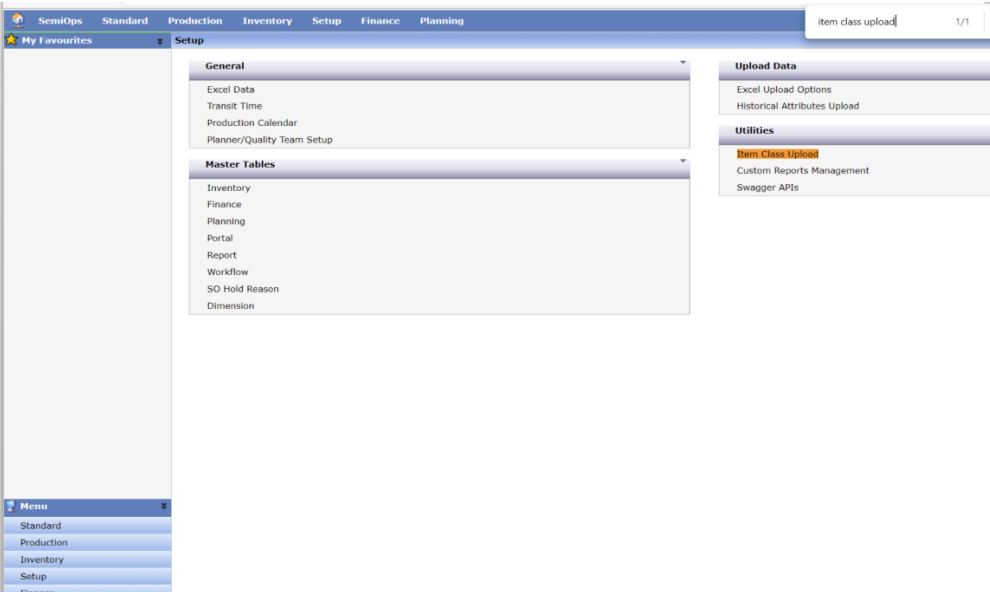
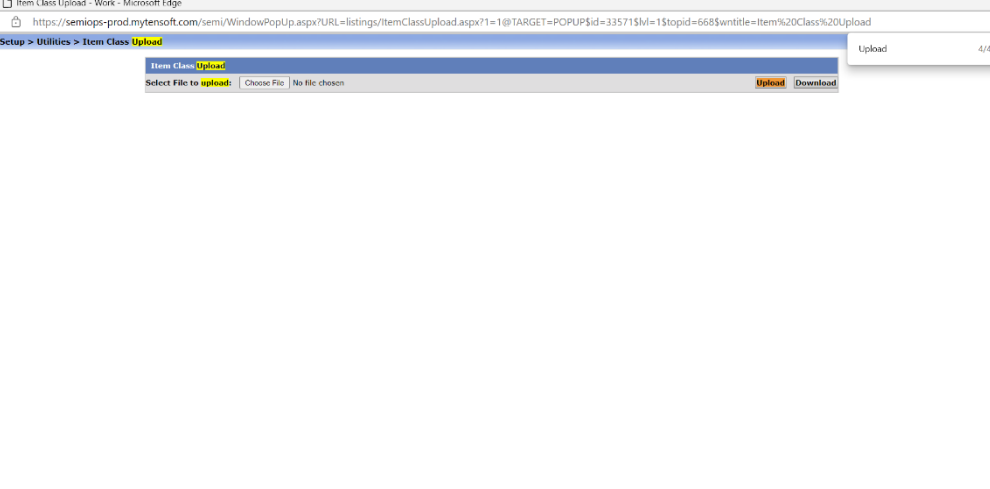


# Instructions for Updating and Maintaining Cost Report Files

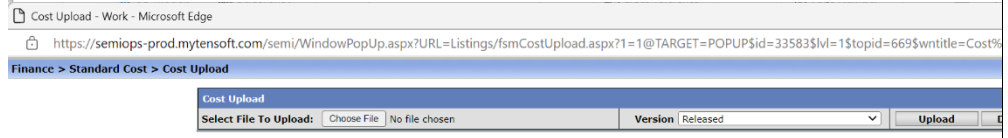
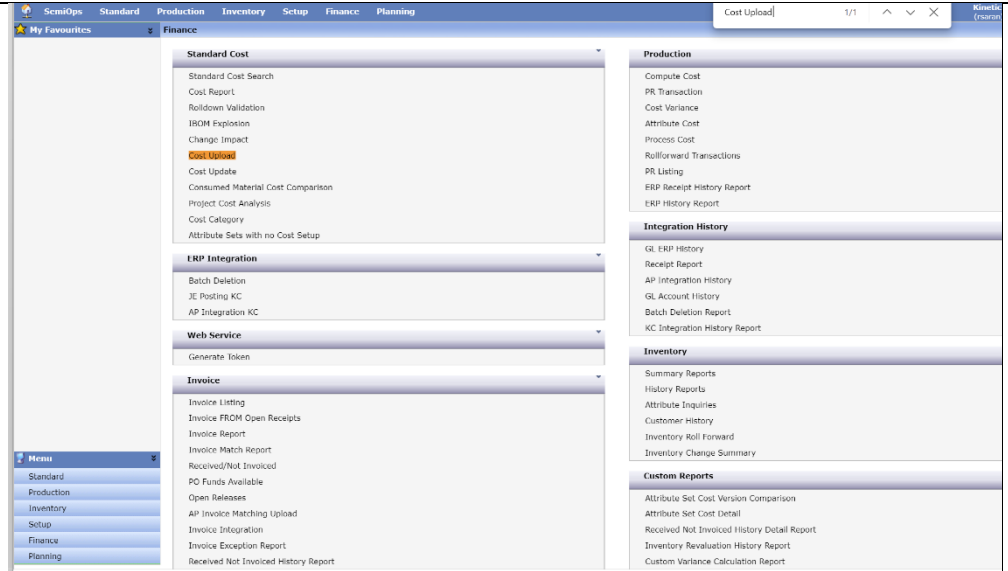
<p>General Steps</p> <p>1a. Item Class Check</p>	<p>Explanation</p> <p>Download the Item Class as an excel file for all items from Tensoft in Setup&gt;Utilities&gt;Item Class Upload (Double check to make sure data is complete)</p>	<p>Images</p> 	<p>Roles: Cost Accounting</p>
<p>1b.</p>	<p>Check for default items in the excel file (labeled with category number 1).</p> <p>The correct item class will be between 2 and 7 (not default, if default make sure to correct)</p>	<p>PROPRIETARY INFO REDACTED</p>	
<p>1c.</p>	<p>Re-Upload the corrected excel file to Tensoft, make sure no items are category 1.</p> <p>Also make sure the excel file is still in a compatible format for Tensoft</p>		

2a.  
Prepare excel  
download/upload  
workbook

Download the  
RELEASED version of  
costs from Tensoft  
SemiOps. This file is  
titled CostUpload.  
Inside the costs file  
you will be provided  
with 2 different sets of  
information.

Category Cost: Will  
show you the  
individual step cost for  
each part. EX:  
REDACTED  
will be costed at \$116,  
this is a STEP COST.

Cumulative Cost: Will  
show you the cost of a  
part UP TO THAT  
POINT, or  
CUMULATIVE. EX:  
REDACTED will be  
costed at \$764, this is  
a CUMULATIVE  
COST, aka the sum of  
costs up to that certain  
step, in this case, up  
to BP



PROPRIETARY INFO REDACTED

The screenshot shows an Excel spreadsheet with the following data:

	E	F	G	H	I	J	
	ITEM REV NO	COST VERSION	STD YIELD	CUM STD COST	MODIFIED BY	TIME STAMP	Item
1							
2	1	Released	99.5000	0.5806	pjchen	10/02/2022	
3	1	Released	99.5000	0.5806	pjchen	10/02/2022	
4	1	Released	99.5000	0.5806	pjchen	10/02/2022	
5	1	Released	99.5000	0.5806	pjchen	10/02/2022	
6	1	Released	99.5000	2.1309	pjchen	10/02/2022	
7	1	Released	99.5000	2.1419	pjchen	10/02/2022	
8	1	Released	99.5000	2.1419	pjchen	10/02/2022	
9	1	Released	99.5000	2.1419	pjchen	10/02/2022	
10	1	Released	99.5000	2.1309	pjchen	10/02/2022	
11	1	Released	100.0000	0.2295	pjchen	10/02/2022	

2b.

Update the category  
cost and cumulative  
costs respectively,  
with the most recent  
data available.

This can be done with  
a copy/paste values,  
or perhaps you only  
need to change some  
entries.