adding the Default screen is to allow for those situations in which you only want to scan a job number or perhaps only a job number and an employee code.



Figure 2A - Defaults is the only user. We then only need to scan the job number to display the job on the data collection computer. All default data is used. Note that if the default screen is not filled out, you will need to scan or enter all three items: Employee Number, Department/Operation Code

(OpCode) and Job Number. And you may scan any data that is different from the Default data as well.

In other words, assume this station is sitting in pre-press and we are



Figure 1 – Terminal Selection



Figure 2 -- Primary Data Collection Screen

General Operation

Individual Mode

Let's start out by using the Individual Mode. Click on File at top left and at bottom of menu select "Job Costing" followed by clicking "Individual Mode". The Individual Mode allows us to work on other applications while still permitting data collection. We only need to click in the Job Costing/Tracking window (so it has the focus of our attention) and start entering data by keyboard or by bar code scanner. Note that you may also click on the small icon shown here (See Figure 2 Left Side of Date and Time) to switch between Global and Individual Modes repeatedly.

Example 1: Suppose you are sitting at your work station and a job comes to you that requires your input (such as scanning, ripping, etc.). You may have previously set up the Default Screen to look like the example in Figure 2A (your info, not ours) and your Job Costing/Tracking application is showing on your computer in Individual mode. (See above the menu bar in Figure 2 the word Individual in parenthesis).

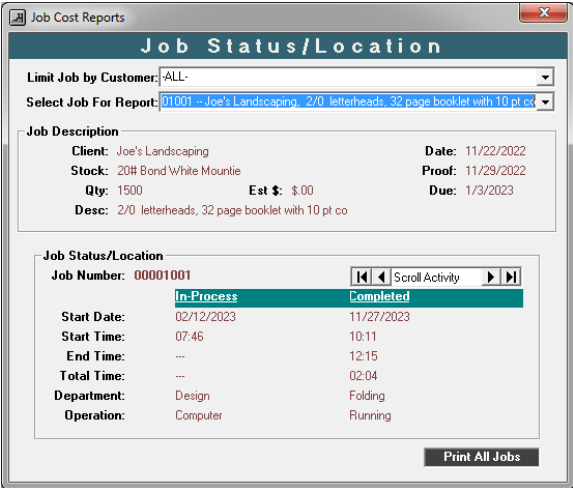


Figure 3A – Job Status and Location

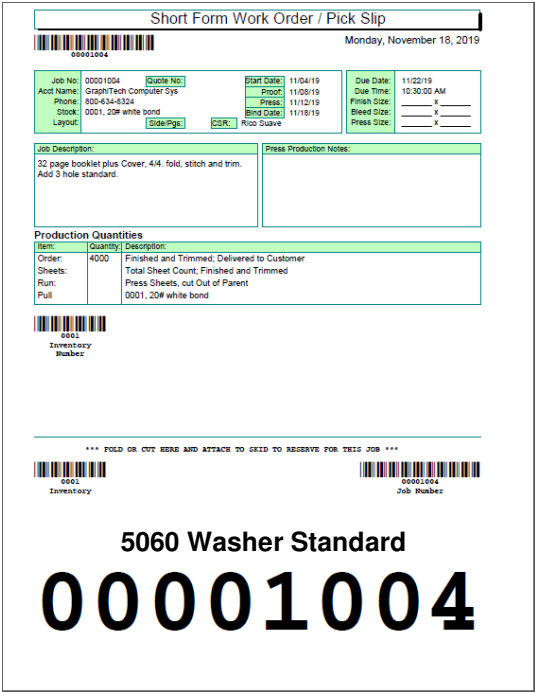


Figure 3 – Work Order

Figure 3. You pick up your scanner and scan the Job Number top left, or manually enter the 8-digit job number.

Note that in this example, we only need to scan the Job Number! The Default Screen contains the other information.

The Job Costing/Tracking software now displays your Employee Name, along with Job Number, Department/Operation Number and Time on screen. At any time you may also look at your Reports Program for any number of items such as Current Location, Job Cost, etc. The Location report followed by the CSR report are most useful with regard to current activity. Of course, the Reports Package contains many more useful reports which will be discussed later.

Where's my job? Let's assume the customer calls Barbara (office manager) who answers the phone. The customer asks if their job has started work yet so Barbara brings up her Reports Program (See Job Costing & Location – Job

Location or Figure 3A) and selects Standard Reports. She then selects Job Location and enters the Customers Name or Job Number or uses the drop-down list. Instantly she tells the customer it just started in Pre-Press a few minutes ago. Since the customer needed to know if they had time to make some AAs (Author Alterations), Barbara now has quickly determined that this time, the customer can bring in the changes with only minimal impact, if any, to the quoted price.

Bar Code Font Missing: If the Bar Code font is missing when printing the Work Order/Pick Slip (usually supplied with Word and Job Costing), see the Troubleshooting Guide.

Global Mode

Example 2: You operate a Miehle 2 Color press and you have the Bar Code scanner located near you while the software is running in Global Mode on a computer about 50 feet from your location. (Global means the software is dedicated on a small tablet or computer and may accept remote scanning of bar codes in real time).

You have set up the Defaults with similar information as shown in Figure 3 except in your case, the Department, Operation and Name would be based on your parameters.

When the Job is given to you, all you need to do is scan the Department/Operation Code (a sheet with the codes may be attached to the Department or located on a wall or table in laminated sleeve), along with the Job Number (attached to the Skid or Part) to load to the system. Obviously, you could also scan just the Job Number which would then use all of the Default information, rather than a specific operation.

Once you do that, anyone needing to know where the job is will instantly see that you are working on the job at your work station (Miehle 2 Color) and you are washing up the press, for example.

Example 3: In this example, there are several people working in the department or location so all we need to scan is the Employee Badge Code and the Job Number. The Default will then become whatever Department and Operation we set up in the Default screen.

Example 4: This last example requires that we enter all three items of information. In other words, we have a scanner located strategically in the center of the Department (say Bindery for example). We have previously set up the Default screen but in general it will not be used in this case because we have one employee that works outside of our department but uses our PC to log jobs. He will scan his employee badge number followed by the Department Code and finally the Job Number. Any employee in the plant can use the scanner but those employees that work entirely in the default department only need to scan their badge code and job number.

So, for this example, when the job appears at our location, we scan our Badge Number, then the Department/Operation Code Number and finally the Job Number. The job immediately appears on the display as well as on all computers running the Reports program. In fact, the Reports program can also display (in real-time), all activity for all Job Costing PCs within a few seconds of their actual data entry!

General Information

Hierarchy: The sequence to be followed in all cases is as follows: (1) Scan Employee Badge Number. (2) Scan appropriate Department/Operation Code. (3) Scan Job Number off of Work Order.

Note that any of these scans may be skipped and if they are, the Default will take the place of the skipped scan.

Job Number is Last Code Scanned: The Job Number must be the last code scanned. It is used as the trigger to post information to the database and display it on your Job Costing Reports. If entering the Job Number

manually, always use 8 digits because the program is designed to trigger the posting of data when it "sees" an 8-digit number.

Remove Job from Display: As soon as you enter your Employee Number or a new Job Number, the last job you entered is removed from the display. And as soon as you scan the Job Number, that new Job is then displayed.

Configure Bar Code Scanner: The Bar Code Scanner is configured by GraphiTech to work immediately, right out of the box. The small USB device that is part of the Bar Code Scanner is connected to your computer's USB port. If necessary, you may need to also plug in the scanner to charge the battery.

Once the scanner's USB device is plugged in and your computer recognizes it (solid blue light), you can simply use the Bar Code Scanner to input whatever you need to enter.

Incorrect Code Scanned: There are times when an incorrect code was scanned. To remedy the situation, simply scan your employee badge number and your incorrect entry will be wiped off the display. This can be done in seconds thus not allowing the incorrect entry to contribute to the cost of the job.

If you happen to notice that the incorrect data is still showing on the screen and more time has passed than just a few seconds, including even days since it was logged, you may want to use the next method of removing an incorrect entry.

Incorrect Code Scanned (Won't Record Any Time): Simply double click on the incorrect entry that appears in the Data Collection screen. You will see a warning message and you simply respond with YES that you want to delete the listing.

In this method, no time is recorded regardless of how long ago the incorrect data was entered.

Icon Review

The Job Costing screen contain 2 columns of 4 icons each that may be touched with a touch screen, clicked with a mouse, keyed in using the keyboard Function Key shown or scanned with the Bar Code scanner.

Start Shift F5



When the employee arrives in the morning, they may touch the start shift icon and either scan their badge or simply enter their employee code. Once this is done, their name appears in the shift window as having started their day.



If no entry is made within a 5 second window, the Start Shift display will be taken off the screen so it is important to enter the employee code fairly soon after invoking the Start Shift.

Note that if the employee logs into a job, they will also be logged into the Start Shift at that point, assuming they haven't done so already.

End Shift F6



At the end of the employee's shift, they again touch, click or scan the End Shift icon followed by scanning or entering their badge (Employee) number.



Once they scan End Shift and enter their Badge Number, they will be logged into the Shift Screen as having entered their End Shift.

Note also that if they had failed to log off of any job prior to entering their End Shift, that job would be automatically logged off for them.

Lunch F7



When the employee is ready for their Lunch or Dinner, simply scan or touch the Lunch Icon and enter the Employee Number within 5 seconds. This is an automatic Logging sequence which will have the effect of logging off any job or jobs you are working on, followed by entering you into a non-chargeable area which will be displayed on the Job Log screen as starting Lunch.



Once you come back from Lunch and start another job, just scanning your Badge Number will take you off of Lunch and start your next job.

Break F8



The Break Icon is similar to the Lunch Icon except that the time spent on break is paid to the employee while the time spent on Lunch is not.



This entry also follows the same rules of logging on and off of Jobs as stated under the Lunch Icon.

Break Codes & Master Job Number

In all 4 cases above, the amount of time that is spent by the employee is actually charged to a job called 00099999. In addition, the Department/Operation codes applied to these four icons are: 88887, 88888, 88889, 88890. You must not overwrite any of these five numbers with your own codes as these are critical to the use of the program.

Obviously, we could not charge the customer for lunch or breaks thus the reason for Break Codes. The Break Codes and Master Job Number will also be discussed in the Job Cost Reports section.

Reset F2



Reset F2

There may be times when you have started to enter information that was incorrect such as wrong employee number or wrong Department/Operation number. Rather than trying to figure out how to start over, just hit or scan the Reset icon. This clears out the information entered and waits for new information to be entered.

As long as the Job Number has not been entered, the reset will wipe out the incorrect data.

If the incorrect information happened to log out a job, then that job will need to be re-entered since once it is logged off, it cannot be reset.

Next Three Icons Enabled Only with Individual Mode

Multi-Log-In (Same Employee)



Multi Log-In

The Multi Log-in allows the employee to work on more than one job at a time.

To use this icon, the employee would enter the job they are working on first. Once that is done, they would then scan the Multi Log-in followed by their second job. It doesn't matter if another employee has already logged into a different job.

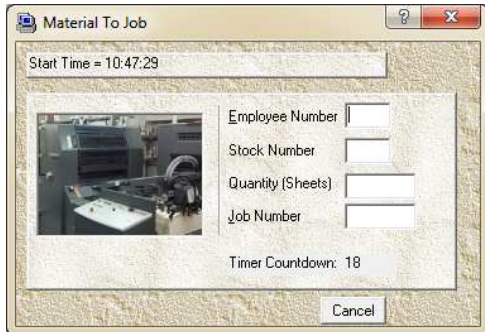
Once the Multi Log-In has been entered, the employee may enter their next job at any time but it must follow immediately after scanning the Multi Log-In Icon. Also, each log-in requires the employee code, Department/Operation Code and the Job Number.

If the Icon was incorrectly scanned, the use of the Reset will turn it off so that it no longer will be waiting to log the employee into more than one job.

If the employee logs into a job without first hitting the Multi Log-In Icon, any and all jobs they were working on will be logged off.

Note that this procedure may only be activated at the Data Collection screen by touching or clicking the Multi Log-In Icon. The actual logging in of the employee can still use the scanner for the remainder of the log in but remote activation of the icon is not permitted.

Inventory to Job F4



Materials may be added to the job by clicking or scanning or touching this Icon. The employee has 20 seconds to enter the information shown. All the Bar Codes necessary (except possibly the quantity) are available on the Employee's Badge as well as the Job Ticket.



Once the employee has entered the information, the Job Number will trigger the entry of the data to the Data Collection screen and appear in the Materials to Job Screen.

This entry also has the effect of removing material from the inventory and updating the usage history. By running a Job Cost report, management can see all the materials that have been entered to this job.

Load Material to Inventory F9



This Icon will allow the employee to add material to the existing Inventory. Since this data entry does not require a Job Number, it will post only with the word -POSTED-, rather than an actual Job Number.



Although this entry will post to the Material Display of Job Costing, it will not be available during a Refresh of the display. Therefore, if you wish to clean up the display after having entered a number of items into inventory, you could click on the LM-Load Material button shown here.



The purpose for the display is only to let the user know that the material posted to Inventory. In place of the Job Number it will display the word "-POSTED-".

Primary Menu Items

At the top of the Primary Display are three menu items: File, Defaults and Help.

File Menu Item

Figure 4 identifies the selections available under the menu item File.

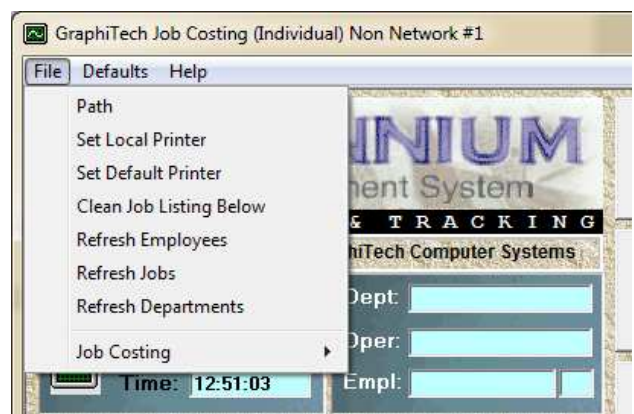


Figure 4 – Primary File Menu

Path: In Figure 4A we see that the path that is shown while in single user or single computer mode is the local Data folder. In other words, this program is not available on any other computer or path.

If an attempt is made to change the path, it will simply revert back to the applications Data folder. If you have the Network License, then this area is accessible and is used to identify where your data will be found.

The next item under the menu item called File is Printer Selection.

Generally, if you don't select a local printer, the program will use the Default printer which is the

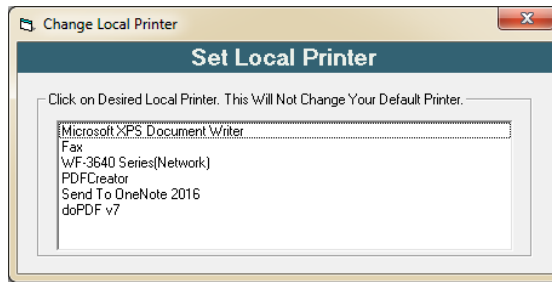


Figure 4B – Setting the Local Printer

printer identified as such to any user of any program on the entire network.

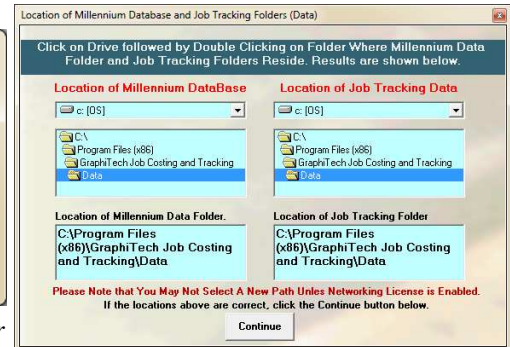


Figure 4A – Setting up the Path

Local and Default Printers: There are two selections available for the printer, the Local printer and the Default printer. Generally, you won't need to select any printer if you plan to use the Default printer. However, if you have inadvertently changed to a different printer when selecting the Default printer, you will probably need to change it back to what it was originally.

Local Printer: In Figure 4B, we are shown a list of printers and all we need to do is select one that we want to use for our reports. Now this isn't entirely necessary while using the Job Costing program since there are no reports or other printing requirements in this program but should you want to take a screen shot or something similar, it would be a good idea to have it print on the local printer rather than the Default, which might actually even be in another area of the plant.

Clean Job Listings and Refresh Data: These selections are actually redundant since each area has a Refresh Button next to the data that actually does the cleaning and refreshing of the data. See Figure 4 for a screen shot of a Refresh Button called "Load Materials".

Job Cost: This is the last item in the File menu and allows you to select either Individual or Global Mode. As mentioned earlier, the small icon shown under the heading of "Individual Mode" near Figure 2, will perform the same function as it simply toggles between Individual and Global. The definitions of these two modes are also defined above.

Help Menu Item

You must be in Individual Mode to use the top menu items called Defaults and Help. The first four items shown on the Help Menu (File Structure, General Help, How to use Scanner and Install Bar Code First) are instructions regarding the various areas of the program. See Figure 5.

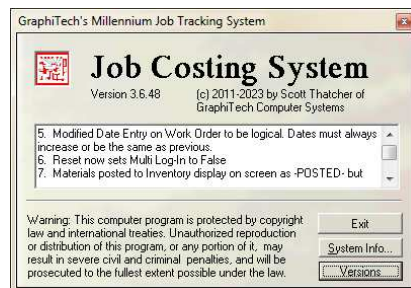


Figure 5A – Selection of Versions

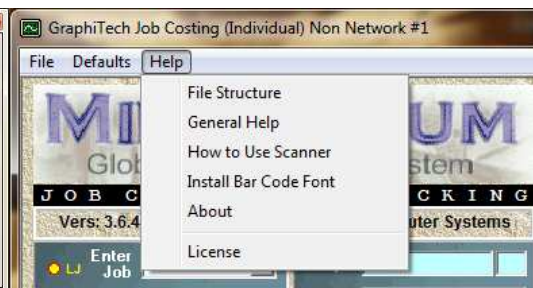


Figure 5 – The Help Menu

About: The About selection not only provides basic information regarding GraphiTech, it also contains a display that identifies all the changes that are made to the program up to the last Version. In order to view the Versions, See Figure 10 and select the command, "Versions".

License: In order to use this program where there is no longer a limitation in its use, you will need to obtain a license from GraphiTech.

800 Number: Simply call our 800-634-TECH (8324) line and request the desired code based on your use of the program, i.e., do you need more than one computer running the program or will one program running on a single computer work fine for you.

Single Computer Vs Network: Note that if you elect the single computer route, that just means your data collection is limited to that one computer but your Reports Program may be installed on any computer in the network. A Network version means that you will be using the Data Collection program on more than one computer.

Key Code: Once you have paid for the License you want, call GraphiTech and tell them what the Key Code is and you will receive the Password necessary to unlock the program. Be sure to fill out the Company Name and Phone so that it is identified on the Data Collection Screen.

Upgrade: Note that should you get the license for the Single Computer Version, you can always upgrade to the Network Version (Multi Computer) at any time. Just call GraphiTech and let them know you want to upgrade to Multi Computer Version. Specify the Key Code and you will be sent an electronic bill. Once paid, you will be sent a corresponding Password. If necessary, a new Key Code may be needed if you have left the license screen for any reason.

GraphiTech's License Program

GraphiTech

Once Licensed, you have several methods of entering Job Location. After the Default Screen is filled out, a job may be posted as soon as the Job Number is scanned (the Defaults are used for missing information). If you enter an Employee Number followed by the Job Number, the Default Department will be used. Likewise if you just enter the Department and Job Number, the Default Employee will be used. Of course, you may also enter or scan all three items as well.

This License allows full access to the program. There are two options however: Single Workstation (up to 5 employees sharing a single reader) or Multi Workstation. Call GraphiTech at 800-634-8324 and provide Key Code to obtain unlocking Password.

Get Key Code

Key Code: Password:

Company Name:

Phone:

Cancel Enter Password & Click Here

How to Start Collecting Data

Once you have set up the Defaults as discussed earlier (and note that you can just leave the Defaults blank), you are ready to use the sample data for practice. You should have a sample scan sheet that shows various employees, departments and operations, some Function Keys and some inventory as well.

You can use your scanner later, but for now we will use the keyboard so that you have a better understanding of how data entry works.

AutoScan: Do Not Try to Place Your Cursor in the "Enter Job" area! That area is reserved for you to see what jobs are available (if you need to know that information). It really doesn't ever need to be used unless you lost the Job Ticket and need to enter the Job Number. The program is designed so that as soon as you enter any information, whether through the Keyboard, the Touch screen or the Bar Code Scanner, it will be accepted and processed. It will not appear on the screen in any box such as the Enter Job area. But once you enter the correct employee code and department/operation code, they will appear in the appropriate place.

Individual Mode: If you are in Individual Mode, you can run other application but when ready to enter data, be sure to bring Job Costing back in focus. In other words, make sure the selection bar at the top of the application is highlighted.

Global Mode: If you are in Global Mode, the program will attempt to remain the focus always and you may find yourself trying to do other things but the program keeps bringing you back to Data Collection. The point of the Global Mode is that the computer must be dedicated to Data Collection only.

Using the Sample Scan Sheet: To see how you would use the scanner, get out the sample scan sheet and try to scan the employee code on the scan sheet. If successful, it will appear on the Job Costing screen under the Employee area. Note that it doesn't matter where your cursor is since AutoScan picks up the scanned data coming in, processes it, checks the employee number against the database and if correct, displays the name.

Department/Operation: Now scan any of the Department/Operation (OpCodes) codes shown and they will be shown as the correct Department followed by the correct Operation on the display.

Job Number: The Sample Scan sheet shows several Job Numbers that may be used. Do not try to use the drop-down box shown on the collection display (although that will work if absolutely necessary). But for now, we're interested in using the scanner to enter the information.

As soon as you scan the Job Number, the full information is displayed on your screen in the Job Log area. Any prior information is erased from the screen and the Default data is reloaded. If you haven't set up the Default data yet, then the Employee and OpCodes will be blank (which is OK for our purposes).

Start Shift: Also note that when you first enter a job to the screen, it will also post to the Start Shift display if you haven't started the shift yet.

Cancel a Log-In: Suppose you entered an employee by mistake. The employee is logged into the Job Log screen but we need to get rid of it because it doesn't actually apply. Simply double-click the entry. You are then asked if you want to Delete the employee from the screen. Answer Yes and the entry is cancelled and removed from the screen, along with any temporary files and the database.

Now just re-enter the log in and we'll let it run for a few minutes to actually collect some information about the employee.

Job Cost Reports and Standard Report selection: If we needed to see where that job was, all we would need to do is run the reports program (if it is loaded yet) and select Standard Report followed by Job Location. Select the Job that the sample employee has logged into and you'll see that the job is in process.

Now let's go back to the Job Cost display only this time we will log in with the same employee. This will trigger the closing of the job and remove it from the screen.

Employee Production Hours: Now we want to go to the reports section and select Production Reports followed by Employee Production Hours. Note that the report now shows the time accumulated so far for that employee.

Employee Shift Report: Now let's look at the Employee Shift Report and note that not only does it show the time we were only the job and what we were doing but also the Start Shift was entered as well. And if you hadn't noticed, the Start Shift was filled out on the display screen as well. See the Reports Section for details regarding this report.

If desired, you can go through the rest of the Production Reports to see what they tell you about the employee.

Job Costing Reports

Introduction – Main Menu

All reports are only available through the Job Costing Reports program.

From the main menu of Job Costing Reports, select Status/TimeCard as shown in Figure 6 which includes the sub menu shown in Figure 6 as well.

Time Card Input

The Time Card Input (see Figure 6A) enables the addition of time and materials to jobs that have not been recorded through real-time data collection. You must first select the employee at the top of the Time Card followed by Date and Job Number.

Manual Time Card Data Entry

Time Card

Empl ID: 02 Scott Thatcher
Date: 01/21/2023
Job No: 00001001 2/0 LETTERHEADS
Order Amt: 1500

Dept/Oper: 01001 Dept: 01-PrePress
Start Time: Oper: 001-Keyboarding
End Time:
Total Time: Cancel

Mat'l Code: 0001 0001-23x35, 20R white bond
Qty: 1500 Save Cancel

Figure 6A – Time Card Input



Figure 6 – Main Menu with Sub Menu Terminal Status

Once the basic data has been entered, enter the Dept/Oper number (5-digits) which will show up on the right with the correct Department and associated Operation.

Next enter the start and end time in 24-hour format. For example, 2 pm would be entered as 1400. Note that you do not need to enter the colon between the hours and the minutes.

In addition, you may also enter any materials that are part of the job as well.

Be certain to change the top area of the Time Card each time you enter new information as it probably has changed.

Terminal Status

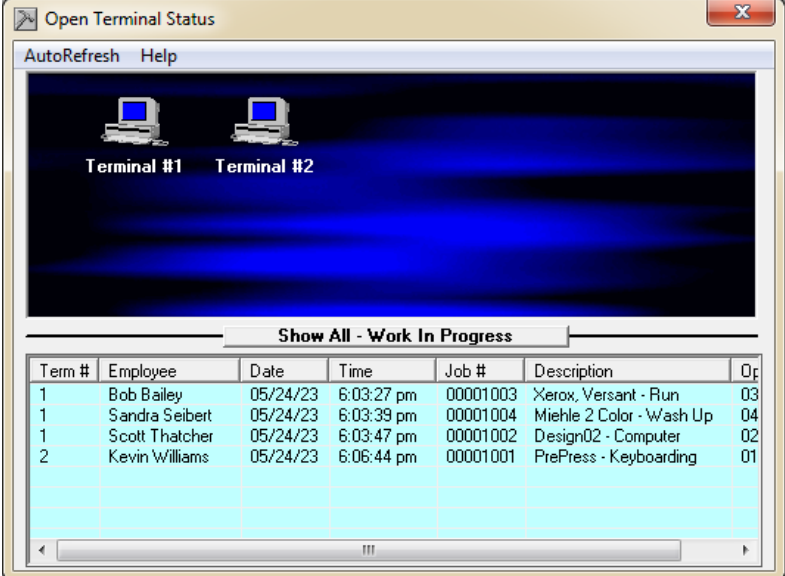
The next item in the sub menu of Figure 6 is called Terminal Status. This program selection allows management to view activities in all areas of the plant. If networking is enabled for multiple input PC's, then each PC that exists will be shown if there is activity on that PC.

If you wish to have Auto-Refresh enabled, select that menu item at the top and switch it On. Thereafter, the screen will be refreshed every 5 seconds.

If you wish to see the activity on only a single terminal or PC, simply click the PC and only that activity will be shown.

Error 3021: If you get an error number 3021 when attempting to access Terminal Status, there may be a problem with the Database. Although relatively rare, this problem would require that the logged person be removed from the terminal by Double-Clicking the individual line at the data collection screen of Job Costing and then attempt to go back in to Job Costing Reports. Continue the line deletion procedure until you can once again access the Terminal Status program.

Then, if necessary, re log each individual that was deleted and possibly re-enter the time lost at the Time Card.



Term #	Employee	Date	Time	Job #	Description	Of
1	Bob Bailey	05/24/23	6:03:27 pm	00001003	Xerox, Versant - Run	03
1	Sandra Seibert	05/24/23	6:03:39 pm	00001004	Miehle 2 Color - Wash Up	04
1	Scott Thatcher	05/24/23	6:03:47 pm	00001002	Design02 - Computer	02
2	Kevin Williams	05/24/23	6:06:44 pm	00001001	PrePress - Keyboarding	01

Figure 7 – Terminal Status

Standard Reports

The Standard Reports include the items shown in Figure 8.

Job Listings

This report is useful for determining which jobs are still in progress.

From an Accounting standpoint, it becomes very easy to determine if any jobs have left the plant without being invoiced or archived. See section on Archiving Jobs.

In addition, this report can be used as a cross reference for any existing job reporting methods you may currently be using.

The printed Job Listings Report shown in Figure 10 contains identical information to that of the on-screen report (Figure 9).



Figure 8 – Standard Reports

The Job Listing report simply gives the user a listing of all open, closed or both types of jobs. If an X appears in the Listings as shown, that job has been temporarily closed and may be reactivated. If the Job doesn't show up at all in the listings, then it was permanently archived and cannot be unarchived.

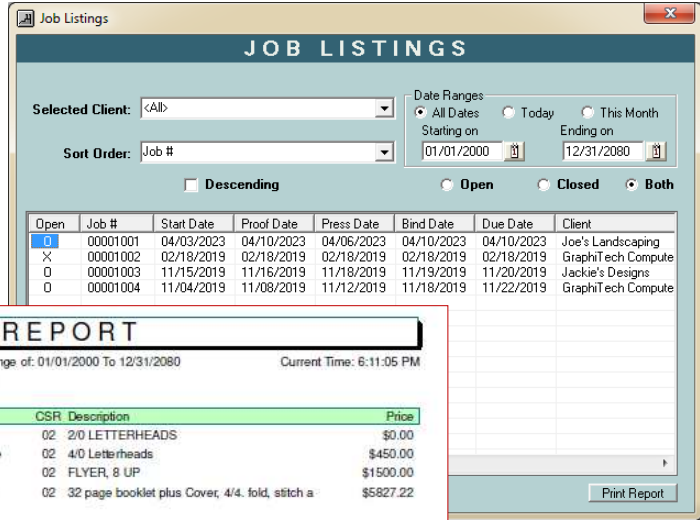


Figure 9 – On Screen Listing of Jobs



Figure 10 – Printed Job Listing Report

Job Activity Report

The Job Activity report shows all activity that has occurred on a job. This is a good area to inspect for errors that may have been created, either through Time Card entry or possibly by double scanning material to job.

In addition, some customers may wish to know how their bill was determined and once they see all the activity that went into its production, are relieved that the bill wasn't even higher. For a more detailed listing in which costs are shown can be found under the Job Cost Report.

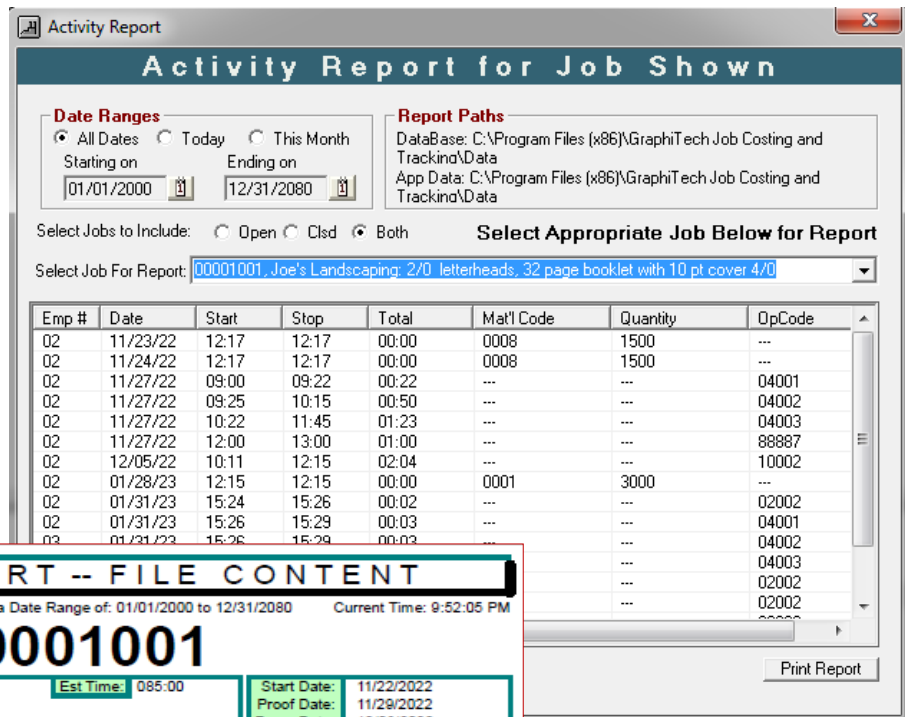


Figure 11 -- Activity for Given Job

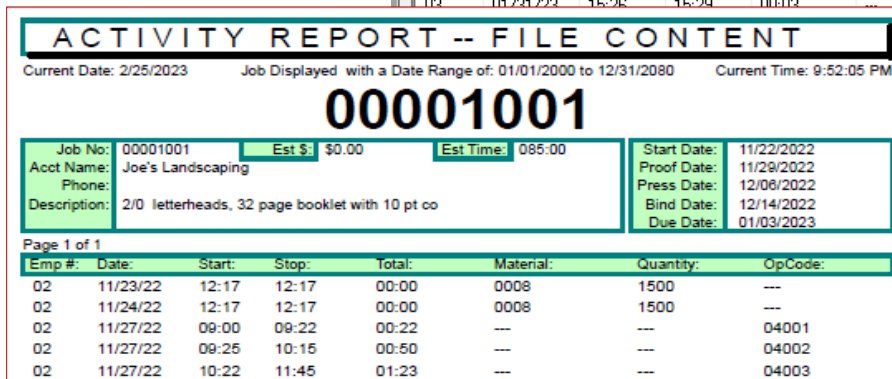


Figure 12 – Printed Activity Report

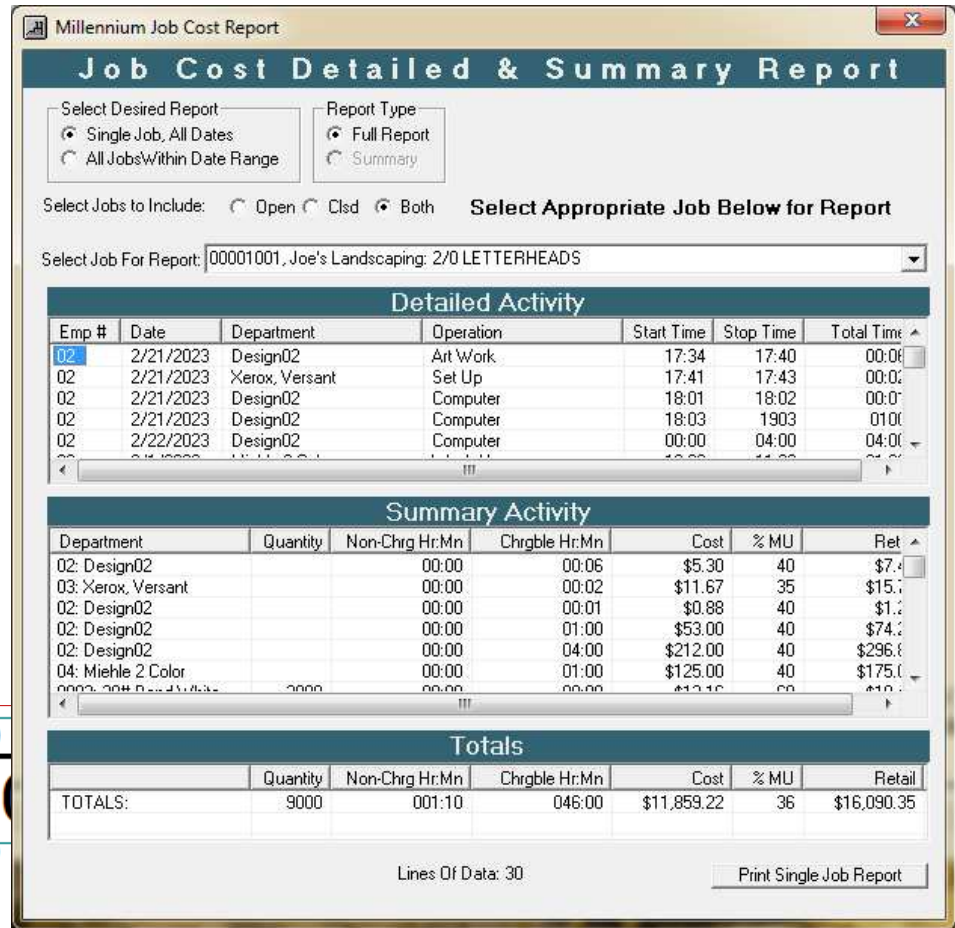
Job Cost Report – Detailed & Summary

This report provides an incredible amount of information regarding the costs accumulated for any given job.

Should a customer need to know how much the job is costing to date, you can provide the information immediately. This often occurs when alterations to the product are made by the customer which result in costs that exceed the estimate.

The actual report appears as in Figure 14-1.

A new report is being created



DETAILED						
Current Date: 6/2/2023						
000						
Job No:	00001001	Est \$:	\$0.00			
Acct Name:	Joe's Landscaping					
Phone:						
Description:	2/0 LETTERHEADS					
Detailed Activity Page 1 of 2						
Emp #:	Date:	Department:	Operation:	Start Time:	Stop Time:	Total Time:
02	2/21/2023	Design02	Art Work	17:34	17:40	00:06
02	2/21/2023	Xerox, Versant	Set Up	17:41	17:43	00:02
02	2/21/2023	Design02	Computer	18:01	18:02	00:01
02	2/21/2023	Design02	Computer	18:03	19:03	01:00
02	2/22/2023	Design02	Computer	00:00	04:00	04:00
02	3/1/2023	Miehle 2 Color	Wash Up	10:00	11:00	01:00
02	3/3/2023	0002-20# Bond White Mo	2000	04:01	04:01	00:00
03	3/3/2023	Xerox, Versant	Run	07:37	07:41	00:04
03	3/3/2023	Xerox, Versant	Run	07:44	07:45	00:01
02	3/3/2023	Design02	Computer	07:02	10:57	03:55
04	3/3/2023	PrePress	Proof Reading	10:56	10:58	00:02
02	3/3/2023	Xerox, Versant	Set Up	18:18	18:26	00:08
03	3/3/2023	Miehle 2 Color	Load Feeder	18:19	18:26	00:07
02	3/3/2023	Xerox, Versant	Run	18:29	23:59	05:31
02	3/4/2023	Xerox, Versant	Run	00:00	09:31	09:31
03	3/3/2023	Xerox, Versant	Run	18:40	23:59	05:20
03	3/4/2023	Xerox, Versant	Run	00:00	09:31	09:31
03	3/4/2023	Xerox, Versant	Run	11:10	11:12	00:02
02	3/6/2023	0002-20# Bond White Mo	2000	14:56	14:56	00:00
02	4/5/2023	sample 14.12		09:00	10:00	01:00
02	4/5/2023	sample 14.12		11:52	12:02	00:10
02	4/5/2023	Folding	Makeready	12:03	14:00	01:57
02	4/19/2023	0005-60# Bond White Off	2500	11:59	11:59	00:00
02	4/19/2023	Design02	Art Work	11:59	12:00	00:01
02	4/23/2023	PrePress	Keyboarding	10:00	11:00	01:00
04	5/23/2023	Miehle 2 Color	Make Ready	17:25	17:25	00:00
04	5/23/2023	0006-70# Warren Enamel	2500	17:26	17:26	00:00
04	5/24/2023	MISCELLANEOUS	Start Shift	10:47	10:47	00:00
02	5/29/2023	Chief 15	Chief MR	10:22	10:40	00:18
02	6/1/2023	Design02	Computer	10:28	12:51	02:23

Figure 14-1 -- Detailed & Summary Printed Report

Figure 13 -- Detailed Job Cost

which will allow you to print out the details but will not show cost or markup. This will be provided in a subsequent update if on the GraphiTech Maintenance Program (GMP).

Should you wish to obtain a report that shows a summary of costs and retail pricing for each job in the plant, simply select "All Jobs" under the "Select Desired Report" of Figure 13.

Note that the Detailed report required two pages. The second page is shown in Figure 14-2

DETAILED JOB COST REPORT							
Current Date: 6/2/2023		00001001			Current Time: 5:45:24 PM		
Job No:	00001001	Est \$:	\$0.00	Est Time:	085:00	Start Date:	4/3/2023
Acct Name:	Joe's Landscaping			Proof Date:	4/10/2023	Press Date:	4/6/2023
Phone:				Bind Date:	4/10/2023	Due Date:	4/10/2023
Description:	2/0 LETTERHEADS						
Summary Job Costs Page 2 of 2							
Department:	Quantity:	Non-Chargable:	Chargable:	Cost	%MU	Retail	
02: Design02		00:00	00:06	\$5.30	40	\$7.42	
03: Xerox, Versant		00:00	00:02	\$11.67	35	\$15.75	
02: Design02		00:00	00:01	\$0.88	40	\$1.24	
02: Design02		00:00	01:00	\$53.00	40	\$74.20	
02: Design02		00:00	04:00	\$212.00	40	\$296.80	
04: Miehle 2 Color		00:00	01:00	\$125.00	40	\$175.00	
0002: 20# Bond White M	2000	00:00	00:00	\$12.16	60	\$19.46	
03: Xerox, Versant		00:00	00:04	\$23.33	35	\$31.50	
03: Xerox, Versant		00:00	00:01	\$5.83	35	\$7.88	
02: Design02		00:00	03:55	\$207.58	40	\$290.62	
01: PrePress		00:00	00:02	\$1.39	40	\$1.94	
03: Xerox, Versant		00:00	00:08	\$46.67	35	\$63.00	
04: Miehle 2 Color		00:00	00:07	\$14.58	40	\$20.42	
03: Xerox, Versant		00:00	05:31	\$1930.83	35	\$2606.63	
03: Xerox, Versant		00:00	09:31				
03: Xerox, Versant		00:00	05:20				
03: Xerox, Versant		00:00	09:31				
03: Xerox, Versant		00:00	00:02				
0002: 20# Bond White M	2000	00:00	00:00				
14: sample 14.12		01:00	00:00				
14: sample 14.12		00:10	00:00				
10: Folding		00:00	01:57				
0005: 60# Bond White Off	2500	00:00	00:00				
02: Design02		00:00	00:01				
01: PrePress		00:00	01:00				
04: Miehle 2 Color		00:00	00:00				
0006: 70# Warren Ename	2500	00:00	00:00				
88: MISCELLANEOUS		00:00	00:00				
06: Chief 15		00:00	00:18				
02: Design02		00:00	02:23				
Totals							
	Quantity:	Non-Chargable:	Chargable:				
TOTALS:	9000	001:10	046:00				

Just to the right of the 2nd page of Detailed Job Cost you will note that the screen displays the Summary of all jobs in the plant along with their costs. The PC display uses a scroll bar to see all the activity but the printed report provides more details for each job.

The summary is accessed by clicking on the "All Jobs Within Date Range" button in the "Select Desired Report" section. See Figure 15.

Job #	Client	Start Date	Due Date	Material Cost	Labor Cost	Retail
00001001	Joe's Landscaping	4/3/2023	4/10/2023	\$315.90	\$11,543.32	\$11,859.21
00001003	Jackie's Designs	4/28/2023	6/2/2023	\$112.80	\$15,181.20	\$15,294.00
00001004	GraphiTech Computer Syste	5/12/2023	6/15/2023	\$0.00	\$2,196.67	\$3,074.46
00001002	GraphiTech Computer Syste	2/20/2023	6/2/2023	\$112.92	\$1,312.28	\$1,425.20

Figure 14-2 -- Detailed Printed Report

SUMMARY JOB COST REPORT									
Current Date: 6/2/2023		All Jobs Sorted by Both Open & Closed, with a Date Range of: 01/01/2000 to 12/31/2080					Current Time: 5:55:10 PM		
Page No. 1 of 1									
Job No.	Client	Start Date	Due Date	Material Cost	Labor Cost	Retail Material	Retail Labor	SubTot Cost	SubTot Retail
00001001	Joe's Landscaping	4/3/2023	4/10/2023	\$315.90	\$11,543.32	\$505.43	\$15,584.92	\$11,859.21	\$16,090.35
00001003	Jackie's Designs	4/28/2023	6/2/2023	\$112.80	\$15,181.20	\$180.48	\$20,576.72	\$15,294.00	\$20,757.20
00001004	GraphiTech Computer Syste	5/12/2023	6/15/2023	\$0.00	\$2,196.67	\$0.00	\$3,074.46	\$2,196.67	\$3,074.46
00001002	GraphiTech Computer Syste	2/20/2023	6/2/2023	\$112.92	\$1,312.28	\$180.67	\$1,817.07	\$1,425.20	\$1,997.75
Total Materials and Labor.....				Material Cost	Labor Cost	Retail Material	Retail Labor	SubTot Cost	SubTot Retail
				\$541.62	\$30,233.47	\$866.59	\$41,053.18	\$30,775.09	\$41,919.76

Figure 15 -- Summary Printed Report

Overdue Jobs

This Overdue Jobs report provides a color-coded display of jobs that are late. The display provides a status report of days late and % remaining or complete.

PAST DUE REPORT										
Current Date: 12/03/19			Report Sorted by Open Jobs, for All Clients, with Open Date Range					Current Time: 1:46:15 PM		
Page No. 1 of 1										
CSR Job #	Client	Description	Start	Proof	Press	Bindery	Due	Start	Due	Status
02	00001001	Joe's Landscaping	2/0 LETTERHEADS	11/04/19	11/04/19	11/04/19	11/05/19	12/05/19	<div style="width: 16%; background-color: yellow;"></div>	16% Remain
01	00001002	GraphiTech Computer Sys	16 PAGE NEWSLETTERS BLACK	11/01/19	11/04/19	11/05/19	11/08/19	12/12/19	<div style="width: 29%; background-color: blue;"></div>	29% Remain
02	00001003	Jackie's Designs	FLYER, 8 UP	11/15/19	11/18/19	11/18/19	11/19/19	12/20/19	<div style="width: 57%; background-color: blue;"></div>	57% Remain
02	00001004	GraphiTech Computer Sys	32 page booklet plus Cover, 4/4. fo	11/04/19	11/08/19	11/12/19	11/18/19	12/22/19	<div style="width: 42%; background-color: blue;"></div>	42% Remain
0	00001005	GraphiTech Computer Sys	4/4 inside pages - second part of j	04/28/18	04/28/18	04/28/18	04/28/18	12/04/18	<div style="width: 100%; background-color: red;"></div>	Job Overdue!
0	00001006	GraphiTech Computer Sys	Customer request for stock only, n	05/01/11	05/01/11	05/01/11	05/01/11	12/06/11	<div style="width: 100%; background-color: red;"></div>	Job Overdue!
02	00001009	Primary Day Care	Brochure 2 sided 2 color	12/03/19	12/03/19	12/03/19	12/03/19	12/03/19	<div style="width: 0%; background-color: white;"></div>	Just Started

The on-screen report provides more information than the Job Location/Past Due Report however, the printed report is essentially the same except that it shows late days rather than % complete.

A review of the Job Location/Past Due Report is shown below. Note that the only difference between the two reports is that the one above shows late days and the one below shows percent complete.

Late Days	Job #	Quantity	Client	Job Description
53	00001001	1500	Joe's Landscaping	2/0 LETTERHEADS
---	00001002	2000	GraphiTech Computer System	4/0 Letterheads
---	00001003	20000	Jackie's Designs	FLYER, 8 UP
---	00001004	4000	GraphiTech Computer System	32 page booklet plus Cover, 4/4. fol

Figure 16 – Overdue Jobs Screen and Printed Display

Job Status/Location	In-Process	Completed
Start Date:	06/02/2023	06/01/2023
Start Time:	19:04	12:52
End Time:	---	12:56
Total Time:	---	00:04
Department:	Miehle 2 Color	Xerox, Versant
Operation:	Press Down Time	Change Ink

Figure 17-1 – Job Location

A small scroll bar is available to the right of Job Status/Location should you need to see where the job was previously.

Job Location

Probably the second most important aspect of the Millennium Job Costing/Tracking application is the location of any job in the plant.

If you select the Customer, any jobs associated with that customer will appear in the “Select Job for Report” List to the left.

Then select the appropriate job. Figure 17-1 shows the result with both In Process and Completed showing.

This one report alone can easily save 10 or more hours every week in just locating where a job is when a customer calls to inquire about their job. The printed report can be handed out every morning as a status check of jobs.

JOB LOCATION REPORT									
Current Date: 6/2/2023		Report Sorted by Open Jobs, for All Clients, with Open Date Range					Current Time: 7:17:37 PM		
Page No. 1 of 1									
CSR Job #	Client	Description	Start Date	Due Date	In-Progress	Date & Time	Last Completed	Last Date & Time	
02	00001001	Joe's Landscaping	2/0 LETTERHEADS	04/03/23	04/10/23	---	---	Chief 15, Chief MR	05/29/23, 10:40
02	00001003	Jackie's Designs	FLYER, 8 UP	04/28/23	06/02/23	---	---	Miehle 2 Color, Press R	06/01/23, 12:56
02	00001004	GraphiTech Computer Sys	32 page booklet plus Cover, 4/4, fo	05/12/23	06/15/23	---	---	Miehle 2 Color, Meihle	06/01/23, 12:56
02	00001002	GraphiTech Computer Sys	4/0 Letterheads	02/20/23	06/02/23	Miehle 2 Color, Press D	06/02/23, 19:04	Xerox, Versant, Change	06/01/23, 12:56

Figure 17-2 – Job Status & Location Printed Report

Job Location/Past Due

Although the Past Due Report and Job Location Report of Figure 18 as very similar to those reports already discussed, there are some subtle differences.

For example, the Past Due Report provides a status display as well as % Remaining or Current Status while the Job Location Report provides last date of activity along with coded Status.

Printed Location/ Past Due Report

Both of the following reports are obtained by clicking on the Reports menu (See Figure 18)

Red Bar: The Past Due Report identifies the status of each job in the plant so that at a quick glance you can determine if a job is running late by looking at the Red Bar.

Blue Bar: A Blue Bar indicates that the job is running well and is not behind schedule.

Yellow Bar: The Yellow Bar indicates jobs that have less than 20% time remaining to completion. These are jobs that need to be monitored.

White Bar: The White Bar indicates that the job either may have just started or may not have started yet. Usually this type of

report shows up when the beginning and ending dates are the same. Even any Activity would have the same date, thus looking at the Job Location Report might provide better info as to the status of this type of job.

Figure 18 – Location/Past Due Selections

JOB LOCATION REPORT											
Current Date: 6/3/2023		Report Sorted by Open Jobs, for All Clients, with Open Date Range						Current Time: 11:23:04 AM			
Page No. 1 of 1											
CSR Job #	Client	Description	Start	Proof	Press	Bindery	Due	Location	Last Date & Status		
02	00001001	Joe's Landscaping	2/0 LETTERHEADS	04/03/23	04/10/23	04/06/23	04/10/23	04/10/23	Chief 15, Chief MR	05/29/2023	Red
02	00001003	Jackie's Designs	FLYER, 8 UP	04/28/23	05/23/23	05/29/23	06/02/23	06/02/23	Miehle 2 Color, Press Run	06/01/2023	Blue
02	00001004	GraphiTech Computer Sys	32 page booklet plus Cover, 4/4, fo	05/12/23	05/16/23	05/18/23	05/29/23	06/15/23	Miehle 2 Color, Meihle AA's	06/01/2023	Yellow
02	00001002	GraphiTech Computer Sys	4/0 Letterheads	02/20/23	05/04/23	05/25/23	05/25/23	06/02/23	Xerox, Versant, Change Ink	06/01/2023	White

Figure 19 – Printed Job Location

PAST DUE REPORT											
Current Date: 6/3/2023			Report Sorted by Open Jobs, for All Clients, with Open Date Range						Current Time: 11:19:39 AM		
Page No. 1 of 1											
CSR Job#	Client	Description	Start	Proof	Press	Bindery	Due	Start	Due	Status	
02	00001001	Joe's Landscaping	2/0 LETTERHEADS	04/03/23	04/10/23	04/06/23	04/10/23	04/10/23		54 Days Late!	
02	00001003	Jackie's Designs	FLYER, 8 UP	04/28/23	05/23/23	05/29/23	06/02/23	06/02/23		1 Days Late!	
02	00001004	GraphiTech Computer Sys	32 page booklet plus Cover, 4/4. fo	05/12/23	05/16/23	05/18/23	05/29/23	06/15/23		59% Complete	
02	00001002	GraphiTech Computer Sys	4/0 Letterheads	02/20/23	05/04/23	05/25/23	05/25/23	06/02/23		1 Days Late!	

Figure 20 – Printed Past Due Report

Morning CSR Report (Production Meetings)

This report is quickly prepared and is given to each CSR (Customer Service Representative) in the plant.

In Figure 21, you can select a report that includes only Open Jobs, Only Closed Jobs or Both.

If you want a report for all CSR's, leave the CSR field blank. If you want just a single report, select the CSR desired.

Click Print to generate the desired report shown in Figure 22.

A future report will show a more detailed listing for the printed report in Landscape mode. In addition, all jobs that have exceeded their due date will be printed in red for easy recognition.

Figure 21 – CSR Morning Report

CSR PRODUCTION REPORT							
Current Date: 12/10/19		Both Open and Closed Job Listings Sorted in Order They Were Posted				Current Time: 11:17:11 AM	
Page No. 1 of 1							
Johnny Topnotch							
Job Number	Date	Due	Client	Description	Location	S	
00001001	11/04/19	12/11/19	Joe's Landscaping	2/0 LETTERHEADS	Chief 15, Chief MR	O	
00001002	11/01/19	11/12/19	GraphiTech Computer Syste	16 PAGE NEWSLETTERS BLACK	PrePress, Using Customer De	O	
00001003	11/15/19	12/16/19	Jackie's Designs	FLYER, 8 UP	Xerox, Versant, Lunch	O	
00001004	11/04/19	12/09/19	GraphiTech Computer Syste	32 page booklet plus Cover, 4/4.	fo Xerox, Versant, Lunch	O	
00001033	12/09/19	12/30/19	GraphiTech Computer Syste	4 page brochure, saddle stitched	4/ PrePress, Using Customer	O	

CSR PRODUCTION REPORT									
Current Date: 12/10/19		Both Open and Closed Job Listings Sorted in Order They Were Posted					Current Time: 10:57:23 AM		
Page No. 1 of 1									
Johnny Topnotch									
Job Number	Date	Due	Client	Description	Phone	Cost	Hours	S	
00001001	11/04/19	12/11/19	Joe's Landscaping	2/0 LETTERHEADS	Chief 15, Chief MR	800-634-8324	\$125.50	1.1	O
00001002	11/01/19	11/12/19	GraphiTech Computer Syste	16 PAGE NEWSLETTERS BLACK	PrePress, Using Customer De	800-634-8324	\$1,200.00	23.5	O
00001003	11/15/19	12/16/19	Jackie's Designs	FLYER, 8 UP	Xerox, Versant, Lunch	555-555-5555	\$1,500.00	12.0	O
00001004	11/04/19	12/09/19	GraphiTech Computer Syste	32 page booklet plus Cover, 4/4.	fo Xerox, Versant, Lunch	800-634-8324	\$5,827.22	28.6	O
00001033	12/09/19	12/30/19	GraphiTech Computer Syste	4 page brochure, saddle stitched	4/ PrePress, Using Customer	622-4327	\$497.00	12.0	O

Figure 22 – CSR Production Report 80 and 132 columns

Production Reports

Employee Production Hours

If you need to determine the number of hours an employee worked for a given period of time, you can change the dates manually, or by selecting the Date window, you have access to a group of dates which might make it easier to select a desired date or range of dates.

Note that the range selector was moved to the left for ease of reading only. It normally appears below the Date Listing.

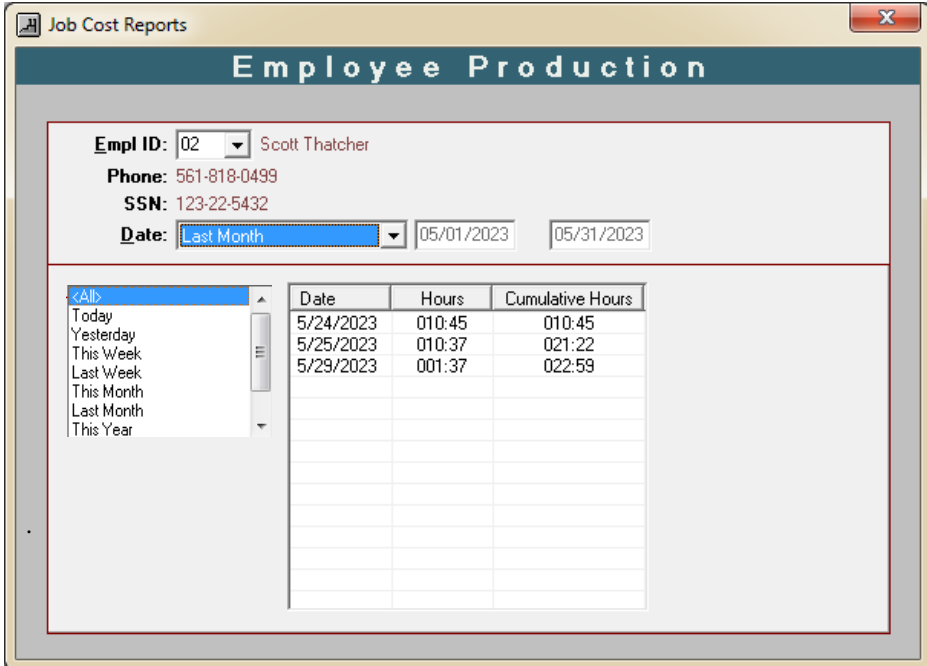


Figure 23 – Employee Production Report

Employee Shift Report

This report details the amount of time the employee was productive. The Hours Logged identifies the amount of time from the start of activity (or shift) to the last logged entry, whether it was a logged activity or an end of shift entry. Chargeable Hours provides a quick overview of the amount of time the employee was actually productive while Hours Not Logged shows the time between activities.

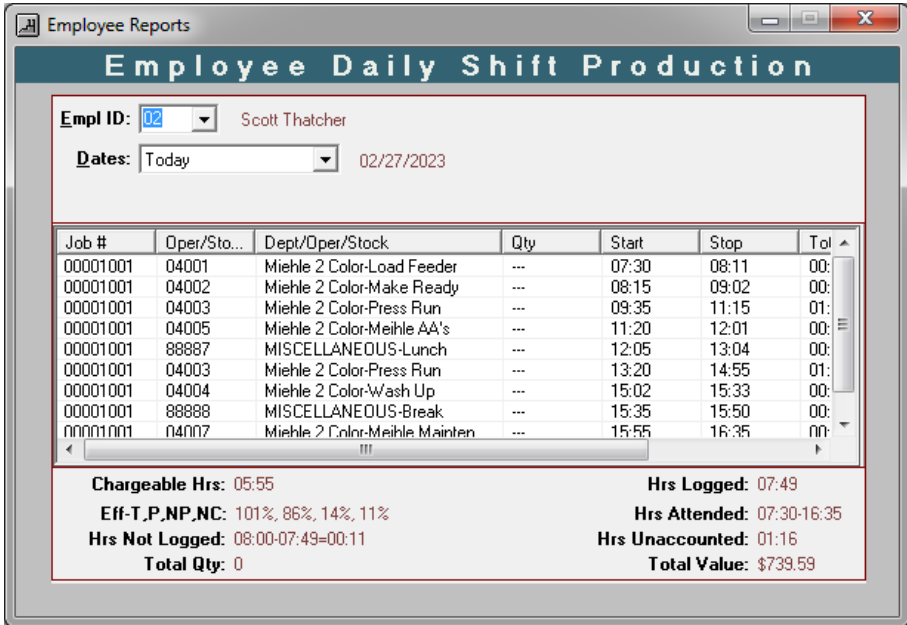


Figure 24 – Employee Shift Report

The abbreviated Efficiencies stand for the Following

Eff-T (Total Efficiency %) = (Attended - Lunch) / (Shift Hours Required)

P (Productivity %) = (Attended - Unaccounted) / Attended

NP (Non-Productive %) = Unaccounted / Attended

NC (Non-Chargeable %) = (Non-Chargeable Hrs. - Lunch) / (Attended - Lunch)

Ideally, you would want to have Employee Production at or above 70%

Date Ranged Shift Report

The Summary Shift Production Report allows you to get a report based on several pre-defined date ranges plus a customized date range. The predefined ranges are: Today, Yesterday, This Week, Last Week, This Month, Last Month, This Year, Last Year and Custom.

The abbreviated Efficiencies stand for the following:

Attended = Logged + Breaks + Lunch
 (7:49 + 0:15 + 0:59 = 9:03 (rounding error))

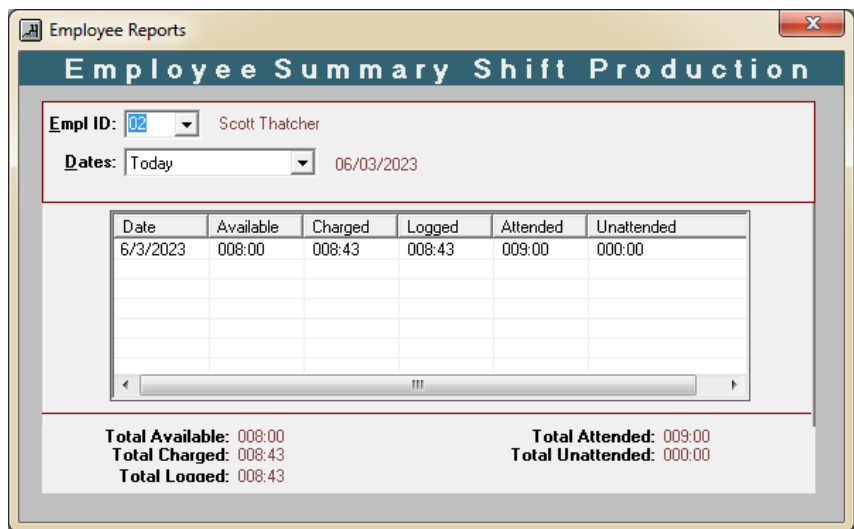


Figure 25 - Employee Time Clock

Employee Time Clock

The Employee Time Clock is the Job Costing equivalent of the standard Time Clock used in many plants to record time of attendance for employees.

The time starts when the employee logs into their shift or starts a job and ends when they log off their shift or log off the last job of the day. The accumulated time is shown in Figure 26 for a single day however the printed report shows the full week.

The printed report is shown in Figure 27.

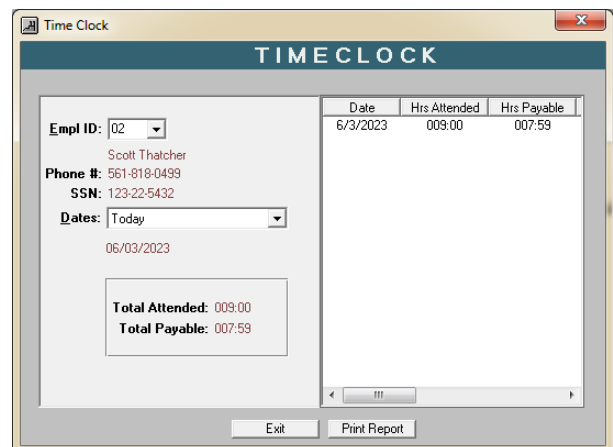


Figure 26 – Employee Time Clock

EMPLOYEE TIME CLOCK										
Current Date: 06/03/23			Page No. 1 of 1				Employee: 02, Scott Thatcher			
Current Time: 8:30:12 PM							Date Range: 05/29/2023 to 06/03/2023			
Name	Phone	Soc Sec #	Date	Hrs Attend	Reg	Lunch	OT	Breaks	PayTot	PayDec
Scott Thatcher	561-818-0499	123-22-5432	5/29/2023	09:07 - 10:40	00:38	00:55	00:00	00:00	00:38	00.633
			6/1/2023	10:28 - 12:56	02:28	00:00	00:00	00:00	02:28	02.467
			6/3/2023	08:00 - 17:00	07:59	01:01	00:00	00:00	07:59	07.983
				Totals (hh:mm):	011:05	001:56	000:00	000:00	011:05	011.05
				Totals (Decimal):	11.083	1.933	0.000	0.000	11.083	11.083

Figure 27 – Printed Employee Time Clock for One Week (Looks like Banking Hours)

Department/Operation Codes

After you have entered the desired Departments and Operations, you will need to print out an Operation Sheet for each Department that was entered. These Operation Codes may be placed near the Work Center (usually sleeved in plastic or laminated).

Employees may easily scan the appropriate operation code for each job.

Figure 28 – Operation Codes

DEPARTMENT / OPERATION	
Current Date: 12/13/19	04-Miehle 2 Color
Current Time: 9:47:07 AM	
	04001-Load Feeder
	04002-Make Ready
	04003-Press Run
	04004-Wash Up
	04005-Meihle AA's
	04006-Press Down Time
	04007-Meihle Maintenance

Figure 29 – Printed Operation Bar Codes

Employee Badges

Once you have entered your employees into the system, you then have the ability to create Badges for each one. This will enable each employee to use the scanner to enter their Employee Number.

The screen that is used for creating the Bar-Coded Badges is shown in Figure 30. The procedure does require that you first create a BMP file of your logo or Company Name and place it into the Data folder of Job Costing/Tracking (usually located at **C:\Program Files (x86)\GraphiTech Job Costing and Tracking\Data**).

The Background images (10 of them at top of Figure 30) may be selected to add more definition (borders) to the badges.

Once you select the Employees you want from the Badge Creator program and have selected both the Background Screen and the Corporate Logo, you are ready to print out your badges. In some cases, you may want to use a heavier stock such as 9 or 10 pt or 110 Index. Also be certain the Bar Code is scannable!

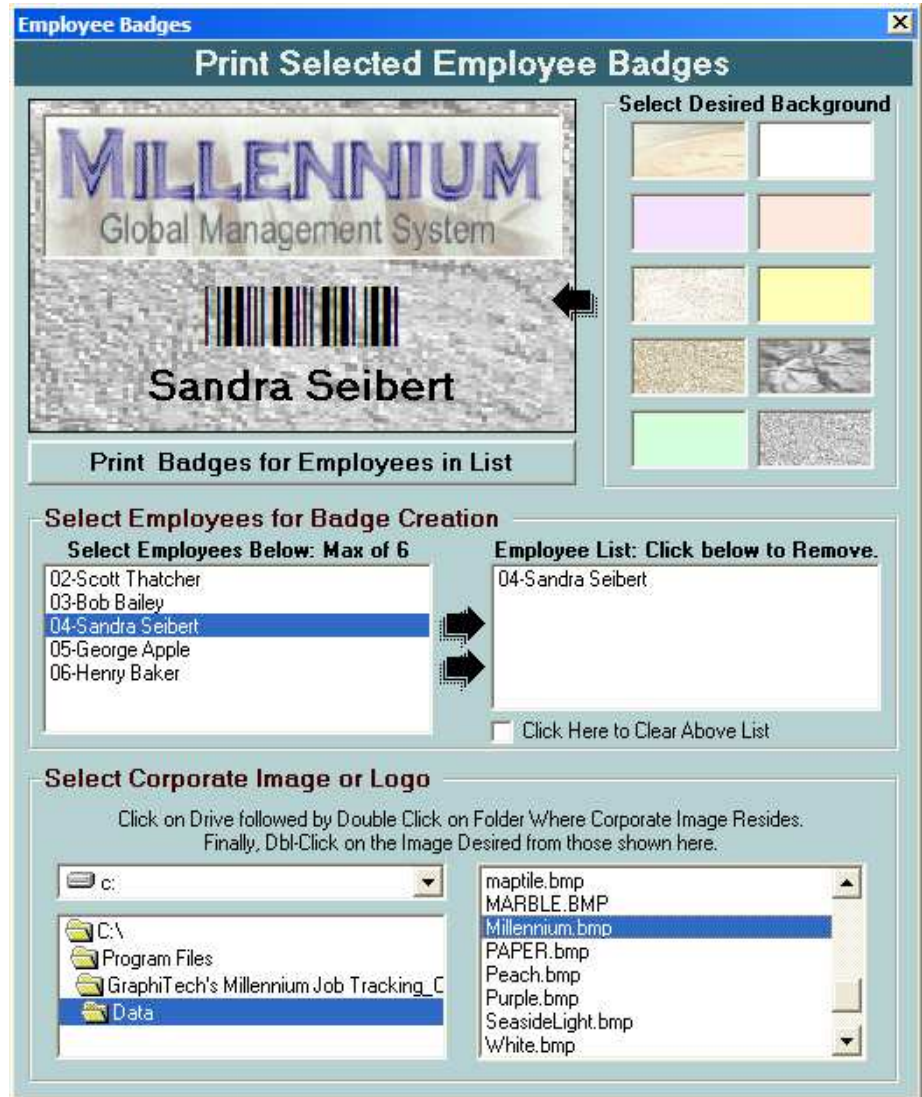


Figure 30 – Employee Badges

Figure 31 illustrates what you receive when you print out the Badges. These may easily be cut and placed into badge type sleeves for your employees to use when entering their employee numbers.



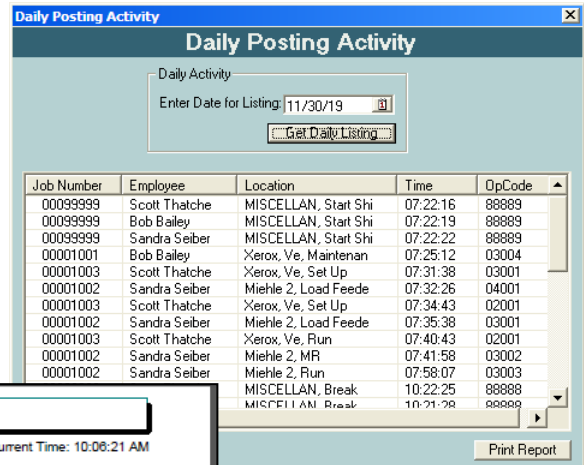
Figure 31 – Several Examples of Printed Employee Badges

Daily Posting Activity Report

The Daily Activity Report allows you to see the entire days' worth of activity in the plant. This is primarily an audit tool in order to determine if data was entered incorrectly and who may have entered the data.

The first screen shows the on-screen report with truncated fields for Employee and Location.

The second screen represents the printed report and uses the full name and location.



DAILY ACTIVITY REPORT				
Current Date: 11/30/19		Job Activity Sorted in Order They Were Posted		Current Time: 10:08:21 AM
Page No. 1 of 1				
Job Number	Employee	Location	Time	OpCode
00099999	Scott Thatche	MISCELLANEOUS, Start Shift	07:22:16	88889
00099999	Bob Bailey	MISCELLANEOUS, Start Shift	07:22:19	88889
00099999	Sandra Seibert	MISCELLANEOUS, Start Shift	07:22:22	88889
00001001	Bob Bailey	Xerox, Versant, Maintenance	07:25:12	03004
00001003	Scott Thatche	Xerox, Versant, Set Up	07:31:38	03001
00001002	Sandra Seibert	Miehle 2 Color, Load Feeder	07:32:26	04001
00001003	Scott Thatche	Design, Creative	07:34:43	02001
00001002	Sandra Seibert	Xerox, Versant, Set Up	07:35:38	03001
00001003	Scott Thatche	Xerox, Ve, Run	07:40:43	02001
00001002	Sandra Seibert	Miehle 2, MR	07:41:58	03002
00001002	Sandra Seibert	Miehle 2, Run	07:58:07	03003
00001002	Sandra Seibert	MISCELLAN, Break	10:22:25	88888
00099999	Scott Thatche	MISCELLANEOUS, Break	10:22:25	88888
00099999	Bob Bailey	MISCELLANEOUS, Break	10:21:28	88888
00099999	Sandra Seibert	MISCELLANEOUS, Break	10:30:48	88888
00001005	Bob Bailey	Web Presses, AA's	10:37:49	08005
00001005	Sandra Seibert	Web Presses, RUN	10:52:30	08002
00001005	Sandra Seibert	Web Presses, WASH	11:02:03	08003
00001004	Scott Thatche	Chief 15, Chief MR	11:15:27	06001
00001004	Scott Thatche	Chief 15, Chief RUN	11:30:17	06002
00099999	Scott Thatche	MISCELLANEOUS, Lunch	12:02:42	88887
00099999	Bob Bailey	MISCELLANEOUS, Lunch	12:03:12	88887
00099999	Sandra Seibert	MISCELLANEOUS, Lunch	12:03:56	88887
00001007	Bob Bailey	Chief 15, Chief MR	13:07:50	06001
00001007	Bob Bailey	Chief 15, Chief RUN	13:12:10	06002
00001012	Sandra Seibert	SmPresses, RUN	13:15:03	07002
00001011	Scott Thatche	Web Presses, RUN	13:16:39	08002
00001011	Scott Thatche	Web Presses, WASH	13:21:58	08003
00099999	Scott Thatche	MISCELLANEOUS, Break	15:14:34	88888
00099999	Bob Bailey	MISCELLANEOUS, Break	15:14:44	88888
00099999	Sandra Seibert	MISCELLANEOUS, Break	15:14:48	88888

Figure 33 –Printed Daily Activity

Figure 32
On Screen Daily Activity

Integrated Invoice

The Integrated Invoice is currently an option and will be made available as an update in the near future. It will allow you to post a blind invoice, delimited data for use with Excel or one that Interfaces with QuickBooks.

The Invoice will contain all retail pricing derived from the Job Cost data with the option of selecting either the estimated cost of the job or the actual cost derived from Data Collection.

Figure 34 shows the screen display of the invoice as well as the formatted version of the printed invoice in Figure 35. It also can be printed to a pre-printed form if desired (not shown).

GraphiTech's Millennium Invoicing

File Maintenance

GraphiTech's Millennium/QuickBooks Invoicing

Job: 00001033 Search For Job: Return

Identify Ship To Interface
 Ship To's Customers

Bill To: Select...
 GraphiTech Computer Systems
 423 SW Talquin Ln
 Suite 107
 Port St. Lucie, FL 34986

Ship To: (Cust Database) Select...
 GraphiTech Computer Systems
 423 SW Talquin Ln
 Suite 107
 Port St. Lucie, FL 34986

PO #	Invoice #	Invoice Date	Sales Representative	Job #
PO1121345	3	06/03/23	Johnny Topnotch	00001033
Product Code	Ship Via	Terms	Due Date	
BR-Brochures	Courier	3-2% 10 Net 30	06/13/23	

Quantity	Shipped	Unit	Item Description	Dist	Tx	Unit Price	Extended
1	4000	4000	12 page 2/2 booklet Split Sig Example	501	Y	2,546.433	2,546.43
2							
3							
4							
5							
6							
7							
8							
9							
10							

Freight Taxable

Sub Total	Freight	Tax	Amount Due
\$2,546.43	\$0.00	\$0.00	\$2,546.43

Post Invoice When Printed

Millennium Accounting Interface
 QuickBooks DataPro Infinity None

Invoice
 PrePrinted Formatted

Comment Selection
 Thank you for your patronage!

Sales Tax @ 0%. Tax Authority: None

Figure 34 –On-Screen Invoice (Optional)

GraphiTech Computer Systems

423 SW Talquin Ln
 Suite 107
 Port Saint Lucie, FL 34986
 Phone: 800-634-8324 Fax: 561-818-0499
 Email: scott1@graphitech.com Web: http://www.graphitech.com

INVOICE

SOLD TO:

GraphiTech Computer Systems
 423 SW Talquin Ln
 Suite 107
 Port St. Lucie, FL 34986

SHIP TO:

GraphiTech Computer Systems
 423 SW Talquin Ln
 Suite 107
 Port St. Lucie, FL 34986

P.O. NUMBER	INVOICE NUMBER	INVOICE DATE	SALES REPRESENTATIVE	PAGE NUMBER	DUE DATE	
PO1121345	6	06/03/23	Johnny Topnotch	Page 1 of 1	06/13/23	
PROD	SHIP VIA	TERMS		JOB NUMBER		
BR	FedEx	2% 10 Net 30		00001033		
QUANTITY	QTY SHIPPED	UN	DESCRIPTION	TX	UNIT PRICE	EXT. PRICE
4000	4000		12 page 2/2 booklet Split Sig Example	Y	\$2,546.43	\$2,546.43
Thank you for your patronage!				PLEASE PAY FROM THIS INVOICE		
Received By: _____						
<small>Payment is due immediately upon receipt of invoice. In the event such payment is not made within 30 days after receipt of the original invoice, our company may immediately impose a LATE PAYMENT CHARGE at the rate of 1.5% per month (ANNUAL RATE 18%) or the maximum allowed by law, on the unpaid balance, and any reasonable cost of collection, including attorney fees.</small>			SUB-TOTAL	FREIGHT	TAX	AMOUNT DUE
			\$2,546.43	\$25.00	\$0.00	\$2,571.43

Figure 35 –Printed Invoice (Optional)

Enter Orders

New

To create a new job, click the New button at top of screen. The Job Number will be automatically assigned and all dates will be assigned the current date.

Changing Dates: They will result in the following algorithm taking effect.

Dates prior to the current date entered will remain the same if less than or equal to the entered date. If they are greater than the current date they will be replaced with the current date.

Dates after the current date will be replaced if less than current date and will remain the same if greater than or equal to current date.

Edit

Select a job from the drop-down list and click edit to make changes. Be sure to click on save after making any necessary changes.

Save

This will save any edited job.

Delete

This will delete the job from the Job File. Only use this if the job you wish to delete was entered by mistake. If you wish to remove it from the list, use the Archive method to remove the job. See “Secondary Data” for Archive access

Print

The Print routine will produce the Job Ticket shown in Figure 37.

Purchase Order

Should you wish to search for a job using the Purchase Order (PO No. above), simply select from the drop-down list. When the job is found, the screen will be populated with the correct job.

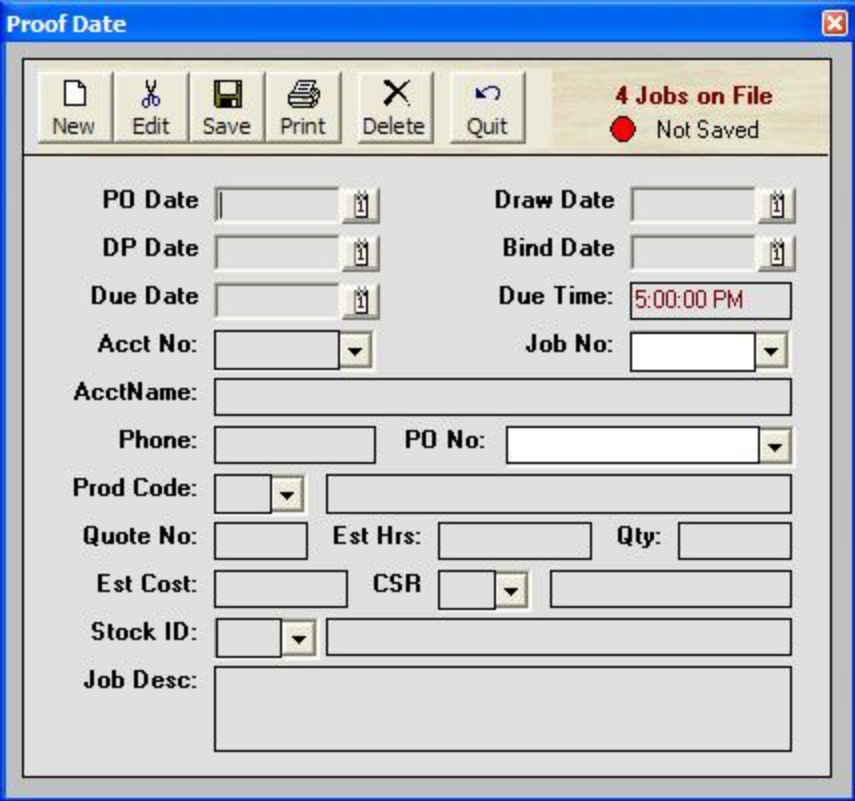



Figure 36 –Order Entry

Short Form Work Order / Pick Slip


Monday, June 12, 2023

00001001

Job No: 00001001	Quote No: 0	Start Date: 4/3/2023	Due Date: 4/10/2023
Acct Name: Joe's Landscaping		Proof Date: 4/10/2023	Due Time: 12:00:00 PM
Phone: 455-221-1432		Press Date: 4/6/2023	Finish Size: _____ x _____
Stock: 0002, 20# Bond White Mountie		Bind Date: 4/10/2023	Bleed Size: _____ x _____
P.O. No: GGhy1123	Est Cost: \$.	CSR: Rico Suave	Press Size: _____ x _____


Job Description:

2/0 LETTERHEADS

Production Notes:


Production Quantities

Item:	Quantity:	Description:
Order:	1500	Finished and Trimmed; Delivered to Customer
Sheets:		Total Sheet Count; Finished and Trimmed
Run:		Press Sheets, cut Out of Parent
Pull		0002, 20# Bond White Mountie




0002
Inventory
Number

*** FOLD OR CUT HERE AND ATTACH TO SKID TO RESERVE FOR THIS JOB ***



0002
Inventory



00001001
Job Number

Washer

00001001

Figure 37 –Job Jacket/Pick Slip/Work Order

Primary Data

Password

The Password used to access both Primary and Secondary Data is “11111” and may be changed by accessing the “Primary Data” followed by “New Password”.

For now, note the password shown in Figure 38 is “11111” and use that password to gain access to both Data Folders.

It may be changed to a different code but please remember that if you forget what the code is, the only way we have of retrieving that code is by having you send in the database and we run it through a thorough decrypting routine.

See Figure 44 for modifying password.



Figure 38 – Password Access

Department Codes

A Department Code is the first 2 digits of a 5-digit code. The last 3 digits are the operation. All 5 are used to describe both the department and the operation for purposes of locating a job in the plant.

Entering values for the Department are straight forward. It is recommended that each 2-digit code remain sequential, i.e., one number after another.

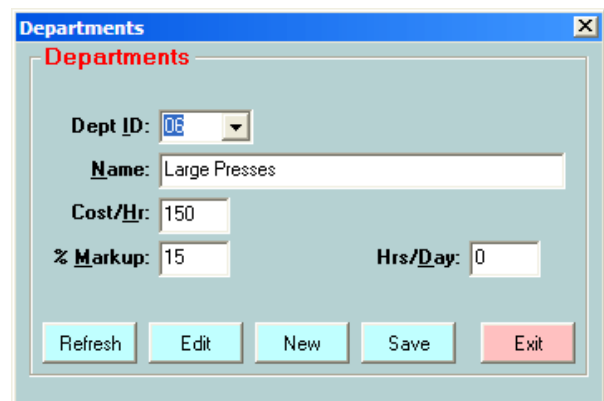


Figure 39 –Departments

Generally, use Department ID’s of 01 through 14 although more may be used, if necessary. Avoid skipping any numbers when entering these ID’s.

Operation Codes

The Operation Codes are entered after you have created the Departments above. To enter Operation Codes, first select the Department. This will trigger the selection of operations for that Department.

In Figure 40, we see the Department Name as Web Presses. This triggers the operations for that Department and, since they have already been entered previously, operation 003 has been selected and named as "Wash".

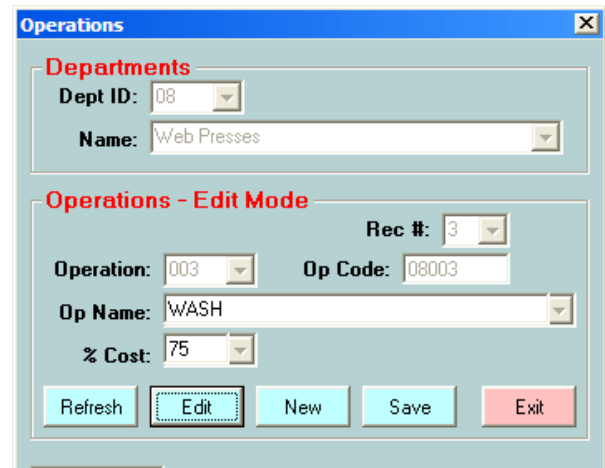


Figure 40 - Operations

If you have no operations showing, simply click "New", enter the first 3-digit code (which should be 001) followed by the name of the first operation.

Employees

Employees are entered through this screen. To add, simply click on New and your cursor is placed into the Name cell. After entering the details of the employee, click "Save" and the list at top will repopulate with the new employee.

If you want to delete an employee, simply highlight from the list and click Delete. To Edit an employee, click Edit, make changes and save when finished.

Whenever adding an employee, be sure to enter the employee number before saving. It must be a number between 1 and 99. Also be certain that you do not duplicate an employee number or you might lose the entry completely.

#	Name	Phone	SSN	Hours
02	Scott Thatcher	561-818-0499	123-22-5432	8
03	Bob Bailey	561-818-0499	xxx-xx-xxxx	8
04	Sandra Seibert	561-234-9947	xxx-xx-xxxx	8
05	Kevin Williams	272-561-2435	227-12-9167	8

Name: Scott Thatcher Phone Number: 561-818-0499
Address: 1215 Hearsay Street SSN: 123-22-5432
City: Canterbury State: OH Zip: 12345
Hrs / Day: 8 Emp #: 02

Buttons: Delete, New, Edit, Save, Exit

Figure 41 - Employees

Customer and Contact Files

The customer file used with all Millennium products is identified as shown in Figure 42.

Within the Customer File, there are provisions for the basic Account Name, as well as for Multiple Contacts and Notes.

When entering a new customer, use a 6-digit numeric code if possible since that is what is used when importing from QuickBooks and it makes it easier to determine what the next number should be. The sample customer files shown here have been set up using only a 2-digit code however.

If you don't enter an Account Number, the first 9 characters of the customer's name will be used for the Account Number.

Two areas are of specific interest with regard to the Customer File. They are the Tax Code and the Cost Penalty.

Tax Code: The Tax code is one or two characters and depends on the codes used with QuickBooks. For simple creation of tax when creating an invoice, use a 1 for Yes and a 0 for no. This applies only if you are using QuickBooks and have imported your customers (See Figure 48). If matching your QuickBooks data, use a two-character sequence such as FL or GA, etc.

Customers & Contacts

Customer & Contact Files

Customers (Select Customer to Edit or Delete)

Current List of Customers in Millennium Database.
GraphiTech Computer Systems

Acct No: 01 Tax Code (0=No, 1-9=Yes): FL
Acct Name: GraphiTech Computer Systems
Address: 423 SW Talquin Ln
Suite 107
City: Port St. Lucie
State: FL Zip: 34986 Phone: 800-634-8324 \$ Penalty (-9 to 99%): 10
Sales Person: Johnny Topnotch

Buttons: Delete Name, Post Changes, Exit no Change

Contact Information (Select Default Contact or Add New)

Contact: Scott Thatcher Cell: 561-818-0499
Email: scott@graphitech.com Phone: 800-634-8324

Notes:
Customer requires proof on all jobs before run. Talk to Suzanne.

Figure 42 – Customers and Contacts

Cost Penalty: Here you may specify a positive or negative value that will be a multiplier times the total costs. It basically is placed into the Markup cell of the Professional Estimator Worksheet and is only used in that program. For the purposes of Job Costing/Tracking, it isn't required.

Notes may be added to each customer and are used for informational purposes only.

Break Codes

These codes should not be changed.

They represent special operations that are performed automatically.

As soon as the program senses one of these codes being entered or scanned, it automatically removes the employee from the list and repopulates the list with a Miscellaneous Department (88) and the appropriate Operation, such as "Start Shift".

You can find these codes under the Operations screen by selecting the Misc. Department Number 88.

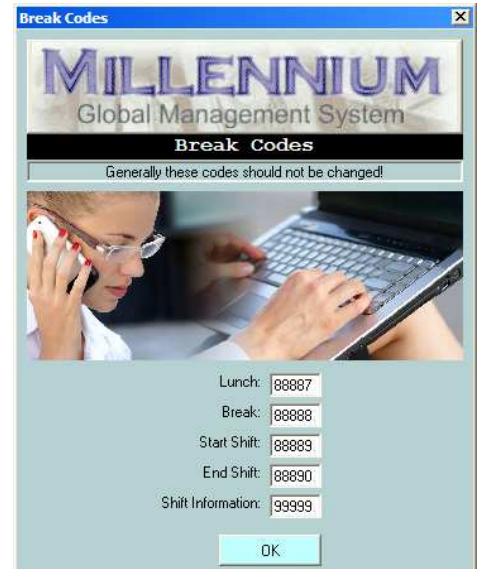


Figure 43 – Break Codes

New Password

The initial Password is 1111 for both Primary and Secondary passwords. This permits access to your File Maintenance area.

To change the Passwords, enter current password and follow that by entering the new password twice. Do this for both Primary and Secondary Passwords.

Once done, the new password takes effect immediately and will be required to access File Maintenance.

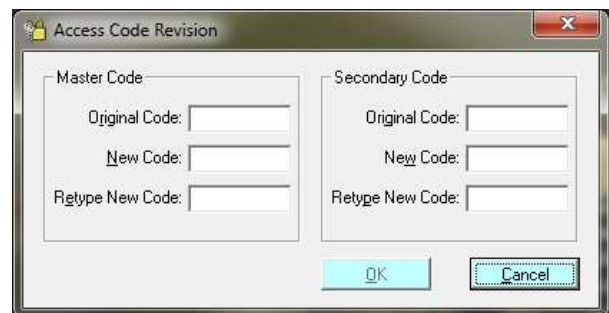


Figure 44 – Access Codes

Edit Jobs

Should you need to edit the job such as deleting a double entry of materials as shown in Figure A-6 above, you would need to go to the "Primary Data" selection of Main Menu (See Figure A-1 below) or above left, which gives you the menu of A-8. Click on "Edit Jobs" and the Edit Job Data screen will appear.

Select the job to edit from the top window of Figure A-8 and the data that has accumulated for that job appears in the bottom window of Figure A-8. Use the scroll bar to move to the data you wish to edit and make the changes needed. When finished, just exit the edit program. All changes are instantly changed in the database.

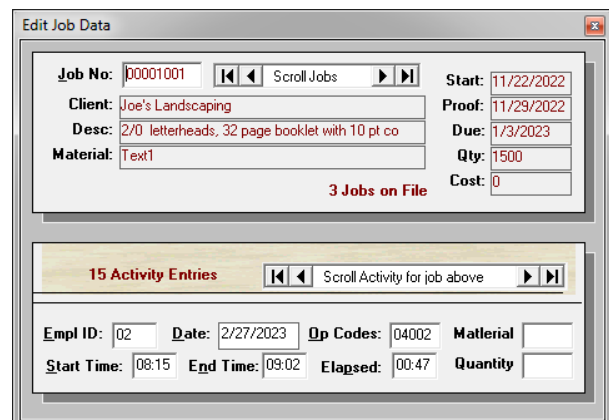


Figure 45 - Edit Jobs

Note that materials contain two data lines. One is the Material Number and the other is a quantity. Often the best way to delete materials is to simply set the quantity to zero (Not The Material Number However) which effectively eliminates that cost impact. There is no provision to delete entries, so always modify time and materials for a resulting zero. When changing time, be sure to also change the elapsed time.

Customer Import from QuickBooks

A quick method for populating your customer file within the Millennium Job Costing/Tracking software is to import your customers from QuickBooks.

Before attempting to import your customers however, you will need to create a QuickBooks Export File which is done from within QuickBooks.

Once in QuickBooks, click on the header called File and look for Utilities or Export. After you click on the word Export, you will be asked which item you wish to export. Click on the item called Customers.

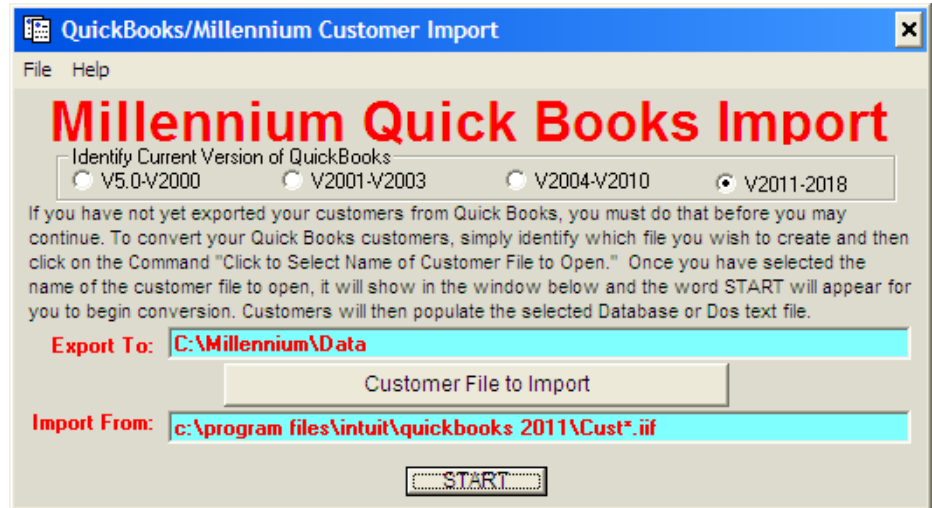


Figure 46 – QuickBooks Customer Import

Name the file “Customer”: Next you will be asked to name the export file. This is best when you identify it as the word "Customer". When importing to Job Costing/Tracking, you will be asked to search for any files called "Customer".

Be sure you place the "Customer" export into the Data folder of Job Costing/Tracking. This is done so that persons on the Network do not have physical access to your accounting data.

The Job Costing/Tracking Data folder can be found by looking under the menu item In Job Costing/Tracking called File and then Path.

Secondary Data Files

The Secondary Data Files use the 2nd password for access. If you have not changed the password then it will also be “11111”. See Figure 44.

Temporary Archive

The Temporary Archive simply identifies the job as being ready to Invoice but doesn't actually remove it from the list (although you will not see it listed if you search the jobs). It can be easily returned to a non-archived status clicking on the "Show Archived List" and then checking the box of the Job you wish to return to unarchived status.

This is handy to use if you will be adding activity to a job but not for the immediate future. Once you're ready to add additional time and materials to the job, simply unarchive it and continue where you left off.

Permanent Archive

The Permanent Archive is just that. Once done, it cannot be undone.

The data associated with the job is not removed however.

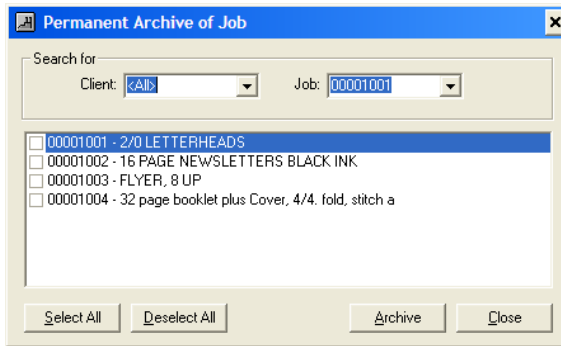


Figure 48 – Permanent Archive

In an emergency, you could re-enter the job through the Work Order and you would then be able to recover the data associated with the Job.

Product Codes

Product Codes are entered by just typing into the white area of the input screen. Once you save the information, it will populate the list for scrolling if you desire.

To Delete a product, click on the item and a check mark will appear next to the items you wish to be deleted.

Product Codes can be found in the Work Order Printout as well as in the Work Order creation as shown in Figure 38.

Note, a revision is being made to this area so that Products will also appear in the Work Order just above the Job Number.

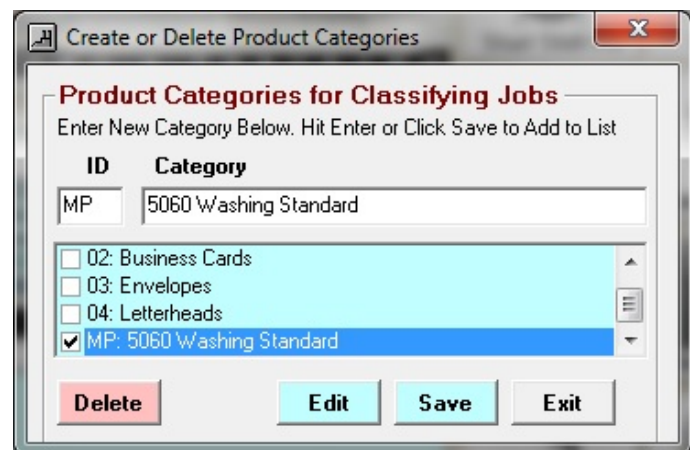


Figure 49 – Product Codes



Figure 47 – Temporary Archive

Modify Stock

Currently there are two types of stock or materials available for use in the Job Costing portion of the program. They are sheet stock and roll stock. Shortly, an additional two types of materials will be added and they are Individual and Finished stock. In addition, the titles of each of these stock items are available as customized. For example, Roll Stock might become Structured Stock. See the Menu Item called "File" of Figure 5.

The addition of stock, as well as adding it, is fairly straight forward. To create a new stock, select the category desired and click duplicate followed by edit. Alternately, click on New, which will start with a clean

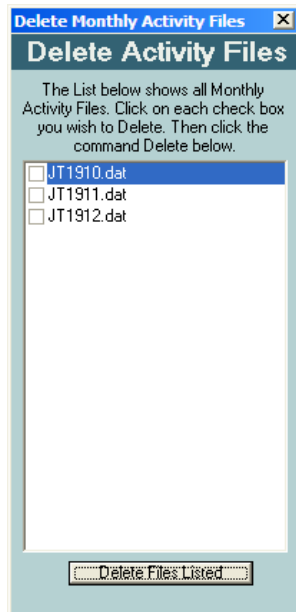


Figure 51
Delete Activity Files

Figure 51 illustrates how this procedure looks.

The file called JT1912.dat above refers to data accumulated on the 12th month of the year 2019. So, if you delete the file, you are deleting the entire months' worth of data.

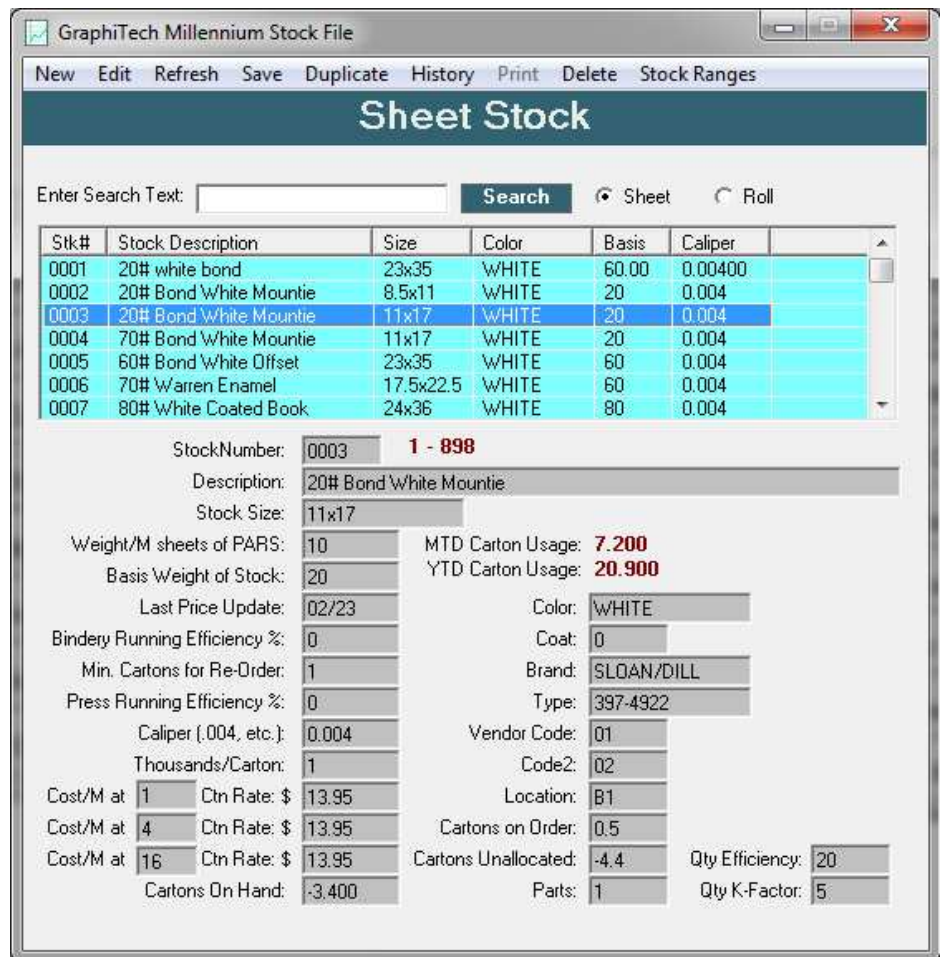


Figure 50 – Stock File

screen and no data. If you wish to edit or delete an item, select it from the list and click on the desired function.

Whenever stock is used or placed into Inventory, you will see changes in MTD and YTD usage as well as Cartons on Hand and Unallocated.

Delete Activity Files

The Daily Activity Report is created from files that contain one month's worth of data. See Reports Section, Figure 32-33). Although it would take several years for these files to become a nuisance, the Delete Activity Files program located in Secondary File Maintenance can be used to delete any unnecessary files by simply checking the files you want to delete. Figure 51 illustrates how this procedure looks.

Customer Service Representative (CSR)

The CSR is very important when it comes to Job Costing/Tracking since they are the one who is generally responsible for maintaining good relationships with the customer.

During the morning meetings, the CSR Early Morning Report provides the CSR with all the necessary information to keep track of all their jobs, where that job is located and if it is on time.

Entering data to the file is straight forward with capabilities including New, Edit, Delete and Refresh.

One item not needed is the Commission. And for purposes of running the CSR Early Morning Report, the only items really needed are the CSR Code, Name and possibly Phone.

CSR Code	SSN	Name	City	State	Commission
01	xxx-xx-xxxx	Johnny Topnotch	West Palm Beach	FL	00
02	555-55-5555	Rico Suave	Commission	FL	00

CSR Code: 02 Name: Rico Suave
 Address: 123 Slick Street
 City: Commission State: FL Zip: 33333
 Phone: 555-555-55 Commission: 0 SSN: 555-55-5555

Figure 51 – CSR Input

Revise Job Number

When you need to change the starting Job Number, this is where it is done. All Job Numbers are 8 digits Numeric and may not contain anything but numeric values.

Current Job Number: 00001004
 Revised Job Number:
 Save & Exit Exit

Figure 52 – Revise Job Number

If you try to enter a Job Number lower than what is shown, you will be warned that it may cause duplicate jobs to appear in your data which would result in incorrect data.

Note that the new Job Number will be accepted if it is all Numeric and regardless of whether it is above or below the existing number.

The Number entered should be 1 less than the number you wish to have displayed on your next order.

Licensed Owner

The information contained in this file (Figure 53) is used primarily for the Invoice thus it is not necessary until you have the invoice application as part of the Job Costing program.

Company Name: GraphiTech Computer Systems
 Address: 423 SW Talquin Ln
 Suite 100
 City/State/Zip: Port Saint Lucie FL 34986
 Phone/Fax: (800) 634-8324 561-622-4327
 Email/Web: scott1@graphitech.com http://www.graphitech.com
 Date Format: mm/dd/yyyy
 % Down Payment: 50 Sales Tax %: 6
 Disclaimer: This estimate includes all operations and materials to complete the work as specified above, based on our understanding of the specifications provided to our
 Thank You: We appreciate this opportunity to provide this product to you.
 Post Changes Exit Without Changes

Figure 53 – Licensed Owner/Disclaimer

Menu Items

The Menu Items of Job Costing Reports are shown in Figure 54.

Files (Path)

Under the heading of Files is the “Path” selection. See Figure 55.

Note that the location of the Database and Job Costing data are located in the Z folder which was mapped to the Job Costing computer. This is where the Job Costing program is located along with its collected data.

The Reports program is located on a different computer, located in the Plant Manager’s office or some other strategic location.

The Reports program may be on any computer within the network and the path must be set up to point to the Job Costing data as shown in this example.



Figure 54 - Job Costing Reports Menu Items

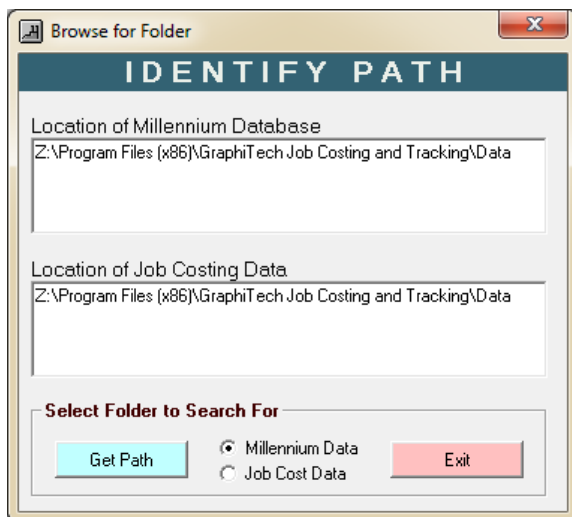


Figure 55 – Identify Path

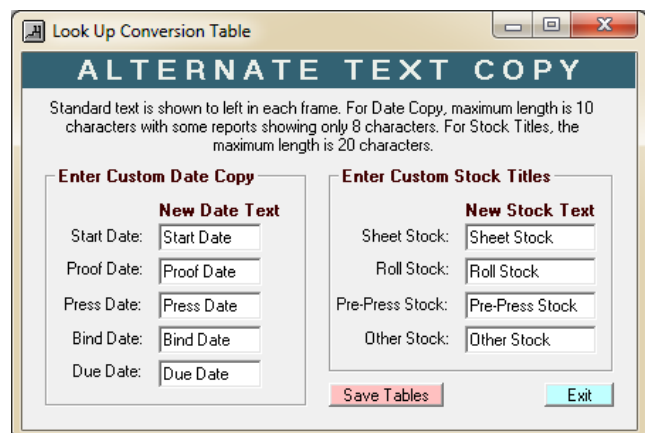


Figure 56 – Alternate Text

Alternate Text

Figure 56 illustrates the Alternate Text that you may wish to assign to the date headings of the various reports. For example, if you are a manufacturing company you might want to have the Start Date actually identify the date the PO arrived. Or the Proof Date could be the date that the Down Payment arrived, etc. The original headings for dates is based on a Printing Company

Printer

In general, the printer used by the Job Costing program is the Default printer, setup as such by the System Administrator. However, the Default Printer may be located a long walk away from where you

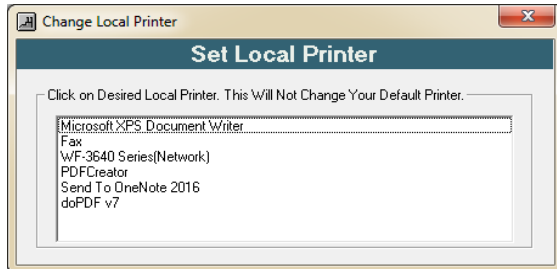


Figure 58 – Selecting the Local Printer

are printing the reports, so should you want to use a different printer without actually changing the Default Printer, you would select the “Setup Local Printer” option, resulting in the display of Figure 58. The selection of the local printer will not cause the Default Printer to be changed.

If you need to change the Default Printer, simply select that choice and make the necessary change.



Figure 57 – Printer Menu

Show Printer on Startup

The Printer Selection screen is setup to not show on startup, thus you need to access the Printer Menu and select the Local printer each time you start up the Reports program. If you click on Yes to show the printer on startup, then the Set Local Printer display will appear each time you start the program

The Help Menu

The Help Menu provides information about GraphiTech as well as a list of all the changes made to the different versions.

Simply click on the Versions command bar (Lower Right), and you are able to view all version changes that have occurred on the program.

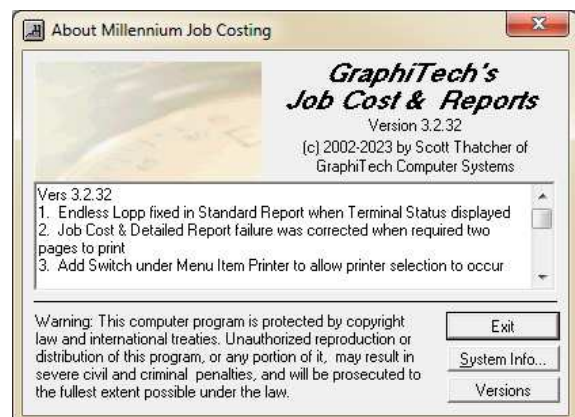


Figure 59 – Versions and About

Addendum 3.6.51 & 3.2.35

The following additions to this documentation are a result of enhancements made to both the Job Costing (3.6.51) and the Reports (3.2.35) programs. References, where available, will be shown that correspond to previous pages.

Alternate Date Text

In order to provide a more meaningful title to various reports and to stock titles, this lookup table was created. Generally, the reports would have headings similar to the left side prompts such as Start, Proof, Press, Bind and Due which were perfectly acceptable for the printing industry. For Manufacturing, other than printing, there needed to be alternate text

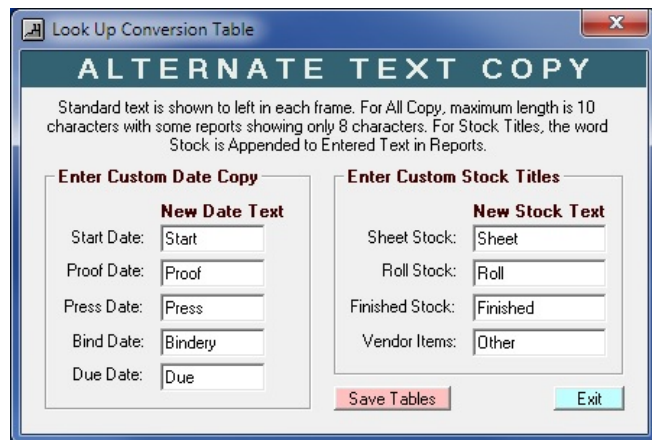


Figure A-1 Alternate Text

that more adequately described the various periods of manufacture. An example might be Proof being changed to PO for Purchase Order. Another possibility for Proof might be DP which would indicate when the Down Payment was received. The maximum length of the new text is 10 characters but depending on the letters, may be as low as 8 characters.

Alternate Stock Titles

The alternate titles used for stock lend themselves well for sheet and roll stock for the printing industry however, for a manufacturing plant the titles might need to be adjusted. For example, the third item called Finished might be called Steel Fittings or Steel for short. And Other might be identified as something called Washer Parts or Washer for short. Of course, you can also leave them just as they are, if desired.

Additional Stock Items

This stock is referenced on Page 35.

The screen shot shown here is called Finished Stock and stands for Finished Goods or Pre-Printed Stock or Pre-Finished manufacturing. It would be used in the printing industry for placing in Inventory items that have been printed as would be the case for corporate shells that need to have the various employees printed on them at a later date. For other manufacturing type inventory, they might include pre-fabricated parts that are assembled at a later date.

The cell identified as “Last Price Update” will be automatically filled in if the price for the item has changed.

The “Thousands of Units/Carton” is shown as a 1 and means that there are 1000 units in each carton. If you wanted to show a single item in each carton you would enter the value 0.001 which when multiplied by 1000 yields 1 item per carton. Likewise, if you had 10 items in the carton, you would enter a 0.01 in that cell.

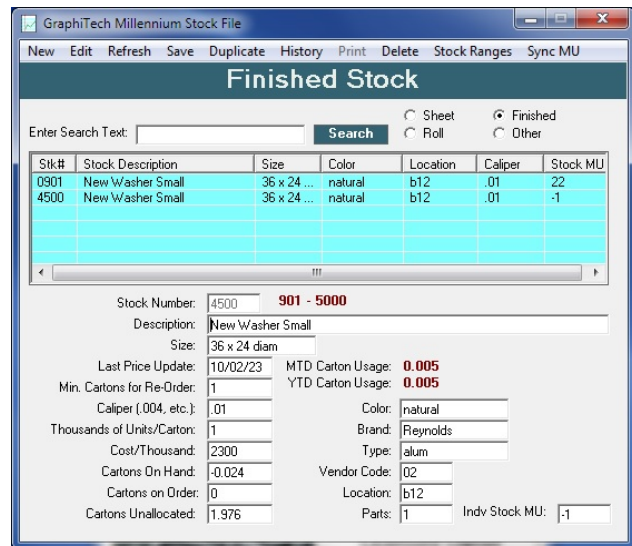


Figure A-2 Stock Listings

The “Cost/Thousand” is easiest to understand when talking about paper which generally has a cost less than \$500/thousand, which would then be entered as 500. For manufacturing, a part might have a single cost of \$150 which when multiplied by 1000 would yield a Cost/Thousand of 150000. Do not enter commas or dollar signs when entering numbers.

Indiv. Stock MU: The one item that may seem strange is called Indv Stock MU (which stands for “Individual Stock Markup”) and it shows a “-1” for a value. This is a flag that tells the program to use the departmental markup for this stock. Here are the three ways to permit a Markup for stock in the cell titled Indv Stock MU (See Fig A-2).

1. A “-1” says that the Departmental Markup (Max) will be used.
2. A “0” means that no Markup will be used for that stock
3. A value between 1-999 will provide the % markup for that stock.

Department Markups: The Department or Category Markups apply equally to each stock within that Department. If the Individual Stock MU (Markup) is left blank, it will use whatever value is in the Departmental

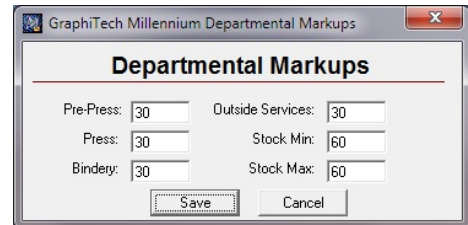


Figure A-3 Departmental Markups

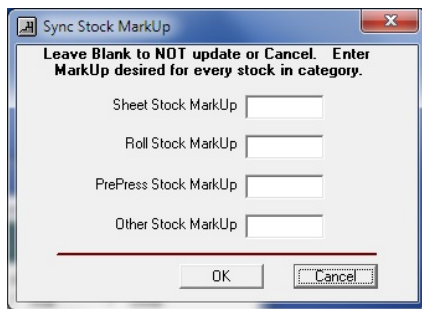


Figure A-4 Sync Stock Markup

Markups. In the case of stock,

you will note that there are two markups for Stock however only the Maximum markup is used in Job Costing.

Sync Markup: If you wish to have a different markup for each of the four types of stock, use the file menu called “Sync MU”. This will result in giving any category of stock a customized Markup. If you leave any item blank, then no changes will be made to that category of stock.

It's best to use this procedure first before using and individual markups. In that way, you will always have a default markup for the stock and can still use specific markups for any one individual stock in that category.

Note that the stock shown on page 35 does not contain the Indv Stock MU however, the changes incorporated into this version applies to all the stock categories.

The “Secondary Data listing - Modify Stock” of Figure A-5 will show a new column, when selected, that identifies the MU for that stock (See Fig A-2).

Archive Jobs

The selection of “Archive Jobs” as shown in Figure A-5 results in a new selection of two different archive Types (See Figure 47 and Figure 48 on Page 34 for reference).

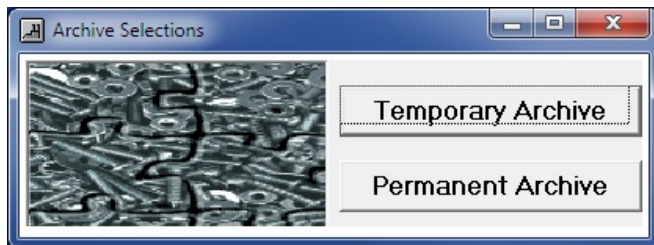


Figure A-6 Archive Selections

By selecting the “Archive Jobs” menu item of Figure A-5, you will see the selection shown in Figure A-6. Either of those two selections will then result in the appearance of Figure 47 or Figure 48.

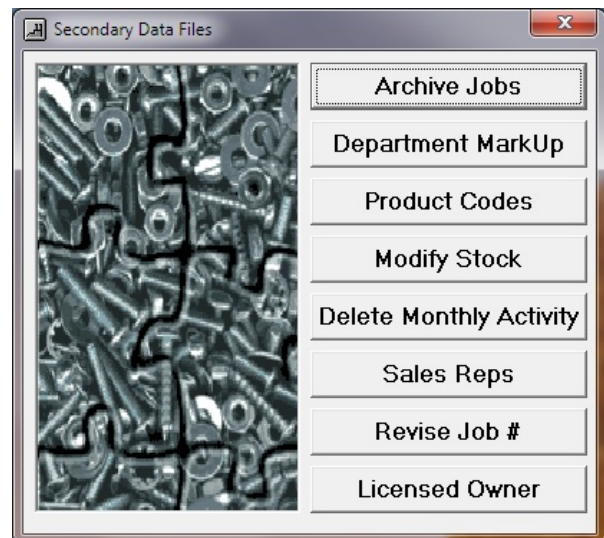


Figure A-5 Secondary Data Files

Employee and Vendor Listing

The Employees and Vendors may be found from the Primary Data Files. As shown in Figure A-8, all Employees are assigned a 2-digit number from 02-99. All Vendors are assigned a 2-character field (See last vendor listed in A-8) which may be either numeric or alpha or a combination of the two.

#	Name	Phone	SSN	Hours
02	Scott Thatcher	561-818-0499	123-22-5432	8
03	Bob Bailey	561-818-0499	xxx-xx-xxxx	8
04	Sandra Seibert	561-234-9947	xxx-xx-xxxx	8
05	Kevin Williams	272-561-2435	227-12-9167	8
80	Laser Weld Corp			0
UC	Universal Contracting	555-4548	81-546-8812	0

Name: Universal Contracting Phone Number: 555-4548
 Address: 2443 Universal Street SSN: 81-546-8812
 City: West Palm Beach State: FL Zip: 33401
 # Hrs / Day: 0 Emp #: UC

Figure A-8 Employee and Vendor Data

Next, if you scan a Department/Operation number that you created that contains items such as “ABC Bead Weld” or “Laser Output”, etc. This will then show up in your Job Cost Report with the Vendor Name, The Operation and the time it was sent. Since you created the Department with a zero Cost, there would be no impact to the costing portion but also there would be no added cost due to the vendor activity.

Creating a Vendor Cost: So how do we get the Vendor Cost into the job? First, we will create an inventory item that has a cost of \$1 each or a Cost/Thousand of \$1000. We could name the Inventory item as “ABC Bead Weld” or something similar.

Emp/Ven ID: 80 Laser Weld Corp
 Date: 10/23/2023
 Job No: 00001006 Back of Carbonless Pads
 Order Amt: 0
 Dept/Oper: Dept: Start Time: Oper: End Time: Total Time: Cancel
 Mat'l Code: 5006 5006-1x1, ABC Bead Weld Qty: 75.5 Save Cancel

Figure A-10 Time Card & Vendor Materials

Next, go to the Main Menu (Figure A-9) of the Reports program and select “Status/Time Card” as shown in Figure A-10.

Notice how the vendor information is entered. At the top we select the vendor name (80), the date and the job the Vendor is working on.

Next, we enter the specific vendor costs by using an inventory number

Scanning a Vendor: Note that if you wish to use a vendor with the Bar Code Scanner, it must be a 2-digit number since the scanner will only interpret a 2-digit number.

Putting an entry into Job Cost for a Vendor: An example of how a Vendor might be used in this situation is as follows. If you select the Vendor using the Bar Code Scanner, that will satisfy the first requirement for using the scanner as your input device.

Next, if you scan a Department/Operation number that you created that contains items such as “ABC Bead Weld” or

“Laser Output”, etc. This will then show up in your Job Cost Report with the Vendor Name, The Operation and the time it

Job Costing Reports
 Welcome to GraphiTech's Millennium Job Costing Reports
 Status/TimeCard
 Standard Report
 Production Report
 Enter Orders
 Primary Data
 Secondary Data
 Licensed User: GraphiTech Computer Systems

Figure A-9 Main Menu of Job Cost Reports

Stk#	Stock Description	Size	Color	Location	Caliper	Stock MU
5001	Steel Sheet	24x48	grey	AS12	1.25	1
5005	Steel Sheet	24x48	grey	AS12	1.25	42
5006	ABC Bead Weld	1x1			1	30

Stock Number: 5006 5001 - 9999
 Description: ABC Bead Weld
 Size: 1x1
 Last Price Update: 10/28/23 MTD Carton Usage: 75.500
 Min. Cartons for Re-Order: 1 YTD Carton Usage: 75.500
 Caliper (0.04, etc.): 1 Color: Brand: Type:
 Thousands of Units/Carton: 0.001 Vendor Code: Location: Parts: 1 Indv Stock MU: 30
 Cost/Thousand: 1000
 Cartons On Hand: 74.500
 Cartons on Order: 1
 Cartons Unallocated: 74.5

Figure A-11 Vendor Inventory

that corresponds to this vendor’s cost for the job. The Quantity field is used to enter the cost which in this case is \$75.50. When we created the inventory item (see A-11), we entered a markup of 30%.

Next, we use Figure A-10 again, but this time we enter the Department (which in our case is 20 but we use 20001 so that the Dept and Oper are included as a single number). Once entered, the fields to the right (Dept and Oper) will be filled out and we can then select them if we entered the wrong info to start. The time entered will be approximate when the item was sent to the Vendor and the same time is used for both start and end Time.

Note in Figure A-12, the intermediate price for the job shows the vendor cost and the retail cost for the job up to this point. Although materials will not show up in a Location Report, we can see what activity is taking place from the Job Cost Report.

If we needed to see where the job was located, we would run the report called Job Location that is found by selecting “Standard Report” from A9 followed by “Job Location”. This then shows the screen in Figure A-13.

Now, any employee who needs to know the status of this job can select Job Location from the Standard Report of A-9.

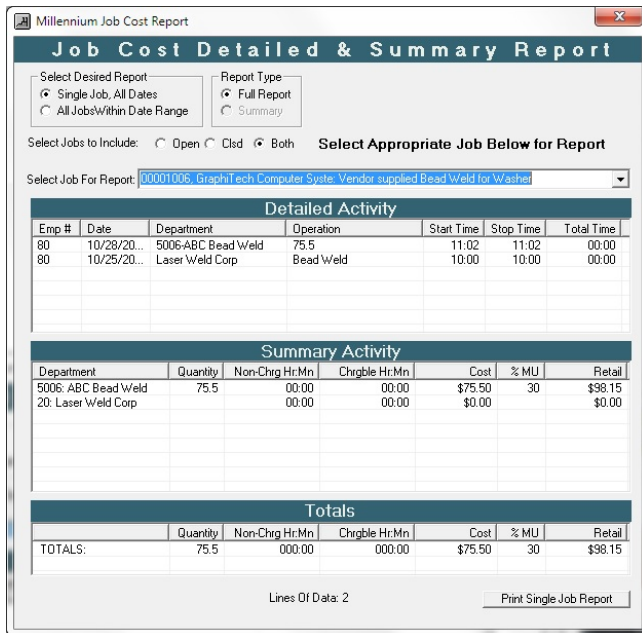


Figure A-12 Job Cost In-Process, showing vendor cost at this point

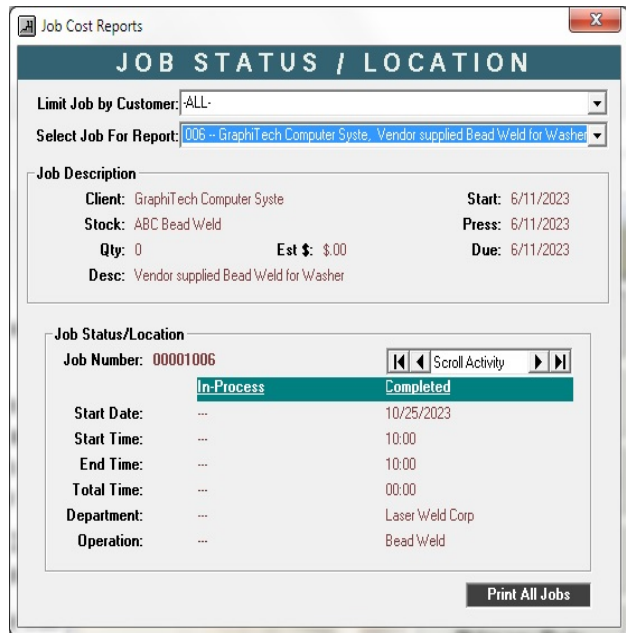


Figure A-13 Job Location

Just one more point while we are on the subject of Job Location. A-13 shows you that the Job was sent to the Vendor on a Specific Date and Time. However, if you wanted to use the Data Collection Module to capture similar data, you could scan the Vendor Code followed by the appropriate Dept/Oper code followed again by the Job Number. This would then show up in Figure A-13 as “In Process” activity rather than “Completed” activity. Then when the job returned from the vendor, all the time it was “In Process” would be calculated and then show up on the Job Cost Report A-12.

Terminal Status

Notice that Figure A-14 shows all employees that are working where Terminal #1 is located. If more than one Terminal is active (requires the Network License), they will be shown as well and will let the observer click on each Terminal to see who is working on what. By clicking on “Show All – Work In Progress”, every employee who is logged into the system will be shown.

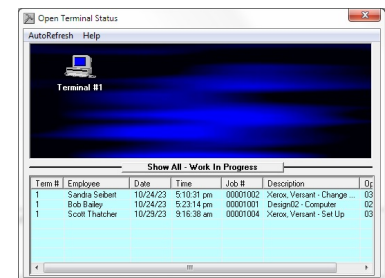


Figure A-14 Terminal Status

Troubleshooting

Bar Code Font Missing: If after printing your Work Order/Pick Slip you discover that the Bar Code font is not available, please follow the instructions shown below.

1. Place the CD in your drive or locate the folder where the Job Costing/Tracking application is stored and locate the 3 of 9 TTF font.
2. Open the Windows 10 Start Icon and type Control Panel or just the first 3-4 letters.
3. Click on Control Panel
4. Click on Appearance and Personalization menu heading
5. Click on Fonts
6. Copy the 3of9 font from CD to Fonts folder
7. Load your Job Costing/Tracking Software and Print the Work Order

Network Not Working: When attempting to change the path of the program in order to enable utilization of the same database, the program keeps switching back to the local folder. Note that this program requires you to obtain a Network License before you are able to access a common network database. The procedure is to obtain the network license for the server and then link each station to the server's database.

Database Needs Repair: Occasionally, you might find yourself in need of a Database Repair. Although it's preferable to have a recent backup of your data files, there are times when just a simple repair will do what's needed.

To start, locate where your Database resides. If you are running a single user workstation (i.e. you haven't opted for the network version), you will find the Database and Repair Kit in the following folder: **C:\Program Files (x86)\GraphiTech Job Costing and Tracking\Data**. Dbl Click on DBRepair.exe and click on the "Use Local Data Folder". Be sure it reads similar to the link shown above in Bold. Sometimes you might see an extra data in the path so if you do, be sure to remove it. When ready, click on Proceed.

The same procedure used above is also used for the network except you want to be on the server when you perform the Repair.

Glossary of Terms

BMP

A BMP file is one that is easily created using the Screen Capture on your computer (Alt-Print Screen) and then placing the image into a Paint program followed by saving it as a BMP image. Always place your images into the Data Folder of Job Costing. This is generally used when crating a logo for the Employee Badges.

Shift and Break Codes

The Start or End Shift, Lunch or Break Codes may be activated by either touching the icon (if using a touch screen) or by Scanning the bar code shown on the Sample Bar Code Sheet. If a keyboard is attached to the Data Collection screen, you can press the Function Keys shown to activate these functions. F5=Start Shift, F6=End Shift, F7=Lunch and F8=Break.

Hierarchy

The Hierarchy (or the order of entering data) must be such that the last code scanned is the Job Number. The Job Number is the trigger for posting all data to the Database.

Network

If you will be using the software in a Local Area Network (LAN) with multiple workstations, you will need to purchase the Network option. A single workstation does not require a network and may be run from a single computer.

Global Mode

The Job Costing/Tracking application is used in a dedicated manner. In other words, no other applications may run at the same time since the application is waiting for input from the scanner which may be 50 or more feet away.

Individual Mode

A means of collecting data on a Workstation where other activity may be performed, such as scanning, word documents, etc. To activate the Job Costing/Tracking software, simply click on the application and scan or enter the desired codes.

Bar Code Scanner

The Scanner used with Job Costing/Tracking reads Code 3 of 9 Bar Codes. The life of the battery means that it can be in use on a daily basis without the need of re-charging. However, when charging is needed, connect the USB cable from the scanner to the computer overnight to give a full charge to the Scanner.

Job Costing/Tracking

A means of costing out jobs, determining employee payroll status, and tracking jobs throughout the plant, either in Batch Mode or in Real-Time. GraphiTech's Job Costing/Tracking can be set up either way but generally is used in Real-Time.

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