

BookWorks
<ul style="list-style-type: none"> • Book & Product Fulfillment • Order Entry & Fulfillment • Reporting & Analysis • Job Costing • Customer Service • Royalties & Subsidiary Rights • Marketing & Campaign Management • A/R & Credit Control • e commerce • Sales Prospector • Publishing Accounting Systems

The Media Services Group, Ltd.

BookWorks Job Costing Module

Media Services' Job Costing module organizes and monitors project activities.

A job may be defined either as for inventory or billable to a client. In either case, estimated costs may be entered for the job, which may then be compared against actual costs incurred.

Jobs may be broken down into tasks and resources may be assigned to those tasks. For billable jobs, estimates may be sent to the client for approval. The Job Costing Purchase Order system matches vendor invoices against Purchase Orders and flags anomalies. Other costs such as petty cash, miscellaneous charges and time may be allocated to a job.

For billable jobs, each incurred cost can be passed onto the client and marked up based on a variety of formulas. Job Costing also produces detailed, work-in-progress reports and production schedules.

For users of Media Services' BookWorks module, Job Costing calculates a unit cost per book. On completion of the job, pre-press work is depreciated over a period of time while manufacturing cost are used to calculate unit cost

Principal features of the Job Costing Module include:

Estimates

- Creation of Job Estimates by user defined classifications
- Tracking of estimate revisions
- Printing of estimates
- Estimate approval process
- Ability to base an estimate on a previous job.

Track Costs

- Enter Purchase Orders
- Match Vendor Invoices to Purchase Orders
- Ability to enter Vendor Invoices with no Purchase Orders to a job
- Enter Miscellaneous charges
- Enter billable time charges.

Classes	Class Names	Rate	Qty	Original	Current
ART	ART	1500.00	1	1500	1000
PRIN	PRINT	3.75	5000	18750	17500
AUDIO	AUDIO	1.50	5000	7500	7500

Totals: 27750 26000



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Chargeable Jobs

- Option to bill from the estimate (Pro-forma billing)
- Ability to mark up costs based on pre-set percentages per expense type
- Ability to over-ride marked-up expenses per client or per transaction
- Option to bill in stages
- Different Invoice "Types" determine how much detail is shown on an invoice
- Easily reprint an invoice

For BookWorks users

- Interface to the Inventory module
- LOC & CIP information tracking
- Plant cost amortization scheduling
- Transfer actual amounts from Work in Progress to finished goods on completion
- Calculates manufacturing cost adjustments for items previously sold on job completion

Miscellaneous

- Fully integrates with Media Services' General Ledger, Accounts Payable, Accounts Receivable and BookWorks modules.
- Various reports for Job Progress, Scheduling, Time Sheets and Purchase Orders
- On-screen analysis

Scheduling

- Assign tasks and resources to a job
- Create task "templates" for types of jobs
- Check an individual's workload before being assigned another task
- Creation of task lists for employees
- Track completion of tasks
- Nominate tasks as part of a critical path
- Automatically build the schedule dates by entering a start or end date.
- Maintain a Holiday calendar to avoid scheduling on holidays.

Task	Start Date	Est'd Days	Cnt Path	Dept	Employee	Date Complete	Act Days	Cnt
CONTRACTS SIGNED	02/27/2001	0 Y	Y	MKT	JB			N
GET MANUSCRIPT	02/27/2001	1 Y	Y	MKT	JB			N
GET ARTWORK	02/28/2001	5 Y	Y	MKT	JB			N
DO LAYOUT	03/07/2001	10 Y	Y	MKT	JB			N
SEND TO PRINTER	03/21/2001	2 Y	Y	MKT	JB			N
DO PRINTING	03/23/2001	30 Y	Y	MKT	JB			N
CALL PRINTER TO CI	05/04/2001	2 N	N	PRDD	JB			N