efi PrintStream®

User Guide

.NET Postage
V21.1.0200

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

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Table of Contents

Introduction

Overview

The .Net Postage module was designed to hold all postage accounting and reporting functionality within one location, while providing user friendly sorting, filtering and drop-down features throughout.

This document outlines the functionality of the .net postage program only. Please refer to the VB Postage document for the postage functionality that resides in VB.

Taskbar

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

Exit Application – This will close the program.

Define My Group Items – This feature allows you to select the programs you regularly use within .net Postage so that they are located in one window:
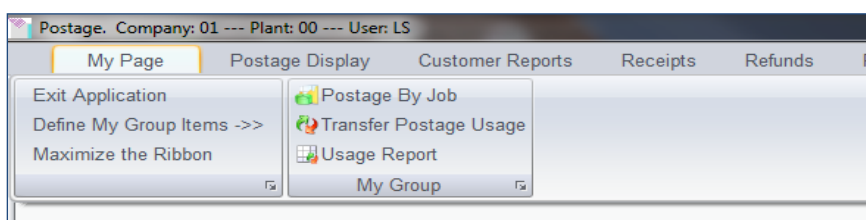
Minimize the Ribbon – Removes the band below the taskbar.
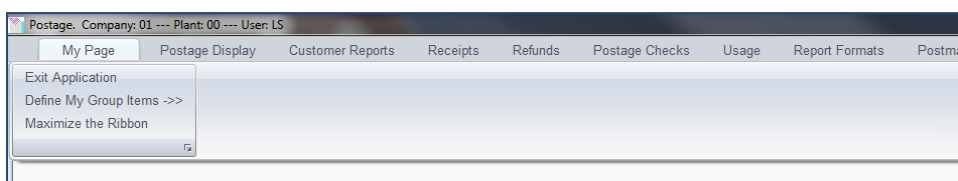
Contact Information

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.

Postage Display

Postage Display offers a quick reference of customer related postage transactions in screen views as well as reports. To access this program select Postage Display from the task bar.

Customer Postage Display

The Customer Postage Display provides an overview of a customer's current postage balance, the historical postage balance as well as the customer's historical postage suspense.
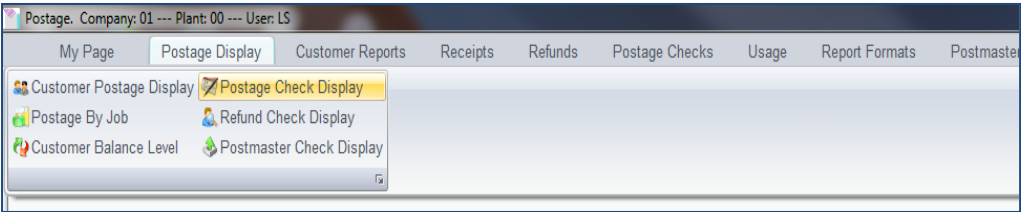
Enter the customer's account number. Select the customer's account number from the drop-down provided, enter the customer's name, or select the customer's name from the drop-down.

The **Current Balance** tab will provide a summary of the total of postage deposits earmarked to jobs, the current postage suspense balance, as well as the overall current balance. The grid will display jobs in process with postage deposits or usage recorded against them.

Current Balance

Earmarked for jobs	($76,206.45)
Postage Suspense	$3,836.90
Current Balance	($72,369.55)
Pending Refunds	$300.00
Future Balance	($72,669.55)

Pending Refunds

Date	Check Amount	Requested By
1/16/2014	$300.00	LS

Earmarked Deposits Details

Job #	Earmarked Deposits	Job Usage	Billed Suspense	Billed Additional	Job Balance
1087	$100.00	$0.00	$0.00	$0.00	$100.00
1114	$0.00	$100.00	($1,178.10)	$1,078.10	$0.00
1118	$2,000.00	$4,099.99	$0.00	$200.00	($2,299.99)
1123	$0.00	$21,998.76	$0.00	$0.00	($21,998.76)
1125	$0.00	$1,077.14	$0.00	$0.00	($1,077.14)
1130	$0.00	$2,299.99	$0.00	$0.00	($2,299.99)
1133	$0.00	$50.00	$0.00	$0.00	($50.00)
1134	$0.00	$3,845.00	($3,855.00)	$10.00	$0.00
1145	$0.00	$3,845.00	($2,500.00)	($1,345.00)	$0.00
	$2,100.00	$85,891.23	($7,533.10)	($56.90)	($76,201.23)

Clicking the **Job #** hyperlink will drill down and provide the job postage summary.

Postage By Job

Load Job Postage   Combined Report   Postage Usage   Earmarked Deposits

Select Job

Job #	1118	▾	Copy of epi test

Job Postage Summary

	Deposits	Postage Usage	Billed Suspense	Billed Additional	Balance
>	$2,000.00	$4,099.99	$0.00	$200.00	($2,299.99)

Job Postage Usage   Earmarked Postage Deposits

Drag a column header here to group by that column

	Inventory Code	Date	Reference #	Pieces	Amount	Status	Activity
>	M200	12/3/2013		0	$1,800.00	Normal	700070010
	P1000	2/20/2014		10998	$2,299.99	Normal	700070010

The **Historical Balance** tab provides a drill down by year and by period, and references all postage transactions that impact the customer's postage account. This includes deposits, usages, refunds, and postage billed for the customer selected. The **Historical Balance** tab will also show the customer's current postage balance.

Customer Postage Display

✖ Clear Form

Select Customer

Customer #	0200	▾	Customer Name	ABC Company	▾

Current Balance   **Historical Balance**   Historical Suspense

Period Selection

- ⊞ 2003
- ⊞ 2004
- ⊞ 2005
- ⊞ 2006
- ⊞ 2007
- ⊞ 2008
- ⊞ 2009
- ⊞ 2010
- ⊞ 2011
- ⊞ 2012
- ⊟ 2013
  - Period 1 - $85,284.77
  - Period 2 - $77,284.77
  - Period 3 - $77,284.77
  - Period 4 - $77,284.77
  - Period 5 - $77,284.77
  - Period 6 - $77,284.77
  - Period 7 - $77,284.77
  - Period 8 - $77,284.77
  - Period 9 - $77,284.77
  - Period 10 - $77,284.77
  - Period 11 - $77,284.77
  - Period 12 - $77,284.77

Historical Balance Details

Drag a column header here to group by that column

	Date	Type	Reference	Job#	Receipt#	Invoice#	Batch#	Amount	Balance
>			Opening	0				$0.00	$85,284.77
	11/8/2012	Used	Chris	8782	0	20152		($435.25)	$84,849.52
	11/8/2012	Used	Chris	8782	0	20152		($4,231.24)	$80,618.28
	11/8/2012	Bill	Postage Billed		0	20152	8342	$4,666.49	$85,284.77
	11/12/2012	Refund	Customer R…		51900		8244	($1,200.00)	$84,084.77
	11/12/2012	Refund	Customer R…		51815		7942	($350.00)	$83,734.77
	11/12/2012	Refund	Customer R…		51804		7941	($3,450.00)	$80,284.77
	11/19/2012	Refund	Customer R…		51804		7941	($194.00)	$80,090.77
	11/19/2012	Refund	Customer R…		51758		7699	($2,806.00)	$77,284.77

The **Historical Suspense** tab provides a drill down by year and by period, and shows the transactions that impact the customer's postage suspense account (unapplied).

Customer Postage Display

✖ Clear Form

Select Customer

Customer # | 0200 | ▼ | Customer Name | ABC Company | ▼

[Current Balance] [Historical Balance] [Historical Suspense]

Period Selection | **Historical Suspense Details**

Period Selection tree:
- 2003
- 2004
- 2005
- 2006
- 2007
- 2008
- 2009
- 2010
- 2011
- 2012
- 2013
  - Period 1 - $62,184.00
  - Period 2 - $54,084.00
  - Period 3 - $54,084.00
  - Period 4 - $54,084.00
  - Period 5 - $54,084.00
  - Period 6 - $54,084.00
  - Period 7 - $54,084.00
  - Period 8 - $54,084.00
  - Period 9 - $54,084.00
  - Period 10 - $54,084.00
  - Period 11 - $54,084.00
  - Period 12 - $54,084.00

Drag a column header here to group by that column

Date	Type	Reference	Job#	Receipt#	Invoice#	Batch#	Amount	Balance
		Opening	0				$0.00	$62,184.00
11/12/2012	Job Alloc.	Rec# 51815	6553	51815	0	7942	($100.00)	$62,084.00
11/12/2012	Refund	Customer R...		51900		8244	($1,200.00)	$60,884.00
11/12/2012	Refund	Customer R...		51815		7942	($350.00)	$60,534.00
11/12/2012	Refund	Customer R...		51804		7941	($3,450.00)	$57,084.00
11/19/2012	Refund	Customer R...		51804		7941	($194.00)	$56,890.00
11/19/2012	Refund	Customer R...		51758		7699	($2,806.00)	$54,084.00

Postage By Job

Postage By Job provides a recap of the postage transactions recorded to the job number selected. Enter the job number into the **Job #** field or select the job number from the **Job #** drop-down. Click **Load Job Postage**. The **Job Postage Usage** tab will provide a summary of the total deposits earmarked to the job, total postage usage recorded to the job, if any postage suspense money was used at the invoicing stage, if any postage was billed to the customer at the invoice stage, and the current postage balance for the job. The usages recorded to the job will be reflected in the grid.

Postage By Job

🖥 Load Job Postage   ⟳ Combined Report   📋 Postage Usage   📋 Earmarked Deposits

Select Job

Job # | 8202 | ▼ | Copy of Copy of Test

Job Postage Summary

Deposits	Postage Usage	Billed Suspense	Billed Additional	Balance
$3,000.00	$3,508.60	$0.00	$0.00	($508.60)

[Job Postage Usage] [Earmarked Postage Deposits]

Drag a column header here to group by that column

Inventory Code	Date	Reference #	Pieces	Amount	Status	Activity
P1	4/11/2012	Alloc Chk# 50	0	$120.00	Normal	80001
MRed	11/13/2012		5	$1.90	Adjustment	80001
MRed	11/13/2012		995	$378.10	Normal	80001
MRed	11/13/2012		1	$0.50	Adjustment	80001
MRed	11/13/2012		1999	$999.50	Normal	80001
MRed	11/13/2012		500	$400.00	Normal	80001
MRed	11/13/2012		-1999	($999.50)	Normal	80001
M11111	11/19/2012		2	$1.00	Adjustment	80001
M11111	11/19/2012		998	$499.00	Normal	80001
M11111	11/19/2012		1	$0.50	Normal	80001
M11111	11/19/2012		1	$1,111.00	Normal	80001
M500	11/19/2012		1000	$500.00	Normal	80001
M2200	11/19/2012		1000	$500.00	Normal	80001
			4503	$3,512.00		

The **Earmarked Postage Deposits** tab will also provide the Job Postage Summary, however the grid will list all postage deposits earmarked to the job.

The **Combined Report** option will combine all usages and earmarked deposits onto one report. The **Postage Usage** option will provide a register of the postage usages recorded to the job. The **Earmarked Deposits** option will provide a listing of the postage deposits earmarked to the job.

Customer Balance Level

The Customer Balance Level program allows the user to define minimum postage suspense levels for their customers. This report is beneficial to those users who require the customer to maintain an ongoing postage suspense balance the House can pull from when processing postage jobs for the customer. By defining minimum postage suspense levels, PrintStream users can periodically generate this report and request additional funds from the customer if the postage suspense balance falls below the minimum level.

Setup must first be completed in the MasterFile Customer program. Please refer to the MasterFile Customer documentation for further instruction.

To see a listing of customers that have fallen below the minimum postage level defined, select the **List Only Customers under Minimum Level** option. To see a listing of all customers, select the **List All Customers** option. Click **Refresh** to load.

Customer Balance Level Report

🔄 Refresh   🖼 Print Preview

◉ List Only Customers under Minimmum Level

◯ List All Customers

Drag a column header here to group by that column

Customer #	Customer Name	Minimum Balance	Current Balance
002	Spring Air	4,000.00	-970.21
003	Postage Sub	8,000.00	-22.00
004	I Am Number Four	7,500.00	0.00
005	Green's Thumb	15,000.00	0.00
03-26-62	STREAMLINE SOLUTIONS	15,000.00	0.00
06-10-64	STREAMLINE	8,000.00	0.00
06199	BERTERA SUBARU INC.	6,000.00	0.00
1000	DEMO CUST1	5,000.00	0.00
100023	TEST 1234	20,000.00	0.00
1001	QUIZNO' SUBS-2885	50,000.00	0.00
1002	QUIZNO'S SUBS-3046	45,000.00	0.00
101	Ice Breakers	12,000.00	-671.70
125	Tree's and More	10,000.00	0.00
50060	Create Job and then delete	500.00	-3,980.06
50093	Claude's Test Customer	0.00	-867.74
50119	Negative Postage Customer	0.00	-44.00
50133	Trans AM Performance	0.00	-120.00
50671	Fulfillment Customer for Leah	0.00	-120.00
98877	coke	0.00	-2,000.00

Postage Check Display

Postage Check Display provides a list of postage checks based on the parameters selected for printed, updated, or all checks from any given date.

Check #	Check Date	Check Amount	Payee Account	Payee Name	Bank Account	Notes	Printed	Updated	Void Date	Plant Code
107	11/19/2012	$5,001.00	*002	BMC PITTSBURGH, PA	postg cash 23423		☑	☑	11/19/2012	0100
109	11/21/2012	$500.00	*004	BMC PHILADELPHIA, PA	postg cash 23423	Testing Allocation and checks.	☑	☑		0100

$5,501.00

Refund Check Display

Refund Check Display provides a list of customer postage refund checks based on the parameters selected for printed, updated, or all checks from any given date.

Check #	Refund Date	Check Date	Refund Amount	Customer #	Customer Name	Bank Account	Printed	Void Date	Updated	Plant Code
106	11/12/2012	11/12/2012	$5,000.00	0200	ABC Company	postg cash 23423	☑		☑	0100
108	11/19/2012	11/19/2012	$3,000.00	0200	ABC Company	postg cash 23423	☑		☑	0100

Postmaster Check Display

Postmaster Check Display provides a list of postmaster checks based on the parameters selected for printed, updated, or all checks from any given date.

Customer Reports

Customer Reports offers various postage reporting at the customer level.

Postage. Company: 01 --- Plant: 00 --- User: LS					
My Page	Postage Display	Customer Reports	Receipts	Refunds	Postage Checks

Postage Usage By Customer   Customer Postage Audit
Profit And Loss Report   Clients Payments And Usage
Postage Escrow   Customer Postage By Job
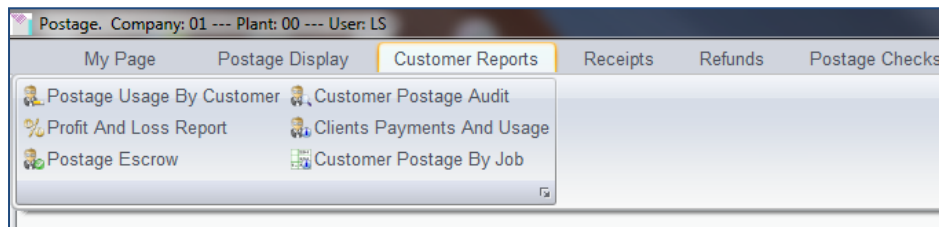
Postage Usage by Customer

The Postage Usage by Customer report will provide the postage usage recorded to jobs that have not been final AR invoiced, by selecting a customer, job number, a CSR or a salesrep. After completing any of the search criteria available, click **Load Grid**.

Postage Usage by Customer

Load Grid   Clear All Filters   Preview Grid

Job Postage Selection Options

Customer #	0200	Customer Name	ABC Company
Job #	(Select)	Job Description	
CSR	(Select)	Salesrep	(Select)

Job List - Select Job to see the postage details

Drag a column header here to group by that column

Customer Name ▲	Customer #	Job #	Earmarked Deposits	Job Usage	Billed Suspense	Billed Additional	Job Balance	Salesrep	CSR
ABC Company	0200	2552	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	House Account	
ABC Company	0200	2765	$525.00	$0.00	$0.00	$0.00	$525.00	House Account	
ABC Company	0200	4062	$800.00	$1,000.00	$0.00	($200.00)	$0.00	Linda Pollard	Linda Pollard
ABC Company	0200	5688	$6,000.00	$0.00	$0.00	$0.00	$6,000.00	Linda Pollard	Linda Pollard
ABC Company	0200	6225	$0.00	$1,590.10	$0.00	$0.00	($1,590.10)	Linda Pollard	Linda Pollard
ABC Company	0200	6553	$100.00	$0.00	$0.00	$0.00	$100.00	Linda Pollard	Linda Pollard
ABC Company	0200	7346	$8,000.00	$0.00	$0.00	$0.00	$8,000.00	Linda Pollard	Linda Pollard
ABC Company	0200	7415	$700.00	$1,509.20	$0.00	$0.00	($809.20)	Linda Pollard	Linda Pollard
ABC Company	0200	7866	$1,500.00	$0.00	$0.00	$0.00	$1,500.00	Linda Pollard	Linda Pollard
ABC Company	0200	7985	$0.00	$330.00	$0.00	($330.00)	$0.00	Linda Pollard	Linda Pollard
ABC Company	0200	8013	$256.00	$638.00	$0.00	$0.00	($382.00)	Linda Pollard	Linda Pollard
ABC Company	0200	8015	$0.00	$200.00	$0.00	$0.00	($200.00)	Linda Pollard	Linda Pollard
ABC Company	0200	8329	$100.00	$0.00	$0.00	$0.00	$100.00	Linda Pollard	Linda Pollard
			$27,981.00	$5,267.30	$0.00	($530.00)	$23,243.70		

Profit and Loss Report

The Profit and Loss report works with contracted and qualified postage rates generated from fulfillment orders. Special setup is required.

Customer Postage Escrow

The Customer Postage Escrow report will provide a listing of customers carrying a postage escrow balance, based on the date range entered. This report will provide a running balance for each customer, and drill down capabilities are available to view the transactions recorded to each customer account.

Setup is required to track postage escrow. Please contact your PrintStream accounting contact for further assistance, and refer to the Accounts Receivable document, Allocating Postage Escrow for additional information.

Customer Postage Escrow

Load Grid   Preview Grid

Filter Options

Date From: 8/27/2011 ▼   Date To: 11/27/2012 ▼

Postage Escrow Detail

Drag a column header here to group by that column

	CustomerID	Customer #	Customer Name	Opening Balance	Ending Balance	
⊞	326	001	Sunshine, LLC.	$12,000.00	$12,000.00	
⊟	46	0200	ABC Company	$22,000.00	$69,000.00	

CustomerPostageAuditSummary_AuditDetail

Drag a column header here to group by that column

	Transaction Date	Transaction Type	Description	Receipt #	Batch #	Amount	Balance	
>			Opening			$0.00	$22,000.00	
	11/18/2011	Deposit	Check# 645	51748	7628	$50,000.00	$72,000.00	
	5/7/2012	Deposit	Check# tr ps sus	51812	7942	($3,000.00)	$69,000.00	

	CustomerID	Customer #	Customer Name	Opening Balance	Ending Balance	
⊞	1310	50751	Postage Escrow Customer	$0.00	$700.00	
⊞	100	KEL	Kelly Marketing	$0.00	$0.00	
⊞	110	LEAH	Leah's Account	$0.00	$6,000.00	

Customer Postage Audit

Customer Postage Audit provides the customer postage balance summary and detail report as well as the customer postage suspense summary and detail report. To generate any of these reports, define the date range in the **From** and **To** fields. To report on one customer, select the customer's account number in the **Customer #** field or select the customer in the **Customer Name** field. To see customer's with an out of balance in their account, select the check box next to this option. An out of balance is detected when the audit trail does not match to the balance on the report. The Postage Audit Adjustment program may correct this out of balance. To see customers with transactions in the period selected, select the check box next to this option. Click **Refresh**.

Customer Postage Audit

Refresh | Balance Summary | Balance Detail | Balance Detail with Summary | Suspense Summary | Suspense Detail | Preview Balance Grid | Preview Suspense Grid

Date Range

| From | 11/1/2012 | ▼ | 2 | 2013 | ◉ Report by Period Range |
| To | 11/30/2012 | ▼ | 2 | 2013 | ○ 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 Used	Postage Refunds	Balance end of Period
⊞ 0200	ABC Company	85,284.77	0.00	4,666.49	5,304.49	8,000.00	76,646.77
⊞ 021544RM	Roy McIntyre	1,200.00	0.00	0.00	0.00	0.00	1,200.00
⊞ 100	The Perfect Storm	51,085.47	1,000.00	0.00	1,699.50	0.00	50,385.97
⊞ 101	Ice Breakers	-671.70	0.00	0.00	0.00	0.00	-671.70
⊞ 1234	Flowers R'Us	13,106.95	0.00	0.00	0.00	0.00	13,106.95
⊞ 12345678	EFI Printstream	486,123.00	0.00	0.00	0.00	0.00	486,123.00
⊞ 150	Ice Breakers Blue (IBB)	14,946.98	0.00	0.00	0.00	0.00	14,946.98
⊞ 200	Lighthouse Management	-5,203.00	0.00	0.00	0.00	0.00	-5,203.00

After the grid loads, you can click the + sign next to the customer to review the transactions recorded for the date range selected.

Customer Postage Audit

Refresh | Balance Summary | Balance Detail | Balance Detail with Summary | Suspense Summary | Suspense Detail | Preview Balance Grid | Preview Suspense Grid

Date Range

| From | 11/1/2012 | ▼ | 2 | 2013 | ◉ Report by Period Range |
| To | 11/30/2012 | ▼ | 2 | 2013 | ○ 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 Used	Postage Refunds	Balance end of Period
⊟ 0200	ABC Company	85,284.77	0.00	4,666.49	5,304.49	8,000.00	76,646.77

Balance Detail

Drag a column header here to group by that column

Date	Type	Reference	Job #	Receipt #	Invoice #	Batch #	Amount	Balance
		Opening	0				0.00	85,284.77
11/8/2012	Used	Chris	8782	0	20152		-435.25	84,849.52
11/8/2012	Used	Chris	8782	0	20152		-4,231.24	80,618.28
11/8/2012	Bill	Postage Billed		0	20152	8342	4,666.49	85,284.77
11/12/2012	Refund	Customer Refund		51900		8244	-1,200.00	84,084.77

The **Balance Audit** tab will display data relating to the customer's postage balance, while the **Suspense Audit** tab will display details supporting the customer's postage suspense account.

To view the Balance Summary, Balance Detail, Balance Detail with Summary, Suspense Summary, or Suspense Detail reports, click any of these options after the grid loads. The report selected will preview to the screen. The **Preview Balance Grid** and **Preview Suspense Grid** will print the grid to the screen, which you can then print or export.

Client Postage Payment and Usage Report

This report will provide a recap of postage money received and postage usage created by customer. To generate this report, enter the desired date range in the **From** and **To** fields, select the option to **Report by Period** Range or **Report By Date Range**, and select one of the three options available: **Include Billed Jobs Only**, **Customers with transaction in the selected date range only**, or **Include PSA's**. To generate the report for one customer only, select the customer's account number or the customer's name in the field provided. Click **Refresh**.

Client Postage Payment and Usage Report

Load Grid   Preview Report   Preview Grid

Date Range

| From | 1/1/2015 | 4 | 2015 | ◉ Report by Period Range |
| To | 3/31/2015 | 6 | 2015 | ○ Report By Date Range |

Options

☐ Include Billed Jobs Only
☐ Customers with transactions in the selected date range only
☐ Include PSA's

Customer Selection (Leave blank for all)

Customer # | 0200   Customer Name | ABC Company

Client Payments and Postage Usage

Drag a column header here to group by that column

Customer #	Customer Name	Opening Balance	Postage Received	Postage Billed	Postage Used	Postage Refunds ▲	Balance end of Period
⊟ 0200	ABC Company	98,738.10	4,000.00	0.00	800.000	0.00	101,938.10

Balance Detail

Drag a column header here to group by that column

Date	Type	Reference	Job #	Receipt #	Invoice #	Batch #	Postage Usage	Amount	Balance	Inventory Code	Notes
1/1/2015		Opening	0				0.000	0.00	98,738.10		
1/6/2015	Deposit	Check# 56		52280	0	9766		3,000.00	101,738.10		
3/3/2015	Deposit	Check# 4545		52319	0	9867		1,000.00	102,738.10		
3/3/2015	Used	Chris	100164	0	21320		800.000	-800.00	101,938.10	M2009	
3/3/2015	Held	Postage Billed		0	21320	9868		0.00	101,938.10		

Clicking the + sign next to a customer's account number will provide a listing of postage transactions that impacted the customer's postage account for that period.

Customer Postage by Job Report

This report will provide a listing of earmarked postage, postage deposits and postage usage, by customer and job, for jobs not final invoiced. This report provides similar information as the Postage Display. To generate this report, enter/select the customer's account number or customer names in the fields provided. Click **Refresh** to load the data.

Clicking the + sign next to the customer's account number will provide a listing of the non final invoiced jobs.

Clicking the magnifying glass will expand the window for the job listing.

Receipts

Postage Receipt Allocation

The Postage Receipt Allocation program allows an unapplied postage cash receipt to be earmarked to a job after the receipt has been posted, and it also allows the job allocation of a postage cash receipt to be changed prior to the job becoming final AR invoiced.

1. Select the **Postage Receipts Allocation** option from the **Receipts** menu.

2. Enter the customer account number or select the customer's company name in the fields provided.

3. Select **All Receipts** to view all postage receipts entered to the customer's account, or select **Postage Unapplied Only** to view unapplied postage receipts.

4. Click **Load Receipts**.

To earmark a postage cash receipt to a job

1. Click the hyperlink for the receipt number.

   A new window will open and list the open job created against the customer's account, while the receipt selected will at the bottom of the screen allowing the user to see the remaining unapplied postage allocation on the receipt.

2. Apply postage money from the receipt to the job by locating the job and entering the dollar value into **Apply Amount** field.

3. Press the **Enter** key on the keyboard to proceed.

To unearmark or unapply postage funds from a job, follow the same steps above, but enter a negative value into the **Apply Amount** cell and press the **Enter** key on your keyboard. Close the program when done.

Cash Receipts By Date

The Cash Receipts by Date report provides a listing of cash receipts by date and by customer. This report will break-out each receipts allocation across accounts receivable applied/unapplied, postage applied/unapplied, prepayments as well as postage escrow. This report can be used as a control document for month end balancing.

To generate this report, insert the **Date From** and **Date To** range. Click **Load Data**.

Cash Receipts By Date

Load Data   Print ✖

Filter Options

Date From 11/1/2012   Date To 11/30/2012

Cash Receipts By Date

Drag a column header here to group by that column

Receipt Date	Customer #	Customer Name	Batch #	Receipt #	Check #	Bank Account	Receipt Amount	Details	AR Suspense	AR Suspense Un-applied	Applied to Difference	Postage Applied	Postage Un-applied	Prepayment Un-applied	Prepayment Applied
11/1/2012	LEAH	Leah's Account	8320	51927	3413	01-01-1000	$25,778.75		$25,778.75	0	$0.00	$0.00	$0.00	$0.00	$0
11/1/2012	13L100	STREAMLINE13	8355	51932	34131	01-01-1000	$10,000.00		$37.00	9963	$0.00	$0.00	$0.00	$0.00	$0
11/1/2012	leah13	Leah Customer 13	8355	51933	14141	01-01-1000	$50,000.00		$15,680.52	34319.48	$0.00	$0.00	$0.00	$0.00	$0
11/2/2012	50758	Leah Misisian and Company	8336	51929	14132	01-01-1000	$37,396.41		$37,396.41	0	$0.00	$0.00	$0.00	$0.00	$0
11/19/2012	100	The Perfect Storm	8348	51930	64513	01-01-1000	$1,000.00		$0.00	0	$0.00	$1,000.00	$0.00	$0.00	$0
11/20/2012	50093	Claude's Test Customer	8353	51931	78	01-01-1000	$3,000.00		$0.00	0	$0.00	$3,000.00	$0.00	$0.00	$0
11/21/2012	13L100	STREAMLINE13	8357	51934	3541415	01-01-1000	$5,000,000...		$4,399,560.61	600439.39	$0.00	$0.00	$0.00	$0.00	$0
							$5,127,175...		$4,478,453...	$644,721.87	$0.00	$4,000.00	$0.00	$0.00	$0.00

Batch Transactions – Cash Receipts

This report will provide a listing of cash receipt batches along with the receipts within the batch. The report will also break-out how the receipts were allocated.

AR Batch Transactions - Cash Receipts

Load Data

Filter Options

Date From 11/1/2012   Date To 11/30/2012

Cash Receipts Batch Transactions

Drag a column header here to group by that column

Batch #	Batch Date	Batch Total	Difference	Postage Total	AR Total	Prepayment Total	Postage Escrow Total	Period	Year	Plant Code	Bank Description
8320	11/1/2012	$25,778.75	$0.00	$0.00	$25,778.75	$0.00	$0.00	2	2013	0100	ar cash453453 : ACCT REV cash 453453
8355	11/1/2012	$60,000.00	$0.00	$0.00	$60,000.00	$0.00	$0.00	2	2013	0100	ar cash453453 : ACCT REV cash 453453
8336	11/2/2012	$37,396.41	$0.00	$0.00	$37,396.41	$0.00	$0.00	2	2013	0100	ar cash453453 : ACCT REV cash 453453
8348	11/19/2012	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$0.00	2	2013	0100	ar cash453453 : ACCT REV cash 453453
8353	11/20/2012	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$0.00	2	2013	0100	ar cash453453 : ACCT REV cash 453453
8357	11/21/2012	$5,000,000.00	$0.00	$0.00	$5,000,000...	$0.00	$0.00	2	2013	0100	ar cash453453 : ACCT REV cash 453453
		$5,127,175.16	$0.00	$4,000.00	$5,123,17...	$0.00	$0.00				

To view the receipts in a batch, click the **+** sign next to the batch number. A new window will open listing the receipts within the batch along with the receipts allocations.

AR Batch Transactions - Cash Receipts

Load Data | Print

Filter Options

Date From 11/1/2012 | Date To 11/30/2012

Cash Receipts Batch Transactions

Drag a column header here to group by that column

	Batch #	Batch Date	Batch Total	Difference	Postage Total	AR Total	Prepayment Total	Postage Escrow Total	Period	Year	Plant Code	Bank Description
⊞	8320	11/1/2012	$25,778.75	$0.00	$0.00	$25,778.75	$0.00	$0.00	2	2013	0100	ar cash453453 : ACCT REV cash 453453
⊟	8355	11/1/2012	$60,000.00	$0.00	$0.00	$60,000.00	$0.00	$0.00	2	2013	0100	ar cash453453 : ACCT REV cash 453453

Receipts

Drag a column header here to group by that column

	ReceiptID	Receipt #	Receipt Date	Customer Account	Customer Name	Check #	Receipt Total Amount	AR Suspense Applied	AR Suspense Un-applied	Applied to Difference	Postage Applied	Postage Un-applied	Prepayment Applied	Prepaymen t
⊞	12229	51932	11/1/2012	13L100	STREAMLINE13	34131	$10,000.00	$37.00	$9,963.00	$0.00	$0.00	$0.00	$0.00	$0.
⊞	12230	51933	11/1/2012	leah13	Leah Customer 13	14141	$50,000.00	$15,680.52	$34,319.48	$0.00	$0.00	$0.00	$0.00	$0.
							$60,000.00		$44,282.48	$0.00	$0.00	$0.00	$0.00	$0.00

	Batch #	Batch Date	Batch Total	Difference	Postage Total	AR Total	Prepayment Total	Postage Escrow Total	Period	Year	Plant Code	Bank Description
⊞	8336	11/2/2012	$37,396.41	$0.00	$0.00	$37,396.41	$0.00	$0.00	2	2013	0100	ar cash453453 : ACCT REV cash 453453
⊞	8348	11/19/2012	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$0.00	2	2013	0100	ar cash453453 : ACCT REV cash 453453
			$5,127,175.16	$0.00	$4,000.00	$5,123,17...	$0.00	$0.00				

To view the invoices/jobs the receipt was applied to, click the **+** sign next to the receipt number.

AR Batch Transactions - Cash Receipts

Load Data | Print

Filter Options

Date From 11/1/2012 | Date To 11/30/2012

Cash Receipts Batch Transactions

Receipts

Drag a column header here to group by that column

	ReceiptID	Receipt #	Receipt Date	Customer Account	Customer Name	Check #	Receipt Total Amount	AR Suspense Applied	AR Suspense Un-applied	Applied to Difference	Postage Applied	Postage Un-applied	Prepayment Applied	Prepaymen t	Post Escrow
⊟	12229	51932	11/1/2012	13L100	STREAMLINE13	34131	$10,000.00	$37.00	$9,963.00	$0.00	$0.00	$0.00	$0.00	$0.00	

Receipt Allocations

Drag a column header here to group by that column

	Invoice #	Payment Date	Invoice Amount	Invoice Applied Amount	Job #	Job Description	Postage Applied	Date	
>	15170	11/1/2012	$37.00	$37.00					
			$37.00	$37.00			$0.00		

	ReceiptID	Receipt #	Receipt Date	Customer Account	Customer Name	Check #	Receipt Total Amount	AR Suspense Applied	AR Suspense Un-applied	Applied to Difference	Postage Applied	Postage Un-applied	Prepayment Applied	Prepaymen t	Post Escrow
⊞	12230	51933	11/1/2012	leah13	Leah Customer 13	14141	$50,000.00	$15,680.52	$34,319.48	$0.00	$0.00	$0.00	$0.00	$0.00	
							$60,000.00		$44,282.48	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

You can further expand the Receipt Allocation window by clicking the magnifying glass provide.

Postage Received by Job

The Postage Received by Job report provides a listing of postage deposits received by customer and earmarked to jobs, by date range. To generate this report, enter the **Date From** and **Date To** date range. Click **Load Grid**.

Refunds

Creating a Customer Postage Refund Check

A customer postage refund check can be issued if a customer has overpaid for postage. Refund checks do not affect the customer's accounts receivable balance, but do impact the postage suspense balance for the customer.

A customer postage refund check request can also be generated from the Accounts Receivable Invoicing program at the Postage Balancing stage. If the customer has paid excess postage, a prompt will appear asking to create a refund check. If the response is **Yes**, the request will appear in this program after the AR invoice has been posted.

To create a customer postage refund request

1. Click **Refunds** from the task bar and then click **Create/Edit Refund Request**.

2. Select **New Refund**.

3. Select the customer's account number or the customer's name in the fields provided.

   The Payee can be changed to a different customer's account, however the postage funds will draw against the account select in the **Customer #/Customer Name** fields.

4. Insert the amount to be refunded in the **Amount** field.

5. The **Date** field will default to the current system date, but it can be changed to reflect the date of the request.

   The check date and period the check will post to will pull from the print check screen.

6. An optional **Notes** field is provided that will print on the check stub of the check (please contact your Accounting Support representative to activate this feature).

7. Select **Save New Refund** when done.

To print the check

1. Click **Refunds** from the task bar and then select **Print Refund**.

   A listing of unprinted customer postage refund checks will display in the grid provided.

2. If you do not see your request, click **Reload**.

3. To select the request to print, click in the box next to the date, or to select all requests, click **Select All**.

4. Select the bank account to pay the refund checks from, and verify the **Print Date**.

   This is the date that will print on the check and it will also post to the corresponding period.

5. Enter the starting check number in the field provided.

6. Click **Print Checks**.

7. The check will preview to the screen. Click the printer icon to print it to the printer. After the checks have printed, the following message will display. Click **No** if the checks didn't print correctly, and you can reprint the check request selection.
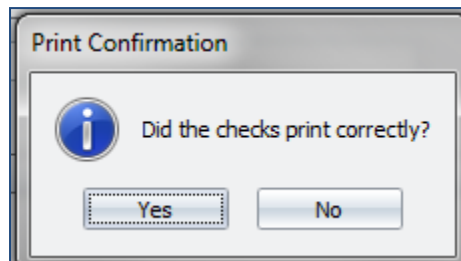
8. If the checks printed correctly, click **Yes**. You will then receive the following message:
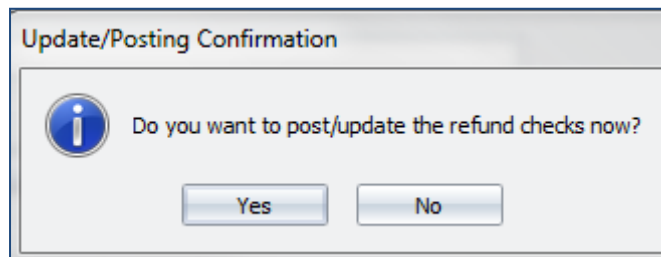
9. If you want to post the check batch at a later time, click **No**. To proceed to the posting/update process, click **Yes**. Proceeding to the posting/update stage will provide you with the GL Posting Confirmation screen. Click **Post to GL** in the lower right hand corner. Clicking **Close** in the lower left hand corner will close the preview window and it will not post the batch.
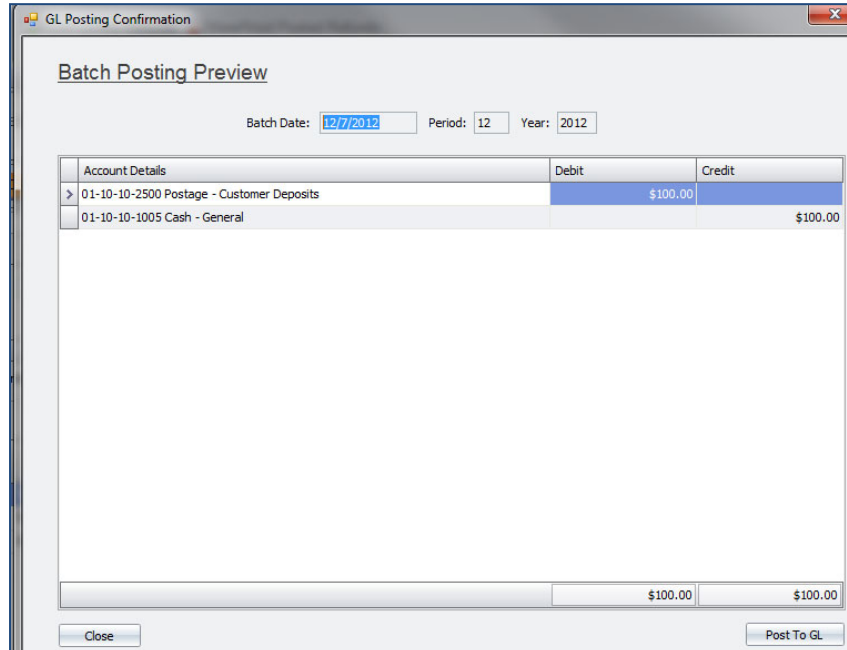
10. PrintStream will indicate when the batch has been posted. Clicking the **Preview Posting Report** will provide a batch posting report you can print for your records.

11. If posting the batch at a later time, select **Refunds** from the task bar, click **Post/Update Refunds**, and follow the steps above.

Voiding a Customer Postage Refund Check

To void a customer postage refund check

1. Click **Refunds** from the task bar and then click **View Void Posted Refunds**.

2. To locate the refund check to void, you can select the customer account number of the customer name in the fields provided and then click **Find By Customer**.

3. This will provide a listing of all customer postage refund checks for the customer select. Or you may enter a check number range in the **Check # From/To** fields provided and then click **Find By Check #** option.

4. When you locate the check to void, click the word **Void** in the column to the left of the check number.

    The Enter Void Date box will display, and the void date will default to the current system date.

5. You can change the void date, however the date must be in an open period, as defined in MasterFile Reports, System Maintenance, Start Periods, and the check cannot have already been marked as cleared in the Bank Reconciliation program. The void date also cannot be before the date of the check you are voiding. Select **OK** when completed. Select **Ok** when done.

Enter Void Date				✖
Check #	106	Check Date	11/12/2012	
Enter Void Date	12/10/2012 ▾	1	2011	
Cancel			OK	

6. The following Batch Posting Preview window will appear. To proceed with posting the voided check, click **Post to GL**. Click **Close** to decline voiding the check.

GL Posting Confirmation

Batch Posting Preview

Batch Date: 12/10/2012   Period: 3   Year: 2013

Account Details	Debit	Credit
> 01-01-01-2100 postage liability		$5,000.00
01-01-01-1100 cash postage	$5,000.00	
	$5,000.00	$5,000.00

Close   Post To GL

7. After selecting **Post to GL**, you can then preview and print the posting report.

Postage Checks
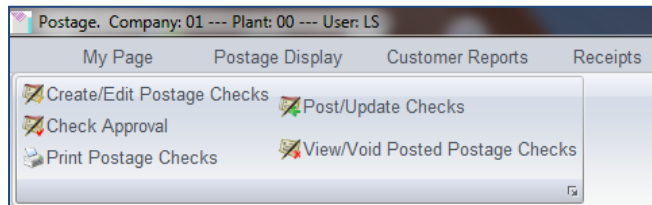
Postage checks can be created in PrintStream to purchase postage for postage permits, meters or postage stamp inventories.

To create a postage check

1. Select **Postage Checks** from the task bar and select **Create/Edit Postage Checks**. Click the **New Request** option.
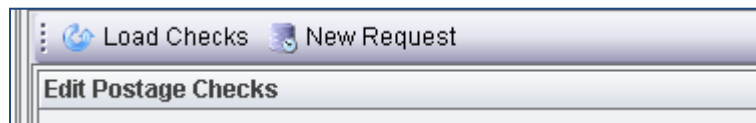
2. Select the **Payee** in the field provided. The **Date** field will default to the current system date as the request date. Insert the dollar amount for the check. The **Notes** field is optional and any comment inserted in this field will print on the check stub. Select **Save** when done.

3. The request will populate in the grid provided. Next, click the **Allocations** option for the request to allocate the check request to a postage inventory.

4. Select the permit, meter, or postage stamp item from the **Inventory #** drop-down. Next, enter the amount of postage to be purchased for the instrument and then select **Allocate**.

5. One check can be used to fill one or more inventory types. (For example, a request can be created for $25,000 with $20,000 allocated to the main permit and the remaining $5,000 can be allocated to another inventory).

6. To allocate to multiple postage inventories, select **Add new** to add the additional postage inventory purchases. Be certain that if the check is for stamps, the dollar amount is divisible by the stamp's denomination.

7. To delete an allocation, click the **Delete** option.

Postage Check Job Allocations

If the Job Allocation Required is set to **Yes** for the inventory type the postage check is created for, as it normally would be for a customer permit, select the **Job Allocations** button and enter a job number. Entering a job allocation will create usage in the amount of the allocation against the job number when posted through the Post Materials, Postage, and Inventory to G/L program in the General Ledger.

To allocate a portion or all of the postage request to a job

1. Click the **Job Allocation** option in the Postage Check Allocations screen. Next, click the **Job Allocations** hyperlink for the postage inventory allocation.

2. Select the job number to allocate a portion or all of the instrument allocation to in the **Job #** field provided. Next, insert the dollar amount into the **Amount** field. Click **Update** when done. Click the red X in the upper right hand corner of the Postage Check Allocations screen to close.

Note   If the Job Allocation Required is set to **No** for the inventory type the postage check is created for, using the **Job Allocation** option at the postage check level is optional.

Editing Allocations or Deleting a Postage Check Request

To edit the allocation(s) of a postage check request or delete the request, select the **Allocations** hyperlink option for the request from the Edit Postage Check screen. The Postage check Allocations window will open for you to make changes to the allocation. To delete an allocation, select the allocation in the lower section of the window and click the **Delete** option.

To edit the dollar value or instrument for an allocation, select the allocation in the lower section of the window, and make the necessary changes. Select Update when done.

The **Edit** hyperlink will allow you to make an edit if the request has not yet been allocated to a postage inventory item.

Postage Check Approval

There is an optional, safety approval feature that will allow only selected people access to the Postage Check Approval program based on the security role assigned. If this setting is selected, a postage check must first be approved before it can be printed.

To mark a Request for Postage check as approved

1. Select **Postage Checks** from the task bar and then select **Check Approval**. The unprinted check requests will display in the grid, or you can click **Reload Checks** for the grid to populate.

2. Select the check box in **Approved** column for the request. Multiple check requests can be approved at one time.

3. Close the screen when done.

Printing Postage Checks

To print postage checks

1. Once the check request has been approved, select the **Postage Checks** from the task bar and select **Print Postage Checks**.

2. Select the correct bank account from the drop-down provided and verify the **Print Date**.

   This is the date that will print onto the check.

3. Enter the beginning check number. If you'd like to mark the checks as an EFT transaction (Electronic Funds Transfer), select the appropriate **EFT** check box (you may select only one at a time) and type the EFT number in the **Starting Check#** field (this field accommodates 15 numeric characters).

   The default for all EFT transactions will be to **Mark as Printed**.

4. To select all checks for payment, click the **Select All** option or select the check box to the left of **Request Date** for the checks to print. To un-select a check request, you can clear the check box for the transaction, or select **Clear All** to unselect all.

5. If the check was hand written, the program gives the option of changing the default to **Mark as Printed**. A check will not be printed; however, the transaction will be recorded in PrintStream. After selecting this default, click the **Print Checks** button.

6. To print checks, leave the default at **Print to Paper**. To select a specific printer to which you want to print your checks, click the **Printer Selection** button. Then insert the check stock in the selected printer and click the **Print Checks** option.

7. The checks will preview to the screen. Click the printer icon to complete the printing process. After the checks have completed printing, the following message will display:
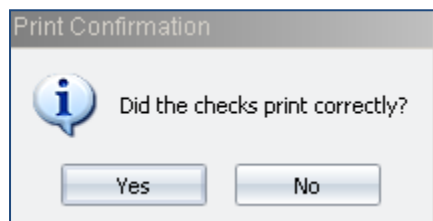
8. If the checks didn't print correctly, select **No**. You can then reprint the checks using the same check number, or click the option **Enter a different Check** # - The check counter will not be updated. Reprocess printing the checks. If the checks did print correctly, select **Yes** to the confirmation message above. Close the program.

To post the postage checks to the GL

1. Select **Postage Checks** from the task bar and then select **Post/Update Postage Checks**.

2. Select a date in the period the checks were printed in, and click **Load Postage Checks**.

3. Select the bank account the postage checks were drawn against.

   The grid will load with the printed, but unposted postage checks.

4. Select the check box to the left of the **Payee #** for the checks to post to the GL or click **Select All**. To clear the selection, click **Clear All**.

5. Click **Post Selected**.

6. The batch posting will preview to the screen. To complete the posting process, click **Post to the GL**. To post the checks at a later time, select **Close**.

7. If posting the batch at a later time, select **Postage Checks** from the task bar, click **Post/Update Checks**, and follow the steps above.

Voiding a Postage Check

To void a postage check

1. Click **Postage Checks** from the task bar and then click **View Void Posted Postage Checks**.

2. To locate the check to void, select the bank account the check was issued from, and you can either enter a beginning check number in the from/to check number fields provided and click **Find By Check #**, or you can enter the from/to date range the check was issued in and then click **Find By Date Range**. The search results will display in the grid.

3. When you locate the check to void, click the word **Void** in the column to the left of the check number.

   The Enter Void Date box will display, and the void date will default to the current system date. You can change the void date, however the date must be in an open period, as defined in MasterFile Reports, System Maintenance, Start Periods, and the check cannot have already been marked as cleared in the Bank Reconciliation program. The void date also cannot be before the date of the check you are voiding.

4. Click **OK** when completed and click **OK** again when done.

5. The following Batch Posting Preview window will appear. To proceed with posting the voided check, click **Post to GL**. Click **Close** to decline voiding the check.
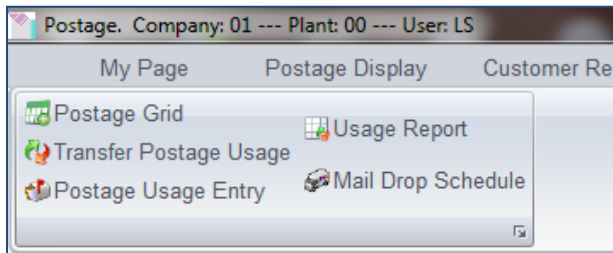

6. After selecting **Post to GL**, you can then preview and print the posting report.

Logging Postage Usage

Once postage has been used in the production cycle for a job, the usage must be recorded in PrintStream. This will reduce the customer's postage liability balance and reduce the postage inventory, and ready the job for invoicing.

Postage Usage can be logged four different ways:

- Through the Postage Grid option in .Net Postage/Usage.

- In the Postage Usage Entry option in .Net Postage/Usage.

- As a job allocation on a postage check; primarily used when a postage check is generated for a chargeable customer permit or a chargeable customer meter.

- When verifying a postage statement for a permit or a statement for meters or stamps with balance due on a Permit.

Use either the Postage Usage Entry program or the Postage Grid Entry program primarily for meters and stamps. Either can also be used for permit usage if you are not using PrintStream's Postage Statement program.

We will first look at the Postage Grid program.

To log postage usage, select the **Usage** option from the task bar in .Net Postage and then select **Postage Grid**.

Postage Grid Entry

The Postage Grid Entry program allows a user to enter multiple postage usage transactions at a time to the same instrument and then process them all at once. This works best for companies who manage a manual meter log or a manual stamp log to capture postage usages against jobs via a postage meter or stamp inventory. At the end of the day, the user can directly enter the transactions from the manual log into the postage grid and process them all at once, as opposed to recording each transaction individually in the Postage Usage Entry program.

To begin using the grid

1. Select the postage instrument to log usage to.

2. Select the **Usage Date** (the date will always default to the current system date, but it can be changed), and enter the default **Employee** for all entries.

3. Place your cursor in the **Job #** field and directly enter the job number or use the drop-down provided to locate the job number.

   The job's description will display as well as the job's status – whether the job has been final AR invoiced, partial AR invoiced or if the job is currently on hold. (As a reminder, jobs that have been final AR invoiced cannot have further postage usage transactions logged against them.)

4. By pressing the **Enter** key on your keyboard, you will be able to move to the next field. Directly enter the **Employee Code** (if different from the default employee) or use the +/- keys of your 10 key keypad on your keyboard to scroll through the available employees.

There are several different ways to enter the postage usage amount:

- You may enter the per piece rate into the Rate field, then enter the Beginning Meter Piece Count and Ending Meter Piece count and the system will automatically calculate pieces mailed. Or enter the per piece rate into the Rate field and then enter the total number of pieces mailed into the Pieces Mailed field, break out the number of spoiled pieces into the Less Pieces Spoiled field, and the amount used will auto calculate in the Amount Used field.

- You can let PrintStream calculate the average per piece rate by only entering the total number of pieces, the number of spoiled pieces and the total amount used.

- You can enter the total dollars of usage used into the Amount Used field.

5. The option selected will determine the postage data will appear on various postage reports.

Note If the red X circle appears in the job column for any job number selected, this indicates there is an issue with the job number selected. You will notice the **Job Status** column for the job selected shows **Final**. Postage usage cannot be recorded to a job that has been final invoiced.

6. To proceed with logging usage, click the **Log Usage** option. Each row will become highlighted in green as PrintStream records the postage usage to the job and the postage inventory item. Click the red circle X in the upper right hand corner to close the screen.

Postage Usage Entry

To record usage individually for a job

1. Select **Usage** from the task bar and select **Postage Usage Entry**.

2. In the **Inventory** section, select the inventory type by clicking the drop-down menu provided in the **Inventory #** field. In the **Job** section, select **Enter Job Postage Usage** option to log usage to an actual job number. Insert the job number to log usage to in the **Job #** field, or you can select the job from the drop-down menu provided. The status of the job, whether final or partially AR invoiced will display to the right of the job title. If the job has been final AR invoiced, additional usage cannot be logged.

3. To record postage usage to the miscellaneous job 999999, select the **Miscellaneous Usage** option. The **Job#** field will be inactivated, but the usage will be logged to job 999999. Transactions recorded to the PrintStream miscellaneous job number 999999 will post a debit to the GL account linked to the Postage Spoilage control account, and a credit to the GL account linked to the Postage Inventory control account.

4. Also on this screen is a look-up feature titled **View Job Postage Detail**. This feature will allow you to view either the postage usage for the job, earmarked deposits for the job, or a combination of both.

5. Click the circle red X in the upper right hand corner of the window to close it.

6. The Usage Date will default to the current system date, however, it can be changed if needed. The period the date falls within will be the period the usage transaction will post to in the General Ledger. Next, select the employee logging the postage usage by directly inserting the employee's code, or select the employee from the drop-down menu provided.

There are a few different ways to enter the actual dollar amount of the usage:

- Enter a rate in the rate field and a quantity on the quantity line under total and the system will calculate the dollar amount.

- Enter a total dollar amount on the amount line under total.

- For mixed weights/rates, enter the total quantity and the total amount, and then click the tab button to log an average rate.

7. You can enter the number of pieces used and the number of pieces spoiled. The dollar amount in the **Used** column is what will actually be charged to the job. The dollar amount in the **Spoiled** column will be charged to the Spoilage Account, as defined in Masterfile Reports, Accounting Structure, Company Control Accounts, and the inventory balance for the permit used will be reduced by the dollar amount in the **Total** column. Click the **Log Usage** option to complete the process.

Note	If the pending usage transaction exceeds the postage earmarked for the job, a message will display. The message will not prohibit the user from logging the usage.

Transfer Postage Usage

In the event postage usage was recorded to the incorrect job, the usage can be transferred from one job to another as long as neither job has been final invoiced.

To transfer postage usage

1. Select **Usage** from the task bar and then select **Transfer Postage Usage**.

2. Select the job you want to transfer usage from.

3. Select the transactions you want to transfer postage usage from by selecting the check box to the left of the **Inventory Code**, and then enter the job number you want to transfer the usage to. The transfer date will default to the current system date, however it can be changed if needed. The period the date falls within will be the period the usage transaction will post to in the General Ledger.

4. Select the **employee** from the drop-down provided.

5. Click **Transfer Postage Usage** to complete the process.

Usage Report

A postage usage report can be generated listing usage and spoilage entered to chargeable or nonchargeable postage inventories, whether they are posted or unposted to the GL.

To access the Usage Report

1. Select **Usage** from the task bar and then select **Postage Usage** report.

2. Define the **from/to date range** in the fields provided, select the options for **Usage/Spoilage**, **Chargeable**, and **Posted Status**.

3. Click **Load Grid** to display the results.

Postage Usage Report

Load Grid   Usage Report   Preview Grid

Date Range

Date From 11/1/2012   Date To   11/30/2012

Usage/Spoilage	Chargeable	Posted Status
◉ Both	◉ Both	◉ Both
○ Usage Only	○ Chargeable Only	○ Posted Only
○ Spoilage Only	○ Non Chargeable Only	○ Non Posted Only

Postage Usage

Drag a column header here to group by that column

Date	JobNo	Activity Code	Activity Description	Transaction Notes	Description	Inventory Code	Employee Name	Customer #	Customer Name	Pieces	Amount
11/8/2012	8782	80001	POSTAGE - CHARGEABLE		656 Main Street	P1000	Chris Williams	0200	ABC Company	0	$435.25
11/8/2012	8782	80001	POSTAGE - CHARGEABLE		656 Main Street	P1000	Chris Williams	0200	ABC Company	0	$4,231.24
11/13/2012	8202	80001	POSTAGE - CHARGEABLE		Suite 100,	MRed	Norma Douglass	50093	Claude's Test Customer	5	$1.90
11/13/2012	8202	80001	POSTAGE - CHARGEABLE		Suite 100,	MRed	Norma Douglass	50093	Claude's Test Customer	995	$378.10
11/13/2012	8202	80001	POSTAGE - CHARGEABLE		Suite 100,	MRed	Norma Douglass	50093	Claude's Test Customer	1	$0.50
11/13/2012	8202	80001	POSTAGE - CHARGEABLE		Suite 100,	MRed	Norma Douglass	50093	Claude's Test Customer	1,999	$999.50
11/16/2012	8787	80001	POSTAGE - CHARGEABLE		7200# S. 900 E.	M-ADJ		LEAH	Leah's Account	12	$2.90
11/16/2012	8787	80001	POSTAGE - CHARGEABLE		7200# S. 900 E.	M-ADJ		LEAH	Leah's Account	10,774	$98.60
11/23/2012	8787	80001	POSTAGE - CHARGEABLE		7200# S. 900 E.	P1		LEAH	Leah's Account	5	$1.39
11/23/2012	8787	80001	POSTAGE - CHARGEABLE		7200# S. 900 E.	P1		LEAH	Leah's Account	9,566	$2,122.88
11/23/2012	8787	80001	POSTAGE - CHARGEABLE		7200# S. 900 E.	P1		LEAH	Leah's Account	10,482	$2,362.48
11/13/2012	8202	80001	POSTAGE - CHARGEABLE		Suite 100,	MRed	Norma Douglass	50093	Claude's Test Customer	500	$400.00
11/13/2012	8202	80001	POSTAGE - CHARGEABLE		Suite 100,	MRed	Karla Wonder	50093	Claude's Test Customer	-1,999	($999.50)
										50,641	$18,334.24

Mail Drop Schedule

A schedule referencing scheduled mail drops can be generated from the .net postage program.

To view the mail drop schedule

1. Select **Usage** from the task bar and then select **Mail Drop Schedule**.

2. Enter a customer account number or a customer name or select either from the drop-down menus provided.

3. Enter a beginning and ending drop date in the fields provided.

4. Select a group option.

5. Click **Load Data**.

Postmaster Check Entry/Tracking
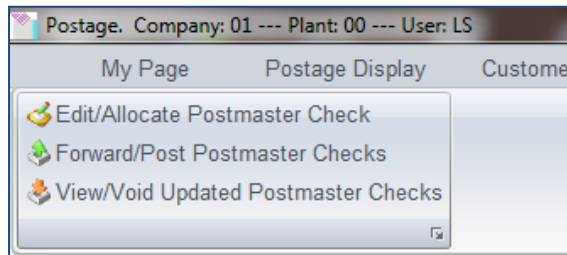
Postmaster Check Entry/Tracking was designed to help the user handle receipt of customer checks made out to Postmaster. There are two possible scenarios this feature accommodates:

- Tracking customer checks made out to Postmaster that will be deposited into any house owned postage inventory.

- Tracking customer checks made out to Postmaster that will be deposited into a Customer Permit.

First scenario:

1. Select **Postmaster** from the task bar and then select **Edit/Allocate Postmaster Checks**.

2. Record the receipt of the check by selecting **Record Postmaster Check**.

3. Enter or select the customer account number or customer name in the fields provided, enter the amount of the check along with the check date.

   The check date field contains the date. It is optional to select a job number and payee. You can enter this information later if needed before processing the request.

4. Select **Save** when done.

			Allocated	Customer #	Customer Name	Payee Account	Payee Name	Customer Check #	Check Amount	Check Date	
>	Edit	Allocations	☑	LEAH	Leah's Account	*002	BMC PITTSBURGH, PA	13455	$150.00	11/21/2012	Delete
	Edit	Allocations	☐	0200	ABC Company	*001	07097	431	$3,000.00	11/13/2012	Delete
	Edit	Allocations	☑	100	The Perfect Storm	*002	BMC PITTSBURGH, PA	59201202	$25.00	5/9/2012	Delete

Note At this point, no entries to the General Ledger are created; therefore checks recorded here will not show up on the Customer Postage Balance Detail or Summary reports, but the information is stored in the system and you have the option of reporting on it through the Postage Display>Postmaster Check Display Checks.

			Allocated	Customer #	Customer Name	Payee Account	Payee Name	Customer Check #	Check Amount	Check Date	
	Edit	Allocations	☐	0200	ABC Company	*002	BMC PITTSBURGH, PA	6411	$5,000.00	12/15/2012	Delete
	Edit	Allocations	☑	LEAH	Leah's Account	*002	BMC PITTSBURGH, PA	13455	$150.00	11/21/2012	Delete
	Edit	Allocations	☐	0200	ABC Company	*001	07097	431	$3,000.00	11/13/2012	Delete
0	Edit	Allocations	☑	100	The Perfect Storm	*002	BMC PITTSBURGH, PA	59201202	$25.00	5/9/2012	Delete

5. To add a job number or a payee to the postmaster check, select **Edit** from the **Edit/Allocate Postmaster Checks** grid.

6. To allocate the check to a postage inventory, select **Allocations**.

7. Enter/select the postage inventory item in the **Inventory #** field and enter the dollar amount to allocate to it in the **Amount** field.

8. If allocating to several inventories, click **Add New** and repeat.

9. Click **Allocate** when done.

> **Note**   Clicking the **Job Allocation** hyperlink will allow you to create postage usage to a specific job.

10. To post the allocated check to the General Ledger, select **Postmaster** from the task bar and then select **Forward/Update/Post Postmaster Checks**.

11. Select the batch date with which you'd like to post the checks, and then select the checks to be posted by selecting the box at the beginning of each row in the grid. You can also view the allocations of each check on this screen by selecting Allocations.

12. When ready, select **Post Selected**.

13. A batch posting preview window will display. Click **Post to GL**.

| Note | This step will create a General Ledger transaction in a PM batch type. The General Ledger posting will debit postage inventory and credit the postage liability account. These entries will show up on the **Customer Postage Balance Detail and Summary** reports. |

Second Scenario:

1. Just as in the first scenario, record the receipt of the check by selecting the customer, entering the check number information, the dollar amount and the date. As optional information, you can type in a **Job #** and a **Payee** (you also have the opportunity to **Edit Payee** at a later time through by going into the allocations screen).

2. Select **Save**.

| Note | At this point, no entries to the General Ledger are created; therefore, checks recorded here will not show up on the Customer Postage Balance Detail or Summary reports, but the information is stored in the system and you have the option of reporting on it through the Postage Display>Postmaster Check Display Checks. |

3. From the Edit/Allocate Postmaster Check screen, select **Edit** to add a job number or to select the Payee.

4. Select **Allocations** to allocate the postmaster check to a customer postage inventory item.

5. Enter/select the postage inventory item in the **Inventory #** field and enter the dollar amount to allocate to it in the **Amount** field.

6. If allocating to several inventories, select **Add New** and repeat.

7. Select **Allocate** when done.

Note Clicking the **Job Allocation** hyperlink will allow you to create postage usage to a specific job. You can only allocate to a customer owned permit if it has been setup as chargeable. If you try to allocate to a non chargeable permit you will receive the following message:

8. To post the allocated check to the General Ledger, select **Postmaster** from the task bar and then select **Forward/Update/Post Postmaster Checks**.

9. Select the batch date with which you'd like to post the checks, and then select the checks to be posted by selecting the check box at the beginning of each row in the grid. You can also view the allocations of each check on this screen by selecting Allocations.

10. When ready, select **Post Selected**.

11. A batch posting preview window will display. Click **Post to GL**.

Note	This step will create a General Ledger transaction in a PM batch type. The General Ledger posting will debit postage inventory and credit the postage liability account. These entries will show up on the Customer Postage Balance Detail and Summary reports.

Voiding a Postmaster Check

To void a Postmaster Check and make it available for forwarding again

1. Click **Postmaster** from the task bar and then select **View/Void Updated Postmaster Checks**.

2. Locate the postmaster check to void by either selecting the Customer account number or Customer name in the fields provided, and then clicking **Find By Customer**, or you can locate it by loading the **from/to date range** and then selecting **Find By Date Range**.

   A list of updated Postmaster checks will display based on the criteria selected.

3. To void a check, simply click the **Void** hyperlink to the left of the **Customer Name** column.

The void date will always default to the current system date, but it can be changed if needed.
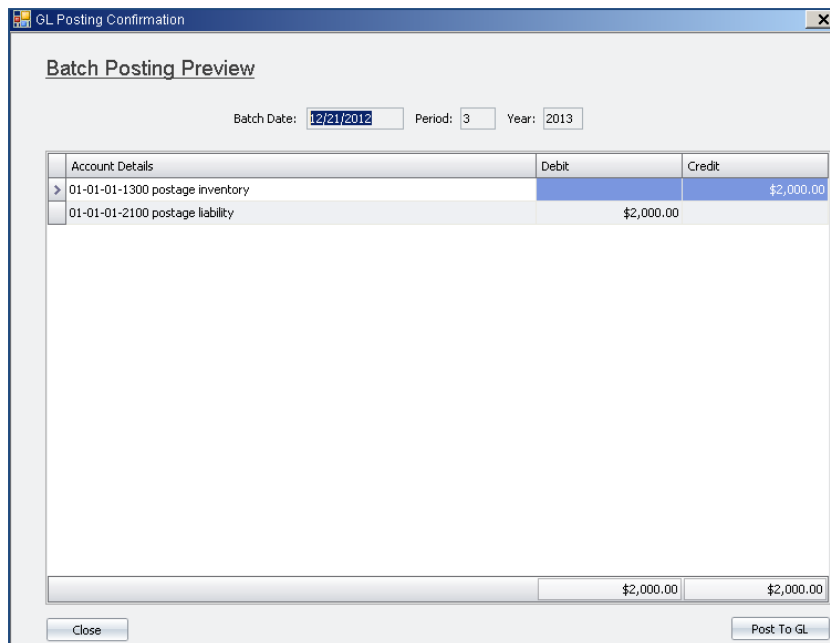
4. Click **OK** when done. In the Void Postmaster Check screen click **Post**.

5. This will generate a Batch Posting Preview. Click **Post to GL** to complete the process.
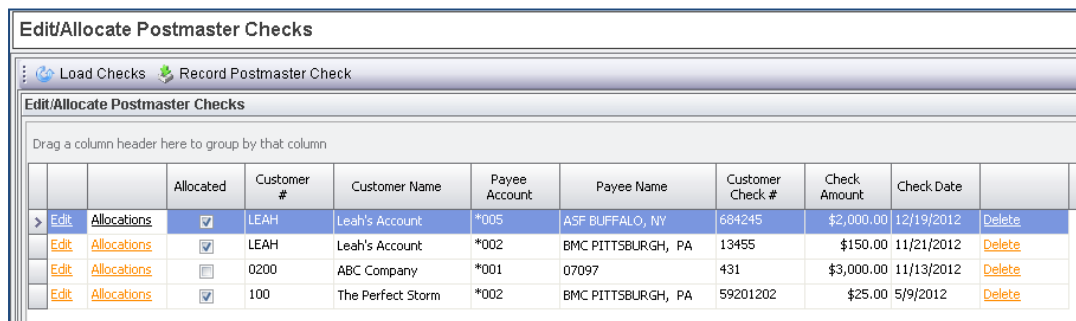
Note   Voiding of a Postmaster Check "re-opens" the check and makes it available for forwarding again from the Forward/Update/Post Postmaster Checks. If the request should be removed, click **Delete** for the postmaster check in the Edit/Allocate Postmaster Checks screen.

Postage Inventory

Postage Inventory Adjustments

Adjustments and inventory reports can be created from within the .Net Postage program as well.
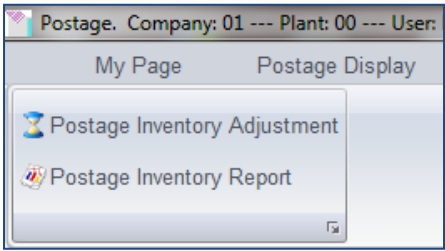
To adjust the balance to a postage inventory

1. Select **Postage Inventory** from the task bar and then select **Postage Inventory Adjustment**.

2. Select the instrument the adjustment should be made to by keying it into the **Inventory 3** field or selecting it from the drop-down menu.

3. Enter the from date you want PrintStream to begin loading postage transactions from into the **Load Transactions From Date** field and then select the **Load Transactions**.

   The postage transactions that impacted the postage inventory selected will display in the grid.

4. To adjust the balance, click **Adjust Inventory Value**. The entry screen will display. If the amount to be adjusted is a positive amount, the adjustment will decrease the postage inventory balance and increase spoilage. Just as the opposite will occur if the amount is negative.

5. The control accounts for **Postage Spoilage** and **Postage Inventory**, as defined in Masterfile Reports, System Maintenance, Accounting Structure, Company Control accounts, will auto default into the Adjustment Entry screen. The GL accounts in Spoilage Account Details and Postage Inventory Account Details can be changed; however, it is highly recommended the defaults are used when adjusting a postage instrument.

6. The **Adjustment Date** will default to the current system date, however this date can be changed. The date selected will determine the period the transaction will post to in the general ledger. Enter the amount into the **Adjustment Amount** field, select the employee, and a **Reference** field is available to insert a notation.

7. Click **OK** to proceed. A GL Posting Confirmation will display.

| | **Note** | This feature should not be confused with the PostageInventoryAdjustment program which is a stand-alone program. That program is a utility to adjust a postage inventory that is out of balance. |

Postage Inventory Report

A report capturing all postage transactions that impact the postage inventories can be generated from within .net Postage.

To create a Postage Inventory Report

1. Click **Postage Inventory** from the task bar, and then select **Postage Inventory Report**.

2. To view the transactions for a specific postage inventory, select the inventory in the **Inventory #** field.

    To view transactions to all postage inventories, leave the **Inventory #** field blank.

3. Define the date range in the **Starting Date** and **Ending Date** fields. You can further filter your results by selecting the **Inventory Currency** (if multiple currencies have been defined in the database), **Inventory Type**, or **Transaction Type**.

4. Select **Load Data**.

5. To view this report in summary format, select **Preview Summary Report**.

6. To view the report in detail, click **Preview Detail Report**.

Postage Procedures

How to record dollars in your customer's permit

Since you are unable to receive a refund from the post office for money over deposited into a customer's permit, this technique will bill the customer for the whole payment even though the true usage may be less.

1. Define a customer permit inventory with the **Enforce Job Usage** field set to **Yes**.

2. Create a normal postage check to the Post Office where the customer's permit is held by opening the .net Postage program, select **Postage Checks** from the task bar, and then select **Create/Edit Postage Checks**.

3. Allocate the check to the customer's permit.

4. Allocate the permit money to the customer's job/jobs for the full check amount. This transaction logs this amount of usage to the job.

5. Print and Update/Post the postage check.

6. Create a postage statement using the normal technique, but rather than normal verification use the **Mark as Verified** option. This prevents the logging of double usage to the job. Users should be trained to **Mark as Verified** all customer permits.

How to record a Postmaster check to your house permit, meter, or stamp

(Use this method as an alternative to using the Postmaster Check Entry/Tracking program)

Use this procedure when a customer prepays for postage usage to your house permit, but writes the check to the post office. A special Bank Account linked to Postage Inventory is needed, rather than a cash account.

1. Define a new bank account in the Masterfile Reports Program whose G/L account number is the **Postage Inventory** account (rather than the cash account). Name the Bank Acct number something distinctive.

2. Create a normal, cash receipt batch except change the **Bank Account** field to use the special account set up. Record the check number as **PM1234** to designate that it is a postmaster check.

3. Enter a cash receipt; however, only include receipts in this batch from customers that have mistakenly paid the Post Office directly. Earmark this deposit to jobs if desired.

4. Post the cash receipts batch in the normal fashion. The batch will debit **Postage Inventory** and credit **Postage Liability**.

5. Create a postage check in the .net Postage program. Select **Postage Checks** from the task bar and then select **Create/Edit Postage Checks**.

6. Process the check using the special bank account to your house permit, and select the **Mark As Printed** option. Use a check number out of the normal range. You will give the customer's check to the post office.

7. Update/Post the PrintStream postage check. This will debit **Postage Inventory** and credit **Postage Inventory**.

When the postage is used against the customer's job/jobs, the posting will debit **Postage Liability** and credit **Postage Inventory**.

Purchase postage by credit card or by phone

Use this technique to increase the postage inventory when not using an actual postage check. Make sure in Masterfile Reports, System Maintenance, Module Definitions, Mail Defaults, Record 999999 usage in **Job Costing** field in cleared. If the method of payment is a credit card, please make sure the credit card is setup as a bank account. Call PrintStream Support if you need assistance.

1. Request a postage check in the .net Postage program, select **Postage Checks** from the task bar, and then select **Create/Edit Postage Checks**.

2. Allocate the request to one main postage instrument.

3. Approve and print the check using a check number in a separate range, use the credit card bank account, and select the **Mark as Printed** option.

4. **Update/Post** the check.

To divide the bulk payment between true inventories: Log usage for the amount to job 999999 and the bulk inventory. Log negative usage to job 999999 and to the correct instrument.

The posting will wash through Postage Spoilage.

My customer's historical balance does not match their current balance in the display program

If the customer's historical and current balances do not match, run the following utility.

1. Select the **Postage Audit Adjustment** (the hammer) icon from the PrintStream menu bar.

2. Enter the customer's account number in the field provided or leave the Customer field blank to capture all customers.

3. Select the **Historical Suspense and Historical Balance** option. If using this utility for all customers, you will want to select the **Fix all the problems without asking for confirmation** check box.

4. As the utility runs and if the **Fix all the problems…** check box is cleared, it will prompt with a **Yes** or **No** question as to whether to correct the problems. Respond **Yes** to each of these. If a **No** response appears, it means the utility did not find any items that need to be corrected.

If the customer's balance remains out of balance after running the utility, please contact Streamline for support.

What to do if a postage check is earmarked to the wrong job number

Use this procedure when a postage deposit is earmarked to the incorrect job.

If the incorrect and correct job number(s) are for the same customer:

1. Open the .net Postage program, select **Receipts** from the task bar, and then select **Postage Receipt Allocations**.

2. Select the customer number with the incorrect receipt.

3. Select the receipt number that was applied incorrectly.

4. Enter a negative amount in the **Apply Amount** column for the job to un-apply the money from and press **Tab**. This will put the money into postage suspense for this customer.

5. Enter a positive number for the same amount to the correct job in the **Apply** column and press **Tab**.

If the incorrect and correct job number(s) are to two separate customers:

1. Use the Postage Receipt Allocations program to un-earmark the postage on the wrong job.

2. Go to the Cash Receipt program and select the cash receipt in the posted cash receipt batch.

3. Use the search feature to find the cash receipt of the batch is unknown.

4. Highlight the receipt number in the tree and then edit the cash receipt by single left clicking the receipt number found under the **Description** header. The Edit Cash Receipt window will display.

5. Select the **Change Receipt Customer** button.

6. The Select New Customer for Receipt window will appear.

7. Enter the customer the cash receipt should get moved to and then click OK.

8. Select the **Close** option on the Edit Cash Receipt screen and then close the batch.

What to do if usage is logged to the wrong job number

1. Select the **Transfer Postage Usage** icon in the .net Postage program, select **Usage** from the task bar, and then select **Transfer Postage Usage**.

2. Enter the job number to the incorrect job you posted usage to in the **From Job #** field.

3. Select the gray check box provided at the beginning of the **usage transaction to transfer**.

4. Enter the job number to the correct job usage should be posted to in the **To Job #** field. Verify the date and enter an employee code.

5. Click **Transfer Postage Usage**.

This procedure cannot be used for jobs that have been final invoiced or if postage has been balanced in AR Invoicing.

How to move a Postage Suspense to A/R suspense

Use this procedure when a customer has postage suspense money to be moved to AR suspense.

1. Open the Cash Receipt program and either create a new batch or use an existing unposted batch. Verify the date of the batch, as the batch date will determine the period the transfer will take place in.

2. Right-click the batch number highlighted and select **Add Postage Transfer Receipt**. A New Transfer Receipt window will display. Select the customer the unapplied postage receipt belongs to in the field provided. Next, select **Load Receipts**.

3. The **Date** field will default to the date of the batch while the **Payer** will auto fill based on the customer selected. Enter a check number (most likely it will be the same check number as originally entered, unless you want to code it with a unique code to indicate it was transferred), and then select the gray check box to the far left of the receipt transaction indicating the receipt you want to transfer. If the amount you want to transfer is less than what is available under Postage Balance, edit the amount displayed in the **Amount to Transfer** field.

4. When finished, select **Create Transfer Receipt**.

How to move A/R Suspense to Postage Suspense

1. Open the Cash Receipt program and either create a new batch or use an existing unposted batch. Verify the date of the batch, as the batch date will determine the period the transfer will take place in.

2. Right-click the batch number highlighted and select **Add AR Transfer Receipt**. A New Transfer Receipt window will display. Select the customer the unapplied AR receipt belongs to in the field provided. Next, select **Load Receipts**.

3. The **Date** field will default to the date of the batch while the **Payer** will auto fill based on the customer selected. Enter a check number (most likely it will be the same check number as originally entered, unless you want to code it with a unique code to indicate it was transferred), and then place a check mark in the gray box to the far left of the receipt transaction indicating the receipt you want to transfer. If the amount you want to transfer is less than what is available under AR Balance, edit the amount displayed in the **Amount to Transfer** field.

4. When finished, select **Create Transfer Receipt**.

How to move Postage Suspense to pay A/R invoices

Use this procedure when a customer has postage suspense money available to apply towards Accounts Receivable invoices for product or services.

1. Follow the procedure mentioned in the previous topic to move postage suspense money to AR suspense.

2. Apply the AR suspense money to invoices by using the **Deposits** tab in the A/R Invoicing program if the AR invoice has not yet been posted, or use the **Allocate Cash Receipts** feature in the Cash Receipts program.

How to record freight charges as if they were postage usage

This procedure will lump UPS, FED EX, etc. together with meter/stamp/permit usage on the AR invoice to the customer. This procedure assumes you want to carry prepayments for freight as you currently do for postage prepayments, i.e. through your Postage liability account. This procedure also assumes that you can pay your UPS, FedEx bill through the Postage Module, rather than through AP.

Setup:

1. Create a new chargeable activity code, as a **Postage** type, titled **Postage Freight**.

2. Create a new GL asset account named **Freight As Postage Inventory** or something similar.

3. Create an AP dissection code for the new GL asset account.

4. Create a new postmaster vendor for UPS or Fed EX, use **Mail Entry Type = NONE**.

5. In Link to Purchasing, link your new activity code to the new GL asset account.

6. Create a new Postage Inventory house permit titled FREIGHT and link it to the new activity code.

Procedure:

1. Create a receipt for the postage/freight prepayment as normal in Cash Receipts.

2. When you receive your shipping report from UPS, log it as postage usage to the FREIGHT inventory using the customer's job number. If there is a difference between the UPS charge to the customer and the amount UPS charges you (because you have a volume discount), log the usage for the higher amount to the customer's job.

3. Create an AR invoice to the customer as normal. When you balance postage, the freight amount logged will appear with the other postage usage. Use postage deposits or suspense as normal. You may want to edit the line description to be **Postage/Freight Usage** or **Postage/Freight Received**; however, it is important that **Postage** be the first word.

4. When you get your UPS bill for the shipping, log it as a Postage Check request to the Postmaster Vendor UPS, allocate it to the Freight inventory code and print/post/update the postage check as normal.

CAUTION	Because there may be a difference between what you charge your customers for freight (now logged as postage usage) and what your vendor charges you for freight (now logged as a postage check), your Postage Inventory detail for this instrument will tend to go negative. On a monthly basis you should use the Postage Inventory Adjustment program to adjust the new postage instrument created above to $0.00, while crediting a General Ledger account such as Freight Markup.
CAUTION	When balancing your postage inventory to the GL, you must account for the Freight Inventory being in a different GL account than your other postage instruments.

How to record IMS foreign mail costs

When using IMS (International Mailing Services), you will need to account for and bill the customer for the postage costs involved.

Setup

1. Create a new activity code for foreign mail as a **Material type**. The link for Link to Purchasing should be a foreign mail expense account. The link for Link to GL should be the same expense account for the expense linking.

2. Setup **IMS** as a vendor.

3. Create new material coding in **Job Material Entry** through **Job Material Entry Master File**.

Procedure

1. Enter the customer's prepayment for postage into Cash Receipts as **AR**; however do not allocate it to an unpaid invoice. This will debit **Cash** and credit **AR**.

2. Through **Job Material Entry in Job Costing**, log the foreign mail costs to the material activity code created for foreign mail for the job. (DR – WIP, CR – foreign mail expense).

3. AR Invoice the customer by inserting an additional line item on the invoice. The account to be credited will be foreign mail expense. You will then need to click the **$Deposit** tab located along the top of the invoice screen, and select the deposit the customer made in step #1. This will apply the deposit to the current invoice (DR – foreign mail expense & AR, CR – WIP and foreign mail expense).

4. Enter the monthly total charge for foreign mail costs from IMS into A/P Invoicing. You will want to debit **foreign mail expense** and **A/P** will be credited.

Billing your customer for all services, including postage, on one line item

1. Set up an activity code called **Hidden Postage** and make it a **Material** type rather than **Postage**.

2. Create two new general ledger accounts called **Special Postage Expense** and **Special Postage Revenue**. Create a dissection code for the new expense account.

3. In **Link to Purchasing**, select the control account for postage spoilage.

4. In **Link to General Ledger**, select the **Special Postage Expense** account and **Special Postage Revenue** account created in step a.

5. Be sure **Module Definitions**, **Mail Defaults**, **Record 99999 usage in Job Costing** field is cleared. Call Streamline Support for further assistance.

Set up a material code in the Job Cost Entry Masterfiles and link it to the new activity code created in step 1. Log the *hidden* postage usage through the Job Cost Entry program against the job using your new activity code. This will debit WIP and credit Postage Spoilage.

Create actual postage usage to maintain the balance of the postage inventory items by logging usage to job 999999. (If creating a postage statement the statement should be **marked** as verified and usage should be entered manually to 999999). This will debit Postage Spoilage and credit Postage Spoilage.

Invoice the job. (Print the Billing Worksheet to analyze actual postage usage via the material code – not the postage page.) Make sure the estimate/job creates a line for the revenue including postage. At the AR invoicing stage, a debit to Accounts Receivable and Special Postage Expense will occur, while Special Postage Revenue and WIP will be credited.

Postage usage put on unposted, partial invoice and should not have been billed yet

1. Open the unposted AR invoice and select the **Balance Postage** tab.

2. Select the **Select Usage Transaction** button and un-select the usage that should not be billed yet.

3. Re-Balance postage on the AR invoice.

I need to refund my customer for postage

You may run into a situation where you will need to refund your customer for postage. For example, the mail job you processed for them was mailed later than they requested. (In this scenario, we will use $100.00 to be credited back to the customer.)

1. Create a quick job in Quick Job Entry for the customer.

2. Log the $100.00 that needs to be refunded as negative usage (-100.00) to that quick job created in step #1. This will debit inventory and credit postage liability.

3. Final AR invoice the job and balance the postage. Select **No** to **Apply To Services**, and **No** to **Create A Customer Refund Check**. Post the invoice. This will move the negative $100.00 of usage into postage suspense. The invoice amount will be zero.

4. Log usage for $100.00 to job #999999. Make sure to use the same postage inventory as in step #2. This will correct the meter/permit back to the true amount. This will also debit the spoilage account and credit inventory.

5. Now that the customer has money in postage suspense, a postage refund check can be issued.

Moving purchases from one Inventory type to another

Make sure in Masterfile Reports, System Maintenance, Module Definitions, Mail Defaults, Record 999999 usage in **Job Costing** field in cleared. Call PrintStream Support if you need assistance.

1. To move a postage purchase from one instrument to another, open the .net Postage program, select **Usage** from the task bar, and then select **Postage Usage Entry**.

2. Select the inventory to move from and log usage for the amount to job 999999. Next, log negative usage to job 999999 and select the correct instrument.

Posting this usage nets to zero through the Postage Spoilage Account.

Logging customer permit usage – Verify vs. Mark as Verified

In the case of a customer permit – handling checks to the Post Office and usage may need to be handled differently than normal.

1. Log the customer's postage receipt for prepayment in the Cash Receipt program as normal.

2. When a postage check is created for the customer's permit – allocate it to the customer's job. **This automatically creates a usage transaction for the amount of the check**.

3. If using the Postage Statement program, prepare the statement to the customer permit using the regular technique. Instead of verifying the statement, use the **Mark as Verified** option for the customer permit statement. **This prevents double usage against the job**.

4. If you are not using the Postage Statement program, do not manually log usage to a customer permit inventory.

Postage Buyout to Another Mailhouse

This procedure will explain how to handle usage if a postage job is subcontracted to another mailhouse.

Setup

1. Create a new meter titled **Buyout Meter** linked to the regular postage activity code.

2. Setup the subcontract mailhouse as a postmaster vendor – type **NONE**.

3. Setup the subcontract mailhouse as a regular vendor.

(In this scenario, we will use $100.00 for usage and a $50.00 processing fee assessed by the subcontract mailhouse.)

1. Enter the customer's postage prepayment check in Cash Receipts as normal.

2. When you receive the invoice from the subcontractor, log $100.00 for postage usage to the buyout meter. This will debit postage liability and credit postage inventory.

3. Create a postage check for $100.00 made payable to the subcontract mailhouse, who was previously setup as a postmaster vendor. Allocate to the buyout meter. This will debit postage inventory and credit cash.

4. To log the $50.00 processing fee as a cost directly to the job, create a job related purchase order for $50.00 to a normal buyout activity code. After created, receive the purchase order through New PO Receipt in Inventory Manager.

5. Enter the subcontract mailhouse's invoice for the processing fee in Accounts Payable to the regular subcontract mailhouse vendor using the purchase order in step #4. This will debit buyout expense and credit accounts payable.

6. You will need to send 2 checks to the subcontract vendor: one created through Postage Entry for $100.00 and the second created in AP Check Entry for $50.00.

If the customer needs to be billed for the full amount, enter $150.00 in steps #2 and #3, but do not complete steps #4, 5 and 6.

Posting to the General Ledger

The following list will show when/where each type of postage transaction will post to the General Ledger. Please reference page four of this document for the debit and credit transactions taking place.

1. Checks written to either a Customer or Postmaster Vendor through the .net Postage program will post to the General Ledger during the final step of the check printing process, the update/post prompt.

2. Checks voided through the .net Postage program will post to the General Ledger immediately upon voiding.

3. Postage usage created from either manual usage entry or verification of postage statements must be posted to the General Ledger from the General Ledger Posting program, Post Materials, Postage, and Inventory to GL option. These items will post based on a date range rather than by batch number.

4. Cash received and deposited to the customer's postage account are processed through the Cash Receipts program.

Procedure for recording a refund from the post office for usage

If the post office provides a refund to the mailer for a mailing, and the Company will pass the refund onto the customer, please record the refund as follows:

1. Enter the refund in Cash Receipts to the customer's account. This will debit cash and credit postage liability. Post the batch.

2. Create a customer postage refund check to the customer via the .net Postage program. Select **Refunds** from the task bar and then select **Credit/Edit Refund Request**. Process the check. This will debit postage liability and credit cash.

Procedure for recording a refund from the post office to your house permit

If the post office overcharges the postage on your customer's mailing, but applies the refund to your house permit rather than sending you a check, please record the refund as follows:

1. Enter the refund as a cash receipt allocated to postage to the customer's account. This will debit cash and credit postage suspense.

2. Create a customer postage refund check via the .net Postage program. Select **Refunds** from the task bar and then select **Credit/Edit Refund Request**. Use the same amount as the cash receipt.

3. Process the check request using the same cash account the cash receipt was entered to. This will debit the postage liability account and credit cash.

4. Open the .net Postage program> Postage Inventory>Postage Inventory Adjustment, and select the house permit the post office deposited the refund to. Click **Load Transactions**. Next, select **Adjust Inventory Value**. The spoilage account selected should reflect the cash account used in steps 1 and 2 above. The postage inventory account selected should be the postage inventory asset account. Enter the refund amount as a negative. This will debit postage inventory and credit cash. Click **OK**.

The net effect of the above procedure will increase postage inventory, reflecting the refund the post office deposited into the permit, and a decrease to cash for the refund you processed to the customer.

Procedure for receiving funds from customer for permit renewal fees

A customer may pay you directly for renewing its mailing permit. Record the payment as follows:

1. Enter a cash receipt allocated to postage to the customer's account. This will debit cash and credit the postage liability account.

2. Write a check to the post office the renewal fees should be paid to. To log this check into PrintStream, open the .net Postage program, select **Refunds** from the task bar and then select **Create/Edit Refund Request**. Select the customer who paid the renewal fees, enter the dollar amount and verify the date.

3. Follow the remainder of the procedure to process the check for payment. However, instead of printing a check, enter the check number of the check you manually wrote to the post office and select the **Mark as Printed** check box. This will debit postage suspense, where the renewal fees were originally posted to, and it will also credit cash.

How to balance the postage liability account to detail

1. To reconcile the postage liability account in the General Ledger, generate the Customer Balance Summary report by going into .net Postage, select **Customer Reports** from the task bar and then select **Customer Postage Audit**. Select the **date range** for the period to reconcile and leave the **customer selection** field blank to pull data for all customers.

Customer Postage Balance Summary

Period Range from 10/2012 to 10/2012   For LS

Customer #	Customer Name	Balance Start of Period	Postage Received	Postage Billed	Postage Used	Refunds	Ending Balance
ADV01	Advertising, Inc	0.00	3,000.00	0.00	0.00	0.00	3,000.00
ALTGR01	Alta Graphics	0.00	5,000.00	0.00	5,345.43	0.00	-345.43
BASED01	Basic Education Coalation	5,700.00	0.00	0.00	1,351.25	0.00	4,348.75
BEAFU01	Beach Furniture	0.00	0.00	125.55	125.55	0.00	0.00
BECMO01	Becker Moving	6,000.00	0.00	0.00	0.00	1,000.00	5,000.00
Grand Total		11,700.00	8,000.00	125.55	6,822.23	1,000.00	12,003.32

2. Next, make sure all postage transactions have been posted. Check to make sure all Postage Check batches are posted as well as Cash Receipts. From the General Ledger, verify there are no unposted postage transactions.
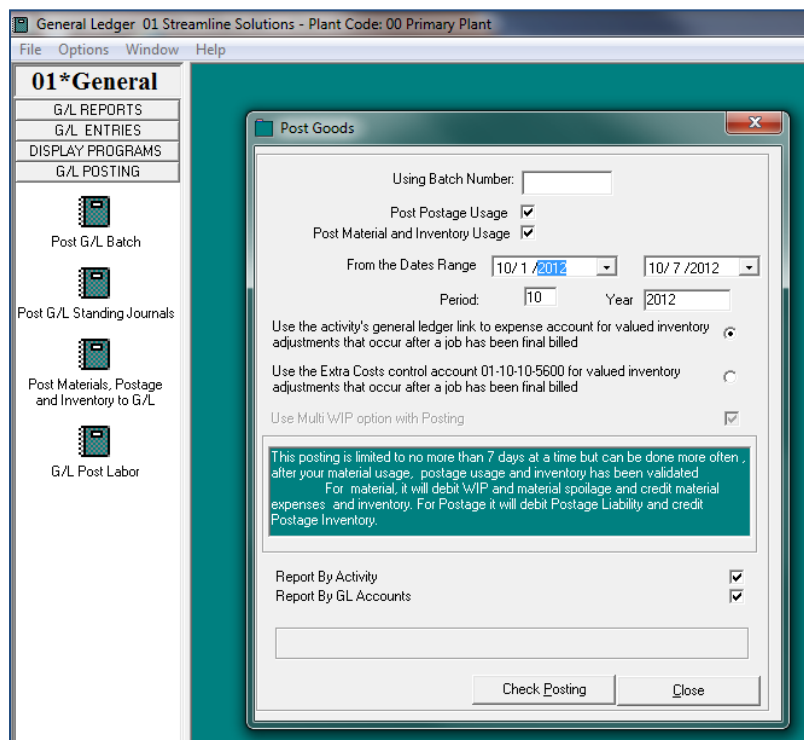
3. Generate the **Transaction by GL Account report** from the General Ledger program>GL Reports. Enter the period you are reconciling for and only select the Postage Liability account. Select the option to **Display Summary by Batch Type for Account**.

			Balance	7,822.23	(8,125.55)		
			Net Change	(303.32)		(12,003.32)	
	Debit	Credit				Debit	Credit
CI Batches				GA Batches			
CP Batches				GJ Batches			
DR Batches		8,000.00		GP Batches			
DI Batches		125.55		GR Batches			
PM Batches				MS Batches		6,822.23	
PX Batches	1,000.00			QI Batches			
PC Batches				QP Batches			
PT Batches				Other transactions			
IP Batches							
Total for Company 01 Streamline Solutions						**$7,822.23**	**($8,125.55)**
Total all Companies 01 Streamline Solutions,						$7,822.23	($8,125.55)

Column 1, Balance Start of Period, should equal the postage liability account's ending balance from the previous period.

Column 2, Postage Received, should equal the grand total of the Applied to Postage Deposits column plus the grand total of the Suspense Postage Deposits column found in Postage Display Reports, Cash Receipts by Bank Account. Column 2 should also equal the net of "DR" batch type listed for the postage liability account in the General Ledger Transaction By Account report.

Column 3, Postage Billed, should equal the net of the "DI" batch type listed for the postage liability account in the General Ledger Transaction By Account report.

Column 4, Postage Used (jobs), should equal the net of the "MS" batch type listed for the postage liability account in the General Ledger Transaction By Account report.

Column 5, Postage Refunds, should equal the net of the "PX" batch type and Other Transactions listed for the postage liability account in the General Ledger Transaction By Account report.

Column 6, Balance End of Period, should equal the postage liability account's ending balance for the period being balanced.

How to balance the postage inventory account to detail

1. To reconcile the postage inventory account in the General Ledger, generate a **Postage Inventory Summary report** found in .net Postage, select **Postage Inventory** from the task bar, and then select **Postage Inventory Report**. Click **Load Data**.

2. Select the starting and ending date for the period and leave the Inventory Type and Transaction Type set to **ALL** (or you can select each House type if you use separate chart of account records to track your meters, permits and stamps). Selecting **Preview Summary Report** will provide a report you can print.

3. Next, make sure all postage transactions have been posted. Check to make sure all Postage Check batches are posted. From the General Ledger – check to make sure there are no unposted Postage transactions.

4. Then generate the **Transaction by GL Account report** from the General Ledger program>GL Reports. Enter the period you are reconciling for and only select the Postage Inventory account. Select the option to **Display Summary by Batch Type for Account**.

5. To ensure the transactions that posted to the **Postage Inventory Summary report** also posted to the **General Ledger**, please compare the following from the Postage Inventory Summary report to the net batch postings in the GL for the postage inventory account.

   Column 1, Beginning Balance, should equal the postage inventory account's ending balance from the previous period.

   Column 2, Purchases, should equal the net of the "PC" batch type listed for the postage inventory account in the General Ledger Transaction By Account report.

   Column 3 and column 4, Job Usage and Spoilage, should equal the net of the "MS" batch type listed for the postage liability account in the General Ledger Transaction By Account report.

   Column 5, Usage Adjustments, Should equal the net of the "Other" batch type listed for the postage inventory account in the General Ledger Transaction By Account report.

   Column 6, End Balance, should equal the postage inventory account's ending balance for the period being balanced.

How to inactivate a postage inventory

To inactivate a postage inventory, you will first need to bring the balance in that inventory to zero. Depending on the type of inventory and the reason why the inventory needs to be inactivated, there are a couple of ways to handle this.

1. First, be sure in Master File Reports, Module Definition, Mail Defaults, Record 999999 usage in the **Job Costing** field is unchecked. Call Streamline Support for further assistance.

2. In the case of having a meter replaced, you will want to log usage to the existing meter, using job #999999, for the amount remaining in the meter. You will then log negative usage, using the same job number, to the new meter.

3. If you have a denomination of a stamp that you will no longer use, you will want to log usage to that inventory, using job #999999 for the amount left for that inventory. This will debit **Postage Spoilage** and credit **Postage Inventory**.

4. You'll then go to the Masterfile Postage Inventory program and select the postage inventory you want to inactivate. Make sure the **Allow Neg Balance** option is set to **No**.

5. Select the **Inactivate Postage Inventory Item** check box in the lower right portion of the screen.

6. Click **Save**.

Invoicing on-going "Postage Only" Jobs

1. Set up a "Master Job" (usually for the year).

2. Log all transactions to the Master Job.

3. Create a quick job in Quick Job Entry, at the end of the month or quarter, to use for invoicing. The master job number may be referenced in the description.

4. Transfer postage transactions from the master job to the quick job for that period of time.

5. Final invoice the quick job and balance postage.
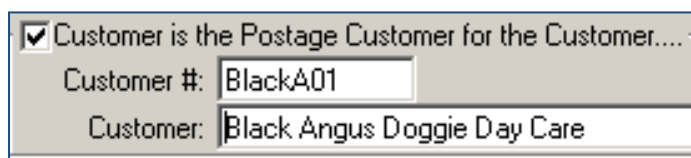
Billing yearly jobs on a monthly basis

1. Set up a "Master Job" (usually for the year).

2. Log all transactions to the master job.

3. At the end of the month create a new job by copying the master job. The master job number may be referenced in the description.

4. Transfer job costs and postage transactions from the master job to the new job for that period of time.

5. Invoice the new job number and balance postage.

Postage Sub Account (PSA) Feature

The 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.

1. Minimal setup is required to efficiently use the PSA feature. The customer acting as the Agency must be defined in MasterFile Customer. The sub customer must also be defined in MasterFile Customer with the Customer is the Postage Customer for the Customer option checked referencing the Agency in the Customer # and Customer fields.

2. The job must be created against the **Agency** account. After the New Quote header has been completed, select the **Sub Acct** button to the right of the **Customer #** field and select the Postage Sub Account to be associated with the job by selecting the gray check box provided to the left of the **Ac No**. Select **Save** when done, and complete the balance of the job by selecting processes, components, etc.

3. The job is processed as normal by logging time, materials, etc., to it. When postage is logged to the job, the sub customer's company name will appear as the owner of the job as PrintStream knows he has been selected as the Postage Sub Account for the job.

4. If prepaid postage money is received prior to the job being AR invoiced, the cash receipt will be entered against the postage sub account. The postage advance money can either be earmarked to the job or left in postage suspense.

5. If postage payment is received after the postage invoice is generated to the postage sub account, the cash receipt will be entered as normal as a receipt to Accounts Receivable and applied to the invoice PrintStream will generate for it.

6. When the job is ready to be AR invoiced, right-click the batch number and select **New Postage Invoice**. This will allow you to bill the postage to the sub account rather than to the Agency.
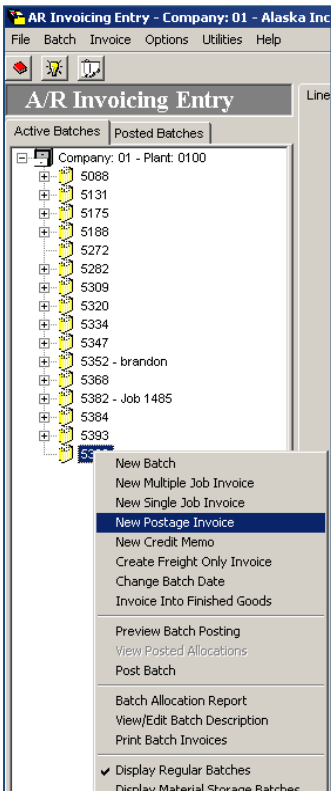
7. Enter the postage sub account's account number in the **Select Customer** field and then select the **Load Jobs** button. All jobs the postage sub account is associated to will display in the grid. Select the gray check box provided to the left of the **Job #** to select the job's to generate a postage invoice for. Select **Finish**.
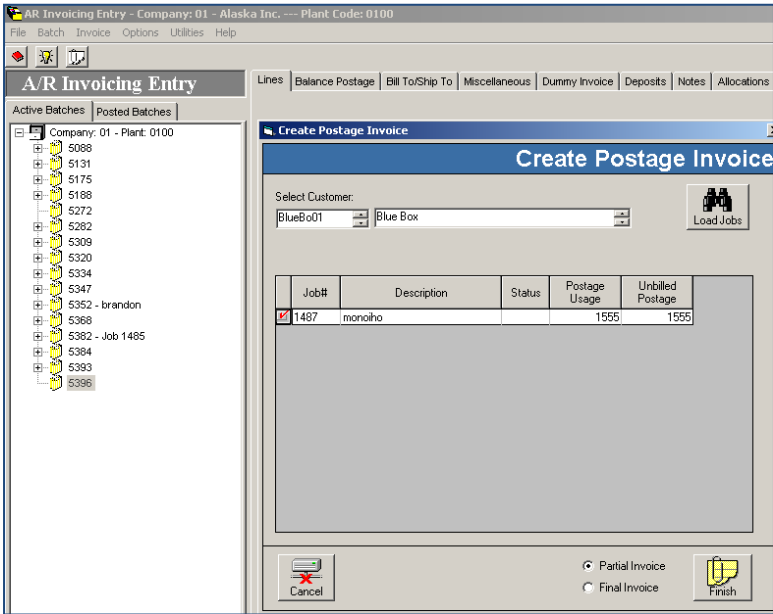
8. Balance the postage as you would with a standard job related invoice. This invoice will be addressed to the Postage Sub Account customer. A separate job invoice can be generated for the Agency for services.

    You can generate the services invoice prior to the postage invoice and vice-versa.

Standard Debits and Credits in Postage

Postage Deposit / Cash Receipt Posting	DR	CR
Cash Account (Asset – from A/R Bank Control Account or Bank Account selected when entering cash receipt)	$	
Postage Deposits (Liability – from Postage Deposits Control Account)		$
Postage Check to Post Office		
Postage Inventory (Asset – from Postage Inventory Activity Code-link to Purchasing)	$	
Cash (Asset – from Postage Bank Control Account)		$
Postage Usage (Posted via General Ledger Post Material/Postage/Finished Goods)		
Postage Deposits (Liability – from Postage Deposits Control Account)	$	
Postage Spoilage (Expense – from Postage Spoilage Control Account)	$	
Postage Inventory (Asset – from Postage Inventory Activity Code-link to Purchasing)		$
Standard Final Invoice (If usage is greater than the deposit)		
Accounts Receivable (Asset – from A/R Control Account)	$	
Sales Revenue (Income – from Default Revenue Control Account, or Activity Code File)		$
Sales Tax Payable (Liability – from Sales Tax Control Account)		$
Freight Revenue (Income – from Default Freight Control Account)		$
Postage Deposits (Liability – from Postage Deposits Control Account)		$
Expense (Expense – from Activity Code File, G/L Links)	$	
Work in Process (Asset – from WIP Control Account)		$
Postage Refund Check to Customer		
Postage Deposits (Liability – from Postage Deposits Control Account)	$	
Cash Account (Asset – from A/R Bank Control Account)		$
Adjusting entries – Logging Postage Usage to Job 999999		
Postage Spoilage (Expense – from Postage Spoilage Control Account)	$	
Postage Inventory (Asset – from Postage Inventory Control Account)		$
Adjusting entries – Postage Inventory Adjustment after Job has been Final Billed		
Postage Un-billable (Expense – from Postage Un-billable Control Account)	$	
Postage Inventory (Asset - from Postage Inventory Control Account)		$

Commonly Asked Questions and Answers

Q. We dropped 4 rolls of stamps in a puddle, what should we do?

A. Use the Record Postage Usage program and log the stamp inventory usage to job 999999. This transfers the cost to Postage Spoilage.

Q. Can I have a separate bank account for postage rather than using the same bank account for Accounts Payable?

A. Yes. The G/L can maintain separate accounts. Check stock numbering is unique by the bank account number; therefore, you can generate check number 1234 for the postage cash account while the same check number can be used for the Accounts Payable cash account.

Q. When using the Mail Estimating Module to generate quotes and jobs with mail drops defined, will this become my List Count?

A. No. The quote can record the tier quantities and postage types to assist in generating an accurate Postage Advance Request letter. But these quantities are estimates; the true List Counts must be re-entered via the Postage Module.

Q. My customer likes to see a record of their postage balance when I send them an invoice. How can I do that?

A. The AR Invoice Entry program provides a postage box detailing usage, deposits, suspense and the balance for the job. The Customer Balance Detail Report will provide the overall postage activity and balance for a particular customer for a specified period.

Q. In the postage display program my customer's historical balance is different than their current balance. What should I do?

A. This is not uncommon. Refer to this document on how to run the Postage Audit Adjustment Utility.

Q. When I try to earmark a deposit to a job I am getting a message that tells me there is not enough postage suspense for this customer.

A. See the Clearing Negative Suspense procedure later in this document. This message appears if the customer's postage suspense balance is a negative number.

.Net Tools

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

Grid Functionality

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

2. Clicking the magnifying glass enlarges the previously expanded record.

3. To remove columns from the grid, click and hold on the column header you want to remove and drag it off the grid. Removing columns automatically saves them; they remain when the module is re-opened.

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

5. The columns that have been removed from the grid will display in the Customization window. Click and hold the left mouse button on 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.
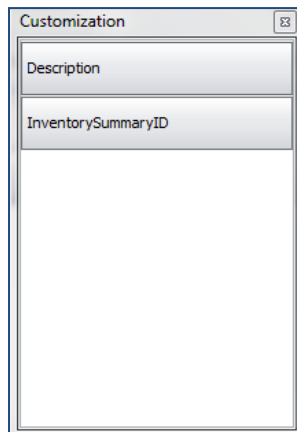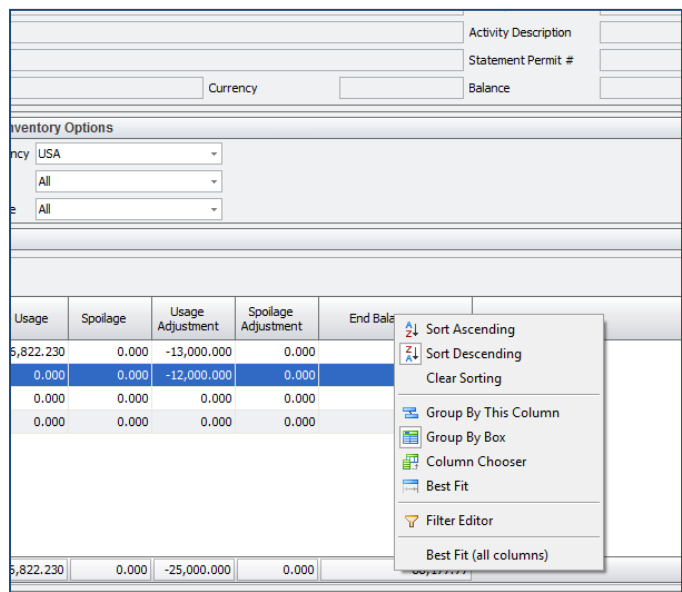

Sorting and Grouping

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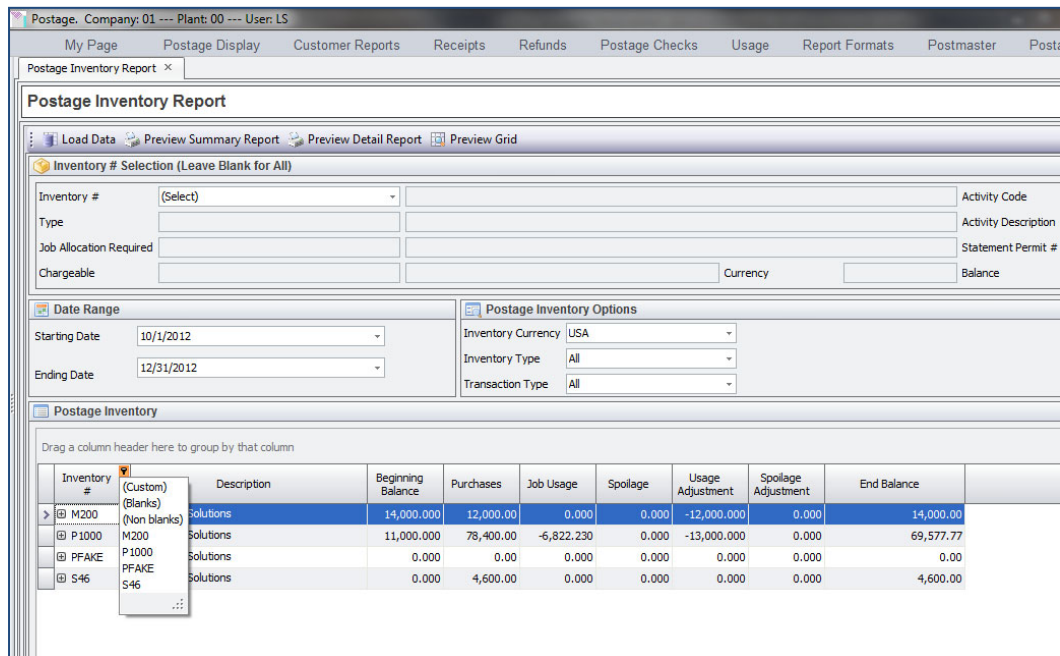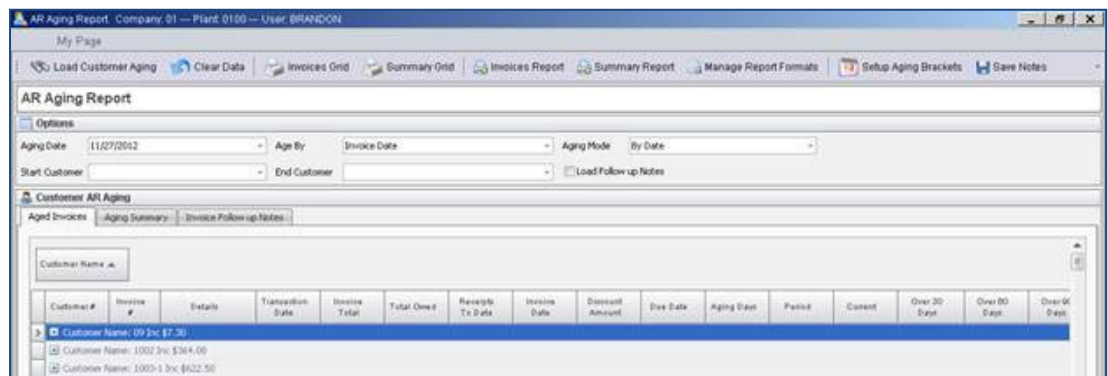
2. Right-clicking a column header provides a listing of additional sorting and filtering options.

3. 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**.

4. 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**.