



# the system

## **Module Driven System**

Printer's Plus is an integrated, customizable, reliable and complete Print Shop Management Information system. Its module-driven design provides maximum flexibility and requires a minimal investment in training. While it is offered, most customers do not need any specialized training to become proficient in a short amount of time.

# The Printer's Plus System Overview

## Basic System

Order / Estimate Entry  
Customer Information  
Standard Cost Information  
System Information  
Administration

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Daily Sales Reporting  
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Vendors and Accounts Payable  
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OrderPad  
Multi-Counter Sales Reporting  
eCommerce



### Contact Us

Phone:

800-325-6344

Email:

info@printers-plus.com.

Hours of operation:

M-F, 9am - 5pm, EST.

Website:

www.printers-plus.com

## Basic System



### **Order/Estimate Entry**

The most frequently used module, **Order/Estimate Entry** is an excellent, comprehensive tool to make an estimate, take an order, and access order history. Along with entering new Orders, the **Order/Estimate Entry** module enables searching, printing, and/or deletion of Orders, Estimates or Invoices.

**Advanced Order/Invoice Search** is included in **Order/Estimate Entry** module. It is a powerful tool which allows you to find an old order, invoice, estimate, quick sale entry, credit invoice, or template quickly and easily using a wide variety of criteria.

**Order and Estimate History** is included in **Order/Estimate Entry**. Improve customer service by maintaining complete detail on all estimates and invoices. Retrieve this information quickly and easily whenever necessary. When a customer comes back for the same job, simply convert an order in history to a new, current order. Reprint an order or estimate from history. Review job history for a particular customer. Print a report of all history jobs for a range of customers and dates.

**Potential Orders** is included in **Order/Estimate Entry**. It is an essential tool for enhancing customer service and promoting repeat business. By reporting the customers who are due for reorder, it gives the ability to be proactive and to contact the customer before they run out of stock, thus generating repeat business. No extra data input is required to use this tool since Printer's Plus is fully integrated.

**Mailing/Shipping Labels** is included in **Order/Estimate Entry**. It provides your choice of Avery mailing/shipping labels for the order.

**Advanced Box/Shipping Labels** is an additional module, which prints box/shipping labels that include a description of the box contents and the number of the boxes in the order.



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### **Customer Information**

Our **Customer Information** module gives you all you need to phone, email, fax and ship to them. Print a mailing label or setup an automatic reminder when it's time for them to reorder from you. All at your fingertips. Customers can be added or edited from this module, or directly from Order Entry as you are creating an order.

**Prospective Customers** can be tracked using this module, which stores name, address, and phone number, plus places for source, business type, last contact date, and comments. Convert the prospective customer to a regular customer when writing up an order in **Order Entry**. Import a list of prospective customers from a 3rd party organization such as Dirmark List, American Business List, etc.

## Basic System(con't)



### Standard Cost Information

With the **Standard Cost Information** module, you'll be able to enter or import the costs of all the materials, edit them to keep the numbers competitive and set up matrices to determine prices for larger quantities. 'Tuning' allows you to experiment with the various factors to achieve your desired prices. When you enter any adjustments, the system provides you the opportunity to view the results of your changes before you record them permanently. You may enter all the parameters to derive a price or you may enter the final price and the computer generates the parameters and creates the markup matrices.



### System Information

Setup shouldn't require a rocket scientist. Printer's Plus doesn't. Plug in your preferences on how and where orders and invoices print, setup the default color, prices and other settings as well as your store logo. Ready to go. Make modifications anytime.



### Administration

Managing the system shouldn't take you from your daily operations. The **Administration** module gives you the tools to handle setting up Employee job codes, benefits, commissions, and time clock functions. Security setup includes user names, passwords, authorization, and display preferences in short order. Customization options are available for work locations, order processes, and managing and organizing customer data.



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## Accounting Modules



### Accounts Receivable

Invoice Orders, make payments, change amounts. Refund and rearrange. Accounts Receivable is fully integrated with the rest of Printer's Plus. Prepayments, finance charges, or payments by cash, check or charge can all be made from A/R.



### Daily Sales Reporting

How are things going today? What do the numbers say? Need a quick snapshot of where things stand? How about getting it for last Tuesday? Printer's Plus offers 12 different **Daily Sales Reports**, with many customizable features to provide you the very best tools for evaluating your business.

## Accounting Modules(con't)



### Monthly Sales Reporting

Are the sales projections matching up? Need to send the sales taxes in and not sure how much should be sent? Take a comprehensive look at how the month went by using sales or income summaries, by order or invoice number, showing totals for salesperson or counterperson, along with a number of breakout reports.



### Vendors and Accounts Payable

The paperwork piling up? You have bills too. Why not manage your bills side by side with the **Accounts Receivable** module? Quit trying to manage multiple systems and let Printer's Plus save you time by integrating the information. **Accounts Payable** includes Check Writing.



### General Ledger

The **General Ledger** module combines information from other modules to report the financial status. The **Order Entry**, **Accounts Receivable**, and **Accounts Payable** modules contain data that is reported in **General Ledger**. If you use an accounting system for managing your books, this module offers a direct interface that will export the **Accounts Receivable** data into **any** third party general ledger package you would like to use. Time is precious; don't waste it doing re-entry of information.



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## Sales Modules



### Sales Analysis

Who's making the sales? What customers are coming back for more? Want to call some that have faded into a memory? Keep on top of the sales with several reports that can provide the necessary data to manage sales forecasts by salesperson as well as trends in customer volume.



### CustomerPulse

A real-time survey tool, CustomerPulse will provide the feedback you need to make your customers happy. A joint venture between Printer's Plus and Survey Advantage, CustomerPulse will allow you to customize your own 5 question survey, and select those jobs you would like to survey. Survey Advantage will collect the results, providing you with feedback and your standing compared to the industry. If a negative answer is received from one of your customers, an instant email is sent, alerting you and allowing you to correct the situation within the hour. There is a monthly fee payable to Survey Advantage for this service.

## Sales Modules(con't)

### Contact Management

The **Contact Management** module is an add-on to **Customer Information**. It provides a central place to keep track of your customer contacts—whether they are sales calls or follow-up calls. Everything you need to follow-up will be at your fingertips.

### Quick Sale

**QuickSale** is an additional module. It allows for a quick and simple sales transaction, such as lobby copies or office supplies. There is also an option to print a receipt on a small receipt size printer instead of using a full invoice form.

### Customer Mailing/Shipping Labels

**Customer Mailing/Shipping Labels** allows you to produce mailing labels by selecting customers based on tags which include Regular, Prospective, Tax Exempt, and Special. Choose customers based on business type. This is an excellent tool for marketing.

### Customer Import/Export

**Import/Export** is helpful for new Printer's Plus customers, as well as those that have other customer information databases. They are able to use these tools to unify the data into Printer's Plus as well as export out various details from the Printer's Plus database into other programs, such as Excel.



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## Inventory Modules



### Purchasing

Our **Purchasing** system not only gives you the ability to place orders but when they arrive, they are directly merged into the inventory. Purchase Orders can be created from within the Order Entry module and PO's can be generated when inventory signals the need to do so. Printer's Plus is multiple systems rolled into one.



### Inventory

The **Store Inventory** module provides easy access to figures involving the storage, usage and ordering of materials. By tracking the amounts of materials on hand and quantity of material needed for current orders, the system automatically updates inventory quantities when an order is marked complete. **Customer Inventory** is a useful tool for tracking customer stock, or shells that would be completed for a customer later or to track completed stock that is stored for the customer until later delivery.

## Order Tracking Modules



### Work In Process

**Work In Process** allows tracking of orders through the print shop. The location of the order is entered through the keyboard. It streamlines your scheduling by sequencing jobs according to due date and time. Work In Process alerts you to overdue jobs, and lets you know what your press time requirements are for each day. It provides reports to help you more efficiently and effectively run your shop.



### Bar-coding Production Analysis

**Bar-coding Production Analysis** goes beyond **Work In Process**. It allows the location of the order to be entered through the click of a bar-code scanner or keyboard. It also provides several more detailed reports.



### Visual Scheduler

Printer's Plus developed the **Visual Scheduler** module in response to customer's requests for an easy to use production scheduler tied into the Printer's Plus database. This module is meant to replace a "scheduling board" or other manual method of scheduling production jobs. Can you fit all the orders onto the presses today? Playing juggling games with people and equipment? **Visual Scheduler** gives an aerial view of the day's timeline and what's going on. Move, shuffle and get it all done.



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## Miscellaneous Modules



### Time Clock / Advanced Time Clock

The employee **Time Clock** provides a means to track employee time. Employees are able to punch in and out while records of their working schedule are kept in the **Time Clock Reporting Log**. **Advanced Time Clock** allows employees to track reasons for absence such as vacation, sick and/or other reasons and draw from their total leave benefit days.

### OrderPad

Printer's Plus on the road, OrderPad is a mini version of Printer's Plus, containing the **Order/Estimate Entry** and **Customer Information** modules. Installed on a laptop, it provides instant price quotes, order or estimate entry, and customer record updates. If internet access is available, the live orders can be put into production before the salesperson arrives back at the shop. In keeping with the fully integrated Printer's Plus system, no re-keying of orders is necessary.

## Miscellaneous Modules (con't)

### Multi-Counter Sales Reporting

**Multi-Counter Sales Reporting** is used by shops that might have multiple locations or counters. It provides an additional break-out criteria for counter location in **Daily Sales Reporting**, **Monthly Sales Reporting**, **Accounts Receivable** and portions of **Sales Analysis**. **Advanced Order/Invoice Search** has an added search criterion of counter location.



### eCommerce

This module provides a branded web page portal where customers can place orders 24 hours a day. It provides a virtual storefront on the Internet. It is user-friendly and convenient for your customers. They will be able to create new orders, view history orders, place a reorder, check the status of current orders, and release inventory at their convenience, 24-7. It is fully integrated into the Printer's Plus system, with no need to re-enter orders once they are placed. There is a monthly fee associated with this module.



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### Printer's Plus is an integrated, customizable, reliable and complete printing business solution.

**Printer's Plus is fully integrated**, and comprised of modules which manage every aspect of Print Shop Business Management.

**Printer's Plus is customizable** in that we consider our customers co-designers of the Printer's Plus software. By listening to them, we can enhance our software development, while also meeting all of their system requirements and needs. Our system is available in packages geared for every type of Print Shop, and it is designed to grow with you.

**Printer's Plus is reliable** in its accuracy and stability. Our technical support is committed to providing quick and comprehensive support to our customers.

**Printer's Plus provides a complete** business printing solution. Data is entered once and updates all the modules and systems affected by that change. No need to re-enter data into several systems. The data can be imported, exported and used in other database and accounting systems. There are over 150 different reports within Printer's Plus, giving a comprehensive and complete picture of your business.