efi PrintStream

User Guide

Sales PreBill Entry
V21.1.0200

EFI PrintStream | 21.1.0200 *Sales PreBill Entry 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

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

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

Table of Contents

Introduction 4

- **Overview** 4
- **Contact Information** 4

Creating a Sales Prebill 5

- **Grouping Lines on a Sales Prebill** 10
- **Consolidating Lines on a Sales Prebill** 11
- **Averaging Lines on a Sales Prebill** 12

Icons for Production Lookup and Prebill Info 13

- **Create a Billing Worksheet Report from Sales Prebill Entry** 14
- **Creating a Print Change Order Report from Sales Prebill Entry** 14
- **Creating a Mail Change Order Report from Sales Prebill Entry** 15
- **Preview Sales Prebill Report** 16
- **Print Allocations Report from Sales Prebill Entry** 17
- **Display Postage Balance from Sales Prebill Entry** 18
- **Create Notes for a Job from Sales Prebill Entry** 19
- **Time Stamped Customer Notes** 20
- **Preview Expense Allocations Report** 20
- **View Job Prepayment Info** 21
- **Prebilled vs. Invoiced Report** 22

Hot Keys Setup 23

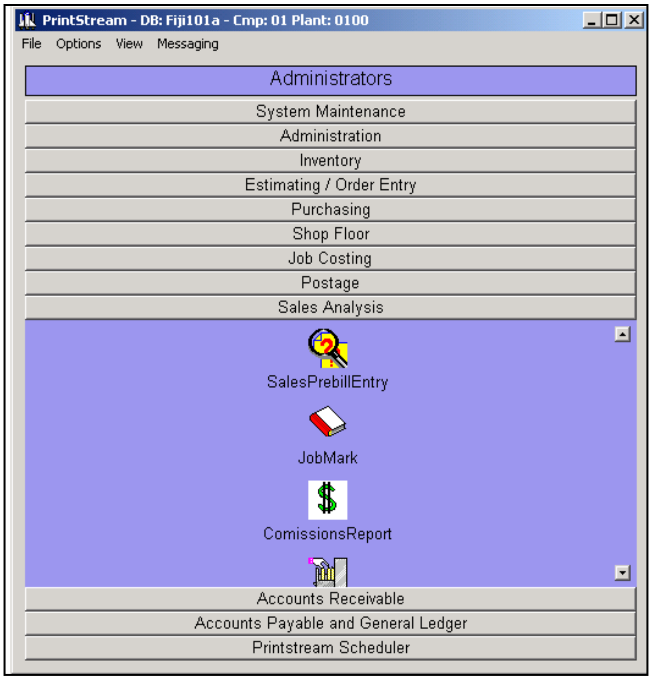
- **Hot Keys Use** 24

How to Unlock a Prebill 24

Introduction

Overview

Sales Prebill Entry is an optional step in the normal job flow of PrintStream. However, many users find the use of Sales Prebill Entry speeds up the billing process and ensures that items added during the course of the job are included on the invoice. The Sales Prebill is like a draft invoice in that it does not affect the General Ledger, the Aging or the customer balance, but it will become the invoice once pulled into AR Invoice Entry. This document serves as the communication device between CSR's, Salespersons, and Billing Personnel. Sales Prebills can be edited, regenerated, or altered in any way until a final invoice has been created for the job.



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.

Creating a Sales Prebill

To create a Sales Prebill

1. Select the job number you are creating the prebill for. The customer's name, job title, base quote number, and sales representative information will fill in from the job.
2. Click **OK** after selecting the correct job.

   Multi company users will find two options under Bill To:

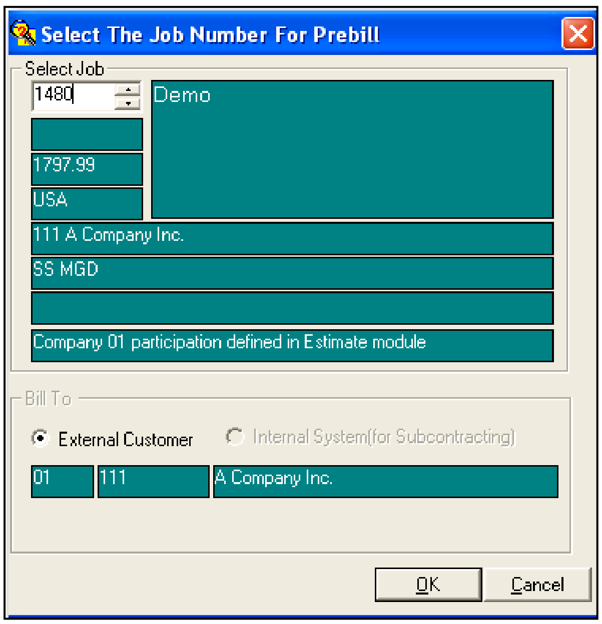
   - **External Customer**

     Refers to an outside customer.

   - **Internal System (for Subcontracting)**

     Refers to those companies who are multi-company and are treating another company site as a customer.

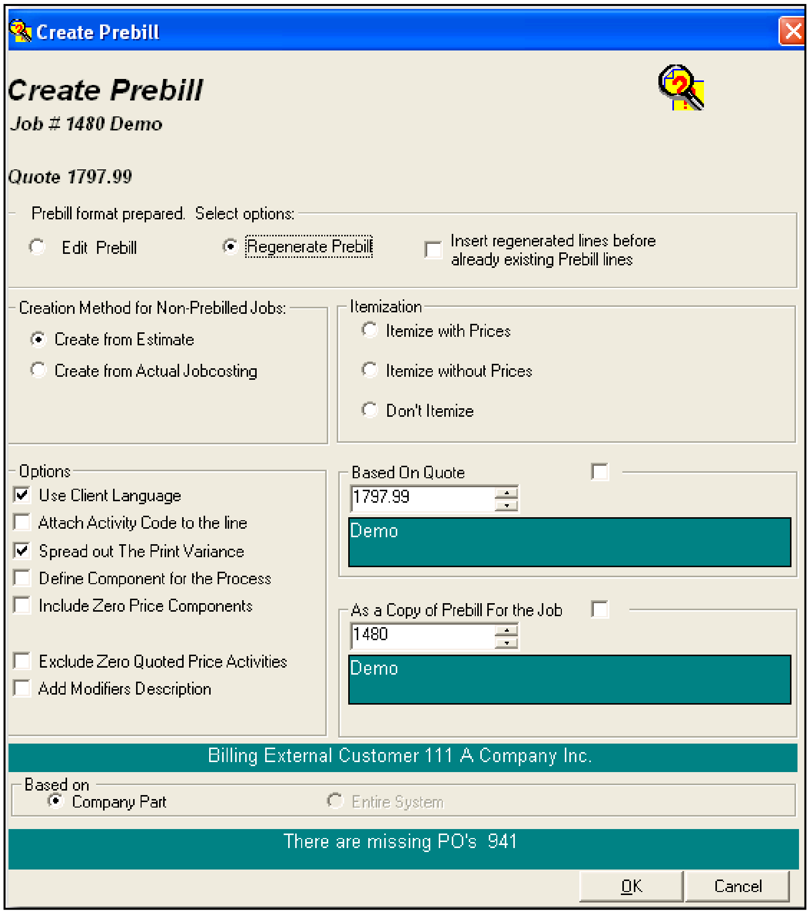
   The default that displays is determined by the **JobMark, Bill External Customer** field.
3. Click **OK** when done.



Note The job's invoice status will display underneath the **Job Number** field. A Sales Prebill can be generated whether the job has not been AR invoiced, partial AR invoiced, or final AR invoiced; however, edits cannot be made to the prebill if the job has been final AR invoiced.

4. Three format options are provided when generating a prebill. If this is the first prebill generated for a job, the program will default to the **Regenerate Prebill** option. To edit an existing prebill for a job, click **Edit Prebill**. To create a new prebill for this job, click **Regenerate Prebill**.

   This will reset the prebill and clear any changes made on the prebill during a prior edit. If you want the original prebill line items to pull through **along** with any changes made to the prebill in a prior edit, click **Regenerate Prebill** *and* select the **Insert Regenerated Lines Before Already Existing Prebill Lines** check box.



Create from Estimate: Lines generate from quote/estimate / current job.

Create from Actual Jobcosting: Lines generate from shop floor/timesheet entries for this job, which is not recommended.

Itemize with Prices: Creates an invoice where each detail line prints its price.

Itemize without Prices: Creates an invoice with detail but only the first line item has a price (total of all the detail lines).

Don't Itemize: Creates an invoice without detail referencing only the description line with the grand total.

Use Client Language: Takes process description designated as client rather than internal description.

Attach Activity Code to the line: Activity code for the process will be part of description.

Spread out the Print Variance: For print estimating, this will proportionately distribute price variances, resulting from manual mark up, mark down or entering of a sell price at the job estimate level, to all lines. If there have been price changes made to the estimate and this option is not selected, an additional line will be added in the amount of the variance and the user will be required to manually allocate it to an appropriate revenue account.

Define Component for the Process: In estimating if process is tied to a component like ‘BRE’ or ‘Letter’ the component’s name will start the line’s description.

Include Zero Price Components: Components with a zero value will print on the prebill if this check box is selected.

Exclude Zero Quoted Price Activities: Activities with zero value will not display.

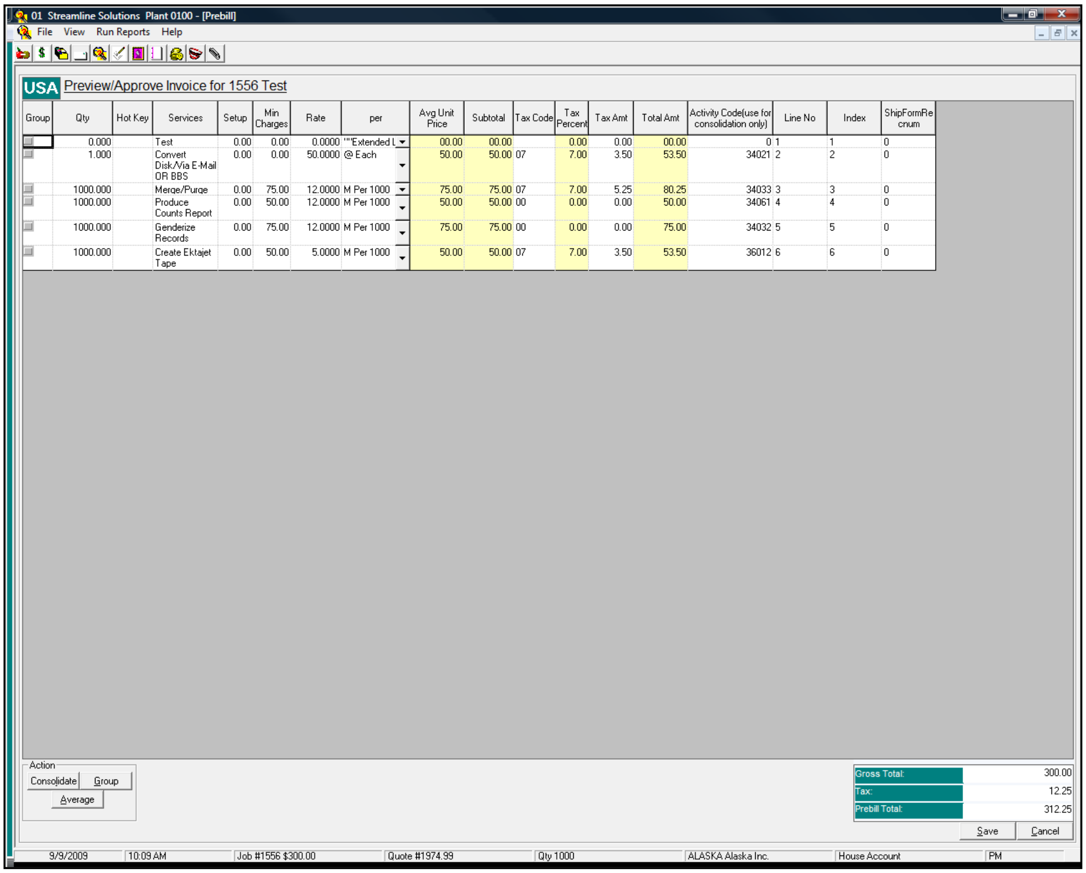
Add Modifiers Description: If modifiers are attached to the activity code, they will display on the prebill.

Based on Quote: You may now select the quote number from which you wish to generate lines. There is no error checking on the quote number. If you want to generate the invoice from a quote for a different job, or even a different customer, it will allow you to do so. Example: You create quote #10 for $1000 and obtain approval from the client to proceed. After turning quote 10 into job 100, you add processes, delete processes, adjust quantities etc. so that the job is now valued at $1500. When you create the prebill, you may generate from quote 10 – which will yield a $1000 invoice – OR you may generate from quote 10.99 which will yield a $1500 invoice. The program defaults to 10.99.

As a Copy of Prebill For the Job: You can take a prebill created for a different job and have the line items carry over from it to the job being prebilled.

Based On: The two options available pertain to multi company users. Single company users will select the **Company Part** option.

5. A note will appear at the bottom of the Create Prebill screen in the event any job related purchase orders were created for the job, however, they have not been received. You can continue processing the prebill; however, the purchase orders must be received before creating a final AR invoice for the job.
6. The next screen represents the future lines of the invoice. Users can make unlimited formatting and/or pricing changes. The icons at the top allow the user to look at different aspects of the job as it went through production.
7. To add a line, click any line and then right-click and select **Add a Line**. This will add a line after the last line of the prebill. To insert a line, click any line and then right-click and select **Insert a Line**. This will insert a line above the line you selected. To move the line, click a line and then right-click and select **Move Line Up** or **Move Line Down**. To copy a line, have your cursor set on that line, right-click and select **Duplicate Current Line**. This works well for those companies who want to charge a customer a standard price for materials the house printed to use on a job, but are going to charge him a different price for the overs.
8. To delete a line, click the line and then right-click and select **Delete**. To add a freight line, right-click in the body of the prebill and select **Add Freight Line**. The line will be added after the last line of the bill. To insert a freight line, click a line, right-click and select **Insert a Freight Line**. This will add a freight line above the line you selected.



Note Display columns appear in yellow, while entry columns appear in white. Postage transactions will not display as line items on the prebill.

Quantity: The quantity for each line item will display, which comes from the estimate and it can be changed. This field will accept whole numbers or quantities with decimals. Headings, subtotals and extended lines will have a zero quantity, which will not print.

Hot Key: Hot keys give the PrintStream user the ability to define a list of service/product descriptions that can be accessed and filled in quickly from the invoicing and prebill line items. By use of the hot keys defined in the master list, the description in the prebill line can be populated saving keystrokes. Additional information for this feature can be found at the end of this handbook.

Services: A description of services or a title for the heading. The description field will accommodate 150 characters.

Setup and Minimum charges: Setups and minimums, as defined in the Mail Estimating, will display and/or can be entered and they will not appear as part of the rate column.

Rate: The cost for the services. Will be a zero amount for headings, subtotal and extend lines.

Per: The Per column has the capability of being priced at one of the following: None, M per 1000, C per 100 or @each. The Per column can also be a Heading, Extended line or Subtotal. The Heading appears in bold with no line extensions. An extended line also appears with no line extensions. A line defined as Subtotal will appear italicized and will subtotal all lines since the previous Subtotal line.

Average Unit Price: An average price of each item, including set up, for each line. This will not print.

Subtotal: A subtotal of the line item.

Tax Code: The tax code is defined in Master Files Customer. This field will automatically calculate if the tax code is selected in the Customer's Master File **and** if the activity is marked as taxable.

Tax Percent: The tax percent defined in the Master Files Customer associated with the tax code.

Tax Amount: The calculation of the tax percent and the line subtotal.

Total Amount: The total for all charges for the line.

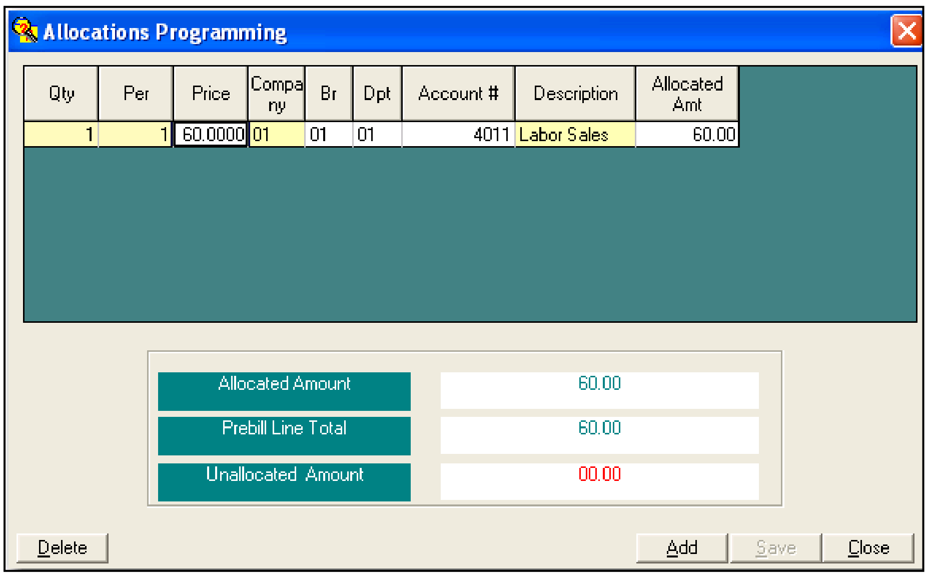
Activity Code: Linked to the process that created the line. Used only for consolidation and is not saved.

Gross Total: The total of all lines excluding tax.

Tax: The total charge for tax on the prebill.

Prebill Total: The gross total plus the tax total.

9. Each line with a dollar amount is linked to a GL account number. To edit the line allocations, click the line and then right-click and select **Edit Line Allocations**. This will allow you to change the branch, department and/or account number to the account that will be credited for this line transaction when invoiced. Once the screen opens, entry columns appear in white. Deletion of an allocation is possible from this screen. After the changes are complete, click **Save**.



10. Each line's allocation in the prebill will default to the GL revenue account linked to each activity code in Link to GL. For unlinked activities, the default revenue account from Control Accounts is used. Print processes may have multiple allocations due to the variety of activities required for a part. These allocations set up the posting of the credits on the invoice.

11. To scroll through the GL account number, use the + or – keys on the number pad.

    Allocated Amount: Shows the total dollar amount allocated for the line.

    PreBill Line Total: Shows the line total.

    Unallocated Amount: The difference between the allocated amount and the line bill total. You will not be able to close until the dollar amount has been allocated.

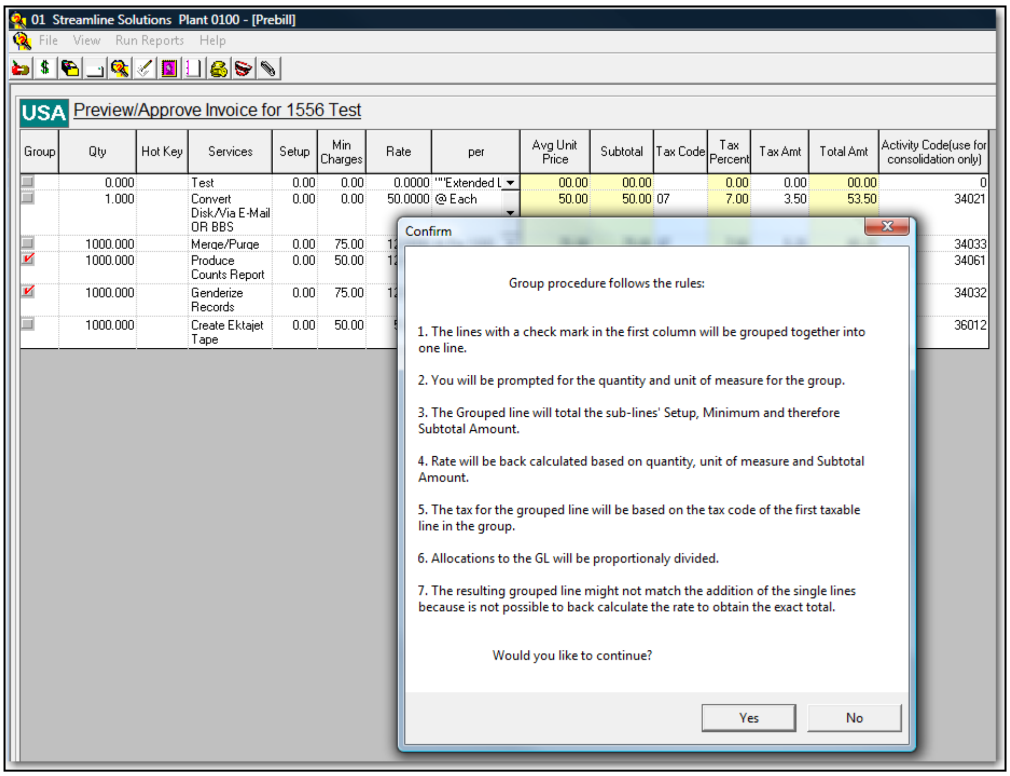
Grouping Lines on a Sales Prebill

Imploding activities, also known as grouping, allows items that may be detailed for production purposes to be strung together for invoicing purposes. Items to be grouped together should have the same unit of measure. Overall, grouping will add lines together on one line separating the combined descriptions with a comma, the GL allocations will remain broken out across the original GL revenue accounts and a sales tax will be calculated based off of the sales tax code referenced on the first line selected in the grouping.

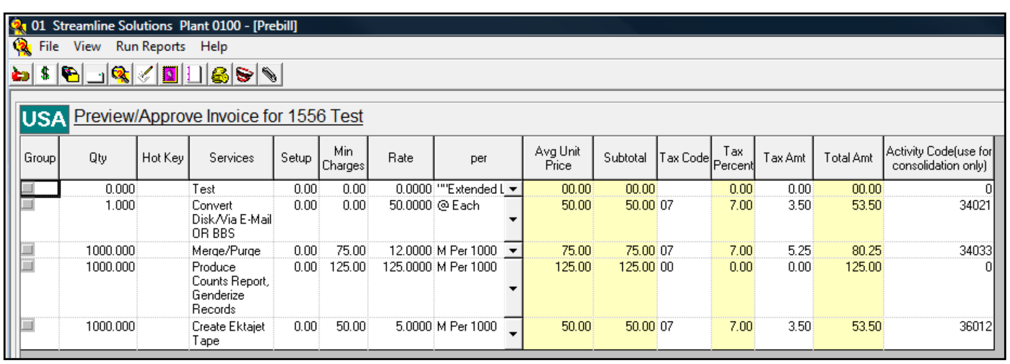
To group lines

1. Check the first column for lines you wish to group and click the **Group** button.
2. If you want the items to appear in a different order, move lines up and down before grouping.

   A confirmation box will appear indicating the affects grouping will have on your prebill.
3. You will be prompted to enter the quantity and unit of measure for the grouped line. It will total the Setup and Minimum and recalculate the rate based on the quantity. Click **Proceed**.



After Grouping:



Consolidating Lines on a Sales Prebill

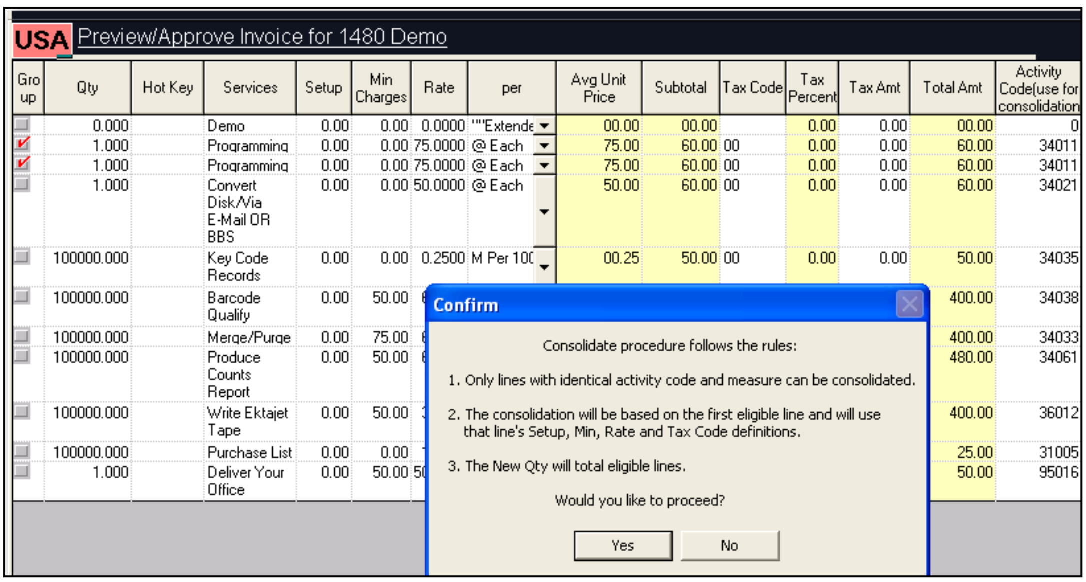
Some processes are performed numerous times for multiple components. Consolidating allows you to total those quantities that share the same activity code and apply the unit price rate of the first line consolidated. The first line selected in the consolidation will serve as the replacement line's Setup, Minimum, Rate, and Tax, while the new line will total all quantities. If an item you want to consolidate has a different activity code, you can change the code and it will consolidate along with the other lines, or you can change the activity code of a line if you do not want to include it in the consolidation.

To consolidate lines

1. Click the **Consolidate** button.

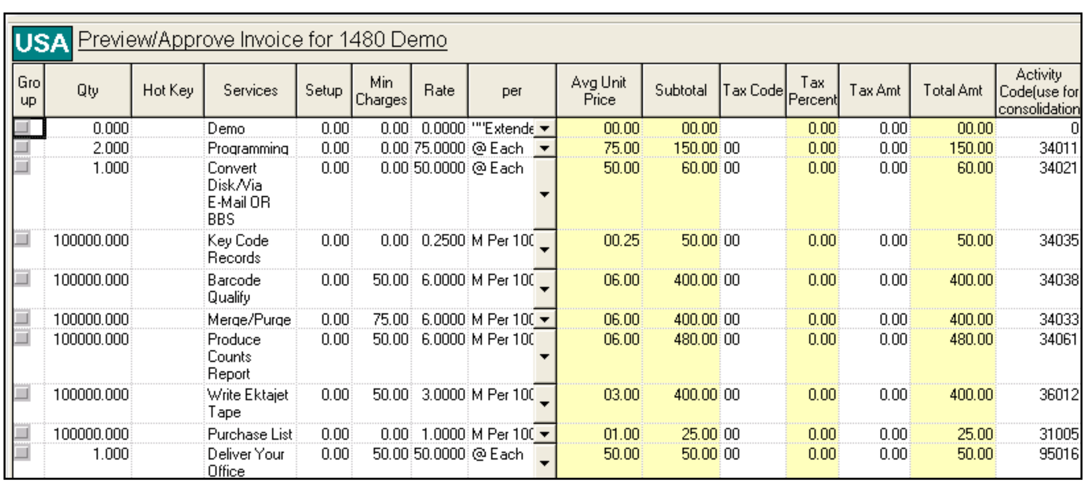
   A confirmation box will appear indicating the affects consolidating will have on your Prebill.

2. Click **Yes** to proceed. The lines with identical activity codes will now be combined onto one line referencing the description for services that was tied to the first line in the selected series. The consolidate feature is not available in AR Invoice Entry.



Group	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax Percent	Tax Amt	Total Amt	Activity Code(use for consolidation
	0.000		Demo	0.00	0.00	0.0000	""Extende	00.00	00.00		0.00	0.00	00.00	0
✓	1.000		Programming	0.00	0.00	75.0000	@ Each	75.00	60.00	00	0.00	0.00	60.00	34011
✓	1.000		Programming	0.00	0.00	75.0000	@ Each	75.00	60.00	00	0.00	0.00	60.00	34011
	1.000		Convert Disk/Via E-Mail OR BBS	0.00	0.00	50.0000	@ Each	50.00	60.00	00	0.00	0.00	60.00	34021
	100000.000		Key Code Records	0.00	0.00	0.2500	M Per 10(	00.25	50.00	00	0.00	0.00	50.00	34035
	100000.000		Barcode Qualify	0.00	50.00								400.00	34038
	100000.000		Merge/Purge	0.00	75.00								400.00	34033
	100000.000		Produce Counts Report	0.00	50.00								480.00	34061
	100000.000		Write Ektajet Tape	0.00	50.00								400.00	36012
	100000.000		Purchase List	0.00	0.00								25.00	31005
	1.000		Deliver Your Office	0.00	50.00								50.00	95016

After Consolidating:



Group	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax Percent	Tax Amt	Total Amt	Activity Code(use for consolidation
	0.000		Demo	0.00	0.00	0.0000	""Extende	00.00	00.00		0.00	0.00	00.00	0
	2.000		Programming	0.00	0.00	75.0000	@ Each	75.00	150.00	00	0.00	0.00	150.00	34011
	1.000		Convert Disk/Via E-Mail OR BBS	0.00	0.00	50.0000	@ Each	50.00	60.00	00	0.00	0.00	60.00	34021
	100000.000		Key Code Records	0.00	0.00	0.2500	M Per 10(	00.25	50.00	00	0.00	0.00	50.00	34035
	100000.000		Barcode Qualify	0.00	50.00	6.0000	M Per 10(	06.00	400.00	00	0.00	0.00	400.00	34038
	100000.000		Merge/Purge	0.00	75.00	6.0000	M Per 10(	06.00	400.00	00	0.00	0.00	400.00	34033
	100000.000		Produce Counts Report	0.00	50.00	6.0000	M Per 10(	06.00	480.00	00	0.00	0.00	480.00	34061
	100000.000		Write Ektajet Tape	0.00	50.00	3.0000	M Per 10(	03.00	400.00	00	0.00	0.00	400.00	36012
	100000.000		Purchase List	0.00	0.00	1.0000	M Per 10(	01.00	25.00	00	0.00	0.00	25.00	31005
	1.000		Deliver Your Office	0.00	50.00	50.0000	@ Each	50.00	50.00	00	0.00	0.00	50.00	95016

Averaging Lines on a Sales Prebill

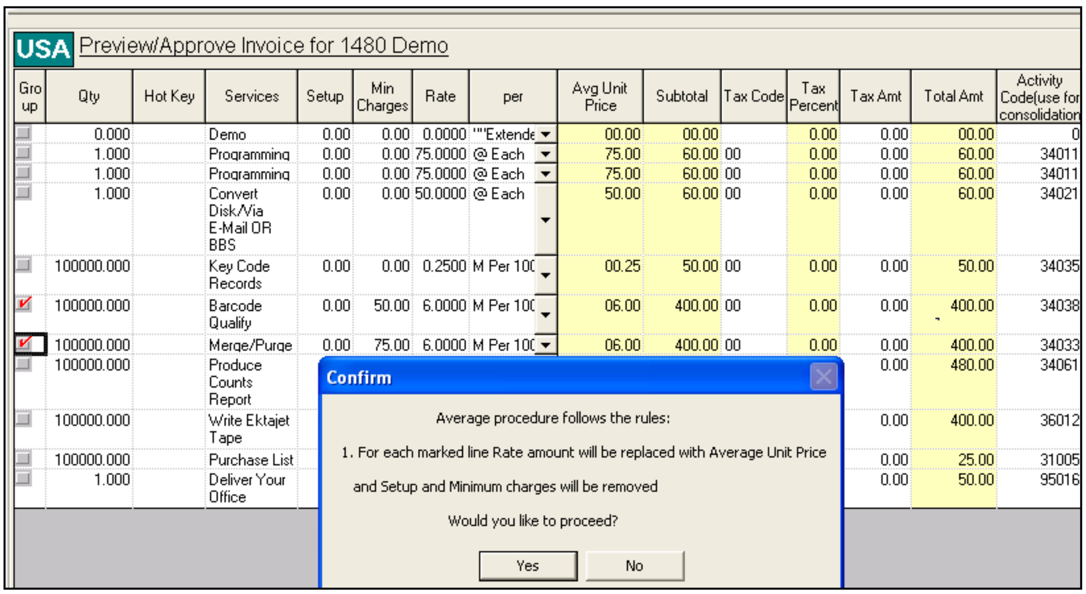
Lines that reference a setup charge or a minimum charge can be converted and recalculated, and the line will be replaced with a new average unit price. This works well for those companies who want to combine any setup fees or minimum charges, and have those costs be part of the flat cost of a process on the job.

To average lines

1. Check the first column for the lines you wish to average the cost, and click the **Average** button.

   A confirmation box will appear indicating the affects averaging will have on your Prebill.

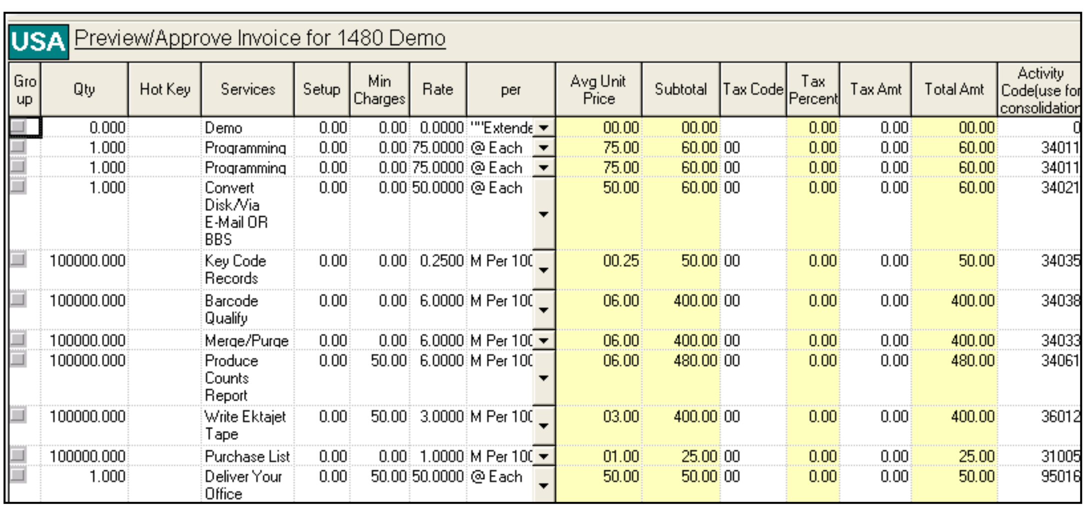
2. Click **Yes** to proceed. The lines selected will calculate an average cost based on the setup fee, minimum charges and the original rate referenced. The average feature is not available in AR Invoice Entry.



USA Preview/Approve Invoice for 1480 Demo

Group	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax Percent	Tax Amt	Total Amt	Activity Code(use for consolidation
	0.000		Demo	0.00	0.00	0.0000	""Extende	00.00	00.00		0.00	0.00	00.00	0
	1.000		Programming	0.00	0.00	75.0000	@ Each	75.00	60.00	00	0.00	0.00	60.00	34011
	1.000		Programming	0.00	0.00	75.0000	@ Each	75.00	60.00	00	0.00	0.00	60.00	34011
	1.000		Convert Disk/Via E-Mail OR BBS	0.00	0.00	50.0000	@ Each	50.00	60.00	00	0.00	0.00	60.00	34021
	100000.000		Key Code Records	0.00	0.00	0.2500	M Per 10(	00.25	50.00	00	0.00	0.00	50.00	34035
☑	100000.000		Barcode Qualify	0.00	50.00	6.0000	M Per 10(	06.00	400.00	00	0.00	0.00	400.00	34038
☑	100000.000		Merge/Purge	0.00	75.00	6.0000	M Per 10(	06.00	400.00	00	0.00	0.00	400.00	34033
	100000.000		Produce Counts Report									0.00	480.00	34061
	100000.000		Write Ektajet Tape									0.00	400.00	36012
	100000.000		Purchase List									0.00	25.00	31005
	1.000		Deliver Your Office									0.00	50.00	95016

After Averaging:



USA Preview/Approve Invoice for 1480 Demo

Group	Qty	Hot Key	Services	Setup	Min Charges	Rate	per	Avg Unit Price	Subtotal	Tax Code	Tax Percent	Tax Amt	Total Amt	Activity Code(use for consolidation
	0.000		Demo	0.00	0.00	0.0000	""Extende	00.00	00.00		0.00	0.00	00.00	0
	1.000		Programming	0.00	0.00	75.0000	@ Each	75.00	60.00	00	0.00	0.00	60.00	34011
	1.000		Programming	0.00	0.00	75.0000	@ Each	75.00	60.00	00	0.00	0.00	60.00	34011
	1.000		Convert Disk/Via E-Mail OR BBS	0.00	0.00	50.0000	@ Each	50.00	60.00	00	0.00	0.00	60.00	34021
	100000.000		Key Code Records	0.00	0.00	0.2500	M Per 10(	00.25	50.00	00	0.00	0.00	50.00	34035
	100000.000		Barcode Qualify	0.00	0.00	6.0000	M Per 10(	06.00	400.00	00	0.00	0.00	400.00	34038
	100000.000		Merge/Purge	0.00	0.00	6.0000	M Per 10(	06.00	400.00	00	0.00	0.00	400.00	34033
	100000.000		Produce Counts Report	0.00	50.00	6.0000	M Per 10(	06.00	480.00	00	0.00	0.00	480.00	34061
	100000.000		Write Ektajet Tape	0.00	50.00	3.0000	M Per 10(	03.00	400.00	00	0.00	0.00	400.00	36012
	100000.000		Purchase List	0.00	0.00	1.0000	M Per 10(	01.00	25.00	00	0.00	0.00	25.00	31005
	1.000		Deliver Your Office	0.00	50.00	50.0000	@ Each	50.00	50.00	00	0.00	0.00	50.00	95016

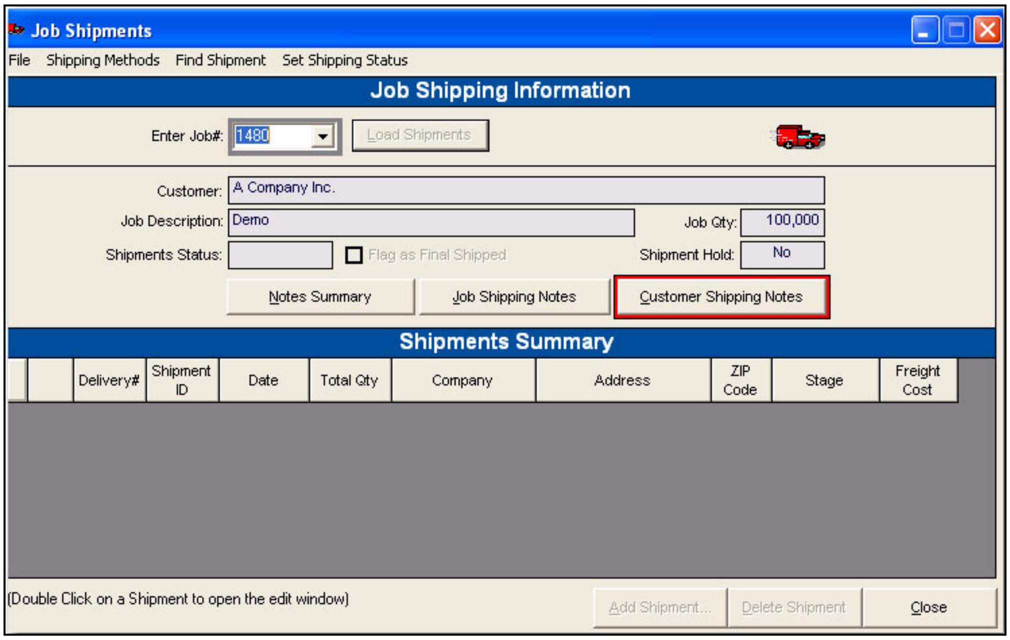
Icons for Production Lookup and Prebill Info

To view shipment information

1. Click the red apple icon in the upper left hand corner.

   All shipments for this job will be listed.

2. Double-click a shipment to open the edit window.



Note You may also view any available shipping notes by clicking the Shipping Notes button.

Create a Billing Worksheet Report from Sales Prebill Entry

To create a Billing Worksheet Report from Sales Prebill Entry, select the dollar sign icon in the upper left hand corner.

Billing Worksheet Printed: 4/27/2007 3:31:37PM **Job # 1480** Page 1 of 5

111 A Company Inc.
Demo. Job's QTY - 100000

Quote No	Customer #	Invoice #	Last Inv Date	Job's Sales Person	PO Number(s)	Repeat	New
1797.99	111	41524*	4/27/2007	SS MGD			Yes

Cost Center	$ Estimate	$ Actual	$ Difference	Labor Center	$ Estimate	$ Actual	$ Difference	Est. Hrs	Act. Hrs
DP Buyouts	25.00		-25.00	DP	1,910.00		-1,910.00	31.77	
Laser Buyouts				Print					
Change Print Buyouts				Laser					
Bindery Buyouts				Burster					
Mailing Buyouts				Bowe					
Ship Buyouts				Cutter					
-------------------------				Folder					
Total Buyouts				Ink Jet					
-------------------------				Cheshire					
DP Mat'l				Piggy Back					
Envelopes				Inserter					
Paper		555.00	555.00	Stretch Inserter					
Laser Mat'l				Poly Insert					
Bindery Mat'l				Handwork					
Mailing Mat'l				Sorting					
Ship Mat'l				Waferseal					
-------------------------				Stamping					
Total Raw Materials				Postage Prep					
-------------------------				Warehouse					
Freight				Shipping labor	50.00		-50.00	1.00	
Postage									
New Line									
Shipping									
Material Cost	25.00	555.00	530.00	Labor Cost	1,960.00	0.00	-1,960.00	32.77	0.00
Material Sell	100.00	666.00	75.00	Labor Sell	2,375.00	0.00	415.00		
Markup	*$300.00*	*$20.00*		*Markup*	*$21.17*	*$0.00*			

Note The billing worksheet is a great cost analysis tool. If material entry is used, the billing worksheet can be created to verify that all materials have been added to the job.

Creating a Print Change Order Report from Sales Prebill Entry

To create a Print Change Order Report from Sales Prebill Entry, click the yellow folder icon in the upper left hand corner.

Alaska Inc.

Change Order Report *Job No* 1480

Page 1 of 1

Customer: **A Company Inc.**
Job Name: **Demo**
Job Qty: **100000**
Salesrep: **SS MGD**
ph: fax:
CSR:
ph: fax:
Estimator:
ph: fax:

Revision No. **0 - 999999**
Printed: **4/27/2007** **3:32:18PM**
Printed For: **LS**
First Due Date: **5/1/2007**
Last Due Date: **5/1/2007**
Job Started: **4/27/2007**

Rev #	***Description of Change***	***Changed By***	***Date/Time***

Price changed: *to*

QTY changed: *to*

Note The print changed orders report shows changes made to the job for print after the job was first generated. Use this report to verify that the billing has been adjusted appropriately.

Creating a Mail Change Order Report from Sales Prebill Entry

To create a Mail Change Order Report from Sales Prebill Entry, click the white envelope icon in the upper left hand corner.

Alaska Inc.

Change Order Report *Job No* 1480

Page 1 of 1

Customer:	A Company Inc.	*Revision No.*	0 - 999999
Job Name:	Demo	*Printed:*	4/27/2007 3:33:17PM
Job Qty:	100000	*Printed For:*	LS
Salesrep:	SS MGD	*First Due Date:*	5/1/2007
	ph: fax:	*Last Due Date:*	5/1/2007
CSR:		*Job Started:*	4/27/2007
	ph: fax:		
Estimator:			
	ph: fax:		

Rev #	*Description of Change*	*Changed By*	*Date/Time*
0	Process Price Change	LS	4/27/2007 3:33:07 PM

Price changed: $ 600.00 *to* $ 700.00

Note The mail changed orders report shows changes made to the job for mail after the job was first generated. Use this report to verify that the billing has been adjusted appropriately.

Preview Sales Prebill Report

To preview the Sales Prebill Report, click the magnifier icon in the upper left hand corner. This report will list all the current charges for the job number. (If any additional charges or any changes are needed, close the report to return to the preview/approve screen.) Based on the postage options selected behind the postage stamp icon on the Sales Prebill toolbar, postage information pertaining to the job being prebilled as of the date and time the prebill is generated for, will display at the bottom of the sales prebill report.

STREAMLINE
SOLUTIONS
4040 Civic Center Drive, Suite 543 · San Rafael, CA 94903
T 415 499 3350 . F 415 499 7677
www.printstream.com

Net 15 days.

Page 1 of 1

** Prebill **

Invoice To: A Company Inc.
Master contact
12401 South 450 East
Suite A 1
Draper, UT 84020

Prebill Date: 4/27/2007

Job Number: 1480

Your Order#:

Shipped To: 12401 South 450 East
Suite A 1
Draper, UT 84020

Salesrep: SS MGD

Attn: Master contact

Qty	Description	Minimum	Unit Price	Per	Subtotal	Tax	Total
	Demo						
1	Programming		75.00	each	60.00		60.00
1	Programming		75.00	each	60.00		60.00
1	Convert Disk/Via E-Mail OR BBS		50.00	each	60.00		60.00
100000	Key Code Records		0.25	/m	50.00		50.00
100000	Barcode Qualify		6.00	/m	400.00		400.00
100000	Merge/Purge		6.00	/m	400.00		400.00
100000	Produce Counts Report		6.00	/m	480.00		480.00
100000	Write Ektajet Tape		3.00	/m	400.00		400.00
100000	Purchase List		1.00	/m	25.00		25.00
1	Deliver Your Office	50.00	50.00		50.00		50.00

TERMS: PLEASE NOTE OUR TERMS ARE NET 30 DAYS FROM DATE OF INVOICE

Sub Total	1,985.00
Sales Tax	0.00
TOTAL DUE	1,985.00

Note Many users print and sign this document and pass it on to the billing department for final confirmation that the job should be invoiced.

Print Allocations Report from Sales Prebill Entry

To print the Allocations report from Sales Prebill Entry, click the notepad/pencil icon in the upper left hand corner. This report lists the line item allocations and a total by GL account number. You will notice WIP and the associated expense accounts do not display. These accounts will only be charged when a final AR invoice is created. This report will only show expected revenue allocations.

GENERAL LEDGER INCOME ALLOCATIONS

Job Title:	Demo
Customer	111 A Company Inc.
Job No	1480
Quote No	1797.99

Prebill line item description		G/L Account Info	Amount
01	Programming	01-01-01-4011	60.00
01	Programming	01-01-01-4011	60.00
01	Convert Disk Via E-Mail OR BBS	01-01-01-4011	60.00
01	Key Code Records	01-01-01-4011	50.00
01	Barcode Quality	01-01-01-4011	400.00
01	Merge/Purge	01-01-01-4011	400.00
01	Produce Counts Report	01-01-01-4011	480.00
01	Write Ektajet Tape	01-01-01-4011	400.00
01	Purchase List	01-01-01-4400	25.00
01	Deliver Your Office	01-01-01-4011	50.00
Company Total:			1,985.00

Consolidated Allocations

01

01-01-01-4011	1,960.00
01-01-01-4400	25.00
	1,985.00

Note To change a line allocation, go back to the Sales Prebill entry screen, click the line and select Edit Line Allocations.

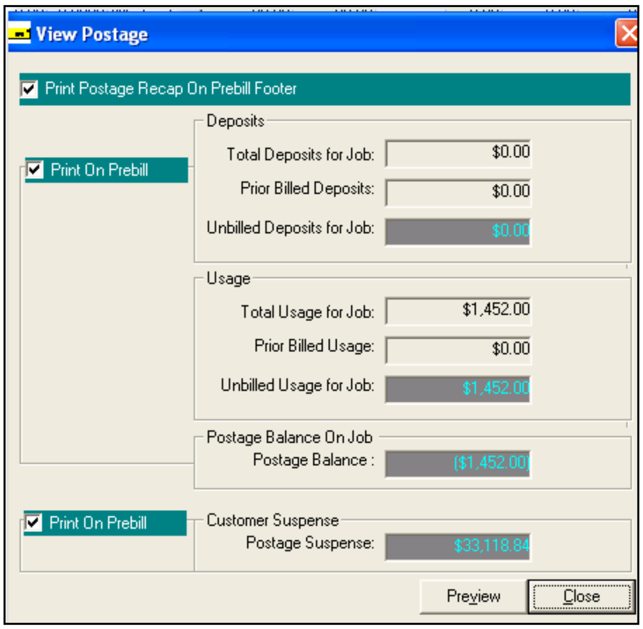
Display Postage Balance from Sales Prebill Entry

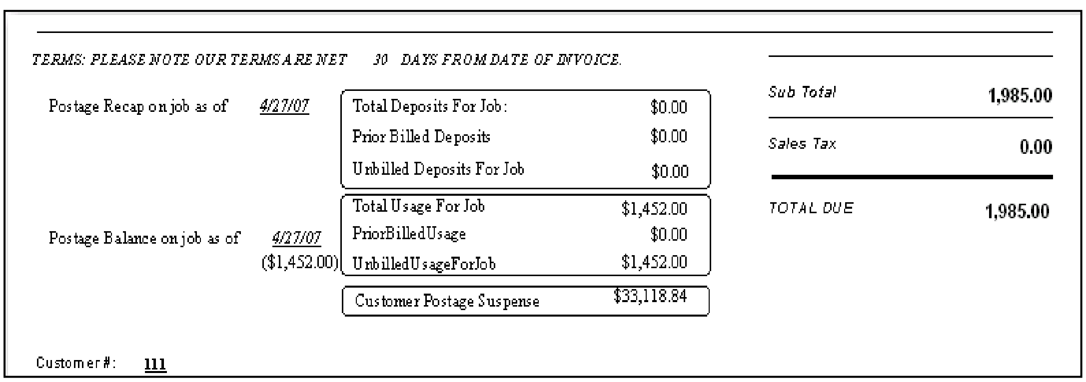
To display the postage activity for this job

1. Click the pink postage stamp icon on the sales prebill toolbar.

   This report will provide a recap of the deposits earmarked to the job, total billed and unbilled usages, the ending postage balance on the job as well as the customer's current postage suspense balance.

2. You may also select which printing options you want to appear on the sales prebill by placing a check mark next to the options listed on the far left; if you want the postage recap to print on the prebill, if you want to include earmarked deposits and usages on the prebill and if you want to show the customer's postage suspense balance. This information will print toward the bottom of the sales prebill report.



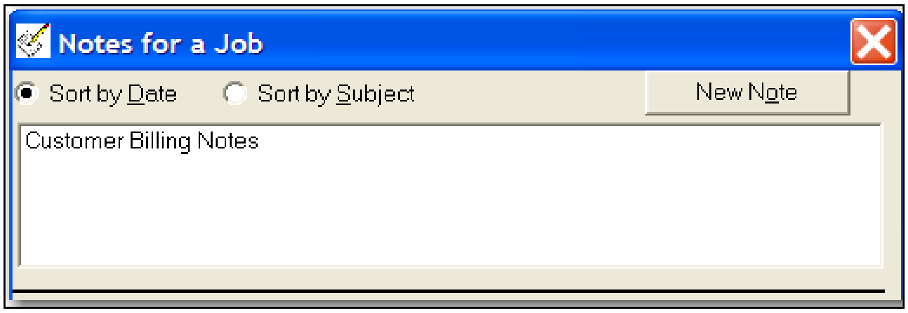


Note Please make a **special note** that the postage information being represented is as of the date and time this sales prebill is generated. The postage could change for any job up to the point the job is either put on hold for additional costs or final billed.

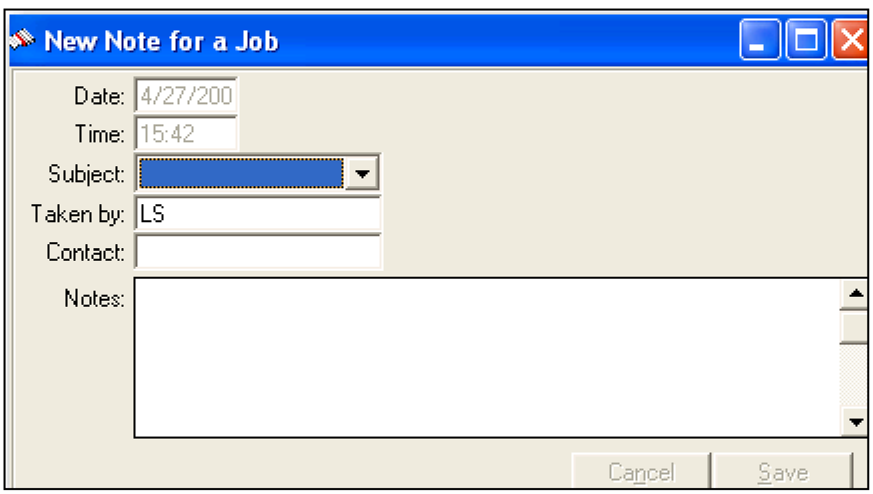
Create Notes for a Job from Sales Prebill Entry

To create notes from Sales Prebill Entry

1. Click the notepaper icon in the upper left hand corner.
2. Select the **New Note** option.



3. Select **Billing Notes** in the **Subject** field.
4. Insert your name in the **Taken By** field and if there is a contact person you can reference his or her name in the **Contact** field.
5. Type the note in the **Notes** field. When you are finished, click **Save**.

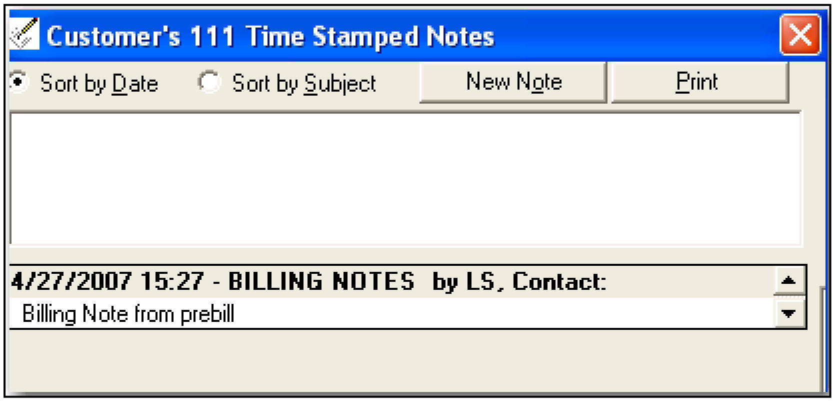


You can sort the notes by date or by subject.

Note The billing note will appear behind the Notes tab in AR Invoicing Entry, on the Billing Worksheet and in Postage Display By Job.

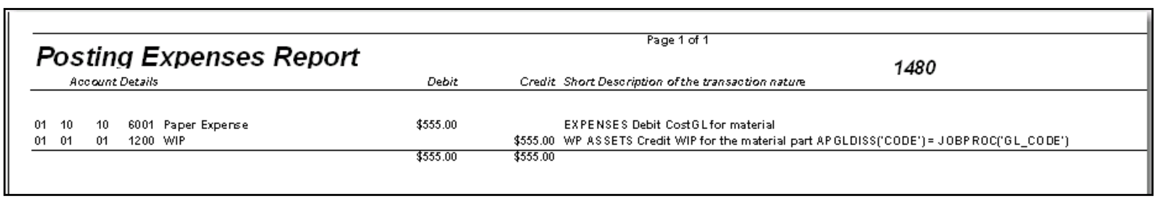
Time Stamped Customer Notes

Notes specific to a customer, job, order, etc., can be entered behind the icon with a smile. These notes will link to the corresponding module with the time and date it was entered.



Preview Expense Allocations Report

Expenses incurred from inventory, materials, or purchase orders will display behind the icon showing gold coins. The GL impact for the expense transaction will list on this report.



Posting Expenses Report

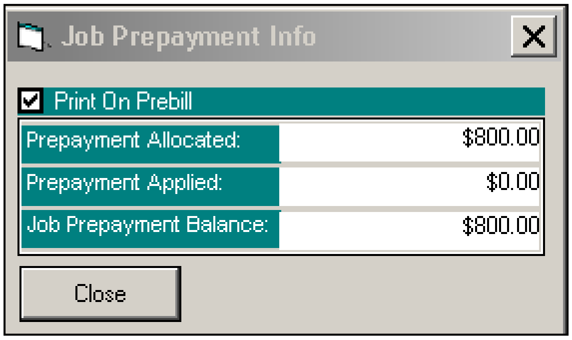
Page 1 of 1

1480

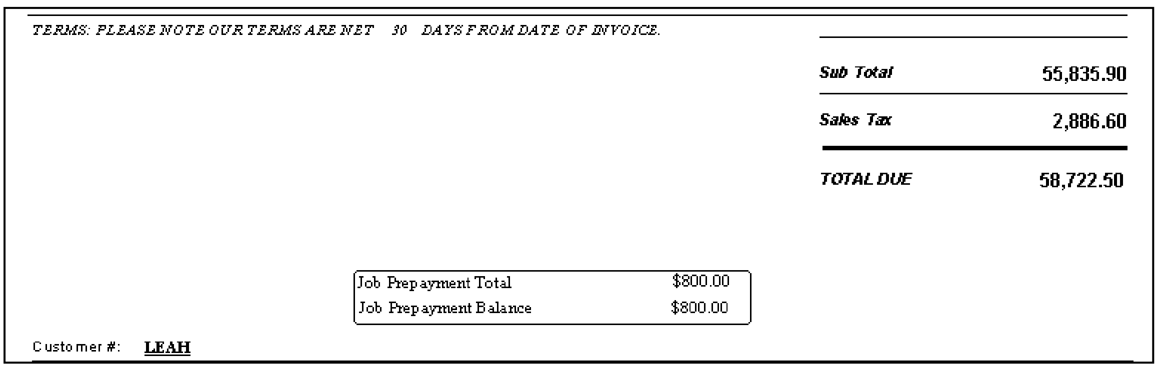
Account Details					Debit	Credit	Short Description of the transaction nature
01	10	10	6001	Paper Expense	$555.00		EXPENSES Debit CostGL for material
01	01	01	1200	WIP		$555.00	WP ASSETS Credit WIP for the material part APGLDISS('CODE') = JOBPROC('GL_CODE')
					$555.00	$555.00	

View Job Prepayment Info

Users can quickly find out if there are AR Prepayment monies applied to the job, by clicking the paperclip icon.



Select the **Print On Prebill** check box to have the prepayment info display.

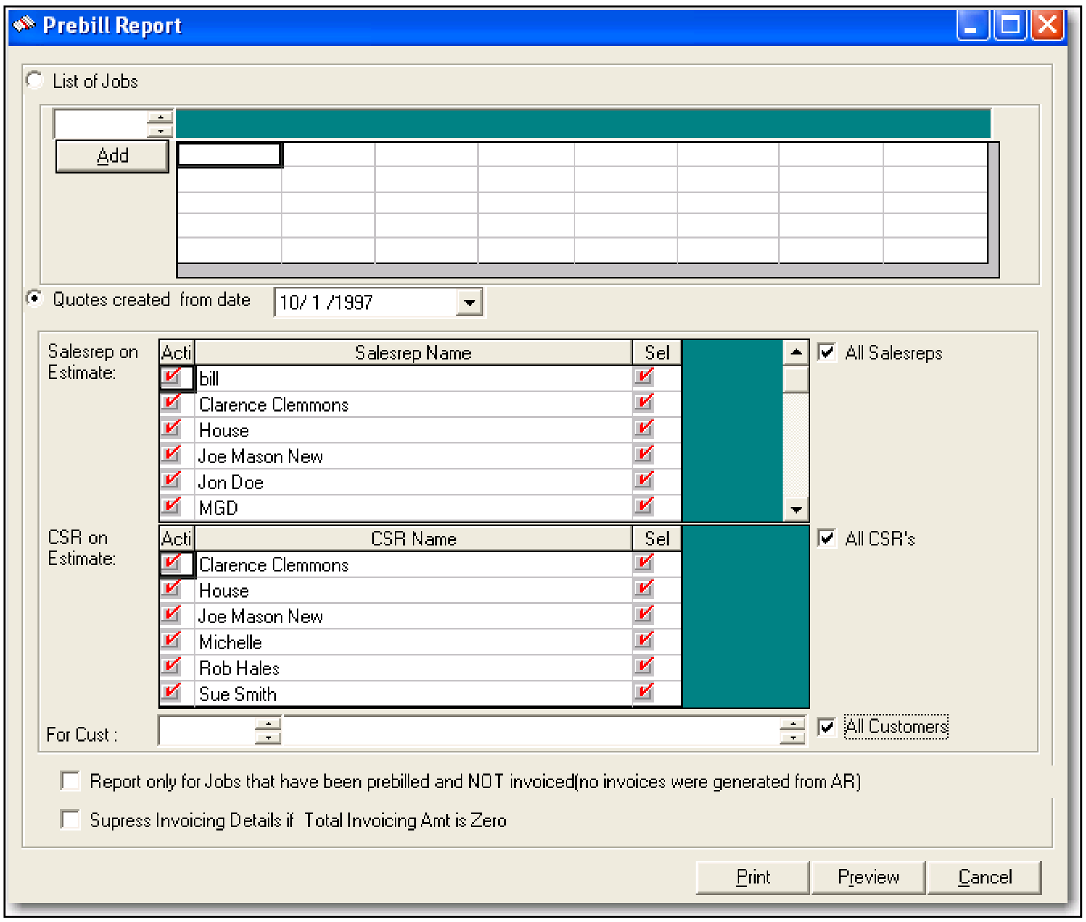


Prebilled vs. Invoiced Report

Users can generate a report in the Sales Prebill Entry program that will show a job's current AR invoice status based on the report parameters selected. This report can be a good report for users who use the Sales Prebill Entry program regularly, to help determine those jobs that remain uninvoiced at the end of a period by selecting the option to only report on jobs that have been prebilled, but not invoiced.

To generate a report

1. Select **Run Reports** from the taskbar at the top of the screen.
2. Select **Prebilled vs. Invoiced report**.
3. This report can be generated by job by selecting the radio button for **List of Jobs** and then populating the grid provided by adding the jobs, or you can generate the report for all jobs from a specific date forward along with selecting specific or all salesreps, CSR's, and customers.
4. Click **Print** or **Preview** after defining your report parameters.



The report will provide the quoted amount and date, the prebill date and amount, as well as the invoice date, invoice number, tax amount, postage amount, services, and the invoice amount.

Invoiced vs Prebilled Jobs

Page

Job NumberJob Descr	SalesRep	CSR	Quoted Amt	QuoteDate	PrebillDate	Prebill Amt	Invoiced Services	Diff Amt
1 Pollard Consulting								
1445ffff	sandra		0.00			0.00	0.00	0.00

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
41436 P	1/12/07	1/12/07	0.00	0.00	565.00	0.00	565.00
41488 P	10/23/06	10/23/06	0.00	0.00	0.00	0.00	0.00

Job NumberJob Descr	SalesRep	CSR	Quoted Amt	QuoteDate	PrebillDate	Prebill Amt	Invoiced Services	Diff Amt
1447Copy of Postage Class Job	Rob Hales	Rob Hales	930.00			0.00	507.50	-507.50

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
41515 F	4/10/07	4/10/07	0.00	0.00	-507.50	507.50	0.00

Job NumberJob Descr	SalesRep	CSR	Quoted Amt	QuoteDate	PrebillDate	Prebill Amt	Invoiced Services	Diff Amt
1456slkd	sandra		0.00			0.00	1,832.90	-1,832.90

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
41477 P	3/15/07	3/15/07	0.00	0.00	1,541.61	1,832.90	3,374.51
41488 P	10/23/06	10/23/06	0.00	0.00	0.00	0.00	0.00

Job NumberJob Descr	SalesRep	CSR	Quoted Amt	QuoteDate	PrebillDate	Prebill Amt	Invoiced Services	Diff Amt
1471labor import test	Clarence Clemmc		0.00			0.00	0.00	0.00

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
0			0.00	0.00	0.00	0.00	0.00

Job NumberJob Descr	SalesRep	CSR	Quoted Amt	QuoteDate	PrebillDate	Prebill Amt	Invoiced Services	Diff Amt
Subtotal for 1 Pollard Consulting			930.00			0.00	2,340.40	-2,340.40
100 The Perfect Storm								
1436111	Rob Hales		1,900.00			0.00	0.00	0.00

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
0			0.00	0.00	0.00	0.00	0.00

Job NumberJob Descr	SalesRep	CSR	Quoted Amt	QuoteDate	PrebillDate	Prebill Amt	Invoiced Services	Diff Amt
14421	Rob Hales		0.00			0.00	0.00	0.00

Invoice No	Invoice Date	Trans Date	Tax Amt	Freight Amt	Postage Amt	Service Amt	Invoice Amt
41435 F	1/5/07	1/5/07	0.00	0.00	-5,908.74	0.00	-5,908.74

Job NumberJob Descr	SalesRep	CSR	Quoted Amt	QuoteDate	PrebillDate	Prebill Amt	Invoiced Services	Diff Amt
14432	Rob Hales		0.00			0.00	0.00	0.00

Hot Keys Setup

The hot keys give PrintStream users the ability to define a list of service/product descriptions that can be accessed quickly from the invoicing and prebill line items. By use of the hot keys defined in the list, the description in the invoice line will become auto populated.

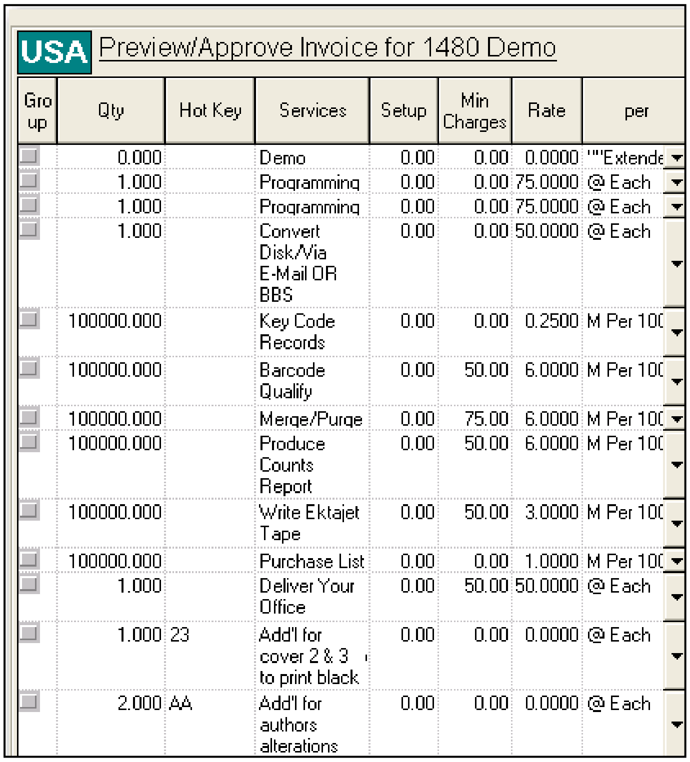
Please contact PrintStream Accounting Support personnel to activate this feature for you. Once activated, you can begin setting up the hot key table by selecting **File** in the Sales Prebill program and then select **List of Hot Keys**. Or you can go to the Master File Report program, Masterfile Reports, Masterfile Report, Hot Keys List. Enter the **Hot Key Code** (18 character alpha-numeric) in the first column and the corresponding description (60 alphanumeric) in the second column. When the list is complete, click **Save** and exit.

Note The Hot Key table can also be accessed and used in the AR Invoicing Entry module.

	Hot Key	Description For The Billing	Default Activity Code
1	23	Add'l for cover 2 & 3 to print black	0
2	AA	Add'l for authors alterations	0
3	AO	Add'l for authorized overtime	0
4	AB	My code	0
5	HK	Hot Key for prebill and invoices	0
6	NEW	NEW HOT KEY	0
7	1	My Key	0
8			
9			
10			
11			
12			

Hot Keys Use

The user can input the Hot Key value into the **Hot Key** column in the sales prebill or invoice screen and the **Description** column will be auto populated with the appropriate data. Following is an example from the prebill screen.


USA Preview/Approve Invoice for 1480 Demo

Group	Qty	Hot Key	Services	Setup	Min Charges	Rate	per
	0.000		Demo	0.00	0.00	0.0000	""Extende
	1.000		Programming	0.00	0.00	75.0000	@ Each
	1.000		Programming	0.00	0.00	75.0000	@ Each
	1.000		Convert Disk/Via E-Mail OR BBS	0.00	0.00	50.0000	@ Each
	100000.000		Key Code Records	0.00	0.00	0.2500	M Per 10(
	100000.000		Barcode Qualify	0.00	50.00	6.0000	M Per 10(
	100000.000		Merge/Purge	0.00	75.00	6.0000	M Per 10(
	100000.000		Produce Counts Report	0.00	50.00	6.0000	M Per 10(
	100000.000		Write Ektajet Tape	0.00	50.00	3.0000	M Per 10(
	100000.000		Purchase List	0.00	0.00	1.0000	M Per 10(
	1.000		Deliver Your Office	0.00	50.00	50.0000	@ Each
	1.000	23	Add'l for cover 2 & 3 to print black	0.00	0.00	0.0000	@ Each
	2.000	AA	Add'l for authors alterations	0.00	0.00	0.0000	@ Each

How to Unlock a Prebill

The Sales Prebill program may become locked in the event the program is shut down incorrectly.

To unlock a prebill

1. Select **File** from the toolbar at the top of the screen.
2. Select **Unlock Prebill**.
3. Enter the **job number** to the prebill that is locked.
4. Click **OK**.