efi PrintStream

User Guide

Postage VB
V21.1.0200

EFI PrintStream | V21.1.0200 *Postage VB User Guide*

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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Introduction

Overview

This document provides an overview of the Postage VB in PrintStream.

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.

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)		$

Glossary of Mail Terms

Additional Postage - When creating a statement for meter or stamps, a permit can be used for any additional postage money required for the mail to be accepted.

Allocate Checks - When a check is created to the Post Office to purchase postage, indicate which postage inventory will be increased. After defining the dollar amount of the postage check, allocate the dollars to the postage inventories; for example, to the house permit. A postage check cannot be printed until the allocation is assigned.

Buyout - This term describes services or special materials for jobs that are not performed or provided in house. It is synonymous with “subcontract”, “outside service”, “outside purchase”, or “farm out.”

Customer Refund Check - In the Postage Module, a special program is available for reimbursement to a customer who has advanced more postage pre-payment than was necessary to mail the job. The Customer Refund Check only refunds postage moneys to the customer. Customer refund checks can be altered to affect a client’s balance, but actually have a different Payee than the client (to accommodate brokers and ad agencies).

Earmarked - Usually when a customer pre-pays or advances cash to cover postage, the money is designated for a specific job. This postage deposit is tracked by job if the pre-payment is entered correctly. Assigning cash receipt postage deposits to a certain job is called Earmarking. Postage advances that are not earmarked are called “suspense” or “escrow”.

Outside Purchase - See Buyout.

Outside Service – See Buyout.

Postage Check - The Postage Module has its own check creation program that is separate from the Accounts Payable check creation program. The checks print on the same check stock, but the check stub has different columns. Postage Checks can only be written to Vendors defined as Postmaster Vendors in the Vendor Masterfile, and must be assigned to a postage inventory type.

Postage Balance - This term refers to a customer’s postage dollar total. The postage balance is computed by totaling any earmarked moneys, suspense dollars and unbilled postage usage.

Postage Inventory - Postage Inventory refers to the assets tracked in permit, meter and stamp dollars on hand.

Postage Usage - Postage usage is the relief of postage inventory. Postage usage by jobs occurs when verifying a Permit Postage Statement, manually logging meter and stamp daily logs and allocating postage checks to a job.

Postmaster Check - A Postmaster Check is a check written by a customer when the payee on the check is the USPS.

Spoilage - The term spoilage refers to actual meter or stamp waste due to equipment or operator failure. Postage spoilage is logged in the Record Postage Usage program or in the Postage Grid program to maintain accurate inventory counts. Postage spoilage is not charged to jobs. Some of this waste is recoverable from the post office.

Subcontract - See Buyout.

Suspense - Suspense postage money is postage advance or pre-payment from a customer that has not been earmarked for jobs. A customer also maintains a postage suspense balance if their postage deposit exceeded the actual postage usage and the overpayment wasn't credited to the services on an accounts receivable invoice.

Verify Statement - After printing a postage statement and taking it along with the mail to the post office, the post office will either verify or confirm the statement, indicating that the statement represents the mail being presented. Verifying the statement is the final step in Postage Statement creation. Once verified for permit statements, the customer balance and permit inventory are adjusted to reflect the true postage used. Verification of meter and stamp statements does not adjust the customer nor inventory balances.

Mark as Verified – This feature allows a postage statement to be created using the customer’s permit. As a general rule, this feature should be used every time a customer permit is involved to avoid the risk of logging double usage. Marking the statement as verified will cause it to drop from the list of active statements. It will not adjust the customer or inventory balances, as does the Verify Statement feature.

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.

Setting up the Postage Module

The following is a checklist of items to define before creating postage checks, logging postage usage and performing other mail procedures.

- Define PrintStream users in the Users/Group/Program Administration Menu
- Create a Chart of Accounts in the G/L Master File Menu
- Define production departments
- Define cost centers
- Define activities
- Enter customers
- Enter Postmaster vendors
- Define A/P dissection codes

How to configure the Postage Module

1. Define two postage activity codes in the Master Files Reports, Production Activity Codes File. Label one Postage Chargeable or Billable, the other Postage Non-Chargeable or Non-Billable. Activity Codes should be defined as Type P for postage and should be linked in the Link to Purchasing field to the A/P Dissection code for Postage Inventory. An activity code for customer permits and customer meters should be set up as Non-Chargeable **only if you do not want to show as usage on the invoice.** All other activity codes for postage should be Chargeable.

   From Master Files Reports, Control Accounts, confirm the setup of the following fields:

   - Postage Un-billable (Expense)
   - Postage Deposits (Liability)
   - Postage Bank Account (Asset)
   - Postage Spoilage (Expense)
   - Postage Inventory (Asset)

2. Complete Postage Defaults and Module Definitions as described below.

   - Enter Postmaster vendors as described in Master Files Vendor documentation.
   - Enter Postage Inventories as described below.
   - Complete Postage Statement Set-ups.
   - Define employees in Master Files Employee.
   - In Masterfile Report, Master Files Report, Master Files Report (report 1600) define the optional postage box that will appear on your invoices.

Setting up Postage Defaults

In Master File Reports, System Maintenance, Module Definition, Mail Defaults, define the parameters for using the Postage Module.

If you prefer to have postage checks approved prior to them printing, verify there is not a check mark in the box next to Allow print w/o approval for the Postage Checks option in Mail Defaults found in Master File Reports, System Maintenance, Module Definition.

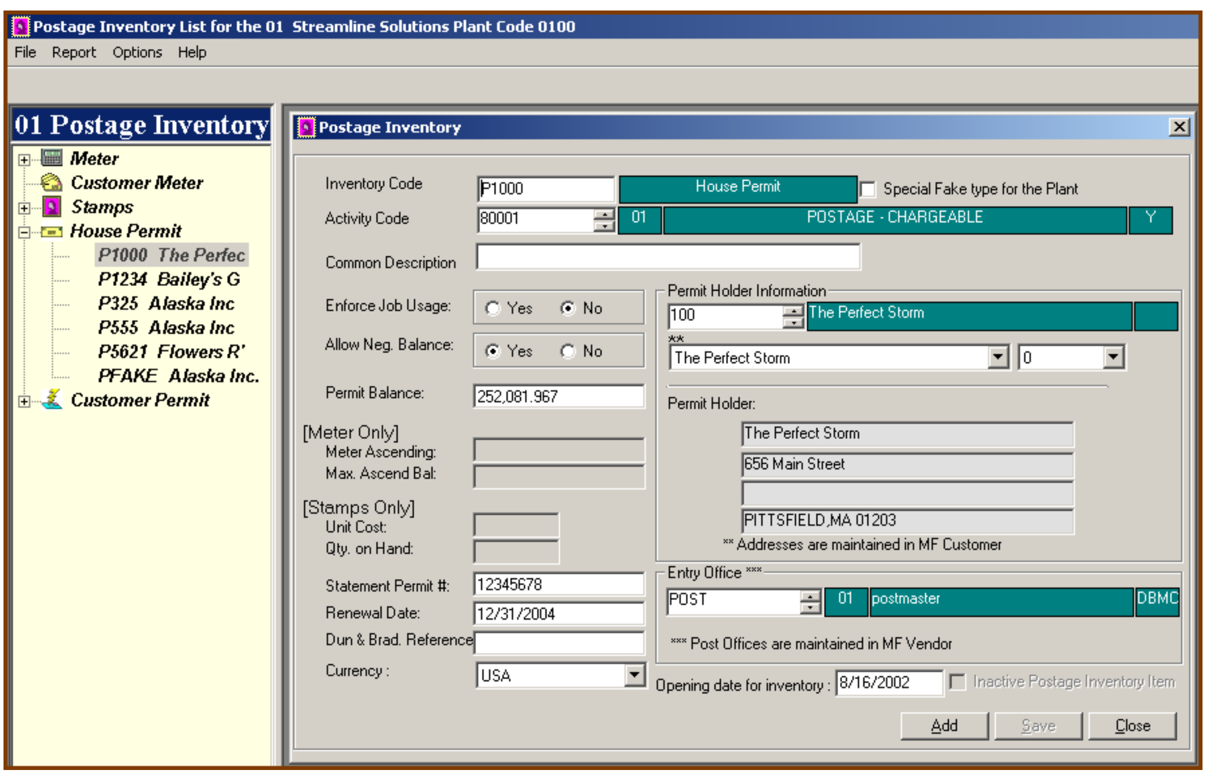
How to configure Postage Defaults

1. Enable Postage Estimating / Accounting – Check Mark activates the postage estimating programs and allows accounting functions to include postage.
2. Balance Postage at Invoicing Stage – Check Mark forces the program user to balance postage when a final invoice is created and the prompt asks, “Do you wish to balance postage now?”
3. Auto-earmark postage at order entry – Check Mark causes a prompt in Mail Estimating to appear when creating the work order that asks, “Do you wish to reserve postage?” Answering Yes to the prompt takes suspense money for that customer and earmarks it to the job. Not recommended.
4. Enable Customer Inventory - Check mark allows the purchase order receipt program to activate the Customer goods option.
5. Record 999999 usage in Job Costing – With this check box left unchecked or set to No, any postage usage logged to job 999999 will create a debit to postage spoilage and a credit to postage inventory. If this box is checked or set to Yes, any postage usage logged to job 999999 will debit postage liability and credit postage inventory. Postage usage logged to job 999999 will post using the General Ledger Post Materials/Postage/Inventory program and will show in the GL with an MS type of batch.
6. When billing: Allow refunds to be created – Check this box to enable the prompt, “Do you wish to create a refund check?” in the invoicing program when deposits exceed usage. To print the refund check, the .

Creating a Postage Inventory

Creating a postage inventory will allow the system to track usage and postage checks for all chargeable permits, stamps and meters.

Before creating a postage inventory, verify your company is defined as a customer in the Master File Customer program. Next, define all postmasters as vendors in the Master File Vendor program. (Please refer to the Master File Vendor documentation for further instructions on defining a postmaster vendor type.)



To create a postage instrument, follow the steps outlined below:

1. Select an inventory type by single Left-clicking on the name: Stamp, House Permit, etc.
2. Enter an inventory code for the item. PrintStream recommends using the following format: Begin all permits with a P and then the number. Meters M, Stamps S, Customer Permits CP. Examples, P162 would be House Permit # 162. S41 would be .41 stamps. M255 would be Meter # 225. CP126 would be Customer Permit # 126.
3. Select either the Postage Chargeable or Postage Non-chargeable activity code previously outlined on page 8. The Non-Chargeable activity code is used for Customer Permits or Customer Meters where the customer **is not** billed for postage.
4. EFI PrintStream recommends the Enforce Job Usage option be set to No for all inventories except for Customer Permits. The option to allocate the postage to a job number will still be available.
5. EFI PrintStream recommends that the Allow Negative Balance option should be set to Yes for all inventories. This allows the statements to be verified and usage logged even when the postage purchased for this inventory has not been entered into the system.
6. Depending on the type of inventory being created, complete the applicable balance fields:
   - Permit Balance: The amount of money currently on the Permit. (Please refer to the Creating Start Up Balances documentation when defining a new permit.)

     [Meter Only]

     - Meter Ascending: The current balance on the meter. (Please refer to the Creating Start Up Balances documentation when defining a new permit.)
     - Max Ascending Bal: The maximum dollar amount the meter will hold.

     [Stamps Only]

     - Unit Cost: Denomination or cost per stamp.
     - Qty on Hand: Number of stamps currently in inventory.

The starting balance should be set at 0. Create a fake check to enter your beginning balance.

1. Tab to the Statement permit # field. Enter the permit number you wish to print on the postage statement. A renewal date is required when entering a permit. This field is for internal reference only.
2. Tab to the Dun & Bradstreet field. If the Postal Service requires D&B numbers for your clients, enter them into this field.
3. Currency – select the currency type you wish to use for this instrument.
4. Enter the first few letters of the holder's permit account number (case sensitive), and then use the up/down arrow key on your keypad to find the correct customer.
5. Select the address for this permit holder from the drop down list. The larger field contains the name from the Master Files Customer Addresses and the smaller field is the associated address number. Information cannot be typed directly into this field. It must be selected from the drop down of addresses set up in Master Files Customer.
6. In the Entry Office field, either type the postmaster vendor's account number or use the up/down arrow keys to select the postmaster vendor who will be receiving the majority of the mail for this instrument.
7. The opening date for the instrument will default to the system date; however, it can be changed to an earlier date to accommodate transactions that occurred prior to the inventory being set up in the system.
8. When all the information is correct, select the Save button. Select Add to begin entering the next inventory of that same type, or enter a different type by selecting the type from the tree.
9. Click on Close to close the information display box.

Steps just before "Go Live" date

1. In Master Files Vendor, define the postmaster vendors, usually post offices, for which postage checks are created. EFI PrintStream recommends using an asterisk (*) followed by the postmaster's zip code to be used for the account number. These will also serve as the Entry Offices. Create them as DBMC, DSCF, DDDU or NONE in the Mail Entry Type field. This field must be completed for each postmaster vendor in order for it to appear in the Postage Statement Program.
2. Create beginning postage balances for the customer by using the A/R Cash Receipt program to log each customer's outstanding postage deposits in the old month. To make entry simpler, do not earmark deposits for jobs, but leave the deposit amount in suspense as one lump sum. Deposits made after entering the startup balance may be earmarked to jobs via the Postage Receipt Allocation program.
3. Postage usage for jobs that have not been invoiced should also be logged in by job, per inventory item, using the Record Postage Usage or Postage Grid Entry programs.
4. Define the various meters, permits and stamps as described earlier in this document. Two methods are available to adjust/create the inventory balances:

PREFERRED METHOD: Create a postage check for the entire value of the inventory and allocate it to the individual meters, stamps and permits. Make a journal entry to reverse the effect of this check.

The second option for adjusting/creating the startup balances for your postage inventory is to log negative postage usage using job 999999. By entering a negative usage, the inventory balances will be increased. Make a journal entry to reverse the effect of this negative postage entry.   If your module definition in startup is checked for option "Record 999999 usage in Job Costing", these startup balances will post as a debit to postage inventory and a credit to postage liability. If the module definition is unchecked, these items will post as a debit to postage inventory and credit postage spoilage.

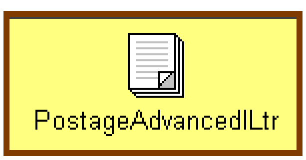
5. Define the standard number of copies needed to print for the Postage Advance Letter. Report number 925, defined in Master File Reports.

Note	For further assistance when entering beginning balance information, please refer to the Startup Balances documentation.

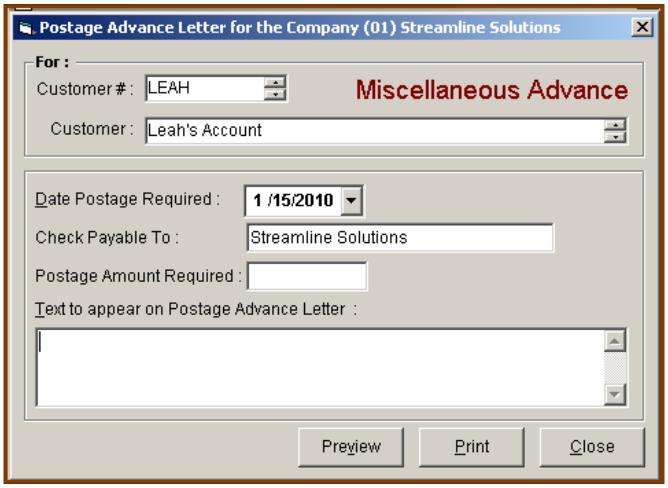
Postage Advance Letter

After the job has been created, the first step in the postage accounting flow is to request postage money from the customer.

Select Postage Advance Letter from the Postage menu. You may generate a postage advance letter by having the mail drop information reflected on the estimate pull directly onto the postage advance letter or you may create a miscellaneous postage advance letter.

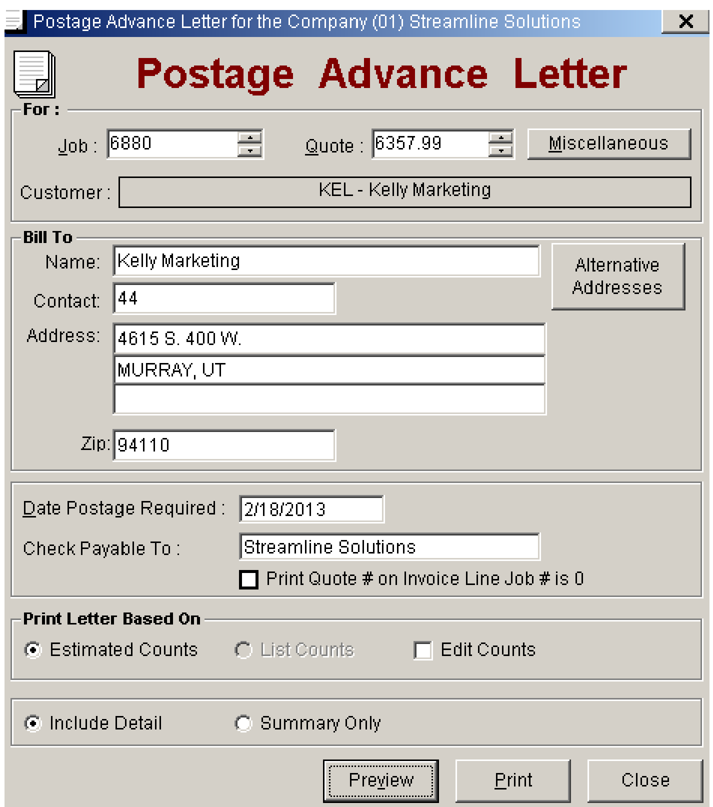


A miscellaneous postage advance letter will allow the user to select the customer account number or name, enter the date the postage must be prepaid by, the amount required and any text that will appear in the body of the letter.



To create a postage advance letter based off of a job, enter or select the job number in the field provided and then enter the date by which the postage is required.

Note If the Date Postage Required by field is grayed out, this means that postage was not included as part of the estimate for this job, and therefore, the postage advance letter procedure will not be available.

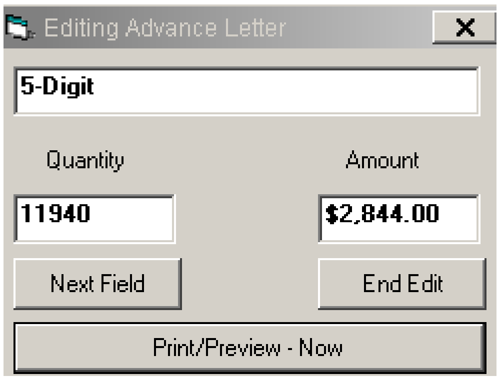


The postage advance letter can be generated based on Estimated Counts, List Counts, or you can edit the counts.

Estimated Counts: The postage advance letter automatically defaults to this option when counts have been estimated in Mail Estimating. The letter will be generated based on those estimated counts from the job in Mail Estimating.

List Counts: This option will default if the PrintStream Mail.dat program is used or list counts have manually been entered using the Postage Statement, Drops Counts feature. The letter will be generated based on the counts provided for the job.

Edit Counts: The program will offer an editing window where the quantity and/or dollar amount can be changed. The edit box will appear for each line item estimated. For example, the 3-digit letter line could be changed to read a quantity of 565,200 and an amount of $252,500.00. After editing the quantity and/or amount, select the Next Field to alter the next line item, etc. Selecting End Edit will end the edit session and no further edits will display for this job. As soon as all adjustments have been made, select Print/Preview.



After selecting **Preview**, a letter will generate for viewing and printing. An invoice number is generated automatically. The number is a combination of PA (Postage Advance) and the job number. This makes it very easy for Accounts Receivable to identify what the customer is paying for when they reference this number on their check. A postage advance letter does not create a General Ledger transaction.

Also visible on the letter is the customer number, the job number, the title of the job, the invoice date, the date postage money is required, etc.

Invoice For Postage Advance

Invoice To	44 Kelly Marketing 4615 S. 400 W. MURRAY, UT 94110	Invoice #	PA-6880
		Invoice Date	2/12/2013
		Our Job #	6880
		Customer #	KEL
Ordered By	44	Customer PO#	

Description of Mailing: **Postage class**

Postage Advance Due: Postage must be received by 2/18/2013 to ensure your mailing will be completed as scheduled.

Section	Sub Sec.	Postage Tier	Quantity	Rate	Amount	Pounds	Pound Rate	Pound Amt	Total Amt
A	None	5-Digit	12,000	0.2370	2,844.000				2,844.000
A	None	3-Digit	2,000	0.2550	510.000				510.000
A	None	AADC	1,000	0.2570	257.000				257.000
A	None	Mixed AADC	1,200	0.2730	327.600				327.600
B	None	AADC	1,600	0.2600	416.000				416.000
B	None	Mixed AADC	1,155	0.2760	318.780				318.780

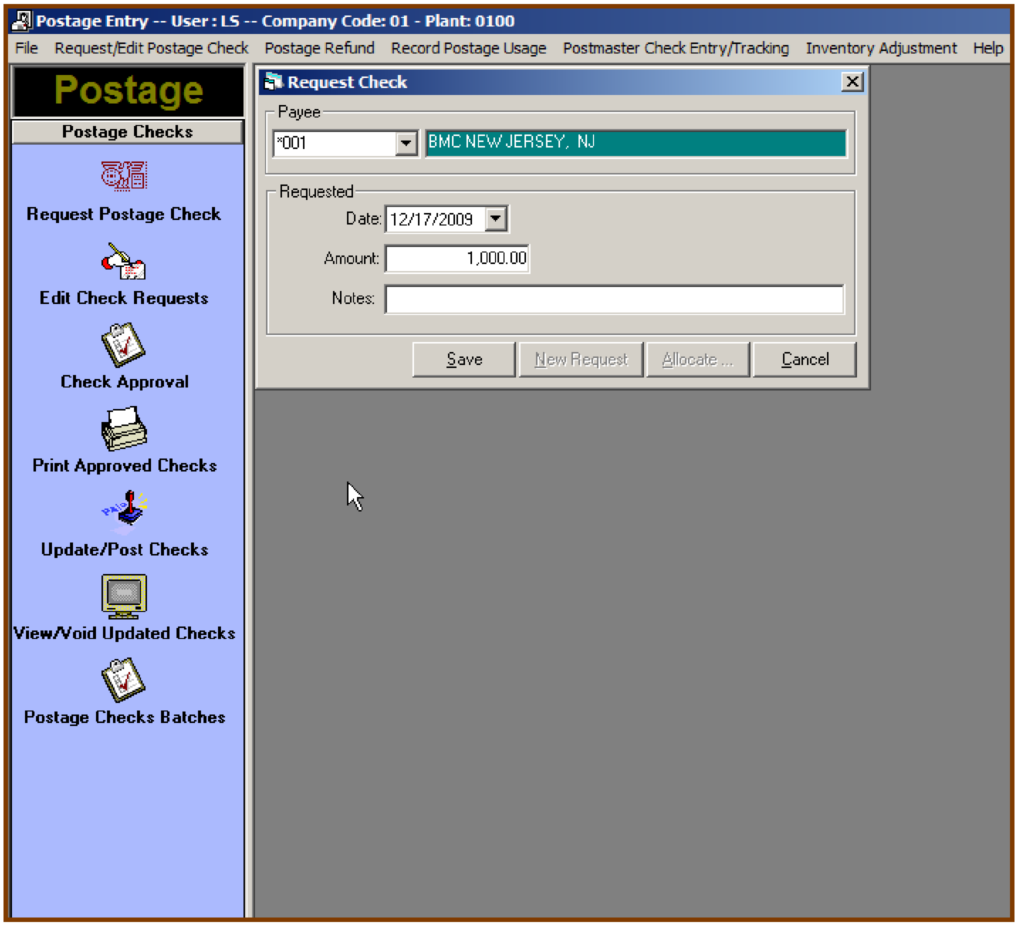
Total	Quantity : 18,955	Postage Due :$4,673.38

Your Company Name will default in the Make Payable To field, but can be altered on a job-by-job basis. You also have the option of printing in detail or by summary.

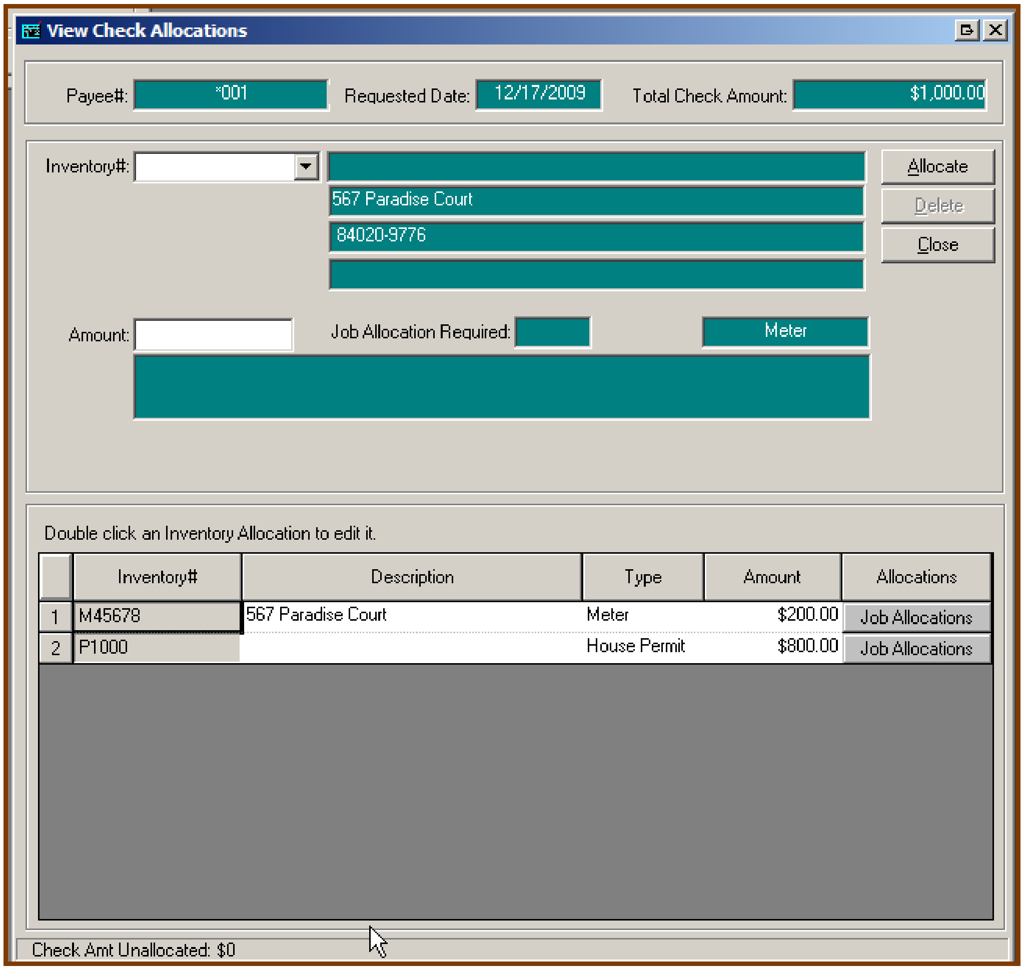
Postage Check / Request

Creating Postmaster Postage Check

1. To create a Postmaster Postage Check, select **Postage Entry** from your PrintStream menu bar and then select the **Request/Edit Postage Check** group. Then, select **Request Postage Check**.
2. Enter or select the Payee by using the up/down arrow keys on the keyboard or enter the vendor name directly in the field provided. Enter the dollar amount and select **Save** and **Allocate**.



3. After selecting **Allocate** from the Request Check screen, you can begin allocating funds to the required postage instruments. Select the Inventory Type(s) by directly entering the postage inventory code into the **Inventory #** field, or place your cursor in the field provided and use the up/down arrow keys on your keyboard. Next, enter the amount of postage to be purchased for the instrument and then select **Allocate**.
4. One check can be used to fill one or more inventory types. (For example, a request can be created for $15,000 with $5,000 allocated to the main permit, $3,500 can be allocated to a meter, etc.). Be certain that if the check is for stamps, the dollar amount is divisible by the stamp's denomination. When the check request has been fully allocated, select **Close**.



If the Job Allocation Required is set to Yes for this inventory type, 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.

Note Electronic requests can be entered throughout the day and checks can be printed once a day as a suggested procedure.

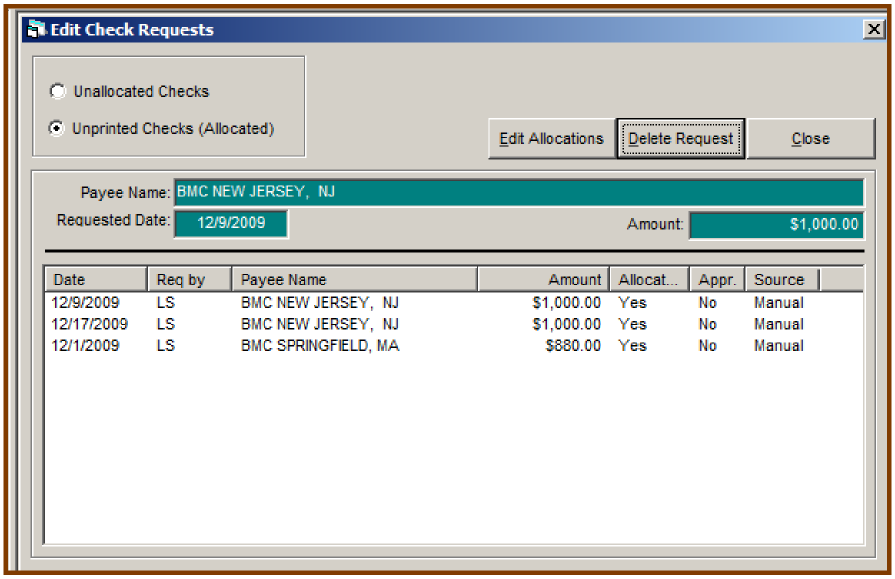
A recap of the dollar amount remaining to be allocated will display in the lower left hand corner of the Allocation screen.

Editing Allocations or Deleting a Postage Check Request

1. To edit the allocation(s) of a postage check request or delete the request, select the **Edit Check Requests** icon from the Postage Checks group. You can choose to display either unallocated check requests or allocated ones. Select a request date to work with.

2. Once the date is highlighted, click the **Edit Allocations** icon to open the Allocations window. Allocate as instructed in the Create a Postage Check Request section of this document.

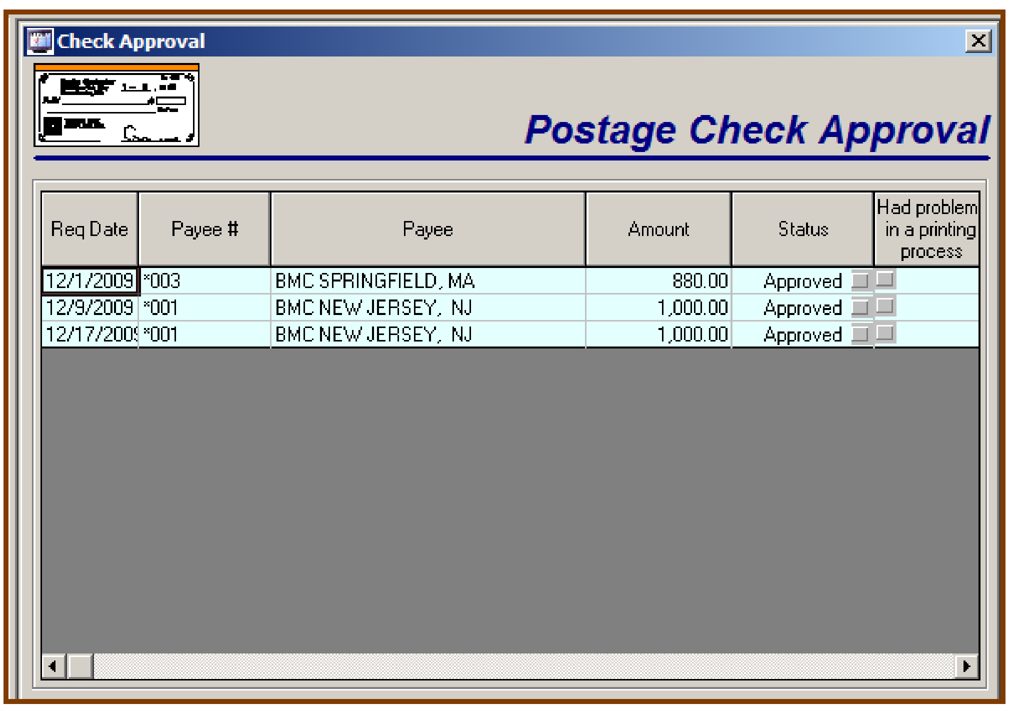
   To delete a check request, highlight the request date and click the **Delete Request** button.



Approving a Postage Check Request

There is an optional safety approval feature designed 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.

1. To mark a Request for Postage check as approved, select the **Check Approval** icon from the Postage Checks group. Place a check mark in the gray box provided to the right of Approved in the Status column. Multiple check requests can be approved at one time. Close the screen when done.



Printing Postage Checks

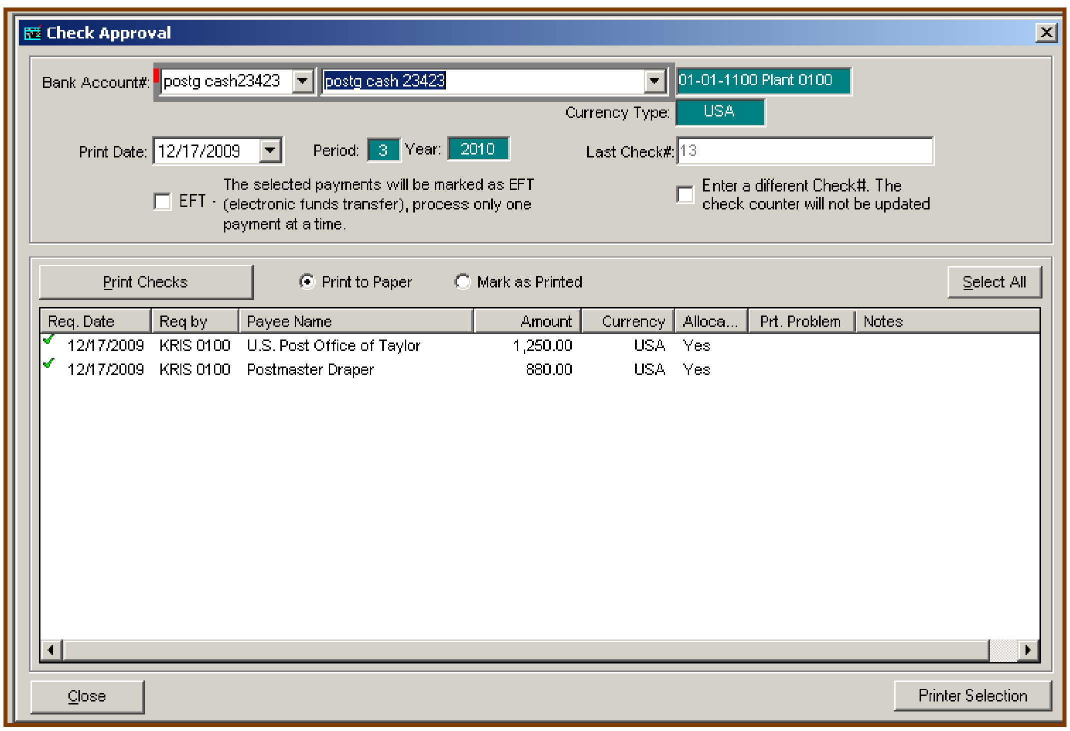
1. Once the check request has been approved, select the **Postage Check** menu from the Postage Entry Program. Next, select the **Print Approved Checks** icon.

2. Enter the correct bank account number by directly entering the bank account number in the field provided, or use the up/down arrow keys to select the required bank account. Change or accept the Print Date, which will default to the current system date and enter the beginning check number. To mark checks as EFT (Electronic Funds Transfer), place a check mark in the **EFT** box, select the appropriate check (you may select only one check 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.**

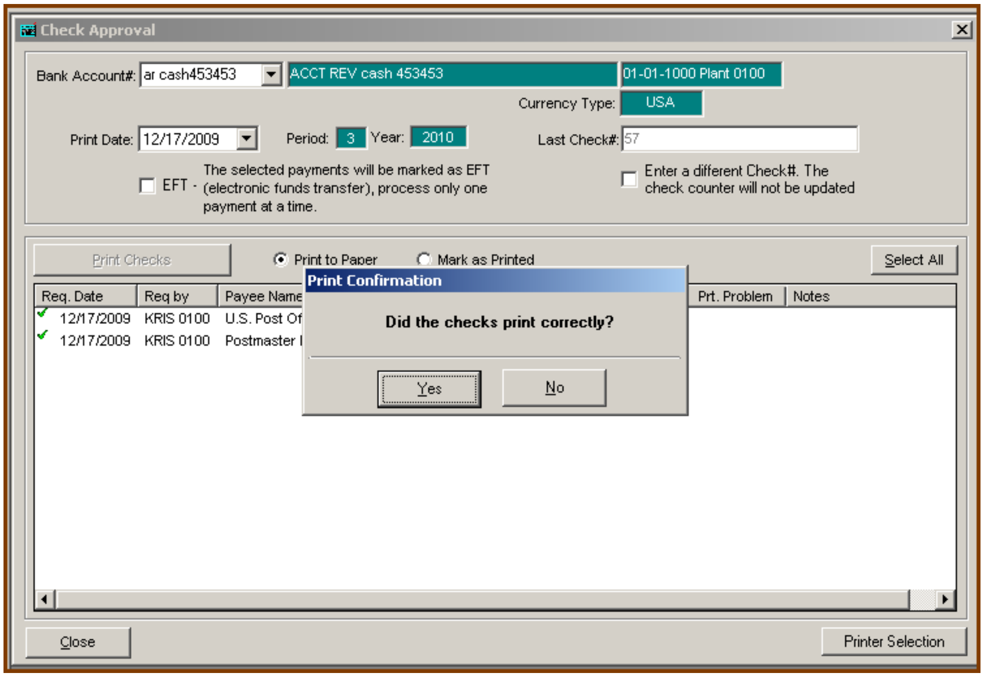
2. To select all checks for payment, click on the **Select All** button. If only one or two of the checks in the list are being paid, click on the date to the check request. A green check mark will display indicating a check will print for that request. To deselect a check request, click on the date of the check request to remove the check mark.

3. 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 on the **Print Checks** button.

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

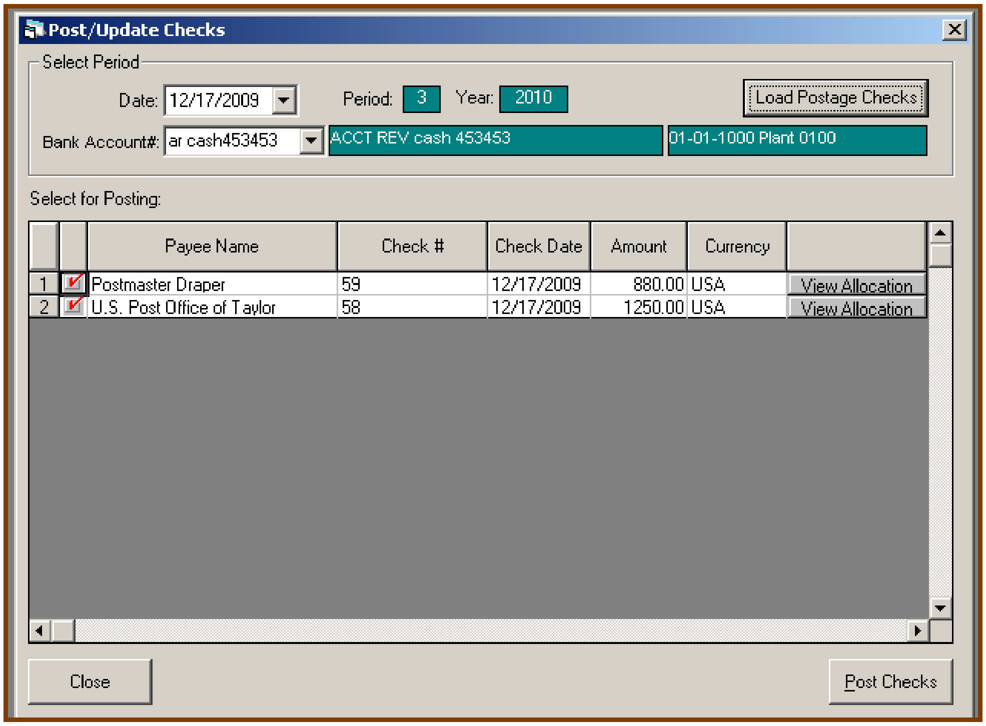


5. After the checks have printed, a Print Confirmation window will display. If the checks printed correctly, select **Yes** and then select **Close**. If they did not print correctly, select **No** and reprint the checks (for more information on reprinting checks, please see **NOTES** at the end of this section). If the checks did not print correctly due to an incorrect starting check number entered, you may replace the starting check number with the correct starting check number.

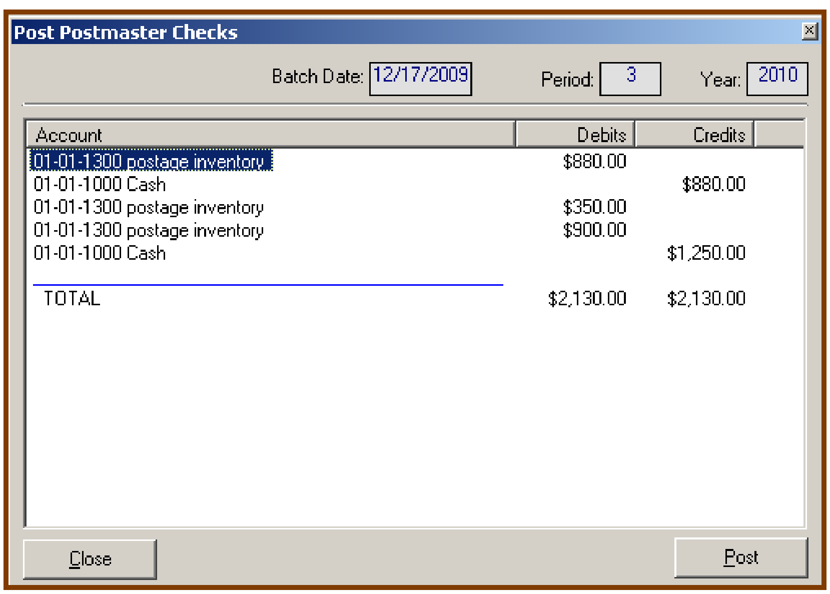


6. To complete the check printing batch, select the **Update/Post Checks** icon from the Postage Checks group in the Postage Entry Menu.

7. A Post/Update Checks screen will display. Select the appropriate Posting Period and Bank Account and click **Load Postage Checks**. Select checks to be included in the posting process and click the **Post Checks** button.



8. A Post Postmaster Checks screen will display detailing the check allocations. When ready, click the **Post** button. Posting to the General Ledger will occur at this time. A Postage Posting Summary report will automatically display on the screen indicating the postage checks have posted to the GL. You can either view this report on the screen or print it. Close the report when completed. This creates a batch of type PC.



Stream line Solutions

Postage Posting Summary Batch #4106

Printed: 12/17/2009 2:04:58PM

For: KRIS

Page 1 of 1

Per	Year	Branch	Dept.	Account		Debit	Credit
3	2010	01	01	1300	postage inventory	880.00	
3	2010	01	01	1000	Cash		880.00
3	2010	01	01	1300	postage inventory	350.00	
3	2010	01	01	1300	postage inventory	900.00	
3	2010	01	01	1000	Cash		1,250.00
	Totals ...					2,130.00	2,130.00

Note If you experience a problem with your checks printing correctly, you may reprint the checks. The reprint feature will allow you to reprint a check with the same or with a different check number.

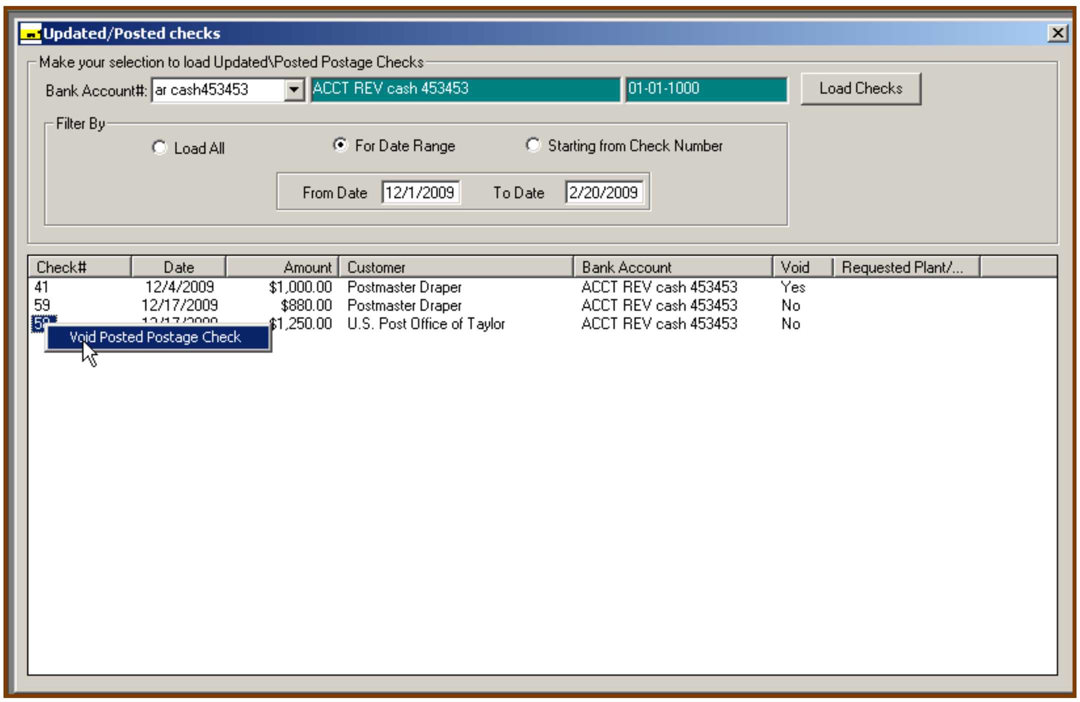
How to Void a Postage Check

1. Select the **View/Void Updated Checks** icon from the Postage Checks menu bar from the Postage Entry Program.

2. First, select the bank account the postmaster check was written against. Then, select the option to locate the check(s) you want to void. You can either load all checks generated based on the checking account selected, filter by a specific date range or by inserting the starting check number.

   After locating the check number to be voided, Left-click on it to select it and then Right-click on it. A **Void Posted Postage Check** box will display. Left-click to select this option. A dialog box will display requesting a date to be inserted for the check to be voided on. This date must be in an open period, as defined in Master Files Reports, System Maintenance, Accounts Start Periods, and the check may not have already been marked as cleared in the Bank Reconciliation program. Select **OK** when completed.

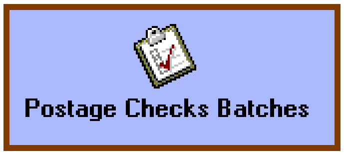
   This will generate a Void Postage Check Posting Summary report, which can be printed. This posts a VP type of transaction to the General Ledger.

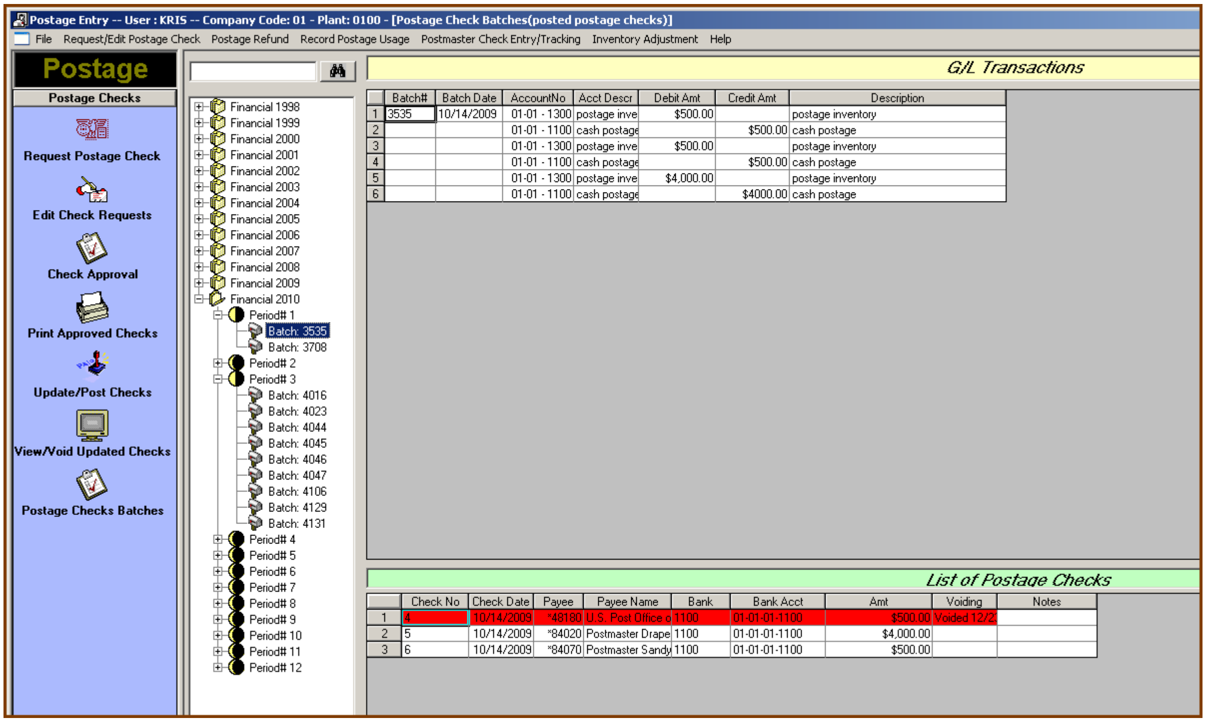


Note Voiding a Postmaster check does not open the check request; i.e., the original request is removed. A new request will need to be created.

Postage Checks Batches

This icon will allow you to see all of your Postage Check batches by fiscal period. Click on the plus sign next to the period and the list of batches that fall into that period will display. Click on the batch and it will display the GL transactions for that batch at the top of the screen. The bottom will show the check detail. Voided checks will display in red.





Customer Postage Refund Check

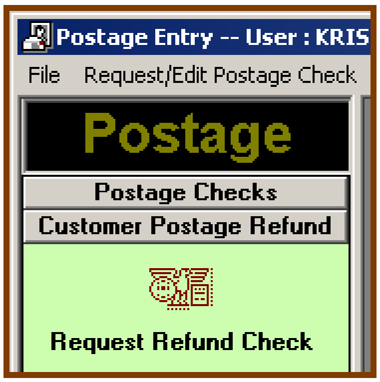
Creating a Customer Postage Refund Check

This program may be used to create a request for a refund check to a customer that has overpaid for postage. Refund checks do not affect the customer's accounts receivable balance, but they do affect their postage balance by decreasing postage suspense.

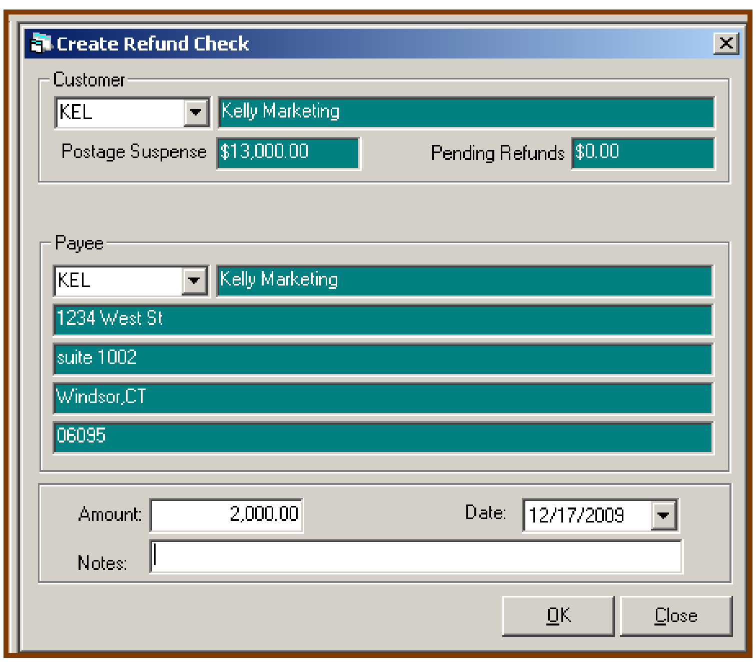
A customer refund check request can also be generated from the Accounts Receivable Invoicing program at the Postage Balancing stage. If the customer has paid excess postage, a prompt will display asking to create a Refund Check. If the response is Yes, the request will display in this program after the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

The customer's postage suspense balance must be positive to create a postage refund check.

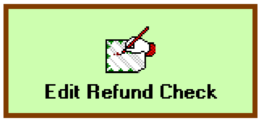
1. To create a postage refund check, select **Postage Entry** from the Postage Menu. Select the **Customer Postage Refund** menu, then select **Request Refund Check**.

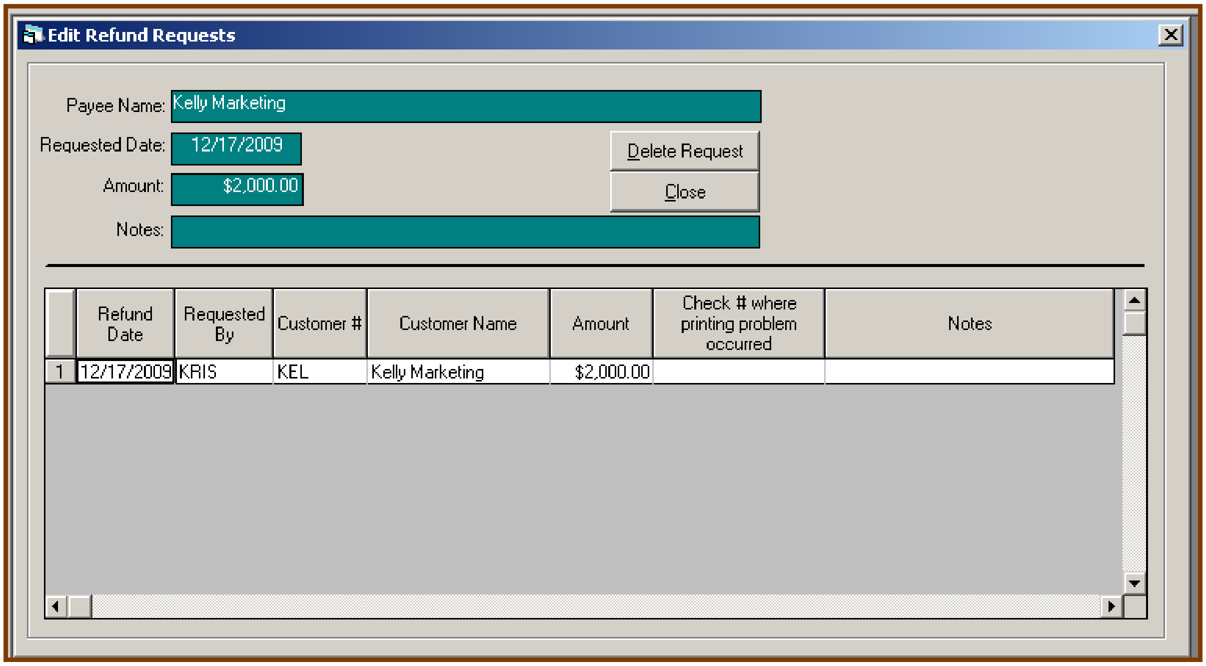


2. Select the Customer and Payee by directly entering this information in the fields provided, or use the up/down arrow keys on your keyboard to select the correct information. Enter the dollar amount to pay. An optional Notes field is provided that will print on the check and on the check stub (please contact your Accounting Support representative to activate this feature). Select **OK** and close.

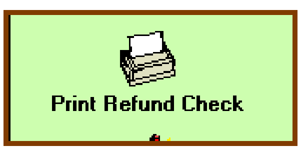


The Edit Refund Requests icon will allow the refund request to be deleted if necessary.





3. Select the **Print Refund Checks** icon from the Customer Postage Refund menu bar in Postage Entry.

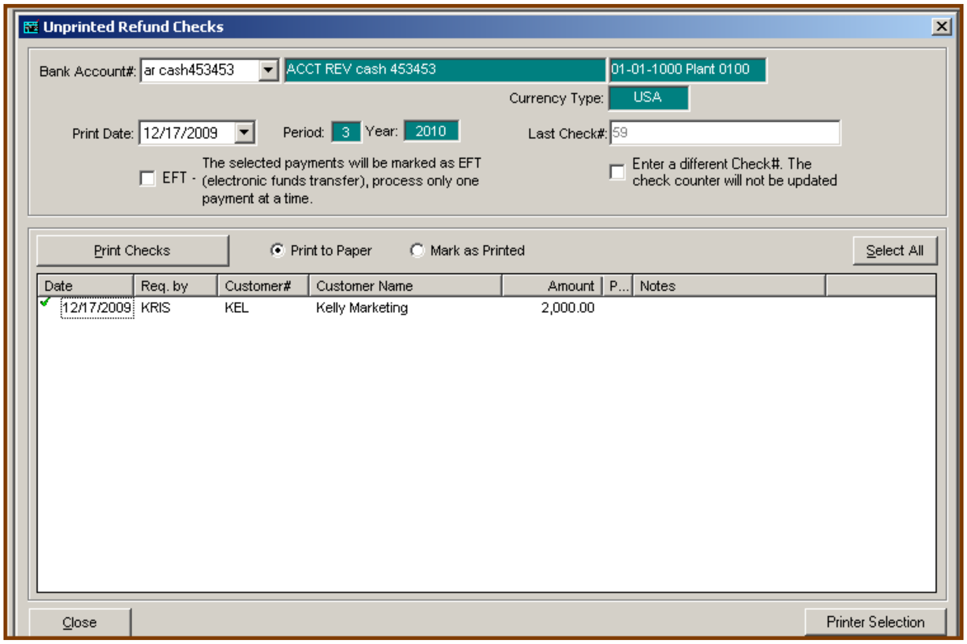


4. Select the bank account by directly inserting the bank account number into the field provided or use the up/down arrow keys on your keyboard to scroll through the list of bank accounts available. Accept or change the **Print Date** (this is the check date), and enter the beginning check number. If you'd like to mark checks as EFT (Electronic Funds Transfer), place a check mark in the EFT box, select the appropriate check (you may select only one check 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**.

   To select all checks for payment, click on the **Select All** button. If one or two of the checks in the list are being paid, click on the date next to the check request. A green check mark will display indicating a check will print for that refund request. To deselect a refund check request, click on the date next to the appropriate request to remove the check mark.

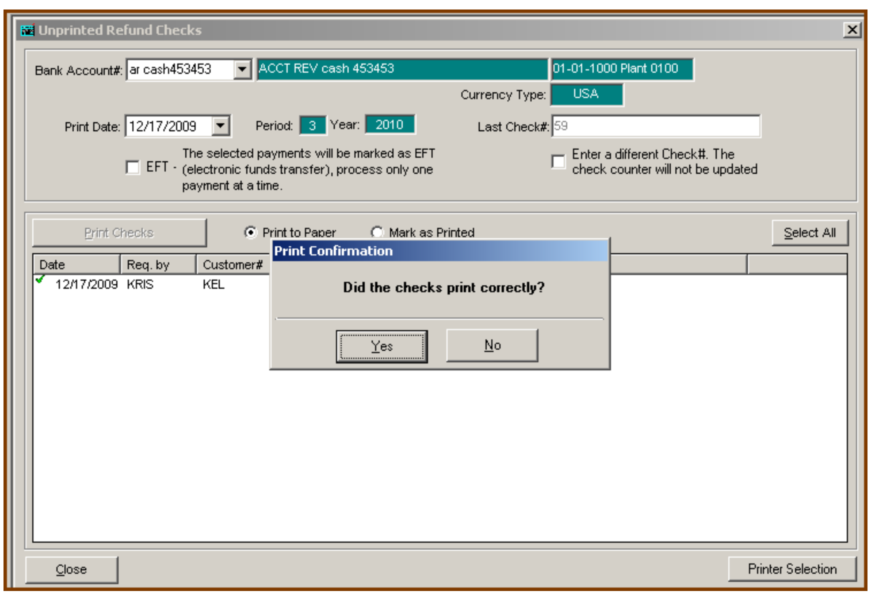
5. If the check was keyed, the program will give the option of changing the default to **Mark as Printed**. A check will not be printed; however, the transaction will be recorded in PrintStream. After selecting this default, click on the **Print Checks** button.

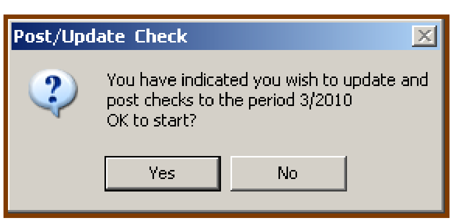
6. To print checks, leave the default at **Print to Paper**. To select a specific printer to which you want to print your checks, click on the Printer Selection button. Insert the check stock in the selected printer and click the **Print Checks** button.

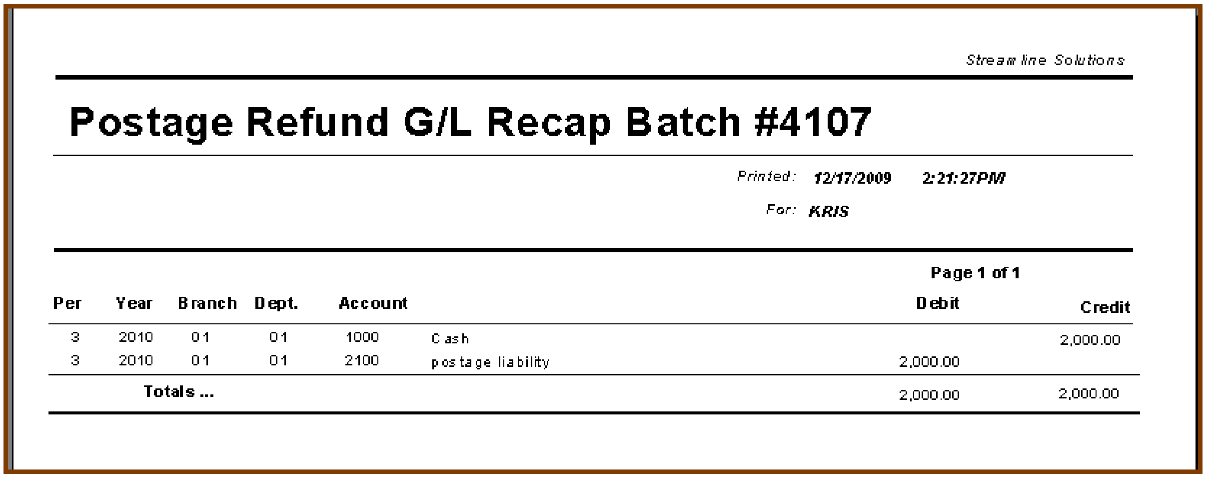


After the checks have printed, a Print Confirmation window will display. If the checks printed correctly, select Yes. If the checks did not print correctly, select No and reprint the checks. If the checks did not print correctly due to an incorrect starting check number entered, you may alter the starting check number with the correct starting check number.

After printing, the system will navigate to the Post/Update option. Select Yes to begin the posting process. A Postage Refund Posting Summary report will automatically display. You can either view this report on the screen or print it. Close when completed. This will create a batch of type PX.







Stream line Solutions

Postage Refund G/L Recap Batch #4107

Printed: 12/17/2009 2:21:27PM

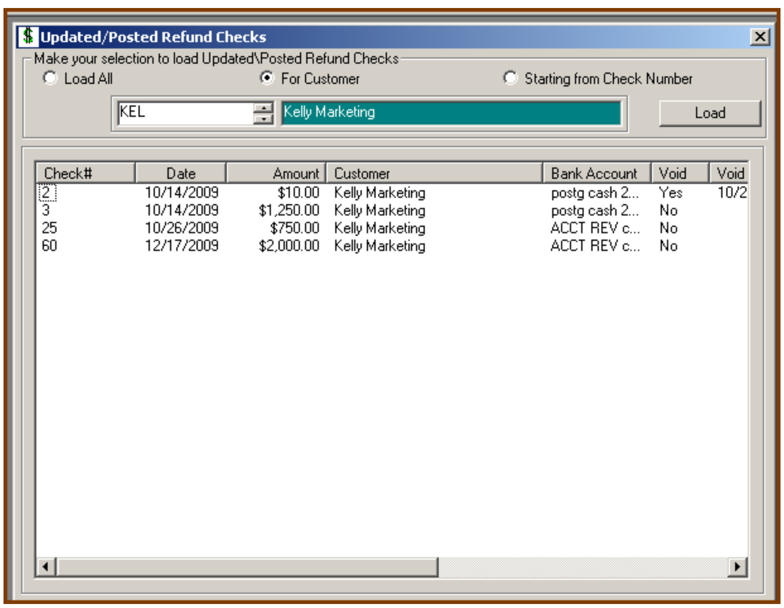
For: KRIS

Page 1 of 1

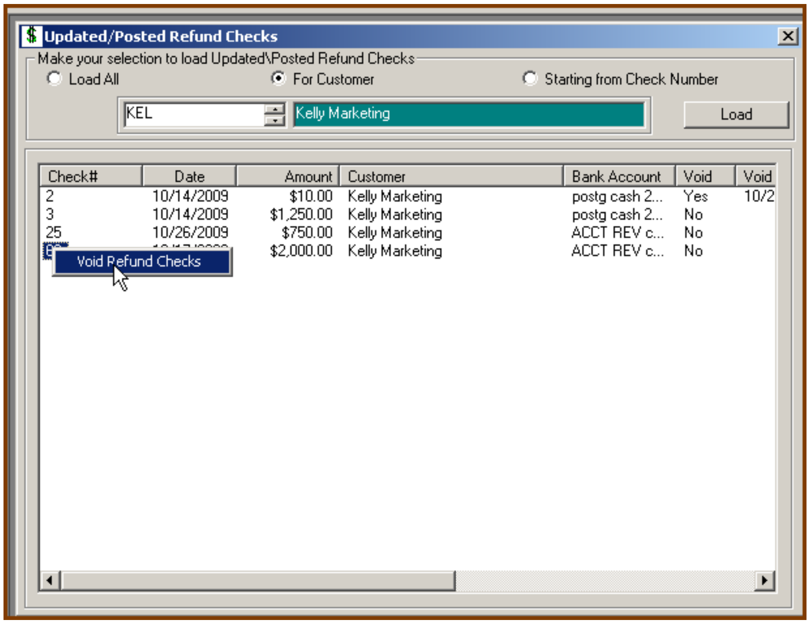
Per	Year	Branch	Dept.	Account		Debit	Credit
3	2010	01	01	1000	Cash		2,000.00
3	2010	01	01	2100	postage liability	2,000.00	
	Totals ...					2,000.00	2,000.00

How to Void a Customer's Refund Check

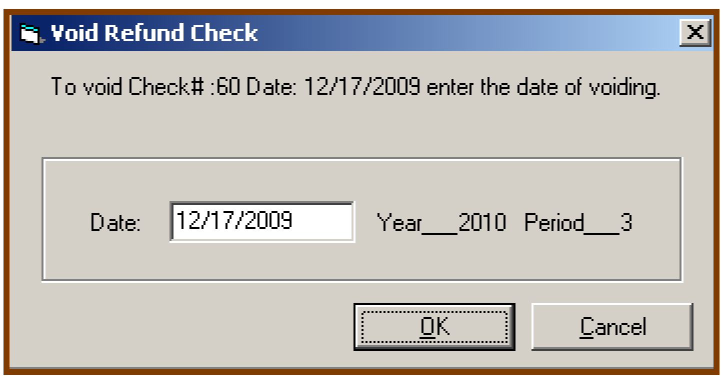
1. To void a customer's refund check, select the **View/Void Updated Refund Checks** icon from the Customer Postage Refund menu bar in Postage Entry. To locate the postage refund check to be voided, select one of the following options: Load all checks generated from this module, checks created for one customer, or by starting check number. Once loaded, you can sort the list by clicking on any of the column headings.



2. After locating the check number to be voided, Left-click to select, then then Right-click on it. A **Void Refund Checks** option will display. Left-click to select this option.



3. A dialog box will display requesting a void date. This 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.



A Void Refund Check Posting report will be generated which can be printed. This will post a VR type of transaction to the General Ledger.

Stream line Solutions

Void Refund Check Posting Summary

Printed: 12/17/2009 2:31:36PM

For: KRIS

Page 1 of 1

Per	Year	Branch	Dept.	Account		Debit	Credit
3	2010	01	01	1000	Cash	2,000.00	
3	2010	01	01	2100	postage liability		2,000.00
	Totals ...					2,000.00	2,000.00

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, reduce the inventory and ready the job for invoicing.

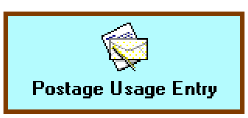
Postage Usage can be logged four different ways:

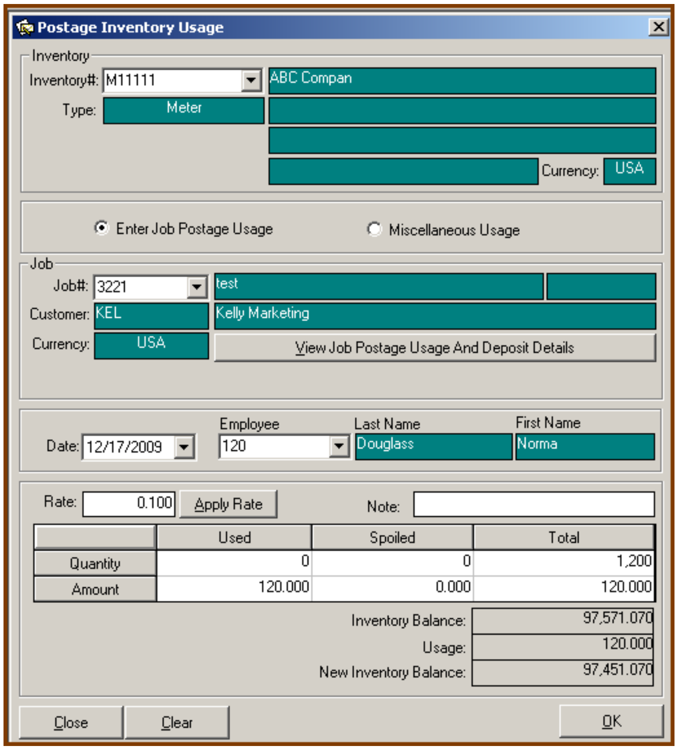
- Through the Record Postage Usage program in Postage Entry.
- In the Postage Grid Entry program.
- As a job allocation on a postmaster check; primarily used when a postmaster check is generated for a chargeable customer permit or a chargeable customer meter.
- When verifying a Postage Statement for a Permit or a statement for meters or stamps with balance due on a Permit.

Use either the Record Postage Usage 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 Record Postage Usage program.

1. To log postage usage, select the Record Postage Usage program from the Postage Entry Menu and then select Postage Usage Entry.





2. Select the inventory type by typing the instrument's inventory code into the Inventory # field. You can type a P, M or S to begin the search for Permit, Meter or Stamp inventory, or you can use the up/down arrows on the keyboard to select the correct inventory. Select the **Enter Job Postage Usage** option to log usage to an actual job number. Insert the job # to log usage to or you can use the up/down arrow keys to search for the job number. 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 with 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.

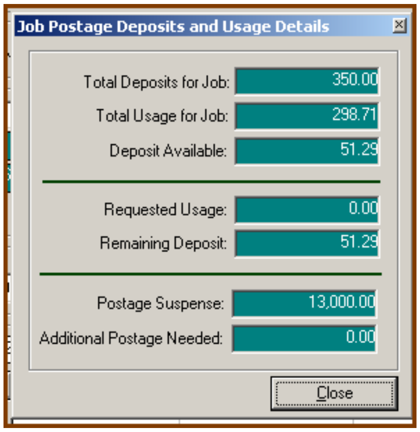
4. Enter the date the usage was created. The current system date will default into the Date field; however, it can be changed if needed. The period the date falls within will be the period the usage transaction will post to in the General Ledger. Next, select the employee logging the postage usage by directly inserting the employee's code, or use the up/down arrow keys to scroll through the employee codes available.

   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 press the tab button to log an average rate.

   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.

Also on this screen is a look-up feature to use while logging postage usage. You will find a button titled **Job Postage Usage and Deposit Details** in the Postage Inventory Usage screen. This feature will allow you to view the deposits received from the customer for the job selected on the main Postage Inventory Usage screen, along with the total usage for the job, the requested usage, the amount remaining on the deposit, the amount currently available in the selected customer's suspense account and if an additional postage deposit is needed to complete this job.

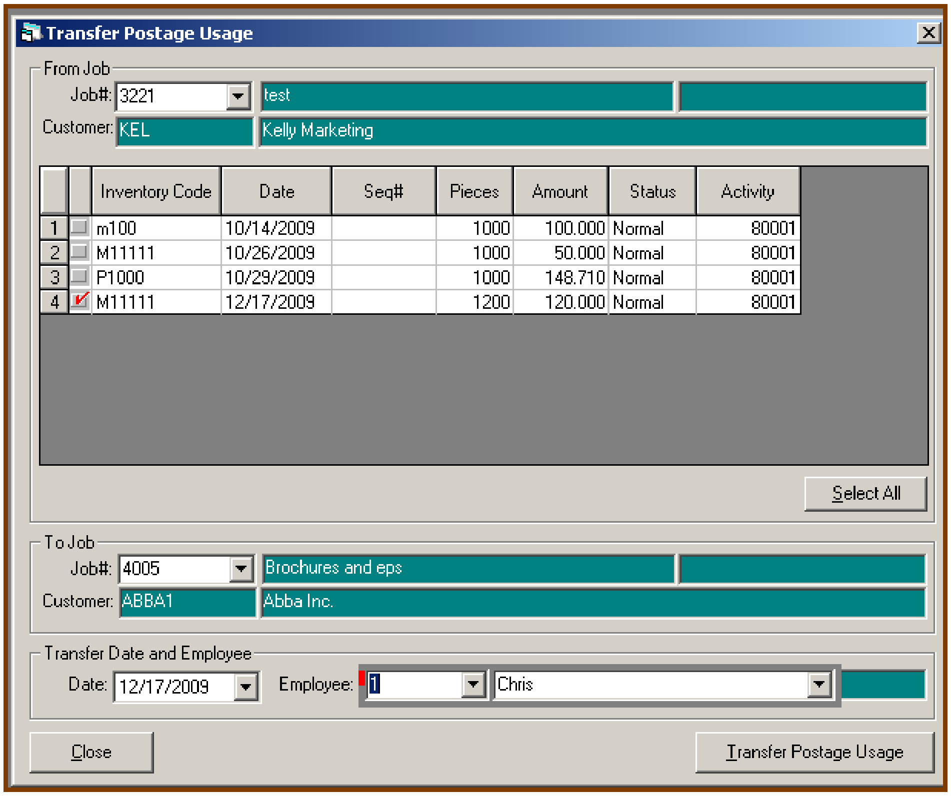


Note If the pending usage transaction exceeds the postage earmarked for the job, a message will display. The message will not prohibit the user from logging the usage.

Transfer Postage Usage

1. Under Record Postage Usage is the ability to Transfer Postage Usage. This will allow you to move postage usage from one job to another as long as neither job has been Final Invoiced. Select the Transfer Postage Usage icon.

2. Select the job from which you want to transfer usage. Select the transactions you will to transfer or hit the **Select All** button.
3. Enter the job to transfer the usage to.
4. Enter a transfer date and select an employee from the list.
5. Click **Transfer Postage Usage**.


Transfer Postage Usage
From Job
Job#: 3221
test
Customer: KEL
Kelly Marketing
Inventory Code
Date
Seq#
Pieces
Amount
Status
Activity
1 m100 10/14/2009 1000 100.000 Normal 80001
2 M11111 10/26/2009 1000 50.000 Normal 80001
3 P1000 10/29/2009 1000 148.710 Normal 80001
4 M11111 12/17/2009 1200 120.000 Normal 80001
Select All
To Job
Job#: 4005
Brochures and eps
Customer: ABBA1
Abba Inc.
Transfer Date and Employee
Date: 12/17/2009
Employee: 1
Chris
Close
Transfer Postage Usage

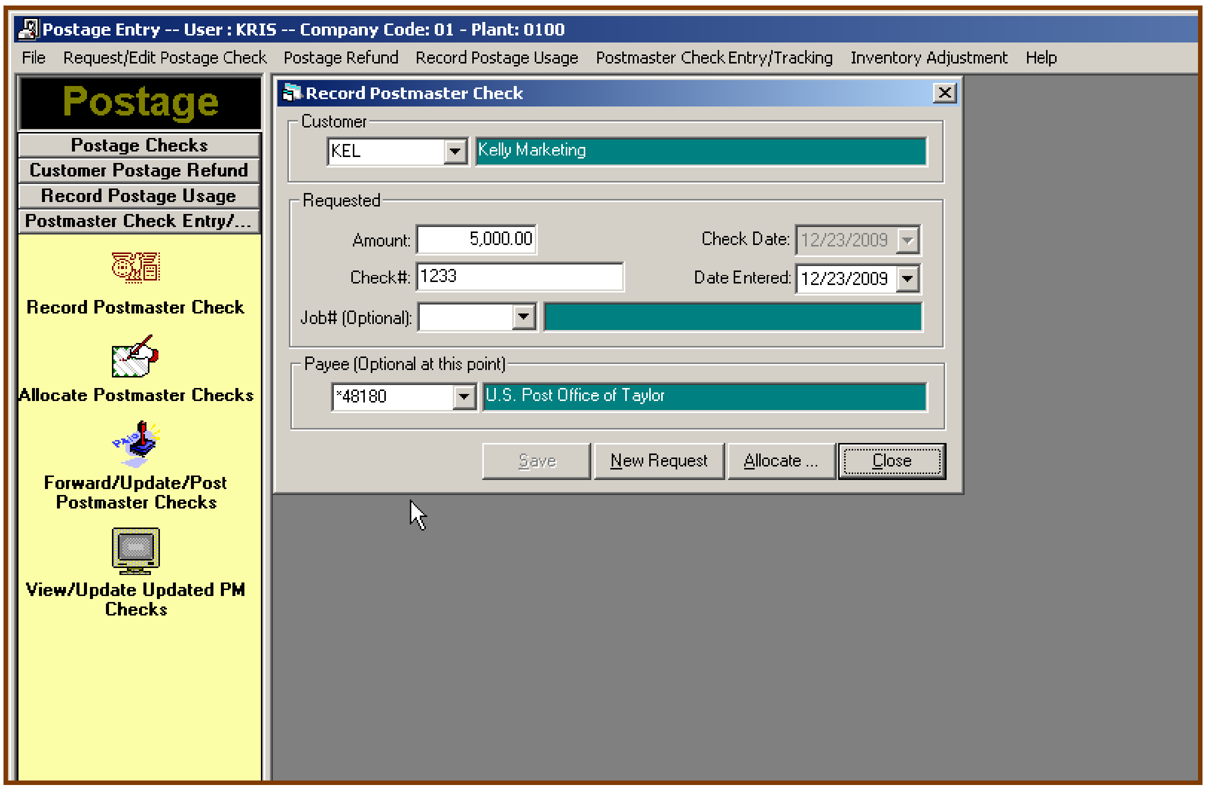
Postmaster Check Entry/Tracking

The Postmaster Check Entry/Tracking program 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.

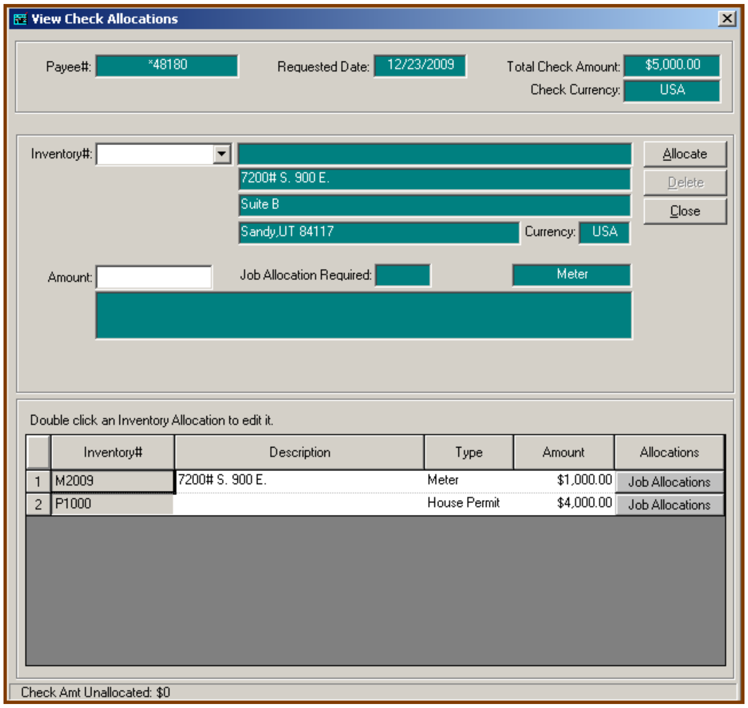
First scenario**:**

1. Select Record Postmaster Check option in the Postmaster Check Entry/Tracking program. 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 the Allocate Postmaster Checks program). After done, click on Save and then Allocate.



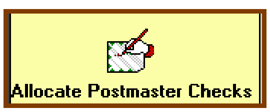
Note At this point, no entries to the General Ledger are created; therefore, checks recorded here will not show up on the Customer Postage Balance Detail or Summary reports, but the information is stored in the system and you have the option of reporting on it through the Postmaster Checks Report in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

2. After selecting **Allocate** from the Record Postmaster Check screen, you can begin allocating funds to the required postage instruments. Select the inventory type(s) by directly entering the postage inventory code into the Inventory # field, or place your cursor in the field provided and use the up/down arrow keys on your keyboard to search through the list of available inventories. Next, enter the amount of postage to be purchased for the instrument and then select **Allocate**. Just as with regular Postage Check Requests, one check can be used to fill one or more inventory types. Be certain that if the check is for stamps, the dollar amount is divisible by the stamp's denomination. When the Postmaster Check has been fully allocated, select **Close**.

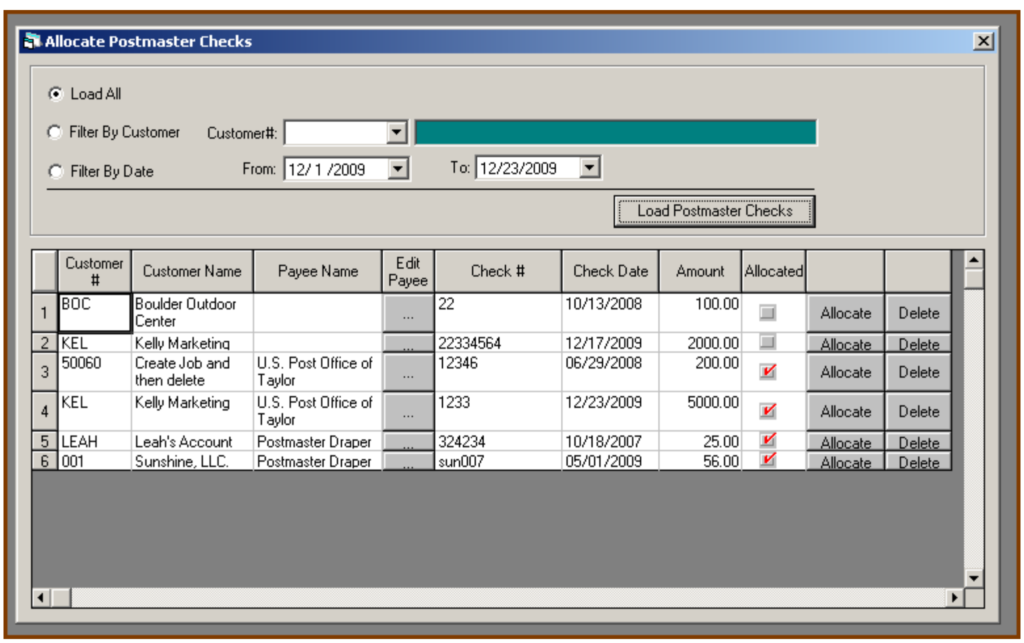


Note Do not enter Job Allocations when it is for house inventory, unless you want the usage transaction recorded at this time.

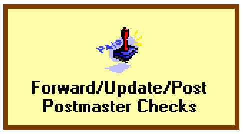
You can change your check allocations by selecting the Allocate Postmaster Check icon

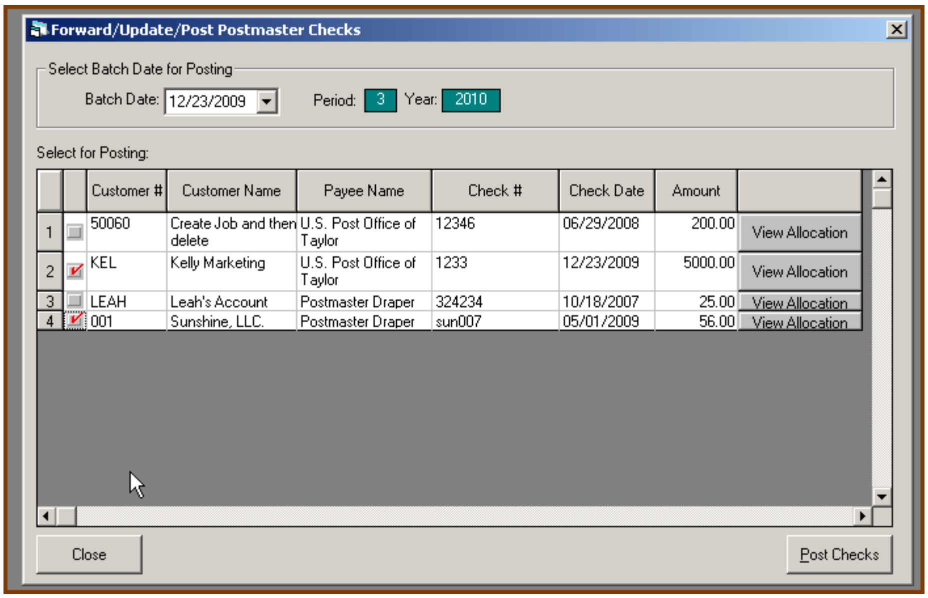


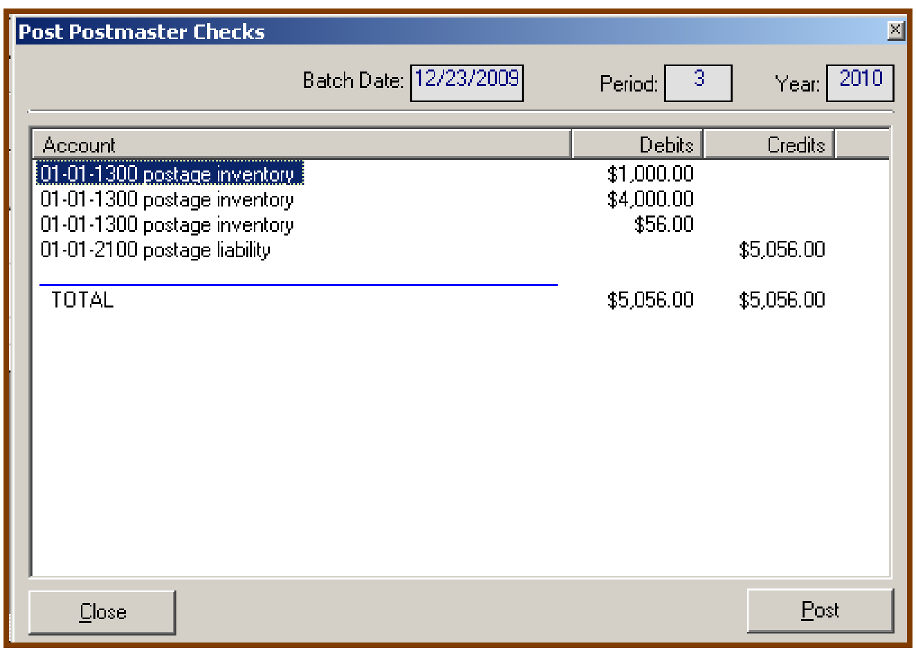
3. Load the non-forwarded checks by Customer, by date range or All.



4. To post the allocated check to the General Ledger, select **Forward/Update/Post Postmaster Checks** from the Postmaster Check Entry menu. Next, select the batch date with which you'd like to post the checks. Then, select the checks to be posted by placing a check mark in the gray box next to the Customer#. You can also view the allocations of each check on this screen. When ready, click on the **Post Checks** button and again on the **Post** button in the Post Postmaster Checks screen.







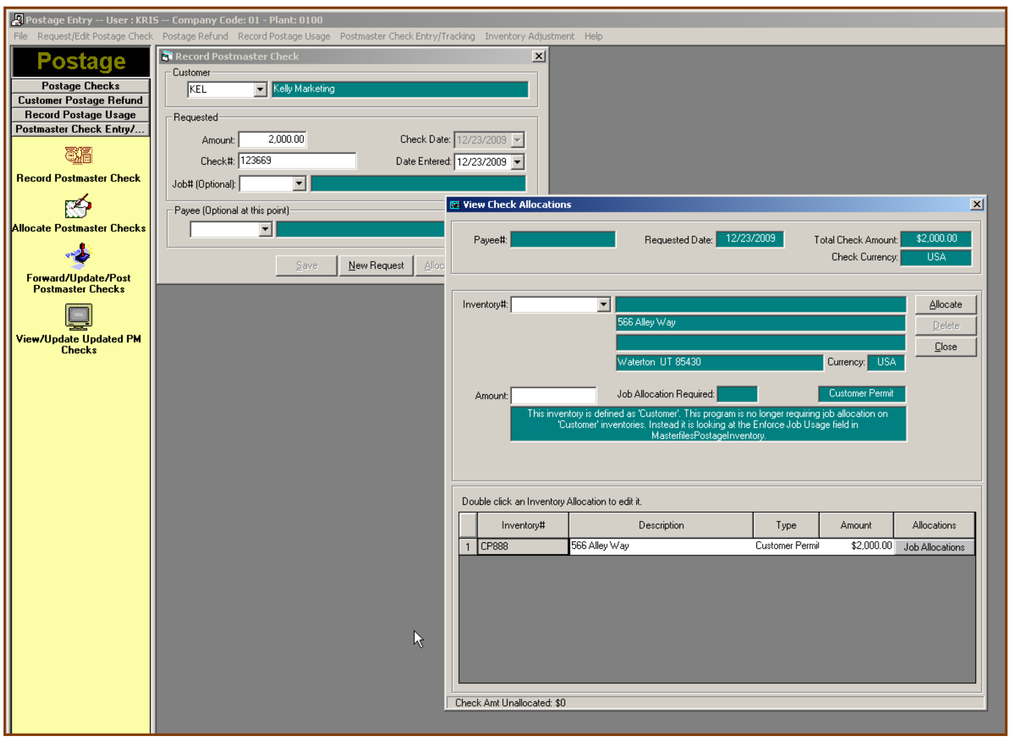
Note This step will create a General Ledger transaction in a PM batch type. The General Ledger posting will debit postage inventory and credit the postage liability account. These entries will show up on the Customer Postage Balance Detail and Summary reports.

Second Scenario:

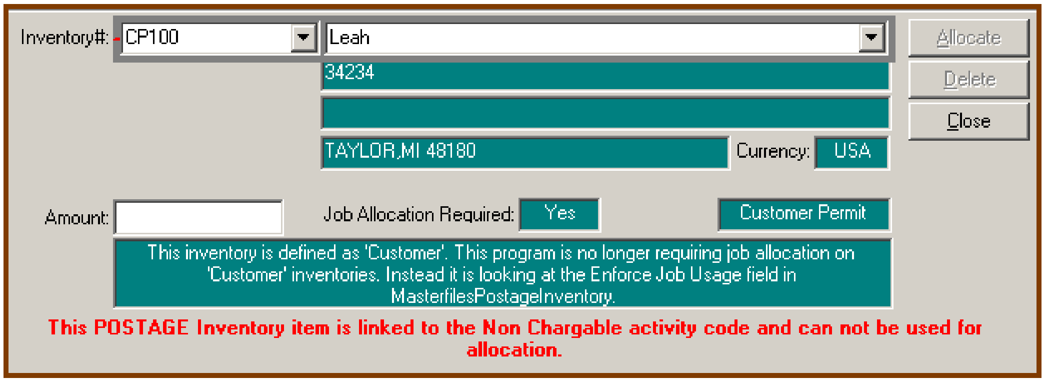
1. Just as in the first scenario, record the receipt of the check by selecting the customer, entering the check number information, the dollar amount and the date. As optional information, you can type in a Job # and a Payee (you also have the opportunity to Edit Payee at a later time through the Allocate Postmaster Checks program). After done, click on **Save** and then **Allocate**.

   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 Postmaster Checks Report in Postage Reporter.

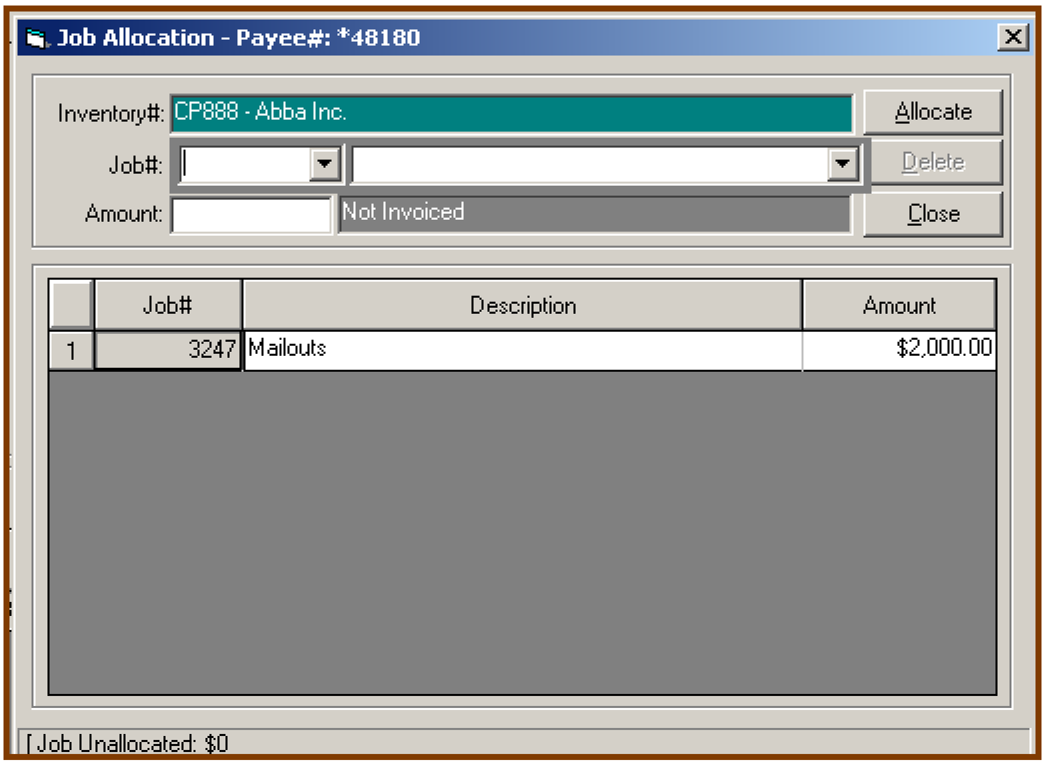
2. After selecting **Allocate** from the Record Postmaster Check screen, you can begin allocating funds to the Customer's Permit. Select the instrument by directly entering the Customer's Permit code into the Inventory # field, or place your cursor in the field provided and use the up/down arrow keys on your keyboard to search through the list of available inventories. Next, enter the amount of postage to be purchased for the instrument and then select Allocate. Just as with regular Postage Check Requests, one check can be used to fill one or more of Customer's Permits. When the Postmaster Check has been fully allocated, select **Close**.



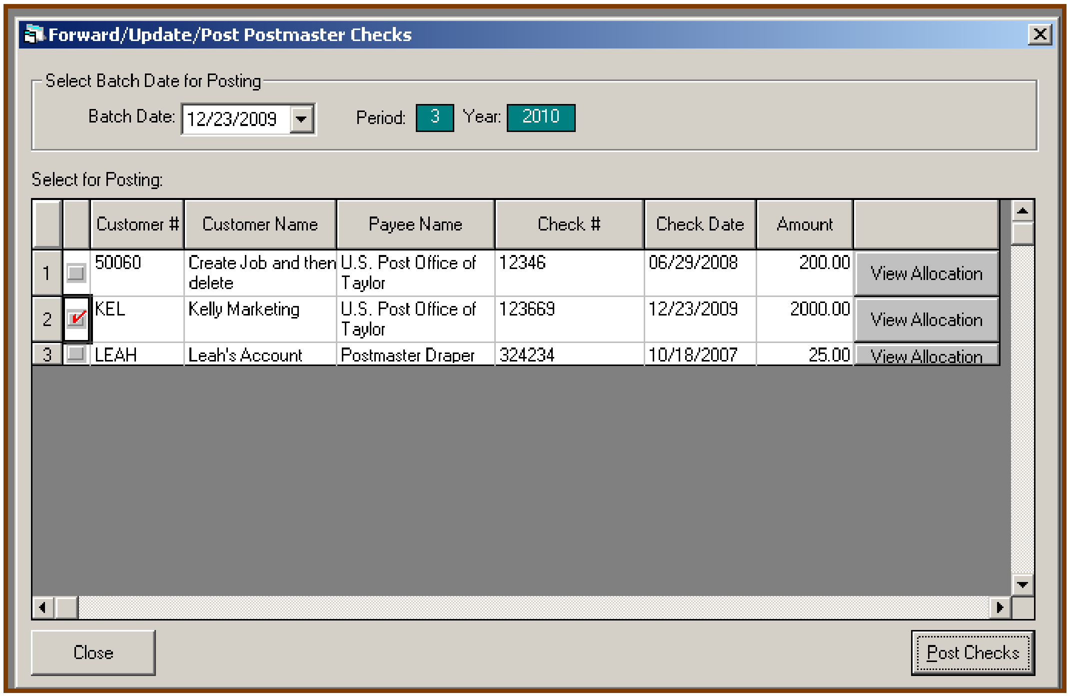
Note You can only allocate to a customer owned permit if it has been setup as chargeable. If you try to allocate to a non chargeable permit you will receive the message:



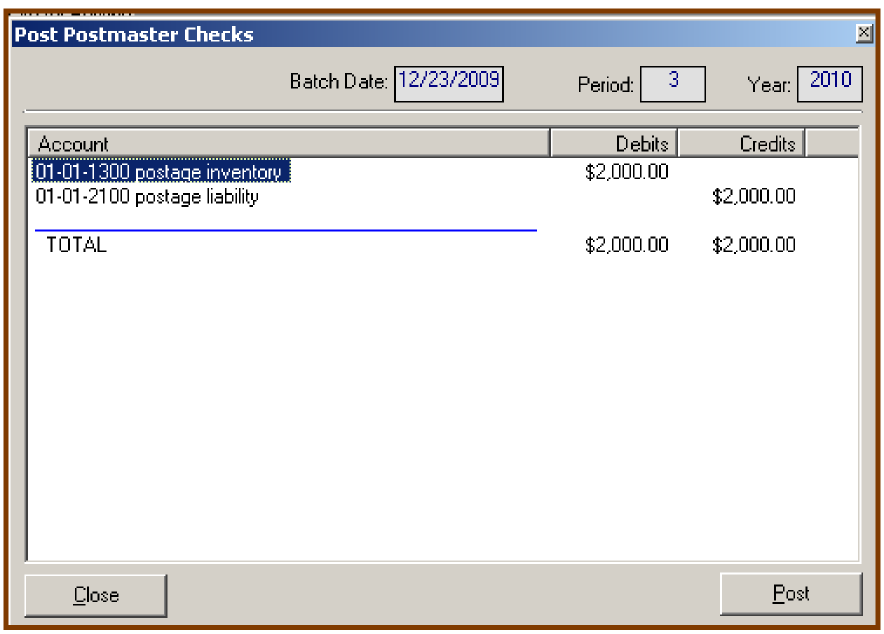
You can also choose to allocate the funds to a job. This will also create the usage transaction for the same amount against this customer permit for the job listed.

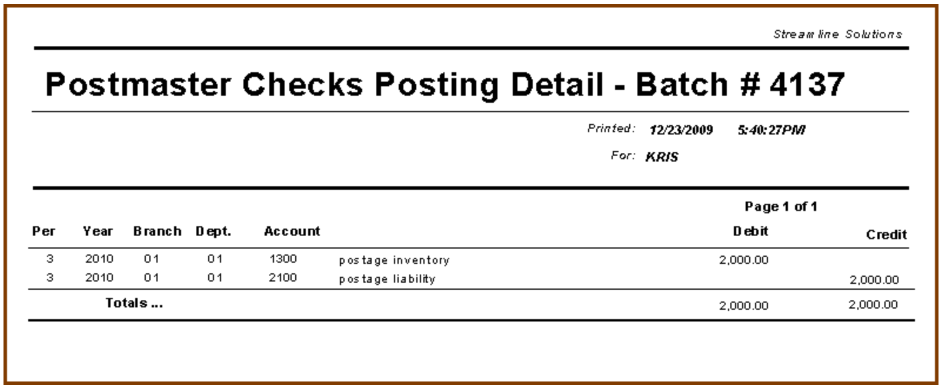


3. To post the allocated check to the General Ledger, select Forward/Update/Post Postmaster Checks from the Postmaster Check Entry menu. Next, select the batch date with which you'd like to post the checks. Then, select the checks to be posted by placing a check mark in the gray box next to the Customer#. When ready, click on **Post Checks** and again on the **Post** button in the Post Postmaster Checks screen.



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





Streamline Solutions

Postmaster Checks Posting Detail - Batch # 4137

Printed: 12/23/2009 5:40:27PM
For: KRIS

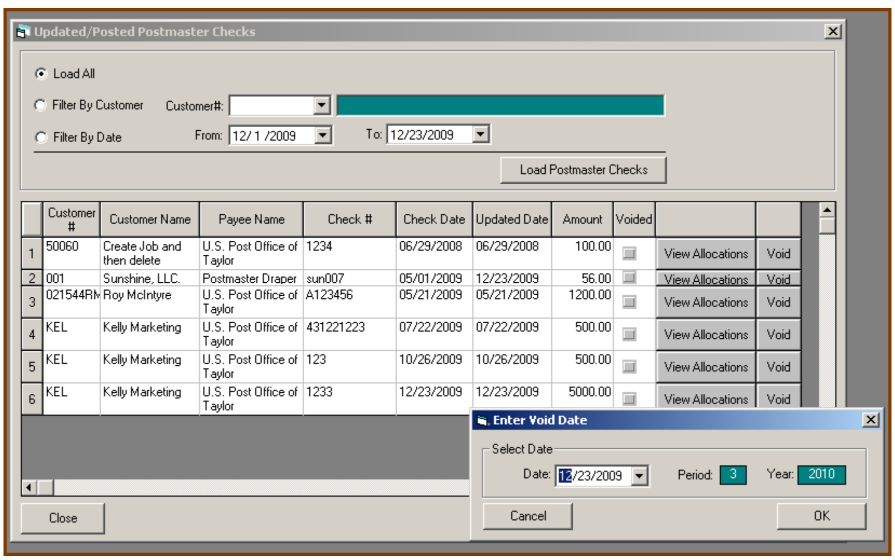
Page 1 of 1

Per	Year	Branch	Dept.	Account		Debit	Credit
3	2010	01	01	1300	postage inventory	2,000.00	
3	2010	01	01	2100	postage liability		2,000.00
	Totals ...					2,000.00	2,000.00

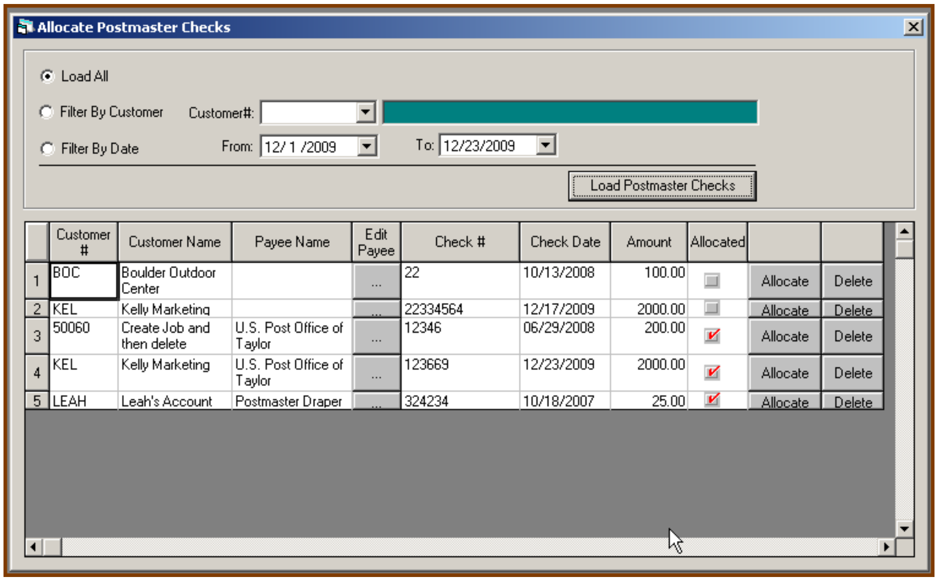
The usage portion will be posted when posting Materials, Postage and Inventory to the G/L from the General Ledger Module is generated.

Voiding a Postmaster Check

1. To void a Postmaster Check and make it available for forwarding again, click on the **View/Update Updated PM Checks** icon. Load Postmaster Checks by selecting the Load All, Filter By Customer or Filter By Date option and clicking on the Load Postmaster Checks button. A list of updated Postmaster checks will display. To void a check, click the **Void** button and enter the correct Void Date when prompted. The Void Date will always default to the current system date, but it can be changed if needed. Click on **OK** when done. In the Void Postmaster Check screen click on Post. This will generate a Void Postmaster Check Batch report, which can be printed.



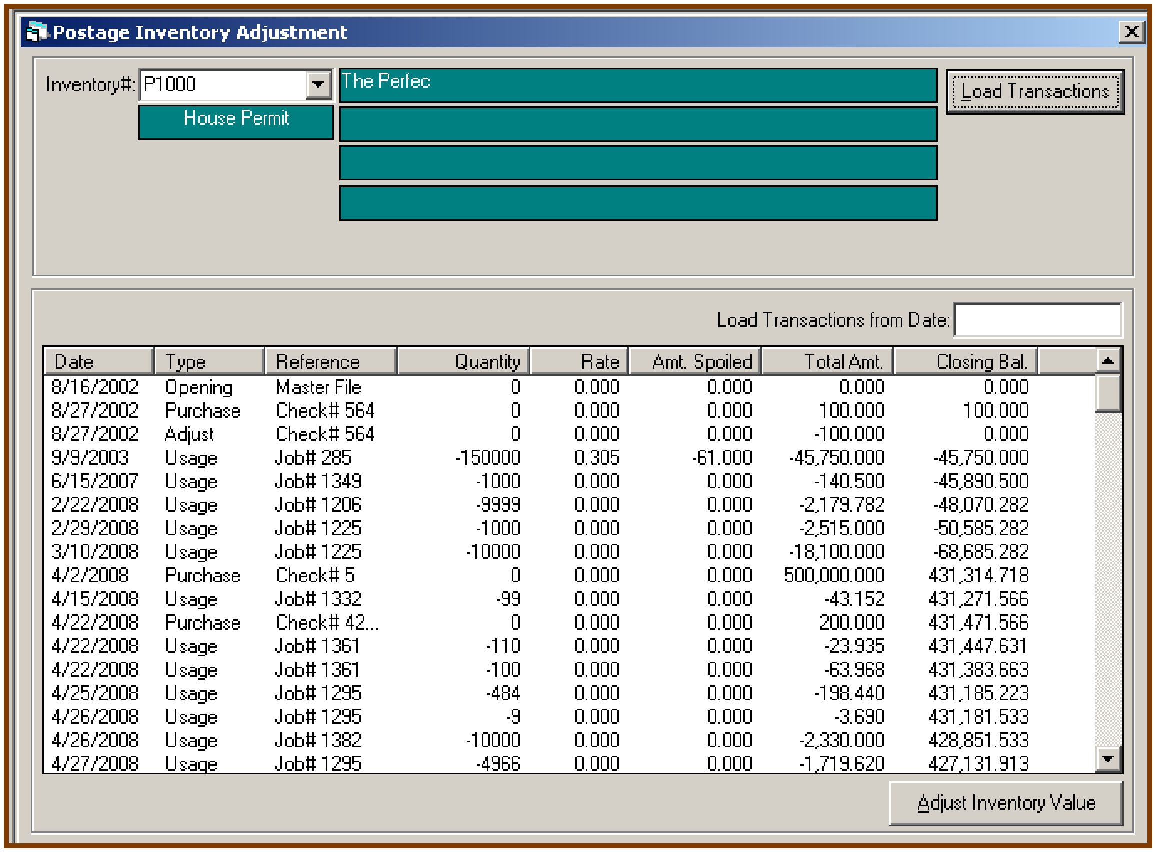
Note Voiding of a Postmaster Check “re-opens” the check and makes it available for forwarding again from the Forward/Update/Post Postmaster Checks program. If for some reason you need to remove the Postmaster Check from your system entirely, you will first need to void it (if already posted) and then delete it in the Allocate Postmaster Checks program.



Inventory Adjustment

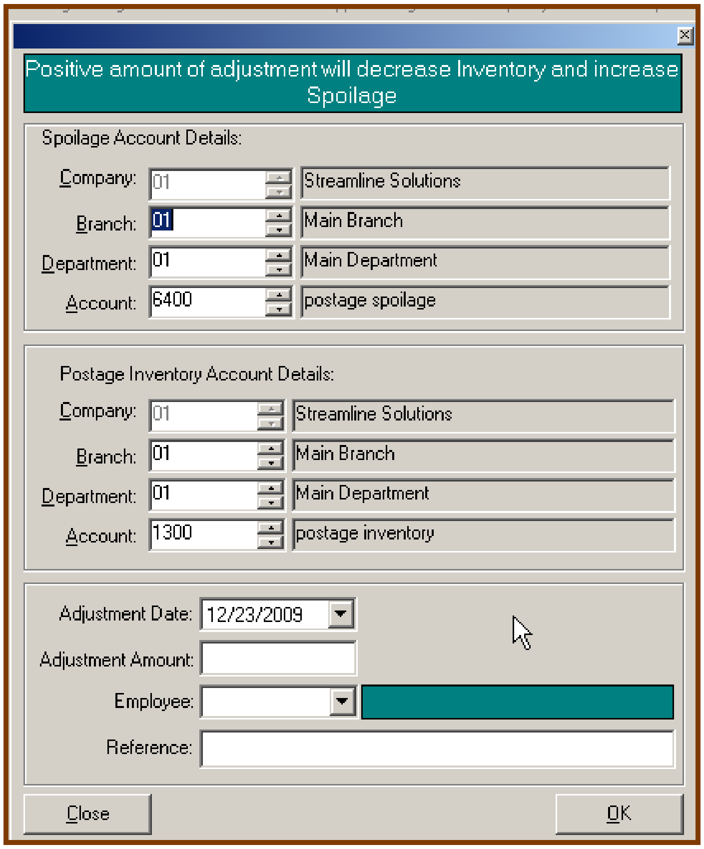
The last group in the Postage Entry Program is Inventory Adjustment. This program will allow you to make adjustments to postage inventory balances.

1. Select the instrument to which the adjustment should be made by directly entering the postage inventory code into the field provided or use the up/down arrow keys on your keyboard to select the correct instrument. Enter a beginning date you want PrintStream to begin loading postage transactions from into the Load Transactions From Date field and then select the **Adjust Inventory Value** button in the lower right hand corner of the screen.



A window displays allowing you to adjust the postage instrument selected on the previous screen. 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.

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 Account Details sections. 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.

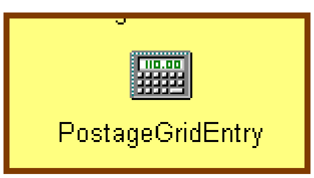


Note This should not be confused with the PostageInventoryAdjustment program that is its own icon. That program is a utility for Postage Inventory that is out of balance.

Postage Grid Entry

Another program that allows postage usage to be recorded is 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.

This program is represented by its own icon and may need to be added to your menu bar.

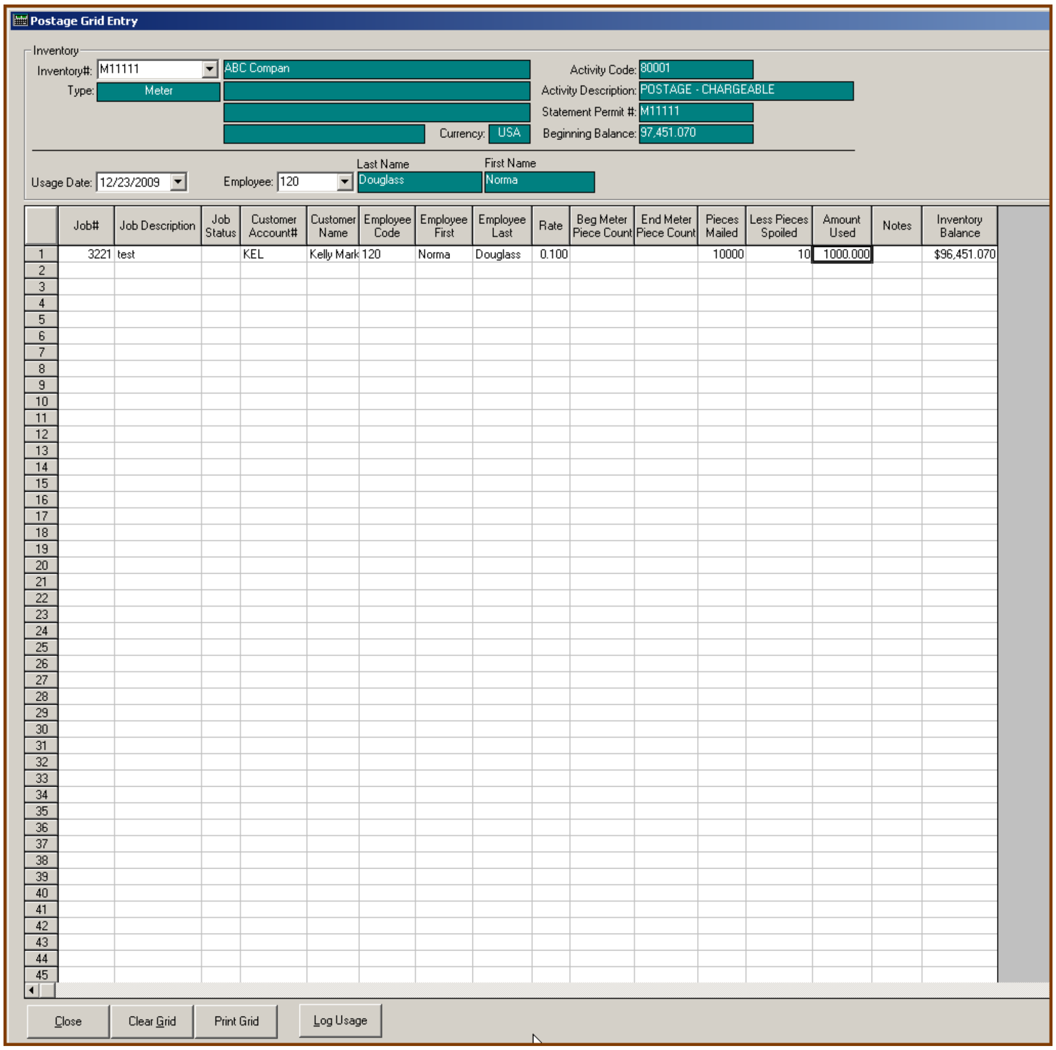


1. To begin using the grid, select the postage instrument in which to log usages. Then, select the Usage Date (the date will always default to the current system date, but it can be changed), and enter the default Employee for all entries. Place your cursor in the Job # field and directly enter the job number or use the +/- keys of your 10 key keypad on your keyboard to scroll through the available job numbers. 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.) By pressing the Enter key you will can 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:

- 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 filed 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.
- Allow PrintStream to calculate the average per piece rate by only entering the total number of pieces, the number of spoiled pieces and the total amount used.
- Enter the total dollars of usage used into the Amount Used field.

  The option selected will determine the postage data that will display on various postage reports.



A notes field is available to enter any comments associated with the entry. The notes will then display on various postage reports. The Inventory Balance column, which represents the current balance of the instrument based on purchases less usages, will auto calculate based on the Amount Used entry.

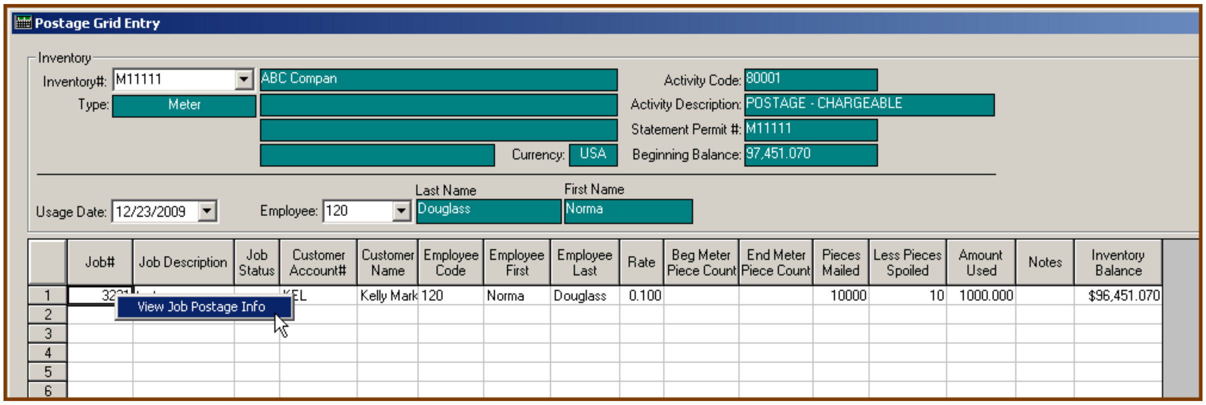
2. After all entries have been logged into the postage grid, select **Log Usage** in the lower left hand corner of the screen.

   As PrintStream reads through the entries made in the postage grid, the line items will become shaded green. The colored lines indicate PrintStream has auto created postage usage against the jobs referenced in the line entries.

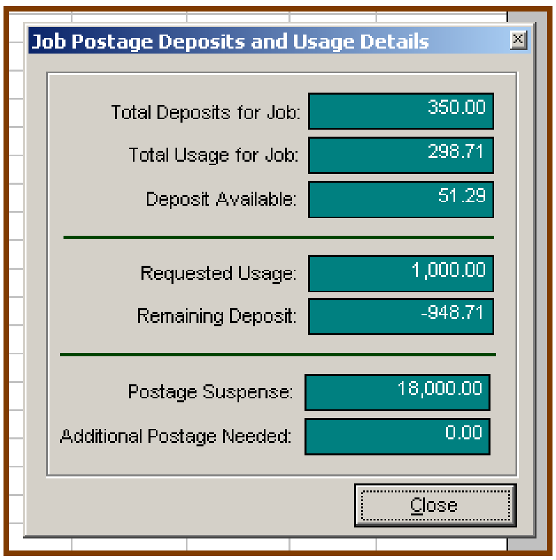
3. After all of the lines have become shaded, either click on the **Clear Grid** button to clear the logged usage and begin working with another instrument or click on the **Close** button to exit the program.

View Job Postage Info option in Postage Grid Entry

1. To view the postage usage and deposit details in Postage Grid Entry Right-click on the job# and select the View Job Postage Info option.



The Job Postage Deposit and Usage Details window will display.

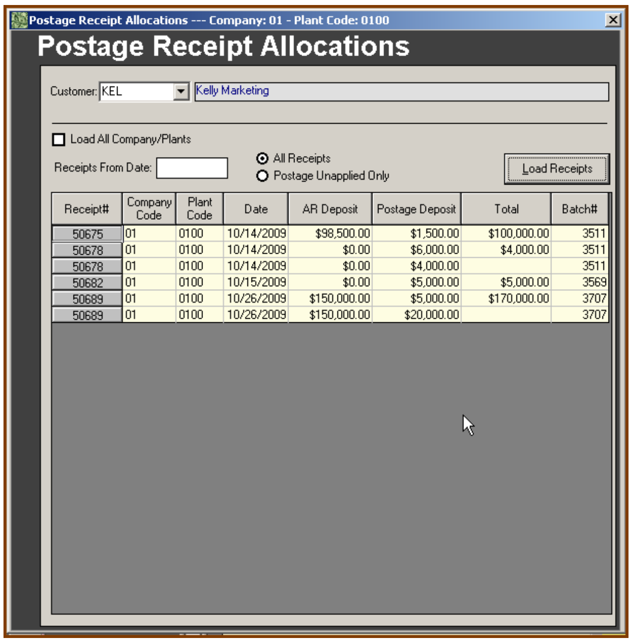


Postage Receipt Allocations

The job allocation of a postage cash receipts containing can be changed; even after the receipt has been posted.

1. Select the Postage Receipts Allocation module from the main menu.

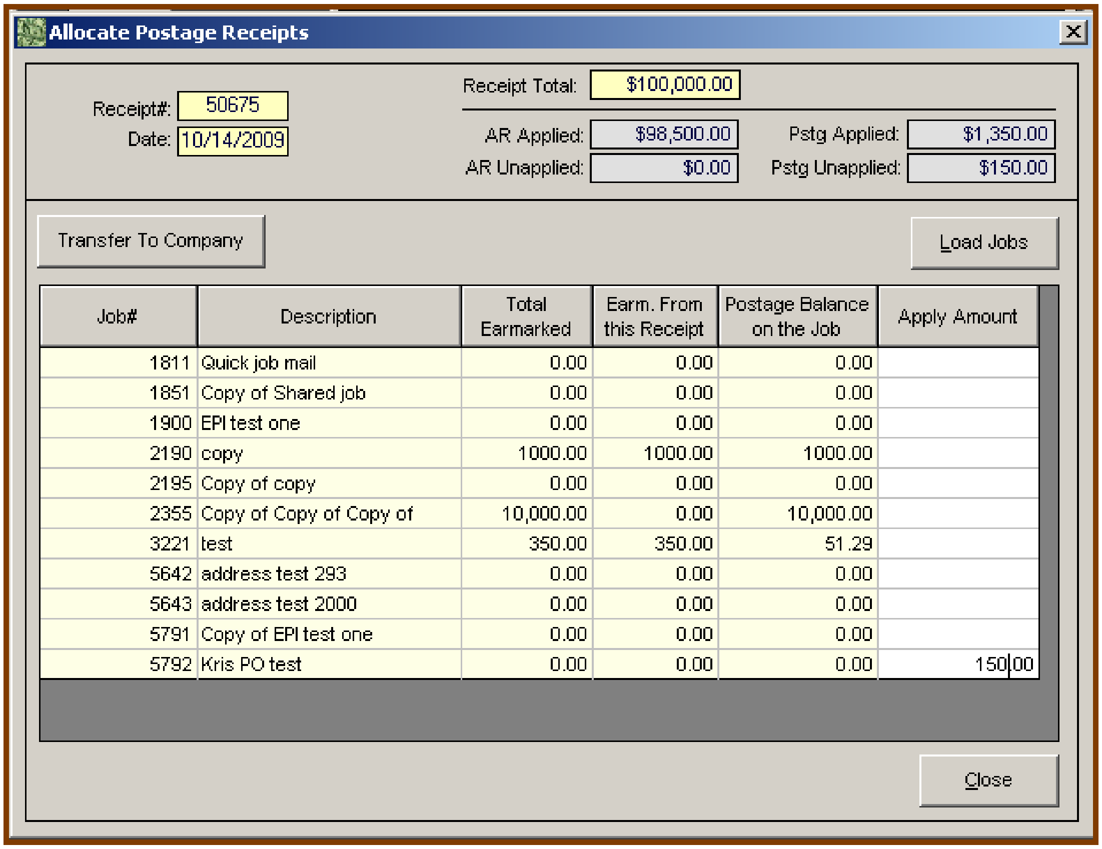
2. Enter the customer number in the Customer field or search using the up and down arrow keys on your keyboard, and hit the Tab key. Entering a date in the Receipts From Date field will allow the display of receipts from this date forward. Leaving this field blank will allow the display of all receipts for the customer. The next step is to select Postage Unapplied Only, to see receipts with remaining postage suspense monies, or All Receipts.



3. To select a receipt to work with, Left-click on the number in the Receipt# column. This will open the receipt window.
4. Click **Load Jobs** to display all open jobs for the customer.

   The top portion of this window displays information about both AR and Postage monies from the selected receipt. However, you can only work with the Postage monies.

   The Total Earmarked column displays all monies earmarked to a job. From this Receipt column displays monies earmarked to a job from the selected receipt. A negative figure displayed in the Postage Balance on the Job column means the job has postage usage which needs to be paid. A positive figure in this column indicates postage monies are available.



5. To remove monies earmarked for a job, enter a negative amount in the Apply Amount column. To earmark monies, enter a positive amount.

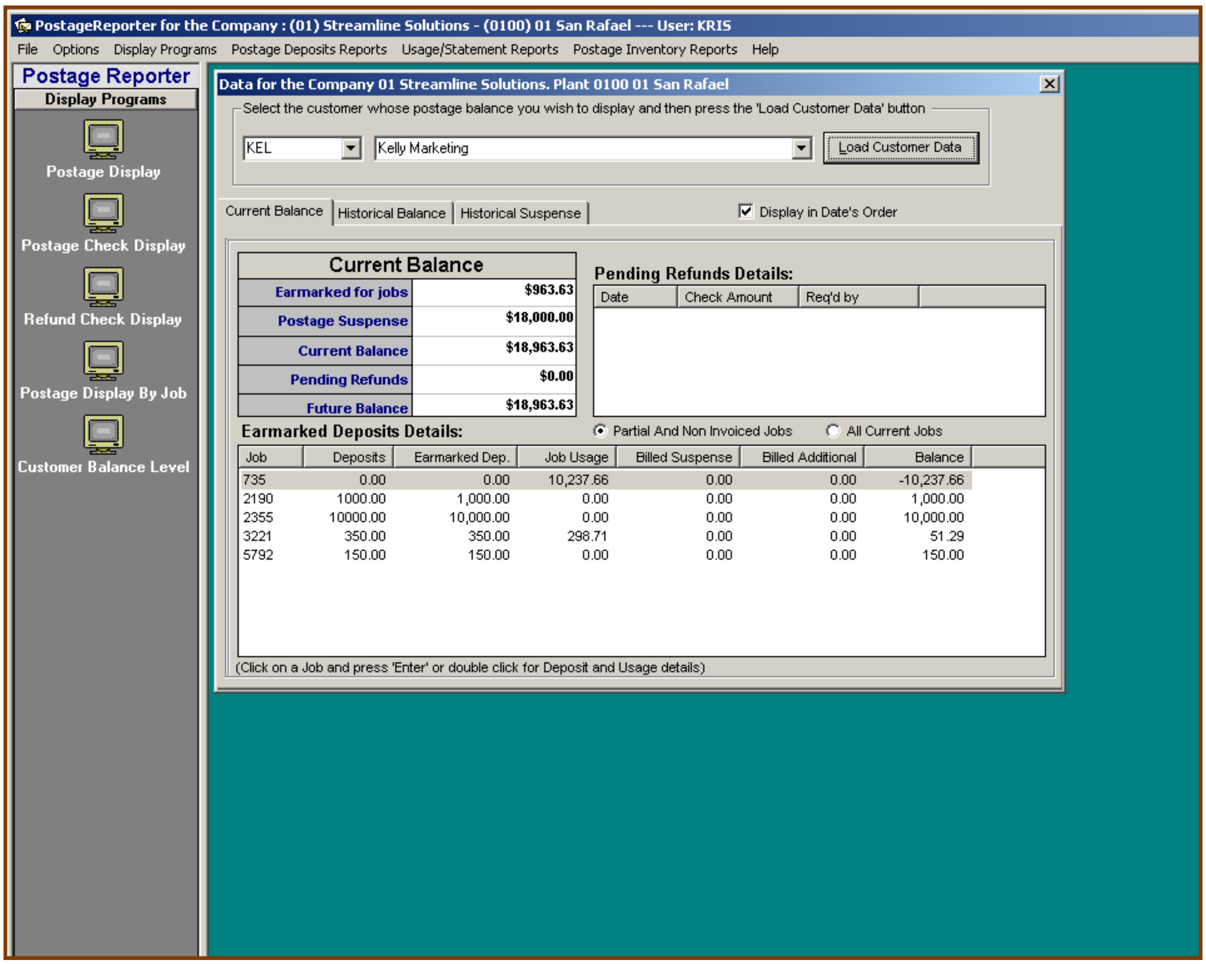
Postage Reporter

Postage Display Program

The Postage Display Program offers a quick reference of customer related postage transactions in a variety of different ways.

1. Select **Postage Reporter** from the Postage Menu, and then select the **Display Programs** group**.**
2. Directly enter the customer's account number into the field provided or select it by using the up/down arrow keys on the keyboard. Next, select the Load Customer Data button and the customer's postage information will appear. The program will default to the Current Balance tab and it will show the current amounts for Earmarked money, Postage Suspense, Current Balance, Pending Refunds (with details of any pending refunds in the box at the right of the screen), and the customer's future balance.

   The lower section of the screen will provide job detail and will give you the option to view only Partial and Non Invoiced Jobs or All Current Jobs (final invoiced but not posted). You may also have the data display in date order by placing a check mark in the field provided under the Load Customer Data button.

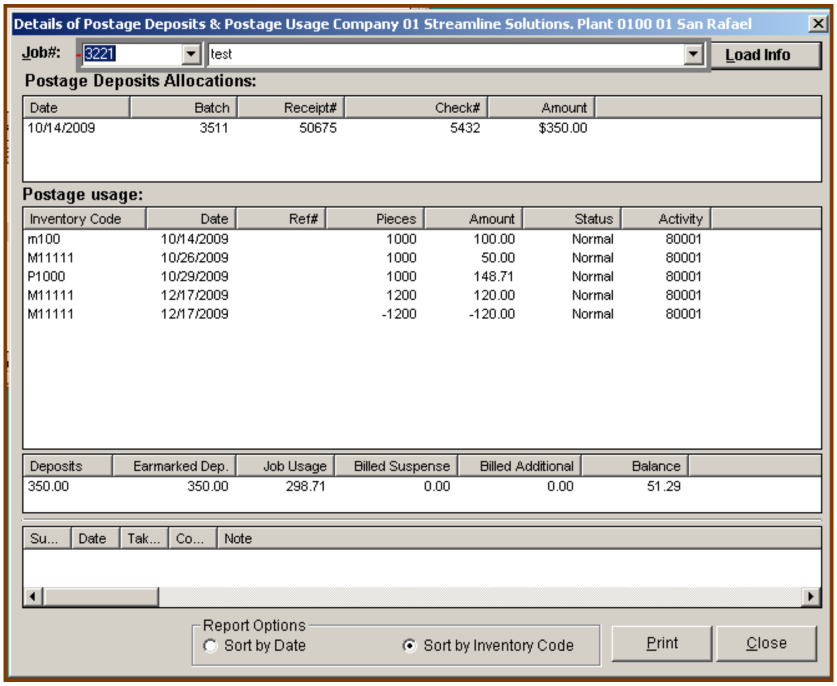


Billed Suspense column: lists money that was taken from suspense and used on an invoice as credit.

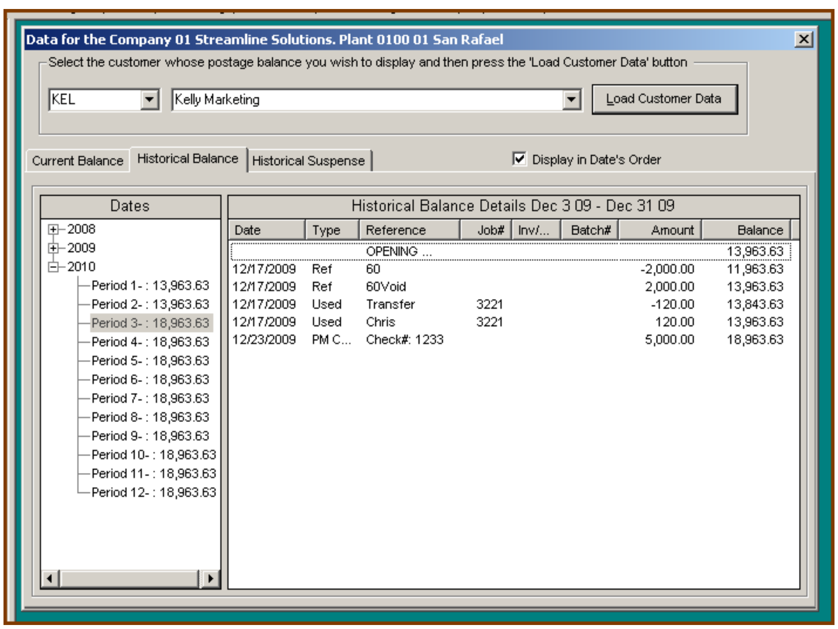
Billed Additional column: lists usage amount billed on an invoice.

The Historical tabs will offer a drill down, first by year, then by period and will detail all transactions related to that customer for the period selected.

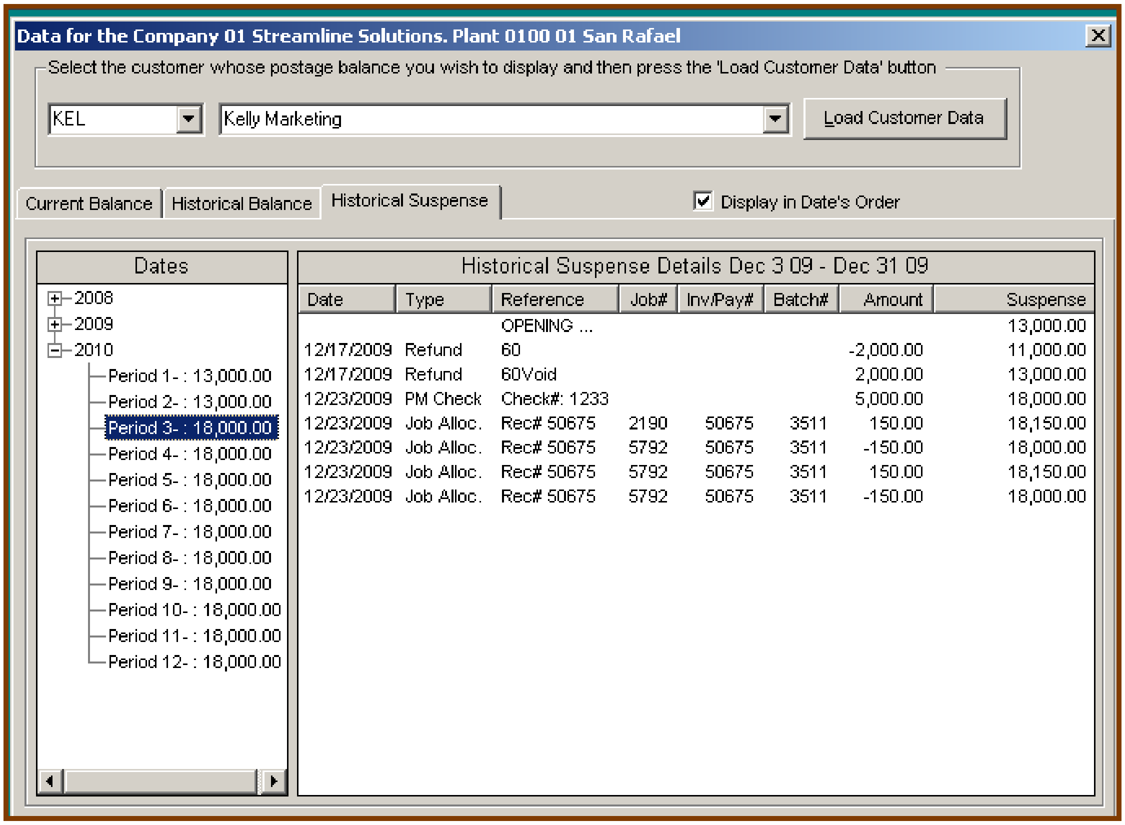
3. To view details related to a particular line item such as the date the check was deposited, the receipt number, the check number, the date the usage was logged and what type of postage inventory was used, etc., double click on the job number



Historical Balance tab:

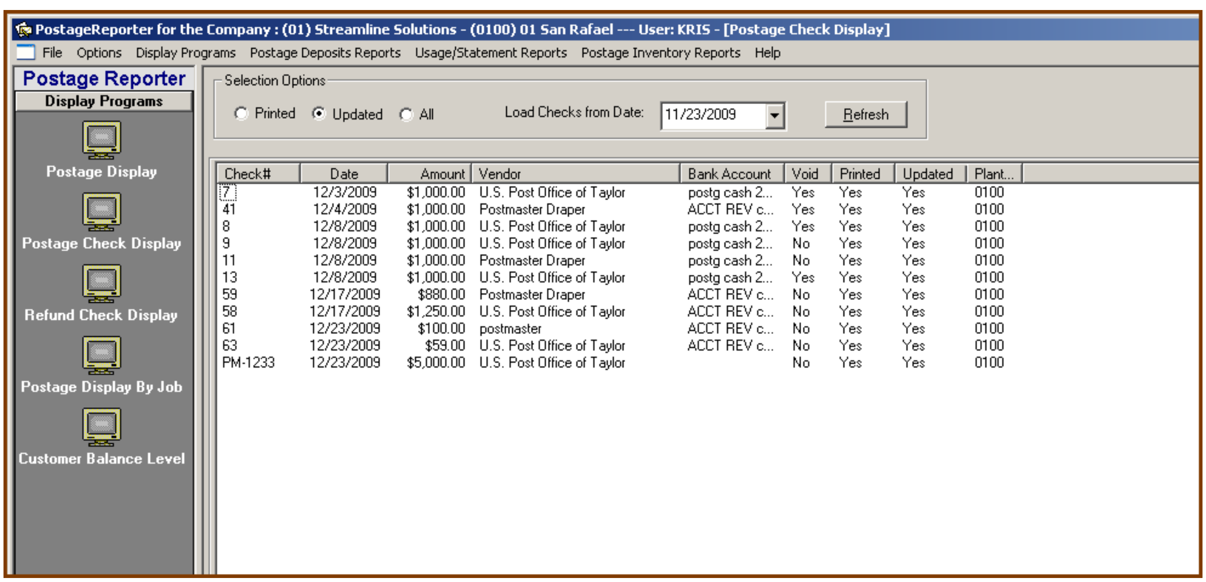


Historical Suspense tab:

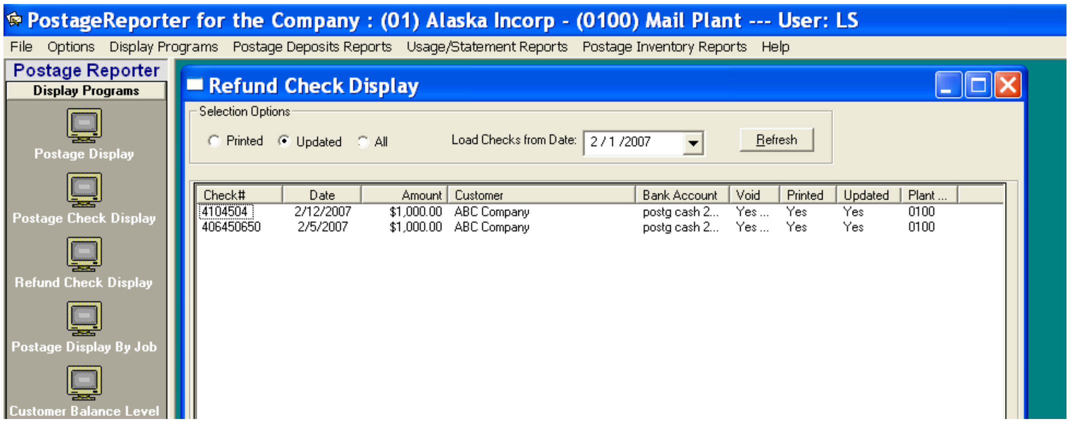


Postage Check Display

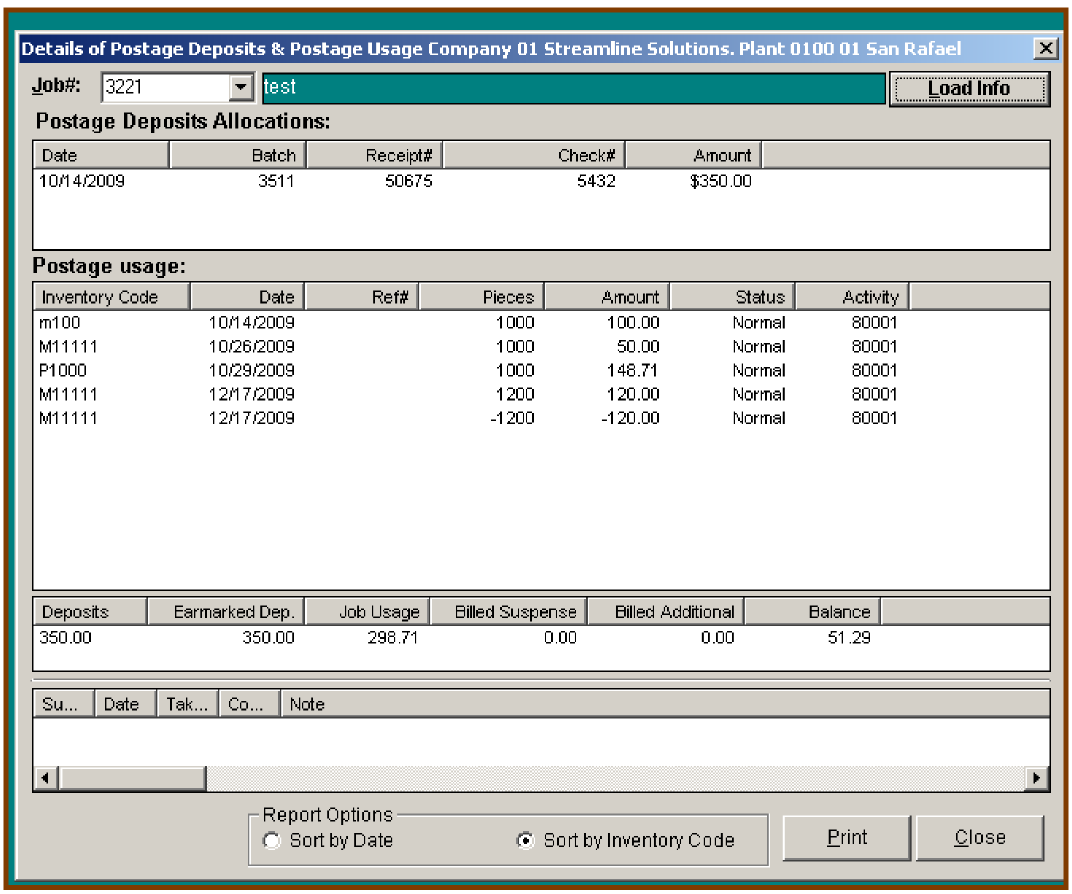
The Postage Check Display provides a list of checks based on the parameters selected for printed, updated or all checks from any given date.



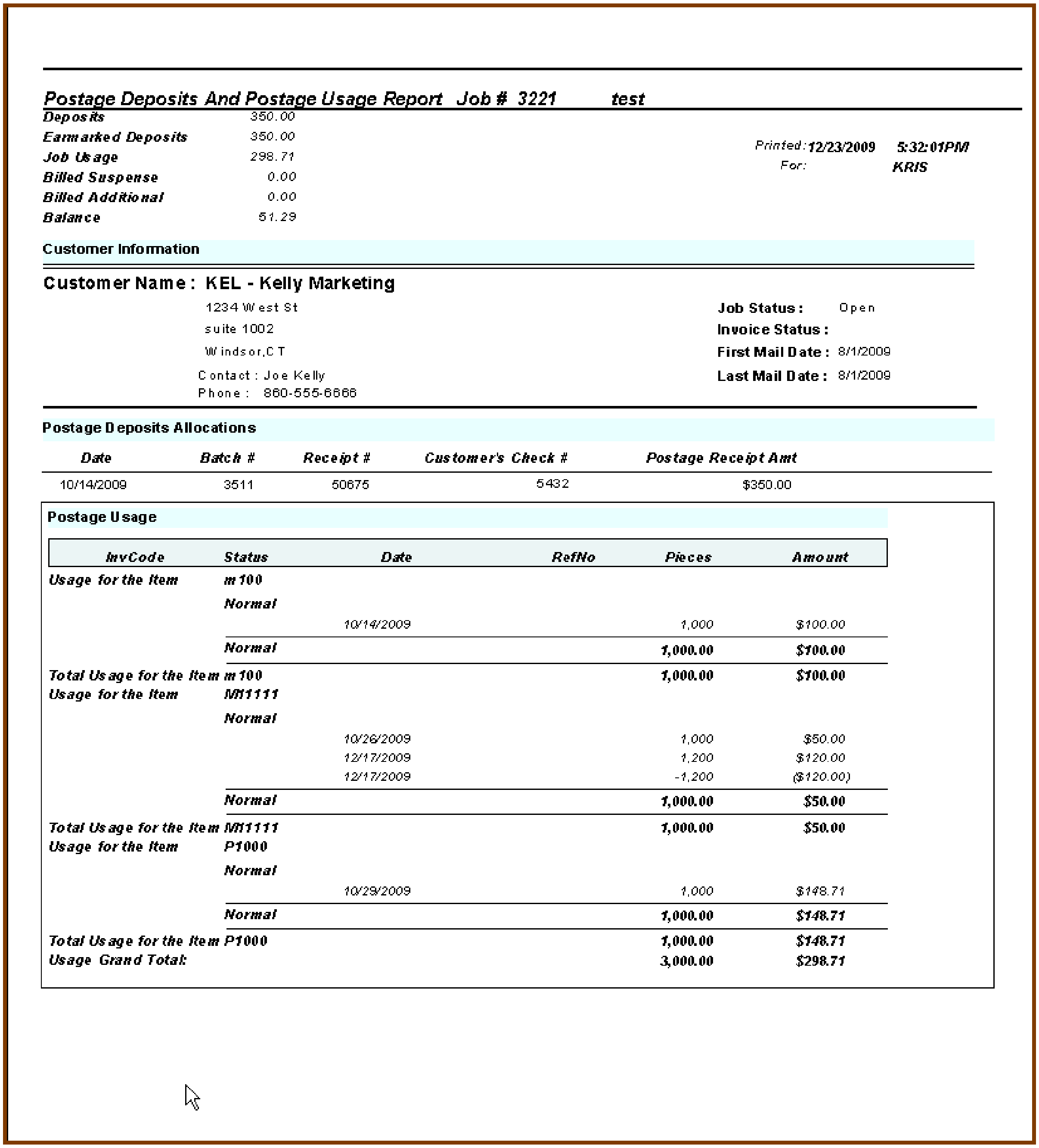
A similar display is also available for Refund Checks.



Transactions can also be viewed in the Postage Display menu by job number. Select **Postage Display by Job**, enter a job number and select **Load Info**. This will list all postage deposits and usage entries for a particular job. This is a useful tool when researching postage usage on a particular job in great detail.



The data can also be printed by selecting the Print option.



Postage Deposits And Postage Usage Report Job # 3221 test

Deposits	350.00
Earmarked Deposits	350.00
Job Usage	298.71
Billed Suspense	0.00
Billed Additional	0.00
Balance	51.29

Printed: 12/23/2009 5:32:01PM
For: KRIS

Customer Information

Customer Name : KEL - Kelly Marketing
1234 West St
suite 1002
Windsor,CT
Contact : Joe Kelly
Phone : 860-555-6666

Job Status : Open
Invoice Status :
First Mail Date : 8/1/2009
Last Mail Date : 8/1/2009

Postage Deposits Allocations

Date	Batch #	Receipt #	Customer's Check #	Postage Receipt Amt
10/14/2009	3511	50675	5432	$350.00

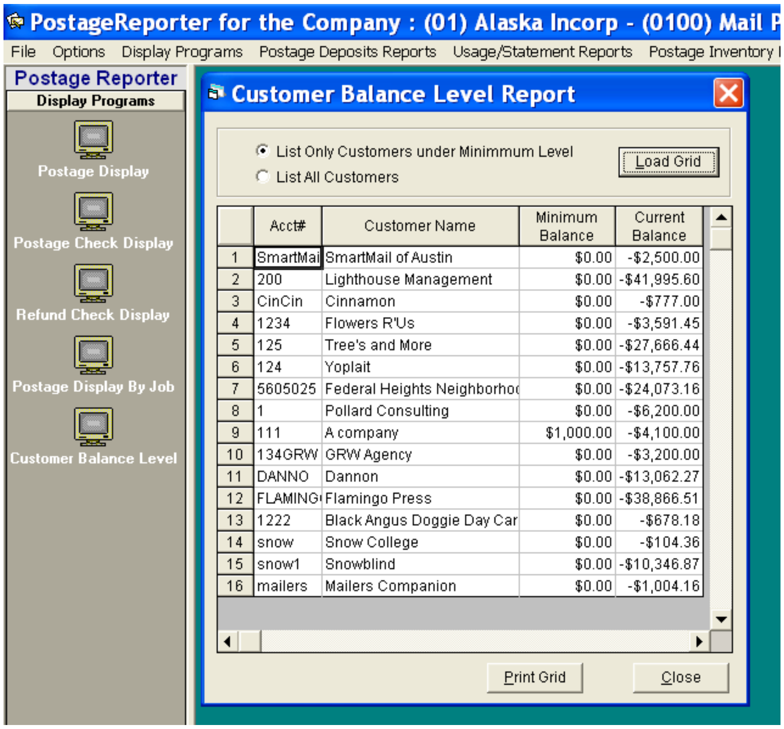
Postage Usage

InvCode	Status	Date	RefNo	Pieces	Amount
Usage for the Item	m100				
	Normal				
		10/14/2009		1,000	$100.00
	Normal			1,000.00	$100.00
Total Usage for the Item	m100			1,000.00	$100.00
Usage for the Item	MI1111				
	Normal				
		10/26/2009		1,000	$50.00
		12/17/2009		1,200	$120.00
		12/17/2009		-1,200	($120.00)
	Normal			1,000.00	$50.00
Total Usage for the Item	MI1111			1,000.00	$50.00
Usage for the Item	P1000				
	Normal				
		10/29/2009		1,000	$148.71
	Normal			1,000.00	$148.71
Total Usage for the Item	P1000			1,000.00	$148.71
Usage Grand Total:				3,000.00	$298.71

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.

After the setup has been completed, select the **Customer Balance Level** program. A report can be generated for those customers under the minimum level or for all customers.



Note PrintStream does not prevent the processing of any type of transaction against the customer's jobs or account in the event they fall below the minimum balance defined. However, a message will appear in Record Postage Usage if usage is logged to a job that belongs to a customer who is below the minimum:

Postage Reports

There are many reports available in the Postage Reporter menu. The following is a listing and a brief description of each.

Deposit Reports

- **Postage Received by Job:** Details postage received by job number for the date range the user specifies. This report is excellent for production meetings.
- **Postage Cash Disbursement:** Lists postage cash disbursements for the date range the user specifies. This report will show checks that have been updated referencing the job and inventory number.
- **Postmaster Checks:** Shows postmaster checks based on a check date range, customer and allows to further filter by Forwarded or Non-Forwarded checks or both.
- **Postage Receipts by Bank Account:** Provides a listing that includes cash and check deposits, how they were allocated, grouped by bank account.
- **Customer Postage Balance Summary:** Summarizes postage balance by customer for any period selected.
- **Customer Postage Balance Detail:** Provides detail of postage transactions by customer for any date range selected. It has out-of-balance finding capabilities.

- **Customer Postage By Job Report:** Shows earmarked postage, postage deposits and postage usage, by customer and job. This report provides similar information as the Postage Display.
- **Customer Historical Suspense Detail:** Details the transactions made against a customer's postage suspense account for the date range specified.
- **Customer Historical Suspense Summary:** Summarizes the postage transactions made against a specified account for a specified period.
- **Postage Balance Detail (With Summary):** Details all postage related transactions by customer for the period selected.
- **Client Postage Payment and Usage Report:** Provides a recap of postage money received and postage usage created by customer for a period range entered.

Usage/Statement Reports

- **Drop Schedule:** Provides a mail drop schedule, by customer, for a selected date range.
- **Postage Usage:** Offers many parameters for selection ranging from postage usage and spoilage to chargeable or nonchargeable. This is a good report to print prior to posting usage transactions to the general ledger.

Postage Inventory Reports

- **Postage Inventory Summary:** Summarizes postage inventory by date for all inventory items. This report can be printed for meters, stamps or permits.
- **Postage Inventory Details:** Lists detailed transactions for postage inventory items for a given date range. This report can be printed for meters, stamps or permits. It can also be printed by transaction type, purchase usage, etc.

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 field Enforce Job Usage set to Yes.
2. Create a normal postage check to the Post Office where the customer's permit is held.
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 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.
6. 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 unchecked. Call EFI PrintStream Support if you need assistance.

1. Request a check and allocate it to one main postage instrument.
2. Approve and print the check using a check number in a separate range linked to credit card or phone purchases, and select the **Mark as Printed** option.
3. 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 doesn't 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 Postage Menu.
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 place a check mark in the Fix all the problems without asking for confirmation option.
4. As the utility runs and if the "Fix all the problems…" option is unselected, it will prompt with a Yes or No question as to whether to correct the problems. Respond Yes to each of these. If 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 EFI PrintStream 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. Select the **Postage Receipt Allocations** icon from the Postage Menu.
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 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 on the receipt number found under the Description header. The Edit Cash Receipt window will display.
5. Select **Change Receipt Customer**.
6. The Select New Customer for Receipt window will appear.
7. Enter the customer the cash receipt should get moved to and then select **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 **Transfer Postage Usage** from the Record Postage Usage Program in Postage Entry.
2. Enter the job number to the incorrect job you posted usage to in the From Job field.
3. Place a check mark in the gray 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**.

Note 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 on 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. 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 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 Postage Balance, edit the amount displayed in the Amount to Transfer field. 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 on 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. 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 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. 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. Next, 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.

Note	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.

Note	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 on 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 unchecked. Call EFI PrintStream Support for further assistance.
6. 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.
7. 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.
8. 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 Usage Transaction** and deselect 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 unchecked. Call EFI PrintStream Support if you need assistance.

To move a postage purchase from one instrument to another, 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 mail house.

Setup

1. Create a new meter titled Buyout Meter linked to the regular postage activity code.
2. Setup the subcontract mail house as a postmaster vendor – type NONE.
3. Setup the subcontract mail house 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 mail house, 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 mail house's invoice for the processing fee in Accounts Payable to the regular subcontract mail house 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.

Note 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 shows 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 Postage Entry 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 Postage Entry screen 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. 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 in the same amount as the cash receipt and using the same cash account the cash receipt was entered to. This will debit the postage liability account and credit cash.
3. Using the Postage Inventory Adjustment program, located in Postage Entry, select the house permit the post office deposited the refund to. 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.

Note 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, go to Postage Entry, Request Refund Check, 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 **Mark as**

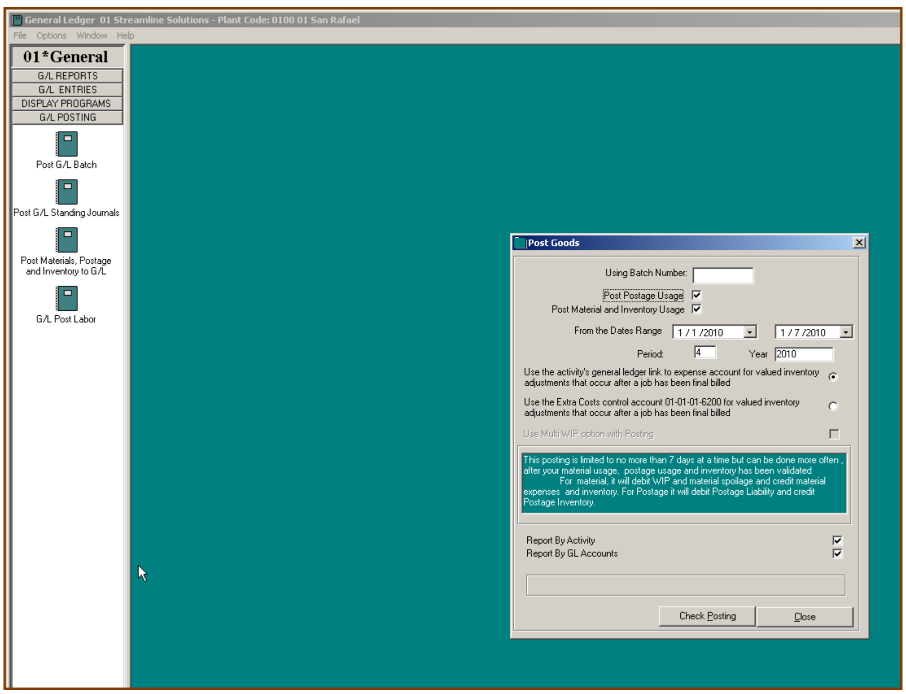
Printed. This will debit postage suspense, where the renewal fees were originally posted to, and it will also credit cash.

How to balance the postage liability account to detail

1. To reconcile the postage liability account in the General Ledger, generate a Customer Postage Balance Summary report found in Postage Reporter, Deposit Reports. Select the period and leave the customer selection field blank to pull data for all customers.

Balance start of period	Postage Received	Postage Billed	Postage used (jobs)	Postage Refunds	Balance end of period
$8,491,404.37	$3,800,932.20	$0.00	$2,239,552.76	$581,572.85	$9,371,210.96
10,391,675.04	745,966.05	$41,435.95	$7,350,940.97	$1,121,802.03	$11,706,334.04

2. Ensure that 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 – check to make sure there are no unposted Postage transactions.



3. Generate the Transaction by GL Account report from the General Ledger program/GL Reports. Enter the period for which to reconcile and only select the Postage Liability account. Select the option to Display Summary by Batch Type for Account.

		Net Change	(1,314,659.00)	(11,706,334.84)	
	Debit	Credit		Debit	Credit
CI Batches			GA Batches		
CP Batches			GJ Batches		
DR Batches		9,745,966.05	GP Batches		
DI Batches	51,695.20	93,131.15	GR Batches		
PM Batches			MS Batches	7,873,540.02	522,599.05
PX Batches	1,121,923.72		QI Batches		
PC Batches			QP Batches		
PT Batches			Other transactions		121.69
IP Batches					

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.

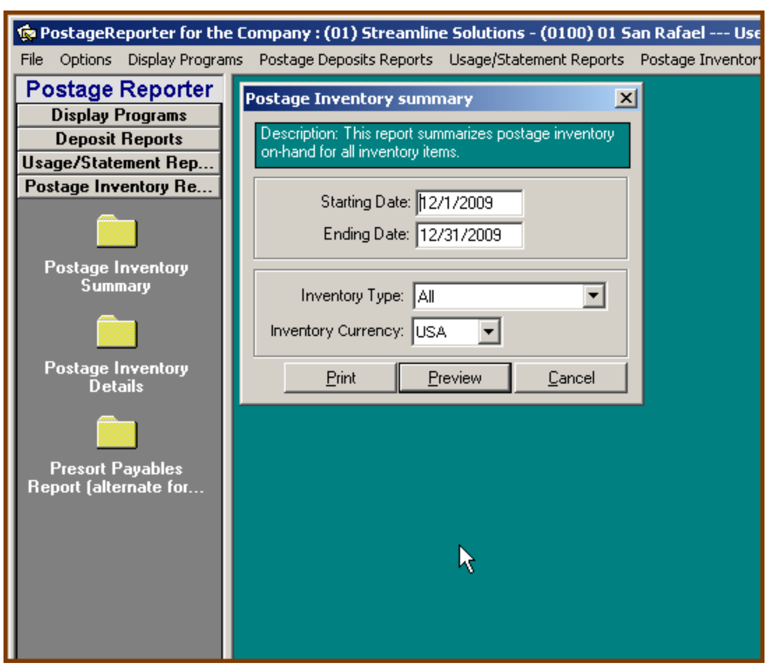
Column 4, Postage Used (jobs), should equal the net of the "MS" batch type listed for the postage liability account in the General Ledger Transaction By Account report.

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

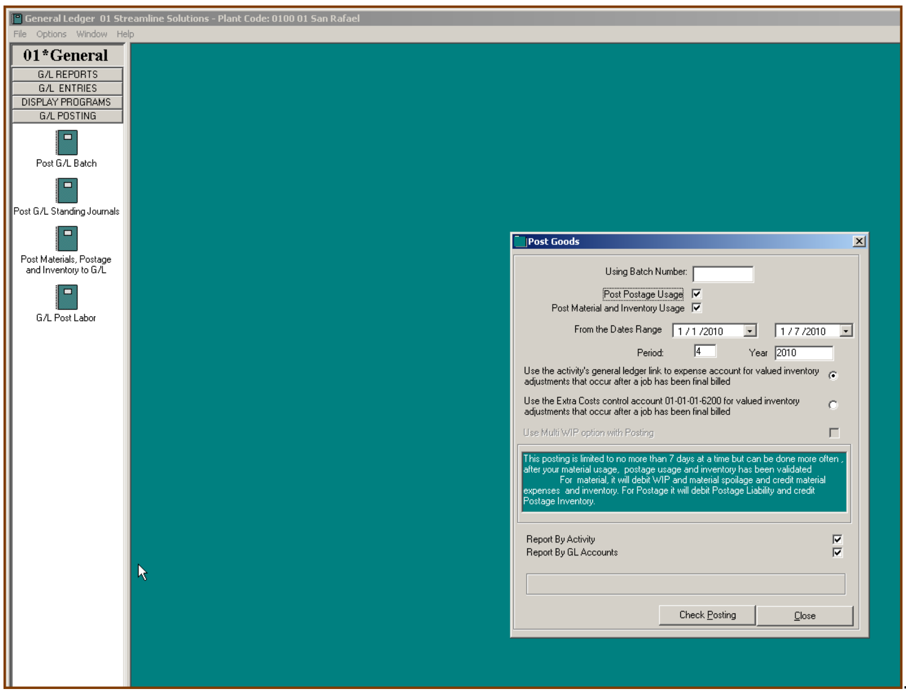
1. To reconcile the postage inventory account in the General Ledger, generate a **Postage Inventory Summary** report found in Postage Reporter, Postage Inventory Reports.



2. Select the period and leave the Inventory type ALL (or you can select each House type if you use separate chart of account records to track your meters, permits and stamps.

Beg. Balance	Purchases	Job Usage	Spoilage	Usage Adj's	Spoil Adj's	End Balance
0.000	0.00	0.000	0.000	0.000	0.000	$0.00
0.000	0.00	0.000	0.000	0.000	0.000	$0.00
0.000	0.00	0.000	0.000	0.000	0.000	$0.00
133.560	0.00	-15.120	-6.930	0.000	0.000	$111.51
0.000	0.00	0.000	0.000	0.000	0.000	$0.00
0.000	0.00	0.000	0.000	0.000	0.000	$0.00
10.400	0.00	0.000	0.000	0.000	0.000	$10.40
0.000	0.00	0.000	0.000	0.000	0.000	$0.00
0.000	0.00	0.000	0.000	0.000	0.000	$0.00
6,787.890	65,203.23	-50,969.560	-0.650	-7,649.940	0.000	$13,370.97
150,673.144	$1,146,717.33	-1,078,463.510	-982.187	-15,412.920	0.000	$202,531.86

3. Ensure 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. Generate the Transaction by GL Account report from the General Ledger program/GL Reports. Enter the period for which you are reconciling and only select the Postage Inventory account. Select the option to Display Summary by Batch Type for Account.

		Balance	1,496,376.50	(1,444,517.79)	
		Net Change	51,858.71		202,531.85
	Debit	Credit		Debit	Credit
CI Batches			GA Batches		
CP Batches			GJ Batches		
DR Batches			GP Batches		
DI Batches			GR Batches		
PM Batches			MS Batches	349,659.17	1,429,104.87
PX Batches			QI Batches		
PC Batches	1,146,717.33		QP Batches		
PT Batches			Other transactions		15,412.92
IP Batches					

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. Ensure that in Master File Reports, Module Definition, Mail Defaults, Record 999999 usage in the Job Costing field is unchecked. Call EFI PrintStream Support for further assistance.
2. In the case of having a meter replaced, log usage to the existing meter, using job #999999, for the amount remaining in the meter. 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, 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. In the Masterfile Postage Inventory program, select the postage inventory you want to inactivate. Make sure the Allow Neg Balance option is set to No.
5. Place a check mark in the Inactivate Postage Inventory Item box in the lower right portion of the screen.
6. Select **Save**.

Invoicing on-going "Postage Only" Jobs

1. Setup 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. Setup 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.

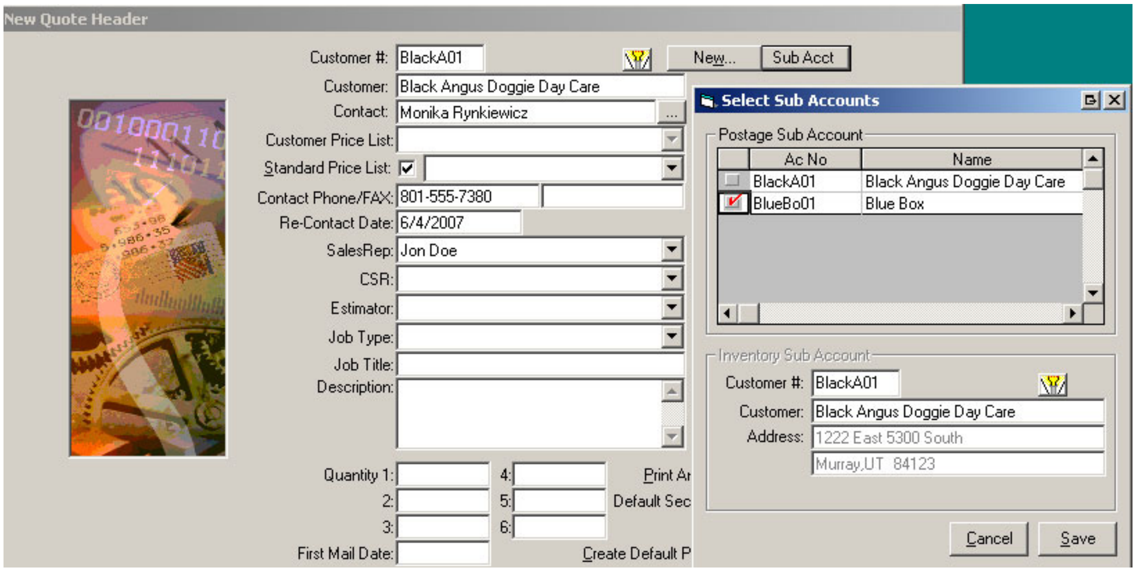
Postage Sub Account (PSA) Feature

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.

   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 placing a check mark in the gray box provided to the left of the Ac No. Select **Save** and complete the balance of the job by selecting processes, components, etc.

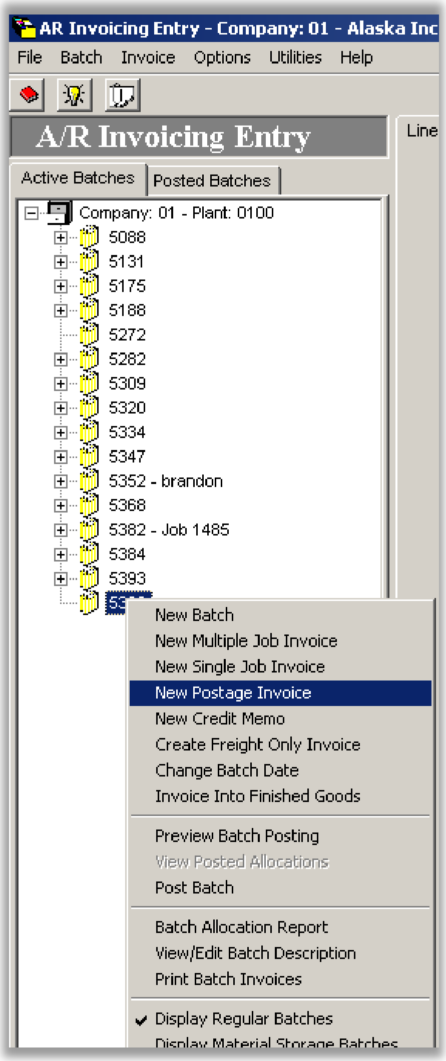


The job is processed as normal by logging time, materials, etc. to it. When postage is logged to the job, the sub customer's company name will appear as the owner of the job as PrintStream knows he has been selected as the Postage Sub Account for the job.

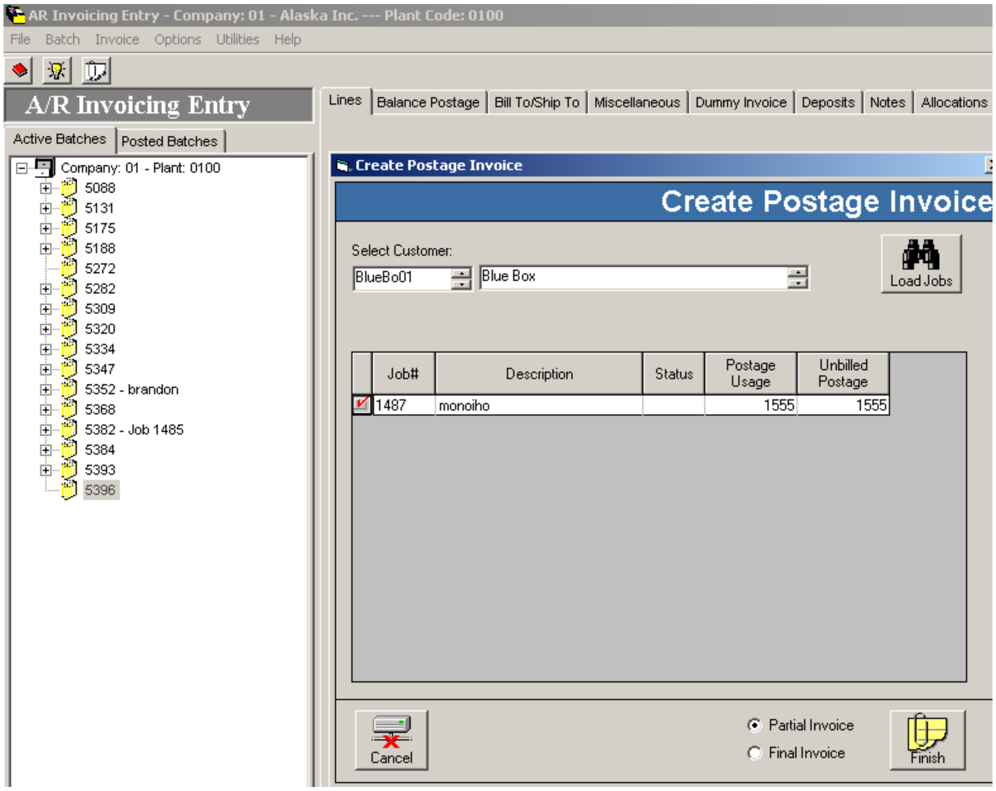
If prepaid postage money is received prior to the job being AR invoiced, the cash receipt will be entered against the postage sub account. The postage advance money can either be earmarked to the job or left in postage suspense.

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.

2. When the job is ready to be AR invoiced, Right-click on the batch number and select **New Postage Invoice** to bill the postage to the sub account rather than to the Agency.



3. Enter the postage sub account's account number in the **Select Customer** field and then select **Load Jobs**. All jobs the postage sub account is associated to will display in the grid. Place a check mark in the gray box provided to the left of the Job # to select the job's to generate a postage invoice for. Select **Finish**.



4. 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.

   The services invoice can be generated prior to the postage invoice and vice-versa.

Postage Statements

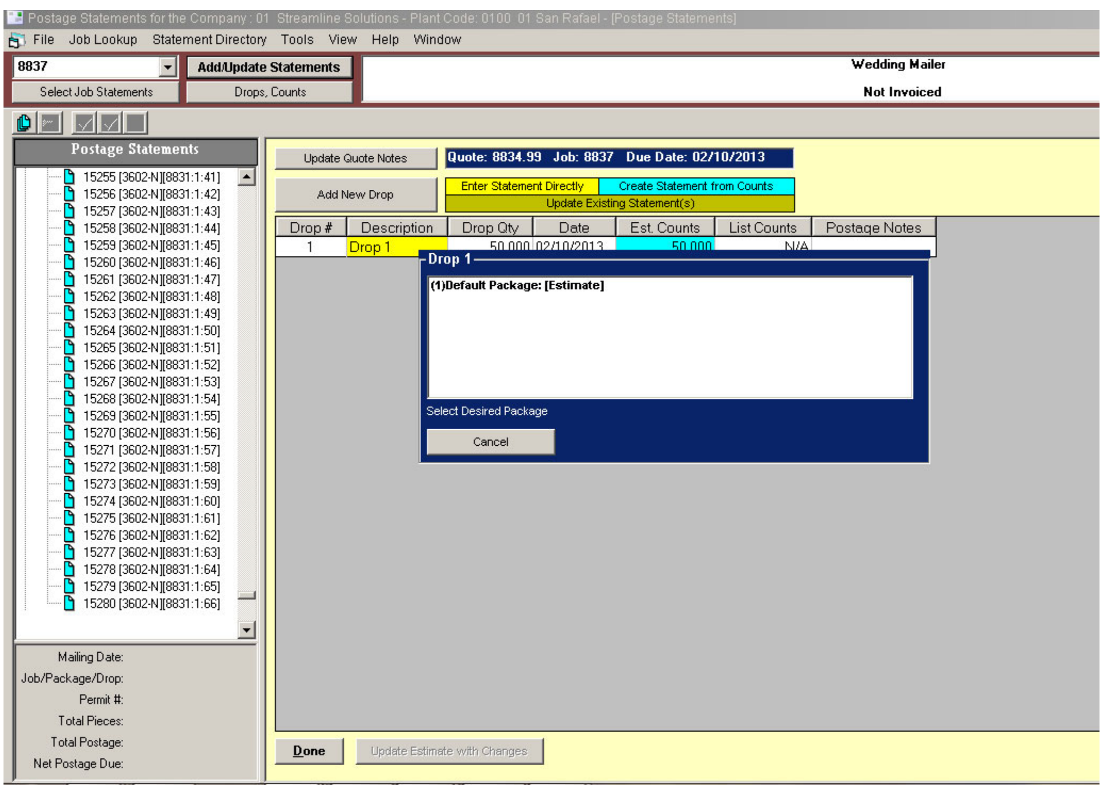
Adding a Statement

1. In the upper left area of the screen, enter the job number you wish to create a postage statement for in the white field provided, or use the up/down arrow keys on your keyboard to scroll through the job numbers available. Once the job number has been selected, press tab. The job title and status (final, partial or un-invoiced), will display to the right. (Postage Statements cannot be created for jobs that have been final AR invoiced.) The option Add/Update Statements will become available. Click on **Add/Update Statements** and all drops created for the job in Mail Estimating will display.

2. To create a postage statement for a drop, click on the drop's description in the grid. If prepaid postage money has not been earmarked to the job selected, the following message will display:

This message does not prohibit the user from moving forward with creating a statement. It's simply notifying the user prepaid postage money has not been earmarked to the job in the event it is company policy to have postage money prior to a job mailing.

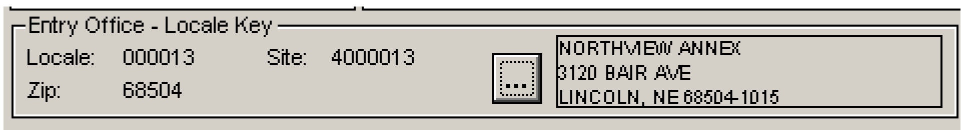
3. A pop up window will display allowing you to select a package created for the job. Select the appropriate package.



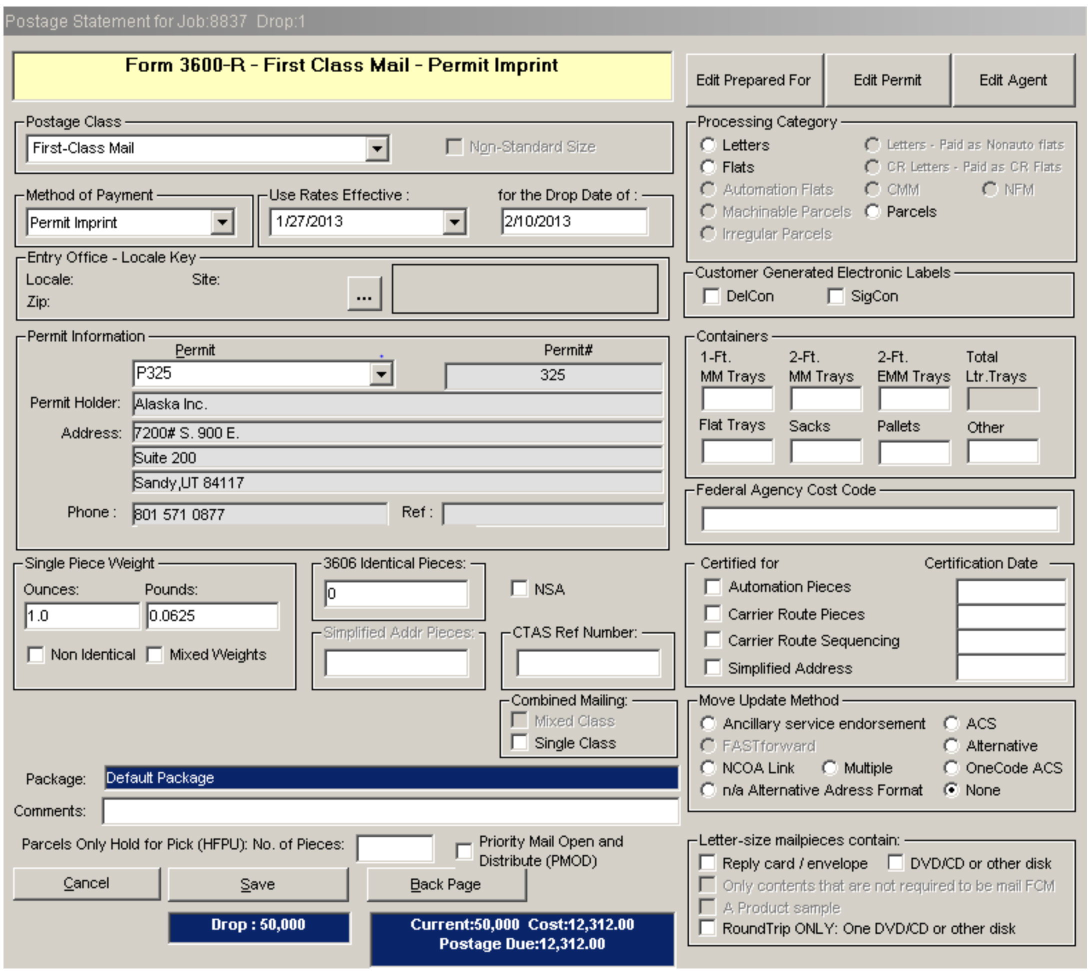
Note Remember, the job must have at least one package to allow PrintStream to create statements for that job number.

4. When the front page of the statement opens, some information will auto-fill into various fields. This is based on how the postage computation screen was completed in the Mail Estimating program or the data is pulling from list counts. Tab through the information verifying it is correct. To make adjustments, type in the information, use the pull down menu or use the up/down arrow keys on your keyboard to select the correct information.

Note For further information regarding how to use and select the Entry Office – Locale Key, please refer to the Postal Changes for Redirection of Postal Facilities at the end of this document.



5. Once the information is correct, click **Back Page**. The back page is where the actual counts will be entered.



Note To generate a statement from Estimated Counts, click on the quantity of the drop under the Est. Counts column. Click on the quantity of the drop under the List Counts column to generate a statement from list counts. If N/A displays in either the Estimated Counts or in List Counts column, there are no counts available; therefore a statement cannot be generated via these options.

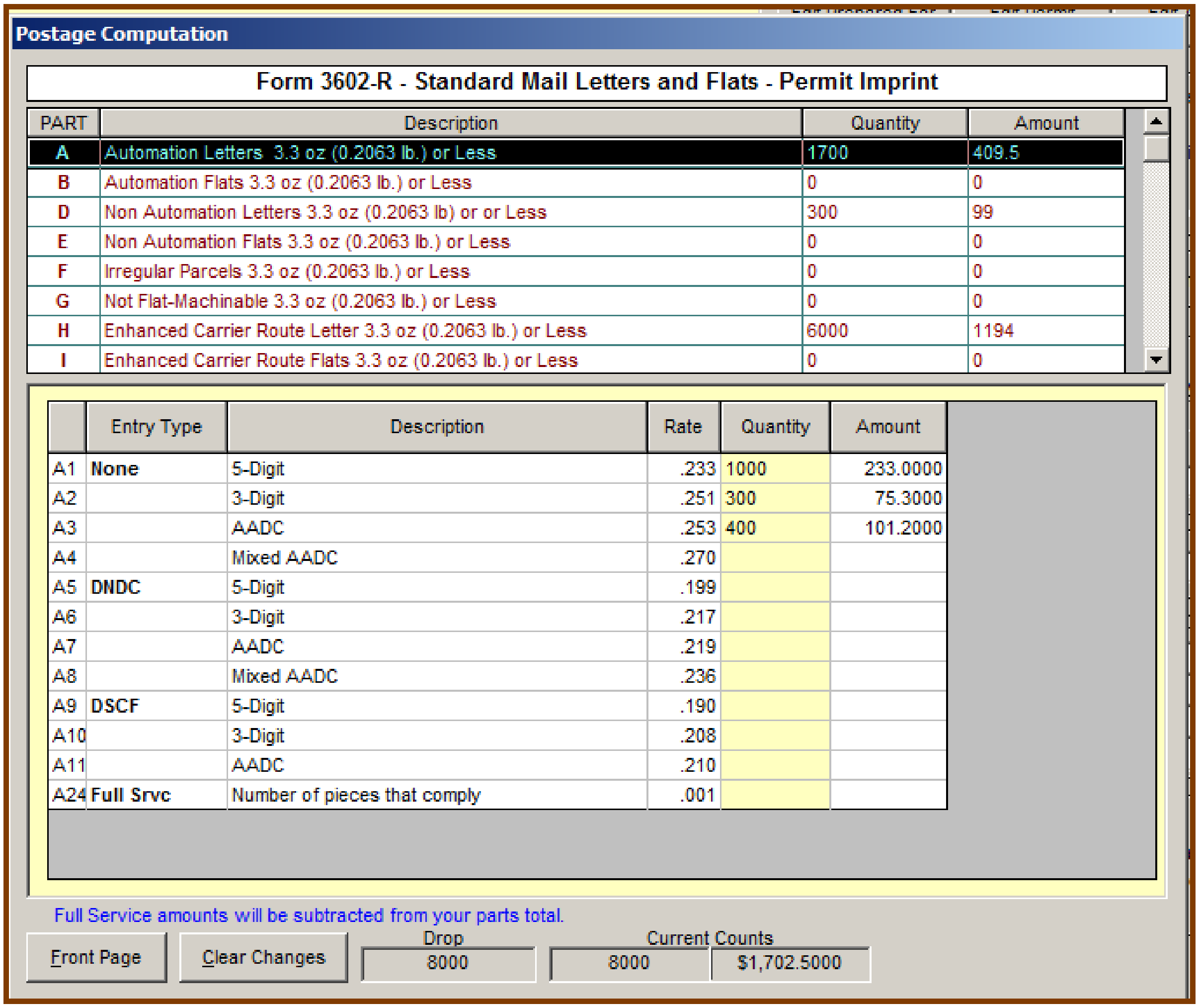
You may create a new drop from within the Postage Statement program. After entering the job in the provided field, select the Add New Drop button located above the grid where the drops would be list

Note The job must have at least one package to allow PrintStream to create statements for that job number.

Completing the Postage Computation Worksheet

This screen represents the worksheet portion of the postal statement.

1. Select the category the mailing falls under by clicking on the letter of the category. Enter the piece count under the appropriate description; use the tab key or press enter to save the entry.
2. When the entry of the piece counts is complete, select **Front Page** in the lower left corner of the screen to return to the front page. Select **Save** and then **Done**. The statement will now display in the statement directory at the left of the screen.



Postage Computation

Form 3602-R - Standard Mail Letters and Flats - Permit Imprint

PART	Description	Quantity	Amount
A	Automation Letters 3.3 oz (0.2063 lb.) or Less	1700	409.5
B	Automation Flats 3.3 oz (0.2063 lb.) or Less	0	0
D	Non Automation Letters 3.3 oz (0.2063 lb) or or Less	300	99
E	Non Automation Flats 3.3 oz (0.2063 lb.) or Less	0	0
F	Irregular Parcels 3.3 oz (0.2063 lb.) or Less	0	0
G	Not Flat-Machinable 3.3 oz (0.2063 lb.) or Less	0	0
H	Enhanced Carrier Route Letter 3.3 oz (0.2063 lb.) or Less	6000	1194
I	Enhanced Carrier Route Flats 3.3 oz (0.2063 lb.) or Less	0	0

	Entry Type	Description	Rate	Quantity	Amount
A1	None	5-Digit	.233	1000	233.0000
A2		3-Digit	.251	300	75.3000
A3		AADC	.253	400	101.2000
A4		Mixed AADC	.270		
A5	DNDC	5-Digit	.199		
A6		3-Digit	.217		
A7		AADC	.219		
A8		Mixed AADC	.236		
A9	DSCF	5-Digit	.190		
A10		3-Digit	.208		
A11		AADC	.210		
A24	Full Srvc	Number of pieces that comply	.001		

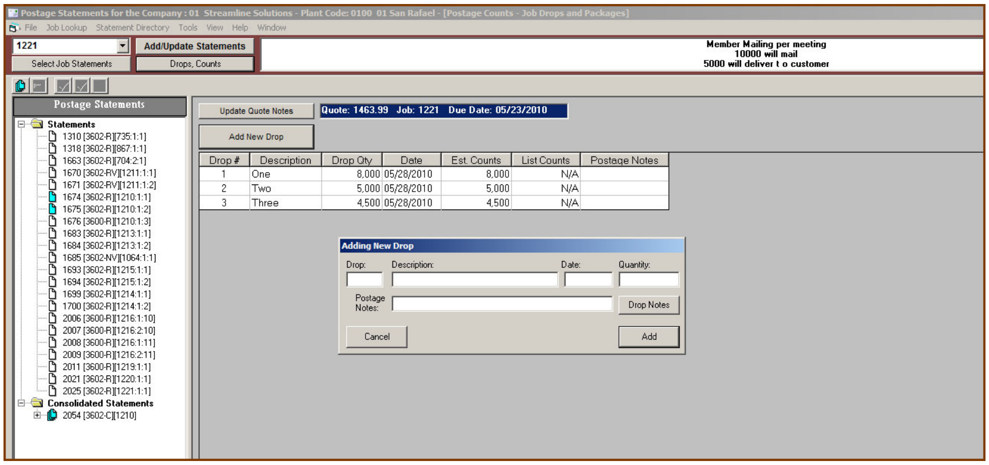
Full Service amounts will be subtracted from your parts total.

Front Page | Clear Changes | Drop: 8000 | Current Counts: 8000 | $1,702.5000

Adding Drops

The Add New Drop function is used when drops are manually added to an existing job.

1. To add a new drop to a job, enter the job number and click on **Drops, Counts**. A window will display in the middle of the screen allowing you to add a drop or create list counts for existing drops.
2. Click on **Add New Drop**. The Adding New Drop window will display. Enter the drop number you wish to use. Enter the description and drop quantities. Click **Add** to create this drop and to add it to the job.

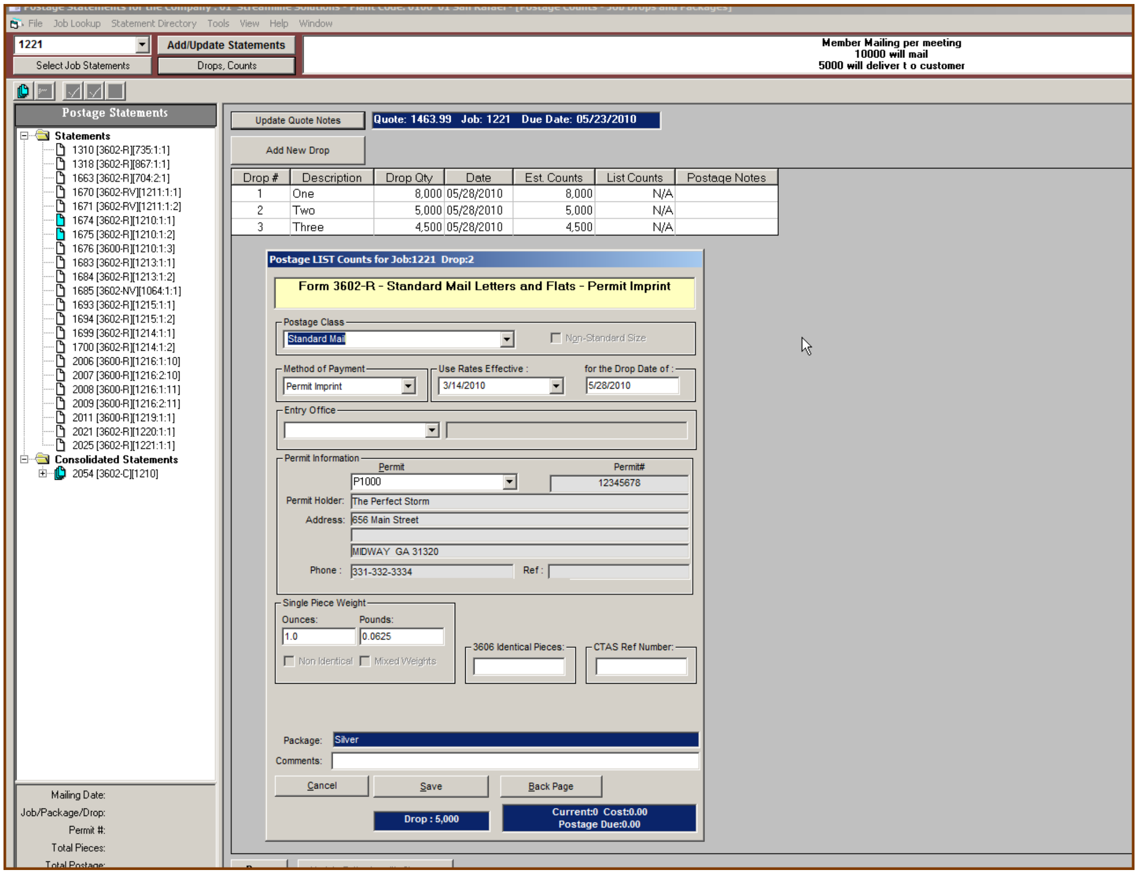


Note If the drops have already been added in the Mail Estimating Module, these steps are not necessary.

3. To make changes to an existing drop, click in the appropriate field under the Drop # column to access the Update Existing Drop pop up window.

Adding List Counts

List Counts can be added/edited by clicking in the corresponding Drop field under the **List Counts** column and following the basic steps of adding a statement.

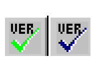


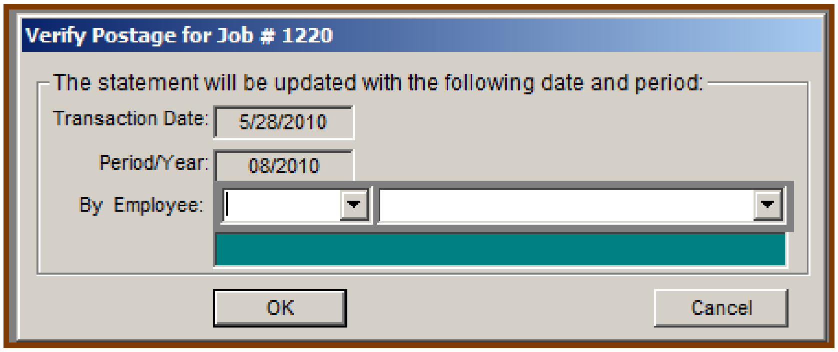
The Estimate can be updated with List Counts by clicking **Update Estimate with Changes** after the list count has been entered.

Verifying a Statement

Once the Postal Service has verified the mailing and ball dated or round stamped the statement, you will need to clear the statement from the directory's tree.

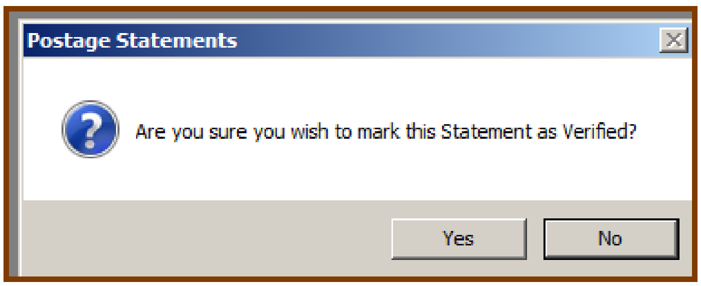
1. Select the **VER** blue check icon or right-click on the statement and select the **Verify** option. This will drop the statement from the tree and create usage in the amount referenced on the postal statement. Confirm the transaction date and period are correct, enter the employee information and click **OK**.





The statement has now been verified, the postage usage will be deducted from the postage instrument and the usage will be billed to the job number.

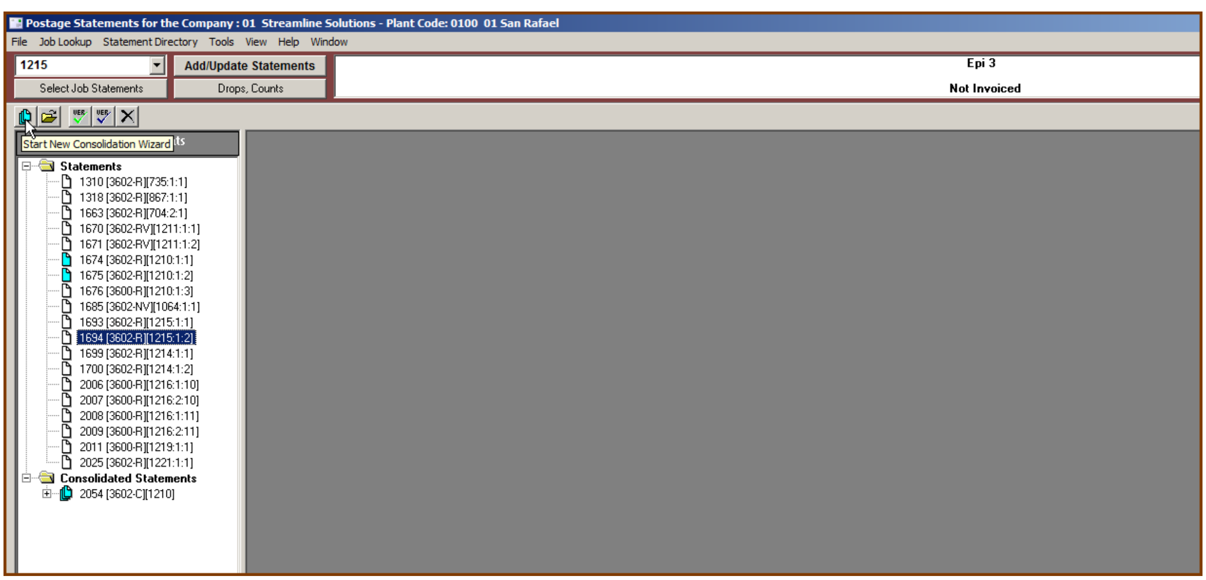
2. Select the **VER** green check icon or right-click on statement and select **Mark As Verified**. This option is used if the Postal Service has verified (ball dated or round stamped) the statement and you **DO NOT** want the postage to be billed against the job. This option is used mostly for customer permits. Select **Yes** to mark the statement as verified.



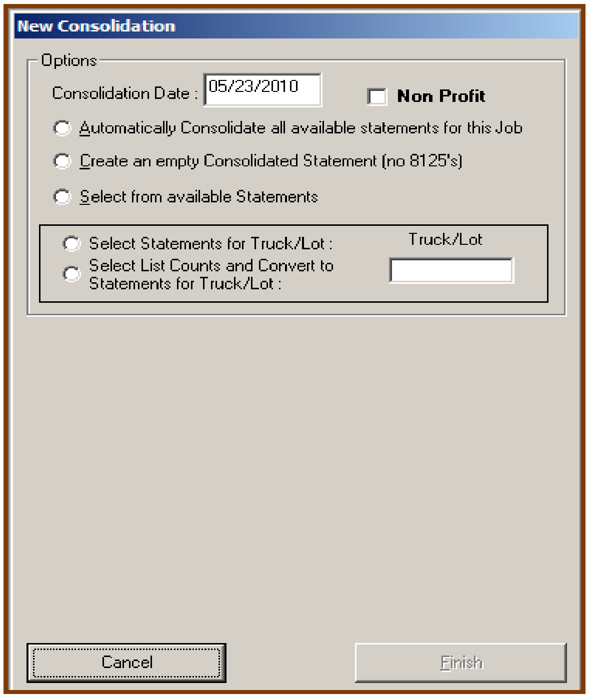
Consolidating Statements

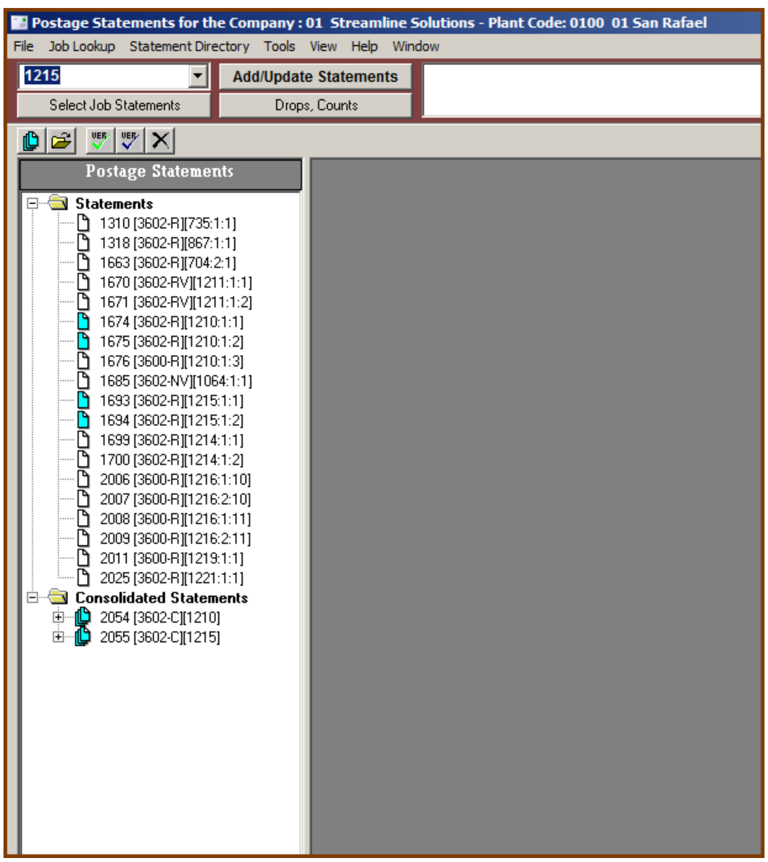
A consolidated statement is used when large jobs are going to area distribution centers directly from the plant, and the job is too large to send as one mailing, but the post office is treating it as such.

1. Select one of the several statements to the job and click on the consolidation wizard icon.



2. Select the applicable options for the consolidation and **Finish**. The consolidated statement will display in the statement tree under Consolidated Statements with a blue icon.

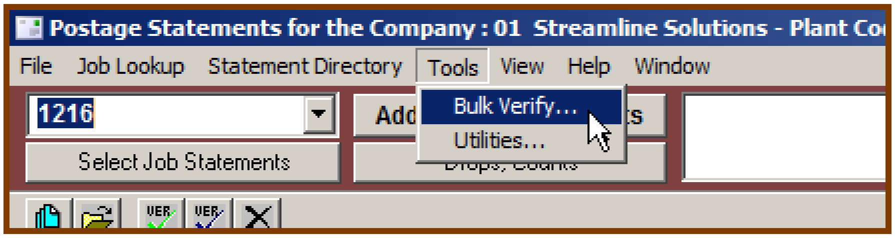




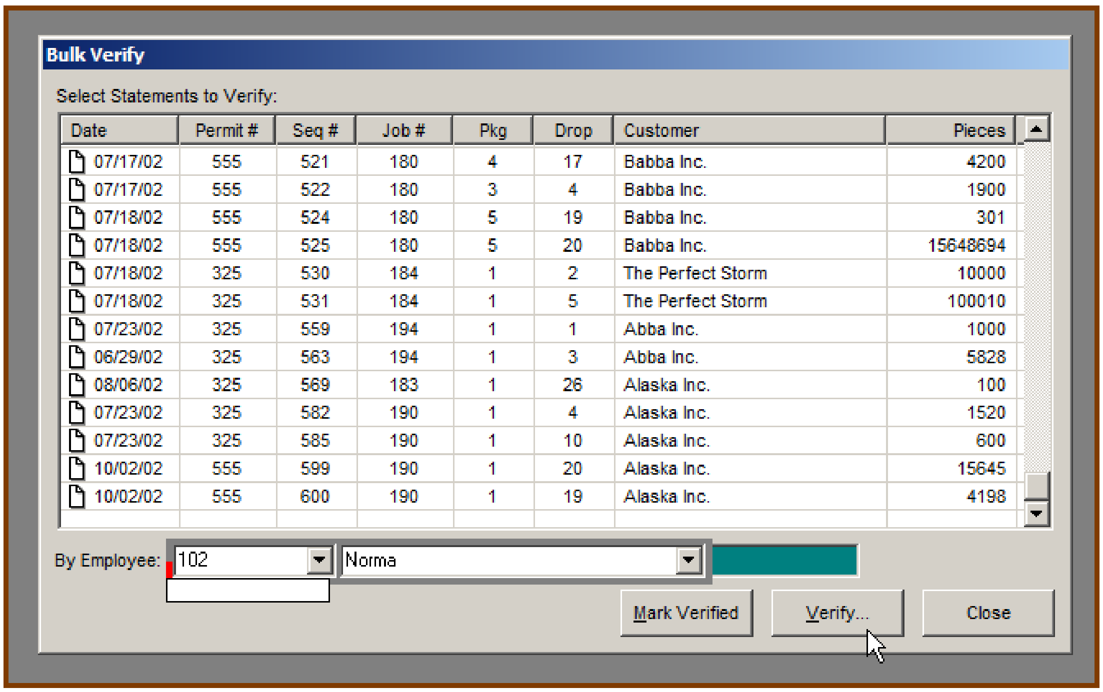
Bulk Verify

The Bulk-Verify option is used to verify a large quantity of statements at the same time. It speeds up the process of verifying many statements.

1. To bulk verify statements, select **Tools** from the toolbar and then select **Bulk Verify**. Select the statements to verify using the shift, control and enter keys. After making the selection, enter the employee information. Next, choose one of the options at the bottom of the window. All statements will be verified automatically or marked as verified based on the verification option selected.

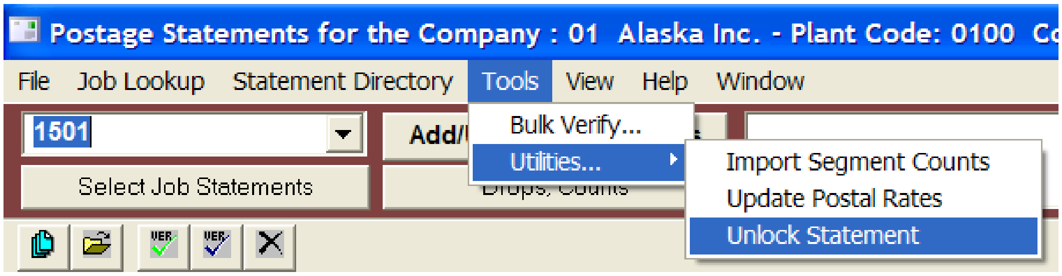


Note Remember, when using the Mark as Verified option the postage usage will **NOT** be applied to the job. To apply the postage usage to the job, use the Verify option.

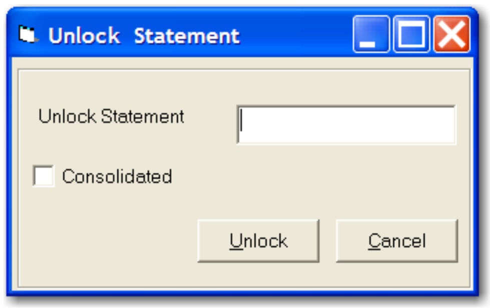


Unlock Statement

1. If a statement becomes locked and it cannot be opened, first verify no other users have the statement open. If the statement is not open by another user, select **Tools** on the toolbar, and then select **Utilities** and **Unlock Statement.**

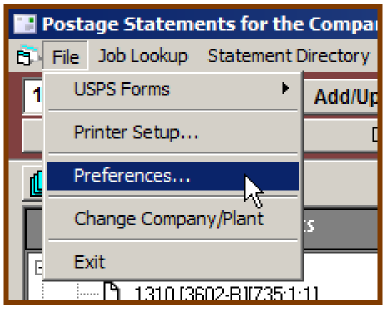


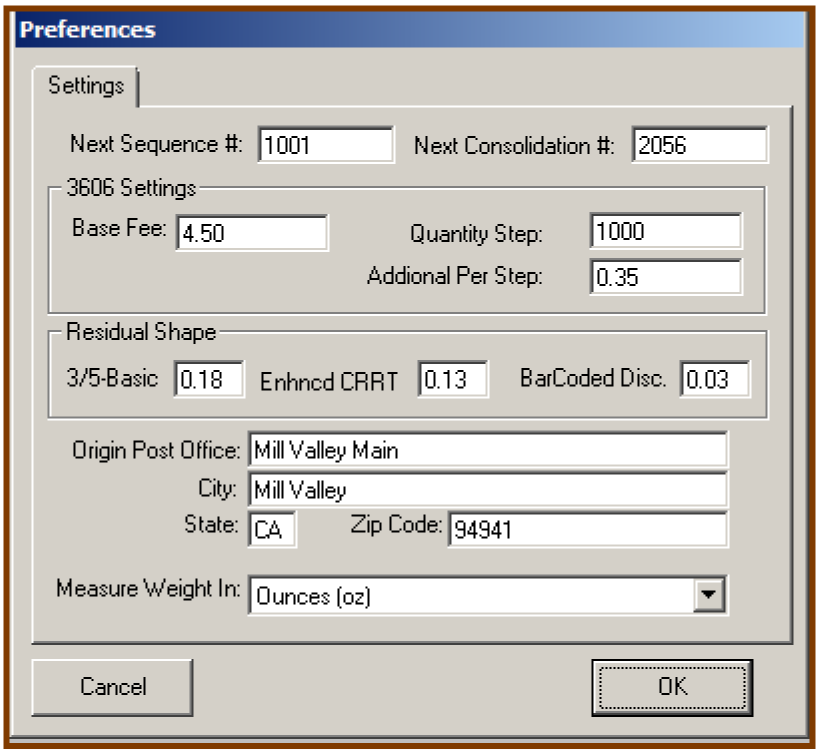
2. Enter the statement number and click Unlock



Changing Settings for 3606

1. Access the Preference window by clicking **File** on the toolbar and then select **Preferences**. Click on the **Settings** tab and make the appropriate changes. Click **OK** to save the changes.

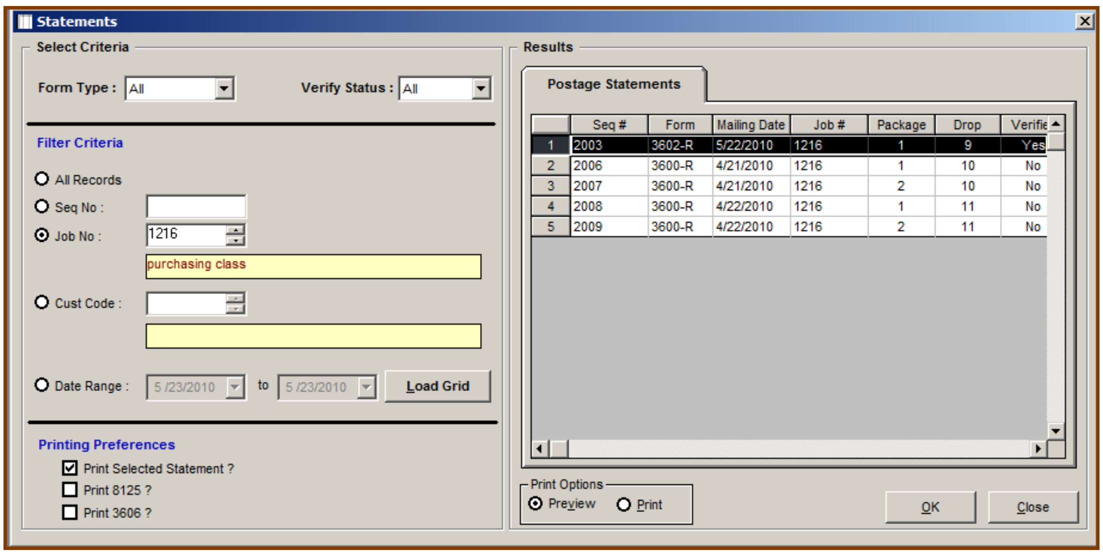




Postage Statement Reporter

Print Postage Statement

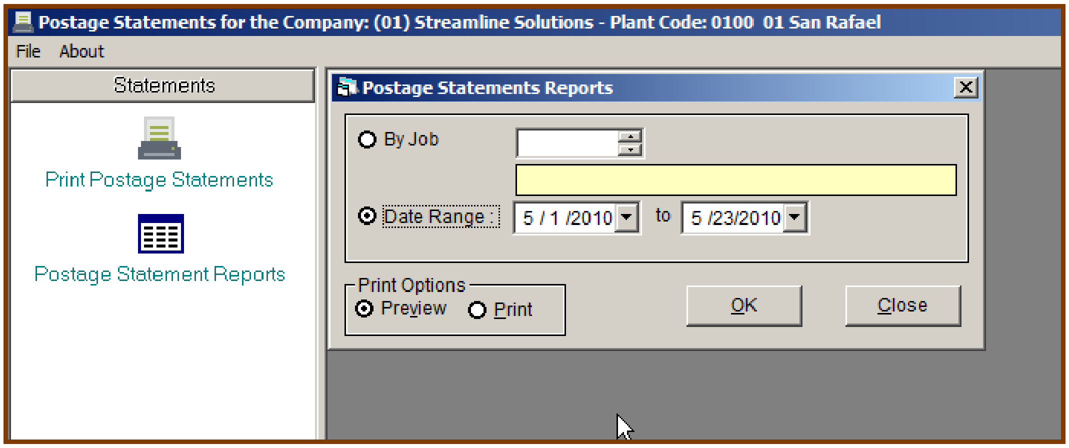
1. To print a postage statement, select the **Print Postage Statements** icon from the Statements group. You may search by a certain form type, such as 3602-C for consolidated, or all. You may search by verified, not verified or both. You may search by sequence number, job number, customer account number, date range or all records. Once your search selection has been entered, select **Load Grid**. Forms may be previewed and printed by selecting the statement from the grid, choosing a print option of **Preview** or **Print** and selecting **OK**.

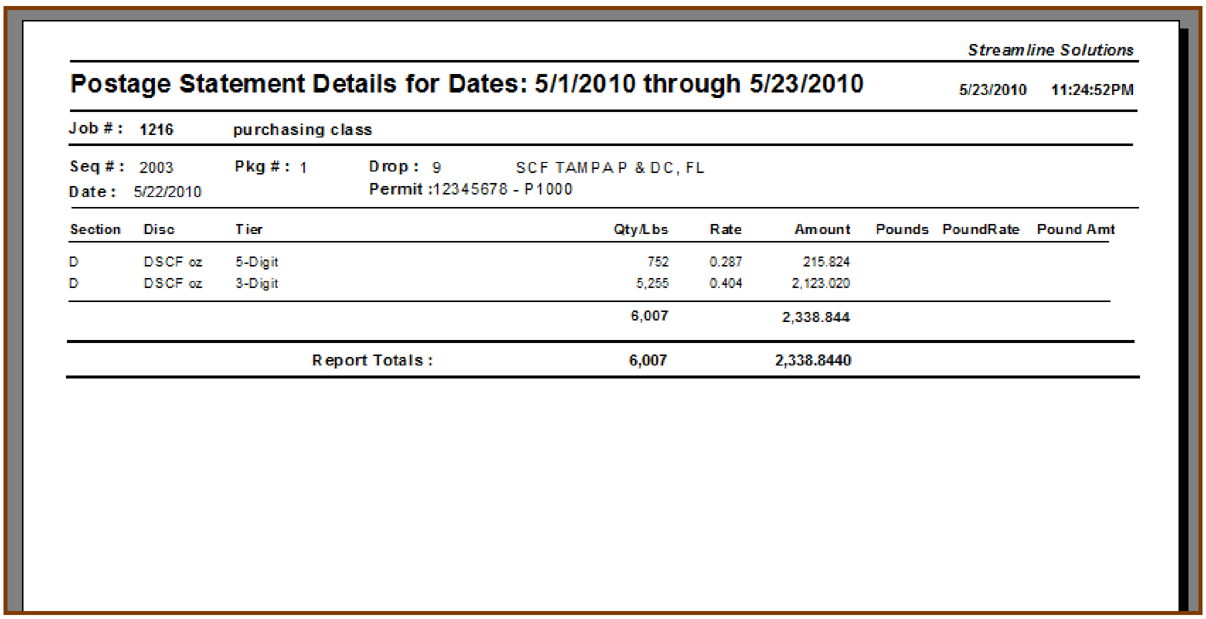


Note The 8125 and 3606 forms can be selected for printing near the bottom left of the screen.

Postage Statement Reports

1. A postage statement detail report can be run by selecting the **Postage Statement Reports** icon from the Statements group. The report may be run either by job number or a selected date range. The report may be previewed and printed by choosing the desired print option and selecting **OK**.





Streamline Solutions

Postage Statement Details for Dates: 5/1/2010 through 5/23/2010 5/23/2010 11:24:52PM

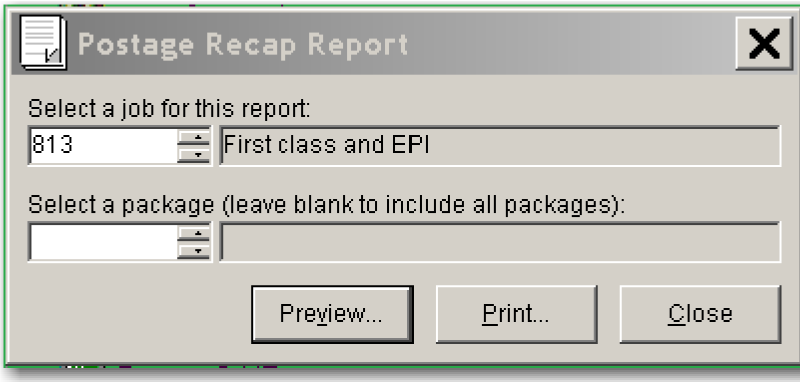
Job # : 1216 purchasing class

Seq # : 2003 Pkg # : 1 Drop : 9 SCF TAMPA P & DC, FL
Date : 5/22/2010 Permit :12345678 - P1000

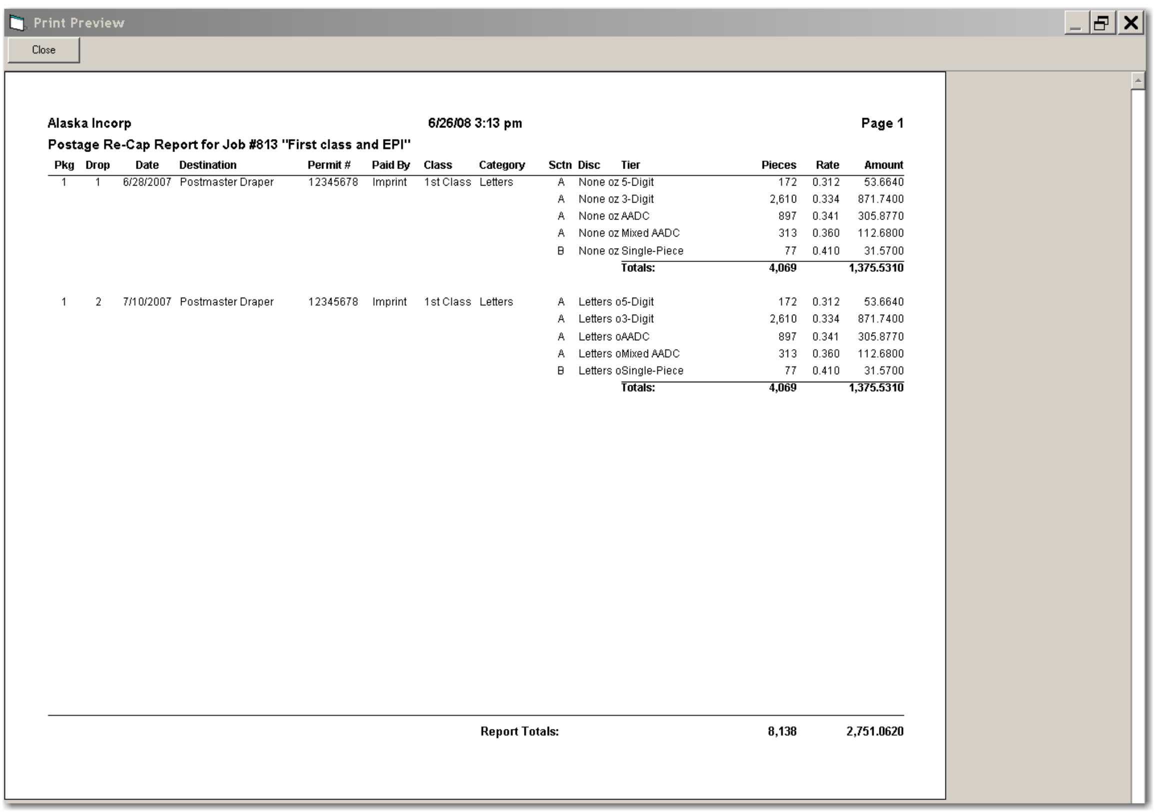
Section	Disc	Tier	Qty/Lbs	Rate	Amount	Pounds	PoundRate	Pound Amt
D	DSCF oz	5-Digit	752	0.287	215.824			
D	DSCF oz	3-Digit	5,255	0.404	2,123.020			
			6,007		2,338.844			
		Report Totals :	6,007		2,338.8440			

Statement Recap Report

The Postage Statement Recap report can be run from a standalone program called **PostageRecap**. A report by job number, or by a single package on a specific job, can be generated that will show a recap by tier for each statement meeting the criteria. Enter the job number and package number if desired and then **Print** or **Preview**.



The report is shown below for a specific job number.



Alaska Incorp 6/26/08 3:13 pm Page 1

Postage Re-Cap Report for Job #813 "First class and EPI"

Pkg	Drop	Date	Destination	Permit #	Paid By	Class	Category	Sctn	Disc	Tier	Pieces	Rate	Amount
1	1	6/28/2007	Postmaster Draper	12345678	Imprint	1st Class	Letters	A	None oz	5-Digit	172	0.312	53.6640
								A	None oz	3-Digit	2,610	0.334	871.7400
								A	None oz	AADC	897	0.341	305.8770
								A	None oz	Mixed AADC	313	0.360	112.6800
								B	None oz	Single-Piece	77	0.410	31.5700
										Totals:	**4,069**		**1,375.5310**
1	2	7/10/2007	Postmaster Draper	12345678	Imprint	1st Class	Letters	A	Letters	o5-Digit	172	0.312	53.6640
								A	Letters	o3-Digit	2,610	0.334	871.7400
								A	Letters	oAADC	897	0.341	305.8770
								A	Letters	oMixed AADC	313	0.360	112.6800
								B	Letters	oSingle-Piece	77	0.410	31.5700
										Totals:	**4,069**		**1,375.5310**
										Report Totals:	**8,138**		**2,751.0620**

Postal Changes for Redirection of Postal Facilities

Due to postal facilities closing on occasion, PrintStream created a Redirection utility that works with the Mail.Dat program as well as the postage statement program within PrintStream. Depending on the Drop Ship Zip or SCF and the mail size and class, determines in some cases which Entry Post Office will be used. Standard flats may be delivered to one location while standard letters to another location.

The redirection programming provided by PrintStream will ***NOT*** impact the following:

- This change will not affect those users using EPI XML files. We read the address information from the XML File.
- Our users who use MDDSupport (Mail.dat) will not be affected as we are going to handle this programming within the MDDSupport program to read the correct field from the .csm file.
- This change will not affect any estimate, list or statements already created in your system. The address record has already been selected and saved in the database unless you have a mail date of 1/27/13 or after and you edit the statement.
- Creating postage checks will continue to use the accounts set up in MasterFiles Vendor.

The redirection programming provided by PrintStream ***WILL*** impact the following:

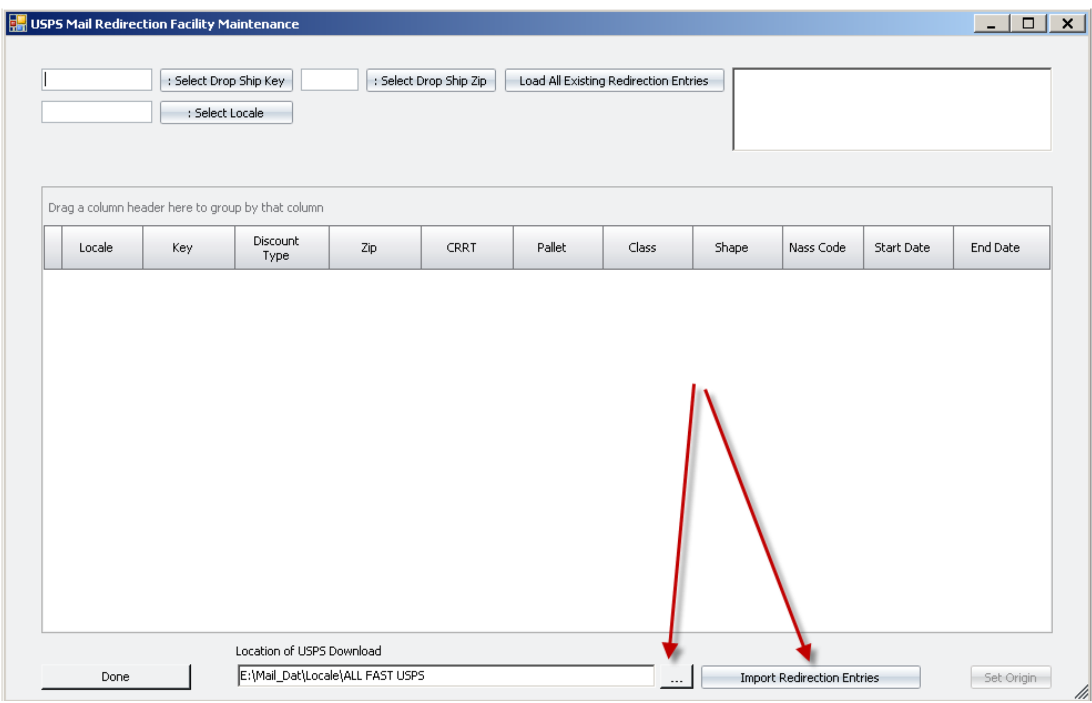
- This change will affect those users that have to manually enter estimates (if selecting an Entry Post Office), List Counts and Statements.

The redirection programming will work similar to USPS FAST.

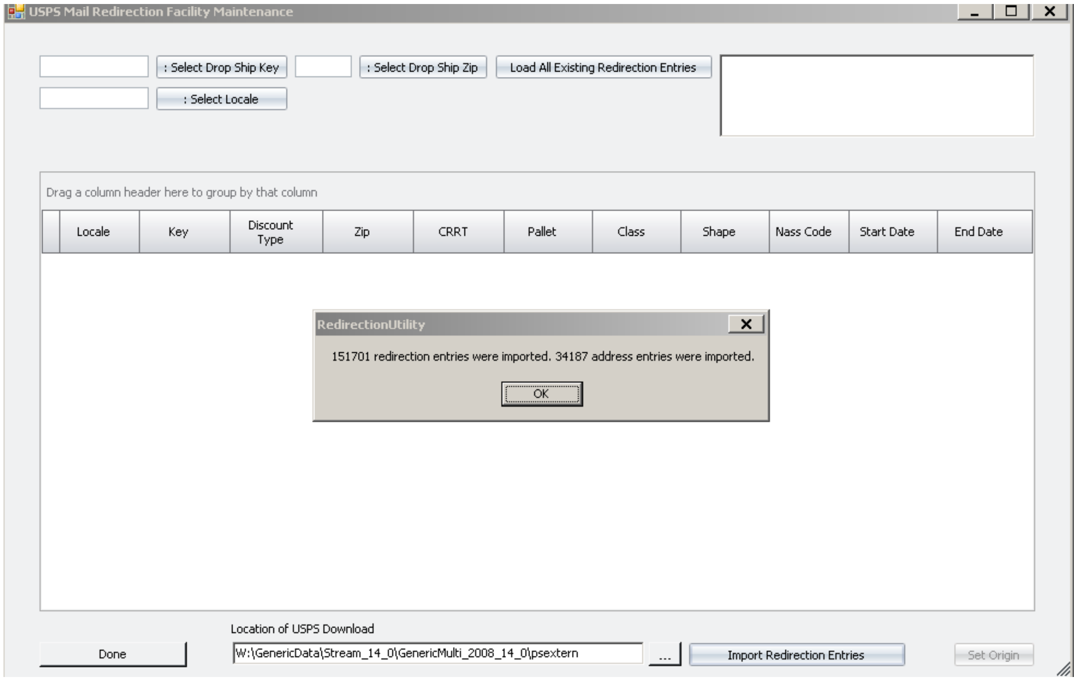
As PrintStream provides Mail.dat and Postal Updates, we will include an updated Mail Direction and Address file from the USPS. In between out updates, **it will be the customer's responsibility** to download any updates from **the USPS.** Appendix I contains the directions for downloading an update.

Instructions:

1. After adding the RedirectionLookup.exe to your menu bar, select the Location of the USPS Download files and map it to where you have the files saved to. Then select **Import Redirection Entries**.

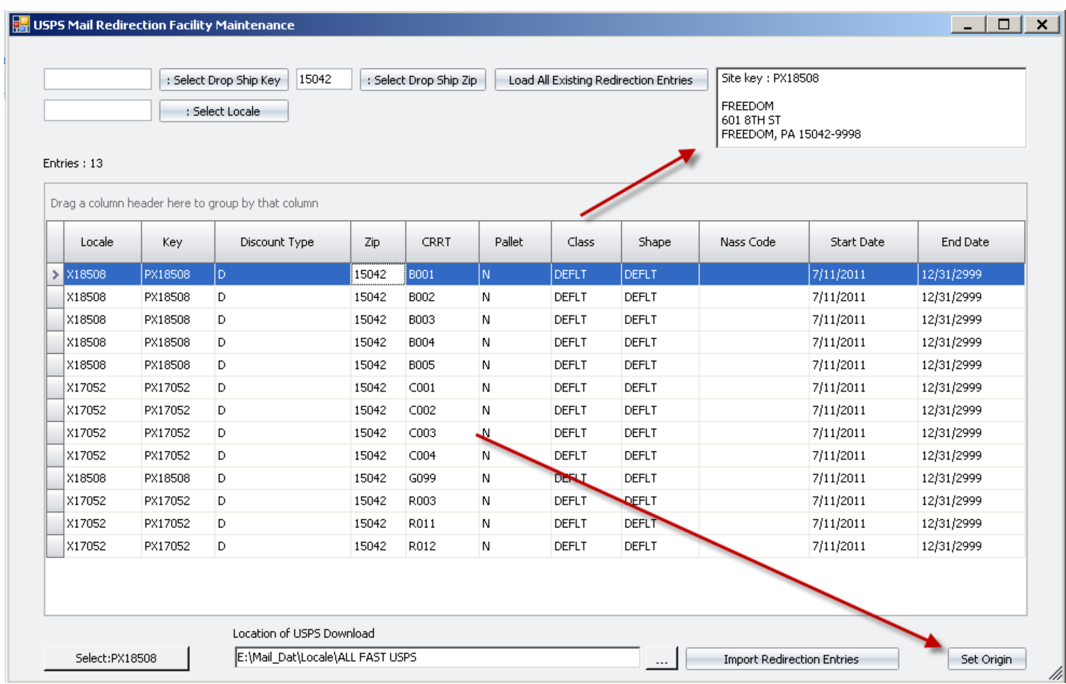


When the Import is complete, you will receive notification of how many records were imported.

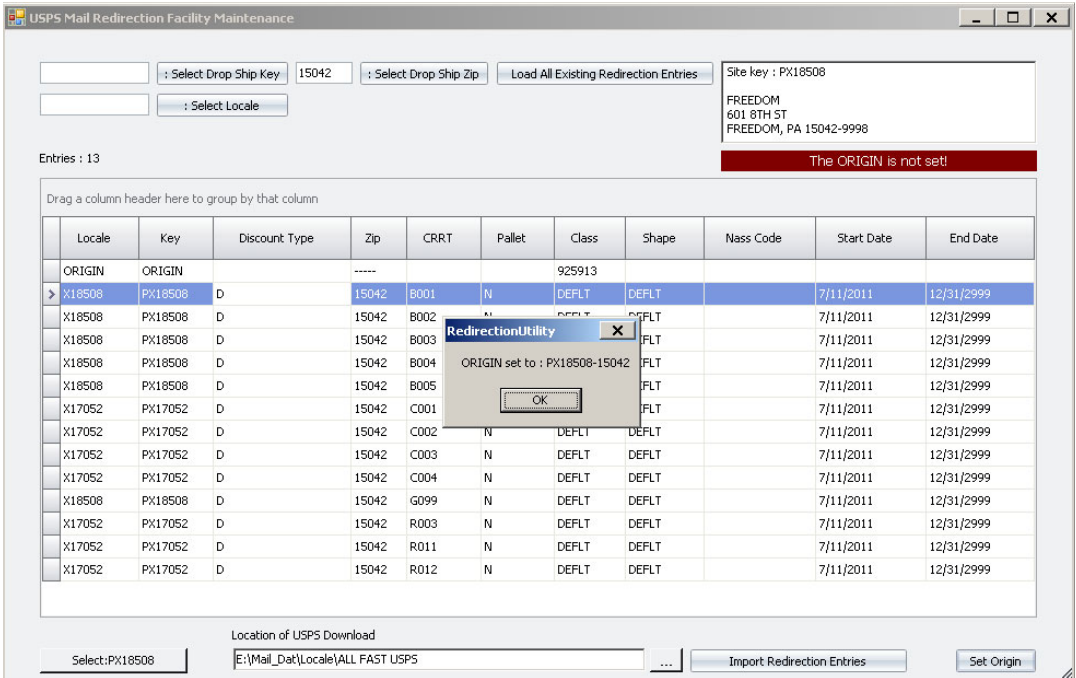


2. If you have an ORIGIN post office, after importing the files you will load your record in the grid, select the row and then click **Set Origin** in the lower right corner.

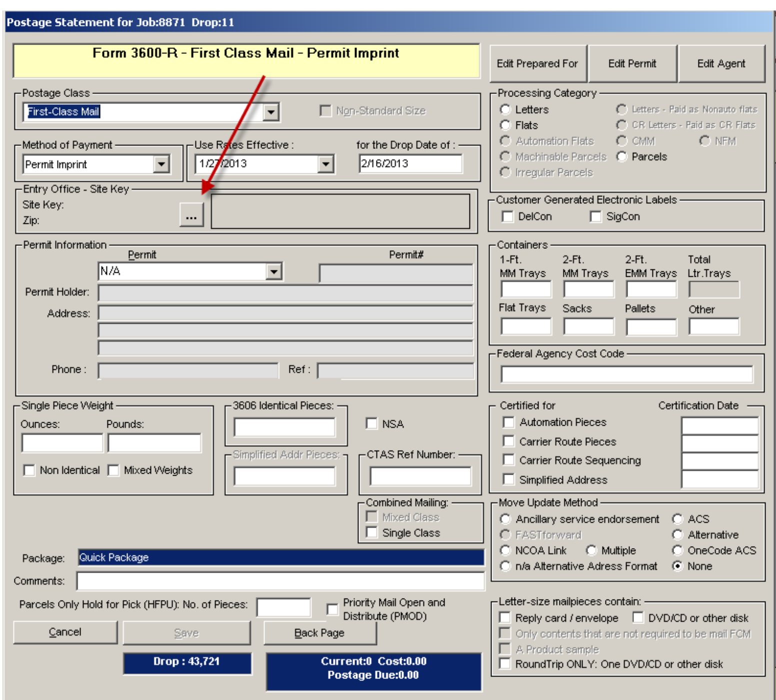
   An example is your ORIGIN post office is located in 15042. According to the USPS, there are currently 13 different records that match that zip, but actually 2 locations. The only distinction is the CRRT field (B001-B005 and G099 go to Freedom and the remaining go to a different location). We are assuming that you, as a user would know which CRRT your facility is in and will be able to make this determination.



3. Once you set the Origin, you will see a new record. Do not be concerned. We know where this record is tied to, so you do not need to look up by ORIGIN. If you need to change the selection, load your records again, select a different line, and select **Set Origin** to change your ORIGIN. This step will need to be performed every time you run the import.

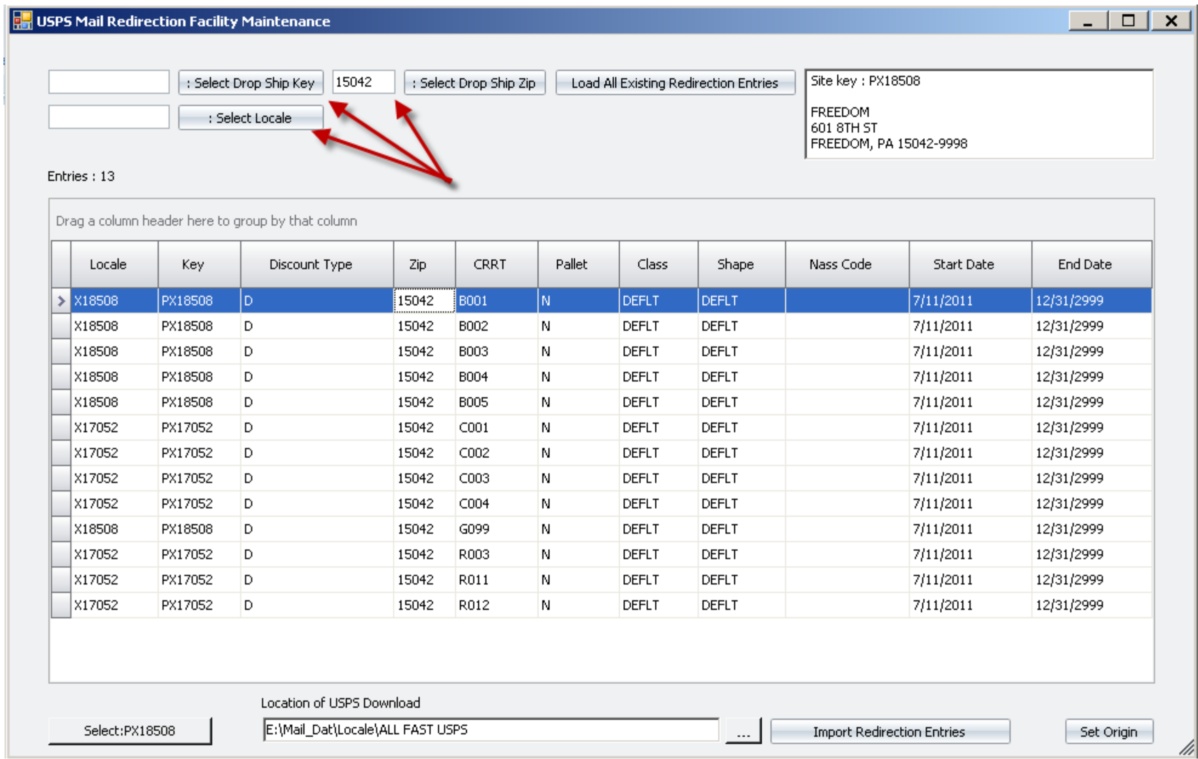


If a statement is created manually, based off of List Counts or Estimated Counts with a Drop date of 1/27/13 or after, we will change the look up control here for the Entry Office. There will be an option to select that will then launch the Redirection Utility within this screen.

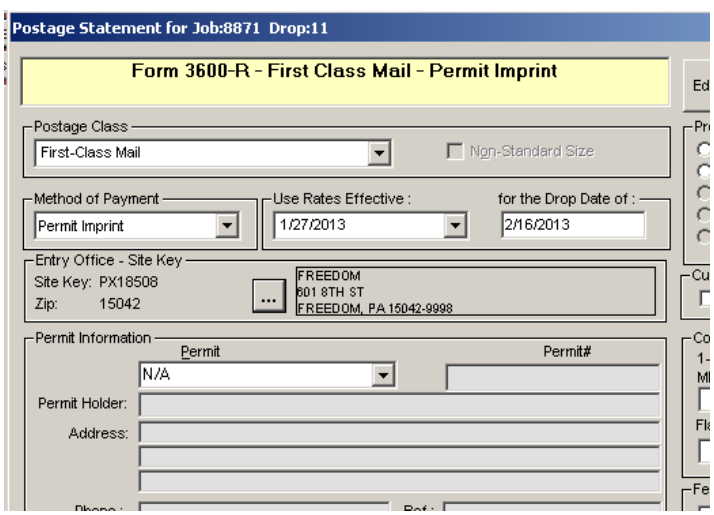


4. You will then either use the Drop Ship Key, Locale Key, or Drop Ship Zip. This will load all of the matches entered. Also, you can Load All Existing Redirection Entries and use the grid filter options to search.
5. Based on the Discount Type, Pallet, Class and Shape will determine which Post office of Entry is selected. Selecting a line will display the address information in the upper right part of this screen to help verify you are selecting the correct Entry office. Highlight the row and then click **Select** in lower left corner.

   Appendix II illustrates using the USPS website for a similar lookup.



6. This will then display in the Entry Office – Site Key area.



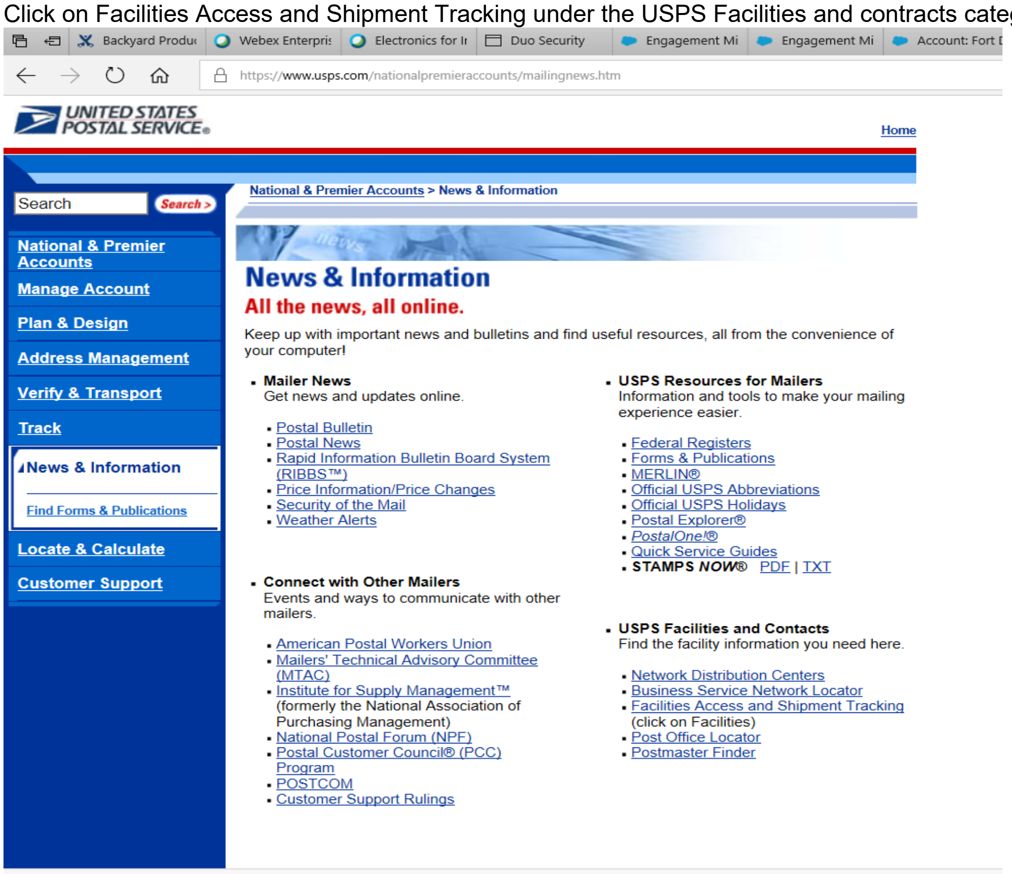
Appendix I: Downloading the USPS Files

1. First, create an account to the USPS website.

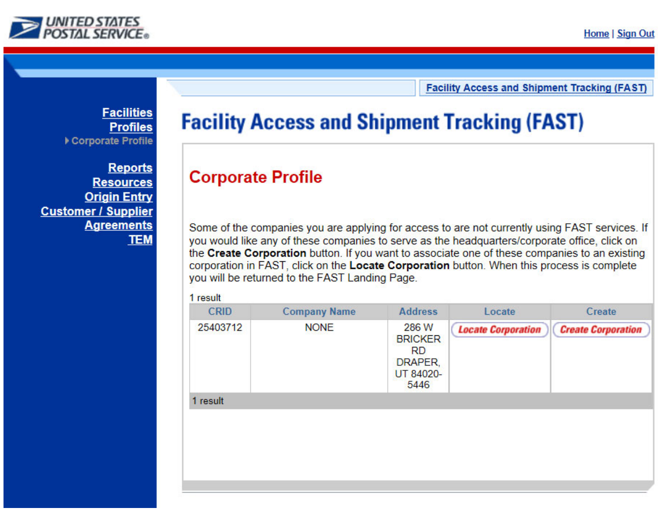
Once logged in, navigate to this page:

https://www.usps.com/nationalpremieraccounts/mailingnews.htm

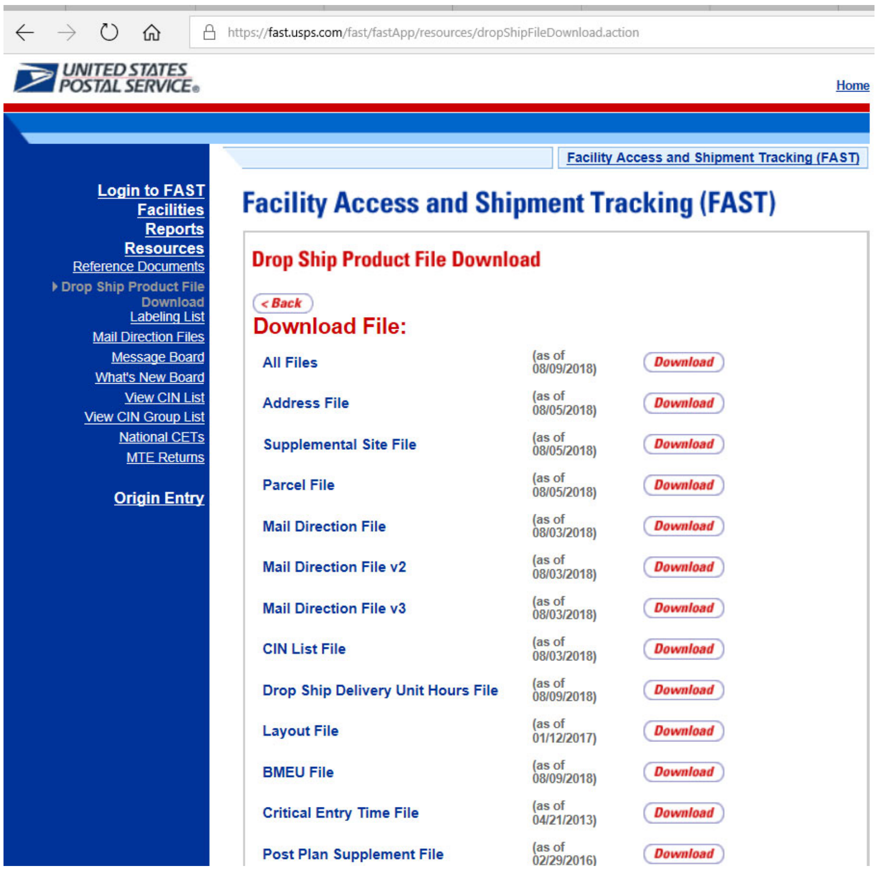
Click on Facilities Access and Shipment Tracking under the USPS Facilities and contracts category.



2. Click on Resources.



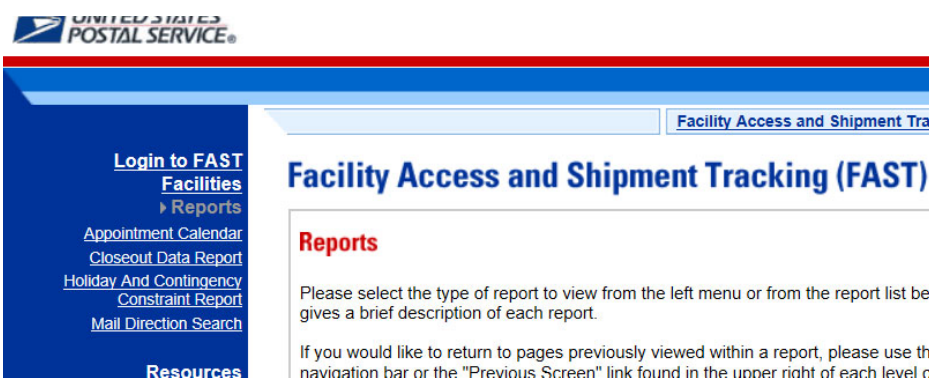
3. Then, click on Drop Ship Product File Download. Download the Address File and Mail Direction File and save to the network.



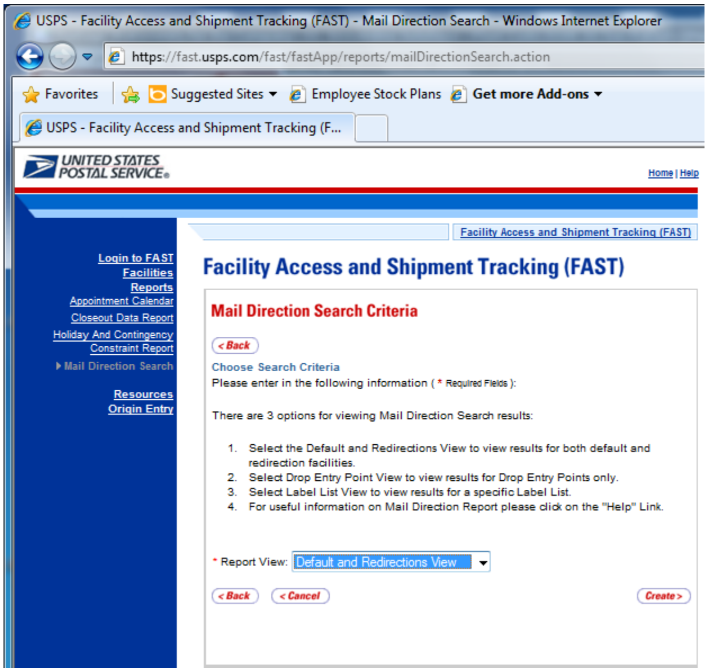
Appendix II: Using the FAST.USPS.com website

1. From the Drop Ship Product File Download page, click Reports.

2. Click on Mail Direction Search.



3. Select the **Report View** option shown below:



Enter the highlighted parts: Content Zip Code, Discount Type, Mail Class, Mail Shape, Palletized, check boxes Show Default Address and Show Redirect Address and Search. The results will be displayed and will show you the Redirected Post Office.