



## User Guide

Accounts Receivable  
V21.1.0200

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EFI PrintStream | V21.1.0200 *Accounts Receivable User Guide*

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## Table of Contents

<b>Introduction .....</b>	<b>7</b>
Overview .....	7
Contact Information .....	7
<b>Accounts Receivable Invoicing Entry .....</b>	<b>8</b>
Creating an AR Invoice Batch .....	8
Miscellaneous Invoicing .....	10
Job Invoicing.....	12
Creating an Invoice .....	14
Line Item Entry .....	14
Balance Postage .....	16
Bill To/Ship To .....	19
Miscellaneous Tab .....	20
Dummy Invoice .....	21
Deposits .....	23
Notes .....	24
Allocations .....	25
Preview .....	26
Preview Using Postage Box.....	27
Job.....	28
Printing an Invoice .....	29
Posting an AR Invoice Batch.....	31
Invoicing Multiple Customers for One Job .....	32
Including Shipments on an Invoice .....	36
Create a Credit Memo.....	38
New Zero Bill Batch .....	40
New Bulk Batch.....	41
Grouping Lines On An Invoice .....	43
Consolidating Lines on an Invoice .....	44
Zero Value Inventory .....	45
Unbalance Postage .....	47
Undo Dummy Invoice .....	48
Uninvoice Feature .....	50
Copy AR Invoice .....	51
Rework Expense Allocations .....	54
Locked Batch .....	56
Using Hot Keys .....	57
Postage Sub Account Feature .....	59
AR Invoice Search Function .....	64
<b>Cash Receipts .....</b>	<b>65</b>
Creating a Cash Receipt .....	65
Allocating a Cash Receipt to an Open AR Invoice .....	66
Allocating a Postage Deposit .....	70

Changing/Editing a Cash Receipt .....	71
Allocating Postage Escrow .....	72
Allocating a Cash Receipt to Multiple Customers .....	75
Short Pay an Invoice .....	80
Miscellaneous Receipt .....	82
Moving Money from AR Suspense to Postage Suspense .....	84
Moving Money from Postage Suspense to AR Suspense .....	85
Transferring a Receipt between Customers .....	86
AR Cash Receipt Search Function .....	87
Import Cash Receipts .....	88
Negative Cash Receipt .....	96
Allocating a Negative Cash Receipt to Accounts Receivable .....	96
Allocating a Negative Cash Receipt to Postage .....	97
<b>Accounts Receivable Customer Collection Overview .....</b>	<b>98</b>
List Customers .....	98
Customer Notes .....	100
Customer History .....	101
Credit Control Note .....	102
Follow Up Notes .....	103
Follow Up Letters .....	104
Customer Contact Info .....	106
Finance Charges .....	107
<b>AR Database Builder .....</b>	<b>111</b>
Extracting PrintStream Data To An Access Database .....	112
Linking Microsoft Access to Create Reports from PrintStream .....	114
PSEXTERN Database vs. Report Database .....	114
Linking Tables to the Access Report Database .....	114
Sharing Your Reports .....	116
Microsoft Access Housekeeping .....	117
<b>AR Cross Reference Search .....</b>	<b>118</b>
<b>AR Reporting .....</b>	<b>121</b>
AR Display .....	121
AR Reports .....	122
<b>AR Invoicing Procedures .....</b>	<b>124</b>
AR Invoicing - Sales Tax Dollar Entry Rather Than Using Sales Tax Code .....	124
Dummy Invoice Feature .....	125
A/P Accrual/Dummy Option 1 .....	126
A/P Accrual/Dummy Option 2: (Bypass) .....	128
Unverified Postage Statements .....	130
Active ShopFloor .....	131
Correcting Cost Transactions After Invoicing .....	131
<b>Accounting Procedures - Miscellaneous .....</b>	<b>132</b>

Partial Invoicing .....	132
Billing Based On the Estimate Price Or Actual Job Costs.....	132
Adding Text Only Line(s) To an Invoice .....	132
Printing an Invoice or Batch of Invoices .....	132
Creating a Credit Memo .....	133
Postage Credit Invoice .....	133
Applying Postage Suspense Money on a Miscellaneous Invoice .....	134
Redoing an Invoice That Has Not Been Mailed .....	134
Redoing an Invoice That Has Been Mailed .....	134
Clearing an Unbillable Job from Work in Progress .....	134
Applying a Credit Memo To An Invoice.....	135
Use of Prospect / New Customer in Mail Estimating Or Print Estimating.....	135
What If The Customer Is Over Their Credit Limit? .....	136
How to Change a Batch Date.....	136
Unpost an AR Invoice or Cash Receipt Batch.....	136
Move Unposted AR Invoice To An Open Batch.....	139
<b>Cash Receipt Procedures .....</b>	<b>140</b>
Receiving Cash for an Invoice .....	140
Receiving Cash for Postage .....	141
Cash Receipt Entered to Incorrect Bank Account .....	141
How to Apply an Unapplied Deposit or AR Suspense to an Outstanding Invoice .....	143
Handling a Customer's Bounced Check .....	143
Creating a Refund Check For A Customer .....	143
How to Convert A Credit Memo To A Refund Check For A Customer.....	144
Postage Check Allocated To Incorrect Job .....	144
<b>AR Related Postage Procedures.....</b>	<b>144</b>
Billing Your Customer for All Services, Including Postage on One Line Item.....	144
Postage Usage Put On Partial Invoice, But Should Not Have Been Billed Yet .....	145
Recording Freight Charges as Postage Usage .....	146
Un-Allocating or Moving Money To Or From Postage Suspense.....	147
Posting and Month End Procedures.....	147
Posting an AR Batch .....	147
Writing Off a Bad Debt .....	148
Assessing Interest / Service Charges To A Customer's Account.....	148
<b>Balancing AR to Itself and GL.....</b>	<b>149</b>
<b>Monthly Check List for Accounts Receivable.....</b>	<b>153</b>
<b>Job Prepayment .....</b>	<b>154</b>
Overview.....	154
Set Up .....	154
Allocate Un-Applied Prepayments.....	158
Transfer Prepayment Receipts.....	159
Multi Plant Transfers of PrePayment Receipts.....	160
Prepayment Displays and Reports .....	163

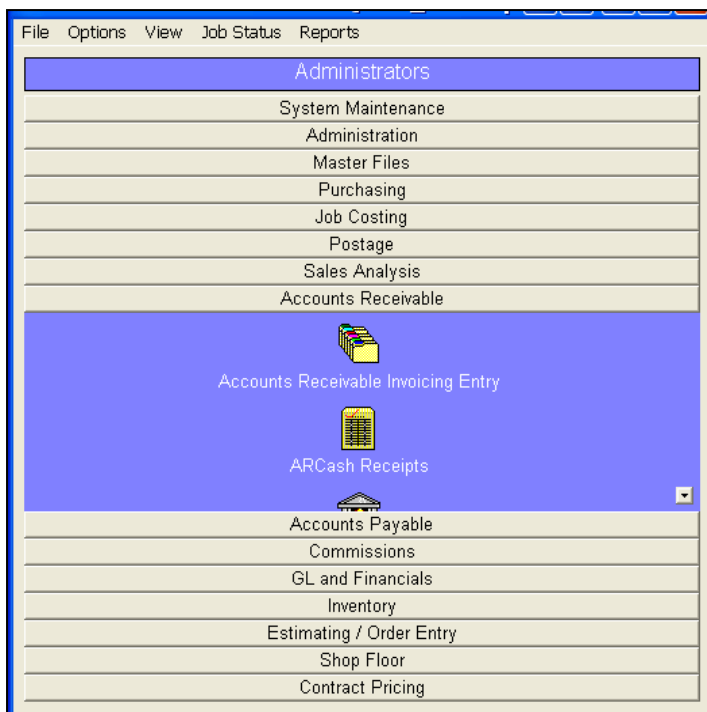


- AR Prepayment Adjustment..... 165
- Multi Job Invoicing..... 166
  - Overview..... 166
  - How to Create a Multiple Job AR Invoice..... 166
  - First Option ..... 168
  - Creating a Multi Job Invoice - Line Item Entry ..... 169
  - Creating a Multi Job Invoice – Balance Postage..... 170
  - Creating A Multi Job Invoice – Dummy Invoicing ..... 171
  - Creating a Multi Job Invoice – Additional Information ..... 171
  - Add Additional Jobs to Unposted Multi Job Invoice ..... 171
  - Posting a Multi Job AR Invoice Batch..... 172
  - Second Billing Option ..... 173
  - Invoice From Shipping..... 175
  - Load Final Shipped Jobs Only ..... 175

# Introduction

## Overview

The Accounts Receivable Module Reference Guide contains information on the following Accounts Receivable programs: **AR Invoice Entry**, **Cash Receipts**, **AR Customer Collection**, **AR Display**, **AR Reporter**, **AR Cross Reference**, and the **AR Database Builder**.



## 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 Receivable Invoicing Entry

The AR Invoicing Entry program allows the user to create miscellaneous (non job related) invoices and standard (job related) invoices. It can further accommodate invoicing for those companies who are running several companies in PrintStream, which we refer to as Multi-Company. The following documentation for the AR Invoicing Entry program will refer to those companies who are not operating on a multi-company database.

### Creating an AR Invoice Batch

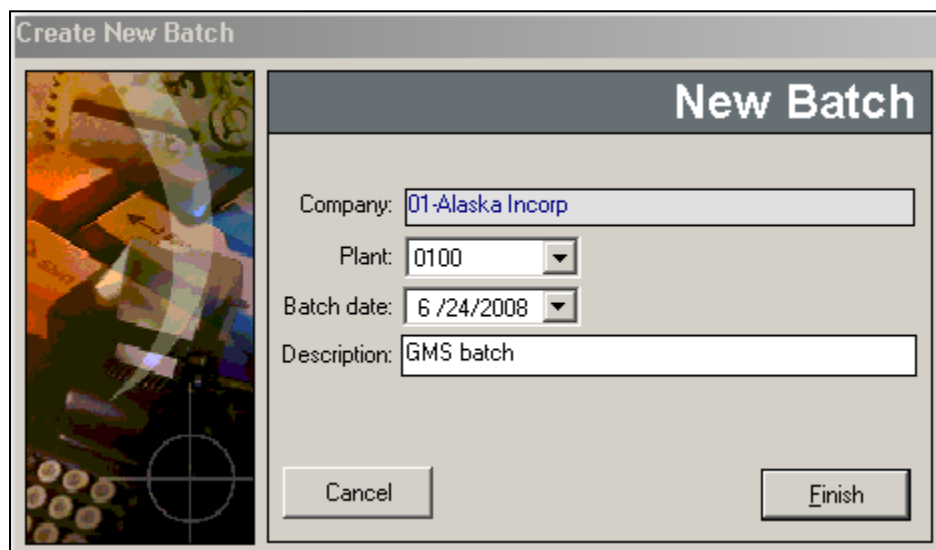
A Batch is a group of transactions. Batching allows PrintStream to post transactions in a group to the General Ledger with one number instead of each invoice or cash receipt posting individually.

#### *To create a batch of invoices in AR Invoice Entry*

1. Select the new batch icon (red book), or select **Batch** from the task bar along the top of your screen and then select **New Batch**.

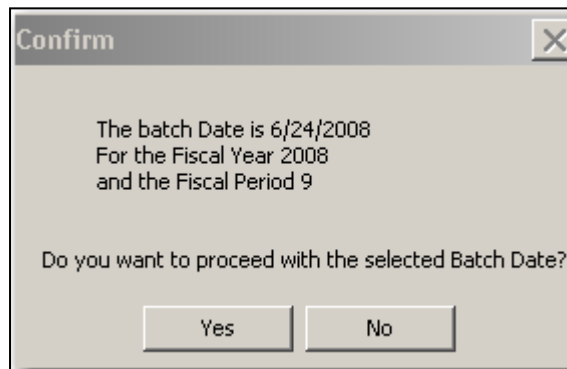
As an alternative, you can also right-click in the white field under the **Active Batches** tab and select **New Batch** from the menu.

**IMPORTANT** The date of your batch determines the period the batch of invoices or cash receipts will post to the General Ledger. It is recommended all invoices or receipts in the batch are dated within the same period as the batch date to prevent complications when balancing the AR Aging report to the General Ledger.



2. Verify the **Batch date** is correct.
3. You may also enter a brief **Description** (up to 20 alpha/numeric characters) identifying the batch being created to aid in tracking the batch when multiple batches are open.
4. Click **Finish**.



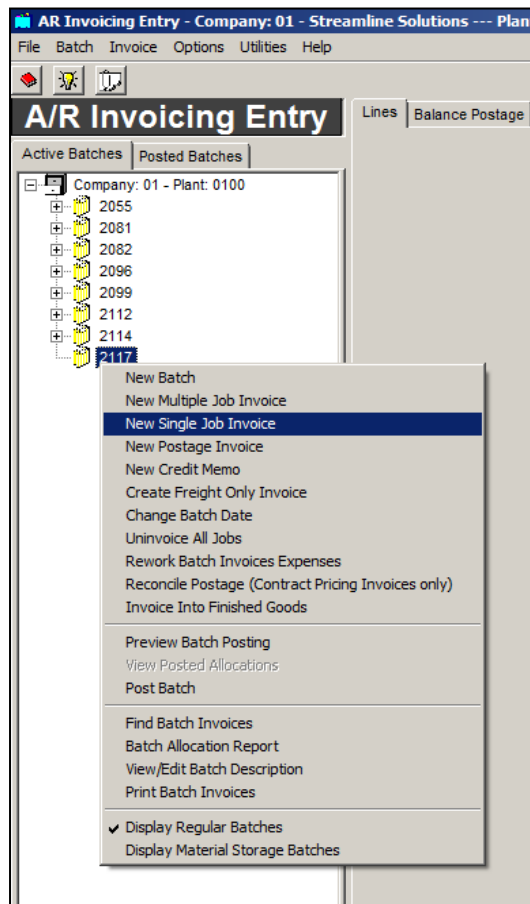


5. After clicking **Finish**, the above confirmation opens. Verify the batch date and the period the batch will be created in and click **Yes** if correct.

**To begin adding invoices to the batch highlight the batch**

1. Right-click and select **New Single Job Invoice** or click the paper icon on the tool bar at the top of the screen.

You can also select **Batch** on the task bar at the top of your screen, and then select **New Single Job Invoice**.



2. Visible at the bottom of the screen is the batch number, the batch date, the total number of invoices in the batch, and the total dollar value of the batch.

## Miscellaneous Invoicing

Use this feature for charges that are not job related, the sale of an asset, permit fees, startup balances, etc. Any invoice to a customer where there is not a job number present will default to the PrintStream miscellaneous job number 999999, and it will be recognized as a miscellaneous invoice.

### To perform miscellaneous invoicing

1. After selecting the correct batch and the **New Single Job Invoice** option from the menu, choose **Miscellaneous** for the invoice type.
2. Enter the customer account number or use the up/down arrow keys on the keyboard to select the customer. The job number will automatically default to 999999, the PrintStream miscellaneous job number. All miscellaneous invoices are Final invoices.
3. Click **Finish** when done.

**Create New Invoice**

**New Invoice for Batch# 2117**

☐ Standard Invoice (job) ☒ Miscellaneous

Job#: 999999

SalesRep: Plant Code:

Customer: 0200 ABC Company

☐ External Entire System ☒ External Company Part ☐ Internal Company Part

☐ Partial Invoice ☒ Final Invoice ☐ Adjustment Invoice

Currency: USA

Job Rate: Period Rate: 1.00

☐ Job Exchange Rate ☒ Use Accounting Period Exchange Rate (Postage Billed Separately)

☐ Automatically generate invoice

☒ Estimate ☐ Actual ☐ Prebill

☒ Use Client Language ☐ Add Modifiers Description

☐ Charge Freight from Shipping

☒ Copy Invoice:

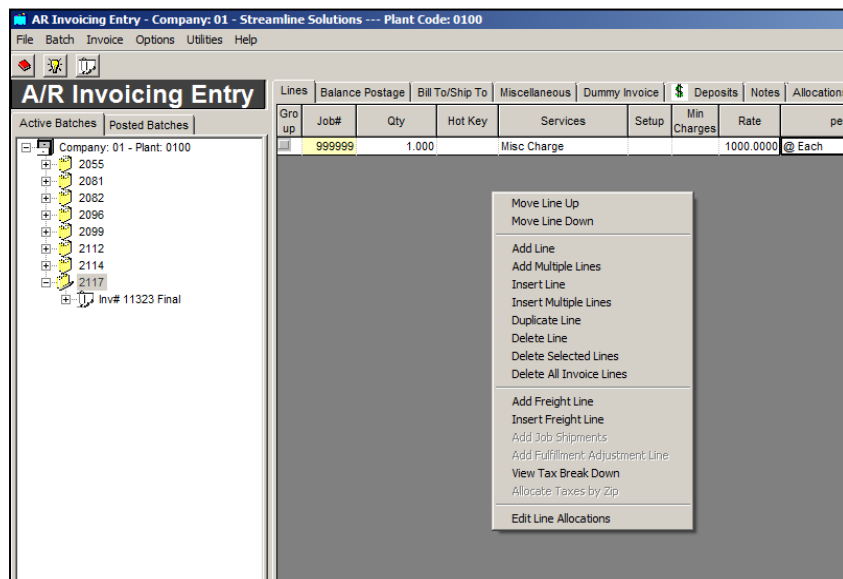
☒ Auto-Itemize ☒ vWith Prices ☐ vWithout Prices

Cancel Finish

4. Select the **Lines** tab, right-click in the gray, blank area, and select **Add Line**.
5. Fill in the quantity, the description, and the rate, and then select the tax code.

To move from column to column in the grid, press the **Enter** key or use the left/right arrow keys on the keyboard. To move from the **Services** field, press the **CTRL** key and left/right arrow key.

6. You can continue to add and format lines within an invoice. Place your cursor on the line, right-click and a list of options will display.



#### LINE FORMAT DESCRIPTIONS

**Move Line Up** – The line selected will move up one line.

**Move Line Down** – The line selected will move down one line.

**Add Line** – One line will be added, and it will display as the last line on the invoice.

**Add Multiple Lines** –After entering the number of lines to add the lines will display below all existing invoice lines.

**Insert Line**– A line will be inserted where the cursor is placed.

**Insert Multiple Lines** – A specified number of lines will be inserted where the cursor is placed.

**Duplicate Line** – The line selected will copy itself to a line directly below it.

**Delete Line** – The line selected will be removed.

**Delete Selected Lines** – Use Ctrl+Shift+click to highlight the lines you want to delete.

**Delete All Invoice Lines** – All lines on the invoice will be removed.

**Add Freight Line** – A line allocated to the GL account referenced as Freight Revenue in Control Accounts will be added as the last line on the invoice.

**Insert Freight Line** – A line allocated to the GL account referenced as Freight Revenue in Control Accounts will be inserted where the cursor is placed.

**Edit Line Allocations** – This option allows you to view and or change the GL allocation displayed. To change the GL allocation, you can either manually type the correct GL account in the Account # field or, with the cursor on the Account # field, you may use the +/- keys on the numeric keypad on your keyboard to select from the GL account numbers available based on the selected branch and department. Make the changes and select **Save** and **Close**.

7. When you have completed adding and making changes to the invoice, select **Save**.

**Note** A Salesrep will not appear on miscellaneous invoices. Sales and Commission reports have the option to exclude these miscellaneous invoices, because there is no salesrep assigned.

Adding or Inserting a Freight Line will not be included in the net sale total in AR reports.

Each of the tabs listed at the top of the screen allows changes to be made in different areas of the invoice, which will be further defined in the Job Invoicing section of this document.

Visible at the bottom of the screen is the invoice number of the invoice displayed along with the invoice date, the invoice dollar amount, the balance of the invoice less any payments applied to it, the customer's account number and the miscellaneous job number.

## Job Invoicing

### To create a job related invoice

1. Highlight the batch you want to add the invoice to, right-click the batch number, and select **New Single Job Invoice**.
2. Select the **Standard (job) Invoice** option and enter the job number to be invoiced.
3. Click **Finish**.

**Create New Invoice**

**New Invoice for Batch# 2117**

☒ Standard Invoice (job) ☐ Miscellaneous

Job#: 1332 Winter mailing

SalesRep: DMM Everything Plant Code: 0100

Customer: 0200 ABC Company

☐ External Entire System ☐ External Company Part ☐ Internal Company Part

☐ Partial Invoice ☒ Final Invoice ☐ Adjustment Invoice

Currency: USA  
Job Rate: 1.00  
Period Rate: 1.00

☒ Automatically generate invoice

☒ Estimate ☐ Actual ☐ Prebill ☐ Copy Invoice: [Dropdown]

☒ Use Client Language ☐ Add Modifiers Description ☐ Charge Freight from Shipping

☒ Auto-Itemize ☒ With Prices ☐ Without Prices

Cancel Finish

**External Entire System:** Suggested option for single or multi-company. Invoice generates for all processes on the job from all companies.

**External Company Part:** Option for multi-company invoicing. Invoice generates to the external customer with ONLY that company's processes.

**Internal Company Part:** Option for multi company users only. Invoice generates to the internal customer with ONLY that company's processes. JobMark cannot be set to External Bill for this job to have this option available.

**Invoice Status Partial/Final:** Indicates whether the invoice being created is a partial billing for the job or if it is a final billing for the job. Partial billing leaves a job "open" in production to further job costs, inventory pulls, postage usage, etc. When a job has been final invoiced, PrintStream understands the job has been completed in full and no further production additions/changes can be made to the job. Therefore, only an Adjustment invoice can be created thereafter.

**Currency, Job Rate and Period Rate:** Display for multicurrency users. This grid will reflect the currency calculated for the job, the currency exchange rate at the job level and the currency exchange rate for the period the AR invoice batch is created in.

**Job Exchange Rate:** Option for multicurrency users only. This option will calculate the services using the exchange rate captured at the job level. Postage is required to be invoiced separately from services.

**Use Accounting Period Exchange Rate (Postage Billed Separately):** Option for multicurrency users only. This option will calculate the services using the exchange rate defined for the period the AR invoice batch is created in. Postage is required to be invoiced separately from services.

**Automatically Generate Invoice:** You have the option of generating the invoice by Estimate, which will look to what was selected on the quote/job in the Mail Estimating or Print Estimating program. You can also generate the invoice based on Actual (actual timesheet/shopfloor entries logged, actual materials used, etc., which we do not recommend selecting), or generate the invoice based on the Prebill, which could have been generated by a Salesrep or a CSR prior to creating the invoice.

**Copy Invoice:** Please refer to the Copy AR Invoice procedure within this handbook for further instructions on this feature.

**Use Client Language:** This option will automatically default, however, you can deselect if you choose. If selected, PrintStream will use the process description designated as client rather than internal description. **Add Modifiers Description:** If Modifiers are associated to any processes on the job, the modifiers will also print on the invoice.

**Charge Freight from Shipping:** This is an optional feature and requires assistance from your Accounting Support contact to enable. If activated, the shipping charges captured in the Shipping module for the job will automatically pull onto the AR invoice generated for the job. Please refer to the Shipping document for additional information concerning this feature.

**Auto-Itemize:** Lastly, you can auto-itemize the invoice with prices, which will list the various line items to be billed on the invoice with their individual line prices, or you can auto-itemize without prices. This option will list the various line items being billed on the invoice without their individual prices, and indicate the grand total on the description line of the invoice. If you uncheck the Auto-Itemize box, the invoice will generate the total dollar amount and 1 line description based on the job title.

4. To make changes to any line items, right-click for all options. Add as many line items as necessary to complete the invoice. More detail on changing or adding line items can be found in the Line Item Entry section of this guide.
5. To move from column to column in the grid, press the **Enter** key or use the arrow keys on the keyboard.
6. To complete the invoice, select the **Save** button. To add another invoice to the batch, click the batch number in the **Active Batches** tab and then right-click and select the **New Single Job Invoice** option.

**Note** Using the Billing Worksheet to analyze and approve estimated to actual variances is a great pre-invoicing tool. We recommend generating the Billing Worksheet prior to billing to ensure all costs incurred during the completion of the job are being billed accurately when invoicing the job.

## Creating an Invoice

### Line Item Entry

You may add, insert, copy, move, or delete lines within an invoice.

#### To edit any line items

The invoice number in the tree must be selected and not the job number.

The screenshot shows the 'AR Invoicing Entry' window for 'Company: 01 - Streamline Solutions --- Plant Code: 0100'. The 'Lines' tab is active, displaying a table of invoice items. The table has columns for Group, Job#, Qty, Hot Key, Services, Setup, Min Charges, Rate, per, Avg Unit Price, Subtotal, Tax Code, Tax %, and Tax Amt. The left sidebar shows a tree view with 'Company: 01 - Plant: 0100' expanded, listing various batches and invoices, with 'Inv# 11324 Final' selected.

Group	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt
1332		0.000		Winter mailing	0.00	0.00	0.0000	Extended Line	0.00	0.00			0.00
1332	10000.000			Purchase List	0.00	0.00	1.0000	M Per 1000	1.00	10.00 02			2.00
1332	1.000			Convert Disk/Via E-Mail OR BBS	0.00	0.00	50.0000	@ Each	50.00	50.00 00			0.00
1332	10000.000			Barcode Qualify	0.00	50.00	12.0000	M Per 1000	12.00	120.00 02			2.40
1332	10000.000			Merge/Purge	0.00	75.00	12.0000	M Per 1000	12.00	120.00 02			2.40
1332	10000.000			Output to Laser Tape/Disk	0.00	50.00	5.0000	M Per 1000	5.00	50.00 00			0.00
1332	1.000			Laser Set up	0.00	0.00	50.0000	@ Each	50.00	50.00 02			1.00
1332	10000.000			Laser Print #10 Envelope	0.00	0.00	22.0000	M Per 1000	22.00	220.00 02			4.40
1332	10000.000			Fold	0.00	0.00	7.0000	M Per 1000	7.00	70.00 00			0.00

1. Place your cursor on an invoice line and right-click. A list of options will display.

Adding a line or adding a freight line will insert a line at the bottom of the invoice, whereas inserting a line or inserting a freight line will insert a line above the line item your cursor is placed.

2. When you have completed adding and making changes to the invoice, select **Save**.

Adding or inserting a line automatically allocates the line to the default revenue account, as defined in Control Accounts.

#### To change this credit entry

1. From the **Lines** tab place your cursor on the line item and right-click and then select **Edit Line Allocations**.
2. You can either manually type the correct GL account in the **Account #** field or, with the cursor on the **Account #** field, you may use the +/- keys on the numeric keypad on your keyboard to select from the GL account numbers available based on the selected branch and department.
3. Make the changes and select **Save** and **Close**.

#### To move a line

- Click the line and then right-click and select **Move Line Up** or **Move Line Down**.

#### To delete a line

- Click the line and then right-click and select **Delete Line**.

**Freight Charges:** It is important to designate a charge as freight by using the special add/insert options, because this ensures the freight amount will be broken out separately on reports such as the Invoices By Date Report and Sales Commission reports.

#### To add a freight line

- Right-click any line and select **Add Freight Line**. The line will be added after the last line of the bill.

### To insert a freight line

- Click any line and then right-click and select **Insert Freight Line for Above Job**. This will add a freight line above the line you selected. The special “break out” of freight charges is based on any charge to the Control Account for Default Freight Revenue – lines added/inserted using this special freight option automatically credit this account. Any other allocation to this freight revenue control account hidden in a ‘normal’ line will also break out on reports as freight.

**Note** Display columns appear in yellow; entry columns appear in white.

**Group:** Imploding activities, also known as grouping, allows items that may be detailed for production purposes to be strung together for invoicing purposes. Items to be grouped together should have the same unit of measure. Overall, grouping will add lines together on one line separating the combined descriptions with a comma, the GL allocations will remain broken out across the original GL revenue accounts and sales tax will be calculated based on the sales tax code referenced on the first line selected in the grouping. This feature is also found in the Sales Prebill program. Additional information for this feature can be found later in this document.

**Job #:** Displays the job number the invoice was created for. For multi invoice users, multiple job numbers will be listed in this column.

**Qty:** The quantity for each line item will display, which comes from the estimate/job and it can be changed. This field will accept whole numbers or quantities with decimals. Headings, subtotals and extended lines will have a zero quantity, which will not print.

**Hot Key:** Hot keys give the PrintStream user the ability to define a list of service/product descriptions that can be accessed and filled in quickly from the invoicing and Sales Prebill line items. By use of the hot keys defined in the master list, the description in the invoice line can be populated saving keystrokes. Additional information about feature can be found later in this document.

**Services:** A description of services or a title for the heading. Each description is 150 characters long.

**Setup and Minimum Charges:** Setups and minimums, as defined in the Mail Estimate, will display and can be entered, and will not appear in the rate column.

**Rate:** The cost for the services. Zero will display for Headings, Subtotal and Extended lines.

**Per:** The Per column has the capability of having the line item priced at one of the following: None, M per 1000, C per 100 or @each. The Per column can also be a Heading, Extended line or Subtotal. A Heading line will appear in bold with no line extensions. An Extended line is used for a detailed text explanation and also appears with no line extensions. A line defined as Subtotal will appear italicized and will subtotal all lines since the previous Subtotal line.

**Avg. Unit Price:** An average price of each item, including set up, for each line. This will not print.

**Subtotal:** A subtotal of the line item.

**Tax Code:** Tax code defined in the Master Files Customer & applied if the activity is set to taxable.

**Tax Percent:** The tax percent defined in the Master Files Customer associated with the tax code.

**Tax Amt:** The calculation of the tax percent and the line subtotal will display. This amount can be altered.

**Total Amount:** The subtotal and tax amount will display.

**Activity Code:** The activity code associated with the process being billed will display.

## Balance Postage

Balancing postage is required for all **final** invoices with postage earmarked or postage usage.

### To balance postage

1. Click the **Balance Postage** tab.

The **Balance Postage** tab will have a red octagon symbol with a line through it indicating postage has not yet been balanced on this invoice. The postage must be balanced on a final AR invoice in order to post the batch. The postage does not have to be balanced on a partial AR invoice in order to post the batch.

**Balance Postage for Job#: 1332**

Deposits		Deposits on this Invoice	
Total Deposits for Job:	\$1,000.00		
Prior Billed Deposits:	\$0.00		
Unbilled Deposits for Job:	\$1,000.00		\$1,000.00

Customer Suspense		Customer Suspense	
Postage Suspense:	\$49,661.37		\$0.00

Usage		Usage on this Invoice	
Total Usage for Job:	\$901.91		
Prior Billed Usage:	\$0.00		
Unbilled Usage for Job:	\$901.91		\$0.00

Customer Postage Balance		Bill or credit on this Invoice	
	\$49,661.37		(\$1,000.00)

Cancel OK

Description for Invoice Postage Lines (Only if not using the postage box)

Postage Received:  Save

Postage Used:

2. Reading down the left side of the above screen and then to the right side, an explanation of each field is described below:

**Total Deposits for Job:** The total postage deposits received/earmarked to this job.

**Prior Billed Deposits:** The postage earmarked amount that has been previously billed for this job.

**Unbilled Deposits for Job:** Postage deposit amount that has not yet been billed.

**Postage Suspense:** Postage advance or pre-payment money that has not been earmarked to jobs. A customer maintains a postage suspense balance if their postage deposit exceeded the actual postage



usage and the overpayment was not credited to the services on an AR invoice or refunded to the customer.

**Total Usage for Job:** The total postage usage logged to the job.

**Prior Billed Usage:** Postage usage that was billed on a partial invoice prior to creating this invoice.

**Unbilled Usage for Job:** Usage that has not yet been billed.

**Deposits on this Invoice:** The amount to be applied on this invoice for Unbilled Deposits for Job will be entered in this field.

**Customer Suspense:** The amount to be applied on this invoice from the customer's postage suspense account will be entered in this field.

**Usage on this Invoice:** If the job is being partially invoiced, the user will click the **Select Usage Trans** button and then select the postage usage transactions to be billed on the invoice by placing a check mark in the gray box to the far left of each usage transaction. The total amount of the usages selected will display in the gray field below the **Select Usage Trans** button. To deselect a postage usage transaction, remove the check mark by clicking in the gray box provided. If the job is being final AR invoiced, this button will be grayed out as PrintStream requires all postage to be balanced on a final invoice.

**Bill or credit on this Invoice:** The net amount of Deposits on this Invoice plus Customer Suspense plus/minus usage on this invoice will display in this field. If the postage usage is > deposits plus suspense, the customer will be invoiced for the difference. If the postage deposits plus postage suspense is > the postage usage, the user will have the option to apply the difference to services, issue a customer refund check or return the difference to the customer's postage suspense account.

3. On a final AR invoice, all usages are automatically selected when the user balances postage. On a partial AR invoice, you have the option of selecting which usages you would like to bill for on the invoice. To do so, select the **Select Usage Trans** button. The window below will open. Select the postage usage transactions to be billed on the invoice by placing a check mark in the gray box to the far left of the line item.
4. Click **OK** when finished.

	Cmp	Seq #	Meter	Date	Pieces	Usage Amt	Invoice#
1 <input checked="" type="checkbox"/>	01		0 M500	10/28/2009	0	35.22	
2 <input type="checkbox"/>	01		0 M45678	10/31/2009	0	654.46	
3 <input type="checkbox"/>	01		0 M11111	11/2/2009	0	212.23	

The total amount of the postage usages selected will display in the Usage on this Invoice field.

**Balance Postage for Job#: 1332**

Deposits		Deposits on this Invoice	
Total Deposits for Job:	\$1,000.00		
Prior Billed Deposits:	\$0.00		
Unbilled Deposits for Job:	\$1,000.00		\$1,000.00

Customer Suspense		Customer Suspense	
Postage Suspense:	\$49,661.37		\$0.00

Usage		Usage on this Invoice	
Total Usage for Job:	\$901.91		
Prior Billed Usage:	\$0.00		
Unbilled Usage for Job:	\$901.91		\$35.22

Customer Postage Balance: \$49,661.37

Bill or credit on this Invoice: (\$964.78)

Cancel OK

Description for Invoice Postage Lines (Only if not using the postage box)

Postage Received:  Save

Postage Used:

- Click the **OK** button in the lower right hand corner to balance the postage.
- If the deposits plus postage suspense money used in balancing the postage is greater than the postage usage, you will be asked Apply Postage Credit to Services on Invoice? If **Yes** is selected, the difference will be deducted from the services billed on the AR invoice. If **No** is selected, you will then be asked Issue refund check to customer? If **Yes** is selected, a request will automatically be created in the Postage Entry/Customer Postage Refund program. If **No** is selected, the difference will automatically be returned to the customer's postage suspense account.

**Postage Balancing**

Apply Postage Credit to Services on Invoice?

Yes No

**Refund Check**

Issue refund check to customer

Yes No

**Note** In the event additional/less postage usage or postage advance money must be logged to the job after the postage has been balanced on a final AR invoice, you must 1) change the invoice status to Partial, 2) make the necessary postage adjustment(s) to the job in the applicable program(s), 3) reopen the AR invoice for the job and rebalance the postage on the invoice. You may change the invoice status back to Final, if desired, before balancing.

## Bill To/Ship To

The **Bill To/Ship To** tab will allow alterations to either the Billing or Shipping address by manually keying the information in the address fields or by clicking the **Bill To** or **Ship To** buttons and selecting from the addresses that display. The addresses that display are setup in the Master Files Customer program in Addresses.

### To change the Bill To or Ship To address in the Bill To/Ship To screen

1. Click either the **Bill To** or **Ship to** button.

A window displaying the additional addresses defined for the customer in Master File Customer will display.

2. Double-click the address you want referenced on the invoice.

Type	No	Name of the Address	Contact
D	0	ABC Company	
D	1	ABC Company	
D	999999	ABC Company	

Save Addresses Order Preferences

No: 1 Active Address ☒

Name: ABC Company

Address: 1352 S. 300 W.

Zip: 84116

City: Salt Lake City

County:

State: UT Country: USA UNITED STATES

Acct#: Third Party Billing

Phone:

Fax:

Email:

Contact Title:

Contact Name:

Date Entered: 6/24/2008

Date Edited: 6/24/2008

Clone Add Save Close

The screenshot shows a software window with several tabs: 'Lines', 'Balance Postage', 'Bill To/Ship To', 'Miscellaneous', and 'Dum'. The 'Bill To/Ship To' tab is active. Below the tab header, there is a section titled 'Bill To And Ship To Addresses:'. This section contains two main areas: 'Bill To' and 'Ship To'. The 'Bill To' area has three input fields: 'Bill To:' containing 'ABC Company', 'Attention:' containing 'Jeanne Smith', and 'Address:' containing '123 S. 456 W.' and 'Salt Lake City, UT 84117'. The 'Ship To' area has two input fields: 'Ship To:' containing '1352 S. 300 W.' and an empty 'Address:' field, with 'Salt Lake City, UT 84116' listed below it.

**Note** To work within this tab, the appropriate invoice number listed under the batch number must be highlighted.

The Bill To and Ship To address selected when the estimate/job was created will display under this tab.

## Miscellaneous Tab

**Tax Id:** The **Miscellaneous** tab provides an area for the customer's tax information, which will pull from the information stored in Master Files Customer, and print on the invoice.

**Add'l Tax:** This field is used for states with gross tax calculations.

**Cust Order #:** The customer's purchase order number will display in this field if it was inserted at the time of order entry. Otherwise, the purchase order number can be manually inserted into this field and it will print on the invoice.

**Salesrep:** The Salesrep indicated on the estimate/job will pull through to the Salesrep field; however, it can be changed if needed. The estimate/job may have one salesrep and the invoice may have another salesrep. The salesrep referenced will print on the invoice.

**Customer's Time Stamped Notes:** Customer Time Stamped Notes can be entered at the AR Invoicing level. These notes will show behind the **Notes** tab of AR Invoicing as well as in the **Master Files Customer program/Time Stamped Notes** button.

**Status:** The status of the invoice can be changed from Final to Partial and back again if additional costs need to be added.

You can also change the status of an invoice that has been "Dummy Invoiced" from Final to Partial. All GL transactions to WIP and the expense will be removed. Additional information on undoing a Dummy Invoice can be found later in this document.

**Transaction Date, Invoice Date:** The Transaction date indicates the date of the batch that holds the invoice. This date determines the period the batch of invoices will get posted to in the General Ledger. The Invoice Date is the date that will appear on the invoice. The invoice date does not have to be in the same period as the batch/transaction date. Many reports, such as the Accounts Receivable Aging Report, will offer the option to age the invoice based on transaction date or invoice date.

**Reference:** The reference box is for reference only and does not display or print anywhere.

**Commission:** The commission box in the **Miscellaneous** tab is used in conjunction with the Commission by Salesrep Report in AR Reporter as described in the Procedures section of this document. This method allows commission to be calculated manually offline and then entered in this field.

**Terms:** The standard terms, as defined in the Master Files Customer, appear in the Terms field and can be overridden if necessary. Changing the terms will automatically change the Due Date as well.

**Due Date:** The invoice due date is calculated based on the terms, but can be changed if needed.

**Miscellaneous Info**

**Tax Information**  
 Tax Id:   
 Add'l Tax:

**Order Information**  
 Cust Order#:  Invoice Salesrep:  Michelle  
 Estimate Salesrep:   
 Customer's Time Stamped Notes:

**Invoice Information**  
 Invoice Type:  Standard Status:  Partial Change...  
 Transaction date:  6 /24/2008 Reference:   
 Invoice date:  6 /24/2008 Commission:  0  
 Terms:  30 days Due Date:  7 /24/2008

## Dummy Invoice

The Dummy Invoice feature is described in further detail in the Procedures section of this handbook. The following description and illustration will provide an overview only. Each purchase order receipt is dummied individually.

**Create New Invoice**

**New Invoice for Batch# 1614**

☒ Standard Invoice (job) ☐ Miscellaneous

Job#:  1136 Copy of Test  
 SalesRep:  Michelle Plant Code:  0100  
 Customer:  0200 ABC Company

☐ External Entire System ☒ External Company Part ☐ Internal Company Part

☐ Partial Invoice ☒ Final Invoice ☐ Adjustment Invoice

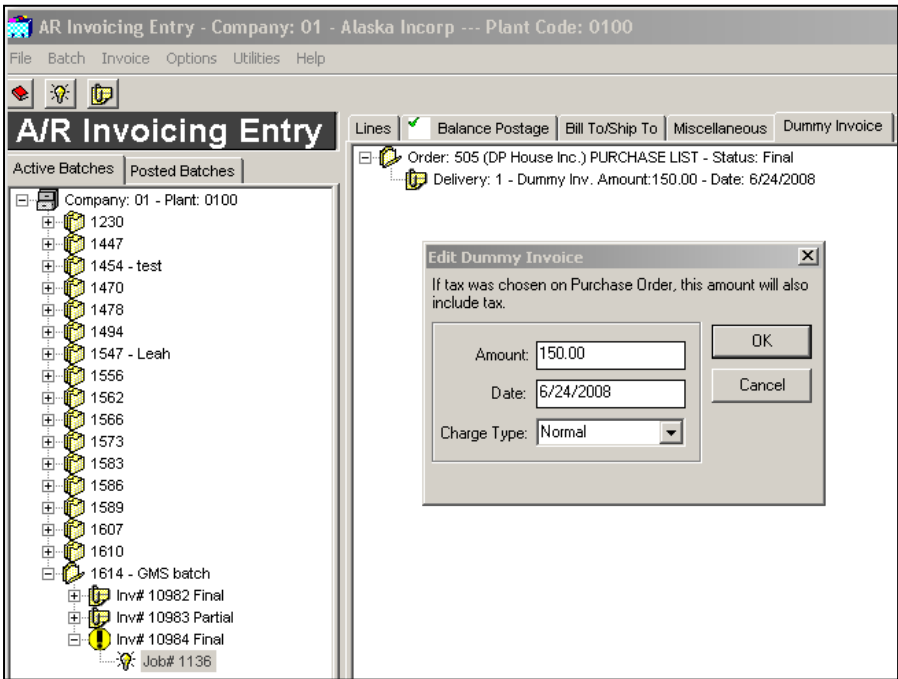
Currency:  USA  
 Job Rate:  1.00 ☒ Job Exchange Rate ☐ Use Accounting Period  
 Period Rate:  1.00 ☐ Exchange Rate (Postage Billed Separately)

☒ Automatically generate invoice  
☒ Estimate ☒ Use Client Language ☐ Charge Freight from Shipping  
☐ Actual ☐ Add Modifiers Description  
☐ Prebill  
☐ Copy Invoice:

☒ Auto-Itemize ☒ With Prices ☐ Without Prices

Invoices exist for this job, refer to job tab for details  
 If you leave this invoice as Final, a Dummy Invoice (cost accrual) will be created for outstanding PO's.

You can access the **Dummy Invoice** tab from the job level of the invoice. Open the purchase order by clicking the '+' sign, then double-click the receipt, which will open a display box titled Edit Dummy Invoice as shown below. The purchase order receipt dollar amount can be changed and then accepted by clicking **OK**. The vendor may be called at this point to get an exact dollar amount.



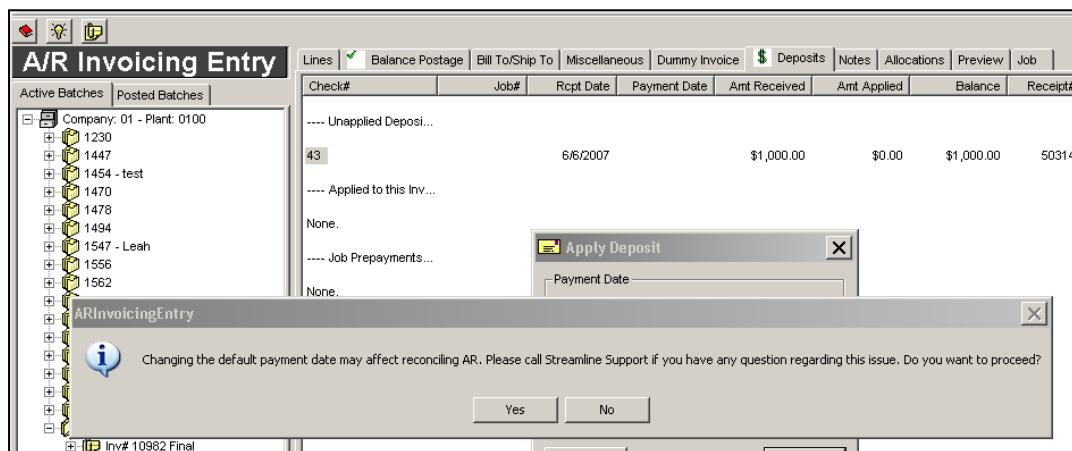
## Deposits

If a dollar sign appears on this tab, it indicates the availability of AR Suspense for this customer. An unapplied Accounts Receivable deposit can be applied to an invoice at the invoicing stage, and it will show as “less deposit” on the customer’s invoice. This works especially well when a deposit is received on a job before the work begins.

### *To apply the unapplied deposit at the invoicing stage*

1. Click the **Deposits** tab and double-click the check number to the unapplied deposit.  
An **Apply Deposit** box opens.
2. Select the payment date based on the following criteria: **(THIS IS VERY IMPORTANT FOR YOUR AGING REPORT.)**
  - If the receipt is dated earlier than the invoice, apply the money based on the invoice date.
  - If the invoice is dated earlier than the receipt date, apply the money based on the receipt date.

PrintStream will default to the later of the two dates; however, if the user attempts to change the date, the following warning message will display:



If the wrong option is selected, your Accounts Receivable Aging Report will not balance to your General Ledger for the period you are working in.

It is not recommended that a deposit be applied for more than the actual invoice, thus creating a credit invoice. Instead, only apply the total amount of the invoice to net it to zero, and then follow the instructions in the Procedures section of this handbook on how to issue a refund check. Or, leave the balance of the unapplied receipt in AR suspense for this customer to be used at a later date.

Lines	✓	Balance Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	\$ Deposits	Notes	Allocations	Preview	Job
Check#		Job#	Rcpt Date	Payment Date	Amt Received	Amt Applied	Balance	Receipt#		
---- Unapplied Deposits...										
43			6/6/2007		\$1,000.00	\$0.00	\$1,000.00	50314		
---- Applied to this Invoice...										
None.										
---- Job Prepayments...										
None.										

Apply Deposit

Payment Date

☒ Invoice Date ☐ Receipt Date ☐ Other

Payment Date 6/24/2008

Amount to Apply 1000.00

Cancel OK

**Note** The **Deposits** tab will be flagged with a dollar sign if there are any unapplied deposits for the customer. The date for application defaults to the invoice date.

Notes

Customer Credit Notes can be added through the Master Files Customer program to appear every time an invoice is prepared for the customer. Billing notes for a specific job can be added at the Sales Prebill Entry stage to remind the person preparing the invoice of any special circumstances related to this customer or this job. The **Notes** tab will be flagged with a notepad if there are any notes to review.

Lines	✓	Balance Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	\$ Deposits	📝 Notes
Notes							Date/Time/Contact
--- Customer Credit Notes -----							
Please email all invoices to Jeanne@abc.com.							

**Note** The notes that display are for internal reference only. They will not print on the customer's invoice.



## Allocations

The General Ledger allocations for this invoice can be reviewed in the **Allocations** tab. It is good practice to review this tab with each invoice to make sure the invoice is in balance and that the correct General Ledger accounts are getting charged. Make any necessary allocation changes through the **Lines** tab.

Lines	<input checked="" type="checkbox"/> Balance Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	<input checked="" type="checkbox"/> Deposits	Notes	Allocations
Account Details			Debit	Credit			
01-01-01-4270	dp labor rev			\$50.00			
01-20-10-40010005	DP revenue			\$290.00			
01-01-01-4200	buyout revenue			\$60.00			
01-01-01-2200	sales tax payable			\$31.51			
01-01-01-1500	accounts receivable		\$431.51				
--- Totals -----			\$431.51	\$431.51			
-----							

Under the **Options** menu, a user can select **View Detailed Allocations**. This is set for the workstation when you open the AR Invoice Entry program. If checked, it displays EVERY allocation for the batch or invoice. In the Preview Batch Posting, View Batch Posting and **Allocations** tab, you can re-sort by account, invoice#, amount, etc. If the detail is set when posting to the General Ledger, the detail will carry through to the GL. If you prefer to see this information in summary form in the GL, make sure the option for detailed allocations is **not** selected prior to posting the batch.

Lines	<input checked="" type="checkbox"/> Balance Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	<input checked="" type="checkbox"/> Deposits	Notes	Allocations	Preview	Job
Account Details			Debit	Credit					
01-01-01-4270	dp labor rev			\$50.00	Collected Income for line Data Processing Setup				
01-20-10-40010005	DP revenue			\$50.00	Collected Income for line Convert Disk/Via E-Mail...				
01-20-10-40010005	DP revenue			\$120.00	Collected Income for line Barcode Qualify				
01-20-10-40010005	DP revenue			\$120.00	Collected Income for line Merge/Purge				
01-01-01-4200	buyout revenue			\$50.00	Collected Income for line Output to Laser Tape/...				
01-01-01-4200	buyout revenue			\$10.00	Collected Income for line Purchase List				
01-01-01-2200	sales tax payable			\$31.51	Credit Tax Account for Inv# 10983				
01-01-01-1500	accounts receivable		\$431.51		Debit AR Control Account for Inv# 10983				
--- Totals -----			\$431.51	\$431.51					
-----									

Preview

The invoice can be viewed using the **Preview** tab, and the invoice can be printed from the **Preview** tab as well. To preview the invoice, the invoice line transaction in the tree must be highlighted. To change the size of the invoice in the preview window, select the drop-down arrow where the percentage is displayed.

Lines ☒ Balance Postage Bill To/Ship To Miscellaneous Dummy Invoice \$ Deposits Notes Allocations Preview Jc

1 of 1 62% Total:9 100% 9 of 9

**STREAMLINE**  
SOLUTIONS  
4040 Civic Center Drive, Suite 643 • San Rafael, CA 94903  
T 415 499 3355 • F 415 499 7677  
www.printstream.com

Attention: Jeanne Smith  
Invoice To: ABC Company  
123 S. 456 W.  
Salt Lake City, UT 84117

Shipped To: 1232 S. 300 W.  
Salt Lake City, UT 84116

Sales Rep: Michelle

AR Copy  
**Tax Invoice**  
109.83  
Page 1 of 1

Invoice Date: 6/24/2008  
Invoice Due: 7/24/2008  
Job Number: 1136  
Your Order #: 12323

Quantity	Description	Setup	AM	Unit Price	LN	Sub Total	GST	Total
	Copy of Mail	0.00						
1	Data Processing Setup	0.00	50.00			50.00	2.94	52.94
1	Convert Data/Via E-Mail OR 88's	0.00	50.00	50.000	ea	50.00	2.94	52.94
10000	Barcode Quality	0.00	50.00	12.000	lm	120.00	6.45	126.45
10000	Merge/Purge	0.00	75.00	12.000	lm	120.00	6.45	126.45
10000	Output to Laser/Fax/Disk	0.00	50.00			50.00	2.94	52.94
10000	Purchase List	0.00		1.000	lm	10.00	0.79	10.79
	Postage Used	0.00		145.000		145.00	0.00	145.00
	Postage Received	0.00		145.000		145.00	0.00	145.00

TERMS: PLEASE NOTE OUR TERMS ARE NET 30 DAYS FROM DATE OF INVOICE.

Sub Total: \$400.00

GST

TOTAL DUE \$431.51

**Note** You can set the AR Invoicing Entry program to print the required number of invoice copies in the Master File Reports program/Master File Reports/Setup Printout Copies by assigning a title to each copy, defined by the user. The invoice description will print in the upper right hand corner of the invoice (AR Copy, File Copy, etc.)

You can change the invoice layout by going to **Options/Invoice Format** in the invoicing program. Select from using with/without a logo, with/without a postage box and with/without a ship to address. This is a global setting which affects all invoice printing system-wide.

## Preview Using Postage Box

The Postage Box, defined as report #1600 (defined in Master Files Reports), will display if this option is selected as the invoice format. This option can be selected by selecting **Options** on the task bar, **Invoice Format** and then selecting the **Invoice Format with Postage Box** check box. You will also select, in the drop-down box provided, an invoice format. This box is designed to show the postage calculation for the job being invoiced. It will list the prepayments plus suspense, minus the usage to yield the postage "total balance" for the job. The postage box will not provide an overall summary of the customer's postage account; it will only provide a recap of the postage transactions for the job being invoiced.

Quantity	Description	Setup	Min	Unit Price	U/M
	Copy of Test				
1	Data Processing Setup		50.00		
1	Convert Disk/Write E-Mail or BBS			50.000	ea
10000	Barcode Quality		50.00	12.000	/m
10000	Merge/Purge		75.00	12.000	/m
10000	Output to Laser Tape/Disk		50.00		
10000	Purchase Lkt			1.000	/m
Postage Earmarked for Job		\$4,255.00			
Postage Suspense used		\$0.00			
Postage Usage for Job		(\$454.41)			
Postage Balance		\$3,800.59			
Held in Suspense					

**Notes** The eight lines of text required for report #1600 in Master File Reports are as follows:

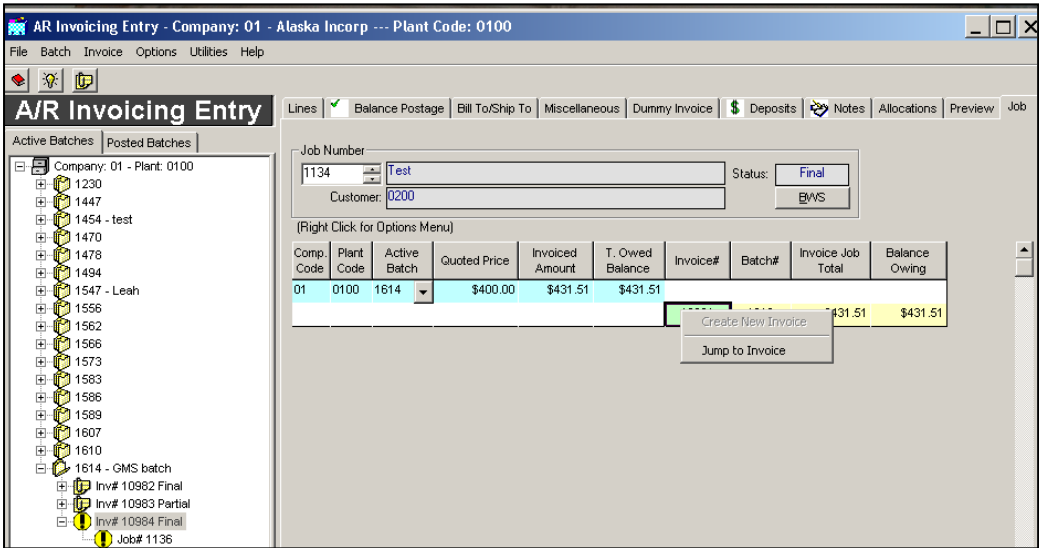
1. LINES
2. Postage Earmarked for Job
3. Postage Suspense used
4. Postage Usage for job
5. Postage Balance
6. Held in Suspense
7. Applied to Services
8. Refund Check

The actual wording of these lines is not "hard coded" but the use is. In other words, the program looks at line #8 when a refund check is selected and prints the text defined in line #8.

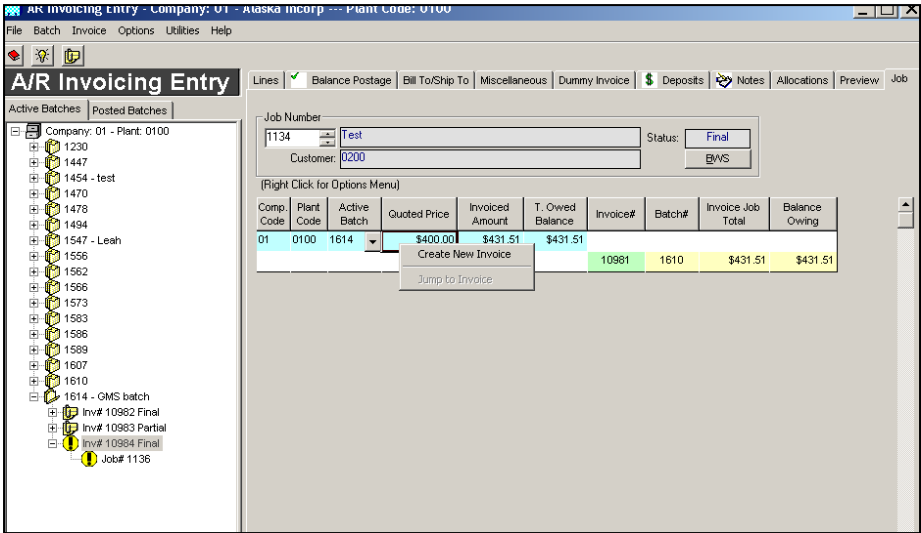
Job

The final tab in the AR Invoice Entry program is the **Job** tab. As previously mentioned in this documentation, there are several ways to create a new invoice in PrintStream. You can right-click the batch number and select the type of invoice you want to create or you can click the paper icon on the toolbar located at the top of the screen or select **Batch** on the task bar at the top of the screen. You can also create a new invoice from the Job screen. For more-involved jobs, this tab is helpful because it shows all invoice activity for the job: partials, finals, amounts and balance due, etc.

Enter the job number you want to invoice or look it up in the field provided. The job description and the customer for the job will display. The current invoice status of the job will display in the **Status** field; **Partial** if the job has been partially billed, **Final** if the job has been final billed or the field will be left blank if the job has not yet been invoiced. If the job has been previously invoiced, the invoice(s) will display in the area provided indicating the invoice number, the batch the invoice is in, the original invoice total and the current invoice balance. You can right-click an invoice and select Jump to Invoice to preview that invoice.



To proceed in invoicing the job selected, select an active batch to which you wish to add an invoice, right-click and select **Create New Invoice**. You will be prompted to the Create New Invoice screen where you will define the parameters of the invoice you are about to create. Click **Finish** when you are done.



You can also view the Billing Worksheet for the specific job by clicking the **BWS** button located under the **Status** field. The selection criteria is based on the BWS defaults defined in the Masterfile Report program.

Lines ☒ Balance Postage Bill To/Ship To Miscellaneous Dummy Invoice ☒ Deposits ☒ Notes Allocations Preview

1 of 6 65% Total: 25 100%

Billing Worksheet Printed: 8/24/2000 1:24:43PM Job # 1114 Page 1 of 8

50029 Sam's Dog House  
Copy of test bindery Job's QTY - 14000

Customer	Customer P	Invoice P	Local Inv Date	Job's Sales Person	PO Number(s)	Repeat	Rev
1264.BB	6002B	Not Invoiced		Quillen		Yes	Yes

Cost Center	\$ Estimate	\$ Actual	\$ Difference	Cost Center	\$ Estimate	\$ Actual	\$ Difference	Est. Hrs	Act. Hrs
D/P Buys				D/P/Prep	40.00		-40.00	0.67	
Laser Buys				Print	8,332.72		-8,332.72	123.35	
Print Buys				Laser					
Bindery Buys				Buster					
Mailing Buys				Bow					
Fulfillment Buys				Cutter					
Total Buys				Folder					
D/P/Prepress/Design Room				Laminating					
Envelopes				3 Hole Drill	241.18		-241.18	5.88	
Paper	5,625.52		-5,625.52	Ink Jet					
Laser Mail				Cheshire					
Bindery Mail	1,274.38		-1,274.38	Piggy Back					
Mailing Mail				Interier					
Fulfillment Mail	31.50		-31.50	Stretch Interier					
Total Raw Materials				Poly Interier					
Freight				Handwork					
Postage				Sorting					
				Waterseal					
				Stamping					
				Postage Prep					
				Fulfillment					
				UV Coating Press					
				Warehouse					
				Shipping Labor					
				Add Line Item	2,097.13		-2,097.13	83.88	
Material Cost	8,881.40	0.00	-8,881.40	Material Cost	10,711.02	0.00	-10,711.02	213.79	0.00
Material Sell	8,262.88	0.00	1,820.88	Material Sell	14,888.77	0.00	8,827.76		
Markup	39.06	39.00		Markup	33.87	39.00			

Actual	Estimate	Variance	Actual	Estimate	Variance
Total Costs	0.00	3	0.00	0.00	
- Admin Cost	40.00	3	0.00	0.00	3
- Raw Mat	40.00	3	0.00	0.00	3
- Charge	0.00	3	0.00	0.00	0.00
Costed At	22,681.18	0.00	10,711.02	8,881.40	4,848.74
- M/C's	40.00	3	0.00	0.00	0.00
- Misc	40.00	3	3	3	3
- Invoice	22,681.18	3	3	3	3
Profit/Loss	22,681.18				

<sup>1</sup> Profit/Loss is calculated as a difference between Actual Total Cost Amount and (Actual Billed Amount plus amount which is still unbilled in the customer based on the Quoted Amount and Actual Commissions) Billed Amount does not include tax or postage including freight billed as an optional rating

<sup>2</sup> On the BWS report all amounts are in US Currency

## Printing an Invoice

An invoice may be printed or re-printed from several different areas in PrintStream. Invoices can be printed/re-printed whether they have been posted to the GL or not.

**From Batch:** One method is to go into the actual batch and select the invoice you wish to print. Preview the invoice to the screen and then click the printer icon displayed across the top of the invoice.

**From Find Invoice:** Highlight the company code line in the AR Invoicing Entry tree, right-click and select Find Invoice if the batch number is unknown. The invoice can be previewed and printed by clicking the printer icon displayed across the top of the invoice.

**From Job tab:** Select the job number and right-click the existing invoice displayed. If you select Jump To Invoice, the invoice can then be previewed and printed.

**A/R Cross Reference:** Enter the invoice number in the field provided, select Invoice from the program's toolbar and then select View/Print Invoice. The invoice will display to the screen. Select the printer icon displayed across the top of the invoice to print it.

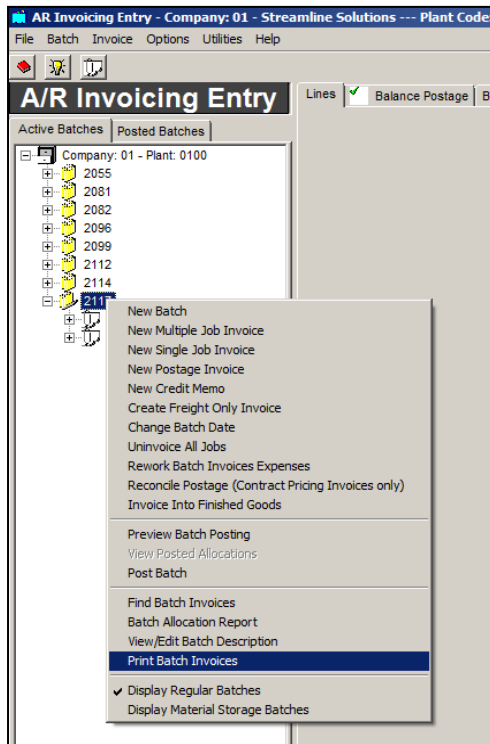
**AR Display program:** An invoice may also be printed from the AR Display program. Enter the customer's account number in the field provided, select Invoices in the tree provided, drill down by the method preferred (either outstanding invoices, period or all), locate the invoice you want to print, right-click the invoice and select View Invoice. After the invoice displays to the screen, select the printer icon to print.

**Customer Support program:** Once a job is displayed, use the Billing part of the tree and right-click the invoice you wish to print.

**Streamline.ARInvoice Printing:** Invoices can also be printed from the .Net AR Invoicing Printing program.

An entire batch of invoices can be printed at one time - right-click the batch and select Print Batch Invoices. The whole batch of invoices can also be printed from A/R Reporter, Jobs/Invs reports, Batch Invoices.

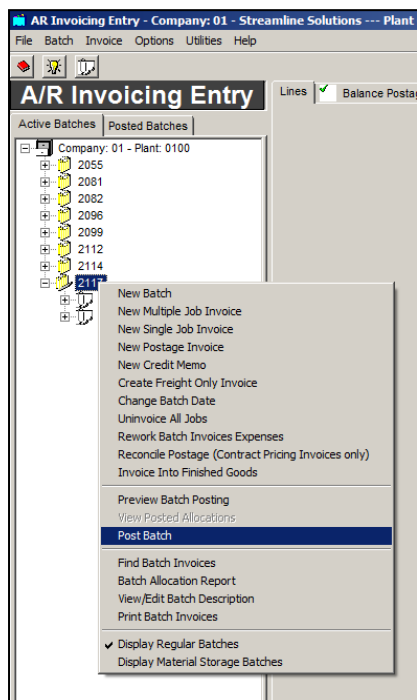
The number of copies and the copies' titles can be defined in the Master File Report module – report number 915.



## Posting an AR Invoice Batch

### To post an AR invoice batch

1. Select the batch by clicking the batch number in the tree.
2. Right-click and select the **Post Batch** option.



3. A preview to the batch posting will display showing the GL accounts to be affected based on the invoices contained in the batch. Select **Post Batch**. A General Ledger Posting Report will display indicating the batch has been posted to the General Ledger.

**Post AR Batch**

Batch #:  Batch Date:  Period:  Year:

Account	Debits	Credits
01-01-01-4000 Sales Revenue		\$1,070.00
01-01-01-2200 Sales Tax Payable		\$30.40
01-01-01-1500 Accounts Receivable	\$1,720.40	
01-01-01-4200 Buyout Revenue		\$60.00
01-20-10-40010005 DP Revenue		\$290.00
01-01-01-4400 Mailing Revenue		\$50.00
01-60-01-4010 Finishing Revenue		\$220.00
<b>TOTAL</b>	\$1,720.40	\$1,720.40

# Invoicing Multiple Customers for One Job

PrintStream provides the ability to create invoices to customers other than the job customer. The only restriction is postage can only be reconciled on the job customer's invoice.

Below is a screenshot of Job 1195 created for customer 0200.

Mail Estimating for the Company : (01) Alaska Incorp - (0100) Company 01 Primary Location LS

File Window Changes Refresh Master Data Help

Print Mode Is Off

Mail Estimating (Print & Estimating)

Quote Header

Estimating

Data Processing

Components

Bound Components

# Packages

Finishing

✖ Drops

Special Instructions

✔ Review Pricing

✔ Order Entry

Customer #: 0200

Sub Acct

FSC quote

Customer: ABC Company

Contact:

Address: 123 S. 456 W.  
Salt Lake City, UT 84117

Phone:

FAX:

Contact Phone:

Quote Date: 7/21/2008

Default Section Size: 0 x 0

First Mail Date: 7/30/2008

Last Mail Date: 7/30/2008

Re-Contact Date: 8/4/2008

Re-Order Date:

Qty: 10,000

SalesRep: Michelle

CSR:

Estimator:

Planner:

Job Type: Brochures

Job Title: Test

Description:

Price List: Default Corporate Price List.

Multi Inventory

Quote Standard Specifications

Overrun %: 0

Underrun %: 0

Inventory

Cancel

Save

1461.99

1195

ABC Company

0100 - Test



1. Create a new invoice and enter the job number. In the Customer field, change the customer account number to the other customer to be invoiced and select Partial.
2. Click **Finish** when done.

Create New Invoice

### New Invoice for Batch# 1700

☒ Standard Invoice (job)    ☐ Miscellaneous

Job#: 1195    Test  
 SalesRep: Michelle    Plant Code: 0100

Customer: 03-26-62    STREAMLINE SOLUTIONS

   ☐ External Entire System    ☒ External Company Part    ☐ Internal Company Part

☒ Partial Invoice    ☐ Final Invoice    ☐ Adjustment Invoice

Currency: USA  
 Job Rate: 1.00    ☒ Job Exchange Rate    Use Accounting Period  
 Period Rate: 1.00    ☐ Exchange Rate (Postage Billed Separately)

☒ Automatically generate invoice  
☒ Estimate    ☒ Use Client Language    ☐ Charge Freight from Shipping  
☐ Actual    ☐ Add Modifiers Description  
☐ Prebill  
☐ Copy Invoice:

☒ Auto-Itemize    ☒ With Prices    ☐ Without Prices

3. Edit the **Lines** tab reflecting the services the other customer should get invoiced for. Select **Save** when done.

AR Invoicing Entry - Company: 01 - Alaska Inco - Plant Code: 0100

File Batch Invoice Options Utilities Help

### A/R Invoicing Entry

Active Batches    Posted Batches

Company: 01 - Plant: 0100

- 1230
- 1447
- 1470
- 1478
- 1494
- 1547 - Leah
- 1566
- 1573
- 1589
- 1610
- 1616
- 1622
- 1645
- 1646
- 1656
- 1666
- 1670
- 1674 - 323132



Group	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Co
	1195	0.000		Test	0.00	0.00	0.0000	Extend	0.00	0.00	
	1195	1.000		Data Processing Setup	50.00	50.00	0.0000	@ Each	50.00	50.00	01
	1195	10000.000		Merge/Purge	0.00	75.00	12.0000	M Per 1	12.00	120.00	01
	1195	10000.000		Purchase List	0.00	0.00	1.0000	M Per 1	1.00	10.00	01

4. The **Balance Postage** tab indicates there is postage recorded on the job, however, because the postage was created against the original customer on the job, you will not be allowed to balance the postage for this customer invoice.


Lines **Balance Postage** Bill To/Ship To Miscellaneous Dummy Invoice Deposits

**Balance Postage for Job#: 1195**

<b>Deposits</b>		<b>Deposits on this Invoice</b>	
Total Deposits for Job:	\$0.00		
Prior Billed Deposits:	\$0.00		
Unbilled Deposits for Job:	\$0.00		\$0.00
<b>Customer Suspense</b>		<b>Customer Suspense</b>	
Postage Suspense:	\$0.00		\$0.00
<b>Usage</b>		<b>Usage on this Invoice</b>	
Total Usage for Job:	\$2,324.45	Select Usage Trans.	
Prior Billed Usage:	\$0.00		
Unbilled Usage for Job:	\$2,324.45		\$0.00
<b>Customer Postage Balance</b>		<b>Bill or credit on this Invoice</b>	
	\$0.00		\$0.00

Description for Invoice Postage Lines (Only if not using the postage box)

Postage Received:  

Postage Used:

5. Create a new job invoice to invoice the balance of the services and postage to the original job customer. Select either **Partial** or **Final**, and then click **Finish**.

Create New Invoice

**New Invoice for Batch# 1700**

☒ Standard Invoice (job) ☐ Miscellaneous

Job#: 1195 Test

SalesRep: Michelle Plant Code: 0100

Customer: 0200 ABC Company

☐ External System ☒ External Company Part ☐ Internal Company Part

☐ Partial Invoice ☒ Final Invoice ☐ Adjustment Invoice

Currency: USA

Job Rate: 1.00

Period Rate: 1.00


☒ Job Exchange Rate ☐ Use Accounting Period Exchange Rate (Postage Billed Separately)

☒ Automatically generate invoice

☒ Estimate ☒ Use Client Language ☐ Charge Freight from Shipping

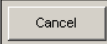

☐ Actual ☐ Add Modifiers Description

☐ Prebill

☐ Copy Invoice:  

☒ Auto-Itemize ☒ With Prices ☐ Without Prices

Invoices exist for this job, refer to job tab for details

6. Edit the **Lines** tab reflecting the services the job customer should get invoiced for.
7. Select **Save** when done.

Gro up	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Cor
	1195	0.000		Test	0.00	0.00	0.0000	Extend	0.00	0.00	
	1195	1.000		Convert Disk/Via E-Mail OR BBS	0.00	0.00	50.0000	@ Each	50.00	50.00	01
	1195	10000.000		Barcode Quality	0.00	50.00	12.0000	M Per 1	12.00	120.00	01
	1195	10000.000		Output to Laser Tape/Disk	0.00	50.00	5.0000	M Per 1	5.00	50.00	01

Batch#: 1700 - Date: 7/21/2008 (2 Invoice(s), \$625.69) Invoice#: 11104 7/21/2008 \$431.51 Balance: \$431.51 Job#: 1195 Account#: 0200

8. Select the **Balance Postage** tab and reconcile the postage.

**Balance Postage for Job#: 1195**

Deposits		Deposits on this Invoice	
Total Deposits for Job:	\$0.00		
Prior Billed Deposits:	\$0.00		
Unbilled Deposits for Job:	\$0.00		0.00
Customer Suspense		Customer Suspense	
Postage Suspense:	\$8,681.75		0.00
Usage		Usage on this Invoice	
Total Usage for Job:	\$2,324.45		
Prior Billed Usage:	\$0.00		
Unbilled Usage for Job:	\$2,324.45		\$2,324.45
Customer Postage Balance		Bill or credit on this Invoice	
	\$8,681.75		\$2,324.45

All AR reports and the AR Display will reflect the correct data.

## Including Shipments on an Invoice

Shipments manually entered to a job or imported into the Shipping program can be added as line items on an AR invoice. This feature must be activated in your database, therefore please contact your PrintStream Support contact, as well as if you need additional information regarding the setup of billing shipments on an AR invoice.

The screenshot below reflects a shipment made against job 1353, with a freight cost of \$350.00.

**Job Shipments**  
File Shipping Methods Find Shipment Set Shipping Status

**Job Shipping Information**

Enter Job#: 1353

Customer: ABC Company Job's First Delivery: 12/25/2009  
Job Description: Spring mailer Job Qty: 1,898,649 Job's Last Delivery: 1/10/2010  
Shipments Status: FINAL ☒ Flag as Final Shipped Shipment Hold: No

**Shipments Summary (Double Click on a Shipment to open the edit window)**

	Delivery#	Shipment ID	Backorder ShipmentID	Date	Total Qty	Company	Address	ZIP Code	Stage	Freight Cost	Batch #
1	93	119		1/6/2010	1898649	ABC Company	415 Adams Street HAMPTON, IA	50441		350.00	

1. Create an AR invoice and select the option titled **Charge Freight from Shipping**.

**Create New Invoice**

**New Invoice for Batch# 2236**

☒ Standard Invoice (job) ☐ Miscellaneous

Job#: 1353 Spring mailer  
SalesRep: Chris Kinkaid Plant Code: 0100  
Customer: 0200 ABC Company

☒ External Entire System ☐ External Company Part ☐ Internal Company Part

☐ Partial Invoice ☒ Final Invoice ☐ Adjustment Invoice

Currency: USA  
Job Rate: 1.00 ☒ Job Exchange Rate Use Accounting Period  
Period Rate: 1.00 ☐ Exchange Rate (Postage Billed Separately)

☒ Automatically generate invoice  
☐ Estimate ☒ Use Client Language ☒ Charge Freight from Shipping  
☐ Actual ☐ Add Modifiers Description  
☐ Prebill  
☐ Copy Invoice:

☒ Auto-Itemize ☒ With Prices ☐ Without Prices

The AR invoice will display with a line item for the shipment.

Lines	Balance	Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	\$ Deposits	Notes	Allocations	Preview	Job				
Group	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt	Total Amt
	1353	0.000		Spring mailer	0.00	0.00	0.0000	Extended Line	0	0			0	0
	1353	1898649.000		Barcode Quality	0.00	50.00	6.0000	M Per 1000	6.00	11391.89	02	1.6	182.27	11574.16
	1353	1898649.000		Merge/Purge	0.00	75.00	6.0000	M Per 1000	6.00	11391.89	02	1.6	182.27	11574.16
	1353	1898649.000		Produce Counts Report	0.00	50.00	6.0000	M Per 1000	6.00	11391.89	02	1.92	218.72	11610.81
	1353	1898649.000		Sort Records	0.00	0.00	0.7500	M Per 1000	0.75	1423.99	02	3.2	45.57	1469.56
	1353	1898649.000		Output to Laser Tape/Disk	0.00	50.00	2.0000	M Per 1000	2.00	3797.30	00		0	3797.30
	1353	1898649.000		letter	0.00	0.00	6.3500	M Per 1000	6.35	12056.42	02	2	241.13	12297.55
	1353	1.000		Laser Set Up	0.00	0.00	50.0000	@ Each	50.00	50.00	02	0.76	0.38	50.38
	1353	1898649.000		Laser 81/2x11 Letter	0.00	0.00	25.0000	M Per 1000	25.00	47466.23	02	1.71	813.71	48279.94
	1353	1898649.000		Spring Mailer To: ABC Company 415 Adams Street Hampton, IA 50441	0.00	0.00	350.0000	None	350.00	350.00	00		0	350.00

2. If the **Charge Freight from Shipping** option is not selected on the AR Header, right-click from the **Lines** tab and select the option **Add Job Shipments**.

Move Line Up
Move Line Down
Add Line
Add Multiple Lines
Insert Line
Insert Multiple Lines
Duplicate Line
Delete Line
Delete Selected Lines
Delete All Invoice Lines
Add Freight Line
Insert Freight Line
<b>Add Job Shipments</b>
Add Fulfillment Adjustment Line
Edit Line Allocations

3. The shipments for the job will display in the window provided. Click in the gray box in the **Select** column for each shipment you want to reflect on the AR invoice and select **Add Selected Shipments**.

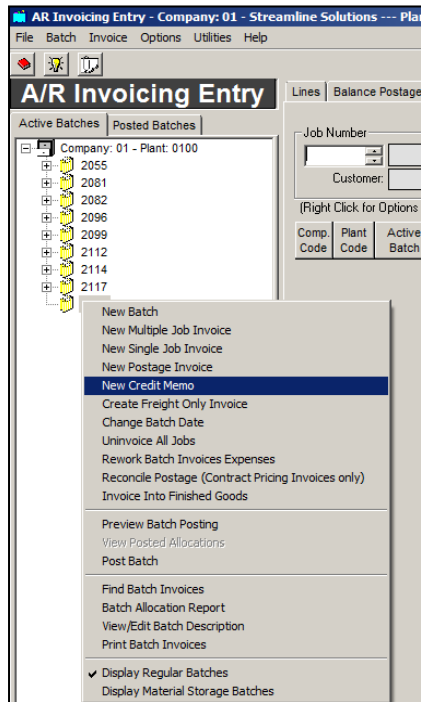
Job Shipments									
	Select	Shipment #	Qty	Description	Freight Cost	Include Freight Cost	Batch#	Invoiced #	Address
1	<input type="checkbox"/>	93	1898649	Copy of sales tax zip code	350	<input checked="" type="checkbox"/>			ABC Company 415 Adams Street HAMPTON, IA50441

Close      Select All      Clear All      Add Selected Shipments

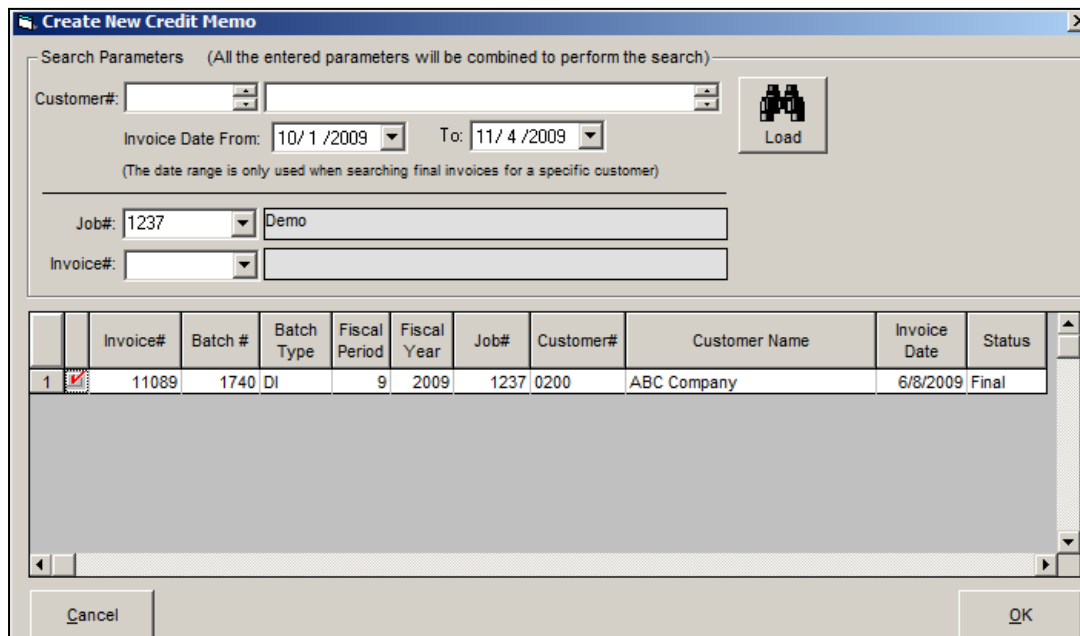
## Create a Credit Memo

### To create a credit memo

1. In the AR Invoice Entry program, right-click the batch number and select **New Credit Memo**.



2. To locate the invoice or job to credit, you can either enter the Customer's account number and the Invoice Date range, you can enter the job number in the field provided, or enter the invoice number to be credited.
3. Click **Load**.



- The invoices that match the search will display in the lower portion of the window. Place a check mark in the gray box provided to the left of the invoice number to indicate the invoice you want to credit. Click **OK**.
- PrintStream will take the original line items on the invoice number selected. Place them into a new invoice and automatically change the quantities from positive to negative to yield a credit invoice.

The screen shot below illustrates final invoice 10965 created for job 1124.

AR Invoicing Entry - Company: 01 - Streamline Solutions --- Plant Code: 0100														
A/R Invoicing Entry														
Active Batches	Posted Batches	Lines	Balance	Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	Deposits	Notes	Allocations	Preview	Job		
Company: 01 - Plant: 0100		Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt
		1237	0.000		Demo	0.00	0.00	0.0000	Extended Line	0.00	0.00		0	0.00
		1237	50000.000		Purchase List	0.00	0.00	1.0000	M Per 1000	1.00	50.00 05		5	2.50
		1237	1.000		Convert Disk/Via E-Mail OR BBS	0.00	0.00	75.0000	@ Each	75.00	75.00 00		0	0.00
		1237	50000.000		Barcode Quality	0.00	50.00	7.0000	M Per 1000	7.00	350.00 05		5	17.50
		1237	50000.000		Merge/Purge	0.00	75.00	7.0000	M Per 1000	7.00	350.00 05		5	17.50
		1237	1.000		Laser Set up	0.00	0.00	50.0000	@ Each	50.00	50.00 05		5	2.50
		1237	1.000		Laser Set up	0.00	0.00	50.0000	@ Each	50.00	50.00 05		5	2.50
		1237	50000.000		Laser Print Letter	0.00	0.00	25.0000	M Per 1000	25.00	1250.00 05		5	62.50
		1237	50000.000		Inkjet up to 6x9 Env	0.00	0.00	13.5000	M Per 1000	13.50	675.00 05		5	33.75
		1237	1.000		Deliver to Post Office	0.00	50.00	50.0000	@ Each	50.00	50.00 00		0	0.00
		1237	1.000		Freight	0.00	0.00	100.0000	@ Each	100.00	100.00 98		0	0.00
		1237	1.000		misc	0.00	0.00	500.0000	@ Each	500.00	500.00 05		5	25.00

The screen shot below illustrates Adjustment invoice 10985 created for job 1124 by using the New Credit Memo feature.

AR Invoicing Entry - Company: 01 - Streamline Solutions --- Plant Code: 0100														
A/R Invoicing Entry														
Active Batches	Posted Batches	Lines	Balance	Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	Deposits	Notes	Allocations	Preview	Job		
Company: 01 - Plant: 0100		Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt
		1237	0.000		Credit Memo for Invoice# 11089 Job# 1237	0.00	0.00	0.0000	Heading	0.00	0.00		0	0.00
		1237	0.000		Demo	0.00	0.00	0.0000	Extended Line	0.00	0.00		0	0.00
		1237	-50000.000		Purchase List	0.00	0.00	1.0000	M Per 1000	-1.00	-50.00 05		5	-2.50
		1237	-1.000		Convert Disk/Via E-Mail OR BBS	0.00	0.00	75.0000	@ Each	-75.00	-75.00 00		0	0.00
		1237	-50000.000		Barcode Quality	0.00	50.00	7.0000	M Per 1000	-7.00	-350.00 05		5	-17.50
		1237	-50000.000		Merge/Purge	0.00	75.00	7.0000	M Per 1000	-7.00	-350.00 05		5	-17.50
		1237	-1.000		Laser Set up	0.00	0.00	50.0000	@ Each	-50.00	-50.00 05		5	-2.50
		1237	-1.000		Laser Set up	0.00	0.00	50.0000	@ Each	-50.00	-50.00 05		5	-2.50
		1237	-50000.000		Laser Print Letter	0.00	0.00	25.0000	M Per 1000	-25.00	-1250.00 05		5	-62.50
		1237	-50000.000		Inkjet up to 6x9 Env	0.00	0.00	13.5000	M Per 1000	-13.50	-675.00 05		5	-33.75
		1237	-1.000		Deliver to Post Office	0.00	50.00	50.0000	@ Each	-50.00	-50.00 00		0	0.00
		1237	-1.000		Freight	0.00	0.00	100.0000	@ Each	-100.00	-100.00 98		0	0.00
		1237	-1.000		misc	0.00	0.00	500.0000	@ Each	-500.00	-500.00 05		5	-25.00

The first line of the invoice will print Credit Memo with the corresponding invoice and job number it was created for.

<h1>STREAMLINE</h1> <h2>SOLUTIONS</h2> <p>4040 Civic Center Drive, Suite 543 · SanRafael, CA T 415 499 3355 · F 415 499 7677 www.printstream.com</p>	
<b>Attention</b> <b>Invoice To</b>	ABC Company 123 Main Street DRAPER, UT 84020
<b>Shipped To</b>	101 Smith Ranch Rd. GALLINAS, CA 94903
<b>Salesrep</b>	Linda Pollard
<b>Quantity Description</b>  Credit Memo for Invoice#: 11089 Job#: 1237 Demo -50000 Purchase List	

## New Zero Bill Batch

A Zero Bill Batch allows the user to final invoice several jobs all at once at \$0.00. Any material expenses and postage logged to the jobs will still be recorded and posted to the General Ledger.

### To create a zero bill batch

1. Right-click the **Company Code** line at the top of the invoice tree and select **New Zero Bill Batch**.
2. Define the batch date. You have two options of selecting the jobs to zero bill.
  - a. The first method allows you to insert the job numbers you want to zero bill. Enter the job number into the **Job #** field and select **Add**. Continue to enter the job numbers until you have populated the window with all of the job numbers to zero bill. When done, select the invoice description to use and then click **Finish**.
  - b. Or you can select the **Load All Open Jobs** button, click each job number to zero invoice by holding down the CTRL key on your keyboard while clicking the job numbers with the mouse, select the invoice description use option and then click **Finish** when done.

**New Zero Bill Batch**

Creating a new Zero-Bill Batch allows you to create invoices for a number of unbilled jobs. Any expenses for the job will still be recorded and posted to the general ledger.

Company: 01-Streamline Solutions

Batch date: 10/29/2009

Job#: 1124 Status: Not Invoiced Plant: 0100 Add

XML Sample Statement Template

From the list below, select the jobs you wish to Zero Bill.

Job #	Description	Customer
1124	XML Sample Statement Te...	0200
1125	graph expo mailer	ALASKA
1126	DC	KEL
1128	XML Sample Statement Te...	0200
1129	XML Sample Statement Te...	0200
1130	XML Sample Statement Te...	0200
1131	XML Sample Statement Te...	0200
1132	POD	2436792
1133	XML Sample Statement Te...	0200

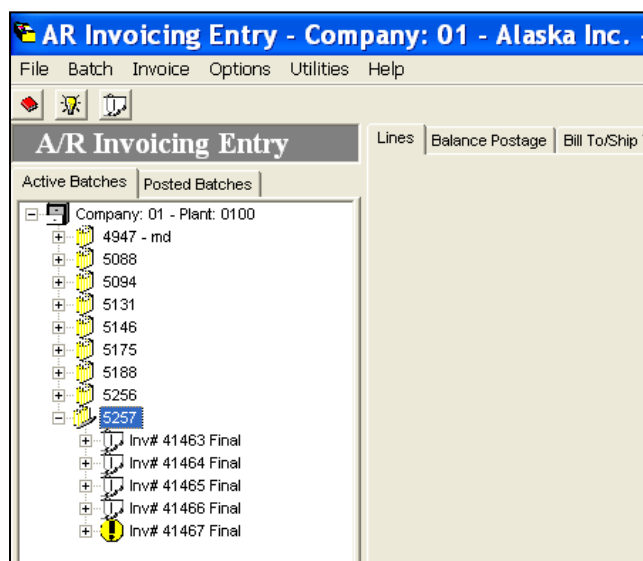
For the invoice description use:

☒ The Job Description ☐ 'Auto-Billed at \$0'

Clear List Load All Open Jobs

Cancel Finish





A new batch with the jobs selected will be created.

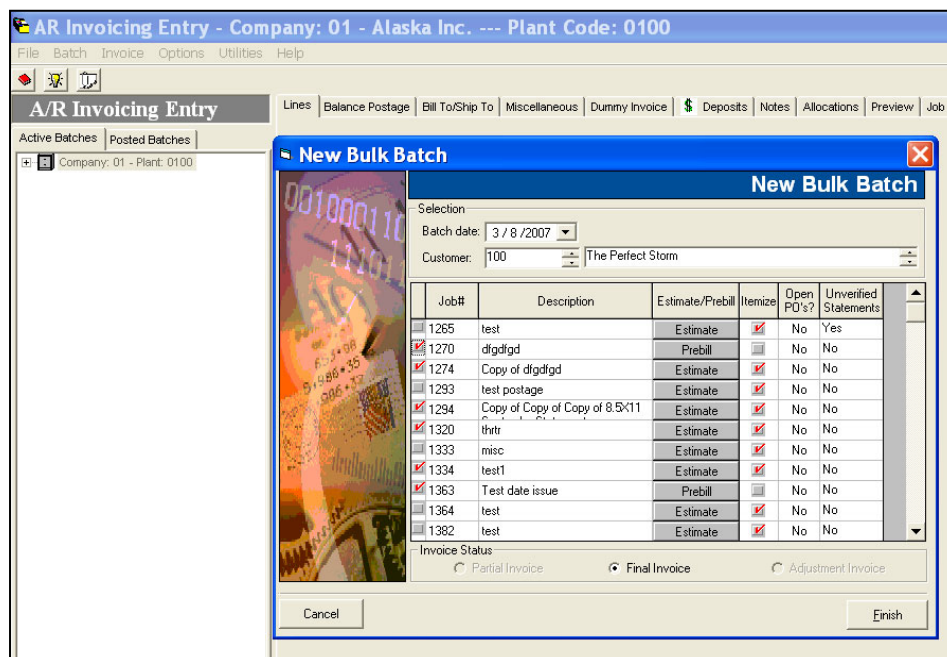
**Note** Zero billed jobs are automatically created as Final invoices; however, you can change them to Partial under the **Miscellaneous** tab if needed.

## New Bulk Batch

This option allows users to create a batch per customer, and invoice several jobs individually. This feature can be handy for companies who invoice customers weekly, biweekly, or monthly.

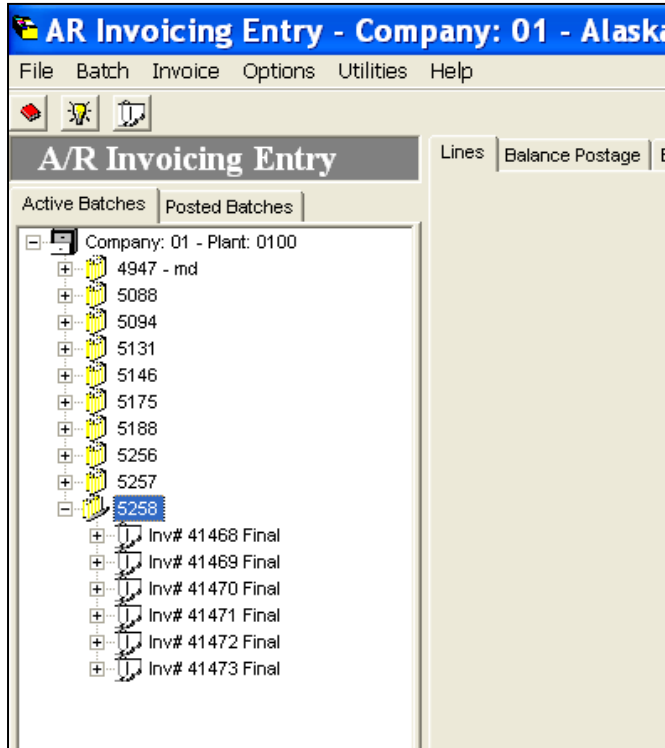
### To create a bulk batch

1. Right-click the company code line in the AR Invoice tree and select **New Bulk Batch**.
2. Define the batch date, select the customer who you will be invoicing in the new batch, and then begin selecting the jobs you want to invoice by placing a check mark in the far left gray box provided.



3. The **Estimate/Prebill** column reflects if the invoice will be created from the estimate or from the Prebill (if a Prebill was created). If you do not want the invoice to be itemized, remove the check mark in the gray box provided. If there are any purchase orders that have not yet been AP invoiced (open purchase orders), a **Yes** will display in the Open PO's column for the job. An open purchase order will result in a Dummy Invoice. (Please refer to the Dummy Invoice procedure in this handbook for further information.) If there are any unverified postage statements, a **Yes** will display in the **Unverified Statements** column for the job. Postage statements must be verified or marked as verified before a final invoice can be created.

**Note** Invoices created in a bulk batch are marked as a **Final** invoice; however, you can change them to **Partial** under the **Miscellaneous** tab of the individual invoice.



The next available batch number will be created containing an invoice for each of the jobs selected.

4. You can go into each invoice and make any necessary changes as you would in a regular AR invoice batch. When you are finished working within the bulk batch, right-click the batch number and select **Post Batch**.

## Grouping Lines On An Invoice

Imploding activities, also known as grouping, allows items that may be detailed for production purposes to be strung together for invoicing purposes. Items to be grouped together should have the same unit of measure. Overall, grouping will add lines together on one line separating the combined descriptions with a comma, the GL allocations will remain broken out across the original GL revenue accounts and a sales tax will be calculated based on the sales tax code referenced on the first line selected in the grouping.

1. Place a check mark in the first column for lines you wish to group or right-click the AR invoice in the tree and select **Group**. If you want the items to appear in a different order, move lines up and down before grouping.

The screenshot shows the 'AR Invoicing Entry - Company: 01 - Alaska Inc. --- Plant Code: 0100' window. The 'Lines' tab is active, displaying a table of invoice lines. A right-click context menu is open over the tree view on the left, with the 'Group' option highlighted. The table contains the following data:

Group	Job#	Qty	Hot Key	Services	Setup	Min Charge	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt	Total Amt
	1428	0.000		Copy of Welcome to our daycare	0.00	0.00	0.0000	Ext	0.00	0.00		0	0.00	0
	1428	1.000		Data Entry	0.00	0.00	500.0000	@ Ex	500.00	500.00 00		0	0.00	500.00
	1428	465167.000		Client Language	0.00	0.00	1.0000	@ Ex	1.00	0.00 00		0	0.00	0.00
	1428	465167.000		Genderize Records	0.00	75.00	6.0000	M Pe	6.00	2791.00 00		0	0.00	2791.00
	1428	465167.000		Print Cheshire Labels	0.00	50.00	5.0000	M Pe	5.00	2325.84 00		0	0.00	2325.84
	1428	465167.000		Purchase List	0.00	0.00	1.0000	M Pe	1.00	465.17 00		0	0.00	465.17
	1428	465167.000		Sort, Tie & Tray - 3/5	0.00	0.00	13.7500	M Pe	13.75	6396.05 00		0	0.00	6396.05
	1428	465167.000		Insert 3 Pc, Meter & Sort	0.00	0.00	39.5000	M Pe	39.50	18374.10 00		0	0.00	18374.10
	1428	465167.000		Affix One Clear Tab	0.00	0.00	20.0000	M Pe	20.00	9303.34 00		0	0.00	9303.34
	10000.000			Provide Material	0.00	0.00	0.0000	M Pe	0.00	0.00 00		0	0.00	0.00

2. A confirmation box will appear indicating the effects grouping will have on your AR invoice. By selecting **Yes**, you will be prompted to enter the quantity and unit of measure for the grouped line. It will total the Setup and Minimum and recalculate the rate based on the quantity. Select **Proceed**.

The screenshot shows the 'AR Invoicing Entry' window with the 'Confirm' dialog box open. The dialog box contains the following text:

Group procedure follows the rules:

1. The lines with a check mark in the first column will be grouped together into one line.
2. You will be prompted for the quantity and unit of measure for the group.
3. The Grouped line will total the sub-lines' Setup, Minimum and therefore Subtotal Amount.
4. Rate will be back calculated based on quantity, unit of measure and Subtotal Amount.
5. The tax for the grouped line will be based on the Customer's tax code.
6. Allocations to the GL will be proportionally divided.

Would you like to continue?

Yes No

The screenshot shows the 'Group Lines' dialog box. It contains the following fields and buttons:

Qty:

Measure:

Cancel Proceed

After grouping:

**AR Invoicing Entry - Company: 01 - Alaska Inc. --- Plant Code: 0100**

File Batch Invoice Options Utilities Help

**A/R Invoicing Entry**

Active Batches: Company: 01 - Plant: 0100

- 4947 - md
- 5088
- 5094
- 5131
- 5146
- 5175
- Inv# 41422 Final
- Inv# 41423 Final
- Inv# 41424 Final
- Inv# 41426 Adjust
- Inv# 41427 Adjust
- 5188
- 5268 - Joe's Batch

Group	Job#	Qty	Hot Key	Services	Setup	Min	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax	Tax Amt	Total Amt	Ac
	1428	0.000		Copy of Welcome to our daycare	0.00	0.00	0.0000	Extended	0.00	0.00		0	0.00	0.00	
	1428	1.000		Data Entry	0.00	0.00	500.0000	@ Each	500.00	500.00 00		0	0.00	500.00	
	1428	465167.000		Client Language	0.00	0.00	1.0000	@ Each	1.00	0.00 00		0	0.00	0.00	
	1428	465167.000		Genderize Records, Print Cheshire Labels, Purchase List	0.00	125.00	12.0000	M Per 10	12.00	5582.00 00		0	0.00	5582.00	
	1428	465167.000		Sort, Tie & Tray - 3/5	0.00	0.00	13.7500	M Per 10	13.75	6396.05 00		0	0.00	6396.05	
	1428	465167.000		Insert 3 Pc, Meter & Sort	0.00	0.00	39.5000	M Per 10	39.50	18374.10 00		0	0.00	18374.10	
	1428	465167.000		Affix One Clear Tab	0.00	0.00	20.0000	M Per 10	20.00	9303.34 00		0	0.00	9303.34	
	1428	10000.000		Provide Material	0.00	0.00	0.0000	M Per 10	0.00	0.00 00		0	0.00	0.00	

## Consolidating Lines on an Invoice

Some processes are performed numerous times for multiple components. Consolidating allows you to total those quantities that share the same activity code and apply the unit price rate of the first line consolidated. The first line selected in the consolidation will serve as the replacement line's Setup, Minimum, Rate and Tax, while the new line will total all quantities. If an item that you want to consolidate has a different activity code, you can change the code and it will consolidate along with the other lines, or you can change the activity code of a line if you do not want to include it in the consolidation.

### To consolidate line items on the AR invoice

1. Right-click the invoice in the tree and select **Consolidate**.

A confirmation box will appear indicating the effects consolidating will have on your invoice.

2. Select **Yes** to proceed.

The lines with identical activity codes will now be combined onto one line referencing the description for services that was tied to the first line in the selected series.

**AR Invoicing Entry - Company: 01 - Alaska Inc. --- Plant Code: 0100**

File Batch Invoice Options Utilities Help

**A/R Invoicing Entry**

Active Batches: Company: 01 - Plant: 0100

- 4947 - md
- 5088
- 5094
- 5131
- 5146
- 5175
- 5188
- 5256
- Inv# 41459 Final
- Inv# 41460 Final
- Inv# 41461 Final
- Inv# 41462 Final
- 5257
- 5258

Group	Job#	Qty	Hot Key	Services	Setup	Min Charge	Rate	per	Avg Unit Price	Subtotal	Tax %	Tax Amt	Total Amt	Activity Code
	1454	0.000		New Brochures	0.00	0.00	0.0000	Exter	0.00	0.00	0	0.00	0	
	1454	1.000		Data Processing Setup	50.00	50.00	0.0000	@ Ex	50.00	50.00 00	0	0.00	50.00	30010
	1454	1.000		Programming	0.00	0.00	75.0000	@ Ex	75.00	0.00 00	0	0.00	0.00	34005
	1454	10000.000		Print Cheshire Labels	0.00	50.00	12.0000	M Pe	12.00	120.00 00	0	0.00	120.00	36011
	1454	10000.000		Print Cheshire Labels	0.00	50.00	12.0000	M Pe	12.00	120.00 00	0	0.00	120.00	36011
	1454	10000.000		Insert 1 Pc, Seal & Sort	0.00	0.00	83.0000	M Pe	83.00	830.00 00	0	0.00	830.00	83211
	1454	10000.000		Insert 1 Pc, Seal & Sort	0.00	0.00	83.0000	M Pe	83.00	830.00 00	0	0.00	830.00	83211
	1454	1.000		Tab Setup	35.00	0.00	0.0000	@ Ex	35.00	35.00 00	0	0.00	35.00	86010
	1454	10000.000		Provide Blank #10 Envelopes	0.00	0.00	54.4500	M Pe	54.45	544.50 00	0	0.00	544.50	99013

**Confirm**

Consolidate procedure follows the rules:

1. Only lines with identical activity code and measure can be consolidated.
2. The consolidation will be based on the first eligible line and will use that line's Setup, Min, Rate, Tax Code and Allocation definitions.
3. The New Qty will total eligible lines.

Would you like to proceed?

Yes No

After consolidating:

Group	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt
	940	0.000		Copy of Strm test	0.00	0.00	0.0000	Extended	0.00	0.00		0	
	940	1.000		Data Entry	0.00	0.00	225.0000	@ Each	225.00	225.00 00		0	
	940	1.000		Data Entry	0.00	0.00	0.0000	@ Each	350.00	0.00 00		0	
	940	1.000		Digitize Signature	0.00	0.00	275.0000	@ Each	275.00	275.00 00		0	
	940	865765.000		Key Code Records	0.00	0.00	0.2500	M Per 1000	0.25	216.44 00		0	
	940	865765.000		Sort Records	0.00	0.00	0.7500	M Per 1000	0.75	649.32 00		0	
	940	865765.000		Create Ektajet Tape	0.00	50.00	3.0000	M Per 1000	3.00	2597.30 00		0	
	940	865765.000		Print & Provide Letter	0.00	0.00	1.0000	M Per 1000	1.00	865.77 00		0	
	940	1731530.000		Laser Print #10 Envelope	0.00	0.00	22.0000	M Per 1000	22.00	38093.66 00		0	
	940	1.000		Setup Cheshire Label	50.00	0.00	0.0000	@ Each	50.00	50.00 00		0	

## Zero Value Inventory

The **Zero Value Inventory** option is located on the job line of the invoice selected (see illustration below). The purpose of this feature is to take the inventory item(s) purchased or planned for the job and expense their entire value all at once, rather than expensing the value of the exact quantity used to complete the job. For further information on this feature, please refer to the Inventory Accounting documentation.

This feature should be used with extreme caution as it will turn the value of the inventory item selected to zero.

1. Go to **AR Invoicing Entry** and create a final, job related invoice.
2. After the invoice has been created, double-click the invoice line; this will open a Job line for the invoice.
3. Right-click the job line and select the option **Zero Value Inventory**.

Group	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt
	1492	0.000		test	0.00	0.00	0.0000	Extended	0.00	0.00		0	0.00
	1492	1.000		Data Processing Setup	50.00	50.00	0.0000	@ Each	50.00	50.00 00		0	0.00
	1492	10000.000		Client Language	0.00	0.00	1.0000	@ Each	1.00	0.00 00		0	0.00
	1492	1.000		Digitize Signature	0.00	0.00	0.0000	@ Each	0.00	0.00 00		0	0.00
	1492	1.000		Convert Disk/Via E-Mail OR BBS	0.00	0.00	50.0000	@ Each	50.00	50.00 00		0	0.00
	1492	10000.000		Select Records	0.00	50.00	3.0000	M Per 1	5.00	50.00 00		0	0.00
	1492	10000.000		Barcode Quality	0.00	50.00	12.0000	M Per 1	12.00	120.00 00		0	0.00
	1492	10000.000		A/B Split Records	0.00	50.00	1.0000	M Per 1	5.00	50.00 00		0	0.00
	1492	10000.000		Produce Counts Report	0.00	50.00	12.0000	M Per 1	12.00	120.00 00		0	0.00
	1492	1.000		Deliver Your Office	0.00	50.00	50.0000	@ Each	50.00	50.00 00		0	0.00

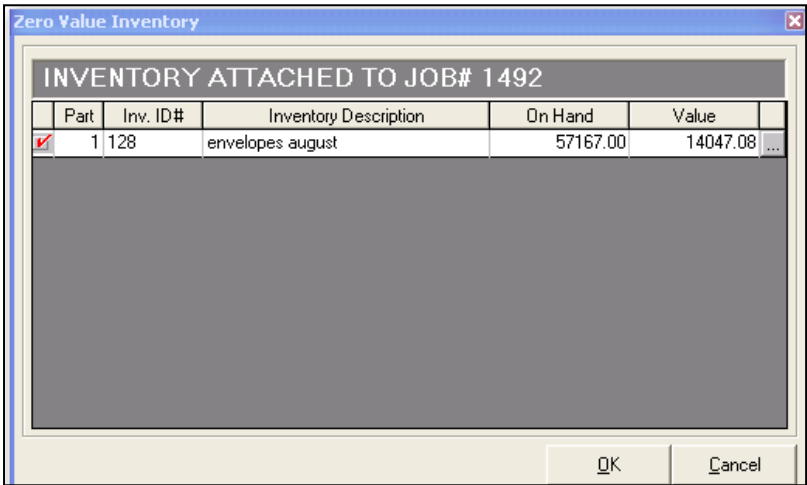
4. A window will display listing the inventory item(s) used on the job. Place a check mark in the box to the far left for each inventory item you want to zero the value for.

5. Click **OK**.

You will receive a confirmation verifying you want to zero bill the tagged items.

6. Select **Yes**.

This will change the value for the inventory item code to zero and the entire cost of the inventory item will now appear against this job.



The screen shot below shows the GL allocations after selecting the zero value option. The DP Material Expense account reflects the change when using the zero value inventory feature.

Lines	Balance	Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	Deposits	Notes	Allocations
Account Details				Debit	Credit			
01-00-00-4000 Revenue					\$50.00			
01-01-01-4011 Labor Sales					\$570.00			
01-01-01-1500 accounts receivable				\$620.00				
01-01-01-6097 Manufactured Goods Expense				\$10.63				
01-20-10-6000 DP Material Expense				\$14,047.08				
01-01-01-1200 WMP					\$14,057.71			
--- Totals -----				\$14,677.71	\$14,677.71			

7. As a final step in invoicing, you will need to rework the expense allocations (right-click the invoice line) prior to posting.

## Unbalance Postage

PrintStream has the ability to unbalance postage on an AR invoice. You can only unbalance the postage on an unposted AR invoice.

### To unbalance postage

1. Select the unposted invoice from the tree and click the **Balance Postage** tab. (If the invoice is flagged as a **Final**, change it to a **Partial** status to unbalance the postage.)
2. Select the **Select Usage Trans** button and clear the postage usage transactions previously selected by removing the check mark in the gray box to the far left of each line transaction, or select **Clear All** to deselect all transactions at once.
3. After all usage transactions have been cleared, click the **OK** button.
4. Click the **OK** button on the **Balance Postage** tab to re-balance the postage. You will notice the green check mark referenced on the tab will change to a red octagon sign. This symbolizes the postage is unbalanced.

The screenshot shows the 'AR Invoicing Entry' window for 'Company: 01 - Alaska Incorp --- Plant Code: 0100'. The 'Balance Postage' tab is active. A dialog box titled 'Select postage transactions to reconcile' is open, displaying a table of postage usage transactions.

**Balance Postage for Job#: 940**

Deposits: Total Deposits for Job: \$18,000.00

**Select postage transactions to reconcile**

Select the Postage Usage transactions you want to include in the postage reconciliation

	Meter	Date	Pieces	Usage Amt	Invoice#
1	M45678	1/20/2005	0	16542.85	766
2	M2005	1/21/2005	0	-8000.00	766
3	M2005	1/21/2005	0	235.14	
4	M2005	1/21/2005	0	485.63	766
5	M2005	1/21/2005	0	285.36	
6	M2005	1/21/2005	0	1582.44	

Buttons: Clear All, Select All, Cancel, OK

## Undo Dummy Invoice

A Dummy Invoice is a cost accrual of a received job related purchase order that has not been AP invoiced. The creation of a Dummy Invoice applies when a job is final invoiced; it does not apply to a partial invoice.

A Dummy invoice can be reversed after the fact as long as the AR invoice has not yet been posted to the General Ledger.

Below is an example of the allocations to an AR invoice with a Dummy invoice. You will notice the allocations to/from WIP as well as the charges to Buyout Expense and AP Without Invoice. These are a result of the Dummy Invoice.

AR Invoicing Entry - Company: 01 - Alaska Incorp --- Plant Code: 0100			
File Batch Invoice Options Help			
<div><div><div>AR Invoicing Entry</div><div>Active BatchesPosted Batches</div><div><div>Company: 01 - Plant: 0100</div><div><div>3758 - shelly</div><div>3800 - MD Test</div><div>3806 - shelly</div><div>3815</div><div>3821</div><div>3822</div><div>3825 - multi</div><div>3850 - Misc Invoi</div><div><div>Inv# 764 Final</div><div>Inv# 766 Partial</div><div>Inv# 767 Final</div></div><div>3851</div></div></div></div></div>			
Lines		Balance PostageBill To/Ship ToMiscellaneousDummy InvoiceDeposit	
Account Details		Debit	Credit
01-01-01-2150 New account			\$225.00
01-20-10-40010005 DP revenue			\$1,140.76
01-01-01-4200 buyout revenud			\$2,597.30
01-10-10-4200 Buyout Revenue			\$865.77
01-01-01-4400 mail Revenue			\$26,888.72
01-01-01-1500 accounts receivable		\$31,717.55	
01-01-01-7200 buyout expense		\$225.00	
01-01-01-1200 wip			\$225.00
01-01-01-1200 wip		\$225.00	
01-01-01-2300 ap without invoice			\$225.00
--- Totals -----		\$32,167.55	\$32,167.55



### To undo a Dummy Invoice

- Simply click the **Miscellaneous** tab and change the status from **Final** to **Partial**. This will reverse the above GL allocations due to the Dummy invoice, and you will also notice the symbol next to the invoice number will change back to a standard AR invoice.

AR Invoicing Entry - Company: 01 - Alaska Incorp --- Plant Code: 0100

File Batch Invoice Options Help

AR Invoicing Entry

Active Batches Posted Batches

Company: 01 - Plant: 0100

- 3758 - shelly
- 3800 - MD Test
- 3806 - shelly
- 3815
- 3821
- 3822
- 3825 - multi
- 3850 - Misc invoi
  - Inv# 764 Final
  - Inv# 766 Partial
  - Inv# 767 Partial
- 3851

Lines Balance Postage Bill To/Ship To Miscellaneous Dummy Invoice Dep

Account Details	Debit	Credit
01-01-01-2150 New account		\$225.00
01-20-10-40010005 DP revenue		\$1,140.76
01-01-01-4200 buyout revenue		\$2,597.30
01-10-10-4200 Buyout Revenue		\$865.77
01-01-01-4400 mail Revenue		\$26,888.72
01-01-01-1500 accounts receivable	\$31,717.55	
--- Totals ---	\$31,717.55	\$31,717.55

## Uninvoice Feature

In the event a job was invoiced by accident, PrintStream has the ability to uninvoice the job as long as the invoice has not yet been posted to the General Ledger.

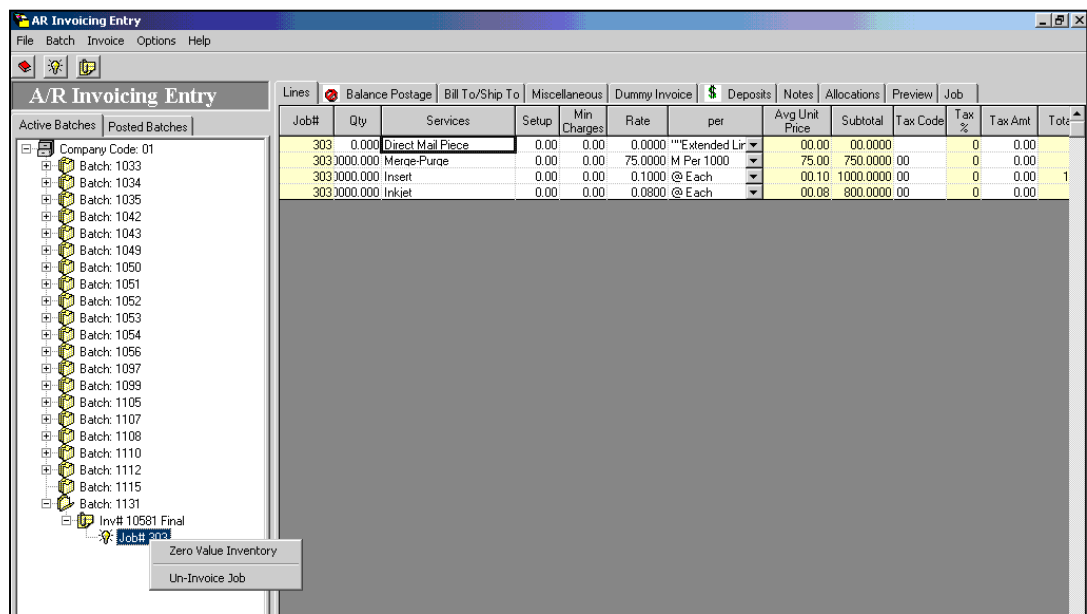
If postage has already been balanced on the AR invoice, you must unbalance the postage first. Please refer to the section in this handbook titled Unbalance Postage.

If a Dummy invoice has been created on the AR invoice, you must undo the Dummy invoice before the uninvoice feature can be used. Please refer to the section in this handbook titled Undo Dummy invoice.

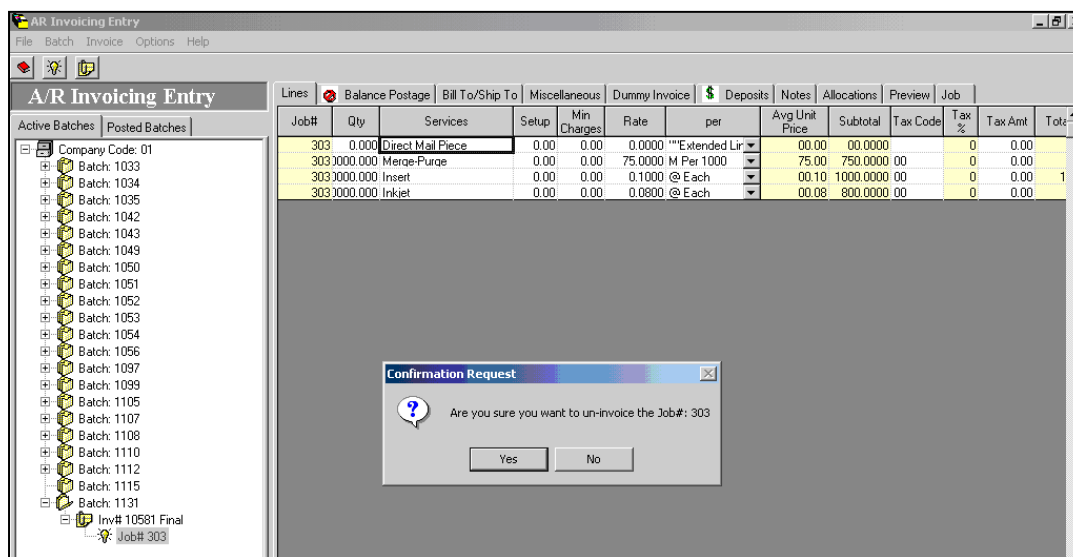
Uninvoicing a job does not delete the invoice. The invoice number will still be assigned to the customer; however, the line items will be removed from the invoice, it will change the invoice to \$0.00 and it will link the invoice to job #999999 – the PrintStream miscellaneous job number.

### To use the uninvoice feature

1. Double-click the invoice number located in the tree.  
This will open the invoice to the job level.
2. Click the job number in the tree to highlight it and then right-click.
3. Select the **Un-Invoice Job** option.



You will receive a confirmation request asking if you want to un-invoice the selected job.



4. Select **Yes** to proceed. You will notice the invoice line items will disappear. The job number will automatically change to **999999**. The GL allocations will automatically be removed.

## Copy AR Invoice

Many users spend a great deal of time on the layout and appearance of invoices. The Copy Invoice feature allows you to create the “look” of an invoice once and then copy all of those lines, prices and allocations to a new job’s invoice. An invoice may be copied to different customers. This feature is available on job related invoices as well as miscellaneous invoices.

**Note** Use caution with job quantities. If the original invoice had pricing at \$100 per thousand up to 50,000 and the new job has a job quantity of 90,000, the new invoice will show a quantity of 50,000 at the \$100 per thousand rate. You may need to edit each quantity and rate on the new invoice.

**Sales tax:** The tax codes on the lines will copy exactly. If the original invoice was for a non taxable customer and the new invoice’s customer is taxable, you will have to change the tax code for the lines.

**Postage, Job Costs, WIP:** All postage, job cost and WIP posting will apply normally for the new job. Dummy invoices, open shopfloor entries and postage statements will also be for the new job.

You can still un-invoice a new invoice that has been copied. It will not affect the original invoice you copied from.

The invoice you copy can either be posted or unposted at the time of copying. The new invoice is fully editable: you can move/delete lines, change allocations, add lines, etc.

Create New Invoice

New Invoice for Batch# 1622

☒ Standard Invoice (job)

☐ Miscellaneous

Job#:

SalesRep:

Plant Code:

Customer:

☐ External Entire System

☒ External Company Part

☐ Internal Company Part

☐ Partial Invoice

☒ Final Invoice

☐ Adjustment Invoice

Currency:

Job Rate:

Period Rate:

☒ Job Exchange Rate

☐ Use Accounting Period

☐ Exchange Rate (Postage Billed Separately)

☒ Automatically generate invoice

☒ Estimate

☐ Actual

☐ Prebill

☐ Copy Invoice:

☒ Use Client Language

☐ Add Modifiers Description

☐ Charge Freight from Shipping

☒ Auto-Itemize

☒ With Prices

☐ Without Prices

Cancel

Finish

Below is a screen shot of the final pricing screen of job #814 that has not been AR invoiced.

Mail Estimating - [Pricing Summary]

File Window Changes Help

Mail Estimating

- Quote Header
- Estimating
- Review Pricing
  - Buyouts
  - Final Pricing
  - Quote Breakdown
  - Credit Status
  - Quote Letter
- Order Entry

Process	Min. Charge	Setup Charge	Qty.	per	Book Rate	Markup %	Qtd. Rate	Cost	Book Price	Markup \$	Quoted Price
DATA ENTRY (Buyout)	\$0.00	\$0.00	1	each	\$800.0000	0.00	\$800.0000	\$150.00	\$800.00	\$0.00	\$800.00
DIGITIZE SIGNATURE	\$0.00	\$0.00	1	each	\$0.0000	0.00	\$0.0000	\$0.00	\$0.00	\$0.00	\$0.00
PROGRAMMING	\$0.00	\$0.00	1	each	\$75.0000	0.00	\$75.0000	\$60.00	\$75.00	\$0.00	\$75.00
CONVERT DISK	\$0.00	\$0.00	1	each	\$50.0000	0.00	\$50.0000	\$60.00	\$50.00	\$0.00	\$50.00
CONVERT MAG TAPE	\$0.00	\$0.00	1	each	\$50.0000	0.00	\$50.0000	\$60.00	\$50.00	\$0.00	\$50.00
SELECTION	\$50.00	\$0.00	100,000	/1000	\$0.5000	0.00	\$0.5000	\$100.00	\$50.00	\$0.00	\$50.00
KEYCODE	\$0.00	\$0.00	100,000	/1000	\$0.2500	0.00	\$0.2500	\$50.00	\$25.00	\$0.00	\$25.00
BARCODE QUALIFY	\$50.00	\$0.00	100,000	/1000	\$6.0000	0.00	\$6.0000	\$400.00	\$600.00	\$0.00	\$600.00
BARCODE QUALIFY	\$50.00	\$0.00	100,000	/1000	\$6.0000	0.00	\$6.0000	\$400.00	\$600.00	\$0.00	\$600.00
GENERIZE	\$75.00	\$0.00	100,000	/1000	\$6.0000	0.00	\$6.0000	\$480.00	\$600.00	\$0.00	\$600.00
OUTPUT TO CHESHIRE L	\$50.00	\$0.00	100,000	/1000	\$5.0000	0.00	\$5.0000	\$500.00	\$500.00	\$0.00	\$500.00
OUTPUT TO GALLEY	\$75.00	\$0.00	100,000	/1000	\$5.0000	0.00	\$5.0000	\$600.00	\$500.00	\$0.00	\$500.00
PURCHASE LIST	\$0.00	\$0.00	100,000	/1000	\$1.0000	0.00	\$1.0000	\$0.00	\$100.00	\$0.00	\$100.00

Desired Markup (%):  Total @ Book Rate: **\$3,950.00** For all mail processes...  
 Average Effective Markup (%):  Lock Markup % ☐  
 Quoted Total: **\$3,950.00** Lock Quoted Rate ☐

Pricing Summary

	Cost Total	Difference	Quoted Total
Process:	<b>\$2,960.00</b>	<b>\$990.00</b>	<b>\$3,950.00</b>
Component:	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Print:	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>\$2,960.00</b>	<b>\$990.00</b>	<b>\$3,950.00</b>

Reset Save & Recalc

1048.99 814 GRW Agency Copy of Copy of Copy of Copy of Copy of C 0 8/10/2004 100,000

Below is a screen shot of AR invoice 550 for job #812 to be copied.

AR Invoicing Entry - Company: 01 - Alaska Incomp --- Plant Code: 0100

File Batch Invoice Options Help

AR Invoicing Entry

Active Batches Posted Batches

- Company: 01 - Plant: 0100
- 2778
- 2881
- 2882
- 2898
- 2300 - GMS batch
- 2949
- 2961
- Inv# 550 Adjust

Group	Job#	Qty	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt	Total Amt
	812	1.000	Programming	0.00	0.00	75.0000	@ Each	75.00	75.00	10	10	7.50	82.50
	812	0.000	TOTAL INHOUSE	0.00	0.00	0.0000	Subtotal	0.00	0.00		0	0.00	0.00
	812	0.000	MEDIA	0.00	0.00	0.0000	Heading	0.00	0.00		0	0.00	0.00
	812	100000.000	Digitize Signature, Convert Disk/Via E-Mail OR BBS, Convert Magnetic Tape	0.00	0.00	350.0000	None	350.00	350.00	07	7	24.50	374.50
	812	100000.000	Select Records	0.00	50.00	0.5000	M Per 1000	0.50	50.00	00	0	0.00	50.00
	812	0.000	TOTAL MEDIA	0.00	0.00	0.0000	Subtotal	0.00	0.00		0	0.00	0.00
	812	0.000	MISC	0.00	0.00	0.0000	Heading	0.00	0.00		0	0.00	0.00
	812	100000.000	Key Code Records, Genderize Records	0.00	75.00	625.0000	None	625.00	625.00	00	0	0.00	625.00
	812	200000.000	Barcode Quality	0.00	50.00	6.0000	M Per 1000	6.00	1200.00	07	7	84.00	1284.00
	812	100000.000	Purchase List	0.00	0.00	1.0000	M Per 1000	1.00	100.00	00	0	0.00	100.00
	812	0.000	TOTAL MISC	0.00	0.00	0.0000	Subtotal	0.00	0.00		0	0.00	0.00
	812	0.000	OUTPUT	0.00	0.00	0.0000	Heading	0.00	0.00		0	0.00	0.00
	812	100000.000	Create Cheshire Labels, Output to Galley	0.00	125.00	1000.0000	None	1000.00	1000.00	07	7	70.00	1070.00
	812	0.000	TOTAL OUTPUT	0.00	0.00	0.0000	Subtotal	0.00	0.00		0	0.00	0.00

Cancel Save

Batch#: 2961 - Date: 7/30/2004 (1 invoice(s), \$4,427.50) Invoice#: 550 7/30/2004 \$4,466.00 Balance: \$4,466.00 Job#: 812 Account#: 100

Below is the copied AR invoice #551 for job #814.

AR Invoicing Entry - Company: 01 - Alaska Incomp --- Plant Code: 0100														
File Batch Invoice Options Help														
A/R Invoicing Entry														
Active Batches Posted Batches														
Company: 01 - Plant: 0100														
2778 2881 2882 2898 2900 - GMS batch 2949 2961 2962 Inv# 551 Final														
Group	Job#	Qty	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt	Total Amt	
814	0.000	Copy of Catalog	0.00	0.00	0.0000	"Extended Lir		0.00	0.00		0	0.00	0.00	
814	0.000	INHOUSE SERVICE S	0.00	0.00	0.0000	Heading		0.00	0.00		0	0.00	0.00	
814	1.000	Data Entry	0.00	0.00	800.0000	@ Each		800.00	800.00	10	10	80.00	880.00	
814	1.000	Programming	0.00	0.00	75.0000	@ Each		75.00	75.00	10	10	7.50	82.50	
814	0.000	TOTAL INHOUSE	0.00	0.00	0.0000	Subtotal		0.00	0.00		0	0.00	0.00	
814	0.000	MEDIA	0.00	0.00	0.0000	Heading		0.00	0.00		0	0.00	0.00	
814	100000.000	Digitize Signature, Convert Disk/Via E-Mail OR BBS, Convert Magnetic Tape	0.00	0.00	350.0000	None		350.00	350.00	07	7	24.50	374.50	
814	100000.000	Select Records	0.00	50.00	0.5000	M Per 1000		0.50	50.00	00	0	0.00	50.00	
814	0.000	TOTAL MEDIA	0.00	0.00	0.0000	Subtotal		0.00	0.00		0	0.00	0.00	
814	0.000	MISC	0.00	0.00	0.0000	Heading		0.00	0.00		0	0.00	0.00	
814	100000.000	Key Code Records, Genderize Records	0.00	75.00	625.0000	None		625.00	625.00	00	0	0.00	625.00	
814	200000.000	Barcode Quality	0.00	50.00	6.0000	M Per 1000		6.00	1200.00	07	7	84.00	1284.00	
814	100000.000	Purchase List	0.00	0.00	1.0000	M Per 1000		1.00	100.00	00	0	0.00	100.00	
814	0.000	TOTAL MISC	0.00	0.00	0.0000	Subtotal		0.00	0.00		0	0.00	0.00	
814	0.000	OUTPUT	0.00	0.00	0.0000	Heading		0.00	0.00		0	0.00	0.00	

Batch#: 2962 - Date: 7/30/2004 (1 invoice(s) \$4,466.00) Invoice#: 551 7/30/2004 \$4,466.00 Balance: \$4,466.00 Job#: 814 Account#: 134GRW/

Rework Expense Allocations

If the value of a costing transaction changes between the time it was entered to the job and before the final invoice is posted, you will be prompted to rework the expense allocations on the invoice before it can be posted to the GL.

The example below shows a purchase of 50,000 pieces of inventory item 1947 in the amount of \$3,750.00.

Finished Goods Line Item

Line #: 1 Order Date: 10/30/2009

Item #: 1947 Inventory Code: 1947 Desc: Binders

Quantity: 50000 Price: 75.0000 Per: 1000.00

Discount %: 100.00 Price after Disc: .0000 Cost: 3750.00

Due Date: 10/31/2009 Quote #:

Activity: 90002 finished goods inventory G/L Code: 1400 Finished Goods Inventory Tax Code: 00 0% ( non taxable )

Reservations Stock Details Notes OK Cancel

Fifty thousand pieces of inventory item 1947 was issued to job 1330. The final invoice for job 1330 shows \$3,750 allocated to finished goods expense for the inventory issue.

File Batch Invoice Options Utilities Help

**A/R Invoicing Entry**

Active Batches Posted Batches

Company: 01 - Plant: 0100

- 2055
- 2081
- 2082
- 2096
- 2099
- 2112
- 2114

Inv# 11321 Final

Lines	Balance Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	Deposits
<b>Account Details</b>					
01-20-10-40010005 DP Revenue					\$75.00
01-01-01-2200 Sales Tax Payable					\$0.50
01-01-01-1500 Accounts Receivable			\$75.50		
01-10-10-6400 Finished goods expense			\$3,750.00		
01-01-01-1200 Work in Process					\$3,750.00
--- Totals ---					
			\$3,825.50		\$3,825.50

Prior to the AR invoice is posted to the GL, the AP invoice for the purchase of inventory item 1947 is entered into the AP invoicing program. However, the invoice is entered for more than what the purchase order was created for.

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#	Docket#	Freight	Br	Dp	Account
50,000.00	0.080000	4,000.00	00	0.00	\$4,000.00	0101011400	Binders	470	1	\$0.00	01	01	1400

When the final AR invoice is posted to the GL, the following error message will display indicating the expenses captured at the time the final AR invoice no longer match to the costing for the job.

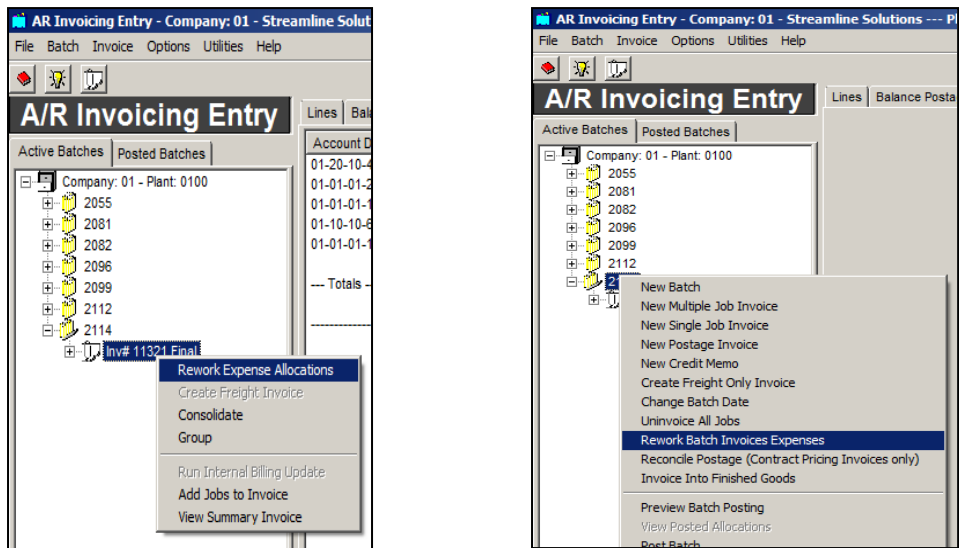
**AR Accounting Engine**

 The total of the expense allocations (\$3,750.00) does not match the total costing (\$4,000.00) for the Job#: 1330, Invoice#: 11321

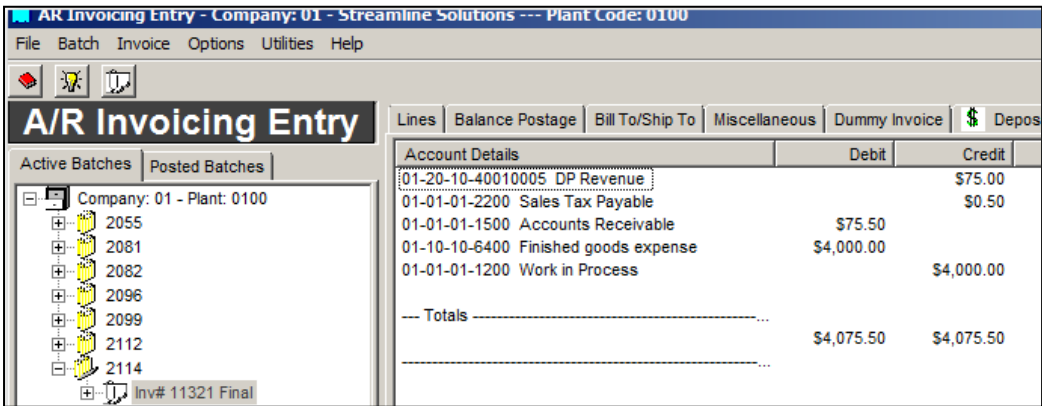
It's necessary to rework the allocations by selecting the invoice in the tree.

OK

To rework the expense allocations, you can either right-click the invoice and select **Rework Expense Allocations** for this one invoice, or if there are several invoices in the batch that require the expense allocations reworked, you can right-click the batch and select the option to **Rework Batch Invoice Expenses**.

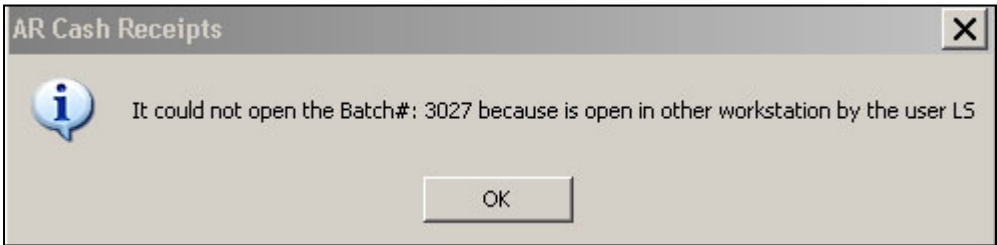


The allocation to finished goods expense now reflects the correct costing for the job.



## Locked Batch

PrintStream only allows one user at a time to work in an AR invoice batch, a cash receipt batch, an AP invoice batch and an AP Check batch. If you attempt to open a batch currently in use, PrintStream will display the following message referencing the user's login who is currently working in the batch:



In order for the user to access the batch, the user logged into the batch, LS in the example above, must exit the batch.



## Using Hot Keys

Hot Keys give the PrintStream user the ability to define a list of service/product descriptions that can be accessed and filled in quickly from the invoicing and Sales Prebill line items. By use of the hot keys defined in the master list, the description in the invoice line can be populated saving keystrokes.

### To setup Hot Keys

1. Open the AR invoicing program, select **File** from the taskbar and then select **List of Hot Keys**.
2. Click in the next available blank cell, define alpha/numeric code to use as the identifier, provide a description for the code which will reflect as the Services for the invoice line, and as an option you can reference a Default Activity code for the Hot Key.

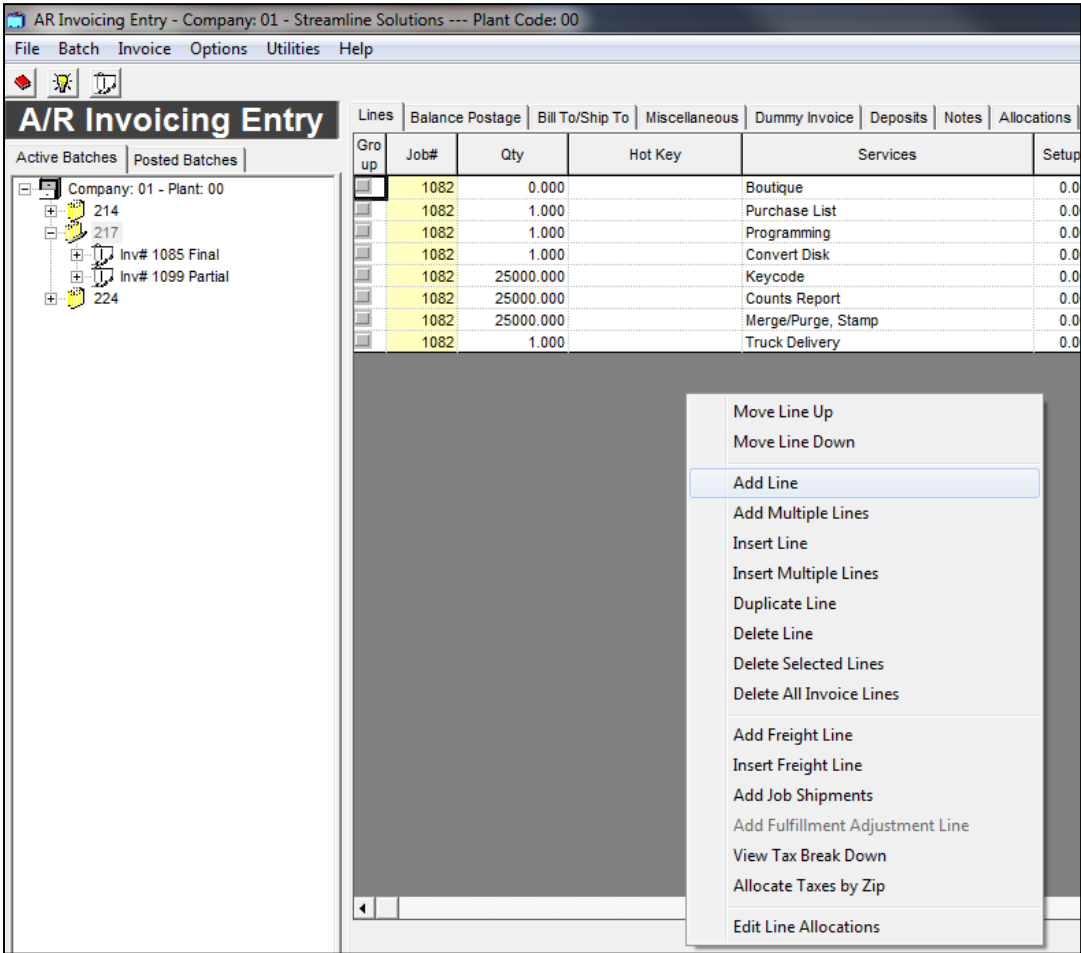
Defining a Default Activity Code will reference the Link to GL revenue allocation for that activity code, and if the activity code was defined with pricing in Masterfile Mail, the pricing will auto default for the line item. If pricing was not defined for the activity code, \$0.00 will display for the line item and the user can manually key in the rate.

	Hot Key	Description For The Billing	Default Activity Code
1	AQ	Add'l for authorized overtime	0
2	AA	Add'l for authors alterations	0
3	23	Add'l for cover 2 & 3 to print black	0
4	PG	Programming	250015100
5	FT	Freight	900050005
6	SW	Shrinkwrap Materials	500090001
7			
8			
9			
10			
11			

Print Out Cancel Save

**To use the Hot Keys in an invoice**

- 1. Open an AR invoice and go to the **Lines** tab.
- 2. Right-click and select either **Add a Line** or **Insert a Line**.



- 3. Insert a quantity. In the Hot Key cell, insert the abbreviated code for the service you want to add to the invoice. If the Hot Key has an activity code assigned to it, but a rate did not auto populate, this means the pricing for the activity was not defined in Masterfile Mail. You will have to manually insert a rate to the invoice.

## Postage Sub Account Feature

The Postage Sub Account (PSA) feature was designed for jobs where the customer referenced on the job is acting as an Agency between the House and the Agency's customer (sub customer), and the sub customer is responsible for the postage portion of the job.

Minimal setup is required to effectively use the PSA feature. The customer acting as the Agency must be defined in Master Files Customer. The sub customer must also be defined in Master Files Customer with the Customer is the Postage Customer for the Customer option checked referencing the Agency in the **Customer #** and the **Customer** fields.

Agency customer defined in Master Files Customer:

Account No: LEAH	Auto	Name: Leah's Account
Address: 123 Main	Contact: Contact Name Here	
Zip: 48146	Phone: Store 1 phone	
City: LINCOLN PARK	Fax: Store 2 fax	
County: WAYNE	Monthly sale: \$0.00	
State: MI USA	Acct Status: B - 30 day Account	
Salesrep: Leah VanWynsberghe	Payment Days: 30 Since: 7/20/2005	
CSR:	Terms: 30 days payment terms	
Manager:	Remarks:	
Search: <input checked="" type="radio"/> By Code <input type="radio"/> By Group <input type="radio"/> By Industry	Tax Code: 01 7.875% Leah	
SIC Code:	Cred Limit: \$10,000,000.00 Currency: USA	
Group:	Cred Ref:	
Industry:	Internal Customer <input type="checkbox"/> Suppress Statements <input type="checkbox"/>	
D/B Ref:	Service Charge: <input checked="" type="checkbox"/> Active Access <input checked="" type="checkbox"/>	
Tax Number:	Tax enforced GST <input type="checkbox"/> QST <input type="checkbox"/> Bypass Credit Check <input type="checkbox"/>	
Postage Type:	Short Remarks   Store/Franchise	
Allowed WEB <input type="checkbox"/>		
Place Customer on Credit Hold <input type="checkbox"/>		
Order Entry Notes	Reporting Grouping	
Packing Slip Address	Marketing Source Code	
Billing (Customer Credits) Notes		
Shipping Notes	<input type="checkbox"/> Customer is the Postage Customer for the Customer....	
Addresses	Customer #:	
	Customer:	
List of Postage Customers		



1. Create a new job in Mail Estimating with the Agency as the customer.
2. After selecting the **Agency** as the customer, select the **Sub Acct** button to the right of the **Customer #** field, and select the **Postage Sub Account** to be associated with the job by placing a check mark in the gray box provided to the left of the **Ac No**.
3. Select **Save** when done, and complete the balance of the job by selecting processes, components, etc.

The screenshot shows the 'New Quote Header' window. The 'Customer #' field is set to 'LEAH'. The 'Sub Acct' button is visible. The 'Select Sub Accounts' dialog box is open, showing a list of sub-accounts. The 'Postage Sub Account' section is active, and the 'PSA2' sub-account is selected with a checkmark. The 'Inventory Sub Account' section is also visible, showing the 'Customer #' as 'LEAH' and the 'Address' as '123 Main, LINCOLN PARK, MI 48146'.

The job will be processed as normal by logging time, materials, etc. to it. When postage is logged to the job, the sub customer's company name will appear as the owner of the job as PrintStream knows it has been selected as the Postage Sub Account for the job.

The screenshot shows the 'Postage Inventory Usage' window. The 'Inventory #' field is set to 'M11111' and the 'Inventory' field is set to 'ABC Compan'. The 'Type' is set to 'Meter'. The 'Enter Job Postage Usage' radio button is selected. The 'Job #' field is set to '1151' and the 'Job' field is set to 'test'. The 'Customer' field is set to 'PSA2' and the 'Customer' field is set to 'PSA Account # 2 for Leah'. The 'Date' is set to '6/27/2008', the 'Employee' is set to '1', the 'Last Name' is 'Williams', and the 'First Name' is 'Chris'. The 'Rate' is set to '0.000'. The 'Note' field is empty. The 'Quantity' is set to '0' and the 'Amount' is set to '2,000.000'. The 'Inventory Balance' is '108,198.210', the 'Usage' is '2,000.000', and the 'New Inventory Balance' is '106,198.210'.

	Used	Spoiled	Total
Quantity	0	0	0
Amount	2,000.000	0.000	2,000.000

Inventory Balance: 108,198.210  
Usage: 2,000.000  
New Inventory Balance: 106,198.210

4. If prepaid postage money is received prior to the job being AR invoiced, the cash receipt **MUST** be entered against the Postage Sub Account. The postage advance money can either be earmarked to the job or left in postage suspense.

Unpaid InvoicesPaid InvoicesPostage AllocationPrepayment Allocations

Job #	Description	Amount
581	Postage Sub Account Job	0.00
582	Postage Sub Account Job - no...	0.00
1151	test	0.00

Postage Payment

Job# 1151

Total Deposits to Date:0.00

This Receipt Amount:2100

Total Postage Usage:0.00

Balance:2100.00

CancelOK

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp	Prepay App
Receipt#: 50343	2,100.00	0.00	0.00	0.00	2,100.00	0.00
Plant#: 0100				0.00	2,100.00	

PSA2-PSA Account # 2 for LeahCk#: 46546AR Alloc: \$0.00Pstg Alloc: \$2

by: 1626 (1 receipts: \$2,100.00) 6/27/2008Total AR: \$0.00Total Pstg: \$2

**Note** If postage payment is received after the postage invoice is generated to the PSA customer, the cash receipt will be entered as normal to the PSA customer account as a receipt to Accounts Receivable and applied to the invoice PrintStream will generate for the postage.

5. When the job is ready to be AR invoiced, right-click the batch number and select **New Postage Invoice**. This will allow you to bill the postage to the sub account rather than to the Agency.

AR Invoicing Entry - Company: 01 - Alaska Incorp ...

FileBatchInvoiceOptionsUtilitiesHelp

A/R Invoicing Entry

LinesBalance Po

Active BatchesDefault Batches

Compan

1230

144

145

1470

1476

149

154

155

156

156

157

158

158

158

160

1610

161

161

162

Inv# 10987 Final

Inv# 10988 Final

New Batch

New Multiple Job Invoice

New Single Job Invoice

New Postage Invoice

New Credit Memo

Create Freight Only Invoice

Change Batch Date

Uninvoice All Jobs

Invoice Into Finished Goods

Preview Batch Posting

View Posted Allocations

Post Batch

Batch Allocation Report

View/Edit Batch Description

Print Batch Invoices

Display Regular Batches

Display Material Storage Batches

6. Enter the PSA's account number in the **Select Customer** field and then select the **Load Jobs** button.  
All jobs the postage sub account is associated to that have not been invoiced for postage will display in the grid.
7. Place a check mark in the gray box provided to the left of the **Job #** to select the jobs to generate a postage invoice for.
8. Select whether a **Partial** or a **Final** invoice is to be created.
9. Click **Finish**.

AR Invoicing Entry - Company: 01 - Alaska Incorp --- Plant Code: 0100

File Batch Invoice Options Utilities Help

**A/R Invoicing Entry**

Active Batches Posted Batches

Company: 01 - Plant: 0100

- 1230
- 1447
- 1454 - test
- 1470
- 1478
- 1494
- 1547 - Leah
- 1556
- 1562
- 1566
- 1573
- 1583
- 1586
- 1589
- 1607
- 1610
- 1614 - GMS batch
- 1616
- 1622
- Inv# 10987 Final
- Inv# 10988 Final

**Create Postage Invoice**

Select Customer:

PSA2 PSA Account # 2 for Leah

Customer Currency: USA

Job#	Description	Status	Postage Usage	Unbilled Postage
581	Postage Sub Account Job		10.00	10.00
1151	test		2000.00	2000.00

Partial Invoice (selected) Final Invoice

Cancel Finish

10. Balance the postage as you would with a standard job related invoice. This invoice will be addressed to the PSA Customer. A separate job invoice for the services will be generated to the Agency.
11. You can generate the services invoice prior to the postage invoice and vice-versa.

## AR Invoice Search Function

AR Invoicing Entry has the ability to search for an invoice regardless if it has been posted or not.

### To find an invoice

1. Click the **Company Code** line at the top of your invoice tree.
2. Right-click and select **Find Invoice**.

### To search for an invoice multiple ways

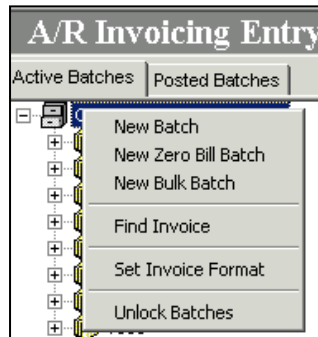
1. You can select the customer account number and the date range the invoice was created in and click **Load**.

Invoices will display based on the parameters selected.

2. Click in the gray box provided at the beginning of the invoice transaction and click **OK** and PrintStream will locate the invoice for you and open the invoice to the screen.
3. You can also enter the job number or the invoice number, click **load** and the invoice(s) will also display. Again, click in the gray box provided at the beginning of the invoice transaction and click **OK**.

The program will drill down to the correct batch and open the invoice for review.

4. If the invoice is in a posted batch, you cannot alter the invoice; however, you can view the data behind the various tabs, and you can also print/preview the invoice.



The screenshot shows the 'Search Invoice' dialog box. It contains the following fields and controls:

- Search Parameters** (All the entered parameters will be combined to perform the search):
  - Customer#: [Text Field]
  - Invoice Date From: [5 / 1 /2007] To: [5 /31/2007]
  - (The date range is only used when searching final invoices for a specific)
  - Job#: [Text Field]
  - Invoice#: [Text Field]
  - [Load] button (with a magnifying glass icon)
- Table Headers:** Invoice#, Batch #, Fiscal Period, Fiscal Year, Job#, Customer#, Customer Name, Invoice Date, Status.
- Table Body:** A large empty gray area for displaying search results.
- Buttons:** Cancel, OK.



## Cash Receipts

### Creating a Cash Receipt

The AR Cash Receipt program is used for all customer related receipts as well as miscellaneous cash receipts.

#### To add a new batch

1. Select the yellow icon or select **New Batch** from the menu.
  2. When creating a new batch, select the date and the bank account the batch of deposits will post to in the General Ledger.
- Remember, the date inserted for the batch date will be the corresponding period the receipts within this batch will get posted to in the General Ledger.**
3. You may also enter a brief description identifying the batch being created to aid in tracking the batch when multiple batches are open.
  4. Click **Finish**.
  5. After clicking **Finish**, a confirmation message will display. Verify the batch date and the period the batch will be created in, and select **Yes** if correct.
  6. Right-click the batch number and select **Add New Receipt**.
  7. Fill in the customer number, check number, and the receipt amount. The other information fields are optional.
  8. Fill in the deposit allocation: AR, Postage, or both
  9. Click **Finish**.

**Note** The check number field can accommodate 20 alpha/numeric characters.

## Allocating a Cash Receipt to an Open AR Invoice

Follow the steps from the prior page and create the first part of the cash receipt before continuing.

1. Select the **Unpaid Invoices** tab.  
  
The program will list all of the open invoices for the selected customer whether they are posted or unposted.
2. However, to display only the invoices that have been posted to the General Ledger, select **Options** on the task bar at the top of the screen and then select the **Select the Display Posted Invoices Only** option.

A/R Cash Receipts --- Company: 01-Alaska Incorp - Plant: 0100

FileBatchAllocationsSearchOptionsHelp

Display Posted Invoices Only

Offset Negative AR ReceiptsPostage Allocation

Cash Receipts

Active BatchesPosted Batches

3454

3459

3463

3484

3491

3499

3501 - shelly

3530 - rec date 4/1

3531 - rec date 4/5

3532 - rec date 4/6

3534 - date 4/4/

3535 - 4/5

3536 - 4/7

3607

3643

50683

Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
3/23/2004	321	Test Mail ...	355,589.50	268,010.63	0.00	403, 447	
3/31/2004	229	Service C...	2,548.47	2,548.47	0.00	999999	
3/31/2004	366	higig	3,500.00	3,500.00	0.00	669	
3/31/2004	367	higig	-3,000.00	-3,000.00	0.00	669	
4/1/2004	371	gms broch...	2,575.00	2,575.00	0.00	673	
4/1/2004	373	tyrtyrtyr	650.00	100.72	0.00	675	104-20...
4/1/2004	374	tyrtyrtyr	50,000.00	50,000.00	0.00	999999	
4/1/2004	376	highj	100.08	100.08	0.00	661	
4/2/2004	442	mmmmm	100.00	100.00	0.00	702	
4/5/2004	439	yuiyuy	300.00	300.00	0.00	711	
4/28/2004	430	mmmmm	10.00	10.00	0.00	702	
4/28/2004	431	hhjh	4.23	4.23	0.00	703	
4/29/2004	434	kokkk	388.88	388.88	0.00	704	
4/29/2004	436	uyky	77.33	77.33	0.00	708	
4/29/2004	437	yutyut	88.88	88.88	0.00	709	
4/29/2004	441	tyrr	500.00	400.00	0.00	999999	jhighhighg
6/21/2004	505		0.00	-2,585.44	0.00	999999	
6/22/2004	507	Copy of C...	5,010.83	5,010.83	0.00	310	
7/5/2004	517	Copy of C...	500.00	500.00	0.00	795	
7/19/2004	543	computer ...	300.00	300.00	0.00	999999	
7/29/2004	541		800.00	800.00	0.00	803, 804	
7/31/2004	558	Service C...	20.00	20.00	0.00	999999	
8/31/2004	560	Service C...	30.00	30.00	0.00	999999	
11/15/2004	637	DIGITIZE ...	291.85	291.85	0.00	999999	108055A
11/15/2004	638	DIGITIZE ...	291.85	291.85	0.00	999999	108055A
3/25/2005	667	sdadsa	1,024.25	1,024.25	0.00	900	55ABCD
3/29/2005	661	slds	111.00	111.00	0.00	897	
3/29/2005	666	...	150.12	150.12	0.00	899	

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp
Receipt#: 50683	12,500.00	0.00	7,500.00	0.00	5,000.00
Plant#: 0100				0.00	5,000.00
- Applied Invoices...					
- Applied to Pstg ...					

0200-ABC CompanyCk#: 9731AR Alloc: \$7,500.00Pstg Alloc: \$5,000.00

Bank ar cash453453 : ACCT REVBatch: 3643 [1 receipts, \$12,500.00]4/8/2005Total AR: \$7,500.00Total Pstg: \$5,000.00

3. One invoice or multiple invoices can be paid at a time. To pay a single invoice, select the invoice by clicking the invoice date and then right-click. Select one of the following options:

- **Auto Apply** – this selection will automatically apply the total dollar amount due.
- **Manual Apply** – this selection will prompt for the amount to apply to the invoice.

**A/R Cash Receipts --- Company: 01-Alaska Incorp - Plant: 0100**

File Batch Allocations Search Options Help

**Cash Receipts** Unpaid Invoices Paid Invoices Postage Allocation

Active Batches Posted Batches

Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
3/23/2004	321	Test Mail ...	355,589.50	268,010.63	0.00	409, 447	
3/31/2004	367	higig	-3,000.00	-3,000.00	0.00	669	
4/1/2004	371	gms broch...	2,575.00	2,575.00	0.00	673	
4/1/2004	373	tyrtyr	650.00	100.72	0.00	675	104-20...
4/1/2004	373	tyrtyr	50,000.00	50,000.00	0.00	999999	
4/1/2004	373	tyrtyr	100.08	100.08	0.00	661	
4/2/2004	373	tyrtyr	100.00	100.00	0.00	702	
4/5/2004	373	tyrtyr	300.00	300.00	0.00	711	
4/28/2004	430	mmmm	10.00	10.00	0.00	702	
4/28/2004	431	hhjh	4.23	4.23	0.00	703	
4/29/2004	434	kokkk	388.88	388.88	0.00	704	
4/29/2004	436	uyky	77.33	77.33	0.00	708	
4/29/2004	437	yutyut	88.88	88.88	0.00	709	
4/29/2004	441	tyrr	500.00	400.00	0.00	999999	ihighhigh
6/21/2004	505		0.00	-2,585.44	0.00	999999	
6/22/2004	507	Copy of C...	5,010.83	5,010.83	0.00	310	
7/5/2004	517	Copy of C...	500.00	500.00	0.00	795	
7/19/2004	543	computer ...	300.00	300.00	0.00	999999	
7/29/2004	541		800.00	800.00	0.00	803, 804	
7/31/2004	558	Service C...	20.00	20.00	0.00	999999	
8/31/2004	560	Service C...	30.00	30.00	0.00	999999	
11/15/2004	637	DIGITIZE ...	291.85	291.85	0.00	999999	108055A
11/15/2004	638	DIGITIZE ...	291.85	291.85	0.00	999999	108055A
3/25/2005	667	sdadsa	1,024.25	1,024.25	0.00	900	55ABCD
3/29/2005	661	slds	111.00	111.00	0.00	897	
3/31/2005	666	sdadsa	150.12	150.12	0.00	900	
4/1/2005	693	dfsdf	1,024.25	1,024.25	0.00	907	123456
4/1/2005	690	sdadsa	200.00	200.00	0.00	900	

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp
Receipt#: 50683	12,500.00	6,048.47	1,451.53	0.00	5,000.00
Plant#: 0100				0.00	5,000.00
- Applied Invoices...					
Inv#:229		2,548.47			
Inv#:366		3,500.00			
- Applied to Pstg ...					

0200-ABC Company Ck#: 9731 AR Alloc: \$7,500.00 Pstg Alloc: \$5,000.00

Bank ar cash453453 : ACCT REV Batch: 3643 (1 receipts, \$12,500.00) 4/8/2005 Total AR: \$7,500.00 Total Pstg: \$5,000.00

4. After the invoice has been selected and paid by the cash receipt, the invoice will display in the lower gray section of the screen to show money has been applied to it by the current receipt.

- To pay multiple invoices, hold down the CTRL key while selecting the invoices by clicking with the mouse. Once the invoices have been selected, right-click and select either the **Auto Apply** or **Manual Apply** option.

**A/R Cash Receipts --- Company: 01-Alaska Incorp - Plant: 0100**

File Batch Allocations Search Options Help

**Cash Receipts**

Unpaid Invoices Paid Invoices Postage Allocation

Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
3/23/2004	321	Test Mail ...	355,589.50	268,010.63	0.00	409, 447	
3/31/2004	367	higig	-3,000.00	-3,000.00	0.00	669	
4/1/2004	371	gms broch...	2,575.00	2,575.00	0.00	673	
4/1/2004	373	tyrtyrtyr	650.00	100.72	0.00	675	104-20...
4/1/2004	374	tyrtyrtyr	50,000.00	50,000.00	0.00	999999	
4/1/2004	376	highj	100.08	100.08	0.00	661	
4/2/2004	442	mmmm	100.00	100.00	0.00	702	
4/5/2004	100	juuy	300.00	300.00	0.00	711	
4/28/2004	100	mmmm	10.00	10.00	0.00	702	
4/28/2004	100	h	4.23	4.23	0.00	703	
4/29/2004	100	kkk	388.88	388.88	0.00	704	
4/29/2004	100	ty	77.33	77.33	0.00	708	
4/29/2004	437	yutyut	88.88	88.88	0.00	709	
4/29/2004	441	tyrr	500.00	400.00	0.00	999999	jhighhighg
6/21/2004	505		0.00	-2,585.44	0.00	999999	
6/22/2004	507	Copy of C...	5,010.83	5,010.83	0.00	310	
7/5/2004	517	Copy of C...	500.00	500.00	0.00	795	
7/19/2004	543	computer ...	300.00	300.00	0.00	999999	
7/29/2004	541		800.00	800.00	0.00	803, 804	
7/31/2004	558	Service C...	20.00	20.00	0.00	999999	
8/31/2004	560	Service C...	30.00	30.00	0.00	999999	
11/15/2004	637	DIGITIZE ...	291.85	291.85	0.00	999999	108055A
11/15/2004	638	DIGITIZE ...	291.85	291.85	0.00	999999	108055A
3/25/2005	667	sdadsa	1,024.25	1,024.25	0.00	900	55ABCD
3/29/2005	661	slds	111.00	111.00	0.00	897	
3/31/2005	666	sdadsa	150.12	150.12	0.00	900	
4/1/2005	693	dfsdf	1,024.25	1,024.25	0.00	907	123456
4/1/2005	690	sdadsa	200.00	200.00	0.00	900	

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp
Receipt#: 50683	12,500.00	6,048.47	1,451.53	0.00	5,000.00
Plant#: 0100				0.00	5,000.00
- Applied Invoices...					
Inv#: 229		2,548.47			
Inv#: 366		3,500.00			
- Applied to Pstg ...					

0200-ABC Company Ck#: 9731 AR Alloc: \$7,500.00 Pstg Alloc: \$5,000.00

Bank ar cash453453 : ACCT REV Batch: 3643 (1 receipts, \$12,500.00) 4/8/2005 Total AR: \$7,500.00 Total Pstg: \$5,000.00

Any AR money left unapplied will go to the customer's AR suspense account, which can be applied at a later date.

**Note** Visible at the bottom left of the screen is the bank account number, the batch number, the total number of receipts, the date of the batch, and the total AR dollar value and total postage dollar value of the batch.

See additional notes on allocating and moving money under the Procedures section of this handbook.

- If an allocation to the unposted receipt needs to be changed, click the invoice number in the lower section of the screen.
- Enter the correct amount to be applied in the **Change Allocated Receipts** box and click **OK**.
- If the allocation was made to the incorrect invoice, change the allocation to zero, select the correct invoice, and enter the allocation amount.

A/R Cash Receipts --- Company: 01-Alaska Inco - Plant: 0100

File Batch Allocations Search Options Help

**Cash Receipts**

Unpaid Invoices Paid Invoices Postage Allocation

Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
3/23/2004	321	Test Mail ...	355,589.50	268,010.63	0.00	409, 447	
3/31/2004	367	higig	-3,000.00	-3,000.00	0.00	669	
4/1/2004	371	gms broch...	2,575.00	2,575.00	0.00	673	
4/1/2004	373	tyrtyrtyr	650.00	100.72	0.00	675	104-20...
4/1/2004	374	tyrtyrtyr	50,000.00	50,000.00	0.00	999999	
4/29/2004	434	kokkk	388.88	388.88	0.00	704	
4/29/2004	436	uyky	77.33	77.33	0.00	708	
4/29/2004	437	yutyut	88.88	88.88	0.00	709	
4/29/2004	441	tyr	500.00	400.00	0.00	999999	ihighhigh
6/21/2004	505		0.00	-2,585.44	0.00	999999	
6/22/2004	507	Copy of C...	5,010.83	5,010.83	0.00	310	
7/5/2004	517	Copy of C...	500.00	500.00	0.00	795	
7/19/2004	543	computer ...	300.00	300.00	0.00	999999	
7/29/2004	541						
7/31/2004	558	Servi					
8/31/2004	560	Servi					
11/15/2004	637	DIGI					
11/15/2004	638	DIGI					
3/25/2005	667	sdad					
3/29/2005	661	sdfs					
3/31/2005	666	sdad					
4/1/2005	693	dfsdf					
4/4/2005	688	edew					
4/6/2005	724	Copy					
4/6/2005	726	taxi	1.06	1.06	0.00	999999	
4/30/2005	673	Service C...	200.00	200.00	0.00	999999	

**Change Allocated Amount**

Invoice# 229

Current allocation: 2,548.47

Change Allocation To: 0.00

Cancel OK

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp
Receipt#: 50683	12,500.00	6,562.78	937.22	0.00	5,000.00
Plant#: 0100				0.00	5,000.00
-Applied Invoices...					
Inv#: 229		2,548.47			
Inv#: 366		3,500.00			
Inv#: 376		100.08			
Inv#: 430		10.00			
Inv#: 431		4.23			
Inv#: 439		300.00			
Inv#: 442		100.00			
0200-ABC Company				AR Alloc: \$7,500.00	Pstg Alloc: \$5,000.00

Bank ar cash453453 : ACCT REV Batch: 3643 (1 receipts, \$12,500.00) 4/8/2005 Total AR: \$7,500.00 Total Pstg: \$5,000.00

## Allocating a Postage Deposit

Follow the steps from earlier to create the cash receipt header.

### To allocate a postage deposit

1. Allocate the receipt to the **Postage Deposit** field and then click **Finish**.
2. Select the **Postage Allocation** tab.  
It will list all active jobs for the selected customer.
3. Highlight the job number(s) to earmark the deposit to.
4. Right-click and select **Manual Apply** and indicate how much of the postage allocation you want applied to the job selected.
5. The money may also be left on account in postage suspense. The money can then be allocated/earmarked at a later date through the Postage Receipt Allocation program.

A/R Cash Receipts --- Company: 01-Alaska Incomp - Plant: 0100

File Batch Allocations Search Options Help

**Cash Receipts**

Unpaid Invoices Paid Invoices **Postage Allocation**

Active Batches Posted Batches

3454  
3459  
3463  
3484  
3491  
3499  
3501 - shelly  
3530 - rec date 4/1  
3531 - rec date 4/5  
3532 - rec date 4/6  
3534 - date 4/4/  
3535 - 4/5  
3536 - 4/7  
3607  
3643  
50683

Job #	Description	Amount
397	Mdd Test 6/13/03	0.00
404	fghghf	0.00
405	highgh	0.00
408	kgighgh	0.00
479	Test for Mail Drop Scheule rep...	0.00
480	Copy of Test for Mail Drop Sch...	0.00
630	Copy of rtetet	0.00
631	Copy of Copy of rtetet	0.00
668	Copy of Copy of Copy of Copy ...	0.00
669	hgghg	0.00
670	Copy Invoice Illustration	0.00
673	gms brochure	0.00
675	tyrtyrtyr	0.00
691	hgghgh	0.00
692	fff	0.00
714	Copy of Copy of Copy	0.00
773	dfdf	0.00
803	test 1	0.00
804	test 2	0.00
807	Copy of Copy of Copy	0.00
810	Copy of Copy of Copy	0.00
811	Copy of Copy of Copy	0.00
818	dsfsf	0.00
821	Summer Bash Invitatic	0.00
887	sdasda	0.00
894	dsfsdf	0.00
902	dsfsdf	0.00
906	sdasda	0.00

**Postage Payment**

Job# 821

Total Deposits to Date: 0.00

This Receipt Amount: 5000

Total Postage Usage: 0.00

Balance: 5000.00

Cancel OK

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp
Receipt#: 50683	12,500.00	6,562.78	937.22	0.00	5,000.00
Plant#: 0100				0.00	5,000.00
- Applied Invoices...					
Inv#:229		2,548.47			
Inv#:366		3,500.00			
Inv#:376		100.08			
Inv#:430		10.00			
Inv#:431		4.23			
Inv#:439		300.00			
Inv#:442		100.00			
0200-ABC Company Ck#: 9731 AR Alloc: \$7,500.00					

Bank ar cash453453 : ACCT REV Batch: 3643 (1 receipts, \$12,500.00) 4/8/2005 Total AR: \$7,500.00

## Changing/Editing a Cash Receipt

Use this technique when the check number, dollar amount, or receipt allocation needs to be changed. The following procedure cannot be used if the batch has been posted, if a final invoice has been created for the job (additional postage cannot be earmarked to a final invoiced job), or if the postage has been balanced on an invoice.

### *To change/edit a cash receipt*

If you are changing the amount of the receipt and it has been allocated to invoices or jobs, you must first unallocate the receipt.

1. Return to the cash receipts screen and open the batch where the receipt is located.  
Changes can be made to the amount applied against any invoice by clicking the invoice number displayed in the lower gray section of the screen.
2. Change the amount of the allocation and click **OK** upon completion. If the allocation was made to the incorrect invoice, change the allocation to zero, click **OK** and then select the correct invoice and enter the allocation amount.
3. If the postage allocation needs to be altered, individually click each job listed on the lower portion of the screen and edit the allocation as needed.
4. To change the amount of the receipt, click in the lower gray section of the screen on the receipt itself (as opposed to clicking the invoice or job to which it has been allocated). An Edit Receipt box will display that will allow you to change the dollar amount, Postage vs. A/R allocation, check number, etc. Make the necessary changes and click **Finish** upon completion.

Please see Moving Money under the Procedures section of this handbook for instruction on how to edit receipts after they have been posted to the General Ledger.

## Allocating Postage Escrow

PrintStream has the capability to track postage escrow money, which are funds received from a customer that are set aside as a reserve. Postage escrow money can be allocated to a unique GL account aside from the postage liability account, and they are also reported separately from job related postage deposits.

This feature must be activated in **Feature to Purchase**. Please contact your PrintStream Support contact for further assistance.

### To track postage escrow money

1. Once the feature is activated, you must link the Postage Escrow control account in **Master Files Reports>Accounting Structure/GL Plant Controls Accounts**.

36	PostageEscrow	10	Admin Branch	10	Administration	2255	Postage Escrow
----	---------------	----	--------------	----	----------------	------	----------------

2. Follow the steps from earlier to create the cash receipt header. Allocate the receipt to the **Postage Escrow** field and then click **Finish**.

Create New Receipt for Company: 01

### Create New Receipt

Batch #: 319

Customer #: ABC01 USD Date: 11/1/2013

Name: ABC Customer

Head Office: 12300 S. 500 E.

Check #: 4654

Payer: ABC Customer

Details:

**Receipt Amount** 50000.00

Allocation

AR Suspense	0.00
AR Job Prepayment	0.00
Postage Deposit	0.00
Postage Escrow	50000.00
Unallocated	0.00

Cancel

Finish



The receipt will show allocated to Escrow Unapplied.

A/R Cash Receipts --- Company: 01-Streamline Solutions 123 - Plant: 00

File Batch Allocations Search Options Help

Cash Receipts

Unpaid Invoices | Paid Invoices | Postage Allocation | Prepayment Allocations

Active Batches | Posted Batches

319

21060

21061

Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
7/9/2013	1127	test	1,000.00	900.00	0.00	999999	
9/17/2013	1138	epi	2,996.70	2,996.70	0.00	1097	
9/24/2013	1152		-50.00	-50.00	0.00	999999	
10/25/2013	1140	Christmas ...	3,968.60	3,968.60	0.00	1098	
10/25/2013	1141	test inv Re...	3,348.00	3,348.00	0.00	1100	
10/25/2013	1142	Course Lis...	584.00	584.00	0.00	1104	
10/25/2013	1144	Winter Flyer	1,855.80	1,855.80	0.00	1110	
10/25/2013	1145	comm allo...	1,080.00	1,080.00	0.00	999999	
10/27/2013	1146	Copy of C...	1,123.10	1,123.10	0.00	1111	

Description	Total	AR App	AR Unapp	Patg App	Patg Unapp	Prepay App	Prepay Unapp	Escrow App	Escrow Unapp
Receipt#: 21061	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00

3. Proceed with adding another receipt to the batch, or post the batch when done.
4. Postage escrow is tracked in the .net Streamline Postage program. Select **Customer Reports** on the task bar and then select **Postage Escrow**.
5. Enter the **from/to date range** and click **Load Grid**. The customers carrying a postage escrow balance for that date range will load to the grid.
6. Click the + sign for the line item to review the postage escrow transactions that fall within the date range.

Postage. Company: 01 --- Plant: 00 --- User: LS

My Page Postage Display Customer Reports Receipts Refunds Postage Checks Usage Report Formats Postmaster

Customer Postage Escrow x

**Customer Postage Escrow**

Load Grid Preview Grid

Filter Options

Date From: 11/1/2013 Date To: 11/1/2013

Postage Escrow Detail

Drag a column header here to group by that column

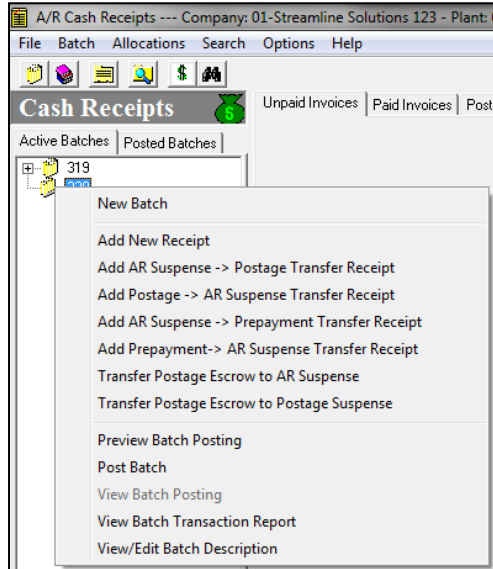
CustomerID	Customer #	Customer Name	Opening Balance	Ending Balance
17	ABC01	ABC Customer	\$50,000.00	\$100,000.00

CustomerPostageAuditSummary\_AuditDetail

Drag a column header here to group by that column

Transaction Date	Transaction Type	Description	Receipt #	Batch #	Amount	Balance
11/1/2013	Opening				\$0.00	\$50,000.00
11/1/2013	Deposit	Check# 4654	21061	319	\$50,000.00	\$100,000.00
5	ADV01	Advertising, Inc			\$10,000.00	\$10,000.00
4	ALTGR01	Alta Graphics			\$22,000.00	\$22,000.00

7. Postage escrow receipts can be transferred to AR suspense or to postage suspense. You can create a new batch or work within an existing batch to use this function. Right-click the unposted batch number in the tree and select either Transfer Postage Escrow to AR Suspense, to move to AR, or Transfer Postage Escrow to Postage Suspense, to transfer to postage unapplied. This example will illustrate how to transfer postage escrow to AR suspense.



8. Insert the customer's account number and click **Load Receipts**. Complete the **Reference or Check #** field, click in the gray box next to the receipt to select the receipt to transfer, and enter the dollar amount to transfer in the **Amount To Transfer** column.
9. Click **Create Transfer Receipt** when done.

The screenshot shows the 'Postage Escrow -> AR Suspense transfer' dialog box. The title bar includes a close button. The 'Select the Customer Account#' section has a dropdown menu showing 'ABC01' and a text field showing 'ABC Customer'. A 'Load Receipts' button is present. The 'New Receipt Details' section has fields for 'Date' (11/1/2013), 'Payer' (ABC Customer), 'Reference or Check#' (transfer), and 'Details'. Below this is a table with the following data:

Receipt#	Date	Postage Deposit	Postage Balance	Amount to Transfer	Batch#
21059	10/8/2013	\$50,000.00	\$50,000.00	1000.00	280

The 'Amount to Transfer' field in the table is highlighted. At the bottom of the dialog, there is a 'Total Amount to Transfer To AR Suspense' field showing '\$1,000.00' and buttons for 'Close' and 'Create Transfer Receipt'.

The receipt will now show a negative value in the **Escrow Unapplied** column and a positive balance to **AR Unapplied**.

A/R Cash Receipts --- Company: 01-Streamline Solutions 123 - Plant: 00										
File Batch Allocations Search Options Help										
Cash Receipts										
Unpaid Invoices   Paid Invoices   Postage Allocation   Prepayment Allocations										
Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#			
7/9/2013	1127	test	1,000.00	900.00	0.00	999999				
9/17/2013	1138	epi	2,556.70	2,556.70	0.00	1097				
9/24/2013	1152		-50.00	-50.00	0.00	999999				
10/25/2013	1140	Christmas ...	3,968.60	3,968.60	0.00	1098				
10/25/2013	1141	test inv ite...	3,348.00	3,348.00	0.00	1100				
10/25/2013	1142	Course Lis...	584.00	584.00	0.00	1104				
10/25/2013	1144	Winter Flyer	1,855.80	1,855.80	0.00	1110				
10/25/2013	1145	comm allo...	1,080.00	1,080.00	0.00	999999				
10/27/2013	1146	Copy of C...	1,123.10	1,123.10	0.00	1111				
Description			Total	AR App	AR Unapp	Postg App	Postg Unapp	Prepay App	Prepay Unapp	Escrow App
Receipt#: 21062			0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	-1,000.00

## Allocating a Cash Receipt to Multiple Customers

A cash receipt can be allocated to multiple customers. The customers the receipt can be allocated to can be sub-customers for the fulfillment customer, or any customer defined in the database.

This feature can work with the Report Grouping function in Masterfile Customer.

1. Open the **Masterfile Customer** program, select **Modules** from the taskbar, and then select **Define Customers Grouping for Reporting**. Define the Group and then **Save**.
2. Assign this group to each customer where a customer will send payments for other customer accounts by selecting **Modules** on the task bar in Masterfile Customer/Customers Assign Salesrep, Assign Active Flag. When the grid loads, scroll to the right and click in the cell titled **Report Grouping** for the customers you want to link together, and select the report code. Select **Save** when done.
3. Enter the cash receipt as normal. If the receipt is paying for outstanding invoices for various fulfillment sub-customers, enter the receipt to the parent customer. Otherwise the receipt can be entered to a customer you want to show as the primary owner of the receipt. If the receipt is paying outstanding invoices, allocate the receipt to AR Suspense. If the receipt is prepaid postage, allocate the receipt to **Postage Deposit**. Click **Finish**.

Create New Receipt for Company: 01

**Create New Receipt**

Batch #: 157

Customer #: ADV01 USA Date: 3/1/2013

Name: Advertising, Inc

Head Office: 2300 Publisher Row

Check #: 487

Payer: Advertising, Inc

Details:

**Receipt Amount** 10000.00

Allocation

AR Suspense 10000

AR Job Prepayment 0.00

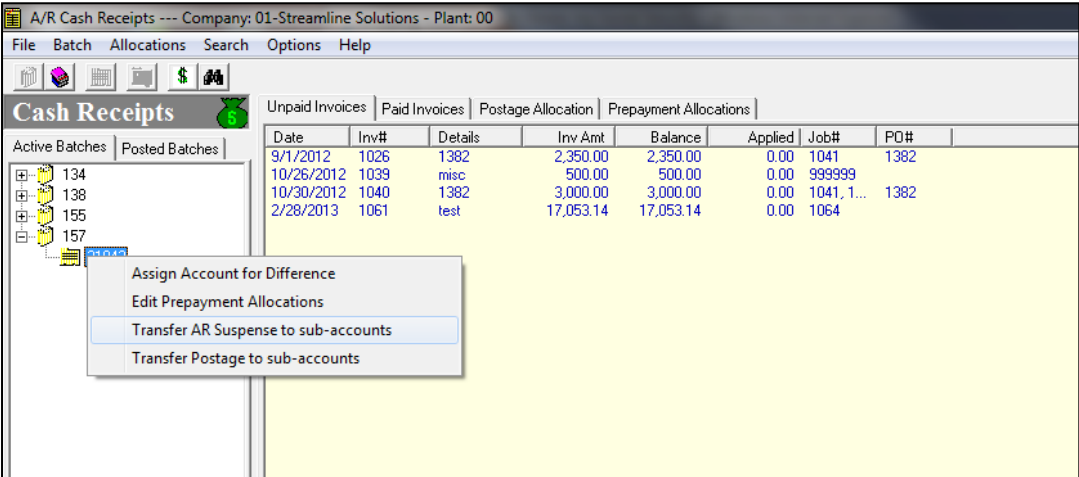
Postage Deposit 0.00

Postage Escrow 0.00

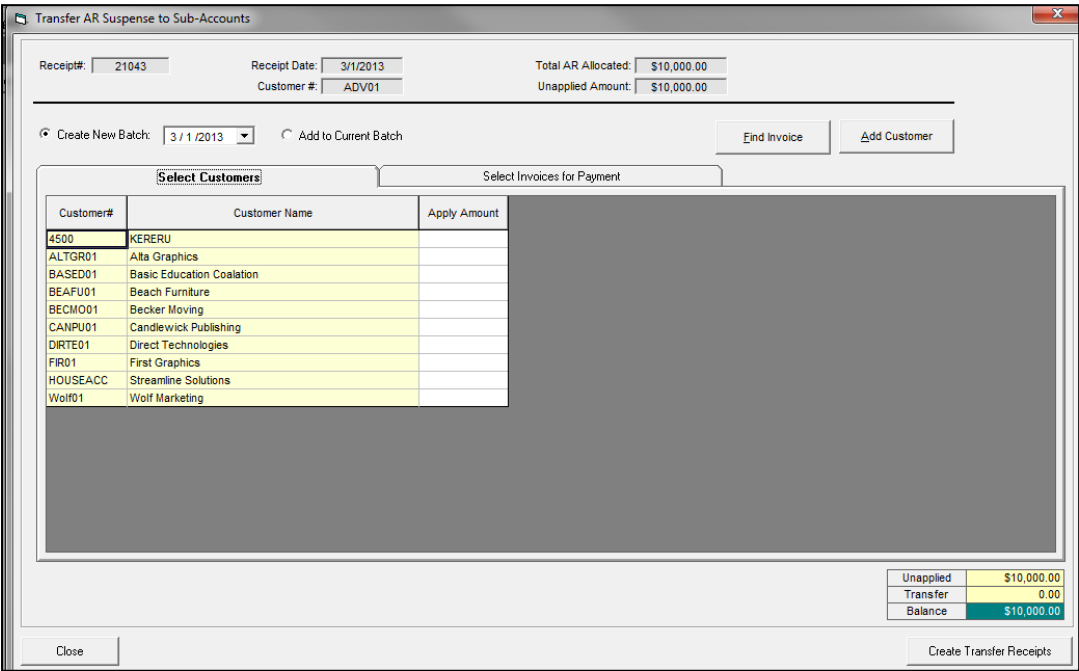
Unallocated 0.00

Cancel Finish

4. If the receipt is paying any invoices for the customer the receipt was entered to, proceed to allocate it to the invoices/jobs accordingly. To allocate the receipt to other customers, right-click the receipt in the tree and select **Transfer AR Suspense to Sub-Accounts** if this receipt should pay outstanding invoices. If the receipt is to allocate postage advance funds to other customers, select **Transfer Postage to Sub-Accounts**.



5. If the **Transfer AR Suspense to Sub-Accounts** is selected, a new window will open to allow the receipt to be transferred. If sub-customers are available via the report grouping method explained above, they will be listed under the **Select Customers** tab.



6. To add a customer to allocate the receipt to, select **Add Customer** and select the customer's account. Click **OK** when done.

Transfer AR Suspense to Sub-Accounts

Receipt#: 21043      Receipt Date: 3/1/2013      Total AR Allocated: \$10,000.00  
 Customer #: ADV01      Unapplied Amount: \$10,000.00

☒ Create New Batch: 3/1/2013    ☐ Add to Current Batch    Find Invoice    Add Customer

**Select Customers**      Select Invoices for Payment

Customer#	Customer Name	Apply Amount
4500	KERERU	
ALTGR01	Alta Graphics	
BASED01	Basic Education Coalition	
BEAFU01	Beach Furniture	
BECMO01	Becker Moving	
CANPU01	Candlewick Publishing	
DIRTE01	Direct Technologies	
FIR01	First Graphics	
HOUSEACC	Streamline Solutions	
Wolf01	Wolf Marketing	

**Select Customer**

Customer #: DEPT01  
 Name: Department of Transportation

Cancel    OK

Unapplied \$10,000.00  
 Transfer 0.00  
 Balance \$10,000.00

Close    Create Transfer Receipts

7. Place your cursor on a customer in the grid and click the **Select Invoices for Payment** tab. A grid listing the outstanding invoices for all customers listed in the **Select Customer** tab will display.
8. Place a check mark in the first column to select the invoice to pay. The **Apply Amount** column will default to the balance amount of the invoice. If the amount to allocate to the invoice is less than the balance, enter the amount to pay against the invoice in the **Apply Amount** column. See invoice 1034 in the screenshot below as an example.

Transfer AR Suspense to Sub-Accounts

Receipt#: 21043      Receipt Date: 3/1/2013      Total AR Allocated: \$10,000.00  
 Customer #: ADV01      Unapplied Amount: \$10,000.00

☒ Create New Batch: 3/1/2013    ☐ Add to Current Batch    Find Invoice    Add Customer

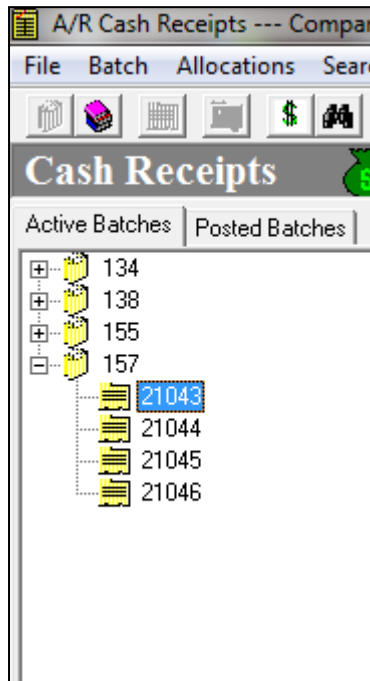
**Select Customers**      **Select Invoices for Payment**

Customer #	Customer Name	Date	Invoice#	Order #	Details	Inv. Amount	Balance	Apply Amount	Pay in Full
<input checked="" type="checkbox"/>	ALTGR01	Alta Graphics	7/5/2012	1034	13222	13222	\$5,850.00	\$2,850.00	1,000.00
<input type="checkbox"/>	ALTGR01	Alta Graphics	8/1/2012	1031	3422	3422	\$7,950.00	\$7,950.00	
<input type="checkbox"/>	ALTGR01	Alta Graphics	9/1/2012	1027	3422	3422	\$23,750.00	\$23,750.00	0.00
<input type="checkbox"/>	ALTGR01	Alta Graphics	12/18/2012	1045		Flyer	\$1,010.00	\$1,010.00	
<input checked="" type="checkbox"/>	ALTGR01	Alta Graphics	1/16/2013	1048		asfids	\$500.00	\$500.00	500.00
<input checked="" type="checkbox"/>	BASED01	Basic Education Coalition	7/5/2012	1035	643312	643312	\$3,850.00	\$3,850.00	3,850.00
<input type="checkbox"/>	BASED01	Basic Education Coalition	8/1/2012	1032	6432	6432	\$5,250.00	\$5,250.00	
<input type="checkbox"/>	BASED01	Basic Education Coalition	9/1/2012	1028	6432	6432	\$6,750.00	\$6,750.00	
<input type="checkbox"/>	BASED01	Basic Education Coalition	2/14/2013	1054		DD test	\$9,424.89	\$9,424.89	
<input type="checkbox"/>	BEAFU01	Beach Furniture	7/5/2012	1036	15135	15135	\$6,700.00	\$6,700.00	
<input type="checkbox"/>	BEAFU01	Beach Furniture	8/1/2012	1033	8135	8135	\$8,800.00	\$8,800.00	
<input type="checkbox"/>	BEAFU01	Beach Furniture	9/1/2012	1029	8135	8135	\$14,700.00	\$14,700.00	
<input checked="" type="checkbox"/>	BEAFU01	Beach Furniture	10/30/2012	1041	15135	15135	\$625.55	\$625.55	625.55
<input type="checkbox"/>	BEAFU01	Beach Furniture	1/19/2013	1059	8135	8135	\$100.00	\$100.00	
<input type="checkbox"/>	BEAFU01	Beach Furniture	2/19/2013	1060	8135	8135	\$500.00	\$500.00	
<input type="checkbox"/>	CANPU01	Candlewick Publishing	10/23/2012	1037		MISC	\$125.00	\$5.00	
<input type="checkbox"/>	FIR01	First Graphics	12/7/2010	1003		-FWG - Business	\$10,319.00	\$1,281.50	
<input type="checkbox"/>	FIR01	First Graphics	12/8/2010	1007		-FWG - Business	\$16,001.00	\$16,001.00	

Unapplied \$10,000.00  
 Transfer \$5,975.55  
 Balance \$4,024.45

Close    Create Transfer Receipts

9. If the customer takes a discount against an invoice, enter the amount paid against the invoice in the **Apply Amount** column, and then click the gray box in the **Pay In Full** column.
10. Lastly, if you want PrintStream to create new receipts within the same batch, select the **Add to Current Batch** option. To put these new allocation receipts into a new batch, select **Create New Batch**.
11. When you have completed allocating the receipt, click **Create Transfer Receipts**. PrintStream will either create a new batch for the receipts or add them to the original batch depending on the option selected. The screenshot below shows batch 157 created with the original receipt and 3 transferred receipts.



12. To transfer a receipt to a customer to leave in AR unapplied, right-click the original receipt and select **Transfer AR Suspense to Sub Accounts**.
13. Locate the customer in the grid you want to transfer to, or add the customer by clicking the **Add Customer** button.
14. Enter the amount to transfer in the **Apply Amount** column and select **Create Transfer Receipt**.

**Transfer AR Suspense to Sub-Accounts**

Receipt#: 21043      Receipt Date: 3/1/2013      Total AR Allocated: \$4,024.45  
 Customer #: ADV01      Unapplied Amount: \$4,024.45

☒ Create New Batch: 3/1/2013      ☐ Add to Current Batch           

Customer#	Customer Name	Apply Amount
4500	KERERU	
ALTGR01	Alta Graphics	
BASED01	Basic Education Coalition	1,000.00
BEAFU01	Beach Furniture	
BECMO01	Becker Moving	
CANPU01	Candlewick Publishing	
DEPT01	Department of Transportation	
DIRTE01	Direct Technologies	
FIR01	First Graphics	
HOUSEACC	Streamline Solutions	
Wolf01	Wolf Marketing	

Unapplied	\$4,024.45
Transfer	\$1,000.00
Balance	\$3,024.45

15. A new batch and receipt will be created showing the amount transferred to the customer's AR suspense. The same process can be used when transferring to postage unapplied, however select the **Transfer Postage to Sub Account** option from the original receipt.

**A/R Cash Receipts --- Company: 01-Streamline Solutions - Plant: 00**

File Batch Allocations Search Options Help

**Cash Receipts**

Unpaid Invoices | Paid Invoices | Postage Allocation | Prepayment Allocations

Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
8/1/2012	1032	6432	5,250.00	5,250.00	0.00	1047	6432
9/1/2012	1028	6432	6,750.00	6,750.00	0.00	1043	6432
2/14/2013	1054	DD test	9,424.89	9,424.89	0.00	1060	

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp	Prepay App	Prepay Unapp
Receipt#: 21047	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00

**Note** The original receipt can be transferred if it is posted or unposted, up until the receipt has been fully allocated. If the original receipt has been posted, you can only make additional AR transfers to other customers. You cannot use the **Transfer Postage to Sub Account** option on a posted receipt that was allocated to AR.

## Short Pay an Invoice

If a customer short pays an invoice due to arrangements made based on the terms of the invoice, the **Paid In Full** feature in the AR Cash Receipts program allows the user to apply the discount at the same time the cash receipt is entered.

1. Create a new cash receipt as previously explained in this document.
2. Select the invoice being paid with a click of the mouse, then right-click the invoice and select the **Manual Apply** option.
3. Enter the dollar amount the customer is paying toward the invoice, and then click **OK**.

The screenshot displays the 'A/R Cash Receipts' software interface for 'Company: 01-Alaska Incorp'. The main window shows a list of invoices with columns for Date, Inv#, Details, Inv Amt, Balance, Applied, Job#, and PO#. An 'Invoice Payment' dialog box is open, showing details for 'Inv# 10573'. The dialog box includes fields for 'Invoice Amount' (125.00), 'Receipts to Date' (0.00), 'This Receipt Amount' (124.00), and 'Balance' (1.00). Below the dialog box, there is a summary table for the receipt.

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp	Total Unapp
Receipt#: 50258	124.00	0.00	124.00	0.00	0.00	124.00

Below the summary table, there are links for 'Applied Invoices...' and 'Applied to Pstg ...'.

This will leave a balance due which should represent the discount taken. The invoice selected will display in the lower section of the screen.



4. After the invoice selected for the short pay has displayed in the lower section of the screen, return to the list of invoices displayed beneath the **Unpaid Invoices** tab and re-select the same invoice by clicking the date. Then, right-click the date and select the **Pay in Full** option.

**A/R Cash Receipts --- Company: 01-Alaska Incorp**

File Batch Allocations Search Help

**Cash Receipts**

Active Batches: 835, 865, 1015, 1022, 1068, 1094, 1095, 1096, 1104, 1114, 50256, 50257, 50258

Posted Batches:

Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
9/12/2002	10393	gfsagfds	500.00	500.00	0.00	208	
9/24/2002	10404	Copy of ioi...	170.05	170.05	0.00	214	
11/8/2002	10456	Phillips 66	1,100.03	1,100.03	0.00	230	1234
11/11/2002	10460	sfsgdgl	100.00	100.00	0.00	234	
11/12/2002	10463		150.00	150.00	0.00	999999	
11/18/2002	10429	fgdglf	100.00	100.00	0.00	999999	
11/20/2002	10542	OMInv.13...	756.00	756.00	0.00	20193	OMInv...
11/20/2002	10543	OMInv.13...	756.00	756.00	0.00	20193	OM13013
11/20/2002	10544	OMInv.13...	756.00	756.00	0.00	20193	OM13044
11/20/2002	10570	OMInv.13...	756.00	756.00	0.00	20193	OM13013
11/20/2002	10571	OMInv.13...	756.00	756.00	0.00	20193	OM13044
11/20/2002	10572	OM13077	952.00	952.00	0.00	21093	OM13077
11/26/2002	10467	Copy of P...	1,075.00	1,075.00	0.00	243	
11/26/2002	10468	Holiday M...	1,075.00	1,075.00	0.00	244	
11/26/2002	10470	Holiday M...	1,001,075...	1,000,075...	0.00	244	2596
12/2/2002	10471	FDSGTAD	100.00	100.00	0.00	245	
12/9/2002	10477	dglf	286.80	286.80	0.00	186	
12/12/2002	10480	Fall Storm...	800,550.58	795,549.81	0.00	241	1573
1/2/2003	10489	Invoice 555	100.00	100.00	0.00	999999	
4/15/2003	10517	khkhkh	2,663.66	2,663.66	0.00	259	541080...
4/15/2003	10518	khkhkhkh	4,134.00	4,134.00	0.00	259	541080...
4/15/2003	10534	khkhkh	863.66	863.66	0.00	259	541080...
4/15/2003	10538	khkhkh	863.66	863.66	0.00	259	541080...
4/16/2003	10522	khkhkh	863.66	863.66	0.00	259	541080...
4/16/2003	10530	khkhkh	863.66	863.66	0.00	259	541080...
7/15/2003	10573	spring post...	27,014.96	27,014.96	0.00	300	

Auto Apply  
Manual Apply

De Pay in Full

Total	AR App	AR Unapp	Pstg App	Pstg Unapp	Total Unapp
124.00	124.00	0.00	0.00	0.00	0.00

- Applied Invoices...

Inv# 10573 124.00

- Applied to Pstg --

5. A box will display referencing the AR Discount Control account previously defined in Master File Reports, Control Accounts, with the dollar amount of the discount being taken. You may alter this account number or accept the allocation.

**A/R Cash Receipts --- Company: 01-Alaska Incorp**

File Batch Allocations Search Help

**Cash Receipts**

Active Batches: 835, 865, 1015, 1022, 1068, 1094, 1095, 1096, 1104, 1114, 50256, 50257, 50258

Posted Batches:

Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
9/12/2002	10393	gfsagfds	500.00	500.00	0.00	208	
9/24/2002	10404	Copy of ioi...	170.05	170.05	0.00	214	
11/8/2002	10456	Phillips 66	1,100.03	1,100.03	0.00	230	1234
11/11/2002	10460	sfsgdgl	100.00	100.00	0.00	234	
11/12/2002	10463		150.00	150.00	0.00	999999	
11/18/2002	10429	fgdglf	100.00	100.00	0.00	999999	
11/20/2002	10542	OMInv.13...	756.00	756.00	0.00	20193	OMInv...
11/20/2002	10543	OMInv.13...	756.00	756.00	0.00	20193	OM13013
11/20/2002	10544	OMInv.13...	756.00	756.00	0.00	20193	OM13044
11/20/2002	10570	OMInv.13...	756.00	756.00	0.00	20193	OM13013
11/20/2002	10571	OMInv.13...	756.00	756.00	0.00	20193	OM13044
11/20/2002	10572	OM13077	952.00	952.00	0.00	21093	OM13077
11/26/2002	10467	Copy of P...	1,075.00	1,075.00	0.00	243	
11/26/2002	10468	Holiday M...	1,075.00	1,075.00	0.00	244	
11/26/2002	10470	Holiday M...	1,001,075...	1,000,075...	0.00	244	2596
12/2/2002	10471	FDSGTAD	100.00	100.00	0.00	245	
12/9/2002	10477	dglf	286.80	286.80	0.00	186	
12/12/2002	10480	Fall Storm...	800,550.58	795,549.81	0.00	241	1573
1/2/2003	10489	Invoice 555	100.00	100.00	0.00	999999	
4/15/2003	10517	khkhkh	2,663.66	2,663.66	0.00	259	541080...
4/15/2003	10518	khkhkhkh	4,134.00	4,134.00	0.00	259	541080...
4/15/2003	10534	khkhkh	863.66	863.66	0.00	259	541080...
4/15/2003	10538	khkhkh	863.66	863.66	0.00	259	541080...
4/16/2003	10522	khkhkh	863.66	863.66	0.00	259	541080...
4/16/2003	10530	khkhkh	863.66	863.66	0.00	259	541080...
7/15/2003	10573	spring post...	27,014.96	27,014.96	0.00	300	

**Pay in Full**

Select Account:

Company: 01 Alaska Incorp

Branch: 01 Main Branch

Department: 01 Main Department

Account: 5000 ar discount

Invoice: 10573 Balance: \$1.00

OK Cancel

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp	Total Unapp
Receipt# 50258	124.00	124.00	0.00	0.00	0.00	0.00

- Applied Invoices...

Inv# 10573 124.00

- Applied to Pstg --

6. Select the **OK** button to accept the allocation. The invoice will drop off from the Unpaid Invoices list and will show in the lower section of the screen as paid in full. The receipt will post along with the other receipts within this batch.

## Miscellaneous Receipt

A miscellaneous receipt is money received for a non-invoiced transaction. For example: If money was received for a rebate your company applied for, the receipt can be entered through the AR Cash Receipt program rather than entering it through the General Ledger in Miscellaneous GL Receipts Entry. Entering a miscellaneous receipt through the AR Cash Receipt program allows the user to combine non customer related receipts within the same batch as customer related receipts. The miscellaneous receipt automatically posts to the General Ledger upon its completion. You will not manually post it along with the other receipts contained in the batch.

### To enter a miscellaneous receipt

1. Create a cash receipt as normal to your House account. In the details field provided, type in the name of the party who sent the check. Allocate the cash receipt to AR. Click **Finish** when done.

Create New Receipt for Company: 01

**Create New Receipt**

Batch #: 2021  
Customer #: SD1 USA Date: 9/30/2009  
Name: Streamline Solutions  
Head Office: 100 Smith Ranch Road Suite 124  
Check #: 6245  
Payer: Streamline Solutions  
Details: IHC

**Receipt Amount:** 1000.00

**Allocation**

AR Suspense: 1000.00  
AR Job Prepayment: 0.00  
Postage Deposit: 0.00  
Unallocated: 0.00

Cancel Finish

The program will assign the next available receipt number to the receipt, and it will take you into the **Unpaid Invoices** tab.

2. Click the receipt number listed in the tree and then right-click and select the **Assign Account for Difference** option.

A/R Cash Receipts --- Company: 01-Alaska Incorp - Plant: 0100

File Batch Allocations Search Options Help

**Cash Receipts**

Unpaid Invoices Paid Invoices Postage Allocation

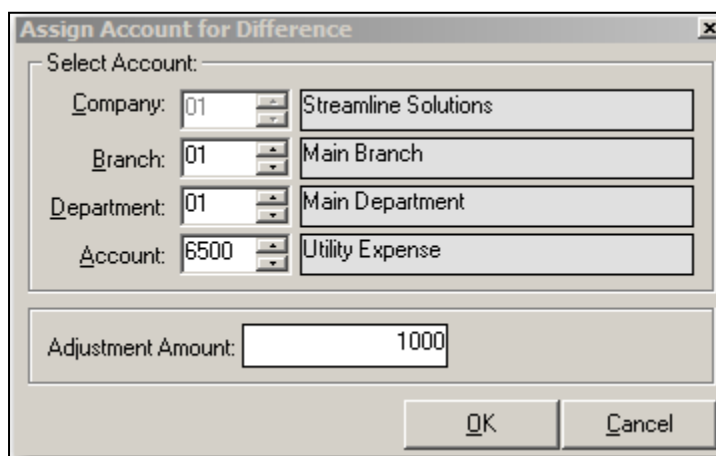
Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
3/26/2004	360	Copy of C...	3,000.00	1,722.14	0.00	601	
7/20/2004	530	Ace Mail d...	94,554.11	94,554.11	0.00	627	

Active Batches Posted Batches

- 3454
- 3459
- 3463
- 3484
- 3491
- 3499
- 3501 - shelly
- 3530 - rec date 4/1
- 3531 - rec date 4/5
- 3532 - rec date 4/6
- 3534 - date 4/4/
- 3535 - 4/5
- 3536 - 4/7
- 3607
- 3643
- 50683
- 50684

Assign Account for Difference

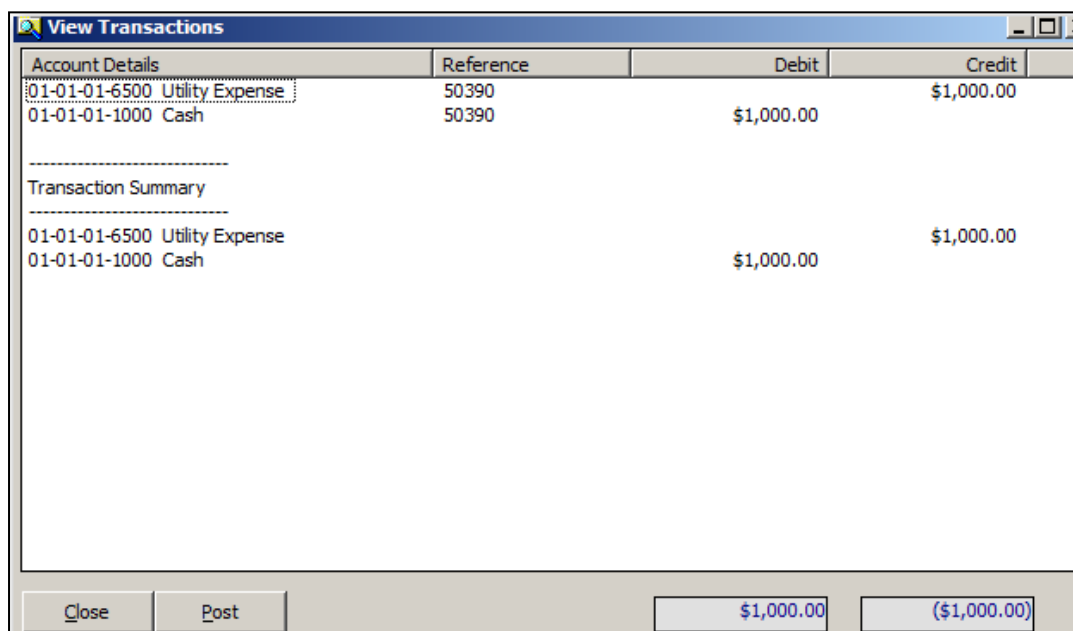
A window opens referencing the AR Discount Control account previously defined in Master File Reports. This account number can be changed if needed; however, keep in mind the account number you select will be credited for the amount referenced. The adjustment amount will automatically default to the AR unapplied amount of this cash receipt.



The 'Assign Account for Difference' dialog box contains the following fields and values:

Select Account:	
Company:	01 Streamline Solutions
Branch:	01 Main Branch
Department:	01 Main Department
Account:	6500 Utility Expense
Adjustment Amount: 1000	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

- Click **OK**. A preview of the posting displays. Select the **Post** option to post the transaction to the general ledger. You will then be asked if you would like to print the posting report. Select either **Yes** or **No**.
- If **Close** is selected, you will be taken back to the Assign Account for Difference window. This feature does not post with other receipts in the batch and must be posted after confirming the GL account selected to assign to.



The 'View Transactions' window displays the following transaction details:

Account Details	Reference	Debit	Credit
01-01-01-6500 Utility Expense	50390		\$1,000.00
01-01-01-1000 Cash	50390	\$1,000.00	
Transaction Summary			
01-01-01-6500 Utility Expense			\$1,000.00
01-01-01-1000 Cash		\$1,000.00	

At the bottom of the window, there are buttons for 'Close' and 'Post', and two summary boxes showing the total debit of \$1,000.00 and the total credit of (\$1,000.00).

**Note** A miscellaneous receipt can also be applied to invoices referenced on the House account as well. Before selecting the **Assign Account for Difference** option, first apply the receipt to the necessary invoices. Any amount left over – rebate money, re-payment of employee advances or any other non-customer related cash receipts – will be applied using the **Assign Account for Difference** option.

## Moving Money from AR Suspense to Postage Suspense

If the customer has unapplied AR money (AR suspense) on account, you can move it to the customer's postage suspense account.

### To move money from AR Suspense to Postage Suspense

1. Open the AR Cash Receipt program and either create a new batch or use an existing unposted batch. Verify the date of the batch, as the batch date will determine the period the transfer will take place in.
2. Right-click the batch number highlighted and select **Add AR Transfer Receipt**. A New Transfer Receipt window will display. Select the customer the unapplied AR receipt belongs to in the field provided.
3. Click **Load Receipts**.
4. The **Date** field will default to the date of the batch while the Payer will auto fill based on the customer selected. Enter a check number (most likely it will be the same check number as originally entered, unless you want to code it with a unique code to indicate it is a transfer), and then place a check mark in the gray box to the far left of the receipt transaction indicating the receipt you want to transfer. If the amount you want to transfer is less than what is available under **AR Balance**, edit the amount displayed in the **Amount to Transfer** field.
5. Click **Create Transfer Receipt**.

**A/R Cash Receipts --- Company: 01-Alaska Inco - Plant: 0100**

File Batch Allocations Search Options Help

**Cash Receipts** Unpaid Invoices Paid Invoices Postage Allocation

Active Batches Posted Batches

3643  
3662  
3668  
3718  
3753  
3754 - shelly  
3759

**New Transfer Receipt - AR -> Postage**

Select the Customer Account#  
0200 ABC Company

Load Receipts

New Receipt Details  
Date: 1 / 6 / 2005 Payer: ABC Company  
Check #: 50434-tr Details:

Receipt#	Date	AR Deposit	AR Balance	Amount to Transfer	Batch#
<input type="checkbox"/> 50286	5/6/2003	\$500.00	\$500.00		1395
<input type="checkbox"/> 50310	7/14/2003	\$1,000.00	\$514.34		1506
<input type="checkbox"/> 50324	8/20/2003	\$100.00	\$100.00		1584
<input type="checkbox"/> 50356	1/15/2004	\$1,000.00	\$900.00		1814
<input type="checkbox"/> 50427	2/23/2004	\$20.00	\$20.00		2093
<input checked="" type="checkbox"/> 50434	2/23/2004	\$1,000.00	\$1,000.00	1000.00	2087
<input type="checkbox"/> 50439	3/3/2004	\$8,000.00	\$4,892.04		2131
<input type="checkbox"/> 50499	4/16/2004	\$0.00	\$3,736.34		2429
<input type="checkbox"/> 50539	5/7/2004	\$300,000.00	\$100.00		2592

Total Amount to Transfer To Postage Suspense: \$1,000.00

Close Create Transfer Receipt

## Moving Money from Postage Suspense to AR Suspense

If the customer has unapplied postage money (postage suspense) on account, you can move it to the customer's AR suspense account.

### To move money from Postage Suspense to AR Suspense

1. Open the AR Cash Receipt program and either create a new batch or use an existing unposted batch. Verify the date of the batch, as the batch date will determine the period the transfer will take place in.
2. Right-click the batch number highlighted and select **Add Postage Transfer Receipt**. A New Transfer Receipt window will display. Select the customer the unapplied postage receipt belongs to in the field provided.
3. Click **Load Receipts**.
4. The **Date** field will default to the date of the batch while the Payer will auto fill based on the customer selected. Enter a check number (most likely it will be the same check number as originally entered, unless you want to code it with a unique code to indicate it was transferred), and then place a check mark in the gray box to the far left of the receipt transaction indicating the receipt you want to transfer. If the amount you want to transfer is less than what is available under **Postage Balance**, edit the amount displayed in the **Amount to Transfer** field.
5. Click **Create Transfer Receipt**.

A/R Cash Receipts --- Company: 01-Alaska Incorp - Plant: 0100

File Batch Allocations Search Options Help

**Cash Receipts** Unpaid Invoices Paid Invoices Postage Allocation

Active Batches Posted Batches

- 3643
- 3662
- 3668
- 3718
- 3753
- 3754 - shelly

**New Transfer Receipt - Postage -> AR**

Select the Customer Account#

111 A company

Load Receipts

New Receipt Details

Date: 1 / 6 /2005 Payer: A company

Check #: 50599-tr Details:

Receipt#	Date	Postage Deposit	Postage Balance	Amount to Transfer	Batch#
<input checked="" type="checkbox"/> 50599	9/13/2004	\$2,500.00	\$2,500.00	2500.00	3088

Total Amount to Transfer To AR Suspense: \$2,500.00

Close Create Transfer Receipt

## Transferring a Receipt between Customers

If a cash receipt has been entered in error to the wrong customer account, you may transfer it from the wrong customer to the correct customer as long as the receipt has not been allocated to an invoice or to a job.

### To transfer a receipt between customers

1. Select the cash receipt in the posted or unposted batch. If you are unsure of the batch number or period the receipt was entered into, use the search feature in the cash receipt program to locate the cash receipt.
2. After the receipt is found, highlight the receipt number in the tree and click the receipt number found under the **Description** header.

**A/R Cash Receipts** --- Company: 01-Alaska Incorp - Plant: 0100

File Batch Allocations Search Options Help

**Cash Receipts**

Unpaid Invoices | Paid Invoices | Postage Allocation

Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
3/23/2004	321	Test Mail ...	355,589.50	268,010.63	0.00	409,447	
3/31/2004	229	Service C...	2,548.47	2,548.47	0.00	999999	
3/31/2004	366	higig	3,500.00	3,500.00	0.00	669	
3/31/2004	367	higig	-3,000.00	-3,000.00	0.00	669	
4/1/2004	371	amt brack	2,575.00	2,575.00	0.00	672	

**Edit Cash Receipt**

Batch #: 3859 Date: 1/24/2005

Receipt #: 50716

Customer #: 0200

Check #: 112233 Payer: ABC Company

Details: Receipt Amount: 5000.00

Allocation

AR Suspense: 5000.00 Postage: 0.00

Unallocated: 0.00

Close Reset Change Receipt Customer Finish

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp
Receipt#: 50716	5,000.00	1,250.00	3,750.00	0.00	0.00
- Applied Invoices...					
Inv#: 764		1,250.00			

0200-ABC Company Ck#: 112233 AR Alloc: \$5,000.00 Pstg Alloc: \$0.00

Bank ar cash453453 : ACCT REV Batch: 3859 (1 receipts, \$5,000.00) 1/24/2005 Total AR: \$5,000.00 Total Pstg: \$0.00

3. The Edit Cash Receipt window opens. Select the **Change Receipt Customer** button.
4. The Select New Customer for Receipt window opens. Enter the customer the cash receipt should get moved to and then click **OK**.
5. Click **Finish** in the Edit Cash Receipt screen and then close the batch.

**Note** You can only transfer the full amount of the original receipt. If the receipt was applied to an invoice, you must unapply it before changing the changing the customer on the receipt. To unapply the payment, click the **\$** icon on the toolbar, select the customer's account number, click the receipt number, and unapply the amount allocated to the invoice by entering a negative dollar amount in the **Amount** column.

**dit Cash Receipt**

**Edit Cash Receipt**

Batch #: 3859 Date: 1/24/2005

**Select New Customer for Receipt**

Select Customer

Customer #: [ ]

Name: [ ]

Cancel OK

Unallocated: 0.00

Close Reset Change Receipt Customer Finish

## AR Cash Receipt Search Function

The Cash Receipt program has the ability to search for receipts regardless if the receipt has been posted or not.

### To find a receipt

1. Click the **binoculars** icon located on the task bar.
2. A search window opens allowing you to search for a receipt using several options. You can search for a receipt by selecting a customer account number, you can then narrow your search by entering a check number, a specific receipt number or receipts entered for a particular invoice along with a date range of when the cash receipt was entered. You can also search for receipts transferred for the selected customer account.

**AR Cash Receipt Cross Reference**

Customer Account / Name (Leave blank for all)

200 Lighthouse Management

Find

☒ Check#: [ ] ☐ Receipt#: [ ]

☐ Load Transferred Receipts from the selected Customer Acct. ☐ Invoice#: [ ]

Receipts Date Range

From: 1 / 1 / 2007 To: 7 / 2 / 2008

Find Receipts

**Receipts:**

Cust#	Plant	Check#	Receipt#	Batch#	Date	AR Amt.	Pstg Amt.	Prepayment ...	Total Amt
200	0100	hit	50313	1369	6/6/2007	555.55			555.55
200	0100	34556	50347	1632	6/30/2008	472.00			472.00

Cancel OK

3. After completing the search criteria, click **Find Receipts**. The receipts that match the parameters selected will display. By double-clicking the receipt, PrintStream will open the receipt for you in the Cash Receipt program.

## Import Cash Receipts

Cash receipts can be imported into PrintStream using a preformatted spreadsheet. Please contact PrintStream Accounting Support for the template.

The template is compiled of 4 tabs: **Header**, **AR Allocation**, **Postage Allocation**, and **Prepayment Allocations**.

Header	AR Allocation	Postage Allocation	Prepayment Allocations
--------	---------------	--------------------	------------------------

The **Header** tab behaves as the header screen when a manual cash receipt is entered into PrintStream. The following elements must be provided in the **Header** tab of the template:

- Customer account number
- Check number
- The total amount of the receipt
- AR allocation for the check
- Postage allocation for the check
- Prepayment allocation for the check
- Any applicable details

	A	B	C	D	E	F	G	H
1	Customer Number	Check Number	total amount	ar suspense	postage allocation	prepayment allocation	postage escrow	details
2	0200	56	10000	7000	3000		0	0
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

The example above illustrates we will import a receipt for \$10,000, with \$7,000 allocated to AR and \$3,000 allocated to postage.

To distribute the AR allocation to outstanding invoices, click the **AR Allocation** tab and define the required elements:

- The customer account number
- The check number
- The invoice number
- The amount to apply to the invoice



In this example, the receipt will pay 3 invoices. The invoices sum to \$5,769.36. The allocation for the receipt is \$10,000, therefore the difference of \$4,230.64 will go to the customer's AR Suspense account.

A	B	C	D	E	F	G	H
Customer number	Check Number	Invoice num	amount to apply to invoice	Pay in Full			
0200	56	20517	1590.1				
0200	56	20524	349.53				
0200	56	20525	3829.73				

0200 ABC Company				Last Payment Date: 12/11/2014		Contact : Benny Franklin	
	0	Suspense		0.00	0.00	0.00	0.00
5/30/2013	20513	5637 Copy of ABC Primary template		0.00	0.00	0.00	96,349.90
5/30/2013	20517	6225 dts dts adfira		0.00	0.00	0.00	1,590.10
5/30/2013	20519	6554 test		0.00	0.00	0.00	198.50
5/30/2013	20522	7261 Copy of JM shop test		0.00	0.00	0.00	2.64
5/30/2013	20524	7349 Copy of Copy of Copy of JM sched Te		0.00	0.00	0.00	349.53
5/30/2013	20525	7370 JM Test CID 23200		0.00	0.00	0.00	3,829.73
- - - - -	- - - - -	- - - - -		- - -	- - -	- - -	- - - - -

Header AR Allocation Postage Allocation Prepayment Allocations

To earmark the postage allocation for the receipt to a job, click the **Postage Allocation** tab. Define the following:

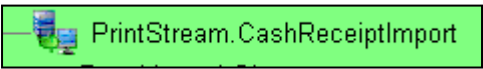
- Customer account number
- Check number
- Job number to earmark the funds to
- Job allocation amount

[illegible]

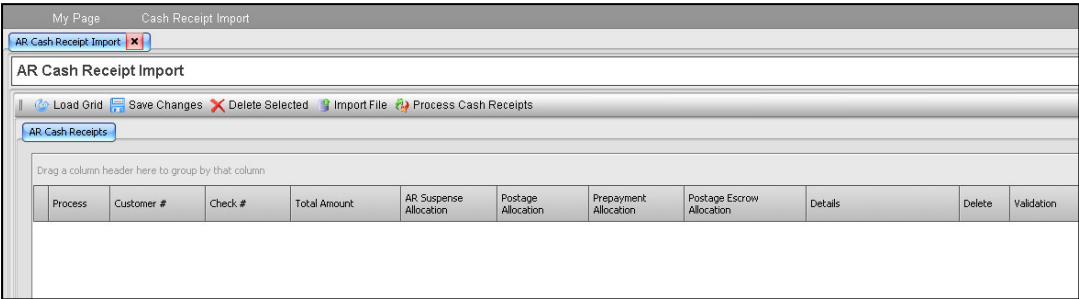
The example above illustrates \$3,000 will be earmarked to job 9409 when the receipt is imported. You will see the allocations to the AR invoices and the allocation to earmark postage to the job all reflect the same customer account number and the same check number. This is how PrintStream understands all transactions are associated to the one check.

**To import the receipt**

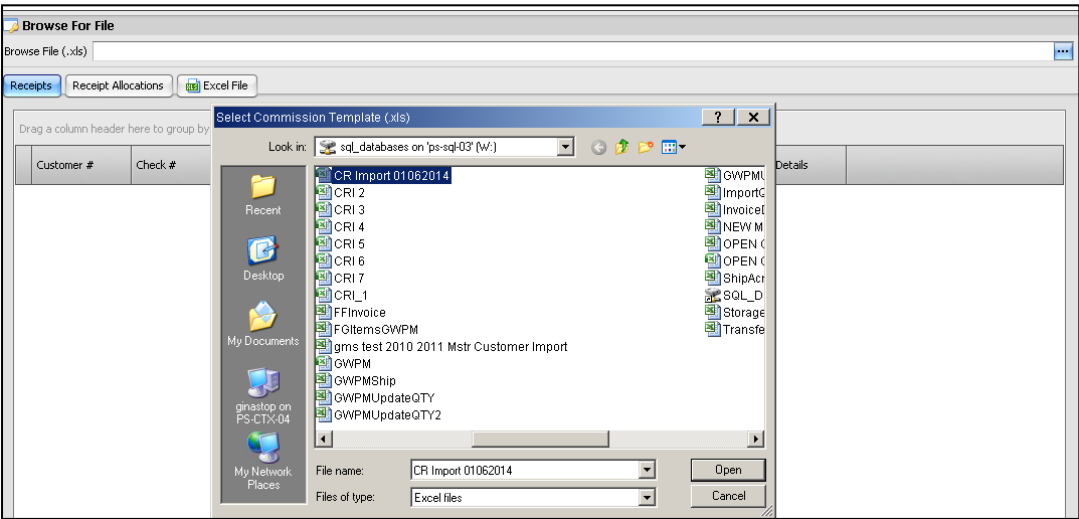
- 1. Open the PrintStream Cash Receipt Import program.



- 2. Select **Import File**.



- 3. Click the **ellipsis** button to the right of the **Browse File** field, and locate the cash receipt file to import. Select the file and click **Open**.



PrintStream will read the file into the grid provided. The **Receipts** tab reflects the header tab if a cash receipt was manually entered.

**Note** You may edit the customer account number and allocations on this screen if necessary.

Customer #	Check #	Total Amount	AR Suspense Allocation	Postage Allocation	Prepayment Allocation	Postage Escrow Allocation	Details
> 0200	56	10000	7000	3000	0	0	

4. Click the + sign next to the customer's account number to display the contents of the receipt.

Customer #	Check #	Total Amount	AR Suspense Allocation	Postage Allocation	Prepayment Allocation	Postage Escrow Allocation	Details
> 0200	56	10000	7000	3000	0	0	

Invoice #	Invoice Payment Amount	Pay In Full	Job #	Job Allocation	Allocation Type
> 0	0		9409	3000	Postage Earmark
20517	1590.1	N	0	0	Invoice Payment
20524	349.53	N	0	0	Invoice Payment
20525	3829.73	N	0	0	Invoice Payment

5. Click the **Receipt Allocation** tab to display how the receipt will be allocated.

**Note** You can edit the invoice and invoice payments on this screen, if necessary.

Customer #	Check #	Invoice #	Invoice Payment	Pay In Full	Job Allocation	Job #	Allocation Type
> 0200	56	0			3000	9409	Postage Earmark
0200	56	20517		N	0	0	Invoice Payment
0200	56	20524		N	0	0	Invoice Payment
0200	56	20525		N	0	0	Invoice Payment

6. Click the **Excel File** tab to display the data and the various tabs of the file you imported.

Import Cash Receipts File

Browse For File

Browse File (.xls)

W:\CR Import 01062014.xlsx

Receipts

Receipt Allocations

Excel File

	A	B	C	D	E
1	Customer Number	check number	job number	job allocation	
2	0200	56	9409	3000	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

Header

AR Allocation

Postage Allocation

Prepayment Allocations

7. To import the file into the program, select **Save File** in the upper left hand corner of the screen. PrintStream has now imported the file into the program.

AR Cash Receipt Import

Load Grid

Save Changes

Delete Selected

Import File

Process Cash Receipts

Print Preview

AR Cash Receipts

Drag a column header here to group by that column

Process	Customer #	Check #	Total Amount	AR Suspense Allocation	Postage Allocation	Prepayment Allocation	Postage Escrow Allocation	Details	Delete	Validation
> IB	<input type="checkbox"/>	0200	56	10,000.00	7,000.00	3,000.00	0.00	0.00		

### To edit the receipt

1. At this point, you have the ability to edit the receipt if needed. By clicking in the **Customer #** field, you can change the customer's account number, you can edit the **Check #**, and you can also change the dollar amount of the receipt and the allocations.

**AR Cash Receipt Import**

|| Load Grid Save Changes Delete Selected Import File Process Cash Receipts

**AR Cash Receipts**

Drag a column header here to group by that column

Process	Customer #	Check #	Total Amount	AR Suspense Allocation
	0200	56	10,000.00	

Customer #	Name
SS03	STREAMLINE SOLUTIONS03
STEV01	Steve's Place
Strada	Strada Cycles
STREAM	Internal Customer 01
SUFFOLK	SUFFOLK NY
susan	Susan's Company
SUSP01	Suspense Test

2. Keep in mind if you change the **Customer Account #**, you must also change the invoice allocations to reflect invoices being paid for the customer account selected along with the invoice payment amount. Otherwise, PrintStream will provide an error indicating there is a mismatch, and the file will not import. You can edit the invoices selected by clicking the + sign on the line item, and PrintStream will drill down to the allocations for the receipt.

**AR Cash Receipt Import**

|| Load Grid Save Changes Delete Selected Import File Process Cash Receipts

**AR Cash Receipts**

Drag a column header here to group by that column

Process	Customer #	Check #	Total Amount	AR Suspense Allocation	Postage Allocation	Prepayment Allocation	Postage Escrow Allocation	Details
	0200	56	10,000.00	7,000.00	3,000.00	0.00	0.00	

**Allocations**

Drag a column header here to group by that column

Invoice #	Invoice Payment Amount	Pay In Full	Job #	Job Allocation	Allocation Type	Delete	Validation
	0.00	<input type="checkbox"/>	9409	3,000.00	Postage Earmark	<input type="checkbox"/>	
20517	1,590.10	<input type="checkbox"/>		0.00	Invoice Payment	<input type="checkbox"/>	
20524	349.53	<input type="checkbox"/>		0.00	Invoice Payment	<input type="checkbox"/>	
20525	3,829.73	<input type="checkbox"/>		0.00	Invoice Payment	<input type="checkbox"/>	

- In the event you do not want to import the receipt, click the box in the **Delete** column for the transaction, and then click the **Delete Selected** option.

AR Cash Receipt Import

Load Grid Save Changes Delete Selected Import File Process Cash Receipts

AR Cash Receipts

Drag a column header here to group by that column

Process	Customer #	Check #	Total Amount	AR Suspense Allocation	Postage Allocation	Prepayment Allocation	Postage Escrow Allocation	Details	Delete
> @	0200	56	10,000.00	7,000.00	3,000.00	0.00	0.00		<input type="checkbox"/>

- To complete the import process, click in the box provided under Process to select the receipts to import. Next, click the **Process Cash Receipts** option. As PrintStream reads the file into the system, it will provide any applicable errors in the Validation column if there is mismatched information. These errors must be corrected in order to import the file.
- If the validation process is successful and PrintStream does not find any errors, the Batch Creation window opens. The current system date will default to the **Batch Date** field, however this can be changed to reflect any date for a period that is open in PrintStream. The **Bank Account** field will default to the account defined as the default for AR Cash Receipts, but this can be changed if needed. A **Batch Description** can be defined if required. Click **Create Batch**.

AR Cash Receipt Import

Load Grid Save Changes Delete Selected Import File Process Cash Receipts

AR Cash Receipts

Drag a column header here to group by that column

Process	Customer #	Check #
> @	0200	56

**Batch Creation**

Create Batch

Batch Date: 1/6/2015 4 2015

Bank Account: ar cash453453 Account #: 01-01-1000 Description: ACCT REV cash 453453 Currency: USD

Batch Description: GMSbatch

PrintStream will shade the line items in the grid once it imports the file.

AR Cash Receipt Import

Load Grid Save Changes Delete Selected Import File Process Cash Receipts Print Preview

AR Cash Receipts

Drag a column header here to group by that column

Process	Customer #	Check #	Total Amount	AR Suspense Allocation	Postage Allocation	Prepayment Allocation	Postage Escrow Allocation	Details	Delete	Validation
> @	0200	56	10,000.00	7,000.00	3,000.00	0.00	0.00		<input type="checkbox"/>	Created Receipt # 52280 in Batch # 9766

6. You can then open the **Cash Receipt** program to make any necessary edits to the receipt(s) imported, and you can then post the batch created.

File Batch Allocations Search Options Help

**Cash Receipts**

Unpaid Invoices | Paid Invoices | Postage Allocation | Prepayment Allocations

Active Batches | Posted Batches

Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
5/30/2013	20513	Copy of A...	218,061.08	96,349.90	0.00	5637	
5/30/2013	20519	test	198.50	198.50	0.00	6554	
5/30/2013	20522	Copy of J...	2.64	2.64	0.00	7261	
5/30/2013	20526	TEST 3	1,284.20	1,284.20	0.00	7415	
5/30/2013	20528	Statement ...	1,084,449...	1,075,072...	0.00	2871, 2...	8776321
8/22/2013	20675	sp test	569.00	569.00	0.00	9246	
11/1/2013	21001	dfsda	5,250.00	5,250.00	0.00	999999	
11/15/2013	20844	comm testi...	1,194.63	1,194.63	0.00	9409	
11/15/2013	20845	Copy of co...	1,861.25	1,861.25	0.00	9410	
11/15/2013	20846	Copy of co...	1,880.05	1,880.05	0.00	9410	
11/15/2013	20847	Copy of C...	1,875.00	1,875.00	0.00	9411	
11/18/2013	21002	dfsda	10,500.00	10,500.00	0.00	999999	
11/18/2013	21003	adfsad	10,500.00	10,500.00	0.00	999999	
11/18/2013	21004	fgsdfs	10,000.00	10,000.00	0.00	999999	
11/18/2013	21007		30,000.00	30,000.00	0.00	999999	
12/18/2013	21005	sdfsda	10,000.00	10,000.00	0.00	999999	
12/18/2013	21006		80,000.00	80,000.00	0.00	999999	

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp	Prepay App	Prepay Unapp	Escrow App	Escrow Unapp
Receipt# 52280	10,000.00	5,769.36	1,230.64	3,000.00	0.00	0.00	0.00	0.00	0.00
- Applied Invoices -									
Inv# 20517		1,590.10						3549	
Inv# 20524		349.53						3550	
Inv# 20525		3,829.73						3551	
Company# 01									
				3,000.00	0.00				
- Applied to Pstg -									
Job# 0067				3,000.00				4420	
0200-ABC Company									
Cl# 56		AR Alloc: \$7,000.00		Pstg Alloc: \$3,000.00		Prepayment: \$0.00			

## Negative Cash Receipt

### Allocating a Negative Cash Receipt to Accounts Receivable

PrintStream has the ability to allow the entry of a negative cash receipt. In the AR Cash Receipt program, create a new receipt. Select the customer #, enter the check number, and enter a negative amount into the Receipt Amount field. Entering a negative amount will enable the **Allocate Negative Receipt** button. Allocate the receipt to **AR Suspense**.

If the receipt is allocated to AR Suspense, you can click on the **Allocate Negative Receipt** option. A new screen will open and any open credit invoices on the customer's account will display. Clicking in the gray box for the credit invoice will select the invoice, it will allocate the negative cash receipt to the credit invoice, and it will flag it as paid.

The screenshot shows two overlapping windows from the PrintStream software. The top window, titled 'Create New Receipt for Company: 01', contains fields for Batch # (12154), Customer # (0), Name (Hasbro #8), Head Office (666 Goddard Rd), Check #, Payer (Hasbro #8), and Details. The 'Receipt Amount' is set to -300.00, and the 'Allocation' is set to AR Suspense -300.00. A callout bubble points to the 'Receipt Amount' field with the text 'Negative AR Receipt amount'. The 'Allocate Negative Receipt' button is circled in red. The bottom window, titled 'Allocate Negative Cash Receipt to Credit Invoices', shows the 'Total AR Allocated' as (\$300.00) and 'Unapplied Amount' as (\$300.00). It displays a table of credit invoices for selection.

Date	Invoice#	Order #	Details	Inv. Amount	Balance	Apply Amount
5/3/2018	25773			(\$13.00)	(\$13.00)	
5/3/2018	25774			(\$17.00)	(\$17.00)	
5/3/2018	25775			(\$18.00)	(\$18.00)	



## Allocating a Negative Cash Receipt to Postage

A negative cash receipt can also be allocated to postage. Create a new cash receipt and complete all required fields. Enter a negative amount into the Receipt Amount field and enter the same amount into the **Postage Deposit** field. Click **Finish** when done.

Create New Receipt for Company: 01

### Create New Receipt

Batch #: 12571  
 Customer #: JOC01 USD Date: 10/24/2018  
 Name: J Cash  
 Head Office: 4654 S. 500 W.  
 Check #: jh  
 Payer: J Cash  
 Details:

**Receipt Amount** -100.00

Allocation

AR Suspense	0.00
AR Job Prepayment	0.00
Postage Deposit	-100.00
Postage Escrow	0.00
Unallocated	0.00

☐ Apply Postage to Jobs

Cancel Allocate Negative Receipt Finish

You will not allocate this receipt to a negative invoice, but instead the negative amount will post to the customer's postage account.

Date	Details	Job#	Inv/Pay#	Batch#	Post. Inst. Notes	Quantity	Rate	Debits	Credits	Balance
<b>JOC01 - J Cash</b>										
10/1/2018	Opening Balance									\$0.00
10/24/2018	Received		52968	12567	Chk# 4534				500.00	\$500.00
10/24/2018	Received		52970	12568	Chk# jh				(100.00)	\$400.00
<b>Customer Total ...</b>								\$0.00	\$400.00	\$400.00
<b>Grand Total ...</b>								\$0.00	\$400.00	\$400.00

# Accounts Receivable Customer Collection Overview

The Accounts Receivable Customer Collection program was designed as a tool to use when performing collections on customers. It allows the user to see which customer accounts are past due, it provides an area to enter follow-up notes for future reference, it facilitates the generation of past due letters and it can also calculate finance charges.

## List Customers

### To open a list of customers

1. Select the **AR Customer Collection** program from the menu.
2. Click the **List Customers** button located on the toolbar shown at the top of the screen.  
  
Based on the parameters selected, a listing of those customers who have outstanding invoices will display.
3. Insert the date you would like the program to pull the information through, select the aging bracket you would like the program to sort the information for (0 days, 30 days, 60 days, etc.), and then choose if you want the report to age by the transaction date, the invoice date, or by the due date, along with aging it by either the period or by the date.
4. Click the binoculars to display.

	Account#	Customer Name	Avg Days	Oldest Invoice	Outstanding	Available Credit
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

This information can be useful when performing collections on a customer, account reviews or when providing account information when contacted as a credit reference.

Based on the criteria entered, a screen will appear listing the customer's account number, the customer's name, the average days past due the customer's outstanding invoices are, the date of the customer's oldest unpaid invoice, the total outstanding invoiced amount on the customer's account (including postage, freight and tax), and the credit currently available for the customer (credit limit less total amount outstanding on the account; excluding WIP). You will notice under the column labeled **Avg Days**, some customer accounts are colored while some are not. The color-coding indicates the five

aging brackets setup within PrintStream. (Current = white, 31-60 = blue, 61-90 = peach, 91-120 = pink, 120 + days past due = red.)

**AR Customer Collections for the Company : 01 Alaska Incorp - Plant Code: 0100 Company 01 Primary Location**

File View Customer Charges Window Help

List Customers Customer Notes Follow Up Notes Customer History Follow Up Letters Customer Contact Info

**List Customers**

Form Selection:

Effective Date: 3/29/2007 Period: 6 Year: 2007

Only show customers with invoices older than: 0 Days

Aging By:

☒ Transaction date ☐ Period

☐ Invoice date ☒ Date

☐ Due Date

	Account#	Customer Name	Avg Days	Oldest Invoice	Outstanding	Available Credit
1	02-15-44	Boulder Outdoor Center	552	9/23/2005	2,000.00	9,997,999.00
2	0200	ABC Company	452	1/2/2003	22,658.32	77,341.68
3	03-26-62	STREAMLINE SOLUTIONS	0		0.00	8,000.00
4	06-10-64	STREAMLINE	0		0.00	8,000.00
5	100	The Perfect Storm	1553	2/15/2002	2,067,612.41	7,932,386.59
6	10003	Enron Mgmt	1750	3/8/2002	9,340.55	659.45
7	101	Ice Breakers	1334	11/27/2002	8,970.97	991,028.03
8	111	A Company, Inc.	96	11/6/2006	5,500.00	9,994,499.00
9	1234	Flowers R'Us	1042	5/21/2004	-11,536.61	122,647.61
10	12345	123456789123456789123456789	0		0.00	0.00
11	12345678	Pollard Consulting	732	8/6/2003	253,079.25	99,746,919.75
12	125	Tree's and More	1571	12/5/2002	2,450.00	997,549.00
13	150	Ice Breakers Blue (IBB)	0		0.00	99,999.00
14	200	Lighthouse Management	1699	5/20/2002	64,935.86	935,063.14
15	2002	Fiscal Year	0		-9,999.00	109,998.00

Close Print Grid

**Note** You also have the option of printing the grid that displays. Select the **Print Grid** option.

## Customer Notes

Collection notes can be entered at the customer level by clicking the **Customer Notes** option. These notes can be tracked by the date the note was created or by the date indicated as the follow up date, as well as if the note has been completed or remains open. You can also generate a report based on these parameters as well.

### To enter a note

1. Click the **Customer Notes** button and select the customer account you want to add the note to.
2. Click the **Add New Customer Note** button in the lower right hand corner of the screen.
3. Enter the note and select a follow up date and press **OK**.

The note will display in the grid provided.

AR Customer Collections for the Company : 01 Alaska Incorp - Plant Code: 0100 Company 01 Primary Location

File View Customer Charges Window Help

List Customers Customer Notes Follow Up Notes Customer History Follow Up Letters Customer Contact Info

**Customer Follow Up Notes**

Select Customer - Leave blank for all

☒ Customer 0200 ABC Company

☐ Collector

Show Customer Notes

Date Range Filter

☒ Created Date From Date : 11/29/2006 To Date : 3/29/2007

☐ Follow Up Date

Status Filter

☒ Open ☐ Completed ☐ Both

	Note #	Creation Date	Follow Up Date	Account#	Customer Name	Note	Collector	Status
1	1	3/29/2007	4/9/2007	0200	ABC Company	Contact Jill Sherman on 4/9/07 regarding past due invoices		Open

☒ Preview ☐ Print Print Report Print Grid Add New Customer Note Close

4. As notes are entered in this program, you can generate a listing or a report for a specific customer or for all customers for a specified date range based on the **Created Date** or **Follow-up date** option selected, and for a specific status type. Once a note has been completed, you can select the **Completed** option in the control note and the note will display when the Status filter for completed is selected. You can also print a report of the **Customer Follow Up Notes** or print the grid they display in.







## Customer History



This feature is handy for anyone who performs collections on customer accounts, because you can insert notes for each client at the invoice level and create follow up updates.


### To view customer history

1. Click the **Customer History** button located on the toolbar shown at the top of the screen.
2. Select the customer by either entering the customer account number or the customer name in the fields provided. You can also use the up/down arrow keys located on your keyboard to scroll through the selection of customers available.
3. You have the option to display paid invoices, open invoices or all invoices for the customer selected. If the **From Invoice Date** field is left empty, the program will list all outstanding invoices for the customer selected. However, you can insert a date into this field if you only want to see a listing of those invoices after the date specified.
4. Click the **binoculars** to search.

AR Customer Collections for the Company : 01 Alaska Incorp - Plant Code: 0100 Company 01 Primary Location - [C]

 List Customers
  Customer Notes
  Follow Up Notes
  Customer History
  Follow Up Letters
  Customer Contact

Credit History Summary  
 Acct#  Customer Name 



Display  
☐ Paid Invoices ☒ Open Invoices ☐ All
 From Invoice Date: 


	Invoice Date	Invoice#	Job#	Invoice Total	Balance	Days	Date Paid	Follow Up Date	Note Description
1	1/2/2003	10490	0	-50.00	-50.00	1547			
2	6/6/2005	10580	0	999.00	999.00	661		4/2/2007	Customer disagrees with amount billed.
3	7/19/2005	10608	459	655.00	655.00	618		4/15/2007	Customer disputes charges on this invoice.
4	7/22/2005	10607	457	1825.00	1825.00	615		4/5/2007	Customer will send payment by 3/31/07.
5	7/25/2005	10611	468	225.00	225.00	612			
6	9/15/2005	10653	483	128.33	128.33	560			
7	9/23/2005	10697	0	9990.11	9990.11	552			
8	7/5/2006	10722	530	850.00	850.00	267			
9	12/27/2006	10724	459	200.00	200.00	92			*M/Inv
10	12/27/2006	10725	539	665.00	665.00	92			*M/Inv
11	12/27/2006	10726	539	485.00	485.00	92			
12	12/27/2006	10727	540	180.00	180.00	92			
13	1/10/2007	10731	455	6505.88	6505.88	78			*M/Inv

The follow up date will display in red if the follow up date is in the past, yellow if the follow up date is the current date, green if the follow up date is in the future and no color will display if the note has been marked as completed.

5. Right-click a particular invoice transaction within the grid to receive a list of options. You can either print or preview the invoice or you may edit the collection note previously entered.

**Note** You may click the icon illustrating a rolodex card to view the customer's account information.

## Credit Control Note

### To add a credit control note to an invoice

1. Double-click a line.  
A pop-up display window titled Credit Control Notes will appear where you can insert notes.
2. Click the line within **Credit Control Notes** where you want to enter your note.
3. You may also insert a date in the **Follow Up Date** field, which will tie into the Follow-Up Notes section located in this module. This will remind you when you need to contact the customer again.
4. If a note is inserted which does not require you to follow-up with the customer, you may select the **Completed** check box.

Each credit control note may have up to 70 characters per line with a maximum of 50 lines of text. Approximately the first 40 characters of the note will display in the grid when printed.

AR Customer Collections for the Company : 01 Alaska Incorp - Plant Code: 0100 Company 01 Primary Location - [Cu

List Customers Customer Notes Follow Up Notes Customer History Follow Up Letters Customer Contact

Credit History Summary  
Acct# 0200 Customer Name ABC Company

Display  
☐ Paid Invoices ☒ Open Invoices

	Invoice Date	Invoice#	Job#	In T
1	1/2/2003	10490	0	
2	6/6/2005	10580	0	
3	7/19/2005	10608	459	
4	7/22/2005	10607	457	1
5	7/25/2005	10611	468	
6	9/15/2005	10653	483	
7	9/23/2005	10697	0	9
8	7/5/2006	10722	530	
9	12/27/2006	10724	459	
10	12/27/2006	10725	539	
11	12/27/2006	10726	539	
12	12/27/2006	10727	540	
13	1/10/2007	10731	455	6

**Credit Control Notes**

Invoice #: 10731

☐ Completed Follow Up Date: 3/29/2007

Customer paid this invoice on check #53546 3/1/07

OK Delete Close

**Note** Once marked as completed, you will no longer view the note in the Follow Up Note screen. Completed notes will only display in the Customer History screen. If you delete a note, it will not appear anywhere. To edit a note, double-click the note line.

## Follow Up Notes

Another feature that aids in performing customer collections is **Follow Up Notes**. This screen displays notes by date.

### To view follow up notes

1. Click the **Follow Up Note** button located on the toolbar shown at the top of the screen.
2. Insert the date range you would like the program to search for notes previously entered through Customer History.

If you would like to view the notes for only one specific customer, insert the customer's account number or the customer's name and then click the binoculars. However, if you would like to view the notes for all customers, insert the desired date range and leave the customer account number and customer name field blank.

3. Click the **binoculars** icon to search.

AR Customer Collections for the Company : 01 Alaska Incorp - Plant Code: 0100 Company 01 Primary Location

File View Customer Charges Window Help

List Customers Customer Notes Follow Up Notes Customer History Follow Up Letters Customer Contact Info

### Follow Up Notes

Follow Up Notes Date Range

From Date: 3 / 1 /2007 To Date: 4 /20/2007

Select Customer - Leave blank for all

☒ Sort Customers by AC NO

Search for Invoice Credit Notes

	Follow Up Date	Account#	Customer Name	Invoice#	Invoice Date	Note	Collector
1	4/2/2007	0200	ABC Company	10580	6/6/2005	Customer disagrees with amount billed.	
2	4/5/2007	0200	ABC Company	10607	7/22/2005	Customer will send payment by 3/31/07.	
3	4/15/2007	0200	ABC Company	10608	7/19/2005	Customer disputes charges on this invoice.	
4	3/29/2007	0200	ABC Company	10731	1/10/2007	Customer paid this invoice on check #53546 3/1/07	

☒ Preview    ☐ Print    ☒ Include Open Customer Notes    Print Report    Print Grid    Close

4. Click a line item to open the note in full display. You may also edit the notes to add additional comments, mark the line item as completed, or insert a new follow-up date. You can also print a report of the Follow Up Notes or print the grid they display in.

## Follow Up Letters

The Customer Collection program has the ability to generate a collection letter to send to your customers informing them of the current status of their account. You can create a custom letter or use the provided form letters provided. The form letters differ slightly in severity depending on the aging bracket the letter is generated for.

### To use the provided form letters

1. Click the **Follow Up Letters** button located on the toolbar at the top of the screen.  
The current date will default in the date field; however, it can be changed. The date entered will determine the aging and it is also the date that will print on the past due letter generated.
2. Your company name will default to the **Name** field located under Collector, but it can be changed to represent an individual's name.  
This name along with the company phone number, located under **Collector**, will display underneath the signature line on the past due letter.
3. Select the type of letter you wish to generate based on the aging brackets provided:
  - **Auto:** Standard statement of account letter indicating the total amount due for each aging bracket as well as providing a grand total.
  - **30-60 Days:** First reminder letter informing the customer of the past due balance.
  - **60-90 Days:** Second reminder letter indicating the amount outstanding as well as consequences involved if payment is not submitted.
  - **90 + Days:** Final reminder letter informing the customer the account will be placed on hold.
4. A list of customers with an outstanding invoice within the bracket selected will display on the right. Select the customers you want to generate a letter for by clicking within the box located to the left of each customer's name or click the **Select All** button to select all customers.
5. If you want to add a comment line to the letter, enter the notation in the **Additional Text** field provided.  
This line will display underneath where your company phone number is printed.
6. Click the **Preview** button to process the form letters.

**Note** The letter will fit in most standard window envelopes.

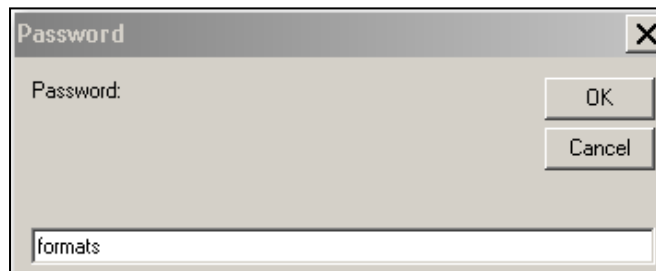


### To use a custom letter

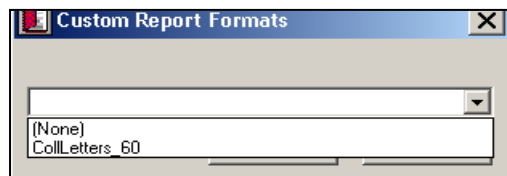
1. Create the collection letters in Microsoft Word.

Each collection letter created must be saved in the Reports folder of the PrintStream database used. The collection letter must also be saved with the title **CollLetters** followed by the remaining description you assign to the document. For example, **CollLetters30.rpt** would represent the customized letter created for my 30 day age bracket, **CollLetters60.rpt** would represent the customized letter created for my 60 day age bracket, etc.

2. After customizing the collection letters, open the **Customer Collection** program, select and complete the parameters and fields provided, and then select the customers to generate a letter to.
3. Click **Report Format**. The password is **formats**.



A window opens listing the custom collection letters created.



4. Select the format from the drop-down list and click **OK**.
5. Click **Preview** from the Follow Up Letters window.  
The collection letters will preview to the screen in the customized format.
6. Click the **printer** icon to print them.

## Customer Contact Info

A convenient lookup tool to view a customer's account information is located within the **AR Customer Collection** program. Rather than having to minimize the program and open the Master Files Customer program, you can remain in the Collections program to look up the customer's phone number, contact name, etc.

AR Customer Collections for the Company : 01 Alaska Incomp - Plant Code: 0100 Company

File View Customer Charges Window Help

List Customers Customer Notes Follow Up Notes Customer History Follow Up

**Customer Contact Info**

Acct#	Customer Name
61064	STREAMLINE SOLUTIONS

Address: 4355 Trophy Drive	Acct Status: B
	Payment Days: 0 Internal Cust: N
BOOTHWYN, PA	Started: 6/3/2005 Service Charge? N
Zip: 19061	Credit Limit: 100000
Contact: Kathy DiPaulo	Credit Ref:
Phone#: 818-888-9595	Collector:
Fax#:	Tax#:
Salesrep: House Account	Tax Code: 07
SIC Code:	Rate: 7%
SIC Group:	Dist: county tax
Industry:	Postage Type:
D & B Ref#:	

Close

**Note** This information cannot be edited from this program. Please refer to the Master Files Customer documentation to change data to a customer's file.

## Finance Charges

### To use the finance charge feature in AR Customer Collection

1. Complete these setup items:
  - a. Define those customer accounts who you want to assess finance charges to.  
This is done in the Master Files Customer program. Please refer to the Master Files Customer documentation for further instruction.
  - b. The Calculation for finance charges will begin at a set # of days entered after the due date of an invoice. For example: If your customer's invoice is due October 1st and the grace days are defined as 30, finance charges may be assessed beginning November 1st. To define the global default grace days, further assistance will be required by your PrintStream Accounting Support contact.
  - c. Option to include/exclude previous finance charge invoices from current calculation.
2. Click the **Finance Charges** button in AR Customer Collections. A finance charge calculation screen will display where you will define the parameters of the finance charges to be calculated.

AR Customer Collections for the Company : 01 Alaska Incorp - Plant Code: 0100 Company 01 Primary Location

File View Customer Charges Window Help

List Customers Follow Up Notes Customer History Follow Up Letters Customer Contact Info Finance Charges Exit

**Finance Charge Calculation**

Note: Usually, Finance charges are calculated before statements are printed.

Period  
Date : 1 /31/2005 Grace Days : 30 Minimum Balance : 1  
Year : 2005 Period : 4 Charge : 1

Annual Int Rate : 12 % ☒ Include Suspense ☒ Exclude Previous Finance Charge Invoices from Calculation

Aging By  
☒ Transaction date ☐ Invoice date ☐ Due Date ☐ Period ☒ Date

Reset Calculate Charges Close

Customer#	Customer Name	Outstanding	Overdue Balance	Finance Charge

Acct #	Name	Current	30 +	60 +	90 +	Suspense	Total

The date field will automatically default to the last date of your fiscal year. This date field can be changed to the ending date of the period the finance charges will be calculated for; however, the date selected must be in a period that is open in Master Files Reports.

The number of grace days will default to the global setting defined above; however, this number can be overridden if needed. The number inserted into the **Grace Days** field will be added to the date of the transaction for extra grace time before an invoice is considered overdue.

3. Insert in the **Balance** field under **Minimum**, in the form of dollars, the minimum balance you want the program to calculate finance charges for.

4. In the **Charge** field, enter in the form of dollars the minimum finance charge that should be assessed.
5. Enter the annual interest rate you want the program to charge in the **Annual Int Rate** field.
6. If you want the program to account for AR suspense money on the customer's account in the finance charge calculation (total dollars past due less AR suspense money), select the **Include Suspense** check box. If you do not want the program to deduct AR suspense money from the past due balance, clear this check box.
7. If you do not want the program to factor unpaid finance charges into the calculation of the overdue amount, select the **Exclude Previous Finance Charge Invoices from Calculation** check box.
8. Select how you would like the program to age the outstanding invoices by: **transaction date**, **invoice date**, or by **due date**, and then indicate if you want the program to sort the invoices by the **period** or by **date**.
9. Click the **Calculate Charges** button to calculate the finance charges.

AR Customer Collections for the Company : 01 Alaska Incorp - Plant Code: 0100 Company 01 Primary Location

File View Customer Charges Window Help

List Customers Customer Notes Follow Up Notes Customer History Follow Up Letters Customer Contact

### Finance Charge Calculation

Note: Usually, Finance charges are calculated before statements are printed.

Period: Date: 8 /31/2007 Grace Days: 30 Minimum Balance: 1 Charge: 1

Year: 2007 Period: 11

Annual Int Rate: 1 % ☒ Include Suspense ☒ Exclude Previous Finance Charge Invoices from Calculation

Aging By: ☒ Transaction date ☐ Invoice date ☐ Due Date ☐ Period ☒ Date

Reset Calculate Charges Close

Customer#	Customer Name	Outstanding	Overdue Balance	Finance Charge
111	A Company, Inc.	6,500.00	5,500.00	4.58
9876543	Boulder Outdoor Center	12,106,591.10	11,988,747.06	9,990.62
ABBA1	Abba Inc.	10,058,851.47	10,025,637.61	8,354.70
ALASKA	Alaska Inc.	283,071.82	278,788.14	232.32
BABA1	Babba Inc.	523,731.34	463,627.16	386.36
HAWAII	Hawaii Inc.	9,730.48	9,480.48	7.90
INT01	Internal Customer	1,000.00	1,000.00	1.00
JOHNCON	John's Contract Customer	300,818.50	300,818.50	250.68
LEAH	Leah's Account	30,396.66	30,396.66	25.33
MAILSHOP	Mailshop, Inc.	242.65	242.65	1.00
PAY50	Prepayment 50/50 Customer	687.50	687.50	1.00
SLOC	Salt lake oly committee	806,570.70	806,563.74	672.14

Acct #	Name	Current	30 +	60 +	90 +	Suspense	Total

Status

The customers whose customer master file record is marked for service charges will display in the window provided as shown above. By highlighting a customer's account number, PrintStream will provide an aging summary below.

### To edit a finance charge for a customer

1. Highlight the customer's account number, right-click, and select **Edit** to enter a new finance charge.
2. When all changes have been made, you can preview or print a finance charge report before posting the finance charges.

**AR Customer Collections for the Company : 01 Alaska Incomp - Plant Code: 0100 Company 01 Primary Location**

File View Customer Charges Window Help

List Customers Customer Notes Follow Up Notes Customer History Follow Up Letters Customer Contact

**Finance Charge Calculation**

Note: Usually, Finance charges are calculated before statements are printed.

Period: Date: 8/31/2007 Grace Days: 30 Minimum Balance: 1 Charge: 1

Year: 2007 Period: 11

Annual Int Rate: 1 % ☒ Include Suspense ☒ Exclude Previous Finance Charge Invoices from Calculation

Aging By: ☒ Transaction date ☐ Invoice date ☐ Due Date ☐ Period ☒ Date

Reset Calculate Charges Close

Customer#	Customer Name	Outstanding	Overdue Balance	Finance Charge
111	A Company, Inc.	6,500.00	5,500.00	4.58
98	Outdoor Center	12,106,591.10	11,988,747.06	9,990.62
AE	Inc.	10,058,851.47	10,025,637.61	8,354.70
AL	Inc.	283,071.82	278,788.14	232.32
BA	Inc.	523,731.34	463,627.16	386.36
HAWAIIAN	Inc.	9,730.48	9,480.48	7.90
INT01	Internal Customer	1,000.00	1,000.00	1.00
JOHNCON	John's Contract Customer	300,818.50	300,818.50	250.68
LEAH	Leah's Account	30,396.66	30,396.66	25.33
MAILSHOP	Mailshop, Inc.	242.65	242.65	1.00
PAY50	Prepayment 50/50 Customer	687.50	687.50	1.00
SLOC	Salt lake oly committee	806,570.70	806,563.74	672.14

Acct #	Name	Current	30 +	60 +	90 +	Suspense	Total
111	A Company, Inc.	0	0	0	6500	1000	6500

### To generate finance charge invoices

1. Right-click a customer account number and select.
 

A message will display confirming you want to create finance charge invoices.
2. Select **Yes** if you want to proceed.

**Finance Charge**

Are you sure you wish to finance charge invoices? This will create a DI Batch with an Invoice for each charge. Once the posting report displays, you will have an option to post to the GL. Select 'Close' to preview Finance charges invoices and post to the

Yes No

A summary display will appear providing a listing of those accounts that will be charged in the posting.

3. Click **Post** to complete the posting process.

Post AR Batch

Batch #:1295

Batch Date:8/31/2007

Period:11

Year:2007

Account	Debits	Credits
Posting for Internal Batch: 0		
01-01-01-4600 service charge revenue		\$4.58
01-01-01-1500 accounts receivable	\$4.58	
01-01-01-4600 service charge revenue		\$9,990.62
01-01-01-1500 accounts receivable	\$9,990.62	
01-01-01-4600 service charge revenue		\$8,354.70
01-01-01-1500 accounts receivable	\$8,354.70	
01-01-01-4600 service charge revenue		\$232.32
01-01-01-1500 accounts receivable	\$232.32	
01-01-01-4600 service charge revenue		\$386.36
01-01-01-1500 accounts receivable	\$386.36	
01-01-01-4600 service charge revenue		\$7.90
01-01-01-1500 accounts receivable	\$7.90	
01-01-01-4600 service charge revenue		\$1.00
01-01-01-1500 accounts receivable	\$1.00	
01-01-01-4600 service charge revenue		\$350.00
01-01-01-1500 accounts receivable	\$350.00	

Close

Post

A posted batch of AR invoices will be created for the customers for whom PrintStream calculated finance charges.

AR Invoicing Entry - Company: 01 - Alaska Incomp --- Plant Code: 0100

FileBatchInvoiceOptionsUtilitiesHelp

A/R Invoicing Entry

Active BatchesPosted Batches

Financial 2004

Financial 2005

Financial 2006

Financial 2007

Period# 1

Period# 2

Period# 3

Period# 4

Period# 5

Period# 6

Period# 7

Period# 8

Period# 9

Period# 10

Period# 11

1293

Inv# 10742 Final

Inv# 10743 Final

Inv# 10744 Final

Lines	Balance	Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	Deposits	Notes	Allocations	Preview	Job			
Group	Job#	Qty	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt	Total Amt
999999	1.000	Service Charge	0.00	0.00	4.5833	@ Each		4.58	4.58	00	0	0.00	4.58
999999	0.000	Inv#10723 Inv	0.00	0.00	0.0000	Extend		0.00	0.00		0	0.00	0
999999	0.000	Inv#10735 Inv	0.00	0.00	0.0000	Extend		0.00	0.00		0	0.00	0

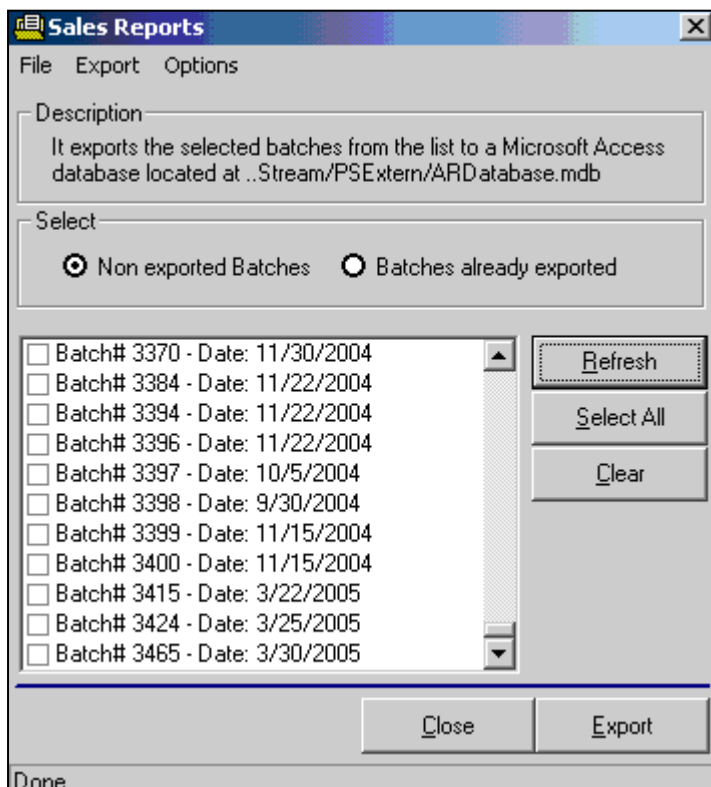
4. If you choose not to post, PrintStream will create an unposted AR invoice batch containing invoices to the customers finance charges were calculated for. You can manually post the batch when ready.

## AR Database Builder

The AR Database Builder and Job Costing Database Builder create Access databases in the PSEXTERN folder of the database server. Reports can then be created using the exported information. Both database builders work the same way. The difference is Job Costing extracts information from Jobs, while AR extracts posted batch information from Accounts Receivable. The screen shots in this documentation will be of the AR Database Builder.

The export programs were written to assist users who wanted greater flexibility in reporting. Current PrintStream reports may be exported via Crystal Reports to various common file formats for resorting, totaling or combining. However, some users want the ability to access stored data that does not appear in reports. Rather than assisting users in their understanding of the PrintStream database structure, with its redundancy and sometimes confusing field names, EFI PrintStream provides these export tools which extracts PrintStream data into more concise tables using more standard file and field names. This also provides a level of safety due to the fact that data can be repetitively exported without harming the original source data.

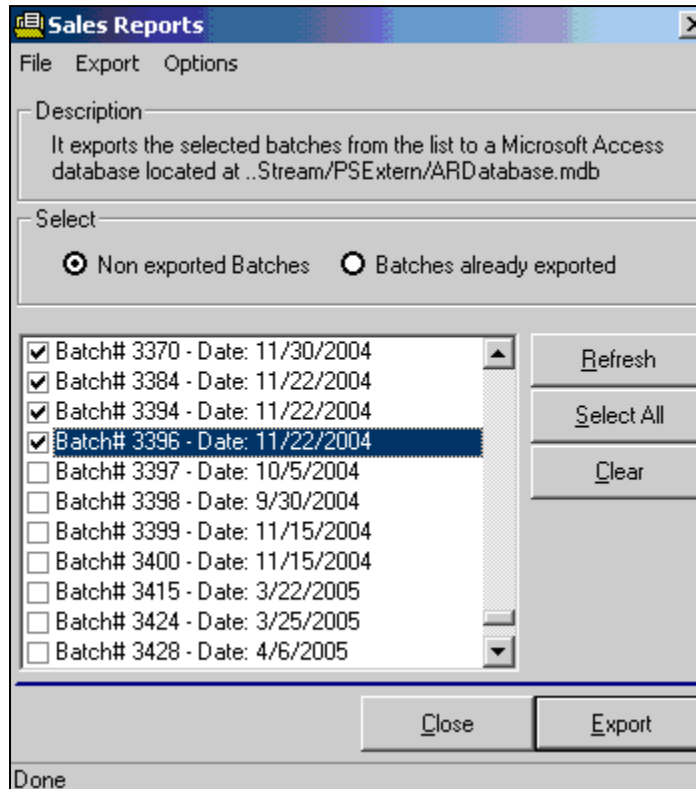
The intention of the AR Database Builder is that users will close their month in AR and then prepare an export of the closed month's batches. This Access database might be saved with a name like "Oct02Aratabase.mdb" and then combined or compared with other month's exports.



## Extracting PrintStream Data To An Access Database

### To extract data

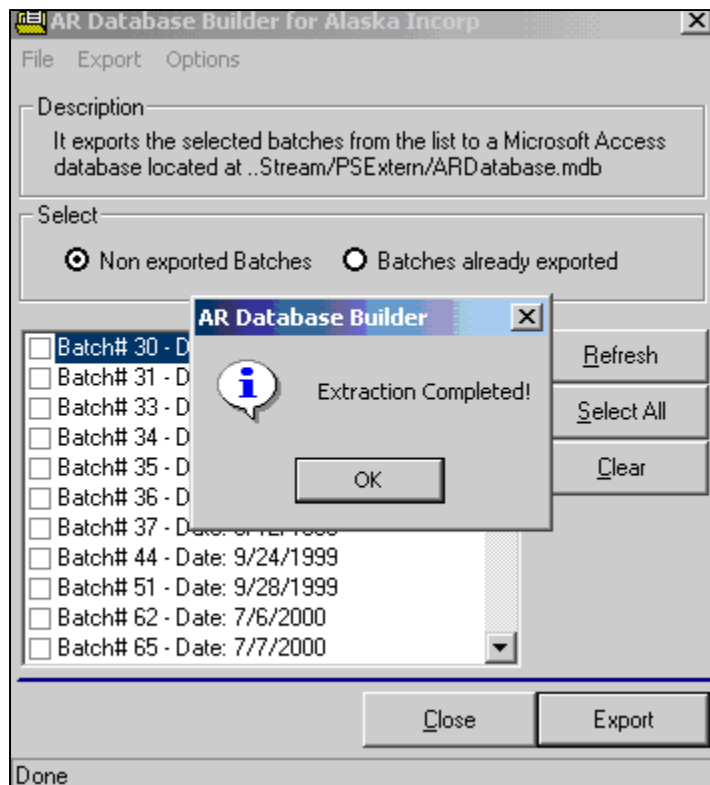
1. Select from the list of posted batches available to export by clicking in the box next to the batch.  
 Selecting **All** will select all batches in the list and add a check mark next to them.  
 De-select a batch in the selection by clicking twice on the batch.  
**Refresh** and **Clear** will deselect all selected batches; however, **Refresh** will move to the top of the list after clearing the selection.
2. Non exported Batches will list posted batches that have not been exported. View the list of exported batches by marking Batches already exported.



3. When the selection is complete, click **Export**. The information will export into an Access database file titled **/stream/livedata/psextern/ARDatabase.mdb**. (You may want to rename and/or move this file after each export.)



4. The status bar at the bottom and the **Export** button indicate the database is being built. When the export is complete, the message **Extraction Completed** will display. Click **OK** and then **Close**. The extracted information is now ready to be linked with a report database.



## Linking Microsoft Access to Create Reports from PrintStream

### PSEXTERN Database vs. Report Database

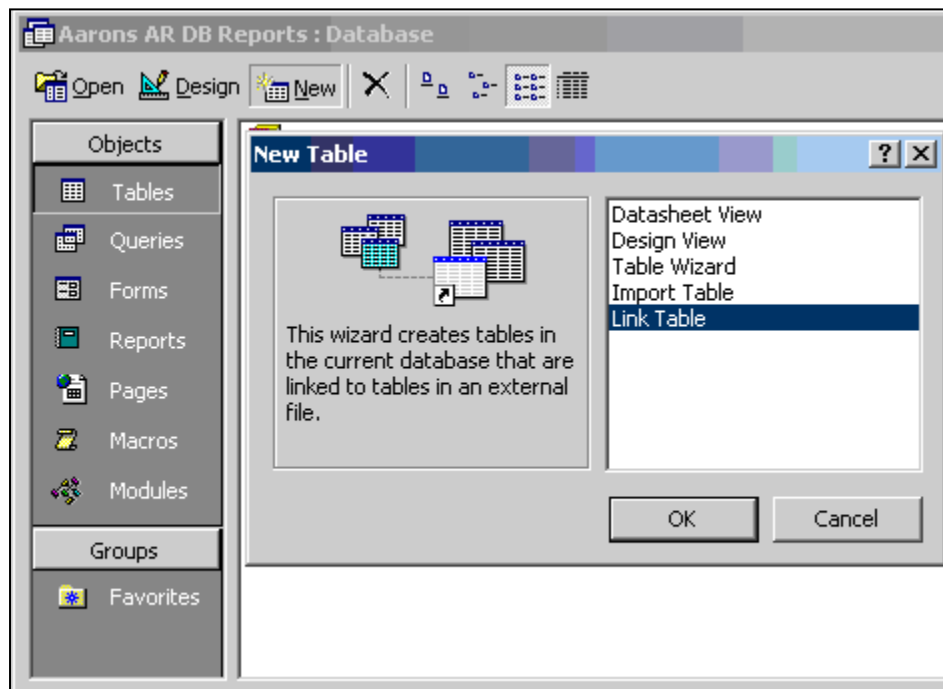
The PrintStream Database builders create MSAccess databases in the PSEXTERN folder of the database server path used in your office (for most this will be the P:\stream\livedata\PSEXTERN\ folder). In this folder are files called ARDatabase.mdb for the AR Database Builder and Jobcost.mdb for the Job Cost Database Builder. You should not create reports or queries within these databases. Instead you should create a report database on your local computer that will link to the database. By using this method all customized work will be saved in the event of future changes and it provides a facility for sharing your reports with other PrintStream users while not sharing your data.

**WARNING** If you create reports in the Access database located in the PSEXTERN folder, your programming will likely be lost during a PrintStream upgrade.

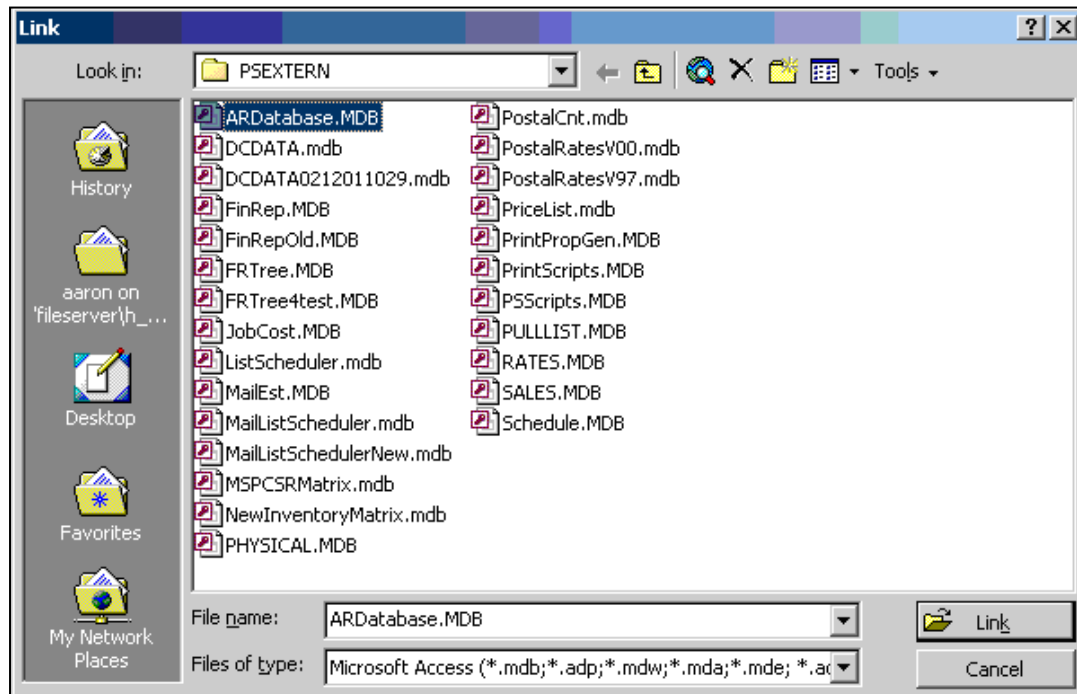
### Linking Tables to the Access Report Database

#### *To link your report database to the PSEXTERN Database*

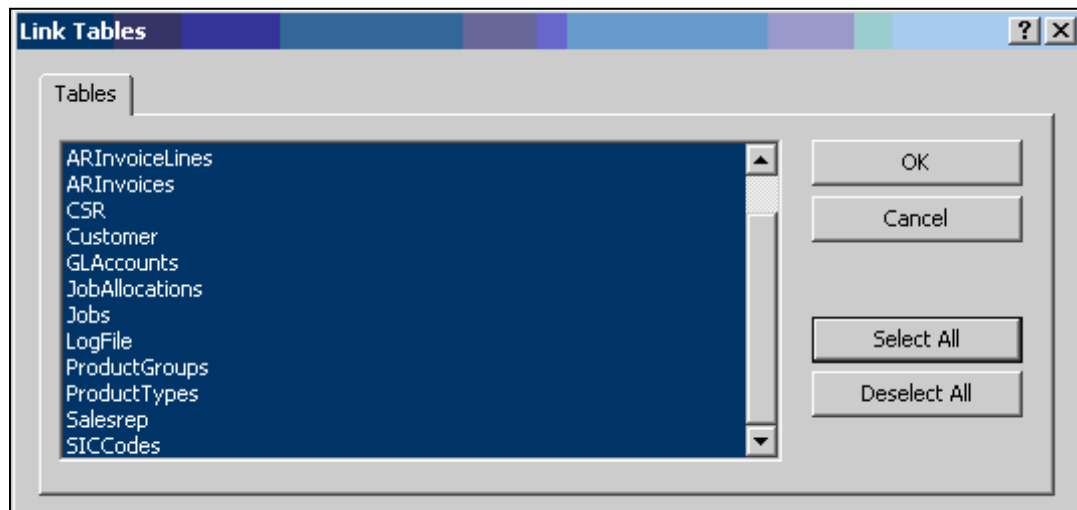
1. Create a new Access database and select **New** from the Tables Selection.
2. Highlight the **Link Table** option and click **OK**.



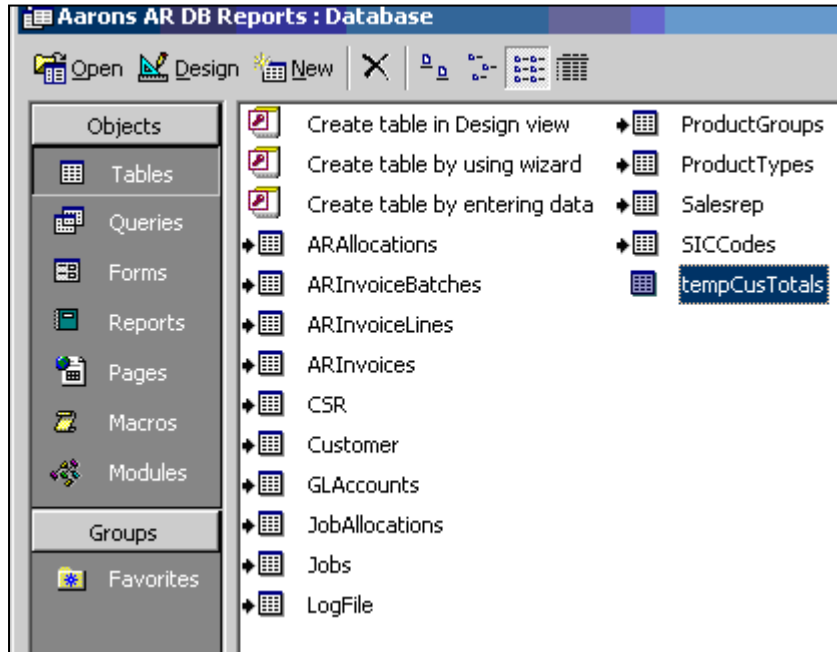
3. Follow the path to the **PSEXTERN** folder in the server location that manages the PrintStream Database. (For most this will be P:\stream\livedata\PSEXTERN\ folder.) Double-click the desired database.



4. After double-clicking the database, a list of all available tables within the database display. Click the **Select All** button and click **OK**.



All of the Databases that are linked to your database will show up in your local database. All linked tables in Access show up in the table list with an arrow next to them.



Linked tables in Access work in the same way as a normal table except that the table definition cannot be modified. The data does not actually reside on your local computer; it is simply brought locally when connected to. Notice tempCusTotals does not have a row. This means it is a table that resides in the local mdb.

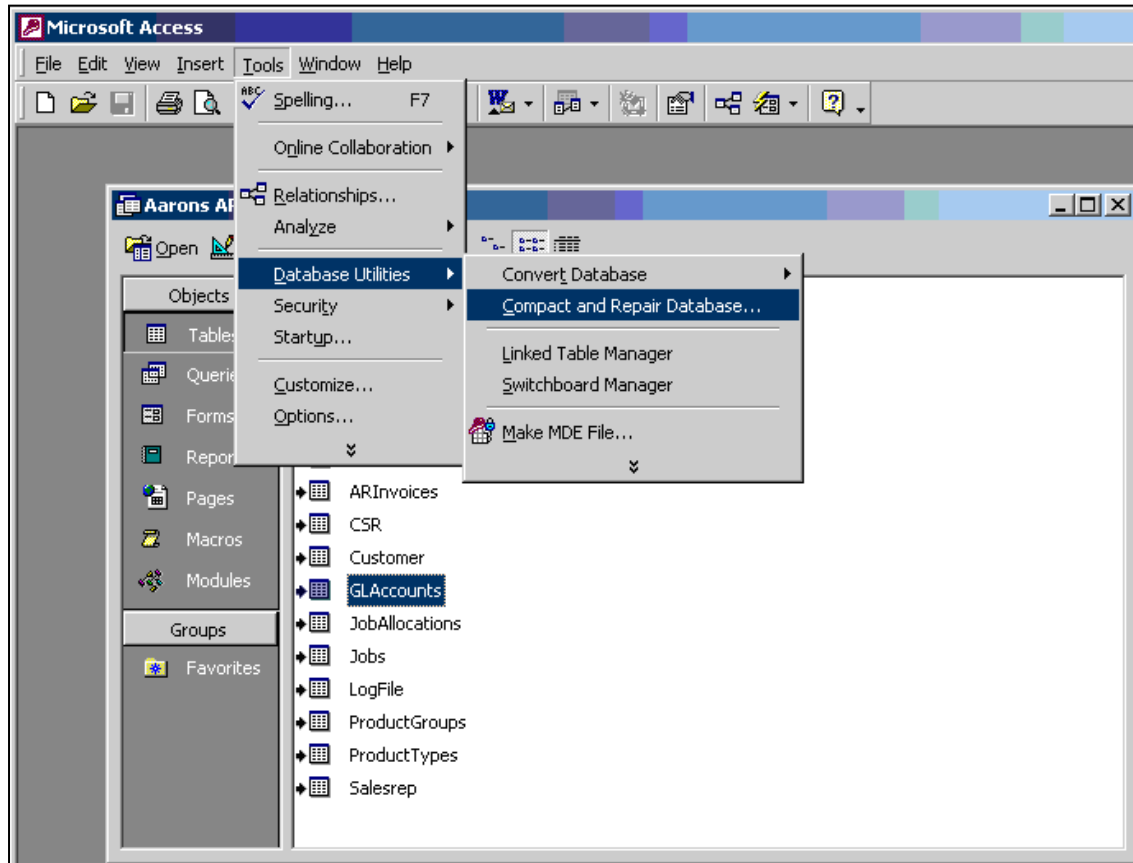
## Sharing Your Reports

To share your reports with others simply make a copy of the report database. If the user that created the report database has the same path to Access database then you will not need to make any changes when the database is accessed. If the database had different links to the Access database tables then you will need to delete all of the linked tables (the tables with arrows) and recreate the links using the steps above.

**Note** None of the data in your system will be transferred when you give your report database to another person. Only the “programs” to produce the report are being transferred.

## Microsoft Access Housekeeping

Using the linked table method will create file fragments within a Microsoft Access database. To keep the database at a minimal size and running efficiently, Microsoft has provided a utility to Compact and Repair the Database. (See below for the location of this utility.) It is recommended you run this utility before copying your database, for another user to minimize disk space while transferring.



## AR Cross Reference Search

Use this program to display information about a customer's account as well as a search device for job and AR transactions.

You can view all outstanding invoices on a customer's account, view a customer's postage balance or any inventory items assigned to a customer's account by selecting these items in the Customer menu.

### *To find jobs or invoices by customer*

1. Select the **Select Customer** check box and insert the customer's account in the appropriate field.
2. Click **Customer** on the toolbar and select **Outstanding Invoices**. The invoices that display are specific to the customer account selected.
3. If you know the job or invoice number, enter that number into the corresponding field.
4. Select **Job** on the tool bar and choose to view a summary of that particular job, view the multiple invoices created for that job, view the multiple deliveries made for that job, or display the postage transactions for that job.
5. In the Invoice drop-down menu, you can view/print the invoice, view the allocations to the invoice specified, or view any payments applied to the invoice selected.
6. You may also use the **AR Cross Reference** as a tool to search for a cash receipt.

AR Cross Reference

Customer Job Invoice Receipts

**AR Cross Reference**

Company (01) Alaska Incorp - Plant Code: 0100 Company 01 Primary Location

☐ Select Customer

Customer Order #:

Find Invoice for the Order #

☒ Find Exact Match

**Invoices**

Inv #:  \* Double Click Job# to select Job.

Batch #:  Plant:

Cust Order#:

Job #

**Jobs**

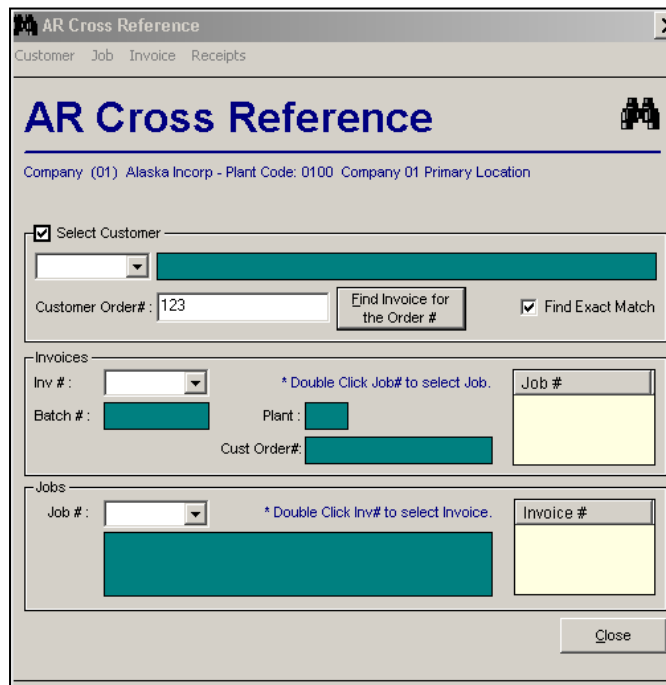
Job #:  \* Double Click Inv# to select Invoice.

Invoice #

Close

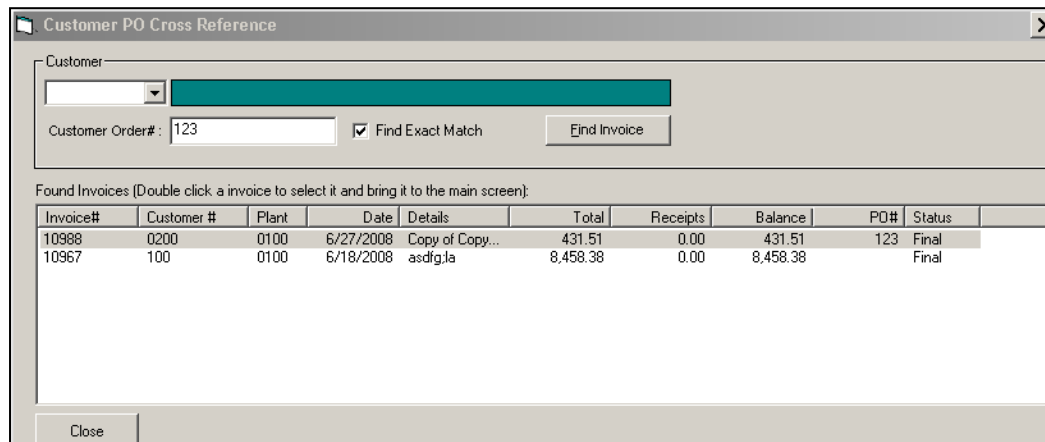
**To locate an invoice by the customer's order or purchase order number**

1. Select the **Select Customer** check box and enter the customer's purchase order number into the **Customer Order#** field.
2. To narrow your search for a specific customer, enter the customer's account number in the field provided.
3. To find the exact match of the customer order number entered, select the **Find Exact Match** check box and click **Find Invoice for the Order #**.



The 'AR Cross Reference' dialog box is shown. It has a title bar with a close button. Below the title bar are tabs: 'Customer', 'Job', 'Invoice', and 'Receipts'. The 'Customer' tab is selected. The main area has the title 'AR Cross Reference' and a subtitle 'Company (01) Alaska Incorp - Plant Code: 0100 Company 01 Primary Location'. There is a checkbox labeled 'Select Customer' which is checked. Below it is a dropdown menu and a text field containing '123'. To the right of the text field is a button labeled 'Find Invoice for the Order #'. Further right is another checkbox labeled 'Find Exact Match' which is also checked. Below these fields are two sections: 'Invoices' and 'Jobs'. The 'Invoices' section has fields for 'Inv #', 'Batch #', 'Plant', and 'Cust Order#', along with a 'Job #' field. The 'Jobs' section has a 'Job #' field and an 'Invoice #' field. At the bottom right is a 'Close' button.

All exact matches of the customer order number will display.



The 'Customer PO Cross Reference' dialog box is shown. It has a title bar with a close button. Below the title bar are tabs: 'Customer', 'Job', 'Invoice', and 'Receipts'. The 'Customer' tab is selected. The main area has a dropdown menu and a text field containing '123'. To the right of the text field is a button labeled 'Find Invoice'. Further right is another checkbox labeled 'Find Exact Match' which is checked. Below these fields is a section titled 'Found Invoices (Double click a invoice to select it and bring it to the main screen):'. This section contains a table with the following data:

Invoice#	Customer #	Plant	Date	Details	Total	Receipts	Balance	PO#	Status
10988	0200	0100	6/27/2008	Copy of Copy...	431.51	0.00	431.51	123	Final
10967	100	0100	6/18/2008	asdfg.la	8,458.38	0.00	8,458.38		Final

At the bottom left is a 'Close' button.

4. To see all invoices containing the first few characters of the customer order number, complete the **Customer Order#** field and select **Find Invoice for the Order #**.

AR Cross Reference

Customer Job Invoice Receipts

AR Cross Reference

Company (01) Alaska Incorp - Plant Code: 0100 Company 01 Primary Location

☒ Select Customer

Customer Order# : 123

Find Invoice for the Order #

☐ Find Exact Match

All invoices containing the information provided will display.

Customer PO Cross Reference

Customer

Customer Order# : 123

☐ Find Exact Match

Find Invoice

Found Invoices (Double click a invoice to select it and bring it to the main screen):

Invoice#	Customer #	Plant	Date	Details	Total	Receipts	Balance	PO#	Status
10724	0200	0100	12/27/2006	test	200.00	0.00	200.00	123abc	Final
10731	0200	0100	1/10/2007	erwerw	6,505.88	0.00	6,505.88	123abc	Final
10983	0200	0100	6/24/2008	Copy of Test	431.51	0.00	431.51	12323	Partial
10984	0200	0100	6/24/2008	Copy of Test	431.51	0.00	431.51	12323	Final
10988	0200	0100	6/27/2008	Copy of Copy...	431.51	0.00	431.51	123	Final
10456	100	0100	11/8/2002	Phillips 66	1,100.03	0.00	1,100.03	1234	Partial
10517	100	0100	1/13/2004	Copy of Copy...	19,326.24	0.00	19,326.24	1234	Final
10967	100	0100	6/18/2008	asdig.la	8,458.38	0.00	8,458.38		Final
10324	200	0100	7/17/2002	flyers for torch	672.73	0.00	672.73	123456	Final
10326	200	0100	7/17/2002	flyers for torch	-100.00	0.00	-100.00	123456	Adjustm

Close



## AR Reporting

The AR Reporting programs consist of a display program and several reports capturing various AR transactions. An overview of the display program will be provided while a description of each report will be included in the A/R reports section of this handbook.

## AR Display

In the AR display program, you can view all AR transactions in detail for a customer's account. After selecting the customer number or name, the following options are available:

1. Display an overview, which shows the main information in the customer's master file.
2. View an aged balance by period (shown below), by transaction date, or invoice date.
3. View the customer's invoice history by viewing all outstanding invoices, invoices by date, or all invoices on the customer's account.
4. Cash receipt transactions can be viewed by selecting either **By Period** or **Transactions**. Right-click any transaction to drill down for more detail including to which invoices or jobs the receipt was allocated.
5. Drill down by right-clicking the invoice date to view/print the invoice itself, view the lines, allocations, payments, etc.

**AR Inquiry (01) Alaska Incorp - Plant Code: 0100 Company 01 Primary Location Data is filtered**

File Help

## AR Inquiry

- Overview
- Aged Balance
  - By Transaction Date
    - 2003
    - 2004
    - 2005
      - Period 1
      - Period 2
      - Period 3
      - Period 4
      - Period 5
      - Period 6
      - Period 7
      - Period 8
      - Period 9
      - Period 10
      - Period 11
      - Period 12
  - By Invoice Date
  - Invoices
  - Cash Receipts
  - Transactions

Customer: 0200 ABC Company

Aging Data

Tran. Date	Invoice#	Details	Current	30-60 Days	60-90 Days	90+ Days	120+ Days	Job#	PO#	Inv Amt	Receipts
11/15/2004	638	DIGITIZE ...	0	0	0	291.85	0	999999	108055A	291.85	0.00
11/15/2004	637	DIGITIZE ...	0	0	0	291.85	0	999999	108055A	291.85	0.00
8/31/2004	560	Service C...	0	0	0	0	30	999999		30.00	0.00
7/31/2004	558	Service C...	0	0	0	0	20	999999		20.00	0.00
7/19/2004	543	computer ...	0	0	0	0	300	999999		300.00	0.00
7/29/2004	541		0	0	0	0	800	0		800.00	0.00
7/5/2004	517	Copy of C...	0	0	0	0	500	795		500.00	0.00
6/22/2004	507	Copy of C...	0	0	0	0	5010.83	310		5,010.83	0.00
6/21/2004	505		0	0	0	0	-2585.44	999999		0.00	2,585.44
4/2/2004	442	nmmmm	0	0	0	0	100	702		100.00	0.00
4/29/2004	441	tyrr	0	0	0	0	400	999999	jhighighigi	500.00	100.00
4/5/2004	439	yuyiyuy	0	0	0	0	300	711		300.00	0.00
4/29/2004	437	yutyut	0	0	0	0	88.88	709		88.88	0.00
4/29/2004	436	uyky	0	0	0	0	77.33	708		77.33	0.00
4/29/2004	434	kokkkk	0	0	0	0	388.88	704		388.88	0.00
4/28/2004	431	hhjh	0	0	0	0	4.23	703		4.23	0.00
4/28/2004	430	nmmmm	0	0	0	0	10	702		10.00	0.00
4/1/2004	376	highji	0	0	0	0	100.08	661		100.08	0.00
4/1/2004	374	tyrlyty	0	0	0	0	50000	999999		50,000.00	0.00
4/1/2004	373	tyrlytyr	0	0	0	0	100.72	675	104-2012..	650.00	549.28
4/1/2004	372	tyrlytyr	0	0	0	0	2575	673		2,575.00	0.00
3/31/2/		Receipts Detail	0	0	0	0	-3000	669		-3,000.00	0.00
3/31/2/		View Invoice	0	0	0	0	3500	669		3,500.00	0.00
3/23/2/		View Payments	0	0	0	0	268010.63	0		355,589.50	87,578.87
3/31/2/		View Invoice Lines	0	0	0	0	2548.47	999999		2,548.47	0.00
		View Revenue Allocation									
		View Expense Allocation									

Current	30+ days	60+ days	90+ days	Suspense	Total	WIP	Net Total
0.00	0.00	0.00	329,863.31	12,652.72	420,676.90	0.00	317,210.59

## AR Reports

There are 6 categories of reports within A/R Reporter:

- Transaction reports
- Customer reports
- Month End reports
- Master File reports
- Jobs/Invs reports
- Sales reports

A summary is provided below for each report.

### Transaction Reports:

**A/R Batch Transaction** – can be sorted by batch number or by period/year along with generating by customer invoice or by cash receipt. Provides a listing of transactions, either **Customer Invoices** or **Cash Receipts**, by batch number.

**Invoices By Date** – provides a listing of invoices by date and by customer. Breaks totals out by net sale, postage, freight, tax and invoice total. You can also list 5 invoices for a specific reporting group. Control document for month end balancing.

**Cash Receipts By Date** – provides a listing of cash receipts by date and by customer. Breaks out receipt allocation – AR applied/unapplied, postage applied/unapplied. Control document for month end balancing.

**A/R Bank Deposit Slip** – system generated deposit slip capturing all receipts by the batch number or by batch number range.

**Invoice Allocation** – this report provides a listing of the GL allocations for each invoice within the batch number or batch number range indicated. This report will also reference the job number to each invoice reported on. A batch summary of all GL accounts affected by the invoices within the batch(s) reported will appear at the end of each batch listed on the report.

**Cash Receipts by Bank Account** – provides a listing of cash receipts by bank account for the date range specified.

**A/R Transactions by Date** – this report will show all invoices and cash receipts logged in PrintStream for the customer(s) indicated for the date range provided.

**Detailed Invoices By Sales Rep** - provides a listing of invoiced sales by date range and salesrep selected. This report will calculate the value added as Estimated Value Added or Net Invoice (no sales tax, freight or postage), minus actual materials at cost. It includes the ability to sort by customer grouping, and provides a total by customer.

**Invoices by Salesrep** – provides a listing of invoices by salesrep based on the date range and salesreps indicated.

**Detail AR Batch Invoice Allocation** – breaks down the batch referencing the invoice, customer and the GL allocations to each invoice within the batch. This report will further provide a summary of all GL accounts affected by the batches reported on. Can be sorted by batch number or by period.

**Detail Invoice/Job Allocation** – shows the invoice GL allocation based on an invoice number or a job number.

### Customer Reports:

**Customer Credit Report** – this report will print a customer list reflecting a summary of the customer(s) credit history including available credit, suspense, the balance of outstanding invoices and the total dollars of jobs in process.

**Customer Statement** – a statement that will show outstanding invoices and an aging summary for a customer's account.

**Customer Sales Volume** – generated by customer with further breakdown by customer and by product type. This will show, based on the filter criteria, sales invoiced by period.

**Customer Credit Type** – this report will provide a listing of customers, based on parameters defined, indicating the account terms, the salesrep assigned to the account as well as the customer's account balance.

**Inactive Customer** – provides a listing of customer accounts that have not had activity on their account from the date entered.

#### Month End Reports:

**A/R Aging** – the A/R aging report will provide a recap of the outstanding invoices as well as the customer's AR suspense on a customer's account based on the parameters defined. Control document for month end balancing.

**Sales Tax** – will print a report of sales tax billed for a range of periods, for one or all tax codes defined.

**A/R Detailed Suspense** – will provide a detailed listing for one customer or for a range of those customers who have unapplied A/R money available on their account.

**Gross Sales Tax** – this report summarizes the gross tax for each tax code for the selected date range. Custom report for one PrintStream customer only.

**A/R Reconciliation** – this report aids in the reconciliation of the A/R aging report. It will calculate any out of balance accounts, by customer, by factoring in a customer's beginning aging balance, all posted invoices and posted cash receipts for the period or date range indicated. The difference between the calculation and what is recorded on the A/R aging report will be reflected as the Net Amount.

**AR Account Status Report** – this report can be generated by customer and will provide a credit overview of the account. It will provide totals for outstanding invoices, open orders, available credit, current month and year to date totals for receipts and invoices as well as total dollars of credits issued.

**AR Prepayment Summary Report** – this report works with the AR Prepayment feature available in the Cash Receipt program. The report provides a summarized listing of AR Prepayments entered to a customer's account. Used to reconcile to the GL Prepayments account.

**AR Prepayment Detail Report** - this report works with the AR Prepayment feature available in the Cash Receipt program. The report provides a detailed listing of receipts allocated as an AR Prepayment, how the prepaid receipt was applied, by customer account. Used to reconcile to the GL Prepayments account.

#### Master File Reports:

**Customer Listing** – provides a summary of a customer's master file account. Can be generated based on customer, salesrep and type.

**Customer Labels** – labels can be printed for a customer or a customer range. Three label sizes available.

#### Jobs/Invs Reports:

**Billing Worksheet** – provides an overall look of the costs incurred to complete a job. The worksheet breaks out the costs based on buyouts, materials and labor, and it gives the difference in cost for the centers reported on based on estimated costs vs. actual costs. The profitability/loss for a job is also reflected on the billing worksheet after the job has been A/R invoiced.

**Job Bookings Period** – this report provides a summary of all jobs booked during the selected date range.

**Unbilled Delivered Jobs** – indicates all jobs delivered, but not yet invoiced. This report must be used in conjunction with the Shipping module.

**Batch Invoices** – invoices for the batch selected will first print to the screen and then the entire batch can be printed by selecting the printer icon displayed above the invoice.

**Job Summary Report by Customer** – provides a summary of the jobs created for the customer(s) indicated.

**Sales Invoices Not Closed** – provides a listing, by customer or for all customers, of AR invoices that have been dummy invoiced using the **Bypass** option. This report indicates invoices that can not be posted until the AP invoice is entered into PrintStream first.

**Job Booking (Multi Plant)** – this report provides a summary of all jobs booked during the selected date by plant.

#### Sales Reports:

**Sales Summary by SIC Code** – generates a report indicating sales generated by SIC code, for the period and year range selected, for those customers who have an SIC code referenced in their customer master file.

**Commission By Salesrep** - generates a report showing the commissions earned based on the parameters defined – in particular invoice paid status. This report pulls from the Commission field found in **AR Invoicing Entry Miscellaneous** tab.

## AR Invoicing Procedures

### AR Invoicing - Sales Tax Dollar Entry Rather Than Using Sales Tax Code

A/R has the ability to enter a flat sales tax amount rather than having the system calculate the tax based on the tax code at the line item level. The best example of this occurs in states where sales tax is charged for only a percentage of the pieces mailed in state on a job. In this case, the 7% tax rate gets applied to only 64% of the pieces. Rather than trying to maintain thirty or forty different tax codes, the user can manually calculate the tax dollars and enter the dollars rather than using the codes.

Double-click the tax line that requires changes in the **Tax Amount** column, change the dollar amount and press **Enter**. The **Tax %** reflects the changes made to the dollar amount.

The screenshot shows the 'AR Invoicing Entry' window for Company: 01 - Alaska Incorp and Plant Code: 0100. The 'Lines' tab is active, displaying a table of services and their tax details. The table has columns for Services, Setup, Min Charges, Rate, per, Avg Unit Price, Subtotal, Tax Code, Tax %, Tax Amt, and Total Amt. The services listed include April 2005 Mailer, Quarterly mailer, Data Processing Setup, Data Entry, Address Standardization, Programming, Key Code Records, Create Ektajet Tape, Hand Sort, Insert 1 Pc, Seal & Sort, Deliver to Post Office, and various inv#s. The tax amounts are calculated based on the selected tax code and rate.

Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt	Total Amt
April 2005 Mailer	0.00	0.00	0.0000	Extended	0.00	0.00		0	0.00	
Quarterly mailer	0.00	0.00	0.0000	Extended	0.00	0.00		0	0.00	
Data Processing Setup	50.00	50.00	0.0000	@ Each	50.00	50.00	07	0	0.00	
Data Entry	0.00	0.00	2500.0000	@ Each	2500.00	2500.00	07	0	0.00	
Address Standardization	0.00	50.00	12.0000	M Per 1000	12.00	120.00	00	0	0.00	
Programming	0.00	0.00	75.0000	@ Each	75.00	75.00	00	0	0.00	
Key Code Records	0.00	0.00	2.0000	M Per 1000	2.00	20.00	00	0	0.00	
Create Ektajet Tape	0.00	50.00	5.0000	M Per 1000	5.00	50.00	07	0	0.00	
Hand Sort	0.00	0.00	22.0000	M Per 1000	22.00	220.00	07	7	15.40	
Insert 1 Pc, Seal & Sort	0.00	0.00	83.0000	M Per 1000	83.00	830.00	00	0	0.00	
Deliver to Post Office	0.00	50.00	50.0000	@ Each	50.00	50.00	07	7	4.28	
April 2005 Mailer	0.00	0.00	0.0000	Extended	0.00	0.00		0	0.00	
Quarterly mailer	0.00	0.00	0.0000	Extended	0.00	0.00		0	0.00	
Data Processing Setup	50.00	50.00	0.0000	@ Each	50.00	50.00	00	0	0.00	
Data Entry	0.00	0.00	2500.0000	@ Each	2500.00	2500.00	00	0	0.00	
Address Standardization	0.00	50.00	12.0000	M Per 1000	12.00	120.00	00	0	0.00	
Programming	0.00	0.00	75.0000	@ Each	75.00	75.00	00	0	0.00	
Key Code Records	0.00	0.00	2.0000	M Per 1000	2.00	20.00	00	0	0.00	
Create Ektajet Tape	0.00	50.00	5.0000	M Per 1000	5.00	50.00	00	0	0.00	
Hand Sort	0.00	0.00	22.0000	M Per 1000	22.00	220.00	00	0	0.00	
Insert 1 Pc, Seal & Sort	0.00	0.00	83.0000	M Per 1000	83.00	830.00	00	0	0.00	
Deliver to Post Office	0.00	50.00	50.0000	@ Each	50.00	50.00	00	0	0.00	
	0.00	0.00	100.0000	@ Each	100.00	100.00	00	0	0.00	

The sales tax code originally selected determines where this item will appear on the sales tax report.

## Dummy Invoice Feature

When creating a Final AR Invoice in PrintStream, the user will be notified with a warning message if the job being AR invoiced has any open purchase orders against the job (dummy invoicing), if there are any unverified postal statements or if there are any active shop floor transactions. We will first take a look at dummy invoicing.

A dummy invoice is a cost accrual that can be accomplished through the AR module of PrintStream. If there is an outstanding job related purchase order for a job ready to be final AR invoiced where the vendor's invoice has not yet been entered, PrintStream will detect it. The AR Invoice Entry program will require either the vendor invoice is entered through the Accounts Payable module first, 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.

**Create New Invoice**

**New Invoice for Batch# 1614**

☒ Standard Invoice (job) ☐ Miscellaneous

Job#: 1136 Copy of Test

SalesRep: Michelle Plant Code: 0100

Customer: 0200 ABC Company

☐ External Entire System ☒ External Company Part ☐ Internal Company Part

☐ Partial Invoice ☒ Final Invoice ☐ Adjustment Invoice

Currency: USA  
Job Rate: 1.00  
Period Rate: 1.00

☒ Job Exchange Rate ☐ Use Accounting Period  
☐ Exchange Rate (Postage Billed Separately)

☒ Automatically generate invoice

☒ Estimate ☒ Use Client Language ☐ Charge Freight from Shipping

☐ Actual ☐ Add Modifiers Description

☐ Prebill

☐ Copy Invoice: [Dropdown]

☒ Auto-Itemize ☒ With Prices ☐ Without Prices

Invoices exist for this job, refer to job tab for details  
There are un-received or partially received purchase orders on this job. If you leave this invoice as Final, Job Costing transactions will not be correct and you will not be able to enter an AP Invoice against the un-received purchase order(s) for this job. You should cancel this entry and make sure all purchase orders for this job have been received before continuing.

Cancel View PO's Finish

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

**Dummy Invoice**

Job#: 1136

Order: 505 (DP House Inc.) Status: <Not Received>

Ordered: 10000 units for \$150.00 on 6/24/2008

## A/P Accrual/Dummy Option 1

The first dummy option will mark the job as Final invoiced, completed and ready to post. This option automatically creates an “AP dummy” accrual invoice for the amount of the receipt for that line item of the PO.

Create New Invoice

**New Invoice for Batch# 1614**

☒ Standard Invoice (Job) ☐ Miscellaneous

Job#: 1136 Copy of Test

SalesRep: Michelle Plant Code: 0100

Customer: 0200 ABC Company

☐ External Entire System ☒ External Company Part ☐ Internal Company Part

**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

OK Cancel

☐ Prebill

☐ Copy Invoice: [Dropdown] [Icon]

☒ Auto-Itemize ☒ With Prices ☐ Without Prices

Invoices exist for this job, refer to job tab for details  
If you leave this invoice as Final, a Dummy Invoice (cost accrual) will be created for outstanding PO's.

Cancel View PO's Finish

**Note** The first option should almost always be selected.

This AR invoice will post a debit to the buyout expense account and a credit to the AP accrual account designated as AP Without Invoice. When the actual AP invoice is entered to reverse the accrual invoice, the program knows there was an “A/P dummy”, and it will debit the AP Without Invoice account and credit AP. (If the AP invoice amount is different, that difference debits or credits the AP Without Invoice difference account.)

**Note** When the AP invoice is entered after the dummy invoice is created, PrintStream has the ability to charge the same expense account charged during the AR invoice process instead of the AP Without Invoice Difference account. The expense account charged would be the expense account linked to the buyout activity in Link to GL. Activation is required for this functionality. Please contact your Accounting Support contact.

In this scenario, the AR invoice batch must be posted before the AP invoice is entered. The job cost will get logged as the accrual invoice amount, not the reversal of the accrual amount. An invoice created with Option 1 will have a yellow exclamation icon next to it in AR, designating it as an invoice with a dummy accrual. This batch may be posted.

You can also generate a billing worksheet for the job you are invoicing to see the purchase orders created for it. Then, cross reference the billing worksheet to the data that appears behind the **View PO's** button shown above.

Because an invoice with an accrual must be posted before you can post the reversing AP accrual entry, you will want to post this AR batch as soon as possible. For this reason, it's best to place an invoice with a “dummy” item in its own batch – apart from all other AR invoices.

To continue processing the dummy invoice transaction, double-click the invoice number in the tree so that the job level appears. Highlight the job number by clicking it. Then, select the **Dummy Invoice** tab on the invoice. The purchase orders created for the job being invoiced will display.

The dollar amount referenced for the deliveries is based on the amount entered on the PrintStream purchase order; thus the amount to be “dummied.” At this point, if you know the vendor will be charging you more than/less than what the purchase order was created for, you should correct the dummy invoice amount. To edit the dollar amount to be “dummied,” double-click the delivery line of the purchase order. An Edit Dummy Invoice window will display. Enter the correct amount, and then click **OK**.

Lines ☒ Balance Postage ☐ Bill To/Ship To ☐ Miscellaneous ☐ Dummy Invoice ☒ Deposits

Order: 505 (DP House Inc.) PURCHASE LIST - Status: Final  
 Delivery: 1 - Dummy Inv. Amount: 150.00 - Date: 6/24/2008

**Edit Dummy Invoice** [X]

If tax was chosen on Purchase Order, this amount will also include tax.

Amount: 150.00  
 Date: 6/24/2008  
 Charge Type: Normal

OK  
 Cancel

Lines	<input checked="" type="radio"/> Balance Postage	<input type="radio"/> Bill To/Ship To	<input type="radio"/> Miscellaneous	<input type="radio"/> Dummy Invoice	<input checked="" type="radio"/> Deposits
Account Details		Debit	Credit		
01-01-01-4270	dp labor rev		\$50.00		
01-20-10-40010005	DP revenue		\$290.00		
01-01-01-4200	buyout revenue		\$60.00		
01-01-01-2200	sales tax payable		\$31.51		
01-01-01-1500	accounts receivable	\$431.51			
01-01-01-7200	buyout expense	\$150.00			
01-01-01-1200	wip		\$150.00		
01-01-01-1200	wip	\$150.00			
01-01-01-2300	ap without invoice		\$150.00		
--- Totals -----		\$731.51	\$731.51		
-----					

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

The **Bypass** option, the second on this list, also marks the job as a Final invoice, but it leaves it as uncompleted and not ready to post 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 Material Entry program. However postage, timesheet, shop floor and inventory transactions are prohibited. PO receipts can also be logged; however, new PO's cannot be created for the job.

An invoice created with Option 2, the **Bypass** option, will appear with a red slash icon next to it in AR, designating it as an uncompleted invoice. It has neither been dummied nor AP invoiced. This batch will not be able to be posted until the vendor invoice is entered into PrintStream.

When the AP invoice is entered into PrintStream and associated with the PO and posted, WIP will be debited and AP will be credited. Upon later selection of the unposted AR invoice batch, it will change the icon to a normal invoice icon, and confirm the posting to debit the buyout expense and credit WIP for the amount of the A/P invoice. Selecting the AR batch changes the completed flag to yes.

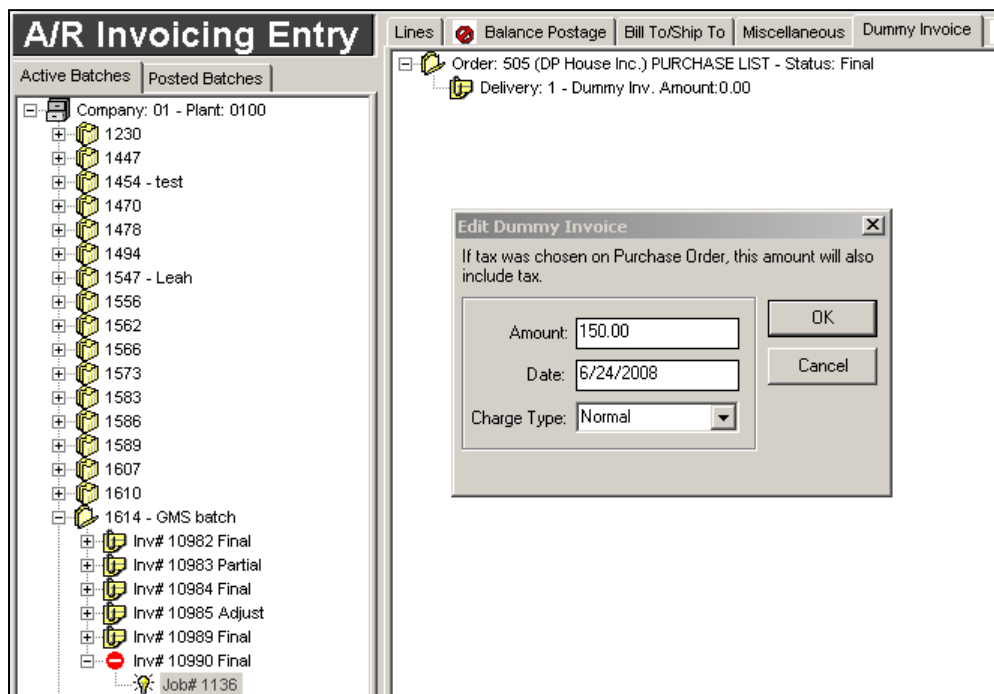
Prior to completing the AR invoice, the AP invoice amount may be changed. After the AR invoice is completed, AP can see that there was no AP dummy (meaning that the AR posted to WIP rather than to the AP without Inv account), and PrintStream will not allow the AP invoice amount be changed. In this case, a warning message will appear, which means that the AR transaction has been set up to debit the buyout expense and credit WIP. Changing the AP amount would leave an out-of-balance condition in WIP. The only work-around is to log a regular AP invoice against that vendor (use invoice number 123A?) and when you pay the AP invoice, select both AP invoices.

If the **Bypass** option is selected, but an AP invoice is not entered, the **Dummy Invoice** tab can be selected in AR Invoicing to create an AP accrual/dummy invoice (option 1).



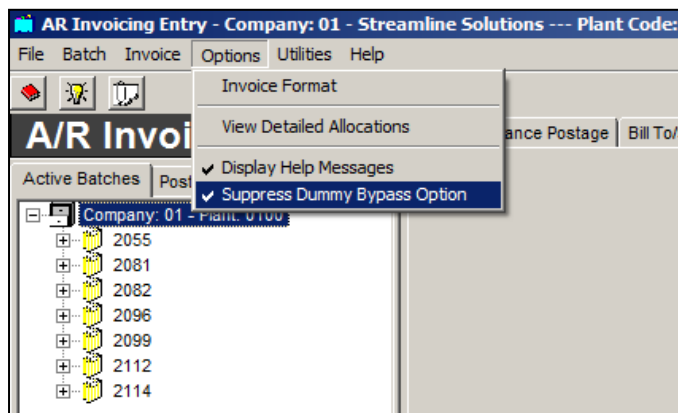
To continue processing the dummy invoice transaction using option 1, double-click the invoice number in the tree so that the job level appears. Highlight the job number by clicking it. Then, select the **Dummy Invoice** tab on the invoice. The purchase orders created for the job being invoiced will display.

The dollar amount referenced for the deliveries is based on the amount entered on the PrintStream purchase order; thus the amount to be “dummied”. At this point, if you know the vendor will be charging you more than/less than what the purchase order was created for, you should correct the dummy invoice amount. To edit the dollar amount to be “dummied”, double-click the delivery line of the purchase order. An Edit Dummy Invoice window will display. Enter the correct amount, and then click **OK**.



**Note** Remember, a dummy invoice can be changed from Final to Partial at any point prior to the invoice being posted to the GL. Changing the Dummy Invoice to Partial will remove the WIP and expense allocation created when it was in a final invoice state.

To suppress the second dummy invoice option so that PrintStream will ALWAYS use the first dummy invoice option, select **Options** from the toolbar in AR Invoice Entry, and select the **Suppress Dummy Bypass Option**.



Also, a dummy invoice can be un-invoiced at any time prior to the invoice being posted to the GL. Un-invoicing a Dummy Invoice will remove the line items from the invoice, it changes the invoice to \$0.00, the invoice number will still be assigned to the customer and it will link the invoice to job #999999 – the PrintStream miscellaneous job number.

## Unverified Postage Statements

If a final AR invoice is created for a job that has unverified postage statements against it, the user will receive a warning message “There are Unverified Postage Statements for this Job.” Leaving the job as a Final invoice with unverified postage statements will prevent the user from verifying the postage statement in the future. It is recommended the user either partially invoice the job or cancel the billing and wait until the postage statement(s) has been verified before creating a final AR invoice.

Create New Invoice

New Invoice for Batch# 1614

☒ Standard Invoice (job)
 ☐ Miscellaneous

Job#: 1136

Copy of Test

SalesRep: Michelle

Plant Code: 0100

Customer: 0200

ABC Company

...

☐ External Entire System
 ☒ External Company Part
 ☐ Internal Company Part

☐ Partial Invoice
 ☒ Final Invoice
 ☐ Adjustment Invoice

Currency: USA

Job Rate: 1.00

Period Rate: 1.00

☒ Job Exchange Rate
 ☐ Use Accounting Period Exchange Rate (Postage Billed Separately)

☒ Automatically generate invoice
 

☒ Estimate
 ☐ Actual
 ☐ Prebill
 ☐ Copy Invoice:

☒ Use Client Language
 ☐ Add Modifiers Description
 ☐ Charge Freight from Shipping

☒ Auto-Itemize
 ☒ With Prices
 ☐ Without Prices

Invoices exist for this job, refer to job tab for details

There are unverified Postage Statements for this Job. If you leave the invoice as Final you will not be able to verify the statements. It is recommended that you Cancel, verify and then final invoice.

Cancel

Finish

## Active ShopFloor

If you are creating a final AR invoice for a job that has active labor activities in the MRShopFloor program, you will receive a warning message indicating such. It is recommended that the user either partially invoice the job or cancel the billing and wait until all users have logged out of the job in MRShopFloor before creating a final AR invoice. Final AR invoicing a job with active labor activities in the MRShopFloor program not only prevents the user from logging out of the job, but it will also provide inaccurate job costing.

Create New Invoice

### New Invoice for Batch# 1614

☒ Standard Invoice (job)
 ☐ Miscellaneous

Job#: 1136 Copy of Test  
 SalesRep: Michelle Plant Code: 0100

Customer: 0200 ABC Company

☐ External Entire System
 ☒ External Company Part
 ☐ Internal Company Part

☐ Partial Invoice
 ☒ Final Invoice
 ☐ Adjustment Invoice


Currency: USA  
 Job Rate: 1.00  
 Period Rate: 1.00

☒ Job Exchange Rate
 ☐ Use Accounting Period  
☐ Exchange Rate (Postage Billed Separately)

☒ Automatically generate invoice

☒ Estimate
 ☐ Actual
 ☒ Use Client Language
 ☐ Add Modifiers Description
 ☐ Charge Freight from Shipping

☐ Prebill

☐ Copy Invoice:  

☒ Auto-Itemize
 ☒ With Prices
 ☐ Without Prices

Invoices exist for this job, refer to job tab for details  
 There are active shopfloor transactions.

Cancel Finish

## Correcting Cost Transactions After Invoicing

Costs should be corrected before a job is invoiced. If billing cannot be delayed to correct the costs, follow this workaround:

1. Create a Standard, Partial invoice.
2. Print the invoice in the normal manner and mail it to the customer. Do not post it yet!
3. Correct the costs. Corrections are permitted because the invoice is a Partial.
4. Print a new Billing Worksheet to verify the costs.
5. Go back into the batch, click the **Miscellaneous** tab of the invoice and change the Partial to a Final Invoice.

## Accounting Procedures - Miscellaneous

### Partial Invoicing

A partial invoice is created when a job extends over a period of time and multiple deliveries and invoices are required while the entire job's costs continue to accumulate. Partial invoices will continue to be reported on the Work in Progress reports. However, a dummy invoice is not required for non-vendor invoiced PO's. The job may be billed as partial many times, but the job must eventually be billed as Final to close the costs and Work in Progress. Balancing postage on a partial invoice is not required.

### Billing Based On the Estimate Price Or Actual Job Costs

1. Compare the **Standard Price** field (calculated by the estimating program) to the **Quoted Price** field (entered by the estimator or salesperson). Print a **Billing Worksheet** to verify the costs. The Billing Worksheet shows the actual job costs logged against the job.
2. Decide upon the final price for the job.
3. Create the invoice using the following options for line item creation.
4. Automatically generate invoice from Estimate / Actual / Prebill. The price for the invoice can be based on the estimated items or from the actual job costs.
5. Itemize With or Without Prices or don't itemize. Itemize with Prices creates an invoice where each detail line prints its price. Itemize Without Prices creates an invoice with detail, but only the first line item has a price (which is the total of all the detail lines). Don't Itemize creates a summary invoice with only the first line item having a price, which is the total of all the detail lines.

Assuming there is detail from the estimated or actual parts of the job, there will be three choices for the appearance of the invoice. Each method creates the same price and posting for the invoice.

Billing from actual job costs is not recommended. This means that the invoice will be based on the Shopfloor, Timesheet, Inventory issues, etc. created by your production employees. Each and every transaction will have a separate line on the invoice you created from actual – necessitating lots of grouping and/or consolidating on the Prebill.

### Adding Text Only Line(s) To an Invoice

Extended lines for text can be added to invoices, each with 150 characters.

1. Open the invoice and go to the **Lines** tab.
2. Right-click the body of the invoice to add a new line.
3. Select **Extended line** from the unit of measure drop-down bar.
4. Add text – up to 150 characters per extended line. If 150 characters are not enough, add as many line items as needed.

### Printing an Invoice or Batch of Invoices

Printing or re-printing a single invoice can occur in several areas in PrintStream. One option is to go into the actual batch and select the invoice to print. It can be previewed or select the printer icon on the task bar to print. An invoice can also be printed from the AR Cross-Reference search screen described under the A/R Display section of this document or from AR Display.

To print an entire batch of invoices, right-click the batch and select **Print Batch Invoices**. The entire batch can also be printed from AR Reporter, Jobs/Invs Reports and Batch Invoices.

**Note** The number of copies to be printed and titles for each copy can be defined in the Master Files Report module, Master File Reports, SetUp Printout Copies.

## Creating a Credit Memo

Once an invoice has been sent to the customer or the invoice batch has been posted, the invoice cannot be edited. Use the following procedure when an adjustment needs to be made to an invoice or refer to the Credit Memo procedure referenced earlier in this document.

1. Create a new AR invoice batch.
2. Create a new, **Standard** invoice using the same job number as was used on the invoice that needs to be adjusted. This insures accurate sales report totals. If the job has been final invoiced, the credit invoice must be an Adjustment invoice.
3. To credit the entire job, generate the invoice from the estimate, but do not itemize it.
4. Use a negative quantity for the line item and enter the unit price as a positive number. Allocate the adjustment to the correct GL account and use the same tax codes as the original invoice.
5. Use a description that identifies the invoice as a credit memo.
6. Print the **A/R Detailed Aging Report** to check the customer's accounts receivable balance.

Create a zero cash receipt to apply the credit memo to the original invoice. Please follow the Applying a Credit Memo to an Invoice procedure described in this handbook.

## Postage Credit Invoice

### *To credit an invoice with postage billed on it*

1. Create a new AR invoice batch.
2. Select the **New Credit Memo** option.
3. Add a negative line item for the amount of postage usage – allocate to postage liability (dr-pstg liability, cr-AR).
4. IF you used suspense money or deposit, add a line item for the dollar amount of deposit/suspense. Allocate to cash (dr-AR, cr-cash).
5. If step 4 was done, enter a cash receipt to put the money back into the customer's account. (dr-cash, cr-pstg liability).

Clearing & Balancing:

6. Apply the original invoice and the adjustment invoice (credit invoice) to each other to clear the AR aging.
7. Log negative usage to job 999999 using the same postage inventory used to for the original invoice to bring inventory back in balance (dr - inventory, cr-spoilage).
8. Create a journal entry to offset the G/L effect of steps 3 and 7 (dr-spoilage, cr-postage liability).

### *To re-invoice the job*

1. If it was a final invoice, a new job should be created using Quick Job Entry or by copying the original job in estimate. Reference that the new job is to reinvoice the original job.
2. Log usage to the new job and invoice (dr-postage liability, cr-inventory).

## Applying Postage Suspense Money on a Miscellaneous Invoice

If a customer has postage suspense money on account and a miscellaneous invoice is generated for the customer, the user has the ability to apply postage suspense money to the invoice at the time the invoice is created.

1. After the line items have been added and saved to the invoice, select the **Balance Postage** tab.
2. The postage suspense amount available on the customer's account will be referenced in the **Postage Suspense** field. This field cannot be edited. Directly to the right of this field is a field titled **Customer Suspense**. Enter the dollar amount you want to pull from postage suspense and applied to the current invoice.
3. When finished, click **OK** to pull the postage suspense money onto the invoice. When prompted with the message "Apply Postage Credit to Services on Invoice", select **Yes**. The postage suspense amount entered will now be deducted from the invoice.

## Redoing an Invoice That Has Not Been Mailed

Until the invoice has been mailed and posted, it can be altered and reprinted as many times as necessary.

1. Select the batch number for the invoice to adjust. If the batch is displayed in the **Posted Batches** tab, the invoice cannot be adjusted.
2. Select the invoice to adjust.
3. Open the **Lines** tab. Right-click to add the new line item, or double-click the line item to edit/adjust.
4. Reprint the invoice to see the new line item(s).
5. Post the batch using the normal procedure.

## Redoing an Invoice That Has Been Mailed

An invoice that has been posted and sent to the customer has financial and accounting consequences and can no longer be altered. Use the following procedure to "back out" these financial and accounting entries and begin again.

1. Use the new **Credit Memo** procedure to create a credit memo for the mailed invoice.
2. Print and post the credit memo invoice, and then mail the credit memo to the customer if desired.
3. Create a new batch and a new invoice using the original job number, making the invoice a standard, adjustment invoice. Create this new invoice with the changes dictated by the customer or your management.
4. Print the invoice and post the batch.
5. Send the new invoice to the customer.
6. Use the **Consolidating Invoices** and **Credit Memos** procedure to mark both invoices as paid.

## Clearing an Unbillable Job from Work in Progress

Non-billable jobs distort Work in Progress and monthly net income. Clear an unbillable job from Work in Progress by creating a zero dollar final invoice for the job.

1. Create a Standard Final invoice.
2. Add line item(s) to make the unit price equal to zero.
3. Print and post the zero dollar invoice. Do not send the invoice to the customer.

OR...For clearing numerous unbillable jobs, use the **Zero Bill Batch** procedure.

**Note** Dummy invoices will be created and postage will need to be balanced properly when using the Zero Bill Batch procedure against jobs with purchase orders and/or postage usage.

## Applying a Credit Memo To An Invoice

Use this procedure to apply credit memos to the invoices they are crediting to consolidate a customer's A/R. Go to AR Cash Receipts and create a new batch.

1. Create a customer receipt for zero dollars. For the check number, use a description like 'clear' or 'adjust.'
2. After entering the receipt amount as zero, a prompt will appear: "Will this receipt clear negative/positive invoices?" Answer **Yes**.
3. As with normal cash receipts, select the invoices and credit memos that offset each other. Select the credit amount first and then apply it to the invoice (debit) amount. At the bottom of the screen, the **Unallocated** and **Allocated** amounts should both stay at zero.

## Use of Prospect / New Customer in Mail Estimating Or Print Estimating

There is a feature in PrintStream that allows the user to create a prospect customer during the estimating process. Typically, only accounting personnel have access to the Master Files Customer program. Instead of the estimator stopping to request that a customer be created, the estimator can create a prospect in the Estimating module, and then have it converted to an actual customer number later. Also, there are cases where an estimate is created, but it is never converted to an actual job; therefore, you would not want to convert it to an actual customer number. Prospect customers can be maintained separately, so the customer base will only reflect actual customers. To insure better consistency with the Customer Number format, only allow certain people access to the Customer Master Files. This will lessen the chance for duplication of customer account files, control the tax codes, payment terms and other accounting items. The following paragraphs describe some suggested practices for the management of this process.

### Suggested technique:

First, contact PrintStream Accounting Support personnel to set the next prospect customer number to a number either much greater than or much less than your normal numbering sequence for customer account numbers; e.g., in the 50,000 range or the 1,000's; the concept being that any prospects added to the system are automatically assigned a number in this series, which differs vastly from your conventional range of numbers used for customers. For existing sites, please check the existing account numbers for both prospects and customers to insure that any number entered in the Next Prospect Customer Number field will not cause duplicate assignment over existing accounts.

### Actual scenario for use:

An estimate is created and a new prospect customer is added. This customer will be assigned the next sequential number in the numbering series defined (e.g., 50001). The account status of this customer will be set to New Entry or Prospect with no sales tax or credit limit available. The system will not allow any jobs be created until this prospect has credit information added and their status modified. If and when it is time for this estimate to be converted to a job, someone in Accounting (or the person responsible for maintaining Master Files Customer), should use the Master Files Customer to change the prospect into an active customer by doing the following:

### Changing a Prospect to an Active Customer:

Use the Master Files Customer program to open the customer record. The binocular icon performs a customer search by Account number; e.g., 50001.

### Required Steps:

1. Change the Acct. Status to A, B, C or D and enter the payment days.
2. Select a **Tax Code**.
3. Create a **Credit Limit**.

### Suggested Steps:

1. Change the **Account Number** from 50001 to one that will match the normal sequence of customer account numbers e.g., 25001, or alternatively alpha characters if preferred.
2. Confirm the **Name, Address, Phone, Fax, and Contacts**, etc.
3. Change to upper/lower case if preferred; select a tax code, add addresses, notes, etc.
4. The next prospect created will be assigned number 50002.

## What If The Customer Is Over Their Credit Limit?

PrintStream has several programs that check a customer's A/R balance and WIP amount against their credit limit before allowing further credit to be extended. Use this procedure if you wish to extend the credit further than currently defined.

1. Open the customer's account by using the Master Files Customer program.
2. Increase the credit limit.
3. Save your changes.

If you do not wish to change the credit limit, you can select the **Bypass Credit** check box in the Customer Master Files record for the customer. This will allow the estimators to create one job for the customer (regardless of the credit situation). Creating this job sets the Bypass flag back to **No** so that no new jobs may be created.

## How to Change a Batch Date

The batch date to an AR Invoice batch can be changed prior to posting the batch. The criteria required to change the batch date is as follows:

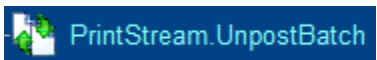
1. If payment has been applied to the invoice, i.e., cash application, credit memo applied, etc., the batch date cannot be changed to a future date.
2. WIP, GL and the AR period must be open in Masterfile Reports>System Maintenance>Accounts Start Periods.
3. Changing the batch date will change the transaction date, due date and invoice dates for all of the invoices within the batch.

To change the batch date, right-click the batch and select **Change Batch Date**. Enter the new date and click **OK**.

## Unpost an AR Invoice or Cash Receipt Batch

Printstream allows the unposting of an AR Invoice or Cash Receipt batch. The standalone Printstream.UnpostBatch program allows AR Invoice, AR Cash Receipt and AP Invoice batches to be unposted. It will place the batch back to the original status allowing edits to be made to the invoice or to the receipt.

Open the **PrintStream.UnpostBatch** program.



Select the type of batch to unpost in the **Batch Type** field. This will load all posted batches within the current open accounting period. If you do not see the batch you want to unpost, please confirm the period, the batch was created in, is open in Masterfile Reports/System Maintenance/Account Start Periods.



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 date.  
The Accounting Period must be opened for the Batch date.

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

Batch Type:  Refresh


**Posted Batches**

Drag a column header here to group by that column

Batch #	Date	Description
12195	6/1/2018	
12196	6/1/2018	
12197	6/1/2018	
12199	6/4/2018	
12205	6/13/2018	
12209	6/15/2018	
12210	6/15/2018	
12219	6/19/2018	
12220	6/19/2018	
12436	7/3/2018	
12447	7/9/2018	
12450	7/11/2018	
12452	7/11/2018	

**Selected Batch**

Batch #:

 Un-Post Batch

We can preview the current GL allocations by right clicking on a batch and selecting View GL Posting Report.

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 date.  
The Accounting Period must be opened for the Batch date.

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

Batch Type:  Refresh


**Posted Batches**

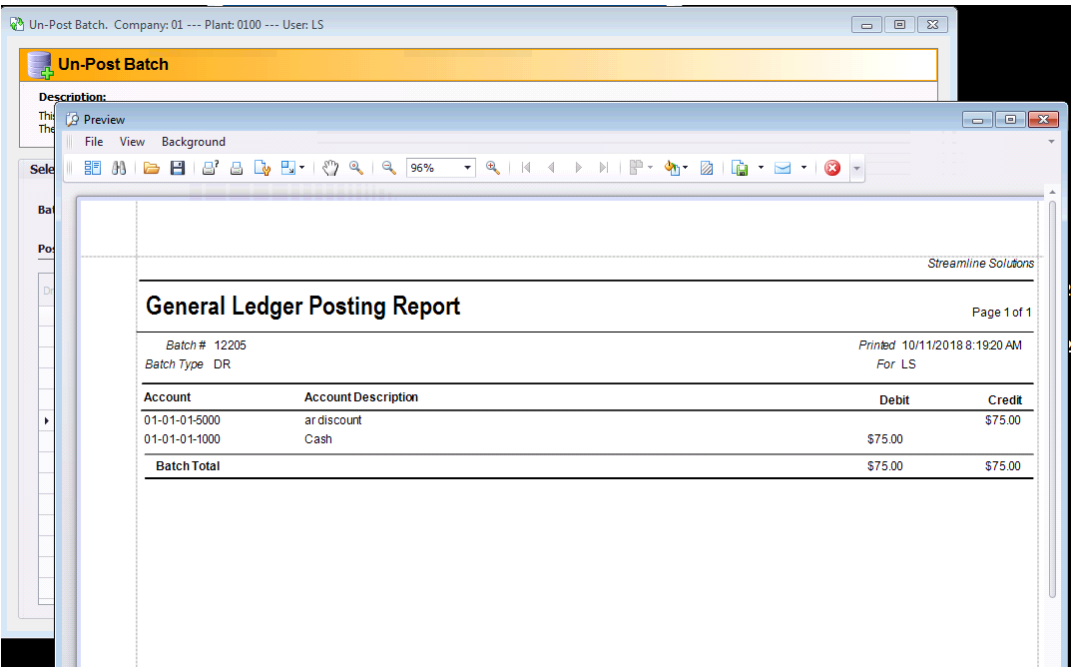
Drag a column header here to group by that column

Batch #	Date	Description
12195	6/1/2018	
12196	6/1/2018	
12197	6/1/2018	
12199	6/4/2018	
12205	6/13/2018	
12209	6/15/2018	
12210	6/15/2018	
12219	6/19/2018	
12220	6/19/2018	
12436	7/3/2018	
12447	7/9/2018	
12450	7/11/2018	
12452	7/11/2018	

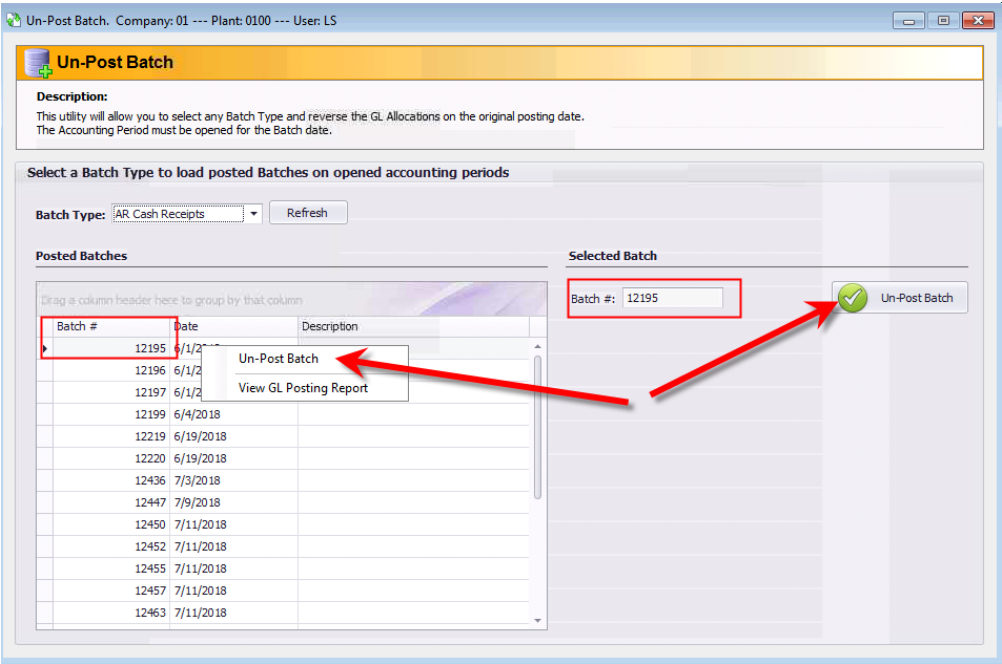
**Selected Batch**

Batch #:

 Un-Post Batch



To un-post the batch, right click on the line item in the grid and either right click with the mouse and select the **Un-Post Batch** option, or select the option on the right hand of the screen to un-post the batch. After un-posting the batch, the batch will be removed from the grid and it will appear un-posted in the corresponding module.



A/R Cash Receipts --- Company: 01-Streamline Solutions - Plant: 0100

File Batch Allocations Search Options Help

**Cash Receipts**

Unpaid Invoices | Paid Invoices | Postage Allocation | Prepayment Allocations

Active Batches | Posted Batches

12195  
52934  
12205  
12209  
12210  
12526

Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
5/10/2018	25778	positive i...	500.00	500.00	0.00	999999	
5/10/2018	25779	neg inv	-1,000.00	-1,000.00	0.00	999999	
6/1/2018	25788	test	-800.00	-800.00	0.00	999999	

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp	Prepay App	Prepay Unapp	Escrow App	Esc
Receipt# 52934	-1,000.00	0.00	-1,000.00	0.00	0.00	0.00	0.00	0.00	

## Move Unposted AR 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.

AR Invoicing Entry - Company: 01 - Streamline Solutions --- Plant Code: 0100

File Batch Invoice Options Utilities Help

**A/R Invoicing Entry**

Lines | Balance Postage | Bill To/Ship To | Miscellaneous | Dummy Invoice | Deposits | Notes | Allocations

Active Batches | Posted Batches

Company: 01 - Plant: 0100

12679  
12695 - FF 2/12/2019  
12696  
12699  
12701 - FF 6/28/2019  
12702 - FF 7/16/2019  
12732  
12733  
12762 - FF 6/5/2020  
12763 - FF 6/9/2020  
12764 - FF 6/9/2020  
12765 - FF 6/9/2020  
12766 - Dave - MFG Batch  
12772  
12773  
Inv# 26195 Final  
Company: 02 - Plant: 0200

**Miscellaneous Info**

Tax Information

Tax Id: 12-1234567

Add'l Tax: [ ] [ ] [ ]

Order Information

Cust Order#: [ ] Invoice Salesrep: Chris Kirkaid  
Estimate Salesrep: [ ]  
Customer's Time Stamped Notes

Invoice Information

Invoice Type: Standard Status: Final Change...  
Transaction date: 6 / 1 /2020 Reference: [ ]  
Invoice date: 6 / 1 /2020  
Due Date: 7 / 1 /2020 Terms: 30 days  
Commission: 0

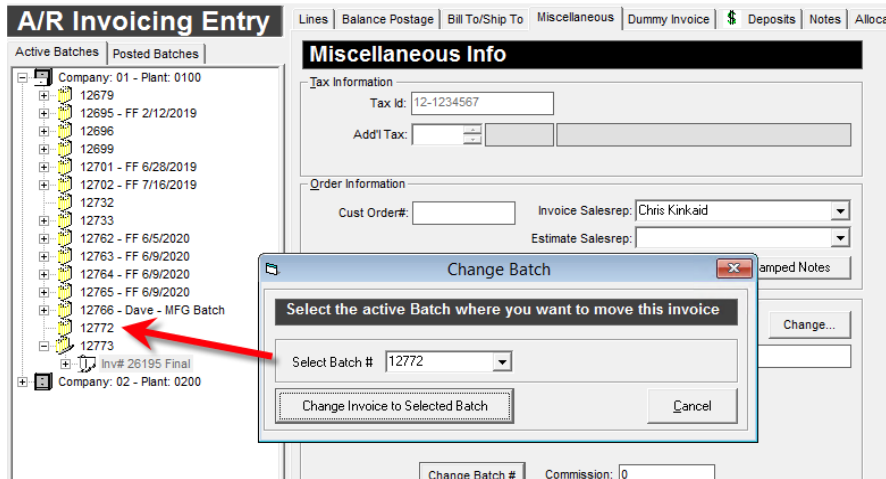
Change Batch #

.NET Invoice Formats

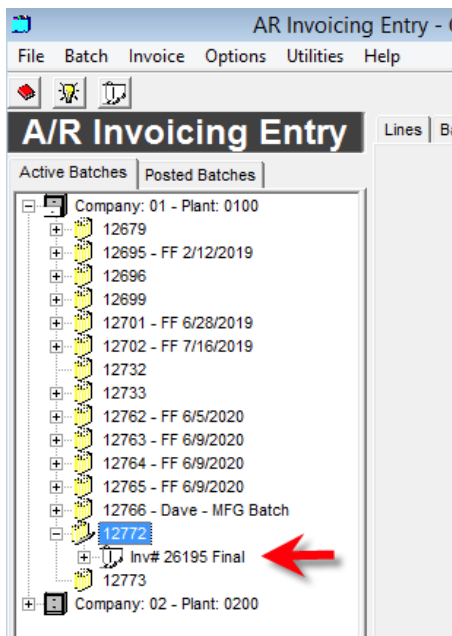
Default Customer: [ ]  
Invoice Format: [ ]  
Invoice Format: (None)

Batch#: 12773 - Date: 6/15/2020 (1 invoice(s), \$1.03) Invoice#: 26195 6/1/2020 \$1.03 Balance: \$1.03 Job#: 102034 Account#: 0200

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



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



## Cash Receipt Procedures

### Receiving Cash for an Invoice

Record cash and checks from customers in AR Cash Receipts. When the batch is posted, it will create a debit to the General Ledger account specified as the AR Bank Account and a credit to the control account specified as the AR Control account.

1. Create a batch of receipts for the day.

2. Enter each customer's payment separately. AR payments and postage deposits can be entered into the same batch, even in the same receipt as long as they are both being deposited to the same bank account.
3. Select the customer's open, unpaid invoice(s). If the amount of the receipt matches exactly to the amount of an invoice, select that invoice. Repeat for additional invoices paid by this cash receipt. Any deposit money unapplied will go to AR Suspense. If the invoice does not appear or if the payment is greater than that owed, you can leave the payment in suspense and apply it at a future date.
4. Repeat this procedure for each customer who has sent a cash or a check payment.
5. Review the batch totals. If the batch total matches to the total of receipts and deposit amount, you are in balance. If not, review each customer's receipt.
6. Once the deposit has been taken to the bank, the cash receipt batch should be posted. PrintStream can print a deposit slip by using the AR Bank Deposit Slip found in AR Reports.

Any miscellaneous deposits received that are not AR or postage related can be entered as a miscellaneous receipt as previously explained in this document, or you can enter it in the General Ledger module in Miscellaneous GL Receipts Entry. (See the GL documentation for instructions.)

## Receiving Cash for Postage

Record cash and checks received from customers in AR Cash Receipts. When the batch is posted, it will create a debit to the general ledger account specified as the AR Bank account and a credit to the control account specified as the Postage Deposits account.

1. Create a batch of receipts for the day.
2. Enter each customer's payments separately. AR payments and Postage deposits can be received in the same batch, even in the same receipt as long as they are both being deposited to the same bank account.
3. Use the **Postage Allocation** tab to select from a list of active jobs for this customer. Applying postage deposits to jobs in this way is called **Earmarking**. Any deposit money unapplied will go to postage suspense. If the job does not appear or if the deposit is for future work, leave the deposit in suspense.
4. Repeat this procedure for each customer who has sent a cash or a check payment.
5. Review the batch totals. If the batch total matches to the total of receipts and deposit amount, you are in balance. If not, review each customer's receipt.
6. Once the deposit has been taken to the bank, the cash receipt batch should be posted.

PrintStream can print a deposit slip by using the AR Bank Deposit Slip, found in AR Reports.

## Cash Receipt Entered to Incorrect Bank Account

If a batch of cash receipts has been created to the wrong bank account, however the cash receipt batch has NOT been posted to the general ledger, you must zero the value of each receipt so that the batch value reflects \$0.00, and create a new batch while selecting the correct bank account.

To zero the value of each receipt, you must first unselect the AR invoices paid by the receipt. Click on the invoice number in the lower section of the screen and change the Applied in the **Change Allocated Receipts** box to \$0.00. Click **OK**.

If the receipt has a postage deposit earmarked to a job, click on the job number the postage deposit is allocated to in the lower section of the screen and change the allocation to \$0.00. Click **OK**.

If the receipt is allocated to AR Job Prepayment, click on the Prepayment Allocations tab, locate the job number in the grid in the upper portion of the screen, and enter a negative dollar amount into the Apply Amount column to remove the prepayment from the job.

When the receipt has been fully un-allocated, edit the receipt by clicking on the Receipt # line in the lower gray section of the screen, and the Edit Receipt box will display. Edit the Receipt Amount field to \$0.00, along with the allocations entered to AR Suspense, Postage, AR Prepayment and Postage Escrow. Click **Finish** upon completion.

Edit Cash Receipt

**Edit Cash Receipt**

Batch #: 12663 Date: 9/19/2019

Receipt #: 53024

Customer #: Z51199

Check #: 1 Payer: Customer

Details: Receipt Amount: 0.00

Allocation

AR Suspense: 0.00 Unallocated: 0.00

Postage: 0.00

AR Prepayment: 0.00

Postage Escrow: 0.00

Close Reset Change Receipt Customer Finish

If the cash receipt batch HAS been posted, you can either 1) Unpost the batch using the Unpost Batch program documented earlier in this document, or 2) you must manually unapply all allocations made to this receipt.

To manually unapply the allocations:

1. Open the **AR Cash Receipt** program.
2. Select **Allocations** from the taskbar, then select **Allocated Cash Receipts**, or select the dollar sign icon on the toolbar at the top of the **Cash Receipt** program.
3. Enter the customer account number, select the **AR Receipts** option, and to help narrow your search, you can enter a date for PrintStream to begin listing cash receipts from. Select **Load Receipts**.
4. Locate the receipt in the grid and click on the receipt #.
5. When the new window opens, select the **Allocated from this Receipt Only** option and click on **Load Invoices**. Enter a negative dollar amount in the **Apply Amount** cell for the invoices the receipt paid, and press the **Enter** key.
6. Follow the procedure Moving AR Suspense to Postage Suspense.

If the AR Cash Receipt has a postage deposit earmarked to a job, first confirm the job has not been partial or final invoiced. If it has, please contact EFI PrintStream for assistance.

If the job has not been invoiced:

1. Open the **Streamline.Postage** program. Select **Receipts** from the taskbar, and then select **Postage Receipt Allocations**.
2. Select the customer's account number in the drop down, select the customer's name in the available drop down or begin typing either in the fields provided to locate the customer.
3. Select the **All Receipts** option and click on **Load Receipts**.
4. Locate the receipt number in the grid and click on the receipt number hyperlink.
5. When the **Edit Receipt** grid loads, locate the job number the receipt was allocated to and enter a negative amount in the **Apply Amount** column for the job. Press the **Enter** key.

When the postage deposit money has been unearmarked from the job, create a Customer Postage Refund Check to the customer using the bank account the original cash receipt was entered to, and you can use the Mark as Printed option as we will not send this check to the customer. The goal is to remove the funds from the customer's postage account and it will remove the funds from the bank account. You can now create a new cash receipt to the correct bank account.

## How to Apply an Unapplied Deposit or AR Suspense to an Outstanding Invoice

Use this procedure in the event you want to apply AR suspense money or an unapplied cash receipt to a posted outstanding customer invoice.

1. Open the **AR Cash Receipt** program.
2. Select **Allocations** from the taskbar, then select **Allocated Cash Receipts**, or select the dollar sign icon on the toolbar at the top of the **Cash Receipt** program.
3. Enter the customer account number, select the **AR Unapplied Only** option, and to help narrow your search, you can enter a date for PrintStream to begin listing cash receipts from. Select **Load Receipts**.
4. Select the unapplied receipt by clicking the line transaction under **Receipt #**. An Apply Cash Receipts window opens, listing the open AR invoices belonging to the customer.
5. Select the **Unpaid Invoice** option, and to help narrow your search, enter a date for PrintStream to begin pulling open invoices from. Select **Load Customer Invoices**.
6. In the **Apply Amount** column, enter the dollar amount you wish to take from the unapplied receipt and apply to the invoice. Press the **Enter** key when finished.
7. Continue to partially or fully allocate the receipt. Close the program when completed.

## Handling a Customer's Bounced Check

**There is no way to delete or void a cash receipt record.** If a customer's payment doesn't actually produce cash, use this procedure to re-create the Accounts Receivable for the customer and properly balance the receipts. Do not attempt to create a negative cash receipt.

1. Create an AR invoice batch dated the same as the invoices the bad check paid, if possible.
2. Enter a Miscellaneous invoice or an Adjustment invoice to the customer with the bad check. Make a positive line item for the amount of the invoice the bad check was issued to pay. Adjust the Allocation of the line item to credit the cash account. This will debit AR and credit the cash account.

In the event the bounced check was a prepayment for postage, simply un-earmark the postage money from the job and issue a customer postage refund check against the customer's account. The check will not be sent to the customer; it was generated for the purpose of removing the money from the customer's account and to remove it from your cash account.

## Creating a Refund Check For A Customer

Use this procedure when a customer needs to be sent a check to clear a credit memo in Accounts Receivable or when a customer overpays an AR invoice and requests a refund.

If using the postage module in PrintStream, move the AR suspense to Postage suspense and issue the refund check through the Postage module. If you are not using the postage module, use the following steps:

1. Create an AR invoice batch with a **Miscellaneous** invoice for the customer who requires a refund check.
2. Enter the quantity as a positive number and allocate the line item to the General Ledger Wash Account. Enter the unit price as the amount of the refund check. Do not apply tax to the line item.

3. Post the AR batch.
4. Open a new cash receipt batch with a receipt amount of zero. Answer **Y** to the prompt **Will this receipt clear negative/positive invoices?** Select the original credit memo (which has a negative invoice amount). Select the positive invoice. The two should completely offset each other.
5. Post the zero cash receipt batch.
6. Use the **AP Invoice Entry** program to create an invoice, using the same General Ledger Wash Account as mentioned above. Set up the customer as a vendor or use your House Vendor Account. If using the House vendor, write a manual check with the customer as the **Payee** and enter it into PrintStream through the House Vendor number. Follow the instructions in the AP documentation as to how to enter an invoice and write a check.
7. Post the AP batch.

**Verification** - Because the existing credit memo and the new invoice offset each other, the customer's AR balance increases to zero. Because the AP invoice and the manual check offset each other, the Vendor's (customer's) AP balance should be zero. By using the wash account in the AR and AP invoices, neither the sales nor the expense general ledger accounts should be affected by this procedure.

## How to Convert A Credit Memo To A Refund Check For A Customer

This procedure can be used if you have a customer who has a credit memo on their account; however, the customer would rather have you send them a refund check instead of applying it to an outstanding invoice. In this scenario, we will use a credit memo of \$100.00 to be converted to a refund check.

1. Create a **Miscellaneous** invoice for \$100.00 and change the line allocation to credit the postage cash account. This will credit postage cash and debit AR.
2. Create a cash receipt to the postage cash account for \$100.00. This will debit cash and credit the postage liability account.
3. Create a postage refund check for the customer in **Postage Entry**. This will debit the postage liability account and credit the cash account.
4. Post the batch the postage refund check is in.
5. In **AR Cash Receipts**, apply the credit invoice to the positive dollar invoice to clear them out of AR.

## Postage Check Allocated To Incorrect Job

1. If the batch has not been posted: From the Postage Allocation screen in AR Cash Receipts, click the incorrect job number and enter zero to un-allocate the money. Press Enter. Select the correct job number and enter the dollar amount to be allocated.
2. If the batch has been posted: From Postage Receipt Allocations, click **Allocate Postage Receipt**, select the customer, and then load receipts. Click the receipt and when the new screen appears, select **Load Jobs**. Unremark by entering a negative dollar amount to the incorrect job and a positive amount to the correct job.

This procedure can only occur on jobs where postage has not been balanced and invoiced.

## AR Related Postage Procedures

### Billing Your Customer for All Services, Including Postage on One Line Item

1. Set up an activity code called **Hidden Postage** and make it a **Material** type rather than **Postage**.
2. Create two new General Ledger accounts called **Special Postage Expense** and **Special Postage Revenue**.



3. Create a dissection code for the new expense account.
4. Enter a link to purchasing as the control account for postage spoilage.
5. Enter a link to general ledger as the special postage expense account and the special postage revenue.

Set up a material code in the Job Material Entry screen and link it to the new activity code created in step 1. Log the *hidden* postage usage through the Job Material Entry Screen against the job using your new activity code. This entry will:

<u>DR</u>	<u>CR</u>
WIP	Postage Spoilage

Create actual postage usage to maintain the balance of postage inventory items by logging usage to job 999999. (If creating a postage statement it should be **marked** as verified and usage should be entered manually to 999999.) Logging usage to job 999999 will:

<u>DR</u>	<u>CR</u>
Postage Spoilage	Postage Inventory

Invoice the job. (Print the Billing Worksheet to analyze actual postage usage) At the invoicing stage the following will happen:

<u>DR</u>	<u>CR</u>
Accounts Rec.	Special Postage Revenue
Special Postage Exp.	WIP

## Postage Usage Put On Partial Invoice, But Should Not Have Been Billed Yet

If the invoice has not been posted, select the **Select Usage Trans** button in the **Balance Postage** tab and unselect the postage usage transaction. Then, click **OK** on the **Balance Postage** tab to rebalance the postage.

If the partial invoice has been posted to the GL, please contact EFI Printstream Accounting Support for further assistance.

## Recording Freight Charges as Postage Usage

This procedure will lump UPS, Fed EX, etc., together with meter/stamp/permit usage on the AR invoice to the customer. This procedure assumes there will be prepayments for freight as with postage prepayments, i.e., through the Postage liability account. This procedure also assumes that payment for UPS, Fed Ex bill can be made through the Postage Module, rather than AP.

### Setup:

1. Create a new activity code, type Postage, chargeable.
2. Create a new GL account, type Asset, named something similar to 'Freight as postage inventory'.
3. Create an AP dissection code for the new GL account.
4. Create a new postmaster vendor for UPS or Fed EX, use Mail Entry Type = NONE.
5. In Link to Purchasing, link the new activity code to the new GL account.
6. Create a new Postage Inventory, code = FREIGHT, type House Permit, and use the new activity code.

### Procedure:

Log a receipt of postage/freight prepayment as normal in AR Cash Receipts.

When the shipping report is received from UPS, log it as Postage Usage to the FREIGHT inventory using the customer's job number. If there's a difference between the UPS charge to the customer and the actual UPS charge (volume discount), log the usage for the higher amount to the customer's job.

Log the AR invoice to the customer as normal. When balancing postage, the freight amount logged will appear with the other postage usage. Use postage deposits or suspense as normal. Edit the line description to be Postage/Freight Usage or Postage/Freight Received– BUT it is important that 'Postage' be the first word.

When the UPS bill is received for the shipping, log it as a Postage Check request to the Postmaster Vendor UPS, and print/post/update the postage check as normal.

**CAUTION** Because there may be a difference between what the customer is charged for freight (now logged as postage usage) and what the vendor charges for freight (now logged as postage check), the Postage Inventory detail will tend to go negative. On a monthly basis, use the Postage Inventory Adjustment program to adjust the instrument to zero while crediting an account such as 'freight markup'. Further instructions on the use of the Postage Inventory Adjustment program can be found in the Postage and Procedures documentation.

**WARNING** When balancing postage inventory to the GL, you should account for the freight inventory being in a different GL account than other than postage inventory.

## Un-Allocating or Moving Money To Or From Postage Suspense

1. From the postage menu, select **Postage Receipt Allocations**.
2. Fill in the customer number and select **Load Receipts**. If the customer has several receipts, narrow the search by selecting **Postage Unapplied Only**. This will bring up a list of receipts where either a portion or all of a receipt is in suspense. If the dollars have been earmarked to a job, use the Postage by Job Display and Postage Display and Reports to find the receipt number for the earmarking.
3. Select the receipt to apply or un-apply by clicking the receipt number.
4. Select **Load Jobs**. The amount showing as **Postage Unapplied** is the portion available to apply to a job.
5. Click in the **Apply Amount** column on the line corresponding to the job number to allocate the money to, fill in the dollar amount and press **Tab**. This will move the money from being unapplied, or in suspense, to being earmarked to that job. Please note that only active, or jobs that have not been final invoiced, will appear in this screen.

This same technique may be used in reverse. If money is earmarked to a job that needs to be transferred to suspense, you should complete steps 1, 2, 3, & 4 from above.

Click the **Apply Amount** column on the line corresponding to the job number to un-allocate the money from, fill in the dollar amount as a negative and press Tab. This will move the money from earmarked to suspense. Please note that only active job, or jobs that have not been final invoiced, will appear in this screen.

## Posting and Month End Procedures

### Unlocking a Batch

If a message is received that an AR Cash Receipt or an AR invoice batch is locked, it can be easily unlocked. For a locked AR invoice batch, click the line referencing the company code in the **Active Batch** tab and then right-click and select **Unlock Batches**.

If you have a locked cash receipt batch, select **File** from the toolbar at the top of the screen and then **Unlock Batches**.

**CAUTION** Use this option if you are sure nobody is currently working in the batch(s) you are trying to unlock.

## Posting an AR Batch

The General Ledger will not agree with subsidiary accounts for sales, cost of sales, accounts receivable and other working accounts until all batches for the period are posted.

The timing of posting is entirely up to the user. Most customers choose to post cash receipt batches daily so that they have an accurate number in the General Ledger for their cash account. Invoice batches can be posted daily, weekly or even monthly, although it is recommended to post them more often.

To post a batch of invoices or cash receipts, right-click the batch to be posted. The program will prompt to preview before posting. You will then be notified posting has been completed. It will then offer the opportunity to print a batch posting report.

Once posted, the batch disappears from the **Active** tab, but it can be viewed in the **Posted** tab.

## Writing Off a Bad Debt

Use the normal procedure for determining if an AR balance is a bad debt. Once an item is a bad debt, follow this procedure.

1. Create an AR Invoice batch. The batch date should be the same as the invoice date for the miscellaneous invoice created in the next step.
2. Select **New Invoice, Miscellaneous Invoice**. The job number defaults to 999999. Enter the customer account number.
3. When entering the line items, enter a negative quantity (usually) and allocate the line item to your company's special write-off account.
4. Create a zero dollar cash receipt. Select the credit invoice first and then select the positive invoice. The two invoices will offset each other and net to zero.

You may also use the **Short Pay An Invoice** procedure previously explained in this handbook if the customer makes a partial payment against an invoice, while the balance of the invoice will be recognized as a bad debt.

## Assessing Interest / Service Charges To A Customer's Account

Please refer to the AR Customer Collection Procedures section of this document.

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## Balancing AR to Itself and GL

Post all AR Invoice batches and AR Cash Receipt batches (DI & DR types).

As an optional step, confirm the batch status for AR Receipts (DR), and AR Invoices (DI) show as posted in the **General Ledger>Display Programs> Batch Display**.

To confirm the Accounts Receivable control balance ties to the AR aging report, you can generate an optional report titled AR Month End Calculation located in the **General Ledger>GL Reports**.

**Balance AR**  
Accounts Receivable Month End Closing Report

For the Year : 2009 Period: 12

Prior period A/R Summary	2440842.62
+ Current Period Invoices	9979.13
- Current Month Cash Receipts	13200.00
- Discount Taken:	115.00
<b>Total</b>	<b>2437506.75</b>
Current period AR Summary	2437506.75
Difference	.00

*Current AR Control Balance is 2437506.75  
Difference between Current Period Aging and GL is : .00*

Produce AR Closing Report

*Done. For detail of reconciliation use module A/R Report, Month End Report, Reconciliation report.*

This report provides a reconciliation by period and indicates an out of balance within the AR Module and/or a difference to the AR Control Account. The formula used in this report is as follows:

Prior period AR summary balance + Current Period Invoices – Current Period Receipts – Discounts Taken. The total arrived at will then get compared to the balance obtained from the current period AR Aging report. If there is a difference between the two, this amount will display in the **Difference** field. The report will then look at the ending balance in the AR control account, and if there is a difference between the ending AR aging balance vs. the General Ledger balance, the report will display this variance.

## Accounts Receivable Month End Closing Report

Calculated for the Year **2009**  
 Calculated for the Period **12**  
 Started From Date **9/1/2009**  
 Ending Date **9/30/2009**

<b>Prior period A/R Summary</b>	<b>\$2,440,842.62</b>
<b>+ Current Period Invoices</b>	<b>\$9,979.13</b>
<b>- Current Month Cash Receipts</b>	<b>\$13,200.00</b>
<b>- Discounts/Short pay From Current Month Cash Receipts</b>	<b>\$115.00</b>
<b>Calculated Total</b>	<b>\$2,437,506.75</b>
<b>Current period A/R Summary</b>	<b>\$2,437,506.75</b>
<b>Difference (unbalanced)</b>	<b>\$0.00</b>
<b>A/R Control Account Balance :</b>	<b>\$2,437,506.75</b>

**Difference Between Current  
 Period A/R Summary and GL  
 AR Control Account Balance**

If PrintStream detects an out of balance in AR, locate the AR Reconciliation report in AR Reporter>Month End Reports and generate the report for the same period. A difference in the AR Module and the AR Control Account can occur if AR batches have not been posted to the General Ledger or if entries have been made directly to the AR Control account instead of in the subsidiary ledger. This variance will be reported in the **Net** column of the report for each customer.

Streamline Solutions											
A/R Reconciliation Report											
Aging Beg. Date : 8/31/2009      Invoice Date Range : From 9/1/2009 To 9/30/2009 Aging Ending Date : 9/30/2009      Receipts Date Range : From 9/1/2009 To 9/30/2009 Customer Range : All Customers											
Cust #	Customer Name	Inv #	Beg. Aging Amt	Inv. Amt	Rec. Amt	Disc. Amt	Pre Payt Amt Applied	Susp Amt	Gross Amt	End Aging Amt	Net Amt
<b>01-001</b>	<b>XYZ COMPANY</b>										
		50389		0.00	0.00	0.00		1,000.00			
<b>Total :</b>	<b>XYZ COMPANY</b>		<b>(800.75)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>(1,800.75)</b>	<b>(1,800.75)</b>	<b>0.00</b>
<b>0200</b>	<b>ABC Company</b>										
		50381		0.00	1,000.00	(115.00)		0.00			
		11207		269.62	0.00	0.00	0.00	0.00			
		11208		102.00	0.00	0.00	0.00	0.00			
		11210		1,035.85	0.00	0.00	0.00	0.00			
		11217		1,192.50	0.00	0.00	0.00	0.00			
		11219		1,039.00	0.00	0.00	0.00	0.00			
		11220		(1,030.43)	0.00	0.00	0.00	0.00			
		11222		233.60	0.00	0.00	0.00	0.00			
		11274		306.00	0.00	0.00	0.00	0.00			
		11277		1,335.40	0.00	0.00	0.00	0.00			
		50384		0.00	200.00	0.00		800.00			
		50385		0.00	(200.00)	0.00		0.00			
		11278		1,434.06	0.00	0.00	0.00	0.00			
		11290		197.40	0.00	0.00	0.00	0.00			
<b>Total :</b>	<b>ABC Company</b>		<b>1,375,110.92</b>	<b>6,115.00</b>	<b>1,000.00</b>	<b>(115.00)</b>	<b>0.00</b>	<b>800.00</b>	<b>1,375,310.92</b>	<b>1,375,310.92</b>	<b>0.00</b>

If the AR Reconciliation report does not detect a variance, other areas to look for the cause of the out of balance in Accounts Receivable are:

1. Generate a trial balance for the period. If out of balance, proceed to step 2.
2. Were there any journal entries created to the AR control account? If yes, these will not write back to the AR aging report.
3. Generate the Batch Display Report for all DI and DR batch types for the period. Advance to the last page of the report and confirm the total debits match the total credits. If they do not, begin to review each batch total until you have located the batch(s) debit and credit total does not balance. Provide this information to your EFI PrintStream Support contact and they will correct the batch posting.
4. Confirm the ending balance for the AR Control account for the previous period is the same beginning balance for the current period. If it doesn't match, please contact EFI PrintStream Support for assistance.
5. Generate the Transaction by Account report, located in the General Ledger program, for the AR control account for the period. Select the option to Display Summary by Batch Type for Account.

Selecting the option to display summary by batch type for the account will provide a summary the debits and credits that posted to the account by batch type. The batches that typically impact the AR control account are cash receipts (DR type) and AR invoices (DI type).

Journal#	Details	Description	Debit	Credit	Y_T_D	Running Balance
		Balance	11,309.56	(14,645.43)		
		Net Change	(3,335.87)	2,437,506.75		
		Debit		Credit		
	CI Batches			GA Batches		
	CP Batches			GJ Batches		
	DR Batches	300.00	13,615.00	GP Batches		
	DI Batches	11,009.56	1,030.43	GR Batches		
	PM Batches			MS Batches		
	PX Batches			QI Batches		
	PC Batches			QP Batches		
	PT Batches			Other transactions		
	IP Batches					

The sum of the DR batch types should tie back to the Cash Receipts by Date report. The columns to sum for Accounts Receivable are:

- Accounts Receivable
- Difference column for receipts with discounts taken against an invoice
- Accounts Receivable Suspense

[illegible]

The sum of the DI batch types should tied back to the **Invoices by Date** report for the Grand Total reflected in the **Invoice Total** column.

code									
Outstanding Amount:									9,979.13
Total : USA	8,303.13	1,250.46	0.00	322.22	0.00	103.32	9,979.13		
Outstanding Amount:									9,979.13
Grand Total:	Total Invoices : 31	Credit Invoices : 1	Zero Invoices : 10	8,303.13	1,250.46	0.00	322.22	0.00	103.32 9,979.13

If the Cash Receipts by Date report or the Invoices by Date report does not match the batch posting totals for the AR control account, you can look for the specific transaction(s) on either report based on the out of balance amount. You can also contact EFI PrintStream Support for additional assistance.

If the AR control account is in balance with the AR aging, you can proceed to close the period. This is done through the Masterfile Reports program>System Maintenance>Account Start Periods. It is very important to close all accounting periods once the month is complete to eliminate the possibility of a transaction posted into the incorrect period.



## Monthly Check List for Accounts Receivable

Month End Date \_\_\_\_\_ Period/Year \_\_\_\_\_

- Collection calls\*
- Finance charges\*
- Print Customer Statements\*
- Dummy invoice clean up
- Clear unbilled AR suspense
- AR balancing
- Post cash receipt and AR invoices
- GL balancing
- Journals to AR\*
- Month closing
- Change periods in Master File Reports
- Compare period sales\*
- AR Database Builder\*
- Commissions\*

\*Optional

# Job Prepayment

## Overview

This document will aid in the set up and use of prepayments within The PrintStream System.

## Set Up

- This feature must be enabled by PrintStream support, therefore please contact your Accounting Support representative.
- A control account for the prepayments must also be established in plant control accounts. This account can be a liability account (preferred for PrintStream), or an asset account.
- Prepayments are recorded in the same manner as AR cash receipts or postage receipts. In a new or existing cash receipts batch, select Add new receipt. Verify bank account if creating a new batch.
- Once the prepayment feature is enabled in the system, three options for cash receipt allocation are available. The receipt must be fully allocated between AR suspense, AR Job Prepayment or Postage Deposit.

**Create New Receipt for Company: 01**

**Create New Receipt**

Batch #: 2920

Customer #: [dropdown] [grid]

Date: 8/31/2006

Name: [dropdown]

Head Office: [dropdown]

Check #: [input]

Payer: [input]

Details: [input]

Receipt Amount: 0.00

Allocation

AR Suspense: 0.00

AR Job Prepayment: 0.00

Postage Deposit: 0.00

Unallocated: 0.00

Cancel Finish

If an amount has been entered in the AR Job Prepayment field:

- PrePayment Allocations screen will default.

If AR Suspense or Postage is entered:

- Prepayment Screen can be accessed by selecting the **PrePayment allocation** tab.

Company: 01-Alaska Incorp - Plant: 0100

Options Help

Job#	Description	Quoted Price	Customer Prepay %	Allocated from Receipt	Allocated from other Receipt	Total Allocated	Amount Used	Apply Amount
537	Prepay test #2	1000.00	0.00	0.00	2722.00	2722.00	0.00	
655	test	1200.00	0.00	0.00	0.00	0.00	0.00	
683	TEST	82041.67	0.00	0.00	0.00	0.00	0.00	
688	Test	2715.00	0.00	0.00	0.00	0.00	0.00	
692	Commiss test 5/15	5000.00	0.00	0.00	0.00	0.00	0.00	
694	Job Title	5000.00	50.00	0.00	2000.00	2000.00	0.00	
705	Ss com test	1000.00	50.00	0.00	0.00	0.00	0.00	
706	ss test	1000.00	50.00	0.00	0.00	0.00	0.00	
744	test	2760.00	0.00	0.00	0.00	0.00	0.00	
778	TEST	2867.12	0.00	0.00	0.00	0.00	0.00	
785	TEST	2417.45	0.00	0.00	0.00	0.00	0.00	
796	title	50005000.00	0.00	0.00	0.00	0.00	0.00	
1029	TEST	205.60	0.00	0.00	0.00	0.00	0.00	
00081	Copy of big bells and whis	6480.51	0.00	0.00	0.00	0.00	0.00	
00082	Copy of Copy of big bells	11447.64	0.00	0.00	0.00	0.00	0.00	
00102	test print and mail	1140.35	0.00	0.00	0.00	0.00	0.00	
00103	Copy of test print and mail	1122.78	0.00	0.00	0.00	0.00	0.00	

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp	Prepay App	Prepay Unapp
Receipt#: 50338	3,000.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00
Plant#: 0100				0.00	1,000.00		
- Prepayment Pla...							
Plant#: 0100						0.00	1,000.00
50026-A Company, Inc.		Ck#: none	AR Alloc: \$1,000.00	Pstg Alloc: \$1,000.00	Prepayment: \$1,000.00		
Batch: 1603 (1 receipts, \$3,000.00)		6/20/2008	Total AR: \$2,000.00	Total Pstg: \$1,000.00			

Any open jobs for this customer will be listed. The listing includes:

- the job #
- job description
- quoted price
- customer prepay % (if applicable)
- prepayments previously allocated from this or other receipts

To apply part or all of the receipt, enter the amount in the **Apply Amount** column (white field). Once an amount has been applied to the job, the receipt information will be updated in the receipt details area.

1029	TEST	205.60	0.00	0.00	0.00	0.00	0.00	
00081	Copy of big bells and whis	6480.51	0.00	0.00	0.00	0.00	0.00	
00082	Copy of Copy of big bells	11447.64	0.00	0.00	0.00	0.00	0.00	
00102	test print and mail	1140.35	0.00	0.00	0.00	0.00	0.00	
00103	Copy of test print and mail	1122.78	0.00	0.00	0.00	0.00	0.00	

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp	Prepay App	Prepay Unapp
Receipt#: 50338	3,000.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00
Plant#: 0100				0.00	1,000.00		
- Prepayment Pla...							
Plant#: 0100						0.00	1,000.00
50026-A Company, Inc.		Ck#: none	AR Alloc: \$1,000.00	Pstg Alloc: \$1,000.00	Prepayment: \$1,000.00		
Batch: 1603 (1 receipts, \$3,000.00)		6/20/2008	Total AR: \$2,000.00	Total Pstg: \$1,000.00			

Job: 01 - Sheridan Books, Inc. - Plant: 02

ptions Help

Unpaid Invoices | Paid Invoices | Postage Allocation | Prepayment Allocations

Job#	Description	Quoted Price	Customer Prepay %	Allocated from Receipt	Allocated from other Receipt	Total Allocated	Amount Used	Apply Amount
1573	2nd job to prepay	555.00	0	6000.00	0.00	6000.00	0.00	

Description	Total	AR App	AR Unapp	Pstg App	Pstg Unapp	Prepay App	Prepay Unapp
Receipt#: 7733	30,000.00	0.00	20,000.00	0.00	0.00	6,000.00	4,000.00
- Applied Prepay...							
Job#: 1573	6,000.00						

483169-Gibbs M. Smith, Inc.

Ckt#: Prepay

AR Alloc: \$20,000.00

Pstg Alloc: \$0.00

Prepayment: \$10,000.00

ch: 2920 (1 receipts, \$20,000.00) 8/31/2006

Total AR: \$20,000.00

Total Pstg: \$0.00

When the job is in the AR Invoicing stage, the **Deposits** tab will have a \$ icon to indicate either;

- unapplied AR suspense (if applicable)
- or
- Prepayment applied to this job

The example below shows \$20,000 of unapplied suspense and \$6,000 of Prepayment applied to job 1573.

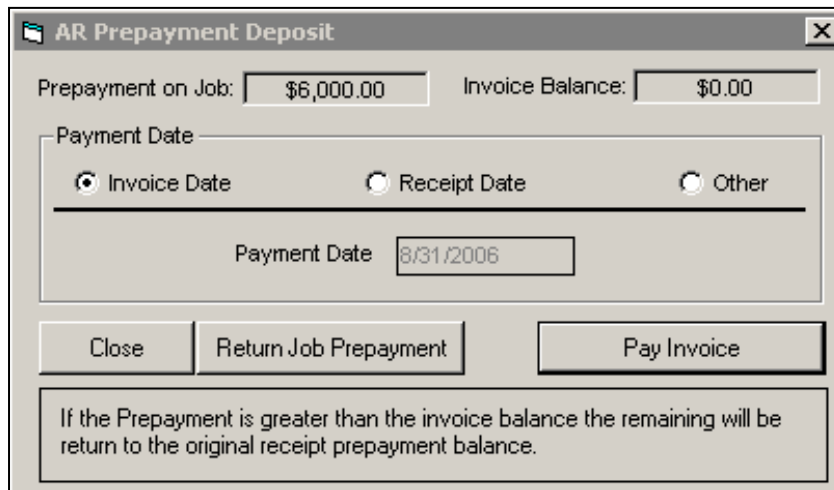
Help

Lines | Balance Postage | Bill To/Ship To | Miscellaneous | Dummy Invoice | **\$ Deposits** | Notes | Allocations | Preview | Job

Check#	Job#	Rcpt Date	Payment Date	Amt Received	Amt Applied	Balance	Receipt#	Batch#
---- Unapplied Deposi...								
Prepay		8/31/2006		\$20,000.00	\$0.00	\$20,000.00	7733	2920
---- Applied to this Inv...								
None.								
---- Job Prepayments...								
Prepay	1573	8/31/2006		\$6,000.00	\$0.00	\$6,000.00	7733	2920

Even though the prepayment has been applied to the job, you still need to use that payment to apply to the invoice.

Double-click the **Check #** of the prepayment. The following screen will appear:



The dialog box titled "AR Prepayment Deposit" contains the following fields and controls:

- Prepayment on Job:** \$6,000.00
- Invoice Balance:** \$0.00
- Payment Date:**
  - ☒ Invoice Date
  - ☐ Receipt Date
  - ☐ Other
- Payment Date:** 8/31/2006
- Buttons:** Close, Return Job Prepayment, Pay Invoice
- Message:** If the Prepayment is greater than the invoice balance the remaining will be return to the original receipt prepayment balance.

There are now two choices:

1. **Return Job Prepayment**, which will un-apply the prepayment from the job and allow you to apply it to another open job for this customer;
2. **Pay Invoice**, which will take the amount of the applied prepayment and pay against the invoice.

If you select the **Pay Invoice** button, job prepayments detail on the **Deposits** tab shows the amount applied and any residual balance, and the prepayment amount now shows on the invoice.

If the amount of the prepayment is larger than the balance due on this invoice, the remaining amount will be returned to unapplied prepayments and you will be able to apply it to another open job.

TERMS: PLEASE NOTE OUR TERMS ARE NET 30 DAYS FROM DATE OF INVOICE.	
Sub Total	\$7,000.00
Less Deposit	(\$6,000.00)
Sales Tax	
<b>TOTAL DUE</b>	<b>\$1,000.00</b>

A negative invoice cannot be created.

If the prepayment is to be moved to another job prior to the posting of the invoice, from the **Deposits** tab select the prepayment check number, then undo the invoice payment. Select the **Check #** once again and click **Return Job Prepayments**. The job prepayment now becomes unapplied and can be used against the customer's open jobs.

## Allocate Un-Applied Prepayments

To move the prepayment monies from one job to another or to apply prepayments that are currently unapplied, from the AR Cash Receipts Module select the purple icon, **Allocate AR Prepayments**. Or select **Allocations** from the toolbar and select **Allocate AR Prepayments**. Enter the customer number or name and click **Load Prepayments**. You can obtain a listing of all prepayment receipts or just those with unapplied monies. Alternately, you can right-click the original cash receipt posted or un-posted and select the option to edit Prepayment Allocations. Either option generates this screen:

Receipt#: 
 Receipt Date: 
 Total Prepayment:

---

Job Prepayment Date:

Select Plant: 
☐ Load Jobs already Prepaid from this Receipt only

Job#	Description	Allocated from Receipt	Allocated from other Receipt	Total Allocated	Amount Used	Apply Amount

## Cash Receipts

Active Batches
Posted Batches

- ☒ Financial 1998
- ☒ Financial 1999
- ☒ Financial 2000
- ☒ Financial 2001
- ☒ Financial 2002
- ☒ Financial 2003
- ☒ Financial 2004
- ☒ Financial 2005
- ☒ Financial 2006
  - ☐ Period# 1
  - ☐ Period# 2
  - ☐ Period# 3
  - ☐ Period# 4
  - ☐ Period# 5
  - ☐ Period# 6
  - ☐ Period# 7
  - ☐ Period# 8
  - ☐ Period# 9
  - ☐ Period# 10
  - ☐ Period# 11
  - ☒ Period# 12
- ☒ 3568
- ☒ 3599 - Prepay test
- ☒ Financial 2007
 

5067

Assign Account for Difference

Unpaid Invoices
Paid Invoices
Postage Allocation
Prepayment Allocations

Job#	Description	Quoted Price	Customer Prepay %	Allocated from Receipt	Allocated from other Receipt	Total Allocated	Amount Used	Apply Amount
827	Non chargeable activity in Labor W	5000.00	0	5000.00	0.00	5000.00	0.00	
829	Activity by job	0.00	0	0.00	0.00	0.00	0.00	
852	KP Test	0.00	0	0.00	0.00	0.00	0.00	
858	tdfdf	5000.00	0	0.00	0.00	0.00	0.00	
971	title	5000.00	0	0.00	0.00	0.00	0.00	
973	Comm Test Reg	5000.00	0	0.00	0.00	0.00	0.00	

Total
AR App
AR Unapp
Pstg App
Pstg Unapp
Prepay App
Prepay Unapp

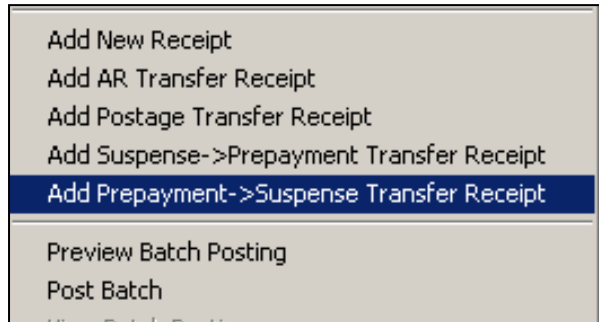
Receipt#: 50677	25,000.00	0.00	5,000.00	0.00	0.00	5,000.00	15,000.00
-----------------	-----------	------	----------	------	------	----------	-----------

- Applied Prepay...

Job#: 827
5,000.00

## Transfer Prepayment Receipts

To transfer receipts that have been entered as Prepayments to AR Suspense, select a batch number or create a new batch. Highlight the batch, right-click, and select the option to Add Prepayment -> Suspense Transfer Receipt.



Enter the customer number or name and load receipts. The grid will populate with any unused prepayment receipts for this customer. Select the receipt to transfer to AR Suspense by checking the box to the left of the receipt. Enter a check or reference number.

 The dialog box is titled "Transfer Prepayment -> AR Suspense". It contains the following fields and controls:
 

- Select the Customer Account#:** A dropdown menu showing "111" and a text field showing "A Company, Inc.". A "Load Receipts" button is to the right.
- New Receipt Details:**
  - Date: 4/17/2007
  - Payer: A Company, Inc.
  - Reference or Check#: (empty field)
  - Details: (empty field)
- Receipt Grid:**

	Receipt#	Date	AR Deposit	AR Balance	Amount to Transfer	Batch#
<input type="checkbox"/>	50304	4/9/2007	\$1,000.00	\$1,000.00		1320
- Total Amount to Transfer to AR Suspense:** \$0.00
- Buttons: Close, Create Transfer Receipt

Once the receipt is selected select **Create Transfer Receipt**. This receipt is now in AR Suspense and can be applied to invoices or transferred to Postage Suspense.

To move AR Suspense receipts to Prepayments, select the batch and right-click. Select **Add Suspense -> Prepayment Transfer Receipt**.

Follow the steps outlined above to create the transfer receipt. Once the receipt is created, the money can be linked (earmarked) to an open job as outlined earlier.

## Multi Plant Transfers of PrePayment Receipts

In a Multi Plant environment, the ability to transfer AR Prepayment receipts to other plants for job application is available. Set up is required in GL Plant Control in MasterFile Reports. Contact your EFI PrintStream Accounting Support contact for assistance in setting up the AR Prepayment accounts by plant.

01 Alaska Incorp							
0100		Mail Plant					
	Plant Control Account	GL	GL Branch	GL	GL	GL Account	GL Account Description
1	APControlAcct	99	Corporate/C	99	Corporate/C	2000	AP Control
2	APDiscount	01	Main Branch	01	Main Depart	5100	ap discount
3	APOffsetAccount	01	Main Branch	01	Main Depart	777777	AP offset - plant 0100
4	APWithoutInvoices	01	Main Branch	01	Main Depart	2300	ap without invoice
5	APWithoutInvoicesDifferenc	01	Main Branch	01	Main Depart	6000	ap without inv diff
6	AR_FFCardProcFee						
7	AR_PrepayOffset	01	Main Branch	01	Main Depart	104601	Prepayment Offset
8	ARCommissionsAccruals	01	Main Branch	01	Main Depart	2600	Accrued Commissions

As with any receipt transfers, the receipt required to be used for the transfer must be posted. Find the posted receipt; right-click the receipt number to select **Edit Prepayment Allocations**.



**A/R Cash Receipts** --- Company: 01 Alaska Incorp - Plant: 0100

File Batch Allocations Search Options Help

**Cash Receipts** | Unpaid Invoices | Paid Invoices | Postage Allocation | Prepayment Allocations

Active Batches | Posted Batches

Job#	Description	Quoted Price	Customer Prepay %	Allocated from Receipt	Allocated from other Receipt	Total Allocated	Amount Used	Apply Amount
800	new item job	200.00	0.00	0.00	0.00	0.00	0.00	0.00
996	test	2634.88	0.00	0.00	0.00	0.00	0.00	0.00
1002	Change order report	1125.00	0.00	0.00	0.00	0.00	0.00	0.00
1007	test prebill	1800.00	0.00	0.00	0.00	0.00	0.00	0.00
1029	create job with drop then delete	806.25	0.00	0.00	0.00	0.00	0.00	0.00
1213	test inactive Paper	8503.38	0.00	0.00	0.00	0.00	0.00	0.00
1215	Copy of CDs 17811, 16292	2400.45	0.00	0.00	0.00	0.00	0.00	0.00

Period# 1  
Period# 2  
Period# 3  
Period# 4  
Period# 5  
Period# 6  
Period# 7  
Period# 8  
Period# 9  
Period# 10  
Period# 11  
Period# 12

50673  
Assign Account for Difference  
Edit Prepayment Allocations

Description	Total	AR App	AR Unapp	Prty App	Prty Unapp	Prepay App	Prepay Unapp
Receipt# 50673	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
- Prepayment Pla..							
Plant# 0100						0.00	5,000.00

By default, the window for **Select Plant** will default to where the receipt and plant was originally created in. Click **Load Plant Allocations (Transfers)** to perform a transfer.

**Apply AR Customer Prepayments**

Receipt#: 50673      Receipt Date: 5/31/2008      Total Prepayment: \$5,000.00

Job Prepayment Date: 5/31/2008

Select Plant: 0100 - Balance: \$5,000.00      ☐ Load Jobs already Prepaid from this Receipt only

Load Plant Allocations (Transfers)      Load Open Jobs

Job#	Description	Allocated from Receipt	Allocated from other Receipt	Total Allocated	Amount Used	Apply Amount
------	-------------	------------------------	------------------------------	-----------------	-------------	--------------

**Plant Prepayment Allocations**

Transfer Date: 5/31/2008

	Company Code	Plant Code	Prepayment Earmarked	Total Unallocated	Amount Applied	Apply Amount
1	01	0100	5,000.00	5,000.00	5,000.00	
2	01	0200	0.00	0.00	0.00	
3	Balance			5,000.00	5,000.00	

To unapply from one plant and apply to the other, enter the negative amount to transfer from and a positive amount to transfer to.

Plant Prepayment Allocations

Transfer Date: 5/31/2008

	Company Code	Plant Code	Prepayment Earmarked	Total Unallocated	Amount Applied	Apply Amount
1	01	0100	5,000.00	5,000.00	4000.00	
2	01	0200	0.00	0.00	1000.00	
3	Balance			5,000.00	5000.00	

The posting will immediately take place.

View Transactions

Account Details	Reference	Debit	Credit
01-01-01-1045 Prepayments	50673	\$1,000.00	
01-01-01-104601 Prepayment Offset	50673		\$1,000.00
01-25-01-1045 Prepayments	50673		\$1,000.00
01-25-01-104602 Prepayments Offset	50673	\$1,000.00	
Transaction Summary			
01-01-01-1045 Prepayments		\$1,000.00	
01-01-01-104601 Prepayment Offset			\$1,000.00
01-25-01-1045 Prepayments			\$1,000.00
01-25-01-104602 Prepayments Offset		\$1,000.00	

To allocate the prepayment to a job, you must load the receipt from the same plant the receipt originated in. Within the same Edit Prepayment Allocation window, the **Select Plant** option will display all plants available for that receipt.

EFI Cash Receipts - Company: 01 Alaska Incorp - Plant: 0100

Cash Receipts

Unpaid Invoices | Paid Invoices | Postage Allocation | Prepayment Allocations

Active Batches | Posted Batches

Job# Description Quoted Price Customer Prepay % Allocated from Receipt Allocated from other Receipt Total Allocated Amount Used Apply Amount

Apply AR Customer Prepayments

Receipt# 50673 Receipt Date 5/01/2008 Total Prepayment \$5,000.00

Job Prepayment Date 5/01/2008

Select Plant 0100 - Balance \$4,000.00 0200 - Balance \$1,000.00

Load Plant Allocations (Transfers) Load Open Jobs

Load Jobs already Prepaid from this Receipt only

Job# Description Allocated from Receipt Allocated from other Receipt Total Allocated Amount Used Apply Amount

Select the Plant and click **Load Open Jobs**. All open jobs created in Plant 0200 will display. To apply, enter the amount in the **Apply Amount** column. You will only be limited to the amount that the prepayment amount available for the plant.

**Apply AR Customer Prepayments**

Receipt#: 50673      Receipt Date: 5/31/2008      Total Prepayment: \$5,000.00

Job Prepayment Date: 5/31/2008      Load Plant Allocations (Transfers)

Select Plant: 0200 - Balance: \$1,000.00      ☐ Load Jobs already Prepaid from this Receipt only      Load Open Jobs

Job#	Description	Allocated from Receipt	Allocated from other Receipt	Total Allocated	Amount Used	Apply Amount
1013	Cherry Value Added	0.00	0.00	0.00	0.00	
1065	test	0.00	0.00	0.00	0.00	
1213	test Inactive Paper	0.00	0.00	0.00	0.00	
1215	Copy of CIDs 17611, 18292	0.00	0.00	0.00	0.00	

## Prepayment Displays and Reports

In AR Display for the customer, All Receipts, the details and current balance will show for the prepayments by receipt.

**AR Inquiry (01) Alaska Incomp - Plant Code: 0100 Company 01 Primary Location Data is filtered**

File Help

**AR Inquiry** Customer: 50026 A Company, Inc.

Cash Receipts

Receipt #	Date	Check #	Receipts	AR Appl.	Pstg Appl.	AR Unappl.	Prepay Appl.	Prepay Unappl.	Plant
50338	6/20/2008	none	3,000.00	0.00	0.00	1,000.00	500.00	500.00	0100
50322	4/14/2008	ffsdf	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0100

There are two specific reports that address Prepayments in AR Reporter. The detailed prepayment report and a summary prepayment report are located in Month End Reports. These reports can be used as a tool to reconcile to the GL Prepayments account (as established in setup).

The prepayment summary report can be run for one customer, a range of customers or for all customers.

A / R Prepayment Summary Report						Printed : 6/20/2008	9:54AM
						For : UserID	
Description : For All Customers.						Page	1
Period	Year	Date	Comments	Receipt#	Prepayment Amount		
6	2007	3/2/2007		50296	3,620.00		
Sub Total For : 12345678 Pollard Consulting					3,620.00		
9	2008	6/20/2008		50338	1,000.00		
Sub Total For : 50026 A Company, Inc.					1,000.00		
6	2007	3/6/2007		50297	35,000.00		
9	2007	6/6/2007		50311	1,000.00		
9	2008	6/2/2008		50334	4,252.63		
9	2008	6/10/2008		50335	4.00		
9	2008	6/10/2008		50336	5,000.00		
Sub Total For : LEAH Leah's Account					45,256.63		
7	2007	4/9/2007	details on Cash Rec	50303	5,000.00		
9	2007	6/6/2007		50309	2,500.00		
7	2008	4/1/2008		50321	5,666.00		
8	2008	5/6/2008	C R details	50332	2,500.00		
8	2008	5/6/2008		50333	5.00		
Sub Total For : MD Michelle's Test Customer					15,671.00		

The AR Prepayment Detail report can be run by a date range or period range, for one or all customers. This report shows the details of the prepayment transactions such as the jobs and invoices the prepayment receipts were used on.

AR Report for the Company: 01 Alaska Incorp - Plant Code: 0100 Company 01 Primary Location

AR Prepayment Detail

Page 1 of 2

From Period/Year: 5/2008 To Period/Year: 6/2008

Printed: 6/20/2008 10:18:01AM

For All Customers

For: LS

Date	Details	Check #	Receipt #	Job #	Invoice #	Paid	Amount	Credits	Debits	Balance
12345678- Pollard Consulting										
5/1/2008	Opening Balance									3,620.00
Customer Total ...										3,620.00
50026- A Company, Inc.										
5/1/2008	Opening Balance									0.00
6/20/2008	New Deposit	none	50338				1,000.00	1,000.00	0.00	1,000.00
6/20/2008	Job Allocation	none	50338	1025			500.00	0.00	0.00	1,000.00
Customer Total ...										1,000.00
LEAH- Leah's Account										
5/1/2008	Opening Balance									35,000.00
6/2/2008	New Deposit	50345	50334				4,252.63	4,252.63	0.00	40,252.63
6/10/2008	New Deposit	364234	50335				4.00	4.00	0.00	40,256.63
6/10/2008	New Deposit	354234234	50336				5,000.00	5,000.00	0.00	45,256.63
6/17/2008	Job Allocation	364234	50336	100000053			4.00	0.00	0.00	45,256.63

Prepayment information can also be found on the AR Batch Transaction report for receipts and on the Cash Receipts by Date report.

											Alaska Incorp
<b>AR Batch Transaction Report - Receipts</b>											
Description : <b>List Batch Summary and Receipts Details</b>											Printed : 9/26/2006 8:46AM
Range : <b>Batch#: From 3599 To 3599</b>											For : MD
Receipt #	Date	Cust. #	Customer Name	Check#	AR Applied	AR Unapplied	Applied To Difference	Postage Applied	Postage Unapplied	Total Unapplied	PrePaymt
50677	9/26/2006	111	A company	ach	0.00	5,000.00	0.00	0.00	0.00	5,000.00	20,000.00
Batch #	Date	Period	Activity	Batch Total	Difference	Postage Total	AR Total	Bank Desc.			
3599	9/26/2006	2006/12	1	5,000.00	0.00	0.00	5,000.00	ar cash453453 : AC CT REV cash 453453			
<b>Grand Total:</b>					0.00	5,000.00	0.00	0.00	0.00	5,000.00	20,000.00

													Alaska Incorp
<b>Cash Receipts by Date Report</b>													
Description : Listing includes Cash, Checks and Postage Deposits.													Printed : 9/26/2006 8:48:40AM
Date Range : 9/26/2006 To 9/26/2006													For : MD
Receipt Date	Customer Account#	Customer Name	Batch #	Receipt #	Check #	Payt. Method Cash	Receipt Amount	Accounts Receivable	Applied to Difference	Postage Deposit	Pre Paymnt	Accounts Receivable	Postage Deposit
9/26/2006	111	A company	3599	50677	ach		5,000.00	0.00	0.00	0.00	20,000.00	5,000.00	0.00
<b>Grand Total</b>							5,000.00	0.00	0.00	0.00	20,000.00	5,000.00	0.00
Note : Suspense totals are current													

## AR Prepayment Adjustment

A utility is provided to reconcile any differences between the detail and summary information for prepayments. Your PrintStream Accounting Support contact can answer any questions related to the need or use of this utility.



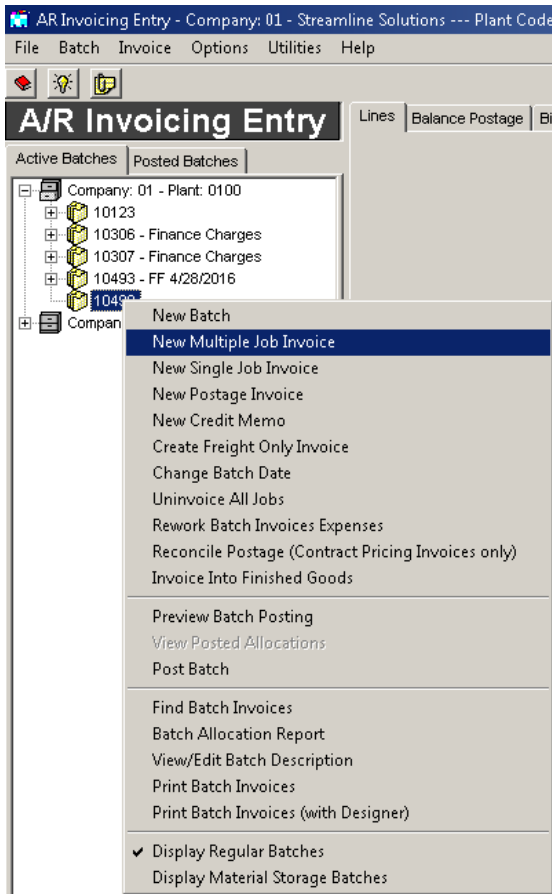
# Multi Job Invoicing

## Overview

The multi job AR invoicing feature allows users to create one AR invoice to a customer for multiple jobs. Multi job invoicing not only saves time for the user when creating the invoice, but it is extremely convenient for those companies who only bill their customers once per month for the jobs completed for that period.

## How to Create a Multiple Job AR Invoice

To create a multi job invoice, you can either create a new batch or use an existing batch to create the invoice. After the batch has been created, select the batch by clicking the batch number. Right-click the batch number and select the **New Multiple Job Invoice** option.



Enter the customer’s account number in the field provided or use the up/down arrow keys next to the field, or the up/down arrow keys on the keyboard, to select the customer. All of the customer’s open jobs will display in the grid.

The grid reads as follows:

**Job #:** Displays the open job number.

**Description:** Displays the description for the job.

**Estimate/Prebill:** Determines whether the invoice will be billed based on the processes originally selected on the estimate or by the entries made in the Sales Prebill program. If a prebill was created, Prebill will display; however, you can change it back to invoice from Estimate by clicking the gray button.

**Itemize:** Placing a checkmark in the box provided indicates the line items to the job will be individually listed with their individual prices. Removing the check mark will create an invoice without detail referencing only the description line for each job with the job's grand total.

**Open PO's:** If a job related purchase order exists that has not been AP invoiced, **Yes** will display. This will produce a "dummy invoice". (Please review the Dummy Invoice Procedure in the AR Screens and Procedures documentation before proceeding.)

**Unverified Statements:** If there are any unverified postage statements for the job selected, **Yes** will display. Statements must be verified before creating a multi job invoice.

**Needs Recalc:** If the value of an inventory item has changed since being issued to the job and the time the job is AR invoiced, a recalculation is required prior to posting the AR Invoice batch. This feature can be found by clicking the invoice after the invoice has been created and selecting Rework Expense Allocations.

**Has Partial Invoice:** If there are any partial invoices created for the job, Y will display. If no invoices have been created, N will display.

**Partial Inv#:** If a partial invoice is created for the job the user can drill down by clicking the down arrow to view the invoice numbers.

Create New Invoice

**New Invoice for Batch# 10499**

Customer Acct#: 0200 ABC Company Load Jobs

☒ Load all Jobs that belong to the selected Customer    ☐ Invoice From Shipping  
☐ Load all Jobs billed to the selected customer    ☐ Load Final Shipped Jobs only

Job#	Description	Customer #	Customer Name	Estimate/ Prebill	Itemize	Open PO's?	Unverified Statements	Needs Recalc	Has Partial Invoice	Partial Inv#	Final Shipped Date
7347	Copy of Copy of JM sched Test	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	No	N		
7984	ar inv imp test	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	No	N		
8000	Gang Work - Multi-Client	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	Yes	N		
8802	psgt stnt link	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	No	Y		
8823	test	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	Yes	No	No	Y		
9057	test	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	No	Y		
9213	PS 8849	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	Yes	N		
9853	test	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	No	N		
100220	test	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	No	N		
100279	gms psgt testing	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	No	N		6/9/2015
100280	gms psgt testing stamp	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	No	N		6/9/2015
100285	no psgt af	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	Yes	N		6/9/2015
100287	test	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	No	N		6/9/2015
100291	sini fix test	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	No	N		6/8/2015
100293	test	0200	ABC Company	Estimate	<input checked="" type="checkbox"/>	No	No	No	N		6/8/2015

Invoice Status: ☐ Partial Invoice    ☒ Final Invoice    ☐ Adjustment Invoice

Cancel View PO's    Finish

To select the jobs you want to invoice, place a check mark by clicking in the gray box provided at the beginning of each line item. Select either **Partial Invoice** or **Final Invoice**.

**Note** The invoice status can be changed after clicking **Finish**.

The first option Load all jobs that belong to the selected customer displays all open jobs created to the customer selected, and is invoiced to this same customer. The second option Load all jobs billed to the selected customer displays all open jobs entered to the customer selected. However, a different customer account has been assigned as the Bill To for these jobs. We will look at each option separately.

## First Option

Select Load all jobs that belong to the selected customer, and select the check box to the left of the job number for those jobs you want to invoice. Select either **Partial Invoice** or **Final Invoice**.

Using job 100279 as an example and using the Load all jobs that belong to the selected customer, we can see the quote header shows the customer is ABC Company.

The screenshot displays the 'General' screen of the EFI PrintStream software. The interface is a standard Windows-style application window with a title bar and a close button. The main area contains various input fields and buttons for configuring a quote. At the top, there's a 'Customer #' field with '0200' entered, a 'Sub Acct' button, and an 'FSC quote' checkbox. Below this, the 'Customer' field shows 'ABC Company', 'Contact' is 'Benny Franklin', and 'Address' is empty. To the right, there's an 'Additional Info' button, 'Phone' (801) 456-9999, 'FAX', and 'Contact Phone' fields. The 'Quote Date' is set to 5/15/2015, with a 'Master' checkbox. To the right of the quote date are date pickers for 'First Mail Date' (6/15/2015), 'Last Mail Date' (6/15/2015), 'Re-Contact Date' (5/29/2015), and 'Re-Order Date' (5/2/2016). Below these are fields for 'SalesRep' (Leah VanWynsberghe), 'CSR' (Linda Pollard), 'Estimator', 'Planner', and 'Source Code', each with a dropdown menu and a '...' button. A 'Qty' field shows '100,000'. The 'Job Type' is set to 'Brochures', and there's a 'Quote is Package Price Based' checkbox. The 'Job Title' and 'Description' fields both contain 'gms pstg testing'. At the bottom, the 'Price List' is set to 'Customer Price List: JM Fall 09'. There are two buttons at the bottom: 'Multi Inventory' and 'Quote Standard Specifications'.

The General screen also shows ABC Company as the Bill To customer:



**O.E. General**

☐ OK to Schedule Job

**General**

Start Date: 5/15/2015 Priority: New Job: Yes

First Mail Date: 6/15/2015 Part Number:

Last Mail Date: 6/15/2015 P/O Number:

Re-Order Date: Previous Job:

Important:

**Bill to**

Clear Alternative Addresses

Customer #: 0200 01: Streamline

Customer: ABC Company

Contact: Benny Franklin

Address: 10 Smith Ranch Road

Ste 124

SAN RAFAEL, CA

Zip: 94903

Save Contact As: Benny Franklin

Comments:

Customer Name As Defined For Selected Address

ABC Company

**Leftovers to**

Clear Alternative Addresses

Customer: ABC Company

Address: 10 Smith Ranch Road

Ste 124

SAN RAFAEL, CA

Zip: 94903

Contact: Benny Franklin

Comments:

O.E. Notes Cancel Save

## Creating a Multi Job Invoice - Line Item Entry

By opening the invoice to the job level (click the + symbol on the invoice line), the jobs invoiced displays. The invoice creation incorporates lines segregated by the job number. All additions, changes, deletions, etc. can be made by placing your cursor on the line item where the change is needed, and then single right-click the invoice line. Edits to the invoice line items can only be done at the invoice level, not at the job level.

Because the printed copy of the invoice does not reference the job number for the line items being billed, it is recommended to insert an extended line referencing the job number, or manually insert the job number on the description line. You may also want to insert a subtotal line after each job.

### INVOICE LEVEL JOB LEVEL

A/R Invoicing Entry		Lines	Balance	Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	\$ Deposits	Notes	Allocations	Preview	Job					
Active Batches	Posted Batches	Grp	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt	Total Amt	Activity Code
Company: 01 - Plant: 0100			9213	0.000		PS 8849	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
10123			100279	0.000		gms pstg testing	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
10306 - Finance Charges			100279	0.000		gms pstg testing	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
10307 - Finance Charges			100279	1.000		Digitize Signature	0.00	0.00	0.0000	@ Each	0.00	0.00 00		0	0.00	0.00	34006
10493 - FF 4/28/2016			100279	100000.000		Select Records	0.00	50.00	0.5000	M Per 1	0.50	50.00 00		0	0.00	50.00	34031
10499			100279	100000.000		Produce Counts Report	0.00	50.00	6.0000	M Per 1	6.00	600.00 00		0	0.00	600.00	34061
Inv# 24513 Partial			100293	0.000		pstg	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
Job# 9213			100293	0.000		pstg	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
Job# 100279			100450	0.000		Copy of mdd	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
Job# 100293			100450	0.000		mdd	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
Job# 100450			100450	1.000		Programming	0.00	0.00	75.0000	@ Each	75.00	75.00 00		0	0.00	75.00	34005
Company: 02 - Plant: 0200			100450	1.000		Digitize Signature	0.00	0.00	0.0000	@ Each	0.00	0.00 00		0	0.00	0.00	34006
			100450	1.000		Convert Disk/Via E-Mail OR BBS	0.00	0.00	50.0000	@ Each	50.00	50.00 00		0	0.00	50.00	34021
			100450	1.000		Convert Magnetic Tape	0.00	0.00	50.0000	@ Each	50.00	50.00 00		0	0.00	50.00	34022
			100450	15031.000		Merge/Purge	0.00	75.00	9.0000	M Per 1	9.00	135.28 00		0	0.00	135.28	34033
			100450	15031.000		Produce Counts Report	0.00	50.00	10.0000	M Per 1	10.00	150.31 00		0	0.00	150.31	34061

The screenshot shows the 'A/R Invoicing Entry' window. On the left, a tree view shows the hierarchy: Company 01 - Plant: 0100, then Job# 9213, and Job# 100279. The main table lists invoice lines. Line 100279 is selected, and a context menu is open with options like 'Produce C Report', 'Move Line Up', 'Move Line Down', 'Add Line', 'Add Multiple Lines', 'Insert Line', 'Insert Multiple Lines', 'Duplicate Line', 'Delete Line', 'Delete Selected Lines', 'Delete All Invoice Lines', 'Add Freight Line', 'Insert Freight Line', 'Add Job Shipments', 'Add Fulfillment Adjustment Line', 'View Tax Break Down', 'Allocate Taxes by Zip', and 'Edit Line Allocations'.

Line	Job#	Qty	Unit	Services	Setup	Min	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt	Total Amt	Activity Code
9213		0.000		PS 8849	0.00	0.00	0.0000	Extend	0	0		0	0.00	0	
100279		0.000		gms pstg testing	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
100279		0.000		gms pstg testing	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
100279		1.000		Digitize Signature	0.00	0.00	0.0000	@ 50.00	0.00	50.00		0	0.00	50.00	34006
100279		100000.000		Digitize Signature	0.00	0.00	0.0000	@ 50.00	50.00	50.00		0	0.00	50.00	34031
100279		100000.000		Produce C Report	6.00	600.00	0.00		6.00	600.00		0	0.00	600.00	34061
100293		0.000		pspg	0.00	0.00	0.00		0.00	0.00		0	0.00	0.00	
100293		0.000		pspg	0.00	0.00	0.00		0.00	0.00		0	0.00	0.00	
100450		0.000		Copy of m	0.00	0.00	0.00		0.00	0.00		0	0.00	0.00	
100450		0.000		ndst	0.00	0.00	0.00		0.00	0.00		0	0.00	0.00	
100450		1.000		Programmi	75.00	75.00	0.00		75.00	75.00		0	0.00	75.00	34005
100450		1.000		Digitize Sg	0.00	0.00	0.00		0.00	0.00		0	0.00	0.00	34006
100450		1.000		Convert Di	50.00	50.00	0.00		50.00	50.00		0	0.00	50.00	34021
100450		1.000		E-Mail Off	50.00	50.00	0.00		50.00	50.00		0	0.00	50.00	34022
100450		15031.000		Merge/Pu	9.00	135.28	0.00		9.00	135.28		0	0.00	135.28	34033
100450		15031.000		Produce C Report	10.00	150.31	0.00		10.00	150.31		0	0.00	150.31	34061

Creating a Multi Job Invoice – Balance Postage

Postage must be balanced individually by job. This will allow individual earmarking or suspense application. If using the Postage Box invoice format, the postage box will provide one box for all jobs referenced on the invoice and summarize all postage earmarked, all postage suspense used and all postage usage for all jobs on the invoice.

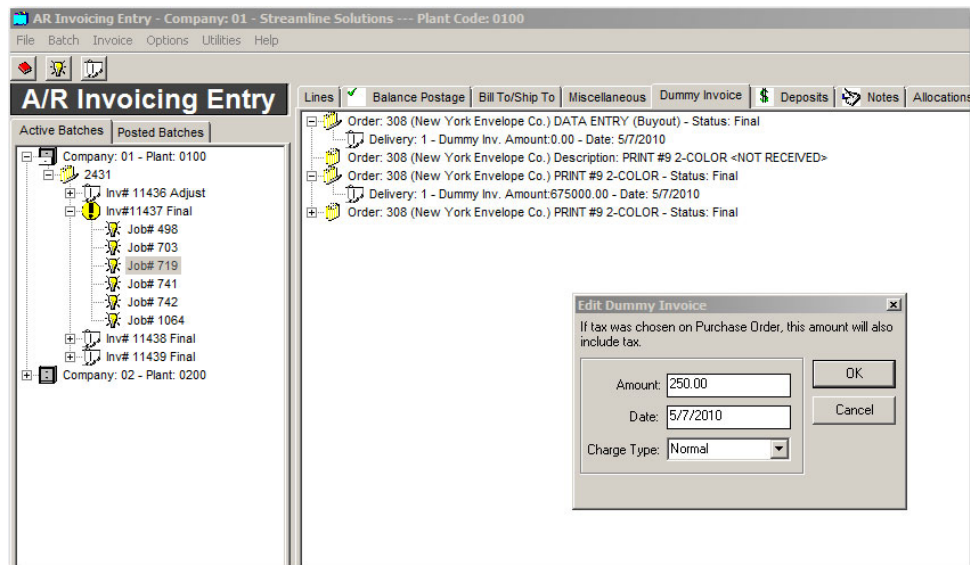
The screenshot shows the 'Balance Postage for Job#: 9213' dialog box. It contains several sections for inputting financial data:

- Deposits:** Total Deposits for Job: \$2,000.00; Prior Billed Deposits: \$0.00; Unbilled Deposits for Job: \$2,000.00.
- Customer Suspense:** Postage Suspense: \$81,996.10.
- Usage:** Total Usage for Job: \$432.32; Prior Billed Usage: \$0.00; Unbilled Usage for Job: \$432.32.
- Customer Postage Balance:** \$81,996.10.
- Bill or credit on this Invoice:** (\$2,000.00).

At the bottom, there are fields for 'Postage Received' and 'Postage Used', and a 'Description for Invoice Postage Lines' section.

## Creating A Multi Job Invoice – Dummy Invoicing

The rules of “dummy invoicing” for a single job related invoice remain the same for a multi job invoice, except it must be done at the job level.



**Note** For additional information on “dummy invoicing”, please refer to the AR Screens and Procedures documentation.

## Creating a Multi Job Invoice – Additional Information

**Bill To/Ship To tab:** This tab can be accessed either at the invoice level or at the job level. The bill to or ship to address information can be changed by selecting either option.

**Miscellaneous tab:** Changes to this tab must be made at the invoice level.

**Dummy Invoice:** Must be performed at the job level. Multiple cost accruals are allowed on a multi-job invoice.

**Deposits tab:** Either the invoice level or the job level can access this tab.

**Notes tab:** Notes on the customer’s account can be viewed at either the invoice level or at the job level.

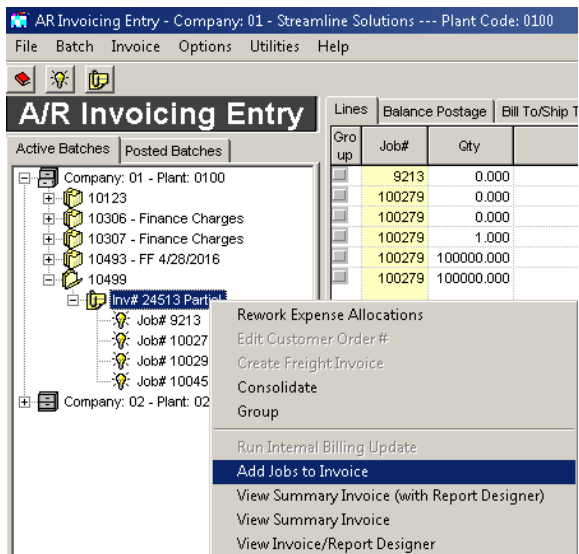
**Allocations tab:** Allocations for the entire invoice can be viewed at the invoice level, while individual job allocations can be viewed at the job level.

**Preview tab:** The invoice can be previewed from either the invoice level or at the job level.

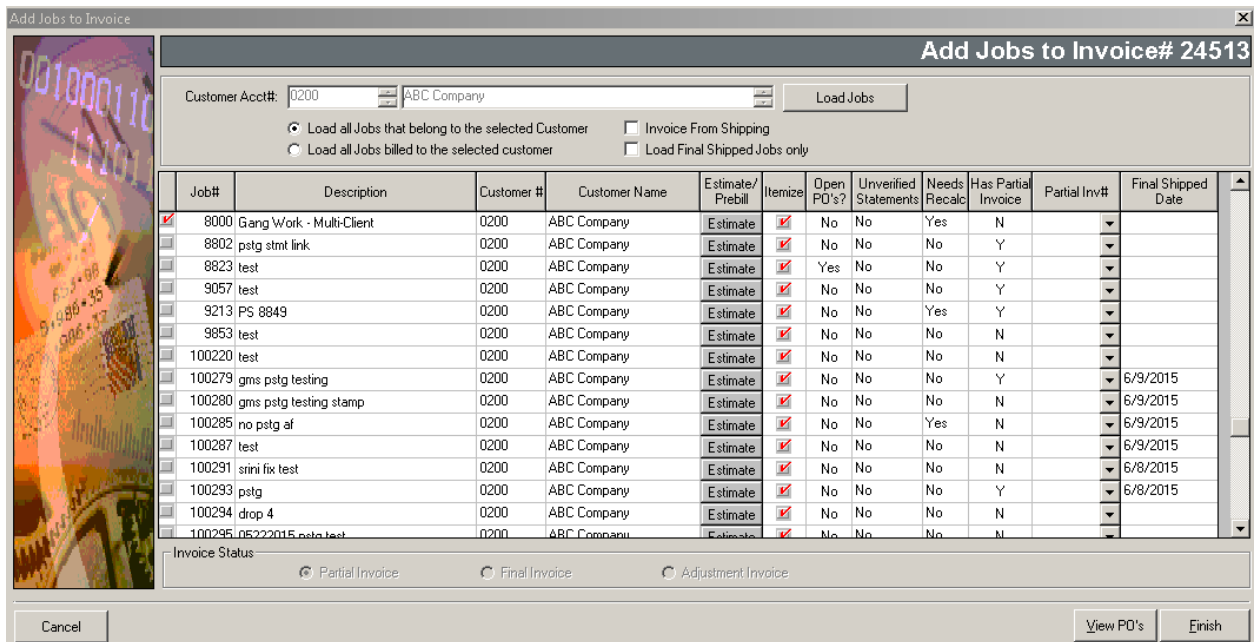
**Job tab:** This tab can be accessed either at the invoice level or at the job level, as a look-up tool for an existing job.

## Add Additional Jobs to Unposted Multi Job Invoice

To add additional jobs to an unposted multi job invoice, right-click the invoice and select **Add Jobs To Invoice**.

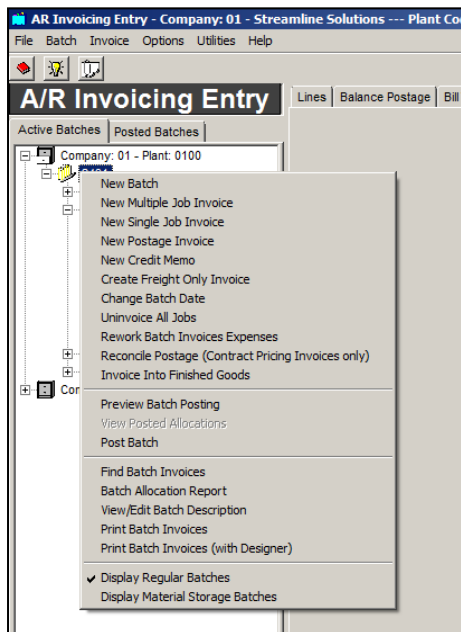


To select the jobs you want to add to the invoice, place a check mark by clicking in the gray box provided at the beginning of each line item. The Invoice Status will be created with the same invoice status the other jobs are marked as in the invoice. Select **Finish** when done.



## Posting a Multi Job AR Invoice Batch

To post an AR invoice batch containing multi job invoices, select the batch by clicking the batch number in the tree and then right-click it and select **Post Batch**.



**Note** If you create a final invoice and postage is required to be balanced, you will be prevented from posting the batch. A message will display providing the details of which job needs to be reconciled.

A preview to the batch posting will display showing the GL accounts to be affected based on the invoices contained in the batch. Select **Post**. A General Ledger Posting Report will display indicating the batch has been posted to the General Ledger.

## Second Billing Option

The second billing option Load all jobs billed to the selected customer displays jobs created to the customer selected, however the Bill To customer at the job level has been changed. In this example, you will enter the bill to customer account number. The grid will load jobs, that have not been final AR invoiced, created to this customer as well as jobs that have this customer assigned as the bill to. We will focus on jobs 1400 and 1401.

Create New Invoice

**New Invoice for Batch# 2431**

Customer Acct#: 0200 ABC Company Load Jobs

☐ Load all Jobs that belong to the selected Customer  
☒ Load all Jobs billed to the selected customer

Job#	Description	Customer #	Customer Name	Estimate/ Prebill	Itemize	Open PO's?	Unverified Statements	Needs Recalc	Has Partial Invoice	Partial Inv#
0 test		0200	ABC Company	Prebill		No	No	No	Y	
0 test		0200	ABC Company	Prebill		No	No	No	Y	
1400 May Mailing		12345678	Pollard Consulting	Estimate		No	No	No	N	
1401 Postcard mailing		12345678	Pollard Consulting	Estimate		No	No	No	N	
1403 1382		0200	ABC Company	Estimate		No	No	No	N	
1404 test		0200	ABC Company	Estimate		No	No	No	N	
1405 1382		0200	ABC Company	Estimate		No	No	No	N	
1406 1382		0200	ABC Company	Estimate		No	No	No	Y	

Invoice Status: ☐ Partial Invoice ☒ Final Invoice ☐ Adjustment Invoice

Cancel View PO's Finish

Jobs1400 and 1401 show Pollard Consulting in the quote header:

Mail Estimating

Quote Header

Estimating

Components

Assembly

Package

Finishing

Drops

Special Instructions

Review Pricing

Order Entry

Customer # 12345678

Sub Acct

FSC quote

Link To Contract

Additional Info

Customer: Pollard Consulting

Contact: Linda Pollard

Address: 10 main St  
MISSION VIEJO CA 92692

Phone: 949-305-5074

FAX: 949-305-5076

Contact Phone: 949-305-5074

Quote Date: 5/7/2010

Master

First Mail Date: 5/10/2010

Last Mail Date: 5/10/2010

Re-Contact Date: 5/21/2010

Re-Order Date: 5/7/2010

Qty: 10,000

SalesRep: House Account

CSR: Linda Pollard

Estimator:

Planner:

Job Type: Brochures

Job Title: May Mailing

Description:

Price List: Default Corporate Price List

Multi Inventory

Quote Standard Specifications

1654 99 1400 Pollard Consulting 01/0100 - May

Mail Estimating

Quote Header

Estimating

Review Pricing

Order Entry

Customer # 12345678

Sub Acct

FSC quote

Link To Contract

Additional Info

Customer: Pollard Consulting

Contact: Linda Pollard

Address: 10 main St  
MISSION VIEJO CA 92692

Phone: 949-305-5074

FAX: 949-305-5076

Contact Phone: 949-305-5074

Quote Date: 5/7/2010

Master

First Mail Date: 5/10/2010

Last Mail Date: 5/10/2010

Re-Contact Date: 5/21/2010

Re-Order Date: 5/7/2010

Qty: 25,000

SalesRep: House Account

CSR: Linda Pollard

Estimator:

Planner:

Job Type: Postcard

Job Title: Postcard mailing

Description:

Price List: Default Corporate Price List

Multi Inventory

Quote Standard Specifications

1655 99 1401 Pollard Consulting 01/0100 - May

However, the Bill To shows ABC Company:

Mail Estimating

Quote Header

Estimating

Components

Assembly

Package

Finishing

Drops

Special Instructions

Review Pricing

Order Entry

General

Inventory Details

Shipping

Work Order

Work Ticket

Combined WWOV

Inventory Matrix

Prepared for Address

Change Orders

Scheduling

O.E. General

OK to Schedule Job

General

Start Date: 5/7/2010

First Mail Date: 5/10/2010

Last Mail Date: 5/10/2010

Re-Order Date:

Priority:

Part Number:

P/D Number:

Previous Job:

New Job: Yes

Important:

Bill to

Clear

Alternative Addresses

Customer: 0200 01: Streamline C

Customer: ABC Company

Contact: Tom Palender

Address: 101 Smith Ranch Rd.  
THORTON, WY  
Zip: 82730

Save Contact As: Tom Palender

Comments:

Leftovers to

Clear

Alternative Addresses

Customer: Pollard Consulting

Address: 10 main St  
MISSION VIEJO, CA  
Zip: 92692

Contact: Linda Pollard

Comments:

O.E. Notes

Cancel

Save

O.E. General

OK to Schedule Job

General

Start Date: 5/7/2010

First Mail Date: 5/10/2010

Last Mail Date: 5/10/2010

Re-Order Date:

Priority:

Part Number:

P/D Number:

Previous Job:

New Job: Yes

Important:

Bill to

Clear

Alternative Addresses

Customer: 0200 01: Streamline C

Customer: ABC Company

Contact: Tom Palender

Address: 101 Smith Ranch Rd.  
THORTON, WY  
Zip: 82730

Save Contact As: Tom Palender

Comments:

Leftovers to

Clear

Alternative Addresses

Customer: Pollard Consulting

Address: 10 main St  
MISSION VIEJO, CA  
Zip: 92692

Contact: Linda Pollard

Comments:

O.E. Notes

Cancel

Save

After selecting the jobs to invoice, select either Partial or Final, and select Finish when done.

Create New Invoice

New Invoice for Batch# 2431

Customer Acct#: 0200 ABC Company

Load Jobs

☐ Load all Jobs that belong to the selected Customer

☒ Load all Jobs billed to the selected customer

Job#	Description	Customer #	Customer Name	Estimate/Prebill	Itemize	Open PO's?	Unverified Statements	Needs Recall	Has Partial Invoice	Partial Invt
0 test		0200	ABC Company	Prebill		No	No	No	Y	
0 test		0200	ABC Company	Prebill		No	No	No	Y	
1400	May Mailing	12345678	Pollard Consulting	Estimate		No	No	No	N	
1401	Postcard mailing	12345678	Pollard Consulting	Estimate		No	No	No	N	
1403	1382	0200	ABC Company	Estimate		No	No	No	N	
1404	test	0200	ABC Company	Estimate		No	No	No	N	
1405	1382	0200	ABC Company	Estimate		No	No	No	N	
1406	1382	0200	ABC Company	Estimate		No	No	No	Y	

Invoice Status

☐ Partial Invoice

☒ Final Invoice

☐ Adjustment Invoice

Cancel

View PO's

Finish

The invoice is created for the jobs created. Continue to complete the invoice as explained previously in this document.

**A/R Invoicing Entry** - Company: 01 - Streamline Solutions --- Plant Code: 0100

File Batch Invoice Options Utilities Help

Lines Balance Postage Bill To/Ship To Miscellaneous Dummy Invoice Deposits Notes Allocations Preview Job

Group	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code
1400	0.000			May Mailing	0.00	0.00	0.0000	Extended Line	0.00	0.00	
1400	1.000			Convert Magnetic Tape	0.00	0.00	50.0000	@ Each	50.00	50.00 00	
1400	10000.000			Merge/Purge	0.00	75.00	12.0000	M Per 1000	12.00	120.00 00	
1400	10000.000			Produce Counts Report	0.00	50.00	12.0000	M Per 1000	12.00	120.00 00	
1401	0.000			Postcard mailing	0.00	0.00	0.0000	Extended Line	0.00	0.00	
1401	1.000			Convert Magnetic Tape	0.00	0.00	50.0000	@ Each	50.00	50.00 00	
1401	25000.000			Key Code Records	0.00	0.00	1.0000	M Per 1000	1.00	25.00 00	
1401	25000.000			Merge/Purge	0.00	75.00	9.0000	M Per 1000	9.00	225.00 00	
1401	25000.000			Sort Records	0.00	0.00	2.0000	M Per 1000	2.00	50.00 00	

Batch#: 2431 - Date: 5/7/2010 (7 Invoice(s), \$2,117,874.17) Invoice#: 11445 5/7/2010 \$640.00 Balance: \$640.00 Job#: 0 Account#: 0200

## Invoice From Shipping

Invoice From Shipping is customized programming that allows an invoice generated based upon actual quantities shipped.

**Create New Invoice**

Customer Acct#: 100 The Perfect Storm

☒ Load all Jobs that belong to the selected Customer ☒ Invoice From Shipping

☐ Load all Jobs billed to the selected customer ☐ Load Final Shipped Jobs only

Load Jobs

## Load Final Shipped Jobs Only

Load Final Shipped Jobs Only will only list jobs that have been final shipped via the Shipping program.

Create New Invoice

New Invoice for Batch# 10499

Customer Acct#: 100The Perfect StormLoad Jobs

☒ Load all Jobs that belong to the selected Customer

☐ Invoice From Shipping

☐ Load all Jobs billed to the selected customer

☒ Load Final Shipped Jobs only

Job#	Description	Customer #	Customer Name	Estimate/ Prebill	Itemize	Open PO's?	Unverified Statements	Needs Recalc	Has Partial Invoice	Partial Inv#	Final Shipped Date
117	Destroy Job	100	The Perfect Storm	Estimate	<input checked="" type="checkbox"/>	No	No	Yes	Y		3/11/2002
5662	Ship	100	The Perfect Storm	Estimate	<input checked="" type="checkbox"/>	No	No	No	N		11/24/2009
258367	hbhhj	100	The Perfect Storm	Prebill	<input type="checkbox"/>	No	No	No	N		9/25/2002

Invoice Status

☐ Partial Invoice

☒ Final Invoice

☐ Adjustment Invoice

Cancel

View PO's

Finish