User Guide

General Accounting
V21.1.0200

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EFI PrintStream | V*21.1.0200 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:

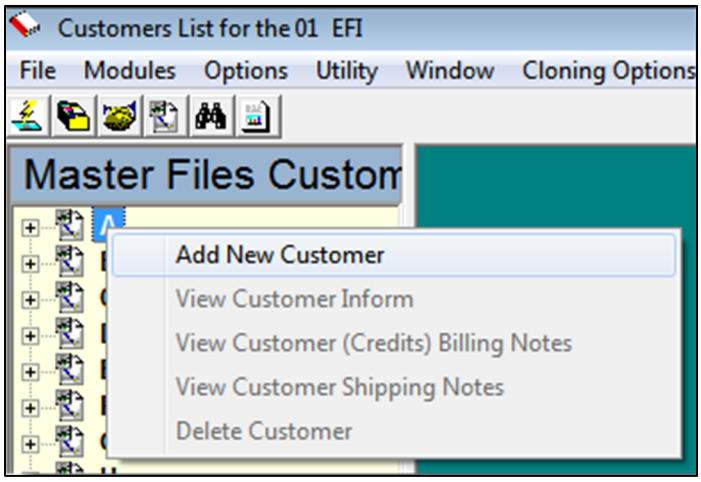
- SIC (Standard Industrial Classification) Codes (at least one SIC code)
- Sales Representatives and CSR's
- Sales Tax Codes

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

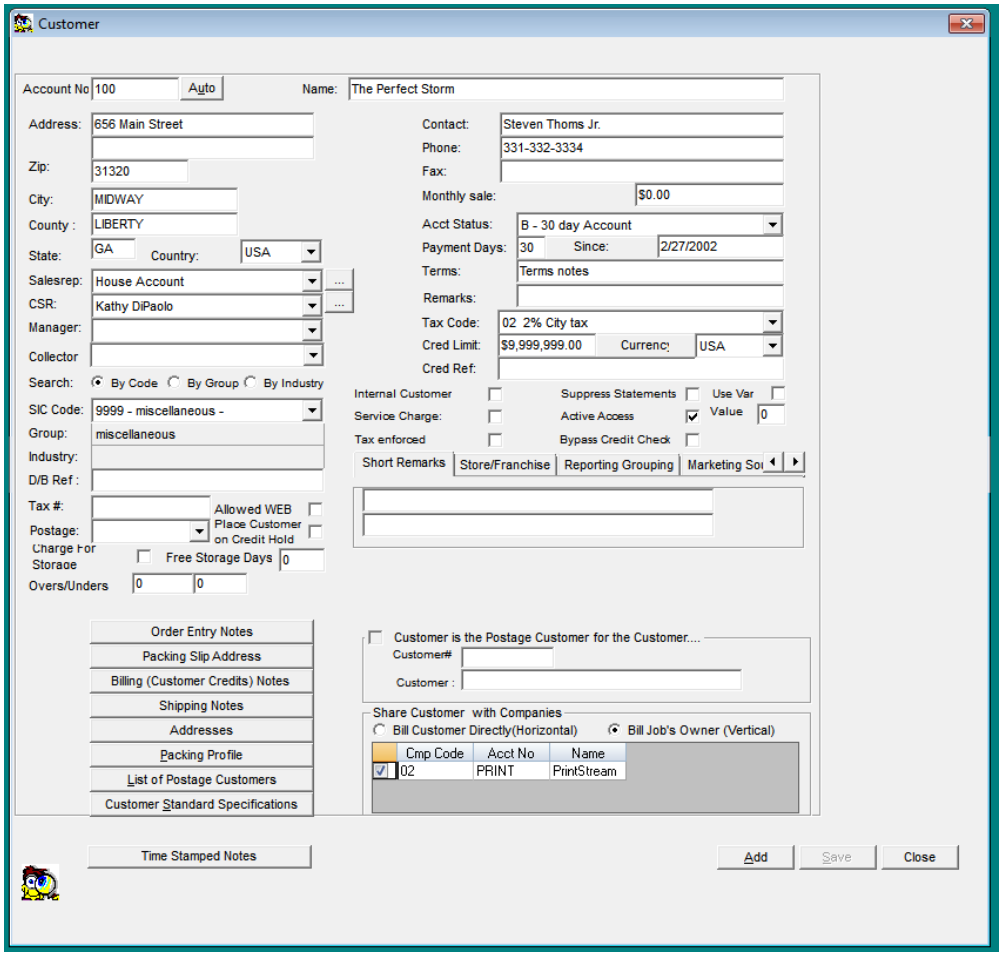
1. Right-click within the tree area of the screen.

   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

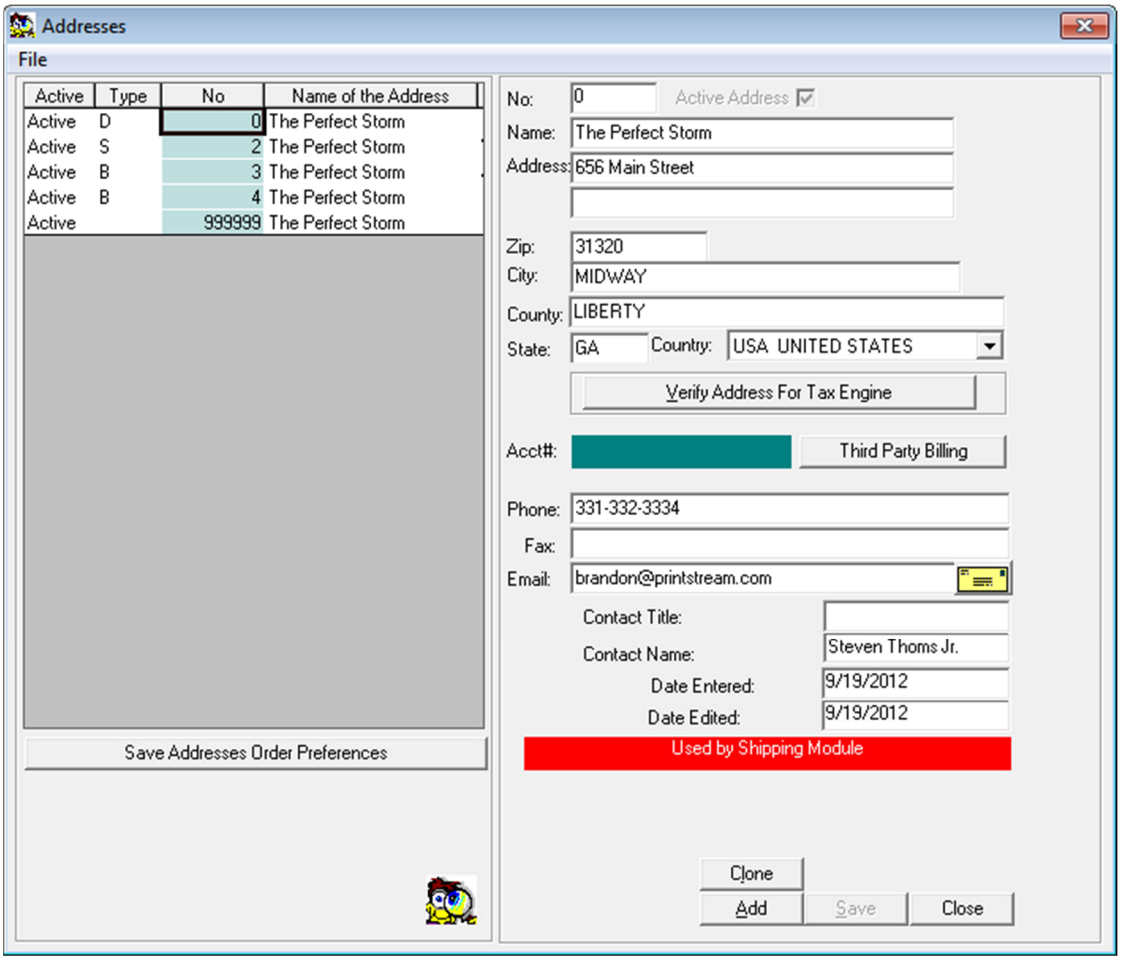
These notes are seen when creating shipments to this customer when using the Shipping Module.

Packing Profile

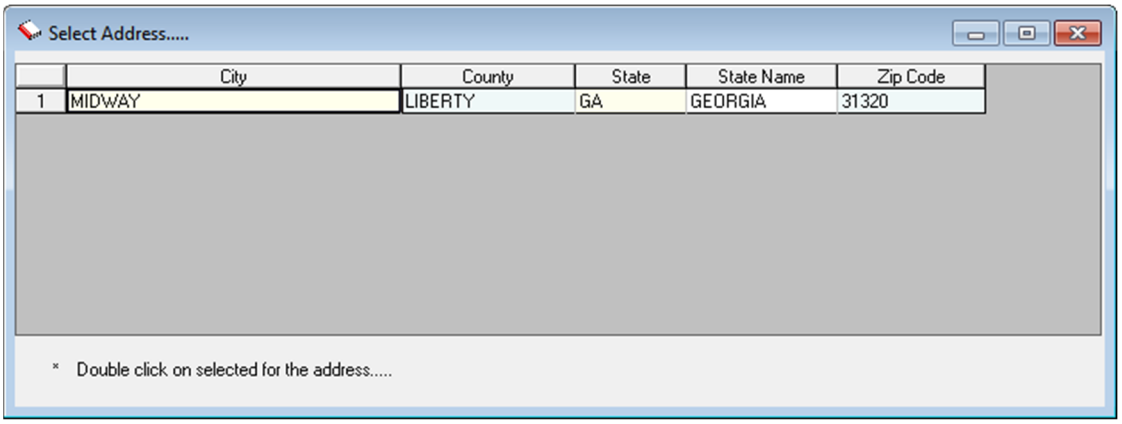
Related to setup used in the Book Estimating Module. See the specific documentation for that module for details related to the packaging profile.

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.



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.

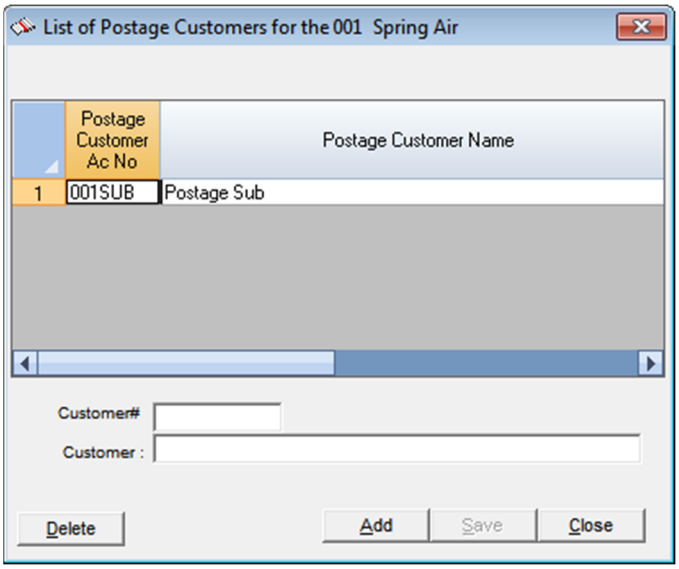


Billing and Shipping Addresses - You cannot use the **Billing address** in the **Shipping address** field in PrintStream modules. The Shipping program defaults to the lowest numbered address other than 0 (now it uses 999999 unless other addresses are added). When defining new customers, saving the record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

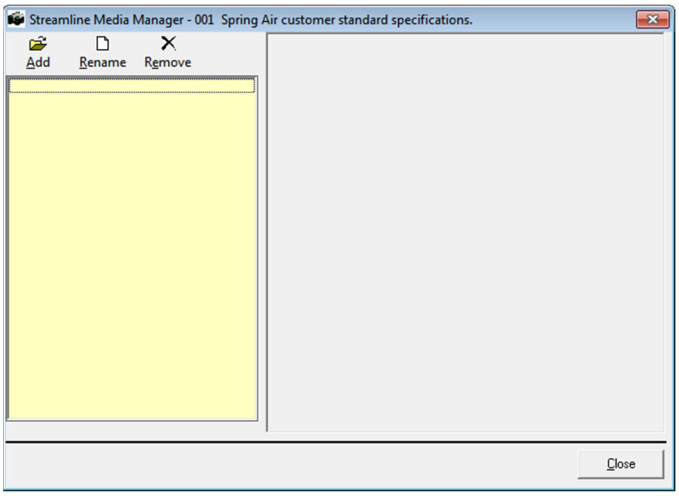
List of Postage Customers

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.



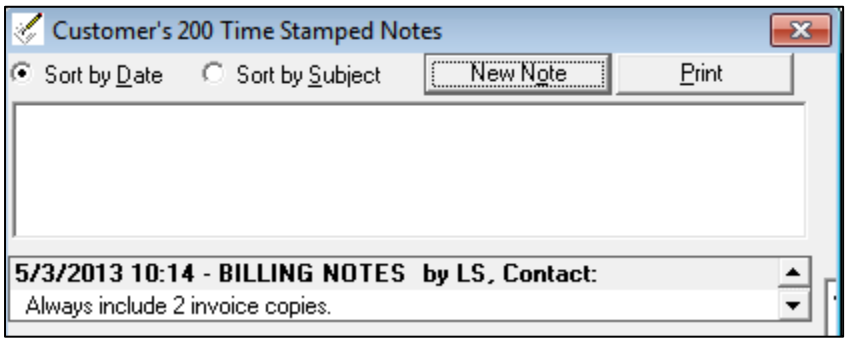
Customer Standard Specifications

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



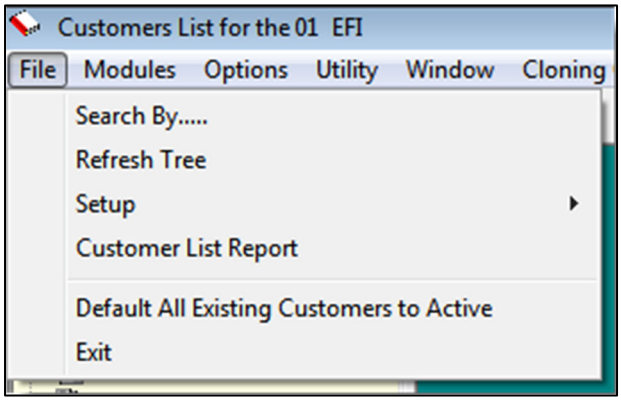
Time Stamped Notes

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.



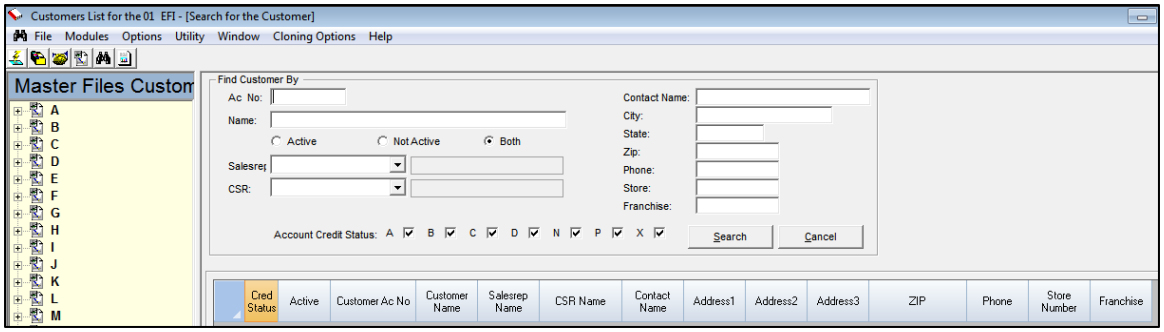
Menus for Customer Master File

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.

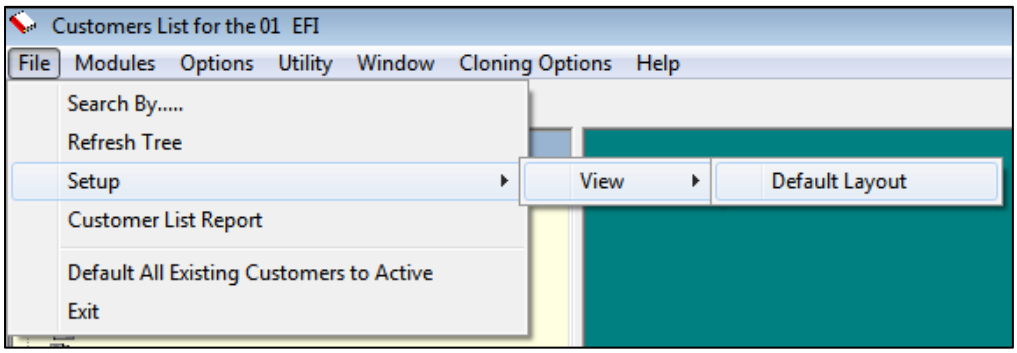


Refresh Tree

Closes expanded items in tree.

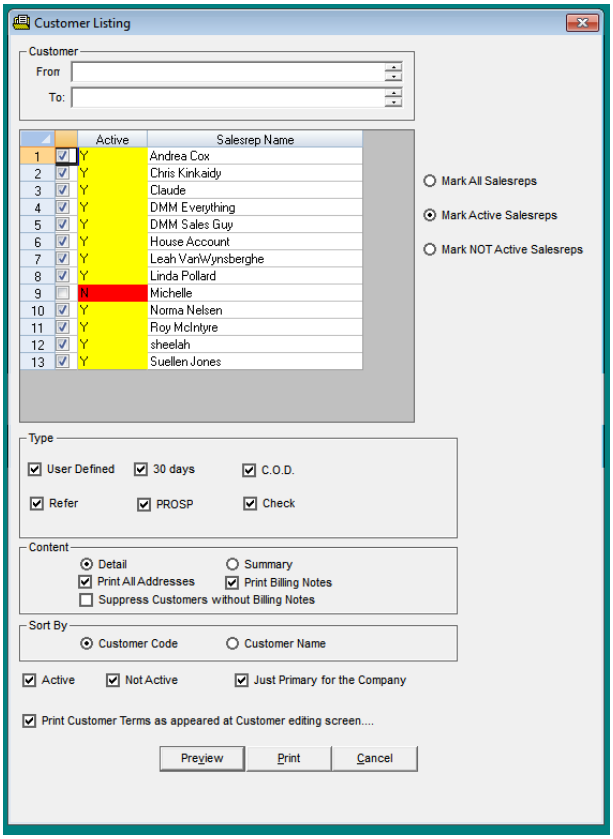
Setup

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



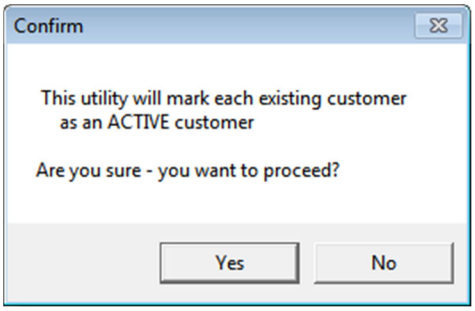
Customer List Report

Use this option to preview/print the Customer List.

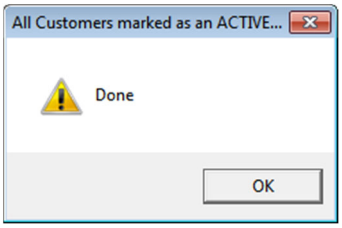


Default All Existing Customers to Active

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.



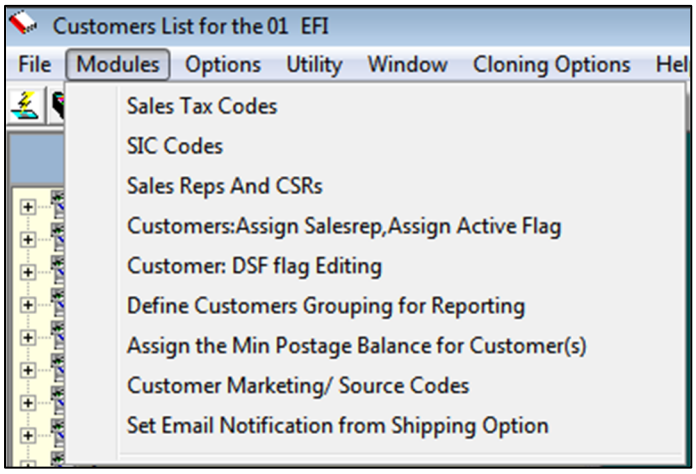
The following screen displays once the process is finished.



Exit

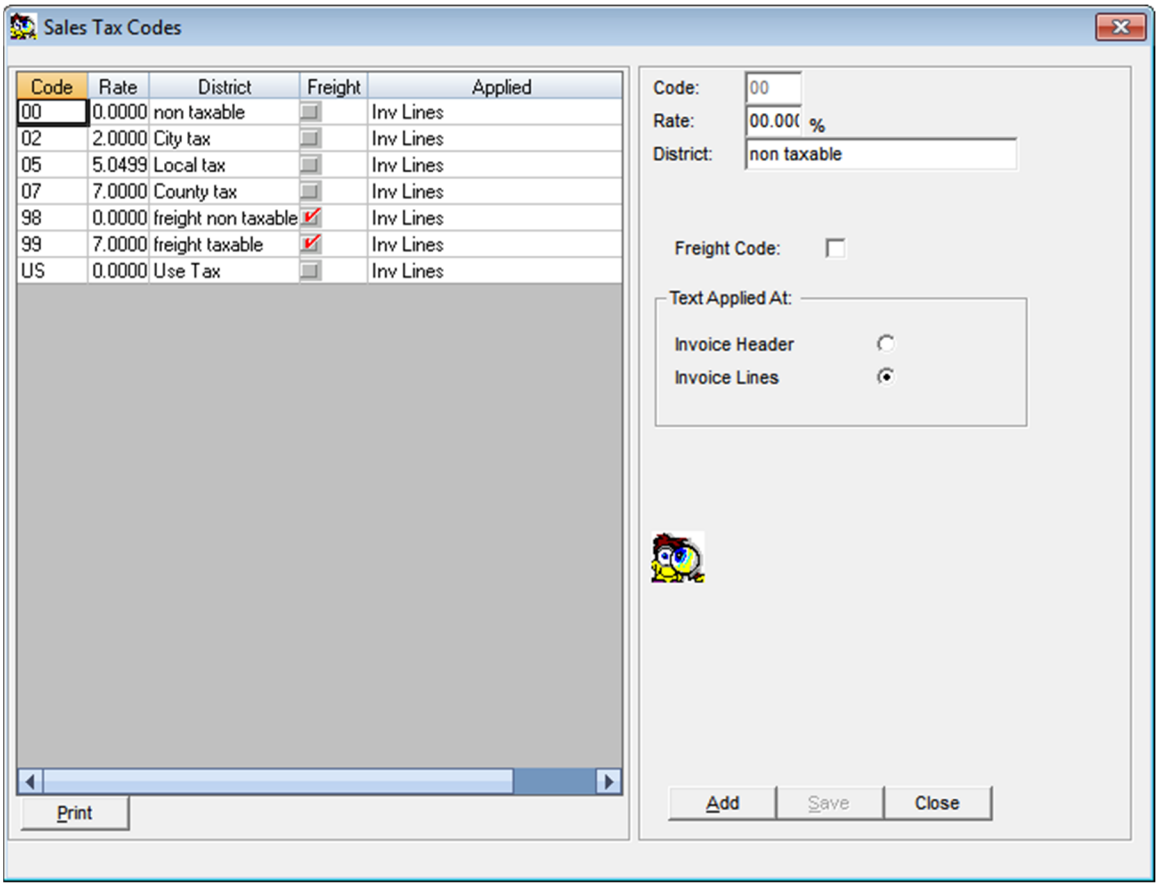
This option closes the Master Files Customer Module.

Modules



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

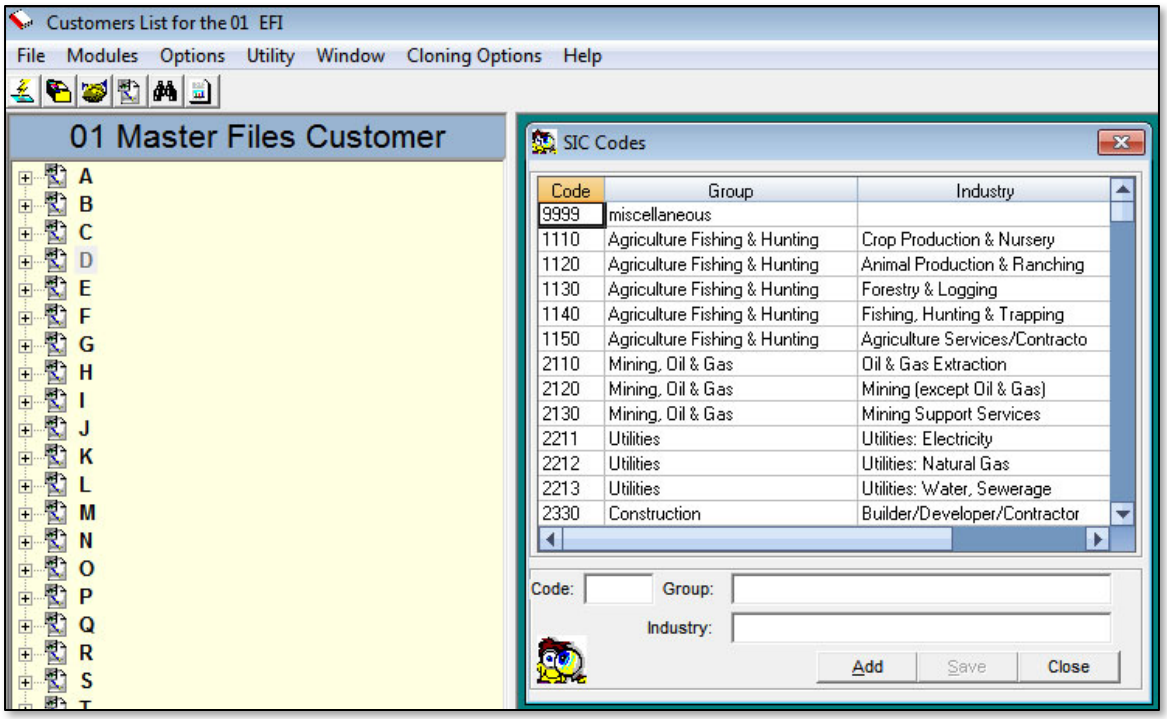
Use this to setup Sales Tax amounts to be applied to customer invoices. Each customer must be assigned a default sales tax rate based on this table. These rates are also used in the Accounts Payable Module. When setting up the rates, alpha numeric codes can be used. The rate should be defined as 7 for 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%.

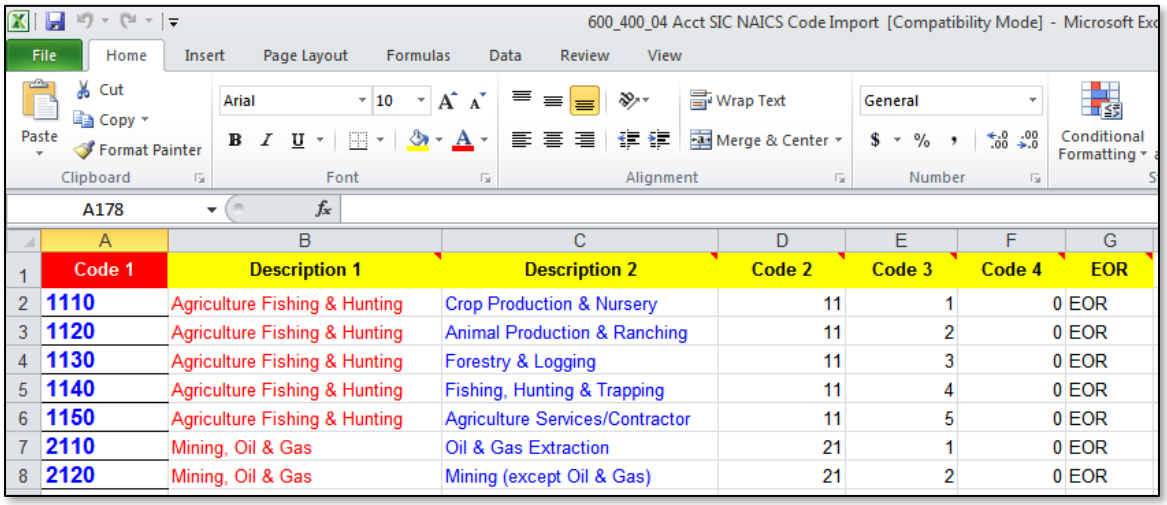


For additional sales tax needs, contact your EFI PrintStream Support to discuss the other options available.

SIC Codes

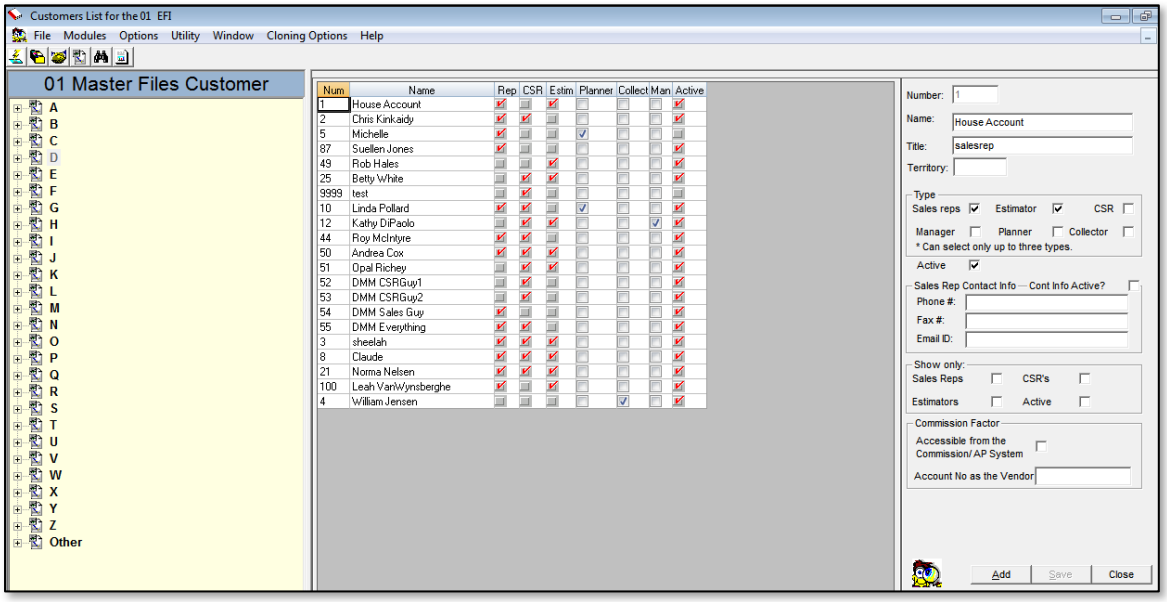
A spreadsheet containing a sampling of NAICS codes is available. Due to the customer base of our clients and their product mix, we expect you will review and remove detail in certain categories, and add detail in other categories. This is simply a matter of someone deleting the industry from the standard 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.



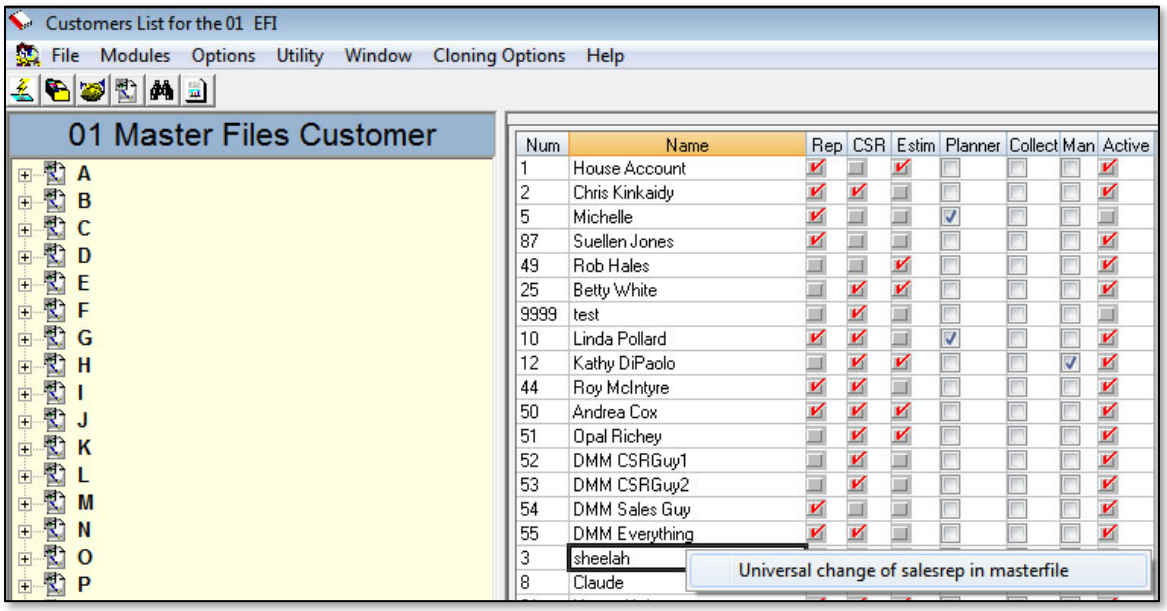


Sales Reps and CSR's

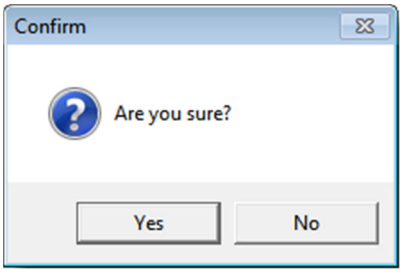
This section must be completed prior to importing or entering new customers. All customers and all jobs must have a salesrep assigned. The CSR, estimator, planner, collector, and manager are optional. The salesrep number and title are user defined. The **Active** check box must be selected in order to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



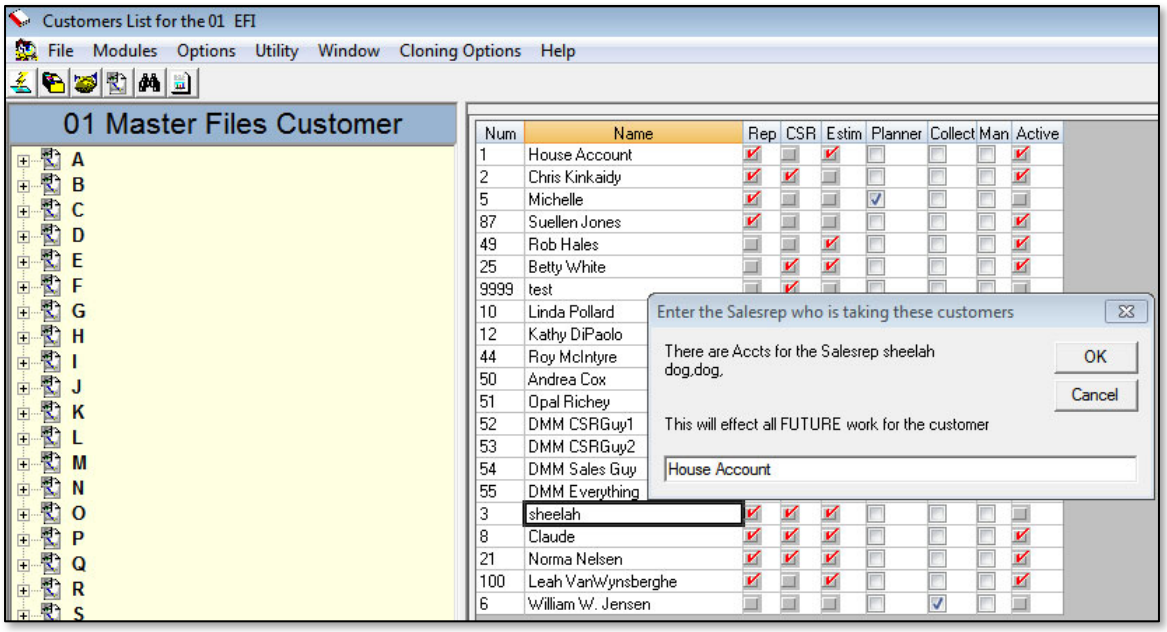
Salesrep changes/deletions - Salesreps, CSRs, Estimators, Planners, Collectors, and Managers cannot be deleted after creation. To discontinue use of these, please clear the **Active** check box. To move the customers assigned to that salesrep to a different salesrep, right-click the old salesrep and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



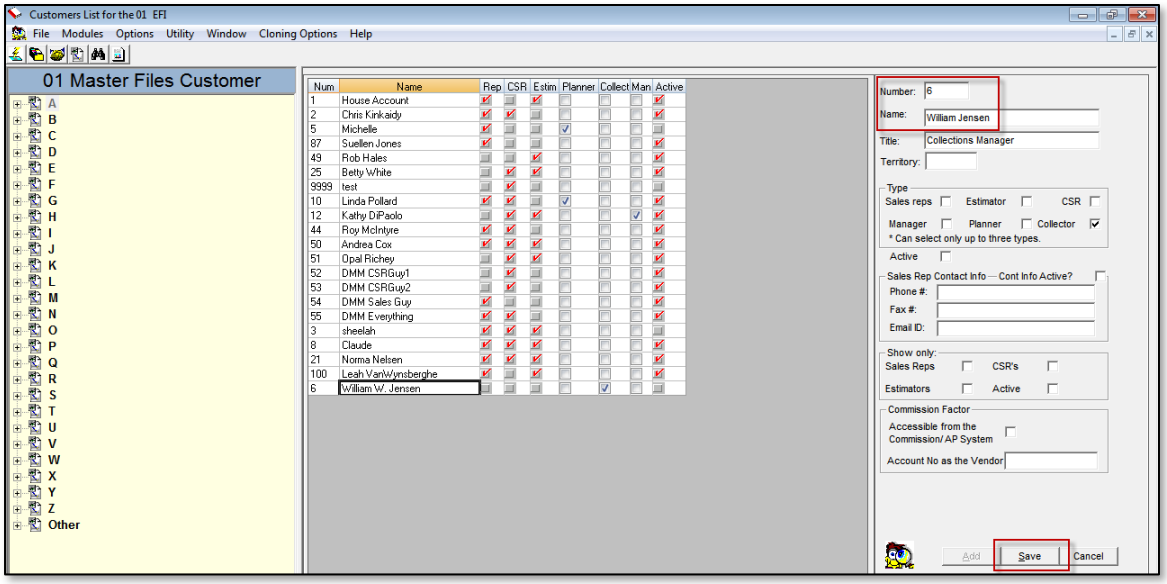
Click **Yes** to continue.



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.

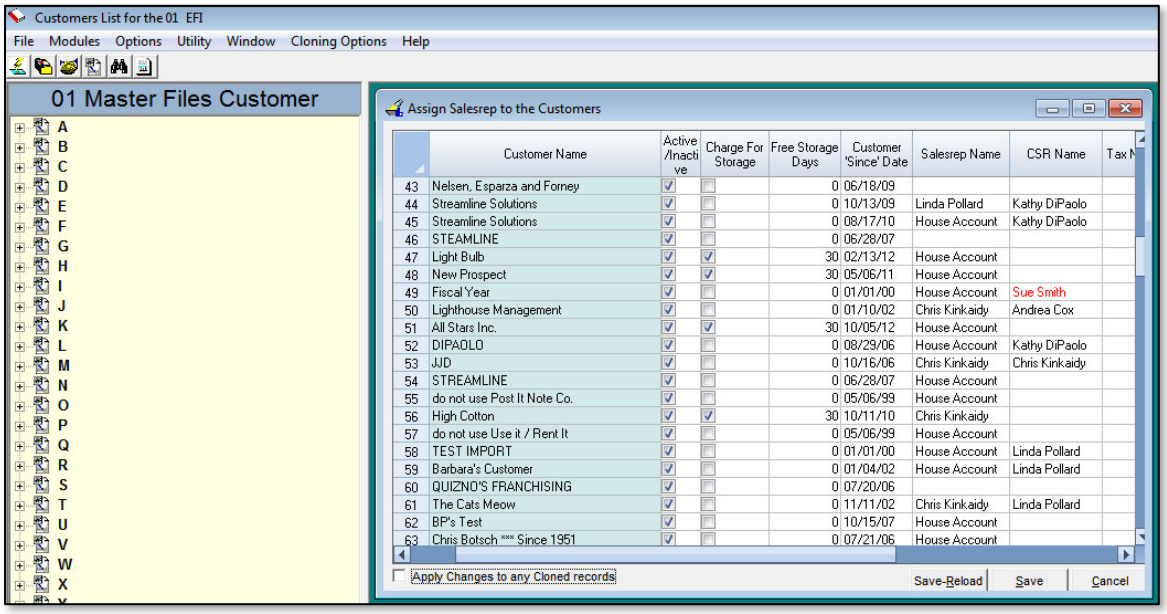


Customer: Assign Salesrep, Assign Active Flag

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: DSF flag Editing

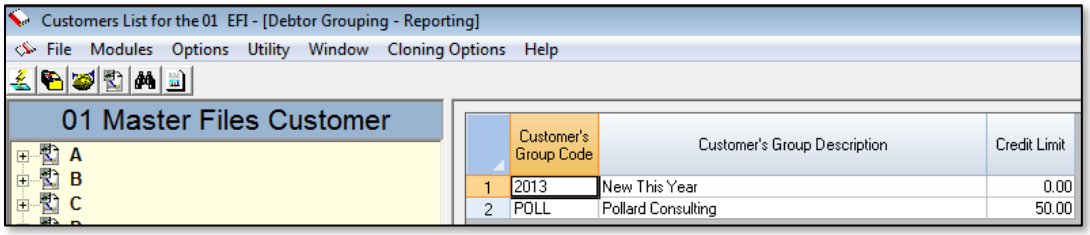
This option allows you to designate a customer to be used with Digital Storefront, an EFI web product.

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.



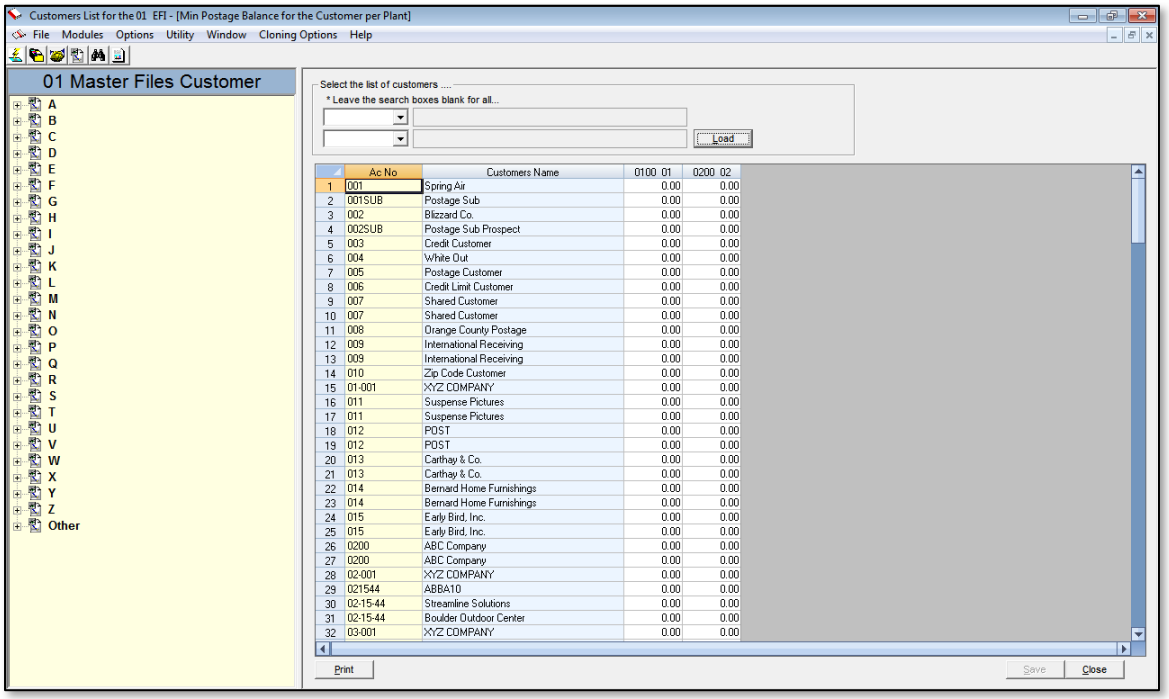
Once the groups have been established, customers can be assigned to the groups in two different ways.

- 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.

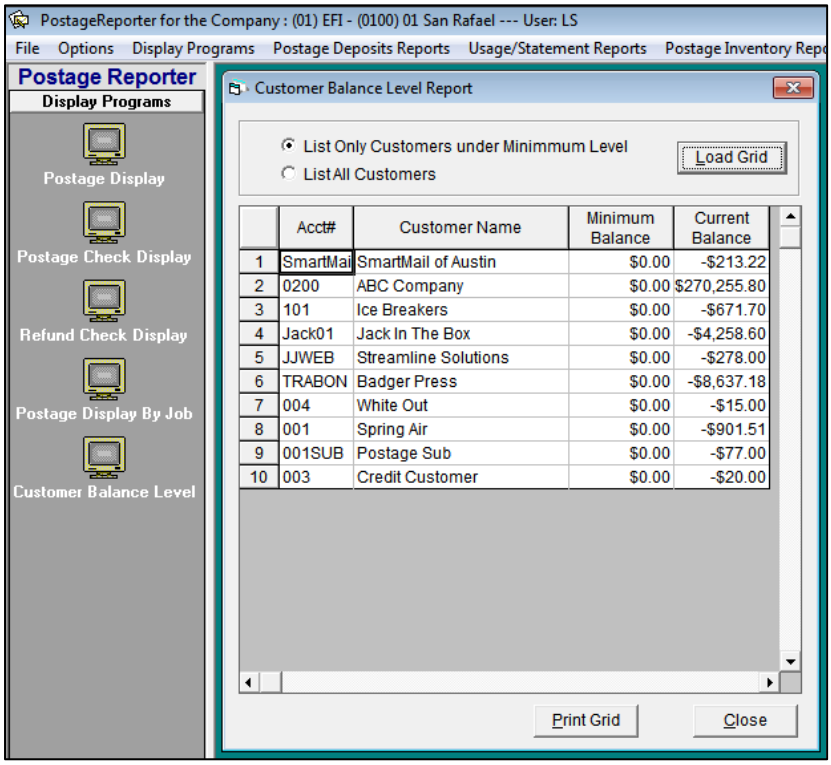
See the grid on the previous page to inactivate or assign a salesrep.

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.



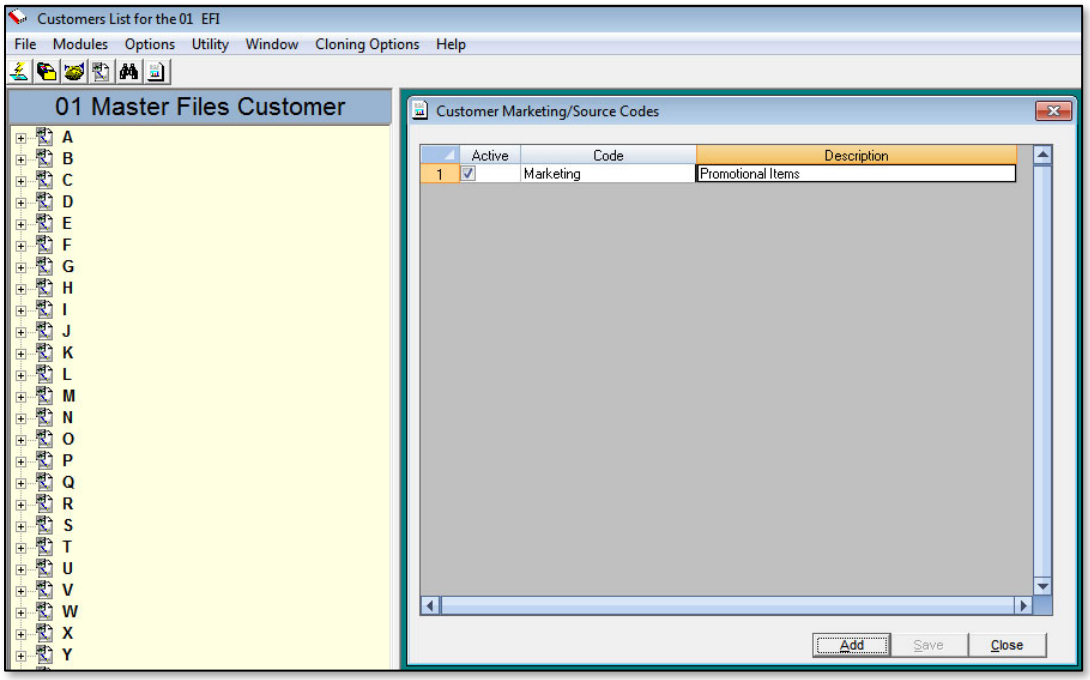
This information feeds the Customer Balance Level Report in the Postage Reporter.

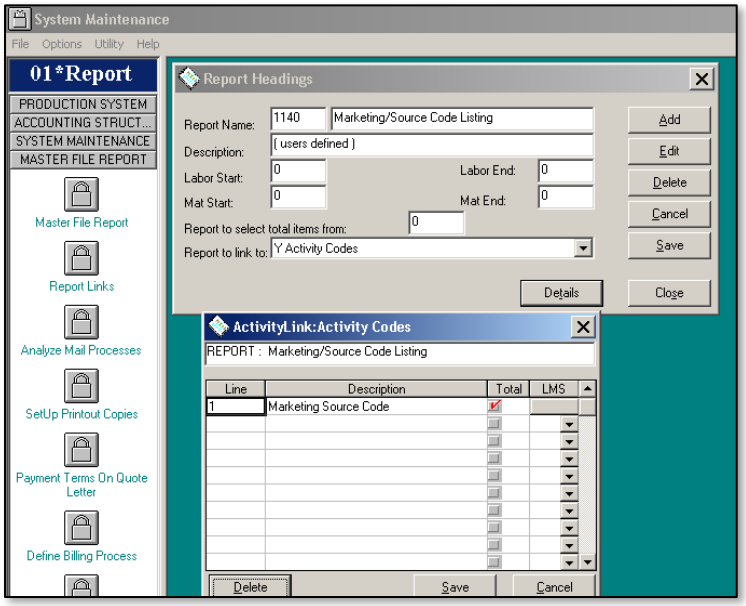


Customer Marketing and Source Codes

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**.





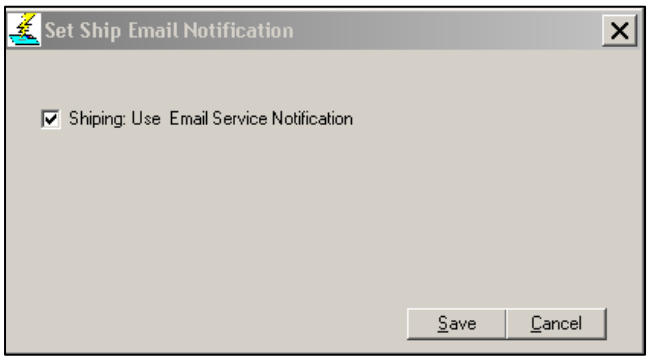
Set Email Notification from Shipping Option

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.

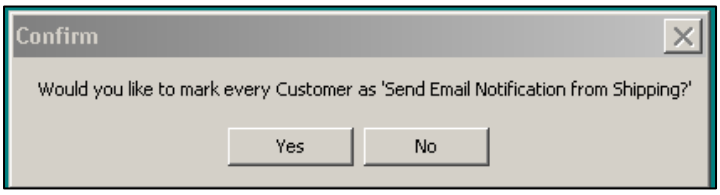
To setup email notification

Setup is required to use this feature.

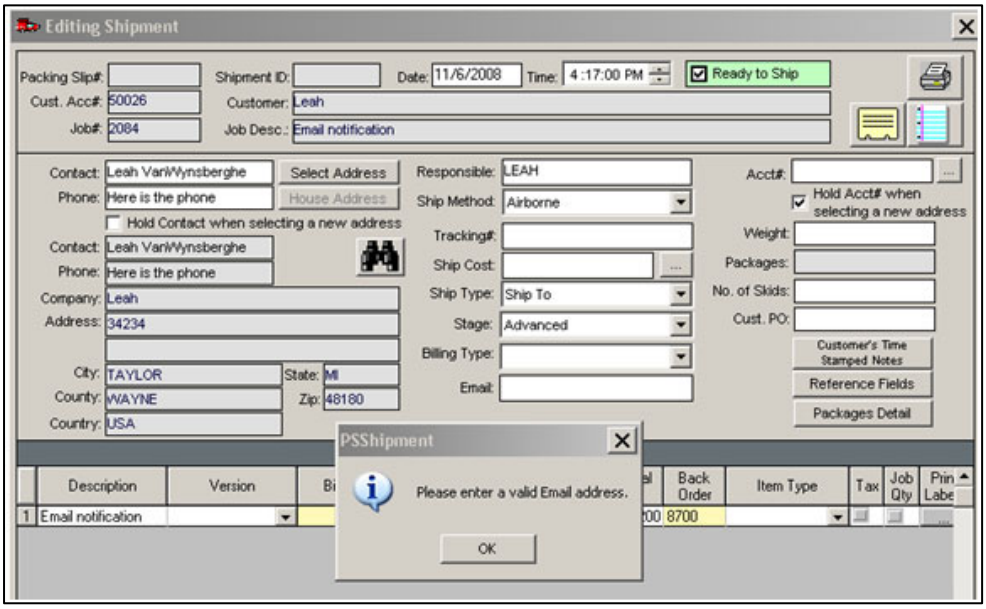
1. Activate this feature in **Masterfile Customer>Modules>Set Email Notification** from Shipping Option. Select the **Shipping: Use Email Service Notification** check box and click **Save**.



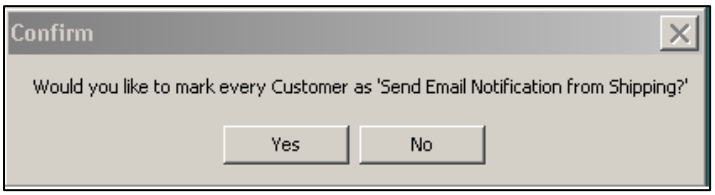
2. A confirmation dialog box displays.
   - If you click **Yes**, every customer in your database will be marked to receive an email.



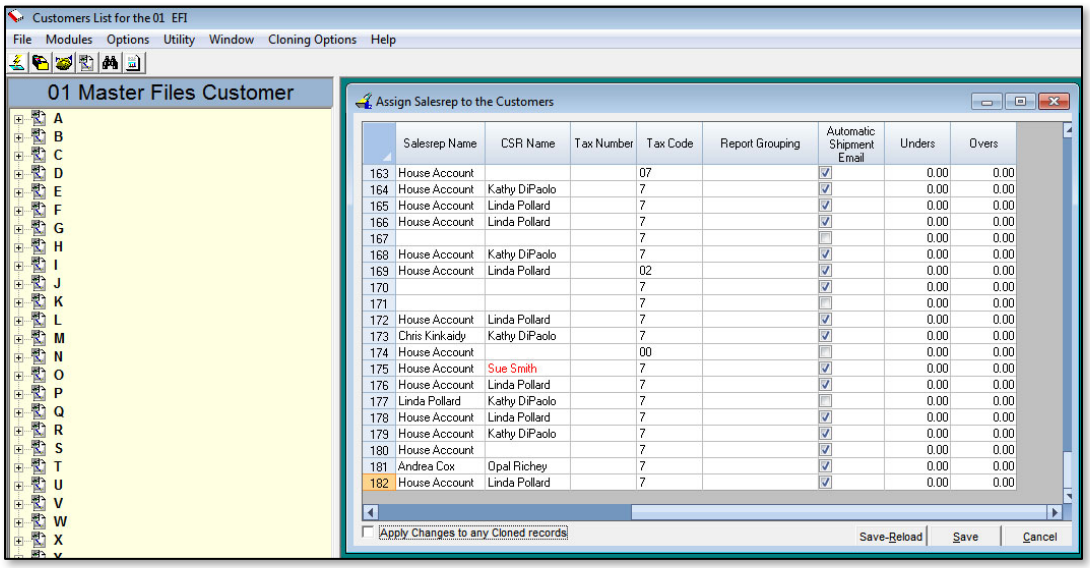
Note Before clicking **Yes**, please note that, if your customer does not have an email address defined and you attempt to create a shipment, you will be prevented from saving that shipment until you enter an email address.



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



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.



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.

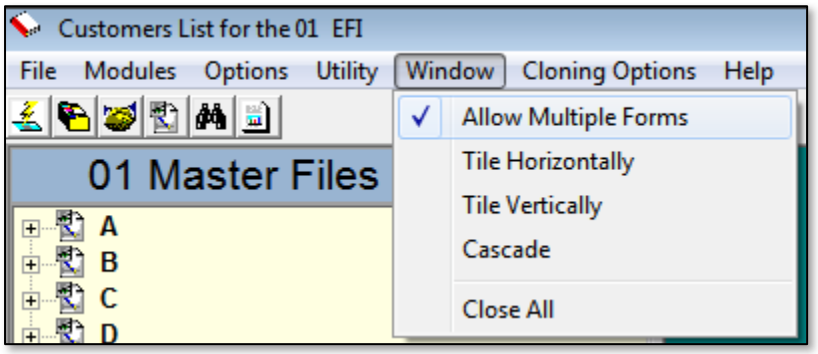
Utility

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

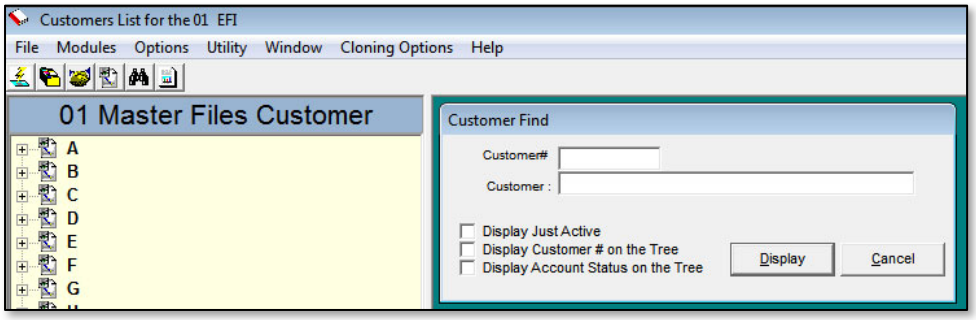
This option simultaneously closes all open windows.

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.

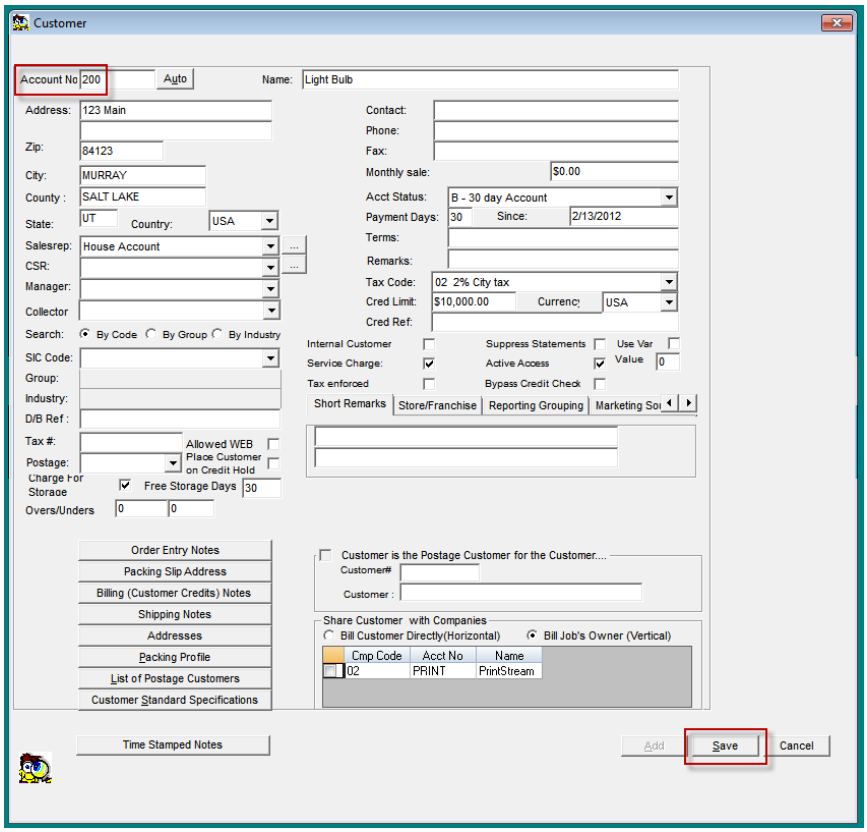


Change Customer Number

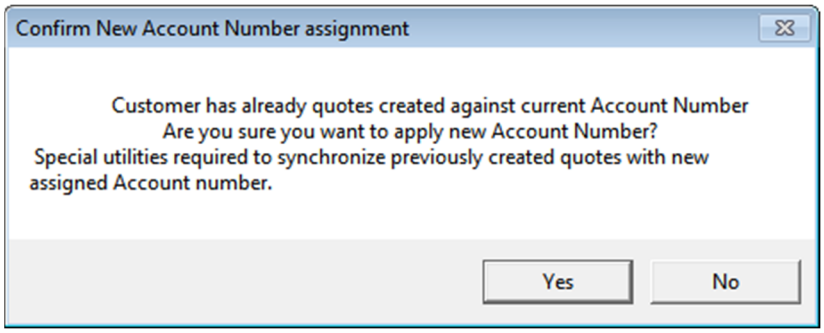
The Master Files Customer allows a change of customer account number.

To change an account number

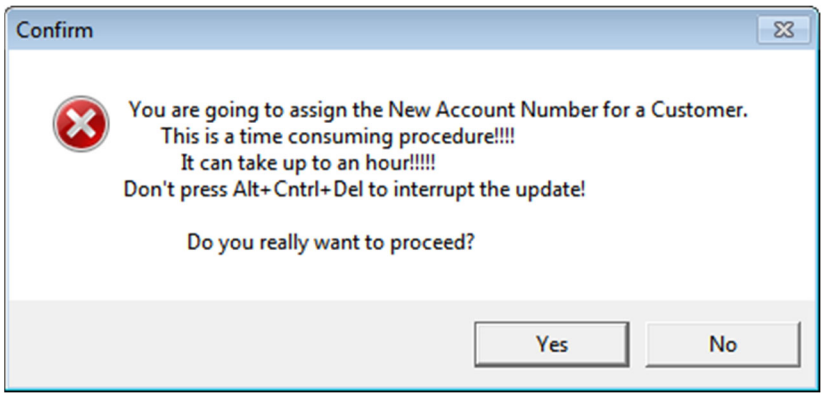
1. Open the customer's account.
2. Change the account number.
3. Click **Save**.



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**.

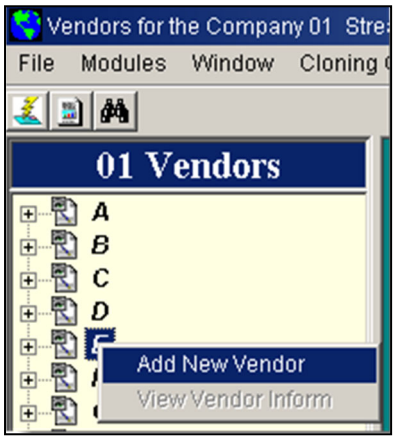
Vendor Master File

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.

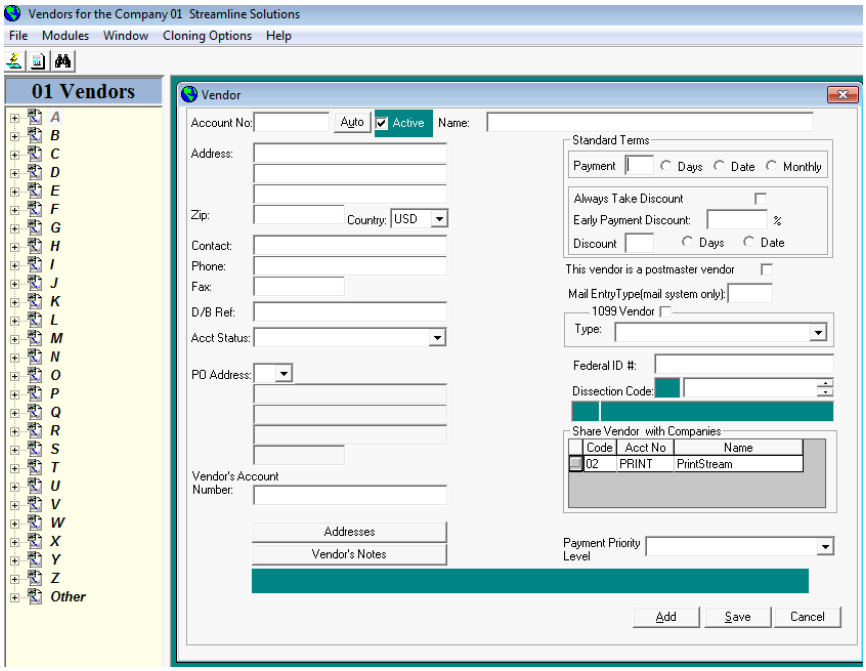
Manual Vendor Creation

To manually add and then open a new vendor file

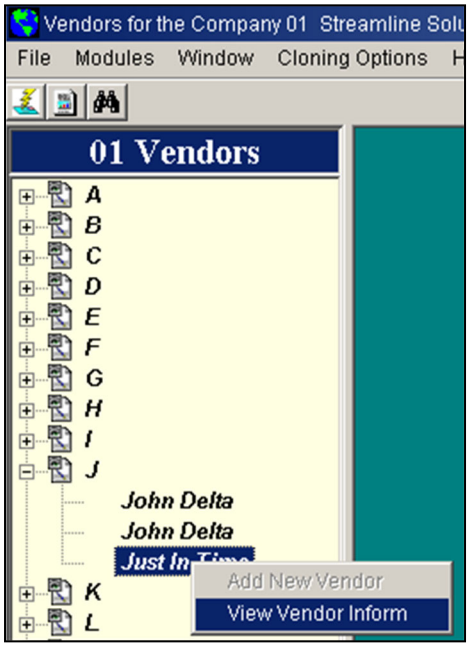
1. Click any one of the letters in the tree to the left to highlight it.
2. Right-click and select **Add New Vendor**.



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

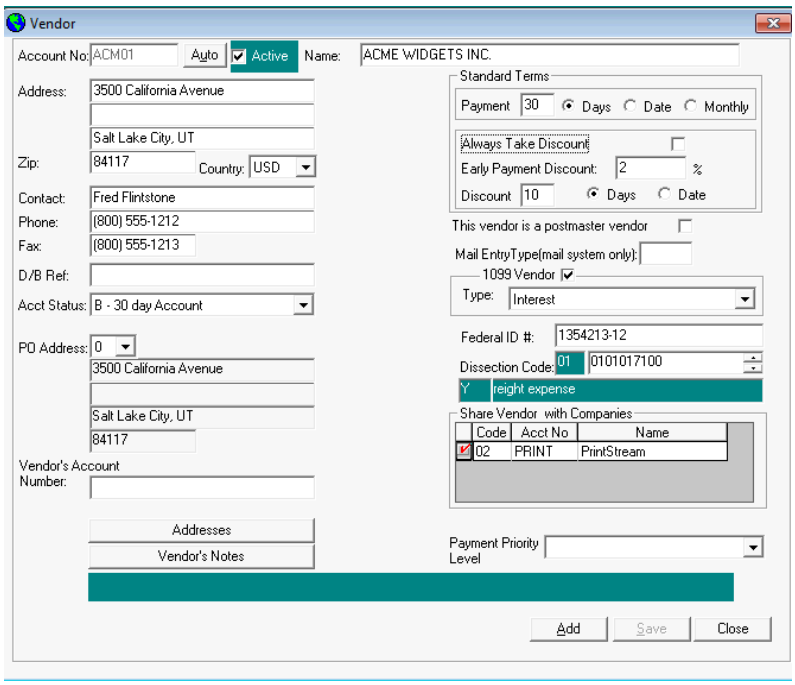


4. Once the vendor information has been established, the screen can be opened by highlighting the vendor from the tree, right-clicking, and selecting **View Vendor Inform**.



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

Field information



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

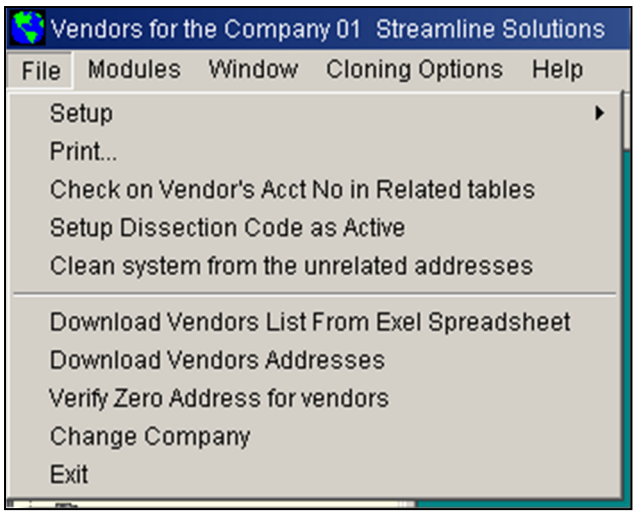
Once dissection codes have been established in PrintStream, a code can be linked to a Vendor. This is most commonly used for vendors that you would want to have all invoices default to a particular expense account. Dissection codes are created from the Vendor Master Files modules menu.

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.

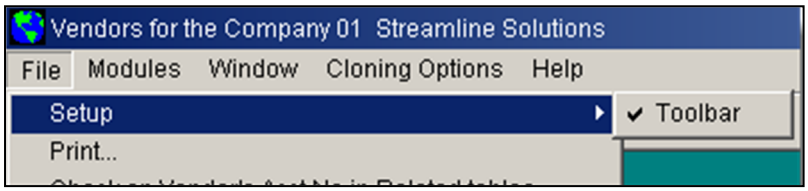
Menus for Vendor Master Files

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.

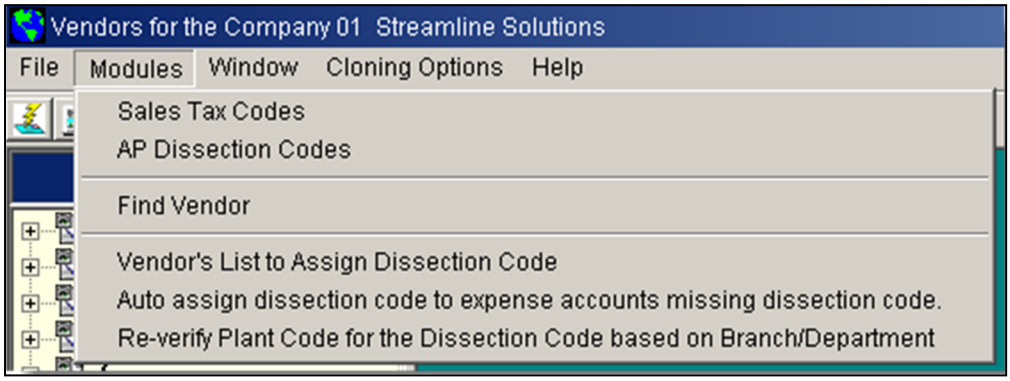
Download Vendors Addresses

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

Verify Zero Address for Vendors

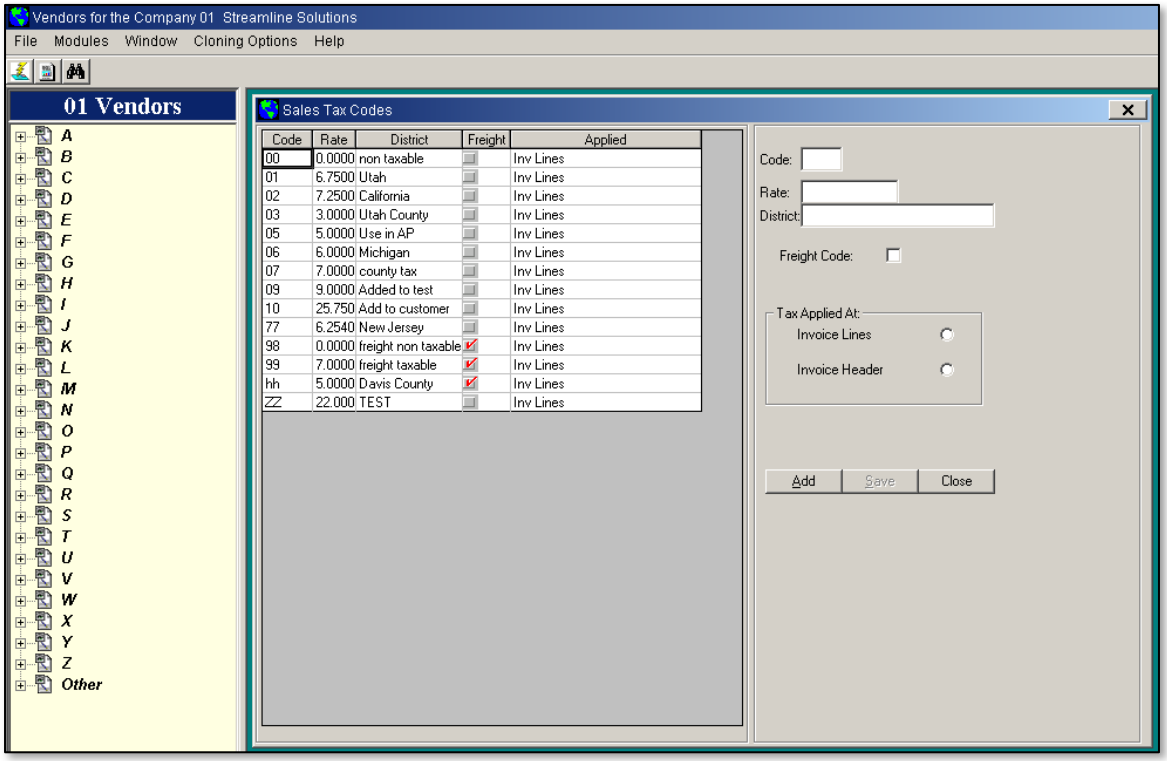
Utility for EFI PrintStream Support use only, verifies the zero address in the Address screen matches the main screen address.

Modules



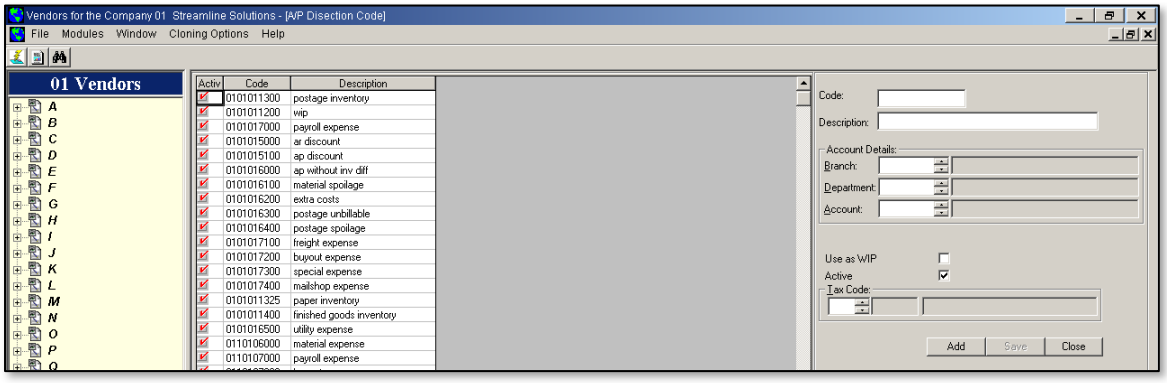
Sales Tax Codes

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.



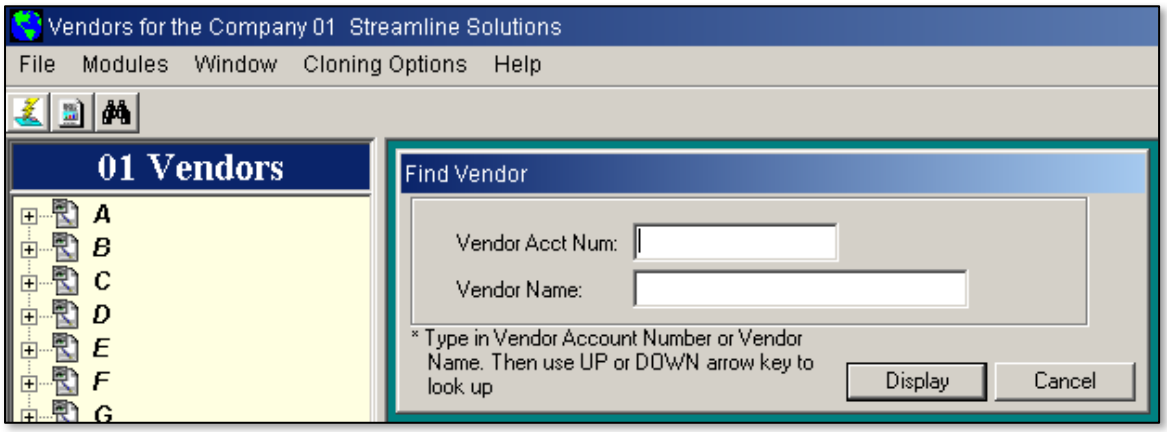
AP Dissection Codes

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.



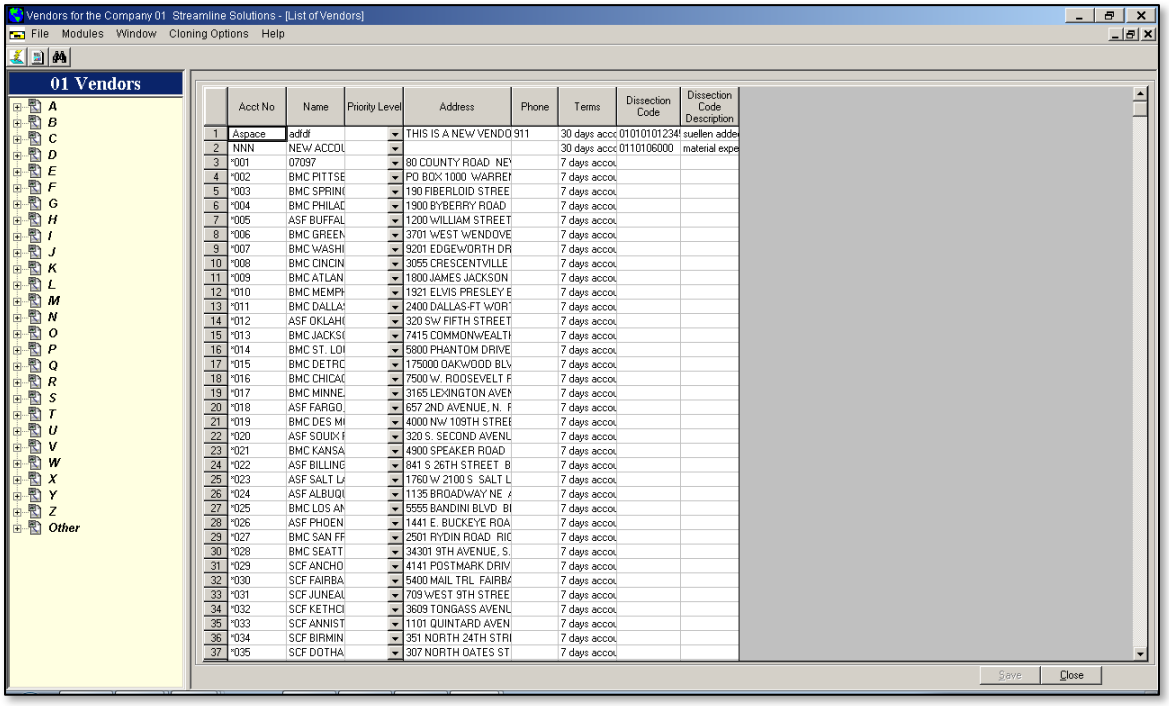
Find Vendor

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.



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.

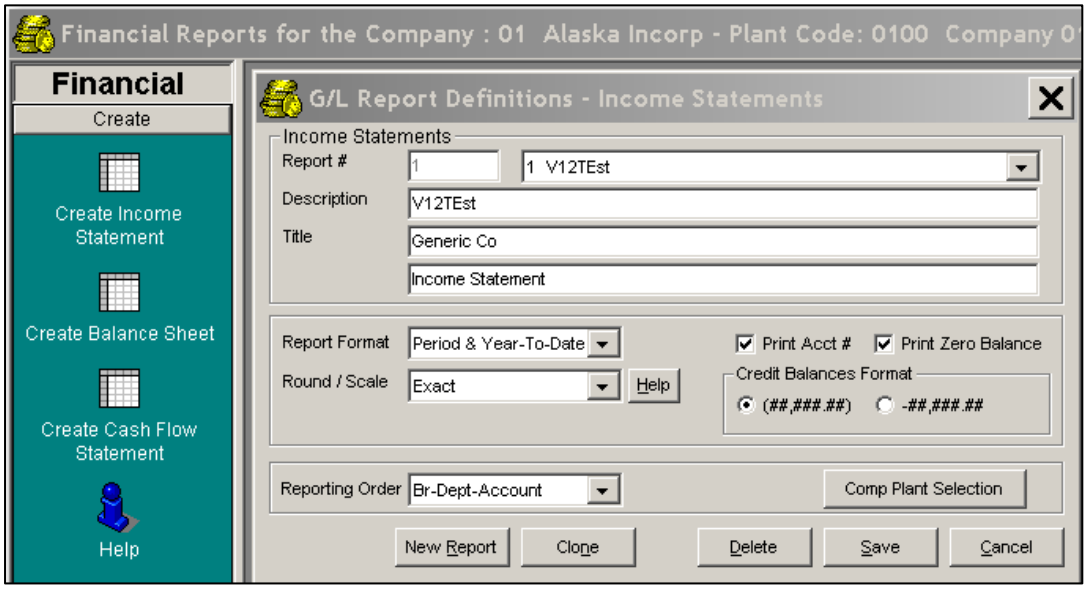
Design from Scratch/Edit Existing Report

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.

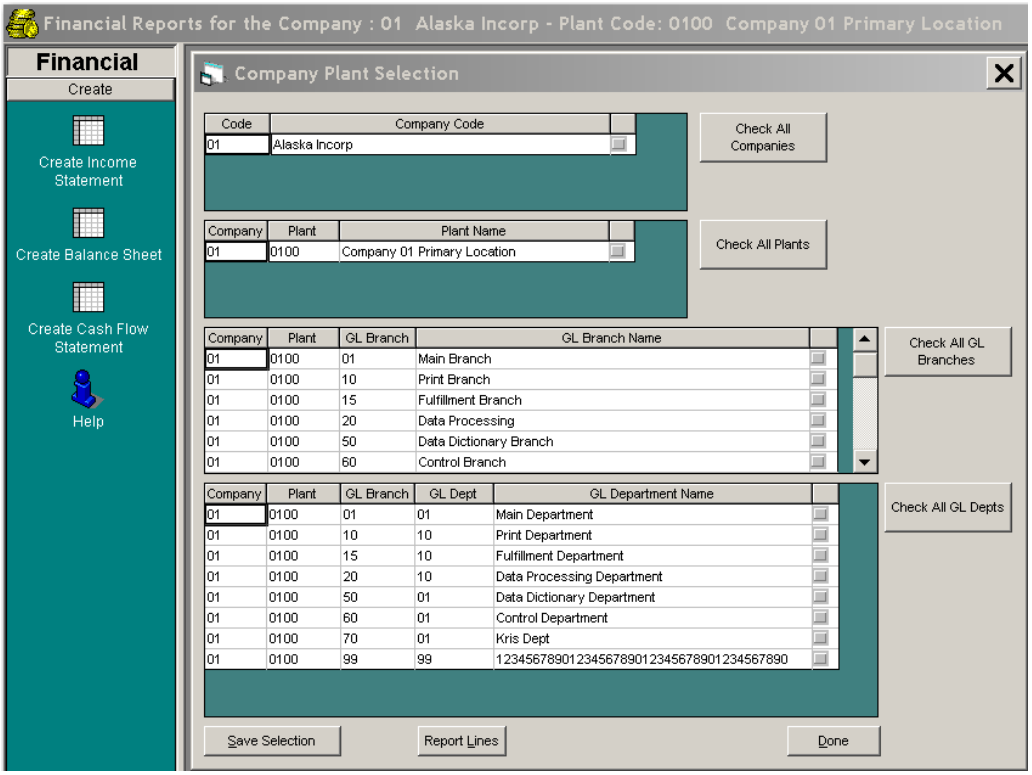
Cancel

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.



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

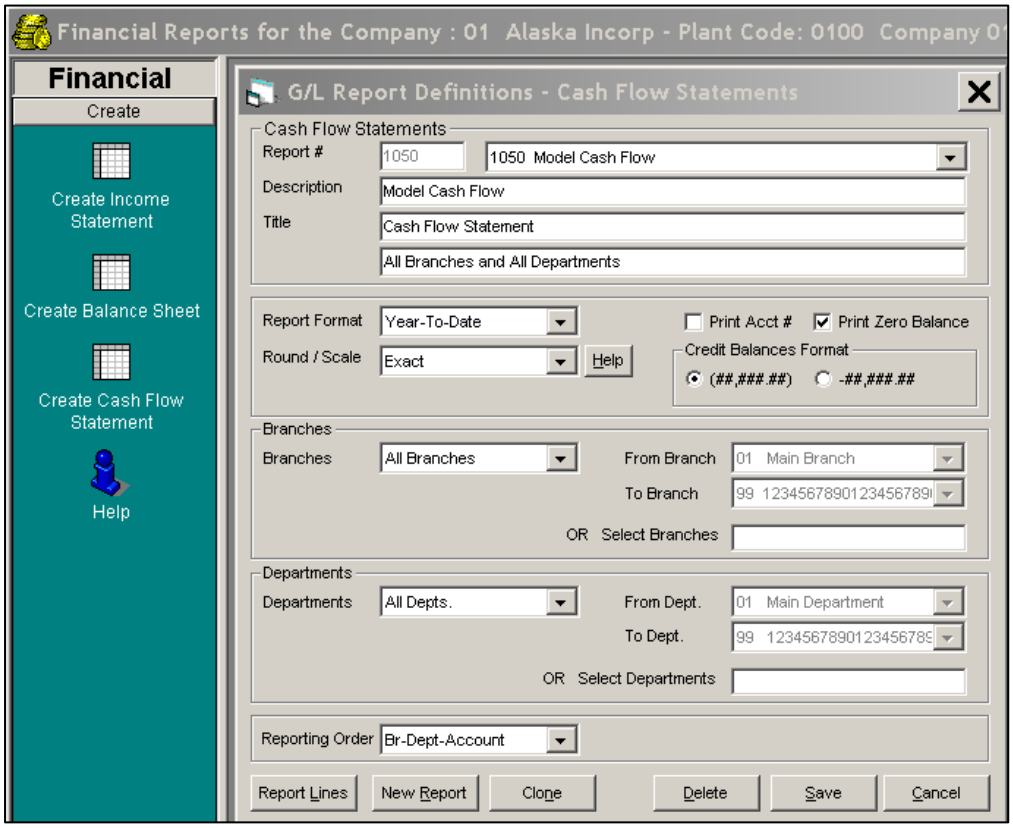
Removes this report and all its format information from the system.

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**.

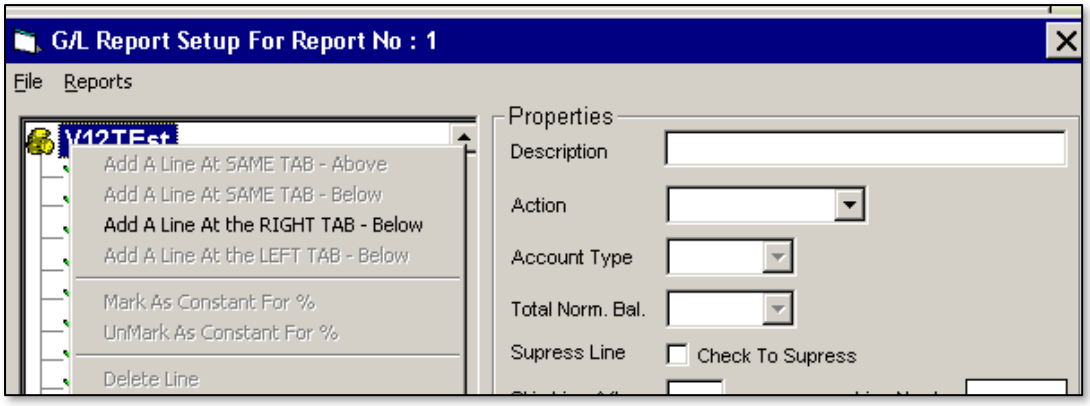
Define Report Lines

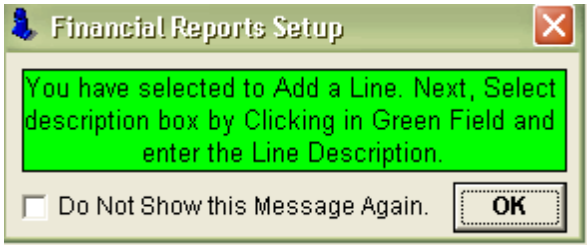
The next step is to define the lines of the financial statement. After selecting the **Report Lines** button in the Reports Definition screen, a new screen appears which uses the report number and description from the previous screen.

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.)





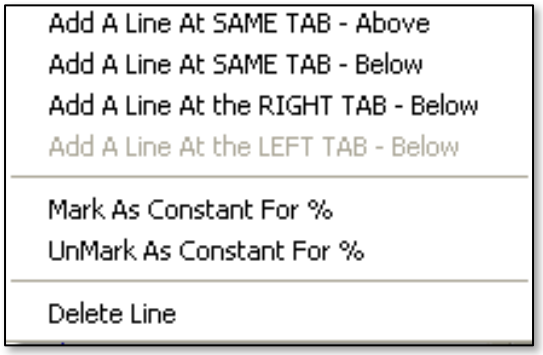
Create the first line of your report, which should always be a Header, by typing the name of the line in the **Description** field In this example, it is **Revenue**. Then move the cursor (or tab) to the next field.

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.)



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.	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. 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. **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. When running the report, only a single amount will appear on this line of the report.
Print Acct. Range	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. 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).
Total	Prints the total of all the report lines located within the preceding Header and this total line.
Subtraction	Puts in the difference between two total lines at the same level as this line. 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 **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.
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

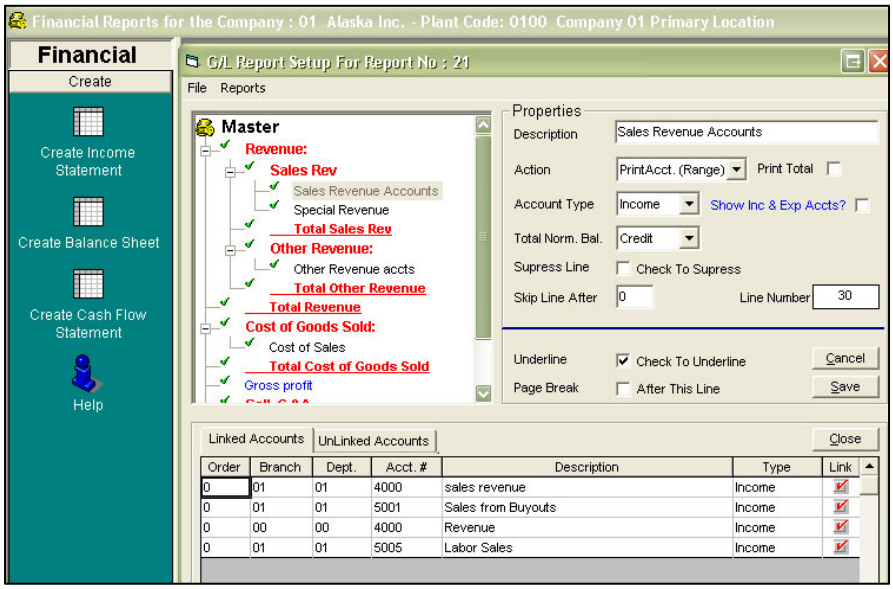
Check the box to underline this line.

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.

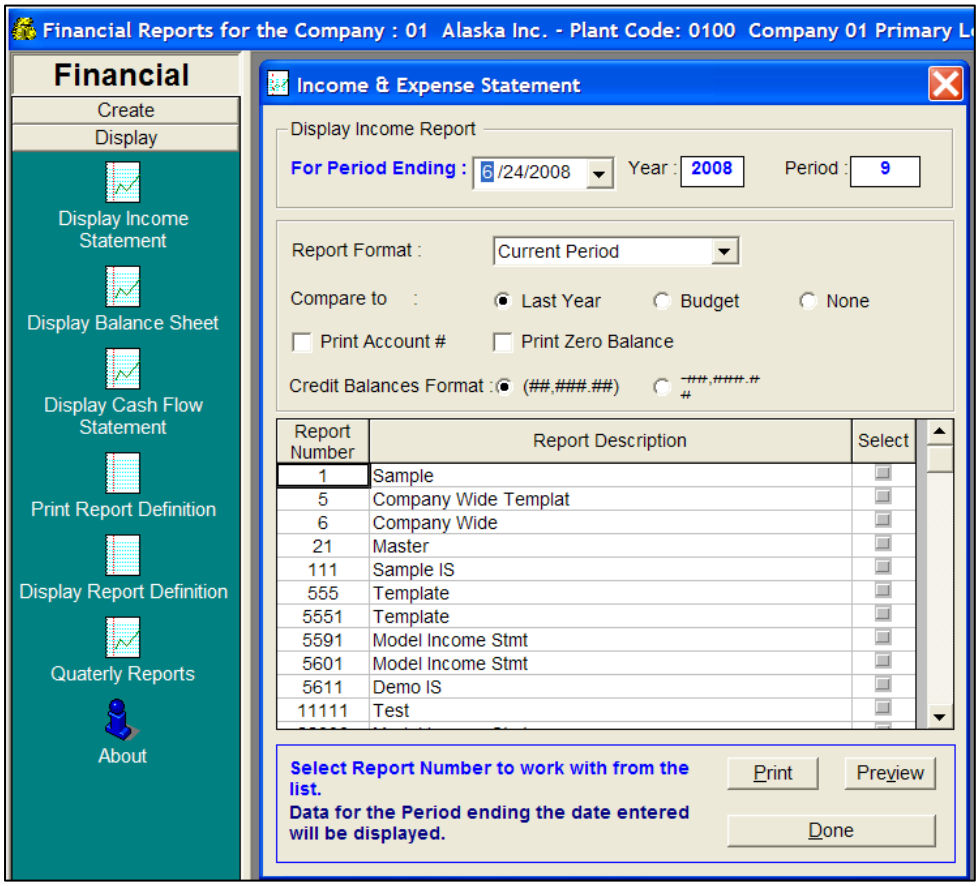
Display

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.

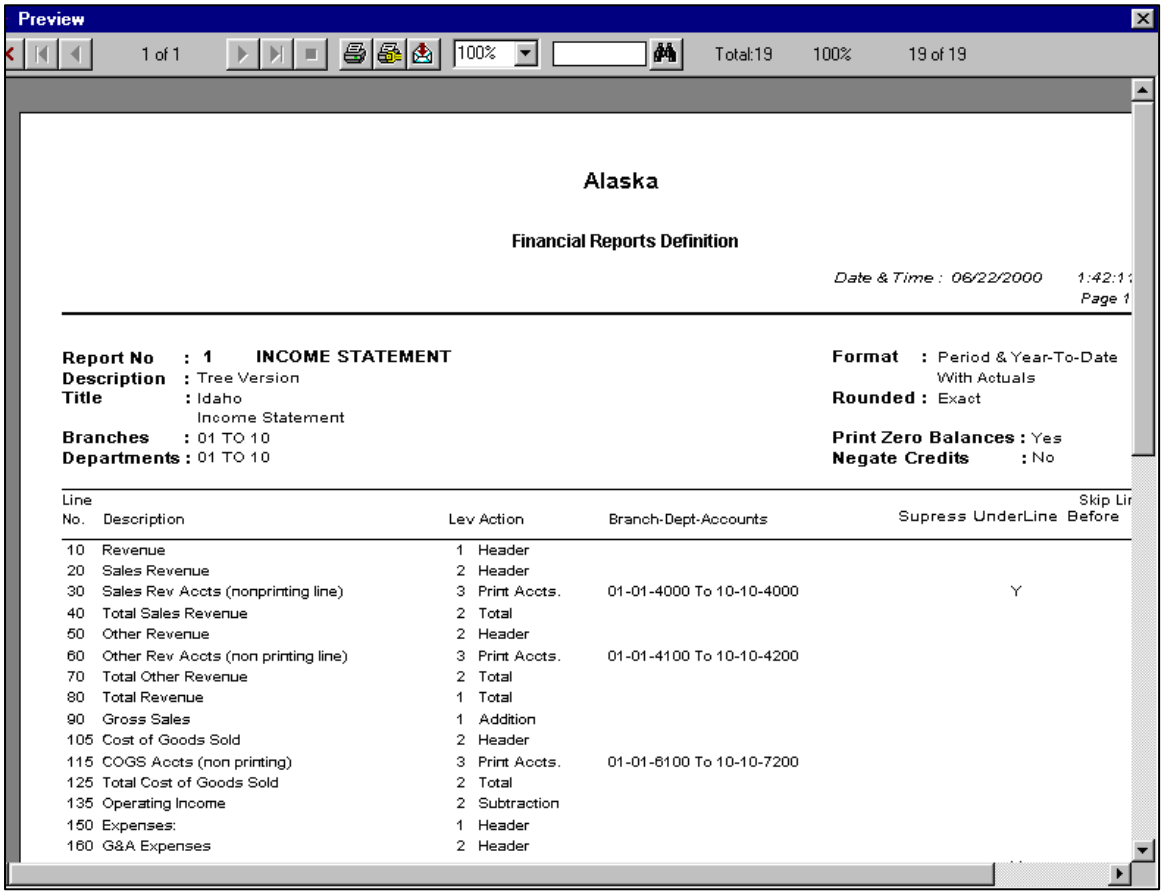
Select the report format to preview/print (default is Current Period), from the drop-down menu in Report Format. Select comparison option, print account #, print zero balance, or credit balances format if necessary. Place a check mark in the Select Column next to the report to preview/print. The report 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.



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.

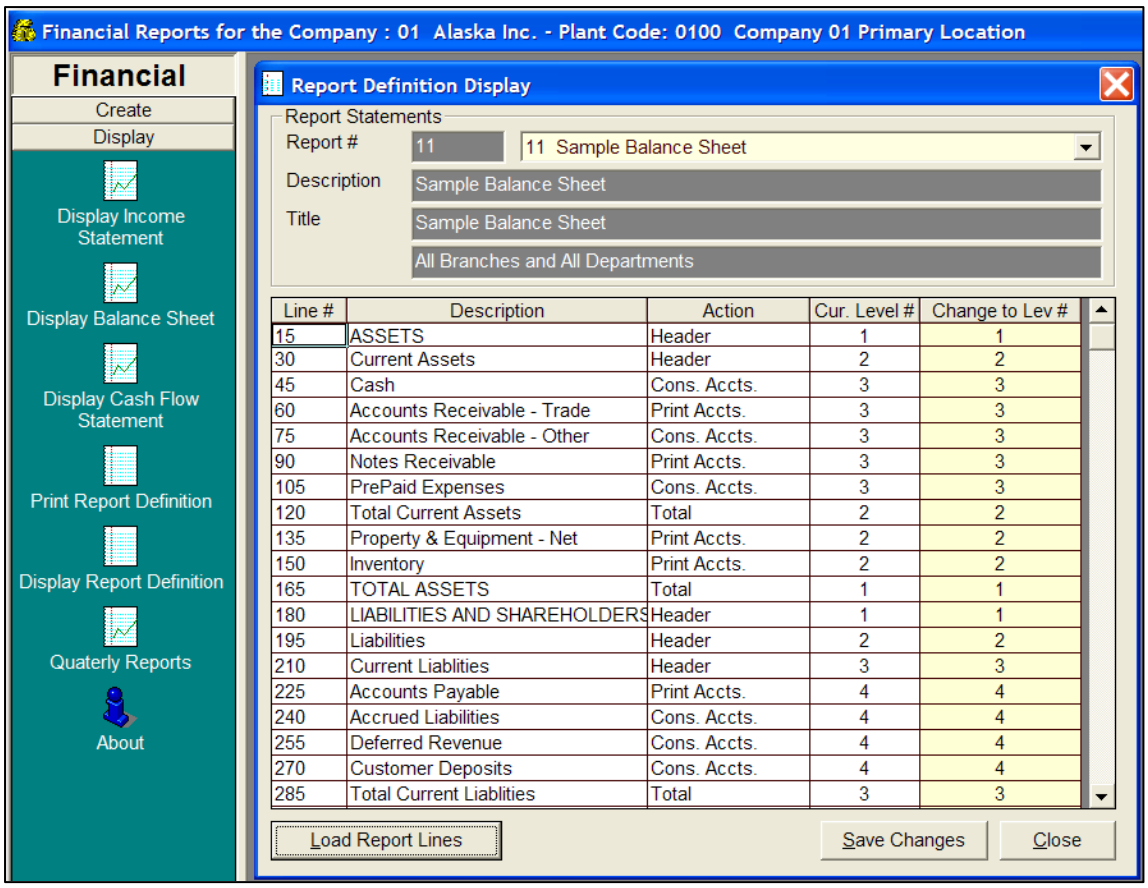
The report definitions can be previewed or printed as needed.



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).



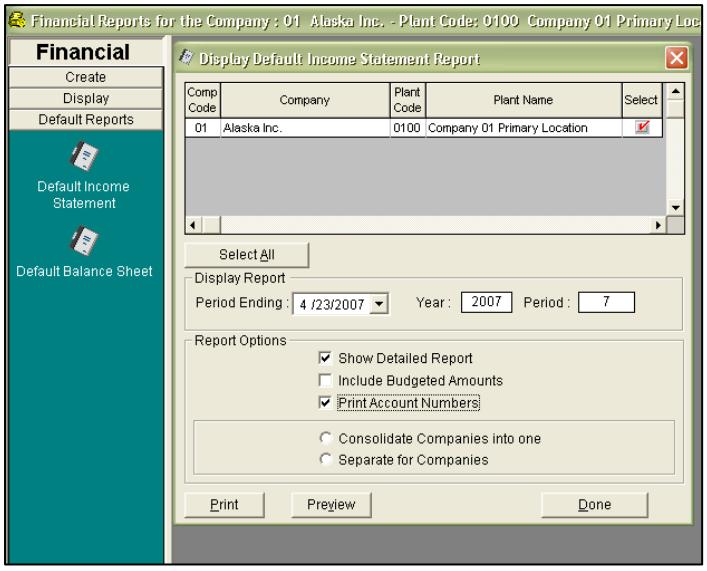
Line #	Description	Action	Cur. Level #	Change to Lev #
15	ASSETS	Header	1	1
30	Current Assets	Header	2	2
45	Cash	Cons. Accts.	3	3
60	Accounts Receivable - Trade	Print Accts.	3	3
75	Accounts Receivable - Other	Cons. Accts.	3	3
90	Notes Receivable	Print Accts.	3	3
105	PrePaid Expenses	Cons. Accts.	3	3
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 Liablities	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 Liablities	Total	3	3

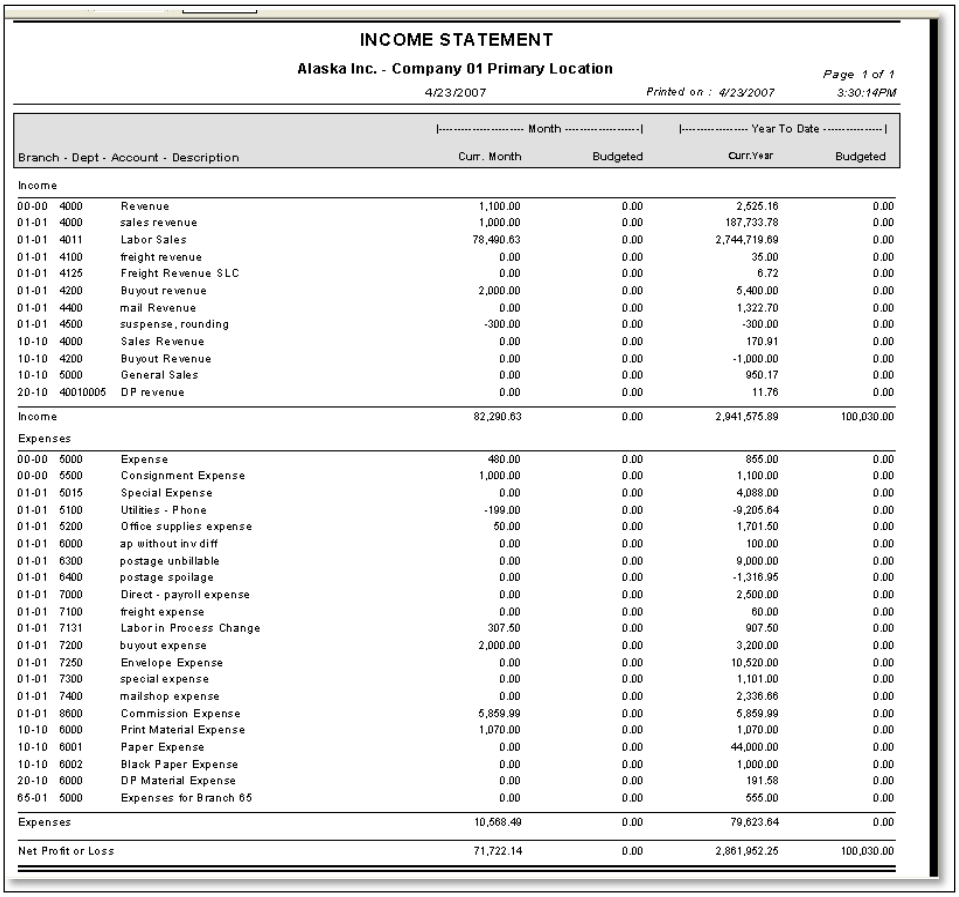
Quarterly Reports

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.





INCOME STATEMENT

Alaska Inc. - Company 01 Primary Location

4/23/2007 — Printed on : 4/23/2007 3:30:14PM — Page 1 of 1

Branch - Dept - Account - Description			Month Curr. Month	Month Budgeted	Year To Date Curr.Year	Year To Date 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	4600	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	855.00	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	79,623.64	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.

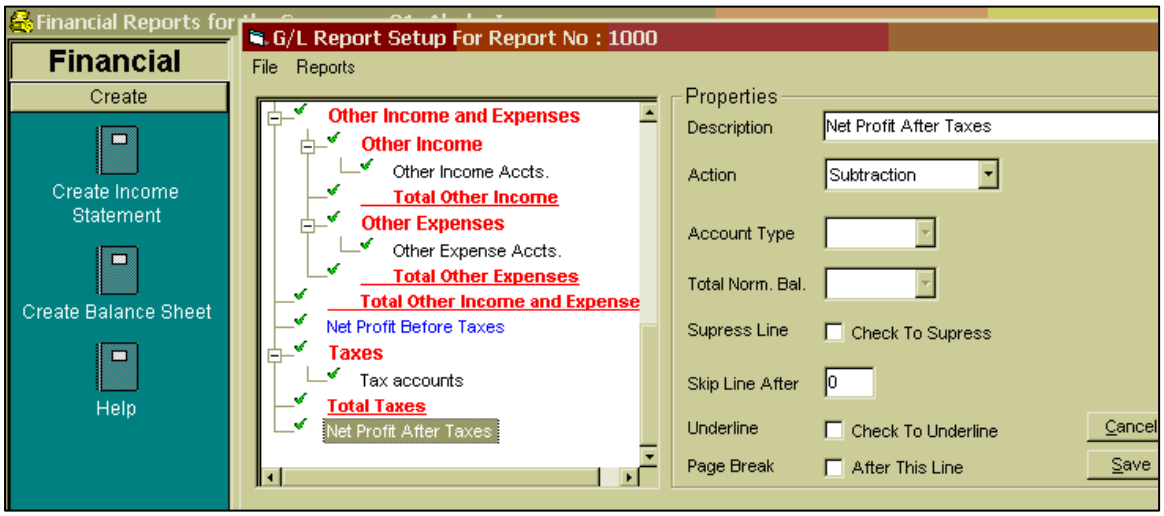
The **Total** at line 40 is the total of the amounts at lines 20 through 35.

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).



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.

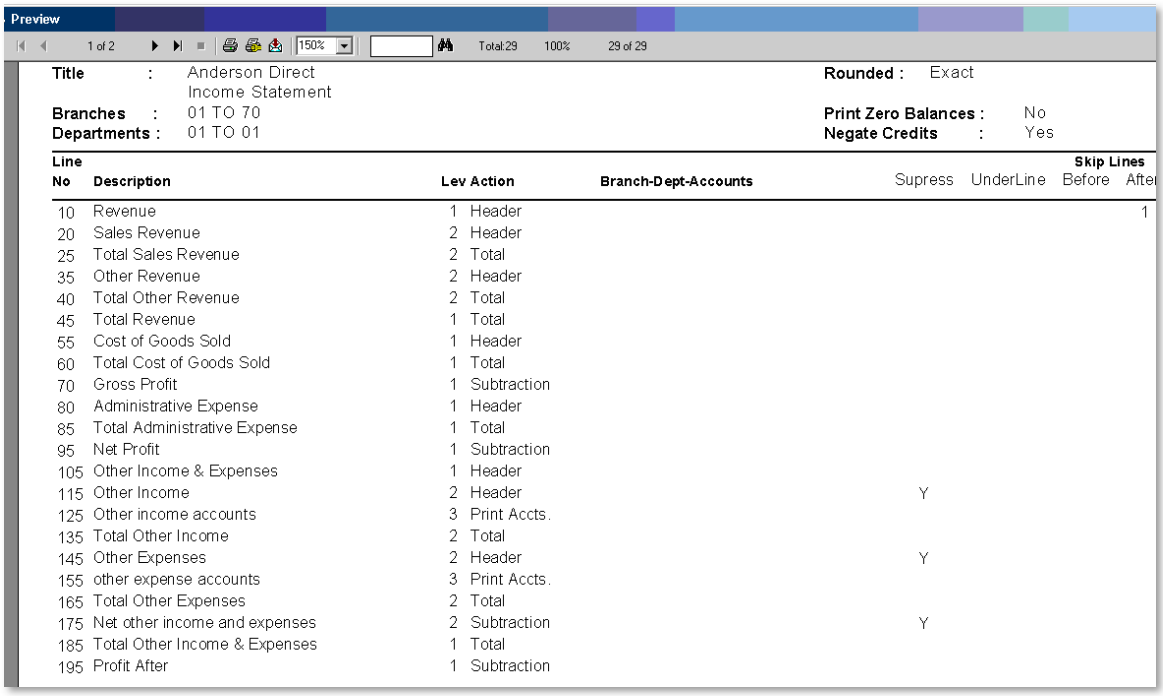
Balance Sheet

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.



Line No	Description	Lev	Action	Branch-Dept-Accounts	Supress	UnderLine	Skip Lines Before	Skip Lines 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.

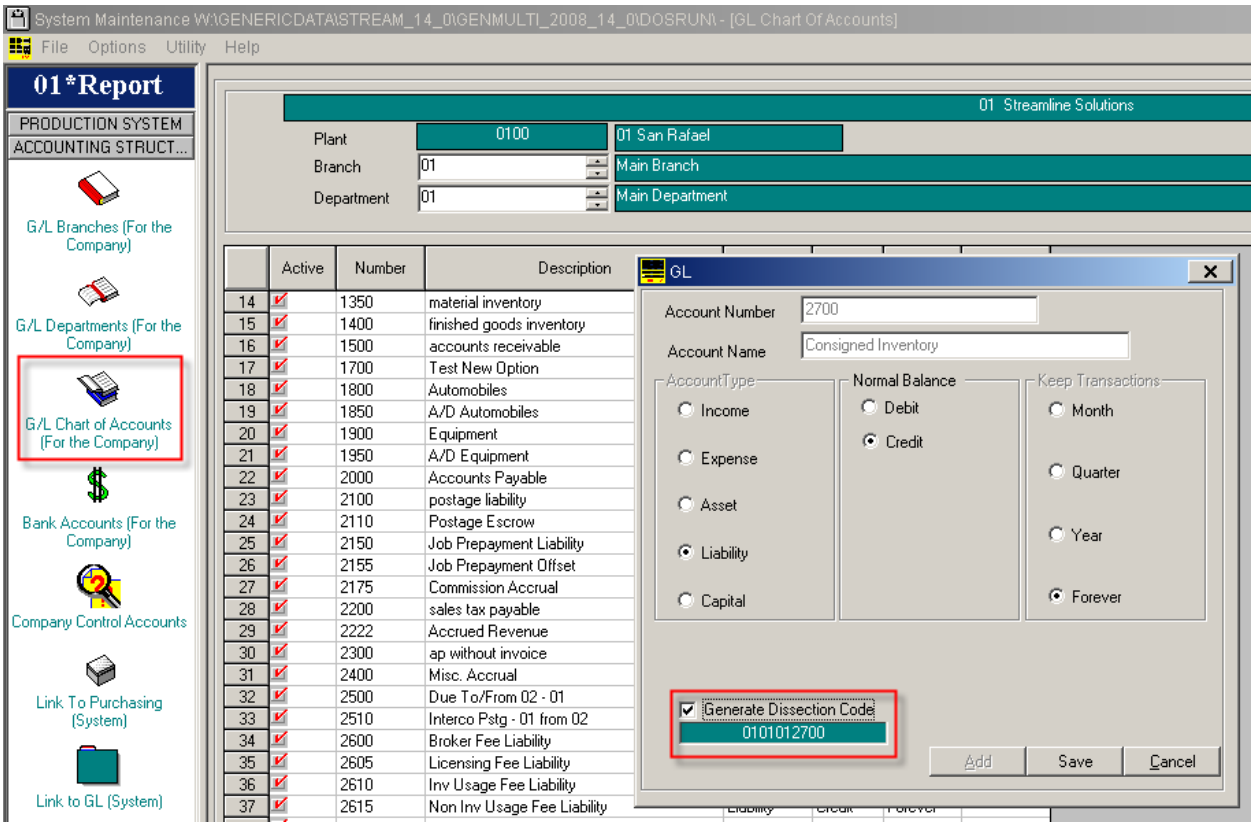
WARNING The value of this report is updated based on the receipt date. If you receive goods in February but enter an AP invoice that changes the value in March, February's report reflects a different amount. An effort should be made to enter the AP invoice for all goods received in a period in order 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

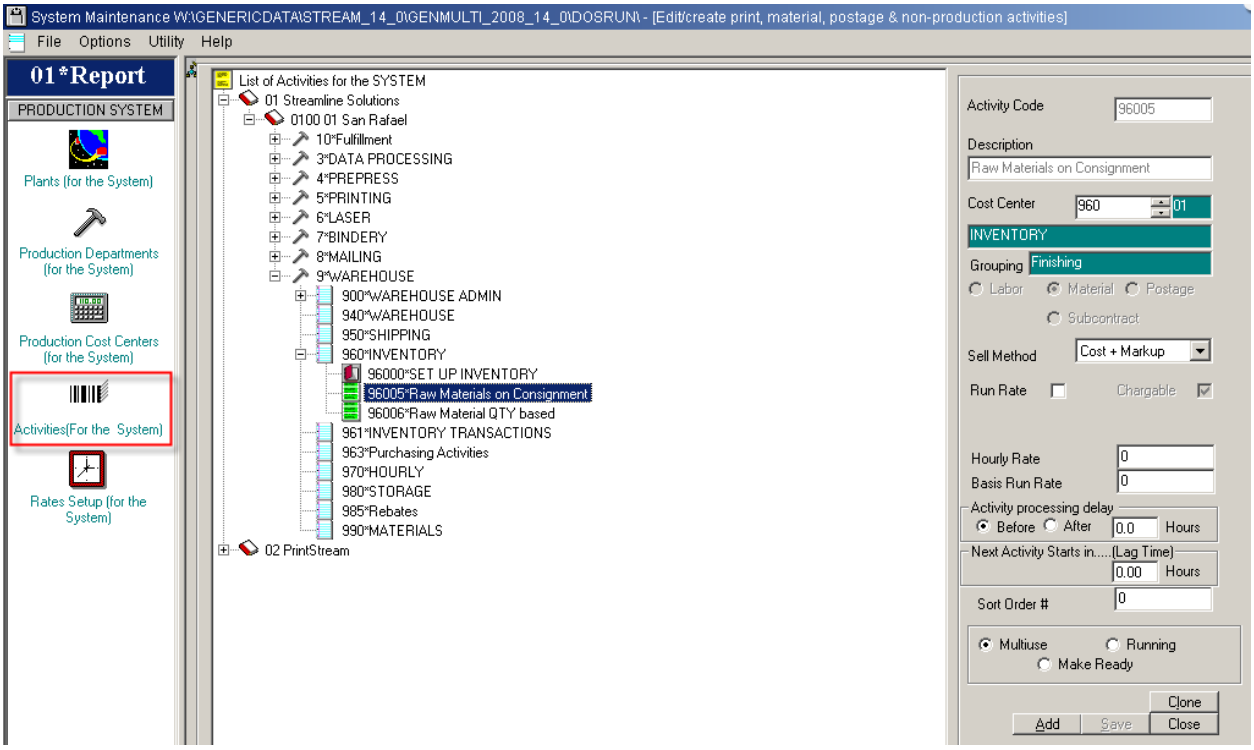
Following is a suggested method for managing consignment inventory. This method allows for tracking and costing with a value against a job, without impacting an asset account, therefore, not presenting an inventory value for the company.

Setup

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

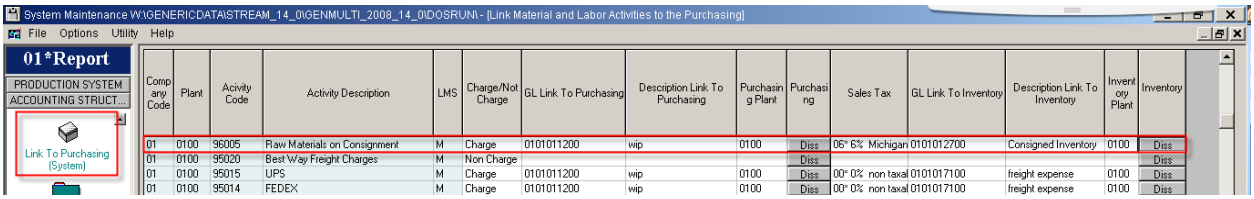


Create a new Material activity code for Consignment Inventory.



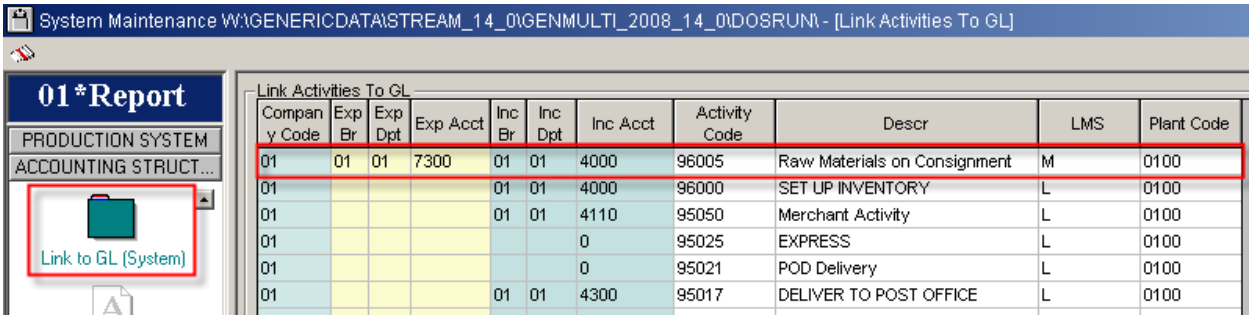
Link to Purchasing = Work in Process account

Link to Inventory = Consigned Inventory Liability account

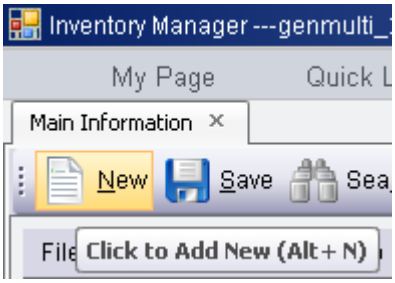


Link to Expense = material expense account of choice

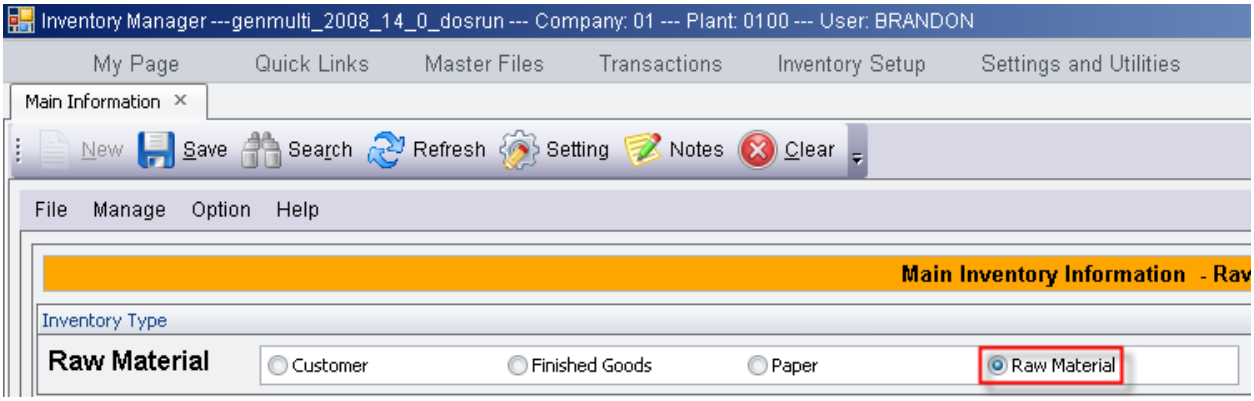
Link to Revenue = material sell account of choice



Create a new inventory item.



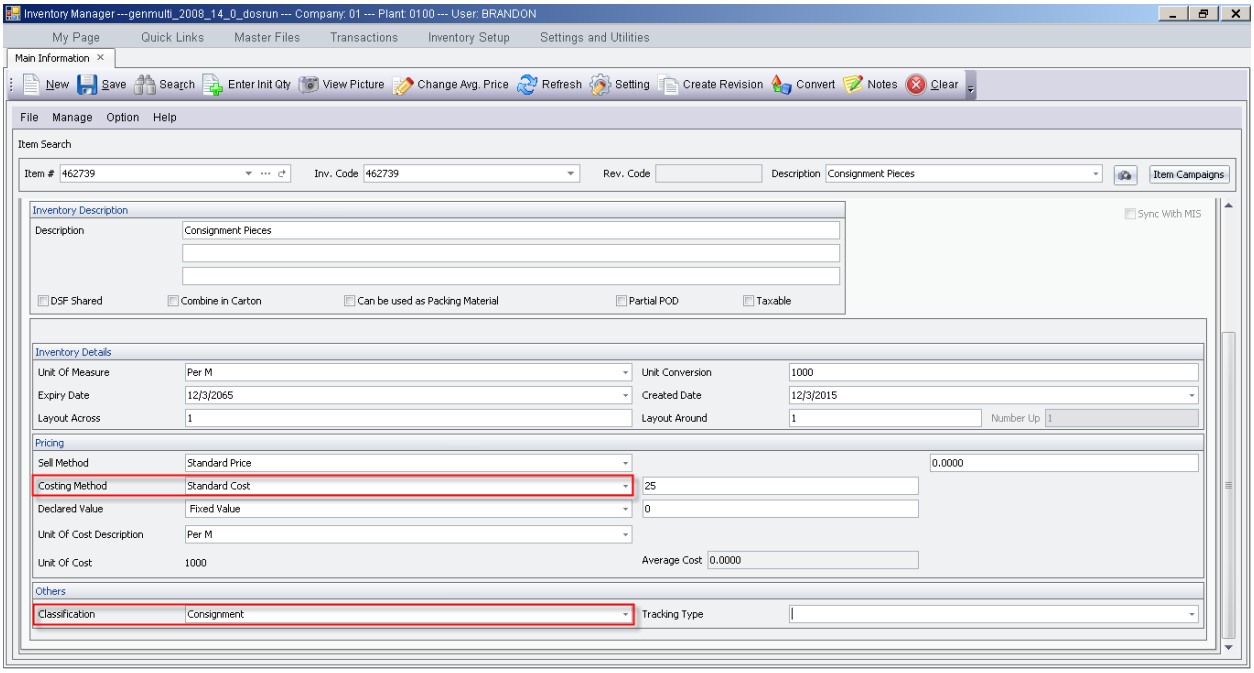
Type = Raw Material



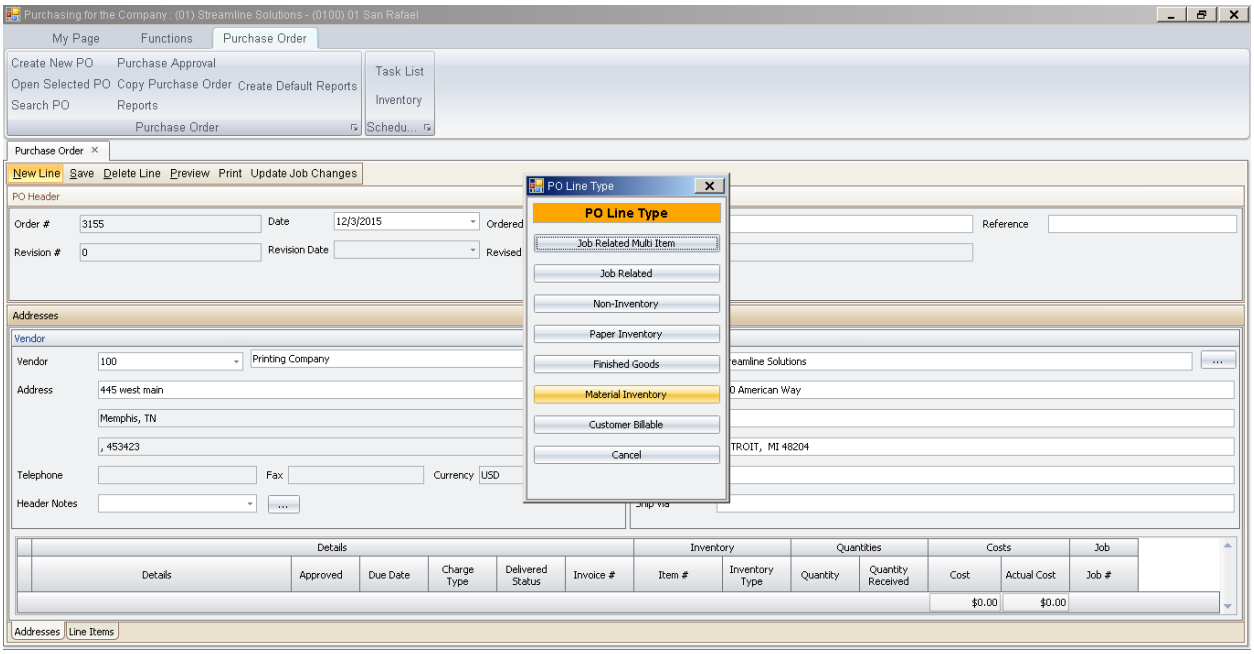
Sell Method = optional

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

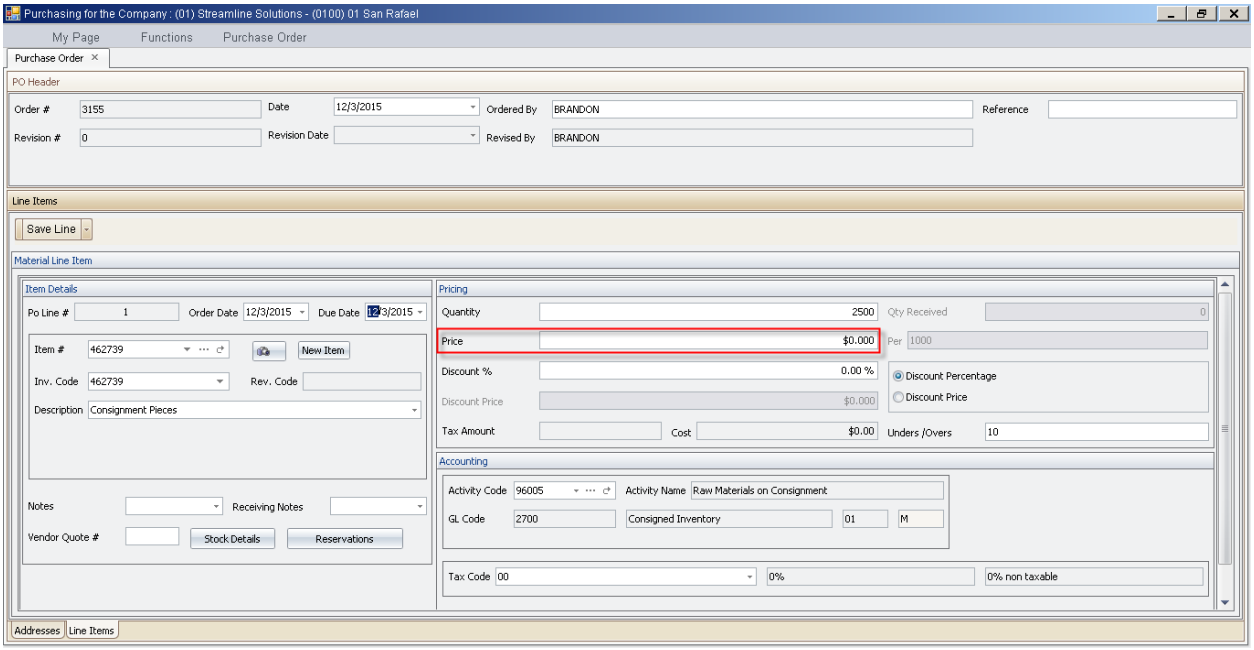
Inventory Classification = Consignment



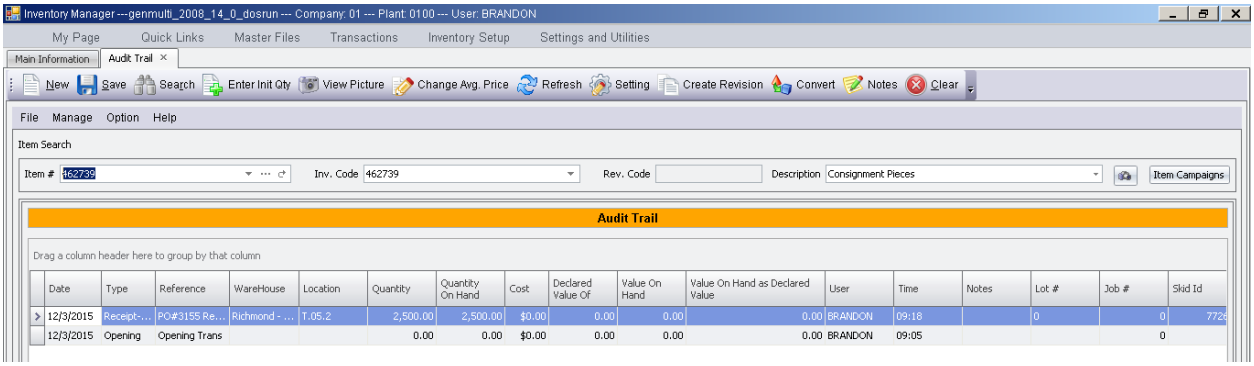
To establish the quantity, create a Purchase Order (PO) and add a new Material Inventory line item.



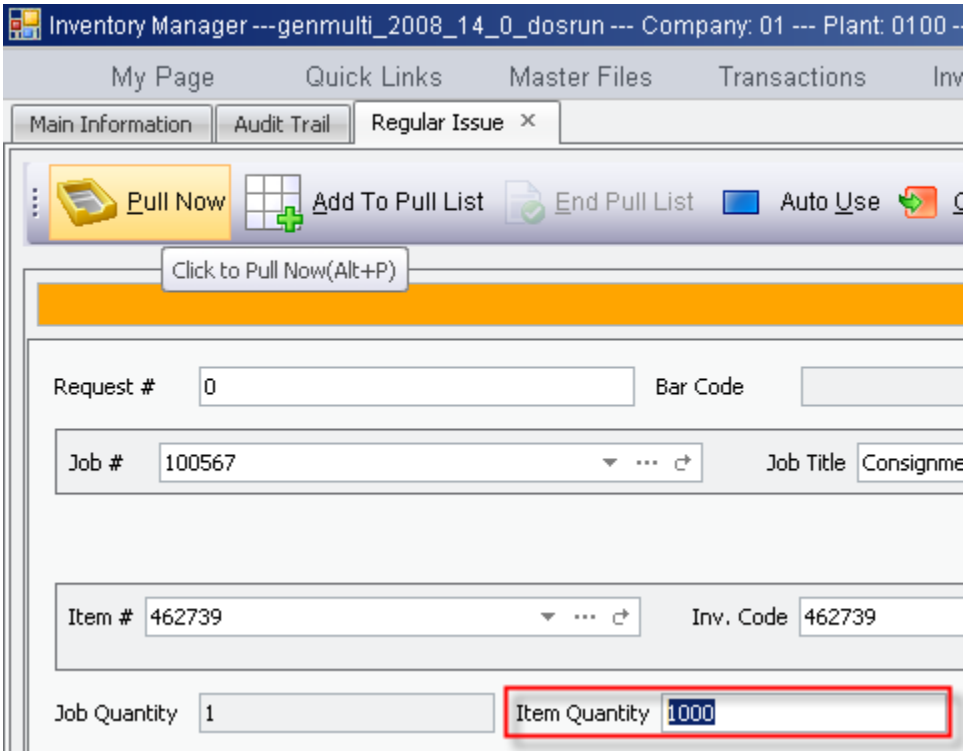
Make sure the Price is for zero dollars.



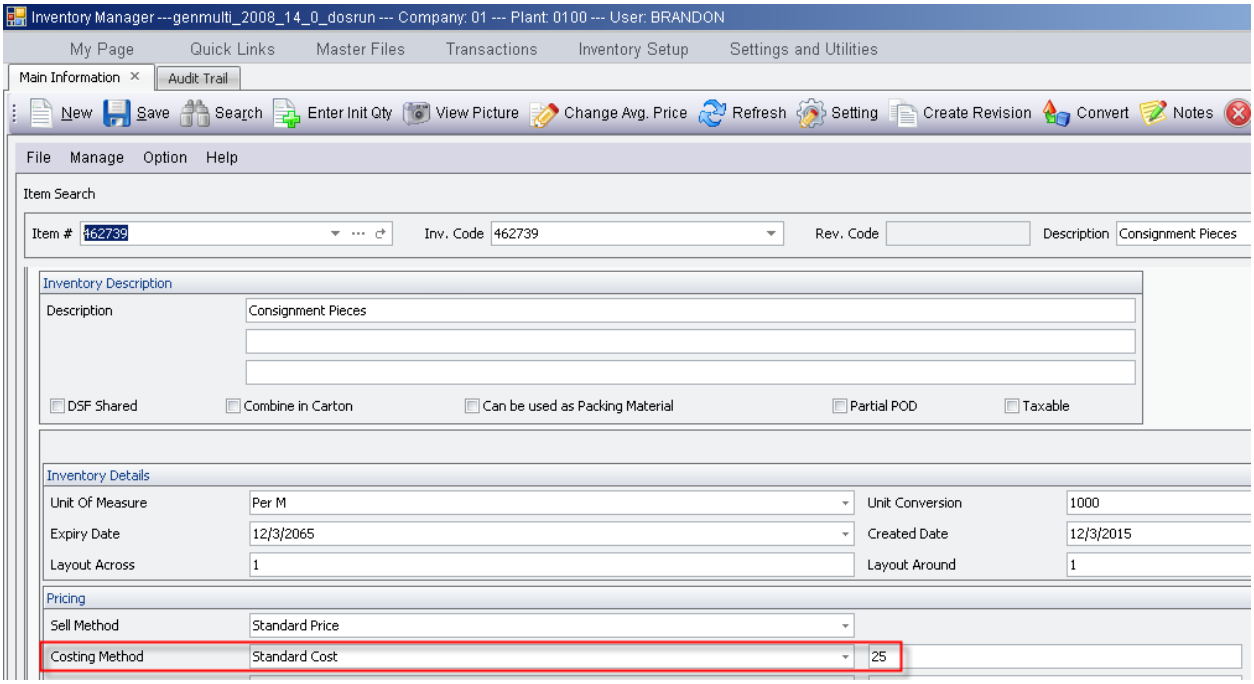
Receive the PO line item as normal. The audit trail for the inventory item will reflect the updated quantity at a zero cost.



Issue the inventory item to jobs as normal.



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
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				Bowe					
----------				Cutter					
Total Buyouts				Folder					
----------				General Bindery					
DP & Prepress Mat'l				Ink Jet					
Envelopes				Cheshire					
Paper				Piggy Back					
Rebates and Royalties				Inserter					
Laser Mat'l				Stretch Inserter					
Bindery Mat'l				Poly Insert					
Mailing Mat'l				Handwork					
Fulfillment Mat'l		25.00	25.00	Sorting					
----------				Wafferseal					
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 Period 3 Year 2016* *9:28:52AM*

Page 1 of

		JobNumber	Qty	Debit	Credit	Descr
M 12/3/2015	96005 Consigned Inventory	100567	1000		25.00	462739
Normal	01 01012700 wip			25.00		
	01 01011200					

Posting Goods Report Grouped By GL Accounts

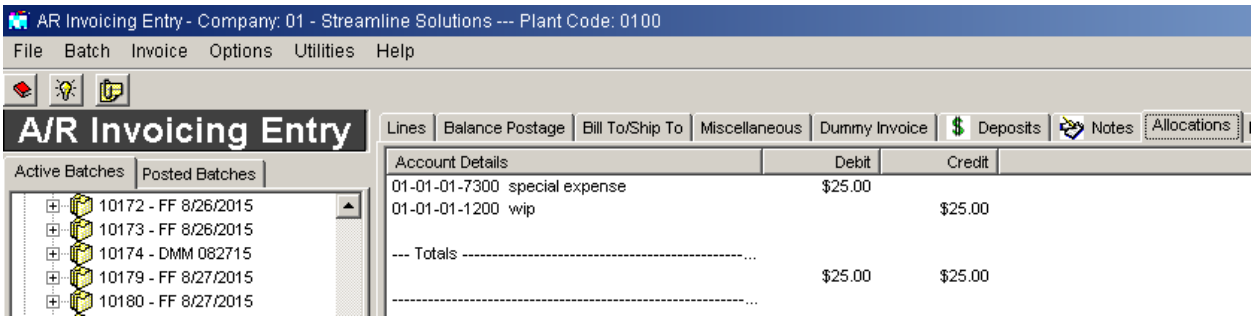
Debit Account	***0101011200 wip***							
M 12/3/15	Normal	96005	0101012700 Consigned Inventory	100567	1,000		$25.00	462739
Credit Account	***0101012700 Consigned Inventory***						***$25.00***	
Debit Account	***0101011200 wip***					***$25.00***		

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.



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.

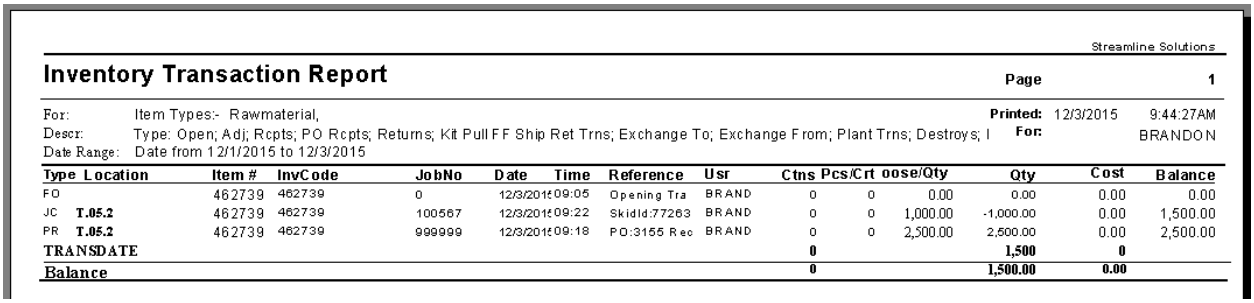
Create a purchase order (PO) with a miscellaneous line for the usage; selecting the General Ledger account defined as Consigned Inventory Liability. Then receive the PO line and enter the related AP invoice.

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/Qty	Qty	Cost	Balance
FO		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.

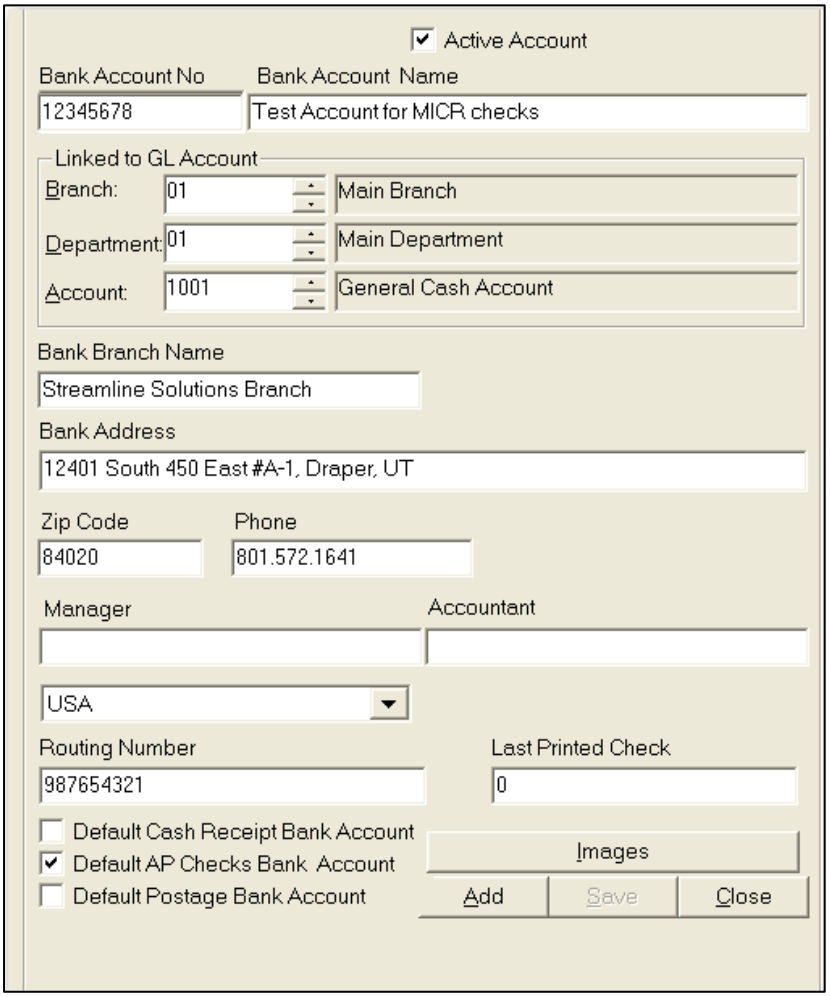
Linking

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.

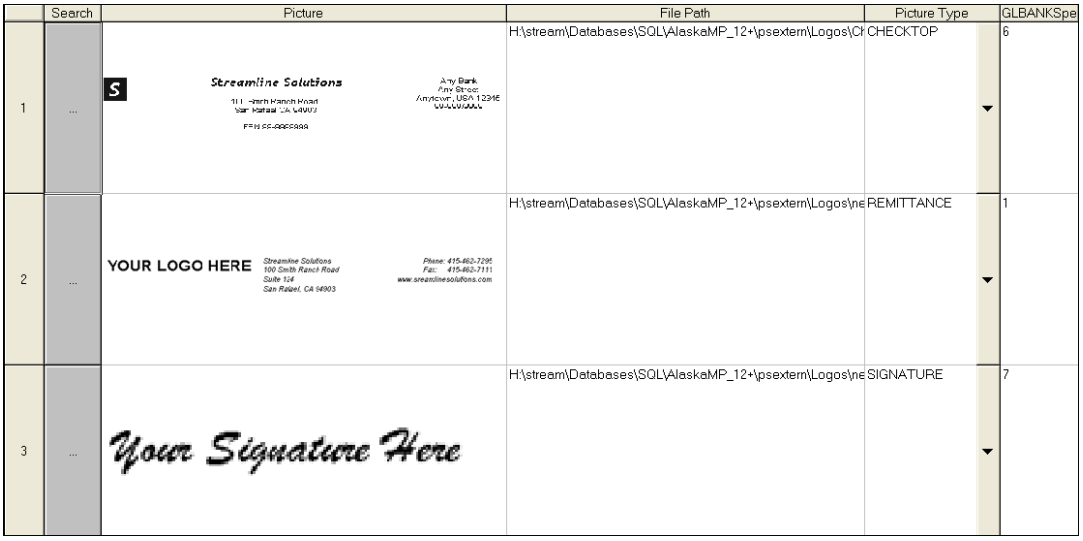


2. Within this screen, linkages are established for data to print on the check.

   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



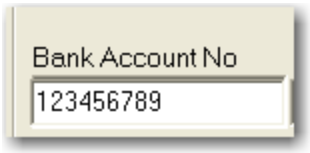
3. The linkage ‘CHECKTOP’ appears on the top check in the following area.

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).

Bank File

Additional setup requirements in the bank account file are:

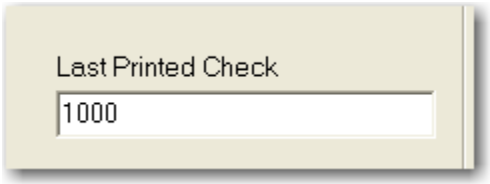
Account number



Routing number

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.



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 my require some adjusting and testing as each MICR font prints differently.

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 banks scanner.

If checks are printed via citrix, this font must to installed on the citrix server.

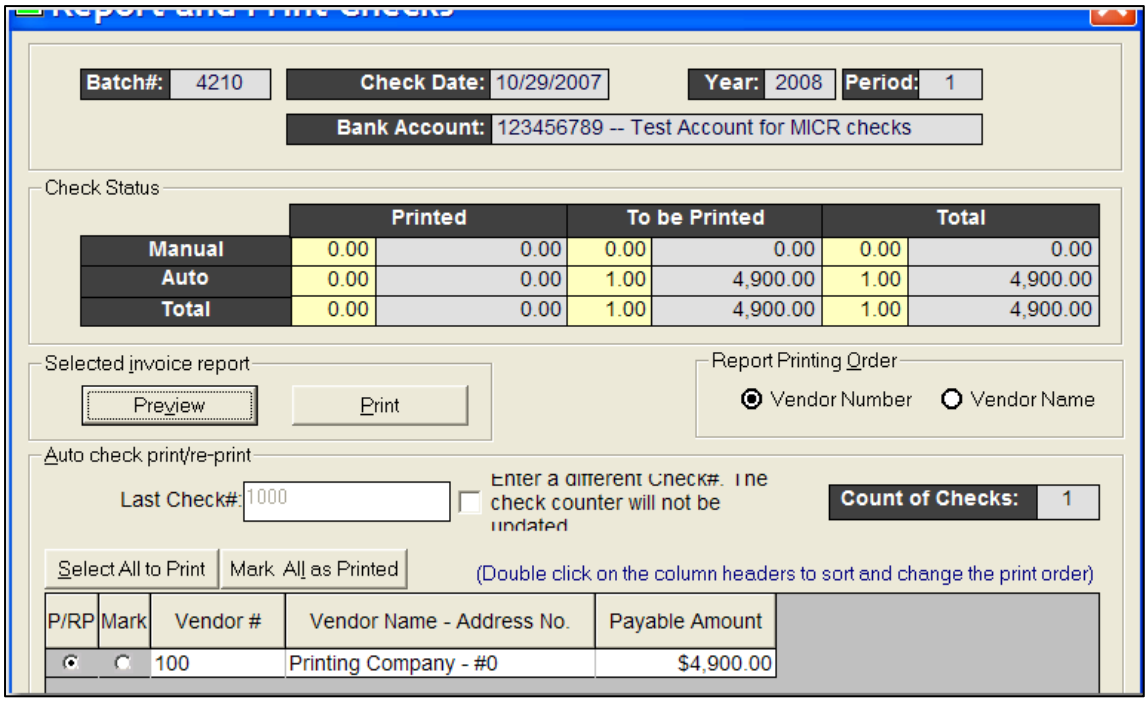
If checks are printed via a local network, this font must to be installed on all workstations used for check printing. This would include both Postage and AP checks so the recommendation would be to install on all workstations.

Use

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

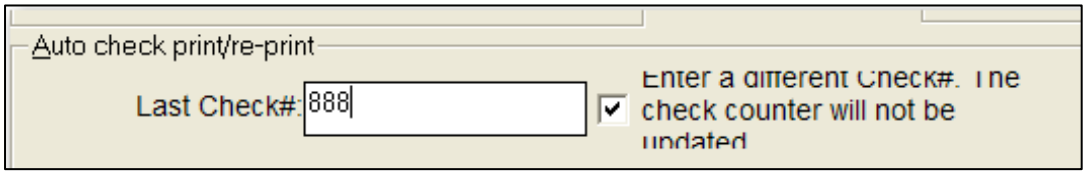
Different from standard:

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.

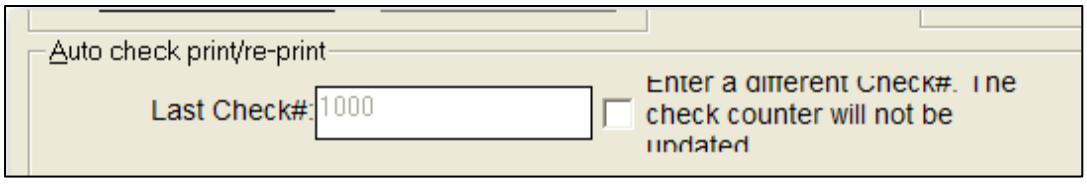


There is an optional override to enter an alternate number. Selecting this check box opens the last check number field and allows for manual input.

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.



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

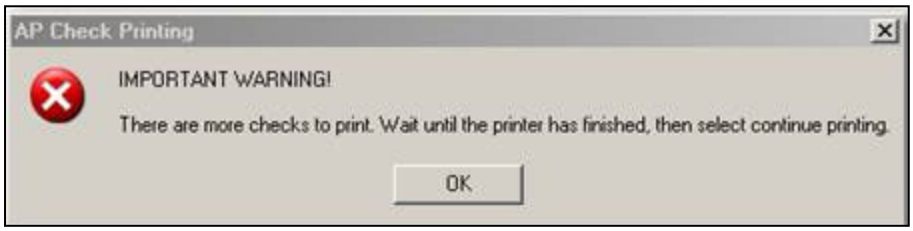


Notes

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

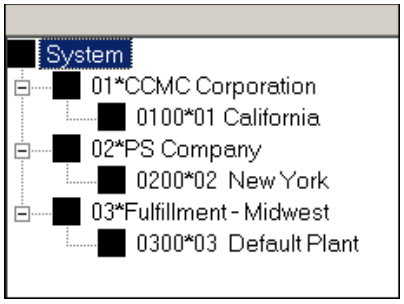
This is a function of the EFI PrintStream Support Team.

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.

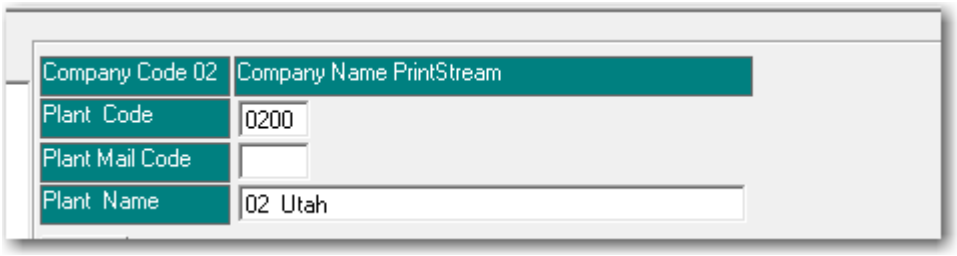
The company code is a 2 digit alpha numeric code but we advise customers to use a numeric code. The example below demonstrates a database with three companies; CCMC, PS Company, and Fulfillment – Midwest. A typical set up would use a company naming convention that describes the location, such as Salt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



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

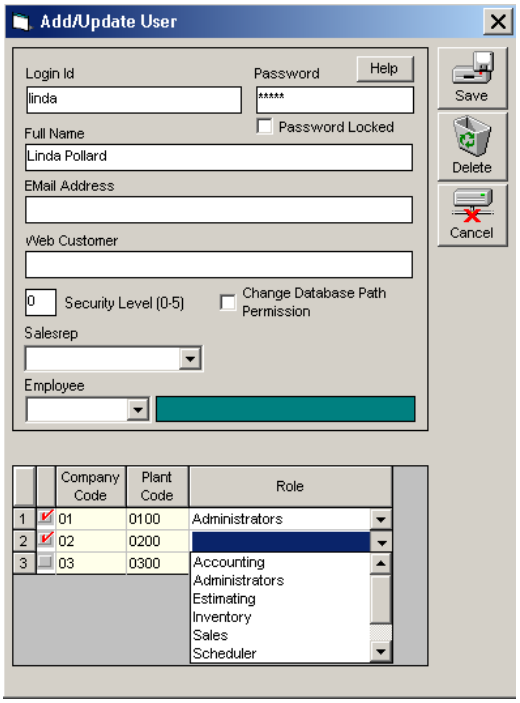
Cost Center: 6 digits
- First 4 represent department
- Next two represent cost center
- Example: Programming: 100110

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.



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

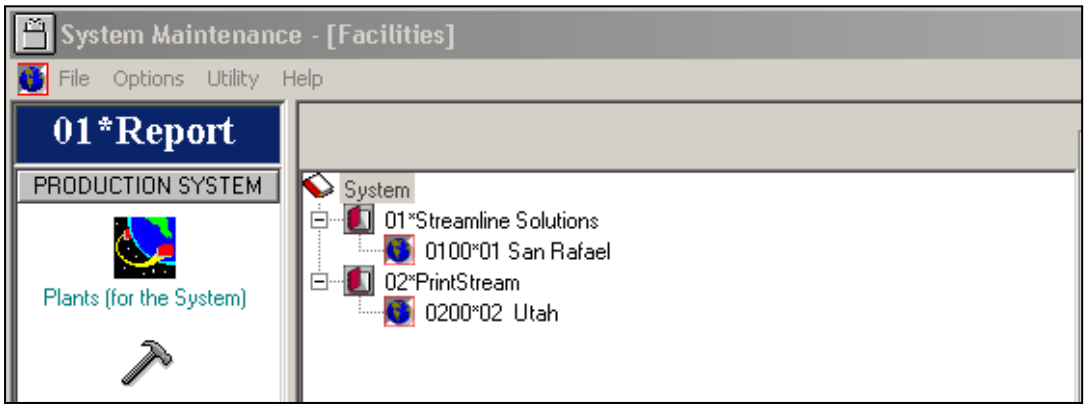
The file name would be Logo010100PO.bmp (Logo + Company Code + Plant Code + Module).

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

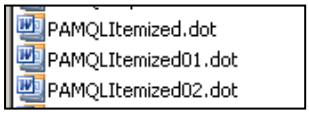
Other Examples:

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.

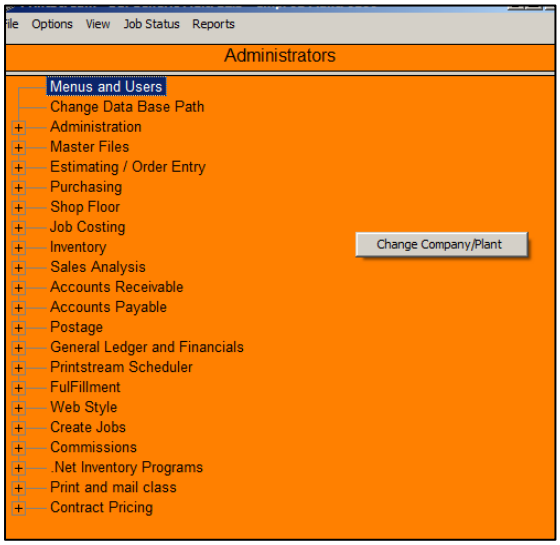


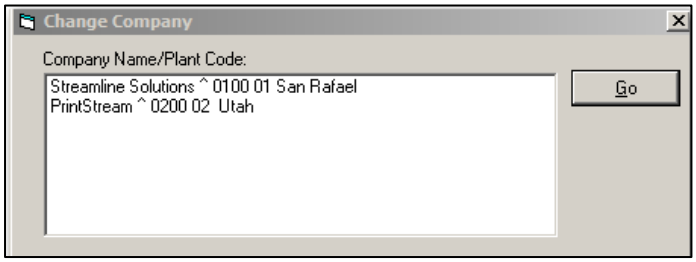
Moving Between Companies

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

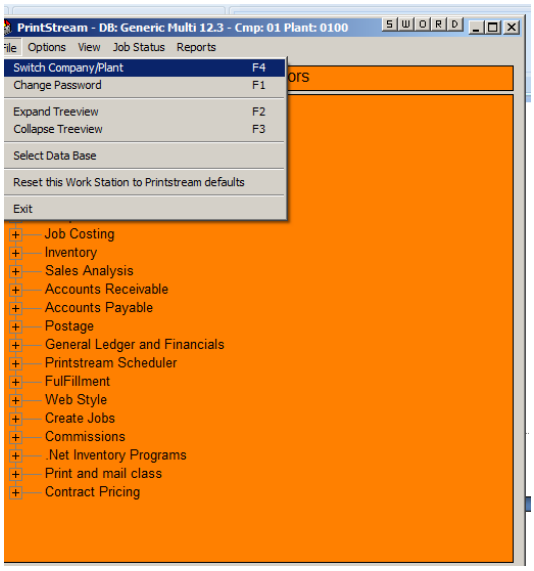
When logging into PrintStream, the user can select the company to work in. Only those companies where the user has security access defined display.

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.

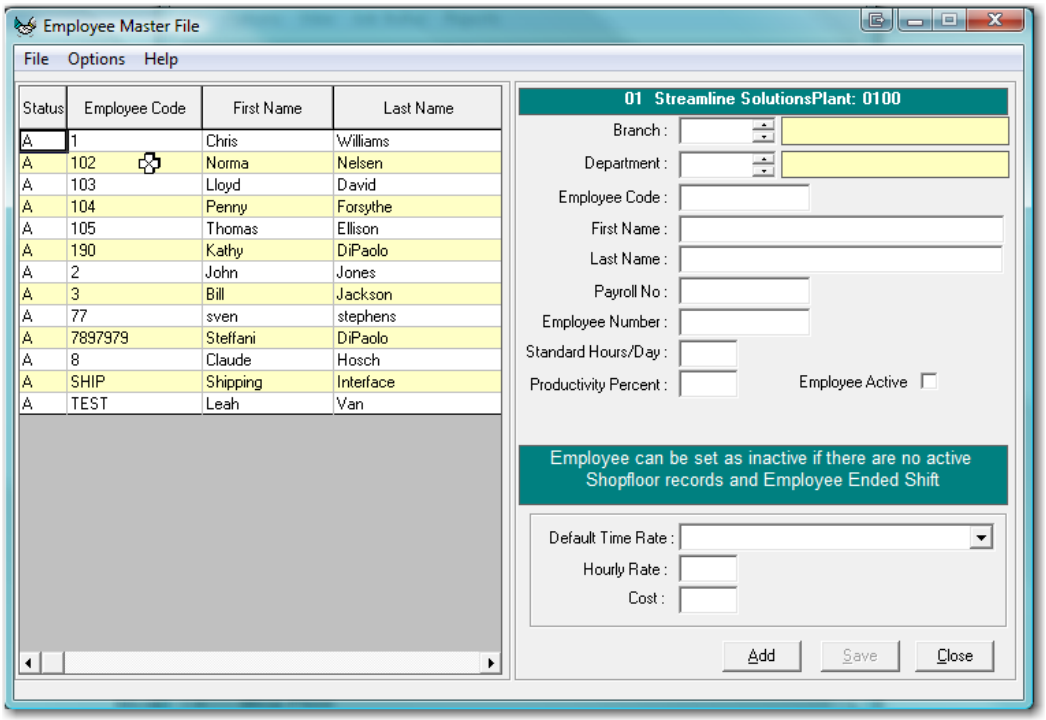


You can also change the company/plant from within a program. Changing the company at the individual program level only changes the company for that program. In order to have all programs open under a different company, the switch should be done at the main menu.

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.

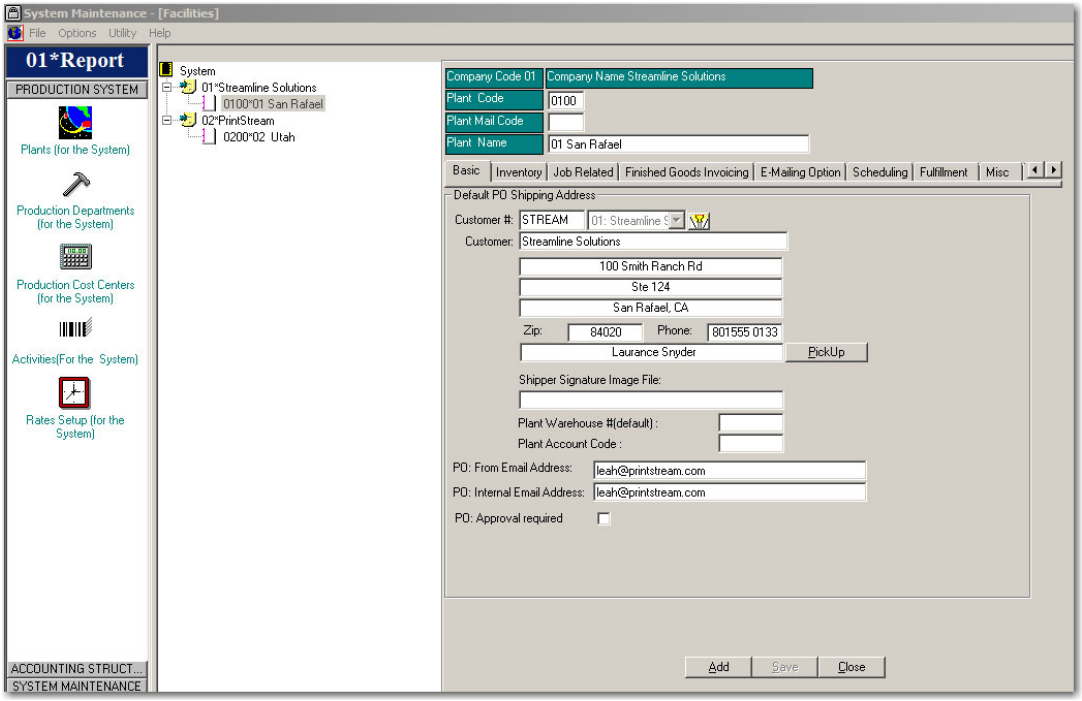


Define Production Structure

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**.

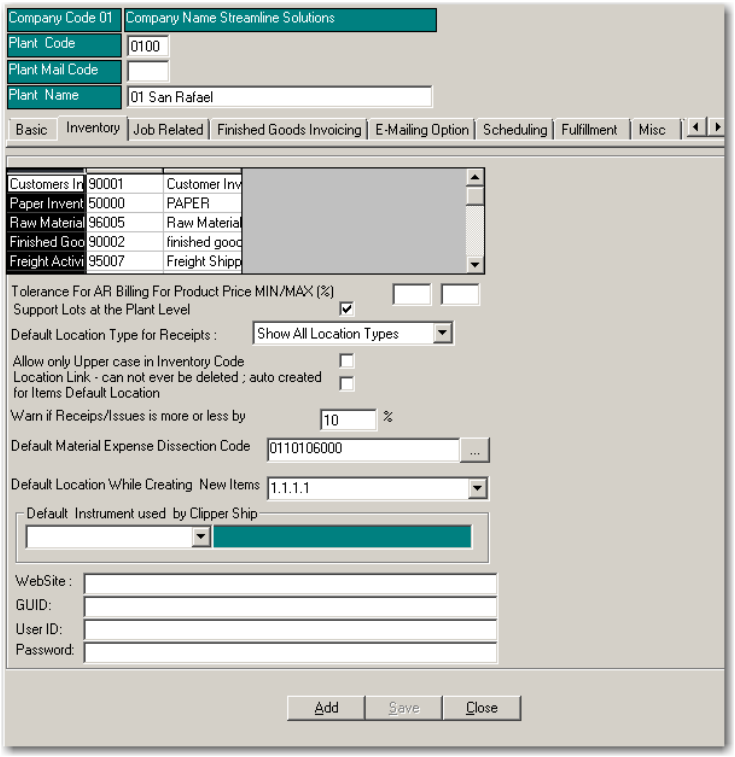
Plants for the System

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.



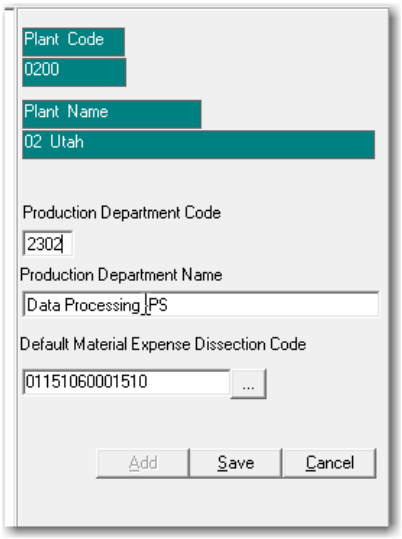
Inventory

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.



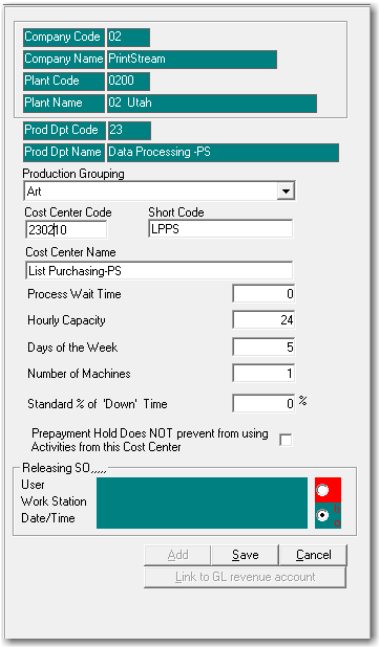
Production Departments

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.



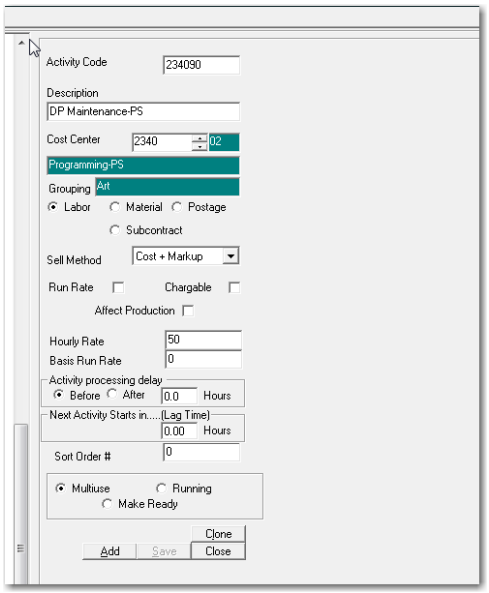
Cost Centers

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.



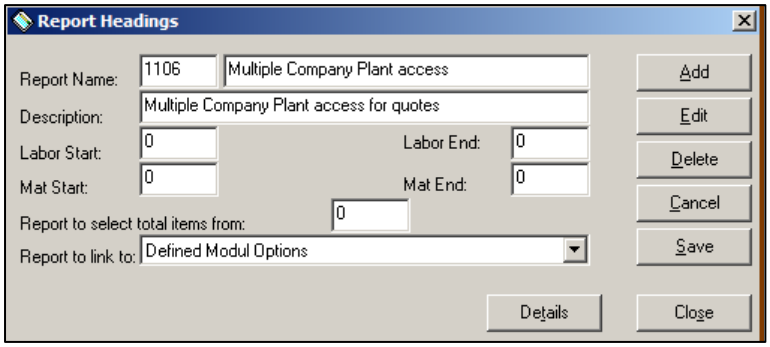
Activity Codes

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.



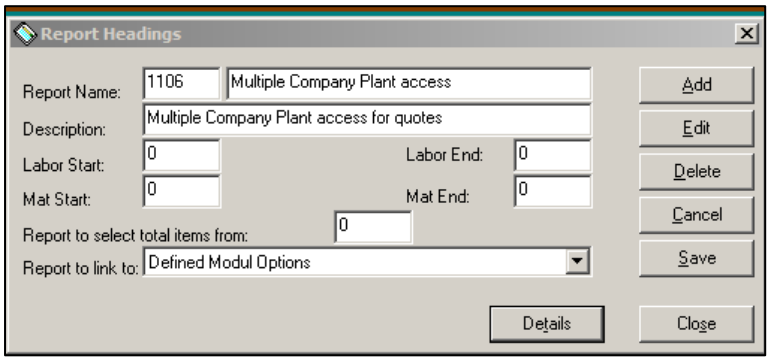
Multiple Plants in Multi-Company

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.



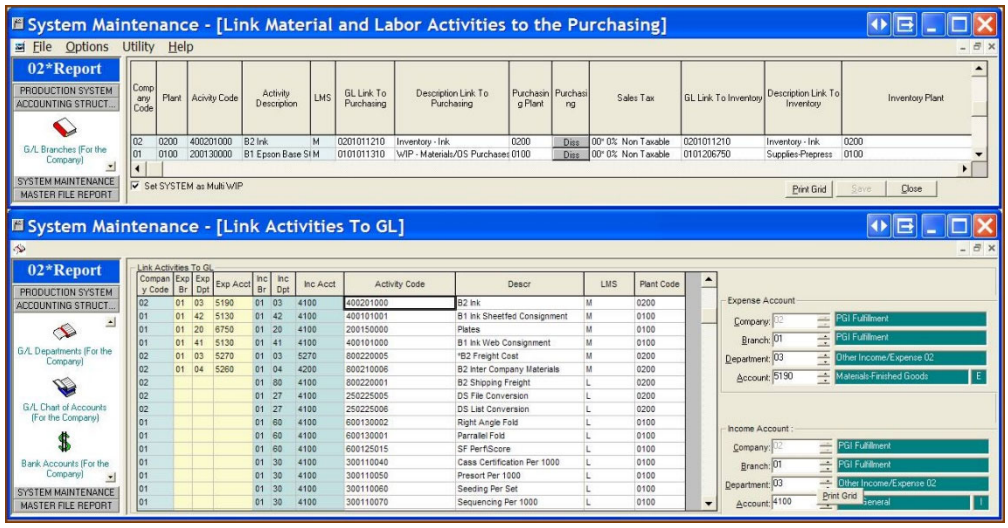
Multiple Print Companies

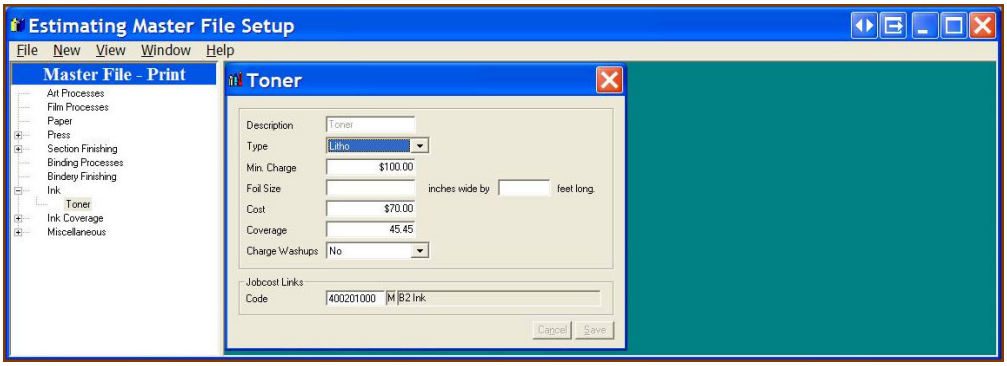
If you need to have multiple companies setup, report 1106 must also be defined. Please contact your EFI PrintStream Support rep for assistance.



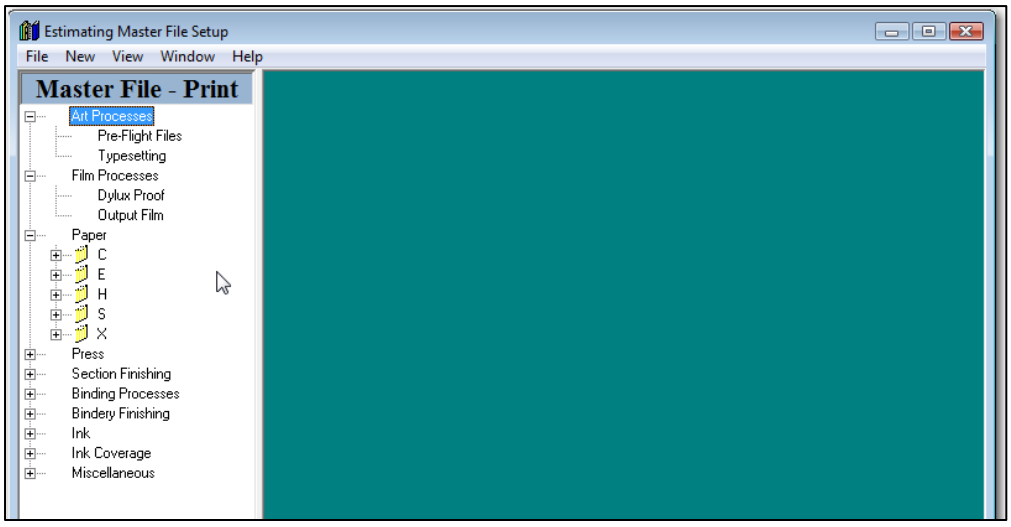
It opens the gate for the multiple companies/plants access.

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.

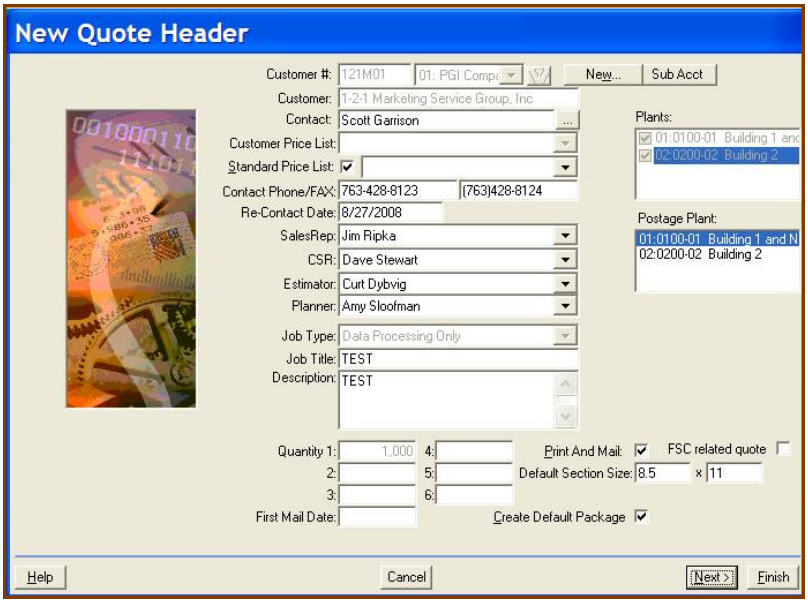




Note Make sure you are in the correct company when setting up Print. This includes presses, inks, paper, templates, etc. As with other setup, it is recommended that the company is referenced especially if you have similar presses available in multiple companies.



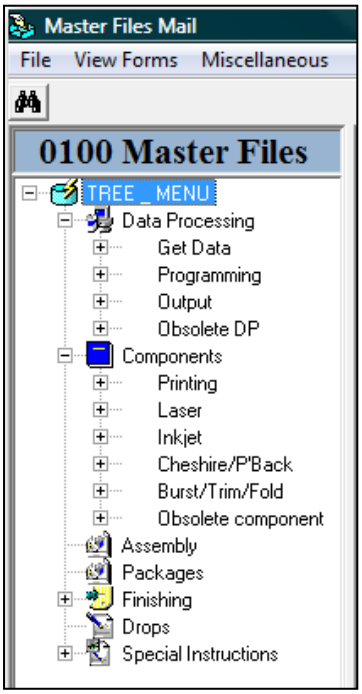
The screenshot of the quote header below reflects the plants/companies available in the database based on activating report 1106.

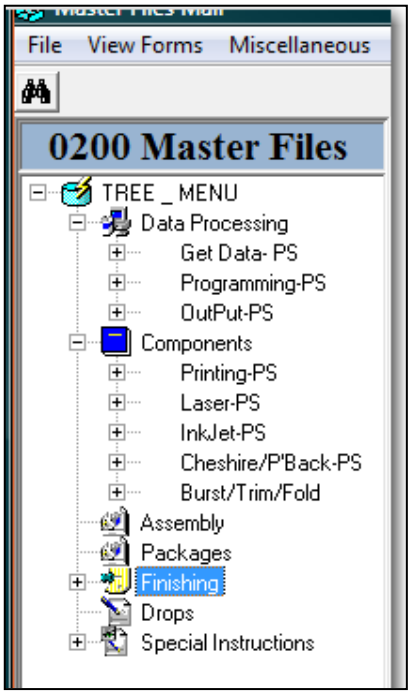


Master Files Mail Process

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.

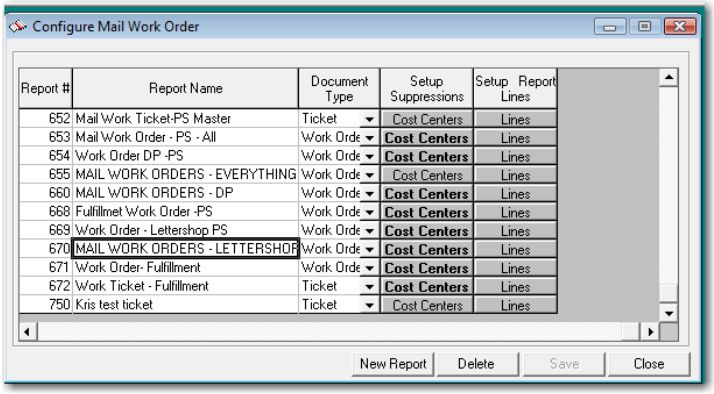




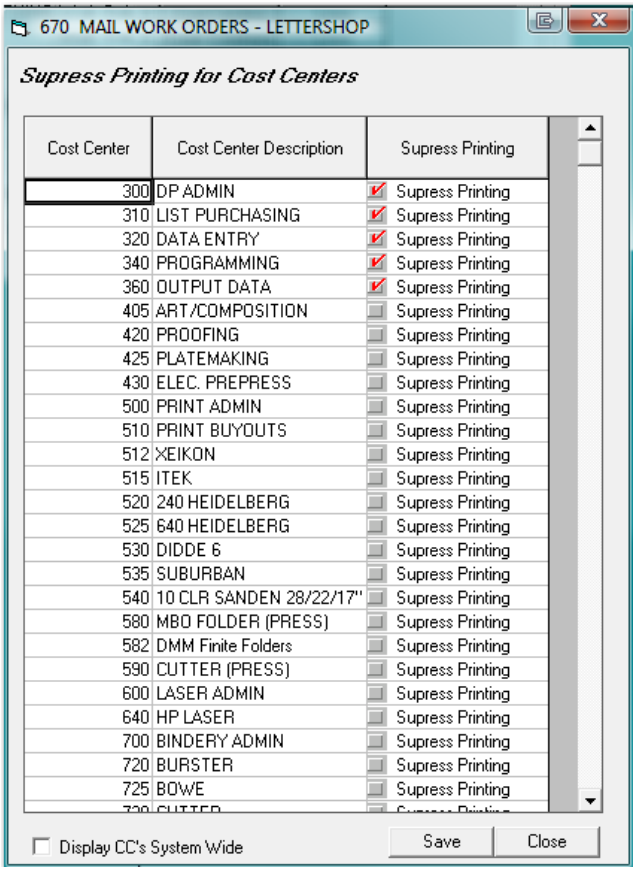
Work Orders and Work Tickets

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.

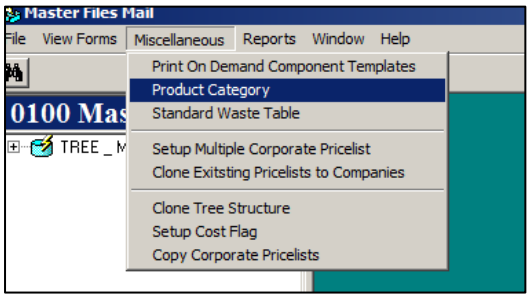


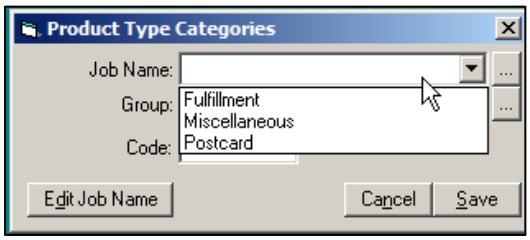
Select the **Cost Center** button. The system first displays all the Cost Centers for the company you are in. To suppress cost centers from other companies, select the **Display CC's System Wide** check box.



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.





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.

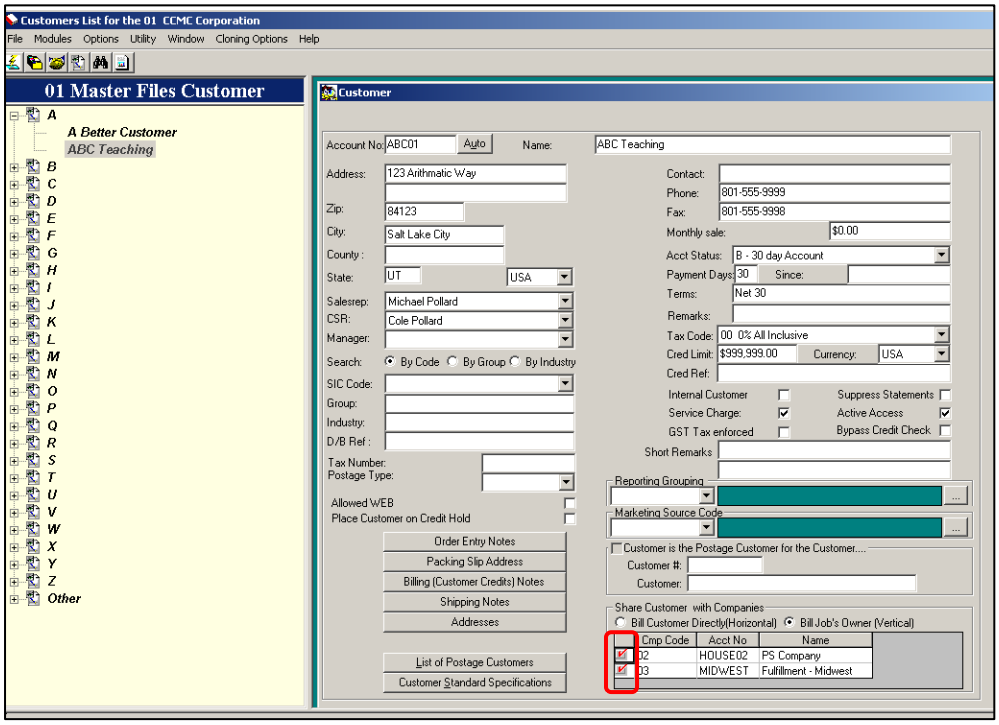
To share a customer

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.



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.

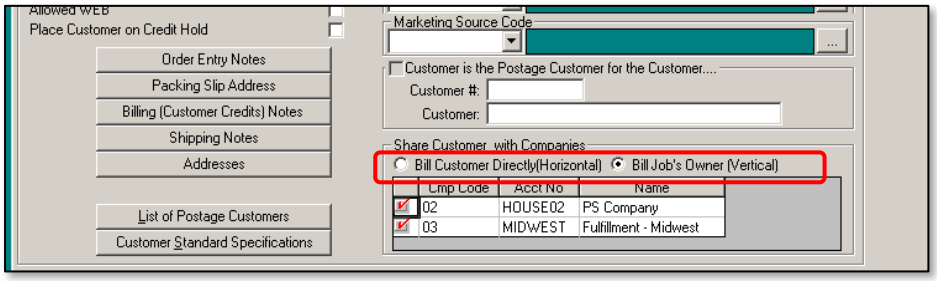
Once transactions have been created in the shared company, you are unable to inactivate the sharing option.

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.



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.

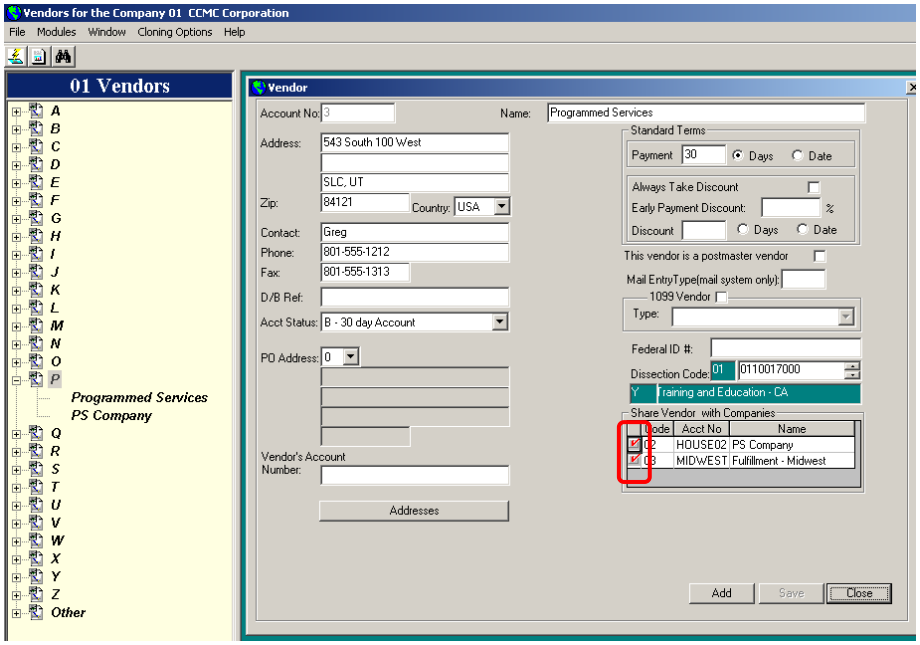
To share a vendor

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.



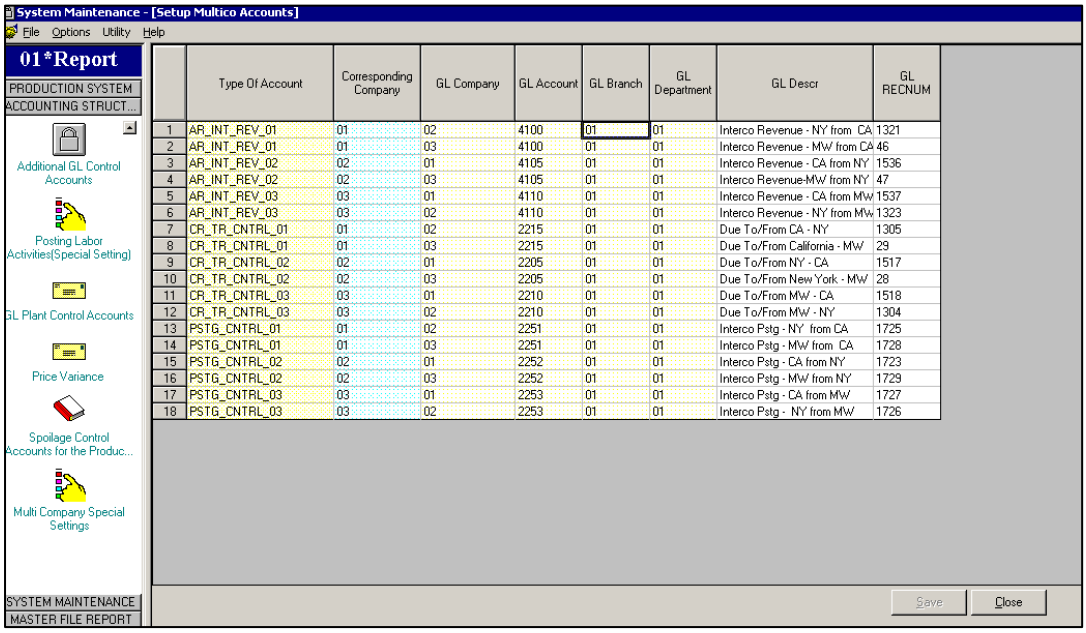
3. **Save** your changes.

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.



	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

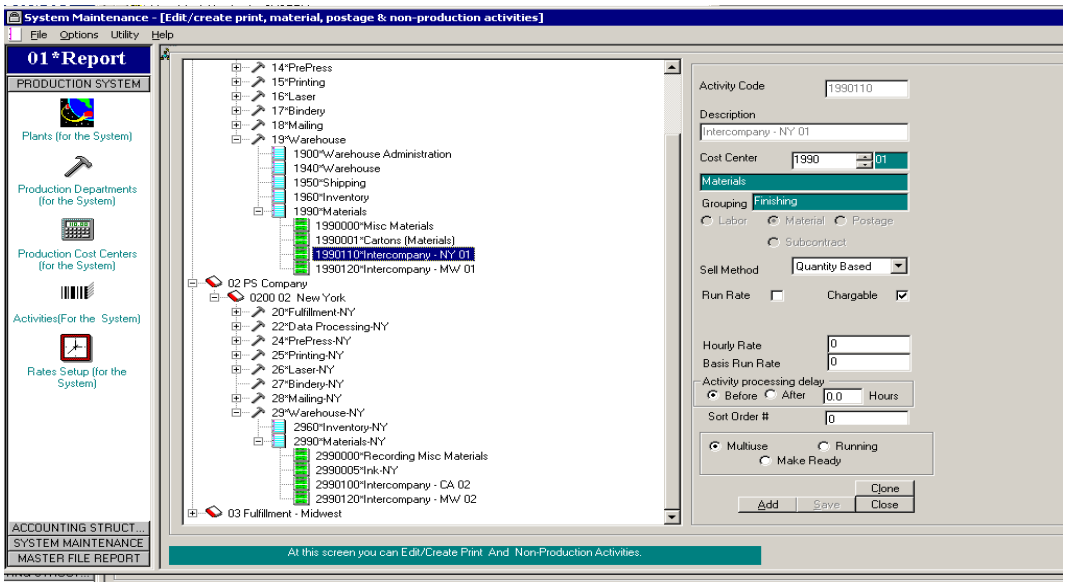
Inter-company material activity codes must be created in each company using the vertical invoicing option on shared jobs. These activity codes are created in the Master File Reports/Production System/Activities.

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.

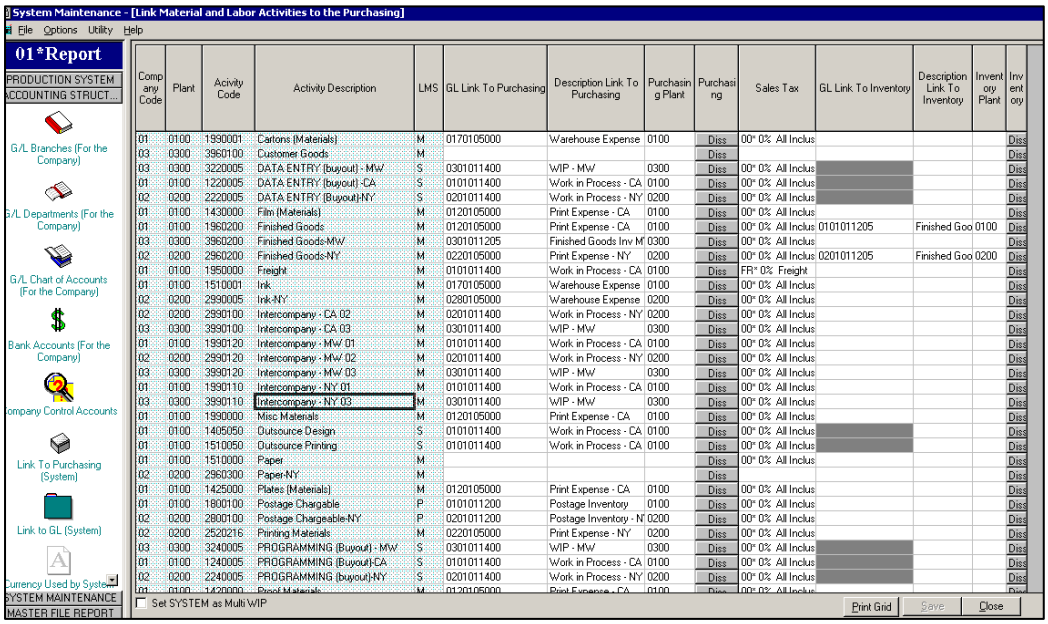
The graphic below illustrating inter-company activity code 1990110, created in Company 01, allows Company 01 to generate inter-company transactions for a shared job with Company 02 (NY) if vertical invoicing is used. Activity code 2990120, created in Company 02, allows Company 02 to generate inter-company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



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.

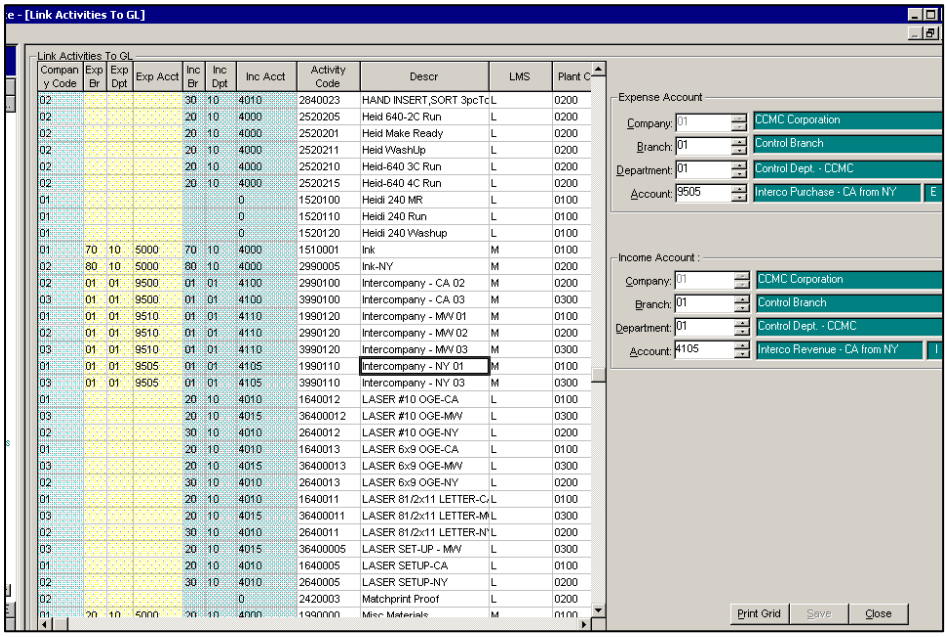
Inter-Company Activity Code Linking

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.



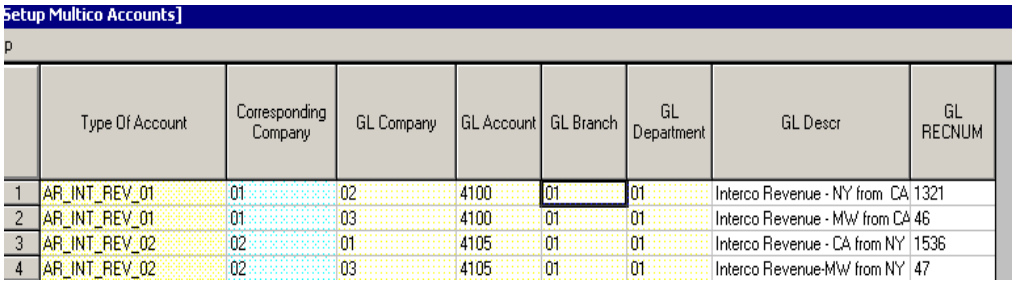
Link To GL

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.



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.



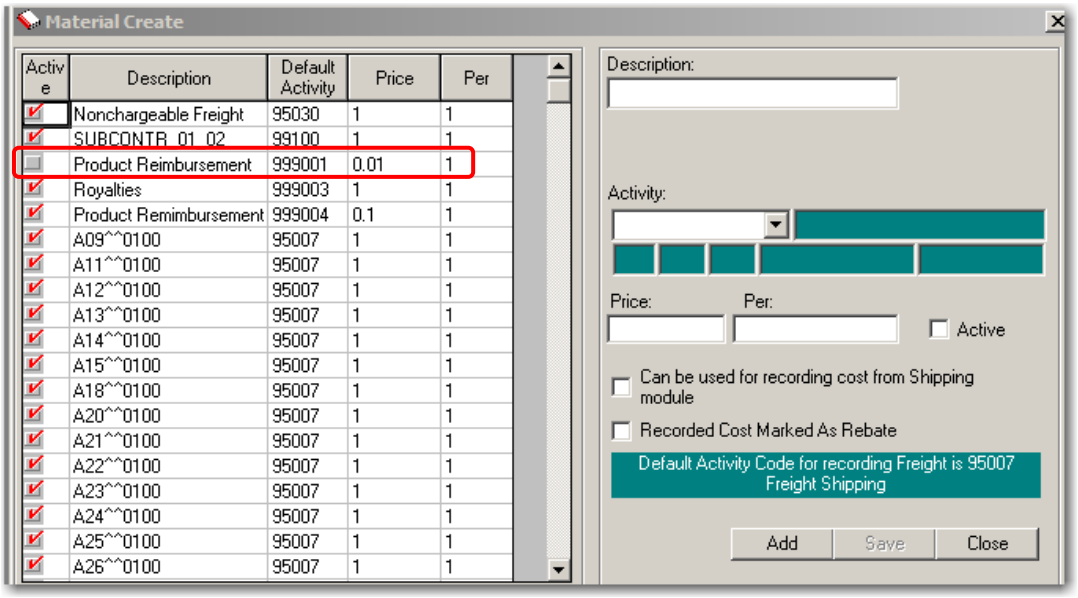
	Type Of Account	Corresponding Company	GL Company	GL Account	GL Branch	GL Department	GL Descr	GL RECNUM
1	AR_INT_REV_01	01	02	4100	01	01	Interco Revenue - NY from CA	1321
2	AR_INT_REV_01	01	03	4100	01	01	Interco Revenue - MW from CA	46
3	AR_INT_REV_02	02	01	4105	01	01	Interco Revenue - CA from NY	1536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

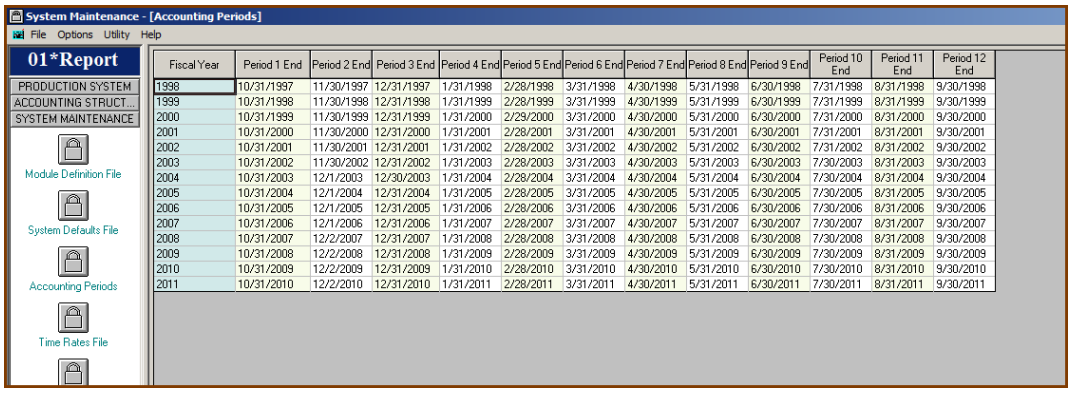
To add the inter-company activity

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**.



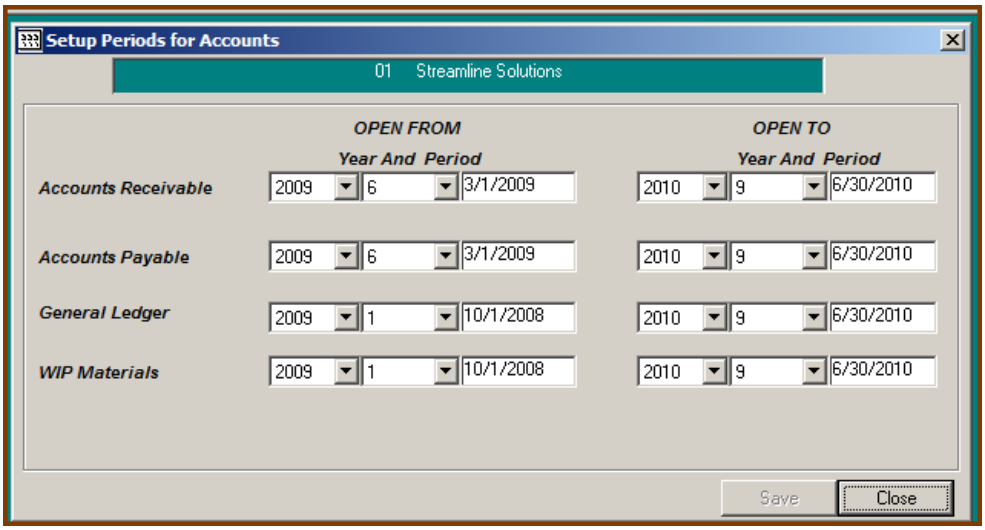
Additional notes related to accounting functions in Multi-Company:

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.



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

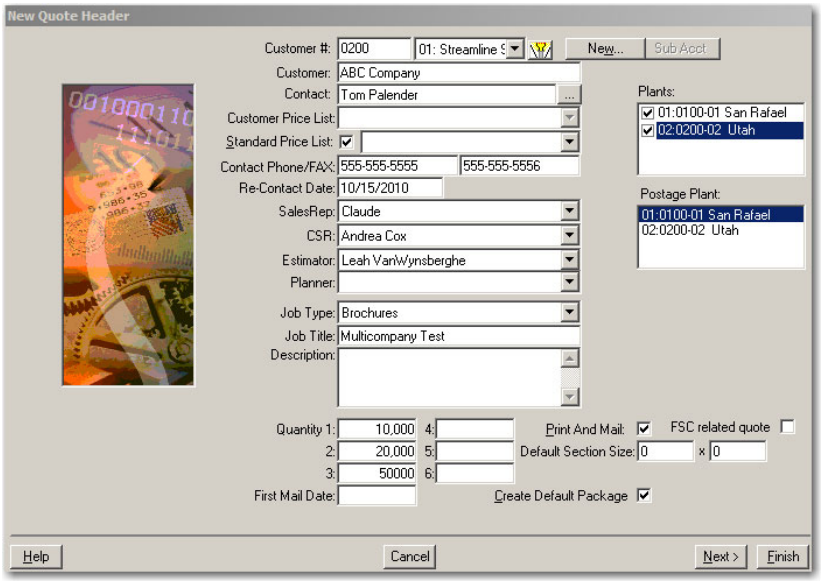
Opening and closing of periods can be done at the individual company level



Processing a Multi-Company Job Estimate/Job Creation

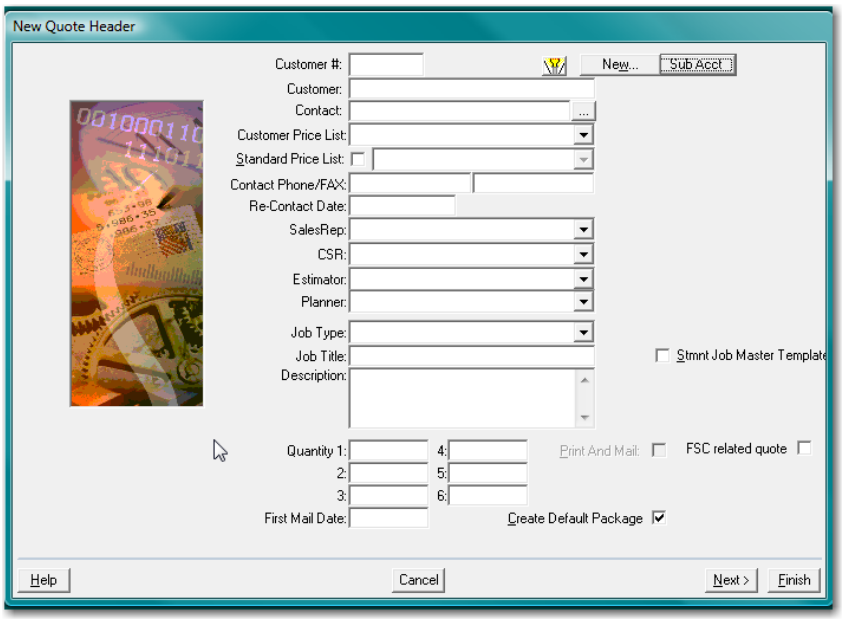
When creating a new estimate, the only difference a user sees on the Header screen is the option to select what company to pull the customer from.

This user has access to companies 01 and 02.



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

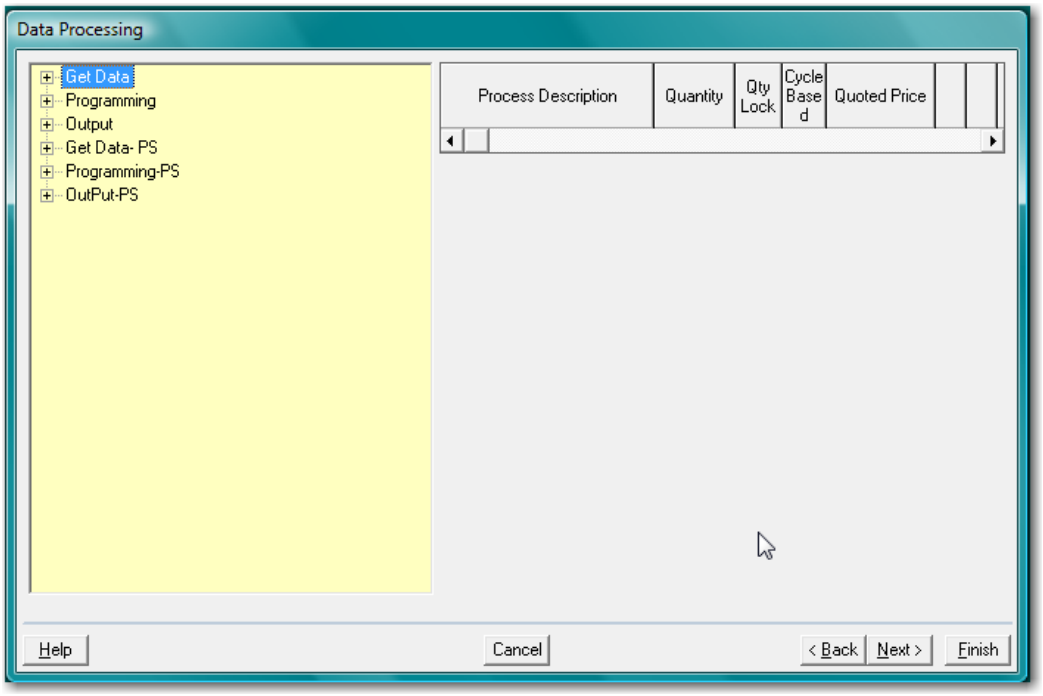
This user has access to company 02 only. Note that the company selection box is missing AND the Print and Mail check box is not active. This is because company 02 is not setup for print:



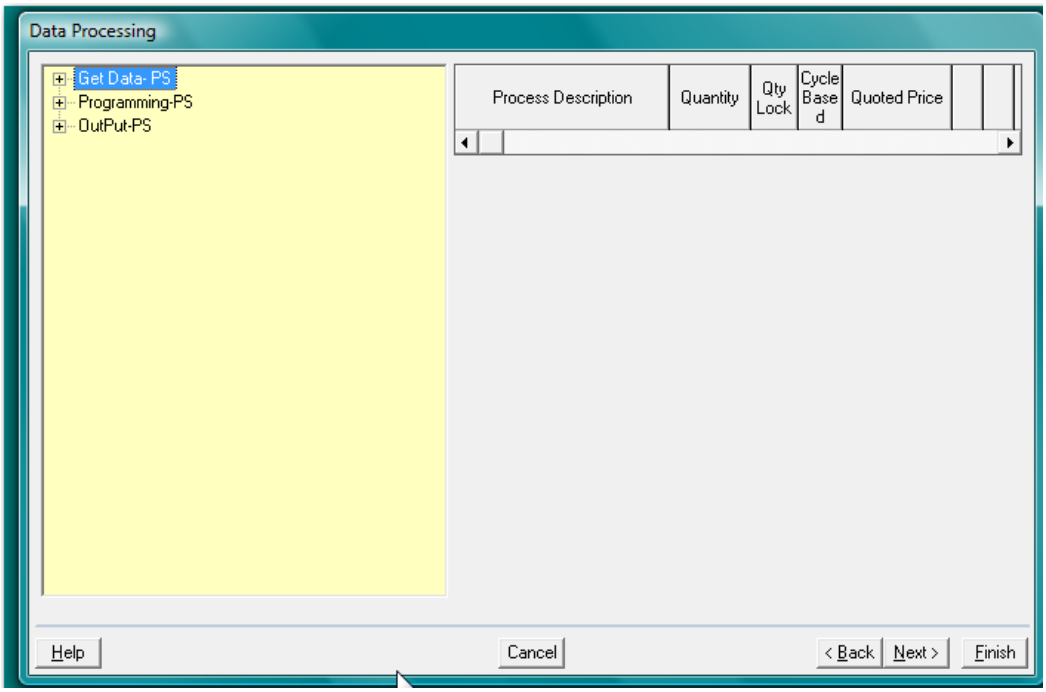
Data Processing

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:

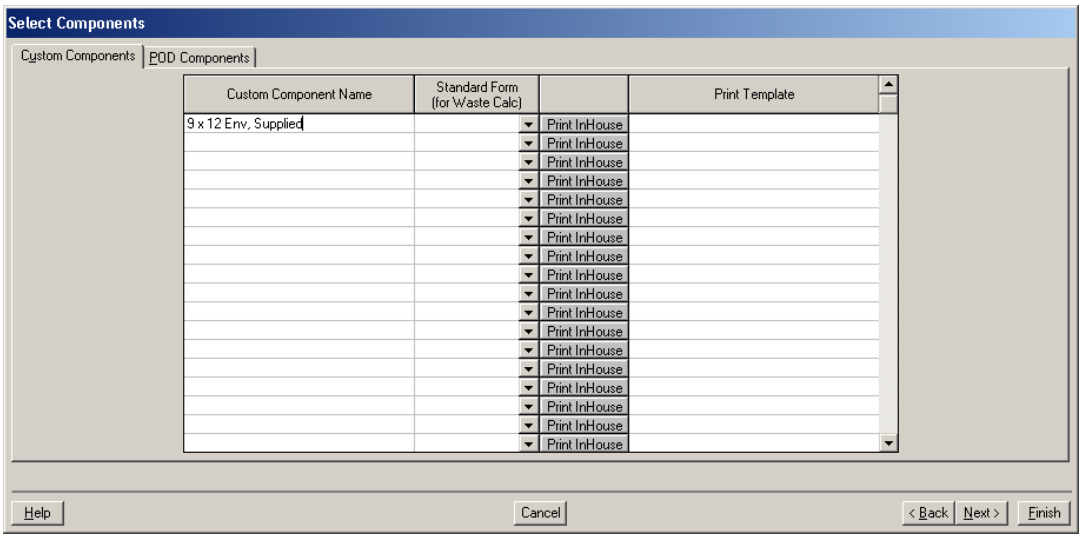


This user only has access to company 02:



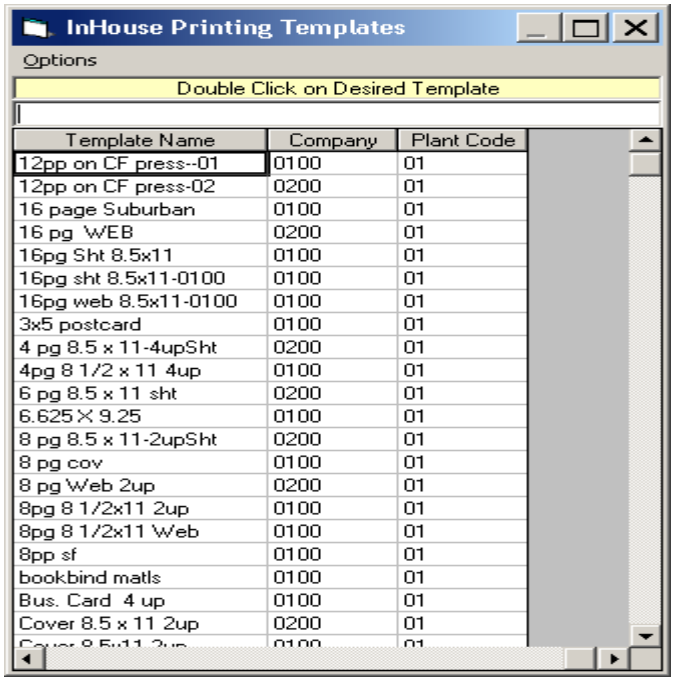
Supplied Components

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

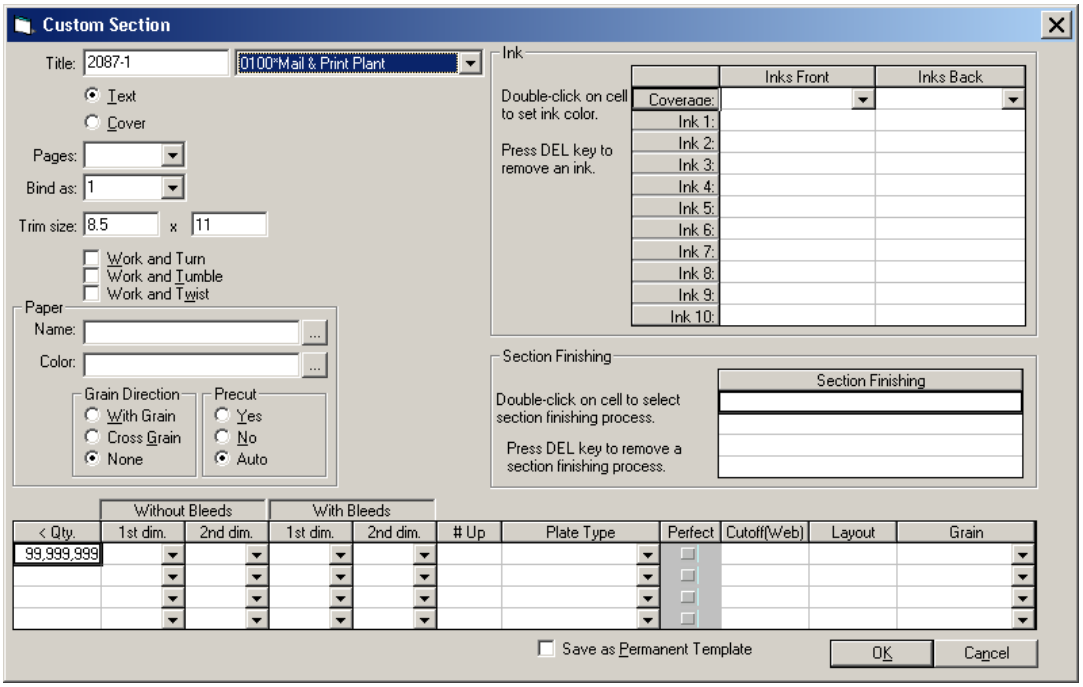


Printed Components

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.



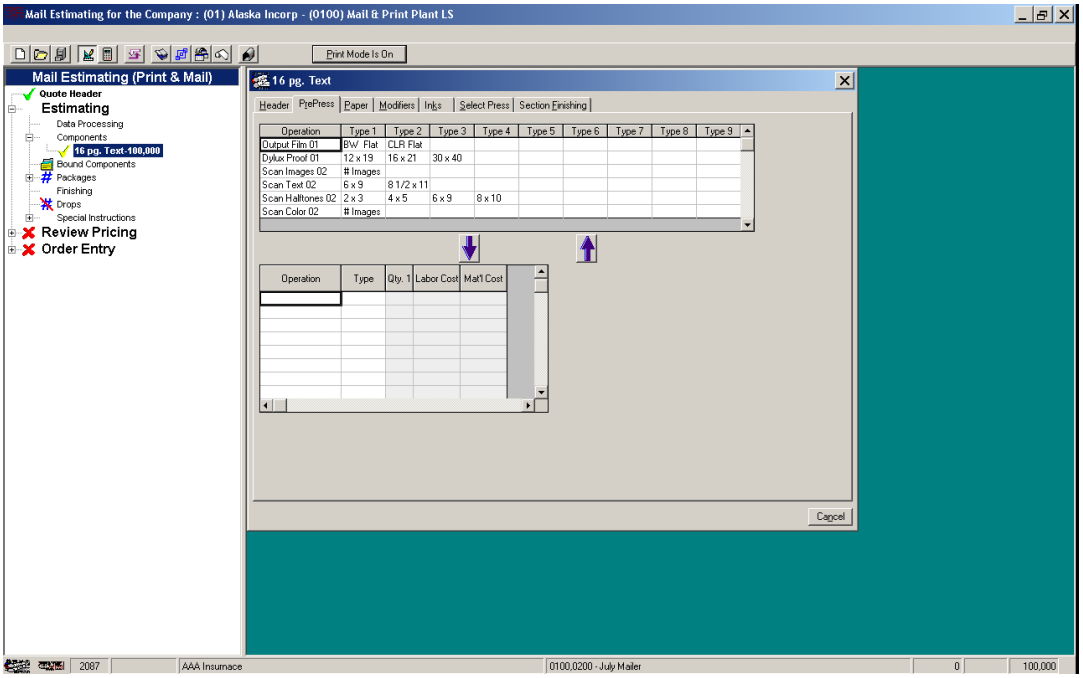
Templates may be selected from any company listed, or a new template may be created. The new template can only be for the company you are in. You will need to switch companies to create a template in different company.



Print Mode

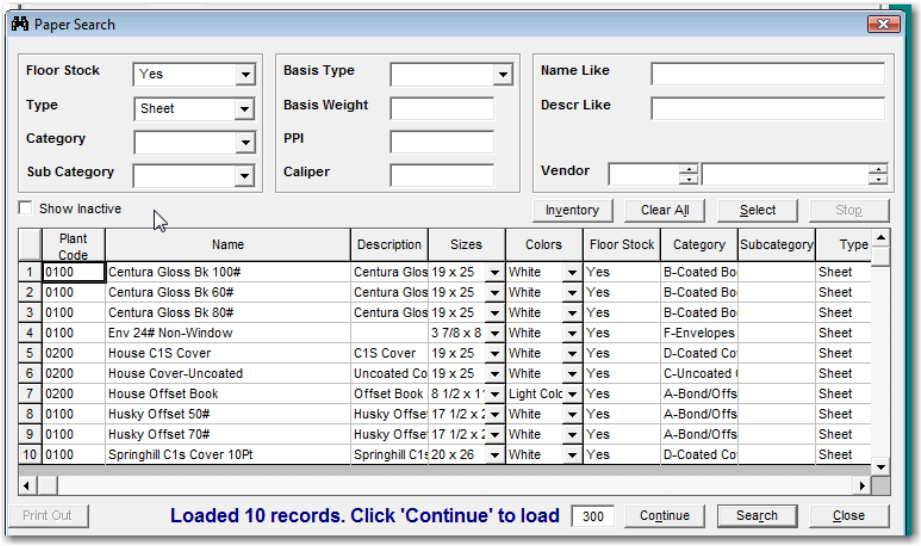
Prepress

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



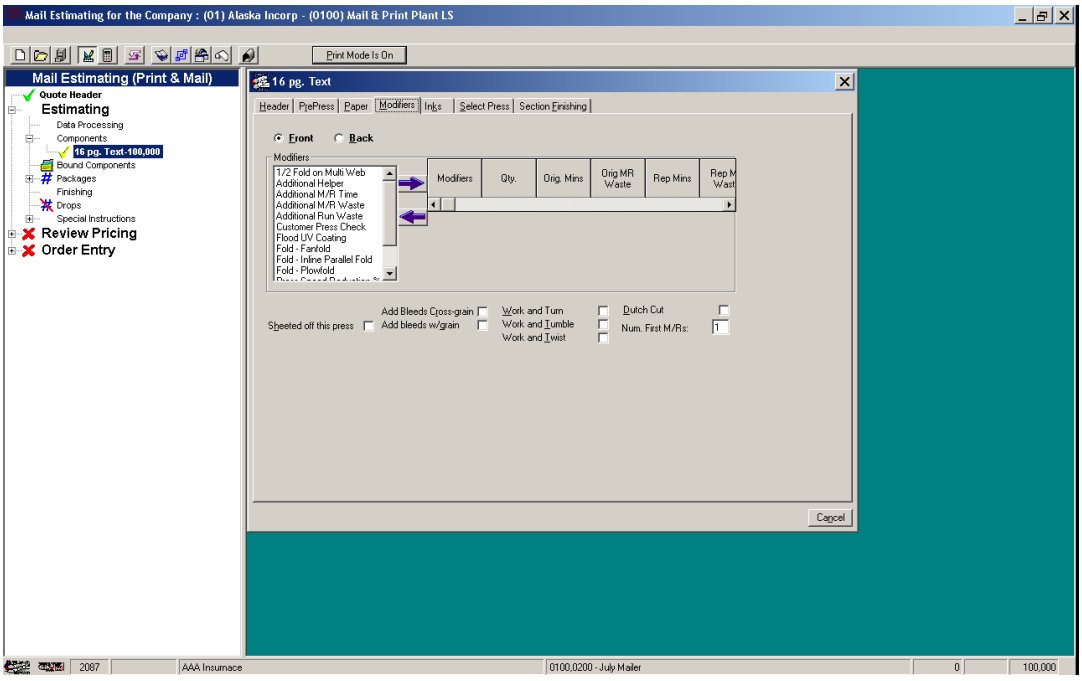
Paper

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.



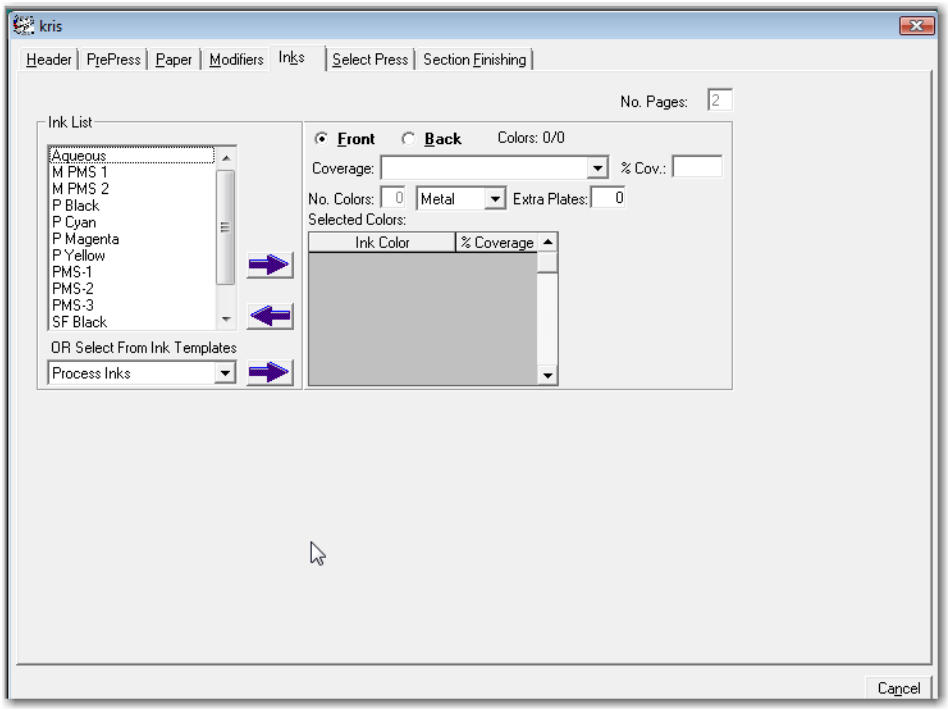
Press Modifiers

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



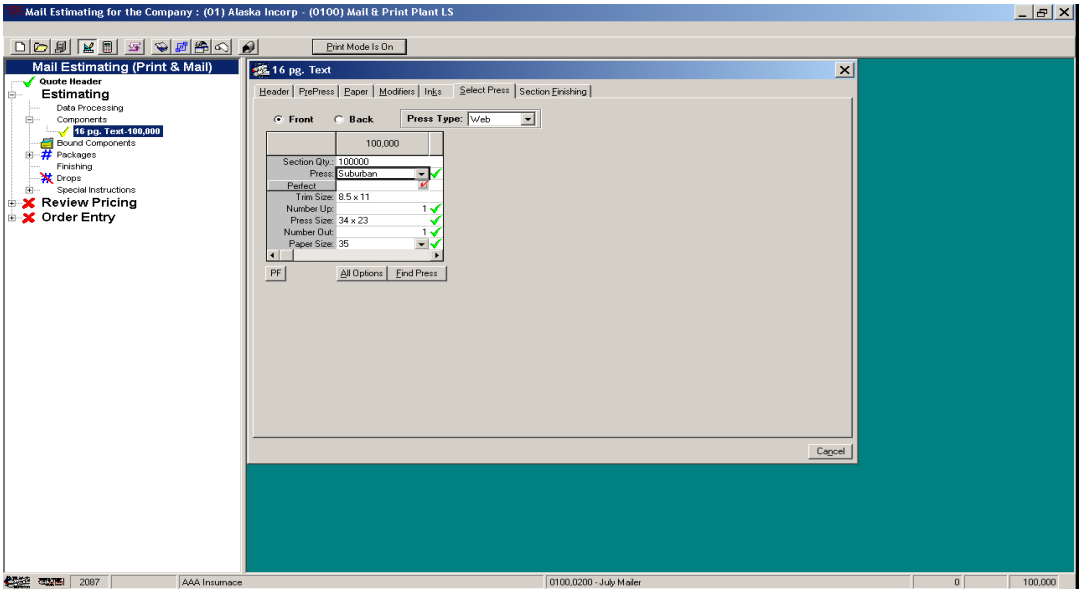
Inks

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.



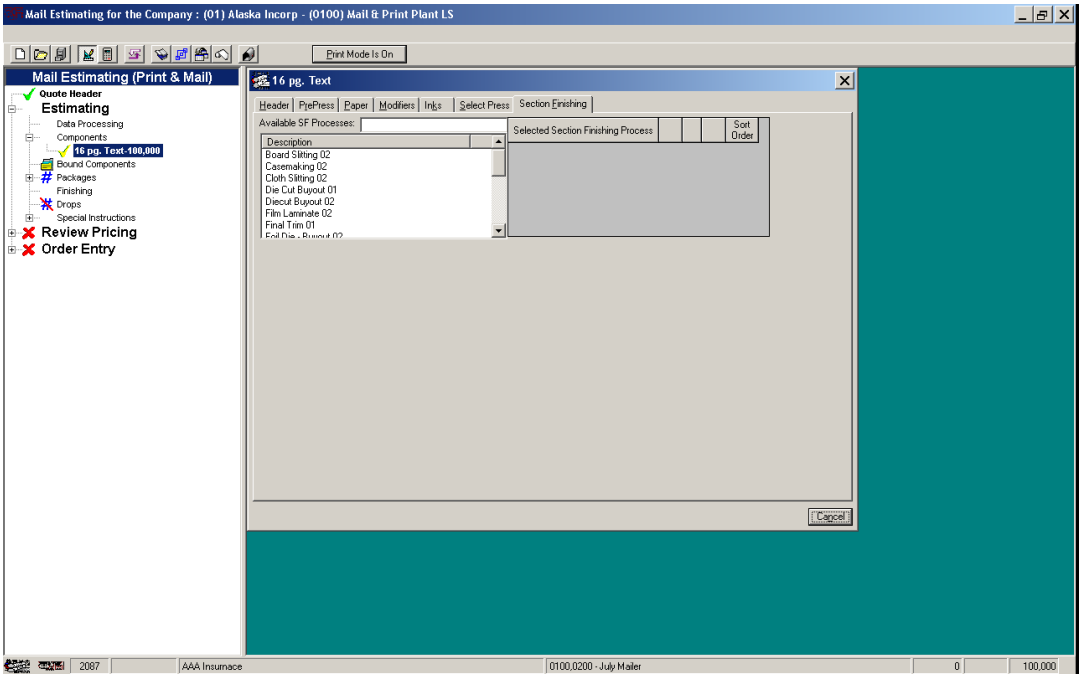
Press selection

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



Section Finishing

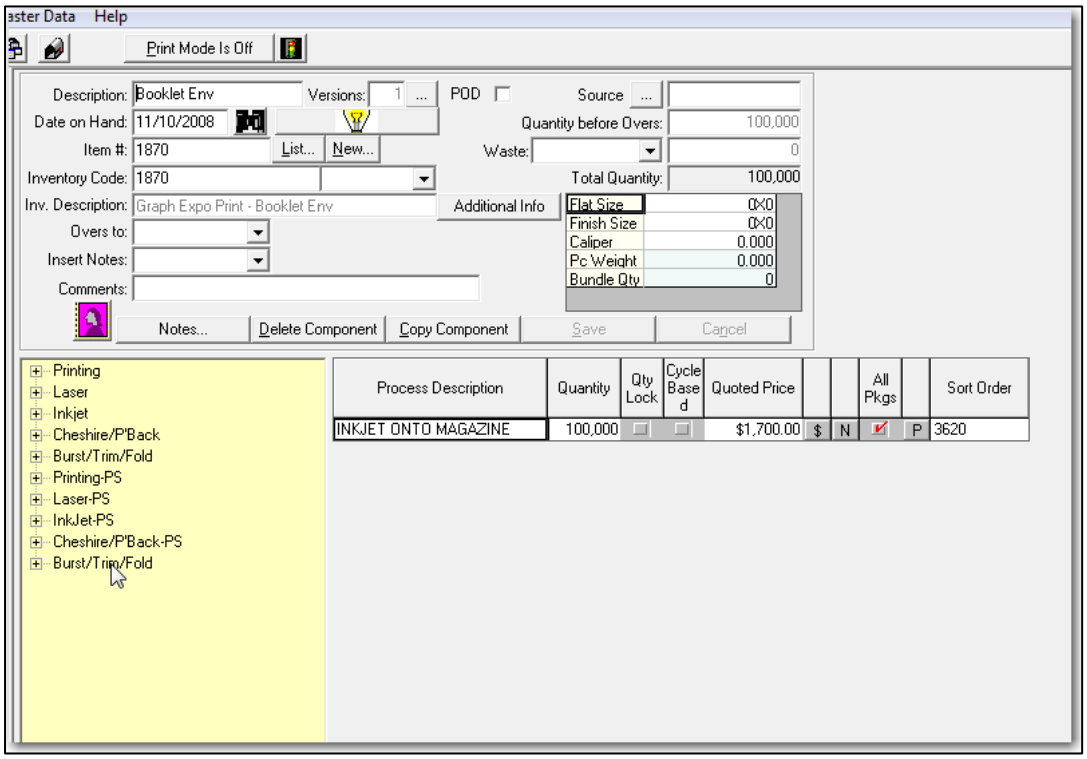
Section Finishing processes for all companies is displayed. While the job may be printed in one company, it can be finished in a different company.



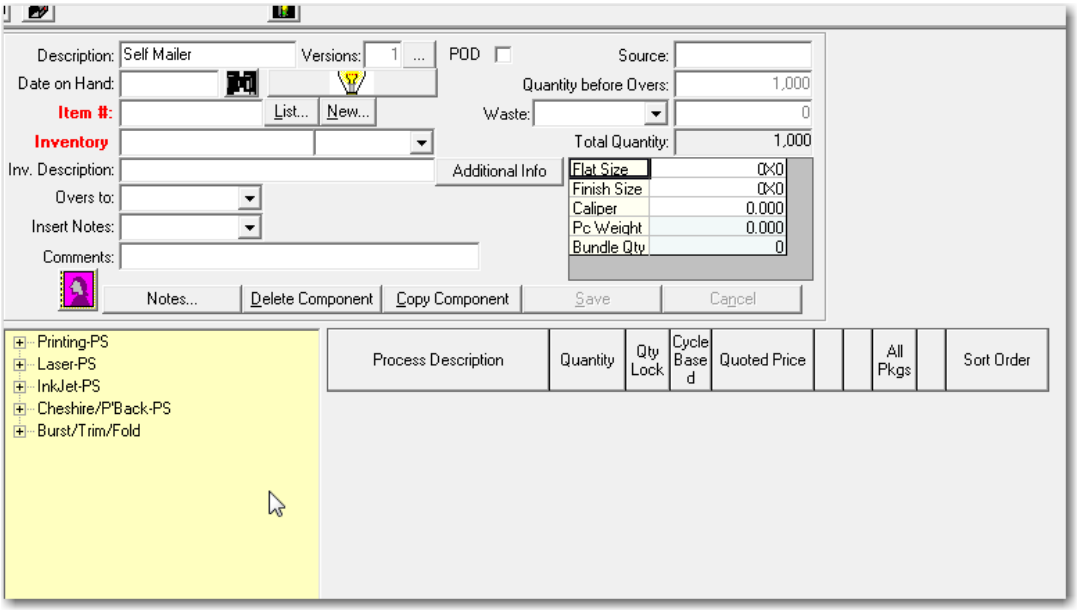
Mail Components

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.

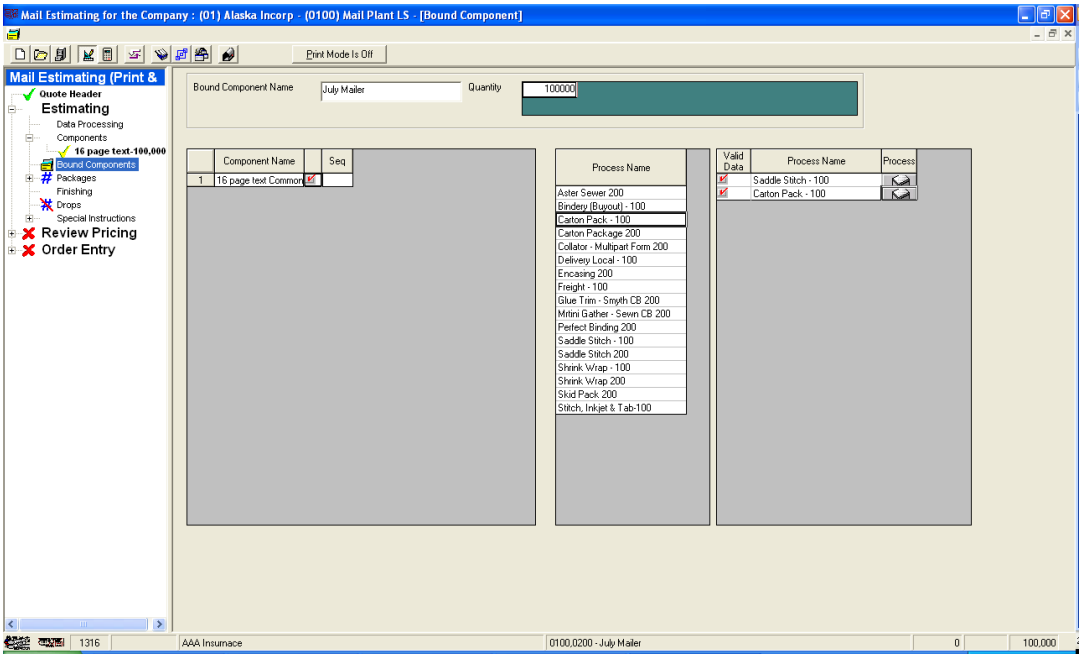


This user can only see company 02:



Bound Components

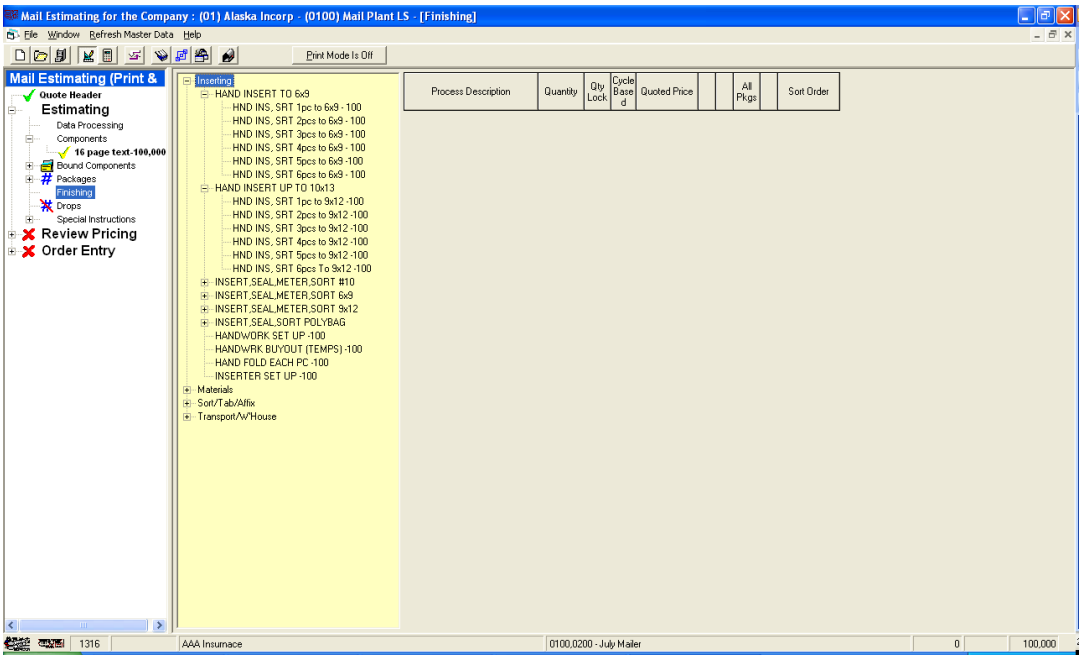
For Bound Components, if the printed and mailed piece is bound when you create the bound component, you will see the bindery processes from all companies (if the user has access), and can select the ones for the company where the component will be bound.



Mail Finishing

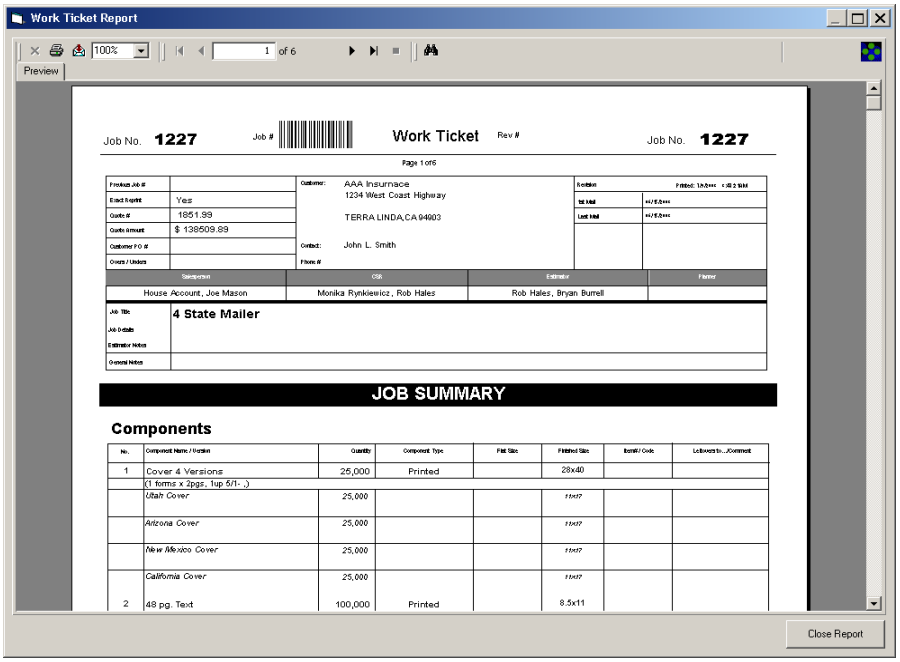
When it comes to the activity code tree, the users view depends on how their security is setup.

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



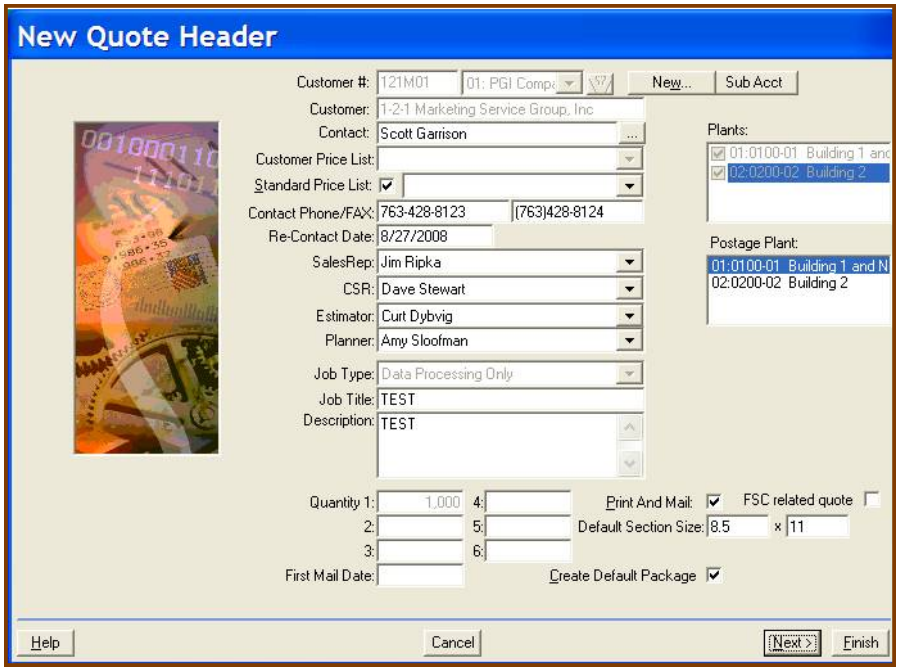
Order Entry

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.

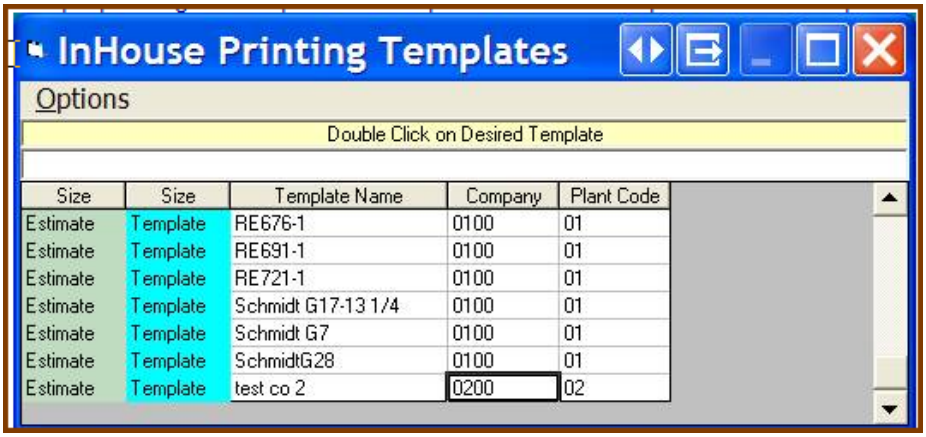


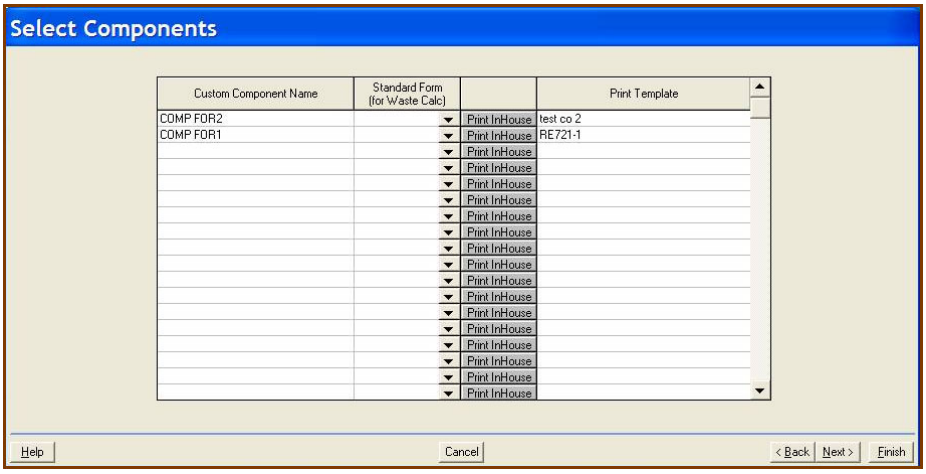
Processing a Print Job in Two Companies

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

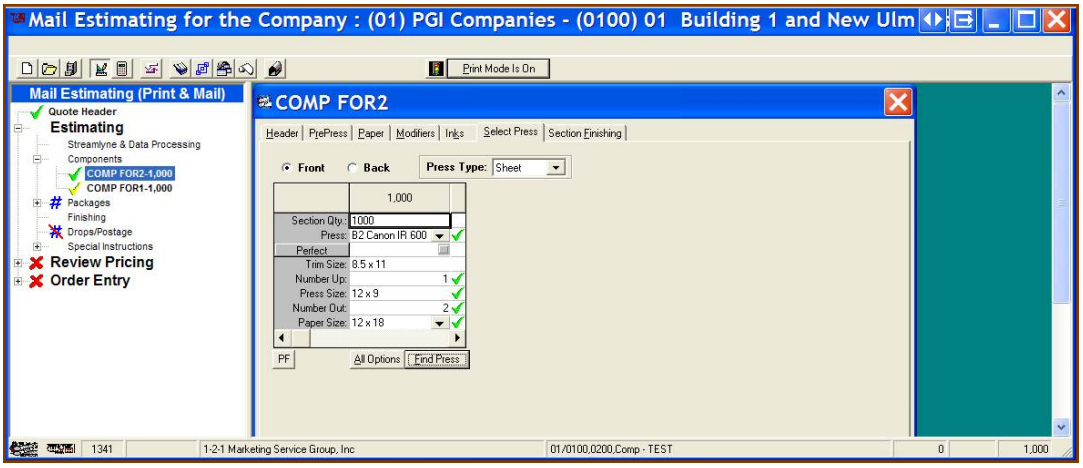


Multiple plant logic is applied. Access to the processes and templates is based on the Plants/Companies list defined for the quote.



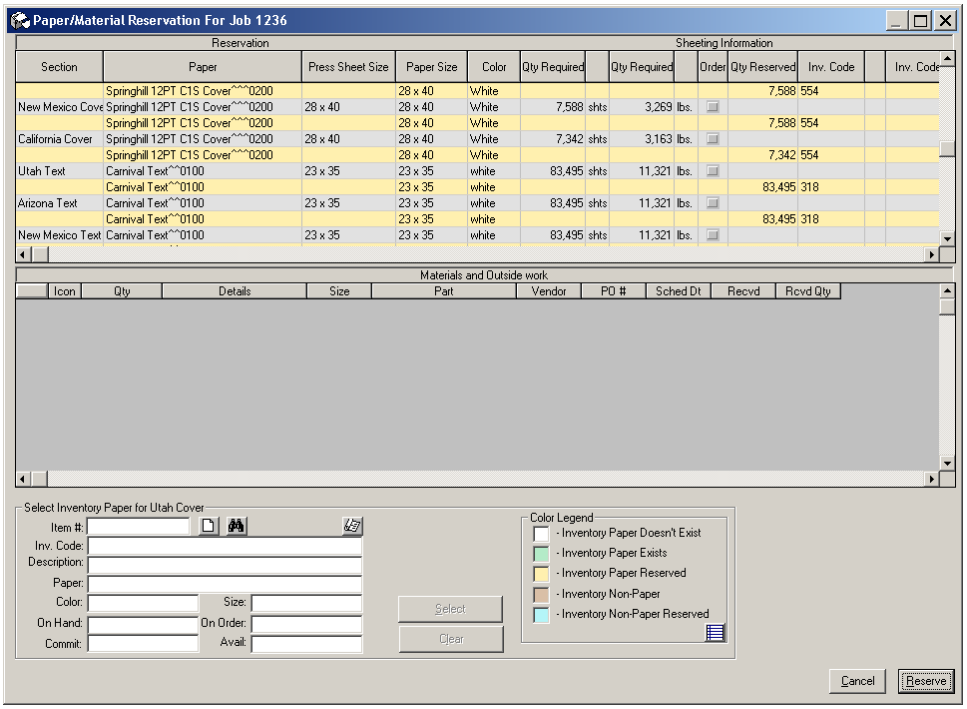


You will find the press based on the company the template is for.



Paper Reservation

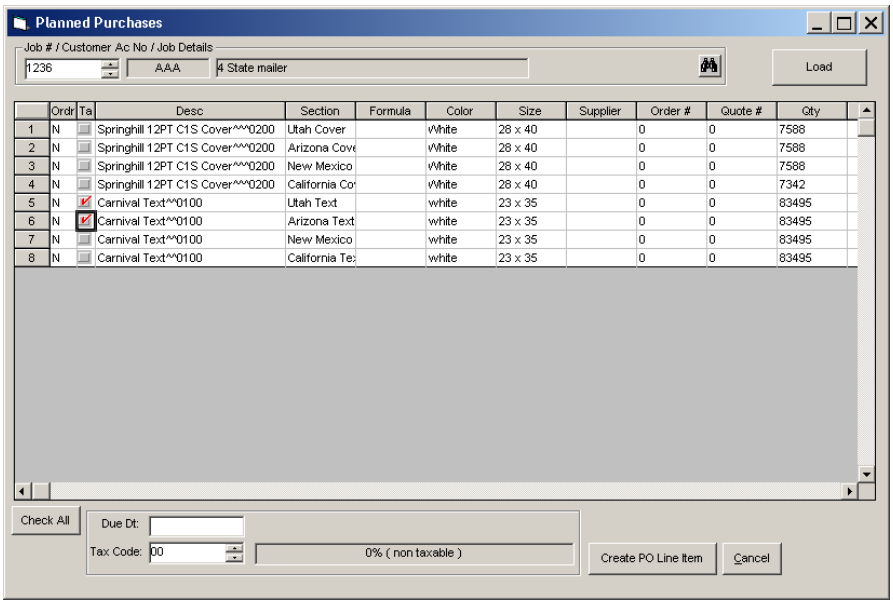
The Paper Reservation screen displays papers for all plants and allows reservation for all papers.



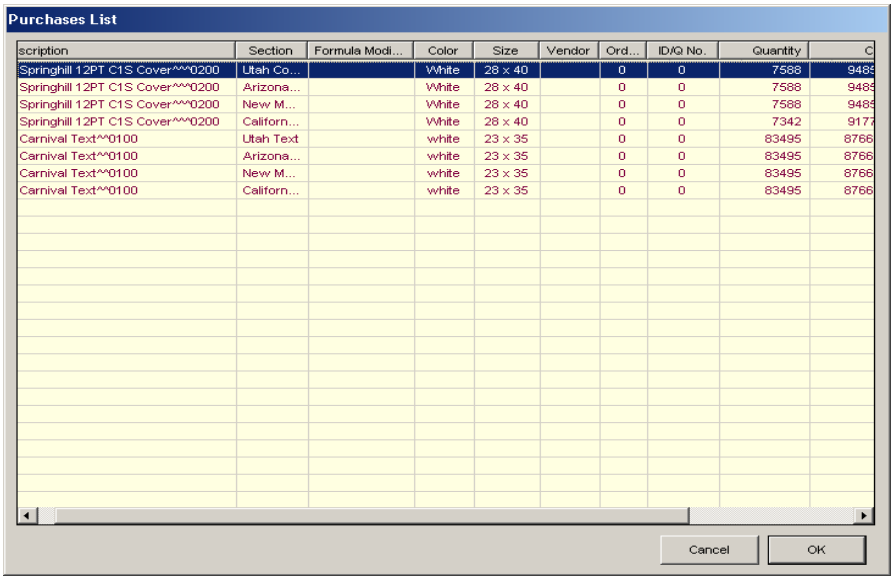
This screen example shows reserved papers from both plant 100 and plant 200.

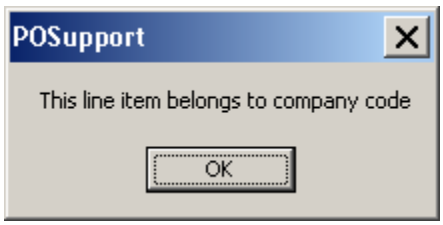
Purchasing

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.



If a Job Related Purchase Order is created and a paper is selected from a different company, a message appears that the item belongs to a different company/plant.

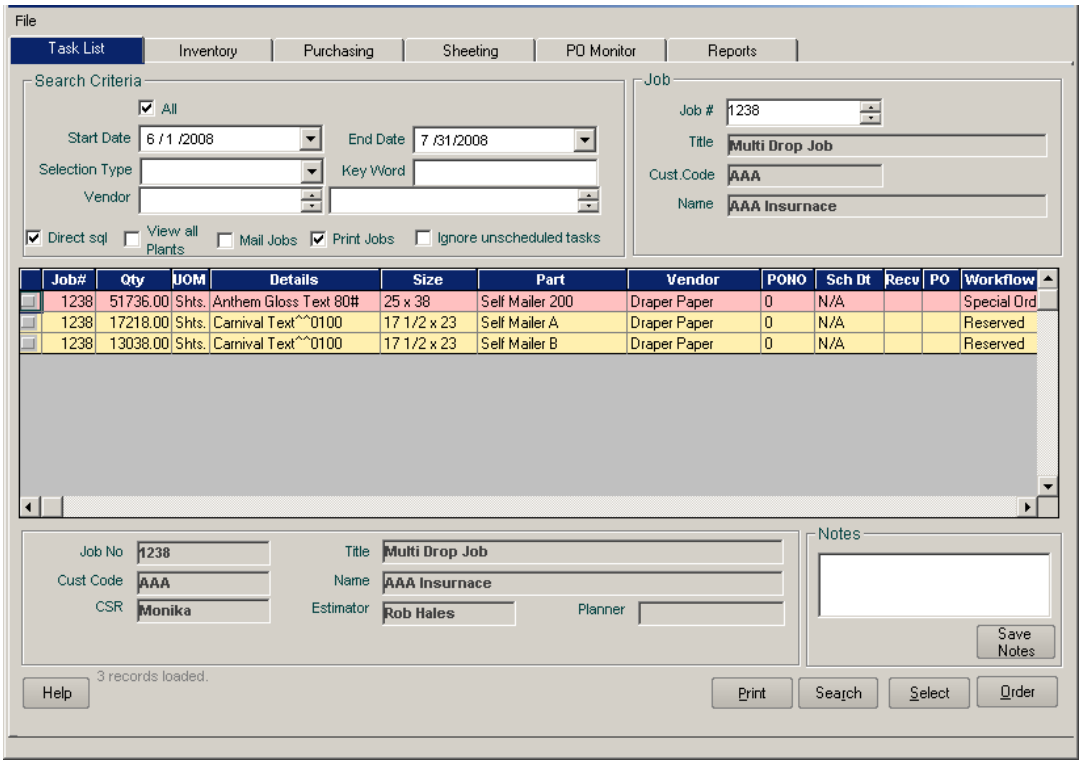




Scheduled Purchasing

Task List – Special Order Items

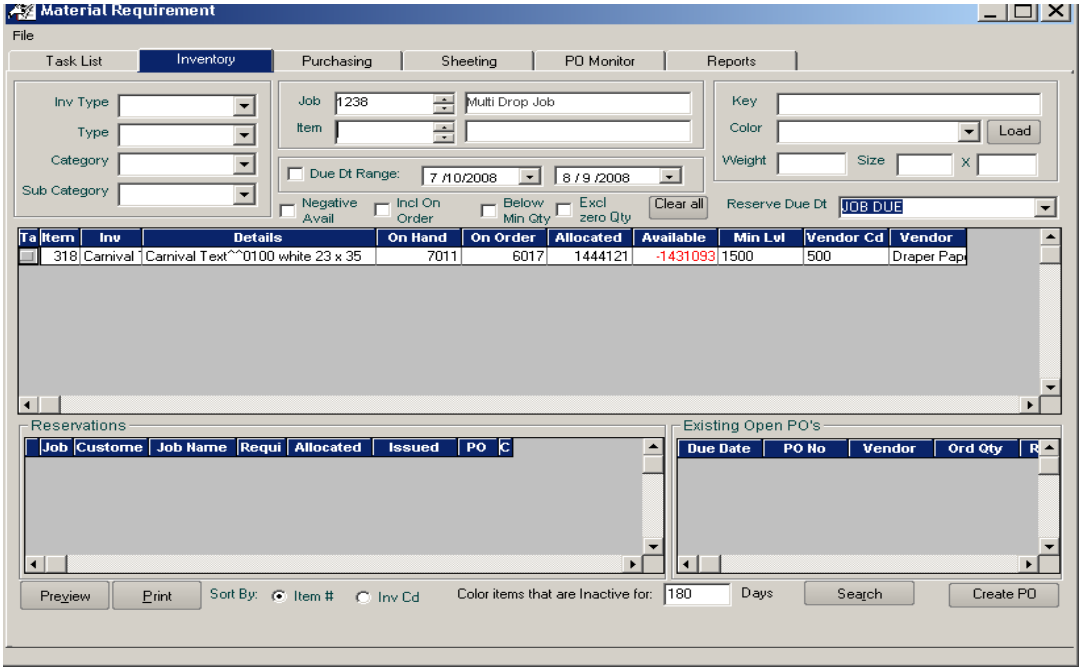
If a special order item is tagged in the plant that you are creating PO's from, it gives you a message to that affect when you try and create the PO.



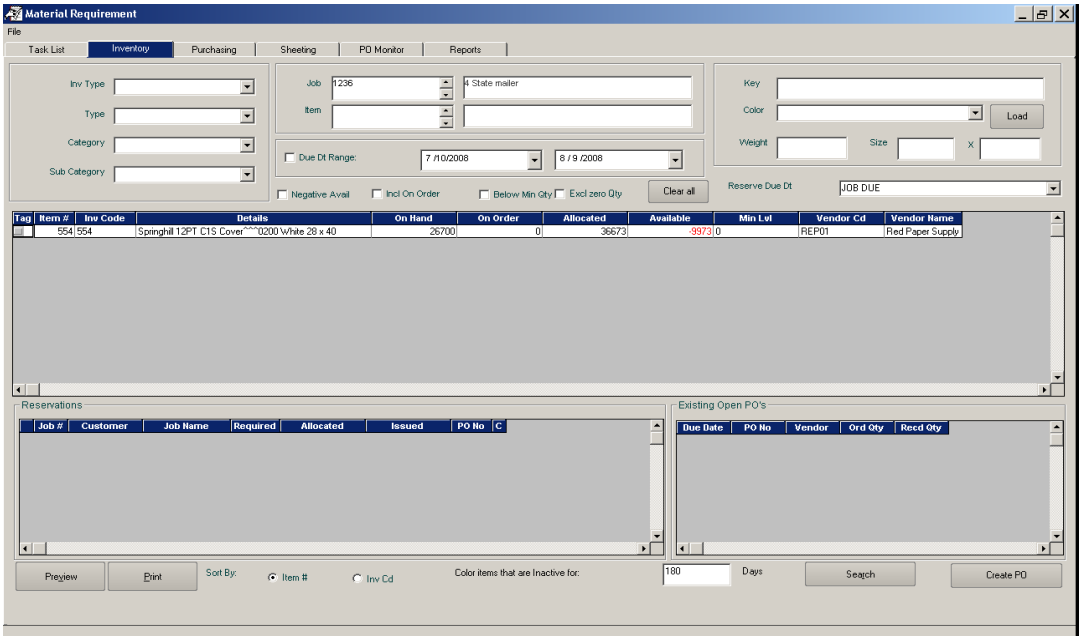
The Anthem Gloss Text 80# paper listed below was selected for a different plant on the job. If you try to order this paper, you receive the following message.

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.

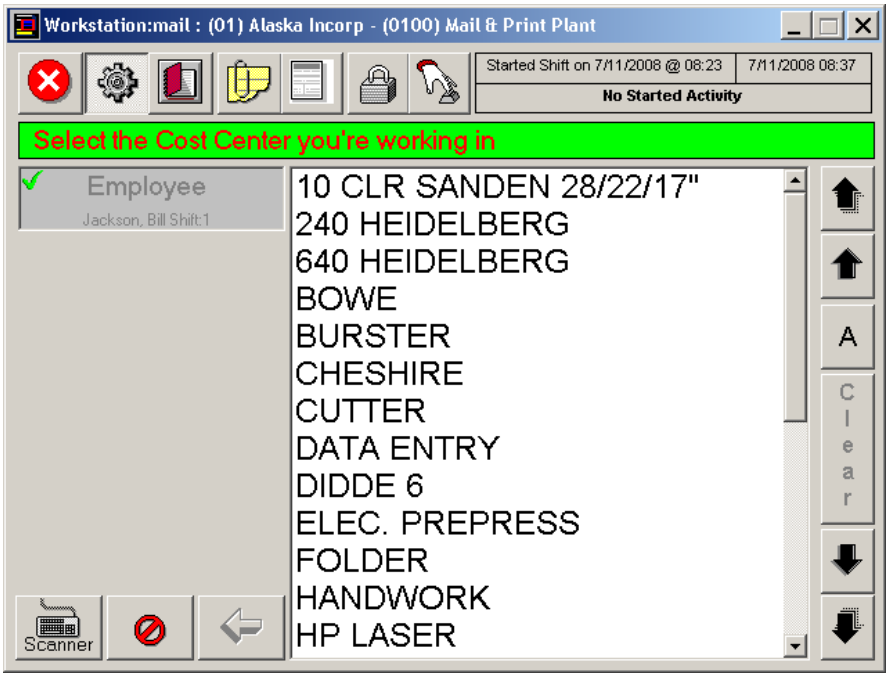


If you change to plant 200, you will see it only shows the inventory papers from plant 200.

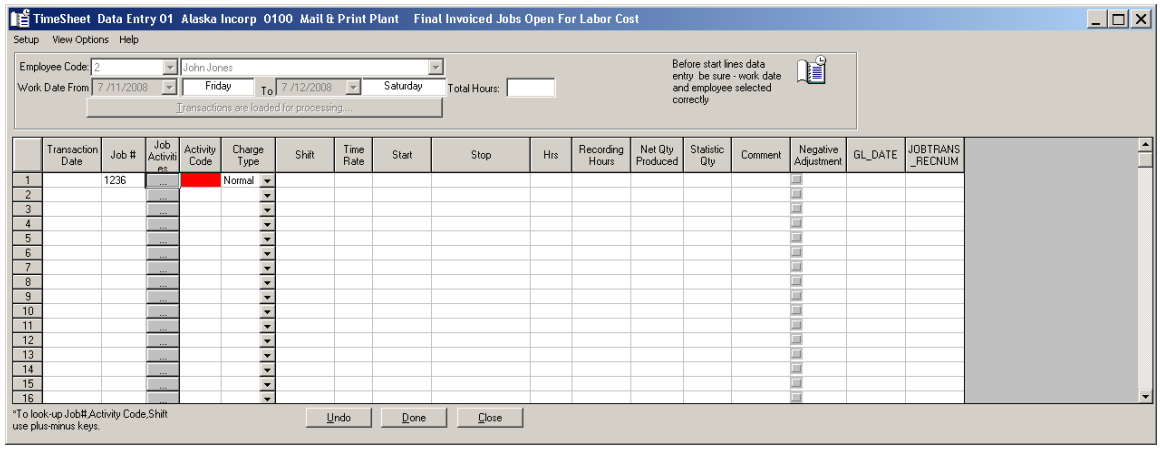


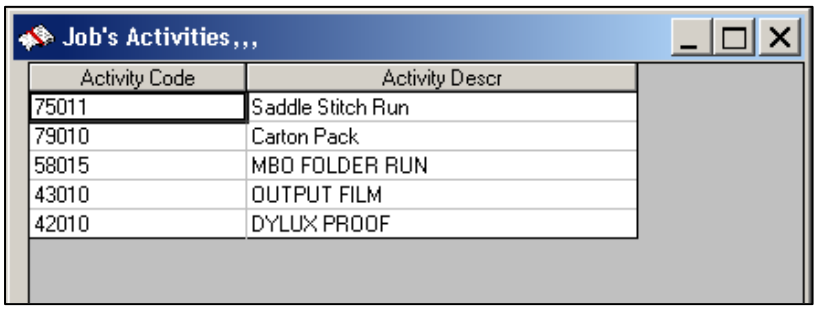
Data Collection

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.



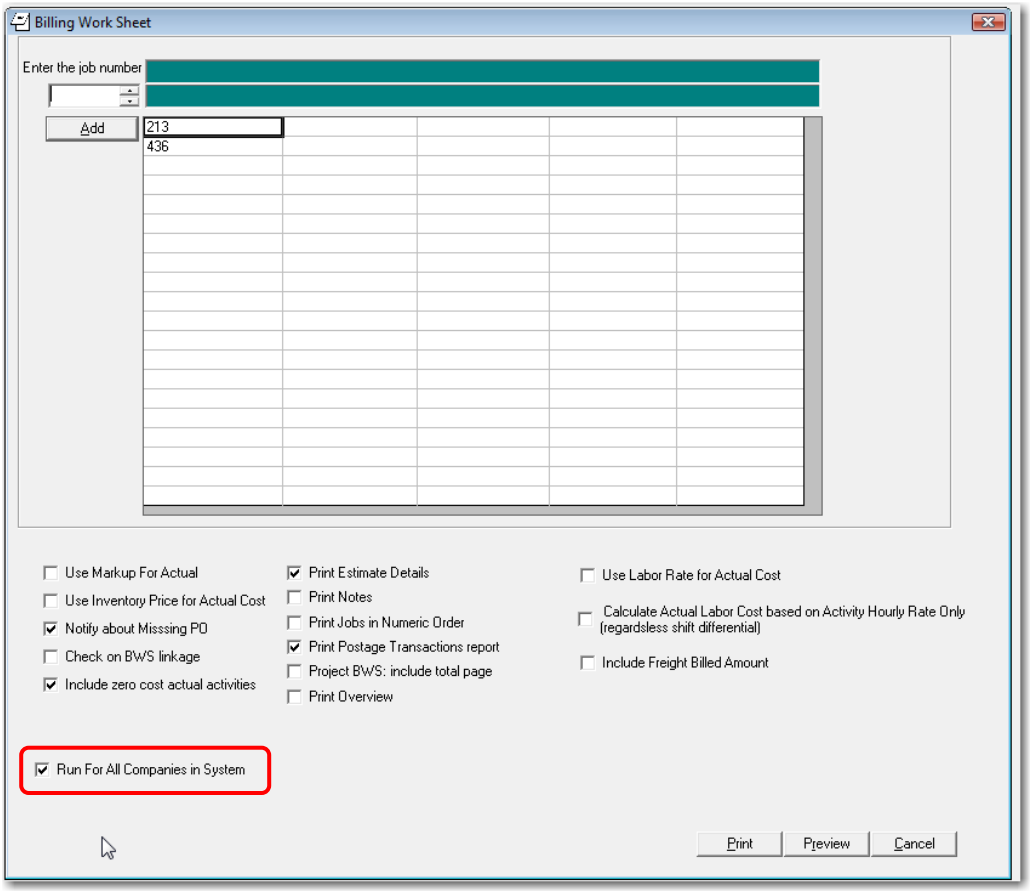
The Timesheet Job Activities are filtered to only show activities within the company selected.



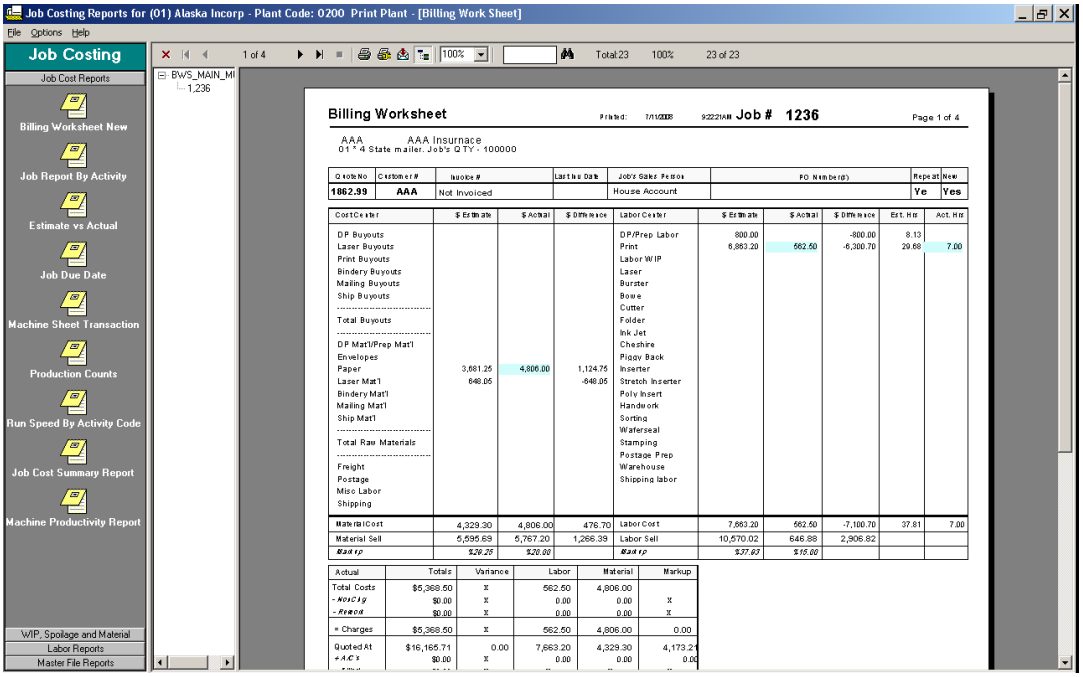


Billing Worksheet

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.



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



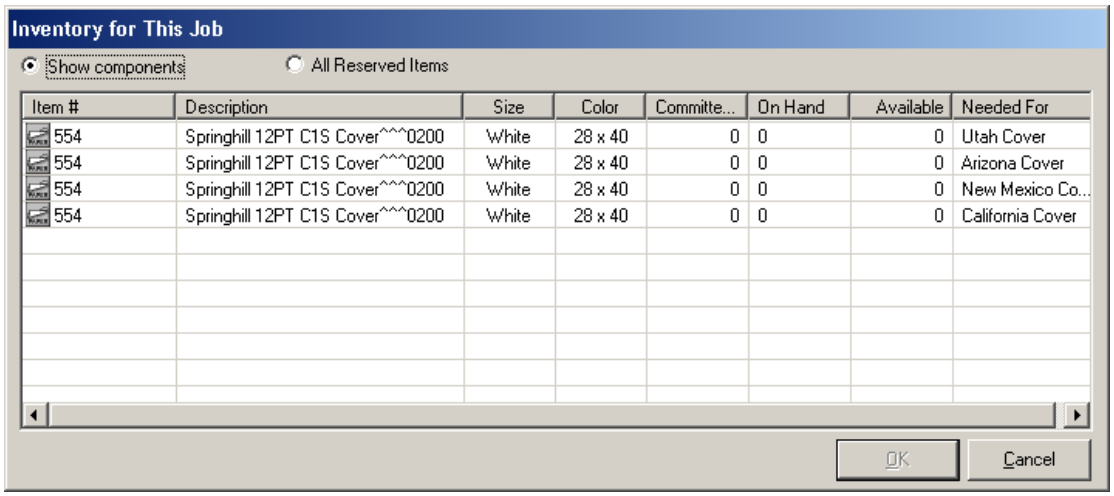
Inventory

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.

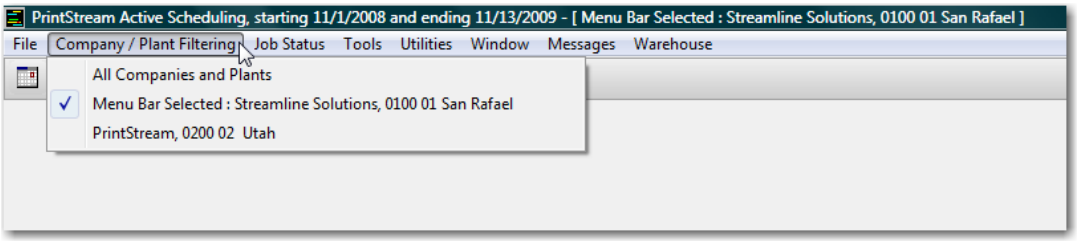
Receiving follows PO rules since PO's can only be created for items within a company that are participating on a job, receiving is restricted to only be able to receive items that were ordered from that company.

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

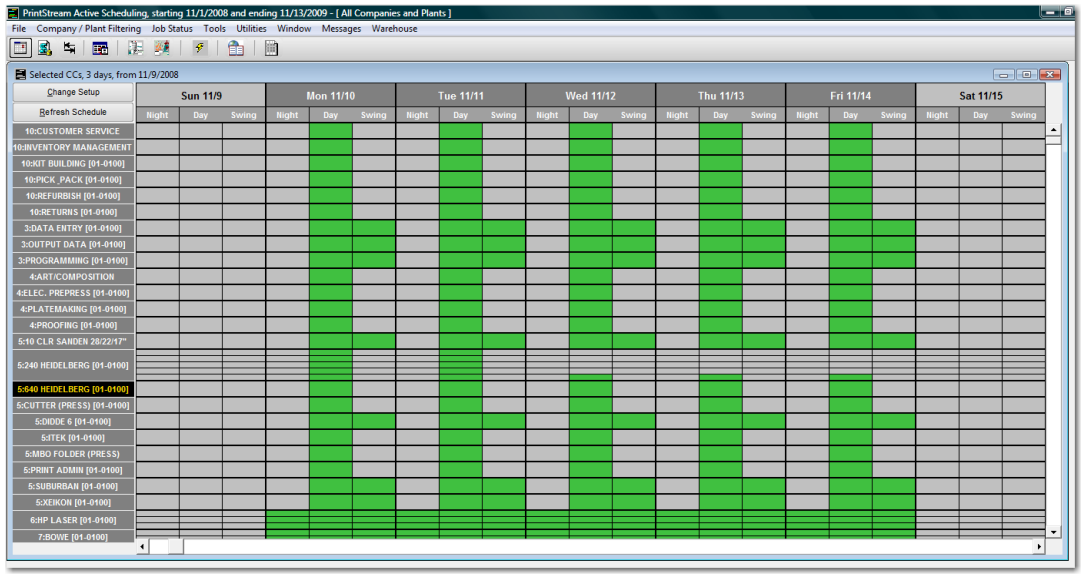


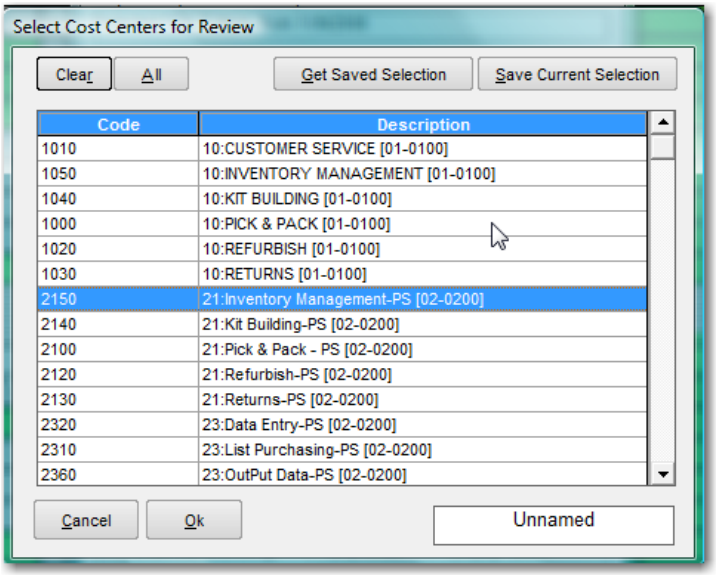
MR Scheduler

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

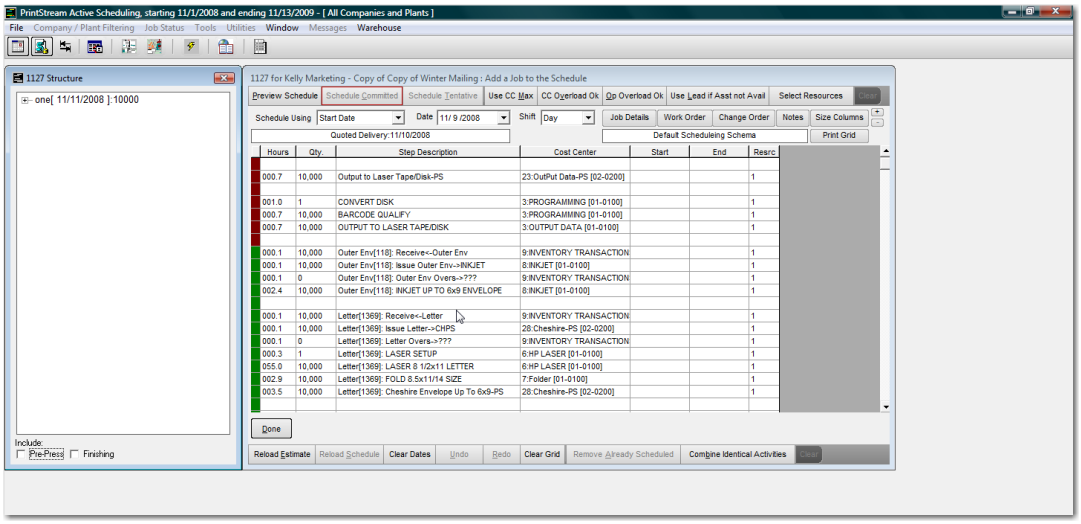


When including all companies and plants, the scheduler still has the ability to customize which cost centers they can view.



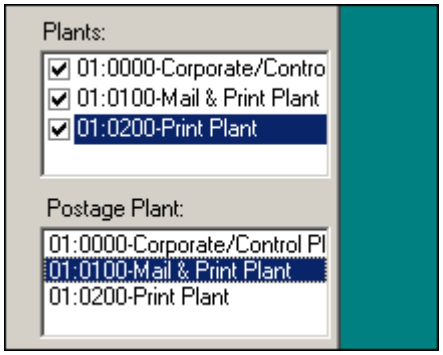


If you have filtered your view to one company, when scheduling a job you will only see activities that belong in that company. If you are sharing a job across companies you should include all companies in order to see all the processes in a job.



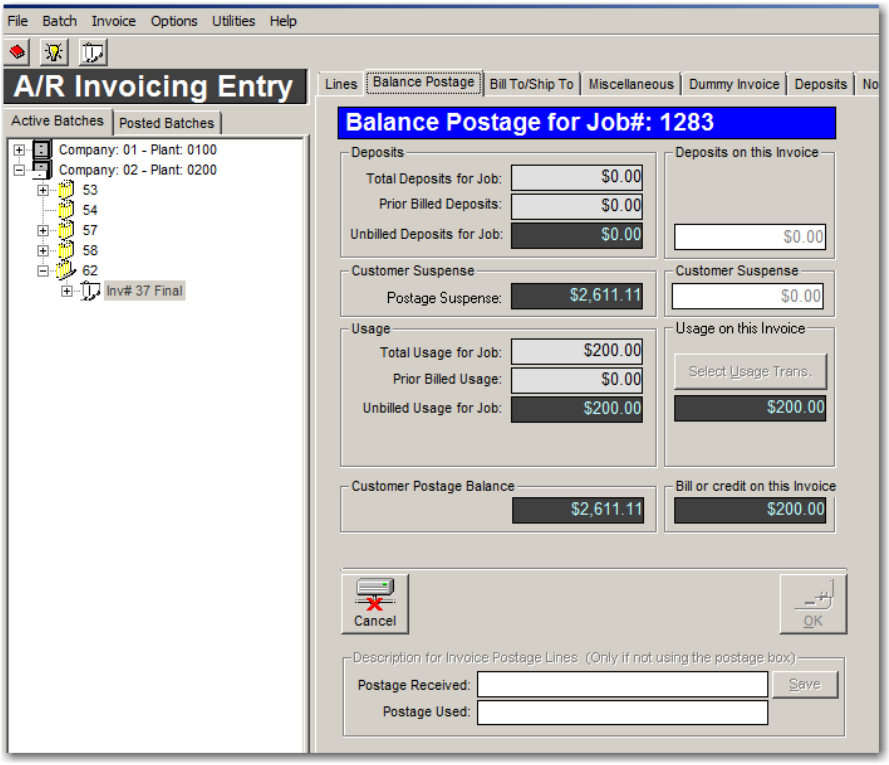
Postage

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.



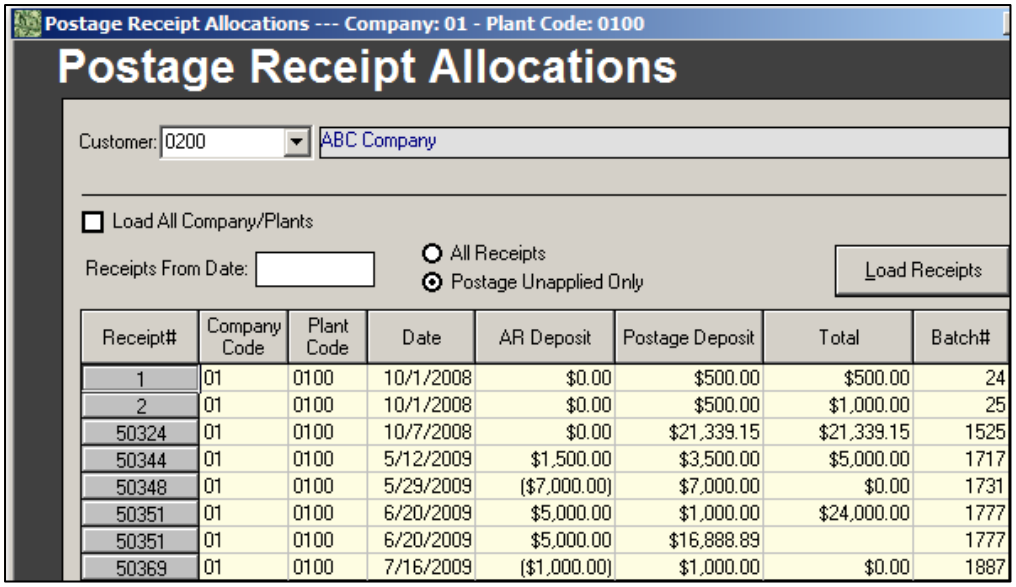
When postage usage is entered by a shared company and the vertical billing option will be used for the job, the internal biller will not reconcile postage on the invoice. Instead, the external biller will reconcile postage generated by all companies on the external invoice.

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



Unapplied postage money can be transferred between companies.

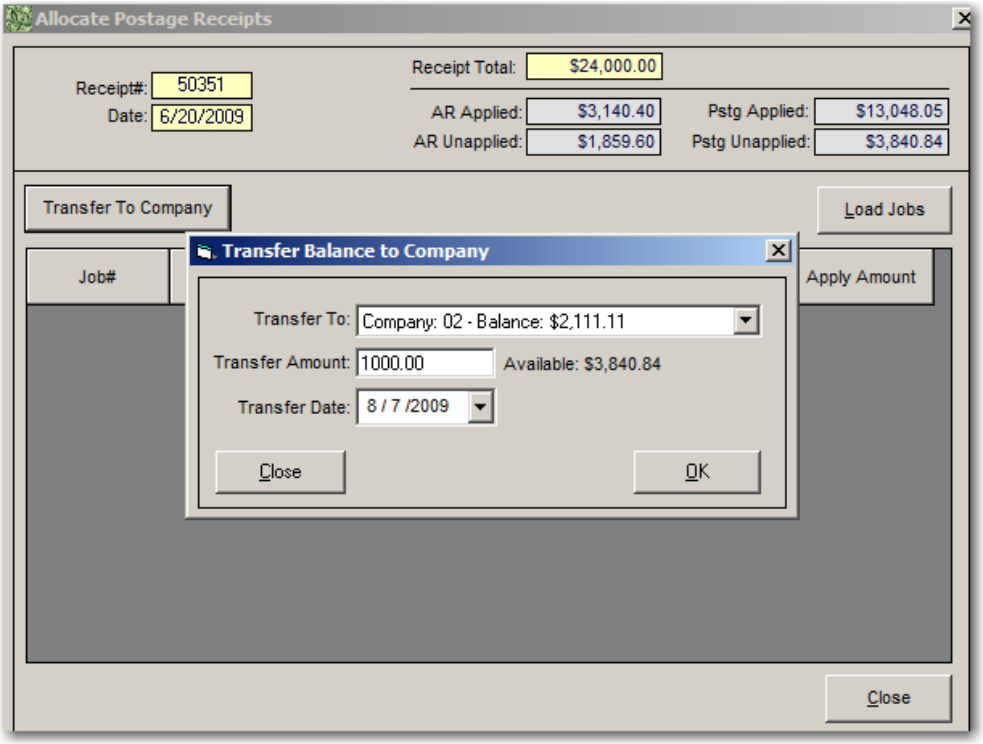
1. From the company you want to transfer the receipt from, open the Postage Receipt Allocation program.
2. Enter the customer's account number and click the **Postage Unapplied Only** option.
3. Click **Load Receipts** and the receipt number you want to transfer.



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

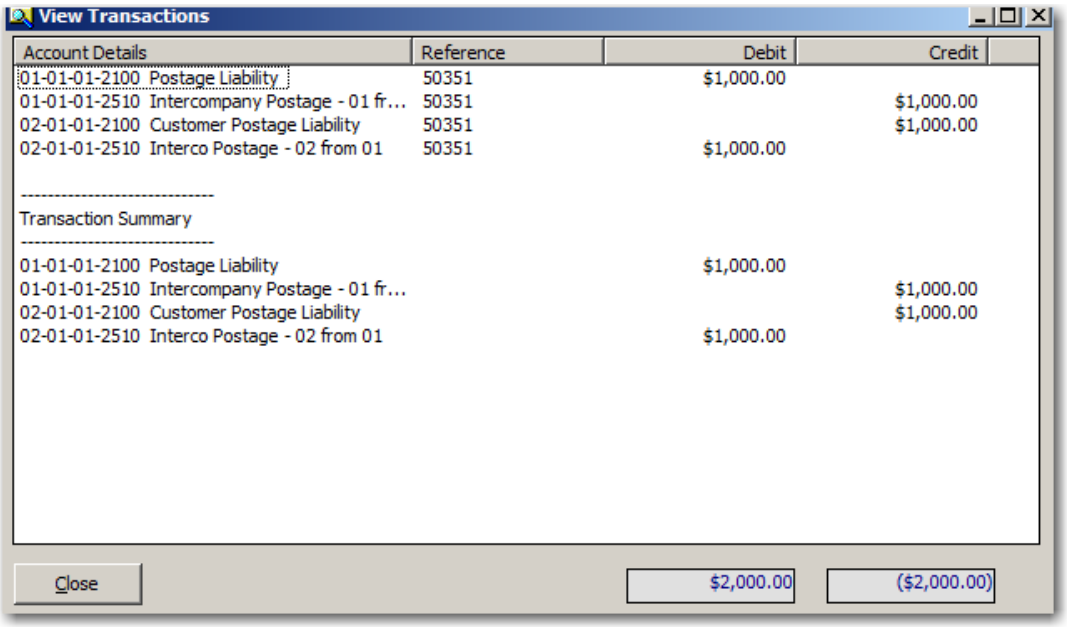
4. After the receipt has been selected, the **Allocate Postage Receipt** window opens, referencing the receipt total, how the receipt was allocated along with how much is in postage unapplied. Click the **Transfer to Company** option.

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



5. Click **OK**.

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



Sales Prebill

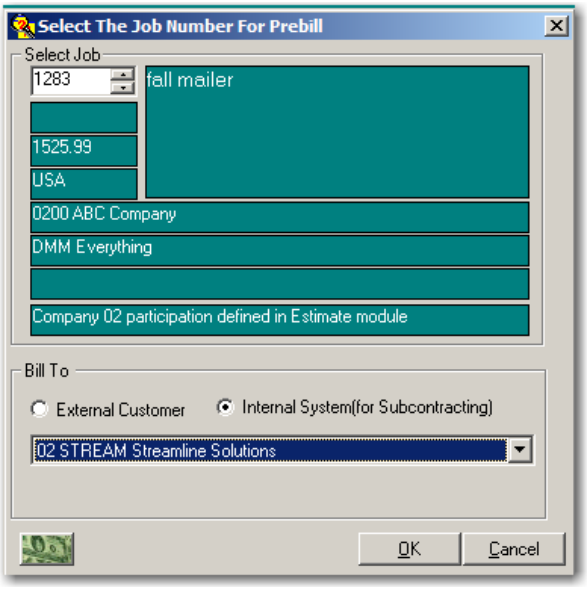
A sales prebill can also be generated for a Multi-Company job in PrintStream regardless of the invoicing method selected for the customer. If the vertical invoicing option is selected for the customer, all companies participating on the job are required to create a sales prebill. It is not required for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

To create a sales prebill

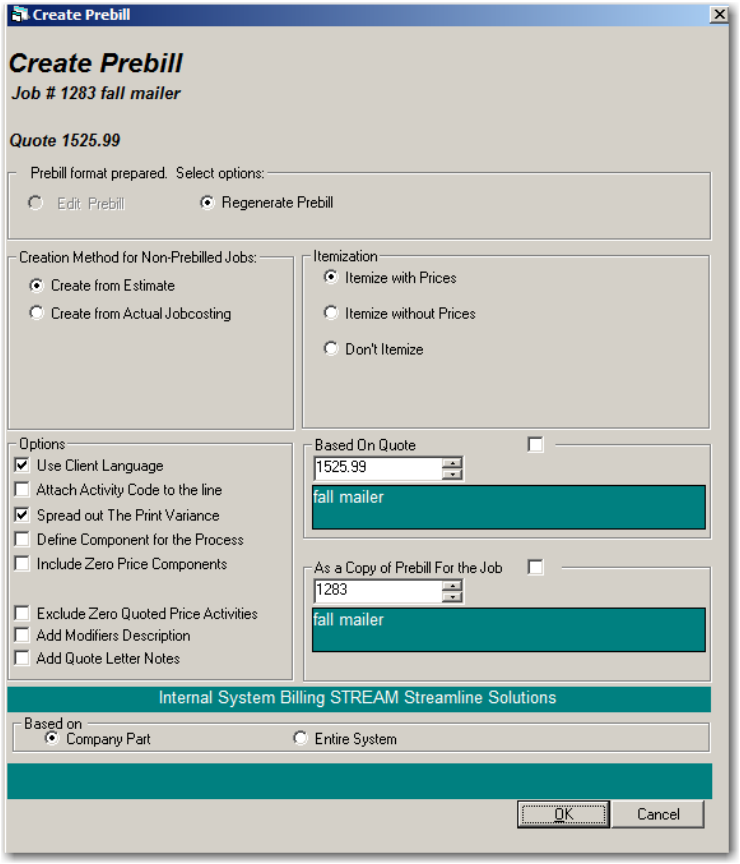
1. Enter the job number in the field provided.

   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.

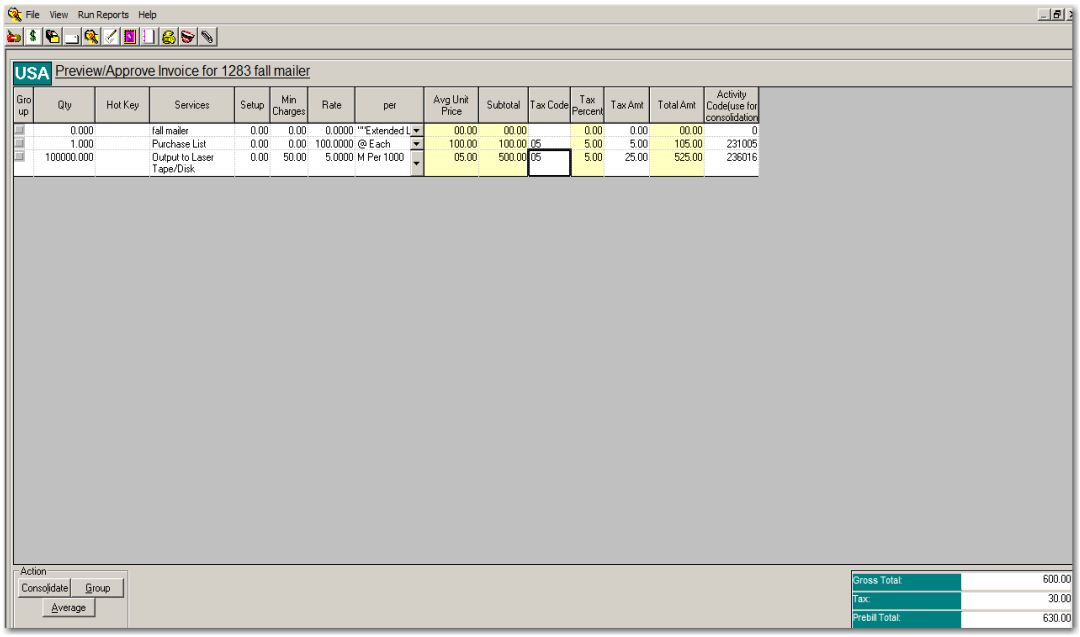
2. The **Internal System** option is the default since PrintStream is aware the vertical invoice option is used.
3. Click **OK**.



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.

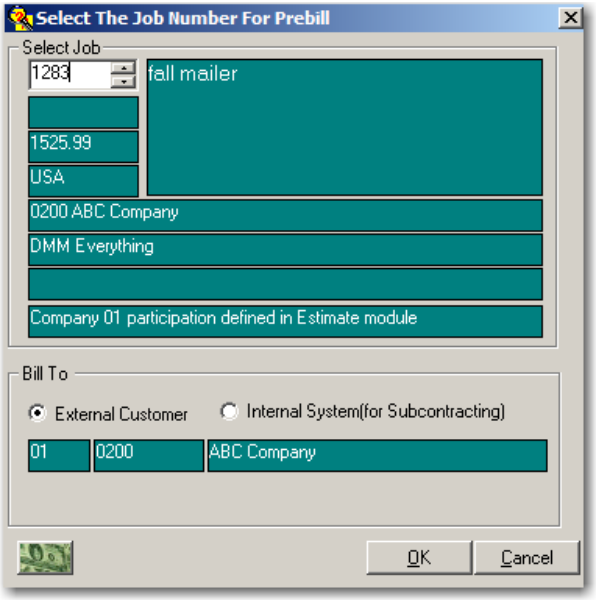


When the sales prebill displays, it only shows the internal biller's services for the job.

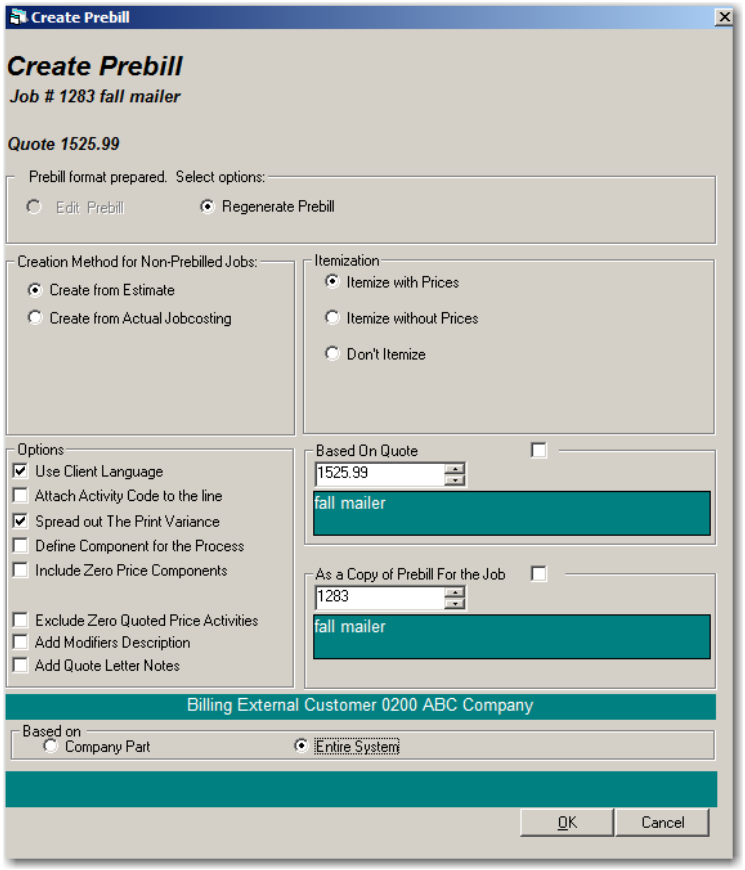


5. Click **Save**.

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

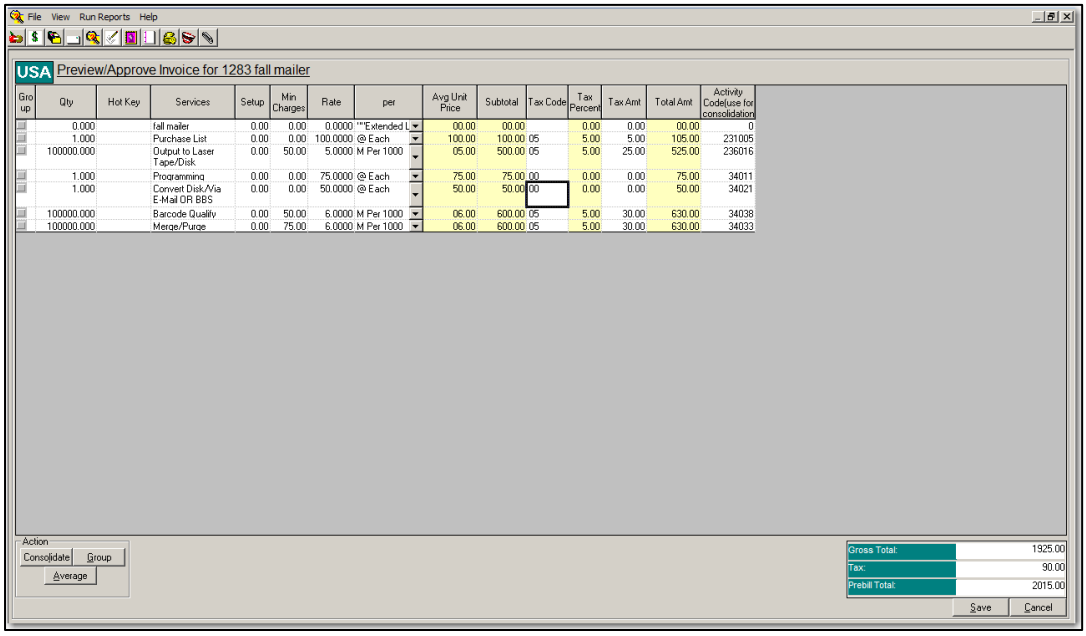


The external biller also selects the parameters to generate the sales prebill. The lower section of the screen notes the billing external customer, and references the customer associated to the job. Because company 1 is the external bill, the **Entire System** option is auto selected.



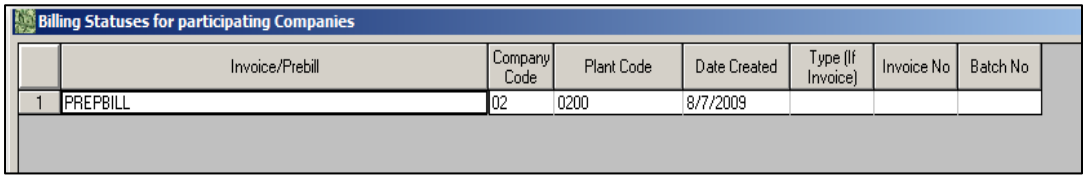
6. Click **OK**.

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



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.



AR Invoicing

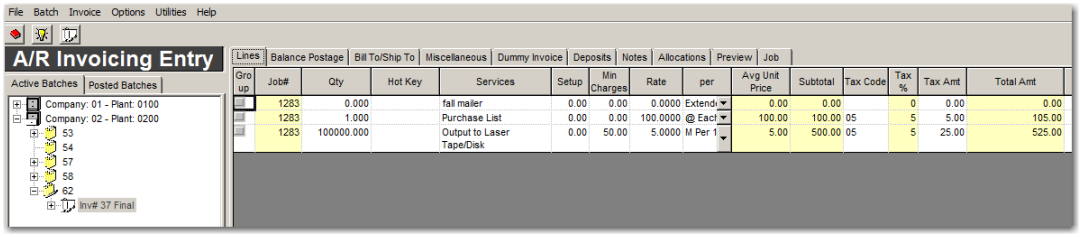
If the horizontal billing option is selected for the customer, each company participating on the job creates an invoice to the customer for their services on the job. The invoice type created will be a job related invoice.

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.

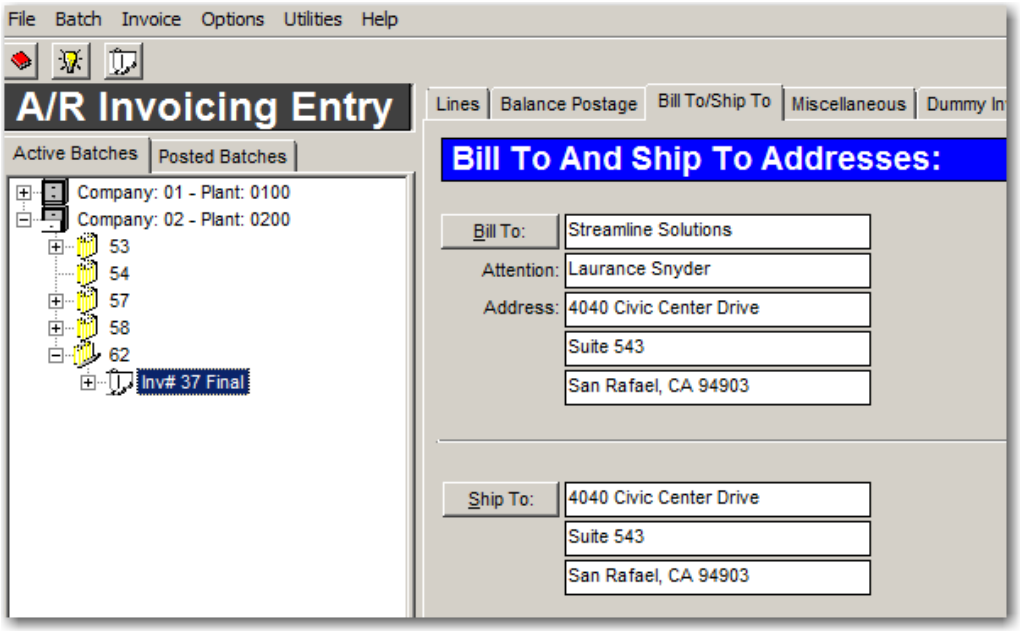
SCENARIO:

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

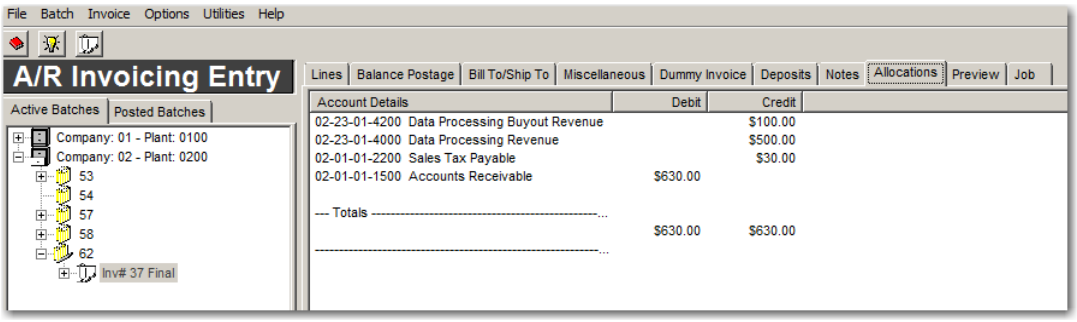
The example below of company 2's internal invoice only shows the services completed by company 2:



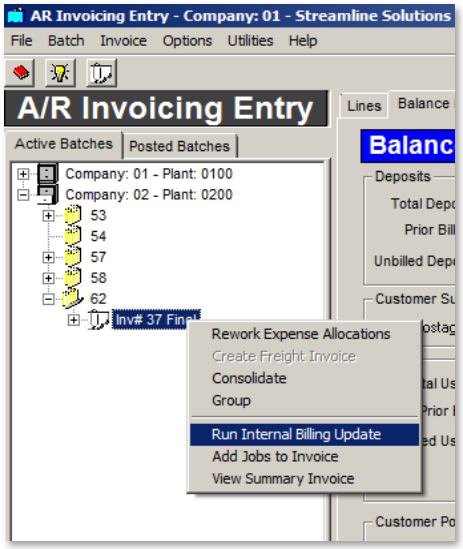
The Bill To/Ship To tab reflects the external biller's customer account information.



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



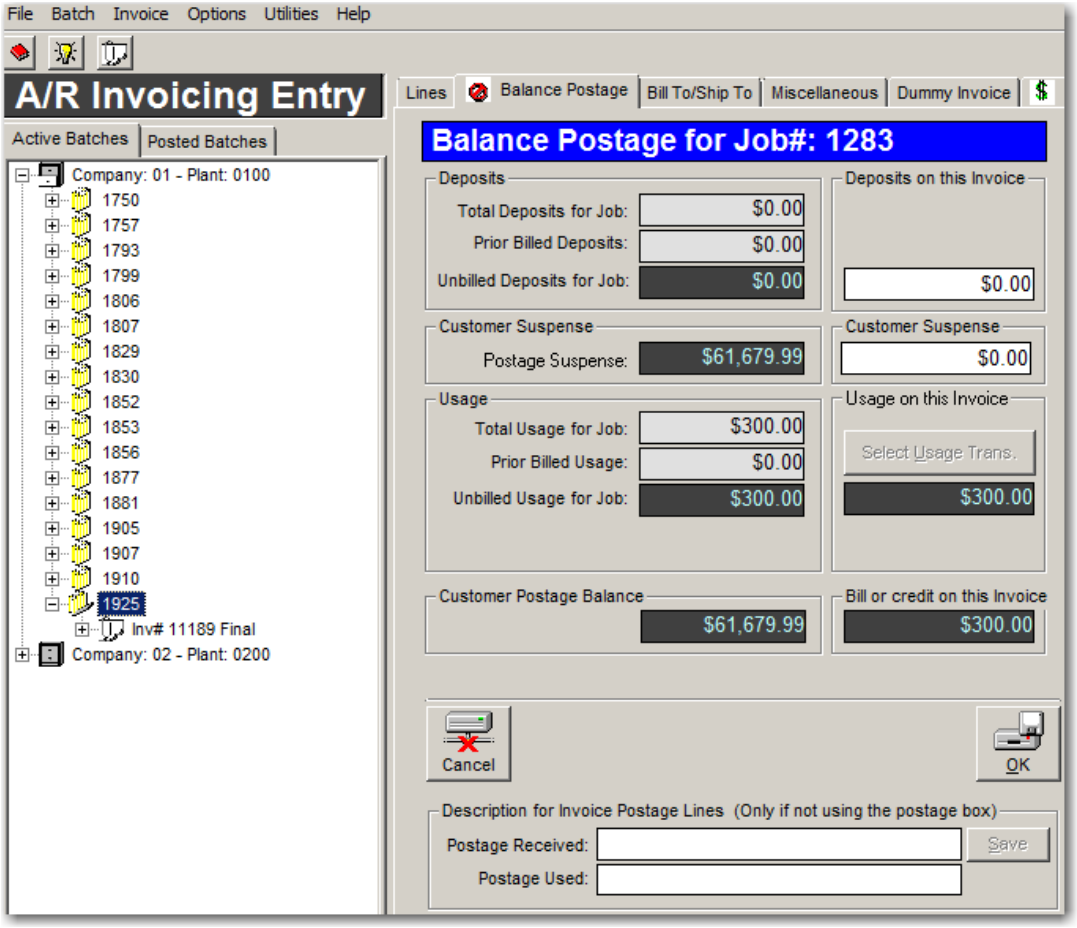
After completing the internal biller's invoice, right-click the invoice number in the tree and select **Run Internal Billing Update**.



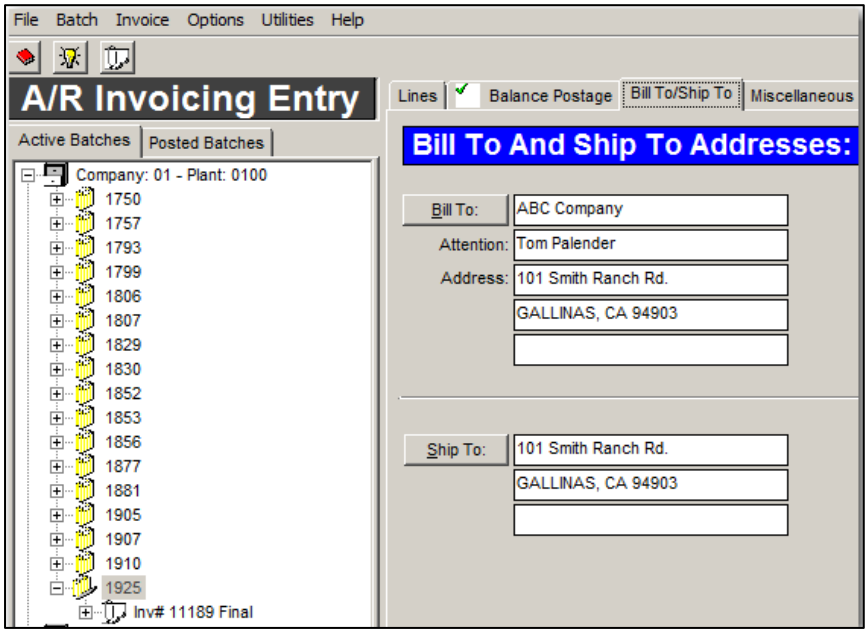
The internal billing update with auto create a job related purchase order in the external company to the internal biller, PrintStream auto receives the purchase order, and creates and posts the AP invoice.

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

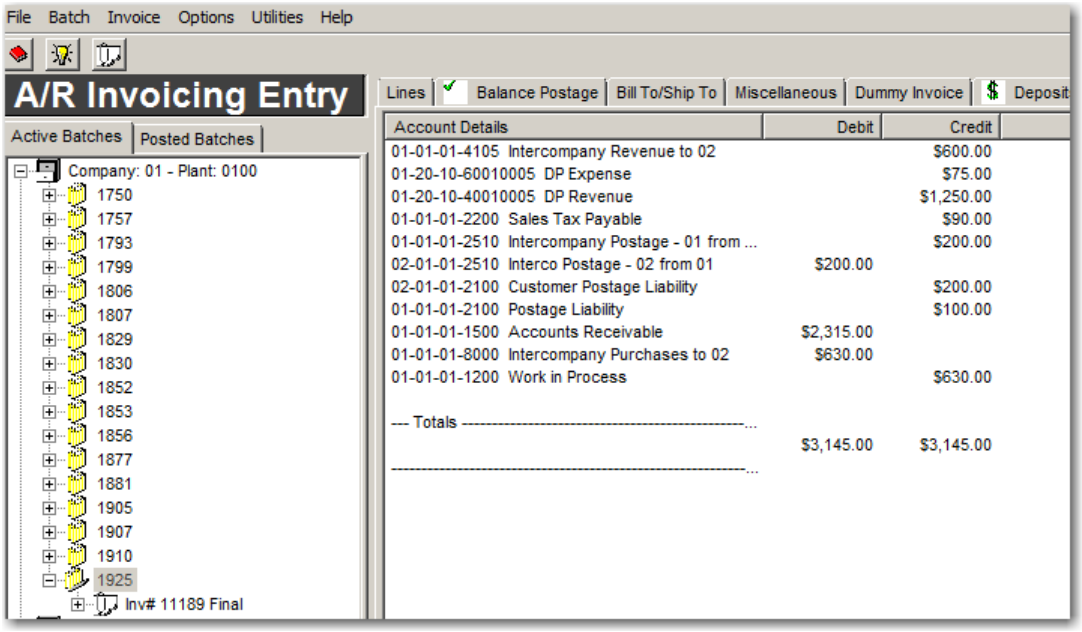
When reconciling postage, both the internal and external biller's postage usage displays to reconcile.



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

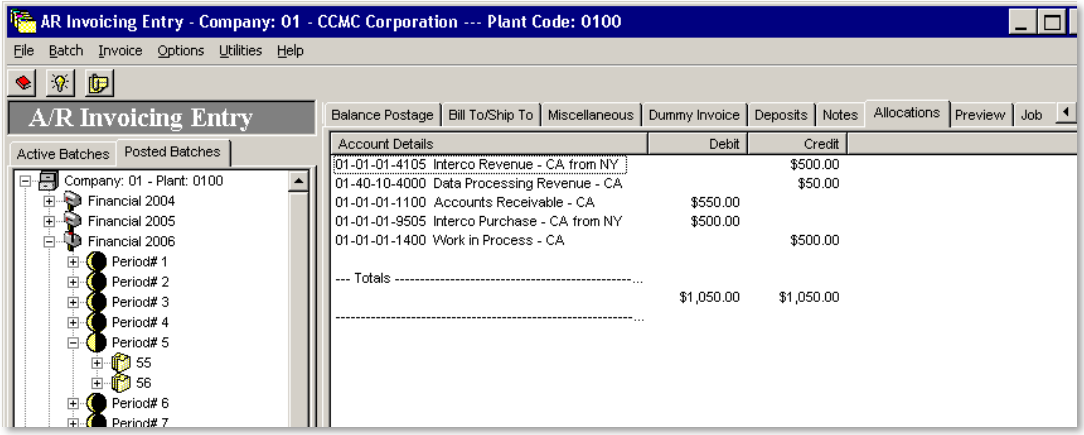


The **Allocation** tab of the external biller's invoice displays revenue and expenses incurred by the external biller. The internal company's revenue reflects as an intercompany revenue allocation for company 01, but it will be offset by an allocation to intercompany purchases. The two will net to $0.00.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

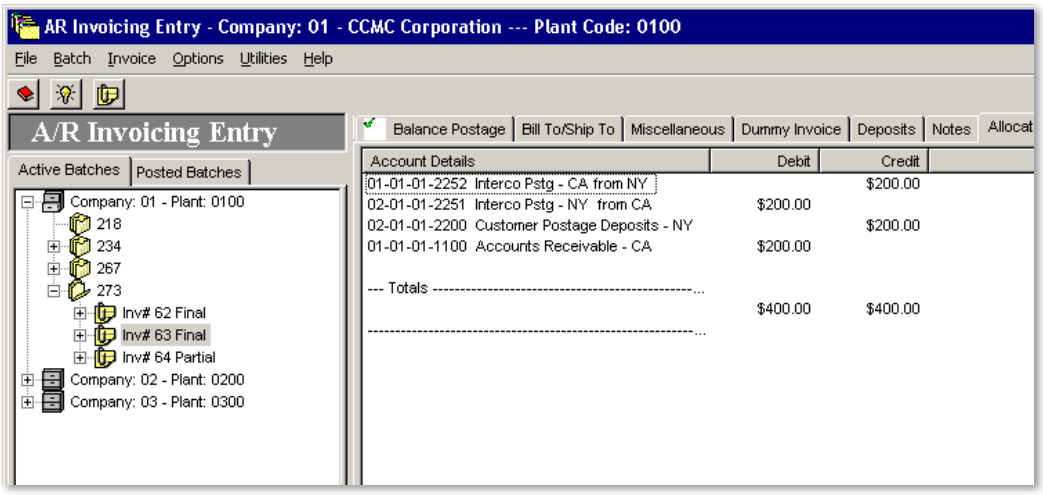


Clearing Intercompany Transactions

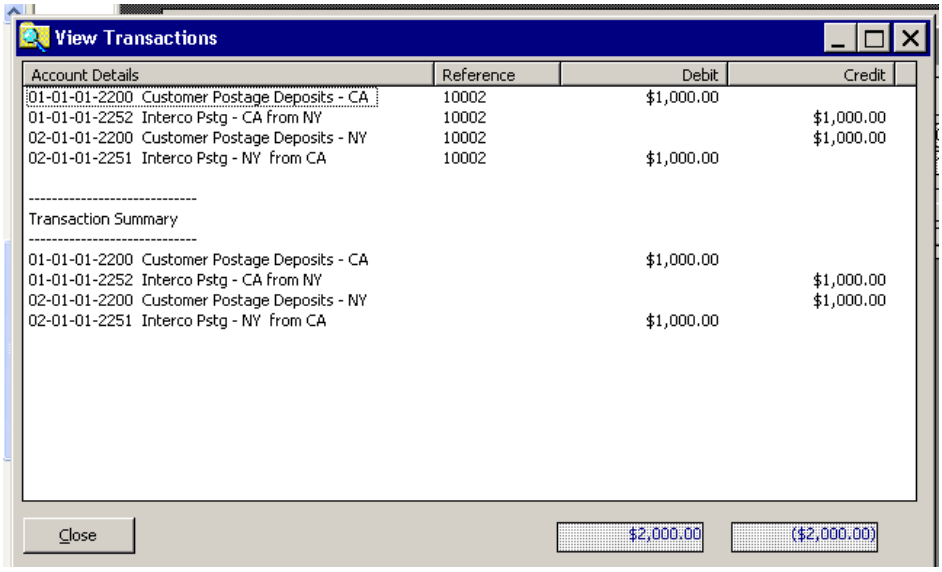
Interco Revenue and Interco Purchases: The revenue and purchase account currently offset each other and net to $0.00, however if the user wants to clear them, they can create a journal entry between the two accounts.



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.



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.



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 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.

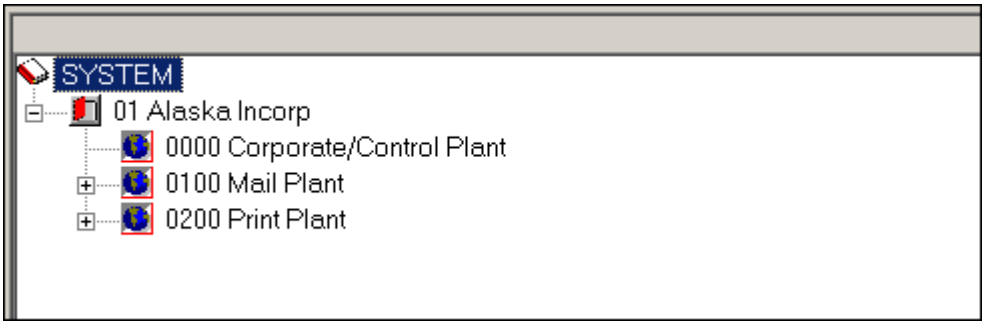
Internal version (this requires an edit to the .ini file and should be coordinated with Lindsey)

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.

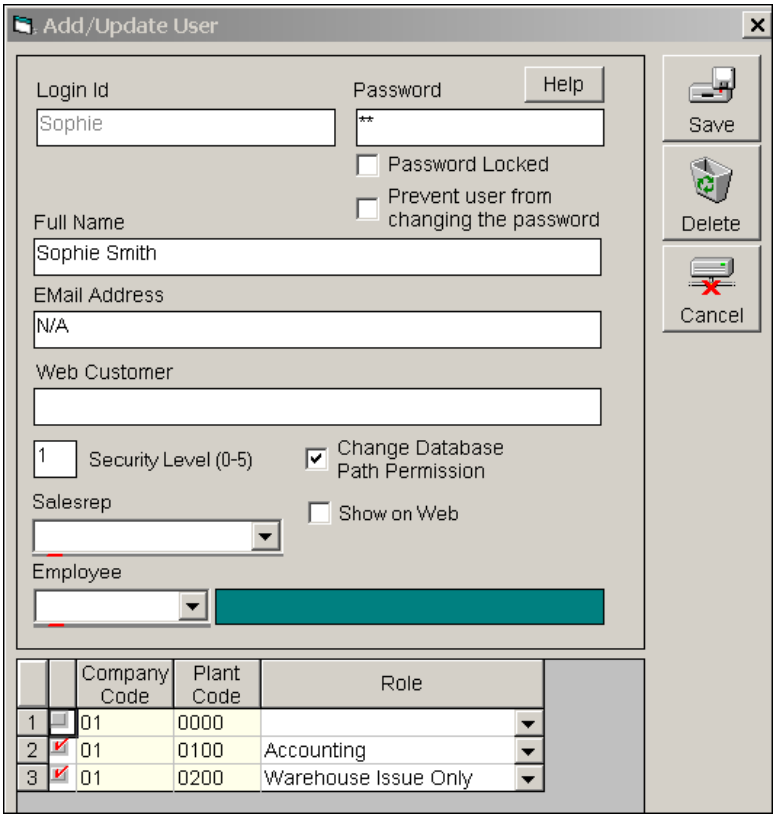


Miscellaneous Set-up and Use

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.



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

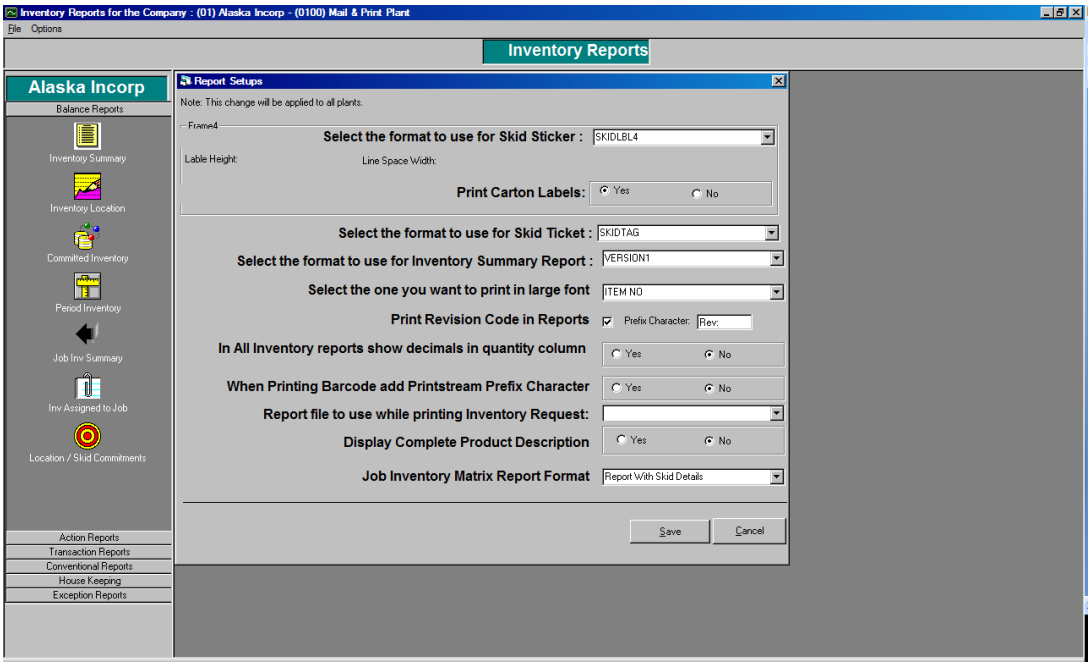
The Customer and Vendor Master Files are shared by all plants. Adding new vendors and customers unique to the newly added plants can be accomplished by completing and using the import spreadsheets provided within the Master Migration Template. In addition, a naming convention could be considered for 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:

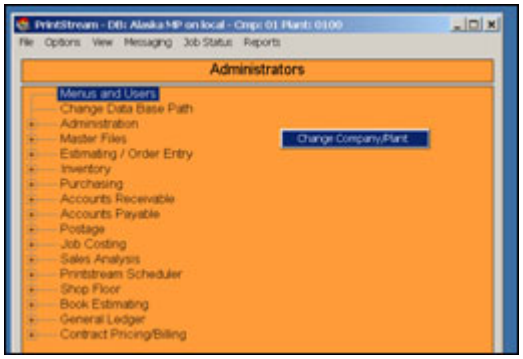
1. Company Code: 01
   File Name: Logo01.bmp
2. Company Code: 01
   Module: I (for Invoicing)
   File Name: Logo01I.bmp
3. Company Code: 01
   Plant Code: 0100
   File Name: Logo010100.bmp

Moving between Plants

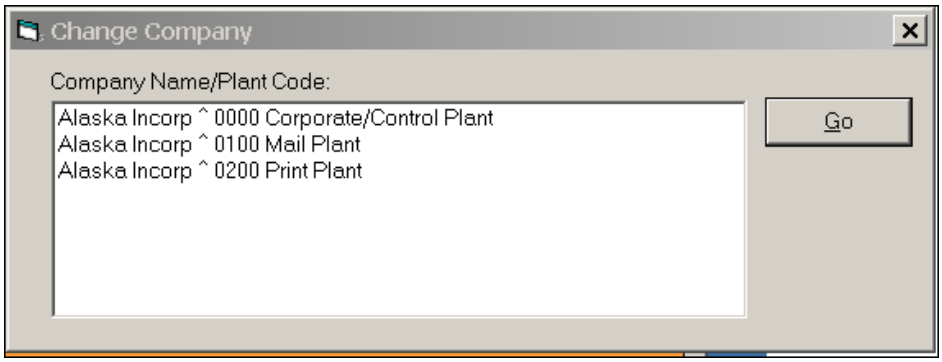
Moving from one plant to another can be accomplished several different ways.

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.

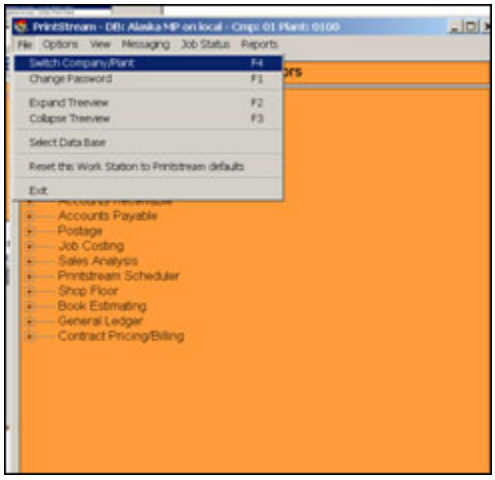
Right-clicking from the colored area in the main menu allows movement to a different plant.



As mentioned earlier, only those plants where the user has security access display for selection.



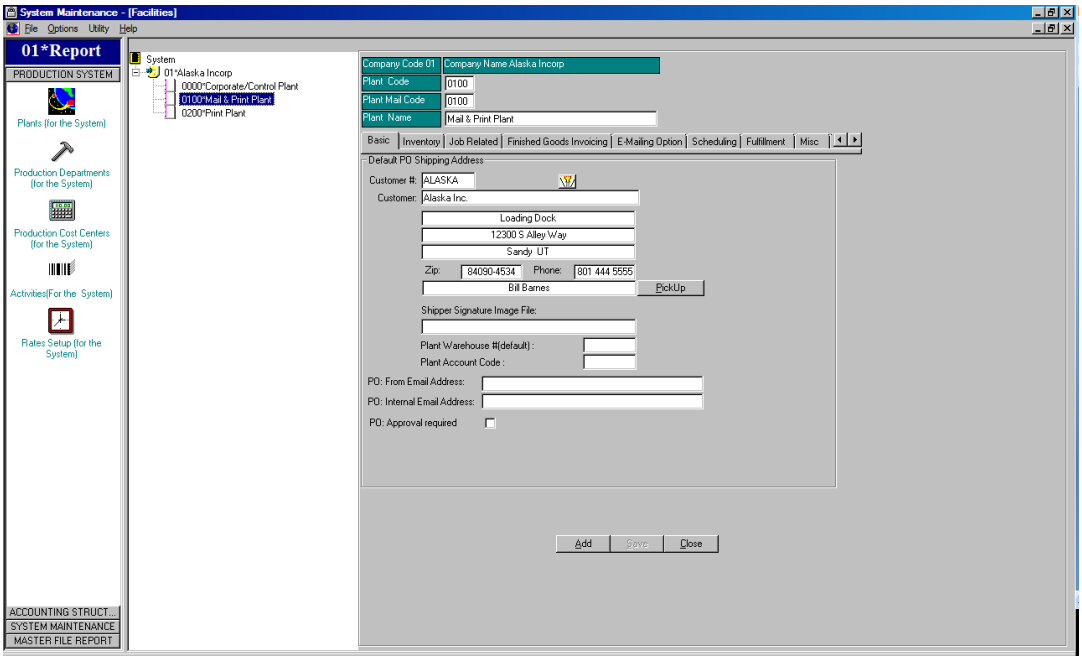
The company/plant may also be changed by selecting file>switch company/plant from the main menu.



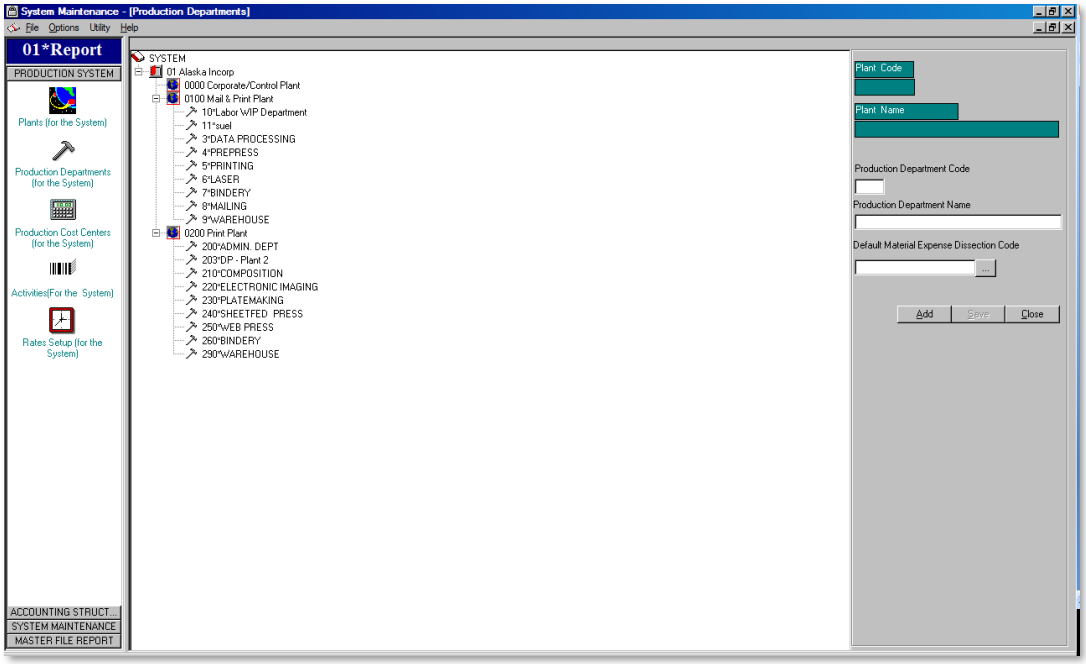
When working within a particular program this file>change company/plant option is also available. Changing the plant at the individual program level only changes the plant for that program. In order to have all programs open under a different plant, the switch should be done at the main menu.

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_FFCredCardProcFee
- 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_FFCredCardProcFee						
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

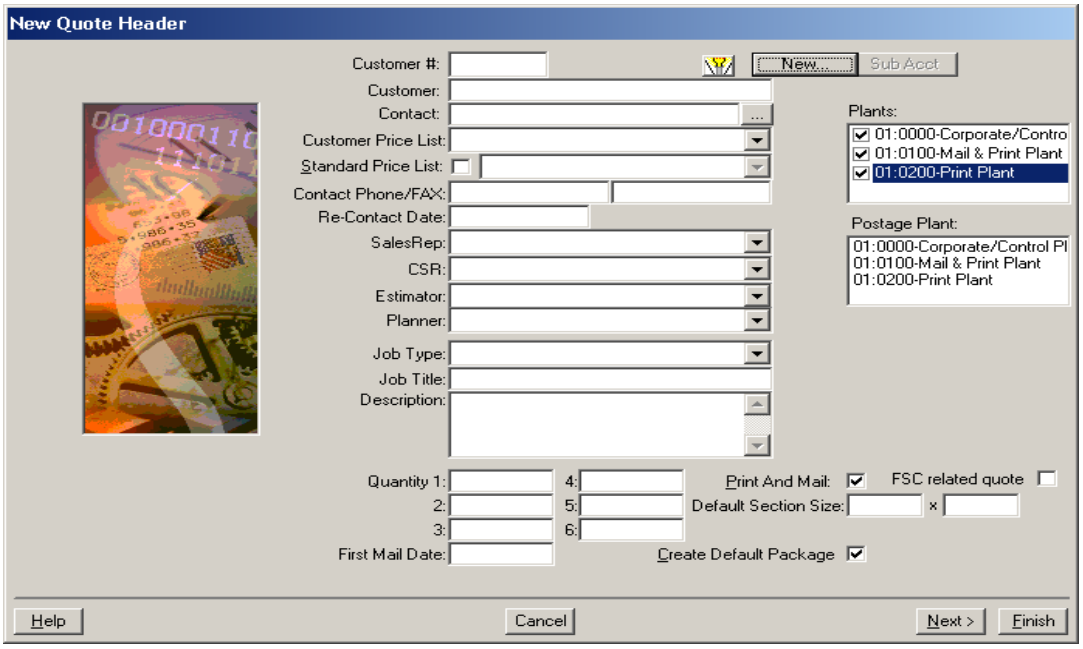
- All plants share opening and closing of accounting periods.
- All plants share fiscal year set up.

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

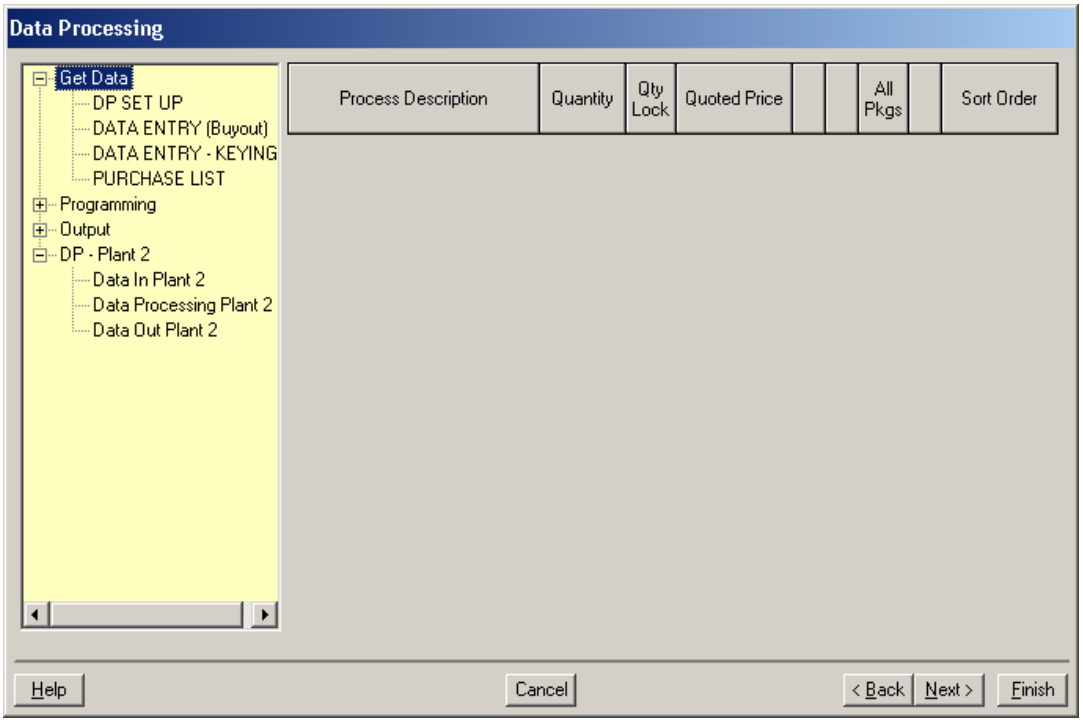
When creating a new estimate, all plants are checked for participation, based on user login access. By default, each plant where the user has access is selected. If not all plants are participating on the estimate, then the user may clear the check boxes for those plants that are not participating. If the user only has access to one plant, they will not see this information on their screen.



In the **Postage Plant** area, the user needs to select which plant is processing the postage by clicking the plant name in the listing.

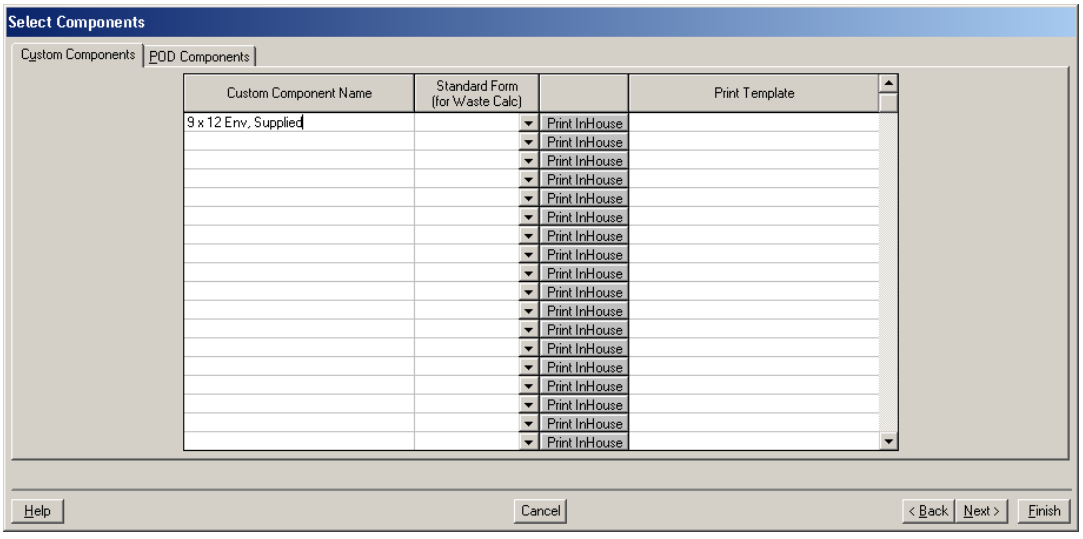
Data Processing

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.



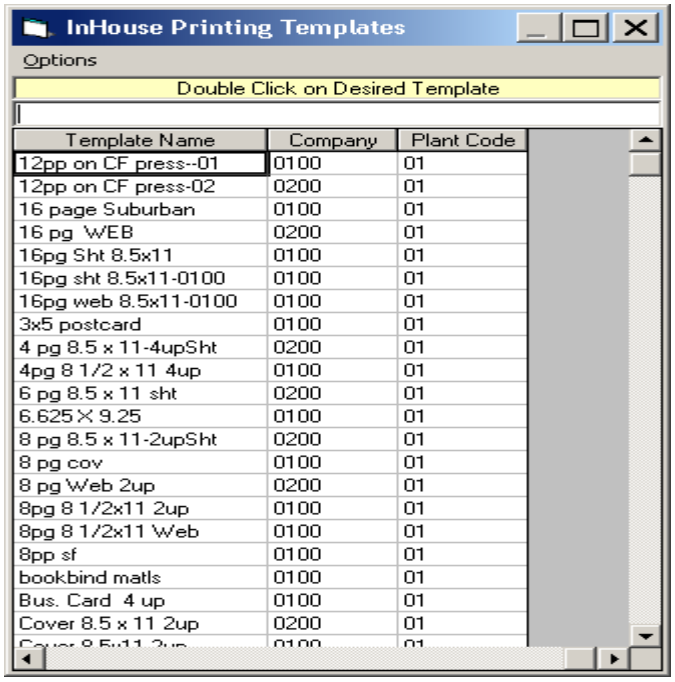
Supplied Components

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.

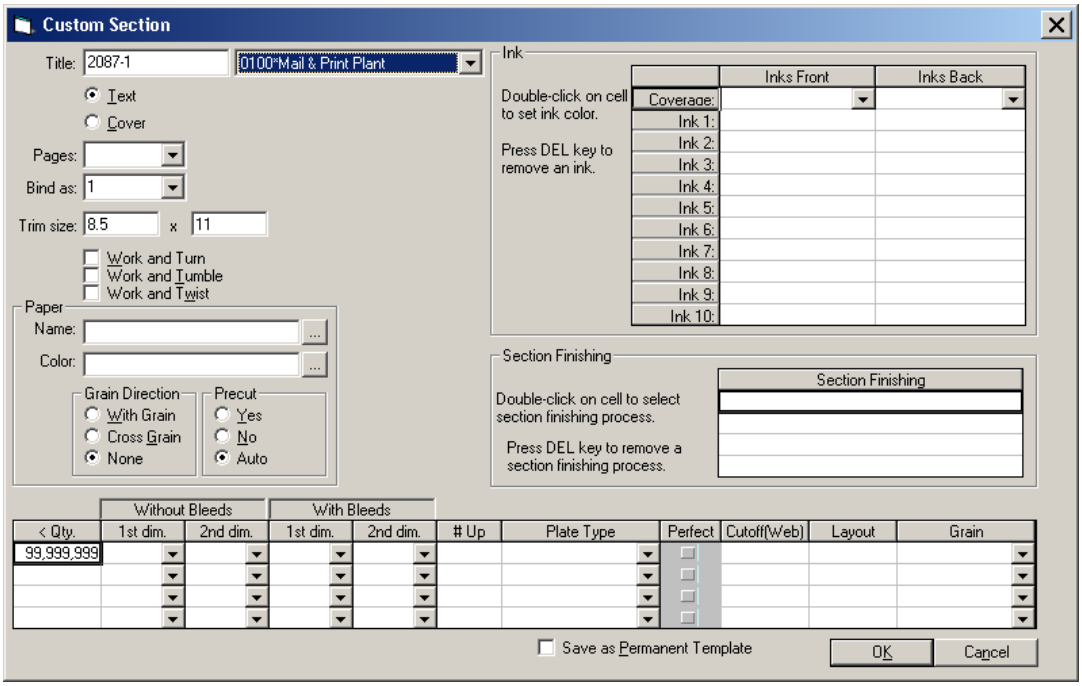


Printed Components

When adding printed components and clicking **Print In House**, you will see templates from all plants selected on the estimate/job.



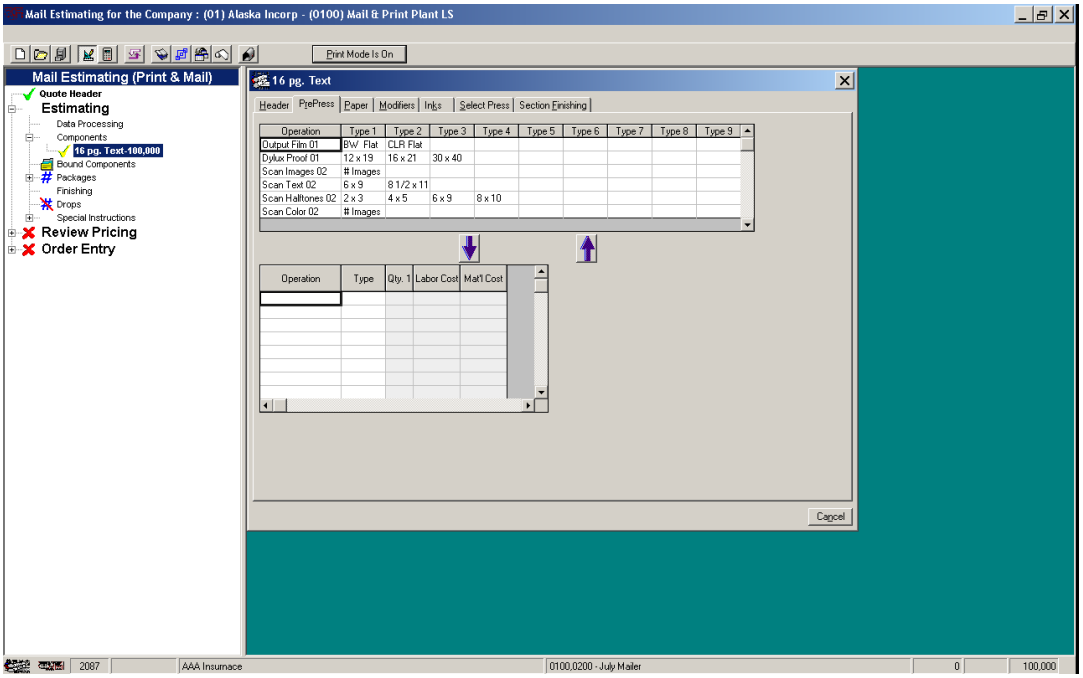
Templates may be selected from any plant listed, or a new template may be created.



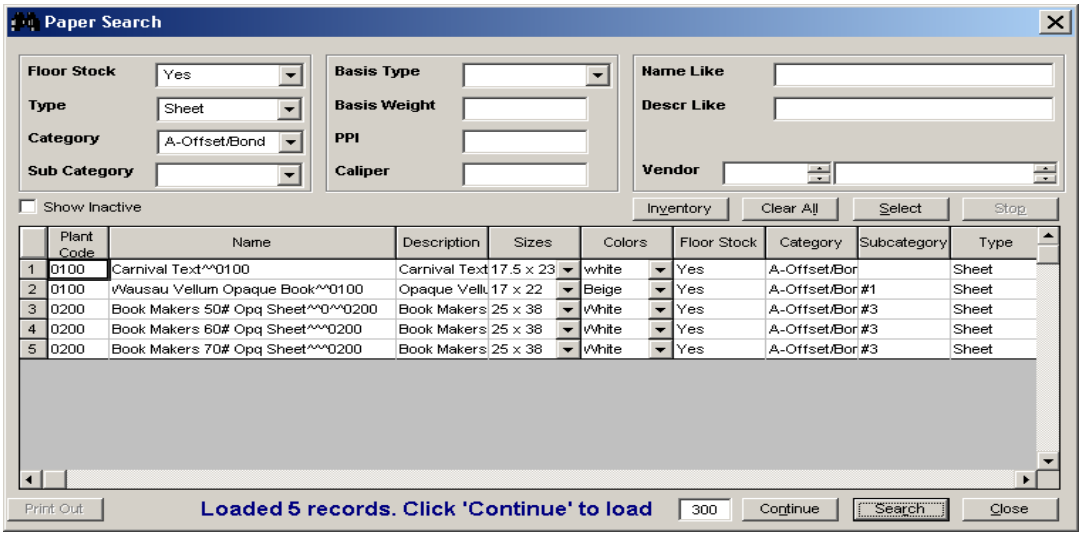
In the template creation screen, a plant listing is visible next to the template title. Before saving the template, select which plant the template was created for. Note the Ink Coverage and Inks should be compatible with the plant that is selected for the template. Section Finishing operations may be 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

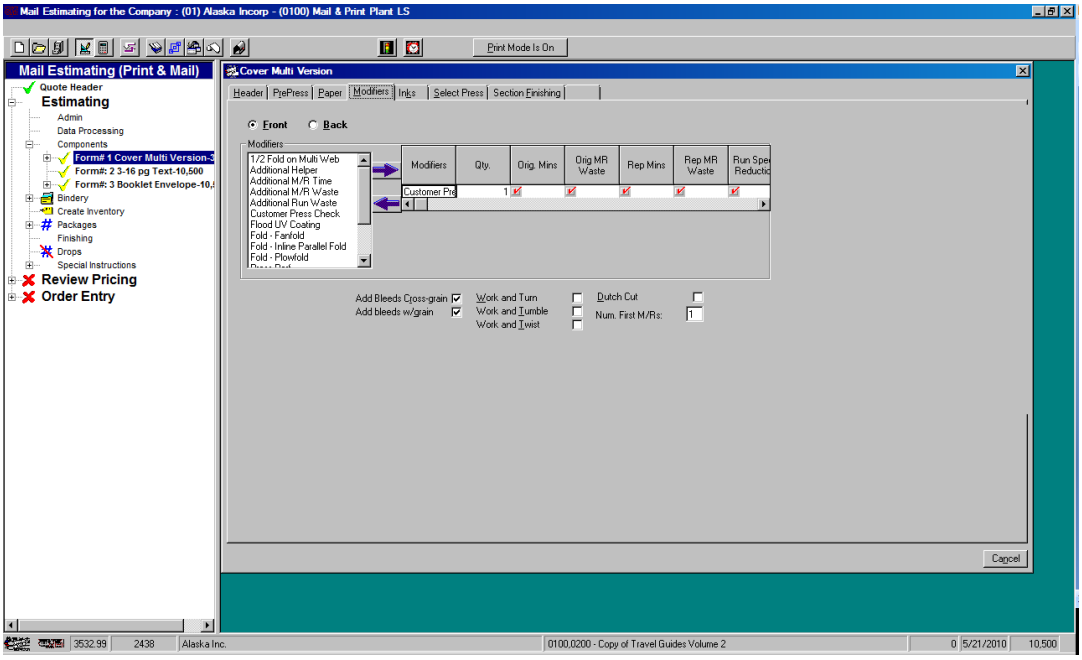
Prepress processes for all plants selected are displayed on this screen. Ensure that your choices are compatible with the print template selected for the section unless the prepress is truly being done in a different plant.



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.



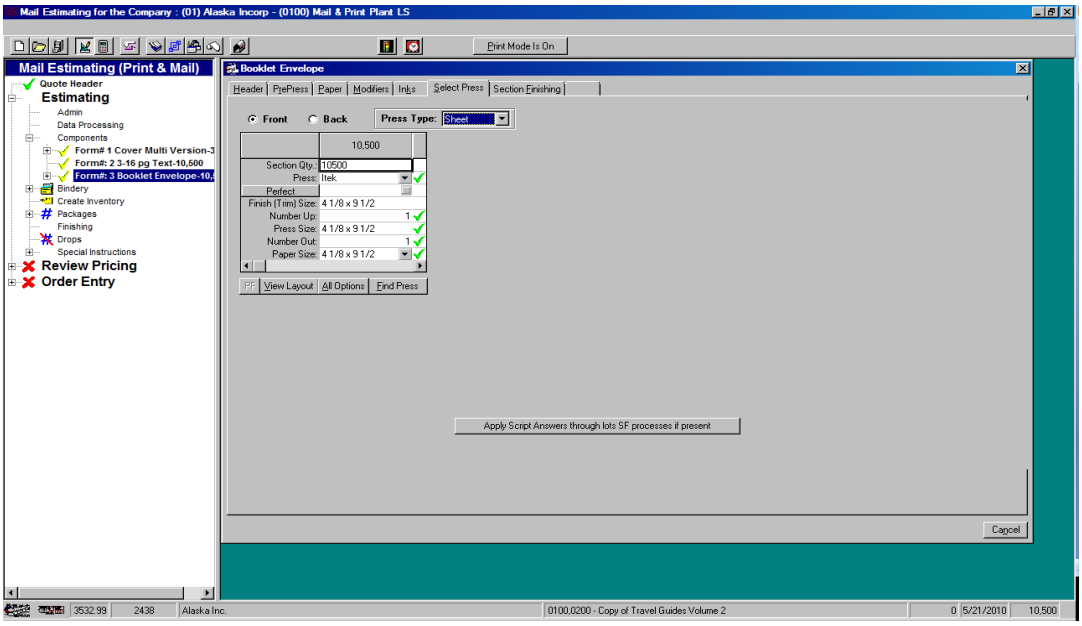
Press Modifiers are defined at the company and not the plant level. All press modifiers that have been setup for all plants will be visible.



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.

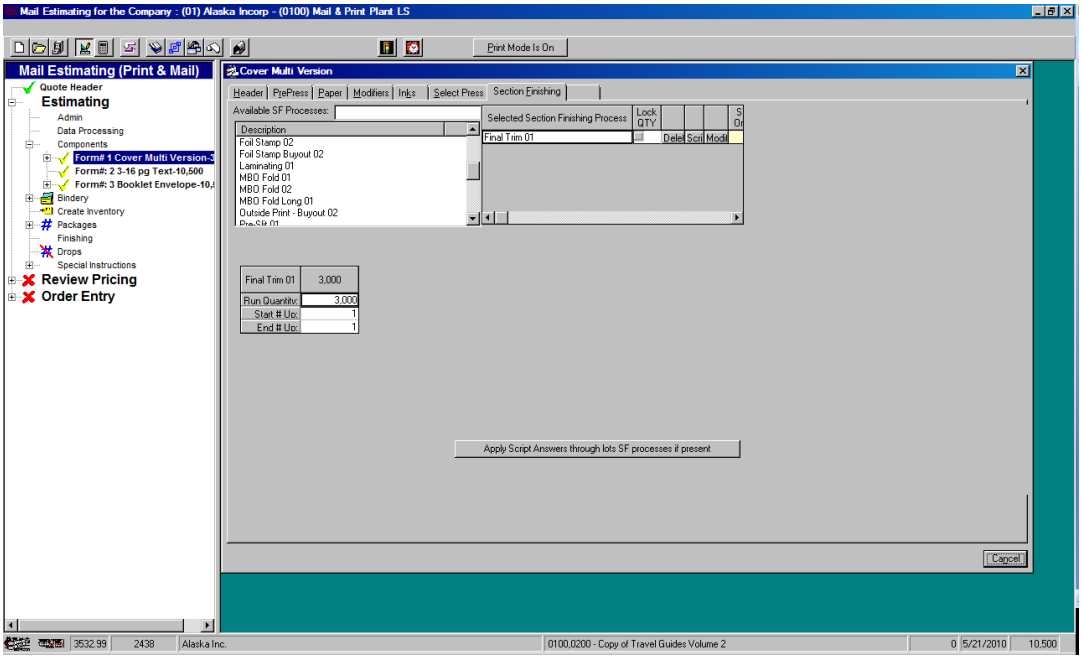
Press Selection

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.



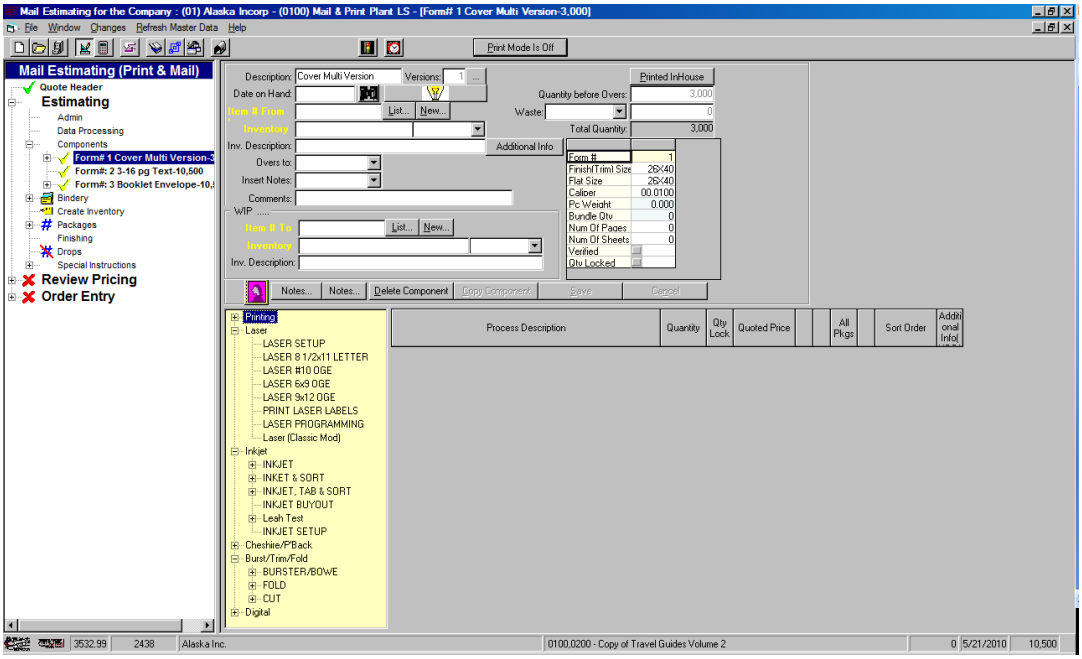
Section Finishing

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.

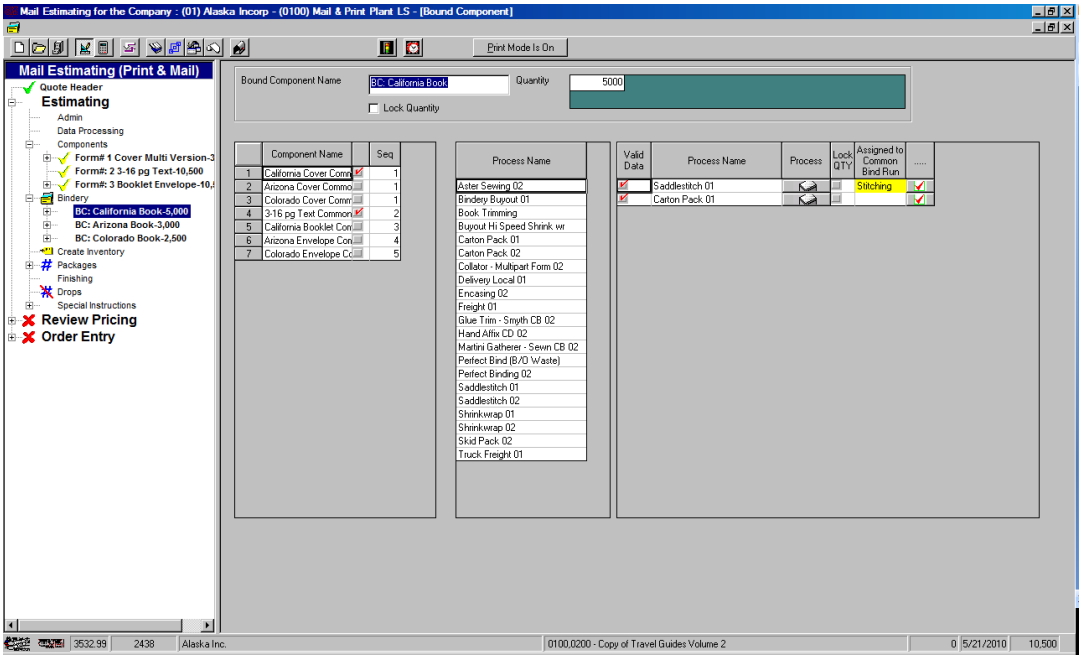


Mail Components

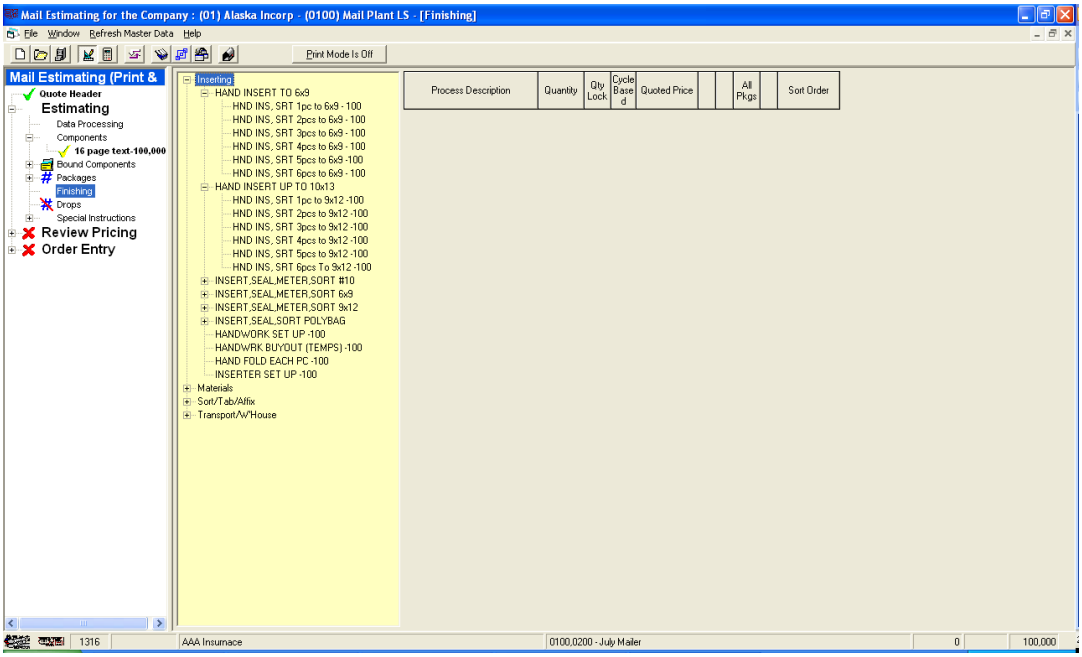
In the Mail Component screen, the processes listed also shows the processes from multiple plants which can be selected on the estimate/job.



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.

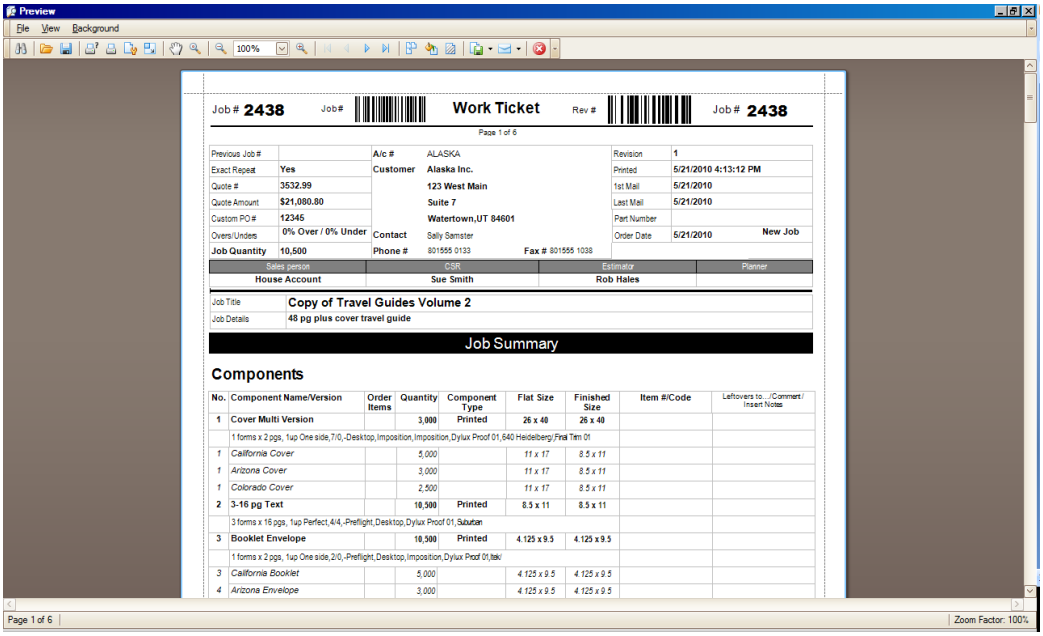


Mail Finishing also shows finishing processes from all plants that have been selected on the estimate/job and process can be selected from any plant.



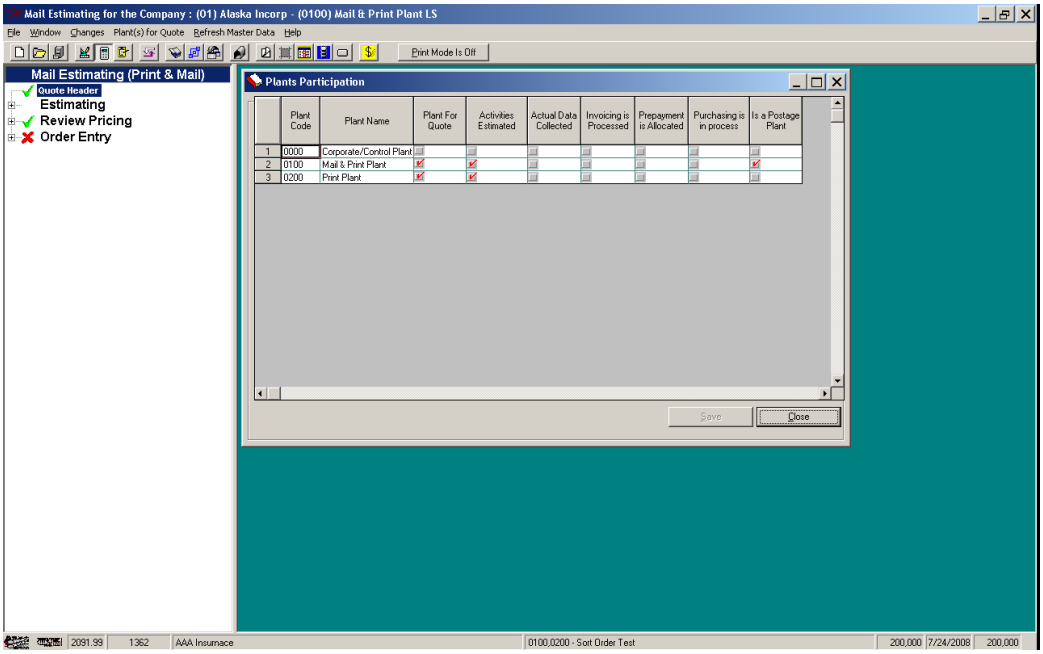
Order Entry

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.



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.

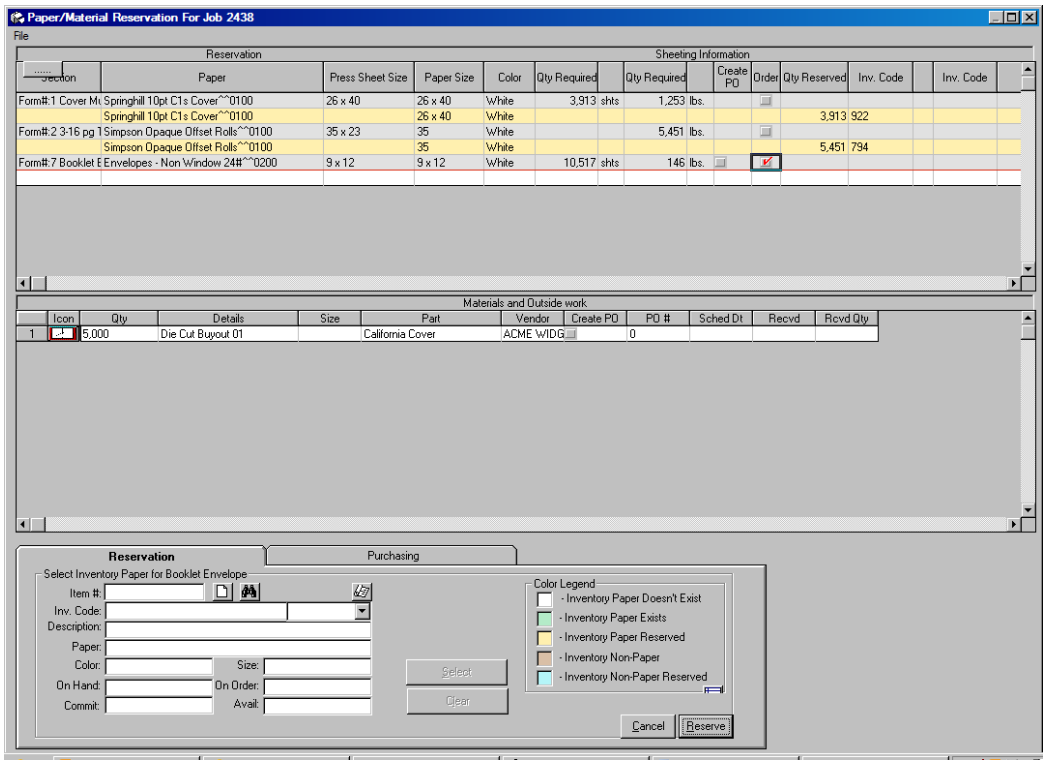


In this screen, click the plant you want to add processes for and **Save**. You should then be able to see the processes from that plant and be able to add them to the estimate/job. If you want to remove a plant from an existing estimate/job, then all of the following conditions must exist:

- 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

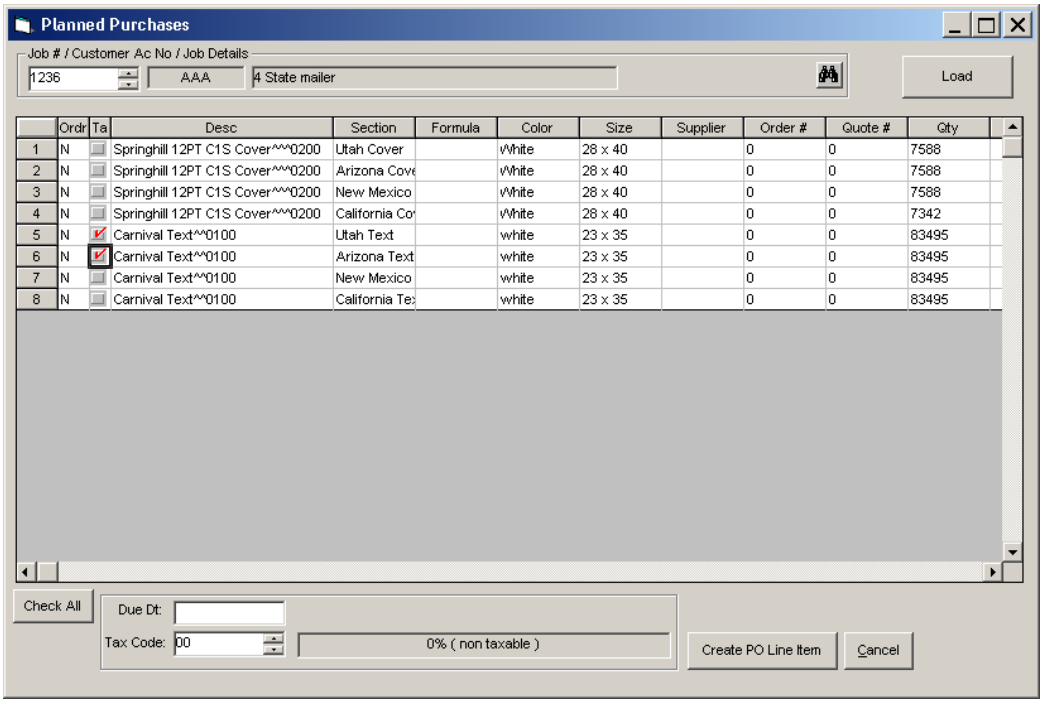
The Paper Reservation screen displays papers for all plants and allows reservation for all papers.



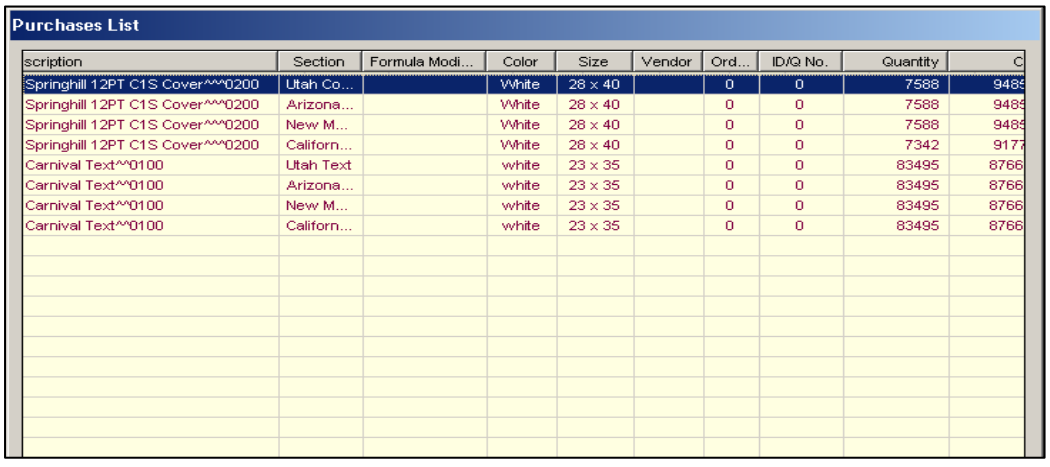
This screen example shows reserved papers from both plant 100 and plant 200.

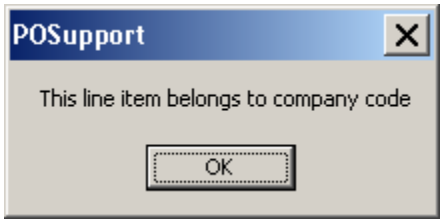
Purchasing

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.



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.

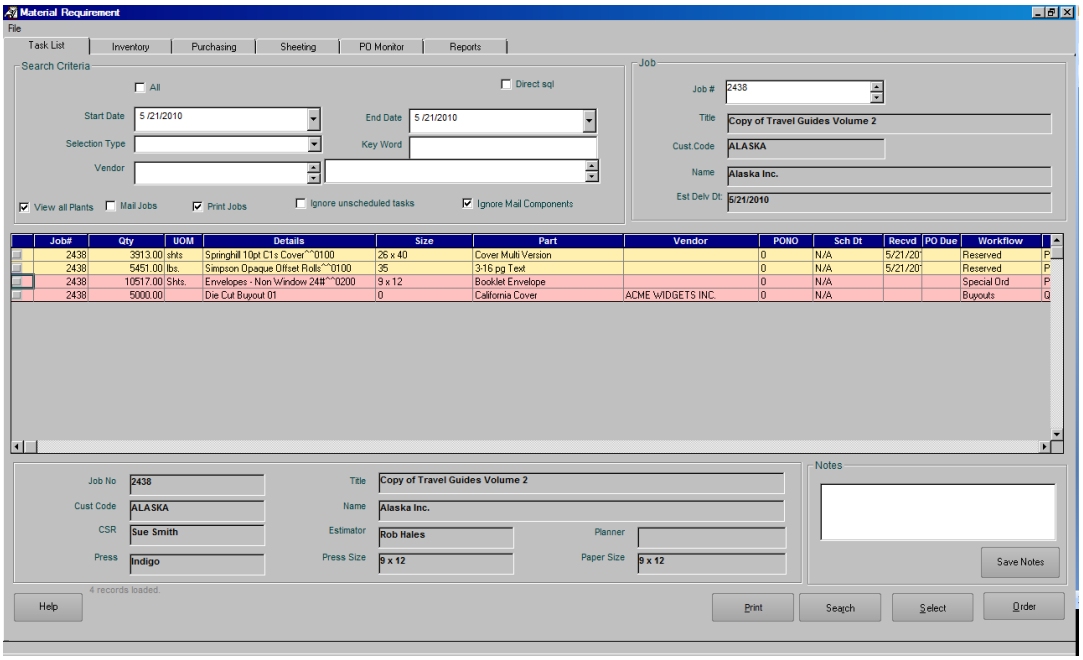




Scheduled Purchasing

Task List – Special Order Items

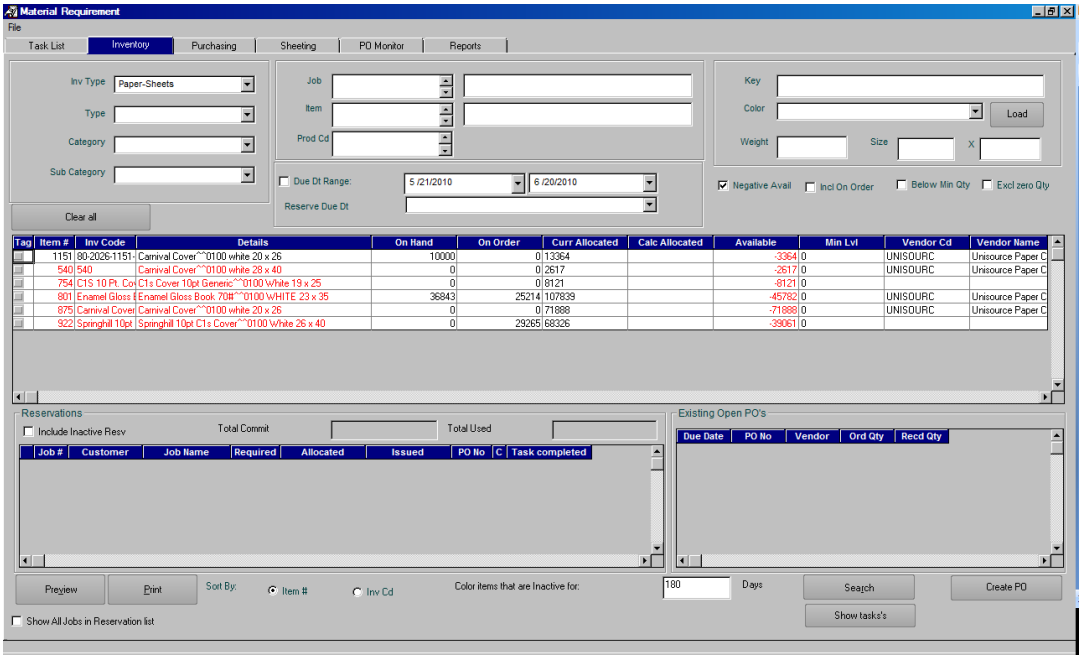
If a special order item is tagged in the plant that you are creating PO's from, it gives you a message to that affect when you try and create the PO.



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:

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

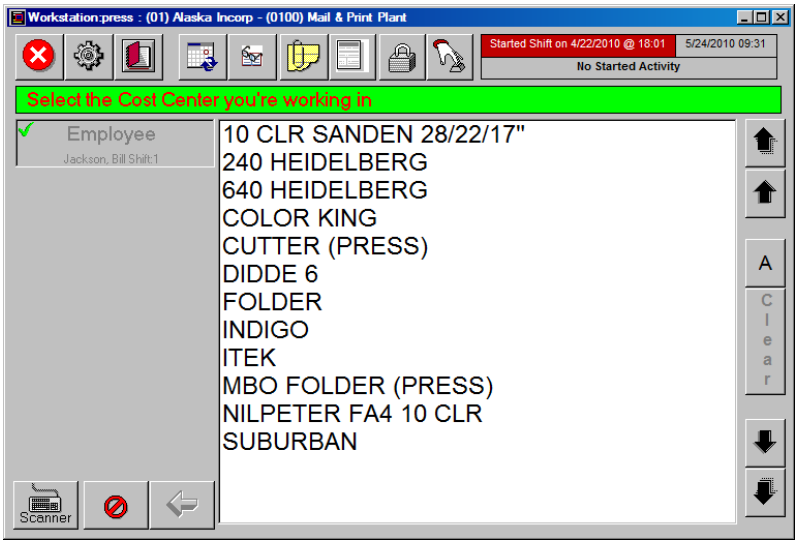
Plant 100 only shows the inventory papers for plant 100.



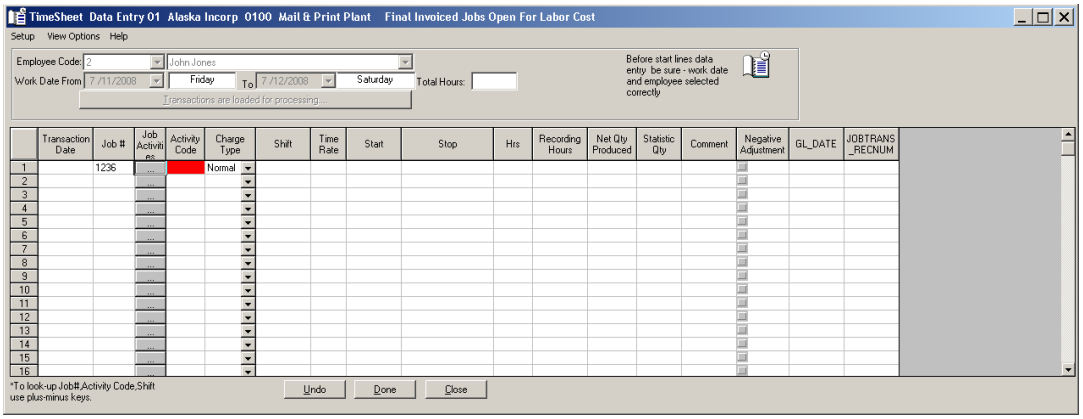
If you change to plant 200, you see it only shows the inventory papers from plant 200.

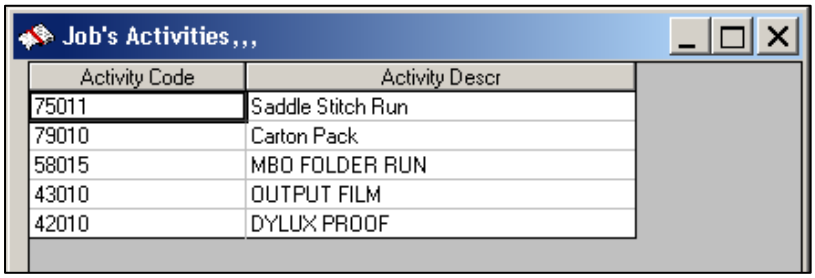
Data Collection

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.



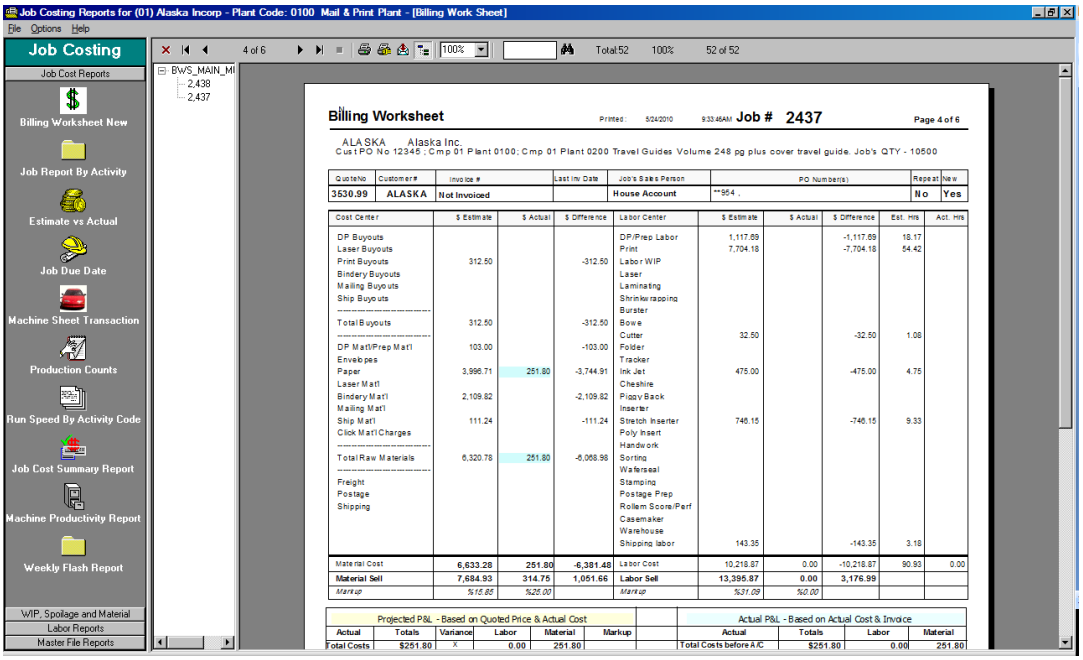
The Timesheet Job Activities are filtered to only show activities within the plant selected.



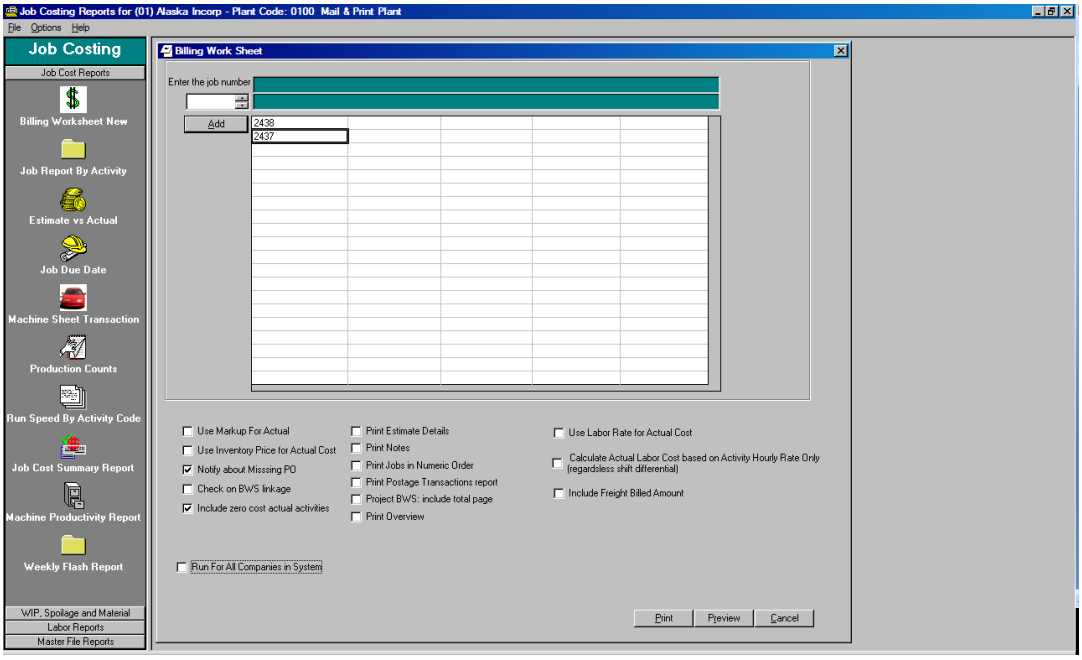


Billing Worksheet

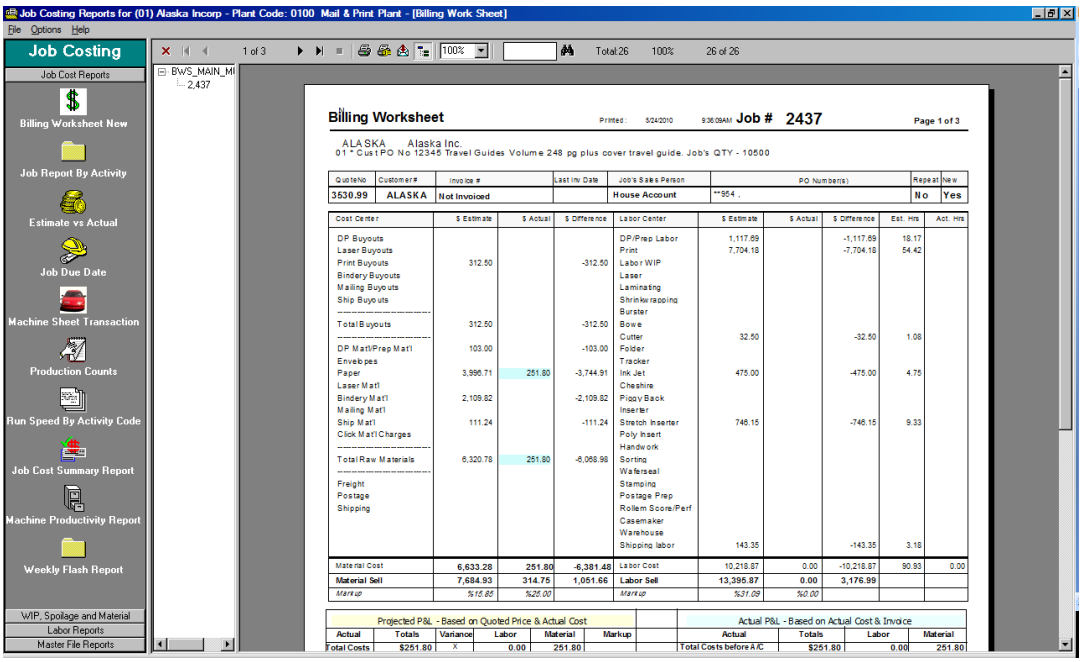
The Billing Worksheet shows the costs for both plants by default.



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.



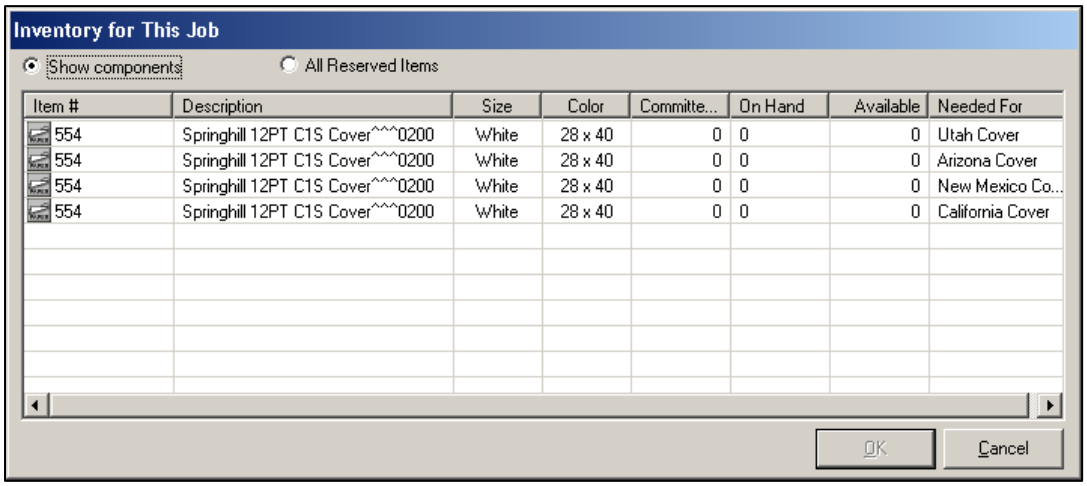
The following example shows what it looks like when unchecked costs are based only on the plant the user is logged into.



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.

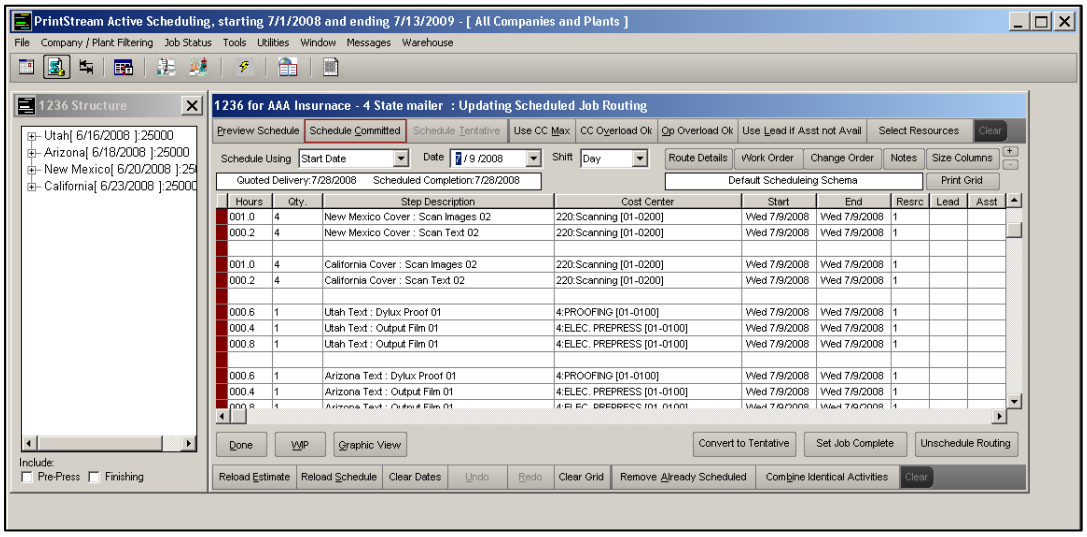
Regular Issues are filtered to only show materials that belong to the plant the user is logged into.



MR Scheduler

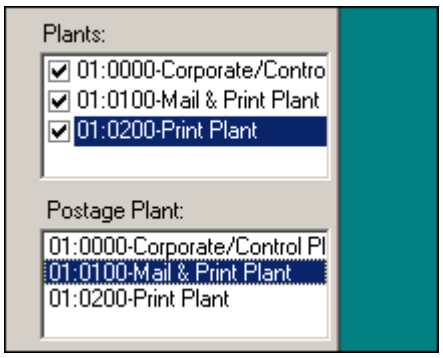
The scheduler has the ability to Filter by Plant or show all plants. The filter should be set to **All Companies and Plants** for jobs that have multiple plants participation.

The Schedule then shows the Cost Centers from all plants used with the job and schedules each Cost Center accordingly.

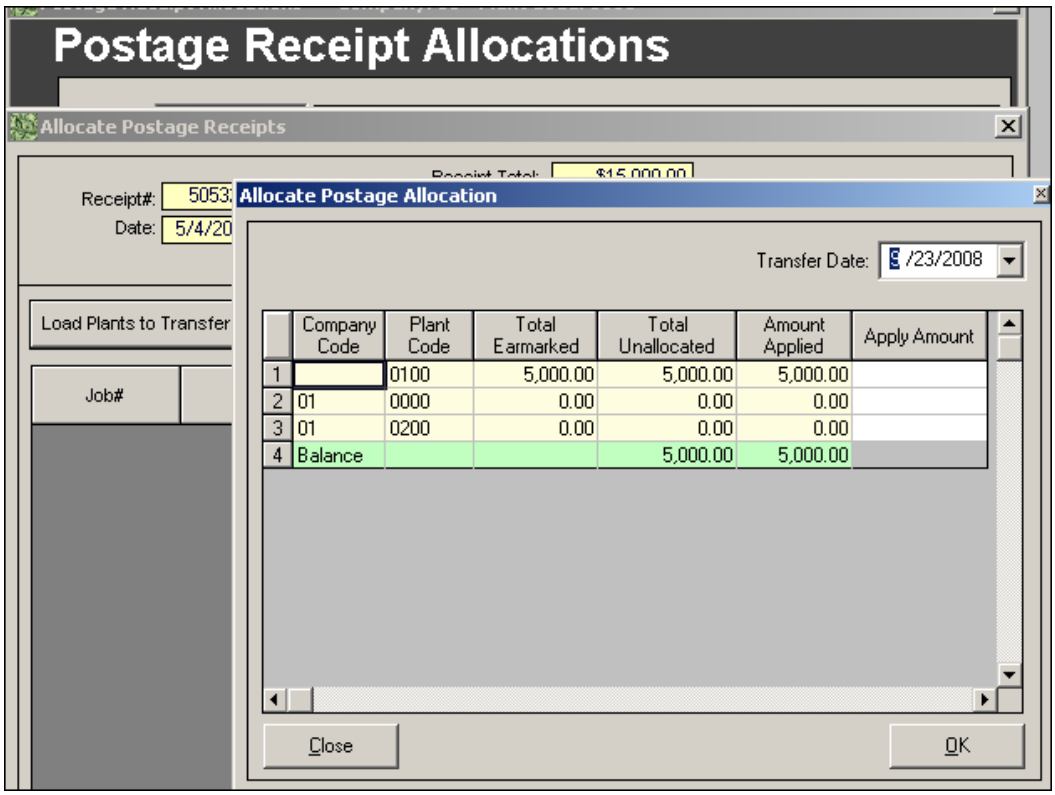


Postage

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.



The postage receipt allocation program can be used for moving account or suspense money from one plant to another.



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.

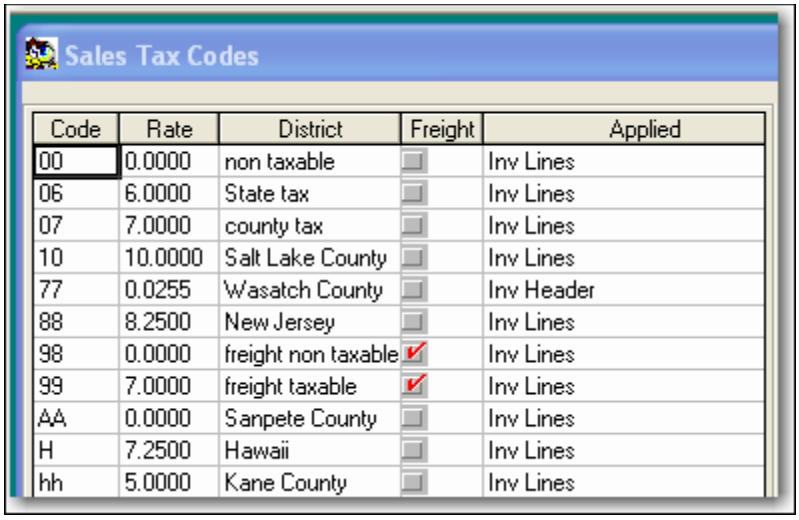
There are 4 options for calculating and reporting sales tax in PrintStream. They are listed from most simple to most complex. The decision of which method to use should be based on individual customer need.

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

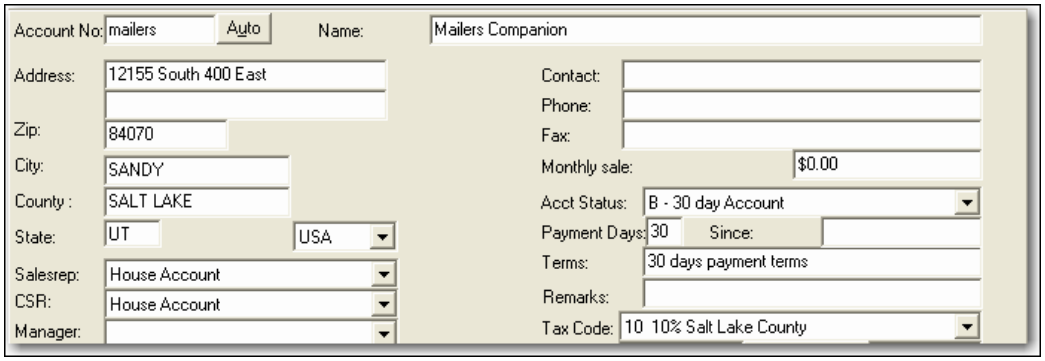
Setup

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	☐	Inv Lines
06	6.0000	State tax	☐	Inv Lines
07	7.0000	county tax	☐	Inv Lines
10	10.0000	Salt Lake County	☐	Inv Lines
77	0.0255	Wasatch County	☐	Inv Header
88	8.2500	New Jersey	☐	Inv Lines
98	0.0000	freight non taxable	☑	Inv Lines
99	7.0000	freight taxable	☑	Inv Lines
AA	0.0000	Sanpete County	☐	Inv Lines
H	7.2500	Hawaii	☐	Inv Lines
hh	5.0000	Kane County	☐	Inv Lines

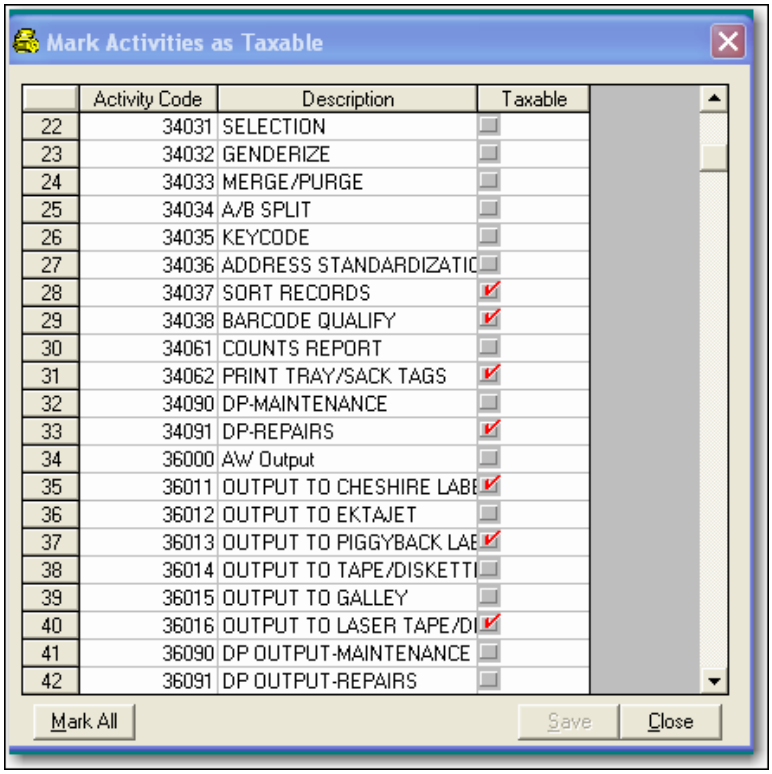
3. As part of the Customer Master File set up, a default tax code should be selected as in the example below. For additional details on setting up the Customer Master File, please refer to the Master File Customer document. This default should represent the tax code that applies to the customer.



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.

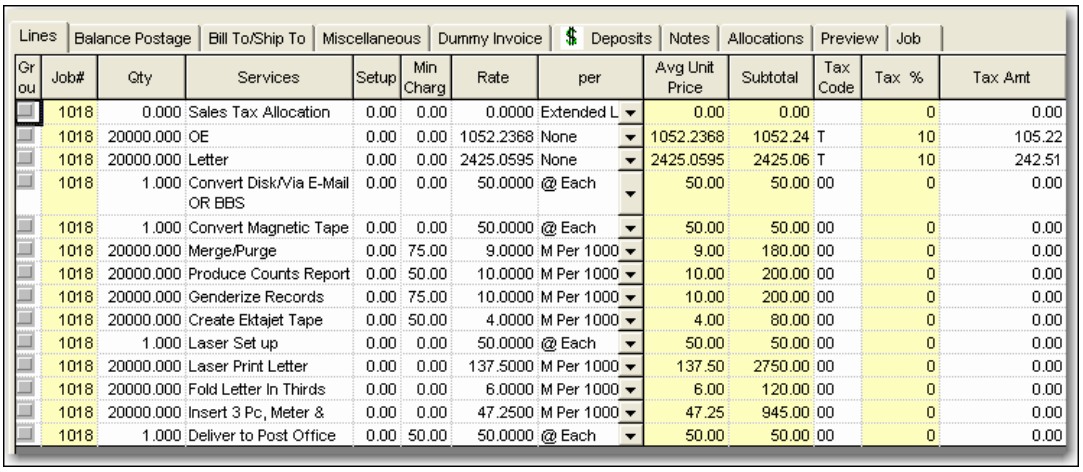


Accounts Receivable Invoicing

For detailed instructions on generating an AR Invoice, please refer to the Accounts Receivable section of the documentation.

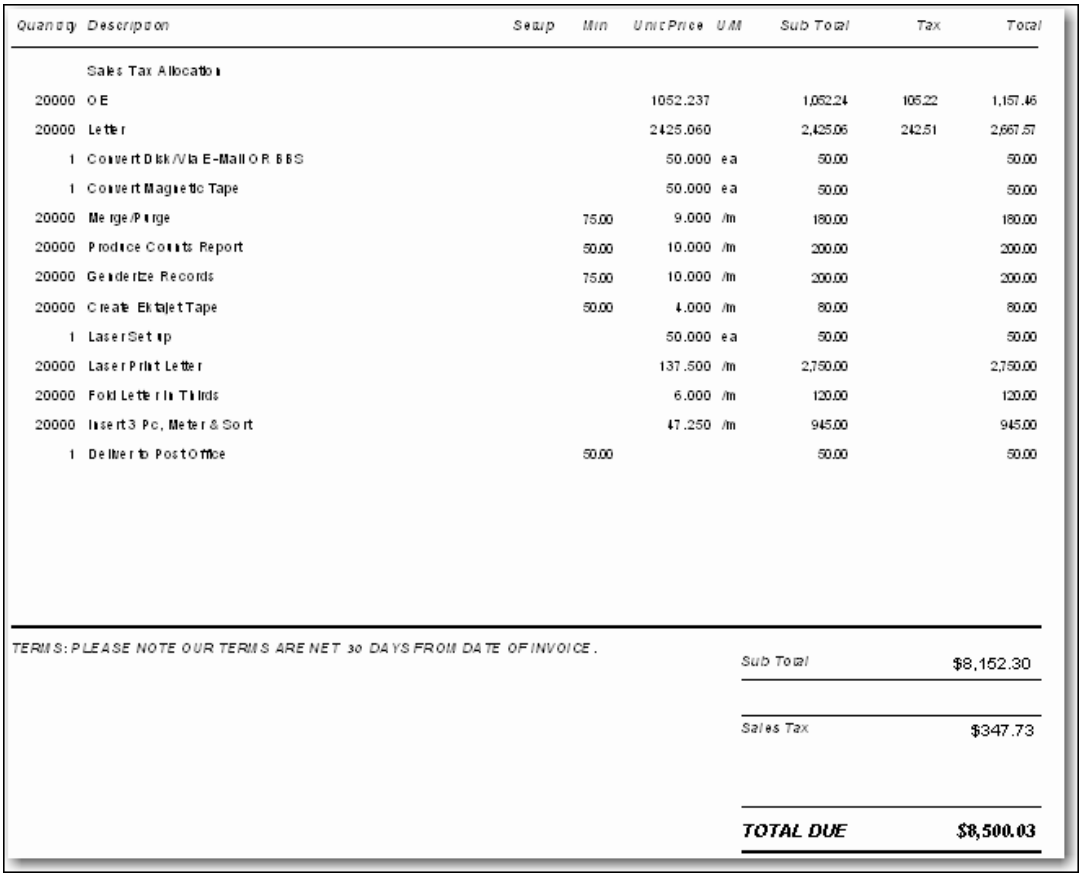
When an invoice is created for a customer, all tax related processes assess a tax percentage. This is derived from the tax code defined within the Customer Master File program.

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.



Grou	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	OE			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	Genderize 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 Set up			50.000	ea	50.00		50.00
20000	Laser Print Letter			137.500	/m	2,750.00		2,750.00
20000	Fold Letter in Thirds			6.000	/m	120.00		120.00
20000	Insert 3 Pc, Meter & Sort			47.250	/m	945.00		945.00
1	Deliver to Post Office		50.00			50.00		50.00

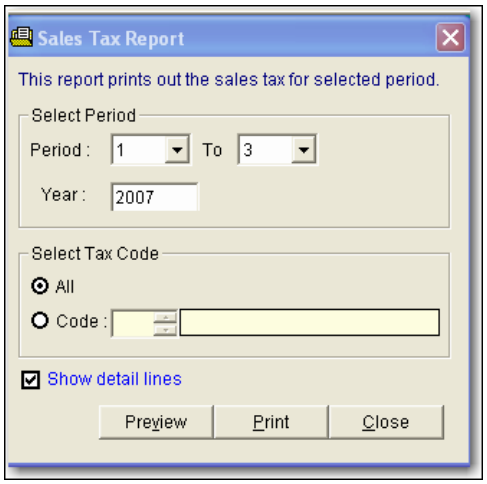
TERMS: PLEASE NOTE OUR TERMS ARE NET 30 DAYS FROM DATE OF INVOICE.

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

Printed on : 2/2/2007 9:26:07AM
For : SHELLY

Description : Show detail lines for Year: 2007 Period: 1 To: 3
For Item # : All Tax Codes

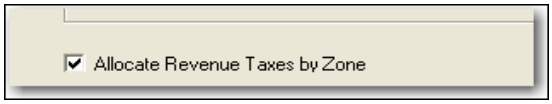
Code	Year	Period	Invoice #	Customer #	Customer Name	Net Lines Amt	Net Invoice Amt	Tax Amt
00	2007	1	682	111	A company	150.00	150.00	0.00
00	2007	1	685	1234	Flowers R'Us	0.00	0.00	0.00
00	2007	2	692	123	Monika's Company	710.00	710.00	0.00
00	2007	2	696	KIDSINC	KIDS, Inc	1,368.60	1,368.60	0.00
00	2007	2	697	KIDSINC	KIDS, Inc	19,365.88	19,365.88	0.00
00	2007	2	698	KIDSINC	KIDS, Inc	19,365.88	19,365.88	0.00
00	2007	2	699	111	A company	4,590.00	4,590.00	0.00
00	2007	2	700	1222	Black Angus Doggie Day Care	100.00	100.00	0.00
00	2007	2	701	1222	Black Angus Doggie Day Care	-100.00	-100.00	0.00
00	2007	3	710	1222	Black Angus Doggie Day Care	3,590.00	3,590.00	0.00
00	2007	3	712	1222	Black Angus Doggie Day Care	-3,590.00	-3,590.00	0.00
00	2007	3	714	1222	Black Angus Doggie Day Care	23,564.92	23,564.92	0.00
00	2007	3	715	101	Ice Breakers	500.00	500.00	0.00
Sub Total for Tax Code : 00				non taxable		69,615.28	69,615.28	0.00
07	2007	2	703	west	Western Nut	1,150,817.72	1,150,817.72	0.00
Sub Total for Tax Code : 07				countytax		1,150,817.72	1,150,817.72	0.00
T	2007	3	705	sales	Sales Tax Customer	13,152.00	13,586.00	434.00
Sub Total for Tax Code : T				Taxable		13,152.00	13,586.00	434.00
Grand Total:						1,233,585.00	1,234,019.00	434.00

Option 2 – Allocate Sales Tax by Zone

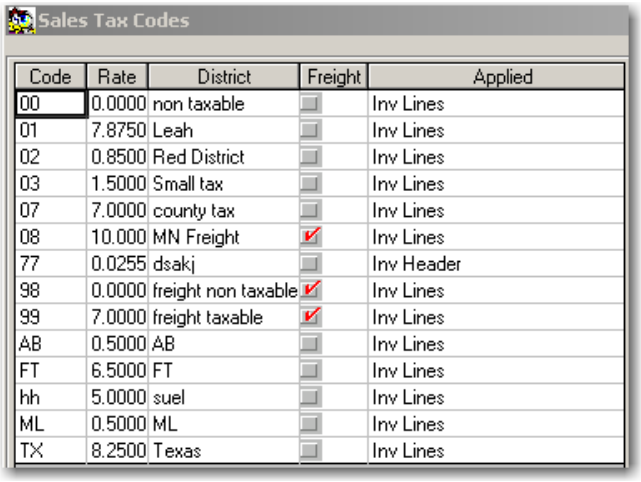
This method calculates sales tax using the same sales tax code set-up described under method 1. What is different with this method is that you are able to spread the sales tax across multiple “zones” or destination points. The percentages applied to each zone are maintained manually.

Set-up

1. 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.

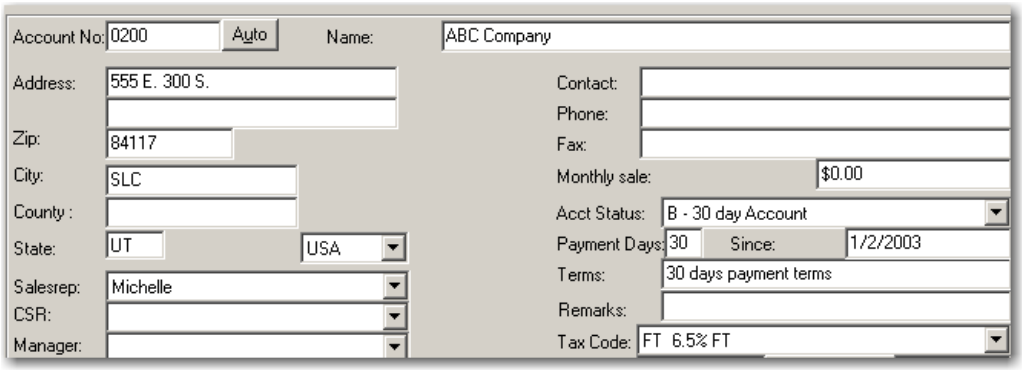


2. Define multiple sales tax codes via Customer Master File>Modules>Sales Tax Codes.
3. The code is a maximum 2 digit alpha numeric field. Establish a tax code for every jurisdiction you have nexus in and need to report on.



For existing customers with pre-defined rates and codes already associated with customers, **no changes are required.** The program simply reads from your existing code for sales tax calculation. This applies to both the sales tax code set-up as well as the Customer Master File.

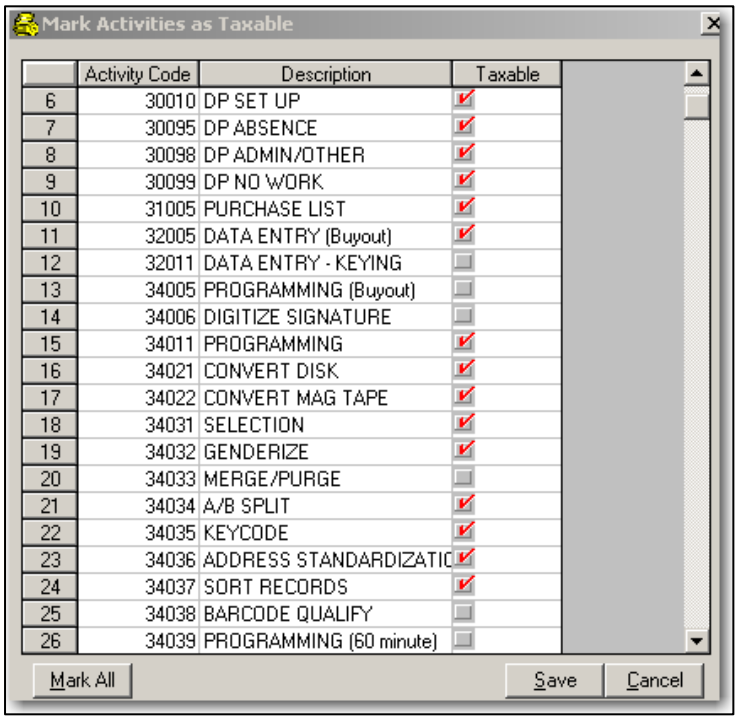
4. As part of the Customer Master File set up, a default tax code should be selected as in the example below. For additional details on setting up the Customer Master File, please refer to that section of the documentation. This default should represent the tax code that applies to this customer.



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.

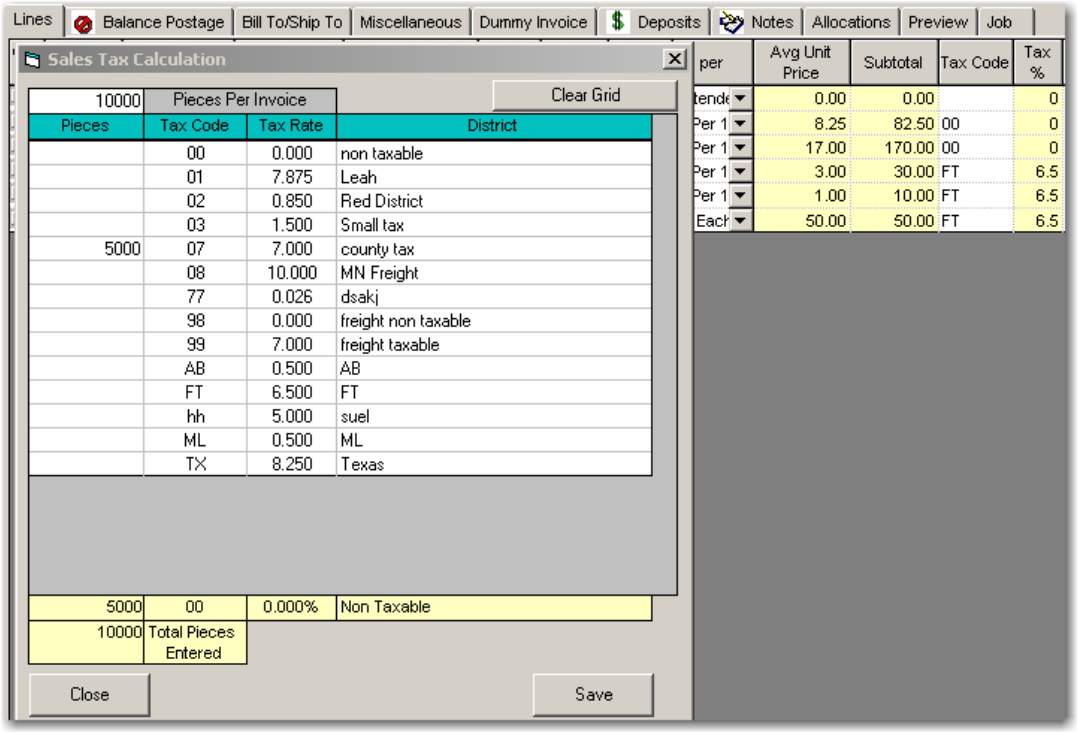


Accounts Receivable Invoicing

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**.

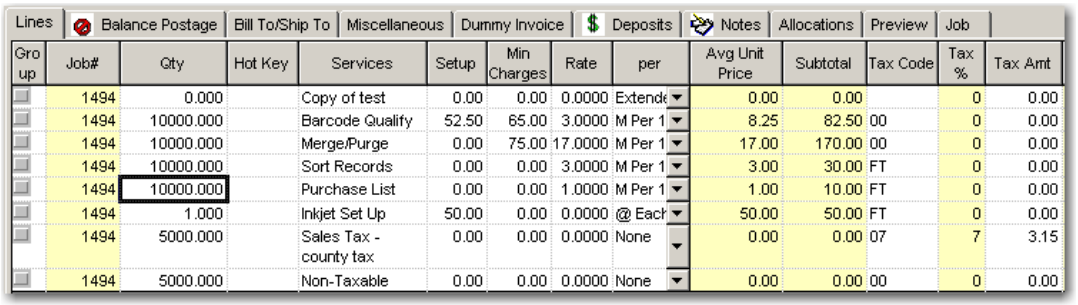
   Selecting this option opens a grid where you can fill in the number of pieces shipped or mailed to each "Zone" you have previously defined.



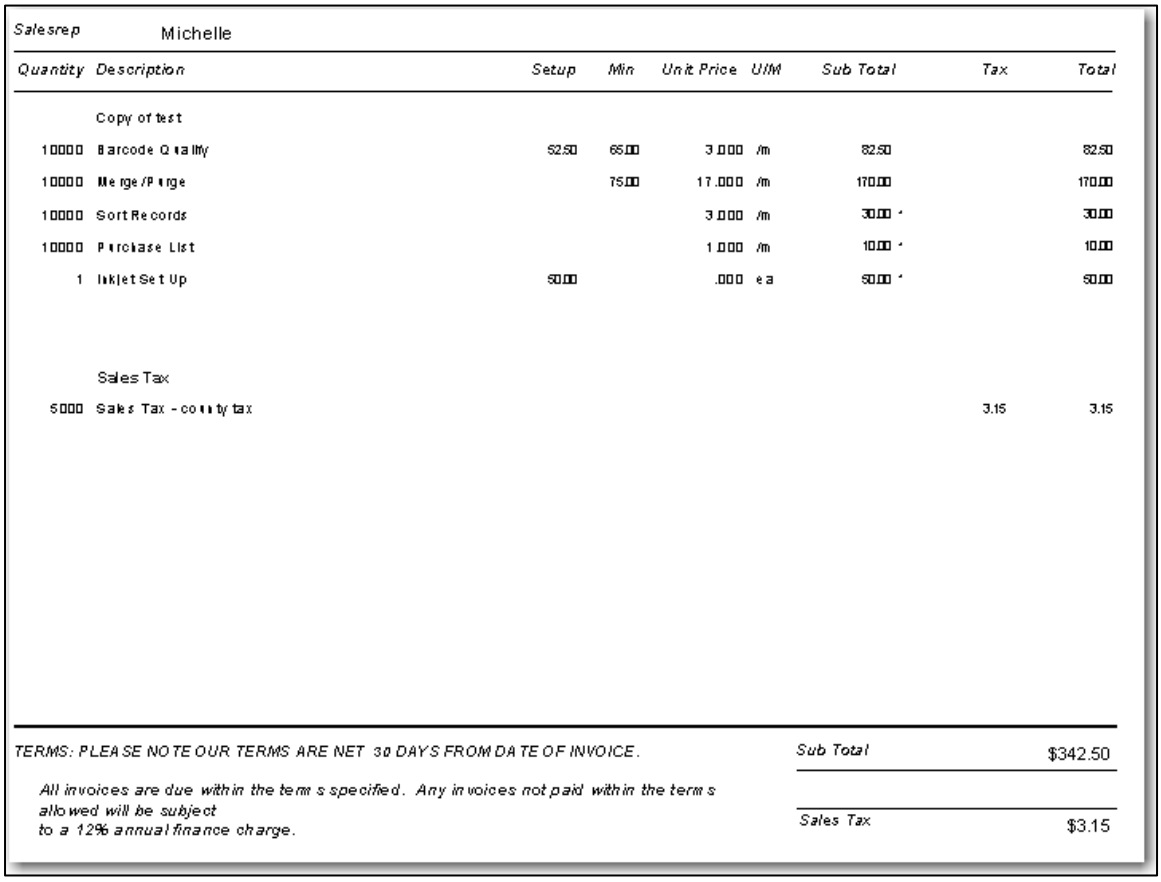
3. Begin by entering the number of **Pieces Per Invoice** and then the number for each zone.

   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.



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	UM	Sub Total	Tax	Total
	Copy of test							
10000	Barcode Quality	52.50	65.00	3.000	/m	82.50		82.50
10000	Merge/Purge		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.

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.

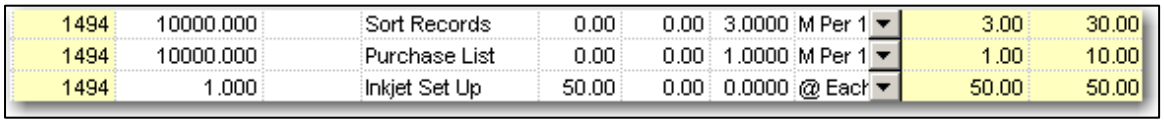
Sub Total $342.50

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.

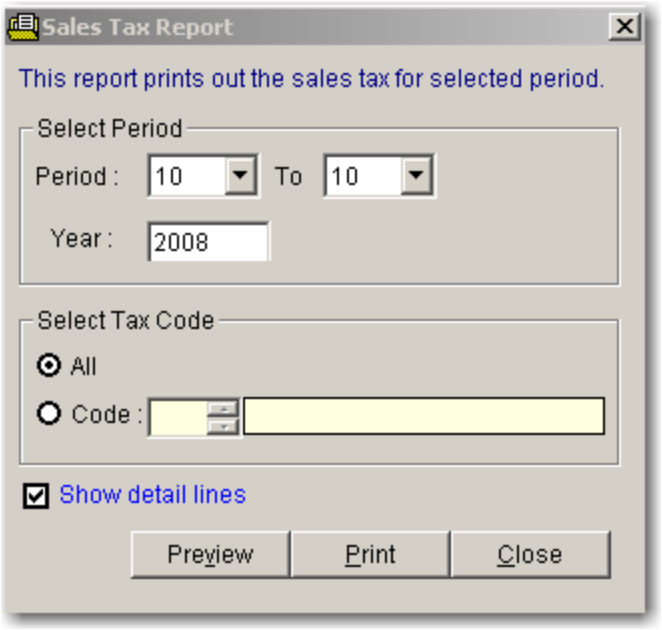
The formula is:

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

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	550.00	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.

Accounts Receivable Invoicing

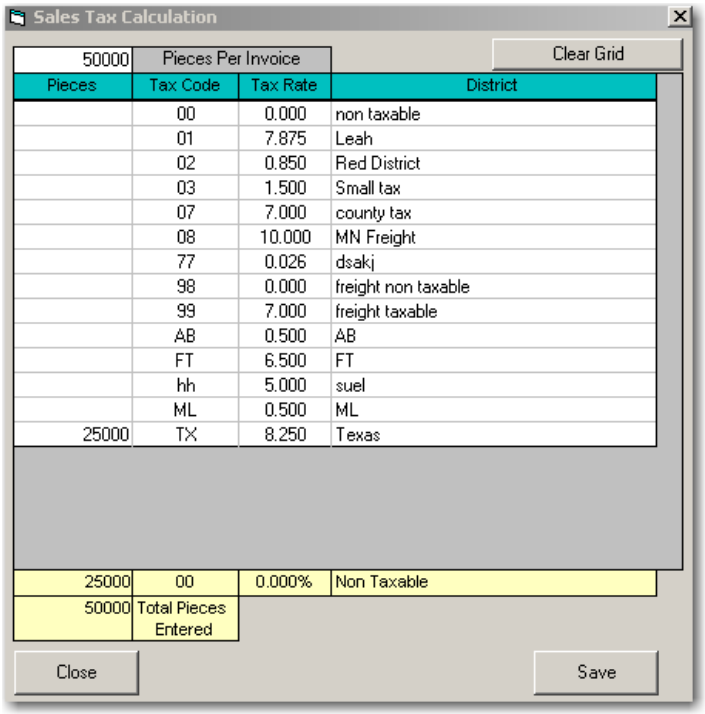
Process jobs and AR Invoices as you would normally.

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	Extende	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.



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	Extende	0.00	0.00		0	0.00
1494	50000.000		Barcode Qualify	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.

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.

Sub Total	$1,502.50
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.

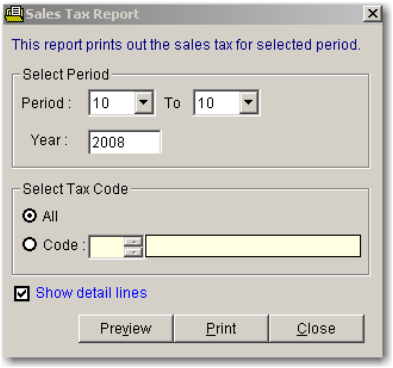
The formula is:

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

Printed on : 7/15/2008 3:58:44PM
For : LS

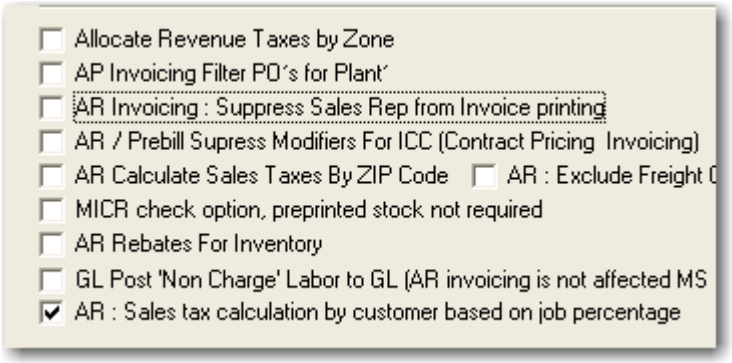
Description : Show detail lines for Year: 2008 Period: 10 To: 10
For Item # : All Tax Codes

Code	Year	Period	Invoice #	Customer #	Customer Name	Net Lines Amt	Net Invoice Amt	TaxAmt
00	2008	10	11253	1	ACME WIDGETS	500.00	500.00	0.00
00	2008	10	11261	0200	ABC Company	225.00	1,532.81	0.00
Sub Total for Tax Code :	00	non taxable				725.00	2,032.81	0.00
00*	2008	10	11261	0200	ABC Company	1,052.50	1,532.81	0.00
Sub Total for Tax Code :	00*	non taxable				1,052.50	1,532.81	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
08	2008	10	11254	PSMITH	RYLANDER CO.	300.00	550.00	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
08*	2008	10	11261	0200	ABC Company	200.00	1,532.81	20.00
Sub Total for Tax Code :	08*	MN Freight				200.00	1,532.81	20.00
FT*	2008	10	11261	0200	ABC Company	250.00	1,532.81	0.00
Sub Total for Tax Code :	FT*	FT				250.00	1,532.81	0.00
TX	2008	10	11261	0200	ABC Company	225.00	1,532.81	10.31
Sub Total for Tax Code :	TX	Texas				225.00	1,532.81	10.31
Grand Total :						5,708.64	37,883.93	244.05

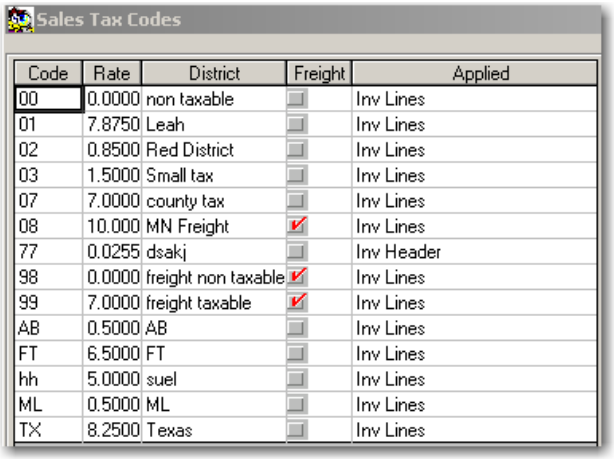
Option 3 – Calculate Sales Tax Based on Percentage of Job that is Taxable

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.

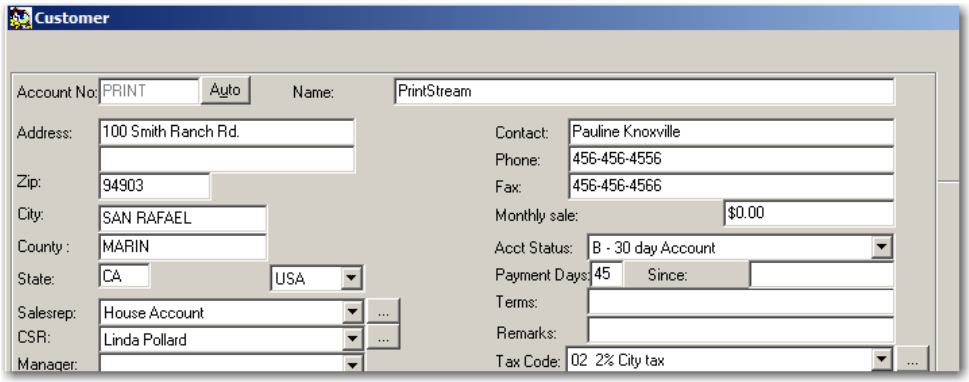


1. Define multiple sales tax codes via Customer Master File>Modules>Sales Tax Codes.
2. The code is a maximum 2 digit alpha numeric field. Establish a tax code for every jurisdiction you have nexus in and need to report on.



Code	Rate	District	Freight	Applied
00	0.0000	non taxable	☐	Inv Lines
01	7.8750	Leah	☐	Inv Lines
02	0.8500	Red District	☐	Inv Lines
03	1.5000	Small tax	☐	Inv Lines
07	7.0000	county tax	☐	Inv Lines
08	10.000	MN Freight	☑	Inv Lines
77	0.0255	dsakj	☐	Inv Header
98	0.0000	freight non taxable	☑	Inv Lines
99	7.0000	freight taxable	☑	Inv Lines
AB	0.5000	AB	☐	Inv Lines
FT	6.5000	FT	☐	Inv Lines
hh	5.0000	suel	☐	Inv Lines
ML	0.5000	ML	☐	Inv Lines
TX	8.2500	Texas	☐	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.

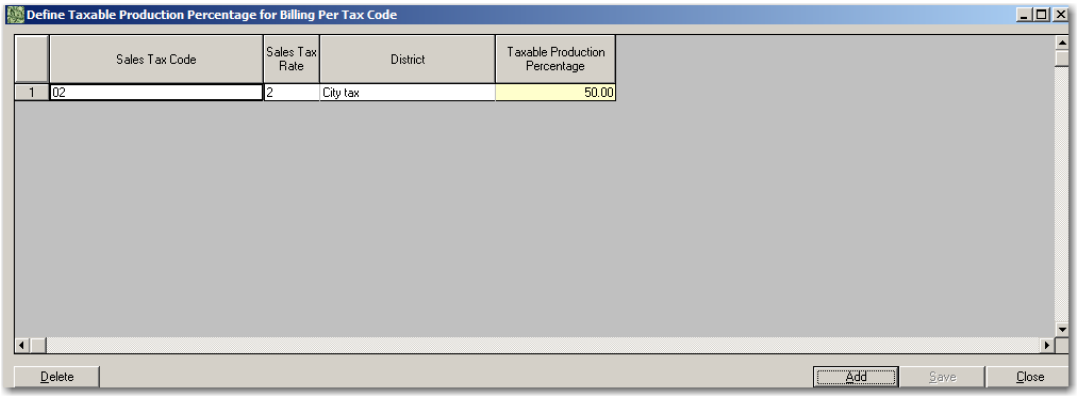


4. Click the box to the right of the **Tax Code** field to define the Taxable Production Percentages for the customer.

5. Click **Add**.
6. 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.

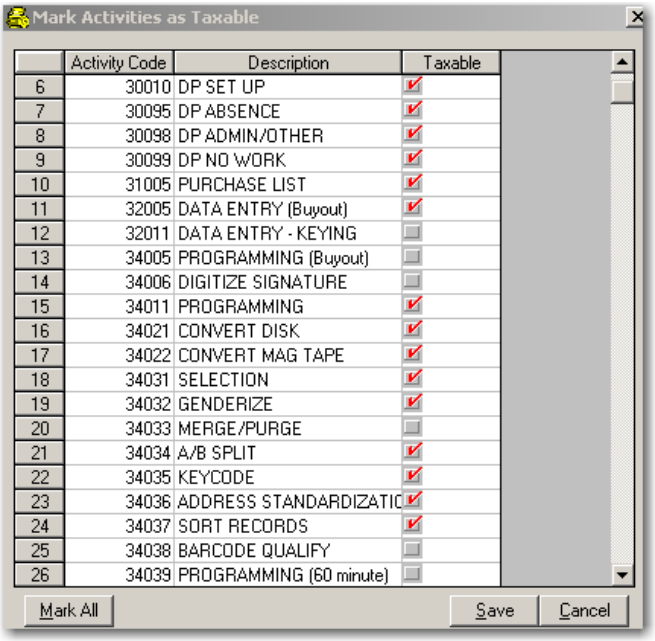
6. Enter the percentage of the job that is taxable for the tax code entered.



7. Confirm Activity Code set-up.

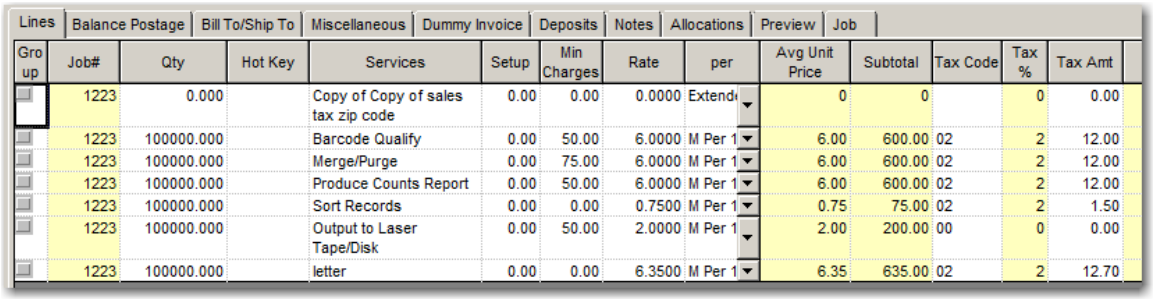
   Master File Reports>System Maintenance>Mark Activities Taxable

   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.



Accounts Receivable Invoicing

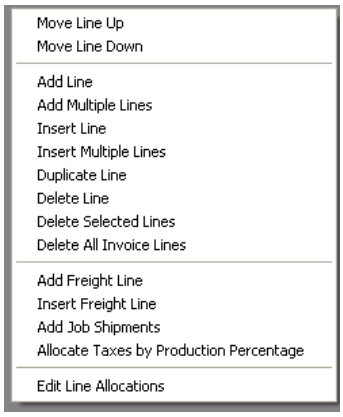
Process jobs and AR Invoices as you would normally. For detailed instructions on use of the AR Module and invoice generation, please refer to the Accounts Receivable section of the documentation.



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

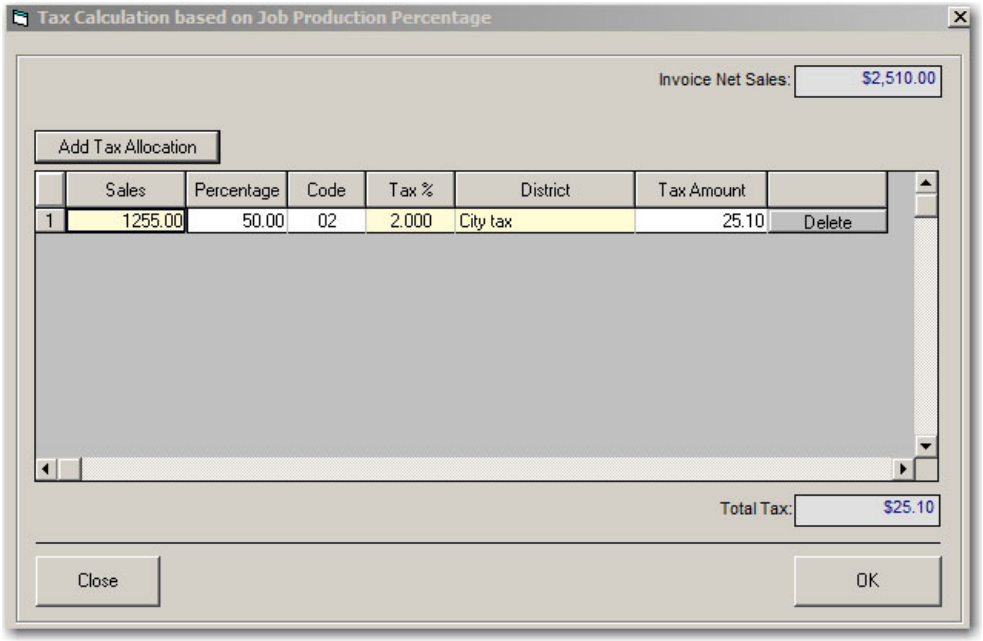
Group	Job#	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt
	1223	0.000		Copy of Copy of sales tax zip code	0.00	0.00	0.0000	Extend	0	0		0	0.00
	1223	100000.000		Barcode Qualify	0.00	50.00	6.0000	M Per 1	6.00	600.00	02	2	12.00
	1223	100000.000		Merge/Purge	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.

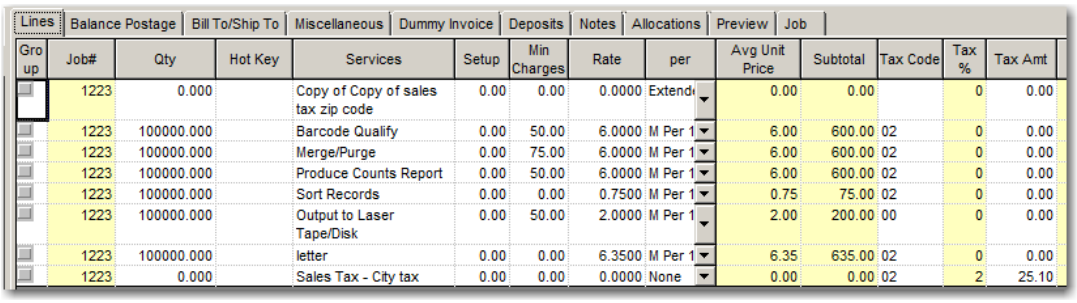


The calculation used to arrive at the Invoice Net Sales is adding the Subtotal of taxable line items shown below ($600.00 + 600.00 + 660.00 + 75.00 + 635.00 = $2,510.00).

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).

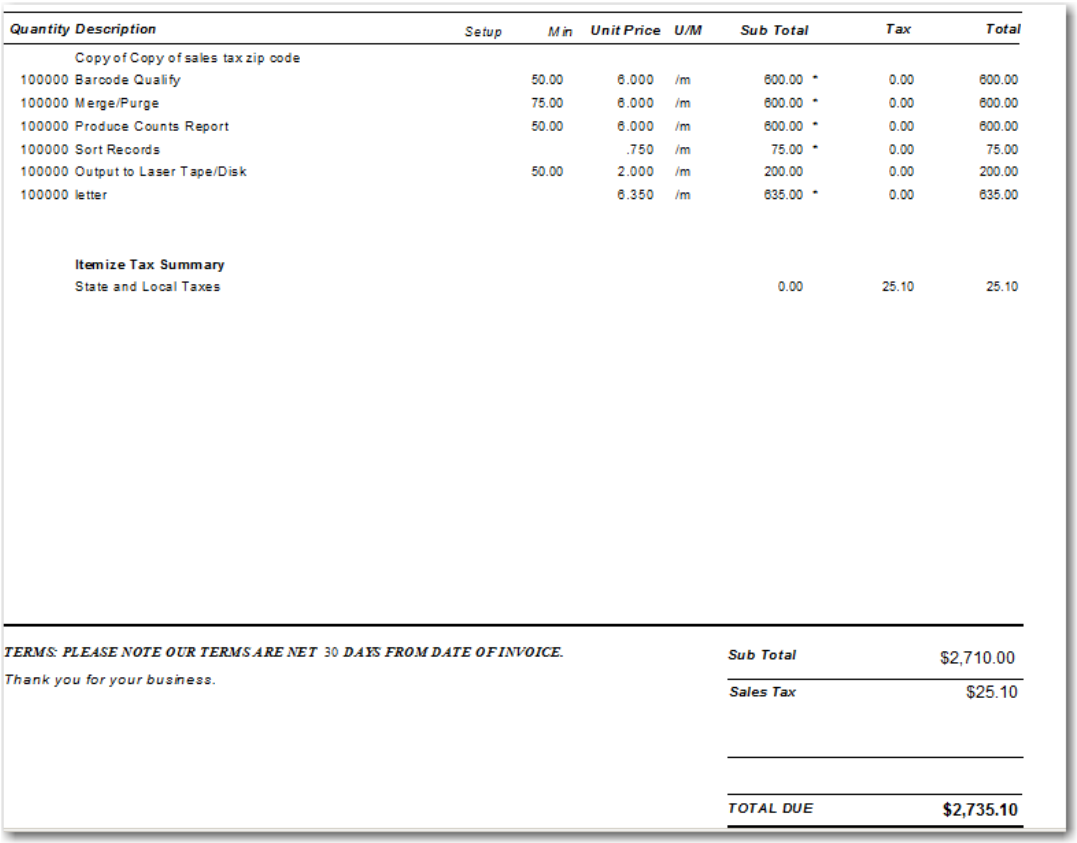
The Tax Amount is calculated by taking the Sales amount multiplied by the Tax % ($1255.00 x 25% = $25.10).

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.

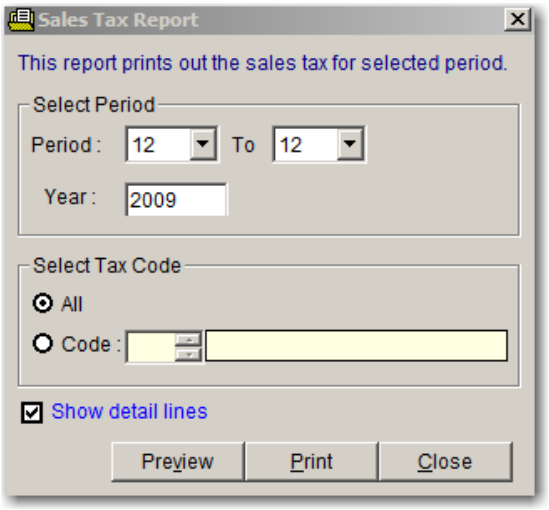
Thank you for your business.

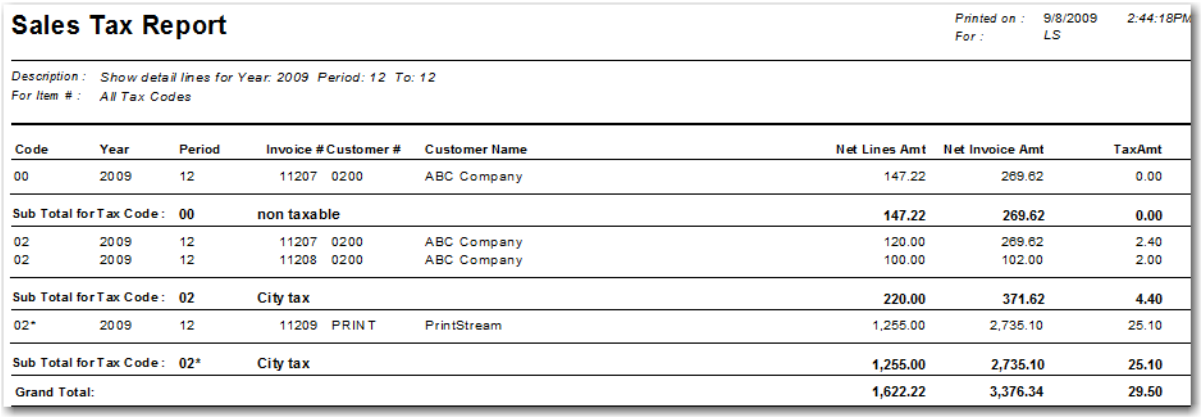
Sub Total	$2,710.00
Sales Tax	$25.10
TOTAL DUE	**$2,735.10**

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

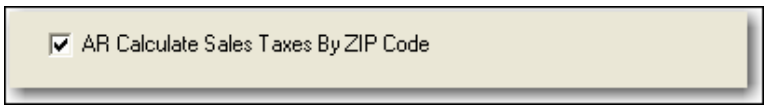
1. Obtain a subscription to a 3rd party sales tax rate provider for nexus states.

   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.

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.

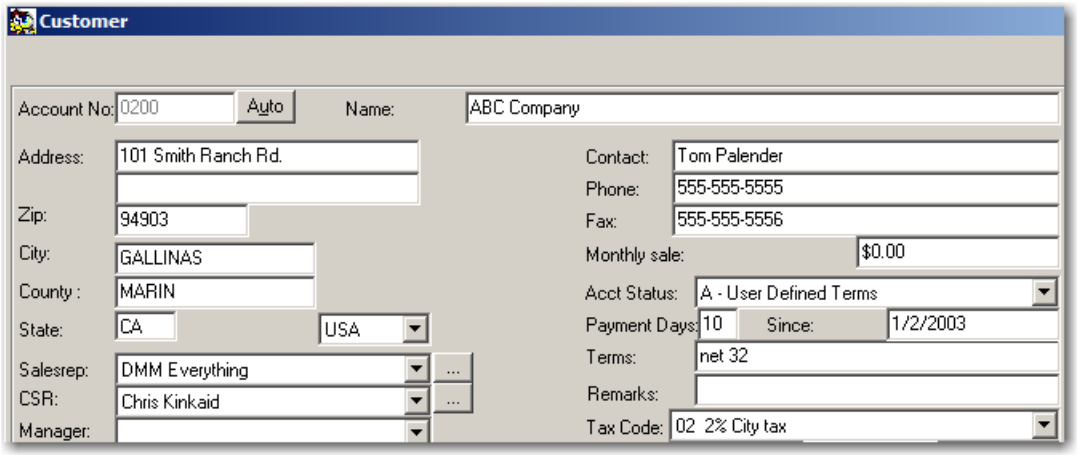
7. Define (at least) 2 sales tax rates via Customer Master File>Modules>Sales Tax Codes.

   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	Inv Lines
T	10.0000	Taxable	Inv Lines

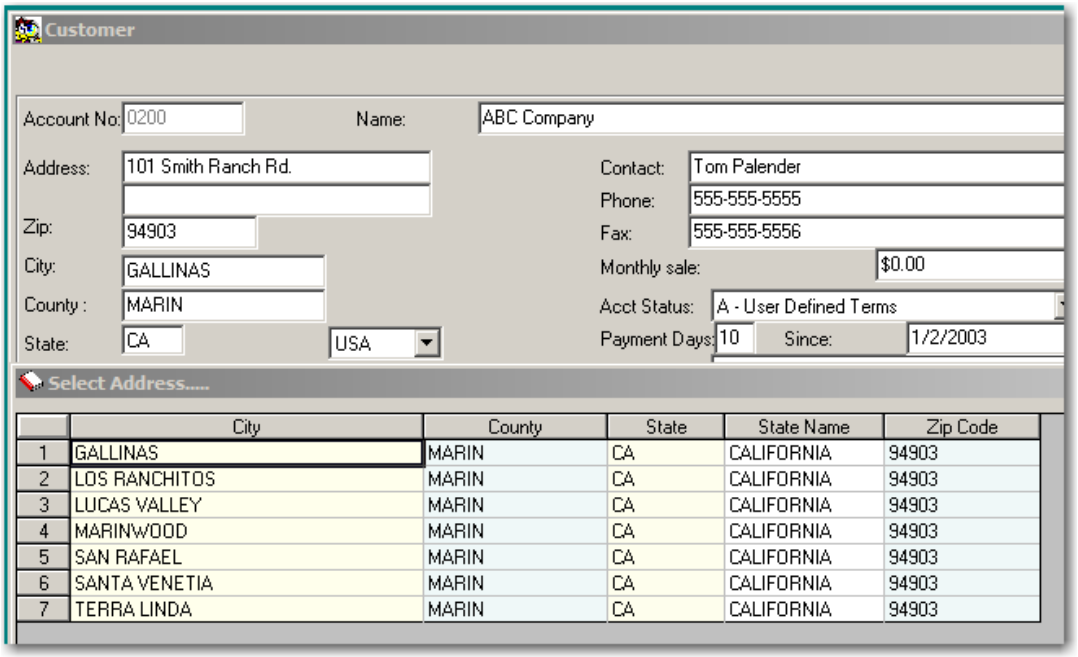
   For existing customers with pre-defined rates and codes already associated with customers, **some changes may be required.** The program reads from your existing codes for sales tax calculation. The Customer Master File needs to be more completely filled in over time. If you attempt to create a shipment 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.

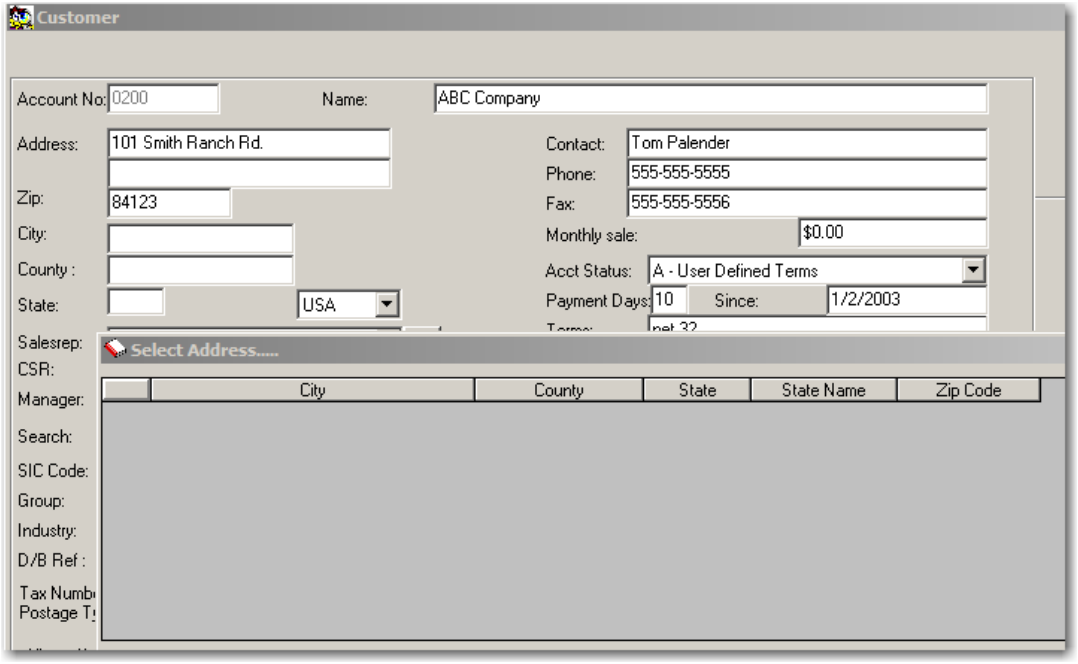


When adding new customers or additional addresses for existing customers, a validation takes place based on the zip code selected. Many zip codes apply to more than one city and you are prompted to select and save the correct city. This validation / look up relates directly to the zip codes in the imported 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.



This graphic represents the entry of a zip code that is not part of the rate codes previously imported.

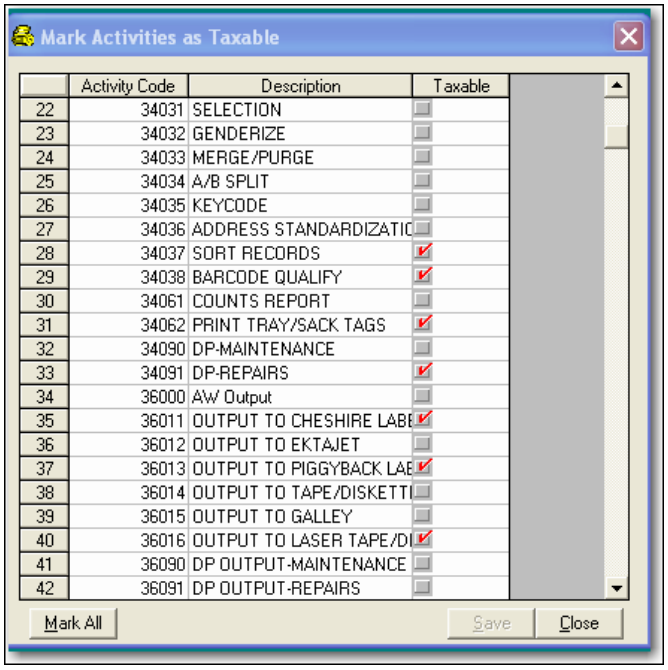


9. In this example, simply close the form since there is no city to select. Upon **Save**, you will receive a message Zip code cannot be validated, do you wish to continue? This message is only a double check that the address selected is a valid address, but doesn't fall into a tax jurisdiction where your company is required to collect sales tax.

10. Confirm Activity Code set-up.

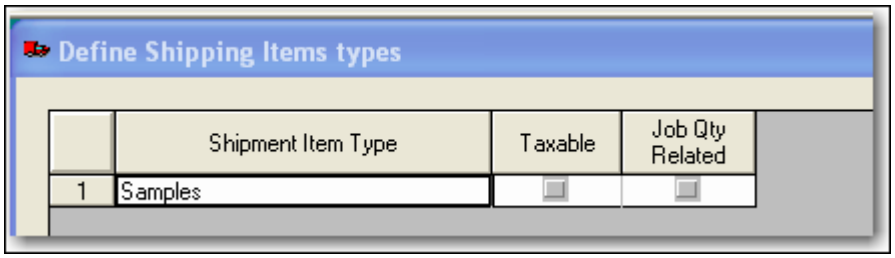
    Master File Reports> System Maintenance> Mark Activities Taxable

    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.



Optional set-up

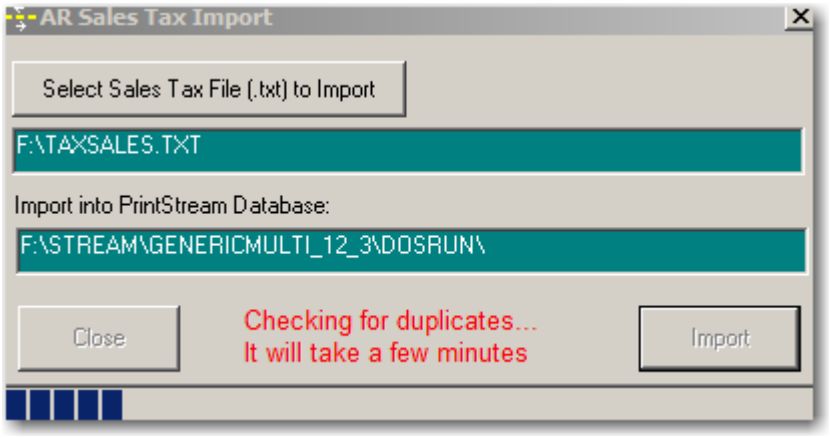
As shipments are created via the Shipping Module the assumption will be that they all are eligible for taxation. If you have a need to create job related shipments that should not be included in the eventual tax calculation, for items such as samples, you will want to define at least one Shipping type 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.

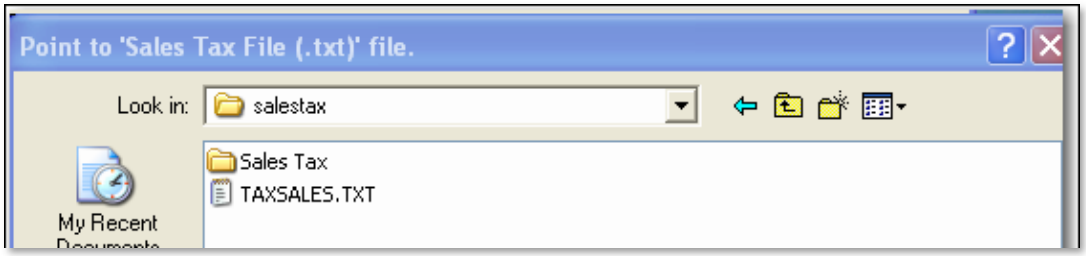


Import Sales Tax Rates

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.

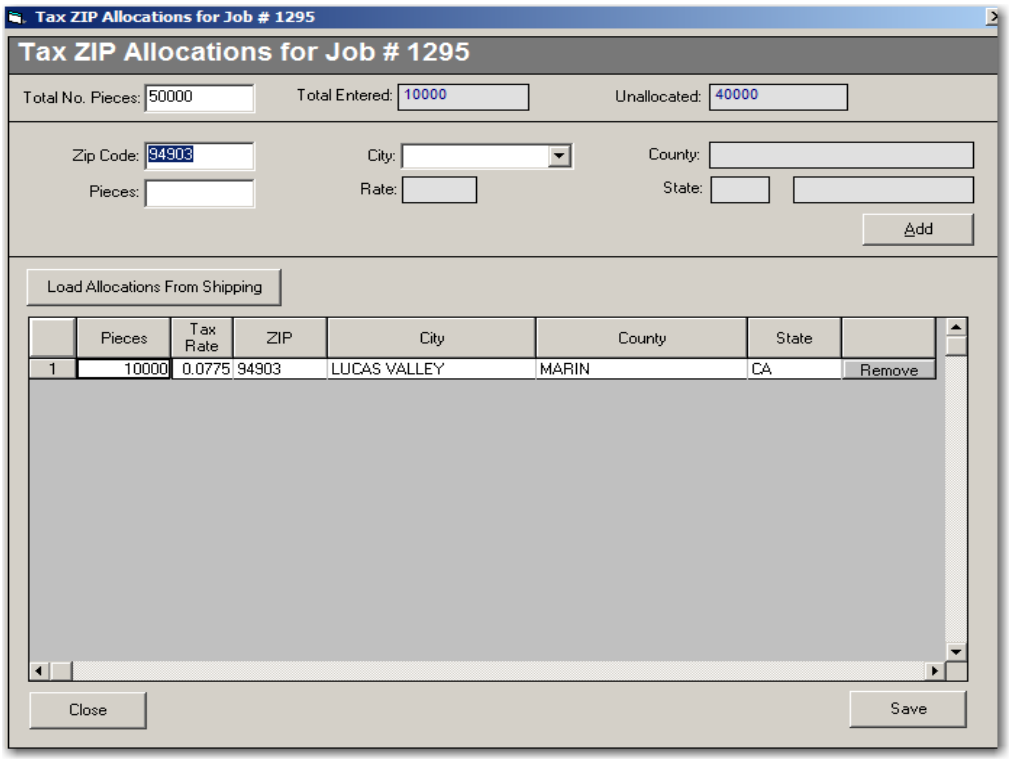
2. Enter the zip code you are mailing into.

   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.

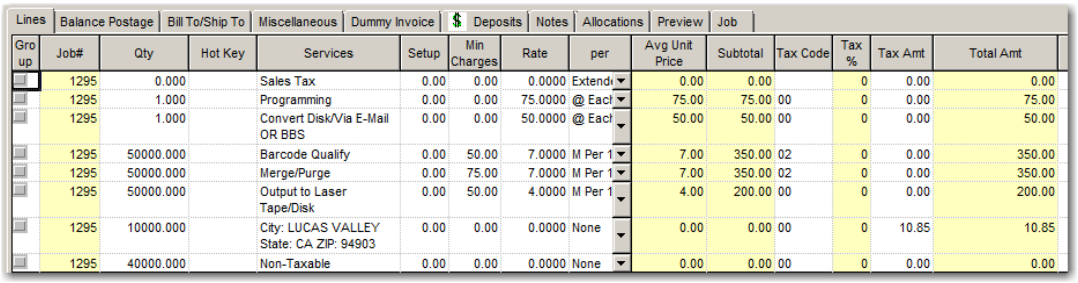
4. Continue to add until all pieces have been allocated by zip code.

   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.



5. Click **Save** and **Close**.

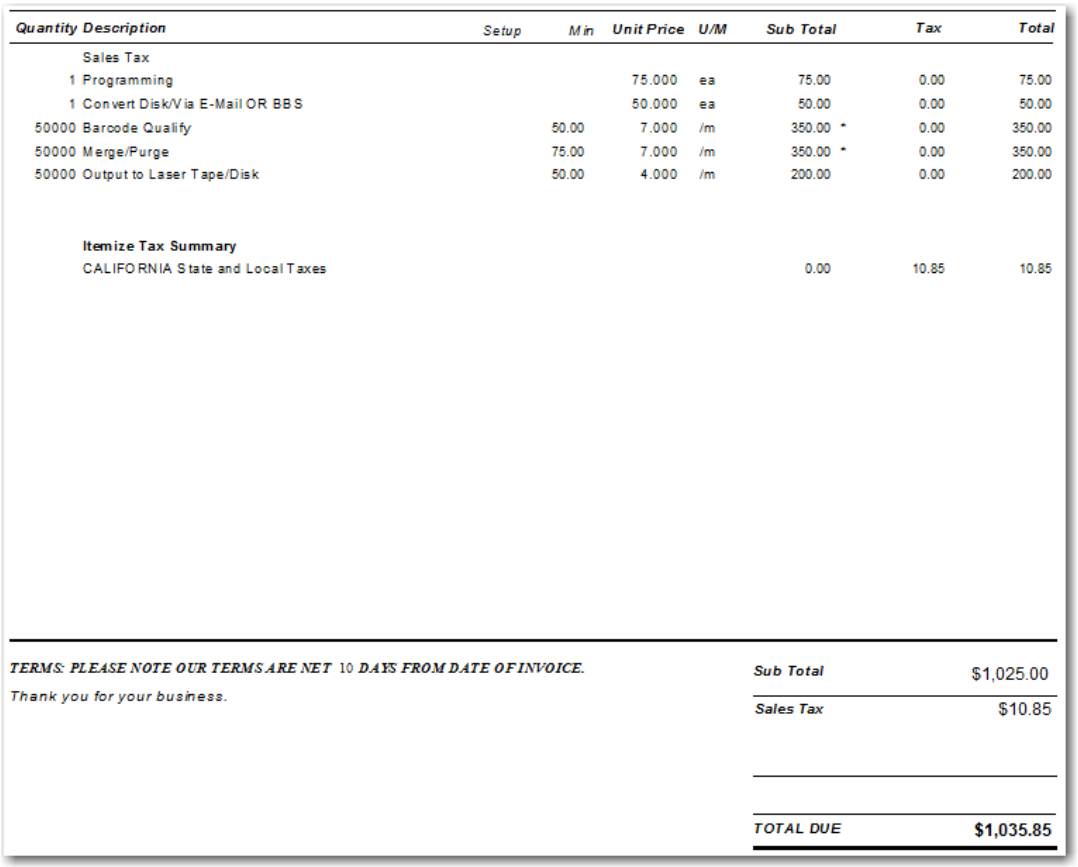
   You are returned to the Lines tab of the invoice where you will see the individual line item tax has been removed and replaced by 1 (equal to number of destination points), new line on the invoice that relate directly to the tax that should be assessed based on the destination point defined in the grid, 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	@ Eacl	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	@ Eacl	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

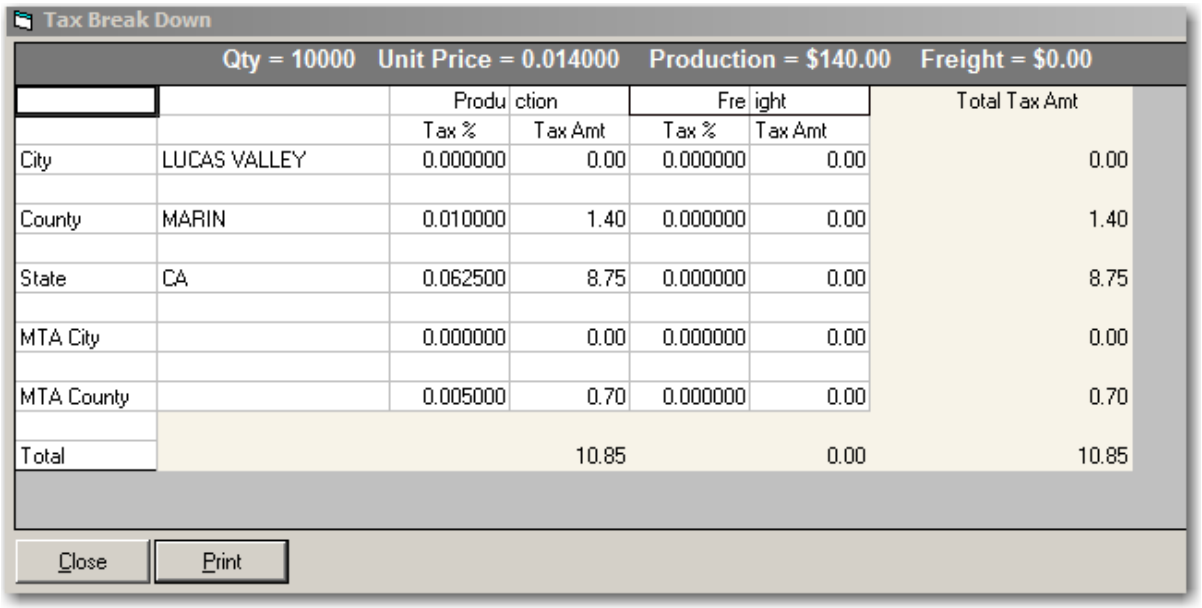
The subtotal value for these 2 lines combined is $700.00. This is the net revenue, taxable amount.

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 x7.75% 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.



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**.

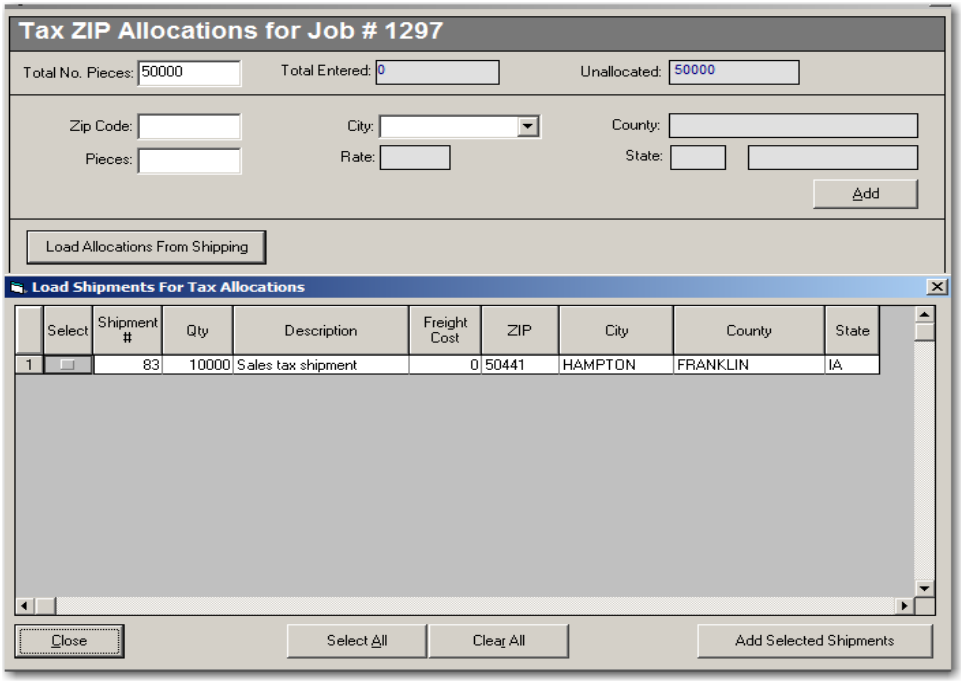
   The job quantity auto-defaults into the **Total No. Pieces** field.

2. Click the **Load Allocations From Shipping** button.

   A list of all shipments for the job loads in a grid.

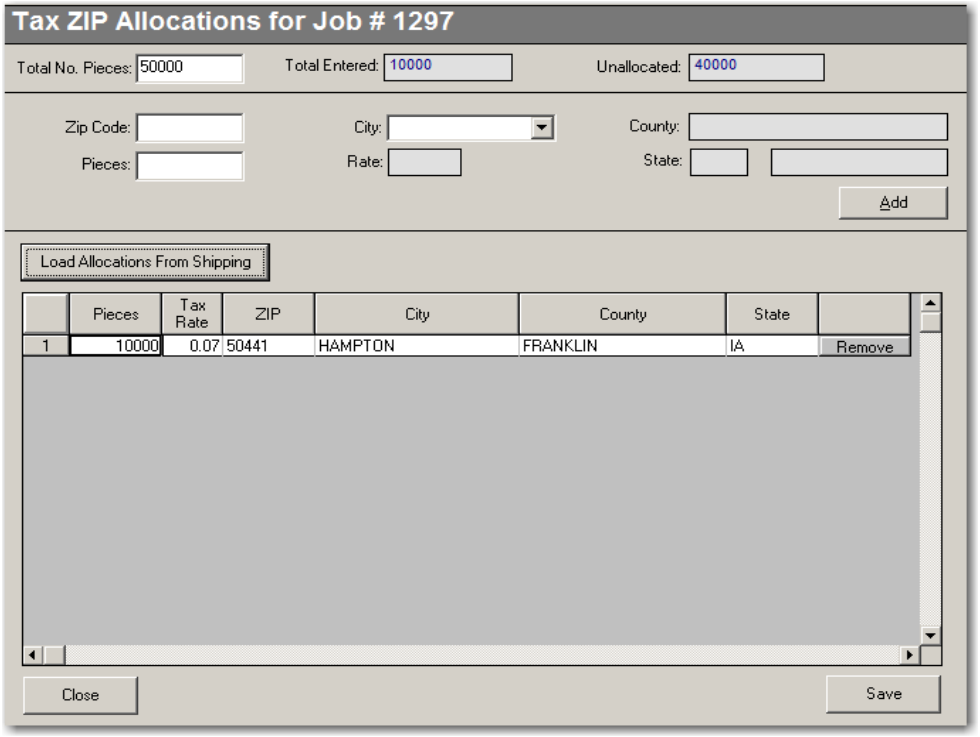
3. Select the shipments being billed by selecting the check box in the **Select** column.

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**.

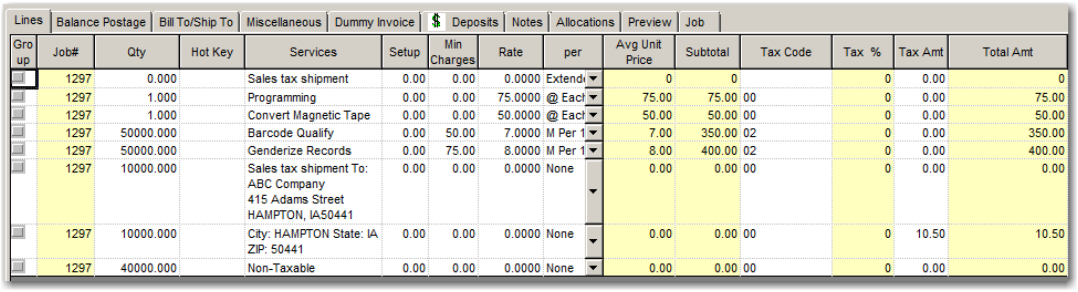


5. Upon **Save**, the Tax ZIP Allocations screen populates with the number of pieces shipped to the selected ship to destination. You can also add more destination points in this screen for a job where some materials have shipped (10,000) to Hampton, IA, and some pieces have been mailed. If some pieces

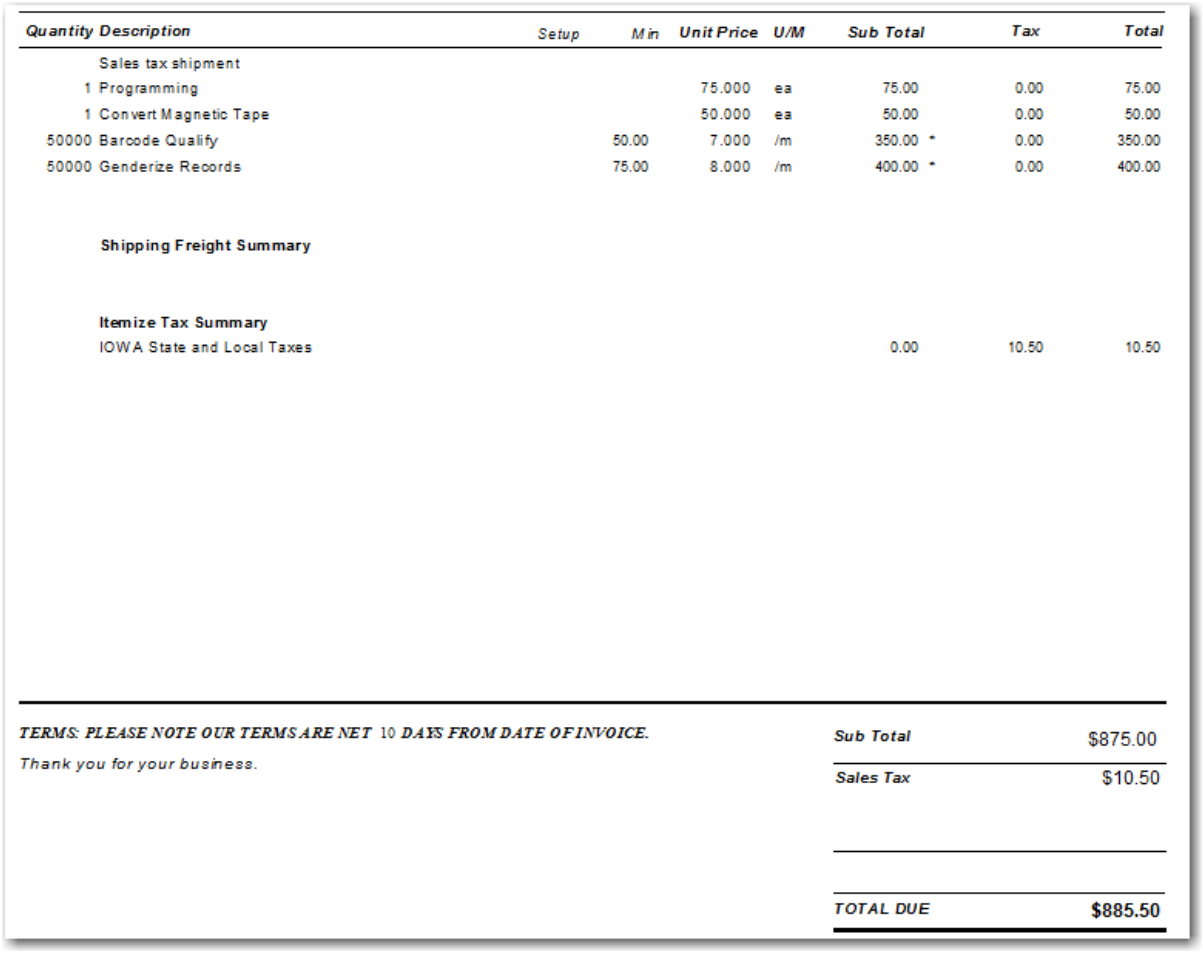
were mailed, you can then proceed to manually enter additional pieces using the method explained in Method 1 of this section (above).



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.



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 Qualify		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.

Thank you for your business.

Sub Total	$875.00
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

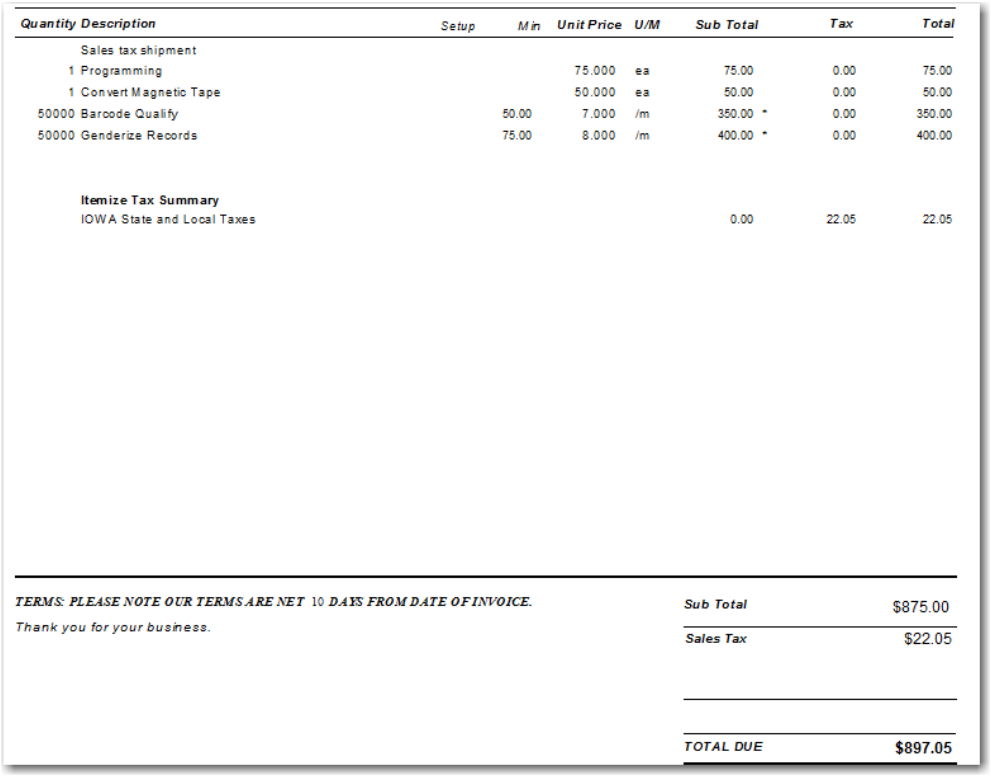
Options: If multiple taxed destination points for the same state are calculated on the invoice, you have the option to list each taxing destination individually or consolidate them on one line. To consolidate tax lines per state requires activation by your EFI PrintStream Support contact.

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.



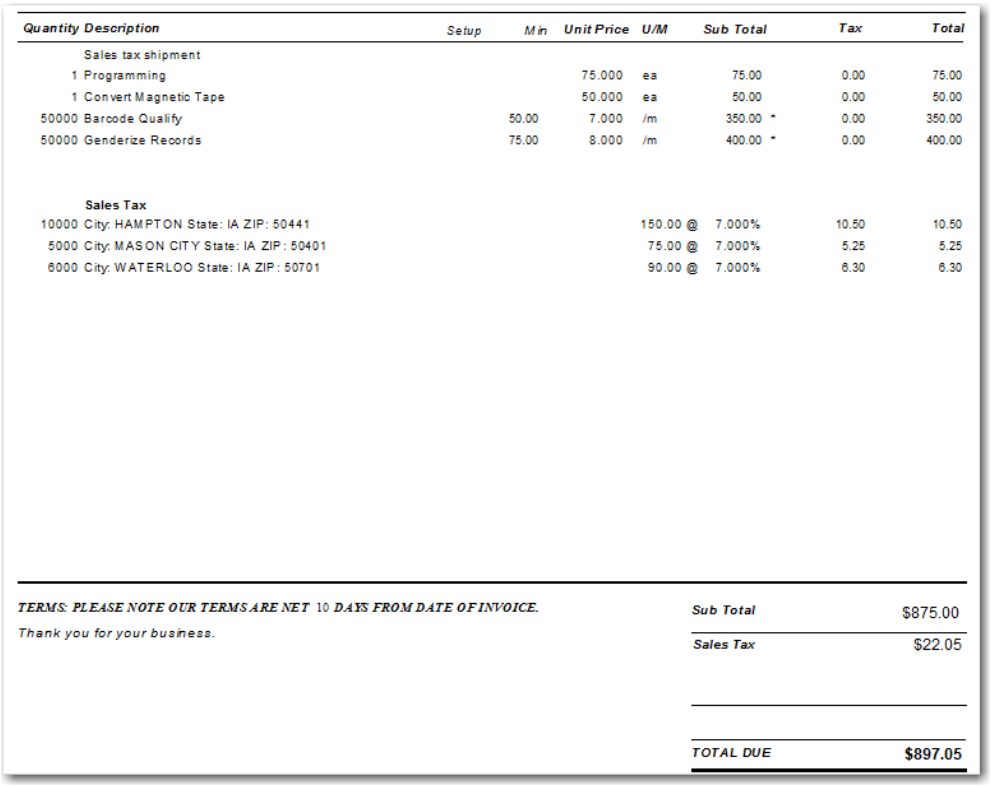
Quantity	Description	Setup	Min	Unit Price	U/M	Sub Total	Tax	Total
	Sales tax shipment							
1	Programming			75.000	ea	75.00	0.00	75.00
1	Convert Magnetic Tape			50.000	ea	50.00	0.00	50.00
50000	Barcode Qualify		50.00	7.000	/m	350.00 *	0.00	350.00
50000	Genderize Records		75.00	8.000	/m	400.00 *	0.00	400.00
	Itemize Tax Summary							
	IOWA State and Local Taxes					0.00	22.05	22.05

TERMS: PLEASE NOTE OUR TERMS ARE NET 10 *DAYS FROM DATE OF INVOICE.*

Thank you for your business.

Sub Total	$875.00
Sales Tax	$22.05
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	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 Qualify		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

TERMS: PLEASE NOTE OUR TERMS ARE NET 10 *DAYS FROM DATE OF INVOICE.*

Thank you for your business.

Sub Total	$875.00
Sales Tax	$22.05
TOTAL DUE	**$897.05**

Method 3

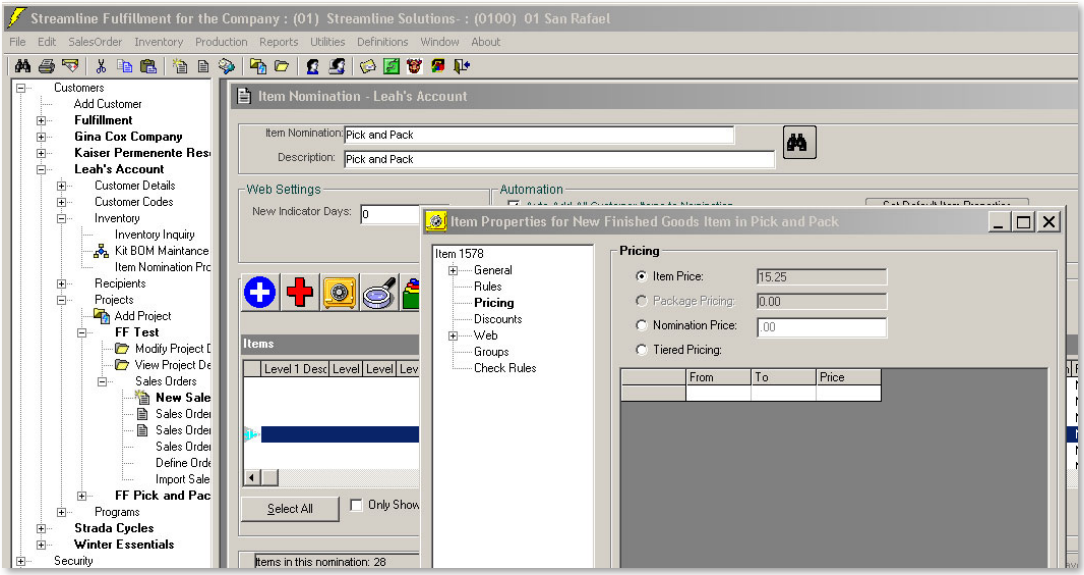
This method describes how sales tax is calculated for fulfillment orders when invoiced from the AR Invoicing Module. For details regarding creation of invoices from fulfillment, please refer to Fulfillment documentation or contact your Fulfillment Support representative.

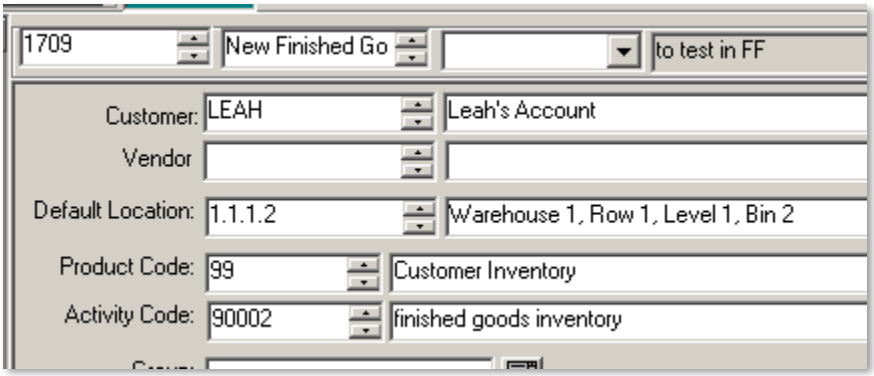
The invoice created in AR from fulfillment has pre-calculated sales tax already visible. There are restrictions placed on this type of invoice that prevent the user from making edits to the invoice itself. These restrictions are in place to maintain the integrity of the sales tax calculation.

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:

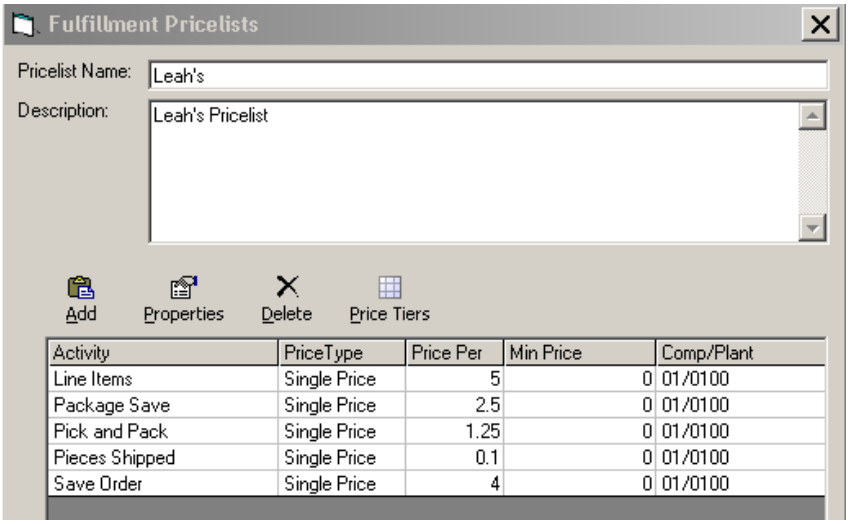
1. Activate setting for calculating taxes by zip code.
2. The customer in MF Customer is marked as being taxable .
3. The activities used on the inventory item and Pricelist items are marked as taxable.

   The sell price is established on the settings you have in Item Nomination and the activity linked in MF Inventory for the item.

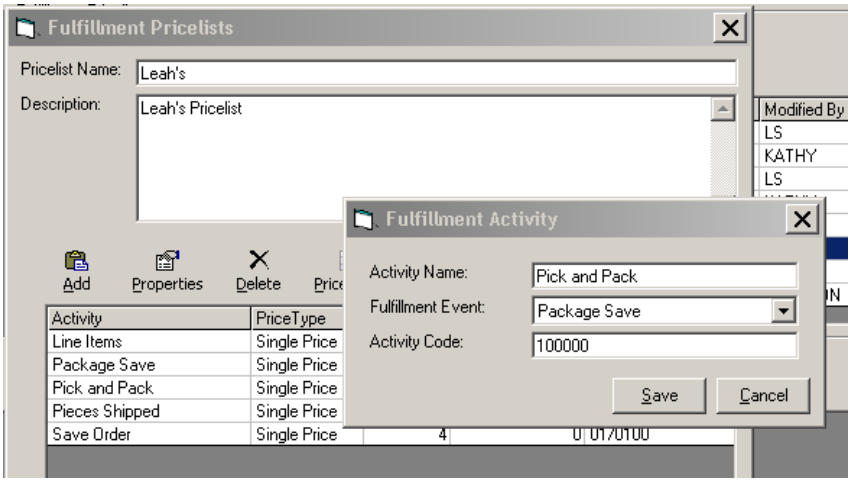




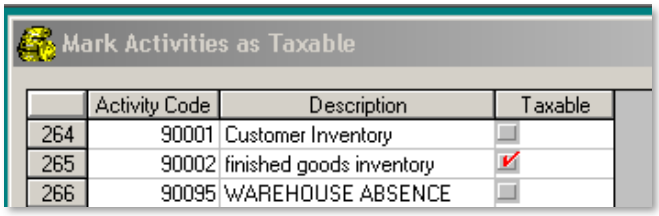
The Pricelist items are established in Fulfillment:

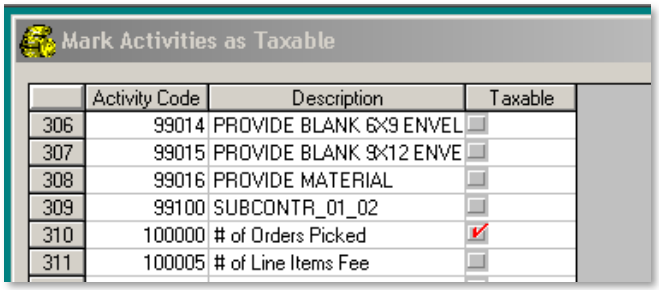


And the activity code linked for each activity within your pricelist:

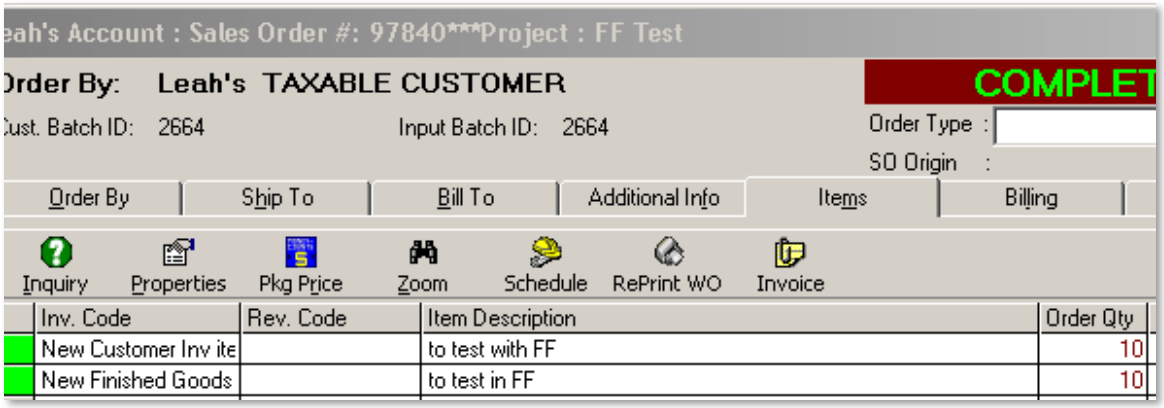


4. In MF Reports>Mark Activities as Taxable, the following activities are marked as taxable:

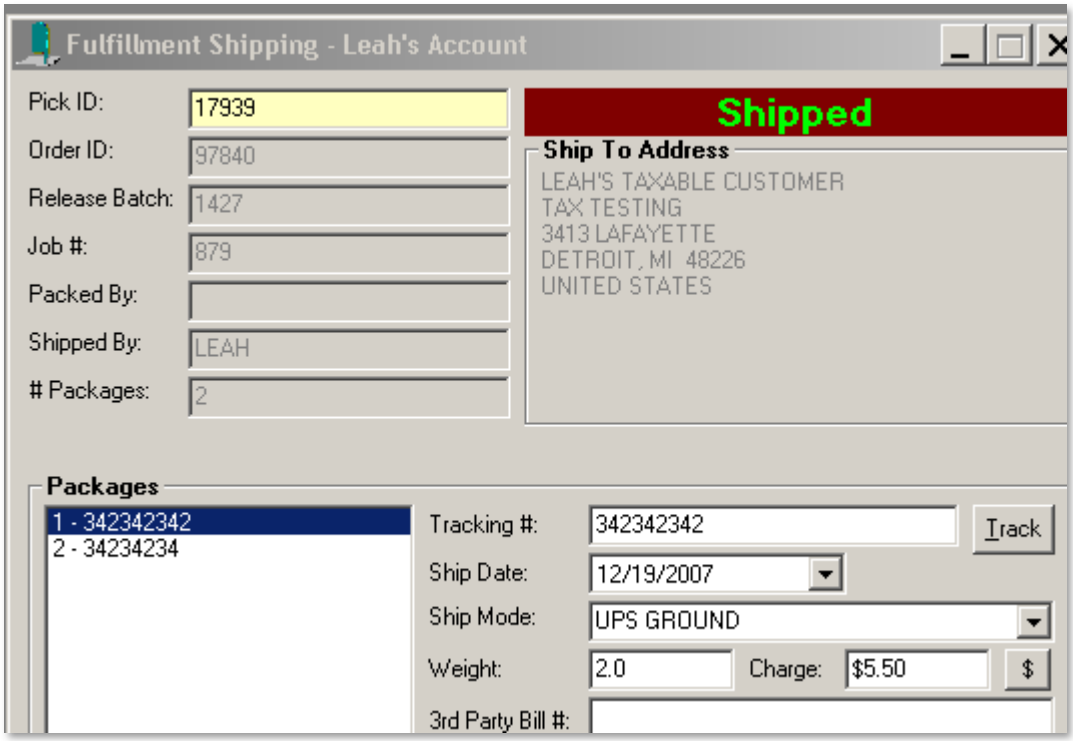




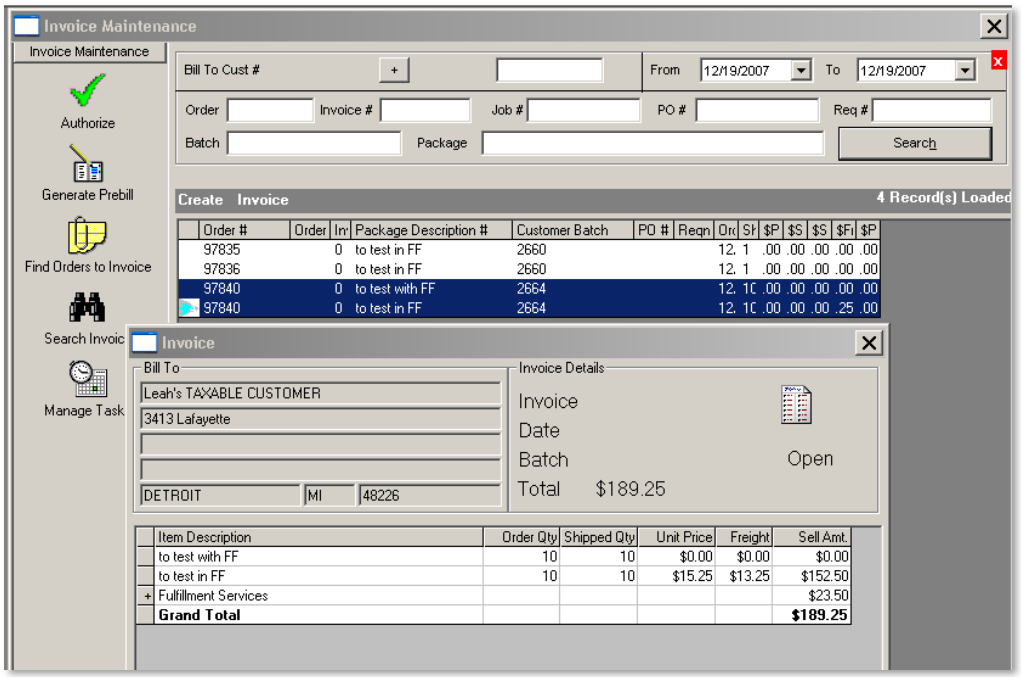
Example 1: Create a sales order. Select 2 items, the first item is a customer inventory item that is not taxable, and the 2nd item is a finished goods item that is taxable.



Two packages have been created for the shipment – 1st package charge is 5.50 and 2nd package charge is 7.75.



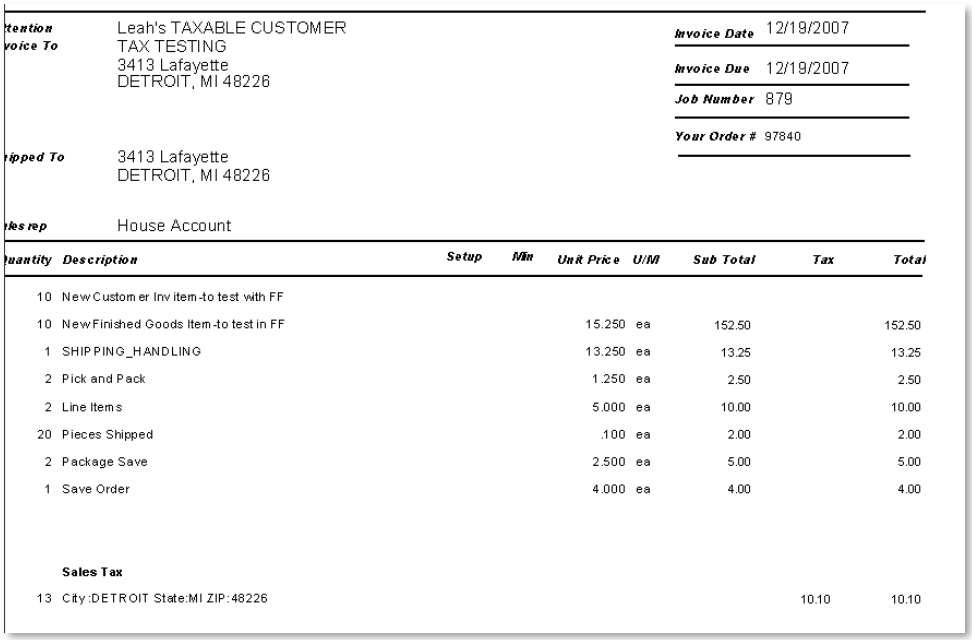
Select and invoice the sales order through fulfillment. Note the tax calculation is done as the invoice is created. No tax amount displays in this screen.



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:

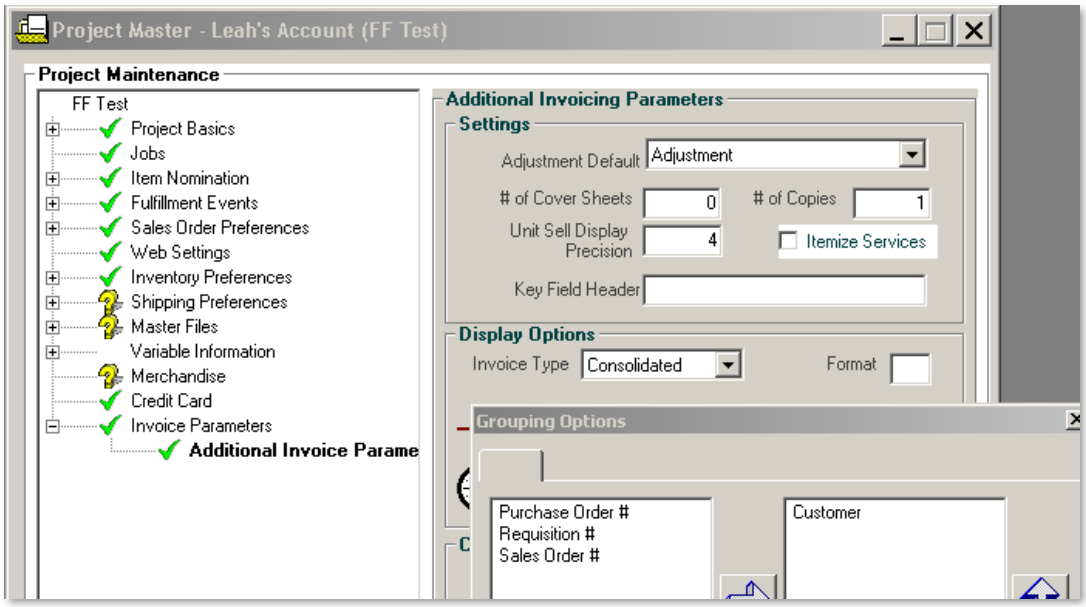
Finished Goods item	152.50
Shipping and Handling	13.25
Pick and Pack	2.50
	168.25

168.25 @ .06 = 10.095 or 10.10.

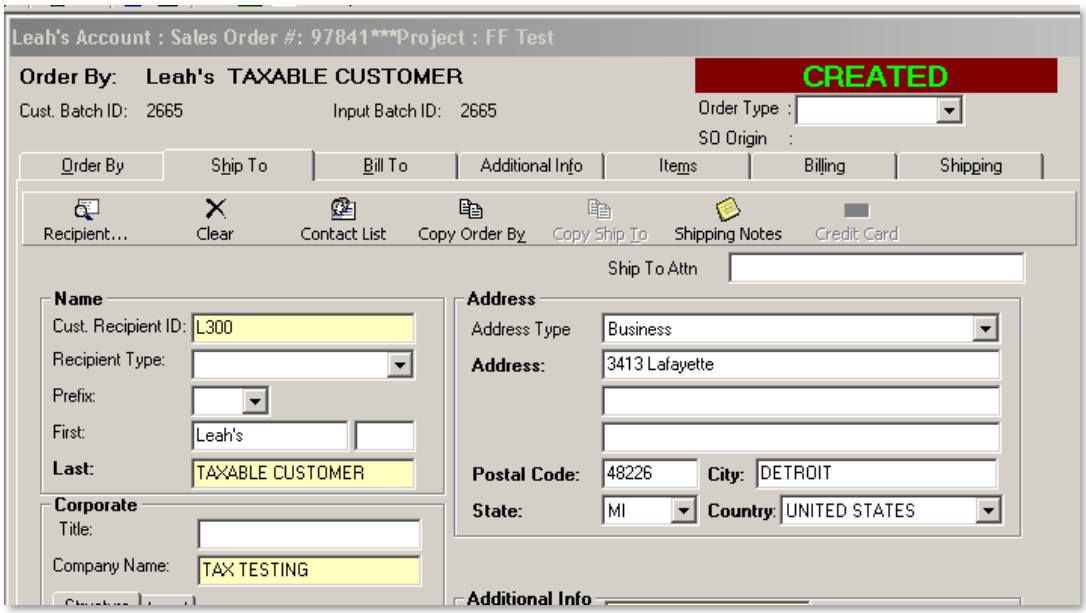


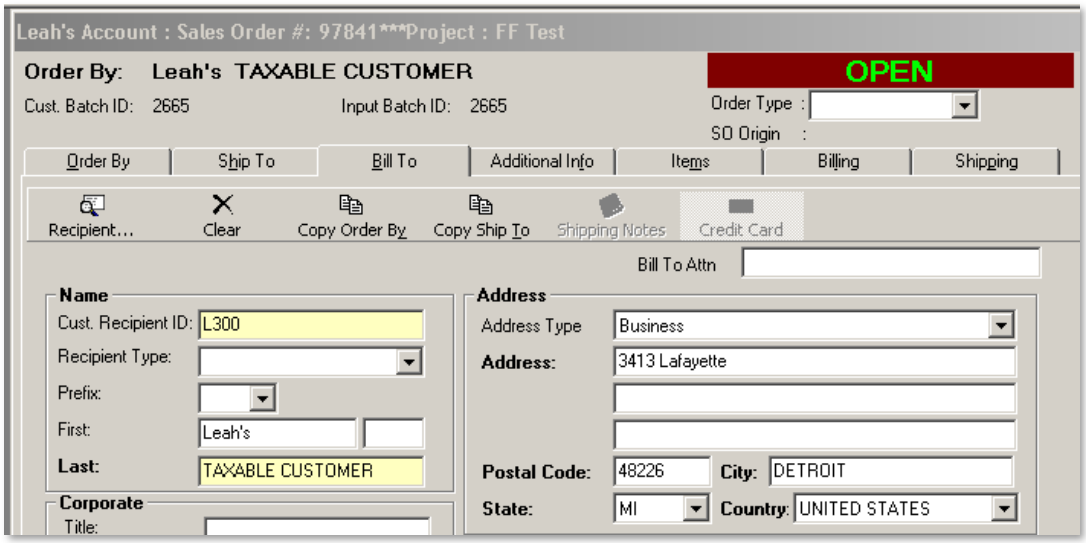
Example 2: There are 2 sales orders that have different shipping destinations that have 2 different tax percentages (6% for Detroit, MI and 6.6% for Draper, UT), but are billed to one person on the same invoice.

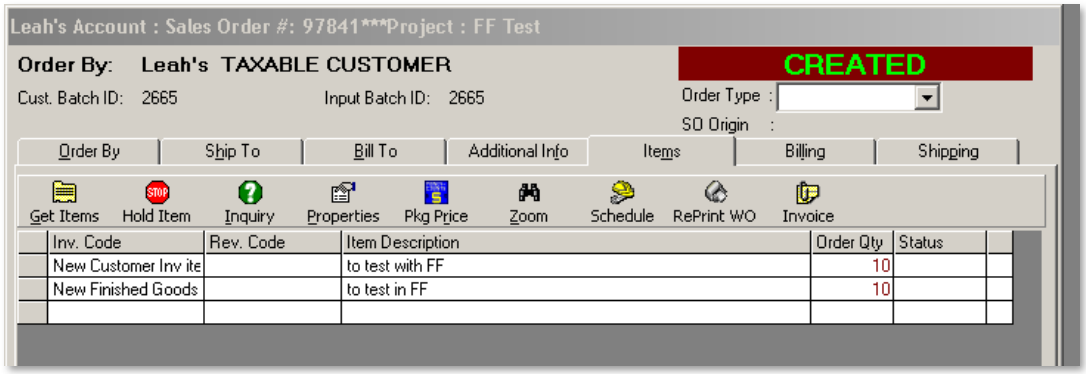
For informational purposes, my project is set up to create consolidated invoices and to group by Customer.



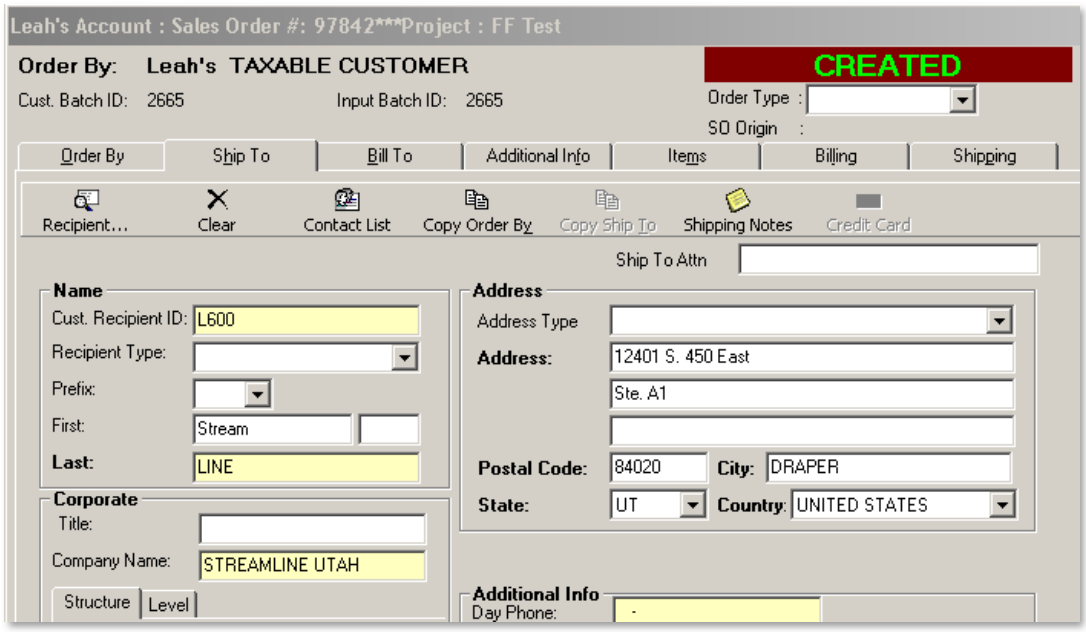
SO 97841 Ship to and Bill to are the same.

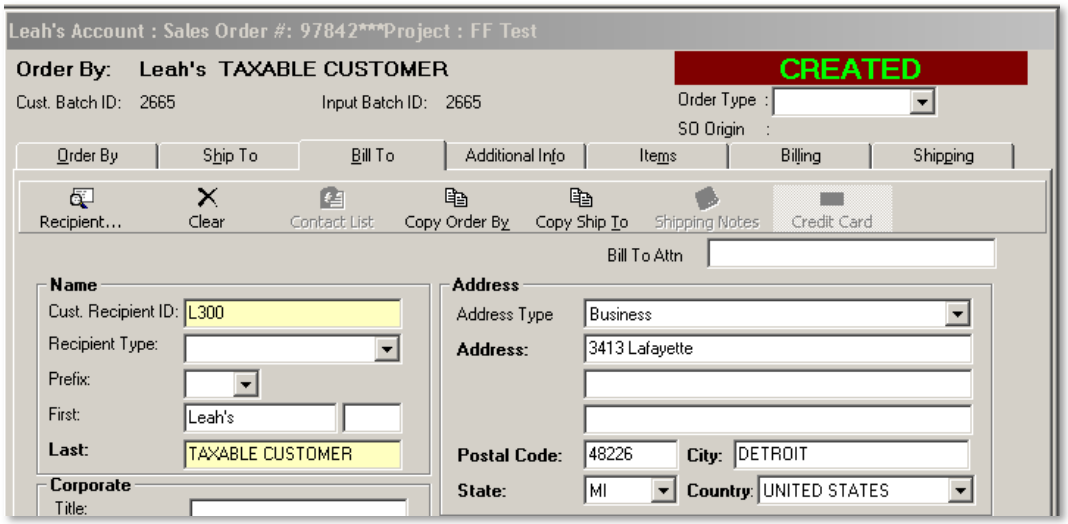


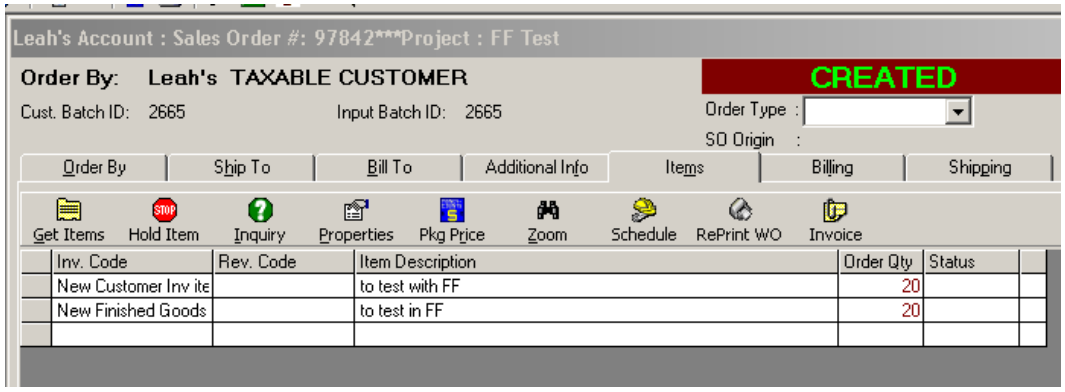




SO 97842 ship to is a different destination, but the bill to is the same as SO 97841.

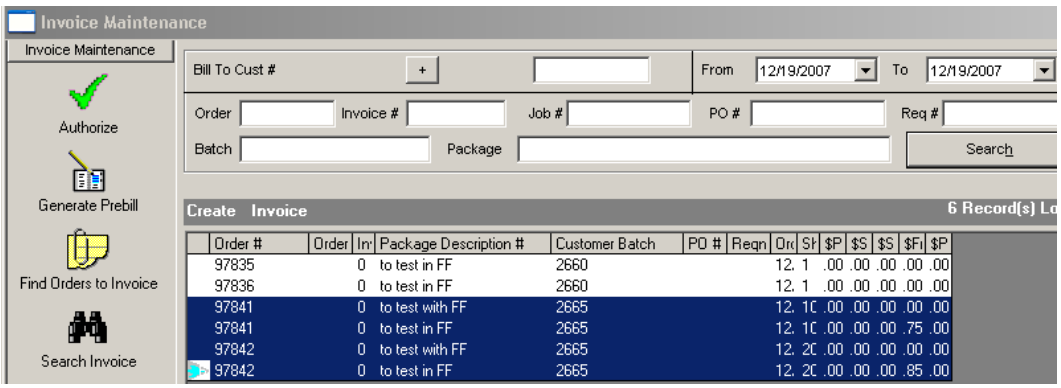


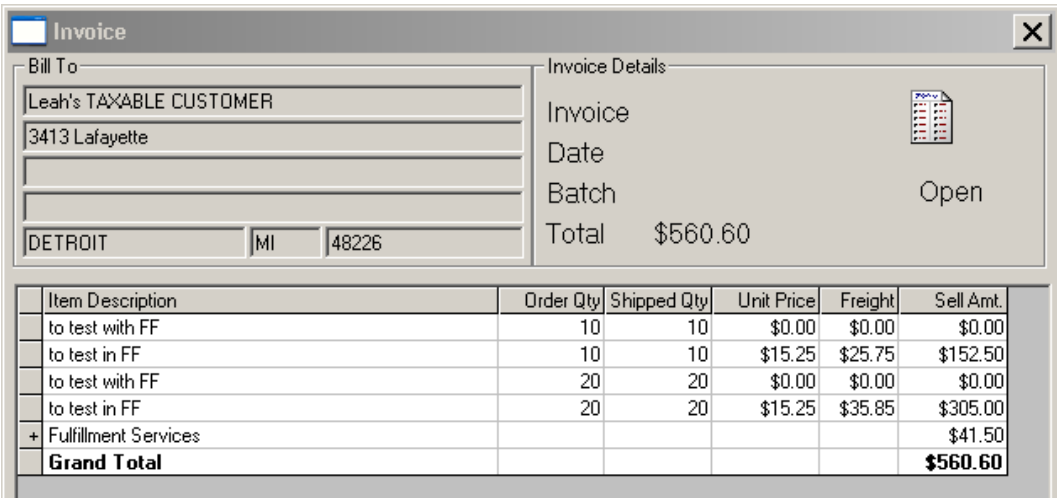




Shipped the orders.

In order to create a consolidated invoice for the customer, you must select the sales order you wish to create on one invoice.





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	2.50
	180.75

180.75 @ .06 = 10.845 or 10.85

Draper 6.6%:

Finished Goods item	305.00
Shipping and Handling	35.85
	340.85

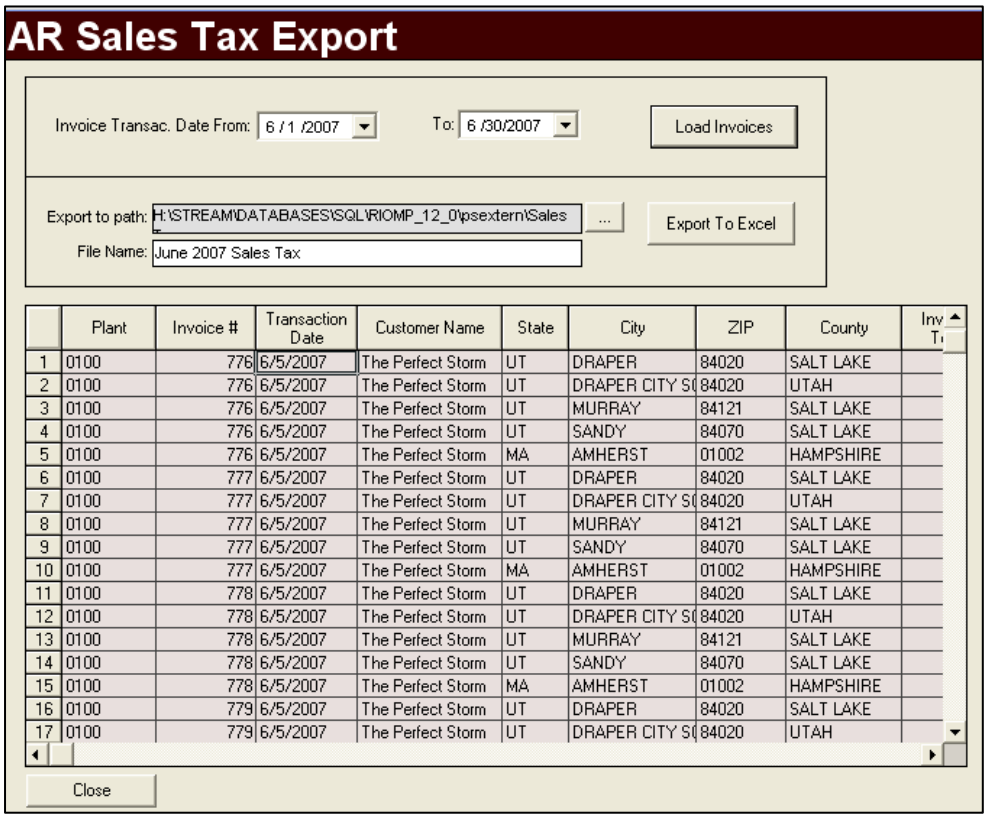
340.85 @ .066 = 22.49

Quantity	Description	Setup	Min	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.



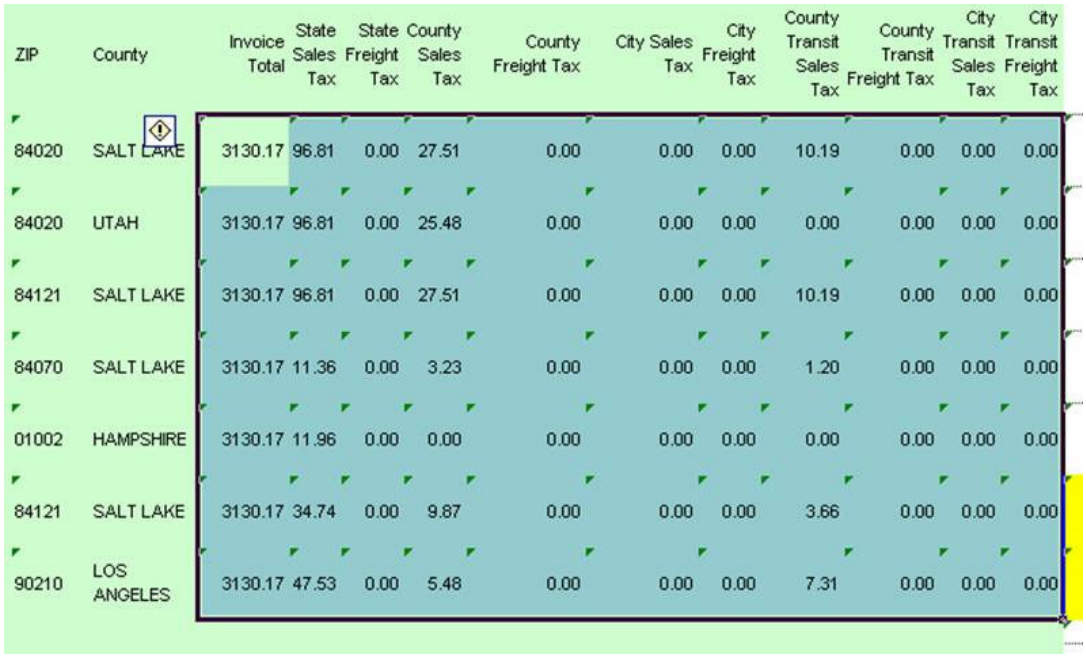
	Plant	Invoice #	Transaction Date	Customer Name	State	City	ZIP	County
1	0100	776	6/5/2007	The Perfect Storm	UT	DRAPER	84020	SALT LAKE
2	0100	776	6/5/2007	The Perfect Storm	UT	DRAPER CITY S(	84020	UTAH
3	0100	776	6/5/2007	The Perfect Storm	UT	MURRAY	84121	SALT LAKE
4	0100	776	6/5/2007	The Perfect Storm	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.

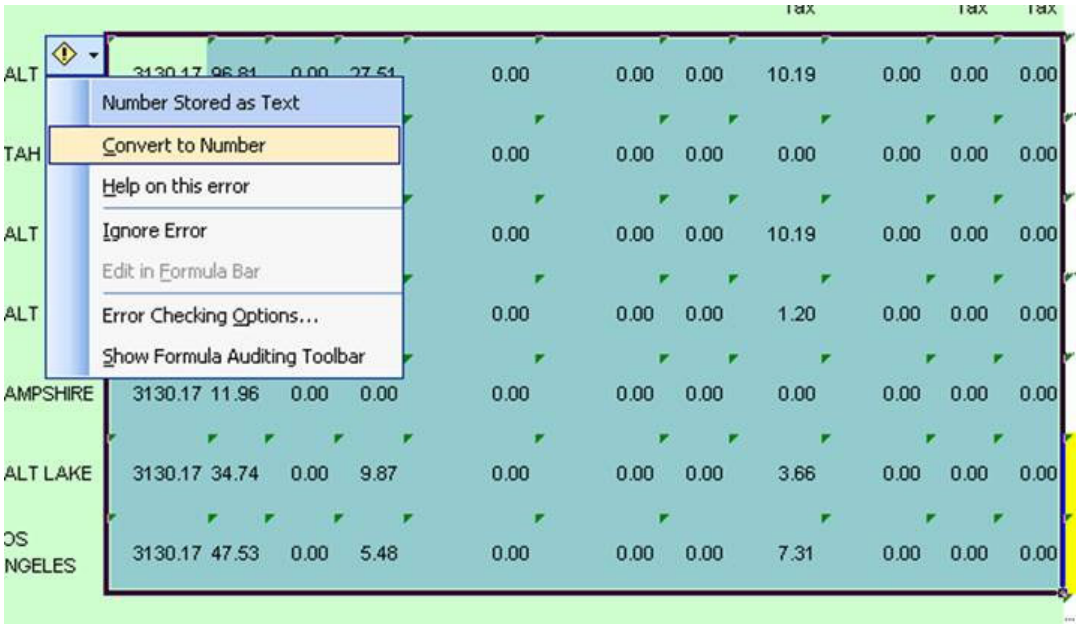
The Excel sheet originally has some formatting issues you can change easily to allow for sorting, etc.

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

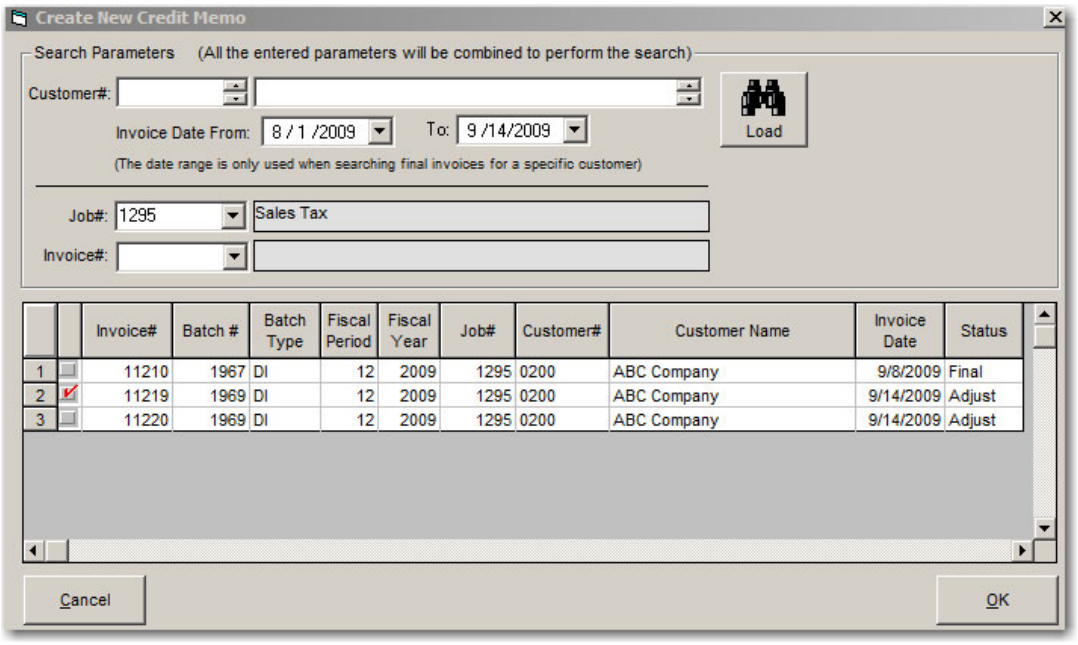
4. Click the exclamation sign and select **Convert to Number**.



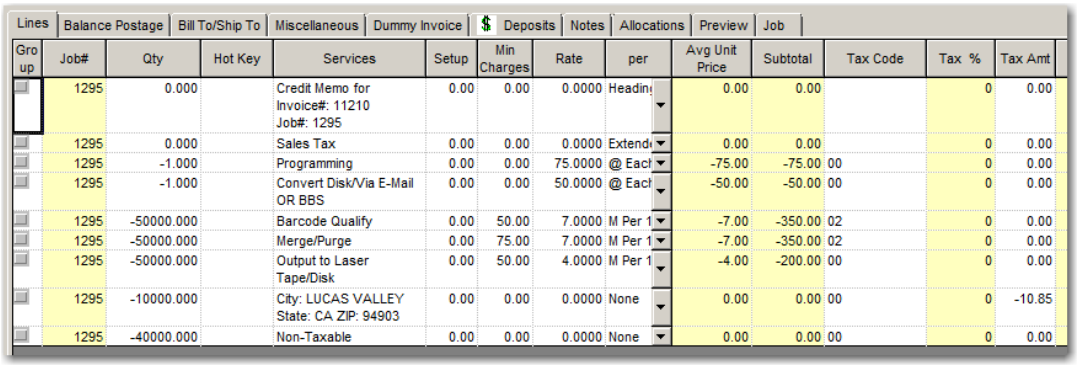
You may also need to select **Format**, **Rows and Autofit** to read to resize the fields.

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**.

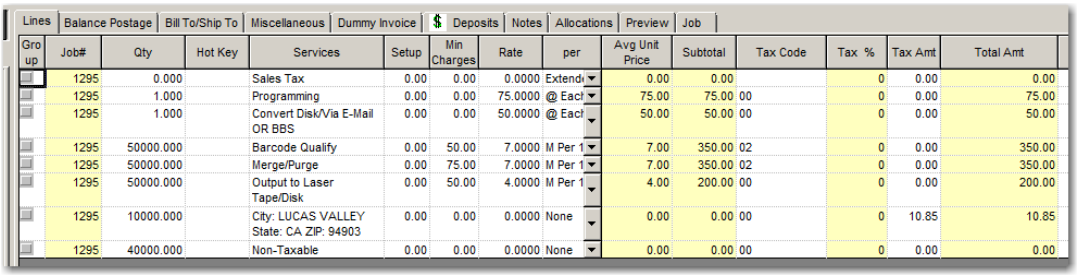


PrintStream takes the original line items on the invoice number selected, places them into a new invoice, and automatically changes the quantities from positive to negative to yield a credit invoice.



3. To credit a partial amount of the sales tax previously invoiced, right-click in the **Lines** tab and select **Allocate Taxes by Zip**.

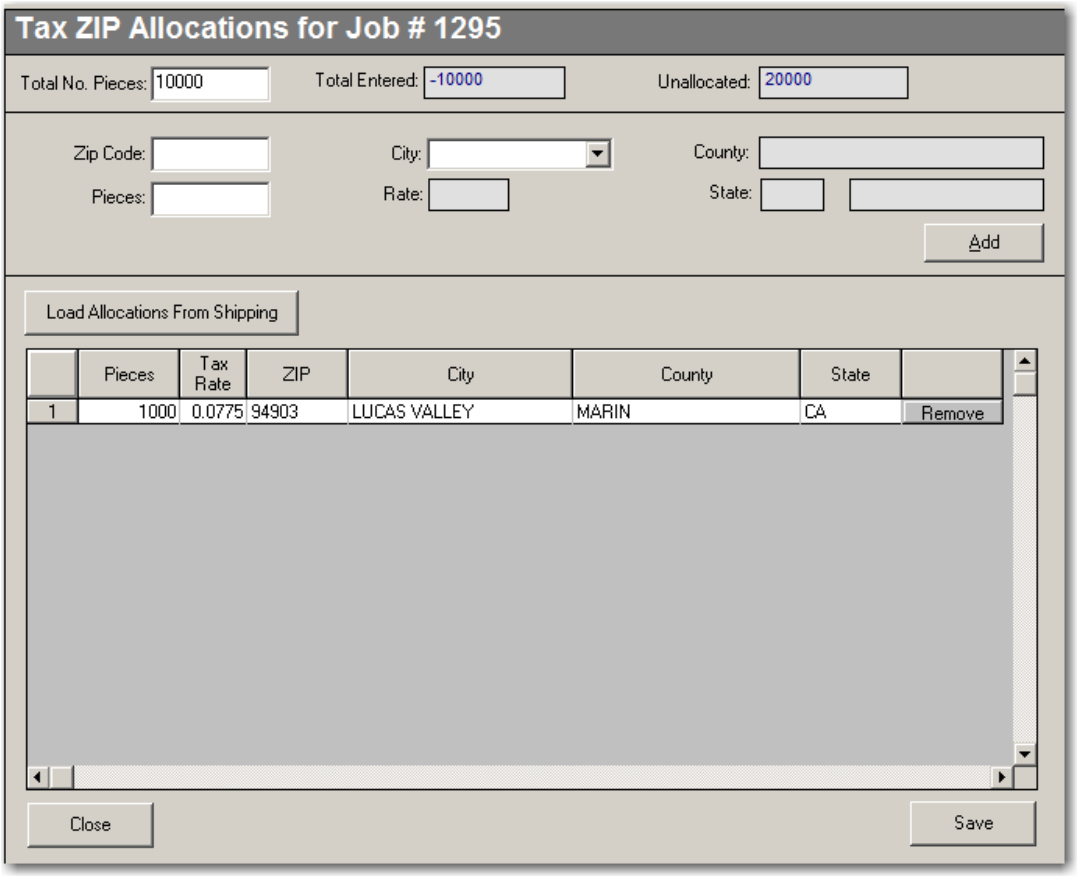
   Change the **Total No. Pieces** to the quantity previously invoiced to the zip code destination. For example, 10,000 pieces were allocated to Lucas Valley, CA, 94903 in the example below.



Lines | Balance Postage | Bill To/Ship To | Miscellaneous | Dummy Invoice | $ | Deposits | Notes | Allocations | Preview | Job

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

4. 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.
5. 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: 10000 Total Entered: -10000 Unallocated: 20000

Zip Code: City: County:

Pieces: Rate: State:

Add

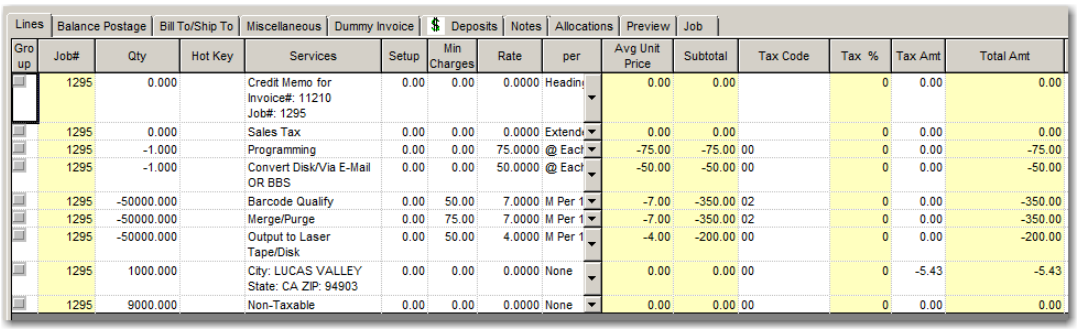
Load Allocations From Shipping

	Pieces	Tax Rate	ZIP	City	County	State	
1	1000	0.0775	94903	LUCAS VALLEY	MARIN	CA	Remove

Close Save

6. Click **Save**.

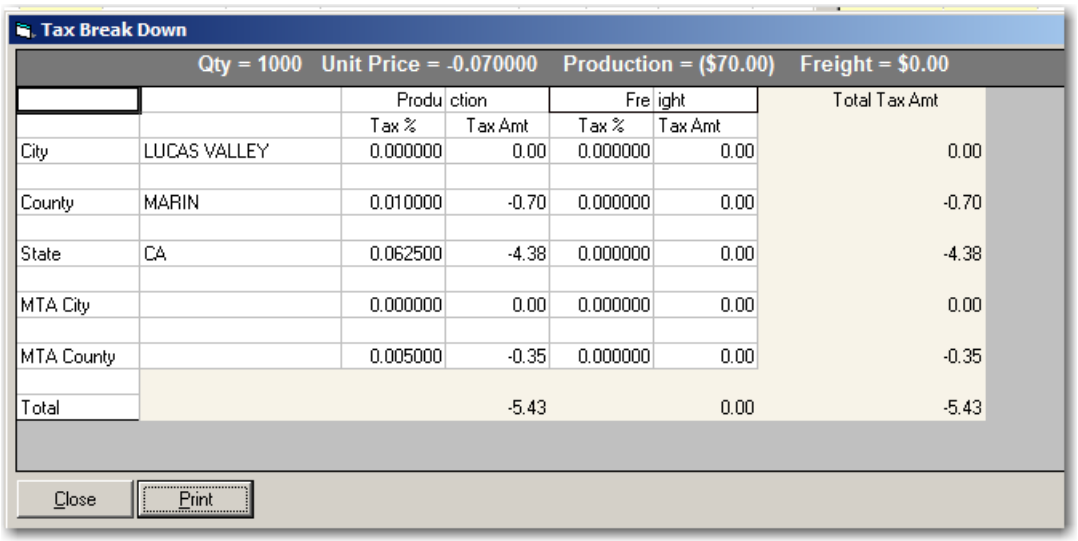
The invoice auto-creates a credit line based on the quantity inserted and the sales tax for the zip code destination.



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		Credit Memo for Invoice#: 11210 Job#: 1295	0.00	0.00	0.0000	Headin	0.00	0.00		0	0.00	0.00
	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	@ Eacl	-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	@ Eacl	-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	1000.000		City: LUCAS VALLEY State: CA ZIP: 94903	0.00	0.00	0.0000	None	0.00	0.00	00	0	-5.43	-5.43
	1295	9000.000		Non-Taxable	0.00	0.00	0.0000	None	0.00	0.00	00	0	0.00	0.00

7. If you right-click the sales tax line created and select **View Tax Breakdown**, you are able to see the tax credit calculated.



Tax Break Down

Qty = 1000 Unit Price = -0.070000 Production = ($70.00) 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	-0.70	0.000000	0.00	-0.70
State	CA	0.062500	-4.38	0.000000	0.00	-4.38
MTA City		0.000000	0.00	0.000000	0.00	0.00
MTA County		0.005000	-0.35	0.000000	0.00	-0.35
Total			-5.43		0.00	-5.43

Close | Print

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.

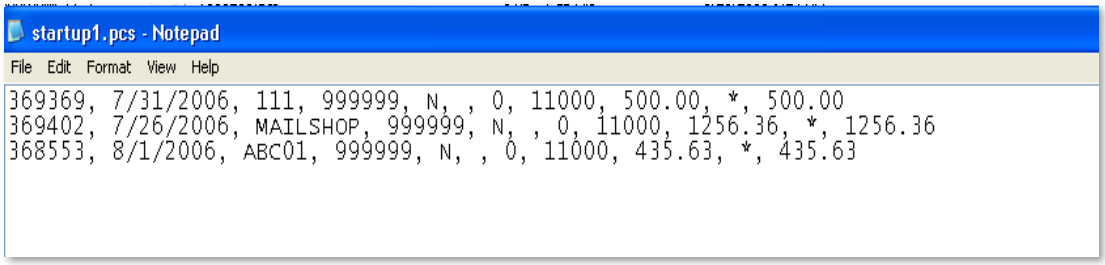
Invoice Total: The total amount of the invoice. This is required.

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 PSExtern 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:



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

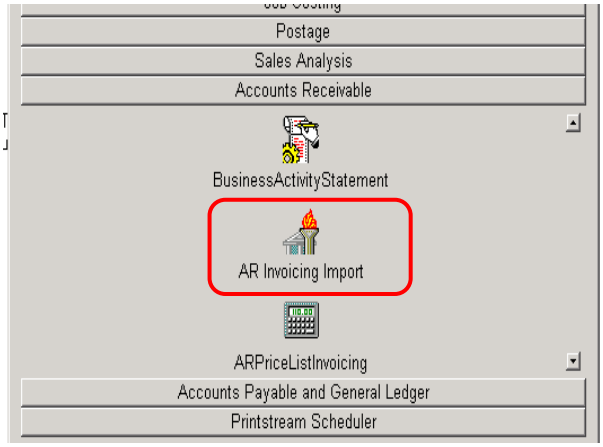
Make sure the cells are formatted as General with the exception of the columns that hold the date and the amounts.

Save the file as a type .csv, then rename to type .pcs through Windows explorer.

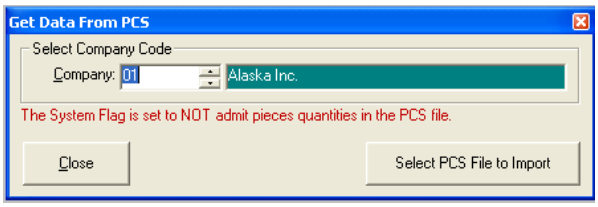
Import the file as stated in the following instructions.

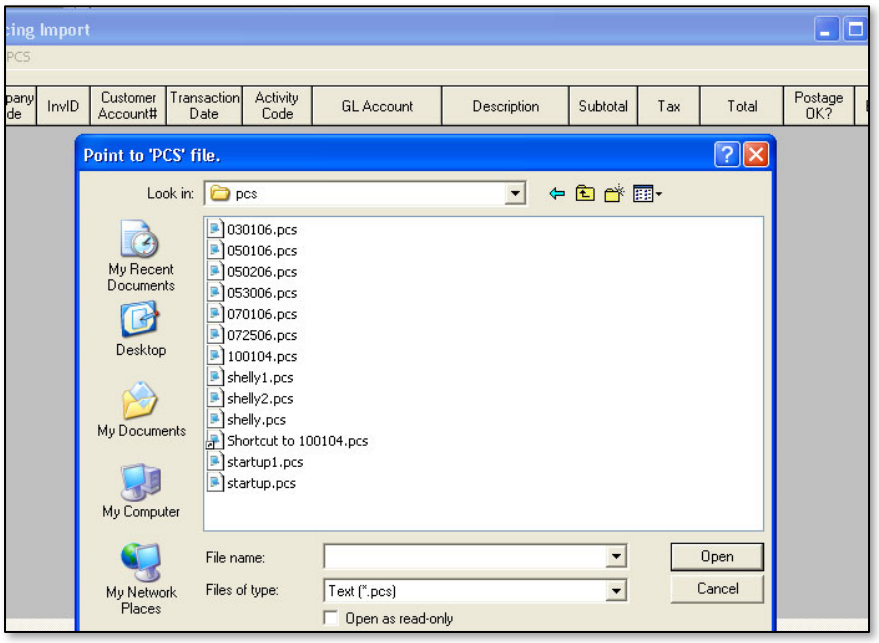
To begin the import process

1. Select the **ARInvoicing Import Program**. Placement on the menu is user defined.

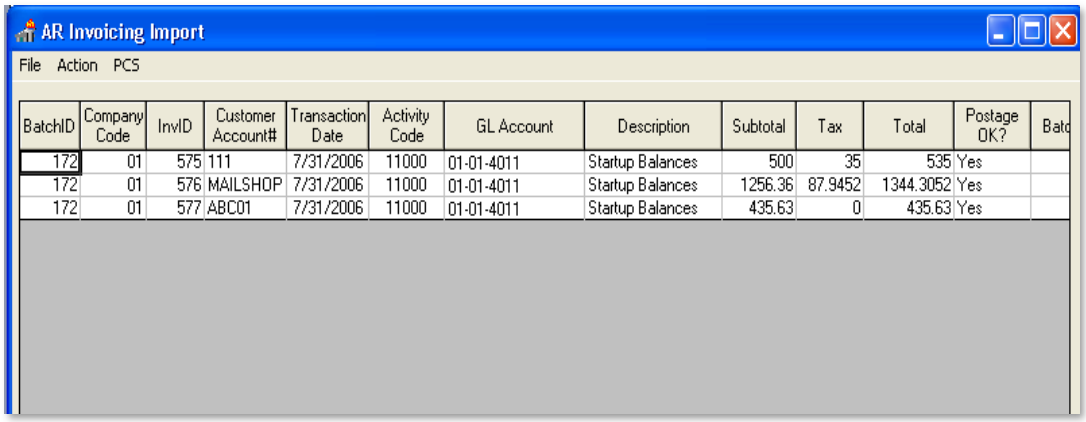


2. Select **PCS** from the taskbar at the top of the screen and then select **Import .pcs file**. A window titled Get Data from PCS appears.
3. Click **Select PCS File to Import**. Windows Explorer opens for you to the Livedata/Psextern folder. Select the correct PCS file for import.



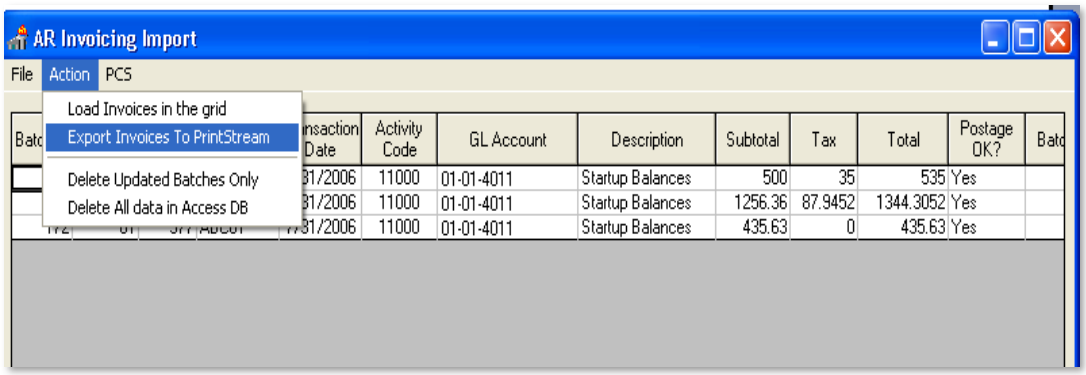


4. After selecting the correct file, the data from the .pcs file populates the grid. This data saves to the ARInvoicing Import.mdb file.

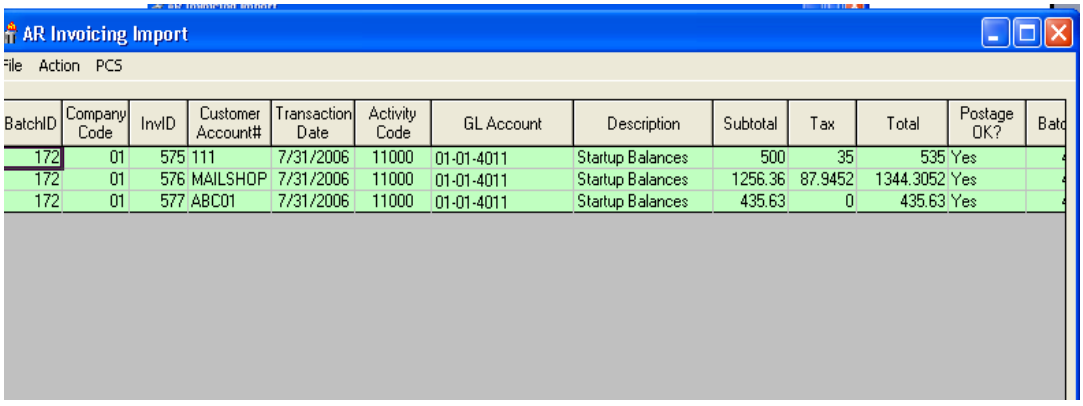


BatchID	Company Code	InvID	Customer Account#	Transaction Date	Activity Code	GL Account	Description	Subtotal	Tax	Total	Postage OK?	Batc
172	01	575	111	7/31/2006	11000	01-01-4011	Startup Balances	500	35	535	Yes	
172	01	576	MAILSHOP	7/31/2006	11000	01-01-4011	Startup Balances	1256.36	87.9452	1344.3052	Yes	
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.



5. Once the import problems have been resolved, select **Action** and **Export Invoices to PrintStream**.

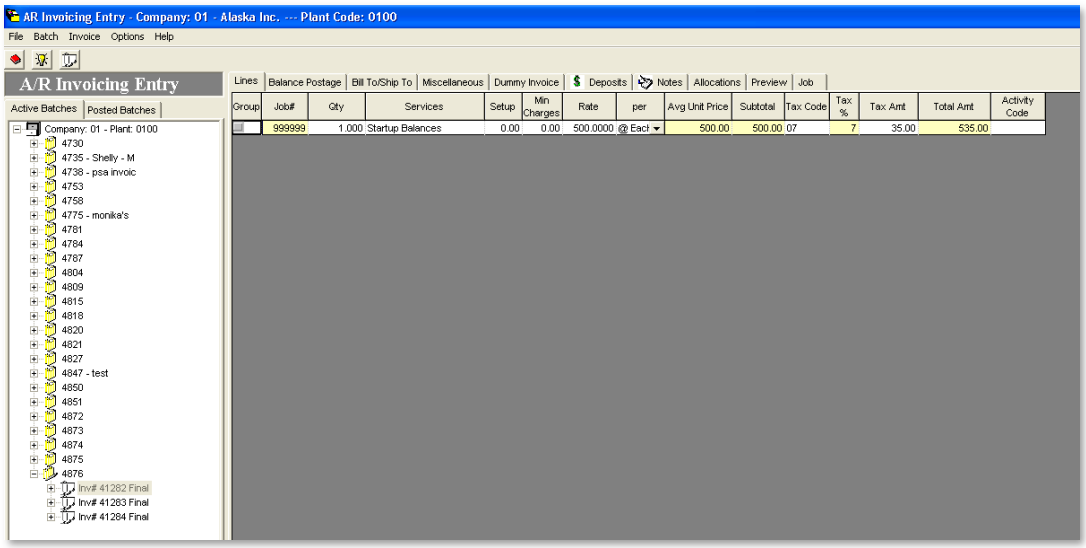


BatchID	Company Code	InvID	Customer Account#	Transaction Date	Activity Code	GL Account	Description	Subtotal	Tax	Total	Postage OK?	Batc
172	01	575	111	7/31/2006	11000	01-01-4011	Startup Balances	500	35	535	Yes	
172	01	576	MAILSHOP	7/31/2006	11000	01-01-4011	Startup Balances	1256.36	87.9452	1344.3052	Yes	
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.

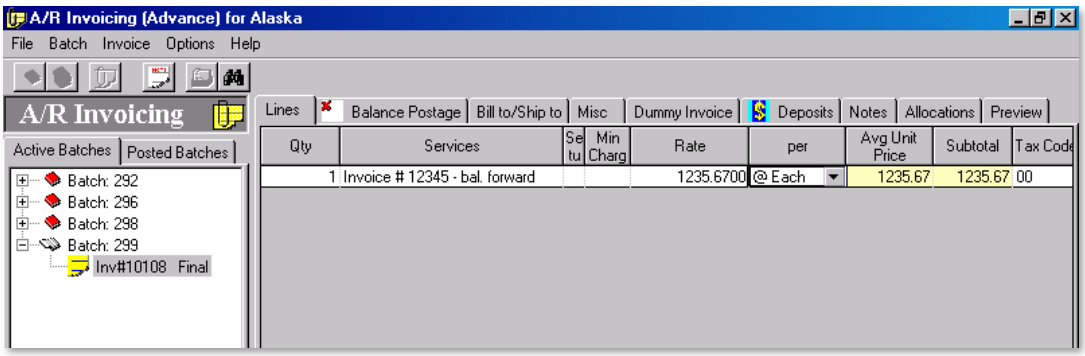
The batch can now be verified in AR Invoice Entry and you can print the invoices if needed. You should generate an AR Aging report from PrintStream and compare it against the AR aging report from your old accounting software and verify the two reports match.

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.

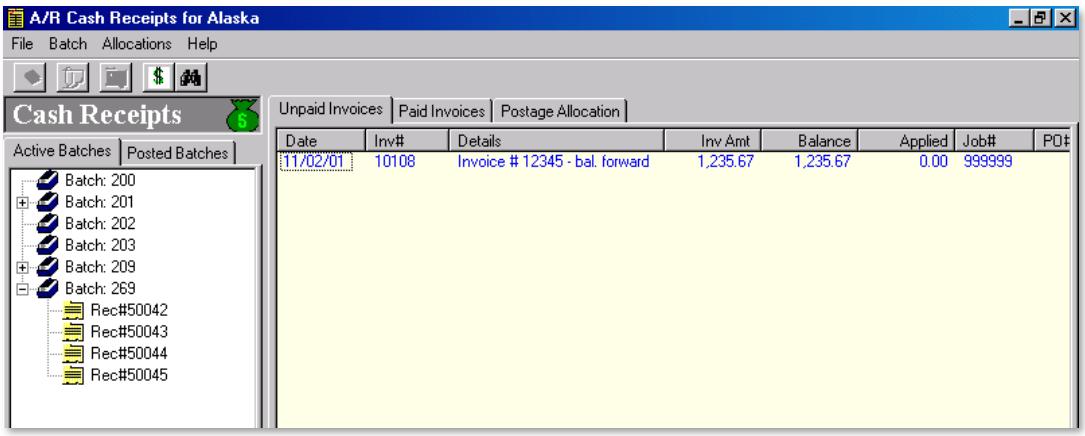


Option 2: Enter outstanding invoices individually

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.



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.

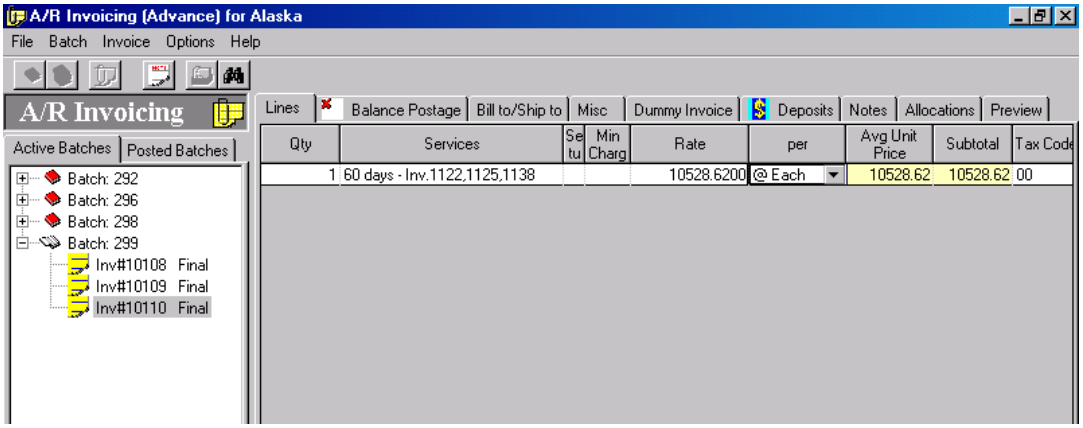


You may group your invoices by their aging bracket (30, 60, 90 day column), and enter them accordingly into separately dated batches. Example; for all invoices showing in the 90 day column on your old aging report, set the batch date 90 days in the past. The invoices may be dated with an older date too. By using this method you can almost exactly replicate your existing aging report.

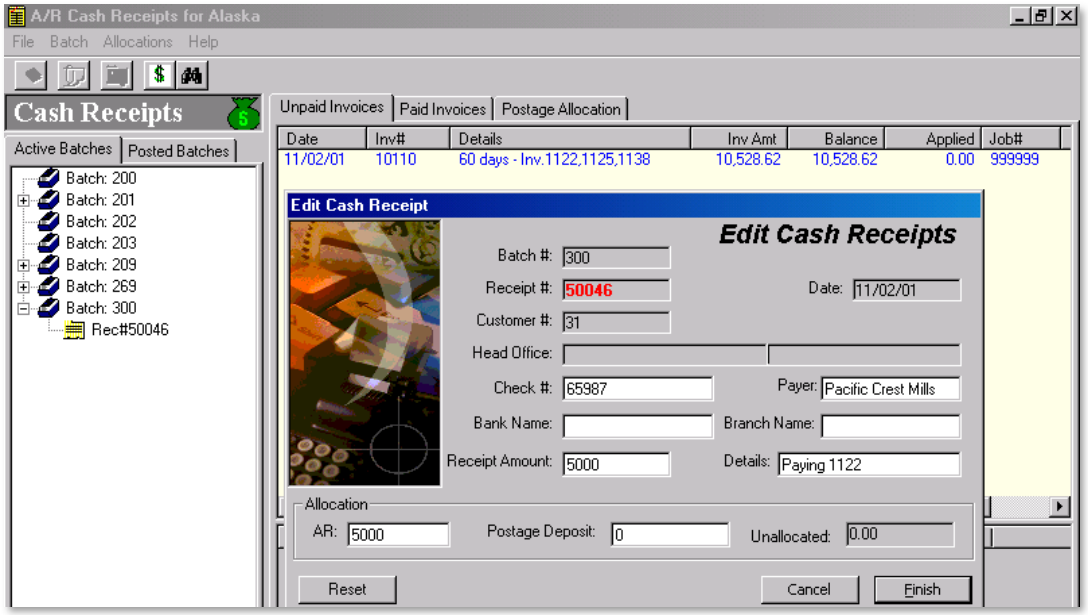
This is the most time consuming, detailed method.

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.

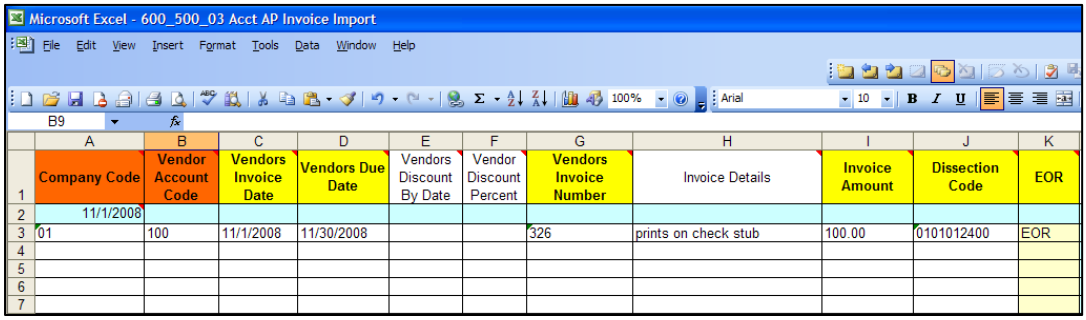
After you have confirmed the totals on this report, post all A/R Invoice and Cash Receipt batches used to create these start up balances. Remember to do a journal entry to reverse the AR invoice batch posting as well as the Cash Receipt batch posting.

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
1	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
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.

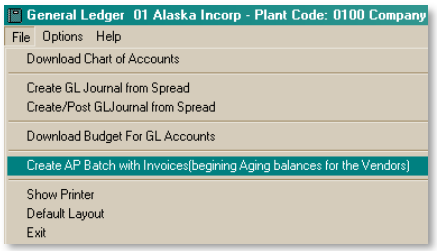
Column H, Invoice Details: The details appear on the Check Stub. This is not a required field, however it may be useful. Limit is 30 characters alpha numeric.

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.

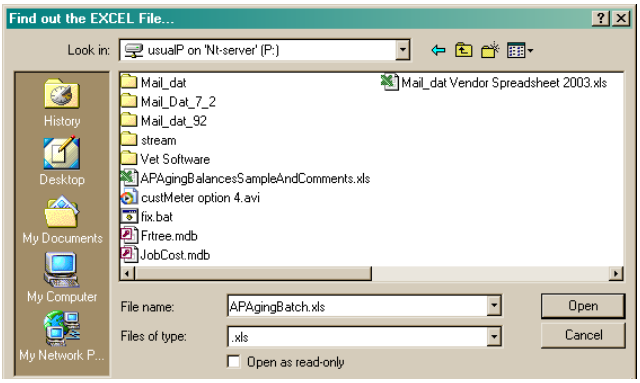
Column J, Dissection Code: Dissection code - the Linked Account is used as the GL account to debit. Use the same dissection code for each line item on the spreadsheet. If the dissection code has a tax code associated to it, the Tax Rate is used to back calculate the Net Invoice Amount. For example, if 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.

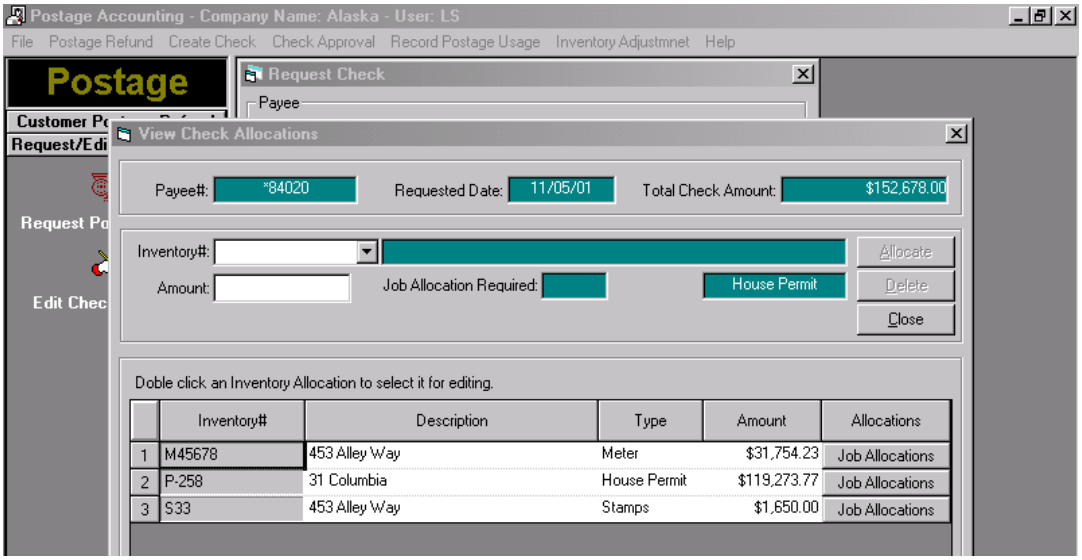
Postage – Inventory Balances

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

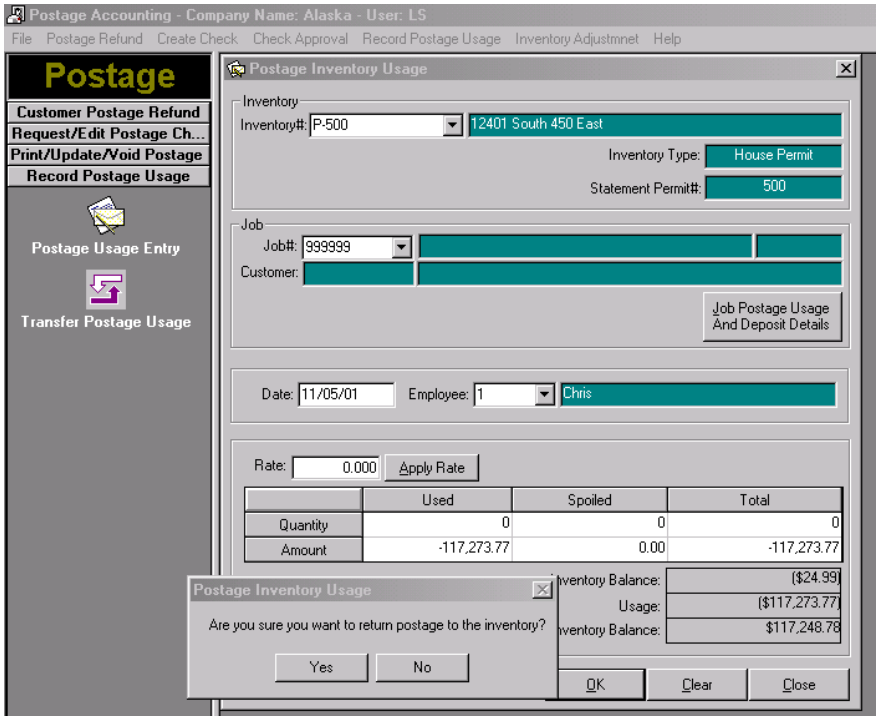
One option is to write a “fake” postage check for the total of all your permits, meters and stamp denominations. If you choose this option, use a check number that is numerically out of range of the checks in your normal series. You may allocate it to a number of different postage inventories, or you 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.



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.



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.

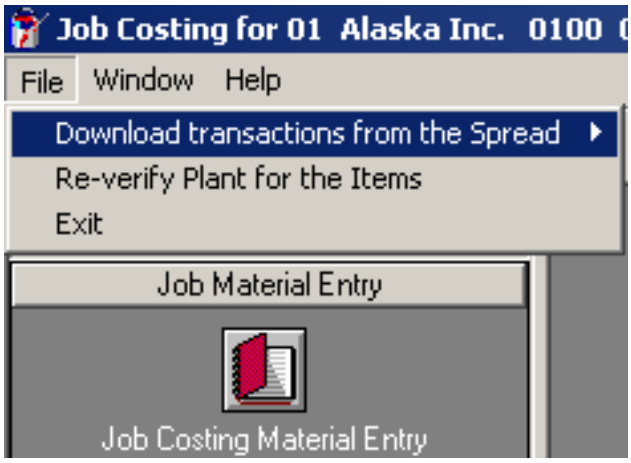
Option 1 - Enter one transaction per job for the total WIP amount. It is recommended to set up a new activity code titled “Startup Balance” in one of the beginning or ending cost centers. After beginning WIP balances have been entered, this activity code can be set as inactive by your PrintStream Accounting 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

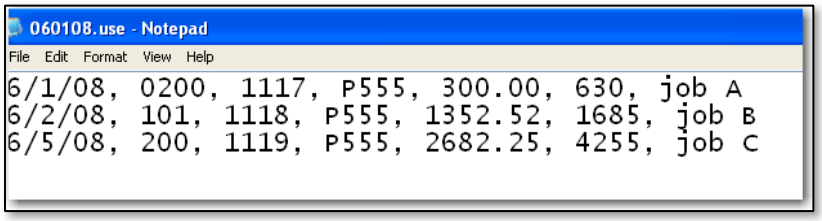
For carry over jobs which already have postage usage on them, the amount can be imported using the AR Invoicing Import Module.

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.



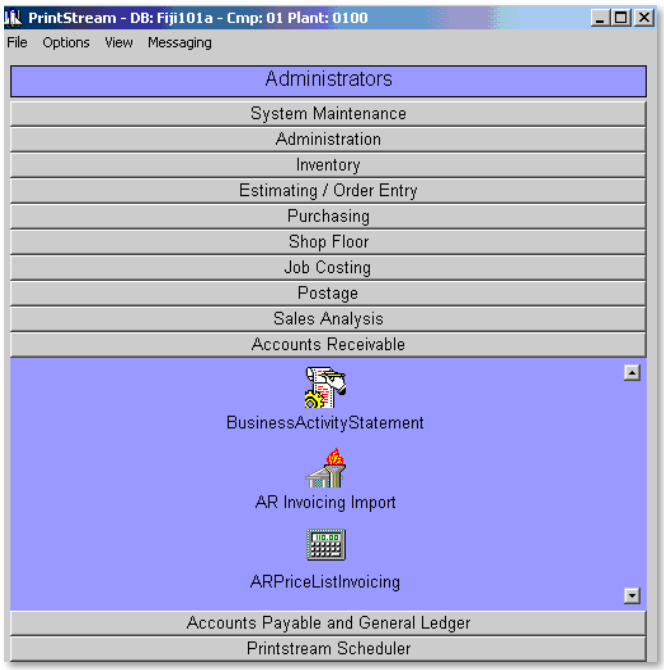
This file is saved as a .use file and stored in the following path: P:\Stream\livedata\psextern\PCS. You may need to create a folder named PCS within the PSEXTERN folder.

How to Import Postage Usage

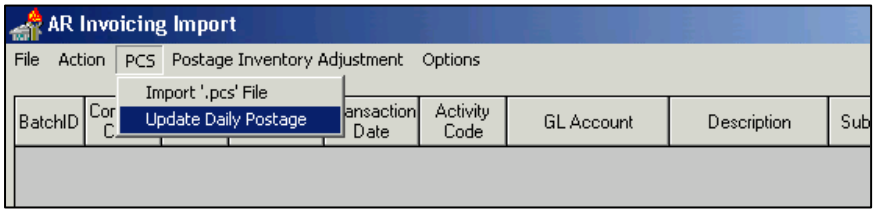
Once the setup has been completed for the importing of postage usage data into PrintStream, you may proceed with importing the usage file.

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

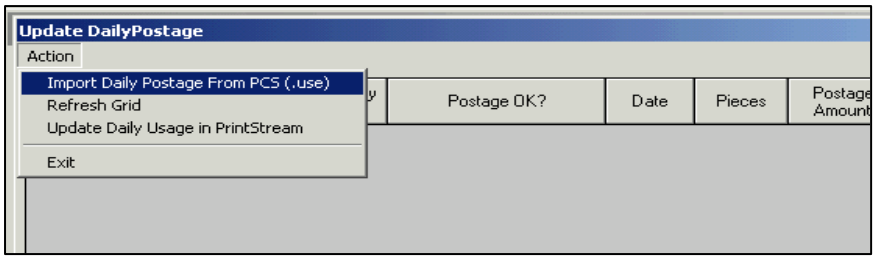
Select the **AR Invoicing Import** program from the PrintStream menu bar.



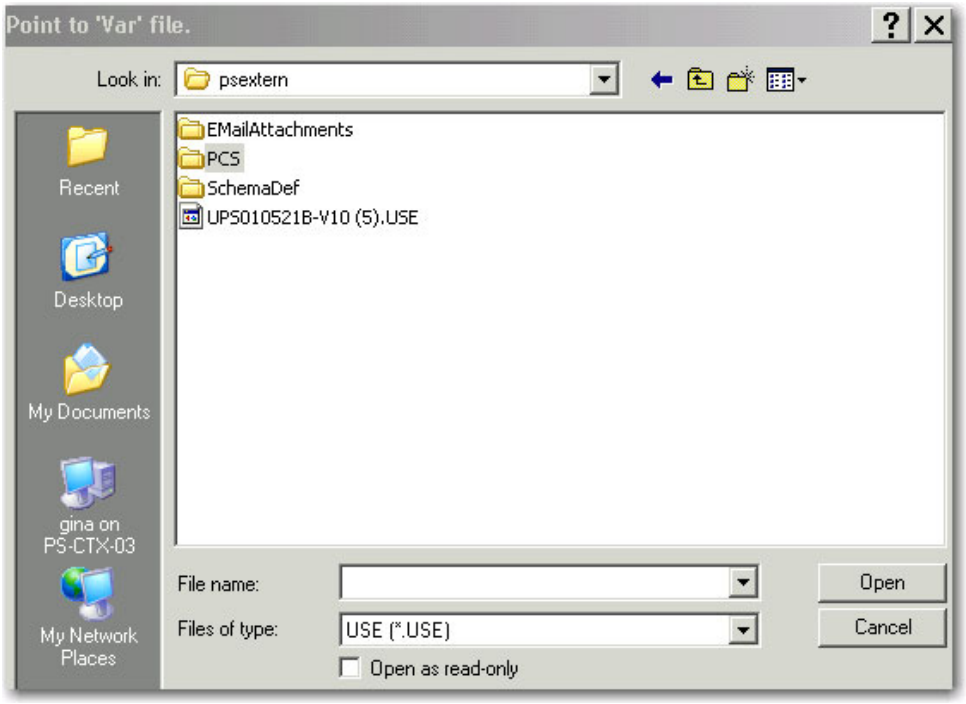
Select PCS from the task bar at the top of the screen and then select **Update Daily Postage**. A new window displays.

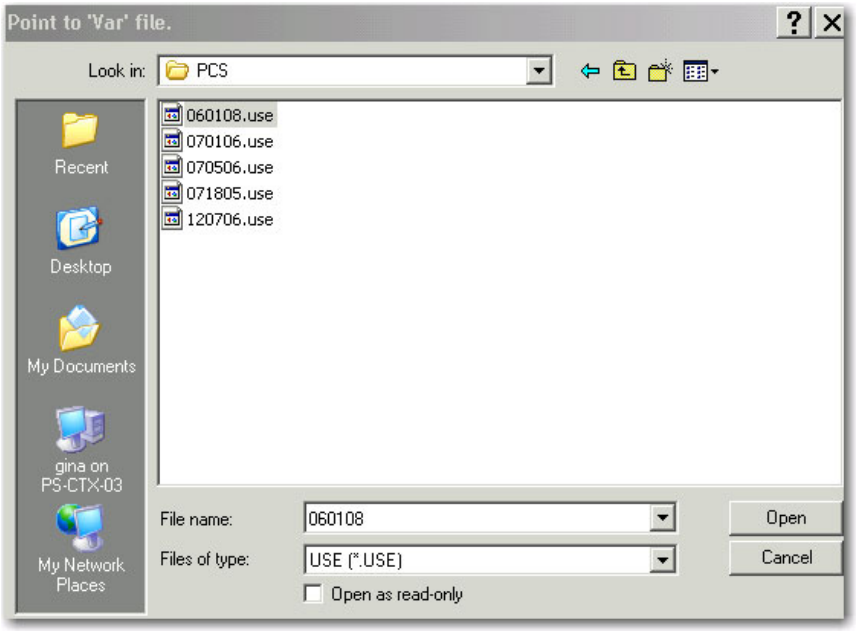


Select **Action** and then select **Import Daily Postage From PCS**.

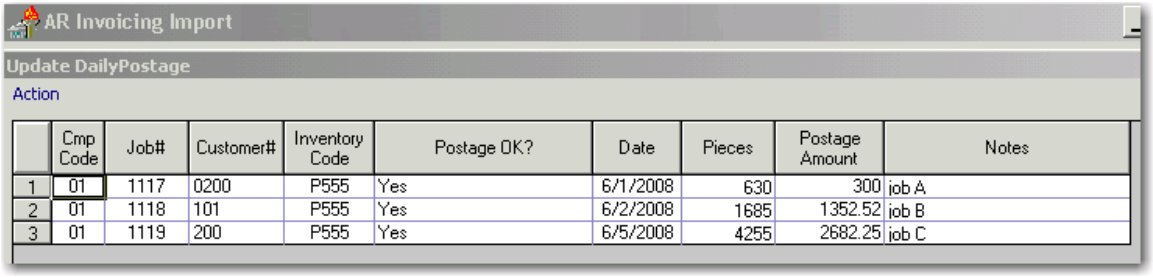


Windows Explorer automatically opens for you to select the .use or .muse file to use in the import. Double-click the PCS folder and double-click again on the correct .use file.



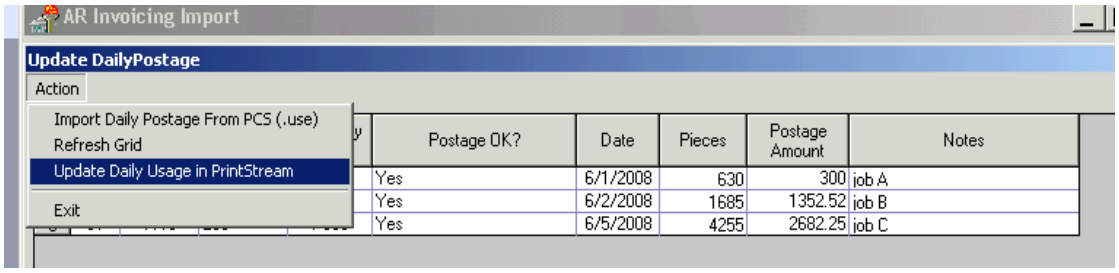


The various postage usage transactions contained in the .use file automatically import into PrintStream.



	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**.



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

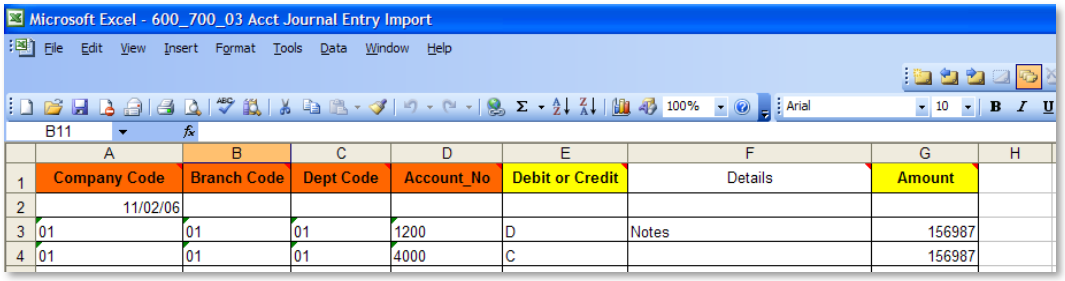
Column D, GL ACCT NO, general format

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

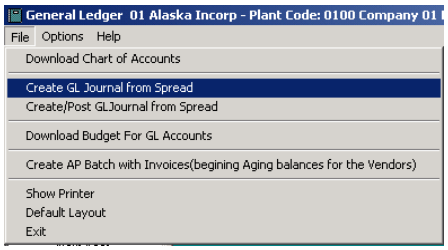
Column H, if the import encountered any difficulties, an error displays here.



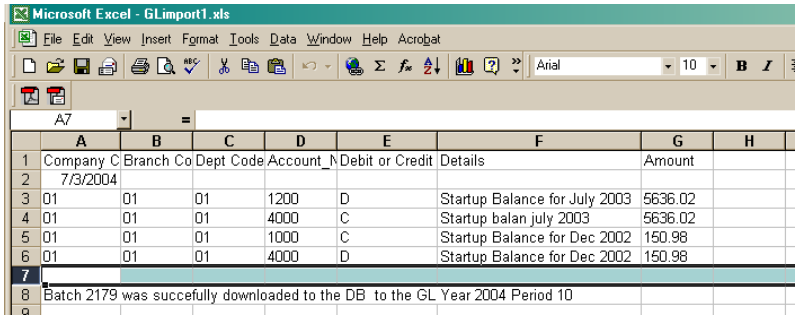
	A	B	C	D	E	F	G	H
1	Company Code	Branch Code	Dept Code	Account_No	Debit or Credit	Details	Amount	
2	11/02/06							
3	01	01	01	1200	D	Notes	156987	
4	01	01	01	4000	C		156987	

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.



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

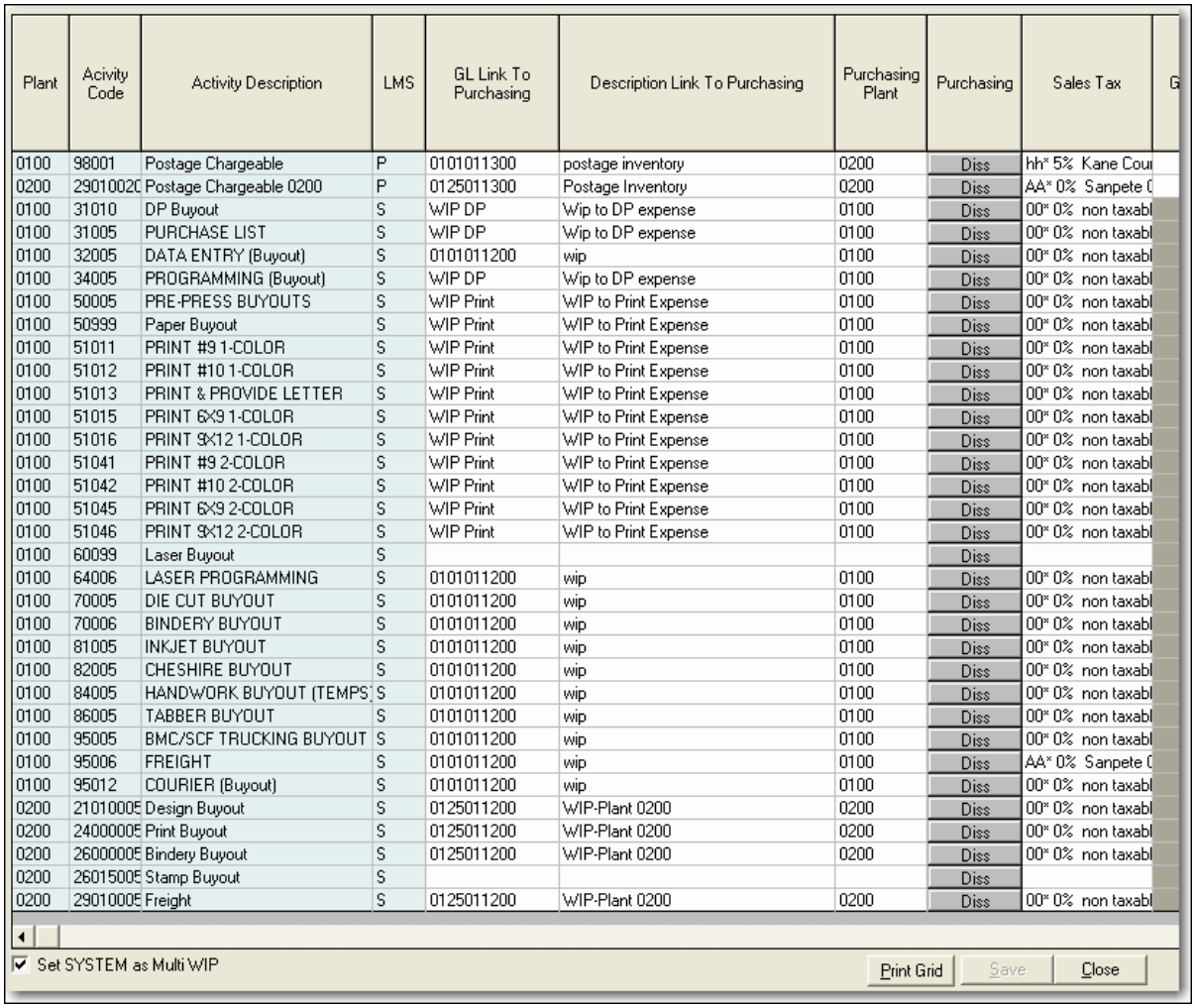
Overview

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	Acivity 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	2901002(	Postage Chargeable 0200	P	0125011300	Postage Inventory	0200	Diss	AA* 0% Sanpete (	
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 (	
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	

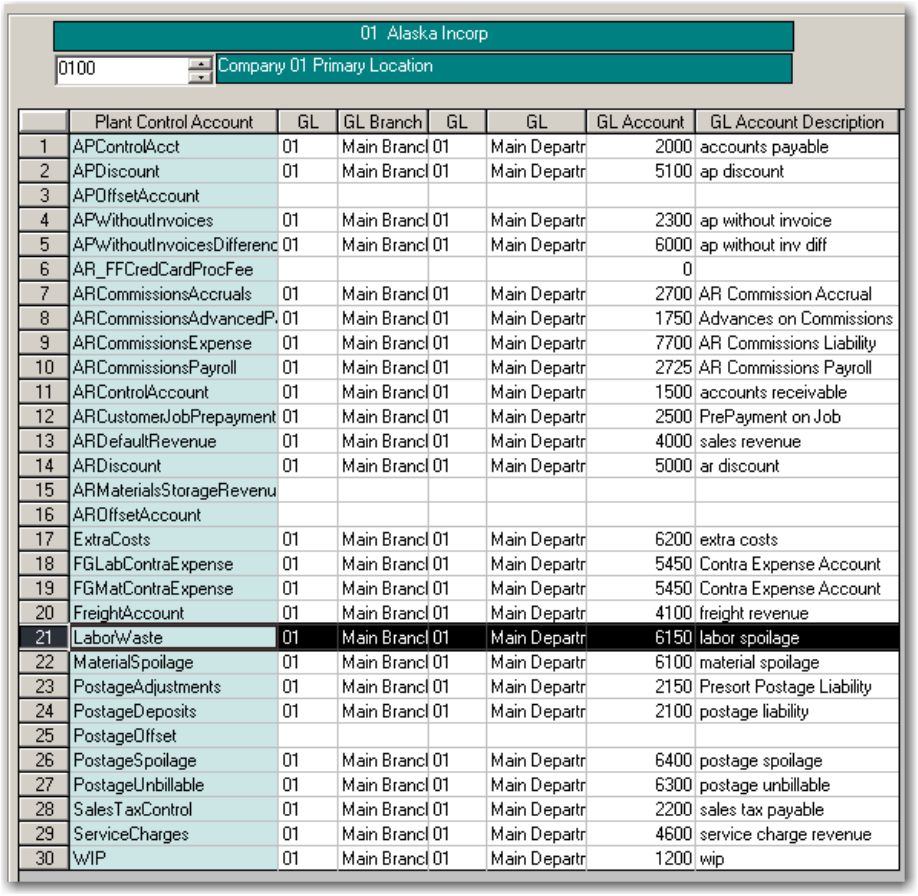
Set SYSTEM as Multi WIP

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.



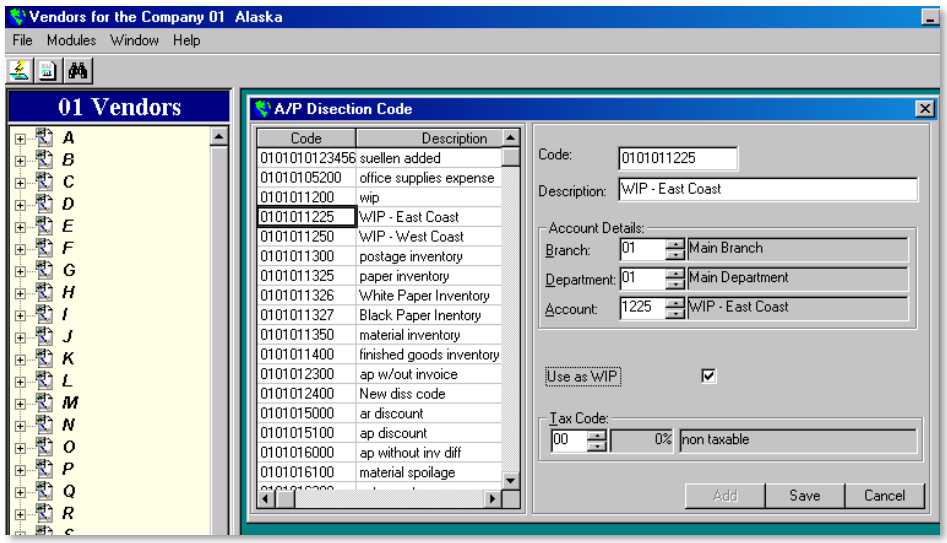
01 Alaska Incorp

0100 Company 01 Primary Location

	Plant Control Account	GL	GL Branch	GL	GL	GL Account	GL Account Description
1	APControlAcct	01	Main Branch	01	Main Departr	2000	accounts payable
2	APDiscount	01	Main Branch	01	Main Departr	5100	ap discount
3	APOffsetAccount						
4	APWithoutInvoices	01	Main Branch	01	Main Departr	2300	ap without invoice
5	APWithoutInvoicesDifferenc	01	Main Branch	01	Main Departr	6000	ap without inv diff
6	AR_FFCredCardProcFee					0	
7	ARCommissionsAccruals	01	Main Branch	01	Main Departr	2700	AR Commission Accrual
8	ARCommissionsAdvancedP	01	Main Branch	01	Main Departr	1750	Advances on Commissions
9	ARCommissionsExpense	01	Main Branch	01	Main Departr	7700	AR Commissions Liability
10	ARCommissionsPayroll	01	Main Branch	01	Main Departr	2725	AR Commissions Payroll
11	ARControlAccount	01	Main Branch	01	Main Departr	1500	accounts receivable
12	ARCustomerJobPrepayment	01	Main Branch	01	Main Departr	2500	PrePayment on Job
13	ARDefaultRevenue	01	Main Branch	01	Main Departr	4000	sales revenue
14	ARDiscount	01	Main Branch	01	Main Departr	5000	ar discount
15	ARMaterialsStorageRevenu						
16	AROffsetAccount						
17	ExtraCosts	01	Main Branch	01	Main Departr	6200	extra costs
18	FGLabContraExpense	01	Main Branch	01	Main Departr	5450	Contra Expense Account
19	FGMatContraExpense	01	Main Branch	01	Main Departr	5450	Contra Expense Account
20	FreightAccount	01	Main Branch	01	Main Departr	4100	freight revenue
21	LaborWaste	01	Main Branch	01	Main Departr	6150	labor spoilage
22	MaterialSpoilage	01	Main Branch	01	Main Departr	6100	material spoilage
23	PostageAdjustments	01	Main Branch	01	Main Departr	2150	Presort Postage Liability
24	PostageDeposits	01	Main Branch	01	Main Departr	2100	postage liability
25	PostageOffset						
26	PostageSpoilage	01	Main Branch	01	Main Departr	6400	postage spoilage
27	PostageUnbillable	01	Main Branch	01	Main Departr	6300	postage unbillable
28	SalesTaxControl	01	Main Branch	01	Main Departr	2200	sales tax payable
29	ServiceCharges	01	Main Branch	01	Main Departr	4600	service charge revenue
30	WIP	01	Main Branch	01	Main Departr	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.



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	Acivity 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	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	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:

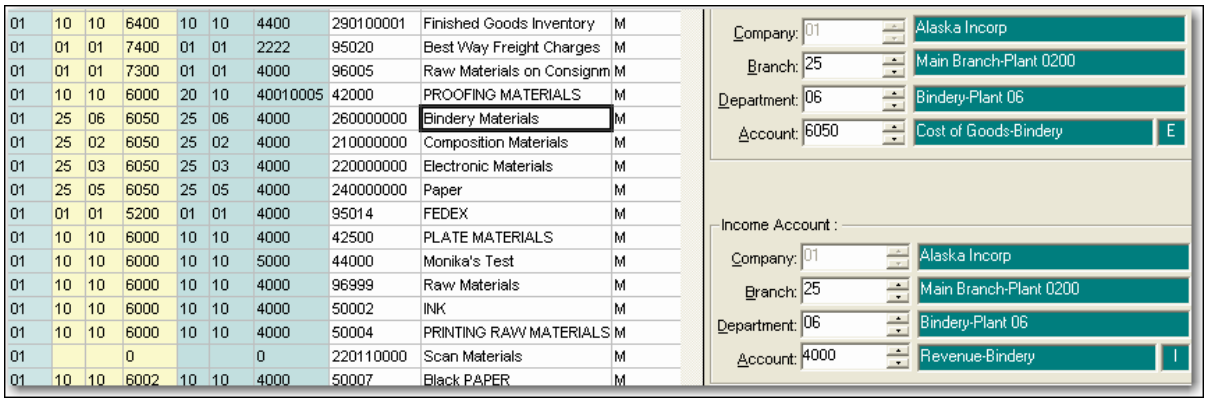
- Debit in Accounts Payable
- Credit in Accounts Receivable invoice
- Credit and debit in Accounts Receivable with dummy invoice
- Debit from Job Cost Entry
- Debit from Inventory issue

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

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.

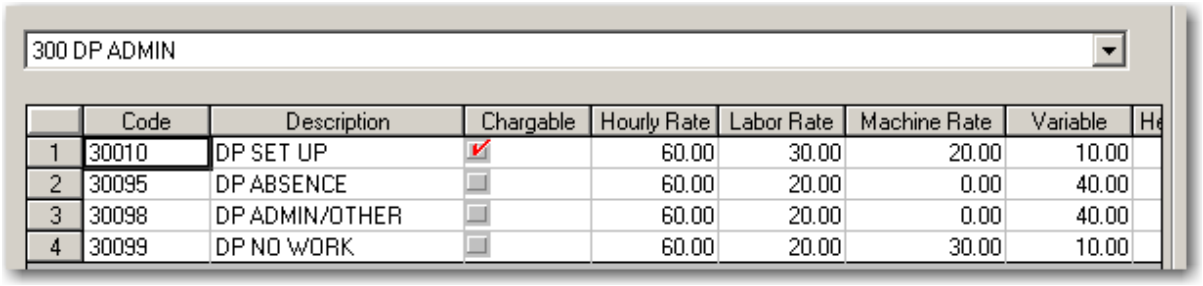
Labor WIP Activation

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.



	Code	Description	Chargable	Hourly Rate	Labor Rate	Machine Rate	Variable	He
1	30010	DP SET UP	☑	60.00	30.00	20.00	10.00	
2	30095	DP ABSENCE	☐	60.00	20.00	0.00	40.00	
3	30098	DP ADMIN/OTHER	☐	60.00	20.00	0.00	40.00	
4	30099	DP NO WORK	☐	60.00	20.00	30.00	10.00	

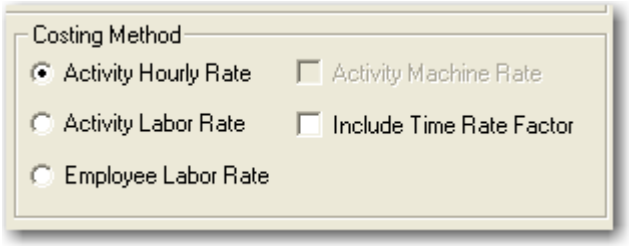
Additional information regarding rates:

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.

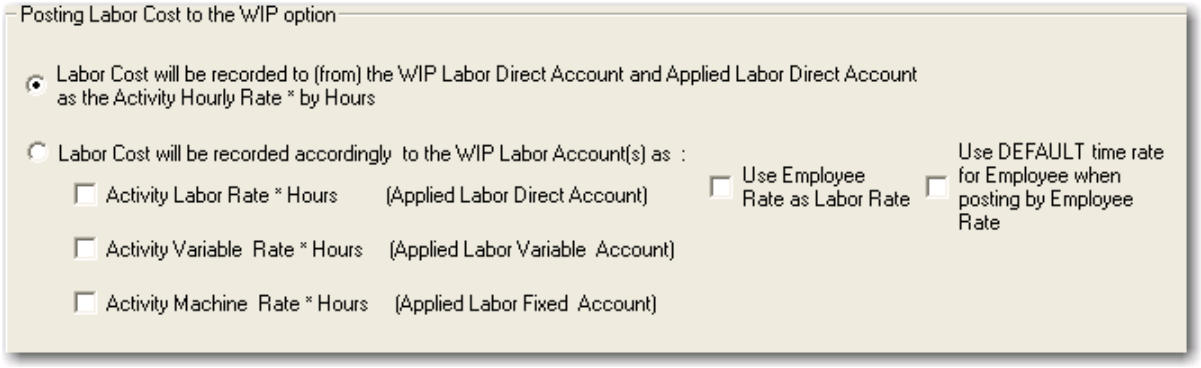


Determine desired posting method

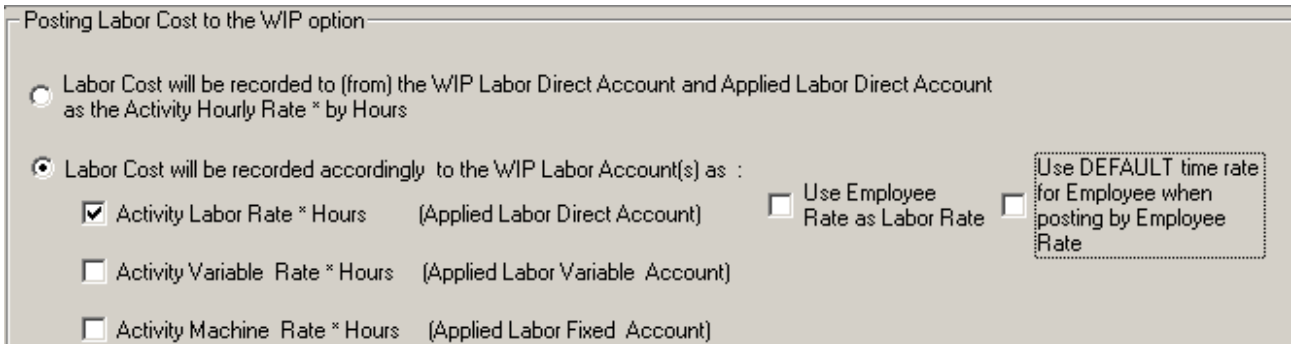
The following resides in a password protected area. Your PrintStream Accounting Support contact will assist with this setting.

You may choose to post labor transactions as follows;

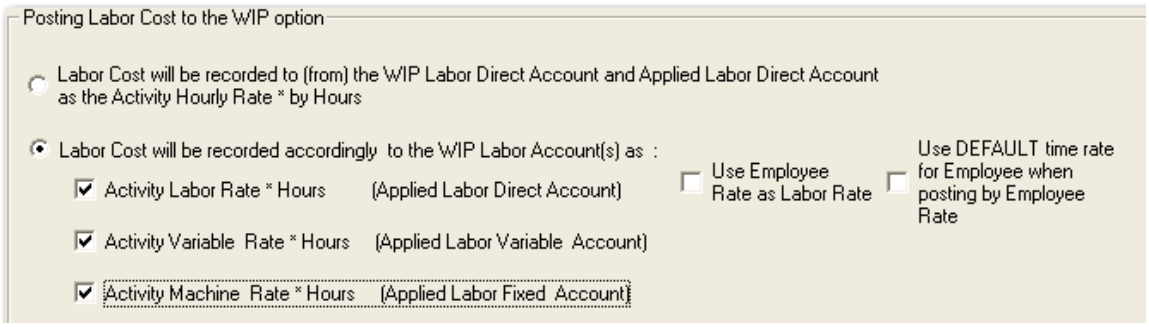
1. By total hourly rate (first radio button).



2. By Labor rate alone, as in the following screenshot. This setting is the most commonly used.



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.



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.

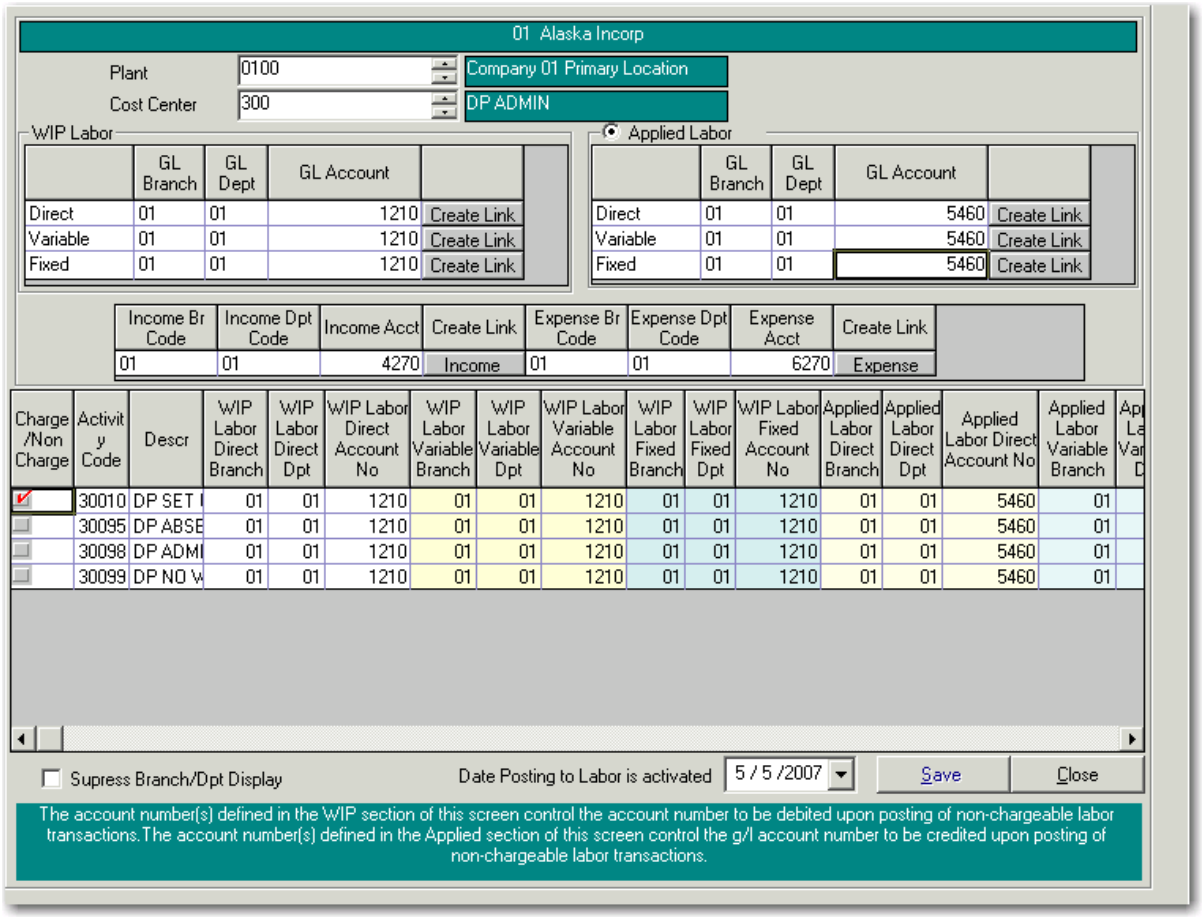
Note Examples of how each of these settings posts to the General Ledger are provided later in this document.

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.



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

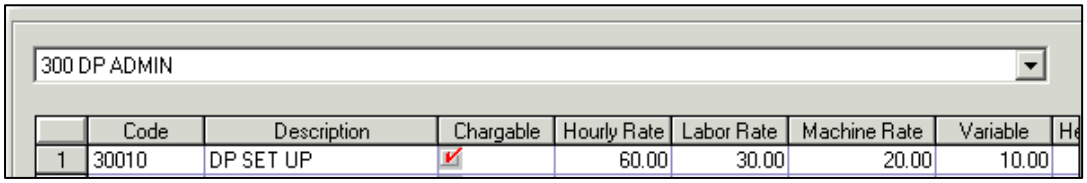
- Debit when posting time entries (labor batch posting)
- Credit in Accounts Receivable invoice
- Link to Applied Labor Accounts
- Credit when posting time entries (labor batch posting)
- Link to Expense
- Debit when posting Final AR Invoice batch
- Link to Revenue
- Credit when posting Final AR Invoice batch

Scenarios with Optional Settings

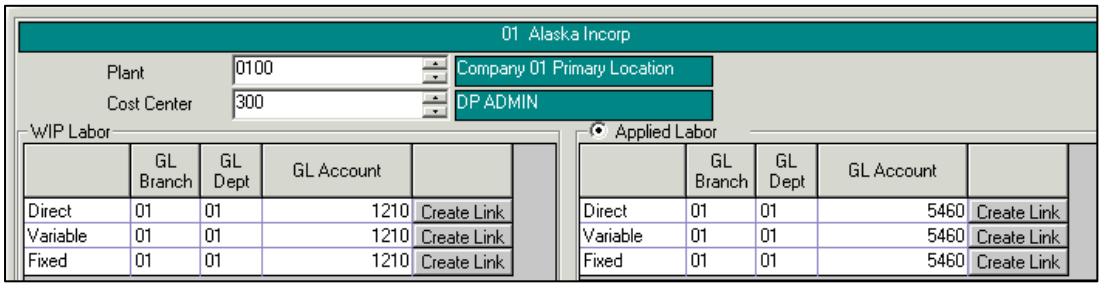
The following section of the document demonstrates work case scenarios for the optional settings available when tracking Work in Process Labor. The relationship between the rates set-up and linking to the General Ledger are as follows:

- Labor = Direct
- Fixed = Machine
- Variable = Variable

Rates Screen (for use in work case scenarios):

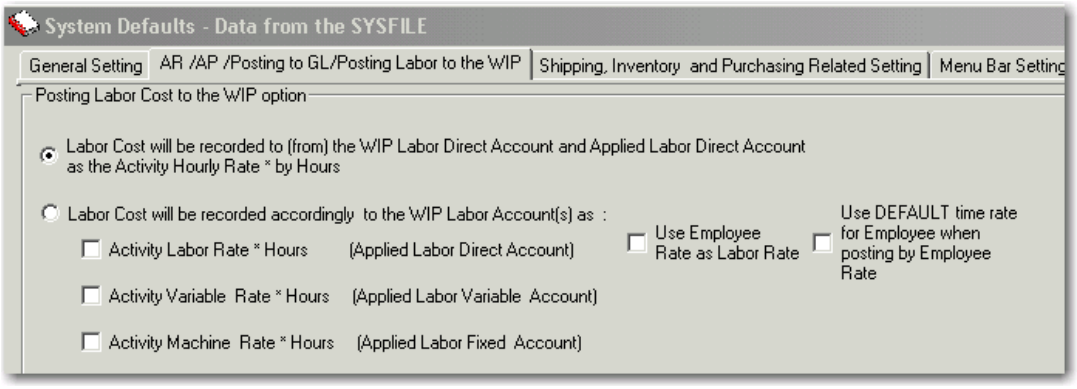


Linking Screen:

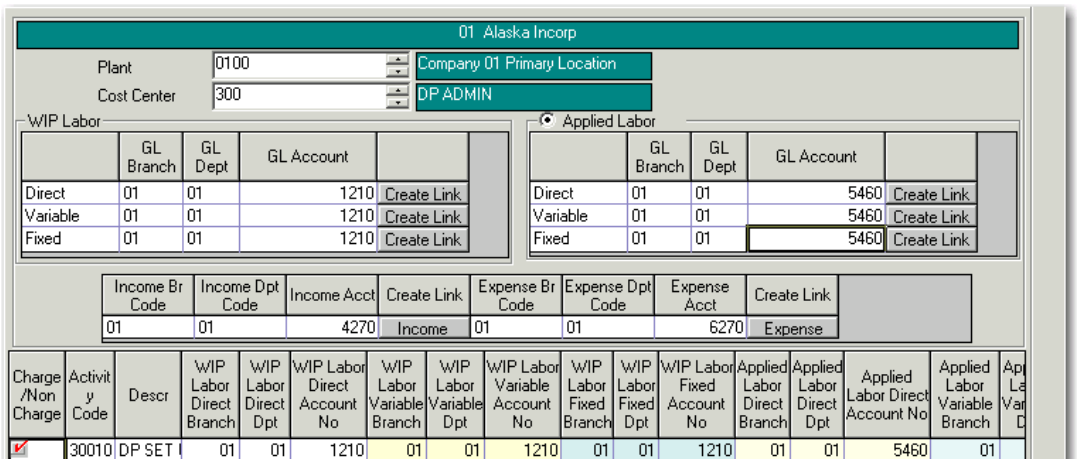


Set-up option #1 – Labor by Hourly Rate

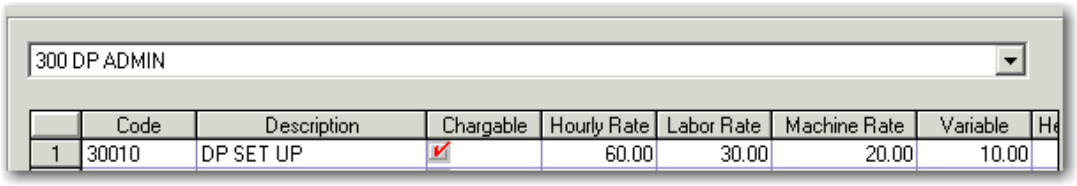
Post to General Ledger as total hourly rate:



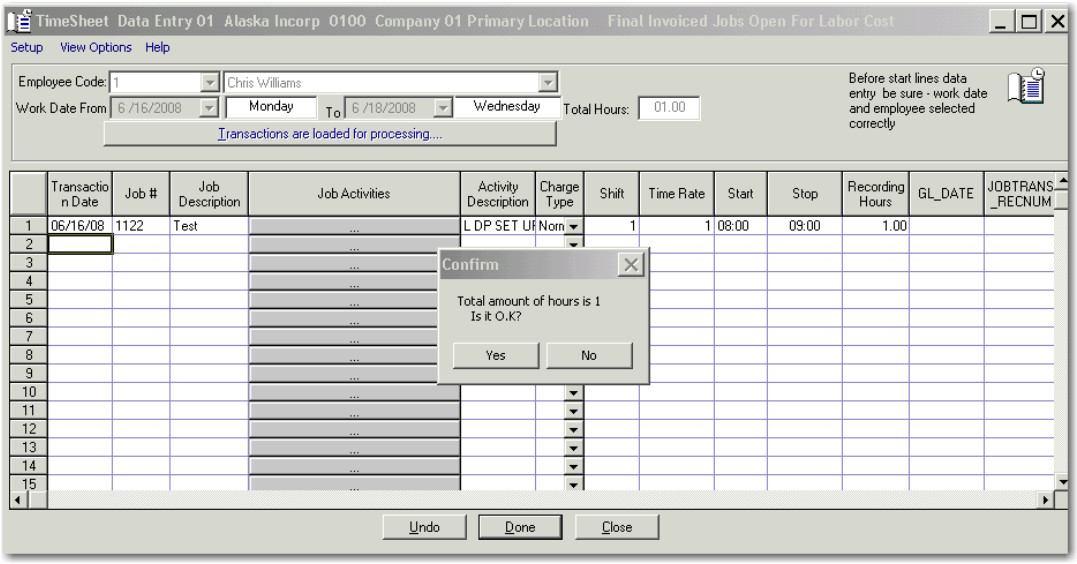
Activity Code 30010 linked as follows:



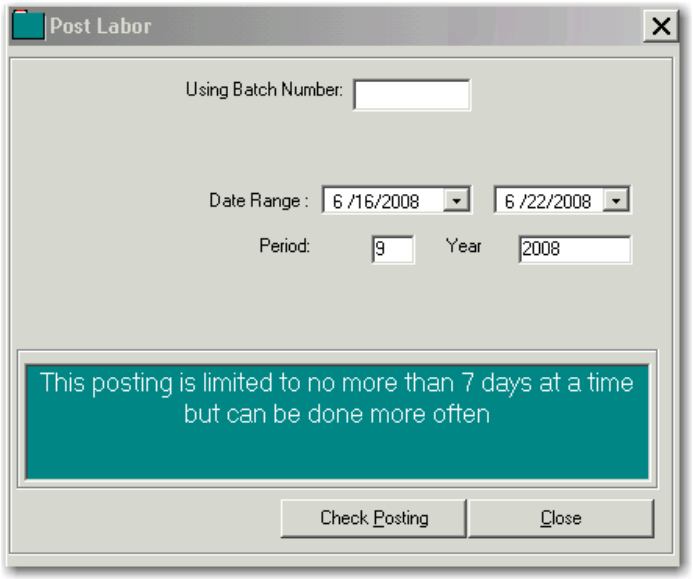
Rates:



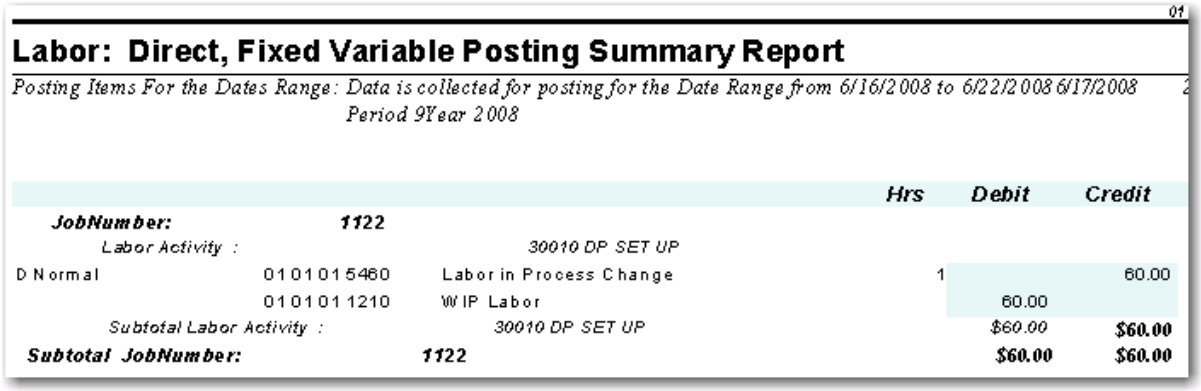
One hour of time recorded to a job:



From General Ledger, G/L Posting, and Post Labor, define a posting range of up to one week and select **Check Posting**.



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

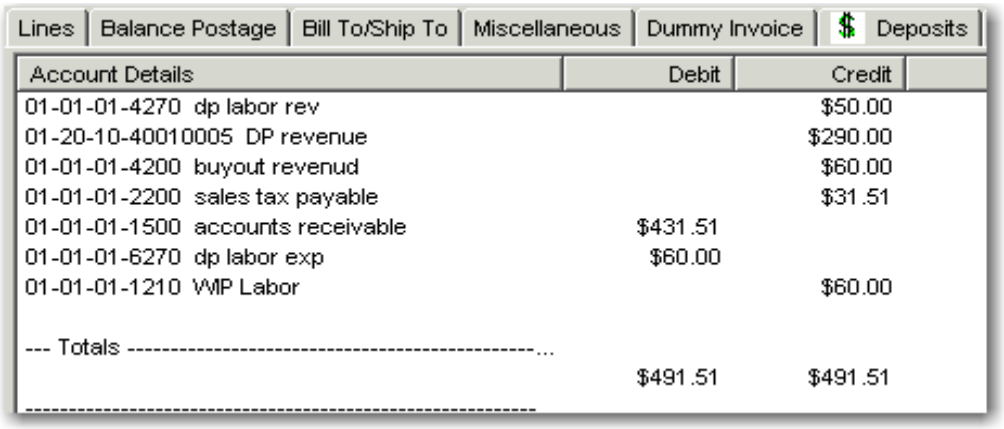
Posting Items For the Dates Range: Data is collected for posting for the Date Range from 6/16/2008 to 6/22/2008 6/17/2008
Period 9Year 2008

			Hrs	Debit	Credit
JobNumber:	**1122**				
Labor Activity :		*30010 DP SET UP*			
D Normal	01 01 01 5460	Labor in Process Change	1		60.00
	01 01 01 1210	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.

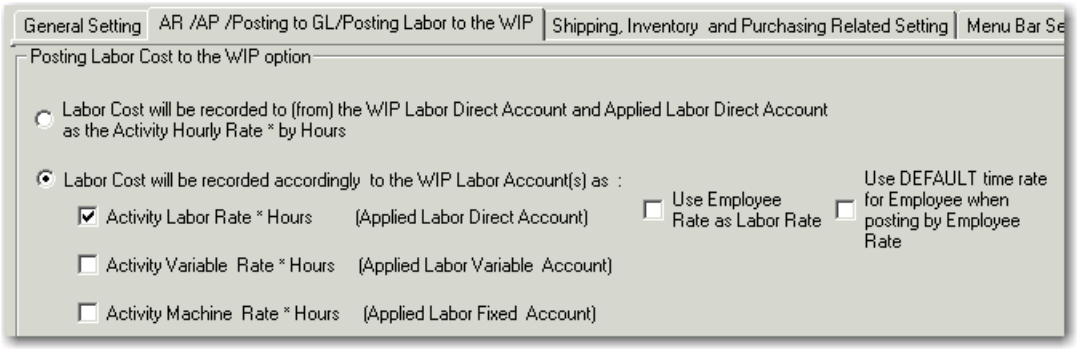


Lines | Balance Postage | Bill To/Ship To | Miscellaneous | Dummy Invoice | $ Deposits

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 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	$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 Se

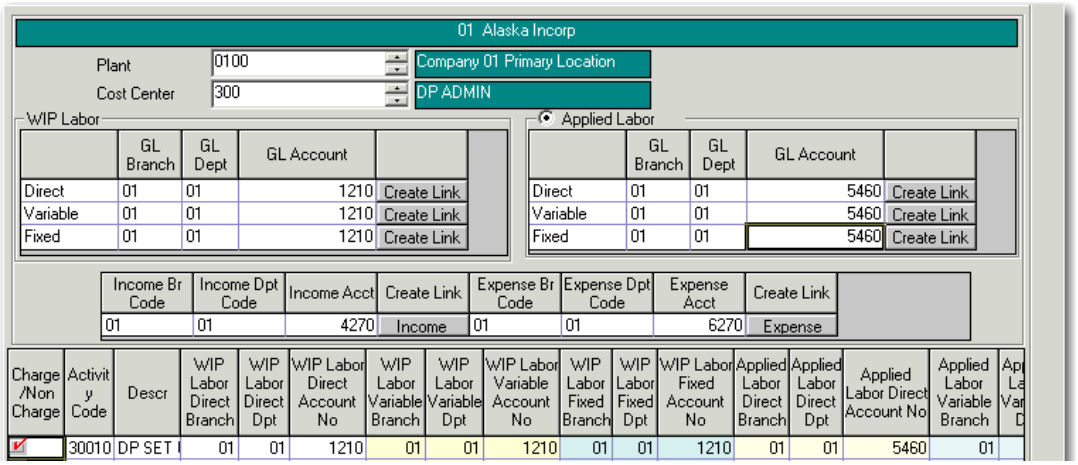
Posting Labor Cost to the WIP option

- ○ 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)
  - ☐ Activity Variable Rate * Hours (Applied Labor Variable Account)
  - ☐ Activity Machine Rate * Hours (Applied Labor Fixed Account)

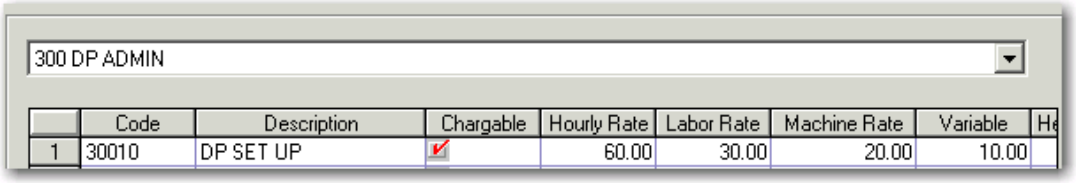
☐ Use Employee Rate as Labor Rate

☐ Use DEFAULT time rate for Employee when posting by Employee Rate

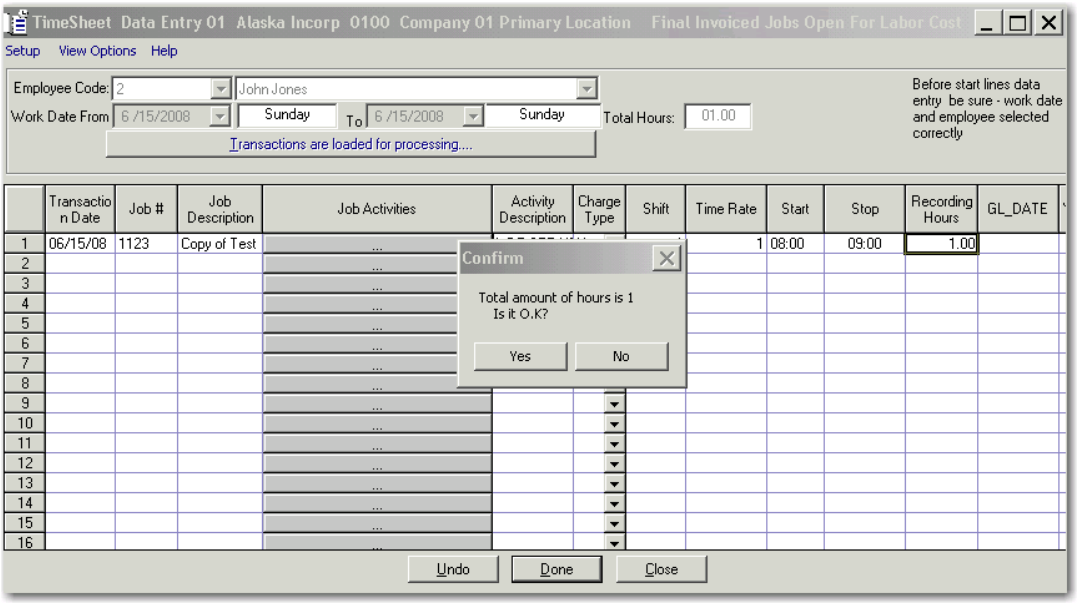
Activity Code 30010 linked as follows:



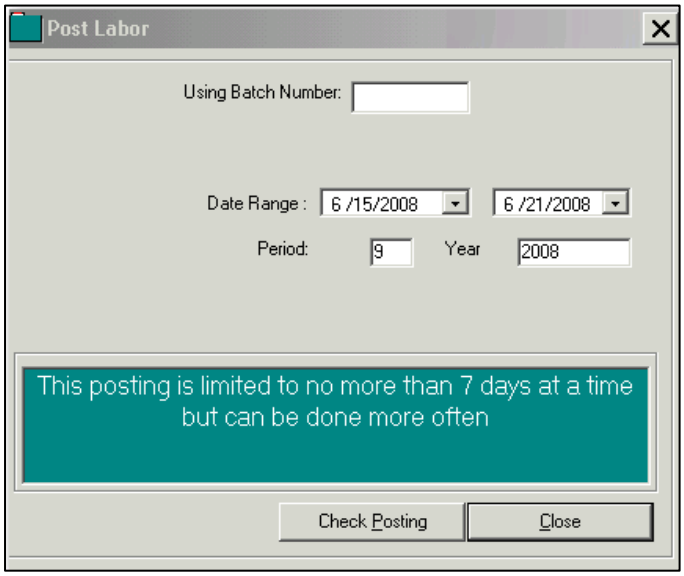
Rates:



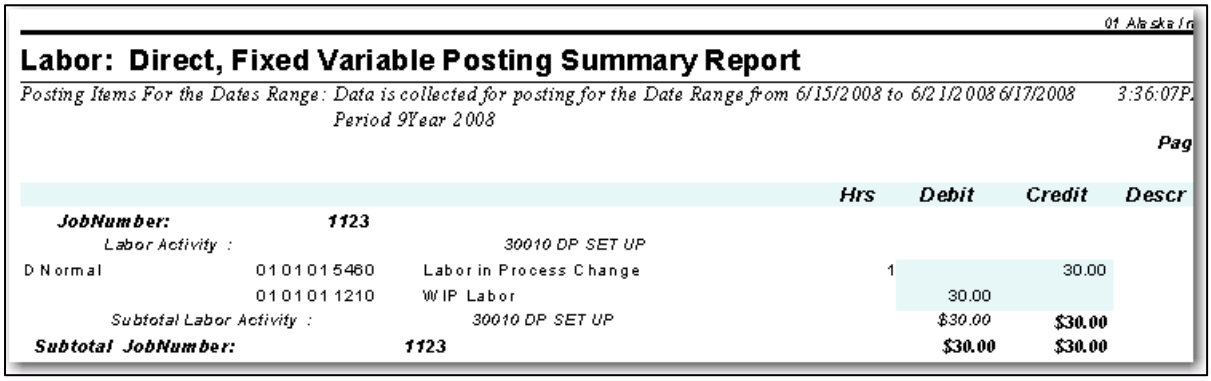
One hour of time recorded to a job:



From General Ledger, G/L Posting, or Post Labor, define a posting range of up to one week and select **Check Posting**.



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

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 3:36:07P
Period 9Year 2008

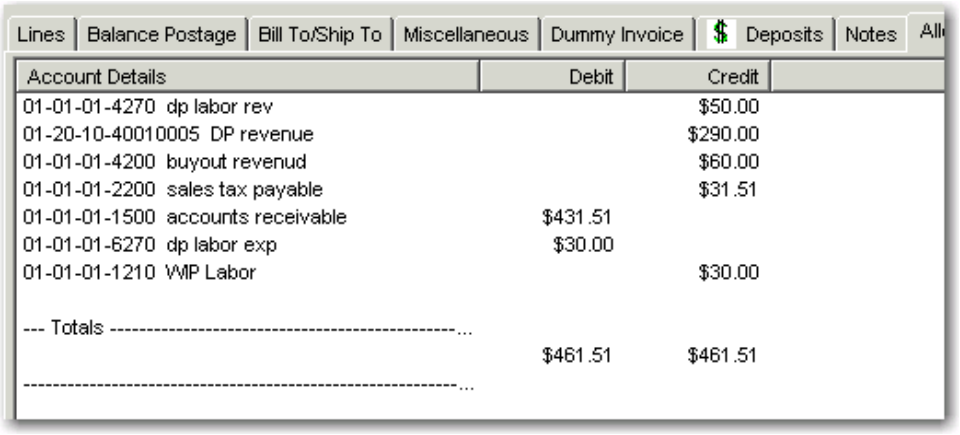
Pag

			Hrs	Debit	Credit	Descr
JobNumber:	***1123***					
Labor Activity :		*30010 DP SET UP*				
D Normal	0101015460	Labor in Process Change	1		30.00	
	0101011210	WIP Labor		30.00		
Subtotal Labor Activity :		*30010 DP SET UP*		*$30.00*	**$30.00**	
Subtotal JobNumber:	***1123***			**$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.

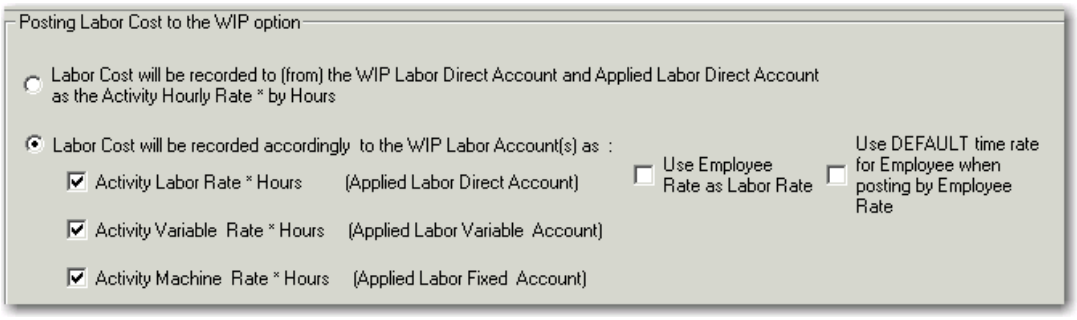
When the job is final invoiced:

- 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.

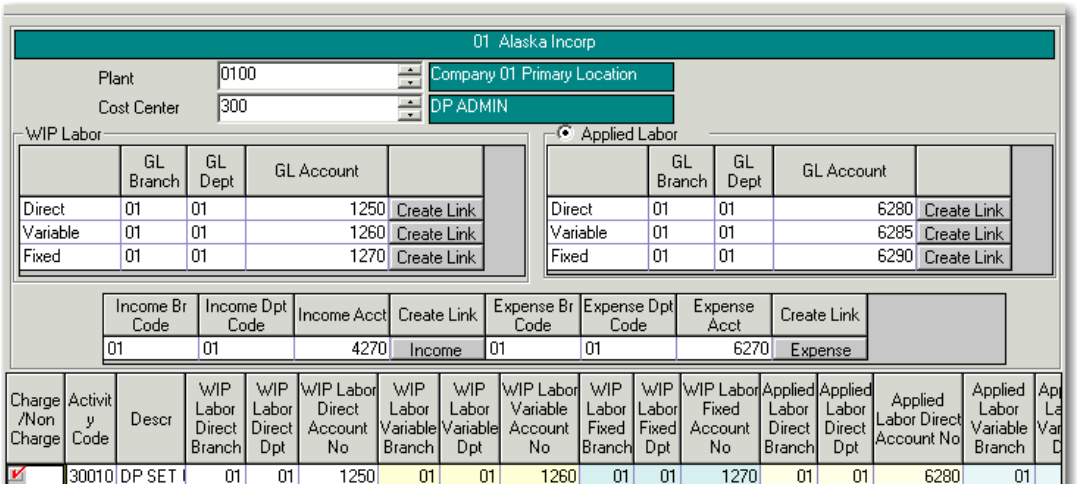


Set-up option # 3 – Labor Posting as a combination of Labor + Machine + Variable rates

Post to General Ledger as combination of all 3 rates:

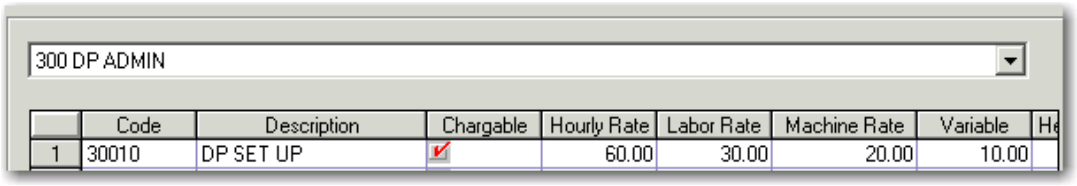


Activity Code 30010 linked as follows:

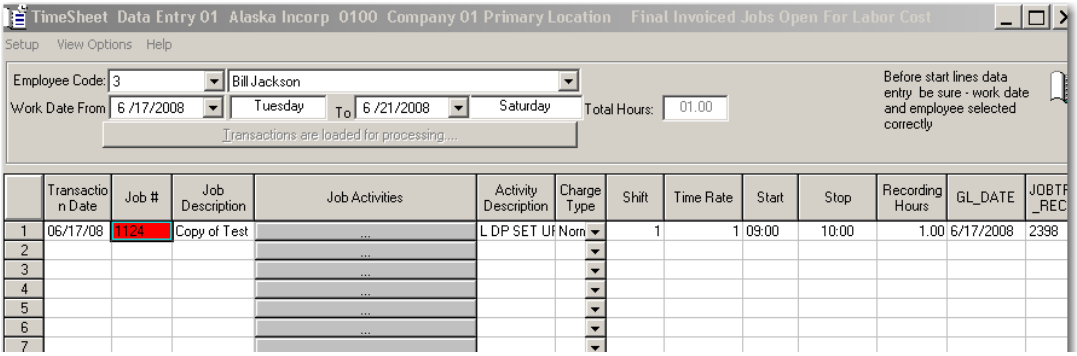


Note This set-up option allows for definition of different WIP and Applied Labor accounts based on type.

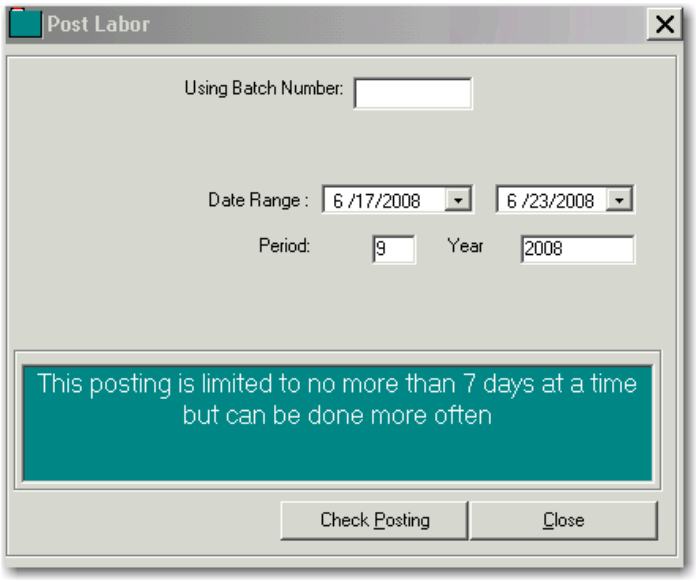
Rates:



One hour of time recorded to a job:

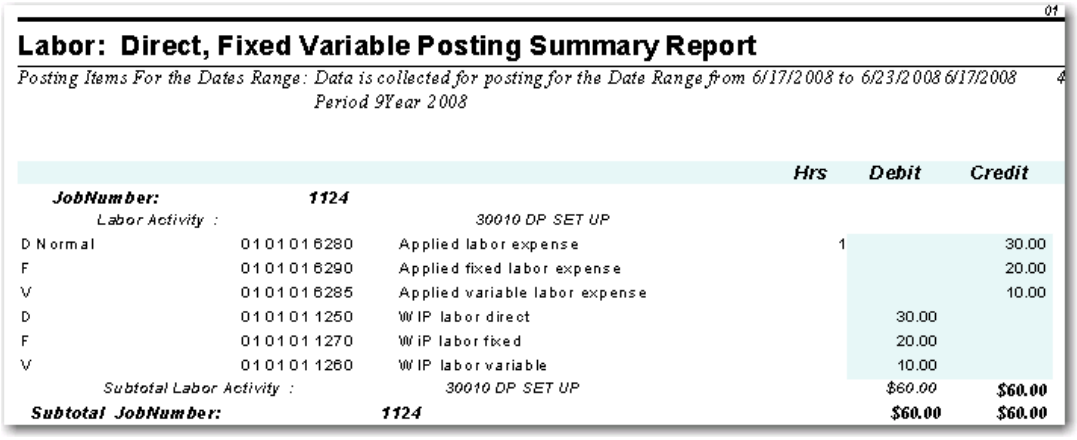


From General Ledger, G/L Posting, and Post Labor, define a posting range of up to one week and select **Check Posting**.



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 9Year 2008

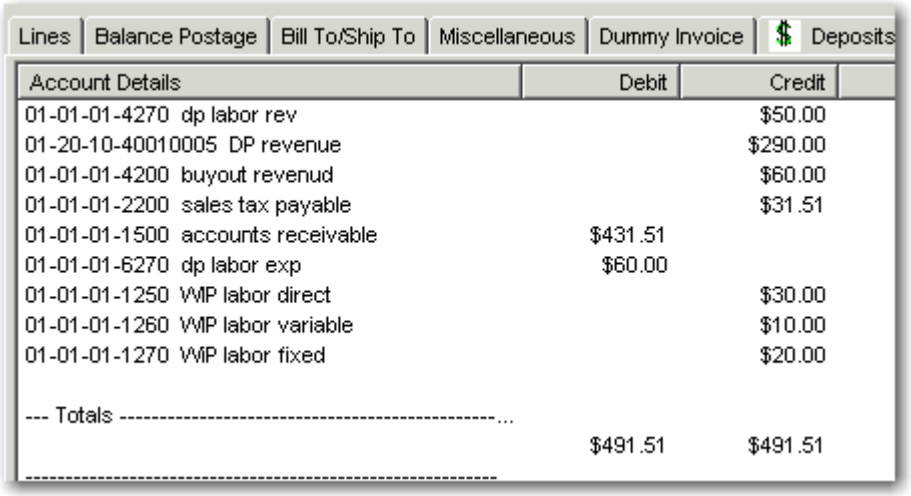
			Hrs	Debit	Credit
JobNumber:	**1124**				
Labor Activity :		*30010 DP SET UP*			
D Normal	0101016280	Applied labor expense	1		30.00
F	0101016290	Applied fixed labor expense			20.00
V	0101016285	Applied variable labor expense			10.00
D	0101011250	WIP labor direct		30.00	
F	0101011270	WIP labor fixed		20.00	
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.

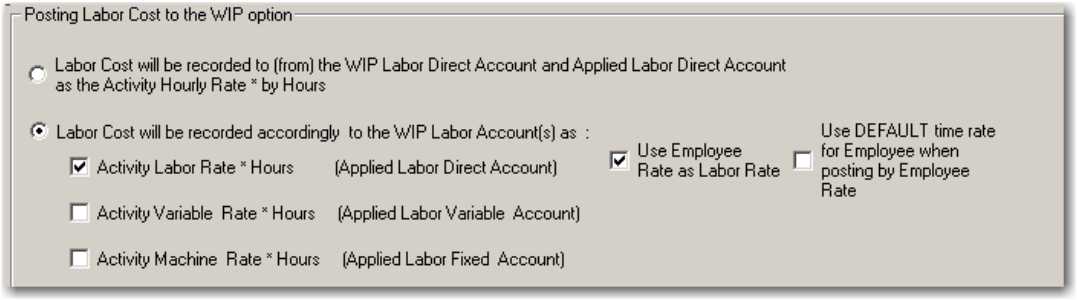


Lines | Balance Postage | Bill To/Ship To | Miscellaneous | Dummy Invoice | $ Deposits

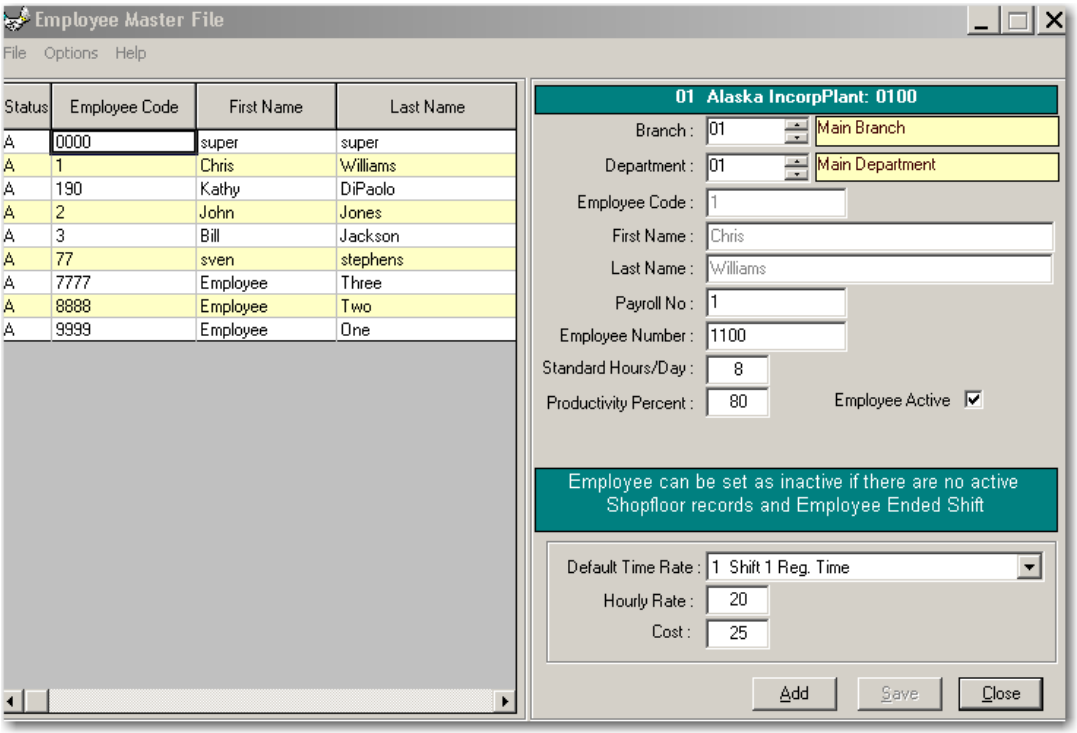
Account Details	Debit	Credit
01-01-01-4270 dp labor rev		$50.00
01-20-10-40010005 DP revenue		$290.00
01-01-01-4200 buyout revenud		$60.00
01-01-01-2200 sales tax payable		$31.51
01-01-01-1500 accounts receivable	$431.51	
01-01-01-6270 dp labor exp	$60.00	
01-01-01-1250 WIP labor direct		$30.00
01-01-01-1260 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

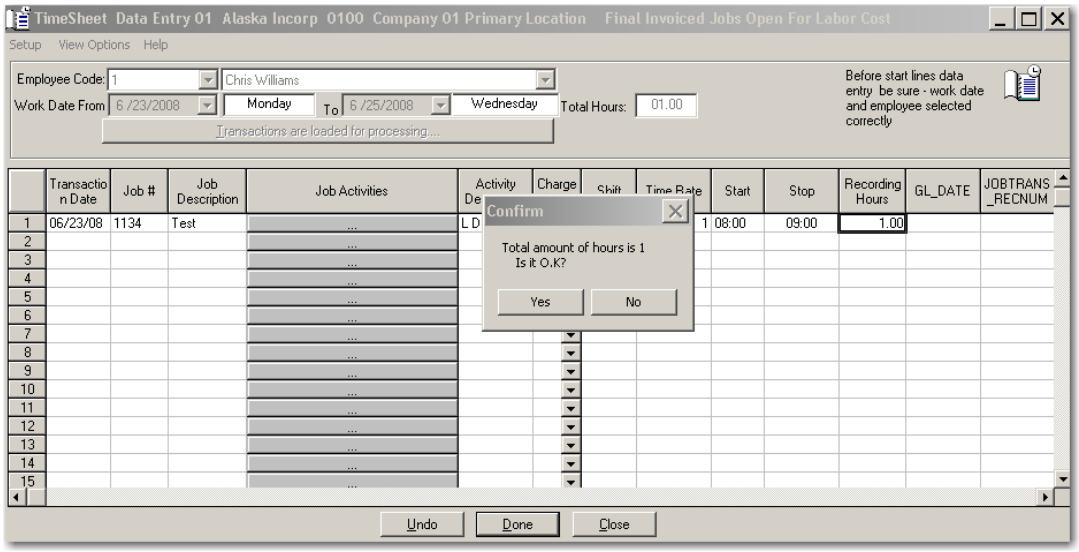
To use the employee rate defined for the employee as the labor rate (setup in Master File Employees), rather than the labor rate defined at the activity level, please request your Accounting Support contact to activate this option in Master File Reports/System Maintenance/System Defaults.



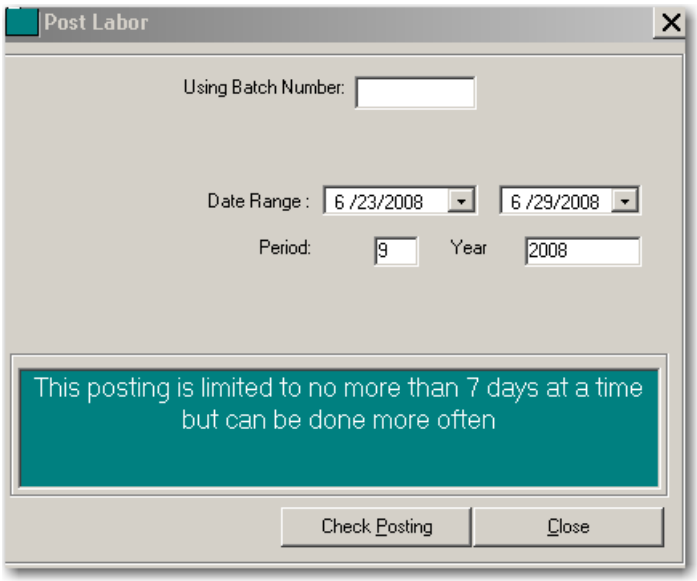
Using Employee 1, Chris Williams, as an example, the hourly rate defined is $20.00.



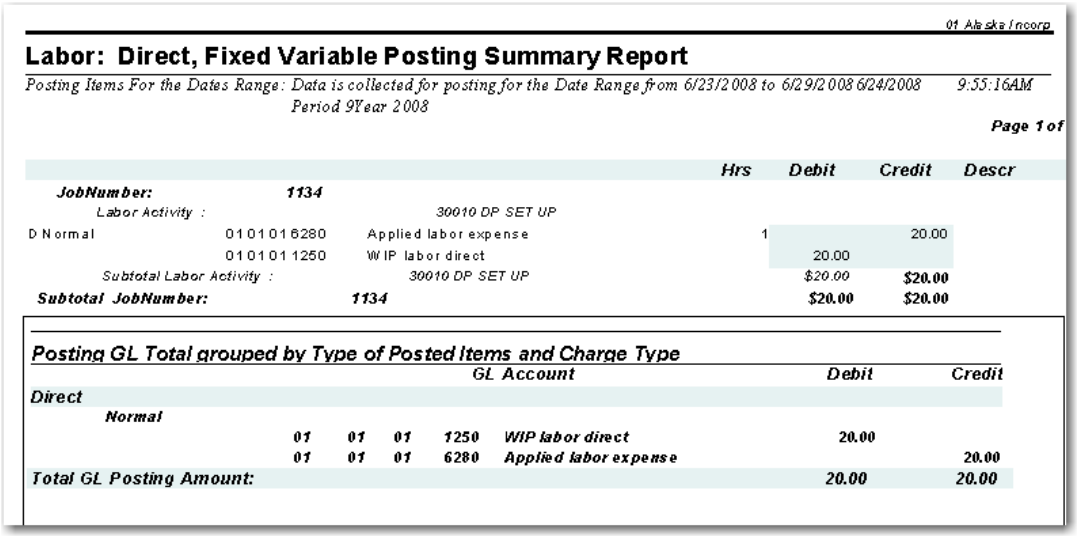
One hour of time logged to the job:



Check posting:



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 9Year 2008

Page 1 of

			Hrs	Debit	Credit	Descr
JobNumber:	**1134**					
Labor Activity :		30010 DP SET UP				
D Normal	01 01 01 6280	Applied labor expense	1		20.00	
	01 01 01 1250	WIP labor direct		20.00		
Subtotal Labor Activity :		30010 DP SET UP		$20.00	$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:

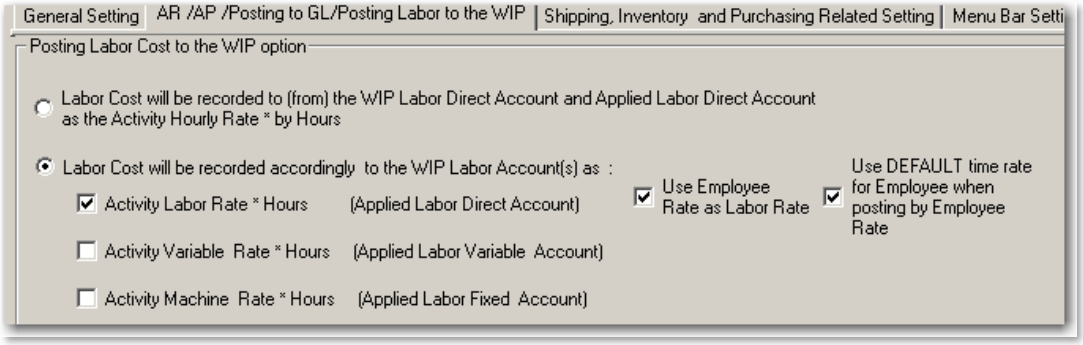
Account Details	Debit	Credit
01-01-01-4270 dp labor rev		$50.00
01-20-10-40010005 DP revenue		$290.00
01-01-01-4200 buyout revenud		$60.00
01-01-01-2200 sales tax payable		$31.51
01-01-01-1500 accounts receivable	$431.51	
01-01-01-6270 dp labor exp	$20.00	
01-01-01-1250 WIP labor direct		$20.00
--- Totals ----------...		
	$451.51	$451.51
----------...		

The same WIP Account selected for linking is credited and the account defined as Labor Expense is debited.

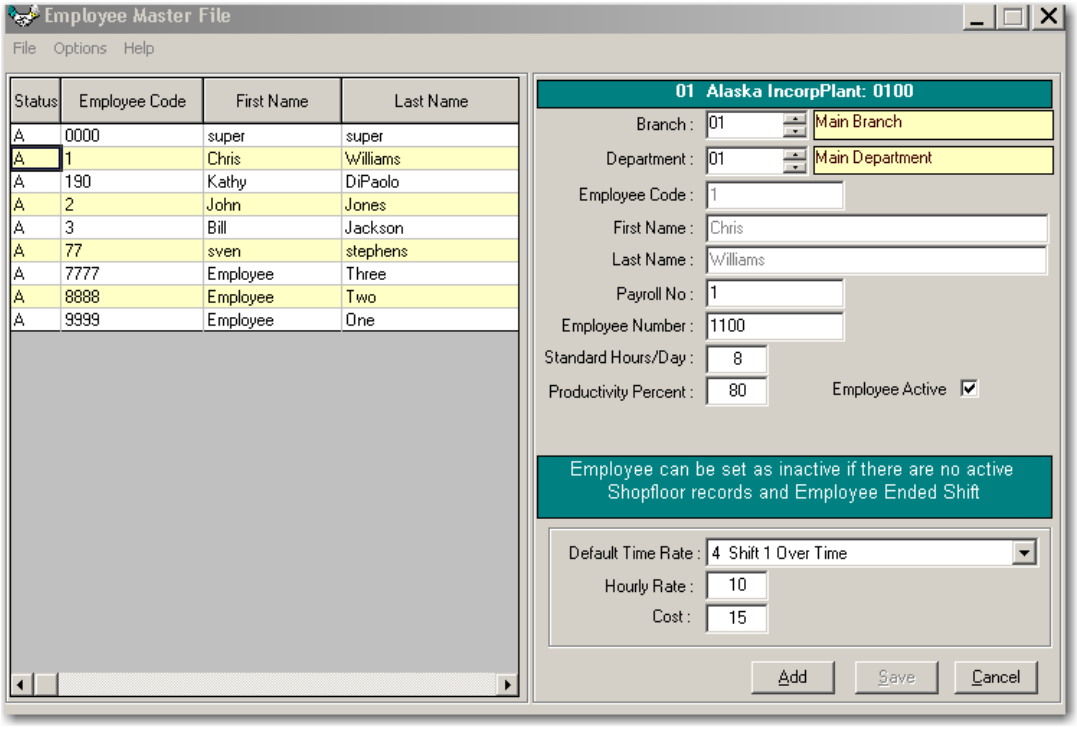
The amount that affected the Applied Labor account remains in your General Ledger as an offset to your actual payroll entry, deferring the impact to the income statement until revenue is recognized.

Use Employee Rate as Labor Rate and Default Time Rate

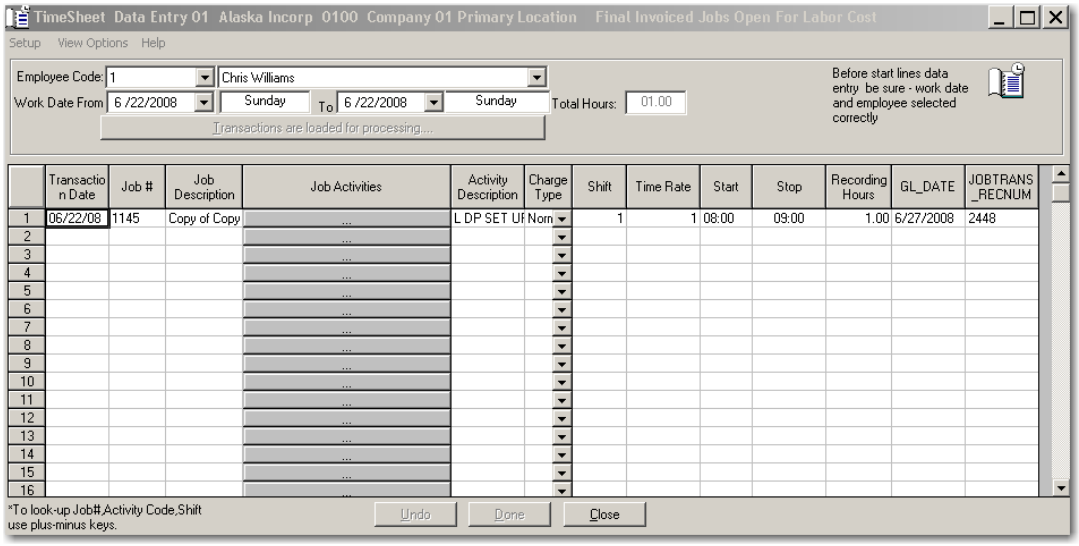
To use the employee rate defined for the employee as the labor rate (setup in Master File Employees), rather than the labor rate defined at the activity level, along with using the default time rate when posting by the employee rate, please request your Accounting Support contact to activate this option in Master File Reports/System Maintenance/System Defaults.



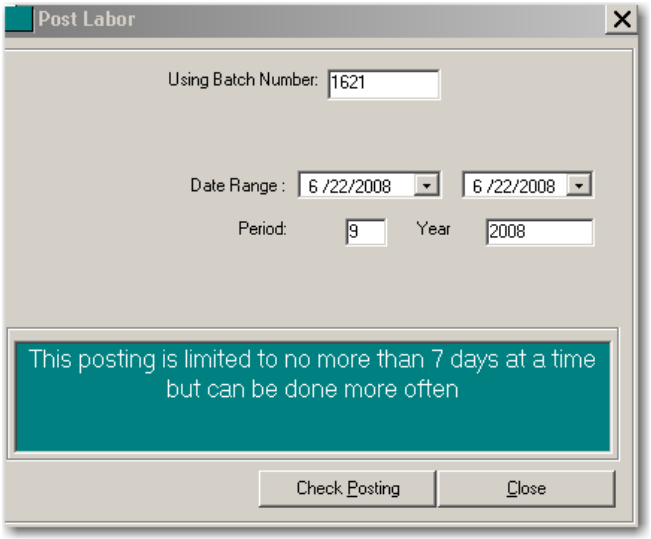
Using Employee 1, Chris Williams, as an example, the hourly rate defined is $10.00.



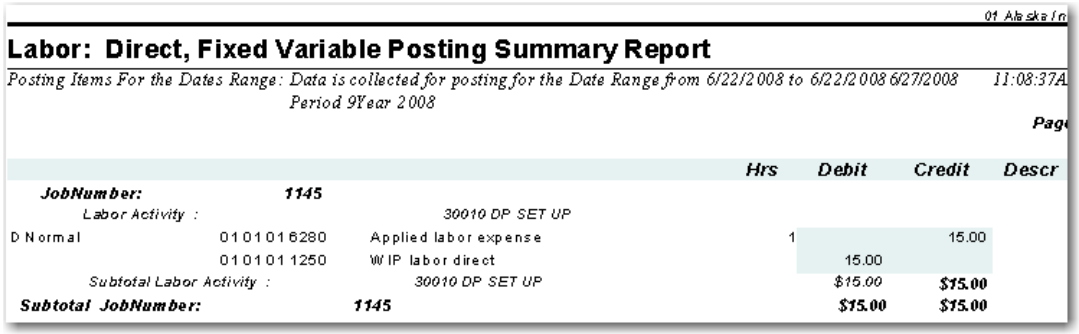
One hour of time logged to the job:



Check posting:

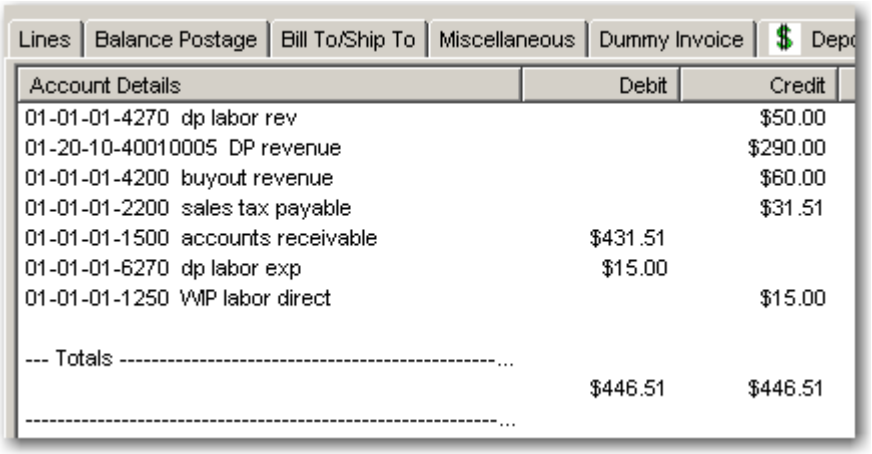


With the second option selected in conjunction with Use Employee Rate as Labor Rate selected and use the Default Time Rate for the Employee when posting by the Employee Rate, you will see 2 accounts affected: The account number defined in the linkage screen for WIP Labor and the account number defined 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.



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
----------...		