



User Guide

Accounts Payable  
V21.1.0200

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EFI PrintStream | V21.1.0200 Accounts Payable User Guide

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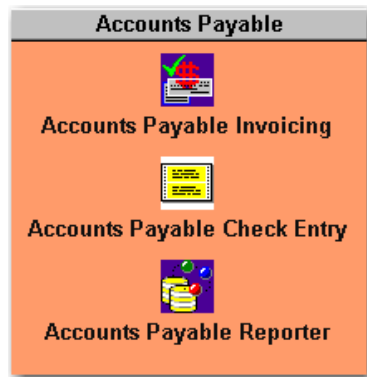
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# Introduction

## Overview

The Accounts Payable Module User Guide contains information on the following Accounts Payable programs: AP Invoicing, AP Check Entry, and AP Reporter.



The Accounts Payable module is an easy-to-use, flexible system that sorts and organizes information concerning vendor business transactions. In addition to maintaining information for vendors, it is a good tool to assist in managing a company's expenditures.

PrintStream's Accounts Payable module can be used independently, or it can be used in conjunction with the Purchasing module. (The following documentation provides information on how to process Accounts Payable Purchase order related transactions; however, for additional information concerning PrintStream's purchasing program, please refer to the Purchasing documentation.)

Purchase orders are created to control purchases, as well as provide an audit trail of purchases for the company. It is encouraged to create a purchase order for all job-related costs and for all purchases of inventory where computerized perpetual inventory records are desired.

When an A/P invoice is created for miscellaneous services, PrintStream debits an applicable expense selected, and automatically credits accounts payable.

## Contact Information

### EFI Support

<b>US Phone:</b>	855.334.4457 (first select option 3, then press option 8, then press option 1)
<b>US Fax:</b>	415.233.4157
<b>US E-mail:</b>	<a href="mailto:printstream.support@efi.com">printstream.support@efi.com</a>

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

<b>US Phone:</b>	651.365.5321
<b>US Fax:</b>	651.365.5334
<b>E-Mail:</b>	<a href="mailto:ProfessionalServicesOperations@efi.com">ProfessionalServicesOperations@efi.com</a>

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.

## Accounts Payable Invoicing

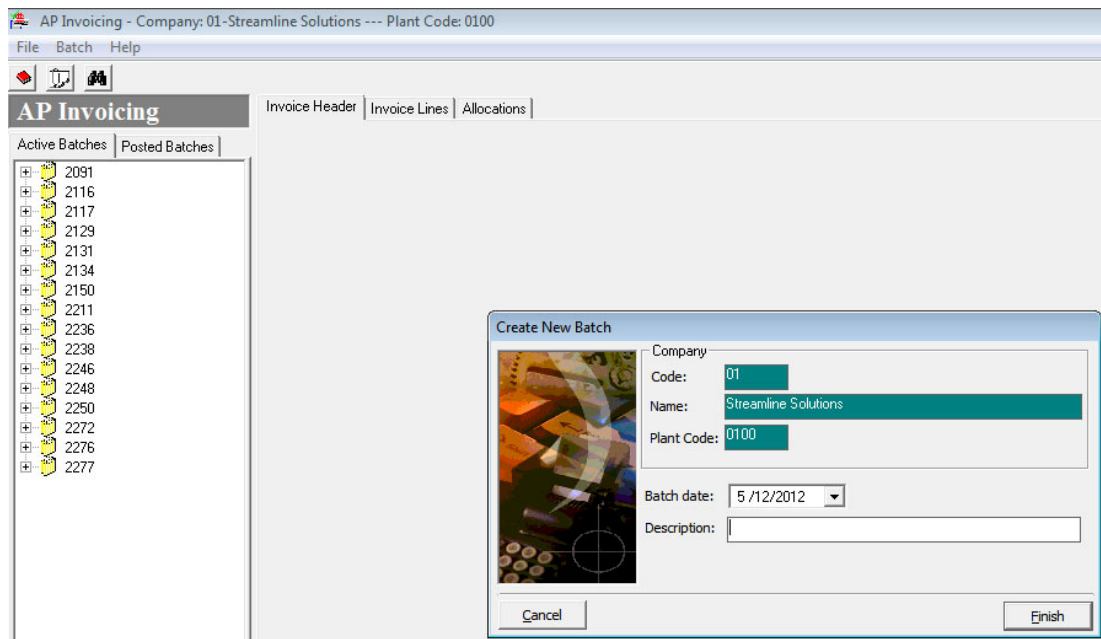
The AP Invoicing program can create miscellaneous invoices (non purchase order related transactions), as well as purchase order related invoices. Both types of invoices can be combined within the same AP invoice and batch.

### Creating an Accounts Payable Invoice Batch

A batch is a group of transactions. Batching allows PrintStream to post to the General Ledger with one number instead of each invoice number posting individually.

#### *To create a batch of invoices in AP Invoicing*

1. Select the new batch icon (red book) or select the **Batch** menu and click **New Batch**.

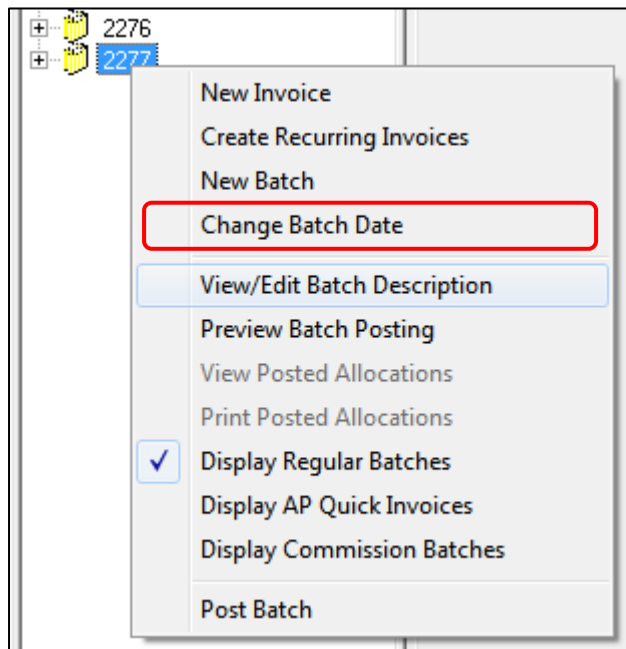


2. Verify the **Batch date**.
3. Fill in a **Description** of your batch (if desired).
4. Click **Finish**.

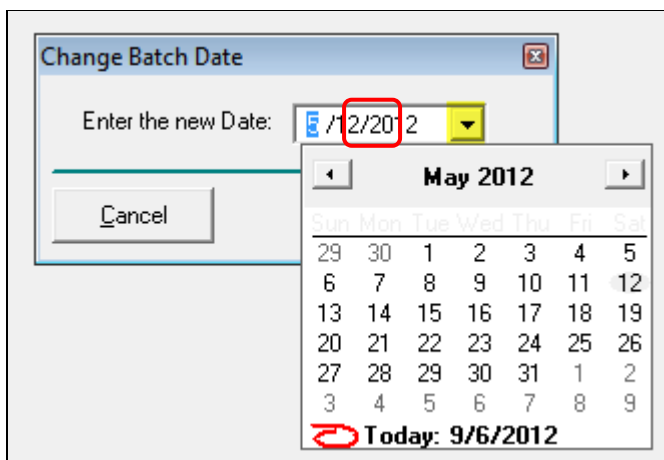
## Editing Batch Date

### To edit a batch date

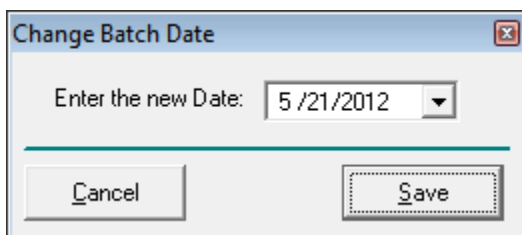
1. Right-click the batch number and select **Change Batch Date**.



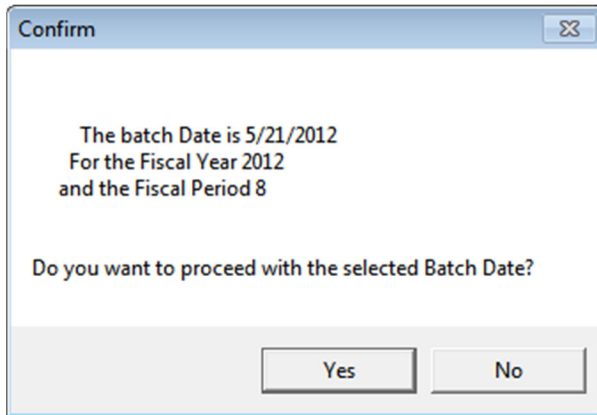
2. Enter the desired batch date by either entering directly into the field or selecting the calendar by clicking the drop-down arrow to the right of the field.



3. Click **Save** once the correct date is entered.



The following confirmation screen opens. Click **Yes** to complete the process.

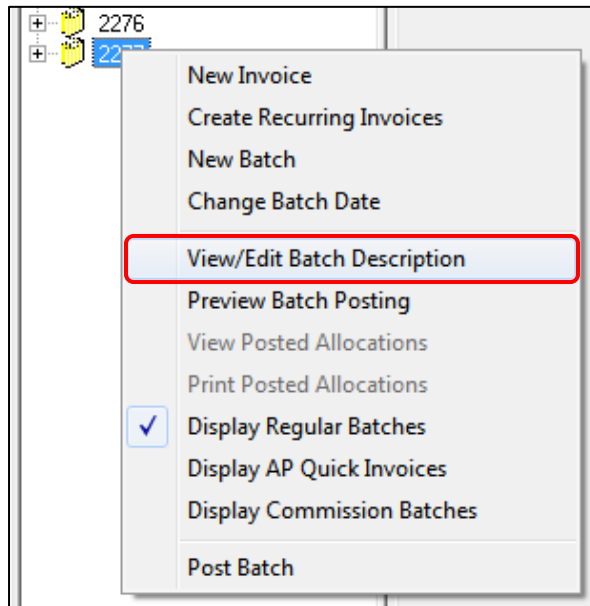


**Note** The date of your batch determines the period this batch of invoices posts to the General Ledger. All invoices within the batch can have a different Invoice date; however, it is recommended the invoice date be within the same period as the batch date.

## Editing Batch Description

### *To edit the batch description*

1. Right-click the batch number and select **View/Edit Batch Description**.



2. Enter the desired **Description** and click **OK**.



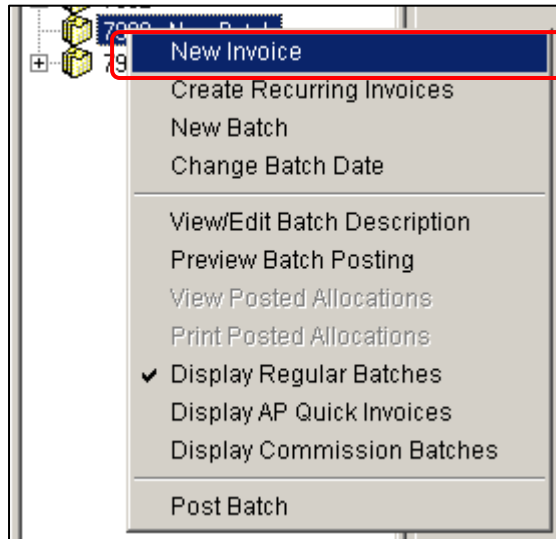


## Creating a Miscellaneous Accounts Payable Invoice

A miscellaneous invoice is an invoice for non-purchase order related services.

### To create a miscellaneous Accounts Payable Invoice

1. Select an active batch to work with by right clicking the batch number and selecting **New Invoice**, or by clicking the white clipped paper icon on the toolbar.



2. Enter the **Invoice #** (it is an alpha-numeric field; up to 20-characters) and the **Invoice Date** (mm/dd/yyyy).

 A screenshot of the 'AP Invoicing' software window. The 'Invoice Header' tab is selected. On the left, there is a list of active batches. The main form contains the following fields:
 

- Batch #: 7980
- Batch and Transaction Date: 5/21/2012
- Invoice #: misc 52102012
- Invoice Date: 5/21/2012 (highlighted with a red rectangle)
- Vendor #: 100
- Vendor Name: Printing Company
- Address: 445 west main, Memphis, TN
- ZIP: 453423
- Due: 6/20/2012
- Terms: 30 Days
- Discount: 0 %
- If paid by: 6/20/2012
- Details: Text will appear on the AP check stub.
- File Name: invoice.pdf
- Invoice Total: 55.00

 At the bottom, there are buttons for 'Cancel', 'Delete', 'Save Header', 'Start PO Lines', and 'Start Misc Lines'.

The **Invoice Date** can be different from the **Batch and Transaction Date**; however, it is recommended that the invoice date be within the same period as the batch date.

3. Select a **Vendor #** by either clicking the up/down arrow buttons provided, using the up/down arrow keys on the keyboard to scroll through the list of vendors to choose from, or entering the vendor name directly in the case sensitive **Vendor Name** field.

Batch #: 7980      Batch and Transaction Date: 5/21/2012

Invoice #: misc 52102012      Invoice Date: 5/21/2012      ☐ Hold

Vendor #: 100      Vendor Name: Printing Company

Address: 445 west main  
Memphis, TN

ZIP: 453423

Due: 6/20/2012      Terms: 30 Days

Discount: 0 %      If paid by: 6/20/2012

Details: Text will appear on the AP check stub.

File Name: invoice.pdf      Add File      View File

Invoice Total: 55.00

Buttons: Cancel, Delete, Save Header, Start PO Lines, Start Misc Lines

4. Access and select alternate **Addresses** for the vendor by clicking the ellipsis button to the right of the first **Address** field.
5. Based on the data entered through the MasterFile Vendor program for the vendor selected, the **Due** date and any applicable **Discounts** are calculated automatically. However, the discount and the due date can be modified as needed on an individual invoice.
6. Enter up to 50 characters in the **Details** field. Details print on the A/P check stub.
7. You have the option of attaching a scanned vendor invoice or Word document to this invoice by clicking **Add File** and selecting the pdf file or Word document you wish to attach. For more information on this feature, see "Attaching a Scanned Image of a Vendor Invoice" or "Attaching a Word Document to an A/P Invoice Header".
8. A dollar amount entered in the **Invoice Total** field is used to validate the total of all invoice lines. A variance between the amount entered here and the total of all lines produces a warning message, when attempting to post the batch the invoice is in. However, a variance will not prevent the batch from being posted. Leaving the amount in this field at "0.00" will not prompt the validation.
9. To complete the Invoice Header, select **Save Header** and click **New Misc Lines** to start entering invoice lines.

**Note** The invoice date, due date, settlement date, discount date, header details, or invoice total figure can be changed, if needed, at any time prior to posting the batch.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

AP Invoicing

Active Batches Posted Batches

3085 - New batch  
Inv# misc81009

Invoice Header Invoice Lines Allocations

New Misc. Line New PO Line Multi PO Selection Edit Line New Job Related Line

New From % Template Copy From Invoice Add Trans. to Line Delete Line

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description
1,000.00	0.15000000	150.00	05	7.50	157.50		Miscellaneous expense

Add New Miscellaneous Line

Quantity	Unit Price	SubTotal	Total Tax	Net Amount
1,000.00	0.15000000	150.00	7.50	157.50

Description: Miscellaneous expense

Tax Code: 05 5.00 % Tax Amount: 7.50

Dissection Code / GL Account: 0110106000 material expense

Company: 01 Streamline Solutions

Branch: 10 Print Branch

Dept: 10 Print Department

Account: 6000 Material Expense

Freight Cost - Line will not be included in invoice discount

Cancel Save Start New Misc Line Save And New Invoice

10. Enter the **Quantity** and **Unit Price**; the **SubTotal** calculates automatically.
11. Enter notes in the **Description** field. Any notes entered here display in AP Display and on various AP Reports:
  - Batch Summary Display Report
  - AP Batch Transaction Report
  - G/L Summary Display
  - AP Invoices Paid By Date
  - Dissection Code
  - Under the drill down feature in A/P Display
12. Select the applicable **Tax Code**.
13. If a default **Dissection Code** was inserted into the vendor's master file, it is brought over; however, the dissection code can be changed if needed. To select a **Dissection Code/GL Account** number, click the up/down arrow buttons provided, enter the account number, use the up/down arrow keys on your keyboard, or drill down to the correct GL account by selecting the ellipsis button to the right of this line.
14. If applicable, select the **Freight Cost** check box to exclude freight related costs on a particular line from the invoice discount. For more information on this feature, see "Excluding Freight Cost From Invoice Discount".

15. When you have completed this screen, select one of the following options. Selecting any option allows the invoice line transaction to pull through to the invoice grid.

- **Save**

Takes you directly to the Invoice Lines.

- **Start New Misc Line**

Takes you through the steps previously outlined. In addition, the **Dissection Code** used on the previous line entry defaults to the new line transaction. However, as mentioned before, the Dissection Code can be changed manually.

- **Save And New Invoice**

Saves the invoice line information entered and then creates a new invoice automatically.

If you selected **Save And New Invoice**, but you do not want to start a new invoice, simply select the **Cancel** button.

**Note** If you enter an invoice with multiple general ledger allocations, you will only see one line transaction on your check stub for that invoice.

16. To edit the line transaction entered, either double-click to open the line, or select **Edit Line** from the Invoice Line toolbar.
17. After changes have been made, select either **Save**, **Start New Misc Line**, or **Save And New Invoice**.

**Note** Displayed along the bottom left of the AP Invoicing screen is a recap of the batch currently open. The batch date, along with the number of invoices within the batch and the total dollars of the batch, displays. The summary line to the right provides a recap of the current invoice open. It reflects the invoice number, the invoice date, the subtotal and tax amounts, as well as the total invoice amount and the vendor account number.

## Viewing Allocation Detail

To view an invoice's GL allocations

1. Highlight the invoice in the tree.
2. Select the **Allocations** tab.

The screenshot shows the 'AP Invoicing' window for Company: 01-Streamline Solutions and Plant Code: 0100. The 'Allocations' tab is selected and highlighted with a red box. The window displays a table of allocations for invoice 3085.

Account	Debits	Credits
10-10-6000 Material Expense	\$157.50	
01-01-2000 accounts payable		\$157.50
<b>TOTAL</b>	<b>\$157.50</b>	<b>\$157.50</b>

## Deleting Part or All of a Miscellaneous Invoice

You can delete part or all of a miscellaneous accounts payable invoice. To delete a line item from the invoice, highlight the line transaction by clicking the line and selecting **Delete Line** on the Invoice Line toolbar.

The screenshot shows the 'AP Invoicing' window for Company: 01-Streamline Solutions and Plant Code: 0100. The 'Invoice Lines' tab is selected. The 'Delete Line' button in the toolbar is highlighted with a red box. The window displays a table of invoice lines.

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description
1.000.00	0.150000	150.00	05	7.50	\$157.50	0110106000	Miscellaneous expense

To delete an invoice, select the **Invoice Header** tab and click **Delete**. A delete verification window opens. Select **Yes** to delete.

The screenshot shows the 'AP Invoicing' window for Company: 01-Streamline Solutions and Plant Code: 0100. The 'Invoice Header' tab is selected. A 'Confirmation' dialog box is open, asking 'Do you want to delete the Invoice# misc81009'. The 'Yes' button is highlighted. The background window shows the invoice details for Batch #: 3085, Invoice #: misc81009, and Invoice Date: 7/31/2009.

Batch #: 3085 Batch and Transaction Date: 8/10/2009

Invoice #: misc81009 Invoice Date: 7/31/2009

Vendor #: [blank] Vendor Name: [blank]

Address: [blank]

ZIP: [blank]

Due: [blank]

Discount: 2 % If paid by: 8/10/2009

Details: Details print on check stub

File Name: Vendor\_Invoice.pdf Add File View File

Buttons: Cancel Delete Save Header Start PO Lines Start Misc Lines

Batch #: 3085 - Date: 8/10/2009 (1 invoice(s), \$157.50) Invoice #: misc81009 - Date: 7/31/2009 - Subtotal: \$150.00 - Tax: \$7.50 - Total: \$157.50 - Vendor Code: 1

This delete button can only be used if the invoice has not been posted to the General Ledger or if the invoice has not been paid. If the invoice has been posted, an offsetting credit invoice should be used to clear the invoice from your system. If the invoice was paid, but not posted, you must void the check first to delete/edit invoice lines or the invoice itself.

## Entering a Credit Memo

### To enter a credit memo

1. Create a batch as described earlier in this document or continue working in an unposted batch.
2. Create a new invoice as instructed earlier in this document: define the invoice number, date, vendor, etc.
3. Click **Start Misc Lines**. To reflect a negative line item, the **Quantity** entered must be a negative number while the **Unit Price** is a positive number.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

AP Invoicing

Active Batches | Posted Batches

- 3085 - New batch
- 3086 - Credit Batch
- Inv# 961 CM

Invoice Header | Invoice Lines | Allocations

New Misc. Line | New PO Line | Multi PO Selection | Edit Line | New Job Related Line

New From % Template | Copy From Invoice | Add Trans. to Line | Delete Line

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO
-1,000.00	0.25000000	-250.00	05	5.00 %	-262.50	0110106000	material expense	

**Add New Miscellaneous Line**

Quantity: -1,000.00 | Unit Price: 0.25000000 | SubTotal: -250.00 | Total Tax: -12.50 | Net Amount: -262.50

Description: Materials

Tax Code: 05 | 5.00 % | Tax Amount: -12.50

Dissection Code / GL Account: 0110106000 | material expense

Company: 01 | Streamline Solutions

Branch: 10 | Print Branch

Dept: 10 | Print Department

Account: 6000 | Material Expense

Freight Cost - Line will not be included in invoice discount

Cancel | Save | Start New Misc Line | Save And New Invoice

Batch#: 3086 - Date: 8/10/2009 (1 invoice(s), \$0.00) | Invoice#: 961 CM - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

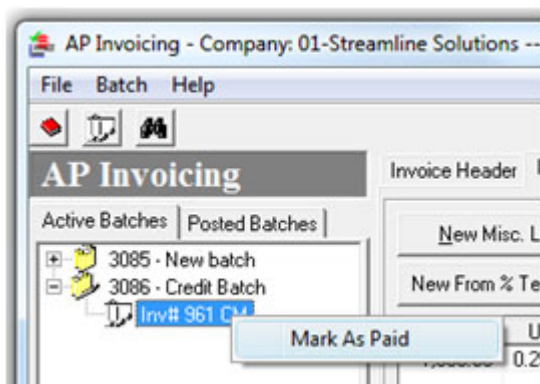
4. Continue completing the screen as needed and select either **Save**, **Start New Misc Line**, or **Save And New Invoice**.

## Credit Memo Mark as Paid Feature

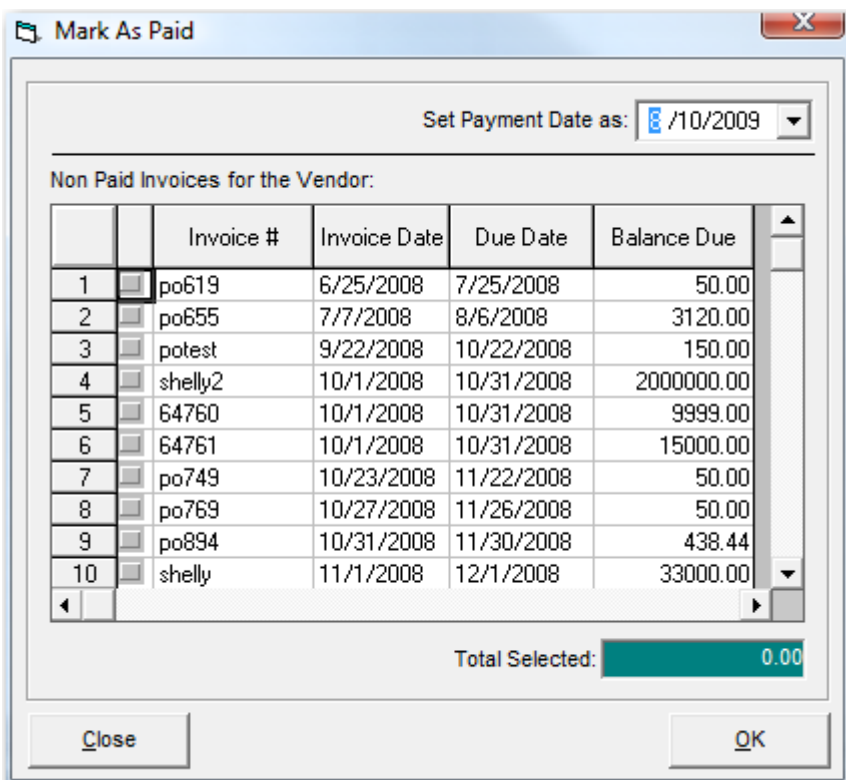
Prior to posting, a credit memo may be applied to offset a regular unpaid AP invoice, and mark it as paid directly from the AP Invoice Entry screen.

**Note** To use this feature, both the credit invoice and regular unpaid AP invoice must be in the same amount.

Create the credit memo as instructed earlier in this document. Right-click the credit memo invoice number in the tree and select **Mark As Paid**.



**Set Payment Date As** defaults to today's date, but it can be changed. Select the regular AP invoice(s) to offset by selecting the check box near the left side of the invoice number and then **OK** when done.



Once a credit memo has been used to mark another invoice as paid, it cannot be undone.

## AP Invoicing PO Receipt

### Entering Vendor Invoice against Single PO Receipt

1. Create a batch as described earlier in this document or continue working within an unposted batch.
2. Create a new invoice as instructed earlier in this document; define the invoice number, date, vendor, etc.
3. Click **Save Header**. This saves the information just entered and automatically moves it into the **Invoice Lines** tab.
4. Click the **New PO Line** button on the Invoice Line task bar.

The screenshot shows the 'AP Invoicing' window for 'Company: 01-Streamline Solutions --- Plant Code: 0100'. The 'Invoice Lines' tab is active. A 'New PO Line' dialog box is open, showing 'Step 1 of 2 - Select PO Receipts'. The dialog has fields for 'Order #' (a dropdown), 'Address #', and 'Order Date'. Below these are radio buttons for 'Order Receipts' (selected), 'Auto-Receive as Final', and 'Auto-Receive Balance on Partial Receipts'. A table titled 'Order Receipts' is displayed with columns: Docket#, Del Date, P/F, Job#, Quantity, Description, Invoice#, and Batch#. The table is currently empty. At the bottom of the dialog are buttons: 'Cancel', '<< Back', 'Next >>', 'Save', 'Start New Misc Line', and 'Save And New Invoice'. The status bar at the bottom of the main window shows: 'Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) | Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100'.

5. In the **Order** field, enter the purchase order number, or use the up/down arrow key on the keyboard to scroll through the available purchase orders.
6. Once selected, press the **Tab** key and the line items from the purchase order received elsewhere in PrintStream displays, showing the receipt date, part or final receipt, quantity received, and a description. If the receipt is marked as final, you can proceed to invoice.

Any purchase order line item, or partial line item, that has been previously AP invoiced will not display for selection.



AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

**AP Invoicing**

Active Batches | Posted Batches

- 3085 - New batch
- 3086 - Credit Batch
- 3087
- Inv# po1085

Invoice Header | Invoice Lines | Allocations

New Misc. Line | New PO Line | Multi PO Selection | Edit Line | New Job Related Line

New From % Template | Copy From Invoice | Add Trans. to Line | Delete Line

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO:																
<p><b>New PO Line</b></p> <p>Step 1 of 2 - Select PO Receipts</p> <p>Order: 1085   Address #: 0   Order Date: 6/12/2009</p> <p>Vendor #: 100   Printing Company</p> <p><input checked="" type="radio"/> Order Receipts <input type="radio"/> Auto-Receive as Final <input type="radio"/> Auto-Receive Balance on Partial Receipts</p> <table border="1"> <thead> <tr> <th>Docket#</th> <th>Del. Date</th> <th>P/F</th> <th>Job#</th> <th>Quantity</th> <th>Description</th> <th>Invoice#</th> <th>Batch#</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>6/12/200...</td> <td>F</td> <td>9010</td> <td>3333</td> <td>Die Cut (Buyout)</td> <td></td> <td>0</td> </tr> </tbody> </table> <p>Cancel &lt;&lt; Back Next &gt;&gt; Save Start New Misc Line Save And New Invoice</p>									Docket#	Del. Date	P/F	Job#	Quantity	Description	Invoice#	Batch#	0	6/12/200...	F	9010	3333	Die Cut (Buyout)		0
Docket#	Del. Date	P/F	Job#	Quantity	Description	Invoice#	Batch#																	
0	6/12/200...	F	9010	3333	Die Cut (Buyout)		0																	

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

7. Select the purchase order line item by clicking it and click the **Next** button or double-click the line item.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

**AP Invoicing**

Active Batches | Posted Batches

- 3085 - New batch
- 3086 - Credit Batch
- 3087
- Inv# po1085

Invoice Header | Invoice Lines | Allocations

New Misc. Line | New PO Line | Multi PO Selection | Edit Line | New Job Related Line

New From % Template | Copy From Invoice | Add Trans. to Line | Delete Line

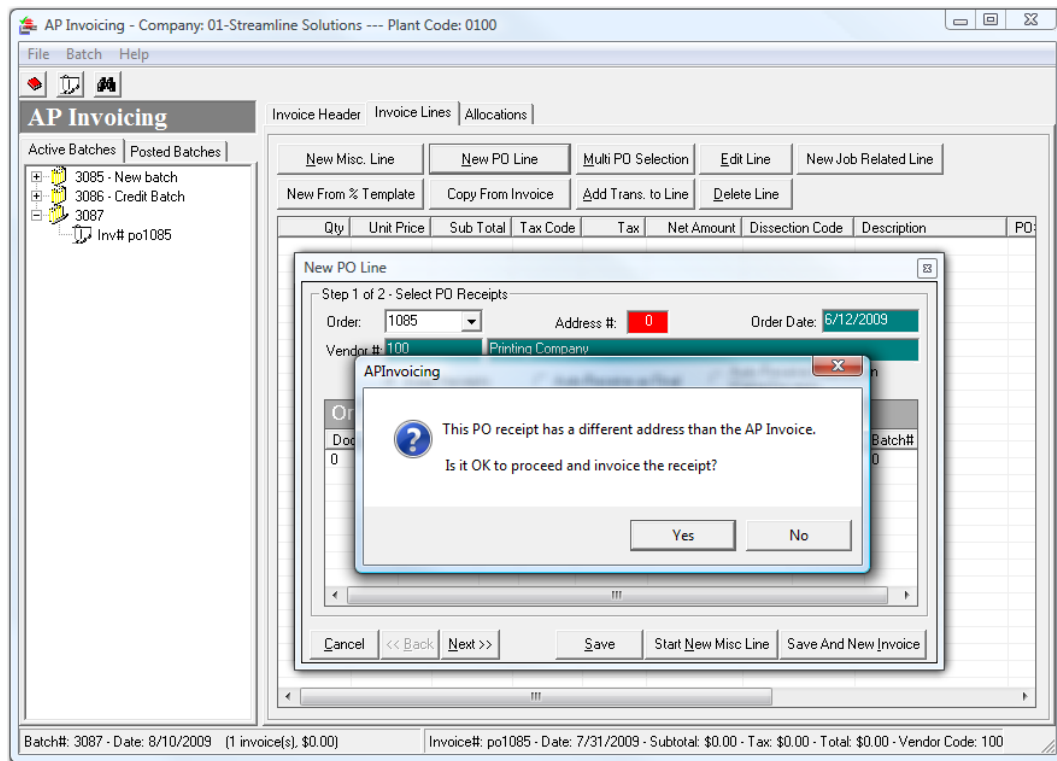
Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO:										
<p><b>Add New PO Related Line</b></p> <table border="1"> <thead> <tr> <th>Quantity</th> <th>Unit Price</th> <th>Sub Total</th> <th>Total Tax</th> <th>Net Amount</th> </tr> </thead> <tbody> <tr> <td>3333</td> <td>0.01000000</td> <td>33.33</td> <td>0.00</td> <td>33.33</td> </tr> </tbody> </table> <p>Description: Die Cut (Buyout)   Tax Code: 00   0.00 % Tax Amount: non taxable   0.00</p> <p>Dissection Code / GL Account</p> <p>Dissection: 0101011200   wip</p> <p>Company: 01   Streamline Solutions</p> <p>Branch: 01   Main Branch</p> <p>Dept: 01   Main Department</p> <p>Account: 1200   wip</p> <p><input type="checkbox"/> Freight Cost - Line will not be included in invoice discount</p> <p>Cancel &lt;&lt; Back Next &gt;&gt; Save Start New Misc Line Save And New Invoice</p>									Quantity	Unit Price	Sub Total	Total Tax	Net Amount	3333	0.01000000	33.33	0.00	33.33
Quantity	Unit Price	Sub Total	Total Tax	Net Amount														
3333	0.01000000	33.33	0.00	33.33														

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

8. Make any necessary changes and then select either **Save**, **Start New Misc Line**, or **Save And New Invoice**. The purchase order line item selected pull through onto the invoice.

**Note** You are able to edit the **Unit Price**, **SubTotal**, **Description**, **Tax Code**, and **Dissection Code** fields for non-inventory, finished goods, material inventory, and paper inventory related purchase orders. The **Unit Price**, **Subtotal**, **Description**, and **Tax Code** fields can be edited for job related purchase orders. If edits are required to material inventory purchase orders, it is highly recommended the changes be made on the purchase order rather than at the time of AP Invoicing.

When the PO receipt address differs from that of the AP invoice, the address field has a red background and a warning message will display. However, this warning does not prevent the PO line item from being AP invoiced.



If you do not see a receipt, or the receipt is a partial receipt for the PO line item you are trying to enter, you may be able to receive it into PrintStream at the same time the AP invoice is entered. This is applicable for non-inventory and job-related purchase order line items only.

9. Selecting the **Auto-Receive as Final** option displays the PO line items that have not been received elsewhere.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

AP Invoicing

Active Batches | Posted Batches

3085 - New batch  
3086 - Credit Batch  
3087  
Inv# po1085

Invoice Header | Invoice Lines | Allocations

New Misc. Line | New PO Line | Multi PO Selection | Edit Line | New Job Related Line

New From % Template | Copy From Invoice | Add Trans. to Line | Delete Line

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO:																
<p>Step 1 of 2 - Select PO Receipts</p> <p>Order: 1092 Address #: 0 Order Date: 8/10/2009</p> <p>Vendor #: 100 Printing Company</p> <p><input type="radio"/> Order Receipts <input checked="" type="radio"/> Auto-Receive as Final <input type="radio"/> Auto-Receive Balance on Partial Receipts</p> <table border="1"> <thead> <tr> <th>Docket#</th> <th>Cost</th> <th>P/F</th> <th>Job#</th> <th>Quantity</th> <th>Description</th> <th>Invoice#</th> <th>Batch#</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>\$85.00</td> <td></td> <td>9999...</td> <td>100</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Cancel &lt;&lt; Back Next &gt;&gt; Save Start New Misc Line Save And New Invoice</p>									Docket#	Cost	P/F	Job#	Quantity	Description	Invoice#	Batch#	0	\$85.00		9999...	100			
Docket#	Cost	P/F	Job#	Quantity	Description	Invoice#	Batch#																	
0	\$85.00		9999...	100																				

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

10. Enter the purchase order number in the **Order** field or use the up/down arrow key on the keyboard to scroll through the purchase orders available.
11. Once selected, press the **Tab** key and the line items from the purchased order not received display.
12. Select the purchase order line item you wish to receive by clicking it and click the **Next** button or double-click the line item.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

AP Invoicing

Active Batches | Posted Batches

3085 - New batch  
3086 - Credit Batch  
3087  
Inv# po1085

Invoice Header | Invoice Lines | Allocations

New Misc. Line | New PO Line | Multi PO Selection | Edit Line | New Job Related Line

New From % Template | Copy From Invoice | Add Trans. to Line | Delete Line

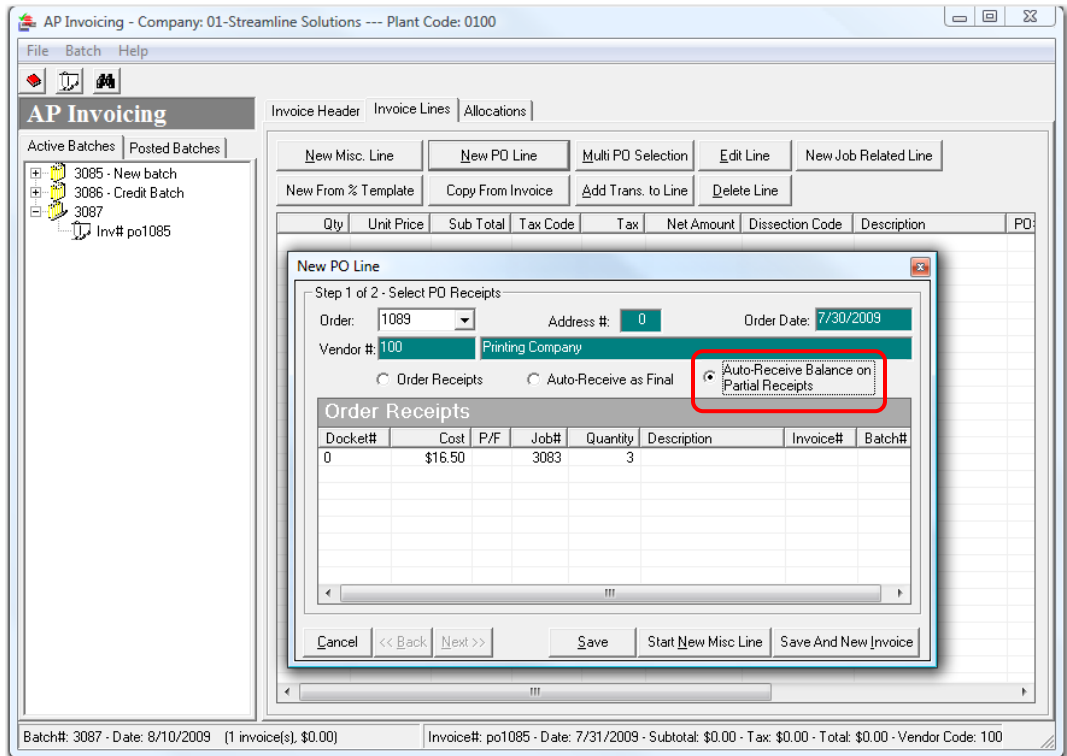
Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO:										
<p>Auto-Received PO Related Line</p> <table border="1"> <thead> <tr> <th>Quantity</th> <th>Unit Price</th> <th>SubTotal</th> <th>Total Tax</th> <th>Net Amount</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>0.85000000</td> <td>85.00</td> <td>0.00</td> <td>85.00</td> </tr> </tbody> </table> <p>Description: </p> <p>Tax Code: 00 0.00 % Tax Amount: 0.00</p> <p>non taxable</p> <p>Dissection Code / GL Account: 0110106000 material expense</p> <p>Company: 01 Streamline Solutions</p> <p>Branch: 10 Print Branch</p> <p>Dept: 10 Print Department</p> <p>Account: 6000 Material Expense</p> <p>Freight Cost - Line will not be included in invoice discount</p> <p>Cancel &lt;&lt; Back Next &gt;&gt; Save Start New Misc Line Save And New Invoice</p>									Quantity	Unit Price	SubTotal	Total Tax	Net Amount	100	0.85000000	85.00	0.00	85.00
Quantity	Unit Price	SubTotal	Total Tax	Net Amount														
100	0.85000000	85.00	0.00	85.00														

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

13. Make any necessary changes and then select either **Save**, **Start New Misc Line**, or **Save And New Invoice**. The purchase order line item selected pulls through onto the invoice.

**Note** If the quantity you wish to mark as received is different from what was ordered, you should NOT do the auto-receipt from the AP Invoicing program. Use the Inventory Manager program to adjust the quantity received.

14. Select the **Auto-Receive Balance on Partial Receipts** option to display the remainder of PO line items that have been partially received elsewhere.



15. Enter the purchase order number in the **Order** field provided or use the up/down arrow key on the keyboard to scroll through the purchase orders available. Once selected, press the **Tab** key and the remainder of the PO line items partially received displays.
16. Select the purchase order line item you wish to receive and click the **Next** button (or double-click the line item to select it).

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

**AP Invoicing**

Active Batches | Posted Batches

- 3085 - New batch
- 3086 - Credit Batch
- 3087
- Inv# po1085

Invoice Header | Invoice Lines | Allocations

New Misc. Line | New PO Line | Multi PO Selection | Edit Line | New Job Related Line

New From % Template | Copy From Invoice | Add Trans. to Line | Delete Line

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO:
3	5,500,000	16.50		0.00	16.50			

**Auto-Received PO Related Line**

Quantity	Unit Price	SubTotal	Total Tax	Net Amount
3	5,500,000	16.50	0.00	16.50

Description:

Tax Code: 00 % Tax Amount: 0.00  
non taxable

Dissection Code / GL Account

Dissection: WIP Print WIP to Print Expense

Company: 01 Streamline Solutions

Branch: 01 Main Branch

Dept: 01 Main Department

Account: 1200 wip

☐ Freight Cost - Line will not be included in invoice discount

Cancel << Back Next >> Save Start New Misc Line Save And New Invoice

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

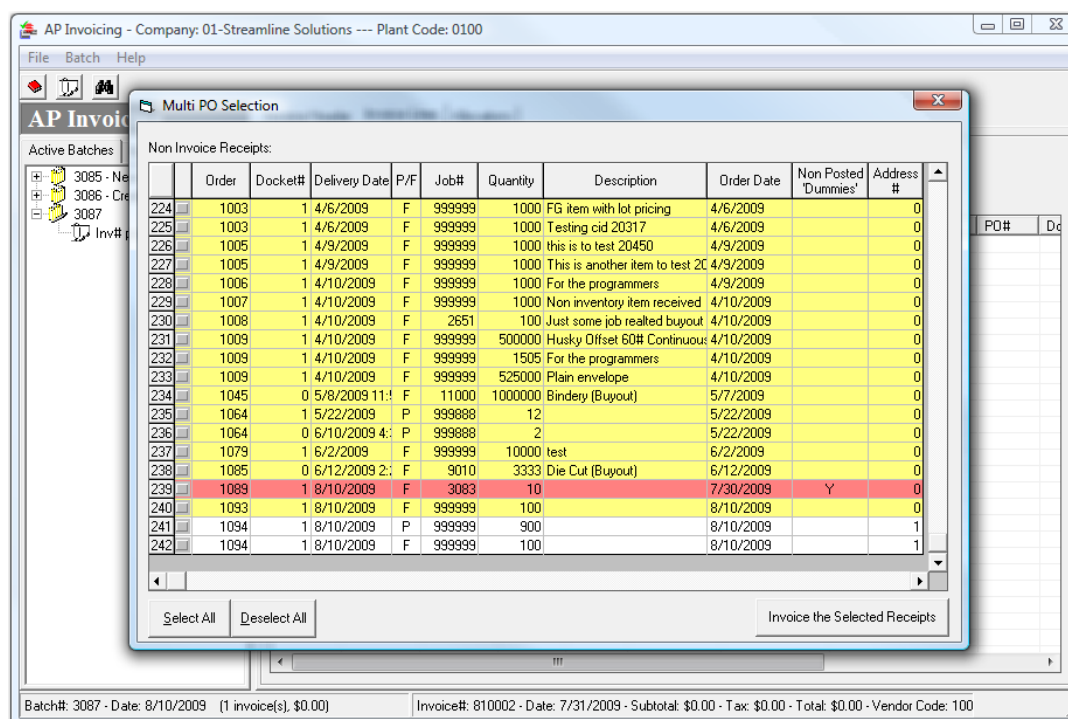
17. Make any necessary changes and then select either **Save**, **Start New Misc Line**, or **Save And New Invoice**. The purchase order line item selected pulls through onto the invoice.

**Note** If the quantity you wish to mark as received is different from what was ordered, you should NOT do the auto-receipt from the AP Invoicing program. Use the Inventory Manager program to adjust the quantity received.

## Entering Vendor Invoice against Multiple PO Receipts

1. Create a batch as described earlier in this document or continue working within an unposted batch.
2. Create a new invoice as instructed earlier in this document; define the invoice number, date, vendor, etc.
3. Select the **Start PO Lines** option. This saves the information just entered and automatically moves it into the **Invoice Lines** tab.

The Multi PO Selection window automatically opens.

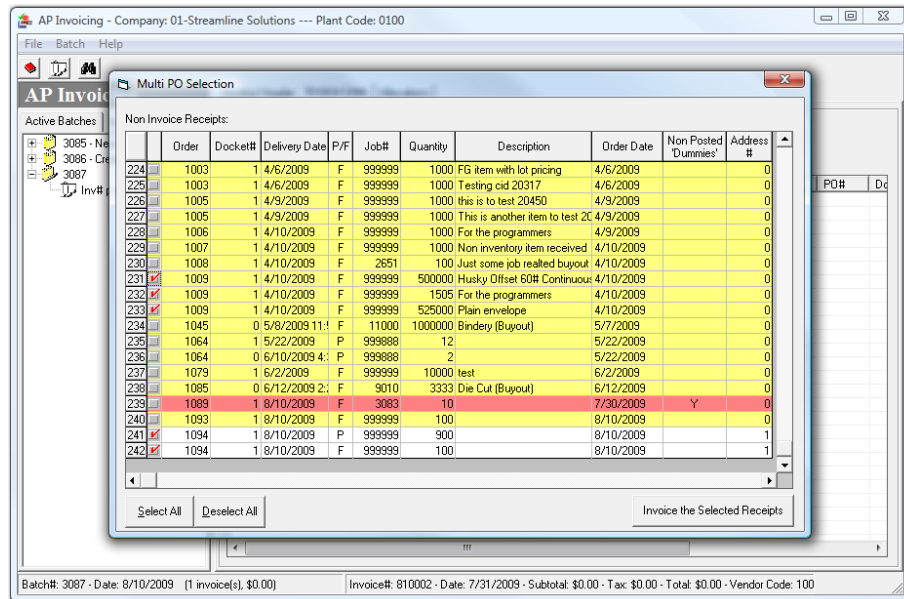


**Note** The purchase order line transactions displayed in the above grid are the receipts made to purchase order line items. Purchase Order line transactions that have not yet been received into PrintStream will not show in the Multi PO Selection grid.

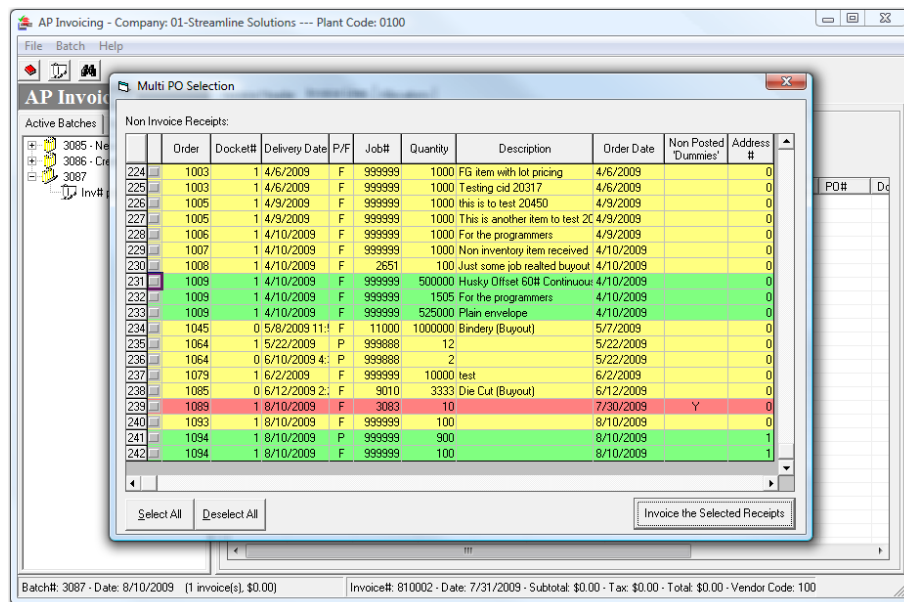
- Line transactions displayed in red (as shown above) indicate the purchase order has been dummy invoiced in AR Invoice Entry, but the AR invoice has not yet been posted. In such a case, the AP invoice cannot be entered until the AR invoice batch is posted or the Dummy Invoice is removed from the un-posted AR invoice.
- Line transactions displayed in white indicate the address of the PO receipts is different from the address selected in the AP Invoice Header. PrintStream provides a warning if one of these receipts is selected, however, it allows you proceed with invoicing the receipt.
- Line transactions displayed in yellow indicate the address of the PO receipts is the same as the address selected in the AP Invoice Header.

All received Non-Inventory, Job Related, Finished Goods, Material Inventory, and Paper Inventory purchase orders, for the vendor designated in the invoice header, display in the Multi PO Selection grid.

4. To select the purchase order line items you want to invoice, either click the **Select All** button or place a check mark in the grey box provided at the beginning of each individual line by clicking the box.



5. After selecting the PO line items to be invoiced, click the **Invoice the Selected Receipts** button in the lower right-hand corner of the grid.



As the program reads through the purchase order lines you have selected, the line's color changes to green.

6. When the program has completed reading through your selections, click the X located in the upper right corner of the Multi PO Selection screen. The purchase order line transactions pull through onto the invoice line screen.

7. To edit a purchase order line transaction in the **Invoice Lines** tab, either double-click the line or highlight the line and select **Edit Line** from the Invoice Lines toolbar.

The screenshot displays the 'AP Invoicing' window for 'Company: 01-Streamline Solutions' and 'Plant Code: 0100'. The 'Invoice Lines' tab is active. A toolbar at the top of the tab includes buttons for 'New Misc. Line', 'New PO Line', 'Multi PO Selection', 'Edit Line' (highlighted with a red rectangle), and 'New Job Related Line'. Below the toolbar is a table with columns: Qty, Unit Price, Sub Total, Tax Code, Tax, Net Amount, Dissection Code, Description, PO#, and Dc. The first row shows a quantity of 500,000, a unit price of 0.550000, a subtotal of 275,000.00, a tax code of 00, a tax of 0.00, a net amount of \$275,000.00, a dissection code of 0101011325, and a description of 'Husky Offset 60# Continuous'. An 'Edit PO Invoice Line - Docket#: 1' dialog box is open in the foreground. It contains fields for Quantity (500,000.00), Unit Price (0.55000000), SubTotal (275,000.00), Total Tax (0.00), and Net Amount (\$275,000.00). The Description field contains 'Husky Offset 60# Continuous'. The Tax Code is 00, with a tax amount of 0.00 and a checkbox for 'non taxable'. The Dissection Code / GL Account section includes dropdowns for Dissection (0101011325), Company (01), Branch (01), Dept (01), and Account (1325), with corresponding labels: 'paper inventory', 'Streamline Solutions', 'Main Branch', 'Main Department', and 'paper inventory'. A checkbox for 'Freight Cost - Line will not be included in invoice discount' is also present. At the bottom of the dialog are buttons for 'Cancel', 'Save', 'Start New Misc Line', and 'Save And New Invoice'. The status bar at the bottom of the main window shows: 'Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$290,515.75) Invoice#: 810002 - Date: 7/31/2009 - Subtotal: \$290,515.75 - Tax: \$0.00 - Total: \$290,515.75 - Vendor Code: 100'.

8. After the changes have been made, select either **Save**, **Start New Misc Line**, or **Save And New Invoice**.

**Note** The **Unit Price**, **SubTotal**, **Description**, **Tax Code**, and **Dissection Code** fields can be edited for non-inventory, finished goods, material inventory and paper inventory related purchase orders. Only the Unit Price, SubTotal, Description, and Tax Code fields can be edited for job related purchase orders. Edits at the time of AP invoicing are not recommended for valued inventory. Please make edits directly to the purchase order in Purchasing Entry.

Dissection/GL codes default according to the code reflected on the purchase order, not the Dissection Code defined in the Vendor's MasterFile.

Changing the dollar amount of an invoice entered against a received inventory related purchase order may change the average price value of the inventory.



## Directly Expensing Job Costs

You can directly expense to a job, from a miscellaneous invoice, by selecting **New Job-Related Line**.

The screenshot shows the 'Invoice Lines' tab with several buttons: 'New Misc. Line', 'New PO Line', 'Multi PO Selection', 'Edit Line', 'New Job Related Line' (highlighted with a red rectangle), 'New From % Template', 'Copy From Invoice', 'Add Trans. to Line', and 'Delete Line'. Below the buttons is a table with columns: Qty, Unit Price, Sub Total, Tax Code, Tax, Net Amount, Dissection Code, Description, and PO#.

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO#

1. Enter the **Job #**.

The program validates that the job is open, which means jobs are not final billed or placed on hold for cost.

The 'Job Related Line' dialog box has the following fields and controls:

- Select Job #:** Job #: [text field]
- Select Activity:** Activity: [text field] [binoculars icon]
- G/L Code:** [text field]
- Branch:** [text field] **Department:** [text field] **Account:** [text field]
- Summary Table:**

Quantity	Unit Price	SubTotal	Total Tax	Net Amount
0.00	0.00000000	0.00	0.00	0.00
- Description:** [text field]
- Tax Code:** [text field: 00] [text field: 0.00] % **Tax Amount:** [text field: 0.00]
- Tax Code Label:** non taxable
- Freight Cost:** ☐ Freight Cost - Line will not be included in invoice discount
- Buttons:** Cancel, Save

2. Either enter the **Activity** code or select the binoculars to look up the code.

3. A tree lookup is provided for the activity code like the purchasing lookup but also displayed is the g/l expense account linked to the activity code as: Name of account and xx-xx-xx-xxxx. This is to make it easier for the accounting person to select the correct activity, since they are likely more familiar with general ledger accounts. Double-click the activity code.

Invoice Header | Invoice Lines | Allocations

New Misc. Line   New PO Line   Multi PO Selection   Edit Line   New Job Related Line

New From % Template   Copy From Invoice   Add Trans. to Line   Delete Line

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Description Code	Description	PO#	Doc


**Job Related Line**


Select Job #

Job #: 1908   LEAH   Leah's Account

Annual Fund

Select Activity

Activity:   

G/L Code:   

Quantity   Unit

0.00   0.0000

Description

☐ Freight Cost - Line will not be invoice discount

Cancel

**Activity Codes**

- 10 - Fulfillment
  - 3 - DP
    - 4 - PREPRESS
      - 5 - PRINTING
        - 500 - PRINT ADMIN
          - 50000 - PAPER -> 01-01-1200 >> 10-10-6000
          - 50001 - PRINTED INVENTORY -> 01-01-1200 >> 10-10-6000
          - 50002 - INK -> 01-01-1200 >> 10-10-6000
          - 50004 - PRINTING RAW MATERIALS -> 01-01-1200 >> 10-10-6000
          - 50006 - White PAPER -> 01-01-1200 >> 10-10-6001
          - 50007 - Black PAPER -> 01-01-1200 >> 10-10-6002
          - 50008 - Southwood Inventory -> 01-01-1200 >> 10-10-6000
          - 50005 - PRE-PRESS BUYOUTS -> 01-01-1200 >> 10-10-7200
        - 510 - PRINT BUYOUTS
        - 512 - XEIKON

4. Enter the **Quantity** and **Unit Price** as you normally would in creating any other AP invoice.

**Job Related Line** [X]

Select Job #

Job #: 1908 LEAH Leah's Account  
Annual Fund

Select Activity

Activity: 50000 PAPER  
G/L Code: 0101011200>10-10-6000 Work In Process  
Branch: 01 Department: 01 Account: 1200

Quantity	Unit Price	SubTotal	Total Tax	Net Amount
1.00	100.00000000	100.00	0.00	100.00

Description: costs for job 1908

Tax Code: 00 0.00 % Tax Amount: non taxable 0.00

☐ Freight Cost - Line will not be included in invoice discount

Cancel Save

Posting of the invoice is the same as other job-related invoices that have not been dummied; debit to WIP and credit to AP.

## Deleting Part or All of a PO Related Invoice

You can delete all or part of a PO related Accounts Payable Invoice.

**Note** To delete a PO line from the invoice, highlight the line transaction by clicking the line and selecting the **Delete Line** option. By deleting a purchase order line item from an un-posted AP invoice, the PO line item is reset to an open status; making it available to be re-selected on a future AP invoice.

### To delete an entire invoice

1. Delete all of the invoice lines.
2. Select the **Invoice Header** tab and click the **Delete** button.

A confirmation message opens.

The screenshot shows the 'AP Invoicing' window for 'Company: 01-Streamline Solutions --- Plant Code: 0100'. The 'Invoice Header' tab is selected. A confirmation dialog box is open in the center, asking 'Do you want to delete the Invoice# 810002' with 'Yes' and 'No' buttons. The 'Delete' button in the main window is highlighted with a red rectangle. The main window displays invoice details for Batch # 3087, Invoice # 810002, dated 7/31/2009, with a total of \$290,515.75. The status bar at the bottom shows 'Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$290,515.75)' and 'Invoice#: 810002 - Date: 7/31/2009 - Subtotal: \$290,515.75 - Tax: \$0.00 - Total: \$290,515.75 - Vendor Code: 100'.

3. Select **Yes** to delete.

## Adding a Transaction Line Item to Your PO Related AP Invoice

When using the Accounts Payable module with the Purchasing program, you can add a line item to a purchase order invoice. This allows the user to accomplish one of two things.

Add costs to a job without editing or creating a new purchase order. One of the best examples is adding freight costs to a purchase order invoice.

You can make a sales tax accrual by adding a credit line to your sales tax accrual account. Selecting the **Offset to Account Number** check box, which displays after adding a new transaction, can create the debit. This is commonly used for Use Tax where a vendor did not charge sales tax, but you, the Company, are responsible for reporting and paying the sales tax.

After creating the PO line, select the **Add Transactions to this Line** button. Enter the **Quantity**, **Unit Price**, **Description**, and **Tax Code**. Select a Dissection Code and select either **Save** or **Save And New Invoice**. If you are making a sales tax accrual, you can then add a second line using the above procedure and entering the offsetting amount.

The screenshot shows the 'AP Invoicing' window for 'Company: 01-Streamline Solutions --- Plant Code: 0100'. The 'Invoice Lines' tab is active. A dialog box titled 'Add Transaction to the Line' is open, displaying the following fields:

Quantity	Unit Price	SubTotal	Total Tax	Net Amount
0.00	0.00000000	0.00	0.00	

Below the table, the 'Description' field is empty. The 'Tax Code' is set to '00' with a '0.00%' tax amount. The 'Dissection Code / GL Account' section shows:

- Dissection: 0101011325 (paper inventory)
- Company: 01 (Streamline Solutions)
- Branch: 01 (Main Branch)
- Dept: 01 (Main Department)
- Account: 1325 (paper inventory)

At the bottom of the dialog, there are checkboxes for 'Offset to Acct: 01-01-1325' and 'Freight Cost - Line will not be included in invoice discount'. The 'Save' button is highlighted.

The background window shows a list of active batches on the left and a table of invoice lines on the right. The status bar at the bottom displays: 'Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$290,515.75) Invoice#: 810002 - Date: 7/31/2009 - Subtotal: \$290,515.75 - Tax: \$0.00 - Total: \$290,515.75 - Vendor Code: 100'.

**Note** If this purchase order line item is job related, costs added will appear as increased costs against the job on the billing worksheet.

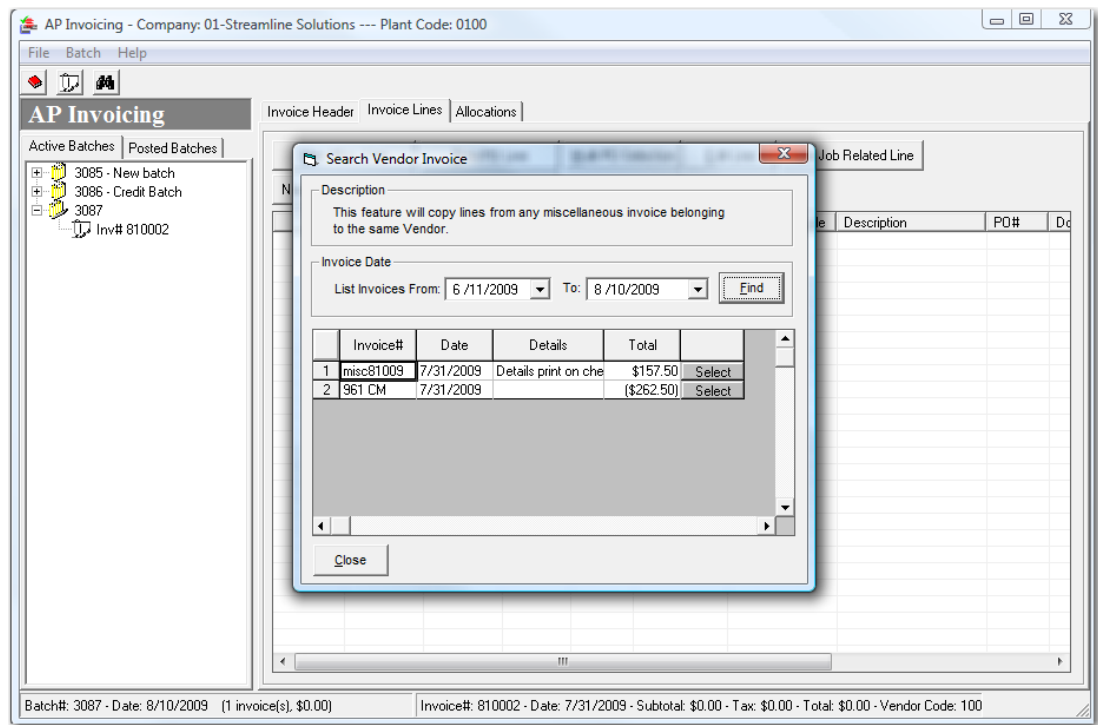
Costs added to purchase orders for raw materials or paper inventory have no effect on the inventory value.

# Copy From Invoice

This feature allows line items to be copied from any miscellaneous invoice for the same Vendor as entered in the invoice header. However, this feature is only available when the invoice is empty; meaning there are no lines entered yet.

## To copy lines from a previous Vendor invoice

- 1. Click the **Copy From Invoice** button.



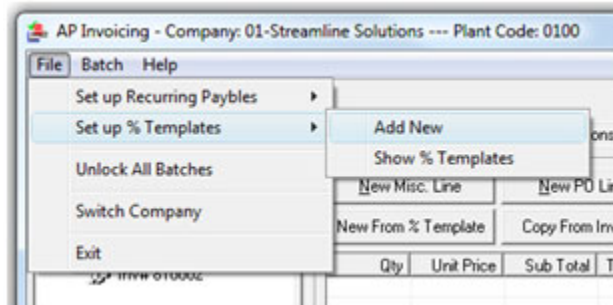
- 2. Select the desired date range and click **Find**. A list of invoices for that Vendor displays.
- 3. Click **Select** at the right of the invoice you wish to copy, and the line pulls through to the grid.

## New From % Template

This feature allows line items to be allocated across several GL accounts from a % template.

### To set up a new % template

1. Select **File** from the taskbar at the top of the AP Invoicing screen, select **Set up % Templates**, and then select **Add New**.

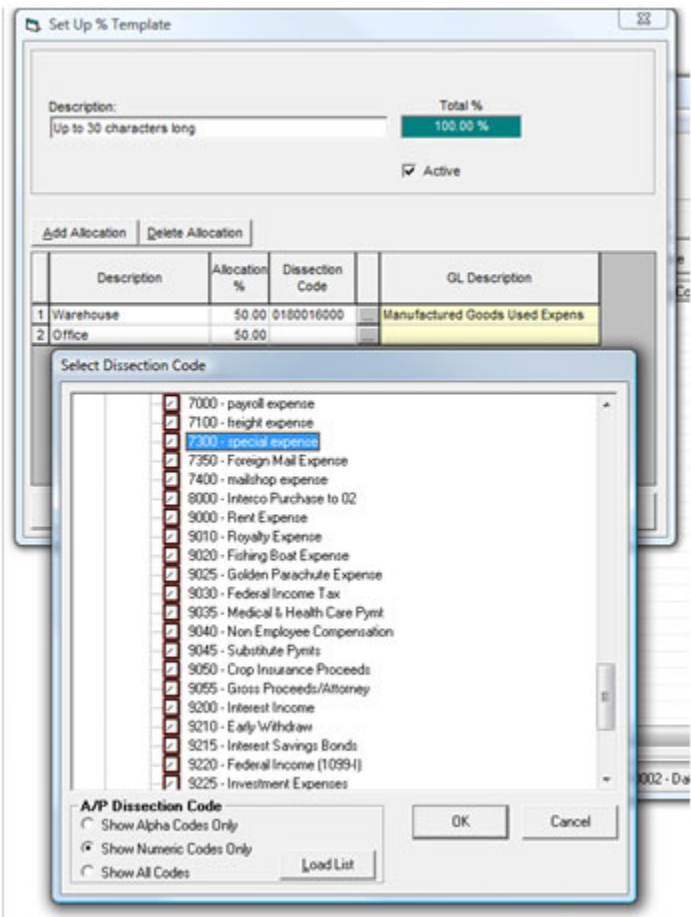


2. Enter a short description of 30 alpha/numeric characters in the optional **Description** field.

 A screenshot of the 'Set Up % Template' dialog box. It has a title bar with a close button. Inside, there is a 'Description:' label followed by a text input field containing 'Up to 30 characters long'. To the right of the input field is a 'Total %' label and a green progress bar. Below the input field is a checked checkbox labeled 'Active'. At the bottom left are two buttons: 'Add Allocation' and 'Delete Allocation'. Below these buttons is a table with four columns: 'Description', 'Allocation %', 'Dissection Code', and 'GL Description'. The table is currently empty. At the bottom of the dialog are 'Close' and 'Save' buttons.

3. Click the **Add Allocation** button to add an allocation to the % template.

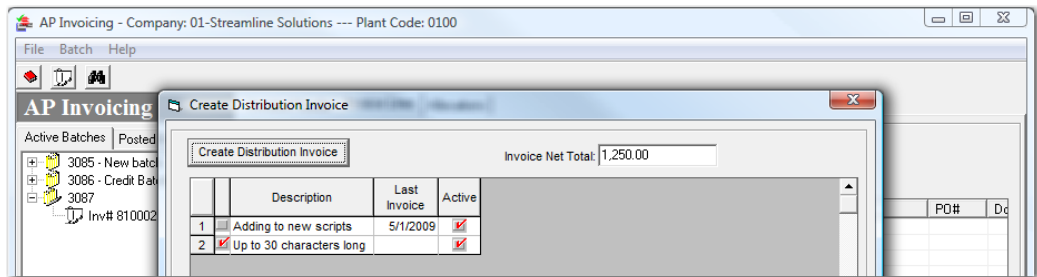
4. Fill in the optional Description and %. You can either enter or select a Dissection/GL Code by using +/- keys on your keyboard or click the ellipsis button to search for the GL code you would like to use.



5. Once your % template has been defined, you can generate invoices lines from it. However, this feature is only available when the invoice is empty; meaning there are no lines entered yet.

**To generate lines from % template**

- a. Click the **New From % Template** button.
- b. Select the desired template by selecting the check box between the template number and the description.



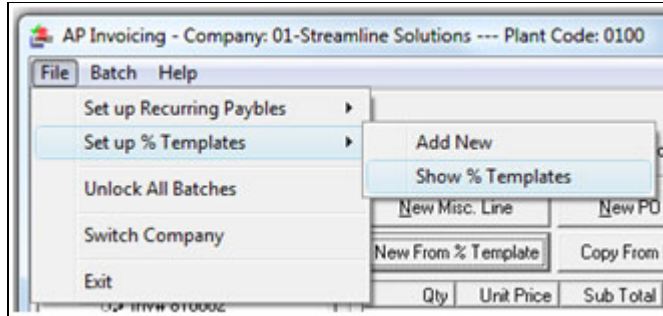
- c. Enter an amount in **Invoice Net Total** and click **Create Distribution Invoice** to create lines.



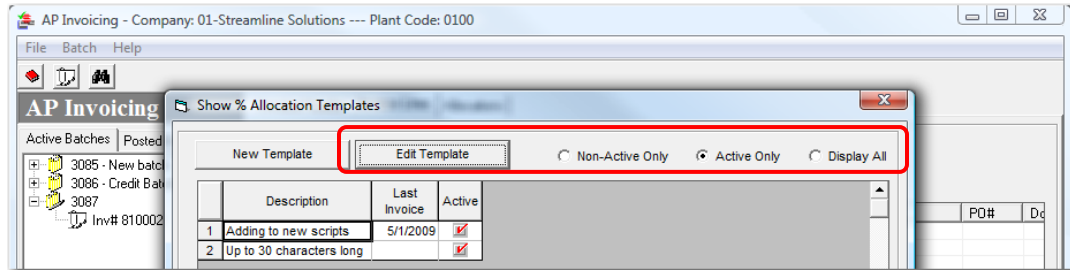
## How to Inactivate, Reactivate, or Edit % Templates

### To inactivate, reactivate, or edited % templates

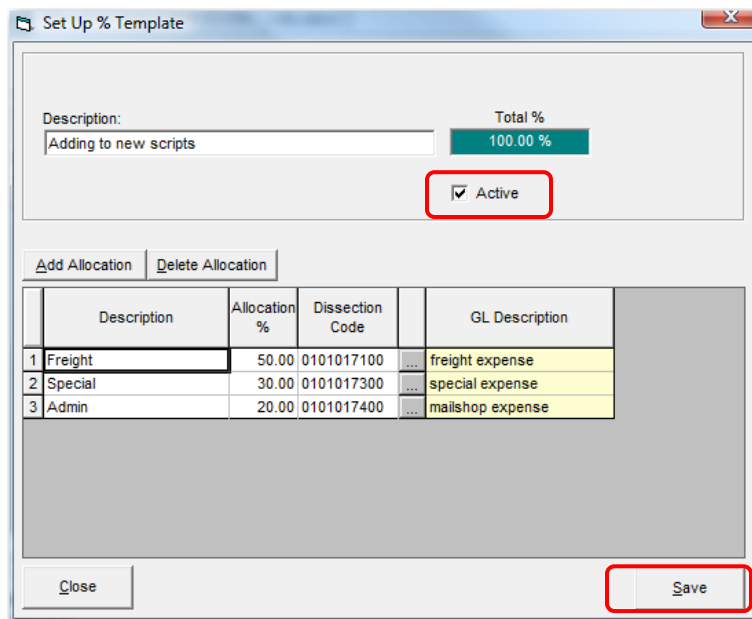
1. Select **File** from the taskbar at the top of the AP Invoicing screen, select **Set up % Templates**, and then select **Show % Templates**.



2. Filter the % templates by clicking the **Non-Active Only**, **Active Only**, or **Display All** options.



3. Select the % template you want to work with by clicking within any box for the payable and selecting **Edit Template**.
4. Change the % template from active to inactive status by selecting or clearing the **Active** check box. Edits can also be made as needed.



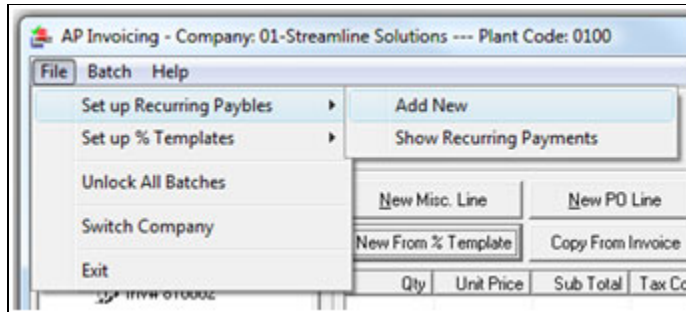
5. Click **Save** when finished making all changes.

## Recurring Payables

The recurring payables feature was designed to allow users to create a template for those invoices that occur on a regular basis. For example: rent, payroll services, lease payments, etc. The AP invoice header information, as well as the payable amount, is automatically stored in the template – ready for use when you need to generate the vendor's AP invoice in PrintStream.

### To define a new recurring payable

1. Select **File** from the AP Invoicing menu, select **Set up Recurring Payables**, and then **Add New**.



2. Enter or select the **Vendor #** or **Vendor Name**.
3. A short description of 30 alpha/numeric characters can be entered in the optional **Description** field.  
This description prints on the check stub and various AP reports.
4. Assign an invoice number of no more than 6 alpha/numeric characters for the recurring payable. You may want to enter an abbreviated description in this field. When an invoice is generated from this template, the invoice number is the information entered in the **Invoice No** field plus a 6-digit date string. The example below would have had an invoice number of Power081009, when it was generated on August 10, 2009.

 A screenshot of the 'Set Up Recurring Payments' dialog box. It contains the following fields:
 

- Vendor #:** 400
- Vendor Name:** Utah Power & Light Company
- Description:** Monthly electricity bill
- InvoiceNo:** Power
- Total Payment:** (empty field)
- Active:** ☒

 Below these fields are buttons for 'Add Allocation' and 'Delete Allocation'. At the bottom are 'Close' and 'Save' buttons. A table with the following headers is visible:
 

Description	Qty	Unit Price	Subtotal	Tax Code	Tax %	Tax	Total	Dissection Code	GL Description

### To add an allocation to the recurring payable

1. Click the **Add Allocation** button and fill in the optional **Description**, **Quantity**, **Unit Price**, and **Sales Tax Code**. You can either directly enter the tax code or use the +/- keys on your keyboard to select the applicable code.
2. Enter or select a Dissection/GL Code by using +/- keys on your keyboard or click the ellipses button to search for the GL code you would like to use.

As with regular AP invoices, you may have multiple allocations for one recurring invoice.

Set Up Recurring Payments

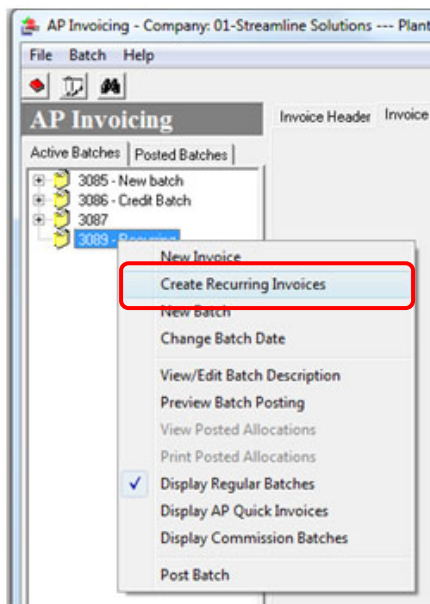
Vendor #: 400 Vendor Name: Utah Power & Light Company

Description: Monthly Power Bill Total Payment: \$100.00

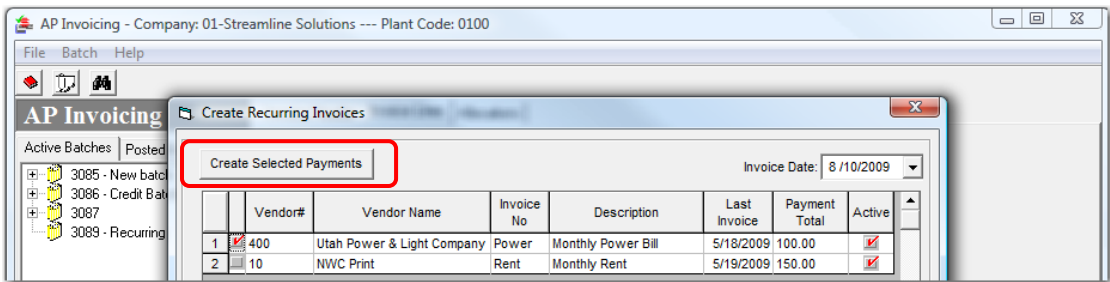
InvoiceNo: Power ☒ Active

	Description	Qty	Unit Price	Subtotal	Tax Code	Tax %	Tax	Total	Dissection Code	GL Description
1	Power	1	100.000000	100.00	00	0.00	0.00	100.00	0101016500	utility expense

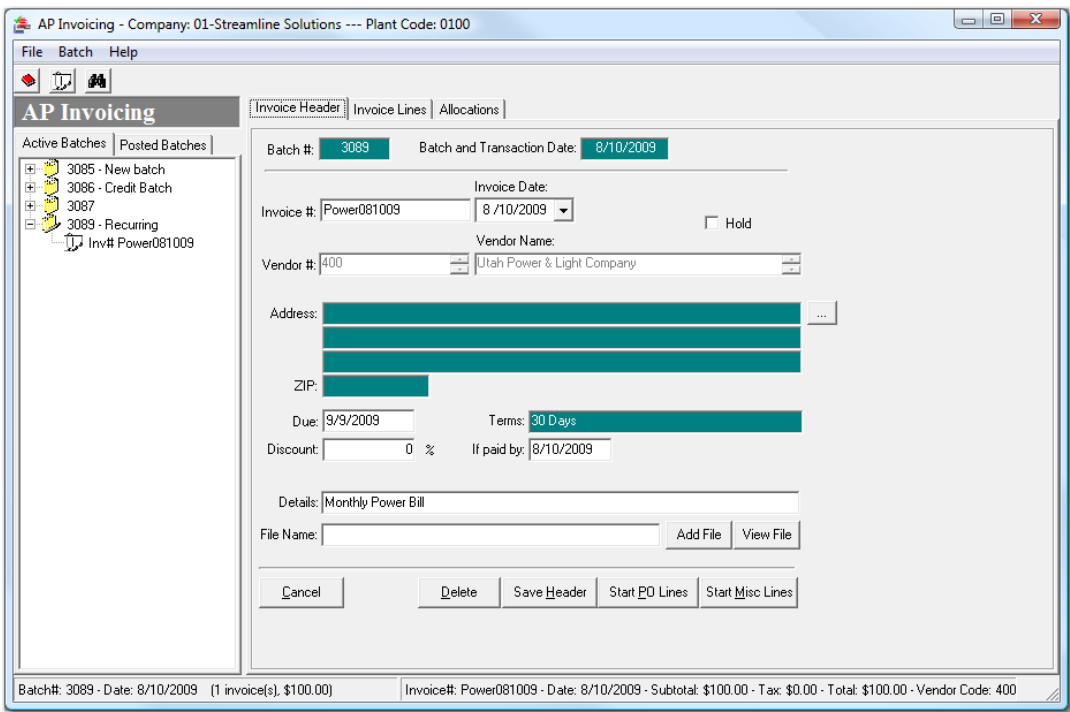
3. Once your recurring template has been defined, you can generate invoices from it. You may either create a new batch or add recurring invoices to an existing AP invoice batch by right clicking the highlighted batch and selecting **Create Recurring Invoices** from the drop-down menu.



4. After selecting **Create Recurring Payable**, a list of all active recurring payable templates displays. Place a check mark next to the template you want to generate an invoice for and select the **Create Selected Payments** button.

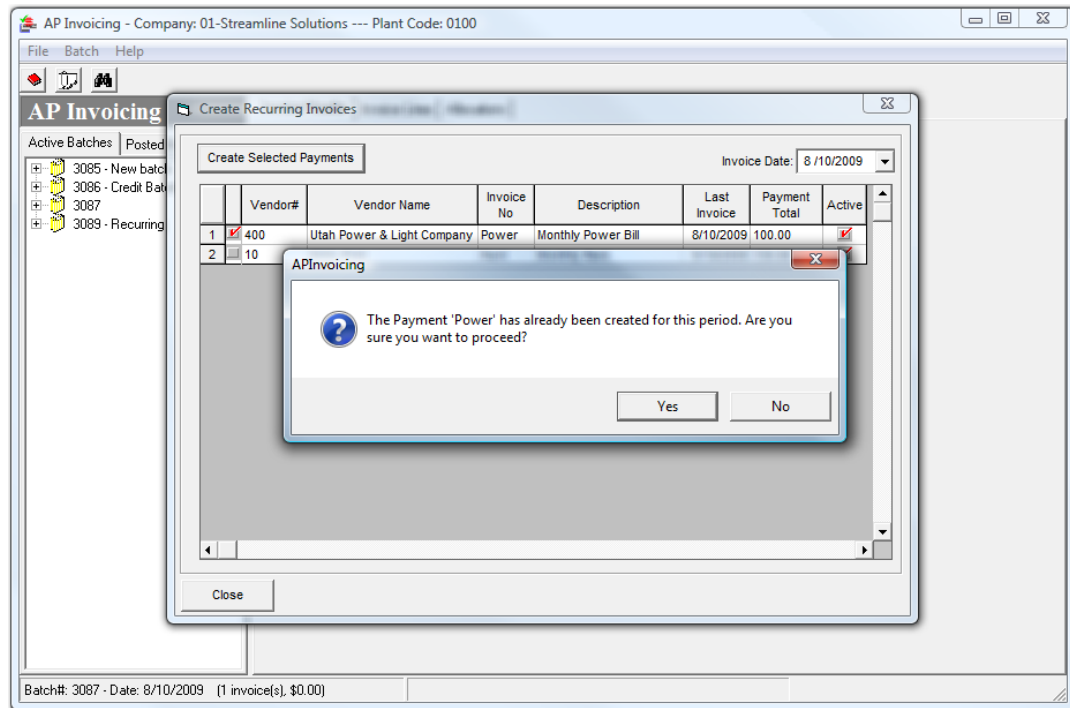


An invoice is created based on the template. This invoice can be edited, deleted, etc., as with other miscellaneous invoices created in PrintStream.



The payment terms are calculated based on the terms defined in the Master Files Vendor program.

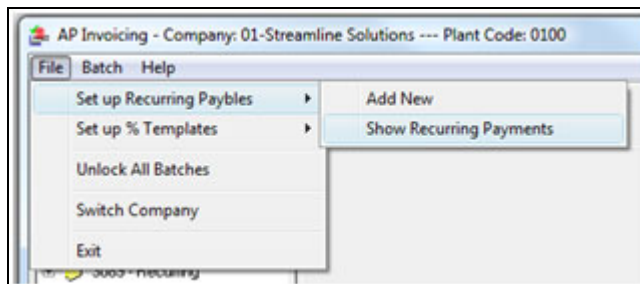
As a precaution, if you attempt to create an invoice from a recurring payable more than once within the same financial period, PrintStream gives you a warning, but you can proceed with creating the invoice.



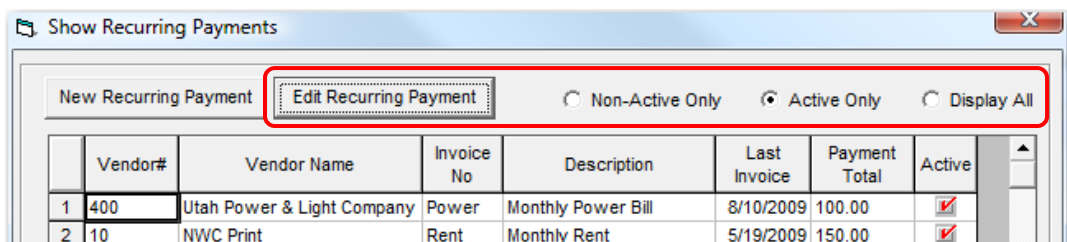
## How to Inactivate, Reactivate, or Edit Recurring Payables

### To inactivate, reactivate, or edited Recurring Payables

1. Select **File** from the menubar at the top of the AP Invoicing screen, select **Set up Recurring Payables**, and then select **Show Recurring Payments**.



2. Filter the recurring payments by clicking the **Non-Active Only**, **Active Only**, or **Display All** options.



3. Select the recurring payable you want to work with by clicking within any box for the payable and selecting **Edit Recurring Payment**.

- Change the recurring payment from active to inactive status by selecting or clearing the **Active** check box. Edits can also be made as needed.

Set Up Recurring Payments

Vendor #: 400 Vendor Name: Utah Power & Light Company

Description: Monthly Power Bill Total Payment: \$100.00

InvoiceNo: Power ☒ Active

Add Allocation Delete Allocation

	Description	Qty	Unit Price	Subtotal	Tax Code	Tax %	Tax	Total	Dissection Code	GL Description
1	Power	1	100.000000	100.00	00	0.00	0.00	100.00	0101016500	utility expense

Close Save

- Click **Save** when finished making all changes.

**Note** Reactivating an inactive recurring payable will not retro activate the payable for those periods when it was not in use. The period a recurring payable is generated for is driven by the date of the batch; the transaction (batch) date.

## Placing an A/P Invoice on Hold

An A/P Invoice can be prevented from being paid by placing it on hold. This is done by selecting the **Hold** checkbox. An invoice placed on hold will not appear in the A/P Check Entry program to be selected for payment. Be aware, this check box only appears for invoices in a posted batch.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

AP Invoicing

Active Batches Posted Batches

3085 - New batch  
3086 - Credit Batch  
3087  
3089 - Recurring

Invoice Header Invoice Lines Allocations

Batch #: 3085 Batch and Transaction Date: 8/10/2009

Invoice #: misc81009 Invoice Date: 7/31/2009 ☒ Hold

Vendor #: 100 Vendor Name: Printing Company

Address: 445 west main  
Memphis, TN

ZIP: 453423

Due: 8/30/2009 Terms: 30 Days

Discount: 2 % If paid by: 8/10/2009

Details: Details print on check stub

File Name: Vendor\_Invoice.pdf Add File View File

Cancel Delete Save Header Start PO Lines Start Misc Lines

Batch#: 3085 - Date: 8/10/2009 (1 invoice(s), \$157.50) Invoice#: misc81009 - Date: 7/31/2009 - Subtotal: \$150.00 - Tax: \$7.50 - Total: \$157.50 - Vendor Code: 100

## Attaching a Scanned Image of a Vendor Invoice

**Setup required** Create a folder titled **ScannedFiles** and place it in the Live database. All scanned images must be in a .pdf format and saved to this folder.

Data	File Folder	2/9/2007 12:46 AM
Dosrun	File Folder	6/7/2007 9:58 AM
Export	File Folder	2/9/2007 12:46 AM
Media	File Folder	2/9/2007 12:46 AM
psextern	File Folder	7/6/2007 9:10 AM
quoteletters	File Folder	6/12/2007 9:37 AM
Reports	File Folder	7/9/2007 10:11 AM
ScannedFiles	File Folder	7/10/2007 10:36 AM

1. After entering the header information to the AP invoice, click the **Add File** button to the right of the **File Name** field. Windows Explorer opens directly to the **ScannedFiles** folder.

Invoice Header | Invoice Lines | Allocations

Batch #: 6064 Batch and Transaction Date: 6/16/2008

Invoice #: 4361 Invoice Date: 6 / 1 / 2008 ☐ Hold

Vendor #: 100 Vendor Name: PRINTING COMPANY

Address: 1234 WESTOVER AVE  
ST PAUL, MN

ZIP: 34020

Due: 7/10/2008 Terms: 10th of the month

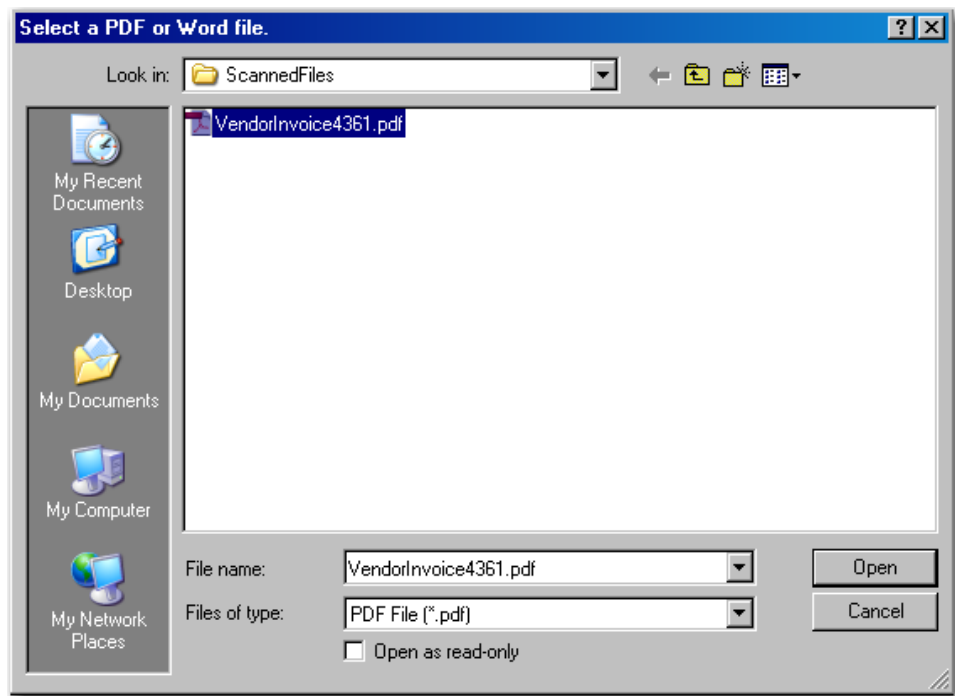
Discount: 10 % If paid by: 7/10/2008

**This Vendor always qualifies for Discount**

Details:

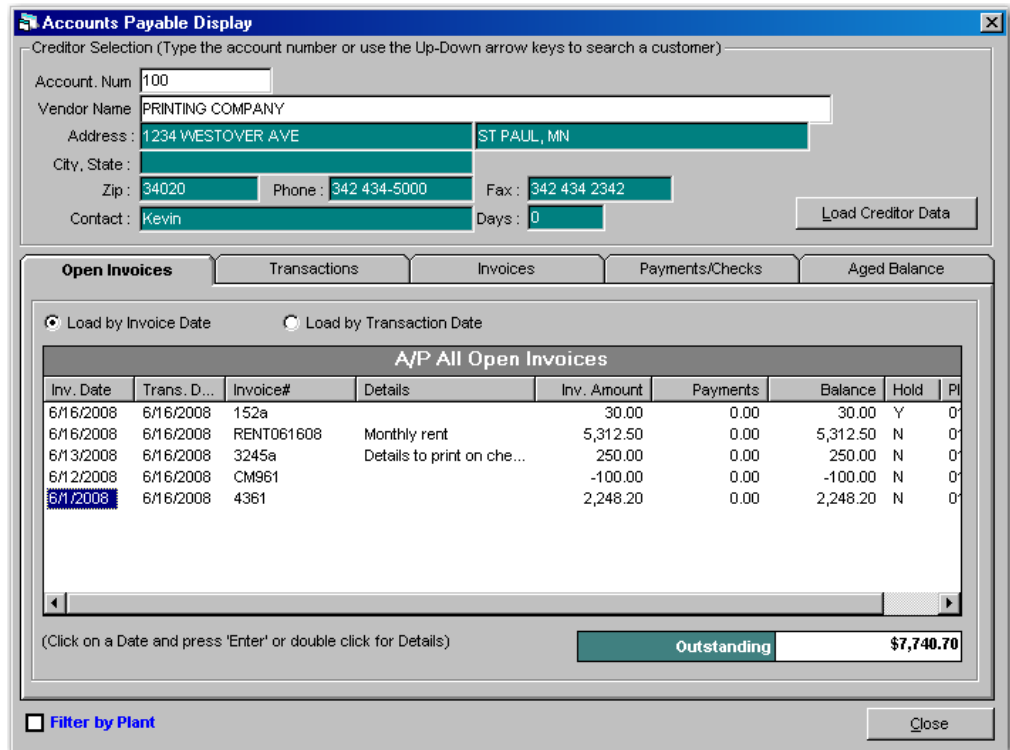
File Name:

- 2. Select the file to attach to the Invoice header.



- 3. After the file has been selected, the file name displays in the **File name** field.
- 4. Click the **View File** button to see the attached file.

You can also view the scanned image from AP Display. Select the vendor account number and double-click the invoice.





5. Click the **View Vendor Invoice** button to display the invoice.

**Invoice Details And Payments Applied**

**Invoice :** 4361      **Inv Date :** 6/1/2008      **Trans. Date :** 6/16/2008  
**Batch# :** 6064      **Due :** 7/10/2008      **Period :** 9/2008      **Posted :** No  
**Order :** 916      **Details :**

Invoice Details					
Desc	Quantity	Account# (expense)	Tax	Net	
Details	2.00	01-01-5015	0.00	250.00	
Non-inventory line item detail	5.00	01-01-5015	0.00	550.00	
PURCHASE LIST	310,000.00	01-01-2300 >> 01-01 ...	0.00	998.20	
	300.00	01-01-1200 >> 01-01 ...	0.00	300.00	
PO Details	2.00	01-01-5015	0.00	150.00	

View VendorInvoice4361.pdf

<b>Total</b>	<b>\$2,248.20</b>
<b>Payments</b>	<b>\$0.00</b>
<b>Discount</b>	<b>\$0.00</b>
<b>Payments Owing</b>	<b>\$2,248.20</b>

Payments Applied Against This Invoice						
Date	Voided	Payment#	Check#	Details	Allocated	

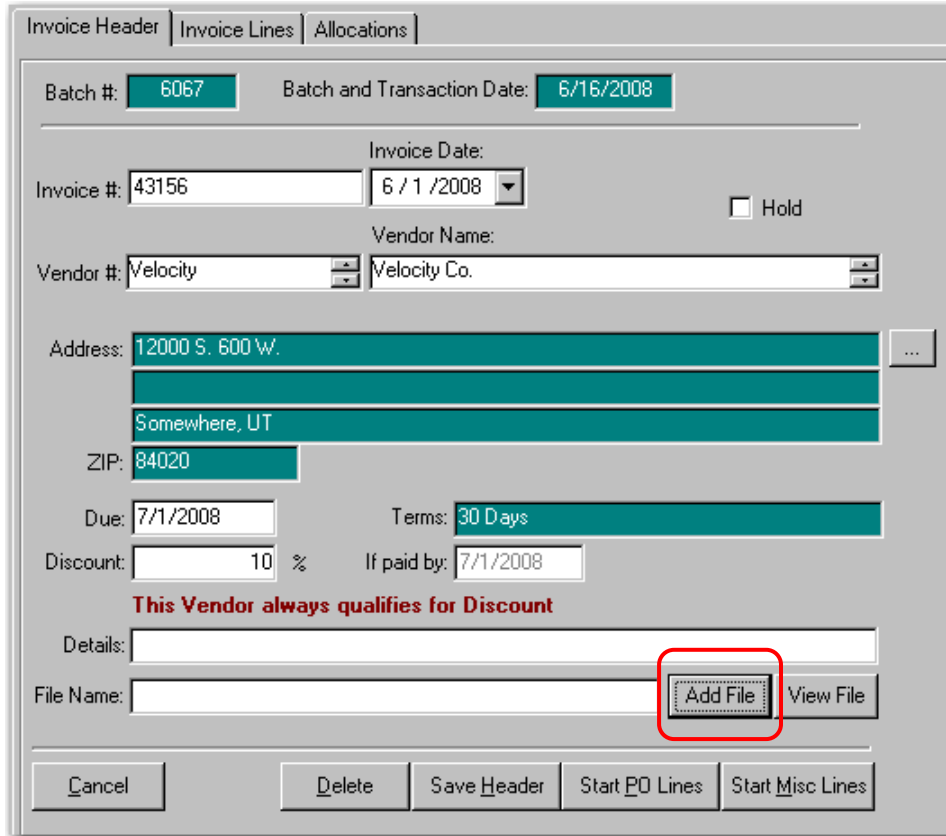
Close

## Attaching a Word Document to an A/P Invoice Header

**Note** No additional Setup needed.

In AP Invoicing, you have an option to add a Word document to the invoice header.

1. Click **Add File**.

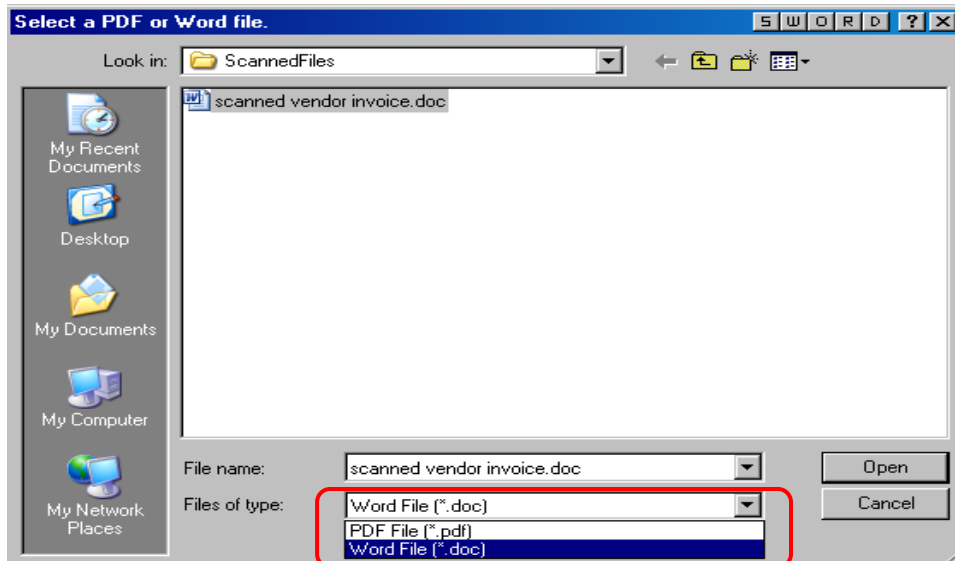


The screenshot shows the 'Invoice Header' tab of a software interface. The form contains various fields for invoice details:
 

- Batch #:** 6067
- Batch and Transaction Date:** 6/16/2008
- Invoice #:** 43156
- Invoice Date:** 6 / 1 / 2008
- Vendor #:** Velocity
- Vendor Name:** Velocity Co.
- Address:** 12000 S. 600 W., Somewhere, UT
- ZIP:** 84020
- Due:** 7/1/2008
- Terms:** 30 Days
- Discount:** 10 %
- If paid by:** 7/1/2008
- Details:** (empty text area)
- File Name:** (empty text area)

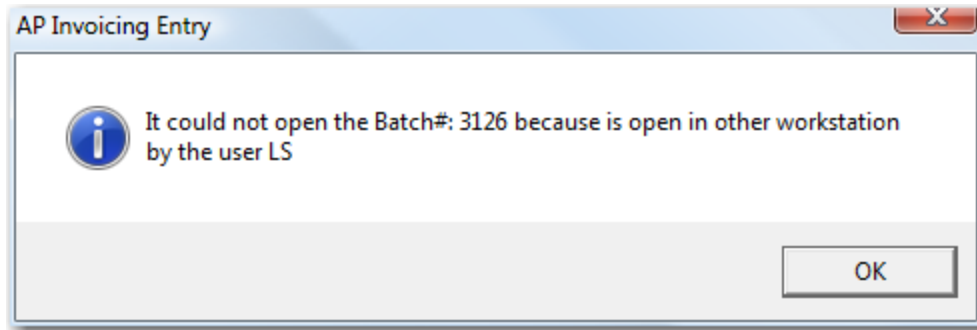
 A red rectangle highlights the 'Add File' button located next to the 'File Name' field. Other buttons at the bottom include 'Cancel', 'Delete', 'Save Header', 'Start PO Lines', and 'Start Misc Lines'.

2. Select a file type: i.e., **PDF** or **Word**.



## Locked Batch

PrintStream only allows one user at a time to work in an AP invoice or AP check batch. If you attempt to open a batch currently in use, PrintStream displays the following message referencing the user which is currently working in the batch:



For another user to access the batch, the user logged into the batch, LS in the example above, must exit the batch.

## Posting an A/P Invoice Batch to the General Ledger

Posting Accounts Payable Invoices takes place in the Accounts Payable Invoicing module. Select AP Invoicing from the menu.

All open A/P batches are listed under the **Active Batches** tab. Highlight the batch to be posted by clicking it, then right-click the highlighted batch and select **Post Batch**.

The Post A/P Batch screen opens showing the allocation of the invoice entries made in the batch. If an error is detected, close the Post Batch screen, open the batch containing the invoice by either double-clicking the batch number or clicking the plus sign next to the batch, find the invoice(s) in question, and correct the entry.

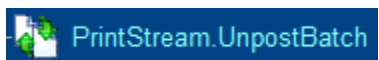
When all invoice entries are correct, right-click the highlighted batch, select **Post Batch**, and click **Post** in the lower right corner of the Post A/P Batch screen.

After the posting is complete, a Batch Summary Display Report opens summarizing the transactions posted. This report can be printed, if needed.

## Un-post AP Invoice Batch

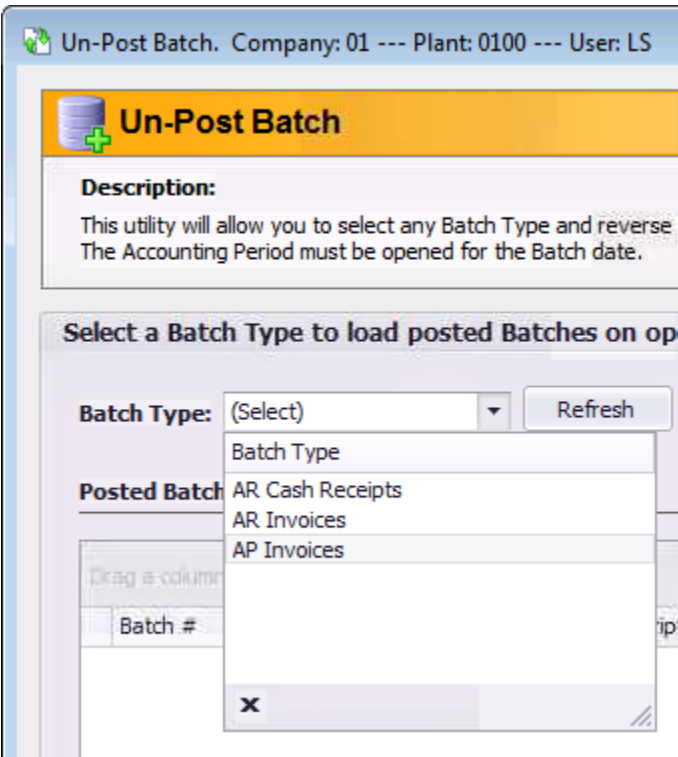
### Overview

The standalone PrintStream.UnpostBatch module allows certain types of batches, including AP invoice ones, to be un-posted.

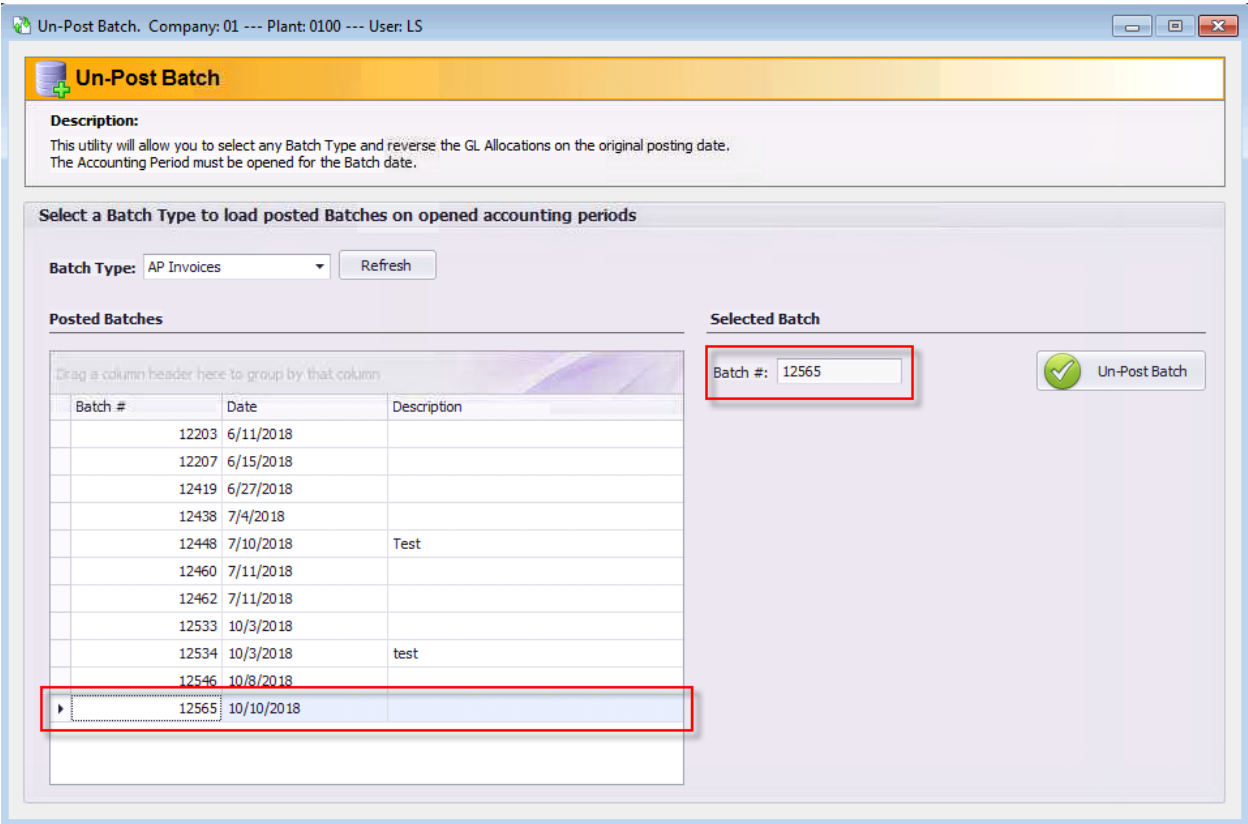


### Un-posting Process

Once the module is open, select the Batch Type to load to the grid, using the drop-down list accessed at the right of this field.



All posted batches of the selected type, within the current open accounting period, will then load. Select a batch to work with by clicking it in the grid.



Right clicking a selected batch in the grid will open an additional menu. Clicking **View GL Posting Report** will show the existing general ledger allocations.

Un-Post Batch. Company: 01 --- Plant: 0100 --- User: LS

### Un-Post Batch

**Description:**  
This utility will allow you to select any Batch Type and reverse the GL Allocations on the original posting. The Accounting Period must be opened for the Batch date.

**Select a Batch Type to load posted Batches on opened accounting periods**

Batch Type: AP Invoices Refresh

**Posted Batches**

Drag a column header here to group by that column

Batch #	Date	Description
12203	6/11/2018	
12207	6/15/2018	
12419	6/27/2018	
12438	7/4/2018	
12448	7/10/2018	Test
12460	7/11/2018	
12462	7/11/2018	
12533	10/3/2018	
12534	10/3/2018	test
12546	10/8/2018	
12565	10/10/2018	

Un-Post Batch

View GL Posting Report

## General Ledger Posting Report

Page 1 of 1

Batch # 12565

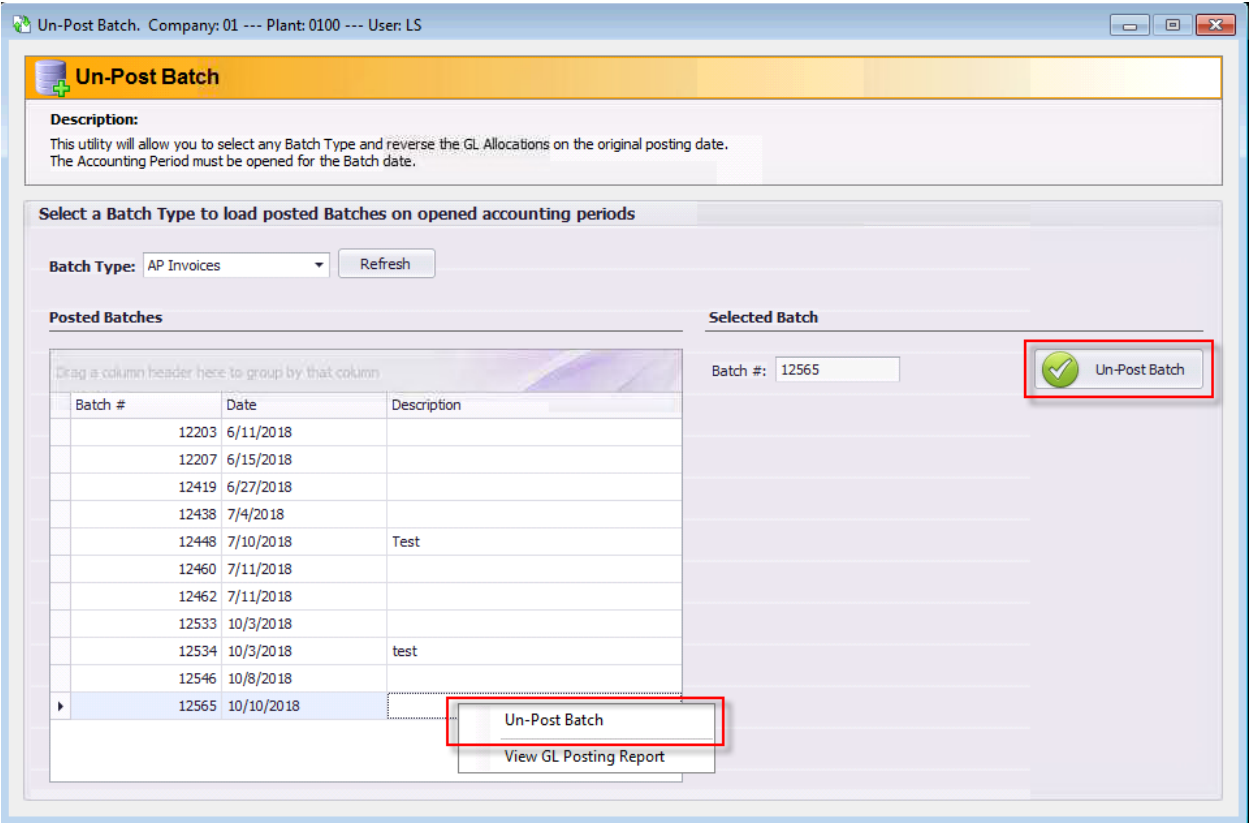
Printed 10/11/2018 2:45:28 PM

Batch Type CI

For LS

Account	Account Description	Debit	Credit
01-01-01-2800	Purchasing Accrual	\$122.00	
01-01-01-2000	Accounts Payable		\$122.00
Batch Total		\$122.00	\$122.00

When ready to un-post the batch, either select the Un-Post Batch option, from the additional menu, or click the **Un-Post Batch** button, in the middle right portion of the screen.



The selected batch will now disappear from the list in grid of posted batches...

Un-Post Batch. Company: 01 --- Plant: 0100 --- User: LS

### Un-Post Batch

**Description:**  
This utility will allow you to select any Batch Type and reverse the GL Allocations on the original posting of the batch. The Accounting Period must be opened for the Batch date.

**Select a Batch Type to load posted Batches on opened accounting periods**

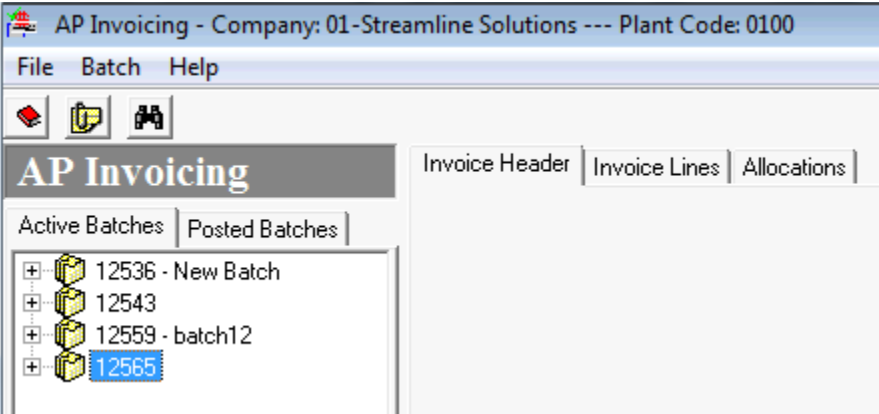
Batch Type: AP Invoices Refresh

**Posted Batches**

Drag a column header here to group by that column

Batch #	Date	Description
12203	6/11/2018	
12207	6/15/2018	
12419	6/27/2018	
12438	7/4/2018	
12448	7/10/2018	Test
12460	7/11/2018	
12462	7/11/2018	
12533	10/3/2018	
12534	10/3/2018	test
▶ 12546	10/8/2018	

...and show up in the Active tab in the AP Invoicing module.



Work with the un-posted batch, just like any other Active batch, and re-post as normal.

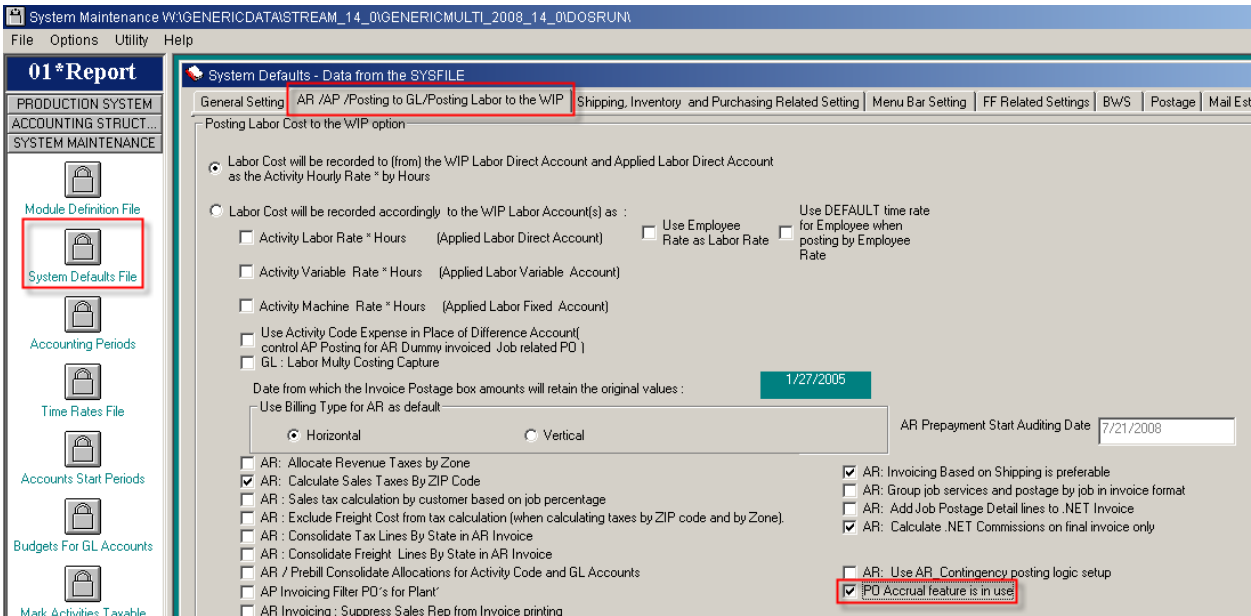
# Purchase Order Accrual

## Overview

When a receipt for a purchase order (PO) line is entered into PrintStream, there is no impact to the General Ledger. The GL is not impacted until the accounts payable (AP) invoice for the PO line is entered into the system and posted. The PO Accrual feature provides an automated method for the system to accrue for any type of PO line receipt and then have the accrual reversed when the AP invoice is entered.

## Setup

The PO Accrual feature must first be activated in the database. Please contact EFI PrintStream Support.





A GL account must also be linked as the accrual control. It is suggested that this be liability type account and it is probably best to create a new account to use. Link the account in the GL Plant Control Accounts area.

System Maintenance W:\GENERICDATA\STREAM\_14\_0\GENMULTI\_2008\_14\_0\DOSRUN - [GLPlant Control Accounts Linkage]

File Options Utility Help

**01\*Report**

PRODUCTION SYSTEM  
ACCOUNTING STRUCT...

Posting Labor Activities(Special Setting)

**GL Plant Control Accounts**

Price Variance

Spoilage Control Accounts for the Produc...

Multi Company Special Settings

Categories For 1099 Form

01 Streamline Solutions

0100 01 San Rafael

	Plant Control Account	GL	GL Branch	GL	GL	GL Account	GL Account Description
14	AR_PSTTaxCntrl						
15	AR_QSTTaxCntrl						
16	ARCommissionsAccruals	01	Main Branch	01	Main Depart	2175	Commission Accrual
17	ARCommissionsAdvancedP	01	Main Branch	01	Main Depart	1175	Commission Advance
18	ARCommissionsExpense	01	Main Branch	01	Main Depart	6175	Commission Expense
19	ARCommissionsPayroll	01	Main Branch	01	Main Depart	6275	Comm. Payroll Expense (contra)
20	ARControlAccount	01	Main Branch	01	Main Depart	1500	accounts receivable
21	ARCustomerJobPrepayment	01	Main Branch	01	Main Depart	2150	Job Prepayment Liability
22	ARDefaultRevenue	01	Main Branch	01	Main Depart	4000	sales revenue
23	ARDiscount	01	Main Branch	01	Main Depart	5000	ar discount
24	ARMaterialsStorageRevenue	60	Control Brar	01	Control Depa	4100	Misc Revenue
25	AROffsetAccount						
26	ExtraCosts	01	Main Branch	01	Main Depart	6200	extra costs
27	FG_DiffLabCostMarketAmt	01	Main Branch	01	Main Depart	8011	Lower of Cost or Market - Labor
28	FG_DiffMatCostMarketAmt	01	Main Branch	01	Main Depart	8010	Lower of Cost or Market - Materials
29	FGLabContraExpense						
30	FGMatContraExpense						
31	FreightAccount	01	Main Branch	01	Main Depart	4100	freight revenue
32	LaborWaste	01	Main Branch	01	Main Depart	6150	labor spoilage
33	MaterialSpoilage	01	Main Branch	01	Main Depart	6100	material spoilage
34	PO_AccrualCntrlAcct	01	Main Branch	01	Main Depart	2800	Purchasing Accrual
35	PostageAdjustments	01	Main Branch	01	Main Depart	6400	postage spoilage
36	PostageDennsits	01	Main Branch	01	Main Depart	2100	postage liability

## Cleanup

Old PO lines that were physically received to the company, but did not have receipts entered into PrintStream, should either be deleted or closed using the Mark Purchase Orders as Closed utility.

Any PO line that was Dummy invoiced in the AR Invoicing Entry module, but not yet AP invoiced before the PO Accrual feature is activated will follow the Dummy Invoice process flow.

Note: Once the PO Accrual feature is activated all transactions will be handled using this logic. This means that new transactions entered into past periods will be accrued for.

## Creating a Purchase Order

There is no change in how purchase orders are created in this process.

## Recording PO Receipts

Enter receipts for PO lines as normal. No special processing is required. However, once the accrual has been posted via the General Ledger, editing the purchase order receipt will not be allowed.

Inventory Manager---genmulti\_2008\_14\_0\_dosrun--- Company: 01 --- Plant: 0100 --- User: BRANDON

My PageQuick LinksMaster FilesTransactionsInventory SetupSettings and Utilities

POReceipt x

PO Details

Add New ReceiptEdit ReceiptRemove ReceiptReceive All Job RelatedView / Print All receiptsPrint/PreviewPrint OptionHel

Purchase Receipts

PO Number: 2956Vendor Name: Printing Company

		Purchase Orderline Details	Item #	Inventory Code	Section	Due Date	Job Number	Quantity	Quantity Received	Original Cost	Purchase Order	Item Des
>		1	Job specific items			1/20/2015	100082	100	105	\$84.26	2956	

Streamline.Inventory.Receipt.MaintenanceReceipt cannot be edited as was Posted To PO Accrual with the GL Batch No 9803OK

## Accrual Posting

The accruals for the various receipts are posted in the General Ledger module, under the new Post PO Accrual to G/L option. Enter the date range to post for and click the **Check Posting** button.

The screenshot shows the 'General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael' window. In the left sidebar, under the '01\*General' section, the 'Post PO Accrual to G/L' option is selected and highlighted with a red box. The main window displays the 'Post PO Accrual' dialog box. This dialog box has a title bar with a close button (X). It contains a 'Using Batch Number:' field. Below this, a red box highlights the 'From the Dates Range' section, which includes two date pickers: '1/20/2015' and '1/26/2015'. Below the date pickers, there are fields for 'Period:' (set to 4) and 'Year' (set to 2015). At the bottom of the dialog box, there is a large teal rectangular area. A red box highlights the 'Check Posting' button, and a 'Close' button is also visible.

Click **OK** to proceed with the posting preview.

The screenshot shows an 'Information' dialog box with a title bar and a close button (X). It contains an information icon (i) and the following text: 'PO Receipts will be collected for Accrual Posting for the Date Range from 1/20/2015 to 1/26/2015 based on the Receipt Delivery Date'. At the bottom of the dialog box, there is an 'OK' button.

The preview will show which GL accounts will be affected once the actual posting is completed. The following example is for a job-related PO line. The GL account linked to the PO Accrual Control Account, as defined in the setup, will be credited, while the WIP account is debited because this is a job-related accrual.

View transactions before posting...

1 of 2100%2 of 2

01 Streamline Solutions

PO Accrual Posting Summary Report

Posting Items For the Dates Range: 1/20/2015 1:54:21PM

Data is collected for posting for the Date Range from 1/20/2015 to 1/26/2015 Period 4 Year 2015

2:00:33PM

Page 1 of 2

	PO Number	Line	Receipt No	Qty	Debit	Credit	Descr
1/20/2015 1:54:21PM	2956	1	15249	100		80.25	R opt#:15249 Job specific items
01 01 01 2800	Purchasing Accrual						
	2956	1	15249		80.25		R opt#:15249J ob specific items
01 01 01 1200	wip						

Posting AP Accrual Report Grouped By GL Accounts

Debit Account 0101011200 wip

1/20/15 PO #: 2956 42000 0101012800 Purchasing Accrual 100 \$80.25 R opt#:15249  
Job specific  
items

Credit Account 0101012800 Purchasing Accrual

Debit Account 0101011200 wip

\$80.25

\$80.25

Close the preview screen to proceed. A batch number will automatically be assigned and the **Check Posting** button will have changed to **Post Transactions**. Click the **Post Transactions** button to complete the process or **Cancel** to abort the posting.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

**01\*General**

- G/L REPORTS
- G/L ENTRIES
- DISPLAY PROGRAMS
- G/L POSTING
- Post G/L Batch
- Post G/L Standing Journals
- Post Materials, Postage and Inventory to G/L
- G/L Post Labor
- Post PO Accrual to G/L

**Post PO Accrual** [X]

Using Batch Number: 9803

From the Dates Range 1 /20/2015 1 /26/2015

Period: 4 Year 2015

Post Transactions Cancel

If you have selected to post, the following message will appear. Click **OK** to proceed with the posting.

**Information** [X]

PO Receipts will be collected for Accrual Posting for the Date Range from 1/20/2015 to 1/26/2015 based on the Receipt Delivery Date

OK

The actual posting report will appear, referencing the assigned batch number.

Batch No	Journal No	Journal Date	Dr	Cr
9,803	0	1/26/2015		
	01-01-01-2800	Purchasing Accrual	80.25	80.25
	01-01-01-1200	wip		80.25
	Total For Journal No	0	80.25	80.25
	Total For Batch No	9,803	80.25	80.25

At this point, the accrual posting process is complete and the posting report may be closed.

## AP Invoicing

AP Invoices will be processed as normal. The related GL allocations show a debit to the Purchasing Accrual (liability) account and a credit to the Accounts Payable (liability) account; completing the accrual reversal.

Account	Debits	Credits
01-01-2800 Purchasing Accrual	\$80.25	
01-01-2000 Accounts Payable		\$80.25
TOTAL	\$80.25	\$80.25

# Printing A/P Checks

## Creating an AP Check Batch

### To create a check processing batch

1. Select the **Check Entry (Auto/Manual)** icon within the AP Check Entry program.  
The New A/C Payable Checks Batch screen opens.

The screenshot shows the 'AP Check Entry' window for 'Company: (01) Streamline Solutions - Plant: 0100'. On the left sidebar, the 'Check Entry (Auto/Manual)' icon is highlighted with a red box. The main window displays the 'AP Batch Selection' screen with a 'Batch Summary' table and 'Selection Criteria' section. Overlaid on this is the 'New A/C Payable Checks Batch' dialog box, which contains the following fields:

Batch Summary	
Batch#:	Total
Period:	
Year:	

Invoices	Manual	Auto	Total
Discounts			
Payments			

**Selection Criteria**

List of Vendors with Invoices:   ☐ **Posted Invoices Only**

**New A/C Payable Checks Batch**

Company: Streamline Solutions  
 Plant: 0100  
 Bank Account #: 453453 (dropdown) ACCT REV cash 453453  
 GL Account: 01-01-1000 Cash  
 Batch Type: Vendor Payments (dropdown)  
 Batch Date: 8 /12/2009 (dropdown)  
 Description:

Buttons:

2. Select the cash account the funds should be drawn from.
3. Verify the **Batch Date**.
4. Enter the **Description** of your batch, if desired.
5. Click **OK**.

Remember, the date entered for the batch determines the period the check batch is posted to.

PrintStream assigns the next available batch number to the check batch, which displays in the batch summary section of the Check Entry screen. The summary section also provides the period and year the batch falls within, along with a break-down in dollars of the manual vs. auto checks selected.

## Selecting Invoices to Pay

AP Check Entry Company: (01) Alaska Incorp - Plant: 0100

File Batch Options Help

**AP Checks**

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/View Check Register

Void Checks

AP Quick Check Entry

**AP Batch Selection (Vendor Payments)**

Batch Summary:

	Manual	Auto	Total
<b>Batch#:</b> 1909			
<b>Invoices</b>	0.00	1,516.70	1,516.70
<b>Period:</b> 4			
<b>Discounts</b>	0.00	0.00	0.00
<b>Year:</b> 2011			
<b>Payments</b>	0.00	1,516.70	1,516.70

**Selection Criteria** Select Invoices

List of Vendors with Invoices: Select All Clear Selection

☐ **Posted Invoices Only**

	Vendor #	Vendor Name	Priority Level
1	100	Printing Company	1
2	200	Mail Company	2
3	500	Draper Paper	
4	ACM01	ACME WIDGETS INC.	
5	APrinter	Another Printer	
6	BAM01	Bamboo Too	
7	cast	Castle Data	
8	DPHOUSE	DP House Inc.	
9	NYENV	New York Envelope Co.	
10	Velo	Velocity Inc.	
11	VEN1	Leah's Limo Service, LTD	

Check Date: 1/7/2011

Select Invoices:

☒ Due By: 1/7/2011

☐ With Discount to:

Calculate Discount on Tax?

☒ No ☐ Yes

Type Vendor number & select action:

Vendor#:

Select Invoices for Plants:

☒ 0100

Remove Batch Close Save

1. Select the **Posted Invoices Only** check box if you want to view only invoices that have been posted to the GL and are not placed on hold. Otherwise, PrintStream lists both posted and unposted invoices under the **Select Invoices** tab.
2. The current date, which also serves as the check date, appears in the **Check Date** box. This date can be changed; however, the date selected must be in the same period as the AP Check batch.
3. Determine if you would like to select the invoices to be paid by the **Due By** or the **With Discount To** option. Based on the option selected, enter the appropriate date in the field provided.
4. The Calculate Discount on Tax option is primarily for Canadian Users, who can change the default to calculate discounts with sales tax included.
5. The list of vendors displayed is based on those vendors who show open invoices on their account. They are sorted by the **Vendor #**; however, to sort by the vendor name, double-click the **Vendor Name** column heading and vice-versa.

**Note** Unlike other batch types in PrintStream, only one check batch can be open at a time. Also, if an A/P Quick Check Entry batch is open, you will not be able to create a new Auto/Manual Check Entry batch until you have completed processing the AP Quick Check batch.



6. To select the vendors you wish to pay, select the check box provided to the right of each vendor's account name. If you want to select all the vendors that display, click **Select All**.

AP Check Entry Company: (01) Alaska Incorp - Plant: 0100

File Batch Options Help

### AP Checks

- Checks
- Check Entry (Auto/Manual)
- Check Processing
- Posting to GL/ View Check Register
- Void Checks
- AP Quick Check Entry

### AP Batch Selection (Vendor Payments)

Batch Summary

Batch#:	1909	Invoices	0.00	1,516.70	1,516.70
Period:	4	Discounts	0.00	0.00	0.00
Year:	2011	Payments	0.00	1,516.70	1,516.70

Selection Criteria Select Invoices

List of Vendors with Invoices: **Select All** Clear Selection

	Vendor #	Vendor Name	Priority Level	
1	100	Printing Company	1	<input checked="" type="checkbox"/>
2	200	Mail Company	2	<input checked="" type="checkbox"/>
3	500	Draper Paper		<input checked="" type="checkbox"/>
4	ACM01	ACME WIDGETS INC.		<input type="checkbox"/>
5	APrinter	Another Printer		<input type="checkbox"/>
6	BAM01	Bamboo Too		<input type="checkbox"/>
7	cast	Castle Data		<input type="checkbox"/>
8	DPHOUSE	DP House Inc.		<input type="checkbox"/>
9	NYENV	New York Envelope Co.		<input type="checkbox"/>
10	Velo	Velocity Inc.		<input type="checkbox"/>
11	VEN1	Leah's Limo Service, LTD		<input type="checkbox"/>

☐ Posted Invoices Only

Check Date: 1/7/2011

Select Invoices:

☒ Due By: 1/7/2011

☐ With Discount to:

Calculate Discount on Tax? ☒ No ☐ Yes

Type Vendor number & select action:

Vendor#:

Select Invoices for Plants:

☒ 0100

Remove Batch Close Save

**Note** To narrow down your search to one vendor, enter the vendor's account number in **Vendor #** and click **Select**. PrintStream searches for the vendor's account number entered and automatically selects the vendor's account for open invoices.

7. For multi-plant users, select the facility for which you would like to see the open invoices by checking the appropriate box in the **Select Invoices for Plants** area.
8. Once all appropriate vendor(s) have been selected, click the **Select Invoices** tab.

9. Select the invoices you wish to pay by clicking the box provided in the left column. To clear, simply click the box again to remove the check mark.

**AP Check Entry** Company: (01) Streamline Solutions - Plant: 0100

File Batch Options Help

**AP Checks**

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL / View Check Register

Void Checks

AP Quick Check Entry

**AP Batch Selection (Vendor Payments)**

**Batch Summary**

Batch#	Manual	Auto	Total
2310	0.00	15,886.73	15,886.73
Period: 12	0.00	148.03	148.03
Year: 2012	0.00	15,738.70	15,738.70

**Selection Criteria**

Exp. Check Date: 9/5/2012

Invoices Due By: 9/5/2012

With Discount to:

Calculate discount on tax: No

**Select Invoices**

Select All Clear Selection Available: 18 Selected: 52

Priority Level From: 2 To: 2

Select By Priority Level

Total Priority Selected: \$15,738.70

Vendor #	Priority Level	Vendor Name - Address No.	Separate Check	Invoice #	Plant Code	Due/Disc. Date **	Inv. Balance	Discount	Payable Amount	Detail	EFT	Check
Aspace		West Jordan Mailing - #0		232	0100	10/31/2008 **	\$2.00	\$0.20	\$1.80			
Aspace		West Jordan Mailing - #0		898090	0100	05/01/2010 **	\$0.00	\$0.00	\$0.00			
100	2	Printing Company - #0		po 399	0100	02/17/2011	\$55.00	\$0.00	\$55.00			
100	2	Printing Company - #0		test 1	0100	03/03/2011 **	\$25.00	\$0.25	\$24.75			
100	2	Printing Company - #0		31603	0100	03/31/2011	\$8.80	\$0.00	\$8.80			
100	2	Printing Company - #0		test 2	0100	03/31/2011 **	\$487.00	\$4.66	\$482.34			
100	2	Printing Company - #0		po 424	0100	04/29/2011	\$550.00	\$0.00	\$550.00			
100	2	Printing Company - #0		misc 50101	0100	05/31/2011	\$55.00	\$0.00	\$55.00			
100	2	Printing Company - #0		po 427	0100	06/15/2011	\$194.70	\$0.00	\$194.70			
100	2	Printing Company - #0		po 428	0100	06/16/2011 **	\$60.50	\$0.58	\$59.92			
100	2	Printing Company - #0		po 428 2	0100	06/16/2011	(\$5.50)	\$0.00	-\$5.50			
100	2	Printing Company - #0		po 429	0100	06/17/2011	\$250.00	\$0.00	\$250.00			
100	2	Printing Company - #0		po 438	0100	07/14/2011 **	\$60.00	\$0.55	\$59.45			
100	2	Printing Company - #0		misc 06 20 11 01	0100	07/20/2011 **	\$55.00	\$0.55	\$54.45			
100	2	Printing Company - #0		msic 06 22 11 01	0100	07/22/2011 **	\$108.00	\$1.08	\$106.92			

Remove Batch Close Save

The total net dollar amount of the invoices selected, any applicable discounts taken and the total gross dollar amount of the invoices that have been selected for payment are displayed at the top of the screen in the **Batch Summary** area. The total number of invoices available and the number of invoices selected to be paid also appear.

#### Auto select invoice

The ability to auto select invoices by priority level is also available. For this feature to work, the vendor must have a priority level assigned, in the Master File Vendor record (please see the Master File Vendor document for specific setup instruction).

#### To auto select invoices by priority level

1. Set the Priority Level From/To numbers. There are three priority levels to choose from (1, 2 & 3). A single priority level can be selected by putting the same number in both the **From** and **To** fields.
2. Once the desired from/to has been set, click the **Select By Priority Level** button. PrintStream selects all open invoices for the priority level(s) selected, for all vendors, based on the due date criteria selected in the Selection Criteria screen. The total dollar value of the priority invoices selected displays in the **Total Priority Selected** field.

## Partial Payment of an Invoice

You can make a partial payment on an invoice.

1. After selecting it for payment, click the **Payable Amount** field and edit the dollar amount to be paid.

Manual checks can also be included in the same batch as auto computer generated checks. (Please refer to the **Entering A Manual Check** procedure in this documentation for further details.)

2. If necessary, you can adjust the discount on an invoice by clicking the **Discount Amount** field and editing the discount to be taken.
3. The list of selected creditors is sorted by the **Vendor #**. To sort by the vendor name, double-click the **Vendor Name** heading.

AP Check Entry Company (01) Alaska Incorp - Plant 0100

File Batch Options Help

### AP Checks

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/View Check Register

Void Checks

AP Quick Check Entry

#### AP Batch Selection (Vendor Payments)

Batch Summary

	Manual	Auto	Total
Invoices	0.00	1,516.70	1,516.70
Discounts	0.00	0.00	0.00
Payments	0.00	1,516.70	1,516.70

Selection Criteria

Exp. Check Date: 1/7/2011

Invoices Due By: 1/7/2011

With Discount to:

Calculate discount on tax: No

Select Invoices

Available: 3  
Selected: 6

Priority Level From: 1 To: 2

Select By: Priority Level

Total Priority Selected: \$1,516.70

Vendor #	Priority Level	Vendor Name - Address No.	Separate Check	Invoice #	Plant Code	Due/Disc. Date **	Inv. Balance	Discount	Payable Amount	Detail	EFT	Check No	Chec
100		1 Printing Company - #0		ijlkj	0100	07/31/2008	\$634.70	\$0.00	\$634.70				
100		1 Printing Company - #0		back date	0100	01/31/2009	\$777.00	\$0.00	\$777.00				
100		1 Printing Company - #0		43	0100	05/01/2009	\$0.00	\$0.00	\$0.00				
100		1 Printing Company - #0		po595	0100	07/31/2009	\$55.00	\$0.00	\$55.00				
100		1 Printing Company - #0		po596	0100	07/31/2009	\$50.00	\$0.00	\$50.00				
200		2 Mail Company - #0		43561	0100	02/17/2007	\$0.00	\$0.00	\$0.00				
500		Draper Paper - #0		po497	0100	05/31/2008	\$0.00	\$0.00	\$0.00				
500		Draper Paper - #0		po499	0100	05/31/2008	\$969.00	\$0.00	\$969.00				
500		Draper Paper - #0		po 503	0100	05/31/2008	\$969.00	\$0.00	\$969.00				

Remove Batch Close Save

4. Once you have completed your selection, select **Save** and then **Close**.
5. By default, PrintStream groups all a vendor's invoices, with the same address, and prints one group check for the total of those invoices. The vendor address is selected at the time of AP Invoice entry and cannot be edited at the check processing stage.

If the selected invoices have different addresses, one check per address group is printed. A separate check may also be printed per invoice.

To do this, check the box in the **Separate Check** column for that invoice.

AP Check Entry Company: (01) Alaska Incorp - Plant: 0100

File Batch Options Help

AP Checks

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/ View Check Register

Void Checks

AP Quick Check Entry

AP Batch Selection (Vendor Payments)

Batch Summary

Batch#: 1909

Period: 4

Year: 2011

	Manual	Auto	Total
Invoices	0.00	1,516.70	1,516.70
Discounts	0.00	0.00	0.00
Payments	0.00	1,516.70	1,516.70

Selection Criteria

Exp. Check Date: 1/7/2011

Invoices Due By: 1/7/2011

With Discount to:

Calculate discount on tax : No

Selection Criteria

Select All

Clear Selection

Available: 3

Selected: 6

Priority Level From 1

To 2

Select By Priority Level

Total Priority Selected \$1,516.70

Vendor #	Priority Level	Vendor Name - Address No.	Separate Check	Invoice #	Plant Code	Due/Disc. Date **	Inv. Balance	Discount	Payable Amount	Detail	EFT	Check No	Check
<input checked="" type="checkbox"/> 100	1	Printing Company - #0	<input type="checkbox"/>	ijlkj	0100	07/31/2008	\$634.70	\$0.00	\$634.70		<input type="checkbox"/>		
<input checked="" type="checkbox"/> 100	1	Printing Company - #0	<input type="checkbox"/>	back date	0100	01/31/2009	\$777.00	\$0.00	\$777.00		<input type="checkbox"/>		
<input checked="" type="checkbox"/> 100	1	Printing Company - #0	<input checked="" type="checkbox"/>	43	0100	05/01/2009	\$0.00	\$0.00	\$0.00		<input type="checkbox"/>		
<input checked="" type="checkbox"/> 100	1	Printing Company - #0	<input type="checkbox"/>	po595	0100	07/31/2009	\$55.00	\$0.00	\$55.00		<input type="checkbox"/>		
<input checked="" type="checkbox"/> 100	1	Printing Company - #0	<input type="checkbox"/>	po596	0100	07/31/2009	\$50.00	\$0.00	\$50.00		<input type="checkbox"/>		
<input checked="" type="checkbox"/> 200	2	Mail Company - #0	<input type="checkbox"/>	43561	0100	02/17/2007	\$0.00	\$0.00	\$0.00		<input type="checkbox"/>		
<input type="checkbox"/> 500		Draper Paper - #0	<input type="checkbox"/>	po497	0100	05/31/2008	\$0.00	\$0.00	\$0.00		<input type="checkbox"/>		
<input type="checkbox"/> 500		Draper Paper - #0	<input type="checkbox"/>	po499	0100	05/31/2008	\$969.00	\$0.00	\$969.00		<input type="checkbox"/>		
<input type="checkbox"/> 500		Draper Paper - #0	<input type="checkbox"/>	po 503	0100	05/31/2008	\$969.00	\$0.00	\$969.00		<input type="checkbox"/>		

Remove Batch

Close

Save

6. Now that the invoices have been selected for payment, select the **Check Processing** option.

## Check Printing

From the Check Processing screen, you can preview or print the Selected Invoice Report to verify that the invoices selected in the prior screen are in fact the invoices and the amounts you wish to pay. If changes need to be made, you can safely return to Check Entry and make any necessary adjustments.

AP Check Entry Company: (01) Streamline Solutions - Plant: 0100

File Batch Options Help

**AP Checks**

Check Entry (Auto/Manual)

Check Processing

Posting to GL/ View Check Register

Void Checks

AP Quick Check Entry

**Report and Print Checks**

Batch#: 3095 Check Date: 8/12/2009 Year: 2009 Period: 11

Bank Account: 453453 -- ACCT REV cash 453453

Check Status

	Printed	To be Printed	Total
Manual	0.00	0.00	0.00
Auto	0.00	6.00	6,007.50
<b>Total</b>	0.00	6.00	6,007.50

Selected invoice report

Preview Print

Report Printing Order

☒ Vendor Number ☐ Vendor Name

Auto check print/re-print

Starting Check#: Count of Checks: 5

Select All to Print Mark All as Printed (Double click on the column headers to sort and change the print order)

P/RP	Mark	Vendor #	Vendor Name - Address No.	Payable Amount
<input checked="" type="radio"/>	<input type="radio"/>	001	Just In Time - #0	\$550.00
<input checked="" type="radio"/>	<input type="radio"/>	400	Utah Power & Light Company - #0	\$100.00
<input checked="" type="radio"/>	<input type="radio"/>	500	Draper Paper - #0	\$4,750.00
<input checked="" type="radio"/>	<input type="radio"/>	NYENV	New York Envelope Co. - #0	\$266.50
<input checked="" type="radio"/>	<input type="radio"/>	NYENV	New York Envelope Co. - #0	\$341.00

Change Printer Process Checks

### To print checks

1. The list of selected creditors is sorted by the **Vendor #**. To sort by the vendor name, double-click the **Vendor Name** heading.
2. Indicate the order you prefer the checks to print by selecting either **Vendor Number** or **Vendor Name**. This may be convenient for alphabetical filing purposes.
3. Click the **Change Printer** button to select or change the default printer.

4. Enter the **Starting Check #** and click **Process Checks**. (Verify the check stock is loaded correctly in the printer, beforehand.) If manual checks are included in the batch, enter the first auto check number in the Process Checks box.
5. If you do not need to print a physical check for a selected invoice, click the radio button next to the vendor listed under the **Mark** column. If a physical check is not needed for any of the invoices selected, click **Mark All as Printed**. Continue to process the check run as instructed. (The **Mark All as Printed** option processes the check transactions within PrintStream without printing a physical check.)

**Note** Checks print on 8.5" x 11", three-part stock (check, and two stubs). The vendor's invoice date (not transaction date) prints for each invoice. A total of nine invoices fit on each check stub. Checks paying more than nine invoices carry over onto the next page. Zero-dollar checks do not print.

AP Check Entry Company: (01) Streamline Solutions - Plant: 0100

File Batch Options Help

### AP Checks

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL / View Check Register

Void Checks

AP Quick Check Entry

### Report and Print Checks

Batch#: 3095 Check Date: 8/12/2009 Year: 2009 Period: 11

Bank Account: 453453 -- ACCT REV cash 453453

Check Status

	Printed	To be Printed	Total
Manual	0.00	0.00	0.00
Auto	0.00	6.00	6,007.50
Total	0.00	6.00	6,007.50

Selected invoice report

Preview Print

Report Printing Order

☒ Vendor Number ☐ Vendor Name

Auto check print/re-print

Starting Check#: 812001 Count of Checks: 5

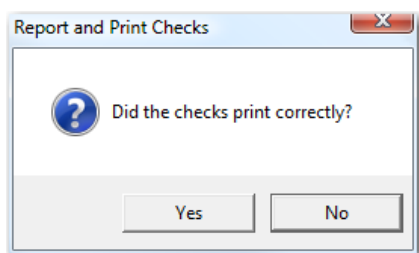
Select All to Print Mark: All as Printed (Double click on the column headers to sort and change the print order)

P/R	Mark	Vendor #	Vendor Name - Address No.	Payable Amount
<input checked="" type="radio"/>	<input type="radio"/>	001	Just In Time - #0	\$550.00
<input checked="" type="radio"/>	<input type="radio"/>	400	Utah Power & Light Company - #0	\$100.00
<input checked="" type="radio"/>	<input type="radio"/>	500	Draper Paper - #0	\$4,750.00
<input checked="" type="radio"/>	<input type="radio"/>	NYENV	New York Envelope Co. - #0	\$266.50
<input checked="" type="radio"/>	<input type="radio"/>	NYENV	New York Envelope Co. - #0	\$341.00

Change Printer

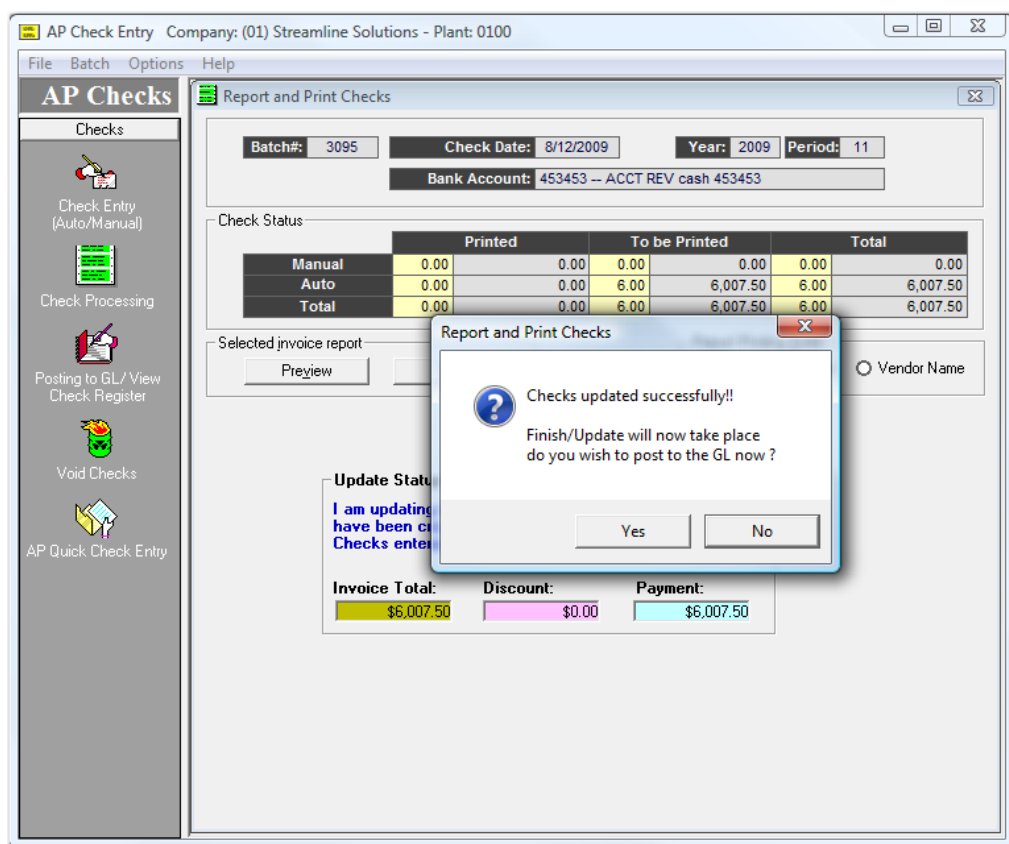
Process Checks

6. After the checks have printed, a Report and Print Checks prompt is received. Verify the checks printed correctly. These are the final step in the A/P Check Payment process.



If **Yes**:

- a. If the checks printed correctly, select **Yes**. You are given the option to post the checks printed to the General Ledger (Finish/Update).



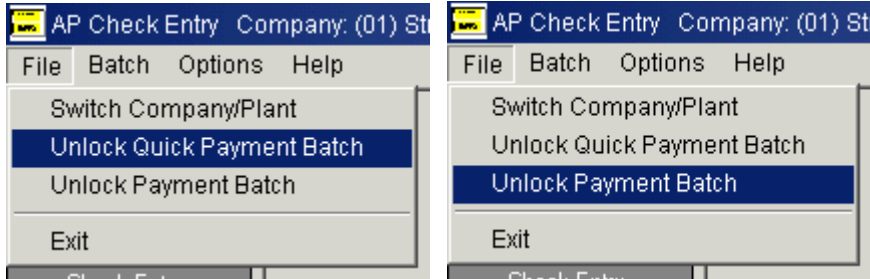
- b. Select **Yes** to go to the Post AP Checks screen, which references the open batch to be posted along with the period it is posted to. It also gives you the option to preview or print a check register, post, or cancel.
- c. After printing the check register (optional), select **Post**. A batch posting summary report is received indicating the batch has been posted to the General Ledger, and the vendor files have been updated. Select the X in the upper right to close the report.

If **No**:

- a. If the checks did not print correctly, select **No**. You can reprint the checks with the original check number or a different check number.
- b. At the post prompt, selecting **No** allows you to post the checks later. However, it is recommended to always post immediately after printing.

## Unlock Batch

Unlock options are available to try, for both Quick Payment and regular Payment batches, should you receive a message that the check batch is locked.



## Entering a Manual Check

A manual check is a check that was not computer generated. Two options are available when recording a manual check.

The first option is to record the entry in the Quick Check program. For more information on this feature, please refer to the section titled "AP Quick Check Entry".

### ***To enter a manual check***

1. For the second option, first record an A/P invoice in the system (follow the procedure from earlier in this document).
2. Once the invoice is recorded, follow the same procedure to create an AP Check batch as previously explained in this document.
3. The batch summary appears at the top of the screen. Select the vendor you have written the manual check to by clicking the box to the right of the vendor name.
4. Verify the date in **Select Invoices** is correct along with how you would like to select the invoices, i.e. **Due By** or **With Discount To**.



AP Check Entry Company: (01) Streamline Solutions - Plant: 0100

File Batch Options Help

### AP Checks

- Checks
  - Check Entry (Auto/Manual)
  - Check Processing
  - Posting to GL/ View Check Register
  - Void Checks
  - AP Quick Check Entry

### AP Batch Selection (Vendor Payments)

Batch Summary

	Manual	Auto	Total
Batch#: 3102			
Period: 11			
Year: 2009			
Invoices	0.00	290.00	290.00
Discounts	0.00	0.00	0.00
Payments	0.00	290.00	290.00

**Selection Criteria** Select Invoices

List of Vendors with Invoices:   ☐ **Posted Invoices Only**

	Vendor #	Vendor Name
1	Aspace	adfdf
2	001	Just In Time
3	10	NWC Print
4	100	Printing Company
5	400	Utah Power & Light Company
6	500	Draper Paper
7	54321	Mail Company
8	ACM01	ACME WIDGETS INC.
9	DMMVEND	DMM Test Vendor
10	DPHOUSE	DP House Inc.
11	NELS	Nelsen Company
12	NYENV	New York Envelope Co.
13	PRINT	PrintStream

Check Date: 8/12/2009

Select Invoices:

☒ Due By: 10/12/2009

☐ With Discount to:

Calculate Discount on Tax? ☒ No ☐ Yes

Type Vendor number & select action:

Vendor#:

Select Invoices for Plants:

☒ 0100

- After defining all parameters, click the **Select Invoices** tab.

6. Place a check mark in the grey box next to the invoice(s) the manual check paid. If a partial payment was made, you can change the dollar amount paid against the invoice by changing the amount in the Payable field.
7. Enter the check number the invoice was paid on in the **Check No** column, and then record the date the check was written in the **Check Date** column.

AP Check Entry Company: (01) Streamline Solutions - Plant: 0100

File Batch Options Help

**AP Checks**

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/ View Check Register

Void Checks

AP Quick Check Entry

**AP Batch Selection (Vendor Payments)**

Batch Summary

	Manual	Auto	Total
Batch#: 3102			
Invoices	100.00	0.00	100.00
Discounts	0.00	0.00	0.00
Payments	100.00	0.00	100.00

Selection Criteria

Exp. Check Date: 8/12/2009

Invoices Due By: 10/12/2009

With Discount to:

Calculate discount on tax : No

Selection Criteria

Select Invoices

Select All Clear Selection

Available: 9

Selected: 1

Vendor #	Vendor Name - Address No.	Separate Check	Payable Amount	Detail	EFT	Check No	Check Date
NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$3,056.20		<input type="checkbox"/>		
<input checked="" type="checkbox"/> NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$100.00		<input type="checkbox"/>	812006	08/10/09
NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$290.00		<input type="checkbox"/>		
NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$340.00		<input type="checkbox"/>		
NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$266.50		<input type="checkbox"/>		
NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$1.00		<input type="checkbox"/>		
NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$13,400.00		<input type="checkbox"/>		
NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$22,250.00		<input type="checkbox"/>		
NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$164.28		<input type="checkbox"/>		
NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	-\$12.86	Debit Memo for Office Supplier	<input type="checkbox"/>		

Remove Batch Close Save

8. Click **Save** and then **Close** when completed.
- Note** Manual checks can be included in the same batch as auto generated checks.
9. Choose **Check Processing** from the **Check** menu. Even though there are no checks to print, you must follow these steps to complete the A/P check batch.
  10. First, print or preview the Selected Invoice report.

11. After you preview or print the Selected Invoice report, you are given the option to post to the General Ledger (Finish/Update). This is the final step in the Manual Check Process.

AP Check Entry Company: (01) Streamline Solutions - Plant: 0100

File Batch Options Help

**AP Checks**

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/ View Check Register

Void Checks

AP Quick Check Entry

**Report and Print Checks**

Batch#: 3102 Check Date: 8/12/2009 Year: 2009 Period: 11

Bank Account: 453453 -- ACCT REV cash 453453

Check Status

		Printed	To be Printed	Total
Manual	1.00	100.00	0.00	1.00 100.00
Auto	0.00	0.00	0.00	0.00 0.00
<b>Total</b>	<b>1.00</b>	<b>100.00</b>	<b>0.00</b>	<b>1.00 100.00</b>

Selected invoice report

Preview

Report and Print Checks

Finish/Update will now take place do you wish to post to the GL now?

Yes No

Update Status

I am updating have been checked Checks enter

Invoice Total: \$100.00 Discount: \$0.00 Payment: \$100.00

Vendor Name

Selecting **No** gives you the ability to post the checks at a later time. It is recommended to always post immediately after printing.

Selecting **Yes** starts the process to post the manual checks to the General Ledger and update the vendor files. A Post AP Checks screen appears, referencing the open batch to be posted along with the period it will be posted to. It also gives you the option to preview or print a check register, post or cancel. Print the Check Register (optional), and then select **Post**.

12. You will receive a Batch Posting Report indicating the batch has been posted. To close the screen, click the X in the upper right of the report.

AP Check Entry Company: (01) Streamline Solutions - Plant: 0100

File Batch Options Help

**AP Checks**

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/ View Check Register

**Post AP Checks**

Post Batch#: 12714 Period: 12 Year: 2021

Batch Type: Vendor Payment

☒ Export Checks to the APCheckList.mdb

Preview/Print Check Register Post Cancel

## Entering an EFT Payment

Follow the same procedure to create an AP Check batch as previously explained in this document.

### To enter an EFT Payment

1. The batch summary appears at the top of the screen. Select the vendor you have paid with the EFT by clicking the box to the right of the vendor name.
2. Verify the date in the **Select Invoices** to date is correct along with how you would like to select the invoices, i.e. **Due By** or **With Discount To**. After you have defined all parameters, click the **Select Invoices** tab.

AP Check Entry Company: (01) Streamline Solutions - Plant: 0100

File Batch Options Help

### AP Checks

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/View Check Register

Void Checks

AP Quick Check Entry

### AP Batch Selection (Vendor Payments)

Batch Summary

	Manual	Auto	Total
Batch#: 3103			
Invoices	340.00	0.00	340.00
Period: 11			
Discounts	0.00	0.00	0.00
Year: 2009			
Payments	340.00	0.00	340.00

**Select Invoices**

List of Vendors with Invoices:   ☐ **Posted Invoices Only**

	Vendor #	Vendor Name	
1	Aspace	adidf	
2	001	Just In Time	
3	10	NWC Print	
4	100	Printing Company	
5	400	Utah Power & Light Company	
6	500	Draper Paper	
7	54321	Mail Company	
8	ACM01	ACME WIDGETS INC.	
9	DMMVEND	DMM Test Vendor	
10	DPHOUSE	DP House Inc.	
11	NELS	Nelsen Company	
12	NYENV	New York Envelope Co.	<input checked="" type="checkbox"/>
13	PRINT	PrintStream	

Check Date: 8/12/2009

Select Invoices

☒ Due By: 10/12/2009

☐ With Discount to:

Calculate Discount on Tax? ☒ No ☐ Yes

Type Vendor number & select action

Vendor#:

Select Invoices for Plants:

☒ 0100

3. In the **Select** column, place a check mark in the grey box for the invoice(s) the EFT paid. If a partial payment was made, you can change the dollar amount paid against the invoice by changing the amount in the Payable field.
4. Enter the transaction number in the **Check No** field, and then record the date the check was written in the **Check Date** field.
5. Click **Save** and then **Close** when done.

AP Check Entry Company: (01) Streamline Solutions - Plant: 0100

File Batch Options Help

**AP Checks**

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/ View Check Register

Void Checks

AP Quick Check Entry

**AP Batch Selection (Vendor Payments)**

Batch Summary

Batch#: 3103

Period: 11

Year: 2009

Invoices: 340.00

Discounts: 0.00

Payments: 340.00

Manual: 0.00

Auto: 0.00

Total: 340.00

Selection Criteria

Exp. Check Date: 8/12/2009

Invoices Due By: 10/12/2009

With Discount to:

Calculate discount on tax: No

Select Invoices

Available: 8

Selected: 1

Vendor #	Vendor Name - Address No	Separate Check	Payable Amount	Detail	EFT	Check No	Check Date
<input checked="" type="checkbox"/> NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$340.00		<input checked="" type="checkbox"/>	589110455	08/05/09
<input type="checkbox"/> NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$290.00		<input type="checkbox"/>		
<input type="checkbox"/> NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$266.50		<input type="checkbox"/>		
<input type="checkbox"/> NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$1.00		<input type="checkbox"/>		
<input type="checkbox"/> NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$13,400.00		<input type="checkbox"/>		
<input type="checkbox"/> NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$22,250.00		<input type="checkbox"/>		
<input type="checkbox"/> NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$164.28		<input type="checkbox"/>		
<input type="checkbox"/> NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	-\$12.86	Debit Memo for Office Supplier	<input type="checkbox"/>		
<input type="checkbox"/> NYENV	New York Envelope Co. - #0	<input type="checkbox"/>	\$3,056.20		<input type="checkbox"/>		

Remove Batch

Close

Save

- Choose **Check Processing** from the **Check** menu. Even though there are no checks to print, you must follow these steps in order to complete the A/P check batch. The EFT appears and is handled just like a Manual Check at the processing stage. First, print or preview the Selected Invoice report.
- After you preview or print the Selected Invoice report, you are given the option to post to the General Ledger (Finish/Update). This is the final step in the EFT Process.

AP Check Entry Company: (01) Streamline Solutions - Plant: 0100

File Batch Options Help

**AP Checks**

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/ View Check Register

Void Checks

AP Quick Check Entry

**Report and Print Checks**

Batch#: 3103

Check Date: 8/12/2009

Year: 2009

Period: 11

Bank Account: 453453 -- ACCT REV cash 453453

Check Status

	Printed	To be Printed	Total
Manual	1.00	0.00	1.00
Auto	0.00	0.00	0.00
Total	1.00	0.00	1.00

Selected invoice report

Preview

Update Status

I am updating have been c Checks enter

Invoice Total: \$340.00

Discount: \$0.00

Payment: \$340.00

Report and Print Checks

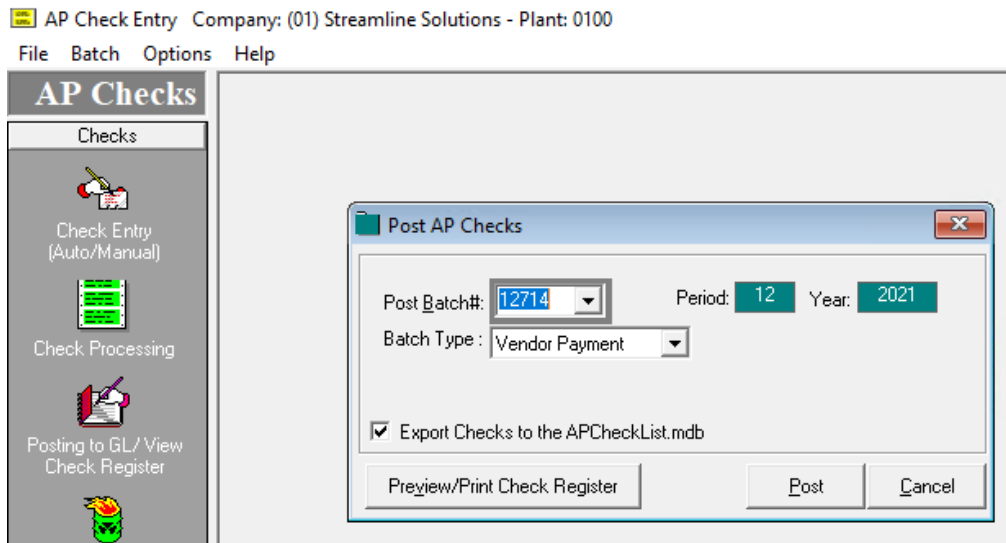
Finish/Update will now take place do you wish to post to the GL now ?

Yes

No

Selecting **No** gives you the ability to post the checks at a later time. It is recommended to always post immediately after printing.

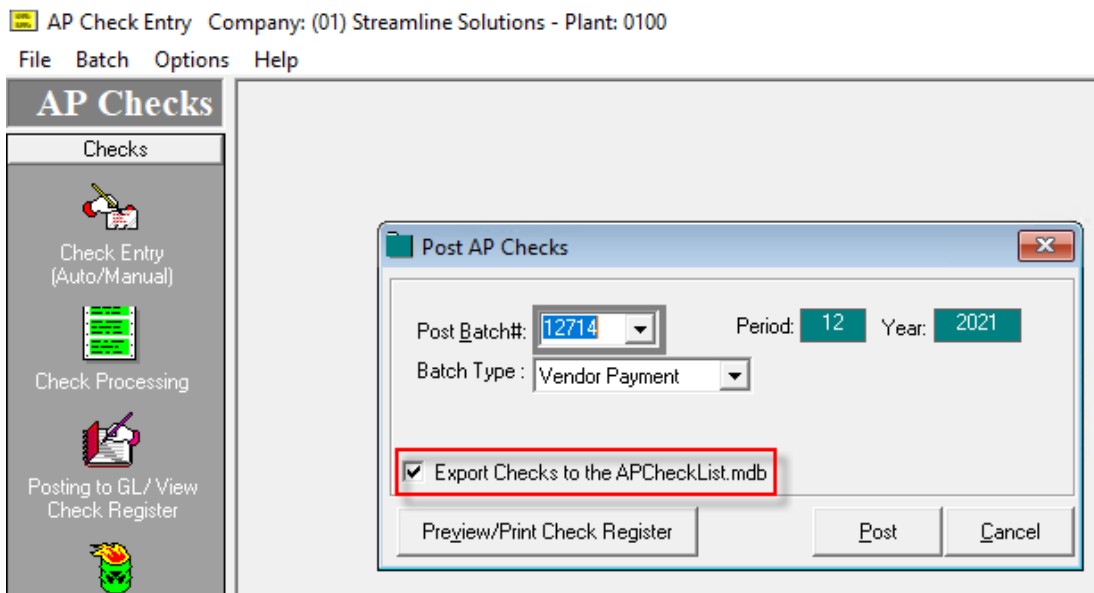
Selecting **Yes** starts the process to post the manual checks to the General Ledger and update the vendor files. A Post AP Checks screen appears, referencing the open batch to be posted along with the period it is posted to. It also gives you the option to preview or print a check register, post, or cancel. Print the Check Register (optional), and then select **Post**.



8. A Batch Posting Report is received indicating the batch has been posted. To close the screen, click the X in the upper right of the report.

Transactions marked as EFT display with EFT next to the check number on various AP and GL reports. Manual checks, EFT checks, and requests for checks to be printed can all be combined within the same batch.

## Export Checks to the APExport.mdb



The **Export Checks to the APCheckList.mdb** option serves two purposes:

- The .mdb file created from the data captured in the AP check process is forwarded to the Company's banking affiliate to be used in the Positive Pay service provided by the bank. Positive Pay is a service offered by many banks that prevents check fraud by means of digital confirmation of checks presented for payment. The APCheckList.mdb file generated by PrintStream is electronically sent to the banking affiliate, and it is used to match the account number, check number, payee, and dollar amount of each check for payment. For further information on this service, please consult with your banking affiliate.

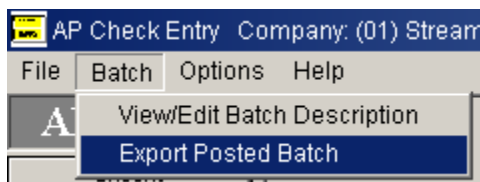
- The data recorded in the AP check process is placed into a Microsoft Access file titled APCheckList.mdb, located in the PSEXTERN folder of the working database. This information allows users to create their own AP related reports using the exported information. For further information on using Microsoft Access to design reports, please refer to the *Accounts Receivable Screen Guide* and follow the instructions for the "Linking Microsoft Access to Create Reports From PrintStream".

With the check box to export selected, the data automatically exports at the time the check batch is posted.

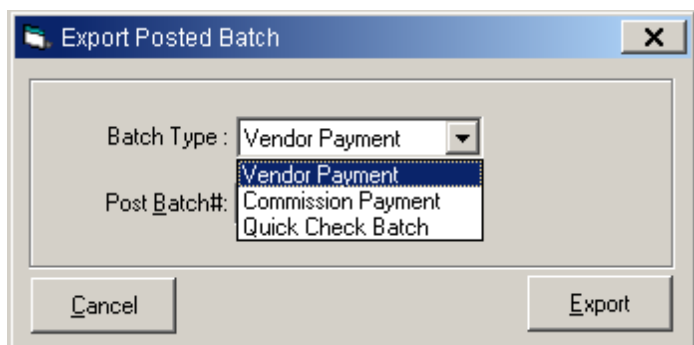
## Manually Export Check Batch to the APCheckList.mdb

If, for some reason, the check batch was not automatically exported, you can manually export individual posted batches.

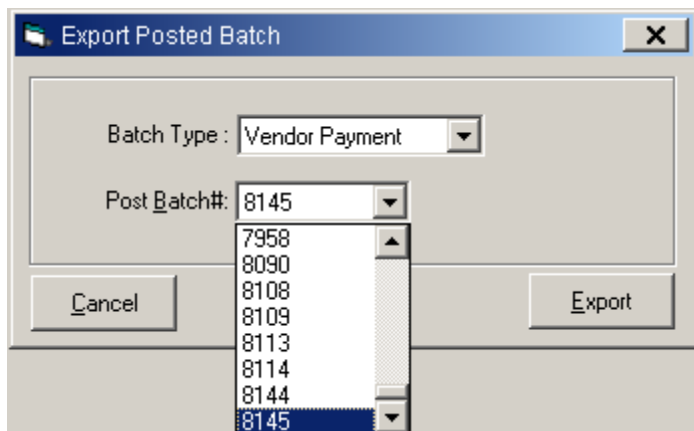
1. Select **Batch > Export Posted Batch**.



2. Select the **Batch Type**.



3. Choose the **Post Batch #**.

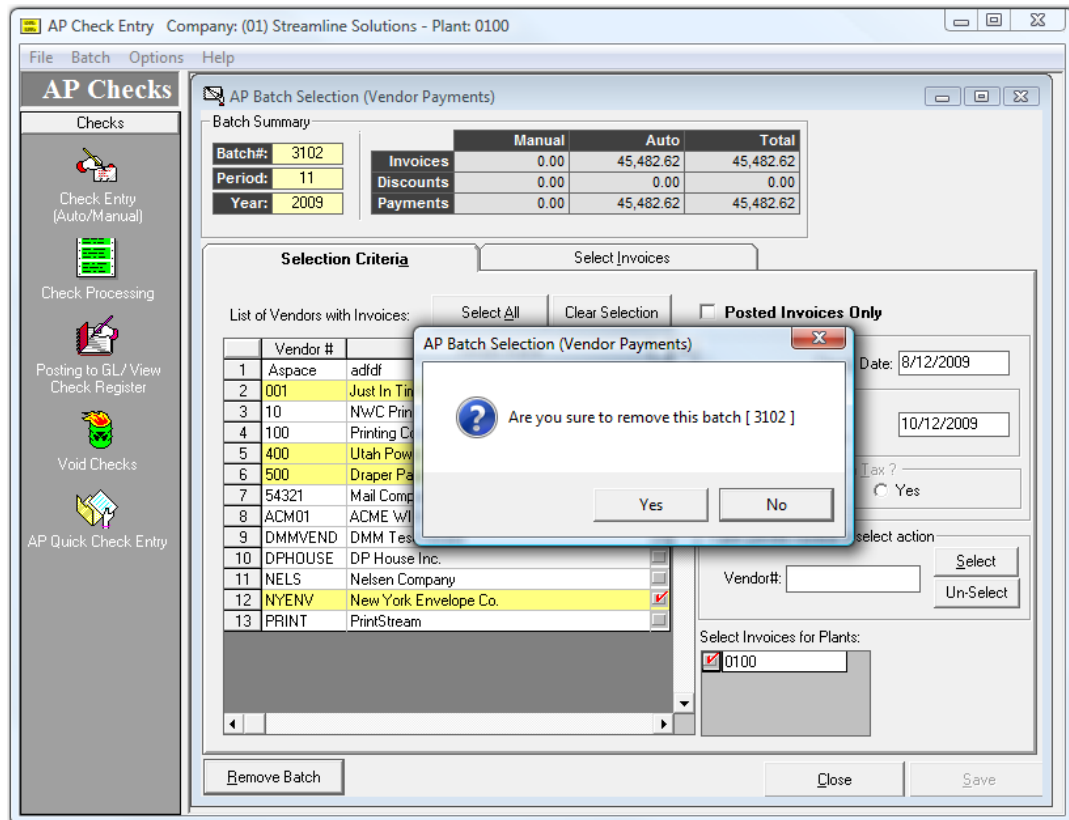


4. Click **Export**.

## Removing a Batch

You can remove an AP Check batch prior to the checks printing in the batch.

1. In the event a batch needs to be deleted prior to the checks being printed for the selected invoices, you can go into the Check Entry program and select the **Remove Batch** option.
2. If the checks have already printed and a mistake was detected in the check selection process, you must complete the check process and void the check(s) that may contain an error.
3. A warning message is received, verifying that you want to remove the batch. A final confirmation displays, stating the batch has been removed.





## Voiding an A/P Check

Before using this procedure, you must be certain that the check batch for the check to be voided has been posted to the General Ledger, and that the check has not been marked as cleared in the Bank Reconciliation program.

1. Select the **Void Check** option from the AP Checks menu. Either enter the bank account number the funds were drawn from in the **Select Bank Account #** field or place your cursor in the field provided and use the up/down arrow keys and scroll to find the appropriate bank account. Select 1 of the 3 options available to select the check to void:
  - a. Enter the check number into the **Select Check To Void** field.
  - b. In the **Find Checks** area, you may enter the last number of checks you want PrintStream to sort through, and then click that field's selection bar.
  - c. You may enter a **Checks from** and **to** date range for when the check was generated, and then click that field's selection bar.
2. Depending on the search method used, the check displays in the white display section of the void screen. To select the check, click the check number. Verify the check information displayed above is correct. Enter the date you are voiding the check in the **Void Check** field provided and then select **Void This Check**. Keep in mind the void date cannot be prior to the date of the check itself, and it must be in an open period. The period the void is posted to in the General Ledger is based on the period the void date falls within.

AP Check Entry Company: (01) Streamline Solutions - Plant: 0100

File Batch Options Help

**AP Checks**

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/ View Check Register

Void Checks

AP Quick Check Entry

**Accounts Payable - Void Check**

Select Bank Account#  
453453 - ACCT REV cash 453453

Select Check to Void  
812001 Auto-System Invoice Total: 550.00

Company: 01 - Streamline Solutions Discount: 0.00  
Payee: 001 -- Just In Time Check Amt.: 550.00  
Date: 8/12/2009  
Void Date: 8/12/2009 Period: 11 Year: 2009 Void this Check

Find Checks

Last 5 Checks Checks from to

Include: ☐ Any Void ☒ Manual ☒ Auto ☐ Postage ☐ Test

Check#	Date	Payee	Amount	Type
812005	8/12/2...	New York Envelope Co.	341.00	Auto
812004	8/12/2...	New York Envelope Co.	266.50	Auto
812003	8/12/2...	Draper Paper	4,750.00	Auto
812002	8/12/2...	Utah Power & Light Company	100.00	Auto
812001	8/12/2...	Just In Time	550.00	Auto

Close

You will receive notification the check has been voided.

This process voids the check from the system and reopens the accounts payable invoice(s) that were paid with the check. Posting the voided check to the General Ledger occurs automatically at the time of selecting Void This Check.

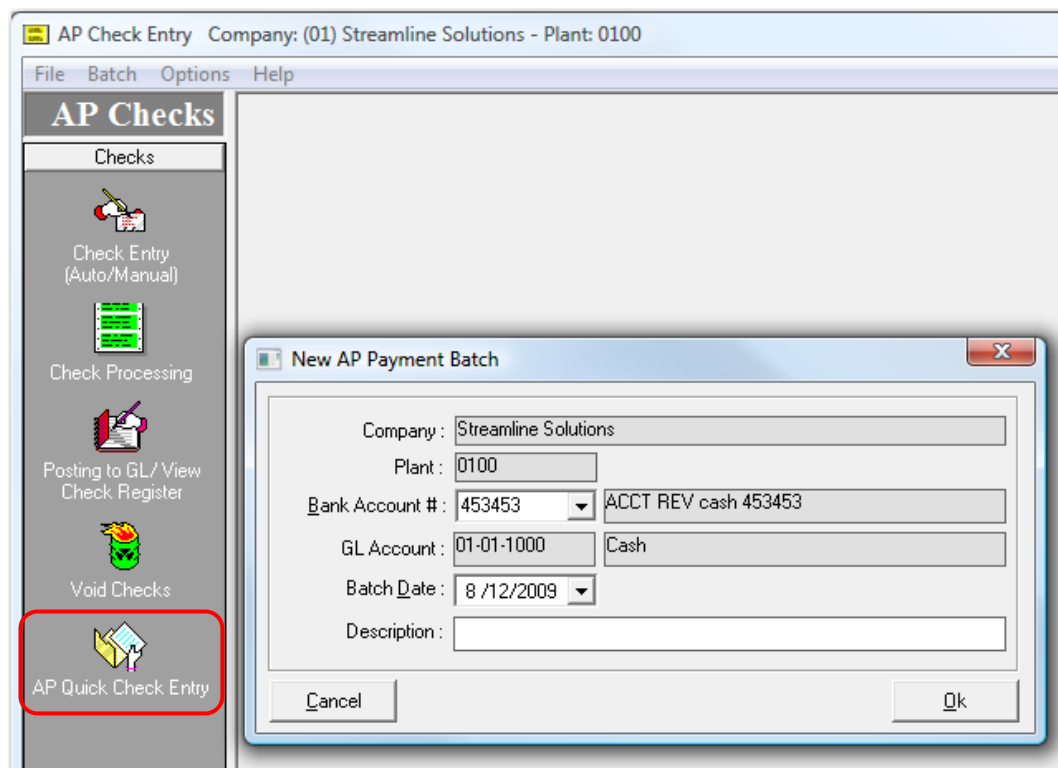
## A/P Quick Check Entry

The A/P Quick Check Entry program was designed to accommodate the user's need for a "check on the fly." This feature allows the user to bypass the regular AP check process, where the vendors' invoices have to first be entered through the AP Invoicing program in order for them to be available for payment in the AP Check Entry program. The AP invoice and check can be entered and processed in one step. The A/P Quick Check Entry program eliminates any delays associated with normal check processing and allows for a speedy payment to the vendor. This feature also helps users to decrease the number of manual checks created.

### To create a quick check processing batch

1. Select the **AP Quick Check Entry** icon from the AP Checks menu. A New AP Payment Batch screen opens.
2. Select the cash account the funds should be drawn from.
3. Verify the **Batch Date**.
4. Enter the **Description** of your batch (if desired).
5. Click **OK**.

Remember, the date entered for the batch determines the period the check batch is posted to.



PrintStream assigns the next available batch number to the Quick Check batch. The batch number displays along the top of the AP Quick Check Entry screen. A Quick Invoice batch number is also assigned at this time, which is in the middle of the AP Quick Check Entry screen in the **QI Batch #** field.

### To begin a quick check request

1. Select the **Add Check** option and then select the vendor.
2. If the check is to be printed, select the **Print** check box. If a manual check was written, clear the Print check box; however, you will need to insert the check number in the **Check #** field.
3. If an electronic fund transfer (EFT) payment was processed, select the **EFT** check box and enter the EFT processing number in the check field provided.

The check number field holds up to 15 numeric characters. Transactions marked as EFT display with EFT next to the check number on various AP and GL reports. Manual checks, EFT checks, and requests for checks to be printed can all be combined within the same batch.

4. The **Check Date** defaults to the batch date; however, it can be changed if the date selected falls within the same period the AP Quick Check Entry batch was created in. The invoice date can be in a period prior to the period the batch was created in.
5. Enter the vendor's invoice information: **Invoice #**, **Invoice Date**, and any details pertaining to this invoice. Information entered in **Details** pulls through to the Reference Details on the check stub.
6. Click **Save** to save the header information.

AP Quick Check Entry - QP Batch#: 3104 --- Period/Year: 11/2009

#### Header

Vendor #: 001 Name: Just In Time

Check #: 812007 ☐ Print ☐ EFT Check Date: 8/12/2009

Check Amount: 0.00

Invoice #: 100258 Invoice Date: 8/12/2009 QP Batch #: 3105 Batch Date: 8/12/2009

Details: Miscellaneous Supplies

#### Checks in the Batch

Acct#: 001 Inv#: 100258

#### Invoice Allocations

Add Allocation Delete Allocation Find Dissection Code

Subtotal	Tax	Discount	Payable	Description	Dissection Code	GL Description

Cancel Delete Save Add Check Process/Print Batch Remove Batch

### To enter the allocations of the check

1. Click the **Add Allocation** button.
2. Fill in the subtotal and any applicable taxes and discounts.  
The sales tax posts to the expense account selected, while any discounts post to the account referenced in Control Accounts for AP Discounts when the quick check is processed.  
The payable amount calculates automatically based on the information entered.
3. Enter a **Description** of your allocation, if desired.
4. Either manually enter the **Dissection Code** or select one from the list by clicking the **Find Dissection Code** button located above the **GL Description** column.

If a dissection code was defined in the Vendor's Master File, the Dissection Code automatically defaults for the GL allocation; however, you can manually change the GL allocation if needed.

5. Click **Save** to complete this line of your check.

AP Quick Check Entry - QP Batch#: 3104 --- Period/Year: 11/2009

**Header**

Vendor #: 001 Name: Just In Time

Check #: 812007 ☐ Print Check Date: 8/12/2009 ☐ EFT

Check Amount: \$134.38

Invoice #: 100258 Invoice Date: 8/12/2009 QI Batch #: 3105 Batch Date: 8/12/2009

Details: Miscellaneous Supplies

**Checks in the Batch**

Acct#: 001 Inv#: 100258

**Invoice Allocations**

	Subtotal	Tax	Discount	Payable	Description	Dissection Code	GL Description
1	125.00	9.38		134.38		01010105200	office supplies expens

Buttons: Cancel, Delete, Save, Add Check, Process/Print Batch, Remove Batch

6. Either add more allocations to this check in the same manner or move on to another check request by clicking the **Add Check** button.

**Note** To remove an A/P Quick Check Entry batch before you process it, simply click the **Remove Batch** button in the lower right corner of the screen.

A regular AP check batch and quick check batch cannot be open at the same time. Both programs reside in the same module; therefore, the program not being used is locked down to prevent a batch creation while the other program is in use.

7. After you have entered the quick check(s) you want to process, click the **Process/Print Batch** button.

- 8 The program takes you to the Report and Print checks screen. You can preview and/or print the A/P Selected Invoices report to verify the details of your Quick Check Request. If there are changes to be made, you may safely return to the A/P Quick Check Entry program and make any necessary adjustments. If no changes are needed, enter the beginning check number, and select the **Process Checks** button.

AP Check Entry Company: (01) Streamline Solutions - Plant: 0100

File Batch Options Help

**AP Checks**

Check Entry (Auto/Manual)

Check Processing

Posting to GL / View Check Register

Void Checks

AP Quick Check Entry

**Report and Print Checks**

Batch#: 3104 Check Date: 8/12/2009 Year: 2009 Period: 11

Bank Account: 453453 -- ACCT REV cash 453453

Check Status

		Printed	To be Printed	Total
Manual	1.00	134.38	0.00	1.00 134.38
Auto	0.00	0.00	0.00	0.00 0.00
Total	1.00	134.38	0.00	1.00 134.38

Selected invoice report

Preview Print

Report Printing Order

☒ Vendor Number ☐ Vendor Name

Auto check print/re-print

Starting Check#: Count of Checks: 0

Select All to Print Mark All as Printed (Double click on the column headers to sort and change the print order)

P/RP	Mark	Vendor #	Vendor Name - Address No.	Payable Amount	Used Check #
<input checked="" type="radio"/>	<input checked="" type="radio"/>	001	Just In Time - #0	\$134.38	812007

Change Printer Process Checks

**Note** For the checks that need to be printed, the option under the **P/RP** column is selected, while the option under the **Mark** column is selected for all EFT and manual check requests.

9. Once the checks have printed, a Report and Print Checks prompt is received. Verify the checks printed correctly, and if so, select **Yes**.
10. You are then given the option to post the checks printed to the General Ledger (Finish/Update). This is the final step in the A/P Check Payment process.
11. Selecting **Yes** takes you to the Post AP Checks screen, which references the open batch to be posted along with the period it is posted to. It also gives you the option to preview or print a check register, post, or cancel. After printing the check register (optional), select **Post**. You will receive a batch posting summary report indicating the Quick Invoice batch and Quick Check Payment batch have been posted to the General Ledger, and the vendor files have been updated. Select the X in the upper right-hand corner to close the report.

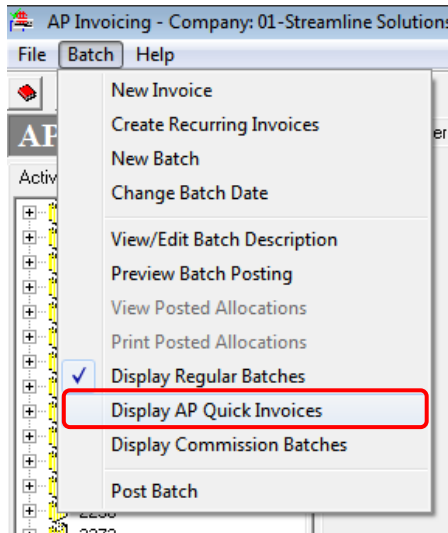
**Note** Quick checks can be voided in the same manner as regular AP checks. The quick invoice voids as well.

If the AP Aging report is generated by Invoice Date, quick invoices display on the report if the invoice date is dated prior to the quick check request date.

The quick invoice posts as a QI batch type, and quick checks are posted as a QP batch type.

You cannot make payments toward purchase order receipts in the Quick Check Entry program.

12. Posted Quick invoices can be viewed in the AP Invoicing program by selecting **Batch** on the toolbar at the top of the screen and selecting **Display AP Quick Invoices**. Use the search feature (binoculars icon) or manually drill down to the appropriate invoice.



# A/P Reporter

## A/P Display Programs

### A/P Display

#### To access vendor historical information

1. Select **A/P Display**.
2. Select a Vendor by entering the **Vendor Name** directly into the (case sensitive) field or use the up/down arrow keys on the keyboard to scroll through the list of vendor accounts.
3. Click the **Load Creditor Data** button.

A/P Reporter for the Company : 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Display Programs Transaction Reports Vendor Reports Master File Reports Month End Reports Help

**A/P Reporter**

A/P Display Programs

A/P Display

A/P Batch Display

Transaction Reports

Vendor Reports

Master File Reports

Month End Reports

Accounts Payable Display

Creditor Selection (Type the account number or use the Up-Down arrow keys to search a customer)

Account. Num: 100

Vendor Name: Printing Company

Address: 445 west main Memphis, TN

City, State:

Zip: 453423 Phone: Fax:

Contact: Leah VanWynsberghe Days: 30

Load Creditor Data

Open Invoices Transactions Invoices Payments/Checks Aged Balance

Load by Invoice Date Load by Transaction Date

A/P All Open Invoices

Inv. Date	Trans. D...	Invoice#	Details	Inv. Amount	Payments	Balance	Hold
10/27/2008	10/27/20...	po769		50.00	0.00	50.00	N
10/23/2008	10/23/20...	po749		50.00	0.00	50.00	N
10/1/2008	10/4/2008	shelly2		2,000,000.00	0.00	2,000,000.00	N
10/1/2008	10/4/2008	64760		9,999.00	0.00	9,999.00	N
10/1/2008	10/4/2008	64761		15,000.00	0.00	15,000.00	N
9/22/2008	9/22/2008	potest		150.00	0.00	150.00	N
7/7/2008	7/7/2008	po655		3,120.00	0.00	3,120.00	Y
6/25/2008	6/25/2008	po619		50.00	0.00	50.00	Y

(Click on a Date and press 'Enter' or double click for Details)

Outstanding \$2,098,056.99

Filter by Plant

Close

4. Once the data loads, you can view the vendor's account information by selecting any of the following tabs: **Open Invoices**, **Transactions**, **Invoices**, **Payments/Checks**, and **Aged Balance**.
5. Highlight an entry in any of these tabs and single or double-click, and press enter to view more detailed information regarding that transaction.

**Note** The A/P Display is a convenient look up screen for vendor historical information.

For multi-plant environments, you can also filter the data by a specific plant (facility) by selecting the **Filter by Plant** check box in the lower left corner of the Display screen.

## A/P Batch Display

### To locate a batch

1. Enter the batch number in **Start Listing From Batch #** and click **Load Batch**.  
Or, enter the beginning start date in **Start Listing From Date** and click **Load Batch**.  
Another way to locate a batch is to enter the **Bank Acct** and **Check #** under the **List Batch For Check #** option.
2. The batch containing the check populates in the display screens in the lower part of the screen. You can then double-click the check # and view more transaction details.

Using any of these search options for locating a batch shows a list of AP related batches displaying the **Batch, Type, Date, Amount**, and if the batch has been **Closed** or **Posted** to the General Ledger. The displayed data includes both AP Invoice and AP Check batches.

A/P Reporter for the Company : 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Display Programs Transaction Reports Vendor Reports Master File Reports Month End Reports Help

**A/P Reporter**

A/P Display Programs

A/P Display

A/P Batch Display

**A/P Batch Display**

A/P Batch Inquiry Selection

You can search by entering either one of the following

☒ Start Listing From Batch# 3079

☐ Start Listing From Date

☐ List Batch For Check # Bank Acct: Check #:

Load Batch

Batch	Type	Date	Amount	Closed	Posted
3079	Quick Invoice	8/6/2009	81.00	Open	Posted
3082	Invoice	8/7/2009	132.10	Open	Posted
3085	Invoice	8/10/2009	157.50	Open	Unposted
3086	Invoice	8/10/2009	-262.50	Open	Unposted
3087	Invoice	8/10/2009	0.00	Open	Unposted
3089	Invoice	8/10/2009	100.00	Open	Unposted
3090	Invoice	8/11/2009	6,750.00	Open	Unposted
3092	Invoice	8/11/2009	0.00	Open	Unposted

(Click on a Batch to see the Invoice Listing or the Posting Totals)

A/P Invoice Listing Batch Posting Totals A/P Check Listing

A/P Invoice Listing : **Batch# 3082**

Invoice	Inv. Date	Trans. Date	Vendor	Details	Amount
po1091	7/31/2009	8/7/2009	100		132.10

(Click on Invoice# and press 'Enter' or double click for details)

☒ Filter by Plant

Close

3. The lower half of the screen lists all A/P invoices within the highlighted batch. If the batch has been posted, you can view the posting totals by selecting the **Batch Posting Totals** tab.  
If you are previewing a payment batch, the lower half of the screen lists all checks and amounts paid in that batch.
4. Once the transaction displays in the lower part of the screen, double-click the transaction to view its details.



## Transaction Reports

**A/P Batch Transaction** – can be sorted by batch number or by period/year along with generating by AP Invoice Batch or AP Payment Batch. Provides a listing by batch number of either vendor invoice transactions or vendor payment transactions.

**A/P Invoices By Date** – provides a listing of invoices by date and by customer. It also references the batch number, invoice number, sales tax and invoice total. Control document for month end balancing.

**A/P Transactions By Date** – provides a listing of all AP invoice and check payment transactions by date and by customer. Breaks out, by customer, the date of the transaction, the batch type, its invoice or check number, any details from the Invoice Header screen of the invoice, the dollar amount of the transaction along with a balance.

**Cash Payments By Date** – provides a listing of check payments processed by date and by customer. The check payment batch number, the check number and check amount also display.

**Dummy A/P Invoices Report** – provides a status of completed and/or uncompleted dummy invoiced purchase orders based on the date range entered. It provides an overall look at the AR and AP side of the purchase order dummied. This report should be used to reconcile to the AP Without Invoice and AP Without Invoice Difference GL accounts.

**A/P Future Cash Requirements** – generated for a specific vendor(s) and provides a listing of invoices open (with any discounts available) through the current system date.

**A/P Purchase Orders** – provides a listing of purchase orders created within a date range specified. This report shows an overall history of the purchase order, and the report can be sorted by PO date, PO due date, PO number, by user, or by GL code.

**AP Invoices Paid By Date And Diss. Code** – provides a listing of invoices paid within a specified date range with the dissection codes.

**Invoice On Hold Report** – provides a listing of AP invoices placed on hold if the tolerance level of the P.O. has been exceeded, or by manually selecting the invoice is on hold in the AP invoice header.

## Vendor Reports

**Vendor Invoice Detail** – this report can be sorted by vendor account number along with a date range or by an invoice number range, and it can be generated by the invoice date or by transaction date. The report shows, by vendor account, invoices generated within the date range specified, the invoice net amount, sales tax, and the invoice gross amount.

**Purchases From Vendor By Date** – provides a listing of purchase orders created by date range and by vendor account number. This report also shows a breakout of the net purchase, sales tax, and gross purchase amount.

**Vendor PO History Report** – provides a purchase order historical recap by customer for the date range specified.

**Vendor PO Performance** – this report is generated by date range and shows, by vendor account, total dollars of purchase order related AP invoices, average order unit price, and average invoiced unit price along with any variances. It also provides a status of early, late, and on time deliveries per the purchase order request date.

**Vendor Labels** – 3x10, 2x10, or 2x3 labels can print based on the range of vendors indicated in this report.

**Print 1099 Forms** – this report provides a listing of all miscellaneous payments made to vendors based on the date range provided. (This report currently does not print the 1099 form; separate 1099 forms must be purchased and generated based on the data that displays on this report.)

## Master File Reports

**Vendor Master File Report** - provides a summary of a vendor's master file account. Can be generated based on customer, summary, or complete listing. As well as being filtered for Active or Inactive vendors.

**A/P Dissection Code Report** – this report shows the dissection codes created in the PrintStream database.

## Month End Reports

**A/P Summary and Detailed Aging** – the A/P Aging Report provides a recap of what is outstanding on a vendor's account based on the parameters defined.

**A/P Payment Summary** – this report is sorted by batch and shows all check payment batches generated for the period range specified, along with the totals due, any discounts, and the total payments of the batch.

**Print Invoice Transactions By Dissection Code** – this report provides a listing, by dissection code, of AP invoices entered for a specified period.

**Monthly Check Register** – this report prints the checks generated for the check date range and bank account number specified. The report can be printed in summary or detailed format as well as including/omitting AP checks or postage checks.

**Voided Check Register** - provides a listing of all checks voided based on the date range and bank account number specified.

**A/P Reconciliation** – this report aids in the reconciliation of the A/P aging report. It calculates any out of balance accounts, by vendor, by factoring in a vendor's beginning aging balance, all posted invoices and posted check payments for the period or date range indicated. The difference between the calculation and what is recorded on the A/P Aging Report is reflected as the Net Amount.

## Reportable Codes for 1099 Misc., Int. and NEC Forms

### To setup reportable codes

1. In Master File Reports, add a **1099** Report Name with a description of **1099 Form Categories**.

System Maintenance \\PS-SQL-06.QAEFI.COM\SQLPATH\PRINTSTREAM\PRINTSTREAM\_20\_1\DOSRUN\

File Options Utility Help

**01\*Report**

PRODUCTION SYSTEM  
ACCOUNTING STRUCT...  
SYSTEM MAINTENANCE  
MASTER FILE REPORT

Master File Report  
Report Links

**Report Headings**

Report Name: 1099 1099 Form Categories Add

Description: Edit

Labor Start: 0 Labor End: 0 Delete

Mat Start: 0 Mat End: 0 Cancel

Report to select total items from: 0 Save

Report to link to: G/L Accounts Details Close

2. In Master File Reports / Accounting Structure / Categories for 1099 Form set up the categories, assign the **Form Box No.** and select the **Vendor Type** if it is **Miscellaneous, Interest** or **NEC**.

System Maintenance \\PS-SQL-06.QAEFI.COM\SQLPATH\PRINTSTREAM\PRINTSTREAM\_20\_1\DOSRUN\

File Options Utility Help

**01\*Report**

PRODUCTION SYSTEM  
ACCOUNTING STRUCT...

Link To Purchasing (System)  
Link to GL (System)  
Currency Used by System  
Special Control  
Additional GL Control Accounts  
Posting Labor Activities(Special Setting)  
GL Plant Control Accounts  
Price Variance  
Spoilage Control Accounts for the Produc...  
Multi Company Special Settings  
Categories For 1099 Form

**User's Defined Categories for Form 1099**

		User's defined Categories	Form Box No	Vendor Type	
8	8	Substitute Payments	8	Miscellaneous	GL Linkage
9	9	Crop Insurance Proceeds	9	Miscellaneous	GL Linkage
10	10	Gross Proceeds paid to Attorney	10	Miscellaneous	GL Linkage
11	11	Interest Income	1	Interest	GL Linkage
12	12	Early Withdrawal Penalty	2	Interest	GL Linkage
13	13	Interest on Bonds	3	Interest	GL Linkage
14	14	Federal Income Tax (1099-I)	4	Interest	GL Linkage
15	15	Investment Expenses	5	Interest	GL Linkage
16	16	Foreign tax paid	6	Interest	GL Linkage
17	17	Tax Exempt Interest	8	Interest	GL Linkage
18	18	Specified Private Activity on Bond Interest	9	Interest	GL Linkage
19	19	Foreign Country or U.S. Possession	7	Interest	GL Linkage
20	20	Market Discount	10	Interest	GL Linkage
21	21	Bond Premium	11	Interest	GL Linkage
22	22	Bond premium on tax exempt bond	13	Interest	GL Linkage
23	23	State-exempt and tax credit bond	14	Interest	GL Linkage
24	24	State tax withheld	17	Interest	GL Linkage
25	25	Bond Premium on Treasury Obligations	12	Interest	GL Linkage
26	26	Nonemployee compensation	1	NEC	GL Linkage
27	27	Federal income tax withheld	4	NEC	GL Linkage
28	28	State tax withheld	5	NEC	GL Linkage
29	29	State income tax	7	NEC	GL Linkage

Delete Add Save Close

3. Click **Save**. All dollar value form lines can be added with the exception on the 1099 MISC form line 15a, 15b, 16, and 18.

4. Click the **GL Linkage** button next to the **Vendor Type** for the line.

This displays the listing of GL Accounts filtered by Company.

The screenshot shows the 'User's Defined Categories for Form 1099' window. A table lists categories like Rents, Royalties, and Other Income. A 'GL Linkage' button is visible next to the 'Vendor Type' for each line. An overlay window titled 'Mark linked GL Accounts' is open, displaying a list of GL accounts for 'Report #1099 line #1 Rents'. The list includes columns for Company Code, Branch, Dpt, Account No, Description, Type, Commission Sign, and Linked to Line. Several accounts are marked as 'Linked'.

Company Code	Branch	Dpt	Account No	Description	Type	Commission Sign	Linked to Line
1	01	01	01	9000	Rent Expense	E	<input checked="" type="checkbox"/> Linked
2	01	01	01	1005	Cash - Canadian	A	<input checked="" type="checkbox"/> Linked
3	01	01	01	1006	Cash Exchange - Canadian	A	<input checked="" type="checkbox"/> Linked
4	01	01	01	1011	Cash - Money Market 1	A	<input checked="" type="checkbox"/> Linked
5	01	01	01	1100	cash postage	A	<input checked="" type="checkbox"/> Linked
6	01	01	01	1123	Prepaid Taxes	A	<input checked="" type="checkbox"/> Linked
7	01	01	01	1175	Commission Advance	A	<input checked="" type="checkbox"/> Linked
8	01	01	01	1200	wip	A	<input checked="" type="checkbox"/> Linked
9	01	01	01	1250	wip labor direct	A	<input checked="" type="checkbox"/> Linked
10	01	01	01	1260	wip labor variable	A	<input checked="" type="checkbox"/> Linked
11	01	01	01	1270	wip labor fixed	A	<input checked="" type="checkbox"/> Linked
12	01	01	01	1300	postage inventory	A	<input checked="" type="checkbox"/> Linked
13	01	01	01	1325	paper inventory	A	<input checked="" type="checkbox"/> Linked
14	01	01	01	1326	White Paper Inventory	A	<input checked="" type="checkbox"/> Linked
15	01	01	01	1327	Black Paper Inventory	A	<input checked="" type="checkbox"/> Linked

5. Select the g/l account you wish to link the form line to, and then click **Save**.

The screenshot shows the 'User's Defined Categories for Form 1099' window. A table lists categories like Rents, Royalties, and Other Income. A 'GL Linkage' button is visible next to the 'Vendor Type' for each line. A dialog box titled 'Save changes' is open, displaying a warning icon and the text 'Please, save your edited and new lines before linkage ....' with an 'OK' button.

6. When adding your categories and form lines, you are prompted to save the new line before you can select your g/l account in the GL Linkage. Click **OK**.


7. You can select multiple g/l accounts to link to a line, but you will not be able to link a g/l account that has been previously linked to another line. Click **OK**.

**Mark linked GL Accounts**

Report #1099 line #4 Federal Income Tax Withheld

	Company Code	Branch	Dpt	Account No	Description	Type	Commissio	Linked to Line
6								
6								
6								
6								
6								
7								
7								
72	01	01	01	8000	Interco Purchase to 02	E		<input type="checkbox"/> Linked
73	01	01	01	9000	Rents Exp - 1099	E		<input type="checkbox"/> Linked
74	01	01	01	9005	Royalties Exp - 1099	E		<input type="checkbox"/> Linked
75	01	01	01	9010	Other Income - 1099	E		<input checked="" type="checkbox"/> Linked
76	01	01	01	9015	Federal Income Tax Withheld -	E		<input type="checkbox"/> Linked
77	01	01	01	9020	Fishing Boat Proceeds - 1099	E		<input type="checkbox"/> Linked
78	01	01	01	9025	Medical and Health Care - 1099	E		<input type="checkbox"/> Linked

**Account must be unlinked from another line.....**

 Account 01-01-01-9010 linked to the line 3  
Please, remove existing linkage before proceeding with linking to the new line.

**OK**

8. In Master Files Vendor for the 1099 Vendor, you have the option to either select if this vendor is **Miscellaneous** or **Interest**. Just select **Miscellaneous** for NEC vendors.

Vendors for the Company 01 Streamline Solutions  
File Modules Window Cloning Options Help

**01 Vendors**

**Vendor**

Account No: 12 Auto ☒ Active Name: Leah's 1099 Misc. Vendor

Address: 123 Any street  
Suite 100, Floor B  
Anytown, AnyState

Zip: 48180 Country: USD

Contact: Leah VanWynsberghe

Phone:

Fax:

D/B Ref:

Acct Status: B - 30 day Account

PO Address: 0  
123 Any street  
Suite 100, Floor B  
Anytown, AnyState  
48180

Vendor's Account Number:

Addresses

Vendor's Notes

Standard Terms

Payment: 30 Days Date Monthly

Always Take Discount ☐

Early Payment Discount: 0 %

Discount: Days Date

This vendor is a postmaster vendor ☐

Mail Entry Type (mail system only):

1099 Vendor ☒

Type: **Miscellaneous**

Federal Interest

Dissection Code:

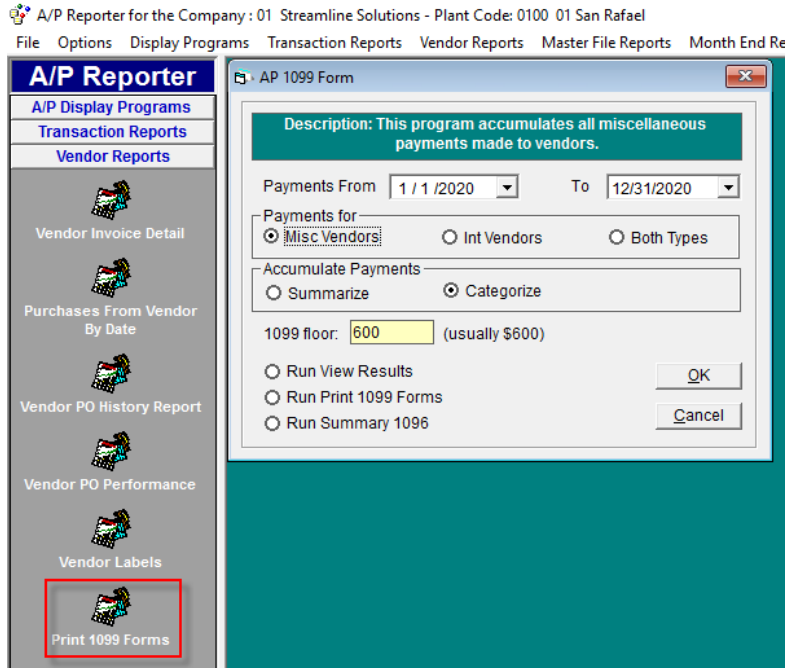
Share Vendor with Companies

Code	Acct No	Name
02	PRINT	PrintStream

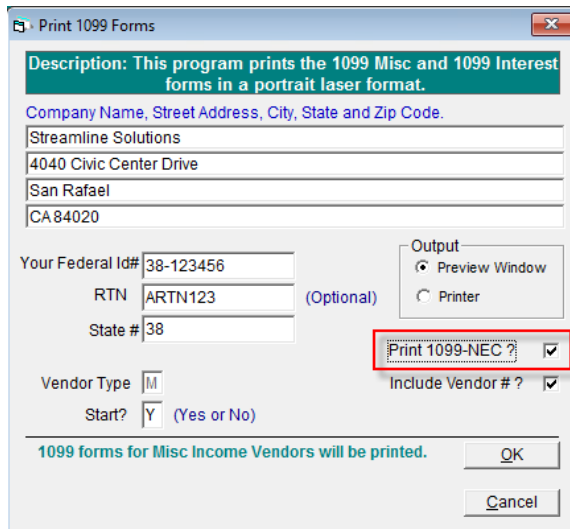
Payment Priority Level:

**Add Save Close**

9. At reporting time, you have options available to either accumulate the payments made to these vendors in summary or break out the amounts by the categories you defined in Master File Reports.
  - If **Summarize** is selected, it prints in box 7 of the 1099 MISC and box 3 of the 1099 INT as it always has.
  - If **Categorize** is selected, the amounts paid by the categories you defined print to the appropriate box on the forms.



10. To print the forms, select your **Payment from** and **to** date range, **Payments for**, **Summarize** or **Categorize**, **Run Print 1099 Forms**.
11. Click **OK**.



12. Enter your company's **Federal ID#**, **RTN**, and **State #**. Select the checkbox for NEC, if you want to print this form.
13. Click **OK**.

9595		<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0115	
PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents		2008	
Streamline Solutions		\$ 1,010.00		Miscellaneous Income	
4040 Civic Center Drive		2 Royalties		Form 1099-MISC	
San Rafael		\$ 1,010.00		Copy A	
CA 84020		3 Other income		For Internal Revenue Service Center	
PAYER'S federal identification number		\$ 1,010.00		File with Form 1096.	
38-123456		4 Federal income tax withheld		For Privacy Act and Paperwork Reduction Act Notice, see the 2008 General Instructions for Forms 1099, 1098, 5498, and W-2G.	
RECIPIENT'S identification number		\$ 1,010.00			
RECIPIENT'S name		5 Fishing boat proceeds			
Misc Income - 1099 Vendor		\$ 1,100.00			
Street address (including apt. no.)		6 Medical and health care payments			
123 Any Street		\$ 1,010.00			
Any City, MI		7 Nonemployee compensation			
City, state, and ZIP code		\$ 1,010.00			
48180		8 Substitute payments in lieu of dividends or interest			
Account number (see instructions)		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale			
12		10 Crop insurance proceeds			
2nd TIN not		11			
<input type="checkbox"/>		12			
13 Excess golden parachute payments		\$ 1,000.00			
14 Gross proceeds paid to an attorney		\$ 1,000.00			
15a Section 409A deferrals		15b Section 409A income			
\$		\$			
16 State tax withheld		17 State/Payer's state no.		18 State income	
\$		38		\$	
Form 1099-MISC		VPA 16-0331690		Department of the Treasury - Internal Revenue Service	
Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page					

Example for the 1099 Interest Vendors:

AP 1099 Form

Description: This program accumulates all miscellaneous payments made to vendors.

Payments from 11/1/2008 to 12/10/2008

Payments for: ☐ Misc Vendors ☒ Int Vendors ☐ Both Types

Accumulate Payments: ☐ Summarize ☒ Categorize

1099 floor: 600 (usually \$600)

☐ Run View Results ☒ Run Print 1099 Forms ☐ Run Summary 1096

OK Cancel

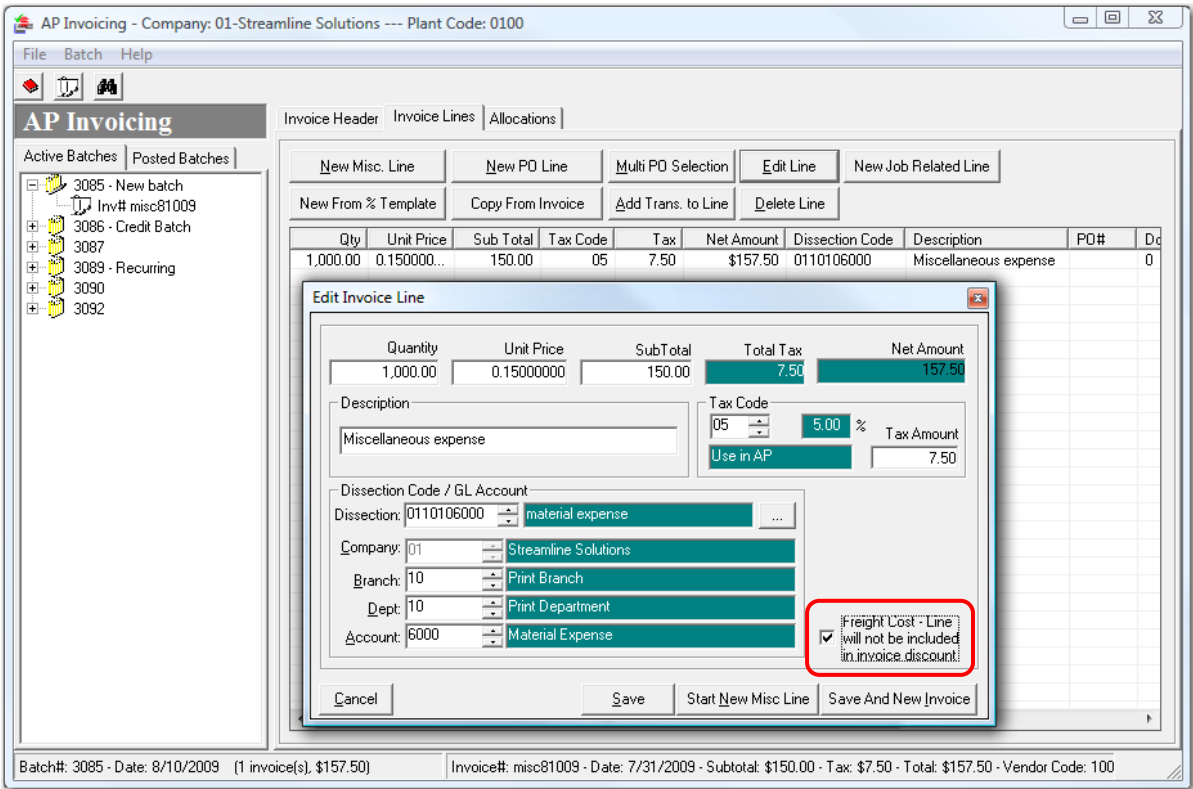
<input type="checkbox"/> CORRECTED (if checked)		OMB No. 1545-0112	
PAYER'S name, street address, city, state, ZIP code, and telephone no.		Payer's RTN (optional)	
Streamline Solutions		RTN123	
4040 Civic Center Drive		2008	
San Rafael		Interest Income	
CA 84020		Form 1099-INT	
PAYER'S federal identification number	RECIPIENT'S identification number	3 Interest on U.S. Savings Bonds and Treas. obligations	
38-123456		\$ 1,000.00	
RECIPIENT'S name, street address (including apt. no.), city, state, and ZIP code		4 Federal income tax withheld	
Interest Income - 1099 Vendor		\$ 1,100.00	
234 Main Street		5 Investment expenses	
Any City, MI		\$ 1,100.00	
48180		6 Foreign tax paid	
Account number (see instructions)		7 Foreign country or U.S. possession	
13		8 Tax-exempt interest	
		9 Specified private activity bond interest	
		\$ 1,100.00	
		\$ 1,000.00	
Form 1099-INT		(keep for your records)	
		Department of the Treasury - Internal Revenue Service	



# A/P Procedures

## Exclude Freight (or any other Line on Invoice) from Discount

If a line item is exempt from having a discount calculated on it, you may select the **Freight Cost – Line will not be included in invoice discount** check box in the lower right corner of the Invoice Line dialog box.



This feature prevents a discount from being calculated on that particular line item of the invoice when payments are generated.

**Note** This feature is commonly used with freight costs, which are not typically included in discounts offered by vendors, but this feature may also be used for any other similar situation. As with all other discount calculations, the discount is not seen until payment is made.



## Adjust a Vendor Invoice before a Check has been Printed

Vendor invoices may be adjusted at any time before they are selected to pay in the AP Check Entry program or before they are posted to the General Ledger. You may change due dates, discounts, quantities, prices, tax, and G/L accounts using this procedure.

If the invoice you wish to alter was for a purchase with a purchase order, you may need to alter the receiving portion of the purchase order first.

If you have started a check run, first clear your selection from the auto check selection program before proceeding with the following.

1. Open the unposted AP invoice batch by double-clicking the batch number.
2. Select the invoice number that you wish to change. You may change the invoice date, the invoice due date, the discount or payment due date.
3. Double-click the line item you wish to change and make any changes necessary, such as the general ledger account, quantity, amount, etc. Save your changes.
4. When returning to your check selection program, the payment amount displayed should reflect the changes you have made to the invoice. This procedure also applies when you are entering a manual check.

## Adjust a Vendor Invoice after a Check has been Printed

If the invoice has been included in an auto-check selection, you cannot change the invoice. Use this procedure to correct the vendor's A/P balances.

If the original invoice needs to be higher:

- Add a new invoice with a unique invoice number: For example, if the original invoice was 1000, make this new adjustment invoice 1000A. Use the Entering a Miscellaneous Invoice procedure to create a new invoice for the vendor who is owed additional money. The invoice amount should be the difference between the original invoice amount and the amount entered in PrintStream.
- Continue to process this invoice as previously instructed. You will create an additional check for the vendor for the missing invoice amount.

If the original invoice needs to be lower:

- Use the "Entering a Credit Memo" procedure to leave a credit on account for the vendor so that it can be applied at a later date to an outstanding invoice. You cannot apply it to the original overpaid invoice, because it has already been paid. Use the Credit Against Future Invoice procedure for this vendor to lower the overall amount paid.

## Payment of Invoices by Credit Card

### To create initial setup

1. Set-up the credit card vendor in the Masterfile Vendor program.

The screenshot shows the 'Vendors for the Company 01 Alaska Inc.' window. On the left is a tree view of vendors under 'A COMPANY', including 'ABC Computer Supply', 'ACME MEDICAL EQUIPME', 'ACME WIDGETS INC.', 'AD PAK SYSTEMS, INC.', 'AJ', 'ALTA SKI RESORT', 'AMERICA THE BEAUTIFUL', 'American Express CC', 'ASF ALBUQUERQUE, NM', 'ASF BILLINGS, MT', 'ASF BUFFALO, NY', 'ASF FARGO, ND', 'ASF OKLAHOMA, OK', 'ASF PHOENIX, AZ', 'ASF SALT LAKE CITY, UT', 'ASF SIOUX FALLS, SD', 'ASPACE - ADD A SPACE', and 'AT&T'. The 'Vendor' form on the right is for 'American Express CC'. It includes fields for Account No (AMEX), Name, Address (1559 Mountain Way, Valencia, CA 90485), Contact (Roy Walley), Phone (774-444-7777), Fax, D/B Ref, Acct Status (B - 30 day Account), PO Address, and Vendor's Account Number (35698752100). It also has sections for Standard Terms (Payment 30 Days), Always Take Discount, Early Payment Discount, and Dissection Code.

2. Add a liability account for the credit card purchases, a Dissection Code for the liability account, and a "fake" bank account in Master File Reports.
3. Link it to the credit card liability account.

The screenshot shows the 'System Maintenance - [Bank Accounts]' window. On the left is a tree view of bank accounts under '01\*Report', including 'PRODUCTION SYSTEM', 'ACCOUNTING STRUCT...', 'G/L Branches (For the Company)', 'G/L Departments (For the Company)', 'G/L Chart of Accounts (For the Company)', 'Bank Accounts (For the Company)', 'Company Control Accounts', and 'Link To Purchasing (System)'. The 'Bank Accounts' form on the right is for 'CREDIT CARD' and 'CREDIT CARD PURCHASES'. It includes fields for Bank Account No, Bank Account Name, Branch (01), Department (01), Account (2800), Bank Branch Name, Bank Address, Zip Code, Phone, Manager, Accountant, Routing Number, and Last Printed Check. It also has checkboxes for 'Default Cash Receipt Bank Account', 'Default AP Checks Bank Account', and 'Default Postage Bank Account'. A 'Confirm' dialog box is open in the center, asking: 'You have used for the GL linkage not an asset type of account. Do you really want to use NOT AN ASSET TYPE of account as the GL link account?'. The 'Yes' button is selected.

**To record transactions**

1. Enter the credit card receipts in Accounts Payable Invoicing using the Credit Card Vendor and code them to the proper expense accounts. (This transaction debits the expense account and credits accounts payable.)
2. "Pay" the invoices using the fake credit card bank account using a numbering scheme out of the normal range of regular checks. This transaction debits Accounts Payable account and credits the fake bank account. (Use the check register from Check processing or AP Reporter to compare/verify purchases on the credit card statement.)
3. Upon receipt of the credit card statement, verify the purchases, enter the total amount of the credit card statement into accounts payable invoicing, with allocation to the fake bank account. (This transaction credits Accounts Payable and debits the fake bank account.)
4. The final step is to pay the credit card by selecting the credit card invoice for payment and paying it with the actual bank account. The transaction credits the real bank account and debits Accounts Payable.

**Two Vendor Invoices Received for one Shipment**

Although a vendor may make two deliveries for one item on a purchase order, the Warehouse Manager might receive the item into PrintStream as one delivery. Two invoices cannot be applied against one receipt in PrintStream; therefore, the following procedure must be followed to overcome this situation.

**DO NOT** use this procedure for inventory items.

If you have not entered the invoice, edit the original purchase order receipt and change the original receipt to reflect the deliveries made per the vendor's invoices. Add a correct second receipt and record both invoices normally.

If you have already recorded an invoice, follow this procedure:

1. Select **Add a New Line** in the same purchase order.
2. Duplicate the other line item's information for this line item, except make the quantity 1 and make the cost the amount of the second invoice.
3. Receive the new line item on the purchase order. Make the receipt Final.
4. Open the accounts payable batch that has the first invoice you recorded for this PO. A new line item for the PO with a quantity received as 1 will display. Highlight it and record the second invoice you received from the vendor for this PO.
5. Adjust the amount of the first invoice, if necessary.

**Verifying Vendor Statements**

Vendor statements should be used from time to time to verify your recorded accounts payable. Payment is generally not made from vendor statements. The vendor's original invoices are preferred.

Make sure that the A/P Payments batch has been posted to the General Ledger before making comparisons to the vendor statement.

1. A/P Display, aged balance for comparison.
2. This option of the display program gives a summarized listing, in invoice number order, of the invoices and payments.
3. Differences between the A/P Display and the vendor statement may be due to different dates of coverage. Use the source documents, vendor invoice and check register to balance differences.

**Numbering a Recurring Invoice**

When the vendor issues a recurring invoice, you should use the date or month and year as the invoice number, (010204).

You must enter an invoice number that is unique for the vendor.

## Changes to Vendor Payment Terms

Use this procedure if changes need to be made in the vendor's terms.

You may alter the Payment Days, Payment Date, Discount Days, or Discount Rate fields by selecting the chosen vendor in the Masterfile Vendor program. (The Status field does not determine invoice payment terms.)

Any invoice added after this change reflects the new vendor terms. Invoices, which are already entered in PrintStream, will not re-calculate their discount amount or due dates unless you complete the next step.

If there are any open invoices on the vendor's account that have not yet been posted that need to be re-calculated, you must open each invoice and enter through the invoice detail screen for the change's to take effect.

To find the batch number, go to AP Reporter and select AP Batch Display from the AP Display Programs menu. Knowing which batch the invoices are located in makes the process easier. Go to A/P Invoicing, open the unposted batch by double-clicking it and select the invoice that needs to be recalculated. The Discount and If Paid By fields may change based on the new payment terms defined in Master File Vendor.

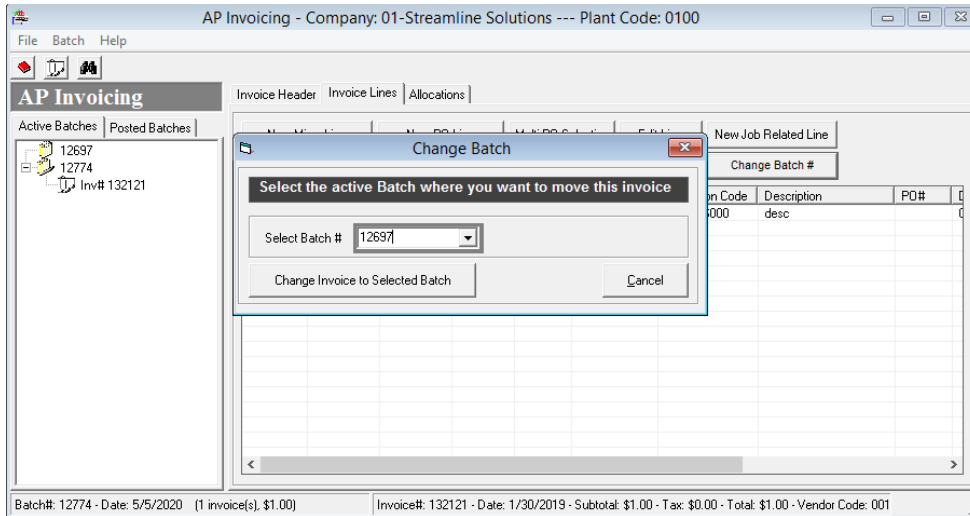
## Move Unposted AP Invoice To An Open Batch

PrintStream allows an unposted AR invoice to be moved to a different unposted AR invoice batch. From the Miscellaneous tab of the unposted AR invoice select the Change Batch # button located within the Invoice Information section.

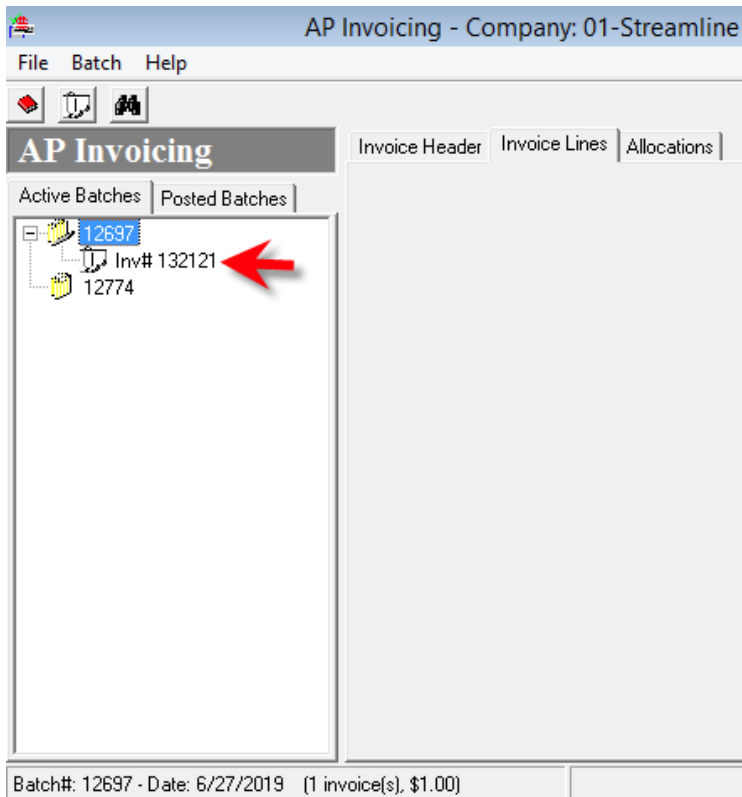
From within the Invoice Lines screen of the unposted AP invoice, select Change Batch #.

The screenshot displays the 'AP Invoicing' window for 'Company: 01-Streamline Solutions --- Plant Code: 0100'. The 'Invoice Lines' tab is active. On the left, a tree view shows 'Active Batches' with '12697', '12774', and 'Inv# 132121'. The main area contains a table with columns: Qty, Unit Price, Sub Total, Tax Code, Tax, Net Amount, Dissection Code, Description, and PO#. The first row shows '1.00', '1.000000...', '1.00', '00', '0.00', '\$1.00', '0110106000', 'desc', and '0'. Above the table, a row of buttons includes 'New Misc. Line', 'New PO Line', 'Multi PO Selection', 'Edit Line', 'New Job Related Line', 'New From % Template', 'Copy From Invoice', 'Add Trans. to Line', 'Delete Line', and 'Change Batch #'. The 'Change Batch #' button is highlighted with a red rectangle. At the bottom, a status bar shows 'Batch#: 12774 - Date: 5/5/2020 (1 invoice(s), \$1.00)' and 'Invoice#: 132121 - Date: 1/30/2019 - Subtotal: \$1.00 - Tax: \$0.00 - Total: \$1.00 - Vendor Code: 001'.

When the Change Batch windows opens, enter the unposted batch number you want to move the invoice to and click on Change Invoice to Selected Batch button.



The invoice will now appear in the unposted AR invoice batch selected.



## Suggested A/P Month-End Procedures

After entering the last vendor invoice for a month, post all remaining accounts payable invoice batches (CI), payment batches (CP), along with quick check (QP) and quick invoices (QI) batches to the General Ledger.

The Accounts Payable Aging Report, printed by transaction date, as of the end of the month should agree with the General Ledger balance for your A/P account. The Accounts Payable Aging Report shows the unpaid balance of all invoices with dates on or before the selected month end date.

The General Ledger program contains the A/P Month End Calculation program, which balances the AP module to the General Ledger. If it does not balance, use the A/P Reconciliation Report to assist in finding the variance.

In A/P Reporter, Month End Reports, an A/P Reconciliation Report is available to balance the AP module to itself. This report performs the following calculation for each vendor: it takes the beginning aging amount, adds invoices based on the period, deducts payments based on the period, and compares the amount to the next month's aging. If what is calculated, based on this formula, does not balance to what the AP Aging Report reflects, a variance is detected. This variance could be the amount you are unable to balance to the General Ledger.

**Note** Both reports can take anywhere from a few minutes to several minutes to generate depending on the amount of data you have. You do not need to change any of the dates if you run it by period. If you discover any differences, they are usually related to timing issues or to date issues, which, after further research into the problem, becomes apparent.

The screenshot displays the 'A/P Reporter for the Company : 01 Alaska Inc. - Plant Code: 0100 Company 01 Primary Location' window. The 'A/P Reconciliation' sub-window is active, showing the following fields and options:

- Vendor:** From: [dropdown], To: [dropdown]
- Reconcile By:**
  - ☒ Period Year: [dropdown] Period: [dropdown]
  - ☐ Date ☐ Filter by Plant Report is run by Transaction Date
- Enter Aging Start Date:** 5/17/2008 **End Date:** 6/16/2008
- Invoice By Date Report Date:** 5/17/2008 **To:** 6/16/2008
- Payments By Date Report Date:** 5/17/2008 **To:** 6/16/2008
- Option:**
  - ☒ Preview ☐ Print
- Buttons:** Ok, Done

The left sidebar of the A/P Reporter window lists various report categories: A/P Display Programs, Transaction Reports, Vendor Reports, Master File Reports, and Month End Reports. Under Month End Reports, icons represent A/P Summary And Detailed Aging, A/P Payment Summary, Print Invoice Transactions By Dissection Code, Monthly Check Register, Voided Check Register, and A/P Reconciliation.

It is necessary to accrual entries for certain received PO line items, but the AP invoice is not yet entered. The PO Receipts Accrual report, in the Purchasing Entry module / Reports / PO Reports, run for the period date range and sorted by GL Code#, display a total dollar amount to accrue for broken down by GL account number.

**PO Reports**

Select a Report—

☐ Overdue PO Report

☒ PO Receipts Accrual Report  
[\* This report will not include items that were AP Invoiced or Dummy Invoiced]

☐ PO Without AP Invoices Report

☐ UnApproved PO Report

Options—

☒ Finally Delivered    From Date : 8 / 1 /2009    To Date : 8 /31/2009

☒ Partially Delivered    From Date : 2 /25/2009    To Date : 11/17/2009

Sort Order—

☐ PO #    ☐ PO Date    ☐ Vendor Name    ☒ G L Code #

View—

☒ Preview    ☐ Print       

The accrual entry is a debit for each account listed on the report and a credit to AP.

The Dummy AP Invoice Report, with the uncompleted option selected, should agree the General Ledger balance for your A/P Without Invoice account.

**A/P Reporter for the Company : 01 Streamline Solutions - Plant Code: 0100 01 San Rafael**

File Options Display Programs Transaction Reports Vendor Reports Master File Reports Month E

**A/P Reporter**

A/P Display Programs

Transaction Reports

A/P Batch Transaction

A/P Invoices by Date

A/P Transactions By Date

**Dummy Invoices**

Specify the date range for the report—

Report the Dummy Invoices From Date 9 / 1 /2009

Report the Dummy Invoices Up to Date 9 /30/2009

☐ Completed and Uncompleted Dummy Invoices

☒ Uncompleted Dummy Invoices

☐ Completed Dummy Invoices

☒ Filter for the Current Plant

# AR/AP Dummy Invoice

## Dummy Invoice Feature

When creating a final AR invoice in PrintStream, the user is notified with a warning message if the job has any open purchase orders against it (dummy invoicing).

A “dummy invoice” is a cost accrual that can be accomplished through the A/R module of PrintStream. If there is an outstanding job-related purchase order for a job ready to be AR invoiced, where the vendor's invoice has not yet been entered, PrintStream detects it. The AR Invoice Entry program requires that either the invoice is first entered through the Accounts Payable module, or that a “dummy invoice” (accrual) is created to account for the costs of that outside purchase during the same period the revenue is booked.

When creating a final AR invoice, if outstanding PO's are encountered for the job, use the View PO's button to display the PO's and their receipts. A listing of all purchase orders created for this job, whether the purchase order has been received or not, displays. If the purchase order item has not been received in full or not received at all, cancel this invoice creation.

A/R Invoicing Entry

Active BatchesPosted Batches

Company: 01 - Plant: 0100

5991

5992

5994

6004

6005

6007

6009

6027

6029

6038

6040

6077

Create New Invoice

New Invoice for Batch# 6077

☒ Standard Invoice (Job)☐ Miscellaneous

Job#: 1539test

SalesRep: Clarence ClemmonsPlant Code: 0100

Customer: 29691-2-1 Marketing

External Entire SystemExternal Company PartInternal Company Part

☐ Partial Invoice☒ Final Invoice☐ Adjustment Invoice

☒ Automatically generate invoice

☐ Estimate☐ Actual

☐ Charge Freight from Shipping

☒ Prebill☐ Copy Invoice:

Prebill created by:LS Date: 9/10/2007 Time: 10:54:49

☐ Auto-Itemize☐ With Prices☐ Without Prices

If you leave this invoice as Final, a Dummy Invoice (cost accrual) will be created for outstanding PO's.

Cancel

View PO's

Finish

You can also generate a billing worksheet for the job you are invoicing to see the purchase orders created for it. If continuing with the invoice as FINAL, the following screen opens:



Create New Invoice

## New Invoice for Batch# 6077

☒ Standard Invoice (job)
 ☐ Miscellaneous

Job#: 1539 test

SalesRep: Clarence Clemmons Plant Code: 0100

Customer: 2969 1-2-1 Marketing

**Dummy Invoice Options**

☒ Prepare dummy invoices by the amount of the receipt(s) and prevent further costs being added to the job, so I can post this AR Invoice Batch to the General Ledger

☐ Bypass dummy invoices so I can add further costs to the Job, but I can not post the AR Invoice Batch until dummy invoices are finished

☐ Copy Invoice:

Prebill created by: LS Date: 9/10/2007 Time: 10:54:49

☐ Auto-Itemize
 ☐ With Prices
 ☐ Without Prices

If you leave this invoice as Final, a Dummy Invoice (cost accrual) will be created for outstanding PO's.

**Note** You may consider placing an invoice with a “dummy” in its own batch, apart from other AR invoices due to the posting requirements involved. Further posting requirement information is provided based on the dummy invoice option selected below.

The first option should almost always be selected!

### A/P Accrual/Dummy Option 1

The first dummy option marks the job as final invoiced, completed, and ready to post. This option automatically creates an “A/P dummy” accrual invoice for the receipt for that line item of the PO.

This A/R invoice posts a debit to the buyout expense account and a credit to the A/P Accrual account designated as A/P Without Inv in Control Accounts. When the actual A/P invoice is entered to reverse the accrual invoice, the program knows there was an “A/P dummy,” and it debits the A/P Without Inv and credits A/P. (If the A/P invoice amount is different, that difference debits or credits the A/P Without Inv Difference account.)

In this scenario, the A/R invoice batch must be posted before the A/P invoice is entered. The job cost gets logged as the accrual invoice amount, not the reversal of the accrual amount. An invoice created with Option 1 has a yellow exclamation icon next to it in A/R, designating it as an invoice with a dummy accrual. This batch may be posted.

### A/P Accrual/Dummy Option 2: (Bypass)

The Bypass option, the second on this list, also marks the job as a final invoiced, but it leaves the AR invoice as uncompleted, and it cannot post to the General Ledger until the A/P invoice has been entered.

If this option is selected, material costs may still be logged to the job using the Job Cost Entry program. However, postage, timesheet, shop floor and inventory transactions are prohibited. PO receipts can also be logged; however, new PO's against the job cannot be created.

When the AP invoice is entered into PrintStream, a debit posts to WIP and a credit posts to A/P, just as it normally would.

An invoice created with Option 2, the Bypass option, appears with a red slash icon next to it in A/R, designating it as an uncompleted invoice. It has not been dummied nor A/P invoiced. This batch will not be able to be posted until the vendor invoice is entered into PrintStream.

If an A/P invoice is logged for the PO (it debits WIP and credits A/P), and upon later selection of the A/R invoice batch, it changes the icon to a normal invoice icon (and confirms the posting to debit buyout expense and credit WIP for the amount of the A/P invoice). Selecting the A/R batch changes the Completed flag to yes. If an A/P invoice is not entered, the Dummy Invoice Tab can be selected in A/R Invoicing Entry to create an A/P Accrual/dummy invoice.

**WARNING** In the short time between creating the A/P invoice for the A/R invoice which is uncompleted and going into A/R and selecting the batch, thereby changing the invoice to Completed; the A/P invoice amount may be changed - because the A/R invoice is uncompleted. After the AR invoice is completed, A/P can see that there was no A/P dummy (meaning that the A/R posted to WIP rather than to the A/P Without Inv account), and it will not let the A/P invoice amount be changed. In this case, a warning message appears which means that the A/R transaction has been set up to debit buyout expense and credit WIP. Changing the A/P amount would leave an out-of-balance condition in WIP. The only work around is to log a regular A/P invoice against that vendor (use invoice number 123A?), and when you pay the A/P, select both A/P invoices.

### Dummy Invoicing (AR Invoicing without Vendor Invoices)

Dummy invoicing is sometimes necessary because job costing cannot be completed until all outstanding, received purchase orders have been completed in AP. These A/P items without vendor invoices are recorded as part of the Sales invoicing process in order to record estimated costs and close the job cost record.

When a “dummy invoice” is created in A/R, it posts the following: (It is not an actual invoice; it is a cost accrual).

	Debit	Credit
Buyout Expense	12,400	
A/P w/o Invoice		12,400

Accounts Payable Without Vendor Dummy Invoices are not true invoices, they are simply cost accruals. Such liabilities do not appear in any of the normal accounts payable reports or display programs. Special reports are available to review transactions, balances, and variances pertaining to Accounts Payable without vendor invoices.

When the actual vendor's invoice is received and recorded, it automatically clears the A/P w/o Invoice liability account and clears any differences against the A/P w/o Invoice Difference account. The Journal entry created is illustrated below:

	Debit	Credit
A/P w/o Invoice	12,400	
A/P w/o Inv. Diff	500	
Accounts Payable		12,900

The A/R Invoice batch with the “dummy” invoice must be posted before you can record the true A/P invoice.

Use the procedure “Entering a Vendor Invoice Against a P.O. Receipt.” You are given the opportunity to enter the actual vendor invoice amount, in case the one entered in A/R as a dummy invoice was estimated incorrectly.

## "Quiz"/Review – Accounts Payable

### Beginning

1. Create a new AP invoice batch dated with the current date.
2. Create a new invoice to a vendor of your choice. The vendor invoice number is A581476 and the invoice is dated with the current date. The details field should reference "Office Supplies".
3. Save your work. Proceed to the miscellaneous invoice screen.
4. Enter a quantity of 1 with a unit price of \$164.28.
5. Enter a description of "miscellaneous office supplies".
6. Select the 0% tax code.
7. Enter or select the dissection code for office supplies for any branch and department.
8. Save your work.

**STOP HERE:** Show your instructor the AP miscellaneous invoice before continuing...

9. Working in the same batch, create a new invoice to the same vendor.
10. The vendor invoice number is DB341. The invoice date is the day before last and the details field should reference debit memo for office supplies.
11. Save your work. Proceed to the miscellaneous invoice screen.
12. Enter a quantity of -1 with a unit price of \$12.86.
13. Enter a description of "overcharge of notepads".
14. Select the 0% tax code.
15. Enter or select the same dissection code for office supplies used in step #7 above.
16. Save your work.

**STOP HERE:** Show your instructor the AP debit invoice before continuing...

17. Preview the batch's posting. Verify the GL accounts being charged are correct.
18. Post the batch and print the Batch Summary Display Report.

## Intermediate

The following exercise requires a job-related purchase order to be created in advance and then received before proceeding.

1. Create a new AP invoice batch dated with today's date.
2. Create a new invoice to the vendor referenced on the purchase order mentioned above. The vendor invoice number is 6412.
3. Save your work. Proceed to the New PO Line screen.
4. Enter the purchase order number. Select the line item from the purchase order you want to invoice.
5. Enter the applicable job number of the purchase order you are invoicing in the description field.
6. Select a valid tax code.
7. Save your work.

**STOP HERE:** Show your instructor the purchase order related AP invoice before continuing...

8. Edit the line and change the unit price to be \$1.00 more than what is referenced.
9. Select save.
10. Add a freight transaction line to this invoice for \$28.00 and apply it to an applicable freight expense account. A 0% tax code should be used.
11. Save your work.

**STOP HERE:** Show your instructor the purchase order related AP invoice before continuing.

## Advanced

The following exercise requires a minimum of two AP invoices to be entered through AP Invoicing to 5 different vendors before this exercise can be performed.

1. Create a new AP check batch with today's date. Select the general operating cash account.
2. The check date should reference the current date, while selecting all invoices due by the end of the current month.
3. Select 5 vendors to pay of your choice.
4. For the first two vendors selected, choose 1 invoice to pay for each.
5. For the third and fourth vendors selected, chose 2 invoices to pay for each.
6. For the fifth vendor selected, choose 2 invoices to pay.
7. Change the amount to pay on the one invoice for the fifth vendor to be \$50.00 less than what is due on the invoice.
8. Save your changes.

**STOP HERE:** Show your instructor the check selection before continuing...

9. Rather than paying the invoice selected to pay one vendor in step #4, unselect the invoice originally selected and select a different invoice.
10. For the second invoice selected to pay to the fifth vendor in step #6, indicate a manual check was issued for it with today's date and insert the check number it was paid on.
11. Save your changes.

**STOP HERE:** Show your instructor the check selection before continuing...

12. Print the checks to the check selection made above.
13. Post/Update your check batch to the General Ledger. Print out the Check Summary Posting Report to show to your instructor.

**STOP HERE:** Show your instructor the check selection before continuing...

14. Void the check printed to the fifth vendor in which you decreased the amount to be paid by \$50.00. Use the current date for the void date.