Rates Master File

Actual Rates Code

This field on the Rates master file Details screen, is used to enter the actual rates code. It may be the same as the Rates code, above. Actual rates are relevant only if time and cost is being used, and may be different from rates (even if the codes are the same).

If no actual rates file exists, all items in the rates file can have an actual rate created for them by using the Z function on the rates toolbar. This will only work for the initial creation of the actual rates file, not for any later changes to the rates file: later changes need to be made manually in the actual rates file.

If no actual rates item exists for one rates item, clicking the arrow randell opens the actual rates list screen, where you can create an actual rates item. The information is not copied from the rates file - it needs to be set up manually in the actual rates file.

Pack Size

This field is on the rates detail screen. It follows on from the Sheet paper button, for the entry of the pack size relating to this paper. Many merchants are now only providing stock in mill wraps, so you have to buy in mill wraps, and may want to estimate in mill wraps- enter the pack size so that

Printcost can calculate this for you. You also need to turn on the option in System Setup "Default to round paper to pack sizes for pricing".

Supplier

This field is on the Rates Master File details screen, and is used to enter the name of the supplier(s) that you source this paper from. Enter the suppliers stock code for this item in the Supplier inventory code field.

Inventory Code

This field is on the Rates Master File Details screen, and is used for the stock or inventory code(s) for supplier(s) of this paper. More than one supplier with their relevant code may be entered.

There is a facility in versions 7.5 and above to import supplier price lists. The file needs to be supplied to you as an ASCII comma delimited text file.

All Parts

This check box is only visible on the on the Rates details screen if one of the multipliers relating to stock sheets is used. Check it if calculations are to apply to all parts of this job.

Apply in Lifts Of

This check box is on the Rates Master File Details screen. Check it to apply the rate in lifts, and enter the number per lift in the field. Typically this is used for guillotining, packing cartons and other activities where "whole" units are required.

Include Running Waste

This check box is only visible on the on the Rates details screen if one of the multipliers relating to stock sheets is used. Check it if running waste is to be included in the calculation.

Include set up waste

This check box is only visible on the on the Rates details screen if one of the multipliers relating to stock sheets is used. Check it to include set up waste in the rate calculation.

Labour / Machining - non productive

This radio button is on the Rates Master file Detail screen. Check it if this is a non productive labour / machining item.

Labour / Machining - productive

This radio button is on the Rates Master file Detail screen. Check it if this is a productive labour / machining item.

Multi run

This check box is only visible on the on the Rates details screen if one of the multipliers relating to stock sheets is used. Check this box, to apply the minimum etc to each run of a multiple run.

Multi run is where say 2 runs of 1000 are treated as a 2000 run, with the minimum and multi rates applied to the 2000.

For example, if you had a rate of $20 / 1000 for the first 500, then $15 / 1000 and a minimum charge of $25, with multi run on the calculation is 2000 run so $20 x 500/1000 = $10 for the first 500

The $15 x 1500/1000 = $22.50 for the next 1500, which totals $32.50, which is greater than the minimum.

Without multi run the calculation is $20 x 500/1000 for the first 500, then $15 x 500/1000 ($7.50) for the next 500 which totals $17.50 (less than the minimum $25), so we charge 2 minimum runs of $25, a total of $50.

Multiplier

Area of Purchase Sheet

This button is on the Rates Master file Detail screen. Click it to use stock sheet area as the multiplier for this rate.

Paper Cost

This button is on the Rates Master file Detail screen. Click it to use paper cost as the multiplier for this rate.

Length of Purchase Sheets

This button is on the Rates Master file Detail screen. Click it to use length as the multiplier for this rate.

Manual Item

This button is on the Rates Master file Detail screen. Click it if this rates item is to be calculated by using a manual item method.

This method allows you to enter each value for each production run. This is especially useful for out-work where the costs can vary in an unknown manner

Nothing

This button is on the Rates Master file Detail screen. Click it if there is no multiplier for this rates item.

Order qty

This button is on the Rates Master file Detail screen. Click it to multiply by the order quantity for this rate.

Press sheet Multiplier

This button is on the Rates Master file Detail screen. Click it to multiply by the number of press sheets, for this rate.

Pro rata

This button is on the Rates Master file Detail screen. Click it if the rate is to be calculated on a pro rata basis.

With pro rata you can enter the cost or time for the first run, and this is extended on a pro-rata basis for the other runs.

Purchase Sheets Quantity

This button is on the Rates Master file Detail screen. Click it to use the number of purchase sheets as the multiplier for this rate.

Weight of Purchase Sheets

This button is on the Rates Master file Detail screen. Click it to use weight of purchase sheets as the multiplier for this rate.

Rates Other Materials

This check box is on the Rates Master file Detail screen. Click to check it if the rate is a material other than paper.

Photocopy type costing

This button is on the Rates Master file Detail screen. Click it if photocopy type costing is required for this rate. Photocopy type costs are where the whole run is charged at the rate determined by the price breaks.

If this option is checked, then say the rate is 0.20 each for up to 100 and 0.15 each over 100. In this case 100 would cost $20 and 120 would cost $18.

Without this option checked, 120 would cost 100 @ 0.20 plus 20 @ 0.15 = $23.

Reel paper

This button is on the Rates Master file Detail screen. Click it if this rate is being used for paper purchased in reels.

Sheet paper

This button is on the Rates Master file Detail screen. Click it if this rates item applies to sheet paper, and enter the pack size in the data field.

Find Rates

If you have a list of rates items, the simplest way to find a record is to simply select a column on the list screen and click on it. The selected column is shown (and the sort direction indicated) by the arrow to the left of the heading. The thick end of the arrow indicates higher values.

Start typing and as characters are keyed they are displayed in red (if they are matching characters) then in the highlight colour (default is green) when they no longer match. Also a beep sounds when the search string no longer matches. Pressing backspace will remove the last letter from the search string and pressing Shift or Ctrl will clear the search string (but will NOT move the record pointer).

If you do not find the record you want, you will need to use the Find button to add it to the selection.

Note: *Although you may enter a valid code, you may not necessarily find the rates item, as a range of rates may have been chosen in the Select screen or you may have clicked on the Stop button before the rates file had fully loaded. Reselect the rates file without a selection range or make sure the rates item you want is within the range criteria. The selections in the drop down box are by Alt code, description, or rates code.*

By default the search order is set to the sort order selected for the selection list. You may change this using selections on the Sort screen to change the sort order.

Note: *"Add to List" can distort the selection as you are creating the list manually.*

Add New Rate

The Add New Rate button will allow you to add a new rates item. An inventory item can be used to create a rates item also (click Create Rate on the inventory master detail screen).

There are various ways of setting up records in the Rates file, depending on the size and complexity of your company, and what reporting is required.

In a smaller system, activity rates are often made up of machine initials and the initials of the function being performed, eg RYOBIM for Ryobi Make Ready. To separate activity rates from paper stocks, it is common to begin all stock codes with a Z, the paper type then the size, and any other detail needed, eg ZNCRA1CB, or ZNCR640900CB for carbon back. The code length is limited to 13 characters.

In a large system, it is important that department and cost centre set up are discussed with your computer consultant, as the rates codes need to set up in a logical way in order to be most useful.

Enter the new Rates Code into the Create New Record box that pops up. Click on OK to proceed or Cancel to not add the new ra item.

Now complete the information in the four areas of the screen:

Click on what type of rates code you are entering. (eg for sheet paper click on sheet paper - the pack size if applicable should also entered)

Enter an inventory code if you use these, and a supplier code and their inventory code.

Enter the rate for this item. This can be entered as a dollar amount (eg. 60 for hourly $ rate for artwork) or an hourly rate per quantity eg 60/2000 - number of units (2000) to be performed per hour (at hourly rate of $60).

If multiple rates have been purchased, a break may be inserted to allow a change in the number of units per hour or the actual co per hour. (eg. If the number of units per hour is to be increased to say 4000 after the first 2000, then the break would be entered a 2000 and the next rate would read 60/4000 and so on).

The "Price per" as required. The default is per 1000, which applies for paper rates per thousand, but for other items such as scan *each* may be more appropriate. A minimum may be entered if required. Enter a prompt that will advise the estimator what should entered to arrive at the cost for the work being performed.

The department / cost centre code must be entered. This is the code that was entered at original system Setup for the particular department. The actual rate of the work being performed may be entered to allow discounting. The department code @ can be u but only in the main job where sub jobs are used.

Enter any notes relating to this item, as required.

- Select a multiplier. These are radio buttons:- only one of the multipliers can be activated

- Nothing: Used when calculating items such as artwork, plates, etc.

- Purchase sheets: Whenever purchase sheets are to be used in a calculation

- Press sheet area: Whenever the press sheet area is to be used in the calculation

- Press sheet quantity: Whenever press sheets are to be used in a calculation

- Press sheet weight: Whenever press sheet weight is to be used in the calculation

- (The press sheet multipliers honour the make ready waste / running waste/ all parts options)

- Product weight: This is taken from QEQ information and the GSM on the stock used

- Weight: Currently uses weight of purchase sheets for freight, etc

- Area: Used when for example, calculating ink

- Paper cost:

- Length:

- Order qty: Whenever the quantity ordered is to be used in calculation

- Pro rata:

- Manual item: When manual figures are to be entered for say outside work

- Est. cost:

- Factor: Used for calculation such as ink

- Multiplier check boxes (as many of these as required can be checked)

- Include set up waste: Used if required for example with machine running

- Include running waste: Used if required for example with machine running

- Include trim waste: Not currently used

- Apply in lifts of: Used for calculating for example Guillotine work where lifts are say in 250

- All sections: Use when multiple parts are to be calculated. (eg: when 3 types of paper are used in invoice books a run is to be applied to the three parts)

- Photocopy type costing: Used with multiple rates facility where total quantity ordered is to be costed at a cheaper rate (eg: 20c for 50, 10c over 50 - therefore if 20 ordered cost would be $4, if 60 ordered cost would be $6)

- Multi run: Multi run is where say 2 runs of 1000 are treated as a 2000 run, with the minimum and multi rates ap For example, if you had a rate of $20 / 1000 for the first 500, then $15 / 1000 and a minimum charge of $25:

- with multi run on, the calculation is: 2000 run so $20 x 500/1000 = $10 for the first 500, then $15 x 1500/1000 = $22.50 for the ne 1500, total is $32.50, which is greater than the minimum.

- without multi run, for a 2000 run, the calculation is: $20 x 500/1000 for the first 500 (=$10), then $15 x 500/1000 (=$7.50) for the 500 which totals $17.50 (less than the minimum of $25), so we charge 2 minimum runs of $25, a total of $50.