



User Guide

.NET Customer Collections
V21.1.0200

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EFI PrintStream | V21.1.0200 .NET Customer Collections User Guide

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Introduction

Overview

The .net Accounts Receivable Customer Collection program was designed as a tool to use when performing collections on customers. It allows the user to see which customer accounts are past due, it provides an area to enter follow-up notes for future reference, it facilitates the generation of past due letters and it can also calculate finance charges.

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.



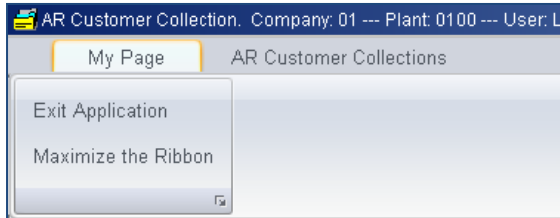
Overview

Taskbar

The **My Page** tab on the taskbar will provide the PrintStream standard toolbar.

- **Exit Application** – This will close the program.
- **Minimize the Ribbon** – Removes the band below the taskbar.

The **AR Customer Collection** tab option on the taskbar will provide the functions available within the program.



List Customers

Select the **AR Customer Collections** tab from the taskbar.

1. Click **List of Customers**.

List of Customers will display all customers with an outstanding balance in PrintStream.

2. Select the **Effective Date**, the **Aging By** option (Invoice Date will load the data based on the date of the invoices, Transaction Date will load the data based on the Transaction/Batch date of the invoices, and Due Date will load the data based on the due date of the invoices).
3. Select the **Aging Range By** (Date will age the data by the actual date of the Aging By selected, and Period will age the data by the period as a whole based on the Aging By selected).
4. Click **Load Data**.

AR Customer Collection - Company 01 --- Plant 0100 --- User LS

My PageAR Customer Collections

List of CustomersCustomer Collections OverviewFollow up LettersFinance Charges

Customer List ×

Load DataFilter Grid DataReset FilterPrint PreviewPrint Grid

List of Customers - AR Aging Summary

Selection Options

Effective Date10/10/2012

Period1Year2013

Aging By

☐ Invoice Date☒ Transaction Date☐ Due Date

Aging Range By

☒ Date☐ Period

Customer List

Drag a column header here to group by that column

	Customer Account #	Customer Name	Average Days	Oldest Invoice	Outstanding Balance	Available Credit
	101	Ice Breakers	3583	2/5/2003	(\$8,635.07)	\$1,008,634.07
	1234	Flowers 'R' Us	3458	5/18/2012	\$42,677.39	\$68,433.61
	12345678	Printstream/Streamline	1154	4/5/2010	\$494,809.20	\$99,505,189.80
	125	Trees and More	3593	12/13/2002	\$2,450.00	\$997,549.00
	200	Lighthouse Management	3516	11/23/2009	\$88,193.95	\$911,805.05
	50021	General Company Inc.	1469	10/2/2008	(\$23,977.50)	\$123,977.50
	50022	CSAA	1469	10/2/2008	\$250.00	\$9,750.00
	50025	Streamline Solutions	1233	4/15/2010	\$3,187.70	\$99,996,811.30
	50031	Streamline Solutions	1471	9/30/2008	\$22.00	(\$22.00)
	50032	Streamline Solutions	1471	9/30/2008	\$27.00	(\$27.00)
					\$5,943,678.67	\$952,139,412.33

Based on the criteria selected, the grid will populate with customers carrying an outstanding balance, the average days past due the customer's account is, the date of the oldest invoice, the total outstanding balance and the available credit for the customer.

5. Clicking the plus (+) sign at the beginning of each row will provide a listing of the outstanding invoices for the customer.

The transaction date, invoice date, and due date is provided along with the invoice total, receipts applied to the invoice, the amount owed, the customer's order number and the average aging days for the account.

Customer Account #	Customer Name	Average Days	Oldest Invoice	Outstanding Balance	Available Credit
200	Lighthouse Management	3516	11/23/2009	\$86,193.95	\$911,805.05

Invoice #	Description	Transaction Date	Invoice Date	Due Date	Invoice Total	Receipts To Date	Amount Owed	Order #	Aging Days
10300	Copy of fdds	5/20/2002	5/20/2002	6/19/2002	\$22,015.00	\$0.00	\$22,015.00		3,796
10301	Demo	5/31/2002	5/31/2002	6/30/2002	\$9,307.50	\$5,222.22	\$4,085.28		3,785
10324	flyers for torch	7/17/2002	7/16/2002	8/9/2002	\$672.73	\$0.00	\$672.73	123456	3,738
10326	flyers for torch	7/17/2002	7/17/2002	8/16/2002	(\$100.00)	\$0.00	(\$100.00)	123456	3,738

6. Clicking the plus (+) sign next to the invoice number will further drill down to the job level. Clicking the magnifying glass in any window provided will expand that window to full display.

Invoice #	Description	Transaction Date	Invoice Date	Due Date	Invoice Total	Receipts To Date	Amount Owed	Order #	Aging Days
10950	Bovine	4/7/2010	4/7/2010	4/17/2010	\$6.50	\$0.00	\$6.50	118840	917
10951	Bovine	4/7/2010	4/7/2010	4/17/2010	\$218.39	\$0.00	\$218.39	118842	917
10952	Bovine	4/8/2010	4/8/2010	4/18/2010	\$150.78	\$0.00	\$150.78	118847	916

Job #	Job Description	Postage Usage Billed	Postage Balance	Freight	Tax	Invoice Total
1449	Sales Demo Project job			\$0.00	\$0.00	\$1.50
1473	Bovine			\$10.00	\$0.00	\$149.28

7. The **Filter Grid Data** field will allow you to key in data you are searching for within the List Customer screen. For example, if you wanted to search on the word PrintStream, entering **PrintStream** in the field provided and clicking the word **Filter Grid Data**, the program will locate each time PrintStream displays. **Reset Filter** will reset the grid back to original.
8. **Print Preview** will preview the data grid to the screen prior to printing it, and **Print Grid** will print the data grid.

Customer Account #	Customer Name	Average Days	Oldest Invoice	Outstanding Balance	Available Credit
200	Lighthouse Management	3516	11/23/2009	\$86,193.95	\$911,805.05

Customer Collection Overview

The Customer Collection Overview screen provides three functions: The ability to record Follow Up Notes, review invoices and record Customer Notes.

1. The **Follow Up Note** tab allows notes to be reviewed against a customer's account, new notes can be created and existing notes can be edited.
2. Select the customer account number, select the customer name in the fields provided or leave the field blank to pull all follow up notes. Select the **Note Status** and click **Load Notes/Invoices**.

Customer Collections Overview

Load Notes / Invoices

Report Preview Print Preview Print

Select Customer

Customer Account # (All Customers) Customer Name (All Customers) View Customer Info

Follow up Notes Invoices Customer Notes

Select Note Status

Note Status Open Include Customer Open Notes in Report

Drag a column header here to group by that column

Follow-Up Date	Customer Account #	Customer Name	Invoice #	Transaction Date	Note	Collector	Date Entered	Invoice Total	Due Date	Note Completed
2/18/2005	9876543	Boulder Outdoor Center	10552	1/6/2005	They said they mailed the checked		2/15/2005	\$83,687.93	2/5/2005	
5/11/2004	9876543	Boulder Outdoor Center	10520	8/12/2003	check mailed		5/4/2004	\$5,713,000...	9/11/2003	
4/2/2002	SmartMa	SmartMail of Austin	10110	12/3/2001	call back in april		3/22/2002	\$3,018.15	1/2/2002	
3/15/2002	ABBA1	Albba Inc.	10067	2/20/2001	Interterted 6/15/01 please discuss with Jake in dec 01 we talked about it and they wont pay		2/11/2002	\$100.00	3/22/2001	
3/4/2002	200	Lighthouse Management	10147	1/14/2001	Customer requests a copy of invoice faxed to him. Payment sent 2/27/02		2/28/2002	\$13,820.00	2/15/2001	
2/12/2002	ABBA1	Albba Inc.	10088	11/14/2001	this one needs to be looked at		2/22/2002	\$49,859.82	12/14/2001	
1/15/2002	BABA1	Babba Inc.	10053	7/1/2000	still arguing about tax		1/3/2002	\$40,900.70	7/11/2000	
1/4/2002	BABA1	Babba Inc.	10063	7/10/2000	would like credit to be discussed in jan 02		1/3/2002	\$32,274.76	7/20/2000	
12/31/2001	ALASKA	Alaska Inc.	10042	4/17/2000	Busy today call in 2 weeks 12/14/01 will discuss		1/3/2002	\$4,852.32	5/2/2000	

10 Note(s)

3. To review a note, double-click a row. The note will display for you to review or edit. If a new follow-up date is required, change the date in the field provided. If the note has been resolved, click the **Complete** box. Click **Save & Close**. Clicking the hyperlink for the customer name or invoice number will drill down and provide additional details relating to each option.
4. The **Invoices** tab will provide a listing of invoices for the customer account selected. You can filter on outstanding invoices, paid invoices or all invoices in the **Invoice Status** field. If **Paid Invoices** is selected, you can further filter to invoices paid within an invoice date range in the **From/To Invoice Date Range** fields.
5. Clicking the hyperlink for the invoice number or the customer name will drill down and provide additional details relating to each option.

Customer Collections Overview

Load Notes / Invoices

Report Preview Print Preview Print

Select Customer

Customer Account # 0200 Customer Name ABC Company View Customer Info

Follow up Notes Invoices Customer Notes

Select Invoice Status

Invoice Status Outstanding

Invoice Date Range for Paid Invoices

From Invoice Date 7/10/2012 To Invoice Date 10/10/2012

Drag a column header here to group by that column

Invoice #	Job #	Due Date	Invoice Date	Follow-Up Date	Customer Account #	Customer Name	Transaction Date	Note	Collector	Note Entered Date	Invoice Total
10888	Multiple	11/6/2008	10/7/2008		0200	ABC Company	10/7/2008				\$1,100,527.0
10894	1100	11/6/2008	10/7/2008		0200	ABC Company	10/7/2008				\$600.0
10895	1100	11/6/2008	10/7/2008		0200	ABC Company	10/7/2008				\$400.0
10900	1114	11/8/2008	10/9/2008		0200	ABC Company	10/9/2008				\$126.5
10901	1118	11/21/2008	10/22/2008		0200	ABC Company	10/22/2008				\$152.6
10902	Multiple	11/21/2008	10/22/2008		0200	ABC Company	10/22/2008				\$279.1
10920	1193	5/30/2009	4/30/2009		0200	ABC Company	4/30/2009				\$1,425.0
10934	Multiple	12/23/2009	11/23/2009		0200	ABC Company	11/23/2009				\$1,220.1
10942	1376	12/23/2009	11/23/2009		0200	ABC Company	11/23/2009				\$7,305.1

17 Invoic...

6. To add or edit a note, double-click the line item or right-click the line and select **Edit Note**. Add or edit the note, assign a **Follow Up Note**, and select **Save & Close**. To mark a note complete, select the **Complete** check box and click **Save & Close**.

Customer Collections Overview

Select Customer
Customer Account # 0200 Customer Name ABC Company View Customer Info

Follow Up Notes Invoices Customer Notes

Select Invoice Status Invoice Status Outstanding Invoice Date Range for Paid Invoices
From Invoice Date 7/11/2012 To Invoice Date 10/11/2012

Save & Close Delete Close

Customer Follow-Up Notes (New Note for Invoice # 10886)
Follow-Up Date: 10/23/2012 Complete Date Created 10/11/2012 Note # <New>

Notes
Customer will send partial payment of \$100,000 on 10/17/12.

Drag a column header here to group by that column

	Invoice #	Job #	Due Date	Invoice Date	Follow-Up Date	Customer Account #	Customer Name	Transaction Date	Note	Collector	Note Entered Date	Invoice Total
>	10886	Multiple	11/6/2008	10/7/2008		0200	ABC Company	10/7/2008				\$1,100,527
12 Invoic...												

7. To review the invoices created to a customer's account, select the customer account number, select the customer name, or leave the field blank to pull all customer invoices. You can further refine your selection by selecting the **Invoice Status** as well as a **From Invoice Date** and **To Invoice Date** range. Click **Load Notes/Invoices**.

Customer Collections Overview

Load Notes / Invoices Report Preview Print Preview Print

Select Customer
Customer Account # 0200 Customer Name ABC Company View Customer Info

Follow Up Notes Invoices Customer Notes

Select Invoice Status Invoice Status Outstanding Invoice Date Range for Paid Invoices
From Invoice Date 7/29/2012 To Invoice Date 10/29/2012

Drag a column header here to group by that column

	Invoice #	Job #	Due Date	Invoice Date	Follow-Up Date	Customer Account #	Customer Name	Transaction Date	Note	Collector	Note Entered Date	Invoice Total	Paid
>	10886	Multiple	11/6/2008	10/7/2008	10/23/2012	0200	ABC Company	10/7/2008	Customer will send partial payment of \$100,000 on 10/17/12.		10/11/2012	\$1,100,527	
	10894	1100	11/6/2008	10/7/2008		0200	ABC Company	10/7/2008				\$600.00	
	10934	Multiple	12/23/2009	11/23/2009		0200	ABC Company	11/23/2009				\$1,220.11	
	10942	1376	12/23/2009	11/23/2009		0200	ABC Company	11/23/2009				\$7,305.16	
	10967	1526	4/1/2011	3/2/2011		0200	ABC Company	3/2/2011				\$1,130.00	
	10970	1528	4/9/2011	3/4/2011		0200	ABC Company	3/4/2011				\$500.00	
	10976	1532	4/9/2011	3/9/2011		0200	ABC Company	3/9/2011				\$100.00	
	10977	1532	4/9/2011	3/9/2011		0200	ABC Company	3/9/2011				(\$100.00)	
12 Invoic...													

8. After the grid loads with the requested data, notes can be edited or created by double-clicking the **Notes** cell or you can right-click and select **Edit Note**. Clicking the **Invoice #** hyperlink will provide drill down capabilities to the job and payment level for the invoice.

The screenshot shows the 'Invoice Detail' window with the 'Invoice Info' tab selected. The 'Invoice #' is 10886. Below it, the 'Batch #' is 1512, 'Plant' is 0100, and 'Customer Order #' is blank. The 'Invoice Jobs' section shows a table with columns: Job #, Transaction Date, Invoice Date, Job Total, Invoice Status, and Plant Code. The table contains three rows of data for jobs 1082, 1084, and 1088, all dated 10/7/2008. The total job total is \$1,100,527.19.

Job #	Transaction Date	Invoice Date	Job Total	Invoice Status	Plant Code
1082	10/7/2008	10/7/2008	\$1,100,160.90	Final	0100
1084	10/7/2008	10/7/2008	\$112.67	Final	0100
1088	10/7/2008	10/7/2008	\$86.50	Final	0100
			\$1,100,527.19		

The 'Payments Applied to Invoice' section shows a table with columns: Receipt #, Date, Total Receipt Amount, and Allocated. It contains one row for receipt 50337 dated 11/15/2010, with a total receipt amount of \$3,000.00 and an allocated amount of \$894.93.

Receipt #	Date	Total Receipt Amount	Allocated
50337	11/15/2010	\$3,000.00	\$894.93
		\$3,000.00	\$894.93

9. Clicking the customer name hyperlink will provide a window displaying the customer's contact information.

The screenshot shows the 'Customer Contact Information' window for 'ABC Company'. It displays various contact details including address, phone, fax, salesrep, collector, and SIC group. The 'Credit Info' section shows account status, payment days, started date, credit limit, and credit ref. The 'Account Details' section shows tax code, tax #, rate, SIC code, district, county tax, and DB ref #.

Address		Contact Info		Credit Info		Account Details	
Address	101 Smith Ranch Rd. SAN RAFAEL, CA 94903	Contact	Tom Palender	Account Status	B	Tax Code	07
Zip	94903	Phone #	555-555-5555	Payment Days	30	Tax #	
		Fax #	555-555-5556	Started	11/30/2010	Rate	7%
		Salesrep	Chris Kinkaid	Credit Limit	1000	SIC Code	9999
		Collector		Credit Ref		District	County tax
		SIC Group	miscellaneous	Postage Type		DB Ref #	

10. The **Customer Notes** tab will allow you to view notes entered that are specific to the customer's account overall. Enter the customer's account number or the customer's name, or leave the field blank to pull all customer notes. You can further refine your search by selecting the **Note Status**. Click **Load Notes/Invoices**.

The screenshot shows the 'Customer Collections Overview' window with the 'Customer Notes' tab selected. It displays a table of customer notes with columns: Customer #, Customer Name, Date Entered, Note #, Follow Up Date, Note, Completed, and Collector Name. The table contains two rows of data for customer J.D. Dean and Badger Press.

Customer #	Customer Name	Date Entered	Note #	Follow Up Date	Note	Completed	Collector Name
J.D. Dean	J. J. Dean	3/10/2009	1	11/2/2012	The customer's salesrep should contact J.J. Dean for outstanding invoices.		
TRABON	Badger Press	12/1/2009	1	10/31/2012	Brian Smith is on vacation from 10/20/12 - 11/2/12. Contact Julie Anderson in his absence.		

- To edit a note, double-click the note or right-click and select **Edit Note**. Make the necessary changes and select **Save and Close**. To add a new note, select the customer account in the **New Note for** field and click **New Note**. Enter the note, select a follow up date, and click **Save and Close**.

Customer Collections Overview

Load Notes / Invoices

Report Preview Print Preview

Select Customer

Customer Account # (All Customers) Customer Name (All Customers) View Customer Info

Follow up Notes Invoices Customer Notes

Select Note Status

Note Status Open New note for ABC Company New Note

Save & Close Delete

Customer Notes [New Note for ABC Company]

Follow-Up Date: 11/2/2012 Complete Date Created 10/29/2012 Note # <New>

Notes

Follow Up Letters

Follow up Letters can be generated to inform the customer the current status of their account. PrintStream provides canned letters for each aging category or the user can define custom letters.

- Select the date for the letter, verify the collector information, and select the **Report Format**. Click **Load Customers**. Based on the report format selected, the grid will load with the requested data.

Follow-up Letters

Load Customers Select All Deselect All

Follow-up Letters

Date Selection

Date: 10/29/2012 Period: 1 Year: 2013

Collector Information

Name: Streamline Solutions Phone Number: (801) 555 0133 Report Format: 30+ Days

Additional Text

Customers Print Preview Manage Format

Drag a column header here to group by that column

	Account #	Customer Name	Current	Over 30 Days	Over 60 Days	Over 90 Days	Suspense	Total	Average Days	Available Credit
	1	Streamline Solutions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$532.00	1,901	(\$532.00)
	100	The Perfect Storm	\$0.00	\$0.00	\$0.00	\$0.00	\$5,375.00	\$99,686.82	1,343	\$9,900,312.18
	10003	Crown Mount	\$0.00	\$0.00	\$0.00	\$0.00	\$605.55	\$9,340.55	3,791	\$659.45
	101	Ice Breakers	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	(\$6,635.07)	3,602	\$1,006,634.07
	1234	Flowers R' Us	\$0.00	\$0.00	\$0.00	\$0.00	\$3,515.00	\$42,677.39	3,477	\$68,433.61
	12345678	Printstream/Streamline	\$0.00	\$0.00	\$0.00	\$0.00	\$31,365.02	\$494,809.20	1,173	\$99,505,189.80
	125	Trees and More	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,450.00	3,612	\$997,549.00
	200	Lighthouse Management	\$0.00	\$0.00	\$0.00	\$0.00	\$6,888.00	\$88,193.95	3,535	\$911,805.05
	50021	General Company Inc.	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	(\$23,977.50)	1,488	\$123,977.50
	50022	CSAA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	1,488	\$9,750.00
	50025	Streamline Solutions	\$0.00	\$0.00	\$0.00	\$0.00	\$276.70	\$3,187.70	1,252	\$99,996,811.30
	50031	Streamline Solutions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.00	1,490	(\$22.00)

- Click the check box in the second column to select the customers you want to generate a follow up letter to, or click **Select All**. After the customers have been selected, click the **Print Preview** tab. To print the letters, click the printer icon on the report toolbar.

The screenshot shows the 'Follow-up Letters' application window. At the top, there are buttons for 'Load Customers', 'Select All', and 'Unselect All'. Below this is a 'Follow-up Letters' section with three sub-sections: 'Date Selection' (Date: 10/29/2012, Period: 1, Year: 2013), 'Collector Information' (Name: Streamline Solutions, Phone Number: (801) 555 0133, Report Format: 30+ Days), and 'Additional Text'. Below these are tabs for 'Customers', 'Print Preview' (which is active), and 'Manage Format'. The 'Print Preview' tab shows a letter template with a header, a salutation 'Dear Steven Mediaski,', a paragraph about a past due account, and a table titled 'Current Aging Status'.

Eff Date	Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	Suspense	Total Balance
10/29/2012	\$0.00	\$0.00	\$0.00	\$0.00	\$105,061.82	\$5,375.00	\$99,686.82

The letter concludes with 'Sincerely,'.

- To create custom follow up letters, click the **Manage Format** tab. You can select an existing report, save a copy, and rename it and make the necessary changes or click **Create New** format to design a letter from scratch.

Finance Charges

Finance charges can be generated from the .net Customer Collection program. If the **Service Charge** check box in the customer's master file is checked, the Finance Charge program will calculate finance charges for the customer.

- In the **Date** field, select the cut-off date for finance charges to be calculated. Insert a minimum balance finance charges should be calculated against in the **Min. Balance** field, and insert the annual interest % rate used to calculate the finance charges in the **Annual Interest %**.
- The number of grace days will default to the global setting defined, however this number can be overridden if needed. The number inserted into the **Grace Days** field will be added to the date of the transaction for extra grace time before an invoice is considered overdue. For example: If your customer's invoice is due October 1st and the grace days are defined as 30, finance charges will be assessed beginning November 1st. To define the global default grace days, please contact your PrintStream Accounting Support contact.
- Insert the minimum dollar value a finance charge should be assessed in the **Minimum Charge** field. Next, select the **Aging By** option as well as the **Aging Mode**. If you want the program to account for AR suspense money on the customer's account in the finance charge calculation (total dollars past due less AR suspense money), select the **Include Suspense** check box. If you do not want the program to deduct AR suspense money from the past due balance, do not select this box.

4. If you do not want the program to factor unpaid finance charges into the calculation of the overdue amount, then select the **Exclude Previous Finance Charge Invoices from Calculation** check box. Click **Calculate Charges**.

The screenshot shows the 'Finance Charges' window. At the top, there are tabs: 'Calculate Charges', 'Create Finance Charge Invoices', and 'Reset Default Options'. Below the tabs is the 'Finance Charges Options' section. It includes fields for 'Date' (10/29/2012), 'Grace Days' (30), 'Min. Balance' (10.00), 'Annual Interest %' (12.000), and 'Minimum Charge' (1.00). There are checkboxes for 'Include Suspense' (checked) and 'Exclude previous finance charge invoices from calculation' (checked). The 'Aging By' section has radio buttons for 'Transaction Date' (selected), 'Invoice Date', and 'Due Date'. The 'Aging Mode' section has radio buttons for 'Date' (selected) and 'Period'. Below this is the 'Customer List' section, which contains a table with columns: Customer #, Customer Name, Outstanding, Current, Over 30 Days, Over 60 Days, Over 90 Days, Suspense Amount, Overdue Balance, and Finance Charge. The table lists several customers, including CSAA, Streamline Solutions, Abba Inc., Alaska Inc., Babba Inc., DMM Test Company, Sam's Dog House, Hawaii Inc., Student Loans, J. J. Dean, LEAH, PRINT, and TRABON.

5. To unselect a customer from the selection, clear a check box to remove the customer from the selection. To edit the calculated finance charge, double-click the Finance Charge cell for the customer, key in the dollar amount you want to charge the customer for finance charges, and press Enter.

This screenshot is similar to the previous one, but it shows an additional customer, 'LEAH', added to the 'Customer List' table. The 'LEAH' row is highlighted, and its 'Finance Charge' value is 2,500.00. The 'Exclude previous finance charge invoices from calculation' checkbox is still checked.

6. To create invoices for the calculated or edited finance charges, select **Create Finance Charge Invoices** at the top of the screen. The following confirmation window will appear. Click **Yes** to proceed with creating AR invoices for the finance charges calculated, or click **No** to not proceed.

The screenshot shows a confirmation dialog box titled 'Finance Charge Invoices Creation'. It contains the text: 'Are you sure you wish to create finance charge invoices? This will create a DI Batch with an Invoice for each charge. Once the Batch allocations display you will have an option to post to the GL.' At the bottom, there are two buttons: 'Yes' and 'No'.

7. Clicking **Yes** to the confirmation message will open the Batch Posting Preview window. This window will provide the DI batch number created, the batch date, the period the batch was created in, along with a posting summary for the batch. To post the batch to the GL, click **Post to GL**. Click **Close** if you want to manually post the DI batch manually from AR Invoice Entry.

GL Posting Confirmation

Batch Posting Preview


Batch #: Batch Date: Period: Year:

Account Details	Debit	Credit
01-91-01-1500 Accounts Receivable	\$4,636.27	
01-01-01-4600 Service Charge Revenue		\$1,112.00
01-91-01-1500 Accounts Receivable	\$1,112.00	
01-01-01-4600 Service Charge Revenue		\$1.00
01-91-01-1500 Accounts Receivable	\$1.00	
01-01-01-4600 Service Charge Revenue		\$94.80
01-91-01-1500 Accounts Receivable	\$94.80	
01-01-01-4600 Service Charge Revenue		\$423.23
01-91-01-1500 Accounts Receivable	\$423.23	
01-01-01-4600 Service Charge Revenue		\$52.91
01-91-01-1500 Accounts Receivable	\$52.91	
01-01-01-4600 Service Charge Revenue		\$2,500.00
01-91-01-1500 Accounts Receivable	\$2,500.00	
01-01-01-4600 Service Charge Revenue		\$56.56
01-91-01-1500 Accounts Receivable	\$56.56	
01-01-01-4600 Service Charge Revenue		\$652.17
01-91-01-1500 Accounts Receivable	\$652.17	
	\$12,788.52	\$12,788.52

Close Post To GL

8. Clicking **No** will provide the following message:

Invoice Preview

 Do you want to preview the finance charge invoices now?

Selecting **No** will close the message window, while selecting **Yes** will open the AR Invoice Entry program so you can view the AR Invoices created.

9. Below is a screenshot of one of the finance charge invoices created from the .Net Customer Collection program. Additional lines can be added, or any cell in white can be edited. When ready to post, single click the batch number in the tree to select the batch, then right-click and select **Post Batch**.

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

File Batch Invoice Options Utilities Help

AR Invoicing Entry

Active Batches Posted Batches

Group	Job#	Qty	Hot Key	Services	Setup	Min	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax %	Tax Amt	Total Amt	Activity Code
999999	1.000			Finance Charge	0.00	0.00	31.8770	@ Each	31.877	31.88 00		0	0.00	31.88	
999999	0.000			Inv#10678 Inv Amt:\$1,096.00 Due: 11/2/2008 Monthly Charge:\$10.06	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
999999	0.000			Inv#10956 Inv Amt:\$2,071.00 Due: 4/10/2010 Monthly Charge:\$19.06	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
999999	0.000			Inv#10965 Inv Amt:\$0.50 Due: 5/15/2010 Monthly Charge:\$0.00	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
999999	0.000			Inv#10840 Inv Amt:\$296.80 Due: 6/12/2008 Monthly Charge:\$2.73	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	
999999	0.000			Finance Charge Adjusted: \$0.01	0.00	0.00	0.0000	Extend	0.00	0.00		0	0.00	0.00	

Batch# 1798 - Date: 11/5/2012 (13 invoice(s), \$12,788.52) Invoice# 11031 11/5/2012 \$31.88 Balance: \$31.88 Job#: 999999 Account#: 50025

Cancel Save

.Net Tools

The .Net programming provides many sorting and filtering tools as well as enhanced functionality within the data screens provided.

Grid Functionality

Grids that display a '+' sign at the beginning of a row indicates the record can be opened to display additional information.

Date Range

From 9/1/2012 9 2012

To 12/31/2012 12 2012

☒ Report by Period Range

☐ Report By Date Range

Options

☐ Out of balance only (effective when filtering by period range)

☐ Customers with transactions in the selected date range only

Customer Selection (Leave blank for all)

Customer # (Select) Customer Name (Select)

Balance Audit

Suspense Audit

Drag a column header here to group by that column

	Customer #	Customer Name	Opening Balance	Postage Received	Postage Billed	Postage Earmarked	Postage Refunds	Balance end of Period
>	ADV01	Advertising, Inc.	0.00	3,100.00	0.00	0.00	0.00	3,100.00
	ALTGR01	Alta Graphics	0.00	5,000.00	0.00	5,000.00	0.00	0.00
	BASED01	Basic Education Coalition	0.00	7,200.00	0.00	0.00	2,200.00	5,000.00
	BEAFU01	Beach Furniture	0.00	0.00	0.00	0.00	0.00	0.00
	BECMO01	Becker Moving	0.00	6,000.00	0.00	0.00	1,000.00	5,000.00

Date Range

From 9/1/2012 9 2012

To 12/31/2012 12 2012

☒ Report by Period Range

☐ Report By Date Range

Options

☐ Out of balance only (effective when filtering by period range)

☐ Customers with transactions in the selected date range only

Customer Selection (Leave blank for all)

Customer # (Select) Customer Name (Select)

Balance Audit

Suspense Audit

Balance Detail

Drag a column header here to group by that column

Clicking the magnifying glass enlarges the previously expanded record.

Customer #	Customer Name	Opening Balance	Postage Received	Postage Billed	Postage Used	Postage Refunds	Balance end of Period
ADV01	Advertising, Inc.	0.00	3,100.00	0.00	0.00	0.00	3,100.00

Date	Type	Reference	Job #	Receipt #	Invoice #	Batch #	Amount	Balance
		Opening	0				0.00	0.00
10/23/2012	Deposit	Check# 432		21023	0	33	3,000.00	3,000.00
12/19/2012	Deposit	Check# 4547		21029	0	122	100.00	3,100.00

Date Range

From: 9/1/2012 To: 12/31/2012

Report by: ☒ Report by Period Range ☐ Report By Date Range

Options

☐ Out of balance only (effective when filtering by)

☐ Customers with transactions in the selected date range

Customer Selection (Leave blank for all)

Customer # (Select) Customer Name (Select)

Balance Audit

Date	Type	Reference	Job #	Receipt #	Invoice #	Batch #	Amount	Balance
		Opening	0				0.00	0.00
10/23/2012	Deposit	Check# 432		21023	0	33	3,000.00	3,000.00
12/19/2012	Deposit	Check# 4547		21029	0	122	100.00	3,100.00

1. To remove columns from the grid, click the column header you want to remove and drag it off of the grid. Removing columns will automatically save and remain when the module is re-opened.

Postage. Company: 01 --- Plant: 00 --- User: LS

My Page Postage Display Customer Reports Receipts Refunds Postage Checks Usage Report Formats

Postage Inventory Report

Load Data Preview Summary Report Preview Detail Report Preview Grid

Inventory # Selection (Leave Blank for All)

Inventory # (Select) Type Job Allocation Required Chargeable Currency

Date Range

Starting Date: 10/1/2012 Ending Date: 12/31/2012

Postage Inventory Options

Inventory Currency: USA Inventory Type: All Transaction Type: All

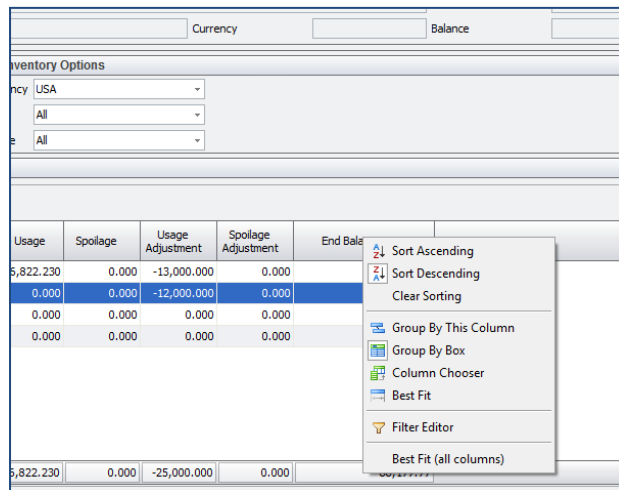
Postage Inventory

Drag a column header here to group by that column

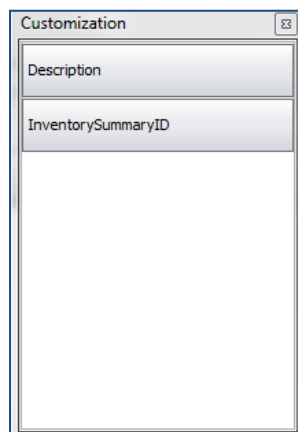
Inventory #	Description	Beginning Balance	Purchases	Job Usage	Spoilage	Usage Adjustments	Spoilage Adjustments	End Balance
PPAKE	Streamline Solutions	0.000	0.00	0.000	0.000	0.000	0.000	0.00
S46	Streamline Solutions	0.000	4,600.00	0.000	0.000	0.000	0.000	4,600.00
M200	Streamline Solutions	14,000.000	12,000.00	0.000	0.000	-12,000.000	0.000	14,000.00
P1000	Streamline Solutions	11,000.000	78,400.00	-5,822.230	0.000	-13,000.000	0.000	69,577.77

Description

2. To add the column back, right-click any header and select **Column Chooser**.

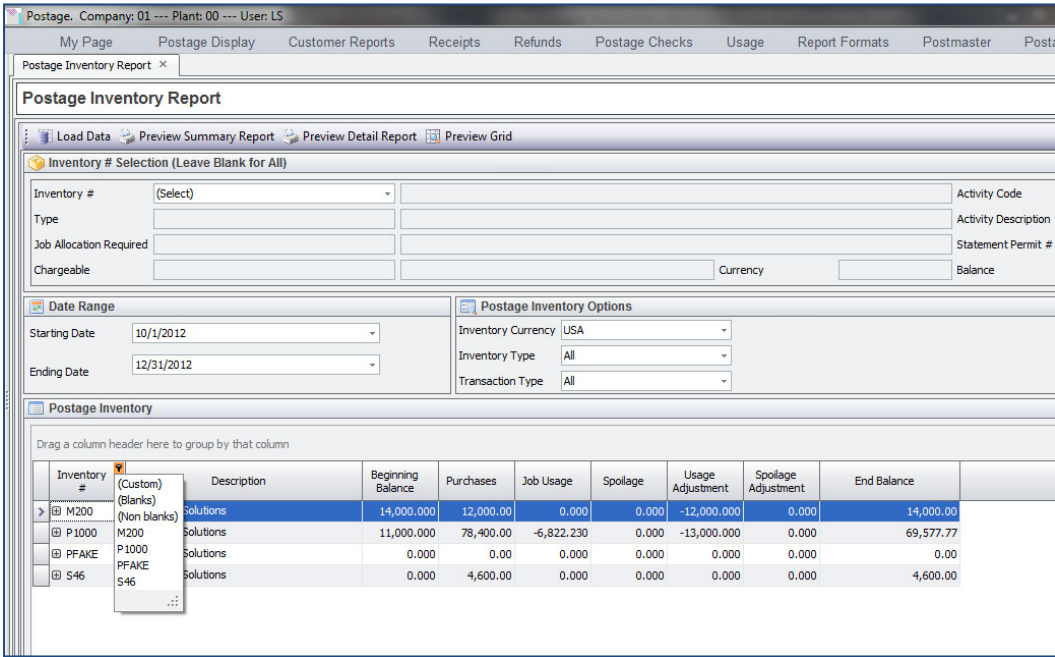


3. The columns that have been removed from the grid will display in the Customization window. Click the column header you want to add back to the grid, and drag and drop it to the location in the grid you want to display it.

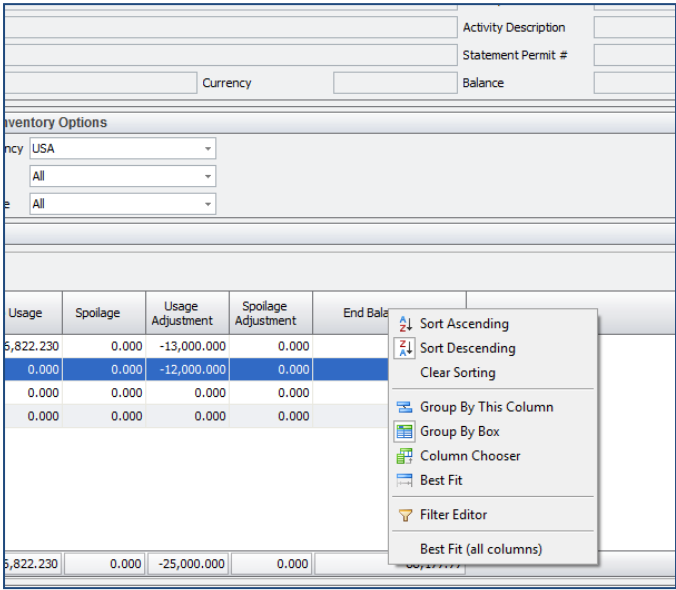


Sorting and Grouping

Each column header can be sorted by clicking it. The column header also contains a wizard which can be accessed by hovering the mouse within the column header. This wizard will provide sorting options available.

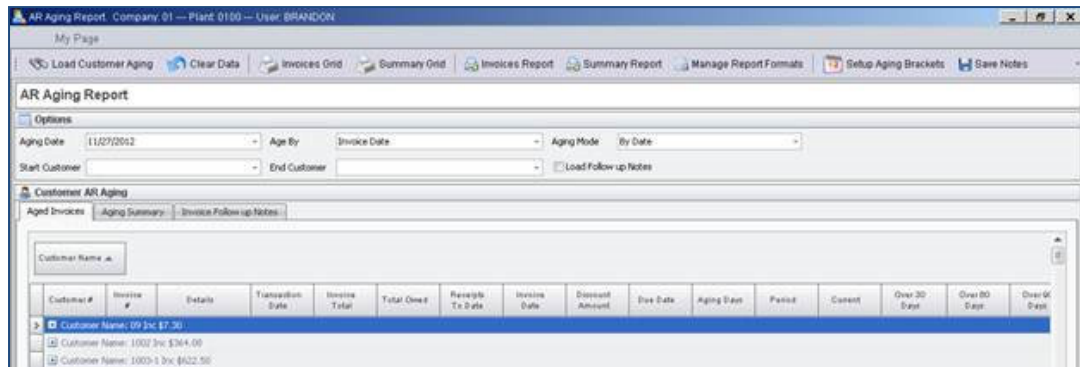


1. Right-clicking a column header provides a listing of additional sorting and filtering options.

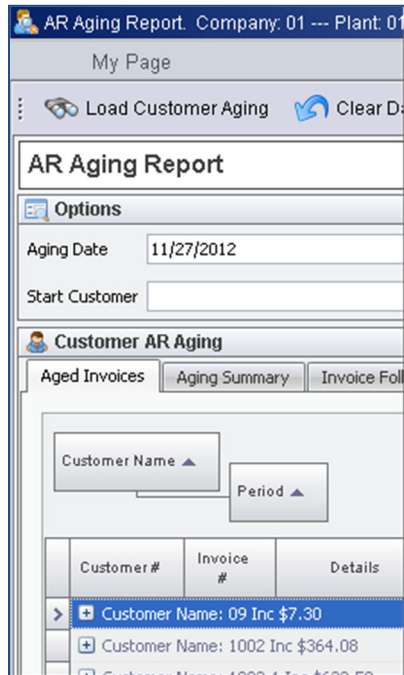


- To group by a particular column, simply click and drag the column header to the upper left area of the grid.

The following screen shot represents grouping by **Customer Name**.



- You may also group by more than one column. An example would be to group by **Customer Name** and then group by **Period**, as shown below. This is accomplished by simply clicking and dragging the next column header to the section above the grid.



Resetting the Grid

Any formatting you do will automatically be saved and remain when the module is re-opened.

You can remove all groupings and reset the Grid to its original format by right-clicking in the grouping display area and then select the option to **Clear Grouping**.

