efi PrintStream

User Guide

AR Invoice Import Add On
V21.1.0200

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EFI PrintStream | *V21.1.0200 AR Invoice Import Add On User Guide*

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Introduction

Overview

The AR Invoicing Import program was designed to allow users to import postage usage data as well as AR invoice data into PrintStream from an alternative software package.

Some companies, such as presort houses, will use both options, importing postage usage as well as importing AR invoice data, while other users may use one option or the other. Either way, importing the postage usage data and AR invoice data is a single process of their own made very easy by using the AR Invoice Import program.

This document is designed for a user importing both postage usage as well as AR invoice information. The usage import must take place prior to the AR invoice import. However, users using either feature can go directly to the area of the documentation that pertains specifically to that function once the setup required has been completed.

Please consult with your EFI PrintStream Support Contact prior to using the AR Invoice Import program as the following procedures may differ slightly due to the interface written for your alternative software program.

Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.

Note For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com

EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.

Postage Usage

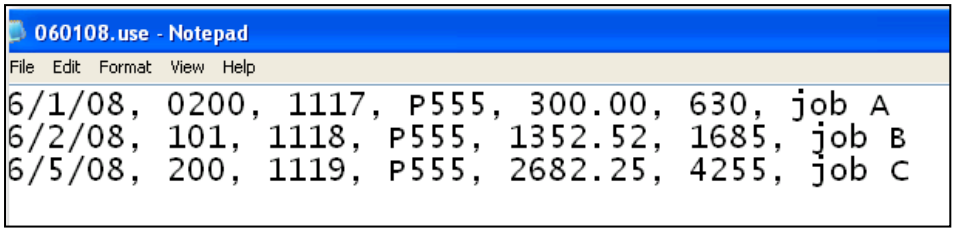
The following items must be setup/defined in PrintStream before postage usage is imported.

- All customers who will have postage data exported from the alternative accounting software must be defined in PrintStream. Customer accounts are defined in the Masterfile Customer program. The account numbers must be identical in both software systems.
- The postage instruments that will be referenced in the export file must be defined in PrintStream. The postage instruments are defined in the Masterfile Postage Inventory program. The inventory code must be identical in both software systems.
- If you are a presort bureau importing both postage usage and AR invoices, you must create a postage instrument titled Pfake in PrintStream only. This instrument acts as a “clearing” instrument further explained in the documentation.
- Any job that will have postage transactions logged to them in the alternative accounting software must be defined in PrintStream to the correct customer account. The jobs can be created in the Quick Job Entry program in PrintStream. The job numbers must be identical in both software systems.

  **It is recommended these job numbers are assigned a job number out of the “normal” range of PrintStream job numbers. For example, if the company’s “normal” jobs begin at 1000, create job numbers in the 100,000 range for those jobs affected in the import process. This will aid in differentiating between if the job is a standard PrintStream job or if the job is a job used in both systems.

  Note The jobs defined in PrintStream can be used repeatedly as long as the job is not final AR invoiced. However, the job should not remain open for more than 12 months. At this time, a final AR invoice should be generated for the job, and a new job created in Quick Job Entry should be created to replace it.

- Verify the **Record 999999 usage in Job Costing** check box in Masterfile Reports/Module Definition/Mail Defaults/General is cleared.
- The alternative software package is able to create a WordPad data file with the following information to be imported into PrintStream:
  - date of usage transaction
  - customer account number
  - job number
  - postage instrument
  - actual usage created
  - quantity of pieces
  - notes



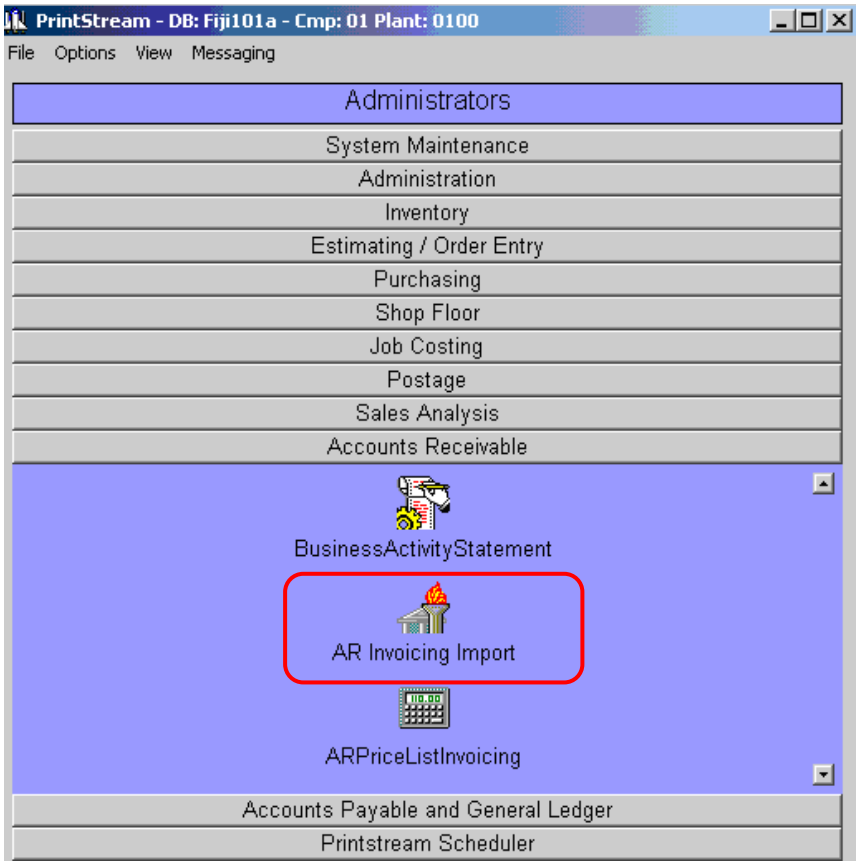
This file is saved as a .use file after it is exported from the alternative software system. It is recommended the usage be exported from the alternative software and imported into PrintStream on a daily basis. This keeps all postage instruments in PrintStream current. It is also recommended the naming of the file should be date oriented: 060108.use. If importing both permit mail and metered mail, the permit file should have an extension of .use while metered mail should have an extension of .muse for the user to differentiate between the two file types. The file should be stored in the following path: P:\Stream\livedata\psextern\PCS. You may need to create a folder named PCS within the PSEXTERN folder.

How to import Postage Usage

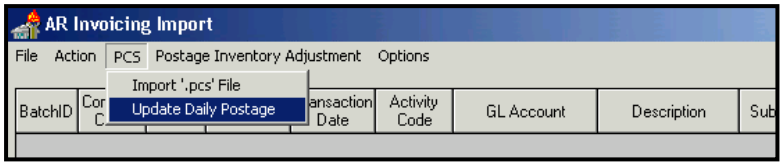
Once the setup has been completed for the importing of postage usage data into PrintStream, you may proceed with importing the usage file.

It is highly recommended the import process is first performed in a test database in PrintStream.

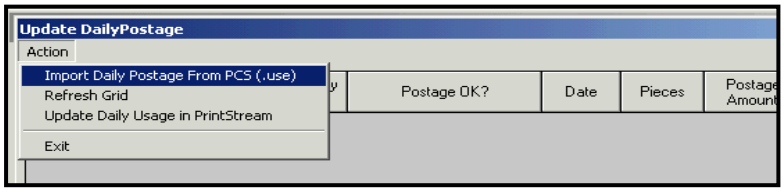
1. Select the **AR Invoicing Import** program from the PrintStream menu bar.



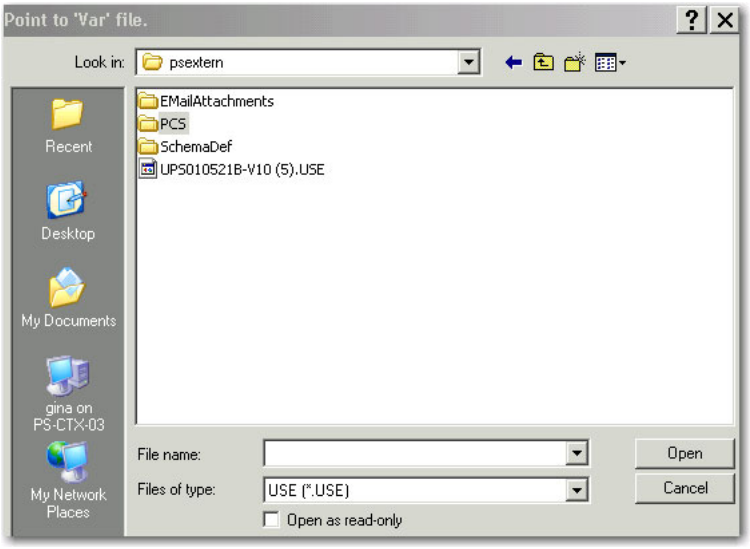
2. Select **PCS** from the task bar at the top of the screen and then select **Update Daily Postage**. A new window opens.

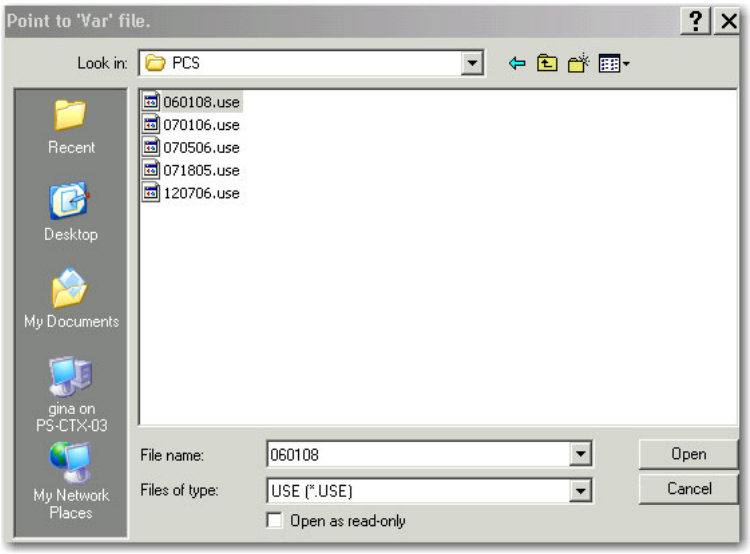


3. Select **Action** and then **Import Daily Postage From PCS**.

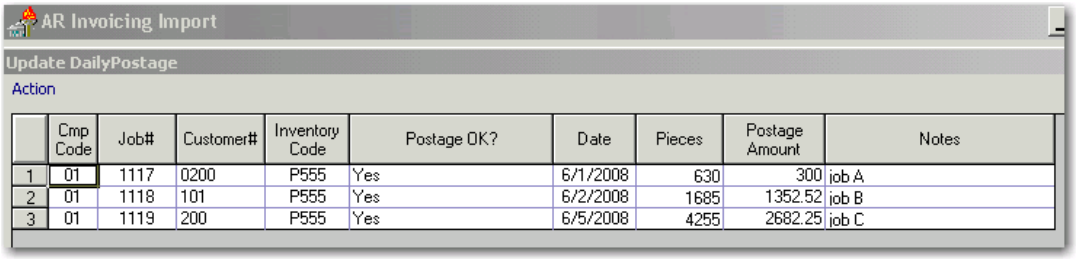


4. Windows Explorer automatically opens for you to select the .use or .muse file to use in the import. Double-click the **PCS** folder and then double-click again on the correct .use file.





The various postage usage transactions contained in the .use file automatically import into PrintStream.



	Cmp Code	Job#	Customer#	Inventory Code	Postage OK?	Date	Pieces	Postage Amount	Notes
1	01	1117	0200	P555	Yes	6/1/2008	630	300	job A
2	01	1118	101	P555	Yes	6/2/2008	1685	1352.52	job B
3	01	1119	200	P555	Yes	6/5/2008	4255	2682.25	job C

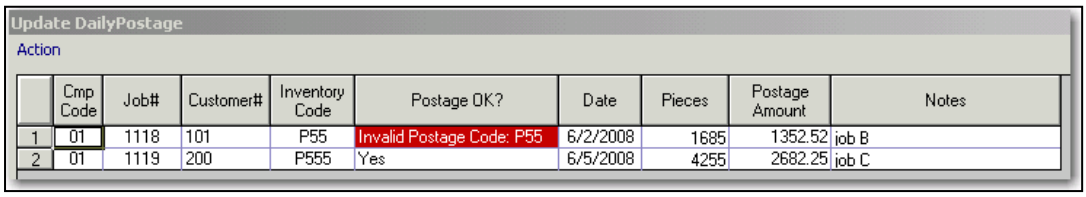
Note In the event the error message **Subscript Out Of Range** displays, please open the .use file and review the data within it. This message indicates there is data missing in the .use file required for the import, there is data missing in PrintStream, or the data is not in the correct sequence; possibly an instrument is missing; the quantity is missing, etc.

If any of the lines in the grid are red with a message attached to the line (Invalid Postage Code, Invalid customer, etc.), the error needs to be corrected before proceeding.

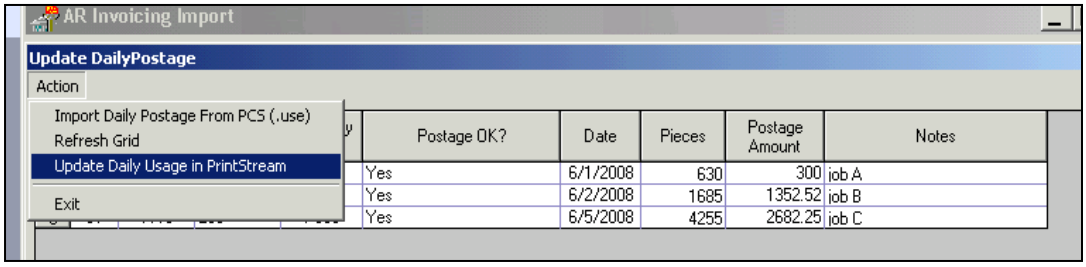
5. In the example below, the postage inventory code P55 is not found in the PrintStream database. Therefore, you must cancel out of this screen and define the postage inventory code P55 in the

Masterfile Postage Inventory program. You are not required to re-import the .use file after correcting the error. Simply reopen the **AR Invoice Import** program, select **PCS** on the task bar at the top of the screen, and select **Update Daily Postage**.

Please contact Streamline Solutions Accounting Support for further assistance.



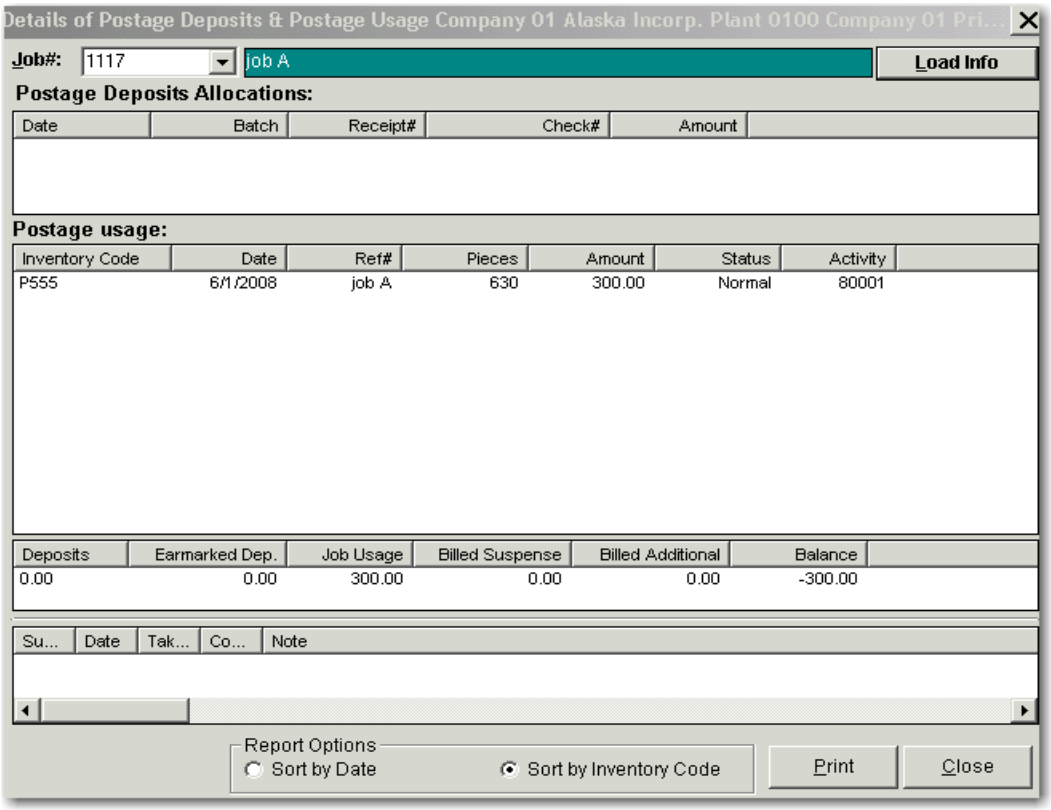
6. When all of the data in the grid is correct and all of the red lines have been corrected, select **Action** and **Update Daily Usage in PrintStream**.



The line items in the grid become colored as they are imported into PrintStream. After all of the line items have been imported, the grid disappears, indicating the import has completed.

The usage import updates the jobs referenced in the .use file as well as the postage instruments.

Postage Display By Job for job #1117:



Postage Inventory Report for instrument P555:

Postage Inventory Details

Printed : 6/17/2008 9
For : LS

Transaction Type : All Starting Date : 6/1/2008 Ending Date :6/30/2008

Inventory#	Reference	Date	Notes	Employee Code	Beg. Balance	Purchases	Job Usage	Spoilage	Usage Adjs	Spoil Adjs
Postage Instrument:	P555									
P555		3/16/2006			-10,094,414.680		0.000	0.000	0.000	0.000
P555	Job# 1117	6/1/2008	job A		0.000		-300.000	0.000	0.000	0.000
P555	Job# 1118	6/2/2008	job B		0.000		-1,352.520	0.000	0.000	0.000
P555	Job# 1119	6/5/2008	job C		0.000		-2,682.250	0.000	0.000	0.000
Sub Total ...					-10,094,414.680		-4,334.770	0.000	0.000	0.000
Total ...					-10,094,414.680		-4,334.770	0.000	0.000	0.000

AR Invoices

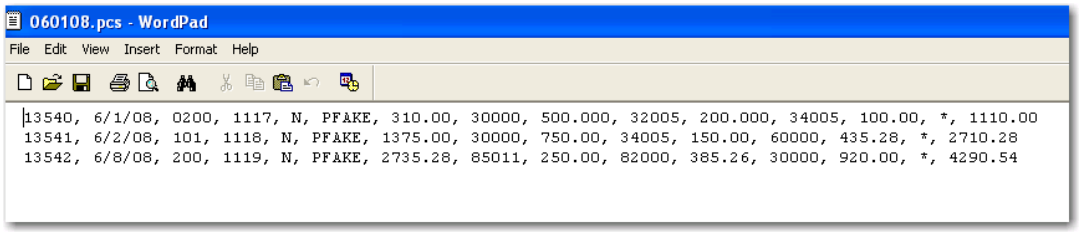
The following items must be setup/defined in PrintStream before AR invoice data is imported.

- All customers who have invoice data exported from the alternative accounting software must be defined in PrintStream. Customer accounts are defined in the Masterfile Customer program. The account numbers must be identical in both software systems.
- The jobs referenced in the export file from the alternative accounting software must be defined in PrintStream to the correct customer account. The jobs can be created in the Quick Job Entry program in PrintStream. The job numbers must be identical in both software systems.

  **It is recommended these job numbers are assigned a job number out of the “normal” range of PrintStream job numbers. For example, if the company’s “normal” jobs begin at 1000, create job numbers in the 100,000 range for those jobs affected in the import process. This aids in differentiating between if the job is a standard PrintStream job or if the job is a job used in both systems.
- For users using the invoice import feature in conjunction with using the usage import feature, a postage instrument titled Pfake must be defined in both the alternative software system and in PrintStream. This instrument can be defined in Masterfile Postage Inventory. This instrument acts as a clearing instrument to adjust the postage between the .use file and the .pcs file. For users who will only be using the invoice import feature, you will not have to define a Pfake instrument in PrintStream or in the alternative system.
- The alternative software package is able to create a WordPad data file with the following information to be imported into PrintStream.

  Below is an example of the invoice import file. The data and format of the file required is as follows:

  The alternative software’s AR invoice number, date of transaction, customer account number, job number, Y or N (to indicate use of postage suspense on the invoice), Pfake, postage amount to be billed on the invoice, activity code, dollar amount, activity code, dollar amount, etc., *, the total amount of the alternative software invoice. The asterisk and the dollar amount following the asterisk is needed in the event the alternative software’s invoice amount is different than what PrintStream calculates the invoice to be due to rounding issues. PrintStream automatically adjusts by up to 2 cents to cover the rounding issue.



  This file is saved as a .pcs file after it is exported from the alternative software system. It is recommended the naming of the file should be date oriented: 060108.pcs. The file should be stored in the following path: P:\Stream\livedata\psextern\PCS. You may need to create a folder named PCS within the PSEXTERN folder.

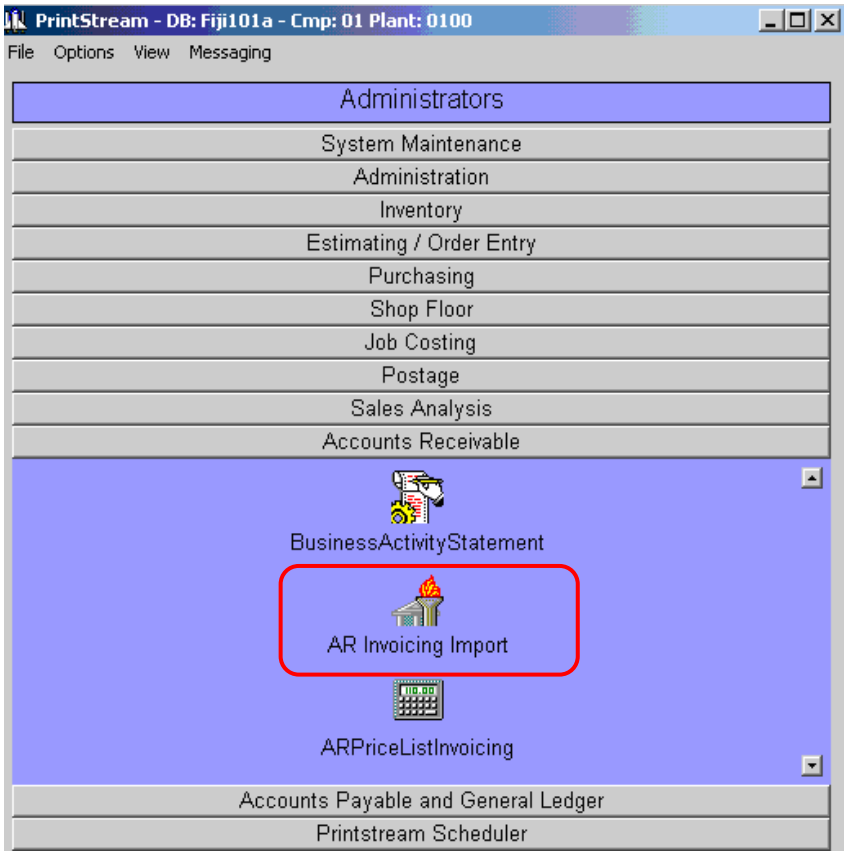
  For users who are using both the usage and invoice import feature and are invoicing on a weekly basis, the .use file can be exported from the alternative software and imported in PrintStream on a daily basis, while the .pcs file is exported from the alternative software at the end of each week and then imported into PrintStream. It is critical that the .use and .muse files be imported for only the period you are invoicing for. DO NOT import usage that is for a date after the invoice cycle date. Biweekly invoicing would require the .use file to be exported daily, while the .pcs file is exported from the alternative software every other week or perhaps the 15th of the month and on the last day of the month, and then imported into PrintStream.

How to import AR Invoice Data

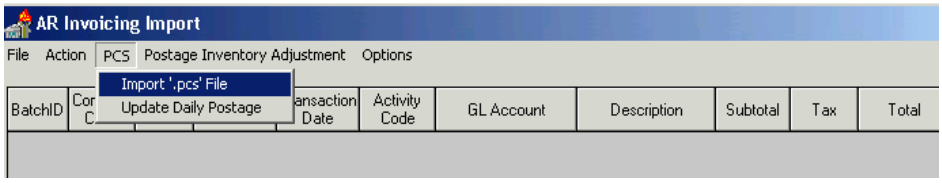
Once the setup has been completed for the importing of AR invoice data into PrintStream, you may proceed with importing the invoice data file.

It is highly recommended the import process is first performed in a test database in PrintStream.

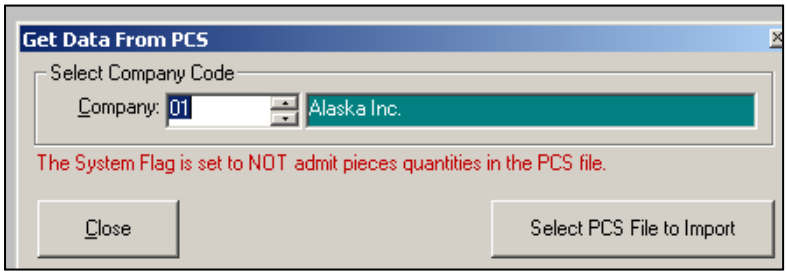
1. Select the **AR Invoicing Import** program from the PrintStream menu bar.



2. Select **PCS** from the task bar at the top of the screen and then select **Import.pcs File**. A new window opens.

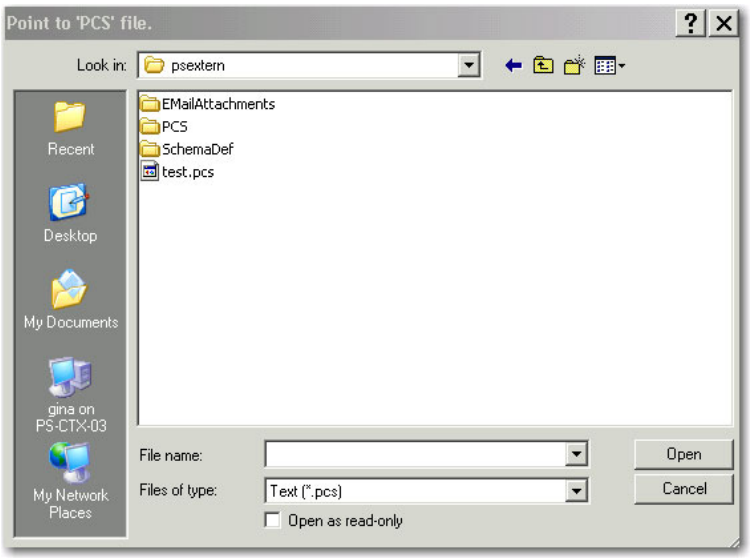


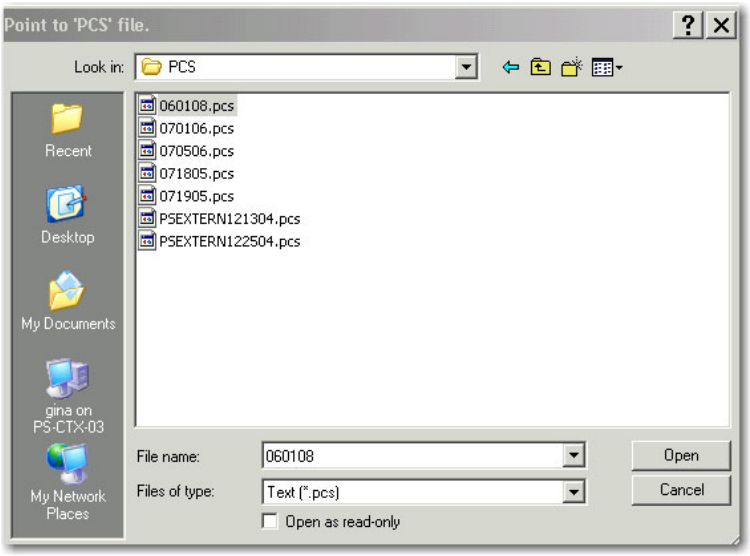
3. Click the **Select PCS file to Import** button.



Please note the message in red. If the System Flag is set to NOT admit piece quantities, the quantity 1 displays for each AR Invoice line item. However, PrintStream has the ability to import actual quantities. To activate this feature, find this option in **Masterfile Reports>Production System>Plants**, select the plant code from the tree, select the **Misc** tab, and select the **Use Piece Quantity when Import Invoices (PCS file)** check box. The .pcs file requires a modification to reflect the actual quantity after the dollar amount for every activity code. Please notify your Accounting Support contact for additional assistance.

4. Windows Explorer automatically opens for you to select the .pcs file to use in the import. Double-click the **PCS** folder and then double-click again on the correct .pcs file.





The various AR invoice data contained in the .pcs file loads into the grid provided. Any areas shaded in red indicate the information loaded into the grid is not compatible with what has been setup in PrintStream. For example, if the message **Invalid Activity Code** is referenced on a line item in the **Activity Code** column, the program is indicating the activity code referenced in the .pcs file does not exist in PrintStream. In this case, you should verify the activity code in the .pcs file is correct and, if so, create this activity code in PrintStream. After creating this new activity code in PrintStream, you should reopen the AR Invoice Import program, select **Action** on the task bar at the top of the screen, and select **Load Invoices in Grid**. You are not required to re-import the .pcs file.

AR Invoicing Import

File Action PCS Postage Inventory Adjustment Options

BatchID	Company Code	InvID	Customer Account#	Transaction Date	Activity Code	GL Account	Description	Subtotal	Tax	Total	Postage OK?	Batc
51	01	1264	0200	6/1/2008	30000	01-01-4400	DP MATERIAL	500	39.375	539.375	Yes	
51	01	1264	0200	6/1/2008	32005	01-01-4200	DATA ENTRY	200	15.75	215.75	Yes	
51	01	1264	0200	6/1/2008	34005	20-10-40010005	PROGRAMMING	100	7.875	107.875	Yes	
51	01	1265	101	6/1/2008	30000	01-01-4400	DP MATERIAL	750	0	750	Yes	
51	01	1265	101	6/1/2008	34005	20-10-40010005	PROGRAMMING	150	0	150	Yes	
51	01	1265	101	6/1/2008	60000	01-01-4300	LASER MATERIALS	435.28	0	435.28	Yes	
51	01	1266	200	6/1/2008	85011	01-01-4400	SORTING-BASIC	250	0	250	Yes	
51	01	1266	200	6/1/2008	82000	01-01-4400	LABELING	385.26	0	385.26	Yes	
51	01	1266	200	6/1/2008	30000	01-01-4400	DP MATERIAL	920	0	920	Yes	

AR Invoicing Import

File Action PCS Postage Inventory Adjustment Options

BatchID	Company Code	InvID	Customer Account#	Transaction Date	Activity Code	GL Account	Description	Subtotal	Tax	Total	Postage OK?	Batc
48	01	1255	0200	6/1/2008	30000	01-01-4400	DP MATERIAL	500	39.375	539.375	Yes	
48	01	1255	0200	6/1/2008	1	--0	1	32005	2520.3938	34525.3938	Yes	
48	01	1255	0200	6/1/2008	200	--0	200	1	0.0788	1.0788	Yes	
48	01	1255	0200	6/1/2008	34005	20-10-40010005	PROGRAMMING	100	7.875	107.875	Yes	
48	01	1256	101	6/1/2008	30000	01-01-4400	DP MATERIAL	750	0	750	Yes	
48	01	1256	101	6/1/2008	1	--0	1	34005	0	34005	Yes	
48	01	1256	101	6/1/2008	150	--0	150	1	0	1	Yes	
48	01	1256	101	6/1/2008	60000	01-01-4300	LASER MATERIALS	435.28	0	435.28	Yes	
48	01	1257	200	6/1/2008	85011	01-01-4400	SORTING-BASIC	250	0	250	Yes	
48	01	1257	200	6/1/2008	1	--0	1	82000	0	82000	Yes	
48	01	1257	200	6/1/2008	385	--0	385	1	0	1	Yes	
48	01	1257	200	6/1/2008	3000	--0	3000	920	0	920	Yes	

5. Select **Action** and **Export Invoices to PrintStream**. Each line item becomes colored as it is imported into PrintStream.

6. After all lines in the grid have become colored, close the grid by clicking the **X** in the upper right corner of the window.

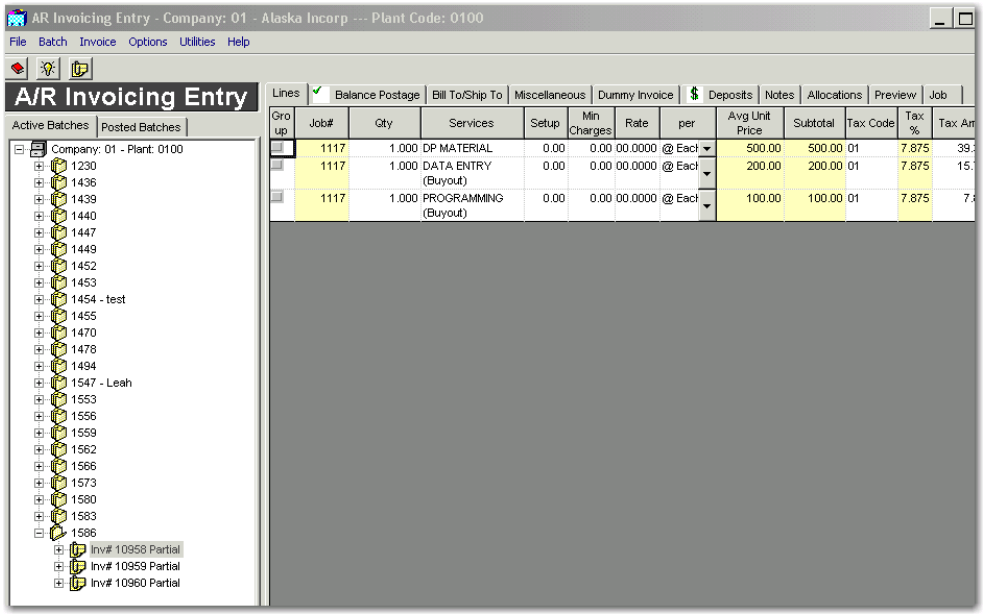
AR Invoicing Import

File Action PCS Postage Inventory Adjustment

Load Invoices in the grid
Export Invoices To PrintStream
Delete Updated Batches Only
Delete All data in Access DB

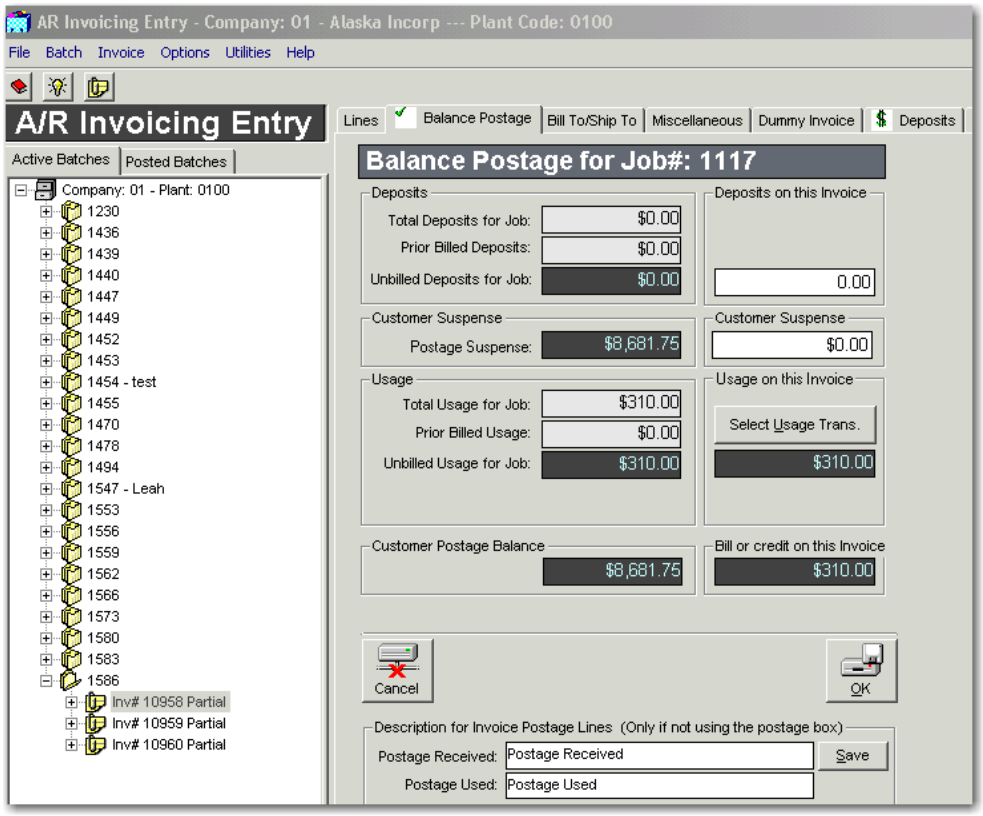
Batc				nsaction Date	Activity Code	GL Account	Description	Subtotal	Tax	Total	Postage OK?	Batc
				15/2007	34006	01-01-4011	DIGITIZE	291.86	0	291.86	Yes	
				15/2007	34011	01-01-4011	PROGRAMMING	161.61	0	161.61	Yes	
				15/2007	72012	01-01-4011	BURST, TRIM 1up	332.19	0	332.19	Yes	
250	01	695	ABC01	3/15/2007	64011	01-01-4011	LASER 8 1/2x11	78	0	78	Yes	
250	01	696	1	3/15/2007	34006	01-01-4011	DIGITIZE	241.73	0	241.73	Yes	
250	01	696	1	3/15/2007	34011	01-01-4011	PROGRAMMING	263.41	0	263.41	Yes	
250	01	696	1	3/15/2007	72012	01-01-4011	BURST, TRIM 1up	612.51	0	612.51	Yes	
250	01	696	1	3/15/2007	64011	01-01-4011	LASER 8 1/2x11	715.25	0	715.25	Yes	
250	01	697	100	3/15/2007	34006	01-01-4011	DIGITIZE	185.63	12.9941	198.6241	Yes	
250	01	697	100	3/15/2007	34011	01-01-4011	PROGRAMMING	851.41	0	851.41	Yes	
250	01	697	100	3/15/2007	72012	01-01-4011	BURST, TRIM 1up	121.52	8.5064	130.0264	Yes	
250	01	697	100	3/15/2007	64011	01-01-4011	LASER 8 1/2x11	71	4.97	75.97	Yes	
250	01	698	1234	3/15/2007	34006	01-01-4011	DIGITIZE	412.63	0	412.63	Yes	
250	01	698	1234	3/15/2007	34011	01-01-4011	PROGRAMMING	185.12	0	185.12	Yes	
250	01	698	1234	3/15/2007	72012	01-01-4011	BURST, TRIM 1up	241.21	0	241.21	Yes	
250	01	698	1234	3/15/2007	64011	01-01-4011	LASER 8 1/2x11	125.25	0	125.25	Yes	

7. After the invoice data has been imported into PrintStream, you may close the **AR Invoice Import** program. Open the **AR Invoice Entry** program to see the invoices created under the most recent batch defined.

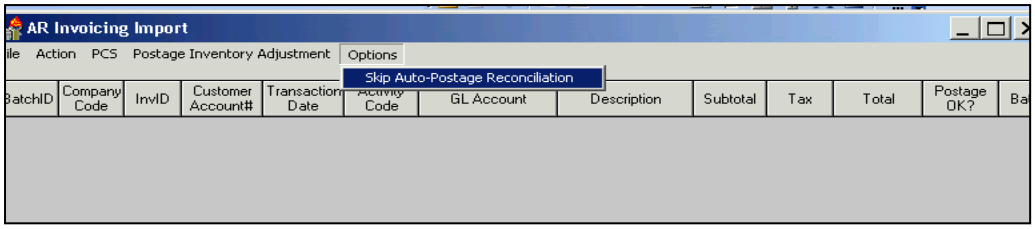


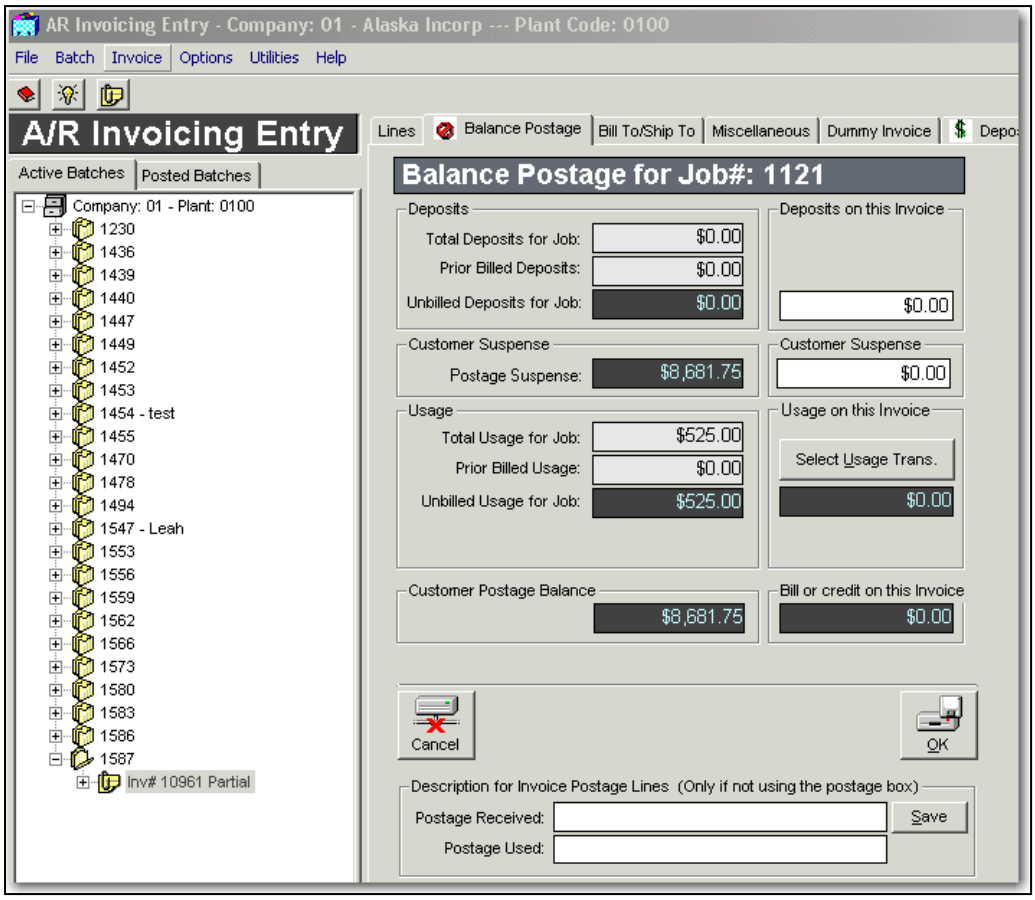
8. The invoices created through the import are created as partial. However, they can be changed to a final invoice by changing the status on the **Miscellaneous** tab.

   The invoices imported also auto reconcile postage.



9. If you choose not to auto reconcile postage in the invoices to be imported, a setting titled **Skip Auto Postage Reconciliation** is available in the AR Invoice Import program located on the toolbar under **Options**. Selecting this option will not auto reconcile postage on the AR Invoice.





10. The actions on each tab on the AR invoice screen do not change due to the invoice being created through the **AR Invoice Import** program. Therefore, continue to move through the various tabs on the invoice screen as you normally would with a job related invoice.

Note The jobs defined in PrintStream can be used repeatedly as long as the job is not final AR invoiced. However, the job should not remain open for more than 12 months. At this time, a final AR invoice should be generated for the job, and a new job created in Quick Job Entry should be created to replace it.

Inserting Blank Lines in the PCS File

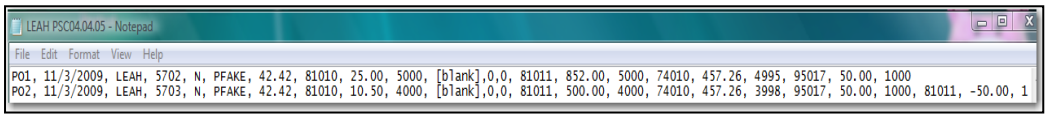
The .pcs file can be compiled so that PS auto inserts blank lines to the invoice after the .pcs file is imported.

To insert blank lines, the pcs file should indicate the following:

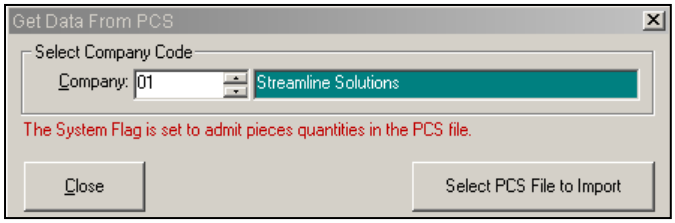
- if your system flag is set to admit pieces: [blank],0,0,
- if your system flag is set to not admit pieces: [blank],0,

To auto insert a blank line

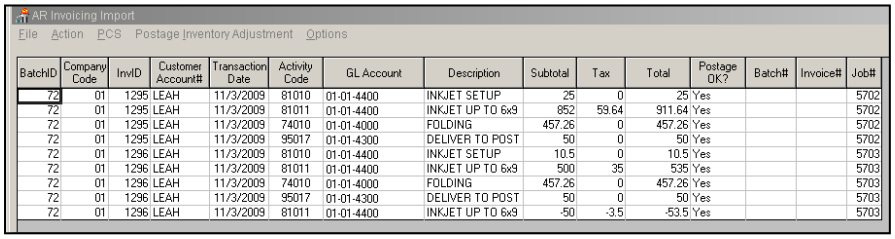
1. Reference [blank] where the activity code would display, followed by 0, 0 (depending on the admit pieces setting below. The example below indicates a blank line should be inserted after the first activity code/line item for the invoice.



The system flag is set to admit pieces in the import.

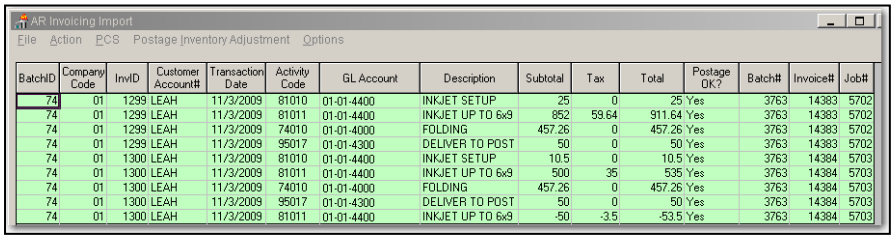


2. Click **Select PCS File to Import** and the lines load into the grid.



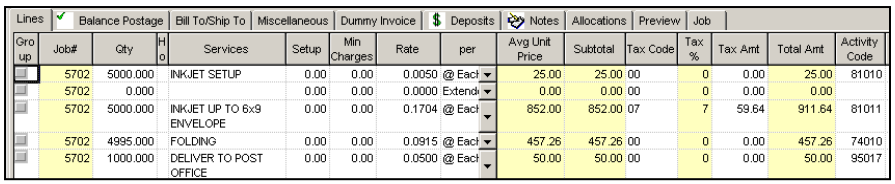
BatchID	Company Code	InvID	Customer Account#	Transaction Date	Activity Code	GL Account	Description	Subtotal	Tax	Total	Postage OK?	Batch#	Invoice#	Job#
72	01	1295	LEAH	11/3/2009	81010	01-01-4400	INKJET SETUP	25	0	25	Yes			5702
72	01	1295	LEAH	11/3/2009	81011	01-01-4400	INKJET UP TO 6x9	852	59.64	911.64	Yes			5702
72	01	1295	LEAH	11/3/2009	74010	01-01-4000	FOLDING	457.26	0	457.26	Yes			5702
72	01	1295	LEAH	11/3/2009	95017	01-01-4300	DELIVER TO POST	50	0	50	Yes			5702
72	01	1296	LEAH	11/3/2009	81010	01-01-4400	INKJET SETUP	10.5	0	10.5	Yes			5703
72	01	1296	LEAH	11/3/2009	81011	01-01-4400	INKJET UP TO 6x9	500	35	535	Yes			5703
72	01	1296	LEAH	11/3/2009	74010	01-01-4000	FOLDING	457.26	0	457.26	Yes			5703
72	01	1296	LEAH	11/3/2009	95017	01-01-4300	DELIVER TO POST	50	0	50	Yes			5703
72	01	1296	LEAH	11/3/2009	81011	01-01-4400	INKJET UP TO 6x9	-50	-3.5	-53.5	Yes			5703

3. Select **Action** and **Load Invoices to the Grid**.
4. Select **Action** and **Export Invoices to PrintStream**. The invoices are then created in the system.



BatchID	Company Code	InvID	Customer Account#	Transaction Date	Activity Code	GL Account	Description	Subtotal	Tax	Total	Postage OK?	Batch#	Invoice#	Job#
74	01	1299	LEAH	11/3/2009	81010	01-01-4400	INKJET SETUP	25	0	25	Yes	3763	14383	5702
74	01	1299	LEAH	11/3/2009	81011	01-01-4400	INKJET UP TO 6x9	852	59.64	911.64	Yes	3763	14383	5702
74	01	1299	LEAH	11/3/2009	74010	01-01-4000	FOLDING	457.26	0	457.26	Yes	3763	14383	5702
74	01	1299	LEAH	11/3/2009	95017	01-01-4300	DELIVER TO POST	50	0	50	Yes	3763	14383	5702
74	01	1300	LEAH	11/3/2009	81010	01-01-4400	INKJET SETUP	10.5	0	10.5	Yes	3763	14384	5703
74	01	1300	LEAH	11/3/2009	81011	01-01-4400	INKJET UP TO 6x9	500	35	535	Yes	3763	14384	5703
74	01	1300	LEAH	11/3/2009	74010	01-01-4000	FOLDING	457.26	0	457.26	Yes	3763	14384	5703
74	01	1300	LEAH	11/3/2009	95017	01-01-4300	DELIVER TO POST	50	0	50	Yes	3763	14384	5703
74	01	1300	LEAH	11/3/2009	81011	01-01-4400	INKJET UP TO 6x9	-50	-3.5	-53.5	Yes	3763	14384	5703

The second line item on the invoice shows as blank.

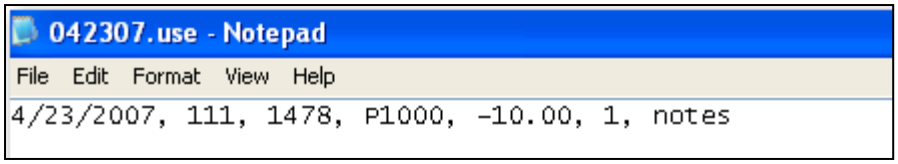


Group	Job#	Qty	Ho	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt	Total Amt	Activity Code
	5702	5000.000		INKJET SETUP	0.00	0.00	0.0050	@ Eacl	25.00	25.00	00	0	0.00	25.00	81010
	5702	0.000			0.00	0.00	0.0000	Extendi	0.00	0.00	00	0	0.00	0.00	
	5702	5000.000		INKJET UP TO 6x9 ENVELOPE	0.00	0.00	0.1704	@ Eacl	852.00	852.00	07	7	59.64	911.64	81011
	5702	4995.000		FOLDING	0.00	0.00	0.0915	@ Eacl	457.26	457.26	00	0	0.00	457.26	74010
	5702	1000.000		DELIVER TO POST OFFICE	0.00	0.00	0.0500	@ Eacl	50.00	50.00	00	0	0.00	50.00	95017

Postage Inventory Adjustment

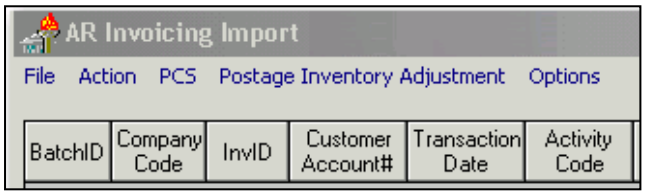
Postage inventory adjustments can also be created in the AR Invoice Import program. The adjustment is a combination of the functionality in the Postage Inventory Adjustment program where you can manually change the balance of the inventory item and generate a GL transaction, and how spoilage is captured. The transaction is related to the job. However, it will not affect the customer's job balance. Please contact your Accounting Support contact for assistance in creating a control account and dissection code for this feature.

The file structure of the adjustment file is identical to the file structure for usage; however, the amount must be negative. The file format below is as follows: Date of usage transaction, customer account number, job number, postage instrument, adjustment amount, quantity of pieces, notes. The file must be saved as a .use file.

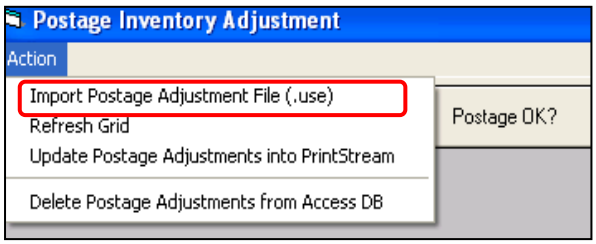


To create an adjustment in the AR Invoice Import program

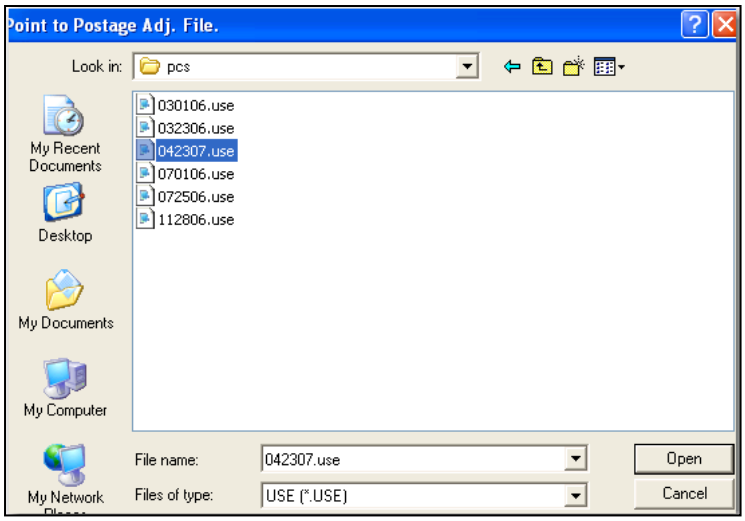
1. Select the **Postage Inventory Adjustment** option from the toolbar located at the top of the program.



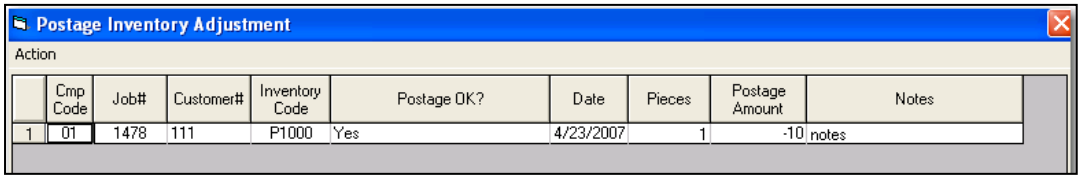
2. A new window opens. Select **Action** and **Import Postage Adjustment File (.use)**.



3. Windows Explorer automatically opens. Select the .use file with the adjustment(s) and then select **Open**.



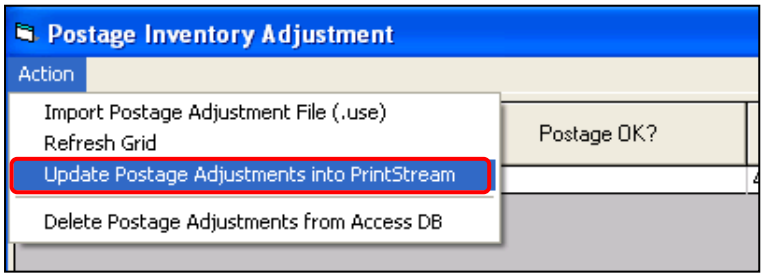
The data from the .use file pulls into the grid of the Postage Inventory Adjustment screen.



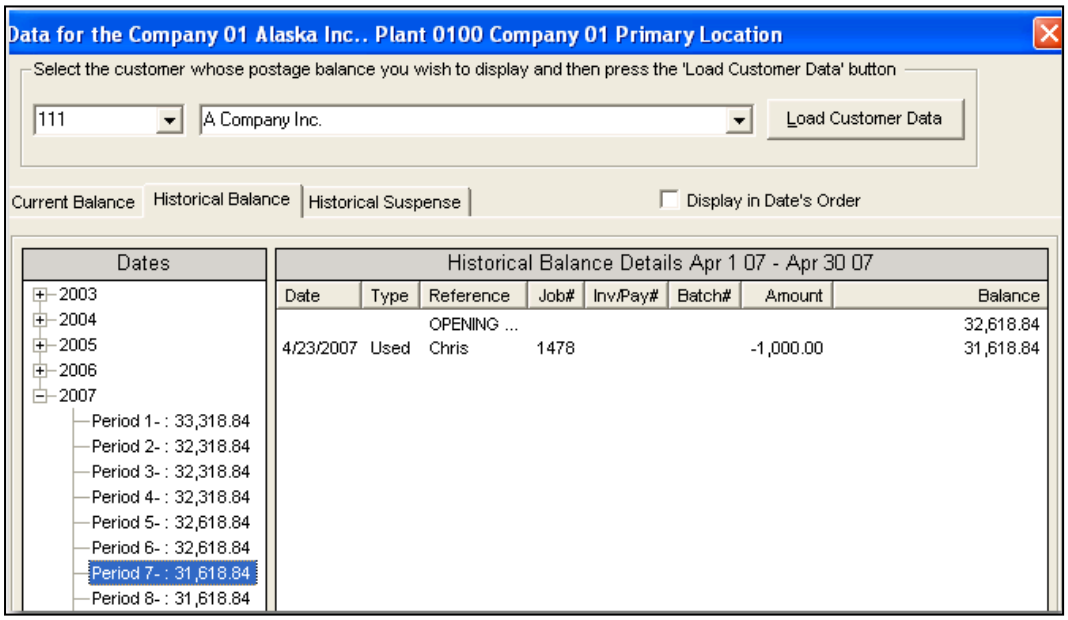
Note In the event the error message **Subscript Out Of Range** displays, please open the .use file and review the data within it. This message indicates there is data missing in the .use file required for the import; possibly an instrument is missing or the data is not in the correct sequence, the quantity is missing, etc.

4. If any of the lines in the grid are red with a message attached to the line (Invalid Postage Code, Invalid customer, etc.), the error needs to be corrected before proceeding.

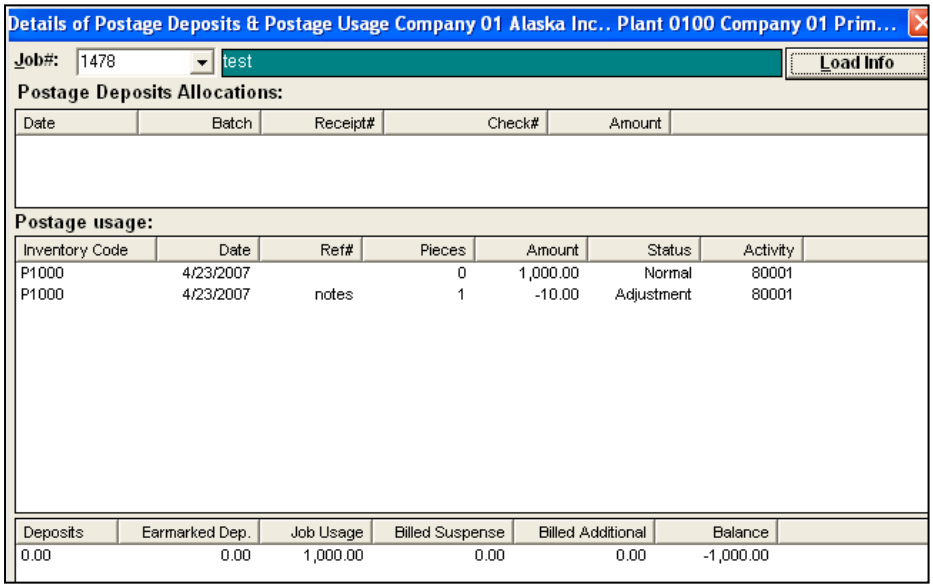
5. To complete the import process, select **Action** and **Update Postage Adjustments into PrintStream**.



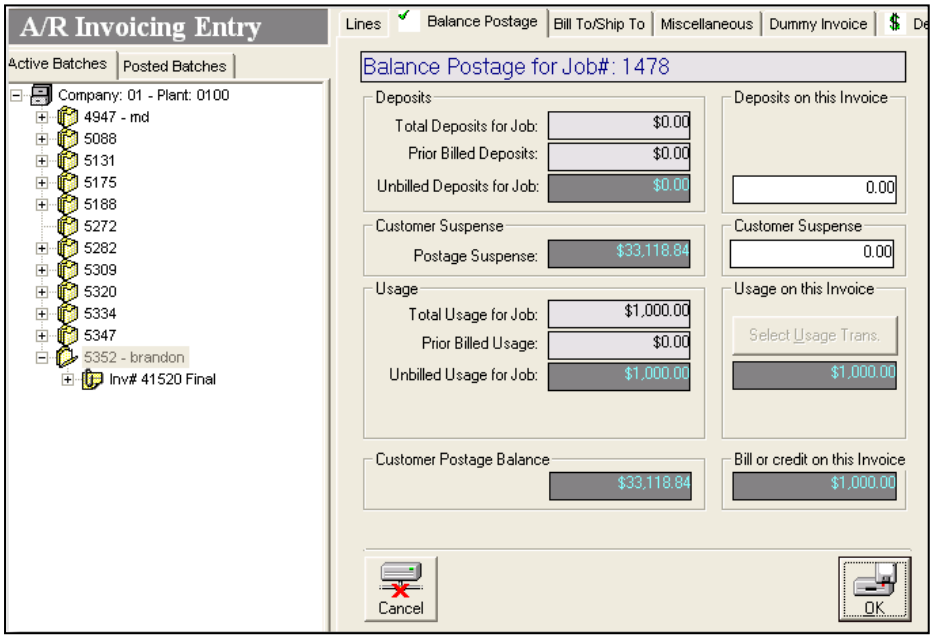
Below is a screen shot for the customer's account referenced in the .use file for the usage import as well as for the postage inventory adjustment import. Notice the adjustment did not affect the customer's account balance.



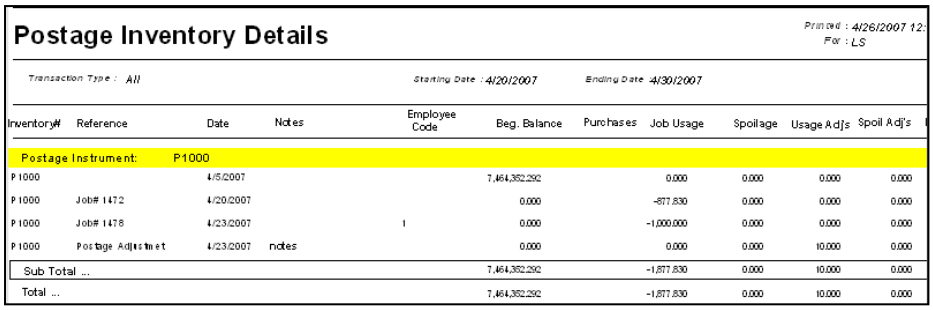
The screen shot below reflects the $1,000 usage transaction from the usage import as well as the -$10.00 transaction from the postage inventory adjustment import.



When the job is AR Invoiced, the transaction from the postage inventory adjustment import does not impact the usage billed on the job.



The screen shot below shows the adjustment transaction adjusting the postage inventory.



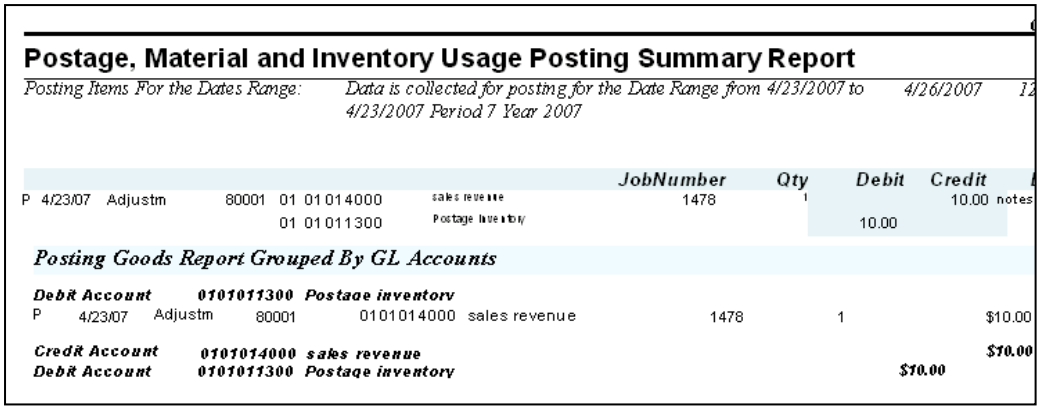
Postage Inventory Details

Printed : 4/26/2007 12:
For : LS

Transaction Type : All Starting Date : 4/20/2007 Ending Date 4/30/2007

Inventory#	Reference	Date	Notes	Employee Code	Beg. Balance	Purchases	Job Usage	Spoilage	Usage Adjs	Spoil Adj's
Postage Instrument:	P1000									
P1000		4/5/2007			7,464,352.292		0.000	0.000	0.000	0.000
P1000	Job# 1472	4/20/2007			0.000		-877.830	0.000	0.000	0.000
P1000	Job# 1478	4/23/2007		1	0.000		-1,000.000	0.000	0.000	0.000
P1000	Postage Adjustmet	4/23/2007	notes		0.000		0.000	0.000	10.000	0.000
Sub Total ...					7,464,352.292		-1,877.830	0.000	10.000	0.000
Total ...					7,464,352.292		-1,877.830	0.000	10.000	0.000

6. To post the usage and adjustment transactions, go to the **General Ledger** program, GL Posting/Post Materials, Postage and Inventory to the GL. The adjustment transactions post a credit to the GL account linked to the control account.



Postage, Material and Inventory Usage Posting Summary Report

Posting Items For the Dates Range: Data is collected for posting for the Date Range from 4/23/2007 to 4/26/2007 12 4/23/2007 Period 7 Year 2007

						JobNumber	Qty	Debit	Credit	
P	4/23/07	Adjustm	80001	01 01 014000	sales revenue	1478	1		10.00	notes
				01 01 011300	Postage Inventory			10.00		

Posting Goods Report Grouped By GL Accounts

Debit Account			**0101011300**	**Postage inventory**					
P	4/23/07	Adjustm	80001	0101014000	sales revenue	1478	1		$10.00
Credit Account			**0101014000**	**sales revenue**					**$10.00**
Debit Account			**0101011300**	**Postage inventory**				**$10.00**	

Technical Data

The AR Invoicing Import Program in PrintStream has been designed to allow users with alternative AR invoicing packages to import data via standard Microsoft Access database into PrintStream's normal accounting flow. This module is an add-on module.

Purchasers of this module are responsible for getting their alternative AR invoice package to export data into a PrintStream maintained database: **ARInvoiceImport.mdb**. Specifications of this file are outlined below.

PLEASE CHECK WITH STREAMLINE SUPPORT before programming an export to this file. There may be changes to its layout.

ARInvoiceImport.mdb structure

Table	Field	Type	Note	Validate	Comment	Example
ARInvBatch	ARInvBatchID	Long Int	System	No	System assigns this ID	101
ARInvBatch	ARInvBatchDate	Date	Required	No	Date of this batch MM/DD/YYYY	04/01/2002
ARInvBatch	ARInvBatchStatus	Text (1)	Required	No	Set to "0" while you are writing this batch Set to "1" when you are finished writing--only 1s is imported into spread We will set to "2" while reading the batch We will set to "3" if errors are found during import We will set to "4" if successfully finished import - ready to be purged You could then set to "9" if you want to confirm import	1

Table	Field	Type	Note	Validate	Comment	Example
ARInvBatch	ARInvBatchExternRef	Text (20)	Optional	No	User reference for this batch of invoices	2002-04-01-Mon01
ARInvBatch	IsPCSBatch					
ARInv	ARInvID	Long Int	System	No	System assigns this ID	201
ARInv	ARInvBatchID	Long Int	Required	Yes	Insert the ID number of the batch this invoice is in	101
ARInv	CompanyCode	Text (2)	Required	Yes	The PrintStream GL company code for this invoice	01
ARInv	CustomerNo	Text (8)	Required	Yes	The valid PrintStream account # for this customer	12058
ARInv	ARInvNo	Integer (6)	Optional	Yes	Leave blank if PrintStream to assign invoice number If you want to force invoice number enter it here. Maximum 6 digits. If invoice number already used import creates error and rejects batch	2241
ARInv	ARInvExternRef	Text (20)	Optional	No	User reference for this invoice	BLAIR-2002-04-01
ARInv	ARInvPartFinal	Text (1)	Optional	Yes	F=Final, P=Partial, if left blank default is "F"	
ARInv	ARInvInvoiceDate	Date	Optional	Yes	If left blank date of invoice is based on date entered in screen when batch import is started	04/01/2002
ARInv	ARInvGLYear	Integer (4)	Optional	Yes	Only required if you want to force invoice into a different General Ledger financial year. Must be a valid and open financial year	
ARInv	ARInvGLPeriod	Text (2)	Optional	Yes	Only required if you want to force invoice into a different General Ledger period. Must be a valid and open financial period	
ARInv	ARInvType	Text (1)	Optional	Yes	J=Job Related, M=Miscellaneous Default is "J"	
ARInv	ARInvPSInvoiceNumber	Integer (6)	System	No	PrintStream writes the actual invoice number here	12501
ARInv	ARInvGLBatchNo	Integer (8)	System	No	PrintStream writes the GL batch number back here	650

Table	Field	Type	Note	Validate	Comment	Example
ARInv	ARInvBalancePostage	Boolean	Optional	Yes	True = Force postage to be balanced False = Do not balance postage means that a user must come back later and balance postage manually. Default is **False**	True (Boolean)
ARInv	ARInvUsePostageSusp	Boolean	Optional	Yes	True = Postage is pulled from customers suspense account False = Postage is billed as item on invoice Default is **False**	False (Boolean)
ARInv	ARInvBillxxxxx					
ARInv	ARInvBillDept, CC					
ARInv	ARInvShipxxxx					
ARInv	JobNo					
ARInvLine	ARInvLineID	Long Int	System	No	System assigns this ID	301
ARInvLine	ARInvID	Long Int	Required	Yes	Insert the ID number of the invoice this line is for	201
ARInvLine	ARInvJobID					
ARInvLine	ARInvLineNumber					
ARInvLine	ARInvLineType					
ARInvLine	ARInvLineReference					
ARInvLine	ARInvLineDescr1	Text (50)	Required	No	Line Item description for invoice	07/12 First Class Presort
ARInvLine	ARInvLineDescr2	Text (50)	Optional	No	2nd line description	(Qualified Volume=29,898)
ARInvLine	ARInvLineDescr3	Text (50)	Optional	No	3rd line description	
ARInvLine	ARInvLineQty	Long Int	Required	No	What is the qty for this line item	36461
ARInvLine	ARInvLineMinimum					
ARInvLine	ARInvLineSetup					
ARInvLine	ARInvLineMeasure	Text (1)	Optional	Yes	Blank = No unit of measure (default) M=1000 C=100 U=Unit/Each S=Subtotal Line H=Heading Only	U
ARInvLine	ARInvLineRate					

Table	Field	Type	Note	Validate	Comment	Example
ARInvLine	ARInvLineTaxYN	Boolean	Optional	Yes	True = Charge Sales Tax on this line item False = Do NOT charge Sales Tax on this line Item Default is **True**	
ARInvLine	SalestaxCode	Text (2)	Optional	Yes	Leave blank to default to the sales tax code defined on the customer master file for this customer. If different then this must be a valid sales tax code already present in PrintStream	
ARInvLine	ARInvLineTaxPercent					
ARInvLine	ARInvLineTaxAmt					
ARInvLine	ARInvLineCommission					
ARInvLine	ARInvLineDept, CC					
ARInvAlloc	ARInvAllocID	Long Int	System	No	System assigns this ID	401
ARInvAlloc	ARInvLineID	Long Int	Required	Yes	Insert the ID number of the line item this is for	301
ARInvAlloc	ARInvAllocNumber	Integer (4)	Optional	No	User defined line number for this allocation, Blank = not needed	
ARInvAlloc	ARInvAllocRef	Text (20)	Optional	No	User reference for this allocation	
ARInvAlloc	ARInvAllocGLCompany	Text (2)	Optional	Yes	Only required if you wish to force the allocation to a specific General Ledger Company. Must be a valid GL Company in PrintStream. Default is pulled from the activity code supplied for this allocation	
ARInvAlloc	GLBranchCode	Text (2)	Optional	Yes	Only required if you wish to force the allocation to a specific General Ledger Branch. Must be a valid GL Branch in PrintStream Default is pulled from the activity code supplied for this allocation	
ARInvAlloc	GLDeptCode	Text (2)	Optional	Yes	Only required if you wish to force the allocation to a specific General Ledger Dept. Must be a valid GL Department in PrintStream Default is pulled from the activity code supplied for this allocation	
ARInvAlloc	GLAccount	Integer (8)	Optional	Yes	Only required if you wish to force the allocation to a specific General Ledger Account. Must be a valid GL Account in PrintStream Default is pulled from the activity code supplied for this allocation	
ARInvAlloc	ARInvAllocExternalGL	Text (30)	Optional	No	user reference to an external GL application	
ARInvAlloc	ARInvAllocDebit					
ARInvAlloc	ARInvAllocCredit	Float	Required	No	Amount for this allocation	636.83

Table	Field	Type	Note	Validate	Comment	Example
ARInvAlloc	ActivityCode	Long Int	Optional	Yes	Activity Code that represents the kind of service you are billing for. If activity code is not supplied you MUST instead provide a valid combination of GL Company, GL Branch, GL Dept and GL Account	35001
ARPostTrans	ARPostTransID	Long Int	System	No	System assigns this ID	501
ARPostTrans	ARInvID	Long Int	Required	Yes	Insert the ID number of the invoice this line is for	201
ARPostTrans	ARInvJobID	Long Int	Optional	Yes	Optional reference to link to a job ID	601
ARPostTrans	ARPostTransExternRef	Text (20)	Optional	No	user defined reference field for this postage transaction	
ARPostTrans	ARPostTransChgType	Text (1)	Optional	Yes	0=Normal, 2=Spoilage (Default is "0")	
ARPostTrans	EmployeeCode	Text (8)	Optional	No	Reference to employee id for this transaction	
ARPostTrans	ARPostTransAmt	Float	Required	No	Total amount for this postage transaction	393.78
ARPostTrans	InventoryCode	Text (15)	Required	Yes	Inventory code for this postage instrument (Meter, Stamp, Permit etc.)	MTR-001
ARPostTrans	ARPostTransQty	Long Int	Required	No	Total Qty for this postage transaction	6563
ARPostTrans	ARPostTransRate	Float	Required	No	Rate for this postage transaction	0.0600
ARPostTrans	ARPostTransDate	Date	Required	Yes	Date of this postage transaction	3/30/2002
ARInvJob	ARInvJobID	Long Int	System	No	System assigns this ID	501
ARInvJob	CustomerNo	Text (8)	Required	Yes	The valid PrintStream account # for this customer	12058
ARInvJob	ARInvJobCreate	Text (1)	Boolean	Yes	True = Create Job Automatically False = Do NOT create Job Default is **False**	True (Boolean)

Table	Field	Type	Note	Validate	Comment	Example
ARInvJob	ARInvJobNumber	Integer (6)	Optional	Yes	If a job number is supplied and CreateJob is TRUE PrintStream attempts to use this job number to create job. Else system assigns job number. If job already exists, an error prevents processing of batch. If CreateJob is FALSE, system validates job only and generates another invoice for the same job (as an adjustment if current invoice is already final)	
ARInvJob	QuoteNo					
ARInvJob	ArInvQuoteQtyNo					
ARInvJob	ARInvJobQty	Long Int	Optional	No	Qty for this job (Default is "1")	1
ARInvJob	ARInvJobTitle	Text (49)	Required	No	Job Description (Title)	Presort Services 2002-4 Wk1
ARInvJob	ARInvJobDescr2	Text (49)	Optional	No	Additional Description Line	
ARInvJob	ARInvJobDescr3	Text (49)	Optional	No	Additional Description Line	
ARInvJob	ARInvJobDescr4	Text (49)	Optional	No	Additional Description Line	
ARInvJob	ARInvJobDescr5	Text (49)	Optional	No	Additional Description Line	
ARInvJob	ARInvJobDescr6	Text (49)	Optional	No	Additional Description Line	
ARInvJob	ARInvJobDescr7	Text (49)	Optional	No	Additional Description Line	
ARInvJob	ARInvJobDescr8	Text (49)	Optional	No	Additional Description Line	
ARInvJob	ARInvJobDescr9	Text (49)	Optional	No	Additional Description Line	
ARInvJob	ARInvJobDescr10	Text (49)	Optional	No	Additional Description Line	
ARInvJob	ARInvJobStartDate	Date	Optional	Yes	Date job starts, Default = Date of Invoice Batch	4/1/2002
ARInvJob	ARInvJobFirstDue	Date	Optional	Yes	Date of First Mail Date, Default = Date of Invoice Batch	4/1/2002
ARInvJob	ARInvJobLastDue	Date	Optional	Yes	Date of Last Mail Date, Default = Date of invoice Batch	4/7/2002
ARInvJob	ARInvJobSalesNum1	Integer (4)	Optional	Yes	Sales Rep Number for this job Default is the salesrep assigned to the customer	
ARInvJob	ARInvJobSalesCom1					
ARInvJob	ARInvJobSalesCom2					
ARInvJob	ARInvJobProductCode	Integer (4)	Required	Yes	Valid Product code from the PrintStream product code table for this job	8500

Table	Field	Type	Note	Validate	Comment	Example
ARInvJob	ARInvJobPONumber	Text (20)	Optional	No	Customers order number for this job	
ARInvJob	ARINvJobReqNo					
ARInvJob	ARInvJobApprovalCode					
ARInvJob	ARInvJobProjectID					
ARInvJob	ARInvJobExternRef	Text (20)	Optional	No	Users external reference for this job	
PostageInvAdjustments	JobNo	Test	Required	Yes	Job number	1400
PostageInvAdjustments	TransactionDate	Date	Required	Yes	Date of transaction	04/26/2007
PostageInvAdjustments	Invoiced				Transaction has been AR invoiced in PrintStream	
PostageInvAdjustments	Updated				Imported to PrintStream	
PostageInvAdjustments	InventoryCode	Text (15)	Required	Yes	Postage Inventory	P1000
PostageInvAdjustments	Qty		Required	Yes	Quantity	1
PostageInvAdjustments	Company Code	Text (2)	Required	Yes	Company Code	01
PostageInvAdjustments	PostageAmt	Text	Required	Yes	Amount of usage adjustment	-10
PostageInvAdjustments	Notes		Optional	Yes	Notes	