



User Guide

Master Files Vendor
V21.1.0200

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EFI PrintStream | V21.1.0200 Master Files Vendor User Guide

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Introduction

Overview

The Vendor Master File contains information relating to any entity you will make payments to, including Postmaster Vendors


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.	



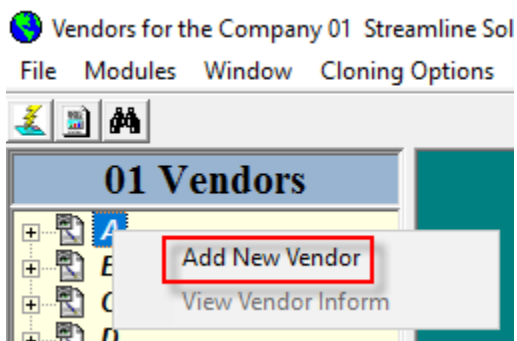
General Information

The Vendor information in PrintStream can be keyed directly into the Vendor 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 file and to format the data.)

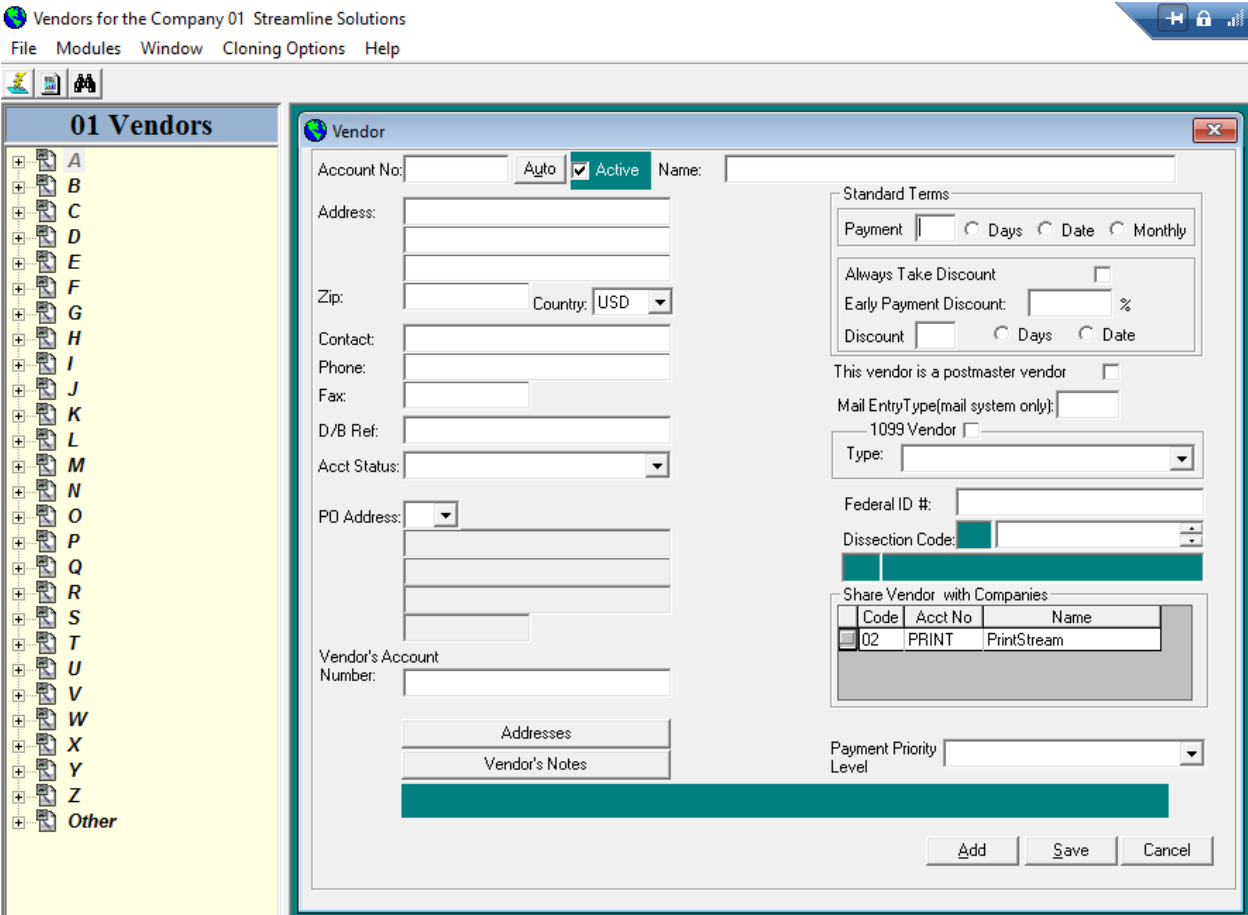
Manual Vendor Creation

To manually create a vendor file, right mouse click with cursor in the tree area of the screen.

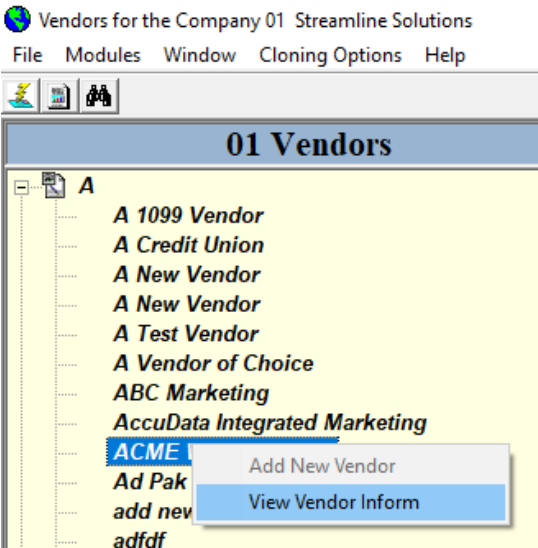
Select Add New Vendor.



A blank vendor file becomes available.



Vendor data can now be keyed directly into the form using the following field information criteria. Once the vendor information has been established, the screen can be opened by highlighting the vendor from the tree and right clicking. Select View Vendor Inform.



Field Information

Vendors for the Company 01 Streamline Solutions

File Modules Window Cloning Options Help

01 Vendors

Vendor

Account No: ACM01 Auto ☒ Active Name: ACME WIDGETS INC.

Address: 3500 California Avenue
Salt Lake City, UT
Zip: 84117 Country: USD

Contact: Fred Flintstone
Phone: (800) 555-1212
Fax: (800) 555-1213
D/B Ref:
Acct Status: B - 30 day Account

PO Address: 0
3500 California Avenue
Salt Lake City, UT
84117

Vendor's Account Number:

Addresses
Vendor's Notes

Standard Terms
Payment 30 ☒ Days ☐ Date ☐ Monthly
☒ Always Take Discount
Early Payment Discount: 2 %
Discount 10 ☒ Days ☐ Date
This vendor is a postmaster vendor ☐
Mail EntryType(mail system only):
1099 Vendor ☒
Type: Interest
Federal ID #: 1354213-12
Dissection Code: 01 0101017100
Y freight expense
Share Vendor with Companies
Code Acct No Name
☒ 02 PRINT PrintStream
Payment Priority Level

Add Save Close

Account No

Account number can be alpha and numeric and holds up to 25 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 will be based on the highest number already in the system.

Active

This checkbox allows that status of the vendor to be changed. Vendors not marked as Active will not appear in the AP Invoicing Entry or AP Check Entry modules.

Name

This field is for the vendor name. The field holds up to 250 alpha and 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 code created in setup. If only one country is in setup, the system will default 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 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. Optional, 30-character field.

Phone

Vendor phone number, 18 characters, numeric field. Optional

Fax

Vendors fax number, 18 characters, numeric field. 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 will print on the check issued to vendor. Most commonly used for those vendors with an established account number that needs to be on the check, i.e. credit card companies, utility companies. This field holds 30 alphanumeric characters. 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. Optional

Vendor's Notes

Data entered in this area will be viewable in the .Net shipping and scheduled tasks module, as well as pulling into certain .Net reports.

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 box must be selected, and the discount percentage entered.

Early Payment Discount

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

Discount

The number entered here will reflect the number of days after the invoice due date, if the Days radio button is selected, or the actual day of the month following the due date, if the Date radio button is selected.

This vendor is a postmaster vendor

This box must be selected if the Vendor is being created in conjunction with the postage module. This type of Vendor will only be 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, DBMC, and NONE. DBMC is Bulk Mail Center, DSCF, is Sectional Center Facility and NONE means they are neither.

1099 Vendor

If a Form 1099 will need to be generated for this vendor from PrintStream, check this 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 will print on the vendors 1099 form automatically. The field holds 20 numeric characters. 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.

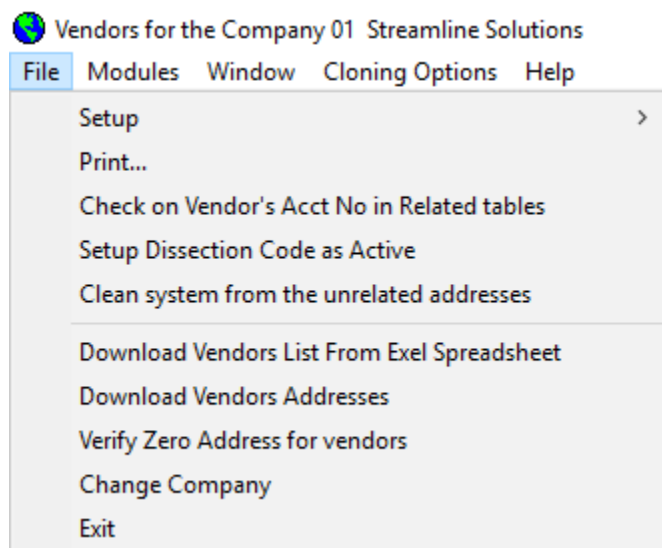
Share Vendor with Companies

Used in a multi-company database only. Allows vendors to be shared across companies.

Payment Priority Level

Making a selection here will activate the ability to auto select invoices by priority level in the AP Check Entry module.

Taskbar for Vendor Master File

File**Setup**

Allows 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 Vendor 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.

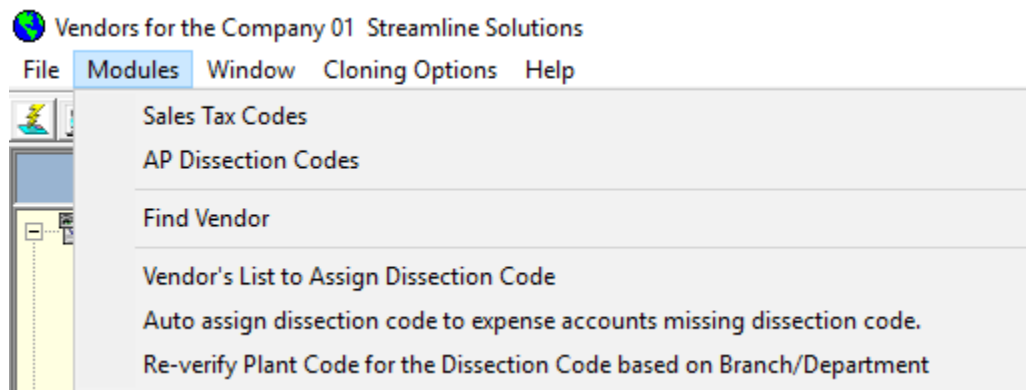
Download Vendors Addresses

A Windows utility to import additional address 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 will be 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 on the code or description header line. The code will default to Active. Set default tax code if desired.

Alaska Incorp - [A/P Dissection Code]

Active	Code	Description
<input checked="" type="checkbox"/>	0101011300	postage inventory
<input checked="" type="checkbox"/>	0101011200	wip
<input checked="" type="checkbox"/>	0101017000	payroll expense
<input checked="" type="checkbox"/>	0101015000	ar discount
<input checked="" type="checkbox"/>	0101015100	ap discount
<input checked="" type="checkbox"/>	0101016000	ap without inv diff
<input checked="" type="checkbox"/>	0101016100	material spoilage
<input checked="" type="checkbox"/>	0101016200	extra costs
<input checked="" type="checkbox"/>	0101016300	postage unbillable
<input checked="" type="checkbox"/>	0101016400	postage spoilage
<input checked="" type="checkbox"/>	0101017100	freight expense
<input checked="" type="checkbox"/>	0101017200	buyout expense
<input checked="" type="checkbox"/>	0101017300	special expense
<input checked="" type="checkbox"/>	0101017400	mailshop expense
<input checked="" type="checkbox"/>	0101011325	paper inventory
<input checked="" type="checkbox"/>	0101011400	finished goods inventory
<input checked="" type="checkbox"/>	0101016500	utility expense
<input checked="" type="checkbox"/>	0110107000	payroll expense
<input checked="" type="checkbox"/>	0110107200	buyout expense

Code:

Description:

Account Details:

Branch:

Department:

Account:


Active ☒

Tax Code:

Add Save Close

Find Vendor

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

 Vendors for the Company 01 Streamline Solutions

File Modules Window Cloning Options Help

01 Vendors

A

A 1099 Vendor

A Credit Union

A New Vendor

A New Vendor

A Test Vendor

A Vendor of Choice

Find Vendor

Vendor Acct Num:

Vendor Name:

* Type in Vendor Account Number or Vendor Name. Then use UP or DOWN arrow key to look up

Display Cancel

Vendors List to Assign Dissection Code

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

Vendors for the Company 01 Streamline Solutions - [List of Vendors]

File Modules Window Cloning Options Help

01 Vendors

	Acct No	Name	Priority Level	Address	Phone	Terms	Dissection Code	Dissection Code Description	Vendor Status
1	Aspace	adfdf		THIS IS A NE	911	30 days acco	0101010123	suellen add	Active
2	NNN	NEW ACCOU				30 days acco	0110106000	material exp	Active
3	*001	07097		80 COUNTY		7 days acco			Active
4	*002	BMC PITTSE		PO BOX 100		7 days acco	0101010520	office suppl	Active
5	*003	BMC SPRING		190 FIBERLO		7 days acco			Active
6	*004	BMC PHILAD		1900 BYBER		7 days acco			Active
7	*005	ASF BUFFAL		1200 WILLIA		7 days acco			Active
8	*006	BMC GREEN		3701 WEST		7 days acco			Active
9	*007	BMC WASHI		9201 EDGEV		7 days acco			Active
10	*008	BMC CINCIN		3055 CRESC		7 days acco			Active
11	*009	BMC ATLAN		1800 JAMES		7 days acco			Active
12	*010	BMC MEMPH		1921 ELVIS I		7 days acco			Active

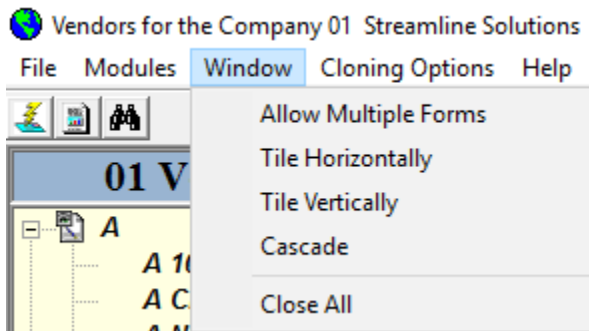
Auto assign dissection code to expense accounts missing dissection code

This option is for PrintStream Support use only

Re-verify Plan Code for the Dissection Code based on Branch/Department

This option is for PrintStream Support use only

Window



Allow Multiple Forms

Selecting this option will allow you to have multiple windows open at the same time; rather than just one.

Tile Horizontally

When more than one window is open, selecting this option will organize them from top to bottom.

Tile Vertically

When more than one window is open, selecting this option will organize them from left to right.

Cascade

When more than one window is open, selecting this option will organize them in a cascading stack.

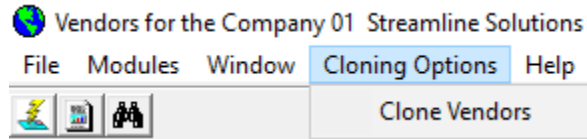
Close All

Selecting this option will do just that; close all open windows.

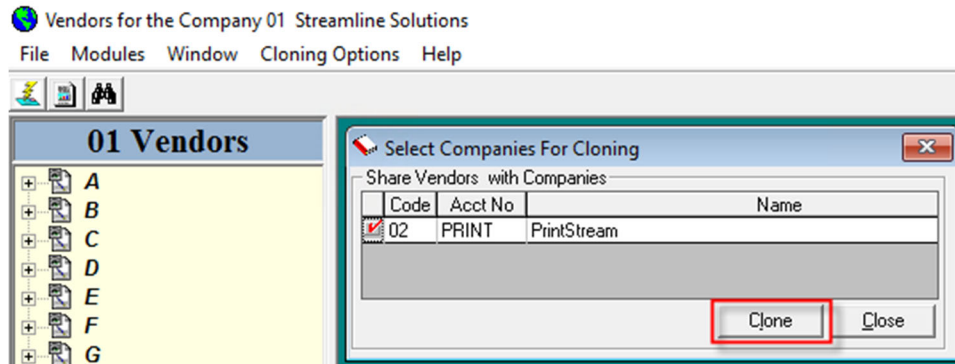
Cloning Options

Clone Vendors

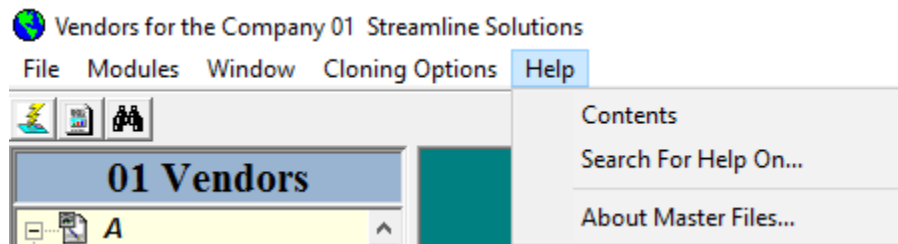
This function is related to database set up for Multi-Company only. It allows all vendors to be quickly shared between companies.



To clone, simply select the company to share with, by clicking the checkbox to the left of the company Code, and then clicking the Clone button.



Help



Contents

There are no help contents available for this particular module.

Search For Help On...

There are no help contents available for this particular module.

About Master Files...

Selecting this option will open another screen showing various information related to the version of the PrintStream database.