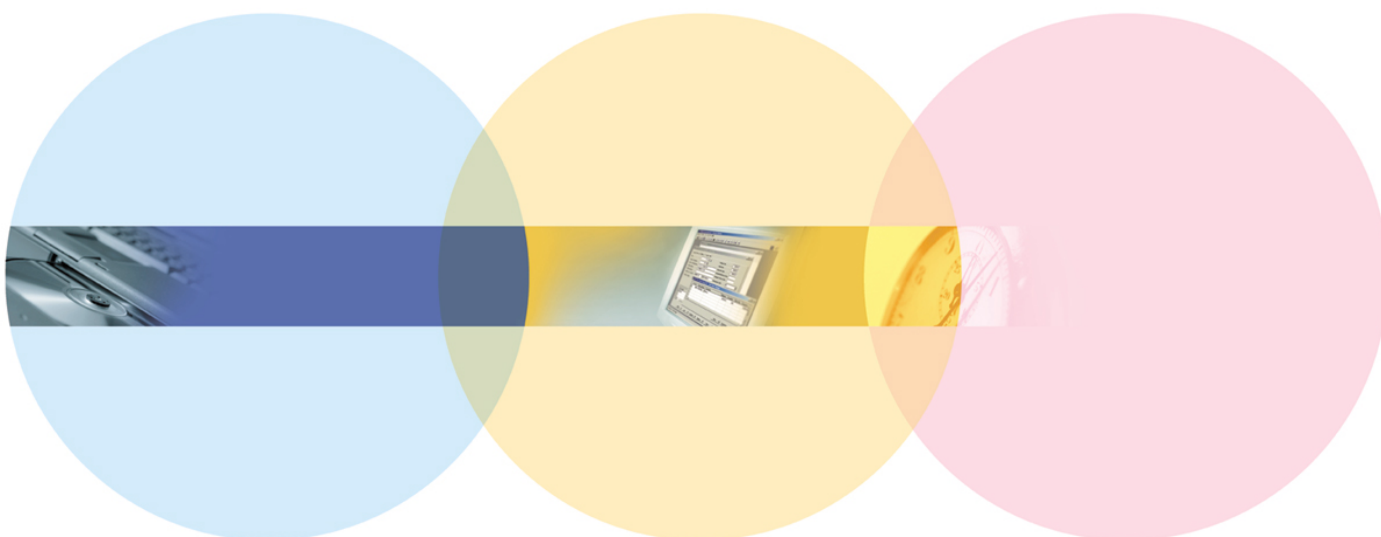




THE 32Bit WindowsTM Print Management System

**THE POWER OF ACCURA AS A
MANAGEMENT TOOL**



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INTRODUCTION

Accura software provides flexibility to meet the current needs of the business, as well as expansion to meet future changes.

The aim of this document is to highlight the **features** and **benefits** of the programme, and to show how they can be used to improve the productivity and profitability of the business, by providing better management tools.

Accura provides a logical breakdown of the business workflow:

- Estimating (Cost based)
- Order Entry (Job Tickets/Dockets)
- Purchase Orders
- Job Costing (including data collection)
- Sales Analysis
- Accounts (interface direct from Accura)

Estimating using **Accura** is cost v time based i.e. projected time to be taken as a percentage of the hourly rate.

Every hour spent in the business by direct labour employees is a payable hour, and must be counted as a cost, but of course not all of these hours can be charged to a job, there are breaks, re-work, training programmes, maintenance procedures, meetings, and other activities that do not produce revenue. If a business is to operate cost effectively, and profitably, it is essential that all production labour, and material usage, is recorded and tracked as it occurs, providing management with a breakdown of all categories. **Attention to non-chargeable direct labour costs is almost certain to reduce such costs and thereby increase profitability.**

To ensure the information being collected is relevant, it is important to ensure that the hourly rates being used by the system are accurate and are reflective of the business.

To check these figures, the **Accura Costing & Analysis** module incorporates a cost rate calculator programme, which, using the actual overhead costs, and forecasted working hours for machines, departments and people, calculates a required hourly rate.

The Accura cost rate calculator is a flexible tool for automatically establishing hourly rates.


- Works from own operational costs
- Includes all direct and indirect costs
- Apportions costs to departments and cost centres
- Automatically re-calculates rates whenever data is updated.

Without the correct hourly rates, estimating and costing are inaccurate and lose their relevance. The **Accura** cost rate calculator works from the users own cost data, not industry standard information.

The programme allows the user to enter all direct costs, such as production wages and salaries, administration costs, occupancy overheads (rent & rates) and all financial overheads.

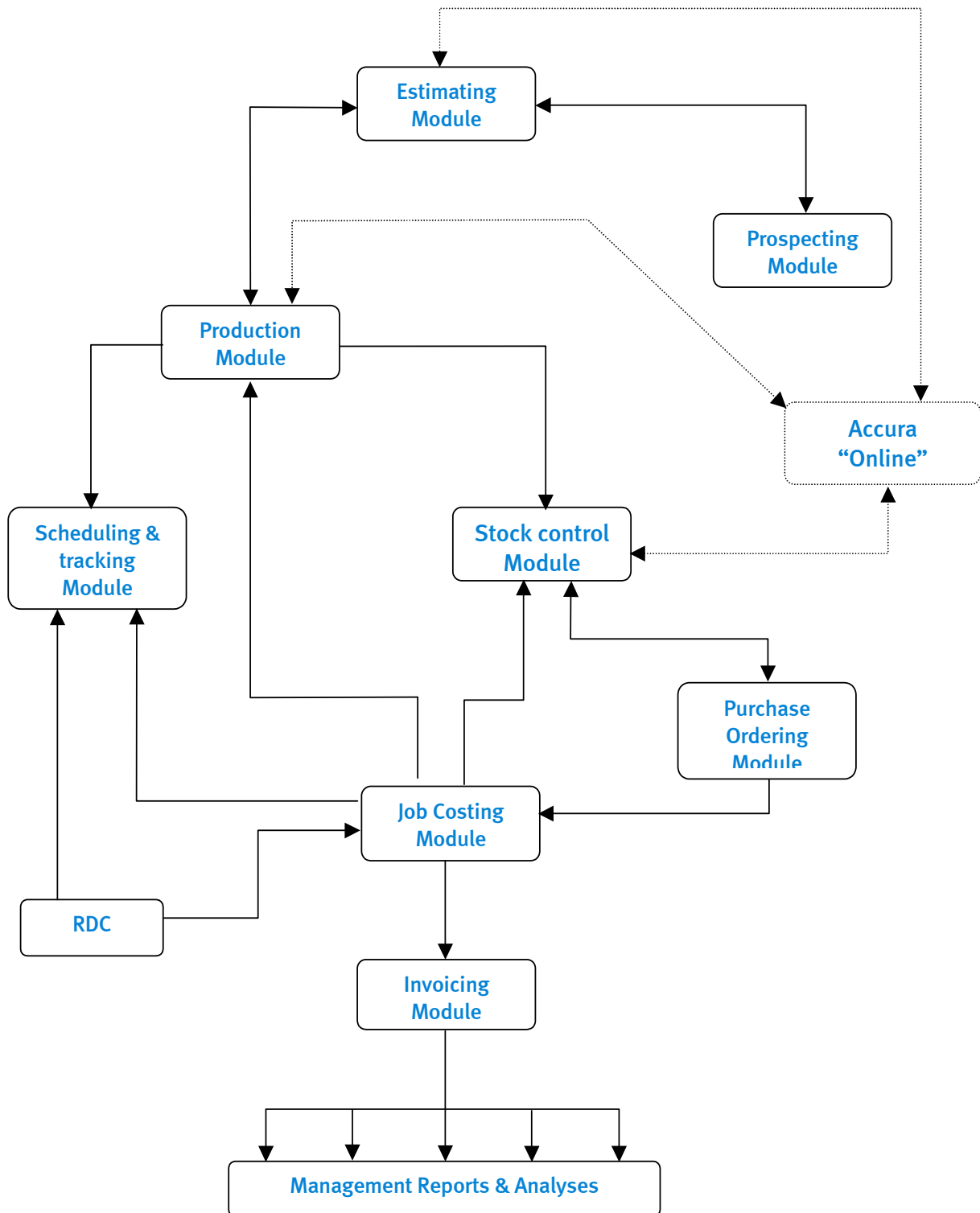
The cost rate calculator has been created in a Microsoft Excel format and in order to run the programme, Excel must be loaded.

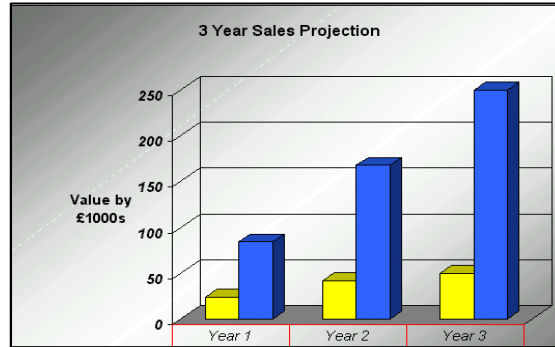
Having confirmed an hourly rate, we can now move on and look at specific areas of the business to determine the management information we can obtain as standard. Other reports can be designed using the ODBC driver (refer to separate section for further information on this product) and a third party data base product such as Microsoft Excel, Access, and Goldmine etc



accura

Modular Structure





The sale is the starting point of all activity; **“Nothing happens until someone sells something”** is a very true adage. It is therefore extremely important that this activity can be effectively tracked and monitored. This includes the activity of the Sales & Marketing operation, as well as monitoring the status and progress of the estimate.

A series of reports can be pulled from the system relating to activity and performance.

How might this information be used?

- Comparing current business prospects with target
- Assessing what type of jobs the company is winning and losing
- Evaluating the type of work the company makes profit/no profit on
- The effectiveness of individual estimators
- Success/Failure rate by client
- Conversion rate of quote to Order
- Analysis of individual quotes

To support the Sales process further it is also very important to be able to monitor activity by the sales team. This can be achieved by using the [Accura Prospecting Module](#).

The prospect module enables the user to differentiate within the Accura programme between clients and prospects, and to monitor and track activities.

PROSPECTING - CRM

Some of the salient features and benefits are:

Features

- Separate prospect database (from true clients)
- Keywords – allowing unlimited analysis of each prospect
- Multiple contact names
- Unlimited event progress history, with date/time stamped notepad
- User-defined “field” labels
- Campaign codes, and success monitoring
- Mail merge with MS Word v7 or internal layout designer
- Quick query reporting tool, for user-defined reports
- Appointment scheduling, with diary printout
- Targeted fax broadcasts with scheduling for overnight runs
- Prospect schedule for daily “To-Do” list
- Integrates directly with Accura estimating
- Integral spell checking
- Import/Export in ASCII CSV file format
- Address label printing
- Reports including: Follow-up lists, Best Bets lists, New enquiries report, Event history analysis
- Campaign success ratio

Benefits

- Organise your time & workload better
- Respond to new enquiries efficiently and professionally
- Never forget a call-back date
- Keep a detailed history of information for each prospect
- Run targeted pro-active mail shots & fax shots
- Analyse which advertising/marketing works best for your company

ESTIMATE

Steve Oudiz
ABC Technologies
20 1st Street
Newtown
London
E8 3AB

Dear Steve

Further to your recent enquiry, I have pleasure in submitting our estimate to meet your requirements as follows:

Title: Product brochure
Size/Spec: A4, 16pp
Origination: Quark Xpress file supplied on disk
Proof: None
Printing: 2 colour throughout
Materials: 115gsm white gloss art
Finishing: Fold, gather, ribb 2 wires, trim flush and pack

Quantity	Price	£	p
1000	819.00		
2500	1,143.00		
5000	1,602.00		
10000	2,762.00		
20000	4,920.00		
Run-on: 1000	210.00		

Delivery: To one local address
Comments:
Terms: All prices exclude vat (where applicable), are valid for 30 days, and are subject to slight of artwork or disk. Material prices may be subject to change at time of order placement. All orders are placed subject to our terms & conditions, available on request.
I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me.
Awaiting you of our best attention

Richard Henley
Estimator

Data Design Services Ltd.
Lakeshore Manor
Hillingbury Road
Chandlers Ford
Basingstoke
Hants

Tel: 023 80240470
Fax: 023 80252573

Quote ref: 1,121/ RH
Fax No: 01307 387743
Date: 30/10/2000

The estimate is the most important document of the system, as most of the other documentation is drawn from it. The estimate is the first step away from the order, and the business-driving tool for management. Activity in this area will provide the indicator for the company's revenue, both short and long term.

Inaccurate estimates result in lost profits, estimates that are too high usually just go away, but estimates that are too low, are quickly accepted by the market place.

The market place does not allow for any averaging or errors, any mistakes come straight off the bottom line

Another consideration is that business opportunities are often lost when estimates cannot be prepared and submitted quickly. **Accura** with it's on-screen fax and e-mail facility keep this to a minimum!

The system provides instant information regarding:

- Number of estimates produced over a selected time frame
- Status of the estimate – Pending, Converted or Lost.

From this data, it is possible to gain an overview of how the business is performing currently and, make short and long-term projections.

For example, by using the analysing set up feature in the programme, the system will show what type of work is being quoted, what type of work is being won and lost, and most importantly, the **profit and value added being achieved.**

To assist in this task, the system can provide the following standard reports.

- Estimate Enquiry
- Estimate Hit Rate
- Estimate Follow Ups
- Estimate Analysis
- Estimate Library Templates
- Estimate Outcomes
- Estimate Value Add

If required, estimates can be filtered by customer and or job type:

- ? **Pending**
- ! **Incomplete**
(where perhaps information is still awaited from an outwork supplier before the quote can be completed)
- ✓ **Converted**
- x **Lost**

Each category is automatically up-dated by the system as information is added.

HOW MIGHT THIS INFORMATION BE USED?

- Monitor activity – By individual or the team
- What type of work is being quoted for
- What type of work is being won or lost
- Value of jobs on quote
- Value of jobs won
- Value add being achieved
- Profitability
- Compare revenue/profit to target
- Analysis of estimates lost by reason i.e. price, quality, delivery time etc.
- Sales performance within an individual account – Year on Year analysis



ESTIMATING MODULE REPORT SAMPLES

estimate CONFIRMATION

Data Design Services Ltd
Lakesbury Mews
Hillingbury Road
Chandlers Ford
Eastleigh
SO53 5SS

Tel: 023 8024 0470
Fax: 023 8025 2573

ESTIMATE

Joe Bloggs
Bloggs Printing
123 The Lane
Ascot
Bucks
B78 2JJ

Quote ref: 1,059 / RH

Fax No:

Date: 25/10/2000

Dear Joe

Further to your recent enquiry, I have pleasure in submitting our estimate to meet your requirements as follows:

Title: Promo Folder
Size/spec: To take A4 (within A2 flat)
Origination: Quark Xpress file supplied on disk.
Proof: None
Printing: 4 colour process 1 side
Materials: 250gsm white matt
Finishing: Cut to shape with new cutter. Trim and make up 1 pocket

Quantity	Price (£)
500	415.00
1000	500.00
Run-on/500	85.00

This price includes origination costs of NLG316.80

Delivery: To one local address

Comments:

Terms: All prices exclude vat (where applicable), are valid for 30 days, and are subject to sight of artwork or disk. Material prices may be subject to change at time of order placement. All orders are placed subject to our terms & conditions, available on request.

I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me.

Assuring you of our best attention

Richard Henley
Estimator



Data Design Services Ltd
Lakesbury Mews
Hillingbury Road
Chandlers Ford
Eastleigh
SO53 5SS
Tel: 023 8024 0470
Fax: 023 8025 2573

URGENT ESTIMATE

To: Bloggs Printing
Attention: Joe Bloggs
Fax no:
From: Richard Henley
Date: 25/10/2000
Quote ref: 1,059 / RH

Subject: Re: Your recent enquiry, please accept the following quotation to meet your requirements

Title: Promo Folder
Size/spec: To take A4 (within A2 flat)
Origination: Quark Xpress file supplied on disk.
Proof: None
Printing: 4 colour process 1 side
Materials: 250gsm white matt
Finishing: Cut to shape with new cutter. Trim and make up 1 pocket

Quantity	Price (£)
500	415.00
1000	500.00
Run-on/500	85.00

Delivery: To one local address

Comments:

Terms: All prices exclude vat (where applicable), are valid for 30 days, and are subject to sight of artwork or disk. Material prices may be subject to change at time of order placement. All orders are placed subject to our terms & conditions, available on request.

I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me.

Assuring you of our best attention

Richard Henley
Estimator

What does it show me?

This report provides a complete breakdown of all the workings that have gone into the estimate and their costs. It can be printed in detailed or summary format on request. The report shows all the materials, labour and outwork costs broken down with estimated times and a totals page summarising by departmental area.

How would I use this information?

You would typically print this analysis to check your quote (or someone else's) before submitting it to the customer, or to see if there was any areas that could be adjusted to reduce the cost when negotiating a deal. Because the information is always presented in a standard format it is easier to see where errors may have occurred; unlike a manual estimating system where it is almost impossible to check another person's workings. It is useful to place a hardcopy of the analysis in with the job bag in case of queries that affect the estimate during production.

Estimate Analysis										Date:	02/02/2001	Time:	11:59	By:	TAC	Number:	1,059	Est:	RH					
										Page:	1													
										Date:	25/10/2000													
SECTION 1:										Types:		1		Sheet		QUANTITY:					500		1,000	
MATERIAL																								
Code	Depth	Width	Wgt	Supplier	Pages	No.out	Colour			Amount:	500.00		1,000.00											
ART250	450.00	640.00	250	PAPER	4	1	White			Overs:	400		450											
Gloss art 250gsm								Image depth:		397.00		Total-qty:		900.00 1,450.00										
<input type="checkbox"/> Round to nearest whole unit of:								0		Image width:		440.00		Price:		76.45 76.45								
TRIMMING								Pocket		Flap		Imposition		Per:		1,000.00 1,000.00								
								100		20		Portrait		Cost:		68.81 110.85								
								No. out (horiz):		1		Weight (kilos):		22.05 44.11										
Size:								Depth:		397		Width:		440		No. out (vert):		1						
INKS																								
Description	Coverage	Face	Reverse	Sq. m/kilo	Rate					Area (sq. m)	13.1010		26.2020											
Process inks	15.00%	4	0	216.0000	15.00					Quantity (kilos)	0.06		0.12											
<input type="checkbox"/> Allow ink drying time																								
PRINTING Speedmaster 4 colour																								
Cols.	Rate	M-readies	Sub-m/r	Washups	Method	No.up	Horiz.	Vert.		Cost:	5.00		5.00											
4	£90.00	4.00	0.00	0.00	S	1	1	1		Press	SPM4													
Options																								
<input type="checkbox"/> Plates are supplied on this section										<input type="checkbox"/> Use standing plate charge														
<input type="checkbox"/> Film is supplied																								
<input type="checkbox"/> This section should be perfected										No.cols: 0														
<input type="checkbox"/> Use on-line numbering										<input checked="" type="checkbox"/> Use converting unit														
<input type="checkbox"/> Use on-line perforating										<input type="checkbox"/> Rewind reel after printing														
Raw sheets										900 1,450														
Running sheets:										900 1,450														
Impressions:										900 1,450														
Speed:										4,500 4,500														
Hours:										2.20 2.32														
Cost:										198.00 208.80														
Cost:										20.00 20.00														
PLATES																								
Plate	Description	Price	Per	Min-charge	Quantity																			
SMP	Speedmaster plate	5.00	1	0.00	4																			

Cost Analysis (continued)

Estimate Analysis									
		Date:	02/02/2001	Time:	11:59	By:	TAC	Number:	1,059
		Page:	2					Date:	25/10/2000
LABOUR & MATERIALS									Time/Cost
Description	No.up	Group	Speed	Per	Rate	Cycles	Min.	L/M	
Disk conversion	1	1	1	1.00	£22.00	1		L	500 1.00 1,000 22.00
Make cromalin	1	1	1	1.00	£22.00	1		L	500 0.10 1,000 2.20
Speedmaster platemaking	1	1	1	1.00	£25.00	4		L	500 1.00 1,000 25.00
Speedmaster makeready	1	1	1	1.00	£90.00	4		L	500 2.00 1,000 180.00
Speedmaster print run	1	1	4,500	1.00	£90.00	1		L	500 0.20 1,000 18.00
Die cutting	1	1	2,000	1.00	£30.00	1		L	500 0.25 1,000 7.50
Folding	1	1	3,000	1.00	£22.00	1	£1.00	L	500 0.42 1,000 9.24
Packing parcels	1	500	12	1.00	£22.00	1		L	500 0.08 1,000 1.76
Gloss art 250gsm	1	1	1	1,000.00	£76.45	1		M	500 900.00 1,000 1,450.00
Process inks	1	1	1	216.00	£15.00	1	£5.00	M	500 13.10 1,000 26.20
Speedmaster plate	1	1	1	1.00	£5.00	1		M	500 4.00 1,000 20.00
OUTWORK									Time/Cost
Description	Supplier	Time	Rate	Markup	Method	Cycles	Min.		
TNT Overnight couriers	TNT	3 days	0.87	22.00%	Weight	1.00			500 19.13 1,000 31.26

Estimate Analysis									
		Date:	02/02/2001	Time:	12:01	By:	TAC	Number:	1,082
		Page:	4					Date:	1/12/2000
SUMMARY & ANALYSIS				Markup:	C	Trade clients	QUANTITY:		
							500	1,000	5,000
To:	Steve Guidroz	Office:	Rep: BH	Material cost:					
Name:	ABC Technologies			51.95 80.96 313.06					
Address:	38 1st Street	Volume:		Quantity: 1,100.00 1,900.00 8,300.00					
	NewTown	Product:	BOOK	Markup: 5.00% 5.00% 5.00%					
	Essex	Previous:	0	Studio cost:					
	SW93 3AE	Total-pages:	164	22.00 22.00 22.00					
Tel:	(01307) 387391	Depth:	297	Time (hrs): 1.00 1.00 1.00					
Fax:	(01307) 387743	Width:	210	Markup: 10.00% 10.00% 10.00%					
Subref:				Repro cost:					
				139.50 139.50 139.50					
				Time (hrs): 3.90 3.90 3.90					
				Markup: 10.00% 10.00% 10.00%					
				Print cost:					
				408.00 436.20 651.00					
				Ink cost:					
				6.91 8.81 25.55					
				Time (hrs): 4.03 4.28 6.18					
				Markup: 10.00% 10.00% 10.00%					
				Finishing cost:					
				11.00 16.50 60.50					
				Time (hrs): 0.50 0.75 2.75					
				Markup: 10.00% 10.00% 10.00%					
				Sundry cost:					
				Time (hrs):					
				Markup: 10.00% 10.00% 10.00%					
				Outwork Cost:					
				87.27 173.05 709.23					
				Outwork Sell: 106.02 210.55 859.23					
				Overall cost:					
				726.63 877.02 1,920.84					
				Overall markup:					
				Weight (kilos): 35.91 71.82 359.06					
				Total profit: 80.37 103.98 255.16					
				Profit (%): 9.96% 10.60% 11.73%					
				Value-added:					
				618.87 676.18 1,086.16					
				V/A % 76.69% 68.93% 49.92%					
				Contribution: 522.07 573.13 934.11					
				Cont. % 64.69% 58.42% 42.93%					
				Selling price:					
				807.00 981.00 2,176.00					
Run-on qty: 500 Price: 149.00 Vat: T1 Currency: Sterling									

What does it show me?

This report can be used as a “price list” showing sample quantities and prices for a selection of library (template) estimates. The report shows a brief job specification as well as up to 5 sample quantities and prices. Library estimates are divided into volumes (job categories), and this report can print a complete price list by volume, or only selected estimates.

How would I use this information?

The library is one of the most powerful features of Accura. It enables skilled estimators to prepare a range of standard estimates for common job types e.g. leaflets, stationery, brochures etc... which are stored for later reuse by other estimating staff. A library estimate is extracted and copied to a new estimate number by the user, then modified with any changes in quantity, material, or job specification and a new quotation produced quickly, accurately, and easily. The library feature can be used by semi-skilled non-estimator staff to generate estimates without detailed knowledge of the internal workings of the estimate. The library report is designed to be printed as a price list to quote “ball park” figures if needed to customers.

Estimate Library

Date: 8/02/2001

By: TAC

Page: 1

Time:

<div>Title: 4pp A4 4 colour leaflet</div> <div>Size: A4, 4pp</div> <div>Orig: Quark Xpress file supplied on disk.</div> <div>Printing: 4 colour process 1 side</div> <div>Material: 130gsm white gloss art</div>	<div>Volume: LEAFLET</div> <div>Est: RH</div> <div>Date: 10/10/2000</div>	<div>Quantity:</div> <div>Price:</div> <div>Run-on:</div> <div>Version:</div> <div>Updated:</div>	<div>1,000</div> <div>397.00</div> <div>500 @</div> <div>1.00</div> <div>/ /</div>	<div>2,000</div> <div>458.00</div> <div>31.00</div> <div></div> <div>By:</div>	<div>3,000</div> <div>519.00</div> <div></div> <div></div> <div></div>	<div>4,000</div> <div>581.00</div> <div></div> <div></div> <div></div>	<div>5,000</div> <div>643.00</div> <div></div> <div></div> <div></div>
--	---	---	--	--	--	--	--

<div>Title: 6pp A4 4 colour leaflet</div> <div>Size: A4, 4pp</div> <div>Orig: Quark Xpress file supplied on disk.</div> <div>Printing: 4 colour process 1 side</div> <div>Material: 130gsm white gloss art</div>	<div>Volume: LEAFLET</div> <div>Est: RH</div> <div>Date: 1/12/2000</div>	<div>Quantity:</div> <div>Price:</div> <div>Run-on:</div> <div>Version:</div> <div>Updated:</div>	<div>1,000</div> <div>778.00</div> <div>500 @</div> <div>2.00</div> <div>1/12/2000</div>	<div>2,000</div> <div>892.00</div> <div>58.00</div> <div></div> <div>By: RH</div>	<div>3,000</div> <div>1,008.00</div> <div></div> <div></div> <div></div>	<div>4,000</div> <div>1,126.00</div> <div></div> <div></div> <div></div>	<div>5,000</div> <div>1,242.00</div> <div></div> <div></div> <div></div>
--	--	---	--	---	--	--	--

What does it show me?

This report is a general estimate history report that can be produced at any time, listing all estimates over any specified date period. The report can be filtered. Sorted & subtotalled by client, product, estimator, sales-rep and status. The report shows general estimate details including number, title, estimator, rep, product, status, cost and sales value.

How would I use this information?

You would use this report as a general enquiry tool to show estimate history over any date range. The report can list estimates of any status, or only pending, hits or misses. For example you could use this report to show the number of estimates done by client over any date period.

Estimate enquiry													
Date: 02/02/2001		By: TAC		Starting: 01/10/2000		Client: 123		Est: Rep:		Page: 1			
Time: 15:20		Ending: 31/10/2000		Product:		Status: All							
Number	Client	Date	Quantity	Title	Est	Rep	Product	Depth	Width	Job-no	Status	Cost	Price Vat
1,009	123	20/10/2000	500	Sales invoice sets	RH	JFB		297	210	1,053	Hit	£241.00	£300.00 T1
1,011	123	20/10/2000	500	Company Letterhead	RH	JFB	L/HEAD	297	210	1,004	Hit	£179.74	£224.00 T1
1,017	123	20/10/2000	500	Advertising poster	RH	JFB		594	841	1,023	Hit	£203.43	£252.00 T1
1,017 A	123	20/10/2000	500	Advertising poster	RH	JFB		594	841		Miss	£387.88	£483.00 T1
1,017 B	123	20/10/2000	500	Advertising poster	RH	JFB		594	841		Pending	£463.13	£577.00 T1
1,025 A	123	20/10/2000	4,000	12RG Manual	RH	JFB	BOOK	297	210	1,033	Hit	£1,710.57	£1,962.00 T1
1,028	123	20/10/2000	1,000	Company profile	RH	JFB	BROCH	297	210		Incomplete	£742.89	£751.00 T1
1,029	123	20/10/2000	500	Credit note	RH	JFB	NCR	297	210	1,005	Hit	£241.00	£267.00 T1
1,030	123	20/10/2000	1,000	Discount leaflet	RH	JFB	LEAFLET	297	210	1,024	Hit	£248.42	£251.00 T1
1,031	123	20/10/2000	500	Sales Letterhead	RH	JFB	L/HEAD	297	210	1,030	Hit	£179.74	£199.00 T1
1,032	123	23/10/2000	1,000	Show poster	RH	JFB		594	841	1,012	Hit	£358.08	£444.00 T1
1,038	123	23/10/2000	1,000	Ref:75434 brochure	RH	JFB	BROCH	297	210		Pending	£1,271.04	£1,399.00 T1
1,040	123	23/10/2000	500	Reference manual	RH	JFB	BOOK	297	210		Pending	£654.63	£728.00 T1
1,041	123	23/10/2000	500	Trade show folder	RH	JFB	FOLDER	297	210	1,013	Hit	£378.64	£469.00 T1
1,042	123	23/10/2000	100,000	Yacht leaflet	RH	JFB		297	210		Pending	£5,993.04	£6,570.00 T1
1,055	123	25/10/2000	5,000	Software Brochure	RH	JFB	BROCH	297	210	1,051	Hit	£2,050.91	£2,276.00 T1
Records:								16	Proportion:		100.00%	£15,304.14	£17,152.00
Records:								16				£15,304.14	£17,152.00

estimate outcomes

What does it show me?

This report lists any estimate within a specified date period that has been recorded as a “miss” (lost quote). The report can be filtered, sorted and subtotalled by client, product type, result code, estimator or sales rep. The subtotal shows the proportion of work estimated that was lost in each case.

How would I use this information?

Accura allows you to set-up “result codes” as a means of differentiating why a quote was lost for later analysis. There can be many reasons why you may not win business, for example: price issues, quality of work, delivery time, or an unresolved complaint. At the time you follow-up the quote, and are told you have lost the work you can assign a “result code” to categorise the reason the business was lost. This information can be used in a number of ways: for example: you may establish that you are losing work because of price at a much higher ratio on particular product lines, or are losing more work from estimates generated by a particular estimator or rep. Once you know this you can make a business decision on what is to be done about it.

Estimate Outcomes														Date:	02/02/2001	By:	TAC	Starting:	01/10/2000	Client:		Est:		Rep:		Page:	1
														Time:	16:40			Ending:	31/10/2000	Product:							
Number	Client	Date	Est	Rep	Product	Title	Result	Date	By	Notes	Profit	% Profit	Price														
1,021	JEFFCO	20/10/2000	RH	JFB	L/HEAD	Letterhead	ERROR	29/10/2000	RH	Did not get order as last job incorrect	£12.33	10.28%	£120.00														
1,048	ACME	23/10/2000	RH	AP	FOLDER	Rates Folder	ERROR	23/10/2000	RH	Lost because of error with order	£29.36	7.20%	£408.00														
									Records:	2	Proportion:	25.00%	£41.69	8.74%	£528.00												
1,023	BOLTS	20/10/2000	RH	RH	POS	Price tag	LEAD	29/10/2000	RH	Required in 3 days - could not produce	£32.51	10.62%	£306.00														
1,026	ANY	20/10/2000	RH	TAC	POS	Advertising Poster	LEAD	23/10/2000	RH	Could not produce in lead time	£23.57	10.38%	£227.00														
									Records:	2	Proportion:	25.00%	£56.08	10.50%	£533.00												
1,015	BOLTS	20/10/2000	RH	RH	BROCH	Capability Brochure	PRICE	29/10/2000	RH	Lost because of price	£312.96	19.76%	£1,584.00														
									Records:	1	Proportion:	12.50%	£312.96	19.76%	£1,584.00												
1,008	ACORN	20/10/2000	RH	BH	FOLDER	Promotional folder	QUAL	29/10/2000	RH	Quality problem	£29.36	7.20%	£408.00														
									Records:	1	Proportion:	12.50%	£29.36	7.20%	£408.00												
1,017 A	123	20/10/2000	RH	JFB		Advertising poster	UNDER	20/10/2000	RH	Price under cut by competitor	£95.12	19.69%	£483.00														
1,037	ANY	23/10/2000	RH	TAC	BROCH	TGR Brochure	UNDER	23/10/2000	RH	Price under cut by competitor	£131.96	9.41%	£1,403.00														
									Records:	2	Proportion:	25.00%	£227.08	14.55%	£1,886.00												
									Records:	8			£667.17	14.55%	£4,939.00												

estimate FOLLOW-UPS

What does it show me?

This report lists any “pending” (unconverted) estimates that require a follow-up call on or before the specified date. The report can be filtered, sorted & subtotalled by client, estimator, or sales-rep thus enabling you to print all estimates, or just those you are responsible for. The report shows the estimate number, client, date raised, and follow-up due date, along with the contact name, cost price and selling price.

How would I use this information?

Whenever you create a new estimate Accura prompts you for a follow-up period (in days) from estimate date – which triggers the follow-ups report. This information is used to prompt you to “chase up” any outstanding estimates with your customers, either to close the order, discuss the job or pricing objections, or establish why you may have lost the business. Producing this report should become a regular job function and will help you improve efficiency, convey a more professional image to your customers, whilst being able to keep your estimate database up to date with the status of each quote. You can also record the “reason” each quote was lost for later analysis.

Estimate followups																
		Date:	08/02/2001		By:	TAC		Client:			Followup by <=:	15/10/2000		Page:	1	
		Time:	16:17		Est:			Rep:								
Number	Client	Date	Within	Due-by	Est	Rep	Quantity	Title	Product	Contact	Cost	Price	Vat			
1,022	A&BCAR	15/08/2000	10 days	25/08/2000	RH	TAC	1,000	3532 leaflet		Arthur Daley	£393.03	£434.00	T1			
Records:											1	£393.03	£434.00			
1,018 A	ACME	12/09/2000	10 days	22/09/2000	RH	AP	50,000	Tourism leaflet		Alan Davis	£3,138.86	£3,438.00	T1			
1,018	ACME	03/09/2000	10 days	13/09/2000	RH	AP	1,000	Tourism leaflet		Alan Davis	£393.03	£423.00	T1			
1,054	ACME	30/09/2000	10 days	10/10/2000	RH	AP	1,000	Trade poster	POS	Alan Davis	£358.08	£444.00	T1			
Records:											3	£3,889.97	£4,305.00			
1,059	BLOGGS	22/08/2000	10 days	01/09/2000	RH	TAC	500	Promo Folder	FOLDER	Joe Bloggs	£378.64	£415.00	T1			
Records:											1	£378.64	£415.00			
Records:											5	£4,661.64	£5,154.00			

What does it show me?

This report lists all estimates generated over a specified date period, showing the percentage of “Hits” (converted quotes) compared to “Pending” (quotes awaiting a decision) or “Misses” (lost quotes). The report can be filtered, sorted and subtotalled by client, product or sales-rep.

How would I use this information?

There are a number of ways to use this information. You might use it to compare the percentage hit-rate (confirmed orders) for each sales representative to see which team member is performing best. The example above shows estimate conversion by client, to analyse which customers are giving you the highest proportion of their business – you might use this to improve customer loyalty, or to see which clients are using you for “price matching”. You can also compare hit-rate by product type to indicate which type of work you are most competitive at doing.

Estimate hit-rate													
		Date:	08/02/2001	By:	TAC	Starting:	01/01/2000	Client:		Est:		Rep:	
		Time:	11:06			Ending:	30/09/2000	Product:		<input type="checkbox"/>	Converted quotes only		Page: 1
Number	Client	Date	Quantity	Title	Est	Rep	Product	Job-no	Status	Cost	Profit	% Profit	Price Vat
1,002	123	14/09/2000	1,000	2pp A4 leaflet	RH	JFB	LEAFLET	1,043	Hit	£248.42	£60.58	19.61%	£309.00 T1
1,004	123	14/09/2000	1,000	Promo Brochure	RH	JFB	BROCH		Miss	£1,271.04	£127.96	9.15%	£1,399.00 T1
Records: 2 Hits: 50.00% Pending: 0.00% Miss: 50.00% £1,519.46 £188.54 14.38% £1,708.00													
1,022	A&BCAR	15/08/2000	1,000	3532 leaflet	RH	TAC			Pending	£393.03	£40.97	9.44%	£434.00 T1
1,024	A&BCAR	01/08/2000	500	Letterhead	RH	TAC	LI/HEAD	1,020	Hit	£179.74	£44.26	19.76%	£224.00 T1
Records: 2 Hits: 50.00% Pending: 50.00% Miss: 0.00% £572.77 £85.23 14.60% £658.00													
1,018 A	ACME	12/09/2000	50,000	Tourism leaflet	RH	AP			Pending	£3,138.86	£299.14	8.70%	£3,438.00 T1
1,018	ACME	03/09/2000	1,000	Tourism leaflet	RH	AP			Pending	£393.03	£29.97	7.09%	£423.00 T1
1,020	ACME	10/09/2000	500	RTY Folder	RH	AP	FOLDER	1,035	Hit	£378.64	£29.36	7.20%	£408.00 T1
1,054	ACME	30/09/2000	1,000	Trade poster	RH	AP	POS		Pending	£358.08	£85.92	19.35%	£444.00 T1
Records: 4 Hits: 25.00% Pending: 75.00% Miss: 0.00% £4,268.61 £444.39 10.59% £4,713.00													
1,003	ANY	14/09/2000	1,000	Brochure	RH	TAC	BROCH	1,034	Hit	£1,271.04	£131.96	9.41%	£1,403.00 T1
1,005	ANY	14/09/2000	500	Sales Folder	RH	TAC	FOLDER	1,002	Hit	£378.64	£40.36	9.63%	£419.00 T1
Records: 2 Hits: 100.00% Pending: 0.00% Miss: 0.00% £1,649.68 £172.32 9.52% £1,822.00													
1,049	BLOGGS	04/08/2000	500	HGF Novel	RH	TAC	BOOK	1,026	Hit	£654.63	£73.37	10.08%	£728.00 T1
1,059	BLOGGS	22/08/2000	500	Promo Folder	RH	TAC	FOLDER		Pending	£378.64	£36.36	8.76%	£415.00 T1
Records: 2 Hits: 50.00% Pending: 50.00% Miss: 0.00% £1,033.27 £109.73 9.42% £1,143.00													
Records: 12 Hits: 55.00% Pending: 35.00% Miss: 10.00% £9,043.79 £1,000.21 11.52% £10,044.00													

estimate value added

What does it show me?

This report lists all estimates raised over a specified date period, along with the estimates cost, value-added value & percentage, contribution, profit and sales value. The report can be filtered, sorted & subtotalled by client, product, estimator, sales-rep, and status.

How would I use this information?

You would use this report to analyse your estimated value-added by product type, client, estimator or sales-rep. In short, this will identify your most profitable work, or most profitable clients, and whether your estimators/sales-reps are bringing in the “right type” of enquiry. As a business you need to maximise your value-added content to keep your gross margin as high as possible to cover your overheads fully. Without this information it is possible to carry on without realising that the work you are doing is non-profitable and your net profit will be down as a result.

Value-added represents the sales value of the job, less materials and outwork, - the remaining amount being used to pay the wages and overheads of the business. The contribution figure is value-added with wages removed. Too many businesses place too much emphasis on turnover, and not enough on maximising profit margins – this is a fatal mistake.

Estimate value-added													
Date: 02/02/2001				By: TAC		Starting: 01/10/2000		Client:		Est:		Rep:	
Time: 16:12				Ending: 31/10/2000		Product: BROCH		Status: All		Page: 1			
Number	Client	Date	Title	Est	Rep	Product	Cost	V-added	% V/A	Contrib.	% Contrib.	Profit	% Profit
1,010	ABC229	20/10/2000	Product brochure	RH	BH	BROCH	£742.89	£421.23	51.43%	£298.03	36.39%	£76.11	9.29%
1,015	BOLTS	20/10/2000	Capability Brochure	RH	RH	BROCH	£1,271.04	£1,132.58	71.50%	£969.88	61.23%	£312.96	19.76%
1,028	123	20/10/2000	Company profile	RH	JFB	BROCH	£742.89	£353.23	47.03%	£230.03	30.63%	£8.11	1.08%
1,037	ANY	23/10/2000	TGR Brochure	RH	TAC	BROCH	£1,271.04	£951.58	67.82%	£788.88	56.23%	£131.96	9.41%
1,038	123	23/10/2000	Ref:75434 brochure	RH	JFB	BROCH	£1,271.04	£947.58	67.73%	£784.88	56.10%	£127.96	9.15%
1,046	ACORN	23/10/2000	Harbour Brochure	RH	BH	BROCH	£840.08	£492.32	52.88%	£348.02	37.38%	£90.92	9.77%
1,055	123	25/10/2000	Software Brochure	RH	JFB	BROCH	£2,050.91	£1,498.67	65.76%	£1,208.67	53.11%	£225.09	9.89%
1,062	ACME	29/10/2000	Report & Accounts	RH	AP	BROCH	£1,465.68	£1,045.60	66.22%	£851.80	53.95%	£113.32	7.18%
1,064	ABC229	29/10/2000	Brochure	RH	BH	BROCH	£742.89	£424.23	51.61%	£301.03	36.62%	£79.11	9.62%
Records:				9			£10,398.46	£7,265.02	60.22%	£5,781.22	46.85%	£1,165.54	9.46%
Records:				9			£10,398.46	£7,265.02	60.22%	£5,781.22	46.85%	£1,165.54	9.46%

ORDERS

JOB SHEET: 1,037

Client: [Name] Address: [Address] Contact: [Name] Tel: [Phone] Fax: [Phone] Email: [Email]

Job No: 1,037 Product: [Product] Qty: [Qty] Unit: [Unit]

Job Description: [Description]

Materials:

Material	Qty	Unit	Price	Total
Item 1	10	m	1.50	15.00
Item 2	5	kg	2.00	10.00

Labor:

Job No	Job Name	Job Description	Job Status	Job Date	Job Time	Job Cost	Job Price	Job Total
1,037	Job 1	Job Description	Active	2010-01-01	10.00	15.00	1.50	15.00

REMARKS:

TOTAL:

Job No: 1,037 Job Name: Job 1 Job Description: Job Description Job Status: Active Job Date: 2010-01-01 Job Time: 10.00 Job Cost: 15.00 Job Price: 1.50 Job Total: 15.00

Orders are raised directly through the system by pulling all of the instructions across from the estimate. The status of jobs is shown on the system using a colour-coded feature for ease of recognition.

There are five statuses for a job:

- Active (Green)
- On hold (Yellow)
- Complete (Red)
- Invoiced (Blue)
- Dead (Black)

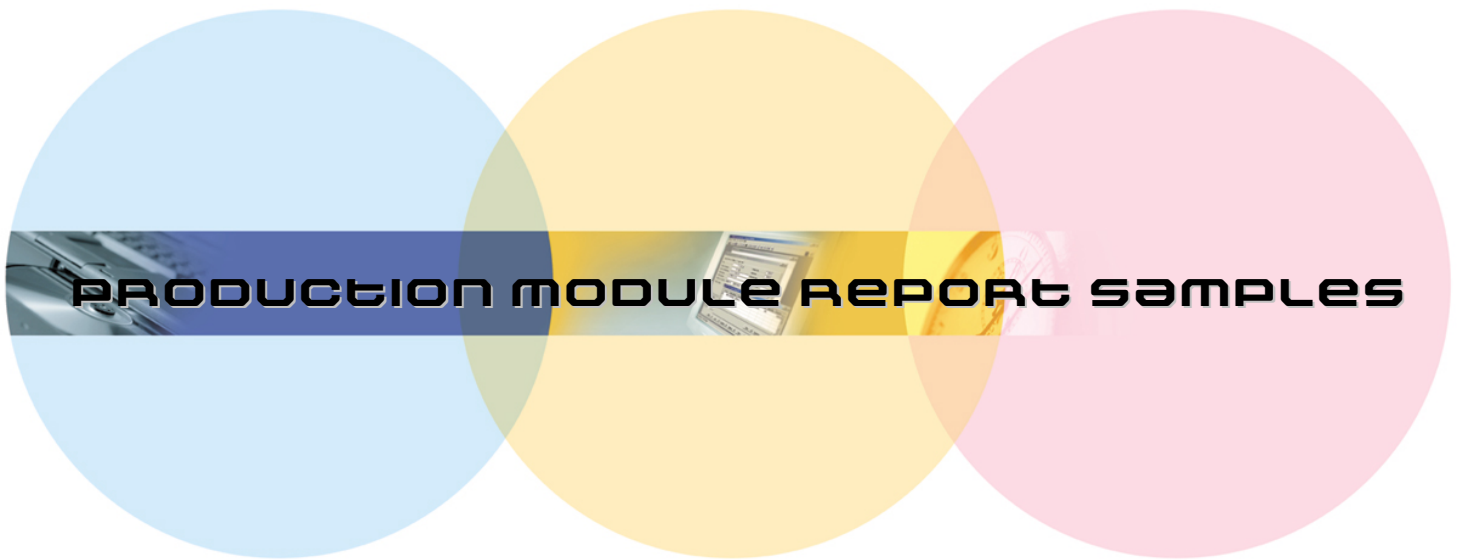
The status information can be filtered by:

- Client
- Job number
- Due by date
- Product type
- Title

From this information, the system will produce reports covering any of the status conditions, filtered by any of the above options.

By utilising the Job Costing & Analysis module, it is possible to monitor actual times taken, and materials used, either from a daily time sheet, logging times and material usage, against specific job numbers, or in real time direct from a keyboard at the work place.

There are other by-products of the remote data collection system, including machine loading and employee productivity measurements and statistics. These are valuable tools for achieving better management control of workload, and for improving overall productivity



PRESS WORK-TO-LIST

What does it show me?

The press work-to-list is a production report designed to show you allocated printing times for active work by press code. The report prints each press on a separate sheet for clarity, and shows the job number, title, quantity, colours, method, inks, and estimated hours along with when the job is needed for. The list is updated automatically as new orders are entered, and other orders are delivered.

How would I use this information?

Use this report to give to your print/production manager to plan up work onto each press. The report will accurately shows (using estimated data) the number of hours assigned to each press, and colour sequences. Using this data he can plan up which jobs should be printed first and in what order to minimise wash-up times.

Make best use of wash-ups. This report is NOT true scheduling, but offers a good basis for pressroom planning.

Press Work-to-List													Date: 01/02/2001	By: TAC	Page: 1
													Time: 17:54		
Press	Job-no	Client	Date-in	Quantity	Title	Label	PP	Face	Rev	Method	Colours	Hours	Required	Priority	Move ?
B1	1,016	BOLTS	23/10/2000	1000	Catalogue	Text	16	1	1	S		10.94hrs	30/10/2000	Normal	Yes
B1	1,016	BOLTS	23/10/2000	1000	Catalogue	Text	4	1	1	W		0.92hrs	30/10/2000	Normal	Yes
B1	1,028	123	29/10/2000	7000	12RG Manual	Text	16	1	1	S		3.90hrs	05/11/2000	High	No
B1	1,031	DDS195	02/11/2000	5000	Poetry Book	Text	16	1	1	S		3.16hrs	09/11/2000	High	Yes
B1	1,027	ACORN	29/10/2000	25000	Christmas poster		1	1	0	W		1.93hrs	19/11/2000	Low	Yes
B1	1,033	123	02/11/2000	5000	12 GF Manual	Text	16	1	1	S		25.60hrs	19/11/2000	Low	Yes
							Records:		6		Hours:		46.45hrs		

MATERIAL REQUISITION

What does it show me?

The material requisition lists all the paper and board needed for orders booked in between two specified dates. The reports show the material code, description, supplier, job number, and quantity needed by job, with a subtotal of quantity needed by material type.

How would I use this information?

You would use this report daily before placing purchase orders to show your exact quantity of sheets you anticipate needing for orders booked in that day. Using your own stock checking methods you would check stock levels for each item, and order up only the shortfall. This report is NOT designed to offer stock control, but to support a manual stock keeping system, and encourage exact quantity, "just-in-time" ordering methods. Note: It does not matter if the order was estimated or manually entered.

Material requisition														Date:	01/02/2001	By:	TAC	Starting:	01/10/2000	Client:		Owner:		Page:	1		
														Time:	17:28 <th colspan="12"></th>												
Material	Description	Depth	Width	Supplier	Wgt	Colour	Supp-ref.	Job-no	Date-in	Required	Quantity	Pack	Price	Per													
ART115	Gloss art 115gsm	450	640	PAPER	115	White	ART115WT-03	1,029	29/10/2000	05/11/2000	3,000.00	500	£22.45	1000													
Records:										1	3,000.00																
ART115A1	Gloss art 115gsm	640	900	PAPER	115	White	ART115WT-04	1,027	29/10/2000	19/11/2000	27,500.00	500	£44.90	1000													
Records:										1	27,500.00																
ART150	Gloss art 150gsm	450	640	PAPER	150	White	ART150WT-03	1,025	25/10/2000	01/11/2000	1,165.00	500	£40.45	1000													
Records:										1	1,165.00																
ART250	Gloss art 250gsm	450	640	PAPER	250	White	ART250WT-03	1,028	29/10/2000	05/11/2000	3,800.00	200	£76.45	1000													
ART250	Gloss art 250gsm	450	640	PAPER	250	White	ART250WT-03	1,019	23/10/2000	20/11/2000	1,146.00	200	£76.45	1000													
Records:										2	4,946.00																
BOOK80A1	80gsm white book wove SRA1	640	900	GUPPY	80	White		1,028	29/10/2000	05/11/2000	7,700.00	500	£18.00	1000													
BOOK80A1	80gsm white book wove SRA1	640	900	GUPPY	80	White		1,016	23/10/2000	30/10/2000	11,000.00	500	£18.00	1000													
BOOK80A1	80gsm white book wove SRA1	640	900	GUPPY	80	White		1,016	23/10/2000	30/10/2000	275.00	500	£18.00	1000													
Records:										3	18,975.00																
SINGLE300	300gsm 1 sided board	450	640	MODO	300	White		1,016	23/10/2000	30/10/2000	900.00	100	£248.00	1000													
Records:										1	900.00																
Records:										9	56,486.00																

STATUS REPORT

What does it show me?

This report shows order details over any specified date period showing the job number, client, date in, order number, title, along with delivery and invoice details and sales value. The report can be filtered, sorted & subtotalled by client, product, owner, sales-rep and job status.

How would I use this information?

Use this report as a general enquiry tool to list orders of any status over a specified date period. For example: you might use this report to print a complete order history for one selected client, or to analyse the number of orders placed by a particular sales-rep (to work out commissions). You can optionally list all orders, or just those of a certain status e.g. active, delivered, or invoiced.

Status Report													
Date: 01/02/2001				By: TAC				Page: 1					
Time: 17:27													
Client	Date-in	Job-no	Quote	Order-no	Quantity	Title	Priority	Required	Movable?	Rep	Owner	P-file	Price
BOLTS	23/10/2000	1,016	1,016	345345	1000	Catalogue	Normal	30/10/2000	Yes	RH	RH	1015	3,486.00
123	25/10/2000	1,025	1,002		2500	GD leaflet	Normal	1/11/2000	Yes	JFB	RH	1023	447.00
123	29/10/2000	1,028	1,025 A		7000	12RG Manual	High	5/11/2000	No	JFB	RH	1003	3,010.00
ANY	29/10/2000	1,029	1,003	AC5643	1000	KLJ Brochure	Low	5/11/2000	Yes	TAC	RH	1001	1,403.00
DDS195	2/11/2000	1,031	1,043		5000	Poetry Book	High	9/11/2000	Yes	RH	RH	1027	2,268.00
123	2/11/2000	1,030	1,031		5000	Sales Letterhead	Urgent	9/11/2000	No	JFB	RH	1026	340.00
ANY	2/11/2000	1,032	1,039		50000	Invoice	Normal	13/11/2000	Yes	TAC	RH	1028	2,614.00
ANY	2/11/2000	1,034	1,003		1000	Brochure	Urgent	13/11/2000	No	TAC	RH	1001	1,403.00
ACME	2/11/2000	1,035	1,020		1000	RTY Folder	Normal	13/11/2000	Yes	AP	RH	1029	493.00
ACORN	29/10/2000	1,027	1,044		25000	Christmas poster	Low	19/11/2000	Yes	BH	RH	1025	2,972.00
123	2/11/2000	1,033	1,083		5000	12 GF Manual	Low	19/11/2000	Yes	JFB	RH	1003	8,000.00
ACORN	23/10/2000	1,019	1,007		50000	Swing tag	High	20/11/2000	No	BH	RH	1017	299.00
123	17/11/2000	1,051	1,055		75000	Software Brochure	Normal	24/11/2000	Yes	JFB	RH	1042	17,564.00
123	1/12/2000	1,053	1,009	500	Sales invoice sets	Normal	8/12/2000	Yes	JFB	RH	1044	300.00	
Records:										14	Total:		£44,599.00

ORDER ENQUIRY

What does it show me?

This report shows order details over any specified date period showing the job number, client, date in, order number, title, along with delivery and invoice details and sales value. The report can be filtered, sorted & subtotalled by client, product, owner, sales-rep and job status.

How would I use this information?

Use this report as a general enquiry tool to list orders of any status over a specified date period. For example: you might use this report to analyse the number of orders placed by client, product, or sales-rep. You can optionally list all orders, or just those of a certain status e.g. active, delivered, or invoiced.

Order enquiry															
		Date: 01/02/2001		By: TAC		Starting: 01/11/2000		Client:		Owner:		Rep:		Page: 1	
		Time: 17:29				Ending: 30/11/2000		Product:		Status: All					
Job-no	Client	Date-in	Order no	Own	Rep	Quantity	Title	Product	Status	P-File	Required	Delivered	Inv-no	Inv-date	Price Vat
1,030	123	02/11/2000		RH	JFB	5000	Sales Letterhead	L/HEAD	Active	1026	09/11/2000	/ /	/ /	/ /	£340.00 T1
1,033	123	02/11/2000		RH	JFB	5000	12 GF Manual	BOOK	Active	1003	19/11/2000	/ /	/ /	/ /	£8,000.00 T1
1,051	123	17/11/2000		RH	JFB	75000	Software Brochure	BROCH	Active	1042	24/11/2000	/ /	/ /	/ /	£17,564.00 T1
												Records: 3		£25,904.00	
1,035	ACME	02/11/2000		RH	AP	1000	RTY Folder	FOLDER	Active	1029	13/11/2000	/ /	/ /	/ /	£493.00 T1
												Records: 1		£493.00	
1,032	ANY	02/11/2000		RH	TAC	50000	Invoice	L/HEAD	Active	1028	13/11/2000	/ /	/ /	/ /	£2,614.00 T1
1,034	ANY	02/11/2000		RH	TAC	1000	Brochure	BROCH	Active	1001	13/11/2000	/ /	/ /	/ /	£1,403.00 T1
												Records: 2		£4,017.00	
1,031	DDS195	02/11/2000		RH	RH	5000	Poetry Book	BOOK	Active	1027	09/11/2000	/ /	/ /	/ /	£2,268.00 T0
												Records: 1		£2,268.00	
												Records: 7		£32,682.00	

PRODUCT HISTORY

What does it show me?

The product history report shows order history by product code including subtotals of quantity used, and value of business. The report can be sorted by product code over any specified date range, and filtered by client or sales-rep.

How would I use this information?

You would use this report to give a breakdown of your work by product type, for a particular customer or sales-rep. Thus for example: if a client wished to know what his consumption is annually of a particular product you will be able to tell him exactly using this data.

Product history													
Date: 01/02/2001			By: TAC		Starting: 01/10/2000		Client:		Page: 1				
Time: 17:53					Ending: 28/02/2001		Rep:						
Job-no	Client	Date-in	Order no	Product	Rep	Title	Delivered	Quantity	To-follow	Inv-no	Inv-date	Price	Vat
1,003	123	20/10/2000		BOOK	JFB	12RG Manual	25/10/2000	7,000		1,002	25/10/2000	£3,010.00	T1
Records: 1							Avg-price: £3,010.00		7,000	£3,010.00			
1,002	ANY	14/09/2000	3654	FOLDER	TAC	Sales Folder	25/10/2000	500		1,003	02/11/2000	£419.00	T1
1,013	123	23/10/2000		FOLDER	JFB	Trade show folder	29/10/2000	1,000		1,005	02/11/2000	£564.00	T1
Records: 2							Avg-price: £491.50		1,500	£983.00			
1,004	123	20/10/2000		L/HEAD	JFB	Company Letterhead	25/10/2000	500		1,002	25/10/2000	£224.00	T1
1,052	123	01/12/2000	RT76899	L/HEAD	JFB	House Letterhead	29/01/2001	2,500		1,012	29/01/2001	£238.00	T0
Records: 2							Avg-price: £231.00		3,000	£462.00			
1,010	ANY	20/10/2000		LEAFLET	TAC	Leaflet	29/10/2000	3,000		1,003	02/11/2000	£633.00	T1
1,025	123	25/10/2000	345345	LEAFLET	JFB	GD leaflet	16/11/2000	2,500	2,000	1,009	15/11/2000	£447.00	T0
Records: 2							Avg-price: £540.00		5,500	2,000	£1,080.00		
1,005	123	20/10/2000		NCR	JFB	Credit note	25/10/2000	500		1,002	25/10/2000	£267.00	T1
1,007	ANY	20/10/2000		NCR	TAC	Delivery notes	29/10/2000	10,000		1,003	02/11/2000	£834.00	T0
Records: 2							Avg-price: £550.50		10,500	£1,101.00			
Records: 9							Avg-price: £737.33		27,500	2,000	£6,636.00		

JOB COSTING

From the data entered from the daily work docket or keyboard i.e. times and materials, a whole range of analytical reports can be produced:

- Work in progress
- Value added report
- Variance report (Estimate v Actual)
- Cost Analysis – Complete cost break down for each job.
- Profit & Sales recovery summary of each job

As well logging all of the actions allowed for in the estimate, it is also very important to monitor and log any changes requested by the client that are chargeable. This will show up on the variance report-comparing estimate with actual costs.

When a system is in place to record material usage, everyone in the business becomes more aware of the importance of minimising waste, offering an area for potential savings!

How might this information be used?

- Obtain a full breakdown of work in progress
- Obtain a breakdown of potential profit/loss on individual jobs still in production
- Full value add report
- Produce a variance report comparing estimated costs with actual, broken down into departmental costs.
- Profit summary for invoiced jobs
- Sales recovery report, enabling analysis by department e.g. What was my total costs and profit from my studio

As well as being able to obtain analysis of jobs the **Accura** Costing & Analysis module enables analysis by cost centre. A cost centre can be a person, department or machine.

As an example, by cost centre, the system can provide a detailed analysis comparing budgeted costs with actual over a given period e.g. a GTO2 has been budgeted to work for 100 hours for the month of march, the system will monitor how many hours were actually run by the machine and the costs incurred. This information enables the user to monitor if the hourly rate being charged is adequate.

The same analysis is available by individual operator i.e.

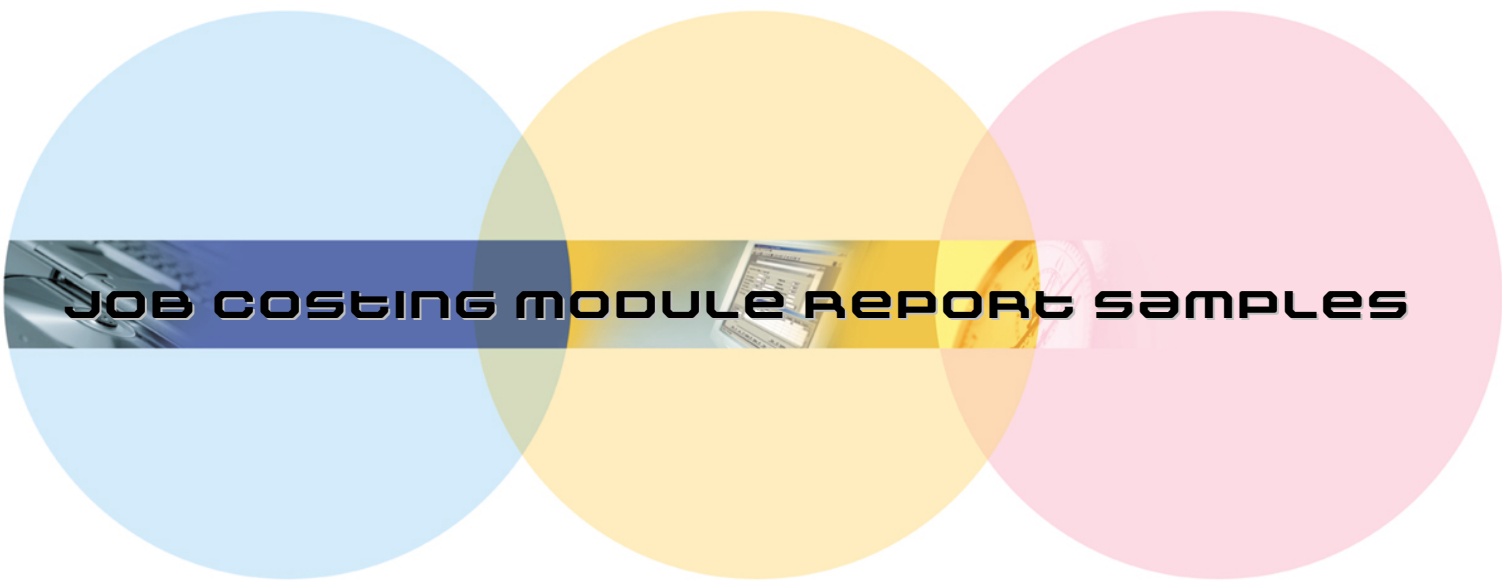
- Hours worked @ standard and overtime rates
- Analysis of time taken by operation e.g. How long to do a make ready on a particular machine
- % productivity
- Direct and Indirect labour costs

The same applies to departments; the system will provide a summary of labour entries for a given period, including direct and indirect operations, as well as % productivity.

As well as labour costs, it is also very important to be able to monitor material and outwork costs, as this has a direct bearing on value add figures, ultimately affecting contribution and profit.

Enquiry reports can be instantly produced for Materials (paper, film, plates, ink) detailing quantities, by supplier, and broken down by job number. A similar report can be produced for outwork.

A very important part of the job process is to be able to monitor and track purchase orders raised for materials and outwork.



WORK IN PROGRESS

What does it show me?

This report lists all orders that have not yet been approved for invoicing. An order is considered “work in progress” if costs are still being booked against it. The actual job status (active/delivered) is not actually relevant as an order can be delivered, with costs still being booked in – therefore this report will differ from the “Status Report” produced by the production module. The report lists each job number, client, and title, along with the total materials, labour & outwork costs to date.

How would I use this information?

You would produce this report for two reasons. Firstly you might like to see any un-invoiced work, and how much it has cost to date, with an estimated sales figure – used in some forward planning or cash flow projection. Secondly many businesses make an accounting adjustment for work in progress on their profit & loss account each month. This is done because WIP is essentially work you haven’t invoiced so does not show yet; however you may have incurred outwork and material costs against these orders which do show on your accounts. Thus your profit/loss figure is reduced because you have not shown the “sale” against these purchases and your profit figure will be deceptively low accordingly.

Work in Progress															
Date: 01/02/2001		By: TAC		Rep:		Target date <=: 01/02/2001					Page: 1				
Time: 15:28				Client:											
Job-no	Client	Quantity	Title	Product	Order-no	Date-in	Required	Rep	Materials	Labour	Outwork	Actual	Est-cost	Expected	Passed
1,006	ANY	2500	House Letterhead	L/HEAD		20/10/2000	27/10/2000	TAC	£32.16	£64.24	£0.00	£96.40	£150.82	£168.00	<input type="checkbox"/>
1,009	DDS195	2500	Letterhead			20/10/2000	27/10/2000	RH	£29.52	£126.16	£0.00	£155.68	£114.27	£128.00	<input checked="" type="checkbox"/>
1,011	ANY	1000	Brochure	BROCH		20/10/2000	27/10/2000	TAC	£425.27	£582.96	£38.83	£1,047.06		£1,403.00	<input checked="" type="checkbox"/>
1,014	ANY	10000	Invoice	NCR		23/10/2000	06/11/2000	TAC	£235.99	£353.68	£0.00	£589.67	£750.72	£823.00	<input checked="" type="checkbox"/>
1,015	DDS195	1000	Promo leaflet			23/10/2000	30/10/2000	RH	£74.46	£179.82	£0.00	£254.28	£393.03	£489.00	<input checked="" type="checkbox"/>
1,018	JEFFCO	1000	Sales Folder	FOLDER		23/10/2000	16/11/2000	JFB	£139.07	£163.73	£26.35	£329.15	£456.61	£500.00	<input type="checkbox"/>
1,021	345	500 of each	Business pack 2			25/10/2000	01/11/2000		£25.27	£99.40	£13.87	£138.54	£349.23	£386.00	<input type="checkbox"/>
1,023	123	10000	Advertising poster			25/10/2000	01/11/2000	JFB	£555.48	£159.74	£324.93	£1,040.15	£1,273.70	£1,558.00	<input type="checkbox"/>
1,024	123	2500	Discount leaflet	LEAFLET		25/10/2000	01/11/2000	JFB	£73.26	£164.45	£20.08	£257.79	£311.71	£316.00	<input type="checkbox"/>
1,026	BLOGGS	500	HGF Novel	BOOK		29/10/2000	05/11/2000	TAC	£79.68	£151.19	£87.96	£318.83	£654.63	£728.00	<input checked="" type="checkbox"/>
1,028	123	7000	12RG Manual	BOOK		29/10/2000	05/11/2000	JFB	£491.91	£221.33	£1,217.37	£1,930.61		£3,010.00	<input type="checkbox"/>
1,030	123	5000	Sales Letterhead	L/HEAD		02/11/2000	09/11/2000	JFB	£56.83	£139.44	£24.26	£220.53	£308.73	£340.00	<input type="checkbox"/>
1,032	ANY	50000	Invoice	L/HEAD		02/11/2000	13/11/2000	TAC	£0.00	£6.25	£0.00	£6.25	£2,257.85	£2,614.00	<input type="checkbox"/>
1,033	123	5000	12 GF Manual	BOOK		02/11/2000	19/11/2000	JFB	£28,865.29	£243.28	£1,209.36	£30,317.93	£7,250.68	£8,000.00	<input type="checkbox"/>
1,034	ANY	1000	Brochure	BROCH		02/11/2000	13/11/2000	TAC	£67.35	£0.00	£0.00	£67.35		£1,403.00	<input type="checkbox"/>
1,051	123	75000	Software Brochure	BROCH		17/11/2000	24/11/2000	JFB	£80.00	£52.80	£0.00	£132.80	£15,705.68	£17,564.00	<input type="checkbox"/>
1,053	123	500	Sales invoice sets			01/12/2000	08/12/2000	JFB	£5.25	£33.22	£0.00	£38.47	£241.00	£300.00	<input type="checkbox"/>
Records:						17	£31,236.79	£2,741.69	£2,963.01	£36,941.49	£30,218.66	£39,730.00			
Records:						17	£31,236.79	£2,741.69	£2,963.01	£36,941.49	£30,218.66	£39,730.00			

VARIANCE REPORT - Detailed

What does it show me?

This report provides a detailed (departmental) breakdown for any selected orders for comparison between estimated and actual costs for each component of the job. The actual figures, variance, and percentage variance are shown to highlight where the biggest errors occurred. This report is normally produced once a variance summary has been printed.

How would I use this information?

This information is used to see which components of the order are responsible for the largest variation between estimated and actual costs. In the example above we can see the variance in “materials” is only -1.13% (i.e. we spent 1.13% more than we estimated on materials); however the variance for printing is 453.07% (it cost us less than we estimated). From this we can deduce that perhaps not all the entries for printing have been made, or something happening in production that we could not have allowed for when we estimated. A variance in either direction may need action taking.

From this data, we can then pull out a cost analysis sheet for this job to see which specific operation has caused us a problem and take any necessary action. It may be due to operator error, it may be a timesheet keying error, it may have been an unforeseen machine breakdown, or a problem introduced by the customer.

Variance report (detailed)										Date: 01/02/2001	By: TAC	Starting: 01/09/2000	Page: 1		
										Time: 15:49	Threshold: 0.00%	Ending: 28/02/2001			
Job-no	Client	Quantity	Est	Quote	Rep	Product	Owner	Date-in	Order-no	Category	Estimated	Actual	Variance	% Var.	Value
1,026	BLOGGS	500		RH	1,049	TAC BOOK	RH	29/10/2000		Material:	£51.95	£52.85	£-0.90	-1.13%	£120.67
HGF Novel A4 160pp + cover Cover:4 colour process 1 side										Studio:	£22.00	£38.50	£-16.50	-42.86%	£87.91
Text: Mono thruout Cover: 250gsm gloss										Repro:	£67.50	£43.75	£23.75	54.29%	£99.90
Text: 80gsm book wove Perfect bind										Print:	£408.00	£73.77	£334.23	453.07%	£168.44
										Finishing:	£11.00	£22.00	£-11.00	-50.00%	£50.23
										Sundry:	£0.00	£0.00	£0.00	0.00%	£0.00
										Outwork:	£87.27	£87.96	£-0.69	-0.78%	£200.84
										Total:	£654.63	£318.83	£335.80	105.32%	£728.00
Analysis:										Profit	£409.17				
										V-added	£560.36				
										Contrib.	£477.66				
										Extras					
										Quoted	£728.00				
											56.20%				
											76.97%				
											65.60%				

VARIANCE REPORT - SUMMARY

What does it show me?

There are in fact two variance reports - summary, and detailed. This summary report shows you all order that have been approved for invoicing (i.e. the final selling price has been checked) and a comparison of the estimated costs versus the actual cost (the variance). Only orders that are estimated will appear on this report, as otherwise there is no point of comparison. The variance is calculated in value, but also more importantly as a percentage. The report lists the job number, client, title, quote number, estimate & actual costs, variance and % variance.

How would I use this information?

This information is arguably the single most important Job Costing management report within Accura, and answers the question – “*Are we estimating accurately?*” – for some businesses this is the only reason for installing a Job Costing system. Using this information you can see how close your **actual costs** are to your **estimated costs**. Naturally things can go wrong on a job on a one-off basis, but if a trend is emerging then you need to know why – no business can go on under-estimating or over-estimating work indefinitely without the risks of overpricing (and thus losing work), or under-pricing and not making enough profit margin.

A “threshold” can be set for this report, so that the report will only show orders with a variance outside of this “acceptable limit” e.g. 10% variance. This enables you to filter out “problem” jobs without needing to produce a long list. Once you have identified any orders that concern you, you can produce a detailed variance to highlight which department the variances occurred in, and various other cost analyses to identify which operation and/or operator may have been responsible.

Variance report (summary)														Date: 01/02/2001	By: TAC	Starting: 01/10/2000	Page: 1
														Time: 15:45	Threshold: 0.00%	Ending: 28/02/2001	
Job-no	Client	Quantity	Title	Est	Quote	Est-cost	Act-cost	Variance	% Var.	Profit	% Profit	Quoted	Extras	Value			
1,002	ANY	500	Sales Folder	RH	1,005	£378.64	£165.99	£212.65	128.11%	£253.01	60.38%	£419.00		£419.00			
1,003	123	7000	12RG Manual	RH	1,025 A	£2,607.80	£733.63	£1,874.17	255.47%	£2,276.37	75.63%	£3,010.00		£3,010.00			
1,004	123	500	Company Letterhead	RH	1,011	£179.74	£224.38	£44.64	19.89%	£0.38	0.17%	£224.00		£224.00			
1,005	123	500	Credit note	RH	1,029	£241.00	£142.68	£98.32	68.91%	£124.32	46.56%	£267.00		£267.00			
1,007	ANY	10000	Delivery notes	RH	1,027	£750.72	£610.39	£140.33	22.99%	£223.61	26.81%	£834.00		£834.00			
1,010	ANY	3000	Leaflet	RH	1,013	£510.63	£542.87	£32.24	5.94%	£90.13	14.24%	£633.00		£633.00			
1,013	123	1000	Trade show folder	RH	1,041	£456.61	£355.19	£101.42	28.55%	£208.81	37.02%	£564.00		£564.00			
1,009	DDS195	2500	Letterhead	RH	1,012	£114.27	£126.16	£11.89	9.42%	£1.84	1.44%	£128.00		£128.00			
1,014	ANY	10000	Invoice	RH	1,033	£750.72	£353.68	£397.04	112.26%	£469.32	57.03%	£823.00		£823.00			
1,015	DDS195	1000	Promo leaflet	RH	1,034 A	£393.03	£179.82	£213.21	118.57%	£309.18	63.23%	£489.00		£489.00			
1,025	123	2500	GD leaflet	RH	1,002	£311.71	£143.49	£168.22	117.23%	£243.51	62.92%	£387.00		£447.00			
1,026	BLOGGS	500	HGF Novel	RH	1,049	£654.63	£318.83	£335.80	105.32%	£409.17	56.20%	£728.00		£728.00			
1,011	ANY	1000	Brochure	RH	1,003		£1,047.06	£1,047.06	100.00%	£355.94	25.37%	£1,403.00		£1,403.00			
1,052	123	2500	House Letterhead	RH	1,084	£234.90	£40.22	£194.68	484.04%	£197.78	83.10%	£238.00		£238.00			
Records:						14	£2,600.01	£3,30%	£5,162.61	43.55%	£10,147.00			£10,207.00			

SALES RECOVERY - Detailed

What does it show me?

The detailed sales recovery report shows you selected orders that you have invoiced, with costs broken down by departmental area, along with the mark-up, profit and profit margin made. You select the orders you want to list.

How would I use this information?

You would produce this report to review specific jobs to establish **where** you made money i.e. is which departmental area of the job did you make the most profit. This will highlight profitable areas of you business activities, and less profitable ones. For example, you might establish that your repro department is working on much lower margins that your print room.

Sales Recovery (Detailed)														
			Date: 06/02/2001			By: TAC		Starting: 01/10/2000			Page: 1			
			Time: 13.32					Ending: 31/10/2000						
Job-no	Client	Title	Est	Rep	Quote	Product	Inv-date	Inv-no	Department	Cost	Sell	% Markup	Profit	% Profit
1,000	123	Leaflet		JFB	1,000		25/10/2000	1,001	Material	£117.91	£124.31	5.43%	£6.40	5.15%
Specification: Leaflet A4 Gloss Art 150gsm Job to be trimmed to size, folded & packed in parcels									Studio	£33.00	£34.76	5.43%	£1.79	5.14%
									Repro	£18.75	£19.77	5.43%	£1.02	5.16%
									Print	£246.40	£259.78	5.43%	£13.38	5.15%
									Finishing				£0.00	0.00%
									Sundry				£0.00	0.00%
									Outwork	£16.45	£17.34	5.43%	£0.89	5.13%
									Totals:	£432.51	£456.00		£23.49	5.15%
1,003	123	12RG Manual		RH	JFB	1,025 A BOOK	25/10/2000	1,002	Material	£427.09	£1,752.30	310.29%	£1,325.21	75.63%
Specification: 12RG Manual A4 160pp + cover Cover:4 colour process 1 side Text: Mono throghuout Cover: 250gsm gloss Text: 80gsm book wove Perfect bind									Studio	£27.50	£112.82	310.29%	£85.33	75.63%
									Repro	£45.00	£184.62	310.29%	£139.63	75.63%
									Print	£180.80	£741.80	310.29%	£561.00	75.63%
									Finishing	£53.24	£218.44	310.29%	£165.20	75.63%
									Sundry				£0.00	0.00%
									Outwork				£0.00	0.00%
									Totals:	£733.63	£3,010.00		£2,276.37	75.63%

SALES RECOVERY - SUMMARY

What does it show me?

This report lists all invoiced orders during a specified date period along with their costs broken down by departmental area, selling price, and profit. There are in fact two sales recovery reports – summary and detailed.

How would I use this information?

You would produce this report to tell you how much each department has cost you over a specified period, and how much sales have been recovered. For example: You might want to know how much studio work you had invoiced in the month. Naturally, as a printer the studio element of a job forms only one part of the production process; this report isolates the sales “recovery” of each element of the job for you. This information could be used to make business decisions about the profitability of each departmental process. You may find that you are losing money in one particular area of production.

Sales Recovery (Summary)													
Date: 06/02/2001				By: TAC		Starting: 01/10/2000		Page: 1					
Time: 13:31						Ending: 28/02/2001							
Job-no	Client	Title	Inv-no	Material	Studio	Repro	Print	Finishing	Sundry	Outwork	Total	Profit	% Profit
1,000	123	Leaflet	1,001	Cost £117.91	£33.00	£18.75	£246.40			£16.45	£432.51	£23.49	5.15%
				Sell £124.31	£34.79	£19.77	£259.78			£17.34	£456.00		
1,003	123	12RG Manual	1,002	Cost £427.09	£27.50	£45.00	£180.80	£53.24			£733.63	£2,276.37	75.63%
				Sell £1,752.30	£112.83	£184.63	£741.80	£218.44			£3,010.00		
1,004	123	Company Letterhead	1,002	Cost £6.94	£66.00	£62.00	£89.44				£224.38	£17.43	7.21%
				Sell £7.48	£71.13	£66.82	£96.39				£241.81		
1,005	123	Credit note	1,002	Cost £15.58	£44.00	£26.25	£58.85				£142.68	£124.32	48.56%
				Sell £29.16	£82.34	£49.12	£106.38				£267.00		
1,002	ANY	Sales Folder	1,003	Cost £139.14	£172.70	£113.75	£121.40	£53.24		£19.18	£619.41	£30.97	4.76%
				Sell £146.10	£181.34	£119.44	£127.47	£55.90		£20.14	£650.38		
1,007	ANY	Delivery notes	1,003	Cost £226.96	£11.00	£3.50	£52.48	£247.28		£69.17	£610.39	£223.61	26.81%
				Sell £310.10	£15.03	£4.78	£71.71	£337.87		£94.51	£834.00		
1,010	ANY	Leaflet	1,003	Cost £84.95	£27.50	£20.00	£356.94	£15.50		£37.98	£542.87	£90.13	14.24%
				Sell £99.05	£32.07	£23.32	£416.20	£18.07		£44.29	£633.00		
1,013	123	Trade show folder	1,005	Cost £122.32	£27.50	£25.00	£141.87	£38.50			£355.19	£208.81	37.02%
				Sell £194.23	£43.67	£39.70	£225.27	£81.13			£564.00		
1,025	123	GD leaflet	1,009	Cost £27.50	£18.75	£64.02	£13.14			£20.08	£143.49	£303.51	67.90%
				Sell £85.67	£28.41	£199.44	£40.93			£62.55	£447.00		
1,052	123	House Letterhead	1,012	Cost £22.22	£18.00						£40.22	£197.78	83.10%
				Sell £131.49	£106.51						£238.00		
Records: 10				Cost £1,140.89	£458.92	£351.00	£1,310.20	£420.90		£162.86	£3,844.77	£3,496.42	36.84%
				Sell £2,662.73	£790.34	£672.50	£2,244.44	£732.35		£238.83	£7,341.19		

COST ANALYSIS

What does it show me?

This report lists all the labour, material & outwork costs for a specified job, subtotalled by department. The final summary page also shows estimated totals, value-added and contribution, and a comparison of actual versus estimated figures. It can be produced for any/all jobs at any stage of production.

How would I use this information?

You would typically print this report immediately after approving each order, and would keep the copy as a master file copy along with the job bag itself. This will enable you to see how the job ran the last time it was run, in case of re-prints in the future.

Cost Analysis

Date: 05/02/2001
Time: 17:39

By: TAC

Owner: RH
Rep: TAC

Job-no: 1.011

Specification:

Brochure A4, 16pp 4 colour process throughout 115asm white gloss art Fold, gather, stitch 2 wires, trim flush and pack.

Client

Order-no:

Quantity:

Subref:

Date-in:

Previous:

ANY

1000

20/10/2000

1,001

Product:

P-file:

Required:

Delivered:

Invoiced:

Passed:

By:

BROCH

1001

27/10/2000

02/11/2000

16/11/2000

RH

Studio

Code	Description	Date	Time	Opr	Meth	Type	Standard	Rate	Overtime	O/T Rate	Per	Quantity	Cost	Extra
105	Disk conversion	25/10/2000	16:50	JFB	TS	D	2.00	£22.0000	0.00	£0.0000	1	2.00	£44.00	<input type="checkbox"/>
107	Make cromalin	25/10/2000	16:50	JFB	TS	D	0.65	£22.0000	0.00	£0.0000	1	0.65	£14.30	<input type="checkbox"/>
105	Disk conversion	02/11/2000	12:03	BH	TS	D	1.75	£22.0000	0.00	£0.0000	1	1.75	£38.50	<input type="checkbox"/>
107	Make cromalin	02/11/2000	12:03	BH	TS	D	0.90	£22.0000	0.00	£0.0000	1	0.90	£19.80	<input type="checkbox"/>
SUBTOTAL							5.30		0.00			5.30	£116.60	

Print

Code	Description	Date	Time	Opr	Meth	Type	Standard	Rate	Overtime	O/T Rate	Per	Quantity	Cost	Extra
326	Speedmaster subsequent makeready	25/10/2000	16:52	TAC	TS	D	1.85	£22.0000	0.00	£0.0000	1	1.85	£40.70	<input type="checkbox"/>
313	Speedmaster print run	25/10/2000	16:53	TAC	TS	D	1.08	£22.0000	0.00	£0.0000	1	1.08	£23.76	<input type="checkbox"/>
309	Speedmaster makeready	25/10/2000	16:53	TAC	TS	D	3.75	£22.0000	0.00	£0.0000	1	3.75	£82.50	<input type="checkbox"/>
309	Speedmaster makeready	02/11/2000	12:00	AP	TS	D	4.25	£22.0000	0.00	£0.0000	1	4.25	£93.50	<input type="checkbox"/>
313	Speedmaster print run	02/11/2000	12:00	AP	TS	D	1.08	£22.0000	0.00	£0.0000	1	1.08	£23.76	<input type="checkbox"/>
326	Speedmaster subsequent makeready	02/11/2000	12:00	AP	TS	D	1.60	£22.0000	0.56	£95.0000	1	2.16	£88.40	<input type="checkbox"/>
SUBTOTAL							13.61		0.56			14.17	£352.62	

Finishing

Code	Description	Date	Time	Opr	Meth	Type	Standard	Rate	Overtime	O/T Rate	Per	Quantity	Cost	Extra
405	Stitch 2 wires	25/10/2000	16:48	RH	TS	D	0.87	£22.0000	0.00	£0.0000	1	0.87	£19.14	<input type="checkbox"/>
406	Packing parcels	25/10/2000	16:48	RH	TS	D	0.17	£22.0000	0.00	£0.0000	1	0.17	£3.74	<input type="checkbox"/>
404	Folding	25/10/2000	16:48	RH	TS	D	0.92	£22.0000	1.00	£22.0000	1	1.92	£42.24	<input type="checkbox"/>
404	Folding	02/11/2000	12:05	JFB	TS	D	0.67	£22.0000	0.00	£0.0000	1	0.67	£14.74	<input type="checkbox"/>
405	Stitch 2 wires	02/11/2000	12:05	JFB	TS	D	0.87	£22.0000	0.25	£22.0000	1	1.12	£24.64	<input type="checkbox"/>
406	Packing parcels	02/11/2000	12:05	JFB	TS	D	0.42	£22.0000	0.00	£0.0000	1	0.42	£9.24	<input type="checkbox"/>
107		16/11/2000	15:55	RH	TS	D	1.00	£0.0000	0.00	£0.0000	1	1.00	£0.00	<input checked="" type="checkbox"/>

Cost Analysis (continued)

				SUBTOTAL	4.92	1.25	6.17	£113.74
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Materials						
Code	Description	Category	Quantity	Rate	Per	Cost
ART115	Gloss art 115gsm	Paper	3,075.00	£22.45	1,000.00	£69.03
CROM	Cromalin SRA2	Studio	4.00	£65.00	1.00	£260.00
PROC	Process inks	Print	89.84	£15.00	216.00	£6.24
SMP	Speedmaster plate	Repro	18.00	£5.00	1.00	£90.00
				SUBTOTAL	3,186.84	£425.27

Outwork						
Code	Description	Quantity	Rate	Per	Cost	
TNT	TNT Overnight couriers	57.95	£0.67	1.0000	£38.83	
				SUBTOTAL	57.95	£38.83

Labour:	Materials:	Outwork:	Wages:	Previous:	Quoted:	Analysis:	
£582.96	£425.27	£38.83	£282.25	£1,403.00	£1,403.00	V-Added:	£938.90
Notes:						% V/A:	66.92%
						Contrib:	£656.65
						% Contrib:	46.80%
						Extras:	

Actual:	£1,047.06
Estimated:	
Variance:	£-1,047.06
% Var:	-100.00%
Profit:	£355.94
% Profit:	25.37%
TOTAL:	£1,403.00
Vat:	T1

OPERATOR ENQUIRY

What does it show me?

This report lists costing entries over a specified date period by operator to give you the total times and costs for each individual. The report shows the operation code & description, department, standard and overtime and the overall cost. A full breakdown of direct (productive) and indirect (non-productive) operations is listed, with the data pulled from timesheet and remote capture.

How would I use this information?

You would typically use this information to analyse the activities of particular operators for example to see how many hours they had worked each week, and how much overtime. Or you could compare the average times to perform particular tasks for each operator, to see if anyone is not working to their full potential. The report calculates percentage productivity for each operator based on the proportion of his or her direct hours.

Operator Enquiry												
		Date: 01/02/2001		By: TAC		Starting: 01/10/2000		Page: 1				
		Time: 15:58				Ending: 30/10/2000						
User	Name	Date	Time	Job-no	Code	Description	Dept.	Standard	Rate	Overtime	O/T Rate	Type
BH	Bill Hounslow											
		23/10/2000	21:41	1,002	105	Disk conversion	Studio	1.25	£22.0000	5.00	£22.0000	D
		23/10/2000	21:42	1,002	107	Make cromalin	Studio	0.10	£22.0000	0.00	£0.0000	D
		23/10/2000	21:42	1,003	105	Disk conversion	Studio	1.25	£22.0000	0.00	£0.0000	D
		23/10/2000	21:42	1,003	210	Speedmaster platemaking	Repro	1.00	£25.0000	0.00	£0.0000	D
		23/10/2000	21:43	1,004	105	Disk conversion	Studio	1.00	£22.0000	1.00	£22.0000	D
		23/10/2000	21:43	1,004	206	GTO platemaking	Repro	0.60	£25.0000	0.00	£0.0000	D
		23/10/2000	21:43	1,005	105	Disk conversion	Studio	0.75	£22.0000	0.00	£0.0000	D
		23/10/2000	21:44	1,005	206	GTO platemaking	Repro	0.40	£25.0000	0.00	£0.0000	D
								6.35		6.00		£277.70
Total:								12.35	Direct	12.35	% Productivity:	100.00%
									Indirect	0.00		

DEPARTMENT ENQUIRY

What does it show me?

This report lists all costing activity over a specified period, subtotalled by department showing the operation, date, time, operation and hours worked.

How would I use this information?

This information is used to analyse the efficiency and cost recovered by department – typically monthly. It also enables you to judge the average times being achieved for each operation, so that meaningful target times can be fed back into the estimating system to produce more accurate estimates.

Department Enquiry														
Date: 01/02/2001						By: TAC		Starting: 01/10/2000		Operator:		Page: 1		
Time: 16:03								Ending: 30/10/2000						
Department	Date	Time	Opr	Job-no	Code	Description	Type	Standard	Rate	Overtime	O/T Rate	Direct	Indirect	Cost
Finishing	23/10/2000	21:45	TAC	1,002	406	Packing parcels	L	1.00	22.0000	0.00	0.0000	1.00		£22.00
	23/10/2000	21:45	TAC	1,002	404	Folding	L	0.42	22.0000	1.00	22.0000	1.42		£31.24
	23/10/2000	21:46	TAC	1,003	404	Folding	L	1.25	22.0000	0.00	0.0000	1.25		£27.50
	23/10/2000	21:46	TAC	1,003	406	Packing parcels	L	1.17	22.0000	0.00	0.0000	1.17		£25.74
	23/10/2000	21:46	TAC	1,006	401	Trimming simple	L	0.40	30.0000	0.00	0.0000	0.40		£12.00
	23/10/2000	21:46	TAC	1,006	406	Packing parcels	L	0.67	22.0000	0.00	0.0000	0.67		£14.74
	25/10/2000	16:46	RH	1,007	406	Packing parcels	L	1.00	22.0000	0.00	0.0000	1.00		£22.00
	25/10/2000	16:47	RH	1,007	410	Collating (hand)	L	8.57	22.0000	0.00	0.0000	8.57		£188.54
	25/10/2000	16:47	RH	1,007	406	Packing parcels	L	1.67	22.0000	0.00	0.0000	1.67		£36.74
	25/10/2000	16:47	RH	1,010	401	Trimming simple	L	0.15	30.0000	0.00	0.0000	0.15		£4.50
	25/10/2000	16:47	RH	1,010	406	Packing parcels	L	0.50	22.0000	0.00	0.0000	0.50		£11.00
	25/10/2000	16:48	RH	1,011	405	Stitch 2 wires	L	0.87	22.0000	0.00	0.0000	0.87		£19.14
	25/10/2000	16:48	RH	1,011	406	Packing parcels	L	0.17	22.0000	0.00	0.0000	0.17		£3.74
	25/10/2000	16:48	RH	1,011	404	Folding	L	0.92	22.0000	1.00	22.0000	1.92		£42.24
	25/10/2000	16:48	RH	1,013	406	Packing parcels	L	0.17	22.0000	0.00	0.0000	0.17		£3.74
	25/10/2000	16:48	RH	1,013	404	Folding	L	0.58	22.0000	1.00	22.0000	1.58		£34.76
										19.51	3.00	22.51	0.00	£499.62
	Total hours:									22.51	% Productivity:		100.00%	
									19.51	3.00	22.51	0.00	£499.62	
Total hours:									22.51	% Productivity:		100.00%		

LABOUR ENQUIRY

What does it show me?

This reports lists costing activity by subtotalled by labour operation and shows the labour code description, date, time, and operator, along with a subtotal of standard and overtime. The report can be filtered by operator, and/or job number.

How would I use this information?

You would use this information to analyse the time being achieved for each labour task. For example: You might want to establish your average make-ready time on a particular press. This information could be used to update your estimating tables with more accurate times so that your estimates become more accurate. You can also use this report to compare operators; some may be returning better times than others.

Labour Enquiry											
		Date: 01/02/2001	By: TAC	Starting: 01/10/2000	Operator:	Page: 1					
		Time: 16:44		Ending: 30/10/2000	Job-no: 0						
Code	Opr	Description	Date	Time	Job-no	Dept.	Standard	Rate	Overtime	O/T Rate	Type
301	TAC	GTO makeready	25/10/2000	16:51	1,007	Print	0.50	£22.0000	0.00	£0.0000	D
							Total:	0.50	0.00		
302	TAC	GTO washup	25/10/2000	16:51	1,007	Print	0.58	£22.0000	0.00	£0.0000	D
							Total:	0.58	0.00		
303	TAC	GTO print run	25/10/2000	16:51	1,007	Print	1.02	£22.0000	0.00	£0.0000	D
							Total:	1.02	0.00		
304	TAC	GTO 2 colour makeready	25/10/2000	13:23	1,005	Print	0.41	£22.0000	0.00	£0.0000	D
304	TAC	GTO 2 colour makeready	25/10/2000	13:22	1,004	Print	1.24	£22.0000	0.25	£50.0000	D
							Total:	1.90	1.65	0.25	
305	TAC	GTO 2 colour washup	25/10/2000	13:22	1,004	Print	0.74	£22.0000	0.00	£0.0000	D
305	TAC	GTO 2 colour washup	25/10/2000	13:22	1,005	Print	1.16	£22.0000	0.00	£0.0000	D
							Total:	1.90	1.90	0.00	
307	TAC	GTO 2 colour print run	25/10/2000	13:21	1,004	Print	1.50	£22.0000	0.00	£0.0000	D
307	TAC	GTO 2 colour print run	25/10/2000	13:22	1,005	Print	1.00	£22.0000	0.00	£0.0000	D
							Total:	2.50	2.50	0.00	
							Total:	8.40	8.15	0.25	

OUTWORK ENQUIRY

What does it show me?

This report lists all outwork entries (both from purchase orders, and from direct entry) over a specified date period to give you your total outwork expenditure. The report can be filtered by operator, supplier or job number, and can be sorted & subtotalled by supplier or job number. For each entry the supplier, description, purchase order number (if relevant), date, time quantity, rate & cost are shown.

How would I use this information?

You would produce this report to show your total expenditure over a given period on outwork, broken down by supplier and outwork type. This allows you to analyse “where” you are spending your money, and whether you are spending too much. For example: You may establish from this report that you are spending £1000 per month on laminating services, when in fact the cost per month of buying a laminating unit (including materials) is only £500. This alone may be enough for you to justify your own laminator.

Outwork Enquiry												
Date: 01/02/2001		By: TAC		Starting: 01/10/2000		Operator:		Job-no: 0		Page: 1		
Time: 16:57				Ending: 30/10/2000		Supplier:						
Outwork	Description	Status	Supplier	P-order	Opr	Date	Time	Order	Quantity	Rate	Per	Cost
TNT	TNT Overnight couriers	Complete		0	RH	25/10/2000	17:02	1,007	113.40	£0.61	1.00	£69.17
TNT	TNT Overnight couriers	Complete		0	RH	25/10/2000	17:02	1,010	56.69	£0.67	1.00	£37.98
TNT	TNT Overnight couriers	Complete		0	RH	25/10/2000	17:02	1,011	57.95	£0.67	1.00	£38.83
Records: 3									228.04	£145.98		
PERF	Perfect binding	Complete	FOX	1,007	RH	29/10/2000	20:09	0	500.00	£150.00	1.00	£75,000.00
PERF	Perfect binding	Complete	FOX	1,003	RH	29/10/2000	20:08	0	500.00	£150.00	1.00	£75,000.00
Records: 2									1,000.00	£150,000.00		
PARCECON	Parcelforce Economy delivery	Complete	PARCEL	1,008	RH	29/10/2000	20:09	0	35.91	£0.34	1.00	£12.21
PARCECON	Parcelforce Economy delivery	Complete	PARCEL	1,004	RH	29/10/2000	20:08	0	35.91	£0.34	1.00	£12.21
Records: 2									71.82	£24.42		
TNT	TNT Overnight couriers	Complete	TNT	1,002	RH	29/10/2000	20:08	0	580.23	£0.79	1.00	£458.38
TNT	TNT Overnight couriers	Complete	TNT	1,009	RH	29/10/2000	20:09	0	1,450.58	£0.67	1.00	£971.89
TNT	TNT Overnight couriers	Complete	TNT	1,005	RH	29/10/2000	20:08	0	1,450.58	£0.67	1.00	£971.89
TNT	TNT Overnight couriers	Complete	TNT	1,006	RH	29/10/2000	20:08	0	23.62	£1.32	1.00	£31.18
Records: 4									3,505.01	£2,433.34		
Records: 11									4,804.87	£152,603.74		

COST CENTRE ANALYSIS

What does it show me?

This report lists all the labour, material & outwork costs for a specified job, subtotalled by department. The final summary page also shows estimated totals, value-added and contribution, and a comparison of actual versus estimated figures. It can be produced for any/all jobs at any stage of production.

How would I use this information?

You would typically print this report immediately after approving each order, and would keep the copy as a master file copy along with the job bag itself. This will enable you to see how the job ran the last time it was run, in case of re-prints in the future.

Cost-centre Analysis														
		Date: 01/02/2001		By: TAC		Starting: 01/08/2000		Page: 1						
		Time: 15:52				Ending: 28/02/2001								
Centre	Description	Date	Time	Opr	Order	Dept.	Code	Description	Standard	Rate	Overtime	O/T Rate	Type	Cost
GTO1	GTO 1 colour													
		25/10/2000	16:51	TAC	1,007	Print	303	GTO print run	1.02	£22.0000	0.00	£0.0000	D	£22.44
		25/10/2000	16:51	TAC	1,007	Print	302	GTO washup	0.58	£22.0000	0.00	£0.0000	D	£12.76
		25/10/2000	16:51	TAC	1,007	Print	301	GTO makeready	0.50	£22.0000	0.00	£0.0000	D	£11.00
		02/11/2000	11:57	AP	1,009	Print	301	GTO makeready	0.50	£22.0000	0.00	£0.0000	D	£11.00
		02/11/2000	11:58	AP	1,009	Print	302	GTO washup	0.33	£22.0000	1.00	£35.0000	D	£42.26
		02/11/2000	11:58	AP	1,009	Print	303	GTO print run	0.53	£22.0000	0.00	£0.0000	D	£11.66
		02/11/2000	12:01	AP	1,014	Print	301	GTO makeready	0.50	£22.0000	0.00	£0.0000	D	£11.00
		02/11/2000	12:01	AP	1,014	Print	302	GTO washup	0.83	£22.0000	0.00	£0.0000	D	£18.26
		02/11/2000	12:01	AP	1,014	Print	303	GTO print run	1.27	£22.0000	0.00	£0.0000	D	£27.94
Total:									7.06	6.06	1.00			£168.32
Budget:									150.00	% Productivity:		100.00%	Direct	7.06
Variance:									-142.94	% Var:		-95.29%	Indirect	0.00
Total:									7.06	6.06	1.00			£168.32
Budget:									150.00	% Productivity:		100.00%	Direct	7.06
Variance:									-142.94	% Var:		-95.29%	Indirect	0.00

VALUE ADDED REPORT

Value-added is a BPIF concept that is commonly used to express profitability. It is calculated as follows:

$$\text{Value-added} = \text{Sales} - \text{Material} - \text{Outwork}$$

In other words the sales value of the job with all your bought-in costs deducted - the remaining figure has to cover the wages and overheads of the business. As your wages & overheads are to a large extent fixed, if you can maximise your value-added on each job, you as a business will become more profitable overall. You can maximise your VA by reducing material costs, and by targeting work that you do not have to “outsource”.

Why is this important as long as I make a profit?

The profit figures do not tell “the whole story”; to understand why you need to go back to how your hourly rates are calculated. Hourly rates are based on “full absorption costing” – i.e. each item absorbs its own overhead and makes no profit – this is derived from your business overheads (rent/mortgage, finance/loans, wages) and the estimated hours you expect from your machines each month. The more work you outsource, the less contribution you are making to your overheads – instead you are paying someone else’s.

For example: You have two orders, both worth £1000 sales value. One you design, plan, print and finish in-house and it costs you £600 to produce – the other you have to outsource and it also costs you £600 outwork cost. On both you make £400 profit, but your value-added (i.e. the amount of money left in the job after material and outwork costs) on the first order is much higher. First order value added: £1000 - £200 (materials) - £0 (outwork) = £800 = 80%
Second order value-added: £1000 - £600 (Materials & outwork) = £400 = 40%. Thus for the first order £800 is left “in the company” to pay the wages & overheads; on the second order only £400 is left to pay the wages & overheads.

What does it show me?

This report lists each order that has been invoiced over a specified date period, along with the job number, client, title, estimator, rep, actual cost, value-added, profit & sales value. It can be filtered, sorted and subtotaled by product code, client, or sales rep.

Value Added Report (continued)

How would I use this information?

This report would be used to show the total sales by month, along with the actual costs incurred, profit, and value-added content. The report can be subtotalled by client, product, or sales-rep – thus you can use this information to compare which product types are the most profitable, which are your “best” clients, or which sales-rep is bringing in the “right” type of work for your business.

Value-added report															
Date: 01/02/2001			By: TAC		Starting: 01/08/2000		Product:		Rep:		Page: 1				
Time: 15:38					Ending: 28/02/2001		Client:								
Job-no	Client	Title	Est	Rep	Quote	Product	Labour	Material	Outwork	Cost	V/Added	V/A %	Profit	% Profit	Value
1,000	123	Leaflet		JFB	1,000		£283.55	£132.51	£16.45	£432.51	£307.04	67.33%	£23.49	5.15%	£456.00
1,002	ANY	Sales Folder	RH	TAC	1,005	FOLDER	£58.00	£88.81	£19.18	£165.99	£311.01	74.23%	£253.01	60.38%	£419.00
1,003	123	12RG Manual	RH	JFB	1,025 A	BOOK	£286.54	£447.09		£733.63	£2,562.91	85.15%	£2,276.37	75.63%	£3,010.00
1,004	123	Company Letterhead	RH	JFB	1,011	L/HEAD	£210.06	£14.32		£224.38	£209.68	93.81%	£-0.38	-0.17%	£224.00
1,005	123	Credit note	RH	JFB	1,029	NCR	£126.79	£15.89		£142.68	£251.11	94.05%	£124.32	46.56%	£267.00
1,007	ANY	Delivery notes	RH	TAC	1,027	NCR	£304.48	£236.74	£69.17	£610.39	£528.09	63.32%	£223.61	26.81%	£834.00
1,010	ANY	Leaflet	RH	TAC	1,013	LEAFLET	£395.76	£109.13	£37.98	£542.87	£485.89	76.76%	£90.13	14.24%	£633.00
1,013	123	Trade show folder	RH	JFB	1,041	FOLDER	£206.54	£148.65		£355.19	£415.35	73.64%	£208.81	37.02%	£564.00
1,025	123	GD leaflet	RH	JFB	1,002	LEAFLET	£123.41		£20.08	£143.49	£366.92	94.81%	£243.51	62.92%	£447.00
1,052	123	House Letterhead	RH	JFB	1,084	L/HEAD	£37.22	£3.00		£40.22	£235.00	98.74%	£197.78	83.10%	£238.00
Records:			10				£2,032.35	£1,196.14	£162.86	£3,391.35	£5,673.00	82.16%	£3,640.65	41.16%	£7,092.00
Records:			10				£2,032.35	£1,196.14	£162.86	£3,391.35	£5,673.00	82.16%	£3,640.65	41.16%	£7,092.00

PROFIT SUMMARY

What does it show me?

This report lists all orders that have been invoiced within a specified date period and shows the job number, invoice date, invoice number, actual cost, profit & contribution, along with the quoted selling price, and the actual invoice price. The report is subtotalled or totalled to give an average profit and contribution, with total sales value.

How would I use this information?

This management report is used to total the sales for the month, with an overall profit figure expressed in value and percentage terms. You can also use it to pinpoint any orders that you may have made a loss on as the first step in finding what went wrong. The report can be filtered, sorted and subtotalled by client, product or representative. This might (for example) be used to identify your most profitable or highest turnover clients (not necessarily the same thing), high margin product lines, or best performing sales-reps.

Profit Summary report															
Date: 01/02/2001			By: TAC		Starting: 01/08/2000		Client:		Rep:		Page: 1				
Time: 15:45					Ending: 28/02/2001		Product:								
Job-no	Client	Title	Est	Rep	Quote	Product	Inv-date	Inv-no	Contrib.	% Contrib.	Cost	Profit	% Profit	Quoted	Value
1,000	123	Leaflet		JFB	1,000		25/10/2000	1,001	£245.54	53.80%	£432.51	£23.49	5.15%	£426.00	£456.00
1,002	ANY	Sales Folder	RH	TAC	1,005	FOLDER	02/11/2000	1,003	£286.01	68.20%	£165.99	£253.01	60.38%	£419.00	£419.00
1,003	123	12RG Manual	RH	JFB	1,025 A	BOOK	25/10/2000	1,002	£2,455.11	81.50%	£733.63	£2,276.37	75.63%	£3,010.00	£3,010.00
1,004	123	Company Letterhead	RH	JFB	1,011	L/HEAD	25/10/2000	1,002	£120.38	53.70%	£224.38	£-0.38	-0.17%	£224.00	£224.00
1,005	123	Credit note	RH	JFB	1,029	NCR	25/10/2000	1,002	£194.91	73.00%	£142.68	£124.32	46.56%	£267.00	£267.00
1,007	ANY	Delivery notes	RH	TAC	1,027	NCR	02/11/2000	1,003	£333.49	39.90%	£610.39	£223.61	26.81%	£834.00	£834.00
1,010	ANY	Leaflet	RH	TAC	1,013	LEAFLET	02/11/2000	1,003	£402.84	63.60%	£542.87	£90.13	14.24%	£633.00	£633.00
1,013	123	Trade show folder	RH	JFB	1,041	FOLDER	02/11/2000	1,005	£345.90	61.30%	£355.19	£208.81	37.02%	£564.00	£564.00
1,025	123	GD leaflet	RH	JFB	1,002	LEAFLET	15/11/2000	1,009	£309.57	79.90%	£143.49	£243.51	62.92%	£387.00	£447.00
1,052	123	House Letterhead	RH	JFB	1,084	L/HEAD	29/01/2001	1,012	£218.90	92.00%	£40.22	£197.78	83.10%	£238.00	£238.00
Records:								10	£4,912.65	66.69%	£3,391.35	£3,640.65	41.16%	£7,002.00	£7,092.00
Records:								10	£4,912.65	66.69%	£3,391.35	£3,640.65	41.16%	£7,002.00	£7,092.00

APPROVAL LIST

What does it show me?

This report lists all completed orders that have been costed, but are not yet approved for invoicing. Every costed order must be approved prior to invoicing as a safeguard to check that all the labour times, materials and outwork costs have been correctly recorded, and to make any necessary adjustments. Once a job has been approved, no further costs can be added to the job.

How would I use this information?

This information is used as a checklist of jobs that require approval. This ensures that no orders are missed – even if the physical job sheet is mislaid or misfiled. After approving each job, this report will be empty.

Approvals list

Date: 01/02/2001
Time: 15:30

By: TAC

Page: 1

Job-no	Client	Date-in	Quantity	Title	Order-no	Quote	Est	Rep	Delivered	Est-cost	Act-cost	Profit	% Profit	Quoted	Exp'd-sell
1,023	123	25/10/2000	10000	Advertising poster		1,017	RH	JFB	22/11/2000	£1,273.70	£1,040.15	£517.85	33.24%	£1,558.00	£1,558.00
1,024	123	25/10/2000	2500	Discount leaflet		1,030	RH	JFB	22/11/2000	£311.71	£257.79	£58.21	18.42%	£316.00	£316.00
1,033	123	02/11/2000	5000	12 GF Manual		1,083	RH	JFB	//	£7,250.68	£30,317.93	£-22,317.93	-278.97%	£8,000.00	£8,000.00
1,051	123	17/11/2000	75000	Software Brochure		1,055	RH	JFB	//	£15,705.68	£132.80	£17,431.20	99.24%	£17,564.00	£17,564.00
1,028	123	29/10/2000	7000	12RG Manual		1,025 A	RH	JFB	//		£1,930.61	£1,079.39	35.86%	£3,010.00	£3,010.00
1,053	123	01/12/2000	500	Sales invoice sets		1,009	RH	JFB	//	£241.00	£38.47	£261.53	87.18%	£300.00	£300.00
1,030	123	02/11/2000	5000	Sales Letterhead		1,031	RH	JFB	//	£308.73	£220.53	£119.47	35.14%	£340.00	£340.00
1,021	345	25/10/2000	500 of each	Business pack 2		1,058	RH		02/11/2000	£349.23	£138.54	£247.46	64.11%	£386.00	£386.00
1,034	ANY	02/11/2000	1000	Brochure		1,003	RH	TAC	//		£67.35	£1,335.65	95.20%	£1,403.00	£1,403.00
1,006	ANY	20/10/2000	2500	House Letterhead		1,001 A	RH	TAC	//	£150.82	£96.40	£71.60	42.62%	£168.00	£168.00
1,032	ANY	02/11/2000	50000	Invoice		1,039	RH	TAC	//	£2,257.85	£6.25	£2,607.75	99.76%	£2,614.00	£2,614.00
1,018	JEFFCO	23/10/2000	1000	Sales Folder		1,014	RH	JFB	02/11/2000	£456.61	£329.15	£170.85	34.17%	£500.00	£500.00
Records:									12	£28,306.01	£34,575.97	£1,583.03	30.50%	£36,159.00	£36,159.00

PURCHASE ORDERS

The raising of a purchase order is a very important action for a company, as it is an official instruction to a supplier to provide goods or services at a price. This is money going outside of the business, and therefore needs to be monitored and the incoming invoice compared to the raised order, to ensure they both match.

Purchase orders can be raised for various items:

- Material items (from the materials table)
- Subcontract work (for current job)
- Outwork item (from register)
- Sundry item (free text facility to enter description & price)

When a purchase order is raised, the system logs the transaction, and where raised against a job number automatically allocates the cost.


Purchase orders are shown as having four different statuses:

- Pending
- Held (may be a query on this transaction)
- Delivered
- Invoice received

If the invoiced price is different to the original order, the system flags the price, warning of the difference, enabling relative action to be taken. **An important area for cost savings!**

Purchase order data can be filtered by:

- Date parameters
- Supplier
- Orders placed by
- By job number

		Data Design Services Ltd Lakesbury Mews Hillingbury Road Chandlers Ford Eastleigh SO53 5SS Tel: 023 8024 0470 Fax: 023 8025 2573		PURCHASE ORDER		1,017		
To: Catherine Cook Wiggins Teape Papers Ltd Unit 2a Newark Industrial Park Kilnfield Warrickshire WA34 22A		Deliver to: Trevor Cocks Data Design Services Ltd Lakesbury Mews Hillingbury Road Chandlers Ford Eastleigh SO53 5SS		Date: 6/02/2001 Owner: TAC Required: 7/02/2001 Your ref: Fax-no: 01967 218917				
Job-ref	Your-ref	Quantity	Description	Unit price	Per	% Disc.	Net	Vat
1,053	NCRSRA2-03WT	5000	NCR CB Top sheet White, 450 x 640, 60gsm, White	26.58	1,000.00	0.00	132.90	T1
1,053	NCRSRA2-03WT	2500	NCR CFB Middle sheet Tint, 450 x 640, 60gsm, White	33.52	1,000.00	0.00	83.80	T1
1,035	ART250WT-03	3500	Gloss art 250gsm, 450 x 640, 250gsm, White	76.45	1,000.00	0.00	267.58	T1
PURCHASE ORDER								
Comments:				Signed:		Net: 484.28		
<small>NOTE: Orders are placed subject to our terms and conditions. If you are unable to meet the delivery schedule shown above, please notify us immediately. Orders are only valid when signed by an authorised signatory of the company.</small>				Position:		Vat: 84.75		
				Date:		Total: 569.02		

PURCHASE ORDER STATUS REPORT

What does it show me?

This report lists any purchase orders raised within a specified date period. The report can be filtered by supplier, job number or owner (originator). The report shows the order number, date, supplier, description, job number, value and status. If a purchase invoice has been crosschecked against an order the invoice number and date are shown.

How would I use this information?

You would produce this report in several cases. For example: to locate a specified purchase order, or to produce a list of purchase orders that are “pending” (waiting for delivery), or to produce a report of purchase orders raised against one specific job number, or raised against one particular supplier. A full history is maintained until purged by you, thus if any queries result from an order that order can be located easily and a purchase order history by supplier produced.

P-Order Status Report															
Date: 6/02/2001		Starting: 01/10/2000		By: TAC		Owner:		Page: 1							
Time: 14:35		Ending: 31/10/2000		Supplier:		Job-no: 0									
Supplier	Number	Date	By	Job-no	Description	Sub-ref	Status	Required	Received	Invoice	Inv-date	Net	Vat	Total	Ptd?
FOX	1,003	29/10/2000	RH	0	Perfect binding		Held	01/11/2000	/ /	/ /	/ /	75.00	13.13	88.13	<input checked="" type="checkbox"/>
FOX	1,007	29/10/2000	RH	0	Perfect binding		Invoiced	01/11/2000	/ /	452312	02/11/2000	75.00	13.13	88.13	<input checked="" type="checkbox"/>
								Records:	2	Totals:		150.00	26.26	176.26	
PARCEL	1,004	29/10/2000	RH	0	Parcelforce Economy delivery		Invoiced	01/11/2000	/ /	FG23434	02/11/2000	12.27	2.15	14.42	<input checked="" type="checkbox"/>
PARCEL	1,008	29/10/2000	RH	0	Parcelforce Economy delivery		Invoiced	01/11/2000	/ /	FGH234	01/12/2000	12.27	2.15	14.42	<input checked="" type="checkbox"/>
								Records:	2	Totals:		24.54	4.30	28.84	
TNT	1,002	29/10/2000	RH	0	TNT Overnight couriers		Invoiced	30/10/2000	/ /	/ /	/ /	326.15	57.08	383.23	<input checked="" type="checkbox"/>
TNT	1,005	29/10/2000	RH	0	TNT Overnight couriers		Invoiced	30/10/2000	/ /	FGHD12343	22/11/2000	867.88	151.88	1,019.76	<input checked="" type="checkbox"/>
TNT	1,006	29/10/2000	RH	0	TNT Overnight couriers		Pending	01/11/2000	/ /	/ /	/ /	19.99	3.50	23.49	<input checked="" type="checkbox"/>
TNT	1,009	29/10/2000	RH	0	TNT Overnight couriers		Pending	30/10/2000	/ /	/ /	/ /	867.88	151.88	1,019.76	<input checked="" type="checkbox"/>
								Records:	4	Totals:		2,081.90	364.34	2,446.24	
								Records:	1	Totals:		2,256.44	394.90	2,651.34	

DELIVERIES

An important part of the workflow pattern is the creation and monitoring of delivery notes. When a delivery note is raised, **Accura** automatically changes the job status from active to complete, and provides a standard called invoices pending.

A very important report, informing the user of jobs awaiting invoicing!

As well as confirming completed jobs, the raising of a delivery note by the system creates other important management information.

Deliveries report

This can be filtered by client, date, product code, and provides information on:

- Job number & description
- Order quantity
- Last delivery note number, date and quantity delivered
- Balance of order on hand.

This report is in essence a finished goods stock record!

Delivery response report

Produces a report comparing scheduled delivery dates with actual delivery dates, by number of days.

- Monitor the efficiency of your production and despatch departments

LATE deliveries mean LATE invoicing!

How might this information be used?

- To monitor finished goods being held for individual clients
- To monitor and control delivery response and efficiency

DELIVERIES REPORT

What does it show me?

This report shows deliveries made over a specified date period along with the job number, title, quantity ordered, sales value, and balance to follow. The report is printed and subtotalled by client.

How would I use this information?

This report is used to keep a track of orders or products by client and record delivery movements, with a running stock balance. It is therefore possible to set-up product lines that are delivered in batches and the stock balance monitored. For example: you may print 100,000 of a particular job and hold this in stock for the client, then deliver 2,000 per month. Your customer may request a report of his stock usage and balance on hand.

Deliveries Report												Date:	02/02/2001		Starting:	01/10/2000		By:	TAC		Client:			Page:	1		
												Time:	11:56		Ending:	31/10/2000											
Client	Telephone	Rep	Subref	D-note	Date	Job-no	Quantity	Order-no	Description	Item-qty	Value	On-hand															
123 Software Ltd	01456 523654	JFB																									
			1,001	10/10/2000	1,000	1000	Leaflet	1000	456.00																		
			1,006	15/10/2000	1,017	1000	Leaflet	1000	476.00																		
			1,005	15/10/2000	1,004	500	Company Letterhead	500	224.00																		
			1,005	15/10/2000	1,005	500	Credit note	500	267.00																		
			1,002	15/10/2000	1,003	7000	12RG Manual	7000	3,010.00																		
			1,008	19/10/2000	1,013	1000	Trade show folder	1000	564.00																		
															Records:	6	Value:	4,997.00									
Any Company Ltd	01703 123456	TAC																									
			1,003	15/10/2000	1,002	500	3654	Sales Folder	500	419.00																	
			1,007	19/10/2000	1,007	10000	Delivery notes	10000	834.00																		
			1,007	19/10/2000	1,010	3000	Leaflet	3000	633.00																		
												Records:	3	Value:	1,886.00												
Data Design Services	(02380) 236677	RH																									
			1,004	15/10/2000	1,009	2500	Letterhead	2500	128.00																		
															Records:	1	Value:	128.00									
												Records:	10	Value:	7,011.00												

DELIVERY RESPONSE

What does it show me?

The report shows deliveries made over a specific date period along with the order details, required by date, delivered date, and number of days the job was delivered to the client (early or late). The report can be filtered by client, owner or product, and subtotalled by date, job-no, client, owner, or product.

How would I use this information?

This report is used to keep a track of delivery response times, so that late and early deliveries can be identified quickly and rectified where necessary. By identifying the causes of late deliveries, delivery response times and customer satisfaction can be improved.

Delivery responses

Date: 01/02/2001

By: TAC

Starting: 01/11/2000

Client:

Owner:

Page: 1

Time: 17:53

Ending: 30/11/2000

Product:


Threshold =>: 0

Job-no	Client	Date-in	Order no	Own Rep	Quantity	Title	Product	Priority	Move?	Required	Delivered	D-note	To-follow	Status	No.days
1,011	ANY	20/10/2000		RH	TAC 1000	Brochure	BROCH	Urgent	No	27/10/2000	02/11/2000	0	1,000	Late	6
1,014	ANY	23/10/2000		RH	TAC 10000	Invoice	NCR	Low	Yes	06/11/2000	02/11/2000	0	10,000	Early	4
1,015	DDS195	23/10/2000		RH	RH 1000	Promo leaflet		Normal	Yes	30/10/2000	02/11/2000	0	1,000	Late	3
1,018	JEFFCO	23/10/2000		RH	JFB 1000	Sales Folder	FOLDER	Low	Yes	16/11/2000	02/11/2000	0	1,000	Early	14
1,020	A&BCAR	23/10/2000		RH	TAC 10000	Letterhead	L/HEAD	Normal	Yes	01/11/2000	02/11/2000	0	10,000	Late	1
1,021	345	25/10/2000		RH	500 of each	Business pack 2		Normal	Yes	01/11/2000	02/11/2000	0	500	Late	1
1,022	ABC229	25/10/2000		RH	BH 5000	Product manual		Normal	Yes	01/11/2000	02/11/2000	0	5,000	Late	1
<div>Records: 7 Early: 2 Avg (days): 9 On-time: 0 Late: 5 Avg (days): 0</div>															
1,026	BLOGGS	29/10/2000		RH	TAC 500	HGF Novel	BOOK	Urgent	No	05/11/2000	03/11/2000	0	500	Early	2
<div>Records: 1 Early: 3 Avg (days): 6 On-time: 0 Late: 5 Avg (days): 0</div>															
1,025	123	25/10/2000	345345	RH	JFB 2500	GD leaflet	LEAFLET	Normal	Yes	01/11/2000	16/11/2000	1,013	2,000	Late	15
<div>Records: 1 Early: 3 Avg (days): 6 On-time: 0 Late: 6 Avg (days): 0</div>															
1,023	123	25/10/2000		RH	JFB 10000	Advertising poster		Normal	Yes	01/11/2000	22/11/2000	0	10,000	Late	21
1,024	123	25/10/2000		RH	JFB 2500	Discount leaflet	LEAFLET	Normal	Yes	01/11/2000	22/11/2000	0	2,500	Late	21
<div>Records: 2 Early: 3 Avg (days): 6 On-time: 0 Late: 8 Avg (days): 0</div>															
<div>Records: 11 Early: 11 Avg (days): 7 On-time: 0 Late: 24 Avg (days): 0</div>															

INVOICING

The final, and probably the most import part of the cycle, is the raising of the invoice.

If the Job Costing & Analysis module is being used, jobs have to be approved before an invoice can be raised. This affords the opportunity to check that all costs, and any billable extra costs have been booked against the job.

		Data Design Services Ltd Lakesbury Mews Hillingbury Road Chandlers Ford Eastleigh SO63 5SS Tel: 023 8024 0470 Fax: 023 8025 2573		INVOICE 1,007	
To: John Williams 123 Software Ltd Unit 3 Bradford Industrial Park Sutton Road Bradford BD67 9KS		Date: 17/11/2000 Account: 123 Sub-ref: Job-ref: 1,025			
Job-ref	Order-no	Quantity	Description	Price	Vat
1,025		2500	2pp A4 leaflet A4 Printed in 4 colour process throughout Gloss Art 150gsm Trim to size and pack	£387.00	T0
1,012		5000	Show poster A1 1 colour 1 side 115gsm gloss art Trim & pack	£886.00	T1
0		1	Authors corrections to above	£40.00	T1
INVOICE					
Code	Rate	Goods	Vat		
T0	0.00%	£387.00	£0.00		
T1	17.50%	£926.00	£162.05		
Net: £1,313.00 Vat: £162.05 Total: £1,475.05					

Reports can be produced detailing:

- Invoices raised between set dates
- A sales report, by client, showing how much has been invoiced between set dates.

INVOICES PENDING

What does it show me?

The invoices pending reports lists all orders that have been completed but not yet invoiced. If Job costing is installed, it also will show whether the job has been approved for invoicing or not. The report is listed in job number or client order and can show client, job number, date-in, title, date required, date actually delivered, and estimated sales value.

How would I use this information?

Use this report as a daily routine reminder to prompt you to invoice completed jobs. This acts as a safeguard in case paperwork is lost, or misfiled by mistake. Once all the orders listed have been invoiced the report will be empty.

Invoices Pending													Date: 1/02/2001	By: TAC	Page: 1
													Time: 17:54		
Job-no	Date-in	Client	Quote	Order-no	Quantity	Title	Rep	Owner	Product	Required	Delivered	Price	Passed		
1,011	20/10/2000	ANY	1,003		1000	Brochure	TAC	RH	BROCH	27/10/2000	02/11/2000	£1,403.00	<input checked="" type="checkbox"/>		
1,014	23/10/2000	ANY	1,033		10000	Invoice	TAC	RH	NCR	06/11/2000	02/11/2000	£823.00	<input checked="" type="checkbox"/>		
1,026	29/10/2000	BLOGGS	1,049		500	HGF Novel	TAC	RH	BOOK	05/11/2000	03/11/2000	£728.00	<input checked="" type="checkbox"/>		
1,009	20/10/2000	DDS195	1,012		2500	Letterhead	RH	RH		27/10/2000	25/10/2000	£128.00	<input checked="" type="checkbox"/>		
1,015	23/10/2000	DDS195	1,034 A		1000	Promo leaflet	RH	RH		30/10/2000	02/11/2000	£489.00	<input checked="" type="checkbox"/>		
										Records: 5	Sub-total:	£3,571.00			
										Records: 1	Total:	£3,571.00			

SALES REPORT

What does it show me?

The sales report lists all invoices raised between two specified dates and shows the job number, client, description, date-delivered, invoice number & date and net, vat & total values. The report can be sorted & subtotalled by client, sales-rep, date, invoice number, or job number.

How would I use this information?

Use this report to give you an accurate breakdown of sales over any specified period, by customer or sales-rep. You could for example use this report to calculate commissions for sales-reps, or to establish your highest turnover customers.

Sales report													
Date: 01/02/2001				By: TAC		Starting: 1/11/2000		Client:		Page: 1			
Time: 17:55						Ending: 30/11/2000		Rep:					
Client	Job-no	Rep	Order-no	Subref	Quantity	Description	Delivered	Inv-no	Inv-date	Nom	Net	Vat	Total
123	1,013	JFB			1000	Trade show folder To take A4 (with	29/10/2000	1,005	02/11/2000	4000	£564.00	£98.70	£662.70
123	1,017	JFB			1000	Leaflet A4 Gloss Art 150gsm Job to	25/10/2000	1,006	13/11/2000	4000	£476.00	£83.30	£559.30
123	0	JFB			1	Authors corrections	25/10/2000	1,006	13/11/2000	4000	£476.00	£83.30	£559.30
123	1,012	JFB			5000	Show poster A1 1 colour 1 side 11:	16/11/2000	1,007	17/11/2000	4000	£1,313.00	£162.05	£1,475.05
123	1,025	JFB			2500	2pp A4 leaflet A4 Printed in 4 colour	16/11/2000	1,007	17/11/2000	0111	£1,313.00	£162.05	£1,475.05
123	0	JFB			1	Authors corrections to above	16/11/2000	1,007	17/11/2000	4000	£1,313.00	£162.05	£1,475.05
123	1,025	JFB	345345		2500	2pp A4 leaflet A4 Printed in 4 colour	16/11/2000	1,008	15/11/2000	4000	£417.00	£72.98	£489.98
123	0	JFB			1	Authors corrections	16/11/2000	1,008	15/11/2000	4000	£417.00	£72.98	£489.98
123	0	JFB			1	Authors corrections	16/11/2000	1,009	15/11/2000	4000	£447.00	£5.25	£452.25
123	1,025	JFB	345345		2500	2pp A4 leaflet A4 Printed in 4 colour	16/11/2000	1,009	15/11/2000	0111	£447.00	£5.25	£452.25
									Records: 10 £7,183.00 £907.91 £8,090.91				
ABC229	1,022	BH		ABC001	5000	Product manual A4, 164pp Cover: +	02/11/2000	1,011	16/11/2000	4000	£8,245.00	£1,442.88	£9,687.88
									Records: 1 £8,245.00 £1,442.88 £9,687.88				
ANY	1,010	TAC			3000	Hotel leaflet A4, 4pp 4 colour proce	25/10/2000	1,003	02/11/2000	4000	£1,886.00	£184.11	£2,070.11
ANY	1,007	TAC			10000	Delivery notes A4 x 3 parts 1 colour	25/10/2000	1,003	02/11/2000	0111	£1,886.00	£184.11	£2,070.11
ANY	1,002	TAC	3654		500	Sales Folder To take A4 (within A2	25/10/2000	1,003	02/11/2000	4000	£1,886.00	£184.11	£2,070.11
									Records: 3 £5,658.00 £552.33 £6,210.33				
DDS195	0						/ /	1,004	02/11/2000		£0.00	£0.00	£0.00
									Records: 1 £0.00 £0.00 £0.00				
									Records: 15 £21,086.00 £2,903.12 £23,989.12				

SUMMARY & CONTACT INFORMATION

By combining all of the resources of the **Accura** programme, an example of how the system can be used to analyse the business performance of a particular client the following can be readily achieved:

- Number of estimates raised
- Conversion rate Quote v Order
- Value add achieved
- Profitability
- Analysis by type of work done, with profitability
- Turnover achieved

Let the system tell you which clients, and which types of jobs are more profitable. It is good to be busy, but better to be busy producing the more profitable work, for the more profitable clients!

In summary, **Accura** is a powerful management tool that can be customised to suit individual requirements.

Remember, Accura will enable you to:

- ⇒ Produce estimates faster and more accurately
- ⇒ Improve control of entering chargeable extras against jobs
- ⇒ Reduce material wastage
- ⇒ Reduce non-chargeable direct labour costs
- ⇒ Increase productivity
- ⇒ Control overheads
- ⇒ Focus on more profitable business

And much more.....

CONTACT US

Contact us now for an on-site demonstration or to discuss your requirements further.

SOUTHERN SALES

Alan McKillop

Tel: 023 8024 0470

Fax: 023 8025 2573

Email: alan.mckillop@accuramis.com

NORTHERN SALES

Adrian Matthews

Tel: 0845 0850042

Fax: 0845 0850043

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