



## User Guide

Contract Pricing Add-on Module  
V21.1.0200

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EFI PrintStream | V21.1.0200 Contract Pricing Add-on Module User Guide

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# Introduction

## Overview

Contract Pricing is an estimating, order entry, and invoicing tool designed for mail projects with recurring orders. It is available as an add-on module to the PrintStream mail system. After the initial setup of a customer contract and master job templates, jobs are created quickly by entering quantities in a “statement jobs” program or by using XML Job Creator to create the jobs.

An optional ICC Prebill module shows both actual and estimated activities and times for selection by the billing clerk. Invoice lines and prices link directly to an approved contract. Jobs can be pre-billed daily then consolidated for billing at month end.

A contract can be linked to multiple job templates for consolidated billing. Quantities from multiple jobs can be aggregated for quantity price breaks. Multiple activities on a job can be bundled and linked to one billing line item. The Contract Pricing module also allows recurring monthly charges and minimum job charges. Contract setup includes definition of an ICC code that defines invoice format and billing address. The contract also optionally controls the linkages of “postage sub accounts” that are defined in the Customer Masterfile. These allow the tracking and reporting of postage usage by sub-accounts that are defined by the customer.

The advantages of Contract Pricing include:

- rapid job creation for recurring “contractual” orders
- greater billing accuracy, security, and quality with pre-contracted pricing
- more billing flexibility and speed with multiple invoicing options and customer friendly language
- full compatibility with PrintStream shop floor, inventory, and other production and finance modules

## Contact Information

### EFI Support

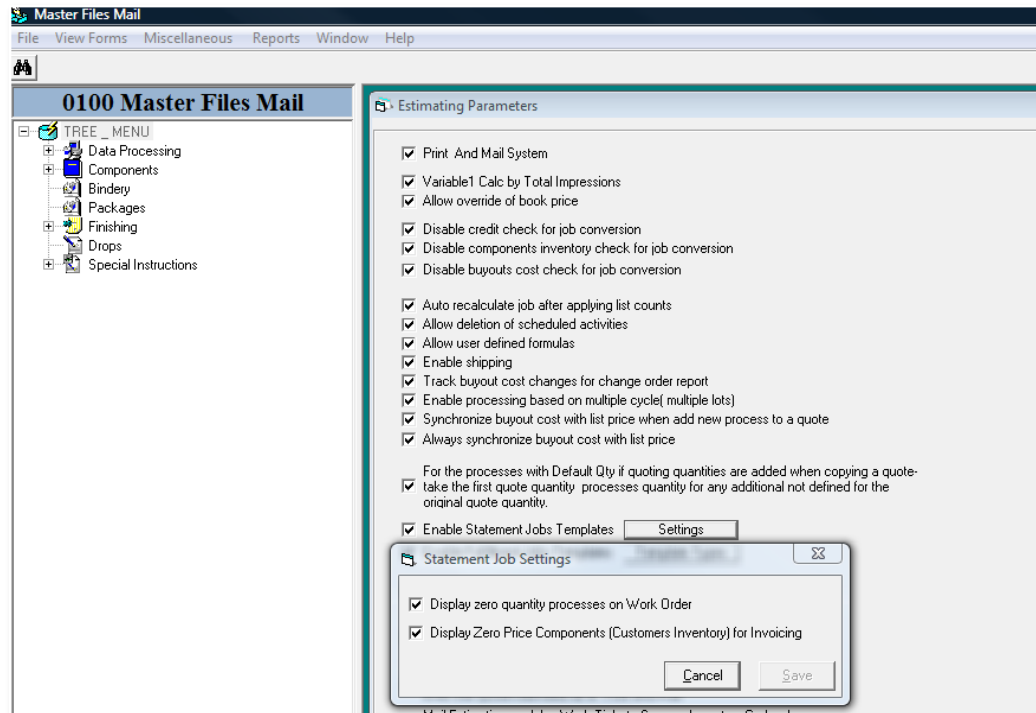
<b>US Phone:</b>	855.334.4457 (first select option 3, then press option 8, then press option 1)
<b>US Fax:</b>	415.233.4157
<b>US E-mail:</b>	<a href="mailto:printstream-support@efi.com">printstream-support@efi.com</a>
Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside 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.	
<b>Note</b>	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

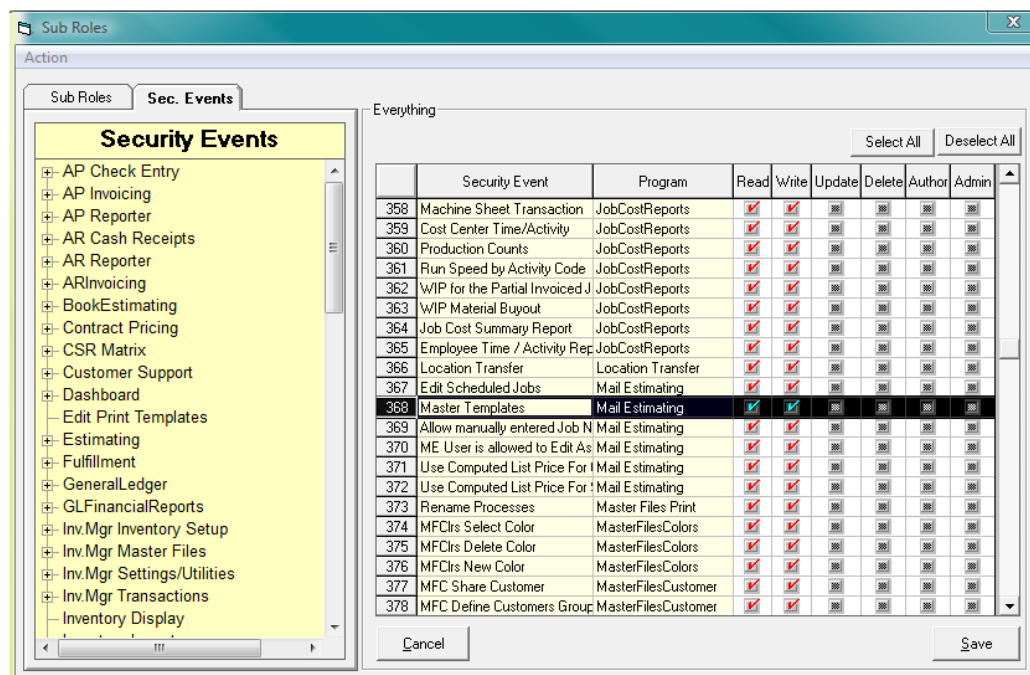
<b>US Phone:</b>	651.365.5321
<b>US Fax:</b>	651.365.5334
<b>E-Mail:</b>	<a href="mailto:ProfessionalServicesOperations@efi.com">ProfessionalServicesOperations@efi.com</a>

## System Setup

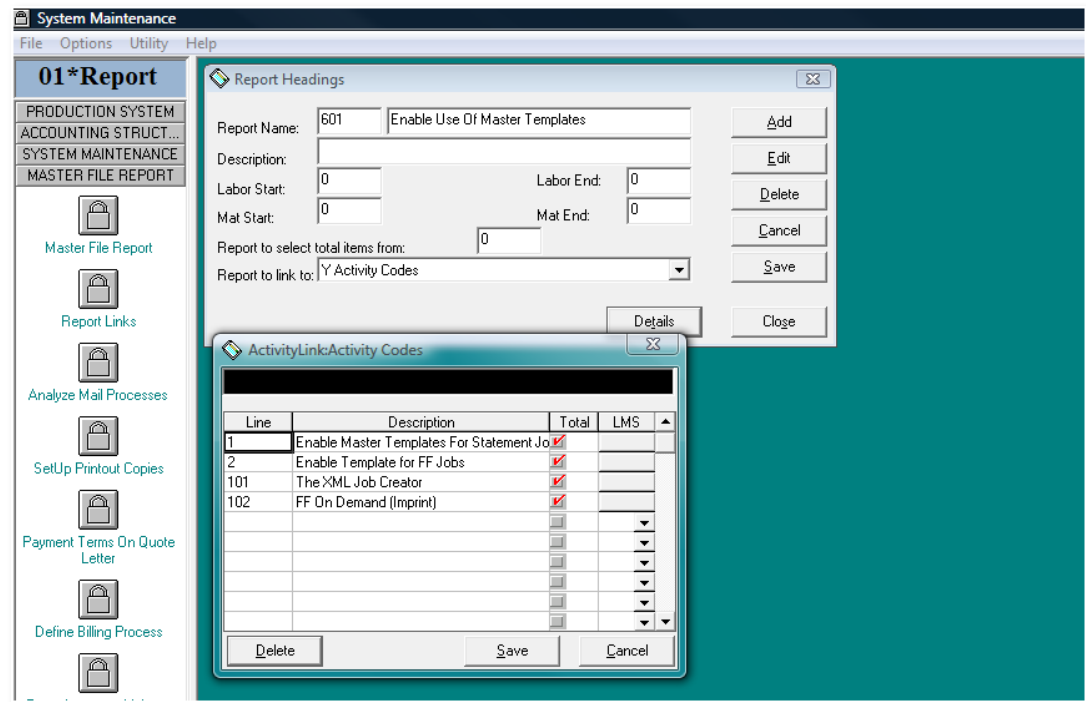
1. Select the **Enable Statement Jobs Templates** check box.
2. Click **Settings** and select both Display check boxes in the MF Mail Process.



3. Allow access to master templates and Contract Pricing by selecting the **Master templates** and **CP Full Access** sub roles.



- 4. Set up Report #601 in master files reports/master file report. This must be done for the system to recognize the master template.



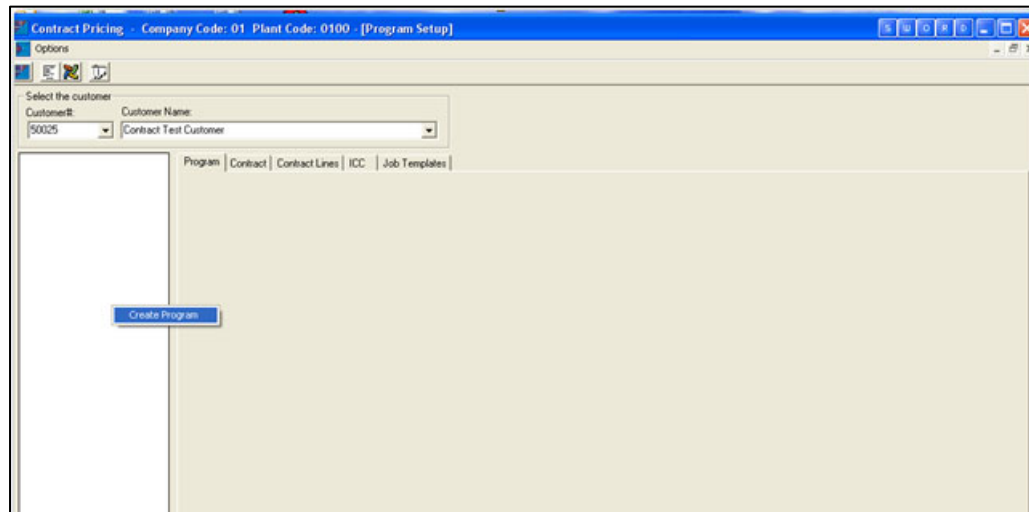
- 5. In **System Defaults**, you can choose whether to suppress the modifiers that are not assigned to the job by selecting or clearing the **AR / Prebill Suppress Modifiers for ICC (Contract Pricing Invoicing)** check box.



## Use Contract Pricing

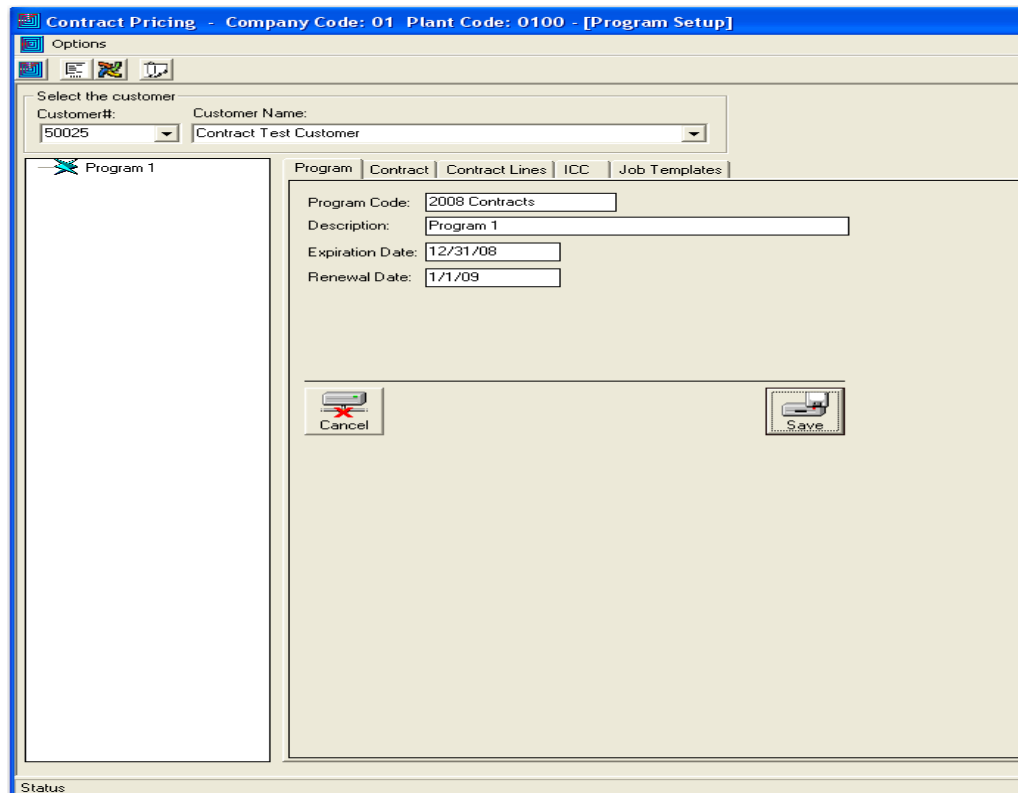
Use Contract Pricing to define and setup programs, contracts, and system links.

1. Select a **Customer** and right-click in the white area to the left to create a customer program. The customers that are available are company specific in a multi-company system. Each program can contain multiple contracts.

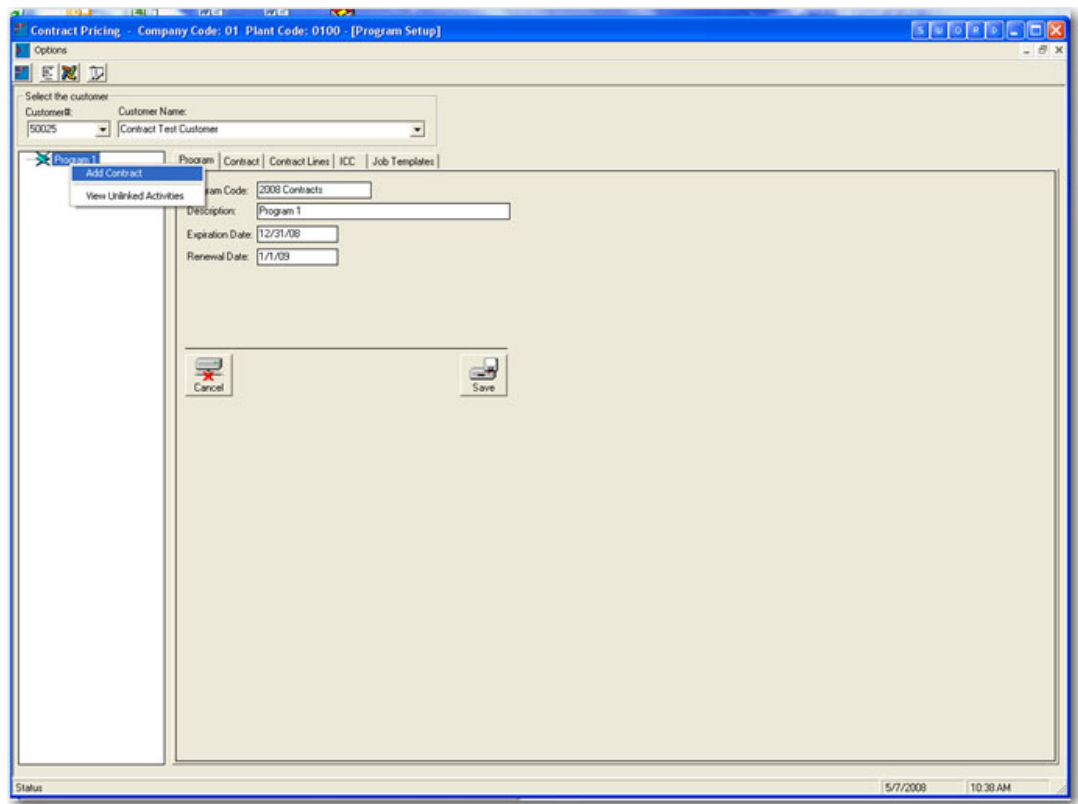


2. Enter a **Program Code**, **Description**, **Expiration Date**, and **Renewal Date**.
3. Click **Save**.

The description assigned to the Program loads in the tree.



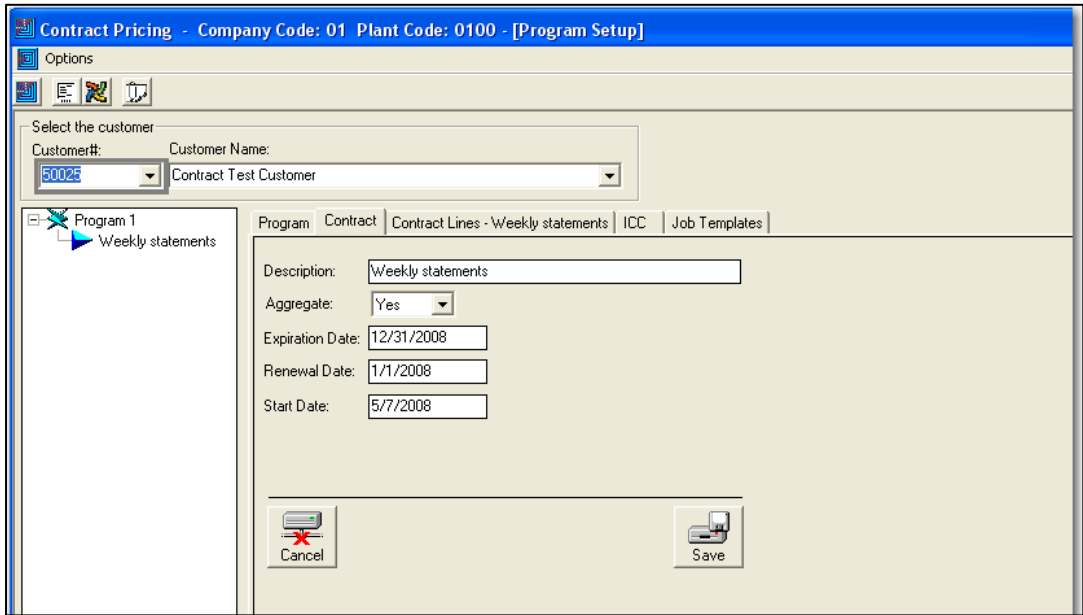
4. Right-click **Program** (in the tree on the left) and select **Add Contract**.



5. Enter the contract **Description** and **Dates**.
6. Select **Yes** from the **Aggregate** box to consolidate pricing in the final invoice.

All jobs from the same contract will be consolidated for pricing, once selected to invoice, when **Yes** is selected.

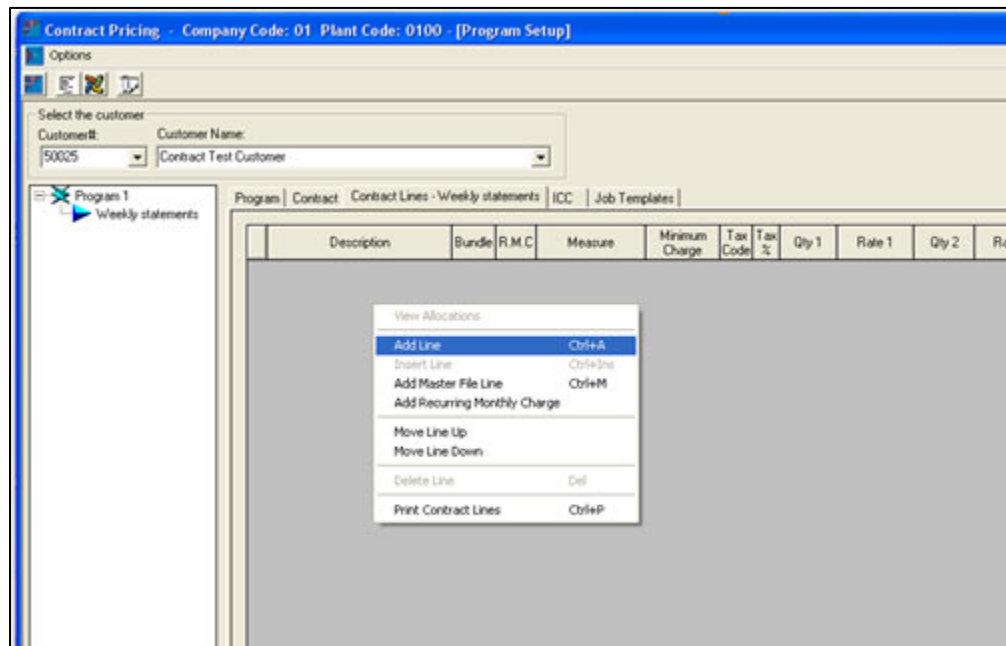
**Note** Quantity break pricing would therefore be applied to aggregated quantity regardless of ICC.



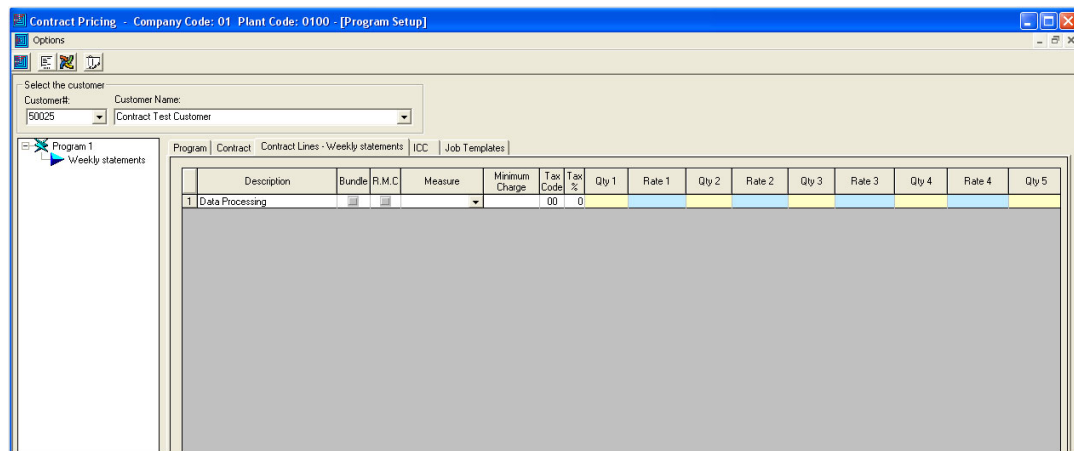


## Define Contract Lines and Allocations to Activities

1. Select the **Contract Lines** tab, right-click within the grey canvas area, and select **Add Line**.



2. Enter the line item description that will display on the invoice.





Activities with modifiers will all be dragged to the **Processes** area if selected. Although all are linked to the contract, only modifiers selected on the job will be seen in the ICC Prebill/Invoicing if your system setting is set to suppress modifiers from the System Defaults.

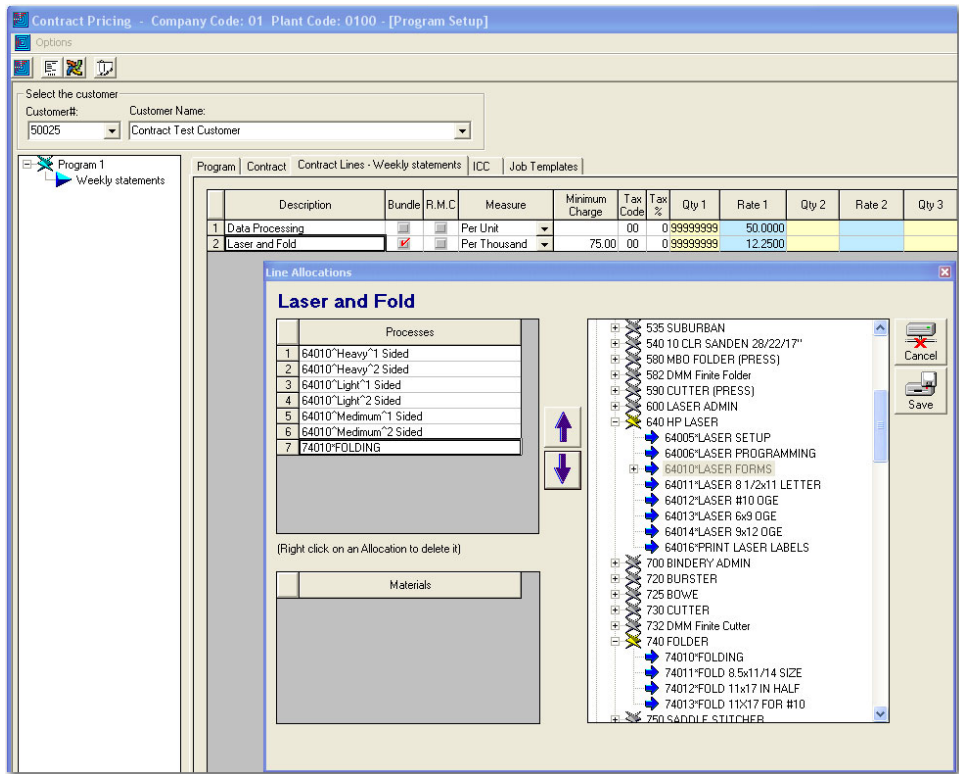
Once allocated to a contract line, a process cannot be allocated to another contract line. Material activities are dragged from the right to the Materials area. Click Save in the Line Allocations screen and in the Contract Pricing setup screen.

**Note** Activities with modifiers must have modifier pricing setup for the contract line to populate in ICC Prebill and AR Invoicing.

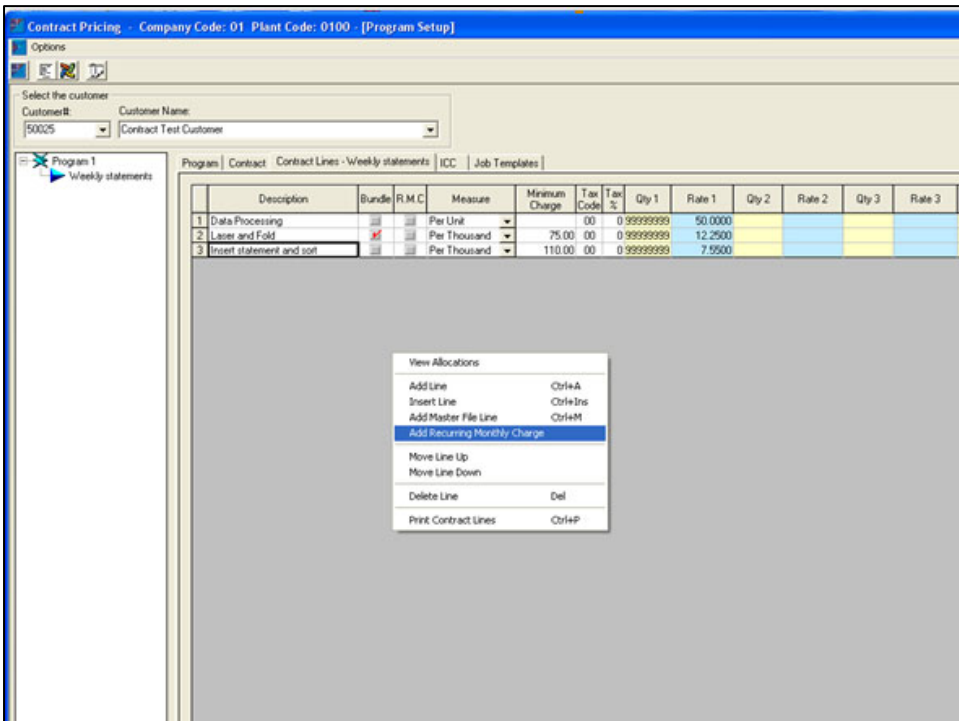
8. To remove an activity that was accidentally selected and dragged, right-click the activity.

The screenshot displays the 'Contract Pricing' software interface. At the top, the title bar reads 'Contract Pricing - Company Code: 01 Plant Code: 0100 - [Program Setup]'. Below this, there's a section for 'Select the customer' with 'Customer#:' set to '50025' and 'Customer Name:' set to 'Contract Test Customer'. The main window has tabs for 'Program', 'Contract', 'Contract Lines - Weekly statements', 'ICC', and 'Job Templates'. The 'Contract Lines' tab is active, showing a table with columns: Description, Bundle, R.M.C., Measure, Minimum Charge, Tax Code, Tax %, Qty 1, Rate 1, Qty 2, Rate 2, and Qty 3. Two lines are listed: '1 Data Processing' and '2 Laser and Fold'. The 'Laser and Fold' line is selected, and a 'Line Allocations' window is open over it. This window has a title bar 'Line Allocations' and a subtitle 'Laser and Fold'. It contains two main areas: 'Processes' on the left and 'Materials' on the right. The 'Processes' area has a list of activities: 1 74010\*FOLDING, 2 64010\*Heavy\*1 Sided, 3 64010\*Heavy\*2 Sided, 4 64010\*Light\*1 Sided, 5 64010\*Light\*2 Sided, 6 64010\*Medium\*1 Sided, and 7 64010\*Medium\*2 Sided. The 'Materials' area is currently empty. A list of activities is shown on the right side of the 'Line Allocations' window, including 535 SUBURBAN, 540 10 CLR SANDEN 28/22/17", 580 MBO FOLDER (PRESS), 582 DMM Finite Folder, 590 CUTTER (PRESS), 600 LASER ADMIN, 640 HP LASER, 64005\*LASER SETUP, 64006\*LASER PROGRAMMING, 64010\*LASER FORMS, 64011\*LASER 8 1/2x11 LETTER, 64012\*LASER #10 OGE, 64013\*LASER 6x9 OGE, 64014\*LASER 9x12 OGE, 64016\*PRINT LASER LABELS, 700 BINDERY ADMIN, 720 BURSTER, 725 BOWE, 730 CUTTER, 732 DMM Finite Cutter, 740 FOLDER, 74010\*FOLDING, 74011\*FOLD 8.5x11/14 SIZE, 74012\*FOLD 11x17 IN HALF, 74013\*FOLD 11x17 FOR #10, and 750 SADDLE STITCHER. A right-click context menu is visible over the '74010\*FOLDING' activity in the 'Processes' list, showing options like 'Delete', 'Copy', and 'Paste'. A 'Save' button is located at the bottom right of the 'Line Allocations' window.

If activities were selected and dragged out of order, use the up and down arrows in the center to move to the correct order.



9. Right-click in the grey canvas area to select **Add Recurring Monthly Charge**.



If **Add Recurring Monthly Charge** is selected, the **R.M.C** check box is selected by default.

10. Enter pricing on the **Minimum Charge** line. The RMC line appears on the last job of a multi-job invoice. Monthly charges require allocation to an activity but display on the invoice regardless of whether the allocated activity appears on the job. RMC's can only be allocated to one process.

[illegible]

## Create Master File Lines

In addition to adding Contract Lines, you can define and add **Master File Lines**. These are designed for common contract lines that appear in multiple contracts.

1. Choose the second icon from the left in the **Contract Pricing** menu.

	Description	Bundle	R.M.C	Measure	Minimum Charge	Tax Code	Tax %	Qty 1	Rate 1	Qty 2
1	Data Processing			Per Unit		00	0.99999999	50.0000		
2	Laser and Fold			Per Thousand	75.00	00	0.99999999	12.2500		
3	Insert statement and sort			Per Thousand	110.00	00	0.99999999	7.5500		
4	Administration Fee			Per Unit	35.00					

2. Right-click within the grey canvas area and select **Add Line** to define a Master File line.

	Description	Bundle	View Allocations
1	Statement Job		

3. Enter a **Description**.

4. Click **View Allocations**, select activities, and click **Save**.

	Description	Bundle	
1	Statement Job		View Allocations...
2	Delivery		View Allocations...

Save  
Add Lines  
Cancel

5. To add a Master File line to the contract, right-click within the grey canvas area and select **Add Master File Line**.

Contract Pricing - Company Code: 01 Plant Code: 0100 - [Program Setup]

Select the customer  
Customer#: 50025 Customer Name: Contract Test Customer

Program | Contract | Contract Lines - Weekly statements | ICC | Job Templates

Description	Bundle	R.M.C.	Measure	Minimum Charge	Tax Code	Tax %	Qty 1	Rate 1	Qty 2	Rate 2	Qty 3	Rate 3	Qty
1 Data Processing			Per Unit		00	0.99999999	50.0000						
2 Laser and Fold			Per Thousand	75.00	00	0.99999999	12.2500						
3 Insert statement and sort			Per Thousand	110.00	00	0.99999999	7.5500						
4 Administration Fee			Per Unit	35.00									

View Allocations  
Add Line Ctrl+A  
Insert Line Ctrl+Ins  
**Add Master File Line Ctrl+M**  
Add Recurring Monthly Charge  
Move Line Up  
Move Line Down  
Delete Line Del  
Print Contract Lines Ctrl+P

6. Select the check box to left of the desired activity and click the **Add Lines** button. Save the line in the Contract Pricing Setup screen.

Contract Pricing - Company Code: 01 Plant Code: 0100 - [Program Setup]

Options

Select the customer  
Customer#: 50025 Customer Name: Contract Test Customer

Program 1  
Weekly statements

Program Contract Contract Lines - Weekly statements ICC Job Templates

	Description	Bundle	R.M.C	Measure	Minimum Charge	Tax Code	Tax %	Qty 1	Rate 1	Qty 2	Rate 2	Qty 3	Rate 3	Qty 4	Rate 4
1	Data Processing			Per Unit		00	0.99999999		50.0000						
2	Laser and Fold			Per Thousand	75.00	00	0.99999999		12.2500						
3	Insert statement and sort			Per Thousand	110.00	00	0.99999999		7.5500						
4	Administration Fee			Per Unit	35.00	00	0.99999999								

Project Lines Master File

	Description	Bundle
1	Statement Job	
2	Delivery	

Save Add Lines Cancel

7. Add pricing and select other options for the new Master File line.

**Note** the Master File lines display with a pink background, while regular Contract lines display against white. Contract lines with no allocations are displayed on a yellow line.

8. Activities allocated to Contract Lines must be included on the master template and job in order to display on Prebill and Invoice. Any changes to Master File Lines will affect all contracts.

Contract Pricing - Company Code: 01 Plant Code: 0100 - [Program Setup]

Options

Select the customer  
Customer#: 50025 Customer Name: Contract Test Customer

Program 1  
Weekly statements

Program Contract Contract Lines - Weekly statements ICC Job Templates

	Description	Bundle	R.M.C	Measure	Minimum Charge	Tax Code	Tax %	Qty 1	Rate 1	Qty 2	Rate 2	Qty 3	Rate 3	Qty 4	Rate 4
1	Data Processing			Per Unit		00	0.99999999		50.0000						
2	Laser and Fold			Per Thousand	75.00	00	0.99999999		12.2500						
3	Insert statement and sort			Per Thousand	110.00	00	0.99999999		7.5500						
4	Administration Fee			Per Unit	35.00	00	0.99999999								
5	Delivery			Per Unit		00	0.99999999		45.0000						



9. Other options can be found by right-clicking within the grey canvas area and selecting **Move Line Up** or **Move Line Down**, **Delete Line**, or **Print Contract Lines**.

Contract Pricing - Company Code: 01 Plant Code: 0100 - [Program Setup]

Options

Select the customer  
 Customer#: 50025 Customer Name: Contract Test Customer

Program 1  
 Weekly statements

Program | Contract | Contract Lines - Weekly statements | ICC | Job Templates

	Description	Bundle	R.M.C	Measure	Minimum Charge	Tax Code	Tax %	Qty 1	Rate 1	Qty 2	Rate 2	Qty 3	Rate 3
1	Data Processing					00	0.99999999		50.0000				
2	Laser and Fold				75.00	00	0.99999999		12.5000				
3	Insert statement and sort				110.00	00	0.99999999		7.5500				
4	Administration Fee			Per Unit	35.00	00	0						
5	Delivery					00	0.99999999		45.0000				

View Allocations

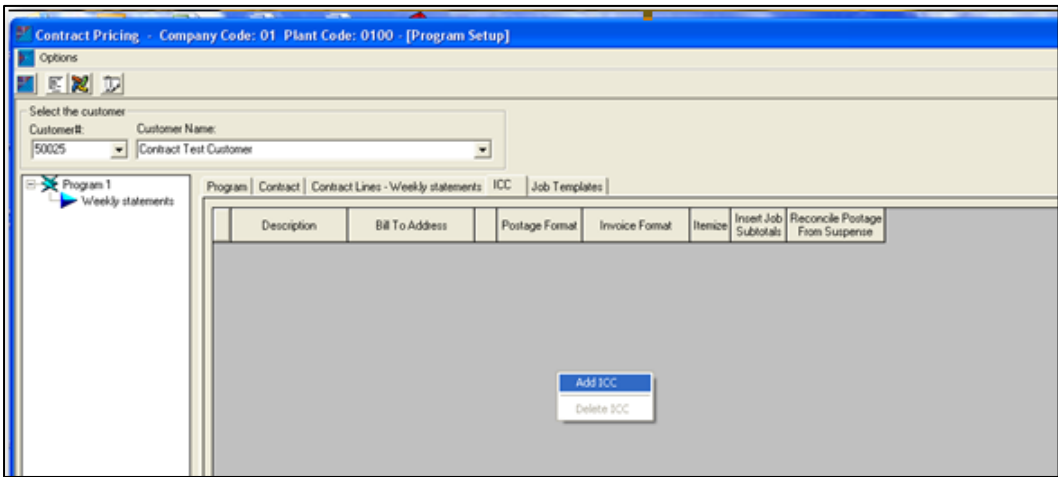
Add Line Ctrl+A  
 Insert Line Ctrl+Ins  
 Add Master File Line Ctrl+M  
 Add Recurring Monthly Charge

Move Line Up  
 Move Line Down

Delete Line Del  
 Print Contract Lines Ctrl+P

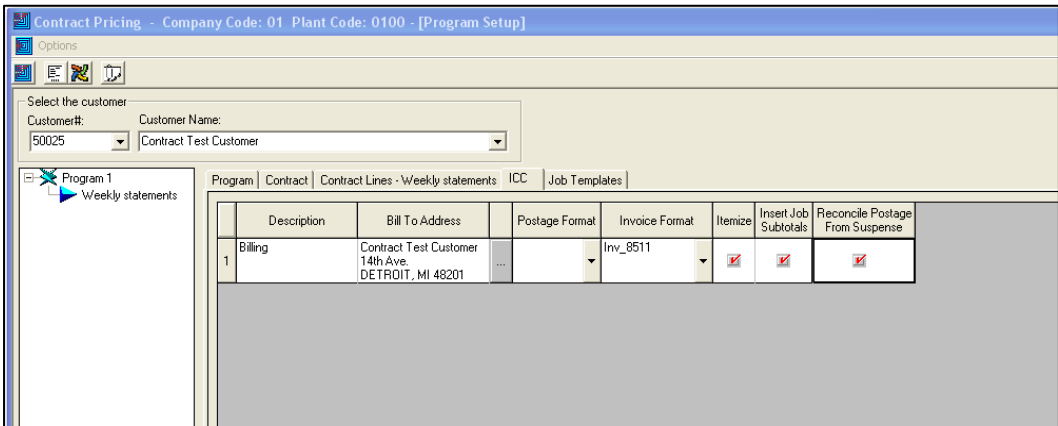
## Define ICC

- 1. Select the **ICC** tab, right-click within the grey canvas area, and select **Add ICC**.



The ICC code refers to “Invoice Consolidation Code” and allows definition of billing address, invoice format by contract, itemization, subtotals, and auto postage reconciliation.

- 2. Enter a **Description** for the ICC and choose a **Bill To Address** and **Invoice Format** for the contract.  
Billing addresses are set up and maintained in MF Customer.
- 3. Select the **Itemize** check box for itemized billing detail. If this check box is cleared, only the job number appears on the invoice.
- 4. Select **Insert Job Subtotals** to allow subtotals by activity within a summary invoice.
- 5. Select **Reconcile Postage from Suspense** to auto-reconcile postage usage if there is enough suspense to cover the usage. If there is not enough postage suspense, no action is taken, and the postage is manually reconciled once the AR Invoice is created.

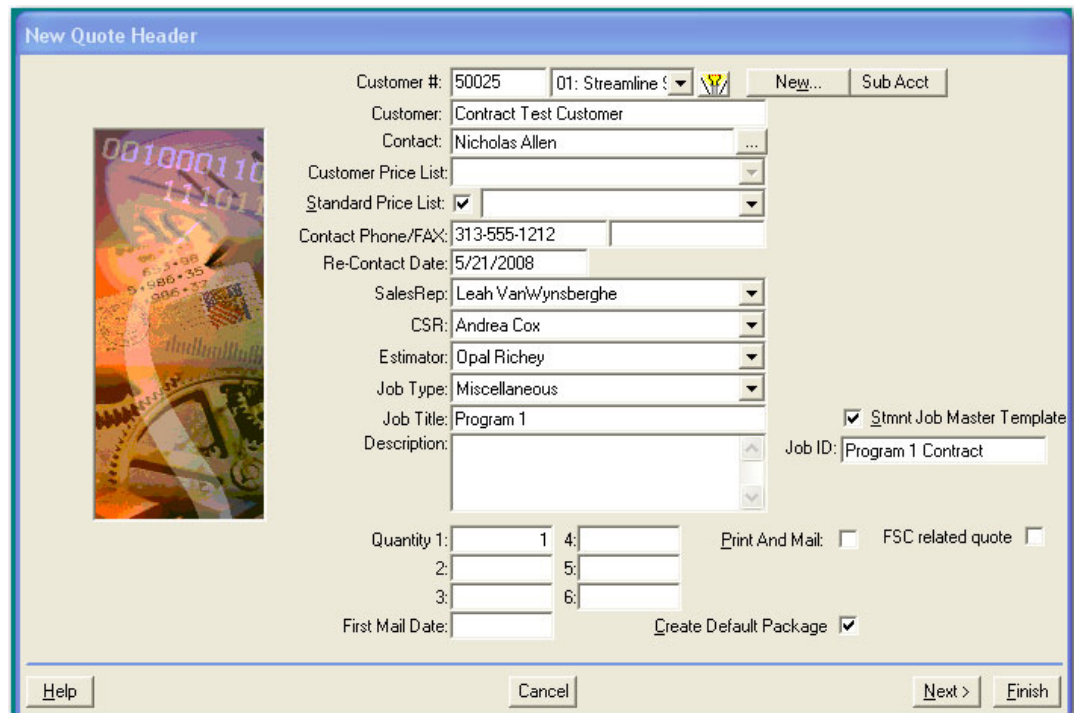


## Create Master Templates

Before proceeding to the final tab called **Job Templates**, you must first create master templates using the Mail Estimating program.

### To create Master Templates

1. Create a new estimate for the customer in Mail Estimating.
2. Clear the **Print and Mail** check box if you have the Print and Mail System.
3. Select the **Stmnt Job Master Template** check box and enter a unique **Job ID**. This Job ID should be generic as it will apply to all jobs copied from the master template.
4. Finish creating the estimate as usual using a **Quantity** of one.



**New Quote Header**

Customer #: 50025 01: Streamline New... Sub Acct

Customer: Contract Test Customer

Contact: Nicholas Allen

Customer Price List:

Standard Price List: ☒

Contact Phone/FAX: 313-555-1212

Re-Contact Date: 5/21/2008

SalesRep: Leah VanWynsberghe

CSR: Andrea Cox

Estimator: Opal Richey

Job Type: Miscellaneous

Job Title: Program 1

Description:

☒ Stmnt Job Master Template

Job ID: Program 1 Contract

Quantity 1: 1 4: 5:

2: 6:

3:

First Mail Date:

Print And Mail: ☐ FSC related quote ☐

Create Default Package ☒

Help Cancel Next > Finish

5. For all activities, use a quantity of 1 and select the **Qty Lock** check box for all activities. This allows display of individual activity lines in statement jobs for update with real quantities. Only activities that appear on both the Master Template and that are allocated to Contract lines will affect the invoice.

- 6. It is also necessary to create at least 1 drop. A generic **Future Drop Date** that will be updated can be used when the Statement job is created.

+

Get Data

-

Programming

- ADDRESS STANDARDI
- PROGRAMMING (Buyo
- DIGITIZE SIGNATURE
- PROGRAMMING
- CONVERT DISK
- CONVERT MAG TAPE
- SELECTION
- KEYCODE
- BARCODE QUALIFY
- MERGE/PURGE
- A/B SPLIT
- COUNTS REPORT
- SORT RECORDS
- GENDERIZE
- PRINT TRAY/SACK TA

+

Output

+

Get Data-PS

+

Programming-PS

+

OutPut-PS

Process Description	Quantity	Qty Lock	Cycle Base d	Quoted Price		All Pkgs	Sort Or
CONVERT DISK	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$50.00	\$	N	P 3380

Help

Cancel

< Back

Next >

Finish

**Note** Converting the estimate to a job using mail estimating *is not allowed*. The Statement Jobs program is used for creating jobs from the template.

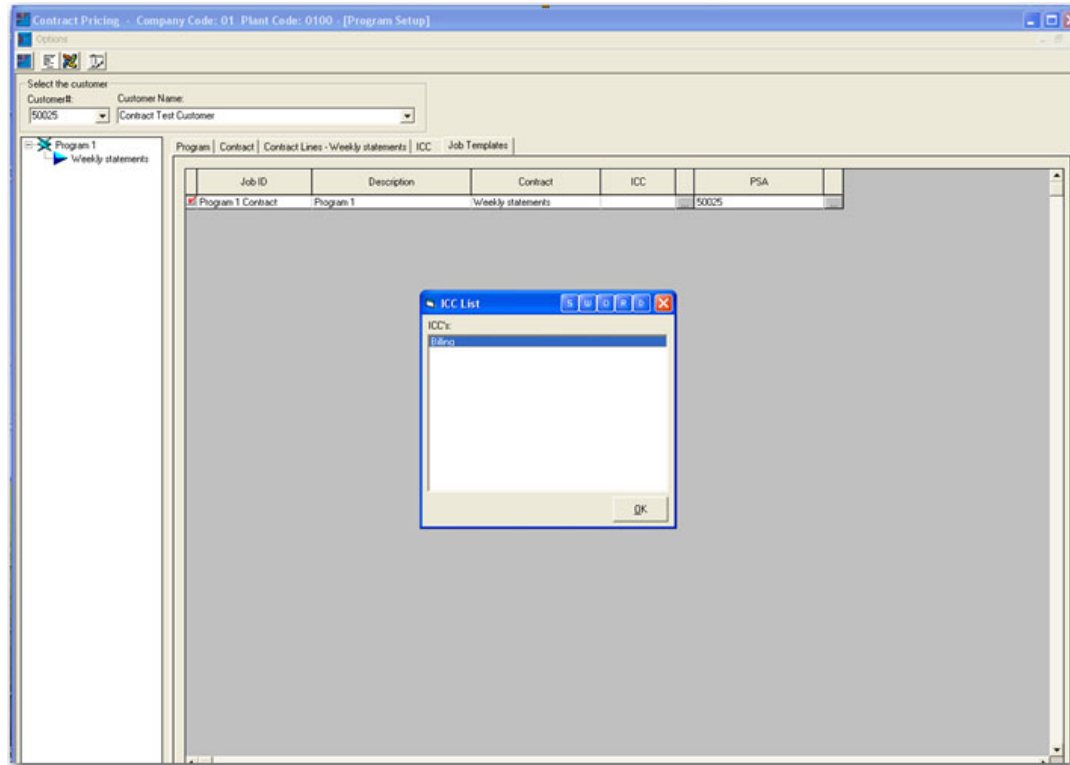
Master Template

This estimate was marked as a master template and it can't be converted to a job.

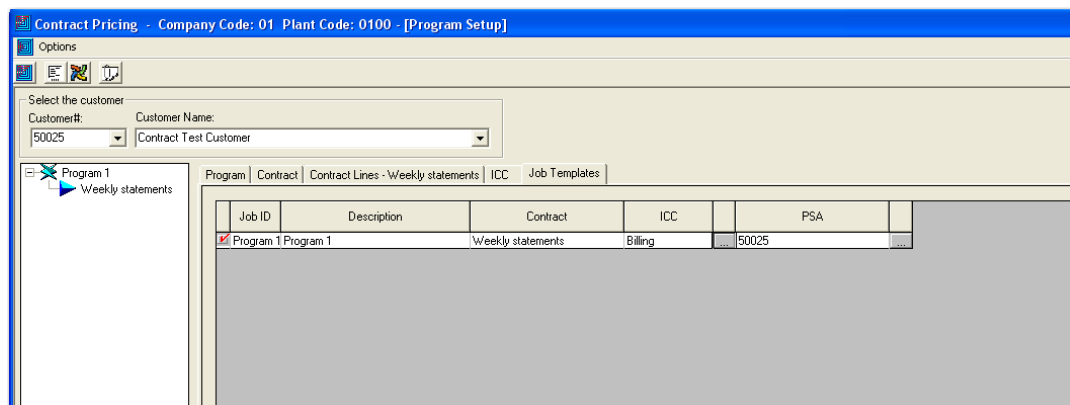
OK

## Link Templates to Contract

1. Select the **Job Templates** tab in Contract Pricing. A list of Master Templates that have been created for this customer will display in a list. Select the check box next to each template to be linked to the current contract.



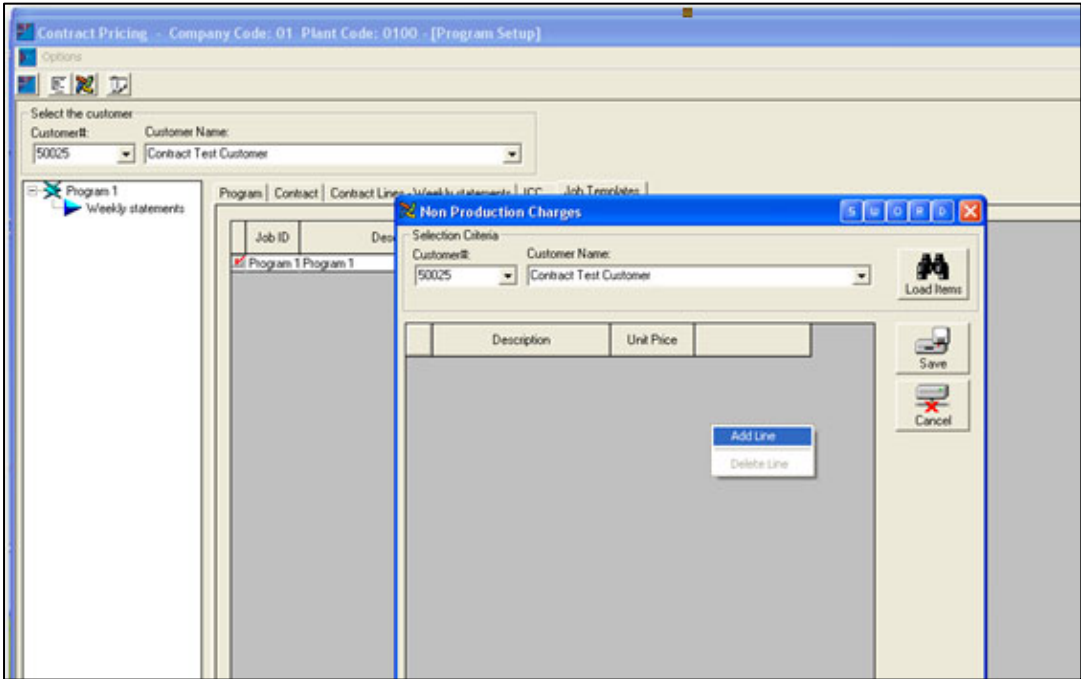
2. Select the **ICC** and, if applicable, the **PSA** (Postage Sub-Account) for the customer. For setup of PSA accounts, refer to the Customer Master Files documentation.



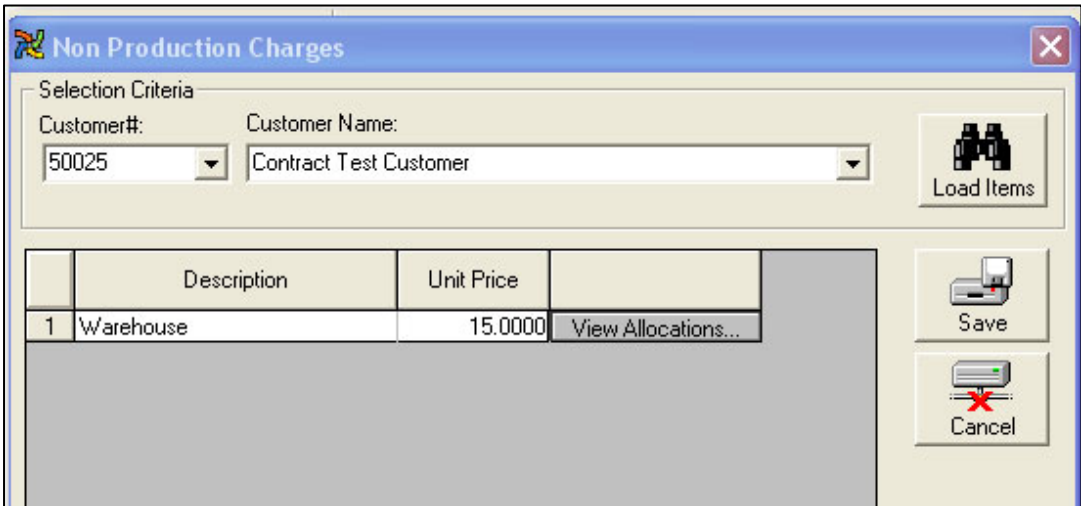
## Add Non-Production Charges

The option to add Non-Production Charges for customer exists. These must be set up in the Contract Billing Setup screen.

- 1. Select the pinwheel icon (3<sup>rd</sup> from left) in the Contract Pricing menu.
- 2. Right-click within the grey canvas area of the new screen and select **Add Line**.



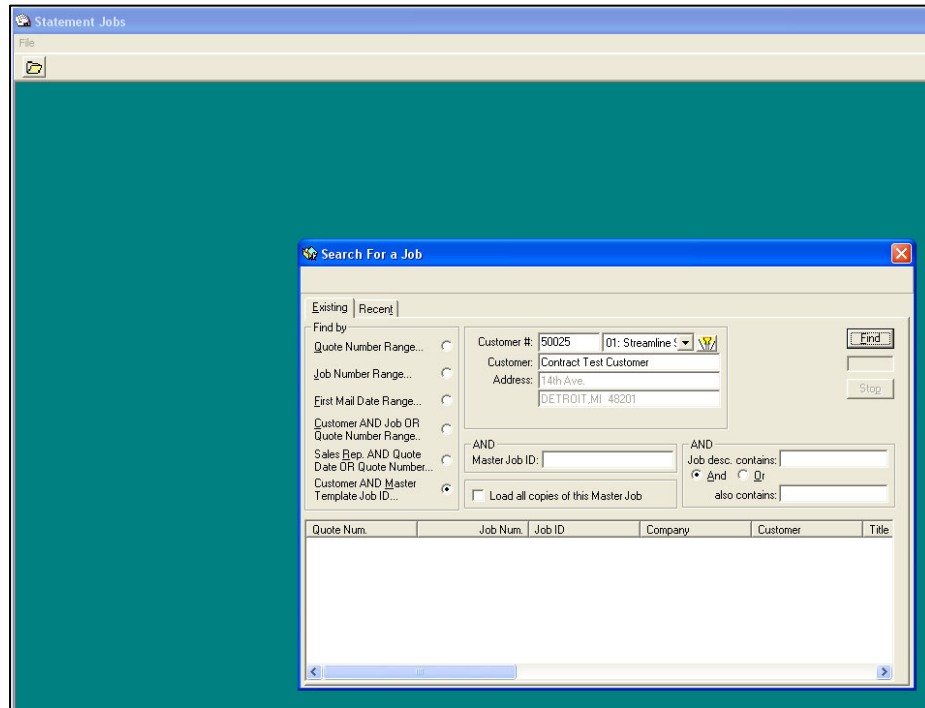
- 3. Add a **Description** and **Unit Price** for non-production charges.
- 4. Right-click the description line to allocate to activities. Non-production charges will be available to add in ICC Prebill.



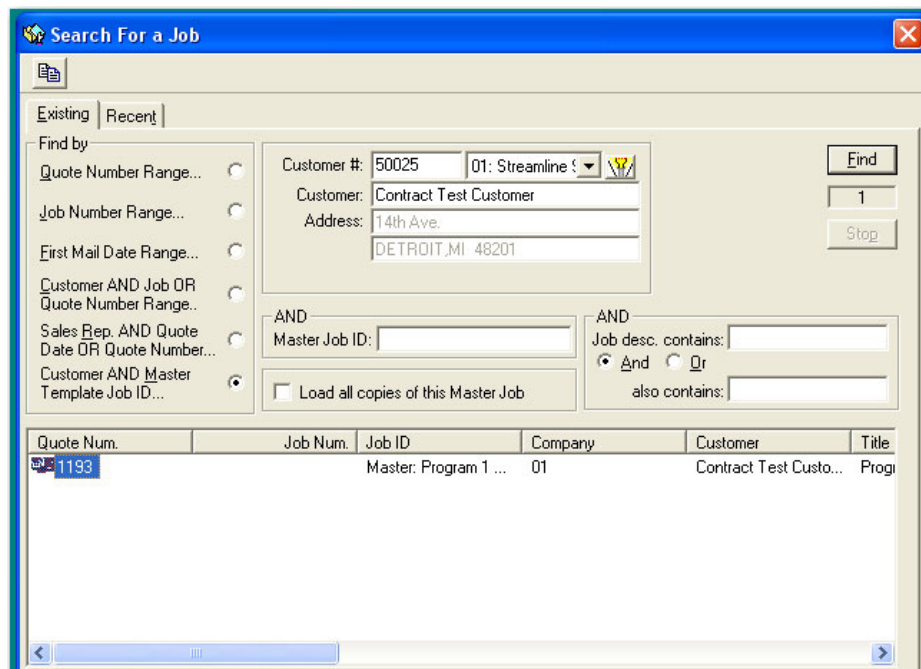
Contract pricing is now set up and is ready to be used with statement jobs.

## Create Statement Jobs

1. Select the **Statement Jobs** icon from the menu.
2. Click the folder Icon in **Statement Jobs**.
3. Select **Customer AND Master Template Job ID** and enter the **Customer** name to search for all master templates created for that customer.



4. Select the **Quote Num.** and click the **Copy Job** icon at top left.



5. Enter the **First Mail Date** and the **Last Mail Date**, as well as the customer's **P/O Number**, if applicable. Then click **Copy**.

The screenshot shows the 'Search For a Job' dialog box. It has a 'Find by' section on the left with radio buttons for various search criteria. The 'Customer AND Job OR Quote Number Range...' option is selected. The search criteria are filled in: Customer # 50025, 01: Streamline, Customer: Contract Test Customer, Address: 14th Ave., DETROIT, MI 48201. The 'Find' button is visible. Below the search criteria, there are sections for 'AND Master Job ID' and 'AND Job desc. contains'. The 'Copy Master Template' sub-dialog box is open in the foreground, showing fields for 'First Mail Date' (5/7/2008), 'Last Mail Date' (5/9/08), and 'P/O Number' (123). The 'Copy' button is at the bottom of this sub-dialog.

Quote Num.	Job Num.	Job ID	Company	Customer	Title
1193		Master: Program 1 ...	01	Contract Test Custo...	Progi

6. Enter new process quantities and package quantity and click **Save Quantities for Drop** to update drop quantities.
7. Select **Drop Notes** to add optional drop notes.
8. Click **Recalculate Job** after making changes.



9. Click **Print Work Order** to print.

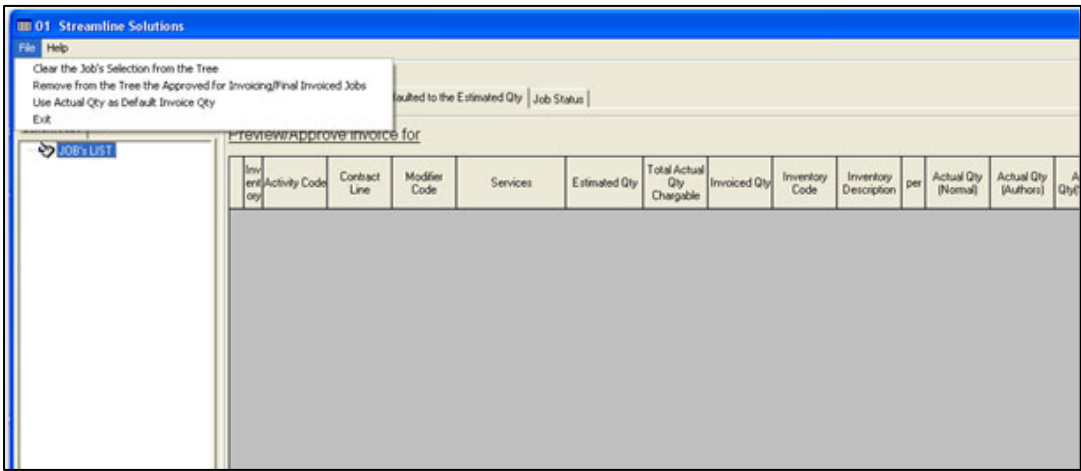
**Note** Statement jobs can also be edited in Mail Estimating. Any added activities need to also be added to Contract for the activities to appear in billing. Jobs function with all features available for standard jobs in Mail Estimating.

10. Before statement jobs can be invoiced, the **Flag as Final Shipped** check box must be selected in the Shipping module.

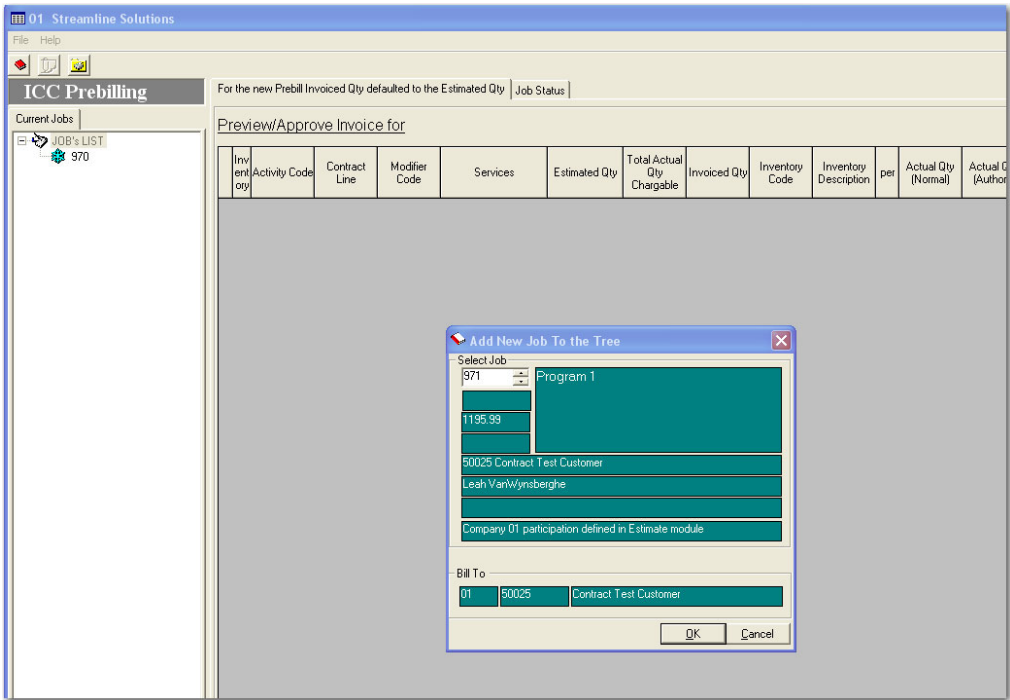
**Note** XML Job Creator can also be used to create the Jobs for Contract Pricing. Please see the Documentation on XML Job Creator for details on creating XML Jobs.

# Prebill the Contract Invoice

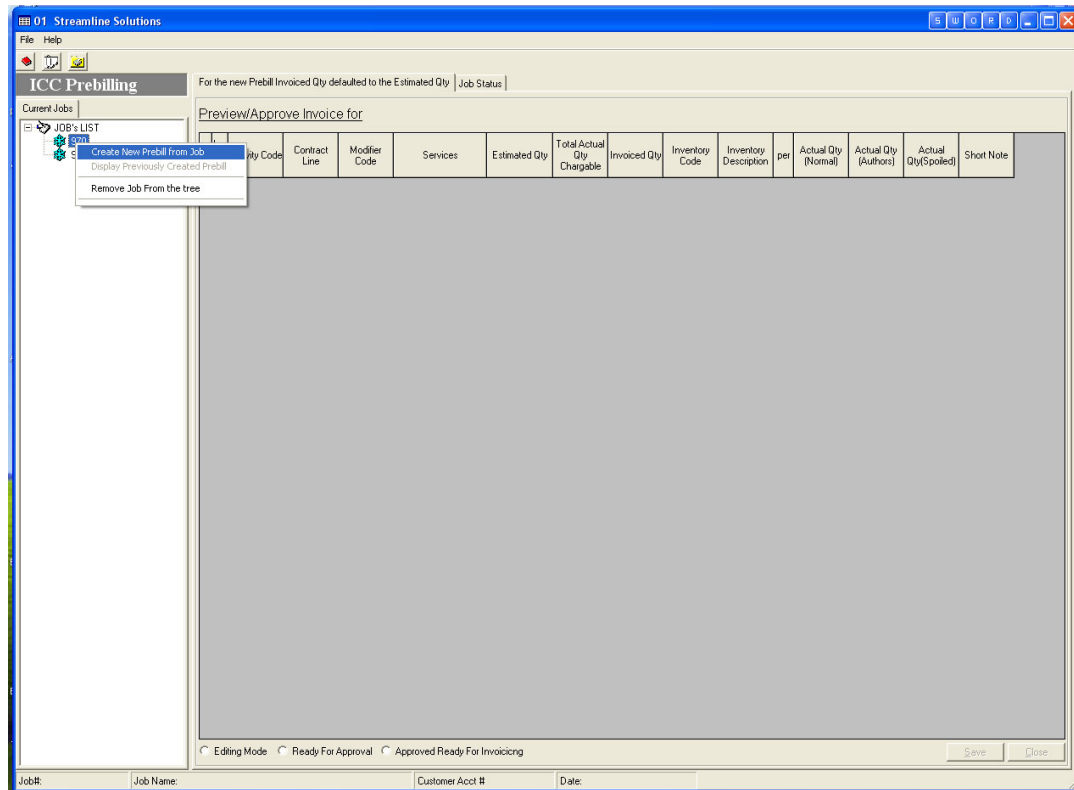
- 1. Select **ICC Prebill** to optionally pre-bill the contract invoice.



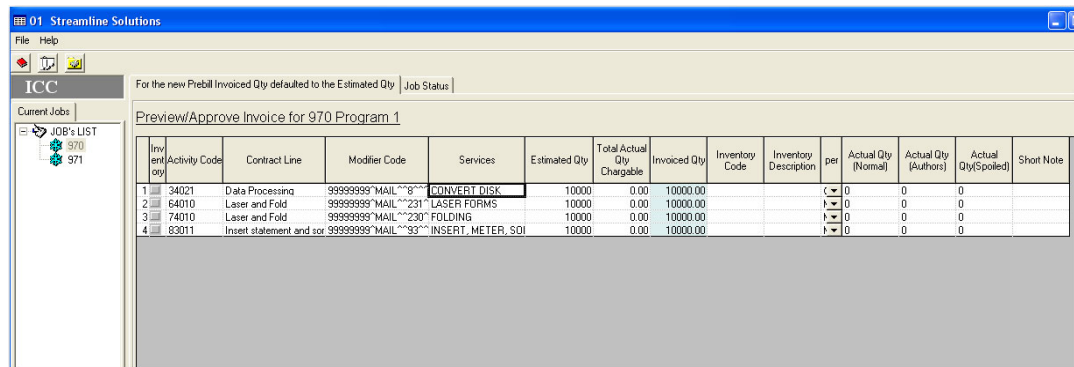
- 2. Select **Add New Job** (red icon). Icons in the tree change depending on status:
  - Blue snowflake icon indicates that the job is ready to be selected for prebill.
  - Yellow light bulb indicates prebill has been approved and is ready to invoice.
  - Book icon indicates prebill is in edit mode.
  - Red circle indicates the job has already been invoiced.



3. Right-click the **Jobs List** in the tree hierarchy to create prebill, or to edit previously created prebill.



4. In the **File** menu, the individual workstation user can select **Use actual quantity as default invoice quantity** or, if cleared, the prebill will use the estimated quantity. This populates the **Invoiced Qty** column. The individual creating the prebill can view both the actual and estimated quantities in the prebill screen and can edit the Invoiced Qty as appropriate. The workstation also determines which jobs show in the tree.



5. The **Job Status** tab can be used to place the job on **Job Cost Hold** or to add/modify the PO number.

Job Number	Customer Name	Job Description	Cmp Code	Cmp Name	Bill External Customer	Invoicing Status	Last Invoice	Job Cost Status
970	50025 Conti Program 1		01	Streamline Solutions	<input checked="" type="checkbox"/>	Not Invoiced		Open For Job Cost

Only activities that are linked to the contract can be approved for billing. If nothing is displayed in the **Contract Line** column, this is an activity that was added to the job but not on the contract. Lines that display in red are in the contract but not on the job. These will not appear on the invoice.

6. Right-click prebill line to delete, or review and edit template/contract linkages. If you attempt to Approve the Prebill, the following message displays.

Not valid for saving.....

Prebill can not be saved in 'Approved/ready for Invoicing mode ' Line # 3 is not contract related.

OK

7. Right-click within the grey canvas area below the prebill lines and select **Add Non-Production Lines for the Customer** to add non-production lines that were previously setup in Contract Invoicing.

Inv/Activity Code	Contract Line	Modifier Code	Services	Estimated Qty	Total Actual	Invoiced Qty	Inventory	Inventory per	Actual Qty	Actual Qty	Actual	Short Note
1	34021	Data Processing	99999999 "MAIL""0" CONVERT DISK	10000	0.00	10000.00			0	0	0	
2	64010	Laser and Fold	99999999 "MAIL""231" LASER FORMS	10000	0.00	10000.00			0	0	0	
3	74010	Laser and Fold	99999999 "MAIL""230" FOLDING	10000	0.00	10000.00			0	0	0	
4	83011	Insert statement and for	99999999 "MAIL""93" INSERT METER, SOI	10000	0.00	10000.00			0	0	0	

8. Click **Approved ready for invoicing** or **Ready for approval** if a different resource needs to approve the prebill.
9. Click **Save**.

01 Streamline Solutions

File Help

ICC For the new Prebill Invoiced Qty defaulted to the Estimated Qty | Job Status |

Current Jobs

JOB'S LIST

970

971

Preview/Approve Invoice for 970 Program 1

Inv	Activity Code	Contract Line	Modifier Code	Services	Estimated Qty	Total Actual	Invoiced Qty	Inventory	Inventory	per	Actual Qty	Actual Qty	Actual	Sho
1	34021	Data Processing	99999999 "MAIL""8"	CONVERT DISK	10000	0.00	10000.00				0	0	0	
2	64010	Laser and Fold	99999999 "MAIL""231"	LASER FORMS	10000	0.00	10000.00				0	0	0	
3	74010	Laser and Fold	99999999 "MAIL""230"	FOLDING	10000	0.00	10000.00				0	0	0	
4	83011	Insert statement and sor	99999999 "MAIL""33"	INSERT, METER, SOI	10000	0.00	10000.00				0	0	0	
5	97000	Warehouse	99999999 "MAIL""174"	97000-HOURLY CHA	0	0.00	0.00				0	0	0	

☐ Editing Mode
 ☐ Ready For Approval
 ☒ Approved Ready For Invoicing
 Save

Job#: 970
 Job Name: Program 1
 Customer Acct #50025 Contract T
 Last Mail Date: 5/9/2008

## Create Invoices

1. Select the 4th icon from left in contract invoicing to create invoices.

2. Select the customer and click **Add**.
3. Select the **Only Jobs with Prebill Approved** check box to load the jobs ready for invoicing. Optionally, the ICC prebill module can be bypassed and invoices created directly by clearing the **Only Jobs with Prebill Approved** check box.

Additional option to load for the job selection is to load by specific shipped date. Make changes needed for your invoice batch date and invoice date.

Account#	Customer Name
50025	Contract Test Customer

4. Select the **Job Selection** tab and select the check boxes before the job(s) to be invoiced.

Jobs can be invoiced individually or in combination. **Job Status** shows the last completed labor activity on the job. **Completion Date** shows the date marked as final shipped.

**Create Invoices**

Customer Selection  
 Customer#: 50025 Customer Name: Contract Test Customer Add Load All Customers

Job Selection  
 Shipped Date From: 5 / 7 / 2008 To: 5 / 7 / 2008  
☒ Only Jobs With Prebill Approved

Invoice Creation  
 Batch Date: 5 / 7 / 2008 Invoice Date: 5 / 7 / 2008

Customer Acct#	Contract	Job ID	ICC	Start Date	Completion Date	Job#	Job Status	Prebill Status	Job Description
<input checked="" type="checkbox"/> 50025	Weekly statements: Program	Billing		5/7/2008	5/7/2008	970	Approved	Approved	Program 1
<input checked="" type="checkbox"/> 50025	Weekly statements: Program	Billing		5/7/2008	5/7/2008	971	Approved	Approved	Program 1

Clear All Select All

Close Print Grid Create Invoices

5. Select the **Preview** tab to optionally view the invoice lines. This screen can be printed by selecting **Print Grid**. Select **Create Invoices** to generate the invoice in AR Invoicing.

**Create Invoices**

Customer Selection  
 Customer#: 50025 Customer Name: Contract Test Customer Add Load All Customers

Job Selection  
 Shipped Date From: 4 / 1 / 2008 To: 5 / 7 / 2008  
☒ Only Jobs With Prebill Approved

Invoice Creation  
 Batch Date: 5 / 7 / 2008 Invoice Date: 5 / 7 / 2008

Customer Selection Job Selection **Preview**

Project	Job#	Line Description	Qty	Rate	UOM	Tax	Total
<b>Weekly statements</b>							
	<b>Job#: 970</b>	Job ID: Program 1 Contract - Date: 5/7/2	0	0.0000	H	0.00	0.00
		Data Processing	10000	5.0000	M	0.00	50.00
		Laser and Fold	10000	12.5000	M	0.00	125.00
		Insert statement and sort	10000	7.5500	M	0.00	75.50
		Subtotal For Job#: 970	0	0.0000	S	0.00	0.00
			0	0.0000	+	0.00	0.00
		<b>Subtotal:</b>					<b>\$250.50</b>
	<b>Job#: 971</b>	Job ID: Program 1 Contract - Date: 5/7/2	0	0.0000	H	0.00	0.00
		Data Processing	5000	5.0000	M	0.00	25.00
		Laser and Fold	5000	12.5000	M	0.00	62.50
		Insert statement and sort	5000	7.5500	M	0.00	37.75
		Administration Fee	1	35.0000	U	0.00	35.00
		Subtotal For Job#: 971	0	0.0000	S	0.00	0.00
		<b>Subtotal:</b>					<b>\$160.25</b>

Close Print Grid Create Invoices

The **Batch #** and **Invoice #** created display at the far right of the yellow line under the **Job Selection** tab. Invoices display in different batches if they have different ICC codes.

**Create Invoices**

Customer Selection  
 Customer#: 50025 Customer Name: Contract Test Customer Add Load All Customers

Job Selection  
 Shipped Date From: 4 / 1 / 2008 To: 5 / 7 / 2008  
☐ Only Jobs With Prebill Approved

Invoice Creation  
 Batch Date: 5 / 7 / 2008 Invoice Date: 5 / 7 / 2008

Customer Selection **Job Selection** Preview

ICC	Start Date	Completion Date	Job#	Job Status	Prebill Status	Job Description	Job Qty	Batch#	Invoice#
Billing	5/7/2008	5/7/2008	970		Approved	Program 1		1375	10868
Billing	5/7/2008	5/7/2008	971		Approved	Program 1		1375	10868



6. The invoice can now be edited and previewed in AR invoicing. If multiple jobs have been selected in Contract Billing for invoice creation, a multi-job invoice will be created for the batch.

AR Invoicing Entry - Company: 01 - Streamline Solutions --- Plant Code: 0100

File Batch Invoice Options Utilities Help

**A/R Invoicing Entry**

Active Batches Posted Batches

Company: 01 - Plant: 0100

1351  
1353  
1356  
1357  
1358  
1359  
1360  
1361  
1362  
1363  
1364  
1365  
1366  
1367  
1371  
1373  
1375

Inv# 10868 Final

Company: 02 - Plant: 0200

Lines	Balance	Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	Deposits	Notes	Allocations	Preview	Job
970	0.00			Job ID: Program 1 Contract - Date: 5/7/2008 Job#: 970 - Order#: 123 Program 1		0.00	0.00	0.0000	Headline	
970	10000.00			Data Processing		0.00	0.00	5.0000	M Per 1	
970	10000.00			Laser and Fold		0.00	75.00	12.5000	M Per 1	
970	10000.00			Insert statement and sort		0.00	110.00	7.5500	M Per 1	
970	0.00			Subtotal For Job#: 970		0.00	0.00	0.0000	Subtotal	
970	0.00					0.00	0.00	0.0000	Extend	
971	0.00			Job ID: Program 1 Contract - Date: 5/7/2008 Job#: 971 - Order#: 123 Program 1		0.00	0.00	0.0000	Headline	
971	5000.00			Data Processing		0.00	0.00	5.0000	M Per 1	
971	5000.00			Laser and Fold		0.00	75.00	12.5000	M Per 1	
971	5000.00			Insert statement and sort		0.00	110.00	7.5500	M Per 1	
971	1.00			Administration Fee		0.00	0.00	35.0000	@ Each	
971	0.00			Subtotal For Job#: 971		0.00	0.00	0.0000	Subtotal	

As shown below, postage was recorded against both jobs and there was enough **Customer Suspense** to cover. The auto postage reconciliation executed as the invoice was created from the Contract Pricing module.

AR Invoicing Entry - Company: 01 - Streamline Solutions --- Plant Code: 0100

File Batch Invoice Options Utilities Help

**A/R Invoicing Entry**

Active Batches Posted Batches

Company: 01 - Plant: 0100

1351  
1353  
1356  
1357  
1358  
1359  
1360  
1361  
1362  
1363  
1364  
1365  
1366  
1367  
1371  
1373  
1375

Inv# 10868 Final

Job# 970

Job# 971

Company: 02 - Plant: 0200

**Balance Postage for Job#: 970**

Deposits

Total Deposits for Job: \$0.00

Prior Billed Deposits: \$0.00

Unbilled Deposits for Job: \$0.00

Deposits on this Invoice: 0.00

Customer Suspense

Postage Suspense: \$8,170.00

Customer Suspense: \$1,770.00

Usage

Total Usage for Job: \$1,770.00

Prior Billed Usage: \$0.00

Unbilled Usage for Job: \$1,770.00

Usage on this Invoice: \$1,770.00

Customer Postage Balance: \$6,400.00

Bill or credit on this Invoice: \$0.00

Cancel OK

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

Postage Received: Postage Received

Postage Used: Postage Used

Save

Following is a **Normal Preview** of the invoice, which includes line breaks between each job and the Postage reconciliation.

<h1 style="margin: 0;">STREAMLINE</h1> <p style="margin: 0;">SOLUTIONS</p> <p style="margin: 0;">4040 Civic Center Drive, Suite 543 • SanRafael, CA 94903  T 415 499 3355 • F 415 499 7677  www.printstream.com</p>		<p style="margin: 0;"><b>A/R Copy</b>  <b>Invoice</b>  <b>10868</b></p>
		<p style="margin: 0;">Page 1 of 1</p>
<p><i>Attention</i> <i>Invoice To</i></p>	<p>Nicholas Allen  Contract Test Customer  14th Ave.  DETROIT, MI 48201</p>	<p><i>Invoice Date</i> 5/7/2008</p> <hr/> <p><i>Invoice Due</i> 6/6/2008</p> <hr/> <p><i>Job Number</i> Multiple</p> <hr/> <p><i>Your Order #</i> 123</p> <hr/>
<p><i>Shipped To</i></p>	<p>14th Ave.  DETROIT, MI 48201</p>	
<p><i>Salesrep</i></p>	<p>Leah VanWynsberghe</p>	

Quantity Description	Setup	Min	Unit Price	U/M	Sub Total	Tax	Total
<p>Job ID: Program 1 Contract - Date: 5/7/2008  Job#: 970 - Order#: 123  Program 1</p>							
10000 Data Processing			5.000	/m	50.00	0.00	50.00
10000 Laser and Fold		75.00	12.500	/m	125.00	0.00	125.00
10000 Insert statement and sort		110.00			110.00	0.00	110.00
<i>Subtotal For Job#: 970</i>							\$285.00
<p>Job ID: Program 1 Contract - Date: 5/7/2008  Job#: 971 - Order#: 123  Program 1</p>							
5000 Data Processing			5.000	/m	25.00	0.00	25.00
5000 Laser and Fold		75.00			75.00	0.00	75.00
5000 Insert statement and sort		110.00			110.00	0.00	110.00
1 Administration Fee			35.000	ea	35.00	0.00	35.00
<i>Subtotal For Job#: 971</i>							\$245.00
Postage Used			1770.000		1,770.00	0.00	1,770.00
Postage Received			1770.000		(1,770.00)	0.00	(1,770.00)
Postage Used			1830.000		1,830.00	0.00	1,830.00
Postage Received			1830.000		(1,830.00)	0.00	(1,830.00)

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

*Sub Total* **\$530.00**

7. Summary invoices can be created by right clicking the invoice number.

**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 Preview Job

Active Batches Posted Batches

Company: 01 - Plant: 0100

- 1351
- 1353
- 1356
- 1357
- 1358
- 1359
- 1360
- 1361
- 1362
- 1363
- 1364
- 1365
- 1366
- 1367
- 1371
- 1373
- 1375
- Inv# 10868 Final
- Job# 970
- Job# 971

Company: 02 - Plant: 0200

**STREAMLINE SOLUTIONS**  
4040 Civic Center Drive, Suite 543 - San Rafael, CA 94903  
T 415 499 3366 - F 415 499 7677  
www.printstream.com

**AR Copy**  
Page 1 of 1

Invoice Number <b>10868</b>	Invoice Date <b>5/7/2008</b>
Amount Due <b>\$ 530.00</b>	Terms

**Summary Invoice**

Sold To Contract Test Customer  
Nicholas Allen  
14th Ave.  
DETROIT, MI 48201

Remit To  
4040 Civic Center Drive  
Suite 543  
San Rafael, CA 94903

Description	Quantity	Unit Price	U/M	Tax	Total
Data Processing	15000	5.000	/m		\$75.00
Laser and Fold	15000	12.500	/m		\$200.00
Insert statement and sort	15000	7.550	/m		\$220.00
Administration Fee	1	35.000	ea		\$35.00

8. If you need to un-invoice one or all the jobs and a postage reconciliation took place:
- Change the invoice to a partial.
  - Select the job that you need to remove.
  - Click **Select Usage Trans** and clear the **Postage Usage**.
  - Remove the amount from the **Customer Suspense** box.
  - Click **OK**.

**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 Preview Job

Active Batches Posted Batches

Company: 01 - Plant: 0100

- 1351
- 1353
- 1356
- 1357
- 1358
- 1359
- 1360
- 1361
- 1362
- 1363
- 1364
- 1365
- 1366
- 1367
- 1371
- 1373
- 1375
- Inv# 10868 Partial
- Job# 970
- Job# 971

Company: 02 - Plant: 0200

**Balance Postage for Job#: 971**

Deposits

Total Deposits for Job: \$0.00

Prior Billed Deposits: \$0.00

Unbilled Deposits for Job: \$0.00

Deposits on this Invoice: 0.00

Customer Suspense

Postage Suspense: \$8,230.00

Customer Suspense: 0.00

Usage

Total Usage for Job: \$1,830.00

Prior Billed Usage: \$0.00

Unbilled Usage for Job: \$1,830.00

Usage on this Invoice: \$0.00

Select Usage Trans.

Customer Postage Balance: \$8,230.00

Bill or credit on this Invoice: \$0.00

Cancel OK

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

Postage Received: Postage Received Save

Postage Used: Postage Used

9. Right-click the job and select **Un-invoice Job**.

