



User Guide

General Accounting
V21.1.0200

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EFI PrintStream | V21.1.0200 General Accounting User Guide

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Introduction

Overview

This user guide explains many of the components of General Accounting.

Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com
Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.	
Note	For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com
EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.	

Customer Master File

Overview

The Customer Master File defines the entities you will create quotes, jobs, and invoices for. The Customer Master file information in PrintStream can be keyed directly into the Customer Master File screen or imported with a specifically formatted Microsoft Excel spreadsheet. (The second option generally takes 2 weeks up front to construct a proper download program and to format the data.)

Manual Customer Creation

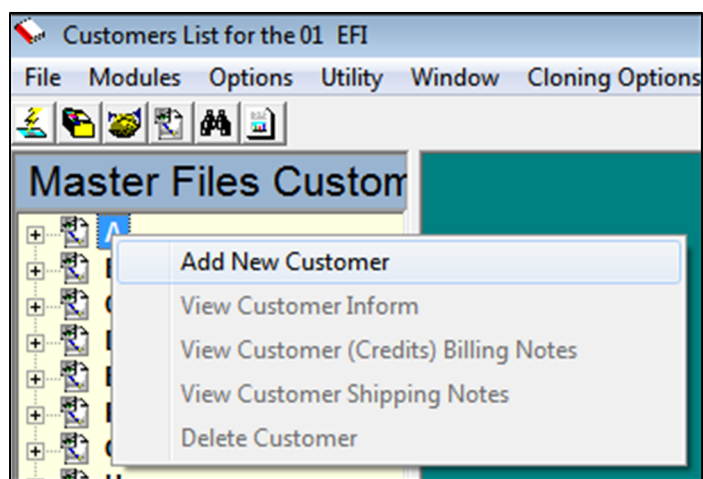
Prior to creating the Customer Master File, the following items must be defined:

- SIC (Standard Industrial Classification) Codes (at least one SIC code)
- Sales Representatives and CSR's
- Sales Tax Codes

These items are created in **Customer Master File> Modules**. Please refer to the **Modules** section of this document for more information on these items.

To manually create a customer record

1. Right-click within the tree area of the screen.
Any customer can be created by right-clicking any letter.



2. Select **Add New Customer**. A blank customer record becomes available.

3. Enter customer data into the form using field information criteria.

Field information

Following are explanations of each field information criteria.

Account No & Auto

The account number can be alpha, alpha numeric, or numeric and up to 8 characters in length. It is a required field and must be unique in the system. To select the next available customer number, the **Auto** button can be used. The number auto-populates incrementally from the highest historical customer number stored in PrintStream. If the numbering schema for Prospects is being used, this number will be the next prospect number available.

Name

The customer name can be up to 40 characters in length and can be alpha and numeric. It is required and must be unique to the system.

Address

Address Line #1 holds 30 alpha numeric characters. Address Line #2 can be used for suite numbers, etc., and also holds 30 alpha numeric characters. This address is the default address for AR Invoices. Optional.

Zip

A 12 character, numeric field. Optional, unless the Sales Tax Module is used.

City

A 30 character alpha numeric field. This is optional.

County

Used only in the Sales Tax Module and auto-populates when a zip code is entered.

State

A 2 character, alpha field. This is optional.

Country

Select a country from the drop-down list. USA is the default. This field is for use in the customer address.

Salesrep

The name of the Salesrep assigned to the customer. Select from a previously designed drop-down list that is created in **Customer Master File> Modules>Salesreps, CSR's**. The **Salesrep** field is 25 characters in length. This field is required. A Salesrep only appears in the drop-down list if it is set to active in the Salesreps Module. Clicking the ellipsis button to the right of the field allows you to assign more than one salesrep to a customer and set the commission split percentages.

CSR

The name of the CSR assigned to the customer. A drop-down list for CSR selection is created in **Customer Master File> Modules>Salesreps, CSR's**. This is an optional selection of 25 alpha characters. A CSR only appears in the drop-down list if it is set to active in the Salesreps Module. Clicking the ellipsis button to the right of the field allows you to assign more than one CSR to a customer.

Manager

The name of the Sales Manager. This is the same as Salesreps and CSR information. The Manager name only appears in the drop-down list if it has been created and is set to active in the Salesreps Module.

Collector

The name of the Collector assigned to this customer. The Collector is related to the AR Customer Collections Module.

SIC Code for Customer

The drop-down list can be loaded by Group, by Industry, or by Code (the default). It can also be added directly. The field is optional and holds 4 numeric characters. Please refer to the NAICS/SIC Codes section of this document for information on establishing SIC/NAICS codes in PrintStream.

D/B Ref

For Dun & Bradstreet Info or the entry point code used in Mail.Dat. This field holds up to 14 alpha-numeric characters.

Tax #

Federal ID number for non-taxable entities. This is 15 characters in length and is numeric only. If the customer Tax ID number is in this field, it prints on the invoice in the lower left side. This field is optional.

Allowed WEB

For Fulfillment customers, setting this flag allows the customer to log in via the internet and view various modules specific to their own information, i.e., inventory and invoices. This also works in conjunction with the Customer View program.

Postage

Users have the option of selecting **Revolving**, **Permanent**, or **Job Specific**. Currently, this is for informational purposes only and does not print on any reports. R = Revolving, P = Permanent, J = Job specific. This field holds one alpha character and is optional.

Place Customer on Credit Hold

This setting prevents any new jobs from being created or estimates from being converted to a job for this customer.

Charge for Storage

Select this check box if the customer is to be charged a monthly fee for its warehoused inventory items. This is part of the setup for the Inventory Storage Charge Module. Please reference the specific documentation for this module for details.

Free Storage Days

Enter a value into this field to set the number of days a customer's inventory items can be stored before they accumulate a storage charge. This is also part of the setup for the Inventory Storage Charges Module.

Overs/Unders

These are percentage fields for the allowable variance amounts on job quantities. When a number other than 0 is entered here, any newly created job displays the defaulted values in the Quote Header screen. The Overs/Unders percentages are also displayed on the work ticket.

Contact

The contact for the customer. This field can contain up to 30 alpha numeric characters. This is the default contact, typically used as the invoice contact. Other contacts are defined in the addresses section of the Customer screen. This field is optional.

Phone

This is the telephone number for the customer. It is an 18 character numeric field and is optional.

Fax

Enter the Customer Fax number. This is an 18 character, numeric field and is optional.

Monthly Sale

This is an amount projected to sell (a goal) to the customer on a monthly basis. This is a 10 character, numeric field and is optional. This amount is used in the Sales Support Module, Sales vs. Customer Budget by Salesrep Report.

Account Status

Status A = Payment terms other than 30 days. User-defined (Payment days must entered), Status B = 30 day payment terms, Status C = C.O.D., Status D = Refer to Manager, Status N = New Entry, Status P = Prospect, 1 character, alpha field that is required. See the end of this document for Prospect to Customer conversion procedure. Status D, N, and P will prevent any estimate from being converted to a job.

Payment Days

If status = A or B, enter the number of days to pay. This is a 2 character numeric field that is required if status A or B are selected.

Since

MM/DD/YYYY – The date you began work with this customer. It is 8 characters and numeric. This field is informational only. it currently does not flow to any reports. This is a required field, so it is automatically populated with the current date in the system, but can be edited as needed.

Terms

For the terms description, this is a 50 character, alpha field that is optional.

Remarks

This is a 25 character alpha numeric field that is optional and currently informational only.

Tax Code

A 2 digit code, previously defined in the Modules section of Customer Master File. This is a required field. For more on tax codes, see the Modules section of this document.

Credit Limit

Enter the dollar amount of the credit limit. This is a 15 character numeric field that is required for all customer types. If the credit limit is zero, estimates cannot be converted to jobs. This is a required field.

Currency

This is a required field that, if necessary, is used as part of currency definition. This field auto-fills with the country from company setup, unless multi-currency (add-on feature) is being used.

Credit Ref

This field contains the credit reference description. It is a 15 character alpha numeric field that is optional. This information does not flow to reports and is available from this screen only.

Internal Customer

When this check box is selected, this customer's information is sub-totaled separately on the AR Aging and the Invoices by Date Report.

Service Charge

This check box is selected to enable the calculation of service charges on past due balances when using the Accounts Receivable Customer Collection program.

Tax Enforced

For use by Canadian customers. Please reference documentation specific to Canadian tax.

Suppress Statements

When this check box is selected, a Customer Statement report is not printed for this customer from AR Reporter.

Active Access

When this check box is selected, the customer has active status. For more details, see the section on Inactive Customers in this document.

Bypass Credit Check

This feature enables an accounting department to place a credit "bypass" flag on a customer. This has the effect of allowing one quote to be turned into a job, bypassing the credit check, and then closing the credit check immediately afterwards to prevent further jobs from being entered without credit approval.

This feature allows a credit department to maintain a customer on an existing credit limit or credit status, but for individual jobs (based on the bypass credit approval) to be entered without having to artificially change the credit terms. The credit department would approve the override by going into the customer master file and setting the account to Bypass Credit Check. As the FIRST job to be created for the customer is entered, the system would allow this first job through the credit check, and then automatically clear the **Bypass Credit Check** check box so any future work would again need to be cleared by the credit department. The differences between this and just allowing the credit department to raise the credit limit are:

- Credit limit can be maintained at an appropriate permanent level.
- There is no need to temporarily change the credit status.
- By setting the flag up ahead of time, the credit department does not have to be available at the time the job is created. This is important when the job needs to be created at such a time.

Short Remarks/Store Franchise tabs

This information is accessed in this screen or in the SQL search screen. In Mail Estimating, Print Estimating, and Print Order Entry, the ability to search by store/franchise has been added to the search/open quote and in the create new header screen.

Reporting Grouping tab

The following reports in AR Reporter allow reporting by group: **Invoices by Date**, **Invoices by Sales Rep**, **Customer Sales Volume**, and **AR Aging**. See the Modules section below for creating the Group.

Marketing Source Code tab

This field is informational only at this time. Marketing codes can be established from the Modules (see further in this document). These marketing codes can then be assigned to customers.

Customer is Postage Customer for the Customer....

If this check box is selected, this customer can be a sub account for use with the 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. 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.

For detailed information on how to use this feature, please refer to the Postage Module documentation.

Share Customer with Companies

Designed for multi-company users to indicate the default invoicing method for the customer as well as the companies allowed access to the customer account.

Horizontal Invoicing - Each company involved on the job sends an invoice to the customer for their respective billing.

Vertical Invoicing - The shared companies on the job create inter-company invoices to the company the job was created in, while the company that owns the job sends one invoice to the customer billing services for all companies involved on the job.

Sharing customers aids in sharing jobs between companies and creates flexibility when generating an invoice to a customer for a shared job. Sharing a customer with other companies also allows the shared companies to create jobs to the customer, generate financial and accounting transactions to the customer, etc. For further instruction on how to use this multi-company setting, please refer to the Multi-company document.

Once the customer record is saved, the following Optional fields are activated:

Order Entry Notes

These notes can be viewed when creating jobs for this customer.

Packing Slip Address

This address defaults on packing slips for this customer.

Billing (Customer Credits) Notes

Comments entered here are available for viewing in the invoicing screen. When billing notes have been entered, a blue check mark appears on the **Notes** tab in AR invoicing.

Shipping Notes

These notes are seen when creating shipments to this customer when using the Shipping Module.

Packing Profile

Related to setup used in the Book Estimating Module. See the specific documentation for that module for details related to the packaging profile.

Addresses

This is a table that saves more than one address for a customer. Additional addresses can be accessed from the Shipping Module, the **Misc.** tab in AR Invoice Entry, Estimating, and Order Entry. Alternate Addresses have 2 fields: first name and last name. Currently, the Title field is not printed on reports, forms, etc. The Name field should be used for the contact for the address.

Active	Type	No	Name of the Address
Active	D	0	The Perfect Storm
Active	S	2	The Perfect Storm
Active	B	3	The Perfect Storm
Active	B	4	The Perfect Storm
Active		999999	The Perfect Storm

No: 0 ☐ Active Address ☒

Name: The Perfect Storm

Address: 656 Main Street

Zip: 31320

City: MIDWAY

County: LIBERTY

State: GA Country: USA UNITED STATES

Acct#:

Phone: 331-332-3334

Fax:

Email: brandon@printstream.com

Contact Title:

Contact Name: Steven Thoms Jr.

Date Entered: 9/19/2012

Date Edited: 9/19/2012

Used by Shipping Module

The zip code can be verified to indicate whether the county, city, and state match the zip code with the **Verify Address For Tax Engine** button.

	City	County	State	State Name	Zip Code
1	MIDWAY	LIBERTY	GA	GEORGIA	31320

* Double click on selected for the address....

Billing and Shipping Addresses - You cannot use the **Billing address** in the **Shipping address** field in PrintStream modules. The Shipping program defaults to the lowest numbered address other than 0 (now it uses 999999 unless other addresses are added). When defining new customers, saving the record automatically creates an address 0 and 999999.

Address cloning when adding additional addresses - You can change the order for addresses (for display in shipping) by changing the address number, using Save Addresses Order Preferences. The address on the main screen, defined as address #0, is the default address used for all items for this customer. Most commonly, this is the contact used when billing the customer. Additional addresses are created in this screen for additional production contacts, "sub" customers, i.e., customers of the main customer, additional departments, etc. In PrintStream, whenever a customer's address can be selected, these additional addresses are available to choose from. The highest numbered address is the default address for shipments to the customer.

List of Postage Customers

This button only appears when this customer is not a Postage customer for another customer. If this customer has other customers attached as postage customers, then this button takes you to a list of those customers. You may also attach postage customers through this screen.

	Postage Customer Ac No	Postage Customer Name
1	001SUB	Postage Sub

Customer#

Customer :

Customer Standard Specifications

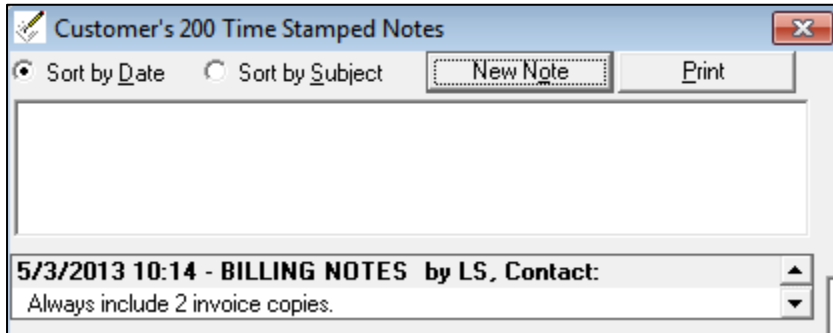
This field allows files to be attached that are specific to the customer.

Streamline Media Manager - 001 Spring Air customer standard specifications.

Add Rename Remove

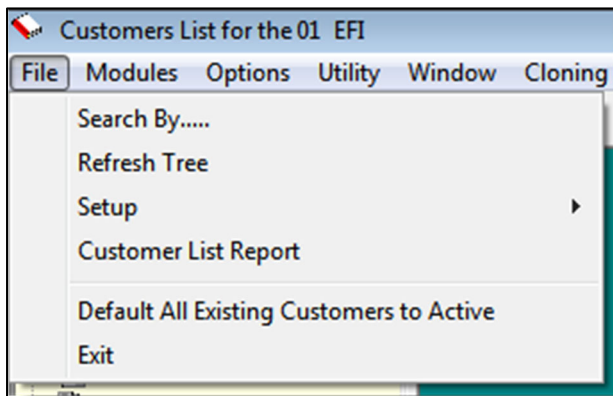
Time Stamped Notes

Customer Time Stamped Notes can be entered at the AR Invoicing level, in the Shipping program, and in Sales Prebill. These notes show behind the **Notes** tab of AR Invoicing as well as in the **Master Files Customer program/Time Stamped Notes** button.



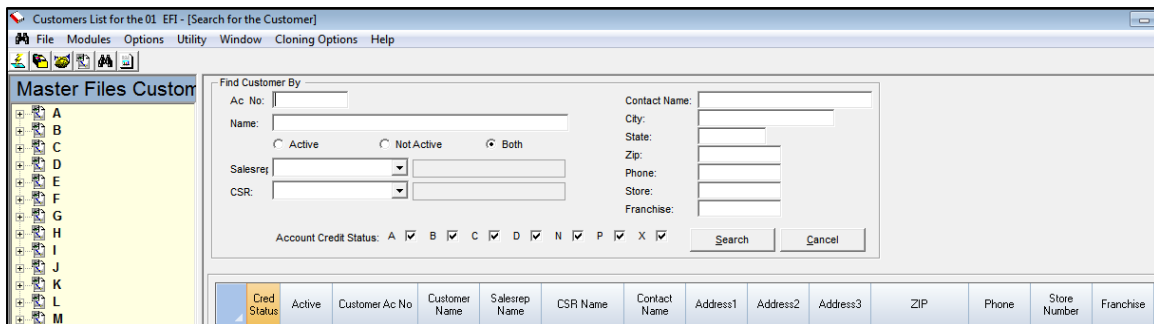
Menus for Customer Master File

File



Search By

For SQL databases, this search screen allows filter criteria to be input and searched on in the customer master file. Each criteria field allows a partial string to be searched on. Multiple criteria can also be searched simultaneously. This produces a search results list that meets the filter criteria. A single record can then be chosen from this list to edit in the standard Customer Master File screen. The search criteria filters that are available in this screen include account number, name, active status, salesrep, CSR, contact name, city, state, zip, phone, store, and franchise, as well as the various credit statuses.

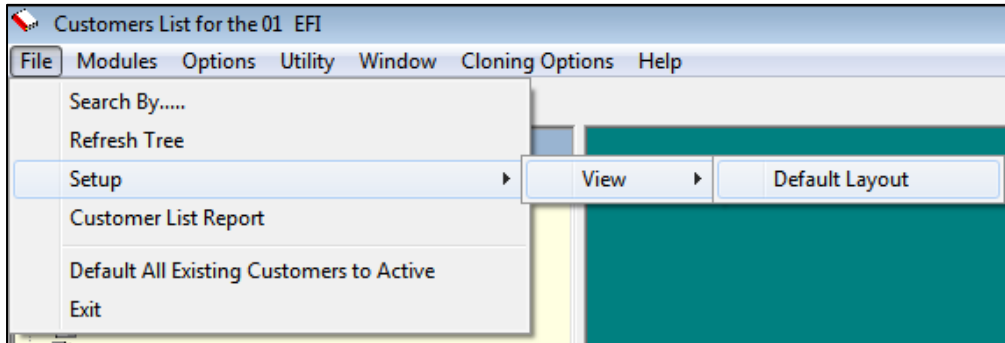


Refresh Tree

Closes expanded items in tree.

Setup

Allows user to return the tree to the original format (layout).



Customer List Report

Use this option to preview/print the Customer List.

Customer Listing

Customer: From: To:

	Active	Salesrep Name
1	<input checked="" type="checkbox"/> Y	Andrea Cox
2	<input checked="" type="checkbox"/> Y	Chris Kinkaidy
3	<input checked="" type="checkbox"/> Y	Claude
4	<input checked="" type="checkbox"/> Y	DMM Everything
5	<input checked="" type="checkbox"/> Y	DMM Sales Guy
6	<input checked="" type="checkbox"/> Y	House Account
7	<input checked="" type="checkbox"/> Y	Leah VanWynsberghe
8	<input checked="" type="checkbox"/> Y	Linda Pollard
9	<input checked="" type="checkbox"/> N	Michelle
10	<input checked="" type="checkbox"/> Y	Norma Nelsen
11	<input checked="" type="checkbox"/> Y	Roy McIntyre
12	<input checked="" type="checkbox"/> Y	sheelah
13	<input checked="" type="checkbox"/> Y	Suellen Jones

☐ Mark All Salesreps
☒ Mark Active Salesreps
☐ Mark NOT Active Salesreps

Type

☒ User Defined ☒ 30 days ☒ C.O.D.
☒ Refer ☒ PROSP ☒ Check

Content

☒ Detail ☐ Summary
☒ Print All Addresses ☒ Print Billing Notes
☐ Suppress Customers without Billing Notes

Sort By

☒ Customer Code ☐ Customer Name

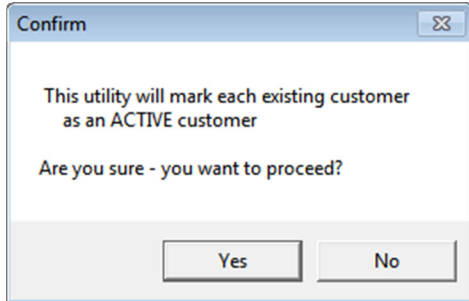
☒ Active ☒ Not Active ☒ Just Primary for the Company

☒ Print Customer Terms as appeared at Customer editing screen....

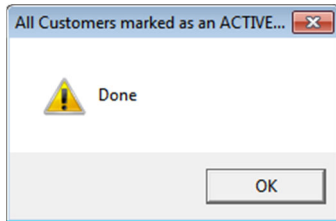
Preview Print Cancel

Default All Existing Customers to Active

This is a utility that marks all customers with an active status. Be advised that the only way to mark a customer as not active is one at a time in the individual master files, so use this utility with caution. A confirmation window opens when this option is selected, so make sure you want to complete the process.



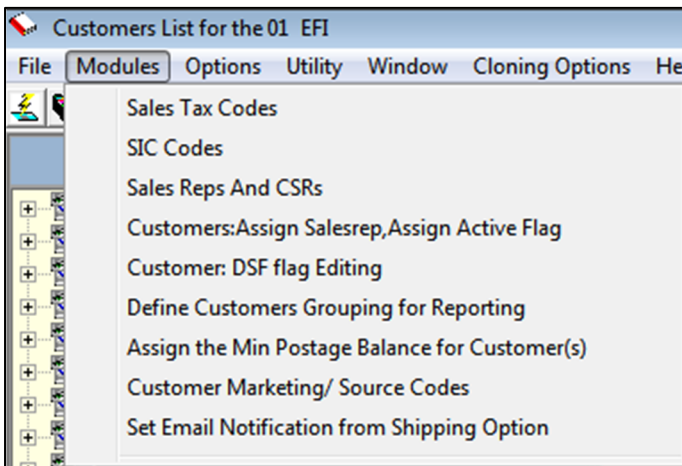
The following screen displays once the process is finished.



Exit

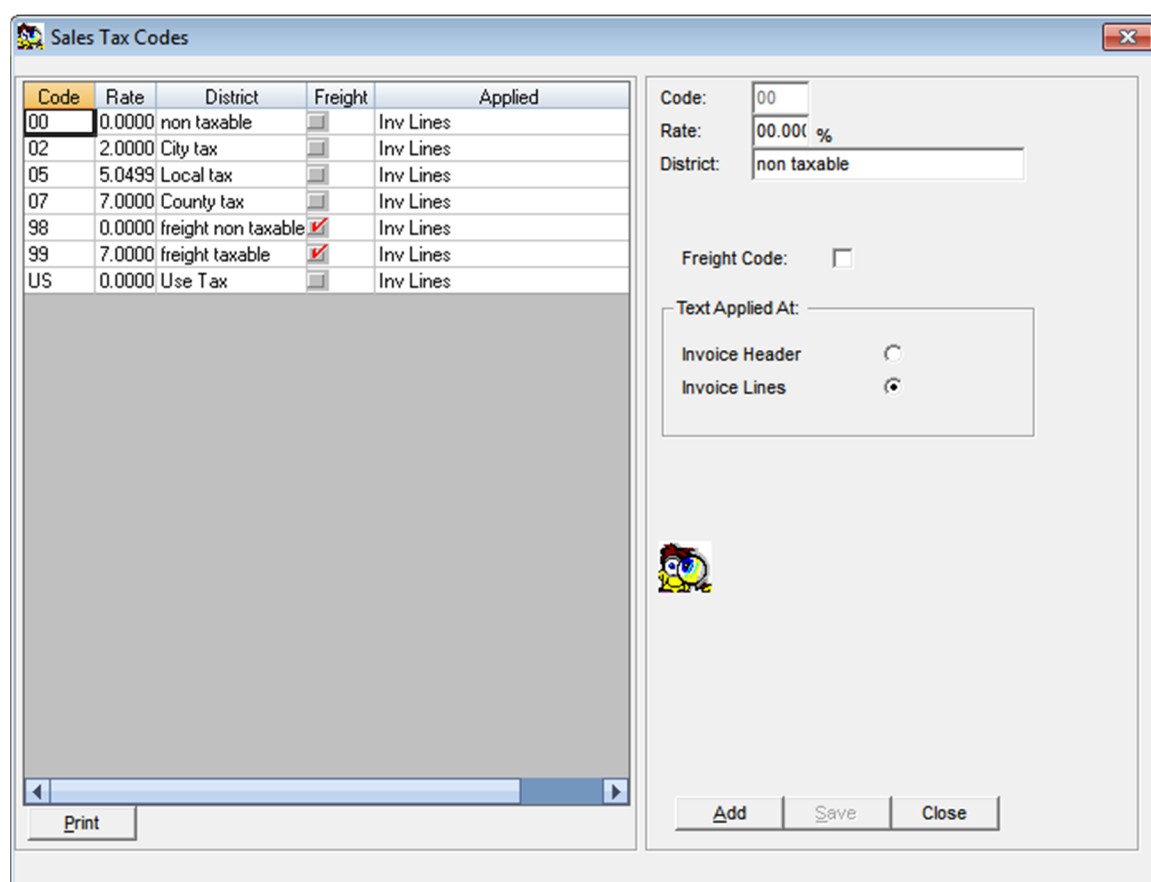
This option closes the Master Files Customer Module.

Modules



Sales Tax Codes (Not used if the tax engine is used)

Use this to setup Sales Tax amounts to be applied to customer invoices. Each customer must be assigned a default sales tax rate based on this table. These rates are also used in the Accounts Payable Module. When setting up the rates, alpha numeric codes can be used. The rate should be defined as 7 for 7% or 5.5 for 5.5%. Two codes should also be entered for freight: one taxable and one non-taxable. The codes established here will help you to determine the amounts due to your taxing entities. The AR Reporter, Month End Sales Tax Report segregates amounts by code. Canadian users should define PST rates here. GST is applied when invoicing and is defined in MF Reports. Some states require the use of multiple rates. We suggest using one rate that includes both county and state rates combined. For example, a county rate of 4% and a state rate of 1% would combine to be 5%.



The "Sales Tax Codes" window displays a table of tax codes and their associated details. The table has five columns: Code, Rate, District, Freight, and Applied. The data rows are as follows:

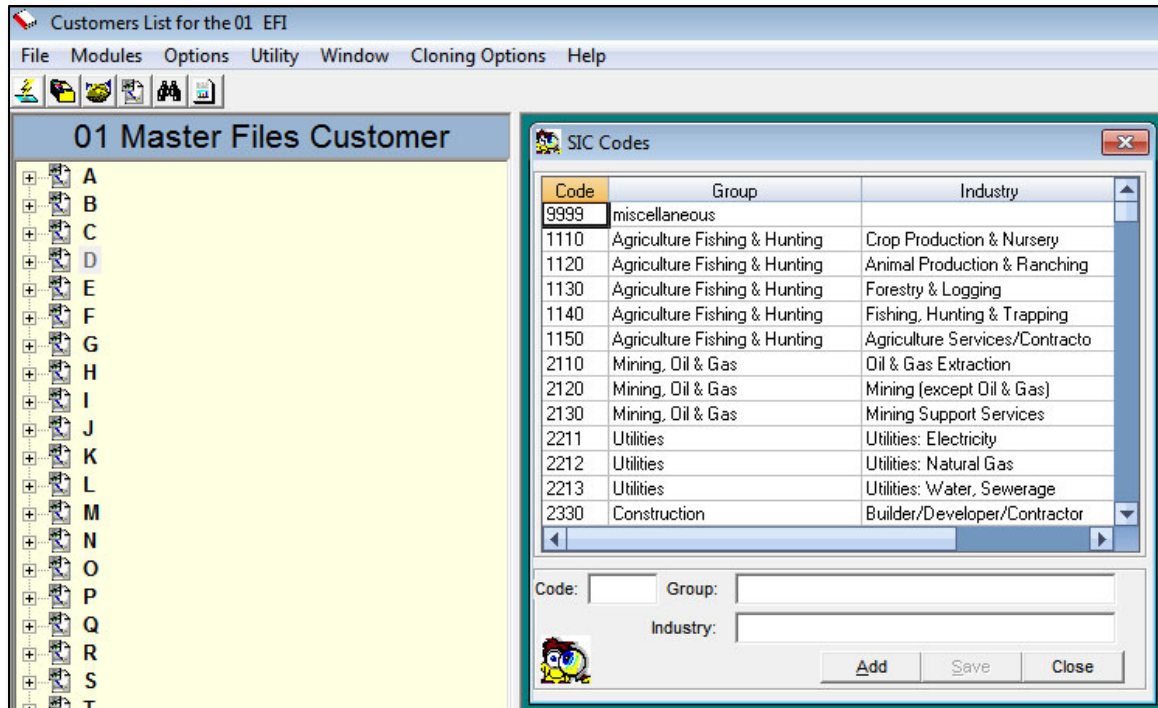
Code	Rate	District	Freight	Applied
00	0.0000	non taxable	<input type="checkbox"/>	Inv Lines
02	2.0000	City tax	<input type="checkbox"/>	Inv Lines
05	5.0499	Local tax	<input type="checkbox"/>	Inv Lines
07	7.0000	County tax	<input type="checkbox"/>	Inv Lines
98	0.0000	freight non taxable	<input checked="" type="checkbox"/>	Inv Lines
99	7.0000	freight taxable	<input checked="" type="checkbox"/>	Inv Lines
US	0.0000	Use Tax	<input type="checkbox"/>	Inv Lines

Below the table is a "Print" button. To the right of the table, there are input fields for "Code:" (00), "Rate:" (00.000 %), and "District:" (non taxable). Below these is a "Freight Code:" checkbox (unchecked). Further down is a "Text Applied At:" section with two radio buttons: "Invoice Header" (unchecked) and "Invoice Lines" (checked). At the bottom right are "Add", "Save", and "Close" buttons. A small cartoon character icon is located below the "Text Applied At:" section.

For additional sales tax needs, contact your EFI PrintStream Support to discuss the other options available.

SIC Codes

A spreadsheet containing a sampling of NAICS codes is available. Due to the customer base of our clients and their product mix, we expect you will review and remove detail in certain categories, and add detail in other categories. This is simply a matter of someone deleting the industry from the standard table and adding it as a new industry in their preferred group. Contact EFI PrintStream Accounting Support for information on how to use the NAICS import. If you would like to use a custom set of codes, please keep the format setup in the worksheet.



600_400_04 Acct SIC NAICS Code Import [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E	F	G
1	Code 1	Description 1	Description 2	Code 2	Code 3	Code 4	EOR
2	1110	Agriculture Fishing & Hunting	Crop Production & Nursery	11	1	0	EOR
3	1120	Agriculture Fishing & Hunting	Animal Production & Ranching	11	2	0	EOR
4	1130	Agriculture Fishing & Hunting	Forestry & Logging	11	3	0	EOR
5	1140	Agriculture Fishing & Hunting	Fishing, Hunting & Trapping	11	4	0	EOR
6	1150	Agriculture Fishing & Hunting	Agriculture Services/Contractor	11	5	0	EOR
7	2110	Mining, Oil & Gas	Oil & Gas Extraction	21	1	0	EOR
8	2120	Mining, Oil & Gas	Mining (except Oil & Gas)	21	2	0	EOR

Sales Reps and CSR's

This section must be completed prior to importing or entering new customers. All customers and all jobs must have a salesrep assigned. The CSR, estimator, planner, collector, and manager are optional. The salesrep number and title are user defined. The **Active** check box must be selected in order to see the name on the drop-down lists throughout estimating and accounting.

Customers List for the 01 EFI

File Modules Options Utility Window Cloning Options Help

01 Master Files Customer

Num	Name	Rep	CSR	Estim	Planner	Collect	Man	Active
1	House Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Chris Kinkaidy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Michelle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
87	Suellen Jones	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
49	Rob Hales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
25	Betty White	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9999	test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Linda Pollard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	Kathy DiPaolo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
44	Roy McIntyre	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
50	Andrea Cox	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
51	Opal Richey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
52	DMM CSRGuy1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
53	DMM CSRGuy2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
54	DMM Sales Guy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
55	DMM Everything	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	sheelah	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Claude	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
21	Norma Nelson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
100	Leah VanWynsberghe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	William Jensen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Number: 1
Name: House Account
Title: salesrep
Territory:
Type: Sales reps ☒ Estimator ☒ CSR ☐
Manager ☐ Planner ☐ Collector ☐
* Can select only up to three types.
Active ☒
Sales Rep Contact info - Cont Info Active? ☐
Phone #:
Fax #:
Email ID:
Show only: Sales Reps ☐ CSR's ☐
Estimators ☐ Active ☐
Commission Factor
Accessible from the Commission/AP System ☐
Account No as the Vendor:
Add Save Close

Salesrep changes/deletions - Salesreps, CSRs, Estimators, Planners, Collectors, and Managers cannot be deleted after creation. To discontinue use of these, please clear the **Active** check box. To move the customers assigned to that salesrep to a different salesrep, right-click the old salesrep and select **Universal change of salesrep in masterfile**.

Customers List for the 01 EFI

File Modules Options Utility Window Cloning Options Help

01 Master Files Customer

Num	Name	Rep	CSR	Estim	Planner	Collect	Man	Active
1	House Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Chris Kinkaidy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Michelle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
87	Suellen Jones	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
49	Rob Hales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
25	Betty White	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9999	test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Linda Pollard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	Kathy DiPaolo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
44	Roy McIntyre	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
50	Andrea Cox	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
51	Opal Richey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
52	DMM CSRGuy1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
53	DMM CSRGuy2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
54	DMM Sales Guy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
55	DMM Everything	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	sheelah	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Claude	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Universal change of salesrep in masterfile

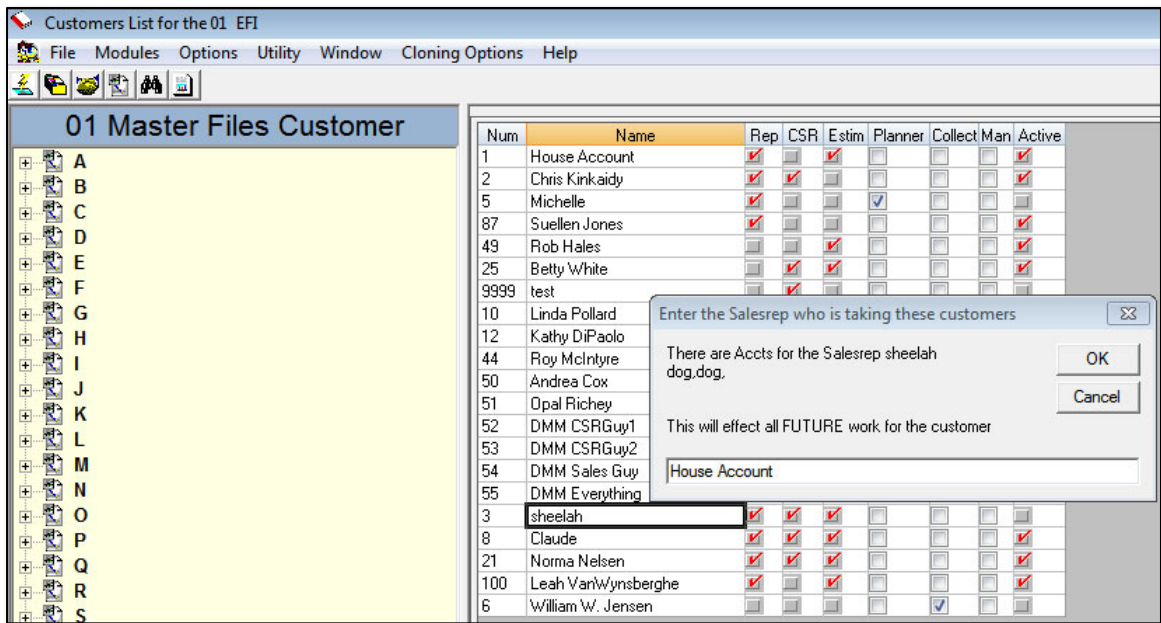
Click **Yes** to continue.

Confirm

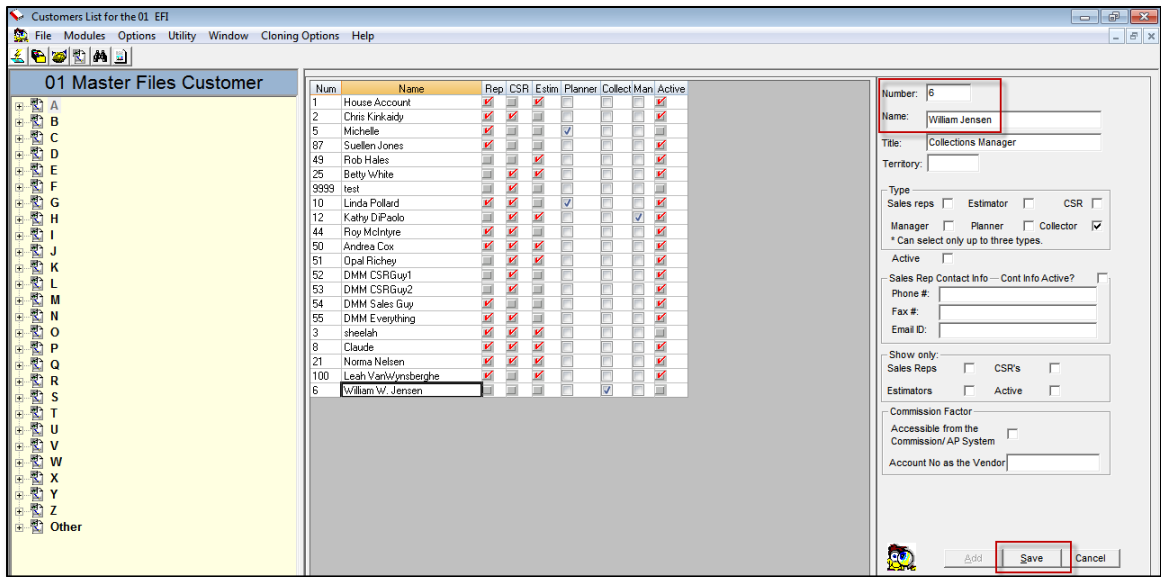
Are you sure?

Yes No

PrintStream searches and shows you a list of customers assigned to that individual. Enter the name of the new salesrep, exactly as it appears in the list, and click **OK**. PrintStream automatically changes all of the customers to the new salesrep. (The new salesrep must have been created prior to substitution). Any new quotes/jobs/invoices will have the new salesrep. PrintStream determines if there are old quotes/jobs/invoices with that salesrep. If there are, it inactivates the salesrep. Active jobs can be manually changed to the new salesrep.



Changing a Salesrep's **Number** or **Name** is done by editing the information in the applicable fields to the upper right of the screen. Remember to click **Save** to retain any changes made.



Customer: Assign Salesrep, Assign Active Flag

This table lists several of the setup items as seen in the customer's master file screen. The table can be sorted by single-clicking the header of each column. If the salesrep is inactive or **Type** is not salesrep, the Salesrep column text will be red. When a salesrep cell is selected, a combo-box loads with active salesrep names. If **Save** is clicked without doing any changes for an invalid row, bad data clears. Next time the column is sorted, the empty cells group together for ease in entering information.

Inactive customer feature

A customer cannot be marked as inactive if there are any jobs which have not been final invoiced, if the customer has a postage balance or an unapplied AR balance, or if there are any invoices which are not paid in full. Inactive customers will still appear on reports. Marking a customer as inactive changes their credit limit to zero. Quote/job (in MailEstPam, Print Estimating, nor Quick Job Entry) for any customer marked **Inactive** in the Masterfile Customer program cannot be created. If a quote already exists for the customer and then you make the customer inactive, their credit limit becomes zero. If necessary, the quote can be converted to a job by overriding the credit limit.

Customer Name	Active/Inactive	Charge For Storage	Free Storage Days	Customer 'Since' Date	Salesrep Name	CSR Name	Tax Number
43 Nelson, Esparza and Forney	✓			0 06/18/09	Linda Pollard	Kathy DiPaolo	
44 Streamline Solutions	✓			0 10/13/09	House Account	Kathy DiPaolo	
45 Streamline Solutions	✓			0 08/17/10	House Account	Kathy DiPaolo	
46 STEAMLINE	✓			0 06/28/07	House Account		
47 Light Bulb	✓	✓	30	02/13/12	House Account		
48 New Prospect	✓	✓	30	05/06/11	House Account		
49 Fiscal Year	✓			0 01/01/00	House Account	Sue Smith	
50 Lighthouse Management	✓			0 01/10/02	Chris Kinkaidy	Andrea Cox	
51 All Stars Inc.	✓	✓	30	10/05/12	House Account		
52 DIPALLO	✓			0 08/29/06	House Account	Kathy DiPaolo	
53 JJD	✓			0 10/16/06	Chris Kinkaidy	Chris Kinkaidy	
54 STREAMLINE	✓			0 06/28/07	House Account		
55 do not use Post It Note Co.	✓			0 05/06/99	House Account		
56 High Cotton	✓	✓	30	10/11/10	Chris Kinkaidy		
57 do not use Use it / Rent It	✓			0 05/06/99	House Account		
58 TEST IMPORT	✓			0 01/01/00	House Account	Linda Pollard	
59 Barbara's Customer	✓			0 01/04/02	House Account	Linda Pollard	
60 QUIZNO'S FRANCHISING	✓			0 07/20/06			
61 The Cats Meow	✓			0 11/11/02	Chris Kinkaidy	Linda Pollard	
62 BP's Test	✓			0 10/15/07	House Account		
63 Chris Botsch Since 1951	✓			0 07/21/06	House Account		

Customer: DSF flag Editing

This option allows you to designate a customer to be used with Digital Storefront, an EFI web product.

Define Customer's Grouping for Reporting

To create and assign a grouping for individual customers

1. From the **Modules** menu, select the option to **Define Customers Grouping for Reporting**.
2. Click **Add**.
3. Create a **Group Code** and a **Group Description**.
4. Click **Save**.

The **Credit Limit** column is for informational purpose only. The information is stored in a database and can be accessed for customer created reports.

Customers List for the 01 EFI - [Debtor Grouping - Reporting]

File Modules Options Utility Window Cloning Options Help

01 Master Files Customer

	Customer's Group Code	Customer's Group Description	Credit Limit
1	2013	New This Year	0.00
2	POLL	Pollard Consulting	50.00

Once the groups have been established, customers can be assigned to the groups in two different ways.

- The grouping can be set when the individual customer screen is open.
- Using the option to assign a salesrep, select the grouping from the drop-down list and save.

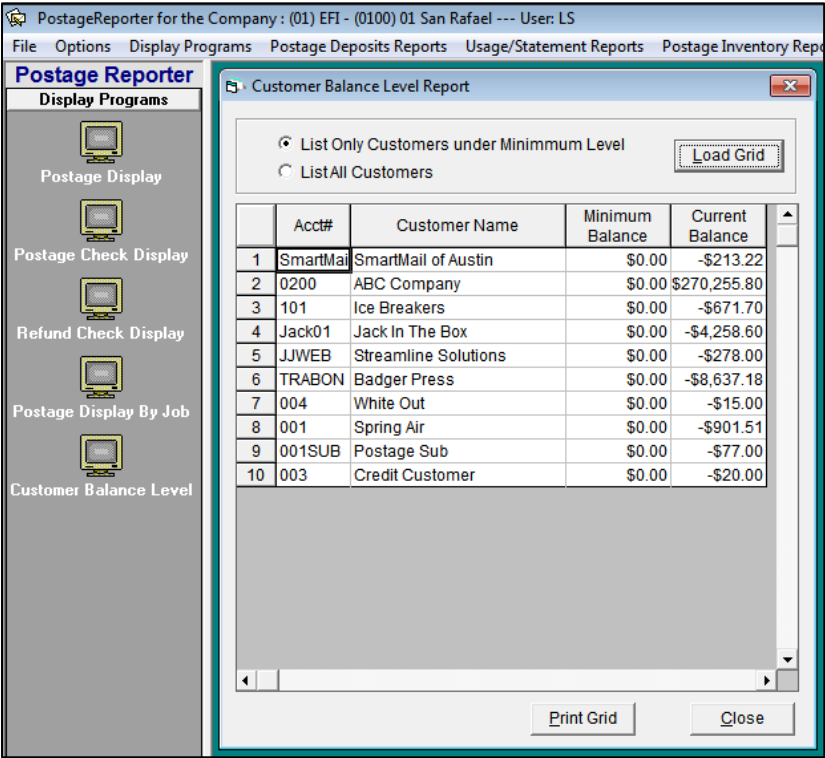
See the grid on the previous page to inactivate or assign a salesrep.

Assign the Min Postage Balance for customer

This option allows a specific dollar amount to be entered for the minimum amount of postage suspense to be on hand for a particular customer.

Ac No	Customers Name	0100	01	0200	02
1	001 Spring Air	0.00	0.00		
2	001SUB Postage Sub	0.00	0.00		
3	002 Blizzard Co.	0.00	0.00		
4	002SUB Postage Sub Prospect	0.00	0.00		
5	003 Credit Customer	0.00	0.00		
6	004 White Out	0.00	0.00		
7	005 Postage Customer	0.00	0.00		
8	006 Credit Limit Customer	0.00	0.00		
9	007 Shared Customer	0.00	0.00		
10	007 Shared Customer	0.00	0.00		
11	008 Orange County Postage	0.00	0.00		
12	009 International Receiving	0.00	0.00		
13	009 International Receiving	0.00	0.00		
14	010 Zip Code Customer	0.00	0.00		
15	01-001 XYZ COMPANY	0.00	0.00		
16	011 Suspense Pictures	0.00	0.00		
17	011 Suspense Pictures	0.00	0.00		
18	012 POST	0.00	0.00		
19	012 POST	0.00	0.00		
20	013 Carthay & Co.	0.00	0.00		
21	013 Carthay & Co.	0.00	0.00		
22	014 Bernard Home Furnishings	0.00	0.00		
23	014 Bernard Home Furnishings	0.00	0.00		
24	015 Early Bird, Inc.	0.00	0.00		
25	015 Early Bird, Inc.	0.00	0.00		
26	0200 ABC Company	0.00	0.00		
27	0200 ABC Company	0.00	0.00		
28	02-001 XYZ COMPANY	0.00	0.00		
29	021544 ABBA10	0.00	0.00		
30	02-15-44 Streamline Solutions	0.00	0.00		
31	02-15-44 Boulder Outdoor Center	0.00	0.00		
32	03-001 XYZ COMPANY	0.00	0.00		

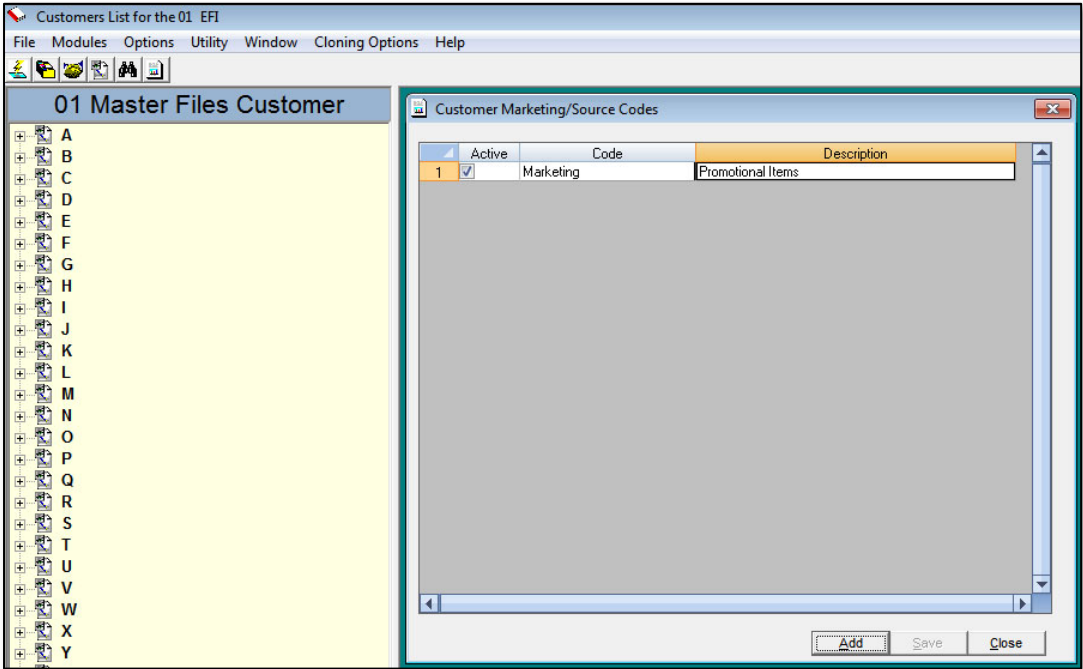
This information feeds the Customer Balance Level Report in the Postage Reporter.

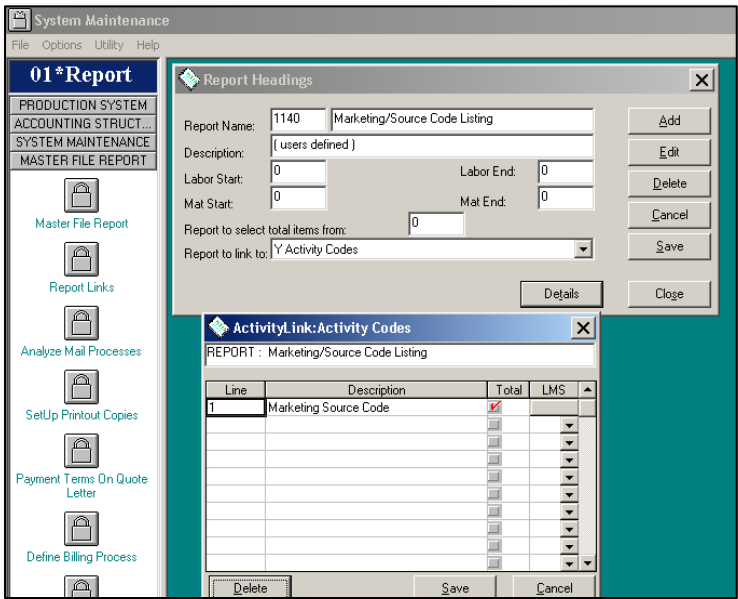


Customer Marketing and Source Codes

Currently, these are informational fields that can be created and assigned to customers as desired. Information is stored in a database and can be accessed for customer created reports.

Report 1140 must be defined **Masterfile Reports>Masterfile Reports>Masterfile Reports**.





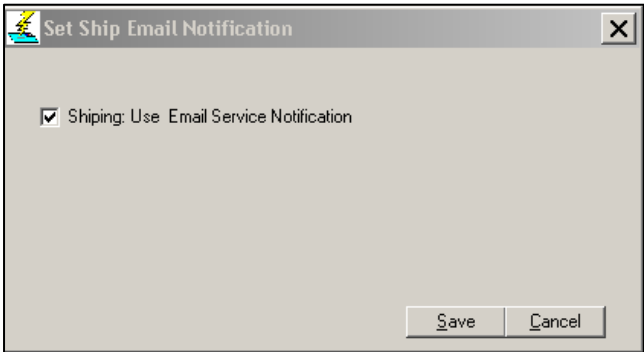
Set Email Notification from Shipping Option

This feature sends an email notification to the email address referenced in the customer’s masterfile defined at the address the shipment was sent to as well as to the salesrep and CSR defined for the customer.

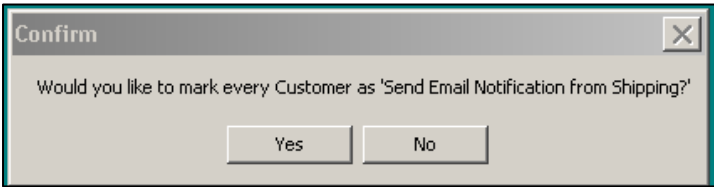
To setup email notification

Setup is required to use this feature.

- 1. Activate this feature in **Masterfile Customer>Modules>Set Email Notification** from Shipping Option. Select the **Shipping: Use Email Service Notification** check box and click **Save**.



- 2. A confirmation dialog box displays.
 - If you click **Yes**, every customer in your database will be marked to receive an email.



Note Before clicking **Yes**, please note that, if your customer does not have an email address defined and you attempt to create a shipment, you will be prevented from saving that shipment until you enter an email address.

Editing Shipment

Packing Slip#: [] Shipment ID: [] Date: 11/6/2008 Time: 4:17:00 PM ☒ Ready to Ship

Cust. Acct#: 50026 Customer: Leah

Job#: 2084 Job Desc.: Email notification

Contact: Leah VanWynsberghe Select Address Responsible: LEAH

Phone: Here is the phone House Address Ship Method: Airborne

☐ Hold Contact when selecting a new address Tracking#: []

Contact: Leah VanWynsberghe Ship Cost: []

Phone: Here is the phone

Company: Leah Ship Type: Ship To

Address: 34234 Stage: Advanced

City: TAYLOR State: MI Billing Type: []

Country: WAYNE Zip: 48180 Email: []

Country: USA

Acct#: []

☒ Hold Acct# when selecting a new address

Weight: []

Packages: []

No. of Skids: []

Cust. PO: []

Customer's Time Stamped Notes

Reference Fields

Packages Detail

PSShipment

Please enter a valid Email address.

OK

Description	Version	Bi	Back Order	Item Type	Tax	Job Qty	Print Label
1 Email notification			100	8700			

- If you click **No**, you will need to manually select which customers you wish to work with the Automatic Shipment Email notification.

Confirm

Would you like to mark every Customer as 'Send Email Notification from Shipping?'

Yes No

If you clicked **No**, you can manually select the customers you would like to enable this feature for. Select the Customer: Assign Salesrep, Assign Active Flag under Modules in Masterfile Customer. Select the check box in the **Automatic Shipment Email** column for the customers you want to use this feature for.

Customers List for the 01 EPI

File Modules Options Utility Window Cloning Options Help

01 Master Files Customer

Assign Salesrep to the Customers

	Salesrep Name	CSR Name	Tax Number	Tax Code	Report Grouping	Automatic Shipment Email	Unders	Overs
163	House Account			07		<input checked="" type="checkbox"/>	0.00	0.00
164	House Account	Kathy DiPaolo		7		<input checked="" type="checkbox"/>	0.00	0.00
165	House Account	Linda Pollard		7		<input checked="" type="checkbox"/>	0.00	0.00
166	House Account	Linda Pollard		7		<input checked="" type="checkbox"/>	0.00	0.00
167	House Account			7		<input type="checkbox"/>	0.00	0.00
168	House Account	Kathy DiPaolo		7		<input checked="" type="checkbox"/>	0.00	0.00
169	House Account	Linda Pollard		02		<input checked="" type="checkbox"/>	0.00	0.00
170	House Account			7		<input checked="" type="checkbox"/>	0.00	0.00
171	House Account			7		<input type="checkbox"/>	0.00	0.00
172	House Account	Linda Pollard		7		<input checked="" type="checkbox"/>	0.00	0.00
173	Chris Kinkaidy	Kathy DiPaolo		7		<input checked="" type="checkbox"/>	0.00	0.00
174	House Account			00		<input type="checkbox"/>	0.00	0.00
175	House Account	Sue Smith		7		<input checked="" type="checkbox"/>	0.00	0.00
176	House Account	Linda Pollard		7		<input checked="" type="checkbox"/>	0.00	0.00
177	Linda Pollard	Kathy DiPaolo		7		<input type="checkbox"/>	0.00	0.00
178	House Account	Linda Pollard		7		<input checked="" type="checkbox"/>	0.00	0.00
179	House Account	Kathy DiPaolo		7		<input checked="" type="checkbox"/>	0.00	0.00
180	House Account			7		<input checked="" type="checkbox"/>	0.00	0.00
181	Andrea Cox	Opal Richey		7		<input checked="" type="checkbox"/>	0.00	0.00
182	House Account	Linda Pollard		7		<input checked="" type="checkbox"/>	0.00	0.00

☐ Apply Changes to any Cloned records

Save-Reload Save Cancel

If you clicked **Yes**, all the customers are automatically selected. You can clear the customers you wish to not receive the email notification.

In summary

1. The email template must be defined in **Masterfile Reports>System Maintenance>Shipping Email Template**.
2. Email addresses must be defined for the customer located in the **Addresses** button.
3. Email address must be defined for the salesrep and CSR.
4. The Set Up Shipping Files utility must be generated in the Job Cost Entry program.

Options

Switch the company

This option allows multi-company users to switch to other companies defined in the PrintStream database. Switching companies from within a program changes the company for the program only. The user's security setup dictates the companies the user can switch to.

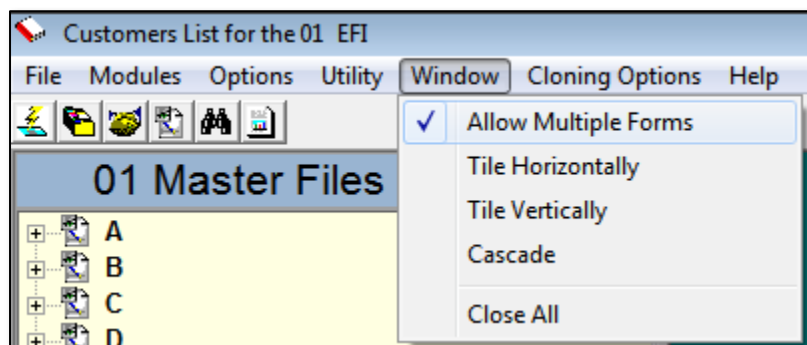
Utility

Items in this area are password protected and are for use by EFI PrintStream Support only.

Window

Allow Multiple Forms

With this option, you can have more than one type of window open at a time (for example, a customer record and the Customer List report). A check mark appears to the left when the option is activated.



Tile Horizontally, Vertically, or Cascade

These three options organize multiple open windows in various ways.

Close All

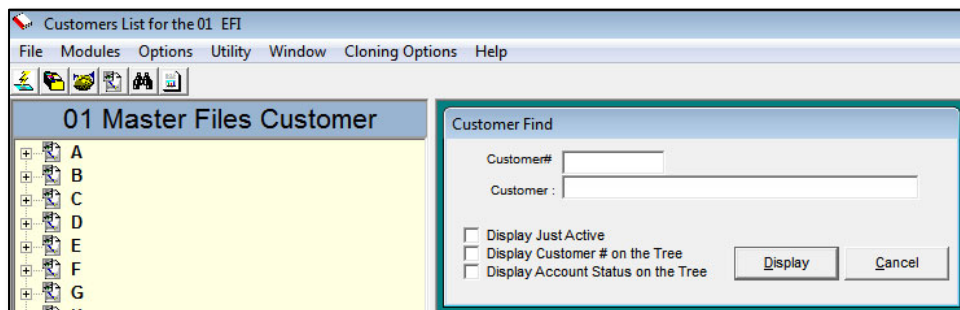
This option simultaneously closes all open windows.

Cloning Options

This option is for use by EFI PrintStream Support only.

Find Customer by Account Number

Using the binoculars icon allows you to search for a customer by number or by name. You can also change the appearance of customers in the tree by selecting **Display Just Active** or **Display Customer # on the Tree** in addition to the customer name. This setting is workstation specific. The arrow keys on the keyboard can be used to scroll through the list.



Change Customer Number

The Master Files Customer allows a change of customer account number.

To change an account number

1. Open the customer's account.
2. Change the account number.
3. Click **Save**.

Customer

Account No: 200 Name: Light Bulb

Address: 123 Main Contact: Phone: Fax: Monthly sale: \$0.00

Zip: 84123 City: MURRAY County: SALT LAKE State: UT Country: USA Acct Status: B - 30 day Account

Salesrep: House Account CSR: Manager: Collector: Payment Days: 30 Since: 2/13/2012

SIC Code: Group: Industry: D/B Ref: Terms: Remarks: Tax Code: 02 2% City tax Cred Limit: \$10,000.00 Currency: USA Cred Ref:

Search: By Code By Group By Industry Internal Customer Suppress Statements Use Var Value: 0

Service Charge: Tax enforced Bypass Credit Check Short Remarks Store/Franchise Reporting Grouping Marketing Sor

Tax #: Allowed WEB Postage: Place Customer on Credit Hold Charge for Storage Free Storage Days: 30 Overs/Unders: 0 0

Order Entry Notes Packing Slip Address Billing (Customer Credits) Notes Shipping Notes Addresses Packing Profile List of Postage Customers Customer Standard Specifications

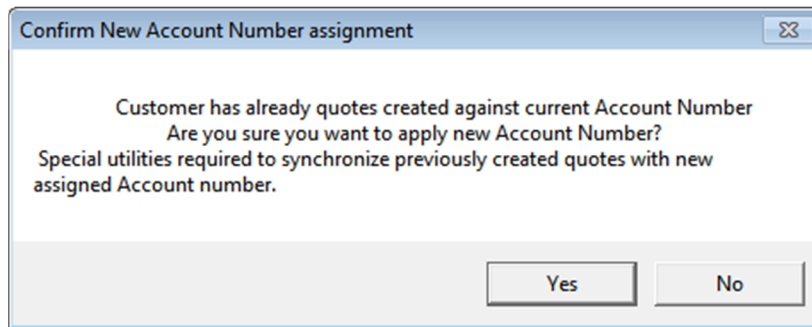
Customer is the Postage Customer for the Customer... Customer# Customer:

Share Customer with Companies Bill Customer Directly(Horizontal) Bill Job's Owner (Vertical)

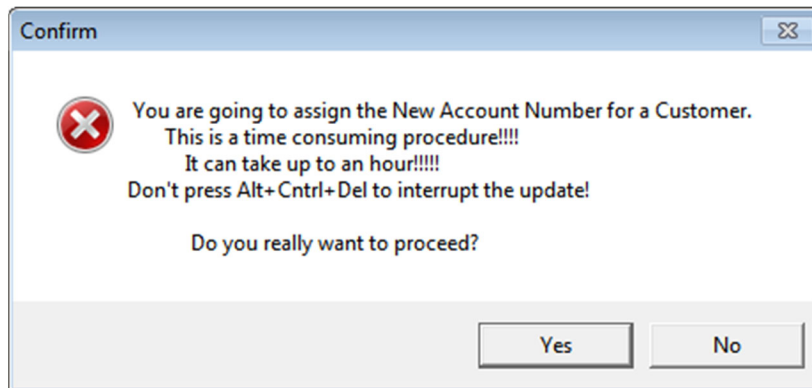
Cmp Code	Acct No	Name
02	PRINT	PrintStream

Time Stamped Notes Add Save Cancel

You are prompted to confirm the change.



4. Click **Yes** to proceed.



5. Click **Yes** again.

Prospect to Customer conversion procedure

Prospective customers must be converted to “Live” customers prior to an estimate being converted to a job. A prospect should also be converted prior to any cash receipts or invoicing.

To convert the prospect

1. Select the prospect from the tree and select **View Customer Information**.
2. Change the prospect account number to an account number consistent with your live customer scheme and also provide the appropriate terms.
3. Establish all required fields such as **Credit Limit** and **Tax Code**.

Vendor Master File

The Vendor Master File contains information relating to any entity you will make payments to, including Postmaster Vendors. The Vendor Master file in PrintStream can be keyed directly into the Vendor Master File screen or imported with a specifically formatted Microsoft Excel spreadsheet.

Manual Vendor Creation

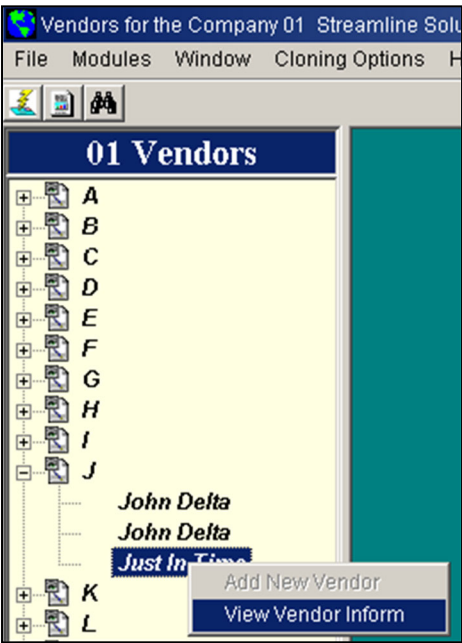
To manually add and then open a new vendor file

1. Click any one of the letters in the tree to the left to highlight it.
2. Right-click and select **Add New Vendor**.



3. A blank vendor file becomes available. Vendor data can now be entered directly into the form using the following field information criteria.

4. Once the vendor information has been established, the screen can be opened by highlighting the vendor from the tree, right-clicking, and selecting **View Vendor Inform**.



- 5. Enter Vendor data into the form using field information criteria.

Field information

Vendor

Account No: ☒ Active Name:

Address:

Zip: Country:

Contact:
Phone:
Fax:
D/B Ref:
Acct Status:

PO Address:

Vendor's Account Number:

Addresses
Vendor's Notes

Standard Terms
Payment ☒ Days ☐ Date ☐ Monthly
☐ Always Take Discount
Early Payment Discount: %
Discount ☒ Days ☐ Date

This vendor is a postmaster vendor ☐
Mail Entry Type (mail system only):
1099 Vendor ☒
Type:

Federal ID #:
Dissection Codes:
☒ freight expense

Share Vendor with Companies

Code	Acct No	Name
<input checked="" type="checkbox"/> 02	PRINT	PrintStream

Payment Priority Level:

Account No

Account number can be alpha, alphanumeric, or numeric. The field holds 8 characters. It is a required field and must be unique to the system.

Auto

Selecting this button automatically creates an account number. The account number is based on the highest number already in the system.

Active

If selected, the vendor is active to allow purchase orders, purchase order receipts, AP Invoices and AP checks to be created to the account. If not selected, purchase orders, purchase order receipts, AP Invoices and AP checks can not be generated against the account.

Name

This field is for the vendor name. The field holds 40 alpha, alphanumeric, or numeric characters. This is a required field and must be unique.

Address

Fields for the vendor street address, city, and state information. Each line holds 30 alphanumeric characters. This is optional. However, this is the information that will print on accounts payable and postage checks.

Zip Code

For the vendors zip code, a 10 character numeric field.

Country

Select from the drop-down list a country codes created in setup. If only one country is in setup, the system defaults to it. This field is specific to the Currency used by the system. If the Vendor address is another country, you must put the country name in one of the three address fields in order for it to print on the check.

Contact

Vendor's primary contact name. This is typically the Accounts Receivable contact. Other addresses and contacts can be established from the **Addresses** button. This is an optional, 30 character field.

Phone

Vendor phone number. It is an 18 character, numeric field and is optional.

Fax Number

Vendors fax number. It is an 18 character, numeric field and is optional.

D/B Reference

This field can hold either the D/B reference number or a mail.dat reference number. This field is alpha/numeric and holds 20 characters.

Acct Status

Establishes the type of account you have with your Vendor. Type A, B, C, or D. Type A = 7 days, Type B = 30 days, C = C.O.D., and type D = Other.

PO Address

This field allows the user to select an established additional address to send the Purchase Order to, if different than the main vendor address. This is an optional field.

Vendor's Account Number

Information from this field prints on the check issued to the vendor. Most commonly used for those vendors with an established account number that needs to be on the check, i.e., credit card companies and utility companies. This field holds 30 alphanumeric characters and is optional.

Addresses

This table saves more than one address for the vendor. These additional addresses can be accessed from the AP Invoicing and Purchase Order entry screens. Additional addresses can be entered manually or imported with a specifically formatted Microsoft Excel spreadsheet. This is optional.

Vendor's Notes

Notes entered here are available for viewing in the .Net Shipping Module.

Standard Terms – Payment

The standard terms payment days will automatically default when Account status type A, B, or C is used. If type D is selected, the user must define the number of payment days or date. The **Days/Date** field is the number of days/date after invoice date before the discount expires.

Always Take Discount

If the vendor allows the user to always take a discount regardless of when an invoice is paid, this check box must be selected and the discount percentage entered.

Early Payment Discount

If the vendor allows a discount for early payment, enter the discount percentage and the number of days the discount is available.

This vendor is a postmaster vendor

This check box must be selected if the Vendor is being created in conjunction with the Postage Module. This type of Vendor is only available for use in the Postage Module.

Mail Entry Type

This field must be completed for Postmaster Vendors. The field holds one of the following three character alpha codes:

- **DSCF** – Sectional Center Facility
- **DBMC** – Bulk Mail Center
- **NONE** – neither

1099 Vendor

If a Form 1099 must be generated for this vendor from PrintStream, select this check box. Also, select the type of 1099 to be generated. Currently, PrintStream supports two types of 1099 formats: Miscellaneous and Interest.

Federal ID #

If this field is filled in with the Vendor's Federal ID number, the number prints on the vendors 1099 form automatically. The field holds 20 numeric characters and is optional.

Dissection Code

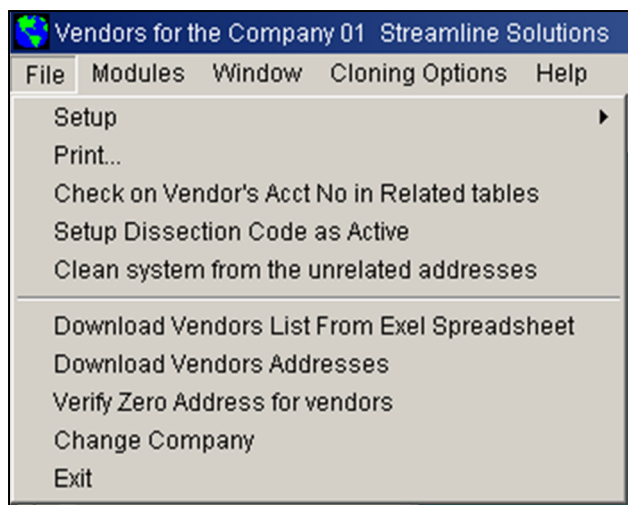
Once dissection codes have been established in PrintStream, a code can be linked to a Vendor. This is most commonly used for vendors that you would want to have all invoices default to a particular expense account. Dissection codes are created from the Vendor Master Files modules menu.

Payment Priority Level

This is an optional setting. The priority level set here is used in conjunction with the priority invoice selection option, available in the AP Check Entry Module.

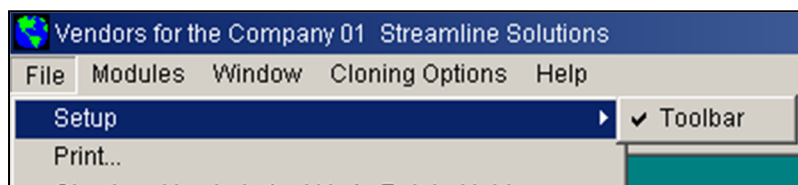
Menus for Vendor Master Files

File



Setup

Allows a user to add an icon toolbar.



Print

No longer used. Refers the user to the AP Reports Module.

Check on Vendor's Acct No in Related Tables

For PrintStream Support only.

Setup Dissection Code as Active

Utility for EFI PrintStream Support use only.

Clean system from the unrelated addresses

Utility for EFI PrintStream Support use only.

Download Vendors List From Excel Spreadsheet

A Windows utility is available to download a Vendor List from the specified Vendor Spreadsheet. This utility is for Support use only.

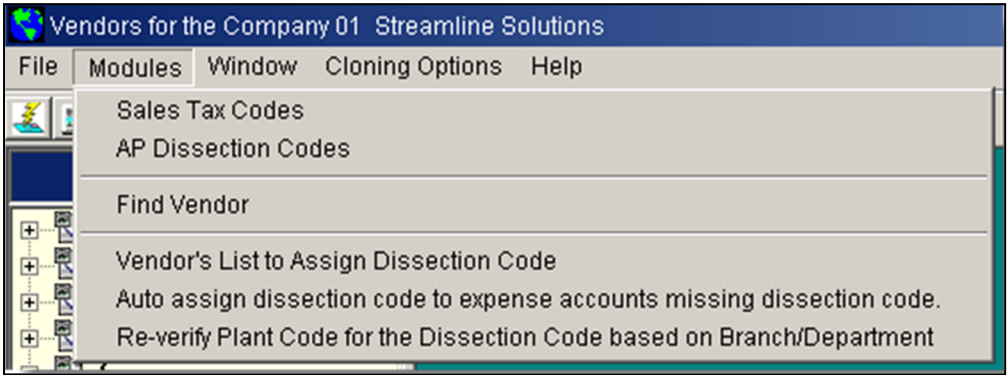
Download Vendors Addresses

A Windows utility to import additional addresses for established vendors. Available in the Addresses screen after import.

Verify Zero Address for Vendors

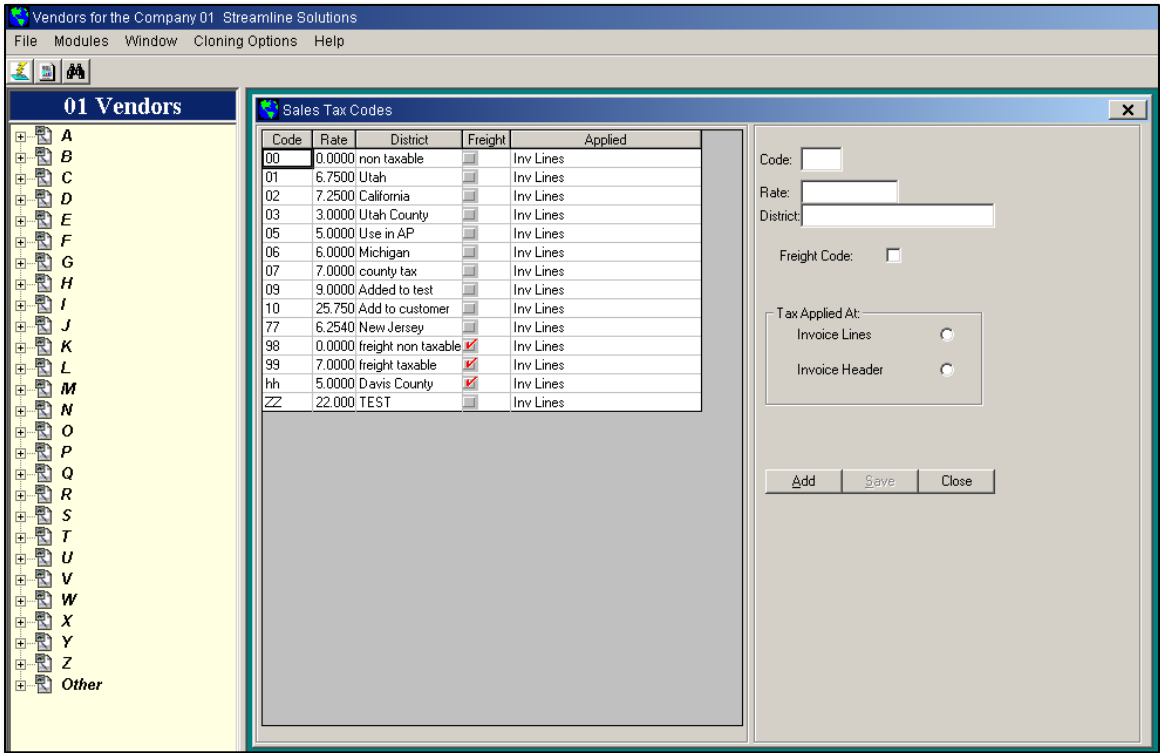
Utility for EFI PrintStream Support use only, verifies the zero address in the Address screen matches the main screen address.

Modules



Sales Tax Codes

Sales Tax Codes are created here. They are global settings and can be created in the Master File Customer as well. For more information on how to create these codes, please contact your Accounting Support Manager.



AP Dissection Codes

A list of all existing dissection codes is shown. To manually create a dissection code, select the account details, and then enter a code and description. The code is most commonly a combination of the company code, the branch code, the department code, and the General Ledger Account number. The Description is usually the same as the GL Account name. If a GL account is used in the Accounts Payable Module, a dissection code must be created for it. The dissection code list can be sorted either numerically or alphabetically by clicking the column title for the **Code** or **Description**. The code defaults to **Active**. Set default tax code if desired.

Activ	Code	Description
<input checked="" type="checkbox"/>	0101011300	postage inventory
<input checked="" type="checkbox"/>	0101011200	wip
<input checked="" type="checkbox"/>	0101017000	payroll expense
<input checked="" type="checkbox"/>	0101015000	ar discount
<input checked="" type="checkbox"/>	0101015100	ap discount
<input checked="" type="checkbox"/>	0101016000	ap without inv diff
<input checked="" type="checkbox"/>	0101016100	material spoilage
<input checked="" type="checkbox"/>	0101016200	extra costs
<input checked="" type="checkbox"/>	0101016300	postage unbillable
<input checked="" type="checkbox"/>	0101016400	postage spoilage
<input checked="" type="checkbox"/>	0101017100	freight expense
<input checked="" type="checkbox"/>	0101017200	buyout expense
<input checked="" type="checkbox"/>	0101017300	special expense
<input checked="" type="checkbox"/>	0101017400	mailshop expense
<input checked="" type="checkbox"/>	0101011325	paper inventory
<input checked="" type="checkbox"/>	0101011400	finished goods inventory
<input checked="" type="checkbox"/>	0101016500	utility expense
<input checked="" type="checkbox"/>	0101016600	material expense
<input checked="" type="checkbox"/>	01010107000	payroll expense

Find Vendor

Select to open a search screen that can be used to find a vendor by account number or name. Once the correct vendor is located, click **Display** to open the vendor screen.

Vendor's List to Assign Dissection Code

This table allows a user to load all vendors and add the default dissection code as needed. The columns are sortable by clicking any of the header lines.

01 Vendors

Acct No	Name	Priority Level	Address	Phone	Terms	Dissection Code	Dissection Code Description
1	Aspace	edit	THIS IS A NEW VENDO	911	30 days acco	01010101234	suellen add
2	NNN	NEW ACCO			30 days acco	0110106000	material exp
3	*001	07097	90 COUNTY ROAD	NE	7 days acco		
4	*002	BMC PITTSE	PO BOX 1000	WARRE	7 days acco		
5	*003	BMC SPRIN	190 FIBERLOID STREE		7 days acco		
6	*004	BMC PHILAC	1900 BYBERRY ROAD		7 days acco		
7	*005	ASF BUFFAL	1200 WILLIAM STREET		7 days acco		
8	*006	BMC GREEN	3701 WEST WENDOVE		7 days acco		
9	*007	BMC WASHI	9201 EDGEWORTH DR		7 days acco		
10	*008	BMC CINCIN	3055 CRESCENTVILLE		7 days acco		
11	*009	BMC ATLAN	1800 JAMES JACKSON		7 days acco		
12	*010	BMC MEMPH	1921 ELVIS PRESLEY E		7 days acco		
13	*011	BMC DALLA	2400 DALLAS FT WDR		7 days acco		
14	*012	ASF OKLAH	320 SW FIFTH STREET		7 days acco		
15	*013	BMC JACKS	7415 COMMONWEALT		7 days acco		
16	*014	BMC ST. LOI	5800 PHANTOM DRIVE		7 days acco		
17	*015	BMC DETRC	175000 DAKWOOD BLV		7 days acco		
18	*016	BMC CHICAG	7500 W. ROOSEVELT F		7 days acco		
19	*017	BMC MINNE	3165 LEXINGTON AVEN		7 days acco		
20	*018	ASF FARGO	657 2ND AVENUE, N. E		7 days acco		
21	*019	BMC DES MI	4000 NW 108TH STREE		7 days acco		
22	*020	ASF SOUKT	200 S. SECOND AVENU		7 days acco		
23	*021	BMC KANSA	4900 SPEAKER ROAD		7 days acco		
24	*022	ASF BILLING	641 S 26TH STREET B		7 days acco		
25	*023	ASF SALT L	1760 W 2100 S. SALT L		7 days acco		
26	*024	ASF ALBUQU	1135 BROADWAY NE A		7 days acco		
27	*025	BMC LOS AN	5555 BANDINI BLVD BI		7 days acco		
28	*026	ASF PHOEN	1441 E. BUCKEYE ROA		7 days acco		
29	*027	BMC SAN FF	2501 RYDIN ROAD, RIC		7 days acco		
30	*028	BMC SEATT	34301 9TH AVENUE, S.		7 days acco		
31	*029	SCF ANCHO	4141 POSTMARK DRIV		7 days acco		
32	*030	SCF FAIRBA	6400 MAIL TRL, FAIRBA		7 days acco		
33	*031	SCF JUNEAL	709 WEST 9TH STREE		7 days acco		
34	*032	SCF KETHCI	3609 TONGASS AVENU		7 days acco		
35	*033	SCF ANNIST	1101 QUINTARD AVENI		7 days acco		
36	*034	SCF BIRMIN	351 NORTH 24TH STRI		7 days acco		
37	*035	SCF DOTH	307 NORTH OATES ST		7 days acco		

Auto Assign dissection Code to expense accounts missing dissection code

This utility can be run to auto create dissection codes for GL accounts that are Type E = expense. The system automatically creates the dissection codes using the standard format of a 10-digit code that is the company code, branch code, department code, and account number. The name of the dissection code will be the name of the GL account. Contact your Accounting Support Manager for the password.

Re-Verify Plant Code for the Dissection Code based on Branch/Department

This option is for PrintStream Support use only.

Financial Reports

Overview

Financial Statements features include:

- the ability to clone existing statements for use as a starting point in creating a new statement format.
- the ability to select the display order for GL accounts (br-dept-acct and acct-dept-br), add page breaks as desired, and underline and skip lines as desired.

Create

Create New Financial Statements

Financial statements can be created with a high degree of individuality. When creating financials for the first time, you may find it helpful to work from a copy of an existing balance sheet and income statement formats, and to have available a printout of a Trial Balance report and/or a Chart of Accounts. Both reports are available from the General Ledger Module; located under G/L Reports.

To create a Financial Statement

1. Click the **Financial Reports** icon (also known as GL Reports or FINREPPROG) located under the **Accounting** or **Administration** menu.
2. Select the **Create** menu bar. Select the **Create Income Statement**, **Create Balance Sheet**, or **Create Cash Flow Statement** icon.

Two choices appear on the next screen. The user has the option to **Design from Scratch**, **Edit Existing Report**, or **Create from Model/Template** to use as a guide and make necessary changes and additions.

Design from Scratch/Edit Existing Report

When this option is selected, all formatting must be entered by the user. Select **New Report** in the lower left of the screen.

Create Income Statement/Balance Sheet

Assign a unique number for the report. This can be any number desired (6-digit max), as it is for internal use only to distinguish between the many different styles of reports that can be designed.

Enter a description (20 character limit) for internal reference and then a title for the report. This title appears on the printed report (45 characters for each line) e.g., Company Name, Income Statement.

Select the format for the report. The **Report Format** selected defines the column setup on the report. The **Report Format** types for an Income Statement include: **Current Period**, **Year-to-Date**, **Period & Year-to-date**, **12 Periods Actual**, or **12 Periods Budget Format** (at the time of printing). Quarterly formatted reports have been moved to their own section under display reports.

To print account numbers and accounts with zero balances, the appropriate check boxes must be selected. The user can also set the format for credit balances on the report.

The following criteria for the report must also be defined:

- **Type of rounding** - (Usually exact). Help displays examples of rounding selections.
- **Report Order** - (the order in which Branch, Department, and Account number appear on the report).

Other screen options include:

Clone

Copies an existing report set up and allows you to give the cloned report a different number, name, and make whatever changes you wish in order to create the new report. More details on this option are available at the end of this document.

Delete

Removes this report and all its format information from the system.

Cancel

Eliminates changes made to an existing report definition screen, and refreshes/returns the screen to its original configuration.

Comp Plant Selection

Takes you to the next screen, where you will continue to create the report by creating line details. To proceed, click **Save** then **Comp Plant Selection**.

Next, select the Companies, Plants, Branches, and Departments to be included in the report.

Financial Reports for the Company : 01 Alaska Incorp - Plant Code: 0100 Company 01 Primary Location

Financial

Create

Create Income Statement

Create Balance Sheet

Create Cash Flow Statement

Help

Company Plant Selection

Code Company Code

01 Alaska Incorp

Check All Companies

Company Plant Plant Name

01 0100 Company 01 Primary Location

Check All Plants

Company	Plant	GL Branch	GL Branch Name
01	0100	01	Main Branch
01	0100	10	Print Branch
01	0100	15	Fulfillment Branch
01	0100	20	Data Processing
01	0100	50	Data Dictionary Branch
01	0100	60	Control Branch

Check All GL Branches

Company	Plant	GL Branch	GL Dept	GL Department Name
01	0100	01	01	Main Department
01	0100	10	10	Print Department
01	0100	15	10	Fulfillment Department
01	0100	20	10	Data Processing Department
01	0100	50	01	Data Dictionary Department
01	0100	60	01	Control Department
01	0100	70	01	Kris Dept
01	0100	99	99	1234567890123456789012345678901234567890

Check All GL Depts

Save Selection Report Lines Done

To proceed with the report creation, click **Save Selection**, then **Report Lines**.

Create Cash Flow Statement

The cash flow statement created in PrintStream is based on the Indirect method. The cash flow statement essentially converts the funds from an accrual basis to a cash basis. It allows the user to properly display the changes in cash for a period. At this time, the cash flow statement should be run in the current format only. An option to create from model/template allows the user to link the appropriate accounts, add additional lines or change wording of lines. Be sure to save after making any changes to a line. The model statement uses the following rules: decreases in accounts receivables, inventories, and prepaid expenses, increases in accounts payable, and accrued liabilities are added to the net income amount. Increases in accounts receivable, inventories, and prepaid expenses, decreases in accounts payable, notes payable, and accrued liabilities are deducted from net income.

Assign a unique number for the report. This number is for internal use only to distinguish between the different reports. The maximum length for this field is 6 numeric characters.

Enter a description (20 character limit) for internal reference. Then, enter a title for the report. This title appears on the printed report (45 characters for each line) e.g., Company Name, Cash Flow Statement.

Select the format for the report. The Format Type selected defines the column setup on the report. Until additional formats are available, the format type for the cash flow statement should be **Current Period**.

To print account numbers and accounts with zero balances, the appropriate check boxes must be selected. The user can also set the format for credit balances on the report.

The user must also define the following criteria for the report:

- **Type of rounding** - (Usually exact). Help displays examples of rounding selections.
- **Branches to be included** - Choices include: all, single, range, and select (selections should be separated by commas).
- **Departments to be included** - Choices same as above.
- **Report Order** - (the order in which Branch, Department, and Account number appears on the report).

Other screen options include:

Clone

Copies an existing report set up and allows you to give the cloned report a different number, name, and make whatever changes you wish in order to create the new report. More details on this option are available at the end of this document.

Delete

Removes this report and all its format information from the system.

Cancel

Eliminates changes you have made to an existing report definition screen, and refreshes/returns the screen to its original configuration.

Comp Plant Selection

Takes you to the next screen, where you will continue to create the report by creating line details.

To proceed with the report creation, click **Save**, then **Report Lines**.

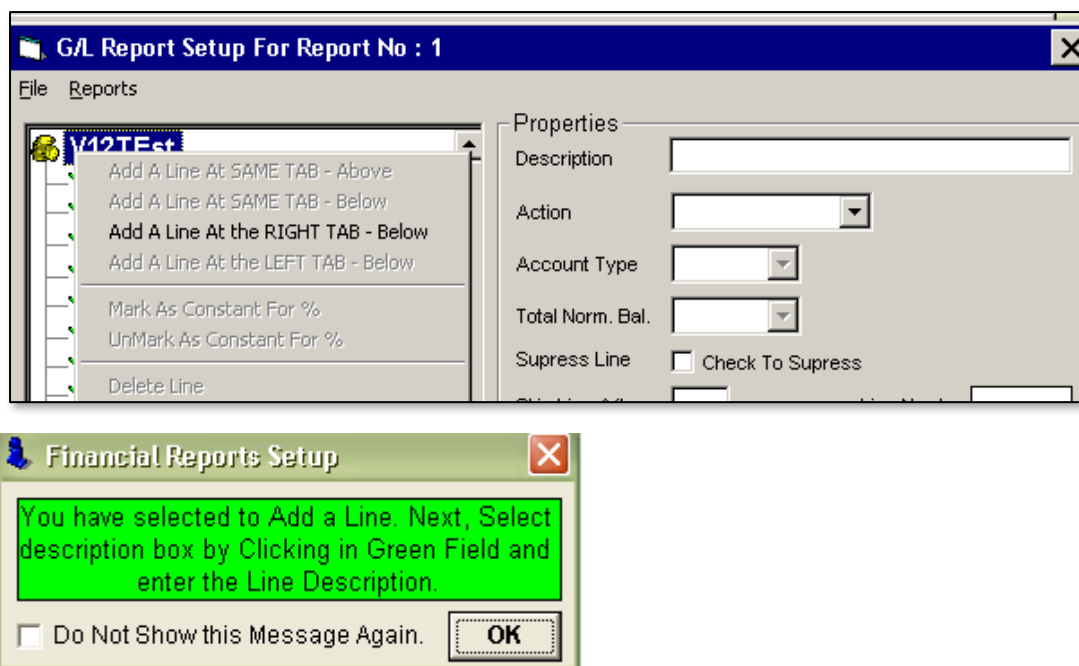
Define Report Lines

The next step is to define the lines of the financial statement. After selecting the **Report Lines** button in the Reports Definition screen, a new screen appears which uses the report number and description from the previous screen.

The Report Lines Setup screen has three main components:

1. The Tree structure with the Report Lines at the upper left of the screen.
2. The Properties window shows the attributes of each line at the upper right of the screen.
3. The **Chart of Accounts** that will be designated as Linked or Unlinked at the bottom half of the screen.

Highlight the report description (upper left corner), right-click, and select **Add A Line At the Right TAB - Below**. After selection, move the cursor to the Description field on the right. (A warning message appears, reminding users to select the green description box. The warning can be disabled if desired.)



Create the first line of your report, which should always be a Header, by typing the name of the line in the **Description** field. In this example, it is **Revenue**. Then move the cursor (or tab) to the next field.

Next, assign an Action from the drop-down box. In this case, the action is **Header**. For Headers, the system automatically creates a Total line below each Header at the same Tab or Level. This enables lines to be added below the Header line (by highlighting the particular Header line and following the instructions explained below). The system-created total line can be modified later, if needed, but should not be deleted. Because the Header is a descriptive line, the next two fields (**Account type** and **Normal Balance**) are left blank. You may designate skipped lines or underlining by selecting the applicable check box.

Clicking **Done/Save** after filling in the Properties screen updates the Tree Structure and saves the properties of the line.

To create the next report line

1. Highlight the target line and right-click.
2. Select one of the following options:
 - a. Add a Line Above the target line, at the Same Tab point. (Tab refers to indentation or level.)
 - b. Add a Line Below the target line at the Same Tab point.
 - c. Add a Line Below the target line at the Next Tab (i.e., indented to the right).
 - d. Add a Line Below the target line at the Previous Tab point (i.e., move indentation/level to the left).
 - e. Mark the line as a Constant for Calculating Percentages. Every other line is calculated as a percentage of the amount of this line (Income Statement Only).
 - f. Unmark this line as a Constant for Percentages (Income Statement Only).
 - g. Delete Line. (Lines can be deleted if no accounts are linked to them.)

Add A Line At SAME TAB - Above
Add A Line At SAME TAB - Below
Add A Line At the RIGHT TAB - Below
Add A Line At the LEFT TAB - Below
Mark As Constant For %
UnMark As Constant For %
Delete Line

3. Click your choice.

If a new line is added by selecting (1), (2), (3), or (4), the cursor will need to be moved to the Description (Green) field, where you will type the description for the new line. The description will usually come from the hard copy or other outline of the financial statement that you are working from.

The Balance Sheet creation is handled in the same manner. Some differences occur with formatting and accounts available for linking. Current earnings or net profit on the Balance Sheet is created using the consolidate accounts action, then linking all income and expenses to this one line.

Cash Flow Statement creation is best accomplished by using the option to **Create from Model/Template**, then linking the appropriate accounts and adding additional lines if needed

Properties Screen Guide

Description Field

It is optional to enter the Line description. However, this field can be used to describe headers and totals. Because this description appears on the report, spelling, punctuation, etc., should be verified.

Action Field

An Action must be specified for each line of the report.

Following is a brief description of each possible Action:

Action	Description
Header	This is a description or heading. No figures will be displayed against it. No G/L accounts can be linked to a Header line. Required for use in calculations.
Consolidate Accts.	<p>The balance of all the accounts linked to this line will be automatically totaled and the total will be shown on this line of the report.</p> <p>When this action is selected, an Account Type and Normal Balance type must be assigned to it. You will be able to link to this line any accounts that have not already been linked to the Current Report by clicking on the UnLinked Accounts tab at the bottom window of the screen. You can select the account or accounts you wish to attach to this Line by right clicking and selecting the Link option or by placing a check mark on the Link column at the right side of the grid.</p> <p>Note If you are setting up the report for a particular Branch / Dept., you will see the Chart of Accounts for that selection only. The Unlinked accounts grid will be empty when all the accounts in the Chart of Accounts have been linked to this report.</p> <p>When running the report, only a single amount will appear on this line of the report.</p>
Print Acct. Range	<p>This action performs the same function as Consolidate Accts. except that all the accounts linked to this line will appear individually on the report. Check Print Total to have the total of all the linked accounts shown on a separate line on the report.</p> <p>For example, assume that at Line 45 you have a description of Discount/Rebates and had the action as Print Acct. Range with four accounts linked to it. Suppose each of these four accounts have the following Balance: Acct1 = 10, Acct2 = 20, Acct3 = 30 and Acct4 = 40. Selecting the Print Acct. Range action will cause the general ledger description and balance for each of these four accounts to be printed out on the report. On the next line of the report, the total of the four lines will be printed (in this example, Discounts/ Rebate will print with a total amount of 100).</p>
Total	Prints the total of all the report lines located within the preceding Header and this total line.
Subtraction	<p>Puts in the difference between two total lines at the same level as this line.</p> <p>Example: If you have Total1 = 100, Total2 = 250 and Total3 = 75 at the same level, and if you have a Subtraction line after Total3 line, the amount that will appear on the Subtraction line will be Total2 (250) – Total3 (75) = 175</p> <p>Note This action calculates the difference between the above two immediate Total, Addition, or Subtraction lines at the same level. In effect, the two lines may be either a total line or a computed line.</p>
Addition	Functionally identical to Subtraction but in this case the lines are added together.
Ending Balance	For Cash Flow Statement only, tells system to pull balance from previous period.

The Display fonts for each Action have been set up as follows:

Action	Color	Font
Accumulate Accts., Print Acct. Range, and Consolidate Accts.	Black	Normal, Size 8
Header	Black	Bold, Size 9
Total	Black	Bold with Underline, Size 8. It is indented so as to fall in line with the Lines it is totaling
Addition & Subtraction	Blue	Normal, Size 8

Account Type Field

The account type is required when linking account(s) to this line. If the line has an action as Header, Total, Subtraction or Addition then it is grayed out.

Normal Balance Field

The Normal Balance type must be selected when linking account(s) to this line. If the line has an action as Header, Total, Subtraction or Addition then it is grayed out. If the account type is Asset or Expense the default is Debit. For Income, Capital, or Liability the default is Credit. If this line is marked as constant, the words "Constant For %" are displayed to the right.

Suppress Line

Select this check box to suppress the printing of this line. It will not display on the printed report. It will be gray on the display screen.

Skip Lines After

Enter a numeric value to display one or more blank lines after this line.

Line Number

This number is used as a reference when using the Report Definition options.

Underline

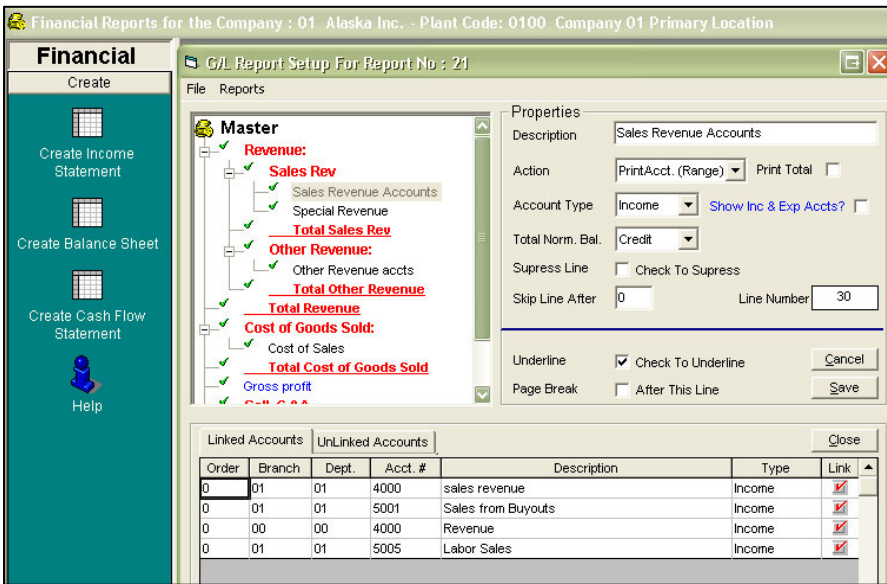
Check the box to underline this line.

Page Break

Select the **After This Line** check box for a page break in the report after this line.

Note To undo any changes made to an existing line, click the **Cancel** button at any time.

To save entries, click the **Save/Done** button.




Linking Accounts

If the action for a line is **Print Acct. Range** or **Consolidate Accounts**, a grid appears in the bottom half of the screen. The accounts that appear in the table are those for the selected Branch and Department only. The table shows the Branch, Department, Account Number, Account Description, Account Type, and a check box for each account line to select or deselect it. This window has two tabs: **Linked Accounts** and **UnLinked Accounts**.

- **Linked Accounts:** When this tab is selected, it displays all the accounts linked to the highlighted line. When adding a line with an action as **Print Acct. Range** or **Consolidate Accounts**, this table is empty. Click the **Unlinked Accounts** tab in order to link accounts to the line. However, to unlink accounts that have already been linked, select the account(s) to unlink by highlighting, right-clicking, and selecting **Unlink**. If only one account needs to be unlinked, clear the link in the far right column.

Printing order of the accounts can be set by assigning a number to each of the linked accounts in the **Order** column. In the absence of the order numbers, the accounts are printed in the reporting order specified in the main Report Definition screen.

- **UnLinked Accounts:** When this tab is selected, all the accounts not yet linked to any of the lines in the current report display. If you wish to link any of these accounts, select the account(s), right-click, and select **Link**. Alternatively, you can link an account by putting a check in the **Link** column on the right side of the grid.



Groups of accounts can be linked at one time. Also for ease in linking like accounts, the table can be sorted by clicking the table header names. Once the accounts have been linked to a report line on the unlinked accounts screen and the screen is closed, the newly-linked account(s) appears on the Linked Accounts screen.

After linking, click **Close** and then **Save**. The new line appears in the upper left window. Whenever you highlight this line by clicking it, the accounts linked to the line appear at the bottom of the screen.

Editing an Existing Financial Statement

To edit a previously created financial statement, return to the **Create** menu and select the desired type of statement to edit. When the main screen appears, click the arrow for the drop-down box, (upper left corner), and select the report # to be edited. All previous selections can now be changed and saved.

The individual report lines can also be edited or changed by highlighting a line, making the desired changes in the **Properties** section of the screen, and then clicking **Save**.

Cloning an Existing Financial Statement

The Clone is a copy feature that allows an existing report to be copied to create a new/different report. From the initial Create screen, select an existing report to start with from the drop-down list. Next, click the **Clone** button at the bottom of the screen. This copies the existing report set up. Give the cloned report a different number, name, and make whatever modifications are needed in order to create the new report.

Help

This displays a read-only view of the GLBAL data table; which holds historical balances for each GL account by period.

Display

To preview, print, or export a financial statement, use the **Display** menu bar and select the icon for the type of report: **Display Income Statement**, **Display Balance Sheet**, or **Display Cash Flow Statement**. **Print Report Definition**, **Display Report Definition**, and **Quarterly Reports** are discussed in later sections of this document.

Display Income Statement/Balance Sheet/Cost Flow

Once the type of report has been selected, a screen appears to enter the date of the report. Once the date is entered, the **Year** and **Period** appear. Reports print for **Period/Year**. They are not date specific.

Select the report format to preview/print (default is Current Period), from the drop-down menu in Report Format. Select comparison option, print account #, print zero balance, or credit balances format if necessary. Place a check mark in the Select Column next to the report to preview/print. The report description is the description entered when creating the report in the previous section. Then click Preview or Print. A preview/print report option is also available from the Report Lines screen under Reports. All reports can be printed or exported from the preview screen.

Financial Reports for the Company : 01 Alaska Inc. - Plant Code: 0100 Company 01 Primary L

Financial

Create
Display

Display Income Statement

Display Balance Sheet

Display Cash Flow Statement

Print Report Definition

Display Report Definition

Quarterly Reports

About

Income & Expense Statement

Display Income Report

For Period Ending : 6/24/2008 Year : 2008 Period : 9

Report Format : Current Period

Compare to : ☒ Last Year ☐ Budget ☐ None

☐ Print Account # ☐ Print Zero Balance

Credit Balances Format : ☒ (##,###,##) ☐ -###,####.##

Report Number	Report Description	Select
1	Sample	<input type="checkbox"/>
5	Company Wide Templat	<input type="checkbox"/>
6	Company Wide	<input type="checkbox"/>
21	Master	<input type="checkbox"/>
111	Sample IS	<input type="checkbox"/>
555	Template	<input type="checkbox"/>
5551	Template	<input type="checkbox"/>
5591	Model Income Stmt	<input type="checkbox"/>
5601	Model Income Stmt	<input type="checkbox"/>
5611	Demo IS	<input type="checkbox"/>
11111	Test	<input type="checkbox"/>

Select Report Number to work with from the list.
Data for the Period ending the date entered will be displayed.

Print Preview Done

Print Report Definition

The **Print Report Definition** icon allows you to view the reports that have been created. The upper portion of the report details the main definition screen or Report Header. It shows levels, line descriptions, and account links. This report is accessed from the **Display** menu bar. Select the report definition to review by selecting the check box on the far right side. Preview produces the following screen, which can be printed or exported. This report generates a *behind the scenes* look of the report set up. For a detail of the accounts linked to individual lines, select **Display List of Accounts** before previewing/printing the report.

The report definitions can be previewed or printed as needed.

Preview

1 of 1 100% Total:19 100% 19 of 19

Alaska

Financial Reports Definition

Date & Time : 06/22/2000 1:42:11
Page 1

Report No : 1 INCOME STATEMENT Description : Tree Version Title : Idaho Income Statement Branches : 01 TO 10 Departments : 01 TO 10	Format : Period & Year-To-Date With Actuals Rounded : Exact Print Zero Balances : Yes Negate Credits : No
--	---

Line No.	Description	Lev Action	Branch-Dept-Accounts	Supress UnderLine	Skip Lin Before
10	Revenue	1 Header			
20	Sales Revenue	2 Header			
30	Sales Rev Accts (nonprinting line)	3 Print Accts.	01-01-4000 To 10-10-4000	Y	
40	Total Sales Revenue	2 Total			
50	Other Revenue	2 Header			
60	Other Rev Accts (non printing line)	3 Print Accts.	01-01-4100 To 10-10-4200		
70	Total Other Revenue	2 Total			
80	Total Revenue	1 Total			
90	Gross Sales	1 Addition			
105	Cost of Goods Sold	2 Header			
115	COGS Accts (non printing)	3 Print Accts.	01-01-6100 To 10-10-7200		
125	Total Cost of Goods Sold	2 Total			
135	Operating Income	2 Subtraction			
150	Expenses:	1 Header			
160	G&A Expenses	2 Header			

Display Report Definition

A display is available to help change the level of lines. This should be used with caution. Guidance should be obtained from PrintStream Accounting Support before using this option.

After selecting the **Display Report Definition** icon from the **Display** menu bar, select the report to be viewed from the drop-down box in the upper left. After selecting the report, click **Load Report Lines**. A grid opens. The yellow cells can be edited to change level (tab).

Financial Reports for the Company : 01 Alaska Inc. - Plant Code: 0100 Company 01 Primary Location

Financial

Create
Display

Display Income Statement
Display Balance Sheet
Display Cash Flow Statement
Print Report Definition
Display Report Definition
Quarterly Reports
About

Report Definition Display

Report Statements
Report # 11 11 Sample Balance Sheet
Description Sample Balance Sheet
Title Sample Balance Sheet
All Branches and All Departments

Line #	Description	Action	Cur. Level #	Change to Lev #
15	ASSETS	Header	1	1
30	Current Assets	Header	2	2
45	Cash	Cons. Accts.	3	3
60	Accounts Receivable - Trade	Print Accts.	3	3
75	Accounts Receivable - Other	Cons. Accts.	3	3
90	Notes Receivable	Print Accts.	3	3
105	PrePaid Expenses	Cons. Accts.	3	3
120	Total Current Assets	Total	2	2
135	Property & Equipment - Net	Print Accts.	2	2
150	Inventory	Print Accts.	2	2
165	TOTAL ASSETS	Total	1	1
180	LIABILITIES AND SHAREHOLDERS	Header	1	1
195	Liabilities	Header	2	2
210	Current Liabilities	Header	3	3
225	Accounts Payable	Print Accts.	4	4
240	Accrued Liabilities	Cons. Accts.	4	4
255	Deferred Revenue	Cons. Accts.	4	4
270	Customer Deposits	Cons. Accts.	4	4
285	Total Current Liabilities	Total	3	3

Load Report Lines Save Changes Close

Quarterly Reports

Quarterly Income Statements are displayed using the same method as regular income statements with the addition of allowing the user to *set* the quarter by selecting the end of quarter date. Two format options are available: **Current Qtr** and **4 Quarters**.

Default Reports

Default Income Statement and **Default Balance Sheet** formats are also available. These formats are useful for situations where numbers are important, not style. In other words, no special formatting is used. These reports can be previewed, printed, or exported.

Financial Reports for the Company : 01 Alaska Inc. - Plant Code: 0100 Company 01 Primary Loc

Financial

Create
Display
Default Reports

Default Income Statement
Default Balance Sheet

Display Default Income Statement Report

Comp Code	Company	Plant Code	Plant Name	Select
01	Alaska Inc.	0100	Company 01 Primary Location	<input checked="" type="checkbox"/>

Select All

Display Report

Period Ending : 4 /23/2007 Year : 2007 Period : 7

Report Options

☒ Show Detailed Report
☐ Include Budgeted Amounts
☒ Print Account Numbers

☐ Consolidate Companies into one
☐ Separate for Companies

Print Preview Done

INCOME STATEMENT				
Alaska Inc. - Company 01 Primary Location				
4/23/2007		Printed on : 4/23/2007		Page 1 of 1 3:30:14PM
Branch - Dept - Account - Description	Curr. Month	Budgeted	Curr. Year	Budgeted
Income				
00-00 4000 Revenue	1,100.00	0.00	2,525.16	0.00
01-01 4000 sales revenue	1,000.00	0.00	187,733.78	0.00
01-01 4011 Labor Sales	78,490.63	0.00	2,744,719.69	0.00
01-01 4100 freight revenue	0.00	0.00	35.00	0.00
01-01 4125 Freight Revenue SLC	0.00	0.00	6.72	0.00
01-01 4200 Buyout revenue	2,000.00	0.00	5,400.00	0.00
01-01 4400 mail Revenue	0.00	0.00	1,322.70	0.00
01-01 4500 suspense, rounding	-300.00	0.00	-300.00	0.00
10-10 4000 Sales Revenue	0.00	0.00	170.91	0.00
10-10 4200 Buyout Revenue	0.00	0.00	-1,000.00	0.00
10-10 5000 General Sales	0.00	0.00	950.17	0.00
20-10 40010005 DP revenue	0.00	0.00	11.76	0.00
Income	82,290.63	0.00	2,941,575.89	100,030.00
Expenses				
00-00 5000 Expense	480.00	0.00	955.00	0.00
00-00 5500 Consignment Expense	1,000.00	0.00	1,100.00	0.00
01-01 5015 Special Expense	0.00	0.00	4,088.00	0.00
01-01 5100 Utilities - Phone	-199.00	0.00	-9,205.64	0.00
01-01 5200 Office supplies expense	50.00	0.00	1,701.50	0.00
01-01 6000 ap without inv diff	0.00	0.00	100.00	0.00
01-01 6300 postage unbillable	0.00	0.00	9,000.00	0.00
01-01 6400 postage spoilage	0.00	0.00	-1,316.95	0.00
01-01 7000 Direct - payroll expense	0.00	0.00	2,500.00	0.00
01-01 7100 freight expense	0.00	0.00	60.00	0.00
01-01 7131 Labor in Process Change	307.50	0.00	907.50	0.00
01-01 7200 buyout expense	2,000.00	0.00	3,200.00	0.00
01-01 7250 Envelope Expense	0.00	0.00	10,520.00	0.00
01-01 7300 special expense	0.00	0.00	1,101.00	0.00
01-01 7400 mailshop expense	0.00	0.00	2,336.66	0.00
01-01 8600 Commission Expense	5,859.99	0.00	5,859.99	0.00
10-10 6000 Print Material Expense	1,070.00	0.00	1,070.00	0.00
10-10 6001 Paper Expense	0.00	0.00	44,000.00	0.00
10-10 6002 Black Paper Expense	0.00	0.00	1,000.00	0.00
20-10 6000 DP Material Expense	0.00	0.00	191.58	0.00
65-01 5000 Expenses for Branch 65	0.00	0.00	555.00	0.00
Expenses	10,568.49	0.00	79,623.84	0.00
Net Profit or Loss	71,722.14	0.00	2,861,952.25	100,030.00

FAQs

Following are Frequently Asked Questions about PrintStream Financial Reports:

- Q:** How do I know if all my accounts are included in the financial report?
- A:** Print out the Chart of Accounts to verify all of your accounts. The Chart of Accounts is available from the General Ledger Module. Compare to linked accounts to verify that there are no unlinked accounts.
- Q:** What if I need to delete a line on the report?
- A:** To delete a line, select the line, right-click, and select **Delete Line From Report** from the drop-down menu. If any accounts have been linked to the line, they must be unlinked before the line can be deleted.
- Q:** Can I print a financial report for just one branch or department?
- A:** Yes. Select **Single Branch** or **Single Department** from the Income Statement Definition screen and indicate which branch or department.
- Q:** What will happen if I add a new General Ledger account, branch, or department?
- A:** You will need to link new general ledger accounts in the report lines. New branches and departments will be included on the report if All Branches and Departments are selected in the Definition screen. If not, be sure to include them in the **From** and **To** section of the Statement Definitions.
- Q:** I created a line in a previous version; it does not show on the display but shows on the report I print, what do I do?
- A:** Double-click the display area where the line should appear; if the line does not show after that, call EFI PrintStream for help with database file repair.
-

Sample Setup

Line #	Level	Line Description	Action	Type	Normal Balance	Skip Line After/ Underline
5	1	Revenue	Header	None		
10	2	Sales Revenue	Header	None		
15	3	Sales Revenue Accounts	Print Accts.	Income	Credit	Underline
20	2	Total Sales Revenue	Total	None		
25	2	Other Revenue	Header	None		
30	3	Other Revenue Accounts	Print Accts.	Income	Credit	Underline
35	2	Total Other Revenue	Total			Underline
40	1	Total Revenue	Total			
45	1	Cost of Goods Sold	Header			
50	2	Cost Accounts	Print Accts	Expense	Debit	Underline
55	1	Total Cost of Goods Sold	Total			Skip Line After
60	1	Gross Operating Profit	Subtraction			Skip Line After
65	1	Selling Expenses	Header			
70	2	Selling Expense Account	Print Accts.	Expense	Debit	Underline
75	1	Total Selling Expenses	Total			
80	1	Income After Selling Expenses	Subtraction			Suppress
85	1	Administrative Expenses	Header			
90	2	Administrative Exp Accts	Print Acct	Expense	Debit	Underline
95	1	Total Admin. Expenses	Total			Page Break
100	1	Net Operating Profit	Subtraction			
105	1	Other Income and Expenses	Header			
110	2	Other Income	Header			
115	3	Other Income Accts.	Print Accts.	Income	Credit	Underline
120	2	Total Other Income	Total			
125	2	Other Expenses	Header			
130	3	Other Expense Accts.	Print Accts.	Expense	Debit	Underline
135	2	Total Other Expenses	Total			Skip Line After
140	1	Total Other Income and Expenses	Total			
145	1	Net Profit before Taxes	Addition			Underline / Skip Line After
150	1	Taxes	Print Accts.	Expense	Debit	Print Total
155	1	Net Profit After Taxes	Subtraction			

The **Total** at line 20 is the total of the amounts at lines 10 through 15.

The **Total** at line 40 is the total of the amounts at lines 20 through 35.

The **Amount** at line 60 is the **Total** at line 40 minus the **Total** at line 55.

The **Subtraction** line operates as follows: The system seeks the nearest **Total** line above the **Subtraction** line and then seeks the nearest **Total**, **Subtraction**, or **Addition** line above that. The amount listed is the difference between the two.

Note The two total lines in the **Subtraction** equation should be at the same tab/level in the report.

For example, to calculate the **Subtraction** amount at line 100, the program subtracts the **Total** at line 95 (the nearest **Total**, etc., line above line 100) from the **Total** at line 75 (the next nearest **Total**, etc., line above line 95). The same routine occurs when the action is **Addition**, except that the first preceding **Total** line amount is added to the next preceding **Total** line (rather than being subtracted from it).

The screenshot shows the 'G/L Report Setup For Report No : 1000' window. On the left is a 'Financial' sidebar with 'Create' and 'Help' buttons. The main area displays a 'Sample Setup' tree with the following items: Revenue, Total Revenue, Cost of Goods Sold, Total Cost of Goods Sold, Gross Operating Profit, Selling Expenses, Total Selling Expenses, Income After Selling Expenses, Administrative Expenses (selected), Total Administrative Expenses, Net Operating Profit, Other Income and Expenses, and Total Other Income and Expenses. The 'Properties' panel on the right shows: Description: Administrative Expenses, Action: Header, Account Type: (empty), Total Norm. Bal.: (empty), Suppress Line: Check To Suppress, Skip Line After: 0, Underline: Check To Underline, Page Break: After This Line, and buttons for Cancel and Save.

The screenshot shows the 'G/L Report Setup For Report No : 1000' window. The 'Sample Setup' tree is expanded to show: Other Income and Expenses, Other Income, Other Income Accts., Total Other Income, Other Expenses, Other Expense Accts., Total Other Expenses, Total Other Income and Expense, Net Profit Before Taxes, Taxes, Tax accounts, Total Taxes, and Net Profit After Taxes (selected). The 'Properties' panel on the right shows: Description: Net Profit After Taxes, Action: Subtraction, Account Type: (empty), Total Norm. Bal.: (empty), Suppress Line: Check To Suppress, Skip Line After: 0, Underline: Check To Underline, Page Break: After This Line, and buttons for Cancel and Save.

General Information

Note Additional formatting may be needed to pre-version 12 financial statements.

Due to program changes made to the financial reports program for v12, additional formatting may be required to financial statements created in earlier PrintStream versions.

Before proceeding with the following changes, you should compare a current statement with one previously generated from PrintStream.

Balance Sheet

To properly calculate the current earnings, you may need to unlink the income and expense accounts and re-link them to the current earnings line.

Income statements

If you have had to change the normal balance for an account in the past, you may need to change the normal balance back. For example, if you changed the normal balance on an income account from credit to debit to help with the calculations, you will now need to change the account back to a normal balance of credit.

Sections for **Other Income** and **Other Expenses** may also need to be isolated into individual sections. See below.

Preview

1 of 2

Total: 29 100% 29 of 29

Title	: Anderson Direct Income Statement	Rounded	: Exact
Branches	: 01 TO 70	Print Zero Balances	: No
Departments	: 01 TO 01	Negate Credits	: Yes

Line No	Description	Lev Action	Branch-Dept-Accounts	Supress	UnderLine	Skip Lines	
						Before	After
10	Revenue	1 Header					1
20	Sales Revenue	2 Header					
25	Total Sales Revenue	2 Total					
35	Other Revenue	2 Header					
40	Total Other Revenue	2 Total					
45	Total Revenue	1 Total					
55	Cost of Goods Sold	1 Header					
60	Total Cost of Goods Sold	1 Total					
70	Gross Profit	1 Subtraction					
80	Administrative Expense	1 Header					
85	Total Administrative Expense	1 Total					
95	Net Profit	1 Subtraction					
105	Other Income & Expenses	1 Header					
115	Other Income	2 Header		Y			
125	Other income accounts	3 Print Accts.					
135	Total Other Income	2 Total					
145	Other Expenses	2 Header		Y			
155	other expense accounts	3 Print Accts.					
165	Total Other Expenses	2 Total					
175	Net other income and expenses	2 Subtraction		Y			
185	Total Other Income & Expenses	1 Total					
195	Profit After	1 Subtraction					

Inventory Accounting

Overview

Because a typical company's inventory, as reflected on a financial statement, can be a significant dollar amount, it is important to institute procedural controls and limit access of certain activities to trained Supervisors.

There are many transactions that occur in the day-to-day maintenance and use of a Valued Inventory System. This section of the document defines which of these transactions affect the General Ledger in PrintStream automatically and which requires a separate journal entry.

This section is written specifically to address the accounting implications for following Valued Inventory types:

- Finished Goods (not including manufactured finished goods)
- Paper Inventory
- Raw Materials

For information regarding manufacturing finished goods in-house and the accounting transactions related to this process, refer the document titled *Manufactured Finished Goods*.

PrintStream offers several different costing options, including lot based cost tracking, average costing, LIFO, FIFO.

Customer Inventory in PrintStream works by keeping track of quantities for customer owned inventory at a zero dollar value.

Standard Debits and Credits in Inventory

Description	dr	cr
MS batch in GL Posting, Regular Issue		
WIP Account (Asset – Control Account or Link to purchasing if multi-wip)	\$	
Inventory Account (Asset – Link to Inventory from activity code)		\$
MS batch in GL Posting, Return to Inventory (before related Job has been final billed)		
Inventory Account (Asset – from Link to Inventory for Inventory Activity Code)	\$	
WIP (Asset – Control Account or Link to purchasing if multi-wip)		\$
MS batch in GL Posting, Return to Inventory (after related Job has been final billed)		
Inventory Account (Asset – from Link to Inventory for Inventory Activity Code)	\$	
Extra Costs (Expense – from Extra Costs Control Account) or Link to General Ledger Expense account defined. (Option available at time of posting)		\$
MS batch in GL Posting, Destroys and Recycles		
Material Spoilage (Expense – from Material Spoilage Control Account)	\$	
Inventory Account (Asset – Link to Inventory from activity code)		\$
DI Batch AR Final Invoice		
WIP Account (Asset – Control Account or link to purchasing if multi-wip)		\$
Expense Account (Inventory Activity Code link to expense)	\$	
CI Batch AP Purchase Order Invoice for Inventory Goods		
AP Account (Liability– Control Account)		\$
Inventory Account (Asset – Link to Inventory from activity code)	\$	
Manually Adjusting Average Price from Master File Inventory		
No Automatic G/L posting occurs – A Journal Entry is required.		
Physical Adjustment of Inventory		
No Automatic G/L posting occurs – A Journal Entry is required.		
Lot Adjustment – manual change of lot value		
No Automatic G/L posting occurs – A Journal Entry is required.		
Note All issues to jobs that have occurred following the recalc date entered will receive adjusting entries that will post as part of the MS batch.		
Entering Initial Quantity During Creation of Inventory Item		
No Automatic G/L posting occurs – A Journal Entry is required.		
Receiving Goods from Purchase Order		
No Automatic G/L posting occurs – Posting to G/L occurs through A/P Invoice		

Note When using the Multi-WIP feature in the system, the Link to Purchasing is used to determine the WIP account rather than the control account setting.

Set-Up

The following set-up guidelines are based on Finished Goods, Paper Inventory, and Raw Materials being purchased **into** Inventory. At some sites, paper is considered an inventory item, but it can be purchased specifically for a job as well.

Note Customer Inventory is tracked by quantity with no associated value. In order to maintain the integrity of the Customer Inventory portion of the Inventory program, you should make sure that the activity code defined as Customer Inventory is marked as non-chargeable, which will prevent accidental linking or purchasing.

Adding an Activity Code

A separate activity code should be added for:

- Customer Inventory
- Finished Goods
- Paper Inventory
- Raw Material Inventory

Please follow directions for adding an activity code or seek advice from your EFI PrintStream Support contact for this step.

Linking to Purchasing / Linking to Inventory

Customer Inventory

In the Link To Purchasing screen, verify the links for your **Customer Inventory** activity code are blank. If you have this activity code set as non-chargeable it will not appear in the Link to Purchasing screen (recommended set-up).

Finished Goods

Link to Purchasing: Finished Goods Inventory should be linked to a Work in Process asset account. In a single company, single plant environment this would be the same WIP account defined as a Control Account. By linking to WIP in this area, it allows for flexibility, meaning, the activity code may be used when making job related purchases, as well as purchases into inventory.

Link to Inventory: Finished Goods Inventory should be linked to an inventory asset account. This asset account could be titled something generic, like Material Inventory, or as specific as Finished Goods Inventory.

Paper Inventory

Link to Purchasing: Paper Inventory should be linked to a Work in Process asset account. In a single company, single plant environment this would be the same WIP account defined as a Control Account. By linking to WIP in this area, it allows for flexibility, meaning, the activity code may be used when making job related purchases, as well as purchases into inventory.

Link to Inventory: Paper Inventory should be linked to an inventory asset account. This asset account could be titled something generic, like Inventory, or as specific as Paper Inventory.

Raw Materials

There are considerations to be made when creating links for Raw Materials. Optional settings are described below.

Link to Purchasing: Raw Materials may be linked to a Work in Process account as in the scenarios listed above. This allows for job related purchasing. They may also be linked directly to an expense account, see further explanation in the following section.

Link to Inventory: Raw Material Inventory may be linked to an inventory asset account. This asset account could be titled something generic, like Inventory, or as specific as Raw Material Inventory. This link may also be left blank in the case of items such as ink and plates that are difficult to track. It may make more economical sense to directly expense them rather than try to issue them as job costs and track an available quantity.

Linking to General Ledger

In the Link to General Ledger screen, an expense account and a revenue account should be defined for each of your Material activity codes. Any expense or revenue account will work, but should be specific to the process type. Again, no linking is required for the Customer Inventory activity code.

Item Links in Master File Inventory

Part of the creation process for a new inventory code is to select an activity code to link it to. The activity code selected automatically fills in the correct GL linking based on the accounts that were defined in the Link to Purchasing and Link to General Ledger. For more details on how to properly set-up a new inventory item code, refer to the Inventory and Warehouse documentation.

Note Sometimes the activity code you want to use is not available in the drop-down list. You may need to add the code to Report #30. This also enables the code in Estimating when creating an inventory item for a component; therefore, it should be discussed with your EFI PrintStream Production Support manager before changing.

Reconciling to the General Ledger

Following is a list of steps to take prior to comparing the Period Inventory Report (in the Inventory Reporter program) to the General Ledger balance.

1. **Post Materials/Postage and Inventory from the General Ledger Posting menu (MS batch).**

You may refer to the General Ledger documentation if you need assistance with this step.

2. **Post all Accounts Payable batches for the period you are reconciling.**

You may refer to the Accounts Payable documentation if you need assistance with this step.

3. **Print the Transaction Report from Inventory Reports for Physical Adjustments, Initial Quantity, Opening Transactions, Cost Adjustments, and Lot Adjustments.**

(These transaction types may occur through Inventory but do not automatically post to the General Ledger. A journal entry is required in order to reconcile to the General Ledger. A report may be generated through the Inventory Reports, Transaction Report Screen, Transaction Report, to determine the journal entry required.)

4. **Record a journal entry to account for all transactions reported in step three.**

You may refer to the General Ledger documentation if you need assistance with this step.

5. **Print the PO Receipts Accrual Report from Purchasing Entry/Reports and record a journal entry to accrue for items received in the warehouse that have not been entered through Accounts Payable. (Use Accruals Batch Entry so that your entry reverses in the following month.)**

6. **Print the Period Inventory Report from the Inventory Reporter and the Transaction Ledger from General Ledger for the corresponding Inventory asset account(s) and compare the two totals.**

Compare the Period Inventory Report to the Amounts in General Ledger

Print the Period Inventory Report from the Inventory Reporter and the Transaction Ledger from General Ledger for the corresponding Inventory asset account(s) and compare the two totals. The two should match.

Different reporting criteria may be used to fit your specific set-up. For example, if you have separate Paper Inventory, Raw Material Inventory, and Finished Goods Inventory account this report may be generated for each type separately. If you are tracking these items separately through Inventory but have them all linked to the same General Ledger Inventory Asset account, then this report may be printed selecting **All** transaction types.

The **Close Value** column should match the balance in your General Ledger for the corresponding asset account.

WARNING

The value of this report is updated based on the receipt date. If you receive goods in February but enter an AP invoice that changes the value in March, February's report reflects a different amount. An effort should be made to enter the AP invoice for all goods received in a period in order to avoid this timing issue. If an accrual is being made, a call to the vendor (so that the accrual is accurate) is also recommended. We will be addressing this problem in a future release. In this scenario, the General Ledger is accurate at time of close, it is simply a timing issue with the report itself.

Consignment Inventory

Following is a suggested method for managing consignment inventory. This method allows for tracking and costing with a value against a job, without impacting an asset account, therefore, not presenting an inventory value for the company.

Setup

Create a new General Ledger account for Consignment Liability. Be sure to click the check box to Generate Dissection Code.


System Maintenance W:\GENERICDATA\STREAM_14_0\GENMULTI_2008_14_0\DOSRUN1 - [GL Chart Of Accounts]


File Options Utility Help


01*Report


PRODUCTION SYSTEM


ACCOUNTING STRUCT...


G/L Branches (For the Company)


G/L Departments (For the Company)

G/L Chart of Accounts (For the Company)

Bank Accounts (For the Company)

Company Control Accounts

Link To Purchasing (System)

Link to GL (System)

01 Streamline Solutions

Plant010001 San Rafael

Branch01Main Branch

Department01Main Department

	Active	Number	Description
14	<input checked="" type="checkbox"/>	1350	material inventory
15	<input checked="" type="checkbox"/>	1400	finished goods inventory
16	<input checked="" type="checkbox"/>	1500	accounts receivable
17	<input checked="" type="checkbox"/>	1700	Test New Option
18	<input checked="" type="checkbox"/>	1800	Automobiles
19	<input checked="" type="checkbox"/>	1850	A/D Automobiles
20	<input checked="" type="checkbox"/>	1900	Equipment
21	<input checked="" type="checkbox"/>	1950	A/D Equipment
22	<input checked="" type="checkbox"/>	2000	Accounts Payable
23	<input checked="" type="checkbox"/>	2100	postage liability
24	<input checked="" type="checkbox"/>	2110	Postage Escrow
25	<input checked="" type="checkbox"/>	2150	Job Prepayment Liability
26	<input checked="" type="checkbox"/>	2155	Job Prepayment Offset
27	<input checked="" type="checkbox"/>	2175	Commission Accrual
28	<input checked="" type="checkbox"/>	2200	sales tax payable
29	<input checked="" type="checkbox"/>	2222	Accrued Revenue
30	<input checked="" type="checkbox"/>	2300	ap without invoice
31	<input checked="" type="checkbox"/>	2400	Misc. Accrual
32	<input checked="" type="checkbox"/>	2500	Due To/From 02 - 01
33	<input checked="" type="checkbox"/>	2510	Interco Pstg - 01 from 02
34	<input checked="" type="checkbox"/>	2600	Broker Fee Liability
35	<input checked="" type="checkbox"/>	2605	Licensing Fee Liability
36	<input checked="" type="checkbox"/>	2610	Inv Usage Fee Liability
37	<input checked="" type="checkbox"/>	2615	Non Inv Usage Fee Liability

GL

Account Number2700

Account NameConsigned Inventory

Account Type

Normal Balance

Keep Transactions

☐ Income

☐ Expense

☐ Asset

☒ Liability

☐ Capital

☐ Debit

☒ Credit

☐ Month

☐ Quarter

☐ Year

☒ Forever

☒ Generate Dissection Code

0101012700

Add

Save

Cancel

Create a new Material activity code for Consignment Inventory.

System Maintenance W:\GENERICDATA\STREAM_14_0\GENMULTI_2008_14_0\DOSRUN\ - [Edit/create print, material, postage & non-production activities]

File Options Utility Help

01*Report

PRODUCTION SYSTEM

Plants (for the System)

Production Departments (for the System)

Production Cost Centers (for the System)

Activities (for the System)

Rates Setup (for the System)

List of Activities for the SYSTEM

- 01 Streamline Solutions
 - 0100 01 San Rafael
 - 10*Fulfillment
 - 3*DATA PROCESSING
 - 4*PREPRESS
 - 5*PRINTING
 - 6*LASER
 - 7*BINDERY
 - 8*MAILING
 - 9*WAREHOUSE
 - 900*WAREHOUSE ADMIN
 - 940*WAREHOUSE
 - 950*SHIPPING
 - 960*INVENTORY
 - 96000*SET UP INVENTORY
 - 96005*Raw Materials on Consignment
 - 96006*Raw Material QTY based
 - 961*INVENTORY TRANSACTIONS
 - 963*Purchasing Activities
 - 970*HOURLY
 - 980*STORAGE
 - 985*Rebates
 - 990*MATERIALS

- 02 PrintStream

Activity Code: 96005

Description: Raw Materials on Consignment

Cost Center: 960 01

INVENTORY

Grouping: Finishing

☐ Labor ☒ Material ☐ Postage

☐ Subcontract

Sell Method: Cost + Markup

Run Rate: ☐ Chargeable: ☒

Hourly Rate: 0

Basis Run Rate: 0

Activity processing delay: ☒ Before ☐ After 0.0 Hours

Next Activity Starts in... (Lag Time): 0.00 Hours

Sort Order #: 0

☒ Multiuse ☐ Running

☐ Make Ready

Clone

Add Save Close

Link to Purchasing = Work in Process account

Link to Inventory = Consigned Inventory Liability account

System Maintenance W:\GENERICDATA\STREAM_14_0\GENMULTI_2008_14_0\DOSRUN\ - [Link Material and Labor Activities to the Purchasing]

File Options Utility Help

01*Report

PRODUCTION SYSTEM

ACCOUNTING STRUCTURE

Link To Purchasing (System)

Comp any Code	Plant	Activity Code	Activity Description	LMS	Charge/Not Charge	GL Link To Purchasing	Description Link To Purchasing	Purchasing Plant	Purchasing	Sales Tax	GL Link To Inventory	Description Link To Inventory	Inventory Plant	Inventory
01	0100	96005	Raw Materials on Consignment	M	Charge	0101011200	wip	0100	Dis	06* 6% Michigan	0101012700	Consigned Inventory	0100	Dis
01	0100	95020	Best Way Freight Charges	M	Non Charge				Dis					Dis
01	0100	95015	UPS	M	Charge	0101011200	wip	0100	Dis	00* 0% non taxal	0101017100	freight expense	0100	Dis
01	0100	95014	FEDEX	M	Charge	0101011200	wip	0100	Dis	00* 0% non taxal	0101017100	freight expense	0100	Dis

Link to Expense = material expense account of choice

Link to Revenue = material sell account of choice

System Maintenance W:\GENERICDATA\STREAM_14_0\GENMULTI_2008_14_0\DOSRUN\ - [Link Activities To GL]

File Options Utility Help

01*Report

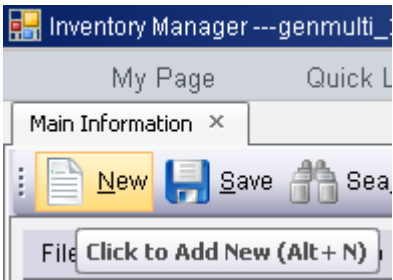
PRODUCTION SYSTEM

ACCOUNTING STRUCTURE

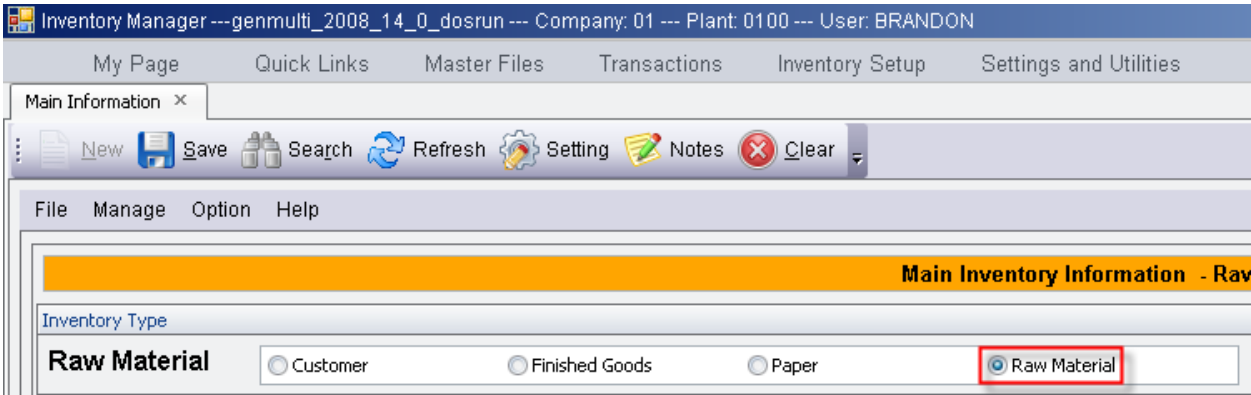
Link To GL (System)

Compan y Code	Exp Br	Exp Dpt	Exp Acct	Inc Br	Inc Dpt	Inc Acct	Activity Code	Descr	LMS	Plant Code
01	01	01	7300	01	01	4000	96005	Raw Materials on Consignment	M	0100
01				01	01	4000	96000	SET UP INVENTORY	L	0100
01				01	01	4110	95050	Merchant Activity	L	0100
01						0	95025	EXPRESS	L	0100
01						0	95021	POD Delivery	L	0100
01				01	01	4300	95017	DELIVER TO POST OFFICE	L	0100

Create a new inventory item.



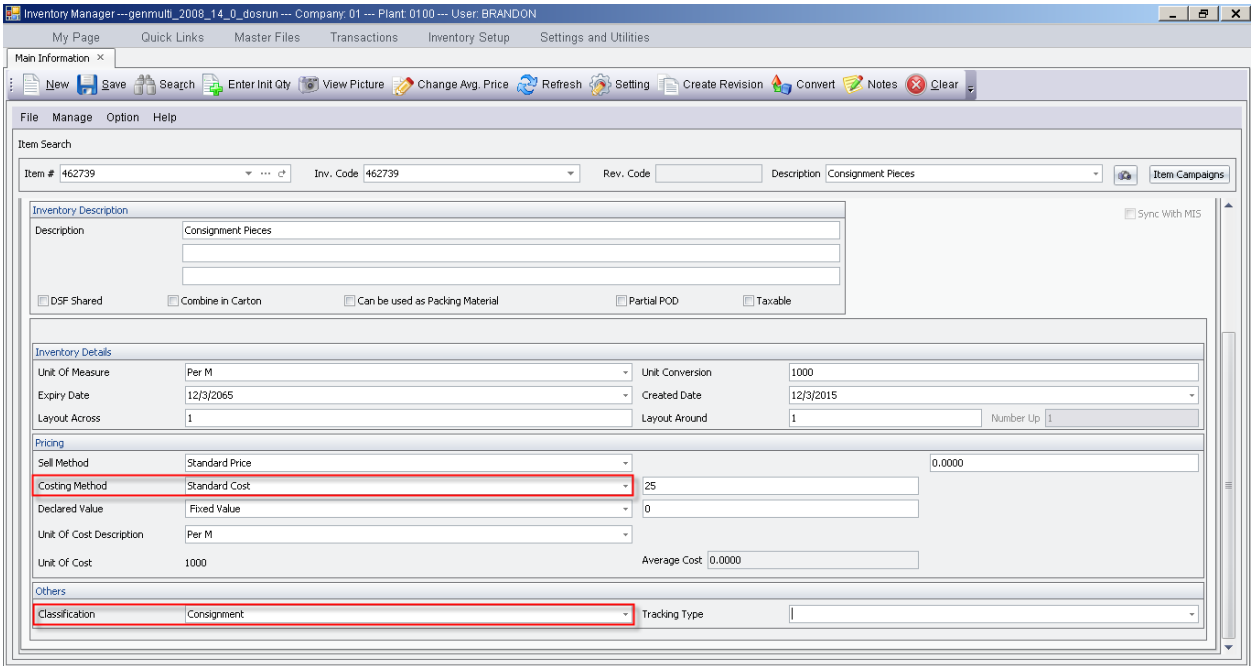
Type = Raw Material



Sell Method = optional

Costing Method = Standard Cost (This allows for a user defined costing value that does not change based on actual purchased or produced value)

Inventory Classification = Consignment



To establish the quantity, create a Purchase Order (PO) and add a new Material Inventory line item.

Purchasing for the Company: (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Create New PO Purchase Approval Task List
Open Selected PO Copy Purchase Order Create Default Reports Inventory
Search PO Reports
Purchase Order Schedule

Purchase Order ×

New Line Save Delete Line Preview Print Update Job Changes

PO Header

Order # 3155 Date 12/3/2015 Ordered
Revision # 0 Revision Date Revised

Addresses

Vendor 100 Printing Company

Address 445 west main
Memphis, TN
453423

Telephone Fax Currency USD

Header Notes

PO Line Type

PO Line Type

Job Related Multi Item
Job Related
Non-Inventory
Paper Inventory
Finished Goods
Material Inventory
Customer Billable
Cancel

Details	Approved	Due Date	Change Type	Delivered Status	Invoice #	Item #	Inventory Type	Quantity	Quantity Received	Cost	Actual Cost	Job #
										\$0.00	\$0.00	

Addresses Line Items

Make sure the Price is for zero dollars.

Purchasing for the Company: (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order ×

PO Header

Order # 3155 Date 12/3/2015 Ordered By BRANDON Reference
Revision # 0 Revision Date Revised By BRANDON

Line Items

Save Line

Material Line Item

Item Details

Po Line # 1 Order Date 12/3/2015 Due Date 12/3/2015

Item # 462739 Inv. Code 462739 Rev. Code
Description Consignment Pieces

Notes Receiving Notes
Vendor Quote # Stock Details Reservations

Pricing

Quantity 2500 Qty Received 0
Price \$0.00 Per 1000
Discount % 0.00 % Discount Percentage
Discount Price \$0.00 Discount Price
Tax Amount Cost \$0.00 Unders/Overs 10

Accounting

Activity Code 96005 Activity Name Raw Materials on Consignment
GL Code 2700 Consigned Inventory 01 M
Tax Code 00 0% 0% non taxable

Addresses Line Items

Receive the PO line item as normal. The audit trail for the inventory item will reflect the updated quantity at a zero cost.

Date	Type	Reference	Warehouse	Location	Quantity	Quantity On Hand	Cost	Declared Value Of	Value On Hand	Value On Hand as Declared	User	Time	Notes	Lot #	Job #	Skid Id
12/3/2015	Receipt...	PO#3155 Re...	Richmond - ...	T.05.2	2,500.00	2,500.00	\$0.00	0.00	0.00	0.00	BRANDON	09:18		0	0	772
12/3/2015	Opening	Opening Trans			0.00	0.00	\$0.00	0.00	0.00	0.00	BRANDON	09:05				0

Issue the inventory item to jobs as normal.

Request # 0 Bar Code

Job # 100567 Job Title Consignme

Item # 462739 Inv. Code 462739

Job Quantity 1 Item Quantity 1000

The value of the issue which appears on the job is determined by the Standard cost.

Inventory Manager ---genmulti_2008_14_0_dosrun --- Company: 01 --- Plant: 0100 --- User: BRANDON

My Page Quick Links Master Files Transactions Inventory Setup Settings and Utilities

Main Information x Audit Trail

New Save Search Enter Init Qty View Picture Change Avg. Price Refresh Setting Create Revision Convert Notes

File Manage Option Help

Item Search

Item # 462739 Inv. Code 462739 Rev. Code Description Consignment Pieces

Inventory Description

Description Consignment Pieces

☐ DSF Shared ☐ Combine in Carton ☐ Can be used as Packing Material ☐ Partial POD ☐ Taxable

Inventory Details

Unit Of Measure Per M Unit Conversion 1000

Expiry Date 12/3/2065 Created Date 12/3/2015

Layout Across 1 Layout Around 1

Pricing

Sell Method Standard Price

Costing Method Standard Cost 25

Billing Worksheet

Billing Worksheet									
Printed: 12/3/2015 9:26:30AM				Job # 100567		Page 1 of 2			
100 The Perfect Storm Consignment Job 1, Job's QTY - 1									
Quote No	Customer #	Invoice #	Last Inv Date	Job's Sales Person	PO Number(s)		Repeat	New	
11599	100	Not Invoiced		House Account					
Cost Center	\$ Estimate	\$ Actual	\$ Difference	Labor Center	\$ Estimate	\$ Actual	\$ Difference	Est. Hrs	Act. Hrs
DP & Prepress Buyout				DP & Prepress					
Laser Buyouts				Print					
Print Buyouts				Press Washup					
Bindery Buyouts				Laser					
Mailing Buyouts				Burster					
Fulfillment Buyouts				Bowie					
-----				Cutter					
Total Buyouts				Folder					
-----				General Bindery					
DP & Prepress Mat'l				Ink Jet					
Envelopes				Cheshire					
Paper				Piggy Back					
Rebates and Royalties				Insert					
Laser Mat'l				Stretch Insert					
Bindery Mat'l				Poly Insert					
Mailing Mat'l				Handwork					
Fulfillment Mat'l		25.00	25.00	Sorting					
-----				Wafer seal					
Total Raw Materials				Stamping					
-----				Postage Prep					
Admin				Saddlestitch					
Freight				Fulfillment					
Postage				Warehouse					
				Shipping labor					
Material Cost	0.00	25.00	25.00	Labor Cost	0.00	0.00	0.00	0.00	0.00
Material Sell	0.00	25.00	0.00	Labor Sell	0.00	0.00	0.00		
Markup	%0.00	%0.00		Markup	%0.00	%0.00			

When the Materials are posted, in the General Ledger module, the following transactions will take place:

Credit to Consignment Inventory

Debit to Work in Process (WIP)

01 Streamline Solutions									
Postage, Material and Inventory Usage Posting Summary Report									
Posting Items For the Dates Range:				Data is collected for posting for the Date Range from 12/3/2015 to 12/3/2015		9:28:52AM			
12/3/2015 Period 3 Year 2016									
Page 1 of 1									
M	12/3/2015	96005	Consigned Inventory	Job Number	Qty	Debit	Credit	Descr	
				100567	1000		25.00	462739	
		Normal	01 01012700						
			wip			25.00			
			01 01011200						
Posting Goods Report Grouped By GL Accounts									
Debit Account 0101011200 wip									
M	12/3/15	Normal	96005	0101012700	Consigned Inventory	100567	1,000	\$25.00	462739
Credit Account 0101012700 Consigned Inventory									
Debit Account 0101011200 wip									
							\$25.00		

When the job is final invoiced, in the AR Invoicing Entry module, the following general ledger postings will occur:

Debit to expense accounted linked to the activity code

Credit to Work in Process (WIP)

At this point, WIP has been relieved and the expense recognized.

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

File Batch Invoice Options Utilities Help

A/R Invoicing Entry

Active Batches: 10172 - FF 8/26/2015, 10173 - FF 8/26/2015, 10174 - DMM 082715, 10179 - FF 8/27/2015, 10180 - FF 8/27/2015

Account Details	Debit	Credit
01-01-01-7300 special expense	\$25.00	
01-01-01-1200 wip		\$25.00
--- Totals ---	\$25.00	\$25.00

Clearing Consigned Liability and Paying Vendor

When the item vendor sends an invoice for the usage, you may process it in one of two ways.

Create a purchase order (PO) with a miscellaneous line for the usage; selecting the General Ledger account defined as Consigned Inventory Liability. Then receive the PO line and enter the related AP invoice.

Enter a miscellaneous AP invoice and link the line directly to the Consigned Inventory Liability account.

The final step would be to close the zero value PO line, which was created to replenish the inventory quantity. One suggestion would be to enter a zero value AP invoice against the zero value line, which would close the PO. An alternate option would be to use the Mark Purchase Orders as Closed utility, to periodically close outstanding POs.

Reports

The Inventory Transaction report may be run by date range and inventory type and it gives the details of all transactions during the time period.

Streamline Solutions

Inventory Transaction Report													Page	1
For:	Item Types:- Rawmaterial,											Printed:	12/3/2015	9:44:27AM
Descr:	Type: Open; Adj; Rcpts; PO Rcpts; Returns; Kit Pull FF Ship Ret Trns; Exchange To; Exchange From; Plant Trns; Destroys; I											For:	BRANDON	
Date Range:	Date from 12/1/2015 to 12/3/2015													
Type	Location	Item #	InvCode	JobNo	Date	Time	Reference	Usr	Ctns	Pcs/Crt	oose/Oty	Qty	Cost	Balance
FD		462739	462739	0	12/3/2015	09:05	Opening Tra	BRAND	0	0	0.00	0.00	0.00	0.00
JC	T.05.2	462739	462739	100567	12/3/2015	09:22	SkidId:77263	BRAND	0	0	1,000.00	-1,000.00	0.00	1,500.00
PR	T.05.2	462739	462739	999999	12/3/2015	09:18	PO:3155 Rec	BRAND	0	0	2,500.00	2,500.00	0.00	2,500.00
TRANSDATE									0			1,500	0	
Balance									0			1,500.00	0.00	

End of Year Procedures

Procedure for closing the General Ledger

Prior to entering transactions in 2016, you must define the new year (2016) and its periods in the Accounting Period File in the Masterfile Reports program. This is accomplished by clicking **Add**, then modifying month end dates if necessary. Once this has been completed, proceed with the following steps:

1. Post all batches, in all modules, for the old year (2015).
2. Use the Masterfiles Reports program, System Maintenance, Accounts Start Periods menu item to make the **Open From** and **To** dates to be in the new year, (in other words, close all periods in all modules in the year 2015).
3. Verify that no users are using any of the Accounting Modules. Print a Trial Balance as of Period 12, Year 2015. Make sure that the Trial Balance is in balance for both period and year to date. If it isn't in balance, do not continue. Contact PrintStream Support. If the Trial Balance is in balance, proceed to step number 4.
4. Start the Forward GL Balances to Next Year utility from the General Ledger Utility menu and confirm the Copy From Year is 2015. If it is the wrong year, re-do step 2, close out PrintStream, then return to the General Ledger and start the forward procedure again. You cannot modify the year to be forwarded in this screen. This information appears based on the period closing from Step 2.
5. If the balance forward Credit Amount do not match the total Debit Amount, the report indicates The File is out of Balance. If this happens, PrintStream will not forward the balances into the new year. You should close the report and research the period and transaction that caused the out of balance. You can also contact EFI PrintStream Support for assistance. If the Credit Amount and Debit Amount do match and you are in agreement with the period ending balances referenced on the report, print the report for future reference, close the report and the balances will forward. The accounts detailed are those that have transactions in the new year and include the balances brought forward by the utility.
6. Many accounting people may expect to see a Journal Entry to close out the year end balances. PrintStream does not create an entry, but updates the accounts behind the scenes. What you will see on your reports, is the year-end balances for the period 12 and the new balance forward balances created by the utility. In other words, if your revenue account had a 12/31/2015 balance of \$4,000.00, the beginning balance in that account will be zero. If the Retained Earnings account had a year-end balance of \$50,000, then the beginning balance will be the ending balance plus/minus the net of the revenue and expense accounts.

Additional steps for Mail/Postage users

This utility should be done as soon as possible after current year end.

Any postage reports that show a beginning balance will not include balances from the year 2014, until this utility is run.

1. Check each customer's postage files by running the Postage Audit Adjustment utility (The Hammer), selecting items 1 and 2.
2. Verify that all users are out of the Postage Modules.
3. Once you have verified that all customer balances are correct, run the Transfer Customer Postage Balances utility from the General Ledger Utilities menu.

This utility does not verify closed periods/years, but you must remember to re-run it if additional transactions are added to the old year. You may re-run this utility as many times as necessary.

Frequently Asked Questions

- Q:** Can I work in two different years at the same time?
- A:** Yes you can. You can begin adding batches and working in the new year even if you haven't run the year end close. However, you will first need to add the new year as described in Step 2.

Q: Can I run the G/L balance and postage transfer utilities more than once?

A: Yes you can. You can run the transfer utilities as many times as necessary.

Q: What if my accountants do not complete their evaluations until March and have adjusting entries that I need to make in the month of December?

A: You can re-open December, make those entries, post to the General Ledger, re-close and re-run the year-end transfer utility even if several months have gone by.

Link to Purchasing, Inventory, and GL Account

Reference Table for Activity Code Links

The following setup works in a single company, multiple company, or multiple plant environment.

Activity Code Type	LMS	Link to Purchasing	Inventory Link – in link to Purchasing	Link to G/L Revenue	Link to G/L Expense
Labor	L	None	None	Applicable Revenue acct.	None
Postage	P	Postage Inventory (Asset)	None	None	None
Subcontract / Buyout (job specific purchases)	S	WIP (Asset)	None	Buyout Revenue	Buyout Expense
Paper	M	WIP (Asset)	Inventory	Applicable Revenue acct.	Paper Expense
Raw Material Inventory	M	WIP (Asset)	Inventory	Applicable Revenue acct.	Raw Material Expense
Raw Materials – Directly expensed	M	Raw Materials Expense	None	Applicable Revenue acct.	Raw Materials Expense
Customer Inventory	M	None	None	None	None
Finished Goods	M	WIP (Asset)	Inventory	Applicable Revenue acct.	Finished Goods Expense
Material used in Job Cost Entry (Single WIP environment)	M	Applicable Expense	None	Applicable Revenue acct.	Applicable Expense
Material used in Job Cost Entry (Multi WIP environment)	M	WIP (Asset)	Applicable Expense	Applicable Revenue acct.	Applicable Expense

The above setup works in a single company, multiple company, or multiple plant environment. With multi wip, all inventory, job related, and job cost entry activity codes must reference WIP for Link to Purchasing. WIP Labor requires all labor activities to be linked to a revenue and expense in Link to GL.

Logo Size and Definitions

The recommended logo size is a maximum size of 4.25 inches wide by 1.25 inches tall. The file must be saved as logo.bmp and stored in the **Icons** folder in your Stream directory.

PrintStream supports the ability to use multiple logos per company, plant, and module for the following:

- ARInvoicing
- Sales Prebill
- AR Reporter/Customer Statements report
- Purchase Orders
- Postage Advanced Letter
- Packing Slips
- Bill of Lading

This is accomplished by defining multiple versions with special naming conventions along with the logo.bmp file.

The naming scheme is as follows:

Company Code>Branch / Plant code [Optional]>Module [Optional] (Using the prefix of the Program calling it):

I = Invoicing
 SP = Sales Prebill
 S = Statement
 PO = Purchase Order
 PA = Postage Advance
 PS = Packing Slip
 BOL = Bill of Lading

For example:

Company Code: 01
 Plant Code: 0100
 Module: PO

The file name would be Logo010100PO.bmp (Logo + Company Code + Plant Code + Module).

Custom file names are not required. "logo.bmp" is picked up as a default unless a different file name has been created.

Other Examples:

1. Company Code: 01
File Name: Logo01.bmp
2. Company Code: 01
Module: I (for Invoicing)
File Name: Logo01I.bmp
3. Company Code: 01
Plant Code: 0100
File Name: Logo010100.bmp

MICR Check Option

Overview

MICR check option – Set Up and Use (available for SQL and USA only)

Set Up

System Defaults

Activate setting in System Defaults. Accounting support will assist with this.

☒ MICR check option, preprinted stock not required

Linking

Linking and set up are required at the bank account level.

There are three areas that print on the check based on linking to a .bmp file. These are defined within **Master File Reports> Accounting Structure> Bank Accounts (For the Company) > Images**.

To print via linking

1. Select the bank account you are creating links for and click the **Images** button.

☒ Active Account

Bank Account No	Bank Account Name
12345678	Test Account for MICR checks

Linked to GL Account

Branch:	01	Main Branch
Department:	01	Main Department
Account:	1001	General Cash Account

Bank Branch Name

Streamline Solutions Branch

Bank Address

12401 South 450 East #A-1, Draper, UT

Zip Code	Phone
84020	801.572.1641

Manager	Accountant

USA

Routing Number	Last Printed Check
987654321	0

☐ Default Cash Receipt Bank Account

☒ Default AP Checks Bank Account

☐ Default Postage Bank Account

Images

AddSaveClose


2. Within this screen, linkages are established for data to print on the check.
- The CHECKTOP link is required 7.09" wide x 1.13" high
- The SIGNATURE link is required 2.75" wide x .45" high
- The REMITTANCE/LOGO link is required 2.75" wide x .75" high

	Search	Picture	File Path	Picture Type	GLBANKSpe
1	...	 Streamline Solutions 111 Smith Ranch Road San Rafael, CA 94903 FEIN 99-9999999	H:\stream\Databases\SQL\AlaskaMP_12\psextern\Logos\CHECKTOP		6
2	...	YOUR LOGO HERE Streamline Solutions 100 Smith Ranch Road Suite 124 San Rafael, CA 94903 Phone: 415-462-7295 Fax: 415-462-7111 www.streamlinesolutions.com	H:\stream\Databases\SQL\AlaskaMP_12\psextern\Logos\REMITTANCE		1
3	...	<i>Your Signature Here</i>	H:\stream\Databases\SQL\AlaskaMP_12\psextern\Logos\SIGNATURE		7

3. The linkage 'CHECKTOP' appears on the top check in the following area.

Totals ..		2,362.00	0.00	2,362.00
------------------	--	----------	------	----------

DETACH FROM CHECK AND KEEP FOR YOUR RECORDS


Streamline Solutions
 100 Smith Ranch Road
 San Rafael CA 94903
 FEIN 99-9999999

Any Bank
 Any Street
 Anytown, USA 12345
 99-999/9999

221

3/6/2008

PAY TO THE ORDER OF Velocity Co. \$ 2,362.00

*** Two Thousand Three Hundred Sixty Two Dollars Exactly ***

Velocity Co.
 10000 S. 1234 E.
 Draper, UT 84020

Your Signature Here
 Amounts over \$20,000 require two signatures.
 Void if over 120 days old.

⑈00000221⑈ ⑆987654321⑆ 0012345678⑈

4. The linkage 'SIGNATURE' appears on the signature line, shown above.
5. The 'REMITTANCE LOGO' appears at the top of the check stub (logo file can be created to include customer info and phone info).

YOUR LOGO HERE Streamline Solutions
 100 Smith Ranch Road
 Suite 124
 San Rafael, CA 94903
 Phone: 415-462-7295
 Fax: 415-462-7111
 www.streamlinesolutions.com

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Bank File

Additional setup requirements in the bank account file are:

Account number

Bank Account No
123456789

Routing number

Routing Number
987654321111

Beginning check number

Validation takes place so that the number does not already exist for the bank, but does not consider future numbers. If numbers in the future exist, they are skipped by the check writing program.

Last Printed Check
1000

Check Format

There are two formats available for printing MICR checks. The default format prints one large stub on the top two-thirds of the page followed by the check. The second format prints the check at the top of the page followed by two stubs. Your Accounting Support contact will need to assist with changes in the format setting.

Font

An MICR font must be installed. This font is a banking standard and is used for printing the check number, account number, routing number, and special characters along the bottom of the check.

This is not a standard font type included with Windows OS, but a third party font that needs to be purchased. One source for obtaining this font is www.micrfonts.com. When purchasing a font set from this vendor, you are guided through a calibration process that helps you select the best font for the environment and printer you use.

Once the calibration is complete, you will know which font to use. Your Accounting Support contact can then help you complete the last set up step by filling in the name of the font and the size. The point size is something that may require some adjusting and testing as each MICR font prints differently.

<input checked="" type="checkbox"/> MICR check option, preprinted stock not required	MICR Font: micr013n	MICR Font Size: 16	(Normally 10pt)
--	---------------------	--------------------	-----------------

It is recommended that you provide a test copy of both an AP and Postage check to your bank to be certain that the MICR string is acceptable/readable by the bank's scanner.

If checks are printed via Citrix, this font must be installed on the Citrix server.

If checks are printed via a local network, this font must be installed on all workstations used for check printing. This would include both Postage and AP checks so the recommendation would be to install on all workstations.

Use

Please refer to the Accounts Payable Checks and Postage Entry (checks section) for detailed information regarding how to generate checks.

Different from standard:

Rather than filling in a beginning check number, the program displays the last check number printed. In the following screen shot, the last check number printed was 1000, so this check number is 1001.

Report and Print Checks

Batch#: 4210 Check Date: 10/29/2007 Year: 2008 Period: 1

Bank Account: 123456789 -- Test Account for MICR checks

Check Status

	Printed		To be Printed		Total	
Manual	0.00	0.00	0.00	0.00	0.00	0.00
Auto	0.00	0.00	1.00	4,900.00	1.00	4,900.00
Total	0.00	0.00	1.00	4,900.00	1.00	4,900.00

Selected invoice report:

Report Printing Order: ☒ Vendor Number ☐ Vendor Name

Auto check print/re-print

Last Check#: 1000 ☐ Enter a different Check#. The check counter will not be updated. **Count of Checks: 1**

(Double click on the column headers to sort and change the print order)

P/RP	Mark	Vendor #	Vendor Name - Address No.	Payable Amount
<input checked="" type="radio"/>	<input type="radio"/>	100	Printing Company - #0	\$4,900.00

There is an optional override to enter an alternate number. Selecting this check box opens the last check number field and allows for manual input.

By changing the Last Check # to 888 and generating checks, check # 888 was used. Using the override button and manually inputting a check allows entry of a specific check number but does not re-set the counter number.

Auto check print/re-print

Last Check#: 888 ☒ Enter a different Check#. The check counter will not be updated

The next check batch reflects the same last check number regardless of the one manually input.

Auto check print/re-print

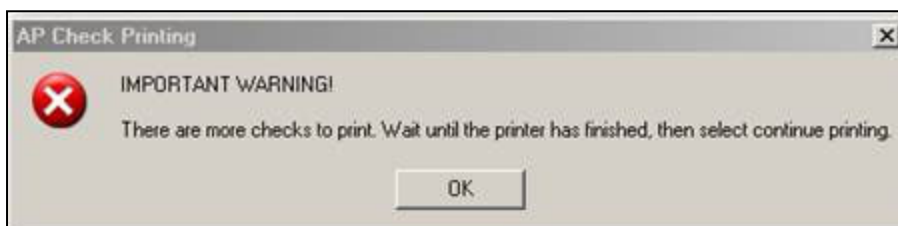
Last Check#: 1000 ☐ Enter a different Check#. The check counter will not be updated

Notes

Due to the nature of Crystal Reports and memory buffers in printers, safeguards have been built in to ensure the bitmap files print without issue.

For large check runs of 150+ checks, a message appears at points during the printing process. The program is controlled so that it only sends 150 checks at a time to the printer, so the user will have to click **OK** in between each set of 150 checks. It is critical to make sure that each group of 150 checks has completed printing before pressing the **OK** button to continue with the next 150 checks.

A strong warning and a secondary confirmation are then provided.



Multi-Company Setup and Use

Overview

PrintStream's multi-company software allows print, mail, and fulfillment companies with multiple facilities and separate tax id's to operate independently on one database. Each company is recognized individually, yet both are able to share job processing and job costing functionality. Since each company is recognized individually, each accounting and production setup task must be completed in each company.

Advantages of Multi-Company

All companies operate from one PrintStream database allowing for ease of IT administration and management. PrintStream's multi-company software allows one job to be shared across multiple companies with auto-created inter-company transactions for job costing and billing. Each company in a multi-company environment tracks and reports all financial data individually for tax purposes.

- Run on one server, one database. Easier for IT staff to maintain.
- Security set by user and company level – one user can have different security access for each company.
- Customers and vendors can be shared between facilities.
- Job processing can be shared across multiple facilities.
- Each company shared on a job may generate an invoice to the customer for their respective services, or one invoice containing all companies' services for the job, with the auto creation of inter-company transactions.
- Job postage reconciliation and postage fund transfers between companies enabled.
- Inventory, Purchasing, AR, and AP processing tracked at the Company level.
- Inventory, Purchasing, AR, AP, GL, and Financial Statement reporting is performed at the Company level.
- Billing Worksheet can be generated at the single Company level as well as combined for all companies when jobs are shared between facilities.

Steps for Conversion

Convert Database

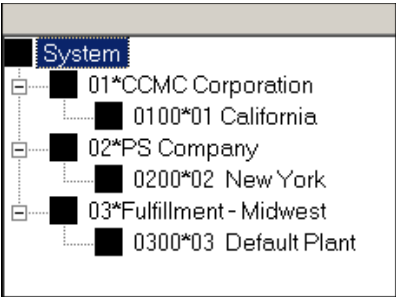
This is a function of the EFI PrintStream Support Team.

1. Modify INIFile
2. CMPStructure – define companies. PrintStream requires the following information:
 - a. Company names and addresses
 - b. Which company is the default

Define New Companies

Adding a new company or multiple companies takes place in the Company Structure Program. This program is password protected and therefore requires the assistance of a EFI PrintStream Support Representative to complete.

The company code is a 2 digit alpha numeric code but we advise customers to use a numeric code. The example below demonstrates a database with three companies; CCMC, PS Company, and Fulfillment – Midwest. A typical set up would use a company naming convention that describes the location, such as Salt Lake City, San Rafael, etc. See suggested Coding Structure below.



Define New Plants

Adding new plants is a password protected function found in Master Files Reports. This requires the assistance of EFI PrintStream Support. A plant is a production facility under a company.

Further information about the plant can be setup at a later time and is discussed under Define Production Structure.

Company Code 02	Company Name PrintStream
Plant Code	0200
Plant Mail Code	
Plant Name	02 Utah

Suggested Coding Structure

Coding structure should be fully discussed with your EFI PrintStream Support team. There are tools available to clone the structure from one company to another. These tools need a certain structure in order to successfully be implemented.

- Company: 2 digits
- Example: 01
- Plant: 4 digits
- Example: 0100
- Department: 4 digits
- First 2 digits Department Number
 - 2nd two digits: Plant Code
 - Example: Department: Data Processing: 1001
- Cost Center: 6 digits
- First 4 represent department
 - Next two represent cost center
 - Example: Programming: 100110
- Activity Code: 9 digits
- First 6 (cost center)
 - Next 3: activity
 - Example: Merge Purge: 100110100

Miscellaneous Set-up and Use

Company Access for Users

Within Multi-Company, users can be assigned the same or different roles by company. Multiple logins are not required. The red check box indicates the user has access to the company, and the role defines which programs the user has access to within that company. This example also shows that this user does not have access to company 03.

	Company Code	Plant Code	Role
1	<input checked="" type="checkbox"/> 01	0100	Administrators
2	<input checked="" type="checkbox"/> 02	0200	Administrators
3	<input type="checkbox"/> 03	0300	Accounting

Logo Definitions

PrintStream supports the ability to use multiple logos per company, plant, and module for the following:

- ARInvoicing
- AR Reporter/Customer Statements Report
- Purchase Orders
- Postage Advanced Letter
- Sales Prebill
- Packing Slips

This is accomplished by defining multiple versions with special naming conventions along with the logo.bmp file.

The naming scheme is as follows:

Company Code>Plant code [Optional]>Module [Optional] (Using the prefix of the Program calling it)> I = Invoicing, S = Statement, PO = Purchase Order, PA = Postage Advance, PS = Packing Slip.

For example

Company Code: 01
Plant Code: 0100
Module: PO

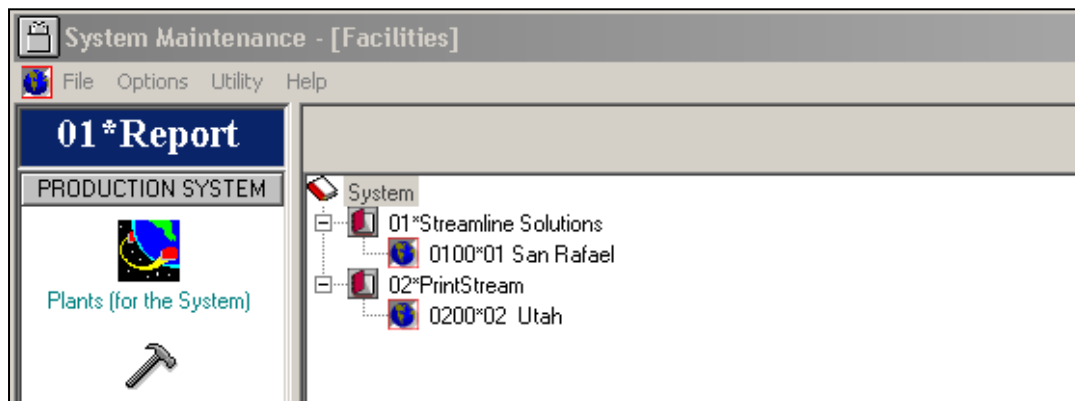
The file name would be Logo010100PO.bmp (Logo + Company Code + Plant Code + Module).

Custom file names are not required. "Logo.bmp" is picked up as a default unless a different file name has been created.

Other Examples:

1. Company Code: 01
File Name: Logo01.bmp
2. Company Code: 02
Module: I (for Invoicing)
File Name: Logo02I.bmp
3. Company Code: 03
Plant Code: 0300
File Name: Logo030300.bmp

In a Multi-Company environment, companies listed in MF Reports>Plants for the System display as optional logos in Mail Estimating for the Quote Letters.



If you have company specific logos, you must save each logo into its own quote letter format. In the PSExtern folder, you will note in this example, the default Company 01 and Company 02 are created.



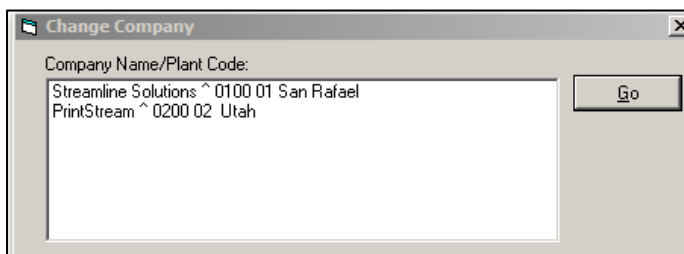
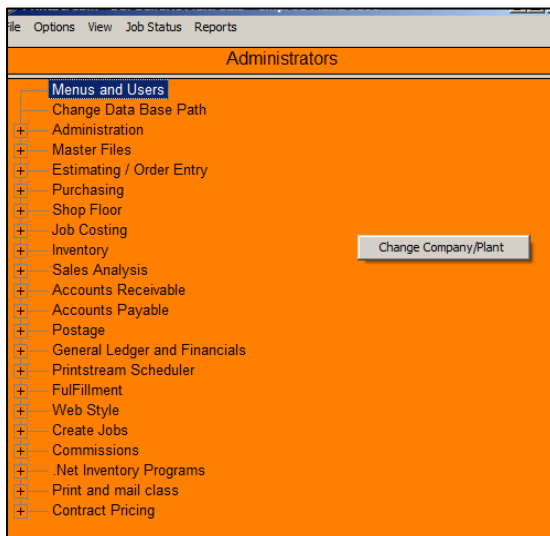
Moving Between Companies

Moving from one company to another can be accomplished several different ways.

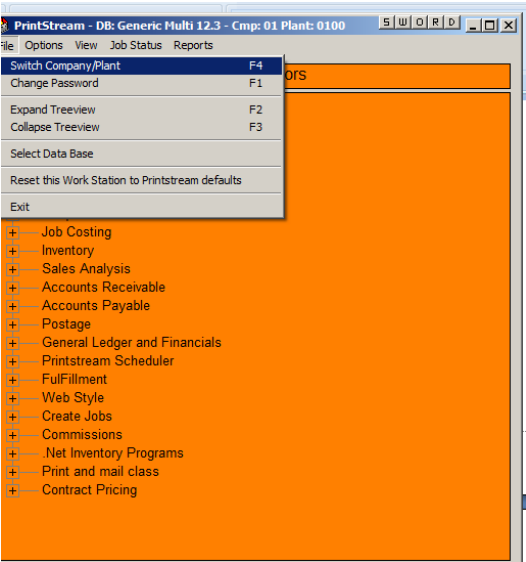
When logging into PrintStream, the user can select the company to work in. Only those companies where the user has security access defined display.



Right-clicking from the colored area in the main menu allows movement to a different company. Only the companies the user has access to display.



The company/plant may also be changed by selecting file>switch company/plant from the main menu.

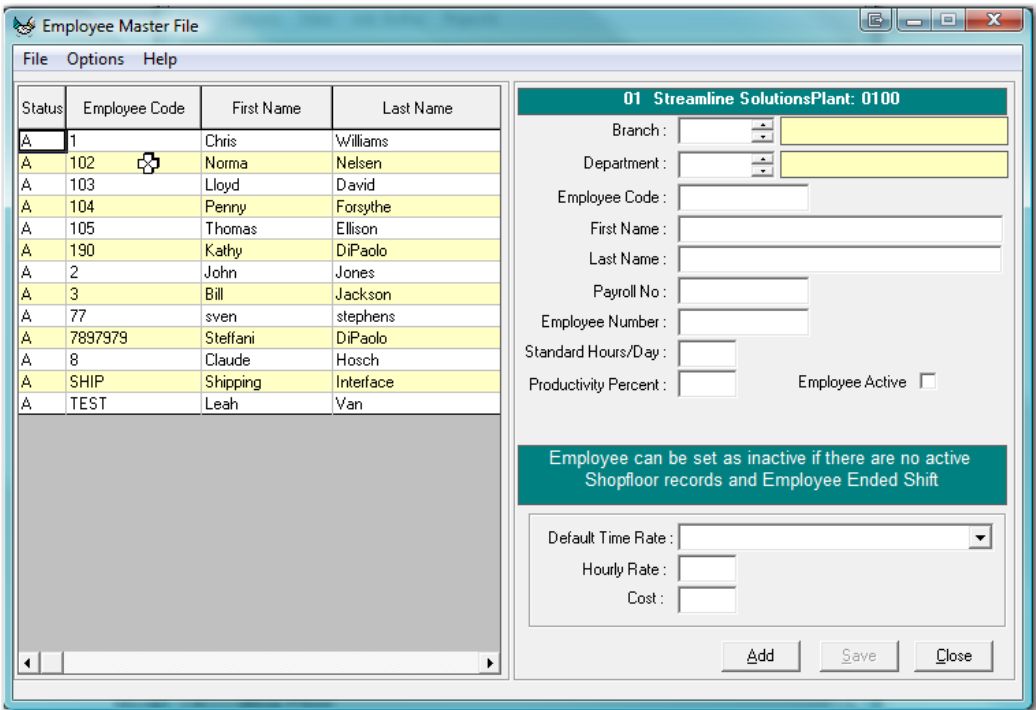


You can also change the company/plant from within a program. Changing the company at the individual program level only changes the company for that program. In order to have all programs open under a different company, the switch should be done at the main menu.

Define Employees

Employees are defined by company. The employee file needs to be completed for each of the newly created companies.

The company and plant appear in the Employee Master File screen on the right side above Branch.



Define Production Structure

In Multi-Company, each company has its own structure of Departments, Cost Centers, and Activity Codes. Seeing this is still on one database, each must have a unique id and unique description. This is best handled by appending a code, letter, or number at the end of each description that indicates which company the Department, Cost Center, or Activity Code is setup for. All of this setup is done in Master File Reports. While in Master File Reports, the company you are in is noted at the top of the left column. While many things can be setup for each company and plant in Master File Reports while in any company, **it is highly recommended to make sure you are in the correct company when making changes for that company.**

Plants for the System

There are specific settings that are controlled at the plant level. Under **Plants for the System**, click the Plant you want to further define. On the right are 9 tabs with information that is specific to each plant.

The screenshot shows the 'System Maintenance - [Facilities]' window. On the left is a navigation pane with icons for '01*Report', 'Plants (for the System)', 'Production Departments (for the System)', 'Production Cost Centers (for the System)', 'Activities (for the System)', and 'Rates Setup (for the System)'. The 'Plants (for the System)' icon is selected, showing a tree view with 'System' expanded to '01*Streamline Solutions', which contains '0100*01 San Rafael' and '0200*02 Utah'. The main area displays the 'Basic' tab for the selected plant. It includes fields for 'Company Code 01', 'Company Name Streamline Solutions', 'Plant Code 0100', 'Plant Mail Code', and 'Plant Name 01 San Rafael'. Below these are 9 tabs: 'Basic', 'Inventory', 'Job Related', 'Finished Goods Invoicing', 'E-Mailing Option', 'Scheduling', 'Fulfillment', 'Misc', and 'PickUp'. The 'Basic' tab is active, showing 'Default PO Shipping Address' with fields for 'Customer #', 'Customer', 'Address', 'City', 'State', 'Zip', 'Phone', and 'Shipper Signature Image File'. At the bottom are 'Add', 'Save', and 'Close' buttons.

Company Code 01	Company Name Streamline Solutions
Plant Code	0100
Plant Mail Code	
Plant Name	01 San Rafael

Basic | Inventory | Job Related | Finished Goods Invoicing | E-Mailing Option | Scheduling | Fulfillment | Misc | PickUp

Default PO Shipping Address

Customer #: STREAM 01: Streamline Solutions

Customer: Streamline Solutions

100 Smith Ranch Rd
Ste 124
San Rafael, CA
Zip: 84020 Phone: 801555 0133
Laurance Snyder PickUp

Shipper Signature Image File:

Plant Warehouse # (default):

Plant Account Code:

PO: From Email Address: leah@printstream.com

PO: Internal Email Address: leah@printstream.com

PO: Approval required ☐

Add Save Close

Inventory

Once you have setup your material activity codes in Master File Reports, you can use this section to setup your default activity codes for specific types of inventory. This way each company can have its own defaults.

Company Code 01

Company Name Streamline Solutions

Plant Code

0100

Plant Mail Code

Plant Name

01 San Rafael

Basic

Inventory

Job Related

Finished Goods Invoicing

E-Mailing Option

Scheduling

Fulfillment

Misc

Customers In

90001

Customer Inv

Paper Invent

50000

PAPER

Raw Material

95005

Raw Material

Finished Goo

90002

finished good

Freight Activi

95007

Freight Shipp

Tolerance For AR Billing For Product Price MIN/MAX (%)

Support Lots at the Plant Level

☒

Default Location Type for Receipts :

Show All Location Types

Allow only Upper case in Inventory Code

☐

Location Link - can not ever be deleted ; auto created for Items Default Location

☐

Warn if Receipts/Issues is more or less by

10

%

Default Material Expense Dissection Code

0110106000

...

Default Location While Creating New Items

1.1.1.1

Default Instrument used by Clipper Ship

WebSite :

GUID:

User ID:

Password:

Add

Save

Close

Production Departments

In Master File Reports, you will have to setup your Production Departments for each company. The departments should be listed in order of job flow. Each department needs to have a unique id and description. Some quote letters in Print and Mail Estimating Order entry can be summarized by Department, so keep this in mind when creating your department descriptions. You should make sure you are in the correct company before opening Master Files Reports.

Plant Code

0200

Plant Name

02 Utah

Production Department Code

2302

Production Department Name

Data Processing PS

Default Material Expense Dissection Code

01151060001510

...

Add

Save

Cancel

Cost Centers

Setup your cost centers to reflect your shop floor as accurately as possible. Each cost center should represent a class of machinery in a logical production order. In Multi-Company, you must make sure that each cost center has a unique id and description.

The screenshot shows the 'Cost Center' setup window. It contains the following fields and options:

- Company Code:** 02
- Company Name:** PrintStream
- Plant Code:** 0200
- Plant Name:** 02 Utah
- Prod Dpt Code:** 23
- Prod Dpt Name:** Data Processing-PS
- Production Grouping:** Art (dropdown)
- Cost Center Code:** 230210
- Short Code:** LPPS
- Cost Center Name:** List Purchasing-PS
- Process Wait Time:** 0
- Hourly Capacity:** 24
- Days of the Week:** 5
- Number of Machines:** 1
- Standard % of 'Down' Time:** 0 %
- Prepayment Hold Does NOT prevent from using Activities from this Cost Center:** ☐
- Releasing SO, User, Work Station, Date/Time:** (Fields with a red 'X' icon)
- Buttons:** Add, Save, Cancel, Link to GL revenue account

Activity Codes

When creating activity codes from Master Files Reports, you need to make sure the id and description are unique. We suggest using a code or letter at the end of the description that indicates what company the activity code is for. This is because there are some screens in PrintStream where you see the activity code id and others where you cannot. This is where you will setup your activity codes for non productive/ non chargeable activities as well as activities for print, postage and materials.

The screenshot shows the 'Activity Code' setup window. It contains the following fields and options:

- Activity Code:** 234090
- Description:** DP Maintenance-PS
- Cost Center:** 2340 02
- Grouping:** Art
- Activity Type:** Labor (selected), Material, Postage, Subcontract
- Sell Method:** Cost + Markup
- Run Rate:** ☐ Run Rate, ☐ Chargeable
- Affect Production:** ☐
- Hourly Rate:** 50
- Basis Run Rate:** 0
- Activity processing delay:** Before (selected), After, 0.0 Hours
- Next Activity Starts in... (Lag Time):** 0.00 Hours
- Sort Order #:** 0
- Activity Status:** Multiuse (selected), Running, Make Ready
- Buttons:** Add, Save, Clone, Close

Multiple Plants in Multi-Company

If you have a need to have more than one plant in one or more companies, please contact your EFI PrintStream Support rep. They will have to setup report 1106 in Master File reports as well as discuss with you the current limitations/benefits.

Report Headings

Report Name: 1106 Multiple Company Plant access

Description: Multiple Company Plant access for quotes

Labor Start: 0 Labor End: 0

Mat Start: 0 Mat End: 0

Report to select total items from: 0

Report to link to: Defined Modul Options

Add Edit Delete Cancel Save Details Close

Multiple Print Companies

If you need to have multiple companies setup, report 1106 must also be defined. Please contact your EFI PrintStream Support rep for assistance.

Report Headings

Report Name: 1106 Multiple Company Plant access

Description: Multiple Company Plant access for quotes

Labor Start: 0 Labor End: 0

Mat Start: 0 Mat End: 0

Report to select total items from: 0

Report to link to: Defined Module Options

Buttons: Add, Edit, Delete, Cancel, Save, Details, Close

It opens the gate for the multiple companies/plants access.

When defining multiple print companies in the Multi-Company database, make sure that the newly created GL Accounts and dissection code are setup and the Ink(s) are looking at the Activity Code.

[illegible]

Estimating Master File Setup

File New View Window Help

Master File - Print

- Art Processes
- Film Processes
- Paper
- Press
- Section Finishing
- Binding Processes
- Bindery Finishing
- Ink
- Toner**
- Ink Coverage
- Miscellaneous

Toner

Description: Toner

Type: Litho

Min. Charge: \$100.00

Foil Size: inches wide by feet long

Cost: \$70.00

Coverage: 45.45

Charge Washups: No

Jobcost Links

Code: 400201000 B2 Ink

Cancel Save

Note Make sure you are in the correct company when setting up Print. This includes presses, inks, paper, templates, etc. As with other setup, it is recommended that the company is referenced especially if you have similar presses available in multiple companies.

Estimating Master File Setup

File New View Window Help

Master File - Print

- Art Processes**
 - Pre-Flight Files
 - Typesetting
- Film Processes
 - Dylux Proof
 - Output Film
- Paper
 - C
 - E
 - H
 - S
 - X
- Press
- Section Finishing
- Binding Processes
- Bindery Finishing
- Ink
- Ink Coverage
- Miscellaneous

The screenshot of the quote header below reflects the plants/companies available in the database based on activating report 1106.

New Quote Header

Customer #: 121M01 01: PGI Comp New... Sub Acct

Customer: 1-2-1 Marketing Service Group, Inc

Contact: Scott Garrison

Customer Price List:

Standard Price List: ☒

Contact Phone/FAX: 763-428-8123 763-428-8124

Re-Contact Date: 8/27/2008

SalesRep: Jim Ripka

CSR: Dave Stewart

Estimator: Curt Dybvig

Planner: Amy Sloomman

Job Type: Data Processing Only

Job Title: TEST

Description: TEST

Quantity 1: 1,000 4: 5: 6:

Print And Mail: ☒ FSC related quote: ☐

Default Section Size: 8.5 x 11

First Mail Date:

Create Default Package: ☒

Plants:

- ☒ 01:0100-01 Building 1 and
- ☒ 02:0200-02 Building 2

Postage Plant:

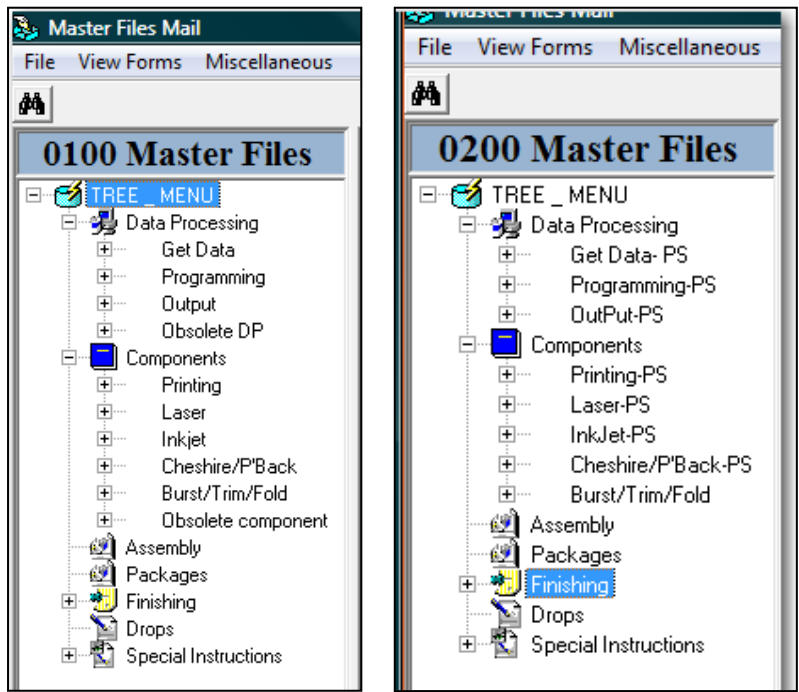
- ☒ 01:0100-01 Building 1 and N
- ☒ 02:0200-02 Building 2

Help Cancel Next Finish

Master Files Mail Process

In Master Files Mail process, you **MUST** be in the correct company when setting up the mail tree. This is because the security in PrintStream determines which users can see which branches and activity codes while in Mail Estimating Order Entry. If the user has access to companies 01 and 02, they will see all the branches and activity codes for both companies. If the user only has access to company 02, they will only see branches and activities created in company 02.

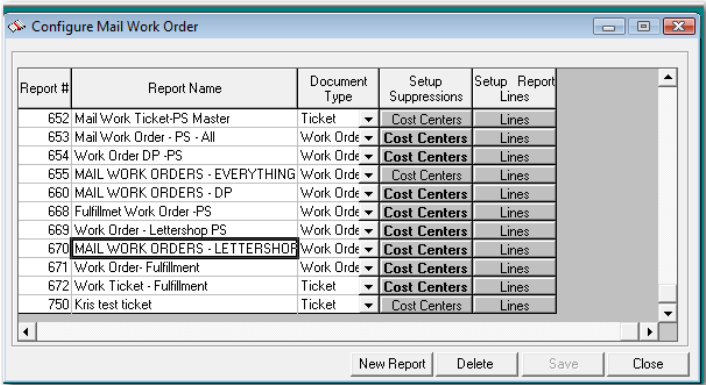
When in a company in Master Files Mail Process, you will only see what has been setup for that company. Just as with activity codes, you should set up your tree branch structure so it indicates to the user what company the activity codes are for. A user who has access to companies 01 and 02 will see the branches and activities for those companies but there is no indicator on that screen which company they belong to.



Work Orders and Work Tickets

Work Orders and Work Tickets can be created so that you are including all companies, or set them up so they are specific to each company. When creating a Work Order or Ticket, the system automatically includes all cost centers that match up to the processes you have opted to include on the order or ticket.

For example, if you selected to include DP Processes, then all DP processes selected on the job appear on the work order or ticket **UNLESS** you suppress the cost centers you wish to not be included.



Select the **Cost Center** button. The system first displays all the Cost Centers for the company you are in. To suppress cost centers from other companies, select the **Display CC's System Wide** check box.

Cost Center	Cost Center Description	Supress Printing
300	DP ADMIN	<input checked="" type="checkbox"/> Supress Printing
310	LIST PURCHASING	<input checked="" type="checkbox"/> Supress Printing
320	DATA ENTRY	<input checked="" type="checkbox"/> Supress Printing
340	PROGRAMMING	<input checked="" type="checkbox"/> Supress Printing
360	OUTPUT DATA	<input checked="" type="checkbox"/> Supress Printing
405	ART/COMPOSITION	<input type="checkbox"/> Supress Printing
420	PROOFING	<input type="checkbox"/> Supress Printing
425	PLATEMAKING	<input type="checkbox"/> Supress Printing
430	ELEC. PREPRESS	<input type="checkbox"/> Supress Printing
500	PRINT ADMIN	<input type="checkbox"/> Supress Printing
510	PRINT BUYOUTS	<input type="checkbox"/> Supress Printing
512	XEIKON	<input type="checkbox"/> Supress Printing
515	ITEK	<input type="checkbox"/> Supress Printing
520	240 HEIDELBERG	<input type="checkbox"/> Supress Printing
525	640 HEIDELBERG	<input type="checkbox"/> Supress Printing
530	DIDDE 6	<input type="checkbox"/> Supress Printing
535	SUBURBAN	<input type="checkbox"/> Supress Printing
540	10 CLR SANDEN 28/22/17"	<input type="checkbox"/> Supress Printing
580	MBO FOLDER (PRESS)	<input type="checkbox"/> Supress Printing
582	DMM Finite Folders	<input type="checkbox"/> Supress Printing
590	CUTTER (PRESS)	<input type="checkbox"/> Supress Printing
600	LASER ADMIN	<input type="checkbox"/> Supress Printing
640	HP LASER	<input type="checkbox"/> Supress Printing
700	BINDERY ADMIN	<input type="checkbox"/> Supress Printing
720	BURSTER	<input type="checkbox"/> Supress Printing
725	BOWE	<input type="checkbox"/> Supress Printing
730	CUTTER	<input type="checkbox"/> Supress Printing

☐ Display CC's System Wide

Save Close

Product Categories

The categories used to sort jobs on sales and production reports are database wide. They can be created in any company but will be seen in all companies.

Master Files Mail

File View Forms Miscellaneous Reports Window Help

- Print On Demand Component Templates
- Product Category**
- Standard Waste Table
- Setup Multiple Corporate Pricelist
- Clone Existing Pricelists to Companies
- Clone Tree Structure
- Setup Cost Flag
- Copy Corporate Pricelists

Product Type Categories

Job Name:

Group:

Code:

Edit Job Name Cancel Save

Define Accounting Structure

The following sections relate to the required accounting set-up are that are unique in a Multi-Company environment. The Accounting Check List for Multi-Company should be followed for step by step instructions. The Multi-Company Accounting Check list may be found in the Master Migration Template.

Chart of Accounts

New general ledger account numbers will need to be established for each new company.

Creating a new chart of accounts for each company is the first step in completing accounting set-up. A spreadsheet is available to aid in designing the chart of accounts, and it can also be used to import new account numbers. When importing the chart of accounts, confirm you are logged into the correct company the GL accounts should be imported to. Please consult with your PrintStream accounting support manager for assistance with this step. They can provide valuable feedback regarding numbering schemes and can also assist with the import step.

Multi-company Accounting Setup

Your Accounting Support contact will work with you to define the company codes and company names in your PrintStream Multi-Company database, as well as importing the GL account numbers for each company. Due to the inter-company transactions that occur when data is generated between companies, specific GL accounts are required in each company. The required GL accounts will be indicated in each applicable area of the setup section of this document.

Sharing Customers between Companies

PrintStream's Multi-Company environment allows customers to be shared between companies. Sharing customers aids in sharing jobs between companies and creates flexibility when generating an invoice to a customer for a shared job. Sharing a customer with other companies also allows the shared companies to create jobs to the customer, generate financial and accounting transactions to the customer, etc., yet the data is stored within the company that generated it. Each company will be able to view their respective transactions created to the customer, but will not be able to view transactions created by other companies.

Before sharing a customer, first determine which company will be the primary owner of the customer; meaning, the company the customer will be created in.

To share a customer

1. Open the customer's file in Master File Customer in the company the customer was created in.
The other companies defined in the Multi-Company database display in the lower right corner of the screen.
2. Select the check box provided to indicate the company(s) the customer should be shared with.
The following graphic illustrates ABC Teaching was created in Company 01 CCMC Corporation, but the customer is also shared with companies 02 and 03.

Customers List for the 01 CCMC Corporation

File Modules Options Utility Window Cloning Options Help

01 Master Files Customer

Customer

Account No: ABC01 Auto Name: ABC Teaching

Address: 123 Anthmatic Way Contact: Phone: 801-555-9999 Fax: 801-555-9998

Zip: 84123 City: Salt Lake City Monthly sale: \$0.00

Country: State: UT USA Acct Status: B - 30 day Account

Salesrep: Michael Pollard Payment Days: 30 Since: Terms: Net 30

CSR: Cole Pollard Tax Code: 00 0% All Inclusive

Manager: Search: By Code By Group By Industry Cred Limit: \$999,999.00 Currency: USA

SIC Code: Group: Industry: D/B Ref: Tax Number: Postage Type: Internal Customer: Suppress Statements: Service Charge: Active Access: GST Tax enforced: Bypass Credit Check: Short Remarks: Reporting Grouping: Marketing Source Code: Customer is the Postage Customer for the Customer.... Customer #: Customer: Share Customer with Companies: Bill Customer Directly(Horizontal) Bill Job's Owner (Vertical)

Cmp Code	Acct No	Name
<input checked="" type="checkbox"/> 02	HOUSE02	PS Company
<input checked="" type="checkbox"/> 03	MIDWEST	Fulfillment - Midwest

Order Entry Notes Packing Slip Address Billing (Customer Credits) Notes Shipping Notes Addresses List of Postage Customers Customer Standard Specifications

3. Save the changes.

Please note duplicate customer account numbers and customer names cannot be created across companies; meaning a user cannot create a customer in company 01 and share it or not share it with company 02, and then also create a new customer with the same customer account number and name in company 2.

Once transactions have been created in the shared company, you are unable to inactivate the sharing option.

Define A/R Invoicing Options

PrintStream's Multi-Company software allows a job to be shared across several companies. When generating the AR invoice to the customer for the shared job, PrintStream has 2 options available to generate the invoice. This selection would be based on the type of work performed for each customer.

- **Horizontal Invoicing** - Each company involved on the job sends an invoice to the customer for their respective billing.
- **Vertical Invoicing** - The shared companies on the job create Inter-company invoices to the company the job was created in, while the company that owns the job sends one invoice to the customer billing services for all companies involved on the job.

Based on the option you choose, you will set the flag at the customer level in the company the customer was created in. You can have Horizontal Invoicing selected for some customers, while other customers are marked with the Vertical Invoicing option. The options are located directly above the grid that references the companies the customer can be shared with. Save your changes.

Allowed WEB Place Customer on Credit Hold

Order Entry Notes Packing Slip Address Billing (Customer Credits) Notes Shipping Notes Addresses List of Postage Customers Customer Standard Specifications

Marketing Source Code

Customer is the Postage Customer for the Customer.... Customer #: Customer:

Share Customer with Companies: Bill Customer Directly(Horizontal) Bill Job's Owner (Vertical)

Cmp Code	Acct No	Name
<input checked="" type="checkbox"/> 02	HOUSE02	PS Company
<input checked="" type="checkbox"/> 03	MIDWEST	Fulfillment - Midwest

If at any point the billing option is changed, it will not impact any previously created AR invoices or any jobs that have not been AR invoiced yet. It will only take effect on any jobs created after the setting has been changed.

Please note there is a master setting that allows all new customers created to automatically default to one of the two billing options. Please consult with your Accounting Support contact to enable this setting.

Sharing Vendors between Companies

Just as you can share customers with other companies defined in your PrintStream Multi-Company database, you can also share vendors. Sharing a vendor allows all companies to create purchase orders and enter AP invoices to the vendor without manually creating the vendor's account in each company. Allowing to share saves each company time from entering a vendor into each company. Each company can view their respective transactions, but are not able to view transactions created by other companies.

Before sharing a vendor, it must first be determined which company will be the primary owner of the vendor; meaning, the company the vendor will be created in.

To share a vendor

1. Open the vendor's file in Master File Vendor in the company the vendor was created in.

The other companies defined in your Multi-Company database display in the lower right corner of the screen.

2. Select the check box provided to indicate the company(s) the vendor should be shared with.

The following graphic illustrates vendor Programming Services was created in Company 01, but shared with companies 02 and 03.

Vendors for the Company 01 CCMC Corporation

File Modules Window Cloning Options Help

01 Vendors

Vendor

Account No: 3 Name: Programmed Services

Address: 543 South 100 West
SLC, UT
Zip: 84121 Country: USA

Contact: Greg
Phone: 801-555-1212
Fax: 801-555-1313

D/B Ref:
Acct Status: B - 30 day Account

PO Address: 0

Vendor's Account Number:

Standard Terms
Payment: 30 Days
Always Take Discount
Early Payment Discount: %
Discount: Days

This vendor is a postmaster vendor
Mail EntryType(mail system only):
1099 Vendor
Type:

Federal ID #:
Dissection Code: 01 0110017000
Y Training and Education - CA

Share Vendor with Companies

Code	Acct No	Name
<input checked="" type="checkbox"/>	02	HOUSE02 PS Company
<input checked="" type="checkbox"/>	03	MIDWEST Fulfillment - Midwest

Add Save Close

3. Save your changes.

Note Once transactions have been created in the shared company, you are unable to inactivate the sharing option.

Only the company the customer was created in will be allowed to view the vendor's master file. The shared companies will not have access to this information.

Multi-Company Control Accounts

Control accounts must be created between each company defined in your Multi-Company database to enable the ability for inter-company AR invoicing to occur, to allow cash receipts to be transferred between companies and to allow postage transactions to be billed between companies. Your Accounting Support contact will assist in defining these controls.

System Maintenance - [Setup Multico Accounts]									
01*Report									
PRODUCTION SYSTEM ACCOUNTING STRUCT...									
	Type Of Account	Corresponding Company	GL Company	GL Account	GL Branch	GL Department	GL Descr	GL RECNUM	
1	AR_INT_REV_01	01	02	4100	01	01	Interco Revenue - NY from CA	1321	
2	AR_INT_REV_01	01	03	4100	01	01	Interco Revenue - MW from CA	46	
3	AR_INT_REV_02	02	01	4105	01	01	Interco Revenue - CA from NY	1536	
4	AR_INT_REV_02	02	03	4105	01	01	Interco Revenue-MW from NY	47	
5	AR_INT_REV_03	03	01	4110	01	01	Interco Revenue - CA from MW	1537	
6	AR_INT_REV_03	03	02	4110	01	01	Interco Revenue - NY from MW	1323	
7	CR_TR_CNTRL_01	01	02	2215	01	01	Due To/From CA - NY	1305	
8	CR_TR_CNTRL_01	01	03	2215	01	01	Due To/From California - MW	29	
9	CR_TR_CNTRL_02	02	01	2205	01	01	Due To/From NY - CA	1517	
10	CR_TR_CNTRL_02	02	03	2205	01	01	Due To/From New York - MW	28	
11	CR_TR_CNTRL_03	03	01	2210	01	01	Due To/From MW - CA	1518	
12	CR_TR_CNTRL_03	03	02	2210	01	01	Due To/From MW - NY	1304	
13	PSTG_CNTRL_01	01	02	2251	01	01	Interco Pstg - NY from CA	1725	
14	PSTG_CNTRL_01	01	03	2251	01	01	Interco Pstg - MW from CA	1728	
15	PSTG_CNTRL_02	02	01	2252	01	01	Interco Pstg - CA from NY	1723	
16	PSTG_CNTRL_02	02	03	2252	01	01	Interco Pstg - MW from NY	1729	
17	PSTG_CNTRL_03	03	01	2253	01	01	Interco Pstg - CA from MW	1727	
18	PSTG_CNTRL_03	03	02	2253	01	01	Interco Pstg - NY from MW	1726	

The graphic above illustrates the control accounts required in a multi-company database. Postage controls are only required if using the Postage Module. The same GL account can be used for multiple control accounts.

Type of Account:

Corresponding Company = Company shared on the transaction.

GL Company = Company that owns the transaction.

AR_INT_REV - This control allows inter-company invoices to be created from the GL Company to the Corresponding Company. The GL account linked to this control will be credited in the GL Company for the services created by the Corresponding Company if the Vertical Invoicing option is used. It is recommended a new GL account is created to track data specific to this type of transaction. It is further recommended to provide a unique naming scheme to the GL account referencing the Company the code was created in and the Company the code is associated to.

CR_TR_CNTRL - This control allows unapplied cash receipts to be transferred to the Corresponding Company from the GL Company. The GL account linked to this control is credited in the GL Company when the GL Company transfers an unapplied cash receipt to the Corresponding Company. It is recommended a new GL account is created to track data specific to this type of transaction. It is further recommended to provide a unique naming scheme to the GL account referencing the Company the code was created in and the Company the code is associated to.

PSTG_TR_CNTRL - This control allows postage usage incurred by the Corresponding Company to be billed on the customer's invoice generated by the GL Company (Vertical Invoicing). The GL account linked to this control is credited in the GL Company for the postage incurred by the Corresponding Company. The account selected is also credited if the GL Company transfers an unapplied postage receipt to the Corresponding Company. It is recommended a new GL account is created to track data specific to this type of transaction. It is further recommended to provide a unique naming scheme to the GL account referencing the Company the code was created in and the Company the code is associated to.

Save your changes.

Inter-Company Activity Codes

Inter-company material activity codes must be created in each company using the vertical invoicing option on shared jobs. These activity codes are created in the Master File Reports/Production System/Activities.

1. Determine the Cost Center the activity code will be created in.
2. Click **Add** and define the **Activity Code** and the **Description**.
3. Select the **Cost Center**, the **Type** as **Material**, and either **Quantity Based** or **Cost + Markup** for the **Sell Method**.

Since this activity code is only used for the auto-generated inter-company transactions, neither option has any bearing on the calculation of the inter-company transaction.

4. The **Run Rate** does not apply. However, select the **Chargeable** check box.

The remaining options do not apply.

5. Click **Save** when done.

The graphic below illustrating inter-company activity code 1990110, created in Company 01, allows Company 01 to generate inter-company transactions for a shared job with Company 02 (NY) if vertical invoicing is used. Activity code 2990120, created in Company 02, allows Company 02 to generate inter-company transactions for a shared job with Company 03 (MW if vertical invoicing is used).

System Maintenance - [Edit/create print, material, postage & non-production activities]

File Options Utility Help

01 *Report

PRODUCTION SYSTEM

Plants (for the System)

Production Departments (for the System)

Production Cost Centers (for the System)

Activities (for the System)

Rates Setup (for the System)

ACCOUNTING STRUCTURE
SYSTEM MAINTENANCE
MASTER FILE REPORT

At this screen you can Edit/Create Print And Non-Production Activities.

Activity Code: 1990110

Description: Intercompany - NY 01

Cost Center: 1990 01

Materials: ☒ Materials ☐ Labor ☐ Postage ☐ Subcontract

Grouping: ☒ Finishing

Sell Method: ☒ Quantity Based ☐ Cost + Markup

Run Rate: ☐ Run Rate ☒ Chargeable

Hourly Rate: 0

Basis Run Rate: 0

Activity processing delay: ☒ Before ☐ After 0.0 Hours

Sort Order #: 0

☒ Multitask ☐ Running ☐ Make Ready

Add Save Close Clone

Note The spelling of these activity codes is determined by the user. However, for ease of simplicity, a unique description is recommended to indicate the Company the activity code resides in and the Company associated to the code. Please see above example.

Inter-Company Activity Code Linking

After the inter-company activity codes have been created, they must be linked in Link To Purchasing and in Link to GL. All inter-company activity codes must be linked to the Work In Process GL account in Link To Purchasing and a Sales Tax code must also be selected. Save your changes.

System Maintenance - [Link Material and Labor Activities to the Purchasing]

File Options Utility Help

01*Report

PRODUCTION SYSTEM ACCOUNTING STRUCTURE

Comp any Code	Plant	Activity Code	Activity Description	LMS	GL Link To Purchasing	Description Link To Purchasing	Purchasing Plant	Purchasing	Sales Tax	GL Link To Inventory	Description Link To Inventory	Inventory Plant	Inventory
01	0100	1990001	Cartons (Materials)	M	0170105000	Warehouse Expense	0100	Dis	00* 0% All Includ				Dis
03	0300	3990100	Customer Goods	M				Dis					Dis
03	0300	3220005	DATA ENTRY (Buyout) - MW	S	0301011400	WIP - MW	0300	Dis	00* 0% All Includ				Dis
01	0100	1220005	DATA ENTRY (Buyout) - CA	S	0101011400	Work in Process - CA	0100	Dis	00* 0% All Includ				Dis
02	0200	2220005	DATA ENTRY (Buyout) NY	S	0201011400	Work in Process - NY	0200	Dis	00* 0% All Includ				Dis
01	0100	1430000	Film (Materials)	M	0120105000	Print Expense - CA	0100	Dis	00* 0% All Includ				Dis
01	0100	1960200	Finished Goods	M	0120105000	Print Expense - CA	0100	Dis	00* 0% All Includ	0101011205	Finished Goo	0100	Dis
03	0300	3960200	Finished Goods-MW	M	0301011205	Finished Goods Inv M	0300	Dis	00* 0% All Includ				Dis
02	0200	2960200	Finished Goods-NY	M	0220105000	Print Expense - NY	0200	Dis	00* 0% All Includ	0201011205	Finished Goo	0200	Dis
01	0100	1950000	Freight	M	0101011400	Work in Process - CA	0100	Dis	FR* 0% Freight				Dis
01	0100	1510001	Ink	M	0170105000	Warehouse Expense	0100	Dis	00* 0% All Includ				Dis
02	0200	2990005	Ink-NY	M	0280105000	Warehouse Expense	0200	Dis	00* 0% All Includ				Dis
02	0200	2990100	Intercompany - CA 02	M	0201011400	Work in Process - NY	0200	Dis	00* 0% All Includ				Dis
03	0300	3990100	Intercompany - CA 03	M	0301011400	WIP - MW	0300	Dis	00* 0% All Includ				Dis
01	0100	1990120	Intercompany - MW 01	M	0101011400	Work in Process - CA	0100	Dis	00* 0% All Includ				Dis
02	0200	2990120	Intercompany - MW 02	M	0201011400	Work in Process - NY	0200	Dis	00* 0% All Includ				Dis
03	0300	3990120	Intercompany - MW 03	M	0301011400	WIP - MW	0300	Dis	00* 0% All Includ				Dis
01	0100	1990110	Intercompany - NY 01	M	0101011400	Work in Process - CA	0100	Dis	00* 0% All Includ				Dis
03	0300	3990110	Intercompany - NY 03	M	0301011400	WIP - MW	0300	Dis	00* 0% All Includ				Dis
01	0100	1990000	Misc Materials	M	0120105000	Print Expense - CA	0100	Dis	00* 0% All Includ				Dis
01	0100	1405050	Outsource Design	S	0101011400	Work in Process - CA	0100	Dis	00* 0% All Includ				Dis
01	0100	1510050	Outsource Printing	S	0101011400	Work in Process - CA	0100	Dis	00* 0% All Includ				Dis
01	0100	1510000	Paper	M				Dis	00* 0% All Includ				Dis
02	0200	2950300	Paper-NY	M				Dis					Dis
01	0100	1425000	Plates (Materials)	M	0120105000	Print Expense - CA	0100	Dis	00* 0% All Includ				Dis
01	0100	1800100	Postage Chargeable	P	0101011200	Postage Inventory	0100	Dis	00* 0% All Includ				Dis
02	0200	2800100	Postage Chargeable-NY	P	0201011200	Postage Inventory - NY	0200	Dis	00* 0% All Includ				Dis
02	0200	2520216	Printing Materials	M	0220105000	Print Expense - NY	0200	Dis	00* 0% All Includ				Dis
03	0300	3240005	PROGRAMMING (Buyout) - MW	S	0301011400	WIP - MW	0300	Dis	00* 0% All Includ				Dis
01	0100	1240005	PROGRAMMING (Buyout)-CA	S	0101011400	Work in Process - CA	0100	Dis	00* 0% All Includ				Dis
02	0200	2240005	PROGRAMMING (Buyout)NY	S	0201011400	Work in Process - NY	0200	Dis	00* 0% All Includ				Dis
03	0300	1420000	Proof Materials	M	0120105000	Print Expense - CA	0100	Dis	00* 0% All Includ				Dis

Set SYSTEM as Multi WIP

Print Grid Save Close

Link To GL

The inter-company activity codes must be linked to an Interco Purchase expense account and to an Interco Revenue account in the Link To GL program. It is recommended a new GL account is created for the Link to Expense to track data specific to this type of transaction. It is further recommended a unique naming scheme is created for the GL account referencing the Company the code was created in and the Company the code is associated to.

e - [Link Activities To GL]

Link Activities To GL	Comp any Code	Exp Y Code	Exp Br	Exp Dpt	Inc Br	Inc Dpt	Inc Acct	Activity Code	Descr	LMS	Plant C
02					30	10	4010	2940023	HAND INSERT SORT 3pcTcL		0200
02					20	10	4000	2520205	Heid 640-2C Run	L	0200
02					20	10	4000	2520201	Heid Make Ready	L	0200
02					20	10	4000	2520211	Heid WashUp	L	0200
02					20	10	4000	2520210	Heid-640 3C Run	L	0200
02					20	10	4000	2520215	Heid-640 4C Run	L	0200
01							0	1520100	Heid 240 MR	L	0100
01							0	1520110	Heid 240 Run	L	0100
01							0	1520120	Heid 240 Washup	L	0100
01	70	10	5000		70	10	4000	1510001	Ink	M	0100
02	80	10	5000		80	10	4000	2990005	Ink-NY	M	0200
02	01	01	9500		01	01	4100	2990100	Intercompany - CA 02	M	0200
03	01	01	9500		01	01	4100	3990100	Intercompany - CA 03	M	0300
01	01	01	9510		01	01	4110	1990120	Intercompany - MW 01	M	0100
02	01	01	9510		01	01	4110	2990120	Intercompany - MW 02	M	0200
03	01	01	9510		01	01	4110	3990120	Intercompany - MW 03	M	0300
01	01	01	9505		01	01	4105	1990110	Intercompany - NY 01	M	0100
03	01	01	9505		01	01	4105	3990110	Intercompany - NY 03	M	0300
01					20	10	4010	1640012	LASER #10 OGE-CA	L	0100
03					20	10	4015	36400012	LASER #10 OGE-MW	L	0300
02					30	10	4010	2640012	LASER #10 OGE-NY	L	0200
01					20	10	4010	1640013	LASER 6x9 OGE-CA	L	0100
03					20	10	4015	36400013	LASER 6x9 OGE-MW	L	0300
02					30	10	4010	2640013	LASER 6x9 OGE-NY	L	0200
01					20	10	4010	1640011	LASER 81/2x11 LETTER-C/L	L	0100
03					20	10	4015	36400011	LASER 81/2x11 LETTER-M/L	L	0300
02					30	10	4010	2640011	LASER 81/2x11 LETTER-N/L	L	0200
03					20	10	4015	36400005	LASER SET-UP - MW	L	0300
01					20	10	4010	1640005	LASER SETUP-CA	L	0100
02					30	10	4010	2640005	LASER SETUP-NY	L	0200
02							0	2420003	Matchprint Proof	L	0200
01					20	10	4000	1990000	Misc Materials	M	0100

Expense Account

Company: 01 CCMC Corporation

Branch: 01 Control Branch

Department: 01 Control Dept. - CCMC

Account: 9505 Interco Purchase - CA from NY E

Income Account:

Company: 01 CCMC Corporation

Branch: 01 Control Branch

Department: 01 Control Dept. - CCMC

Account: 4105 Interco Revenue - CA from NY I

Print Grid Save Close

The linking of this activity to an expense account is required to keep the posting of the transaction in balance for the external biller as well as to offset the revenue captured in the external biller's GL, since the revenue has already been recognized in the internal biller's GL.

The revenue account selected should be the same revenue account selected in Master File Reports>Accounting Structure>Multi-company Special Settings control. This represents the same GL Company and Corresponding Company relationship. Save your changes.

Setup Multico Accounts

	Type Of Account	Corresponding Company	GL Company	GL Account	GL Branch	GL Department	GL Descr	GL RECNUM
1	AR_INT_REV_01	01	02	4100	01	01	Interco Revenue - NY from CA 1321	
2	AR_INT_REV_01	01	03	4100	01	01	Interco Revenue - MW from CA 46	
3	AR_INT_REV_02	02	01	4105	01	01	Interco Revenue - CA from NY 1536	
4	AR_INT_REV_02	02	03	4105	01	01	Interco Revenue-MW from NY 47	

Job Cost Entry Master File

Sub-contract activities must be defined in the Job Cost Entry Master File in each company that will be using the vertical invoicing option on shared jobs. The graphic below illustrates inter-company activity code 1990110, created in Company 01, allows Company 01 to generate inter-company transactions for a shared job with Company 02 (NY) if vertical invoicing is used.

To add the inter-company activity

1. Click **Add**.
2. Enter the **Description** (when setting-up the Job Cost Entry Master File with these inter-company activities, the description MUST be defined as shown below).
3. Select the activity previously created in Master File Reports>Production System>Activities and place a 1 in the Piece and Per fields.
4. Select the **Active** check box.
5. Click **Save**.

Activity	Description	Default Activity	Price	Per
<input checked="" type="checkbox"/>	Nonchargeable Freight	95030	1	1
<input checked="" type="checkbox"/>	SUBCONTR 01 02	99100	1	1
<input checked="" type="checkbox"/>	Product Reimbursement	999001	0.01	1
<input checked="" type="checkbox"/>	Royalties	999003	1	1
<input checked="" type="checkbox"/>	Product Remimbursement	999004	0.1	1
<input checked="" type="checkbox"/>	A09^^0100	95007	1	1
<input checked="" type="checkbox"/>	A11^^0100	95007	1	1
<input checked="" type="checkbox"/>	A12^^0100	95007	1	1
<input checked="" type="checkbox"/>	A13^^0100	95007	1	1
<input checked="" type="checkbox"/>	A14^^0100	95007	1	1
<input checked="" type="checkbox"/>	A15^^0100	95007	1	1
<input checked="" type="checkbox"/>	A18^^0100	95007	1	1
<input checked="" type="checkbox"/>	A20^^0100	95007	1	1
<input checked="" type="checkbox"/>	A21^^0100	95007	1	1
<input checked="" type="checkbox"/>	A22^^0100	95007	1	1
<input checked="" type="checkbox"/>	A23^^0100	95007	1	1
<input checked="" type="checkbox"/>	A24^^0100	95007	1	1
<input checked="" type="checkbox"/>	A25^^0100	95007	1	1
<input checked="" type="checkbox"/>	A26^^0100	95007	1	1

Description:

Activity:

Price: Per: ☐ Active

☐ Can be used for recording cost from Shipping module

☐ Recorded Cost Marked As Rebate

Default Activity Code for recording Freight is 95007 Freight Shipping

Add Save Close

Additional notes related to accounting functions in Multi-Company:

Each company defined in the database **must** share the same fiscal year set up. It can be set up in one company and will be shared among all companies.

System Maintenance - [Accounting Periods]

File

Options

Utility

Help

01*Report

PRODUCTION SYSTEM

ACCOUNTING STRUCT...

SYSTEM MAINTENANCE

Module Definition File

System Defaults File

Accounting Periods

Time Rates File

Fiscal Year	Period 1 End	Period 2 End	Period 3 End	Period 4 End	Period 5 End	Period 6 End	Period 7 End	Period 8 End	Period 9 End	Period 10 End	Period 11 End	Period 12 End
1998	10/31/1997	11/30/1997	12/31/1997	1/31/1998	2/28/1998	3/31/1998	4/30/1998	5/31/1998	6/30/1998	7/31/1998	8/31/1998	9/30/1998
1999	10/31/1998	11/30/1998	12/31/1998	1/31/1999	2/28/1999	3/31/1999	4/30/1999	5/31/1999	6/30/1999	7/31/1999	8/31/1999	9/30/1999
2000	10/31/1999	11/30/1999	12/31/1999	1/31/2000	2/29/2000	3/31/2000	4/30/2000	5/31/2000	6/30/2000	7/31/2000	8/31/2000	9/30/2000
2001	10/31/2000	11/30/2000	12/31/2000	1/31/2001	2/28/2001	3/31/2001	4/30/2001	5/31/2001	6/30/2001	7/31/2001	8/31/2001	9/30/2001
2002	10/31/2001	11/30/2001	12/31/2001	1/31/2002	2/28/2002	3/31/2002	4/30/2002	5/31/2002	6/30/2002	7/31/2002	8/31/2002	9/30/2002
2003	10/31/2002	11/30/2002	12/31/2002	1/31/2003	2/28/2003	3/31/2003	4/30/2003	5/31/2003	6/30/2003	7/30/2003	8/31/2003	9/30/2003
2004	10/31/2003	12/1/2003	12/30/2003	1/31/2004	2/28/2004	3/31/2004	4/30/2004	5/31/2004	6/30/2004	7/30/2004	8/31/2004	9/30/2004
2005	10/31/2004	12/1/2004	12/31/2004	1/31/2005	2/28/2005	3/31/2005	4/30/2005	5/31/2005	6/30/2005	7/30/2005	8/31/2005	9/30/2005
2006	10/31/2005	12/1/2005	12/31/2005	1/31/2006	2/28/2006	3/31/2006	4/30/2006	5/31/2006	6/30/2006	7/30/2006	8/31/2006	9/30/2006
2007	10/31/2006	12/1/2006	12/31/2006	1/31/2007	2/28/2007	3/31/2007	4/30/2007	5/31/2007	6/30/2007	7/30/2007	8/31/2007	9/30/2007
2008	10/31/2007	12/2/2007	12/31/2007	1/31/2008	2/28/2008	3/31/2008	4/30/2008	5/31/2008	6/30/2008	7/30/2008	8/31/2008	9/30/2008
2009	10/31/2008	12/2/2008	12/31/2008	1/31/2009	2/28/2009	3/31/2009	4/30/2009	5/31/2009	6/30/2009	7/30/2009	8/31/2009	9/30/2009
2010	10/31/2009	12/2/2009	12/31/2009	1/31/2010	2/28/2010	3/31/2010	4/30/2010	5/31/2010	6/30/2010	7/30/2010	8/31/2010	9/30/2010
2011	10/31/2010	12/2/2010	12/31/2010	1/31/2011	2/28/2011	3/31/2011	4/30/2011	5/31/2011	6/30/2011	7/30/2011	8/31/2011	9/30/2011

Opening and closing of periods can be done at the individual company level

Setup Periods for Accounts					
01 Streamline Solutions					
	OPEN FROM			OPEN TO	
	Year And Period			Year And Period	
Accounts Receivable	2009	6	3/1/2009	2010	9 6/30/2010
Accounts Payable	2009	6	3/1/2009	2010	9 6/30/2010
General Ledger	2009	1	10/1/2008	2010	9 6/30/2010
WIP Materials	2009	1	10/1/2008	2010	9 6/30/2010

Save Close

Processing a Multi-Company Job Estimate/Job Creation

When creating a new estimate, the only difference a user sees on the Header screen is the option to select what company to pull the customer from.

This user has access to companies 01 and 02.

New Quote Header

Customer #: 0200 01: Streamline New... Sub Acct

Customer: ABC Company

Contact: Tom Palender

Customer Price List:

Standard Price List: ☒

Contact Phone/FAX: 555-555-5555 555-555-5556

Re-Contact Date: 10/15/2010

SalesRep: Claude

CSR: Andrea Cox

Estimator: Leah VanWynsberghe

Planner:

Job Type: Brochures

Job Title: Multicompany Test

Description:

Quantity 1: 10,000 4: 5:

2: 20,000 6:

3: 50,000

Print And Mail: ☒ FSC related quote: ☐

Default Section Size: 0 x 0

First Mail Date:

Create Default Package: ☒

Plants:

- ☒ 01:0100-01 San Rafael
- ☒ 02:0200-02 Utah

Postage Plant:

- ☒ 01:0100-01 San Rafael
- ☒ 02:0200-02 Utah

Help Cancel Next > Finish

If the user only has access to the company they are in, then the company selection box will not appear.

This user has access to company 02 only. Note that the company selection box is missing AND the Print and Mail check box is not active. This is because company 02 is not setup for print:

New Quote Header

Customer #: New... Sub Acct

Customer:

Contact:

Customer Price List:

Standard Price List: ☐

Contact Phone/FAX:

Re-Contact Date:

SalesRep:

CSR:

Estimator:

Planner:

Job Type:

Job Title:

Description:

Quantity 1: 4: 5:

2: 6:

3:

Print And Mail: ☐ FSC related quote: ☐

First Mail Date:

Create Default Package: ☒

Plants:

Stmnt Job Master Template: ☐

Help Cancel Next > Finish

Data Processing

When it comes to the activity code tree, the users view depends on how their security is setup.

This user has access to companies 01 and 02 – so they can see branches that were created in each company:

The screenshot shows the 'Data Processing' window. On the left is a tree view with a yellow background. The tree contains the following items: 'Get Data' (selected and highlighted in blue), 'Programming', 'Output', 'Get Data- PS', 'Programming-PS', and 'OutPut-PS'. On the right is a table with the following headers: 'Process Description', 'Quantity', 'Qty Lock', 'Cycle Base d', and 'Quoted Price'. The table is currently empty. At the bottom of the window are buttons for 'Help', 'Cancel', '< Back', 'Next >', and 'Finish'.

This user only has access to company 02:

The screenshot shows the 'Data Processing' window for a user with access only to company 02. The tree view on the left has a yellow background and contains the following items: 'Get Data- PS' (selected and highlighted in blue), 'Programming-PS', and 'OutPut-PS'. The table on the right is identical to the one in the previous screenshot, with headers 'Process Description', 'Quantity', 'Qty Lock', 'Cycle Base d', and 'Quoted Price', and it is empty. The bottom buttons are 'Help', 'Cancel', '< Back', 'Next >', and 'Finish'.

Supplied Components

Inventory attached to supplied component types belongs to the company the estimate/order is created in.

Select Components

Custom Components | POD Components

Custom Component Name	Standard Form (for Waste Calc)	Print Template
9 x 12 Env. Supplied	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	
	▼ Print InHouse	

Help Cancel < Back Next > Finish

Printed Components

When adding printed components and clicking **Print In House**, you will see templates from all companies that are setup for print AND the user has access to.

InHouse Printing Templates

Options

Double Click on Desired Template

Template Name	Company	Plant Code
12pp on CF press--01	0100	01
12pp on CF press-02	0200	01
16 page Suburban	0100	01
16 pg WEB	0200	01
16pg Sht 8.5x11	0100	01
16pg sht 8.5x11-0100	0100	01
16pg web 8.5x11-0100	0100	01
3x5 postcard	0100	01
4 pg 8.5 x 11-4upSht	0200	01
4pg 8 1/2 x 11 4up	0100	01
6 pg 8.5 x 11 sht	0200	01
6.625 X 9.25	0100	01
8 pg 8.5 x 11-2upSht	0200	01
8 pg cov	0100	01
8 pg Web 2up	0200	01
8pg 8 1/2x11 2up	0100	01
8pg 8 1/2x11 Web	0100	01
8pp sf	0100	01
bookbind mats	0100	01
Bus. Card 4 up	0100	01
Cover 8.5 x 11 2up	0200	01
Cover 8.5x11 2up	0100	01

Templates may be selected from any company listed, or a new template may be created. The new template can only be for the company you are in. You will need to switch companies to create a template in different company.

Custom Section

Title: 2087-1 0100-Mail & Print Plant

☒ Text
☐ Cover

Pages: []
Bind as: []

Trim size: 8.5 x 11

☐ Work and Turn
☐ Work and Tumble
☐ Work and Twist

Paper Name: [] Color: []

Grain Direction:
☐ With Grain
☐ Cross Grain
☒ None

Precut:
☐ Yes
☐ No
☒ Auto

Ink

Double-click on cell to set ink color.
Press DEL key to remove an ink.

	Inks Front	Inks Back
Coverage:	[]	[]
Ink 1:		
Ink 2:		
Ink 3:		
Ink 4:		
Ink 5:		
Ink 6:		
Ink 7:		
Ink 8:		
Ink 9:		
Ink 10:		

Section Finishing

Double-click on cell to select section finishing process.
Press DEL key to remove a section finishing process.

Section Finishing	

	Without Bleeds		With Bleeds									
< Qty:	1st dim.	2nd dim.	1st dim.	2nd dim.	# Up	Plate Type	Perfect	Cutoff(Web)	Layout	Grain		
99,999,999	[]	[]	[]	[]			[]					
	[]	[]	[]	[]			[]					
	[]	[]	[]	[]			[]					
	[]	[]	[]	[]			[]					

☐ Save as Permanent Template OK Cancel

Print Mode

Prepress

Prepress processes for the company the template belongs to are displayed on this screen.

[illegible]

Paper

When searching paper, there is a column that indicates which company/plant the paper belongs to. If you are creating a new paper, you will create it for the company you are in.

Floor Stock

Yes

Type

Sheet

Category

Sub Category

Basis Type

Basis Weight

PPI

Caliper

Name Like

Descr Like

Vendor

Show Inactive

Inventory

Clear All

Select

Stop

	Plant Code	Name	Description	Sizes	Colors	Floor Stock	Category	Subcategory	Type
1	0100	Centura Gloss Bk 100#	Centura Glos	19 x 25	White	Yes	B-Coated Bo		Sheet
2	0100	Centura Gloss Bk 60#	Centura Glos	19 x 25	White	Yes	B-Coated Bo		Sheet
3	0100	Centura Gloss Bk 80#	Centura Glos	19 x 25	White	Yes	B-Coated Bo		Sheet
4	0100	Env 24# Non-Window		3 7/8 x 8	White	Yes	F-Envelopes		Sheet
5	0200	House C1S Cover	C1S Cover	19 x 25	White	Yes	D-Coated Co		Sheet
6	0200	House Cover-Uncoated	Uncoated Co	19 x 25	White	Yes	C-Uncoated		Sheet
7	0200	House Offset Book	Offset Book	8 1/2 x 11	Light Colc	Yes	A-Bond/Offs		Sheet
8	0100	Husky Offset 50#	Husky Offse	17 1/2 x 22	White	Yes	A-Bond/Offs		Sheet
9	0100	Husky Offset 70#	Husky Offse	17 1/2 x 22	White	Yes	A-Bond/Offs		Sheet
10	0100	Springhill C1s Cover 10Pt	Springhill C1s	20 x 26	White	Yes	D-Coated Co		Sheet

Print Out

Loaded 10 records. Click 'Continue' to load

300

Continue

Search

Close

Press Modifiers

Press Modifiers are defined at the company level. All press modifiers that have been setup for all companies are visible.

Mail Estimating for the Company : (01) Alaska Incorp - (0100) Mail & Print Plant LS

Quote Header

Estimating

Data Processing

Components

Bound Components

Packages

Finishing

Drops

Special Instructions

Review Pricing

Order Entry

16 pg. Text

Header | PrePress | Paper | Modifiers | Ink | Select Press | Section Finishing

Front

Back

Modifiers

1/2 Fold on Multi Web

Additional Holes

Additional M/R Time

Additional M/R Waste

Additional Run Waste

Customer Press Check

Flood UV Coating

Fold - Farfold

Fold - Inline Parallel Fold

Fold - Plowfold

Press Press Production

Modifiers

Qty.

Orig. Mins

Orig MR Waste

Rep Mins

Rep M Waste

Sheeted off this press

Add Bleeds Cross-grain

Add bleeds w/grain

Work and Turn

Work and Tumble

Work and Twist

Blotch Cut

Num. First M/Rs

Cancel

2007

AAA Insurance

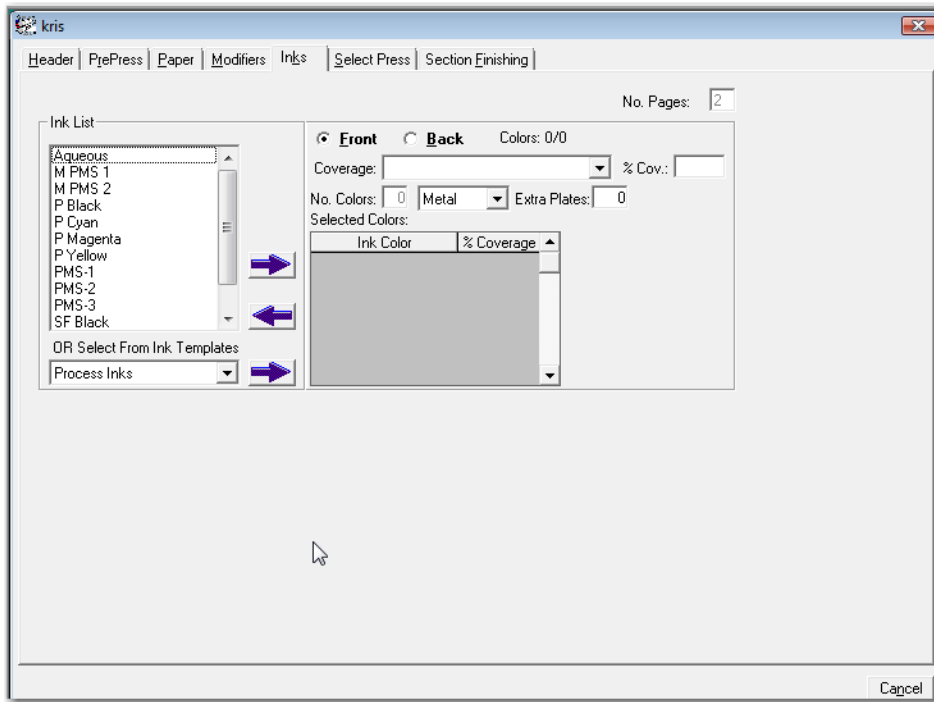
0100.0200 - July Mailer

0

100,000

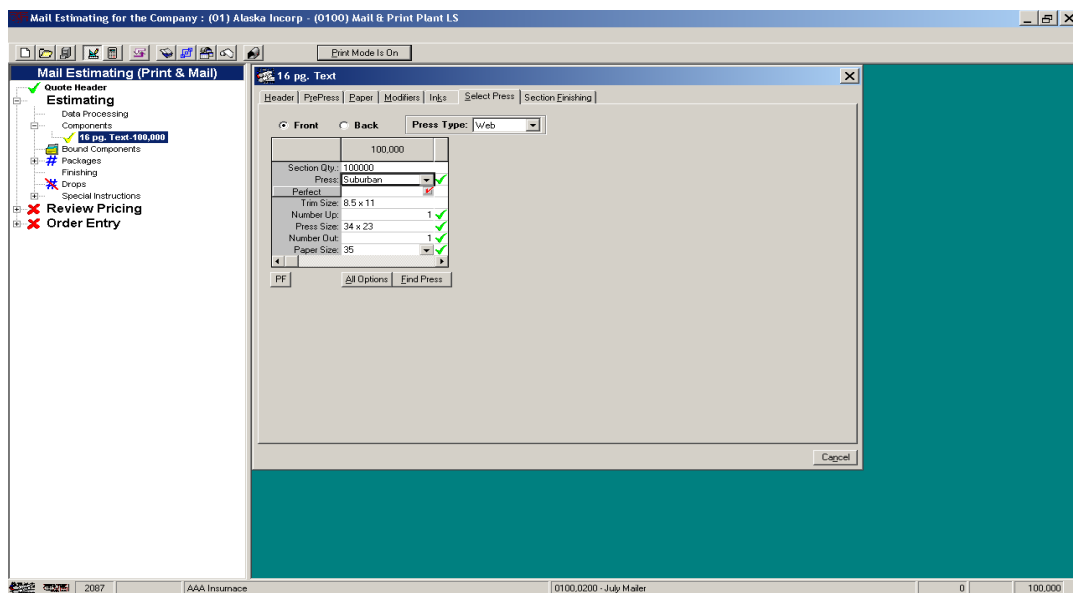
Inks

The ink and ink coverage will be listed for all companies. If neither of these were selected on the template, then you will need to select both the inks and coverage that matches the company for the template selected.



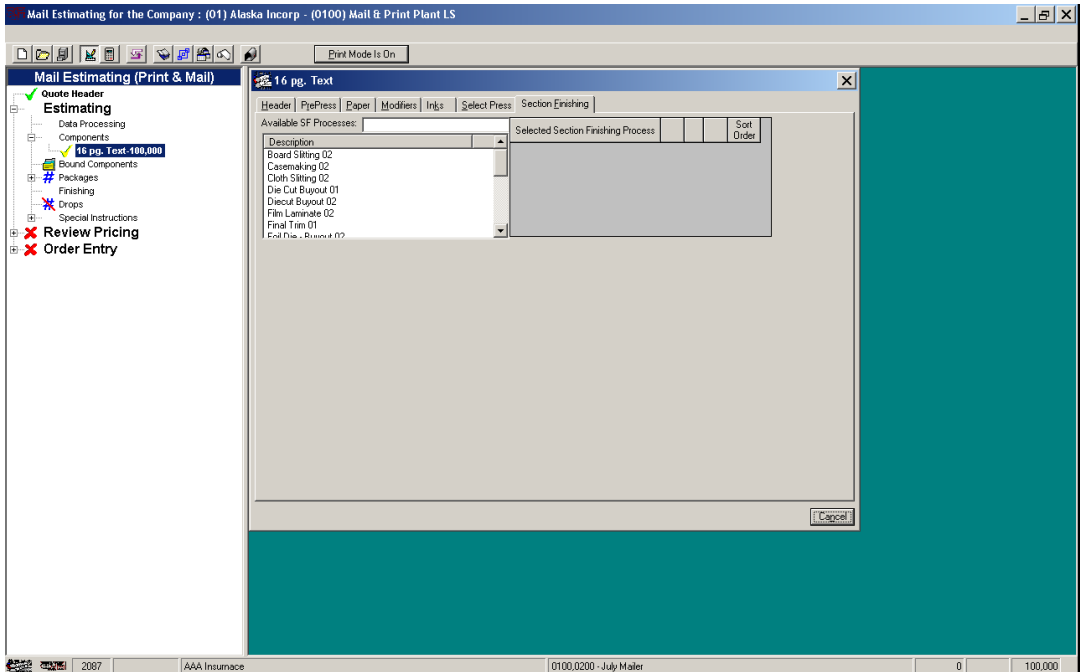
Press selection

Press selection is based on the presses which are in the company for the template that was selected.



Section Finishing

Section Finishing processes for all companies is displayed. While the job may be printed in one company, it can be finished in a different company.



Mail Components

When it comes to the activity code tree, the users view depends on how their security is setup.

This user has access to companies 01 and 02, so they can see branches that were created in each company.

Aster Data Help

Print Mode Is Off

Description: Booklet Env Versions: 1 ... POD ☐ Source: ...

Date on Hand: 11/10/2008

Item #: 1870 List... New...

Inventory Code: 1870

Inv. Description: Graph Expo Print - Booklet Env

Overs to: ...

Insert Notes: ...

Comments: ...

Additional Info

Flat Size	0x0
Finish Size	0x0
Caliper	0.000
Pc Weight	0.000
Bundle Qty	0

Quantity before Overs: 100,000

Waste: ...

Total Quantity: 100,000

Notes... Delete Component Copy Component Save Cancel

Process Description	Quantity	Qty Lock	Cycle Base d	Quoted Price	All Pkgs	Sort Order
INKJET ONTO MAGAZINE	100,000	<input type="checkbox"/>	<input type="checkbox"/>	\$1,700.00	\$ N <input checked="" type="checkbox"/> P	3620

This user can only see company 02:

Aster Data Help

Print Mode Is Off

Description: Self Mailer Versions: 1 ... POD ☐ Source: ...

Date on Hand: ...

Item #: ... List... New...

Inventory Code: ...

Inv. Description: ...

Overs to: ...

Insert Notes: ...

Comments: ...

Additional Info

Flat Size	0x0
Finish Size	0x0
Caliper	0.000
Pc Weight	0.000
Bundle Qty	0

Quantity before Overs: 1,000

Waste: ...

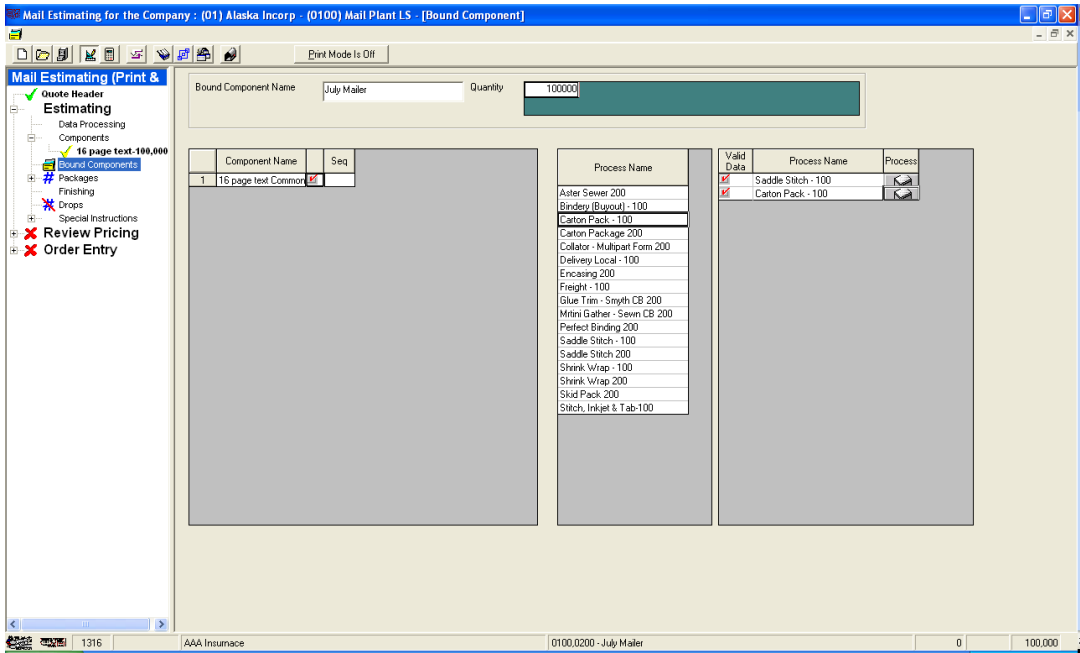
Total Quantity: 1,000

Notes... Delete Component Copy Component Save Cancel

Process Description	Quantity	Qty Lock	Cycle Base d	Quoted Price	All Pkgs	Sort Order
Self Mailer	1,000	<input type="checkbox"/>	<input type="checkbox"/>	\$1,700.00	\$ N <input checked="" type="checkbox"/> P	3620

Bound Components

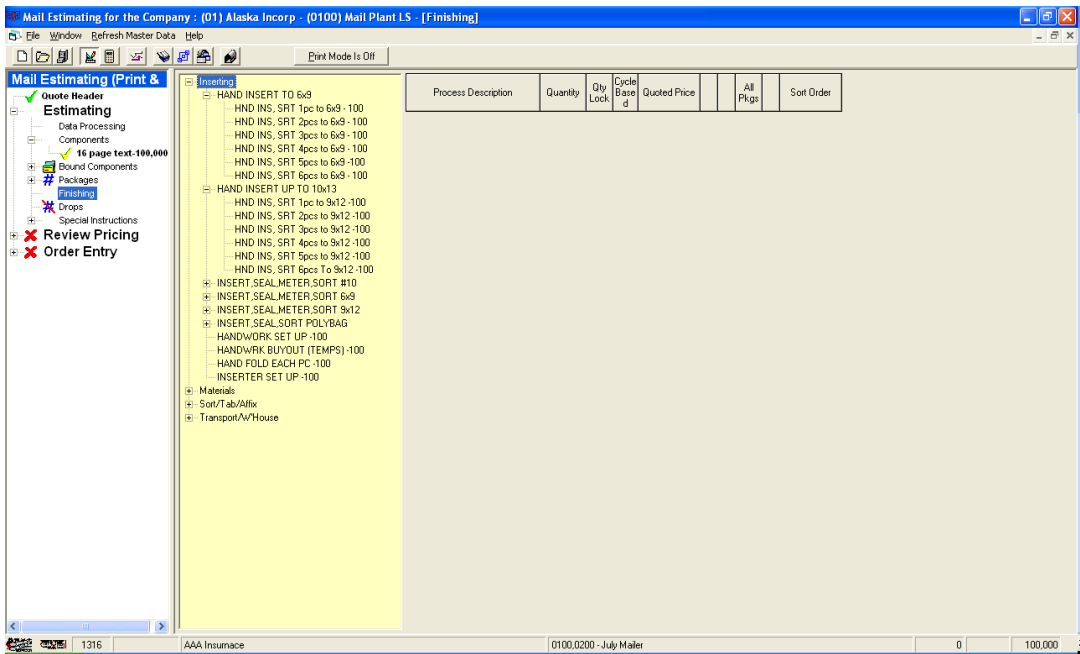
For Bound Components, if the printed and mailed piece is bound when you create the bound component, you will see the bindery processes from all companies (if the user has access), and can select the ones for the company where the component will be bound.



Mail Finishing

When it comes to the activity code tree, the users view depends on how their security is setup.

This user has access to companies 01 and 02, so they can see branches that were created in each company.



Order Entry

The Final Pricing Screen, Quote Breakdown Report, and Quote Letter show the information for all companies that are participating on the estimate/job. The Mail Work Order, Work Ticket, Print Ticket, and Combined Print and Mail Ticket show processes from all companies on the job. The Mail Work Order and Mail Work Ticket can be designed to show only cost centers from one or selected companies.

Work Ticket Report

Job No. **1227** Job # Work Ticket Rev # Job No. **1227**

Page 1 of 6

Printed Job #	Customer: AAA Insurance	Product	Product: 1227-1227
Printed Name	1234 West Coast Highway	Product	Product: 1227-1227
Quote #	TERRALINDA, CA 94003	Product	Product: 1227-1227
Quote Amount	John L. Smith	Product	Product: 1227-1227
Customer P.O. #	Phone #	Product	Product: 1227-1227
Order / Order		Product	Product: 1227-1227

House Account: Joe Mason Monika Rynkiewicz, Rob Hales Rob Hales, Bryan Burrell

Job Title: **4 State Mailer**

Job Order: **4 State Mailer**

Customer Name: **4 State Mailer**

Customer Address: **4 State Mailer**

JOB SUMMARY

Components

No.	Component Name / Version	Quantity	Component Type	File Size	Printed Size	Serial / Code	Location / Comment
1	Cover & Versions	25,000	Printed		28x40		
	(1 letter x 2pgs., top 5/11...)						
	Utah Cover	25,000			11x17		
	Arizona Cover	25,000			11x17		
	New Mexico Cover	25,000			11x17		
	California Cover	25,000			11x17		
2	48 pg. Text	100,000	Printed		8.5x11		

Close Report

Processing a Print Job in Two Companies

The setup for having Print in two companies requires that you turn on the Multi-Plant settings.

New Quote Header

Customer #: 121M01 01: PGI Comp. New... Sub Acct

Customer: 1-2-1 Marketing Service Group, Inc.

Contact: Scott Garrison

Customer Price List: Standard Price List: ☒

Contact Phone/FAX: 763-428-8123 (763)428-8124

Re-Contact Date: 8/27/2008

SalesRep: Jim Ripka

CSR: Dave Stewart

Estimator: Curt Dybvig

Planner: Amy Siofman

Job Type: Data Processing Only

Job Title: TEST

Description: TEST

Quantity 1: 1,000 4: 5: 6: Print And Mail: ☒ FSC related quote: ☐

Default Section Size: 8.5 x 11

First Mail Date: Create Default Package: ☒

Plants: ☒ 01:0100-01 Building 1 and ☒ 02:0200-02 Building 2

Postage Plant: 01:0100-01 Building 1 and N 02:0200-02 Building 2

Help Cancel [Next >] Finish

Multiple plant logic is applied. Access to the processes and templates is based on the Plants/Companies list defined for the quote.

InHouse Printing Templates

Options

Double Click on Desired Template

Size	Size	Template Name	Company	Plant Code
Estimate	Template	RE676-1	0100	01
Estimate	Template	RE691-1	0100	01
Estimate	Template	RE721-1	0100	01
Estimate	Template	Schmidt G17:13 1/4	0100	01
Estimate	Template	Schmidt G7	0100	01
Estimate	Template	SchmidtG28	0100	01
Estimate	Template	test co 2	0200	02

Custom Component Name	Standard Form (for Waste Calc)		Print Template
COMP FOR2		▼ Print InHouse	test co 2
COMP FOR1		▼ Print InHouse	RE721-1
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
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		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	

Help Cancel < Back Next > Finish

You will find the press based on the company the template is for.

Mail Estimating for the Company : (01) PGI Companies - (0100) 01 Building 1 and New Ulm

Mail Estimating (Print & Mail)

Quote Header

Estimating

Streamline & Data Processing

Components

COMP FOR2-1,000

COMP FOR1-1,000

Packages

Finishing

Drops/Postage

Special Instructions

Review Pricing

Order Entry

COMP FOR2

Header | PtePress | Paper | Modifiers | Links | Select Press | Section Finishing

Front Back Press Type: Sheet

	1,000
Section Qty:	1000
Press:	B2 Canon IR 600
Perfect	<input checked="" type="checkbox"/>
Trim Size:	8.5 x 11
Number Up:	1
Press Size:	12 x 9
Number Out:	2
Paper Size:	12 x 18

PF All Options Find Press

1-21 Marketing Service Group, Inc 01/10/00.0200.Comp - TEST 0 1,000

Paper Reservation

The Paper Reservation screen displays papers for all plants and allows reservation for all papers.

Section	Paper	Press Sheet Size	Paper Size	Color	Qty Required	Qty Required	Order Qty Reserved	Inv. Code	Inv. Code
New Mexico Cove	Springhill 12PT C1S Cover***0200	28 x 40	28 x 40	White	7,588 shts	3,269 lbs.	7,588	554	
California Cover	Springhill 12PT C1S Cover***0200	28 x 40	28 x 40	White	7,342 shts	3,163 lbs.	7,342	554	
Utah Text	Carnival Text**0100	23 x 35	23 x 35	white	83,495 shts	11,321 lbs.	83,495	318	
Arizona Text	Carnival Text**0100	23 x 35	23 x 35	white	83,495 shts	11,321 lbs.	83,495	318	
New Mexico Text	Carnival Text**0100	23 x 35	23 x 35	white	83,495 shts	11,321 lbs.	83,495	318	

This screen example shows reserved papers from both plant 100 and plant 200.

Purchasing

Job Related Purchase Orders must be created from the plant related to the buyout created in the estimate. This is true whether a Job Related Multi Item or a Job Related Purchase Order is created. Selecting items which are not part of the plant the user is logged into results in a message saying the Cost Center is not valid for the plant you are in, and it will not allow you to order that item.

Order #	Desc	Section	Formula	Color	Size	Supplier	Order #	Quote #	Qty
1	Springhill 12PT C1S Cover***0200	Utah Cover		White	28 x 40		0	0	7588
2	Springhill 12PT C1S Cover***0200	Arizona Cove		White	28 x 40		0	0	7588
3	Springhill 12PT C1S Cover***0200	New Mexico		White	28 x 40		0	0	7588
4	Springhill 12PT C1S Cover***0200	California Co		White	28 x 40		0	0	7342
5	Carnival Text**0100	Utah Text		white	23 x 35		0	0	83495
6	Carnival Text**0100	Arizona Text		white	23 x 35		0	0	83495
7	Carnival Text**0100	New Mexico		white	23 x 35		0	0	83495
8	Carnival Text**0100	California Te		white	23 x 35		0	0	83495

Scheduled Purchasing

Task List – Special Order Items

If a special order item is tagged in the plant that you are creating PO's from, it gives you a message to that affect when you try and create the PO.

File | Task List | Inventory | Purchasing | Sheeting | PO Monitor | Reports

Search Criteria

☒ All

Start Date: 6 / 1 /2008 End Date: 7 /31/2008

Selection Type: Vendor: Key Word:

☒ Direct sql ☐ View all Plants ☐ Mail Jobs ☒ Print Jobs ☐ Ignore unscheduled tasks

Job # 1238 Title Multi Drop Job Cust. Code AAA Name AAA Insurance

Job#	Qty	UOM	Details	Size	Part	Vendor	PO#	Sch Dt	Recv	PO	Workflow
1238	51736.00	Shts.	Anthem Gloss Text 80#	25 x 38	Self Mailer 200	Draper Paper	0	N/A			Special Ord
1238	17218.00	Shts.	Carnival Text^^0100	17 1/2 x 23	Self Mailer A	Draper Paper	0	N/A			Reserved
1238	13038.00	Shts.	Carnival Text^^0100	17 1/2 x 23	Self Mailer B	Draper Paper	0	N/A			Reserved

Job No 1238 Title Multi Drop Job

Cust Code AAA Name AAA Insurance

CSR Monika Estimator Rob Hales Planner

Notes

Save Notes

3 records loaded.

Help Print Search Select Order

The Anthem Gloss Text 80# paper listed below was selected for a different plant on the job. If you try to order this paper, you receive the following message.

InventoryMaterialReq

This selected row (1) belongs to a different plant. You cannot create the PO .

OK

Under the **Inventory** tab, the inventory papers are filtered to only show the inventory papers for the plant that you are in.

Plant 100 only shows the inventory papers for plant 100.

Material Requirement

File

Task ListInventoryPurchasingSheetingPO MonitorReports

Inv Type

Type

Category

Sub Category

Job1238Multi Drop Job

Item

Due Dt Range:7 / 10 / 20088 / 9 / 2008

Negative Avail

Incl On Order

Below Min Qty

Excl zero Qty

Clear all

Key

Color

Weight

Size

X

Reserve Due DtJOB DUE

Tag	Item	Inv	Details	On Hand	On Order	Allocated	Available	Min Lvl	Vendor Cd	Vendor
	318	Carnival	Carnival Text^^0100 white 23 x 35	7011	6017	1444121	-1431093	1500	500	Draper Pap

Reservations

Job	Custom	Job Name	Requi	Allocated	Issued	PO	C
-----	--------	----------	-------	-----------	--------	----	---

Existing Open PO's

Due Date	PO No	Vendor	Ord Qty	R
----------	-------	--------	---------	---

Preview

Print

Sort By:

Item #

Inv Cd

Color items that are inactive for:180Days

Search

Create PO

If you change to plant 200, you will see it only shows the inventory papers from plant 200.

Material Requirement

File

Task ListInventoryPurchasingSheetingPO MonitorReports

Inv Type

Type

Category

Sub Category

Job1236State mailer

Item

Due Dt Range:7 / 10 / 20088 / 9 / 2008

Negative Avail

Incl On Order

Below Min Qty

Excl zero Qty

Clear all

Key

Color

Weight

Size

X

Reserve Due DtJOB DUE

Tag	Item #	Inv Code	Details	On Hand	On Order	Allocated	Available	Min Lvl	Vendor Cd	Vendor Name
	554	554	Springhill 12PT C1S Cover^^0200 White 28 x 40	26700	0	36673	-99730		REP01	Red Paper Supply

Reservations

Job #	Customer	Job Name	Required	Allocated	Issued	PO No	C
-------	----------	----------	----------	-----------	--------	-------	---

Existing Open PO's

Due Date	PO No	Vendor	Ord Qty	Recd Qty
----------	-------	--------	---------	----------

Preview

Print

Sort By:

Item #

Inv Cd

Color items that are inactive for:180Days

Search

Create PO

Data Collection

ShopFloor – The Cost Centers displayed are filtered by company so work can only be done in each company for the cost centers that appear on the job for that company.

Workstation:mail : (01) Alaska Incorp - (0100) Mail & Print Plant

Started Shift on 7/11/2008 @ 08:23 7/11/2008 08:37
No Started Activity

Select the Cost Center you're working in

Employee
Jackson, Bill Shift:1

10 CLR SANDEN 28/22/17"
240 HEIDELBERG
640 HEIDELBERG
BOWE
BURSTER
CHESHIRE
CUTTER
DATA ENTRY
DIDDE 6
ELEC. PREPRESS
FOLDER
HANDWORK
HP LASER

Scanner

The Timesheet Job Activities are filtered to only show activities within the company selected.

TimeSheet Data Entry 01 Alaska Incorp 0100 Mail & Print Plant Final Invoiced Jobs Open For Labor Cost

Setup View Options Help

Employee Code: 2 John Jones
Work Date From: 7/11/2008 Friday To: 7/12/2008 Saturday Total Hours:
Transactions are loaded for processing...

Before start lines data entry, be sure - work date and employee selected correctly

Transaction	Job #	Job Activity	Activity Code	Charge Type	Shift	Time Rate	Start	Stop	His	Recording Hours	Net Qty Produced	Statistic Qty	Comment	Negative Adjustment	GL_DATE	JOBTRANS_RECNUM
1	1236			Normal												
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																

*To look-up Job# Activity Code, Shift use plus-minus keys.

Undo Done Close

Job's Activities,,

Activity Code	Activity Descr
75011	Saddle Stitch Run
79010	Carton Pack
58015	MBO FOLDER RUN
43010	OUTPUT FILM
42010	DYLUX PROOF

Billing Worksheet

The Billing Worksheet shows the costs for all companies by default. However, you can clear the **Run For All Companies in System** check box if you want to run for just the company you are logged into.

[illegible]

When unchecked costs are based only on company user is logged into.

Job Costing Reports for (01) Alaska Incorp - Plant Code: 0200 Print Plant - [Billing Work Sheet]

File Options Help

Job Cost Reports

Billing Worksheet New

Job Report By Activity

Estimate vs Actual

Job Due Date

Machine Sheet Transaction

Production Counts

Run Speed By Activity Code

Job Cost Summary Report

Machine Productivity Report

WIP, Spoilage and Material

Labor Reports

Master File Reports

Billing Worksheet

Printed: 7/11/2008 9:22:14AM Job # 1236 Page 1 of 4

AAA AAA Insurance
01 * 4 State mailer Job's QTY - 100000

QTY	CHARGE #	ISSUE #	LAST IN DATE	JOB'S S&M PRICE	PO NUMBER	REPORT NEW
1002.99	AAA	Not Invoiced		House Account		Yes Yes

COST CENTER	\$ ESTIMATE	\$ ACTUAL	\$ DIFFERENCE	LABOR CENTER	\$ ESTIMATE	\$ ACTUAL	\$ DIFFERENCE	EST. HRS	ACT. HRS
DP Buyouts				DP/Prep Labor	800.00		-800.00	8.13	
Laser Buyouts				Print Labor WIP	6,863.20	662.50	-6,200.70	29.88	7.00
Bindery Buyouts				Laser					
Mailing Buyouts				Burster					
Ship Buyouts				Bowse					
.....				Cutter					
DP Matl/Prep Matl				Folder					
Envelopes				Ink Jet					
Paper	3,881.25	4,806.00	1,124.75	Chashire					
Laser Matl	640.05		-640.05	Piggy Back					
Bindery Matl				Insertor					
Mailing Matl				Stretch Insertor					
Ship Matl				Poly Insert					
.....				Handwork					
Total Raw Materials				Sorting					
Freight				Waterproof					
Postage				Stamping					
Misc Labor				Postage Prep					
Shipping				Warehouse					
.....				Shipping labor					
Main Bldg Cost	4,329.20	4,806.00	476.70	Labor Cost	7,663.20	662.50	-7,000.70	37.81	7.00
Material Sell	5,595.69	5,767.20	1,266.39	Labor Sell	10,570.02	646.88	-2,906.82		
Raw Up	\$29.29	\$20.00		Raw Up	\$27.67	\$16.00			

Actual	Totals	Variance	Labor	Material	Markup
Total Costs	\$5,368.50	X	662.50	4,806.00	
- MISC	\$0.00	X	0.00	0.00	X
- REX	\$0.00	X	0.00	0.00	X
Charges	\$5,368.50	X	662.50	4,806.00	0.00
Quoted At	\$16,165.71	0.00	7,663.20	4,329.30	4,173.21
Actual	\$0.00	X	0.00	0.00	0.00

Inventory

Inventory is specific to a company. A customer can have items with the same Inventory Code in different companies, but they are tracked under different Inventory Item numbers. They are considered different pieces of inventory.

Warehouse locations are also company specific. Each location belongs to a company. If you have needs where you need more than one company to share warehouse locations, check with your EFI PrintStream Support team. There is an ini.file setting that allows for sharing warehouse locations. However, this affects many areas and will need to be fully tested to make sure all the functionality works for you.

Receiving follows PO rules since PO's can only be created for items within a company that are participating on a job, receiving is restricted to only be able to receive items that were ordered from that company.

Regular Issues are filtered to only show materials that belong to the company that the user is logged into.

Inventory for This Job

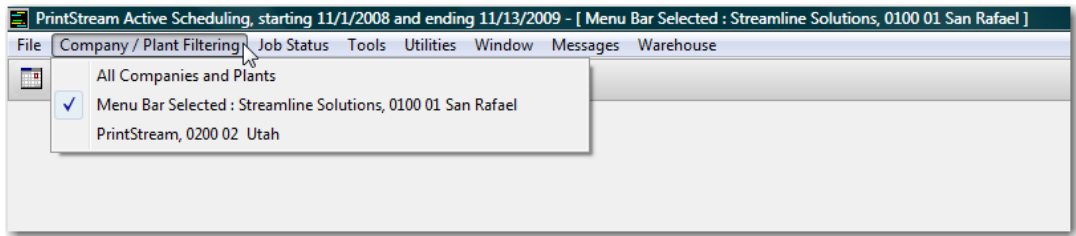
☒ Show components ☐ All Reserved Items

Item #	Description	Size	Color	Committe...	On Hand	Available	Needed For
554	Springhill 12PT C1S Cover^^^0200	White	28 x 40	0 0	0	0	Utah Cover
554	Springhill 12PT C1S Cover^^^0200	White	28 x 40	0 0	0	0	Arizona Cover
554	Springhill 12PT C1S Cover^^^0200	White	28 x 40	0 0	0	0	New Mexico Co...
554	Springhill 12PT C1S Cover^^^0200	White	28 x 40	0 0	0	0	California Cover

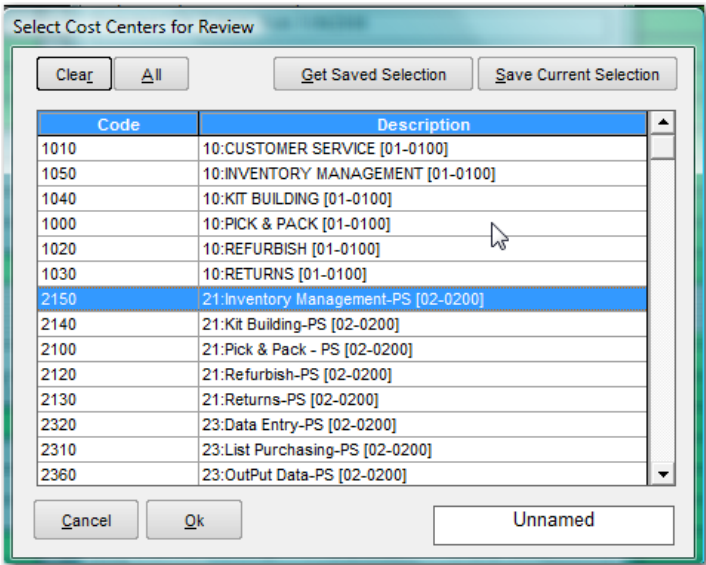
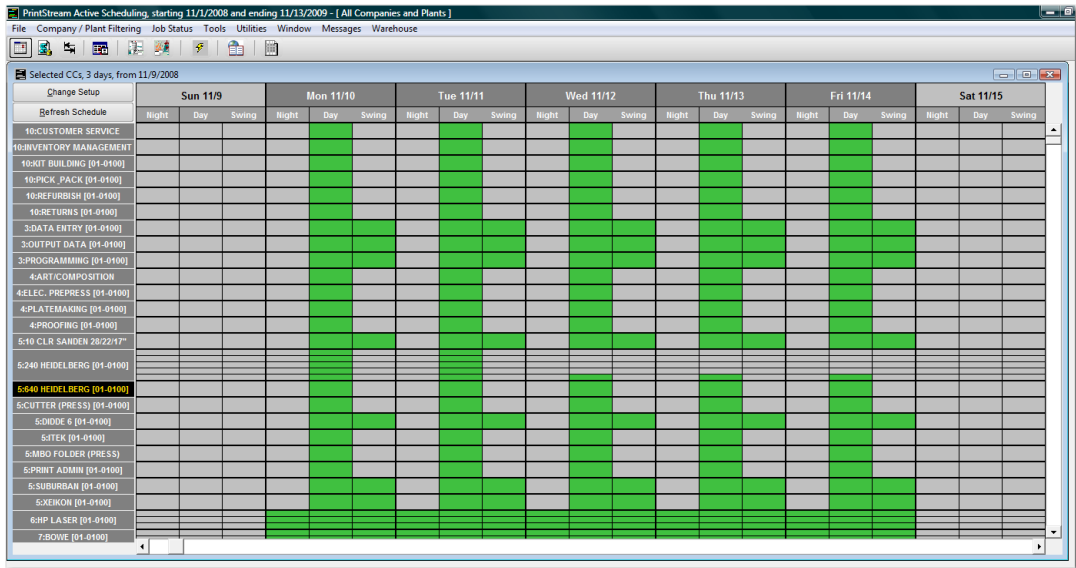
OK Cancel

MR Scheduler

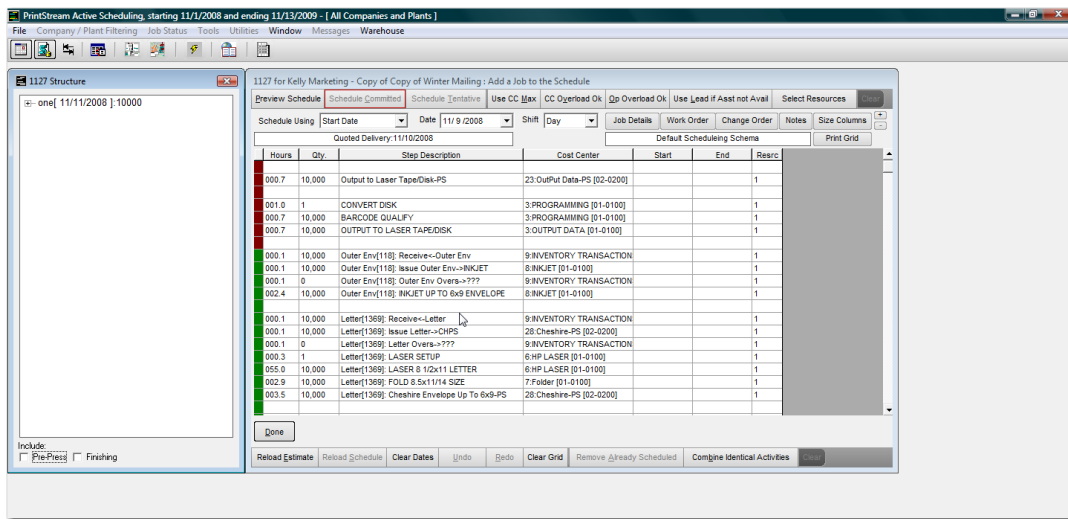
The scheduler has the ability to filter by company or show all companies.



When including all companies and plants, the scheduler still has the ability to customize which cost centers they can view.

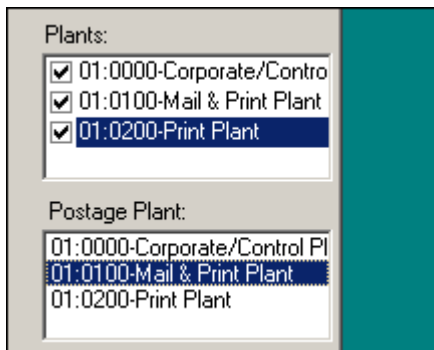


If you have filtered your view to one company, when scheduling a job you will only see activities that belong in that company. If you are sharing a job across companies you should include all companies in order to see all the processes in a job.



Postage

Capturing postage usage and processing of postage statements needs to occur in the plant designated during the original job creation as the postage plant. In this example, postage is managed by plant 0100.



When postage usage is entered by a shared company and the vertical billing option will be used for the job, the internal biller will not reconcile postage on the invoice. Instead, the external biller will reconcile postage generated by all companies on the external invoice.

The internal biller invoice in Company 2 references \$200.00 of postage usage. However, the postage will be reconciled by the external biller invoice.

File Batch Invoice Options Utilities Help

A/R Invoicing Entry

Active Batches Posted Batches

- Company: 01 - Plant: 0100
- Company: 02 - Plant: 0200
 - 53
 - 54
 - 57
 - 58
 - 62
 - Inv# 37 Final

Balance Postage for Job#: 1283

Lines Balance Postage Bill To/Ship To Miscellaneous Dummy Invoice Deposits No

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: \$2,611.11

Usage

Total Usage for Job: \$200.00
Prior Billed Usage: \$0.00
Unbilled Usage for Job: \$200.00

Usage on this Invoice

Select Usage Trans.
\$200.00

Customer Postage Balance

\$2,611.11

Bill or credit on this Invoice

\$200.00

Cancel OK

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

Postage Received: Save
Postage Used:

Unapplied postage money can be transferred between companies.

1. From the company you want to transfer the receipt from, open the Postage Receipt Allocation program.
2. Enter the customer's account number and click the **Postage Unapplied Only** option.
3. Click **Load Receipts** and the receipt number you want to transfer.

Postage Receipt Allocations --- Company: 01 - Plant Code: 0100

Postage Receipt Allocations

Customer: 0200 ABC Company

☐ Load All Company/Plants

Receipts From Date:

☐ All Receipts
☒ Postage Unapplied Only

Load Receipts

Receipt#	Company Code	Plant Code	Date	AR Deposit	Postage Deposit	Total	Batch#
1	01	0100	10/1/2008	\$0.00	\$500.00	\$500.00	24
2	01	0100	10/1/2008	\$0.00	\$500.00	\$1,000.00	25
50324	01	0100	10/7/2008	\$0.00	\$21,339.15	\$21,339.15	1525
50344	01	0100	5/12/2009	\$1,500.00	\$3,500.00	\$5,000.00	1717
50348	01	0100	5/29/2009	(\$7,000.00)	\$7,000.00	\$0.00	1731
50351	01	0100	6/20/2009	\$5,000.00	\$1,000.00	\$24,000.00	1777
50351	01	0100	6/20/2009	\$5,000.00	\$16,888.89		1777
50369	01	0100	7/16/2009	(\$1,000.00)	\$1,000.00	\$0.00	1887

4. After the receipt has been selected, the **Allocate Postage Receipt** window opens, referencing the receipt total, how the receipt was allocated along with how much is in postage unapplied. Click the **Transfer to Company** option.

The Transfer Balance to Company window appears. Select the company you want to transfer the receipt to along with amount to transfer.

The screenshot shows the 'Allocate Postage Receipts' window. At the top, it displays 'Receipt#: 50351' and 'Date: 6/20/2009'. To the right, 'Receipt Total: \$24,000.00' is shown. Below these, a summary of allocations is provided: 'AR Applied: \$3,140.40', 'Pstg Applied: \$13,048.05', 'AR Unapplied: \$1,859.60', and 'Pstg Unapplied: \$3,840.84'. The 'Transfer To Company' button is highlighted. A sub-window titled 'Transfer Balance to Company' is open, showing 'Transfer To: Company: 02 - Balance: \$2,111.11', 'Transfer Amount: 1000.00', and 'Transfer Date: 8 / 7 /2009'. The 'Available' balance is \$3,840.84. Buttons for 'Close' and 'OK' are visible in the sub-window. The main window also has 'Load Jobs' and 'Apply Amount' buttons, and a 'Close' button at the bottom right.

5. Click **OK**.

A posting summary report displays and references the GL impact from the transfer.

The screenshot shows the 'View Transactions' window. It contains a table with columns: 'Account Details', 'Reference', 'Debit', and 'Credit'. The table lists four transactions, all with reference number 50351. Below the table is a 'Transaction Summary' section that totals the debits and credits. At the bottom, there are buttons for 'Close' and two summary boxes showing '\$2,000.00' and '(\$2,000.00)'.

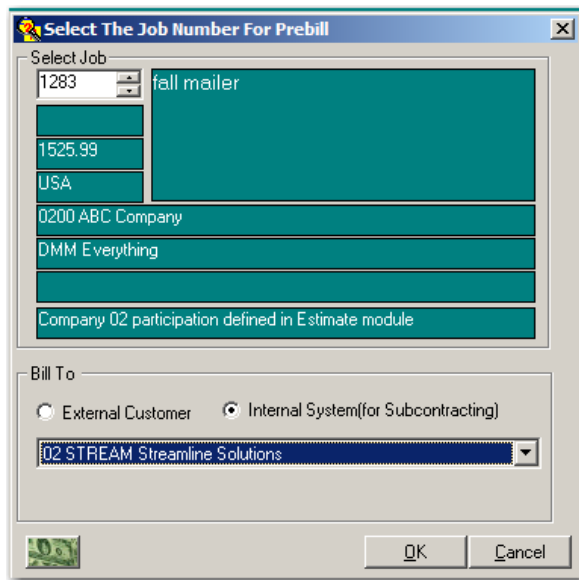
Account Details	Reference	Debit	Credit
01-01-01-2100 Postage Liability	50351	\$1,000.00	
01-01-01-2510 Intercompany Postage - 01 fr...	50351		\$1,000.00
02-01-01-2100 Customer Postage Liability	50351		\$1,000.00
02-01-01-2510 Interco Postage - 02 from 01	50351	\$1,000.00	
Transaction Summary			
01-01-01-2100 Postage Liability		\$1,000.00	
01-01-01-2510 Intercompany Postage - 01 fr...			\$1,000.00
02-01-01-2100 Customer Postage Liability			\$1,000.00
02-01-01-2510 Interco Postage - 02 from 01		\$1,000.00	

Sales Prebill

A sales prebill can also be generated for a Multi-Company job in PrintStream regardless of the invoicing method selected for the customer. If the vertical invoicing option is selected for the customer, all companies participating on the job are required to create a sales prebill. It is not required for the internal biller to create the sales prebill prior to the external biller.

To create a sales prebill

1. Enter the job number in the field provided.
The graphic below indicates company 2, the internal biller, is creating a sales prebill, and the customer is setup to use the vertical invoice option.
2. The **Internal System** option is the default since PrintStream is aware the vertical invoice option is used.
3. Click **OK**.



4. Select the parameters to generate the sales prebill. Because the vertical invoice option is selected, PrintStream displays **Internal System Billing** toward the bottom of the window along with the external biller's company name, and the Based On Company Part is also defaulted.

Create Prebill
Job # 1283 fall mailer

Quote 1525.99

Prebill format prepared. Select options:

☐ Edit Prebill ☒ Regenerate Prebill

Creation Method for Non-Prebilled Jobs:

☒ Create from Estimate
☐ Create from Actual Jobcosting

Itemization

☒ Itemize with Prices
☐ Itemize without Prices
☐ Don't Itemize

Options

☒ Use Client Language
☐ Attach Activity Code to the line
☒ Spread out The Print Variance
☐ Define Component for the Process
☐ Include Zero Price Components
☐ Exclude Zero Quoted Price Activities
☐ Add Modifiers Description
☐ Add Quote Letter Notes

Based On Quote

1525.99
fall mailer

As a Copy of Prebill For the Job

1283
fall mailer

Internal System Billing STREAM Streamline Solutions

Based on

☒ Company Part ☐ Entire System

OK Cancel

When the sales prebill displays, it only shows the internal biller's services for the job.

USA Preview/Approve Invoice for 1283 fall mailer

Grp	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax Percent	Tax Amt	Total Amt	Activity Code(Use for consolidation)
	0.000		fall mailer	0.00	0.00	0.0000	**Extended L	00.00	00.00		0.00	0.00	00.00	0
	1.000		Purchase List	0.00	0.00	100.0000	@ Each	100.00	100.00	05	5.00	5.00	105.00	231005
	100000.000		Output to Laser Tape/Disk	0.00	50.00	5.0000	M Per 1000	05.00	500.00	05	5.00	25.00	525.00	236016

Action

Consolidate Group Average

Gross Total: 600.00
Tax: 30.00
Prebill Total: 630.00

- Click **Save**.

The external biller also creates a sales prebill, however the External Customer option auto defaults.

The external biller also selects the parameters to generate the sales prebill. The lower section of the screen notes the billing external customer, and references the customer associated to the job. Because company 1 is the external bill, the **Entire System** option is auto selected.

6. Click **OK**.

7. All services between all companies selected on the job display on the sales prebill. Click **Save**.

USA Preview/Approve Invoice for 1283 fall mailer

Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax Percent	Tax Amt	Total Amt	Activity Code(Use for consolidation)
0.000		fall mailer	0.00	0.00	0.0000	**Extended	00.00	00.00		0.00	0.00	00.00	0
1.000		Purchase List	0.00	0.00	100.0000	@ Each	100.00	100.00	05	5.00	5.00	105.00	231005
100000.000		Output to Laser Tape/Disk	0.00	50.00	5.0000	M Per 1000	05.00	500.00	05	5.00	25.00	525.00	236016
1.000		Programming	0.00	0.00	75.0000	@ Each	75.00	75.00	00	0.00	0.00	75.00	34011
1.000		Convert Disk/Via E-Mail OR BBS	0.00	0.00	50.0000	@ Each	50.00	50.00	00	0.00	0.00	50.00	34021
100000.000		Barcode Quality	0.00	50.00	6.0000	M Per 1000	06.00	600.00	05	5.00	30.00	630.00	34038
100000.000		Merge/Purge	0.00	75.00	6.0000	M Per 1000	06.00	600.00	05	5.00	30.00	630.00	34033

Action: Consolidate Group Average

Gross Total: 1925.00
Tax: 90.00
Prebill Total: 2015.00

Save Cancel

8. To view the sale prebills generated for all companies participating on the job, click the look-up tool in the lower left corner of the window.



A window opens and provides the sales prebill and AR invoice status for the companies participating on the job.

Billing Statuses for participating Companies							
	Invoice/Prebill	Company Code	Plant Code	Date Created	Type (If Invoice)	Invoice No	Batch No
1	PREPBILL	02	0200	8/7/2009			

AR Invoicing

If the horizontal billing option is selected for the customer, each company participating on the job creates an invoice to the customer for their services on the job. The invoice type created will be a job related invoice.

If the vertical billing option is selected for the customer, the internal biller(s) must create their invoice before the external biller creates a final invoice. The Multi-Company job can be partially invoiced as many times as needed, however the external biller cannot create a final invoice until the companies shared on the job have created their internal invoice.

SCENARIO:

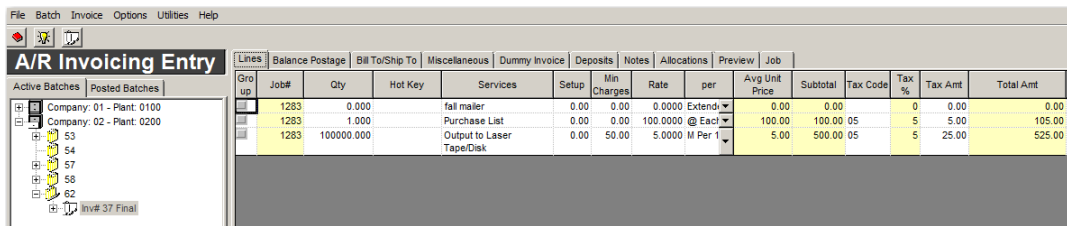
External Company incurs \$200.00 in postage usage

External Company incurs \$2,515.00 in services, freight and sales tax

Internal Company incurs \$100.00 in postage usage

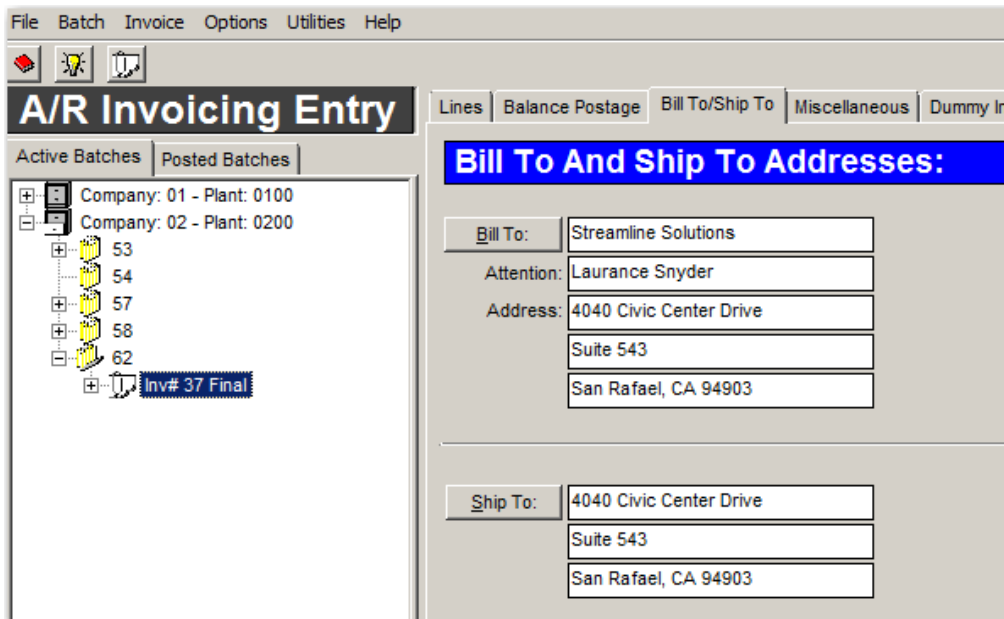
Internal Company incurs \$630.00 in services, freight and sales tax

The example below of company 2's internal invoice only shows the services completed by company 2:



A/R Invoicing Entry													
Lines	Balance	Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	Deposits	Notes	Allocations	Preview	Job			
Gro up	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt
1283	0.000			fall mailer	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00
1283	1.000			Purchase List	0.00	0.00	100.0000	@ Faci	100.00	100.00	05	5	5.00
1283	1000000.000			Output to Laser Tape/Disk	0.00	50.00	5.0000	M Per 1	5.00	500.00	05	5	25.00
													525.00

The Bill To/Ship To tab reflects the external biller's customer account information.



A/R Invoicing Entry

Active Batches | Posted Batches

Company: 01 - Plant: 0100
Company: 02 - Plant: 0200

53
54
57
58
62
Inv# 37 Final

Bill To And Ship To Addresses:

Bill To: Streamline Solutions
Attention: Laurance Snyder
Address: 4040 Civic Center Drive
Suite 543
San Rafael, CA 94903

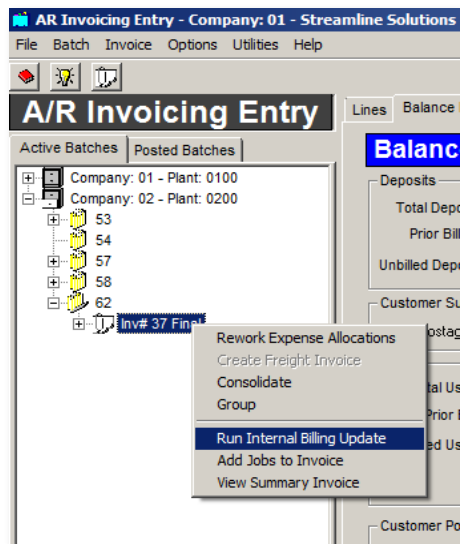
Ship To: 4040 Civic Center Drive
Suite 543
San Rafael, CA 94903

The GL impact for the internal biller's invoice reflects the revenue and expenses incurred by the internal biller only.

The screenshot shows the 'A/R Invoicing Entry' window. On the left, a tree view shows 'Active Batches' for 'Company: 01 - Plant: 0100' and 'Company: 02 - Plant: 0200'. The 'Company: 02' batch is expanded, showing sub-batches 53, 54, 57, 58, 62, and 'Inv# 37 Final'. The main area displays 'Account Details' with a table of debits and credits.

Account Details	Debit	Credit
02-23-01-4200 Data Processing Buyout Revenue		\$100.00
02-23-01-4000 Data Processing Revenue		\$500.00
02-01-01-2200 Sales Tax Payable		\$30.00
02-01-01-1500 Accounts Receivable	\$630.00	
--- Totals ---	\$630.00	\$630.00

After completing the internal biller's invoice, right-click the invoice number in the tree and select **Run Internal Billing Update**.



The internal billing update will auto create a job related purchase order in the external company to the internal biller, PrintStream auto receives the purchase order, and creates and posts the AP invoice.

After completing the internal biller's invoice, the invoice from the external billing company is created.

When reconciling postage, both the internal and external biller's postage usage displays to reconcile.

File Batch Invoice Options Utilities Help

A/R Invoicing Entry

Active Batches Posted Batches

Company: 01 - Plant: 0100

- 1750
- 1757
- 1793
- 1799
- 1806
- 1807
- 1829
- 1830
- 1852
- 1853
- 1856
- 1877
- 1881
- 1905
- 1907
- 1910
- 1925

Inv# 11189 Final

Company: 02 - Plant: 0200

Lines **Balance Postage** Bill To/Ship To Miscellaneous Dummy Invoice \$

Balance Postage for Job#: 1283

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: \$61,679.99

Customer Suspense

\$0.00

Usage

Total Usage for Job: \$300.00

Prior Billed Usage: \$0.00

Unbilled Usage for Job: \$300.00

Usage on this Invoice

Select Usage Trans.

\$300.00

Customer Postage Balance

\$61,679.99

Bill or credit on this Invoice

\$300.00

Cancel OK

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

Postage Received: Save

Postage Used:

The external biller's Bill To/Ship To tab reflects the customer assigned to the job.

File Batch Invoice Options Utilities Help

A/R Invoicing Entry

Active Batches Posted Batches

Company: 01 - Plant: 0100

- 1750
- 1757
- 1793
- 1799
- 1806
- 1807
- 1829
- 1830
- 1852
- 1853
- 1856
- 1877
- 1881
- 1905
- 1907
- 1910
- 1925

Inv# 11189 Final

Lines ☒ Balance Postage **Bill To/Ship To** Miscellaneous

Bill To And Ship To Addresses:

Bill To: ABC Company

Attention: Tom Palender

Address: 101 Smith Ranch Rd.

GALLINAS, CA 94903

Ship To: 101 Smith Ranch Rd.

GALLINAS, CA 94903

The **Allocation** tab of the external biller's invoice displays revenue and expenses incurred by the external biller. The internal company's revenue reflects as an intercompany revenue allocation for company 01, but it will be offset by an allocation to intercompany purchases. The two will net to \$0.00. Therefore, there will not be any residual to the external biller's GL.

Account Details	Debit	Credit
01-01-01-4105 Intercompany Revenue to 02		\$600.00
01-20-10-60010005 DP Expense		\$75.00
01-20-10-40010005 DP Revenue		\$1,250.00
01-01-01-2200 Sales Tax Payable		\$90.00
01-01-01-2510 Intercompany Postage - 01 from ...		\$200.00
02-01-01-2510 Interco Postage - 02 from 01	\$200.00	
02-01-01-2100 Customer Postage Liability		\$200.00
01-01-01-2100 Postage Liability		\$100.00
01-01-01-1500 Accounts Receivable	\$2,315.00	
01-01-01-8000 Intercompany Purchases to 02	\$630.00	
01-01-01-1200 Work in Process		\$630.00
--- Totals ---	\$3,145.00	\$3,145.00

Clearing Intercompany Transactions

Interco Revenue and Interco Purchases: The revenue and purchase account currently offset each other and net to \$0.00, however if the user wants to clear them, they can create a journal entry between the two accounts.

Account Details	Debit	Credit
01-01-01-4105 Interco Revenue - CA from NY		\$500.00
01-40-10-4000 Data Processing Revenue - CA		\$50.00
01-01-01-1100 Accounts Receivable - CA	\$550.00	
01-01-01-9505 Interco Purchase - CA from NY	\$500.00	
01-01-01-1400 Work in Process - CA		\$500.00
--- Totals ---	\$1,050.00	\$1,050.00

Interco Postage: The following graphic illustrates an external invoice created in Company 01 billing the customer for postage incurred by Company 02. When the internal company incurs postage, the Interco Postage account between the internal/external biller will be impacted, while the Interco Postage account between the external/internal biller will get charged.

AR Invoicing Entry - Company: 01 - CCMC Corporation --- Plant Code: 0100

File Batch Invoice Options Utilities Help

A/R Invoicing Entry

Active Batches Posted Batches

Company: 01 - Plant: 0100

- 218
- 234
- 267
- 273
- Inv# 62 Final
- Inv# 63 Final
- Inv# 64 Partial

Company: 02 - Plant: 0200

Company: 03 - Plant: 0300

Account Details	Debit	Credit
01-01-01-2252 Interco Pstg - CA from NY		\$200.00
02-01-01-2251 Interco Pstg - NY from CA	\$200.00	
02-01-01-2200 Customer Postage Deposits - NY		\$200.00
01-01-01-1100 Accounts Receivable - CA	\$200.00	
--- Totals ---	\$400.00	\$400.00

The Interco Postage account will also get impacted when transferring unapplied postage deposits between companies. The following graphic shows \$1,000 transferred from Company 01 to Company 02.

View Transactions

Account Details	Reference	Debit	Credit
01-01-01-2200 Customer Postage Deposits - CA	10002	\$1,000.00	
01-01-01-2252 Interco Pstg - CA from NY	10002		\$1,000.00
02-01-01-2200 Customer Postage Deposits - NY	10002		\$1,000.00
02-01-01-2251 Interco Pstg - NY from CA	10002	\$1,000.00	
Transaction Summary			
01-01-01-2200 Customer Postage Deposits - CA		\$1,000.00	
01-01-01-2252 Interco Pstg - CA from NY			\$1,000.00
02-01-01-2200 Customer Postage Deposits - NY			\$1,000.00
02-01-01-2251 Interco Pstg - NY from CA		\$1,000.00	

Close

\$2,000.00 (\$2,000.00)

If a company has a debit balance in an Interco Postage account, this will indicate money the company is OWED by the company associated to that account. If a company has a credit balance in an Interco Postage account, this will indicate money the company OWES to the company associated to that account.

To clear an Interco Postage account that has a credit balance, the company can enter an AP invoice to the company the money is owed to, allocated to the Interco Postage account. This debits the Interco Postage account and credits AP. Print and process the AP check and this debits AP and credits Cash; the Interco Postage account has been cleared.

When the sister company receives the check generated from above, it will be entered into Cash Receipts as a miscellaneous receipt and charged to the Interco Postage account. This debits Cash and credits the Interco Postage account. The Interco Postage account has been cleared.

Alternative option would be to create a journal entry in each of the companies; the offset account would be determined by the user.

Due To/From Liability: This account is charged whenever an AR Multico Transfer Receipt is created.

SCENARIO: Company 01 enters the original cash receipt for \$10,000 to AR unapplied. This debits Cash and credits AR. Company 01 then transfers \$2,000 to Company 02:

Company 01 transaction: debit AR and credit Due To/From Liability 01 to 02.

Company 02 transaction: debit Due To/From liability 02 to 01, credit AR.

If the Due To/From liability account has a credit balance, this indicates money the company OWES to the company associated to that account. If the Due To/From liability account has a debit balance, this indicates money the company is OWED by the company associated to that account.

To clear the Due To/From liability account that has a credit balance, create an AP invoice to the sister company, the allocation would be to the Due To/From Liability account; this debits the liability account and credits cash; processes the check; debits AP, and credits Cash.

When the sister company receives the check, it will be entered as a miscellaneous cash receipt allocated to the Due To/From liability account. This debits Cash and credits the liability account.

Vertical Invoicing: Vertical invoicing enables one invoice to be issued to the customer although multiple facilities shared the processing of the job. Intercompany transactions automatically occur between the external and internal biller. The internal biller generates an invoice to the external biller, and this invoice is recorded to the internal biller's AR Aging report. The external biller auto-generates a purchase order and an AP invoice to the internal biller, and this is recorded to the external biller's AP Aging report.

Several options to clear these transactions are listed below:

1. To clear, the external biller will pay the AP invoices to the internal biller. The internal biller will record the payment and apply it to the AR invoices open on the sister company's account.
2. Another option is to create an interco bank account in each company linked to the other companies, and link it to a Due To/From Liability account. For example: Company 01 would create a bank account, and link it to the Due To/From Liability account created in Company 01 to 02. Company 02 would do the same, but link the bank account to the Due To/From Liability account created in Company 02 to 01.
3. When Company 01 pays the AP invoice to Company 02, the interco bank account will be selected. This will debit AP and credit the Due To/From Liability account to 02. When Company 02 receives Company 01's check, it will be entered into the Cash Receipt program, the interco bank account will be selected and the receipt will be applied to the AR invoice created from Company 02 to Company 01. This will debit the Due To/From Liability account to 01 and credit AR.
4. If the Multi-Company user does not handle clearing AP and AR invoices as instructed above, they can create credit/debit invoices and allocate them to an offset account. The Due To/From Liability account can be used for the offset.

Multi-Plant Setup and Use

Overview

The following document describes the optional features, set-up and use of PrintStream Multi-Plant.

The bullet items listed below highlight some of the main features of PrintStream's Multi-Company software.

- Jobs can be managed within one plant or shared between many plants.
- The basic accounting logic in Multi-Plant revolves around the idea of having centralized accounting and general ledger. Each individual plant is typically responsible for entering their plants accounts receivable invoices and accounts payable invoices. Cash application, collections, and check processing can be combined for all plants, and therefore be managed at the corporate level.
- Although accounts receivable and accounts payable processing occurs at the plant level, the financial impact is tracked at a corporate plant level, including retained earnings.
- Customers and Vendors are shared by all plants.
- Financial reports as well as AR and AP aging reports may be generated for one plant or all.
- One database is used for all plants, allowing for centralized Information Systems (IS or IT) management.

Optional Settings for Use in Multi-Plant

Job Sharing Across Plants

Adding the ability for a job to be created that contains processes from more than one plant is an optional feature within Multi-Plant. The general rules are as follows:

- Estimates / Jobs may be entered from any plant and have one or all plants participating on the estimate/job.
- Security is based on User Access to Plants. In order for a user to create or open an existing estimate which has multiple plants participating they would need to have permissions for each of those plants setup in the user area.
- A user who only has access to one plant may create an estimate/job using processes from that plant only. A user who has access to multiple plants may open that estimate/job and add processes from another plant. Once this happens, the original user who only has access to one plant will not be able to open the estimate/job.
- If a job was entered in one plant and has multiple plants participating. The job can be opened, reviewed, and changed in any of those plants as long as the user who is attempting to open the job has access to all plants that are on the job.

Use of Offset General Ledger Accounts

The use of offset accounts is an optional accounting feature. The general idea of offsets is that a balanced trial balance can be produced at the plant level. Without the use of offsets, a balanced trial balance may only be produced at the company level. This is due to the fact that key accounts are shared by all plants. These accounts are Accounts Receivable, Accounts Payable and Retained earnings. The following example demonstrates what A/R invoice allocations would look like with offsets activated, and one where offsets have not been activated.

	With Offsets		
Plant	G/L Acct Desc	dr	cr
0000	Accounts Receivable	\$3,000.00	
0100	DP Sales		\$1,000.00
0100	Lettershop Sales		\$1,000.00
0100	Printing Sales		\$1,000.00
0000	A/R Offset Corporate		\$3,000.00
0100	A/R Offset-Plant 0100	\$3,000.00	
	Total impact to plant 0000	\$3,000.00	\$3,000.00
	Total impact to plant 0100	\$3,000.00	\$3,000.00

	Without Offsets		
Plant	G/L Acct Desc	dr	cr
0000	Accounts Receivable	\$3,000.00	
0100	DP Sales		\$1,000.00
0100	Lettershop Sales		\$1,000.00
0100	Printing Sales		\$1,000.00
	Total impact to plant 0000	\$3,000.00	
	Total impact to plant 0100		\$3,000.00
	For the entire company	\$3,000.00	\$3,000.00

If you choose to use offsets, please consult with EFI PrintStream Support for assistance in activating this feature. In addition to activation, special plant level control accounts will need to be defined and linked in the plant control accounts area.

Steps for Conversion

Convert Database

This is a function of the EFI PrintStream Support Team.

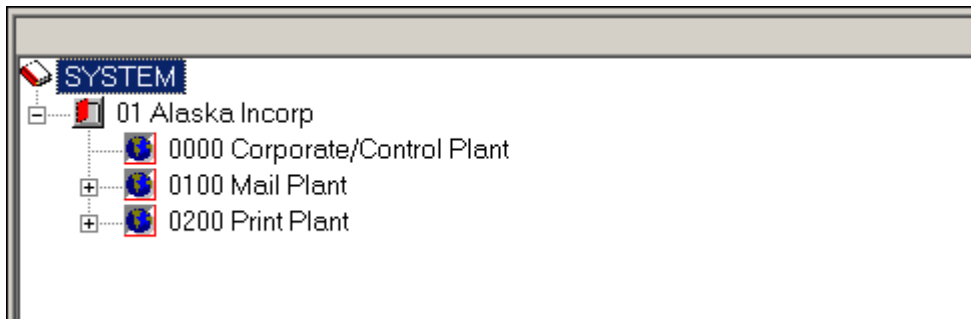
Internal version (this requires an edit to the .ini file and should be coordinated with Lindsey)

Define New Plants

Adding a new plant or plants takes place in Master File Reports> Production System> Plants. This area is password protected and therefore requires the assistance of a EFI PrintStream Support Representative to complete.

The plant code is a 1-4 digit numeric code. In the example below and for the remainder of this document, the plants are named Corporate, Mail Plant and Print Plant. A typical set up would use a plant naming convention that describes the location, such as Salt Lake City, San Rafael, etc. Most users, by default, have a 4 digit code that is 0100. Adding additional plants to this existing set up would likely involve numbering that is similar to the codes below.

Note Having a Corporate Plant is a requirement and serves the purpose of acting as a central location for shared General Ledger Accounts. Therefore, it is recommended that this Corporate Plant be numbered in a way that its placement in the tree is above what will be referred to as Production plants for the remainder of this document.



Miscellaneous Set-up and Use

Plant Access for Users

Within Multi-Plant, users can be assigned the same or different roles by plant. Multiple logins are not required. The red check box indicates that the user has access to the plant, and the role defines which programs the user has access to within that plant. This example also shows that this user does not have access to plant 0000.

This set up is defined in Menu's and Users>Find User> double-click **User** to work with the screen shown below.

Add/Update User

Login Id: Sophie Password: ** Help

☐ Password Locked
☐ Prevent user from changing the password

Full Name: Sophie Smith

EMail Address: N/A

Web Customer:

1 Security Level (0-5) ☒ Change Database Path Permission

Salesrep: Show on Web ☐

Employee:

	Company Code	Plant Code	Role
1	01	0000	
2	01	0100	Accounting
3	01	0200	Warehouse Issue Only

Buttons: Save, Delete, Cancel

Define Employees

Employees are defined by plant. The employee file will need to be completed for each of the newly created plants.

Consider Naming Conventions for Machines

Machines are not filtered by plant so name changes should be made to existing machines to indicate which plant the machine resides in. Example; Folder XYZ-LA, Folder XYZ – TX.

If additional assistance is needed in this area, please consult with EFI PrintStream Support.

Master Files – Customer and Vendor

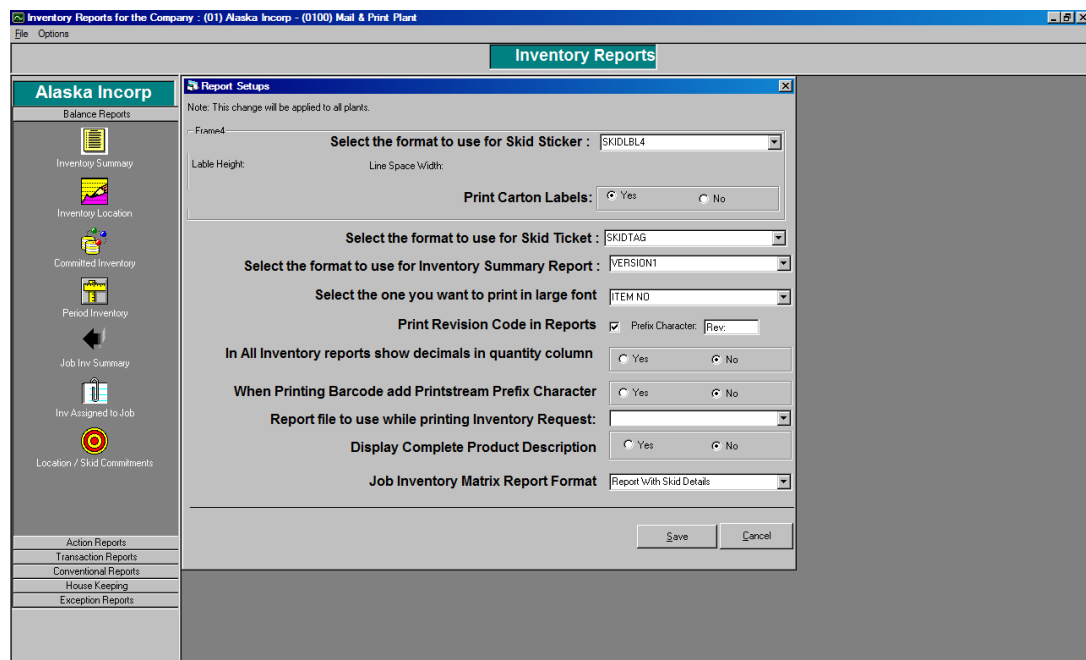
The Customer and Vendor Master Files are shared by all plants. Adding new vendors and customers unique to the newly added plants can be accomplished by completing and using the import spreadsheets provided within the Master Migration Template. In addition, a naming convention could be considered for instances where the same Customer or Vendor is used by more than one plant, and you wish to track them separately. Consider adding a facility designator to the Customer or Vendor name so that the customer with the correct address is picked when creating jobs and or purchase orders.

Example: customer name ABC Company- UT, customer name ABC Company –CA.

Inventory Setting for Reports

Selections made here will be applied to ALL plants.

Inventory Reports/Options/Report Setups



Logo Definitions

PrintStream supports the ability to use multiple logos per company, plant and module for the following:

- ARInvoicing
- AR Reporter/Customer Statements Report
- Purchase Orders
- Postage Advanced Letter
- Packing Slips

This is accomplished by defining multiple versions with special naming conventions along with the logo.bmp file.

The naming scheme is as follows:

Company Code>Branch / Plant code [Optional]>Module [Optional] (Using the prefix of the Program calling it)> I = Invoicing, S = Statement, PO = Purchase Order, PA = Postage Advance, PS = Packing Slip, SP = Sales Prebill and BOL = Bill of Lading.

For example:

Company Code: 01
Plant Code: 0100
Module: PO

The file name would be Logo010100PO.bmp (Logo + Company Code + Plant Code + Module).

Custom file names are not required. "logo.bmp" will be picked up as a default unless a different file name has been created.

Other Examples:

1. Company Code: 01
File Name: Logo01.bmp
2. Company Code: 01
Module: I (for Invoicing)
File Name: Logo01I.bmp
3. Company Code: 01
Plant Code: 0100
File Name: Logo010100.bmp

Moving between Plants

Moving from one plant to another can be accomplished several different ways.

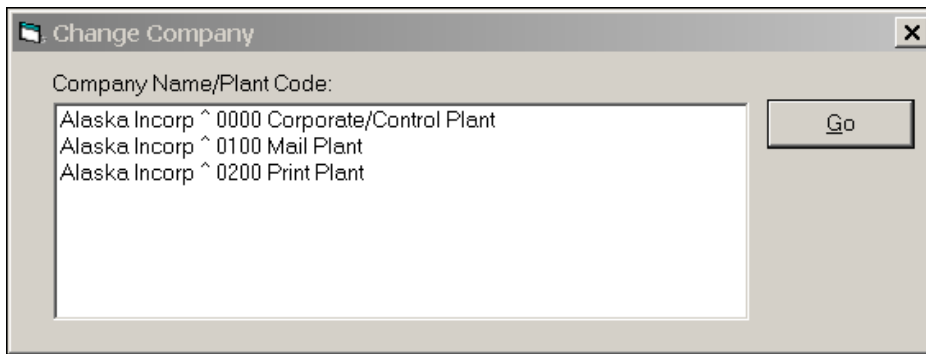
When logging into PrintStream, the user can select the plant they wish to work in. Only those plants where the user has security access defined display.



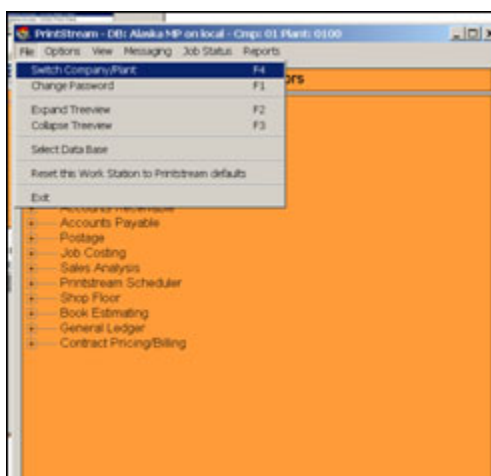
Right-clicking from the colored area in the main menu allows movement to a different plant.



As mentioned earlier, only those plants where the user has security access display for selection.



The company/plant may also be changed by selecting file>switch company/plant from the main menu.

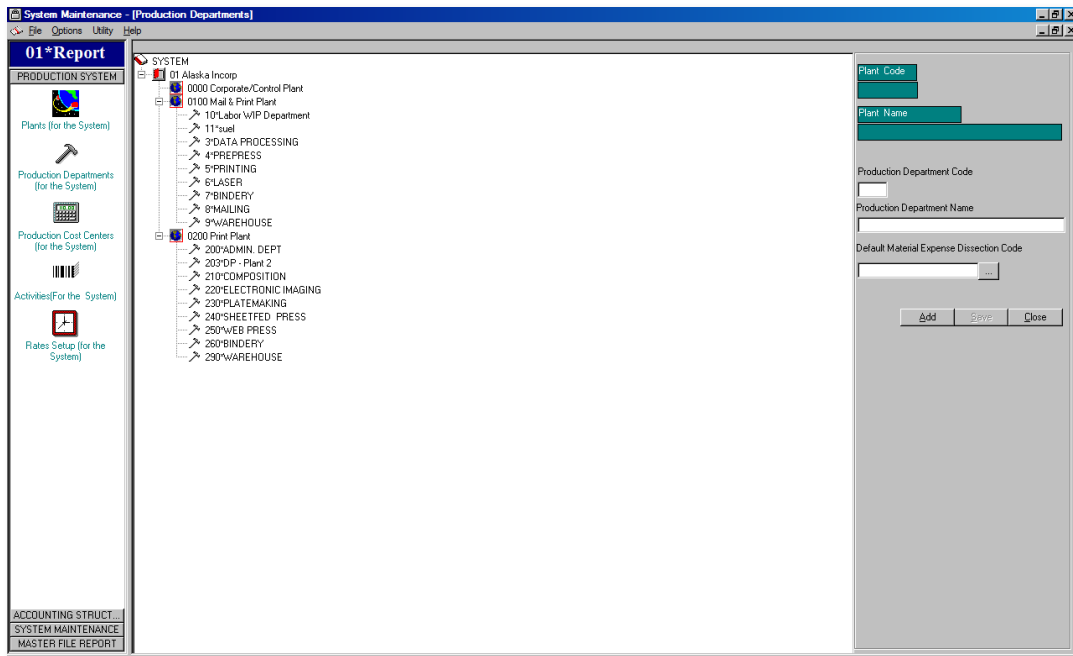


When working within a particular program this file>change company/plant option is also available. Changing the plant at the individual program level only changes the plant for that program. In order to have all programs open under a different plant, the switch should be done at the main menu.

Define Production Structure

In the multi-plant structure, each plant has its own Departments, Cost Centers, and Activity Codes. The Plants are defined in Master Files Reports > Production System > Plants for the System.

Departments, Cost Centers, and Activities are then linked to the appropriate plant.



Master Files Reports is one program where you can see the setup for all plants without having to log into each plant respectively. Even though the Departments, Cost Centers, and Activity Codes are entered against each individual plant, they are all still stored in the same table in the database. For this reason, the **descriptions and codes need to be unique from plant to plant. For example if I have the same department, cost centers, and activity code descriptions across multiple plants I may want to include the plant code at the end of my description for department, cost center, and activity codes, to make it unique from plant to plant. Also in my coding structure I may want to add the plant code in the department so that the coding structure will be unique across the different plants. Below is an example of this.**

Department = 4 digit number with first two digits representing department number and last two representing plant number.

Data Processing Dept. = 20

Plant Code = 01

Data Processing Dept for Plant 01 = 2001

Description for Department is entered as "Data Processing 01"

Programming Cost Center, Plant 01, under Data Processing Dept = 200130 (Uses Dept. number followed by two digit cost center number.)

Description for Cost Center is entered as "Programming 01"

Convert File (Activity Code under Programming Cost Center, Plant 01, under Data Processing Dept. = 200130100 (Uses Cost Center number followed by three digits for activity code.)

Description for Activity Code is entered as "Convert File 01"

Using this example for coding your structure will make each number unique across the different plants.

When you go to add the Processes for either Print or Mail using Master Files Print or Master Files Mail Processes you will need to login to the Plant that you are adding the Print or Mail Processes to.

All Processes setup in Master File Print and Master Files Mail will also have to have unique descriptions. For this reason it is recommended that the plant code be added to the end of the process description to make them unique also.

See individual documentation for Departments, Cost Centers, and Activity Codes as well as documents for setup of Master Files Print and Master Files Mail Processes for individual instructions on entering the information for these specific areas.

Define Accounting Structure

The following sections relating to accounting set-up are outlined in detail here as they represent areas of the system that are unique in a multi-plant environment. The Accounting Check List for multi-plant should be followed for step by step instructions. The Multi-Plant Accounting Check list can be found in the Master Migration template.

Chart of Accounts

New general ledger account numbers will need to be established for each new plant.

Accounts that are shared by all plants should be created within the Corporate Plant. These shared accounts are:

- Accounts Receivable
- Accounts Payable
- Retained Earnings

For the most part, accounts tracked at the production plant level are revenue and expenses but there are some balance sheet accounts that should be set up as well. Postage Liability and Postage Inventory should be established for each plant that will be tracking postage transactions. Valued Inventory Assets can and should be set up as well as inventory is also tracked at the plant level.

Creating a new chart of accounts for each plant is the first step in completing accounting set-up. A spreadsheet is available for aiding in design of this chart and can also be used to import new account numbers. The same spreadsheet used in the original chart creation is used, then you simply need to be logged into the plant the accounts are for when importing. Please consult with your PrintStream Accounting Support Manager for assistance with this step. They can provide valuable feedback regarding numbering schemes and can also assist with the import step.

Multi-WIP Activation

When converting a database to a multi-plant environment, a feature referred to as multi-wip will need to be activated. This setting is password protected and assistance can be provided by EFI PrintStream Support. Once activated, the basic function of this setting is to “tell” the program to no longer look for a control account for WIP Material and Buyout related transactions. Instead, the program reads the desired WIP account from the account defined in Master File Reports> Accounting Structure> Link to GL> Link to Purchasing. Once this feature is activated, it is important that it is followed immediately by updating the link to purchasing program to ensure that all activity codes are linked to a WIP account. Additional step-by-step for activating this feature is also covered in the Multi-Plant Accounting set up check list mentioned earlier in this document.

Plant Control Accounts

Plant control accounts are defined in Master File Reports>Accounting Structure>G/L Plant Control Accounts. Each of the accounts listed below need to be defined for each of the plants in the system with the following exceptions:

- A/R and A/P – These accounts are populated by default from the company level controls. They should not be changed and all plants should have the same account defined.
- AR offset, AP offset, Postage Offset – These only need to be defined if you plan to use offset accounts as described in the optional section of this document.

Some control accounts are related to optional program use and are not required for basic use of the system. They are:

- AR_FFCardProcFee
- ARCommissionAccrual
- ARCommissionsAdvancePaymAsset
- ARCommissionsExpense
- ARCommissionsPayroll
- FGLabContraExpense
- FGMatContraExpense
- Labor Waste

01 Alaska InCorp							
0100	Mail Plant						
	Plant Control Account	GL	GL Branch	GL	GL Department	GL Account	GL Account Description
1	APControlAcct	99	Corporate/Control	99	Corporate/Control De	2000	AP Control
2	APDiscount	01	Main Branch	01	Main Department	5100	ap discount
3	APOffsetAccount	01	Main Branch	01	Main Department	777777	AP offset - plant 0100
4	APWithoutInvoices	01	Main Branch	01	Main Department	2300	ap without invoice
5	APWithoutInvoicesDifference	01	Main Branch	01	Main Department	6000	ap without inv diff
6	AR_FFCardProcFee						
7	AR_PrepayOffset						
8	ARCommissionsAccruals	01	Main Branch	01	Main Department	2600	Accrued Commissions
9	ARCommissionsAdvancedPaymAsset	01	Main Branch	01	Main Department	1045	Advances on Commissions
10	ARCommissionsExpense	01	Main Branch	01	Main Department	7500	Commissions Expense
11	ARCommissionsPayroll	01	Main Branch	01	Main Department	6900	Commissions Payroll
12	ARControlAccount	99	Corporate/Control	99	Corporate/Control De	1040	AR Control
13	ARCustomerJobPrepayment	01	Main Branch	01	Main Department	1500	accounts receivable
14	ARDefaultRevenue	01	Main Branch	01	Main Department	4000	sales revenue
15	ARDiscount	01	Main Branch	01	Main Department	5000	ar discount
16	ARMaterialsStorageRevenue						
17	AROffsetAccount	01	Main Branch	01	Main Department	9998	AR Offset plant 0100
18	ExtraCosts	01	Main Branch	01	Main Department	6200	extra costs
19	FGLabContraExpense	01	Main Branch	01	Main Department	8001	Contra Labor Expense
20	FGMatContraExpense	01	Main Branch	01	Main Department	8000	Contra Material Expense
21	FreightAccount	01	Main Branch	01	Main Department	4100	freight revenue
22	LaborWaste	90	New Branch	01	New Department	8000	Labor Spoilage
23	MaterialSpoilage	01	Main Branch	01	Main Department	6100	material spoilage
24	PostageAdjustments	01	Main Branch	01	Main Department	4125	Presort Revenue
25	PostageDeposits	01	Main Branch	01	Main Department	2100	postage liability
26	PostageOffset	01	Main Branch	01	Main Department	9997	Postage Offset
27	PostageSpoilage	01	Main Branch	01	Main Department	6400	postage spoilage
28	PostageUnbillable	01	Main Branch	01	Main Department	6300	postage unbillable
29	SalesTaxControl	01	Main Branch	01	Main Department	2200	sales tax payable
30	ServiceCharges	01	Main Branch	01	Main Department	4600	service charge revenue
31	WIP	01	Main Branch	01	Main Department	1200	wip

Additional Notes Related to Accounting Functions in Multi-Plant

- All plants share opening and closing of accounting periods.
- All plants share fiscal year set up.



Processing a Shared Job

The following graphics describe in detail the rules around creating a shared job in Multi-Plant from beginning to end.

Estimate/Job Creation

When creating a new estimate, all plants are checked for participation, based on user login access. By default, each plant where the user has access is selected. If not all plants are participating on the estimate, then the user may clear the check boxes for those plants that are not participating. If the user only has access to one plant, they will not see this information on their screen.

New Quote Header

Customer #:  

Customer:

Contact:

Customer Price List:

Standard Price List:

Contact Phone/FAX:

Re-Contact Date:

SalesRep:

CSR:

Estimator:

Planner:

Job Type:

Job Title:

Description:

Quantity 1: 4:

2: 5:

3: 6:

First Mail Date:

Print And Mail: ☒ FSC related quote: ☐

Default Section Size: x

Create Default Package: ☒

Plants:

- ☒ 01:0000-Corporate/Control
- ☒ 01:0100-Mail & Print Plant
- ☒ 01:0200-Print Plant

Postage Plant:

- 01:0000-Corporate/Control Pl
- 01:0100-Mail & Print Plant
- 01:0200-Print Plant

Help Cancel Next > Finish

In the **Postage Plant** area, the user needs to select which plant is processing the postage by clicking the plant name in the listing.

Data Processing

If there are multiple plants with data processing processes, the processes for each plant are visible under the tree structure and can be selected from either plant.

Data Processing

Get Data

DP SET UP

DATA ENTRY (Buyout)

DATA ENTRY - KEYING

PURCHASE LIST

Programming

Output

DP - Plant 2

Data In Plant 2

Data Processing Plant 2

Data Out Plant 2

Process Description	Quantity	Qty Lock	Quoted Price		All Pkgs	Sort Order
---------------------	----------	----------	--------------	--	----------	------------

Help

Cancel

< Back

Next >

Finish

Supplied Components

Inventory attached to supplied component types defaults to the plant that the estimate/order is created in. However, there is the ability to have the same component as a different item number in other plants.

Select Components

Custom Components

POD Components

Custom Component Name	Standard Form (for Waste Calc)		Print Template
9 x 12 Env, Supplied		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
		▼ Print InHouse	
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		▼ Print InHouse	
		▼ Print InHouse	

Help

Cancel

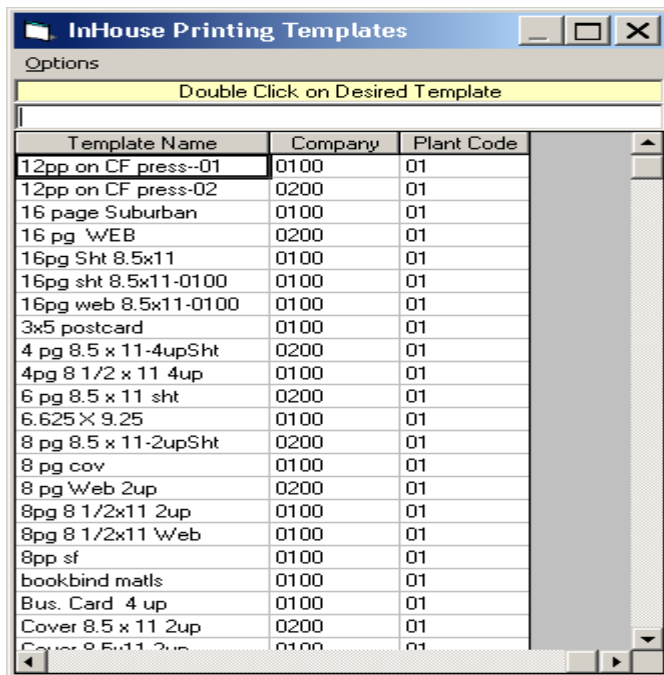
< Back

Next >

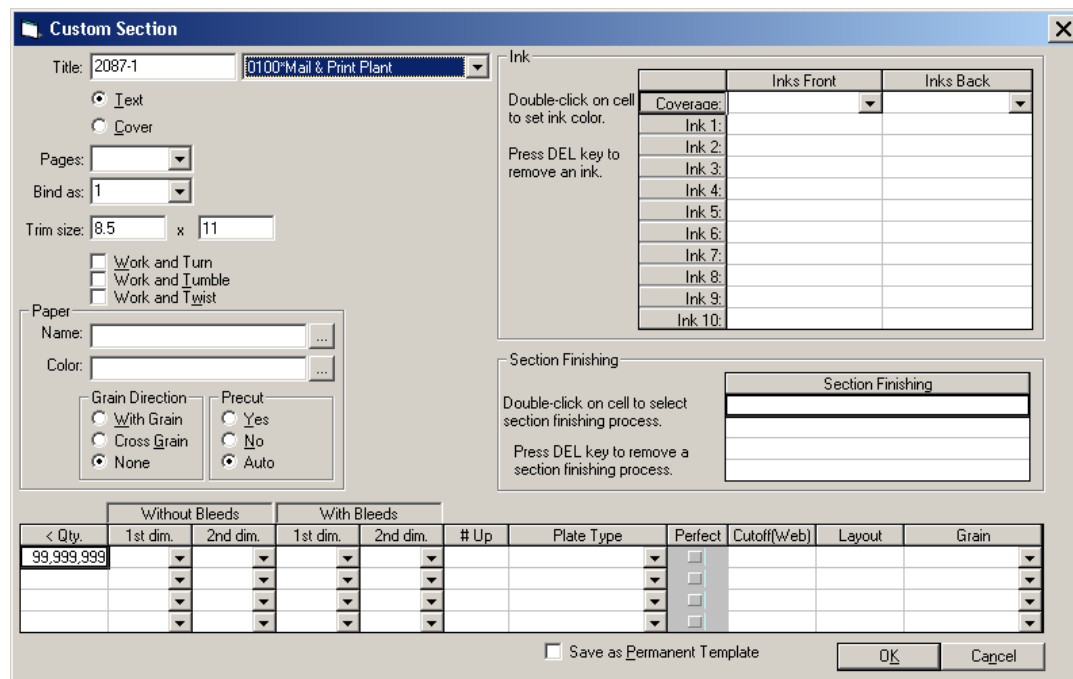
Finish

Printed Components

When adding printed components and clicking **Print In House**, you will see templates from all plants selected on the estimate/job.



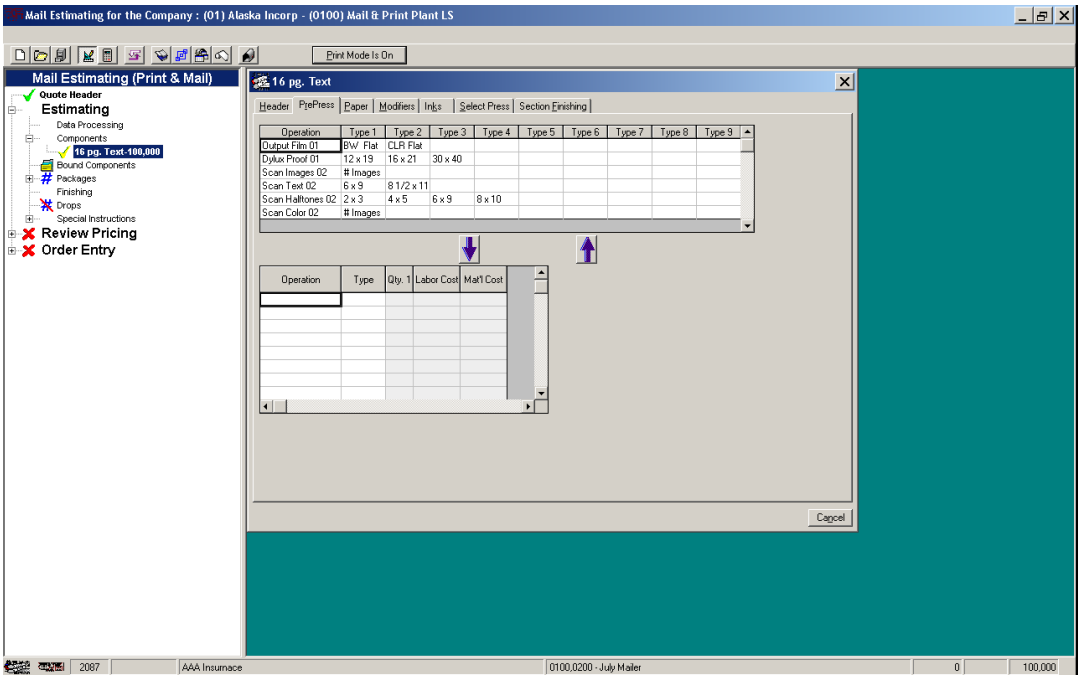
Templates may be selected from any plant listed, or a new template may be created.



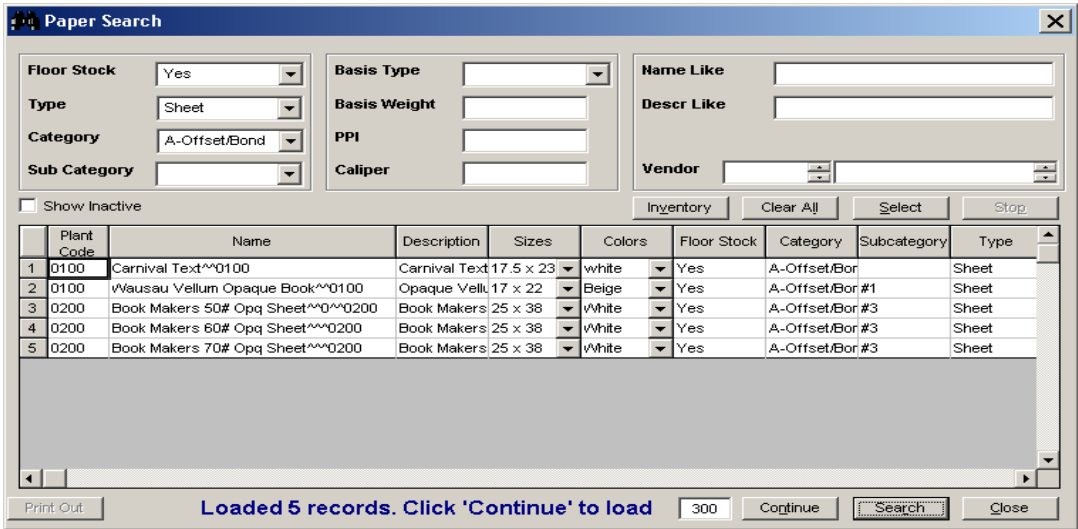
In the template creation screen, a plant listing is visible next to the template title. Before saving the template, select which plant the template was created for. Note the Ink Coverage and Inks should be compatible with the plant that is selected for the template. Section Finishing operations may be performed in a different plant although most likely the default finishes would be the same as the plant that the template was created for.

Print Mode

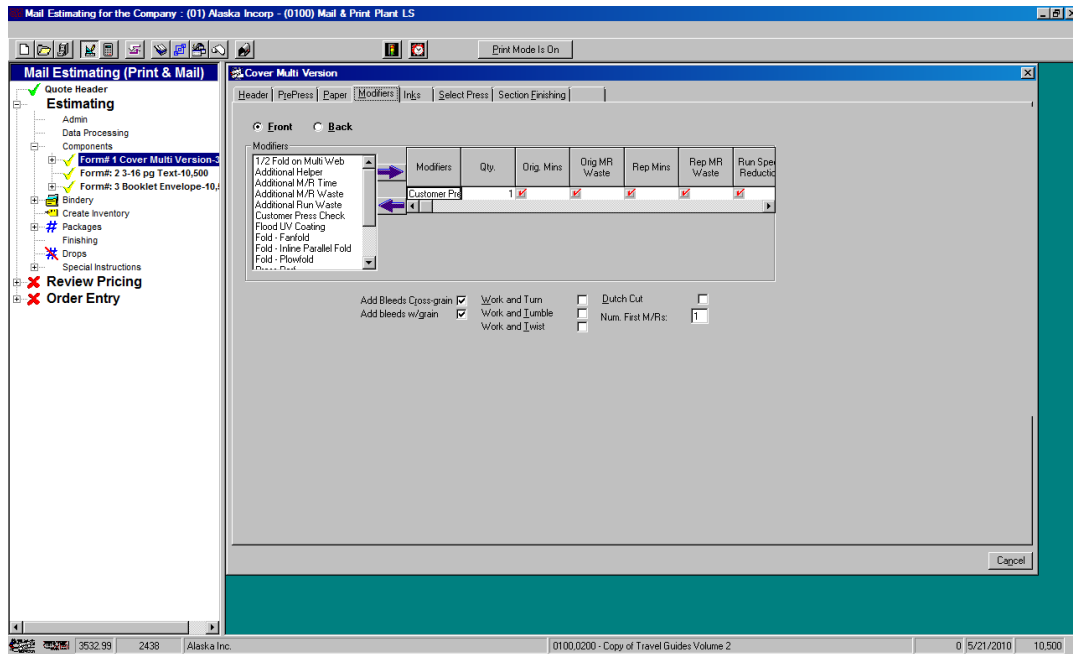
Prepress processes for all plants selected are displayed on this screen. Ensure that your choices are compatible with the print template selected for the section unless the prepress is truly being done in a different plant.



All paper descriptions contain the plant code at the end of the paper description. Ensure the paper matches the plant the template was created for. If you select a paper that does not match the plant for the template selected, you will receive a warning when you try to select the press that the paper selected does not match the plant for the template that you are using.



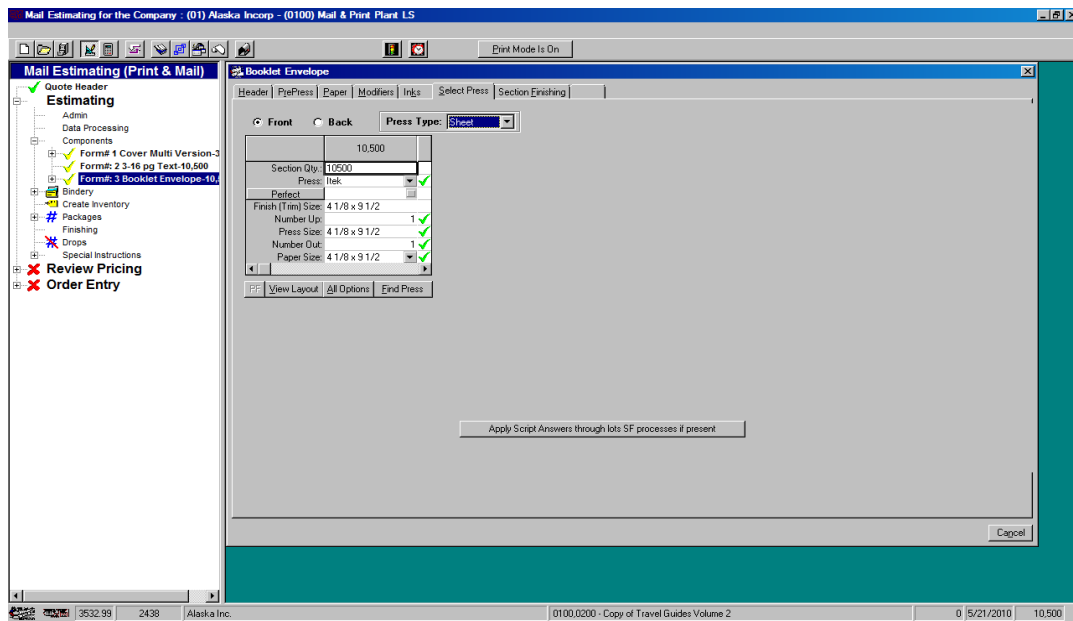
Press Modifiers are defined at the company and not the plant level. All press modifiers that have been setup for all plants will be visible.



The ink and ink coverage are listed for all plants. If neither of these were selected on the template, you will need to select both the inks and coverage that matches the plant for the template selected.

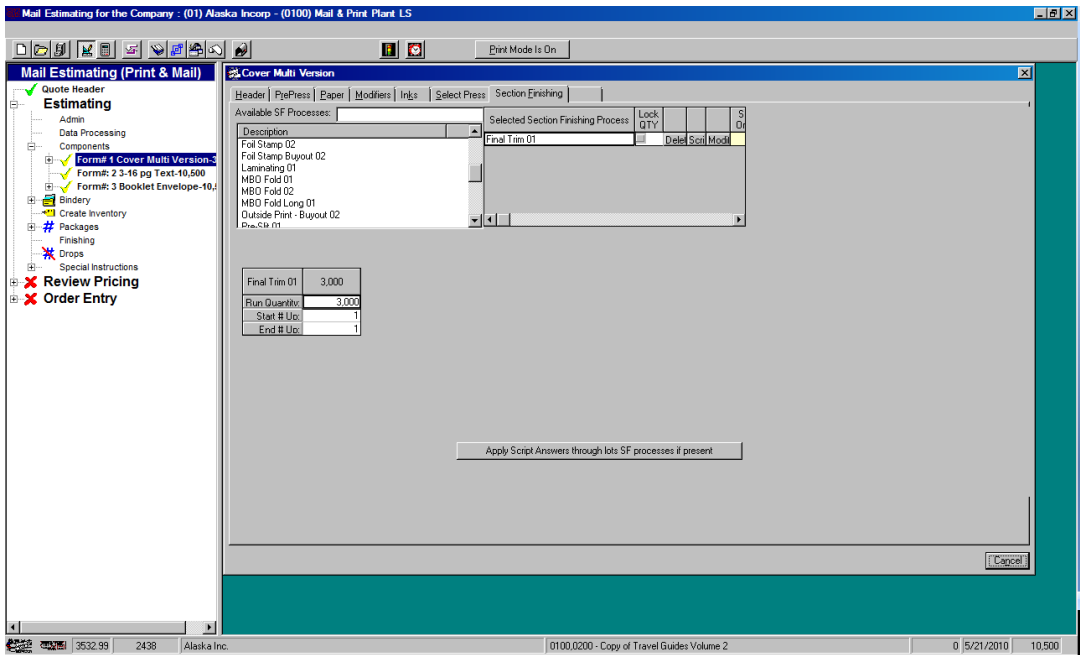
Press Selection

Press selection is based on the presses which are in the plant for the template that was selected. The Press listing is filtered to only show presses from that plant for override purposes.



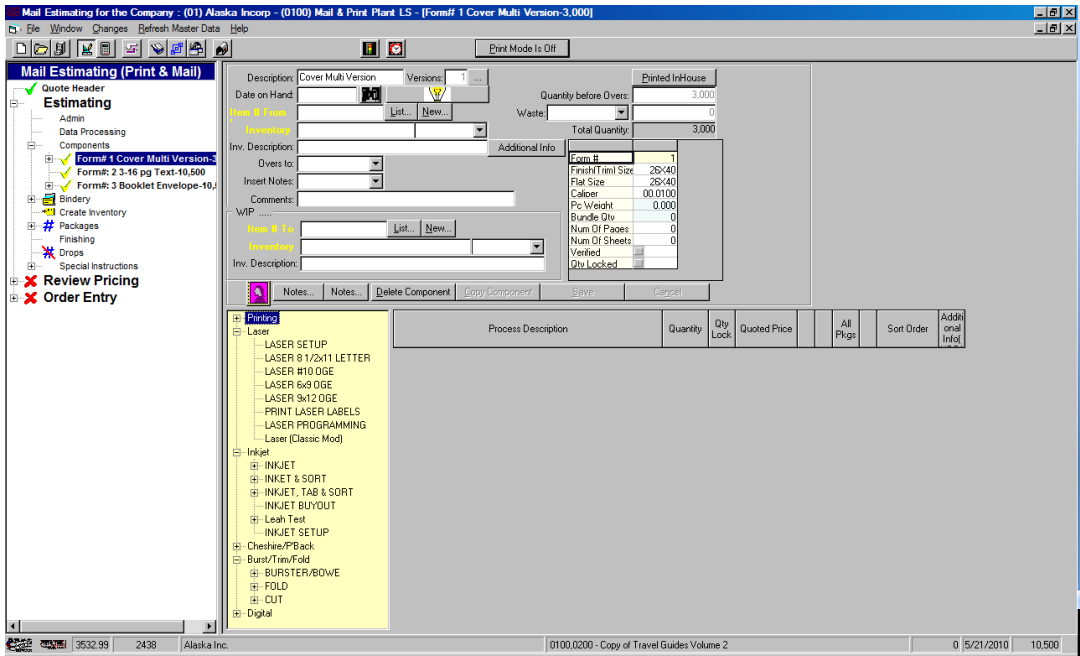
Section Finishing

Section Finishing processes for all plants selected are displayed. While the job may be printed in one plant, it can be finished in a different plant.



Mail Components

In the Mail Component screen, the processes listed also shows the processes from multiple plants which can be selected on the estimate/job.



For Bound Components, if the printed and mailed piece is bound when you create the bound component, you will see the bindery processes from all plants and can select the ones for the plant where the component will be bound.

Mail Estimating for the Company : (01) Alaska Incorp - (0100) Mail & Print Plant LS - [Bound Component]

Print Mode Is On

Bound Component Name: BC: California Book Quantity: 5000

Lock Quantity

Component Name	Seq	Process Name	Valid Data	Process Name	Process	Lock QTY	Assigned to Common Bind Run
1 California Cover Comm	1	Outer Sewing 02		Saddlestitch 01			
2 Arizona Cover Comm	1	Bindery Buyout 01		Carton Pack 01			
3 Colorado Cover Comm	1	Book Trimming					
4 3:16 pg Text Common	2	Buyout Hi Speed Shrink wr					
5 California Booklet Con	3	Carton Pack 01					
6 Arizona Envelope Con	4	Carton Pack 02					
7 Colorado Envelope Con	5	Collator - Multipart Form 02					
		Delivery Local 01					
		Encasing 02					
		Freight 01					
		Glue Trim - Smyth CB 02					
		Hand Affix CD 02					
		Marlin Gatherer - Sewn CB 02					
		Perfect Bind (B/O Waste)					
		Perfect Binding 02					
		Saddlestitch 01					
		Saddlestitch 02					
		Shrinkwrap 01					
		Shrinkwrap 02					
		Skid Pack 02					
		Truck Freight 01					

3532.99 2438 Alaska Inc. 0100.0200 - Copy of Travel Guides Volume 2 0 5/21/2010 10.500

Mail Finishing also shows finishing processes from all plants that have been selected on the estimate/job and process can be selected from any plant.

Mail Estimating for the Company : (01) Alaska Incorp - (0100) Mail Plant LS - [Finishing]

Print Mode Is Off

Process Description Quantity Qty Lock Cycle Base d Quoted Price All Pkgs Sort Order

16 page text-100,000

1316

AAA Insurance 0100.0200 - July Mailer 0 100,000

Order Entry

The Final Pricing screen, Quote Breakdown Report, and Quote Letter show the information for all plants participating on the estimate/job. The Mail Work Order, Work Ticket, Print Ticket, and Combined Print and Mail Ticket show processes from all plants on the job.

Preview

File View Background

100%

Job # **2438** Job # **2438** **Work Ticket** Rev # **2438** Job # **2438**

Page 1 of 6

Previous Job #		A/c #	ALASKA	Revision	1
Exact Repeat	Yes	Customer	Alaska Inc.	Printed	5/21/2010 4:13:12 PM
Quote #	3532.99		123 West Main	1st Mail	5/21/2010
Quote Amount	\$21,080.80		Suite 7	Last Mail	5/21/2010
Custom PO #	12345		Watertown, UT 84601	Part Number	
Over/Under	0% Over / 0% Under	Contact	Sally Samster	Order Date	5/21/2010
Job Quantity	10,500	Phone #	801555 0133	Fax #	801555 1038
Sales person		CSR		Estimating	Planner
House Account		Sue Smith		Rob Hales	

Job Title **Copy of Travel Guides Volume 2**

Job Details 40 pg plus cover travel guide

Job Summary

Components

No.	Component Name/Version	Order Items	Quantity	Component Type	Flat Size	Finished Size	Item #/Code	Leaves to / Comment / Insert Note
1	Cover Multi Version		3,000	Printed	26 x 40	26 x 40		
	1 forms x 2 pgs, 1up One side, 7/0, Desktop, imposition, Dylux Proof 01, 640 Heidelberg/Fine Ten 01							
1	California Cover		5,000		11 x 17	8.5 x 11		
1	Arizona Cover		3,000		11 x 17	8.5 x 11		
1	Colorado Cover		2,500		11 x 17	8.5 x 11		
2	3-16 pg Text		10,500	Printed	8.5 x 11	8.5 x 11		
	3 forms x 16 pgs, 1up Perfect, 4/4, -Preflight, Desktop, Dylux Proof 01, Sabutan							
3	Booklet Envelope		10,500	Printed	4.125 x 9.5	4.125 x 9.5		
	1 forms x 2 pgs, 1up One side, 2/0, -Preflight, Desktop, imposition, Dylux Proof 01, Sabutan							
3	California Booklet		5,000		4.125 x 9.5	4.125 x 9.5		
4	Arizona Envelope		3,000		4.125 x 9.5	4.125 x 9.5		

Page 1 of 6

Zoom Factor: 100%

Adding Processes from Other Plants

Processes may be added from a different plant to an estimate/job which has only one plant by opening the estimate/job, making sure that the estimate/job is in the "Review" mode, and clicking **Plant(s) for the Quote** located above the tool bar. An example is shown in the screen below where additional plants may be added to the estimate/job.

Mail Estimating for the Company : (01) Alaska Incorp - (0100) Mail & Print Plant LS

File Window Changes Plant(s) for Quote Refresh Master Data Help

Print Mode is Off

Mail Estimating (Print & Mail)

- Quote Header
- Estimating
- Review Pricing
- Order Entry

Plants Participation

	Plant Code	Plant Name	Plant For Quote	Activities Estimated	Actual Data Collected	Invoicing is Processed	Prepayment is Allocated	Purchasing is in process	Is a Postage Plant
1	0000	Corporate/Control Plant							
2	0100	Mail & Print Plant							
3	0200	Print Plant							

Save Close

2091.99 1362 AAA Insurance 0100,0200 - Sort Order Test 200,000 7/24/2008 200,000

In this screen, click the plant you want to add processes for and **Save**. You should then be able to see the processes from that plant and be able to add them to the estimate/job. If you want to remove a plant from an existing estimate/job, then all of the following conditions must exist:

- All plant related processes have been deleted.
- There is no actual labor data collected against any processes for that plant.
- The job has not been invoiced.
- Prepayment has been un-allocated.
- There cannot be any outside purchasing processes which have open Purchase Orders.
- The plant is not the plant that was set as the Postage Plant in the header screen.

Paper Reservation

The Paper Reservation screen displays papers for all plants and allows reservation for all papers.

Paper Reservation For Job 2438

Reservation				Sheeting Information							
Section	Paper	Press Sheet Size	Paper Size	Color	Qty Required	Qty Reserved	Create PO	Order	Qty Reserved	Inv. Code	Inv. Code
Form# 1 Cover M	Springhill 10pt C1s Cover~0100	26 x 40	26 x 40	White	3,913 shts	1,253 lbs.					
	Springhill 10pt C1s Cover~0100		26 x 40	White					3,913	922	
Form# 2 3-16 pg 1	Simpson Opaque Offset Rolls~0100	35 x 23	35	White		5,451 lbs.					
	Simpson Opaque Offset Rolls~0100		35	White					5,451	794	
Form# 7 Booklet E	Envelopes - Non Window 24#~0200	9 x 12	9 x 12	White	10,517 shts	146 lbs.					

Materials and Outside work										
Icon	Qty	Details	Size	Part	Vendor	Create PO	PO #	Sched Dt	Recvd	Recvd Qty
1	5,000	Die Cut Bugout 01		California Cover	ACME WIDG		0			

Reservation

Select Inventory Paper for Booklet Envelope

Item #:

Inv. Code:

Description:

Paper:

Color:

On Hand:

Commit:

Size:

On Order:

Avail:

Select

Clear

Purchasing

Color Legend









- ☐ Inventory Paper Doesn't Exist
- ☐ Inventory Paper Exists
- ☐ Inventory Paper Reserved
- ☐ Inventory Non-Paper
- ☐ Inventory Non-Paper Reserved

Cancel Reserve

This screen example shows reserved papers from both plant 100 and plant 200.

Purchasing


Job Related Purchase Orders must be created from the plant related to the buyout created in the estimate. This is true whether a Job Related Multi Item or a Job Related Purchase Order is being created. Selecting items which are not part of the plant the user is logged into results in a message saying the Cost Center is not valid for the plant you are in, and it will not allow you to order that item.

Ordr	Ta	Desc	Section	Formula	Color	Size	Supplier	Order #	Quote #	Qty
1	N	 Springhill 12PT C1S Cover^^^0200	Utah Cover		White	28 x 40		0	0	7588
2	N	 Springhill 12PT C1S Cover^^^0200	Arizona Cover		White	28 x 40		0	0	7588
3	N	 Springhill 12PT C1S Cover^^^0200	New Mexico Cover		White	28 x 40		0	0	7588
4	N	 Springhill 12PT C1S Cover^^^0200	California Cover		White	28 x 40		0	0	7342
5	N	 <input checked="" type="checkbox"/> Carnival Text^^0100	Utah Text		white	23 x 35		0	0	83495
6	N	 <input checked="" type="checkbox"/> Carnival Text^^0100	Arizona Text		white	23 x 35		0	0	83495
7	N	 Carnival Text^^0100	New Mexico Text		white	23 x 35		0	0	83495
8	N	 Carnival Text^^0100	California Text		white	23 x 35		0	0	83495

Due Dt:

Tax Code: 00 0% (non taxable)

If a Job Related Purchase Order is created, and a paper is selected from a different plant, a message appears stating the item belongs to a different company/plant.

[illegible]

Scheduled Purchasing

Task List – Special Order Items

If a special order item is tagged in the plant that you are creating PO's from, it gives you a message to that affect when you try and create the PO.

Material Requirement

Task List | Inventory | Purchasing | Sheeting | PO Monitor | Reports

Search Criteria: ☐ All ☐ Direct sql

Start Date: 5/21/2010 End Date: 5/21/2010

Selection Type: Key Word:

Vendor:

☒ View all Plants ☐ Mail Jobs ☒ Print Jobs ☐ Ignore unscheduled tasks ☒ Ignore Mail Components

Job # 2438

Title: Copy of Travel Guides Volume 2

Cust Code: ALASKA

Name: Alaska Inc.

Est Delv Dt: 5/21/2010

Job#	Qty	UOM	Details	Size	Part	Vendor	PONO	Sch Dt	Recvd	PO Due	Workflow
2438	3913.00	shts	Springhill 10pt CT's Cover***0100	26 x 40	Cover Multi Version		0	N/A	5/21/201	Reserved	P
2438	5451.00	lbs.	Simpson Opaque Offset Rolls***0100	35	316 pg Text		0	N/A	5/21/201	Reserved	P
2438	10517.00	Shts.	Envelopes - Non Window 24#***0200	9 x 12	Booklet Envelope		0	N/A		Special Ord	P
2438	5000.00		Die Cut Buyout 01	0	California Cover	ACME WIDGETS INC.	0	N/A		Buyouts	Q

Job No: 2438 Title: Copy of Travel Guides Volume 2

Cust Code: ALASKA Name: Alaska Inc.

CSR: Sue Smith Estimator: Rob Hales Planner:

Press: Indigo Press Size: 9 x 12 Paper Size: 9 x 12

4 records loaded.

Help Print Search Select Order

The **Envelopes- Non Window 24# paper** listed below was selected for a different plant on the job. If you try to order this paper, you receive the following message:

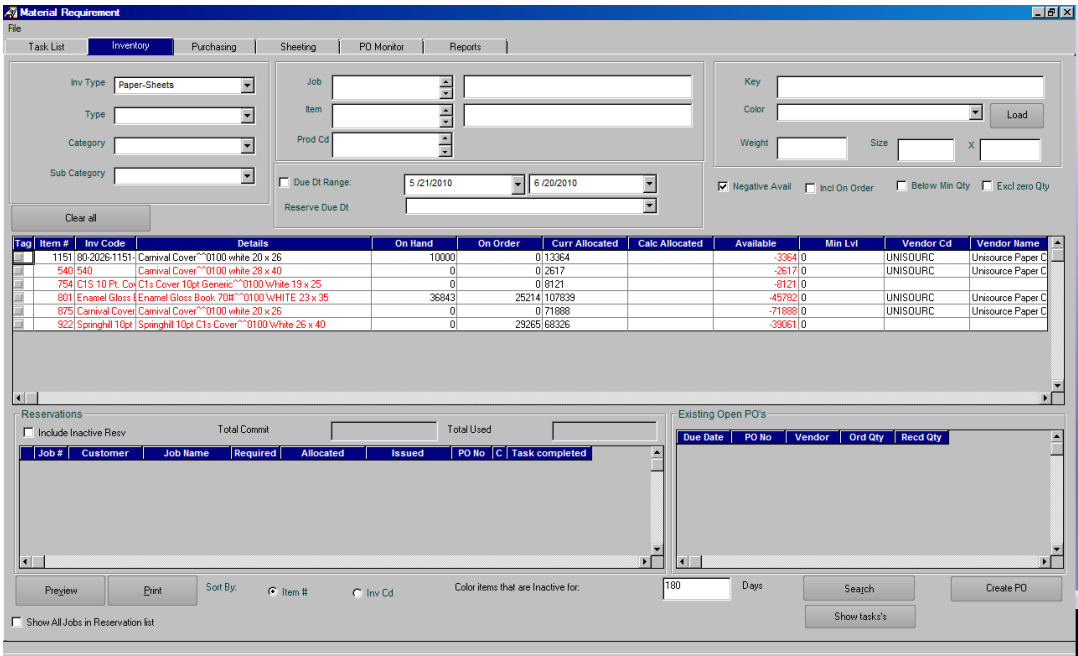
InventoryMaterialReq

This selected row (1) belongs to a different plant. You cannot create the PO .

OK

Under the **Inventory** tab, the inventory papers are filtered to only show the inventory papers for the plant that you are in.

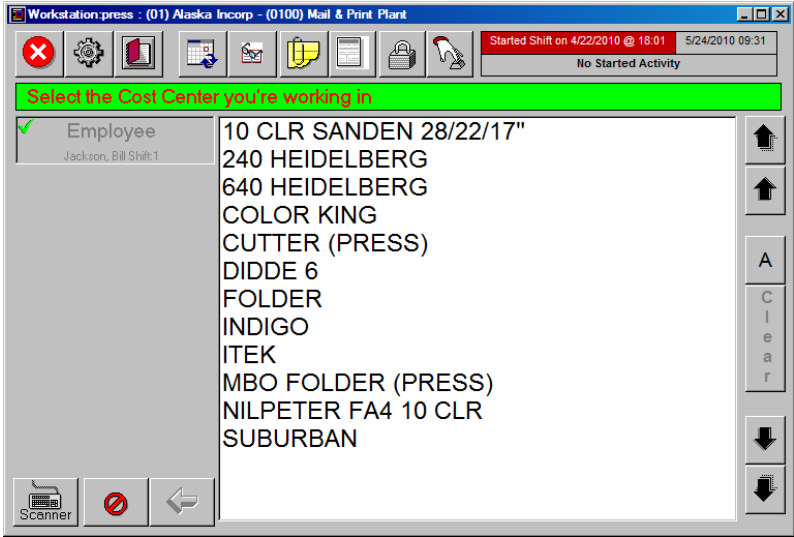
Plant 100 only shows the inventory papers for plant 100.



If you change to plant 200, you see it only shows the inventory papers from plant 200.

Data Collection

ShopFloor – The Cost Centers displayed are filtered by plant so work can only be done in each plant for the cost centers that appear on the job for that plant.



The Timesheet Job Activities are filtered to only show activities within the plant selected.

TimeSheet Data Entry 01 Alaska Incorp 0100 Mail & Print Plant Final Invoiced Jobs Open For Labor Cost

Setup View Options Help

Employee Code: 2 John Jones
 Work Date From: 7/11/2008 Friday To: 7/12/2008 Saturday Total Hours:
 Before start times data entry be sure - work date and employee selected correctly

Transactions are loaded for processing...

Transaction Date	Job #	Job Activity	Charge Type	Shift	Time Rate	Start	Stop	Hrs	Recording Hours	Net Qty Produced	Statistic Qty	Comment	Negative Adjustment	GL DATE	JOBTRANS_RECNUM
1	1236		Normal												
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															

*To look-up Job# Activity Code Shift use plus-minus keys.

Undo Done Close

Job's Activities ,,,

Activity Code	Activity Descr
75011	Saddle Stitch Run
79010	Carton Pack
58015	MBO FOLDER RUN
43010	OUTPUT FILM
42010	DYLUX PROOF

Billing Worksheet

The Billing Worksheet shows the costs for both plants by default.

Job Costing Reports for (01) Alaska Incorp - Plant Code: 0100 Mail & Print Plant - [Billing Work Sheet]

File Options Help

Job Cost Reports

Billing Worksheet New

Job Report By Activity

Estimate vs Actual

Job Due Date

Machine Sheet Transaction

Production Counts

Run Speed By Activity Code

Job Cost Summary Report

Machine Productivity Report

Weekly Flash Report

WIP, Spoilage and Material Labor Reports

Master File Reports

4 of 6

Total: 52 100% 52 of 52

Billing Worksheet Printed: 5/24/2010 9:32:45AM Job # 2437 Page 4 of 6

ALASKA Alaska Inc
 Cust PO No 12345 : Cmp 01 Plant 0100 : Cmp 01 Plant 0200 Travel Guides Volume 248 pg plus cover travel guide. Job's QTY - 10500

Customer	Invoice #	Last Inv Date	Job's Sales Person	PO Number(s)	Repeat New
ALASKA	Not Invoiced		House Account	**954	No Yes

Cost Center	\$ Estimate	\$ Actual	\$ Difference	Labor Center	\$ Estimate	\$ Actual	\$ Difference	Est. Hrs	Act. Hrs
DP Buyouts				DP/Prep Labor	1,117.09		-1,117.09	18.17	
Laser Buyouts				Print	7,704.18		-7,704.18	54.42	
Print Buyouts	312.50		-312.50	Labor WIP					
Bindery Buyouts				Laser					
Mailing Buyouts				Laminating					
Ship Buyouts				Shrinkwrapping					
Total Buyouts	312.50		-312.50	Burster					
				Bows					
DP Matl/Prep Matl	100.00		-100.00	Cutter	32.50		-32.50	1.08	
Envelopes				Folder					
Paper	3,996.71	251.80	-3,744.91	Tracker					
Laser Matl	2,109.82		-2,109.82	Ink Jet	475.00		-475.00	4.75	
Bindery Matl				Cheekline					
Mailing Matl				Picky Back					
Ship Matl	111.24		-111.24	Inserts	740.15		-740.15	9.33	
Click Matl Charges				Stretch Inserters					
Total Raw Materials	6,320.78	251.80	-6,068.98	Poly Insert					
				Handwork					
Freight				Sorting					
Postage				Waterseal					
Shipping				Stamping					
				Postage Prep					
				Roller Score/Part					
				Casemaker					
				Warehouse					
				Shipping labor	143.35		-143.35	3.18	
Material Cost	6,633.28	251.80	-6,381.48	Labor Cost	10,218.87	0.00	-10,218.87	90.93	0.00
Material Sell	7,694.93	314.75	1,051.66	Labor Sell	13,395.87	0.00	3,176.99		
Markup	512.00	525.00		Markup	521.00	500.00			
Projected P&L - Based on Quoted Price & Actual Cost				Actual P&L - Based on Actual Cost & Invoice					
Actual	Totals	Variance	Labor	Material	Markup	Actual	Totals	Labor	Material
Total Costs	\$251.80	x	0.00	251.80		Total Costs before A.C	\$251.80	0.00	251.80

The costs can be filtered to only show the costs based on the plant you are in by clearing the **Run For All Companies in System** check box under the BWS selections screen.

[illegible]

The following example shows what it looks like when unchecked costs are based only on the plant the user is logged into.

Job Costing Reports for (01) Alaska Incorp - Plant Code: 0100 Mail & Print Plant - [Billing Work Sheet]

File Options Help

Job Costing

- Job Cost Reports
 - BWS_MAIN_ML_2437
- Billing Worksheet New
- Job Report By Activity
- Estimate vs Actual
- Job Due Date
- Machine Sheet Transaction
- Production Counts
- Run Speed By Activity Code
- Job Cost Summary Report
- Machine Productivity Report
- Weekly Flash Report

Billing Worksheet Printed: 5/24/2010 9:06AM Job # 2437 Page 1 of 3

ALASKA Alaska Inc.
 01 * Cust PO No 12345 Travel Guides Volume 248 pg plus cover travel guide. Job's QTY = 10500

GUESTNO	CUSTOMER#	INVOICE #	LAST IN DATE	JOB'S SALE PERSON	PO NUMBER(S)	REPEAT	NEW
3530.99	ALASKA	Not Invoiced		Houise Account	**354.	No	Yes

Cost Center	\$ Estimate	\$ Actual	\$ Difference	Labor Center	\$ Estimate	\$ Actual	\$ Difference	Est Hrs	Act Hrs
DP Buyouts				DP/Prep Labor	1,117.69		-1,117.69	18.17	
Laser Buyouts				Print	7,704.18		-7,704.18	54.42	
Print Buyouts	312.50		-312.50	Labor / WIP					
Bindery Buyouts				Laser					
Mailing Buyouts				Laminating					
Ship Buyouts				Shrinkwrapping					
Total Buyouts	312.50		-312.50	Burster					
DP Matl/Prep Matl	103.00		-103.00	Sieve	32.50		-32.50	1.08	
Envelopes				Cutter					
Paper	3,996.71	251.80	-3,744.91	Folder					
Laser Matl				Tracker	475.00		-475.00	4.76	
Bindery Matl	2,109.82		-2,109.82	Ink Jet					
Mailing Matl				Cheshire					
Click Matl Charges	111.24		-111.24	Piggy Back					
Total Raw Materials	6,320.76	251.80	-6,068.96	Insertar					
Freight				Swish Insertar	746.15		-746.15	9.33	
Postage				Poly insert					
Shipping				Handwork					
				Sorting					
				W/finalst					
				Stamping					
				Postage Prep					
				Rollam Score/Perf					
				Capsman					
				WareHouse					
				Shipping labor	143.35		-143.35	3.18	
Material Cost	6,633.28	251.80	-6,381.48	Labor Cost	10,216.87	0.00	-10,216.87	90.90	0.00
Material Sell	7,684.93	314.75	1,051.66	Labor Sell	13,395.97	0.00	3,176.99		
Markup	%10.00	%25.00		Markup	%31.00	%0.00			

Projected P&L - Based on Quoted Price & Actual Cost					Actual P&L - Based on Actual Cost & Invoice				
Total	Variance	Labor	Material	Markup	Total	Totals	Labor	Material	Markup
Actual Costs \$251.80	X	0.00	251.80		Total Costs before A/C	\$251.80	0.00	251.80	





Inventory

Receiving follows PO rules since PO's can only be created for items within a plant that are participating on a job. Receiving is restricted to only be able to receive items that were ordered from that plant.

Regular Issues are filtered to only show materials that belong to the plant the user is logged into.

Inventory for This Job

☒ Show components
 ☐ All Reserved Items

Item #	Description	Size	Color	Committe...	On Hand	Available	Needed For
 554	Springhill 12PT C1S Cover^^^0200	White	28 x 40	0	0	0	Utah Cover
 554	Springhill 12PT C1S Cover^^^0200	White	28 x 40	0	0	0	Arizona Cover
 554	Springhill 12PT C1S Cover^^^0200	White	28 x 40	0	0	0	New Mexico Co..
 554	Springhill 12PT C1S Cover^^^0200	White	28 x 40	0	0	0	California Cover

OK Cancel

MR Scheduler

The scheduler has the ability to Filter by Plant or show all plants. The filter should be set to **All Companies and Plants** for jobs that have multiple plants participation.

All Companies and Plants
Menu Bar Selected : Alaska Incorp, 0200 Print Plant
Alaska Incorp, 0000 Corporate/Control Plant
✓ Alaska Incorp, 0100 Mail Print Plant

The Schedule then shows the Cost Centers from all plants used with the job and schedules each Cost Center accordingly.

PrintStream Active Scheduling, starting 7/1/2008 and ending 7/3/2009 - [All Companies and Plants]

Company / Plant Filtering Job Status Tools Utilities Window Messages Warehouse

1236 Structure

1236 for AAA Insurance - 4 State mailer : Updating Scheduled Job Routing

Preview Schedule **Schedule Committed** Schedule Tentative Use CC Max CC Overload OK Op Overload OK Use Lead if Asst not Avail Select Resources Clear

Schedule Using Start Date Date 7/9/2008 Shift Day Route Details Work Order Change Order Notes Size Columns

Quoted Delivery: 7/28/2008 Scheduled Completion: 7/28/2008 Default Scheduling Schema Print Grid

Hours	City	Step Description	Cost Center	Start	End	Resrc	Lead	Asst
001.0	4	New Mexico Cover : Scan Images 02	220 Scanning [01-0200]	Wed 7/9/2008	Wed 7/9/2008	1		
000.2	4	New Mexico Cover : Scan Text 02	220 Scanning [01-0200]	Wed 7/9/2008	Wed 7/9/2008	1		
001.0	4	California Cover : Scan Images 02	220 Scanning [01-0200]	Wed 7/9/2008	Wed 7/9/2008	1		
000.2	4	California Cover : Scan Text 02	220 Scanning [01-0200]	Wed 7/9/2008	Wed 7/9/2008	1		
000.6	1	Utah Text : Dylux Proof 01	4 PROOFING [01-0100]	Wed 7/9/2008	Wed 7/9/2008	1		
000.4	1	Utah Text : Output Film 01	4 ELEC. PREPRESS [01-0100]	Wed 7/9/2008	Wed 7/9/2008	1		
000.8	1	Utah Text : Output Film 01	4 ELEC. PREPRESS [01-0100]	Wed 7/9/2008	Wed 7/9/2008	1		
000.6	1	Arizona Text : Dylux Proof 01	4 PROOFING [01-0100]	Wed 7/9/2008	Wed 7/9/2008	1		
000.4	1	Arizona Text : Output Film 01	4 ELEC. PREPRESS [01-0100]	Wed 7/9/2008	Wed 7/9/2008	1		
000.8	1	Arizona Text : Output Film 01	4 ELEC. PREPRESS [01-0100]	Wed 7/9/2008	Wed 7/9/2008	1		

Include: ☐ Pre-Press ☐ Finishing

Done WIP Graphic View Convert to Tentative Set Job Complete Unschedule Routing

Reload Estimate Reload Schedule Clear Dates Undo Redo Clear Grid Remove Already Scheduled Combine Identical Activities Clear

Postage

Capturing postage usage and processing of postage statements needs to occur in the plant designated during the original job creation as the postage plant. In this example, postage is managed by plant 0100.

Plants:

☒ 01:0000-Corporate/Contro

☒ 01:0100-Mail & Print Plant

☒ 01:0200-Print Plant

Postage Plant:

01:0000-Corporate/Control Pl

01:0100-Mail & Print Plant

01:0200-Print Plant

The postage receipt allocation program can be used for moving account or suspense money from one plant to another.

Postage Receipt Allocations

Allocate Postage Receipts

Receipt#: 5053 Receipt Total: \$15,000.00

Date: 5/4/20

Transfer Date: 5/23/2008

Load Plants to Transfer

Job#

	Company Code	Plant Code	Total Earmarked	Total Unallocated	Amount Applied	Apply Amount
1		0100	5,000.00	5,000.00	5,000.00	
2	01	0000	0.00	0.00	0.00	
3	01	0200	0.00	0.00	0.00	
4	Balance			5,000.00	5,000.00	

Close

OK

Invoicing

Sales and expense accounts for all plants participating on the job pull through on the invoice for the job. If offset accounts are being used, they also pull through during this invoicing process.

01-20-10-60010005	DP expense	\$75.00
01-20-10-40010005	DP revenue	\$170.00
01-25-02-4000	Revenue -Composition	\$80.00
01-01-01-2200	sales tax payable	\$16.50
01-99-99-1040	AR Control	\$341.50

Sales Tax

Overview

This section should be used as a supplement to the AR Invoicing Document.

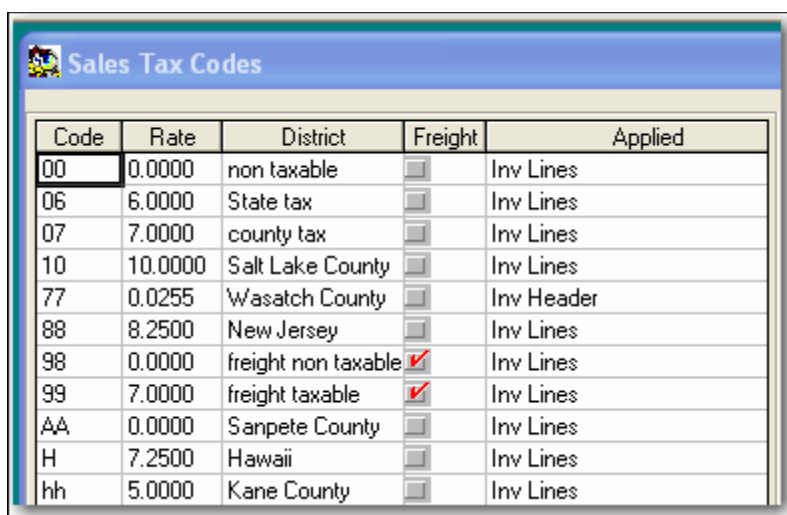
There are 4 options for calculating and reporting sales tax in PrintStream. They are listed from most simple to most complex. The decision of which method to use should be based on individual customer need.

With each method, the application of sales tax begins with a check of the Customer Master File. If the customer is defined as a taxable customer, the program then looks to see if the activity code is defined as taxable or non-taxable. This allows for sales tax to be charged at the line item level. A job may contain all taxable processes, no taxable processes, or a combination of both.

Option 1 – Allocate Sales Tax by Customer Defined Rate

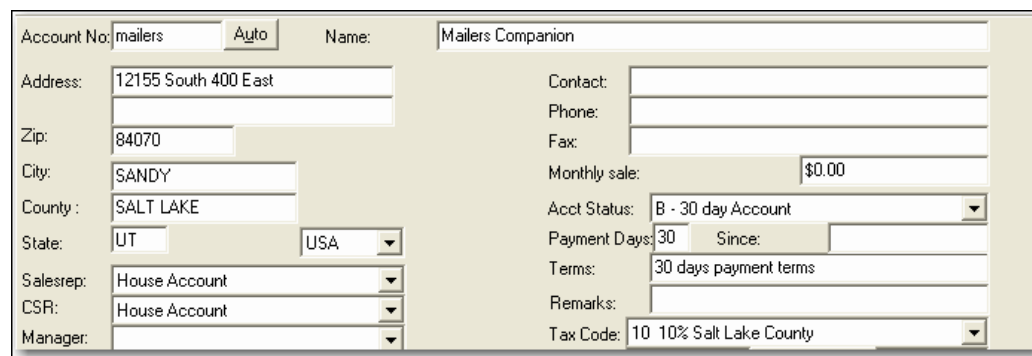
Setup

1. Define multiple sales tax codes via Customer Master File>Modules>Sales Tax Codes.
2. The code is a maximum 2 digit alpha numeric field. Establish a tax code for every jurisdiction you have nexus in and need to report on.



Code	Rate	District	Freight	Applied
00	0.0000	non taxable	<input type="checkbox"/>	Inv Lines
06	6.0000	State tax	<input type="checkbox"/>	Inv Lines
07	7.0000	county tax	<input type="checkbox"/>	Inv Lines
10	10.0000	Salt Lake County	<input type="checkbox"/>	Inv Lines
77	0.0255	Wasatch County	<input type="checkbox"/>	Inv Header
88	8.2500	New Jersey	<input type="checkbox"/>	Inv Lines
98	0.0000	freight non taxable	<input checked="" type="checkbox"/>	Inv Lines
99	7.0000	freight taxable	<input checked="" type="checkbox"/>	Inv Lines
AA	0.0000	Sanpete County	<input type="checkbox"/>	Inv Lines
H	7.2500	Hawaii	<input type="checkbox"/>	Inv Lines
hh	5.0000	Kane County	<input type="checkbox"/>	Inv Lines

3. As part of the Customer Master File set up, a default tax code should be selected as in the example below. For additional details on setting up the Customer Master File, please refer to the Master File Customer document. This default should represent the tax code that applies to the customer.



Account No:	mailers	Auto	Name:	Mallers Companion
Address:	12155 South 400 East		Contact:	
Zip:	84070		Phone:	
City:	SANDY		Fax:	
County:	SALT LAKE		Monthly sale:	\$0.00
State:	UT	USA	Acct Status:	B - 30 day Account
Salesrep:	House Account		Payment Days:	30 Since:
CSR:	House Account		Terms:	30 days payment terms
Manager:			Remarks:	
			Tax Code:	10 10% Salt Lake County

4. Confirm Activity Code set-up.

Master File Reports>System Maintenance>Mark Activities Taxable

Within this program, you have the ability to define which activities or processes should have sales tax assessed. This set-up is typically completed as part of your Accounting Check List.

	Activity Code	Description	Taxable
22	34031	SELECTION	<input type="checkbox"/>
23	34032	GENDERIZE	<input type="checkbox"/>
24	34033	MERGE/PURGE	<input type="checkbox"/>
25	34034	A/B SPLIT	<input type="checkbox"/>
26	34035	KEYCODE	<input type="checkbox"/>
27	34036	ADDRESS STANDARDIZATION	<input type="checkbox"/>
28	34037	SORT RECORDS	<input checked="" type="checkbox"/>
29	34038	BARCODE QUALIFY	<input checked="" type="checkbox"/>
30	34061	COUNTS REPORT	<input type="checkbox"/>
31	34062	PRINT TRAY/SACK TAGS	<input checked="" type="checkbox"/>
32	34090	DP-MAINTENANCE	<input type="checkbox"/>
33	34091	DP-REPAIRS	<input checked="" type="checkbox"/>
34	36000	AW Output	<input type="checkbox"/>
35	36011	OUTPUT TO CHESHIRE LABEL	<input checked="" type="checkbox"/>
36	36012	OUTPUT TO EKTAJET	<input type="checkbox"/>
37	36013	OUTPUT TO PIGGYBACK LABEL	<input checked="" type="checkbox"/>
38	36014	OUTPUT TO TAPE/DISKETTE	<input type="checkbox"/>
39	36015	OUTPUT TO GALLEY	<input type="checkbox"/>
40	36016	OUTPUT TO LASER TAPE/DISKETTE	<input checked="" type="checkbox"/>
41	36090	DP OUTPUT-MAINTENANCE	<input type="checkbox"/>
42	36091	DP OUTPUT-REPAIRS	<input type="checkbox"/>

Buttons: Mark All, Save, Close

Accounts Receivable Invoicing

For detailed instructions on generating an AR Invoice, please refer to the Accounts Receivable section of the documentation.

When an invoice is created for a customer, all tax related processes assess a tax percentage. This is derived from the tax code defined within the Customer Master File program.

In the following screen, you will see invoice lines where the customer defined has a 10% tax rate. Tax is being assessed on those lines that relate to an activity code defined as taxable.

Lines																	
Balance Postage		Bill To/Ship To		Miscellaneous		Dummy Invoice		\$ Deposits		Notes		Allocations		Preview		Job	
Gr	Job#	Qty	Services	Setup	Min Charg	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt					
	1018	0.000	Sales Tax Allocation	0.00	0.00	0.0000	Extended L	0.00	0.00		0	0.00					
	1018	20000.000	OE	0.00	0.00	1052.2368	None	1052.2368	1052.24	T	10	105.22					
	1018	20000.000	Letter	0.00	0.00	2425.0595	None	2425.0595	2425.06	T	10	242.51					
	1018	1.000	Convert Disk/Via E-Mail OR BBS	0.00	0.00	50.0000	@ Each	50.00	50.00	00	0	0.00					
	1018	1.000	Convert Magnetic Tape	0.00	0.00	50.0000	@ Each	50.00	50.00	00	0	0.00					
	1018	20000.000	Merge/Purge	0.00	75.00	9.0000	M Per 1000	9.00	180.00	00	0	0.00					
	1018	20000.000	Produce Counts Report	0.00	50.00	10.0000	M Per 1000	10.00	200.00	00	0	0.00					
	1018	20000.000	Genderize Records	0.00	75.00	10.0000	M Per 1000	10.00	200.00	00	0	0.00					
	1018	20000.000	Create Ektajet Tape	0.00	50.00	4.0000	M Per 1000	4.00	80.00	00	0	0.00					
	1018	1.000	Laser Set up	0.00	0.00	50.0000	@ Each	50.00	50.00	00	0	0.00					
	1018	20000.000	Laser Print Letter	0.00	0.00	137.5000	M Per 1000	137.50	2750.00	00	0	0.00					
	1018	20000.000	Fold Letter In Thirds	0.00	0.00	6.0000	M Per 1000	6.00	120.00	00	0	0.00					
	1018	20000.000	Insert 3 Pc, Meter &	0.00	0.00	47.2500	M Per 1000	47.25	945.00	00	0	0.00					
	1018	1.000	Deliver to Post Office	0.00	50.00	50.0000	@ Each	50.00	50.00	00	0	0.00					

When the invoice is printed, sales tax appears in the sales tax column and is summarized in the footer section of the invoice.

Quantity	Description	Setup	Min	Unit Price	UM	Sub Total	Tax	Total
Sales Tax Allocation								
20000	O E			1052.237		1,052.24	105.22	1,157.46
20000	Letter			2425.060		2,425.06	242.51	2,667.57
1	Convert Disk/Via E-Mail OR BBS			50.000	ea	50.00		50.00
1	Convert Magnetic Tape			50.000	ea	50.00		50.00
20000	Merge/Purge		75.00	9.000	/m	180.00		180.00
20000	Produce Counts Report		50.00	10.000	/m	200.00		200.00
20000	Generate Records		75.00	10.000	/m	200.00		200.00
20000	Create EktaJet Tape		50.00	4.000	/m	80.00		80.00
1	Laser Setup			50.000	ea	50.00		50.00
20000	Laser Print Letter			137.500	/m	2,750.00		2,750.00
20000	Fold Letter in T-folds			6.000	/m	120.00		120.00
20000	Insert 3 Pcs, Meter & Sort			47.250	/m	945.00		945.00
1	Deliver to Post Office		50.00			50.00		50.00
							Sub Total	\$8,152.30
							Sales Tax	\$347.73
							TOTAL DUE	\$8,500.03

Reporting

Sales tax reporting is available from AR Reporter>Month End Reports>Sales Tax.

This report can be generated by period or for a range of periods. You can choose to include all sales tax codes or print each one individually.

Sales Tax Report

This report prints out the sales tax for selected period.

Select Period

Period: 1 To 3

Year: 2007

Select Tax Code

☒ All

☐ Code:

☒ Show detail lines

Preview Print Close

4. As part of the Customer Master File set up, a default tax code should be selected as in the example below. For additional details on setting up the Customer Master File, please refer to that section of the documentation. This default should represent the tax code that applies to this customer.

Account No:	0200	Auto	Name:	ABC Company	
Address:	555 E. 300 S.		Contact:		
Zip:	84117		Phone:		
City:	SLC		Fax:		
County:			Monthly sale:	\$0.00	
State:	UT	USA	Acct Status:	B - 30 day Account	
Salesrep:	Michelle		Payment Days:	30	Since: 1/2/2003
CSR:			Terms:	30 days payment terms	
Manager:			Remarks:		
			Tax Code:	FT 6.5% FT	

5. Confirm Activity Code set-up.

Master File Reports>System Maintenance>Mark Activities Taxable

Within this program, you have the ability to define which activities or processes should have sales tax assessed. This set-up is typically completed as part of your Accounting Check List.

	Activity Code	Description	Taxable
6	30010	DP SET UP	<input checked="" type="checkbox"/>
7	30095	DP ABSENCE	<input checked="" type="checkbox"/>
8	30098	DP ADMIN/OTHER	<input checked="" type="checkbox"/>
9	30099	DP NO WORK	<input checked="" type="checkbox"/>
10	31005	PURCHASE LIST	<input checked="" type="checkbox"/>
11	32005	DATA ENTRY (Buyout)	<input checked="" type="checkbox"/>
12	32011	DATA ENTRY - KEYING	<input type="checkbox"/>
13	34005	PROGRAMMING (Buyout)	<input type="checkbox"/>
14	34006	DIGITIZE SIGNATURE	<input type="checkbox"/>
15	34011	PROGRAMMING	<input checked="" type="checkbox"/>
16	34021	CONVERT DISK	<input checked="" type="checkbox"/>
17	34022	CONVERT MAG TAPE	<input checked="" type="checkbox"/>
18	34031	SELECTION	<input checked="" type="checkbox"/>
19	34032	GENDERIZE	<input checked="" type="checkbox"/>
20	34033	MERGE/PURGE	<input type="checkbox"/>
21	34034	A/B SPLIT	<input checked="" type="checkbox"/>
22	34035	KEYCODE	<input checked="" type="checkbox"/>
23	34036	ADDRESS STANDARDIZATIO	<input checked="" type="checkbox"/>
24	34037	SORT RECORDS	<input checked="" type="checkbox"/>
25	34038	BARCODE QUALIFY	<input type="checkbox"/>
26	34039	PROGRAMMING (60 minute)	<input type="checkbox"/>

Mark All Save Cancel

Accounts Receivable Invoicing

Process jobs and AR Invoices as you would normally. For detailed instructions on use of the AR Module and invoice generation, please refer to the Accounts Receivable section of the documentation.

1. Generate the invoice.
2. From the **Lines** tab, right-click and select **Allocate Taxes by Zone**.

Selecting this option opens a grid where you can fill in the number of pieces shipped or mailed to each "Zone" you have previously defined.

Pieces	Tax Code	Tax Rate	District
10000	00	0.000	non taxable
	01	7.875	Leah
	02	0.850	Red District
	03	1.500	Small tax
5000	07	7.000	county tax
	08	10.000	MN Freight
	77	0.026	dsakj
	98	0.000	freight non taxable
	99	7.000	freight taxable
	AB	0.500	AB
	FT	6.500	FT
	hh	5.000	suel
	ML	0.500	ML
	TX	8.250	Texas

per	Avg Unit Price	Subtotal	Tax Code	Tax %
tend	0.00	0.00		0
Per 1	8.25	82.50	00	0
Per 1	17.00	170.00	00	0
Per 1	3.00	30.00	FT	6.5
Per 1	1.00	10.00	FT	6.5
Each	50.00	50.00	FT	6.5

5000 00 0.000% Non Taxable

10000 Total Pieces Entered

Close Save

3. Begin by entering the number of **Pieces Per Invoice** and then the number for each zone.

In the lower section of the form, you will see the total compared to the number entered being recalculated with each entry. For remaining pieces not assigned to any code, the assumption is that they have been shipped or mailed to a state where you are not required to collect sales tax, therefore carry through as non-taxable.

4. Click **Save** to return to the **Lines** tab of the invoice where you will see the line item tax has been removed and replaced by 2 (number of destination points) new lines on the invoice that relate directly to the tax that should be assessed based on the destination point defined in the grid.

Lines	Balance Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	Deposits	Notes	Allocations	Preview	Job				
Gro up	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt
	1494	0.000		Copy of test	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00
	1494	10000.000		Barcode Quality	52.50	65.00	3.0000	M Per 1	8.25	82.50	00	0	0.00
	1494	10000.000		Merge/Purge	0.00	75.00	17.0000	M Per 1	17.00	170.00	00	0	0.00
	1494	10000.000		Sort Records	0.00	0.00	3.0000	M Per 1	3.00	30.00	FT	0	0.00
	1494	10000.000		Purchase List	0.00	0.00	1.0000	M Per 1	1.00	10.00	FT	0	0.00
	1494	1.000		Inkjet Set Up	50.00	0.00	0.0000	@ Each	50.00	50.00	FT	0	0.00
	1494	5000.000		Sales Tax - county tax	0.00	0.00	0.0000	None	0.00	0.00	07	7	3.15
	1494	5000.000		Non-Taxable	0.00	0.00	0.0000	None	0.00	0.00	00	0	0.00

Sales tax assessed now displays on the invoice as a separate line item rather than as part of the tax column. It also displays as in other methods in the subtotal section of the invoice.

Salesrep		Michelle						
Quantity	Description	Setup	Min	Unit Price	UIM	Sub Total	Tax	Total
Copy of test								
10000	Barcode Quality	52.50	65.00	3.000	/m	82.50		82.50
10000	Merge/Page		75.00	17.000	/m	170.00		170.00
10000	Sort Records			3.000	/m	30.00		30.00
10000	Purchase List			1.000	/m	10.00		10.00
1	Inkjet Set Up	50.00		.000	ea	50.00		50.00
Sales Tax								
5000	Sales Tax - county tax						3.15	3.15
TERMS: PLEASE NOTE OUR TERMS ARE NET 30 DAYS FROM DATE OF INVOICE.						Sub Total	\$342.50	
All invoices are due within the terms specified. Any invoices not paid within the terms allowed will be subject to a 12% annual finance charge.						Sales Tax	\$3.15	

Line items defined as taxable are added up to arrive at a total taxable revenue figure. This figure is then divided by the total quantity to arrive at a per piece rate. This rate is then used to apply the corresponding tax allocation amount to arrive at the sales tax figure.

The calculation used to arrive at the appropriate sales tax rate percentage is:

Total number of pieces on the invoice, based on the quantity entered in the allocation screen, divided by the number of pieces associated with the taxable Zone. This percentage rate is then multiplied against the value of the taxed subtotal lines. In the example above, there were 3 lines on this invoice that were taxable.

1494	10000.000	Sort Records	0.00	0.00	3.0000	M Per 1	3.00	30.00
1494	10000.000	Purchase List	0.00	0.00	1.0000	M Per 1	1.00	10.00
1494	1.000	Inkjet Set Up	50.00	0.00	0.0000	@ Each	50.00	50.00

The subtotal for these 2 lines combined is \$90.00. This is the net revenue, taxable amount.

In this same example there was a total of 10,000 pieces. 5,000 pieces were mailed to a Zone where a 7% tax is charged.

The formula is:

10,000 pieces/5,000 pieces sent to taxable Zone = 50%

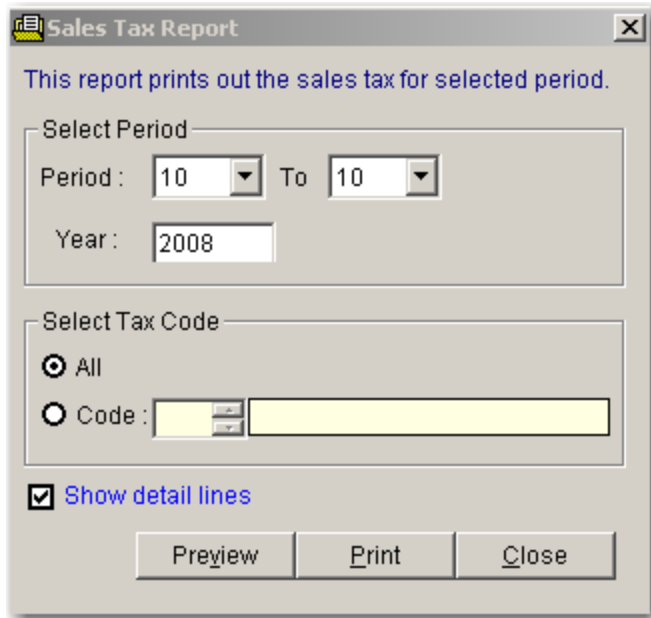
Total revenue of \$90.00 x 50% = \$45.00

Taxable revenue of \$45.00 x 7% tax rate for the Zone = \$3.15.

Reporting

Sales tax reporting is available from AR Reporter>Month End Reports>Sales Tax.

This report can be generated by period or for a range of periods. You can choose to include all sales tax codes or print each one individually.



Sales Tax Report

This report prints out the sales tax for selected period.

Select Period

Period: To

Year:

Select Tax Code

☒ All

☐ Code:

☒ Show detail lines

Sales Tax Report

Printed on : 7/15/2008 1:55:14PM

For : LS

Description : Show detail lines for Year: 2008 Period: 10 To: 10

For Item # : All Tax Codes

Code	Year	Period	Invoice #	Customer #	Customer Name	Net Lines Amt	Net Invoice Amt	Tax Amt
00	2008	10	11253	1	ACME WIDGETS	500.00	500.00	0.00
00	2008	10	11256	0200	ABC Company	45.00	345.65	0.00
Sub Total for Tax Code : 00 non taxable						545.00	845.65	0.00
00*	2008	10	11256	0200	ABC Company	252.50	345.65	0.00
Sub Total for Tax Code : 00* non taxable						252.50	345.65	0.00
01	2008	10	11249	LEAH	Leah's Account	324.01	349.53	25.52
01	2008	10	11250	LEAH	Leah's Account	1,390.13	1,499.60	109.47
01	2008	10	11252	LEAH	Leah's Account	1,000.00	1,078.75	78.75
Sub Total for Tax Code : 01 Leah						2,714.14	2,927.88	213.74
07	2008	10	11256	0200	ABC Company	45.00	345.65	3.15
Sub Total for Tax Code : 07 county tax						45.00	345.65	3.15
08	2008	10	11254	PSMITH	RYLANDER CO.	300.00	690.00	0.00
08	2008	10	11255	ILUKASIK	LUCKY COMP	242.00	26,242.00	0.00
Sub Total for Tax Code : 08 MN Freight						542.00	26,792.00	0.00
FT*	2008	10	11256	0200	ABC Company	90.00	345.65	0.00
Sub Total for Tax Code : FT* FT						90.00	345.65	0.00
Grand Total:						4,188.64	31,602.48	216.89

Sales Tax by Zone – Exclude Freight Lines

Users have the option to exclude the value of freight lines from the calculation used in the Sales Tax by Zone method. This requires assistance of your EFI PrintStream Accounting Support contact.

After the setting has been activated, the remaining setup is identical to the Sales Tax by Zone option.

☒ AR : Exclude Freight Cost from tax calculation (when calculating taxes by ZIP Code)

Accounts Receivable Invoicing

Process jobs and AR Invoices as you would normally.

For detailed instructions on use of the AR Module and invoice generation, please refer to the Accounts Receivable section of the documentation.

Generate the invoice and from the **Lines** tab, right-click and select **Allocate Taxes by Zone**. Selecting this option brings up a grid where you can fill in the number of pieces shipped or mailed to each Zone you have previously defined.

Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt
1494	0.000		Copy of test	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00
1494	50000.000		Barcode Qualify	52.50	65.00	8.0000	M Per 1	9.05	452.50	00	0	0.00
1494	50000.000		Merge/Purge	0.00	75.00	22.0000	M Per 1	22.00	1100.00	00	0	0.00
1494	50000.000		Sort Records	0.00	0.00	7.0000	M Per 1	7.00	350.00	FT	6.5	22.75
1494	50000.000		Purchase List	0.00	0.00	1.0000	M Per 1	1.00	50.00	FT	6.5	3.25
1494	1.000		Inkjet Set Up	50.00	0.00	0.0000	@ Each	50.00	50.00	FT	6.5	3.25
1494	1.000		Freight			200.0000	@ Each	200.00	200.00	08	10	20.00

Enter the Pieces Per Invoice and then enter the number for each zone. In the lower section of the form, you will see the total compared to the number entered being recalculated with each entry. For remaining pieces not assigned to any code, the assumption is that they have been shipped or mailed to a state where you are not required to collect sales tax and therefore carry through as non-taxable.

Sales Tax Calculation

50000 Pieces Per Invoice Clear Grid

Pieces	Tax Code	Tax Rate	District
	00	0.000	non taxable
	01	7.875	Leah
	02	0.850	Red District
	03	1.500	Small tax
	07	7.000	county tax
	08	10.000	MN Freight
	77	0.026	dsakj
	98	0.000	freight non taxable
	99	7.000	freight taxable
	AB	0.500	AB
	FT	6.500	FT
	hh	5.000	suel
	ML	0.500	ML
25000	TX	8.250	Texas
25000	00	0.000%	Non Taxable
50000	Total Pieces Entered		

Close Save

When save is selected, you are taken back to the **Lines** tab of the invoice. You will see the line item tax has been removed and replaced by 1 (number of destination points), new lines on the invoice that relate directly to the tax that should be assessed based on the destination point defined in the grid.

Lines	Balance Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	Deposits	Notes	Allocations	Preview	Job			
Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt
1494	0.000		Copy of test	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00
1494	50000.000		Barcode Quality	52.50	65.00	3.0000	M Per 1	4.05	202.50	00	0	0.00
1494	50000.000		Merge/Purge	0.00	75.00	17.0000	M Per 1	17.00	850.00	00	0	0.00
1494	50000.000		Sort Records	0.00	0.00	3.0000	M Per 1	3.00	150.00	FT	0	0.00
1494	50000.000		Purchase List	0.00	0.00	1.0000	M Per 1	1.00	50.00	FT	0	0.00
1494	1.000		Inkjet Set Up	50.00	0.00	0.0000	@ Each	50.00	50.00	FT	0	0.00
1494	1.000		Freight	0.00	0.00	200.0000	@ Each	200.00	200.00	08	10	20.00
1494	25000.000		Sales Tax - Texas	0.00	0.00	0.0000	None	0.00	0.00	TX	8.25	10.31
1494	25000.000		Non-Taxable	0.00	0.00	0.0000	None	0.00	0.00	00	0	0.00

Sales tax assessed now displays on the invoice as a separate line item rather than as part of the tax column. It also displays in the subtotal section of the invoice.

Quantity	Description	Setup	Min	Unit Price	U/M	Sub Total	Tax	Total
	Copy of test							
50000	Barcode Quality	52.50	65.00	3.000	/m	202.50		202.50
50000	Merge/Purge		75.00	17.000	/m	850.00		850.00
50000	Sort Records			3.000	/m	150.00		150.00
50000	Purchase List			1.000	/m	50.00		50.00
1	Inkjet Set Up	50.00		.000	ea	50.00		50.00
1	Freight			200.000	ea	200.00	20.00	220.00
	Sales Tax							
25000	Sales Tax - Texas						10.31	10.31
TERMS: PLEASE NOTE OUR TERMS ARE NET 30 DAYS FROM DATE OF INVOICE.						Sub Total		\$1,502.50
All invoices are due within the terms specified. Any invoices not paid within the terms allowed will be subject to a 12% annual finance charge.						Sales Tax		\$30.31
						TOTAL DUE		\$1,532.81

Line items defined as taxable **not including freight** are added together to arrive at a total taxable revenue figure. This figure is then divided by the total quantity to arrive at a per piece rate. This rate is then used to apply the corresponding tax allocation amount to arrive at the sales tax figure.

The calculation used to arrive at the appropriate sales tax rate percentage is:

Total number of pieces on the invoice, based on the quantity entered in the allocation screen, divided by the number of pieces associated with the taxable Zone. This percentage rate is then multiplied against the value of the taxed subtotal lines **not including freight**. In the example above there were 3 lines on this invoice that were taxable.

The subtotal value for the 3 lines combined (marked with a *), is \$250.00. This is the net revenue, taxable amount.

In this same example there was a total of 50,000 pieces. 25,000 pieces were mailed to a Zone where an 8.25% tax is charged.

The formula is:

50,000 pieces/25,000 pieces sent to taxable Zone = 50%

Total revenue of \$250.00 x 50% = \$125.00

Taxable revenue of \$125.00 x 8.25% tax rate for the Zone = \$10.31.

Reporting

Sales tax reporting is available from AR Reporter>Month End Reports>Sales Tax.

This report can be generated by period or for a range of periods. You can choose to include all sales tax codes or print each one individually.

Sales Tax Report

This report prints out the sales tax for selected period.

Select Period
 Period: 10 To 10
 Year: 2008

Select Tax Code
☒ All
☐ Code:

☒ Show detail lines

Preview Print Close

Sales Tax Report						Printed on : 1/15/2008 3:58 PM
						For : LS
Description : Show detail lines for Year: 2008 Period: 10 To: 10						
For Item # : All Tax Codes						
Code	Year	Period	Invoice #/Customer #	Customer Name	Net Lines Amt	Net Invoice Amt
00	2008	10	11253 1	ACME WIDGETS	500.00	500.00
00	2008	10	11251 0200	ABC Company	225.00	1,532.81
Sub Total for Tax Code : 00 non taxable					725.00	2,032.81
00*	2008	10	11251 0200	ABC Company	1,052.50	1,532.81
Sub Total for Tax Code : 00* non taxable					1,052.50	1,532.81
01	2008	10	11249 LEAH	Leah's Account	324.01	349.53
01	2008	10	11250 LEAH	Leah's Account	1,380.13	1,499.60
01	2008	10	11252 LEAH	Leah's Account	1,000.00	1,078.75
Sub Total for Tax Code : 01 Leah					2,714.14	2,927.88
08	2008	10	11254 PSMITH	RYLANDER CO.	300.00	550.00
08	2008	10	11255 ILU KASIK	LUCKY COMP	242.00	26,242.00
Sub Total for Tax Code : 08 MN Freight					542.00	26,792.00
08*	2008	10	11251 0200	ABC Company	200.00	1,532.81
Sub Total for Tax Code : 08* MN Freight					200.00	1,532.81
FT*	2008	10	11251 0200	ABC Company	250.00	1,532.81
Sub Total for Tax Code : FT* FT					250.00	1,532.81
TX	2008	10	11251 0200	ABC Company	225.00	1,532.81
Sub Total for Tax Code : TX Texas					225.00	1,532.81
Grand Total:					5,708.64	37,883.93
						244.05

Option 3 – Calculate Sales Tax Based on Percentage of Job that is Taxable

Set-up

Activate the following setting from Master File Reports>System Defaults>Posting to GL\Posting Labor to the WIP. This step requires the assistance of your EFI PrintStream Accounting Support contact.

- ☐ Allocate Revenue Taxes by Zone
- ☐ AP Invoicing Filter PO's for Plant
- ☐ AR Invoicing : Suppress Sales Rep from Invoice printing
- ☐ AR / Prebill Suppress Modifiers For ICC (Contract Pricing Invoicing)
- ☐ AR Calculate Sales Taxes By ZIP Code ☐ AR : Exclude Freight 0
- ☐ MICR check option, preprinted stock not required
- ☐ AR Rebates For Inventory
- ☐ GL Post 'Non Charge' Labor to GL (AR invoicing is not affected MS
- ☒ AR : Sales tax calculation by customer based on job percentage

1. Define multiple sales tax codes via Customer Master File>Modules>Sales Tax Codes.
2. The code is a maximum 2 digit alpha numeric field. Establish a tax code for every jurisdiction you have nexus in and need to report on.

Code	Rate	District	Freight	Applied
00	0.0000	non taxable	<input type="checkbox"/>	Inv Lines
01	7.8750	Leah	<input type="checkbox"/>	Inv Lines
02	0.8500	Red District	<input type="checkbox"/>	Inv Lines
03	1.5000	Small tax	<input type="checkbox"/>	Inv Lines
07	7.0000	county tax	<input type="checkbox"/>	Inv Lines
08	10.0000	MN Freight	<input checked="" type="checkbox"/>	Inv Lines
77	0.0255	dsakj	<input type="checkbox"/>	Inv Header
98	0.0000	freight non taxable	<input checked="" type="checkbox"/>	Inv Lines
99	7.0000	freight taxable	<input checked="" type="checkbox"/>	Inv Lines
AB	0.5000	AB	<input type="checkbox"/>	Inv Lines
FT	6.5000	FT	<input type="checkbox"/>	Inv Lines
hh	5.0000	suel	<input type="checkbox"/>	Inv Lines
ML	0.5000	ML	<input type="checkbox"/>	Inv Lines
TX	8.2500	Texas	<input type="checkbox"/>	Inv Lines

3. As part of the Customer Master File set up, a default tax code should be selected as in the example below. For additional details on setting up the Customer Master File, please refer to that section of the documentation. This default should represent the tax code that applies to this customer.

Customer	
Account No: PRINT	Name: PrintStream
Address: 100 Smith Ranch Rd.	Contact: Pauline Knoxville
Zip: 94903	Phone: 456-456-4556
City: SAN RAFAEL	Fax: 456-456-4566
County: MARIN	Monthly sale: \$0.00
State: CA USA	Acct Status: B - 30 day Account
Salesrep: House Account	Payment Days: 45 Since:
CSR: Linda Pollard	Terms:
Manager:	Remarks:
	Tax Code: 02 2% City tax

- Click the box to the right of the **Tax Code** field to define the Taxable Production Percentages for the customer.

Tax Code: 02 2% City tax

- Click **Add**.
- Enter a **Sales Tax Code**, previously created in Master File Customer>Modules> Sales Tax Codes, to be used to calculate the portion of the job that is taxable.

The **Sales Tax Rate** and **District** auto-fill based on how the tax code was setup.

- Enter the percentage of the job that is taxable for the tax code entered.

Define Taxable Production Percentage for Billing Per Tax Code

	Sales Tax Code	Sales Tax Rate	District	Taxable Production Percentage
1	02	2	City tax	50.00

Delete Add Save Close

- Confirm Activity Code set-up.

Master File Reports>System Maintenance>Mark Activities Taxable

Within this program, you have the ability to define which activities or processes should have sales tax assessed. This set-up is typically completed as part of your Accounting Check List.

Mark Activities as Taxable

	Activity Code	Description	Taxable
6	30010	DP SET UP	<input checked="" type="checkbox"/>
7	30095	DP ABSENCE	<input checked="" type="checkbox"/>
8	30098	DP ADMIN/OTHER	<input checked="" type="checkbox"/>
9	30099	DP NO WORK	<input checked="" type="checkbox"/>
10	31005	PURCHASE LIST	<input checked="" type="checkbox"/>
11	32005	DATA ENTRY (Buyout)	<input checked="" type="checkbox"/>
12	32011	DATA ENTRY - KEYING	<input type="checkbox"/>
13	34005	PROGRAMMING (Buyout)	<input type="checkbox"/>
14	34006	DIGITIZE SIGNATURE	<input type="checkbox"/>
15	34011	PROGRAMMING	<input checked="" type="checkbox"/>
16	34021	CONVERT DISK	<input checked="" type="checkbox"/>
17	34022	CONVERT MAG TAPE	<input checked="" type="checkbox"/>
18	34031	SELECTION	<input checked="" type="checkbox"/>
19	34032	GENDERIZE	<input checked="" type="checkbox"/>
20	34033	MERGE/PURGE	<input type="checkbox"/>
21	34034	A/B SPLIT	<input checked="" type="checkbox"/>
22	34035	KEYCODE	<input checked="" type="checkbox"/>
23	34036	ADDRESS STANDARDIZATIO	<input checked="" type="checkbox"/>
24	34037	SORT RECORDS	<input checked="" type="checkbox"/>
25	34038	BARCODE QUALIFY	<input type="checkbox"/>
26	34039	PROGRAMMING (60 minute)	<input type="checkbox"/>

Mark All Save Cancel

Accounts Receivable Invoicing

Process jobs and AR Invoices as you would normally. For detailed instructions on use of the AR Module and invoice generation, please refer to the Accounts Receivable section of the documentation.

Lines	Balance	Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	Deposits	Notes	Allocations	Preview	Job				
Gro up	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt	
	1223	0.000		Copy of Copy of sales tax zip code	0.00	0.00	0.0000	Extend	0	0		0	0.00	
	1223	100000.000		Barcode Qualify	0.00	50.00	6.0000	M Per 1	6.00	600.00	02	2	12.00	
	1223	100000.000		Merge/Purge	0.00	75.00	6.0000	M Per 1	6.00	600.00	02	2	12.00	
	1223	100000.000		Produce Counts Report	0.00	50.00	6.0000	M Per 1	6.00	600.00	02	2	12.00	
	1223	100000.000		Sort Records	0.00	0.00	0.7500	M Per 1	0.75	75.00	02	2	1.50	
	1223	100000.000		Output to Laser Tape/Disk	0.00	50.00	2.0000	M Per 1	2.00	200.00	00	0	0.00	
	1223	100000.000		letter	0.00	0.00	6.3500	M Per 1	6.35	635.00	02	2	12.70	

From the **Lines** tab, right-click and select **Allocate Taxes by Production Percentage**.

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

Allocate Taxes by Production Percentage

Edit Line Allocations

The Tax Calculation based on the Job Production Percentage window displays with the Invoice **Net Sales**, **Sales**, and **Tax Amount** already calculated.

Tax Calculation based on Job Production Percentage

Invoice Net Sales: \$2,510.00

Add Tax Allocation

	Sales	Percentage	Code	Tax %	District	Tax Amount	
1	1255.00	50.00	02	2.000	City tax	25.10	Delete

Total Tax: \$25.10

Close

OK

The calculation used to arrive at the Invoice Net Sales is adding the Subtotal of taxable line items shown below (\$600.00 + 600.00 + 660.00 + 75.00 + 635.00 = \$2,510.00).

The amount displayed in the Sales column is calculated by taking the Invoice Net Sales multiplied against the Production Percentage defined for the customer in Customer Masterfile (\$2510 x 50% = \$1255.00).

The Tax Amount is calculated by taking the Sales amount multiplied by the Tax % (\$1255.00 x 25% = \$25.10).

Sales tax assessed displays on the invoice as a separate line item rather than as part of the tax column. It also displays in the subtotal section of the invoice.

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		
	1223	0.000		Copy of Copy of sales tax zip code	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00		
	1223	100000.000		Barcode Qualify	0.00	50.00	6.0000	M Per 1	6.00	600.00	02	0	0.00		
	1223	100000.000		Merge/Purge	0.00	75.00	6.0000	M Per 1	6.00	600.00	02	0	0.00		
	1223	100000.000		Produce Counts Report	0.00	50.00	6.0000	M Per 1	6.00	600.00	02	0	0.00		
	1223	100000.000		Sort Records	0.00	0.00	0.7500	M Per 1	0.75	75.00	02	0	0.00		
	1223	100000.000		Output to Laser Tape/Disk	0.00	50.00	2.0000	M Per 1	2.00	200.00	00	0	0.00		
	1223	100000.000		letter	0.00	0.00	6.3500	M Per 1	6.35	635.00	02	0	0.00		
	1223	0.000		Sales Tax - City tax	0.00	0.00	0.0000	None	0.00	0.00	02	2	25.10		

Quantity	Description	Setup	Min	Unit Price	U/M	Sub Total	Tax	Total
	Copy of Copy of sales tax zip code							
100000	Barcode Qualify		50.00	6.000	/m	600.00 *	0.00	600.00
100000	Merge/Purge		75.00	6.000	/m	600.00 *	0.00	600.00
100000	Produce Counts Report		50.00	6.000	/m	600.00 *	0.00	600.00
100000	Sort Records			.750	/m	75.00 *	0.00	75.00
100000	Output to Laser Tape/Disk		50.00	2.000	/m	200.00	0.00	200.00
100000	letter			6.350	/m	635.00 *	0.00	635.00

Itemize Tax Summary

State and Local Taxes

0.00 25.10 25.10

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

Thank you for your business.

Sub Total \$2,710.00

Sales Tax \$25.10

TOTAL DUE \$2,735.10

Reporting

Sales tax reporting is available from AR Reporter>Month End Reports>Sales Tax or from the AR Sales Tax Export.

The Sales Tax report in AR Reporter can be generated by period or for a range of periods. You can choose to include all sales tax codes or print each one individually.

Sales Tax Report								Printed on : 9/8/2009 2:44:18PM
								For : LS
Description : Show detail lines for Year: 2009 Period: 12 To: 12								
For Item # : All Tax Codes								
Code	Year	Period	Invoice #	Customer #	Customer Name	Net Lines Amt	Net Invoice Amt	TaxAmt
00	2009	12	11207	0200	ABC Company	147.22	269.62	0.00
Sub Total for Tax Code : 00 non taxable						147.22	269.62	0.00
02	2009	12	11207	0200	ABC Company	120.00	269.62	2.40
02	2009	12	11208	0200	ABC Company	100.00	102.00	2.00
Sub Total for Tax Code : 02 City tax						220.00	371.62	4.40
02*	2009	12	11209	PRINT	PrintStream	1,255.00	2,735.10	25.10
Sub Total for Tax Code : 02* City tax						1,255.00	2,735.10	25.10
Grand Total:						1,622.22	3,376.34	29.50

The AR Sales Tax Export option is described in detail following Sales Tax Method option 4.

Option 4 – Allocate Sales Tax by Zip Code Destination

This method is currently only available for U.S Customers.
This method is currently only available for SQL customers.

Allocating Sales Tax by zip code can be accomplished using 3 different (not exclusive) methods.

- Manual allocation where quantities may be allocated by zip code destination during the invoicing process. This is the method most likely used for a mail job.
- Allocation of quantities by zip code carries through from the Shipping Module with the ability to edit quantities as needed.
- Allocation of sales tax by zip code carries through from the Fulfillment system based on ship to destination.

Set-up

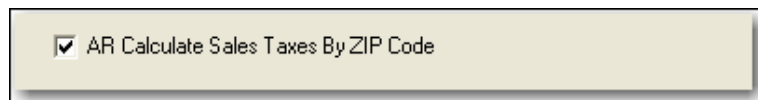
1. Obtain a subscription to a 3rd party sales tax rate provider for nexus states.

The provider of choice is a company called Avalara. This vendor was chosen for a number of reasons including use by existing customers and affordability.

2. The tax rate file provided by Avalara can be imported into PrintStream.. Please request a file that contains no punctuation, otherwise the file will not import. For more information, please connect to the following website: <http://www.taxrates.com>.

A programming quote will be provided if a different vendor/file layout is chosen.

3. Activate the following setting from Master File Reports>System Defaults>AR/AP/Posting to GL\Posting Labor to the WIP. This step requires the assistance of your EFI PrintStream Support contact.



☒ AR Calculate Sales Taxes By ZIP Code

4. Add the AR Import Sales Tax Rate Import program to the user license file. This step requires the assistance of your EFI PrintStream Support contact.
5. Add the Sales Tax Rate Import program to your menu. Suggested menu placement is under Administration as this program is only used when updates are provided and would likely be controlled by administrative personnel. Importing of rates must be done from a workstation that has SQL Server or SQL Client installed.
6. Add the AR Sales Tax Export program to the license file and user menu. This step requires the assistance of your EFI PrintStream Accounting Support contact.
7. Define (at least) 2 sales tax rates via Customer Master File>Modules>Sales Tax Codes.

The code is a maximum 2 digit alpha numeric field. In the following graphic, you can see code N represents non-taxable as there is no percentage associated with the code. Code T represents Taxable, and the following example has a rate of 10% for tax code T. The rate assigned should be the sales tax rate for your customer. The calculation during the invoice process is associated with the destination but this percentage represents a default.

N	0.0000	Non-Taxable	<input type="checkbox"/>	Inv Lines
T	10.0000	Taxable	<input type="checkbox"/>	Inv Lines

For existing customers with pre-defined rates and codes already associated with customers, **some changes may be required**. The program reads from your existing codes for sales tax calculation. The Customer Master File needs to be more completely filled in over time. If you attempt to create a shipment to an incomplete address, you are prompted to correct the address set-up to include the county.

8. As part of the Customer Master File set up, a default tax code should be selected as in the example below. For additional details on setting up the Customer Master File, please refer to that section of the documentation. The rate is not important, but if the customer is assessed sales tax, the percentage rate needs to be greater than zero. This tells the program that this customer is taxable.

Customer

Account No: 0200 Name: ABC Company

Address: 101 Smith Ranch Rd.

Zip: 94903

City: GALLINAS

County: MARIN

State: CA USA

Salesrep: DMM Everything

CSR: Chris Kinkaid

Manager:

Contact: Tom Palender

Phone: 555-555-5555

Fax: 555-555-5556

Monthly sale: \$0.00

Acct Status: A - User Defined Terms

Payment Days: 10 Since: 1/2/2003

Terms: net 32

Remarks:

Tax Code: 02 2% City tax

When adding new customers or additional addresses for existing customers, a validation takes place based on the zip code selected. Many zip codes apply to more than one city and you are prompted to select and save the correct city. This validation / look up relates directly to the zip codes in the imported rate file. If there is a zip code for a county/state that you do not have nexus in, you are warned that the zip code cannot be validated but you are still be able to save the record.

This graphic represents a required city selection based on the zip entered.

Customer

Account No: 0200 Name: ABC Company

Address: 101 Smith Ranch Rd.

Zip: 94903

City: GALLINAS

County: MARIN

State: CA USA

Contact: Tom Palender

Phone: 555-555-5555

Fax: 555-555-5556

Monthly sale: \$0.00

Acct Status: A - User Defined Terms

Payment Days: 10 Since: 1/2/2003

Select Address.....

	City	County	State	State Name	Zip Code
1	GALLINAS	MARIN	CA	CALIFORNIA	94903
2	LOS RANCHITOS	MARIN	CA	CALIFORNIA	94903
3	LUCAS VALLEY	MARIN	CA	CALIFORNIA	94903
4	MARINWOOD	MARIN	CA	CALIFORNIA	94903
5	SAN RAFAEL	MARIN	CA	CALIFORNIA	94903
6	SANTA VENETIA	MARIN	CA	CALIFORNIA	94903
7	TERRA LINDA	MARIN	CA	CALIFORNIA	94903

This graphic represents the entry of a zip code that is not part of the rate codes previously imported.

9. In this example, simply close the form since there is no city to select. Upon **Save**, you will receive a message Zip code cannot be validated, do you wish to continue? This message is only a double check that the address selected is a valid address, but doesn't fall into a tax jurisdiction where your company is required to collect sales tax.
10. Confirm Activity Code set-up.

Master File Reports> System Maintenance> Mark Activities Taxable

Within this program, you have the ability to define which activities or processes should have sales tax assessed. This set-up is typically completed as part of your Accounting Check List.

Activity Code	Description	Taxable
22	34031 SELECTION	<input type="checkbox"/>
23	34032 GENDERIZE	<input type="checkbox"/>
24	34033 MERGE/PURGE	<input type="checkbox"/>
25	34034 A/B SPLIT	<input type="checkbox"/>
26	34035 KEYCODE	<input type="checkbox"/>
27	34036 ADDRESS STANDARDIZATIO	<input type="checkbox"/>
28	34037 SORT RECORDS	<input checked="" type="checkbox"/>
29	34038 BARCODE QUALIFY	<input checked="" type="checkbox"/>
30	34061 COUNTS REPORT	<input type="checkbox"/>
31	34062 PRINT TRAY/SACK TAGS	<input checked="" type="checkbox"/>
32	34090 DP-MAINTENANCE	<input type="checkbox"/>
33	34091 DP-REPAIRS	<input checked="" type="checkbox"/>
34	36000 Aw/ Output	<input type="checkbox"/>
35	36011 OUTPUT TO CHESHIRE LABE	<input checked="" type="checkbox"/>
36	36012 OUTPUT TO EKTAJET	<input type="checkbox"/>
37	36013 OUTPUT TO PIGGYBACK LAE	<input checked="" type="checkbox"/>
38	36014 OUTPUT TO TAPE/DISKETT	<input type="checkbox"/>
39	36015 OUTPUT TO GALLEY	<input type="checkbox"/>
40	36016 OUTPUT TO LASER TAPE/DI	<input checked="" type="checkbox"/>
41	36090 DP OUTPUT-MAINTENANCE	<input type="checkbox"/>
42	36091 DP OUTPUT-REPAIRS	<input type="checkbox"/>

Optional set-up

As shipments are created via the Shipping Module the assumption will be that they all are eligible for taxation. If you have a need to create job related shipments that should not be included in the eventual tax calculation, for items such as samples, you will want to define at least one Shipping type as non-taxable. This is accomplished from Master File Reports, System Maintenance, Shipping Types. Click **Add** and fill in the form. By leaving the taxable field unchecked, this shipping type may be used as described above.

	Shipment Item Type	Taxable	Job Qty Related
1	Samples	<input type="checkbox"/>	<input type="checkbox"/>

Import Sales Tax Rates

This step takes place as often as you receive updates from your third party tax software provider.

1. Open the AR Sales Tax Import program. Click the **Select Sales Tax File (.txt) to Import** button and define the path to the sales tax rates provided by your third party vendor.
2. The database path auto-defaults based on where you open the program from. Within a multi-company or multi-plant environment, the sales tax rate file is shared by all companies or plants defined in the database.

3. Select the .txt file and click **Open**. The Sales Tax Import program has a built-in utility to detect duplicate records. PrintStream displays a printable grid listing the duplicate records for you to locate in the .txt file for you to remove. After removing the duplicates, re-import the sales tax file. You will receive an hour glass as the file is read in and a Done confirmation once complete.

Accounts Receivable Invoicing

Process jobs and AR Invoices as you would normally. For detailed instructions on use of the AR Module and invoice generation, please refer to the Accounts Receivable section of the documentation.

There are three different methods that can be used for generating the sales tax allocation by zip code.

- **Method 1** – Allocate sales tax from a right-click in the AR Invoicing screen. This method could be used for any type of job but will typically be used for a mail job.
- **Method 2** – Generate sales tax from shipments. Shipments created from the Shipping program are, by default, passed to the AR accounting system as taxable shipments. You will have the ability to define non-taxable shipment types if you choose for items like samples where the quantity shipped should not be included in the overall quantity for the job, therefore should not be part of the sales tax allocation.
- **Method 3** – Sales tax passed into the AR Invoicing Module via a fulfillment order.

Method 1

1. Generate an AR invoice as you would normally. From the **Lines** tab in AR invoicing, right-click and select **Allocate Taxes by Zip Code**.

The job quantity auto-defaults into the **Total No. Pieces** field.

2. Enter the zip code you are mailing into.

If the city field populates automatically, it is because there is only one possible city that matches your zip code entry. If the city does not populate, select from the city drop-down and select the intended city.

3. Enter the number of pieces being mailed or shipped to that destination and click the **Add** button.
4. Continue to add until all pieces have been allocated by zip code.

The graphic below shows a job quantity of 50,000 while 10,000 pieces are mailed into zip code 94903. For pieces not allocated, the assumption is that they are non-taxable, therefore 40,000 pieces unallocated or non-taxable.

Tax ZIP Allocations for Job # 1295

Total No. Pieces: 50000 Total Entered: 10000 Unallocated: 40000

Zip Code: 94903 City: County:
 Pieces: Rate: State:

	Pieces	Tax Rate	ZIP	City	County	State	
1	10000	0.0775	94903	LUCAS VALLEY	MARIN	CA	<input type="button" value="Remove"/>

5. Click **Save** and **Close**.

You are returned to the Lines tab of the invoice where you will see the individual line item tax has been removed and replaced by 1 (equal to number of destination points), new line on the invoice that relate directly to the tax that should be assessed based on the destination point defined in the grid, as well as a line that represents non-taxable quantities.

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
	1295	0.000		Sales Tax	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00
	1295	1.000		Programming	0.00	0.00	75.0000	@ Each	75.00	75.00 00		0	0.00	75.00
	1295	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
	1295	50000.000		Barcode Qualify	0.00	50.00	7.0000	M Per 1	7.00	350.00 02		0	0.00	350.00
	1295	50000.000		Merge/Purge	0.00	75.00	7.0000	M Per 1	7.00	350.00 02		0	0.00	350.00
	1295	50000.000		Output to Laser Tape/Disk	0.00	50.00	4.0000	M Per 1	4.00	200.00 00		0	0.00	200.00
	1295	10000.000		City: LUCAS VALLEY State: CA ZIP: 94903	0.00	0.00	0.0000	None	0.00	0.00 00		0	10.85	10.85
	1295	40000.000		Non-Taxable	0.00	0.00	0.0000	None	0.00	0.00 00		0	0.00	0.00

Sales tax assessed now displays on the invoice as a separate line item or line items depending on number of destination points rather than as part of the tax column. Taxable lines are indicated with an asterisk next to the subtotal amount. The Sales Tax value also displays in the lower right corner, summary portion of the invoice.

Quantity	Description	Setup	Min	Unit Price	U/M	Sub Total	Tax	Total
	Sales Tax							
1	Programming			75.000	ea	75.00	0.00	75.00
1	Convert Disk/Via E-Mail OR BBS			50.000	ea	50.00	0.00	50.00
50000	Barcode Qualify		50.00	7.000	/m	350.00 *	0.00	350.00
50000	Merge/Purge		75.00	7.000	/m	350.00 *	0.00	350.00
50000	Output to Laser Tape/Disk		50.00	4.000	/m	200.00	0.00	200.00
Itemize Tax Summary								
	CALIFORNIA State and Local Taxes					0.00	10.85	10.85
TERMS: PLEASE NOTE OUR TERMS ARE NET 10 DAYS FROM DATE OF INVOICE.								
Thank you for your business.								
						Sub Total		\$1,025.00
						Sales Tax		\$10.85
						TOTAL DUE		\$1,035.85

The calculation that takes place as follows:

The total number of pieces for the job is divided by the number of pieces associated with the taxable Zone. This percentage rate is then applied against the value of the taxed subtotal lines. In the example above there were 2 lines on the invoice that were taxable.

50.00	7.0000	M Per 1	7.00	350.00	02	350.00
75.00	7.0000	M Per 1	7.00	350.00	02	350.00

The subtotal value for these 2 lines combined is \$700.00. This is the net revenue, taxable amount.

In this same example there was a total of 50,000 pieces. 10,000 pieces were mailed to a Zone where a 7.75% tax is charged.

The formula is:

10,000 pieces/50,000 pieces sent to taxable zip code = 20%

Total revenue of \$700.00 x 20% = \$140.00

Taxable revenue of \$140.00 x 7.75% tax rate for the Zone = \$10.85.

A look-up tool to view the sales tax break down is located from the **Lines** tab. Right-click and select **View Tax Break Down**. This window provides a summary of the sales tax calculated at the city, county, state, MTA city, and MTA county level.

Tax Break Down						
Qty = 10000 Unit Price = 0.014000 Production = \$140.00 Freight = \$0.00						
		Production		Freight		Total Tax Amt
		Tax %	Tax Amt	Tax %	Tax Amt	
City	LUCAS VALLEY	0.000000	0.00	0.000000	0.00	0.00
County	MARIN	0.010000	1.40	0.000000	0.00	1.40
State	CA	0.062500	8.75	0.000000	0.00	8.75
MTA City		0.000000	0.00	0.000000	0.00	0.00
MTA County		0.005000	0.70	0.000000	0.00	0.70
Total			10.85		0.00	10.85

Close

Print

Method 2

This method for calculating sales tax has a direct relationship to the Shipping program. As shipments are created and saved, a record is created that will be passed directly to the A/R Module.

Jobs will be processed in a standard fashion and shipped using the Shipping Module.

As shipments are created via the Shipping Module, a record is saved for the quantity shipped to each destination.

- 1. Generate an AR invoice as you would normally. From the **Lines** tab in AR invoicing, right-click and select **Allocate Taxes by Zip Code**.

The job quantity auto-defaults into the **Total No. Pieces** field.

- 2. Click the **Load Allocations From Shipping** button.

A list of all shipments for the job loads in a grid.

- 3. Select the shipments being billed by selecting the check box in the **Select** column.
- 4. After the shipments have been selected for sales tax calculation, click the button at the bottom of screen labeled **Add Selected Shipments**, then **Save**.

Tax ZIP Allocations for Job # 1297

Total No. Pieces: 50000

Total Entered: 0

Unallocated: 50000

Zip Code:

City:

County:

Pieces:

Rate:

State:

Add

Load Allocations From Shipping

Load Shipments For Tax Allocations

	Select	Shipment #	Qty	Description	Freight Cost	ZIP	City	County	State
1	<input checked="" type="checkbox"/>	83	10000	Sales tax shipment	0	50441	HAMPTON	FRANKLIN	IA

Close

Select All

Clear All

Add Selected Shipments

- 5. Upon **Save**, the Tax ZIP Allocations screen populates with the number of pieces shipped to the selected ship to destination. You can also add more destination points in this screen for a job where some materials have shipped (10,000) to Hampton, IA, and some pieces have been mailed. If some pieces

were mailed, you can then proceed to manually enter additional pieces using the method explained in Method 1 of this section (above).

Tax ZIP Allocations for Job # 1297

Total No. Pieces: Total Entered: Unallocated:

Zip Code: City: County:

Pieces: Rate: State:

	Pieces	Tax Rate	ZIP	City	County	State	
1	10000	0.07	50441	HAMPTON	FRANKLIN	IA	<input type="button" value="Remove"/>

6. When **Save** and **Close** are selected, you are returned to the **Lines** tab of the invoice where you will see the individual line item tax has been removed and replaced by 2 (equal to number of destination points) new lines on the invoice that relate directly to the tax that should be assessed based on the destination point defined in the grid as well as a line that represents non-taxable quantities.

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
	1297	0.000		Sales tax shipment	0.00	0.00	0.0000	Extend	0	0		0	0.00	0
	1297	1.000		Programming	0.00	0.00	75.0000	@ Each	75.00	75.00 00		0	0.00	75.00
	1297	1.000		Convert Magnetic Tape	0.00	0.00	50.0000	@ Each	50.00	50.00 00		0	0.00	50.00
	1297	50000.000		Barcode Qualify	0.00	50.00	7.0000	M Per 1	7.00	350.00 02		0	0.00	350.00
	1297	50000.000		Genderize Records	0.00	75.00	8.0000	M Per 1	8.00	400.00 02		0	0.00	400.00
	1297	10000.000		Sales tax shipment To: ABC Company 415 Adams Street HAMPTON, IA50441	0.00	0.00	0.0000	None	0.00	0.00 00		0	0.00	0.00
	1297	10000.000		City: HAMPTON State: IA ZIP: 50441	0.00	0.00	0.0000	None	0.00	0.00 00		0	10.50	10.50
	1297	40000.000		Non-Taxable	0.00	0.00	0.0000	None	0.00	0.00 00		0	0.00	0.00

Sales tax assessed now displays on the invoice as a separate line item or line items depending on number of destination points rather than as part of the tax column. Taxable lines are indicated with an asterisk next to the subtotal amount. The Sales Tax value also displays in the lower right corner, summary portion of the invoice.

Quantity	Description	Setup	Min	Unit Price	U/M	Sub Total	Tax	Total
	Sales tax shipment							
1	Programming			75.000	ea	75.00	0.00	75.00
1	Convert Magnetic Tape			50.000	ea	50.00	0.00	50.00
50000	Barcode Quality		50.00	7.000	/m	350.00 *	0.00	350.00
50000	Genderize Records		75.00	8.000	/m	400.00 *	0.00	400.00
Shipping Freight Summary								
Itemize Tax Summary								
	IOWA State and Local Taxes					0.00	10.50	10.50
TERMS: PLEASE NOTE OUR TERMS ARE NET 10 DAYS FROM DATE OF INVOICE.						Sub Total	\$875.00	
Thank you for your business.						Sales Tax	\$10.50	
						TOTAL DUE	\$885.50	

The calculation takes place as follows:

The total number of pieces entered in the tax allocation screen is divided by the number of pieces associated with the taxable Zone. This percentage rate is then applied against the value of the taxed subtotal lines. In the example above there were 2 lines on this invoice that were taxable.

7.00	350.00	02	0	0.00
8.00	400.00	02	0	0.00

The subtotal value for these 2 lines combined is \$750.00. This is the net revenue, taxable amount.

In this same example there was a total of 50,000 pieces. 10,000 pieces were mailed to a Zone where a 7% tax is charged.

The formula is:

10,000 pieces/50,000 pieces sent to taxable zip code = 20%

Total revenue of \$750.00 x 20% = \$150.00

Taxable revenue of \$150.00 x 7% tax rate for the Zone = \$10.50

Options: If multiple taxed destination points for the same state are calculated on the invoice, you have the option to list each taxing destination individually or consolidate them on one line. To consolidate tax lines per state requires activation by your EFI PrintStream Support contact.

☒ AR : Consolidate Tax Lines By State in AR Invoice

With this check box selected, the invoice **Lines** tab reflects 2 tax allocations to the state of Iowa:

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
	1297	0.000		Sales tax shipment	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00
	1297	1.000		Programming	0.00	0.00	75.0000	@ Each	75.00	75.00 00		0	0.00	75.00
	1297	1.000		Convert Magnetic Tape	0.00	0.00	50.0000	@ Each	50.00	50.00 00		0	0.00	50.00
	1297	50000.000		Barcode Qualify	0.00	50.00	7.0000	M Per 1	7.00	350.00 02		0	0.00	350.00
	1297	50000.000		Genderize Records	0.00	75.00	8.0000	M Per 1	8.00	400.00 02		0	0.00	400.00
	1297	10000.000		City: HAMPTON State: IA ZIP: 50441	0.00	0.00	0.0000	None	0.00	0.00 00		0	10.50	10.50
	1297	5000.000		City: MASON CITY State: IA ZIP: 50401	0.00	0.00	0.0000	None	0.00	0.00 00		0	5.25	5.25
	1297	6000.000		City: WATERLOO State: IA ZIP: 50701	0.00	0.00	0.0000	None	0.00	0.00 00		0	6.30	6.30
	1297	29000.000		Non-Taxable	0.00	0.00	0.0000	None	0.00	0.00 00		0	0.00	0.00

The invoice consolidates the three tax allocations to one line on the invoice.

Quantity	Description	Setup	M in	Unit Price	U/M	Sub Total	Tax	Total
	Sales tax shipment							
1	Programming			75.000	ea	75.00	0.00	75.00
1	Convert Magnetic Tape			50.000	ea	50.00	0.00	50.00
50000	Barcode Quality		50.00	7.000	/m	350.00 *	0.00	350.00
50000	Genderize Records		75.00	8.000	/m	400.00 *	0.00	400.00
Itemize Tax Summary								
	IOWA State and Local Taxes					0.00	22.05	22.05
<hr/>								
TERMS: PLEASE NOTE OUR TERMS ARE NET 10 DAYS FROM DATE OF INVOICE.						Sub Total		\$875.00
Thank you for your business.						Sales Tax		\$22.05
<hr/>								
						TOTAL DUE		\$897.05

With the setting inactivated, the **Lines** tab reflects the same with three tax allocations. However, the invoice also displays three individual tax lines.

Quantity	Description	Setup	M in	Unit Price	U/M	Sub Total	Tax	Total
	Sales tax shipment							
1	Programming			75.000	ea	75.00	0.00	75.00
1	Convert Magnetic Tape			50.000	ea	50.00	0.00	50.00
50000	Barcode Quality		50.00	7.000	/m	350.00 *	0.00	350.00
50000	Genderize Records		75.00	8.000	/m	400.00 *	0.00	400.00
Sales Tax								
10000	City: HAMPTON State: IA ZIP: 50441				150.00 @ 7.000%		10.50	10.50
5000	City: MASON CITY State: IA ZIP: 50401				75.00 @ 7.000%		5.25	5.25
6000	City: WATERLOO State: IA ZIP: 50701				90.00 @ 7.000%		6.30	6.30
<hr/>								
TERMS: PLEASE NOTE OUR TERMS ARE NET 10 DAYS FROM DATE OF INVOICE.						Sub Total		\$875.00
Thank you for your business.						Sales Tax		\$22.05
<hr/>								
						TOTAL DUE		\$897.05

Method 3

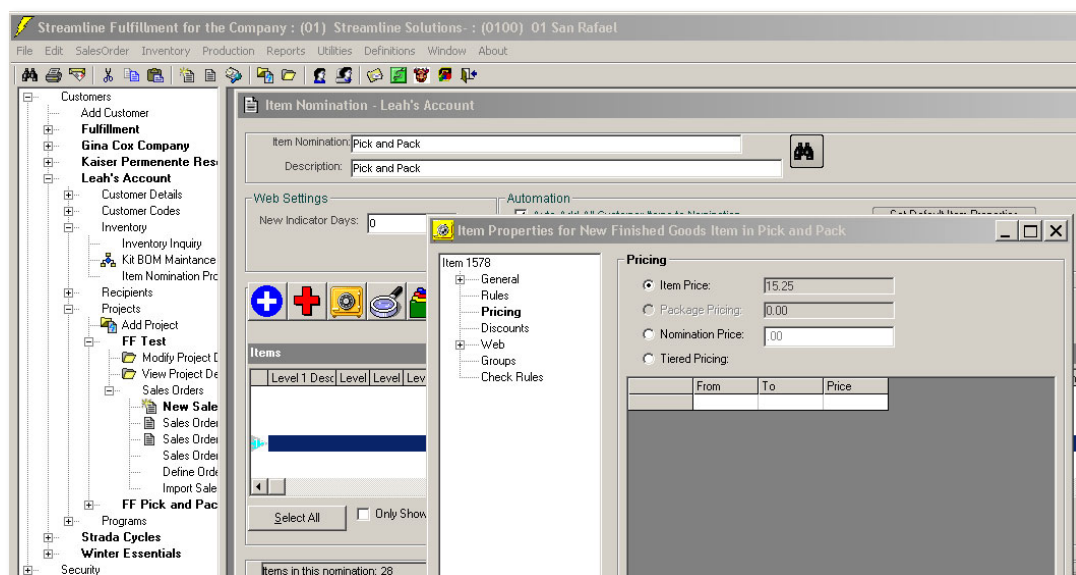
This method describes how sales tax is calculated for fulfillment orders when invoiced from the AR Invoicing Module. For details regarding creation of invoices from fulfillment, please refer to Fulfillment documentation or contact your Fulfillment Support representative.

The invoice created in AR from fulfillment has pre-calculated sales tax already visible. There are restrictions placed on this type of invoice that prevent the user from making edits to the invoice itself. These restrictions are in place to maintain the integrity of the sales tax calculation.

The following conditions must be met in order for a FF Merchandise Project to be considered for tax on the invoice coming from Fulfillment. Please refer to the set-up section at the beginning of Option 3 for details. In summary:

1. Activate setting for calculating taxes by zip code.
2. The customer in MF Customer is marked as being taxable .
3. The activities used on the inventory item and Pricelist items are marked as taxable.

The sell price is established on the settings you have in Item Nomination and the activity linked in MF Inventory for the item.



1709	New Finished Go	to test in FF
Customer:	LEAH	Leah's Account
Vendor		
Default Location:	1.1.1.2	Warehouse 1, Row 1, Level 1, Bin 2
Product Code:	99	Customer Inventory
Activity Code:	90002	finished goods inventory

The Pricelist items are established in Fulfillment:

Fulfillment Pricelists

Pricelist Name: Leah's

Description: Leah's Pricelist

Add

Properties

Delete

Price Tiers

Activity	PriceType	Price Per	Min Price	Comp/Plant
Line Items	Single Price	5	0	01/0100
Package Save	Single Price	2.5	0	01/0100
Pick and Pack	Single Price	1.25	0	01/0100
Pieces Shipped	Single Price	0.1	0	01/0100
Save Order	Single Price	4	0	01/0100

And the activity code linked for each activity within your pricelist:

Fulfillment Pricelists

Pricelist Name: Leah's

Description: Leah's Pricelist

Add

Properties

Delete

Price Tiers

Activity	PriceType
Line Items	Single Price
Package Save	Single Price
Pick and Pack	Single Price
Pieces Shipped	Single Price
Save Order	Single Price

Modified By

LS

KATHY

LS

Fulfillment Activity

Activity Name: Pick and Pack

Fulfillment Event: Package Save

Activity Code: 100000

Save

Cancel

4. In MF Reports>Mark Activities as Taxable, the following activities are marked as taxable:

Mark Activities as Taxable			
	Activity Code	Description	Taxable
264	90001	Customer Inventory	<input type="checkbox"/>
265	90002	finished goods inventory	<input checked="" type="checkbox"/>
266	90095	WAREHOUSE ABSENCE	<input type="checkbox"/>

Mark Activities as Taxable			
	Activity Code	Description	Taxable
306	99014	PROVIDE BLANK 6X9 ENVEL	<input type="checkbox"/>
307	99015	PROVIDE BLANK 9X12 ENVE	<input type="checkbox"/>
308	99016	PROVIDE MATERIAL	<input type="checkbox"/>
309	99100	SUBCONTR_01_02	<input type="checkbox"/>
310	100000	# of Orders Picked	<input checked="" type="checkbox"/>
311	100005	# of Line Items Fee	<input type="checkbox"/>

Example 1: Create a sales order. Select 2 items, the first item is a customer inventory item that is not taxable, and the 2nd item is a finished goods item that is taxable.

Leah's Account : Sales Order #: 97840***Project : FF Test

Order By: Leah's TAXABLE CUSTOMER **COMPLETED**

Cust. Batch ID: 2664 Input Batch ID: 2664 Order Type :

SO Origin :

Order By	Ship To	Bill To	Additional Info	Items	Billing

Inv. Code	Rev. Code	Item Description	Order Qty
New Customer Inv ite		to test with FF	10
New Finished Goods		to test in FF	10

Two packages have been created for the shipment – 1st package charge is 5.50 and 2nd package charge is 7.75.

Fulfillment Shipping - Leah's Account

Pick ID: 17939 **Shipped**

Order ID: 97840

Release Batch: 1427

Job #: 879

Packed By:

Shipped By: LEAH

Packages: 2

Ship To Address

LEAH'S TAXABLE CUSTOMER
TAX TESTING
3413 LAFAYETTE
DETROIT, MI 48226
UNITED STATES

Packages

1 - 342342342	Tracking #: 342342342	<input type="button" value="Track"/>
2 - 34234234	Ship Date: 12/19/2007	
	Ship Mode: UPS GROUND	
	Weight: 2.0	Charge: \$5.50
	3rd Party Bill #:	

Select and invoice the sales order through fulfillment. Note the tax calculation is done as the invoice is created. No tax amount displays in this screen.

Invoice Maintenance

Bill To Cust # [] From 12/19/2007 To 12/19/2007

Order [] Invoice # [] Job # [] PO # [] Req # []

Batch [] Package [] Search []

Create Invoice 4 Record(s) Loaded

Order #	Order In	Package Description #	Customer Batch	PO #	Reqn	Qty	SH	\$P	\$S	\$F	\$P
97835	0	to test in FF	2660		12	1	.00	.00	.00	.00	.00
97836	0	to test in FF	2660		12	1	.00	.00	.00	.00	.00
97840	0	to test with FF	2664		12	1	.00	.00	.00	.00	.00
97840	0	to test in FF	2664		12	1	.00	.00	.00	.25	.00

Bill To
Leah's TAXABLE CUSTOMER
3413 Lafayette
DETROIT MI 48226

Invoice Details
Invoice
Date
Batch
Total \$189.25

Item Description	Order Qty	Shipped Qty	Unit Price	Freight	Sell Amt.
to test with FF	10	10	\$0.00	\$0.00	\$0.00
to test in FF	10	10	\$15.25	\$13.25	\$152.50
+ Fulfillment Services					\$23.50
Grand Total					\$189.25

The invoice is then created. The ship to zip code has a 6% sales tax. In this example, both the Ship to and Bill to are the same. The items that are considered as taxable:

Finished Goods item	152.50
Shipping and Handling	13.25
Pick and Pack	2.50
	168.25

168.25 @ .06 = 10.095 or 10.10.

Attention	Leah's TAXABLE CUSTOMER	Invoice Date	12/19/2007
Invoice To	TAX TESTING	Invoice Due	12/19/2007
	3413 Lafayette	Job Number	879
	DETROIT, MI 48226	Your Order #	97840
Shipped To	3413 Lafayette		
	DETROIT, MI 48226		
Res rep	House Account		

Quantity	Description	Setup	MM	Unit Price	U/M	Sub Total	Tax	Total
10	New Customer Inv Item-to test with FF							
10	New Finished Goods Item-to test in FF			15.250	ea	152.50		152.50
1	SHIPPING_HANDLING			13.250	ea	13.25		13.25
2	Pick and Pack			1.250	ea	2.50		2.50
2	Line Items			5.000	ea	10.00		10.00
20	Pieces Shipped			.100	ea	2.00		2.00
2	Package Save			2.500	ea	5.00		5.00
1	Save Order			4.000	ea	4.00		4.00
Sales Tax								
13	City:DETROIT State:MI ZIP:48226						10.10	10.10

Example 2: There are 2 sales orders that have different shipping destinations that have 2 different tax percentages (6% for Detroit, MI and 6.6% for Draper, UT), but are billed to one person on the same invoice. For informational purposes, my project is set up to create consolidated invoices and to group by Customer.

Project Master - Leah's Account (FF Test)

Project Maintenance

- FF Test
 - ✓ Project Basics
 - ✓ Jobs
 - ✓ Item Nomination
 - ✓ Fulfillment Events
 - ✓ Sales Order Preferences
 - ✓ Web Settings
 - ✓ Inventory Preferences
 - ✓ Shipping Preferences
 - ✓ Master Files
 - ✓ Variable Information
 - ✓ Merchandise
 - ✓ Credit Card
 - ✓ Invoice Parameters
 - ✓ **Additional Invoice Parameters**

Additional Invoicing Parameters

Settings

Adjustment Default: Adjustment

of Cover Sheets: 0 # of Copies: 1

Unit Sell Display Precision: 4 ☐ Itemize Services

Key Field Header:

Display Options

Invoice Type: Consolidated Format:

Grouping Options

Purchase Order # Requisition # Sales Order #

Customer

SO 97841 Ship to and Bill to are the same.

Leah's Account : Sales Order #: 97841*Project : FF Test**

Order By: Leah's TAXABLE CUSTOMER **CREATED**

Cust. Batch ID: 2665 Input Batch ID: 2665 Order Type: SO Origin:

Order By **Ship To** **Bill To** **Additional Info** **Items** **Billing** **Shipping**

Recipient... Clear Contact List Copy Order By Copy Ship To Shipping Notes Credit Card

Ship To Attn:

Name

Cust. Recipient ID: L300

Recipient Type: Business

Prefix: TAXABLE CUSTOMER

First: Leah's

Last: TAXABLE CUSTOMER

Corporate

Title: TAX TESTING

Company Name: TAX TESTING

Address

Address Type: Business

Address: 3413 Lafayette

Postal Code: 48226 City: DETROIT

State: MI Country: UNITED STATES

Additional Info

Leah's Account : Sales Order #: 97841***Project : FF Test

Order By: Leah's TAXABLE CUSTOMER OPEN

Cust. Batch ID: 2665 Input Batch ID: 2665 Order Type :

SO Origin :

Order By Ship To Bill To Additional Info Items Billing Shipping

Recipient... Clear Copy Order By Copy Ship To Shipping Notes Credit Card

Bill To Attn:

Name

Cust. Recipient ID: L300

Recipient Type:

Prefix:

First: Leah's

Last: TAXABLE CUSTOMER

Corporate

Title:

Address

Address Type: Business

Address: 3413 Lafayette

Postal Code: 48226 City: DETROIT

State: MI Country: UNITED STATES

Leah's Account : Sales Order #: 97841***Project : FF Test

Order By: Leah's TAXABLE CUSTOMER CREATED

Cust. Batch ID: 2665 Input Batch ID: 2665 Order Type :

SO Origin :

Order By Ship To Bill To Additional Info Items Billing Shipping

Get Items Hold Item Inquiry Properties Pkg Price Zoom Schedule RePrint WO Invoice

Inv. Code	Rev. Code	Item Description	Order Qty	Status
New Customer Inv ite		to test with FF	10	
New Finished Goods		to test in FF	10	

SO 97842 ship to is a different destination, but the bill to is the same as SO 97841.

Leah's Account : Sales Order #: 97842***Project : FF Test

Order By: Leah's TAXABLE CUSTOMER CREATED

Cust. Batch ID: 2665 Input Batch ID: 2665 Order Type :

SO Origin :

Order By Ship To Bill To Additional Info Items Billing Shipping

Recipient... Clear Contact List Copy Order By Copy Ship To Shipping Notes Credit Card

Ship To Attn:

Name

Cust. Recipient ID: L600

Recipient Type:

Prefix:

First: Stream

Last: LINE

Corporate

Title:

Company Name: STREAMLINE UTAH

Structure Level

Address

Address Type:

Address: 12401 S. 450 East

Ste. A1

Postal Code: 84020 City: DRAPER

State: UT Country: UNITED STATES

Additional Info

Day Phone:

Leah's Account : Sales Order #: 97842***Project : FF Test

Order By: Leah's TAXABLE CUSTOMER **CREATED**

Cust. Batch ID: 2665 Input Batch ID: 2665 Order Type : SO Origin :

Order By | **Ship To** | **Bill To** | **Additional Info** | **Items** | **Billing** | **Shipping**

Recipient... Clear Contact List Copy Order By Copy Ship To Shipping Notes Credit Card

Bill To Attn:

Name
Cust. Recipient ID: L300
Recipient Type:
Prefix:
First: Leah's
Last: TAXABLE CUSTOMER

Address
Address Type: Business
Address: 3413 Lafayette
Postal Code: 48226 City: DETROIT
State: MI Country: UNITED STATES

Corporate
Title:

Leah's Account : Sales Order #: 97842***Project : FF Test

Order By: Leah's TAXABLE CUSTOMER **CREATED**

Cust. Batch ID: 2665 Input Batch ID: 2665 Order Type : SO Origin :

Order By | **Ship To** | **Bill To** | **Additional Info** | **Items** | **Billing** | **Shipping**

Get Items Hold Item Inquiry Properties Pkg Price Zoom Schedule RePrint WO Invoice

Inv. Code	Rev. Code	Item Description	Order Qty	Status
New Customer Inv ite		to test with FF	20	
New Finished Goods		to test in FF	20	

Shipped the orders.

Fulfillment Shipping - Leah's Account

Pick ID: 17940 **Shipped**

Order ID: 97841

Release Batch: 1428

Job #: 879

Packed By:

Shipped By: LEAH

Packages: 1

Ship To Address
LEAH'S TAXABLE CUSTOMER
TAX TESTING
3413 LAFAYETTE
DETROIT, MI 48226
UNITED STATES

Packages

1 - 453534

Tracking #: 453534

Ship Date: 12/19/2007

Ship Mode: UPS GROUND

Weight: 5.0 Charge: \$25.75

Fulfillment Shipping - Leah's Account

Pick ID: 17941

Order ID: 97842

Release Batch: 1428

Job #: 879

Packed By:

Shipped By: LEAH

Packages: 1

Shipped

Ship To Address
 STREAM LINE
 STREAMLINE UTAH
 12401 S. 450 EAST
 STE. A1
 DRAPER, UT 84020
 UNITED STATES

Packages

1 - 45235235

Tracking #: 45235235 [Track](#)

Ship Date: 12/19/2007

Ship Mode: UPS GROUND

Weight: 4.0 Charge: \$35.85

In order to create a consolidated invoice for the customer, you must select the sales order you wish to create on one invoice.

Invoice Maintenance

Invoice Maintenance

Bill To Cust # + From 12/19/2007 To 12/19/2007

Order Invoice # Job # PO # Req #

Batch Package Search

Create Invoice 6 Record(s) Load

Order #	Order In	Package Description #	Customer Batch	PO #	Reqn	Qty	St	SP	\$S	\$S	\$F	\$P
97835	0	to test in FF	2660			12.1		.00	.00	.00	.00	.00
97836	0	to test in FF	2660			12.1		.00	.00	.00	.00	.00
97841	0	to test with FF	2665			12.1C		.00	.00	.00	.00	.00
97841	0	to test in FF	2665			12.1C		.00	.00	.00	.75	.00
97842	0	to test with FF	2665			12.2C		.00	.00	.00	.00	.00
97842	0	to test in FF	2665			12.2C		.00	.00	.00	.85	.00

Invoice

Bill To: Leah's TAXABLE CUSTOMER
 3413 Lafayette
 DETROIT MI 48226

Invoice Details
 Invoice
 Date
 Batch
 Total \$560.60

[Open](#)

Item Description	Order Qty	Shipped Qty	Unit Price	Freight	Sell Amt.
to test with FF	10	10	\$0.00	\$0.00	\$0.00
to test in FF	10	10	\$15.25	\$25.75	\$152.50
to test with FF	20	20	\$0.00	\$0.00	\$0.00
to test in FF	20	20	\$15.25	\$35.85	\$305.00
+ Fulfillment Services					\$41.50
Grand Total					\$560.60

The calculation in this example is as follows:

Pricelist activities are always picked up for the calculation for Bill to zip code.

Inventory and Shipping charges are picked up for the calculation for the Ship to zip code.

Detroit 6%:

Finished Goods item	152.50
Shipping and Handling	25.75
Pick and Pack	<u>2.50</u>
	180.75

180.75 @ .06 = 10.845 or 10.85

Draper 6.6%:

Finished Goods item	305.00
Shipping and Handling	<u>35.85</u>
	340.85

340.85 @ .066 = 22.49

Quantity	Description	Setup	Mn	Unit Price	U/M	Sub Total	Tax	Total
10	New Customer Inv item-to test with FF							
10	New Finished Goods Item-to test in FF			15.250	ea	152.50		152.50
1	SHIPPING_HANDLING			25.750	ea	25.75		25.75
20	New Customer Inv item-to test with FF							
20	New Finished Goods Item-to test in FF			15.250	ea	305.00		305.00
1	SHIPPING_HANDLING			35.850	ea	35.85		35.85
2	Pick and Pack			1.250	ea	2.50		2.50
4	Line Items			5.000	ea	20.00		20.00
60	Pieces Shipped			.100	ea	6.00		6.00
2	Package Save			2.500	ea	5.00		5.00
2	Save Order			4.000	ea	8.00		8.00
Sales Tax								
13	City :DETROIT State:MI ZIP:48226						10.85	10.85
21	City :DRAPER State:UT ZIP:84020						22.49	22.49

Reporting

When using the method of calculating sales tax based on zip code/ship to destination, reporting is a simple matter of extracting data to excel. Rather than trying to meet the wide variety of reporting needs for each user, EFI PrintStream took the approach of developing an export tool that allows the user to generate personalized reports.

1. Open the AR Sales Tax Export program, define the date range you wish to extract data for, and select **Load Invoices**. You will see, in the grid below, a listing of all tax calculations and the invoices they relate to.
2. The export path is defined, but may be changed to an alternate location by selecting the ... button to the right of the path. Define a **File Name** and click the **Export to Excel** button.

AR Sales Tax Export

Invoice Transac. Date From: 6/1/2007 To: 6/30/2007

Export to path: H:\STREAM\DATABASES\SQL\RIOMP_12_0\psextern\Sales ...

File Name: June 2007 Sales Tax

	Plant	Invoice #	Transaction Date	Customer Name	State	City	ZIP	County	Inv T
1	0100	776	6/5/2007	The Perfect Storm	UT	DRAPER	84020	SALT LAKE	
2	0100	776	6/5/2007	The Perfect Storm	UT	DRAPER CITY S	84020	UTAH	
3	0100	776	6/5/2007	The Perfect Storm	UT	MURRAY	84121	SALT LAKE	
4	0100	776	6/5/2007	The Perfect Storm	UT	SANDY	84070	SALT LAKE	
5	0100	776	6/5/2007	The Perfect Storm	MA	AMHERST	01002	HAMPSHIRE	
6	0100	777	6/5/2007	The Perfect Storm	UT	DRAPER	84020	SALT LAKE	
7	0100	777	6/5/2007	The Perfect Storm	UT	DRAPER CITY S	84020	UTAH	
8	0100	777	6/5/2007	The Perfect Storm	UT	MURRAY	84121	SALT LAKE	
9	0100	777	6/5/2007	The Perfect Storm	UT	SANDY	84070	SALT LAKE	
10	0100	777	6/5/2007	The Perfect Storm	MA	AMHERST	01002	HAMPSHIRE	
11	0100	778	6/5/2007	The Perfect Storm	UT	DRAPER	84020	SALT LAKE	
12	0100	778	6/5/2007	The Perfect Storm	UT	DRAPER CITY S	84020	UTAH	
13	0100	778	6/5/2007	The Perfect Storm	UT	MURRAY	84121	SALT LAKE	
14	0100	778	6/5/2007	The Perfect Storm	UT	SANDY	84070	SALT LAKE	
15	0100	778	6/5/2007	The Perfect Storm	MA	AMHERST	01002	HAMPSHIRE	
16	0100	779	6/5/2007	The Perfect Storm	UT	DRAPER	84020	SALT LAKE	
17	0100	779	6/5/2007	The Perfect Storm	UT	DRAPER CITY S	84020	UTAH	

An hourglass indicates the data is being extracted. Once complete, you will receive confirmation.



The data can then be accessed from the location selected during export and manipulated as you wish for report creation.

The Excel sheet originally has some formatting issues you can change easily to allow for sorting, etc.

3. Select the range:

ZIP	County	Invoice Total	State Sales Tax	State Freight Tax	County Sales Tax	County Freight Tax	City Sales Tax	City Freight Tax	County Transit Sales Tax	County Transit Freight Tax	City Transit Sales Tax	City Transit Freight Tax
84020	SALT LAKE	3130.17	96.81	0.00	27.51	0.00	0.00	0.00	10.19	0.00	0.00	0.00
84020	UTAH	3130.17	96.81	0.00	25.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00
84121	SALT LAKE	3130.17	96.81	0.00	27.51	0.00	0.00	0.00	10.19	0.00	0.00	0.00
84070	SALT LAKE	3130.17	11.36	0.00	3.23	0.00	0.00	0.00	1.20	0.00	0.00	0.00
01002	HAMPSHIRE	3130.17	11.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
84121	SALT LAKE	3130.17	34.74	0.00	9.87	0.00	0.00	0.00	3.66	0.00	0.00	0.00
90210	LOS ANGELES	3130.17	47.53	0.00	5.48	0.00	0.00	0.00	7.31	0.00	0.00	0.00

4. Click the exclamation sign and select **Convert to Number**.

ALT	ZIP	County	Invoice Total	State Sales Tax	State Freight Tax	County Sales Tax	County Freight Tax	City Sales Tax	City Freight Tax	County Transit Sales Tax	County Transit Freight Tax	City Transit Sales Tax	City Transit Freight Tax
	84020	SALT LAKE	3130.17	96.81	0.00	27.51	0.00	0.00	0.00	10.19	0.00	0.00	0.00
	84020	UTAH	3130.17	96.81	0.00	25.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	84121	SALT LAKE	3130.17	96.81	0.00	27.51	0.00	0.00	0.00	10.19	0.00	0.00	0.00
	84070	SALT LAKE	3130.17	11.36	0.00	3.23	0.00	0.00	0.00	1.20	0.00	0.00	0.00
	01002	HAMPSHIRE	3130.17	11.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	84121	SALT LAKE	3130.17	34.74	0.00	9.87	0.00	0.00	0.00	3.66	0.00	0.00	0.00
	90210	LOS ANGELES	3130.17	47.53	0.00	5.48	0.00	0.00	0.00	7.31	0.00	0.00	0.00

You may also need to select **Format, Rows and Autofit** to read to resize the fields.


Credit sales tax on an invoice

1. To credit an invoice for the full amount of sales tax previously invoiced, right-click an active batch 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. Click **Load**.

Create New Credit Memo

Search Parameters (All the entered parameters will be combined to perform the search)

Customer#:

Invoice Date From: 8 / 1 / 2009 To: 9 / 14 / 2009 

(The date range is only used when searching final invoices for a specific customer)

Job#: 1295 Sales Tax

Invoice#:

	Invoice#	Batch #	Batch Type	Fiscal Period	Fiscal Year	Job#	Customer#	Customer Name	Invoice Date	Status
1	11210	1967	DI	12	2009	1295	0200	ABC Company	9/8/2009	Final
2	11219	1969	DI	12	2009	1295	0200	ABC Company	9/14/2009	Adjust
3	11220	1969	DI	12	2009	1295	0200	ABC Company	9/14/2009	Adjust

Cancel OK

PrintStream takes the original line items on the invoice number selected, places them into a new invoice, and automatically changes the quantities from positive to negative to yield a credit invoice.

Lines	Balance	Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	\$ Deposits	Notes	Allocations	Preview	Job				
Grp	up	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt
		1295	0.000		Credit Memo for Invoice#: 11210 Job#: 1295	0.00	0.00	0.0000	Headin	0.00	0.00		0	0.00
		1295	0.000		Sales Tax	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00
		1295	-1.000		Programming	0.00	0.00	75.0000	@ Each	-75.00	-75.00 00		0	0.00
		1295	-1.000		Convert Disk/Via E-Mail OR BBS	0.00	0.00	50.0000	@ Each	-50.00	-50.00 00		0	0.00
		1295	-50000.000		Barcode Quality	0.00	50.00	7.0000	M Per 1	-7.00	-350.00 02		0	0.00
		1295	-50000.000		Merge/Purge	0.00	75.00	7.0000	M Per 1	-7.00	-350.00 02		0	0.00
		1295	-50000.000		Output to Laser Tape/Disk	0.00	50.00	4.0000	M Per 1	-4.00	-200.00 00		0	0.00
		1295	-10000.000		City: LUCAS VALLEY State: CA ZIP: 94903	0.00	0.00	0.0000	None	0.00	0.00 00		0	-10.85
		1295	-40000.000		Non-Taxable	0.00	0.00	0.0000	None	0.00	0.00 00		0	0.00

- To credit a partial amount of the sales tax previously invoiced, right-click in the **Lines** tab and select **Allocate Taxes by Zip**.

Change the **Total No. Pieces** to the quantity previously invoiced to the zip code destination. For example, 10,000 pieces were allocated to Lucas Valley, CA, 94903 in the example below.

Lines	Balance	Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	Deposits	Notes	Allocations	Preview	Job				
Gro up	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt	Total Amt
	1295	0.000		Sales Tax	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00
	1295	1.000		Programming	0.00	0.00	75.0000	@ Each	75.00	75.00 00		0	0.00	75.00
	1295	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
	1295	50000.000		Barcode Qualify	0.00	50.00	7.0000	M Per 1	7.00	350.00 02		0	0.00	350.00
	1295	50000.000		Merge/Purge	0.00	75.00	7.0000	M Per 1	7.00	350.00 02		0	0.00	350.00
	1295	50000.000		Output to Laser Tape/Disk	0.00	50.00	4.0000	M Per 1	4.00	200.00 00		0	0.00	200.00
	1295	10000.000		City: LUCAS VALLEY State: CA ZIP: 94903	0.00	0.00	0.0000	None	0.00	0.00 00		0	10.85	10.85
	1295	40000.000		Non-Taxable	0.00	0.00	0.0000	None	0.00	0.00 00		0	0.00	0.00

- Change the **Total No. Pieces** to reflect the quantity allocated to the zip code. We will not use the job quantity when crediting a partial amount of the sales tax.
- Change the quantity for the number of pieces allocated to the zip code. In this example, we changed it from 10,000 to 1,000 pieces.

Tax ZIP Allocations for Job # 1295

Total No. Pieces: Total Entered: Unallocated:

Zip Code: City: County:

Pieces: Rate: State:

	Pieces	Tax Rate	ZIP	City	County	State	
1	1000	0.0775	94903	LUCAS VALLEY	MARIN	CA	<input type="button" value="Remove"/>

- Click **Save**.

Startup Balance Import

Overview

The first step in establishing accounting balances in PrintStream is to choose the month you are going “Live” with accounting. Going “Live” means you are no longer going to rely on your old accounting program; all day-to-day transactions from this point forward are recorded in PrintStream.

We recommend in most cases that the Production system has been “Live” for at least one month before Accounting goes live.

For ease of understanding this document, we will use the “Go Live” date of January 1, 2005.

Before entering any beginning balances, make sure you have finalized and closed your last period in your old system (December 2004 for our example). Reports and information you will need from your previous accounting system dated 12/31/04 are:

- Accounts Receivable Aging Report
- Accounts Payable Aging Report
- Detail of Postage Deposits by Customer
- Report or balance detail for all Postage Inventories – including all stamp denominations, permits and meters
- Detail of all valued Material Inventory
- Trial balance or list of balances for all G/L account numbers

Establishing Sub-Ledgers

Note Choose one revenue account for A/R invoices and one expense account for A/P invoices. All G/L postings that occur related to creating these sub-ledgers will be reversed. Therefore, it does not matter what G/L account is used at this point.

Accounts Receivable - Invoices

You have several different options to choose from when establishing your PrintStream Accounts Receivable Aging. The option you select depends on how much detail you want to transfer forward, and how much time you have to input the data.

Option 1: Using AR Invoice Import

AR Invoice Import using PCS Import Functions:

To setup, create a .pcs file (.txt file) (comma delimited) as follows:

[Invoice description], [Invoice date], [Customer Account number], [job#], [N], [blank], [0], [Activity#], [allocation amt], [asterisk], {invoice total}

Invoice description: Prints in the order number field found on the miscellaneous tab of the invoice. You may want to reference the original invoice number from the previous Accounting software in this field for cross reference purposes. This is a required field.

Invoice date: The date referenced for the first line item in the pcs file will be also be the batch date or the period the invoice(s) will be posted to in the general ledger, as well as the invoice date that will appear on the first invoice, thus affecting your AR Aging report. The invoice date for the subsequent lines will be the date referenced to the line in the file. If you have invoices you want posted to various periods, you must create one pcs file per period with those invoices referenced in the file.

Customer account number: This field is required and it must match an established account number in PrintStream. Eight characters is the maximum limit for an account number.

Job #: This field is required. Use the PrintStream miscellaneous job number 999999 for the import.

N: Required

Blank: Leave a space before the comma. This is a required field.

Zero: Enter the number zero (0). This is a required field.

Activity #: The activity code used must be a valid activity code in PrintStream. The description referenced on the invoice line will be the same as the activity code description. It's recommended to set up a new activity code titled "Startup Balance" in one of the beginning or ending cost centers. After using the AR Invoice Import to load your beginning invoices, this activity code can be set as inactive by your PrintStream Accounting Support Rep. The activity code must also be linked in Link to GL. This is a required field.

Allocation Amt: The dollar amount of the invoice balance. This is a required field.

Asterisk: Place an asterisk in this field. Required.

Invoice Total: The total amount of the invoice. This is required.

The Excel spreadsheet titled **600_500_02 Acct AR Invoice Import** may also be used to import the invoice information. This spreadsheet is included in the Master Migration Templates. Specific instructions on its use are located within the spreadsheet itself.

The Invoice Import file should be saved in the PSEextern folder located in the Stream directory to the Livedata database as a .PCS file type. Data in these files can be verified by reading them in Notepad. If the file is created in Notepad, verify that the file extension is .pcs and not .txt. If .txt shows as the file extension, please remove it.

It is recommended to title the .pcs file with a date or an easily identifiable name to avoid duplication of the import.

This is how it should look in Notepad:

```

startup1.pcs - Notepad
File Edit Format View Help
369369, 7/31/2006, 111, 999999, N, , 0, 11000, 500.00, *, 500.00
369402, 7/26/2006, MAILSHOP, 999999, N, , 0, 11000, 1256.36, *, 1256.36
368553, 8/1/2006, ABC01, 999999, N, , 0, 11000, 435.63, *, 435.63
  
```

The aging information can be obtained from your current accounting software by exporting it to excel, matching the columns to be in the order above, then saved as a .csv file which is then renamed to be a .pcs type file.

Once your aging has been exported to excel, strip any extra columns, sub-totals, headings, etc. and save in the format shown below.

Invoice Description	Invoice Date	Customer Number	Job #	N	Blank	Zero	Activity Code	Invoice Amt.	*	Invoice Amt.
new one	10/15/07	1	999999	N		0	11000	9999.00	*	9999.00
41184	7/11/06	1	999999	N		0	11000	7769.38	*	7769.38

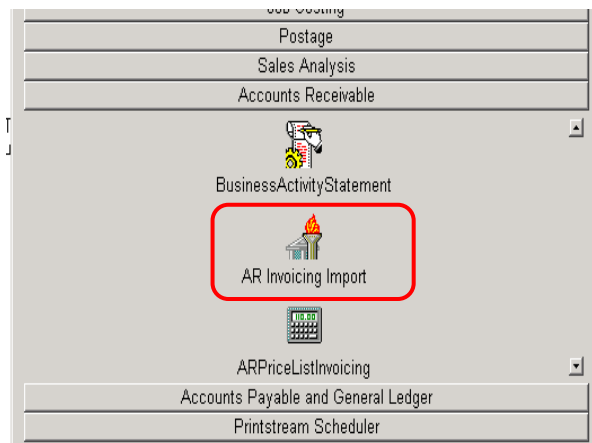
Make sure the cells are formatted as General with the exception of the columns that hold the date and the amounts.

Save the file as a type .csv, then rename to type .pcs through Windows explorer.

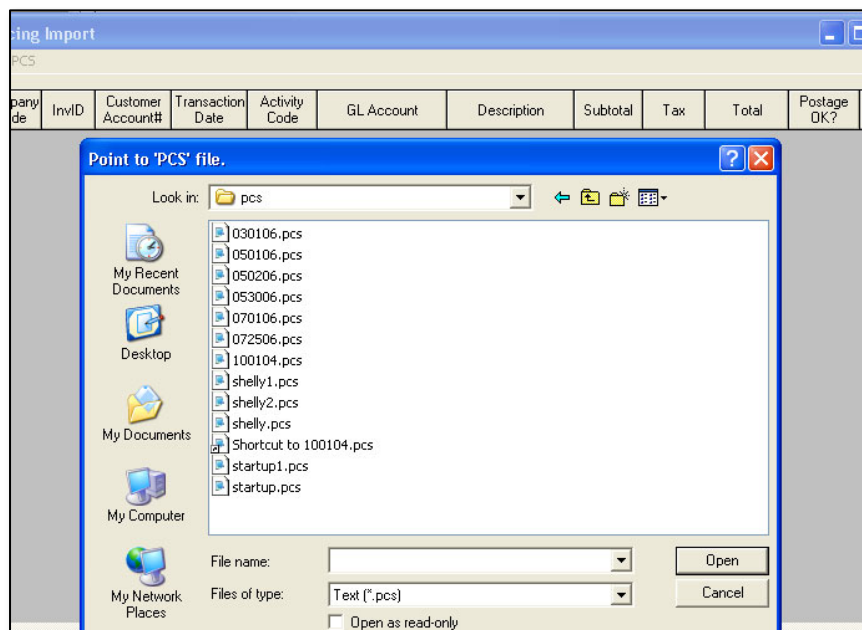
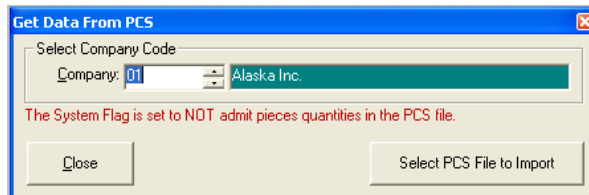
Import the file as stated in the following instructions.

To begin the import process

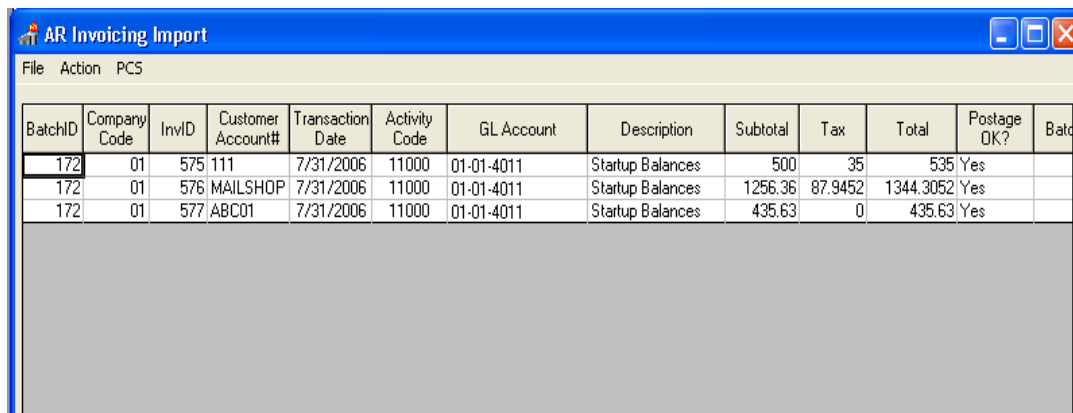
1. Select the **ARInvoicing Import Program**. Placement on the menu is user defined.



2. Select **PCS** from the taskbar at the top of the screen and then select **Import .pcs file**. A window titled Get Data from PCS appears.
3. Click **Select PCS File to Import**. Windows Explorer opens for you to the Livedata/Psextern folder. Select the correct PCS file for import.



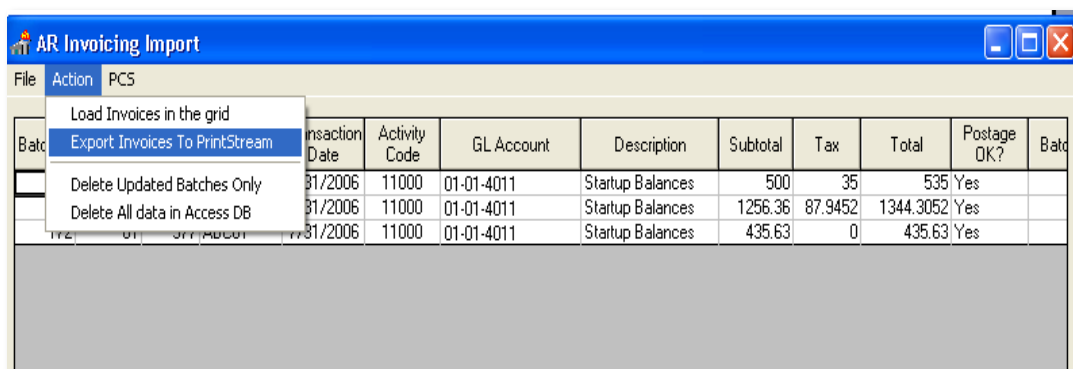
4. After selecting the correct file, the data from the .pcs file populates the grid. This data saves to the ARInvoicing Import.mdb file.



The screenshot shows the 'AR Invoicing Import' window with a menu bar (File, Action, PCS) and a table of invoice data. The table has columns: BatchID, Company Code, InvID, Customer Account#, Transaction Date, Activity Code, GL Account, Description, Subtotal, Tax, Total, Postage OK?, and Batch. Three rows of data are visible, all with red cells in the BatchID, Company Code, and InvID columns, indicating they need to be corrected.

BatchID	Company Code	InvID	Customer Account#	Transaction Date	Activity Code	GL Account	Description	Subtotal	Tax	Total	Postage OK?	Batch
172	01	575	111	7/31/2006	11000	01-01-4011	Startup Balances	500	35	535	Yes	
172	01	576	MAILSHOP	7/31/2006	11000	01-01-4011	Startup Balances	1256.36	87.9452	1344.3052	Yes	
172	01	577	ABC01	7/31/2006	11000	01-01-4011	Startup Balances	435.63	0	435.63	Yes	

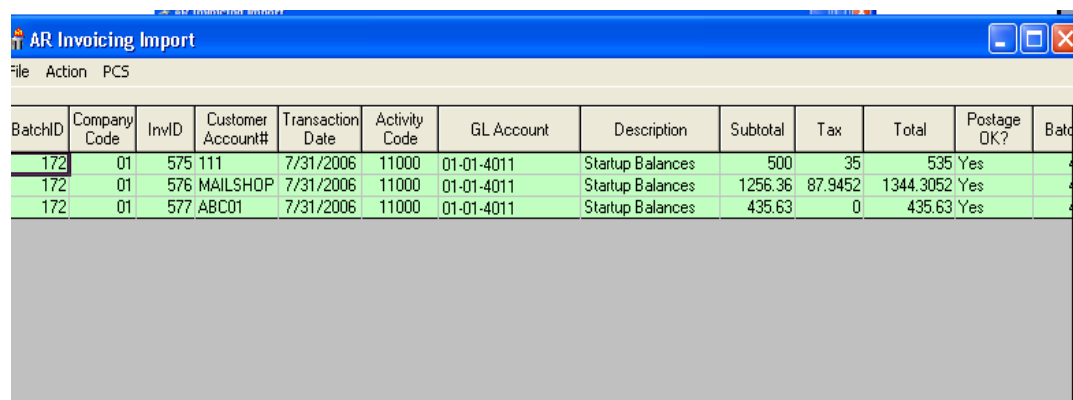
Note Any records with red cells must be corrected before the data can be imported to the AR Invoice Entry program. This can be corrected by selecting Action and then Delete All Data in Access DB. Next, edit the .pcs file and correct the line items that appeared in red when attempting the import.



The screenshot shows the 'AR Invoicing Import' window with the 'Action' menu open. The menu options are: Load Invoices in the grid, Export Invoices To PrintStream, Delete Updated Batches Only, and Delete All data in Access DB. The 'Export Invoices To PrintStream' option is highlighted. The table data is the same as in the previous screenshot.

BatchID	Company Code	InvID	Customer Account#	Transaction Date	Activity Code	GL Account	Description	Subtotal	Tax	Total	Postage OK?	Batch
172	01	575	111	7/31/2006	11000	01-01-4011	Startup Balances	500	35	535	Yes	
172	01	576	MAILSHOP	7/31/2006	11000	01-01-4011	Startup Balances	1256.36	87.9452	1344.3052	Yes	
172	01	577	ABC01	7/31/2006	11000	01-01-4011	Startup Balances	435.63	0	435.63	Yes	

5. Once the import problems have been resolved, select **Action** and **Export Invoices to PrintStream**.



The screenshot shows the 'AR Invoicing Import' window after the export process. The table data is the same as in the previous screenshots, but the rows are now shaded green, indicating they have been successfully imported into PrintStream.

BatchID	Company Code	InvID	Customer Account#	Transaction Date	Activity Code	GL Account	Description	Subtotal	Tax	Total	Postage OK?	Batch
172	01	575	111	7/31/2006	11000	01-01-4011	Startup Balances	500	35	535	Yes	
172	01	576	MAILSHOP	7/31/2006	11000	01-01-4011	Startup Balances	1256.36	87.9452	1344.3052	Yes	
172	01	577	ABC01	7/31/2006	11000	01-01-4011	Startup Balances	435.63	0	435.63	Yes	

The line items become shaded as they are being imported into PrintStream. The export automatically creates an AR Invoice Batch, and marks the invoices as Final. The newly created batch number and invoice number populate the grid.

The batch can now be verified in AR Invoice Entry and you can print the invoices if needed. You should generate an AR Aging report from PrintStream and compare it against the AR aging report from your old accounting software and verify the two reports match.

6. The last step required is to post the batch to the GL and then do a journal entry to reverse the entries created in the GL – a debit to the applicable revenue account and a credit to Accounts Receivable.

A/R Invoicing Entry - Company: 01 - Alaska Inc. --- Plant Code: 0100

File Batch Invoice Options Help

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	Activity Code
	999999	1.000	Startup Balances	0.00	0.00	500.0000	@ Each	500.00	500.00	07	7	35.00	535.00	

Active Batches Posted Batches

- Company: 01 - Plant: 0100
- 4730
- 4735 - Shelly - M
- 4738 - psa invoic
- 4753
- 4758
- 4775 - monika's
- 4781
- 4784
- 4787
- 4804
- 4809
- 4815
- 4818
- 4820
- 4821
- 4827
- 4847 - test
- 4850
- 4851
- 4872
- 4873
- 4874
- 4875
- 4876
- Inv# 41282 Final
- Inv# 41283 Final
- Inv# 41284 Final

Option 2: Enter outstanding invoices individually

Using the Miscellaneous Invoice feature (no job number is required), an invoice may be generated with a description of the previous system's invoice number. Do not break out sales tax or postage.

A/R Invoicing (Advance) for Alaska

File Batch Invoice Options Help

Lines Balance Postage Bill to/Ship to Misc Dummy Invoice Deposits Notes Allocations Preview

Qty	Services	Se tu	Min Charge	Rate	per	Avg Unit Price	Subtotal	Tax Code
1	Invoice # 12345 - bal. forward			1235.6700	@ Each	1235.67	1235.67	00

Active Batches Posted Batches

- Batch: 292
- Batch: 296
- Batch: 298
- Batch: 299
- Inv#10108 Final

This description, which indicates the invoice number from your previous system, also appears in the cash receipts screen. This assists in determining what your customer is paying.

A/R Cash Receipts for Alaska

File Batch Allocations Help

Cash Receipts Unpaid Invoices Paid Invoices Postage Allocation

Date	Inv#	Details	Inv Amt	Balance	Applied	Job#	PO#
11/02/01	10108	Invoice # 12345 - bal. forward	1,235.67	1,235.67	0.00	999999	

Active Batches Posted Batches

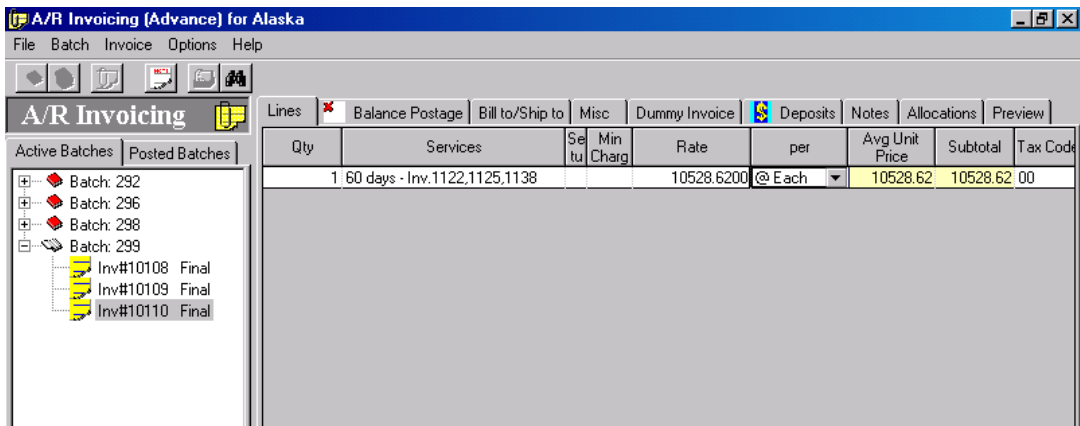
- Batch: 200
- Batch: 201
- Batch: 202
- Batch: 203
- Batch: 209
- Batch: 269
- Rec#50042
- Rec#50043
- Rec#50044
- Rec#50045

You may group your invoices by their aging bracket (30, 60, 90 day column), and enter them accordingly into separately dated batches. Example; for all invoices showing in the 90 day column on your old aging report, set the batch date 90 days in the past. The invoices may be dated with an older date too. By using this method you can almost exactly replicate your existing aging report.

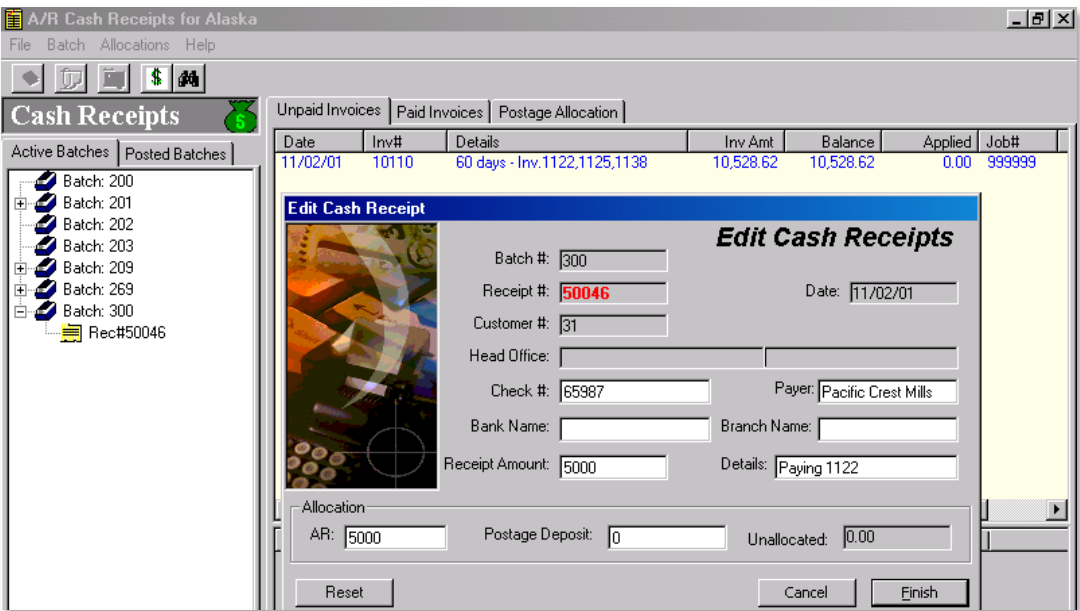
This is the most time consuming, detailed method.

Option 3: Enter outstanding invoices in group totals by the aging bracket

Using the Miscellaneous Invoice feature (no job number required), create one invoice for each of the total aging brackets. For example, if you have 5 invoices for a specific customer that all appear in the 60 day column on your aging report, enter the total of those 5 invoices as one. You could fill in a description like, 60 days – Inv.1122, 1125, 1138, etc., listing all the invoices outstanding in this group. Use a batch date 60 days old so that this invoice is “aged” properly. This option does not give you quite as much detail as Option 1, but it will limit the amount of data input required.



As with Option 1, the invoice details are visible from the cash receipt screen.



You can refer to paperwork from your previous system for any payment discrepancies.

Option 4: Use the outstanding grand total from the previous Aging Report

The least time consuming way to create your new aging report is to enter one invoice for each of your customers, by using the grand total outstanding from your previous aging report. You could use a description like "Balance Forward". Then as invoices are paid you can apply them to this outstanding balance until it is cleared. You can always refer to your prior system or prior paperwork to resolve payment discrepancies and aging information.

You can use any combination of the options listed above. For example, if you have a customer with a difficult Accounts Receivable history, enter them using option 1. Others may be entered using option 2 or 3.

Accounts Receivable - Money on Account

To record money on account for your customer (suspense money or prepayment of services), simply record a cash receipt in the applicable period for the customer. Leave the money on account; do not allocate it to an invoice. This total should be factored into the total aging balance.

An unapplied cash receipt results in a debit to cash and a credit to Accounts Receivable.

Once all invoices and monies on account have been entered, print an A/R Aging report from the AR Reports Module/Month End Reports and verify it matches exactly to the aging report from your prior system. This figure should also correspond to the dollar amount shown in your prior systems General Ledger account for Accounts Receivable.

After you have confirmed the totals on this report, post all A/R Invoice and Cash Receipt batches used to create these start up balances. Remember to do a journal entry to reverse the AR invoice batch posting as well as the Cash Receipt batch posting.

Accounts Payable

As with Accounts Receivable, you have more than one option to choose from when establishing your Accounts Payable Aging balance. The option you select depends on how much detail you want to transfer forward and how much time you have to input the data.

Option 1: AP Import from General Ledger

Complete the 600_500_03 Acct AP Invoice Import.xls spreadsheet provided by EFI PrintStream in the 600_Accounting folder in the Master Migration Templates.

	A	B	C	D	E	F	G	H	I	J	K
	Company Code	Vendor Account Code	Vendors Invoice Date	Vendors Due Date	Vendors Discount By Date	Vendor Discount Percent	Vendors Invoice Number	Invoice Details	Invoice Amount	Dissection Code	EOR
1											
2	11/1/2008										
3	01	100	11/1/2008	11/30/2008			326	prints on check stub	100.00	0101012400	EOR
4											
5											
6											
7											

Column A, Row 2: Enter the date of the batch. This date determines the period the invoices referenced in the worksheet posts to the GL. To age your invoices accordingly, you may have several worksheets to download. For example, for those outstanding with an invoice date of May would be in one worksheet, outstanding invoices with an invoice date of June would be in a separate worksheet, etc. Each worksheet is downloaded individually.

Column A, Row 3 – End: Enter the same Company Code for all AP invoices in this batch.

Column B, Vendor Account Code: The vendor account number referenced must exist in the database; maximum is 8 characters. This field is case sensitive.

Column C, Invoice Date: Enter the invoice date as determined by the vendor. The batch date determines when this invoice will post to the GL, however the invoice date can be used on AP Aging Reports.

Column D, Due Date: Enter the date this invoice is due.

Column E, Discount Date: If you have a date to collect an early payment discount by, enter that date here. If you always take a discount for this vendor, enter the Discount by date which would be the Vendor Due date.

Column F, Discount Percentage: Enter the discount percentage for this invoice if it is paid early. Enter 2 for a 2 percent discount.

Column G, Invoice Number: Enter the vendor's invoice number Alpha Numeric; maximum is 12 characters.

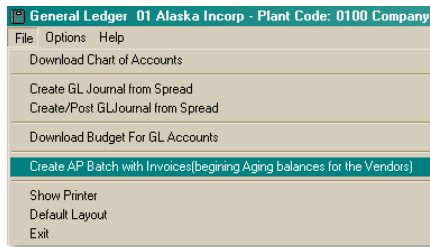
Column H, Invoice Details: The details appear on the Check Stub. This is not a required field, however it may be useful. Limit is 30 characters alpha numeric.

Column I, Invoice Amount: The amount entered must be in a valid format. Enter a minus sign for credit invoices. Do not enter \$0 invoices.

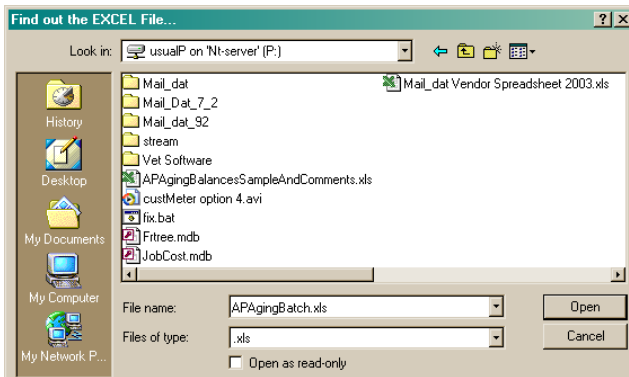
Column J, Dissection Code: Dissection code - the Linked Account is used as the GL account to debit. Use the same dissection code for each line item on the spreadsheet. If the dissection code has a tax code associated to it, the Tax Rate is used to back calculate the Net Invoice Amount. For example, if you enter 100 as the Invoice amount and the dissection code is taxed at 7%, then the subtotal will be \$93.46 with \$6.74 tax.

Column K, EOR: EOR = end of the record. Every row must be marked with EOR. The program stops reading records that do not have EOR referenced on the line, as well as any lines after this point.

Before importing the worksheet, verify the corresponding periods are open in PrintStream. Next, open the General Ledger program and select File from the taskbar. Then, select Create AP Batch with Invoices.



Locate the Excel spreadsheet to import:



Highlight the file and click **Open**. The .xls file opens and imports the AP Invoice records into an AP invoice batch.

When the file has successfully imported, the last line in Column A indicates the Batch number and the number of invoices that were successfully imported into PrintStream. The invoices can now be reviewed and modified. The final step is to post the batch to the General Ledger. The invoice description auto-fills with the phrase, "Opening AP downloaded from GL".

After you have posted the AP invoice batch(s), create a journal entry reversing the transaction created in the GL from the import. You will need to debit Accounts Payable and credit the GL expense account referenced for each line item in the worksheet.

Option 2: Pay all outstanding invoices from your prior system

You could process payments, then distribute the printed checks as your cash flow would allow.

Option 3: Individually record each outstanding invoice

Individually record each outstanding invoice from your prior system using the same logic as discussed in the A/R invoicing section. You can also enter the past due invoices grouping them together by the aging bracket they fall under. For example, if you have a vendor who has several invoices that are in the over 60 column, you can enter them in a batch dated 60 days old which will age them correctly. You don't need to be concerned with accounting for sales tax or expensing each invoice to its related account number because all entries will be reversed in the general ledger. Simply enter each of the invoice totals to the same expense account.

Once all invoices have been entered, print an AP Aging report from the AP Reporter Module and verify it matches exactly to the aging report from your prior system. This figure should also correspond to the dollar amount of your prior systems General Ledger account number for Accounts Payable.

After you have confirmed the totals on this report, post all of the Accounts Payable Invoice batches used to create these start up balances. After posting the AP invoice batch(s), create a journal entry reversing the transaction created in the GL from the import, debit Accounts Payable and credit the GL expense account referenced for each line item in the worksheet.

Postage – Customer Deposits

For all postage money "On Account" or in "Suspense", create a cash receipt in AR Cash Receipts for each customer that has postage suspense money or postage money on-hand, and leave it un-allocated in postage.

Note Once a job has been completed and invoiced in PrintStream any postage money due is now considered Accounts Receivable. Therefore, PrintStream does not recognize negative suspense. If you have a customer that you are tracking money owed for Postage you should create an Accounts Receivable invoice. You can list Postage for Job xxxxx in the description of the invoice.

There may have a slight reconciling issue with the difference between what you used to consider part of your Postage Liability and PrintStream tracks as Accounts Receivable.

There may also be some issues with un-billed jobs that have postage money earmarked. For these you may need to use quick job creation, earmark the postage money and/or log postage usage to these interim jobs. Please refer to the Postage Screens and Procedures.doc in the Help_Docs folder in your Stream directory for further instruction.

Once all cash receipts have been entered, print a Customer Postage Balance Summary report from the Postage Display and Reports Module to verify it matches exactly to the totals from your prior system. This figure should also correspond to the amount showing in your prior systems General Ledger account number for Postage Liability.

After you have confirmed the totals on this report, post all Cash Receipt batches used to create these start up balances. Create a journal entry to reverse the transaction created in the posting: a debit to postage liability and a credit to the applicable cash account.

Postage – Inventory Balances

Postage Inventories may be established one of two ways.

When using either option, you will need to take into consideration any usage that has been logged into PrintStream during the creation of the Customer Postage balances. The best way to do this would be to print a Postage Inventory Summary report in Postage Reporter to check current PrintStream balances.

Option 1: Write a postage check

One option is to write a “fake” postage check for the total of all your permits, meters and stamp denominations. If you choose this option, use a check number that is numerically out of range of the checks in your normal series. You may allocate it to a number of different postage inventories, or you can write one “fake” postage check for each type of inventory. For example, create one check for the total of your meter balances, one check for your stamp inventories, etc.

The screenshot shows the 'Postage Accounting' software interface. The main window is titled 'Postage Accounting - Company Name: Alaska - User: LS'. It has a menu bar with 'File', 'Postage Refund', 'Create Check', 'Check Approval', 'Record Postage Usage', 'Inventory Adjustmnet', and 'Help'. The 'Postage' logo is visible in the top left. A 'Request Check' window is open, showing 'Payee' and 'Requested Date: 11/05/01'. Below it, a 'View Check Allocations' window is open, displaying 'Payee#: *84020' and 'Total Check Amount: \$152,678.00'. The 'View Check Allocations' window has a table with columns: Inventory#, Description, Type, Amount, and Allocations. It lists three allocations: 1. M45678, 453 Alley Way, Meter, \$31,754.23; 2. P-258, 31 Columbia, House Permit, \$119,273.77; 3. S33, 453 Alley Way, Stamps, \$1,650.00. Each row has a 'Job Allocations' link. There are also buttons for 'Allocate', 'Delete', and 'Close'.

	Inventory#	Description	Type	Amount	Allocations
1	M45678	453 Alley Way	Meter	\$31,754.23	Job Allocations
2	P-258	31 Columbia	House Permit	\$119,273.77	Job Allocations
3	S33	453 Alley Way	Stamps	\$1,650.00	Job Allocations

After printing the “fake check”, update and post it to the general ledger. Create a journal entry to reverse the transaction created in the posting: a debit to the applicable cash account and a credit to postage inventory.

Option 2: Create a negative usage

The second option is to create negative usage using job 999999 for each inventory type. By creating negative usage, you are actually increasing the balance on the inventory type while accomplishing the same result as writing a check.

Postage Accounting - Company Name: Alaska - User: LS

File Postage Refund Create Check Check Approval Record Postage Usage Inventory Adjustmet Help

Postage

Customer Postage Refund
Request/Edit Postage Ch...
Print/Update/Void Postage
Record Postage Usage

Postage Usage Entry
Transfer Postage Usage

Postage Inventory Usage

Inventory# P-500 12401 South 450 East
Inventory Type: House Permit
Statement Permit#: 500

Job# 999999
Customer:

Date: 11/05/01 Employee: 1 Chris

Rate: 0.000 Apply Rate

	Used	Spoiled	Total
Quantity	0	0	0
Amount	-117,273.77	0.00	-117,273.77

Postage Inventory Usage

Are you sure you want to return postage to the inventory?

Yes No

Inventory Balance: (\$24.99)
Usage: (\$117,273.77)
Inventory Balance: \$117,248.78

OK Clear Close

After entering all negative usage transactions they should be posted through the G/L posting screen, Post Materials, Postage and Inventory.

Once all entries have been made, print a Postage Inventory Detail report from Postage Reporter and verify it matches exactly to the totals from your prior system. This number should also correspond to the amount showing in your prior system's General Ledger account number for Postage Inventory. To post these transactions, open the GL program/GL Posting/Post Materials, Postage and Inventory to GL. Create a journal entry to reverse the transaction created in the posting: a debit to the postage spoilage control account and a credit to postage inventory.

Material Inventory

Prior to establishing your Inventory Codes you should work with your PrintStream production contact as to the best way to establish quantities, values and locations for all of your Inventoried Materials.

New inventory items can be entered (*one at a time*) through Inventory Master Files or (*all at once*) by downloading a spreadsheet using the 'Inventory Import' Module.

Contact EFI PrintStream for the latest version of the Inventory Spreadsheet before continuing. **We recommend entering items first (*one at a time*) in test data, until you fully understand how the Inventory Module functions and how the various reports display your codes, descriptions, etc.**

For additional help in establishing Inventory Balances in PrintStream, please refer to the InventoryandWarehouse.doc in the Help_doc folder available in your Stream directory.

Once all inventories have been entered, print a Period Inventory report and verify it matches exactly to the totals from your prior system. This number should also correspond to the amount showing in your prior systems General Ledger account number for Inventory.

After you have confirmed the totals on this report, post all Material, Postage and Inventory transactions used to create these start up balances.

WIP for Carry Over Jobs

WIP costs for jobs already in progress, at the go live date, can be imported into PrintStream through the Job Cost Entry Module. There are two options for entering this information depending on how much detail you wish to include.

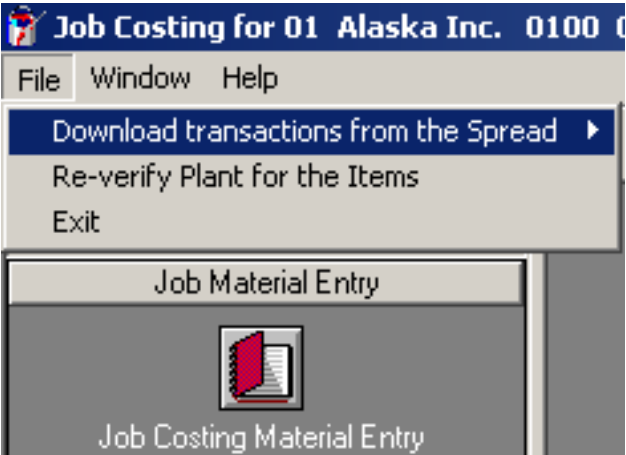
Option 1 - Enter one transaction per job for the total WIP amount. It is recommended to set up a new activity code titled “Startup Balance” in one of the beginning or ending cost centers. After beginning WIP balances have been entered, this activity code can be set as inactive by your PrintStream Accounting Support Rep. The new activity code must be linked in Link to Purchasing and Link to GL, as well as being setup as a Material in the Job Cost Entry Module.

Option 2 - Enter each transaction for the job to the actual corresponding activity code. Each activity would need to set up as a Material in the Job Cost Entry Module.

Downloading Transactions from Spreadsheet

Freight and other material expenses can also be imported into PrintStream via an Excel spreadsheet. Please contact PrintStream Accounting Support personnel to obtain the spreadsheet.

Once the spreadsheet has been completed, select File from the menu at the top of the screen and then select **Download transactions from the Spread.**



Windows Explorer automatically opens and allows you to select the worksheet to be downloaded. Highlight the file and select Open.

When PrintStream has successfully completed downloading the file, the word LOADED appears at the end of each line item in the spreadsheet. If PrintStream is unable to read a line item in the spreadsheet, an error message appears at the end of the line item indicating the problem.

Note The Job Cost Entry transactions downloaded via an Excel spreadsheet are posted through the General Ledger, G/L Posting, Post Materials, Postage, and Inventory to G/L.

Postage for Carry Over Jobs

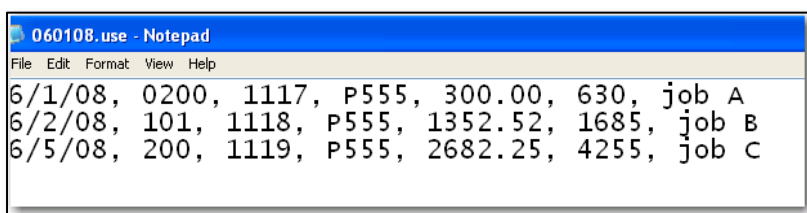
For carry over jobs which already have postage usage on them, the amount can be imported using the AR Invoicing Import Module.

Setup for Postage Usage Import

Make sure that the following items are already setup in PrintStream:

- Customer record
- Job Number
- Postage inventory item (Use the same item for all jobs)

Create a Wordpad data file with the following information: date of usage transaction, customer account number, PrintStream job number, postage instrument, actual usage created, quantity of pieces, notes.



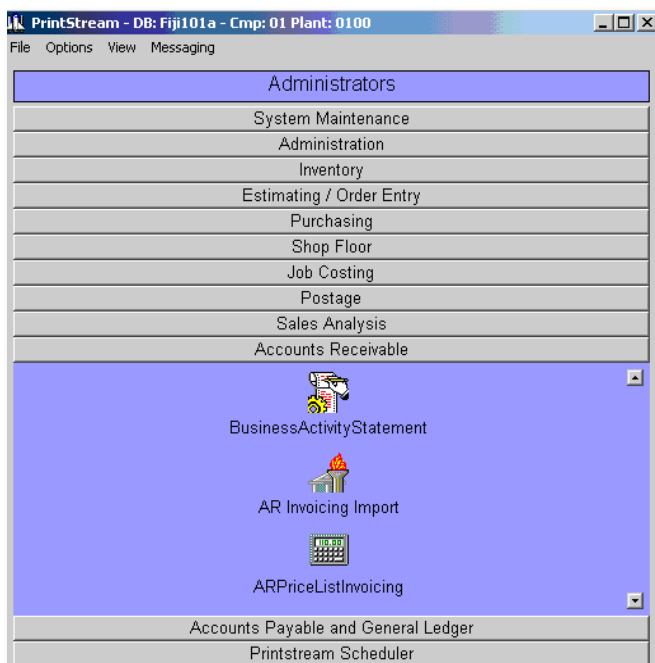
This file is saved as a .use file and stored in the following path: P:\Stream\livedata\psextern\PCS. You may need to create a folder named PCS within the PSEXTERN folder.

How to Import Postage Usage

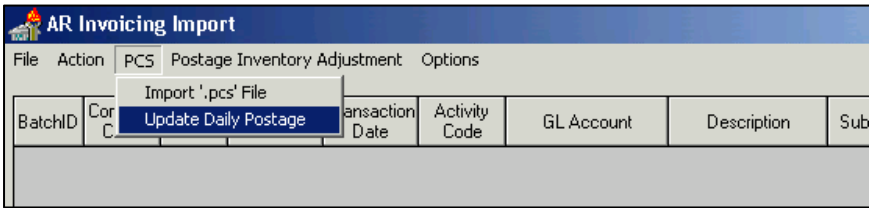
Once the setup has been completed for the importing of postage usage data into PrintStream, you may proceed with importing the usage file.

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

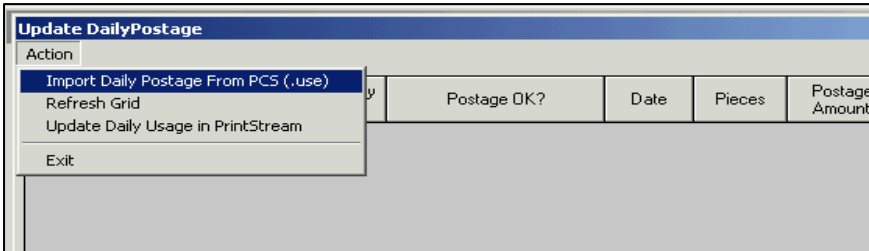
Select the **AR Invoicing Import** program from the PrintStream menu bar.



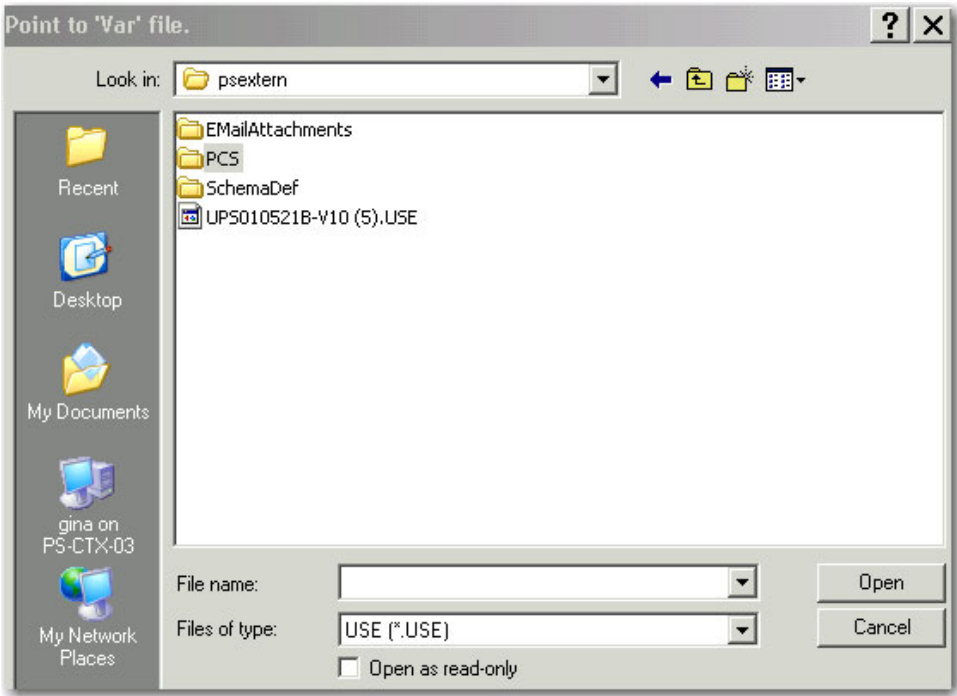
Select PCS from the task bar at the top of the screen and then select **Update Daily Postage**. A new window displays.

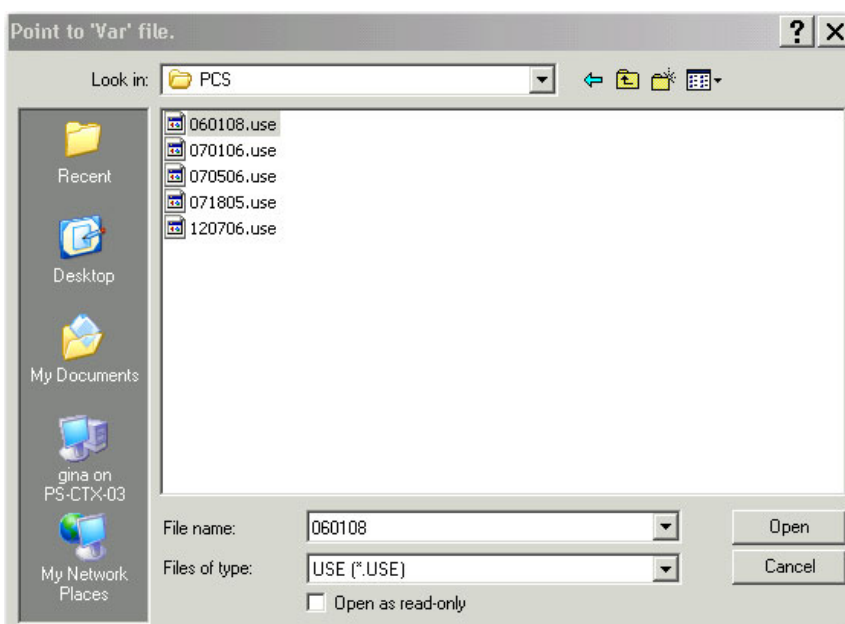


Select **Action** and then select **Import Daily Postage From PCS**.



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





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

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

Once this is done, select **Action** and then select **Update Daily Usage in PrintStream**.

AR Invoicing Import									
Update DailyPostage									
Action									
Import Daily Postage From PCS (.use)									
Refresh Grid									
Update Daily Usage in PrintStream									
Exit									
	Postage OK?	Date	Pieces	Postage Amount	Notes				
	Yes	6/1/2008	630	300	job A				
	Yes	6/2/2008	1685	1352.52	job B				
	Yes	6/5/2008	4255	2682.25	job C				

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

The usage import updates the jobs referenced in the .use file as well as the postage inventory item used.

Once the postage balances for all carry over jobs have been imported, log negative usage to the postage inventory item used for job 999999 for the total amount.

After entering the negative usage transaction, it should be posted. To do this, open the GL program/GL Posting/Post Materials, Postage and Inventory to GL. Then, create a journal entry to reverse the transaction created in the posting: a debit to the postage spoilage control account and a credit to postage inventory.

Billing Carry Over Jobs

There are two options for AR invoicing carry over jobs. The first option would be to manually create the invoice. Each line of the invoice would have to be manually created and allocated to the correct GL account. The second option would be to generate the invoice from the estimate. This would mean that the estimate information would need to be entered into PrintStream prior to billing.

Establishing General Ledger Balances

After all sub-ledgers have been created and match to the sub-ledgers from your previous accounting system, you are ready to enter your start up general ledger balances. There are 2 options available on how to load your trial balance numbers.

Option 1: Verify Posting

Verify all batches used to create your sub-ledgers have been posted to the General Ledger, (A/R Invoices and Cash Receipts, A/P Invoices, Materials/Postage/and Inventory, Postage Checks.) Print a trial balance dated XX/XX/XXXX from PrintStream.

Create a journal entry to “zero” out all account balances. For example, if the A/R account is showing a Debit balance of \$25,000 create a journal entry to credit A/R for \$25,000 and a debit to the revenue account selected. If batches were posted to multiple periods, a journal entry must be created to each period to zero out the account balances.

(Remember, a journal can contain up to 99 lines).

After completing and posting your reversing journal entries print another Trial Balance. Verify all account balances are zero before continuing.

You can now enter a “Starting Journal Entry” to transfer all balances from your old system to PrintStream.

You may want to type “Start-up entry” in the line item details of your journal for future reference.

It is recommended when entering a large journal, such as this beginning balance entry, that you use a balancing account with each journal. Because a manual journal can contain up to 99 lines, you may end up with an out of balance situation as you reach this limit of 99 lines. Choose an account, such as a suspense account, to “plug” the difference to in each journal. For example, if you are on your 98th line (or thereabouts) and you have credits totaling 25,000 and debits totaling 20,000 you will enter a debit of 5,000 to this pre-selected “plug” account. When you begin your next journal your first entry should be a credit of 5,000 to this “plug” account to negate the balancing entry you made in the prior journal.

Continue using this procedure until all accounts have been entered. The final journal entry should not require any kind of balancing entry. If it does, a keying error may have occurred.

(If you do have to use a “plug” account for the last entry, you can go ahead and do so. It may be easier to do this, post the batches and then review your entries in a report format, rather than trying to go back and look for mistakes on your screen).

Post all General Journal Batches and print a Trial Balance. Compare the PrintStream Trial Balance to your old Trial Balance and record any necessary adjusting entries.

If you are creating your start up balances in the last period of the year as with our example, the final step(s) would be to perform the Year End Close and Postage Balance Transfer Utilities. The directions for performing these Utilities may be found in the General Ledger Screens and Procedures document in the Help_doc folder on your Stream directory.

Option 2: Use the GL Import

Complete the 600_700_03 Acct Journal Entry Import.xls spreadsheet provided by EFI PrintStream in the 600_Accounting folder of the Master Migration Templates.

Line 1 = Header Line

Row 2, Column A = Batch Date (The date represents the period the entries will post to in the General Ledger), date format (xx/xx/xxxx)

Column A, COMPANY CODE, text format

Column B, BRANCH CODE, text format

Column C, DEPT CODE, text format

Column D, GL ACCT NO, general format

Column E, D" or "C for debit or credit, general format

Column F, NOTES (Description of entry), general format

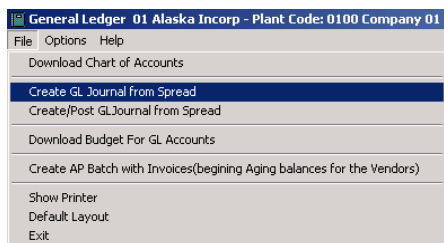
Column G, AMOUNT (numbers only, no \$ needed), accounting format with decimal placing of 2

Column H, if the import encountered any difficulties, an error displays here.

	A	B	C	D	E	F	G	H
1	Company Code	Branch Code	Dept Code	Account_No	Debit or Credit	Details	Amount	
2	11/02/06							
3	01	01	01	1200	D	Notes	156987	
4	01	01	01	4000	C		156987	

From the General Ledger program, select **File** and then select **Create GL Journal from Spread**.

Locate the .xls file and select **Open**.



The spreadsheet opens and each line becomes highlighted as it is imported into PrintStream. Upon completion, the last line of the open spreadsheet indicates the Batch that was created as well as the period and year of creation. The entry can then be reviewed or modified from GL Entry and posted.

	A	B	C	D	E	F	G	H
1	Company	Branch	Co	Dept	Code	Account	N	Debit or Credit
2	7/3/2004							
3	01	01	01	1200	D	Startup Balance for July 2003	5636.02	
4	01	01	01	4000	C	Startup balan july 2003	5636.02	
5	01	01	01	1000	C	Startup Balance for Dec 2002	150.98	
6	01	01	01	4000	D	Startup Balance for Dec 2002	150.98	
7								
8	Batch 2179 was successfully downloaded to the DB to the GL Year 2004 Period 10							

Loading Historical G/L Info Using Spreadsheet

It is recommended if the import spreadsheet is to be used to load historical balances, a template type Workbook is created and then individual workbooks be created by using the “template” and inserting the correct date and data. When entering history balances into the spreadsheet, only use the difference for each account rather than the ending balance for each account. For example:

Cash Operating account #01011010

Period	Beginning Balance	Ending Balance	Difference
Jan 2004	50,000	40,000	(10,000)
Feb 2004	40,000	95,000	55,000
March 2004	95,000	98,000	3,000
April 2004	98,000	68,000	(30,000)
May 2004	68,000	105,000	37,000
June 2004	105,000	140,000	35,000
July 2004	140,000	125,000	(15,000)
Aug 2004	125,000	160,000	35,000
Sep 2004	160,000	180,000	20,000
Oct 2004	180,000	175,000	(5,000)
Nov 2004	175,000	160,000	(15,000)
Dec 2004	160,000	150,000	(10,000)

Using the above information, a worksheet with the date of January 31, 2004 would be created showing account 01011010 with a debit entry for \$40,000. A second worksheet with a date of February 28, 2004 would be created showing account 01011010 with a debit entry for \$55,000; we only want to use the difference amount of the previous month's ending balance and the current month's ending balance. This yields the true ending balance for this period. A third worksheet with a date of March 31, 2004 would be created showing account 01011010 with a debit entry of \$3,000, etc.

This utility only reads one sheet per workbook. Be careful not to re-import the same spreadsheet. The GL import program does not discriminate and it will download it again if that spreadsheet is opened.

Data shows in the GL Batch Status Display, the Batch Display Report, and the GL Batch Transactions Report. The data posts as batch type GJ.

EFI PrintStream is available to help with this original set-up as needed.

Work in Process Multi Labor

Overview

PrintStream allows labor to be tracked through work in process. This is an optional setting and requires activation by PrintStream Accounting Support contact to look for the appropriate WIP account at the activity code linking level rather than the control account level. Additional setup is also required by the user.

Multi WIP Activation

Define database as Multi-WIP

From Master File Reports, Link to Purchasing, click the setting Set SYSTEM as Multi WIP in the lower left corner of the screen. A password is required for this step, and PrintStream Accounting Support can assist with this activation.

Plant	Activity Code	Activity Description	LMS	GL Link To Purchasing	Description Link To Purchasing	Purchasing Plant	Purchasing	Sales Tax	G
0100	98001	Postage Chargeable	P	0101011300	postage inventory	0200	Diss	hh* 5% Kane Cou	
0200	29010020	Postage Chargeable 0200	P	0125011300	Postage Inventory	0200	Diss	AA* 0% Sanpete C	
0100	31010	DP Buyout	S	WIP DP	Wip to DP expense	0100	Diss	00* 0% non taxabl	
0100	31005	PURCHASE LIST	S	WIP DP	Wip to DP expense	0100	Diss	00* 0% non taxabl	
0100	32005	DATA ENTRY (Buyout)	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	34005	PROGRAMMING (Buyout)	S	WIP DP	Wip to DP expense	0100	Diss	00* 0% non taxabl	
0100	50005	PRE-PRESS BUYOUTS	S	WIP Print	WIP to Print Expense	0100	Diss	00* 0% non taxabl	
0100	50999	Paper Buyout	S	WIP Print	WIP to Print Expense	0100	Diss	00* 0% non taxabl	
0100	51011	PRINT #9 1-COLOR	S	WIP Print	WIP to Print Expense	0100	Diss	00* 0% non taxabl	
0100	51012	PRINT #10 1-COLOR	S	WIP Print	WIP to Print Expense	0100	Diss	00* 0% non taxabl	
0100	51013	PRINT & PROVIDE LETTER	S	WIP Print	WIP to Print Expense	0100	Diss	00* 0% non taxabl	
0100	51015	PRINT 6X9 1-COLOR	S	WIP Print	WIP to Print Expense	0100	Diss	00* 0% non taxabl	
0100	51016	PRINT 9X12 1-COLOR	S	WIP Print	WIP to Print Expense	0100	Diss	00* 0% non taxabl	
0100	51041	PRINT #9 2-COLOR	S	WIP Print	WIP to Print Expense	0100	Diss	00* 0% non taxabl	
0100	51042	PRINT #10 2-COLOR	S	WIP Print	WIP to Print Expense	0100	Diss	00* 0% non taxabl	
0100	51045	PRINT 6X9 2-COLOR	S	WIP Print	WIP to Print Expense	0100	Diss	00* 0% non taxabl	
0100	51046	PRINT 9X12 2-COLOR	S	WIP Print	WIP to Print Expense	0100	Diss	00* 0% non taxabl	
0100	60099	Laser Buyout	S				Diss		
0100	64006	LASER PROGRAMMING	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	70005	DIE CUT BUYOUT	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	70006	BINDERY BUYOUT	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	81005	INKJET BUYOUT	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	82005	CHESHIRE BUYOUT	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	84005	HANDWORK BUYOUT (TEMPS	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	86005	TABBER BUYOUT	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	95005	BMC/SCF TRUCKING BUYOUT	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	95006	FREIGHT	S	0101011200	wip	0100	Diss	AA* 0% Sanpete C	
0100	95012	COURIER (Buyout)	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0200	21010005	Design Buyout	S	0125011200	WIP-Plant 0200	0200	Diss	00* 0% non taxabl	
0200	24000005	Print Buyout	S	0125011200	WIP-Plant 0200	0200	Diss	00* 0% non taxabl	
0200	26000005	Bindery Buyout	S	0125011200	WIP-Plant 0200	0200	Diss	00* 0% non taxabl	
0200	26015005	Stamp Buyout	S				Diss		
0200	29010005	Freight	S	0125011200	WIP-Plant 0200	0200	Diss	00* 0% non taxabl	

☒ Set SYSTEM as Multi WIP
 Print Grid
Save
Close

Create new General Ledger accounts and dissection codes

General Ledger accounts should be created for WIP Materials, WIP Labor and Labor Spoilage. For a multi-plant database, there is one WIP material and one WIP labor account for each plant. You have the option of creating more than one WIP material and/or WIP labor account, but most users are able to get enough detail from having one of each.

Link the Labor Waste Control account in Masterfile Reports/ Accounting Structure / GL Plant Control Accounts. Please contact your Accounting Support contact to obtain the password.

01 Alaska Incorp						
0100	Company 01 Primary Location					
	Plant Control Account	GL	GL Branch	GL	GL Account	GL Account Description
1	APControlAcct	01	Main Branch	01	Main Depart	2000 accounts payable
2	APDiscount	01	Main Branch	01	Main Depart	5100 ap discount
3	APOffsetAccount					
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					0
7	ARCommissionsAccruals	01	Main Branch	01	Main Depart	2700 AR Commission Accrual
8	ARCommissionsAdvancedP	01	Main Branch	01	Main Depart	1750 Advances on Commissions
9	ARCommissionsExpense	01	Main Branch	01	Main Depart	7700 AR Commissions Liability
10	ARCommissionsPayroll	01	Main Branch	01	Main Depart	2725 AR Commissions Payroll
11	ARControlAccount	01	Main Branch	01	Main Depart	1500 accounts receivable
12	ARCustomerJobPrepayment	01	Main Branch	01	Main Depart	2500 PrePayment on Job
13	ARDefaultRevenue	01	Main Branch	01	Main Depart	4000 sales revenue
14	ARDiscount	01	Main Branch	01	Main Depart	5000 ar discount
15	ARMaterialsStorageRevenue					
16	AROffsetAccount					
17	ExtraCosts	01	Main Branch	01	Main Depart	6200 extra costs
18	FGLabContraExpense	01	Main Branch	01	Main Depart	5450 Contra Expense Account
19	FGMatContraExpense	01	Main Branch	01	Main Depart	5450 Contra Expense Account
20	FreightAccount	01	Main Branch	01	Main Depart	4100 freight revenue
21	LaborWaste	01	Main Branch	01	Main Depart	6150 labor spoilage
22	MaterialSpoilage	01	Main Branch	01	Main Depart	6100 material spoilage
23	PostageAdjustments	01	Main Branch	01	Main Depart	2150 Presort Postage Liability
24	PostageDeposits	01	Main Branch	01	Main Depart	2100 postage liability
25	PostageOffset					
26	PostageSpoilage	01	Main Branch	01	Main Depart	6400 postage spoilage
27	PostageUnbillable	01	Main Branch	01	Main Depart	6300 postage unbillable
28	SalesTaxControl	01	Main Branch	01	Main Depart	2200 sales tax payable
29	ServiceCharges	01	Main Branch	01	Main Depart	4600 service charge revenue
30	WIP	01	Main Branch	01	Main Depart	1200 wip

Mark Dissection Code as WIP

For all General Ledger accounts defined for use as Work in Process accounts, a dissection code is required. When the dissection code for WIP Labor is created, select the **Use as WIP** check box. The dissection code may either be created in Master File Reports>Accounting Structure>GL Chart of Accounts by editing the GL Account and then select the Generate Dissection Code in the lower left corner of the window. Or you can manually create the dissection code from Vendor Master File, Modules, AP Dissection Codes. From this screen, highlight the appropriate dissection code, click the check box Use as WIP and save.

Vendors for the Company 01 Alaska

File Modules Window Help

01 Vendors

A/P Dissection Code

Code	Description
0101010123456	suellen added
01010105200	office supplies expense
0101011200	wip
0101011225	WIP - East Coast
0101011250	WIP - West Coast
0101011300	postage inventory
0101011325	paper inventory
0101011326	White Paper Inventory
0101011327	Black Paper Inventory
0101011350	material inventory
0101011400	finished goods inventory
0101012300	ap w/out invoice
0101012400	New diss code
0101015000	ar discount
0101015100	ap discount
0101016000	ap without inv diff
0101016100	material spoilage

Code: 0101011225
Description: WIP - East Coast

Account Details:
Branch: 01 Main Branch
Department: 01 Main Department
Account: 1225 WIP - East Coast

Use as WIP ☒

Tax Code: 00 0% non taxable

Add Save Cancel

Link to Purchasing – material and subcontract

The Link to Purchasing program is located in Master File Reports, Accounting Structure. Linking within this screen defines which General Ledger accounts are affected for all material and buyout activity codes.

	Link to Purchasing		Link to Inventory
Valued inventory activity code: paper, raw, finished goods	WIP Materials		Applicable Inventory Asset account: paper, raw, finished goods
Activity code used in Job Cost Entry	WIP Materials		Applicable expense account; freight expense, plate expense, etc.
Activity code used for buyouts/subcontracts	WIP Materials		None

Plant	Activity Code	Activity Description	LMS	GL Link To Purchasing	Description Link To Purchasing	Purchasing Plant	Purchasing	Sales Tax	GL Link To Inv
0100	82000	LABELING MATERIALS	M	0101011200	wip	0100	Diss	00* 0% non taxabl	0110106000
0100	32005	DATA ENTRY (Buyout)	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	30000	DP MATERIAL	M	0101011200	wip	0100	Diss	00* 0% non taxabl	0101017300
0100	70006	BINDERY BUYOUT	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	82005	CHESHIRE BUYOUT	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	84005	HAND/WORK BUYOUT (TEMPS)	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	86005	TABBER BUYOUT	S	0101011200	wip	0100	Diss	00* 0% non taxabl	
0100	50100	New FG Code	M	0101011200	wip	0100	Diss	00* 0% non taxabl	0101011400
0100	81000	INKJET MATERIALS	M	0101011200	wip	0100	Diss	00* 0% non taxabl	0110106000
0100	70000	BINDERY MATERIALS	M	0101011200	wip	0100	Diss	00* 0% non taxabl	0110106000
0100	79000	Pack/Ship Materials	M	0101011200	wip	0100	Diss	00* 0% non taxabl	0110106000
0100	42000	PROOFING MATERIALS	M	0101011200	wip	0100	Diss	00* 0% non taxabl	0110106000
0100	42500	PLATE MATERIALS	M	0101011200	wip	0100	Diss	00* 0% non taxabl	0110106000
0100	43000	ELEC. PREPRESS MATERIALS	M	0101011200	wip	0100	Diss	00* 0% non taxabl	0110106000

Accounting Notes for clarification:

Link to Purchasing controls:

- Debit in Accounts Payable
- Credit in Accounts Receivable invoice
- Credit and debit in Accounts Receivable with dummy invoice
- Debit from Job Cost Entry
- Debit from Inventory issue

Link to Inventory controls:

- Credit from Job Cost Entry
- Credit from Inventory issue
- Debit from Inventory return

Link to General Ledger – Material and Subcontract

Define a General Ledger link for the revenue and expense accounts you would like to associate with each activity code. This step normally takes place as part of the general accounting set-up.

01	10	10	6400	10	10	4400	290100001	Finished Goods Inventory	M
01	01	01	7400	01	01	2222	95020	Best Way Freight Charges	M
01	01	01	7300	01	01	4000	96005	Raw Materials on Consignm	M
01	10	10	6000	20	10	40010005	42000	PROOFING MATERIALS	M
01	25	06	6050	25	06	4000	260000000	Bindery Materials	M
01	25	02	6050	25	02	4000	210000000	Composition Materials	M
01	25	03	6050	25	03	4000	220000000	Electronic Materials	M
01	25	05	6050	25	05	4000	240000000	Paper	M
01	01	01	5200	01	01	4000	95014	FEDEX	M
01	10	10	6000	10	10	4000	42500	PLATE MATERIALS	M
01	10	10	6000	10	10	5000	44000	Monika's Test	M
01	10	10	6000	10	10	4000	96999	Raw Materials	M
01	10	10	6000	10	10	4000	50002	INK	M
01	10	10	6000	10	10	4000	50004	PRINTING RAW MATERIALS	M
01			0			0	220110000	Scan Materials	M
01	10	10	6002	10	10	4000	50007	Black PAPER	M

Company: 01 Alaska Incorp

Branch: 25 Main Branch-Plant 0200

Department: 06 Bindery-Plant 06

Account: 6050 Cost of Goods-Bindery E

Income Account :

Company: 01 Alaska Incorp

Branch: 25 Main Branch-Plant 0200

Department: 06 Bindery-Plant 06

Account: 4000 Revenue-Bindery I

Accounting Notes for clarification:

Link to Expense controls:

- Debit in A/R invoicing for outside (subcontract, buyout) purchases and material entries from either Job Cost Entry or Valued Inventory Issues when job is Final Invoiced.

Link to Revenue controls:

- Credit in A/R invoicing for sales of outside purchases and materials. When an activity code is selected during the Estimating/Order Entry process, and the invoice is eventually generated from the Estimate/Order, this revenue account is used for the line item.

Labor WIP Activation

Before continuing with this section of set-up, confirm that all previous steps for multi-WIP activation have been completed.

Confirm Rates Set-up

From Master File Reports, Production System, Rates Setup (for the System), confirm the rates are defined. A typical set up would have the Labor rate + the Machine rate + Variable rate = Hourly rate. While this scenario is typical, it is not required. Some customers have opted for setting up only an hourly rate and a labor rate, and not defining a machine or variable rate.

Overall rate set-up is covered during pre-installation training and your best resource for detailed questions is your PrintStream Production Support contact.

300 DP ADMIN								
	Code	Description	Chargable	Hourly Rate	Labor Rate	Machine Rate	Variable	Hourly
1	30010	DP SET UP	<input checked="" type="checkbox"/>	60.00	30.00	20.00	10.00	
2	30095	DP ABSENCE	<input type="checkbox"/>	60.00	20.00	0.00	40.00	
3	30098	DP ADMIN/OTHER	<input type="checkbox"/>	60.00	20.00	0.00	40.00	
4	30099	DP NO WORK	<input type="checkbox"/>	60.00	20.00	30.00	10.00	

Additional information regarding rates:

The hourly rate is typically a fully loaded rate or all inclusive rate.

The labor and machine rates allow you to break down the hourly rate into a direct labor and a direct machine rate.

The variable rate typically represents the overhead portion.

The Work in Process Reports have options to generate by either hourly, labor or employee labor rate.

Costing Method	
<input checked="" type="radio"/> Activity Hourly Rate	<input type="checkbox"/> Activity Machine Rate
<input type="radio"/> Activity Labor Rate	<input type="checkbox"/> Include Time Rate Factor
<input type="radio"/> Employee Labor Rate	

Determine desired posting method

The following resides in a password protected area. Your PrintStream Accounting Support contact will assist with this setting.

You may choose to post labor transactions as follows;

1. By total hourly rate (first radio button).

Posting Labor Cost to the WIP option

☒ Labor Cost will be recorded to (from) the WIP Labor Direct Account and Applied Labor Direct Account as the Activity Hourly Rate * by Hours

☐ Labor Cost will be recorded accordingly to the WIP Labor Account(s) as :

☐ Activity Labor Rate * Hours (Applied Labor Direct Account) ☐ Use Employee Rate as Labor Rate ☐ Use DEFAULT time rate for Employee when posting by Employee Rate

☐ Activity Variable Rate * Hours (Applied Labor Variable Account)

☐ Activity Machine Rate * Hours (Applied Labor Fixed Account)

2. By Labor rate alone, as in the following screenshot. This setting is the most commonly used.

Posting Labor Cost to the WIP option

☐ Labor Cost will be recorded to (from) the WIP Labor Direct Account and Applied Labor Direct Account as the Activity Hourly Rate * by Hours

☒ Labor Cost will be recorded accordingly to the WIP Labor Account(s) as :

☒ Activity Labor Rate * Hours (Applied Labor Direct Account) ☐ Use Employee Rate as Labor Rate ☐ Use DEFAULT time rate for Employee when posting by Employee Rate

☐ Activity Variable Rate * Hours (Applied Labor Variable Account)

☐ Activity Machine Rate * Hours (Applied Labor Fixed Account)

3. By a combination of Labor + Machine + Variable. With the proper linking (covered further in the document), each of these labor components may be linked to separate Work in Process and Applied Labor General Ledger accounts.

Posting Labor Cost to the WIP option

☐ Labor Cost will be recorded to (from) the WIP Labor Direct Account and Applied Labor Direct Account as the Activity Hourly Rate * by Hours

☒ Labor Cost will be recorded accordingly to the WIP Labor Account(s) as :

☒ Activity Labor Rate * Hours (Applied Labor Direct Account) ☐ Use Employee Rate as Labor Rate ☐ Use DEFAULT time rate for Employee when posting by Employee Rate

☒ Activity Variable Rate * Hours (Applied Labor Variable Account)

☒ Activity Machine Rate * Hours (Applied Labor Fixed Account)

This detailed method of tracking the expenses in three labor expense accounts requires additional activation. Please contact PrintStream Accounting Support.

If you choose to use the employee rate as the labor rate, as well as using the default time rate for the employee when posting the employee rate. These options are explained after Option 3 later in this document.

Note Examples of how each of these settings posts to the General Ledger are provided later in this document.

Linking Labor Activity Codes

Master File Reports>Accounting Structure>Posting Labor Activities (Special Setting). This program requires a password which may be obtained from PrintStream Accounting Support.

This screen allows for linking of a WIP Labor account, an Applied (accrued) Labor account, a Labor Expense and a Revenue link all in one screen. It also allows for easy application of the same G/L link for all activities within the same cost center.

Begin by selecting the plant code and cost center. Complete the upper portion of the screen by filling in the WIP Labor, Applied Labor, Income and Expense sections with the applicable accounts. Then, click the Create Link button and the bottom portion of the screen, which contains a complete listing of all labor activity codes within the cost center selected, will be populated with the General Ledger account defined above. Continue clicking Create Link for the WIP Labor section as well as the Applied Labor section. For the Income and Expense section, click the grey buttons labeled Income and Expense.

01 Alaska Incorp

Plant 0100 Company 01 Primary Location

Cost Center 300 DP ADMIN

WIP Labor				Applied Labor					
	GL Branch	GL Dept	GL Account		GL Branch	GL Dept	GL Account		
Direct	01	01	1210	Create Link	Direct	01	01	5460	Create Link
Variable	01	01	1210	Create Link	Variable	01	01	5460	Create Link
Fixed	01	01	1210	Create Link	Fixed	01	01	5460	Create Link

Income Br Code	Income Dpt Code	Income Acct	Create Link	Expense Br Code	Expense Dpt Code	Expense Acct	Create Link
01	01	4270	Income	01	01	6270	Expense

Charge /Non Charge	Activity Code	Descr	WIP Labor Direct Branch	WIP Labor Direct Dpt	WIP Labor Direct Account No	WIP Labor Variable Branch	WIP Labor Variable Dpt	WIP Labor Variable Account No	WIP Labor Fixed Branch	WIP Labor Fixed Dpt	WIP Labor Fixed Account No	Applied Labor Direct Branch	Applied Labor Direct Dpt	Applied Labor Direct Account No	Applied Labor Variable Branch	Applied Labor Variable Dpt	Applied Labor Variable Account No
<input checked="" type="checkbox"/>	30010	DP SET I	01	01	1210	01	01	1210	01	01	1210	01	01	5460	01		
<input type="checkbox"/>	30095	DP ABSE	01	01	1210	01	01	1210	01	01	1210	01	01	5460	01		
<input type="checkbox"/>	30098	DP ADMI	01	01	1210	01	01	1210	01	01	1210	01	01	5460	01		
<input type="checkbox"/>	30099	DP NO W	01	01	1210	01	01	1210	01	01	1210	01	01	5460	01		

☐ Suppress Branch/Dpt Display

Date Posting to Labor is activated 5 / 5 /2007

[Save](#) [Close](#)

The account number(s) defined in the WIP section of this screen control the account number to be debited upon posting of non-chargeable labor transactions. The account number(s) defined in the Applied section of this screen control the g/l account number to be credited upon posting of non-chargeable labor transactions.

Select the Save button and choose the next cost center to link. The G/L links defined will hold in the upper section of the form so if all activities within the newly selected cost center will require the same linking, simply click the buttons for creating the links. Once you close and re-open the program, the upper portion will be blank and will require re-definition to continue.

Accounting Notes for clarification:

Link to WIP Labor Accounts

- Debit when posting time entries (labor batch posting)
- Credit in Accounts Receivable invoice
- Link to Applied Labor Accounts
- Credit when posting time entries (labor batch posting)
- Link to Expense
- Debit when posting Final AR Invoice batch
- Link to Revenue
- Credit when posting Final AR Invoice batch

Scenarios with Optional Settings

The following section of the document demonstrates work case scenarios for the optional settings available when tracking Work in Process Labor. The relationship between the rates set-up and linking to the General Ledger are as follows:

- Labor = Direct
- Fixed = Machine
- Variable = Variable

Rates Screen (for use in work case scenarios):

300 DP ADMIN								
	Code	Description	Chargable	Hourly Rate	Labor Rate	Machine Rate	Variable	He
1	30010	DP SET UP	<input checked="" type="checkbox"/>	60.00	30.00	20.00	10.00	

Linking Screen:

01 Alaska Incorp				
Plant	0100	Company 01 Primary Location		
Cost Center	300	DP ADMIN		
<input type="radio"/> WIP Labor				
	GL Branch	GL Dept	GL Account	
Direct	01	01	1210	Create Link
Variable	01	01	1210	Create Link
Fixed	01	01	1210	Create Link
<input checked="" type="radio"/> Applied Labor				
	GL Branch	GL Dept	GL Account	
Direct	01	01	5460	Create Link
Variable	01	01	5460	Create Link
Fixed	01	01	5460	Create Link

Set-up option #1 – Labor by Hourly Rate

Post to General Ledger as total hourly rate:

System Defaults - Data from the SYSFILE

General Setting | AR /AP /Posting to GL/Posting Labor to the WIP | Shipping, Inventory and Purchasing Related Setting | Menu Bar Setting

Posting Labor Cost to the WIP option:

☒ Labor Cost will be recorded to (from) the WIP Labor Direct Account and Applied Labor Direct Account as the Activity Hourly Rate * by Hours

☐ Labor Cost will be recorded accordingly to the WIP Labor Account(s) as :

☐ Activity Labor Rate * Hours (Applied Labor Direct Account) ☐ Use Employee Rate as Labor Rate ☐ Use DEFAULT time rate for Employee when posting by Employee Rate

☐ Activity Variable Rate * Hours (Applied Labor Variable Account)

☐ Activity Machine Rate * Hours (Applied Labor Fixed Account)

Activity Code 30010 linked as follows:

01 Alaska Incorp

Plant: 0100 Company 01 Primary Location

Cost Center: 300 DP ADMIN

WIP Labor

	GL Branch	GL Dept	GL Account	
Direct	01	01	1210	Create Link
Variable	01	01	1210	Create Link
Fixed	01	01	1210	Create Link

Applied Labor

	GL Branch	GL Dept	GL Account	
Direct	01	01	5460	Create Link
Variable	01	01	5460	Create Link
Fixed	01	01	5460	Create Link

Income Br Code	Income Dpt Code	Income Acct	Create Link	Expense Br Code	Expense Dpt Code	Expense Acct	Create Link
01	01	4270	Income	01	01	6270	Expense

Charge /Non Charge	Activity Code	Descr	WIP Labor Direct Branch	WIP Labor Direct Dpt	WIP Labor Direct Account No	WIP Labor Variable Branch	WIP Labor Variable Dpt	WIP Labor Variable Account No	WIP Labor Fixed Branch	WIP Labor Fixed Dpt	WIP Labor Fixed Account No	Applied Labor Direct Branch	Applied Labor Direct Dpt	Applied Labor Direct Account No	Applied Labor Variable Branch	Applied Labor Variable Dpt	Applied Labor Variable Account No
<input checked="" type="checkbox"/>	30010	DP SET UP	01	01	1210	01	01	1210	01	01	1210	01	01	5460	01		

Rates:

300 DP ADMIN

	Code	Description	Chargable	Hourly Rate	Labor Rate	Machine Rate	Variable	Hourly
1	30010	DP SET UP	<input checked="" type="checkbox"/>	60.00	30.00	20.00	10.00	

One hour of time recorded to a job:

TimeSheet Data Entry 01 Alaska Incorp 0100 Company 01 Primary Location Final Invoiced Jobs Open For Labor Cost

Setup View Options Help

Employee Code: 1 Chris Williams
Work Date From: 6/16/2008 Monday To: 6/18/2008 Wednesday Total Hours: 01.00
Transactions are loaded for processing...

Before start lines data entry be sure - work date and employee selected correctly

	Transaction Date	Job #	Job Description	Job Activities	Activity Description	Charge Type	Shift	Time Rate	Start	Stop	Recording Hours	GL_DATE	JOBTRANS_RECNUM
1	06/16/08	1122	Test	...	L DP SET Uf Nom		1	1	08:00	09:00	1.00		
2				...									
3				...									
4				...									
5				...									
6				...									
7				...									
8				...									
9				...									
10				...									
11				...									
12				...									
13				...									
14				...									
15				...									

Confirm
Total amount of hours is 1
Is it O.K?
Yes No

Undo Done Close

From General Ledger, G/L Posting, and Post Labor, define a posting range of up to one week and select **Check Posting**.

Post Labor

Using Batch Number:

Date Range : 6/16/2008 6/22/2008

Period: 9 Year 2008

This posting is limited to no more than 7 days at a time but can be done more often

Check Posting Close

With set-up option number 1 selected, Post by Hourly Rate, you will see 2 accounts affected: The account number defined in the linkage screen for WIP Labor and the account number defined in the linkage screen for Applied Labor.

Labor: Direct, Fixed Variable Posting Summary Report			
Posting Items For the Dates Range: Data is collected for posting for the Date Range from 6/16/2008 to 6/22/2008 6/17/2008 Period 9 Year 2008			
		Hrs	Debit Credit
JobNumber:	1122		
Labor Activity :	30010 DP SET UP		
D Normal	0101015460 Labor in Process Change	1	60.00
	0101011210 WIP Labor		60.00
Subtotal Labor Activity :	30010 DP SET UP		\$60.00 \$60.00
Subtotal JobNumber:	1122		\$60.00 \$60.00

Note The amount posting is equal to 1 hour at the hourly rate defined for this activity code of \$60.00.

When the job is final invoiced:

- The same WIP Account selected in the linking screen is credited and the account defined as Labor Expense is debited.
- The amount that affected the applied labor account remains in your General Ledger as an offset to your actual payroll entry, deferring the impact to the income statement until revenue is recognized.

Lines	Balance Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	\$ 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		
01-01-01-6270	dp labor exp		\$60.00		
01-01-01-1210	WIP Labor			\$60.00	
--- Totals -----			\$491.51	\$491.51	

Set-up option #2 – Labor by Labor Rate

Post to General Ledger and as labor rate only:

General Setting	AR /AP /Posting to GL/Posting Labor to the WIP	Shipping, Inventory and Purchasing Related Setting	Menu Bar Set
Posting Labor Cost to the WIP option			
<input type="radio"/> Labor Cost will be recorded to (from) the WIP Labor Direct Account and Applied Labor Direct Account as the Activity Hourly Rate * by Hours			
<input checked="" type="radio"/> Labor Cost will be recorded accordingly to the WIP Labor Account(s) as :			
<input checked="" type="checkbox"/>	Activity Labor Rate * Hours	(Applied Labor Direct Account)	<input type="checkbox"/> Use Employee Rate as Labor Rate <input type="checkbox"/> Use DEFAULT time rate for Employee when posting by Employee Rate
<input type="checkbox"/>	Activity Variable Rate * Hours	(Applied Labor Variable Account)	
<input type="checkbox"/>	Activity Machine Rate * Hours	(Applied Labor Fixed Account)	

Activity Code 30010 linked as follows:

01 Alaska Incorp

Plant

0100

Company 01 Primary Location

Cost Center

300

DP ADMIN

WIP Labor

	GL Branch	GL Dept	GL Account	
Direct	01	01	1210	Create Link
Variable	01	01	1210	Create Link
Fixed	01	01	1210	Create Link

Applied Labor

	GL Branch	GL Dept	GL Account	
Direct	01	01	5460	Create Link
Variable	01	01	5460	Create Link
Fixed	01	01	5460	Create Link

Income Br Code	Income Dpt Code	Income Acct	Create Link	Expense Br Code	Expense Dpt Code	Expense Acct	Create Link
01	01	4270	Income	01	01	6270	Expense

Charge /Non Charge	Activity Code	Descr	WIP Labor Direct Branch	WIP Labor Direct Dpt	WIP Labor Direct Account No	WIP Labor Variable Branch	WIP Labor Variable Dpt	WIP Labor Variable Account No	WIP Labor Fixed Branch	WIP Labor Fixed Dpt	WIP Labor Fixed Account No	Applied Labor Direct Branch	Applied Labor Direct Dpt	Applied Labor Direct Account No	Applied Labor Variable Branch	Applied Labor Variable Dpt	Applied Labor Variable Account No
<input checked="" type="checkbox"/>	30010	DP SET UP	01	01	1210	01	01	1210	01	01	1210	01	01	5460	01		

Rates:

300 DP ADMIN

	Code	Description	Chargeable	Hourly Rate	Labor Rate	Machine Rate	Variable	Hourly Rate
1	30010	DP SET UP	<input checked="" type="checkbox"/>	60.00	30.00	20.00	10.00	

One hour of time recorded to a job:

TimeSheet Data Entry 01 Alaska Incorp 0100 Company 01 Primary Location Final Invoiced Jobs Open For Labor Cost

Setup View Options Help

Employee Code:

2

John Jones

Work Date From

6/15/2008

Sunday

To

6/15/2008

Sunday

Total Hours:

01.00

Before start times data entry be sure - work date and employee selected correctly

Transactions are loaded for processing...

	Transaction Date	Job #	Job Description	Job Activities	Activity Description	Charge Type	Shift	Time Rate	Start	Stop	Recording Hours	GL_DATE
1	06/15/08	1123	Copy of Test	1	08:00	09:00	1.00	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Undo

Done

Close

Confirm
Total amount of hours is 1
Is it O.K?
Yes No

From General Ledger, G/L Posting, or Post Labor, define a posting range of up to one week and select **Check Posting**.

Post Labor

Using Batch Number:

Date Range :

Period: Year

This posting is limited to no more than 7 days at a time
but can be done more often

Check Posting Close

With set-up option number 2 selected, Post by Labor Rate, you will see 2 accounts affected: The account number defined in the linkage screen for WIP Labor and the account number defined in the linkage screen for Applied Labor.

Labor: Direct, Fixed Variable Posting Summary Report				01 Alaska Inc
Posting Items For the Dates Range: Data is collected for posting for the Date Range from 6/15/2008 to 6/21/2008 6/17/2008				3:36:07 PM
Period 9 Year 2008				Pag
JobNumber:	1123	Hrs	Debit	Credit
Labor Activity :				Descr
D Normal	0101015480			30010 DP SET UP
	0101011210	1		Labor in Process Change
			30.00	WIP Labor
Subtotal Labor Activity :			\$30.00	
				30010 DP SET UP
Subtotal JobNumber:			\$30.00	\$30.00

Note The amount posting is equal to 1 hour at the labor rate defined for this activity code of \$30.00.

When the job is final invoiced:

- The same WIP Account selected for linking is credited and the account defined as Labor Expense is debited.
- The amount that affected the Applied Labor account remains in your General Ledger as an offset to your actual payroll entry, deferring the impact to the income statement until revenue is recognized.

Lines	Balance Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	Deposits	Notes	All
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				
01-01-01-6270	dp labor exp		\$30.00				
01-01-01-1210	WIP Labor			\$30.00			
--- Totals ---			\$461.51	\$461.51			

Set-up option # 3 – Labor Posting as a combination of Labor + Machine + Variable rates

Post to General Ledger as combination of all 3 rates:

Posting Labor Cost to the WIP option

☐ Labor Cost will be recorded to (from) the WIP Labor Direct Account and Applied Labor Direct Account as the Activity Hourly Rate * by Hours

☒ Labor Cost will be recorded accordingly to the WIP Labor Account(s) as :

☒ Activity Labor Rate * Hours (Applied Labor Direct Account)
 ☐ Use Employee Rate as Labor Rate
 ☐ Use DEFAULT time rate for Employee when posting by Employee Rate

☒ Activity Variable Rate * Hours (Applied Labor Variable Account)

☒ Activity Machine Rate * Hours (Applied Labor Fixed Account)

Activity Code 30010 linked as follows:

01 Alaska InCorp

Plant: 0100 Company 01 Primary Location

Cost Center: 300 DP ADMIN

WIP Labor

	GL Branch	GL Dept	GL Account	
Direct	01	01	1250	Create Link
Variable	01	01	1260	Create Link
Fixed	01	01	1270	Create Link

Applied Labor

	GL Branch	GL Dept	GL Account	
Direct	01	01	6280	Create Link
Variable	01	01	6285	Create Link
Fixed	01	01	6290	Create Link

Income Br Code	Income Dpt Code	Income Acct	Create Link	Expense Br Code	Expense Dpt Code	Expense Acct	Create Link
01	01	4270	Income	01	01	6270	Expense

Charge /Non Charge	Activity Code	Descr	WIP Labor Direct Branch	WIP Labor Direct Dpt	WIP Labor Direct Account No	WIP Labor Variable Branch	WIP Labor Variable Dpt	WIP Labor Variable Account No	WIP Labor Fixed Branch	WIP Labor Fixed Dpt	WIP Labor Fixed Account No	Applied Labor Direct Branch	Applied Labor Direct Dpt	Applied Labor Direct Account No	Applied Labor Variable Branch	Applied Labor Variable Dpt	Applied Labor Variable Account No
<input checked="" type="checkbox"/>	30010	DP SET I	01	01	1250	01	01	1260	01	01	1270	01	01	6280	01		

Note This set-up option allows for definition of different WIP and Applied Labor accounts based on type.

Rates:

300 DP ADMIN								
	Code	Description	Chargable	Hourly Rate	Labor Rate	Machine Rate	Variable	Hr
1	30010	DP SET UP	<input checked="" type="checkbox"/>	60.00	30.00	20.00	10.00	

One hour of time recorded to a job:

TimeSheet Data Entry 01 Alaska Incomp 0100 Company 01 Primary Location Final Invoiced Jobs Open For Labor Cost

Setup View Options Help

Employee Code: 3 Bill Jackson

Work Date From: 6/17/2008 Tuesday To: 6/21/2008 Saturday Total Hours: 01.00

Transactions are loaded for processing...

Before start lines data entry, be sure - work date and employee selected correctly

	Transaction Date	Job #	Job Description	Job Activities	Activity Description	Charge Type	Shift	Time Rate	Start	Stop	Recording Hours	GL_DATE	JOBTR _REC
1	06/17/08	1124	Copy of Test	...	L DP SET UP	Nom	1	1	09:00	10:00	1.00	6/17/2008	2398
2				...									
3				...									
4				...									
5				...									
6				...									
7				...									

From General Ledger, G/L Posting, and Post Labor, define a posting range of up to one week and select **Check Posting**.

Post Labor

Using Batch Number:

Date Range : 6/17/2008 6/23/2008

Period: 9 Year 2008

This posting is limited to no more than 7 days at a time but can be done more often

Check Posting Close

With set-up option number 3 selected, Post by Combined Rates, you will see all accounts affected based on the linking established. In this particular example, a separate WIP Labor account and a separate Applied Labor account has been set up for each labor portion being tracked.

The definition is optional, another possibility would be to have the same WIP account linked and have a break down with multiple accounts under the Applied Labor section.

01

Labor: Direct, Fixed Variable Posting Summary Report					
Posting Items For the Dates Range: Data is collected for posting for the Date Range from 6/17/2008 to 6/23/2008 6/17/2008 4					
Period 9 Year 2008					
			Hrs	Debit	Credit
JobNumber:		1124			
Labor Activity :		30010 DP SET UP			
D Normal	0101016280	Applied labor expense	1		30.00
F	0101016290	Applied fixed labor expense			20.00
V	0101016285	Applied variable labor expense			10.00
D	0101011250	WIP labor direct		30.00	
F	0101011270	WIP labor fixed		20.00	
V	0101011260	WIP labor variable		10.00	
Subtotal Labor Activity :		30010 DP SET UP		\$60.00	\$60.00
Subtotal JobNumber:		1124		\$60.00	\$60.00

Note that the amount posting is equal to 1 hour at:

- The labor rate defined for this activity code of \$30, plus
- The machine rate defined for this activity of \$20, plus
- The variable rate defined for this activity of \$10.00.
- The total hourly rate of \$60.00.

When the job is final invoiced:

- The same WIP Accounts selected for linking is credited and the account defined as Labor Expense is debited.
- The amount that affected the Applied Labor accounts remains in your General Ledger as an offset to your actual payroll entry, deferring the impact to the income statement until revenue is recognized.

Lines	Balance Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	\$ 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		
01-01-01-6270	dp labor exp		\$60.00		
01-01-01-1250	WIP labor direct			\$30.00	
01-01-01-1260	WIP labor variable			\$10.00	
01-01-01-1270	WIP labor fixed			\$20.00	
--- Totals -----			\$491.51	\$491.51	

Use Employee Rate as Labor Rate

To use the employee rate defined for the employee as the labor rate (setup in Master File Employees), rather than the labor rate defined at the activity level, please request your Accounting Support contact to activate this option in Master File Reports/System Maintenance/System Defaults.

Posting Labor Cost to the WIP option

☐ Labor Cost will be recorded to (from) the WIP Labor Direct Account and Applied Labor Direct Account as the Activity Hourly Rate * by Hours

☒ Labor Cost will be recorded accordingly to the WIP Labor Account(s) as :

☒ Activity Labor Rate * Hours (Applied Labor Direct Account)
 ☒ Use Employee Rate as Labor Rate
 ☐ Use DEFAULT time rate for Employee when posting by Employee Rate

☐ Activity Variable Rate * Hours (Applied Labor Variable Account)

☐ Activity Machine Rate * Hours (Applied Labor Fixed Account)

Using Employee 1, Chris Williams, as an example, the hourly rate defined is \$20.00.

Employee Master File

File Options Help

Status	Employee Code	First Name	Last Name
A	0000	super	super
A	1	Chris	Williams
A	190	Kathy	DiPaolo
A	2	John	Jones
A	3	Bill	Jackson
A	77	sven	stephens
A	7777	Employee	Three
A	8888	Employee	Two
A	9999	Employee	One

01 Alaska InCorpPlant: 0100

Branch: 01 Main Branch

Department: 01 Main Department

Employee Code: 1

First Name: Chris

Last Name: Williams

Payroll No: 1

Employee Number: 1100

Standard Hours/Day: 8

Productivity Percent: 80

Employee Active ☒

Employee can be set as inactive if there are no active Shopfloor records and Employee Ended Shift

Default Time Rate: 1 Shift 1 Reg. Time

Hourly Rate: 20

Cost: 25

Add Save Close

One hour of time logged to the job:

TimeSheet Data Entry 01 Alaska Incorp 0100 Company 01 Primary Location Final Invoiced Jobs Open For Labor Cost

Setup View Options Help

Employee Code: 1 Chris Williams

Work Date From: 6/23/2008 Monday To: 6/25/2008 Wednesday Total Hours: 01.00

Transactions are loaded for processing....

Before start lines data entry be sure - work date and employee selected correctly

	Transaction Date	Job #	Job Description	Job Activities	Activity De	Charge	Shift	Time Rate	Start	Stop	Recording Hours	GL_DATE	JOBTRANS_RECNUM
1	06/23/08	1134	Test	...	LD				1 08:00	09:00	1.00		
2				...									
3				...									
4				...									
5				...									
6				...									
7				...									
8				...									
9				...									
10				...									
11				...									
12				...									
13				...									
14				...									
15				...									

Confirm

Total amount of hours is 1
Is it O.K?

Yes No

Undo Done Close

Check posting:

Post Labor

Using Batch Number:

Date Range : 6/23/2008 6/29/2008

Period: 9 Year 2008

This posting is limited to no more than 7 days at a time but can be done more often

Check Posting Close

With the second option selected in conjunction with **Use Employee Rate as Labor Rate** selected, Post by Hourly Rate, you will see 2 accounts affected: The account number defined in the linkage screen for WIP Labor and the account number defined in the linkage screen for Applied Labor, however, the hourly rate used is the hourly rate recorded at the employee level.

01 Alaska Incorp

Labor: Direct, Fixed Variable Posting Summary Report

Posting Items For the Dates Range: Data is collected for posting for the Date Range from 6/23/2008 to 6/29/2008 6/24/2008 9:55:16AM

Period 9 Year 2008

Page 1 of 1

	Hrs	Debit	Credit	Descr
JobNumber:	1134			
Labor Activity :				30010 DP SET UP
D Normal				
	0101016280			Applied labor expense
		1		
	0101011250			WIP labor direct
			20.00	
Subtotal Labor Activity :				30010 DP SET UP
			\$20.00	
Subtotal JobNumber:	1134			
			\$20.00	
			\$20.00	

Posting GL Total grouped by Type of Posted Items and Charge Type

	GL Account	Debit	Credit
Direct			
Normal			
	01 01 01 1250 WIP labor direct	20.00	
	01 01 01 6280 Applied labor expense		20.00
Total GL Posting Amount:		20.00	20.00

When the job is final invoiced:

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 revenud		\$60.00
01-01-01-2200 sales tax payable		\$31.51
01-01-01-1500 accounts receivable	\$431.51	
01-01-01-6270 dp labor exp	\$20.00	
01-01-01-1250 WIP labor direct		\$20.00
--- Totals -----	\$451.51	\$451.51

The same WIP Account selected for linking is credited and the account defined as Labor Expense is debited.

The amount that affected the Applied Labor account remains in your General Ledger as an offset to your actual payroll entry, deferring the impact to the income statement until revenue is recognized.

Use Employee Rate as Labor Rate and Default Time Rate

To use the employee rate defined for the employee as the labor rate (setup in Master File Employees), rather than the labor rate defined at the activity level, along with using the default time rate when posting by the employee rate, please request your Accounting Support contact to activate this option in Master File Reports/System Maintenance/System Defaults.

General Setting | AR /AP /Posting to GL/Posting Labor to the WIP | Shipping, Inventory and Purchasing Related Setting | Menu Bar Settings

Posting Labor Cost to the WIP option

☐ Labor Cost will be recorded to (from) the WIP Labor Direct Account and Applied Labor Direct Account as the Activity Hourly Rate * by Hours

☒ Labor Cost will be recorded accordingly to the WIP Labor Account(s) as :

☒ Activity Labor Rate * Hours (Applied Labor Direct Account) ☒ Use Employee Rate as Labor Rate ☒ Use DEFAULT time rate for Employee when posting by Employee Rate

☐ Activity Variable Rate * Hours (Applied Labor Variable Account)

☐ Activity Machine Rate * Hours (Applied Labor Fixed Account)

Using Employee 1, Chris Williams, as an example, the hourly rate defined is \$10.00.

Employee Master File

File Options Help

Status	Employee Code	First Name	Last Name
A	0000	super	super
A	1	Chris	Williams
A	190	Kathy	DiPaolo
A	2	John	Jones
A	3	Bill	Jackson
A	77	sven	stephens
A	7777	Employee	Three
A	8888	Employee	Two
A	9999	Employee	One

01 Alaska IncorpPlant: 0100

Branch: 01 Main Branch

Department: 01 Main Department

Employee Code: 1

First Name: Chris

Last Name: Williams

Payroll No: 1

Employee Number: 1100

Standard Hours/Day: 8

Productivity Percent: 80

Employee Active ☒

Employee can be set as inactive if there are no active Shopfloor records and Employee Ended Shift

Default Time Rate: 4 Shift 1 Over Time

Hourly Rate: 10

Cost: 15

Add Save Cancel

One hour of time logged to the job:

TimeSheet Data Entry 01 Alaska Incorp 0100 Company 01 Primary Location Final Invoiced Jobs Open For Labor Cost

Setup View Options Help

Employee Code: 1 Chris Williams

Work Date From: 6/22/2008 Sunday To: 6/22/2008 Sunday Total Hours: 01.00

Before start time data entry be sure - work date and employee selected correctly

Transactions are loaded for processing....

	Transaction Date	Job #	Job Description	Job Activities	Activity Description	Charge Type	Shift	Time Rate	Start	Stop	Recording Hours	GL_DATE	JOBTRANS_RECNUM
1	06/22/08	1145	Copy of Copy	...	L DP SET UP	Nom	1	1	08:00	09:00	1.00	6/27/2008	2448
2				...									
3				...									
4				...									
5				...									
6				...									
7				...									
8				...									
9				...									
10				...									
11				...									
12				...									
13				...									
14				...									
15				...									
16				...									

*To look-up Job# Activity Code, Shift use plus-minus keys.

Undo Done Close

Check posting:

Post Labor

Using Batch Number: 1621

Date Range: 6/22/2008 6/22/2008

Period: 9 Year: 2008

This posting is limited to no more than 7 days at a time but can be done more often

Check Posting Close

With the second option selected in conjunction with Use Employee Rate as Labor Rate selected and use the Default Time Rate for the Employee when posting by the Employee Rate, you will see 2 accounts affected: The account number defined in the linkage screen for WIP Labor and the account number defined in the linkage screen for Applied Labor. However, the hourly rate used is the hourly rate recorded at time and a half for the employee.

01 Alaska Inc

Labor: Direct, Fixed Variable Posting Summary Report

Posting Items For the Date Range: Data is collected for posting for the Date Range from 6/22/2008 to 6/27/2008 11:08:37A
Period 9 Year 2008

Page

	Hrs	Debit	Credit	Descr
JobNumber: 1145				
Labor Activity : 30010 DP SET UP				
D Normal 0101016280 Applied labor expense	1		15.00	
0101011250 WIP labor direct		15.00		
Subtotal Labor Activity : 30010 DP SET UP		\$15.00	\$15.00	
Subtotal JobNumber: 1145		\$15.00	\$15.00	

When the job is final invoiced:

- The same WIP Account selected for linking is credited and the account defined as Labor Expense is debited.
- The amount that affected the Applied Labor account remains in your General Ledger as an offset to your actual payroll entry, deferring the impact to the income statement until revenue is recognized.

Lines	Balance Postage	Bill To/Ship To	Miscellaneous	Dummy Invoice	\$ Depo
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		
01-01-01-6270 dp labor exp			\$15.00		
01-01-01-1250 WIP labor direct				\$15.00	
--- Totals -----					
			\$446.51	\$446.51	
