

REW VERSION PRINTER'S PLAN 2015

What's New & Improved

Jobs Section

♦ Jobs

→ Unmatched Contact and Ship to Address

If there is a conflict between the customer of the job and the customer of ship to or buyer or if the ship to address or buyer is not found, you will see the following warnings. To fix the problem, click the address or buyer to select a correct one.

Bill to Customer No.41	This is an address of another customer (44)	Ordered By
ABC Company 800 Pike Street Baltimore MD 21202	ABC Company 9645 Saratoga Blvd. Baltimore MD 21207	< buyer #103 not found >

→ List Unmatched Contacts and Ship to Addresses

Use the following two reports to ensure that the buyer and/or ship to address assigned to a job belongs to the job's customer.



츖

To see a list of Ship to and Buyer Discrepancies: click Discrepancies under Orders, Quotes, and History jobs and select Ship to or Buyer options.

→ Quick Cutting Layout Button

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🖂 🖂

Click the new scissors icon to open the Cutting Layout window. The layout is not connected to any job. You may use this tool to view the layouts for cutting Parent Sheets to Run Sheets or Run Sheets to Finish Sheets.

93	rent Shoot I mout	Bears	Pup Chest I would	
	ten sitet Lajout	1631	Aun sheet Layout	

→ List Totals

Now you can see the sum of selected rows. The earlier versions summed all rows. This feature is also available in Customers, AR and Services sections.

1. Select two or more rows (by holding the Ctrl key down)

JobNo	Customer
2434	Apex Realtors
2433	ABC Company
2432	ABC Company
2430	ABC Company
2429	Ascot Inc.
2428	Allied Building Su
2418	Action Business Sy
2416	Atlantic Insurance
2415	Action Business Sy

2. Click the Totals button (at the bottom of the window).

 Σ Totals

3. You will see the sum of selected rows:



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➔ Locked Jobs

When you open a job, Printer's Plan marks it as "locked" to prevent other users from editing it. When another person opens a "locked" job, Printer's Plan shows the job data in gray color (Preview mode). Printer's Plan removes the "lock" after the person who locked the job closes the Job window. Due to a program error or network or power failure, Printer's Plan may not be able to remove the lock.

How to remove locks from jobs that remained as locked due to an error:



You can change this option in **Settings / Jobs / Job Options** by selecting Edit or Preview mode (the blank choice defaults to Edit mode).

♦ Job Window

➔ Vendor Information

Vendor information now includes Contact Name and Phone Number after the Vendor Name. The same information is also printed on work orders.

▼ Items	📄 New Item	Edit Specs 🖆 Edit Costs 😑 R				
ltem	Description					
D 1	Business Cards: Jones, Smith. Penn. 3 Names					
	Buyouts: Busine	Buyouts: Business Cards Sun Printing Abeba Zerihun 442-567-2399				
			-			

➔ View Costs

View Costs window now shows the total of sub-items as shown in the following example. The previous version showed the sum of each sub-item.

ltem	Sub	Description	Quantity	Cost \$	Price S	Discount \$	Discounted Price	% of TOTAL	Margin \$	Margin %
1	1	Booklet Cover	500							
		Text Coated: 100# Gloss · 11 x 17	500	42.00	50.40		50.40	4.9%	8.40	16.7%
		Printer: Printer - Color 11x17	500	44.00	120.00		120.00	11.6%	76.00	63.3%
	2	Booklet Inside Pages: 16	500							
				40.00	288.00		288.00	28.0%	48.00	16.7%
		Total of Item 1 (3 sub-ite	Total of Item 1 (3 sub-items)		256.00		256.00	24.8%	72.00	28.1%
	3	Bookies Dilivery	500							
		Bind: BookMaker Fold+Stich+Trim	500	76.00	95.00		95.00	9.2%	19.00	20.0%
				586.00	809.40		809.40	78.6%	223.40	27.6%
2		Form 3 part	1,000							
			. 、	2.80	99.36					
		I otal of Item 2 (no sub-i	tems)	5.70	112.50		Total	of th	e whole	job
		Pag: NCK Pagging	5,000	7.20	9.00					-
				163.00	220.86		220.86	21.4%	57.86	26.2%
				749.00	1,030.26		1,030.26	100.0%	281.26	27.3%

→ Item price

If Item price is distributed (after editing or reading from price table) and a service price is too small, set it to No Charge not to zero, which causes Item not priced.

Schedule Button

The Schedule button now requires the "Go to Scheduler password", if any. If you do not have the password, click Cancel to open the Job Schedule window in preview mode.

→ Job Note and Memo to Customer

This version also adds a "date printed" note after printing/emailing an Invoice, Order Receipt and Delivery Ticket. Earlier versions added the note only for Invoices.

Job Note	Memo to Customer
02/18/2015 12:16 Delivery Ticket printed 09/26/2014 15:53 Invoice emailed (#1) 02/17/2015 12:43 Delivery Ticket printed (#1)	Payment \$7.00 Check 02/18/2015 02/18/15: Earlier Note
02/16/15 12:18:50 PM:	

You can set the options for adding notes in Settings / Jobs / Job Options:

Options				
How to display/print Item Unit Prices				
Require replacement of discontinued Services to print	The "data printed" and "permant"			
How to display/print Service Unit Prices	notes are now added to the			
Set the New Quote Status as	beginning or end of any existing			
Change the Quote Status to 'Won' after converting it to	note according to this option.			
When entering a new Job, set the Job Title to Item 1 de				
After creating a job				
In the Notes window, add the new date and text at the top (last note first)				
In the Specs window, remind me if paper is assigned without a printer				
How to open a Job, if Job's CSR does not match the Default CSR				
After entering a deposit, add a payment note to the Memo field				
After printing/emailing invoice/quote, add date printed to job note				
After creating an Order, set Due Date = Date In + ? days	Options for adding "date printed"			

→ New Default Option

Options for adding "date printed" and "payment" notes.

Now you can save the "How to assign a job to an existing customer" options.

→ Walk-in Customer's Job

After converting a Walk-in customer's job to a new customer or an existing customer, Printer's Plan will assign the jobs that have the same "Ship to" and/or "Buyer" number of the converted job to the selected (new or existing) customer.

→ New Fields for e-Letter Templates

You may use the following fields in the email templates:

- CONTACT:
 - o <Phone2>
 - o **<Cell>**
- BILL TO:
 - <BilltoCompany>
 - <BilltoAddress>
 - o <BilltoAddress2>
 - o <BilltoCity>
 - o <BilltoState>
 - o <BilltoZip>
 - o <BilltoCountry>
 - o <CusID>
 - o <GroupID>
- SHIP TO:
 - <Attention>
 - <Address2>
 - <Country>
- JOB:
 - o <ProofTime>

The Setup program will copy the revised Email Help.txt file to Printer's Plan Email folder. To see the complete list of the email fields, click:

http://www.printersplan.com/_docs/Email Help.txt

Specs Window

→ Format Unit Price - New Option

Select "No" not to print Item Unit Price on Invoices/Quotes.

→ Wide Format – New Spacing Fields

Bleed field is replaced by two new fields: Horizontal and Vertical spacing. The earlier version automatically added 0.5" to the document size when bleed (1 to 4 sides) was selected. This version calculates as follows:

- Total Width = (Document Width + Horizontal Spacing) x (Number of Ups 1)
- Total Height = (Document Height + Vertical Spacing) x (Number of Rows)

→ Wide Format - Coverage and Resolution Difficulty Levels

The earlier versions set both levels to Normal. This version sets them according to default settings of the Service. *See Services Section for more.*

Difficulties	
Coverage	Normal
Resolution	Medium

→ Wide Format - Reminder Option

In the Specs window, remind me if paper is assigned without a printer	
---	--

The option above (Settings/Jobs/Job Options) was used for Offset and Digital printing. Now the same option is also used for Wide Format printing if paper is assigned without a printer.

➔ Auto Add Service

Auto-add services of built-in special services (plate/cutting/carbonless padding) were not added. Now they are.

➔ Item Status

If you add a Service to an existing Item or delete a Service from it, Printer's Plan updates the Item status. This feature works if you have the optional Scheduler tool and the following option is checked.

♦ New Item Window

→ Copy from a different customer's job

You can add an Item by copying from a different customer's job.

- 1. Click Find or right-click on Customer's Orders, Quotes (or any other job type) and click Add Filter.
- 2. In the Find window, select Job Number field to enter the number you're looking for. Printer's Plan searches the number in the selected job type.

New Item(s)	Items of Jobs.JobType = 0 and (labs labNa = 2422)
Create from scratch:	Product Item	This header will change to red when you try to copy an Item from a different customer
Copy from Customer's: Orders Quotes	F	This list does not include Credit and/or Credited Job Items.

♦ Job Documents Window

→ Email Documents

You can email the document as an attachment to buyers or email the location (path) of the document to employees by using custom templates.

1. Click the Email button.

Job Documents - 0	Custome	r 41			-	×
말 Atta	ach	🔋 Detach	🚰 Open Document	🚰 View Document Fold	er	à

2. Select an email template from the Email folder of Printer's Plan.

Document Fields you can use.txt
Document to Buyer.txt
Document to Designer.txt
Document to Printer.txt

The Setup program will copy these files to Printer's Plan Email folder. You can also download these sample email templates from:

http://www.printersplan.com/ docs/Email Templates for Documents.zip

3. Review the email in your Email application and click Send.

S <u>u</u> bje	t: Marketing Brochures
A <u>t</u> tach	ed: Brochure WorldTraveler.pdf (1 MB)
Davia	
Dave,	
The attached http://mail.p	document is approved and ready to print: rintersplan.com/PlanWeb/JobDocuments\41\Brochure WorldTraveler.pdf
Thank you.	
Lisa	
File Name:	Brochure WorldTraveler.pdf
Location:	JobDocuments\41\Brochure WorldTraveler.pdf
Job-Item No:	2449-1
Job Due:	01/05/2015
Description:	Marketing Brochures
Quantity:	50000
Size (W x H):	0 × 0
Note:	

Services Section

♦ Service Window

→ Wide Format - Default Coverage and Resolution Difficulty

You can assign a default Coverage and Resolution difficulty to each medium.

	Sales Dept	Wide Format			~
Now	Coverage	Medium			~
New	Resolution	Difficult			~
	Size	54	Thickness	0	

→ New Option "+"

This feature is added mainly for calculating number of grommets. To use this feature, you must enter:

- 1. A value in the Divide by field.
- 2. A + sign and number in the How many field.

The following example is for grommets (10 inch apart) of a banner on each side (2).

Pricing Properties											
Quantity	Total Height (Length)										
	Divide by	10	Sheets of 20# Bond								
	Multiply by	2	+1								
	Round-up to	0		<i>p</i>							

NOTE: This feature is not used if the Divide by field is zero.

◆ Price Table Window

Medium: Canvas • 54 1. Select a column based on:	Use Column 1 (ianore other columns)	(built-in) 1 Sheets per Set Pages Printed per Set		
1. Select a column based on:	Use Column 1 (ianore other columns)	Pages Printed per Set		
 Select a row based on: Read the price in the selected cell as: Calculate the Service Price using this method: 	Item Quantity Per Each Step V	Item Area		
5. Multiply the price by:	Total Area (sq.feet)	Service Quantity Total Width		
Service	e Price = Cell Price x Total Area (sq.feet)	Total Height Total Perimeter Total Area	4	
Use Column 1 -> 1 Not used -> Row # Item Qty Price	e per square foot	Total Width (feet) Total Height (feet) Total Perimeter (feet) Total Area (sq.feet)		New

These new options allow you calculate the cost and price of Wide format roll materials based on different quantities. For example, you can setup a roll material where its cost is calculated by "Total Length" (in inch or in feet) and its price is calculated by "Total Document Area" (in square inches or in square feet).

Example: Setup a Wide format roll material. Calculate Cost b

Quantity	Total Height (Length)	~	Setup Table	Per	Minutes	Mat.Cost	Setup Price
	Divide by 12		Quantity = F	Roll mate	erial used	l in feet	
	Round-up to 0						
			Run Table	QtyBreak	Units/Hour	Mat.Cost	Run Price
			3	1		4.00	
			Co	ost per fo	ot		
Cost	Material Cost only	~	Read the p	rice from	n table pe	er square	e feet.
	Multiplier 0		(See the Pri	ice Table	above.)		•
Price	Use Price Table	~					

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Customers Section

♦ Customers

Customer Window

Contact and Ship to Lists

Contact and Ship to lists are first sorted by Status (Active, On Hold, and Hidden) then Name. Therefore, the Hidden contacts are listed last.

A/R Section

♦ A/R

➔ Invoice Ready-to-Post

The list always includes "Credit" invoices even if its status is not "Ready-to-Post" (Invoice is printed or not).

*	List Manager	~				
Invoices Ready-to-Post			JobNo	Remark		
	List		-2421	Invoice not printed		
	voices Unpaid		2354			

→ Send Statement to Parent - New Option

New Option for sending statements to parents: Exclude child invoices.

➔ Posting Journal – DepositNew Amount

Posting Journal / DepositNew amount now includes the deposit applied to an Order, then reversed and then the Order is deleted.

1	Key Reports	iscount	NetSale	Shipping	Postage	Tax	Paid	Balance	DepositNew	DepositOld	DepositNow
🗌 F	Posting	0.00	1716.90	0.00	0.00	85.84	-100.00	1702.74	200.00	0.00	-200.00
	√R	-912 10	15/21 62	0.00	0.00	771 58	0.00	16203 21	0.00	0.00	0.00
🗌 F	Profitability	-012.13	13431.05	0.00	0.00	1205.10	0.00	10205.21	0.00	0.00	0.00
Πo	Comparison	0.00	27901.80	0.00	0.00	1395.10	0.00	29296.96	0.00	0.00	0.00
ă,	Production	0.00	7031.52	0.00	0.00	351.58	0.00	7383.10	0.00	0.00	0.00
Η;	At a Glanco	0.00	131.25	0.00	0.00	6.56	0.00	137.81	0.00	0.00	0.00
Η:		105.69	4725.00	0.00	0.00	178.13	0.00	4691.75	0.00	0.00	0.00
	special Reports	0.00	547.34	0.00	0.00	27.37	0.00	574.71	0.00	0.00	0.00
1	More Reports	20.02	762.22	0.00	0.00	21.70	0.00	725.06	0.00	0.00	0.00
	Orders+Sales by Date In	29.93	/03.22	0.00	0.00	21.70	0.00	725.00	0.00	0.00	0.00
<u> </u>	Sales by Date Shipped	0.00	1003.01	0.00	0.00		0.00	2093.05	0.00	0.00	0.00
<u> </u>	Sales by Date Fully Paid	0.00	Docting	Lourns		ular Sa		655.21	0.00	0.00	0.00
<u> </u>	Sales by Date Reorder	J.00	FUSIII	Journa		ulai Ja	162	383.09	0.00	0.00	0.00
<u> </u>	Sales by	106.13	4559.14	0.00	0.00	217.34	2843.54	1720.68	0.00	0.00	0.00
<u> </u>	Quick Sales	0.00	2799.27	0.00	0.00	127.64	0.00	2926.91	0.00	0.00	0.00
N F	Posting Journal	56.64	5285.80	0.00	0.00	137.25	0.00	5309.77	0.00	0.00	0.00
(🔵 Regular Sales 🦰	0.00	1092.28	0.00	0.00	54.61	484.04	662.85	0.00	0.00	0.00
) () () () () () () () (More Reports Orders+Sales by Date In Sales by Date Shipped Sales by Date Fully Paid Sales by Date Reorder Sales by Quick Sales Posting Journal Regular Sales	0.00 29.93 0.00 0.00 0.00 106.13 0.00 56.64 0.00	547.34 763.22 Posting 4559.14 2799.27 5285.80 1092.28	0.00 0.00 9 Journa 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	27.37 21.70 25.91 217.34 127.64 137.25 54.61	0.00 0.00 les 2843.54 0.00 0.00 484.04	574.71 725.06 2093.05 655.21 383.09 1720.68 2926.91 5309.77 662.85	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.0 0.0 0.0 0.0 0.0 0.0 0.0 1.0

◆ Payment Window

→ New Child Company Column

The invoice list includes the invoices of "Child Companies". In previous versions, you could not easily identify which invoices belong to child companies, if any. Now you can.

Action Bu	ısiness Systems (37)		Parent Company		
Payment Re	ceived		Customer		Payer
Date 02/12/1 Type Check	5 🛛 🕶 Amount	0.00 0.00	Action Business Systems 1950 S. Holly Street Suite 1900 Baltimore MD 21218		Therese Pushkin tpushkin@abs.com Ph1: 410-771-5815 Ph2: Cell:
Ref.	Remains Account Balance	0.00 20113.56	Child Company		Fax: 410-771-4255
HOW TO APP	PLY PAYMENT: To pay all invoi	ices listed, click h	nere. To pay one invoice, click i	ts number	
Invoice	Job Title	Ordered	By Shipped To	Child Co	o. Date
1932	Letterhead	Mark Stu	urm < address #2 not f	four > 32 Abel	Lab 12/17/2014
1951	Letterhead	David Ki	irschner Net	w	12/16/2014
1961	Booklet	David Ki	irschner		12/27/2014
2235	Business Cards	David Ki	irschner	,	01/06/2015

Scheduler Section

♦ Scheduler

→ Group Services by Job or Service Due Date

The default sort of Service Lists is Service Due Date. Now you can sort (group) the Services by Job Due Date: **Hold Ctrl key down and click** a Service a Department, Center, Operator, etc. Note: Dates (Any Date, Monday, etc.) ignore this feature.

➔ Service Lists

Service lists (by Department, Centers, etc.) now show the **Job Time Due** data in the **Note2** column (the last column of the list).

Operator	Tag	Ρ.	Time	Quantity	Note	Note2
			1:00			
👵 Anna			1:00		Straighten	2 pm

→ Filter by Production Tag

Schedule Job Window

➔ Auto-Done Services

They are automatically marked as "Done" when you:

• Click the Auto Schedule button in the Schedule Job window

- Paste an Order in the Jobs window
- Paste an Item in the Job window

You can set the Default Status of a Service as "Auto-Done" in the "More Service Properties" window.

➔ Ctrl Key Exception

In this window, you use the Ctrl key to select multiple rows and then assign a date, operator, tag or priority the selected rows. Therefore, the option "Hold Ctrl key down to mark a Service as Done/To-Do" is not used.

"Hold Ctrl key down" option is not used in the Schedule Job window.

Hold Ctrl key down to mark a Service as Done/To-Do (not used in Schedule Job window)

🛄 If Item is on Hold, Wait or Proof, ask me to update the Item Status

TimeTracker Section

♦ TimeTracker

➔ New Password Option

Now you can require operators to use a dedicated workstation to Start / Pause / Resume / End their workdays. To use this feature:

1. Set a password level for these tasks (ID 75) in Settings / General / Passwords.

2. On the dedicated workstation, hide all sections (tabs) except the TimeTracker section and turn the security level (you assigned for this task) off.

→ Show 'Info' Icon Option

After clicking one of the "Start a New Task" buttons (see below), Printer's Plan opens a "Start a Task" window and lists Services-To-Do. The list may include an "Info" column to show if another task already started for a Service. If the "Start a Task" window takes too long to open, turn the **Show 'Info' Icon** option off.

click the Options button (bottom-right corner) and uncheck the option.

Reports Section

♦ Reports

➔ Posting / Accounting Report

➔ Print Charts

Press Ctrl+F7 and select "Partial window" option.

P D	Profitability / Sales Departments (11) Date Range: Last 12 Months (01/20/14 - 01/19/15)										
De	scription		S	%							
1	Graphics		1,166	1.2	· ·						
2	Digital - B&W QS		33	0.0							
3	Digital - Color				Ontions						
4	Offset				Options						
5	Plate	Drini	Seroo	in in							
6	Paper		. 90166								
7	Paper QS										
8	Finishing										
9	Finishing QS	Captur	e and Print S	creen							
10	Mailing		tire window:	Drofitabili	h//Sales Departments						
11	Broker	Print T	o:	FIOIRabili	ty / Sales Departments						
то	TAL	De	fault Printer								
		Sel	ect a Printer								

→ New Reports

• Profitability / Customers and Products

A/R Profitability Sales Departments Sales Departments	Profitability Date Range: Last (Quick Sales not incl	/ Customers and Pr Month (01/01/15 - 01/31/15) Iuded)	oducts (2)		
Services	Customer Name	Product Name	ltem Count	Cost \$	Price \$
Customers	Atlantic Insurance Cor	mpany Form	1	2,375.40	2,790.00
Customers and Products		Business Card	1	75.00	131.25
Business Types			2	2,450.40	2,921.25
Customer Service Reps			2	2,450.40	2,921.25

• Comparison / Customers and Products

Write-ups By Day Average Sales/Invoice Comparison Sales Departments	Comparison / Cus Date Range: Last Month This Period: 01/01/15 - 01/31/	tomers and Products 01/01/15 - 01/31/15) 15 Last Period: 01/01/14 - 01/31/14	(10) (Quick Sales not	included)
Service Departments	Customer Name	Product Name	Net Sales This Period	Net Sales Last Period
Of Services	ABC Company	Envelope	0.00	268.87
Customers		Business Card	0.00	61.25
Customers and Products		Brochure	0.00	2,392.93
Business Types			0.00	2,723.05
Customer Service Reps	Action Business Systems	Newsletter	0.00	571.61
Sales By Month Posted		Brochure	0.00	655.00

➔ Fixes

- Custom Queries: The last column of the report was hidden if it contained numeric values. Now all columns are displayed.
- Product Compare report ranks current and last periods correctly.
- Special Reports/Activities of My Company now shows the Date Range.

Special Reports / Activities of My Company Date Range: Last 12 Months (01/20/14 - 01/19/15)

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Settings Section

♦ Settings

New option for Item Unit Price: "Do not display/print".

-	-	
Job	Options	
300	options	

Please select your choices carefully. Some options apply to only orders or quotes.						
Options						
How to display/print Item Unit Prices	Per Each (in 4 decimals)					
Require replacement of discontinued Services to print Order/Quote documents						
How to display/print Service Unit Prices	Per Each (in 4 decimals) Per 1000 (in 2 decimals)					
Set the New Quote Status as	Do not display/print					

Home Section

♦ Home

➔ File Manager

File Manager is removed. Please contact us when you need to upload/download a file.

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Other Windows

Printing

Work Order

• Option to print Document File Path info.

➔ Invoice

- "Copy of" is not printed on Invoices of History jobs.
- (0/) was printed next to a Service if Quantity field = Item Quantity, Divide By field > 0 and Ask How Many field = / (which means the value in Divide field is Lift). Fixed. (0/) not printed anymore.
- Option not to print Item Unit Price. See the Settings section.

Note Window

• New option to add a Quick Note: Date + Time + Quick Note.

	🛄 Date Stamp
	🛐 Date + Time
	Quick Note
	⁄ Date + Quick Note
ew	🔏 Date + Time + QNote

Find Window

Ν

- Changing the Advance Find text enables the Find Now button.
- "By this field" list includes more choices when "Advance Find" option is checked.

Inventory Tool

• If you click on the Check Box of another row after changing the Order or Receive Quantity, previous row data was copied to the new row. Fixed.

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Reminder Tool

• Reminder List for specific jobs includes customer's and buyer's name.

Reminder List for specific contacts includes customer's name.

Section	What	When
Contact: Michelle Greene of	Send	02/20/2015

Shipping Labels Tool

Order List now includes customer names.

«ItemNote»

New

Export Tool

• Export "Buyers only" and "Payers only" did not include customers with blank buyer/payer. Fixed.

Exported label data includes Item Note. You may add it to label templates as:

• Export to QuickBooks: No data was exported if the selected posting journal included deposit and/or payment but no orders. Now deposits are exported.

TRNS SPL ENDTRNS	GENERAL GENERAL	Journal Journal	01/27/2015 01/27/2015	1490 1153	0.00 0.00	from Quick Sales to Undeposited Funds	
TRNS	GENERAL	JOURNAL	01/27/2015	1490	33.00	from Deposits (Plan)	
SPL	GENERAL	JOURNAL	01/27/2015	2160	-33.00	to Undeposited Funds	
	GENERAL	TOURNAL	01/27/2015	1490	0.00	from Payments (A/R)	
SPL	GENERAL	JOURNAL	01/27/2015	1151	0.00	to Undeposited Funds	Sales
ENDTRNS							