



System Set-Up

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Jobs Default Sales GL Department

A default GL department sales code for jobs can be set up in this field.

Depending on the way your system is set up, there is a set of priorities for selection of general ledger codes and departments for job postings to general ledger. The list below shows the highest priority first. If the highest applies, it will be used by Printcost and the others will not apply.

1. Misc Data Job GL, Sales = GL code and department by Job Departments
2. Misc Data Job Type - Type = GL code and Department by Job Type
3. Use Salesman as Department - if enabled in System Setup General Ledger
4. System Setup GL Sales Control Account / Dept
5. System Setup Jobs Default Sales GL / Department



Inventory Purchase Order to Time Cost Setup

System Setup Check Boxes

System Setup Inventory (Tab)

How to add purchase orders

The checkboxes in the lower left of the Inventory setup screen allow various options to deal with purchase orders, and to fast track the process to complete time and cost entries created from purchase orders. Which of the options are used depends on when the cost of the goods is to be recorded against jobs through Time and Cost.

The simplest level uses Confirm Purchase Order does One Step: this option is for users (not using accounts payable) who record the purchase order value against the job. There is an additional option to Auto Post the Time and Cost Entry for the purchase ord when the PO is confirmed. Both of these options can be left unchecked here, and activated on the Purchase Orders detail screen by using the Confirm and the One Step buttons there.

There is also an option to create receipt and issue records when the purchase order is processed.

The next level up from the one step process is to complete the Time and Cost entry when the Receipt is confirmed, and to Auto post the time and cost entry. (Check "Confirm Receipt completes Time and Cost entry", plus "and Auto Post Time and Cost Entry boxes).

Where goods are received but not processed into time and cost until the Job Issue is done, they can be Auto Posted to time and cost when the Post Job Issue is done. (Auto Post Time and Cost on Post Job Issue)

Where accounts payable is used, the information may be posted to time and cost only when the creditor invoice relating to the purchase order is posted. (Auto Post Time and Cost on Post Creditor Invoice)

If none of these fast track methods are used, you must manually select the unposted time and cost entries and post them.



Auto Process Zero Value Deliveries

System Setup Jobs (Tab)

System Setup Check Boxes

Check this box on the jobs tab if zero value deliveries are to be automatically processed (invoiced). With this box checked, when a zero value delivery (second and subsequent deliveries only) is delivered the invoice number will be automatically set as ZERO and the invoice date set to the delivery date. The first delivery cannot be invoiced with a zero value (even if it is despatched the system will not invoice it unless it has a value.)

Note: This applies only to automatically generated zero invoices. If you use the option to manually enter an invoice number and g the invoice for the first delivery the number Zero, and manually change the amount to zero, the invoice number for the job will show as Zero. If there are subsequent zero deliveries the invoice number for the job will be Zero, but if there are subsequent non-zero deliveries, the invoice number will be Multi. This is the only way that the invoice number for the job can be Zero.

When the option is checked, you need to be careful that deliveries that should be charged have a value put into them before delivery so that they are not automatically invoiced.

When the job deliveries are totalled the "ZERO" invoices will be ignored for the purpose of determining the invoice number for the job.

- If a job has 2 or more deliveries delivered, with amounts to be charged but not all deliveries invoiced, the invoice numb show as "Part". (If ready to invoice it will have an asterisk after Part).
- If a job has 2 or more deliveries delivered, only the first one with an invoiced amount, and other(s) with zero, the invoice will show as per the number on the first delivery (ie zero invoices are ignored).
- If a job has 2 or more deliveries delivered, all invoiced, and more than one with an invoiced amount, the invoice numb show as Multi. Click here to see an example on the work invoice screen. If you invoice second and subsequent delive then use allow changes to invoiced jobs and change the invoiced amount to zero after the job is invoiced, the invoice not be changed from Multi.
- Deliveries that have been transferred to finished goods will have the invoice number FGoods if they are not owned by customer for this job.



Prorata on Delivery Invoice

System Setup Departments (Tab)

System Setup Check Boxes

To set up the prorata departments use Tools, System Setup, Department and make sure the prorata charge on delivery invoice is checked against the correct departments.

The charge for each delivery is based on the charge quantity which defaults from the delivered quantity. In system set up you can select which departments are charged prorata by this quantity to the order quantity for the complete job. If you do not set up the departments to prorata then the complete job will be charged on the first delivery and the default estimate to charge for other deliveries will result in zero charge.



Payroll Frequency

System Setup Check Boxes

The payroll frequency buttons are used to set the default pay period for your system. Select from weekly, fortnightly or monthly.

When a payroll is created, this default can be overridden if required. The pay period for each employee is set up in PayMaster, so that you can have different groups that are paid weekly, fortnightly, or monthly.

Monthly pay period

Due to an anomaly in date handling in the operating system, we have set the following rules for monthly pay period pays.

If the calculated number of days is in the range 28 to 34 days, then it is taken as a monthly pay (ie 1/12) otherwise it is calculated using the number of days.

If an employee is leaving, then for their last pay you should take them off monthly frequency to avoid the monthly calculation given above.

If you pay from a particular date in the month (eg 28th of each month) then you will need to manually alter the automatic data.



Number of Printcost Users

System Setup Modules (Tab)

System Setup Individual Fields

This field is in the section for your company details. Note that this field cannot be edited on this screen: the number of users can o be changed on the Order More Modules section when extra user licences are bought.

Note: The number of active users who can use Printcost at any one time, is limited by the number of users licences bought. Yo can have more users set up (with various levels of security) than the number of user licences, but the number able to log on at the same time is limited by the number of user licences you own.



System Setup (Tools Menu)

Master File List

System Setup Editing Buttons

System Setup Check Boxes

System Setup Individual Fields

The System Set up file is in the Tools menu, and contains all of the available options for setting up your Printcost management software.

Once options have been bought and unlocked through your Printcost dealer, you can access the other tabs (see below) to select the options for the various modules you have bought. If you cannot use them, you may be working as part of a multi-user system, and your access to them is limited, either to no access or viewing only.

In some instances, before changes to options in System Setup take effect in your system, Printcost needs to be closed down and re-opened.

The tabs within the System Setup Master file include:

- System Setup Accounts Payable (Tab)
- System Setup Accounts Receivable (Tab)
- System Setup Advanced (Tab)
- System Setup Company (Tab)
- System Setup Delivery (Tab)
- System Setup Departments (Tab)
- System Setup Fax / Email (Tab)
- System Setup Forms (Tab)
- System Setup General (Tab)
- System Setup General Ledger (Tab)
- System Setup Inventory (Tab)
- System Setup Invoices (Tab)
- System Setup Jobs (Tab)
- System Setup Payroll (Tab)
- System Setup PSM (Tab)



- System Setup Quotes (Tab)
- System Setup Text (Tab)



System Setup Company (Tab)

System Setup Master File (Tools Menu)

System Setup Individual Fields

This tab is found in the Tools (System Set Up) menu. Information about your company and the modules and options which are available are found in the fields on this screen. Click on the topic you want more information about.

WARNING: YOU ARE NOT ABLE TO SELECT software options or change details in the Modules or More Modules tabs in this file they are unlocked through your Printcost dealer, and changes to your company name or other information require a new security unlock. Your company address, phone or fax numbers may be changed. Clicking on the check boxes will show you information about the options you are not running.

- Your Company Details
- System Setup Address
- System Setup Fax
- System Setup Name
- System Setup Number of Users
- System Setup Phone
- System Setup Use separate design files for multi companies

Note: There is no field here to enter your tax number (GST or VAT). As most printing companies use customised, pre-printed invoice forms, if required the tax number can entered as text in Forms Design.

Company Name

System Setup Modules (Tab)

System Setup Individual Fields

This field is in both the Company tab and the Order New Modules General tab, in the section for your company details.

Note that it can be changed only on the Order New Modules General tab.

Enter your company name here.



Company Address

System Setup Individual Fields

These fields are in the Modules tab, in the section for your company details. Three lines are available for your company address - you would normally put your postal address in here.

Phone

System Setup Modules (Tab)

System Setup Individual Fields

This field in the Modules tab, in the section for your company details. Enter your company's phone number here.



Departments (Tab)

System Setup Master File (Tools Menu)

System Setup Individual Fields

The fields on this tab contain your department information. Departmental margins (and overall margin) can be set up for each

customer on the customer budget screen.

Department details fields are:

- System Setup Sales Analysis Code
- System Setup Charge as a rate
- System Setup Cost Centres
- System Setup Department
- System Setup Do Sales Analysis
- System Setup Discount
- System Setup Group Description
- System Setup Tax
- System Setup Prorata on delivery invoice
- System Setup Quote Summary Headings

Department

System Setup Departments (Tab)

System Setup Individual Fields

The Department field contains the department code. To set up extra department codes, use Miscellaneous Tag Maintenance.

Cost Centres

System Setup Departments (Tab)

System Setup Individual Fields

This field contains the cost centres which relate to this department. Cost centres are set up in the main Printcost form under Miscellaneous.



Sales Analysis Code

System Setup Departments (Tab)

System Setup Individual Fields

This field contains the sales analysis code for each department.

Quote Summary Headings

System Setup Departments (Tab)

System Setup Individual Fields

These fields have your quote summary headings and the department indicators which apply to that heading, eg the total cost may look like 5 ABCDEFGHIJKLMIONPQRST, which is base cost plus departmental markup, on all departments .

You can include various margins by including the following values:

- ' 0 the full value
- ' 1 the base cost
- ' 2 the departmental margin
- ' 3 the overall margin
- ' 4 the departmental margin plus the overall markup
- ' 5 the base cost plus the departmental margin

Department Tax

System Setup Departments (Tab)

System Setup Check Boxes

Check the field in the Tax Column next to departments which have tax applied. Only those with a tick will have tax applied.

Discount

System Setup Departments (Tab)

System Setup Check Boxes

This field is used to exclude discount from some departments. To apply discount, click in the field for the department in this column. Discount will not be applied unless there is a tick for the department.

Charge as a rate

System Setup Departments (Tab)



System Setup Check Boxes

If you want to set up any departments to be charged as a rate, put a check in the box in this column.



Text (Tab)

System Setup Master File (Tools Menu)

System Setup Individual Fields

The fields on this screen allow you to change the text which will be displayed on your screens.

System Setup Text Reset to Standard

Text Customised Text

System Setup Text (Tab)

System Setup Individual Fields

You do not need to enter text into these fields unless you want it to be different from the standard, and you can change only some of the text if you wish.

The Reset to Standard button clears all customised text selections and resets all text to the standard.



Quotes (Tab)

- System Setup Master File (Tools Menu)
- System Setup Individual Fields
- System Setup Check Boxes
- This tab has the check boxes available for various quoting options:
- System Setup Default customer contact to customer reference
- System Setup Do RFQ check
- System Setup Don't do stock sheet checking on summary display
- System Setup Don't force selection of delivery address on new QJM
- System Setup Field after change customer delivery code
- System Setup Fields to clear when source is a job
- System Setup Fields to clear when source is a quote
- System Setup First field to edit on general data screen
- System Setup Last quote number
- System Setup Price Break Includes Break Figure
- System Setup Sort models by reference on create quote / job
- System Setup Standard prefix when creating a new quote
- System Setup Update rates when creating a new quote
- System Setup Use cost centre range for paper in costs grid
- System Setup Use extra waste field as white waste percentage

Default customer contact to customer reference

System Setup Jobs (Tab)

System Setup Quotes (Tab)

System Setup Check Boxes

Check this box if you want the contact name to default to the customer reference in a quote or job. If you need to enter a specific customer reference (perhaps an order number), the contents of this field can be overwritten for any quote or job



Update rates when creating a new quote

System Setup Quotes (Tab)

System Setup Check Boxes

If you want any changes in rates to be automatically incorporated into a new quote, check this option.

First field to edit on general data screen

System Setup Quotes (Tab)

System Setup Jobs (Tab)

System Setup Individual Fields

Select the first field that the cursor goes to on the quotes or jobs general data screen.

Field after change customer delivery code

System Setup Delivery (Tab)

System Setup Quotes (Tab)

System Setup Jobs (Tab)

System Setup Individual Fields

This field is found on the Delivery, Jobs and the Quotes tabs. Enter the field you want the cursor to go to, when you have changed the customer delivery code.

Standard prefix when creating a new quote

System Setup Quotes (Tab)

System Setup Individual Fields

Enter here the standard prefix you require for your new quotes.

Fields to clear when source is a quote

System Setup Quotes (Tab)

System Setup Individual Fields

This field is found in both the Jobs and the Quotes options tabs. When a quote or job is created from a quote, only the fields listed here will be cleared.

Fields to clear when source is a job

System Setup Quotes (Tab)

System Setup Individual Fields



This field is found in both the Jobs and the Quotes options tabs. Whichever fields are listed here will be cleared on creation of a job or quote from a job.

Last quote number

System Setup Quotes (Tab)

System Setup Individual Fields

The last quote number in the system is shown here - this should not be changed on a live system.

Jobs (Tab)

System Setup Master File (Tools Menu)

System Setup Individual Fields

System Setup Check Boxes

This tab contains the check boxes and fields available for setting up job options:

The check boxes (turn these off or on by clicking them) are:

- System Setup Allow changes to invoiced jobs
- System Setup Allow entry of costs on job summary screen
- System Setup Default customer contact to customer reference
- System Setup Don't apply default invoice type to new QJM
- System Setup Jobs Don't default sent qty to charge
- System Setup Set Delivery Date on Delivery Docket / Label Print
- System Setup Stop creation of jobs when credit limit exceeded
- System Setup Update rates when creating a new job
- System Setup Use Target quantity calculations
- Fields in which you can enter data are:
 - System Setup Default Sales GL Department
 - System Setup Field after change customer delivery code
 - System Setup Fields to clear when source is a job
 - System Setup Fields to clear when source is a quote
 - System Setup Fields NOT to transfer from model to job
 - System Setup First field to edit on general data screen



- System Setup Last job number
- System Setup Prompt if these fields are blank
- System Setup Prompted Fields on creating new job
- System Setup Standard prefix when creating a new job

Check Boxes

System Setup Master File (Tools Menu)

Each of the system set up tabs contains both fields (where you can enter information) and check boxes (which you click to turn on or off)

Allow changes to invoiced jobs / data

System Setup Jobs (Tab)

System Setup Check Boxes

The radio buttons in this area can be used if you want job or invoice details to be able to be changed after the job has been

invoiced.

There are three levels of changes allowed:

1. No changes allowed (does not allow changes to any part of the details of invoiced jobs),
2. No changes to invoiced data disallows changes to the invoiced amounts for the job, although other parts of the job can be changed,
3. Allow changes to any data. This should be used only to change a specific job - do NOT leave it turned on permanently.

Important: IT MUST NOT BE USED TO CHANGE INVOICED JOBS THAT HAVE BEEN POSTED, AS THIS WILL CAUSE MAJOR PROBLEM YOUR PRINTCOST SYSTEM. Invoiced jobs that have been posted must be credited and a new job created and invoiced.

(See How to Credit an Invoiced Job)

Make the changes required and then reselect the one of the other options, preferably the No Changes Allowed option to prevent accidental changes being made.

A flag warning that the option to allow changes is active should also be selected - this shows a message on the job details screen.

Access to this and all other setup options can be limited by the system supervisor to authorised staff by restricting access to Tools Setup, in Users, Security.



Stop creation of jobs when credit limit exceeded

System Setup Jobs (Tab)

System Setup Check Boxes

Check this box to stop creation of jobs if a customer's credit limit has been exceeded. Note that only jobs that have been invoiced and posted are included in the amount of credit the customer has used, as it is only at this point that the information is transferred the customer transaction file, where the credit limit is set up.

You can manually put a credit stop on an account by using Customer Status / Prospect and select Credit Stopped.



Update rates when creating a new job

System Setup Jobs (Tab)

System Setup Check Boxes

If this box is checked, any rates which have been changed will be updated when a new job is created. Rates can also be updated when a job is created using Copy Job, or in an existing job, by clicking the Update button



Allow entry of costs on job summary screen

System Setup Jobs (Tab)

System Setup Check Boxes

Check this box if you want to allow entry of costs on your job summary screen.



Standard prefix when creating a job

System Setup Jobs (Tab)

System Setup Individual Fields

Enter here the standard prefix you require for new jobs. Note that you should not use both job prefix and invoice prefix, as the invoice number field is only 8 characters long, and the number will be truncated.



Prompt if these fields are blank

System Setup Jobs (Tab)

System Setup Individual Fields

If data must be entered in these fields on a job, the field numbers need to be entered here.



System Setup Jobs (Tab)

System Setup Individual Fields

Enter here the field numbers you want to be prompted to put information into, when you are creating a new job.



Last job number

System Setup Jobs (Tab)

System Setup Individual Fields

The number of the last job created in the system defaults into this field. It should not be changed on a live system.



Invoices (Tab)

System Setup Master File (Tools Menu)

System Setup Individual Fields

System Setup Check Boxes

This tab contains the check boxes and fields available for setting up your invoice options.

The check boxes (turn these off or on by clicking them) are:

- System Setup Create invoice transfer file
- System Setup Create zero value invoices
- System Setup Invoice default Consolidated
- System Setup Invoice default No Invoice
- System Setup Invoice default Normal
- System Setup Invoice default Retail
- System Setup Invoice default Wholesale
- System Setup Hide Job Delivery Status until delivered
- System Setup Invoice number Input on screen
- System Setup Invoice Use Job Number
- System Setup Invoice Printer use default
- System Setup Invoice Printer use printer on form
- System Setup Use invoice number sequence

The fields on the Invoice Options screen are:

- System Setup Invoices Column for sorting
- System Setup Last invoice number

System Setup Create zero value invoices

System Setup Invoices (Tab)

System Setup Check Boxes

Check this box if you want to create zero value invoices.



System Setup Create Invoice transfer file

System Setup Invoices (Tab)

System Setup Check Boxes

Check this box if you want to create an invoice transfer file, for using with accounting systems other than Printcost.

System Setup Invoices Column for sorting

System Setup Invoices (Tab)

System Setup Individual Fields

This field is used to nominate which field invoices are sorted by.

System Setup Invoice default Normal

System Setup Invoices (Tab)

System Setup Check Boxes

If you want your default invoice type to be Normal, check this box. This selection can be overridden when you print your invoices from the Work Invoice screen.

System Setup Invoice default No Invoice

System Setup Invoices (Tab)

System Setup Check Boxes

There are several levels of default invoice in Printcost. Where a model, job or quote is based on a previous model, job or quote which has an invoice type set up, this will become the default for the new QJM. (There is an option in System Setup Jobs to not apply this default).

If there is no invoice type in the job, quote or model, the default Invoice type selected for the system in System Setup will be used. If a different type is selected on the Customer Accounts screen, this will become the default for this particular customer. (Customer invoice type)

Note: Your forms design needs to be set up to use the different invoice forms.

System Setup Invoice default Retail

System Setup Invoices (Tab)

System Setup Check Boxes

Check this box if you want to set up your default invoices as Retail.. This selection can be overridden on the Work Invoice screen, when you print your invoices.



System Setup Invoice default Wholesale

System Setup Invoices (Tab)

System Setup Check Boxes

Check this box if you want your invoice default to be wholesale. Your selection here can be overridden when you print an invoice from the Work Invoice screen.

System Setup Invoice default Consolidated

System Setup Invoices (Tab)

System Setup Check Boxes

Check this box if your default invoice type is Consolidated. This selection can be overridden for a particular job or customer if required, provided an alternative invoice form has been set up for your system.

System Setup Use invoice number sequence

System Setup Invoices (Tab)

System Setup Check Boxes

Check this box if you want the system to allocate a sequential number to invoices.

System Setup Invoice number Input on screen

System Setup Invoices (Tab)

System Setup Check Boxes

If you check this box, you can enter an invoice number when you create an invoice - the system does not generate a number for you.

System Setup Invoice Use Job Number

System Setup Invoices (Tab)

System Setup Check Boxes

When this box is checked, the invoice number will be the same as the job number.

System Setup Invoice Printer use printer on form

System Setup Invoices (Tab)

System Setup Check Boxes

Check this box if you want to use the printer on the invoice form (as set up in Forms Design) when you print a run of invoices.



System Setup Invoice Printer use default

System Setup Invoices (Tab)

System Setup Check Boxes

Check this box if you want to use the default printer for your system, to print a run of invoices. For individual invoices printed from the Work Invoice screen the default printer will be used, as there is no option to change it, but for a run of invoices printed from Deliveries, you can change to a different printer for this job only.

System Setup Last invoice number

System Setup Invoices (Tab)

System Setup Individual Fields

If Printcost is allocating sequential invoice numbers, the last number allocated will appear here.

See also

System Setup Use invoice number sequence



System Set up A / R (Tab)

System Setup Master File (Tools Menu)

System Setup Check Boxes

System Setup Individual Fields

The Accounts Receivable tab contains the selection of accounting options and systems available for Printcost.

Accounting options in this tab are:

- System Setup A / R Accounting Code
- System Setup A / R Accounting System
- System Setup A / R Copy to debtors transaction
- System Setup A / R Extract Tax on Other Transactions
- System Setup A / R Extract Tax on Receipts
- System Setup A / R File Name
- System Setup A/R Make customer notes editable
- System Setup A / R MYOB
- System Setup A / R Statement Type
- System Setup A / R Tax Calculation Method

Printcost's Accounting Link provides a way for Printcost to read the customer file from other accounting systems, eliminating the need to maintain two separate customer files. It also provides data to allow accounting systems which are capable of doing so, to import transactions.



Link to MYOB operating instructions

System Setup A / R (Tab)

System Setup Check Boxes

You will need to enter the file name for importing Printcost files via this link - see System Setup A / R File Name.

Transferring of MYOB Customer file to Printcost for Windows

Before you can import the customer file into Printcost, you must have the correct file name path setup in Printcost.

To do this - Click on Tools - System Setup - A/R

In the bottom left hand corner there is provision to insert the filename path into MYOB. The path should read something like --

c:\myob9\cust.txt

At this stage you should also enter the MYOB sales code. This is a number like 41100. It is required for when you transfer the Invoices into MYOB.

1. In MYOB, open your MYOB data file
2. Choose the customers you want transferred
3. Click on File
4. Click on Export Data, Cards, Customer Cards
5. Click on Comma Separated and Data Record
6. Click Continue
7. Click Match All, Export
8. The system will default to a file name called cust.txt - click OK (also click OK to overwrite message)
9. The customers will be exported into the cust.txt file in the MYOB database
10. Close MYOB and open Printcost
11. Click on Tools, Convert External File
12. Make sure MYOB is ticked on and click Convert.

The customers will be transferred into Printcost

Transferring of Invoice Data into MYOB

It is important that the MYOB Account Code for Sales has been entered into System Setup of Printcost. (See above)

When an invoices have been produced through Printcost, they need to be posted to the accounting system you use.

1. In Printcost select either Account Link (under Work) or Post Invoices (under AR)
2. Make sure MYOB is ticked on and click Pre Total
3. A net value, a Tax amount and Gross value of Invoices posted will appear.
4. Check these totals with what has been printed and if correct click on Prepare



5. A message may appear to Please post Invoices as soon as possible. Click OK and ignore.

Import Invoice Data into MYOB

Once the Invoice data has been transferred from Printcost, you should now import the invoices.txt file into MYOB.

1. Open your MYOB database
2. Click on File
3. Click on Import Data - Sales - Miscellaneous sales (Other sales)
4. Click Comma separated - Data Record - Continue
5. Highlight invoices.txt and click OK
6. Click Match All - Import
7. A dialogue box will appear advising of data transferred and errors.
8. If there are any errors it would be quicker to enter them manually into MYOB. If the transfer has not been made, there is a in Printcost to re-export the invoice batch.



System Setup Advanced (Tab)

- System Setup Master File (Tools Menu)
- System Setup Individual Fields
- System Setup Check Boxes
- The options available in the Advanced Items tab are as follows:
- System Setup Allow changes to version 5 data
- System Setup Current Month
- System Setup Current Year
- System Setup Fields to clear always
- System Setup Fields to clear when creating a model
- System Setup Last model number
- System Setup Update rates when creating a new model

System Setup Allow changes to version 5 data

System Setup Advanced (Tab)

System Setup Check Boxes

This check box is on the Advanced tab. It allows Printcost version 5 data to be changed.

System Setup Last model number

System Setup Advanced (Tab)

System Setup Individual Fields

This field is on the Advanced items tab.

System Setup Fields to clear when creating a model

System Setup Advanced (Tab)

System Setup Individual Fields

This field is used to enter the fields that the system automatically clears when a new model is created.

System Setup Fields to clear always (quote)

System Setup Advanced (Tab)

System Setup Individual Fields



This field is on the Advanced items tab. It indicates which fields are to be always cleared when creating a quote.

System Setup Update rates when creating a new model

System Setup Advanced (Tab)

System Setup Check Boxes

This check box is on the Advanced items tab. Check it if you want rates to be updated when you create a new model.

System Setup Current Month

System Setup Advanced (Tab)

System Setup Individual Fields

WARNING: THIS FIELD SHOULD NOT BE CHANGED ON A LIVE SYSTEM

This field is on the Advanced tab in setup. It should be used only for initially entering the current month when the system is set up. Do not change it on a live system - it is changed automatically when when monthly aging in Accounts Payable and Accounts Receivable is done.

System Setup Current Year

System Setup Advanced (Tab)

System Setup Individual Fields

WARNING: THIS FIELD SHOULD NOT BE CHANGED ON A LIVE SYSTEM.

This field is used to enter the current year when the Printcost system is installed: do not change it on a live system.

System Setup Last docket number

System Setup Delivery (Tab)

System Setup Individual Fields

This field on the Delivery tab in system setup, is used when the system is set up to enter the last delivery docket number that has been used, and in a live system will show the last docket number used.



System Setup Delivery (Tab)

System Setup Master File (Tools Menu)

System Setup Check Boxes

System Setup Individual Fields

The options available on the delivery dockets tab are as follows:

- System Setup Deliveries Don't print labels if customer on stop credit
- System Setup Deliveries Don't print labels if delivery qty is zero
- System Setup Field after change customer delivery code
- System Setup Last docket number
- System Setup Set delivery date on delivery docket print
- System Setup Set delivery date on label print

System Setup Forms (Tab)

System Setup Master File (Tools Menu)

System Setup Check Boxes

System Setup Individual Fields

The options on this tab are for forms management for your customers. (The forms designer module is in Design, on the file menu)

Available options are:

- System Setup Forms Last docket number
- System Setup Use separate docket sequence for forms deliveries

System Setup Forms Last docket number

System Setup Forms (Tab)

System Setup Individual Fields

This field is on the forms management tab. If separate docket numbers are used for forms deliveries, the last docket number is shown in this field.

To activate the option of using a separate docket sequence, see System Setup Use separate docket sequence for forms deliveries

System Setup Use separate docket number for forms deliveries

System Setup Forms (Tab)



System Setup Check Boxes

This check box is on the forms management tab in setup. Check it if a separate docket number is needed for forms deliveries.



System Setup PSM (Tab)

System Setup Master File (Tools Menu)

System Setup Check Boxes

System Setup Individual Fields

The options available on this tab are as follows:

- System Setup Enable Parts on Time & Cost Entry
- System Setup PSM Departments for extra charges
- System Setup PSM Last sequence number

System Setup PSM Last sequence number

System Setup PSM (Tab)

System Setup Individual Fields

This field on the PSM tab, shows the last sequence number for PSM entries. It should not be changed on a live system.

System Setup Enable Parts on Time & Cost Entry

System Setup PSM (Tab)

System Setup Check Boxes

This box is on the PSM tab in setup. Check it to enable time and cost entries to have parts on them.

System SetupText Reset to Standard

System Setup Text (Tab)

System Setup Editing Buttons

This button is on the Text tab. If any of your text has been customised, clicking this button will reset **all** fields on this screen to the standard text (as shown to the left of the fields on the screen)

If you only want to change the text in some fields, you must do this field by field.

System Setup Editing Buttons

System Setup Master File (Tools Menu)

System Setup Check Boxes

System Setup Individual Fields

System Setup Text Reset to Standard



General

Tax Rate

System Setup General (Tab)

System Setup Individual Fields

This field is on the General tab in System Setup. Enter here the tax rate applicable to all entries in the system. The rate can also be entered in the Accounts Receivable tab, but if a different rate is entered into one of these fields, the other will change also. This tax rate will be used for all jobs in the system unless individual customers have different tax rules set for them. See Customer Tax rule

The tax rate can be adjusted for individual jobs if required. See Work Tax Percentage

Note: There is no field here to enter your tax number (GST or VAT). As most printing companies use customised, pre-printed invoice forms, if required, the tax number can be entered as text in Forms Design.

There is an option to change the way tax is calculated: the Default option is to truncate, as used by the New Zealand IRD, there is also an option to round tax.

Default selection to Show All

System Setup General (Tab)

System Setup Check Boxes

This check box is on the General tab in System setup. Check this box if you want the default when selecting a range of jobs, customers, etc, to be to show all, rather than only part, of the selection. If the option is not selected only one screen full of records will show on the list screen.

This option can be tailored for each user so that show all is selected for some or all files accessed by that user. See Personal Options Show All for these Files



Multiply multirun minimum charges by section count

System Setup Check Boxes

These check boxes are on the quoting tab in system setup. There are options to apply multiply either labour or materials. Check either if you want to multiply multi run minimum charges by section count when quoting. Leaving them unchecked will apply only o minimum charge for multiple runs..



Display Parts details on Estimate Summary- collapsed

System Setup Check Boxes

This check box is on the quotes tab. Select it if you want the parts details displayed in collapsed mode on the estimate summary screen. If the box is unchecked, the parts details will be displayed in full.



QEQ Don't allow drying time

System Setup Check Boxes

This check box is on the quoting tab in system setup. If drying time is to be entered manually into a quote do not check this box.

Default to round paper to pack size

System Setup Check Boxes

If this option is checked, on the quotes tab, paper will be rounded to the next pack size as entered in the rates file. Note that this means that for example 502 sheets will round to 1000 if the pack size is 500.

QEQ Don't allow QEQ

System Setup Check Boxes

This checkbox on the quotes tab is used to turn QEQ (quick entry quote) on or off. If quotes are to be built manually, this box need to be checked.

QEQ Don't allow washups

System Setup Check Boxes

If washups are to added manually when quotes are created using QEQ, check this box on the quotes tab. If the box is checked washups will be included.

QEQ Don't multiply ink minimums

System Setup Check Boxes

The standard setup for QEQ is to multiply ink minimums by the number of colours on the front. Use this checkbox on the quotes t to disable this setting.

QEQ Sort processes alphabetically

System Setup Check Boxes

Checking this checkbox on the quotes tab allows you to sort process headings alphabetically. Note that the order of the processe within these headings is not changed.

QEQ Use cutting factors

System Setup Check Boxes



When cutting factors are not used (which is the default) the number out translates to the number of cuts. Checking this box in QEQ turns this default off.



Use "x" for sizes (not "by")

System Setup Check Boxes

This checkbox on the quotes tab allows you to select whether you have dimensions expressed as for example 110 x 215, (with this option checked), or 110 by 215 (with it unchecked).



Round Estimated Costs by Department

System Setup Check Boxes

The round estimated costs by department option allows department costs to be rounded up to the next 50 cent break. If it is not selected estimated costs will be expressed exactly as they are calculated.



Update customer details on new quote, job or model

System Setup Check Boxes

This check box is on the Quotes tab in system setup. With it checked, Printcost will automatically update customer details on new quote, job or model, whether starting from scratch or by copying an existing quote, job or model.

To clarify the rules as to what is updated when:

Our recommended normal set up is to have the option update customer details on new QJM in quotes setup turned on. This option when you create a quote job or model from another quote or job. It does NOT apply to prospect or cash sale type customers. It does apply when you create a NEW quote or NEW job.

We also recommend you set the tax rules for each customer. If all of your customers are charged tax (the most usual case) you can set one customer to always apply standard tax then use the Z function to replicate this tax rule for the selected customer list.

Creating a new quote or a new job: click Create Quote or Create Job from the customer screen:

A full update of all customer details is performed. This includes customer code, Name & Address, Contact Details (from the default customer contact), Salesman, Tax Number, Accounting Code, Credit terms, Target Overs.

If the customer has no delivery address records then the delivery Name & Address and Delivery Contact details are blanked.

If the customer has ONE delivery address record then these are updated.

If the customer has more than one delivery address record then a selection is displayed.

If invoice type, discount, mark up, and/or Tax have defaults these are updated also.

If the option to use customer contact name as order number has been selected then the contact name will be defaulted into the order number. This will apply when the customer contact details are transferred and then if / when the delivery details are transferred (i.e. delivery contact name will take precedence).

When creating a quote from a quote or from a job, click Copy Quote on the quote screen or Create Quote on the jobs screen. When creating a job from a quote or a job: click Create Job from the quotes screen or Copy Job from the jobs screen.

If the update customer details on new QJM option (as recommended above) is turned on and if the customer is not a Prospect or C type customer, the same update as for a new quote occurs EXCEPT that the contact name, phone, email etc are updated from the selected contact (or the default if none has been selected) delivery name address and delivery contact details are updated based on delivery selected. Invoice type, Discount and Mark up are NOT changed. The tax rate IS updated based on the tax rules for the customer.



Otherwise the only the tax rate is updated, based on the tax rules for the customer on the quote being created.

When changing a customer (code) for an existing quote:

The same updates occur as in creating a new quote.

Changing a customer delivery (code) for an existing quote: the delivery details are updated as for a new quote INCLUDING the de

contact to order number (if this option has been selected).

Technically speaking you can no longer change the customer code or delivery code on a job. You change these on the job delive delivery selected on the job details screen).

When changing a customer (code) for an existing job delivery, the same updates occur as in creating a new job.

Note: If it is the first delivery then any relevant details in the job delivery are reflected in the job (customer code, name address etc also applies when items like Sent via, Packed by, delivery qty, delivery date etc are changed on the first delivery (delivery number

Changing a customer delivery (code) for an existing job delivery: the delivery details are updated as for a new job delivery INCLUDE default contact to order number (if this option has been selected).



Allow calculation of part sheets

System Setup Check Boxes

This box is on the quotes screen. If you want to allow part sheets to be calculated, you should check this box. The system default does not allow for part sheets.



Sort Processes alphabetically

System Setup Check Boxes

Check this box if you want to have processes sorted alphabetically in QEQ. If it is not checked, the processes are listed in the order they are used.

To sort the processes in the order you want them, put a "code" before the process description such as A:Printing and B:Finishing.

Printcost will remove the text before the colon (:) after sorting, so that in this case A:Printing will precede B:Finishing. See also Work Other Process for further information about sorting processes.



Don't autocalculate number up

System Setup Check Boxes

This option is on the Quotes tab. Number up is autocalculated on the paper screen, unless it is turned off here. Autocalculate is the default option.



Use part Multiplier

System Setup Check Boxes

The multiplier for parts is not normally checked, but it can be used for multiplying costs on the summary screen if required. If this is checked, you need to be careful to check your quotes, as it can distort the charges on them.



Don't autocalculate number out

System Setup Check Boxes

This option is on the Quotes tab. Number out is autocalculated on the paper screen, unless it is turned off here. Autocalculate is the default option.



Don't auto recalculate summary on change markup etc

System Setup Check Boxes

This check box is on the quotes tab. The default in Printcost is to automatically recalculate the summary when markup, discount, tax or adjustments are made on the Summary screen. If you prefer to action this manually, check this box and action the changes by clicking Summary to refresh the screen.