



Time & Cost

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Master File

The time and cost file is accessed from the Printshop Management area on the [file menuGLOS_file_menu](#).

Time and cost items are made up of a combination of data from the employees, rates and jobs files, and are entered from employee time sheets. Each item allocates each employee's time on a per job basis.

The three crucial parts to time and cost are:

- **Employee:** any employee who will have productive time recorded against their names is included in this file. Note: this is a different file from the Payroll file, which includes non-production staff.
- **Rates:** all material and labour costs records are kept in this file. If purchase orders are being used, a line entry is created in time and cost for all receipted purchase orders. To view these, select the quick pick Completed / Ready to Post. Check / change them and Post, which posts them to their relevant jobs.
- **Job:** job number

After all entries have been put in for the day, and checked, you then post the entries. This process will update the following files:

- **Jobs:** keeps estimated / actual comparison information
- **Employee / Activity:** keeps a summary (weekly/monthly/year to date) of what has been recorded by each employee and / or activity
- **Rates and Actual Rates:** keeps weekly / monthly/year to date figures for each rate / activity and you can report by cost centre (also records productive and non-productive).

When an employee's time sheet is being processed, time is allocated to a rate and a job, and when either the rate or the job details need to be changed the time completed is entered, then click Create New Record or press Enter. The time completed defaults to the time started field on the new screen, and rate or job details can be changed as required.

When all time sheets for the period have been entered, the Posting report can be printed and checked before the Post button is clicked to post the entries.

Receipted purchase orders will also appear with other unposted items in time and cost, if being used, and need to be posted to put the costs on the purchase orders into the relevant jobs.

Editing Buttons

The buttons on the Time and Cost master file screens are listed below.

- Time and Cost Chargeable Extra
- Time and Cost Create New Record
- Time and Cost Dayshift
- Time and Cost Delete
- Time and Cost Details
- Time and Cost Fast Entry
- Time and Cost Find
- Time and Cost List
- Time and Cost Night Shift
- Time and Cost Normal Entry
- Time and Cost Other
- Time and Cost Post
- Time and Cost Reports
- Time and Cost Rates Description
- Time and Cost Select
- Time and Cost Select Quick Pick
- Time and Cost Select Reset
- Time and Cost Select Selections
- Time and Cost Set Ready to Post
- Time and Cost Sort
- Time and Cost Status Processed by Scheduler
- Time and Cost Status Not OK
- Time and Cost Status Open
- Time and Cost Status Posted
- Time and Cost Status Purchase Order
- Time and Cost Status Ready to Post

Other Editing Buttons common to all Master Files in the system are

- Bookmark
- Cancel

- Close
- Finished
- First Record
- Hide
- Last Record
- Next Record
- OK
- Previous Record
- Remove
- Reset
- SD
- Selection Level
- Show All
- Sort

Individual Fields

The individual fields on the Time and Cost screens are listed below.

Browse fields (usually with arrow randells) can be blank. If there is data in the field that you want to remove (ie leave the field blank), the data can be deleted, but entering a space will bring up the browse window.

- Time and Cost Comment
- Time and Cost Cost Centre
- Time and Cost Customer
- Time and Cost Date completed
- Time and Cost Date started
- Time and Cost Employee code
- Time and Cost Job description
- Time and Cost Job reference
- Time and Cost Part
- Time and Cost per
- Time and Cost Posted date
- Time and Cost Production quantity
- Time and Cost Quantity
- Time and Cost Rate
- Time and Cost Rate code
- Time and Cost Sequential reference
- Time and Cost Time completed
- Time and Cost Time started
- Time and Cost Value

Time and Cost Find

Time and Cost Master File

Time and Cost Editing Buttons

If you have a list of time and cost records, the simplest way to find a record is to 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, and select one of the following from the drop down list: Activity /Status, Customer code, Employee /Status, job number,

Sequence, Status /Activity. Then add it to the selection by clicking the Add to List button.

By default the search order is set to the sort order selected for the selection list. You may change this by clicking on one of the columns, as above.

Time and Cost Fast Entry

Time and Cost Master File

Time and Cost Editing Buttons

The fast entry button is on the time and cost details screen. Fast entry is the default for creating new records in time and cost, if the Fast Entry button is clicked it reverts to Normal Entry.

The advantage of Fast Entry is that some fields are omitted, and therefore it is faster to enter time and cost details.

Time and Cost Create New Record

Time and Cost Master File

Time and Cost Editing Buttons

This button is on the time and cost details screen. When time sheets are being processed, click Create New Record when the employee, rate, or job changes on the time sheet. All details are carried forward to the new record, and you can then change the employee, rate and / or job as required to enter the new information.

To change the employee, the rate or the job, enter the code. If you do not enter a correct code, or do not know the code, enter some letters and a drop down screen will allow you to select, and then accept, the code you need.

When you have entered the job code, you can click the grid header to see activities used for this job. Click the one you need for this record and the rates and actual rates code will default into those fields.

For more general information about time and cost see Time and Cost Master File.

Time and Cost Status Completed (PSM Advanced)

Time and Cost Master File

Time and Cost Editing Buttons

This radio button is on the time and cost details screen. It will be checked when this time and cost item has been processed in printshop management advanced, if this module is enabled.

If using status as the selection in Select, the values are as follows:

0 = purchase order

2 = work done today (no end date / time means still working)

3 = not OK

4 = completed

6= ready to post

8 = posted.

Time and Cost Master File

Master File List

Time and Cost Editing Buttons

Time and Cost Individual Fields

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