



User Guide

Multi Job AR Invoicing Add On
V21.1.0200

Copyright © 2019 by Electronics for Imaging, Inc. All Rights Reserved.

EFI PrintStream | V21.1.0200 Multi Job AR Invoicing Add On User Guide

This publication is protected by copyright, and all rights are reserved. No part of it may be reproduced or transmitted in any form or by any means for any purpose without express prior written consent from Electronics for Imaging, Inc. Information in this document is subject to change without notice and does not represent a commitment on the part of Electronics for Imaging, Inc.

Patents

This product may be covered by one or more of the following U.S. Patents: 4,716,978, 4,828,056, 4,917,488, 4,941,038, 5,109,241, 5,170,182, 5,212,546, 5,260,878, 5,276,490, 5,278,599, 5,335,040, 5,343,311, 5,398,107, 5,424,754, 5,442,429, 5,459,560, 5,467,446, 5,506,946, 5,517,334, 5,537,516, 5,543,940, 5,553,200, 5,563,689, 5,565,960, 5,583,623, 5,596,416, 5,615,314, 5,619,624, 5,625,712, 5,640,228, 5,666,436, 5,745,657, 5,760,913, 5,799,232, 5,818,645, 5,835,788, 5,859,711, 5,867,179, 5,940,186, 5,959,867, 5,970,174, 5,982,937, 5,995,724, 6,002,795, 6,025,922, 6,035,103, 6,041,200, 6,065,041, 6,112,665, 6,116,707, 6,122,407, 6,134,018, 6,141,120, 6,166,821, 6,173,286, 6,185,335, 6,201,614, 6,215,562, 6,219,155, 6,219,659, 6,222,641, 6,224,048, 6,225,974, 6,226,419, 6,238,105, 6,239,895, 6,256,108, 6,269,190, 6,271,937, 6,278,901, 6,279,009, 6,289,122, 6,292,270, 6,299,063, 6,310,697, 6,321,133, 6,327,047, 6,327,050, 6,327,052, 6,330,071, 6,330,363, 6,331,899, 6,340,975, 6,341,017, 6,341,018, 6,341,307, 6,347,256, 6,348,978, 6,356,359, 6,366,918, 6,369,895, 6,381,036, 6,400,443, 6,429,949, 6,449,393, 6,476,927, 6,490,696, 6,501,565, 6,519,053, 6,539,323, 6,543,871, 6,546,364, 6,549,294, 6,549,300, 6,550,991, 6,552,815, 6,559,958, 6,572,293, 6,590,676, 6,606,165, 6,633,396, 6,636,326, 6,643,317, 6,647,149, 6,657,741, 6,662,199, 6,678,068, 6,707,563, 6,741,262, 6,748,471, 6,753,845, 6,757,436, 6,757,440, 6,778,700, 6,781,596, 6,816,276, 6,825,943, 6,832,865, 6,836,342, RE33,973, RE36,947, D341,131, D406,117, D416,550, D417,864, D419,185, D426,206, D439,851, D444,793.

Trademarks

The APPS logo, AutoCal, Auto-Count, Balance, Best, the Best logo, BESTColor, BioVu, BioWare, ColorPASS, Colorproof, ColorWise, Command WorkStation, CopyNet, Cretachrom, Cretaprint, the Cretaprint logo, Cretaprinter, Cretaroller, DockNet, Digital StoreFront, DocBuilder, DocBuilder Pro, DocStream, DSFdesign Studio, Dynamic Wedge, EDOX, EFI, the EFI logo, Electronics For Imaging, Entrac, EPCount, EPPhoto, EPRegister, EPStatus, Estimate, ExpressPay, Fabrivu, Fast-4, Fiery, the Fiery logo, Fiery Driven, the Fiery Driven logo, Fiery JobFlow, Fiery JobMaster, Fiery Link, Fiery Prints, the Fiery Prints logo, Fiery Spark, FreeForm, Hagen, Inktenity, Inkware, Jetrion, the Jetrion logo, LapNet, Logic, MiniNet, Monarch, MicroPress, OneFlow, Pace, PhotoXposure, PressVu, Printcafe, PrinterSite, PrintFlow, PrintMe, the PrintMe logo, PrintSmith, PrintSmith Site, Printstream, Print to Win, Prograph, PSI, PSI Flexo, Radius, Rastek, the Rastek logo, Remoteproof, RIPChips, RIP-While-Print, Screenproof, SendMe, Sincolor, Splash, Spot-On, TrackNet, UltraPress, UltraTex, UltraVu, UV Series 50, VisualCal, VUTEK, the VUTEK logo, and WebTools are trademarks of Electronics For Imaging, Inc. and/or its wholly owned subsidiaries in the U.S. and/or certain other countries.

All other terms and product names may be trademarks or registered trademarks of their respective owners, and are hereby acknowledged.

Table of Contents

| | |
|--|-----------|
| Introduction | 4 |
| Overview | 4 |
| Contact Information | 4 |
| How to Create a Multiple Job AR Invoice..... | 5 |
| First Option | 6 |
| Creating a Multi Job Invoice - Line Item Entry | 8 |
| Creating a Multi Job Invoice – Balance Postage..... | 9 |
| Creating A Multi Job Invoice – Dummy Invoicing | 10 |
| Creating a Multi Job Invoice – Additional Information | 10 |
| Add Additional Jobs to Unposted Multi Job Invoice | 11 |
| Posting a Multi Job AR Invoice Batch..... | 12 |
| Second Billing Option | 12 |

Introduction

Overview

The multi job AR invoicing feature allows users to create one AR invoice to a customer for multiple jobs. Multi job invoicing not only saves time for the user when creating the invoice, but it is extremely convenient for those companies who only bill their customers once per month for the jobs completed for that period.

Following procedures may differ slightly due to the interface written for your alternative software program.

Contact Information

EFI Support

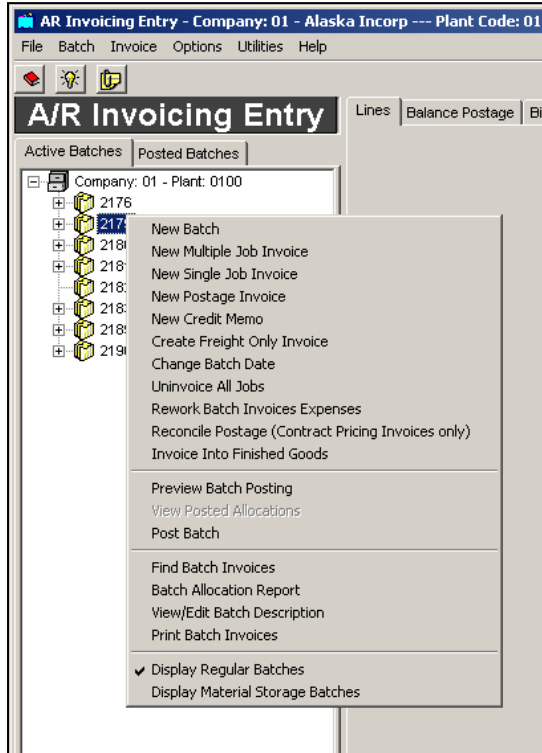
| | |
|---|--|
| US Phone: | 855.334.4457 (first select option 3, then press option 8, then press option 1) |
| US Fax: | 415.233.4157 |
| US E-mail: | printstream.support@efi.com |
| Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave 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

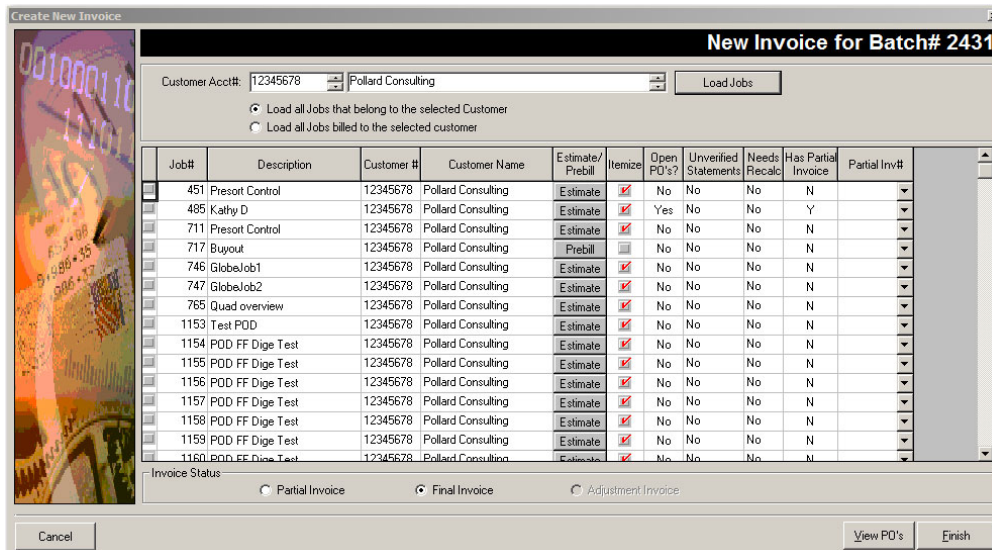
| | |
|---|--|
| US Phone: | 651.365.5321 |
| US Fax: | 651.365.5334 |
| E-Mail: | ProfessionalServicesOperations@efi.com |
| EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software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

How to Create a Multiple Job AR Invoice

To create a multi job invoice, you can either create a new batch or use an existing batch to create the invoice. After the batch has been created, select the batch by clicking the batch number. Right single right-click the batch number and select the New Multiple Job Invoice option.



Enter the customer's account number in the field provided or use the up/down arrow keys next to the field, or the up/down arrow keys on the keyboard, to select the customer. Two radio options are available to display all open jobs to invoice.



The first option Load all jobs that belong to the selected customer displays all open jobs created to the customer selected, and is invoiced to this same customer. The second option Load all jobs billed to the selected customer

displays all open jobs entered to the customer selected. However, a different customer account has been assigned as the Bill To for these jobs. We will look at each option separately.

First Option

Select Load all jobs that belong to the selected customer, and select the check box to the left of the job number for those jobs you want to invoice. Select either **Partial Invoice** or **Final Invoice**.

Create New Invoice

New Invoice for Batch# 2431

Customer Acct#: 12345678 Pollard Consulting Load Jobs

☒ Load all Jobs that belong to the selected Customer
☐ Load all Jobs billed to the selected customer

| | Job# | Description | Customer # | Customer Name | Estimate/ Prebill | Itemize | Open PO's? | Unverified Statements | Needs Recalc. | Has Partial Invoice | Partial Inv# |
|-------------------------------------|------|------------------|------------|--------------------|----------------------|-------------------------------------|---------------|--------------------------|------------------|------------------------|--------------|
| <input checked="" type="checkbox"/> | 451 | Presort Control | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | No | No | No | N | |
| <input checked="" type="checkbox"/> | 485 | Kathy D | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | Yes | No | No | Y | |
| <input checked="" type="checkbox"/> | 498 | NDS | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | No | No | No | N | |
| <input checked="" type="checkbox"/> | 703 | Presort Control | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | No | No | No | N | |
| <input checked="" type="checkbox"/> | 711 | Presort Control | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | No | No | No | N | |
| <input checked="" type="checkbox"/> | 717 | Buyout | 12345678 | Pollard Consulting | Prebill | <input type="checkbox"/> | No | No | No | N | |
| <input checked="" type="checkbox"/> | 719 | Sub K | 12345678 | Pollard Consulting | Prebill | <input type="checkbox"/> | Yes | No | No | Y | |
| <input checked="" type="checkbox"/> | 741 | GlobeJob1 | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | No | No | No | N | |
| <input checked="" type="checkbox"/> | 742 | GlobeJob2 | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | No | No | No | N | |
| <input checked="" type="checkbox"/> | 745 | Globe | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | No | No | No | N | |
| <input checked="" type="checkbox"/> | 746 | GlobeJob1 | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | No | No | No | N | |
| <input checked="" type="checkbox"/> | 747 | GlobeJob2 | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | No | No | No | N | |
| <input checked="" type="checkbox"/> | 765 | Quad overview | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | No | No | No | N | |
| <input checked="" type="checkbox"/> | 1064 | Postcard Mailing | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | Yes | No | No | N | |
| <input checked="" type="checkbox"/> | 1153 | Test POD | 12345678 | Pollard Consulting | Estimate | <input checked="" type="checkbox"/> | No | No | No | N | |

Invoice Status
☐ Partial Invoice ☒ Final Invoice ☐ Adjustment Invoice

Cancel View PO's Finish

The grid reads as follows:

Job #: Displays the open job number.

Description: Displays the description for the job.

Estimate/Prebill: The Estimate option indicates the invoice will be billed based on the processes originally selected on the estimate. The Prebill option creates the invoice based on the changes entered to the job in the Sales Prebill program. If Prebill displays, you can change it back to invoice from Estimate by clicking the gray button.

Itemize: Selecting this check box indicates the line items to the job are individually listed with their individual prices. Clearing the check box creates an invoice without detail referencing only the description line for each job with the job's grand total.

Open PO's: If a job related purchase order exists that has not been AP invoiced, Yes displays. This will produce a "dummy invoice". (Please review the Dummy Invoice Procedure in the AR Screens and Procedures documentation before proceeding.)

Unverified Statements: If there are any unverified postage statements for the job selected, Yes displays. Statements must be verified before creating a multi job invoice.

Needs Recalc: If the value of an inventory item has changed since being issued to the job and the time the job is AR invoiced, a recalculation is required prior to posting the AR Invoice batch. This feature can be found by clicking the invoice after the invoice has been created and selecting Rework Expense Allocations.

Has Partial Invoice: If there are any partial invoices created for the job, Y displays. If no invoices have been created, N displays.

Partial Inv#: If a partial invoice is created for the job the user can drill down by clicking the down arrow to view the invoice numbers.

Note The invoice status can be changed from within the invoice after selecting **Finish**.

Select **Finish** when done.

Using job 498 as an example and using the Load all jobs that belong to the selected customer, we can see the quote header shows the customer is Pollard Consulting:

The screenshot displays the 'Mail Estimating' software interface. On the left is a navigation pane with a tree view containing the following items: Quote Header (checked), Estimating (checked), Review Pricing (checked), Order Entry (checked), Scripts (unchecked), General (unchecked), Inventory Details (unchecked), Shipping (unchecked), Work Order (unchecked), Work Ticket (unchecked), Combined WOWT (unchecked), Inventory Matrix (unchecked), Prepared for Address (unchecked), Change Orders (unchecked), and Scheduling (unchecked). The main window is titled 'Final Invoiced' and contains the following fields and controls:

- Customer #:** 12345678
- Customer:** Pollard Consulting
- Contact:** Linda Pollard
- Address:** 10 main St, MISSION VIEJO, CA 92692
- Phone:** 949-305-5074
- FAX:** 949-305-5076
- Contact Phone:** 949-305-5074
- Quote Date:** 7/25/2005
- Master:** ☐
- First Mail Date:** 9/1/2005
- Last Mail Date:** 9/30/2005
- Re-Contact Date:** 8/8/2005
- Re-Order Date:** 5/11/2010
- Qty:** 112.543
- Sales Rep:** House Account
- CSR:** Linda Pollard
- Estimator:** Betty White
- Planner:**
- Job Type:** Brochures
- Job Title:** NDS
- Description:** NDS estimating overview
- Price List:** Default Corporate Price List
- Buttons:** Sub Acct, Link To Contract, Additional Info, Multi Inventory, Quote Standard Specifications

At the bottom of the window, a status bar shows: 617.99, 498, Pollard Consulting, and 01/01.

The General screen also shows Pollard Consulting as the Bill To customer:

Mail Estimating

- Quote Header
- Estimating
- Review Pricing
- Order Entry
- Scripts
- General**
- Inventory Details
- Shipping
- Work Order
- Work Ticket
- Combined WOWT
- Inventory Matrix
- Prepared for Address
- Change Orders
- Scheduling

O.E. General

☐ OK to Schedule Job

General

Start Date: 7/25/2005 Priority: New Job:
First Mail Date: 9/1/2005 Part Number:
Last Mail Date: 9/30/2005 P/O Number:
Re-Order Date: Previous Job:
Important:

Bill to

Clear Alternative Addresses
Customer #: 12345678 01: Streamline S
Customer: Pollard Consulting
Contact: Linda Pollard
Address: 10 main St
MISSION VIEJO, CA
Zip: 92692
Save Contact As: Linda Pollard
Comments:

Leftovers to

Clear A
Customer: Pollard Consulting
Address: 10 main St
MISSION VIEJO, CA
Zip: 92692
Contact: Linda Pollard
Comments:

O.E. Notes

617.99 498 Pollard Consulting

Creating a Multi Job Invoice - Line Item Entry

By opening the invoice to the job level (click the + symbol on the invoice line), the jobs invoiced displays. The invoice creation incorporates lines segregated by the job number. All additions, changes, deletions, etc. can be made by placing your cursor on the line item where the change is needed, and then single right-click the invoice line. Edits to the invoice line items can only be done at the invoice level, not at the job level.

Because the printed copy of the invoice does not reference the job number for the line items being billed, it is recommended to insert an extended line referencing the job number, or manually insert the job number on the description line. You may also want to insert a subtotal line after each job.

INVOICE LEVEL JOB LEVEL

A/R Invoicing Entry

Active Batches | Posted Batches |

Company: 01 - Plant: 0100
Batch# 2431
Inv# 11436 Adjust
Job# 498
Job# 703
Job# 719
Job# 742
Job# 1064
Company: 02 - Plant: 0200

| Gro up | Job# | Qty | Hot Key | Services | Setup | Min Charges | Rate | per | Avg Unit Price | Subtotal | Tax Code | Tax % | Tax Amt | Total Amt |
|--------|------------|-----|---------|--------------------------------|-------|-------------|----------|---------------|----------------|------------|----------|-------|---------|-----------|
| 498 | 0.000 | | | NDS | 0.00 | 0.00 | 0.0000 | Extended Line | 0.00 | 0.00 | | 0 | 0.00 | 0.00 |
| 498 | 0.000 | | | NDS estimating overview | 0.00 | 0.00 | 0.0000 | Extended Line | 0.00 | 0.00 | | 0 | 0.00 | 0.00 |
| 498 | 1.000 | | | Data Processing | 0.00 | 0.00 | 126.0000 | @ Each | 126.00 | 126.00 00 | | 0 | 0.00 | 126.00 |
| 498 | 1.000 | | | Programming 1234 | 0.00 | 0.00 | 75.0000 | @ Each | 75.00 | 75.00 00 | | 0 | 0.00 | 75.00 |
| 498 | 1.000 | | | Convert Magnetic Tape | 0.00 | 0.00 | 50.0000 | @ Each | 50.00 | 50.00 00 | | 0 | 0.00 | 50.00 |
| 498 | 112543.000 | | | Barcode Quality | 0.00 | 0.00 | 6.0000 | M Per 1000 | 6.00 | 675.26 00 | | 0 | 0.00 | 675.26 |
| 498 | 1.000 | | | Laser Set up | 0.00 | 0.00 | 50.0000 | @ Each | 50.00 | 50.00 00 | | 0 | 0.00 | 50.00 |
| 498 | 112543.000 | | | Laser Print Letter | 0.00 | 0.00 | 12.5001 | M Per 1000 | 12.5001 | 1406.80 00 | | 0 | 0.00 | 1406.80 |
| 498 | 112543.000 | | | Insert 3 Pc. Meter & Sort | 0.00 | 0.00 | 39.5000 | M Per 1000 | 39.50 | 4445.45 00 | | 0 | 0.00 | 4445.45 |
| 703 | 0.000 | | | Presort Control | 0.00 | 0.00 | 0.0000 | Extended Line | 0.00 | 0.00 | | 0 | 0.00 | 0.00 |
| 703 | 0.000 | | | Create Jobs demo | 0.00 | 0.00 | 0.0000 | Extended Line | 0.00 | 0.00 | | 0 | 0.00 | 0.00 |
| 703 | 1.000 | | | Set Up | 50.00 | 0.00 | 0.0000 | @ Each | 50.00 | 50.00 00 | | 0 | 0.00 | 50.00 |
| 703 | 1731.000 | | | Burst & Trim 1-up 11" | 0.00 | 0.00 | 10.0000 | M Per 1000 | 10.00 | 17.31 00 | | 0 | 0.00 | 17.31 |
| 703 | 1221.000 | | | Inkjet up to 6x9 Env | 0.00 | 0.00 | 17.5000 | M Per 1000 | 17.50 | 21.37 00 | | 0 | 0.00 | 21.37 |
| 703 | 1221.000 | | | Inkjet onto Magazine | 0.00 | 0.00 | 23.5000 | M Per 1000 | 23.50 | 26.69 00 | | 0 | 0.00 | 26.69 |
| 703 | 1.000 | | | Laser Set up | 0.00 | 0.00 | 50.0000 | @ Each | 50.00 | 50.00 00 | | 0 | 0.00 | 50.00 |
| 703 | 730.000 | | | Laser Print 6x9 Envelope | 0.00 | 0.00 | 22.0000 | M Per 1000 | 22.00 | 16.06 00 | | 0 | 0.00 | 16.06 |
| 703 | 730.000 | | | Burst & Trim 1-up 11" | 0.00 | 0.00 | 10.0000 | M Per 1000 | 10.00 | 7.30 00 | | 0 | 0.00 | 7.30 |
| 703 | 1731.000 | | | # of Orders Picked | 0.00 | 0.00 | 0.2500 | @ Each | 0.25 | 0.00 00 | | 0 | 0.00 | 0.00 |
| 703 | 1731.000 | | | # of Line Items Fee | 0.00 | 0.00 | 0.2500 | @ Each | 0.25 | 0.00 00 | | 0 | 0.00 | 0.00 |
| 703 | 1731.000 | | | # of Backorders Fee | 0.00 | 0.00 | 1.0000 | @ Each | 1.00 | 0.00 00 | | 0 | 0.00 | 0.00 |
| 703 | 1731.000 | | | Hourly Pick & Pack Fee | 0.00 | 0.00 | 38.0000 | @ Each | 38.00 | 0.00 00 | | 0 | 0.00 | 0.00 |
| 719 | 0.000 | | | Sub K | 0.00 | 0.00 | 0.0000 | Extended Line | 0.00 | 0.00 | | 0 | 0.00 | 0.00 |
| 719 | 0.000 | | | Sub K | 0.00 | 0.00 | 0.0000 | Extended Line | 0.00 | 0.00 | | 0 | 0.00 | 0.00 |
| 719 | 1.000 | | | Data Processing | 0.00 | 0.00 | 50.0000 | @ Each | 50.00 | 50.00 00 | | 0 | 0.00 | 50.00 |
| 719 | 857902.000 | | | Address Standardization | 0.00 | 0.00 | 6.0000 | M Per 1000 | 6.00 | 5147.41 00 | | 0 | 0.00 | 5147.41 |
| 719 | 1.000 | | | Digitize Signature | 0.00 | 0.00 | 0.0000 | @ Each | 0.00 | 0.00 00 | | 0 | 0.00 | 0.00 |
| 719 | 1.000 | | | Programming | 0.00 | 0.00 | 75.0000 | @ Each | 75.00 | 75.00 00 | | 0 | 0.00 | 75.00 |
| 719 | 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 |

Batch# 2431 - Date: 5/7/2010 (2 Invoice(s), \$2,068,605.20) Invoice#: 11437 5/7/2010 \$2,068,605.20 Balance: \$2,068,605.20 Job#: 0 Account#: 12345678

Cancel Save

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

FileBatchInvoiceOptionsUtilitiesHelp

A/R Invoicing Entry

Active BatchesPosted Batches

Company: 01 - Plant: 0100

2431

Inv# 11436 Adjust

Inv# 11437 Final

Job# 498

Job# 703

Job# 719

Job# 741

Job# 742

Job# 1064

Inv# 11438 Final

Inv# 11439 Final

Company: 02 - Plant: 0200

LinesBalance PostageBill To/Ship ToMiscellaneousDummy Invoice\$ DepositsNotesAllocationsPreviewJob

| Gro up | Job# | Qty | Hot Key | Services | Setup | Min Charges | Rate | per | Avg Unit Price | Subtotal | Tax Code | Tax % |
|--------|------|------------|---------|-------------------------|-------|-------------|----------|---------------|----------------|------------|----------|-------|
| | 498 | 0.000 | | NDS | 0.00 | 0.00 | 0.0000 | Extended Line | 0.00 | 0.00 | | 0 |
| | 498 | 0.000 | | NDS estimating overview | 0.00 | 0.00 | 0.0000 | Extended Line | 0.00 | 0.00 | | 0 |
| | 498 | 1.000 | | Data Processing | 0.00 | 0.00 | 126.0000 | @ Each | 126.00 | 126.00 00 | | 0 |
| | 498 | 1.000 | | Programming 1234 | 0.00 | 0.00 | 75.0000 | @ Each | 75.00 | 75.00 00 | | 0 |
| | 498 | 1.000 | | Convert Magnetic Tape | 0.00 | 0.00 | 50.0000 | @ Each | 50.00 | 50.00 00 | | 0 |
| | 498 | 112543.000 | | Barcode Quality | 0.00 | 50.00 | 6.0000 | M Per 1000 | 6.00 | 675.26 00 | | 0 |
| | 498 | 1.000 | | Laser Set up | 0.00 | 0.00 | 50.0000 | @ Each | 50.00 | 50.00 00 | | 0 |
| | 498 | 112543.000 | | Laser Print Letter | 0.00 | 0.00 | 12.5001 | M Per 1000 | 12.5001 | 1406.80 00 | | 0 |
| | 498 | 112543.000 | | Insert 3 Pc. M... | 0.00 | 0.00 | 39.5000 | M Per 1000 | 39.50 | 4445.45 00 | | 0 |
| | 703 | 0.000 | | Presort Contr | 0.00 | 0.00 | 0.0000 | Extended Line | 0.00 | 0.00 | | 0 |
| | 703 | 0.000 | | Create Jobs d | 0.00 | 0.00 | 0.0000 | Extended Line | 0.00 | 0.00 | | 0 |
| | 703 | 1.000 | | Set UP | 0.00 | 0.00 | 50.0000 | @ Each | 50.00 | 50.00 00 | | 0 |
| | 703 | 1731.000 | | Burst & Trim 1 | 0.00 | 0.00 | 10.0000 | M Per 1000 | 10.00 | 17.31 00 | | 0 |
| | 703 | 1221.000 | | Inkjet up to 6x | 0.00 | 0.00 | 17.5000 | M Per 1000 | 17.50 | 21.37 00 | | 0 |
| | 703 | 1221.000 | | Inkjet onto Ma | 0.00 | 0.00 | 23.5000 | M Per 1000 | 23.50 | 28.69 00 | | 0 |
| | 703 | 1.000 | | Laser Set up | 0.00 | 0.00 | 50.0000 | @ Each | 50.00 | 50.00 00 | | 0 |
| | 703 | 730.000 | | Laser Print 6x | 0.00 | 0.00 | 22.0000 | M Per 1000 | 22.00 | 16.06 00 | | 0 |
| | 703 | 730.000 | | Burst & Trim 1 | 0.00 | 0.00 | 10.0000 | M Per 1000 | 10.00 | 7.30 00 | | 0 |
| | 703 | 1731.000 | | # of Orders Pl | 0.00 | 0.00 | 0.2500 | @ Each | 0.25 | 0.00 00 | | 0 |
| | 703 | 1731.000 | | # of Line Items | 0.00 | 0.00 | 0.2500 | @ Each | 0.25 | 0.00 00 | | 0 |
| | 703 | 1731.000 | | # of Backorde | 0.00 | 0.00 | 1.0000 | @ Each | 1.00 | 0.00 00 | | 0 |
| | 703 | 1731.000 | | Hourly Pick & | 0.00 | 0.00 | 38.0000 | @ Each | 38.00 | 0.00 00 | | 0 |
| | 719 | 0.000 | | Sub K | 0.00 | 0.00 | 0.0000 | Extended Line | 0.00 | 0.00 | | 0 |
| | 719 | 0.000 | | Sub K | 0.00 | 0.00 | 0.0000 | Extended Line | 0.00 | 0.00 | | 0 |
| | 719 | 1.000 | | Data Processi | 0.00 | 0.00 | 50.0000 | @ Each | 50.00 | 50.00 00 | | 0 |
| | 719 | 857902.000 | | Address Stand | 0.00 | 0.00 | 6.0000 | M Per 1000 | 6.00 | 5147.41 00 | | 0 |
| | 719 | 1.000 | | Digitize Signa | 0.00 | 0.00 | 0.0000 | @ Each | 0.00 | 0.00 00 | | 0 |
| | 719 | 1.000 | | Programming | 0.00 | 0.00 | 75.0000 | @ Each | 75.00 | 75.00 00 | | 0 |
| | 719 | 1.000 | | Convert Disk/V | 0.00 | 0.00 | 50.0000 | @ Each | 50.00 | 50.00 00 | | 0 |
| | | | | OR BBS | | | | | | | | 0 |

Move Line Up

Move Line Down

Add Line

Add Multiple Lines

Duplicate Line

Delete Line

Delete Selected Lines

Delete All Invoice Lines

Add Freight Line

Insert Freight Line

Add Job Shipments

Add Fulfillment Adjustment Line

View Tax Break Down

Allocate Taxes by Zip

Edit Line Allocations

Creating a Multi Job Invoice – Balance Postage

Postage must be balanced individually by job. This will allow individual earmarking or suspense application. If using the Postage Box invoice format, the postage box will provide one box for all jobs referenced on the invoice and summarize all postage earmarked, all postage suspense used and all postage usage for all jobs on the invoice.

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

File Batch Invoice Options Utilities Help

A/R Invoicing Entry

Active Batches | Posted Batches

Company: 01 - Plant: 0100

2431

Inv# 11436 Adjust

Inv# 11437 Final

Job# 498

Job# 703

Job# 719

Job# 741

Job# 742

Job# 1064

Inv# 11438 Final

Inv# 11439 Final

Company: 02 - Plant: 0200

Balance Postage for Job#: 703

Deposits:

Total Deposits for Job: \$0.00

Prior Billed Deposits: \$0.00

Unbilled Deposits for Job: \$0.00

Deposits on this Invoice: 0.00

Customer Suspense:

Postage Suspense: \$100,800.00

Customer Suspense: 0.00

Usage:

Total Usage for Job: \$5,146.34

Prior Billed Usage: \$0.00

Unbilled Usage for Job: \$5,146.34

Usage on this Invoice: \$5,146.34

Customer Postage Balance: \$100,800.00

Bill or credit on this Invoice: \$5,146.34

Cancel OK

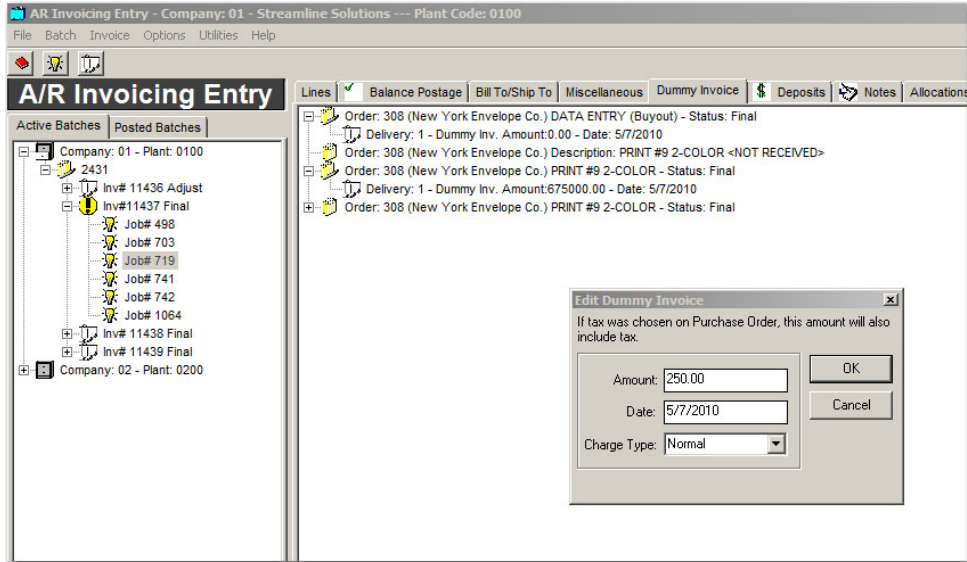
Description for Invoice Postage Lines (Only if not using the postage box)

Postage Received: Save

Postage Used: Save

Creating A Multi Job Invoice – Dummy Invoicing

The rules of “dummy invoicing” for a single job related invoice remain the same for a multi job invoice, except it must be done at the job level.



Note For additional information on “dummy invoicing”, please refer to the AR Screens and Procedures documentation.

Creating a Multi Job Invoice – Additional Information

Bill To/Ship To tab: This tab can be accessed either at the invoice level or at the job level. The bill to or ship to address information can be changed by selecting either option.

Miscellaneous tab: Changes to this tab must be made at the invoice level.

Dummy Invoice: Must be performed at the job level. Multiple cost accruals are allowed on a multi-job invoice.

Deposits tab: Either the invoice level or the job level can access this tab.

Notes tab: Notes on the customer’s account can be viewed at either the invoice level or at the job level.

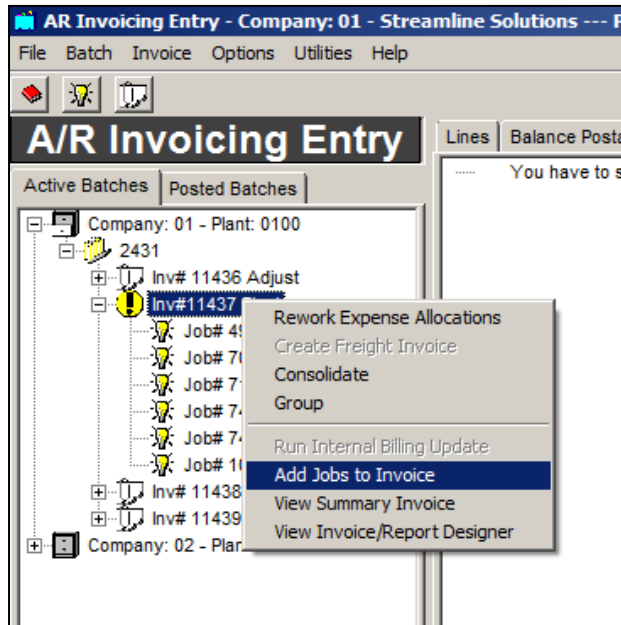
Allocations tab: Allocations for the entire invoice can be viewed at the invoice level, while individual job allocations can be viewed at the job level.

Preview tab: The invoice can be previewed from either the invoice level or at the job level.

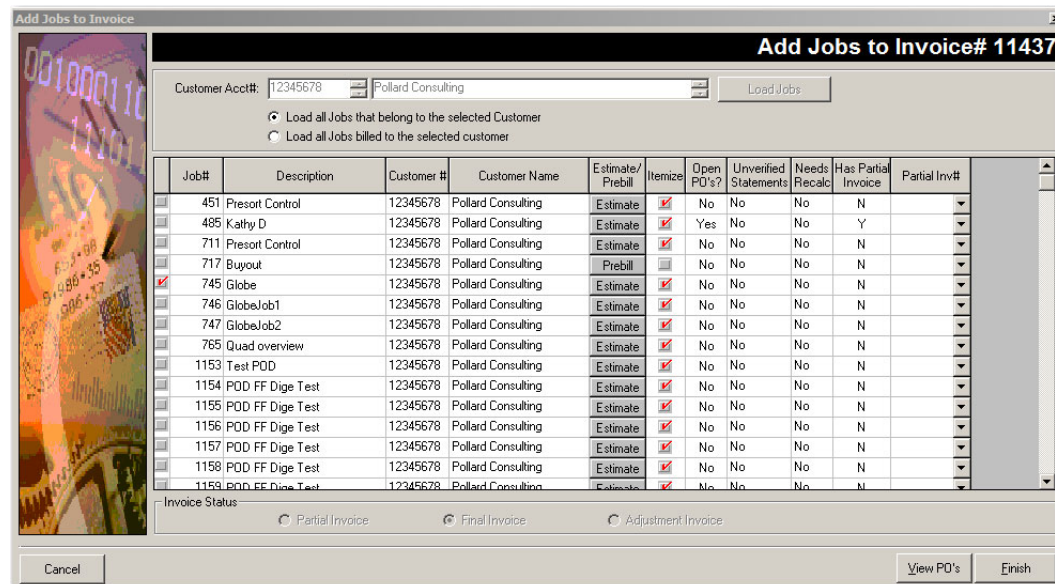
Job tab: This tab can be accessed either at the invoice level or at the job level, as a look-up tool for an existing job.

Add Additional Jobs to Unposted Multi Job Invoice

To add additional jobs to an unposted multi job invoice, right-click the invoice and select Add Jobs To Invoice.

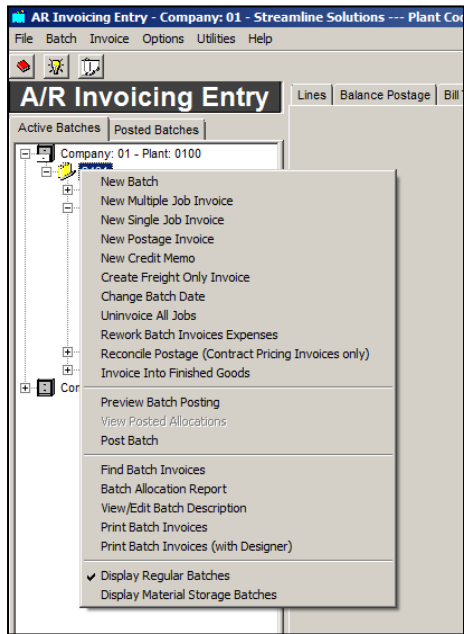


To select the jobs you want to add to the invoice, select the check box provided at the beginning of each line item. The Invoice Status is created with the same invoice status the other jobs are marked as in the invoice. Click **Finish** when done.



Posting a Multi Job AR Invoice Batch

To post an AR invoice batch containing multi job invoices, select the batch by clicking the batch number in the tree and then right-click it. Select the Post Batch option.

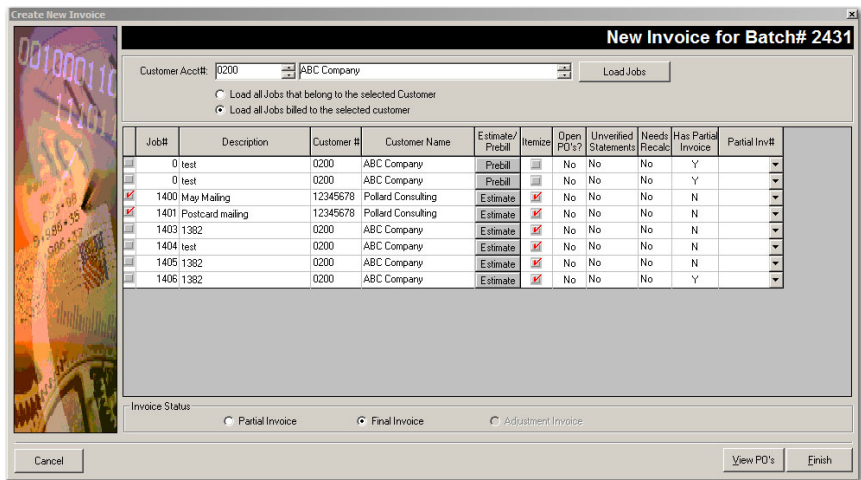


Note If you create a final invoice and postage is required to be balanced, you are prevented from posting the batch. A message displays, providing the details of which job needs to be reconciled.

A preview to the batch posting displays, showing the GL accounts to be affected based on the invoices contained in the batch. Select Post. A General Ledger Posting Report displays, indicating the batch has been posted to the General Ledger.

Second Billing Option

The second billing option Load all jobs billed to the selected customer displays jobs created to the customer selected, however the Bill To customer at the job level has been changed. In this example, you will enter the bill to customer account number. The grid will load jobs, that have not been final AR invoiced, created to this customer as well as jobs that have this customer assigned as the bill to. We will focus on jobs 1400 and 1401.



Jobs1400 and 1401 show Pollard Consulting in the quote header:

Mail Estimating - Quote Header

Customer # 12345678 Sub Acct FSC quote Link To Contract

Customer: Pollard Consulting
Contact: Linda Pollard
Address: 10 main St
MISSION VIEJO CA 92692
Phone: 949-305-5074
Fax: 949-305-5076
Contact Phone: 949-305-5074

Quote Date: 5/7/2010
Master
First Mail Date: 5/10/2010
Last Mail Date: 5/10/2010
Re-Contact Date: 5/21/2010
Re-Order Date: 5/7/2010
Qty: 10.000

SalesRep: House Account
CSR: Linda Pollard
Estimator:
Planner:

Job Type: Brochures
Job Title: May Mailing
Description:

Price List: Default Corporate Price List

Multi Inventory
Quote Standard Specifications

1654 99 1400 Pollard Consulting 01/0100 - May

However, the Bill To shows ABC Company:

Mail Estimating - Bill To

General
Start Date: 5/7/2010
First Mail Date: 5/10/2010
Last Mail Date: 5/10/2010
Re-Order Date:

Priority:
Part Number:
P/O Number:
Previous Job:

New Job: Yes

Important:

Bill to
Customer R: 0200 01: Streamline C
Customer: ABC Company
Address: 101 Smith Ranch Rd.
THORTON, WY
Zip: 82730
Save Contact As: Tom Palender
Comments:

Leftovers to
Customer: Pollard Consulting
Address: 10 main St
MISSION VIEJO, CA
Zip: 92692
Contact: Linda Pollard
Comments:

D.E. Notes Cancel Save

After selecting the jobs to invoice, select either Partial or Final, and select Finish when done.

Create New Invoice - New Invoice for Batch# 2431

Customer Acct#: 0200 ABC Company Load Jobs

☐ Load all Jobs that belong to the selected Customer
☒ Load all Jobs billed to the selected customer

| Job# | Description | Customer # | Customer Name | Estimate/Prebill | Itemize | Open PO's? | Unverified Statements | Needs Recalc | Has Partial Invoice | Partial Invt |
|--------|------------------|------------|--------------------|------------------|---------|------------|-----------------------|--------------|---------------------|--------------|
| 0 test | | 0200 | ABC Company | Prebill | | No | No | No | Y | |
| 0 test | | 0200 | ABC Company | Prebill | | No | No | No | Y | |
| 1400 | May Mailing | 12345678 | Pollard Consulting | Estimate | | No | No | No | N | |
| 1401 | Postcard mailing | 12345678 | Pollard Consulting | Estimate | | No | No | No | N | |
| 1403 | 1382 | 0200 | ABC Company | Estimate | | No | No | No | N | |
| 1404 | test | 0200 | ABC Company | Estimate | | No | No | No | N | |
| 1405 | 1382 | 0200 | ABC Company | Estimate | | No | No | No | N | |
| 1406 | 1382 | 0200 | ABC Company | Estimate | | No | No | No | Y | |

Invoice Status
☐ Partial Invoice ☒ Final Invoice ☐ Adjustment Invoice

Cancel View PO's Finish

The invoice is created for the jobs created. Continue to complete the invoice as explained previously in this document.