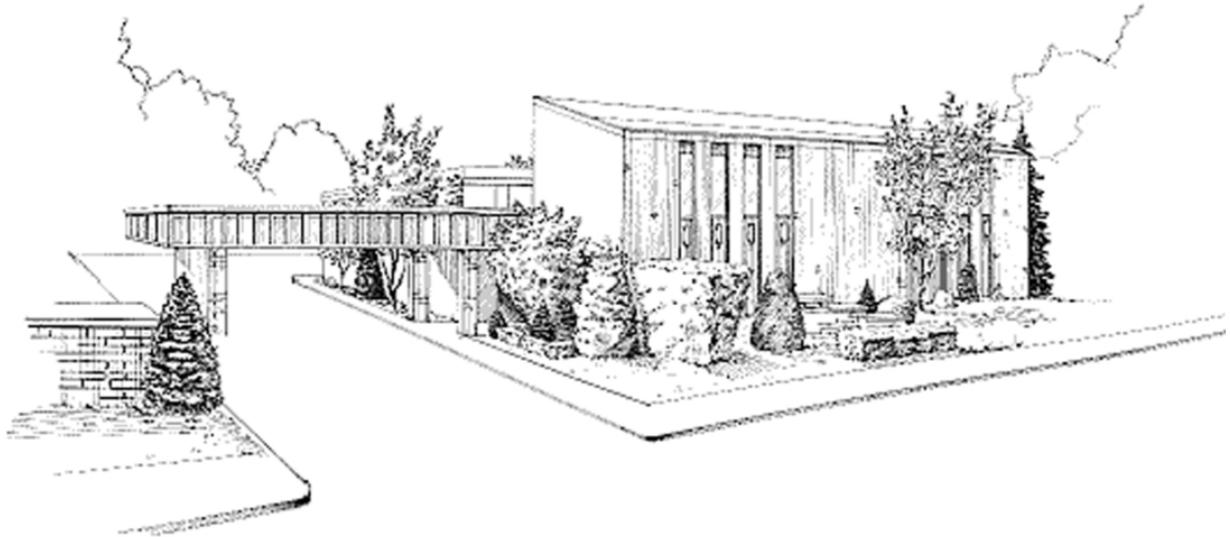


Vision Circulation System

Version 5.1 User Guide



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© Vision Data Equipment Corporation
1377 Third Street • Rensselaer • New York • 12144
Phone 518.434.2193 • Fax 518.434.3457
<http://www.vdata.com>

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Getting Started

How to Use this Manual

The Vision Data Circulation System is composed of two sub-systems: the Subscriber/Non-Subscriber sub-system ("Subscriber System") and the Carrier/Dealer sub-system ("Carrier System"). Each sub-system is described in separate parts of this manual. In addition, there are separate set-up and maintenance sections that cover both sub-systems.

The **Getting Started** section includes instructions on how to use this guide and describes key aspects that will help you understand the Vision Circulation System.

The **Subscriber System** section is in two parts, setup and reference. System Set-Up (Chapter 1) is an overview of the required codes you must define, and the setup procedures necessary to build the Master Files prior to the beginning of daily operations. Reference (Chapters 2-9) describes the detailed use of the menus, and each program available from the menus. There is a description of each program and a detailed description of each data field, and how the fields relate to other programs in the system.

The **Carrier System** section is in two parts, setup and reference. System Set-Up (Chapter 10) is an overview of the required codes you must define, and the setup procedures necessary to build the Master Files prior to the beginning of daily operations. Reference (Chapters 11-17) describes the detailed use of the menus, and each program available from the menus. There is a description of each program and a detailed description of each data field, and how the fields relate to other programs in the system.

Finally, the **Systems Management** section gives tips and instruction on how to maintain system integrity.

This manual uses a variety of conventions you should become familiar with. An assortment of text styles are utilized to highlight important information, or to call your attention to key concepts.

Bold Text is used to emphasize important terms and their explanations.

Shaded Italic Text is used to indicate notes you should pay special attention to.

"Lucida console" (quoted) is used to indicate a system prompt or keystroke to perform.

[Lucida console] (bracketed) is used to indicate specific named keys, such as the [ENTER] key.

Arial Text is used to indicate fields and other screen information.

Condensed Text is used to indicate a reference to another section of the manual or outside source.

Entering Data in Vision Circulation

This section describes the many aspects of entering data into the Vision Circulation system. The concepts presented here are applicable to both the Subscriber and Carrier Systems, and deal largely with valid data types, system prompts and shortcut keys. By becoming familiar with these concepts you will become a more effective and efficient user of the system.

Recognized Data Types

There are four data types that the system fields recognize: Alpha-Numeric, Numeric, Date and Money.

Data Type	Constraint
Alpha-Numeric	Digits 0-9, or characters A-Z
Numeric	Digits 0-9 only
Date	Eight digit numbers, no delimiter
Money	Digits 0-9, and "-" (negative)

Table 1 - Recognized Data Types

Alpha-Numeric fields, abbreviated alpha, allow entry of any combination of digits (0-9) or characters (A-Z) in capital letters, such as values for Subscriber Name or Street Name. The lowest alpha value that can be entered on the keyboard is a blank space (), and the highest value is a tilde (~).

Numeric fields only allow entry of digits 0-9, such as a Daily Draw value, but may be displayed by the system with punctuation, such as a Social Security Number (987-65-4321) or Telephone number (518-434-2193).

Date fields are eight-digit numbers, and may be entered without a leading "0". The year portion may be entered as two or four digits. Dates will be displayed with "/" separators - e.g. an entry of 12211 will be displayed and printed as 1/22/2011, an entry of 1112011 will be displayed and printed as 1/11/2011.

Money fields are numeric fields that will be displayed with commas, periods and hyphens. Some examples include, Daily Rate per Issue (0.123456), Amount Received (23.00) or Temporary Credit (2.34-). Punctuation, except a negative sign, cannot be entered into Numeric or Money fields, but they will be displayed on the screen and printed on listings and reports with the appropriate punctuation.

Field Entry

Data entry for all the entry screens is essentially the same. Fields are typically numbered, and when the cursor is directed to that field, the field is highlighted in reverse video. Enter the appropriate alpha, numeric, date or money value into each field and press [ENTER] to complete the entry and continue to the next field.

At almost any time you can press the [TAB] key, which will bring the cursor to the "ITEM?" prompt. If you wish to move the cursor to another field, enter the field number and press [ENTER]. This will direct the cursor to the specified field, highlight the field, and allow the entry of an appropriate value. Pressing [TAB] again will bring the cursor back to the "ITEM?" prompt. Remember, do not enter punctuation into numeric, date or money fields, as the system will format your value automatically.

If you wish to abort a screen, press the [ESC] key. This will bring your cursor back to the beginning of the screen. Pressing [ESC] will lose any changes you may have made on the aborted screen. If you wish to save the additions or changes that you've made, type "N" [ENTER] at the "ITEM?" prompt and enter "Y" and [ENTER] at the "OK?" prompt. You can also press the [F1] key to save your changes. Doing this will skip over the "ITEM?"/"OK?" process, and is a more efficient method of entering information.

If you have entered information into a field that is not formatted correctly, or is of the wrong data type, or have not entered information into a required field, you should hear a beep and see a message about your error at the bottom of the screen. The program will not allow you to save the screen until the field value is correct.

If you make a mistake in typing and you have not pressed [ENTER], use the [DELETE] or [BACKSPACE] key, which ever will work on your terminal, to erase the character previously entered. This may be done any number of times until you reach the beginning of the field. After you have erased the erroneous characters, begin typing again in order to complete the field entry and then press [ENTER].

Other Prompts

Besides data fields, there are questions and other prompts that must be answered or entered. A range of route numbers, a range of dates, a billing code or a publication number, are examples of some of the data that must be entered at these prompts. In most cases, the data entered at the prompt must be identical to the data in the corresponding field in the file(s) in order to make an exact match. The questions and prompts required to run each program are described in the Reference sections under the name of the program on the appropriate parent menu.

Exiting a Program

All system programs allow you the ability to exit, whether you need to exit prematurely, or because you are done. Exiting a program requires entering some portion of the word "END" at certain prompts. If the prompt or data field is only one character long, an "E" and [ENTER] is all that need be entered. If the prompt or field is two characters long, an "EN" and [ENTER] is all that can be entered. If the prompt or field is three characters or more in length, you must enter the entire word.

Exiting Records

As a multi-user system Vision Circulation provides exceptional flexibility for use in both small and large publishing environments. Multi-user environments present a variety of opportunities, but also have limitations with regard to concurrent record access, and active session use. A common support issue arises when users are unable to access particular records in the system, or are unable to perform certain functions, because another user has accessed a record, and left it open. This is referred to as a "Record Lock", and it can interfere with a variety of system programs such as Reindexing Relooks, and Day End Processing

To prevent record locks, teach your system users to close out of any Master File screens as soon as they are done.

Exiting the System

Another common support call occurs when users close out of the Vision system by clicking the [X] in the upper right corner on windows based terminals. While this closes the terminal emulation program running on your desktop computer, it does not exit the Circulation system running on the server. When this occurs, an active user session continues to run on the server. As this continues to happen, the server can become bogged down with inactive or "dead" sessions, which consume server resources and slow down overall performance. This problem becomes compounded when the user has a Master File record open at the time they "close". In this case, the dead session will cause a record lock, causing the type of problems detailed above.

To prevent "dead" sessions, teach your users to exit Vision Circulation by typing "EN" at the selection prompt, and properly logging out or exiting the host server as directed by your systems department.

Function Keys

This version has the ability to perform multiple data entry operations by using the **functions keys** on the keyboard. These are referred to as "Shortcut Keys" and may be indicated on your keyboard as either "F" and a number, or "PF" and a number - i.e. [F4] or [PF4]. The following is a list of available function keys and a description of what they do:

[F1]	In file maintenance programs, pressing [F1] is a quick method of saving the new record. This takes the place of entering [N] and [ENTER] at the "ITEM?" prompt and [Y] and [ENTER] at the "OK?" prompt. In listing programs, the [F1] key is the same as typing [Y] and [ENTER] at the "OK?" prompt.
[F3]	In most file maintenance programs, pressing [F3] copies all field values from a previous record into the current record beginning with the field your cursor is on, through the end of the screen. This is especially helpful if you have to add or change multiple records where only one or two fields are different in each record and the other field values may be duplicated from one record to the next. This assumes that you have opened an original starting record, which you are copying from. In programs other than file maintenance programs, use of [F3] key will fill in the default responses to the rest of the prompts.
[F4]	In the file maintenance programs, pressing [F4] copies one field from a previous record into the current field your cursor is on. This is especially helpful if you need to copy or change one or two fields in a series of records. This assumes that you have an original starting record that you have entered first.
[F7]	At function related prompts, pressing [F7] will display a list of valid function codes for the prompt. Choose the appropriate code and press [F7] again to select it.
[F8]	At code related fields, pressing [F8] will display a list of valid codes for that field. Choose the appropriate code and press [F8] again to select it.
[F10]	In the file maintenance programs, pressing [F10] exits the program without saving the record or changes. This is the same as the [ESC] key. In programs other than file maintenance programs, use of [F10] key will take you back to the menu.
[F11]	In the master file maintenance programs, pressing [F11] at any time will immediately return the user to the previous record they were looking at. The [F11] can be hit multiple times to scan back through the last 10 records accessed. In effect, this is a previous-record key.
[F12]	In the master file maintenance programs, pressing [F12] after the [F11] key has been pressed multiple times will immediately return the user to the next record in the list of the previous ten they had accessed. In effect, this is a next-record key.
[ESC]	Escape out of a record without saving changes.
[TAB]	Go to the Item Prompt.

Table 2 - Function Keys

Subscriber System

CHAPTER 01 • SYSTEM SET-UP

Proper configuration of the Subscriber System will ensure smooth, consistent operation of your Vision Circulation System. In this chapter we explore setting up the base data that will be required to fully utilize the Vision Circulation Subscriber System.

Before You Begin

Custom Forms

There are several forms that you may need at hand for printing output from the Subscriber System.

Mail labels may be one to five labels across and the print area on the label may be defined and changed each time you run the Mail Label Printing program. You can squeeze from six to eight lines on a one-inch high label, depending upon how you set the lines per inch on your printer and in the program. Two "SHOW" lines or a carrier route presort heading and one "SHOW" line plus at least four lines of address for a total of six lines is the minimum number of lines that will print on a label. A minimum width of 25 characters (2.5 inches) across is required for each label, however if you want nine-digit zip codes on the same line as the city and state, the width must be at least 30 characters (3 inches) across.

Postal Verification Cards: The Domestic Mail Manual (DMM) allows flexibility in choosing the size of the Postal Verification Cards, but the program that prints them has been designed to handle 3"x5" cards only. If your post office requires something different, we will gladly customize the program for you.

Carrier Header Cards come in a standard format that looks like an IBM punch card, only on continuous forms.

Expiration Notices: While there are no standard Expiration Notices, a book of sample forms is available to help you select one. You may be able to use your current forms, or you can design your own. To have a specific form incorporated into your system, send us an acetate, or a sample form for us to approve. We advise you to confirm approval with us before you place your order with your printer. Whether you design your own form or select one from our sample book, we will create it for you free of charge the first time, if you request it within a reasonable length of time after your installation. If you design your own Expiration Notice, we suggest you allow the computer to print the rate descriptions on the bills, rather than having them pre-printed - e.g. "3 MONTHS", "6 MONTHS", "13 WEEKS", etc. This will allow you more flexibility in the future. **Vision Data can create customized Expiration Notices for you!**

Mailgrams: There are two formats of Mailgrams which can be generated by the system: Mailgram and Letter. The Mailgram format looks like the yellow mailgrams that you receive in the mail from advertising companies. As with the Expiration Notices mentioned above, sample mailgrams are available for your review. The Letter format is more flexible, is printed on plain paper, and looks like a standard letter that can be put in a windowed envelope.

Subscriber Coupons are designed to print on special forms similar to refund checks, but also can be customized.

Establishing Your Company Data

In setting up your Subscriber system, there are several things to consider regarding your company's configuration and your products. These considerations might include: multiple company designations, multiple publications, editions, or products.

Multiple Companies

The Circulation system can be set up in a variety of configurations to take advantage of its multiple company capabilities. There are two similarities between the configurations: a two-character company code is assigned to each company (e.g. VD = Vision Data), and each company has separate Carrier/Dealer Master Files and Carrier/Dealer reporting functions. Custom configurations allow the Subscriber/Non-Subscriber Master Files to be the same for all companies, or separated into individual sets of files.

If separate sets of subscriber files are to be maintained, separate directories must be created, and separate logins must be defined for each company, so that the system knows which set of files belong to which company. If you elect to configure separate subscriber files, some system files can still be held in common so that duplicate files and data entry will not be required - i.e. the Postal Rates file or the Mail Control file.

Publications, Editions, and Products

Within each company there may be as many as 9 publications. Each publication may have several editions. For example, there might be a morning and evening edition, or an English and Spanish edition. Each subscriber account is assigned to one edition of one publication. Each Carrier/Dealer route is also assigned to one publication and one edition. Postal reports and ABC reports are maintained and printed by publication number. Additional products, such as telephone books or TMC products are "product defined" for distribution.

There are a number of factors that must be taken into consideration when deciding how to put your publications onto the system:

- Whether or not the publications each have unique mailing requirements.
- Which publications have their own carrier force?
- Duplication of subscribers.
- Combination subscriptions, etc.
- Which publications report to ABC vs. some other auditing agency.

The Subscriber System Main Menu

After logging in to your Vision Circulation host system, you are typically presented with the Subscriber main menu.

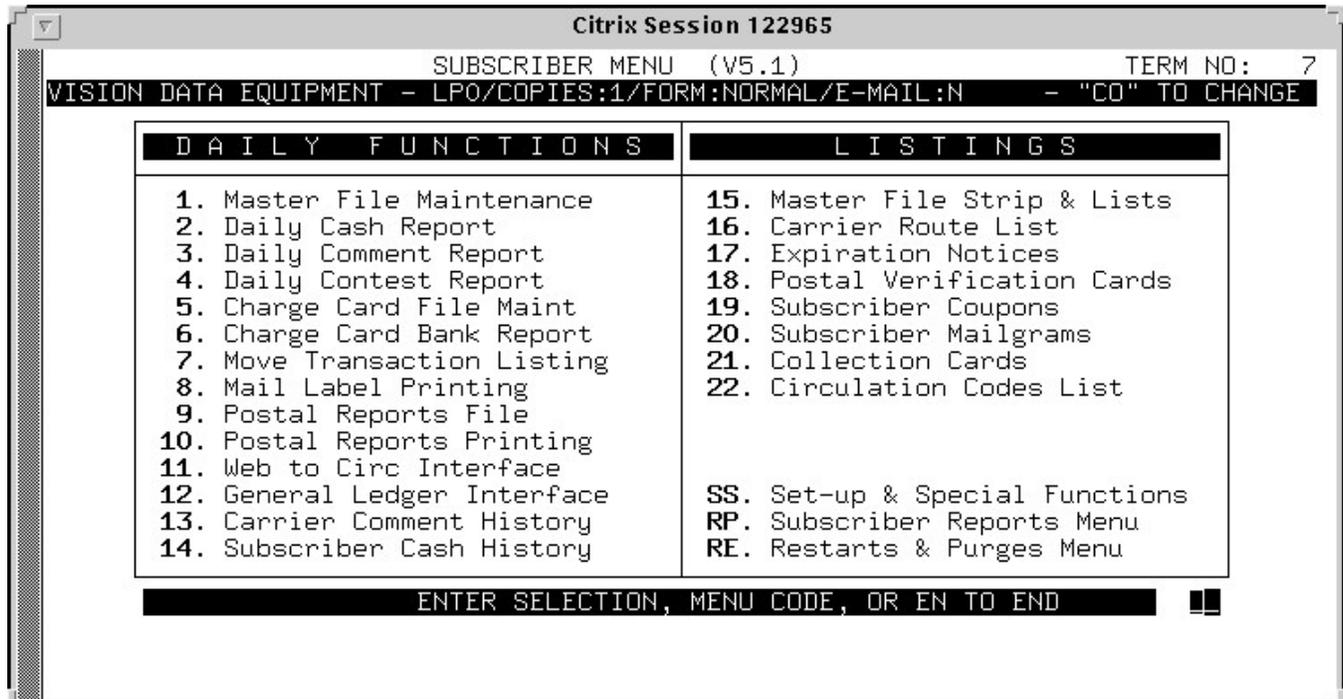


Figure 1 - Vision Circulation Subscriber Menu

System Security

When the menu is entered for the first time, the user will be prompted for their initials and a corresponding password. If a correct combination is not entered, the user will not be granted access to the system. If granted access, only programs assigned to that user will be displayed and accessible off the menu. Furthermore, any master file record that is changed or added by the user, as well as any history transaction updated by the user, will be stored with that users initials attached. System administrators should consult separate documentation for details on setting up users and privileges.

Accessing Other Program Menus

Depending on your system configuration, you may be able to access other applications from the Subscriber main menu. The following is a list of two-character program codes that you might access:

CA	Carrier/Dealer System
SU	Subscriber/Non-Subscriber System
CO	Company/Printer Settings
QU	Printer Queue

Table 3 - Two-Character Program Codes

Setting Up Your Data

The majority of data required to set-up the Subscriber system is entered through the various programs found in the Set-up & Listing Menu off the main screen. To access this menu, type "ss" at the Selection Prompt and press [ENTER].

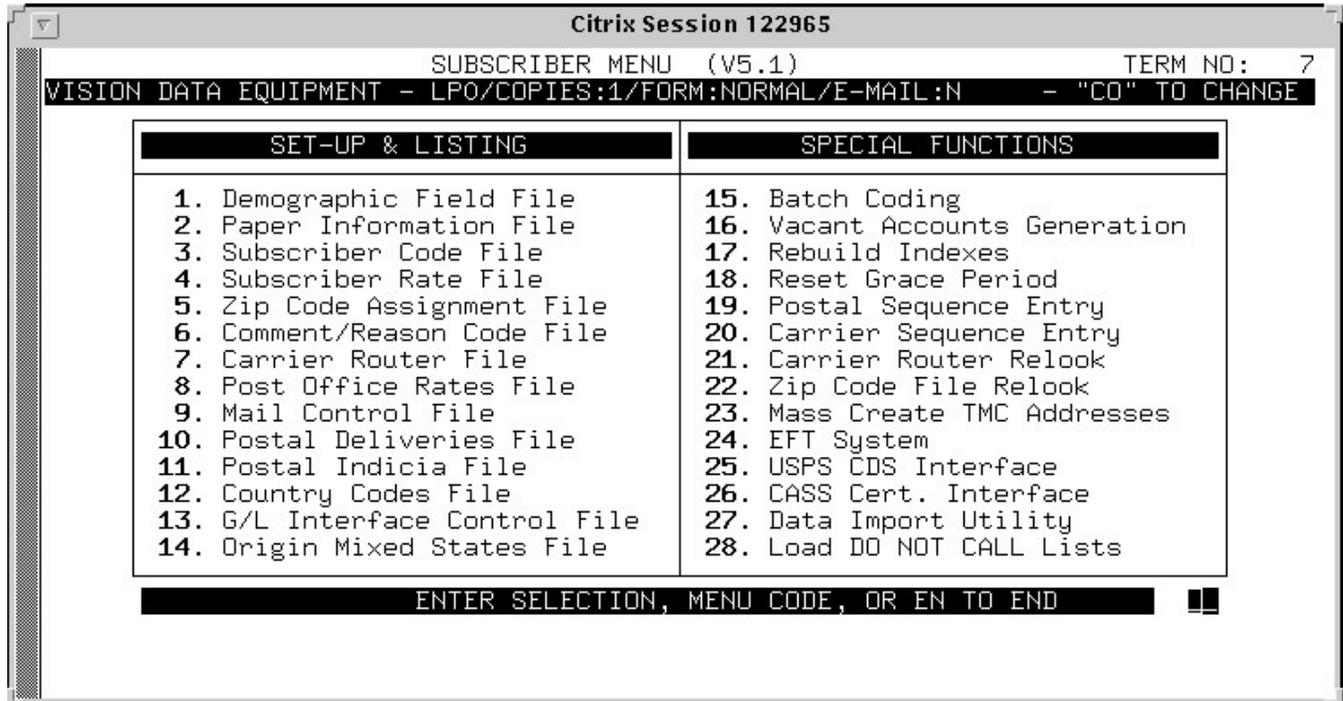


Figure 2 - Subscriber Set-Up & Special Functions Menu

The Subscriber System Policies (Product Code 91) record contains a list of prompts that control system operations for all products - i.e. whether or not the carrier auto-router is available for use, or what is the maximum number of days that a subscriber's expiration date may be extended. Refer to Chapter 4, Item 2 - Paper Information File for how to create and maintain the file.

```

shemp
NEWSPAPER INFORMATION FILE MAINTENANCE T:C          PRODUCT CODE 91
YOUR NEWSPAPER NAME

1 CHECK ACCOUNT-#          12 STOP PIA AT GRACE      N
2 MERCHANT #              13 STD STOP REASON       EXP
3 ALLOW CHARGE CARDS N    14 REQR T-STOP REASON    N
4 PAYMENT LENGTH TYPE W  15 MIN SECURTY/EXTENDS   3
5 CARRIER AUTO-ROUTE Y  16 MAX DAYS/EXTENDS      30
6 CREDIT RTE FOR START N  17 C-CARD RECEIVE CODE
7 USE TN-CD IN ADRKY N   18 DOWN ROUTE COUNT      3
8 USE APTMT IN ADRKY N   19 DAYS/COMPLNT CYCLE    2
9 CHECK FOR DUP NAMKY Y  20 MIN COMPLNTS/CYCLE    6
10 CHECK FOR DUP ADRKY Y  21 DISPATCH BY RTE/DM    D
11 COPY TEL-# ON MOVE Y  22 BASE RENWL ON PAYMT   N

ITEM ? ████  Type number and ? for Help (nn?)

```

Figure 4 - Sample Subscriber System Policies (Product Code 91)

City/Town Designations

Two-character town codes are required to create ABC Reports. The codes are created and entered through the ABC Town Code file. Any town with over 25 subscribers should have a town code assigned. The town code field on the Subscriber Master File for mail delivered subscribers and the town code field in the Carrier/Dealer Master File must be filled in. Therefore, even if you are not ABC audited, you still need to create at least one town code for "MIXED U.S." Refer to Chapter 13, Item 1 - ABC Town Code File for how to create and maintain the file.

01	Rensselaer
02	Albany
Or	
PI	Pittsburgh
PH	Philadelphia
NY	New York

Table 4 - Sample Town Codes

Street Address Designations

The format of the street address is very important in the Subscriber System. The way it appears on mail labels and expiration notices, for example, is very important to the Postal Service. Address formatting affects your ability to look up accounts by address when you do not know the account number. It can also affect your ability to place a street address on a carrier or postal route automatically. These are all important considerations, and therefore, it is very important that you make a policy decision as to how addresses will be entered. Consistency is a requirement, and operators must enter addresses the same way they appear in the files every time.

We recommend that you follow the official US Postal Service abbreviations, since the USPS will typically be the source of your Postal Router information. In addition, the system requires a USPS format for rural routes and post office boxes. A complete listing of U.S. Postal Service abbreviations appears in Appendix A.

Street	ST
Avenue	AVE
Road	RD
First Street	FIRST ST
Rural Route 2	RR 2
Post Office Box 2	PO BOX 2
Boulevard	BLVD
Circle	CIR
Rural Route 7 Box 253	RR 7 BOX 253

Table 5 - Sample Address Designations

Setting Up Postal Data

If you have mail delivered subscribers or non-subscribers for any of your publications, you must set up the files necessary to generate mail labels and postal reports.

Zip Code Assignment

When entering a new subscriber or non-subscriber, the Zip Code Assignment File is used to auto-complete several fields in the household record, based on the zip code and publication number entered. If the zip code falls within a range of zip codes defined in the zip assignment file, the City, State, Town Code, Mail Zone, and Rate Area will be automatically filled in for that publication. Within your local mailing area, you will need the zip codes for each city or town defined, and a name and state assigned to each entry in the zip assignment file. As you expand outside your local mailing area, you will use broader ranges of zip codes for each entry, which may encompass several towns.

All zip code ranges, based on the Postal Mail Zone Chart, must be entered for the entire United States. The mail zone chart shows zones 1-8. In addition, "C" is used for Canada, "M" for Mexico, and "F" for Foreign Rate Group 3, "G" for Foreign Rate Group 4, and "H" for Foreign Rate Group 5. Our programming requires that you change Zone 1 to Zone 0 for all in-county zip codes, and leave it as Zone 1 for out-of-county zip codes. If, in your local area, you have two towns with the same zip code, you may only assign one town name, but when it is filled in on the subscriber record, the operator may override the default city name with the correct name.

The main option for mail sortation is the Auto-sacking module. This will be described in later chapters.

The difficulty in building the Zip Code Assignment file is the determination of the zip code ranges. To help with this process, you might try following these steps:

1. Place the mail zone chart, town code designations, and mail sack breakdowns in front of you.
2. Open the zip code directory and go to the first zip code in the listing (00600).
3. With a pencil, mark along side this zip code the correct mail zone, and mail sack number.
4. Draw a line through each of the succeeding zip codes that share characteristics for these values.
5. When you reach a zip code that has a different value for any, stop and make an entry to the side of it for designated mail zone, and sack number.
6. Continue until you have considered each applicable post office.
7. Repeat this process for each of your publications.

Refer to Chapter 4, Item 5 - Zip Code Assignment File for how to create and maintain the file.

If you have to change information in the Zip Code Assignment File after you already have subscribers and non-subscribers with the associated information in their Master File records, you do not have to correct each account manually. Instead, you can run the Zip Code File Relook program, which will update all accounts with the most current information. Refer to Chapter 5, Item 22 - Zip Code File Relook for more information.

Mail Control File

When running your mail labels, the Auto-Sacking system should be used to create packages and containers based on postal standards and used-defined sizing requirements. The Mail Control file lets you supplement that with entry point information. Use the second and third class entry types to define the permit post-office, entry level type, and for DDU destination zip codes, a preferred print order sequence so that you can get those pieces from the mail room to the post office of entry in an efficient manner.

Postal Rates

When you create the Post Office Rates File, you will enter the rates directly from the PS Form 3541 and/or 3602 postal reports. When you run mail labels, you can tell the system to create a postal report. You can then print the postal report, which will calculate the postage due, and take the report, as it comes from the computer, directly to the post office.

Postal Indicia

You can create any number of postage paid indicia for any range of zip codes. These will print directly on the mail labels or expiration notices. Refer to Chapter 4 - Set-Up & Listing Menu for how to create and maintain the files.

Carrier Setup

The Carrier Route Number in the Subscriber/Non-Subscriber system is used for several purposes. Bundle labels are processed in carrier route order. Because of this, each route's subscribers must also be processed for starts, stops, and PIA credits, in carrier route and walking sequence order. Carrier Route Lists may also be printed in carrier route and sequence order. Mail labels will be processed more quickly if you assign and select specific carrier route numbers, because the program doesn't have to look sequentially through all records, but will only look at those records with the specified route number(s).

Carrier Master File

There are two types of carrier routes used in the system: a valid carrier or motor route defined in the Carrier/Dealer Master File, or a mail route (as distinguished from a postal route). The carrier route refers to a newspaper carrier, and can be any one- to four-digit number, from 1 through the maximum size of the file. A mail subscriber must also be assigned a carrier route number, but a number greater than the maximum size of the Carrier/Dealer Master File, usually 9000 or larger. Some newspapers, with mail-only delivered papers, use 9001 for publication 1, 9002 for publication 2, etc. If you have only one publication, it is recommended that you use 9999.

When a valid carrier route is entered into a subscriber or non-subscriber account, the town code and the publication will auto-complete from the Carrier/Dealer Master File. Refer to Chapter 11, Item 1 - Master File Maintenance for how to create and maintain the file.

Carrier Router File

When an address is entered for a subscriber or non-subscriber, the program will try to cross-reference the address against the carrier router file and assign a carrier route to the account. Each carrier route number must correspond to a route defined in the Carrier/Dealer Master Files. The Carrier Router program will look up the route, and the Carrier Route Number and Sequence Number will auto-complete.

If you have to change information in the Carrier Router File after you already have subscribers and non-subscribers with the information in their Master File accounts, you do not have to correct each account manually, but can run the Carrier Router Relook program, which updates all the accounts with the new information. Refer to Chapter 5, Item 21 - Carrier Router Relook for more information.

Subscriber Codes

There are two Master Files that form the basis of the Subscriber system: the **Household** (or TMC) file, and the **Subscriber** file. The Household File contains basic household information for all non-subscribers (or Residents), and subscribers to whom you are delivering any publication - i.e. Name and Address. The Subscriber File contains specific information about current subscribers - i.e. whether they are Pay by Mail or Carrier Collects.

The household file and the subscriber file are linked together by a two-character Subscriber Code. A non-subscriber record in the household file uses an "N" as the initial character of the subscriber code. You define other subscriber codes via the Subscriber Code File. These codes should include Pre-paid subscribers, Carrier Collect subscribers, Mail subscribers, Complimentary Carrier Delivered, and Complimentary Mail subscribers, as well as Inactive subscribers. Any complimentary subscriber codes should begin with a "c" and will accumulate as free subscriptions in the ABC or CAC report. Refer to Chapter 4, Item 3 - Subscriber Code File for how to create and maintain the file.

SP	Subscriber Pre-Paid
SC	Carrier Collect
SM	Subscriber Mail
SX	Expired Subscriber
CC	Complimentary Carrier
CM	Complimentary Mail
MV	Subscriber Moved (Required)
N	Non-Subscriber (Required)
NM	Non-Subscriber Move (Required)

Table 6 - Sample Subscriber Codes

Comment Codes

The system allows the entry of comments and complaints from carrier delivered or mail delivered subscribers/non-subscribers. A comment entry screen is available from within the Master File Maintenance Program. In order to simplify comment entry, you can create a file of typical comments and complaints represented by three-character codes. You can then enter a three-character code, and if the program can locate the code in the Comment/Reason Code File, it will display the associated three-line description on the screen, and store it in the Daily Comment File for later reference.

During the Bundle Label run, comments and complaints for carrier delivered subscribers are printed on the carrier's labels and district manager's report, and are then removed from the Daily Comment File and posted to the Comment History File. You can print a Daily Comment Report at any time to review the Daily Comment File.

DEL	Delivery Related Comment
LAT	Late Paper
COL	Stop by and Collect
CAR	Carrier Comment
WET	Wet Paper
TUE	No Tuesday Paper
THU	No Thursday Paper
BLW	Paper Blew Away

Table 7 - Sample Comment Codes

During comment entry, you can always enter your own description, or override a description that was retrieved from the Comment/Reason Code File - i.e.. "Carrier Trampled Flower Bed".

Stop/Start Reason Codes

The Master File Maintenance program requires the entry of stop and start reason codes whenever a subscriber stops, starts, or moves. The descriptions associated with these three character codes then appear on the District Manager report.

BUS	Out of Town on Business
CAR	Carrier Stop
EXP	Expired w/o Payment
MOV	Moved
OFF	Office Start
P32	3 for 2 Promotion
SRV	Poor Service
VAC	Vacation
CST	Rate Increase

Table 8 - Sample Start/Stop Reason Codes

Origin/Promotion Codes

The Master File Maintenance Program allows the entry of origin or promotion codes for new subscriber starts. The descriptions associated with these three-character codes will appear on the churn and retention reports. Refer to Chapter 4, Item 6 - Comment/Reason Code File for how to create and maintain the files.

OFF	Office Sale
P10	Promotion: 10% Discount
P32	Promotion: 3 for 2
TEL	Telemarketing

Table 9 - Sample Origin/Promotion Codes

Cash Received Codes

When entering a payment from a subscriber on the Master File Maintenance screen, you have the ability to code the amount received with a transaction code. Cash transactions will be summarized on the Daily Cash Report by code. For example, codes 0-6 may be used as a breakdown by payment type, by department, by operator, or by subscription type. Codes 7, 8, & 9 are reserved for special use by the system. **Code 7** is reserved by the system for reversal of an NSF check. **Code 8** is reserved for non-cash transactions, such as transferring money to another account. **Code 9** is reserved to reverse a cash entry in case a mistake is made.

1	Paid by Mail
2	Charge Card
3	Front Counter Cash
4	Front Counter Check
5	Paid on Account

Table 10 - Sample Cash Received Codes

Charge Card Types

If you told the system that you accept credit cards in the control record of the Newspaper Information File, then when you enter the subscriber's payment and received code, the Master File Maintenance program will ask if the payment is cash or charge. If you respond with charge, it will then ask you for a two-character card type.

AX	American Express
MC	Master Card
VI	Visa

Table 11 - Sample Charge Card Type Codes

Grace Periods

The grace period is the length of time in days that you allow a carrier or mail delivered subscriber to receive a paper after their expiration date. If you don't offer a grace period, you must specify a value of zero. There are two grace periods on the Subscriber system: one for new subscribers whom you are starting when payment has not yet been received (referred to as Non-Paid Grace), and another for your standing subscribers (Grace Period).

The **Non-Paid Grace** periods are set up in the Paper Information File and may be different for each product code. Refer to Chapter 4, Item 2 - Paper Information File for how to create and maintain the file.

The **Grace Period** period is based on the value set for each rate in the Subscriber Rate Files program off the Subscriber Set-up & Listing menu. **Be sure to configure your grace periods before entering PIA subscribers.** Refer to Chapter 4, Item 4 - Subscriber Rate File for more information.

Subscriber Rates

The Subscriber Rate File can contain any number of possible rates that you charge. There can be in-county and out-of-county rates, student rates, special offers, military rates, mail rates vs. carrier rates, or anything else that suits your needs. Only one rate can be assigned to an active subscriber, and is used for four purposes: to print renewal notices (also called expiration notices or Subscriber Bills), to calculate the expiration date of the subscription, to calculate the unearned income for a subscriber, and to calculate a refund when a subscriber stops.

The unique feature of this rate file is the separation of Daily and Sunday rates per issue. These are per-day rates, based on the subscription rate. They allow the system to calculate the expiration date, refunds and unearned income based on the number of publishing days left in a subscription. In addition, the Daily and Sunday PIA credits allow the system to calculate a daily PIA credit for carriers and motor routes, and calculate a back credit for the carrier when a PIA subscriber payment is late, based on the number of publishing days the carrier has delivered beyond the grace date.

The Rate Key is a four-character value made up of the two character RATE code concatenated with the one character rate AREA value and an additional character based on delivery DAYS.

Rate may be user defined - i.e. "32" may be a 3 for 2 offer, "HD" may be home delivery, "MA" may be mail delivered.

Area may be "I" for in-county, "O" for out-of-county or "A" for all. For mail rates, this field may contain 0-8 representing the various mail zones, if you have a different rate for each mail zone. "0" represents in-county and "1" thru "8" represent out-of-county. If you do not separate your rates by these types of areas, the default value is "A". This field is part of the zip-related information defined in the Zip Code Assignment File.

Days is symbolized by a "D", an "S" or a "C", meaning Daily, Sunday or Combined, respectively. If Days is "111110", this subscriber is receiving this publication 6 days a week, not including Sunday, and would equate to a "D" for Daily Only. Any combination of 1's and 0's within the first six digits would be considered Daily Only as long as the seventh digit is "0". If Days is "000001", this subscriber is receiving this publication on "S"unday Only. If Days is "111111", this subscription uses the "C"ombined rate. Any combination of 1's and 0's in the first six digits and a "1" in the seventh digit would be considered Combined. If you do not create separate rates for Daily Only or Sunday Only, use the "C"ombined code as the default. Refer to Chapter 4, Item 4 - Subscriber Rate File for how to create and maintain the file.

HDAC	Standard Home Delivery Rate
MAIC	Standard In-County Mail Rate
MA8S	Sunday Mail Rate for Mail Zone 8
STOC	Student Out-of-County Mail Delivered

Table 12 - Sample Subscriber Rate Codes

Demographics & General Ledger

Demographics

The Subscriber/Non-Subscriber system offers expanded demographic capabilities. Up to 27 demographic fields (18 three-character codes and 9 twenty-five-character) may be associated with any subscriber or non-subscriber account. You can also define any number of codes or answers that may relate to these fields for each subscriber/non-subscriber.

Once implemented, you can use the Master File Strip program to search on, and sort on, any combination of these and/or other fields. For example, you may produce a list of non-subscribers with a certain number of children and a certain income level and a certain education level. Listed below are some examples of field labels and their descriptions, and three character codes and their descriptions:

#-CHLD	Number of Children
LOT SZ	Size of Lot
#-CARS	Number of Cars Owned
INCOME	Income
HEALTH	Health of Person
TMC ?	Receive TMC Product
EDUCTN	Education Level
AGE	Age of Homemaker
M-STAT	Marital Status
#-PETS	Number of Pets
HSE TY	Type of House
JOB DS	Job Description

Table 13 - Sample Demographic Field Labels

10-	Below \$10,000
10K	\$10,000-\$20,000
20K	\$20,000-\$30,000
30K	Over \$30,000
2AC	One to Two Acres
3AC	Over Two Acres
AG1	Under 18
AG2	18-24
AG3	25-30
AG4	Over 30

Table 14 - Sample 3 - Character Demographic Codes

Refer to Chapter 4, Item 1 - Demographic Field File for how to create and maintain the file.

General Ledger Control File

The General Ledger of your business consists of two parts: the balance sheet and the income statement. All the cash and credit transactions for the subscribers and carriers must eventually wind up as debit and credit transactions to the general ledger that balance. The General Ledger Interface consists of two files: the control file and the transaction file. The control file defines the debit and credit accounts on the balance sheet and income statements. When payments, charges or credits are entered, debit and credit transactions are created in the transaction file assigned to the appropriate general ledger accounts, if the G/L Control File is set up properly. A report can then be run showing the transactions that must be posted to your general ledger.

In the G/L Control File, you must enter all the general ledger account numbers from your chart of accounts for each publication. The following examples of some of the accounts you may want to use:

- Cash
- Accounts Receivable
- Discounts
- Sales Tax.

For each or all Subscriber Rate Codes, enter the transaction types and G/L account numbers for subscriber transactions - i.e. "A" djustment, "T" ip, Sales Tax, "R" efund, "P" ayment, "O" ver payment, "N" on-cash payment, and "D" iscount.

For carrier transactions, enter the two-character charge/credit codes defined in the Carrier Charge/Credit Description File and their corresponding G/L account numbers for each or all delivery types - i.e. "M" otor, "D" ealer, "R" ack, "C" arrier, "S" tore, "E" mployee, etc. The following is a list of required and optional codes, and where they are used, that should be defined in the charge/credit description file on the Carrier Special Functions menu:

Subscriber Updates	
BI	Billing Credits for Carrier Delivery of Mailgrams, Expirations Notices or Coupons
BP	Carrier Back PIA Credits
BT	Carrier Back Tax Credit
CC	Contest Credit

Carrier Check Printing	
CK	Check Issued for Excess Credits

Carrier Billing Cycle	
DP	Daily Papers Charge
DR	Daily Returns Charges
FP	Free Papers
LE	Last Estimated Draw
LP	Last Estimated PIA
PD	Daily PIA Credits
PP	Prepaid Credits
PS	Sunday PIA Credits
SA	Savings Charged to Carrier
SR	Sunday Returns Charges
SP	Sunday Paper Charges
ST	Tax on Supplies
TX	Sales Tax on Papers

Carrier Bundle Labels	
SC	Charges for Substitute Carriers
SU	Credits for Substitute Carriers
TM	Credit for Delivering a TMC Product
TP	Tips Credited from Subscribers

Miscellaneous Charges/Credits	
BK	Collection Book
CA	Carrier Allowance
CB	Carrier Bags
DA	Dealer Account
BD	Bundle Drop
BN	Bond
IN	Insurance
MI	Mileage
OD	Office Delivery
PB	Plastic Bags
RA	Route Allowance
RB	Rubber Bands
RR	Rack Rental
SB	Store Bought

SV
WO Write-Offs

Table 15 - Required & Optional Charge/Credit Codes

Refer to Chapter 4, Item 13 - G/L Interface Control File for how to create and maintain the file.

CHAPTER 02 • DAILY FUNCTIONS

This chapter describes the selections available from the Daily Functions portion of the Subscriber Daily Functions and Listings menu, Items 1-14. The Daily Functions programs allow daily and periodic subscriber operations - i.e. entering payments, comments, vacations, moves, calculating refunds and printing mail labels and post office reports. This menu typically appears when you login, but may also be accessed by typing "SU" [ENTER] from all other menus. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.

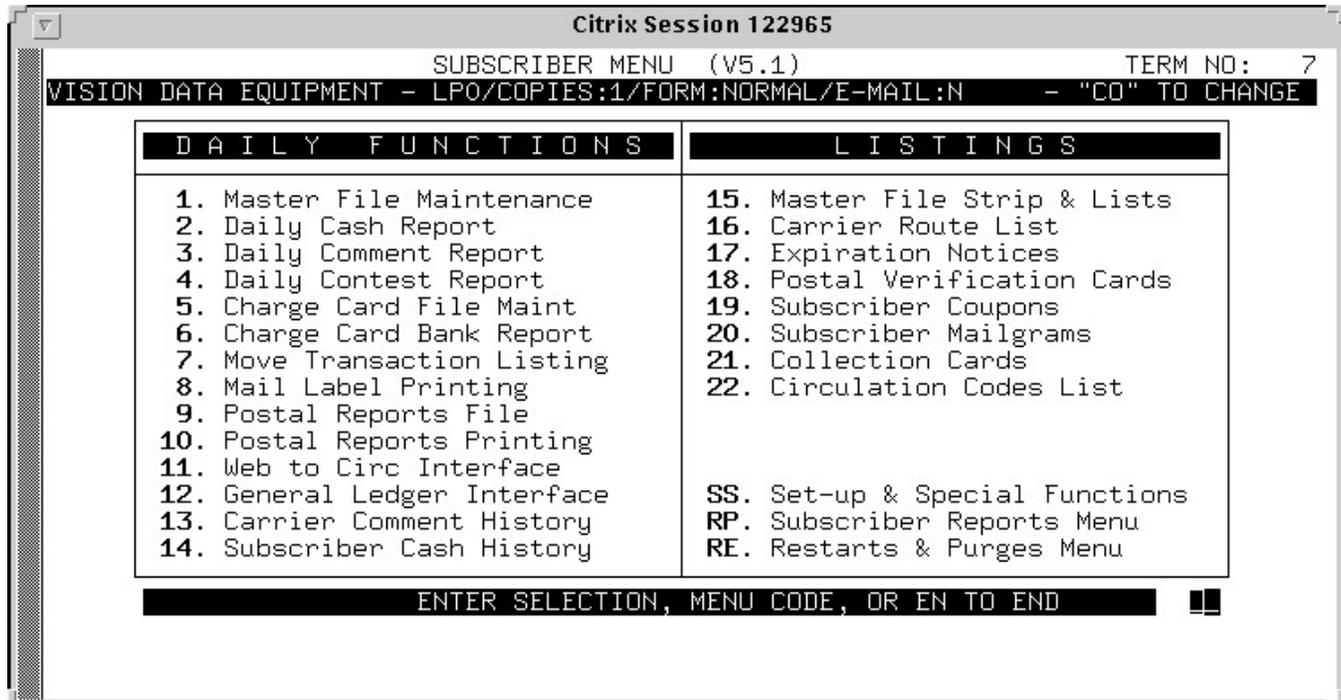


Figure 5 - Subscriber Daily Functions & Listings Menu

If Item 7 - Move Transaction Listing, or Item 13 - Carrier Comment History, are highlighted in reverse video, the corresponding files are at least 95% full. The Moves must be processed through the mail label and bundle label programs and the History files must be purged.

Item 1 - Master File Maintenance

Select Item 1 - Master File Maintenance from the Subscriber Daily Functions menu. You will initially be presented with the TMC Master File Maintenance task entry screen:

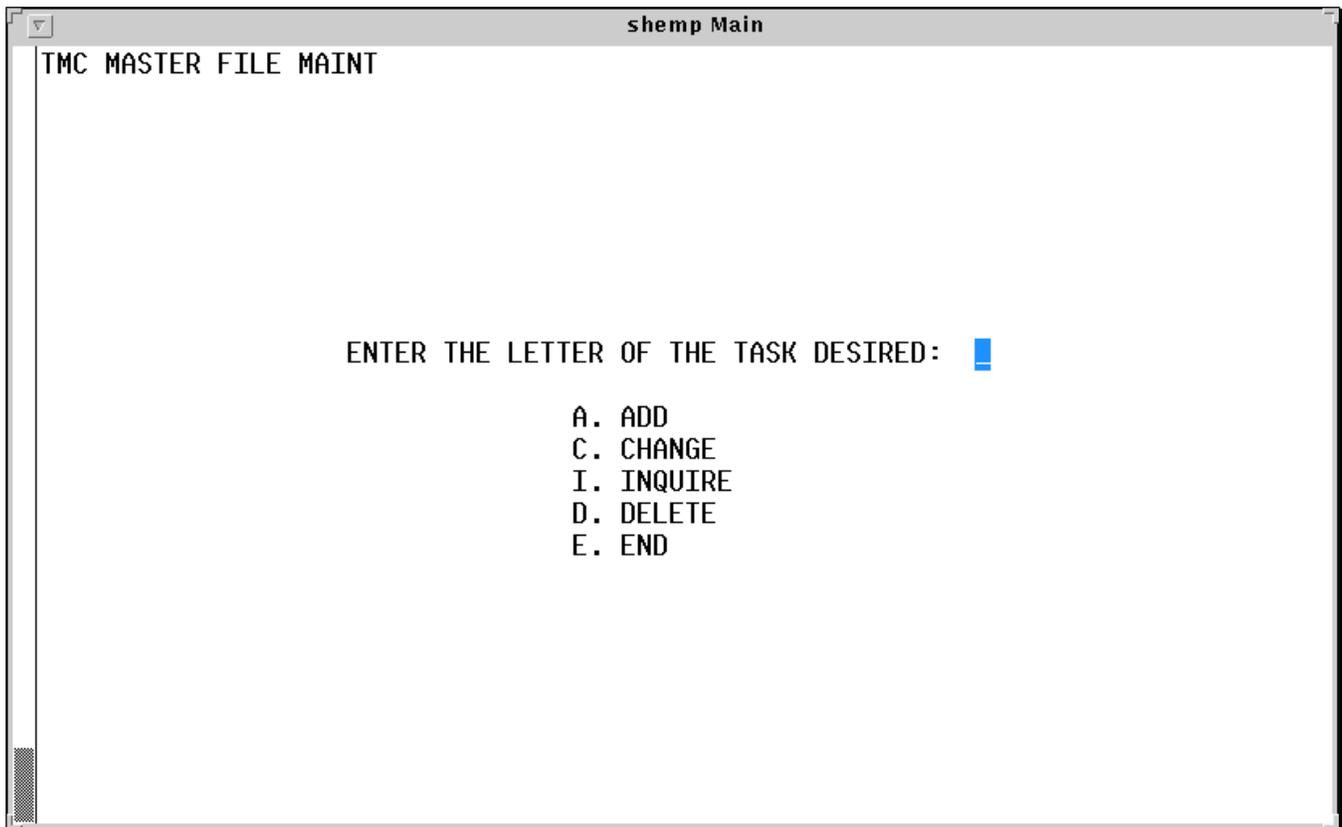


Figure 6 - Master File Maintenance -Task Entry Screen

There are two master files that form the basis of the Subscriber system: the Household (or TMC) file, and the subscriber file. The **Household** file contains basic household information on both non-subscribers (Resident), and subscribers to whom you are delivering any publication - i.e. Name and Address.

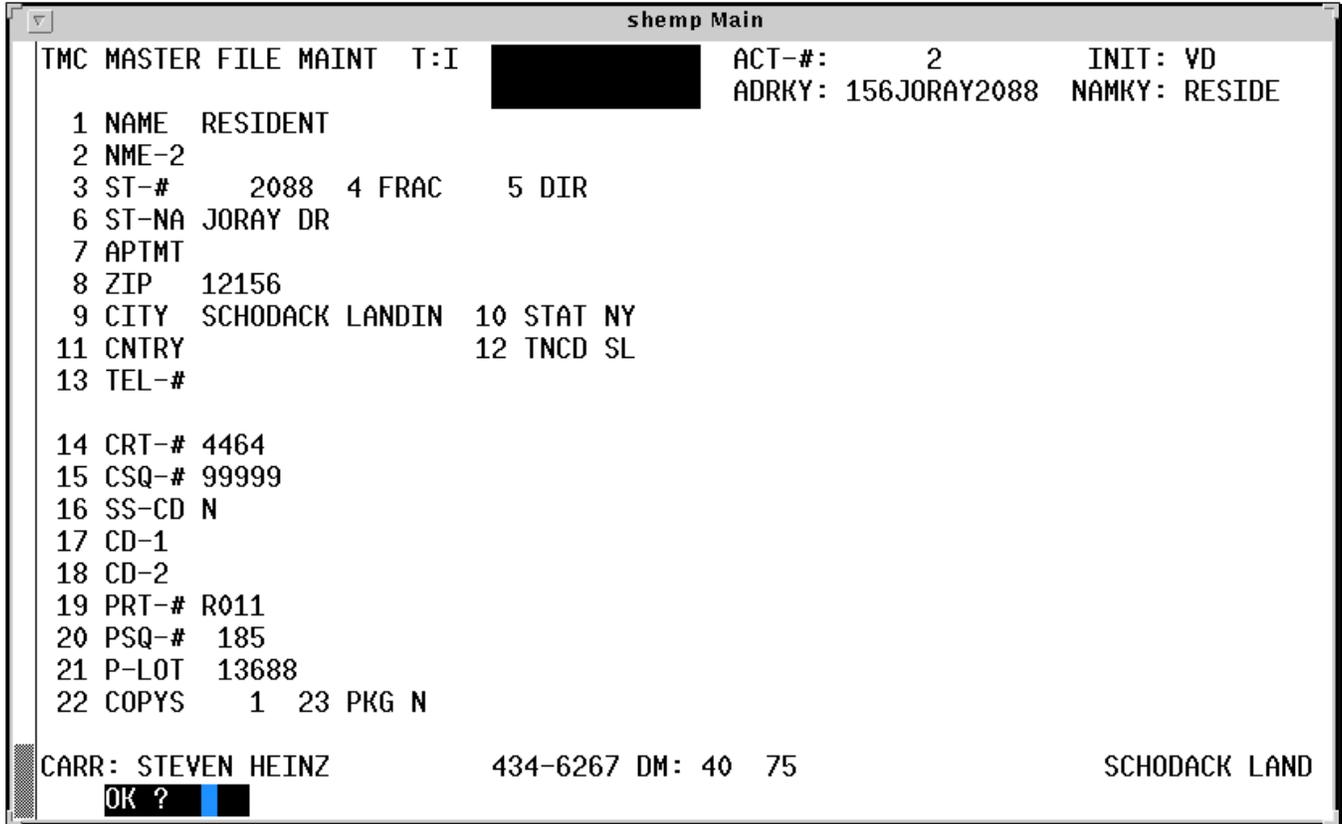


Figure 7 - Sample Non-Subscriber File

The **subscriber** file contains specific information about active and inactive subscribers - i.e. whether they are Pay by Mail or are Carrier Collects. They are not combined into one file as a design feature to save disk storage space for non-subscribers.

Inactive (or Expired) subscribers take up space in both files.

```

shemp
TMC MASTER FILE MAINT T:C  EFT  NOT  ACT-#: 96431      INIT: CO
                                ADRKY: 144REDD..301  NAMKY: STANARE
1 NAME  STANART, ELMER
2 NME-2
3 ST-#   301  4 FRAC   5 DIR   33 START 11/08/2007  39 LENG  4
6 ST-NA  REDD ST NW   34 STOP 99/99/9999  40 P-STR 11/08/2007
7 APTMT                                41 P-EXP 11/03/2008
8 ZIP   12144         35 T-STP                                42 GRACE 11/17/2008
9 CITY  RENSSELAER   36 T-STR
10 STAT NY                                43 RECVD  14.60
11 CNTRY                                44 R-CD  5
13 TEL-# 518-434-6415 37 STR-RSN VOL  45 R-DAT 10/02/2008
                                46 CHK-#
                                47 TAX
                                48 NIE
14 CRT-# 5107
15 CSQ-# 99999       24 PUB-# 1          25 EDITN 01
16 SS-CD SP          26 MA-ZN 0          27 SACK 889
17 CD-1              28 LOCTN
18 CD-2              29 DAYS  MTWTFSS
19 PRT-# C020        30 RATE 1111111
20 PSQ-#             31 AREA A
21 P-LOT 13501       32 ORIGN
22 COPYS  1  23 PKG N  52 PIA-CR1 .5571
                                53 PIA-CR2 .5571
CARR: JAMES MILLER      226-3749 DM: 50 1166      BERLIN
ITEM ? [ ] [ ] Type number and ? for Help (nn?)
    
```

Figure 8 - Sample Subscriber File

The Household File and the Subscriber File are linked together by the two-character Subscriber Code. A non-subscriber (or Resident) record in the household file has an "N" as the first character of the two-character subscriber code. No subscriber file entry is associated with a non-subscriber. You can define other subscriber codes in the Subscriber Codes File. These codes should include pre-paid subscribers, carrier collect subscribers, mail subscribers, and complimentary carrier delivered and complimentary mail subscribers, as well as inactive subscribers. Complimentary subscriber codes should begin with a "c" and will accumulate as free subscriptions in the ABC or CAC report.

Linked Files

Linked to the Household File is the **Notes** window, where you can enter and review up to five personal notes about a non-subscriber or subscriber. A window that allows entry of **Demographic Information** for fields you have previously defined in the Demographic Field File is also available. Also linked to the Household File is a **Mail-To** window, which allows entry of a mail-to address, such as a PO Box to mail the renewal notices to. Finally a **Internet** window is available that allows you to store a Fax telephone number, e-mail address, ISP password and for subscribers, a preference to receive renewal notices via e-mail over printer forms.

Linked to the Subscriber File are the Bill-To and Delivery Instructions windows. The **Bill-To** window is used to enter the name and address of the person or company to send the expiration, or renewal notices to, if other than the subscriber. The **Delivery Instructions** window is used to enter special delivery instructions for carrier or motor route delivered subscribers. These instructions will then appear on the carrier's bundle label.

Searches and Lookups

A nice feature of the Master File Maintenance program is the ability to look up accounts without the need to remember account numbers. When a subscriber calls on the telephone to register a complaint, a move, or question their account, a name lookup key, an address lookup key, and a telephone lookup key have been provided to allow timely access to subscriber accounts.

With the entry of the street address and zip code, the program may attempt to look up the carrier number in order to auto-complete the carrier route and postal route fields. This feature is called **Autorouting**. Whether it attempts the lookup or not will depend on the answers to the autorouter prompts in the Paper Information File control record. If you answered "Y"es to either of these prompts, the program will try to locate the carrier route number in the corresponding router file. If it cannot find the address in the router file, it will give a warning message. If it finds the address, it will place the route number in the field.

The program will also attempt to look up the zip code in the Zip Assignment File in order to auto-complete zip related information. The city, state and town code fields will auto-complete if there is a matching entry in the Zip Assignment File for that zip code. If the carrier route was automatically filled in by the autorouter, the publication number field will default to the publication number for that carrier or motor route as assigned in the Carrier Master File, and the mail zone, sack and rate area will be filled in for that publication. If the system cannot assign a carrier route to this address, because the address was not in the carrier router or it is a mail subscriber, the publication field will default to "1", and the other fields will be filled in based on the Zip Assignment File record information for publication 1. You can then change the field to the correct publication, if necessary, and those fields will be filled in with the appropriate information for that publication.

Once a subscriber or non-subscriber record has been created, if the Zip Assignment File or Carrier Router File are updated then use the corresponding Relook program to update these fields in all subscriber accounts.

Getting Help in the Master File Maintenance Program

An on-line help facility is available in the Master File Maintenance programs. If you enter a "?" in the Name, Address or Telephone Key field, a description of how to use the keys will display on your screen. When you are in the subscriber/non-subscriber entry screen, a "?" in any field will bring up a brief one or two line explanation of the field at the bottom of the screen. If you enter a field number and a "?" at the "ITEM?" prompt, the description of that field will also display at the bottom of the screen. For example, if you enter "27?" at the "ITEM?" prompt or enter "?" on DAYS (field 27), you would see the following message:

```
DAYS OF THE WEEK (MTWTFSS) USED TO LIMIT WHICH ISSUES ARE SENT TO SUBSCRIBER, IF OTHER  
    THAN A REGULAR SUBSCRIPTION (e.g. 0010000 WOULD BE A WEDNESDAY ONLY)
```

In this example, one line of message is displayed, and you must press the [ENTER] key to see the second line of message. Pressing the [ENTER] key again will bring you back to the "ITEM?" prompt.

Entering a "?" at the "ITEM?" prompt will display a list of optional commands available from the "ITEM?" prompt - i.e. "B" to display the account balance (liability), "C" to enter a comment/complaint, "CST" to calculate the cost of a subscription for a specific date range, "CX" to change the number of copies assigned, "D" to change delivery days and rate for a date in the future, "EX" to extend the subscriber's expiration date by a certain number of days, "H" to examine cash, comment or start/stop history, "M" to enter a move, "P" to print the subscriber screen, "R" to change routes for a date in the future, "RE" to renew a subscription at the current rate, "RX" to change a pre-paid subscribers rate, "ALT" to enter alternate route information, "BTO" to enter bill-to information, "DEM" to enter demographics, "INS" to enter carrier delivery instructions, "INT" to enter fax and e-mail information, "MTO" to enter mail-to address, and "NOT" to enter notes.

Adding New Accounts

If your security level allows access to the task entry menu, you may come back to the task entry menu any number of times to change from "A"dd mode to "c"hange mode or vice versa. This is done by entering "END" at the ACCNT# prompt each time you want to change tasks. Another method of changing tasks, if you are not in Inquire mode, is to enter "ADD" or "CHG" at the ACCNT# prompt, if you have the security level to allow this. This is what the next screen looks like in "A"dd mode.

```

shemp Main
TMC MASTER FILE MAINT T:A
1 NAME
2 NME-2
3 ST-#          4 FRAC      5 DIR
6 ST-NA
7 APTMT
8 ZIP
9 CITY          10 STAT
11 CNTRY        12 TNCD
13 TEL-#

14 CRT-#
15 CSQ-#
16 SS-CD
17 CD-1
18 CD-2
19 PRT-#
20 PSQ-#
21 P-LOT
22 COPYS        23 PKG
  
```

Figure 9 - Subscriber Master File Maintenance - Add New Account

ACCNT

In order to add a new subscriber or non-subscriber you can press [ENTER] on this field, which will automatically assign the next available account number from the vacant accounts list. You can also enter a specific account number from the list. Refer to Chapter 4, Item 2 - Paper Information File for how to create and maintain the file.

In the Paper Information File control record, if you answered "Y"es to prompt 9, "CHECK FOR DUP NAMKY", or prompt 10, "CHECK FOR DUP ADRKY", when you enter a new subscriber or non-subscriber name or address, respectively, the program will try to determine if there is a similar name and/or address key in the Master File. If it finds an exact match on the name and/or address key, it will give a warning message. You can continue creating the entry, or you can abort the entry if you determine it is the same person. If you answer "N"o to either of these prompts, the Master File Maintenance program will not check for duplicate keys on the respective fields.

Changing, Inquiring, and Deleting Accounts

To look up a subscriber or non-subscriber in the system, type in the specific six-digit account number of the person or firm. If you do not know the account number, you can use the Address Key, the Name Key or the Telephone Key to look up the person or company. If you only know part of the key, you can still look up the account. Use the [TAB] key to position the cursor on the key field you wish to use, type in a value and press [ENTER]. This is what the next screen looks like in Change, Inquire or Delete mode.

```

shemp
TMC MASTER FILE MAINT T:C  EFT  NOT  ACT-#: 96431  INIT: CO
                                ADRKY: 144REDD..301  NAMKY: STANARE
1 NAME STANART, ELMER
2 NME-2
3 ST-# 301 4 FRAC 5 DIR 33 START 11/08/2007 39 LENG 4
6 ST-NA REDD ST NW 34 STOP 99/99/9999 40 P-STR 11/08/2007
7 APTMT 35 T-STP 41 P-EXP 11/03/2008
8 ZIP 12144 36 T-STR 42 GRACE 11/17/2008
9 CITY RENSSLAER 10 STAT NY 43 RECVD 14.60
11 CNTRY 12 TNCD RE 37 STR-RSN VOL 44 R-CD 5
13 TEL-# 518-434-6415 38 STP-RSN EXP 45 R-DAT 10/02/2008
                                ACTIVE 46 CHK-#
14 CRT-# 5107 47 TAX
15 CSQ-# 99999 24 PUB-# 1 25 EDITN 01 48 NIE
16 SS-CD SP 26 MA-ZN 0 27 SACK 889
17 CD-1 28 LOCTN 49 HELD
18 CD-2 MTWTFSS 50 GIVEN
19 PRT-# C020 29 DAYS 1111111 51 TSTOP
20 PSQ-# 30 RATE Z2 31 AREA A
21 P-LOT 13501 32 ORIGN 52 PIA-CR1 .5571
22 COPYS 1 23 PKG N 53 PIA-CR2 .5571
CARR: JAMES MILLER 226-3749 DM: 50 1166 BERLIN
ITEM ? █ Type number and ? for Help (nn?)
    
```

Figure 10 - Change, Inquire, Delete Mode

ACCNT

To look up a subscriber or non-subscriber already in the system, type in the specific six-digit Account Number of the person or firm.

ADDRS KEY

The Address Key is composed of several pieces of information. If prompt 10 in the Newspaper Information File control record, "USE TN-CD IN ADRKY" is answered "N" the last three digits of the five digit Zip Code will be used as the first three digits of the key. If the answer is "Y" the two-character Town Code will be used as the first two characters of the key, and a "." (period) will be the third character. Characters 4 thru 8 are always the first 5 characters of the street name, with all spaces replaced with a "." (period). The last 4 characters are the house number, right justified and space-filled with a "." (period).

However, if prompt 8 in the Newspaper Information File control record, "USE APTMT IN ADRKY", is answered "Y"es and the address you are searching for has secondary information, the 9th character of the address key is the unit type ("A" for APT, "L" for LOT), and the last 3 characters are the unit number, right justified and space-filled with a "." (period).

NAME KEY

The Name Key consists of the first six characters of the last name and the initial of the first name. Blank spaces must be filled in with a "." (period).

TEL KEY

The Telephone Key consists of the last seven digits of the telephone number. The area code is not included.

If you only know part of the information, type in what you know and the screen will display all the matching account records. The account number of all the matching accounts is also displayed, so you can select the appropriate account number when you find it.

ADDRS KEY: 417	Will display every account in this zip code
ADDRS KEY: 417 MAPLE	Will display every account in this zip code and street
NAME KEY: SMITH	Will display every account with a last name of SMITH, SMITHSON, SMITHERS, SMITHWICK, etc.

Table 16 - Sample Search Criteria

To Find:	Enter:
BRADLEY, PHILIP E.	BRADLEP
WILL, ARTHUR	WILL . . A

Table 17 - Sample Name Key Criteria

When more than one full screen of matching keys is available, the following prompt is displayed at the bottom of each page:

<Q> to Quit Up Arrow/<R> Page Up Dn Arrow/<P> Page Dn

Use the up arrow key or "R" to reverse to the previous page, or use the down arrow key or "P" to continue to the next page to find the account you want. When you enter "Q", the cursor will return to the "ACCNT #" field to allow you to enter a specific account number.

Non-Subscribers

As noted earlier, the subscriber and non-subscriber screens share the base household information found in the Household File. This section provides detailed reference information on the screens available for non-subscribers.

Non-Subscriber Entry

```

shemp Main
TMC MASTER FILE MAINT T:I ██████████ ACT-#: 5 INIT: ZZ
ADRKY: 156JORAY2058 NAMKY: RESIDE

1 NAME RESIDENT
2 NME-2
3 ST-# 2058 4 FRAC 5 DIR
6 ST-NA JORAY DR
7 APTMT
8 ZIP 12156
9 CITY SCHODACK LANDIN 10 STAT NY
11 CNTRY 12 TNCD SL
13 TEL-#

14 CRT-# 4464
15 CSQ-# 99999
16 SS-CD N
17 CD-1
18 CD-2
19 PRT-# R011
20 PSQ-# 19
21 P-LOT 11258
22 COPYS 1 23 PKG N

CARR: STEVEN HEINZ 434-6267 DM: 40 75 SCHODACK LAND
OK ? ██████████

```

Figure 11 - Sample Non-Subscriber Screen

1 NAME

The Name field is 25 characters wide, usually entered as "last name, first". If you enter the first name first, or forget the comma, the name lookup key will not be built with the initial of the first name. The way names are entered here is how they will appear on mail labels, renewal notices, mailgrams, carrier bundle labels, etc.

2 NME-2

This field is 25 characters wide and is used for the name of a business or a "care of" name. It might also be the name of a condominium or apartment complex with the apartment number in the APTMT field.

3 ST-#

This is a 7-character, alphanumeric field for the Street Number.

4 FRAC

If the street number contains a Fraction, i.e. "136 1/2", this field will contain a single character representing the fraction.

A	1/2
B	1/3
C	1/4
D	2/3
E	3/4
R	Rear

Table 18 - Fraction Codes

5 DIR

A two-character field representing street pre-direction.

N	North
S	South
NW	Northwest
SE	Southeast

Table 19 - Direction Codes

6 ST-NA

This 25-character wide field may contain the name of the street, avenue or road, a post office box or rural route. You must use abbreviations consistent with the post office and the router files.

P.O. Box 340	PO BOX 340
R.R. #4, Box 24	RR 4 BOX 24
James Street	KAMES ST
Third Avenue	THIRD AVE

Table 20 - Sample Street Name Values

7 APTMT

A 12-character wide field containing the apartment, lot, space or suite number using the appropriate abbreviation - i.e. APT 346, SPACE 12, LOT 9 or SUITE C.

8 ZIP

This may be either a five or nine digit zip code.

9 CITY

This 15-character wide field may be auto-completed from the Zip Assignment File. If the auto-complete value is incorrect you can override it with another value. This may be necessary if more than one town uses the same zip code, since only one town name can be entered into the Zip Assignment File.

10 STAT

This two-character wide field may be auto-completed from the Zip Assignment File. If the auto-complete value is incorrect you can override it with another value.

11 CNTRY

For U.S. addresses this field should be left blank. Entries will be cross-referenced against the Country Codes File, and will auto-complete the Mail Zone value.

12 TNCD

If you or the Carrier Autorouter entered a valid carrier route number in the CRT-# field, this field will be auto-completed from the town code designated in the carrier's Master File record. If mail, this two-character wide field will be auto-completed from the Zip Assignment file. If the auto-complete value is incorrect you can override it with another value. It represents a town code from the ABC Town Code File on the Carrier side. If it is not a valid town code for a mail subscriber, when mail labels are run and the ABC or CAC report is updated, the "mail" column of the ABC report will not update the proper town. For towns with over 25 mail subscribers, there should be an individual entry in the ABC Town Code File for that town. You should also add a town code for miscellaneous towns. Refer to Chapter 13, Item 1 - ABC Town Code File for how to create and maintain the file.

13 TEL-#

You can enter up to a ten-digit Telephone Number. It is not necessary to enter the area code for local numbers. This updates the Telephone Key. If you enter an area code of "999", the phone number will appear as "UNLISTED" on all screens, reports and listings, with the exception of this screen.

14 CRT-#

The Carrier Route Number is auto-completed in this four-digit field from the Carrier Router File if the address matches a route in the file. If you are not using the Autorouter, enter a valid carrier or motor route number. The name of the carrier will be displayed on the bottom of the screen.

Besides the Name, Address, and Telephone keys, the Route number is also a key used by several report and listing programs, including mail labels and bundle labels. If this is a mail subscriber, enter a number larger than the largest route number available on the Carrier Master File - i.e. 9000-9999. Even though this is not a valid route, doing this saves time by allowing the running of mail labels for specific routes on the route key, rather than searching the entire subscriber file in sequential order.

During the carrier bundle label run, you will be asked if you want to search for Starts, Stops and PIA's. This field must be filled in so that the system can search the subscriber files by route number key for starts and stops, and to give the proper credit to the carrier or motor route for PIA subscribers for the day(s) selected in the run.

If the carrier router has been updated, run the Carrier Router Relook program to update this field for all subscribers. Refer to Chapter 5, Item 21 - Carrier Router Relook for more information.

15 CSQ-#

This is the Carrier Sequence Number for this address on a carrier delivery route. The Autorouter will enter a default value of 99999 to indicate that a valid sequence number should be entered. If this is a mail route it can remain blank. Failure to enter a valid sequence number - i.e. 10, 20, 30, etc., will affect the order of the Carrier Route List. This can also be auto-completed by the Carrier Sequence Entry program. Refer to Chapter 5, Item 20 - Carrier Sequence Entry for more information.

16 SS-CD

The Subscriber Code is a two-character, alphanumeric code. If it begins with an "N", this is a non-subscriber or Resident record. If it begins with a "C", it is a complimentary subscriber and will accumulate in the Free Subscriptions column of the ABC or CAC report. Other codes might include: "SP" for PIA subscriber or "PP" for Pre-Paid subscriber, "SM" or "PM" for Mail delivered subscriber, "CC" for Complimentary carrier delivered or "CM" for Complimentary Mail delivered. This must be a valid code as found in the Subscriber Code File. Entry of any code not beginning with an "N" will bring up the subscriber screen. Refer to Chapter 4, Item 3 - Subscriber Code File for how to create and maintain the file.

In the Paper Information File, there is a prompt in the control record called "STOP PIA AT GRACE". If it is answered "Y"es, this is a carrier delivered subscriber, and when the subscriber reaches their grace date, the bundle label program will replace the existing subscriber code with the "ex-subscriber" code defined in the Subscriber Code File. If this flag is answered "N"o, and the subscriber reaches his grace date, the bundle label program will replace the existing subscriber code with the "carrier collect" subscriber code. Refer to Chapter 4, Item 2 - Paper Information File for how to create and maintain the file.

If this is a mail subscriber and the grace date is reached, the current subscriber code will be replaced with the "ex-subscriber" code. If you have stopped a subscriber prior to his grace date - i.e. the "STOP" field is today's date and the grace date is in the future, the "ex-subscriber" code is put into this field.

17 CD-1

18 CD-2

These fields are user definable, that is, you may enter any character and have it mean anything you want. The most common use is to assign codes for various demographic information. You may then use these fields as part of a sort or search operation - i.e. you may want to print a mail list for all subscribers in a certain zip code with an "X" in CD-1 and a "Y" in CD-2. Additionally, you can define specific demographic fields in the Demographic Field File in the Set-up & Special Functions menu and enter the appropriate information for each household by typing "DEM" at the "ITEM?" prompt. Refer to Demographics Entry later in this portion of the chapter for more information.

19 PRT-#

The route number is identified on the Post Office CRIS sheets as a carrier identification number. Fill in the Carrier ID #, preceded by one of the following delivery type codes:

C###	City, Walking Carrier
B###	PO Box Section
H###	Highway Contract
R###	Rural Route
GD##	General Delivery

Table 21 - Carrier Type Codes

City carriers will appear on the CRIS sheet as a four-digit number, the first two digits represent the zip code of the particular town. Replace the first two digits with the appropriate carrier code as defined above. During the mail label run, these codes will be translated into the correct presort headings.

C001	CR 01
B003	B 03
H065	HC 65
R002	RR 02
GD0	GD 07

Table 22 - Sample City Carrier Codes

This field can also be updated using the CDS module as well as the CASS Interface. Refer to Chapter 5, Item 25 - USPS CDS Interface and Chapter 5, Item 26 - CASS Certification Interface for more information.

20 PSQ-#

This is the Postal Sequence Number of this address on a mail carrier route. This field can also be updated by the CDS Module. Refer to Chapter 5, Item 19 - Postal Sequence Entry for more information.

21 P-LOT

This is the numeric equivalent of the Line-of-Travel code for this address as designated by the USPS. Normally this information is loaded via CASS Certification, however it can also be calculated by hand if the information is obtain from the internet. To the USPS the LOT is defined by the LOT number, the 2-digit deliver point number and an ascending/descending indicator. To translate these 3 pieces of information into a single P-LOT value, multiply the LOT number by 100 and add either the delivery point number if the order is ascending, or 99 minus the delivery point number of the address is descending.

22 COPYS

23 PKG

The "COPYS" field may contain the number of pieces or labels to be printed during the mail label run for this subscriber/non-subscriber, or the number of pieces to be delivered to this address, if carrier delivered. It must be set to at least "1". If left blank, no label will print.

If this is a mail subscriber, the field has two uses. Putting a number in the "COPYS" field and answering "Y"es to the prompt "Do you want the multiple label option (Y/N)?" during the mail label run, will cause that number of labels to print - i.e. entering 25 will cause 25 mail labels to print and will update the post office report with 25 pieces. The other use is to answer "Y" to the "PKG" field, which will produce a firm package of 25 pieces, that is, only one label will print, but the post office report will still be updated with 25 pieces.

If carrier delivered, the "COPYS" field may contain the number of pieces to be added to the carrier's draw and delivered to this subscriber.

When entering a payment, remember that the amount received will be divided by the number of copies before the expiration date is calculated.

Mail-To Address Entry

Enter "MTO" at the "ITEM ?" prompt to bring up the Mail-To window. This allows entry of a mail-to address, such as a PO Box, to mail the renewal notices to. To save the mail-to information, answer "N"o at the "ITEM?" prompt and "Y"es at the "OK?" prompt or use the [F1] shortcut key, which will save the fields and redisplay the subscriber or non-subscriber screen.

This information will not be saved permanently until you save the entire account record.

```

shemp Main
TMC MASTER FILE MAINT T:I  EFT  NOT  ACT-#: 96431      INIT: VD
                                ADRKY: 144REDD..301  NAMKY: STANARE
1 NAME  STANART, ELMER
2 NME-2
3 ST-#   301  4 FRAC   5 DIR   33 START 11/08/2007  39 LENG  4
6 ST-NA  REDD ST NW           34 STOP  99/99/9999  40 P-STR 11/08/2007
7 APTMT                                41 P-EXP 11/03/2008
8 ZIP   12144                    35 T-STP                                42 GRACE 11/17/2008
9 CITY  RENSSELAER              36 T-STR
10 STAT NY                       43 RECVD  14.60
11 CNTRY                                44 R-CD  5
13 TEL-# 518-434-6415          37 STR-RSN VOL          45 R-DAT 10/02/2008
                                38 STP-RSN EXP          46 CHK-#
                                47 TAX
                                48 NIE
                                49 HELD
                                50 GIVEN
                                51 TSTOP
                                52 PIA-CR1  .5571
                                53 PIA-CR2  .5571
                                25 EDITN 01
                                27 SACK 889
                                31 AREA A
                                1166
                                BERLIN
ACTIVE
MAIL-TO
1 ST-#           2 FRAC   3 DIR
4 ST-NA
5 APTMT
6 ZIP
7 CITY           8 STATE
9 PRT-#         10 SACK
11 P-LOT        12 PSQ-#
OK ?
    
```

Figure 12 - Sample Mail-To Address Entry

The fields are defined the same way as the non-subscriber address fields. Refer to Non-Subscriber Entry earlier in this portion of the chapter for more information.

Internet Entry

Enter "INT" at the "ITEM?" prompt to bring up the Internet window. This allows entry of the fax telephone number, e-mail address and ISP password for this address. Furthermore, if this address is a subscriber, the "E-MAIL FORMS" field may be set to a "Y"es to indicate the subscriber prefers to receive their renewal notices via e-mail. To save the internet information, answer "N"o to the "ITEM ?" prompt and "Y"es to the "OK?" prompt or use the [F1] shortcut key which will save the fields and redisplay the subscriber or non-subscriber screen.

This information will not be saved permanently until you save the entire account record.

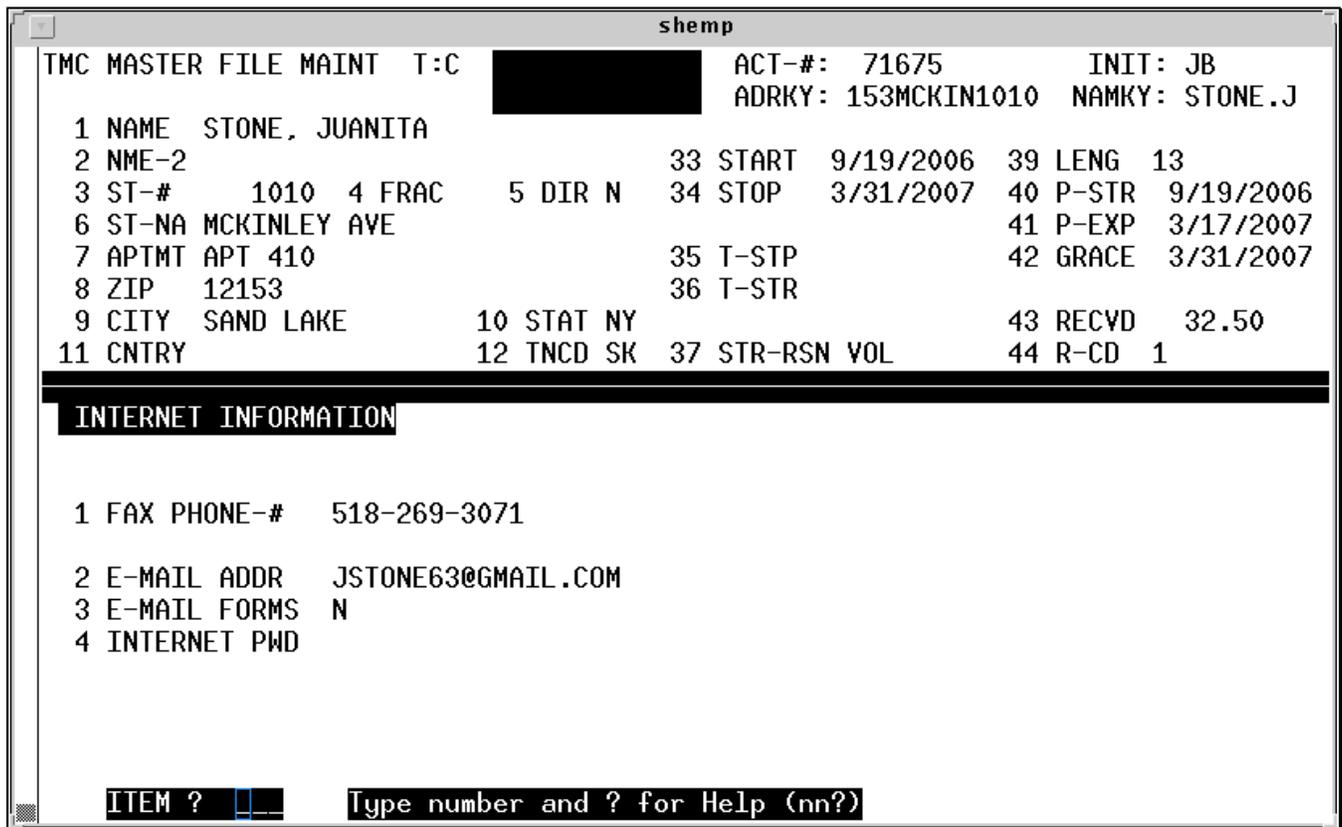


Figure 14 - Subscriber Internet Entry

Demographics Entry

Enter "DEM" at the "ITEM ?" prompt to bring up the Demographics window. The field names displayed are those you defined in the Demographic Field File off the Special Functions menu. Up to 27 demographic fields, 18 three-character codes and 9 twenty-five-character fields may be defined for use on any subscriber or non-subscriber account. If an edit code has been specified for a field, your entry must match a valid value from the Demographic Field File. Once implemented, you can use the Master File Strip & List program to search or sort on any combination of these and/or other fields. For example, you could produce a list of non-subscribers with a certain number of children and a certain income level and a certain education level. Refer to Chapter 4, Item 1 - Demographic Field File for how to create and maintain the file.

To save the demographics information, type "N" at the "ITEM ?" prompt and "Y" at the "OK ?" prompt or use the [F1] shortcut key which will save the fields and redisplay the subscriber or non-subscriber screen.

This information will not be saved permanently until you save the entire account record.

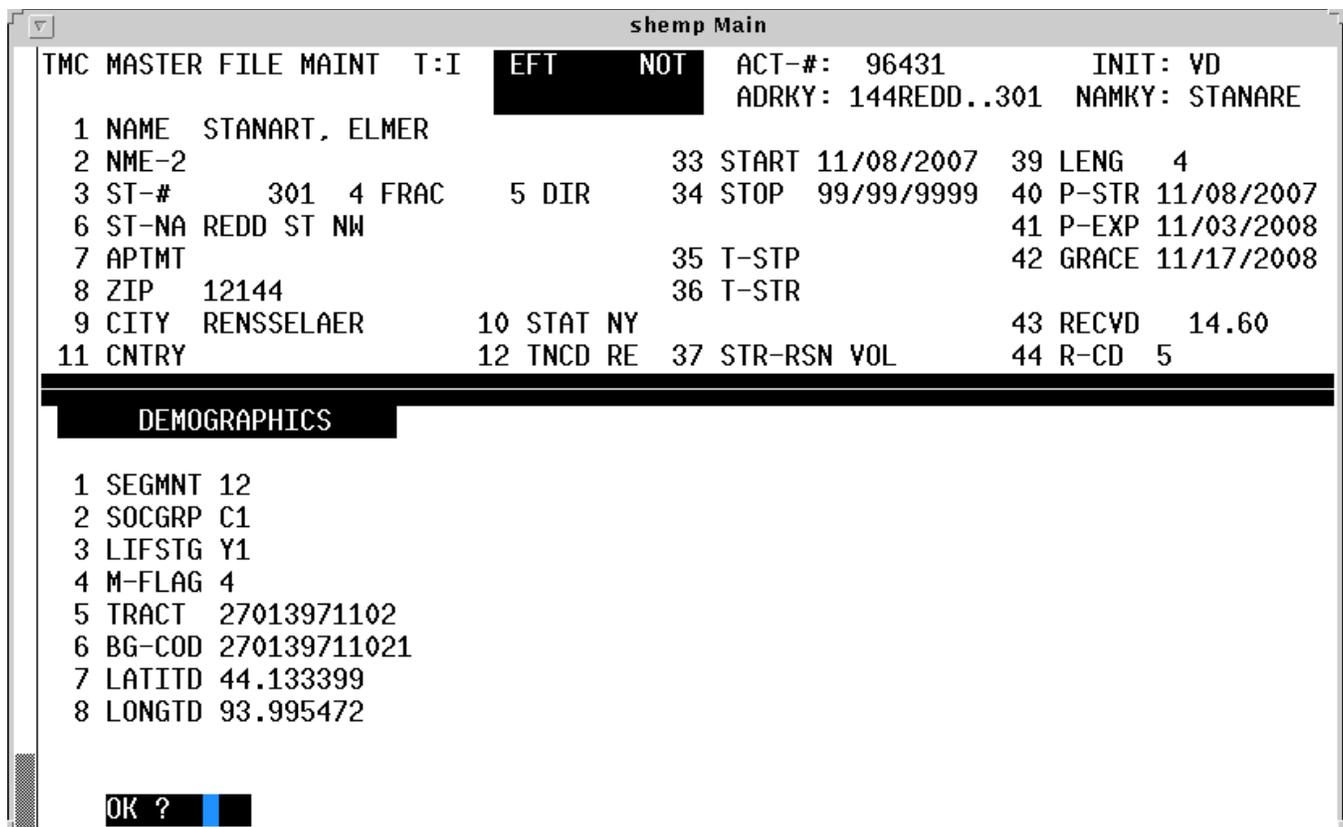


Figure 15 - Sample Demographics Entry

Subscribers

As noted earlier, the subscriber and non-subscriber screens share the base household information found in the Household File. This section provides detailed reference information on the screens available for subscribers. Note that features such as Mail-To and Demographics entry are the same as described above, and therefore are not detailed separately here.

Subscriber Entry

```

shemp
TMC MASTER FILE MAINT T:C  EFT NOT ACT-#: 96431 INIT: CO
                                ADRKY: 144REDD..301 NAMKY: STANARE
1 NAME STANART, ELMER
2 NME-2
3 ST-# 301 4 FRAC 5 DIR 33 START 11/08/2007 39 LENG 4
6 ST-NA REDD ST NW 34 STOP 99/99/9999 40 P-STR 11/08/2007
7 APTMT 35 T-STP 41 P-EXP 11/03/2008
8 ZIP 12144 36 T-STR 42 GRACE 11/17/2008
9 CITY RENSSELAER 10 STAT NY 43 RECVD 14.60
11 CNTRY 12 TNCD RE 37 STR-RSN VOL 44 R-CD 5
13 TEL-# 518-434-6415 38 STP-RSN EXP 45 R-DAT 10/02/2008
                                ACTIVE 46 CHK-#
14 CRT-# 5107 47 TAX
15 CSQ-# 99999 24 PUB-# 1 25 EDITN 01 48 NIE
16 SS-CD SP 26 MA-ZN 0 27 SACK 889
17 CD-1 28 LOCTN 49 HELD
18 CD-2 MTWTFSS 50 GIVEN
19 PRT-# C020 29 DAYS 1111111 51 TSTOP
20 PSQ-# 30 RATE Z2 31 AREA A
21 P-LOT 13501 32 ORIGN 52 PIA-CR1 .5571
22 COPYS 1 23 PKG N 53 PIA-CR2 .5571
CARR: JAMES MILLER 226-3749 DM: 50 1166 BERLIN
ITEM ? Type number and ? for Help (nn?)
    
```

Figure 16 - Sample Subscriber Screen

If the subscriber code (16 SS-CD) entered is a valid code in the Subscriber Code File and it does not begin with "N", fields 24-53 will display on the screen. These fields are described below.

24 PUB-#

The one-digit publication number refers to publications 1-9 in the Paper Information File, as well as the zip related information for this publication assigned in the Zip Code Assignment File. It is also used in the Post Office Reports File to allow the creation of 2nd or 3rd class reports for each publication. If the account is carrier delivered, it will be the default publication number for this carrier as defined in the Carrier Master File. If the account is mail delivered, it will default to publication 1 but can be overridden.

25 EDITN

Within each company, there may be as many as 9 publications. Each publication may have several editions. For example, there may be morning and evening editions or English and Spanish editions. Each subscriber account is assigned one edition of one publication. Each Carrier/Dealer route is also assigned one edition of one publication.

AE	Afternoon
ME	Morning
SP	Spanish
EN	English

Table 23 - Sample Edition Codes

The code entered must match one of the Edition codes defined in the Paper Information File for this publication.

26 MA-ZN

The Mail Zone is a one-character code from 0-8. Numbers 1-8 represent the mail zones defined on the USPS Mail Zone Chart obtained from the Post Office that you mail the publication from. This field may be auto-completed from the Zip Assignment File. Zone 0 should be substituted for Zone 1 for all in-county zip code ranges. In addition, "C" is used for Canada, "M" for Mexico, and "F" for Foreign Rate Group 3, "G" for Foreign Rate Group 4, and "H" for Foreign Rate Group 5.

This field will affect the accuracy of your post office reports. If it is left blank, it will be assumed by the postal report to be Zone 8.

27 SACK

If you use sacking, this field should contain the three-digit number of the mail sack your mailroom uses when bundling pieces for the post office. This field should be auto-completed by the Zip Assignment File based on the zip code and publication number. If you intend to use the auto-Sacking to sort your labels, you may leave this blank

It's recommended that you use Auto-Sacking to sort any periodical or standard mail you generate.

28 LOCTN

Enter up to 20 characters of delivery location - i.e. "FRONT PORCH". If you need more space, a Delivery Instructions File has been provided. This value will print on the carrier bundle labels. If this is a mail delivered subscriber, you may use this field for other comments. Refer to Delivery Instructions Entry later in this portion of the chapter for more information.

29 DAYS

This numeric field represents the 7 possible delivery days beginning with Monday and ending with Sunday. The field value equates to the fourth character of the rate lookup key- i.e. "D"aily only, "S"unday Only, or "C"ombined. If you do not have separate rates for Daily Only vs. Sunday Only, or you do not publish on certain days, use the "C"ombined code, "111111", which is the default.

MTWTFSS	Delivery	Code
1111111	Daily & Sunday	C
0000001	Sunday Only	S
1111110	Daily Only	D
0010000	Wednesday Only	D
0000011	Weekend Only	C

Table 24 - Days Equivalents

30 RATE

The Rate field value makes up the first two characters of the rate look-up key in the Subscriber Rate File. This code represents the rate that will print on the next Expiration/Renewal notice.

If the subscriber was started off with a special rate, or a price increase has taken effect, the next time a payment is received this rate code will be changed to the Renewal Rate value defined for this rate in the Subscriber Rate File. If Expiration Notices are run prior to a rate increase for a period of time after the increase will take effect, the Renewal Rate will be used.

31 AREA

The rate Area value is the third character of the rate look-up key for the Subscriber Rate File. This field should be auto-completed from the Zip Assignment File. If you do not differentiate your mail rates geographically, use "A" for All. The Rate Area may be "I" for In-County, "O" for Out-of-County or "A" for All. For mail rates, this field may contain 0-8 representing the various mail zones. A "0" value represents In-County and "1" thru "8" represent Out-of-County.

32 ORIGN

This is the Origin (or Promotion) code for new subscriber starts. The descriptions associated with these three character codes appear on the churn and retention reports.

OFF	Office Sale
P10	Promotion: 10% Discount
P32	Promotion: 3 for 2
TEL	Telemarketing

Table 25 - Sample Comment/Reason Codes

The code entered must match one of the codes defined in the Comment/Reason Code File. Refer to Chapter 4, Item 6 - Comment/Reason Code File for how to create and maintain the file.

33 START

There are several ways to start a new subscription: PIA with a payment, PIA without a payment, and carrier collect. This is the Starting Date of the new subscription. The default starting date for new subscribers is the next publishing date, calculated from the last publishing date for this publication and the publishing days calendar defined in the Paper Information File. The last publishing date is stored in a file that can only be changed by running bundle labels. If you publish daily, the starting date will automatically come up as today's date until you run today's bundle labels. Then it will become tomorrow's date.

If you are entering subscriber payments when bundle labels are started, you must exit back to the main menu and then go back into Master File Maintenance in order to get the correct default starting date.

For a carrier delivered subscriber, a "NEW PIA SUBSCRIBER" or "NEW SUBSCRIBER-NOT PIA" message will appear on the carrier's bundle label for this day, and the Carrier's draw will be increased by one. If the "P-STR" date is filled in, it is a PIA Start, otherwise it is assumed to be a Carrier Collect Start.

If you are starting a PIA subscriber with a payment, it is not necessary to enter this field. Instead, enter the payment amount in the "RECV" field and the received code in the "R-CD" field, after you have assigned the correct rate code this field will fill in automatically.

34 STOP

This is the Permanent Stop Date for either a PIA or Carrier Collect subscriber. The default value is "99/99/9999" and would denote an active subscriber. If you enter a stop date and there is time remaining on the subscription, you will be asked if you want to issue a refund. If so, a refund transaction will appear on the Daily Cash Report. If not, an adjustment transaction will be put on the Daily Cash Report. The "P-EXP" and "GRACE" dates will be set back to the "STOP" date. When the bundle labels are run for this date, the ex-subscriber code, defined in the Subscriber Code File, is put into the "SS-CD" field.

In the Paper Information File, there is a prompt in the control record called "STOP PIA AT GRACE". If it is answered "Y"es, and this is a carrier delivered subscriber, when the subscriber reaches their grace date, the bundle label program will put the stop date in here and replace the existing subscriber code with the "ex-subscriber" code defined in the Subscriber Code File. If this is a mail delivered subscriber and they reach their grace date, the mail label run will put the stop date in here and replace the subscriber code with the "ex-subscriber" code.

For a carrier delivered subscriber, a stop delivery message will appear on the carrier's bundle label for this day, and the carrier's draw will be decreased by one.

35 T-STP

This is the date of a Temporary Stop, such as a vacation stop. For a carrier delivered subscriber, a temporary stop delivery message will appear on the carrier's bundle label for this day, and the carrier's draw will be decreased by one. In addition, PIA credits will stop. For mail subscribers, this date will be checked against the publication date you enter in the Mail Label Printing program to see if this subscriber is on vacation.

36 T-STR

This is the date of a Restart from a temporary stop, such as when a subscriber will want to start receiving the publication again after returning from vacation. If, for example, someone is leaving on a certain date, but doesn't know when they will be ready to start taking the paper again, enter "999999" in this field.

Never leave the T-STR field blank if the T-STP field has a value in it.

When you enter a valid date, you will be asked if you want to extend the expiration date of this subscription to compensate for the days missed from "T-STP" to "T-STR". If you answer "Y"es, the expiration and grace dates will be recalculated and an adjustment transaction will appear on the Daily Cash Report. If you answer "N"o, you will be asked, "APPLY TO NIE PROGRAM?". This will allow you to apply the vacation amount to your Newspapers In Education program, if the subscriber requests it.

For a carrier delivered subscriber, a restart delivery message will appear on the carrier's bundle label for this day, the carrier's draw will be increased by one, and PIA credits will again be given.

37 STR-RSN**38 STP-RSN**

The Master File Maintenance program requires the entry of Start and Stop Reason Codes whenever a subscriber starts, stops or moves. The descriptions associated with these three-character codes will appear on the District Manager report. Refer to Chapter 4, Item 6 - Comment/Reason Code File for how to create and maintain the file.

BUS	Out of Town on Business
CAR	Carrier Stop
EXP	Expired w/o Payment
MOV	Moved
OFF	Office Start
P32	3 for 2 Promotion
SRV	Poor Service
VAC	Vacation
CST	Rate Increase

Table 26 - Sample Stop/Start Reason Codes

39 LENG

This is the length of the subscription. Whether it is in days, weeks or months is defined in the Reset Grace Period program off the Special Functions menu - i.e. 13 Weeks = 3 Months. If you are starting a complimentary subscriber, you will need to enter a length. If the complimentary subscriber has an indefinite expiration date, enter "99" in this field, which will put "99/99/99" into the "P-EXP" and "GRACE" fields.

If you are starting a PIA subscriber with a payment, it is not necessary to enter this field. Instead, enter the payment amount in the "RECV" field and the received code in the "R-CD" field. Based on the rate code, this field will be calculated from the Daily and Sunday rates per issue defined in the Subscriber Rate File.

40 P-STR

This is the Starting Date of a PIA subscription. The default starting date for new subscribers is the next publishing date, calculated from the last publishing date for this publication and the publishing days calendar defined in the Paper Information File. The last publishing date is stored in a file that can only be changed by running bundle labels. If you publish daily, the starting date will automatically come up as today's date until you run today's bundle labels. Then it will become tomorrow's date.

For a carrier delivered subscriber, a start PIA delivery message will appear on the carrier's bundle label for this day, and the carrier's draw will be increased by one.

If you are starting a PIA subscriber with a payment, it is not necessary to enter this field. Instead, enter the payment amount in the "RECV" field and the received code in the "R-CD" field. Based on the rate code, this field will be calculated from the Daily and Sunday rates per issue defined in the Subscriber Rate File.

41 P-EXP

When you enter a payment, and if the Rate Type in the Subscriber Rate File is set to weekly, the expiration date will be calculated by dividing the amount received by the Daily and Sunday rates per issue and adding that number of publishing days to the "P-STR" date. If the Rate Type is set to monthly, the amount received is divided by the rate per month in order to extend the expiration date that many months. If there is left over money after the calculation, the expiration date is extended by the calculated rate per issue until the money is used up. Using the monthly method, if one person buys a three-month subscription in February and another buys a three-month subscription in July, the person who bought the February subscription will receive less issues than the one who bought the July subscription based on the number of days per month.

For a carrier delivered subscriber, if the "P-EXP" and "GRACE" dates are different, a "PIA Expiring" warning message will appear on the carrier's bundle label for the day. The carrier's draw will not be affected until the grace date is reached. If the "P-EXP" and "GRACE" dates are the same, the PIA Expiring message prints one-week prior.

If you are starting a PIA subscriber with a payment, it is not necessary to enter this field. Instead, enter the payment amount in the "RECV" field and the received code in the "R-CD" field. Based on the rate code, this field will be calculated from the daily and Sunday rates per issue defined in the Subscriber Rate File.

42 GRACE

There are two grace periods in the system. The one referred to in Reset Grace Period off the Special Functions menu is the grace period allowed for a new PIA subscriber before a payment is made and a rate has been determined. Entering a valid rate code, will allow the Grace Period in the Subscriber Rate File to be used when the payment is received. The grace period is a two digit number representing the number of days past the expiration date a subscriber is allowed to receive a paper until they are either converted to a carrier collect subscriber or ex-subscriber.

In the Subscriber Code File there is a field called "EXPIR. TYPE". It can be defined as "D"efinite expiration date, "I"ndefinite expiration date or "N"o check of expiration date. Depending on how this field is defined, the Master File Maintenance program will check the grace date while adding a new subscriber or changing an existing one. If this field is set to "D", a subscriber record with this subscriber code will require a grace date in the future before the subscriber record can be saved. In other words, it must be an active PIA subscriber. If this field is set to "I", a subscriber record with this subscriber code will require a grace date in the past before the subscriber record can be saved. In other words, it must be a Carrier Collect subscriber. If this field is set to "N", no check will be made on the grace date. In other words, this option would be used for Non-subscriber, Complimentary or Ex-subscriber codes. The terms Past and Future refer to dates before and after the next publishing date, respectively.

In the Paper Information File, there is a prompt in the control record called "STOP PIA AT GRACE". If it is answered "Y"es, and this is a carrier delivered subscriber, when the subscriber reaches their grace date, the bundle label program will replace the existing subscriber code with the "Ex-subscriber" code defined in the subscriber code file. If this prompt is answered "N"o, and the subscriber reaches his grace date, the bundle label program will replace the existing subscriber code with the "Carrier Collect" subscriber code. Refer to Chapter 4, Item 2 - Paper Information File for how to create and maintain the file.

If this is a mail subscriber and the grace date is reached, the current subscriber code will be replaced with the "Ex-subscriber" code. Whether this is a carrier delivered subscriber who is to stop at the grace date, or a mail delivered subscriber, when the grace date is reached, the grace date will be loaded into the stop date field making the subscriber inactive.

For a carrier delivered subscriber, a permanent stop or convert to carrier collect delivery message will appear on the carrier's bundle label for this day. If a permanent stop, the carrier's draw will be decreased by one and PIA credits will stop. If carrier collect, the draw will not change and PIA credits will stop.

43 RECVD

Enter the amount of the Payment Received, not including any tip. This amount includes the sales tax. The Tax Rate in the Rate Master File is used to calculate the tax amount based on the payment received.

44 R-CD

Enter a Received Code of 0-9. Codes 0-6 may be defined by you, and used as a breakdown by payment type, by department, by operator, or by subscription type. Code 7 is reserved for reversal of a NSF check (if this causes the subscriber to become inactive, enter the next publishing day as the STOP date). Code 8 is reserved as a non-cash or transfer payment and code 9 is reserved for reversing a payment (Enter the amount received as a positive number and a received code of 9 which creates a negative transaction on the Daily Cash Report). These codes allow accumulations by received code in the Daily Cash Report. These accumulations may be by payment type, by department, subscription type, or whatever you define.

1	Paid by Mail
2	Charge Card
3	Front Counter Cash
4	Front Counter Check
5	Paid on Account

Table 27 - Received Codes

In the Paper Information File, there is a prompt in the control record called "ALLOW CHARGE CARDS". If this field is answered "Y" and a payment is received, you will be asked if it is a charge payment. If it is a charge payment you will be asked for specific credit card information. This will go on the Bank Report which can be printed on demand. If this prompt is answered "N" and a payment is entered, it will assume the payment is cash.

In addition, if the subscriber has expired, a prompt "PAYMENT EFFECTIVE DATE" will be asked, which will become the "P-STR" date.

If a valid rate code has been entered, the START, LENG, P-STR, P-EXP and GRACE fields may be calculated and filled in, or updated, automatically.

45 R-DAT

Enter the Received Date of the amount received. The default date is the system date of the computer, today's date, not the next publishing date. If you are posting money that was received previously, you may use either the date it was received or today's date.

46 CHK-#

Enter a six-character check number. This will be placed with the rest of the cash transactions on the Daily Cash Report.

47 TAX

If a valid rate code has been entered, the Tax Rate defined in the Subscriber Rate File is used to calculate the Tax based on the amount of the payment received, which includes the tax. The tax amount is stored in the cash transactions in the Daily Cash File.

48 NIE

Enter the total amount of money received for NIE donations from this PIA subscriber. If an amount already exists in this field, you should add the new amount to it and enter the higher amount.

49 HELD

Enter the total amount of money received for carrier tips from this PIA subscriber. This will create a tip transaction in the Daily Cash File. If an amount already exists in this field, such as \$2.00, and you are adding \$1.00, the balance held should be entered as \$3.00. If there is a balance and you blank out this field, it will create a negative entry in the Daily Cash File for the same amount, effectively reversing the original tip transaction.

50 GIVEN

Enter the amount of money to be distributed to the carrier each time tips are credited in the bundle label run. If the carrier is billed weekly and \$13.00 is "HELD" for a 13 week subscription, you may distribute the entire amount to the carrier by entering \$13.00 here and answering "Y"es to the "Credit Carrier Tips" prompt in the bundle label program. If you want to distribute the entire amount over the next 13 weeks, enter \$1.00 here and once a week credit tips in the bundle label run. A carrier who is billed once a week would see \$1.00 per week in tips on his bill and the amount held is reduced by \$1.00 per week.

51 TSTOP

This is a one-digit field used to Stop Tips. Enter a "1" if the distribution of tips is temporarily stopped, usually at the subscriber's request. Enter "0" if the tip should be given.

52 PIA-CR1**53 PIA-CR2**

This is the per-day amount of credit to be given to each carrier. It should be greater than the Daily and Sunday per-day amounts charged to the carrier in the Carrier Master File so that the carrier can make a profit. If this subscriber has been converted to a carrier collect or ex-subscriber on their grace date during the bundle label run, the carrier will not receive any more credit. In a totally PIA system, you may not want to use these fields, but instead use negative prices in the Carrier Rate File to credit the carrier for their draw. These amounts are defined in the Subscriber Rate File.

Bill-To Address Entry

If a subscriber's expiration notices are to be sent to another address, access the "Bill-To" entry screen by entering "BTO" at the "ITEM?" prompt. Enter the bill-to information that should appear on the renewal notices into fields 1-5. When done, enter "ITEM ?" "N", "OK ?" "Y" or use the [F1] shortcut key.

This information will not be saved permanently until you save the account record.

```

shemp Main
TMC MASTER FILE MAINT T:I  NOT  ACT-#: 10  INIT: JB
                        BTO  ADRKY: 156BROAD1575  NAMKY: CREED.C

1 NAME  CREED, CAREY
2 NME-2
3 ST-#  1575  4 FRAC  5 DIR  33 START 10/27/2007  39 LENG  4
6 ST-NA BROAD ST  34 STOP 99/99/9999  40 P-STR 10/27/2007
7 APTMT APT 249  41 P-EXP 2/16/2008
8 ZIP  12156  35 T-STP 2/16/2008  42 GRACE 3/01/2008
9 CITY  SCHODACK LANDIN  36 T-STR 99/99/9999
11 CNTRY  10 STAT NY  43 RECVD  9.99
12 TNCD SL  37 STR-RSN CUR  44 R-CD  1
13 TEL-# 518-218-8485  38 STP-RSN DIS  45 R-DAT 3/14/2008
                        46 CHK-# 11057
                        47 TAX
                        48 NIE
                        49 HELD
                        50 GIVEN
                        51 TSTOP
                        52 PIA-CR1 .5357
                        53 PIA-CR2 .5357

T-STOPPED
25 EDITN 01
27 SACK 900
31 AREA A
357 RENSSELAER

BILL-TO INFORMATION
1 GIVER  GEORGE CREED
2 LINE1  AM 15TH ST
3 LINE2  200 AAAA
4 CI,ST  MAGNOLIA, AR
5 ZIP  71754
6 PRT-#  7 SACK

OK ?
    
```

Figure 17 - Bill-To Entry

1 GIVER

The Giver field is 25 characters wide, usually entered as "last name, first". This is how it will appear on renewal notices.

2 LINE1

This field is 25 characters wide and is used for the name of the business or a "care of" name. It may also be the name of a condominium or apartment complex.

3 LINE2

This is the street address, post office box, rural route or any delivery address of the person or firm that will receive the renewal notices.

4 CI, ST

This 25 character wide field contains the "city, state" of the giver. Enter a two-character value for the state.

5 ZIP

This may be entered as a five or nine digit zip code. If it is nine digits, enter a "-" between the first five digits and the last four - i.e. "12144-1377".

6 PRT-#**7 SACK**

These fields are used the same way as in the subscriber record fields. Refer to Non-Subscriber Entry earlier in this portion of the chapter for more information.

Delivery Instructions Entry

To access the delivery instructions file, enter "INS" at the "ITEM?" prompt. Enter the delivery information that will appear on the bundle labels for this route into fields 1-5. When done, enter "ITEM?" "N", "OK?" "Y" or use the [F1] shortcut key.

This information will not be saved permanently until you save the account record.

```

shemp
TMC MASTER FILE MAINT T:C  EFT  NOT  ACT-#: 96431      INIT: CO
                          INS  ACT-#: 144REDD..301  NAMKY: STANARE
1 NAME  STANART, ELMER
2 NME-2
3 ST-#   301  4 FRAC   5 DIR   33 START 11/08/2007  39 LENG  4
6 ST-NA  REDD ST NW   34 STOP 99/99/9999  40 P-STR 11/08/2007
7 APTMT                                41 P-EXP 11/03/2008
8 ZIP   12144          35 T-STP                                42 GRACE 11/17/2008
9 CITY  RENSSLAER     10 STAT NY                                43 RECVD  14.60
11 CNTRY                                37 STR-RSN VOL          44 R-CD  5
13 TEL-# 518-434-6415  12 TNCD RE          38 STP-RSN EXP          45 R-DAT 10/02/2008
                          46 CHK-#
                          47 TAX
                          48 NIE
                          49 HELD
                          50 GIVEN
                          51 TSTOP
                          52 PIA-CR1  .5571
                          53 PIA-CR2  .5571
                          1166
                          BERLIN
ACTIVE
DELIVERY INSTRUCTIONS
1 INS-1  ROUTE 22 EAST PAST
2 INS-2  E SCHODACK INTERCHANGE
3 INS-3  3RD ROAD ON RT TO 5TH
4 INS-4  HOUSE ON LEFT. BEIGE W/
5 INS-5  WHITE TRIM. 3 CAR GARAGE
25 EDITN 01
27 SACK 889
31 AREA A
ITEM ?  Type number and ? for Help (nn?)
    
```

Figure 18 - Delivery Instructions Entry

Electronic Funds Entry

The Electronic Funds Transfer (EFT) module is a separate add-on which can be purchased separately. It provides the ability to process EFT payments from within Vision Circulation. Refer to separate Vision Data EFT Module documentation for more information.

Carrier Sequencing

After the TMC Master File has been created and Carrier Route numbers for carrier delivered subscribers have been assigned from the Carrier Router File, you can use the Carrier Sequence Entry program off the Special Functions menu to update the CSQ-# for the carrier subscribers on this route. Refer to Chapter 5, Item 20 - Carrier Sequence Entry for more information.

Sequencing programs will update the subscriber files. No one else can be updating subscriber/non-subscriber files at the same time. Updating includes making any additions or changes to the household, subscriber or related files, also batch coding, vacant accounts, relooks, reindexing, mass create, and bundle labels. Inquiring on subscriber records is not an issue.

Vacations and Temporary Stops

Enter the first calendar day that the subscriber should not receive this publication in T-STP. Enter the first calendar day that the subscriber should resume receiving this publication into T-STR. If the restart date is unknown or indefinite, enter "99999999" into T-STR. Do not allow T-STR to be left blank.

When you enter a valid date into the T-STR, you will be asked if you want to extend the expiration date of this subscription to compensate for the days missed from T-STP to T-STR. If you answer "Y"es, the expiration and grace dates will be recalculated and an adjustment transaction will be put on the Daily Cash Report. If you answer "N"o, you will be asked, "APPLY TO NIE PROGRAM?". This will allow you to apply the adjustment amount to your Newspapers in Education program, if the subscriber requests it.

For a carrier delivered subscriber, a temporary stop delivery message will appear on the carrier's bundle label on the T-STP day, and the carrier's draw will be decreased by one. In addition, PIA credits will stop. A restart delivery message will appear on the carrier's bundle label on the T-STR day, the carrier's draw will be increased by one, and PIA credits will again be given.

Issue Refunds

If a permanent stop date is entered into the STOP field, and if there is time remaining on this PIA subscription, you will be asked if you want to issue a refund. If so, a refund transaction will be put on the Daily Cash Report. If not, an adjustment transaction will be put on the Daily Cash Report. The P-EXP and GRACE dates will be set to the STOP date. When the bundle labels are run for this date, the ex-subscriber code, defined in the Subscriber Code File, will be put into the SS-CD field.

Automatic Renewals

When you receive a payment from a subscriber, if it is the same amount as the last payment and the received code is the same, you may enter "RE" at the "ITEM?" prompt.

In the Newspaper Information File, there is a prompt in the control record called "ALLOW CHARGE CARDS". If this prompt is answered "Y", you will then be asked if it is a charge payment. If it is a charge payment you will be asked for specific credit card information. If this prompt is "N", the payment will be assumed to be cash.

In addition, if the subscriber has expired, a prompt "PAYMENT EFFECTIVE DATE" will be asked, which will become the P-STR date. This will allow you to backdate the payment.

The expiration and grace dates will be updated, the Daily Cash Report will show a payment and tax of that amount for today's date and the received date will also be updated with today's date. Any rate changes in effect will also be handled correctly. You may also want to enter the CHK-#. Any tips should also be entered.

Extensions

Enter "EX" at the "ITEM?" prompt to extend the expiration date. You will then be asked "NUMBER OF DAYS TO EXTEND". The expiration and grace dates will then be extended the number of days that you enter, either plus or minus, and an adjustment transaction will be put on the Daily Cash Report. Only active PIA subscribers can have their expiration date extended.

If you are not allowed to extend the expiration date, check with your system manager. You may not have the security level required to extend the expiration date. If you are not allowed to extend the subscription the number of days you want, also check the Paper Information File. The control record contains the prompt "MAX DAYS/EXTENDS", which sets the maximum allowable days you can extend a subscription. Refer to Chapter 4, Item 2 - Paper Information File for how to create and maintain the file.

Account Balance

Enter "B" at the "ITEM?" prompt to see the "ACCOUNT BALANCE". This is the current unearned income or liability that would appear on the Unearned Income Report if you were to run it now. You can only check the balance of active PIA subscribers.

Change Delivery Days

If a subscriber wanted to change from a Sunday-only subscription to a seven-day subscription, normally, you would have to change the rate code and days, and optionally adjust the expiration date accordingly, on the date it was effective. A better way is provided.

When you enter "D" at the "ITEM?" prompt, you will be asked to enter the "NEW DAYS:". You will then be asked for the effective date and the new rate code. If you want to adjust the expiration date based on the new rate, you should answer "Y"es to the prompt "PRO-RATE:". If you have previously entered new delivery days for this subscriber, you will be asked "NEW DELIVERY DAYS ALREADY ENTERED (xxxxxxx) - DELETE (Y/N) ?" prior to entering the new days.

The Delivery Days value does not change immediately. When the bundle labels are run for the effective date, the new days and rate code will be put in the subscriber record, and optionally the expiration and grace dates will be recalculated based on the new rate. You cannot apply a cash payment until this day change transaction has been completed.

Change Copies

If a carrier collect subscriber is active with a specified number of copies in field 22 and wishes to change the number of copies, you may enter a "CX" at the "ITEM?" prompt. This will then prompt you for a new number of copies and adjust the account accordingly. Using this method also sends a message to the carrier noting the change in copies as well as adjusts the carrier's draw for the next delivery day.

Change Rate

If a PIA subscriber is active with a specified number of copies in field 22 and a valid rate code in field 30 and wishes to change either, you may enter a "RX" at the "ITEM?" prompt. This will then prompt you for a new number of copies and a new rate code and adjust the account accordingly. Using this method also sends a message to the carrier noting the change in copies as well as adjusts the carrier's draw for the next delivery day.

Moves

In order to move an account, the household must be an active subscriber. Enter change mode and select the subscriber you want to move. Enter "M" at the "ITEM?" prompt. The following screen will allow you to specify an existing account or new account for the move-to address.

```

shemp Main
TMC MASTER FILE MAINT T:C                <TAB> TO JUMP KEYS BELOW
MOVE HIT <RETURN> IN ACCOUNT NUMBER FOR NEW ACCOUNT
ACCNT # [REDACTED]  ADDRS KEY _____  NAME KEY _____  TEL KEY _____
? FOR HELP          ZZZSSSSS####         LLLLLLI          #####

NAME _____
ST-#  _____
DIR   ---
ST-NA _____
APTMT _____
ZIP   _____
TNCD  ---

```

Figure 19 - Move-To Account Selection

You can either select a specific non-subscriber, or Resident, address already in your system, or you can press [ENTER] at the "ACCNT #" prompt to let the maintenance program assign the next vacant account for the move-to address. If the new address is also an active subscriber, it is recommended that you first set that subscriber's move status, if possible. Whether you assign an account number or let the program do it for you, the Master File Maintenance screen will appear with all the subscriber information from the previous account filled in. Enter the new address, if necessary. If you have turned on "CHECK FOR DUP ADRKY" in the Subscriber Control Record, you will be warned of potential duplications at the bottom of the entry screen. Enter the new carrier route or postal route and sequence numbers. Save the record in the usual manner. Enter the Effective Date for the Move when asked.

To cancel a move transaction, open the master file record for the "moving to" address. Change the subscriber code (SS-CD) from "MV" to another code (usually a non-subscriber code), and change the name to "RESIDENT" if appropriate. Save the record in the usual manner.

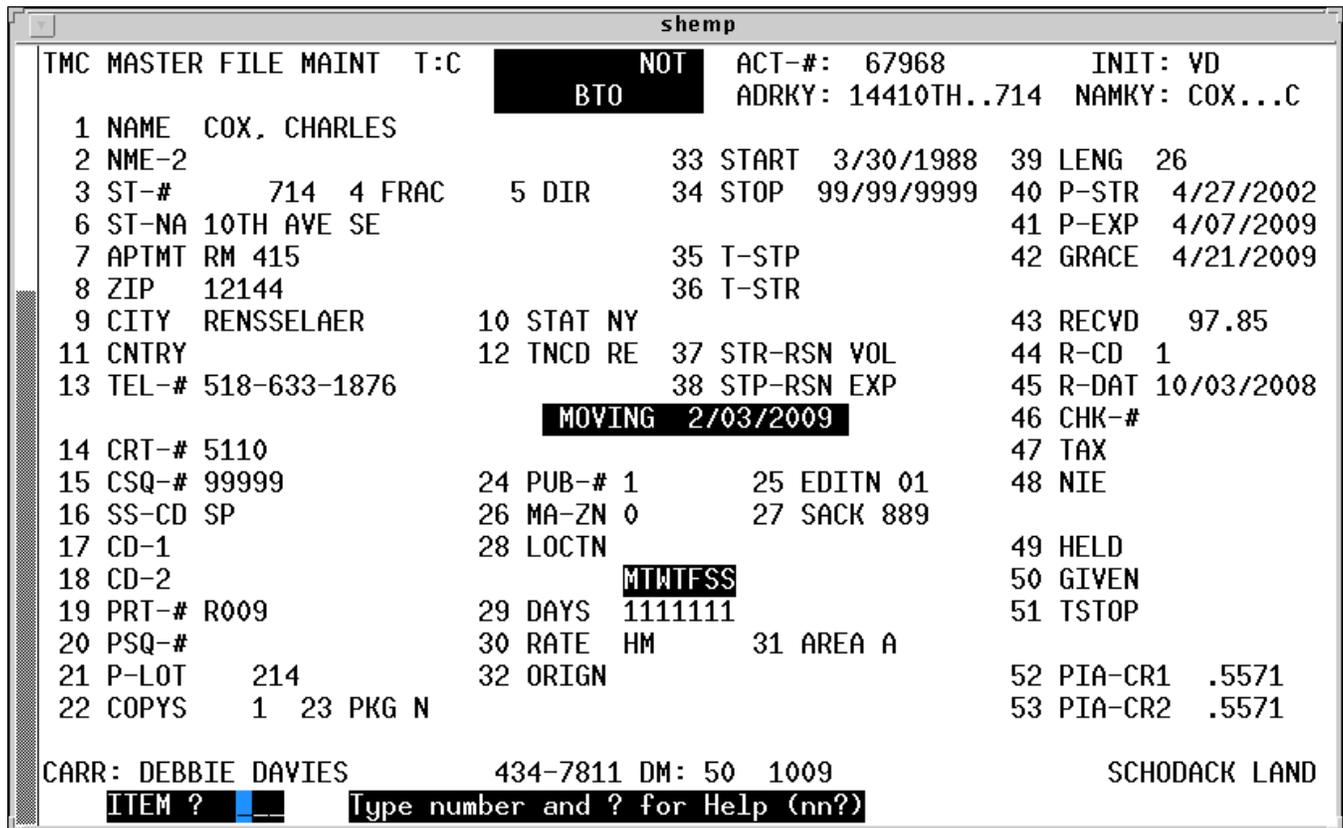


Figure 20 - Existing Subscriber Account Showing Scheduled Move

If you look at the original subscriber account, you will find it is still active, and shows a "MOVING" status and the effective date. The new address shows "MV" in the SS-CD field, indicating that the account is not yet active. This move will now appear on the Move Transaction Listing. You may cancel the move any time before the bundle labels are run for the effective date by changing the "MV" subscriber code in the move-to address to "N".

On the effective date of this move, during either the bundle label run for carrier delivered subscribers, or the mail label run for mail delivered subscribers, the old address will be converted to a non-subscriber, and the new address will become active. If this is a carrier delivered account, a stop message will appear on the old route's bundle label, and a start message will appear on the new route's bundle label.

Apply payments and adjustments only to the active address once a move is set up.

Add or Review Comments

From a Subscriber Entry screen, type "C" [ENTER] at the "ITEM?" prompt to enter new, or review existing, comments. You will be asked "REVIEW EXISTING COMMENTS? (Y/N)". Answering "Y" to this prompt allows you to review and delete existing comments/complaints associated with this account, as well as entering new ones. Answering "N" to this prompt, will allow you to review existing comments without being able to delete them and will allow you to add new ones.

COMMENT FILE MAINTENANCE			ACCOUNT #:	3
RT-#	DATE	DESCRIPTION	NAME:	MARCHANT SR., JOHN L
5918	8/12/2008	VAC PAC RESTART ON 8/21	ADDR:	536 ILLINOIS AVE
5918	8/12/2008	VAC-PAC SAVE 8/16-8/21	CARRIER:	OF GOD TABERNACLE WR
5918	4/28/2008	VAC PAC RESTART 5/13/08	DATE:	11/04/2008 TIME: 10:58
5918	4/28/2008	VAC PAC RESTART 5/13/08	ROUTE #	5918
5918	4/28/2008	VAC-PAC SAVE 5/02-5/13/08	TYPE CODE:	DEL
2102	1/21/2008	STOLEN PAPER-SENT STICKER	DESC:	MISSED DELIVER
2102	1/13/2008	NO SATURDAY PAPER REC'D		CALL IF YOU CANNOT FIND
2102	12/20/2007	NO THURSDAY PAPER POSTEDR		THIS ADDRESS!!!!
2102	11/20/2007	PLEASE PUT THE PAPER IN	DELIVERY DATE:	10/16/2008
2102	10/08/2007	MON PPR WAS WET AND SAT	PRINT START:	10/17/2008
2102	6/18/2007	PLS PUT IN MAILSLLOT IN	PRINT STOP:	10/17/2008
2102	5/07/2007	MAILSLOT IS IN DOOR	DISPATCH COMMENT:	N
6000	7/26/2004	MSSD 7/23-26/04-SHORTS	DISPATCH CODE:	
6000	2/11/2004	THANK YOU FOR THE GREAT		
6000	9/08/2003	PLEASE DEL SAT AND SUN		
6000	8/27/2003	EVERY WKEND PLS DEL SAT &		
6000	8/27/2003	PUT IN FRONT SCREEN DOOR		
OK ? <input type="checkbox"/>				
NEW COMMENT (PRESS <ESC> TO END)				

Figure 21 - Sample Subscriber File Add Comments

In order to simplify comment entry, you can create a file of three character codes and associated text descriptions for common comments and complaints. You enter the three-character type code here, and if the program locates it in the Comment/Reason Code File, it will display up to three lines of description on the screen. You can enter your own description or override a description that was retrieved from this file. Refer to Chapter 4, Item 6 - Comment/Reason Code File for how to create and maintain the file.

Enter the starting and ending dates for the period this comment should appear on the bundle label. The PRINT START date will default to the next publishing day. If this is a one-day comment, e.g. a wet paper, enter the same day for the PRINT STOP date so that the comment will only appear once on a bundle label. If applicable, enter a dispatch code to show that it was dispatched to someone who would resolve the complaint - i.e. the District Manager code. If this comment is for something like a vacation pack, the PRINT STOP date should be the date the comment will no longer appear on a bundle label.

If the carrier has a dispatch e-mail set, there will be an option to dispatch the comment. If the comment is dispatched, a message of "redeliver" followed by the customers name and address will be sent to the carrier's designated e-mail. If the e-mail address is designated as a mobile phone number, the message is delivered as a txt message to the designated number. The acceptable answers to the DISPATCH prompt are "N"o, "Y"es and "A"lternate to dispatch the comment, but to the carrier's alternate e-mail.

New comments are added to the Daily Comment File. The comments for carrier delivered subscribers will appear on the carrier's bundle label on the print dates specified and then removed from the Daily Comment File and posted to the Comment History File. They will also appear on the District Manager's report. You can review both daily and history comments by subscriber in this program or by carrier in the Carrier Comment History program on the Daily Functions menu (Item 12, below). Comments can also be entered for non-subscribers, and will appear on the TMC bundle labels. Non-subscriber comments will not appear in history.

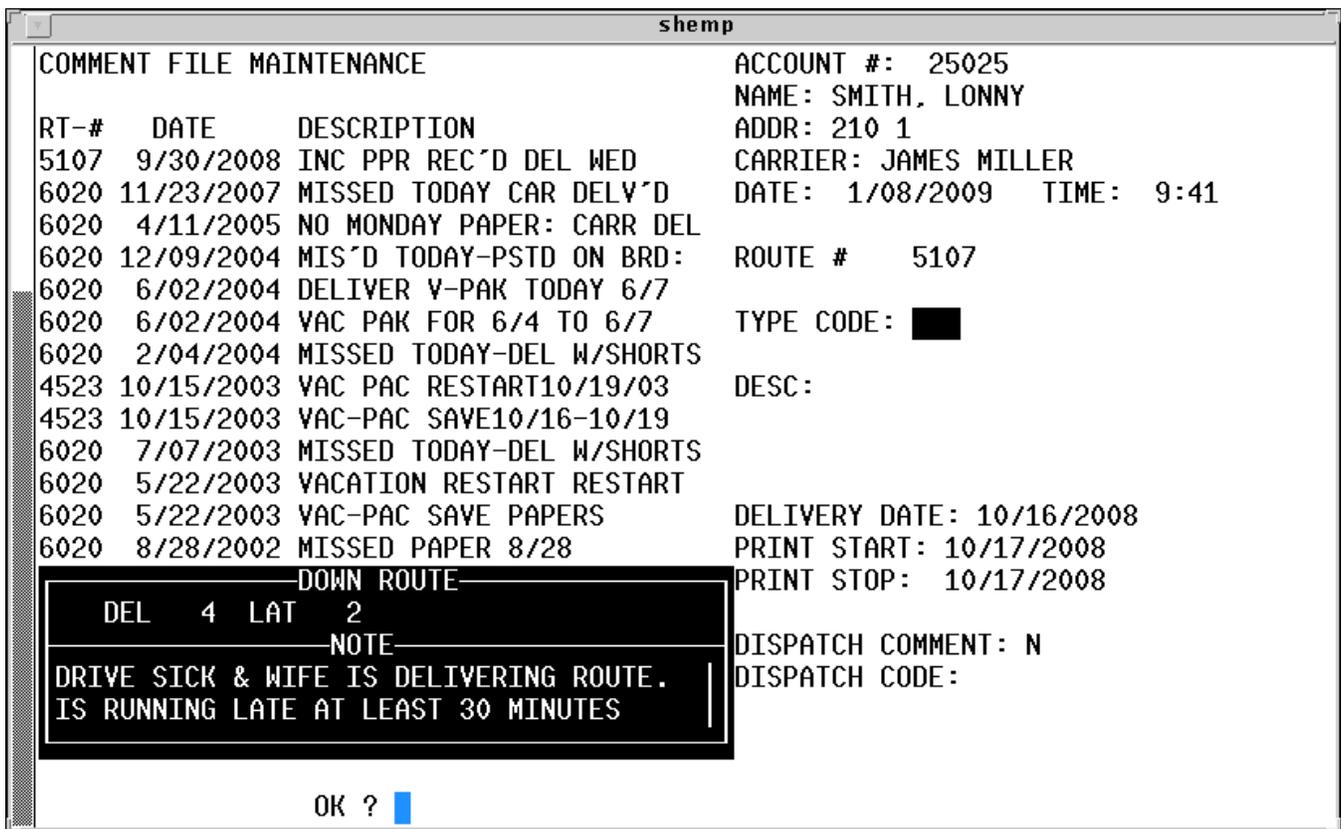


Figure 22 - Comment Entry with Down Route Prompt

If more than a specified number of comments (as specified in the Paper Information File) are entered against a particular route within a given day, a message area pops up regarding a possible "Down Route". The operator is prompted for information on why the route may be down (running late, substitute carrier, etc.). You can print a Daily Comment Report at any time to review the Daily Comment File. As long as the comment/complaint remains in the Daily Comment File, you can review and/or delete it from the file. Answer "Y"es to the "DELETE (Y/N)?" prompt on the comment you want to delete.

Cash, Comment and Start/Stop History Inquiry

Enter the "H" option at the "ITEM?" prompt. A history file inquiry menu will be displayed in the middle of the Master File Maintenance screen. You can view the Cash History, Comment History or Start/Stop History for this subscriber.

```

shemp Main
TMC MASTER FILE MAINT T:C INT NOT ACT-#: 3 INIT: VD
ADRKY: 144ILLIN.536 NAMKY: MARHAJ
1 NAME MARCHANT SR. JOHN L
2 NME-2 33 START 8/28/2003 39 LENG 52
3 ST-# 536 4 FRAC 5 DIR 34 STOP 99/99/9999 40 P-STR 8/28/2003
6 ST-NA ILLINOIS AVE 41 P-EXP 8/02/2009
7 APTMT 35 T-STP 9/27/2003 42 GRACE 8/16/2009
8 ZIP 12144 36 T-STR 9/30/2003
9 CITY RENSSELAER 10 STAT NY 43 RECVD 175.00
11 CNTRY 12 TNCD RE 37 STR-RSN VOL 44 R-CD 1
13 TEL-# 518-242-3260 38 STP-RSN EXP 45 R-DAT 7/02/2008
14 CRT-# 5918 46 CHK-# 7417
15 CSQ-# 47 TAX
16 SS-CD SP 48 NIE
17 CD-1 49 HELD
18 CD-2 50 GIVEN
19 PRT-# C010 51 TSTOP
20 PSQ-# 3231 52 PIA-CR1 .5571
21 P-LOT 3363 32 ORIGN 53 PIA-CR2 .5571
22 COPYS 1 23 PKG N

1. CASH
2. COMMENT
3. START/STOP
E. END
SELECT
    
```

CARR: OF GOD TABERNACLE WR 434-8394 DM: 50 **INSURANCE EXPIRED-10/09/2008**

Figure 23 - Sample Subscriber History Inquiry

Cash History Inquiry

Select "1" from the History menu to view the subscriber cash history for this subscriber. Payments, renewals, extensions, refunds, tips and adjustments are entered into the Daily Cash File by the Master File Maintenance program and posted to history by the Daily Cash Report program. They are displayed here in reverse date order, with the newest one first descending to the oldest. The entries can also be reviewed via the Subscriber Cash History program and on the Monthly Cash Report.

shemp Main												
TMC MASTER FILE MAINT T:C			INT	NOT	ACT-#:	3	INIT:	VD				
					ADRKY:	144ILLIN.536	NAMKY:	MARCHAJ				
1	NAME	MERCHANT SR. JOHN L										
2	NME-2			33	START	8/28/2003	39	LENG	52			
3	ST-#	536	4	FRAC	5	DIR	34	STOP	99/99/9999			
6	ST-NA	ILLINOIS AVE						41	P-EXP	8/02/2009		
7	APTMT				35	T-STP	9/27/2003	42	GRACE	8/16/2009		
8	ZIP	12144			36	T-STR	9/30/2003					
9	CITY	RENSSELAER		10	STAT	NY		43	RECVD	175.00		
11	CNTRY			12	TNCD	RE	37	STR-RSN	VOL	44	R-CD	1

INI	TRX-AMT	TRX-TIP	TRX-NIE	TRX-DATE	CODE	CHECK#	ORIG-EXP	NEW-EXP
AJ	175.00	.00	.00	7/02/08	1	7417	8/03/08	8/02/09
&E	RENEWAL SENT			6/17/08	E			
AJ	91.66	.00	.00	1/29/08	X		1/31/08	8/03/08
AJ	91.66-	.00	.00	1/29/08	X		8/19/08	1/31/08
AJ	166.00	.00	.00	8/13/07	1	7025	8/22/07	8/19/08
&E	RENEWAL SENT			7/31/07	E			
AJ	166.00	.00	.00	8/17/06	1	6566	8/24/06	8/22/07
AJ	166.00	.00	.00	8/15/05	1	6126	8/26/05	8/24/06
AJ	166.00	.00	.00	8/03/04	1	5639	8/28/04	8/26/05

PRESS <RETURN> TO CONTINUE

Figure 24 - Subscriber Daily Cash History

Comment History Inquiry

Select "2" from the History menu to view the comment history for this subscriber. Subscriber and non-subscriber comments are entered into the Daily Comment File via the Master File Maintenance program. Subscriber comments/complaints are posted to history during the bundle label run. All comments for this subscriber account in both the Daily Comment and Comment History files are displayed here in reverse entry order, with the newest one first descending to the oldest.

```

shemp Main
TMC MASTER FILE MAINT T:C  INT  NOT  ACT-#: 3  INIT: VD
                                ADRKY: 144ILLIN.536  NAMKY: MARCHAJ
1 NAME  MARCHANT SR, JOHN L
2 NME-2
3 ST-# 536 4 FRAC 5 DIR 33 START 8/28/2003 39 LENG 52
6 ST-NA ILLINOIS AVE 34 STOP 99/99/9999 40 P-STR 8/28/2003
7 APTMT 35 T-STP 9/27/2003 41 P-EXP 8/02/2009
8 ZIP 12144 36 T-STR 9/30/2003 42 GRACE 8/16/2009
9 CITY RENSSELAER 10 STAT NY 43 RECVD 175.00
11 CNTRY 12 TNCD RE 37 STR-RSN VOL 44 R-CD 1

```

INI	CODE	DESCRIPTION	E-DATE	E-TIM	DISP	D-DATE	D-TIM
VE	VPR	VAC PAC RESTART ON 8/21	8/12/08	12:09			
VE	VAC	VAC-PAC SAVE 8/16-8/21	8/12/08	12:09			
RP	VPR	VAC PAC RESTART 5/13/08	4/28/08	16:10			
RP	VPR	VAC PAC RESTART 5/13/08	4/28/08	16:09			
RP	VAC	VAC-PAC SAVE 5/02-5/13/08	4/28/08	16:08			
ZZ	STL	STOLEN PAPER-SENT STICKER	1/21/08	10:18			
PR	SAT	NO SATURDAY PAPER REC'D	1/13/08	05:28			
BL	THU	NO THURSDAY PAPER POSTEDR	12/20/07	11:13			
LR	MIC	PLEASE PUT THE PAPER IN	11/20/07	11:36			

PRESS <RETURN> TO CONTINUE

Figure 25 - Subscriber Comment History

Start/Stop History Inquiry

Select "3" from the History menu to view the start/stop history for this subscriber. Starts, permanent stops, vacation starts and stops are posted to history during the Bundle Label run. All transactions for this subscriber account are displayed here in reverse entry order, with the newest one first descending to the oldest.

```

shemp Main
TMC MASTER FILE MAINT T:C  INT  NOT  ACT-#: 3  INIT: VD
                                ADRKY: 144ILLIN.536  NAMKY: MARCHAJ
1 NAME  MERCHANT SR. JOHN L
2 NME-2
3 ST-#  536  4 FRAC  5 DIR  33 START  8/28/2003  39 LENG  52
6 ST-NA ILLINOIS AVE  34 STOP  99/99/9999  40 P-STR  8/28/2003
7 APTMT  35 T-STP  9/27/2003  41 P-EXP  8/02/2009
8 ZIP  12144  36 T-STR  9/30/2003  42 GRACE  8/16/2009
9 CITY  RENSSELAER  10 STAT NY  43 RECVD  175.00
11 CNTRY  12 TNCD RE  37 STR-RSN VOL  44 R-CD  1
    
```

INI	TRX-DATE	TYPE	STR	STP	ORIG	ORG-DYS	NEW-DYS	REV-DATE
AJ	7/03/08	PAYMENT	VOL	EXP		1111111		
LR	1/30/08	NEW-MVD	VOL	EXP		1111111		

PRESS <RETURN> TO END

Figure 26 - Subscriber Start/Stop History

Alternate Route Information

To enter alternate route information for other products, enter "ALT" at the "ITEM?" prompt. Enter a valid product code (not publication code) previously defined in the Paper Information File at the "ENTER PRODUCT CODE:" prompt.

```

shemp
TMC MASTER FILE MAINT T:C  NOT ACT-#: 25059 INIT: AJ
INS ADRKY: 144YORK.1111 NAMKY: MAXWELB
1 NAME MAXWELL, BLAINE & DOLORES
2 NME-2 33 START 5/31/2007 39 LENG 14
3 ST-# 1111 4 FRAC 5 DIR 34 STOP 99/99/9999 40 P-STR 5/31/2007
6 ST-NA YORK ST NE 41 P-EXP 10/20/2008
7 APTMT 35 T-STP 5/25/2008 42 GRACE 11/03/2008
8 ZIP 12144 36 T-STR 9/17/2008
9 CITY RENSSELAER 10 STAT NY 43 RECVD 53.84
11 CNTRY 12 TNCD RE 37 STR-RSN PRT 44 R-CD 1
13 TEL-# 518-242-6014 38 STP-RSN EXP 45 R-DAT 10/08/2008
46 CHK-# 5441
47 TAX
48 NIE
49 HELD
50 GIVEN
51 TSTOP
52 PIA-CR1 .5357
53 PIA-CR2 .5357

ACTIVE
ALTERNATE ROUTE INFORMATION
PRODUCT: VM - VALLEY MARKETEE 25 EDITN 01
1 ROUTE 2554 27 SACK 889
2 SEQ-NO 307 T DOOR
CARRIER: LARRY CORRAL 424-1767
CARRIER ADDR: 31 AREA A
SAND LAKE NY
52 PIA-CR1 .5357
53 PIA-CR2 .5357

ITEM ? Type number and ? for Help (nn?)
    
```

Figure 27 - Subscriber Alternate Route Entry

1 ROUTE

Enter the route number of the carrier who will deliver this product. The carrier's name and address will display in the window.

2 SEQ-NO

Enter the delivery sequence number of this subscriber on the carrier's route.

When done, enter "ITEM?" "N" "OK?" "Y" or use the [F1] shortcut key. Remember that this will not be saved permanently until you save the entire account record.

Print Subscriber Detail Listing Screen

To print Subscriber Detail Information, enter "P" at the "ITEM?" prompt. This will print fields from the Household and Subscriber Records, as well as the Cash, Comments, and Start/Stop Histories for the account.

08-JAN-09 9:47		SUBSCRIBER MASTER FILE MAINTENANCE DETAIL LIST										PAGE: 1					
PRINTED BY: VD		YOUR NEWSPAPER NAME															
ACCT-#	NAME	STREET ADDRESS			APARTMENT	CITY	ST	ZIP CODE	TELEPHONE-#	CRT#	PRT#	SSCD					
25059	MAXWELL, BLAINE & DOLORES	1111 YORK ST NE				RENSSELAER	NY	12144	518-242-6014	6026	C024	SP					
PUB	EDT	DAYS	RAT	AREA	START-DT	STOP-DAT	T-STP-DT	T-STR-DT	P-STR-DT	P-STP-DT	GRACE-DT	RECVD	RCVD-DAT	TIP-HLD	TIP-GVN	MZN	SCK
1	01	1111111	HC	A	5/31/07	99/99/99	5/25/08	9/17/08	5/31/07	10/20/08	11/03/08	53.84	10/08/08	.00	.00	0	889
CASH HISTORY:																	
INI	TRX-AMT	TRX-TIP	TRX-NIE	TRX-DATE	CODE	CHECK#	ORIG-EXP	NEW-EXP									
AJ	.00	.00	.00	10/08/08	A		6/27/08	10/20/08									
AJ	53.84	.00	.00	10/08/08	1	5441	3/19/08	6/27/08									
BL	2.30	.00	.00	7/16/08	A		3/12/08	3/19/08									
GE	RENEWAL SENT			2/19/08	E												
GE	RENEWAL SENT			1/22/08	E												
BL	.00	.00	.00	12/14/07	A		11/27/07	3/12/08									
BL	29.95	.00	.00	12/14/07	3		8/29/07	11/27/07									
AJ	29.95	.00	.00	12/06/07	1	1712	5/31/07	8/29/07									
PR	.00	.00	.00	5/30/07	A		4/21/06	5/31/07									
AJ	27.60	.00	.00	2/02/06	3		1/28/06	4/21/06									
AJ	.00	.00	.00	12/06/05	A		1/26/06	1/28/06									
AJ	29.95	.00	.00	12/06/05	1	1305	10/28/05	1/26/06									
BL	.00	.00	.00	10/26/05	A		8/25/05	10/28/05									
TD	.00	.00	.00	8/24/05	A		7/20/05	8/25/05									
AJ	27.95	.00	.00	5/05/05	1	1197	4/27/05	7/20/05									
TD	.00	.00	.00	4/26/05	A		3/23/05	4/27/05									
AJ	.00	.00	.00	1/11/05	A		2/21/05	3/23/05									
AJ	37.94	.00	.00	1/11/05	1	1050	10/30/04	2/21/05									
TD	.00	.00	.00	10/29/04	A		10/30/04	10/30/04									
COMMENT HISTORY:																	
INI	CODE	DESCRIPTION	E-DATE	E-TIM	DISP	D-DATE	D-TIM										
BL	SER	SERVICE PROBLEMS-PLS HELP	7/16/08	14:02													
PR	MIC	COMP PPR--SHRTS	12/12/07	09:59													
PR	MIC	PUT PPR AT FRONT DOOR	12/12/07	09:48													
PR	MIC	PUT PPR AT FRONT DOOR	3/21/07	04:58													
STOP/START HISTORY:																	
INI	TRX-DATE	TYPE	STR	STP	ORIG	ORG-DYS	NEW-DYS	REV-DATE									
AJ	10/09/08	PAYMENT	PRT	EXP	SEP	1111111											
BL	9/17/08	T-START	PRT	EXP	SEP	1111111		5/25/08									
BL	8/09/08	STOP	PRT	EXP	JUL	1111111											
BL	7/10/08	T-START	PRT	EXP	JUL	1111111		4/25/08									
PR	5/31/08	STOP	PRT	EXP	MAY	1111111											
BL	5/01/08	T-START	PRT	EXP	MAY	1111111		3/26/08									
BL	3/26/08	STOP	PRT	EXP	MAY	1111111											
BL	3/12/08	PIA-ING	PRT	EXP	MAY	1111111											
BL	12/15/07	PAYMENT	PRT	EXP	MAY	1111111											
PR	12/13/07	T-START	PRT	EXP	MAY	1111111		8/29/07									

Figure 28 - Printing the Subscriber Detail Listing

Item 2 - Daily Cash Report

The Daily Cash Report is a printed report of all the cash received, date extensions, adjustments, refunds, corrections, tips, sales tax, discounts, overpayments and non-cash transactions in the daily cash file since the last time you posted subscriber cash to history. The transactions are recapped (subtotaled) by Publication, received code within, and by rate code. The Publication's received codes may represent payment types, departments, subscription types, etc. The report also summarizes "Refunds to be sent", and "Donations for NIE" as well as "Grace Recovery" and "PIA Back Credit".

Select Item 2 - Daily Cash Report from the Subscriber Daily Functions menu. Enter the deposit date. You may review only your own entries by selecting your own initials, or you may select others or all. You can also print the transactions in entry order or in order by initials. When everyone is done posting payments and balancing their Daily Cash Reports, you can select to print a report of all transactions, bringing up the prompt, "POST TRANSACTIONS TO CASH HISTORY FILE (Y/N)?" If you answer "Y" all the entries will be removed from the Daily Cash File and transferred to the Cash History File. If you select to post transactions, the program will ask you if you want to print another listing in account number order. Refer to Chapter 2, Item 14 - Subscriber Cash History for more information.

08-JAN-09 15:46		DAILY CASH FILE LISTING							PAGE: 1				
CASH AND ADJUSTMENTS		PROOF COPY	YOUR NEWSPAPER NAME							DEPOSITED: 10/18/2008			
IN ACCT-#	PUB NAME	RATE	DATE	AMOUNT	COD	CHECK#	TAX	ORG-EXPR	NEW-EXPR	TIPS	NIE	DISCNT	OVERPAY
CD 69007	1 SCOTT, W R	H1AC	10/14/08	.49	A		.00	11/12/08	11/13/08	.00	.00	.05	.00
BL 54311	1 CLARK, KRISITA	JLAC	10/14/08	.00	A		.00	11/03/08	11/22/08	.00	.00	.00	.00
LR 82193	1 DUNCAN, JEREMY	H2AC	10/14/08	.00	A		.00	12/05/08	12/10/08	.00	.00	.00	.00
BL 46880	1 COLEMAN, ANNA	H1AC	10/14/08	.00	A		.00	10/22/08	10/26/08	.00	.00	.00	.00
BL 12933	1 EDWARDS, ROBERT W	H1AC	10/14/08	.00	A		.00	12/07/08	12/11/08	.00	.00	.00	.00
CO 14559	1 LECZEK, JERRY E	CCAC	10/14/08	.00	A		.00		10/29/08	.00	.00	.00	.00
CD 68191	1 LANG, DARLA J	Z2AC	10/14/08	.48	A		.00	10/20/08	10/21/08	.00	.00	.08	.00
CD 17731	1 CORBIN, JO ANN	Z1AC	10/14/08	.00	A		.00	10/31/08	11/12/08	.00	.00	.00	.00
AJ 30086	1 SCHMITZ, SHERRY	H2AC	10/14/08	.00	A		.00	3/11/09	3/20/09	.00	.00	.00	.00
CD 30376	1 LUCAS, MARK	Z1AC	10/14/08	.00	A		.00	1/17/09	1/23/09	.00	.00	.00	.00
LR 13014	1 LOVERN, DON	H2AC	10/14/08	.00	A		.00	12/13/08	1/17/09	.00	.00	.00	.00
CD 56781	1 DELNO, DUSTIN	H1AC	10/14/08	.00	A		.00	12/17/08	12/20/08	.00	.00	.00	.00
CD 56781	1 DELNO, DUSTIN	H1AC	10/14/08	1.37-	A		.00	12/20/08	12/17/08	.00	.00	.24-	.00
CD 86847	1 SOURIVONG, TSUYAKO	HCAC	10/14/08	.00	A		.00	10/08/03	10/15/08	.00	.00	.00	.00
BL 18267	1 BOWDEN, ANDREA	HCAC	10/14/08	.00	A		.00	12/03/08	12/07/08	.00	.00	.00	.00
CD 26946	1 LEMON, JAY	Y1AC	10/14/08	116.19-	R		.00	9/20/09	10/15/08	.00	.00	38.51	.00
RP 15882	1 SANNY, KENNETH	HCAC	10/14/08	.51	A		.00	5/02/09	5/03/09	.00	.00	.03	.00
DZ 51221	1 WILLIAMS, DAVID	H1AC	10/14/08	.49-	N		.00	3/20/08	3/19/08	.00	.00	.05-	.00
DZ 37831	1 THOMAS, JOE	Z1AC	10/14/08	7.77-	N		.00	2/28/08	2/11/08	.00	.00	1.34-	.00
DZ 24920	1 LOSASSO, ROBERT	Z1AC	10/14/08	.91-	N		.00	12/08/07	12/06/07	.00	.00	.16-	.00
BL 58730	1 ARNOLD, CECELIA	A3AC	10/14/08	.58	A		.00	8/29/09	8/31/09	.00	.00	.58	.00
BL 9534	1 BARNEY, CANDICE, A.	HCAC	10/14/08	.00	A		.00	12/14/08	12/22/08	.00	.00	.00	.00
BL 36928	1 ALLDER, STEVE	Z5AC	10/14/08	.00	A		.00	1/21/09	1/25/09	.00	.00	.00	.00
CD 17278	1 SATRYB, BARBARA	H1AC	10/14/08	.00	A		.00	12/06/08	12/10/08	.00	.00	.00	.00
CD 29914	1 REES, JOHN	H1AC	10/14/08	.00	A		.00	11/26/08	11/30/08	.00	.00	.00	.00
CD 29914	1 REES, JOHN	H1AC	10/14/08	1.82-	N		.00	11/30/08	11/26/08	.00	.00	.32-	.00
CD 69320	1 KARRAKER, DELICIA	Z4AC	10/14/08	.00	A		.00	11/08/08	11/13/08	.00	.00	.00	.00
CD 69320	1 KARRAKER, DELICIA	Z4AC	10/14/08	.46	A		.00	11/13/08	11/14/08	.00	.00	.08	.00
CD 75860	1 RUSHTON, RAY	Z4AC	10/14/08	.00	A		.00	7/12/09	7/18/09	.00	.00	.00	.00
LR 18799	1 COULTER, KAY/ART	HCAC	10/14/08	.00	A		.00	3/31/09	4/03/09	.00	.00	.00	.00
CD 26008	1 JACKSON, GARY	H1AC	10/14/08	.00	A		.00	12/03/08	12/21/08	.00	.00	.00	.00
CD 26008	1 JACKSON, GARY	H1AC	10/14/08	8.87-	N		.00	12/21/08	12/03/08	.00	.00	.77-	.00
CD 47340	1 MITCHELL, RANDY	Z1AC	10/14/08	.00	A		.00	10/24/08	10/28/08	.00	.00	.00	.00
BL 79745	1 BROOKS, FRED	HCAC	10/14/08	.54	A		.00	11/12/08	11/13/08	.00	.00	.00	.00
JB 72443	1 MIRKOVICH, JOHN H	HMAC	10/14/08	.00	A		.00		10/16/08	.00	.00	.00	.00
PR 20275	1 PACHECO, SUSAN	JCAC	10/15/08	.71	A		.00	10/08/08	10/10/08	.00	.00	.36	.00
PR 67585	1 SCHAUER, PETER	H1AC	10/15/08	.00	A		.00	12/20/08	12/25/08	.00	.00	.00	.00
PR 40256	1 ECKLES, OPTICAL	H2AC	10/15/08	.00	A		.00	3/13/09	3/14/09	.00	.00	.00	.00
PR 65978	1 REHABILITATION, JAME	JLAC	10/15/08	.00	A		.00	6/28/08	10/17/08	.00	.00	.00	.00
PR 96435	1 FRAZIER, WILLIAM	JMAC	10/15/08	.00	A		.00	7/19/08	12/01/08	.00	.00	.00	.00
PR 76247	1 HENSEL, CHERYL	JCAC	10/15/08	.00	A		.00	4/19/08	11/24/08	.00	.00	.00	.00
PR 27170	1 DOOLITTLE, GARY	JCAC	10/15/08	.00	A		.00	7/23/08	10/16/08	.00	.00	.00	.00
PR 31898	1 QUINONES, NICOLE	JLAC	10/15/08	.00	A		.00	2/04/08	11/17/08	.00	.00	.00	.00
PR 65229	1 CRENSHAW, RUTH	JMAC	10/15/08	.00	A		.00	2/02/08	11/15/08	.00	.00	.00	.00
PR 348	1 LETTERMAN, BEN	JMAC	10/15/08	.00	A		.00	8/26/08	10/20/08	.00	.00	.00	.00
PR 68114	1 FERGUSON, LANCE	JCAC	10/15/08	.00	A		.00	10/15/08	10/16/08	.00	.00	.00	.00
PR 26006	1 GRIFFIS, MARTIN	H1AC	10/15/08	.00	A		.00	11/23/09	12/02/09	.00	.00	.00	.00
PR 64310	1 WILLIS, IRENE	HMAC	10/15/08	.00	A		.00	1/12/09	1/15/09	.00	.00	.00	.00
PR 67634	1 THOMAS, JOHN S 3D	H2AC	10/15/08	1.03	A		.00	11/26/08	11/28/08	.00	.00	.08	.00
PR 13534	1 WATSON, SARA	H1AC	10/15/08	.00	A		.00	12/06/08	12/10/08	.00	.00	.00	.00
PR 13534	1 WATSON, SARA	H1AC	10/15/08	1.97-	N		.00	12/10/08	12/06/08	.00	.00	.17-	.00

Figure 29 - Sample Daily Cash Report - Cash Transaction Detail

08-JAN-09 15:46 CASH AND ADJUSTMENTS		PROOF COPY	DAILY CASH FILE LISTING YOUR NEWSPAPER NAME				PAGE: 3 DEPOSITED: 10/18/2008					
IN ACCT-#	PUB NAME	RATE	DATE	AMOUNT	COD CHECK#	TAX	ORG-EXPR NEW-EXPR	TIPS	NIE	DISCNT	OVERPAY	
*** TOTALS RECAP BY PUBLICATION ***												
PUB #	1	YOUR NEWSPAPER NAME										
CODE	AMOUNT	TAX	TIP	NIE	DISCOUNT	OVERPAY	TOTAL					
0	.00	.00	.00	.00	.00	.00	.00					
1	190.70	.00	.00	.00	76.27	.90	191.60					
2	18.24	.00	.00	.00	1.58	.11	18.35					
3	.00	.00	.00	.00	.00	.00	.00					
4	.00	.00	.00	.00	.00	.00	.00					
5	101.21	.00	.00	.00	16.26	.14	101.35					
6	.00	.00	.00	.00	.00	.00	.00					
7	.00	.00	.00	.00	.00	.00	.00					
8	.00	.00	.00	.00	.00	.00	.00					
9	.00	.00	.00	.00	.00	.00	.00					
TOTALS	310.15	.00	.00	.00	94.11	1.15	311.30					
NET NSF	310.15	.00	.00	.00	94.11	1.15	311.30					
NON	.00	.00			.00	.00	.00					
RFD	125.12-	.00			37.26		125.12-					
ADJ	58.07				74.33	.00	58.07					
XFR	.00	.00			.00	.00	.00					
*** PUBLICATION RECAP BY RATE CODE ***												
RATE	AMOUNT	TAX	TIP	NIE	DISCOUNT	OVERPAY	REFUNDS	RFD-TAX	RFD-DISC	RXF-TAX	RXF-DISC	RXF-OVER
H1	44.86	.00	.00	.00	3.89	.29	8.93-	.00	1.25-			.00
JL	.00	.00	.00	.00	13.12-	1.34-	.00	.00	.00	.00	.00	.00
H2	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
CC	.00	.00	.00	.00	51.42-	7.08-	.00	.00	.00	.00	.00	.00
E2	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Z1	13.71	.00	.00	.00	.48	.08	.00	.00	.00	.00	.00	.00
HC	.00	.00	.00	.00	2.36	.14	.00	.00	.00	.00	.00	.00
Y1	.00	.00	.00	.00	14.62-	2.53-	.00	.00	.00	.00	.00	.00
A3	.00	.00	.00	.00	.00	.00	116.19-	.00	38.51	.00	.00	.00
Z5	87.50	.00	.00	.00	1.05	.03	.00	.00	.00	.00	.00	.00
Z4	.00	.00	.00	.00	.58	.58	.00	.00	.00	.00	.00	.00
	.00	.00	.00	.00	13.90	.00	.00	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.46	.08	.00	.00	.00	.00	.00	.00

Figure 30 - Sample Daily Cash Report - Recaps by Publication and Rate Code

08-JAN-09 15:46 REFUNDS TO BE SENT		PROOF COPY	DAILY CASH FILE LISTING YOUR NEWSPAPER NAME				PAGE: 5 DEPOSITED: 10/18/2008	
IN ACCT-#	PUB NAME	STREET ADDRESS	APARTMENT	CITY & STATE	ZIP CODE	AMOUNT		
CD 26946	1 LEMON, JAY	2081 CHALET NORTH CT		SCHODACK LANDIN NY	12156	116.19		
VD 74170	1 PETERSON, STEPHEN R	811 BEDFORD DR		SAND LAKE NY	12153	8.93		
*****	TOTALS	*****				125.12		

Figure 31 - Sample Daily Cash Report - Refunds

08-JAN-09 15:46 BACK PIA CREDIT REPORT		PROOF COPY	DAILY CASH FILE LISTING YOUR NEWSPAPER NAME				PAGE: 6 DEPOSITED: 10/18/2008	
IN ACCT-#	PUB NAME	ROUTE	CARRIER	BACK PIA	BACK TAX	OLD CARR BP	OLD CARR TX	
VD 15248	1 KACVINSKY, RICHARD	1112	PAM SCHOSTAG	8.57	.00	.00	.00	.00
VD 61931	1 TRAFAN, BEVERAGES CO	2912	HELEN BLAKE	14.46	.00	.00	.00	.00
*****	TOTALS	*		23.03	.00	.00	.00	.00

Figure 32 - Sample Daily Cash Report - Back PIA Credit

08-JAN-09 15:46		PROOF COPY		DAILY CASH FILE LISTING				PAGE: 7	
DONATIONS FOR NIE				YOUR NEWSPAPER NAME				DEPOSITED: 10/18/2008	
IN ACCT-#	PUB NAME	STREET ADDRESS		APARTMENT	CITY & STATE		ZIP CODE	DONATION	TYP
DZ 51221	1 WILLIAMS, DAVID	10 AAA ST			ROTTERDAM JUNCT NY		12150	.49	ADJ
DZ 37831	1 THOMAS, JOE	312 CANAL ST			BERLIN NY		12022	7.77	ADJ
DZ 24920	1 LOSASSO, ROBERT	808 CEDAR ST			RENSSELAER NY		12144	.91	ADJ
CD 29914	1 REES, JOHN	2035 HOLLOW GLEN RD			SCHODACK LANDIN NY		12156	1.82	ADJ
CD 26008	1 JACKSON, GARY	1609 COLLEGE AVE			SCHODACK LANDIN NY		12156	8.87	ADJ
PR 13534	1 WATSON, SARA	80 W 5TH ST			RENSSELAER NY		12144	1.97	ADJ
VD 35598	1 WACHTER, CHARLOTTE	42906 S MYERS AVE			ALTAMONT NY		12009	37.02	ADJ
***** TOTALS *****								58.85	
**** CASH TOTALS ****								.00	
**** ADJ TOTALS ****								58.85	

Figure 33 - Sample Daily Cash Report - Donations for NIE

08-JAN-09 15:46		PROOF COPY		DAILY CASH FILE LISTING				PAGE: 8	
GRACE RECOVERY REPORT				YOUR NEWSPAPER NAME				DEPOSITED: 10/18/2008	
IN ACCT-#	PUB NAME	RT-#	DLV-TY	ORIG EXP	NEW EXP	COPIES	AMT-PAID	GRC-DAYS	GRC-RECOVRD
VD 53697	1 FOLEY, SANDY	5926	MTR	09/21/2008	12/13/2008	1	46.80	26	14.48
VD 27120	1 CASSELS, RONALD	4458	CAR	10/11/2008	11/10/2008	1	13.85	6	3.21
***** TOTALS *****								32	17.69
RECAP BY PUB & TYPE									
PUBLICATION: 1		MTR						26	14.48
		CAR						6	3.21

Figure 34 - Sample Daily Cash Report - Grace Recovery

Since the printing of the report and the posting to history are separate functions in this program, it is possible, in the case of system problems, to print a valid report and not post or inaccurately post to history or vice versa. If a problem occurs, run another report and also check the cash history file to see what got transferred and what didn't. Keep in mind that the Cash History Report shows both daily cash and history cash, so you must compare the History Report with the Daily Cash Report to see what is history exclusive of the day's entries. If it appears that transactions are posted to history and still remain in the daily cash file or they have disappeared completely, call Vision Data first.

Item 4 - Daily Contest Report

The Daily Contest Report is a report sorted by route of the points or billing credit given each carrier. It will also create credit transactions for each route in the Temporary Charge/Credit File in the Carrier System or add points to the "POINTS" value in the Carrier/Dealer Master File.

Select Item 4 - Daily Contest Report from the Subscriber Daily Functions menu. When entering new starts in Master File Maintenance, if the prompt "CREDIT RTE FOR START" in the control record of the Paper Information File is answered "Y"es, you will be asked if you want to give points or cash to the carrier.

08-JAN-09 15:50		CONTEST FILE LISTING YOUR NEWSPAPER NAME						PAGE: 1	
ROUTE #	NAME	POINTS	BILLING CREDIT	SUB ACCT	SUB NAME	START DATE	ORIGIN	STR-RSN	
1742	IRVIN WILLIAMS		2.00	32	FRANKLIN, ELOISE	10/17/2008		CCS	
5107	JAMES MILLER		2.00	96263	DREEMOND, F G	10/17/2008		CCS	
6200	ALBERTA PRESTON		2.00	55446	PETERSON, MARY LOU	10/17/2008		CCS	
** REPORT TOTALS **		0	6.00						

Figure 36 - Sample Daily Contest Report

Printed in either Entry or Route Order, this report lists all Contest Start Credits, whether they are billing credits or points, and the subscriber and Start Date that the carrier is receiving credit for.

Item 5 - Charge Card File Maintenance

In the Paper Information File, there is a prompt in the control record: "ALLOW CHARGE CARDS". If this is answered "Y" and a payment is received, you will be asked if it is a charge payment. If it is, you will be asked for specific credit card information. This will go into a credit card master file.

Select Item 5 - Charge Card File Maint from the Subscriber Daily Functions menu. This allows you to "C"hange, "I"nquire, "D"elete or "L"ist transactions prior to printing the Bank Report. To modify a subscriber's existing credit card information, type "C" [ENTER] and enter the transaction number.

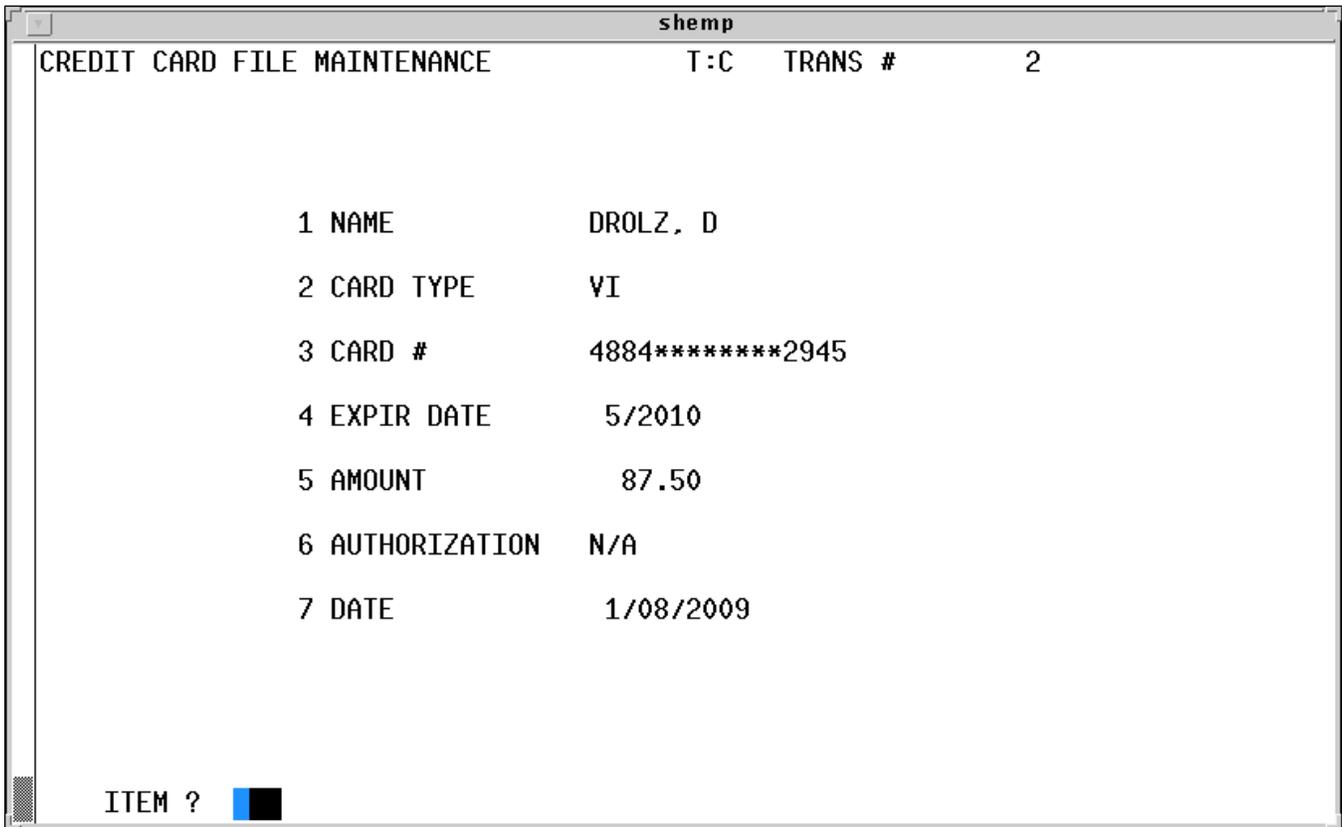


Figure 37 - Charge Card File Maintenance - Change Screen

The listing allows you to print a list of transactions by date or transaction, or automatically for current date.

ACCT #	NAME	CARD TYPE	CARD #	EXP DAT	AUTH CODE	AMOUNT	DATE	TRANS #
25026	DROLZ, D	VI	4884 **** * 2945	5/2010	N/A	87.50	1/08/2009	2
** TOTALS **						87.50		

Figure 38 - Sample Charge Card Transaction Listing

Item 6 - Charge Card Bank Report

On this report, Charge Card payments are broken out by Card Type. Sub-totals are tallied by card type and by page as needed. The report header prints the Checking Account and Merchant Numbers for the company as recorded in the Paper Information File.

Select Item 6 - Charge Card Bank Report from the Subscriber Daily Functions menu. You will be asked "Clear charge card File? (Y/N)". Specify whether to clear the file at the end of the report. The Bank Report will immediately begin sorting and printing. There will be a separate page for each type of charge card with the total number of transactions and total amount.

08-JAN-09 10:04	CREDIT CARD PAYMENT LISTING - VI					PAGE: 1
CKG. #	YOUR NEWSPAPER NAME					MERCHANT #
ACCT #	NAME	CARD #	EXPIR	AUTHR CODE	AMOUNT	DATE
25026	DROLZ, D	4884 **** * 2945	5/2010	N/A	87.50	01/08/2009
TOTAL # OF TRANSACTIONS ON PAGE - 1			TOTAL \$ AMOUNT ON PAGE -		87.50	
					CARD TYPE TOTAL	87.50

Figure 39 - Sample Charge Card Bank Report

Item 7 - Move Transaction Listing

There are two types of transactions maintained in the Move Transaction File: subscriber moves and route changes. Moving an active PIA subscriber creates a transaction in the Move Transaction File with both the old address and the new address. The old address is still active until the bundle labels are run for the effective date of the move. During the bundle label run for carrier delivered subscribers or mail label run for mail delivered subscribers on the effective date of the move, the old address will be converted to a non-subscriber, and the new address will become active. If this is a carrier delivered account, a stop message will appear on the old route's bundle label, and a start message will appear on the new route's bundle label.

Select Item 7 - Move Transaction Listing from the Subscriber Daily Functions menu to view the Move Transaction List. The contents of the move file, both move transactions and route changes, will be printed on the report. The listing shows both the old and new addresses, as well as the effective date for each move.

This listing should be run prior to running bundle labels, because this file is cleared, with no record of the moves, during the update portion of the bundle run. You can cancel a move any time before the bundle labels are run on the move effective date, by changing the "mv" subscriber code in the Master File "move-to" account to a non-subscriber code (such as "N"). The NAME field in the "move-to" account will continue to show the subscriber's name, and should probably be changed to "RESIDENT".

NAME	***** ORIGINAL ADDRESS LISTED ABOVE NEW ADDRESS *****									
EFFECTIVE DATE	STREET ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE #	ACT #	CODE	ROUTE	PROC	
BROWN, LAURIE	46567 EAGLE POINTE	ALTAMONT	NY	12009	518-434-4922	35809	SP	5903		
10/22/2008	3330 RAINBOW FALLS RD	TAVARES	FL	32778	000-000-0000	71926	SM	9999		
JAVORSKY, A CRESSMAN GARA	100 BRIARGATE RD	RENSSELAER	NY	12144	518-434-9183	56687	SP	5118		
10/26/2008	12927 CEDAR DR	BUFFALO	NY	14276	000-000-0000	72415	SM	9999		
LOWE, ELENOR	935 BRANDEN LN	RENSSELAER	NY	12144	518-226-8393	12799	SP	6027		
10/26/2008	1902 CROFT AVE NE	SAND LAKE	NY	12153	518-434-8293	72416	SP	5915		
MUNSELL, PAUL	316 ASHEFORD OAKS BLVD	SOUTH GLENS FAL	NY	12803	518-434-3902	34504	SP	1667		
10/16/2008	426 CLEVELAND ST	SOUTH GLENS FAL	NY	12803	518-434-3600	35161	SP	1667		
AIKEN, JERRY	712 LEWIS SEIFERT RD	TROY	NY	12183	518-424-3776	81121	SP	6500		
10/20/2008	2640 550TH AVE	TROY	NY	12183	518-226-3706	72442	SP	5909		
CONE, KRISTIN	29 E STATE ST	RENSSELAER	NY	12144	518-233-0193	24993	SP	6036		
10/30/2008	1028 EDGEWOOD DR	SCHODACK LANDIN	NY	12156	518-434-0161	30356	SP	4431		
SCANTLIN, EDWIN	210 361ST AVE	RENSSELAER	NY	12144	518-233-1422	24729	SP	3220		
10/16/2008	714 10TH AVE SE	RENSSELAER	NY	12144	518-633-1462	4522	SP	5110		
CAMPBELL, CHURCH	718 PATTON AVE	RENSSELAER	NY	12144	518-434-5872	19605	SP	6035		
10/16/2008	1401 CRESTWOOD DR	RENSSELAER	NY	12144	518-434-1172	18629	SP	1136		
FRALICK, TOWANDA	19622 180TH ST	RENSSELAER	NY	12144	518-424-0122	16358	SP	5914		
10/18/2008	22 WOODLAND DR	RENSSELAER	NY	12144	518-434-0112	21239	SP	6019		

Figure 40 - Sample Move Transaction Listing

Item 8 - Mail Label Printing

The Mail Label Printing program was designed with flexibility in mind. You can design your own labels, which may be almost any size, with anywhere from one, to five labels across the page. You can print mailing labels for any subset of subscribers, non-subscribers or both. You have the ability to generate a random list or feathered list. You also have the ability to produce periodical or standard mail postal reports. You may select from several postal indicia that you have previously defined which can print on the labels, as well as a carrier route presort heading. In addition, you can update ABC or CAC totals in preparation for running the ABC or CAC report. You can even assign answer sets so that you don't have to answer the set-up prompts again for each run.

You have the ability to start and stop mail subscribers, you can print a listing of starts and stops, and can update the Start/Stop history file. Another feature is the ability to exclude values from the strip, for example excluding active subscribers who do NOT have an "SP" in the SS-CD field.

Setting Up Mailing Labels

Select Item 8 - Mail Label Printing from the Subscriber Daily Functions menu. There are three sections to this program: the Parameters Entry, the Strip, and the Labels Definition section. The **Parameters Entry** section contains a list of prompts that have to do with postal reports, ABC totals, and feathering. The **Strip** allows the ability to select which master file records you want to produce labels for, and in what order, by allowing you to select and sort on any combination of data fields. The **Labels Definition** section allows you to define length, width, number of labels across, etc. There are a variety of options you can set which define Master File Interaction, use of Header/Trailer Labels, and use of "Quick Strip" features.

Parameters Entry

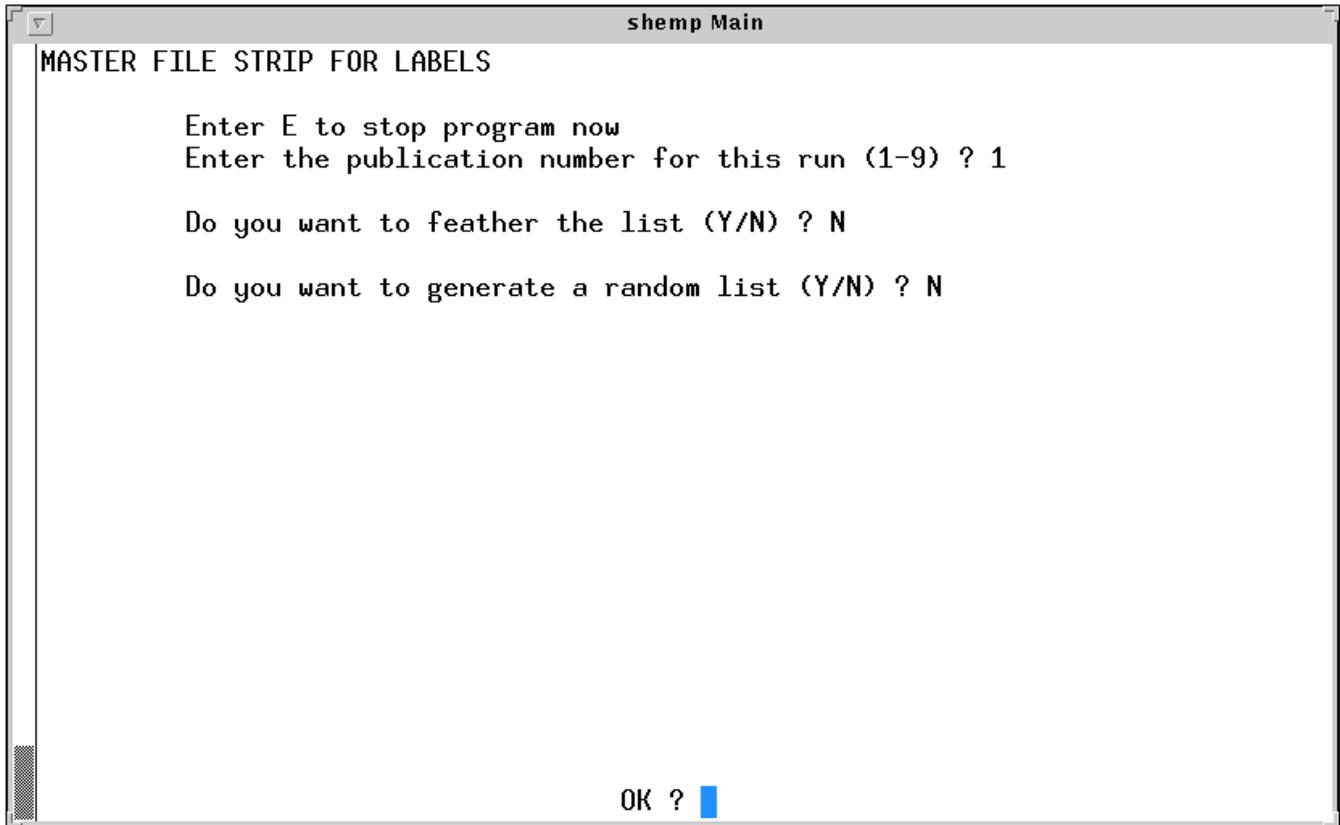


Figure 41 - Mail Label Printing - Parameters Entry Screen #1

Answer Sets

Answer set number (or 0) for this run (Enter "nnE" or "E" for edit only)

An Answer Set is a saved set of the answers you provide to all the prompts in this strip program, stored in a file for use again and again. If you create and use answer sets, you will not need to answer most of the prompts and strip specifications the next time. Answer sets for mail labels are stored under the name SLLAB.Ann, where "nn" is the answer set number, from 1 to 99. If you created an answer set from a previous mail label run using the same parameter and strip specifications that you are about to enter, use the answer set number here. In other words, if your month-end mailing list of subscribers in zip code 12345 was saved as Answer Set #22, use that number here and the only prompts and strip specifications you will need to enter are those that are date related.

If this is a new run and/or you want to create a new answer set, press [ENTER] or "0" and [ENTER] here. Besides allowing you to create an answer set, this will also run the label program for that answer set. If you want to edit a new or existing answer set without running the labels for that answer set, enter "E" to edit a new answer set or "nnE" where "nn" is the answer set number, to edit an existing answer set. If you are editing an existing answer set, the previous answers to the prompts will display and allow you to change them.

The last prompt in the strip will ask you what answer set number you want to use to save the answers to the prompts and strip specifications that you just entered. You may enter a new answer set number or override the old one at that time. In this way, you can create a new answer set, based on an existing one that meets most but not all of your requirements.

Publication

Enter E to stop program now.

Enter the publication number for this run (1-9) ?

If you want to abort the program, enter "E" at this time. Otherwise enter the publication number. This does not restrict you to this publication, but allows the lookup of zip related information in the Zip Assignment file for non-subscriber records, which do not have a publication number.

Feathering

Do you want to feather the list (Y/N) ?

Number of addresses to include :

Out of how many addresses

Number of accounts to skip

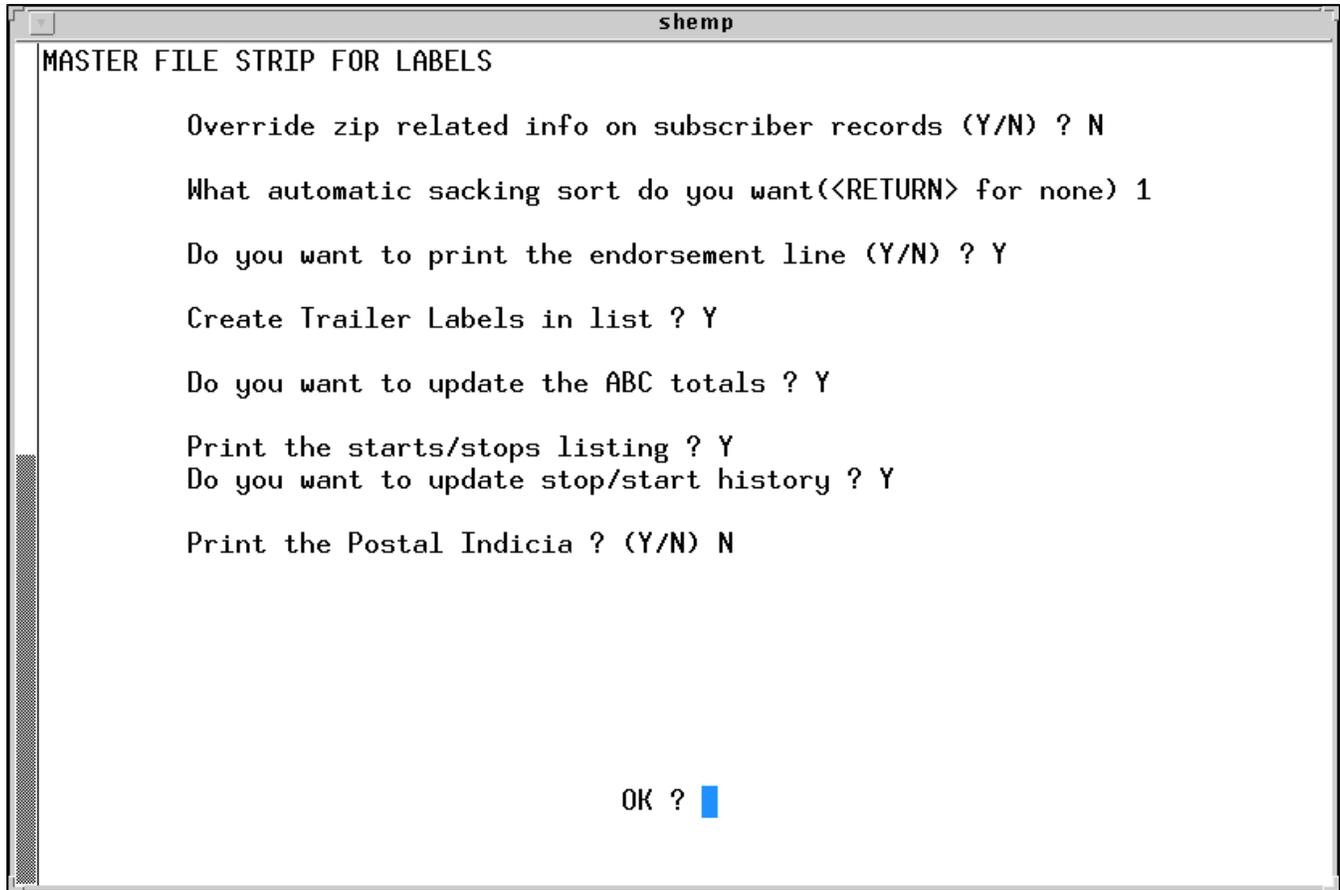
Feathering allows you to skip a number of accounts from the range of accounts you will select in the Strip. Enter the number of addresses that you want to include, out of how many addresses, and how many accounts to skip before starting. For example, the ABC auditor wants to see 1 out of every 9 PIA subscribers beginning at the 12th one. In this case, the number of addresses to include would be 1, out of how many addresses, would be 9, and it would skip the first 11. In other words, the first 11 accounts selected by the strip specifications would be skipped, then the 12th would be included, the next 8 would be skipped, and the next one would be included, then the next 8 would be skipped, etc., until it reaches the maximum.

Random List

Do you want to generate a random list (Y/N) ?

Number of addresses to include :

Generating a random list is an excellent way of sampling. You may want to create a random list of 100 non-subscribers and have telemarketing call them. Include 100 addresses and set up the strip specifications to look for non-subscriber accounts.



```
shemp
MASTER FILE STRIP FOR LABELS

Override zip related info on subscriber records (Y/N) ? N
What automatic sacking sort do you want(<RETURN> for none) 1
Do you want to print the endorsement line (Y/N) ? Y
Create Trailer Labels in list ? Y
Do you want to update the ABC totals ? Y
Print the starts/stops listing ? Y
Do you want to update stop/start history ? Y
Print the Postal Indicia ? (Y/N) N

OK ? █
```

Figure 42 - Mail Labels Printing - Parameter Entry Screen #2

Zip Assignment

Override zip related info on subscriber records (Y/N) ?

Each subscriber's account contains all the zip related information from the Zip Assignment File - e.g. City, State, Mail Zone, Town Code, Sack, and Area. Household, or non-subscriber, accounts do not contain the Mail Zone, Sack or Area. This prompt allows you to use the zip related information from the Zip Assignment File instead of what is in the subscriber accounts. For example, mail labels would take the sacking information from the subscriber's record in which the answer to this prompt would be "N" (do not override). However, when the shopper (free) labels are run, the correct sacking stored in the Zip Assignment File would be used, so the answer to this prompt should be "Y" (override the subscriber's sack number, etc. with the Zip Assignment File).

Autosacking

**What automatic sacking sort do you want([ENTER] for none)
Do you want to print the endorsement line (Y/N) ?**

If you wish to print mail labels to specified postal standards using the Auto-Sacking module, enter the mail sort control number here so that the labels can be created to those specifications. If you also can choose to print the USPS standard endorsement line at the top of each label. Refer to Chapter 7 - Auto-Sacking Menu for more information.

Auto-sacking is required in order to update postal reports information and to print the USPS Qualification report. Failure to assign an auto-sacking control number will disable these options.

ABC Report

Do you want to update the ABC totals ?

This prompt should be answered "Y" if you are printing labels for an ABC audited publication. The draw for each town code is placed in the Delivered History File on the Carrier System, which in turn becomes part of the ABC or CAC and Delivered History reports. The publication updated is the one in the subscriber's account, and the date used is the one you supply for the prompt "Enter the publication date" (below).

Starts/Stops List

Print the starts/stops listing ?

Do you want to update stop/start history ?

This feature allows you to print a listing of all the mail starts and stops, including moves, and update the stop/start history, just like the carrier delivered subscribers do. You must answer "Y"es to the update prompt to actually process the moves.

Postal Indicia

Print the Postal Indicia ? (Y/N)

Above or to the Right of the address ? (A/R)

Enter the Indicia Code for this run:

If you have previously defined postal indicia in the Postal Indicia File, you may select one to print on these labels. You may select it to print above the address or to the right of it on the labels. Refer to Chapter 4, Item 11 - Postal Indicia File for how to create and maintain the file.

```

* *****
*          BULK RATE          *
*      US POSTAGE PAID      *
*      VISION DATA NEWS    *
*          PERMIT NO. 96     *
* *****
    
```

Table 28 - Sample Postal Indicia

Mail Control

Create sacks based on mail control file ?

Print endorsement line on first piece, last piece, all pieces, or none (F/L/A/N)?

If you answer "Y"es, labels will be printed and a Mail Control Report creating sacks based on the zip code information contained in the Mail Control File will be generated. It will ignore any sack numbers that you have assigned in the Zip Code Assignment File. An endorsement line, or presort heading, can be printed on the top of the first, last or all labels in each sack. If there are less than six pieces going to a particular level or sack, they are assigned to the next higher level as defined on the PS Form 3541 or 3602 postal reports. These levels represent postal facilities where six plus piece sacks will be delivered, and refer to zip code tables in the USPS Domestic Mail Manual (DMM): ZIP Code tables - multi zip city, three digit city, SCF, all for state, and bulk mail.

If you intend to use your own sack numbers from the Zip Assignment File, answer "N"o. You must have previously created header and/or trailer labels and sort on your assigned sack numbers, which may not give you the best possible level breaks. The better you can sort your mail according to post office rules (DMM manual), the better the postage rates. Refer to Chapter 4, Item 9 - Mail Control File for how to create and maintain the file.

The option for the Mail Control file is disabled if you have chosen to utilize the auto-sacking capabilities. As postal reports can only be generated with the use of auto-sacking, it is recommended that you use that feature and not the mail control file for periodical or standard mail runs.

```

shemp Main
MASTER FILE STRIP FOR LABELS

Update postal reports information ? Y
Periodicals or Standard mail (2/3) ? 2
Multiple or single publication (M/S) ? M
(L)etter, (M)achinable or (N)on-Mach Flat, or (I)rreg Parcel ? L
Use Automation-Compatible rates ? Y   Limit to 9 digit zips ? N
Ride-Along Pieces, Post-It Notes, Both, or Neither (R/P/B/N) ? B

OK ? █

```

Figure 43 - Mail Labels Printing - Parameter Entry Screen #3

Postal Reports

Update postal reports information ?

If you answer "Y"es, a 2nd or 3rd class postal report will be created in the Postal Reports File. You may generate any number of postal reports by: entry point, publication, class, type, or date. If two mail label runs for the same entry point, publication number, class and type are run in the same day, the amounts in the fields will be the total of the two runs. The fields on this report contain the exact quantities and dollar amounts that will print on the PS Form 3541 or 3602 reports to be taken to the post office. Refer to Chapter 2, Item 9 - Postal Reports File for how to create and maintain the file, and Chapter 2, Item 10 - Postal Reports Printing for more information.

Periodicals or Standard mail (2/3) ? 2

Enter a "2" if you are doing a periodical mailing. Enter a "3" for a standard mail run. If utilizing the auto-sacking feature, this field will default based on the entry in the auto-sacking control file.

Multiple or single publication (M/S)? S

Product code to update __

If you select "M" for multiple publications, it will update the postal reports based on the publication number in the subscriber's accounts. If you select "S" you will be prompted for a valid product code and the postal report will be updated for that code product only.

Separate Postal Reports by Edition __

If you selected "S" for a single publication, and the mail run is for periodicals, this option is available. If you answer "Y"es to separate postal reports by edition, you will get a unique postal report for each subscriber edition code included in the mailing. This is an especially useful option when doing periodical mailings of different weights due to inserts. Answering "N"o to this option will generate one postal report for the publication specified.

(L)etter, (M)achineable or (N)on-mach Flat, or (I)rreg Parcel ?_

Choose the option that defines the particular characteristics of the piece you are mailing

Estimated weight of 3rd class piece ? _____

This option is for standard mail runs only. Enter the weight of the mail piece as a portion of a pound out to four decimal places. If the exact weight is unknown, an estimate will suffice, however it is recommended that you use a number that that will represent the pieces eventual weight classification for charges (below 3.3 ounces, between 3.3 and 3.5 ounces, or above 3.5 ounces).

Use Automation-Compatible Rates ? __

Limit to 5 digit zips ? __

Limit to 9 digit zips ? __

Enter a "Y"es if you will be printing a postnet barcode at the top of each label and wish to claim the automation rates. Enter a "N"o otherwise. If you are printing barcodes, you will be given the option to only include addresses with 9 digit zip codes. If you are not utilizing the barcode option, you will be given the option to include addresses with 5 digit zip codes only.

Though the option is there to do distinct barcoded and nonbarcoded runs it is not necessary as the software will automatically separate the labels that have 9 digit zip codes and can be barcoded from those labels that cannot be barcoded.

Ride-Along Pieces, Post-it Notes, Both or Neither (R/P/B/N) ? __

An option is available when updating the USPS 3541 postal form to flag the mailing as including (or not) the appropriate attachment. Enter the answer based on the status of the mailing.

Inserts

Will there be any inserts for this run ? (Y/N) _

Use the distribution for Paid or TMC products ? (P/T) _

If you have the optional Insert Module, enter the insert codes for this run (up to 30). Press the "ESC" key after the last table value. If you do not have the optional Insert Module, answer "N"o to this prompt. Refer to separate Vision Data Insert Module documentation for more information.

The Strip

The Master File Strip is similar in function for mail labels, master file listings, postal verification cards, expiration notices, subscriber mailgrams and batch coding and enables you to select which addresses will be selected from the master files and in what order they will be sorted. The screen shows a numbered list of all the fields on the master files, from 1-52. It also shows the account number (ACCT-#), alternate route (ALT-RT) and the start/stop history date (SSH-DAT).

```

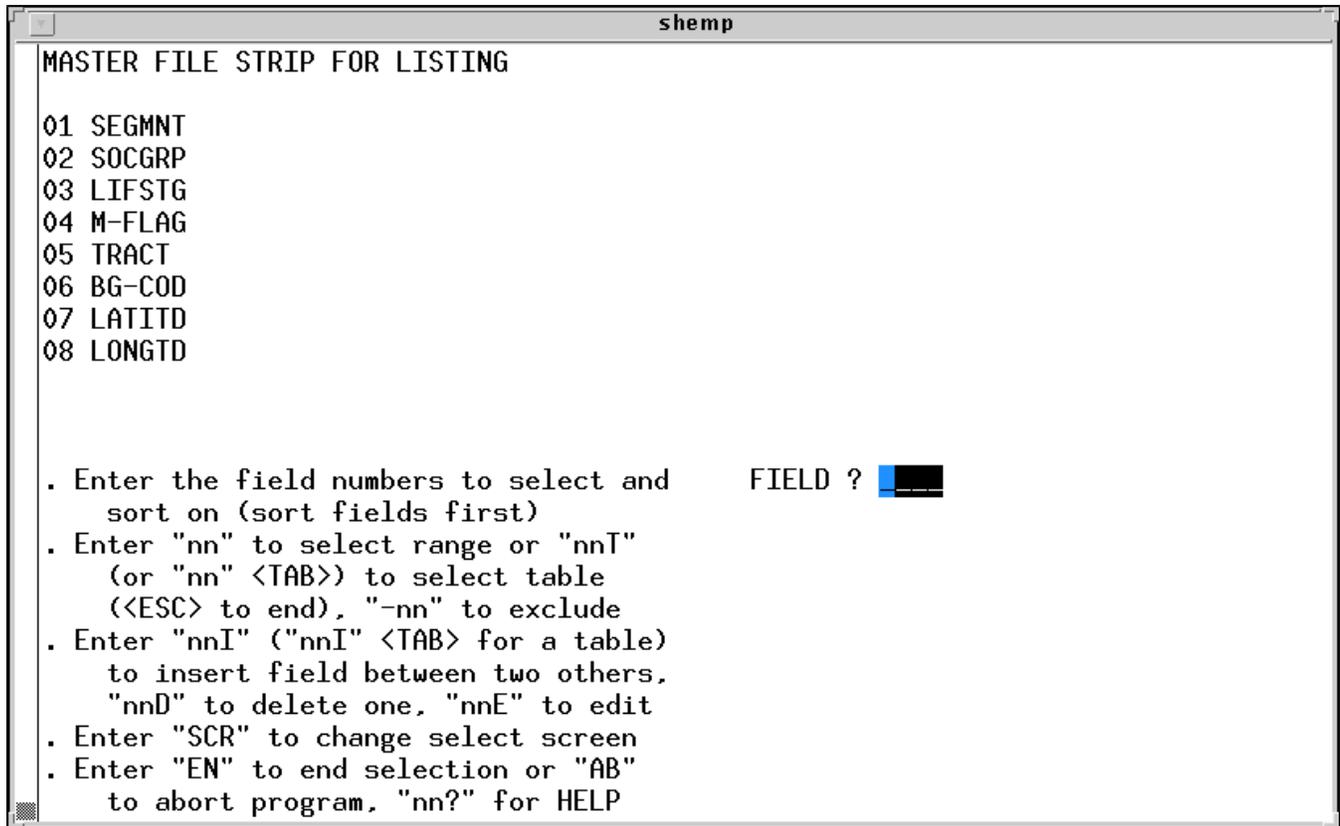
shemp
MASTER FILE STRIP FOR LISTING
01 NAME          11 CNTRY      21 P-LOT         32 ORIGN         44 R-CD
02 NME-2         12 TNCD        22 COPYS         33 START         45 R-DAT
03 ST-#          13 TEL-#       23 PKG           34 STOP          46 CHK-#
04 FRAC          14 CRT-#       24 PUB-#         35 T-STP         47 TAX
05 DIR           15 CSQ-#       25 EDITN         36 T-STR         48 NIE
06 ST-NA         16 SS-CD       26 MA-ZN         37 STR-RSN       49 HELD
07 APTMT         17 CD-1        27 SACK          38 STP-RSN       50 GIVEN
08 ZIP           18 CD-2        28 LOCTN         39 LENG          51 PIA-CR1
09 CITY          19 PRT-#       29 DAYS          40 P-STR         52 PIA-CR2
10 STAT          20 PSQ-#       30 RATE          41 P-EXP         53 ACCT-#
                31 AREA        42 GRACE         54 ALT-RT
                43 RECVD        55 SSH-DAT

. Enter the field numbers to select and          FIELD ? █
  sort on (sort fields first)
. Enter "nn" to select range or "nnI"
  (or "nn" <TAB>) to select table
  (<ESC> to end), "-nn" to exclude
. Enter "nnI" ("nnI" <TAB> for a table)
  to insert field between two others,
  "nnD" to delete one, "nnE" to edit
. Enter "SCR" to change select screen
. Enter "EN" to end selection or "AB"
  to abort program, "nn?" for HELP

```

Figure 44 - Master File Strip Screen #1

There are two other screens of data selected by typing "SCR" at the "FIELD?" prompt for each screen. The second screen shows the demographic fields. The third screen shows the bill-to fields, delivery instructions fields and notes fields. You may select from these fields in various combinations to select ranges of addresses to print and then specify the sort order.



```
shemp
MASTER FILE STRIP FOR LISTING

01 SEGMNT
02 SOCGRP
03 LIFSTG
04 M-FLAG
05 TRACT
06 BG-COD
07 LATITD
08 LONGTD

. Enter the field numbers to select and      FIELD ? █
  sort on (sort fields first)
. Enter "nn" to select range or "nnI"
  (or "nn" <TAB>) to select table
  (<ESC> to end), "-nn" to exclude
. Enter "nnI" ("nnI" <TAB> for a table)
  to insert field between two others,
  "nnD" to delete one, "nnE" to edit
. Enter "SCR" to change select screen
. Enter "EN" to end selection or "AB"
  to abort program, "nn?" for HELP
```

Figure 45 - Master File Strip Screen #2

MASTER FILE STRIP FOR LISTING			MAIL-TO	EFT
BILL-TO	INSTRUCTIONS	NOTES	23 ST-#	33 ACCT TYP
01 GIVER	09 INS-1	16 NOT-1	24 FRAC	34 EXP DATE
02 LINE1	10 INS-2	17 NOT-2	25 DIR	35 RATE COD
03 LINE2	11 INS-3	18 NOT-3	26 ST-NA	36 PRE-NOTE
04 CI,ST	12 INS-4	19 NOT-4	27 APTMT	37 STATUS
05 ZIP	13 INS-5	20 NOT-5	28 ZIP	38 CHARGE
06 PRT-#			29 CITY	39 TIP-AMT
07 SACK			30 STATE	40 NIE-AMT
LIABILITY	INTERNET		31 PRT-#	41 XFR-DAY
08 BALANC	14 E-MAIL	21 INT PWD	32 SACK	42 LST-RDAT
	15 EML FRM	22 FAX-#		43 TRANS DT

. Enter the field numbers to select and sort on (sort fields first)

. Enter "nn" to select range or "nnI" (or "nn" <TAB>) to select table (<ESC> to end), "-nn" to exclude

. Enter "nnI" ("nnI" <TAB> for a table) to insert field between two others, "nnD" to delete one, "nnE" to edit

. Enter "SCR" to change select screen

. Enter "EN" to end selection or "AB" to abort program, "nn?" for HELP

FIELD ? █

Figure 46 - Master File Strip Screen #3

The order in which the master file fields are selected is the order in which the addresses will be sorted.

On-Line Help

An on-line help facility is available in the Master File Strip program similar to the on-line help facility in the Master File Maintenance program. If you enter a field number and a "?" at the "FIELD?" prompt, a brief one or two line explanation of the field will display at the bottom of the screen. For example, if you enter "27?" at the "FIELD?" prompt, the help message would read:

DAYS OF THE WEEK (MTWTFSS) USED TO LIMIT WHICH ISSUES ARE SENT TO SUBSCRIBER, IF OTHER THAN A REGULAR SUBSCRIPTION (e.g. 0010000 WOULD BE A WEDNESDAY ONLY)

In this example, one line of message is displayed, and you must press the [ENTER] key to see the second line of message. Pressing the [ENTER] key again will bring you back to the "FIELD?" prompt.

Sorting Addresses

If you have enough pieces to qualify for sortation discounts on your postal reports, you can use one of three techniques to pre-sort your labels: the Autosacking Module (optional module not included with base system), the Mail Control File, or sort them manually according to the sack numbers you have assigned in the Zip Assignment File. If you are using Autosacking or Mail Control, you will not have to select a sortation order, but only select the addresses you wish to print mail labels for.

There are two approaches to mail label sorting:: using Sack Numbers (as assigned in the Zip Assignment File), and Without Sack Numbers. When using **Sack Numbers**, the sort fields selected are SACK, ZIP, PRT-# and PSQ-#. In this case, the mail labels come out in sack, zip code, postal route and postal sequence order.

For smaller mailings or for unusual mailings, flyers, catalogs or canvassing letters, sorting is typically done **Without Sack Numbers**. The sort fields selected are ZIP, PRT-# and PSQ-#, omitting the sack number. If your addresses are not postal sequenced, you may omit the PSQ-# field as well.

Entering Values for The Strip

FIELD?

As you select each field at the "FIELD?" prompt, a sequence number and an "*" will appear next to the field showing the order of the fields selected. This is what the screen should look like with the first example.

Entering a field number will include subscriber and/or non-subscriber records with the value you select in this field. Entering a "-" (minus) sign before a field number will exclude subscriber and/or non-subscriber records with the value you select. For example, if you want to include subscribers with a code of "SP", select field "15" and enter a range or table that will include the value "SP". If you want to exclude subscribers with a code of "SP", select field "-15" and enter a range or table that includes the value "SP".

When done entering the fields you want, enter "END" at the "FIELD?" to continue defining mail label parameters. Enter "AB" to abort mail labels and return to the main menu. Enter "SCR" to select fields from the screen of demographic information that you defined in the Master File Maintenance program. Enter "SCR" again to select fields from the screen of bill-to, delivery instructions and notes. Enter "SCR" again to come back to the first screen.

Editing Fields

At any time during the selection of fields, whether you are creating or editing an answer set or not, you may insert a field between two fields, delete a field already selected or edit the table or range of a field. At the "FIELD?" prompt, enter "nnI" to insert a field (with a range) between two existing fields. "nn" is the field number, not the sequence number. Enter "nnI" [TAB] to enter a field (with a table). You will be asked, "INSERT THIS FIELD AS FIELD *__". Enter the sequence number for the order you want it to appear in - i.e. if you want it to be sequence number "02*", enter 2 or 02, wherein the existing "02*" will become "03*", "03*" will become "04*", etc. until the field sequence has been renumbered.

At the "FIELD?" prompt, enter "nnD" to delete a field. You will be asked, "OK TO DELETE ?". If the answer is "Y", the sequence will be renumbered accordingly. Enter "nnE" to edit an existing field. The default table or range values will appear in reverse video allowing you to change them until you answer "Y" to the "OK?" prompt.

Selecting Addresses

There are two ways to define which addresses will print on the mail labels: By Range and By Table.

By Range

In the first previous example, at the "FIELD?" prompt enter "25" (SACK field) and [ENTER]. You will be asked "FROM?". If you want all sacks, press [ENTER] and a "0" will appear in that field. You will then be asked "TO?". If you want all sacks, press [ENTER] again and a "999" will appear in that field. In other words, the first sort field you have selected is a range of all sack numbers. If you wanted to select a range of addresses for sacks 20 to 30, you would have entered a "20" at the "FROM?" and "30" at the "TO?". If you select an alpha field and press [ENTER] twice, the "FROM?" value would have been a blank and the "TO?" value would be "~~~".

Examples:

SACK	ZIP	PRT-#	PSQ-#
FIELD ? 25_	FIELD ? 8__	FIELD ? 19_	FIELD ? 20_
FROM ? 0	FROM ?	FROM ?	FROM ? 0
TO ? 999	TO ? ~~~~~	TO ? ~~~	TO ? 9999

Table 29 - Sample Selecting Addresses by Range

By Table

Suppose you wanted to print labels for all mail subscribers. In that case you would want all subscribers with a "SM" or "CM" in the SS-CD field. At the "FIELD?" prompt, you would type in "15T", which allows entry of a table of values, instead of a range.

Examples:

SS-CD	ZIP
FIELD ? 15T	FIELD ? 8T_
Enter:	Enter:
SM CM	12123 12144

Table 30 - Sample Selecting Addresses by Table

When you have filled in the values in the table, press [ENTER] on the last one and press [ESC] on the next one. Up to 25 values may be entered, depending on the length of the field.

SHOW

The only fields that print on the mail labels are the name, name 2, street address, city, state and zip code. There are two additional blank lines above the name and address available to "SHOW" fields that you select. If you have selected to print the presort heading or endorsement line, only one line is available for show. Every field you select, except for the name, address, city, state and zip code, will ask the "SHOW ?" prompt. You may want to show the account number and/or the expiration date on the labels. The number of fields that you can show depends if there is one line or two available, the length of the fields selected and the width of the label, defined below.

EDIT

Answering "Y"es to the "SHOW?" prompt may bring up the "EDIT?" prompt in the case of numeric fields. There are several types of edit masks available: dates, telephone numbers, numbers and money.

The following examples show what edit masks do for the printing of numeric fields on the show line(s):

FIELD	EDIT MASK	EDIT (N)	EDIT (Y)
ROUT-#	ZZZX		17
BEGAN	ZX/XX/XX		6/13/95
PHONE	XXX-XXX-XXXX		518-434-2193
AMTPD	ZZZZZ.ZZ-		325.50

Table 31 - Sample Edit Masks

OK

You may enter "Y" at the "OK ?" prompt which will allow you to enter another field number, or you may enter "N" at the "OK ?" prompt to reenter the current field.

After setting the field values above, you will see two further prompts:

Ascending or descending sort (A/D) ? _

If you answer "A", the mail labels will print in the sort order you selected above. If you answer "D", they will print in reverse order. This prompt will not appear if you chose account number as the first sort field.

Do you want the multiple label option (Y/N) ? _

There are two fields in the Household Master File called COPYS and PKG. Putting a number in the COPYS field and answering "Y"es to this prompt, will cause that number of labels to print - i.e. entering 25 will cause 25 mail labels to print and will update the post office report with 25 pieces. The other use is to answer "Y" to the PKG field, which will produce a firm package of 25 pieces, that is, only one label will print, but the post office report will still be updated with 25 pieces.

Labels Definition

shemp					
MASTER FILE STRIP FOR LABELS					
01 NAME	11 CNTRY	21 P-LOT	32 ORIGN	44 R-CD	
02 NME-2	12 TNCD	22 COPYS	33 START 01*	45 R-DAT	
03 ST-#	13 TEL-#	23 PKG	34 STOP 02*	46 CHK-#	
04 FRAC	14 CRT-# 06*	24 PUB-#	35 T-STP	47 TAX	
05 DIR	15 CSQ-#	25 EDITN	36 T-STR	48 NIE	
06 ST-NA	16 SS-CD 03!	26 MA-ZN	37 STR-RSN	49 HELD	
07 APTMT	17 CD-1	27 SACK	38 STP-RSN	50 GIVEN	
08 ZIP	18 CD-2	28 LOCTN	39 LENG	51 PIA-CR1	
09 CITY	19 PRT-#	29 DAYS	40 P-STR	52 PIA-CR2	
10 STAT	20 PSQ-#	30 RATE 05!	41 P-EXP	53 ACCT-#	
		31 AREA	42 GRACE 04*	54 ALT-RT	
			43 RECVD	55 SSH-DAT	

Enter the # of labels across (1-5) 4					
Enter the label width in spaces (25-32) 30					
Enter the # of spaces between labels (1- 4) 4					
Ordered horizontally or vertically (H/V) ? H					
OK ? <input type="checkbox"/>					

Figure 47 - Mail Label Printing - Labels Definition

Label Layout

Enter the # of labels across (1-5)

Enter the label width in spaces (25-32)

Enter the # of spaces between labels (1-4)

Enter the number of mail labels across that appear on the page. If there is just one label, you may define any width from 25 characters (2.5 inches) to 99, also you must enter the number of spaces in the left margin before printing begins. If there is more than one label across, the maximum width of each label will vary - e.g. 65 for 2 labels, 43 for 3 labels, 32 for 4 labels and 25 for 5 labels, since there can only be 132 printable characters on each line. The standard print size of a printer is 10 pitch or 10 characters per inch, therefore, a 3 inch label would be 30 characters across, and a 3 1/2 inch label will be 35 characters across. If you use 12 pitch or 17 pitch, the label width and spaces between labels will have to be adjusted accordingly.

Ordered horizontally or vertically (H/V) ? _

You will only be asked this prompt if you have selected more than one label across. The order should be chosen based on your method of attaching labels. If you use a hand held wing mailer, which accepts only a vertical column of sticky labels, choose the vertical order and break your labels into five strips or columns for the wing mailer. If your label machinery expects five labels on standard computer paper, and cuts and glues each row of five labels from the entire width of the paper, select horizontal order.

HORIZONTAL					VERTICAL				
1	2	3	4	5	1	6	11	16	21
6	7	8	9	10	2	7	12	17	22
11	12	13	14	15	3	8	13	18	23
16	17	18	19	20	4	9	14	19	24
21	22	23	24	25	5	10	15	20	25

Table 32 - Sample Labels Definition

Override TMC address with Mail-to address ? _

Answering "Y"es to this prompt will substitute the Mail-To address, postal route and sack number for the subscriber/non-subscriber address on the mail labels for those who use a mail-to address.

Replace existing names (Y/N) ? _

Enter replacement name: _____

Add "OR CURRENT RESIDENT" (Y/N) ? _

These have to do with bulk mailing. The first is asking if you want to replace existing subscriber names with "RESIDENT", "OCCUPANT", etc. when they are printed on the mail labels. The prompt is asking if you want to add another line below the existing subscriber name that says "OR CURRENT RESIDENT". This adds one more print line to the label - i.e. the basic name and address is four lines, a carrier route presort heading or one line of show takes one more line, a second line of show is also available, which is one more line and adding "OR CURRENT RESIDENT" brings the total possible print lines to seven.

Do you want to print NAME-2 (Y/N) ? _

Do you want to print the name-2 line on the labels below the name? This will add one more line to the labels which could bring the total to eight. Even setting the printer to eight lines per inch, this would be the maximum number of print lines that would fit on a one inch high label.

Do you want zip code on the city, state line (Y/N) ? _

If you want the zip code to print below the city, state print line, this will take up an extra line also. The zip code is customarily printed on the city, state line, but if you are printing zip+4 zip codes on the city, state line, you will need 30 character, or 3 inch, labels defined. If you use five digit zip codes, put them on the city, state line.

Enter the # of lines from the top of one label to the next(4-99) __

The total number of print lines you have selected will be calculated, and that will be the minimum Figure displayed here. If these are 15/16 inch labels and your printer is set to six lines per inch, the maximum number of lines to print cannot exceed five plus one line between labels, or six total. If you set your printer to eight lines per inch, a maximum of seven lines can print on a one inch label with one line between labels, or eight total.

Master File Interaction

The Label Printing process interacts with the Master Files in a variety of ways. The prompts asked and the impact they have is detailed below.

Date for Exclusion of Temporary Stops (Publishing Date) __/__/__

If you have chosen to update ABC totals, the mail draws for each town code will be updated for this date in the Delivered History File. This is also the date used to create the postal report. It is also used to determine if a subscriber is on vacation and should not receive a mailing. If non-subscribers are to be included in your label run, answer "N" to this prompt.

Enter prior publication date __/__/__

If you have selected to print the starts/stops listing or update the stops/starts history above, enter the prior publishing date for comparison purposes.

Enter the weekday # _

This prompt asks for the number of the day of the week (1 for Monday through 7 for Sunday) to compare with the DAYS field of the subscriber's master file. E.g. a mail subscriber only takes the paper Saturday and Sunday (and there was a weekend rate in place), the DAYS field would show "0000011", and if you ran labels for either day and answered "6" or "7" to this prompt, it would generate a label for that day. If you do not wish to verify the delivery schedule, enter "0" or just press [ENTER] to bypass this check.

Do you want test sets of labels (Y/N) ? _

If you want to print a test set of labels so that you may align your printer, answer "Y" to this prompt. This will take the first label, or row of labels, and print it three times down the paper. You may stop the printer any number of times during the printing of the test labels to line them up properly. These three rows of labels will not be included in any count or reports and should be discarded after printing.

Do you want the USPS Qualification and Trailer Label Reports (Y/N) ? _

A qualification Report can be generated by answering "Y"es. If you are doing a periodical or standard mail run and producing a postal report, the Qualification Report should be handed to the post office along with the mailing. The trailer label report shows the number of labels between the trailer labels, giving you a count of the number of labels in each package.

Vision Data software is not PAVE certified. Instead we produce standardized documentation. Failure to produce the Qualification Report with each periodical or standard mailing may put certain postal discounts in jeopardy.

Saving an Answer Set

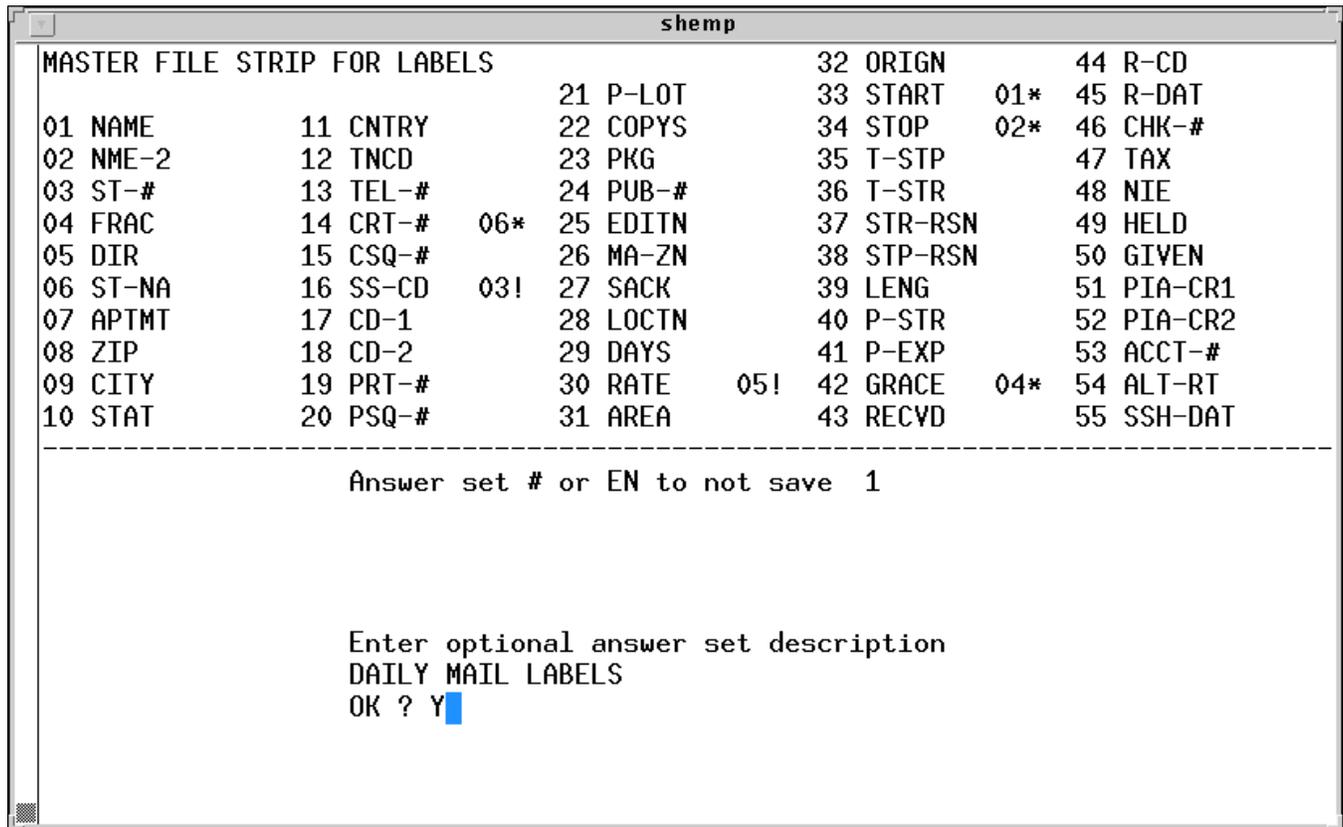


Figure 48 - Option to Save or Update an Answer Set

If you wish to save the answers to the prompts and the strip specifications, enter an answer set number here (1-99) and press [ENTER]. This response will save the answer set and continue processing mail labels. If you want to abort the program, enter "EN" and [ENTER] to return to the main menu. Press [ENTER] by itself to continue processing mail labels without saving the answers.

If you entered an answer set number, you will be asked to enter an optional answer set description. If you want to view a list of answer sets and their descriptions, select the Circulation Codes List from the Listing menu. Refer to Chapter 3, Item 22 - Circulation Codes List for more information.

Quick Strip

There are four keys on the Household File used for searching records: the Name Key, the Address Key, the Telephone Key, and the Carrier Route Key. Each key has an index associated with it, and may need to be re-indexed periodically. The **Name**, **Address** and **Telephone Keys** are typically used to locate subscriber accounts when the account number is not known. Refer to Chapter 2, Item 1 - Master File Maintenance for more information.

The **Carrier Route Key** is available to allow you to quickly search the subscriber files for subscribers/non-subscribers on a particular route or range of routes and even search in carrier route sequence order. This feature is used to print and update starts, stops and PIA credits on bundle labels in route and sequence order, as well as run route lists. It can also be used in the master file strip to quickly search only those records on one or more mail routes, referred to as a "**Quick Strip**".

For mail routes, assign a CRT-# greater than the largest route number available on the Carrier/Dealer Master File - e.g. 9000. Select CRT-# = 9000 in the strip. If you answer "Y" to the prompt "STRIP IN ROUTE ORDER?", the program will search the index file and only look at those accounts with a 9000 in the CRT-# field. If you answer "N" to the prompt or only look at the SS-CD field for mail subscribers, the program will have to look sequentially through all subscribers and non-subscribers, creating a much longer mail label run.

If you have four publications, you could assign routes 9100, 9200, 9300 and 9400 to those four mail routes. Then you could select a range of CRT-#'s from 9100 to 9400 and answer "Y" to the quick strip prompt. Mail labels, master file listings, expiration notices, mailgrams, and postal verification card strips may also use the quick strip.

The Quick Strip is only useful if you mail your publication to less than half of the households selected.

Item 9 - Postal Reports File

During the mail label run, the prompt "update postal reports information?" is asked. If you answer "y"es to it, this file will contain the postal report. You may generate any number of postal reports by publication, class, type, and date. If two mail label runs for the same publication number, class and type are run in the same day, the amounts in the fields will be the total of the two runs.

The fields on this report contain the exact quantities and dollar amounts that will print on the USPS 3541 or 3602 reports to be taken to the post office. This program is provided for error correction only. In addition, the number of pages, the weight per copy and the advertising percentage for the 3541 report must be entered here before it can be printed. Also, the weight per copy for the 3602 report must be entered before the final report can be printed.

The heading for the postal reports, including the name and address of the publication, the finance number, the publication number assigned by the post office, etc., comes from the Newspaper Information File. Refer to Chapter 2, Item 10 - Postal Reports Printing for more information.

Select Item 9 - Postal Reports File from the Subscriber Daily Functions menu. The `product` is the publication number or product designated to be updated during the mail run. `class` is a "2" for periodical or a "3" for standard mail. The `type` will vary on the class of the mailing. For periodicals, enter the one character rate type code. For example, enter "R" for regular rates or "A" for agricultural rates. For standard mail, enter the page classification code from the USPS 3602 forms. For example enter an "I" for carrier route sorted flats of 3.3 ounces or less. The `date` is simply the mailing date. The `combo` can normally be left blank. However, this field is utilized when barcoding or when separating periodical reports by edition. For the breakout by edition, the `combo` is a "1" through "10" depending on the location of the defined edition code as entered in the Paper Information File. For barcoded labels, the `combo` is 500 higher. So "0" is "500", "1" is "501", and so on for automation compatible labels. `entry` is the zip code of entry, or the permit post office.

shemp

POST OFFICE REPORT FILE MAINTENANCE T:C PRODC T 01 TYPE R
 YOUR NEWSPAPER NAME CLASS 2 DATE 10/04/2008
 COMBO 500 ENTRY 12144

1 # OF PAGES 84
 2 WT PER COPY .425000
 3 ADVERTISING % 65.000
 4 MAILING DATE 10/04/2008
 5 RD-ALONG/POST-IT N
 6 MACHNBL/NON/PARCL M

FORGN		SUB/REQ	N-SUB/N-REQ		ZONE	DESCRIPTION	SUB/REQ	NON-SUB
CAN	35	0	36	0	DU	DDU ENTRY	7	159 8 0
MEX	37	0	38	0	IC	OTHR ENTRY	9	53 10 1
FR-3	39	0	40	0				
FR-4	41	0	42	0				
FR-5	43	0	44	0				

LEV	DESCRIPTION	COPIES	PIECES
BAS	NON-AUTO	11	0 12 0
	AUTO-LETRS	13	0 14 0
	AUTO-FLATS	15	10 16 10
3D	NON-AUTO	17	0 18 0
	AUTO-LETRS	19	0 20 0
	AUTO-FLATS	21	3 22 3
5D	NON-AUTO	23	0 24 0
	AUTO-LETRS	25	0 26 0
	AUTO-FLATS	27	41 28 41
CR	BAS CAR RT	29	159 30 159
HD	HI-DENSITY	31	0 32 0
SAT	SATURATION	33	0 34 0

PER-PIECE DISCOUNTS
 45 DU DISCOUNT PCS 159

(I)n-County, (O)ut-of-County, (B)undles, (C)ontainers to switch
 ITEM ? **IN COUNTY & FOREIGN**

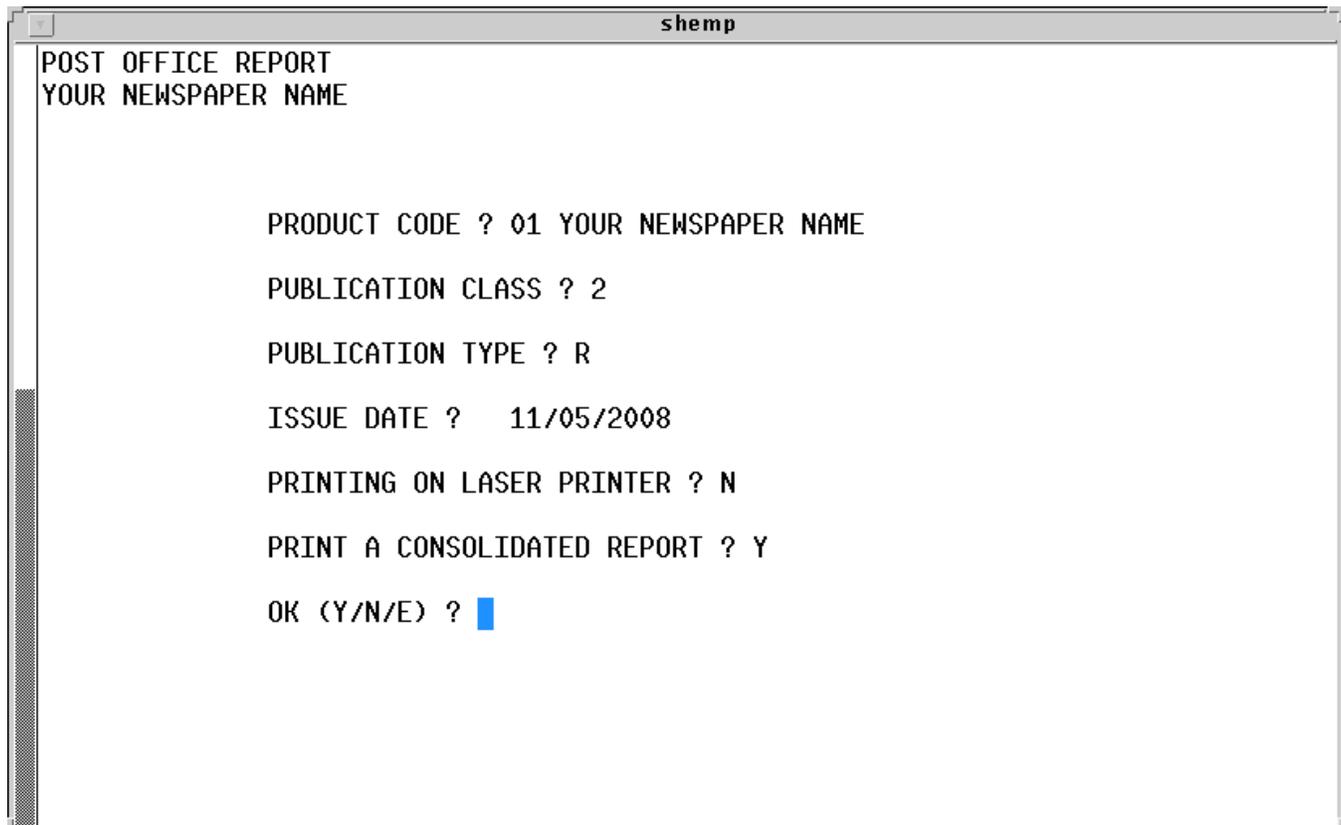
Figure 49 - Sample Postal Reports File Screen

There are four screens for the second class report: the in-county, out-of-county screens chargeable package quantities and chargeable container quantities. You may change from one screen to the other by typing "M"ore at the "ITEM ?" prompt, or by entering the designated screen code as displayed at the bottom of the screen.

Item 10 - Postal Reports Printing

Every day that you run mail labels and answer "Y"es to the prompt, "update postal reports information ?", a 2nd or 3rd class postal report file will be stored. You may print this daily. The data contained in the reports is accumulated through the running of the Mail Label Printing program, and the generation of Expiration/Renewal Notices, and is stored in the Postal Reports File. Refer to Chapter 2, Item 8 - Mail Label Printing and Chapter 3, Item 17 - Expiration Notices for more information.

Select Item 10 - Postal Reports Printing from the Subscriber Daily Functions menu. Enter the product code or publication number of the report you want to print. Enter the publication class: "2"nd or "3"rd. Enter the publication type. If you have second-class mailings, enter "R" for Regular, "A" for Agriculture, "Q" for Requestor, "S" for Special or "C" for Classroom. If you have third class mailings, enter "R" for Regular or "S" for Special. Enter the starting date for the report and whether or not the printer you are using is a laser printer. Finally, if you are printing the USPS 3541, you will be asked if you want to print a consolidated report.



```
shemp
POST OFFICE REPORT
YOUR NEWSPAPER NAME

      PRODUCT CODE ? 01 YOUR NEWSPAPER NAME
      PUBLICATION CLASS ? 2
      PUBLICATION TYPE ? R
      ISSUE DATE ? 11/05/2008
      PRINTING ON LASER PRINTER ? N
      PRINT A CONSOLIDATED REPORT ? Y
      OK (Y/N/E) ? █
```

Figure 50 - Postal Report Parameters

Item 11 - Web to Circ Interface

The Web to Circ Interface is The Web to Circ Interface is not part of the standard circulation installation and must be purchased separately.

[See separate documentation for more information on the Web to Circ Interface and how it works.](#)

Item 12 - General Ledger Interface

The G/L Interface Control File should have been configured as part of your initial set-up, with the proper account numbers for "G"eneral ledger accounts, debit and credit accounts for "S"ubscriber transactions, and "C"arrier transactions. Refer to Chapter 4, Item 13 - G/L Interface Control File for how to create and maintain the file.

During daily operations of posting payments, making adjustments, carrier billing, etc., a general ledger transaction file is created containing transactions from any and all of these operations. You may change, inquire on, or delete any of these transactions. An edit listing of the transactions must be run prior to posting. It can be run in either date or account number order.

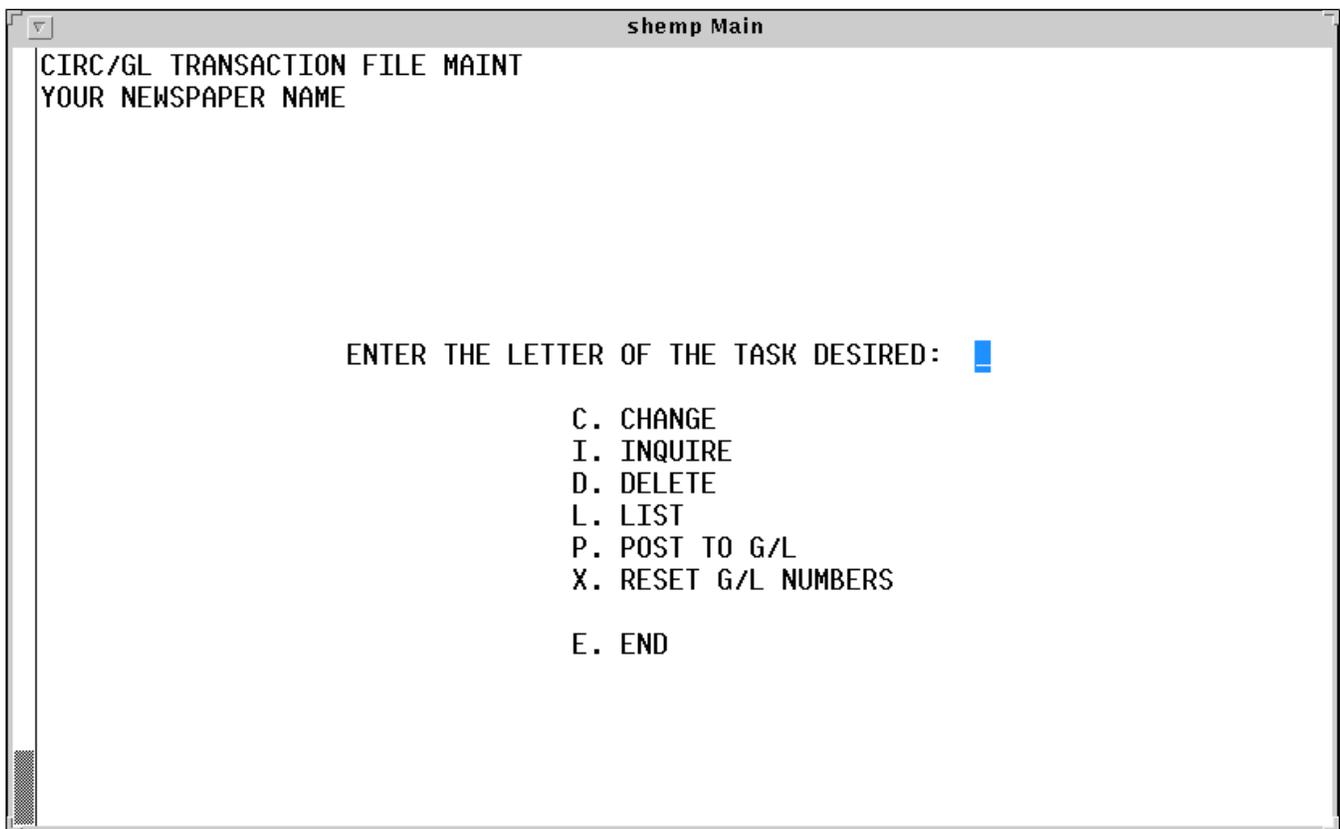


Figure 51 - General Ledger Interface

Viewing Subscriber and Carrier Transactions

Select Item 12 - GL Interface from the Subscriber Daily Functions menu. If stored transactions need to be modified, the "c"hange option can be used. For carrier transactions, enter the Date, Source Code, Publication Number, Charge Code, Route Delivery Type, Transaction Number and "d"ebit or "c"redit. These are on the Transaction List.

```

shemp
CIRC/GL TRANSACTION FILE MAINT      T:C
YOUR NEWSPAPER NAME

      TRANS DATE      9/03/2008
      SOURCE CODE     S
      PUBLICATION NO  1
      SUB RATE CODE   H1
      TRANS TYPE      P
      TRANS NUMBER    1
      DEBIT/CREDIT    C

      1 TRANS AMOUNT      530.50

      2 GL ACCT NO      1-20-2420  PIA LIABILITY

ITEM ? █

```

Figure 52 - Sample Subscriber Transaction Screen

TRANS DATE
SOURCE CODE
PUBLICATION NO
SUB RATE CODE
TRANS TYPE
TRANS NUMBER
DEBIT/CREDIT

This is the subscriber record lookup key for this file. It must be filled in exactly to view the record you wish to change, inquire or delete. The Source Code refers to the report where the transaction was generated - i.e. Carrier "B"illing, Carrier "C"hecks, Carrier "R"eceipts and "S"ubscriber Receipts.

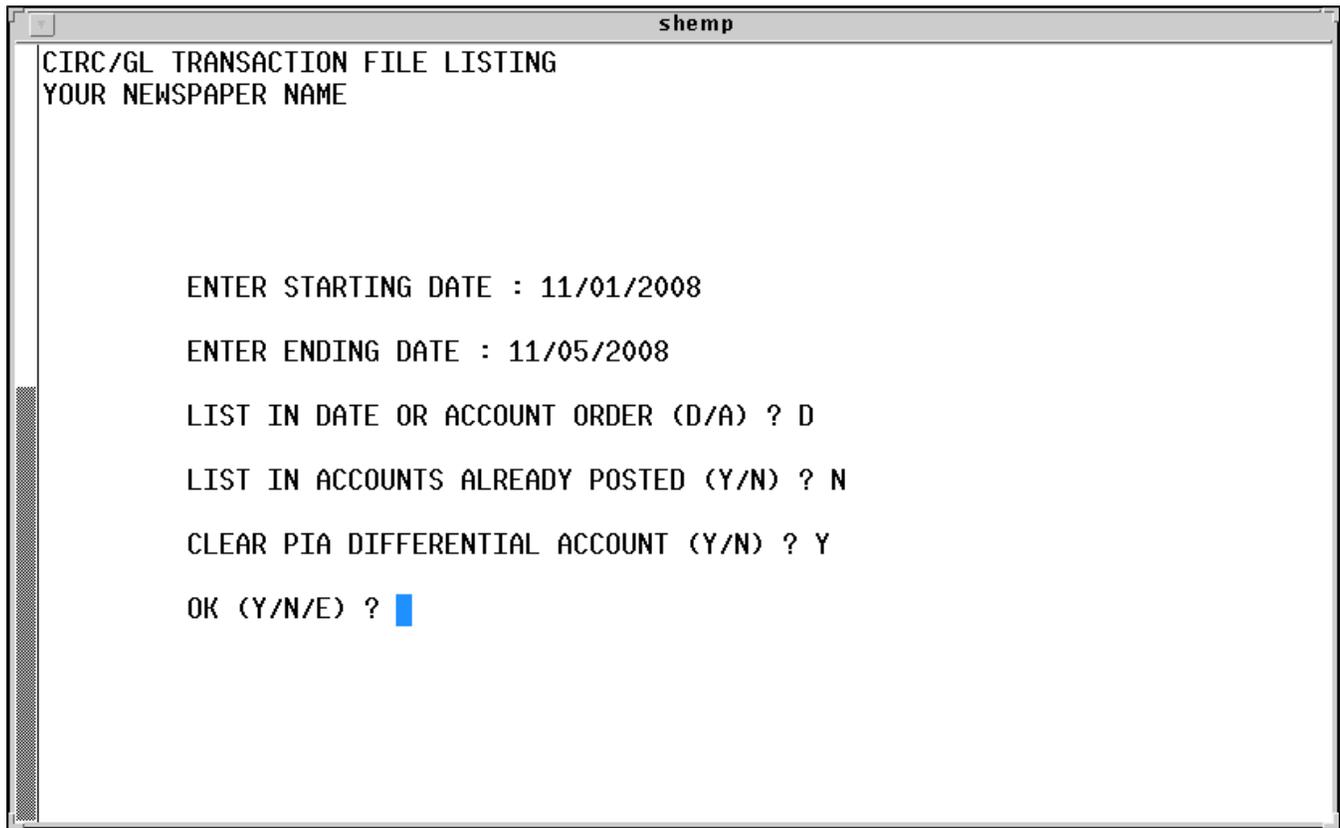
1 TRANS AMOUNT

The dollar amount of the transaction.

2 GL ACCT NO

The debit or credit account number from the G/L Control File.

Transaction File Listing



```
CIRC/GL TRANSACTION FILE LISTING
YOUR NEWSPAPER NAME

ENTER STARTING DATE : 11/01/2008
ENTER ENDING DATE : 11/05/2008
LIST IN DATE OR ACCOUNT ORDER (D/A) ? D
LIST IN ACCOUNTS ALREADY POSTED (Y/N) ? N
CLEAR PIA DIFFERENTIAL ACCOUNT (Y/N) ? Y
OK (Y/N/E) ? █
```

Figure 53 - Circ/GL Transaction File Listing Screen

The general ledger transactions are stored in the file by transaction date. When listing these, you may select a range of transaction dates and you may also choose between date order or account order. You are given the option to include posted transactions in the list or only un-posted transactions. Lists done in account order will give you a recap by general ledger account number. You can also choose to clear the PIA DIFFERENTIAL ACCOUNT. This is an account number a paper in a buy/sell situation can set up to net all carrier pre-paid credits against the various subscriber amortization totals.

Posting to General Ledger

The post transactions option will create a file in "LD:1" called GYYMMM.XXX, where "yy" is the year, "mmm" is the abbreviation for the month, and "xxx" is the job number - i.e. G11JAN.002 would be the G/L interface file for January, 2011 run on workstation 2. The record layout for this file is as follows:

Field Description	Length	Type
G/L Account Number	10	Alphanumeric
G/L Period Ending Date	8	Date - e.g. 01/23/11
Transaction Amount	14	Dollars - e.g. 99,999,999.99 -
G/L Account Name	30	Alphanumeric

Table 33 - Sample Posting to General Ledger Record Layout

A transaction will be written for the net debits and credits for each account involved. A report of all transactions that were posted will also be produced.

Item 13 - Carrier Comment History

Subscriber comments are entered into the Daily Comment File through the Master File Maintenance program, and are posted to history during the bundle label run. All comments for this carrier route in both the Daily Comment and Comment History files are displayed here in reverse entry order, with the newest one first descending to the oldest.

Select Item 13 - Carrier Comment History from the Subscriber Daily Functions menu. When asked, specify whether to print comments to the screen or send them to the printer. Next, enter the beginning and ending comment entry date range for the comments you wish to review. Then enter the route number. The number of records available in the comment history file shows in the upper right hand corner of the screen.

IN	ACCT-#	CODE	DLV-DATE	E-DATE	E-TIM	DISP	D-DATE	D-TIM
VD	96431	WET	10/15/2008	10/20/2008	11:09			
			WET PAPER USE BAG WHEN IT RAINS				2ND COMPLT THIS ADDRESS	
CD	3358	VPR	10/06/2008	10/04/2008	9:43			
			VAC PAC RESTART 10/19/08				DEL 10/07-10/19 PAPERS ONSUNDAY, OCTOBER 19TH	
CD	33008	MIC	10/13/2008	10/13/2008	10:33			
			PLEASE FIX TUBE THANKS					
PR	71042	MON	10/13/2008	10/13/2008	8:09			
			NO MONDAY PAPER-SHORTS					
PR	22276	WET	10/13/2008	10/13/2008	7:20			
			WET-NO BAG-SHORTS					
CD	3358	VAC	10/06/2008	10/04/2008	9:43			
			VAC-PAC SAVE 10/07-10/19 PPRS DEL ALL ON 10/19/08					
AJ	2792	TIP	10/01/2008	10/01/2008	12:40			
			TIP REC'D IN THE AMNT OF:10.00					

Next <P>age or <Q>uit ? **P**

Figure 54 - Sample Carrier Comment History

Item 14 - Subscriber Cash History

Payments, renewals, extensions, refunds, tips and adjustments are entered into the Daily Cash File in the Master File Maintenance program and posted to history in the Daily Cash Report program. They are displayed here in descending date order, with the newest first, descending to oldest. These transactions may also be viewed on the Master File Maintenance - Cash History Inquiry program and the Monthly Cash Report.

Select Item 14 - Subscriber Cash History from the Subscriber Daily Functions menu. When asked, specify whether to print comments to the screen or send them to the printer. Next, enter the beginning and ending cash entry date range for the transactions you wish to review. Then enter the account number.

INI	TRX-AMT	TRX-TIP	TRX-NIE	TRX-DATE	CODE	CHECK#	ORIG-EXP	NEW-EXP
TH	14.60	.00	.00	10/02/2008	5		10/04/2008	11/03/2008
TH	14.60	.00	.00	9/03/2008	5		9/04/2008	10/04/2008
TH	14.60	.00	.00	8/05/2008	5		8/05/2008	9/04/2008
TH	14.60	.00	.00	7/03/2008	5		7/06/2008	8/05/2008
BH	14.60	.00	.00	6/05/2008	5		6/06/2008	7/06/2008
TH	14.60	.00	.00	5/06/2008	5		5/07/2008	6/06/2008
TH	14.60	.00	.00	4/03/2008	5		4/07/2008	5/07/2008
TH	14.60	.00	.00	3/06/2008	5		3/08/2008	4/07/2008
TH	14.60	.00	.00	2/05/2008	5		2/07/2008	3/08/2008
AJ	46.80	.00	.00	11/08/2007	3		11/08/2007	2/07/2008
CD	.00	.00	.00	11/07/2007	A		10/21/2007	11/08/2007
AH	88.46-	.00	.00	10/18/2007	R		4/22/2008	10/21/2007
&L	175.00	.00	.00	3/22/2007	1		4/24/2007	4/22/2008
&L	175.00	.00	.00	4/04/2006	1		4/25/2006	4/24/2007
AJ	165.00	.00	.00	3/15/2005	1	1461	4/27/2005	4/25/2006
&L	90.00	.00	.00	9/27/2004	1		10/27/2004	4/27/2005

Next <P>age or <Q>uit ? **P**

Figure 55 - Sample Subscriber Cash History

CHAPTER 03 • LISTINGS

This chapter describes the selections available from the Listings portion of the Subscriber Daily Functions and Listings menu, Items 15-22. The Listings programs allow for a variety of daily and periodic subscriber-related operations - i.e. creating custom strip lists, managing carrier routes, generating postal verification cards, printing expiration notices, subscriber coupons and mailgrams, and managing vacant accounts and circulation codes. This menu typically appears when you login, but can also be accessed by typing "SU" [ENTER] from any other system menu. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.

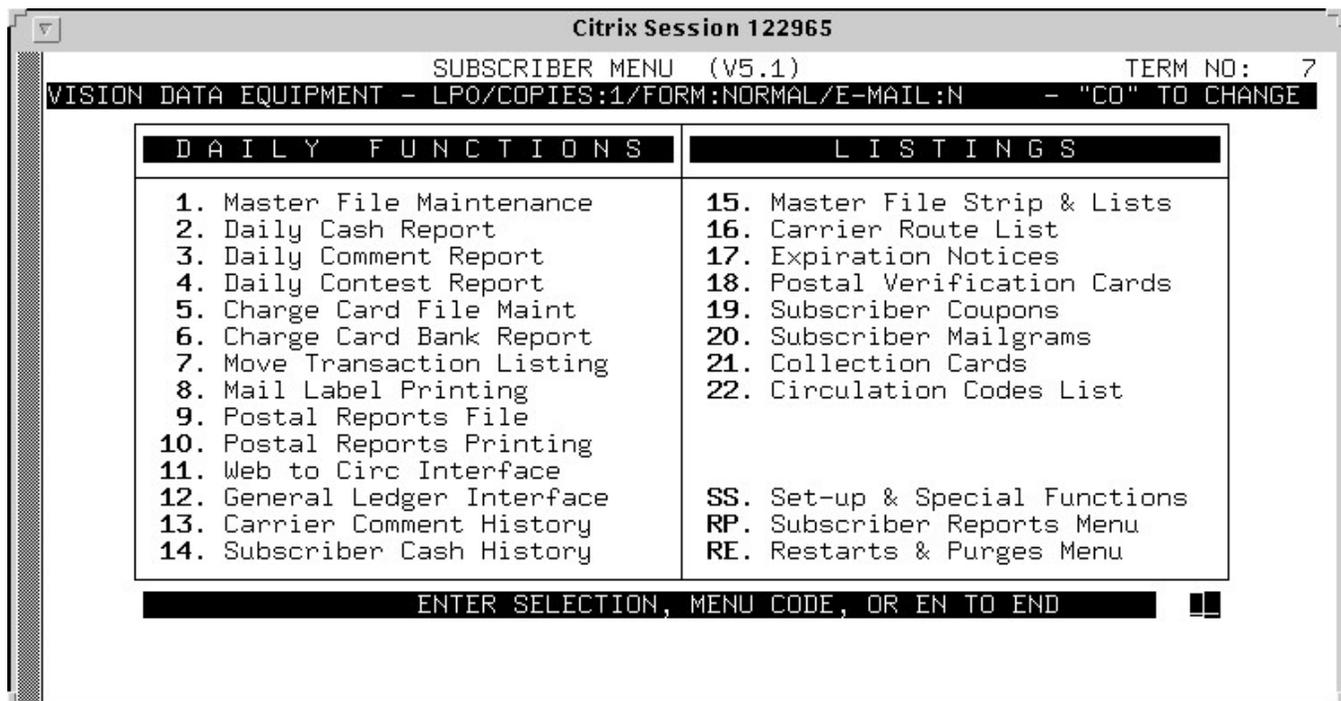


Figure 56 - Subscriber Daily Functions & Listings Menu

Item 15 - Master File Strip & Lists

The Master File Strip & Lists program was designed with flexibility in mind. You define and print a listing of any subset of subscribers, non-subscribers or both. You have the ability to generate a random list or feathered list. You can also assign answer sets so that you do not have to answer the prompts again for each run.

Creating a Strip

Select Item 15 - Master File Strip & Lists from the Subscriber Listings menu. There are three sections to this program: the Parameters Entry, the Strip, and the List Definition section. The **Parameters Entry** section contains a list of prompts that have to do with answer sets, feathered lists, and random list generation. The **Strip** allows the ability to select which master file records you want to produce labels for and in what order by allowing you to select and sort on any combination of data fields. The **List Definition** section allows you to define the type of output generated, formatting, etc.

Parameters Entry

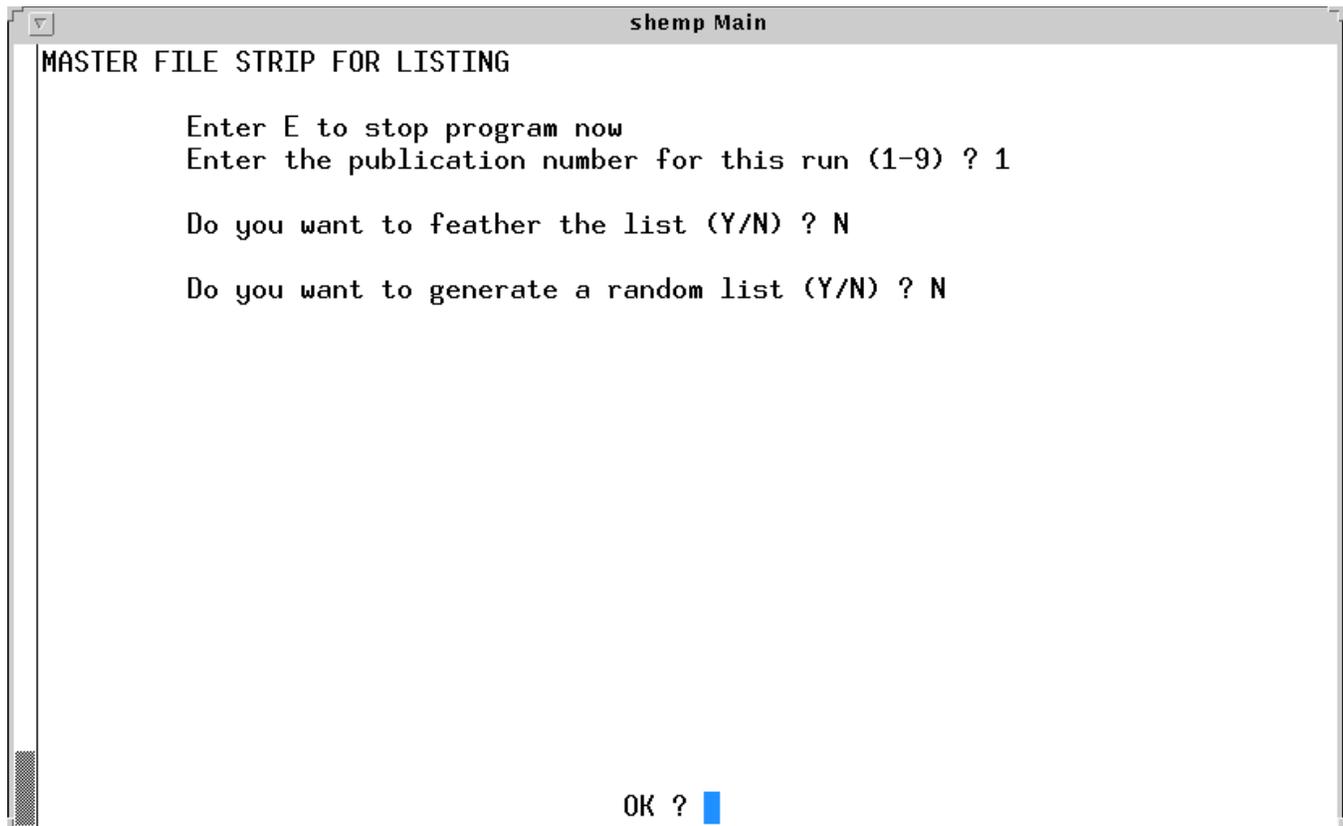


Figure 57 - Master File Strip Parameter Entry

Answer Sets

Answer set number (or 0) for this run __
(Enter "nnE" or "E" for edit only)

An answer set is the answers to all the prompts in this strip program stored in a file for use again and again. If you create and use answer sets, you will not need to answer most of the prompts and strip specifications the next time. Answer sets for master file listings are stored under the name SLMAS.Ann, where "nn" is the answer set number, from 1 to 99. If you created an answer set from the previous master listing for the same parameter and strip specifications that you are about to enter, use the answer set number here. In other words, if a listing for all non-subscribers on carrier route 3 in zip code 12345 was saved with a 22, use that number here and the only prompts and strip specifications you will need to enter are the ones that are the date related ones.

If this is a new run and/or you want to create a new answer set, press [ENTER] or "0" and [ENTER] here. Besides enabling you to create an answer set, this will also run the listing program for that answer set. If you want to edit a new or existing answer set without running the listing for that answer set, enter "E" to edit a new answer set or "nnE" to edit an existing answer set. If you are editing an existing answer set, the previous answers to the prompts will display and allow you to change them.

The last prompt in the strip will ask you what answer set number you want to save the answers to the prompts and strip specifications that you just entered. You may enter a new answer set number or override the old one at that time.

Publication

Enter E to stop program now.

Enter the publication number for this run (1-9) ? _

If you want to abort the program, enter "E" at this time. Otherwise enter the publication number. This does not restrict you to this publication, but allows the lookup of zip related information in the Zip Assignment file for non-subscriber records, which do not have a publication number.

Feathering

Do you want to feather the list (Y/N) ? _

Number of addresses to include : ____

Out of how many addresses ____

Number of accounts to skip ____

Feathering allows you to skip a number of accounts from the range of accounts you will select in the Strip. Enter the number of addresses that you want to include, out of how many addresses, and how many accounts to skip before starting. For example, the ABC auditor wants to see 1 out of every 9 PIA subscribers beginning at the 12th one. In this case, the number of addresses to include would be 1, out of how many addresses, would be 9, and it would skip the first 11. In other words, the first 11 accounts selected by the strip specifications would be skipped, then the 12th would be included, the next 8 would be skipped, and the next one would be included, then the next 8 would be skipped, etc., until it reaches the maximum.

Random List

Do you want to generate a random list (Y/N) ? _

Number of addresses to include : ____

Generating a random list is an excellent way of sampling. You may want to create a random list of 100 non-subscribers and have telemarketing call them. Include 100 addresses and set up the strip specifications to look for non-subscriber accounts.

The Strip

The Master File Strip is similar in function for mail labels, master file listing, postal verification cards, expiration notices, subscriber mailgrams and batch coding and enables you to select which addresses will be selected from the master files and in what order they will be sorted. The screen shows a numbered list of all the fields on the master files, from 1-51. It also shows the account number (ACCT-#), alternate route (ALT-RT) and the start/stop history date (SSH-DAT).

```

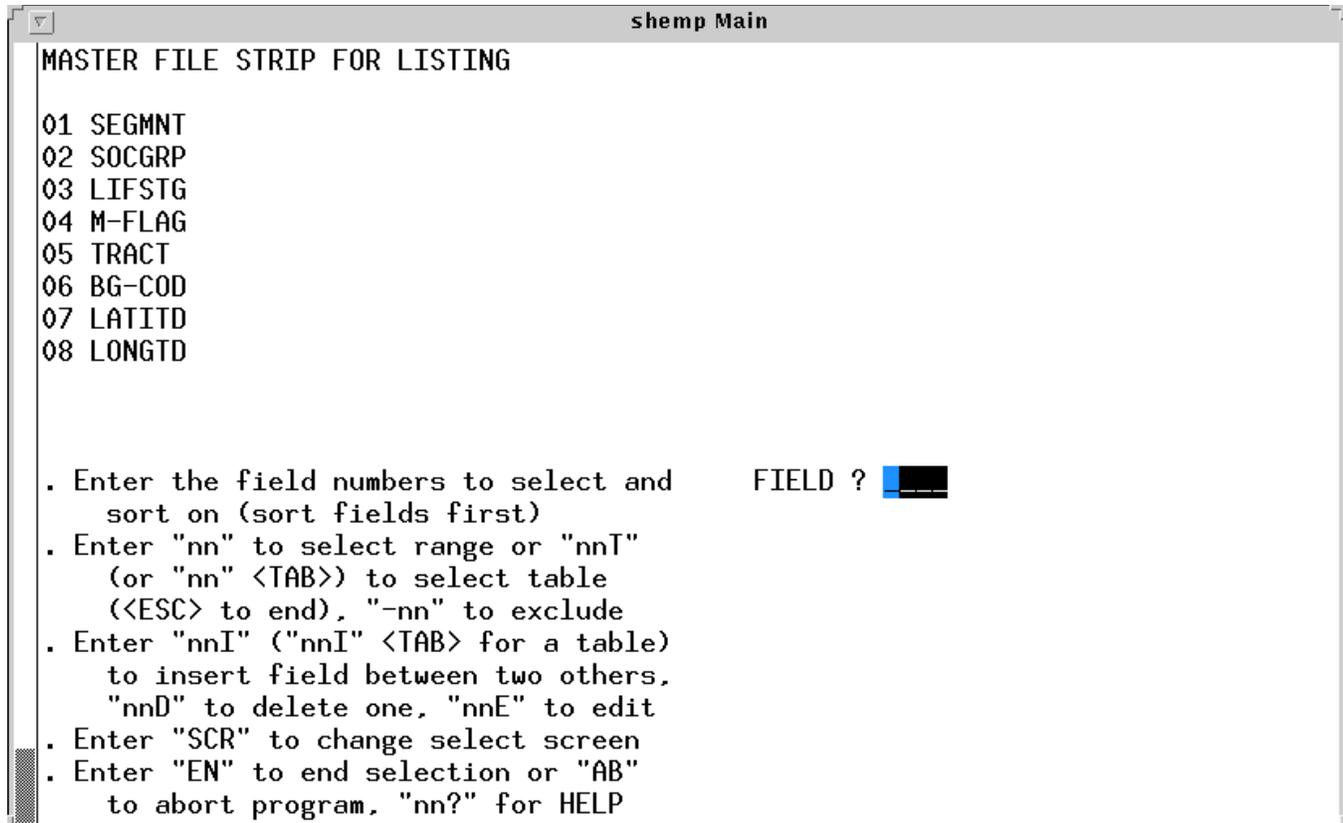
shemp
MASTER FILE STRIP FOR LISTING
01 NAME          11 CNTRY      21 P-LOT         32 ORIGN         44 R-CD
02 NME-2         12 TNCD        22 COPYS         33 START         45 R-DAT
03 ST-#          13 TEL-#       23 PKG           34 STOP          46 CHK-#
04 FRAC          14 CRT-#       24 PUB-#        35 T-STP         47 TAX
05 DIR           15 CSQ-#       25 EDITN        36 T-STR         48 NIE
06 ST-NA         16 SS-CD       26 MA-ZN        37 STR-RSN       49 HELD
07 APTMT         17 CD-1        27 SACK         38 STP-RSN       50 GIVEN
08 ZIP           18 CD-2        28 LOCTN        39 LENG          51 PIA-CR1
09 CITY          19 PRT-#       29 DAYS         40 P-STR         52 PIA-CR2
10 STAT          20 PSQ-#       30 RATE         41 P-EXP         53 ACCT-#
                31 AREA        42 GRACE        54 ALT-RT
                43 RECVD       55 SSH-DAT

. Enter the field numbers to select and      FIELD ? █
  sort on (sort fields first)
. Enter "nn" to select range or "nnI"
  (or "nn" <TAB>) to select table
  (<ESC> to end), "-nn" to exclude
. Enter "nnI" ("nnI" <TAB> for a table)
  to insert field between two others,
  "nnD" to delete one, "nnE" to edit
. Enter "SCR" to change select screen
. Enter "EN" to end selection or "AB"
  to abort program, "nn?" for HELP

```

Figure 58 - Master File Strip Screen #1

There are two other screens of data selected by typing "SCR" at the "FIELD?" prompt for each screen. The second screen shows the demographic fields. The third screen shows the bill-to fields, the delivery instructions fields and the notes fields. You may select from these fields in various combinations to select ranges of addresses to print and the sorting order.



```
shemp Main
MASTER FILE STRIP FOR LISTING
01 SEGMENT
02 SOCGRP
03 LIFSTG
04 M-FLAG
05 TRACT
06 BG-COD
07 LATITD
08 LONGTD

. Enter the field numbers to select and      FIELD ? █
  sort on (sort fields first)
. Enter "nn" to select range or "nnI"
  (or "nn" <TAB>) to select table
  (<ESC> to end), "-nn" to exclude
. Enter "nnI" ("nnI" <TAB> for a table)
  to insert field between two others,
  "nnD" to delete one, "nnE" to edit
. Enter "SCR" to change select screen
. Enter "EN" to end selection or "AB"
  to abort program, "nn?" for HELP
```

Figure 59 - Master File Strip Screen #2

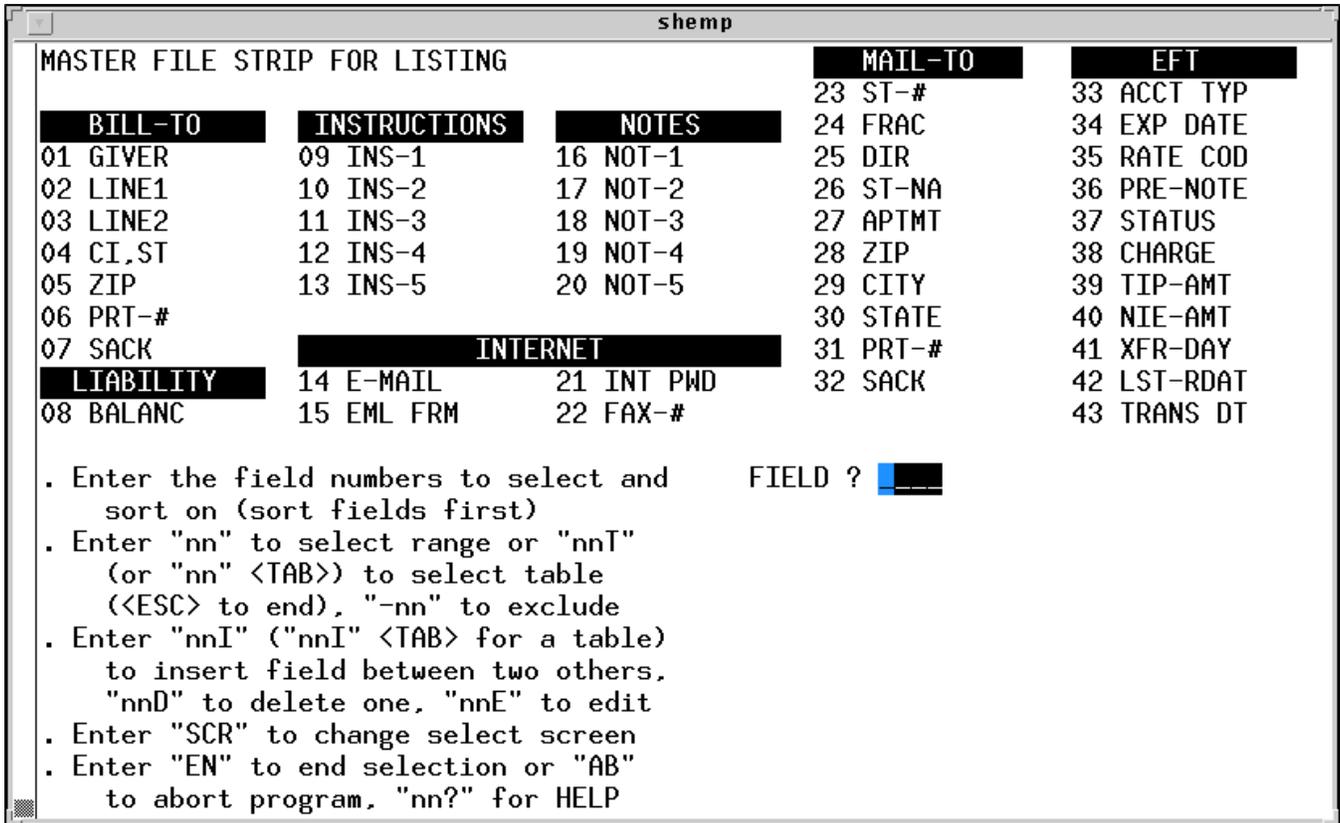


Figure 60 - Master File Strip Screen #3

The order in which the master file fields are selected is the order in which the addresses will be sorted.

On-Line Help

An on-line help facility is available in the Master File Strip program similar to the on-line help facility in the Master File Maintenance program. If you enter a field number and a "?" in the "FIELD?" prompt, a brief one or two line explanation of the field will display at the bottom of the screen. For example, if you enter "27?" at the "FIELD?" prompt, the help message would read:

```
DAYS OF THE WEEK (MTWTFSS) USED TO LIMIT WHICH ISSUES ARE SENT TO SUBSCRIBER, IF OTHER
  THAN A REGULAR SUBSCRIPTION (e.g. 0010000 WOULD BE A WEDNESDAY ONLY)
```

In this example, one line of message is displayed, and you must press the [ENTER] key to see the second line of message. Pressing the [ENTER] key again will bring you back to the "FIELD?" prompt.

Sorting Addresses

You may select any field or group of fields from the master file that are displayed on the screen and have your report print in that order. If you want a report of all mail subscribers in town code order and postal route order within each town code, you would select TN-CD first, PRT-# second, and either PSQ-# to print in postal sequence order, or NAME to print in alphabetical order, within each postal route. If you want the list to print out in street address order within each postal route, you would select ST-#, FRAC, DIR, ST-NA, and APTMT as the third, fourth, fifth, sixth and seventh fields. The last field would be the SS-CD field for a table of mail subscriber code(s) or the CRT-# field for the mail carrier route number(s).

Entering Values for The Strip

FIELD?

As you select each field at the "FIELD?" prompt, a sequence number and an "*" will appear next to the field showing the order of the fields selected. This is what the screen should look like with the first example.

Entering a field number will include subscriber and/or non-subscriber records with the value you select in this field. Entering a "-" (minus) sign before a field number will exclude subscriber and/or non-subscriber records with the value you select. For example, if you want to include subscribers with a code of "SP", select field "15" and enter a range or table that will include the value "SP". If you want to exclude subscribers with a code of "SP", select field "-15" and enter a range or table that includes the value "SP".

When done entering the fields you want, enter "END" at the "FIELD?" to continue defining mail label parameters. Enter "AB" to abort mail labels and return to the main menu. Enter "SCR" to select fields from the screen of demographic information that you defined in the Master File Maintenance program. Enter "SCR" again to select fields from the screen of bill-to, delivery instructions and notes. Enter "SCR" again to come back to the first screen.

Editing Fields

At any time during the selection of fields, whether you are creating or editing an answer set or not, you may insert a field between two fields, delete a field already selected or edit the table or range of a field. At the "FIELD?" prompt, enter "nnI" to insert a field (with a range) between two existing fields. "nn" is the field number, not the sequence number. Enter "nnI" [TAB] to enter a field (with a table). You will be asked, "INSERT THIS FIELD AS FIELD *__". Enter the sequence number for the order you want it to appear in - i.e. if you want it to be sequence number "02*", enter 2 or 02, wherein the existing "02*" will become "03*", "03*" will become "04*", etc. until the field sequence has been renumbered.

At the "FIELD?" prompt, enter "nnd" to delete a field. You will be asked, "OK TO DELETE?". If the answer is "Y", the sequence will be renumbered accordingly. Enter "nnE" to edit an existing field. The default table or range values will appear in reverse video allowing you to change them until you answer "Y" to the "OK?" prompt.

Selecting Addresses

There are two ways to define which addresses will print on the mail labels: By Range and By Table.

By Range

In the first previous example, at the "FIELD?" prompt enter "25" (SACK field) and [ENTER]. You will be asked "FROM?". If you want all sacks, press [ENTER] and a "0" will appear in that field. You will then be asked "TO?". If you want all sacks, press [ENTER] again and a "999" will appear in that field. In other words, the first sort field you have selected is a range of all sack numbers. If you wanted to select a range of addresses for sacks 20 to 30, you would have entered a "20" at the "FROM?" and "30" at the "TO?". If you select an alpha field and press [ENTER] twice, the "FROM?" value would have been a blank and the "TO?" value would be "~~~".

Examples:

SACK	ZIP	PRT-#	PSQ-#
FIELD ? 25_	FIELD ? 8__	FIELD ? 19_	FIELD ? 20_
FROM ? 0	FROM ?	FROM ?	FROM ? 0
TO ? 999	TO ? ~~~~~	TO ? ~~~	TO ? 9999

Table 34 - Selecting Addresses by Range

By Table

Suppose you wanted to print labels for all mail subscribers. In that case you would want all subscribers with a "SM" or "CM" in the SS-CD field. At the "FIELD?" prompt, you would type in "15T", which allows entry of a table of values, instead of a range.

Examples:

SS-CD	ZIP
FIELD ? 15T	FIELD ? 8T_
Enter:	Enter:
SM CM	12123 12144

Table 35 - Selecting Addresses by Range

When you have filled in the values in the table, press [ENTER] on the last one and press [ESC] on the next one. Up to 25 values may be entered, depending on the length of the field.

Total

If you want to print the total number of households within each town on the report, answer "Y"es to the "TOTAL?" prompt on the TN-CD field. If you want to print the total number of addresses within each postal route within each town, answer "Y" to the total prompt on the PRT-#. If you want to start a new page when you start a new postal route, answer "Y"es to the "NEW PAGE?" prompt on the PRT-#.

OK

You may enter "Y" at the "OK ?" prompt which will allow you to enter another field number, or you may enter "N" at the "OK ?" prompt to reenter the current field.

After setting the field values above, you will see one further prompt:

Ascending or descending sort (A/D) ? _

If you answer "A", the listing will print in the sort order A to Z and 0 to 9. If you answer "D", they will print in reverse order. This prompt will not appear if you chose account number as the first sort field.

Strip List Definition

Strip List output can be generated in five different formats: Long, Short, E-mail, Nth Factor Format, Selected fields Print, and Selected fields File. The "Selected fields" options allow you to choose selected fields to output into a 132 character wide file layout. This output can be printed or saved to a file. Below are samples of the printable listing formats.

```

08-JAN-09 10:17                                TMC MASTER FILE LISTING                                PAGE: 561
                                                YOUR NEWSPAPER NAME
*****
ACCT-# NAME                NAME-2                STREET ADDRESS                APARTMENT                ZIP CODE
2455 YENTER, LINDA
CITY                        ST CNTY TNCD TELEPHONE-# CRT# CSQ# SS-CD CD-1 CD-2 PRT# PSQ# P-LOT COPYS PKG INIT ADR-KEY NAME-KEY
BALLSTON SPA NY BA 518-226-5508 2802 3920 SP T R003 27 20814 1 N KM 020HIGHW.514 YENTERL
PUB EDITN M-ZN SACK LOCATION RATE AREA DAYS START-DATE STOP-DATE TEMP-STOP TEMP-START STR-RSN STP-RSN ORIGN
1 01 1 545 BAG EVERY DAY H1 A 1111111 12/07/1989 99/99/9999 0/00/0000 0/00/0000 VOL EXP
LENG PIA-START PIA-EXPIRE GRACE-DATE RECV-AMT R-CD RECV-DATE CHECK-# TAX-AMT TIP-HLD TIP-GVN TIP-STOP PIA-CR1 PIA-CR2
52 2/13/2002 1/31/2009 2/14/2009 166.00 1 1/14/2008 .00 .00 .00 0 .5357 .5357
INSTRUCTIONS LINE-#1 INSTRUCTIONS LINE-#2 INSTRUCTIONS LINE-#3 INSTRUCTIONS LINE-#4 INSTRUCTIONS LINE-#5
BAG EVERY DAY
MAIL-TO ADDRESS MAIL-TO CITY MAIL-TO STATE MAIL-TO ZIP MAIL-TO PRT MAIL-TO SACK
PO BOX 272 ARLINGTON MN 553070272 E003 545
*****
ACCT-# NAME                NAME-2                STREET ADDRESS                APARTMENT                ZIP CODE
20055 HILBURN, KAY
CITY                        ST CNTY TNCD TELEPHONE-# CRT# CSQ# SS-CD CD-1 CD-2 PRT# PSQ# P-LOT COPYS PKG INIT ADR-KEY NAME-KEY
RENSSELAE NY RE 518-434-7582 3193 1250 SP C027 0 6815 1 N CD 144DOROT.115 HILBURK
PUB EDITN M-ZN SACK LOCATION RATE AREA DAYS START-DATE STOP-DATE TEMP-STOP TEMP-START STR-RSN STP-RSN ORIGN
1 01 0 889 HC A 1111111 12/03/2001 99/99/9999 4/25/2006 5/26/2006 VOL EXP
LENG PIA-START PIA-EXPIRE GRACE-DATE RECV-AMT R-CD RECV-DATE CHECK-# TAX-AMT TIP-HLD TIP-GVN TIP-STOP PIA-CR1 PIA-CR2
13 6/01/2002 1/31/2009 2/14/2009 48.70 1 10/06/2008 .00 .00 .00 0 .5357 .5357
NOTES LINE-#1 NOTES LINE-#2 NOTES LINE-#3 NOTES LINE-#4 NOTES LINE-#5
DO NOT INSTALL A FP TUBE HERE
*****
TOTAL REPORT COUNT: 1935
    
```

Figure 61 - Strip Listing - "Long" Format

08-JAN-09 10:15		TMC MASTER FILE LISTING YOUR NEWSPAPER NAME							PAGE: 38	
NAME	STREET ADDRESS	APARTMENT	CITY	STATE	ZIP	TELEPHONE-#	ACCT-#	CODE	CR#	MTWTFSS
PALMER, W BLACKWELL	221 THOMAS DR	APT 95	ROTTERDAM JUNCT	NY	12150	518-233-8466	51730	SP	1759	1111111
CARPENTER, PRISCILLA 1	111 MOCKERNUT CIR		MECHANICVILLE	NY	12118	518-218-3855	41179	SP	5548	1111111
ROSENWINKEL, EDWARD	322 OLD POND RD		SAND LAKE	NY	12153	518-434-8619	71750	SP	2526	1111111
SCHMIDT, PRINTING	124 17TH ST		RENSSELAER	NY	12144	518-233-9022	18811	SP	3201	1111111
STANTON, LINDA	512 SUNSHINE CIR		TROY	NY	12183	518-434-2877	79690	SP	6504	1111111
LINDELAND, MICHAEL	30 POLO DR SE		RENSSELAER	NY	12144	518-226-0671	18301	SP	5918	1111111
HONETSCHLAGER, OPAL	44860 S WALNUT ST		SAND LAKE	NY	12153	518-434-7532	95477	SP	5904	1111111
BREMICK, GEORGE M	108 HIGHLAND DR		HOOSICK FALLS	NY	12090	518-226-3862	54298	SP	6404	1111111
ALL, WILLIAM	744 WOODLAND DR		EAST SCHODACK	NY	12063	518-434-2576	45640	SP	1722	1111111
GLASSMAN, CATHY	405 HILLTOP LN		ALTAMONT	NY	12009	518-434-1457	35759	SP	2610	1111111
MOLER, DALE L	70488 COMMODORE DR		QUAKER STREET	NY	12141	518-434-4673	79464	SM	9999	1111111
LAWRENCE, BRUCE/MINDY	1230 JEFFERSON ST		RENSSELAER	NY	12144	518-434-8759	95099	SP	3231	1111111
SNYDER, NORMAN	19701 ARLINGTON DR		RENSSELAER	NY	12144	518-434-5893	21215	SP	9514	1000011
MONDLOCK, SANDRA	1556 DAVID LN		SCHODACK LANDIN	NY	12156	518-434-7947	28923	SP	4468	1111111
DATCHUK, WILLIAM	100 BRIDGE ST	APT 2222	RENSSELAER	NY	12144	518-434-3524	36789	SP	5118	1111111
GATLEY, LILLIAN	106 W 15TH ST		LATHAM	NY	12110	518-242-6890	43204	SP	4567	1111111
OLLRICH, HARRY S	2404 136TH AVE NE		TROY	NY	12183	518-226-4646	96661	SP	5909	1111111
TRUEBENBACH, ANTHONY	301 HILLTOP LN		ALTAMONT	NY	12009	518-218-5531	35751	SP	2610	1111111
GERBA, HAROLD MR & MRS	317 JEFFERSON ST	APT 113	SCHODACK LANDIN	NY	12156	518-434-6890	29105	SP	4415	1111111
SUNTHIMER, DON	6599 COMMERCE DR		TROY	NY	12183	518-457-6640	82438	SM	9999	1111111
STAUL, DAVID	145 WESTON ST		SCHODACK LANDIN	NY	12156	518-218-0763	27378	SP	4462	1111111
HATFIELD, WILLIAM L	404 COLLEGE AVE		HOOSICK FALLS	NY	12090	518-233-3747	95253	SP	7000	1111111
MUSIC GREEN, BERNICE	610 NEW CASTLE RD	APT 3	MECHANICVILLE	NY	12118	518-434-3862	52864	SP	5548	1111111
HUFFMAN, SHANNON	38759 W LAKE RD		LATHAM	NY	12110	518-242-5229	42414	SM	9999	1111111
MCCANN, ROBERT F	22265 DUELIN CT		CRAFTON	NY	12082	518-233-3223	53457	SP	5906	1111111
CHRISTY, PATRICIA	110 ATLANTIC ST	APT 7	RENSSELAER	NY	12144	518-434-2051	23429	SP	5118	1111111
GREEN, ALVINA	5101 SUNRISE DR		BERNARDSTON	MA	01337	000-000-0000	6271	SM	9999	1111111
CUNNINGHAM, DAN	744 WILLISTON RD		SCHODACK LANDIN	NY	12156	518-434-7465	25702	SP	4418	1111111
BRIGGS, LISA	320 HORSESHOE RD		LATHAM	NY	12110	518-633-6295	43897	SP	4564	1111111
WHITTENBERG, B	1616 S MAPLE AVE		RENSSELAER	NY	12144	518-434-7543	8672	SP	2160	1111111
YENTER, LINDA	514 HIGHWAY 60		BALLSTON SPA	NY	12020	518-226-5508	2455	SP	2802	1111111
STEWART, DENNIS	1753 LOOKOUT DR		WESTFIELD	NJ	07091	000-000-0000	727	SM	9999	1111111
HILBURN, KAY	115 DOROTHY ST		RENSSELAER	NY	12144	518-434-7582	20055	SP	3193	1111111
TOTAL REPORT COUNT: 1935										

Figure 62 - Strip Listing - "Short" Format

03-DEC-08 12:10		NTH FACTOR LISTING AS OF 11/01/2008 VISION DATA EQUIPMENT CORP.							PAGE: 1	
CR#	ACCT-#	NAME	ADDRESS	DLV DYS	RATE	AMOUNT	TRX-DATE	ORG-EXPR	NEW-EXPR	MTWTFSS
5915	96655	DIEFENDERFER, ARTHUR	1511 POWELL ST SAND LAKE NY 12153	1	25AC	43.75	9/08/08	9/13/08	12/13/08	MTWTFSS 1 01 13 WKS
3333	96656	KATZMANN, LISA	50 ATLANTIC ST APT 231 RENSSELAER NY 12144	1	HLAC	27.60	8/04/08	9/04/08	10/30/08	MTWTFSS 1 01 8 WKS
5918	96660	CLARKE, DAVE	140 8TH AVE NE RENSSELAER NY 12144	1	G2AC	25.00	11/20/02	10/16/02	1/15/03	MTWTFSS 1 01 13 WKS 99/99/99
5909	96661	OLLRICH, HARRY S	2404 136TH AVE NE TROY NY 12183	1	Z5AC	87.50	7/28/08	8/02/08	1/31/09	MTWTFSS 1 01 26 WKS 1/31/09
1197	96671	CARPENTER, JIM	100 N JEFFERSON ST RENSSELAER NY 12144	1	Z1AC	13.85	10/13/08	10/17/08	11/16/08	MTWTFSS 1 01 4 WKS 11/16/08
5108	96672	BULLION, JOSEPHINE CURTIS DOELL	1445 MAIN ST S SCHODACK LANDIN NY 12156	1	Z2AC	14.60	9/15/08	9/23/08	10/23/08	MTWTFSS 1 01 4 WKS 10/23/08
5923	96674	ROGERS, ANGELA	913 IVANHOE RD GUILDFORD CEN NY 12085	1	H2AC	46.80	8/18/08	8/28/08	11/27/08	MTWTFSS 1 01 13 WKS 11/27/08
2706	96675	MERRIMAN, DOUG	708 COUNTY ROAD 29 SCHAGHTICOKE NY 12154	1	Z1AC	13.85	9/22/08	9/29/08	10/29/08	MTWTFSS 1 01 4 WKS 10/29/08
5918	96676	WATERHOUSE, JASON	320 ILLINOIS AVE RENSSELAER NY 12144	1	H2AC	90.00	7/16/08	8/16/08	2/14/09	MTWTFSS 1 01 26 WKS 2/14/09
3181	96677	PIXLEY, EDNA	102 HONEYSUCKLE CT APT 3 RENSSELAER NY 12144	1	HLAC	44.85	7/31/08	7/26/08	10/25/08	MTWTFSS 1 01 13 WKS 10/25/08
5107	96679	MOSENDEN, GARY	108 SARATOGA ST RENSSELAER NY 12144	1	HMAC	50.70	10/07/08	10/23/08	1/21/09	MTWTFSS 1 01 13 WKS 1/21/09
5915	96680	HILLAN, DICK	552 N KEEL RIDGE RD SAND LAKE NY 12153	1	Z5AC	43.75	9/15/08	9/23/08	12/23/08	MTWTFSS 1 01 13 WKS 12/23/08
5916	96681	SHOUSE, RON	42768 EMPIRE AVE SAND LAKE NY 12153	1	HLAC	113.40	8/20/08	8/30/08	2/27/09	MTWTFSS 1 01 26 WKS 2/27/09
TOTAL REPORT COUNT: 13										

Figure 63 - Strip Listing - "Selected fields Print"

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lucy
"ACCT-#", "NAME", "ADDRESS", "CITY", "STAT", "P-EXP", "PRT-#", "P-LOT"
49928, "WATKINS, BONNIE", "1320 S 5TH ST", "ALBANY", "NY", "1/01/2009", "C002", 19479
21384, "HOGUE, DAVID", "505 PARKSIDE ST", "RENSSELAER", "NY", "1/01/2009", "R008", 1099
80896, "BROWN, MILLEDGE", "521 BYRNES RD", "TROY", "NY", "1/01/2009", "C005", 33721
45619, "BARTHOLOMEW, ALISON", "502 WOODLAND DR", "EAST SCHODACK", "NY", "1/01/2009", "
46597, "CLEVELAND, DOROTHY K", "48449 AUGUSTA RD", "EAST SCHODACK", "NY", "1/01/2009"
35559, "HOLBROOK, DOROTHY", "215 N PEARL AVE", "ALTAMONT", "NY", "1/01/2009", "R777", 2
41739, "WALKER, CARMEN", "1570 2ND AVE NW", "SCHODACK LANDIN", "NY", "1/01/2009", "C02
19617, "HAMMOND, PAUL", "718 PATTON AVE", "RENSSELAER", "NY", "1/01/2009", "C001", 1389
52721, "HUTCHINSON, EDWARD", "80533 COUNTY ROAD 29", "ROTTERDAM JUNCT", "NY", "1/01/2
9108, "SVIHEL, BETH", "202 W HUMPHREY ST", "RENSSELAER", "NY", "1/01/2009", "C006", 140
42786, "CORCORAN, JILL", "312 160TH ST", "LATHAM", "NY", "1/01/2009", "R001", 4887
68241, "HORSLEY, JAMES", "407 WOOD ST", "POESTENKILL", "NY", "1/01/2009", "R001", 2007
43025, "WILLIAMSON, C A", "220 PICKENS AVE NW", "LATHAM", "NY", "1/01/2009", "R003", 27
10967, "ARNALL, BRENT", "118 THOMPSON SHARPSVILLE RD", "RENSSELAER", "NY", "1/01/2009
30137, "SADEGHY, BRUCE", "51529 RASHEED RD", "SCHODACK LANDIN", "NY", "1/01/2009", "R0
8742, "SHAW, JAMES", "301 BELLE MEAD DR", "RENSSELAER", "NY", "1/01/2009", "C026", 1226
52373, "RIDDICK, SANDRA", "406 HEDGEROW CT", "ROTTERDAM JUNCT", "NY", "1/01/2009", "R0
78599, "PICKENS, CURTIS", "24495 BENT TREE DR", "SLINGERLANDS", "NY", "1/01/2009", "R0
28424, "LANGHOFF, MARY JO", "309 SAINT JAMES ST", "SCHODACK LANDIN", "NY", "1/01/2009
21364, "SHAFFER, GREGORY", "55807 E 7TH ST", "RENSSELAER", "NY", "1/01/2009", "R001", 13
20074, "TRONDI, JUDY", "148 DOROTHY ST", "RENSSELAER", "NY", "1/01/2009", "C027", 6548
16990, "HENDERSON, DONALD", "15 CREST GLEN RD", "RENSSELAER", "NY", "1/01/2009", "C021

```

Figure 64 - Strip Listing - "Selected fields File"

Listing Format

Select the "Long" listing in order to print all the fields on each subscriber/non-subscriber account, and include bill-to information, notes and delivery instructions.

Select the "short" listing to print only certain fields - i.e. name, street address, apartment, city, state, zip, telephone number, account number, subscriber code, and delivery days.

Select "E-mail" to produce an e-mail to the household's designate e-mail address

Select "Nth Factor Format" to produce an Nth Factor Report for an ABC.

Select "selected fields/Print" to print a listing of fields that you select. This gives a simple Report Writer capability. You may select up to 15 subscriber/non-subscriber fields from the screen to report on. When the "FIELD?" prompt appears again, enter the field numbers in the order you want to print them on the report. An "#" will appear between the field number and the field name - e.g. "01 #NAME". You may select any fields from any of the multiple screens, including fields you have selected to strip and sort on.

Select "selected fields/File" to send a listing of fields that you select to an output file. The name of the output file is called is user defined, and it will be located in the "work" directory. The output file consists of one record per subscriber/non-subscriber, 1 to 999 characters in length, comprising from 1 to 15 user-selected fields. When the "FIELD?" prompt appears again, enter the field numbers in the order you want to put them into the file. An "#" will appear between the field number and the field name - e.g. "01 #NAME". You may select any fields from any of the multiple screens, including fields you have selected to strip and sort on.

If you want to send this listing by modem or diskette to another company (i.e. a mailing list), additional hardware and/or software may be required for compatibility.

If you selected the "Long" or "short" option you will be asked to choose the following:

Subs, non-subs, or both(S/N/B) ?

Date for Exclusion of Temporary Stops (Publishing Date) / /

Enter the date for determining active/inactive subscribers / /

Do you want to include subscribers or non-subscribers or both in the range of addresses you are selecting? If you select subscribers or non-subscribers, you will need to enter the date to determine active/inactive subscribers. Non-subscribers include both resident and inactive accounts. If you select both, you will be asked for a date that will be used to exclude subscriber on vacation. To include everyone, enter [ENTER] here.

Print Report After Processing

If you want to print the desired list, enter a "Y", otherwise a sheet will print with the total number of addresses selected printed on it.

Ignore No-Call list

If you are including telephone numbers on your list and have downloaded the DNC lists from the appropriate federal or state organizations, the words "NO CALL" will be printed on the report instead of the phone number for all matching numbers.

If you selected the "E-mail" option you will be asked to choose the following:

Date for Exclusion of Temporary Stops (Publishing Date) / /

You will be asked for a date that will be used to exclude subscriber on vacation. To include everyone, enter [ENTER] here.

List accounts e-mailed

You will be given the option to generate a hard-copy list of accounts e-mails are sent to

Enter E-mail subject line:

Enter the phrase you want to show as the subject for the e-mails you will be sending

Enter E-mail text:

Enter the text of the e-mail.

If you selected the "Nth Factor" option you will be asked to choose the following:

Enter the date for determining active/inactive subscribers __/__/__

You will need to enter the date to determine active subscribers.

Print Report After Processing __

If you want to print the desired list, enter a "Y", otherwise a sheet will print with the total number of addresses selected printed on it.

Ignore No-Call list __

If you are including telephone numbers on your list and have downloaded the DNC lists from the appropriate federal or state organizations, the words "NO CALL" will be printed on the report instead of the phone number for all matching numbers.

If you selected the "Selected fields/File" option you will be asked to choose the following:

Date for Exclusion of Temporary Stops (Publishing Date) __/__/__

You will be asked for a date that will be used to exclude subscriber on vacation. To include everyone, enter [ENTER] here.

Ignore No-Call list __

If you are including telephone numbers on your list and have downloaded the DNC lists from the appropriate federal or state organizations, the words "NO CALL" will be printed on the report instead of the phone number for all matching numbers.

Fixed-Length, Comma, Tab, or Pipe-Delimited (F/C/T/P) ?

Specify the type of delimiter to use in the output file. "F"ixed-Length is a widely accepted standard. "C"omma delimited files are easy to open in spreadsheet programs, but can be problematic if your values have commas in them. "T"ab and "P"ipe delimited files are used by some other applications as an importable format. Your choice largely depends on your other software's needs.

Create Header Row __

Answering "Y"es will place the title of each field selected in the appropriate location of the first record in the export file.

Enter Output file name:

A default file name is provided, however any file name can be chosen.

If you selected the "Selected fields/Print" option you will be asked to choose the following:

Date for Exclusion of Temporary Stops (Publishing Date) __/__/__

You will be asked for a date that will be used to exclude subscriber on vacation. To include everyone, enter [ENTER] here.

Print report after processing ? __

Do you want to print the listing? You may not want to print the listing if you are trying to find the number of addresses that match your specifications.

Print to printer or terminal (P/T)? _

If you selected the "short" master file listing or "selected fields/print", you may display these listings to the Terminal screen or send the list to the Printer.

"Print detail ? _"

If you have asked for totals on one or more fields, you may print the subscriber/non-subscriber information or you may just print the total lines. Answer "N"o to this prompt to print only the totals lines.

Ignore No-Call list __

If you are including telephone numbers on your list and have downloaded the DNC lists from the appropriate federal or state organizations, the words "NO CALL" will be printed on the report instead of the phone number for all matching numbers.

Report title: _____

If you are printing to paper, you will be asked to enter an optional 35-character report title.

Answer set # or [ENTER] to not save**Enter EN to abort job here. __****Enter optional answer set description _____**

If you wish to save the answers to the prompts and the strip specifications, enter an answer set number here (1-99) and press [ENTER]. This response will save the answer set and continue processing the listing. If you want to abort the program, enter "EN" and [ENTER] to return to the main menu. Press [ENTER] by itself to continue processing the listing without saving the answers.

If you entered an answer set number, you will be asked to enter an optional answer set description. If you want to view a list of answer sets and their descriptions, select the Circulation Codes List from the Listing menu. Refer to Circulation Codes List later in this portion of the chapter for more information.

Quick Strip

There are four keys on the Household file used for searching records: the Name Key, the Address Key, the Telephone Key, and the Carrier Route Key. Each key has an index associated with it, and may need to be re-indexed periodically. The **Name**, **Address** and **Telephone Keys** are typically used to locate subscriber accounts when the account number is not known. Refer to Chapter 2, Item 1 - Master File Maintenance for more information.

The **Carrier Route Key** is available to allow you to quickly search the subscriber files for subscribers/non-subscribers on a particular route or range of routes and even search in carrier route sequence order. This feature is used to print and update starts, stops and PIA credits on bundle labels in route and sequence order, as well as run route lists. It can also be used in the master file strip to quickly search only those records on one or more mail routes, referred to as a "**Quick Strip**".

For mail routes, assign a CRT-# greater than the largest route number available on the Carrier/Dealer Master File - e.g. 9000. Select CRT-# = 9000 in the strip. If you answer "Y" to the prompt "STRIP IN ROUTE ORDER?", the program will search the index file and only look at those accounts with a 9000 in the CRT-# field. If you answer "N" to the prompt or only look at the SS-CD field for mail subscribers, the program will have to look sequentially through all subscribers and non-subscribers, creating a much longer run. Mail labels, master file listings, expiration notices, subscriber coupons, mailgrams, and postal verification card strips may also use the quick strip.

Item 16 - Carrier Route List

The Carrier Route List is a listing of subscribers, non-subscribers or both, on each route or alternate route, and may optionally include delivery instructions. You may run this report on regular paper or on 3 1/2" by 5" index cards for any route(s) and district(s). It may be sorted in route or district order. You may also run it for your mail route(s) if you have assigned mail route numbers in the CRT-# field.

Select Item 16 - Carrier Route List from the Subscriber Listings menu. You will be asked to specify your preferences through a series of prompts. Based on your responses, you may see any of the following:

```

shemp Main
CARRIER ROUTE LIST                                ROUTE:    1 TO    1
YOUR NEWSPAPER NAME                              D-MGR:    TO    ~~

        ALTERNATE PRODUCT CODE (NONE) NONE

        COMBINE LISTS ON BASE ROUTE N

        STARTING ROUTE #      1
        ENDING ROUTE #      1

        STARTING DIST MGR
        ENDING DIST MGR    ~~

        SORT BY ROUTE, DISTRICT, OR LOAD/SEQ (R/D/L) ? R

```

Figure 65 - Carrier Route List - "Defining the Carrier Route List"

ALTERNATE PRODUCT CODE (NONE)

Enter an alternate product code to get an alternate route list or press [ENTER] for the regular route list.

STARTING ROUTE #**ENDING ROUTE #**

Press the [TAB] key to enter a table of up to 14 route numbers, or enter a range of route numbers. Press [ENTER] twice for all routes.

STARTING DIST MGR**ENDING DIST MGR**

Press the [TAB] key to enter a table of up to 14 districts, or enter a range of districts. Press [ENTER] twice for all districts.

SORT BY ROUTE OR BY DISTRICT (R/D) ?

Select whether you want to sort the listing by (R)oute or by (D)istrict.

```

shemp Main
CARRIER ROUTE LIST                                ROUTE: 1 TO 1
YOUR NEWSPAPER NAME                              D-MGR: TO ~
                                                    SORT BY ROUTE

LIST STARTS/STOPS ONLY (Y/N) ? N

SUBSCRIBER, NON-SUBSCRIBER, BOTH (S/N/B) ? S
ACTIVE, INACTIVE, OR BOTH (A/I/B) ? A
ENTER DATE FOR COMPARISON 12/10/2008

LIST PRE-PAID SUBSCRIBERS ONLY (Y/N) ? N

OUTPUT TO TERMINAL OR PRINTER (T/P) ? P

SORT IN DELIVERY SEQ. OR STREET ORDER (D/S) ? S

PRINT IN REPORT OR INDEX CARD FORMAT (R/I) ? R

LIST DELIVERY INSTRUCTIONS (Y/N) ? Y

```

Figure 66 - Carrier Route List - "Defining the Carrier Route List"

LIST STARTS/STOPS ONLY (Y/N) ?

If want to list only starts and stops, answer "Y"es and enter a beginning and ending range of dates, or "ALL" dates to compare for starts and stops.

SUBSCRIBER, NON-SUBSCRIBER, BOTH (S/N/B) ?**ACTIVE, INACTIVE, OR BOTH (A/I/B) ?****ENTER DATE FOR COMPARISON**

If non-subscribers, do you want to include inactive subscribers as non-subscribers? If subscribers, do you want to include active or inactive or both? If active or inactive, enter the date for active status.

LIST PRE-PAID SUBSCRIBERS ONLY (Y/N) ?

If you selected active subscribers, do you want to list only PIA customers?

OUTPUT TO TERMINAL OR PRINTER (T/P) ?

Select whether you want to display the report on the "T"erminal screen or "P"rint it.

SORT IN DELIVERY SEQ. OR STREET ORDER (D/S) ?

Select if you want to sort the routes in "D"elivery sequence or "S"treet address order.

PRINT IN REPORT OR INDEX CARD FORMAT (R/I) ?

If you sent the report to the printer, do you want it on plain "R"eport paper or on "I"ndex cards?

LIST DELIVERY INSTRUCTIONS (Y/N) ?

Select if you want to also list the delivery instructions.

Report vs. Index Card Format

The Carrier Route List will be printed in either Report or Index Card format, based on your answer to the prompt noted above. Samples of these outputs are shown below:

RUN DATE: 1/08/2009		CARRIER ROUTE LIST - ROUTE:5107			LD/SEQ: 410/0001		PAGE: 4			
YOUR NEWSPAPER NAME		JAMES MILLER			ACTIVE SUBS AS OF		1/08/2009			
ACCT-#	CD	EXP-DATE	MTWTFSS	NAME	APARTMENT	STREET ADDRESS	ZIP	PHONE-#	SEQ-#	LOCATION
21770	SP	11/19/2008	MTWTFSS	HERMAN, MICHAEL		321 REDD ST NW	12144	633-5715	99999	BAG WHEN WET
41062	SP	11/13/2008	MTWTFSS	NANZ, LOREN		404 REDD ST NW	12144	457-4062	99999	
67943	SP	11/03/2008	MTWTFSS	SMITH, KATHY		128 RIVER RD	12144	434-4674	0	
1528	SP	11/09/2008	MTWTFSS	ELLIS, SEAN G		100 SARATOGA ST	12144	633-4199	0	
96679	SP	1/21/2009	MTWTFSS	MOSENDEN, GARY		108 SARATOGA ST	12144	434-6713	0	
44005	SP	11/23/2008	MTWTFSS	WILLIAMS, FRANCIS		317 SARATOGA ST	12144	434-7102	0	
46684	SP	10/24/2008	MTWTFSS	AMEROZ, DARIN		321 SARATOGA ST	12144	233-1583	0	
4316	SP	11/17/2008	MTWTFSS	PAXTON, JEANETTA		100 SILVER BLUFF RD	12144	226-7265	0	
91533	SP	5/08/2009	MTWTFSS	WARREN, APRIL		104 SILVER BLUFF RD	12144	226-6429	0	
16968	SC		MTWTFSS	HOOVER, PATRICIA		108 SPEARMAN AVE	12144	434-7307	1540	
16970	SP	12/03/2008	MTWTFSS	STOYER, ANNA M		110 SPEARMAN AVE	12144	424-6812	1560	
36019	SP	3/07/2009	M SS	LAORENZA, FRANCES		113 SPENCER RD	12144	633-0316	0	BAG EVERY DAY
16195	SP	1/02/2009	MTWTFSS	TOLLEY, JULIAN		427 STATE HIGHWAY 66	12144	434-0244	99999	
57053	SP	12/24/2008	MTWTFSS	JAMESON, MARY A		108 E STATE ST	12144	457-4448	99999	
16436	SP	3/28/2009	MTWTFSS	HOLLENBANK, ESTHER		501 STATE ST S	12144	233-1557	0	
96237	SP	10/28/2008	MTWTFSS	MALIZIA, DAVID		505 STATE ST S	12144	434-7411	0	
33008	SP	12/24/2008	MTWTFSS	FOLTZ, LINDA		517 STATE ST S	12144	434-9049	0	IN FP TUBE
58727	SP	10/02/2008	MTWTFSS	ALSNAUER, HANOR		102 SUNSET DR	12144	633-0635	0	
12054	SP	3/10/2009	MTWTFSS	CREWS, EDWARD		114 SUNSET DR	12144	233-3246	0	
19389	SP	11/09/2008	MTWTFSS	THOMAS, PATRICK		2100 SWAMP RD	12144	434-8822	900	
19390	SP	1/14/2009	MTWTFSS	WINFIELD, ROSEMARIE		2201 SWAMP RD	12144	242-2636	1910	
19391	SP	10/06/2008	MTWTFSS	ADAMS, VIOLET		2205 SWAMP RD	12144	434-4488	0	
70724	SP	11/19/2008	MTWTFSS	MYERS, ERNEST		104 THE PASS	12144	434-9912	0	
15369	SP	8/15/2009	MTWTFSS	BEUBREY, TAMI		116 THE PASS	12144	434-1232	0	
71076	SP	10/27/2008	M SS	AMENDOLA, SKYE		121 THE PASS	12144	226-4239	0	BAG-TOSS TWARD GARAG
71109	SP	11/12/2008	MTWTFSS	MERTZ, DANNY M		113 N WASHINGTON ST	12144	226-8312	0	
95713	SP	11/21/2008	MTWTFSS	BRANHAM, RICHARD T		116 WENGLER AVE	12144	434-7728	0	
84077	SP	11/17/2008	MTWTFSS	VAUGHAN, PAUL L		121 WENGLER AVE	12144	233-5797	99999	
96393	SP	12/16/2008	MTWTFSS	UMPHERS, LYDIA		125 WENGLER AVE	12144	226-5737	0	
16127	SP	11/14/2008	MTWTFSS	HELLING, JOHN		231 WILLIAM ST	12144	434-8479	99999	
16133	SP	12/20/2008	MTWTFSS	CROUCH, ROBERT		238 WILLIAM ST	12144	434-5489	800	
16134	SP	7/21/2009	MTWTFSS	HANCOCK, CAROL		240 WILLIAM ST	12144	226-6917	810	

TOTALS	ADDRESS: 184	SUBSCRIBERS: 185	PRE-PAIDS: 77
------------	--------------	------------------	---------------

RECAP BY DELIVERY SCHEDULE				
CODE	MTWTFSS	SUBSCRIBERS	PIAS	INACTIVE SUBS
STD	1111111	180	74	0
MD	0001000	0	0	0
OTHER	OTHER	5	3	0

Figure 67 - Carrier Route List - "Report" Format

ROUTE LIST - ROUTE 5107						1
NAME	PHONE-#	EXP-DATE	MTWTFSS	TYP		
ACCT-#	STREET ADDRESS	APARTMENT	ZIP			
GERLACH, N A	233-8639	3/14/2009	MTWTFSS	SP		
25037 206 1					12144	
HANCOCK, ALAN	242-9758	11/01/2008	MTWTFSS	SP		
25024 207 1					12144	
SMITH, LONNY	434-5676	11/01/2008	MTWTFSS	SP		
25025 210 1					12144	
DROLZ, D	424-6561	8/24/2009	MTWTFSS	SP		
25026 211 1					12144	
MAUK, CHRIS	218-8537	12/23/2008	MTWTFSS	SP		
25027 215 1					12144	
MURRAY, JAMES	434-5996	11/23/2008	MTWTFSS	SP		
25039 216 1					12144	

ROUTE LIST - ROUTE 5107						2
NAME	PHONE-#	EXP-DATE	MTWTFSS	TYP		
ACCT-#	STREET ADDRESS	APARTMENT	ZIP			
DREEMOND, F G	000-0000	10/17/2008	MTWTFSS	SP		
96263 217 1					12144	
ROGERS, LAWRENCE	434-9195	2/17/2009	MTWTFSS	SP		
25028 218 1					12144	
BOELKE, L S	633-6330	11/01/2008	MTWTFSS	SP		
22276 227 1					12144	
MCCARTY, KAREN	424-6143	11/08/2008	MTWTFSS	SP		
51480 308 1					12144	
HOOSE, DENNIS	434-6134	1/30/2009	MTWTFSS	SP		
1582 312 1					12144	
MILLER, WINDSHIELD	434-9393	4/10/2009	MTWTFSS	SP		
2004 320 1					12144	

Figure 68 - Carrier Route List - "Index Card" Format

Item 17 - Expiration Notices

The Expiration Notices printing program allows you to print expiration notices for any subset of subscribers. You have the ability to generate a random list or feathered list. You also have the ability to produce 3rd class postal reports for the notices. You may select from several postal indicia that you have previously defined to print on the notices. You may also assign answer sets so that you do not have to answer the prompts again for each run.

Select Item 17 - Expiration Notices from the Subscriber Listings menu. There are three sections to this program: the Parameters Entry, the Strip, and the Notices Definition section. The **Parameters Entry** section contains a list of prompts that have to do with postal reports and feathering. The **Strip** allows the ability to select which master file records you want to produce notices for and in what order by allowing you to select and sort on any combination of data fields. The **Notices Definition** section allows you to enter a message to print on the notices and also optionally to select the printing of test notices and a delivery report.

Parameters Entry

Answer Sets

Answer set number (or 0) for this run __
(Enter "nnE" or "E" for edit only)

An answer set is the answers to all the prompts in this strip program stored in a file for use again and again. If you create and use answer sets, you will not need to answer most of the prompts and strip specifications the next time. Answer sets for notices are stored under the name SFEXP.Ann, where "nn" is the answer set number, from 1 to 99. If you created an answer set from the previous notice run for the same parameter and strip specifications that you are about to enter, use the answer set number here. In other words, if your notices for subscribers in zip code 12345 was saved with a 22, use that number here and the only prompts and strip specifications you will need to enter are the date related ones.

If this is a new run and/or you want to create a new answer set, press [ENTER] or "0" and [ENTER] here. Besides enabling you to create an answer set, this will also run the notice program for that answer set. If you want to edit a new or existing answer set without running the notices that answer set, enter "E" to edit a new answer set or "nnE" to edit an existing answer set. If you are editing an existing answer set, the previous answers to the prompts will display and allow you to change them.

The last prompt in the strip will ask you what answer set number you want to use to save the answers to the prompts you just entered. You can enter a new answer set number or override the old one at this time.

Publications

Enter E to stop program now.

Enter the publication number for this run (1-9) ? _

If you want to abort the program, enter "E" at this time. Otherwise enter the publication number. This does not restrict you to this publication, but allows the lookup of zip related information in the Zip Assignment file for non-subscriber records, which do not have a publication number, in order to update the Postal Reports File.

Feathering

Do you want to feather the list (Y/N) ? _

Number of addresses to include : ____

Out of how many addresses ____

Number of accounts to skip ____

Feathering allows you to skip a number of accounts from the range of accounts you will select in the Strip. Enter the number of addresses that you want to include, out of how many addresses, and how many accounts to skip before starting. For example, the ABC auditor wants to see 1 out of every 9 PIA subscribers beginning at the 12th one. In this case, the number of addresses to include would be 1, out of how many addresses, would be 9, and it would skip the first 11. In other words, the first 11 accounts selected by the strip specifications would be skipped, then the 12th would be included, the next 8 would be skipped, and the next one would be included, then the next 8 would be skipped, etc., until it reaches the maximum.

Do you want to generate a random list (Y/N) ? _

Number of addresses to include : ____

Generating a random list is an excellent way of sampling. You may want to create a random list of 100 non-subscribers and have telemarketing call them. Include 100 addresses and set up the strip specifications to look for non-subscriber accounts.

Postal Reports

What automatic sacking sort do you want (<RETURN> for none)

If you wish for the system to sort your notices based on postal standards, enter an appropriate auto-sacking control entry number. If you wish to control the sorting of your notices yourself, leave this field blank. Refer to Chapter 7, Item 16 - Auto-Sacking Control File for more information.

Subscriber renewal notices can be mailed utilizing a standard mail permit and standard mail guidelines. The USPS Domestic Mail Manual should be consulted regarding postal requirements and regulations.

Update postal reports information ? _

If you answer "Y"es, you can create a 3rd class postal report in the Postal Reports File. You may generate any number of postal reports by publication, class, type, and date. If two notice runs for the same publication number, class and type are run in the same day, the amounts in the fields will be the total of the two runs. The fields on this report contain the exact quantities and dollar amounts that will print on the 3602 reports to be taken to the post office. Refer to Chapter 2, Item 9 - Postal Reports File for how to create and maintain the file.

Notices Definition

Do you want test forms (Y/N) ? _

If you want to print a test set of notices so that you can align your printer, answer "Y" to this prompt. This will take the first notice and print it three times down the paper. You may stop the printer any number of times during the printing of the test notices to line them up properly. These three rows of notices will not be included in any count or reports, and should be discarded after printing.

Date for Exclusion of Temporary Stops (Publishing Date) __/__/__

This is the date used to create the postal report. It is also used to determine if a subscriber is on vacation and should not receive a notice. To include everyone, press [ENTER] here.

**Print a delivery ledger (Y/N) ? _
Credit per delivery (Z.XXXX)? _**

If you have selected carrier delivered PIA subscribers to receive expiration notices and your carriers deliver the notices to the door, you can print a delivery ledger. This report is a listing of the subscriber's names and addresses on the expiration notices in order by carrier route. Enter the amount of credit per notice you will give the carriers. The total credits will be posted to the Temporary Charge/Credit File in the Carrier System as a Billing Delivery with a "BT" type code.

Print Listing of Accounts

If you want to print a separate list of sent renewals in report format for in-house purposes, answer "Y" to this prompt.

E-Mail Options

Enter Option: __

Entering a "1" for Standard will check each subscriber to designated to receive a notice and if their account is flagged to e-mail the form and an e-mail address exists, an HTML form is created and e-mailed, otherwise a paper form is generated. Entering a "2" for Mail All will create a paper form for all designated subscribers, regardless of the way their account is flagged. Entering a "3" for E-Mail All will generate an HTML form for all designated subscribers with an e-mail address.

E-Mail Tag Line:

Enter a 2 short text lines that will show up as the body of the e-mail that is forwarded. The actual HTML notice will be an attachment.

Enter message for printed notices:

Enter a message that will appear on all the printed expiration notices. The system control file determines the number of lines, and the number of characters on each line of the message. This prompt will not appear if your printed notices are designed without a message area.

Enter message for e-mailed notices:

If you selected option "1" or "3", you will have the option to enter a 4-line message to appear in the HTML generated e-mail renewals.

Answer set # or [ENTER] to not save

Enter EN to abort job here. __

Enter optional answer set description _____

If you wish to save the answers to the prompts and the strip specifications, enter an answer set number here (1-99) and press [ENTER]. This response will save the answer set and continue processing notices. If you want to abort the program, enter "EN" and [ENTER] to return to the main menu. Press [ENTER] by itself to continue processing notices without saving the answers.

If you entered an answer set number, you will be asked to enter an optional answer set description. If you want to view a list of answer sets and their descriptions, select the Circulation Codes List from the Listing menu.

Item 18 - Postal Verification Cards

The Postal Verification Cards program prints 3" by 5" postal verification cards and header cards for the post office. If you print the cards in zip code, postal route, and postal sequence order, and submit them to the post office, the post office will correct the sequencing of the cards and return them to you with bad addresses corrected and missing addresses included. You can then correct your addresses, and use the Postal Sequence Entry to update postal sequence numbers. If you have 95% of the deliverable addresses in a particular zip code, you may qualify for USPS Computerized Delivery Sequence (CDS) service. One method of substantiating your 95% coverage is to submit the sequenced verification cards to the post office. Refer to Chapter 5, Item 25 - USPS CDS Interface for more information.

The Postal Verification Cards program utilizes the strip procedures to allow a high degree of flexibility. You can print cards for any subset of subscribers, non-subscribers or both. You have the ability to generate a random list or a feathered list. You can also assign answer sets so that you do not have to answer the prompts again for each run.

Select Item 18 - Postal Verification Cards from the Subscriber Listings menu. There are three sections to this program: the Parameters Entry, the Strip, and the Cards Definition section. The **Parameters Entry** section contains prompts that have to do with feathering and random list generation. The **Strip** allows the ability to select which master file records you want to produce cards for and in what order by allowing you to select and sort on any combination of data fields. The **Cards Definition** section allows you to define the type of cards.

Parameters Entry

Answer Sets

Answer set number (or 0) for this run __
(Enter "nnE" or "E" for edit only)

An answer set is the answers to all the prompts in this strip program stored in a file for use again and again. If you create and use answer sets, you will not need to answer most of the prompts and strip specifications the next time. Answer sets for verification cards are stored under the name SLMAS.Ann, where "nn" is the answer set number, from 1 to 99. If you created an answer set from the previous card run for the same parameter and strip specifications that you are about to enter, use the answer set number here. In other words, if verification cards for all mail subscribers on postal route CR01 in zip code 12345 was saved as Answer Set #22, use that number here and the only prompts and strip specifications you will need to enter are the date related ones.

If this is a new run and/or you want to create a new answer set, press [ENTER] or "0" and [ENTER] here. Besides enabling you to create an answer set, this will also run the verification card program for that answer set. If you want to edit a new or existing answer set without running the cards for that answer set, enter "E" to edit a new answer set or "nnE" to edit an existing answer set. If you are editing an existing answer set, the previous answers to the prompts will display and allow you to change them. The last prompt in the strip will ask you what answer set number you want to use to save the answers you just entered. You can enter a new answer set number or override the old one at this time.

Publication

Enter E to stop program now.

Enter the publication number for this run (1-9) ? _

If you want to abort the program, enter "E" at this time. Otherwise enter the publication number. This does not restrict you to this publication, but allows the lookup of zip related information in the Zip Assignment file for non-subscriber records, which do not have a publication number.

Feathering

Do you want to feather the list (Y/N) ? _

Number of addresses to include : ____

Out of how many addresses ____

Number of accounts to skip ____

Feathering allows you to skip a number of accounts from the range of accounts you will select in the Strip. Enter the number of addresses that you want to include, out of how many addresses, and how many accounts to skip before starting. For example, the ABC auditor wants to see 1 out of every 9 PIA subscribers beginning at the 12th one. In this case, the number of addresses to include would be 1, out of how many addresses, would be 9, and it would skip the first 11. In other words, the first 11 accounts selected by the strip specifications would be skipped, then the 12th would be included, the next 8 would be skipped, and the next one would be included, then the next 8 would be skipped, etc., until it reaches the maximum.

Random List

Do you want to generate a random list (Y/N) ? _

Number of addresses to include : ____

Generating a random list is an excellent way of sampling. You may want to create a random list of 100 non-subscribers and have telemarketing call them. Include 100 addresses and set up the strip specifications to look for non-subscriber accounts.

The Strip

The master file strip is similar in function for mail labels, master file listing, postal verification cards, expiration notices, subscriber mailgrams and batch coding and enables you to select which addresses will be selected from the master files and in what order they will be sorted. Refer to Chapter 3, Item 15 - Master File Strip & Lists for more information.

Card Definition

Enter the desired listing version: _

P) PO Address Verification Cards

Q) Verif. cards and header cards

Select "P" to print only verification cards. Select "Q" to print both verification cards and carrier header cards. The Carrier Header Cards utilize a standard format that looks like an IBM punch card only on continuous forms.

Date for Exclusion of Temporary

Stops (Publishing Date) _/ _/ _

This is the date used to determine if a subscriber is on vacation and should not have a card printed for them. To include everyone, enter [ENTER] here.

Do you want to replace existing names with "RESIDENT" (Y/N) ? _

If you answer "Y"es, the subscriber names will be replaced with the name "RESIDENT" when the cards are printed.

Answer set # or [ENTER] to not save

Enter EN to abort job here. _

Enter optional answer set description _____

If you wish to save the answers to the prompts and the strip specifications, enter an answer set number here (1-99) and press [ENTER]. This response will save the answer set and continue processing the cards. If you want to abort the program, enter "EN" and [ENTER] to return to the main menu. Press [ENTER] by itself to continue processing the cards without saving the answers.

If you entered an answer set number, you will be asked to enter an optional answer set description. If you want to view a list of answer sets and their descriptions, select the Circulation Codes List from the Listing menu.

Item 19 - Subscriber Coupons

The Subscriber Coupon printing program utilizes the strip function for maximum flexibility. You can print subscriber coupons for any subset of new starts based on the start reason code. You have the ability to generate a random list or feathered list. You can assign answer sets so that you do not have to answer the prompts again for each run.

Select Item 19 - Subscriber Coupons from the Subscriber Listings menu. There are three sections to this program: the Parameters Entry, the Strip, and the Coupons Definition section. The **Parameters Entry** section contains a list of prompts that have to do with feathering and random lists. The **Strip** allows the ability to select which master file records you want to produce coupons for and in what order by allowing you to select and sort on any combination of data fields. The **Coupons Definition** section allows you to define the denomination, number of coupons, number of days and expiration date, and optionally to select the printing of test coupons and a delivery report.

Parameters Entry

Answer Sets

Answer set number (or 0) for this run __
(Enter "nnE" or "E" for edit only)

An answer set is the answers to all the prompts in this strip program stored in a file for use again and again. If you create and use answer sets, you will not need to answer most of the prompts and strip specifications the next time. Answer sets for coupons are stored under the name SFEXP.Ann, where "nn" is the answer set number, from 1 to 99. If you created an answer set from the previous coupon run for the same parameter and strip specifications that you are about to enter, use the answer set number here. In other words, if your coupons for new starts in zip code 12345 was saved as Answer Set #22, use that number here and the only prompts and strip specifications you will need to enter are the date related ones.

If this is a new run and/or you want to create a new answer set, press [ENTER] or "0" and [ENTER] here. Besides enabling you to create an answer set, this will also run the coupon program for that answer set. If you want to edit a new or existing answer set without running the coupons for that answer set, enter "E" to edit a new answer set or "nnE" to edit an existing answer set. If you are editing an existing answer set, the previous answers to the prompts will display and allow you to change them.

The last prompt in the strip will ask you what answer set number you want to use to save the answers to the prompts you just entered. You can enter a new answer set number or override the old one at that time.

Publication

Enter E to stop program now.

Enter the publication number for this run (1-9) ? _

If you want to abort the program, enter "E" at this time. Otherwise enter the publication number. This does not restrict you to this publication, but allows the lookup of zip related information in the Zip Assignment file for non-subscriber records, which do not have a publication number.

Feathering

Do you want to feather the list (Y/N) ? _

Number of addresses to include : ____

Out of how many addresses ____

Number of accounts to skip ____

Feathering allows you to skip a number of accounts from the range of accounts you will select in the Strip. Enter the number of addresses that you want to include, out of how many addresses, and how many accounts to skip before starting. For example, the ABC auditor wants to see 1 out of every 9 PIA subscribers beginning at the 12th one. In this case, the number of addresses to include would be 1, out of how many addresses, would be 9, and it would skip the first 11. In other words, the first 11 accounts selected by the strip specifications would be skipped, then the 12th would be included, the next 8 would be skipped, and the next one would be included, then the next 8 would be skipped, etc., until it reaches the maximum.

Random List

Do you want to generate a random list (Y/N) ? _

Number of addresses to include : ____

Generating a random list is an excellent way of sampling. You may want to create a random list of 100 non-subscribers and have telemarketing call them. Include 100 addresses and set up the strip specifications to look for non-subscriber accounts.

The Strip

The master file strip is similar in function for mail labels, master file listing, postal verification cards, expiration notices, subscriber mailgrams and batch coding and enables you to select which addresses will be selected from the master files and in what order they will be sorted. Refer to Chapter 3, Item 15 - Master File Strip & Lists for more information.

Coupons Definition

Do you want test forms (Y/N) ? _

If you want to print a test set of coupons so that you can align your printer, answer "Y" to this prompt. This will take the first coupon and print it three times down the paper. You can stop the printer any number of times during the printing of the test coupons to line them up properly. These three rows of coupons will not be included in any count or reports, and should be discarded after printing.

Date for Exclusion of Temporary Stops (Publishing Date) __/__/__

This is the date used to create the postal report. It is also used to determine if a subscriber is on vacation and should not receive coupons. To include everyone, press [ENTER] here.

Print a delivery ledger (Y/N) ? _
Credit per delivery (Z.XXXX)? _

If you have selected carrier delivered PIA subscribers to receive subscriber coupons, and your carriers deliver the coupons to the door, you may print a delivery ledger. This report is a listing of the subscriber's names and addresses on the subscriber coupons in order by carrier route. Enter the amount of credit per coupon you will give the carriers. The total credits will be posted to the Temporary Charge/Credit File in the Carrier System as a Coupon Delivery with a "B1" type code.

Enter Coupon Expiration Date __/__/__
Enter Coupon Values:

Hit the [ESC] key when done

You may select up to 10 start reason codes or 10 ranges of start reason codes to compare with the range of new start subscriber records you selected above - e.g. from TLM to TLM (Telemarketing). Only those subscribers with STR-RSN equal to the reason codes selected will have coupons printed for them. Enter the value of each coupon, the number of coupons to print, and the number of days.

Answer set # or [ENTER] to not save

Enter EN to abort job here. __

Enter optional answer set description _____

If you wish to save the answers to the prompts and the strip specifications, enter an answer set number here (1-99) and press [ENTER]. This response will save the answer set and continue processing coupons. If you want to abort the program, enter "EN" and [ENTER] to return to the main menu. Press [ENTER] by itself to continue processing coupons without saving the answers.

If you entered an answer set number, you will be asked to enter an optional answer set description. If you want to view a list of answer sets and their descriptions, select the Circulation Codes List from the Listing menu.

Item 20 - Subscriber Mailgrams

The Subscriber Mailgram printing program utilizes the Strip function for maximum flexibility. You can print subscriber mailgrams for any subset of subscribers, non-subscribers or both. You have the ability to generate a random list or feathered list. You also have the ability to produce 3rd class postal reports.

Select Item 20 - Subscriber Mailgrams from the Subscriber Listings menu. There are four sections to this program: the Mailgram Entry, the Parameters Entry, the Strip, and the Mailgrams Definition sections. The **Mailgram Entry** section allows the creation and maintenance of mailgrams. The **Parameters Entry** section contains a list of prompts that have to do with postal reports and feathering. The **Strip** allows the ability to select which master file records you want to produce mailgrams for, and in what order, by allowing you to select and sort on any combination of data fields. The **Mailgrams Definition** section allows you to optionally select the printing of test mailgrams and a delivery report.

Mailgram Entry

The first step in creating Subscriber Mailgrams is to select whether to create a new mailgram format, or to work from an existing format. You are presented with the typical Task Selection screen. Selecting "A"dd allows you to define a new mailgram format. Choosing "C"hange, "I"nquire, or "D"elete lets you work with existing mailgrams. Choosing "E"nd will take you to the **Parameter Entry** section

```

shemp Main
SUBSCRIBER MAILGRAMS/FORM LETTERS
YOUR NEWSPAPER NAME

ENTER THE LETTER OF THE TASK DESIRED:  A

      A. ADD
      C. CHANGE
      I. INQUIRE
      D. DELETE

      E. END

DO YOU WANT MAILGRAM OR LETTER FORMAT ? (M/L) M

ENTER THE RECORD NUMBER DESIRED (1-100) 1
  
```

Figure 69 - Subscriber Mailgrams

DO YOU WANT MAILGRAM OR LETTER FORMAT? M/L _
ENTER RECORD NUMBER DESIRED (1-100) ___

The subscriber mailgram is a special mailing of multiple lines of text, either on a special form or in the form of a letter that you may send to subscribers or non-subscribers. The most common form is the yellow mailgram which you've undoubtedly received in the mail to announce a special event or offer. You can create and maintain up to 100 mailgrams in mailgram format and up to 100 mailgrams in letter format and keep them on your system for future use. Once these have been created, you may use the master file strip to select and sort the master file records you will mail to. The name and address of each account will print directly on the mailgram form, as well as the text of the mailgram.

Adding a New Mailgram

If you have selected "A" to add a new mailgram, enter the type you wish to create ("M" or "L"), and a new record number when prompted. You will be presented a screen based on the format you choose.

shemp Main

SUBSCRIBER MAILGRAMS
YOUR NEWSPAPER NAME

1		13	
2		14	
3		15	
4		16	
5		17	
6		18	
7		19	
8		20	
9		21	
10		22	
11		23	
12		24	

[ACCT#	[NAME	[NME-2	[ST-ADR	[APTMT	[ZIP	
[TEL-#	[CITY	[STATE	[CRT-#	[SS-CD	[PRT-#	
[START	[STOP	[T-STP	[T-STR	[PUB-#	[STR-RSN	The name and address appear in this region.
[LENG	[P-STR	[P-EXP	[GRACE	[EDITN	[STP-RSN	
[RECYD	[R-CD	[R-DAT	[CHK-#	[ORIGN	[PIA-CR1	
[MA-ZN	[SACK	[RATE	[AREA	[TN-CD	[PIA-CR2	
[COPYS	[CD-1	[CD-2	[LOCTN	[HELD	[GIVEN	

Figure 70 - Subscriber Mailgrams - New Mailgram

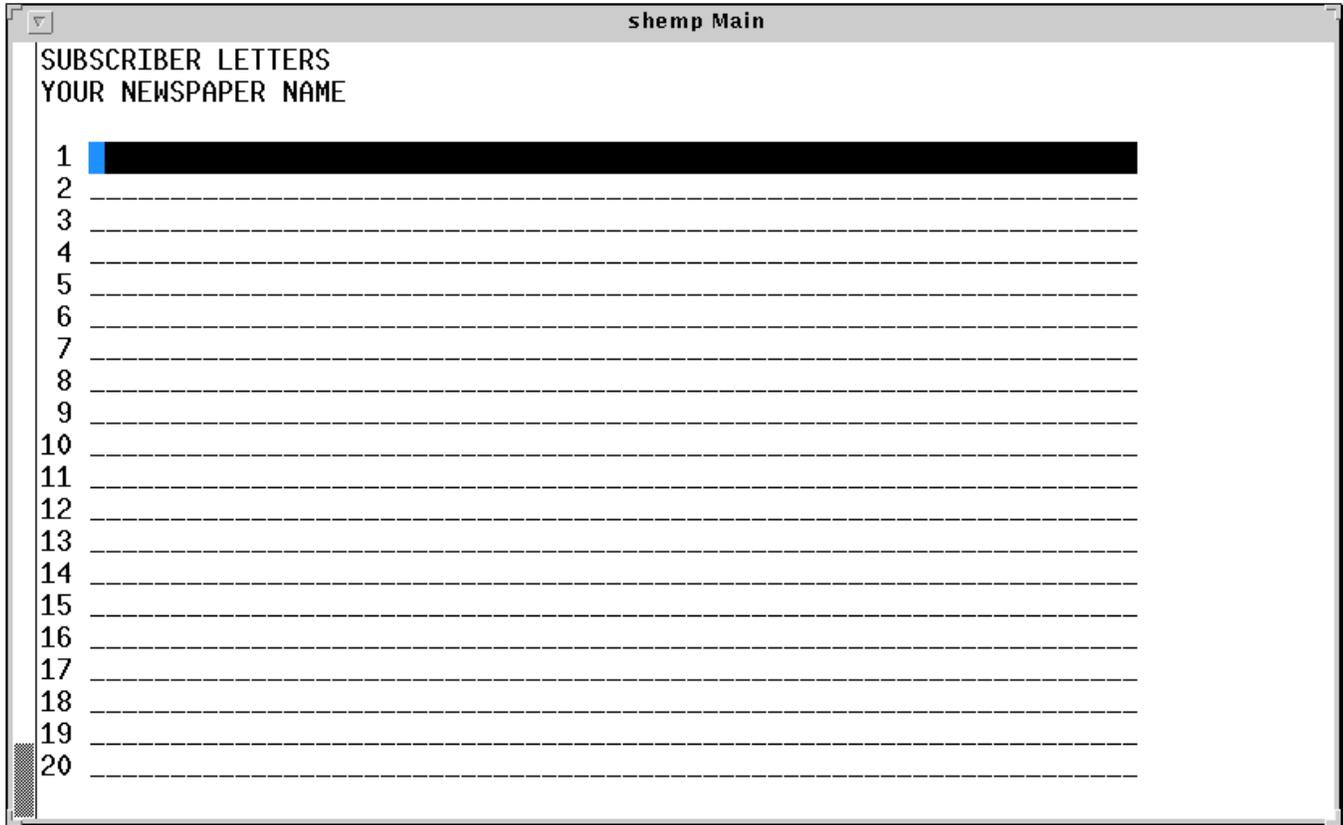


Figure 71 - Subscriber Mailgrams - New Letter

Besides the ability to create free form mailgrams and merge them with subscriber/non-subscriber names and addresses, there is a group of selected master file fields that can be inserted in the text of the mailgrams. These fields allow the insertion of the data from the master file field into the text of the mailgram - i.e. "YOUR SUBSCRIPTION WILL EXPIRE ON [P-EXP " will merge in the expiration date (P-EXP) of each account onto the printed mailgram. Additional fields that may be inserted, but do not appear on the screen are listed below.

[INIT	[ADRKY,	[NAMKY
[CSQ-#	[PSQ-#	[COPYS
[DAYS	[TAX	[TSTOP

Table 37 - Additional Master File Field Keys

When you are done creating the mailgram content, entering "E" for END will take you into the strip program.

Parameters Entry

Publication

Enter E to stop program now.

Enter the publication number for this run (1-9) ? _

If you want to abort the program, enter "E" at this time. Otherwise enter the publication number. This does not restrict you to this publication, but allows the lookup of zip related information in the Zip Assignment file for non-subscriber records, which do not have a publication number, in order to update the Postal Reports File.

Feathering

Do you want to feather the list (Y/N) ? _

Number of addresses to include : ____

Out of how many addresses ____

Number of accounts to skip ____

Feathering allows you to skip a number of accounts from the range of accounts you will select in the Strip. Enter the number of addresses that you want to include, out of how many addresses, and how many accounts to skip before starting. For example, the ABC auditor wants to see 1 out of every 9 PIA subscribers beginning at the 12th one. In this case, the number of addresses to include would be 1, out of how many addresses, would be 9, and it would skip the first 11. In other words, the first 11 accounts selected by the strip specifications would be skipped, then the 12th would be included, the next 8 would be skipped, and the next one would be included, then the next 8 would be skipped, etc., until it reaches the maximum.

Random List

Do you want to generate a random list (Y/N) ? _

Number of addresses to include : ____

Generating a random list is an excellent way of sampling. You may want to create a random list of 100 non-subscribers and have telemarketing call them. Include 100 addresses and set up the strip specifications to look for non-subscriber accounts.

Postal Reports

Update postal reports information ? _

If you answer "Y"es, you may create a 3rd class postal report in the Postal Reports File. You may generate any number of postal reports by publication, class, type, and date. If two mailgram runs for the same publication number, class and type are run in the same day, the amounts in the fields will be the total of the two runs. The fields on this report contain the exact quantities and dollar amounts that will print on the PS Form 3602 reports to be taken to the post office.

3rd Class

2nd or 3rd class mail (2/3)? 3

Multiple or single publication (M/S)? M

Letter or irregular package type (L/I)? _

Estimated weight of 3rd class piece ? _____

If you select "M" for multiple publications, it will update the postal reports based on the publication number in the subscriber's accounts. For 3rd class reports, whether these are for letter type or package type mail, and the approximate weight, is needed to determine which portion of the postal report will be updated: A, B, C or D.

2nd or 3rd class mail (2/3)? 3

Multiple or single publication (M/S)? S

Product code to update _____

Letter or irregular package type (L/I)? _

Estimated weight of 3rd class piece ? _____

If you select "S" for a single publication, it will update the postal reports based on the publication number or product code you enter here. For 3rd class reports, whether these are for letter type or package type mail, and the approximate weight, is needed to determine which portion of the postal report will be updated: A, B, C or D.

The Strip

The master file strip is similar in function for mail labels, master file listing, postal verification cards, expiration notices, subscriber mailgrams and batch coding and enables you to select which addresses will be selected from the master files and in what order they will be sorted. Refer to Chapter 3, Item 15 - Master File Strip & Lists for more information.

Mailgrams Definition

Do you want test forms (Y/N) ? _

If you want to print a test set of mailgrams so that you can align your printer, answer "Y" to this prompt. This will take the first mailgram and print it three times down the paper. You may stop the printer any number of times during the printing of the test mailgrams to line them up properly. These three rows of mailgrams will not be included in any count or reports, and should be discarded after printing.

Date for Exclusion of Temporary**Stops (Publishing Date) __/__/__**

This is the date used to create the postal report. It is also used to determine if a subscriber is on vacation and should not receive a mailgram. To include everyone, press [ENTER] here.

Print a delivery ledger (Y/N) ? _**Credit per delivery (Z.XXXX)? _**

If you have selected carrier delivered PIA subscribers to receive subscriber mailgrams and your carriers deliver the mailgrams to the door, you may print a delivery ledger. This report is a listing of the subscriber's names and addresses on the subscriber mailgrams in order by carrier route. Enter the amount of credit per mailgram you will give the carriers. The total credits will be posted to the Temporary Charge/Credit File in the Carrier System as a Mailgram Delivery with a "B1" type code.

Item 21 - Collection Cards

Collection Cards can be produced for each carrier collect subscriber on each route within the range of route numbers and districts selected. They can be printed in route or district order, and either in delivery sequence or street address order within each route or district. The amount to be collected is either the monthly collection rate found in the Carrier Rate File or a calculation based on the number of days within the date range you select times the Daily and Sunday collection rates found in the Carrier Rate File. The cards show the publication name, route number and carrier name, subscriber name, address and account number, the billing period and the amount due printed on 3 1/2" by 5" continuous card stock. Refer to Chapter 13, Item 4 - Carrier Rate File for a more information.

Select Item 21 - Collection Cards from the Subscriber Listings menu.

```

shemp Main
SUBSCRIBER COLLECTION CARDS FOR CARRIERS
YOUR NEWSPAPER NAME

STARTING ROUTE NUMBER  1
ENDING ROUTE NUMBER   9900

STARTING DISTRICT
ENDING DISTRICT      ~~

PERIOD STARTING DATE  12/01/2008
PERIOD ENDING DATE    12/31/2008

DATE FOR NEW STARTS (<RETURN> FOR COMPLETE RUN) COMPLETE

INCLUDE EXPIRING SUBSCRIBERS (Y/N) ? Y

SORT BY ROUTE OR DISTRICT (R/D) ? R
SORT IN DELIVERY OR STREET ORDER (D/S) ? D

OK (Y/N/E) ? █
  
```

Figure 72 - Collection Cards - "Generating Collection Cards"

STARTING ROUTE NUMBER
ENDING ROUTE NUMBER

Enter a range of route numbers. Press [ENTER] twice for all routes.

STARTING DISTRICT
ENDING DISTRICT

Enter a range of districts. Press [ENTER] twice for all districts.

PERIOD STARTING DATE

PERIOD ENDING DATE

Enter a beginning and ending range of dates. Press [ENTER] twice for all dates.

SORT BY ROUTE OR BY DISTRICT (R/D) ?

Select whether you want to sort the listing by "R"oute or by "D"istrict.

SORT IN DELIVERY OR STREET ORDER (D/S) ?

Select if you want to sort the routes in "D"elivery sequence or "S"treet address order.

YOUR NEWSPAPER NAME	YOUR NEWSPAPER NAME
ROUTE#: 5107	ROUTE#: 5107
JAMES MILLER	JAMES MILLER
PHONE: (518)226-3749	PHONE: (518)226-3749
ALAN HANCOCK	ALAN HANCOCK
207 1	ACCT#: 25024
RENSSELAER NY 12144	PERIOD:
518-242-9758	1/01/2009 - 1/31/2009
PERIOD:	
1/01/2009 - 1/31/2009	
AMOUNT: \$ 17.27	AMOUNT: \$ 17.27
YOUR NEWSPAPER NAME	YOUR NEWSPAPER NAME
ROUTE#: 5107	ROUTE#: 5107
JAMES MILLER	JAMES MILLER
PHONE: (518)226-3749	PHONE: (518)226-3749
LONNY SMITH	LONNY SMITH
DO NOT CALL	ACCT#: 25025
210 1	PERIOD:
RENSSELAER NY 12144	1/01/2009 - 1/31/2009
518-434-5676	
PERIOD:	
1/01/2009 - 1/31/2009	
AMOUNT: \$ 17.27	AMOUNT: \$ 17.27

Figure 73 - Sample Carrier Collection Card

Item 22 - Circulation Codes List

The Circulation Codes List program provides the ability to access any of the system rates or codes, for inquiry or listing, without having to access the individual programs through the menu. Select which file you want to view and select whether you want to view it on the screen or send it to the printer.

Select Item 22 - Circulation Codes List from the Subscriber Listings menu.

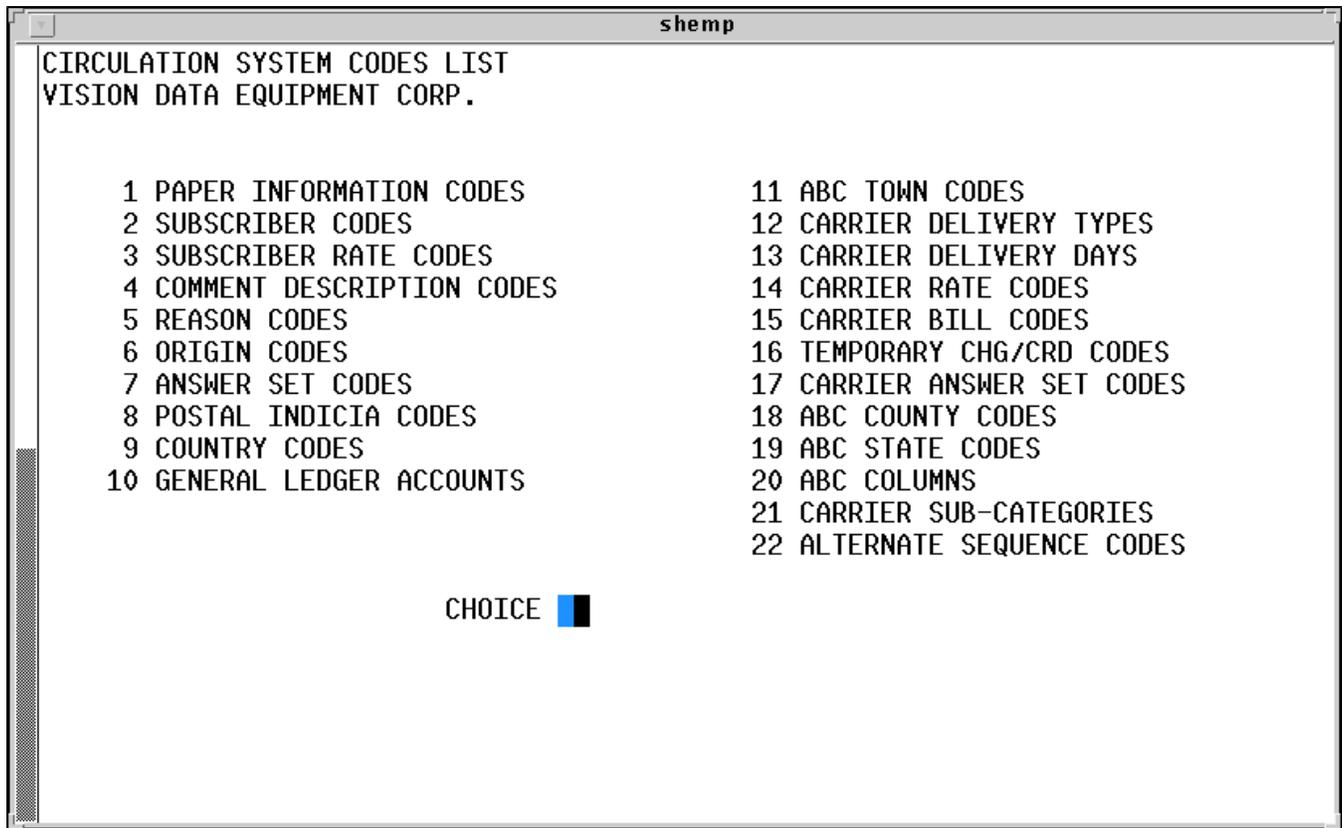


Figure 74 - Circulation Codes List - Selection Screen

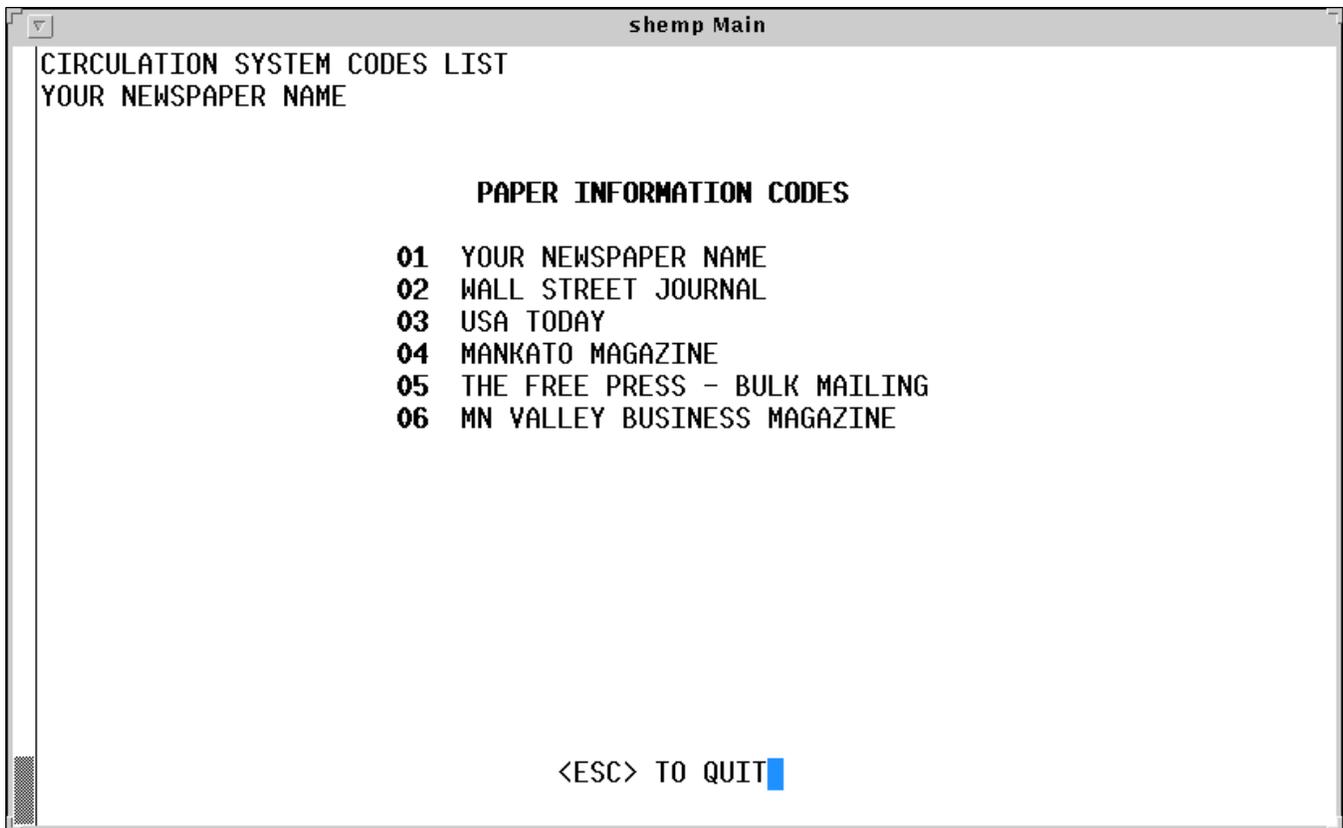


Figure 75 - Circulation Codes List - "Paper Information Codes"

CHAPTER 04 • SET-UP & LISTING

Proper configuration and maintenance of the Set-Up and Listing files keeps your Vision Circulation System running smoothly!

This chapter describes the selections available from the Set-Up & Listing portion of the Subscriber Set-Up & Listing and Special Functions menu, Items 1-14. The menu is accessed from the Subscriber main menu, or any of the other Subscriber system menus, by typing "SS" [ENTER] at the selection line. The topics covered here include the Paper Information File, and a variety of system data and control files. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.

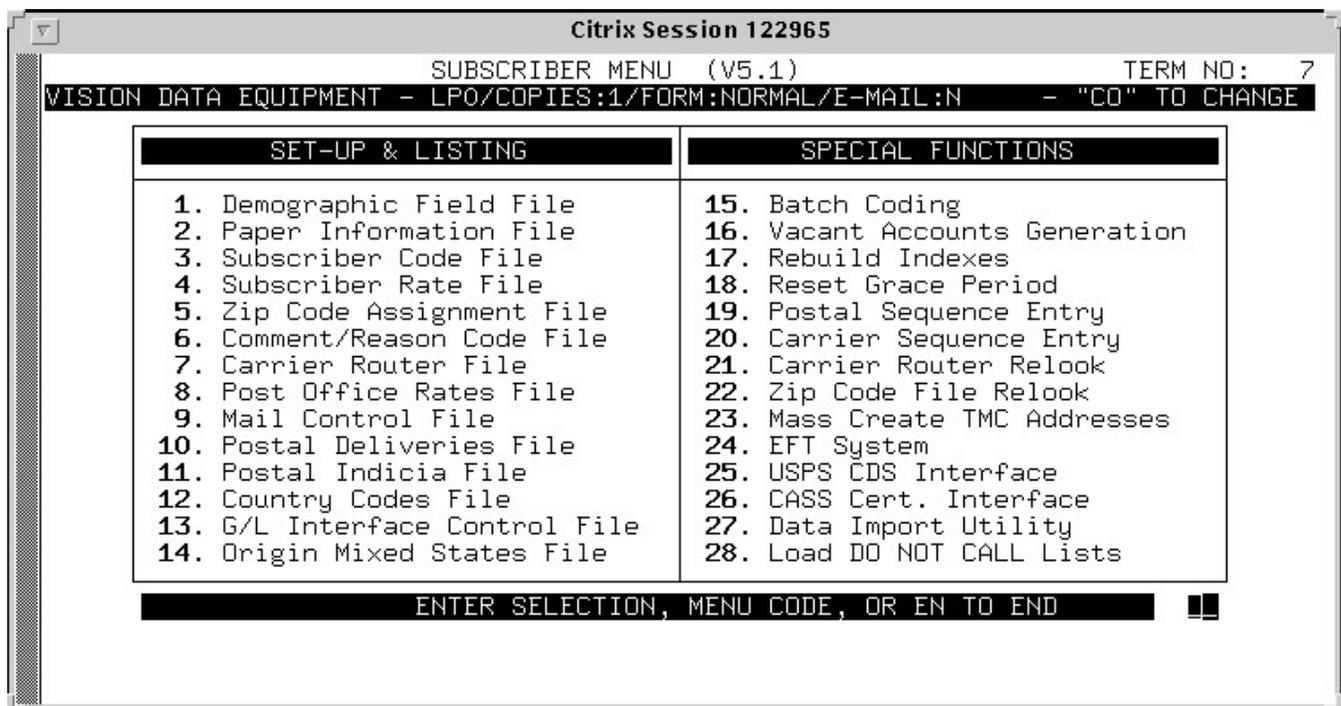


Figure 76 - Subscriber Set-Up & Special Functions Menu

Item 1 - Demographic Field File

The Subscriber/Non-Subscriber system offers an expanded demographics capability. Up to 27 demographic fields (18 three-character code fields and 9 twenty-five-character text fields) can be associated with any subscriber or non-subscriber account. You can custom define any number of codes or answers that may relate to these fields for each subscriber/non-subscriber. You can use the Master File Strip program to search on, or sort on, any combination of these and other fields. For example, you could produce a list of non-subscribers with a certain number of children, a certain income level, and a certain level of education.

Creating a New Demographic Field

Select Item 1 - Demographic Field File from the Subscriber Set-up & Listing menu. To create a new Demographic Field, type "1" [ENTER] at the "select type" prompt. Enter the field parameters as defined below.

shemp Main			
CODE	DESCRIPTION	FILE MAINT	T:A
YOUR NEWSPAPER NAME			1. DEMOGR. FIELD
			2. DEMOGR. CODE
			SELECT TYPE 1
	FIELD	15	
1	FIELD TITLE	EXTRA	
2	DESCRIPTION	TAKING THE EXTRA ??	
3	EDIT CODE	YN	
4	ASSIGNED (S/A)	A	
OK ?			

Figure 77 - Sample New Demographics Field Entry

Demographic Field Parameters

FIELD [1-27]

Enter the field number you want to define (1-27).

1 FIELD TITLE

Enter the six-character field name.

2 DESCRIPTION

Enter a 30-character description of the field you are defining.

Field Name	Description
#-CHLD	Number of Children
LOT SZ	Size of Lot
#-CARS	Number of Cars Owned
INCOME	Income
HEALTH	Health of Person
TMC ?	Receive TMC Product
EDUCTN	Education Level
AGE	Age of Homemaker
#-PETS	Number of Pets
HSE TY	Type of House
JOB DS	Job Description

Table 38 - Sample 6 - Character Field Names and Descriptions

3 EDIT CODE

An Edit Code allows you to bind a field to a specific set of allowable answer values. Only answer values with the same edit code will be allowed as answers - i.e. the demographic code ONE may be an allowable response to the field #-CARS, so they must have the same edit code. If you do not specify an edit code, any input value will be allowed.

4 ASSIGNED (S/A)

If this demographic field is assigned to a "s"ubscriber account and a move occurs, this field will move with the subscriber. If it is assigned to an "A"ddress, it will stay with the address, which will become a non-subscriber on the effective date of the move. For example, a value for "Income" should follow the subscriber, a value for "House Type" should stay with the address.

Creating a New Demographic Code

Select Item 1 - Demographic Field File from the Subscriber Set-up & Special Functions menu. To create a new Demographic Code, type "2" [ENTER] at the "select type" prompt. Enter the field parameters as defined below.

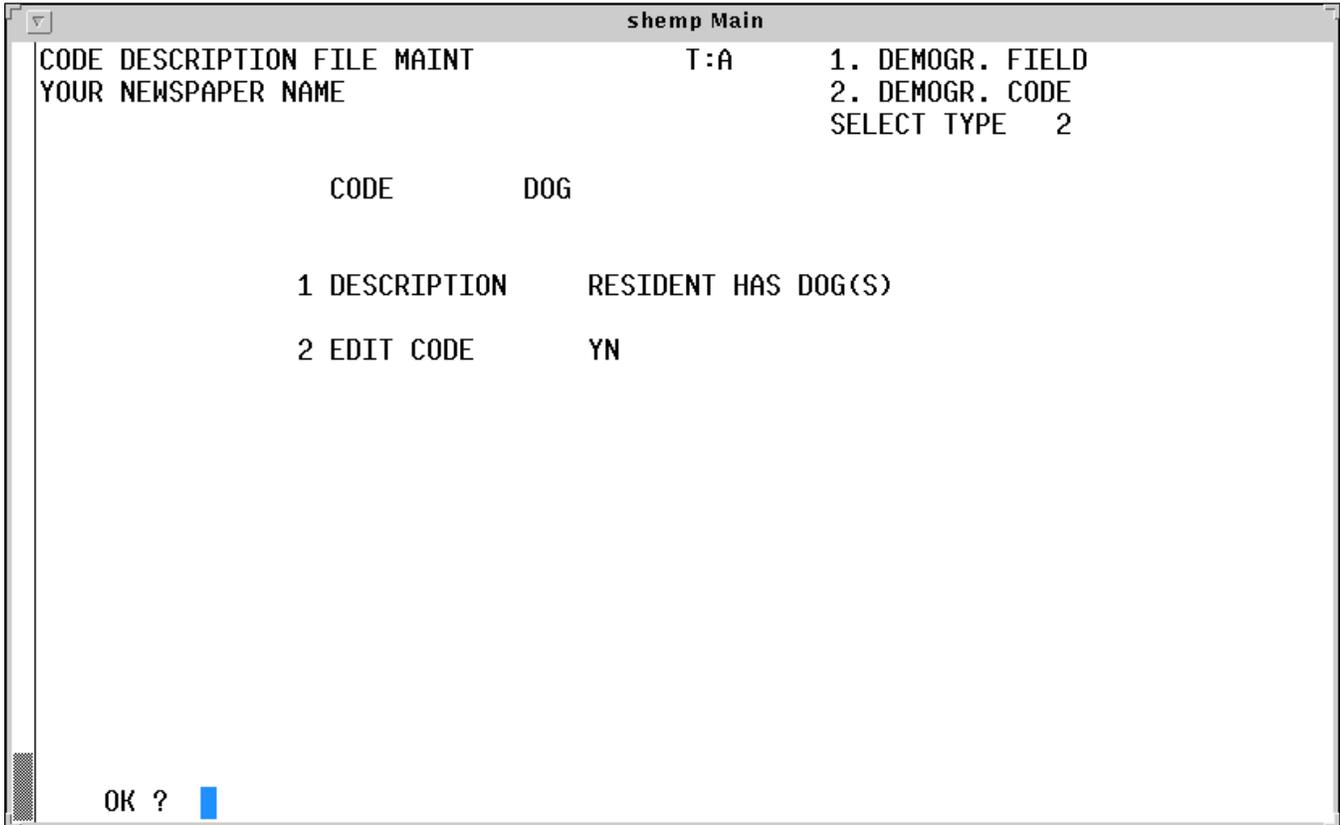


Figure 78 - Sample New Demographics Code Entry

Demographic Code Parameters

CODE

Enter a three-character code. These codes are used as answers to demographic fields 1-27.

1 DESCRIPTION

Enter a 30-character description of the code you want to define.

Code	Description
10-	Below \$10,000
10	\$10,000-\$20,000
20	\$20,000-\$30,000
30	Over \$30,000
2AC	One to Two Acres
3AC	Over Two Acres
AG1	Under 18
AG2	18-14
AG3	25-30
AG4	Over 30

Table 39 - Sample 3 - Character Codes and Descriptions

2 EDIT CODE

An Edit Code allows you to bind a field to a specific set of allowable answer values. Only answer values with the same edit code will be allowed as answers - i.e. the demographic code ONE may be an allowable response to the field #-CARS, so they must have the same edit code.

Paper Information File Parameters

PRODUCT CODE

The two-digit product code refers to the publication number in the PUB-# field of the Master File and also the zip related information for this publication in the Zip Code Assignment File. In addition, two-character product codes may be defined - e.g. "TM" for TMC product. These product codes may be assigned to a subscriber's account during entry of alternate routes.

Since this is the primary key field of this file, once the record has been created, this value cannot be changed. To change this number you must "D"elete this record and "A"dd another.

1 PAPER NAME

2 ADDRESS-1

3 ADDRESS-2

4 CITY

5 STATE

6 ZIP CODE

7 PHONE

Enter the name, address and phone of this publication as you want it to appear on the post office reports.

8 FED TAX-ID

Enter the Federal Tax ID number as used on an IRS 1099 form.

9 NIE ROUTE

Specify the Route Number that should receive NIE donations related to this publication. This should be a specific route created for the purpose of collecting all NIE related transactions for accounting and reporting purposes.

10 SALES TAX RATE

Certain states require a sales tax on carrier supplies - e.g. rubber bands, plastic bags, etc. In the Carrier system Charge/Credit Description File, a "Supplies" codes may be defined as being taxable or not. If a charge or credit transaction amount is taxable, the Carrier Billing program will use this tax rate to calculate the tax amount.

11 FINANCE

12 PUB-#

13 ACS CODE

14 MAILER ID

15 PER R-TYPE

16 STD R-TYPE

These fields refer to the postal information for the newspaper. They represent the 6-digit finance number assigned to this product by the USPS, the 6 digit periodical postal publication number assigned to this product by the USPS, the 7-character code assigned to the product by the USPS for address correction, The 6 to 9 digit mailer id assigned to this product by the USPS for the Intelligent Barcode, and the rate types for both periodical and standard mail. Rate types for periodical mail are: "R" for Regular, "A" for Agriculture, "Q" for Requestor, "S" for Special non-profit or "C" for Classroom. The rate types for standard mail are "R" for Regular, and "S" for Special non-profit.

17 P.O., STATE**18 P.O. ZIP**

These two fields refer to specific information about the post office you mail the publication from, and will appear on your post office report. The "P.O., STATE" field allows the entry of the City, ", " and State of this post office.

19 NON-PD GRACE PER

When a new PIA subscriber starts how many days grace are allowed before their first payment is required. A typical allowance would be 30 days.

20 REPORT RTZ OR DMA

ABC report heading to show Retail Trade Zone or Designated Market Area.

21 PUB. DAYS

Enter the publishing days for the week. This works the same as the DAYS field in the Master File. Beginning with Monday and ending with Sunday, enter a "1" for a publishing day and a "0" for a non-publishing day. This field is checked in several programs, including Master File Maintenance, post office reports, day end processing, bundle labels, carrier billing, and draw change file maintenance, to verify or inquire on the publishing days for each publication.

22 SAT = SUN

If you do not publish on Sunday, do you want to treat your Saturday publication as if it were Sunday - i.e. different rates for Saturday than for the rest of the week. This will use PIA-CR2 of the Master File as the Saturday PIA credit during bundle label runs, and the Sunday carrier rate as the Saturday carrier rate for billing purposes.

23(+) CODE**24(+) DESCRIPTION**

Within each company, there may be as many as 9 publications. Each publication may have several editions. For example, there may be morning and evening editions or English and Spanish editions. Each subscriber account is assigned one edition of one publication. Each Carrier/Dealer route is also assigned to one edition of one publication.

Code	Description
AE	Afternoon
ME	Morning
SP	Spanish
EN	English

Table 40 - Sample Edition Codes

Subscriber System Policies

```

shemp
NEWSPAPER INFORMATION FILE MAINTENANCE T:C          PRODUCT CODE 91
YOUR NEWSPAPER NAME

1 CHECK ACCOUNT-#          12 STOP PIA AT GRACE      N
2 MERCHANT #              13 STD STOP REASON      EXP
3 ALLOW CHARGE CARDS N    14 REQR T-STOP REASON   N
4 PAYMENT LENGTH TYPE W  15 MIN SECURITY/EXTENDS  3
5 CARRIER AUTO-ROUTE Y  16 MAX DAYS/EXTENDS     30
6 CREDIT RTE FOR START N  17 C-CARD RECEIVE CODE
7 USE TN-CD IN ADRKY N   18 DOWN ROUTE COUNT     3
8 USE APTMT IN ADRKY N   19 DAYS/COMPLNT CYCLE   2
9 CHECK FOR DUP NAMKY Y  20 MIN COMPLNTS/CYCLE   6
10 CHECK FOR DUP ADRKY Y  21 DISPATCH BY RTE/DM   D
11 COPY TEL-# ON MOVE Y  22 BASE RENWL ON PAYMT  N

ITEM ?  Type number and ? for Help (nn?)

```

Figure 80 - Sample Subscriber Policy File (Code 91)

Product Code 91

The field descriptions detailed below are specific to the Subscriber System Policies (Product Code 91) record.

1 CHECK AMOUNT #

2 MERCHANT #

3 ALLOW CHARGE CARDS

If you allow charge cards to be taken for subscriptions, answer "Y" to "ALLOW CHARGE CARDS" prompt. If this field is answered "Y", when a payment is entered on the Master File Maintenance screen, the program will ask you if it is a charge payment. If it is a charge payment you will be asked for specific credit card information. This will go on a Bank Report that can be printed on demand. This report will also need a Checking Account Number and Merchant Number assigned by the bank. If this prompt is "N", when a payment is entered on the Master File Maintenance screen, it will assume the payment is cash.

4 PAYMENT LENGTH TYPE

Specify the period type used for the calculated Length field as displayed in the Subscriber Master File. Acceptable values include "M"onthly, "W"eekly, or "D"aily.

5 CARRIER AUTO-ROUTE

If you answer "Y" to this prompt, when you enter a subscriber or non-subscriber address, the Master File Maintenance program will try to locate the carrier route number in the corresponding router file. If it cannot find the address in the router file, it will give a warning message. If it finds the address, it will place the route number in the appropriate field. If you answer "N" to either of these prompts, the Master File Maintenance program will not check the router file nor will it assign the corresponding route number automatically.

6 CREDIT RTE FOR START

During cash entry in Master File Maintenance, if this prompt is answered "Y", you will be asked if you want to give points or cash to the carrier. The daily contest report is a report by route of the points or billing credit given each carrier. Refer to Chapter 2, Item 4 - Daily Contest Report for more information.

7 USE TN-CD IN ADRKY**8 USE APTMT IN ADRKY**

These two prompts refer to how the address key in the Master File is built and referenced. The address key is just one of several keys available in the Master File to quickly look up a subscriber of whom you do not know the account number.

If "USE TN-CD IN ADRKY" is answered "N", the last three digits of the five-digit Zip Code will be used as the first three digits of the key. If the answer is "Y", the two-character Town Code will be used as the first two characters of the key, and a "." (period) will be the third character.

	Zip Code
158 MAPLE AVE, 12877	877MAPLE.158
PO BOX 3216, 51515	515PO..B3216
12345 HAMPTON AVE, 12144	144HAMPT2345
	Town Code
158 MAPLE AVE, 12877	05.MAPLE.158
PO BOX 3216, 51515	12.PO..B3216
12345 HAMPTON AVE, 12144	RE.HAMPT2345

Table 41 - Address Key with "USE TN-CD IN ADRKY" Set to "N"

If "USE APTMT IN ADRKY" is answered "N", the last four digits of the Street Number will always be used as the last four digits of the key. If the answer is "Y" and there is something in the Apartment field for that subscriber, the apartment, space or lot number will be used as the last four characters of the key. If the answer is "Y" and there is nothing in the Apartment field for that subscriber, the Street Number will be used.

	Street Number
158 MAPLE AVE, APT B, 12877	877MAPLE.158
33 WEST END LN, APT 17, 51515	515WEST...33
12345 HAMPTON AVE, SPACE 203, 12144	144HAMPT2345
	Apartment Number
158 MAPLE AVE, APT B, 12877	877MAPLE.158
33 WEST END LN, APT 17, 51515	515WEST.A.17
12345 HAMPTON AVE, SPACE 203, 12144	144HAMPTS203

Table 42 - Address Key with "USE APTMT IN ADRKY" Set to "N"

9 CHECK FOR DUP NAMKY

10 CHECK FOR DUP ADRKY

If you answer "Y" to either of these prompts, when you enter a subscriber or non-subscriber name or address, respectively, the Master File Maintenance program will try to determine if there is a similar name and/or address key in the Master Files. If it finds an exact match on the name and/or address key, it will give a warning message. You may continue creating the entry or you may abort the entry if you determine that it is the same person. If you answer "N" to either of these prompts, the Master File program will not check for duplicate key(s).

11 COPY TEL-# ON MOVE

If in your local area, people then to be able to keep the same phone number as they move from one address to another, enter a "Y" here so that when subscribers move, the system copies the telephone number assigned to their old address over to the new address along with their subscription information. Entering an "N" here will require you to key the telephone number on the new address.

12 STOP PIA AT GRACE

If you answer "Y" to the "STOP PIA AT GRACE" prompt, the bundle label program will convert all PIA subscribers to ex-subscribers, using the default "Ex-subscriber" code defined in the subscriber code file, when their grace date is reached. If the answer to this prompt is "N", the bundle label program will replace the existing subscriber code with the "Carrier Collect" subscriber code on their grace date.

13 STD STOP REASON

Specify the Reason Code to be used by default when a subscriber is stopped for non-payment. The code must be defined in the Comment/Reason Code File. Examples include: "EXP" for expired or "NRW" for non-renewal.

14 REQR T-STOP REASON

Is a Reason Code required when restarting a Temporary Stop? Specify "Y"es or "N"o.

15 MIN SECURITY/EXTENDS**16 MAX DAYS/EXTENDS**

These fields affect the subscriber's expiration date in the Master Files.

You may set the Minimum Security level allowed to Extend the expiration date of a subscriber for your operators. If this is left blank, anyone can extend the expiration date. The security levels are 1-4, 4 being the highest level. You should also secure this program (SEPINF), so that only those with a higher security level than this can get in to modify this security field. System Administrators can refer to separate Vision Data Circulation Security documentation for more information.

You may also set the Maximum number of Days allowable to Extend the expiration date. This is a three-digit field.

17 C-CARD RECEIVE CODE

If you use third-party software for interactive verification of credit card payments (such as ICVerify or VISA Net), which Receive Code (R-CD in Master File Maintenance) should trigger the authorization process. If you accept credit cards that are not verified using your interactive process, you should define a separate Receive Codes.

18 DOWN ROUTE COUNT

Specify how many complaints must be received before triggering Down Route notification.

19 DAYS/COMPLNT CYCLE**20 MIN COMPLNTS/CYCLE**

Specify how many days in the length of a complaint cycle. Also, specify how many complaints must be reached before triggering notification. For example, entering 30 "days" and 5 "minimum complaints" will begin triggering alerts once 5 complaints have been received within the previous 30 days from a given subscriber.

21 DISPATCH BY RTE/DM

Specify whether complaints should be dispatched in "R"oute or "D"istrict order?

22 BASE RENWL ON PAYMT

Answer "N" if you want all available rates to print on a renewal notice for a subscriber. Answer "Y" if you only want to print rates greater than or equal to the subscriber's last payment.

Carrier System Policies

```

shemp
NEWSPAPER INFORMATION FILE MAINTENANCE T:C          PRODUCT CODE 92
YOUR NEWSPAPER NAME

1 POST RETURNS DAILY Y          12 PRT EDITION ON BDL N
2 START WKDY FOR POST 1        13 PRT LOAD ON BDL N
3 DAYS TO RETAIN PIAS 99       14 PRT ZONE ON BDL Y
4 LIST PIAS BY NAME N          15 PRINT ALL BDL #'S Y
5 PRT CAR TEL# ON BDL N        16 SQUEEZE XXX OF YYY N
6 PRT SUB TEL# ON BDL Y        17 MSGS ON ALL BNDLS N
7 PRT SUB CITY ON BDL Y        18 ODD SUBS ON BDL/RPT B
8 PRT SUB ACT# ON BDL Y        19 TIPS ON BDL/RPRT B
9 PRT INQUIRE BDL MSG Y       20 TIP DETAIL ON BILLS Y
10 PRT PAYMENT BDL MSG Y       21 ADJUST TMC W/DRAW N
11 PRT REMINDR BDL MSG Y       22 UPDATE EST-BALANCE N
                                23 INSERTS BY ZONE N

ITEM ? █ Type number and ? for Help (nn?)

```

Figure 81 - Sample Carrier Policy File (Code 92)

Product Code 92

The field descriptions detailed below are specific to the Carrier System Policies (Product Code 92) record.

1 POST RETURNS DAILY

This flag is checked by the Carrier system's Daily Cash Entry & Listing program's posting of returns routine. If you enter "Y" to this prompt, you may not enter more returns than the day's draw for that route, therefore, you must post returns every day. If you answer "N" to this prompt, no check is made - i.e. all returns for the week may be posted to Friday.

2 STARTS WKDY FOR POST

Specify the starting week day for posting returns in Carrier Cash Entry.

3 DAYS TO RETAIN PIAS

4 LIST PIAS BY NAME

These two prompts pertain to the PIA listing in the carrier billing cycle.

The "DAYS TO RETAIN PIAS" prompt refers to how many days past the grace date that PIA subscribers appear on the PIA list in the billing cycle.

If you answer "Y" to the "LIST PIAS BY NAME" prompt, the PIA listing in the billing cycle will be sorted in name order, otherwise, it will be sorted by address.

5 PRT CAR TEL# ON BDL

Answering "Y" to this prompt will cause the carrier's telephone number and address to be printed on the bundle labels, otherwise, only the address will print.

6 PRT SUB TEL# ON BDL**7 PRT SUB CITY ON BDL****8 PRT SUB ACT# ON BDL**

Answering "Y" to these prompts will cause the subscriber's telephone number, city and/or account number to be printed on start/stop messages in addition to their name and address on bundle labels, otherwise, only the name and address will print.

9 PRT INQUIRE BDL MSG

Answering "Y" to this prompt will cause the printing of PIA EXPIRING-INQUIRE messages on the carrier's bundle labels for those subscribers who have reached their expiration date.

10 PRT PAYMENT BDL MSG

Answering "Y" to this prompt will cause the printing of PAYMT RCVD TO messages on the carrier's bundle labels for those subscribers who have made a payment.

11 PRT REMINDR BDL MSG

If you answer "Y" to this prompt, reminder messages will print on the bundle labels the day after an event, such as a start, temporary start, stop or temporary stop. The message will only appear one time.

12 PRT EDITION ON BDL**13 PRT LOAD ON BDL****14 PRT ZONE ON BDL**

Answering "Y" to any of these prompts will cause the appropriate code from the routes master record to print in large letters at the top of each bundle label.

15 PRT ALL BDL #'S

If you select 1 bundle label per bundle instead of 1 bundle label per route during the bundle label run and the answer to this prompt is "Y", bundle numbers will print on all labels for each route.

16 SQUEEZE XXX OF YYY

Page numbers on bundle labels, e.g. "1 of 5", appear in very large letters. If you answer "Y" to this prompt, the page numbers on bundle labels will be printed much smaller.

17 MSGS ON ALL BNDLS

If you select 1 bundle label per bundle instead of 1 bundle label per route during the bundle label run and the answer to this prompt is "Y", start/stop/reminder messages will print on all the labels for each route.

18 ODD SUBS ON BDL/RPT

Specify whether to print the list of odd subscriptions on the "B"undle Labels, or as a separate "R"eport.

19 TIPS ON BDL/RPT

Specify whether to print carrier tip transactions on the "B"undle Labels, as a separate "R"eport, or "N"either. If the "N"either option is selected, tip detail must be printed on the bills.

20 TIP DETAIL ON BILLS

Enter "Y"es to print subscriber detail on the bill for carrier tips.

21 ADJUST TMC W/DRAW

If "Y" is entered to this prompt, the TMC product draws will be adjusted during the bundle label run of the regular publication by the number of starts and stops - i.e. ex-subscribers and non-subscribers should begin receiving the TMC product, and new subscribers should stop receiving it. If the answer is "N", the TMC draw will not be adjusted by the starts and stops of the regular publication.

22 UPDATE EST-BALANCE

If you bill carriers in advance, you may want to include next month's estimate in the BALDU field of the Carrier Master File. If you enter "Y" to this prompt, the balance due in the Carrier Master File will be updated during billing to include next month's estimate, otherwise, the estimate will not be included. The estimates are based on the draw and PIA figures as of the last day of the month.

23 INSERTS BY ZONE

If you have the insert module, answering "Y" to this prompt will cause the inserts to be sorted by insert zone.

EFT System Policies (optional module)

```

shemp
NEWSPAPER INFORMATION FILE MAINTENANCE T:C          PRODUCT CODE 98
YOUR NEWSPAPER NAME

                SUBSCRIBER EFT DETAIL          CARR DIRECT DEPOSIT DTL
ACH RCV PT/IMM DEST      1 987654321          13 000000000
IMMED ORIG/TAX ID        2 9311498625          14 000000000
COMPANY ID NUMBER        3 9311498625          15 000000000
ORIGN BANK DFI NUM       4 98765432          16 000000000
DESTINATION NAME         5 WEB2B              17
BLOCK FACTOR OF 10       6 N                  18

CREATE REVRS ENTRY       7 Y                  19
COMPANY ACCT TYPE        8 CK                  20
COMPANY ACCT NUMBER      9 752275123           21
COMPANY TRANSIT-#        10 091000019          22 000000000

REQUIRE PRE-NOTING      11
CREDIT ACCT ON X-FER     12 N

ITEM ? |          Type number and ? for Help (nn?)
    
```

Figure 82 - Sample EFT Policy File (Code 98 - optional)

Product Code 98

The fields shown above are specific to the EFT (Electronic Funds Transfer) System Policies (Product Code 98) record. This is an optional module which can be purchased to provide EFT Capabilities for Vision Circulation. Refer to separate Vision Data EFT Module documentation for more information.

```
shemp
NEWSPAPER INFORMATION FILE MAINTENANCE  T:C          PRODUCT CODE 96
YOUR NEWSPAPER NAME

          ICVERIFY
1 ICVERIFY VERSION #      3.1
2 ICVERIFY SETUP FILE
3 EFT ICVERIFY LIC-#      001
4 MAX RECS EACH FILE      999999
5 BUSINESS TYPE(R/M/P)    R
6 LONG/SHORT RESPONSE?    L
7 ADDRESS VALIDATION      N
8 CARD PROCESSOR CODE     v - VITAL NETWORK

ITEM ?  Type number and ? for Help (nn?)
```

Figure 83 - Sample EFT Policy File (Code 96 - optional)

Product Code 96

The fields shown above are specific to the EFT (Electronic Funds Transfer) System Policies (Product Code 98) record. This is an optional module which can be purchased to provide EFT Capabilities for Vision Circulation. Refer to separate Vision Data EFT Module documentation for more information.

Item 3 - Subscriber Code File

The Household File and the Subscriber File are linked together by the two-character Subscriber Code. A non-subscriber (or "Resident") record in the Household file has an "N" as the first character of the two-character subscriber code. No subscriber file entry is associated with a non-subscriber. Other subscriber codes may be defined by you in the Subscriber Codes File. These codes should include pre-paid subscribers, carrier collect subscribers, mail subscribers, complimentary carrier delivered and complimentary mail subscribers, as well as inactive subscribers.

Complimentary subscriber codes should begin with a "c" and will accumulate as free subscriptions in the ABC or CAC report.

Select Item 3 - Subscriber Code File from the Subscriber Set-up & Listing menu. To create a new code, type "A" [ENTER] at the "TASK" prompt. To modify an existing code, type "C" [ENTER] at the "TASK" prompt. Enter the field parameters as defined below.

```

shemp Main
SUBSCRIBER CODE FILE MAINT          T:I          SS-CD  SP
YOUR NEWSPAPER NAME

      1 CODE DESCRIPTION          PAID IN ADVANCE
      2 EXPIR. TYPE (D/I/N)      D
      3 DEFAULT PIA SUB (Y/N)    Y
      4 DEFAULT CAR COL (Y/N)    N
      5 DEFAULT EX-SUB (Y/N)    N

OK ? █
  
```

Figure 84 - Sample Subscriber Code Entry

SS-CD

The Subscriber Code is a 2-character alphanumeric code used in the SS-CD field of the Subscriber Master File. Optional codes might include: *SP* for PIA subscriber or *PP* for Pre-Paid subscriber, *SM* or *PM* for Mail Delivered subscriber, *CC* for Complimentary Carrier Delivered or *CM* for Complimentary Mail Delivered. Required codes which must be created are *N* (Non-Subscriber), *NM* (Non-Subscriber Move), and *MV* (Move) used by the system for moves. Since this is the primary key field of this file, once the record has been created this value cannot be changed. To change this code you must "D"elete this record and "A"dd another. Once this code is in use in the TMC Master file, you should not delete this record.

The terms Pre-Paid (PP), Pay by Mail (PBM), or Pay in Advance (PIA) are synonymous terms. Inactive (or Expired) subscribers take up space in both files.

1 CODE DESCRIPTION

The Subscriber Code Description is a 30-character wide, alphanumeric field - i.e. "SP" for "Subscriber Pre-Paid". This field is displayed in the Circulation Codes List.

2 EXPIR. TYPE (D/I/N)

Options: "D"efinite expiration date, "I"ndefinite expiration date, "N"o check of expiration date. Depending on how this field is defined, the Master File Maintenance program will check the Grace Date while adding a new subscriber or changing an existing one. If field is set to "D", a subscriber record with this subscriber code will require a Grace Date in the future before the subscriber record can be saved. In other words, it must be an active PIA subscriber. If field is set to "I", a subscriber record with this subscriber code will require a Grace Date in the past before the subscriber record can be saved. In other words, it must be a Carrier Collect subscriber. If field is set to "N", no check will be made on the Grace Date. In other words, this option would be used for Non-Subscriber, Complimentary or Ex-Subscriber codes. The terms Past and Future refer to dates before and after the next publication date.

3 DEFAULT PIA SUB (Y/N)

Specify whether new subscribers should by default be PIAs. This value is used for reference only, and is not used programmatically by the system.

4 DEFAULT CAR COL (Y/N)

If the Default Carrier Collect subscriber field is set to "Y" and the other Default fields are set to "N", when a subscriber converts to carrier collect, the bundle label update program will change the SS-CD for this subscriber to a Carrier Collect code.

5 DEFAULT EX-SUB (Y/N)

If the Default Ex-Subscriber field is set to "Y" and the other default fields are set to "N", when a subscriber stops, the bundle label update program will change the SS-CD for this subscriber to an ex-subscriber code.

In the Newspaper Information File, there is a prompt in the control record called "STOP PIA AT GRACE". If this prompt is answered "Y", and the subscriber reaches their grace date, the bundle label program will replace the existing subscriber code with the ex-subscriber code, using the default "Ex-subscriber" code defined in the subscriber code file. If the answer to this prompt is "N", the bundle label program will replace the existing subscriber code with the "carrier collect" subscriber code on their grace date.

Item 4 - Subscriber Rate File

The Subscriber Rate File can contain any number of possible rates that you may define. For example, there may be in-county and out-of-county rates, student rates, special offers, military rates, mail rates and carrier rates. Only one rate can be assigned to each active subscriber and is used to print renewal notices (also called expiration notices or subscriber bills), to calculate the expiration date of the subscription, to calculate the unearned income for a subscriber and to calculate a refund when a subscriber stops.

The unique feature of the rate file is the Daily and Sunday rates per issue. These are per-day rates based on the subscription rate, that allows the system to calculate the expiration date, refunds and unearned income based on the number of publishing days left in a subscription. In addition, the Daily and Sunday PIA credits allow the system to calculate a daily PIA credit for carriers and motor routes, and calculate a back credit for the carrier when a PIA subscriber payment is late, based on the number of publishing days the carrier has delivered beyond the grace date.

Once a rate has been created in this file and is being used by active subscribers, do not attempt to change information in this record or you will corrupt these features and make the results unreliable. Instead, create a new rate and follow the instructions to allow the system to replace the old rate with the new rate as designed.

Select Item 4 - Subscriber Rate File from the Subscriber Set-up & Listing menu. To create a new rate, type "A" [ENTER] at the "TASK" prompt. To modify an existing rate, type "C" [ENTER] at the "TASK" prompt. Enter the field parameters as defined below.

shemp				
RATE MASTER FILE MAINT			T:C	KEY (RATE/AREA) H1AC
YOUR NEWSPAPER NAME				
1	DESCRIPTION	HOME DELIVERY		
2	RATE TYPE	W		
3	GRACE PERIOD	14	5	STD DAILY RATE 0.535714
4	TAX RATE	.000	6	STD SUNDAY RATE 0.535714
7	LENGTH DESC-#1	8 WEEKS	9	DAILY RATE-#1 0.492857
8	RATE-#1	27.60	10	SUNDAY RATE-#1 0.492857
11	LENGTH DESC-#2	13 WEEKS	13	DAILY RATE-#2 0.492857
12	RATE-#2	44.85	14	SUNDAY RATE-#2 0.492857
15	LENGTH DESC-#3	26 WEEKS	17	DAILY RATE-#3 0.469780
16	RATE-#3	85.50	18	SUNDAY RATE-#3 0.469780
19	LENGTH DESC-#4	52 WEEKS	21	DAILY RATE-#4 0.456044
20	RATE-#4	166.00	22	SUNDAY RATE-#4 0.456044
23	DAILY PIA CRED	0.5357	25	RENEWAL RATE HC
24	SUNDAY PIA CRED	0.5357	26	EFFECTIVE DATE 9/01/2008
			27	MAX RENEWALS

ITEM ?

Figure 85 - Sample Subscriber Rate File Entry

KEY (RATE/AREA)

In order for the TMC Master File Maintenance program to look up the correct rate for a subscriber, RATE, AREA and DAYS fields of the TMC Master File screen must be filled in to formulate the lookup key in the rate file. The lookup, or rate, key is a four character field that is the combination of the two character Rate Code (RATE) concatenated with the one character Rate Area (AREA) and an additional character based on delivery DAYS.

RATE may be user defined - i.e. 32 may be a 3 for 2 offer, HD may be home delivery, MA may be mail delivered.

AREA, the Rate Area may be "I" for in-county, "o" for out-of-county or "A" for all. For mail rates, this field may contain 0-8 representing the various mail zones, if you have a different rate for each mail zone. "0" represents in-county and "1" thru "8" represent out-of-county. If you do not separate your rates by these types of areas, the default value is "A". This field is part of the zip-related information defined in the Zip Code Assignment File and should not be changed in the TMC Master File unless it is changed in the zip code file and the Zip Code Relook program is used to restore this field. Refer to Chapter 5, Item 22 Zip Code File Relook for more information.

DAYS, the Days field, is symbolized by a "D", an "S" or a "C", meaning Daily, Sunday or Combined, respectively. If Days is "1111110", this subscriber is receiving this publication 6 days a week, not including Sunday, and would equate to a "D" for Daily Only. Any combination of 1's and 0's within the first six digits would be considered Daily Only as long as the seventh digit is "0". If Days is "0000001", this subscriber is receiving this publication on "S"unday Only. If Days is "1111111", this subscription uses the "C"ombined rate. Any combination of 1's and 0's in the first six digits and a "1" in the seventh digit would be considered Combined. If you do not create separate rates for Daily Only or Sunday Only, use the "C"ombined code as the default.

HDAC	Standard home delivery rate
MAIC	Standard in-county mail rate
MA8S	Sunday mail rate for mail zone 8
STOC	Student out-of-county mail delivered

Table 43 - Sample Subscriber Rates

Since this is the primary key field of this file, once the record has been created, this value cannot be changed. To change this key you must "D"elete this record and "A"dd another. Once this code is in use in the TMC Master Files, you should not delete this record.

1 DESCRIPTION

The Subscriber Rate Description is a 30 character wide alphanumeric field - i.e. "Home Delivery Rate", if Rate code is "HD" - displayed in the Circulation Codes List and printed on Renewal Notices.

2 RATE TYPE

This is either a "W" for weekly or an "M" for monthly. If you want the system to calculate expiration dates based on the number of publishing days, use "W"eekly. If you want subscriptions to always end on the same day of a month, use "M"onthly.

When you enter a payment in master file maintenance and the rate type is set to weekly, the expiration date will be calculated by dividing the amount received by the Daily and Sunday rates per issue, and adding that number of publishing days to the P-STR date. If the Rate Type is set to Monthly, the amount received is divided by the rate per month to extend the expiration date that many months. If there is left over money after the calculation, the expiration date is extended by the calculated rate per issue until the money is used up. Using the monthly method, if one person buys a three month subscription in February and another one buys a three month subscription in July, the one who bought the February subscription will receive less issues than the one who bought the July subscription, based on the number of days per month.

3 GRACE PERIOD

There are two grace periods in the system. This Grace Period is used after the payment is received and a rate is determined. It is a two digit number representing the number of days past the expiration date a subscriber is allowed to receive a paper until they are either converted to a carrier collect subscriber or ex-subscriber. When the expiration date is calculated based on the Daily and Sunday rates per issue, this amount of days is added onto the P-EXP date, to calculate the GRACE date. If this field is zero, the expiration and grace dates will be the same. The other grace period, is the one allowed for a new subscriber, before a payment is made and a rate has been determined. Refer to Chapter 5, Item 18 - Reset Grace Period for more information.

4 TAX RATE

The tax rate is used in two places: TMC Master File Maintenance and the Unearned Income Report. In the TMC Master File Maintenance program it is used to calculate the tax amount based on the payment received. The payment received includes the tax. The tax amount is stored in the Daily Cash File and posted to the Cash History File.

In the Unearned Income Report, it is used to calculate the tax due, based on the publication days remaining times the rate per issue. In order to calculate the tax due correctly, the publishing days in the Paper Information File, the number of copies, the subscriber rate key, the length, the start date and expiration date, the received amount, and the rates per issue in the rate file must be the same as when the last payment was entered.

5 STD DAILY RATE**6 STD SUNDAY RATE**

If you selected the weekly rate type, the standard Daily and Sunday rates reflect the standard price of each issue of this publication. They include the sales tax. These rates and the four Daily and Sunday Rates per issue, described below, should be the same if no discount is allowed. For example, assume that the standard rate for a three-month home-delivered subscription is \$21.00. If the Daily and Sunday rates are equal, and you publish every day, the standard per issue rate would be (13 weeks * 7 days/week = 91 issues) $\$21 / 91 = 0.230769$ to six decimal places. If the standard three-month rate was \$21.00 (0.230769/issue), the six-month rate would be \$42.00 (0.230769/issue), the twelve-month rate would be \$84.00 (0.230769/issue). But maybe the twelve-month rate is discounted to \$80.00 (0.219780/issue). Then your 0.230769 would go into these two fields and your 0.219780 would go into the corresponding Daily and Sunday rates per issue for the twelve-month rate. The difference between the two will be the discount.

If you selected the Monthly rate type, the standard Daily rate will be the Monthly rate - i.e. if the rate is \$21.00 for 3 months, the standard rate is \$7.00 per month. If you entered a three-month subscription beginning October 1, and you published 7 days per week, there would be 92 publishing days from October 1 - December 31 for a calculated rate per issue of 0.228260. For a 3 month subscription from January 1 - March 31 there may be 90 or 91 publishing days, depending if February has 28 or 29 days this year. The respective rates per issue will be calculated as 0.233333 and 0.230769. Enter the \$7.00 into the STD DAILY RATE field.

Up to four standard or discounted rates may be assigned for this Rate Key. The following four fields describe each of these four rates. No rate may be zero - i.e. if you offer one, three, six and twelve month rates, the one month rate goes into Length #1, Rate #1, etc. If you do not offer a one month rate for this Rate Key, the three month rate would go into Length #1, Rate #1, etc., rather than assigning a one month rate of zero.

**7(+)
LENGTH DESC-#X**

The Length Description field is a 10 character wide field that may appear on the renewal notices depending on the forms you select. This description usually appears as weeks or months - i.e. 13 WEEKS or 3 MONTHS. We recommend that your forms not be pre-printed with these descriptions, but allow the renewal notice program to print the descriptions on the forms.

**8(+)
RATE-#X**

If the Length Description is 3 MONTHS and the rate is \$21.00, put the 21.00 here. If the Length Description is 6 MONTHS and the rate is \$42.00, put \$42.00 here. This rate appears on the renewal notices only.

**9(+)
DAILY RATE-#X****10(+)
SUNDAY RATE-#X**

If you selected the Weekly rate type, the four Daily and Sunday rates reflect the standard or discounted price of each issue of this publication. These rates and the standard Daily and Sunday rates per issue, described above, should be the same if no discount is allowed. It is critical that extending the Daily and Sunday per-day rates comes as close as possible to the total rate for that length. For example, a 13 week subscription for a seven day publication with a Daily rate of .200000 and a Sunday rate of .500000 would extend as follows: 13 Sundays @ .500000 = \$6.50, and 13 weeks @ 6 days per week = 78 dailies times .200000 per day = \$15.60. So the total rate should be close to \$22.10. If your actual rate is \$22.00 (within one day, \$0.20 in this case), you are close enough. Continuing, if you give a discount for a 26 week subscription from \$44.00 to \$40.00, you will need to adjust the Daily and Sunday per-day rates downward to reflect the discount to your income.

If you selected the Monthly rate type, the standard Daily rate will be the Monthly rate - i.e. if the rate is \$21.00 for 3 months, the standard rate is \$7.00 per month. If you are not offering a discount, enter the \$7.00 for the Daily rate. If, for example, you are offering 3 months for \$20.00, enter \$6.666666 into the Daily rate. If the subscription begins October 1, and you publish 7 days per week, there would be 92 publishing days from October 1 - December 31 for a calculated rate per issue of 0.217391. For a three-month subscription from January 1 - March 31 there may be 90 or 91 publishing days, depending if February has 28 or 29 days this year. The respective rates per issue will be calculated as 0.222222 and 0.219780. The rates per issue will be calculated and stored elsewhere.

**23
DAILY PIA CRED****24
SUNDAY PIA CRED**

These fields are available for carrier or motor route delivered rates only. These amounts actually become a part of the PIA subscriber's master file record, fields 49 and 50, respectively. This is the per-day amount of credit to be given to each carrier. It should be greater than the Daily and Sunday per-day amounts charged to the carrier in the Carrier Master File so that the carrier can make a profit. If the subscriber has been converted to a carrier collect or ex-subscriber on their grace date during the bundle label run, the carrier will not receive any more credit.

**25
RENEWAL RATE****26
EFFECTIVE DATE**

These two fields are available for use in the case of a price increase or special offer. The Renewal Rate is the two-character "new" rate code that is to replace this rate after the Effective Date. The Effective Date is used when applying payments in TMC Master File Maintenance so that if the publishing date is past the effective date, the old rate code will be replaced by the new rate code, and in the Expiration Notices, the new rate will replace the old rate. Here are two examples of how this can work:

If you want to create a special offer of 3 months for the price of 2 for new PIA carrier-delivered subscribers, and you want it to revert back to the standard home delivered rate "HDAC" upon renewal, create a new rate called "32AC" with a Renewal Rate of "HD" and an Effective Date of today. When starting a new subscriber enter the "32" rate code into the RATE field and the appropriate data into the DAYS and AREA fields, and the payment into the RECVD field. Then the expiration and grace dates will be calculated based on the Daily and Sunday rates per issue for that rate key. When the expiration notices go out, the standard rate will be printed on the notices, and when the next payment is received and entered, the dates will be calculated based on the standard rate.

If a price increase is expected next month, create a new rate, "NWAC" with no Renewal Rate or Effective Date, then change the old rate "HDAC" to have a Renewal Rate of "NW" and an Effective Date of next month. For renewal notices printed for current subscribers expiring after the effective date, the new rates will print. When a payment is received for current subscribers after the effective date, the "HD" in the RATE field will be replaced by the "NW" and the new rate will take effect when the expiration date is calculated. If this rate key is not a special offer or subject to an impending price increase, do not put anything in these fields.

Item 5 - Zip Code Assignment File

When you enter a value in a zip code field in the Master File Maintenance program the system will perform a "look-up" against the information stored in the Zip Code Assignment File, and auto-complete the City, State, and Town Code if it can find a match.

There are two types of records that can be created in this file. The first is where the first five digits of the From and To zip codes are the same. This type of record is used for your local TMC markets to list individual towns. A unique city, state and town code may be assigned to this record.

The second type is where the From and To zip codes span a range of zip codes. Usually each range is chosen because it spans zip codes which all have the same mail zone, sack, and rate area. Typically, these entries do not have the city and state filled in. A mail zone chart is available for your area from your local Post Office. The entire chart should be entered into this file, with the local zip codes entered as separate towns.

Due to the way the programs are designed, a mail zone of "0" should be substituted for all towns within the county, and 1 thru 8 should be used as the rest of the chart shows. Canadian and Foreign mail are handled differently. If other publications are mailed from different post offices, the mail zone charts for these must be entered for each publication.

If changes need to be made to the information stored in this file, the Zip Code File Relook program can be run from the Special Functions section of the Set-up & Special Functions menu. Refer to Chapter 5, Item 22 - Zip Code File Relook for more information.

Select Item 5 - Zip Code Assignment File from the Subscriber Set-up & Listing menu. To create a new zip code entry, type "A" [ENTER] at the "TASK" prompt. To modify an existing zip code entry, type "C" [ENTER] at the "TASK" prompt. Enter the field parameters as defined below.

```

shemp Main
ZIP ASSIGNMENT FILE MAINTENANCE      T:I
YOUR NEWSPAPER NAME

      TO ZIP      121449999

      1 FROM ZIP  12144
      2 CITY      RENSSELAER
      3 STATE     NY
      4 TN-CD     RE

      *-----PUBLICATION-----*
      1      2      3      4      5      6      7      8      9
MAIL ZONE  5 0   8   11   14   17   20   23   26   29
      SACK    6   9   12   15   18   21   24   27   30
RATE AREA  7 A  10  13  16  19  22  25  28  31

      OK ?
    
```

Figure 86 - Sample Zip Code Assignment Entry

TO ZIP

The To zip code should always end in "9999" as the four digit (Zip+Four) extension to the five digit zip code, and the From zip code should end in four spaces to cover all possible nine digit values for each five digit zip code. The system will detect range overlaps and prevent you from entering them. Refer to Chapter 5, Item 22 - Zip Code File Relook for more information.

Since this is the primary key field of this file, once the record has been created, this value cannot be changed. To change this key you must "D"elete this record and "A"dd another. If any information in this record is subject to change, do not change the associated fields in the TMC Master File. Use the Zip Code Relook program to change them in the TMC Master File. This will help maintain accurate and consistent information throughout the system.

1 FROM ZIP

Enter the first three or five digits of the zip code range. When a zip code is entered into the TMC Master File, the zip code will be checked to see if it falls within the From and To range of this record.

2 CITY

City is a 15 character wide field for the name of a particular city that falls within the From and To zip code range of this record. If the From and To zip codes specify a range that spans several cities, counties or states, leave this field blank. On lookup, this value will be entered in the CITY field on the Master File Maintenance screen.

3 STATE

State is a two-character wide field for the name of the state that the City is in. If the City is blank, leave this field blank also. On lookup, this value will be entered in the STATE field on the Master File Maintenance screen.

4 TN-CD

The Town Code is a two-character wide field representing a town code defined in the ABC Names File found in the Carrier System. If it is not a valid code, when mail labels are run and the ABC or CAC report is updated, the "Mail" column of the ABC report will be off by the number of "Other" papers. For towns with over 25 mail subscribers, there should be an entry in the ABC Town Code File for that town. You should add a town code for miscellaneous towns also. For carrier delivered subscribers, an entry is not necessary here, since the bundle label program gets the town code from the Carrier Master File in order to update the ABC report. On lookup, this value will be entered in the TN-CD field on the Master File Maintenance screen.

01	Rensselaer
02	Albany
or	
PI	Pittsburgh
PH	Philadelphia
NY	New York

Table 44 - Sample Town Codes

For subscriber-only systems, or if you do not have mail subscribers, or if you are not ABC or CAC audited, this field should be filled in anyway to allow searching and sorting on the field.

The following four fields are available for up to nine different publications. Set up these four fields in all the zip code ranges for the number of publications available.

MAIL ZONE

Mail Zone is a one-character wide alphanumeric code. Values 1-8 represent the mail zones on the USPS Mail Zone Chart obtained from the Post Office you mail the publication from. If different publications are mailed from different post offices, you must obtain a mail zone chart for each post office and make the appropriate entries for the mail zones for those publications. Zone 0 should be substituted for Zone 1 for all in-county zip codes. In addition, "C" is used for Canada, "M" for Mexico, "F" for Foreign Rate Group 3, "G" for Foreign Rate Group 4, and "H" for Foreign Rate Group 5. On lookup, this value will be entered in the MA-ZN field on the Master File Maintenance screen and may affect the accuracy of your post office reports.

SACK

If you use sacking, this field should contain the three-digit number of the mail sack your mailroom uses when bundling pieces for the post office for this zip code range. If you intend to use the Mail Control File to sort your labels, you should leave this field blank, but if you also want to show the sack numbers on the labels, print the endorsement line instead. On lookup, this value will be entered in the SACK field on the Master File Maintenance screen.

RATE AREA

The Rate Area field value is the third character of the Rate look-up key for the Rate Master File and becomes the AREA field value in the Subscriber Master Files. For this zip code range, it must match the Rate File entries. If you do not differentiate your mail rates geographically, use an "A" for All. The Rate Area may be "I" for in-county, "O" for out-of-county or "A" for all.

For mail rates this field may contain 0-8 representing the various mail zones, if you have a different rate for each mail zone. "0" represents in-county and "1" thru "8" represent out-of-county.

Item 6 - Comment/Reason Code File

The system allows the entry of comments and complaints from carrier or mail delivered subscribers. In order to simplify comment entry, this file allows you to store common comments and complaints by assigning three-character codes to represent up to three lines of 30-character comment. When using the comment entry screen in the Master File Maintenance program, enter the three-character code. If the program can locate the code in this file, it will display the associated description on the screen and store it in the Daily Comment File for later reference. Comments can also be entered for non-subscribers and will appear on the TMC bundle labels.

During the bundle label run, comments and complaints for carrier delivered subscribers are printed on the carrier's labels and district manager's reports, and are removed from the Daily Comment File and posted to the Comment History file on the ending date. Non-subscriber comments for TMC bundle labels are removed from the Daily Comment File but are not retained in history. You can print a Daily Comment Report at any time to review the Daily Comment File.

This program also allows the entry of Stop/Start **Reason Codes** and **Origin Codes**, which can be used to track source information for sales and marketing purposes. While in Master File Maintenance, you can pull up a list of defined codes by positioning the cursor on a field which uses one of these code types and pressing [F8]. From the resulting screen, select the code you want to use and press [F8] again to select it.

Defining a Comment Code

Select Item 6 - Comment/Reason Code File from the Subscriber Set-up & Listing menu. To create a new comment code, type "A" [ENTER] at the "TASK" prompt. To modify an existing comment code, type "C" [ENTER] at the "TASK" prompt. At the "TYPE" prompt, type "C" [ENTER]. Enter the field parameters as defined below.

The screenshot shows a terminal window titled "shemp Main" with a table of comment codes. The table has four columns: CODE, DESCRIPTION FILE MAINT, T:I, and TYPE (C/R/O) C COMMENT. The data rows are as follows:

CODE	DESCRIPTION FILE MAINT	T:I	TYPE (C/R/O) C COMMENT
	YOUR NEWSPAPER NAME		WET
1	DESCRIPTION-1		WET PAPER USE BAG WHEN
2	DESCRIPTION-2		IT RAINS
3	DESCRIPTION-3		
4	COMPLAINT (Y/N)	Y	
5	DOWN ROUTE (Y/N)	N	

At the bottom left of the terminal window, there is a prompt "OK ?" followed by a blue cursor bar.

Figure 87 - Sample Comment Code File Entry

CODE

The code field is the three-character code to be used in the comment entry screen of Master File Maintenance.

1-3 DESCRIPTION-X

The three description fields allow up to 30 characters each for the text represented by the three-character comment code.

DEL	Delivery Related Comment
LAT	Late Paper
COL	Stop by and Collect
CAR	Carrier Comment
WET	Wet Paper
TUE	No Tuesday Paper
THU	No Thursday Paper
BLW	Paper Blew Away

Table 45 - Sample Comment Codes and Their Descriptions

4 COMPLAINT (Y/N)

Is this a complaint or a comment? Complaints are reported separately.

5 DOWN ROUTE (Y/N)

Should use of this comment code be included in the tally used to determine a potential down route situation?

Defining a Reason Code

Select Item 6 - Comment/Reason Code File from the Subscriber Set-up & Listing menu. To create a new reason code, type "A" [ENTER] at the "TASK" prompt. To modify an existing reason code, type "C" [ENTER] at the "TASK" prompt. At the "TYPE" prompt, type "R" [ENTER]. Enter the field parameters as defined below.

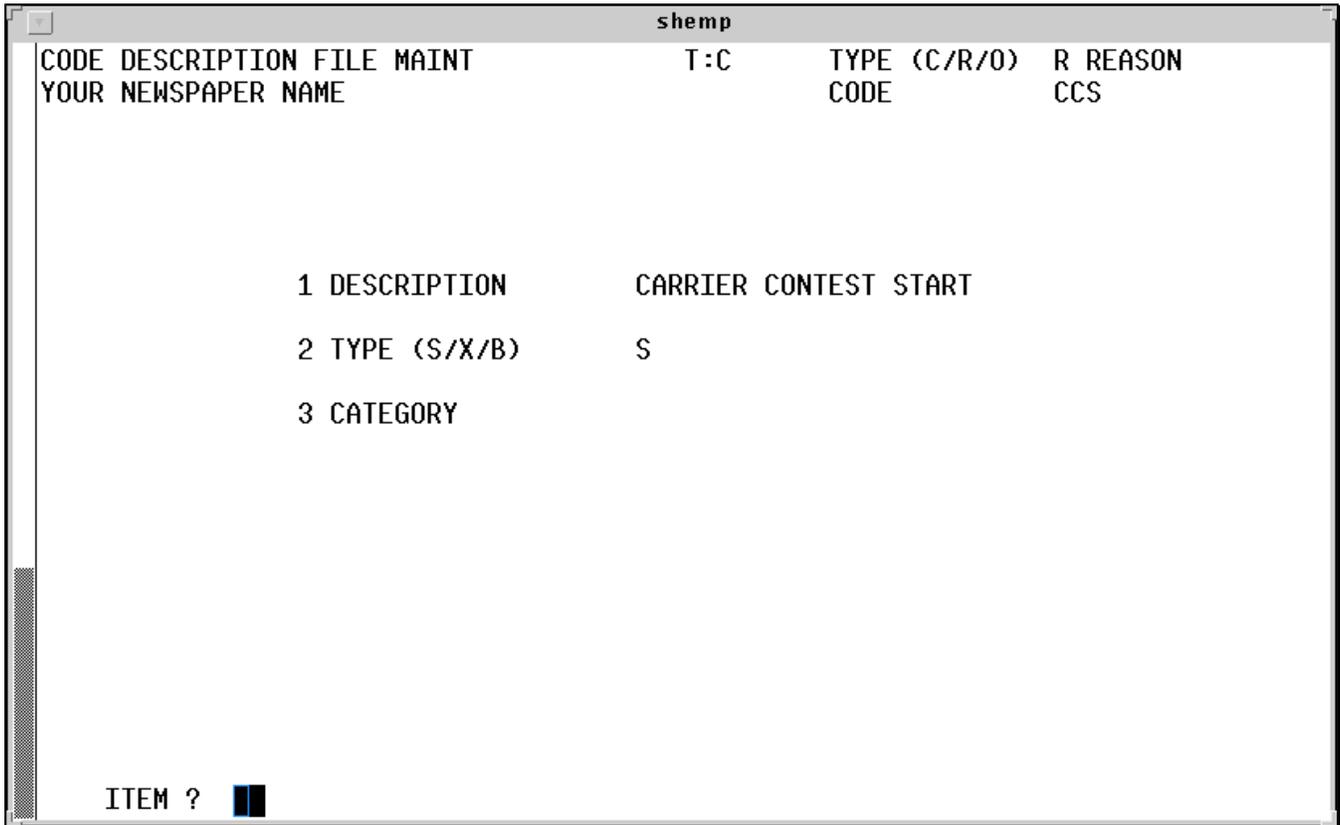


Figure 88 - Sample Reason Code File Entry

CODE

The code field is the three-character code to be used in the start/stop reason entry screen of Master File Maintenance.

1 DESCRIPTION

The description field allows up to 30 characters for the text represented by the three-character reason code.

BUS	Out of Town on Business
CAR	Carrier Stop
EXP	Expired w/o Payment
MOV	Moved
OFF	Office Start
P32	3 for 2 Promotion
SRV	Poor Service
VAC	Vacation
CST	Rate Increase

Table 46 - Sample Reason Codes and Their Descriptions

2 TYPE (S/X/B)

Enter a "s" if the code can be used as a start reason only. Enter a "x" if the code can be used as a stop reason only. Enter a "B" if the code can be used for both starts and stops.

3 CATEGORY

Enter an optional category code for this reason. The category code is a way of getting certain reports to sub-total the detail for similar reason codes.

Defining an Origin Code

Select Item 6 - Comment/Reason Code File from the Subscriber Set-up & Listing menu. To create a new origin code, type "A" [ENTER] at the "TASK" prompt. To modify an existing origin code, type "C" [ENTER] at the "TASK" prompt. At the "TYPE" prompt, type "O" [ENTER]. Enter the field parameters as defined below.

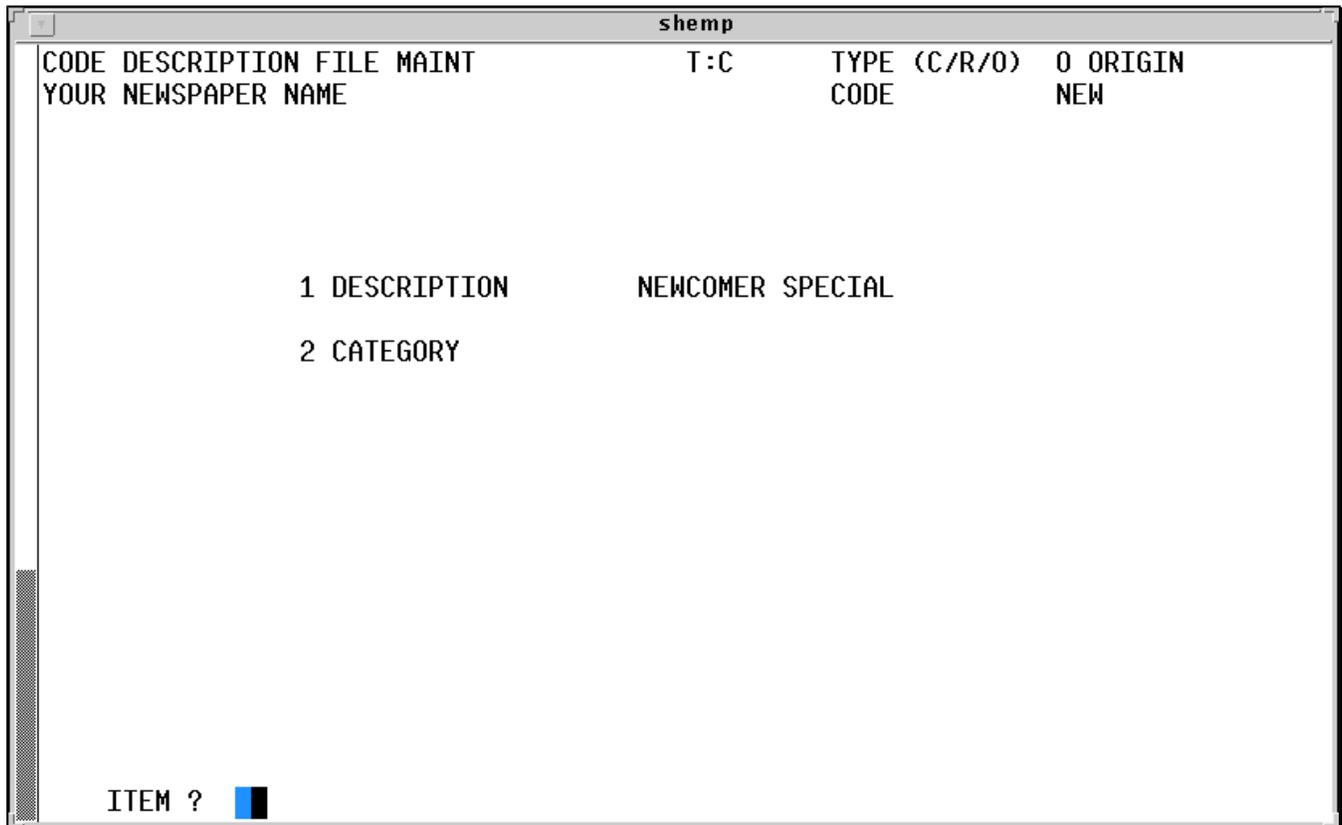


Figure 89 - Sample Origin Code File Entry

CODE

The code field is the three-character code to be used in the origin field of Master File Maintenance.

1 DESCRIPTION

The description field allows up to 30 characters for the text represented by the 3-character origin code.

OFF	Office Sale
P10	Promotion (10% Discount)
P32	Promotion: 3 for 2
TEL	Telemarketing

Table 47 - Sample Origin Codes and Their Descriptions

2 CATEGORY

Enter an optional category code for this origin. The category code is a way of getting certain reports to sub-total the detail for similar origin codes.

Item 7 - Carrier Router File

The Carrier Router File defines news carrier and motor route territories, which are used to assign proper routing when an address is entered into the Master File. If a carrier route number (CRT#) and walking sequence number (CSQ#) are assigned in the Master File, a list of subscribers/non-subscribers, in walking sequence, may be printed for the news carriers.

Whether or not the Master File Maintenance program will attempt to locate the proper route in this file is determined by the status flag in field number 5 - Carrier Auto-Route of the Subscriber System Policies record (product code 91) of the Paper Information File. If you elect to have the Master File Maintenance program search this file for the proper route when you enter an address, you must create and maintain this route file.

Since the Carrier Auto-Route flag is initially blank, you can create this file first, and then set the flag. If the flag is set to "Y"es, and you enter an address that the system cannot find in this file, a warning message will be displayed, and you can either bypass the field, assign your own route number, or exit the program. If you do not intend to define your carrier routes now, it would be better to set the flag to "N"o or leave it blank than to have to respond to that warning message every time you enter a new address, change an existing one, or perform a move. Refer to Chapter 5, Item 21 - Carrier Router Relook for more information.

If you already have a substantial number of addresses loaded, or are changing your carrier router file, you can run the Carrier Router Relook program to update existing subscribers with the correct routes.

Select Item 7 - Carrier Router File from the Subscriber Set-up & Listing menu. To create a new carrier route, type "A" [ENTER] at the "TASK" prompt. To modify an existing carrier route type "C" [ENTER] at the "TASK" prompt. At the "Product code" prompt, type the appropriate product code and press [ENTER]. Enter the field parameters as defined below.

```

shemp
CARRIER ROUTING FILE MAINTENANCE T:C      PRODUCT  01
YOUR NEWSPAPER NAME                    ZIP      12144
                                         DIR       E
                                         STR-NAME  MAIN ST
----- CURRENT ROUTER DETAIL RECORD -----
1 HSE-FROM      100      4 APT-FROM      7 ROUTE 6002
2 HSE-TO        299      5 APT-TO        ~~~~~
3 EVN/ODD/BTH   B        6 APT/HOM/BTH   B

ITEM ? █

HOUSE-FROM  HOUSE-TO  E/O/B  APT-FR  APT-TO  A/H/B  CRT-#
  100      299      B      ~~~~~  B      6002
  300      398      E      ~~~~~  B      2105
  301      399      0      ~~~~~  B      6002
  400      406      E      ~~~~~  B      2178
  401      407      0      ~~~~~  B      6002
  408      408      E      ~~~~~  B      6002
  409      417      0      ~~~~~  B      6002
  410      422      E      ~~~~~  B      6002
  424      424      E      ~~~~~  B      2178

1 TO  9 OF  61      F11=PRV REC  F12=NXT REC  F5=PRV SCR  F6=NXT SCR
    
```

Figure 90 - Sample Carrier Router File Entry

PRODUCT

The two digit product code refers to the publication number in the PUB-# field of the TMC Master File and also the zip related information for this publication in the Zip Code Assignment File.

ZIP

DIR

STR-NAME

Enter the street address information for the particular street you wish to define

01 HOUSE FROM

02 HOUSE TO

03 EVEN/ODD/BOTH

The From and To house fields are seven digit wide fields. If all the other fields match, the house number (ST-#) in the TMC Master File Maintenance screen must be between these two house numbers in order for the lookup to succeed. In addition, if the house number is odd and the EVEN,ODD,BOTH field is set to "E"ven or vice versa, this is not the correct route.

For streets that are delivered by only one route, pressing the [ENTER] key on the From field will return the lowest possible value, " ". Pressing [ENTER] on the To field will return the highest possible value, "~~~~~". You can also restrict the matching process to require the range to be even-side only, odd-side only or both. Hitting the [ENTER] key will default to the "B"oth option.

04 APT FROM
05 APT TO
06 APT,HOM,BTH

The From and To apartment fields are five character fields. If all the other fields match, the APTMT field in the Master File Maintenance screen must be between these two apartment numbers in order for the lookup to succeed. You can also restrict the matching process to require the address be a non-apartment address, an apartment only address, or both are allowed. Hitting the [ENTER] key will default to the "B"oth option.

07 ROUTE

The Route field is a four-digit wide field denoting the actual route number to be placed in the CRT-# field of the TMC Master file. Use only active route numbers from the Carrier Master File.

FUNCTION KEYS

The router maintenance is designed to let you define a physical street at a time. As many streets will require more than one entry, all entries for that street are available for display at the bottom of the screen. In change mode however, only the highlighted entry can be modified. Hitting the "F11" and "F12" keys allow you to scroll backward and forward through the list of entries at the bottom of the screen. If several screens of entries are available, pressing the "F5" and "F6" keys will allow you to scan backwards and forwards one full page at a time.

Pressing the function key does not save changes made. It is essential that any changes made are updated before hitting the F5, F6, F11, or F12 keys or the changes will be lost!

Item 8 - Post Office Rates File

The Post Office Rates File contains the rates taken directly from the PS Forms 3541 (2nd Class) and 3602 (3rd Class) postal reports provided by the U.S. Postal Service. The "in-county" and "outside-county" rates, shown on the PS Form 3541, can be entered directly into the appropriate fields on the second-class screen. The 3602 report is divided into four screens referencing the four sections on the back of the report: section A, section B, section C and section D. In addition, a control record (type Z) for both second and third class reports must be created. This file must be set up prior to running mail labels or creating a Postal Report. With rates from these forms entered, you will be ready to produce postal reports, which can be taken directly to the post office.

Defining 2nd Class U.S. Postal Rates

Select Item 8 - Post Office Rates File from the Subscriber Set-up & Listing menu. To create a new rate table, type "A" [ENTER] at the "TASK" prompt. To modify an existing rate table, type "C" [ENTER] at the "TASK" prompt. At the "POSTAL CLASS" prompt, type "2" [ENTER]. Enter the field parameters as defined below.

Citrix Session 123227

POST OFFICE RATES FILE MAINTENANCE T:C CLASS 2 EFF DATE 04/17/2011
 VISION DATA EQUIPMENT CORP TYPE R

IN-COUNTY POUND RATES		PIECE RATES					
IN-CNTY	NON-AUTO	LETTER	FLATS				
1 IN COUNTY DU	.1420	BASIC 17	.1310	18	.0590	19	.1150
2 IN COUNTY	.1850	3-DIG 20	.1190	21	.0490	22	.1070
OUT-OF-COUNTY POUND RATES		5-DIG 23	.1060	24	.0470	25	.1000
3 DELIVERY UNIT	.1330	BASIC		HI-DENS	SATUR		
4 DEST SCF	.2030	CAR-RT 26	.0600	27	.0440	28	.0300
5 DEST ADC	.2150	OUT-CNTY MACHINE		NON-MACH	LETTER		
6 ZONE 1 AND 2	.2400	MXD-BC 29	.4070	37	.5700	45	.3180
7 ZONE 3	.2630	MXD-NB 30	.4390	38	.6150	46	.4390
8 ZONE 4	.3220	ADC-BC 31	.3810	39	.4740	47	.2780
9 ZONE 5	.4100	ADC-NB 32	.4040	40	.4990	48	.4040
10 ZONE 6	.5030	3DG-BC 33	.3660	41	.4130	49	.2580
11 ZONE 7	.6160	3DG-NB 34	.3870	42	.4240	50	.3870
12 ZONE 8	.7110	5DG-BC 35	.2800	43	.3050	51	.1970
13 NON-ADV DDU	.1110	5DG-NB 36	.2890	44	.3060	52	.2890
14 NON-ADV DSCF	.1680	BASIC		HI-DENS	SATUR		
15 NON-ADV DADC	.1790	CAR-RT 53	.1820	54	.1530	55	.1340
16 NON-ADV OTHER	.2000	FIRM 56	.1810				

ITEM ? █

Figure 91 - Sample 2nd Class Regular Postal Rates Entry (values as published in PS Form 3541)

POSTAL CLASS CLASS TYPE

To set Periodical Class rates enter "2" for POSTAL CLASS. CLASS TYPE for periodicals can be: "R" for Regular, "A" for Agriculture, "Q" for Requestor, "S" for Special or "C" for Classroom.

These two fields combined comprise the primary key field of this file. Once the record has been created, these values cannot be changed. To change either value you must "D"elete this record and "A"dd another.

**1 IN COUNTY DU
2 IN COUNTY**

These rates are from sections A1, A2, and A17 of the USPS 3541 form.

3 DELIVERY UNIT
4 DEST SCF
5 DEST ADC
6 ZONE 1 AND 2
7 ZONE 3
8 ZONE 4
9 ZONE 5
10 ZONE 6
11 ZONE 7
12 ZONE 8

These rates are from sections B1-B10 of the USPS 3541.

13 NON-ADV DDU
14 NON-ADV DSCF
15 NON-ADV DADC
16 NON-ADV OTHER

These rates are from sections B12-B15 of the USPS 3541

17 BASIC NON-AUTO
18 BASIC LETTER
19 BASIC FLATS
20 3-DIG NON-AUTO
21 3-DIG LETTER
22 3-DIG FLATS
23 5-DIG NON-AUTO
24 5-DIG LETTER
25 5-DIG FLATS
26 CAR-RT BASIC
27 CAR-RT HI-DENS
28 CAR-RT SATUR

Fields 17-28 are the In-County piece rates from sections A4-A15 of the USPS 3541.

29 MXD-BC MACHINE
30 MXD-NB MACHINE
31 ADC-BC MACHINE
32 ADC-NB MACHINE
33 3DG-BC MACHINE
34 3DG-NB MACHINE
35 5DG-BC MACHINE
36 5DG-NB MACHINE
37 MXD-BC NON-MACH
38 MXD-NB NON-MACH
39 ADC-BC NON-MACH
40 ADC-NB NON-MACH
41 3DG-BC NON-MACH
42 3DG-NB NON-MACH
43 5DG-BC NON-MACH
44 5DG-NB NON-MACH
45 MXD-BC LETTER
46 MXD-NB LETTER
47 ADC-BC LETTER
48 ADC-NB LETTER
49 3DG-BC LETTER
50 3DG-NB LETTER
51 5DG-BC LETTER
52 5DG-NB LETTER

Fields 30-36 refer to sections C1-C8, fields 37-44 refer to sections C9-C10 and fields 45-52 refer to sections C17-C24.

- 53 CAR-RT BASIC
- 54 CAR-RT HI-DEN
- 55 CAR-RT SATUR
- 56 CARR-RT FIRM

Fields 53-56 are the piece rates for Out-of-County carrier route sorted pieces and refer to sections C25-C28 of the USPS 3541.

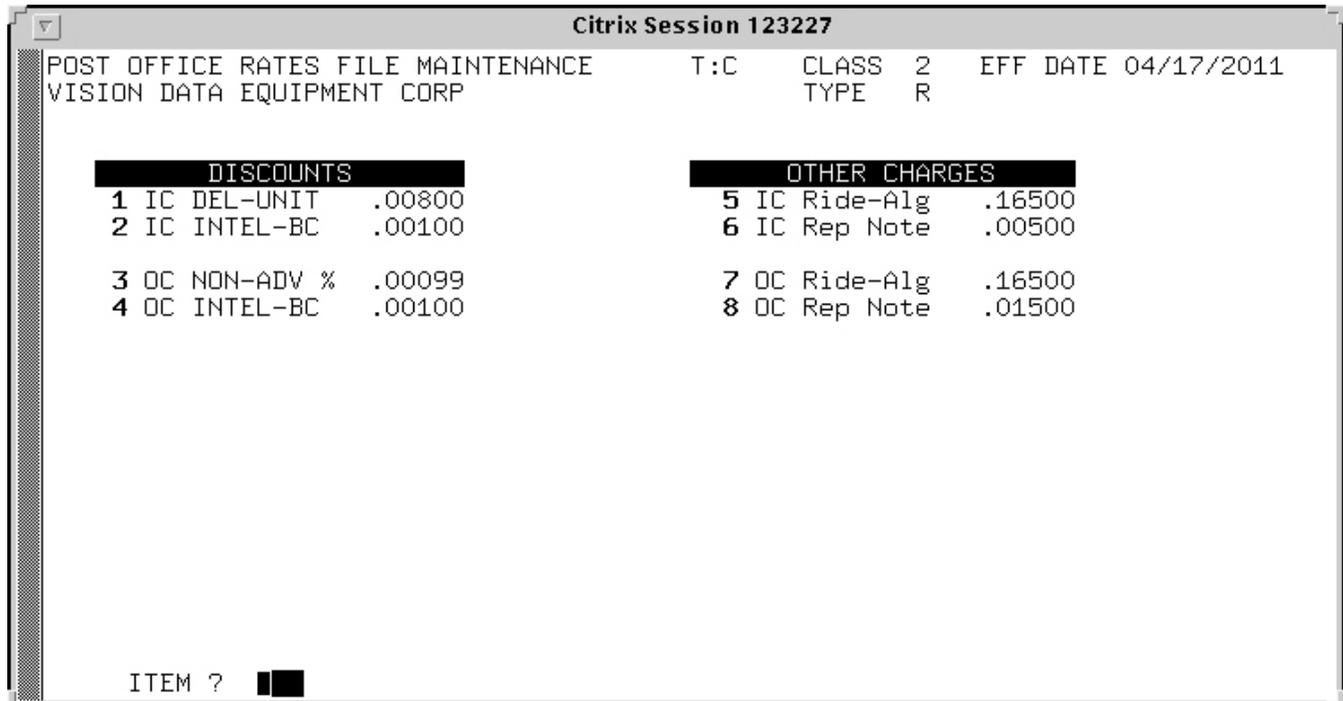


Figure 92 - Sample 2nd Class Regular Postal Rates Entry

- 1 IC DEL-UNIT
- 2 IC INTEL-BC

Fields 1-2 are the ... and refer to sections ... of the USPS 3541.

- 3 OC NON-ADV %
- 4 OC INTEL-BC

Fields 3-4 are the ... and refer to sections ... of the USPS 3541.

- 5 IC RIDE0ALG
- 6 IC REP NOTE

Fields 5-6 are the ... and refer to sections ... of the USPS 3541.

- 7 OC RIDE-ALG
- 8 OC REP NOTE

Fields 7-8 are the ... and refer to sections ... of the USPS 3541.

Citrix Session 123227			
POST OFFICE RATES FILE MAINTENANCE	T:C	CLASS 2	EFF DATE 04/17/2011
VISION DATA EQUIPMENT CORP		TYPE R	
MXD/OMX CONTAINERS		SCF/3DG CONTAINERS	
1 MIXED ADC	.0780	11 3-DIG/SCF	.1270
2 ADC	.2040	12 5-DIGIT	.1470
3 3-DIG/SCF	.2710	13 CARR-ROUTE	.2830
4 5-DIGIT	.2800	14 FIRM	.1390
5 FIRM	.1820		
ADC CONTAINERS		5-DIGIT CONTAINERS	
6 ADC	.1130	15 5-DIGIT	.1420
7 3-DIG/SCF	.1860	16 CARR-ROUTE	.1490
8 5-DIGIT	.2020	17 FIRM	.0780
9 CARR-ROUTE	.3190		
10 FIRM	.1510		
ITEM ? <input type="checkbox"/>			

Figure 93 - Sample 2nd Class Regular Postal Rates Entry

- 1 MIXED ADC
- 2 ADC
- 3 3-DIG/SCF
- 4 5-DIGIT
- 5 FIRM

Fields 1-5 are the ... and refer to sections ... of the USPS 3541.

- 6 ADC
- 7 3-DIG/SCF
- 8 5-DIGIT
- 9 CARR-ROUTE
- 10 FIRM

Fields 6-10 are the ... and refer to sections ... of the USPS 3541.

- 11 3-DIG/SCF
- 12 5-DIGIT
- 13 CARR-ROUTE
- 14 FIRM

Fields 11-14 are the ... and refer to sections ... of the USPS 3541.

- 15 5-DIGIT
- 16 CARR-ROUTE
- 17 FIRM

Fields 15-17 are the ... and refer to sections ... of the USPS 3541.

Defining 2nd Class Foreign Postal Rates

Select Item 8 - Post Office Rates File from the Subscriber Set-up & Listing menu. To create a new rate table, type "A" [ENTER] at the "TASK" prompt. To modify an existing rate table, type "C" [ENTER] at the "TASK" prompt. At the "POSTAL CLASS" prompt, type "2" [ENTER] and at the "CLASS TYPE" prompt, type "F" [ENTER]. Enter the field parameters as defined below.

shemp												
POST OFFICE RATES FILE MAINTENANCE						T:C			POSTAL CLASS		2	
YOUR NEWSPAPER NAME									CLASS TYPE		F	
WEIGHT PER PIECE oz.			CANADA		MEXICO		RATE 3		RATE 4		RATE 5	
.0000 - .0625	1	1	0.69	17	0.69	33	0.90	49	0.90	65	0.90	
.0626 - .1250	2	2	1.00	18	1.12	34	1.80	50	1.80	66	1.80	
.1251 - .1875	3	3	1.31	19	1.55	35	2.70	51	2.70	67	2.70	
.1876 - .2500	4	4	1.62	20	1.98	36	3.60	52	3.60	68	3.60	
.2501 - .3125	5	5	1.93	21	2.41	37	4.50	53	4.50	69	4.50	
.3126 - .3750	6	6	2.24	22	2.84	38	5.40	54	5.40	70	5.40	
.3751 - .4375	7	7	2.55	23	3.27	39	6.30	55	6.30	71	6.30	
.4376 - .5000	8	8	2.86	24	3.70	40	7.20	56	7.20	72	7.20	
.5001 - .7500	12	9	3.76	25	5.10	41	8.80	57	8.65	73	8.65	
.7501 - 1.0000	16	10	4.66	26	6.50	42	10.40	58	10.10	74	10.10	
1.0001 - 1.2500	20	11	5.56	27	7.90	43	12.00	59	11.55	75	11.55	
1.2501 - 1.5000	24	12	6.46	28	9.30	44	13.60	60	13.00	76	13.00	
1.5001 - 1.7500	28	13	7.36	29	10.70	45	15.20	61	14.45	77	14.45	
1.7501 - 2.0000	32	14	8.26	30	12.10	46	16.80	62	15.90	78	15.90	
2.0001 - 2.2500	36	15	9.16	31	13.50	47	18.40	63	17.35	79	17.35	
2.2501 - 2.5000	40	16	10.06	32	14.90	48	20.00	64	18.80	80	18.80	

ITEM ? █

Figure 95 - Sample 2nd Class Foreign Postal Rates Entry

POSTAL CLASS
CLASS TYPE

To set 2nd Class rates enter "2" for POSTAL CLASS.
For Foreign mailings, enter CLASS TYPE as "F".

1-16 CANADA

Enter the various rates for Canada, broken out by Weight per Piece, as published in the U.S. Postal Service's International Mail Manual (IMM).

17-32 MEXICO

Enter the various rates for Mexico, broken out by Weight per Piece as published in the U.S. Postal Service's International Mail Manual (IMM).

33-48 RATE 3

Enter the various rates for Rate Group 3, broken out by Weight per Piece, as published in the U.S. Postal Service's International Mail Manual (IMM).

49-64 RATE 4

Enter the various rates for Rate Group 4, broken out by Weight per Piece, as published in the U.S. Postal Service's International Mail Manual (IMM).

65-80 RATE 5

Enter the various rates for Rate Group 5, broken out by Weight per Piece, as published in the U.S. Postal Service's International Mail Manual (IMM).

Defining the 2nd Class Control Record (Z Record)

Select Item 8 - Post Office Rates File from the Subscriber Set-up & Listing menu. To create a new "Z" record, type "A" [ENTER] at the "TASK" prompt. To modify an existing "Z" record, type "C" [ENTER] at the "TASK" prompt. At the "POSTAL CLASS" prompt, type "2" [ENTER]. At the "CLASS TYPE" prompt, type "Z" [ENTER].

```

Citrix Session 123227
POST OFFICE RATES FILE MAINTENANCE    T:C    CLASS 2    EFF DATE 04/17/2011
VISION DATA EQUIPMENT CORP          TYPE  Z
CLASS REQUIREMENTS
1 NON-SUB SPLIT %          10.00
2 PRESORT BREAK RQMNT      24
3 AUTOMATN BREAK RQMNT     6
4 HI DENSITY % RQRMT      25.00
5 SATURATION % RQRMT      90.00
6 ZIP+4 % REQUIRED          99.99
7 BARCODE % REQUIRED        99.99

ITEM ? █
  
```

Figure 96 - Sample 2nd Class Control Record Entry (Z Record)

1 NON-SUB SPLIT %

The post office allows you to have up to 10% non-subscribers in any mailing. If you have over that, the discount does not apply.

2 PRESORT BREAK RQRMT

3 AUTMTN BREAK RQRMT

The post office requires a minimum of twenty-four copies in a package going to a particular facility to receive a discount if the mailing is non-automation. That number is reduced to 6 pieces for an automation mailing.

4 HI DENSITY % RQRMT

Enter the minimum percentage of pieces in a package required to receive the High Density discounted postage rate for in-county deliveries (as defined in the DMM).

5 SATURATION % RQRMT

Enter the minimum percentage of pieces in a package needed to receive the Saturation discounted postage rate (as defined in the DMM).

6 ZIP+4 % REQUIRED

The minimum percentage of Zip+4 addresses you will need to receive the zip+4 postage discount is 100%.

7 BARCODE % REQUIRED

The minimum percentage of bar-coded addresses you will need to receive the bar-coded postage discount is 100%.

Defining 3rd Class U.S. Postal Rates

Select Item 8 - Post Office Rates File from the Subscriber Set-up & Listing menu. To create a new rate table, type "A" [ENTER] at the "TASK" prompt. To modify an existing rate table, type "C" [ENTER] at the "TASK" prompt. At the "POSTAL CLASS" prompt, type "3" [ENTER]. At the "CLASS TYPE" prompt, type the appropriate section code from the USPS 3602 and press [ENTER]. You can enter: "A" for automation letters, "B" for automation flats, "D" for nonautomation letters, "E" for nonautomation flats, "G" for nonflat machinables, "H" for enhanced carrier route letters, "I" for enhance carrier route flats. Enter the field parameters as defined below.

		<=3.3 oz		>3.3 oz		LB-Rates	
REG	5-Dgt	1	.2370	12	.0870	23	.7250
ENTRY	3-Dgt	2	.2550	13	.1050	24	.7250
	ADC	3	.2570	14	.1070	25	.7250
	MADC	4	.2730	15	.1230	26	.7250
DNDC	5-Dgt	5	.2040	16	.0870	27	.5650
ENTRY	3-Dgt	6	.2220	17	.1050	28	.5650
	ADC	7	.2240	18	.1070	29	.5650
	MADC	8	.2400	19	.1230	30	.5650
DSCF	5-Dgt	9	.1940	20	.0870	31	.5170
ENTRY	3-Dgt	10	.2120	21	.1050	32	.5170
	ADC	11	.2140	22	.1070	33	.5170
		34	IMB DISCOUNT		.0010		

Figure 97 - Sample 3rd Class Type A Postal Rates Entry (values as published in PS Form 3541)

POSTAL CLASS
CLASS TYPE

To set 3rd Class rates enter "3" for "POSTAL CLASS".
Class Types are defined as:

A	Automation Letters
B	Automation Flats
D	Nonautomation Letters
E	Nonautomation Flats
G	Not Flat Machinable
H	Enhanced Carrier Route Letters
I	Enhanced Carrier Route Flats

Table 48 - 3rd Class Sub-Types

These two fields combined comprise the primary key field of this file. Once the record has been created, these values cannot be changed. To change either value you must "D"elete this record and "A"dd another.

Citrix Session 123227						
POST OFFICE RATES FILE MAINTENANCE				T:C	CLASS 3	EFF DATE 04/17/2011
VISION DATA EQUIPMENT CORP					TYPE A	
		<=3.3 oz	>3.3 oz	LB-Rates		
REG	5-Dgt	1 .2370	12 .0870	23	.7250	
ENTRY	3-Dgt	2 .2550	13 .1050	24	.7250	
	ADC	3 .2570	14 .1070	25	.7250	
	MADC	4 .2730	15 .1230	26	.7250	
DNDC	5-Dgt	5 .2040	16 .0870	27	.5650	
ENTRY	3-Dgt	6 .2220	17 .1050	28	.5650	
	ADC	7 .2240	18 .1070	29	.5650	
	MADC	8 .2400	19 .1230	30	.5650	
DSCF	5-Dgt	9 .1940	20 .0870	31	.5170	
ENTRY	3-Dgt	10 .2120	21 .1050	32	.5170	
	ADC	11 .2140	22 .1070	33	.5170	
		34 IMB DISCOUNT			.0010	

ITEM ? █

1 REG ENTRY 5-DGT <= 3.3 OZ
 2 REG ENTRY 3-DGT <= 3.3 OZ
 3 REG ENTRY ADC <= 3.3 OZ
 4 REG ENTRY MADC <= 3.3 OZ

Text...

5 DNDC ENTRY 5-DGT <= 3.3 OZ
 6 DNDC ENTRY 3-DGT <= 3.3 OZ
 7 DNDC ENTRY ADC <= 3.3 OZ
 8 DNDC ENTRY MADC <= 3.3 OZ

Text...

9 DSCF ENTRY 5-DGT <= 3.3 OZ
 10 DSCF ENTRY 3-DGT <= 3.3 OZ
 11 DSCF ENTRY ADC <= 3.3 OZ

Text...

12 REG ENTRY 5-DGT > 3.3 OZ
 13 REG ENTRY 3-DGT > 3.3 OZ
 14 REG ENTRY ADC > 3.3 OZ
 15 REG ENTRY MADC > 3.3 OZ

Text...

16 DNDC ENTRY 5-DGT > 3.3 OZ
 17 DNDC ENTRY 3-DGT > 3.3 OZ
 18 DNDC ENTRY ADC > 3.3 OZ
 19 DNDC ENTRY MADC > 3.3 OZ

Text....

20 DSCF ENTRY 5-DGT > 3.3 OZ
21 DSCF ENTRY 3-DGT > 3.3 OZ
22 DSCF ENTRY ADC > 3.3 OZ

Text....

23 REG ENTRY 5-DGT LB-RATES
24 REG ENTRY 3-DGT LB-RATES
25 REG ENTRY ADC LB-RATES
26 REG ENTRY MADC LB-RATES

Text....

27 DNDC ENTRY 5-DGT LB-RATES
28 DNDC ENTRY 3-DGT LB-RATES
29 DNDC ENTRY ADC LB-RATES
30 DNDC ENTRY MADC LB-RATES

Text....

31 DSCF ENTRY 5-DGT LB-RATES
32 DSCF ENTRY 3-DGT LB-RATES
33 DSCF ENTRY ADC > LB-RATES

Text....

Defining the 3rd Class Control Record (Z Record)

Select Item 8 - Post Office Rates File from the Subscriber Set-up & Listing menu. To create a new "Z" record, type "A" [ENTER] at the "TASK" prompt. To modify an existing "Z" record, type "C" [ENTER] at the "TASK" prompt. At the "POSTAL CLASS" prompt, type "3" [ENTER]. At the "CLASS TYPE" prompt, type "Z" [ENTER].

```

Citrix Session 123227
POST OFFICE RATES FILE MAINTENANCE   T:C   CLASS 3   EFF DATE 01/02/2011
VISION DATA EQUIPMENT CORP          TYPE  Z

```

CLASS REQUIREMENTS	
1	PRESORT BREAK RQMNT 125
2	AUTOMATN BREAK RQMT 10
3	HI DENSITY % RQRMT 25.00
4	SATURATION % RQRMT 90.00
5	ZIP+4 % REQUIRED 99.99
6	BARCODE % REQUIRED 99.99
7	MAX WT STANDARD .2063
8	MAX WT NON-PROFIT .2063
9	MAX WT STAND ECR .2063
10	MAX WT N-PRFT ECR .2063

ITEM ? █

Figure 98 - Sample 3rd Class Control Record Entry (Z Record)

1 PRESORT BREAK RQRMT

2 AUTOMATN BREAK RQRMT

The post office requires a minimum of 125 copies in a container going to a particular facility to receive a discount. That number drops to 10 for automation compatible mailings.

3 HI DENSITY % RQRMT

Enter the minimum percentage of pieces in a package required to receive the High Density discounted postage rate for in-county deliveries (as defined in the DMM).

4 SATURATION % RQRMT

Enter the minimum percentage of pieces in a package needed to receive the Saturation discounted postage rate (as defined in the DMM).

5 ZIP+4 % REQUIRED

Enter the minimum percentage of zip+4 addresses you will need to receive the zip+4 postage discount (as defined in the DMM).

6 BARCODE % REQUIRED

The minimum percentage of bar-coded addresses you will need to receive the bar-coded postage discount is 100%.

7 MAX WT STANDARD**8 MAX WT NON-PROFIT**

For the "R"egular type postal report, the maximum weight of non-automation compatible letters is .2063 lbs. For the "S"pecial type postal report, the maximum weight of non-automation compatible letters is .2063 lbs.

9 MAX WT STAND ECR**10 MAX WT N-PRFT ECR**

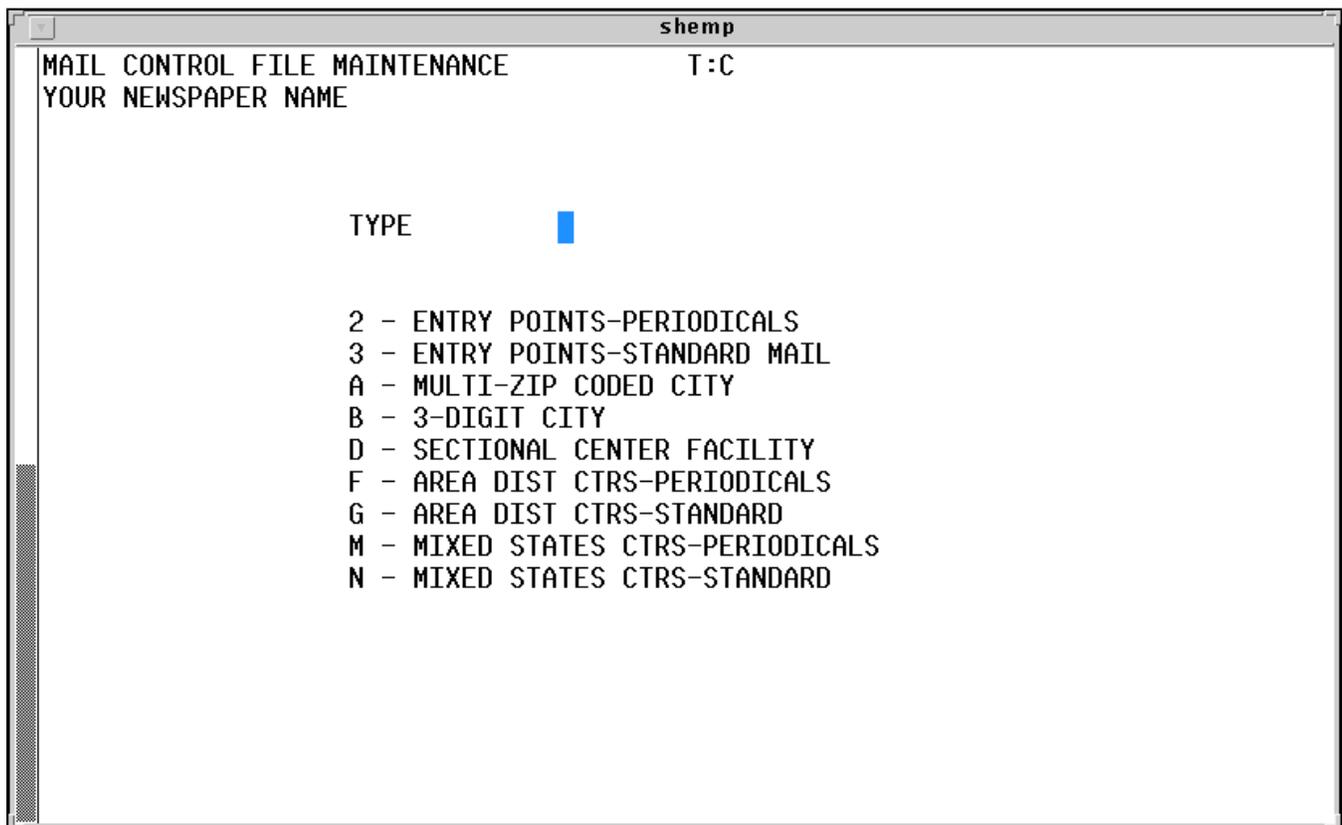
For the "R"egular type postal report, the maximum weight of non-automation compatible letters is .2063 lbs. For the "S"pecial type postal report, the maximum weight of non-automation compatible letters is .2063 lbs.

Item 9 - Mail Control File

The Mail Control File provides two benefits. The primary focus of the Mail Control File is to define the various post offices of entry for mailed pieces by product. The other optional function of the Mail Control file is a means to pre-sort mail based on basic postal requirements. This latter option if utilized during the mail run when it asks, "create sacks based on mail control file?". However, this option is available only to provide a consistency with older software versions and it is strongly recommended that the auto-sacking system be utilized to pre-sort mail labels. Refer to Chapter 2, Item 8 - Mail Label Printing for more information.

Most of the records for this file have already been created for you, with the zip code ranges defined for each postal facility for the entire United States. The entries you need to make are your Delivery Unit entry points for 2nd and/or 3rd class mail (record types 2 & 3). Once you begin using this file, when zip codes change, or when SCF's change you must update the appropriate file records.

Select Item 9 - Mail Control File from the Subscriber Set-up & Listing menu. To create a new mail control record, type "A" [ENTER] at the "TASK" prompt. To modify an existing mail control record, type "C" [ENTER] at the "TASK" prompt. At the "TYPE" prompt, enter the type from the choices listed on the screen. Enter the field parameters as defined below.



```
shemp
MAIL CONTROL FILE MAINTENANCE      T:C
YOUR NEWSPAPER NAME

      TYPE

2 - ENTRY POINTS-PERIODICALS
3 - ENTRY POINTS-STANDARD MAIL
A - MULTI-ZIP CODED CITY
B - 3-DIGIT CITY
D - SECTIONAL CENTER FACILITY
F - AREA DIST CTRS-PERIODICALS
G - AREA DIST CTRS-STANDARD
M - MIXED STATES CTRS-PERIODICALS
N - MIXED STATES CTRS-STANDARD
```

Figure 99 - Mail Control File - Select Type

TYPE

The Type refers to the table designator in the DMM manual. All DMM tables have been entered already. You will need to define types 2 and 3 for your own use.

	DDU Entry Points
2	Entry Pt. 2 nd Class
3	Entry Pt. 3 rd Class
	DMM Manual Tables
A	Multi Zip City
B	3 Digit City
D	SCF
F	ADC - Periodical
G	ADC - Standard
M	Mixed ADC - Per.
N	Mixed ADC - Std.

Table 49 - Mail Control File Types

PRODUCT

Specify the Product associated with this control file record.

TO ZIP

The TO ZIP is the highest five-digit zip code for each DMM table entry.

The fields combine to comprise the primary key field of this file. Once the record has been created, these values cannot be changed. To change this key you must "D"elete this record and "A"dd another.

Having specified the above information, you will be presented with an appropriate screen for the Type you selected. The fields may include the following:

1 FROM ZIP

The From Zip is the lowest five-digit zip code for each DMM table entry.

2 ACCUMULATOR

The accumulator is the zip code of the facility where your postal permit is registered.

3 SORT ORDER

Enter a value to override zip sorting and sort instead in production order. When mail labels are generated utilizing either the Mail Control system or the preferred Auto-sacking system, the SORT ORDER will be used to break the mailing into unique batches for each SORT ORDER value and will create the labels by SORT ORDER. This is particularly useful when the paper is doing exceptional dispatch to particular post offices and the mail needs to be generated in a particular order to match the order in which the drivers leave the dock area.

4 DROP-OFF

Specify "Y"es if mail for this zip code is dropped directly at the specified Post Office. These pieces won't sort above 5 digits if using the Mail Control File or Auto Sacking module.

5 ENTRY TYPE

Valid Entry Types include: "R"egular (i.e. Standard), Anything other than R you are dropping directly at facility "D"DU (Dest Deliv Unit-Carrier sorts mail), and "S"CF, as well as "A"DC for Second Class (Refer to DMM section E250) and "B"MC for Third Class.

Item 10 - Postal Deliveries File

The Postal Deliveries File specifies how many active deliveries exist on a given Postal Route. This information is used to perform calculations in the Qualification Report and the Postal Report to determine qualification for high-density and saturation rates.

Select Item 10 - Postal Deliveries File from the Subscriber Set-up & Listing menu. To enter a new active deliveries value, type "A" [ENTER] at the "TASK" prompt. To modify an existing active deliveries value, type "C" [ENTER] at the "TASK" prompt. Enter the desired Zip Code, Postal Route. Enter the field parameters as defined below.

```

shemp
POSTAL DELIVERIES FILE MAINT      T:A
YOUR NEWSPAPER NAME

          ZIP CODE      12144      RENSSELAER
          POSTAL RT      C004

1 ACTIVE DELIVERIES      316

OK ? █
  
```

Figure 100 - Sample Postal Deliveries File Entry

1 ACTIVE DELIVERIES

Enter the value for the number of active deliveries on this route as specified by the post office.

Item 11 - Postal Indicia File

You may create any number of Postal Indicia, for any number of zip codes, which can be made to print automatically on the mail labels. The following is one example.

Select Item 11 - Postal Indicia File from the Subscriber Set-up & Listing menu. To create a new postal indicia, type "A" [ENTER] at the "TASK" prompt. To modify an existing postal indicia, type "C" [ENTER] at the "TASK" prompt. At the "INDICIA CODE" prompt, enter the code for a new or existing indicia. Enter the field parameters as defined below.

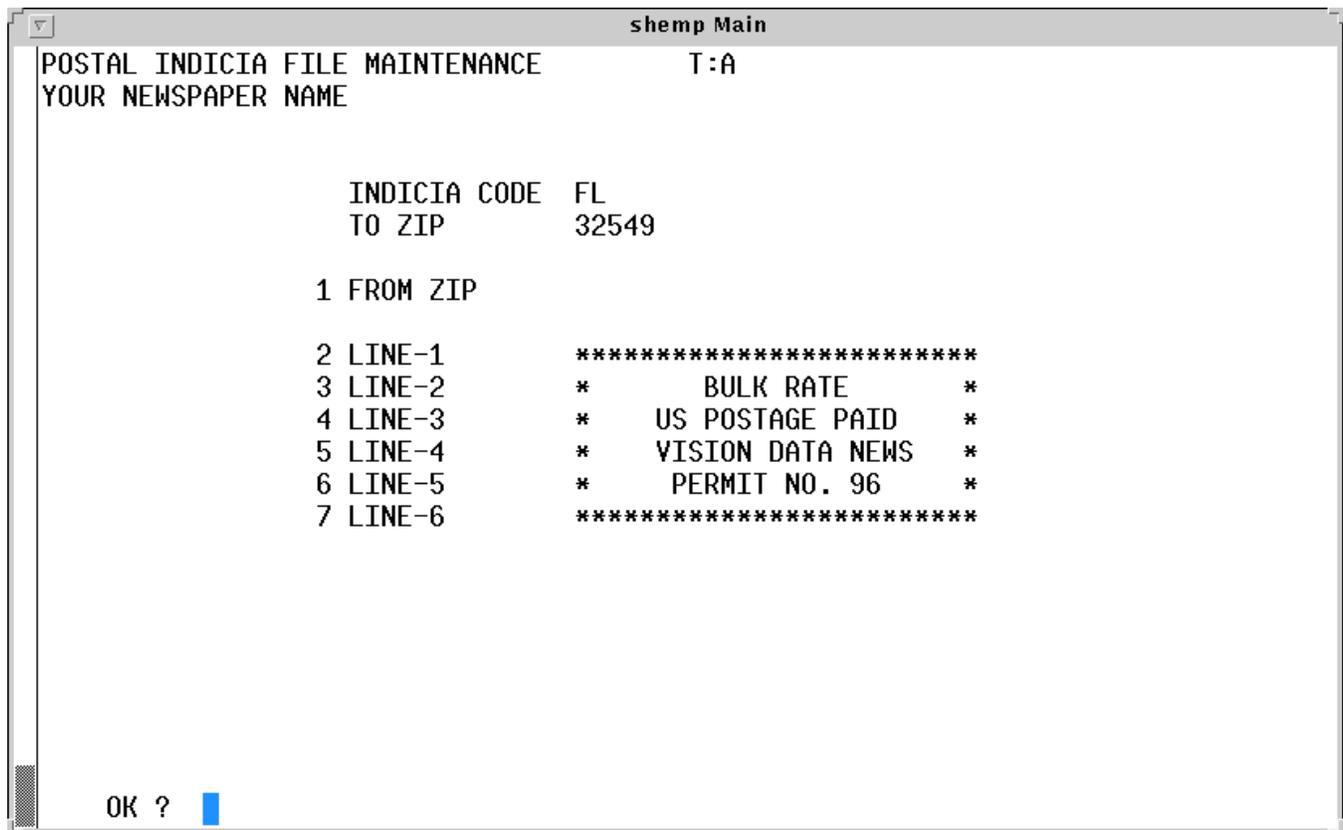


Figure 101 - Sample Postal Indicia Entry

**INDICIA CODE
TO ZIP**

Enter a two-character code for the Indicia Code - e.g. "FL". Enter the five digit zip code which is the "to zip" covered by this indicia - e.g. 32549.

Since these fields combine to comprise the primary key field of this file, once the record has been created, these values cannot be changed. To change this key you must "D"elete this record and "A"dd another.

FROM ZIP

Enter the five digit zip code which is the "From zip" covered by this indicia - e.g. 32547.

LINE-1

Enter *****

LINE-2

Enter * BULK RATE *

LINE-3

Enter * US POSTAGE PAID *

LINE-4

Enter * VISION DATA NEWS *

LINE-5

Enter * PERMIT NO. 96 *

LINE-6

Enter *****

Item 12 - Country Codes File

The Country Codes File contains the codes, formal names, forwarding facility and rate group information for all countries deliverable via the U.S. Postal Service. These values are derived from the Postal Service's International Mail Manual (IMM), and have been entered for you during your system configuration. The data is used as a cross reference to auto-complete the Mail Zone field (MA-ZN) whenever a value is entered into the Country field (CNTRY) of the Subscriber Master File.

Select Item 12 - Country Codes File from the Subscriber Set-up & Listing menu. To create a new country code, type "A" [ENTER] at the "TASK" prompt. To modify an existing country code, type "C" [ENTER] at the "TASK" prompt. At the "COUNTRY CODE" prompt, enter the three-character value for a new or existing country code. Enter the field parameters as defined below.

```

shemp Main
COUNTRY CODE FILE MAINTENANCE      T:I
YOUR NEWSPAPER NAME

          COUNTRY CODE      TSN

1 COUNTRY NAME      CHINA
2 ADDN COUNTRIES    TIBET, MONGOLIA
3 ENDORSEMENT LINE  OAKLAND CA
4 ENDORSEMENT ZIP   945
5 FORGN RATE GROUP  H

OK ? █
  
```

Figure 102 - Sample Country Codes File Entry

COUNTRY CODE

Enter the three-character Country Code as defined in the USPS IMM.

1 COUNTRY NAME

2 ADDN COUNTRIES

Enter the Country Name, as defined in the IMM, in this twenty-five character wide alphanumeric field. If deliveries to other countries are to be directed through this country, specify the Additional Countries.

3 ENDORSEMENT LINE**4 ENDORSEMENT ZIP**

Endorsement values appear on Mail Labels and Bag Tags (AutoSacking module), and specify the forwarding facility this mail is to be routed through.

5 FORGN RATE GROUP

Enter the Foreign Rate Group for this country as defined in the IMM.

Item 13 - G/L Interface Control File

The General Ledger of your business consists of two parts: the Balance Sheet and the Income Statement. All the cash and credit transactions for subscribers and carriers must eventually wind up as debit and credit transactions in the general ledger that balance. The General Ledger Interface consists of two files: the Control File, defined here, and the Transaction File. The G/L Interface **Control File** defines the debit and credit accounts on the balance sheet and income statements. When payments, charges or credits are entered, debit and credit transactions are created in the **Transaction File**, and assigned to the appropriate general ledger accounts defined in the **Control File**. Using the General Ledger Interface, a report can be run showing the transactions, and they can be posted to your General Ledger application.

Defining G/L Accounts

Select Item 13 - G/L Interface Control File from the Subscriber Set-up & Listing menu. To create a new G/L account, type "A" [ENTER] at the "TASK" prompt. To modify an existing G/L account, type "C" [ENTER] at the "TASK" prompt. At the "APPLICATION" prompt, enter "G" for the G/L Control File. Enter the field parameters as defined below.

```

shemp
CIRC/GL CONTROL FILE MAINTENANCE      T:C
YOUR NEWSPAPER NAME

      APPLICATION      G
      PUBLICATION NO   1
      ACCOUNT NO       1-10-1010

      1 DESCRIPTION    LOCATION OPERATING ACCOUNT

ITEM ? █

```

Figure 103 - Sample G/L Interface Control File - Application G

APPLICATION G

This is the screen for entering your general ledger account numbers and descriptions for each publication. Enter "G".

PUBLICATION NO

Enter a separate set of accounts for each publication.

ACCOUNT NO

Enter a general ledger account number from your chart of accounts. If your account numbers utilize a different size or format than what is displayed, contact Vision Data regarding customization of the G/L Account Number fields. The following may be some of the accounts you may want to use: Cash, Accounts Receivable, Discounts, Sales Tax.

These fields combine to comprise the primary key field of this file, once the record has been created, these values cannot be changed. To change this key you must "D"elete this record and "A"dd another.

1 DESCRIPTION

Enter the 25-character description from your chart of accounts.

The general ledger application must be defined first before defining the Subscriber and Carrier applications. Application "G" is not necessary if using the Vision Data General Ledger system.

Defining Subscriber Transactions

At the "APPLICATION" prompt, enter "s" for Subscriber Transaction Types. Enter the field parameters as defined below.

```

shemp
CIRC/GL CONTROL FILE MAINTENANCE      T:C
YOUR NEWSPAPER NAME

      APPLICATION      S
      PUBLICATION NO   1
      SUB RATE CODE    H3
      TRANS TYPE       P

1 DESCRIPTION      MAIL DELIVERY
2 NORM NEGATIVE ?  N
3 DEBIT GL ACCT   1-10-1010  LOCATION OPERATING ACCOUNT
4 CREDIT GL ACCT  1-20-2420  PIA LIABILITY

ITEM ? █

```

Figure 104 - Sample G/L Interface Control File - Application S

APPLICATION S

To define subscriber-related transaction types for each publication, enter "s".

PUBLICATION NO

Enter a separate set of records for each publication.

SUB RATE CODE

Enter the two-character subscriber rate code. The rate code and transaction type are stored in the subscriber Cash History File. The "@" means all rate codes.

TRANS TYPE

The one character transaction type is the type of transaction in the cash history file assigned by the Master File Maintenance program - i.e. "A"adjustment, "T"ip, Sales Tax, "R"efund, "P"ayment, "O"ver payment amount, "N"on-cash payment, and "D"iscount.

Since these fields comprise the primary key field of this file, once the record has been created, these values cannot be changed. To change this key you must "D"elete this record and "A"dd another.

1 DESCRIPTION

Enter the 25-character description of the transaction - e.g. "ADJUSTMENTS", "SUBSCRIBER TIPS", "SALES TAX", "DISCOUNTS APPLIED", "REFUNDS", etc.

2 NORM NEGATIVE ?

Is the transaction amount normally negative? All these transactions are NOT normally negative, except adjustments, which could be either positive or negative, and refunds, which are always negative.

3 DEBIT GL ACCT**4 CREDIT GL ACCT**

The Debit and Credit G/L Account Numbers, as previously entered in the "G" application screen, normally associated with this type of transaction - i.e. a cash payment transaction would normally debit the Cash in Bank account, and credit the Liability account.

Defining Carrier Transactions

At the "APPLICATION" prompt, enter "c" for Carrier Transaction Types. Enter the field parameters as defined below.

```

shemp
CIRC/GL CONTROL FILE MAINTENANCE      T:C
YOUR NEWSPAPER NAME

      APPLICATION      C
      PUBLICATION NO   1
      CHG/CRD CODE     DP
      DELIVERY TYPE    CAR

1 DESCRIPTION          CARRIER DAILY PAPER CHARGES
2 NORM NEGATIVE ? N
3 DEBIT GL ACCT       1-10-1225      A/R CIRCULATION
4 CREDIT GL ACCT      1-30-3110      CARRIER/MOTOR ROUTE REVENUE

ITEM ? █
  
```

Figure 105 - Sample G/L Interface Control File - Application C

APPLICATION C

To define carrier-related transaction types for each publication, enter "c".

PUBLICATION NO

Enter a separate set of records for each publication.

CHG/CRD CODE

This two-character code is the charge/credit codes used in the carrier charge/credit files. The following is a list of required and optional codes and where they are used that should be defined in the charge/credit description file on the carrier Special Functions menu:

Subscriber Updates	
BP	Carrier Back PIA Credits
BT	Carrier Back Tax Credit
BI	Billing Credits for Carrier Delivery of Mailgrams, Expiration Notices or Coupons
CC	Contest Credit

Carrier Check Printing	
CK	Check Issued for excess credits

Carrier Billing Cycle	
TX	Sales tax on papers
PP	Prepaid credits
FP	Free papers
LE	Last estimate
LP	Past PIA
SA	Savings charges to Carrier
DR	Daily returns charges
SR	Sunday returns charges
DP	Daily paper charges
PD	Daily PIA credits
PS	Sunday PIA credits
ST	Tax on supplies
SP	Sunday paper charges

Carrier Bundle Labels	
TP	Tips credited from subscribers
SC	Charges for substitute Carriers
SU	Credits for substitute Carriers
TM	Credit for delivering a TMC product

Miscellaneous Charges/Credits	
IN	Insurance
RB	Rubber Bands
RR	Rack Rental
BD	Bundle Drop
MI	Mileage
PB	Plastic Bags
DA	Dealer Account
AB	Accum. Bond
OT	Other
BK	Collection Book
CB	Carrier Bags
OD	Office Delivery
CA	Carrier Allowance
SB	Store Bought
BN	Bond
RA	Route Allowance

Table 50 - Sample Charge/Credit Codes

DELIVERY TYPE

This field refers to the delivery type of the carrier master file (DEL TYP) - e.g. "M"otor, "D"ealer, "R"ack, "C"arrier, "S"tore, "E"mployee, etc. The "@" may be used for ALL types if you do not have separate account numbers for each delivery type.

These fields combine to comprise the primary key field of this file, once the record has been created, these values cannot be changed. To change this key you must "D"elete this record and "A"dd another.

1 DESCRIPTION

Enter the 25-character description of the transaction - e.g. "PAYMENT", "SAVINGS", "CHECKS ISSUED", "DISCOUNTS", etc.

2 NORM NEGATIVE ?

Is the transaction amount normally negative? These transactions are normally negative if they decrease the carrier balance, and NOT normally negative if they increase the balance.

3 DEBIT GL ACCT**4 CREDIT GL ACCT**

The Debit and Credit G/L account numbers, as previously entered in the "G" application screen, normally associated with this type of transaction - i.e. a cash payment transaction would normally debit the Cash in Bank account, and credit the Receivable account.

Item 14 - Origin Mixed States File

The Origin Mixed File contains the zip code ranges and sack label information for OMX packages and containers. This information is provided to you and is taken from the Postal Service's Domestic Mail Manual (DMM), section L201.

Select Item 14 - Origin Mixed States File from the Subscriber Set-up & Listing menu. To create a new entry, type "A" [ENTER] at the "TASK" prompt. To modify an existing entry, type "C" [ENTER] at the "TASK" prompt. At the "ENTRY TO" prompt, enter the high value three-digit for the sectional center the piece will be mailed through. At the "TO ZIP" prompt, enter the high value three-digit value for sectional center the piece will be mailed to.

These fields combine to comprise the primary key field of this file. Once the record has been created, these values cannot be changed. To change this key you must "D"elete this record and "A"dd another.

```

shemp
ORIGIN MIXED STATES FILE MAINTENANCE  T:C
YOUR NEWSPAPER NAME

          ENTRY TO      121
          TO ZIP        212

1 ENTRY FROM      121
2 FROM ZIP        010

3 OMX/MXD        OMX
4 CITY NAME      ALBANY
5 STATE          NY
6 IDENT NUMBER   120

ITEM ? █
  
```

Figure 106 - Sample Origin Mixed-States File Entry

1 ENTRY FROM

This the low value of the SCF range for the post office of mailing.

2 FROM ZIP

This is the low value of the SCF range for zip code being mailed to.

3 OMX/MXD

Enter either "OMX" or "MXD" based on the type of postal facility for this particular origin-mixed entry.

4 CITY NAME

Enter the city name of the OMX Facility

5 STATE NAME

Enter the state name of the OMX Facility

6 IDENT

Enter the 3-digit identification number for the OMX Facility.

CHAPTER 05 • SPECIAL FUNCTIONS

Special Functions allow you to perform a variety of system-level functions in the Vision Circulation Subscriber System.

This chapter describes the selections available from the Special Functions portion of the Subscriber Set-Up & Listing and Special Functions menu, Items 15-28. The menu is accessed from the Subscriber main menu, or any of the other Subscriber system menus, by typing "SS" [ENTER] at the selection line. The topics covered here include Batch Coding, various Sequence Entry capabilities, the Relook programs, and a variety of optional module interfaces and utilities. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.

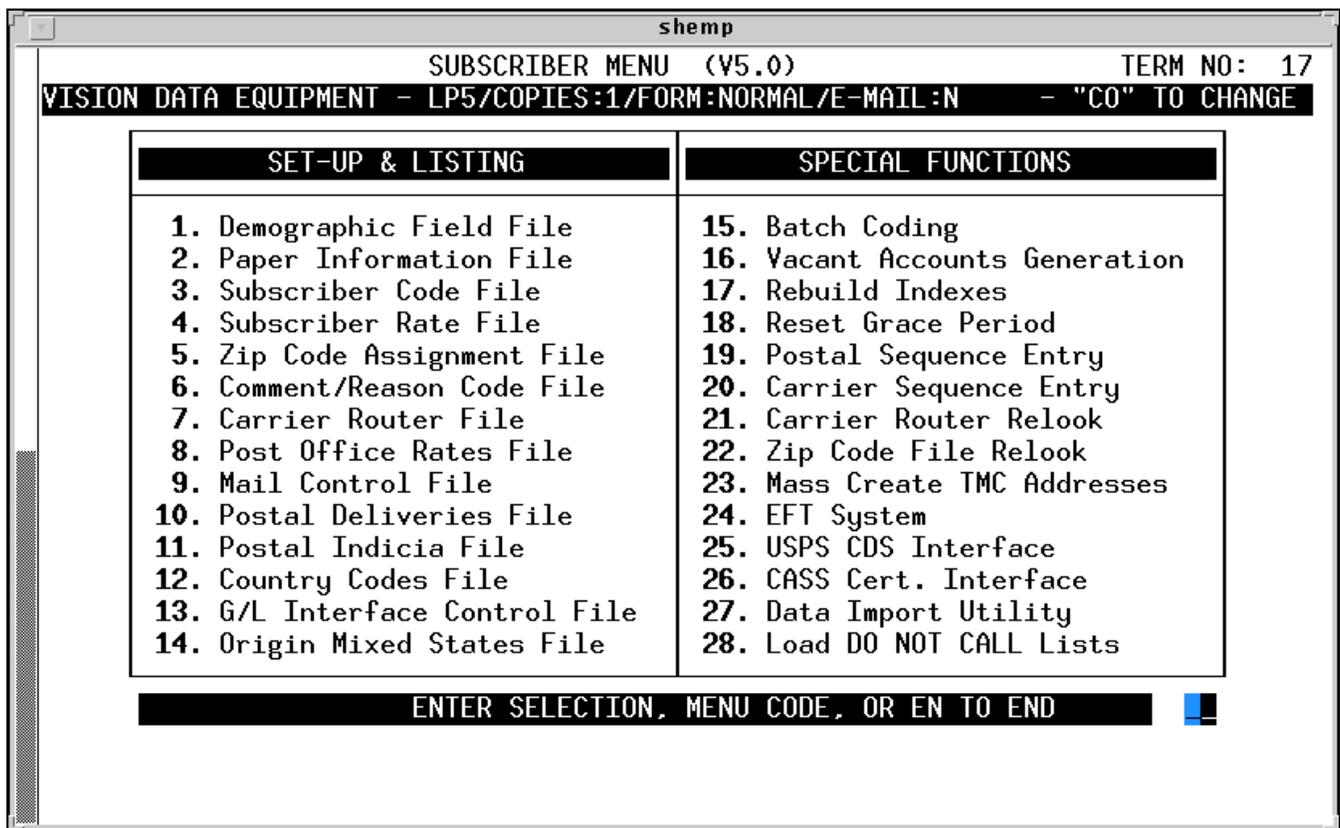


Figure 107 - Subscriber Set-Up & Special Functions Menu

Item 15 - Batch Coding

The Batch Coding program allows you, through the use of the Strip Program, to make mass modifications to field values in the subscriber/non-subscriber records, without needing to open individual records. The value of any field can be changed, with the exception of the Subscriber Code values. The Subscriber Code values can change former subscribers back into non-subscribers, but cannot convert non-subscribers to subscribers, or active subscribers to non-subscribers.

Select Item 15 - Batch Coding from the Subscriber Special Functions menu. The Batch Coding process begins with the Master File Strip program, which allows you to select the master file records you want to change. Refer to Chapter 3, Item 15 - Master File Strip & Lists for more information.

After setting your strip parameters, you will see the following:

What field number do you want to CHANGE ? ___

Enter the number of the field you want to change - e.g. "49" (PIA-CR1).

Example

To change all subscriber of a specific publication from morning edition to evening edition, perform a strip on field 23 "PUB-#". When asked "what field number do you want to CHANGE?" enter field number "24". You will be asked "FROM ("@" FOR ALL)?" Enter "@" to select all your stripped subscribers, or enter the code for your morning edition. When asked "TO?" enter the code for your evening edition.

Batch coding the NAME field will rebuild the name key. Batch coding the ST-# or APTMT, ST-NA, ZIP or TN-CD, will rebuild the address key. You must reindex after batch coding any of the following fields: NAME, ST-# or APTMT, ST-NA, ZIP or TN-CD, CRT-# and CSQ-#.

Item 16 - Vacant Accounts Generation

To avoid potentially long delays searching through blank records in the Household, Subscriber and Bill-To files when adding subscribers or non-subscribers to the system, a pool of blank records is maintained in the Vacant Accounts File. The subscriber files are created to a specific size and up to 5000 blank records may be maintained in the Vacant Accounts File. When these records are used up, another 5000 may be generated until you have used up to the maximum size of the subscriber files. Then you must decide if you want to expand one or more of the subscriber files or delete subscribers or non-subscribers from your system.

Select Item 16 - Vacant Accounts Generation from the Subscriber Special Functions menu. When you add a subscriber or non-subscriber to the master file and receive the message "VACANT ACCOUNTS FILE EXHAUSTED", it is time to generate new vacant accounts. The following statement will appear:

HOW MANY BLANK RECORDS DO YOU NEED? (1-5000) ____

Enter the number of blank records you want to create in the subscriber file.

If the program tries to create vacant accounts, and there is not enough space in the file to create the number of accounts you specified, one or more of the following messages will appear:

HOUSEHOLD FILE EXHAUSTED AFTER FINDING ____ RECORDS

SUBSCRIBER FILE EXHAUSTED AFTER FINDING ____ RECORDS

BILL-TO FILE EXHAUSTED AFTER FINDING ____ RECORDS

If no further message appears, or the number of records found is acceptably large, you may elect to continue, but if the number of records is small, you will either have to expand the associated file and generate vacant accounts again, or delete subscriber/non-subscriber records. The program will generate as many vacant accounts in each file as it can find.

Item 17 - Rebuild Indexes

There are four keys on the TMC/Household file used for easy access: the Name Key, the Address Key, the Telephone Key, and the Carrier Route Key. The name, address and telephone key are used to locate a subscriber's account when the account number is not known. Each key has an index associated with it, which may need to be periodically reindexed. Refer to Chapter 2, Item 1 - Master File Maintenance for more information.

Select Item 17 - Rebuild Indexes from the Subscriber Special Functions menu. This program may have to be run:

- If you have trouble accessing accounts by the known keys.
- If there is a noticeable "slowing down" of the system when searching on the keys - i.e. running bundle labels while searching for stops, starts and PIA's.
- If a large amount of TMC Master File entry has occurred since the last time you reindexed.
- When the messages "RE-INDEXING REQUIRED" or "ERROR IN ROUTE CHAIN" appear.
- If valid PIA subscribers are missing from the PIA listing or carrier route list.
- After batch coding any of the following fields:
 - NAME
 - ST-#
 - APTMT
 - ST-NA
 - ZIP
 - TN-CD
 - CRT-#
 - CSQ-#
- If you have purchased, converted, and merged a new mail list into your existing files.

You cannot run other programs that access the subscriber files while the Rebuild Indexes program is running. Depending on your system and the size of your subscriber files, this program may run for a long time. Please plan your use of this program accordingly.

Item 18 - Reset Grace Period

The grace period is the length of time in days that you allow a carrier or mail delivered subscriber to receive a paper after their expiration date. Even if you don't offer a grace period, you must set it up with a value of zero. There are two grace periods used in the Subscriber System: one for new subscriber starts where no money has been received (non-paid starts), and the other for subscribers who have paid. The grace period for non-paid starts is entered here. The other grace periods are set up in the subscriber rate file and may be different for rates (carrier delivered vs. mail delivered subscribers, for instance). Refer to Chapter 4, Item 4 - Subscriber Rate File for how to create and maintain the file.

Select Item 18 - Reset Grace Period from the Subscriber Special Functions menu. Enter the field parameters as defined below.

```

shemp
RESET GRACE PERIOD
YOUR NEWSPAPER NAME

      STARTING PUB-#  1
      ENDING PUB-#   1

      STARTING ROUTE-#    1
      ENDING ROUTE-#   9999

      NUMBER OF DAYS PAST THE EXPIRATION
      DATE TO SET THE GRACE DATE  30

      OK (Y/N/E) ? █
  
```

Figure 108 - Sample Reset Grace Period Entry

THIS PROGRAM WILL RESET THE GRACE PERIOD ON EXISTING SUBSCRIBERS. OK TO CONTINUE (Y/N) ?
Type "Y" [ENTER] to continue this process. If in doubt, type "N" [ENTER] to exit this program.

STARTING PUB-#
ENDING PUB-#

Enter the starting and ending publication numbers for the range of publications you wish to reset. Pressing [ENTER] twice will select the maximum range of all publications.

STARTING ROUTE-#**ENDING ROUTE-#**

Enter the starting and ending route numbers for the range of routes you wish to reset. Pressing [ENTER] twice will select the maximum range of all routes.

NUMBER OF DAYS PAST THE EXPIRATION**DATE TO SET THE GRACE DATE**

Enter the number of days past the expiration date for the system to use in recalculating grace dates.

Item 19 - Postal Sequence Entry

After the TMC Master File has been created, and Postal Route numbers for mail delivered subscribers have been assigned from the Postal Router File (either through the Relook program or manually) you can print postal verification cards for each postal route. Your post office will put the verification cards in delivery sequence order for you. After you receive them back, you use this program to update the PSQ-# field for the subscribers on each route. Refer to Chapter 3, Item 18 - Postal Verification Cards for more information.

Sequencing of Postal Route addresses can be done electronically through the USPS Carrier Delivery Sequencing (CDS) Interface. However, a minimum number of addresses per zip code is required in order to qualify for subscription to this service.

Select Item 19 - Postal Sequence Entry from the Subscriber Special Functions menu. Enter the field parameters as defined below.

```

shemp
POSTAL ROUTE SEQUENCING
YOUR NEWSPAPER NAME

          ZIPCODE OR "END" 12144
        POSTAL ROUTE NUMBER  C002
STARTING SEQUENCE NUMBER   10
          INCREMENT         10

ACCOUNT NUMBER OR "ZIP" OR "END" ██████████
  
```

Figure 109 - Sample Postal Route Sequencing Entry

ZIPCODE OR "END"

Enter the Zip Code associated with the postal route you are sequencing, or type "END" [ENTER] to quit.

POSTAL ROUTE NUMBER

Enter the Postal Route Number for the route you wish to sequence.

STARTING SEQUENCE NUMBER

Enter the Starting Sequence Number for the route. Press [ENTER] to accept the default value of "10".

INCREMENT

Enter the sequence Increment value for the route. Press [ENTER] to accept the default value of "10".

ACCOUNT NUMBER OR "ZIP" OR "END"

Having specified the above information, you will now enter the Account Numbers in the sequence received in your returned Postal Verification Cards. The name, address and old and new sequence numbers (e.g. 10, 20, 30, etc.) are displayed on the screen. If the postal route is not correct for the account, you will be asked if you want to change it. If the new sequence number is correct, answer "Y" at the "OK" prompt. To override the sequence number, answer "S" at the "OK" prompt. Answering "N" at the "OK" prompt will allow you to reenter the account number. When you are done with one route, enter the word "ZIP" at the "ACCOUNT NUMBER" prompt to start another route.

Sequencing programs update the subscriber files. No one else may be updating subscriber/non-subscriber files at the same time. Updating includes making any additions or changes to the household, subscriber or related files, also batch coding, vacant accounts, relooks, reindexing, mass create, and bundle labels. Inquiring about subscriber records is not an issue.

Item 20 - Carrier Sequence Entry

After the TMC Master File has been created, and Carrier Route numbers for carrier delivered subscribers have been assigned from the Carrier Router File (either through the relook program or manually) you can use this program to update the CSQ-# field for the carrier delivered subscribers on a route.

Select Item 20 - Carrier Sequence Entry from the Subscriber Special Functions menu. Enter the field parameters as defined below.

The screenshot shows a terminal window titled 'shemp'. The text inside the window is as follows:

```

CARRIER ROUTE SEQUENCING
YOUR NEWSPAPER NAME

                CARRIER ROUTE NUMBER  5107
STARTING SEQUENCE NUMBER    10
                INCREMENT              10

ACCOUNT NUMBER OR "ROUT" OR "END"  ██████████
  
```

Figure 110 - Sample Carrier Route Sequencing Entry

CARRIER ROUTE NUMBER

Enter the Carrier Route Number for the route you wish to sequence.

STARTING SEQUENCE NUMBER

Enter the Starting Sequence Number for the route. Press [ENTER] to accept the default value of "10".

INCREMENT

Enter the sequence Increment value for the route. Press [ENTER] to accept the default value of "10".

ACCOUNT NUMBER OR "ROUT" OR "END"

Having specified the above information, you will now enter the Account Numbers in the desired sequence. The name, address, and old and new sequence numbers (e.g. 10, 20, 30, etc.) are displayed on the screen. If the new sequence number is correct, answer "Y" at the "OK" prompt. To override the sequence number, answer "S" at the "OK" prompt. Answering "N" at the "OK" prompt will allow you to reenter the account number. When you are done with one route, enter the word "ROUT" at the "ACCOUNT NUMBER" prompt to start another route.

Sequencing programs update the subscriber files. No one else may be updating subscriber/non-subscriber files at the same time. Updating includes making any additions or changes to the household, subscriber or related files, also batch coding, vacant accounts, relooks, reindexing, mass create, and bundle labels. Inquiring about subscriber records is not an issue.

Item 21 - Carrier Router Relook

The Carrier Router File defines news carrier and motor route territories so that addresses entered into the Master File are assigned the proper route. Once the carrier route number (CRT-#) and the carrier sequence number (CSQ-#) have been assigned for each subscriber/non-subscriber on the route, a list of subscribers/non-subscribers, in walking sequence order, can be printed for the news carriers. If changes are made to the Carrier Router File, you can run the Carrier Router Relook program to update existing subscribers with correct route numbers.

Select Item 21 - Carrier Router Relook from the Subscriber Special Functions menu. When asked "This Program will reload The Carrier Route Information. OK To Continue (Y/N)?", type "Y" [ENTER]. Enter the field parameters as defined below.

The screenshot shows a terminal window titled 'shemp' with the following text:

```

CARRIER ROUTER RELOOK
YOUR NEWSPAPER NAME

STARTING PRODUCT CODE ? 01
ENDING PRODUCT CODE ? 01

STARTING ZIP CODE ? 12144
ENDING ZIP CODE ? 12144

STARTING ROUTE NUMBER ? 0
ENDING ROUTE NUMBER ? 9999

PRINT NON-ROUTABLE ADDRESSES (Y/N) ? Y

PRINT ADDRESSES WITH CHANGED ROUTE NUMBERS (Y/N) ? Y

UPDATE DRAWS (Y/N) ? Y

ENTER THE DATE FOR DETERMINING
ACTIVE/INACTIVE SUBSCRIBERS 1/08/2009

OK (Y/N/E) ? █
  
```

Figure 111 - Sample Carrier Router Relook Entry

STARTING PRODUCT CODE?

ENDING PRODUCT CODE?

Enter the Starting and Ending Product Code range. Pressing [ENTER] twice will accept the entire range by default.

STARTING ZIP CODE?

ENDING ZIP CODE?

Enter the Starting and Ending Zip Code range. Pressing [ENTER] twice will accept the entire range by default.

STARTING ROUTE NUMBER?**ENDING ROUTE NUMBER?**

Enter the Starting and Ending Route Number range. Pressing [ENTER] twice will accept the entire range by default.

PRINT NON-ROUTABLE ADDRESSES (Y/N)?

Specify whether to print a list of non-routable addresses (exception list). The default value is "Y".

PRINT ADDRESSES WITH CHANGED ROUTE NUMBERS (Y/N)?

Specify whether to print a list of addresses with changed route numbers (carrier change list). The default value is "Y".

UPDATE DRAWS (Y/N)?

Specify whether to update carrier draws. The default value is "N".

**ENTER THE DATE FOR DETERMINING
ACTIVE/INACTIVE SUBSCRIBERS (Y/N)?**

Specify the cutoff date for determining active vs. inactive subscribers. The default value is the current date.

Item 22 - Zip Code File Relook

The Zip Code Assignment File defines news carrier and motor route territories so that addresses entered into the Master File are assigned proper zip-related information. If changes are made to the Zip Code Assignment File, you can run the Zip Code File Relook program to update relative information and help maintain accurate and consistent information throughout the system.

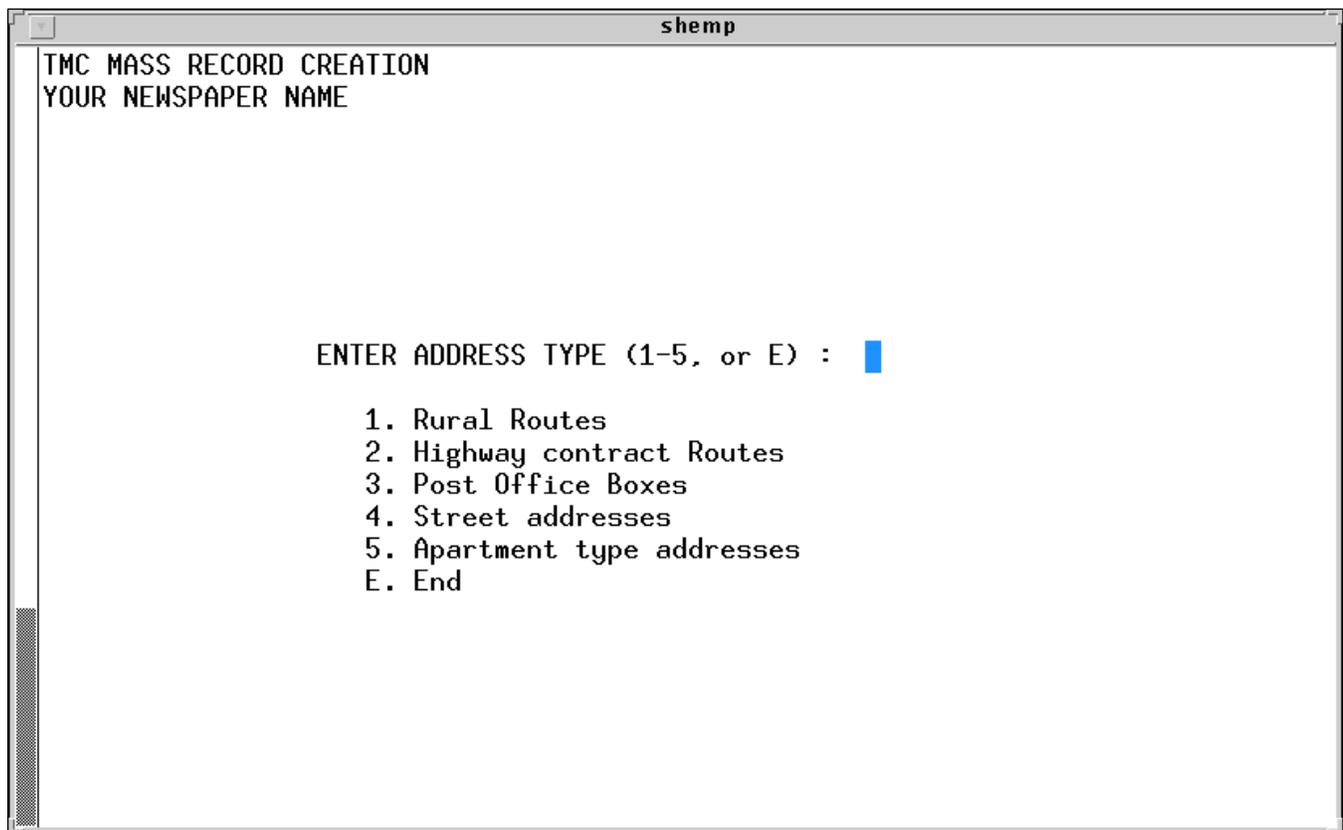
Select Item 22 - Zip Code File Relook from the Subscriber Special Functions menu. When asked "This Program will Reload The Zip Code Information. OK To Continue (Y/N)", type "Y" [ENTER].

The Zip Code File Relook updates the subscriber files. No one else may be updating subscriber/non-subscriber files at the same time. Updating includes making any additions or changes to the household, subscriber or related files, also batch coding, vacant accounts, relooks, reindexing, mass create, and bundle labels. Inquiring about subscriber records is not an issue.

Item 23 - Mass Create TMC Addresses

The Mass Create TMC Addresses program allows for the rapid generation of large numbers of resident addresses in the TMC/Household Master File. This is useful for adding newly constructed housing developments or apartment blocks to your delivery territory.

Select Item 23 - Mass Create TMC Addresses from the Subscriber Special Functions menu. The program presents three different screens allowing you to create any of five different types of mass addresses. The first screen will ask you to "Enter Address Type(1-5, or E)":



The screenshot shows a terminal window titled "shemp". The main text reads "TMC MASS RECORD CREATION" followed by "YOUR NEWSPAPER NAME". Below this, it prompts "ENTER ADDRESS TYPE (1-5, or E) :". A list of options is displayed: 1. Rural Routes, 2. Highway contract Routes, 3. Post Office Boxes, 4. Street addresses, 5. Apartment type addresses, and E. End. A blue cursor is positioned at the end of the prompt line.

Figure 112 - Mass Create TMC Addresses Screen #1

- 1. Rural Routes
- 2. Highway Contract Routes
- 3. Post Office Boxes
- 4. Street Addresses
- 5. Apartment Type Addresses
- E. End

Select the appropriate address type and press [ENTER] to proceed to the next screen. Enter the field parameters as defined below.

```

shemp
TMC MASS RECORD CREATION                                STREET ADDRESSES
YOUR NEWSPAPER NAME

Enter Starting Account Number                2
Enter 2nd character of Subscriber Code (optional) N
Enter Zip Code 12144          Enter town code RE
Enter city RENSSELAER          Enter state NY
Enter PRT-# (optional)
Enter CRT-# (Optional) 5107
OK to blank out existing accounts ? N  Check for duplicate addresses ? Y
  
```

Figure 113 - Mass Create TMC Addresses Screen #2

ENTER STARTING ACCOUNT NUMBER

It is suggested that you enter a high enough Starting Account Number that a sequential block of blank account numbers are available in the master files.

ENTER 2ND CHARACTER OF SUBSCRIBER CODE (OPTIONAL)

The created records will have a subscriber code beginning with an "N" indicating non-subscriber. You can optionally enter a second character.

ENTER ZIP CODE
ENTER TOWN CODE
ENTER CITY
ENTER STATE

Enter the common Zip Code, Town Code, City and State for the block of new addresses. If possible, the zip code lookup feature will auto-complete these fields based on the entered zip code.

ENTER PRT-# (OPTIONAL)
ENTER FIRST PSQ-#

You have the option of entering a Postal Route Number (PRT#) at this time. If you elect to do so, you will be asked to enter the first Postal Sequence Number (PSQ#) for the designated route.

ENTER CRT-# (OPTIONAL)

You have the option of entering a Carrier Route Number (CRT#) at this time. If you elect to do so, you will be able to utilize this field in performing strip searches when you are done.

OK TO BLANK OUT EXISTING ACCOUNTS?

If you enter "Y" the system will overwrite existing accounts that it encounters as it sequentially creates the new accounts based on your Starting Account Number defined above. If you enter "N" the system will pass over existing accounts, moving to the next higher available account number. The default is "N".

CHECK FOR DUPLICATE ADDRESSES?

If you enter "Y" the system will check for duplicate addresses and if found, will replace the postal route and sequence number in the existing address.

The third screen will be different, based on the Address Type you select on the first screen. Shown below is a sample of the third screen for Street Addresses. The definition of each type is broken out below.

```

shemp
TMC MASS RECORD CREATION                                STREET ADDRESSES
YOUR NEWSPAPER NAME
                TMC ACCOUNT #          2

Enter street direction N

Enter street name GLEEBER ST

Enter Starting STREET Number (<TAB> for table) 4100

Enter Ending STREET Number    4159

Even, odd, or both (E/O/B) ? B

OK ? (Y/N/E) █

```

Figure 114 - Mass Create TMC Addresses Screen #3 - Street Addresses

Rural Routes

ENTER ROUTE NUMBER
ENTER STARTING BOX NUMBER ([TAB] FOR TABLE)
ENTER ENDING BOX NUMBER
EVEN, ODD, OR BOTH (E/O/B) ?

Enter the rural route number and the starting and ending box numbers. Do you want to create the even numbered side of the road or the odd numbered side or both?

Highway Contract Routes

ENTER ROUTE NUMBER
 ENTER STARTING BOX NUMBER ([TAB] FOR TABLE)
 ENTER ENDING BOX NUMBER
 EVEN, ODD, OR BOTH (E/O/B) ?

Enter the highway route number and the starting and ending box numbers. Do you want to create the even numbered side of the road or the odd numbered side or both?

Post Office Boxes

ENTER STARTING BOX NUMBER ([TAB] FOR TABLE)
 ENTER ENDING BOX NUMBER
 EVEN, ODD, OR BOTH (E/O/B) ?

Enter the starting and ending post office box numbers. Do you want to create the even numbered boxes or the odd numbered ones or both?

Street addresses

ENTER STREET DIRECTION
 ENTER STREET NAME
 ENTER STARTING STREET NUMBER ([TAB] FOR TABLE)
 ENTER ENDING STREET NUMBER
 EVEN, ODD, OR BOTH (E/O/B) ?

Enter the pre-direction, street name and the starting and ending street numbers. Do you want to create the even numbered side of the street or the odd numbered side or both?

Apartment type addresses

ENTER STREET NUMBER
 ENTER FRACTIONAL
 ENTER STREET DIRECTION
 ENTER STREET NAME
 ENTER APARTMENT NUMBER PREFIX
 ENTER STARTING APT. NUMBER ([TAB] FOR TABLE)
 ENTER ENDING APT. NUMBER
 EVEN, ODD, OR BOTH (E/O/B) ?
 ENTER APARTMENT NUMBER SUFFIX

Enter the street address of the apartment complex, and the starting and ending apartment numbers for that complex. Do you want to create the even numbered apartments or the odd numbered ones?

After using the Mass Create TMC Addresses program to create addresses, you must run the Reindex program.

Item 24 - EFT System

The Electronic Funds Transfer (EFT) module allows you to handle EFT Payments from within Vision Circulation. This is an optional product and must be purchased separately.

See separate documentation for more information on the EFT System and how it works.

Item 25 - USPS CDS Interface

The USPS CDS Interface (Carrier Delivery System) allows the updating of household address information from CDs provided by the post office. To access the files on the CDs the user must first run a program provided by the post office on their PC to convert the files from their compressed and encrypted format. The user should be certain that the data is written to separate files per zip code, has justified street names and has AMS style delivery numbers. Only delivery point information needs to be extracted, but including additional information in the extract file is acceptable. Once the zip code data has been extracted to an ASCII format, the files should be placed on the circulation server in the work folder under their existing format and naming convention. The files can then be pre-processed by the user entering "FC" at the "ENTER SELECTION" prompt of the main subscriber menu.

Many methods can be used to transfer the CDS data to the circulation server and can vary based on the users current hardware and software set-up. It is recommended that the user discuss this step with the support staff at Vision Data to determine the best method available.

Running this program updates the Postal Route Number (PRT#) and Postal Sequence Number (PSQ#) values for records within a given zip code. The process involves running several passes over the data, referred to as "phases" to perform the update. The first phase updates exact matches. The second phase resolves apartment types, and returns a list of addresses, which may need to be added or changed. The changes can be made as a part of this process

Select Item 25 - USPS CDS Interface from the Subscriber Special Functions menu. Begin the process with Phase 1.

Phase 1: LOAD NEW CDS FILE

After selecting phase 1, enter the zip code of the CDS input file you want to load. This phase compares each address record in the CDS file with the corresponding record in the Household file. If it finds the corresponding Household record, the Postal Route, Sequence Number and Zip+4 are loaded from the CDS record. This phase must be run at least one time before any other.

Phase 2: LIST EXISTING NON-MATCHES

Phase 1 may not be able to exactly match all the CDS records with the Household records in the Master File. You can run this phase to obtain a listing of CDS records that do not match in Phase 1. **This phase is optional.**

Phase 3: 2ND PASS FOR CHANGES/ADDS

This phase compares the unmatched CDS records with the Household file to see how close to matching they are. Just because a CDS address doesn't match a Household record exactly doesn't mean that the Household record must be changed or the CDS address must be added. For example, a match will not occur if the pre-direction is different or left out, or the fraction is not the same, or the apartment is not the same or left off. After you have run this phase you can list the possible changes using Phase 4 and/or list the possible adds using Phase 5 or you may process the possible changes and/or adds using Phases 6 and 8.

Phase 4: LIST POSSIBLE CHANGES

This phase will send to the printer the list of Household records found in Phase 3 that might need to be changed. **This phase is optional.**

Phase 5: LIST POSSIBLE ADDS

This phase will send to the printer the list of CDS records found in Phase 3 that might need to be added. **This phase is optional.**

Phase 6: FLAG POSSIBLE CHANGES

This phase displays a line-to-line comparison of the conflicting data. The "c"DS record will appear on the screen above the "v"ision (Household) record that it appears to match. If it looks like it is supposed to be the same household, you may choose to "u"pdate (or Change) the existing household record with the CDS information. If the CDS record is obviously new, you may flag it as an "A"dd. You can run this phase any number of times to flag those records that must be added or changed. You may flag addresses individually or update an entire page at a time. This process will flag the CDS record(s) for possible Phase 7 processing. Phase 7 will actually change the Household records based on the CDS records that are flagged for "u"pdate (change) only. Those flagged as "A"dd may be reviewed and/or processed with the other adds in Phases 8 and 9.

Phase 7: UPDATE FLAGGED CHANGES

Records that are flagged to be changed from Phase 6 will update the existing Household records.

Phase 8: FLAG POSSIBLE ADDS

The "c"DS record will appear on the screen. If the CDS record is obviously new, you may flag it as an "A"dd. You can run this phase any number of times to flag those records that must be added. You may flag addresses individually or add an entire page at a time. This process will flag the CDS record(s) for possible Phase 9 processing. Phase 9 will actually add the flagged CDS records to the Household file.

You do not have to add CDS records that appear as new to your Household file.

Phase 9: UPDATE FLAGGED ADDS

CDS records that are flagged to be added from Phase 8 will be added to the Household file as Non-subscriber records.

Item 26 - CASS Certification Interface

The CASS Certification. Interface (Coding Accuracy Support System) program performs two functions. It creates an output file of existing addresses for cleanup processing, and updates the master file with corrected addresses from the output file after cleanup processing by third party CASS Certification software. **No new addresses are created as a result of either function.**

Creating an Address Output File

Select Item 26 - CASS Certification Interface from the Subscriber Special Functions menu. When prompted to "Enter Desired Procedure" type "1" [ENTER]. Enter the field parameters as defined below.

```

shemp
TMC CIRCULATION ADDRESS CORRECTION
YOUR NEWSPAPER NAME

1 CREATE ADDRESS OUTPUT FILE      ENTER STARTING BATCH NUMBER: 001
2 UPDATE HOUSEHOLD FILE           ENTER MAX RECORDS PER BATCH: 999999
ENTER DESIRED PROCEDURE: 1

ENTER A TABLE OF UP TO 9 PUBLICATION NUMBERS, <RETURN> TO END
1         2         3         4

ENTER STARTING ZIP CODE: 00000
ENTER ENDING ZIP CODE: 99999

ENTER STARTING POSTAL ROUTE:
ENTER ENDING POSTAL ROUTE: █

```

Figure 115 - Sample CASS Certification Interface - Output File

1 CREATE ADDRESS OUTPUT FILE
2 UPDATE HOUSEHOLD FILE
ENTER DESIRED PROCEDURE:

Type "1" [ENTER] to create an output file to be processed through your CASS Certification software.
 Type "2" [ENTER] to update your household records with the CASS Certification processed output file.

Creating a CASS Extract File

ENTER STARTING BATCH NUMBER
ENTER MAX RECORDS PER BATCH

Enter the appropriate Batch Number and Maximum Records values. These values allow you to control the size of the output files based on various media size restrictions (e.g. floppy disk maximum of 1.44 MB, Zip-Disk, CD or DVD Burner, etc...)

**ENTER A TABLE OF UP TO 9 PUBLICATION NUMBERS,
<RETURN> TO END**

Enter the Publications whose Master Files you wish to output.

ENTER STARTING ZIP CODE:**ENTER ENDING ZIP CODE:**

Enter the starting and ending zip codes for the range of addresses you wish to output. Press [ENTER] twice for all (default range).

ENTER STARTING POSTAL ROUTE:**ENTER ENDING POSTAL ROUTE:**

Enter the starting and ending postal route numbers for the range of addresses you wish to output. Press [ENTER] twice for all (default range).

PUT APARTMENT IN FORMATTED ADDRESS (Y/N)?

Some certification products require that apartment numbers not be in the same field as the street address, while for others this is acceptable. Enter "Y" or "N" as is appropriate for your software.

INCLUDE MAIL-TO ADDRESSES (Y/N)?**OMIT DELIVERY ADDRESS WHEN MAIL-TO PRESENT (Y/N)?**

Subscriber Mail-To addresses can be included in the file output for verification. If so, the system gives the option of skipping the standard delivery address when mail-to addresses are present.

INCLUDE DPV AND LACS FIELDS (Y/N)?

Based on the version of your CASS software, the extract file may need to contain fields for LACS and DPV processing. Enter "Y" or "N" as is appropriate for your software.

Updating the Household File

Select Item 26 - CASS Certification Interface from the Subscriber Special Functions menu. When prompted to "Enter Desired Procedure" type "2" [ENTER]. Enter the parameters as defined below.

```

shemp
TMC CIRCULATION ADDRESS CORRECTION
YOUR NEWSPAPER NAME

1 CREATE ADDRESS OUTPUT FILE      ENTER STARTING BATCH NUMBER: 001
2 UPDATE HOUSEHOLD FILE           ENTER ENDING BATCH NUMBER: 001
ENTER DESIRED PROCEDURE: 2

UPDATE ADDRESS CHANGES (Y/N)? Y
UPDATE FORMATTED OR PARSED ADDRESS (F/P)? F
IS APARTMENT IN FORMATTED ADDRESS (Y/N)? N

UPDATE 5-DIGIT ZIPCODE CHANGES (Y/N)? Y
UPDATE ZIP+4 CHANGES (Y/N)? Y
READ OUTPUT ZIP, ZIP+4, OR ADD-ON CODE (0/4/A) ? 0

UPDATE POSTAL ROUTE CHANGES (Y/N)? Y

MAINTAIN EXISTING WALK SEQUENCE NUMBERS (Y/N)? Y

OK ? (Y/N/E) █

```

Figure 116 - Sample CASS Certification Interface - Update File

1 CREATE ADDRESS OUTPUT FILE
2 UPDATE HOUSEHOLD FILE
ENTER DESIRED PROCEDURE:

Type "1" [ENTER] to create an output file to be processed through your CASS Certification software.
 Type "2" [ENTER] to update your household records with the CASS Certification processed output file.

ENTER STARTING BATCH NUMBER:
ENTER ENDING BATCH NUMBER:

Enter the appropriate Starting and Ending Batch Number values.

UPDATE ADDRESS CHANGES (Y/N)?
UPDATE FORMATTED OR PARSED ADDRESS (F/P)?
IS APARTMENT IN FORMATTED ADDRESS (Y/N)?

Specify whether to update changes in address. If you answer "Y", you are asked whether to update the address as formatted or parsed, and whether apartment information is contained within the address.

UPDATE 5-DIGIT ZIPCODE CHANGES (Y/N)?**UPDATE ZIP+4 CHANGES (Y/N)?****READ OUTPUT ZIP, ZIP+4, OR ADD-ON CODE (O/I/A)?**

Specify whether to update the 5-digit zip code. If you answer "Y", you are asked whether to update changes to zip+4, and which value to read in.

UPDATE POSTAL ROUTE CHANGES (Y/N)?

Specify whether to update changes to postal routes.

MAINTAIN EXISTING WALK SEQUENCE NUMBERS (Y/N)?

Specify whether to maintain existing postal sequence numbers (PSQ#).

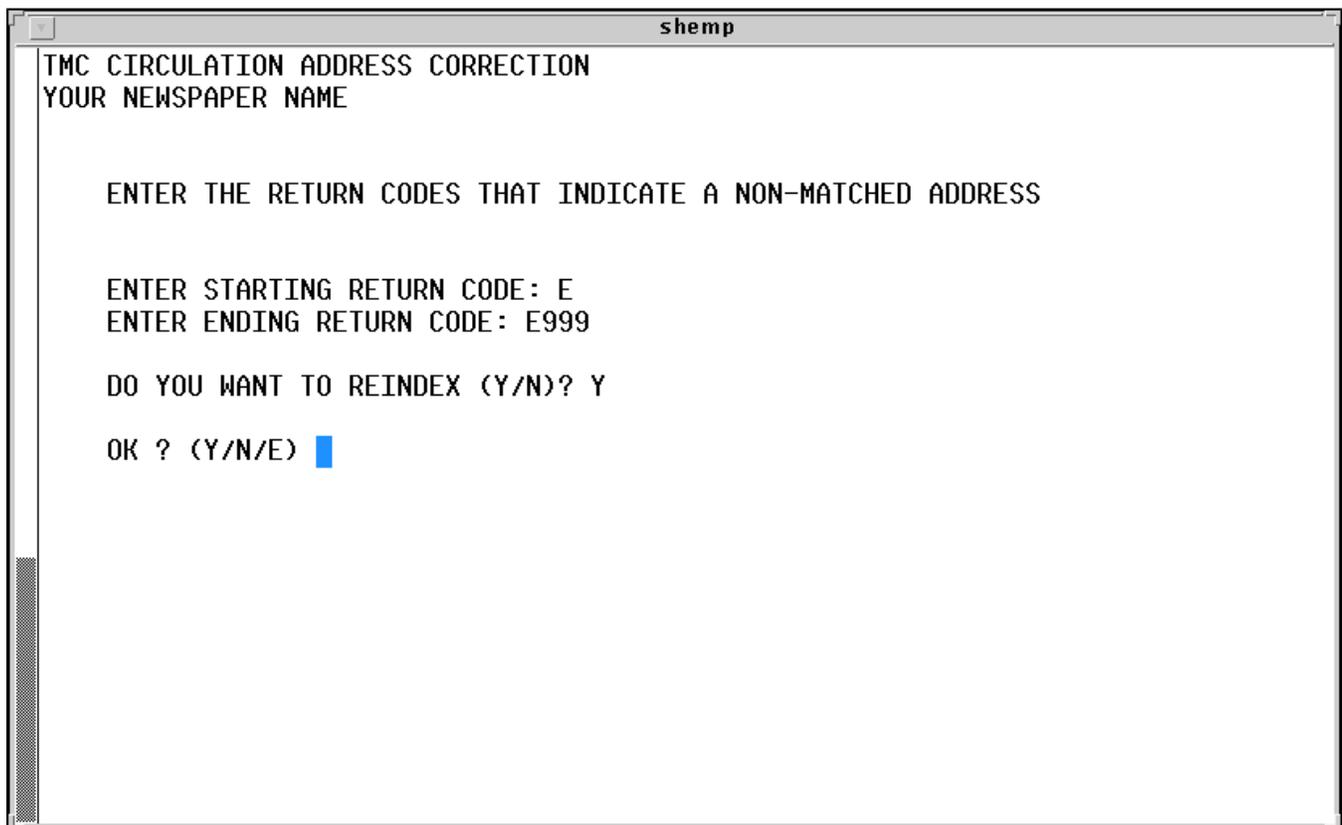


Figure 117 - Sample CASS Certification Interface - Update File

ENTER STARTING RETURN CODE**ENTER ENDING RETURN CODE**

Your CASS software should place a return code in the update address file which indicates how well the software was able to match the specified address to a national address database. Enter the range of values here that the software uses to indicate a failure to match the address. These addresses containing a return code in this range will not be updated to your database and a report of the invalid addresses and the code assigned to them will be printed so you can manually correct the issues.

DO YOU WANT TO REINDEX (Y/N) ?

Since addresses are being modified, it is probable that address keys are also being modified. It is therefore recommended that you rebuild indexes when done in order to maintain proper look-up capabilities. Refer to Chapter 5, Item 17 - Rebuild Indexes for more information.

Item 27 - Data Import Utility

The Data Import Utility provides you the ability to upload new and updated address, telephone, and postal information from mailing list files, which can be purchased from 3rd party sources. To be uploaded into the system, the source file must be "fixed-length" and must utilize Carriage Return/Line Feed for DOS, or Line Feed for UNIX systems, as the record terminator. You will need to know the starting and ending character positions for each field you wish to import.

Select Item 27 - Data Import Utility from the Subscriber Special Functions menu. Enter the field parameters as defined below.

TMC FILE CONVERT/IMPORT		HOUSEHOLD RECORD DEFINITION	
YOUR NEWSPAPER NAME			
1 FILE NAME	<input type="text"/>		
2 RECORD SIZE	<input type="text"/>		
	START END	START END	
	POSITN POSITN	POSITN POSITN	
3 STREET NAME		15 LAST NAME	
4 STREET NUMBER		16 FIRST NAME	
5 STREET SUFFIX		17 MIDDLE INI	
6 PRE-DIRECTION			
7 POST-DIRECTION		18 NAME ORDER (FL/LF)	
8 FRACTION		19 NAME SEPARATOR	
9 UNIT NUMBER		20 ZIP CODE	
10 UNIT CODE		21 ZIP+4	
11 NAME-2/BUSINESS			
12 CITY		22 POSTAL ROUTE	
13 STATE		23 POSTAL SEQNO	
		24 LOT NUMBER	
14 TELEPHONE-#		25 LOT ORDER (A/D)	
		26 DELV POINT CODE	

Figure 118 - Sample Data Import Utility Entry Screen #1

1 FILE NAME 2 RECORD SIZE

Enter the location of the file. In the example above WRK:ADDRS.TXT translates as: LogicalPath:FileName.Extension. The file must be a fixed-length file utilizing Carriage Return/Line Feed for DOS, or Line Feed for UNIX, as the record terminator.

Enter the Record Size, or number of characters in an individual record. In a fixed-length file, all records should be the same length.

The balance of the fields defined below require entries for the starting and ending character positions in the file layout. These are denoted on the screen as columns entitled "START POSITN" AND "END POSITN".

**3 STREET NAME
4 STREET NUMBER
5 STREET SUFFIX
6 PRE-DIRECTION
7 POST-DIRECTION
8 FRACTION**

Enter the starting and ending character positions for the appropriate address values.

If only starting and ending positions for field 3-Street Name are given, the system will attempt to parse out the remaining address information from that given character range.

**9 UNIT NUMBER
10 UNIT CODE**

Enter the starting and ending character positions for the appropriate unit values.

11 NAME-2/BUSINESS

Enter the starting and ending character positions for a business name field if present.

**12 CITY
13 STATE**

Enter the starting and ending character positions for the city and state values.

14 TELEPHONE NUMBER

Enter the starting and ending character positions for the telephone number.

**15 LAST NAME
16 FIRST NAME
17 MIDDLE INI**

Enter the starting and ending character positions for the appropriate name values.

**18 NAME ORDER (FL/LF)
19 NAME SEPARATOR**

If the source file does not break out first and last names as separate elements, but rather stores them as "Last, First", or "First, Last" the system can parse these values out as needed. To do this, specify the character range in the 13 - Last Name field and specify the Name Order and Name Separator values.

**20 ZIP CODE
21 ZIP+4**

Enter the starting and ending character positions for the appropriate zip code values.

**21 POSTAL ROUTE
22 POSTAL SEQNO
23 LOT NUMBER
24 LOT ORDER (A/D)
25 DELV POINT CODE**

Enter the starting and ending character positions for the appropriate postal route and postal delivery sequence values.

Press "N" at the "ITEM?" prompt and "Y" at "OK?" to proceed to the second screen for importing demographic information.

The screenshot shows a terminal window titled 'shemp'. The main text reads 'TMC FILE CONVERT/IMPORT' and 'DEMOGRAPHIC SUBSTITUTION TABLE'. Below this, it says 'YOUR NEWSPAPER NAME'. A highlighted line indicates 'DEMOGRAPHIC POSITION 241 THRU 242'. A table follows with two columns: 'INPUT CODE' and 'VISION CODE'. Row 1 shows '1' in the input code and 'X' in the vision code, with 'YES' to the right. Row 2 shows '2' in the input code and a blue square in the vision code.

```

shemp
TMC FILE CONVERT/IMPORT          DEMOGRAPHIC SUBSTITUTION TABLE
YOUR NEWSPAPER NAME

DEMOGRAPHIC POSITION 241 THRU 242

INPUT CODE  VISION CODE
1   X       YES
2   [blue square]

```

Figure 119 - Sample Data Import Utility Entry Screen #2

(N) DEMO FIELD N

Enter the starting and ending character positions for any demographic information you wish to import. If you specify any demographics fields, you will have the ability to translate the source values into values appropriate for your use as shown below.

**EMAIL ADDRESS
INTERNET PASSWORD**

Enter the starting and ending character positions for the appropriate e-mail address and ISP internet password values.

Press "N" at the "ITEM?" prompt and "Y" at "OK?" to proceed to the third screen for configuring import preferences.

```

shemp
TMC FILE CONVERT/IMPORT          MASTER FILE INTERACTION
YOUR NEWSPAPER NAME

MATCHING FIELDS      PRIORITY      REQUIRED
NAME                 1             4
ADDRESS              2             5
TELEPHONE-#         3             6

7 LOAD NEW ADDRESSES (Y/N)
8 LOAD TELEPHONE-# ON DUPS
9 LOAD POSTAL ROUTE ON DUPS
10 LOAD ZIP PLUS 4 ON DUPS

11 2ND CHAR./SUBSCRIBER CODE
12 CARRIER AUTO RTE (Y/N)
13 STARTING ACCOUNT NUMBER

```

Figure 120 - Sample Data Import Utility Entry Screen #3

PRIORITY 1 **REQUIRED 4**
PRIORITY 2 **REQUIRED 5**
PRIORITY 3 **REQUIRED 6**

As the data is imported, specify what priority should be assigned when matching with existing records, and should the data match be required.

7 LOAD NEW ADDRESSES (Y/N)
8 LOAD TELEPHONE-# ON DUPS
9 LOAD POSTAL ROUTE ON DUPS
10 LOAD ZIP PLUS 4 ON DUPS

Specify whether to load new addresses, and phone numbers, postal routes & zip+4 on duplicate records.

11 2ND CHAR./SUBSCRIBER CODE
12 CARRIER AUTO RTE (Y/N)
13 STARTING ACCOUNT NUMBER

If new non-subscriber addresses are being added you can specify the 2nd character of the subscriber code to be attached to imported records. This is useful when performing strips filtering on the new imported records. Specify whether to auto-route for carrier delivery and provide a starting account number.

Press "N" at the "ITEM?" prompt and "Y" at "OK?". If demographic fields were specified in screen two, you will proceed to the fourth screen for configuring demographic field translations. This screen will step you through each of the demographic ranges selected on screen two, allowing you to map them to fields in the Master Files, and perform any necessary translations.

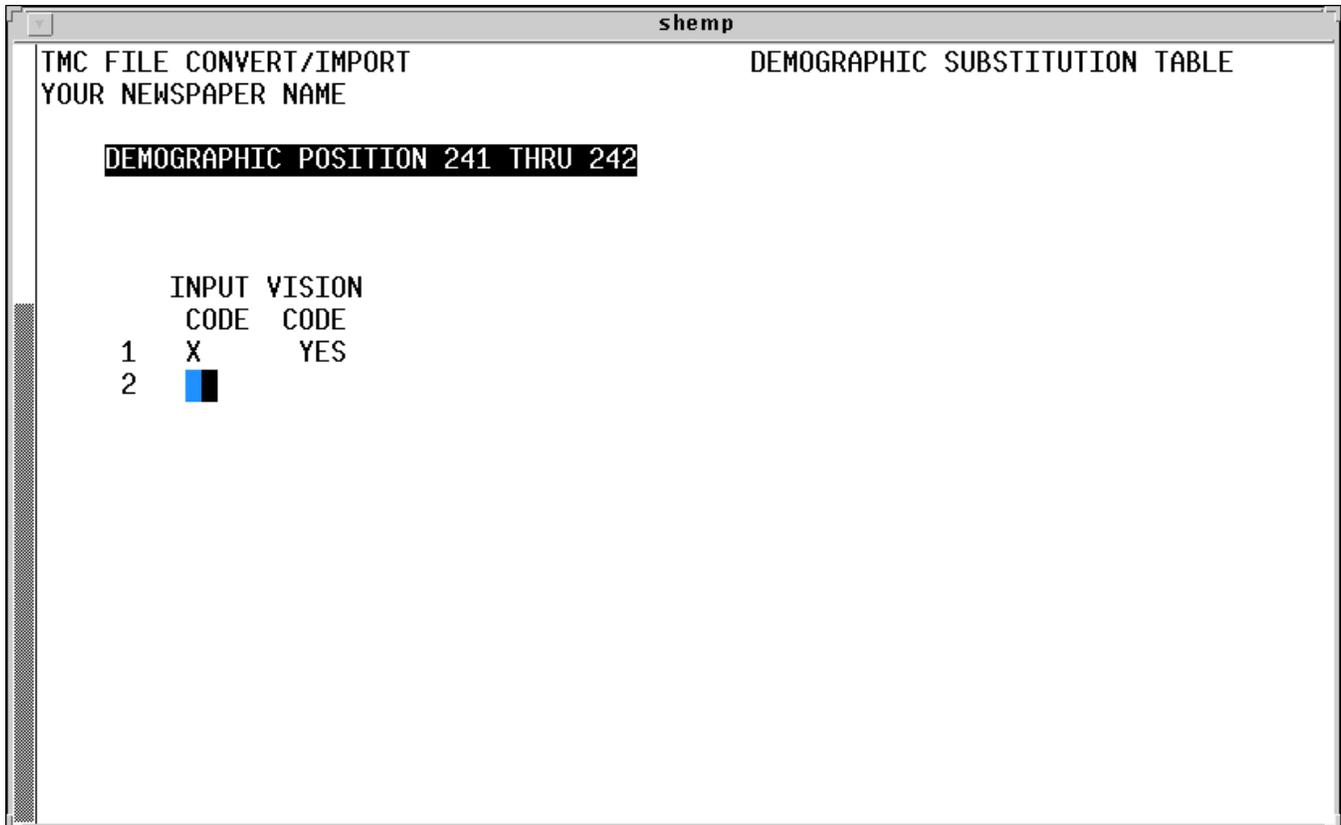


Figure 121 - Sample Data Import Utility Entry Screen #4

1 DEMOGRAPHIC FIELD#

Specify the Master File demographic field number you want the data range to map to.

(N) INPUT CODE

(N) VISION CODE

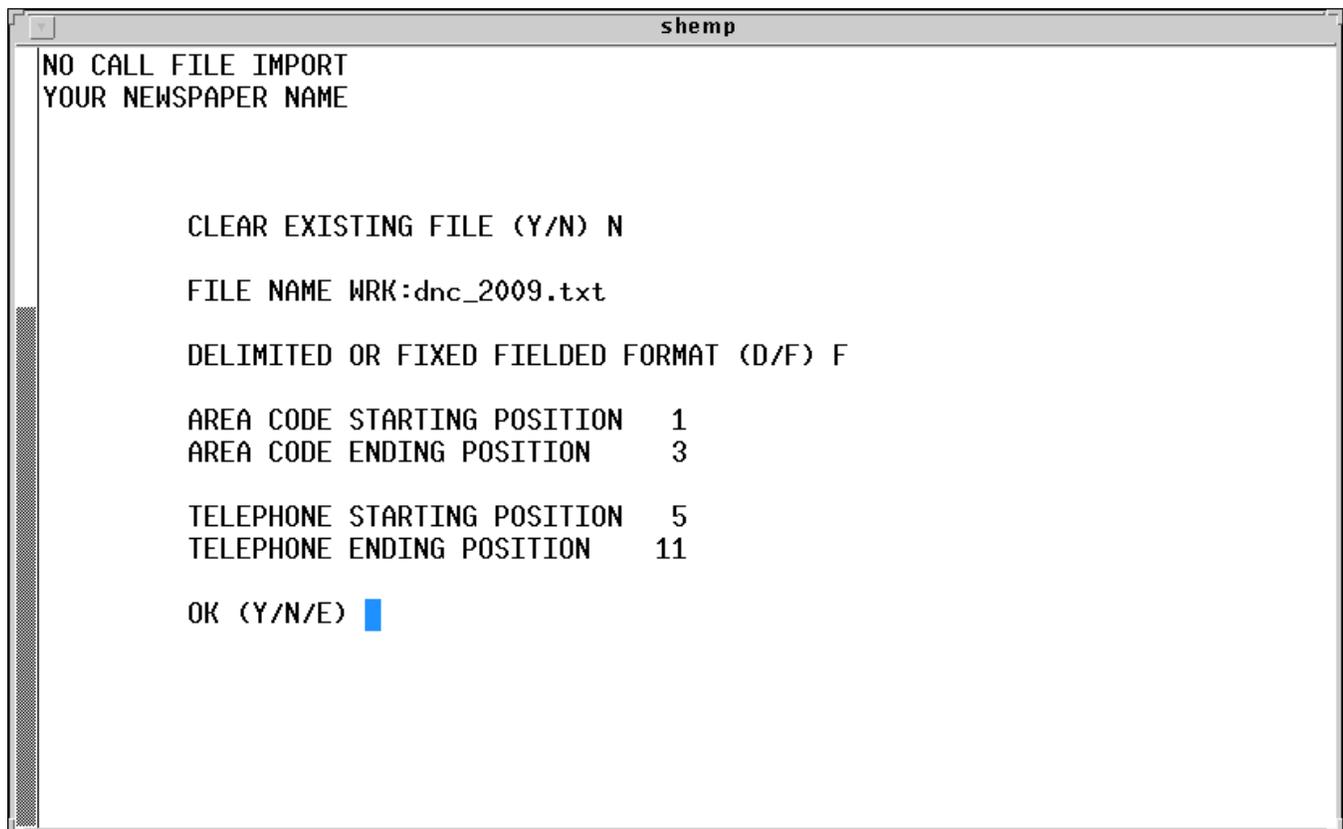
These fields allow you to translate the various values found in the source file into appropriate values as used in your Master File demographic fields. In the example screen shown above, source file values of "xx" found in position 115-116 will be translated to "Y" values when inserted into Master File demographic Field #2.

Item 28 - Load DO NOT CALL Lists

The load DO NOT CALL LIST provides you the ability to upload the DNC data you may have collected from the appropriate federal or state agencies.

Select Item 28 - Load DO NOT CALL Lists from the Subscriber Special Functions menu. Enter the field parameters as defined below. The text file you downloaded should have been transferred to your circulation server before starting this process.

Many methods can be used to transfer text data to the circulation server and can vary based on the users current hardware and software set-up. It is recommended that the user discuss this step with the support staff at Vision Data to determine the best method available.



```
shemp
NO CALL FILE IMPORT
YOUR NEWSPAPER NAME

CLEAR EXISTING FILE (Y/N) N

FILE NAME WRK:dnc_2009.txt

DELIMITED OR FIXED FIELDED FORMAT (D/F) F

AREA CODE STARTING POSITION 1
AREA CODE ENDING POSITION 3

TELEPHONE STARTING POSITION 5
TELEPHONE ENDING POSITION 11

OK (Y/N/E) █
```

Figure 122 - Sample Load DO NOT CALL Lists Screen #1

CLEAR EXISTING FILE (Y/N)

If you are replacing old information and need to erase the data you had loaded previously, type a "Y" and [ENTER]. If you are supplementing already loaded information with additional telephone numbers type "N" and [ENTER].

FILE NAME

Enter the name of the file that you have copied to the circulation server.

DELIMITED OR FIXED-FIELDED FORMAT (D/F) ?

Enter a "D" if the downloaded file is in a delimited format or an "F" for a fixed-fielded file.

DELIMITER TYPE

Depending on the type of file you are uploading, you should enter a "T" for a tab-delimited file, a "C" for a comma-delimited file, a "P" for a pipe delimited file or "S" for a space-delimited file.

AREA CODE STARTING POSITION**AREA CODE ENDING POSITION****AREA CODE FIELD NUMBER**

If you are loading a fixed-fielded file, Enter the starting and ending field positions for the area code field, otherwise enter value for the field number in the file for the area code.

TELEPHONE FIELD NUMBER

If you are loading a fixed-fielded file, Enter the starting and ending field positions for the telephone number field, otherwise enter the value for the field number in the file for the telephone number.

CHAPTER 06 • REPORTS

A variety of powerful reporting capabilities are just keystrokes away in the Vision Circulation Subscriber Reports menu.

This chapter describes the selections available from the Reports portion of the Subscriber Reports and Auto-Sacking menu, Items 1-14. The menu is accessed from the Subscriber main menu, or any of the other Subscriber system menus, by typing "RP" [ENTER] at the selection line. The topics covered here include the Postal Penetration, Unearned Income and Monthly Cash Reports, and a variety of other useful reports. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.

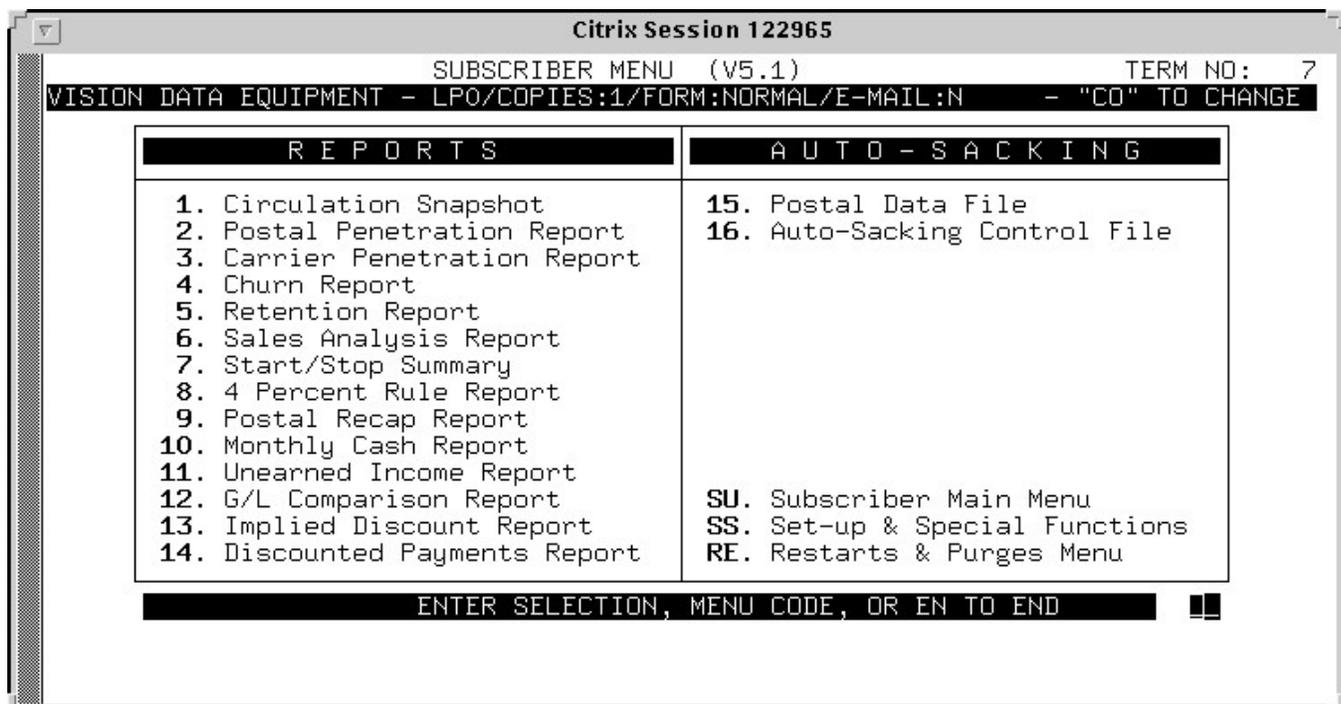


Figure 123 - Subscriber Reports Menu

Item 1 - Circulation Snapshot

Select Item 1 - Circulation Snapshot...

Citrix Session 123227

CIRCULATION SNAPSHOT		VISION DATA EQUIPMENT CORP		PRODUCTION GROSS	<F1> Toggle Type
					<F3> Gross/Net
BY ABC TYPE	HOME DELVRY	SINGLE COPY	ELECTRONIC	OTHER PAID	
02/07/2007	211	37	0	2-	
01/31/2007	0	0	0	0	
+/-	211	37	0	2-	
MTD 02/2007	426	77	0	3-	
MTD 02/2006	0	0	0	0	
+/-	426	77	0	3-	
YTD 2007	426	77	0	3-	
YTD 2006	0	0	0	0	
+/-	426	77	0	3-	

	START	STOP	T-STRT	T-STOP	CHANGE
02/07	1	4	0	1	0
MTD	2	6	0	2	0

<F5> Next Fld <F6> Prev Fld <F7> Expand <F12> Print

Figure 124 - Circulation Snapshot Report Screen

ABCD
Text

ABCD
Text

ABCD
Text

Item 2 - Postal Penetration Report

Select Item 2 - Postal Penetration Report from the Subscriber Reports menu. This report will accumulate all households by zip code and postal route and compare the household count to the active subscriber count, providing a penetration percentage at each level. The user should not that the household count is dependent on the current household database, therefore the accuracy of the overall figures in the report depends on the quantity of addresses and whether or not they are all properly routed to the correct postal route.

This report uses a Strip format and as such the user should be familiar with the strip and can review various other sections of this manual to become comfortable with their processing. However, for this report, since it is essential that the report sort and sub-total by zip code and postal route, those 2 fields should always be the first to selected at the FIELD? prompt portion of the strip. The following are the prompts that are unique to this report.

shemp

MASTER FILE STRIP FOR PENETRATION REPORT					
			32 ORIGN	44 R-CD	
		21 P-LOT	33 START	45 R-DAT	
01 NAME	11 CNTRY	22 COPYS	34 STOP	46 CHK-#	
02 NME-2	12 TNCD	23 PKG	35 T-STP	47 TAX	
03 ST-#	13 TEL-#	24 PUB-#	36 T-STR	48 NIE	
04 FRAC	14 CRT-#	25 EDITN	37 STR-RSN	49 HELD	
05 DIR	15 CSQ-#	26 MA-ZN	38 STP-RSN	50 GIVEN	
06 ST-NA	16 SS-CD	27 SACK	39 LENG	51 PIA-CR1	
07 APTMT	17 CD-1	28 LOCTN	40 P-STR	52 PIA-CR2	
08 ZIP	01* 18 CD-2	29 DAYS	41 P-EXP	53 ACCT-#	
09 CITY	19 PRT-#	02* 30 RATE	42 GRACE	54 ALT-RT	
10 STAT	20 PSQ-#	31 AREA	43 RECVD	55 SSH-DAT	

Enter the date for determining
active/inactive subscribers 11/01/2008

Date for Exclusion of Temporary
Stops (Publishing Date)

Ignore No Call List ? N

OK ? █

Figure 125 - Postal Penetration Report Screen

ENTER THE DATE FOR DETERMINING ACTIVE/INACTIVE SUBSCRIBERS

A valid date must be entered here. For the purposes of this report, only subscribers active on this date will be deemed to be active.

The term active as used in this report intends that the subscriber has started the paper and has not yet permanently stopped. Therefore vacation status is irrelevant and subscribers on vacation, or temporarily stopped are still deemed to be active.

DATE FOR EXCLUSION OF TEMPORARY STOPS (PUBLISHING DATE)

Any date entered here has the purpose of checking to see if the subscriber is on temporarily stopped on that date and will therefore exclude them from consideration for this report. As vacation stops are usually ignored for this report, this field should usually be left blank.

IGNORE NO-CALL LIST ?

As telephone numbers are not part of this report, this prompt should be answered with an "N"

Item 3 - Carrier Penetration Report

Select Item 3 - Carrier Penetration Report from the Subscriber Reports menu. This report highlights the comparison between the household and delivery count at the carrier route level. It also provides a PIA count to draw count comparison and recap by town code.

```

shemp
ROUTE PENETRATION REPORT
YOUR NEWSPAPER NAME

ALTERNATE PRODUCT CODE (NONE) NONE

STARTING ROUTE #      1
ENDING ROUTE #       1

STARTING DISTRICT
ENDING DISTRICT     ~~

SORT BY ROUTE OR DISTRICT (R/D) ? R

ENTER THE ACTIVE COMPARISON DATE 11/10/2008

OK (Y/N/E) ? 
  
```

Figure 126 - Route Penetration Report Screen

ALTERNATE PRODUCT CODE

If the report is being run for TMC publication with an alternate carrier force, enter the product code for the TMC publication. Otherwise leave blank

STARTING ROUTE

ENDING ROUTE

Enter the starting and ending route number range for the routes to be selected.

STARTING DISTRICT

ENDING DISTRICT

If running for multiple routes but you wish to limit the districts involved, enter the starting and ending district manager code to include.

SORT BY ROUTE OR BY DISTRICT

Enter a "R" to sort the report based on the route number. Enter a "D" to sort and accumulate information by district manager code.

ENTER ACTIVE COMPARISON DATE

Enter the date used to determine if a subscriber is active or inactive.

Item 4 - Churn Report

Select Item 4 - Churn Report from the Subscriber Reports menu. This report will highlight individual subscribers who have started, received the paper for a specific time or less, stopped the paper, and then in a short period of time allowed themselves to be re-sold. It helps to pinpoint subscribers who will only pay for the paper when offered a substantial discount and who may be repeatedly sold by telemarketers, but who will never renew at the base rate.

```

shemp
CHURN REPORT
YOUR NEWSPAPER NAME

MAXIMUM WEEKS BETWEEN STARTS & STOPS? 17
MAXIMUM WEEKS BETWEEN STOPS & RE-STARTS? 10

STARTING PUB-# 1 FIRST START DATE 6/01/2008
ENDING PUB-# 1 LAST START DATE 10/31/2008

MINIMUM NUMBER OF CHURNS TO REPORT? 3
MAXIMUM NUMBER OF CHURNS TO REPORT? 99

STARTING REASON CODE
ENDING REASON CODE ~~~~

STARTING ORIGIN CODE
ENDING ORIGIN CODE ~~~~

OK ? (Y/N/E) █
  
```

Figure 127 - Churn Report Screen

MAXIMUM WEEKS BETWEEN START AND STOP?

Enter the number of weeks usually attributed to a discounted or introductory rate. You may wish to increase the number to account for grace periods as well requested customer service extensions.

MAXIMUM WEEKS BETWEEN STOPS AND RE-STARTS?

Enter the number of weeks you feel is acceptable for an ex-subscriber to wait before they can be re-sold at a discount.

STARTING PUB-#

ENDING PUB-#

Enter a starting and ending publication number. Only subscribers and transactions assigned to these pubs will be considered.

FIRST START DATE**LAST START DATE**

Enter a first and last start date. Only subscribers with starts in this time period will be considered and only transactions originating between these dates will be considered.

MINIMUM NUMBER OF CHURNS TO REPORT**MAXIMUM NUMBER OF CHURNS TO REPORT**

Enter the minimum number of times a subscriber must go through the start/stop/re-start process within the provided time frames before being reported. You may also enter a maximum so that a subscriber does not print multiple times.

STARTING REASON CODE**ENDING REASON CODE**

Only start transactions assigned to a reason code within this range will be considered.

STARTING ORIGIN CODE**ENDING ORIGIN CODE**

Only start transactions assigned to an origin code within this range will be considered.

Item 5 - Retention Report

Select Item 5 - Retention Report from the Subscriber Reports menu. This report will recap starts over a range of dates and starting with a user-specified date, will show week by week how many of those starts were kept and what percentage were still active. There is also a recap at the end that details your overall retention percentage by reason code and origin code.

```

shemp
SUBSCRIBER RETENTION REPORT
YOUR NEWSPAPER NAME

STARTING PUBLICATION: 01
ENDING PUBLICATION: 01

BEGINNING START DATE: 1/01/2007
ENDING START DATE: 3/31/2007

FIRST STOP DATE TO REPORT: 4/02/2007

BEGINNING START REASON:
ENDING START REASON: ~~~

BEGINNING ORIGIN CODE:
ENDING ORIGIN CODE: ~~~~

BEGINNING D-MGR CODE:
ENDING D-MGR CODE: ~~

OK (Y/N/E) ? █

```

Figure 128 - Subscriber Retention Report Screen

STARTING PUBLICATION
ENDING PUBLICATION

Only new starts for these publications will be considered.

BEGINNING START DATE
ENDING START DATE

The report will detail starts between these two dates.

FIRST STOP DATE TO REPORT

For the week of the date entered and for the 11 weeks that follow, the report will show how many starts for a given date were still active at the end of the week.

Weeks are determined to start on a Monday and end on a Sunday, therefore whatever date is entered, the program will set the date to the Monday of that week.

BEGINNING START REASON**ENDING START REASON****BEGINNING ORIGIN CODE****ENDING ORIGIN CODE**

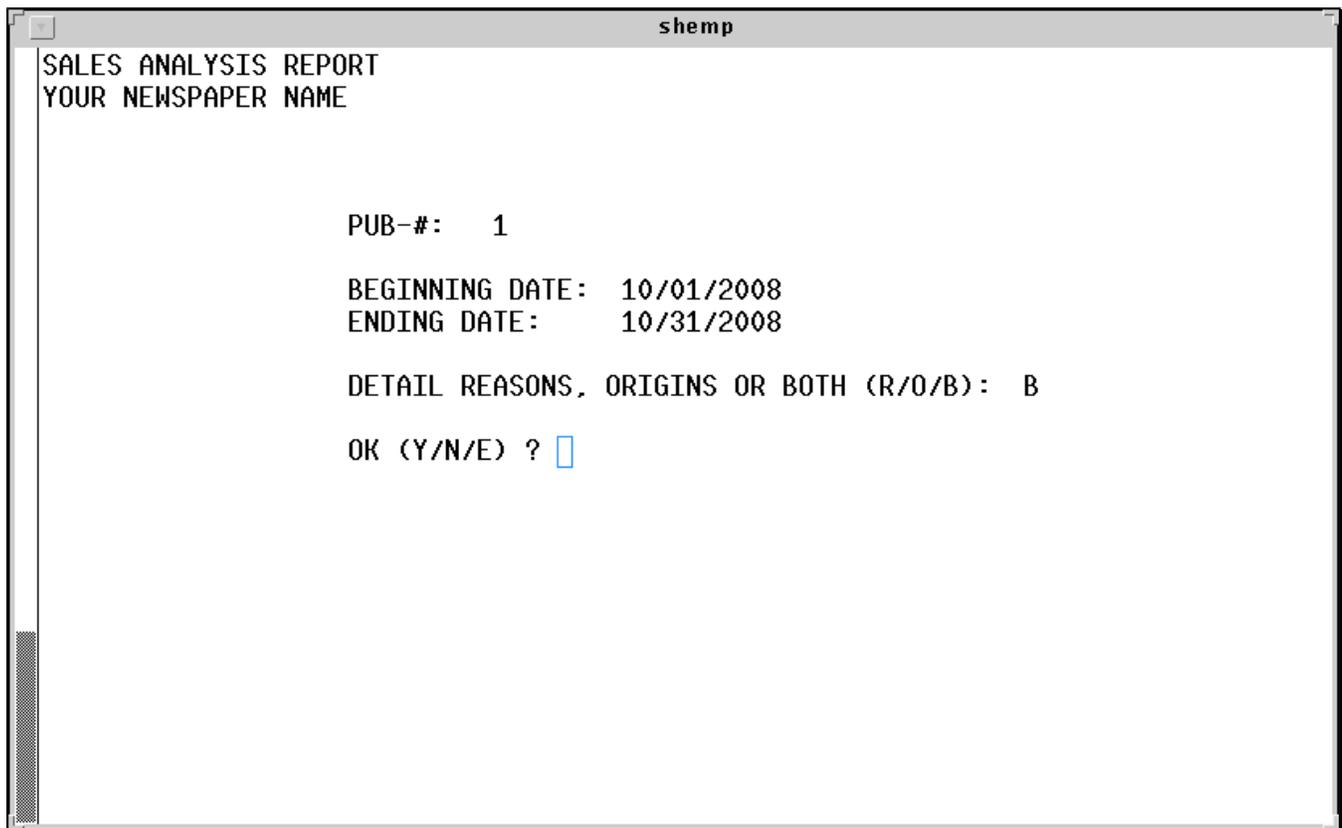
Only new starts within the assigned range of reason/origin codes will be considered.

BEGINNING D-MGR CODE**ENDING D-MGR CODE**

Only starts on routes assigned to districts within the specified range will be considered.

Item 6 - Sales Analysis Report

Select Item 6 - Sales Analysis Report from the Subscriber Reports menu. This report will recap start transactions over a range of dates by reason, origin, or both. It will detail the number of start, stops and retention percentage. It will also provide the total amount of cash flow attributable to the starts as well as which renewals were responded to.



```
shemp
SALES ANALYSIS REPORT
YOUR NEWSPAPER NAME

      PUB-#:    1

      BEGINNING DATE:  10/01/2008
      ENDING DATE:     10/31/2008

      DETAIL REASONS, ORIGINS OR BOTH (R/O/B):  B

      OK (Y/N/E) ? 
```

Figure 129 - Sales Analysis Report Screen

PUB-#:

Enter the publication number you wish to review.

BEGINNING DATE:

ENDING DATE:

Only starts between these dates will be reported.

DETAIL REASONS, ORIGINS OR BOTH (R/O/B):

Enter an "R" to show detail by reason code, enter an "O" to show detail by origin code, or enter a "B" if you wish to show detail at both levels.

Item 7 - Start/Stop Summary

Select Item 7 - Start/Stop Summary from the Subscriber Reports menu. This report will provide the total number of start and stop transactions over a period of time summarized by both reason and origin code as well as start/stop category. It will also take the net permanent stop transactions and calculate the system-wide churn percentage or the percent of your daily home delivered base that must be resold in order to maintain current circulation levels. The churn calculation is provided at 3 levels generally considered to be industry standards: gross stops, gross stops netted lower based on stop-save restart codes, and gross stops plus all netted temporary stops and restarts. The churn percentage is given both for the time period requested and on a calculated annualized basis.

```
shemp
START/STOP SUMMARY REPORT
YOUR NEWSPAPER NAME

PUB-#: 1

BEGINNING DATE: 10/01/2008
ENDING DATE: 10/31/2008

ENTER TABLE OF START REASONS FOR ADJUSTED CHURN:

OK (Y/N/E) ? [ ]
```

Figure 130 - Start/Stop Summary Report Screen

PUB-#:

Enter the publication number you wish to review.

BEGINNING DATE:

ENDING DATE:

Only transactions between these dates will be reported.

ENTER TABLE OF START REASONS FOR ADJUSTED CHURN

Enter up to 8 individual start reason codes that are used to indicate a temporary re-start is the result of an in-house effort to reverse a prior permanent stop. Just press "[ENTER]" without a reason code to end the list.

Item 8 - 4 Percent Rule Report

Select Item 8 - 4 Percent Rule Report from the Subscriber Reports menu. This report will summarize all PIA subscriber deliveries over a range of dates while the subscriber was in an un-collected grace period. The report can provide optional subscriber by subscriber detail for auditor authentication as well as an overall summary and comparison to the actual average paid deliveries and whether or not the paper exceeded the four percent allowance specified by ABC. There is also an optional financial summary of the uncollected grace deliveries valued at, the discounted daily rate the subscriber last paid, the current wholesale rate of a home delivered subscription and the amount that was actually credited to the carrier for the delivery.

```

shemp
FOUR PERCENT RULE REPORT
YOUR NEWSPAPER NAME

PUBLICATION NUMBER ? 1

STARTING DATE ? 10/01/2008
ENDING DATE ? 10/31/2008

REPORT SATURDAY SEPARATELY (Y/N) ? N

PRINT REPORT DETAIL (Y/N) ? Y

PRINT GRACE VALUATION REPORT (Y/N) ? Y

OK (Y/N/E) ? █
  
```

Figure 131 - Four Percent Rule Report Screen

PUBLICATION NUMBER ?

Enter the publication number you wish to review.

STARTING DATE ?

ENDING DATE ?

Only grace deliveries between these dates will be reported.

REPORT SATURDAY SEPARATELY ?

Enter a "Y" without you wish to separate the Saturday totals from the daily totals. Enter an "N" if the Saturday issues can be accumulated with the daily issues.

PRINT REPORT DETAIL ?

Enter a "Y" if you want to print the subscriber's account, name, dates, and delivery information. Enter an "N" if all you want to print are the report totals.

PRINT THE GRACE VALUATION REPORT ?

Enter a "Y" if you want to print the calculated values of the grace deliveries. Enter an "N" if you want to omit this last page.

Item 9 - Postal Recap Report

Select Item 9 - Postal Recap Report from the Subscriber Reports menu. This report is ...

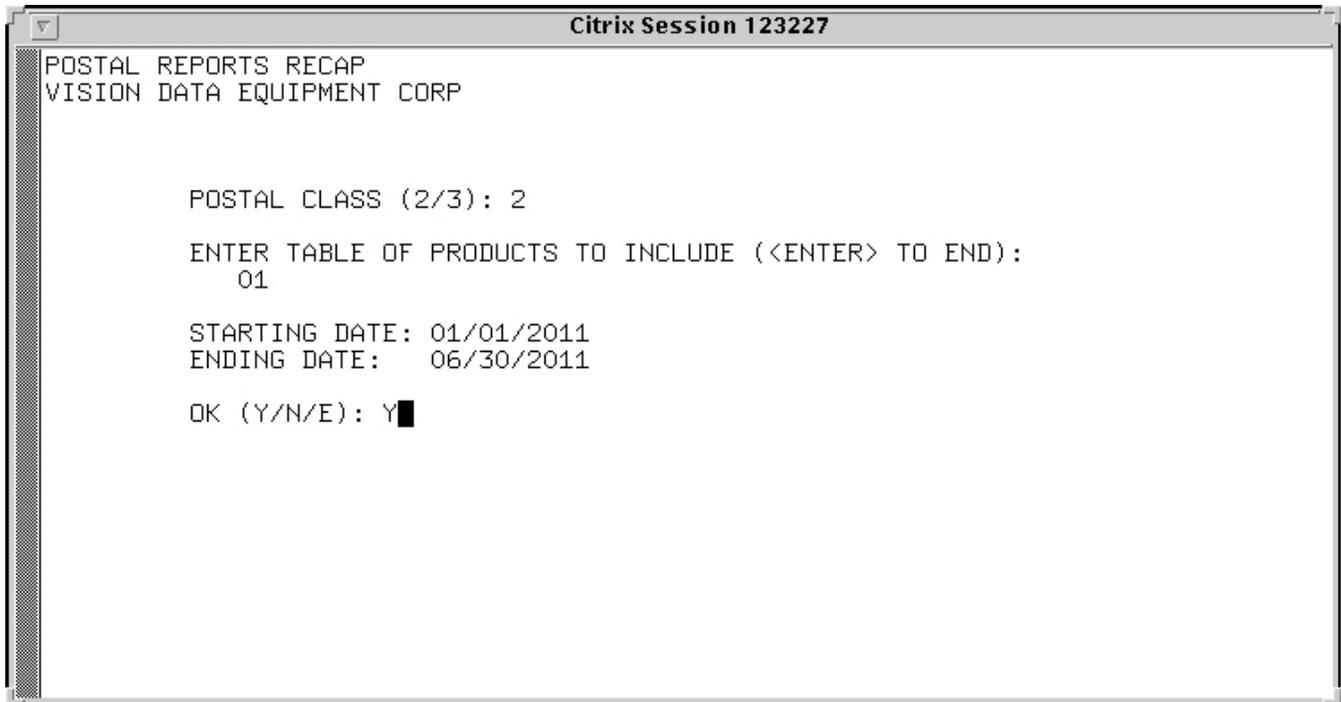


Figure 132 - Postal Recap Report Screen

POSTAL CLASS (2/3):

Text

ENTER TABLE OF PRODUCTS TO INCLUDED (<ENTER> TO END):

Text

STARTING DATE:

Text

ENDING DATE:

Text

Item 10 - Monthly Cash Report

Select Item 10 - Monthly Cash Report from the Subscriber Reports menu. This report is a review of all subscriber payment and expiration date change transactions for a user specified range of dates with appropriate totals. It also provides a recap of transactions by rate code and type, as well as various optional list of subscriber NIE donations.

```
shemp
MONTHLY CASH AND ADJUSTMENTS REPORT
YOUR NEWSPAPER NAME

ENTER STARTING PUBLICATION: 1
ENTER ENDING PUBLICATION: 9

ENTER STARTING DATE: 11/01/2008
ENTER ENDING DATE: 11/30/2008

PRINT CASH, ADJUSTMENTS, OR BOTH (C/A/B) B

RECAP TRANSACTIONS BY DATES (Y/N) Y

PRINT SUBSCRIBER DETAIL (Y/N) Y

PRINT NIE DONATIONS LIST (Y/N) N

OK (Y/N/E) ? █
```

Figure 133 - Monthly Cash and Adjustments Report Screen

ENTER STARTING PUBLICATION:

The Report can print the detail for several publications, though each publication will be printed separately. Enter the lowest numbered publication you wish printed.

ENTER ENDING PUBLICATION:

The Report can print the detail for several publications, though each publication will be printed separately. Enter the highest numbered publication you wish printed.

ENTER STARTING DATE:

ENTER ENDING DATE:

Enter the date range of dates you wish to review

PRINT CASH, ADJUSTMENTS, OR BOTH (C/A/B):

Enter a "C" if you wish to only print cash transactions or enter an "A" if you wish to only print adjustment transactions, or enter a "B" if to print both cash and adjustments. If the option for both is chosen, the report will print in 2 sections with cash only cash transactions in the first phase and only adjustment transactions in the latter phase.

RECAP TRANSACTIONS BY DATES (Y/N):

Enter a "Y" if you want day by day sub-totals of cash and/or adjustment transactions.

PRINT SUBSCRIBER DETAIL (Y/N):

Enter a "Y" if you want to see the subscriber detail for each transaction or enter a "N" if you only want to see report totals.

PRINT NIE DONATIONS LIST (Y/N):

Enter a "Y" if you want a detailed subscriber list of all donations to NIE for the date range. The list will include the subscriber name, address, route, and donation amount as well as if the donation was in terms of cash or adjusted liability.

Item 11 - Unearned Income Report

Select Item 11 - Unearned Income Report from the Subscriber Reports menu. This report provides the calculated amount of liability left on a subscription from a user entered Base Date. The information can be provided with subscriber by subscriber detail with totals or as report totals only. There are also options to print an Amortization Report which provides the amount that the liability has been reduced over a period due to delivered issues, a Tax Amortization Report which is the tax liability reduction due to delivered issues, a Discount Amortization Report which provides the portion of the discount used for delivered subscriptions, and an Amortization Edit List which is a list of accounts that fall outside normally expected financial parameters.

```

shemp
UNEARNED INCOME REPORT
YOUR NEWSPAPER NAME

      PUBLICATION NUMBER: 1

      STARTING RECORD NUMBER:      2
      ENDING RECORD NUMBER: 109999

      BASE DATE: 12/01/2008

      OUTPUT TO TERMINAL OR PRINTER (T/P): P
      PRINT LIABILITY DETAIL (Y/N): Y

      PRINT AMORTIZATION REPORT (Y/N): Y
      PRINT AMORTIZATION DETAIL (Y/N): Y

      UPDATE SUBSCRIBER BALANCES (Y/N): Y

      OK (Y/N/E): █
  
```

Figure 134 - Unearned Income Report Screen #1

PUBLICATION NUMBER:

Enter the publication number you wish to get liability information for.

STARING RECORD NUMBER:

ENDING RECORD NUMBER:

You can limit the detail printed to just certain accounts if you desire, or take the defaults to get the information for all subscribers on the system.

BASE DATE:

The liability detail will be provided for this user-entered date and forward. The base date is assumed to be the first date you still owe the subscriber for. Therefore month-end reports should have a base date of the first of the next month. Also, liability is a calculated value and the calculation will always start with this entered date so actual production runs are irrelevant to this report. If you choose to also print the Amortization Reports, delivery is assumed to be up to but not including this base date.

OUTPUT TO TERMINAL OR PRINTER (T/P):

Enter a "T" if you want the detail to display to the terminal or enter a "P" if you want to print the detail. Displaying detail to the terminal will limit later options.

PRINT LIABILITY DETAIL (Y/N):

Enter a "Y" if you want to see subscriber by subscriber detail. Enter an "N" if you only want the report totals. This prompt is not asked if displaying information to the terminal and detail is assumed.

PRINT AMROTIZATION REPORT (Y/N):

Enter a "Y" if you want to also print the Subscriber Amortization Report, otherwise enter an "N". This prompt is not available if displaying the liability report to the terminal and is assumed to be no. All of the following are only available if you are printing the Amortization Report.

PRINT AMORTIZATION DETAIL (Y/N):

Enter a "Y" if you want to see subscriber by subscriber detail. Enter an "N" if you only want report totals.

UPDATE SUBSCRIBER BALANCES (Y/N):

Subscription amortization is reported from update to update. Enter a "Y" if you want to finalize the period and update the balances. By answering a "Y" the next report run will print only the amortization from this time forward. Enter a "N" if you want to see amortization information but not close the period. By entering an "N" the next amortization report will include the numbers printed on this report plus any subsequent delivery.

```

shemp
UNEARNED INCOME REPORT
YOUR NEWSPAPER NAME

      PRINT DISCOUNT AMORTIZATION SUMMARY (Y/N): Y
      PRINT TAX AMORTIZATION SUMMARY (Y/N): Y
      PRINT AMORTIZATION EDIT LIST (Y/N): Y
      ENTER MAXIMUM ANTICIPATED AMORTIZATION AMOUNT:      18.50
      ENTER MAXIMUM ANTICIPATED ENDING BALANCE:      21.00
      ENTER MAXIMUM MONTHS ANTICIPATED PAST EXPIRATION:  6
      ENTER MAXIMUM MONTHS ANTICIPATED ON INDEFINITE T-STOP:  6
      OK (Y/N/E): █
  
```

Figure 135 - Unearned Income Report Screen #2

PRINT DISCOUNT AMORTIZATION SUMMARY (Y/N):

Enter a "Y" if you wish to print Discounts Amortized Report otherwise enter a "N"

PRINT TAX AMORTIZATION SUMMARY (Y/N):

Enter a "Y" if you wish to print Tax Amortization Report otherwise enter a "N"

PRINT AMORTIZATION EDIT LIST (Y/N):

Enter a "Y" if you wish to print a list of accounts that are outside normal anticipated parameters. Included on this list is any account that had negative amortization. All other criteria for this report is based on the following prompts. It is important to remember that if someone prints on this list, it is not necessarily an indication that there is a problem with an account. For example, you may normally have maximum pre-paid subscription lengths of one year and you may check to see any subscriber who has a liability in excess of that amount. However, you may also have that unique subscriber who paid you for 3 years in advance. That subscriber's account will show on the edit list because of the excessive liability, but clearly it is not a problem.

ENTER MAXIMUM ANTICIPATED AMORTIZATION AMOUNT:

Enter the maximum you would expect an individual subscriber to have used up for the period being reported. You should take into consideration the highest per issue rates paid by subscribers as well as how far you will back-date subscriber payments.

ENTER MAXIMUM ANTICIPATED ENDING BALANCE:

Enter the maximum liability you would expect to be on any individual subscription. You should take into consideration varying rates for subscription types and lengths, maximum lengths of subscriptions paid for and how far in advance a subscriber would normally renew a subscription.

ENTER MAXIMUM MONTHS ANTICIPATED PAST EXPIRATION:

When a subscriber goes on an indefinite will-call vacation stop prior to their expiration date, the liability stays on the account. Enter the number of months past the expiration date that you would normally expect a subscriber could be, due to an indefinite vacation stop and whom you would expect to eventually re-start.

ENTER MAXIMUM MONTHS ANTICIPATED ON INDEFINITE T-STOP:

When a subscriber goes on an indefinite will-call vacation stop prior to their expiration date, the liability stays on the account. Enter the number of months you might anticipate a subscriber could be on an indefinite vacation stop and whom you would expect to eventually re-start. This prompt and the prior prompt basically check for the same condition, however the prior prompt requires the subscribers expiration date to be past, while this one does not.

Item 12 - G/L Comparison Report

Select Item 12 - G/L Comparison Report from the Subscriber Reports menu. This report provides a this-period versus last-period as well as a this-period versus same-period-last-year comparison using the information detailed in the General Ledger Interface files.

The screenshot shows a terminal window titled 'shemp' with the following text:

```

CIRC/GL COMPARISON REPORT
YOUR NEWSPAPER NAME

      1) MONTHLY
      2) 4-4-5
      3) 4-5-4
      4) 5-4-4
      5) 4-WEEK

ENTER ACCOUNTING CYCLE 1

REPORT BY MONTH OR QUARTER (M/Q) ? M

PERIOD ENDING DATE (MMYYYY) ? 11/2008

OK (Y/N/E) ? █
  
```

Figure 136 - G/L Comparison Report Screen

1) MONTHLY

2) 4-4-5

3) 4-5-4

4) 5-4-4

5) WEEKLY

ENTER ACCOUNTING CYCLE

Enter the option from the list above that defines your particular accounting periods.

REPORT BY MONTH OR BY QUARTER (M/Q) ?

Enter "M" if you want to report each accounting period separately. Enter "Q" if you want to combine information for 3 consecutive accounting periods and report it as one sum. If you chose a weekly cycle above, this prompt will not be asked as it is assumed that each accounting cycle should be displayed.

PERIOD ENDING DATE (MMYYYY) ?**PERIOD ENDING DATE (MMDDYYYY) ?**

If your accounting cycles are monthly, enter the 6 digit month and year combination that you want to report through. If your accounting cycles are not monthly, enter the 6 or 8 digit date you wish to report through. If you are showing monthly detail, the report will include 6 consecutive accounting periods ending with this date. If you are showing quarterly detail, the last 4 accounting quarters will print.

Item 13 - Implied Discount Report

Select Item 13 - Implied Discount Report from the Subscriber Reports menu. This report provides the additional discount that is implied on a subscription when a subscriber has paid for an extended period of time at a particular rate and a rate increase occurs during the subscription. Basically the difference between the old standard rate and the new standard rate is prorated and valued for the remainder of the subscription to calculate the value. Optionally, the user can also opt to switch the subscriber over to the new rate and recalculate the expiration date based on the higher rates per issue.

```

shemp
IMPLIED DISCOUNT REPORT
YOUR NEWSPAPER NAME

      PUBLICATION NUMBER  1

      STARTING RECORD NUMBER      2

      ENDING RECORD NUMBER  109999

      BASE DATE  12/01/2008

      OUTPUT TO TERMINAL OR PRINTER ? (T/P) P

      PRINT DETAIL ? (Y/N) Y

      UPDATE MASTER FILES ? (Y/N) Y

      PRO-RATE EXPIRATIONS ? (Y/N) N

      OK ? (Y/N/E) █
  
```

Figure 137 - Implied Discount Report Screen

PUBLICATION NUMBER

Enter the publication number that is having the rate increase

STARTING RECORD NUMBER

ENDING RECORD NUMBER

Enter the range of subscriber account numbers to print on this report

BASE DATE

Enter the effective date of the rate increase

OUTPUT TO TERMINAL OR PRINTER ? (T/P)

Enter a "T" if you want the output to display to your terminal or a "P" if you want the results to go to the printer.

PRINT DETAIL ? (Y/N)

Enter a "Y" to see account by account detail or an "N" to see just report totals.

UPDATE MASTER FILES ? (Y/N)

Enter a "Y" to update the reported information to the master files. Enter an "N" if you want to just print the report but not change any data.

PRO-RATE EXPIRATIONS ? (Y/N)

This prompt is only asked if you are updating. Enter a "Y" if you want to re-apply the existing liability at the new rate and re-calculate a new expiration date. Enter an "N" if you want to just use the applicable discount information.

Item 14 - Discounted Payments Report

Select Item 14 - Discounted Payments Report from the Subscriber Reports menu. This report recaps discounted payments over a user-defined period and totals them by rate code and length of payment providing total payment count and total received.

```
shemp
DISCOUNTED PAYMENTS REPORT
YOUR NEWSPAPER NAME

      PUBLICATION NUMBER   : 01
      PERIOD STARTING DATE  : 11/01/2008
      PERIOD ENDING DATE    : 11/30/2008
      PRINT PAYMENT DETAIL ? (Y/N) Y
              OK ? (Y/N/E) [blue cursor]
```

Figure 138 - Discounted Payments Report Screen

PUBLICATION NUMBER :

Enter the publication number you wish to review.

PERIOD STARTING DATE :

PERIOD ENDING DATE :

Enter the range of dates you wish to review in this report.

PRINT PAYMENT DETAIL ? (Y/N)

Enter a "Y" if you wish to print individual subscriber payment detail. Enter an "N" if you wish to only print sub-totals by rate code and payment length.

CHAPTER 07 • AUTO-SACKING

This chapter describes the selections available from the Auto-Sacking portion of the Subscriber Reports and Auto-Sacking menu, Items 15-16. The menu is accessed from the Subscriber main menu, or any of the other Subscriber system menus, by typing "RP" [ENTER] at the selection line. The topics covered here include the Postal Data File and Auto-Sacking Control File. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.

The Vision Data Circulation Auto-Sacking Module allows you to process your mailing lists, produce sortation reports, bag/sack tags, pallet tags, and facing slips, based on the latest postal regulations, to the proper destinations, based on quantities and settings configured to match the list being processed. These settings can be tailored for a "paid" mailing of subscribers on a Periodicals mailing, for "Non-Subscribers" on a TMC mailing as a Standard Mail mailing, or any other mailing you may consider processing.

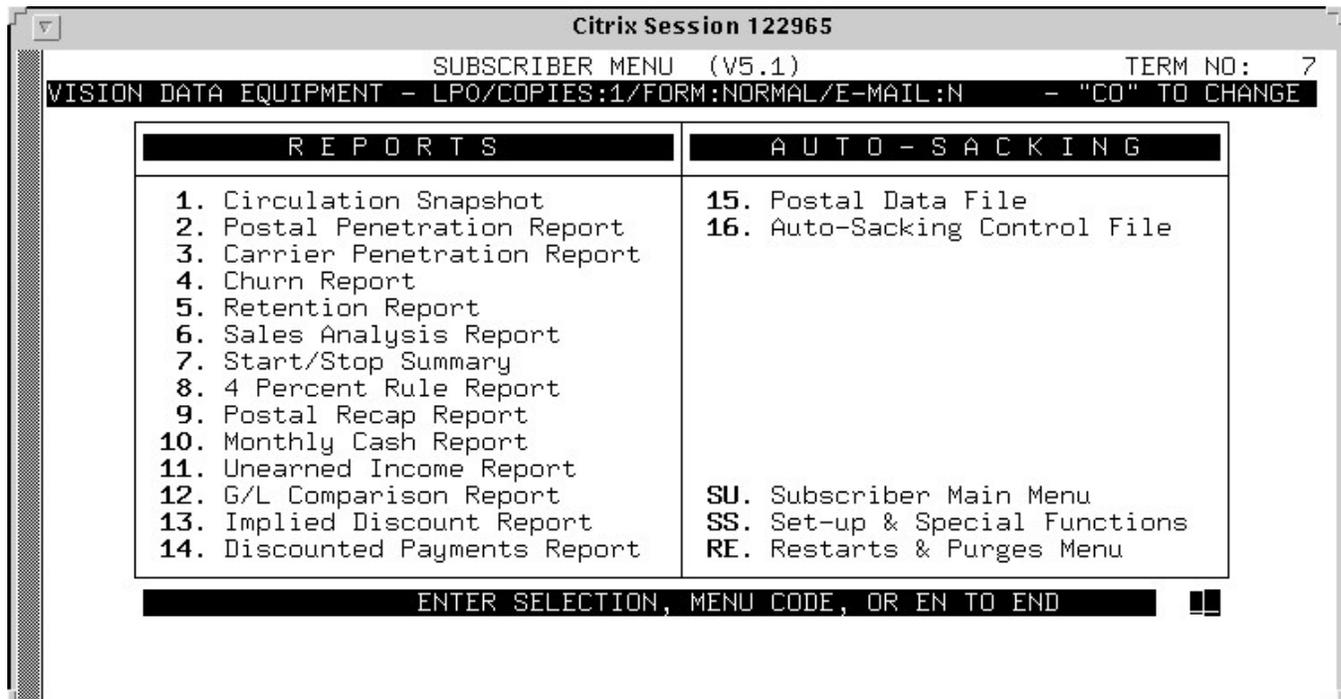


Figure 139 - Subscriber Auto-Sacking Menu

Item 15 - Postal Data File

Select Item 15 - Postal Data File from the Subscriber Auto-Sacking menu. The Postal Data File contains the relevant information from section L of the USPS Domestic Mail Manual (DMM). This information will be provided to you at time of installation and may updated in conjunction with software upgrades. However, overall maintenance of this data is the responsibility of the user and periodic changes to these tables may be required.

Changes to section L are published by the USPS on the web at <https://pe.usps.gov> under the Postal Bulletin sections. These changes are usually published February, April, June, August, October and December each year.

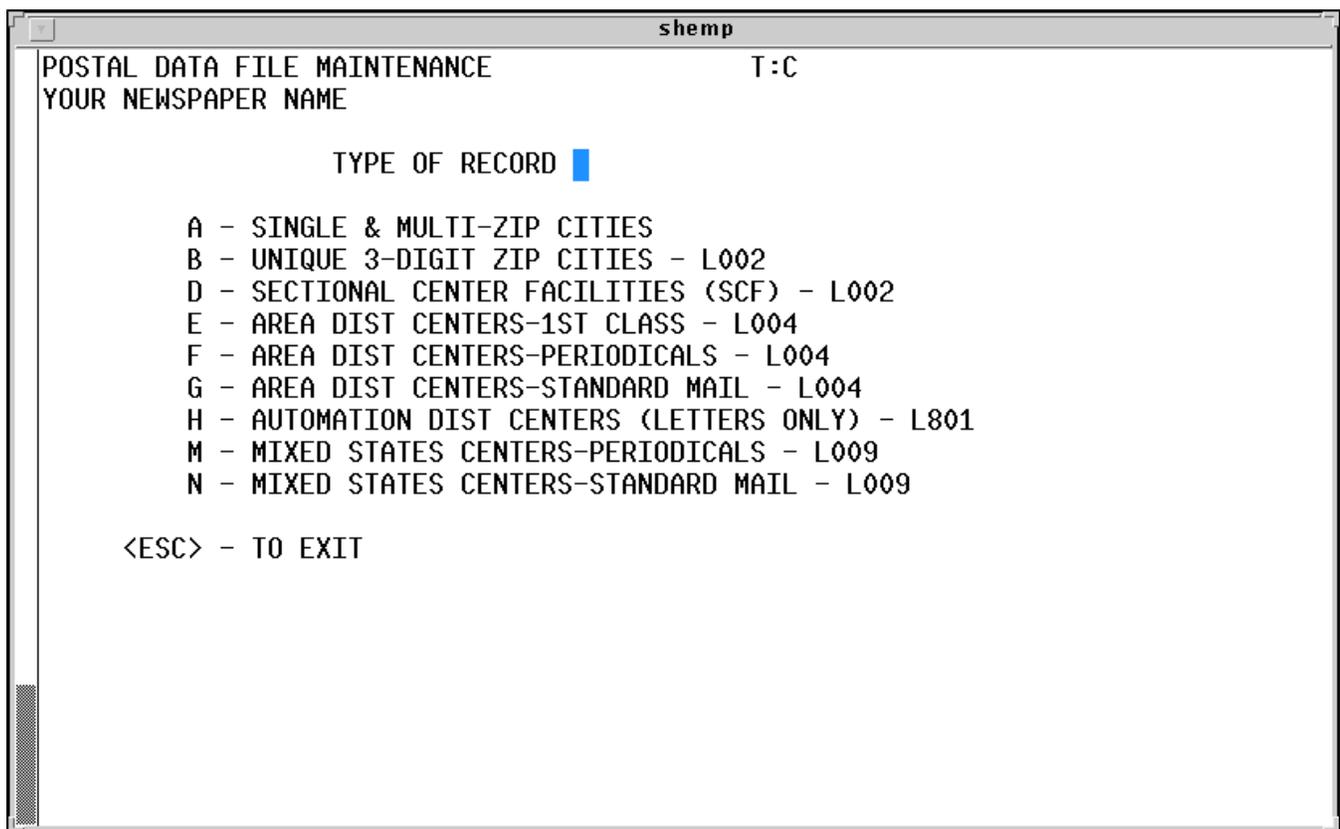


Figure 140 - Postal Data File Maintenance

TYPE OF RECORD

The Postal Data File contains information segregated by type from section L of the USPS Domestic Mail Manual. Enter the appropriate code from the list provided to access the particular level you desire.

Type A: Single & Multi-ZIP Cities

```

shemp
POSTAL DATA FILE MAINTENANCE          T:C
YOUR NEWSPAPER NAME

          TYPE OF RECORD A      SINGLE & MULTI-ZIP CITIES

1 RANGE TO          12288
2 RANGE FROM        12201
3 CITY NAME         ALBANY
4 STATE             NY
5 5-DIGIT ACCUM    12201

ITEM ? █

```

Figure 141 - Postal Data Type A - Single & Multi-ZIP Cities

1 RANGE TO**2 RANGE FROM**

Enter the high and low 5 digit zip code that encompasses the city you are referencing. The range can be multiple zip codes (multi-zip coded cities) or can be just a single zip code.

3 CITY NAME

Enter the name of the City.

4 STATE

Enter the 2 character state abbreviation.

5 5-DIGIT ACCUM

This field is required for multi-zip coded cities only. Enter the lowest 5-digit zip code assigned to the city you are referencing. Often that is the zip code of the post office itself. Multiple non-consecutive entries for the same city should have the same value in this field.

Type B: Unique 3-Digit ZIP Cities - L002

```

shemp
POSTAL DATA FILE MAINTENANCE          T:C
YOUR NEWSPAPER NAME

                TYPE OF RECORD B      UNIQUE 3-DIGIT ZIP CITIES - L002

1 3-DIGIT TO      122
2 3-DIGIT FROM   122
3 CITY NAME      ALBANY
4 STATE          NY
5 IDENT NUMBER   122

ITEM ? █

```

Figure 142 - Postal Data Type B - Unique 3-Digit Cities

1 3-DIGIT TO**2 3-DIGIT FROM**

Enter the high and low 3 digit zip that encompasses the city you are referencing.

3 CITY NAME

Enter the name of the City.

4 STATE

Enter the 2 character state abbreviation.

5 IDENT NUMBER

Enter the first 3 digits of the 3-digit city's zip codes.

- Type D: Sectional Center Facilities (SCF) - L002**
Type E: Area Dist Centers-1st class - L004
Type F: Area Dist Centers-Periodicals - L004
Type G: Area Dist Centers-Standard Mail - L004
Type H: Automation Dist Centers (Letters Only) - L801
Type M: Mixed States Centers-Periodicals - L009
Type N: Mixed States Centers-Standard Mail - L009
Types D, E, F, G, H, M and N share the same field information

The screenshot shows a terminal window with the following content:

```

shemp
POSTAL DATA FILE MAINTENANCE          T:C
YOUR NEWSPAPER NAME

          TYPE OF RECORD D      SECTIONAL CENTER FACILITIES (SCF) - L002
1 3-DIGIT TO          123
2 3-DIGIT FROM       120
3 SCF/DIS/ADC        SCF
4 CITY NAME          ALBANY
5 STATE              NY
6 IDENT NUMBER       120
7 OTHER DATA

ITEM ? █

```

Figure 143 - Postal Data Type D - Sectional Center Facilities

- 1 3-DIGIT TO**
2 3-DIGIT FROM

Enter the high and low 3 digit zip that encompasses the area you are referencing.

- 3 SCF/DIS/ADC**

Enter the code indicating the postal facility type as defined by the USPS.

- 4 CITY NAME**

Enter the name of the City for the postal facility.

- 5 STATE**

Enter the 2 character state abbreviation for the postal facility.

6 IDENT NUMBER

Enter the appropriate identification number of the postal facility as defined by the USPS

OTHER DATA

Enter any subsequent description data required to appear on the sack tags as required by the USPS.

The Origin Mixed States File is also utilized by the Auto-Sacking system to create the proper groupings of mail labels. Refer to Chapter 4, Item 14 - Origin Mixed States File for more information.

Item 16 - Auto-Sacking Control File

Select Item 16 - Auto Sacking Control File from the Subscriber Auto-Sacking menu. The Auto-Sacking Control file allows you to enter parameters that are used to define your customized mail requirements for a given mailing. Items to consider when building a control record are, rate type of mailing, product type, size of product and how it relates to package size and pieces per container, need to sack tags, and automation requirements.

```

shemp
AUTO-SACKING CONTROL FILE MAINTENANCE T:C          RECORD NUMBER 1

      *-SACK TAGS-*   *-MARKER LINES-*
1 POSTAL CLASS      2  5 PRINT ? N    11 1ST PACK      16 ENDORSEMNT ON? A
2 PARCEL TYPE       N  6 ACROSS  1    12 MID PACK     17 FACING SLIPS? Y
                   7 WIDTH   34   13 LAST PACK     18 BARCD SAK TAG? N
3 SORT ORDER (A/D) A  8 HEIGHT  7    14 1ST SACK     19 LASR SAK TAGS? N
4 SACK/ZIP SORT?   N  9 ODD HGT Y    15 LAST SACK
                   10 MAILER  RENSSELAER, NY

CLASS OF DESTINATION  MAKE PKGS  *-COPIES/PACKAGES-*  MAKE MIN COP *-PACKAGES/SACK-*
                        STD      MAX  SACK  TO SACK      STD      MAX
CARRIER ROUTE       20 Y   28  6 36 20 44 29 52 Y  60 24 68  4 76  6
CARRIER ROUTES     21 N   29  6 37 20 45 29 53 Y  61 24 69  4 77  6
5 DIGIT ZIP          22 Y   30  6 38 20 46 29 54 Y  62 24 70  4 78  6
3 DIGIT              23 Y   31  6 39 20 47 29 55 Y  63 24 71  4 79  6
SCF                  24 N   32  6 40 20 48 29 56 Y  64 24 72  4 80  6
AREA DIST CTR       25 Y   33  6 41 20 49 29 57 Y  65 24 73  4 81  6
ORIGIN MIXED        26 Y   34  1 42 20 50 29 58 Y  66  1 74  4 82  6
MIXED STATES        27 Y   35  1 43 20 51 29 59 Y  67  1 75  4 83  6
                        84 MIN PKGS/PALLET  999

ITEM ? 
    
```

Figure 144 - Auto Sacking Control File

RECORD NUMBER

Record number refers to a specific grouping of Auto-Sacking parameters as defined by the user. Up to 99 individual records can be created, stored and utilized for mailings. Enter the 2-digit number you wish to assign the parameters you are creating or changing. All subsequent references to these Auto-Sacking parameters will be based on this number

1 POSTAL CLASS

This is the class for the mailing you are attempting to create. Enter "2" for Periodicals, and "3" for Standard Mail.

2 PARCEL TYPE

This identifies what type of product you are mailing. For Periodicals, the valid choices are "N" for newspapers and "P" for other Periodicals. For Standard Mail, the valid choices are "L" for letters, "F" for flats, "I" for irregular packages, and "M" for machinable packages.

3 SORT ORDER (A/D)

If you want your labels to print in ascending order (00000 to 99999), enter "A", and for descending order (99999 to 00000), enter "D".

4 SACK/ZIP SORT?

This flag controls the order the labels print out, by either grouping them by the class of destination (all postal routes together, then all 5-digits, then all 3-digits, etc.) or by printing them out somewhat in ZIP Code order. If you answer "Y" to this prompt, your labels will be grouped by class of destination. If you answer "N" to this prompt, the labels will print out mostly in ZIP Code order.

-SACK TAGS-**5 PRINT ?****6 ACROSS****7 WIDTH****8 HEIGHT****9 ODD HGT****10 MAILER**

These fields are all related to printing of the physical bag/sack tags.

5 PRINT?

If you want to generate bag/sack tags through the Auto-Sacking Module, you would enter a "Y" to print them, or "N" to not print them.

If you are printing sack tags on a laser printer be certain to set field #19, LASER SAK TAGS to yes.

6 ACROSS

This is how many sack tags across there are from left to right on the physical forms. Enter a value from 1 to 5 to match your forms.

7 WIDTH

If you are printing your sack tags at 10 characters per inch (10 cpi), enter the number of characters across for one sack tag, expressed in 10ths of an inch, so that a form that is 3.3 inches wide (across) is 33 characters wide, and a form that is 3.375 is 34 characters wide. If you are printing them at 17 characters per inch, multiply the width of the label times 17, so that a 3.3 inch form will be 57 characters across (56.1 rounded up).

8 HEIGHT

Enter the number of print lines from the top of one sack tag to the top of the next. If your form is exactly 1 inch high (not 15/16"), and you are printing at 8 lines per inch, enter "8" here. If you are using a 2" high form, and are printing at 8 lines per inch, enter "16" here.

If you form is 15/16" high, you will need to set your printer to print at 8 lines per inch (lpi) and you will need to set field #9, ODD HGT to yes.

9 ODD HGT

If your form is not exactly an even multiple of the lines per inch setting (such as a 15/16" form) printing at either 6 or 8 lines per inch (6 lpi or 8 lpi), then you may need to add an extra line on every other form. This is what is known as an "odd height" label. When printed, the first sack tag will be printed as 7 lines, the second one will be printed as 8 lines, the third will be printed as 7 lines, the fourth will be printed as 8 lines, etc.

If your form is 15/16" high, you will need to set your printer to print at 8 lines per inch (lpi) and you will need to set this field to yes.

10 MAILER

Enter your mailer information here. This is the last line on the physical sack tags and must include at least your City, and State where you hold your Postal Permit. It is also recommended that you add the name of your company, possibly abbreviated.

-MARKER LINES-**11 1ST PACK****12 MID PACK****13 LAST PACK****14 1ST SACK****15 LAST SACK**

These are little "tick" marks that are physically printed on the Mail Labels themselves to assist your mailroom personnel to know when to tie a sack, and/or close a sack, and/or to start a new pallet. These print to the far right of the name on the appropriate label. Any character(s) from the keyboard, up to 3, may be used as a visual "signal" to know when to perform some action, such as tie the bundle or close the sack.

11 1ST PACK

This mark will print on every mail label that is the first piece in the package being created.

12 MID PACK

This mark will print on every mail label that is the middle of the package being created. For example, if you have 6 pieces in a package, this mark would print on the labels numbered 2 thru 5. To ease confusion in the mailroom, it is suggested that you NOT enter anything here.

13 LAST PACK

This mark will print on every mail label that is the last piece in the package being created.

14 1ST SACK

This mark will print on every mail label that is the first piece in the container being created. This mark will replace the mark for the first piece in a package in the first package created for this container.

15 LAST SACK

This mark will print on every mail label that is the last piece in the container being created. This mark will replace the mark for the last piece in the last package created for this container.

When producing mail labels it is possible to create a breaker or trailer label of asterisks to mark the end of each grouping within a run instead of the "tick" marks referenced here. Refer to Chapter 2, Item 8 - Mail Label Printing for more information.

16 ENDORSEMNT ON?

If you are printing the endorsement line on your mail labels (a line of asterisks followed by the sortation level and destination ZIP Code, as in "*****5-DIGIT 12144" or "*****MIXED ADC 120"), this will tell the system when you want to print them. The options are "F"irst piece in the package, "L"ast piece in the package, "A"ll pieces in the package, or "N"one at all. Some sites have used these, in addition to or in lieu of the marker lines described above and/or by creating trailer labels in their lists to let the mailroom know when to take a particular action.

17 FACING SLIPS?

Facing slips are like a carrier's bundle label, in that one of these would be placed on top of each stack of newspapers before it is tied. These facing slips indicate the destination/contents of the package, just like the optional endorsement line described above. Enter a "Y" to print them for each bundle, or an "N" for none at all. An example of a facing slip is shown below:

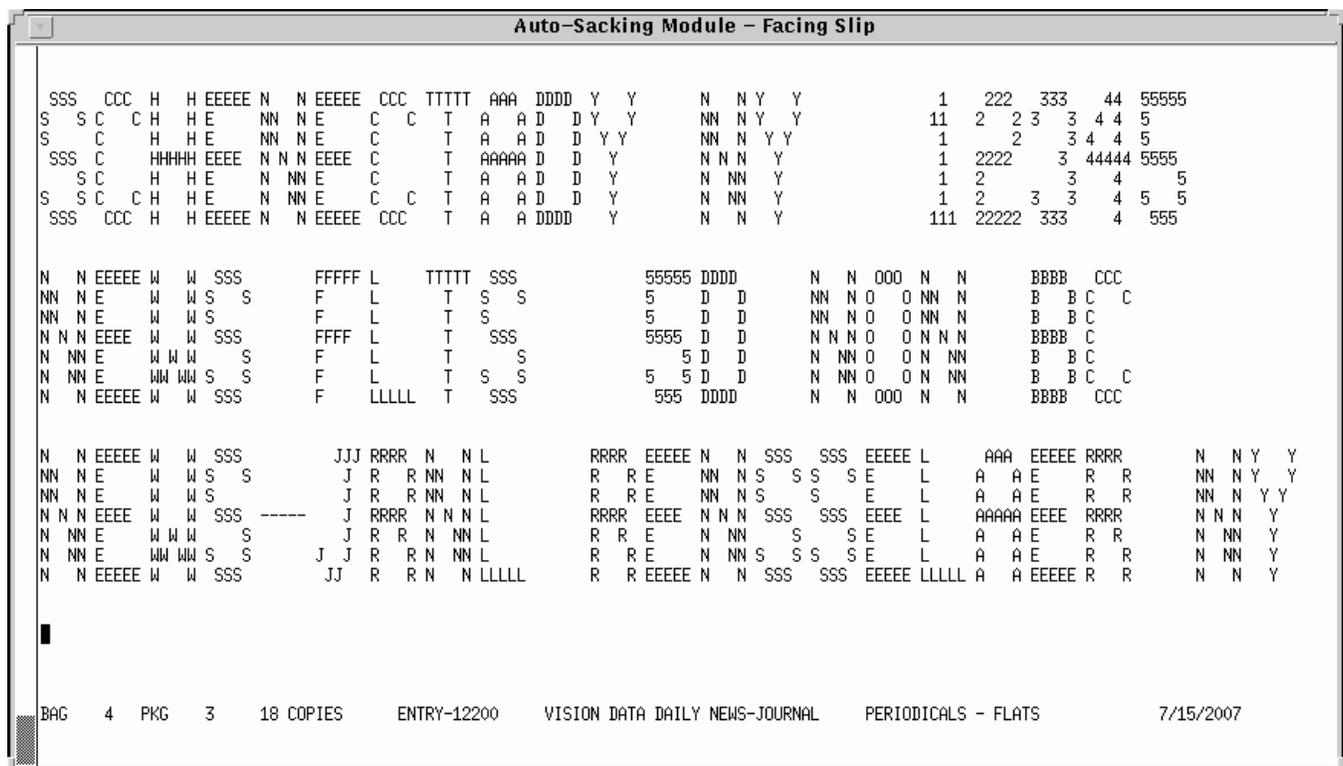


Figure 145 - Example of a Facing Slip

18 BARCD SAK TAG?

If you want to print the Interleaved 2 of 5 barcode on your sack tags, answer "Y" to this prompt. If not, answer "N".

In order to print the Interleaved 2 of 5 barcode on your printer, you may need to purchase a chip and/or a font to print these. Contact the printer manufacturer if you have any questions about whether you can produce these or not.

There may also be an additional charge to have these barcodes programmed into your auto-sacking module, if you are not printing on a "real" HP LaserJet printer or if you are attempting to print on a pin-feed/tractor-feed printer.

If you are printing your sack labels on a Hewlett-Packard LaserJet printer, the interleaved 2 of 5 barcode has been programmed into the system using PCL Font 28674T. If you print a list of the PCL fonts installed on your printer, this font will be listed assuming the proper chip has been installed. If it does not list, this font is not available on your printer. Refer to separate Vision Data Auto-Sacking documentation for more information.

19 LASR SAK TAGS?

If you wish to print your sack tags on an HP-compatible laser printer, enter a "Y" here, otherwise enter an "N".

20-27 MAKE PKGS

28-35 MIN COPIES/PACKAGE

36-43 STD COPIES/PACKAGE

44-51 MAX COPIES/PACKAGE

These next fields control how many copies of the product are placed into each package as they are created in the Auto-Sacking Module.

20-27 MAKE PKGS

Fields 20 thru 27 determine if packages are to be created at the specified levels. According to "current" postal regulations, you may create packages of newspapers to any sortation level listed above, except for a package containing mixed postal routes (#21 "CARRIER ROUTES" above), and packages of different 3-digit and/or 5-digit ZIP Codes going to a single SCF (Sectional Center Facility). You may create a sack/pallet to these destinations, just not a bundle/package for these areas.

28-35 MIN COPIES/PACKAGE

36-43 STD COPIES/PACKAGE

44-51 MAX COPIES/PACKAGE

Fields 28 thru 51 determines the sizes of packages created to the corresponding sortation levels, similar to the way bundles are created in Bundle Label printing.

28-35 MIN COPIES/PACKAGE

This is the minimum number of copies to place in a single package of newspapers (or other products). Note that the Origin Mixed States and the Mixed States levels show a "1" (fields #34 & #35 above) as the minimum quantities, as these are the "default" packages for any remaining pieces, once all of the rest of the pieces have been packaged.

Firm packages must have a minimum of 2 copies.

If the total pieces to a particular destination are less than the minimum to package, these will automatically flow to the next higher sortation level, such as pieces to ZIP Code 12144 will flow up to a 3-digit sortation level, to be joined with other 3-digit "121" pieces.

The USPS Domestic Mail Manual should be consulted with regard to current postal requirements for the minimum number of pieces allowed per package of varying mail types.

36-43 STD COPIES/PACKAGE

This is the "standard" number of copies to place in a single package of newspapers. Above, you will see where this column is listed as "20" for every sortation level. If there were a total of 72 pieces going to 5-digit ZIP Code 12144, we would create 3 packages of 20, and 1 package of 12 (20, 20, 20, 12).

44-51 MAX COPIES/PACKAGE

This is the "maximum" number of copies to place in a single package before splitting this package into 2 (or more). The lowest possible number you should place in this field is based on the following formula:

("minimum size" plus "standard size") minus 1

While the maximum value for this field should always be less than twice the standard package size.

52-59 MAKE SACK**60-67 MIN COP TO SACK****68-75 STD PACKAGES/SACK****76-83 MAX PACKAGES/SACK****84 MIN PKGS/PALLET**

The next fields control how many packages are placed into each container.

52-59 MAKE SACK

Fields 50 thru 59 determines if containers of newspapers (or other products) are to be created to the corresponding sortation levels.

60-67 MIN COP TO SACK**68-75 STD PACKAGES/SACK****76-83 MAX PACKAGES/SACK****84 MIN PKGS/PALLET**

Fields 60 thru 83 determines the number of packages required to the corresponding sortation levels to create a container to that destination, similar to the packaging described above.

60-67 MIN COP TO SACK

According to "current" postal regulations, you cannot create a container containing less than 24 copies (125 for Standard Mail) to any given destination/sortation level, except for the following:

Periodicals:

- Origin Mixed States (no minimum)
- Mixed ADC/Mixed States (no minimum)
- 3-digit Carrier Routes (1 package of 6 copies to a postal route min)
- Exceptional Dispatch/Addition Entry (no minimum)

Standard Mail:

- Mixed ADC/Mixed States (no minimum)
- 5-digit Carrier Routes (1 package of 10 copies to a postal route min)
- Exceptional Dispatch/Addition Entry (no minimum)

68-75 STD PACKAGES/SACK

Once it has been determined that you have enough pieces to create a container to a destination, these quantities are the "standard" number of packages (not pieces) placed into the current container, usually a sack. Used in conjunction with the maximum packages per sack (fields 76 thru 83) at each of the sortation levels these two fields determine how many sack tags to create for this sortation level to the current destination. If there are more than the number of packages to create a "pallet" (Item 84 below), then a set of 2 pallet tags is created to this destination instead of sack tags.

76-83 MAX PACKAGES/SACK

Once it has been determined that you have enough pieces to create a container to a destination, these quantities are the "maximum" number of packages (not pieces) placed into the current container, usually a sack. Used in conjunction with the "standard number" of packages per sack (fields 68 thru 75) at each of the sortation level, these two fields determine how many sack tags to create for this sortation level to the current destination. If there are more than the number of packages to create a "pallet" (Item 84 below), then a set of 2 pallet tags is created to this destination instead of sack tags.

For example, if there were a total of 9 packages to a single 5-digit ZIP Code destination, using the numbers shown in above, there would be 2 sack tags created, one with 4 packages, and a second with 5 packages ($9-4 = 5$).

84 MIN PKGS/PALLET

When the total number of packages created to any destination exceeds the minimum packages per pallet, then pallet tags are automatically created to this destination. These look similar to facing slips (as well as sack tags) in that they identify where to send this particular pallet/skid. A set of 2 pallet tags is created for any given qualifying destination (one for each side).

CHAPTER 08 • RESTARTS

Printer problems? The Subscriber Restarts menu allows you to restart the printing of any of the reports or forms listed on the menu, provided you are at the same terminal or workstation that the previous report or form was run from. This is particularly useful in cases of a printer jam or other system problem, which could cause the need to reprint. If a significant portion of your document has already been printed, consider using a Restarts program.

During the creation of a report, a work file is created in the work directory, and has the terminal or workstation number as part of the file name. If you have not run a report with the same work file name from the same terminal, and this is the terminal you used to run the original report, you can restart the report and/or update.

This chapter describes the selections available from the Restarts portion of the Subscriber Restarts and Purges menu, Items 1-7. The menu is accessed from the Subscriber main menu, or any of the other Subscriber system menu, by typing "RE" [ENTER] at the selection line. The topics covered here include the ability to restart the printing of Mail Labels, Master File Listings, Postal Verification Cards and Penetration Reports, Expiration Notices, and Subscriber Coupons and Mailgrams. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.

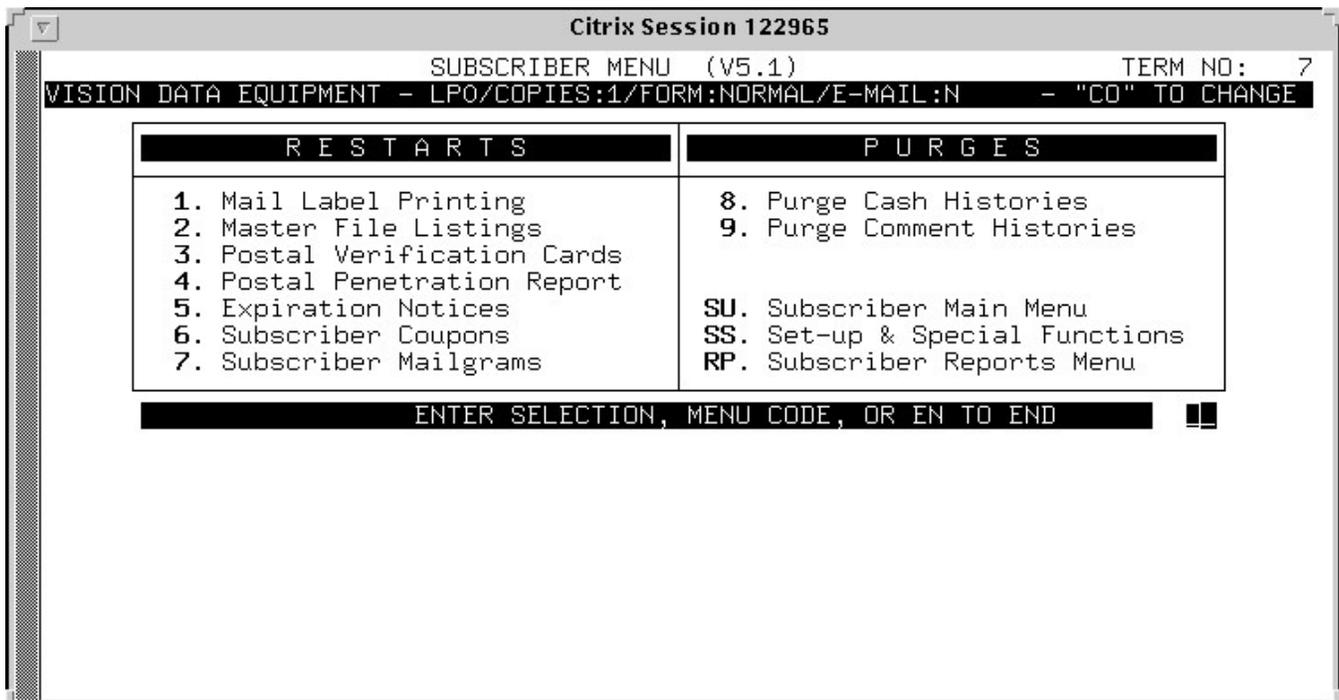


Figure 146 - Subscriber Restart Menu

Item 1 - Mail Label Printing

Select Item 1 - Mail Label Printing from the Subscriber Restarts menu. If you selected to update the ABC totals, the Start/Stop History or the Postal Reports the first time, the following will appear:

**ENTER THE ACCOUNT NUMBER OF THE LAST
RIGHTMOST LABEL PROPERLY PRINTED OR "START"**

Do you want the labels to start printing at a specific account number or at the "START" of the label run?

Item 2 - Master File Listings

Select Item 2 - Master File Listings from the Subscriber Restarts menu.

**ENTER THE ACCOUNT NUMBER OF THE LAST
ACCOUNT PROPERLY PRINTED OR "START"**

Do you want the listing to start printing at a specific account number or at the "START" of the list run?

Item 3 - Postal Verification Cards

Select Item 3 - Postal Verification Cards from the Subscriber Restarts menu.

**ENTER THE ACCOUNT NUMBER OF THE LAST
ACCOUNT PROPERLY PRINTED OR "START"**

Do you want the verification cards to start printing at a specific account number or at the "START" of the card run?

Item 4 - Postal Penetration Report

Select Item 4 - Postal Penetration Report from the Subscriber Restarts menu.

**ENTER THE ACCOUNT NUMBER OF THE LAST
ACCOUNT PROPERLY PRINTED OR "START"**

Do you want the report to start printing at a specific account number or at the "START" of the report run?

Item 5 - Expiration Notices

Select Item 5 - Expiration Notices from the Subscriber Restarts menu.

ENTER THE ACCOUNT NUMBER OF THE LAST NOTICE PROPERLY PRINTED OR "START"

Do you want the notices to start printing at a specific account number or at the "START" of the notices run?

Item 6 - Subscriber Coupons

Select Item 6 - Subscriber Coupons from the Subscriber Restarts menu.:

ENTER THE ACCOUNT NUMBER OF THE LAST NOTICE PROPERLY PRINTED OR "START"

Do you want the coupons to start printing at a specific account number or at the "START" of the coupon run?

DO YOU STILL NEED TO UPDATE THE SUBSCRIPTION RENEWAL COUNTERS?

Do you want to update the subscription renewal counter? Answer "Y"es if the first coupon run didn't get to the update part.

Item 7 - Subscriber Mailgrams

Select Item 7 - Subscriber Mailgrams from the Subscriber Restarts menu.

ENTER THE ACCOUNT NUMBER OF THE LAST NOTICE PROPERLY PRINTED OR "START"

Do you want the notices to start printing at a specific account number or at the "START" of the notices run?

DO YOU STILL NEED TO UPDATE THE MAIL REPORT INFO ?

Do you want to update the third class postal report information? Answer "Y"es if the first mailgram run didn't get to the update part.

CHAPTER 09 • PURGES

This chapter describes the selections available from the Purges portion of the Subscriber Restarts and Purges menu, Items 8-9. The menu is accessed from the Subscriber main menu, or any of the other Subscriber system menus, by typing "RE" [ENTER] at the selection line. The topics covered here include the ability to purge cash and comment histories. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.

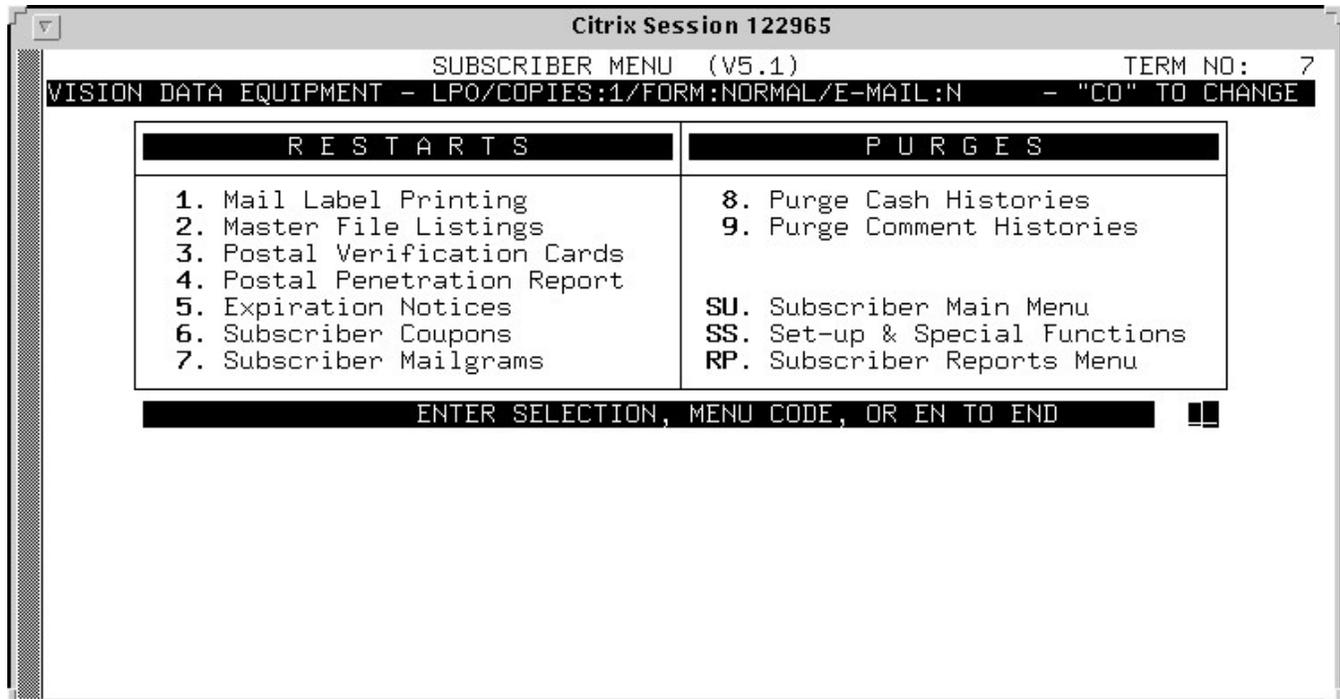
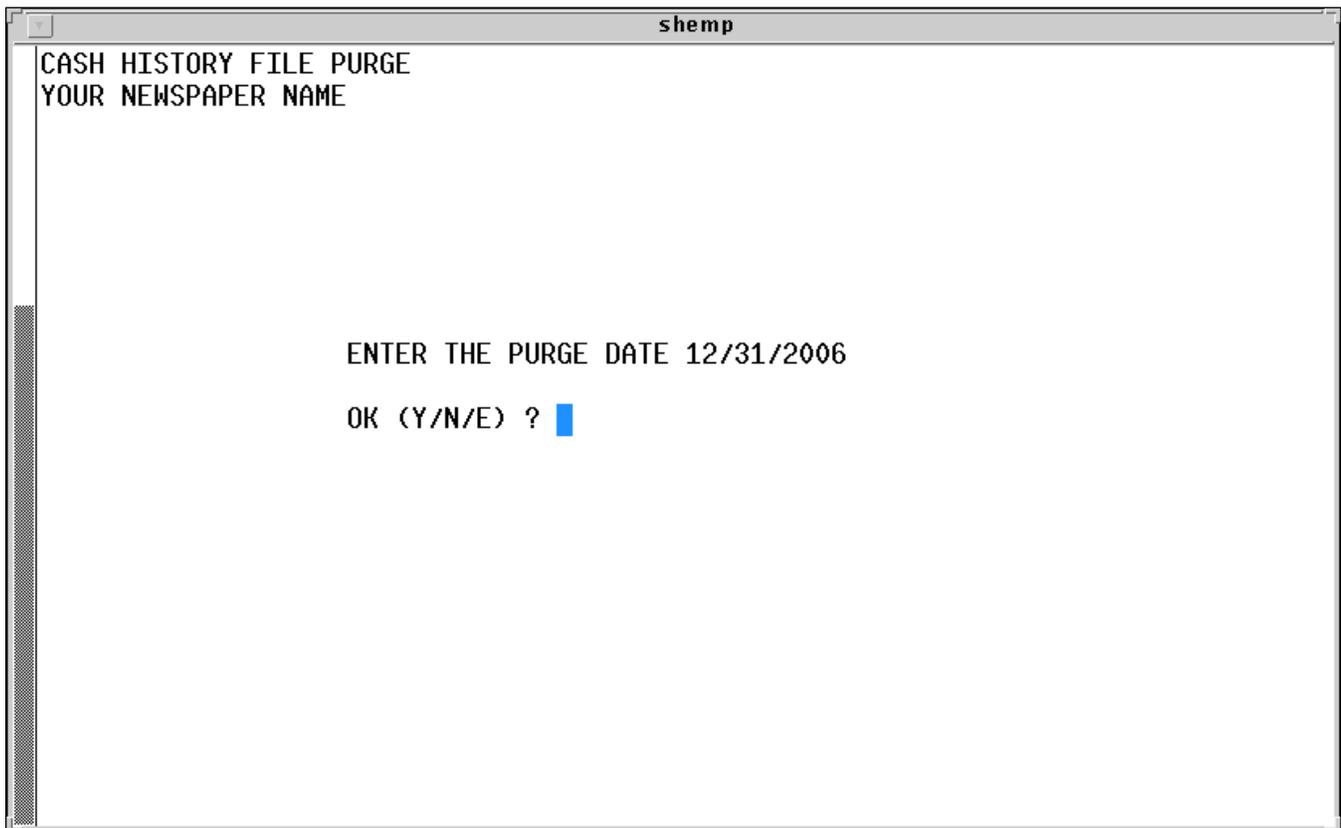


Figure 147 - Subscriber Purges Menu

Item 8 - Purge Cash Histories

Select Item 8 - Purge Cash Histories from the Subscriber Purges menu. Payments, renewals, extensions, refunds, tips and adjustments are entered into the Daily Cash File in the TMC Master File Maintenance program and posted to history in the Daily Cash Report program. These may be viewed on the TMC Master File Maintenance - Cash History Inquiry program, the Subscriber Cash History and the Monthly Cash Report.

The purge program removes all old history records from the corresponding history file up to, but not including, the purge date you enter.



```
shemp
CASH HISTORY FILE PURGE
YOUR NEWSPAPER NAME

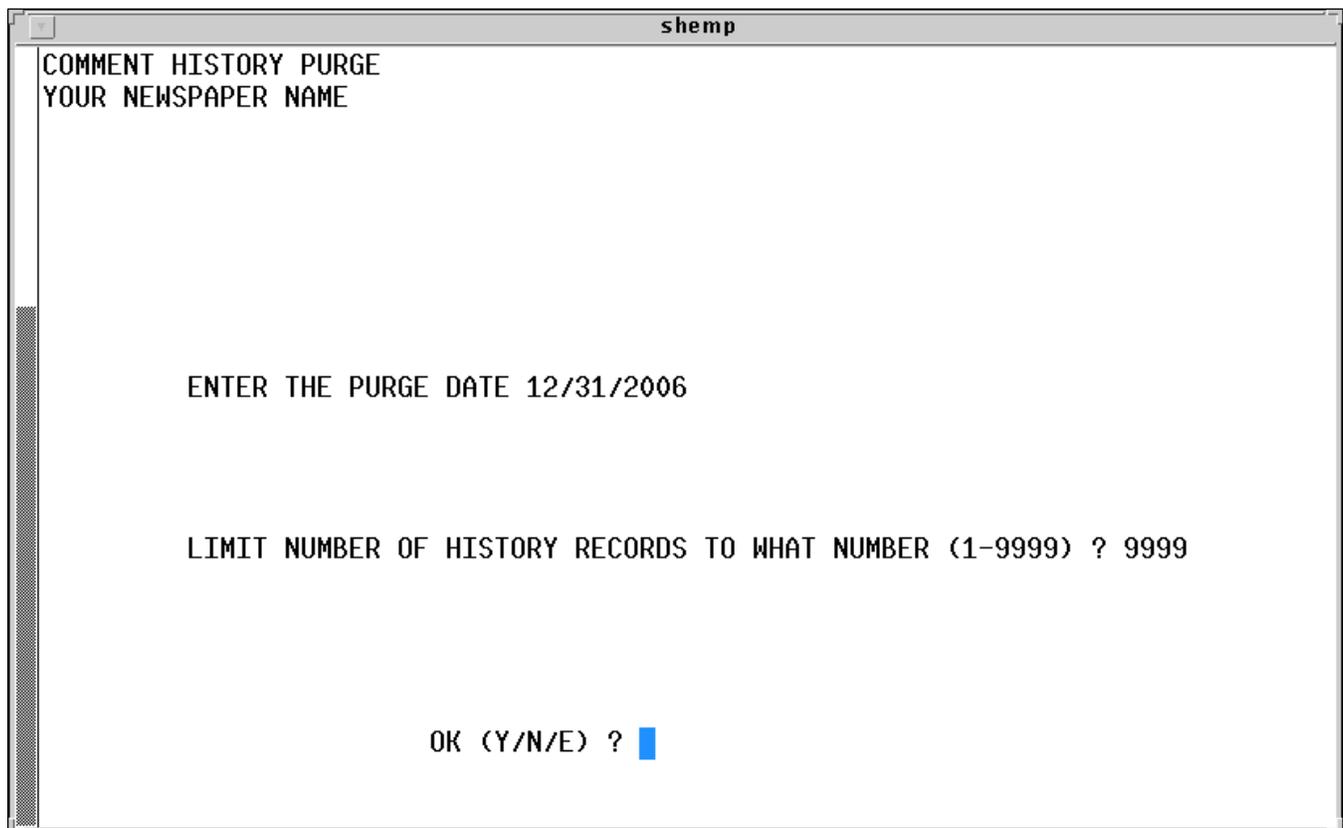
ENTER THE PURGE DATE 12/31/2006
OK (Y/N/E) ? █
```

Figure 148 - Sample Purge Cash Histories

Item 9 - Purge Comment Histories

Select Item 9 - Purge Comment Histories from the Subscriber Purges menu. Subscriber comments are entered into the Daily Comment File in the TMC Master File Maintenance program, and are posted to history during the bundle label run. All comments for a carrier route in both the Daily Comment and Comment History files are displayed in the Master File Maintenance - Comment History Inquiry program, and the Carrier Comment History program. They also appear on the bundle labels and District Manager's reports.

When the Subscriber Daily Functions menu, Item 12 - Carrier Comment History is highlighted in reverse video, the Comment History File is 95% or more full and must be purged. The purge program removes all old history records from the corresponding history file up to, but not including, the purge date you enter. You also have the option to limit the number of history records per subscriber for chronic complainers.



```
shemp
COMMENT HISTORY PURGE
YOUR NEWSPAPER NAME

ENTER THE PURGE DATE 12/31/2006

LIMIT NUMBER OF HISTORY RECORDS TO WHAT NUMBER (1-9999) ? 9999

OK (Y/N/E) ? █
```

Figure 149 - Sample Purge Comment Histories

Carrier System

CHAPTER 10 • SYSTEM SETUP

Proper configuration of the Carrier System will ensure smooth, consistent operation of your Vision Circulation System. In this chapter we explore setting up the base data that will be required to fully utilize the Vision Circulation Carrier System.

Before You Begin

Custom Forms

There are several forms that you may need at hand for printing output from the Carrier System.

Mail Labels may be one to five labels across and the print area on the label may be defined and changed each time you run the Mail Label Printing program. You can squeeze from six to eight lines on a one-inch high label, depending upon how you set the lines per inch on your printer and in the program. Two "SHOW" lines or a carrier route presort heading and one "SHOW" line plus at least four lines of address for a total of six lines is the minimum number of lines that will print on a label. A minimum width of 25 characters (2.5 inches) across is required for each label, however if you want nine-digit zip codes on the same line as the city and state, the label must be at least 30 characters (3 inches) across.

Carrier Bills and Carrier Checks: While there are no standard Carrier Bills or Checks, a book of sample forms is available to help you select one. You may be able to use your current forms, or you can design your own. To have a specific form incorporated into your system, send us an acetate, or a sample form for us to approve. We advise you to confirm approval with us before you place your order with your printer. Whether you design your own form, or select one from our sample book, we will create it for you free of charge the first time, if you request it within a reasonable length of time after your installation. **Vision Data can create customized Carrier Bills and Checks for you!**

IRS 1099 Forms are available from the Internal Revenue Service. Occasionally, the IRS will change the format, requiring a change to the 1099 sub-program. In the event of such a change, a 1099 update will be made available from Vision Data.

Establishing Your Company Data

In setting up your Circulation System, there are several things to consider regarding your company's configuration and your products. These considerations might include: multiple company designations, multiple publications, editions, or products.

Multiple Companies

The Circulation System can be set up in a variety of configurations to take advantage of its multiple company capabilities. There are two similarities between the configurations: a two-character company code is assigned to each company (e.g. VD = Vision Data), and each company has separate carrier/dealer files and separate carrier/dealer reporting functions. The subscriber/non-subscriber files may be the same for all companies, or can be separated into multiple sets of files.

If separate sets of subscriber files are to be maintained, separate directories must be created, and separate logins must be defined for each company, so that the system knows which set of files belong to which company. If you elect to configure separate subscriber files, some system files can still be held in common, so that duplicate files and data entry will not be required - i.e. the postal router file, the postal rates file or the mail control file.

Publications, Editions, and Products

Within each company there can be as many as 9 publications. Each publication may have several editions. For example, there might be a morning and evening edition, or an English and Spanish edition. Each subscriber account is assigned to one edition of one publication. Each carrier/dealer route is also assigned to one edition of one publication. Postal reports and ABC reports are maintained and printed by publication number. Additional products, such as telephone books or TMC products are product defined for distribution.

There are a number of factors that must be taken into consideration when deciding how to put your publications onto the system:

- Whether or not the publications each have unique mailing requirements.
- Which publications have their own carrier force?
- Duplication of subscribers.
- Combination subscriptions, etc.
- Which publications report to ABC vs. some other auditing agency.

The Carrier System Main Menu

After logging in to your Vision Circulation System, you are presented with the Subscriber main menu. To access the Carrier main menu, type "CA" at the Selection Prompt and press [ENTER].



Figure 150 - Carrier Main Menu

Accessing Other Program Menus

Depending upon your system configuration and security level, you may be able to access other applications from the Carrier main menu. The following is a list of two character program codes that you might access:

CA	Carrier/Dealer System
SU	Subscriber/Non-Subscriber System
CO	Company/Printer Settings
QU	Printer Queue

Table 51 - Two-Character Program Codes

System Security

When the menu is entered for the first time, the user will be prompted for their initials and a corresponding password. If a correct combination is not entered, the user will not be granted access to the system. If granted access, only programs assigned to that user will be displayed and accessible off the menu. Furthermore, any master file record that is changed or added by the user, as well as any history transaction updated by the user, will be stored with that users initials attached. System administrators should consult separate documentation for details on setting up users and privileges.

Setting Up Your Data

The majority of data required to set-up the Carrier System is entered through the various programs found in the Set-up & Listing and Special Functions menu off the Carrier main screen. To access this menu, type "ss" at the Selection Prompt and press [ENTER].

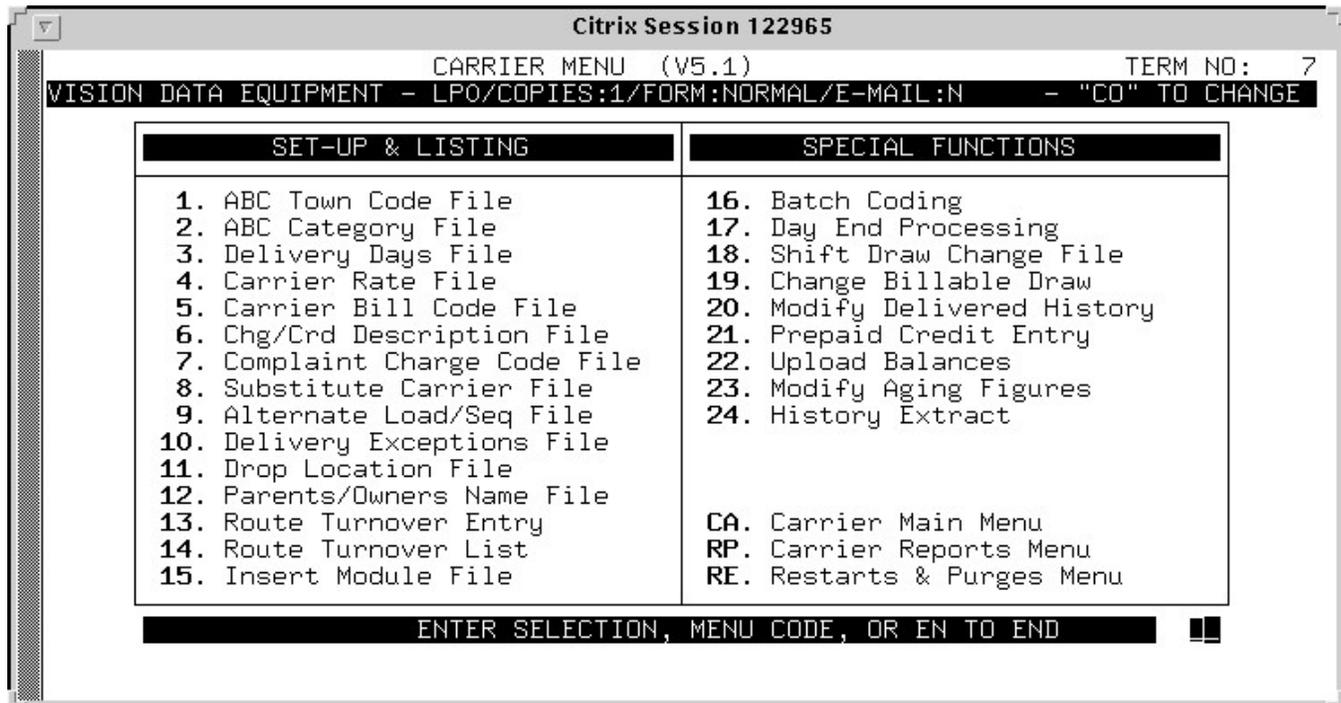


Figure 151 - Carrier Set-Up & Listing and Special Functions Menu

Carrier information is used for several purposes in the Subscriber/Non-Subscriber System. Bundle labels are processed in carrier route order. Because of this, each route's subscribers must also be processed for starts, stops, and PIA credits, in carrier route and walking sequence order. Carrier Route Lists may also be printed in carrier route and sequence order. Labels will be processed more quickly if you assign and select specific carrier route numbers, because the program doesn't have to look sequentially through all records, but will only look at those records with the specified route number(s).

Paper Information File

As discussed in Chapter 1 - System Set-Up, one of the first files you need to create is the Paper Information File. Its basic function is to control the system. The file is organized by Product Code (1-9 being publication numbers), and two-character codes (such as "TM" for TMC Product or "SH" for Shopper).

```

shemp
NEWSPAPER INFORMATION FILE MAINTENANCE T:C          PRODUCT CODE 01
YOUR NEWSPAPER NAME

1 PAPER NAME      YOUR NEWSPAPER NAME          19 NON-PD GRACE PER 30
2 ADDRESS-1       1377 THIRD ST                               20 REPORT RTZ OR DMA R
3 ADDRESS-2
4 CITY            RENSSELAER                     DELIVERY DAYS: MTWTFSS
5 STATE           NY                               21 PUB. DAYS      1111111
6 ZIP CODE        12144                                       22 SAT = SUN      N
7 PHONE #         518-434-2193
8 FED TAX-ID      00-0000000

9 SALES TAX RATE  .000
10 NIE ROUTE      500

-----E D I T I O N-----
CODE      DESCRIPTION
23 01     24 FP
25 02     26 IN
27         28
29         30
31         32
33         34
35         36
37         38
39         40
41         42

----- POSTAL INFORMATION -----
11 FINANCE # 00-0000  14 MAILER ID
12 PUB-#      382080  15 PER R-TYPE      R
13 ACS CODE   16 STD R-TYPE      R

17 P.O., STATE  RENSSELAER, NY
18 P.O. ZIP     12144

ITEM ? [ ]      Type number and ? for Help (nn?)
    
```

Figure 152 - Sample Paper Information File

The Carrier System Policies (Product Code 92) record contains a list of prompts that control system operations for these products - i.e. whether or not to post returns on a daily basis, or what is the maximum number of days to retain PIA information. Refer to Chapter 4, Item 2 - Paper Information File for how to create and maintain the files.

```

shemp
NEWSPAPER INFORMATION FILE MAINTENANCE T:C          PRODUCT CODE 92
YOUR NEWSPAPER NAME

1 POST RETURNS DAILY Y
2 START WKDY FOR POST 1
3 DAYS TO RETAIN PIAS 99
4 LIST PIAS BY NAME N
5 PRT CAR TEL# ON BDL N
6 PRT SUB TEL# ON BDL Y
7 PRT SUB CITY ON BDL Y
8 PRT SUB ACT# ON BDL Y
9 PRT INQUIRE BDL MSG Y
10 PRT PAYMENT BDL MSG Y
11 PRT REMINDR BDL MSG Y
12 PRT EDITION ON BDL N
13 PRT LOAD ON BDL N
14 PRT ZONE ON BDL Y
15 PRINT ALL BDL #'S Y
16 SQUEEZE XXX OF YYY N
17 MSGS ON ALL BNDLS N
18 ODD SUBS ON BDL/RPT B
19 TIPS ON BDL/RPRT B
20 TIP DETAIL ON BILLS Y
21 ADJUST TMC W/DRAW N
22 UPDATE EST-BALANCE N

ITEM ? Type number and ? for Help (nn?)

```

Figure 153 - Sample Carrier System Policies (Product Code 92)

City/Town Designations

You must designate city and town codes for the system to use. Two-character town codes are required to create the ABC Reports. Even if you are not ABC audited, you still need to create at least one town code for "MIXED U.S.". The town codes must be entered into the ABC Town Code file. For towns with over 25 subscribers, you should have a separate town code assigned. The town code field on the Subscriber Master File for mail delivered subscribers and the town code field in the Carrier Master File must be filled in. It is not necessary to fill in the town code of carrier delivered subscribers, because the system auto-completes the town code from the carrier file for the subscribers on a given route. Refer to Chapter 13, Item 1 - ABC Town Code File for how to create and maintain the file.

01	Rensselaer
02	Albany
Or	
PI	Pittsburgh
PH	Philadelphia
NY	New York

Table 52 - Sample Town Codes

Delivery Type/Category Designations

You must designate delivery types for the system to use. Three-character category codes are required to create the ABC Reports. Even if you are not ABC audited, you still need to create category codes. The delivery types must be entered into the ABC Category file. for every delivery method you utilize except for MAIL which is pre-loaded. Commonly used delivery types can be seen in the table below. Refer to Chapter 13, Item 2 - ABC Category File for how to create and maintain the file.

CAR	Carrier
MTR	Motor Route
DLR	Dealer
RCK	Rack
CTR	Counter Sale
NIE	NIE
EMP	Employees
INT	Internet/Web

Table 53 - Sample Delivery Type/Category Designations

Delivery Days

The Paper Information File for each product contains the publishing days for each publication. This may be seven days, six days or maybe only one day per week. The delivery DAYS field on the Subscriber Master File will default to seven days (which is the normal publishing days) whether it is seven, six or even one day per week. If, for example, a Sunday-only and/or Daily-only rate is different than the regular rate, the DAYS field is changed to reflect that delivery schedule and a corresponding rate is created in the Subscriber Rate File. Odd Draws may be created in the Carrier Delivery Days File for carrier delivery ("so" for Sunday-only, "do" for Daily-only, "FS" for weekend (Friday, Saturday, Sunday), etc.). Separate draws and rates may be assigned in the Carrier Master File to these delivery days for each carrier. During the Bundle Label run, the draws will be updated and PIA credit given if the MTWTFSS mask in the DAYS field on the Subscriber Master File screen matches the MTWTFSS mask for the Odd Draws code.

Carrier Rates

The Carrier Rate File can contain any number of possible rates that you may use. A billing rate can be assigned to each carrier for a regular draw. Other carrier billing rates may be created for Odd Draws (Daily only, Sunday only, weekend, etc.). A separate rate for Returns can also be created. There is also the flexibility of using either a per-piece rate or a monthly-average rate. Another mechanism allows for the automatic renewal to a new rate when a rate increase is put into effect. In this case, the carrier billing program knows the publishing dates and how many draws were at the old rate and how many are at the new rate.

MON	Monthly Averaged
REG	Regular
SUN	Sunday-only
DLY	Daily-only

Table 54 - Sample Carrier Rates

These rates will be used in the Carrier Master File, STD, RETN, TIER, FREE, and Odd Draw rates. Refer to Chapter 11, Item 1 - Master File Maintenance for more information.

Billing Codes

You will need to create a billing code for every cycle you wish to utilize. A billing period can be for any time period up to 35 days and you can have as many billing cycles as you need.

Charge/Credit Codes

For billing purposes, any transaction that is not paper related (draws or returns) and is not cash related (payments, checks issued) will need to have a 2-character code assigned in order to be entered. You can create as many codes with as much detail as you need or you can choose to create broader category codes that encompass multiple types of transactions such as one code for miscellaneous supplies.

The Carrier Master

The Carrier Master File is the basis of the Carrier System. This file contains the draw and billing information for carriers, dealers, racks, motor routes, employee sales, free papers, TMC products, bulk sales, office copies, etc. The Carrier System is designed to run independently of the Subscriber System, and is usually implemented before entering your prepaid subscribers.

As mentioned above, the Paper Information File (Subscriber Set-up & Listing menu, Item 2), will have to be set up to include the publishing days and editing codes for each publication. The Carrier System Policies (Product Code 92) record contains several flags that must be set. You must also set up the ABC Town Code File, the Delivery Days File and the Carrier Rate File on the Carrier Set-Up & Listing menu before entering data into the Carrier Master Files. Refer to Chapter 13 - Set-Up & Listing Menu for more information.

If you want to update the carrier and motor route draws based on subscriber starts and stops, as well as accumulate PIA credits on a daily basis, you must have entered a base draw and have your carrier collect and prepaid subscribers set up in the subscriber files with valid route numbers. Then you must answer "Y"es to the "SEARCH FOR STOPS-STARTS AND PIAS?" prompt during the bundle label run. Refer to Chapter 11, Item 1 - Master File Maintenance for how to create and maintain the file.

PIA Credits

If you want to issue PIA credit to your carriers for pay in office subscribers, there must be PIA credit amounts in the Daily and/or Sunday PIA credit fields of the Subscriber File, and you must answer "Y"es to the prompt "SEARCH FOR STOPS-STARTS AND PIAS?" in the Bundle Label program. When you update master files during the bundle run, the total number of prepaid subscribers and total PIA credit for each route will be stored in the Carrier Cash History File for each carrier in preparation for billing.

The PIA credit amounts will still be needed in the Subscriber Master File in order to tell which accounts are PIA. The monthly amount in the Carrier Rate File will be used during the billing rather than the accumulated daily amount in the Carrier Cash History File. If you are issuing daily credits, the PIA-CR1 and/or PIA-CR2 in the Subscriber Master File must be filled in for each active PIA subscriber. The PIA-CR1 and PIA-CR2 fields are available for carrier or motor route delivered rates only. These amounts are brought in from the Subscriber Rate File. This is the per-day amount of credit to be given to each carrier. It should be greater than the daily and Sunday per-day amounts charged to the carrier in the Carrier Master File so that the carrier can make a profit.

If a PIA subscriber is converted to a carrier collect or ex-subscriber on their grace date, the carrier will not receive any more credit.

Charge/Credit Codes

The Charge/Credit Description File contains the charge and credit type codes, their descriptions and processing information that the Subscriber, Carrier, and G/L Interface Systems use to track financial information. There are four recurring charge fields in the Carrier Master File - Financials screen (used to bill insurance, or Bonds, etc.). Amounts specified will be added to the carrier's bill each billing cycle. There are four recurring credit fields as well (used to credit mileage, or bundle-drop credit, etc.). Amounts specified will be deducted from the carrier's bill each billing cycle.

If the amounts will vary from billing to billing, such as rubber bands or plastic bags, enter these into the Temporary Charge/Credit File. There are several programs that post charges and credits to the Temporary Charge/Credit File with specific type codes. On the Subscriber side, Master File Maintenance posts back PIA credits and back tax credit. Expiration notices post billing credits for carrier delivered expiration notices, mailgrams and coupons. The Daily Contest Report posts contest credit for new starts. On the Carrier side, the bundle label program posts subscriber tips, substitute charges, substitute credits and TMC credits. Prepaid Credit Entry posts pre-paid credits. These codes must also be created in Charge/Credit Description File. Correspondingly, two-character codes must also be created in the Charge/Credit Description File. Refer to Chapter 13, Item 6 - Chg/Crd Description File for more information.

Estimated/Actual Billing

There are three fields in the Carrier Master Files that control the billing cycle: BILNG, ESTIM and CYCLE.

Select the billing codes you want to use and place them in the BILNG field of the Carrier Master File for each route. During the billing or check printing runs, you will be asked which billing code you would like to bill or print checks for. You could assign a billing code of "w" to weekly billed carriers, a billing code of "B" to bi-weekly billed motor routes, a code of "M" to monthly billed carriers, etc. Since you will not want to bill the sub-routes, set their billing code to some character that you won't use for billing, maybe "z", so they can never be billed.

During the carrier billing cycle, if the ESTIM field in the Carrier Master File is set to "Y"es, the actual charges for the current month and the estimated charges for the next month will appear on the bill. If this is not the first bill, the credits for last month's estimates will also appear on the bill. The estimated PIA and draw fields for next month in the Carrier Master File will be updated by the actual amounts based on the last day of the month. If the UPDATE EST-BALANCE field in the Paper Information File control record is set to "Y"es, the balance due on the bill and the BALDU field on the financial screen in the Carrier Master File screen will reflect next month's estimates.

If you are running estimated bills, enter the estimated billing CYCLE of the Carrier Master File for each route ("M" for monthly, "A" for actual) or enter the number of weeks (1 - 9). The monthly cycle determines an average draw and PIA's for the next month by using the daily draws and last PIA's and figuring the number of publishing days for the next month. The actual cycle takes the total draws and PIA's from this month's bill as an estimate for next month's bill. If you enter the number of weeks in the cycle, the billing program will calculate the estimated draws and PIA's for the number of publishing days in the cycle from the daily draws and Last PIA's fields.

Initialize Aging Figures

When you first begin live operation of the Carrier System, you should start at the beginning of a billing cycle. Enter the balance due at the end of the previous billing cycle for each route and run the Initialize Aging Figures program (Item 20 on the Carrier Special Functions menu). This will load the "L"ast billing field with the balance due, and zero the remaining aging figures in preparation for the start of the next billing cycle.

Substitutes

Active routes that have been turned over are placed in the Substitute Carrier File. In addition, you can use the Substitute Carrier File Maintenance program to add other substitute carriers. Enter the start and stop dates for the substitute who is taking over the route. You must either give the substitute or the carrier credit for the deliveries during the Bundle Label run. Refer to Chapter 13, Item 8 - Substitute Carrier File for how to create and maintain the file.

CHAPTER 11 • DAILY FUNCTIONS

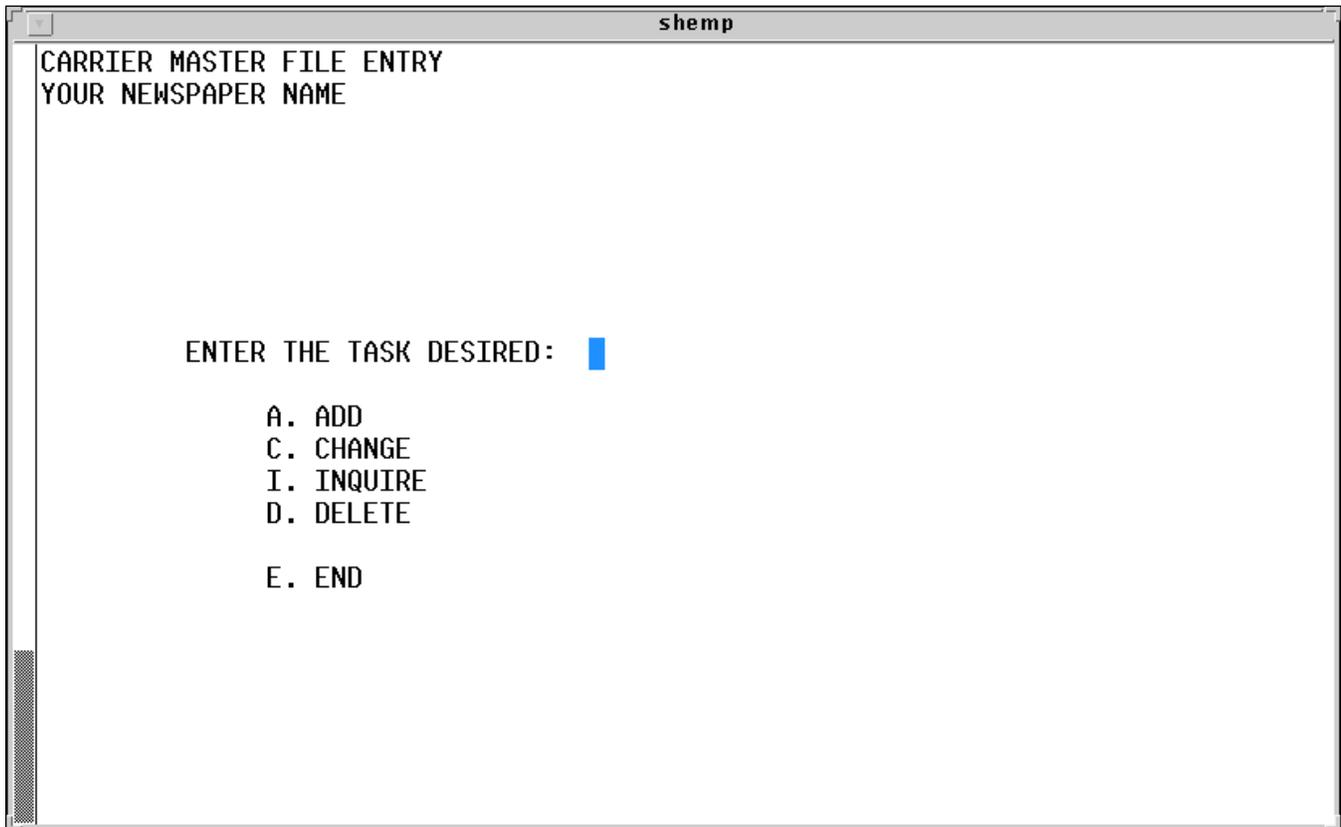
This chapter describes the selections available from the Daily Functions portion of the Carrier Daily Functions and Listings menu, Items 1-16. The Daily Functions programs allow daily and periodic carrier operations - i.e. entering payments and returns, running bundle labels, Carrier billing, day end processing, and late orders. Depending on your system configuration, this menu may appear when you login, but can also be accessed by typing "CA" [ENTER] from any other System menu. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.



Figure 154 - Carrier Daily Functions Menu

Item 1 - Master File Maintenance

Select Item 1 - Master File Maintenance from the Carrier Daily Functions menu. You will be presented with the Task Entry Screen:



```
shemp
CARRIER MASTER FILE ENTRY
YOUR NEWSPAPER NAME

ENTER THE TASK DESIRED: █
A. ADD
C. CHANGE
I. INQUIRE
D. DELETE
E. END
```

Figure 155 - Master File Maintenance - Task Entry Screen

You might notice that, like the TMC Master File Maintenance program, on the Carrier Master File Maintenance task menu there isn't a listing option. Listings are accomplished through the Master File Strip & Lists program (Item 17) off the Carrier Daily Functions menu.

Unlike the other file maintenance programs, the Delete function does not actually clear the records from the file. Instead, it flags them for deletion. You must run the Master File Strip program for all carriers, select the "Long" listing for "Deleted routes" and answer "Y"es to update. This allows you to print the deleted routes on paper before they are removed from the file. A route that has been inadvertently flagged for deletion may be restored in the Master File Maintenance program before the listing is run.

Getting Help in the Master File Maintenance Program

An on-line help facility is available in the Master File Maintenance program. If you type "?" [ENTER] in the Route Number, Telephone, Address or Name Key field, a description of how to use the keys will be displayed on your screen. When you are in the Add or Change entry screens, a "?" in any field will bring up a brief one or two line explanation of the field at the bottom of the screen. If you enter a field number and a "?" at the "ITEM?" prompt, the description of that field will also display at the bottom of the screen. For example, if you enter "19?" at the "ITEM?" prompt or enter "?" at BAS-RT (field 19), you would see the following message:

```
BAS-RT: BASE ROUTE, THE ROUTE NUMBER THAT THIS ROUTE'S PAPER CHARGES SHOULD BE  
ACCUMULATED TO.  ENTERING A ROUTE NUMBER HERE MAKES THIS ROUTE A SUB ROUTE.
```

In this example, one line of message is displayed, and you must press the [ENTER] key to see the second line of message. Pressing the [ENTER] key again will bring you back to the "ITEM?" prompt.

Entering a "?" at the "ITEM?" prompt will display a list of optional commands available from the "ITEM?" prompt - i.e. "H" to examine cash, comment or stop/start History, "FIN" to enter Financial fields, "EST" to enter Estimated billing fields, "DRP" to enter drop locations, "EML" to "NOT" to record a note on this account, "EFT" to enter default credit card information for payments or bank account information for direct deposits and "OTH" to enter Other fields.

Changing, Inquiring, and Deleting Carriers

To look up a carrier in the system, type in the route number of the person or contractor. If you do not know the account number, you can use the Telephone Key, the Address Key, or the Name Key to look up the person or company. If you only know part of the key, you can still look up the account. Use the [TAB] key to position the cursor on the key you wish to use, type in a value and press [ENTER]. This is what the next screen looks like in Change, Inquire or Delete mode.

```

shemp
CARRIER MASTER FILE ENTRY  T:C                               ROUTE  4529
YOUR NEWSPAPER NAME          BAL-DU   .00                INIT   VD
                              SAVNGS   .00                DRP
1 DEL TYP CAR
2 PUB NO  1   3 EDITN 01      12 BEGAN  06/15/2007      22 LOAD   310
4 NAME    CAREY ELDER        13 STOP   00/00/0000      23 SEQNO  10
5 STR-1
6 STR-2   1202 THIRD ST      14 TSTOP  00/00/0000      24 ALTRN  N
7 CITY    RENSSELAER        15 TSTRT  00/00/0000      25 TN CD  BE
8 STATE   NY   9 ZIP 12144    16 BILNG  C  19 BAS-RT    26 AREA
10 PHONE  518-457-1000       17 ESTIM  N  20 ALL-PP Y    27 D MGR  40
11 CELL#  507-385-2449      18 CYCLE  21 CK-PRT Y    28 ZONE
                              29 POINTS  20

RATES          FREE          STD DRAW          CODE DRAW  RATE
30 STD        CA      37 DLY  5  41 THU      48 DLY          57 MD          67
31 RETN       CA      38 MON          42 FRI          49 MON  37      58              68
32 TIER       CA      39 TUE          43 SAT          50 TUE  36      59              69
33 FREE       CF      40 WED          44 SUN          51 WED  36      60              70
TMC/SHOPPER
34 DRAW          45 F-STR  08/29/2006    52 THU  36      61              71
35 N-CRD .0000    46 F-STP  09/11/2006    53 FRI  36      62              72
36 S-CRD .0000    47 F-TOT          54 SAT  37      63              73
                              55 SUN  37      64              74
                              56 TIER          65              75
ITEM ?         Type number and ? for Help (nn?)    66              76
    
```

Figure 157 - Change, Inquire, Delete Mode

Unlike the other file maintenance programs, the Delete function does not actually clear the records from the Carrier Master Files. Instead, it flags them for deletion. You must run the Master File Strip program for all carriers, select the "Long" listing for "Deleted Routes" and answer "Y"es to update. This allows you to print the deleted routes on paper before they are removed from the file. A route that has been inadvertently flagged for deletion may be restored in the Master File Maintenance program before the listing is run.

NUMBER

Enter the one to four digit Route Number. If this is a carrier or motor route, this will be the route number used in the CRT-# field in the TMC Master Files and in the Carrier Router File.

1 DEL TYP

Enter the one-character delivery type for paid circulation - i.e. "DLR" for dealer, "CAR" for carrier, "RCK" for rack, "MTR" for motor driver, or any other code that has a separate column on the ABC or CAC report. In addition, special codes for unpaid circulation are reserved for the following: "SRV" Service Copies and "OFC" Office Use. These columns appear on the last page of the ABC report. There is no need for a mail delivery type or route if you are using the Subscriber mail system, because a mail column is already available and will be updated automatically during the mail label run if you want to update ABC totals. Refer to Chapter 13, Item 1 - ABC Town Code File for how to create and maintain the file.

2 PUB NO

The one-digit Publication Number is used to access the publishing days in the Paper Information File for publications 1 - 9. In addition, several of the reports can be accessed by publication number.

If this is a carrier or motor route, the publication number will be used as the default publication number in PUB-# field of the Subscriber Master File and refers to the publications 1 - 9 defined in the Paper Information File and also the zip related information for this publication defined in the Zip Code Assignment File.

3 EDITN

Within each company, there may be as many as 9 publications. Each publication can have up to 10 editions. For example, there may be morning and evening editions, or an English and Spanish edition. Each subscriber account is assigned one edition of one publication. Each Carrier route is also assigned to one edition of one publication. This code must match one of the Edition codes in the Paper Information File for this publication.

AE	Afternoon
ME	Morning
SP	Spanish
EN	English

Table 55 - Sample Edition Codes

4 NAME**5 STR-1****6 STR-2****7 CITY****8 STATE****9 ZIP****10 PHONE****11CELL#**

Enter the billing name, address and telephone number(s) for the carrier, dealer, motor route driver, etc.

12 BEGAN

Enter the date this Carrier started on the route. The Route Turnover Entry program fills in this field automatically during the billing cycle for the new Carrier. The change appears on the Carrier Master File listings.

13 STOP

Enter the date this Carrier stopped delivering. The Route Turnover Entry program fills in this field automatically during the billing cycle for the old Carrier. The change appears on the Carrier Master File listings.

14 TSTOP**15 TSTRT**

The temporary stop and start dates were added to allow for dealers who go on vacation. No bundle labels will be produced for this route during this time.

16 BILNG

Enter a one-character Billing code. During the billing or check printing runs, you will be asked which billing code you would like to bill or print checks for. You could assign a billing code of "w" to weekly billed carriers, a billing code of "B" to bi-weekly billed motor routes, a code of "M" to monthly billed carriers, etc. Since you will not want to bill the sub-routes, set their billing code to some character that you won't use for billing - i.e. "z", so they can never be billed.

17 ESTIM

Enter "Y" to activate estimated billing for this route. Refer to Estimated Fields Entry later in this portion of the chapter for more information.

18 CYCLE

Enter the estimated billing cycle: "M" for monthly, "A" for actual or enter the number of weeks (1 - 5). The monthly cycle calculates an average draw and PIA's for the next month, by using the daily draws and last PIA's, and figuring the number of publishing days for the next month. The actual cycle takes the total draws and PIA's from this month's bill as an estimate for next month's bill. If you enter the number of weeks in the cycle, the billing program will calculate the estimated draws and PIA's for the number of publishing days in the cycle from the daily draws and last PIA fields.

19 BAS-RT

If you have two or more routes that will be billed to one person, or you are delivering to several stores who want the bills sent to their central office, one route can be assigned as the Base Route and the others can be created as sub-routes. This mechanism allows all the charges and credits to be accumulated in the base route during each bundle run in order to create a single bill. For example, a carrier assigned to Route 35 delivers to 3 towns. Route 35 has a daily draw of 98. Route 36 (the second town) has a daily draw of 103. Route 37 (the third town) has a daily draw of 79. Routes 36 and 37 will have "35" as the Base Route, and Route 35 will have nothing in this field. After running bundle labels, the billed draw of 280, (98+103+79), will appear in Route 35's cash history. The sub-routes will not show any billed draws.

If you use this mechanism, temporary and permanent charges and credits should be posted against the base route. If you elect not to use this mechanism, each route will contain its own paper charges and receive its own bill. The base and sub-routes must have the same rates.

20 ALL-PP

Enter "Y" to indicate that the route is 100% PIA subscribers. Enter "N" to indicate that the route has some carrier-collect subscribers. During the Bundle Label Printing run, if a subscriber reaches their grace date and this route is 100% PIA, the subscriber will be permanently stopped. If this route is not 100% PIA, the subscriber may convert to carrier-collect. In TMC Master File Maintenance, if the route is 100% PIA, it will not allow the entry of a carrier-collect subscriber on this route.

21 CK-PRT

When running the check routine, a check will be issued to every route with a negative balance for the billing code selected, unless this field is set to "N". This could come in handy if you want to accumulate several small checks. Set this back to "Y" when you are ready to print the check.

22 LOAD**23 SEQNO**

Enter the 3-character load code or truck number. The bundle labels will always come out in load and sequence order, as will the driver's reports. Blank spaces are important - " 1", " 2", " 3", etc. and "1 ", "2 ", "3 ", etc. are not the same. On the bundle labels and driver's reports, a "1 " will appear between a " 9" and a "10" and a "2 " will appear between a "19" and a "20". To eliminate the possibility of this occurring, use a leading "0"'s for single digit numbers - i.e. "01", "02", "03", etc.

The sequence number is a four-character wide field indicating the sequence in which each truck should be loaded, so that the bundles may be dropped off in reverse order. Sequence numbers should be in order by 10, 20, 30, etc. within each truck. Incrementing by ten leaves room to insert bundles in between.

Two routes should never have the same load and sequence number.

A mechanism is available using the Load and Sequence numbers to create one bundle label for several routes. For example, truck A3 includes 5 routes to be grouped together under one label. The master route would contain a x999 in the sequence number field, and the other 4 routes would have x900, x910, x920 and x930 in their respective sequence number fields. During the bundle label run, the prompt "DO YOU WANT TO COMBINE COMMON BUNDLES ?" will be asked. If you answer "Y", one bundle label will be produced with the total draw of the 5 routes for truck A3. If you answer "N", five bundle labels will be produced, one for each route.

Here is a table of valid common bundle sets for each load (truck):

RANGE	MASTER BUNDLE
900 - 998	999
1900 - 1998	1999
2900 - 2998	2999
3900 - 3998	3999
4900 - 4998	4999
5900 - 5998	5999
6900 - 6998	6999
7900 - 7998	7999
8900 - 8998	8999
9900 - 9998	9999

Table 56 - Sample Common Bundle Sets

24 ALTRN

Enter "Y" to tell the bundle label programs to use the alternate bundle sizes.

25 TN CD

Enter a valid town code from the ABC Town Code file. If you want the ABC or CAC report to be accurate, you will have to create multiple routes for someone who delivers to multiple town codes.

If this is a carrier or motor route, the town code entered here will be used as the default town code in the TMC Master File.

26 AREA

Enter a two-character distribution area. This is an area containing one or more districts. The District Manager's Performance Report will print by area and then by district within the area.

27 D MGR

Enter the two-character District Manager code, either a two-character code or the District Manager's initials. Blank spaces are important - " 1", " 2", " 3", etc. and "1 ", "2 ", "3 ", etc. are not the same. On the District Manager's Performance Report, a "1 " will appear between a " 9" and a "10" and a "2 " will appear between a "19" and a "20". To eliminate the possibility of this occurring, use a leading "0" for single digit numbers - i.e. "01", "02", "03", etc.

28 ZONE

This is a non-ABC related demographic code, used for "zoned Inserts".

29 POINTS

This field is used for accumulating points given to carriers for promotions from the Subscriber Contest File and/or Daily Cash Entry & Listing program. When entering new starts in TMC Master File Maintenance, if the prompt "CREDIT RTE FOR START" in the control record of the Paper Information File is answered "Y"es, you will be asked if you want to give Points or Cash to the Carrier. The Daily Contest Report is a report by route, of the points or billing credit given each Carrier. It will also create credit transactions for each route in the Temporary Charge/Credit File or add points to the POINTS field. Points may also be entered manually through the Daily Cash Entry & Listing program. Refer to Chapter 11, Item 2 - Daily Cash Entry & Listing for more information.

Rates

30 STD

Enter a valid three-character rate code from the Carrier Rate File to use as the Standard billing rate for this carrier, dealer, rack, motor route, etc. The billing cycle will either lookup the Daily and Sunday rates for this rate code in the Carrier Rate File and multiply the number of Daily and Sunday draws times the rates to obtain the proper draw charges, or use the monthly charge for this code instead.

If a new rate is to be put into effect, do not change this field. Instead create a new rate in the Carrier Rate File and enter the new rate code and effective date into the Renewal Rate field of the existing rate record. This field will be updated with the new code during the billing cycle on the effective date.

31 RETN

Enter a valid three-character rate code from the Carrier Rate File for returns. The billing cycle will either lookup the daily and Sunday rates for this rate code in the Carrier Rate File and multiply the number of daily and Sunday returns times the rates to obtain the proper credit for returns to place on the Carrier's bill or use the monthly charge instead.

If a new return rate will take effect in the future, do not change this field. Instead create a new return rate in the Carrier Rate File and enter the new rate code and effective date into the renewal rate of the old rate record. The new rate does not replace this field for 60 days from the effective date so that returns are credited properly.

32 TIER

Enter the Tier Rate code. During the billing cycle, the STD rate is charged for daily draws up to the TIER draw limit. The TIER rate is charged for any draw amount over the TIER draw. For example, if the daily draw was 35 and the tier draw was 30, the standard rate would apply to the first 30 and the tier rate would apply from 31 - 35.

33 FREE

During the Bundle Label run, the daily free draws fields will accumulate into the F-TOT field. During the billing cycle, the daily rate for this rate code is multiplied by the F-TOT field to get the charge for free papers that will appear on the Carrier's bill.

TMC/Shopper

34 DRAW

Enter the base draw for your TMC product. If the "ADJUST TMC W/DRAW" prompt in the Paper Information File control record is set to "Y", it will be updated from the starts and stops during the bundle label run for this publication. Someone who stops the paid publication will start the TMC product, so the TMC draw will be increased by one. Someone who starts the paid publication will stop the TMC product, so the TMC draw will be decreased by one. During the Bundle Label run you will be asked if this is a TMC run. Run the regular bundle label run first, searching for starts and stops and updating the master files, before you run the TMC run. Credit for delivering the TMC product will be given based on the amount entered into the CRED field described below and the updated TMC draw.

35 N-CRD

This is the per piece credit given to the Carrier for TMC product deliveries to non-subscriber addresses. This credit can be overridden in the bundle label program. This amount or the override amount is multiplied times the TMC draw and a transaction is put into the temporary charge/credit file to be included on the Carrier bills.

36 S-CRD

This is the per piece credit given to the Carrier for TMC product deliveries for subscriber addresses, assuming you include subscriber addresses in the TMC run. This credit can be overridden in the bundle label program. This amount or the override amount is multiplied times the paid draw and a transaction is put into the temporary charge/credit file to be included on the Carrier bills.

Free

37 DLY
 38 MON
 39 TUE
 40 WED
 41 THU
 42 FRI
 43 SAT
 44 SUN

Enter the number of sample papers in the FREE fields. If the sample count is the same every day, use the DLY field. If it varies weekday to weekday, use the MON thru SUN fields to specify the draw per weekday. These will be accumulated in the Free column on the last page of the ABC or CAC report.

45 F-STR
 46 F-STP
 47 F-TOT

Enter the starting and ending dates the Carrier will receive sample papers in the F-STR and F-STP fields, respectively. The total free papers will accumulate in the F-TOT field until the next billing. If you credit the carrier for sampling during billing, the FREE field rate will be used.

STD Draw

48 DLY
 49 MON
 50 TUE
 51 WED
 52 THU
 53 FRI
 54 SAT
 55 SUN

These are the draw fields for this publication. Enter a base draw into the DLY field if the draw for this route will be the same for every day. If the draw is to be different for any day during the week, leave the DLY field blank and put your daily draws into fields MON - SUN. If you enter a base draw into the DLY field and someone starts a Sunday-Only subscription, during the Bundle Label run (assuming the Carrier rate is the same) the fields will be moved - i.e. if DLY was 48, DLY would become blank, MON - SAT would now be 48, and SUN would be 49. DLY would remain blank from that point on. These draws will appear on the bundle labels for this route and will be adjusted by the draw changes, starts and stops when running bundle labels.

TIER

Enter the Tier Draw. During the billing cycle, the STD rate is charged for daily draw up to the TIER draw limit. The TIER rate is charged for a draw amount over the TIER draw. For example, if the daily draw was 35 and the tier draw was 30, the standard rate would apply to the first 30 and the tier rate would apply from 31 - 35.

Daily PIA credit is given by the Subscriber side during the Bundle Label run, and is not based on the draw entered here.

Odd Draws

CODE
DRAW
RATE

If the Sunday-Only Carrier rate is the same as the Daily Carrier rate, a Sunday-Only subscriber would be added to the draw for SUN, as in the example above. If the rates are different, however, the Odd Draws mechanism is available. For example, create a Sunday-Only code "so" in the Delivery Days File. Create a Sunday-Only rate "SUN" in the Carrier Rate File. The first CODE field on this screen will automatically be filled in by the "so" code created in the Delivery Days File. Enter the base draw for this code. Also enter the rate code "SUN" in the corresponding RATE field from the Carrier Rate File. If the daily draw is 31 and the Sunday-Only draw is 10, a total draw of 41 will appear on the Carrier's bundle label for Sunday, but 31 will be charged to the Carrier at the STD rate and 10 will be charged at the corresponding odd rate code during the billing cycle. Starts and stops for Sunday-Only subscribers will accumulate in the corresponding DRAW field, whereas, starts and stops for 7 day subscribers will accumulate in the DLY field. Entries in the Draw Change File or Percentage Change by Town do not affect the odd draws.

Estimates Entry

During the Carrier billing cycle, if the ESTIM field in the Carrier Master File is set to "Y"es, the actual charges for the current month and the estimated charges for the next month will appear on the bill. If this is not the first bill, the credits for last month's estimates will also appear on the bill. The estimated PIA and draw fields for next month in the Carrier Master File will be updated by the actual amounts based on the last day of the month. If the "UPDATE EST-BALANCE" prompt in the Paper Information File control record is set to "Y"es, the balance due on the bill and BALDU field on the financial screen in the Carrier Master File screen will reflect next month's estimates.

A subscriber who stops or converts to carrier-collect on the last day of the month will not be a PIA for that day and therefore will not be included in next month's estimated PIA's for this Carrier. If they convert to Carrier collect on that day, they will still be included in the estimated draw.

Select the Carrier Route Number. Enter "EST" at the "ITEM ?" prompt to bring up the Estimated Fields. When done, enter "ITEM ? N", "OK ? Y" or use the [F1] shortcut key to save the estimates. They will not be saved permanently until you save the Carrier Master File record. Even if you save the estimates, if you escape out of the carrier record these entries will be lost.

CARRIER MASTER FILE ENTRY		T:C	ROUTE	4529
YOUR NEWSPAPER NAME	BAL-DU	.00	INIT	VD
	SAVNGS	.00	DRP	
1 DEL TYP CAR			22 LOAD	310
2 PUB NO 1 3 EDITN 01	12 BEGAN	06/15/2007	23 SEQNO	10
4 NAME CAREY ELDER	13 STOP	00/00/0000	24 ALTRN	N
5 STR-1	14 TSTOP	00/00/0000		
6 STR-2 1202 THIRD ST	15 TSTRT	00/00/0000	25 TN CD	BE
7 CITY RENSSELAER			26 AREA	
8 STATE NY 9 ZIP 12144	16 BILNG C	19 BAS-RT	27 D MGR	40
10 PHONE 518-457-1000	17 ESTIM N	20 ALL-PP Y	28 ZONE	
11 CELL# 507-385-2449	18 CYCLE	21 CK-PRT Y	29 POINTS	20
			ESTIMATED FIELDS	
			CODE L-PIA	
	1 E-PIA#		6 MD	
	2 E-PIA\$	0.00	7	
	3 E-DRW#		8	
	4 E-DRW\$	0.00	9	
			10	
			11	
	5 L-PIA	36	12	
			13	
			14	
			15	
ITEM ?	Type number and ? for Help (nn?)			

Figure 158 - Sample Estimates Entry

1 E-PIA#**2 E-PIA\$**

If this is the initial setup, enter the estimated number of PIA's and PIA credits for this route from the last cycle.

3 E-DRW#**4 E-DRW\$**

If this is the initial setup, enter the estimated number of draws and draw charges for this route from last month.

5 L-PIA

Enter the number of PIA's for this route. This value will be updated automatically by the bundle label run.

6+ CODE**L-PIA**

Fields 6 - 15 are the number of PIA's for the Odd Draws codes from the Carrier Delivery Days File. This is the number of PIA's for this route for each Odd Draw. They will be updated automatically by the Bundle Label run.

Financial Entry

Select the Carrier Route Number. Enter "FIN" at the "ITEM ?" prompt to bring up the Financial Fields. When done, enter "ITEM ? N", "OK ? Y" or use the [F1] shortcut key to save the financials. The values will not be saved permanently until you save the Carrier Master File record. Even if you save the financials, if you escape out of the Carrier record these entries will be lost.

shemp

CARRIER MASTER FILE ENTRY T:C ROUTE 4529
 YOUR NEWSPAPER NAME BAL-DU .00 INIT VD
 SAVNGS .00 DRP

1 DEL TYP CAR 22 LOAD 310
 2 PUB NO 1 3 EDITN 01 12 BEGAN 06/15/2007 23 SEQNO 10
 4 NAME CAREY ELDER 13 STOP 00/00/0000 24 ALTRN N
 5 STR-1 14 TSTOP 00/00/0000
 6 STR-2 1202 THIRD ST 15 TSTRT 00/00/0000 25 TN CD BE
 7 CITY RENSSELAER 26 AREA
 8 STATE NY 9 ZIP 12144 16 BILNG C 19 BAS-RT 27 D MGR 40
 10 PHONE 518-457-1000 17 ESTIM N 20 ALL-PP Y 28 ZONE
 11 CELL# 507-385-2449 18 CYCLE 21 CK-PRT Y 29 POINTS 20

SAVINGS/BOND	PERM-CHRG	TYPE	FINANCIALS	*** AGING ***
1 ACCT#	9 25.00	10 MM	25 PRBAL 0.00	L 0.00
2 SAVNGS 0.00	11 2.50	12 IN	26 CHECK 44.91	1 0.00
3 SA-OWE 0.00	13 0.00	14	27 AMTPD 0.00	2 0.00
4 SA-PTD 0.00	15 0.00	16	28 DISCT 0.00	3 0.00
5 SA-YTD 0.00	PERM-CREDS TYPE		29 BALDU 0.00	4+ 0.00
6 SA-INT 0.00	17 0.00	18	30 DU NIE 0.00	
7 SA-MAX 0.00	19 0.00	20		
	21 0.00	22	31 1099PC 3913.99	
8 VNDR-# ELD331	23 0.00	24	32 1099CR 17.70-	

ITEM ? Type number and ? for Help (nn?)

Figure 159 - Financial Data Entry

Savings/Bond

- 1 ACCT#**
- 2 SAVNGS**
- 3 SA-OWE**
- 4 SA-PTD**
- 5 SA-YTD**
- 6 SA-INT**
- 7 SA-MAX**

Enter the savings or bond plan information for your Carrier here. The ACCT# is the bank account number. The SAVNGS field is the amount that will be entered on the Carrier's bill each billing cycle until they reach SA-MAX. The billing cycle also increases the SA-OWE by the amount of the SAVNGS. It is the value of savings billed but not collected. Carrier cash posting reduces SA-OWE and increases SA-PTD when a payment is made. Payments are applied first to the savings and then to the balance due. The SA-PTD is the value of the savings amount collected but not transferred to the bank. The bank report reduces SA-PTD and increases SA-YTD. It is the value of savings billed, paid and transferred to the bank.

Using any code in the Charge/Credit Description file, if you answered "O" to the prompt "APPLY TO BOND" and you have run the Update Charges/Credits program, the charge/credit will be added to the SA-OWE field. If you answered "P" to the prompt, it will be added to the SA-PTD field. If you answered "B" to the prompt, it will be added to the SA-OWE and subtracted from the SA-PTD fields.

During the billing cycle, if the savings owed is more than the balance due, one of two things would happen: if the balance due is positive (they owe you money), the difference between the savings owed and the balance due would be added to the savings paid-to-date and the savings owed would become the balance due. If you owed the Carrier money (balance due is negative), the savings owed would be added to the savings paid-to-date, and the savings owed would become zero. In other words, if the balance due was \$17 and the savings owed was \$50, \$33 would be added to SA-PTD and SA-OWE would become \$17, whereas, if the balance due was \$5-, \$50 would be added to SA-PTD and SA-OWE would become zero.

8 VNDR#

Enter the vendor number utilized in your accounts payable system for this carrier.

Perm-Chrgs Type

- 9~15 PERM-CHRGs**
- 10~16 TYPE**

There are four recurring charge fields and their associated two-character type codes - e.g. "IN" for insurance or "BN" for Bond. These amounts will be added to the Carrier's bill at each billing cycle. The codes you use must have been previously created in the Charge/Credit Description File. If these amounts are periodic or change from billing to billing, you may want to include them in the Temporary Charge/Credit File instead. Refer to Chapter 13, Item 6 - Chg/Crd Description File for how to create and maintain the file.

Perm-Creds Type

17~23 PERM-CREDS

18~24 TYPE

There are four recurring credit fields and their associated two-character type codes - e.g. "MI" for mileage or "BD" for Bundle Drop. These amounts will be deducted from the carrier's bill at each billing cycle. The codes you use must have been previously created in the Charge/Credit Description File. If these amounts are periodic or change from billing to billing, you may want to include them in the Temporary Charge/Credit File instead. Refer to Chapter 13, Item 6 - Chg/Crd Description File for how to create and maintain the file.

Financials

25 PRBAL

This field contains the dollar amount of the previous bill as of the last billing cycle. The billing cycle updates this field. It is not updated by cash and has no relationship to the amount paid or the balance due.

26 CHECK

If this route has a negative balance after running billing, you may print a check. This is the amount of any check that was issued after the last billing.

27 AMTPD

This field contains the accumulation of all cash payments entered in the Daily Cash Entry and Posting programs since the last bill. It is cleared during the billing cycle.

28 DISCT

This field is the discount amount entered in the Daily Cash Entry and Posting programs. It appears on the Carrier's bill and is cleared in the billing cycle.

29 BALDU

This is the amount currently owed by this route. It is the balance due from the last billing minus any payments entered and posted and any direct charges/credits applied since then.

Direct Charges or Credits are those that apply to the previous bill and will affect the balance due field immediately, just like payments do. Other charges and credits will not be applied to the balance due until the billing is run. In the Charge/Credit Description File, if you answered "Y"es to the prompt "APPLY TO BALANCE" and you have run the Update Charges/Credits program, this field will reflect Direct Charges and Credits entered in the Temporary Charge/Credit File that apply.

30 1099PC

The Carrier's paper charges will accumulate here for year-end 1099 reporting. Load the year-to-date amount here in the beginning if you plan to print 1099's this year. If paper charges are over \$5000 a 1099 will print. This field is then cleared in order to begin the new year.

31 1099CR

Also on the 1099 is a place to show 1099 credits. In the Charge/Credit Description file, if you answered "Y"es to the prompt "APPLY TO 1099CR" and you have run the billing procedures, this field will contain an accumulation of those credits that apply to the 1099.

Aging

L
1
2
3
4+

These fields display an aging distribution of the current balance due. The balance due consists of the last bill's total amount due minus any payments received and direct charges/credits applied since the last billing. Other charges/credits, such as Returns, are not included until the next billing cycle. The total of fields L - 4+ should always equal the balance due.

As the balance due is reduced by payments and appropriate charges and credits, the aging is also reduced, applying the payment to the oldest (4+), and working back to L. As each billing cycle is run, the previously unpaid portion is moved down a field and the current portion of the bill is written to L.

You cannot change or clear these fields from this screen. You may initialize these amounts to zero when you first set up the routes using the Initialize Aging Figures on the Special Functions menu. You may fix the amounts by using the Modify Aging Figures on the Special Functions menu. An aging Report is also available on the Reports menu.

Other Entry

Select the Carrier Route Number. Enter "OTH" at the "ITEM ?" prompt to bring up the Other Fields. When done, enter "ITEM ? N", "OK ? Y" or use the [F1] shortcut key to save the other fields. They will not be saved permanently until you save the Carrier Master File record. Even if you save the Other fields, if you escape out of the Carrier record these entries will be lost.

```

Citrix Session 123227
CARRIER MASTER FILE ENTRY T:C
VISION DATA EQUIPMENT CORP BAL-DU .00
SAVNGS .00
1 DEL TYP C
2 PUB NO 1 3 EDITN 01
4 NAME STEVE WILLIAMSON
5 STR-1 345 OAKLAND BLVD
6 STR-2
7 CITY RENSSELAER
8 STATE NY 9 ZIP 12144
10 PHONE 518-426-8952
11 CELL# 000-000-0000
12 BEGAN 01/01/2002
13 STOP 00/00/0000
14 TSTOP 00/00/0000
15 TSTRT 00/00/0000
16 BILNG M 19 BAS-RT
17 ESTIM N 20 ALL-PP N
18 CYCLE 21 CK-PRT Y
22 LOAD A01
23 SEQNO 20
24 ALTRN N
25 TN CD 03
26 AREA
27 D MGR GC
28 ZONE A1
29 POINTS
CONTRACT INFORMATION SINGLE COPY INFO
1 SS-NO 315-48-9625 5 INSU-EXP 08/31/2011 10 SUGG ADJ Y
2 F-TAXID 00-0000000 6 CONT-EXP 03/31/2012 11 MAXM ADJ 9999
3 FAX-# 000-000-0000 7 REGN-EXP 10/31/2011
4 BIRTH 09/22/1994 8 DRVL-EXP 05/31/2014
9 DRV-LIC# 448019202
12 MILES 4
13 TIME 72
14 HSE-# 219
ITEM ? Type number and ? for Help (nn?)
    
```

Figure 160 - Other Information Entry

Contract Information

1 SS-NO

Enter the carrier's 9 digit social security number.

2 F-TAXID

If applicable, enter the Federal Tax ID #

3 FAX-#

If applicable, enter the fax telephone number for the route

4 BIRTH.

If this is a carrier route, enter the birth date of the Carrier

5 INSU-EXP

If this is a motor route, enter the expiration date for the carrier's automobile insurance.

6 CONT-EXP

If this is a carrier/motor route, enter the expiration date for the carrier's contract.

7 REGN-EXP

Text....

8 DRVL-EXP

If this is a motor route, enter the expiration date of the carrier's drivers license.

9 DRV-LIC#

If this is a motor route, enter the carrier's drivers license number.

Single Copy Info

10 SUGG ADJ

For single copy accounts, if you wish to have the system automatically adjust the draw for this route based on audited past performance, enter a "Y" here. For all other accounts, enter an "N".

11 MAXM ADJ

If a "Y" was entered in the SUGG ADJ field, you must enter a number here that represents the maximum number of papers that can be delivered to this location. If there is no maximum, enter "999" .

12 MILES

For motor routes, enter the number of miles driven daily on this route.

13 TIME

For home delivery routes, enter the amount of time, in minutes, that the carrier spends each day delivering this route.

14 HSE-#

For home delivery routes, enter the total number of households, both delivered and non-delivered on this route. This information will be used to calculate penetration percentages in certain reports.

Drop Location Entry

Select the Carrier Route Number. Enter "DRP" at the "ITEM ?" prompt to bring up the Drop Location Fields. When done, enter "ITEM ? N", "OK ? Y" or use the [F1] shortcut key to save the other fields. They will not be saved permanently until you save the Carrier Master File record. Even if you save the Drop location fields, if you escape out of the Carrier record these entries will be lost.

```

shemp
CARRIER MASTER FILE ENTRY  T:C                               ROUTE 4529
YOUR NEWSPAPER NAME      BAL-DU .00                        INIT  VD
                          SAVNGS .00                        DRP
1 DEL TYP CAR                22 LOAD 310
2 PUB NO 1 3 EDITN 01        12 BEGAN 06/15/2007    23 SEQNO 10
4 NAME CAREY ELDER          13 STOP 00/00/0000    24 ALTRN N
5 STR-1                      14 TSTOP 00/00/0000
6 STR-2 1202 THIRD ST        15 TSTRT 00/00/0000    25 TN CD BE
7 CITY RENSSELAER           26 AREA
8 STATE NY 9 ZIP 12144       16 BILNG C 19 BAS-RT    27 D MGR 40
10 PHONE 518-457-1000        17 ESTIM N 20 ALL-PP Y  28 ZONE
11 CELL# 507-385-2449        18 CYCLE 21 CK-PRT Y   29 POINTS 20
-----
DROP LOCATIONS
1 DLY DROP RENSSELAER TRAIN STATION
2 SUN DROP RENSSELAER TRAIN STATION

ITEM ? █ Type number and ? for Help (nn?)
    
```

Figure 161 - Crop Location Entry

- 1 DLY DROP
- 2 SUN DROP

If the bundles for this route are not to be dropped at the address entered for this route on the main carrier screen, enter the location where the bundle hauler is supposed to drop the bundles for this route.

Notes Entry

Select the Carrier Route Number. Enter "NOT" at the "ITEM ?" prompt to bring up the Notes Fields. When done, enter "ITEM ? N", "OK ? Y" or use the [F1] shortcut key to save the other fields. They will not be saved permanently until you save the Carrier Master File record. Even if you save the Notes fields, if you escape out of the Carrier record these entries will be lost.

```

shemp
CARRIER MASTER FILE ENTRY  T:C                               ROUTE  4529
YOUR NEWSPAPER NAME          BAL-DU      .00                INIT   VD
                              SAVNGS     .00                DRP
1 DEL TYP CAR                12 BEGAN  06/15/2007      22 LOAD  310
2 PUB NO  1   3 EDITN 01     13 STOP  00/00/0000    23 SEQNO  10
4 NAME    CAREY ELDER        14 TSTOP 00/00/0000    24 ALTRN  N
5 STR-1                                     15 TSTRT 00/00/0000    25 TN CD  BE
6 STR-2   1202 THIRD ST      16 BILNG  C  19 BAS-RT  26 AREA
7 CITY    RENSSELAER        17 ESTIM  N  20 ALL-PP Y  27 D MGR  40
8 STATE   NY   9 ZIP 12144   18 CYCLE  21 CK-PRT Y  28 ZONE
10 PHONE  518-457-1000      29 POINTS 20
11 CELL#  507-385-2449

```

```

NOTES                                CALL BACKS
1 NOTE-1                             6 CALL-DT 00/00/0000
2 NOTE-2                             7 CALL-TI 00:00
3 NOTE-3
4 NOTE-4
5 NOTE-5

```

ITEM ? █ Type number and ? for Help (nn?)

Figure 162 - Notes Entry

- 1 NOTE-1
- 2 NOTE-2
- 3 NOTE-3
- 4 NOTE-4
- 5 NOTE-5

You can keep up to 5 lines of notes on any route.

- 6 CALL DT
- 7 CALL TI

If you promised to return a call to this route, enter the date and time you want to make the call.

Email Entry

Select the Carrier Route Number. Enter "EML" at the "ITEM ?" prompt to bring up the Email Fields. When done, enter "ITEM ? N", "OK ? Y" or use the [F1] shortcut key to save the other fields. They will not be saved permanently until you save the Carrier Master File record. Even if you save the EML fields, if you escape out of the Carrier record these entries will be lost.

Citrix Session 123227

CARRIER MASTER FILE ENTRY T:C
 VISION DATA EQUIPMENT CORP BAL-DU .00
 SAVNGS .00

1 DEL TYP C	12 BEGAN 01/01/2002	22 LOAD A01
2 PUB NO 1 3 EDITN 01	13 STOP 00/00/0000	23 SEQNO 20
4 NAME STEVE WILLIAMSON	14 TSTDP 00/00/0000	24 ALTRN N
5 STR-1 345 OAKLAND BLVD	15 TSTRT 00/00/0000	25 TN CD 03
6 STR-2		26 AREA
7 CITY RENSSELAER	16 BILNG M 19 BAS-RT	27 D MGR GC
8 STATE NY 9 ZIP 12144	17 ESTIM N 20 ALL-PP N	28 ZONE A1
10 PHONE 518-426-8952	18 CYCLE 21 CK-PRT Y	29 POINTS
11 CELL# 000-000-0000		

CONTACT INFORMATION

1 EMAIL SWILL94@STROP.NET
 2 DSP-EML 5184268952@VTEXT.COM
 3 ALT-EML
 4 EML BILL N

5 EXT-NAME
 6 P/O NAME

ITEM ? [] Type number and ? for Help (nn?)

Figure 163 - Email Entry

1 EMAIL

Enter the main email address you wish to use for contacting this route.

2 DSP-EML

3 ALT-EML

If this is a carrier route and you wish to dispatch re-delivery messages for missed papers directly to this carrier, enter the email address to receive the re-delivery message. If the e-mail address is the carrier's mobile phone number, the message is sent to the carrier's phone as a txt message.

4 EML BILL

Text...

5 EXT-NAME

If the legal name of the carrier is more than 20 characters long, enter the legal name in this field here.

6 P/O NAME

If the route is a youth carrier, you can enter the name of the carrier's parents here. If the route is a store or a dealer, you can record the name of the manager here.

EFT Entry

Select the Carrier Route Number. Enter "EFT" at the "ITEM ?" prompt to bring up the EFT Fields. When done, enter "ITEM ? N", "OK ? Y" or use the [F1] shortcut key to save the other fields. They will not be saved permanently until you save the Carrier Master File record. Even if you save the EFT fields, if you escape out of the Carrier record these entries will be lost.

```

shemp
CARRIER MASTER FILE ENTRY  T:C                               ROUTE  4529
YOUR NEWSPAPER NAME          BAL-DU   .00          INIT   VD
                              SAVNGS   .00          DRP
1 DEL TYP CAR                22 LOAD   310
2 PUB NO  1   3 EDITN 01     12 BEGAN  06/15/2007  23 SEQNO   10
4 NAME  CAREY ELDER          13 STOP   00/00/0000  24 ALTRN   N
5 STR-1                      14 TSTOP  00/00/0000
6 STR-2  1202 THIRD ST       15 TSTRT  00/00/0000  25 TN CD   BE
7 CITY  RENSSELAER          26 AREA
8 STATE  NY   9 ZIP 12144     16 BILNG  C  19 BAS-RT  27 D MGR   40
10 PHONE 518-457-1000        17 ESTIM  N  20 ALL-PP Y  28 ZONE
11 CELL# 507-385-2449        18 CYCLE  21 CK-PRT Y  29 POINTS  20
-----
DIRECT DEPOSIT
1 ACCT-#   6011*****9426   LAST PAID:
2 ACCT TY  DI                LAST P-DATE:
3 TRANS-#
4 EXP DT   03/2012           LAST RCVD:
5 AUTO PAY N                LAST R-DATE:
6 NOTE
7 HOLDER   CAREY ELDER

ITEM ?  Type number and ? for Help (nn?)
    
```

Figure 164 - EFT Entry

1 ACCT-#

Enter either a default credit card number for posting payment from this route, or enter a bank account number if this is a carrier who will run credit balances and you wish to utilize direct deposit.

2 ACCT TY

Enter "ck" if the account in field 1 is a checking account, enter "sv" if it is a savings account, or enter one of the accepted credit card abbreviations: "ax" - American Express, "di" - Discover, "dc" - Diners Club, "mc" - Master Card, "vi" - Visa

3 TRANS-#

For bank accounts, enter the bank routing number.

4 EXP DT

For credit cards, enter the card expiration date in month-year format.

5 AUTO PAY

Enter a "Y" if you wish to automatically pay off debit balances on this account against the entered credit card number. Otherwise, enter an "N"

6 NOTE

This field is for storing notes on the EFT status of this route and is usually reserved for recording uncollected transactions and why.

7 HOLDER

Enter the name the name of the account holder here.

LAST PAID**LAST P-DATE****LAST RCVD****LAST R-DATE**

These are display only fields and are updated to record the last direct deposit transaction or the last credit card payment respectively.

Estimated Fields Entry

Select the Carrier Route Number. Enter "EST" at the "ITEM ?" prompt to bring up the Estimated Fields. When done, enter "ITEM ? N", "OK ? Y" or use the [F1] shortcut key to save the other fields. They will not be saved permanently until you save the Carrier Master File record. Even if you save the Other fields, if you escape out of the Carrier record these entries will be lost.

shemp			
CARRIER MASTER FILE ENTRY T:C		ROUTE	4529
YOUR NEWSPAPER NAME		INIT	VD
	BAL-DU .00	DRP	
	SAVNGS .00		
1 DEL TYP CAR		22 LOAD	310
2 PUB NO 1 3 EDITN 01	12 BEGAN 06/15/2007	23 SEQNO	10
4 NAME CAREY ELDER	13 STOP 00/00/0000	24 ALTRN	N
5 STR-1	14 TSTOP 00/00/0000		
6 STR-2 1202 THIRD ST	15 TSTRT 00/00/0000	25 TN CD	BE
7 CITY RENSSELAER		26 AREA	
8 STATE NY 9 ZIP 12144	16 BILNG C 19 BAS-RT	27 D MGR	40
10 PHONE 518-457-1000	17 ESTIM N 20 ALL-PP Y	28 ZONE	
11 CELL# 507-385-2449	18 CYCLE 21 CK-PRT Y	29 POINTS	20
ESTIMATED FIELDS			
		CODE L-PIA	
	1 E-PIA#	6 MD	
	2 E-PIA\$ 0.00	7	
	3 E-DRW#	8	
	4 E-DRW\$ 0.00	9	
		10	
		11	
	5 L-PIA 36	12	
		13	
		14	
		15	
ITEM ?	Type number and ? for Help (nn?)		

Figure 165 - Estimated Fields Entry

- 1 E-PIA#
- 2 E-PIA\$
- 3 E-DRW#
- 4 E-DRW\$

When estimated billings are done these fields are updated with the last paper count and dollar amount that was estimated for PIA credits and draw charges.

5 L-PIA

When bundles are run, the last PIA count is stored here to be used to calculate future estimated PIA credits

6 thru 15 L-PIA

When bundles are run, the last PIA count for each odd-draw category is stored to be used to calculate future estimated PIA credits.

Turnovers

Each Carrier Route is a delivery area associated with a group of subscribers. When the person delivering the route changes, the Turnover mechanism should be used to transfer the appropriate information to the new Carrier. Although this mechanism was designed for carriers, dealers may also be moved from one route to another.

When you set up your system, set aside a range of route numbers for turned over accounts for Carriers no longer on a route. You may want to keep the old route information for those who have not paid their final bill or for use as a potential substitute.

If you are replacing a Carrier, select the new route from the range of reserved numbers and fill in all the fields except the Daily or Monday through Sunday draws, the Odd Draws and the Shopper Draws in the Carrier Master File. If the new Carrier will receive an estimated bill as the first bill, you must set the ESTIM field to "Y"es and fill in the estimated draw and PIA fields. If you are taking a Carrier off the route, such as when you want to combine two routes, you must use a completely blank route for the turnover.

The next step is to put the old and new route numbers into the turnover file. If you want to pull a Carrier off a route and not replace him/her, enter the active route number as the "OLD" route and a blank route with no information in it as the "NEW" route in the Route Turnover Entry, Item 10 on the Carrier Special Functions menu. If you are putting a new Carrier on the route, enter the active and new route numbers into the Route Turnover Entry as the "OLD" and "NEW" routes, respectively. The "OLD" route is always the active route. Never reverse the "OLD" and "NEW" routes or the history will be lost.

You may perform turnovers in one of two ways: Immediate (during billing cycle) or Regular (at the end of the billing cycle). To perform an Immediate turnover, select Billing Procedures from the Carrier main menu. Answer "Y"es to the prompt "DO YOU WANT TO DO IMMEDIATE TURNOVERS ONLY ?". Immediate turnover stops the old carrier on the route and holds the billing information so they can be billed later. The new carrier starts receiving the draws and PIA credits for the route on the next bundle run. A final bill for the old carrier and a first or estimated bill for the new carrier may be generated during the next billing run. To perform a regular turnover, answer "N"o to the above prompt, enter the billing information, and answer "Y"es to the last prompt, "DO YOU WISH TO RUN THE TURNOVER ROUTINE?". A regular turnover is processed after the bills are printed. A final bill is generated for the old carrier and an estimated bill may be generated for the new carrier if you use estimated billing, otherwise there would be no bill for the new carrier.

Whichever turnover method you select, the old and new routes will switch. The new carrier will maintain the same draws and other information pertinent to the route, and a start date will be entered. For the old carrier, a stop date will be entered, the draws, charges and credits, savings and free papers fields will be cleared, and the turned over route number will be put into the Substitute Carrier File.

Comment, Cash, Start/Stop, and Savings History Inquiries

Enter the "H" option at the "ITEM?" prompt. A History File inquiry menu will be displayed in the middle of the Master File Maintenance screen. You can view the Comment history, Cash history, Start/Stop history, or Savings/Bond history for this carrier.

shemp

CARRIER MASTER FILE ENTRY T:C ROUTE 4529
 YOUR NEWSPAPER NAME BAL-DU .00 INIT VD
 SAVNGS .00 DRP

1 DEL TYP CAR	22 LOAD	310
2 PUB NO 1 3 EDITN 01	23 SEQNO	10
4 NAME CAREY ELDER	24 ALTRN	N
5 STR-1	25 TN CD	BE
6 STR-2 1202 THIRD ST	26 AREA	
7 CITY RENSSELAER	27 D MGR	40
8 STATE NY 9 ZIP 12144	28 ZONE	
10 PHONE 518-457-1000	29 POINTS	20
11 CELL# 507-385-		

12 BEGAN 06/15/2007	16 BILNG C	19 BAS-RT
13 STOP 00/00/0000	17 ESTIM N	20 ALL-PP Y
14 TSTOP 00/00/0000	21 CK-PRT Y	
15 TSTRT 00/00/0000		

RATES	STD DRAW	CODE DRAW	RATE
30 STD CA 3	48 DLY	57 MD	67
31 RETN CA 3	49 MON 37	58	68
32 TIER CA 3	50 TUE 36	59	69
33 FREE CF 4	51 WED 36	60	70
TMC/SHOPPER	52 THU 36	61	71
34 DRAW 4	53 FRI 36	62	72
35 N-CRD .0000	54 SAT 37	63	73
36 S-CRD .0000	55 SUN 37	64	74
	56 TIER	65	75

1. COMMENTS
 2. CASH HISTORY
 3. STOPS/STARTS
 4. SAVINGS/BOND
 E. END

SELECT H

Figure 166 - Sample Carrier History Inquiry

Comment History Inquiry

Select "1" from the history menu to view the Comment History for this carrier. Subscriber comments are entered into the Daily Comment File through the TMC Master File Maintenance program, and are posted to history during the Bundle Label run. All comments for this carrier route in both the Daily Comment and Comment History files are displayed in reverse entry order, with the newest one first descending to the oldest.

shemp										
CARRIER MASTER FILE ENTRY T:C					ROUTE 4418					
YOUR NEWSPAPER NAME					BAL-DU .00		INIT AJ			
					SAVNGS .00					
1	DEL TYP	CAR			22	LOAD	365			
2	PUB NO	1	3	EDITN 01	12	BEGAN	04/01/2008	23	SEQNO 45	
4	NAME	BARBARA CARPENTER			13	STOP	00/00/0000	24	ALTRN N	
5	STR-1				14	TSTOP	00/00/0000			
6	STR-2	76			15	TSTRT	00/00/0000	25	TN CD SL	
7	CITY	SCHODACK LAND						26	AREA	
8	STATE	NY	9	ZIP 12156	16	BILNG C	19	BAS-RT	27	D MGR 40

IN	ACCT-#	COD	DESCRIPTION	E-DATE	E-TIM	DISP	D-DATE	D-TIM
CD	29236	VPR	VAC PAC RESTART	10/23/08	10/04/08	09:48		
CD	29236	VAC	VAC-PAC SAVE	10/18-10/23	10/04/08	09:48		
PR	29234	SUN	NO SUNDAY PAPER-SHORTS		10/13/08	05:14		
ZZ	29234	SER	NO PPR FOR A WEEK DEL DAI		10/01/08	09:57		
PR	1540	SUN	NO SUNDAY PAPER-SHORTS		9/29/08	05:09		
CD	25702	THU	NO THUR PPR REC'D SHORTS		9/18/08	09:28		
PR	25716	SUN	NO SUNDAY PAPER-SHORTS		9/07/08	09:32		
PR	25708	SUN	NO SUNDAY PAPER-SHORTS		9/07/08	08:34		
VE	29236	VPR	VAC PAC RESTART ON 9/02		8/21/08	12:41		

PRESS <RETURN> TO CONTINUE

Figure 167 - Carrier Comment History

IN
ACCT-#
COD

The initials of the operator that entered the comment, the subscriber's Account Number, and the three-character Comment Code.

DESCRIPTION

The three-line Description.

E-DATE
E-TIM
DISP
D-DATE
D-TIM

The Entered Date and Time the comment was entered, the Dispatch code, Dispatch Date, and Dispatch Time it was dispatched

Cash History Inquiry

Select "2" from the history menu to view the Carrier Cash History for this carrier. Cash is entered into the Carrier Daily Cash File via the Daily Cash Entry & Listing program and posted to history in the Post Cash to History program. In addition, the TMC Master File Maintenance program, the Bundle Label run, the Carrier Billing program, the Day End program, the Late Orders program and the Carrier Check program all put transactions in the Cash History File. These include draw charges, returns, cash, discounts, checks, PIA credits, back PIA credits, and temporary and permanent charges and credits. Transactions that have not affected the balance due and have not been updated through the billing cycle appear as "unbilled transactions". Cash History transactions that have already been updated appear as "billed transactions". Entries are displayed in reverse date order, with the newest one first descending to the oldest. These can also be reviewed on the Subscriber Cash History program and the Monthly Cash Report.

shemp						
CARRIER MASTER FILE ENTRY T:C				ROUTE 4529		
YOUR NEWSPAPER NAME				BAL-DU .00	INIT VD	
				SAVNGS .00	DRP	
1 DEL TYP CAR				22 LOAD	310	
2 PUB NO 1 3 EDITN 01			12 BEGAN 06/15/2007	23 SEQNO	10	
4 NAME CAREY ELDER			13 STOP 00/00/0000	24 ALTRN	N	
5 STR-1			14 TSTOP 00/00/0000			
6 STR-2 1202 THIRD ST			15 TSTRT 00/00/0000	25 TN CD	BE	
7 CITY RENSSELAER				26 AREA		
8 STATE NY 9 ZIP 12144			16 BILNG C 19 BAS-RT	27 D MGR	40	

IN	POST-DAT	TRX-DATE	PUB	DESCRIPTION	TRX-AMOUNT	BALANCE
AJ	9/30/08	9/30/08	1	1162 PRE-PAID CREDIT	600.85-	147.18-
AJ	9/30/08	9/30/08	1	153 SUNDAY PAPERS	59.78	453.67
AJ	9/30/08	9/30/08	1	983 DAILY PAPERS	393.89	393.89
AJ	8/29/08	8/29/08	1	1 CHECK ISSUED	126.95	0.00
AJ	8/29/08	8/31/08	1	39 EXTRA INSERT 8/1 & 8/	1.56-	126.95-
AJ	8/29/08	8/31/08	1	39 STUDENT GUIDE	0.78-	125.39-
AJ	8/29/08	8/31/08	1	20 M D D CREDIT 8/11/08	2.00-	124.61-
AJ	8/29/08	8/31/08	1	SUPPLIES	3.25	122.61-
AJ	8/29/08	8/31/08	1	SMALL POLY BAGS	2.00	125.86-

PRESS <RETURN> TO CONTINUE

Figure 168 - Carrier Daily Cash History

IN

The initials of the operator that entered the transaction.

POST-DAT

The Date the transaction was Posted to history.

TRX-DAT

The Date the Transaction was entered.

PUB

The Publication number.

**DESCRIPTION
TRX-AMOUNT**

The transaction Description and the Transaction Amount. If these are unbilled draw transactions, no TRX-AMOUNT will be shown since the amount of the draw charges is not calculated until the bill is generated.

BALANCE

The balance on the route after this transaction has been applied.

Start/Stop History Inquiry

Select "3" from the history menu to view the Start/Stop History for this carrier. This file is updated from the Bundle Label run when you select the option to search for stops and starts in the subscriber files. Besides placing start and stop messages on the bundle labels, it will maintain the Stop/Start History File. All transactions for this carrier account are displayed in reverse entry order, with the newest one first descending to the oldest.

shemp													
CARRIER MASTER FILE ENTRY T:C							ROUTE	4529					
YOUR NEWSPAPER NAME							BAL-DU	.00	INIT	VD			
							SAVNGS	.00	DRP				
1	DEL TYP	CAR					22	LOAD	310				
2	PUB NO	1	3	EDITN	01	12	BEGAN	06/15/2007	23	SEQNO	10		
4	NAME	CAREY ELDER				13	STOP	00/00/0000	24	ALTRN	N		
5	STR-1					14	TSTOP	00/00/0000					
6	STR-2	1202 THIRD ST				15	TSTRT	00/00/0000	25	TN CD	BE		
7	CITY	RENSSELAER						26	AREA				
8	STATE	NY	9	ZIP	12144	16	BILNG	C	19	BAS-RT	27	D MGR	40

IN	TRX-DATE	TYPE	STR	STP	ACCT-#	NAME	ADDRESS
PR	10/15/08	PAYMENT	VOL	EXP	37864	KIRCHOFF, GEORG	100 DEERWOOD DR
BB	10/13/08	PIA-INQ	VAC	EXP	37990	TATRO, MARION	120 BETTIS ACADEMY RD
JB	10/11/08	PAYMENT	KTT	EXP	37732	PARKS, DON	212 E UNIVERSITY DR
CD	10/09/08	PAYMENT	VOL	EXP	37457	KECK, ANDREW	404 E JUDY LYNN DR
BL	10/08/08	PAYMENT	VOL	EXP	37874	WOOD, ZACH	201 DEERWOOD DR
AJ	10/03/08	PAYMENT	VOL	EXP	37912	DEVOL, PAUL	521 DEERWOOD DR
AJ	9/30/08	PAYMENT	CUR	EXP	37499	PEDERSON, BUCK	228 E BUENA VISTA AVE
DZ	9/27/08	STOP	VOL	EMP	37416	RICHARDSON, M	529 FREDONIA RD
RP	9/24/08	PAYMENT	VOL	EXP	37490	HOULIHAN, ERIN	209 E BUENA VISTA AVE

PRESS <RETURN> TO CONTINUE

Figure 169 - Carrier Start/Stop History

IN

The initials of the operator that entered the transaction.

TRX-DAT

The Transaction Date.

TYPE

The transaction Type.

STR/STP

The Start and Stop reason code.

ACCT-#

NAME

ADDRESS

The subscriber Account Number, Name, and Address.

Savings/Bond History Inquiry

Select "4" from the history menu to view the Savings/Bond History for this carrier. This file is updated from the Bank Report, the Carrier Billing, the Daily Cash Entry and the Carrier Check programs. The Bank Report creates an interest transaction. The Carrier Billing creates savings transactions. The Daily Cash Entry creates bond payment transactions. And the Carrier Check program creates bond check transactions, if that type of check is requested. They are displayed in reverse date order, with the newest one first descending to the oldest.

shemp

CARRIER MASTER FILE ENTRY T:C		ROUTE 4529	
YOUR NEWSPAPER NAME	BAL-DU .00	INIT	VD
	SAVNGS .00	DRP	
1 DEL TYP CAR		22 LOAD	310
2 PUB NO 1 3 EDITN 01	12 BEGAN 06/15/2007	23 SEQNO	10
4 NAME CAREY ELDER	13 STOP 00/00/0000	24 ALTRN	N
5 STR-1	14 TSTOP 00/00/0000		
6 STR-2 1202 THIRD ST	15 TSTRT 00/00/0000	25 TN CD	BE
7 CITY RENSSELAER		26 AREA	
8 STATE NY 9 ZIP 12144	16 BILNG C 19 BAS-RT	27 D MGR	40

IN CODE	DESCRIPTION	DATE	SAV-OWED	SAV-PAID	SAV-INTR

PRESS <RETURN> TO END

Figure 170 - Carrier Savings/Bond History

CODE

The transaction Code(SA, SV, BC, SI).

DESCRIPTION

The transaction Description (Savings Billed, Savings Paid, Bond Check, Savings Interest).

DATE

The transaction Date.

SAV-OWED

The effect on Savings Owed.

SAV-PAID

The effect on Savings Paid to date.

SAV-INTR

The effect on Savings Interest.

Item 2 - Daily Cash Entry & Listing

The Daily Cash Entry & Listing program allows you to enter cash payments from carriers, dealers, motor routes, etc. It also allows the entry of returns from dealers or newsstands on a weekly or day-by-day basis. Carriers may also be given points for new starts. This program creates transactions in the Daily Cash File, but the cash, points and returns will not be posted to the appropriate places until the Post Daily Cash To History program is run. Refer to Chapter 11, Item 3 - Post Daily Cash To History for more information.

Select Item 2 - Daily Cash Entry & Listing from the Carrier Daily Functions menu. To enter a new transaction, select "A"dd mode.

```

shemp
CARRIER DAILY POSTING OF CASH, POINTS, AND RETURNS          RECNO      1
YOUR NEWSPAPER NAME
                                BALANCE POINTS
                                OLD-
                                NEW-
1 ROUTE-#      [REDACTED]
2 DATE         _____
3 AMOUNT       _____
4 DISC/CRED    _____
5 POINTS       _____
6 RECEIPT#     _____
7 USE CC       -
8 CRED CD-#    _____
9 CARD TYPE    ___
10 CVV-#       ___
11 EXP DATE    _____
12 DESCRIP.    _____

                                XXX-----RETURNS-----XXX
                                DAY   DATE   DRAW   NUMBER  AMOUNT
                                MON  10/13/2008  13    _____
                                TUE  10/14/2008  14    _____
                                WED  10/15/2008  15    _____
                                THU  10/16/2008  16    _____
                                FRI  10/17/2008  17    _____
                                SAT  10/18/2008  18    _____
                                SUN  10/19/2008  19    _____

                                -----BATCH TOTALS-----
CASH:          0.00   DISC:          0.00   RET-D:          0   RET-S:          0
    
```

Figure 171 - Sample Daily Cash Entry

DO YOU WANT TO POST RETURNS ? N

If you are entering cash payments only, answer "N"o.

DO YOU WANT TO POST RETURNS ? Y

ENTER STARTING DATE FOR RETURNS __/__/__

If you are entering both cash and returns or returns by themselves, enter "Y"es. Enter the first date for the week you are posting returns. Cash and returns for rack routes will be accumulated in a 31 day calendar for the month. Running the Rack Performance Report at the end of the month will clear the calendar in order to begin the next month. You will not be allowed to post returns for routes designated as home delivery routes).

RECNO

In change or delete mode, you may select which transaction record you want to change or delete. An edit listing is the only way to determine the entry numbers. In add mode, the transaction numbers are assigned sequentially.

1 ROUTE-#

This is the route number to apply the cash, points or returns to.

2 DATE

Enter a transaction date here. Pressing [ENTER] will enter the current system date.

3 AMOUNT

If this is a cash transaction, enter a transaction amount here. When this record is posted, this amount will be subtracted from the BALDU field in the Carrier Master File.

4 DISC/CRED

If this is a cash payment, enter any discount amount here. When this transaction is posted, this amount will be added to the DISCT field in the Carrier Master File.

5 POINTS

Enter the number of points to be posted to the Carrier's route in this transaction. These will be included in the POINTS field in the Carrier Master File when you post cash to history.

6 RECEIPT#

Enter the receipt number, if available.

7 USE CC

Enter a "Y" if you wish to post this payment against a credit card.

8 CRED CD-#

Enter the credit card number you are using on this payment

9 CARD TYPE

Enter "DI" if the credit card is a Discover card, a "DC" if the credit card is Diners Club, "MC" if the credit card is a MasterCard, "VI" for a Visa card, or "AX" for American Express.

10 CVV-#

Enter the CVV number which is the 3 digit code from the back of the card if you need to. You may be able to gain a discount on your credit cards processed with the CVV-#.

11 EXP DATE

Enter the expiration date of the credit card on month/year format.

12 DESCRIP.

If cash, discount or credit, enter a description of the transaction.

Returns

DAY

If you selected to post returns and selected a starting date, this will show the days of the week beginning with the Monday of the day of the week you selected.

DATE

This will be the date for each day of the week in which you are posting returns.

DRAW

After entering the route number of the single copy route you are posting returns for, the daily draw will be shown in these fields.

NUMBER

Enter the number of returns for each day of the week beginning with the starting date you selected previously. If the "POST RETURNS DAILY" prompt in the control record of the Paper Information File is set to "Y"es, you will not be allowed to enter more returns than there is draw for that route for that day. The message "RETURNS EXCEED DRAW" will appear. If the flag is set to "N"o, this will allow you to enter returns for an entire week on one day.

AMOUNT

This is the number of returns entered in the NUMBER field times the current return rate, RETN, in the Carrier Master File.

Batch Totals

CASH:**DISC:****RET-D:****RET-S:**

Each time you create transactions in add mode, you are entering a batch. The batch DISC totals start out as zeros. As you enter cash and/or returns transactions, the batch RET-D totals will increase or decrease depending upon your entries. This allows you to RET-S balance with your cash sheet. CASH is the total cash entered. DISC is the total discount. RET-D is the total Daily returns. RET-S is the total Sunday returns.

OK ?

If you are entering cash and/or points, enter "Y"es to save the transaction or "N"o to correct the transaction before saving it. If you are entering multiple weeks of returns, enter "M"ore to save the screen and allow for the entry of the next weeks returns for this route.

Upload

On the Add/Change/Inquire is an option to upload data into your cash file.

By selecting "u" for upload you will start the process to automatically generate cash and/or return transaction for carriers and dealers.

UPLOAD FROM EFT OR ASCII FILE (E/F)

Entering an "E" here will start a process that will scan through the carrier master file and any route with an outstanding debit balance and valid credit card information stored and whose AUTOPAY flag is set to "Y" will have a cash transaction created against the stored credit card for the balance on the route. Entering an "F" here will begin the process of defining the input file from which you wish to import cash transactions.

UPLOAD FROM EFT OR ASCII FILE (E/F) F**1 INPUT FILE NAME**

This is the name of the file that you have placed on the circulation server.

2. INPUT FILE TYPE

Enter "F" if the file is a fixed-fielded file or a "D" if the file is a delimited file.

2. INPUT FILE TYPE D**3 FILE DELIMITER**

For delimited files, you will need to enter the type of delimiter the file is using. Enter "T" for tab-delimited, "C" for comma-delimited, or "P" for pipe-delimited.

4 TEXT QUALIFIER

If the text fields in the file are enclosed to single or double quotes to indicate they are text fields, enter the appropriate qualifier here. Leave this field blank if the import file is not using text qualifiers.

FIELD NUMBER

ROUTE-# 5

DATE 6

AMOUNT 7

DESCR 8

RET-DATE 9

RETURN-# 10

For the listed fields enter the field position for each of the subsequent fields as they appear in the import file. ROUTE-# and either AMOUNT or RETURN-# are required to satisfactorily import the transactions.

2. INPUT FILE TYPE F**3 INPUT FILE SIZE**

Enter the size if the records in the transaction file you are importing from.

START POSITION**STOP POSITION**

ROUT-#

DATE

AMOUNT

DESCR

RET-DATE

RETURN-#

Enter the starting and ending character position for each field as they appear in the file you are importing from. ROUTE-# and either AMOUNT or RETURN-# are required to satisfactorily import the transactions.

Item 3 - Post Daily Cash to History

After you have entered your cash, points and returns, and verified that they are correct by printing an edit list, you can Post the Daily Cash to History. Besides printing a deposit report, this will accumulate payments in the AMTPD field and update the DISCT and POINTS fields of the Carrier Master Files with the corresponding values, if entered. It will also put the returns into the Cash History File for the next billing and into the Delivered History File for the ABC Report. Payments are deducted immediately from the BALDU field, but returns will not be reflected in the balance due until the billing is run.

Select Item 3 - Post Daily Cash to History from the Carrier Daily Functions menu. Enter the date of the deposit. From left to right, the following financial fields appear on the printed report:

PREV-BAL

Amount owed by carrier/dealer prior to posting this cash transaction.

AMT PAID

Amount of cash received.

RETURN AMT

Dollar value of posted returns. Returns do not immediately update the balance due but are credited on the next bill.

DISC/CRED

Amount discounted this period for early payment, etc.

BAL-DUE

Balance due after updating payment and discount.

RET1

Number of Daily papers returned.

RET2

Number of Sunday papers returned.

Item 4 - Temp Charge/Credit File

There are several programs that post charges and credits to the Temporary Charge/Credit File with specific type codes. On the Subscriber side, Master File Maintenance posts back PIA credits and back tax credits. Expiration Notices post billing credits for carrier delivered expiration notices, mailgrams and coupons. The Daily Contest Report posts contest credits for new starts. On the Carrier side, the Bundle Label program posts subscriber tips, substitute charges, substitute credits, and TMC credits. In addition, there are other charge/credit type codes that you must define.

Charges or credits that are the same every billing cycle should be placed in the permanent charge or credit fields in the Carrier Master Files, such as Insurance or Bond. If the amounts will vary from billing to billing, such as rubber bands or plastic bags, enter these into the Temporary Charge/Credit File. The type codes you use must have previously been created in the Charge/Credit Description File. Be sure to also define these codes in the G/L Interface Control File. Refer to Chapter 13, Item 6 - Chg/Crd Description File and Chapter 4, Item 13 - G/L Interface Control File for how to create and maintain the files.

Select Item 4 - Temp Charge/Credit File from the Carrier Daily Functions menu. To enter a new transaction, select "A"dd mode.

shemp

TEMPORARY CHARGES AND CREDITS RECORD NUMBER 90
 YOUR NEWSPAPER NAME

1 ROUTE-# 4529 CAREY ELDER

TYPE	NUMBER	AMOUNT	DAY	D-RPT	DESCRIPTION
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31
32	33	34	35	36	37
38	39	40	41	42	43
44	45	46	47	48	49
50	51	52	53	54	55
56	57	58	59	60	61

BATCH TOTALS

CHARGES: 0.00 CREDITS: 0.00 TOTAL: 0.00

Figure 172 - Temporary Charge/Credit Entry

RECORD NUMBER

In change or delete mode, you may select which transaction record you want to change or delete. An edit listing is the only way to determine the entry numbers. In add mode, the transaction numbers are assigned sequentially.

ROUTE-#

This is the Route Number to apply the charges or credits you are entering during the billing cycle.

TYPE

Enter the two-character Type code from the Charge/Credit Description File for this charge or credit.

NUMBER

Enter the Number of actual items - i.e. 100 rubber bands.

AMOUNT

Enter the dollar Amount of the charge or credit. Preface a credit with a minus sign.

DAY

Enter the Day of the month that this charge or credit was given. Press [ENTER] for today.

D-RPT

Do you want this transaction to appear on the Driver's Report? Answer "Y"es, if you want the driver to drop off supplies, such as rubber bands or plastic bags.

DESCRIPTION

When you enter the TYPE, the Description in the Charge/Credit Description file will be displayed here. If you want, you may override with your own description.

Upload

On the Add/Change/Inquire is an option to upload data into your charge/credit file. By selecting "u" for upload you will start the process to automatically generate charge/credit transactions for carriers and dealers.

1 INPUT FILE NAME

This is the name of the file that you have placed on the circulation server.

2 INPUT FILE TYPE

Enter "F" if the file is a fixed-fielded file or a "D" if the file is a delimited file.

2 INPUT FILE TYPE D**3 FILE DELIMITER**

For delimited files, you will need to enter the type of delimiter the file is using. Enter "T" for tab-delimited, "C" for comma-delimited, or "P" for pipe-delimited.

4 TEXT QUALIFIER

If the text fields in the file are enclosed to single or double quotes to indicate they are text fields, enter the appropriate qualifier here. Leave this field blank if the import file is not using text qualifiers.

FIELD NUMBER

ROUTE-# 5
TYPE 6
NUMBER.....7
AMOUNT .8
DESCR 9

For the listed fields enter the field position for each of the subsequent fields as they appear in the import file. ROUTE-# and AMOUNT are required to satisfactorily import the transactions.

2 INPUT FILE TYPE F**3 INPUT FILE SIZE**

Enter the size if the records in the transaction file you are importing from.

START POSITION**STOP POSITION****ROUT-#****TYPE****NUMBER****AMOUNT****DESCR**

Enter the starting and ending character position for each field as they appear in the file you are importing from. ROUTE-# and AMOUNT are required to satisfactorily import the transactions.

Item 5 - Apply Charges/Credits to Balance Now

The Update Charge/Credits program allows you to immediately apply certain charge and credit transactions that you previously created in the Temporary Charge/Credit File to the balance due and bond/savings amounts prior to billing. Charges or credits to be applied are those found in the Charge/Credit Description File, which have been flagged as "APPLY TO BALANCE" and/or "APPLY TO BOND". A report of the transactions applied will be printed, and cash history transactions will also be created. Each transaction will be retained in the Temporary Charge/Credit File in order to print on the bill, but is flagged as already being posted so that you do not make the mistake of posting these transactions again.

Select Item 5 - Update Charge/Credits from the Carrier Daily Functions menu.

```

shemp
TEMPORARY CHARGES AND CREDITS UPDATE
YOUR NEWSPAPER NAME

ENTER BILLING CODE TO BE UPDATED  W
STARTING ROUTE NUMBER (1-9900)    1
ENDING ROUTE NUMBER ( 1-9900)    9900
ENTER TRANSACTION DATE 1/21/2009
OK ? (Y/N/E) |

```

Figure 173 - Sample Update Charge/Credits Entry

ENTER BILLING CODE TO BE UPDATED

Enter the appropriate billing code to be updated.

STARTING ROUTE NUMBER (1-200)

ENDING ROUTE NUMBER (1-200)

Enter the starting and ending route number. Press [ENTER] to default to the lowest/highest possible route numbers "1" and "200".

ENTER TRANSACTION DATE

Enter the appropriate transaction date. Pressing [ENTER] will default to the current date.

Item 6 - Draw Change File

The Draw Change File program allows you to set up draw changes on a day-by-day basis that will increase or decrease the daily draw for dealers or stores during the Bundle Label run. These draw changes appear in a separate column of the bundle label report, will be included in the total billable draw and delivered history, and will update the daily draw in the Carrier Master Files. It is not necessary to use this file to change the draws for carriers or motor routes, because the starts and stops on their routes will update the draws automatically.

Select Item 6 - Draw Change File from the Carrier Daily Functions menu. Choose to "A"dd, "C"hange, "I"nquire, or "D"elete. Enter the route number. The Daily and Monday through Sunday draws are displayed on the top of the screen. Starting with the next publishing day, enter the draw changes for each day of the thirty-day calendar. A plus amount will add to the daily draw, a minus amount will subtract from the daily draw.

shemp															
DRAW CHANGE FILE MAINTENANCE												ROUTE NUMBER 4529			
YOUR NEWSPAPER NAME						CAREY ELDER									
DLY	0	MON	37	TUE	36	WED	36	THU	36	FRI	36	SAT	37	SUN	37
	1	10/17	FRI			11	10/27	MON	___		21	11/06	THU	___	
	2	10/18	SAT	___		12	10/28	TUE	___		22	11/07	FRI	___	
	3	10/19	SUN	___		13	10/29	WED	___		23	11/08	SAT	___	
	4	10/20	MON	___		14	10/30	THU	___		24	11/09	SUN	___	
	5	10/21	TUE	___		15	10/31	FRI	___		25	11/10	MON	___	
	6	10/22	WED	___		16	11/01	SAT	___		26	11/11	TUE	___	
	7	10/23	THU	___		17	11/02	SUN	___		27	11/12	WED	___	
	8	10/24	FRI	___		18	11/03	MON	___		28	11/13	THU	___	
	9	10/25	SAT	___		19	11/04	TUE	___		29	11/14	FRI	___	
	10	10/26	SUN	___		20	11/05	WED	___		30	11/15	SAT	___	

Figure 174 - Sample Draw Change File Entry

This is a permanent change. Whatever number you add or subtract from the daily draw, the resulting amount will remain the same every day until you change it again.

When you run Bundle Labels, the bundle label program will look at the draw changes for that publishing day. If you do not publish on a certain day, you will need to shift the draw change file one day. Refer to Chapter 14, Item 18 - Shift Draw Change File for more information.

Item 7 - Percent Change By Town

Occasionally, it might be desirable to increase the draw for single copy routes within a certain town. Typical reasons are a major news story relative to the town, or compensation for a sudden influx of people in the town - i.e. tourist season, sporting event, etc. This program allows you to make a temporary change in the daily draw for single copy delivery types: "D"ealer, "P"=Counter Sales, "R"acks, "S"tores or anything except "C"arriers.

Select Item 7 - Percentage Change By Town from the Carrier Daily Functions menu. Enter the town code. Enter the delivery type or "@" for all delivery types (except "C"). Enter the percentage change as a whole value. Decimal values will be rounded up or down accordingly. A 25% increase would be entered as 25.00. During the Bundle Label run, the draw change will appear in a separate column on the Bundle Label Report and be included in the total draw, but, unlike the Draw Change File, will not update the Daily and Monday through Sunday draws in the Carrier Master File.

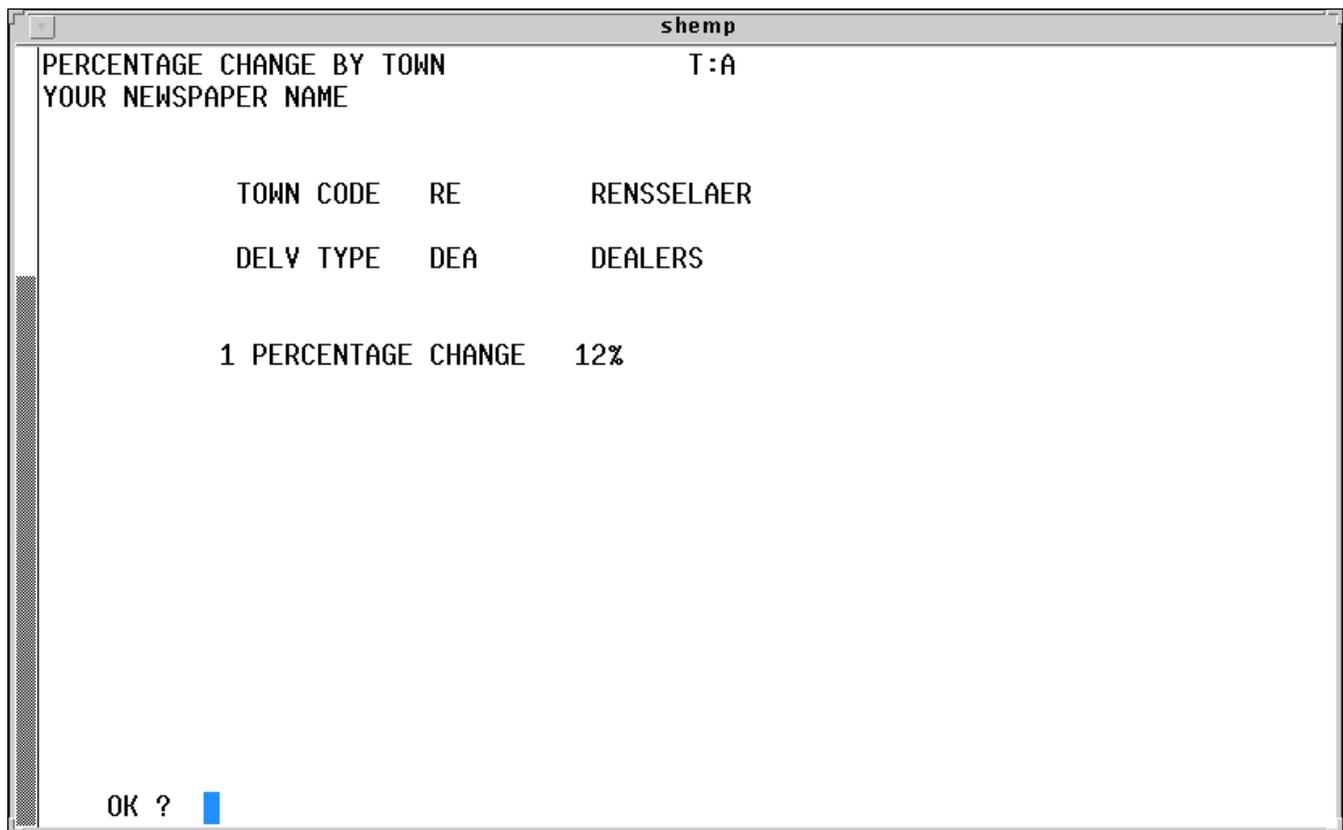
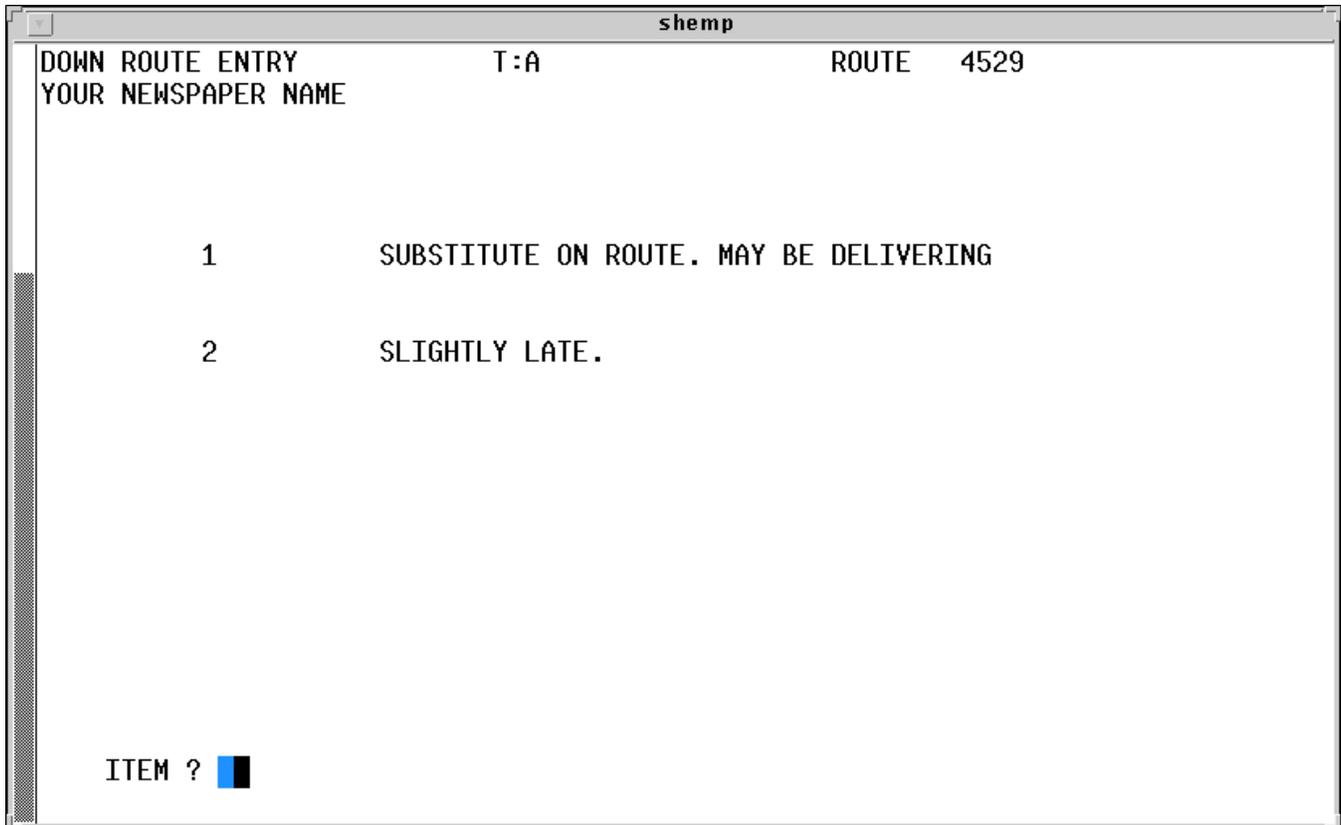


Figure 175 - Sample Percentage Change by Town Entry

Item 9 - Down Route Maintenance

The Down Route Maintenance program allows you to "A"dd a selected route and marks it as down, and enter an associated text description for the down route event. You can "c"hange the description associated with a down route, or "d"elete the down route designation.

Select Item 9 - Down Route Maintenance from the Carrier Daily Functions menu. Select "A"dd and enter the route number. Enter the associated down route text on lines 1 and 2.



The screenshot shows a terminal window titled "shemp". The main display area contains the following text:

```
DOWN ROUTE ENTRY          T:A          ROUTE  4529
YOUR NEWSPAPER NAME

      1          SUBSTITUTE ON ROUTE. MAY BE DELIVERING
      2          SLIGHTLY LATE.

ITEM ? █
```

Figure 177 - Sample Down Route Entry

Item 10 - Bundle Label Messages

Messages may be created that will appear on the bundle labels for one or more routes. This may be necessary to explain procedural changes, changes in delivery locations, internal memos or any number of other reasons. Once the messages appear on the bundle labels for the day selected, they are removed this file. There is no need to create messages for starts, stops, restarts, back credits, subscriber comments, etc., which are generated automatically.

Select Item 10 - Bundle Label Messages from the Carrier Daily Functions menu. To create a new bundle label message choose "A"dd. To modify an existing bundle label message, choose "C"hange. Enter a new or existing Message Entry number.

```

shemp
CARRIER MESSAGE ENTRY SYSTEM                                MESSAGE ENTRY #    4
YOUR NEWSPAPER NAME

1 STARTING ROUTE      1
2 ENDING ROUTE      9900

3 STARTING DM
4 ENDING DM          ~~

5 STARTING LOAD
6 ENDING LOAD       ~~~~

7 STARTING DATE      1/21/2009
8 ENDING DATE        1/27/2009

9 MESSAGE             CARRIER MEETING TUESDAY AT 6:45. ATTENDENCE IS
10 MESSAGE            MANDATORY.

OK ? █

```

Figure 178 - Sample Bundle Label Message Entry

STARTING ROUTE ENDING ROUTE

Enter the Starting and Ending Route numbers to assign this message to during the Bundle Label run. The names of the Carriers will appear on the right side of the screen. Pressing [ENTER] twice enters the maximum range of 1 to 200.

STARTING DM**ENDING DM**

Enter the Starting and Ending District Managers to assign this message to during the Bundle Label run. This message will only appear on bundle labels for those routes within the range of route numbers selected above with these District Managers. Pressing [ENTER] twice enters the maximum range of all District Managers.

STARTING LOAD**ENDING LOAD**

Enter the Starting and Ending Load Code to assign this message to during the Bundle Label run. This message will only appear on bundle labels for those routes within the range of route numbers and districts selected above with these Load Codes. Pressing [ENTER] twice enters the maximum range of all Load Codes.

STARTING DATE**ENDING DATE**

Enter the Starting and Ending Dates that this message will appear.

MESSAGE

Enter a two-line message.

Item 11 - Bundle Label Printing

The Bundle Label Printing and Update program produces bundle labels for carrier routes, as well as prints several necessary reports, updates several files and prepares the system for the next day's work, automatically. There are three parts to the bundle label run: the parameter entry, strip, sorting and printing of the bundle labels; creation of selected reports or listings; and the updating of various system files. The printing of bundle labels can be independent of the updating of files, so that you can review the bundle labels and make any necessary changes before reprinting the labels and updating files.

You can print both TMC and regular bundle labels. You can print the bundle labels on standard paper, or on mail labels. A Pressroom Report will be printed. A Driver's Report is available to help the drivers load and deliver the bundles. A list of active PIA subscribers for each route is also available, as well as a list of all the starts and stops on each route. A list of tips is available if you select to distribute them. When you select to update files, a Daily ABC Report and a District Manager's report are available.

Printing Bundle Labels

Select Item 11 - Bundle Label Printing from the Carrier Daily Functions menu.

IS THIS A TMC RUN ?

If this is a regular bundle run, enter "N" here. If you are running labels for a TMC product, you must have a SHOPPER DRAW and SHOPPER CRED for the appropriate routes in the Carrier Master Files.

If you enter "Y" you will be asked for the "PRODUCT CODE FOR THIS RUN". If you enter "N" you will be asked for the "PUBLICATION # FOR THIS RUN", and to "ENTER EDITIONS FOR THIS RUN". Press [ENTER] to select all editions. If you want specific edition(s), enter the two character edition, [ENTER], another two character edition, [ENTER], etc. When done, press [ENTER] without entering a code.

INCLUDE SUBSCRIBERS/NONSUBSCRIBERS IN THIS RUN?

If you entered "Y" above you will be asked whether to "INCLUDE SUBSCRIBERS IN THIS RUN?" If you entered "N" above you will be asked whether to "INCLUDE NONSUBSCRIBERS IN THIS RUN?" You will then have the optional ability to OVERRIDE the CREDIT PER PIECE for subscribers and/or non-subscribers, if included. If you want to override that credit for this run only, enter the new amounts here. If you select to update files, the total TMC credits for each route will appear in the Temporary Charge/Credit File.

LAST DATE BUNDLE LABELS WERE RUN FOR DATE FOR WHICH THESE BUNDLE LABELS ARE BEING RUN

The last publishing date should automatically appear as the "last date bundle labels were run for". If not, put in the last publishing date for this publication or TMC run. Enter the current publishing date. The default date will be the next day you publish based on the Publishing Days you set up in the Paper Information File for this publication. This will become the default publishing date for new starts for this publication in the TMC Master File Maintenance program.

SELECT ROUTES BY: NUMBER, TOWN, ZONE, LOAD (N,T,Z,L)?

You may select routes by a range of route numbers, a range of towns, a range of zones or a range of load codes. Enter your from and to range of whatever option you selected. No matter what range you select the Bundle Labels and Driver's Report will print out in load code and sequence order.

PRINT THE BUNDLES IN LOAD OR ZONE/LOAD ORDER (L/Z)?

Do you want to print the bundle labels in load and sequence order or sorted by zone then load and sequence order within each zone? The default value is "L"oad order.

STANDARD BUNDLE SIZE**MAXIMUM BUNDLE SIZE**

Enter the standard and maximum bundle sizes. The maximum size should be the standard + minimum - 1 and less than twice the standard. For example, using a standard size of 50 and a maximum of 60, a route with a daily draw of 300 would get exactly 6 bundles of 50; a draw of 301 would get 5 bundles of 50 and a 6th bundle of 51; a draw of 310 would get 5 bundles of 50 and a 6th bundle of 60; a draw of 311 would get 6 bundles of 50 and a bundle of 11. Using the numbers 50 and 60 would guarantee that only routes with draws less than 11 would get a bundle size of less than 11. If the maximum is twice the standard, then the last bundle must always be larger than the standard, unless it is the only bundle.

MINIMUM BUNDLE SIZE FOR SMALLS

Enter the minimum size for small bundles to be moved to the front of each load.

STANDARD ALTERNATE BUNDLE SIZE**MAXIMUM ALTERNATE BUNDLE SIZE**

In Carrier Master File Maintenance, you can designate any route to use alternate bundle sizes by setting the ALTRN field to "Y". Enter the standard and maximum alternate sizes for those routes here. Be sure to use the same ratios as the regular bundle sizes (above).

STANDARD PRE-SHIP BUNDLE SIZE**MAXIMUM PRE-SHIP BUNDLE SIZE**

These are the standard and maximum bundle sizes for Pre-Ship items, such as Sunday comics. In addition to the regular or alternate bundle sizes that appear in large numerals on the bundle labels, the pre-ship size also prints, but in regular size print.

ONE BUNDLE LABEL PER ROUTE OR ONE FOR EACH BUNDLE (1/E)?

If a route has a draw of 75 and a standard bundle size of 25, option "1" would produce a single bundle label for the last bundle (1 label), where option "E" would produce one bundle label for each bundle (3 labels). The default value is "1".

PRINT THE BUNDLE LABELS AND DRIVER REPORTS?

If you want to print Bundle Labels and other reports, answer "Y"es. You might want to print bundle labels first, and update files later. If this is the case, enter "Y"es the first time and answer "N"o to the update prompt (below), then enter "N"o the second time and "Y"es to the update prompt. In either case, a bundle labels report for each run will print. Be sure to verify and save both reports. The default value is "Y".

BUNDLE OR MAIL LABELS (B/M)?

You may either print full size Bundle labels or three inch Mail labels for these routes. The default value is "B".

COMBINE COMMON (x900 SEQUENCE) BUNDLES?

A mechanism is available using the Load and Sequence numbers to create one bundle label for several routes. For example, truck A3 includes 5 routes to be grouped together under one label. The master route would contain x999 in the sequence number field, and the other 4 routes would have x900, x910, x920 and x930 in their respective sequence number fields. If you answer "Y"es, one bundle label will be produced with the total draw of the 5 routes for truck A3. If you answer "N"o, five bundle labels will be produced, one for each route. "x" is a value from blank to "9" so that there may be as many as 10 of these common bundles on each truck. The default value is "N".

REPRINT THE BUNDLE REPORT BY DISTRICT?

The Bundle Label Report prints in route order. Do you want to reprint the Bundle Label Report in district order? The default value is "N".

~ Beginning of Subscriber Interface Prompts

These prompts allow interaction with the Subscriber System for printing start, stop, comment and other messages on the bundle labels, printing a PIA list, starts/stops list, tips list and start cards, updating carrier draws by starts and stops, and calculating and applying PIA credits and tips to carrier bills.

SEARCH FOR STOPS-STARTS AND PIAS?

Answer "N"o to this prompt if you want to run bundle labels independent of the Subscriber System. This may be necessary if you do not have PIA subscribers set up, or if the route index (chain) is not working because changes were made to route numbers in the subscriber file without rebuilding the indexes. If you answer "N"o, you will proceed to the "STANDARD BUNDLE LABEL MESSAGE" prompt shown below.

Answer "Y"es to this prompt if you want to interface to your PIA subscribers. If you do Search for Stops and Starts, and you answered "Y"es to the "UPDATE TMC W/DRAW" flag in the control record of the Paper Information File, the TMC draw in the Carrier Master File will be adjusted by the starts and stops on the route - i.e. a new start of the regular paper will be a stop of the TMC product and a stop of the regular paper will be a start of the TMC product.

LIST THE STOPS-STARTS?**PAGE BREAK ON RT #?**

Do you want a separate Listing of the Starts and Stops on each route? If you answer "Y"es, do you want a Separate Page for each Route Number?

LIST THE PIAS?

Do you want a separate listing of today's PIA subscribers the carrier is getting credit for?

PRINT ODD DELIVERIES?

Do you want to print a list of Odd Deliveries for each Carrier?

PRINT CARRIER START CARDS?

Do you want to print cards for New Starts for each Carrier?

PRINT GRACE EXPENSE DETAIL

Each day the system accumulates the value paid to the carrier of pieces delivered while the subscriber is in their grace period. That information can be print in detail showing subscriber by subscriber or in summary format with totals by route delivery type.

LIST SUBS BELOW HALF-PRICE?

Do you want to print a list of subscribers paying less than half price for each Carrier?

CREDIT CARRIER TIPS?

Do you want to distribute Carrier tips to the Carrier that will appear on his bill? If so, it will apply the GIVEN amount in the Subscriber Master File, subtract the GIVEN amount from the HELD amount and clear the GIVEN field, putting a tips, "TP", transaction in the Temporary Charge/Credit File.

~ End of Subscriber Interface Prompts**STANDARD BUNDLE LABEL MESSAGE**

MESSAGE OK?

Enter a two-line message that will be printed on all bundle labels. When the message is correct, enter "Y"es at the "MESSAGE OK?" prompt. If you do not want to enter a message this run, press [ENTER] twice and answer "Y"es to the "MESSAGE OK?" prompt.

ENTER ALTERNATE SEQUENCE CODE

One or more Alternate Load and Sequence Numbers may be assigned to each route in the Alternate Load/Sequence File. Enter the alternate sequence code. If a route has that code assigned to it, that load and sequence will be used. If not, it will default to the standard load and sequence defined in the Carrier Master File. Refer to Chapter 13, Item 9 - Alternate Load/Seq File for how to create and maintain the file.

SPECIAL LOAD SEQUENCING REQUIRED?

ENTER LOAD CODES IN THE ORDER YOU WISH THEIR BUNDLE LABELS PRODUCED. HIT RETURN AFTER EACH ONE. TYPE ESC AFTER THE LAST ONE. LOAD CODES NOT INPUT WILL APPEAR IN ASCENDING ORDER.

Answer "Y"es if Special Load Sequencing is required for this bundle run. You will be asked to "ENTER LOAD CODES IN THE ORDER YOU WISH THEIR BUNDLE LABELS PRODUCED". Any load code not rearranged here will print in its normal position following these loads. This may be convenient if a driver has requested getting his load first today due to weather conditions, etc.

WILL THERE BE ANY INSERT FOR THIS RUN

This prompt is asked if you have the Insert Module. If you are including inserts in this run, you will also be asked to enter the specific 3-character insert codes you are including in this run. Refer to separate Vision Data Insert Module documentation for more information.

~ Beginning of Update Files Prompts

Based on the answers you have provided to the above prompts, several system files may be updated. You have the ability to print bundle labels without updating these files. This allows you to verify the bundle run and make any corrections prior to committing the changes.

UPDATE THE MASTER FILES?

If you are printing bundle labels the first time through, and want to review them before updating the files, answer "N"o to this prompt. If you want to update only, without printing reports, you should have answered "N"o to "PRINT THE BUNDLE LABELS AND DRIVER REPORTS?" prompt (above) and answer "Y"es to this prompt. You may print and update in the same run by answering "Y"es to both prompts.

PRINT ABC REPORT?

PRINT DISTRICT MANAGER PERFORMANCE REPORT?

If you are updating files during the run, you can also print the Daily ABC and/or District Manager's Reports.

If you want your daily mail included on the ABC report, run subscriber mail labels and "update the ABC totals" before updating bundle labels.

~ End of Update Files Prompts

EVERYTHING OK (Y/N/E)?

If you answered any of the prompts incorrectly, answer "N"o here to start over. Answer "E" to exit back to the Carrier Daily Functions menu without running bundle labels.

If anyone is entering subscriber payments now, have them go back to the subscriber main menu and wait until you answer "Y"es to this prompt and it has started stripping and sorting.

Bundle Label Run Reports

Based on your answers to the prompts listed above, there are a variety of reports that the system can generate. The listings below describe each.

RUN DATE: 21-JAN-09 11:09		CARRIER/DEALER CIRCULATION SYSTEM										PAGE 1																							
YOUR NEWSPAPER NAME		YOUR NEWSPAPER NAME																																	
		BUNDLE LABELS REPORT FOR 10/17/2008																																	
		FRIDAY DELIVERY DAY: 17																																	
LAST DATE B/L RUN: 10/16/2008		1 BUNDLE LABEL/ROUTE										STOPS-STARTS: LIST-Y		DIST MGR-N		M/F UPDATE: N		TIPS: N																	
ROUTES SELECTED BY: ROUTE NUMBER		SUB SEARCH: Y										PIAS: LIST-N SAVE-Y		CRDT#-1		ABC REPORT: N		COMB: Y																	
FROM: 4529 ORDER: LOAD		STD BUNDLE: 45 MAX BUNDLE: 60 STD ALTRNT: 0 MAX ALTRNT: 0										STD PRE-SH: 0		MAX PRE-SH: 0																					
TO: 4529		ADJUSTMENTS																																	
SUB		TN ZN		LD		BASE		% CHG		DRW STOP		BILLD UNDR		TOTAL		STRT		NEW		XPR		END		STOPS		STRTS		STD		ALT		LOOSE			
RTE# RTE# NAME		CD CD		CD CD		DRAW		CHG		CHG		STRT		DRAW		50%		COMP		FREE		DRAW		PIA		PIA		PIA		PIA		PIA		PIA	
4529 CAREY ELDER		BE		310		36						36		36		36						36								36					
TOTALS:		1 ROUTES				36		0		0		0		36		0		0		0		36		0		0		0		0		36			

Figure 179 - Sample Bundle Label Report

Bundle Label Report

The Bundle Label Report will print whether you print bundle labels or not. It is a listing of all routes in the range and sequence you selected - i.e. route number, town code, zone or load. Answers to all the prompts that you answered are listed at the top of the first page. Save this report. If you print labels the first time and update the next, save both reports and make sure they are the same. From left to right, the following fields appear on the report:

RTE #

Carrier/Dealer Route Number.

SUB RTE#

Substitute Route Number if substitute has taken this route.

NAME

Name of carrier/dealer or name of substitute.

TN CD

Town Code for this route.

ZN CD

Zone Code for this route.

LD CD

Load (or truck) Code for this route.

BASE DRAW

Daily or Monday through Sunday Base Draw, including odd draws for this publishing day.

% CHG

Percentage Change by town that you entered for this route.

DRW CHG

Draw Change for this route that was entered in the Draw Change File and/or NIE Calendar File.

STOP/STRT

If you selected to search for stops and starts, this is the net number of stops and starts for this route. A stop is a "-1" and a start is a "1". If there were two starts and four stops for this route today, the total would be "-2".

BILLD DRAW

This is the total of the BASE DRAW, % CHG, DRAW CHG and STOPS/STRTS and will be the draw that will appear on the route's bill for today.

UNDR 50%

The number of subscriber on this route who paid less than 50% of the standard rate.

COMP

This is the number of Complimentary papers from the subscriber side that the Carrier is being billed for.

FREE

This is the number of Daily or Monday through Sunday "Free" or sample papers entered in the Carrier Master File.

TOTAL DRAW

This is the BILLD DRAW plus FREE.

STRT PIA

This is the starting number of PIA subscribers on this route.

NEW PIA

This is the total number of New PIA Starts for this route.

XPR PIA

This is the total number of PIA Stops on this route.

END PIA

This is the START PIA plus STR PIA minus STP PIA.

STOPS

This is the total number of Stop messages on the bundle labels for this route.

STRTS

This is the total number of Start messages on the bundle labels for this route.

STD BDL

If no alternate bundle code was selected, the TOTL DRAW is divided up into bundles depending on the Standard and maximum bundle sizes.

ALT BDL

If an Alternate Bundle code was selected for this route, the TOTL DRAW is divided up into bundles depending on the alternate standard and maximum bundle sizes.

LOOSE DRAW

This is the number of papers left over after the standard or alternate bundles have been calculated.

At the end of the report are the column totals for all routes printed. A recap by zone code and a recap by District Manager appear on separate pages.

Pressroom Report

The pressroom report shows the draw for each edition for this publication, including mail. Additional blank fields are to be filled in by the pressman for later entry into the ABC report: Mail Room Extras, Gross Run, Spoils, Net Run, Press Started, Press Stopped, Web Breaks, Pasters Down, Shifts Worked, Pages Printed and White Waste.

YOUR NEWSPAPER NAME			PAGE 1
PRESS ROOM REPORT FOR THURSDAY 10/16/2008			
PUB #: 1 - YOUR NEWSPAPER NAME			
EDITIONS:	FP	IN	TOTAL
BUNDLES	7,211	10	7,221
MAIL	1,613		1,613
ORDER	8,824	10	8,834
MAIL ROOM EXTRAS _____			
GROSS RUN _____			
SPOILS _____			
NET RUN _____			
PRESS STARTED _____			
PRESS STOPPED _____			
WEB BREAKS _____			
PASTERS DOWN _____			
SHIFTS WORKED _____			
PAGES PRINTED _____			
WHITE WASTE _____			
PRESSMAN _____			

Figure 180 - Sample Press Room Report

Grace Expense Report

The grace expense report totals all deliveries of subscribers and their PIA credits for accounts in their grace period.

ACCT-#	NAME	ADDRESS	SS-CD	D-SCHED	RT-#	DLV-TY	EXP-TY	EXP-DATE	GRC-DATE	COPIES	EXPENSE	
										**TOTALS	523	284.64
** RECAP BY DELIVERY TYPE **												
		DLV-TY	EXP-TY	COPIES	EXPENSE							
		CAR	GRACE	324	173.76							
			COMP	5	2.79							
		MTR	GRACE	192	106.98							
			COMP	2	1.11							

Figure 181 - Sample Below Half Price Sub List

Bundle Labels

Several flags in the control record of the Paper Information File control the printing of the bundle labels. If flag 25, "PRT EDITION ON BDL", is set to "Y"es, the edition code will print in large letters on the top of each bundle label. If flag 26, "PRT ZONE ON BDL", is set to "Y"es, the zone codes will print in large letters on the top of each bundle label. The route number and the number of bundles and loose papers already print in large letters. Page numbers on bundle labels, e.g. "1 of 5", appear in very large letters. If you answered "Y"es to flag 28, "SQUEEZE XXX OF YYY", the page numbers on bundle labels will be printed much smaller. Answering "Y"es to flag 18, "PRT CAR TEL# ON BDL", will cause the Carrier's telephone number to be printed on the bundle labels in addition to their address, otherwise, only the address will print.

```

ZZZZZ  N  N      DDDD  DDDD
  Z  NN  N  : :  D  D  D  D
  Z  NN  N  : :  D  D  D  D
  Z  N  N  N      D  D  D  D
  Z  N  NN      D  D  D  D
  Z  N  NN  : :  D  D  D  D
ZZZZZ  N  N  : :  DDDD  DDDD

          PUBLICATION:   YOUR NEWSPAPER NAME

  66  5555555  0000000  5555555  ROUTE NUMBER: 6505          11          33333  22222
  66  5555555  0000000  5555555  DROP LOCATION:          1111          33  33  22  22
  66  55      00  00  55          219          11          +          33  22  22
  666  55      00  00  55          TROY          NY          11          +          33          22
  66  55      00  00  55          11          +          33          22
  66  55555  00  00  55555  CARRIER NAME: FRANCES B HOLLOWAY  11  ++++++  333  22
  66666  55555  00  00  55555  ADDRESS: 219          11  +          333  22
  6666666  55  00  00  55  PHONE NUMBER:          11  +          33  22
  66  66      55  00  00  55          11  +          33  22
  66  66      55  00  00  55  LOAD CODE: 300 SEQUENCE: 130          11          33  22
  66  66  555555  0000000  555555  DELIVERY DATE: THURSDAY 10/16/2008  1111111          33  33  2222222
  6666  555555  0000000  555555          33333  2222222

  6          TOTAL DRAW:  77  =          1  BUNDLES OF  45  +          32  LOOSE

MESSAGES: RAINING TODAY, BE CERTAIN TO DOUBLE WRAP ALL PAPERIN PLASTICS. GOOD SERVICE IS ESSENTIAL

**** STOPS AND STARTS ***** STOPS AND STARTS ***** STOPS AND STARTS ***** STOPS AND STARTS ***** STOPS AND STARTS *****
RESTART          081333  BRANDT, JAMES A IV          620 KYLE RD TROY  518-434-1082
TEMPORARY STOP  080904  MILLER, STEPHEN          704 CLAY FURNACE RD  518-434-8861
REMMDR: RESTART  080256  WILLIAMS, PAUL          1213 NW 162ND TER  518-434-4289
REMMDR: RESTART  081207  COSTILLO, GERTRUDE          605 EMPIRE AVE TRO  518-457-5156
    
```

Figure 182 - Sample Bundle Label

If you select 1 bundle label per bundle instead of 1 bundle label per route and the answer to flag 27, "PRT ALL BDL #'S", is "Y"es, bundle numbers will print on all labels for each route. If the answer to flag 29, "MSGs ON ALL BNDLS", is "Y"es, start/stop/reminder messages will print on all the labels for each route.

If flags 19, 20 and 21, "PRT SUB TEL# ON BDL", "PRT SUB CITY ON BDL" and "PRT SUB ACT# ON BDL", respectively, are answered "Y"es, this will cause the subscriber's telephone number, city and account number to be printed on start/stop messages in addition to their name and address, otherwise, only the name and address will print. If you answer "Y"es to flag 22, "PRT INQUIRE BDL MSG", the "PIA EXPIRING-INQUIRE" message will print for those subscribers who have reached their expiration date. Answering "Y"es to flag 23, "PRT PAYMENT BDL MSG" will cause the printing of PAYMT RCVD TO messages for those subscribers who have made a payment. If you answer "Y"es to flag 24, "PRT REMINDR BDL MSG", reminder messages will print on the bundle labels the day after an event, such as a start, temporary start, stop or temporary stop. The message will only appear one time.

Driver Reports

The driver report is a report for each load code of the route the driver is to deliver to. It is a listing by sequence number of the route number, name, phone, and Daily or Sunday drop locations entered in the Carrier Master Files, the number of standard or alternate bundles, the number of loose, the total draw, supplies to be dropped off, the town code, city and state. If you created temporary charge/credit transactions in the Temporary Charge/Credit File for supplies, you should have answered "Y"es to the D-RPT field to create an entry for SUPPLIES on this report, such as rubber bands or plastic bags.

RUN DATE: 20-OCT-08 16:20		CARRIER/DEALER CIRCULATION SYSTEM										PAGE 19	
YOUR NEWSPAPER NAME		YOUR NEWSPAPER NAME										220	
DELIVERY DATE: 10/16/2008		DRIVER REPORT - ZONE		LOAD 390		THURSDAY DELIVERY DAY: 16		STD SIZE: 45		ALT SIZE: 0			
SEQ #	RTE #	SUB #	NAME	PHONE #	DROP LOCATION	# STD BNDLS	# ALT BNDLS	# LOOSE	DRAW	SUPPLIES CODE #	TN-CD	TOWN	STATE
10	3141		LYNN SCHULLER	424-3736	1304	0		33	33		RE	RENSSELAER	NY
20	1126		JOHN IBBS	242-6022	1039	0		37	37		RE	RENSSELAER	NY
35	1133		SHANNON VATH	434-6645	1735 E MAIN ST (CHURCH LOT)	0		37	37		RE	RENSSELAER	NY
36	1127		RICHARD MONTGOMERY	434-0445	316 BELLE AVE MANKATO	0		25	25		RE	RENSSELAER	NY
40	3158		FRED RANDALL	434-8656	2692	0		50	50		RE	RENSSELAER	NY
110	1149		ROBERT PASCHAL	457-5908	1122 ANDERSON DR	0		39	39		RE	RENSSELAER	NY
120	1100		PAT WARNER	633-7998	1181	0		31	31		RE	RENSSELAER	NY
130	3004		DIANE PAUTZ	226-2313	24	0		13	13		RE	RENSSELAER	NY
142	1136		PAULA GLADD	226-0845	END OF LORI LN/HOSP SIGN	0		23	23		RE	RENSSELAER	NY
160	1125		LAURA MOORING	434-9963	911	0		12	12		RE	RENSSELAER	NY
LOAD 390 TOTALS:													
ROUTE TOTALS		10 ROUTES		0 STD BNDLS +		0 ALT BNDLS +		300 LOOSE =		300 DRAW			
BULK TOTALS		10 ROUTES		6 BLK BNDLS +		ALT BNDLS +		30 LOOSE =		300 DRAW			

Figure 183 - Sample Driver's Report

PIA List

The PIA list is a list of active PIA subscribers and other subscribers the Carrier receives PIA credit for on each route printed, plus those expired subscribers that are retained so many days after they expire. The total credit does not include the expired subscribers. A totals page gives the total number of subscribers and total credits for all routes.

RUN DATE: 21-JAN-09 11:25		CARRIER/DEALER CIRCULATION SYSTEM				PAGE	1
YOUR NEWSPAPER NAME		YOUR NEWSPAPER NAME				1	
DELIVERY DATE: 10/17/2008		PIA LIST - ROUTE 4529 LOAD/SEQ 310/ 10		FRIDAY	DELIVERY DAY: 17	STD SIZE:	ALT SIZE:
SEQ #	NAME	APARTMENT	STREET ADDRESS	PHONE #	GRACE DT	TY ACCT #	AMOUNT
10	ROSENBLUM, NORMAN		524 FREDONIA RD BERLIN	434-3801	99/99/9999	SP 37414	.4007
10	BAUMGARTNER, LARRY		200 E UNIVERSITY DR BERLIN	218-3797	12/18/2008	SP 37726	.5357
20	TANNER, OLIVE		201 E UNIVERSITY DR BERLIN	434-3470	9/18/2009	SP 37727	.5357
30	KECK, ANDREW		404 E JUDY LYNN DR BERLIN	457-3458	1/15/2009	SP 37457	.5357
50	ADAMS, STEVEN		207 E UNIVERSITY DR BERLIN	633-3616	2/04/2009	SP 37730	.5357
90	MILLER, DENNIS		204 E BUENA VISTA AVE BERLIN	226-3238	12/13/2008	SP 37487	.5357
100	MONTGOMERY, WILLIAM JR		208 E UNIVERSITY DR BERLIN	434-3016	11/13/2008	SP 37731	.5357
110	PARKS, DON		212 E UNIVERSITY DR BERLIN	457-7319	2/13/2009	SP 37732	.5357
120	STALLOCH, VICKIE		208 E BUENA VISTA AVE BERLIN	434-3311	11/21/2008	SP 37489	.5357
130	HOULIHAN, ERIN		209 E BUENA VISTA AVE BERLIN	457-4390	11/08/2008	SP 37490	.5357
150	HAYMAN, JAMES		309 DEERWOOD DR BERLIN	434-3217	1/04/2009	SP 37893	.5357
220	APOLMAIN, G J		410 DEERWOOD DR BERLIN	434-3324	11/08/2008	SP 37900	.5357
230	BISHOP, CUB		220 E BUENA VISTA AVE BERLIN	434-3988	2/25/2009	SP 37495	.5357
240	EIDSON, ROBERT		221 E BUENA VISTA AVE BERLIN	233-3285	1/02/2009	SP 37496	.5357
250	PRESSLEY, DENTON		417 DEERWOOD DR BERLIN	242-5874	10/31/2008	SP 37903	.5357
260	LONGLEY, CHARLOTTE		501 DEERWOOD DR BERLIN	434-3234	11/21/2008	SP 37904	.5357
270	REYNOLDS, HOWARD		504 DEERWOOD DR BERLIN	424-3440	7/19/2009	SP 37905	.5357
290	PEDERSON, BUCK		228 E BUENA VISTA AVE BERLIN	242-6297	3/20/2009	SP 37499	.5357
320	WATZEK, TOD		233 E BUENA VISTA AVE BERLIN	424-3895	11/22/2008	SP 37502	.5357
340	DEVOL, PAUL		521 DEERWOOD DR BERLIN	633-3814	2/05/2009	SP 37912	.5357
360	WINDSTAD, GLENN		525 DEERWOOD DR BERLIN	457-6384	11/05/2008	SP 37914	.5357
450	CROLL, SHAWNA		114 BETTIS ACADEMY RD BERLIN	457-4418	1/07/2009	SP 37987	.5357
480	TATRO, MARION		120 BETTIS ACADEMY RD BERLIN	434-3639	12/22/2008	SP 37990	.5357
490	KIRCHOFF, GEORGE		100 DEERWOOD DR BERLIN	633-3824	11/29/2008	SP 37864	.5357
490	HEFLICL, JAMES		121 BETTIS ACADEMY RD BERLIN	242-5244	7/20/2009	SP 37991	.5357
560	EVANS, MILDRED		121 DEERWOOD DR BERLIN	457-5549	10/04/2009	SP 37871	.5357
580	ROBINSON, JOSEPH		125 DEERWOOD DR BERLIN	434-3501	1/18/2009	SP 37872	.5357
600	GOSSET, LINDA		200 DEERWOOD DR BERLIN	233-3480	12/07/2008	SP 37873	.5357
610	WOOD, ZACH		201 DEERWOOD DR BERLIN	434-3643	11/21/2008	SP 37874	.5357
650	SIEMER, SCOTT		208 DEERWOOD DR BERLIN	242-9037	3/25/2009	SP 37877	.5357
690	ALDRICH, PAULINE L		213 DEERWOOD DR BERLIN	424-3152	11/12/2008	SP 37880	.5357
770	GARNER, JOHN		221 DEERWOOD DR BERLIN	218-3589	8/06/2009	SP 37884	.5357
790	MACOMBER, VIOLA		224 DEERWOOD DR BERLIN	434-6398	12/17/2008	SP 37885	.5357
840	SPINDLER, C		236 DEERWOOD DR BERLIN	633-3276	11/07/2008	SP 37889	.5357
99999	PASSEY, ELLIOT		306 DEERWOOD DR BERLIN	633-3816	11/28/2008	SP 1004	.5357
99999	FLEET, JOANN		212 DEERWOOD DR BERLIN	434-3999	6/08/2009	SP 37879	.5357
ROUTE TOTALS		36 SUBSCRIBERS	19.1502 CREDIT				

Figure 184 - Sample PIA List

Stops-Starts List

This is a route-by-route list of starts and stops that occur today. This includes new starts, permanent stops, temporary starts, vacation restarts, convert to Carrier collects, PIA expiring, etc. These messages should have appeared on the bundle labels. You may have selected one route per page (above).

RUN DATE: 21-JAN-09 11:25		CARRIER/DEALER CIRCULATION SYSTEM				PAGE	1
YOUR NEWSPAPER NAME		YOUR NEWSPAPER NAME				3	
DELIVERY DATE: 10/17/2008		STOPS-STARTS LIST		FRIDAY	DELIVERY DAY: 17	STD SIZE:	ALT SIZE:
NAME	APARTMENT	STREET ADDRESS	PHONE #	TYPE	RSN ACCT #	RTE #	
PRESSLEY, DENTON		417 DEERWOOD DR BERLIN	242-5874	PIA EXPIRING-INQUIRE	37903	4529	
TATRO, MARION		120 BETTIS ACADEMY RD BERLIN	434-3639	PAYMT RCVD TO 12/08/2008	37990	4529	
ROUTE TOTALS		2 STOPS-STARTS	0 NET CHANGE				

Figure 185 - Sample Stops-Stops List

Tip Report

The tip report, or list, is a route-by-route report showing the subscribers who are giving tips. It is a report of the amount GIVEN in the Subscriber Master File and shows the total tips to be credited to the next Carrier bill. If TSTOP is set to "1", the subscriber has stopped giving tips, and the last comment in the Comment History File is shown on the report. The detail on the tip report is optional and can print on this report, the bundle label itself or in detail on the carrier's bill. The totals page of this report will print every time tips are distributed. Refer to Chapter 4, item 2 - Paper Information File for more information.

RUN DATE: 06-MAR-09 11:36		CARRIER/DEALER CIRCULATION SYSTEM			PAGE 1	
YOUR NEWSPAPER NAME		YOUR NEWSPAPER NAME			1	
DELIVERY DATE: 10/18/2008		TIPS LIST - ROUTE 4529 LOAD/SEQ 310/ 10			STD SIZE:	
		SATURDAY DELIVERY DAY: 18			ALT SIZE:	
YOUR NEXT BILL WILL SHOW CREDIT FOR THE TIPS LISTED BELOW. IF A CUSTOMER HAS STOPPED TIPPING, THE LAST COMPLAINT IS SHOWN.						
NAME	APARTMENT	STREET ADDRESS	PHONE #	REMAINING	AMOUNT	
STALOCH, VICKIE		208 E BUENA VISTA AVE BERLIN		15.00	5.00	
CROLL, SHAWNA		114 BETTIS ACADEMY RD BERLIN		0.00	1.00	
PASSEY, ELLIOT		306 DEERWOOD DR BERLIN		0.00	5.00	
TOTALS:	3 TIPS	0 STOPS		15.00	11.00	
*** RECAP BY ROUTE ***						
	ROUTE	#-TIPS	#-STOPS	REMAINING	AMOUNT	
	4529	3	0	15.00	11.00	
	TOTAL	3	0	15.00	11.00	

Figure 186 - Sample Tip Report

Below Half Price Subscriber List

The Subs Below Half-price List (not shown) is a separate list in report format of any subscriber who is delivered this date and who has paid less than 50% of the normal subscription rate for their frequency and style of delivery. Although ABC no longer requires separate reporting restrictions on sales at less than 50% of the standard rate, the software still supplies the option to track and list these sales separately if you choose.

Start Cards

Start Cards (not shown) may be produced for new starts on each Carrier's route as well as any account that changes status from PIA to carrier collect or carrier collect to PIA. Each subscriber prints on its own 3"x5" postcard and different listing are produced for carrier collect subscribers versus PIA subscribers so they can be printed of different colored stock for easy reference by the carrier.

ABC Report

This ABC Report is a report of paid and unpaid circulation for this run date, by town code, for each delivery type defined in the ABC Names File. If you ran your mail labels previous to your bundle labels, mail will also show up.

If you want an ABC report for another day or a longer period of time, such as a week, month or quarter, run the ABC Report found on the Carrier Reports menu.

District Manager Performance Report

This is a route-by-route breakdown, by district, of the day's activity for this run date. For each route within a district it shows the comments, starts, stops, PIA's, payments, billings and delivered draw. There is a comment recap for each route by dispatch code and a stop/start recap by reason code.

Bundle Label Run File Updates

If you have selected to Update Master Files, after the reports have begun printing, the appropriate files will be updated in preparation for the next publishing day's bundle run and bill processing. The following messages will display on the screen showing you the status of the update:

UPDATING MASTER, DRAW CHANGE, AND PREPAID FILES

If this is a regular run, the Daily, Sunday and/or Odd draws in the Carrier Master File for the base route are updated based on appropriate starts, stops, and draw changes. If there are free papers, the total free field is updated. The TMC draw is updated by starts and stops of the regular paper if you have selected to do so in the Paper Information File control record. The draw change calendar will be shifted one day. The appropriate draw and PIA credit transactions are added to the Cash History File.

If you are releasing tips and there are tips to process, tip transaction records are added to the Temporary Charge/Credit File with the code "TP". If there were substitute Carriers, substitute charge and credit transactions are added to the Temporary Charge/Credit File with the codes "SC" and "SU", respectively. The Delivered History File is updated for the ABC or CAC report. If this is a TMC run, TMC credit transactions are put into the Temporary Charge/Credit File for each Carrier with the code "TM".

UPDATING CARRIER TIPS

Updates the HELD and GIVEN fields in the Subscriber Master File.

UPDATING STARTS/STOPS HISTORY FILE

Start, Stop, Temporary Start and Temporary Stop transactions are put into the Starts/Stops History File. It also replaces the subscriber code with the default carrier-collect or default ex-subscriber code depending on the "STOP PIA AT GRACE" flag in the Paper Information File control record.

UPDATING MOVES

Processes Carrier delivered subscriber moves and route changes.

UPDATING DAILY COMMENTS

If a regular run, transfers comments/complaints that have reached the ending print date from the Daily Comment File to the Comment History File. If this is a TMC run, removes non-subscriber comments from the Daily Comment File.

UPDATING MESSAGES

Removes Bundle Label Messages that have reached their final print date from Message File.

UPDATING TOWN PERCENT CHANGE FILE

Deletes percent change records from file.

UPDATING PREPAID HISTORY FILE

Updates Prepaid History File with prepaid amounts.

Item 12 - Late Orders System

If a dealer sells out of papers and wants more, or a Carrier is short, this program allows you to enter small orders quickly. It will update the delivered history and billable draw, but will not update draws or PIA credits. This may be run any time after the original label run.

Select Item 12 - Late Orders System from the Carrier Daily Functions menu. To enter a new late order choose "A"dd. To modify an existing late order, choose "c"hange. Enter an appropriate date and route.

```

shemp
LATE ORDER MAINTENANCE      T:A      DATE  10/17/2008-FRIDAY
YOUR NEWSPAPER NAME        ROUTE  4529-CAREY ELDER

          1 DRAW          1
          2 MD
OK ? █
  
```

Figure 187 - Sample Late Order Entry

DATE ROUTE

You may enter any valid publishing day, but if you press [ENTER], it will default to the last publishing date from the bundle label run. If the day you enter is not a publishing day, it will not let you continue. Also enter the one to four digit route number for the carrier or dealer who has requested the order.

DRAW

Enter the Daily draw and/or Odd draw requested.

Late Order Listing

The late orders entered are stored in a file by date and route number. When listing these, you may select a range of dates and route numbers. You may recap these options by publication number or load code.

Late Order Processing

In order to process late orders, press "P" from the Late Order Entry task menu. You may select a range of dates and/or route numbers. You will also be asked if you want to print bundle labels and/or update the master files. If you selected to print bundle labels, you will need to enter the bundle sizes, and you may select to print marker labels between publications. If you update the master files, this will update only the delivered history (ABC report) and billable draw. This will not look for starts, stops or PIA's, so it will not update Carrier draws or PIA credits. If this order is for a new start, you must remember to enter the new start. Corresponding adjustments should be made in the delivered history file for Unaccounted-for, Office Use or Service Copies to match actual Net Press Run.

Item 13 - Billing Procedures

The Billing Procedures program produces Carrier bills for each route, as well as prints several necessary reports, updates several files and prepares the system for the next billing cycle, automatically. There are three parts to the billing cycle: the parameter entry; the stripping, sorting, and printing of the bills and selected reports or listings; and the updating of the files. The printing of bills may be done independent of the updating of files so that you can review the bills and make any necessary changes before reprinting the bills and updating the files.

You can print either actual, or estimated bills. You can print them on plain paper or a form of your own design. A ledger of the routes billed for the selected billing cycle will print, whether you select to update the files or not. A listing of the PIA subscribers, and the days and amounts of credit given during the billing cycle, is available upon request. You may process immediate turnovers without producing a bill during the billing cycle, or process turnovers at the end of the billing cycle, producing a final bill. When you select to update files, an aging report for terminating routes is printed.

Entering Billing Procedures

Select Item 13 - Billing Procedures from the Carrier Daily Functions menu. When prompted, enter your Operator Initials and Verification Code.

```

shemp
BILLING PROCEDURES
YOUR NEWSPAPER NAME

ENTER BILLING CODE TO BE BILLED   W

IS THIS FOR ACCRUALS ONLY ? (Y/N) N

PRINT IN ROUTE, DM, OR LOAD ORDER ? R

PRINT PRE-PAIDS REPORT ? (Y/N) Y

STARTING ROUTE NUMBER TO BE BILLED (1-9900)   4529
ENDING ROUTE NUMBER TO BE BILLED (4529-9900)  4529

UPDATE MASTER FILES ? (Y/N) Y

ENTER PERIOD STARTING DATE 10/01/2008
ENTER PERIOD ENDING DATE   10/31/2008

DO YOU WISH TO RUN THE TURNOVER ROUTINE ? Y

OK ? (Y/N/E) 
  
```

Figure 188 - Sample Billing Procedures

DO YOU WANT TO DO IMMEDIATE TURNOVERS ONLY?

You can perform turnovers in one of two ways: immediate (prior to running the billing cycle) or regular (at the end of the billing cycle).

Answering "Y"es, will not produce a bill. You will be asked if you want to "KEEP UNBILLED PAPERS/PIAS WITH OLD CARRIER". Answer "Y"es to copy paper transactions for dates already published this billing cycle to the turn-over route # so they will appear on a bill for the old carrier.. Answer "N"o to keep all charges and credits on the existing route to eventually be billed to the new carrier.

If you answer "N"o to doing immediate turnovers only, you will see the following:

ENTER BILLING CODE TO BE BILLED

Specify the appropriate billing code.

IS THIS FOR ACCRUALS ONLY

Enter a "Y" if you are billing part of the cycle at the end of the accounting period to update the paper charges, PIA credits, and returns posted to date to the general ledger only. Enter an "N" if this is a normal billing run for the routes.

PRINT IN ROUTE, DM, OR LOAD ORDER

Specify whether to print the ledger and bills in "R"oute, "D"istrict Manager, or "L"oad order.

PRINT PREPAIDS REPORT? (Y/N)

Specify whether to print a Prepaids Report at this time. If so, the Paper Information File control record has two prompts that affect this report. The "DAYS TO RETAIN PIAS" prompt refers to how many days past the grace date should PIA subscribers appear on the PIA list. If you answered "Y"es to the "LIST PIAS BY NAME" prompt, the PIA listing will be sorted in name order, otherwise, it will be sorted by address.

STARTING ROUTE NUMBER TO BE BILLED (1-200)**ENDING ROUTE NUMBER TO BE BILLED (1-200)**

Enter the starting and ending route numbers to be billed. Pressing [ENTER] twice will accept the default range of all (1 thru 200).

UPDATE MASTER FILES? (Y/N)

Specify whether to update master files based on the new information. If you are printing bills this time, and you will be updating next time, answer "N"o. You may print and update on the same pass or separate the procedures.

ENTER PERIOD STARTING DATE**ENTER PERIOD ENDING DATE**

Enter the starting and ending date range for the billing period. Pressing [ENTER] at either prompt will default to what the system has calculated should be the beginning and ending dates based on past runs for this billing code.

DO YOU WISH TO RUN THE TURNOVER ROUTINE?

If you answered "Y"es to the prompt "UPDATE MASTER FILES" above, you will have the option to process turnovers at this time. You may perform turnovers in one of two ways: immediate (prior to running the billing cycle) or regular (at the end of the billing cycle). Answering "Y"es to this prompt will allow a final bill for the old route to be produced. If you are printing estimated bills, this will allow the printing of an estimated bill for the new route.

If you are putting a new Carrier on a route, you must create a new route with the appropriate Carrier information and, if applicable, estimated billing information. Enter the original and new route numbers into the Route Turnover File in the proper order. Refer to Chapter 13 Item 13 - Route Turnover Entry and Chapter 13 Item 14 - Route Turnover List for how to create and maintain the file.

Billing Procedures Reports

Carrier Prepaid Listing for Bills

This is a route-by-route listing of the PIA subscribers that were on each route during the billing period, and the amount of credit given. There is also a totals page. The listing shows the account numbers, names, addresses, paid date, start date, expiration date, the days delivered and the total credits for each account, accumulated to a total number of PIA's and total credit given for each route.

Circulation Bill Ledger

The ledger shows the routes that you selected to print and/or update bills for. The top of the ledger shows whether this is a proof or update run. It also shows the billing code and the date range selected. The body of the ledger shows the weekday and Sunday draws and draw charges, payments, discounts, checks and direct charges and credits previously applied to the balance due, permanent and temporary charges and credits that are included at billing time, estimated PIA credits and draw charges (if estimated billing), and the final balance due. Recaps of non-direct charges/credits by rate code, totals by publication and delivery type, insurance charges by amount, bond charges by amount and draw/tax charges by draw type are printed on separate pages.

From left to right, the following financial fields appear on the report:

WKDY-DRAW

Top row - number of daily papers charged to route.

Bottom row - value of daily papers charged to route.

SUN-DRAW

Top row - number of Sunday papers charged to route.

Bottom row - value of Sunday papers charged to route.

TOT-DRAW

Top row - number of total papers charged to route.

Bottom row - value of total papers charged to route.

PREV-BAL

Amount owed by Carrier at end of last billing cycle.

PAYMENTS

Amount paid by route since last bill.

DISCOUNT

Amount discounted to route since last bill.

UNPD-BAL

Amount route currently owes, net payments and discounts.

CHARGES

Total direct, permanent and temporary charges to appear on this bill.

CREDITS

Total direct, permanent and temporary credits to appear on this bill.

NEW-PIA

Amount credited to route for estimated PIA delivery. This amount will not be included in the BAL-DUE column if you do not maintain estimated balances.

NEW-EST

Amount charged to route for estimated draws. This amount will not be included in the BAL-DUE column if you do not maintain estimated balances.

BAL-DUE

Amount route now owes you. This amount will be either an estimated or actual amount depending on whether you are maintaining estimated balances or not.

Carrier/Dealer Bills

You may choose a Carrier billing form. There is some basic information that is available to print on the bills no matter how they are formatted. The name and address of the regular or base route receiving the bill, a calendar of draws for the billing period, charges, credits, payments, etc. that were previously applied to the balance due, other charges and credits not previously applied, billing estimates for next month (if applicable), and totals and final balance due.

READY TO PRODUCE CARRIER/DEALER STATEMENTS?

Enter "Y"es to print Carrier bills. Enter "N"o if you do not want to print bills this time through. Enter "T"est to print three copies of the first bill in order to align the printer, and then print the rest of the bills. Enter "R"estart from the same terminal or workstation to restart the printing of bills after they have already been printed once, such as if the paper jams in the printer. You may restart at a certain route number or from the beginning. Be sure to pick "R"estart if the bills have already been updated. This will allow you to stop the update from occurring again.

Billing Procedures File Updates

The Billing Update program updates the Carrier Master File, Cash History File and the G/L Transaction File. The rates used to calculate the financial information are taken directly from the Carrier Rate File at this time. If you have changed rates during the billing period, the financial information will be over or under stated.

On the Financials screen of Carrier Master File Maintenance, the previous balance, PRBAL, becomes the old balance due, the CHECK, AMTPD and DISCT fields are cleared for the next billing cycle, and 1099CR, 1099PC, SA-OWE and BALDU fields are updated. On the main screen of Carrier Master File Maintenance, the total free (F-TOT) field is cleared.

Cash history and G/L transactions are created for Daily and Sunday draw charges, Daily and Sunday returns, Daily and Sunday paper tax, free papers, Daily and Sunday PIA credits, PIA back credit, estimated draw, estimated PIA credits, last estimated draws, last estimated PIA's, direct and miscellaneous charges, and direct and miscellaneous credits.

Aging Report-Terminating Accounts

This is a listing, by route number, of the aging of the turned over routes.

Item 14 - Check Processing

The Check Processing program is an extension of the billing program. After running the bills and updating, you can print checks for those carriers with negative balances. In addition, you may now print checks for savings/bond amounts and miscellaneous amounts.

If you have selected to print checks for routes with negative balances, and if you want to accumulate small checks or not print a check for a route, answer "N" to the CK-PRT field in the Carrier Master File. If you select to print checks and update files, three test checks will print in order to allow you to align the check forms in the printer. If you are printing checks for negative balances, you use estimated billing, and the "UPDATE EST-BALANCE" flag in the control record of the Paper Information File is set to "N", the check amount will be the amount in the BALDU field in the financial screen plus the E-PIA\$ and E-DRW\$ fields on the estimated fields screen, otherwise it will just be the amount in the BALDU field. If you are printing checks for savings/bond, the check amount will include the SA-YTD plus the SA-PTD.

If these are checks for negative balances or miscellaneous, the BALDU field is effectively moved to the CHECK field and the BALDU field is cleared. Depending on the type of checks being printed, check transactions will be posted to the Savings History and/or Cash History Files and the G/L Transaction File is updated.

Select Item 14 - Check Processing from the Carrier Daily Functions menu.

CHECK TYPE: BALANCE, SAVINGS, OR MISC. (B/S/M)?

Select the type of checks you want to print. Do you want to print checks for routes with negative "B"alances? Do you want to print checks for routes with a YTD "S"avings/Bond amount? Or do you want to print checks for a "M"iscellaneous amount? Based on your selection, you will be asked some or all of the prompts that follow.

TRANSACTION POSTING DATE?

Enter the posting date of this billing transaction.

PERIOD ENDING DATE?

Enter the ending date of this billing.

BILLING CODE?

If these checks are for negative "B"alances, enter the billing code of the routes you want to process - i.e. "W" for weekly, "M" for monthly, etc. It will process the checks for the routes with that character in the BILNG field in the Carrier Master File.

MINIMUM ALLOWABLE BALANCE?

If this is for negative "B"alances or "S"avings, enter the minimum balance for which you would like checks printed. Enter as a positive number.

STARTING ROUTE-#?**ENDING ROUTE-#?****PRESS [TAB] FOR A TABLE OF ROUTES**

Enter the starting and ending route numbers for the selected billing code or press the [TAB] key to get the following:

ENTER A TABLE OF ROUTES-[ENTER] TO END**PRESS [TAB] FOR A RANGE OF ROUTES**

Enter a table of specific route numbers.

PRINT CHECKS (Y/N)?

Do you want to print the checks? If you answer "N", only the check register will print. In addition, the files will not be updated.

UPDATE MASTER FILES (Y/N)?

Do you want to update the master files? If you answer "N", checks will not print. If you answer "Y"es and are printing checks for the "B"alance or "M"iscellaneous, the BALDU field will be moved to the CHECK field, clearing the BALDU, and cash history transactions will be created with the description, "CHECK ISSUED". If these are savings/bond checks, cash history and savings history transactions are created with the description, "BOND CHECK ISSUED".

OK (Y/N/E)?

Enter "Y"es to begin processing the options you have selected. Enter "N"o to reenter the answers to the prompts above. Enter "E" to abort the program.

STARTING CHECK NUMBER

Enter the first check number your printer will start printing on.

Item 15 - Cash History Inquiry

Cash is entered into the carrier Daily Cash File through the Daily Cash Entry & Listing program, and is posted to history by the Post Cash to History program. In addition, the TMC Master File Maintenance program, the Bundle Label run, the Carrier Billing program, the Day End program, the Late Orders program and the Carrier Check Printing program all put transactions in the Cash History File. These include draw charges, returns, cash, discounts, checks, PIA credits, back PIA credits, and temporary and permanent charges and credits.

Cash History transactions that have not appeared on a bill and have not been updated through the billing cycle appear as **Unbilled Transactions**. Transactions that have already appeared on a bill, and have been updated, appear as **Billed Transactions**. They are displayed here in reverse date order, with the newest first descending to the oldest. They can also be viewed on the Carrier Master File Maintenance - History Inquiry screen.

Running a Cash History Inquiry

Select Item 15 - Cash History Inquiry from the Carrier Daily Functions menu. Specify whether the results should be displayed on the "T"erminal screen, or sent to the "P"rinter. Next, enter the beginning and ending cash entry dates for the transactions you want to review. At the "OK?" prompt, type "Y" [ENTER], then enter the Route Number. Finally, specify whether you want to review "B"illed or "U"nbilled transactions? The column headings are described below.

shemp						
CARRIER CASH HISTORY INQUIRY						
YOUR NEWSPAPER NAME						
						ROUTE #: 4529
NAME: CAREY ELDER						
IN	POST-DAT	TRX-DATE	COD	DESCRIPTION	TRX-AMOUNT	BALANCE
VD	10/20/2008	10/31/2008		CHECK ISSUED	44.91	.00
VD	10/20/2008	10/31/2008	IN	CARRIER INSURANCE	2.50	44.91-
VD	10/20/2008	10/31/2008	MM	MID MONTH CHECK	25.00	47.41-
VD	10/20/2008	10/31/2008	PP	546 DAILY PIA CREDITS	290.45-	72.41-
VD	10/20/2008	10/31/2008	SP	74 SUNDAY PAPERS	28.91	218.04
VD	10/20/2008	10/31/2008	DP	472 DAILY PAPERS	189.13	189.13
*** NET BILLED					44.91-	
AJ	9/30/2008	9/30/2008		CHECK ISSUED	119.68	.00
AJ	9/30/2008	9/30/2008	IN	CARRIER INSURANCE	2.50	119.68-
AJ	9/30/2008	9/30/2008	MM	MID MONTH CHECK	25.00	122.18-
AJ	9/30/2008	9/30/2008	PP	1162 DAILY PIA CREDITS	600.85-	147.18-
AJ	9/30/2008	9/30/2008	SP	153 SUNDAY PAPERS	59.78	453.67
AJ	9/30/2008	9/30/2008	DP	983 DAILY PAPERS	393.89	393.89
*** NET BILLED					119.68-	
AJ	8/29/2008	8/29/2008		CHECK ISSUED	126.95	.00
AJ	8/29/2008	8/31/2008	SN	39 EXTRA INSERT 8/1 & 8/	1.56-	126.95-
Next <P>age, Reprint ill or <Q>uit ? P						

Figure 189 - Sample Cash History Inquiry

IN

The Initials of the operator that made the entry.

POST-DAT

TRX-DATE

PUB

The Posting Date and Transaction Dates for the entry, and the Publication Number associated with the transaction.

DESCRIPTION

The text Description of the transaction.

TRX-AMOUNT

BALANCE

The Transaction Amount and the resulting Balance.

Re-printing a Bill

When viewing the BILLED cash history, you receive a prompt at the bottom of each screen that displays <N>ext Page, Reprint ill or <Q>uit. Entering a "B" at this point will give you the option to re-print a bill for this route from a prior period. You will need to enter "DATE" which is the period ending date for the bill you wish to re-print.

Item 16 - Stop/Start History Inquiry

The Stop/Start History File is updated by the Bundle Label Printing run for carrier-delivered subscribers, if you select the option to "search for stops and starts". Besides placing start and stop messages on the bundle labels, this procedure maintains the Stop/Start History File. The history is optionally updated for mail-delivered subscribers during the Mail Label Printing run. Entries are displayed in reverse date order, with the newest first descending to the oldest. These may also be viewed on the Carrier Master File Maintenance - History Inquiry screen. This program has the additional capability of allowing the modification of the stop or start reason codes.

Select Item 16 - Stop/Start History Inquiry from the Carrier Daily Functions menu. Specify whether the results should be displayed on the "T"erminal screen, or sent to the "P"rinter. Next, enter the starting and ending transaction entry dates for the transactions you want to review. At the "OK?" prompt, type "Y" [ENTER], then enter the Route Number. The column headings are described below.

TRX-DATE	INI	TYPE	STR	STP	ORIG	ACCT-#	NAME
1 10/17/2009	BB	PAYMENT	VAC	EXP		37990	TATRO, MARION 120 BETTIS ACADEMY RD
2 10/15/2008	PR	PAYMENT	VOL	EXP		37864	KIRCHOFF, GEORGE 100 DEERWOOD DR
3 10/13/2008	BB	PIA-INQ	VAC	EXP		37990	TATRO, MARION 120 BETTIS ACADEMY RD
4 10/11/2008	JB	PAYMENT	KTT	EXP	OCT	37732	PARKS, DON 212 E UNIVERSITY DR
5 10/09/2008	CD	PAYMENT	VOL	EXP		37457	KECK, ANDREW 404 E JUDY LYNN DR
6 10/08/2008	BL	PAYMENT	VOL	EXP		37874	WOOD, ZACH 201 DEERWOOD DR
7 10/03/2008	AJ	PAYMENT	VOL	EXP		37912	DEVOL, PAUL 521 DEERWOOD DR
8 9/30/2008	AJ	PAYMENT	CUR	EXP	JUN	37499	PEDERSON, BUCK 228 E BUENA VISTA AVE

<M>odify Reason, Next <P>age or <Q>uit ? P

Figure 190 - Sample Stop/Start History Inquiry

TRX-DATE
INI

The Transaction Date and Initials of the operator that made the entry.

TYPE
STR
STP
ORIG

The Type, Start Code, Stop Code, and Origin Code values of the transaction.

ACCT-#
NAME

The subscriber's Account Number and Name.

CHAPTER 12 • LISTINGS

This chapter describes the selections available from the Listings portion of the Carrier Daily Functions and Listings menu, Items 17-23. The Listings programs allow for a variety of daily and periodic carrier-related operations - i.e. creating custom strip lists, generating carrier mail labels and return cards, and managing vacant accounts and circulation codes. This menu typically appears when you login, but can also be accessed by typing "CA" [ENTER] from any other system menu. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.



Figure 191 - Carrier Listings Menu

Item 17 - Master File Strip & Lists

The master file list program was designed with flexibility in mind. You can print a listing of any subset of carriers, dealers, racks, etc. You have the ability to generate a random list or feathered list. You can also assign answer sets so that you do not have to answer the prompts again for each run.

Select Item 17 - Master File Strip & Lists from the Carrier Listings menu. There are three sections to this program: the Parameters Entry, the Strip, and the List Definition section. The **Parameters Entry** section contains a list of prompts that have to do with feathering and random list generation. The **Strip** allows the ability to select which master file records you want to produce a list for, and in what order, by allowing you to select and sort on any combination of data fields. The **List Definition** section allows you to define the type of report and format.

Parameters Entry

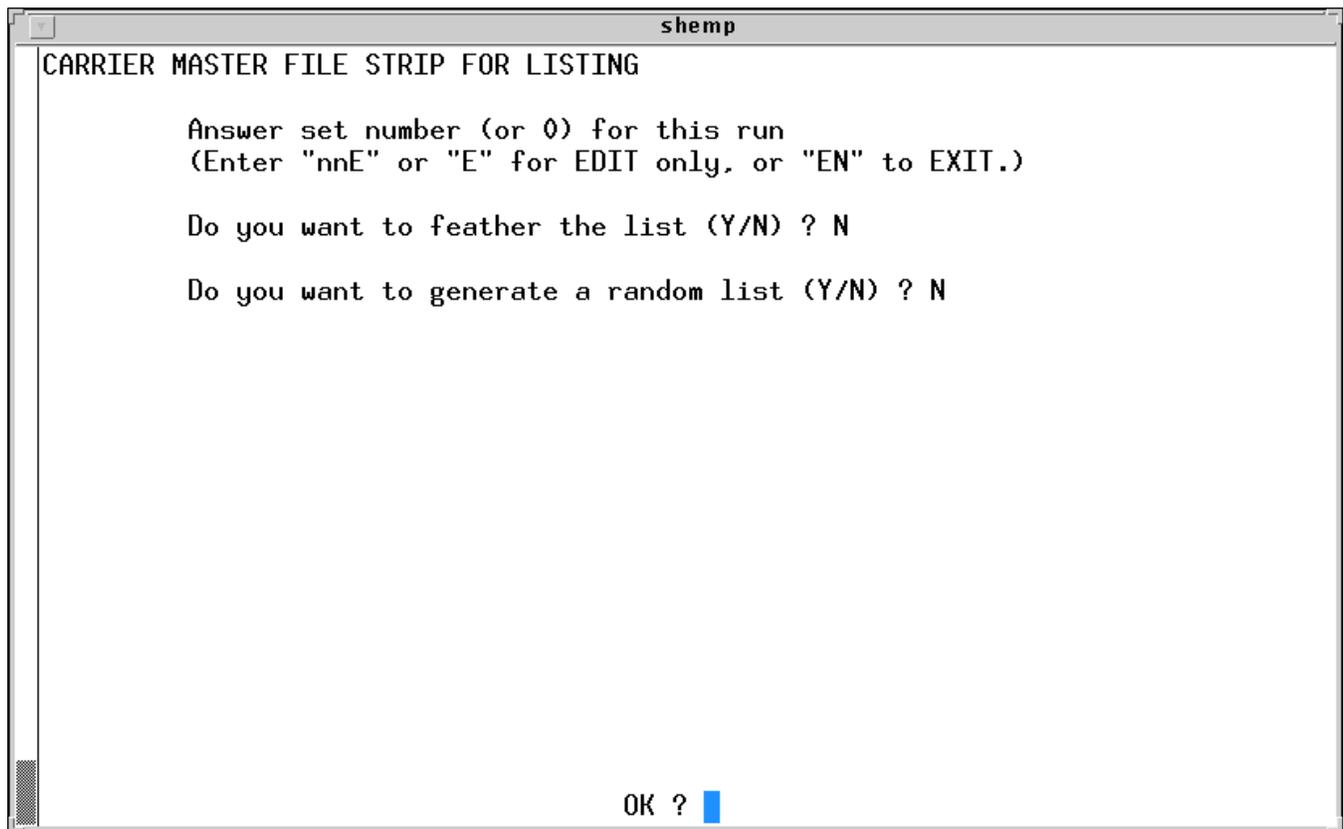


Figure 192 - Master File Strip Parameter Entry

Answer Sets

Answer set number (or 0) for this run __
(Enter "nnE" or "E" for edit only)

An answer set saves the answers to all the prompts asked in the strip program to a file for use again and again. If you create and use answer sets, you will not need to answer most of the prompts and strip specifications the next time. Answer sets for mail labels are stored under the name CLMAS.Ann, where "nn" is the answer set number, from 1 to 99. If you created an answer set from a previous mail label run and want to use it again, enter the answer set number here. In other words, if a listing for all carriers for publication 1 in town code 04 was saved using answer set #22, enter that number here and the only prompts you will need to enter are date related.

If this is a new run and/or you want to create a new answer set, press [ENTER] or "0" and [ENTER] here. Besides enabling you to create an answer set, this will also run the label program for that answer set. If you want to edit a new or existing answer set without running the labels for that answer set, enter "E" to edit a new answer set or "nnE" to edit an existing answer set. If you are editing an existing answer set, the previous answers to the prompts will display and allow you to change them.

The last prompt in the strip will ask you what answer set number you want to use to save the answers to the prompts and strip specifications that you just entered. You can enter a new answer set number or override the old one at this time.

Feathering

Do you want to feather the list (Y/N) ? _
Number of routes to include : ____
Out of how many routes ____
Number of routes to skip ____

Feathering allows you to skip a number of routes from the range of routes you select in the Strip. Enter the number of routes that you want to include, out of how many routes, and how many routes to skip before starting. For example, you want to a report of 1 out of every 9 dealers beginning at the 12th one. In this case, the number of addresses to include would be 1, out of how many addresses, would be 9, and it would skip the first 11. In other words, the first 11 accounts selected by the strip specifications would be skipped, then the 12th would be included, the next 8 would be skipped, and the next one would be included, then the next 8 would be skipped, etc., until it reaches the maximum.

Random List

Do you want to generate a random list (Y/N) ? _
Number of routes to include : ____

Generating a random list is an excellent way of sampling. You may want to create a random list of 100 carriers. Include 100 routes and set up the strip specifications to look for carrier routes.

The Strip

The Master File Strip is similar in function for mail labels, master file listings, and batch coding, and enables you to select which routes will be selected from the master files, and in what order they will be sorted. The screen shows a numbered list of all the fields on the master files, from 1 - 50.

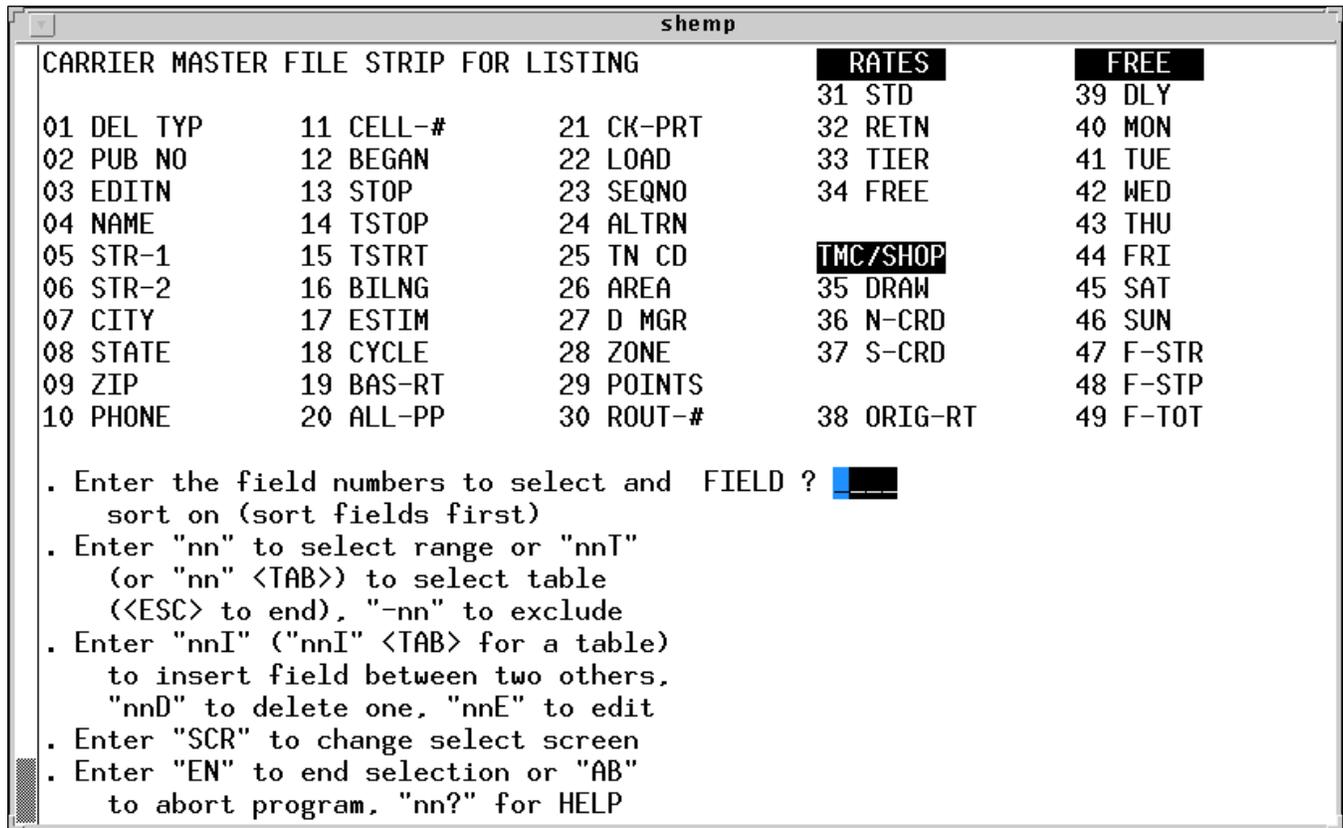


Figure 193 - Master File Strip Screen #1

There are three other screens of data selected by typing "SCR" at the "FIELD?" prompt for each screen. The second screen shows the draw, rate, savings, charge and credit fields. The third screen shows the financial, estimate, L-PIA, and "other" fields. You may select from these fields in various combinations in order to select ranges of routes.

```

shemp
CARRIER MASTER FILE STRIP FOR LISTING
DRAWS          ODD DRAWS      ODD RATES      CONTRACT      DROP LOCTNS
01 DLY          10 MD          19 MD          28 SS-NO       38 DLY DROP
02 MON          11           20           29 F-TAXID     39 SUN DROP
03 TUE          12           21           30 FAX-#
04 WED          13           22           31 BIRTH
05 THU          14           23           32 INSU-EXP    E-MAILS
06 FRI          15           24           33 CONT-EXP   40 EMAIL
07 SAT          16           25           34 DRVL-EXP   41 DSP E-ML
08 SUN          17           26           35 DRV-LIC#   42 ALT E-ML
09 TIER         18           27           36 EXT-NAME   SINGLE COPY
                                37 P/O NAME   43 SUGG ADJ
                                44 MAXM ADJ

. Enter the field numbers to select and FIELD ? █
  sort on (sort fields first)
. Enter "nn" to select range or "nnI"
  (or "nn" <TAB>) to select table
  (<ESC> to end), "-nn" to exclude
. Enter "nnI" ("nnI" <TAB> for a table)
  to insert field between two others,
  "nnD" to delete one, "nnE" to edit
. Enter "SCR" to change select screen
. Enter "EN" to end selection or "AB"
  to abort program, "nn?" for HELP

```

Figure 194 - Master File Strip Screen #2

shemp

CARRIER MASTER FILE STRIP FOR LISTING

SAVINGS/BOND	PERM-CHRG	PERM-CREDS	FINANCIALS	CODE L-PIA
01 ACCT#	08 CHRG-#1	16 CRED-#1	24 PRBAL	33 MD
02 SAVNGS	09 TYPE-#1	17 TYPE-#1	25 CHECK	34
03 SA-OWE	10 CHRG-#2	18 CRED-#2	26 AMTPD	35
04 SA-PTD	11 TYPE-#2	19 TYPE-#2	27 DISCT	36
05 SA-YTD	12 CHRG-#3	20 CRED-#3	28 BALDU	37
06 SA-INT	13 TYPE-#3	21 TYPE-#3	29 DU NIE	38
07 SA-MAX	14 CHRG-#4	22 CRED-#4	30 VNDR-#	39
	15 TYPE-#4	23 TYPE-#4	31 1099PC	40
			32 1099CR	41

- . Enter the field numbers to select and FIELD ?
- sort on (sort fields first)
- . Enter "nn" to select range or "nnI"
 (or "nn" <TAB>) to select table
 (<ESC> to end), "-nn" to exclude
- . Enter "nnI" ("nnI" <TAB> for a table)
 to insert field between two others,
 "nnD" to delete one, "nnE" to edit
- . Enter "SCR" to change select screen
- . Enter "EN" to end selection or "AB"
 to abort program, "nn?" for HELP

Figure 195 - Master File Strip Screen #3

shemp

CARRIER MASTER FILE STRIP FOR LISTING

NOTES	ESTIMATES	AGING	EFT
01 NOTE-1	08 E-PIA#	15 LAST	21 ACCT TY
02 NOTE-2	09 E-PIA\$	16 ONE	22 EXP DATE
03 NOTE-3	10 E-DRW#	17 TWO	23 AUTO PAY
04 NOTE-4	11 E-DRW\$	18 THREE	24 NOTE
05 NOTE-5	12 L-PIA	19 FOUR	25 LST PAID
	MISCELLANEOUS		26 LST P-DT
06 CALL-DT	13 MILES	20 HSE-#	27 LST RCVD
07 CALL-TI	14 TIME		28 LST R-DT

. Enter the field numbers to select and FIELD ?

sort on (sort fields first)

. Enter "nn" to select range or "nnI"
(or "nn" <TAB>) to select table
(<ESC> to end), "-nn" to exclude

. Enter "nnI" ("nnI" <TAB> for a table)
to insert field between two others,
"nnD" to delete one, "nnE" to edit

. Enter "SCR" to change select screen

. Enter "EN" to end selection or "AB"
to abort program, "nn?" for HELP

Figure 196 - Master File Strip Screen #4

The order in which the master file fields are selected is the order in which the routes will be sorted.

On-Line Help

An on-line help facility is available in the Master File Strip program similar to the on-line help facility in the Master File Maintenance program. If you enter a field number and a "?" in the "FIELD?" prompt, a brief one or two line explanation of the field will display at the bottom of the screen. For example, if you enter "19?" at the "FIELD?" prompt, the help message would read:

BAS-RT: BASE ROUTE, THE ROUTE NUMBER THAT THIS ROUTE'S PAPER CHARGES SHOULD BE
ACCUMULATED TO. ENTERING A ROUTE NUMBER HERE MAKES THIS ROUTE A SUB ROUTE

In this example, one line of message is displayed, and you must press the [ENTER] key to see the second line of message. Pressing the [ENTER] key again will bring you back to the "FIELD?" prompt.

Sorting Routes

You may select any field or group of fields from the master file that are displayed on the screen, and have your report print in that order. If you want a report of all routes delivering the morning edition of publication 1 in name order who you want to write checks for, you might select the NAME field first, PUB NO second, and EDITN third on the first screen, and the BALDU field on the third screen.

Entering Values for The Strip

FIELD?

As you select each field at the "FIELD?" prompt, a sequence number and an "*" will appear next to the field showing the order of the fields selected.

When done entering the fields you want, enter "END" at the "FIELD?" to continue defining listing parameters. Enter "AB" to abort the listing and return to the main menu. Enter "SCR" to select fields from another screen. Enter "SCR" again to change the screen back.

EDITING FIELDS

At any time during the selection of fields, whether you are creating or editing an answer set or not, you may insert a field between two fields, delete a field already selected or edit the table or range of a field. At the "FIELD?" prompt, enter "nnI" to insert a field (with a range) between two existing fields. "nn" is the field number, not the sequence number. Enter "nnI" [TAB] to enter a field (with a table). You will be asked, "INSERT THIS FIELD AS FIELD *__". Enter the sequence number for the order you want it to appear in - i.e. if you want it to be sequence number "02*", enter 2 or 02, wherein the existing "02*" will become "03*", "03*" will become "04*", etc. until the field sequence has been renumbered.

At the "FIELD?" prompt, enter "nnD" to delete a field. You will be asked, "OK TO DELETE ?". If the answer is "Y", the sequence will be renumbered accordingly. Enter "nnE" to edit an existing field. The default table or range values will appear in reverse video allowing you to change them until you answer "Y" to the "OK?" prompt.

SELECTING ROUTES

There are two ways to define which addresses will print on the list: By Range and By Table.

By Range

In the first previous example, at the "FIELD?" prompt enter "4" (NAME field) and [ENTER]. You will be asked "FROM?". If you want all names, press [ENTER] and blanks will appear in that field. You will then be asked "TO?". If you want all names, press [ENTER] again and tildes ("~") will appear in that field. In other words, the first sort field you have selected is a range of all names. Since it is the first field selected the names will be sorted alphabetically. If you select a numeric field and select [ENTER] to [ENTER], the "FROM?" value would have been zeros and the "TO?" value would be nines. If you select a financial field and want to search for all negative values, enter a "-999999" at the "FROM?" and "0" at the "TO?".

Examples:

NAME	PUBNO	EDITN	BALDU
FIELD ? 4_	FIELD ? 2__	FIELD ? 3_	FIELD ? 5_
FROM ? 0	FROM ? 1	FROM ? ME	FROM ?- 99999.99
TO ? ~~~~~	TO ? 1	TO ? ME	TO ? 0.00

Table 57 - Selecting Routes by Range

By Table

Suppose you wanted to print a list of routes who deliver both morning and evening editions. In that case you would want all routes with a "ME" or "AE" in the EDITN field. At the "FIELD?" prompt, you would type in "3T", which allows entry of a table of values, instead of a range.

Examples:

EDITN	ZIP
FIELD ? 3T	FIELD ? 9T_
Enter:	Enter:
ME AE	12123 12144

Table 58 - Selecting Routes by Table

When you have filled in the values in the table, press [ENTER] on the last one and press [ESC] on the next one. Up to 25 values may be entered, depending on the length of the field.

Total

If you want to print the total number of households within each town on the report, answer "Y"es to the "TOTAL?" prompt on the PUB NO field. If you want to print the total number of addresses within each postal route within each town, answer "Y" to the total prompt on the EDITN. If you want to start a new page when you start a new postal route, answer "Y"es to the "NEW PAGE?" prompt on the EDITN.

OK

You may enter "Y" at the "OK ?" prompt which will allow you to enter another field number, or you may enter "N" at the "OK ?" prompt to reenter the current field.

After setting the field values above, you will see the following:

Ascending or descending sort (A/D) ? _

If you answer "A", the listing will print in the sort order A to Z and 0 to 9. If you answer "D", they will print in reverse order. This prompt will not appear if you chose route number as the first sort field.

Strip List Definition

Strip List output can be generated in four different formats: Long, Short, Selected fields Print, and Selected fields File. The "selected fields" options allow you to choose selected fields to output into a 132 character wide file layout. This output can be printed or saved to a file. Below are samples of the printable listing formats.

Enter the desired listing version

Select the "Long" listing in order to print all the fields on each carrier/dealer route, including the financials, estimates and other fields.

Select the "short" listing to print only certain fields - i.e. name, street address, city, state, zip, telephone number, route number, edition code, and delivery type.

Select the "Email" listing to send a short email to the routes selected. .

Select "selected fields/Print" to print a listing of fields that you select. This gives a simple Report Writer capability. You may select up to 15 carrier/dealer fields from the screen to report on. When the "FIELD?" prompt appears again, enter the field numbers in the order you want to print them on the report. An "#" will appear between the field number and the field name - e.g. "04#NAME". You may select any fields from any of the multiple screens, including fields you have selected to strip and sort on.

Select "selected fields/File" to send a listing of fields that you select to an output file. The output file will be located in the "work" directory. The output file consists of one record per route, 1 to 256 characters in length, comprising from 1 to 15 user-selected fields. When the "FIELD?" prompt appears again, enter the field numbers in the order you want to put them into the file. An "#" will appear between the field number and the field name - e.g. "04 #NAME". You may select any fields from any of the multiple screens, including fields you have selected to strip and sort on.

If you want to send this listing by modem or diskette to another company (i.e. a mailing list), additional hardware and/or software may be required for compatibility.

From this point on, prompts will vary depending on the type of listing you chose.

If you selected the "Long" option you will be asked to choose the following:

Enter type of Listing Desired:

- 1) Routes Added
- 2) Routes Changed
- 3) Routes Deleted
- 4) Complete Listing

You may list the most current routes added, the most current routes changed or the most current routes flagged for deletion within the range of routes selected in the strip. You can also create a complete listing of all routes within the range of routes you selected in the strip. If you select listing type "3) Routes Deleted" you will see the following:

Delete Records Printed?

Answering "Y"es to this prompt will actually remove those routes from the master file after they have been printed.

Print report after processing ? _

Do you want to print the listing? You may not want to print the listing if you are just trying to find the number of addresses that match your specifications.

If you selected the "short" option you will be asked to choose the following:

Print report after processing ? _

Do you want to print the listing? You may not want to print the listing if you are just trying to find the number of addresses that match your specifications.

Output to printer or terminal (P/T)? _

If you selected the "short" master file listing or "selected fields/Print", you may display these listings to the Terminal screen or send the list to the Printer.

If you selected the "E-mail" option you will be asked to choose the following:

List accounts e-mailed __

You will be given the option to generate a hard-copy list of accounts e-mails are sent to

Enter E-mail subject line:

Enter the phrase you want to show as the subject for the e-mails you will be sending

Enter E-mail text:

Enter the text of the e-mail.

If you selected "selected fields/File" you will be asked to choose an output format:

**Fixed-Length, Comma, Tab, or
Pipe-Delimited (F/C/T/P) ?**

Specify the type of delimiter to use in the output file. "Fixed-Length is a widely accepted standard. "Comma delimited files are easy to open in spreadsheet programs, but can be problematic if your values have commas in them. "Tab and "Pipe delimited files are used by some other applications as an importable format. Your choice largely depends on your other software's needs.

Create Header Row __

Answering "Yes" will place the title of each field selected in the appropriate location of the first record in the export file.

Enter Output file name:

A default file name is provided, however any file name can be chosen.

If you selected the "selected fields/Print" option you will be asked to choose the following:

Print report after processing ? __

Do you want to print the listing? You may not want to print the listing if you are trying to find the number of addresses that match your specifications.

Print to printer or terminal (P/T)? __

If you selected the "short" master file listing or "selected fields/Print", you may display these listings to the Terminal screen or send the list to the Printer.

"Print detail ?" __

If you have asked for totals on one or more fields, you may print the subscriber/non-subscriber information or you may just print the total lines. Answer "No" to this prompt to print only the totals lines.

Report title: _____

If you are printing to paper, you will be asked to enter an optional 35-character report title.

Answer set # or [ENTER] to not save

Enter EN to abort job here. __

Enter optional answer set description _____

If you wish to save the answers to the prompts and the strip specifications, enter an answer set number here (1-99) and press [ENTER]. This response will save the answer set and continue processing the listing. If you want to abort the program, enter "EN" and [ENTER] to return to the main menu. Press [ENTER] by itself to continue processing the listing without saving the answers.

If you entered an answer set number, you will be asked to enter an optional answer set description. If you want to view a list of answer sets and their descriptions, select the Circulation Codes List from the Listing menu. Refer to Chapter 12 Item 23 - Circulation Codes List for more information.

Item 18 - Carrier Mail Labels

The Carrier Mail Labels allows you to print labels for any subset of carriers, dealers, racks, etc. You can print to almost any size label, from one to five labels across the page. You have the ability to generate a random list or feathered list. You can also assign answer sets so that you do not have to answer the prompts again for each run.

Select Item 18 - Carrier Mail Labels from the Carrier Listings menu. There are three sections to this program: the Parameters Entry, the Strip, and the Labels Definition section. The **Parameters Entry** section contains prompts that have to do with feathering and random lists generation. The **Strip** allows the ability to select which master file records you want to produce labels for and in what order by allowing you to select and sort on any combination of data fields. The **Labels Definition** section allows you to define the type of cards.

Parameters Entry

Answer Sets

Answer set number (or 0) for this run __
(Enter "nnE" or "E" for edit only)

An answer set is the answers to all the prompts in this strip program stored in a file for use again and again. If you create and use answer sets, you will not need to answer most of the prompts and strip specifications next time. Answer sets for verification cards are stored under the name CLLAB.Ann, where "nn" is the answer set number, from 1-99. If you created an answer set from the previous card run for the same parameter and strip specifications that you are about to enter, use the answer set number here. In other words, if a label run for all carriers for publication 1 in town code 04 was saved as answer set #22, use that number here and the only values you will need to enter are the date related ones.

If this is a new run and/or you want to create a new answer set, press [ENTER] or "0" and [ENTER]. Besides enabling you to create an answer set, this will also run the label program for that answer set. If you want to edit a new or existing answer set without running the labels for that answer set, enter "E" to edit a new answer set or "nnE" to edit an existing answer set. If you are editing an existing answer set, the previous answers to the prompts will display and allow you to change them.

The last prompt in the strip will ask you what answer set number you want to save the answers to the prompts and strip specifications that you just entered. You can enter a new answer set number or override the old one at this time.

Feathering

Do you want to feather the list (Y/N) ? _

Number of routes to include : ____

Out of how many routes ____

Number of routes to skip ____

Feathering allows you to skip a number of routes from the range of routes you select in the Strip. Enter the number of routes that you want to include, out of how many routes, and how many routes to skip before starting. For example, you want to a report of 1 out of every 9 dealers beginning at the 12th one. In this case, the number of addresses to include would be 1, out of how many addresses, would be 9, and it would skip the first 11. In other words, the first 11 accounts selected by the strip specifications would be skipped, then the 12th would be included, the next 8 would be skipped, and the next one would be included, then the next 8 would be skipped, etc., until it reaches the maximum.

Random List

Do you want to generate a random list (Y/N) ? _

Number of routes to include : ____

Generating a random list is an excellent way of sampling. You may want to create a random list of 100 carriers. Include 100 routes and set up the strip specifications to look for carrier routes.

The Strip

The master file strip is similar in function for mail labels, master file listing, and batch coding and enables you to select which addresses will be selected from the master files and in what order they will be sorted. Refer to Chapter 12, Item 17 - Master File Strip & Lists for more information.

Labels Definition

Label Layout

Enter the number of mail labels across that appear on the page. If there is just one label, you may define any width from 25 characters (2.5 inches) to 99, also you must enter the number of spaces in the left margin before printing begins. If there is more than one label across, the maximum width of each label will vary - e.g. 65 for 2 labels, 43 for 3 labels, 32 for 4 labels and 25 for 5 labels, since there can only be 132 printable characters on each line. The standard print size of a printer is 10 pitch or 10 characters per inch, therefore, a 3 inch label would be 30 characters across, and a 3 1/2 inch label will be 35 characters across. If you use 12 pitch or 17 pitch, the label width and spaces between labels will have to be adjusted accordingly.

Ordered horizontally or vertically (H/V) ? _

You will only be asked this prompt if you have selected more than one label across. The order should be chosen based on your method of attaching labels. If you use a hand held wing mailer, which accepts only a vertical column of sticky labels, choose the vertical order and break your labels into five strips or columns for the wing mailer. If your label machinery expects five labels on standard computer paper, and cuts and glues each row of five labels from the entire width of the paper, select horizontal order.

HORIZONTAL					VERTICAL				
1	2	3	4	5	1	6	11	16	21
6	7	8	9	10	2	7	12	17	22
11	12	13	14	15	3	8	13	18	23
16	17	18	19	20	4	9	14	19	24
21	22	23	24	25	5	10	15	20	25

Table 59 - Carrier Mail Labels Definition

Print Parents Names on Labels? _

Do you want to replace the carrier's or dealer's name with the parent's or owner's name on the mail labels? If you answer "Y" and if a parent or owner is present for a route in the Parent/Owner Names File, it will replace the name, otherwise it will use the carrier or dealer name on the label.

Do you want zip code on the city, state line (Y/N) ? _

If you want the zip code to print below the city, state print line, this takes an extra line. The zip code is customarily printed on the city, state line, but printing zip+4 zip codes on the city, state line will need 30 character, or 3 inch, labels defined. If you use 5-digit zip codes, put them on the city, state line.

Enter the # of lines from the top of one label to the next(-99) __

The total number of print lines you have selected will be calculated, and that will be the minimum figure displayed here. If these are 15/16 inch labels and your printer is set to six lines per inch, the maximum number of lines to print cannot exceed five plus one line between labels, or six total. If you set your printer to eight lines per inch, a maximum of seven lines can print on a one inch label with one line between labels, or eight total.

Do you want test sets of labels (Y/N) ? _

If you want to print a test set of labels so that you may align your printer, answer "Y" to this prompt. This will take the first label, or row of labels, and print it three times down the paper. You may stop the printer any number of times during the printing of the test labels to line them up properly. These three rows of labels will not be included in any count or reports and should be discarded after printing.

Answer set # or [ENTER] to not save

Enter EN to abort job here. __

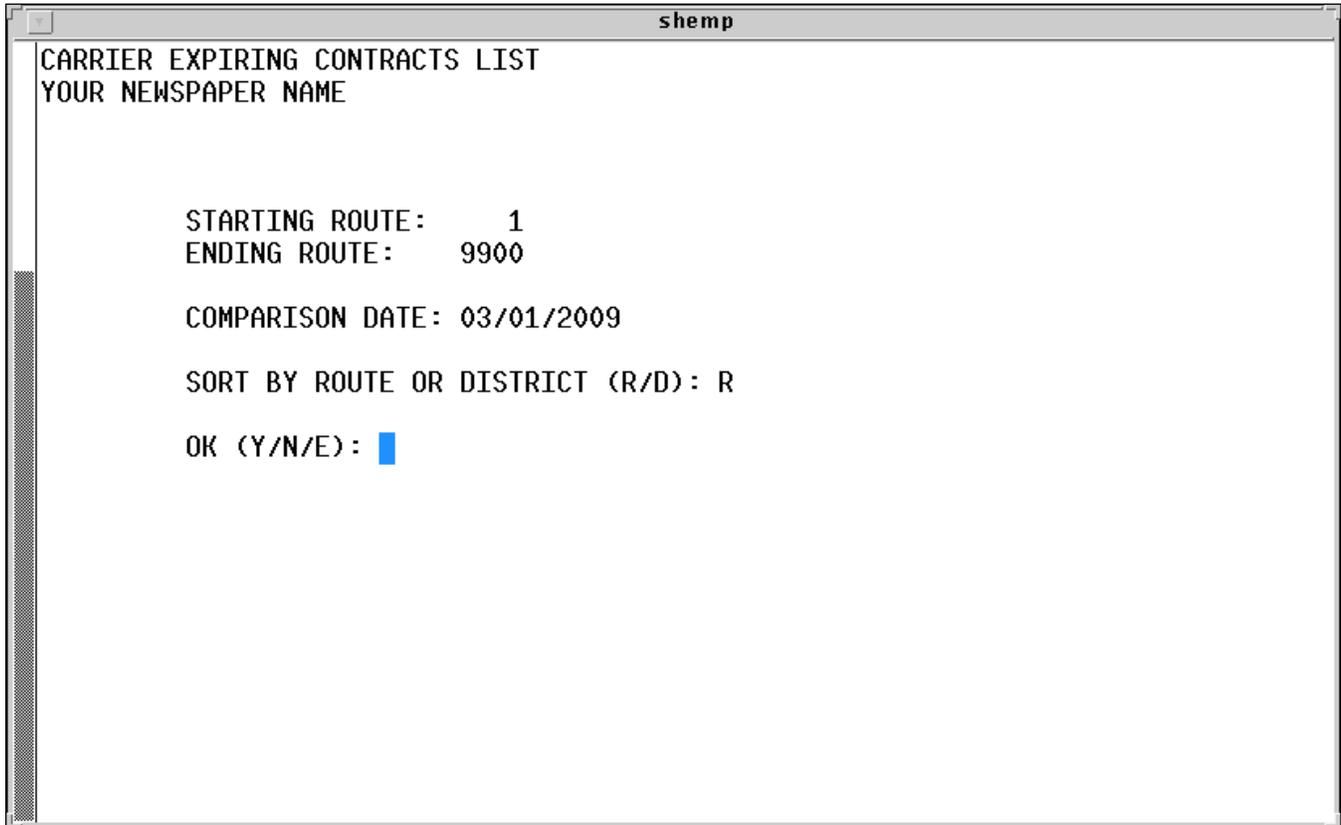
Enter optional answer set description _____

If you wish to save the answers to the prompts and the strip specifications, enter an answer set number here (1-99) and press [ENTER]. This response will save the answer set and continue processing the listing. If you want to abort the program, enter "EN" and [ENTER] to return to the main menu. Press [ENTER] by itself to continue processing the listing without saving the answers.

If you entered an answer set number, you will be asked to enter an optional answer set description. If you want to view a list of answer sets and their descriptions, select the Circulation Codes List from the Listing menu. Refer to Chapter 12, Item 23 - Circulation Codes List for more information.

Item 19 - Expired Carrier List

Select Item 19 - Expiring Carrier List is a list of all routes whose contract, driver's license, or automobile insurance either has expired or is about to expire this month or next month.



```
shemp
CARRIER EXPIRING CONTRACTS LIST
YOUR NEWSPAPER NAME

STARTING ROUTE: 1
ENDING ROUTE: 9900

COMPARISON DATE: 03/01/2009

SORT BY ROUTE OR DISTRICT (R/D): R

OK (Y/N/E): █
```

Figure 197 - Carrier Expiring Contracts List Screen

STARTING ROUTE:

ENDING ROUTE:

Enter the starting and ending route numbers you wish to review. Press [ENTER] twice for the default minimum and maximum range.

COMPARINSON DATE:

Enter a valid date. Only carriers with items expiring on or before this date will be considered for this report.

SORT BY ROUTE OR DISTRICT (R/D):

Enter "R". to sort the report by route number or "D". to sort the report by district manager code.

Item 20 - Return Cards

These are cards that are printed for the driver, in load and sequence order, to facilitate the recording of dealer and rack returns in the field.

Select Item 20 - Return Cards from the Carrier Listings menu.

```

shemp
DRIVER RETURNS CARDS
YOUR NEWSPAPER NAME

ENTER ALTERNATE SEQUENCE CODE NONE

STARTING LOAD CODE:
ENDING LOAD CODE: ~~~~

STARTING ROUTE NUMBER: 1
ENDING ROUTE NUMBER: 9900

ENTER PERIOD STARTING DATE : 1/01/2009

PRINT ACTUAL, ESTIMATED, OR NO DRAW (A/E/N) ? E

OK (Y/N/E) ? █
  
```

Figure 198 - Sample Return Cards Entry

ENTER ALTERNATE SEQUENCE CODE

Enter an alternate sequence code if necessary. Pressing [ENTER] alone will default to "NONE".

STARTING LOAD CODE: __

ENDING LOAD CODE: __

Enter the starting and ending load codes. Press [ENTER] twice for the default minimum and maximum load codes.

STARTING ROUTE NUMBER: ____

ENDING ROUTE NUMBER: ____

Enter the starting and ending route numbers. Press [ENTER] twice for the default minimum and maximum route numbers.

ENTER PERIOD STARTING DATE : __/__/__

Enter the starting date of the week of returns. If you press [ENTER] without entering a date, it will default to the current date.

PRINT ACTUAL, ESTIMATED, OR NO DRAW (A/E/N) ? _

Use the "A"ctual Daily and Sunday draws, "E"stimate the draws for the week selected, or use "N"o draw. The default value is "E"stimated.

Item 21 - Consolidated Drivers List

The Consolidated Driver's Report is the equivalent of the Driver's Manifest produced in the bundle label run, however, it adds the option of printing one report for multiple products. This report is always based on the last bundle run for any given product.

Select Item 21 - Consolidated Drivers List from the Carrier Listings menu.

```

shemp
CONSOLIDATED DRIVERS LIST
YOUR NEWSPAPER NAME

      PUB-#      LAST      STANDARD      MAXIMUM      ALT-STND      ALT-MAX
      PUB DATE      BDL-SIZE      BDL-SIZE      BDL-SIZE      BDL-SIZE

      1  10/17/2008      45          60           0           0
      2  10/15/2008       0           0           0           0
      3  10/15/2008       0           0           0           0

PRINT DRIVER RECAP (Y/N) Y

OK (Y/N/E) █

ENTER PUBLICATIONS TO INCLUDE (<ENTER> to END)
  
```

Figure 199 - Consolidated Drivers List

PUB-#

Enter the individual publications you want to include on this manifest. Upon entering a publication, that pub's last delivery date and bundle sizes will display.

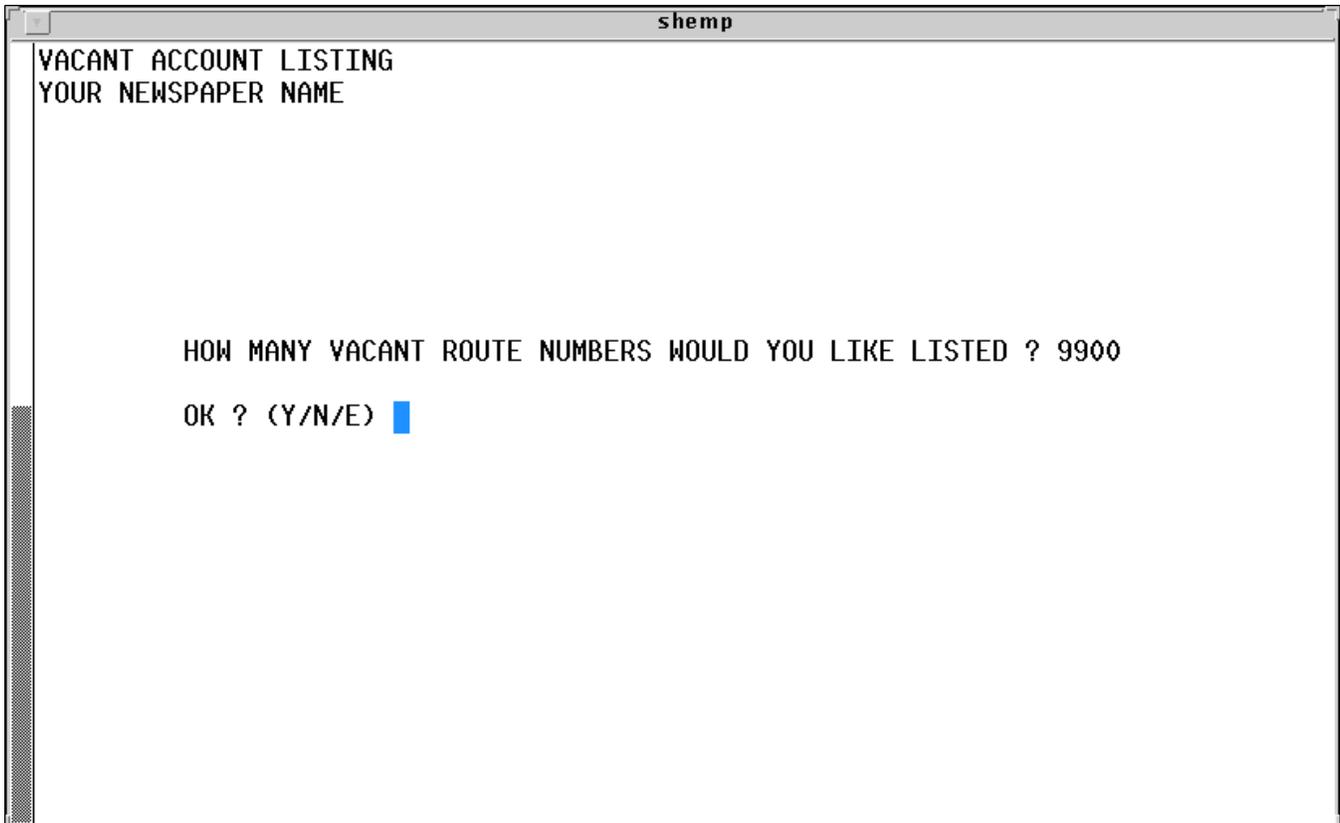
PRINT DRIVER RECAP

Enter "Y" to get a page at the end of the report that lists all load codes in order and the number of bundles for each load by product.

Item 22 - Vacant Account List

The Vacant Account List program generates a list of up to all the vacant accounts, or routes, in the Carrier Master Files. Vacant accounts are those routes with no name or address in the master file. If the master file is full, you may expand the files or delete turned over routes depending on available disk space and file size limitations. Refer to Circulation System Management for more information.

Select Item 22 - Vacant Account List from the Carrier Listings menu.



```
shemp
VACANT ACCOUNT LISTING
YOUR NEWSPAPER NAME

HOW MANY VACANT ROUTE NUMBERS WOULD YOU LIKE LISTED ? 9900
OK ? (Y/N/E) █
```

Figure 200 - Sample Vacant Account List Entry

Item 23 - Circulation Codes List

This program allows the ability to access any of the system rates or codes, for inquiry or listing only, without having to access the individual programs through the menus. Just select which file you want to view, and specify whether you want to view it on the screen or send it to the printer.

Select Item 23 - Circulation Codes List from the Carrier Listings menu.

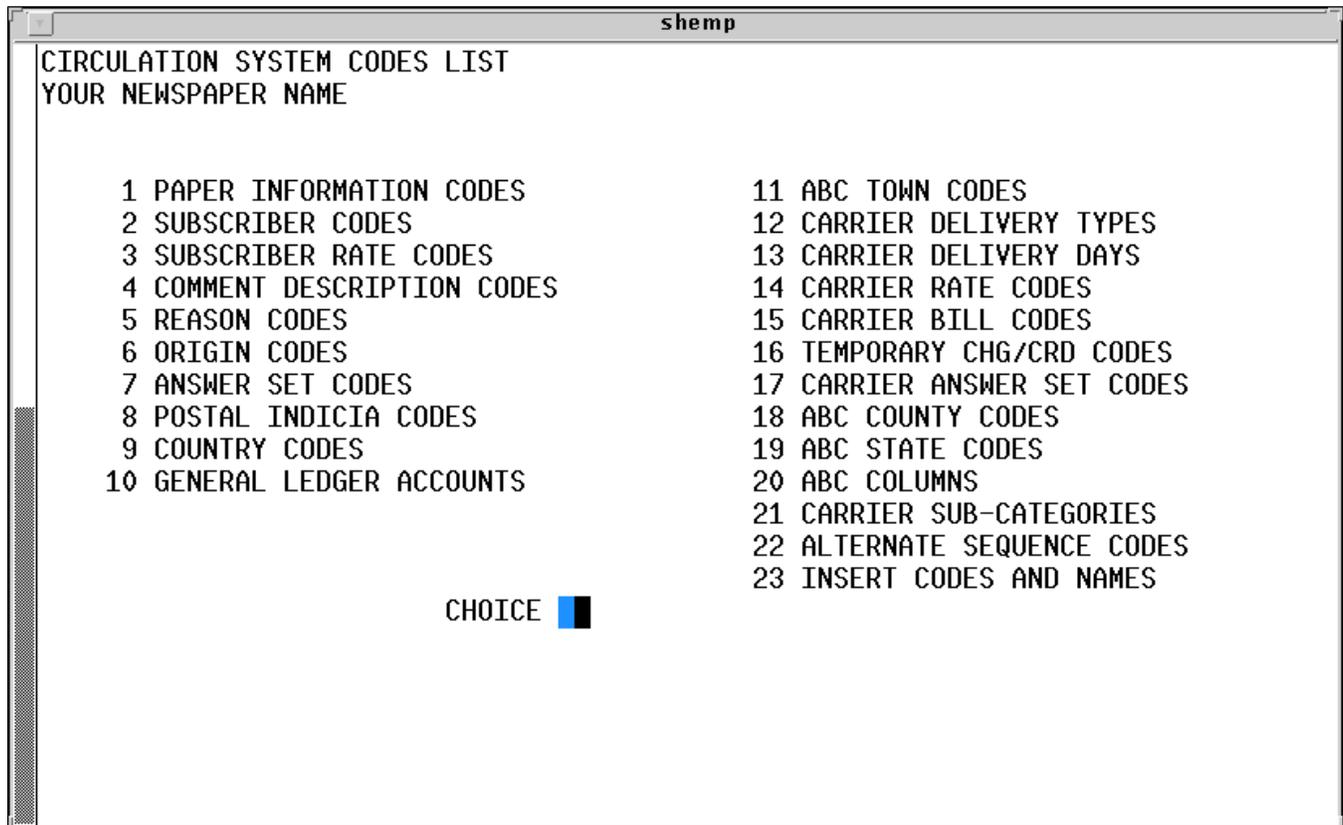


Figure 201 - Circulation Codes List - Selection Screen

CHAPTER 13 • SET-UP & LISTING

Proper configuration and maintenance of the Set-Up and Listing files keeps your Vision Circulation System running smoothly!

This chapter describes the selections available from the Set-Up & Listing portion of the Carrier Set-Up & Listing and Special Functions menu, Items 1-15. The menu is accessed from the Carrier main menu, or any of the other Carrier system menus, by typing "SS" [ENTER] at the selection line. The topics covered here include the ABC Town Code File, and a variety of carrier related data and control files. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.

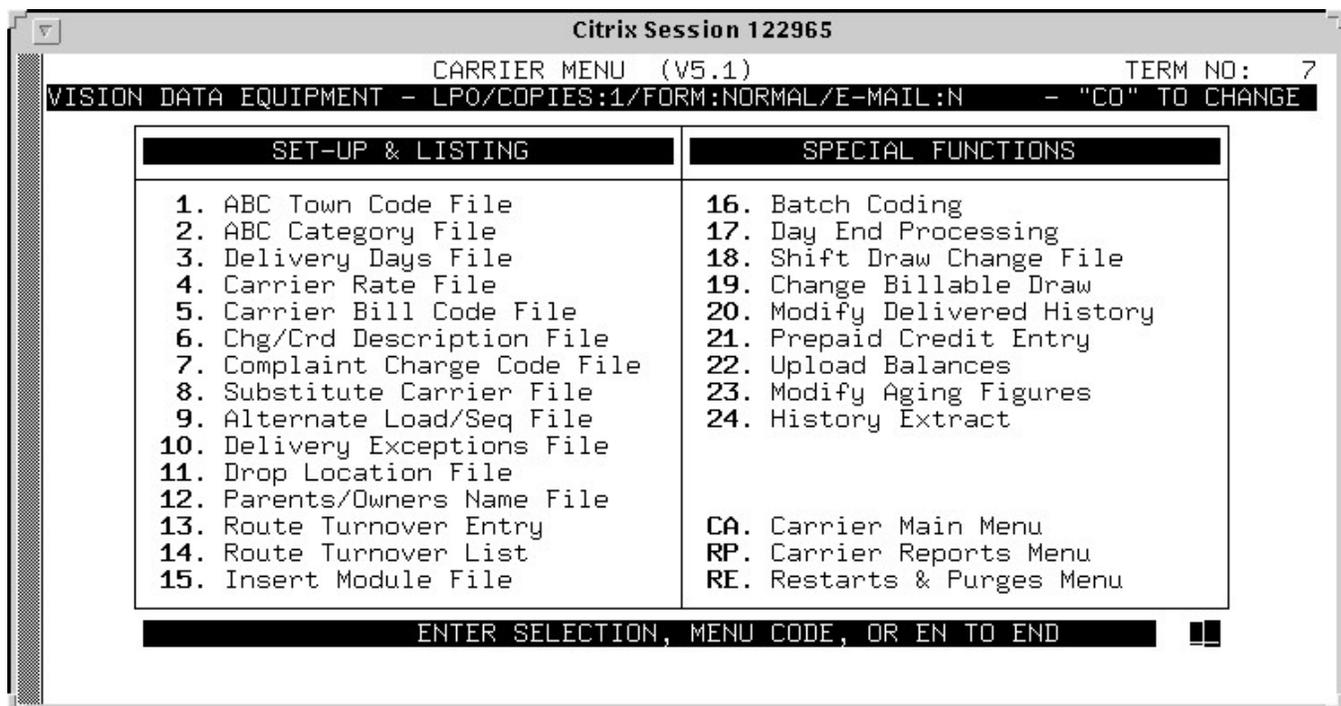


Figure 202 - Carrier Set-Up & Listing Menu

Item 1 - ABC Town Code File

The ABC Town Code File is the basis for the ABC or CAC reports. You must define state, county, and town designations so the ABC Report program knows where to put the delivered history for each town on the report. Two-character town codes are required to create the ABC Reports. Even if you are not ABC audited, you will still need to create at least one town code for "other u.s.". For towns with over 25 subscribers, you should have a separate town code assigned. At least one town code for miscellaneous towns should also be added. The TN-CD field on the Subscriber Master File for mail delivered subscribers and the TN CD field in the Carrier Master File must be filled in.

When you run mail labels, during the strip portion, you will be asked "do you want to update the ABC totals". This prompt should be answered "Y" if you are printing labels for an ABC audited publication. The draw for each town code is placed in the Delivered History File of the Carrier System, which in turn becomes part of the ABC or CAC and Delivered History reports. The publication updated is the one in the subscriber's account, and the date used is the one you supply for the prompt "Enter the publication date". When you run bundle labels, if you answer "Y"es to "update Master Files", that publishing day's draw for each route will be placed into the Delivered History File. Returns from dealers and racks are entered through the Daily Cash Entry & Posting program. Once the draws for mail and bundles, and returns are posted to the Delivered History File, you can run the ABC Report.

Select Item 1 - ABC Town Code File from the Carrier Set-Up & Listing menu.

```

shemp
T:A TOWN CODE MAINTENANCE          RECORD TYPE  1-TOWN NAME
                                     2-COUNTY NAME
                                     3-STATE NAME
                                     E FOR END.
  
```

Figure 203 - Sample New ABC Town Code Entry

RECORD TYPE

Specify the correct type at the "Record Type" prompt.

During initial setup, create your State and County values first, as the Town Code entry procedure will ask for the State and County codes during entry.

State Number Entry

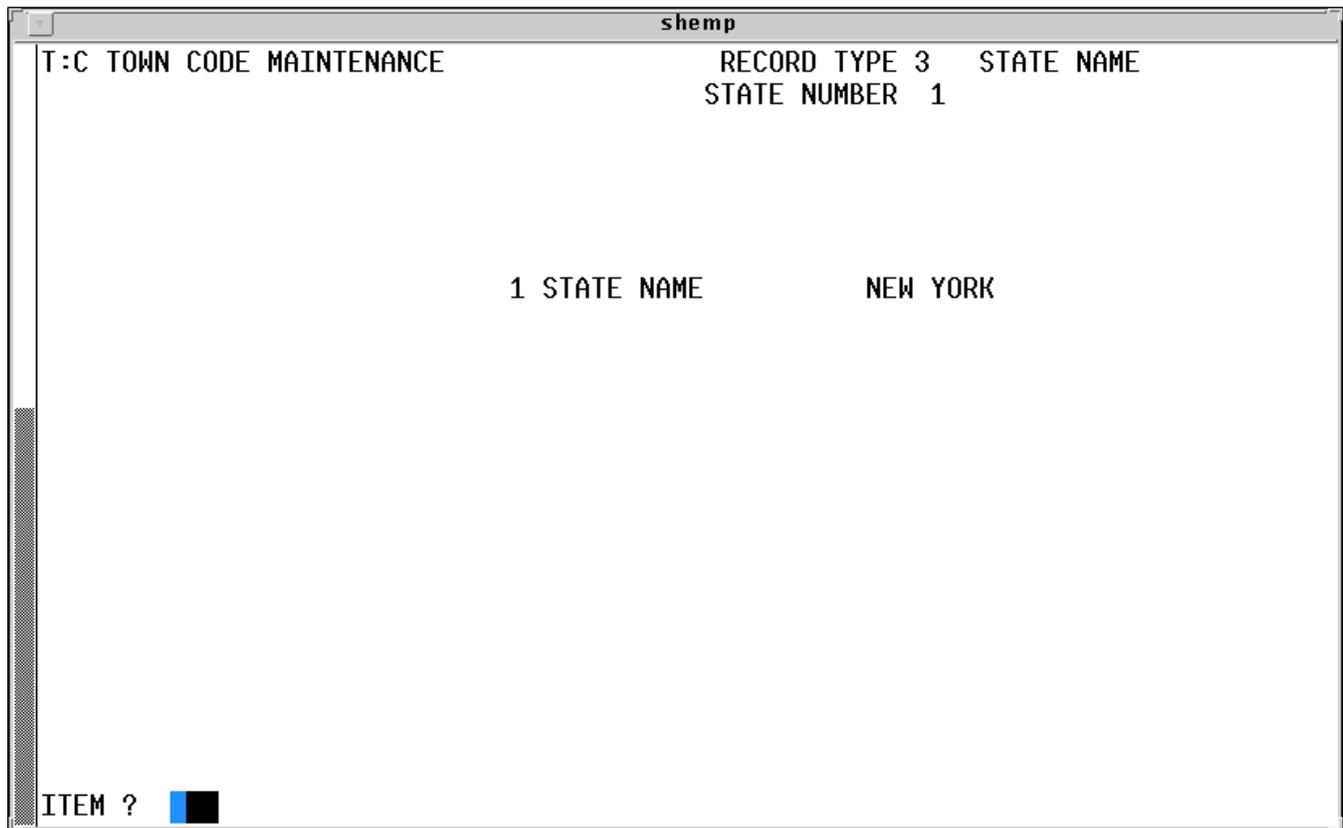


Figure 204 - Sample State Number Entry

STATE NUMBER

Decide which individual states you would like to have a total draw for on your ABC report. Assign a number (1-50) for each state, keeping in mind that state totals will be sequenced in low to high order on the report. Group together states for which you do not wish individual totals.

24 STATE NAME

Enter the name of the state.

Number	State Name
1	New York
2.	Vermont
3.	Other Northeast States
4.	Other States

Table 60 - Sample State Codes

County Number Entry

County Numbers are entered the same way as State Numbers shown above.

Town Code Entry

```

shemp
T:C TOWN CODE MAINTENANCE          RECORD TYPE 1  TOWN NAME
                                   TOWN CODE RE

                                   1 TOWN NAME          RENSSOLAER
                                   2 ZIP CODE           12144
                                   3 COUNTY NUMBER       1
                                   4 STATE NUMBER        1

                                   *-----PUBLICATION-----*
                                   1   2   3   4   5   6   7   8   9
ZONE- C/R/O  5 C   7   9  11  13  15  17  19  21
PMA -  Y/N   6 Y   8  10  12  14  16  18  20  22

ITEM ?  █
    
```

Figure 205 - Sample Town Code Entry

TOWN CODE

Enter the two-character Town Code. The order of these town codes will determine the reporting sequence (low to high) within ABC zone. A number of towns may be grouped together as if they were a single town.

Be careful of blank spaces. Remember that " 1", " 2", " 3", etc. and "1 ", "2 ", "3 ", etc. are not the same. On the ABC and other reports, a "1 " will appear between a " 9" and a "10" and a "2 " will appear between a "19" and a "20". To eliminate the possibility of this occurring, use a leading "0" for single digit numbers - i.e. "01", "02", "03", etc.

1 TOWN NAME

Enter the name of the town or city.

01..	Rensselaer
02..	Albany
PI	Pittsburgh
PH.	Philadelphia
NY.	New York

Table 61 - Sample Town Codes

2 ZIP CODE

Enter the zip code. If one zip code covers more than one town code and they are both in the same ABC zone, the ABC report will print each town code's total and then the zip code total. If one town code covers more than one zip code, leave this field blank.

3 COUNTY NUMBER

Enter the county number, defined previously, for this town.

4 STATE NUMBER

Enter the state number, defined previously, for this county and town.

PUBLICATION

For each Publication, enter values for the following:

ZONE-C/R/O

Enter the ABC zone for this town for this publication (1-9) - e.g. "c" for City zone, "r" for Retail Trade zone or "o" for Other zone.

PMA-Y/N

Is this town/publication combination in your Primary Market Area?

Item 2 - ABC Category File

The ABC Category File program provides the means for defining your ABC Report. It allows you to define the columns, categories, and sub categories that you track and report on. By providing you with the ability to define your own report, you can customize the report output to meet the needs of ABC, CAC, or other auditing agencies.

Select Item 2 - ABC Category File from the Subscriber Set-Up & Listing menu. To create a new product, type "A" [ENTER] at the "TASK" prompt. To modify an existing product, type "C" [ENTER] at the "TASK" prompt. Enter the field parameters as defined below.

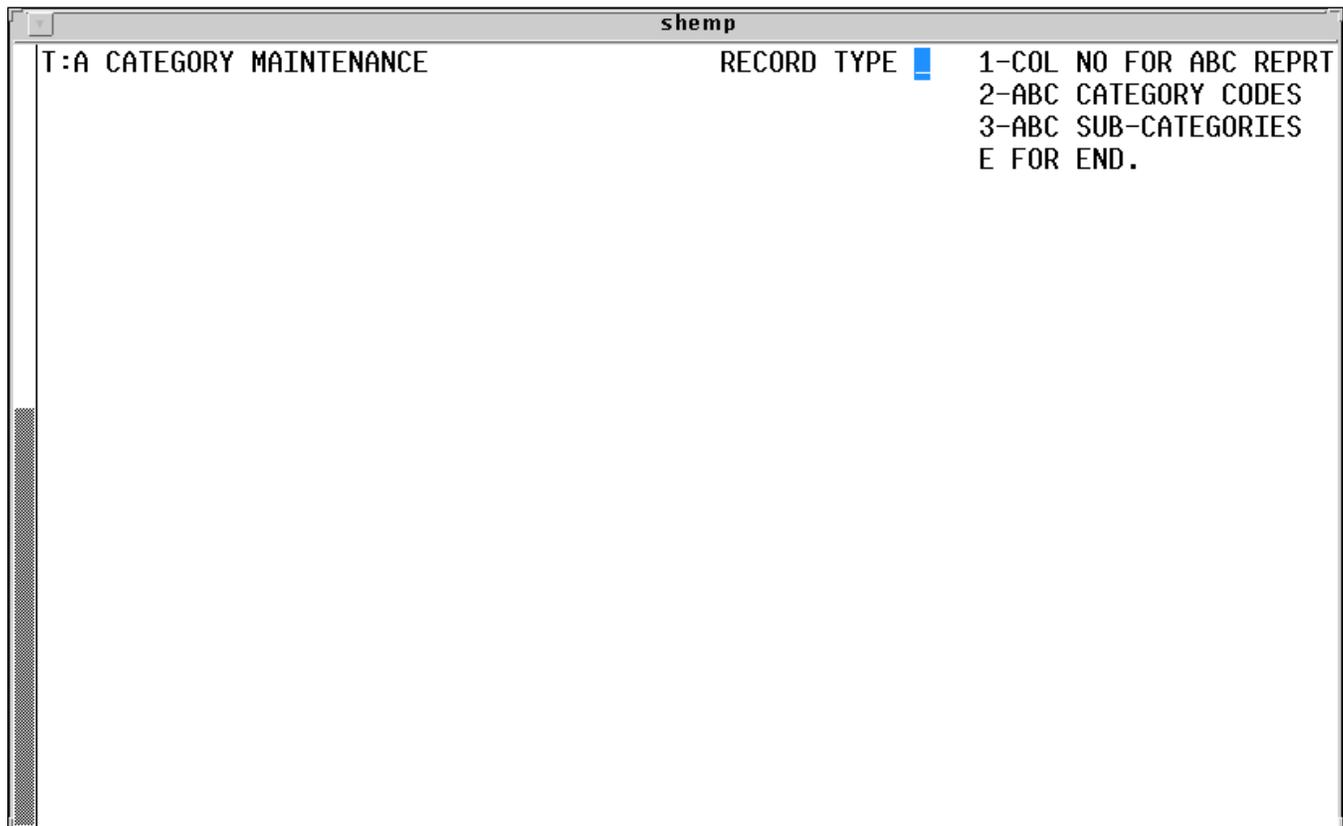


Figure 206 - ABC Category File - Type Selection

RECORD TYPE
1-COL NO FOR ABC REPRT
2-ABC CATEGORY CODES
3-ABC SUB-CATEGORIES
E-FOR END.

Specify the Record Type you wish to create or find. Type 1 allows you to set the order and define the column headings for your ABC (or CAC) Report. Type 2 defines a three-character Category Code and associates it with a previously defined Column in the report. Type 3 defines a three-character Sub-Category, and associates it with a previously defined Category Code.

Creating Columns

```
shemp
T:C CATEGORY MAINTENANCE          RECORD TYPE 1  COL NO FOR ABC REPRT
                                COLUMN NUMBER  1

                                1 DESCRIPTION LINE 1
                                2 DESCRIPTION LINE 2 CARRIER

OK ?
```

Figure 207 - Sample ABC Column Number Entry

COLUMN NUMBER

Specify a Column Number on the ABC Report

1 DESCRIPTION LINE 1

2 DESCRIPTION LINE 2

Enter the column description. Typically one-line headings are entered on Line 2 so that column headings are aligned to the bottom of the header row.

Creating Category Codes

```

shemp
T:C CATEGORY MAINTENANCE          RECORD TYPE 2  ABC CATEGORY CODES
                                CATEGORY CODE CAR

      1 DESCRIPTION              CARRIER DELIVERY
      2 ABC TYPE                 H
      3 COLUMN NUMBER            1

ITEM ? █

```

Figure 208 - Sample ABC Category Code Entry

CATEGORY CODE

Specify a three-character Category Code. Examples include: CAR (Carrier), DLR (Dealer), MTR (Motor Route), NIE (Newspapers in Educational Programs).

1 DESCRIPTION

Enter a description for this Category Code. Examples include: CARRIER (CAR), DEALER (DLR), MOTOR ROUTE (MTR), NIE PROGRAMS (NIE).

2 ABC TYPE

Specify an ABC Type for this code. Options are: "H"ome Delivery, "s"ingle Copy, "o"ther Paid, or "E"lectronic (web).

3 COLUMN NUMBER

Specify a previously defined Column Number under which to list associated values.

Creating Sub-Categories

shemp	
T:C CATEGORY MAINTENANCE	RECORD TYPE 3 ABC SUB-CATEGORIES SUB-CATEGORY HTL
1 DESCRIPTION	HOTEL COPIES
2 CATEGORY	OTH
3 SOLD UNDER 50%	N
ITEM ?	<input type="checkbox"/>

Figure 209 - Sample ABC Sub-Category Entry

SUB-CATEGORY

Specify a three-character Sub-Category Code. Sub category are treated the same as categories as far as defining routes are concerned, however they do not appear as individual columns on the ABC Report. Sub-categories are used to provide enhanced delivery definition on the Publishers Statement and are most often used with the OTHER PAID or 3rd PARTY delivery types. Examples include: HTL (Hotel Copies), RTL (Retail Sales), CRU (Cruise Ship sales).

1 DESCRIPTION

Enter a description for this Category Code. Examples include: HOTELS (HTL), RETAIL SALES (RTL), CRUISE SHIP SALES (CRU).

2 CATEGORY

Enter the three-character Category Code under which to list this sub-category.

3 SOLD UNDER 50%

Specify "Y"es or "N"o as to whether this category is sold for less than 50%. This field only applies to single-copy sub-categories.

Item 3 - Delivery Days File

Odd Draws can be created via the Delivery Days File for carrier delivery routes - e.g. "so" for Sunday-only, "do" for Daily-only, "FS" for weekend (Friday, Saturday, Sunday), etc. Separate draws and rates can be assigned in the Carrier Master File to these delivery days for each carrier. During the bundle label run, those draws will be updated and PIA credit given if the MTWTFSS mask in the DAYS field on the TMC Master File screen matches the MTWTFSS mask for the Odd Draws code.

Select Item 3 - Delivery Days File from the Carrier Set-Up & Listing menu. The entry fields are defined below.

CODE	DESCRIPTION	MTWTFSS
1 SU	2 SUNDAY ONLY	3 0000001
4 WE	5 WEEKEND	6 0000111
7	8	9 0000000
10	11	12 0000000
13	14	15 0000000
16	17	18 0000000
19	20	21 0000000
22	23	24 0000000
25	26	27 0000000
28	29	30 0000000

ITEM ? █

Figure 210 - Sample Delivery Days File Entry

CODE

Enter a two-character code for Odd Draws - e.g. "so" for Sunday-only, "do" for Daily-only, "FS" for weekend (Friday, Saturday, Sunday), "wo" for Wednesday only, etc.

DESCRIPTION

This is a thirty-character wide description to be associated with the Odd Draw Code - e.g. "sunday only", for the code "so".

MTWTFSS

This field represents the 7 possible delivery days beginning with Monday and ending with Sunday.

Code	Days	Description
	MTWTFSS	
SO	0000001	Sunday Only
DO	1111110	Daily Only
WO	0010000	Wednesday Only
FS	0000011	Weekend

Table 62 - Delivery Days

Item 4 - Carrier Rate File

The Carrier Rate File can contain any number of possible rates that you may use, including carrier and/or motor route rates, a return rate, a tier rate and a free rate. Other carrier billing rates may be created for Odd Draws - e.g. Daily only, Sunday only, weekend, etc. There is also the flexibility of using either a per-piece rate or a monthly average rate. Another mechanism allows for automatic renewal to a new rate when a rate increase is put into effect. The Carrier Billing program then calculates the publishing dates and how many draws were at the old rate and how many were at the new rate.

Once a rate has been created in this file and is being used by active carriers, do not attempt to change information in this record or you will corrupt these features and make the results unreliable. Instead, create a new rate and follow the instructions to allow the system to replace the old rate with the new rate as designed.

Select Item 4 - Carrier Rate File from the Carrier Set-Up & Listing menu. To create a new rate, type "A" [ENTER] at the "TASK" prompt. To modify an existing rate, type "C" [ENTER] at the "TASK" prompt. Enter the field parameters as defined below.

shemp			
CARRIER RATE FILE MAINTENANCE		T:C	RATE CODE CA
YOUR NEWSPAPER NAME			
1	RATE DESCRIPTION	CARRIER RATES - ADULT	
2	DAILY RATE	0.4007	10 MONTHLY CHARGE 0.0000
3	SUNDAY RATE	0.3907	11 MONTHLY PIA CRED 0.0000
			12 MONTHLY TAX 0.0000
4	DAILY TAX	0.0000	13 MONTHLY NIE 0.0000
5	SUNDAY TAX	0.0000	
			14 DAILY COLLECT 0.5357
6	EST DAILY PIA	0.5357	15 SUNDAY COLLECT 0.5357
7	EST SUNDAY PIA	0.5357	16 MONTHLY COLLECT 0.0000
8	DAILY NIE	0.0000	17 RENEWAL RATE
9	SUNDAY NIE	0.0000	18 EFFECTIVE DATE 0/00/0000
ITEM ? █			

Figure 211 - Sample Carrier Rate File Entry

RATE CODE

Enter the three character rate code - i.e. "MON" for monthly averaged rate, "REG" for regular, "SUN" for Sunday-only, "DLY" for daily only, etc. These rates will be used in the Carrier Master File, as values for the fields STD, RETN, TIER, FREE and odd draw rates. Refer to Chapter 11, Item 1 - Master File Maintenance for more information.

Since this is the primary key field of this file, once the record has been created, this value cannot be changed. To change this key you must "D"elete this record and "A"dd another. Once this code has been used in the Carrier Master Files, you should not delete this record.

1 RATE DESCRIPTION

The Carrier Rate Description is a 30-character wide alphanumeric field - e.g. "Regular Rate", for the rate code "REG". This value is displayed in the Circulation Codes List.

2 DAILY RATE**3 SUNDAY RATE**

These values represent the Daily and Sunday per day rates you are charging the carrier. During each Bundle Label Printing run, Daily and Sunday draws are accumulated. During carrier billing, these totals are multiplied by the Daily and Sunday rates. If this is a monthly average rate, use the monthly fields, and leave these fields blank.

4 DAILY TAX**5 SUNDAY TAX**

These values represent the Daily and Sunday per day tax, which is over and above the Daily and Sunday carrier rate per issue. If this is a monthly average rate, use the monthly fields, and leave these fields blank.

6 EST DAILY PIA**7 EST SUNDAY PIA**

These values are used to calculate the estimated per day PIA credit on the subscriber side if you use estimated billing. If this is a monthly average rate, use the monthly fields, and leave these fields blank.

8 DAILY NIE**9 SUNDAY NIE**

These values are used to assess the allowable \$0.02 per copy NIE donation for single copy dealers. If this is a monthly average rate, use the monthly fields, and leave these fields blank.

10 MONTHLY CHARGE**11 MONTHLY PIA CRED****12 MONTHLY TAX****13 MONTHLY NIE**

If this rate is a monthly average, use only these fields and leave the Daily and Sunday per piece fields blank. During the bundle label run, Daily and Sunday draws and number of PIA's are accumulated. During carrier billing, total draws are multiplied by the number of publishing days in the billing period and then multiplied by the monthly charge. The number of PIAs are multiplied by the number of publishing days and then by the monthly PIA credit.

14 DAILY COLLECT
15 SUNDAY COLLECT
16 MONTHLY COLLECT

Daily and Sunday or Monthly rate for carrier collect subscribers. Used to calculate amount owed on Collection Cards. Use the Daily/Sunday or the Monthly rate, not both.

17 RENEWAL RATE
18 EFFECTIVE DATE

These two fields are used in the case of special introductory rates and scheduled rate increases. For Renewal Rate enter the three-character rate code of the new rate, and the Effective Date. Here is how it should work:

If a price increase is scheduled for next month, create a new rate, "NEW" with no Renewal Rate or Effective Date, then change the old rate "REG" to have a Renewal Rate of "NEW" and an Effective Date of your scheduled increase date next month. During the billing cycle, the system will know which draws to charge at the old rate and which to charge at the new rate. It will then replace the old rate code with the new rate code in the carrier's record.

Do not put anything in these fields if this rate will not renew at another rate.

Item 5 - Carrier Bill Code File

The Carrier Bill Code File can contain any number of possible billing codes that you may use, including weekly, bi-weekly, and monthly. Billing periods must be in lengths of 1 to 5 weeks, monthly, or semi-monthly.

Select Item 5 - Carrier Bill Code File from the Carrier Set-Up & Listing menu. To create a new bill code, type "A" [ENTER] at the "TASK" prompt. To modify an existing rate, type "C" [ENTER] at the "TASK" prompt. Enter the field parameters as defined below.

```

shemp
CARRIER BILL CODE MAINTENANCE      T:C   BILL CODE   M
YOUR NEWSPAPER NAME

      1 DESCRIPTION      MONTHLY
      2 CYCLE TYPE       M
      3 LAST BILL DATE   09/30/2008

OK ? █

```

Figure 212 - Carrier Bill Code Maintenance

DESCRIPTION

The Description is a 30-character wide alphanumeric field - e.g. "WEEKLY", for the rate code "w". This value is displayed in the Circulation Codes List.

CYCLE TYPE

Enter the number of weeks in the cycle (1 thru 5), "M" for Monthly, or "s" for Semi-Monthly.

LAST BILL DATE

This is the period ending date for the last time your ran Carrier Bills using this Bill Code. This field can be left blank when the code is first created. Each time Bills are run for this Bill Code, the system will update this field. The next time Bills are run for this Bill Code, the starting and ending sate of the bill run will default from this date and the CYCLE TYPE.

Item 6 - Charge/Card Description File

The Charge/Credit Description File contains the charge and credit type codes, their descriptions and processing information that the Subscriber, Carrier, and G/L Interface Systems use to track financial information.

Select Item 6 - Chg/Crd Description File from the Carrier Set-Up & Listing menu. To create a new charge/credit code entry, type "A" [ENTER] at the "TASK" prompt. To modify an existing charge/credit code entry, type "C" [ENTER] at the "TASK" prompt. Enter the field parameters as defined below.

```

shemp
CHG/CRED DESC FILE MAINTENANCE      T:C   CHG/CRD CODE  BC
YOUR NEWSPAPER NAME

      1 DESCRIPTION      STORE BOUGHT COPIES
      2 PRICE/PIECE      .0000
      3 TAXABLE          N
      4 APPLY IMMEDIATELY N
      5 APPLY TO BOND    N
      6 APPLY TO 1099CR  N
      7 PREBILL          N

ITEM ? █
  
```

Figure 213 - Sample Charge/Credit Description Entry

CHG/CRD CODE

Enter the two-character charge or credit code. The following is a list of required and optional codes and where they are used that should be defined:

Subscriber Updates	
BP	Carrier Back PIA Credits
BT	Carrier Back Tax Credit
BI	Billing Credits for Carrier Delivery of Mailgrams, Expiration Notices or Coupons
CC	Contest Credit

Carrier Check Printing	
CK	Check issued for excess credits

Carrier Billing Cycle	
TX	Sales tax on papers
PP	Prepaid credits
FP	Free papers
LE	Last estimate
LP	Last PIA
SA	Savings charges to carrier
DR	Daily returns charges
SR	Sunday returns charges
DP	Daily paper charges
SP	Sunday paper charges
PD	Daily PIA credits
PS	Sunday PIA credits
ST	Tax on supplies

Carrier Bundle Labels	
TP	Tips credited from subscribers
SC	Charges for Substitute Carriers
SU	Credits for Substitute Carriers
TM	Credit for delivering a TMC product

Miscellaneous Charges/Credits	
IN	Insurance
RB	Rubber Bands
RR	Rack Rental
BD	Bundle Drop
MI	Mileage
PB	Plastic Bags
DA	Dealer Account
AB	Accum Bond
OT	Other
BK	Collection Book
CB	Carrier Bags

OD	Office Delivery
CA	Carrier Allowance
SB	Store Bought
BN	Bond
RA	Route Allowance

Table 63 - Required & Optional Charge/Credit Codes

1 DESCRIPTION

Enter a description, as you want it to appear on the carrier bills.

2 PRICE/PIECE

Enter the unit price, if applicable. During the billing program, the number of units in the charge/credit transaction is multiplied by this price to get the total charge/credit amount to put on the bill - i.e. 3 bags of rubber bands at \$1.50 each.

3 TAXABLE

Certain states require a sales tax on carrier supplies - e.g. rubber bands, plastic bags, etc. If this charge/credit type is taxable, it will use the sales tax rate from the Paper Information File for the publication assigned to this carrier in order to calculate the tax amount for the bill.

4 APPLY IMMEDIATELY

Direct Charges/Credits, or those that apply to a previous bill, may be applied to the balance due field immediately, or can be applied to the balance due upon running the billing run. If you answer "Y"es to this prompt, running the Update Charges/Credits program will update the BALDU field on the financials screen of Carrier Master Files to reflect values from the Temporary Charge/Credit File that apply to the balance.

5 APPLY TO BOND

If you answer "P", a charge or credit transaction with this code will be applied to the SA-PTD field on the financials screen of Carrier Master File Maintenance. If you answer "O", the transaction will be applied to the SA-OWE field. If you answer "B", the transaction will be added to the SA-OWE field and subtracted from the SA-PTD field.

6 APPLY TO 1099CR

If you answer "Y"es to this prompt, when you have run the billing procedures, the 1099CR field on the financials screen of Carrier Master File will contain an accumulation of those credits that apply to the 1099.

7 PREBILL

Answering "Y"es to this prompt indicates that this charge or credit is to be applied to the first estimated bill for a new carrier taking over a route. This assumes that you are using estimated billing, and that you are using the turnover mechanism to put a new carrier on a route.

Item 7 - Complaint Charge Code File

The Complaint Charge Code File...

Select Item 7 - Complaint Charge Code File from the Carrier Set-Up & Listing Functions menu...

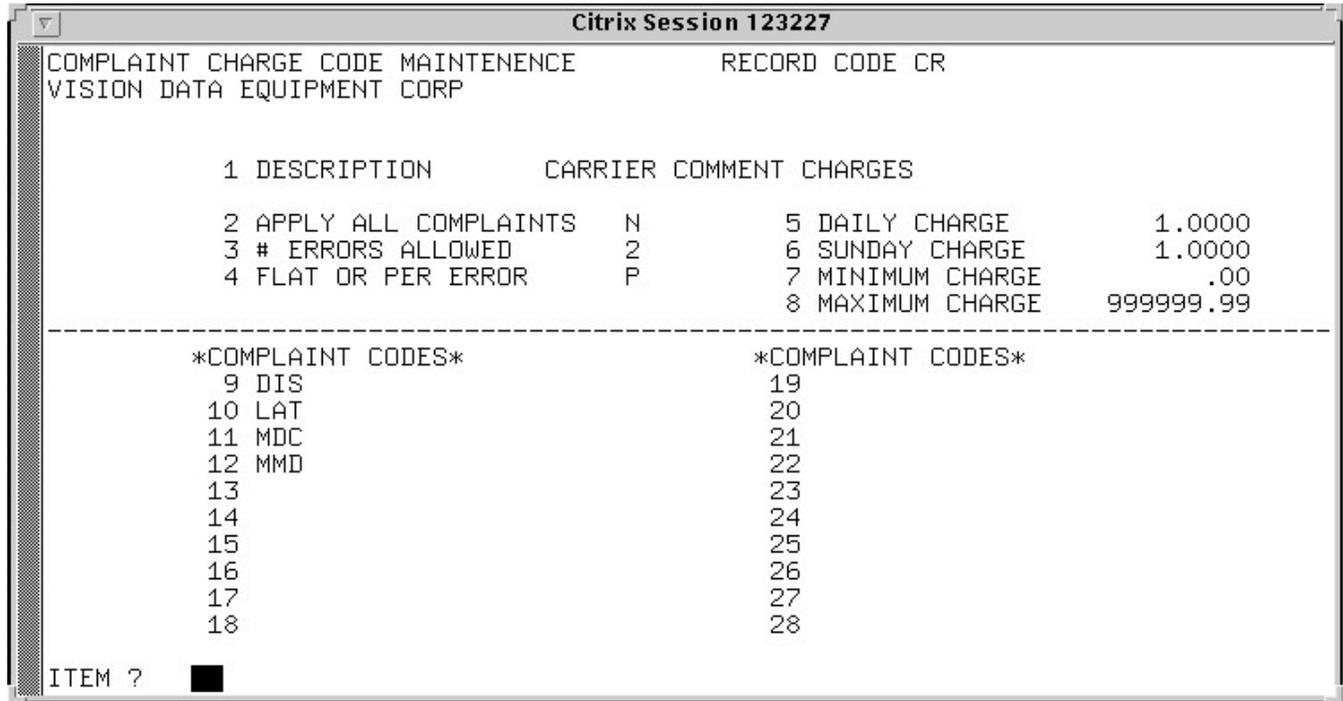


Figure 214 - Sample Complaint Charge Code File Entry

1 DESCRIPTION

text

2 APPLY ALL COMPLAINTS

text

3 # ERRORS ALLOWED

text

4 FLAT OR PER ERROR

text

5 DAILY CHARGE

text

6 SUNDAY CHARGE

text

7 MINIMUM CHARGE

text

8 MAXIMUM CHARGE

text

9-28 *COMPLAINT CODES*

text

Item 8 - Substitute Carrier File

Carriers taken off a route by running Route Turnover Entry are placed in the Substitute Carrier File during the billing update process. You can also use this program to add substitutes (who were previously set up in the Carrier Master Files) to a route. Enter the start and stop dates for the substitute who is taking over the route, and whether to bill the substitute or the original carrier for the draws and PIA credits.

Select Item 8 - Substitute Carrier File from the Carrier Set-Up & Listing Functions menu. To create a new substitute carrier entry, type "A" [ENTER] at the "TASK" prompt. To modify an existing substitute carrier entry, type "C" [ENTER] at the "TASK" prompt.

```

shemp
SUBSTITUTE CARRIER ENTRY   T:C                ROUTE  4529
YOUR NEWSPAPER NAME                NUMBER  1

      1 SUB-RTE  9647      JOHN JR TURNER      518-457-1385
                                STE B                BERLIN

      2 START      0/00/0000
      3 STOP       0/00/0000

      4 BILL

ITEM ? █
  
```

Figure 215 - Sample Substitute Carrier File Entry

ROUTE

Enter the Carrier/Dealer Route Number.

NUMBER

There may be more than one substitute carrier on file for this route. Enter a number that will identify this substitute.

SUB-RTE

This is the route number of the substitute carrier. It may be a turned over route or any that you have assigned as a substitute for this carrier.

**START
STOP**

Enter the date range this substitute will be delivering the route.

BILL

Who should receive the credit on their bill, the "R"egular carrier or the "S"ubstitute.

Item 9 - Alternate Load/Sequence File

One or more alternate load and sequence numbers may be assigned to each route in the Alternate Load/Sequence File. Enter the alternate sequence code during the Bundle Label Printing run. During the bundle run, you may optionally assign an alternate sequence code for that run.

Select Item 9 - Alternate Load/Seq File from the Carrier Set-Up & Listing menu. To create a new load/sequence entry, type "A" [ENTER] at the "TASK" prompt. To modify an existing load/sequence entry, type "C" [ENTER] at the "TASK" prompt.

```

shemp
ALTERNATE LOAD/SEQ ENTRY T:A CODE SR SUNDAY RUN
YOUR NEWSPAPER NAME ROUTE 4529 CAREY ELDER
LOAD: 310 SEQ: 10

1 LOAD 340
2 SEQNO 90

ITEM ? █

```

Figure 216 - Sample Load/Sequence File Entry

CODE

Enter a two-character code. This code is entered during the bundle label run in response to the prompt, "ENTER ALTERNATE SEQUENCE CODE".

ROUTE

Enter the carrier Route Number.

LOAD SEQNO

Enter the two-character Load code or truck number and the Sequence Number. The bundle labels will always come out in load and sequence order, as will the driver's reports. Refer to Chapter 11, Item 1 - Master File Maintenance for more information.

Item 10 - Delivery Exceptions File

The Delivery Exceptions File...

Select Item 10 - Delivery Exceptions File from the Carrier Set-Up & Listing menu...

```

Citrix Session 123227
DELIVERY EXCEPTIONS MAINTENANCE          PUB    1
VISION DATA EQUIPMENT CORP             DATE   11/24/2011  THURSDAY

      1 DESCRIPTION                       THNKSGIVING
      2 SUN RATE FOR HOME DL              N
      3 SUN RATE FOR NON-HD               Y

      ALLOW DELIVERY                      *----- ODD -----*
      4 Y                                 SO-SUNDAY ONLY SUBSCRIBERS
      5 Y                                 FS-FRI/SAT/SUN
      6                                   MF-MON THRU FRI
      7                                   MS-MON THRU SAT

ITEM ?  █

```

Figure 217 - Sample Delivery Exceptions File Entry

PUB

text

DATE

text

1 DESCRIPTION

text

2 SUN RATE FOR HOME DL

text

3 SUN RATE FOR NON-HD

text

4-7 ALLOW DELIVERY

text

4-7 *----- ODD -----* DELIVERY SCHEDULES

text

Item 11 - Drop Location File

Each route may have different Daily and Sunday drop locations assigned to it. These locations will print on the bundle labels and the driver's report so that the driver will know where to drop the bundle(s). These fields may be accessed in two ways: from the Carrier Master File Maintenance - Other Data Entry, and from this program.

Select Item 11 - Drop Location File from the Carrier Set-Up & Listing menu. To create a new drop location, type "A" [ENTER] at the "TASK" prompt. To modify an existing drop location, type "C" [ENTER] at the "TASK" prompt.

```

shemp
DROP LOCATION ENTRY          NUMBER  4529
YOUR NEWSPAPER NAME        NAME:  CAREY ELDER

1 DAILY DROP LOCATION    RENSSELAER TRAIN STATION
2 SUNDAY DROP LOCATION   RENSSELAER TRAIN STATION

ITEM ? █

```

Figure 218 - Sample Drop Location File Entry

NUMBER

Enter the Route Number.

NAME

Displays the Carrier/Dealer Name associated with this route.

DAILY DROP LOCATION

SUNDAY DROP LOCATION

Enter the Daily and Sunday drop locations to appear on the bundle labels and driver's reports.

Item 12 - Parents/Owners Name File

Each route may have a parent or owner's name assigned to it. This can replace the carrier's name on carrier mail labels. These fields may be accessed in two ways: from the Carrier Master File Maintenance - Other Data screen, and from this program.

Select Item 12 - Parents/Owners Name File from the Carrier Set-Up & Listing menu. To create a new parent/owner record, type "A" [ENTER] at the "TASK" prompt. To modify an existing parent/owner record, type "C" [ENTER] at the "TASK" prompt.

```
shemp
PARENT/PROPRIETOR NAME ENTRY          NUMBER 4529
YOUR NEWSPAPER NAME                   NAME: CAREY ELDER

NAME MARY LOU ELDER

OK ? █
```

Figure 219 - Sample Parents/Owners Name Entry

NUMBER

Enter the carrier's Route Number.

NAME

This is the name of the parent, if a carrier route, or the owner, if a store or dealer route.

Item 13 - Route Turnover Entry

Each carrier route is a delivery area associated with a group of subscribers. When the person delivering the route changes, the Turnover mechanism should be used to transfer the appropriate information to the new carrier. Although this mechanism was designed for carriers, dealers may also be moved from one route to another. When you set up your system, set aside a range of route numbers for turned over accounts for carriers no longer on a route. You may want to keep old route information for carrier/dealers who have not paid their final bill, or as a potential substitute carrier.

If you are replacing a carrier, create a new route using one of the reserved numbers and fill in all the fields in the Carrier Master File except the Daily or Monday through Sunday draws, the odd draws and the shopper draws. If the new carrier will receive an estimated bill as the first bill, you must set the ESTIM field to "Y"es and fill in the estimated draw and PIA fields.

Select Item 13 - Route Turnover Entry from the Carrier Set-Up & Listing menu. Next, put the old and new route numbers into the Route Turnover Entry file. If you want to pull a carrier off a route and not replace him/her, enter the active route number as the "OLD" route and a blank route with no information in it as the "NEW" route. If you are putting a new carrier on the route, enter the active and new route numbers as the "OLD" and "NEW" routes, respectively.

shemp									
CARRIER ROUTES TURNOVERS									
YOUR NEWSPAPER NAME									
OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW
1	2	33	34	65	66	97	98		
3	4	35	36	67	68	99	100		
5	6	37	38	69	70	101	102		
7	8	39	40	71	72	103	104		
9	10	41	42	73	74	105	106		
11	12	43	44	75	76	107	108		
13	14	45	46	77	78	109	110		
15	16	47	48	79	80	111	112		
17	18	49	50	81	82	113	114		
19	20	51	52	83	84	115	116		
21	22	53	54	85	86	117	118		
23	24	55	56	87	88	119	120		
25	26	57	58	89	90	121	122		
27	28	59	60	91	92	123	124		
29	30	61	62	93	94	125	126		
31	32	63	64	95	96				

ITEM ? █

Figure 220 - Route Turnover Entry Screen

The "OLD" route is always the active route. Never reverse the "OLD" and "NEW" routes or the history will be lost.

You can perform turnovers in one of two ways: immediate (prior to a billing cycle) or regular (at the end of the billing cycle). To perform an **immediate turnover**, select Item 13 - Billing Procedures from the Carrier main menu. Answer "Y"es to the prompt "DO YOU WANT TO DO IMMEDIATE TURNOVERS ONLY?". An immediate turnover does not produce a bill.

To perform a **regular turnover**, answer "N"o to the above prompt, enter the billing information, and answer "Y"es to the last prompt, "DO YOU WISH TO RUN THE TURNOVER ROUTINE ?". This will allow printing of a final bill for the old route and an estimated bill for the new route, if you are printing estimated bills.

Whichever turnover method you select, the old and new routes will switch, and the draws and histories will be transferred. On the old route, a stop date will be entered, the draws, charges and credits, savings and free papers fields will be cleared, and the old route will be put into the Substitute Carrier File.

Item 14 - Route Turnover List

The Route Turnover List program generates a listing of the turnovers you entered in the Route Turnover Entry detailed above. There is no data entry required.

Select Item 14 - Route Turnover List from the Carrier Set-Up & Listing menu, and the list will be sent to your designated printer.

Item 15 - Insert Module File

The Insert Module is a series of data screens and reports that allow the newspaper to control advertising insert distribution. It allows the operator to assign inserts down to the zip code and carrier route level for bundle delivery and down to the zip code and postal route level for mail delivery. During production runs, it marks the appropriate label with the inserts for that bundle while also producing detailed reports on the quantity and combinations of insert packages that need to be produced. For mail labels, there is the added benefit of automatically creating and storing a unique postal report for each insert package combination so that you can print a separate postal report for each weight combination. The Inset Module is not part of the standard circulation installation and must be purchased separately.

See separate documentation for more information on the Insert Module and how it works.

CHAPTER 14 • SPECIAL FUNCTIONS

Special Functions allow you to perform a variety of system-level functions in the Vision Circulation Carrier System.

This chapter describes the selections available from the Special Functions portion of the Carrier Set-Up & Listing and Special Functions menu, Items 16-24. The menu is accessed from the Carrier main menu, or any of the other Carrier system menus, by typing "SS" [ENTER] at the selection line. The topics covered here include Batch Coding, Day End Processing, different Draw and Aging functions, and various Purge capabilities. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.

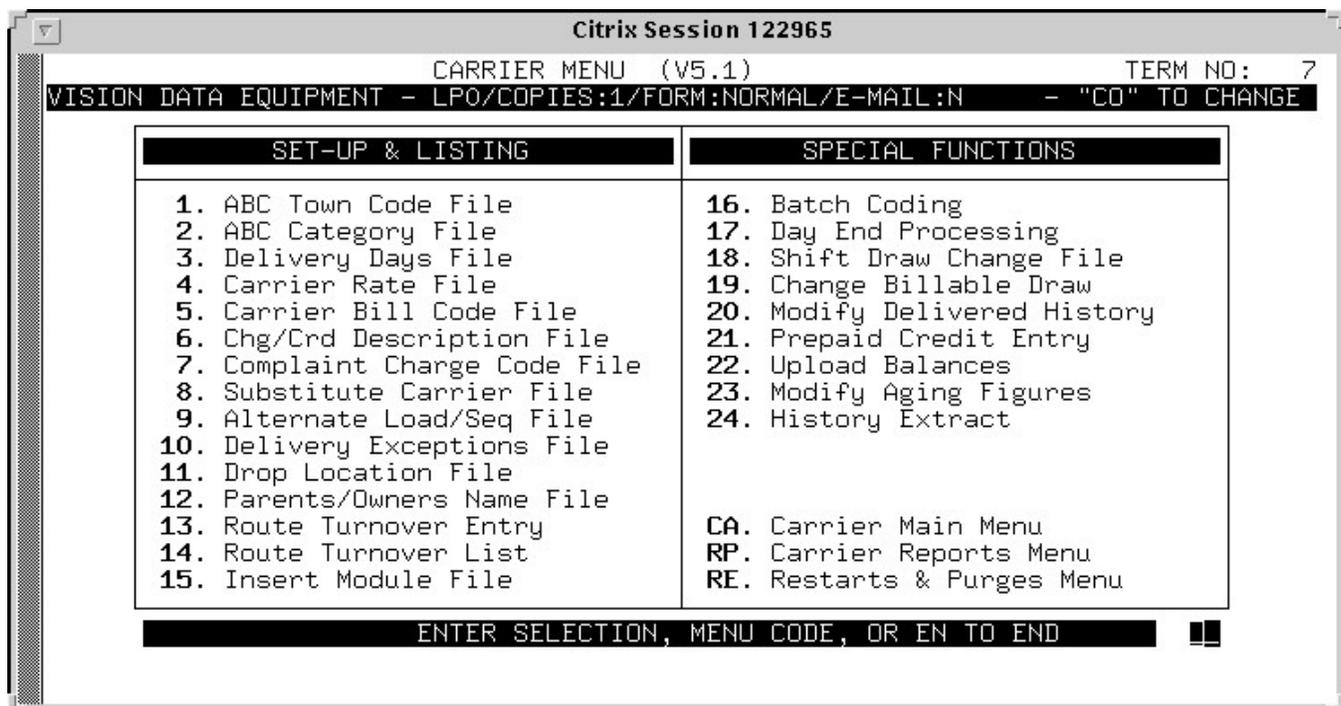


Figure 221 - Carrier Special Functions Menu

Item 16 - Batch Coding

The Batch Coding program allows you, through the use of the Strip process, to make mass modifications to field values in the Carrier Master File records, without needing to open each individual record.

Select Item 16 - Batch Coding from the Carrier Special Functions menu. The Batch Coding process begins with the Master File Strip program, which allows you to select which master file records you want to change. Refer to Chapter 12, Item 17 - Master File Strip & Lists for more information.

After setting your strip parameters, you will see the following:

Field number to CHANGE ?
FROM ("@" FOR ALL) ?
TO ?

Enter the number of the field you want to change - e.g. "27" (D MGR). Specify the value to change "FROM", and the value to change "TO".

Example

To change all carriers/dealers of a specific publication from District Manager "RG" to District Manager "DW", perform a strip on field 02 "PUB NO". When asked "Field number to CHANGE?" enter field number "27". You will be asked 'FROM ("@" FOR ALL)?'. Enter "RG" to select carriers of the publication that report to "RG". When asked "TO?" enter "DW".

Batch coding the NAME field will rebuild the name key. Batch coding the ST-# or APTMT, ST-NA, ZIP or TN-CD, will rebuild the address key. You must reindex after batch coding any of these fields:

Item 17 - Day End Processing

The Day End Processing program allows you to run daily reports and/or labels from one place rather than searching from menu to menu running one report or function at a time. Of the seven daily functions listed, you can select which will run and which won't by specifying "Y"es or "N"o for each one. In addition, by entering a "?" at the yes/no prompt, or entering a number of 1 - 7 and a "?" at the "ITEM ?" prompt, i.e. "3?", another screen will appear allowing you to enter the parameters required to run that report. Some reports have you enter just the number of copies, while others need the sorting order, etc. If zero is entered in the COPIES field of the second screen for any report, the report will not print. After you have set up the day end processing the way you want it, you will be asked if you want to begin the day end processing for the publication that you've selected.

Running the Day End Processing program more than once for a given publishing day can negatively impact Delivered History (draws), any billable values (such as PIA Credits), as well as Stop/Start history values. If Day End Processing should fail or somehow be interrupted, use Restart programs if possible to complete the interrupted processes.

Select Item 17 - Day End Processing from the Carrier Special Functions menu.

```

shemp
DAY END PROCESSING
YOUR NEWSPAPER NAME
PUB # 1

1 MOVE FILE LIST      Y
2 DAILY COMMENT REPORT Y
3 MAIL LABELS        Y
4 DRAW CHANGE LIST   N
5 % CHANGE BY TOWN LIST N
6 CARRIER MESSAGES LIST N
7 BUNDLE LABELS/REPORTS Y

8 LAST DAYEND      10/17/2008
9 NEXT DAYEND      10/18/2008

ITEM ?

```

Figure 222 - Sample Day End Processing Selection Entry

PUB #

Enter the Publication Number for the publication you wish to process. After specifying a publication you will see the following screen:

1 MOVE FILE LIST

Requires a number of COPIES to be specified. Refer to Chapter 2, Item 7 - Move Transaction Listing for more information.

2 DAILY COMMENT REPORT

Requires a number of COPIES and sort ORDER to be specified. Sort order can be "E"ntry, "R"oute, or "D"istrict Manager. Refer to Chapter 2, Item 3 - Daily Comment Report for more information.

3 MAIL LABELS

Requires a number of LABEL COPIES, TRL RPRT COPIES, SSH RPRT COPIES, and an ANSWER SET to be specified. TRL RPRT stands for Trailer Report, and SSH RPRT stands for Stop/Start History Report. Refer to Chapter 2, Item 8 - Mail Label Printing for more information.

4 DRAW CHANGE LIST

Requires a number of COPIES to be specified. Refer to Chapter 11, Item 6 - Draw Change File for more information.

5 % CHANGE BY TOWN LIST

Requires a number of COPIES to be specified. Refer to Chapter 11, Item 7 - Percent Change By Town for more information.

6 CARRIER MESSAGES LIST

Requires a number of COPIES and LIST BY sort order to be specified. LIST BY sort can be "E"ntry, or "R"oute. Refer to Chapter 11, Item 10 - Bundle Label Messages for more information.

7 BUNDLE LABELS/REPORTS

Requires thirty different parameters to be set, as defined in the Bundle Label Printing program. Refer to Chapter 11, Item 11 - Bundle Label Printing for more information.

8 LAST DAYEND**9 NEXT DAYEND**

The LAST DAYEND is the last publishing day from the last Bundle Label Printing run. The NEXT DAYEND will default to the next publishing day.

When complete, press [F1] to begin processing. You will see the following:

START DAY END PROCESS FOR PUB: X (Y/N)?

Where "x" is the publication number you've specified. Enter "Y" to begin, "N" to abort.

Item 18 - Shift Draw Change File

If you do not publish on a certain day, you may need to shift the draw change file one day. This might happen on certain holidays or under emergency weather conditions.

Select Item 18 - Shift Draw Change File from the Carrier Special Functions menu. Simply type "Y" [ENTER] to shift the draw changes ahead one day. Refer to Chapter 11, Item 6 - Draw Change File for more information.

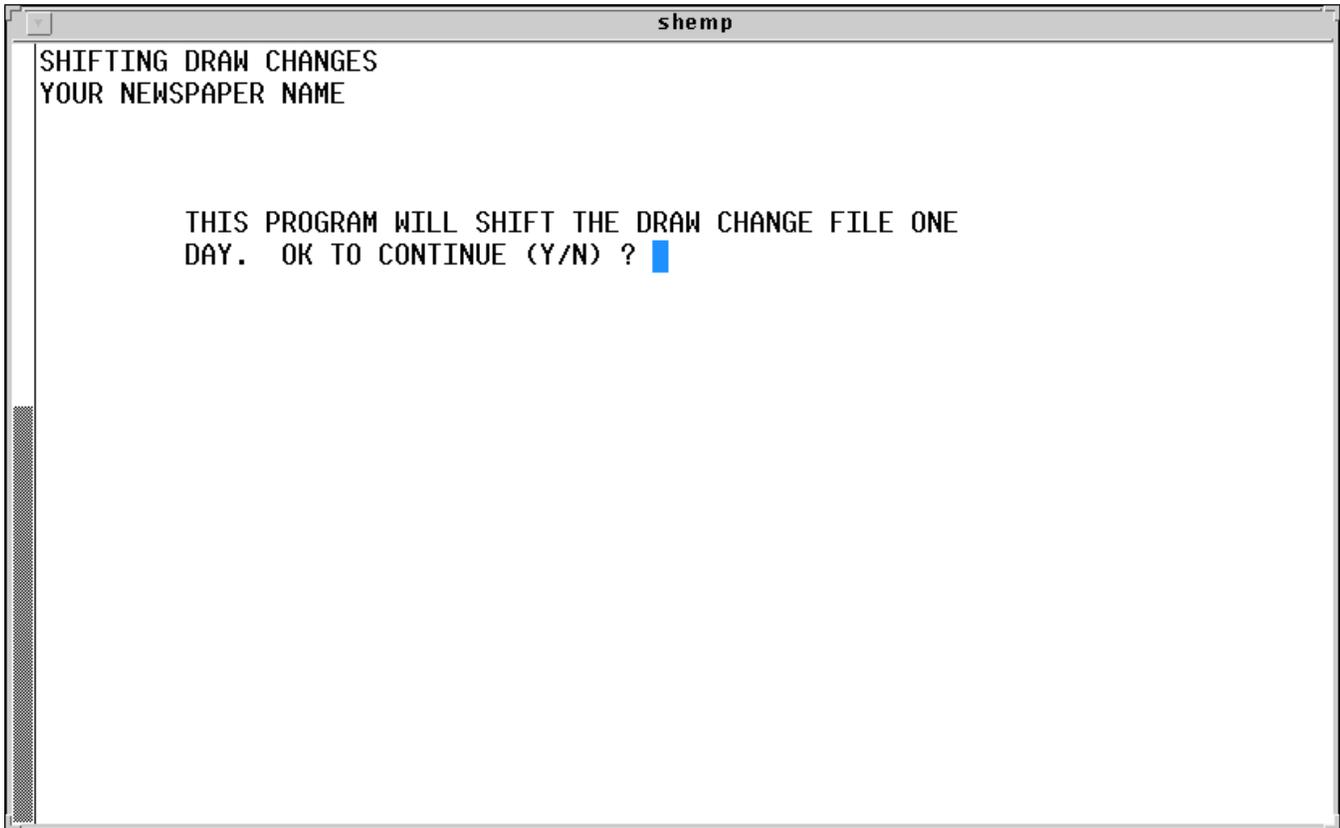


Figure 223 - Shift Draw Change Screen

Item 19 - Change Billable Draw

When Bundle Labels are run and updated, each route's billable draw and delivered draw is updated with the total draw for that day. The billable draw is the total draw for that route for that day (based on the Bundle Label Printing run) and will appear on the carrier bill. Billable draw is posted to the Cash History File and delivered draw is posted to the Delivered History File, PIA credits are posted to the Cash History File, and Returns are posted to both files. During the billing cycle, each day's draws and returns are accumulated, and the total draws and returns for the billing period are multiplied by their respective rates per issue, as specified by the rate codes in the STD and RETN fields of the Carrier Master Files. On occasion it may become necessary to change the billable draws and returns for a particular route.

Select Item 19 - Change Billable Draw from the Carrier Special Functions menu.

```

shemp
MODIFY BILLABLE HISTORY
YOUR NEWSPAPER NAME
ROUTE 4529
NAME: CAREY ELDER
DELIVERED, RETURNS, OR PIA (D/R/P) ? D
DATE 10/03/2008
NUMBER TYPE
1 34 DAILY PAPERS
2 -----
ITEM ?
    
```

Figure 224 - Sample Change Billable Draw Entry Screen (PIA)

ROUTE

Specify the Route Number you wish to change. The program will lookup the route, and display the associated Name.

DELIVERED, RETURNS, OR PIA (D/R/P) ?

Specify whether to change the "D"elivered draw, "R"eturns or "P"IA credits.

DATE

Enter the date of the draw you wish to change.

The system will display the values associated with that route and day. Enter the correct draw, number of returns, or number of PIA's and PIA credits, then save the record.

This program only changes the billable draw, and affects only the carrier bills. It does not change the delivered draw, which affects the ABC reports.

TYPE

Specify the Type you wish to modify. Valid types are "D"elivered, "R"eturns, or "H"alf Price. The system will display the PUB-# associated with this carrier route.

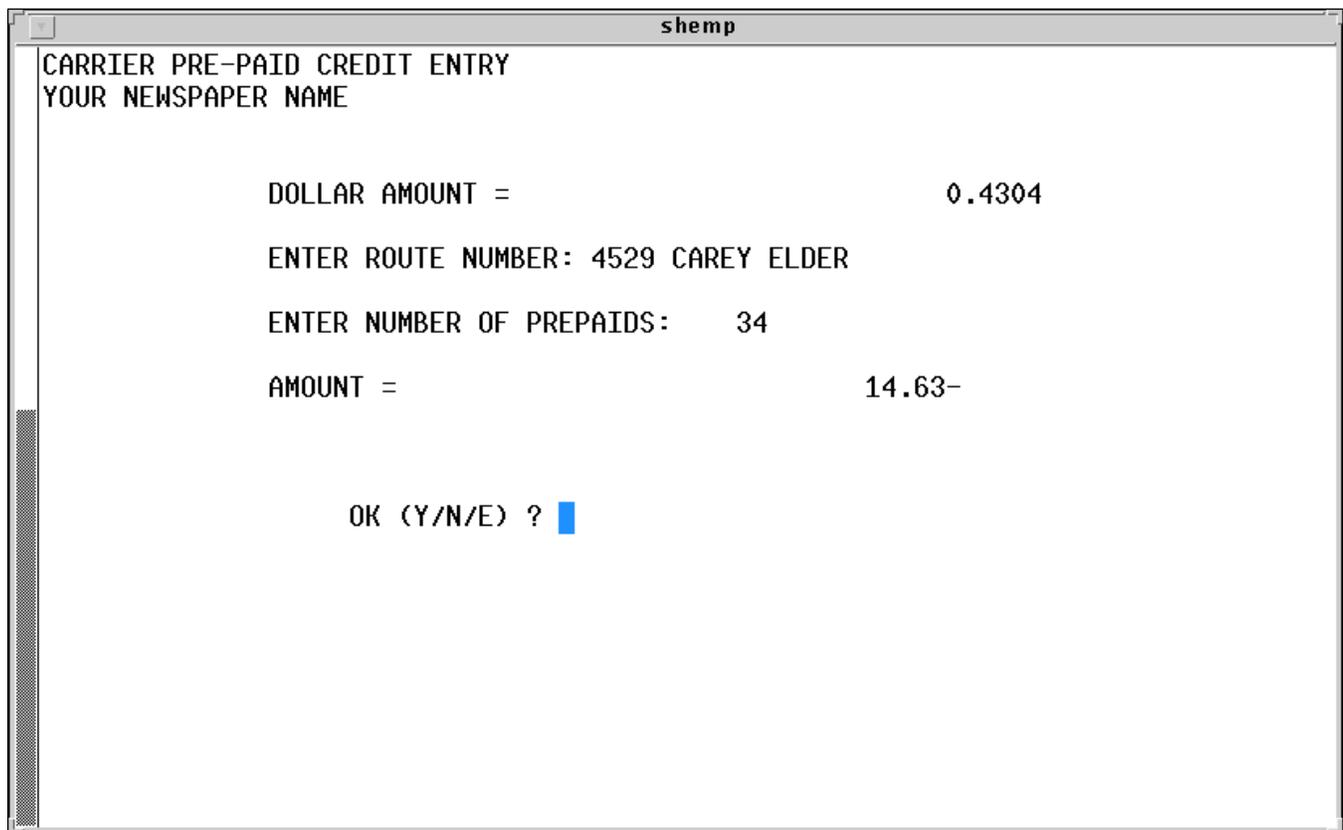
MMYY

Enter the month ("mm") and year ("yy") to display a calendar of draw values. Press [ENTER] to move from day to day. Modify the necessary day's value, and continue pressing [ENTER] until you reach the end of the calendar. At the "OK?" prompt type "Y" [ENTER] to save your change, type "N" [ENTER] to abort.

Item 21 - Prepaid Credit Entry

The number of PIA's and the total credit given to a carrier for each delivery day is accumulated and posted to the Cash History File during the Bundle Label Printing run if you select to search for stop, starts and PIA's. The Prepaid Credit Entry program should only be used if you do not have the Subscriber System, or do not have all your prepaids entered into your subscriber files.

Select Item 21 - Prepaid Credit Entry from the Carrier Special Functions menu. Enter the field parameters as defined below.



```
shemp
CARRIER PRE-PAID CREDIT ENTRY
YOUR NEWSPAPER NAME

DOLLAR AMOUNT =                0.4304

ENTER ROUTE NUMBER: 4529 CAREY ELDER

ENTER NUMBER OF PREPAIDS:    34

AMOUNT =                      14.63-

OK (Y/N/E) ? █
```

Figure 226 - Sample Carrier Route Sequencing Entry

DOLLAR AMOUNT:

Enter the Dollar Amount per paper that will be multiplied by the number of prepaids to compute the total credit.

ENTER ROUTE NUMBER:

Enter the Route Number that is to receive the prepaid credits. If you enter a valid route number, the system will display the carrier name.

ENTER NUMBER OF PREPAIDS:

Enter the number of PIA's.

AMOUNT =

The calculated amount will automatically appear after the "Number of Prepaids" entry. Type "Y" at the "OK?" Prompt to post the change. This will post transactions to the Temporary Charge/Credit File using a "PP" type.

Item 22 - Upload Balances

....

Select Item 22 - Upload Balances from the Carrier Special Functions menu.

```
Citrix Session 123227
CARRIER/DEALER BALANCE INITIALIZATION
VISION DATA EQUIPMENT CORP

ENTER BATCH #: 1          PUB-#: 1
DESCRIPTION:  SYSTEM STARTUP

STARTING ROUTE: 1
ENDING ROUTE: 100

STARTING DIST AREA:          STARTING DIST MNGR:
ENDING DIST AREA:  ~~          ENDING DIST MNGR:  ~~

ENTER A TABLE OF BILL CODES TO PROCESS:
W

OK (Y/N)? █

PRESS <ENTER> FOR ALL
```

Figure 227 - Sample Upload Balances Screen

ENTER BATCH #:

Text

PUB-#:

Text

DESCRIPTION:

Text

STARTING ROUTE:

Text

ENDING ROUTE:

Text

STARTING DIST AREA:

Text

STARTING DIST MNGR:

Text

ENDING DIST AREA:

Text

ENDING DIST MNGR:

Text

ENTER A TABLE OF BILL CODES TO PROCESS:

Text

#	RT-#	BAL-DUE	LAST-BILL	CYCLE-1	CYCLE-2	CYCLE-3	CYCLE-4+
1	4	.00	.00	.00	.00	.00	.00

1 THRU 1
OF 1

Enter Line # or <N> Next Page, <P> Prev Page, (U) Update

Figure 228 - Sample Upload Balances Screen

#

Text

RT-#

Text

BAL-DUE

Text

LAST-BILL

Text

CYCLE-1

Text

CYCLE-2

Text

CYCLE-3

Text

CYCLE-4

Text

Item 23 - Modify Aging Figures

During normal operation, you should never have to change the aging figures, however, certain operational errors could cause the aging figures to become incorrect. Entering the Route Number will display the aging figures for that route and allow you to change them.

Select Item 23 - Modify Aging Figures from the Carrier Special Functions menu. When asked "This Program will Adjust Aging Figures. OK To Continue (Y/N)", type "Y" [ENTER]. Enter the field parameters as defined below.

```

shemp
CARRIER AGING CHANGE                                NUMBER 4529
YOUR NEWSPAPER NAME
NAME: CAREY ELDER

DESCRIPTION          NEW AGING FIGURE          OLD AGING FIGURE
1 LAST BILL          -----                    .00
2 ONE BILL           -----                    .00
3 TWO BILLS          -----                    .00
4 THREE BILLS        -----                    .00
5 FOUR BILLS         -----                    .00

ITEM ? █
  
```

Figure 229 - Sample Modify Aging Figures Entry

STARTING ROUTE NUMBER

ENDING ROUTE NUMBER

Enter the Starting and Ending Route Number range. Pressing [ENTER] twice will accept the entire range by default.

NUMBER

Enter the route number that you wish to modify from within the range you specified.

NEW AGING FIGURE

At the "ITEM?" prompt, enter the item number based on the on-screen descriptions. Enter the new aging figure and press [ENTER]. When done, press [F1] to save.

Item 24 - History Extract

The History Extract allows you to copy records from one of the six main history files on the system and export those records to an ASCII file.

Select Item 24 - History Extract from the Carrier Special Functions menu.

History Selection

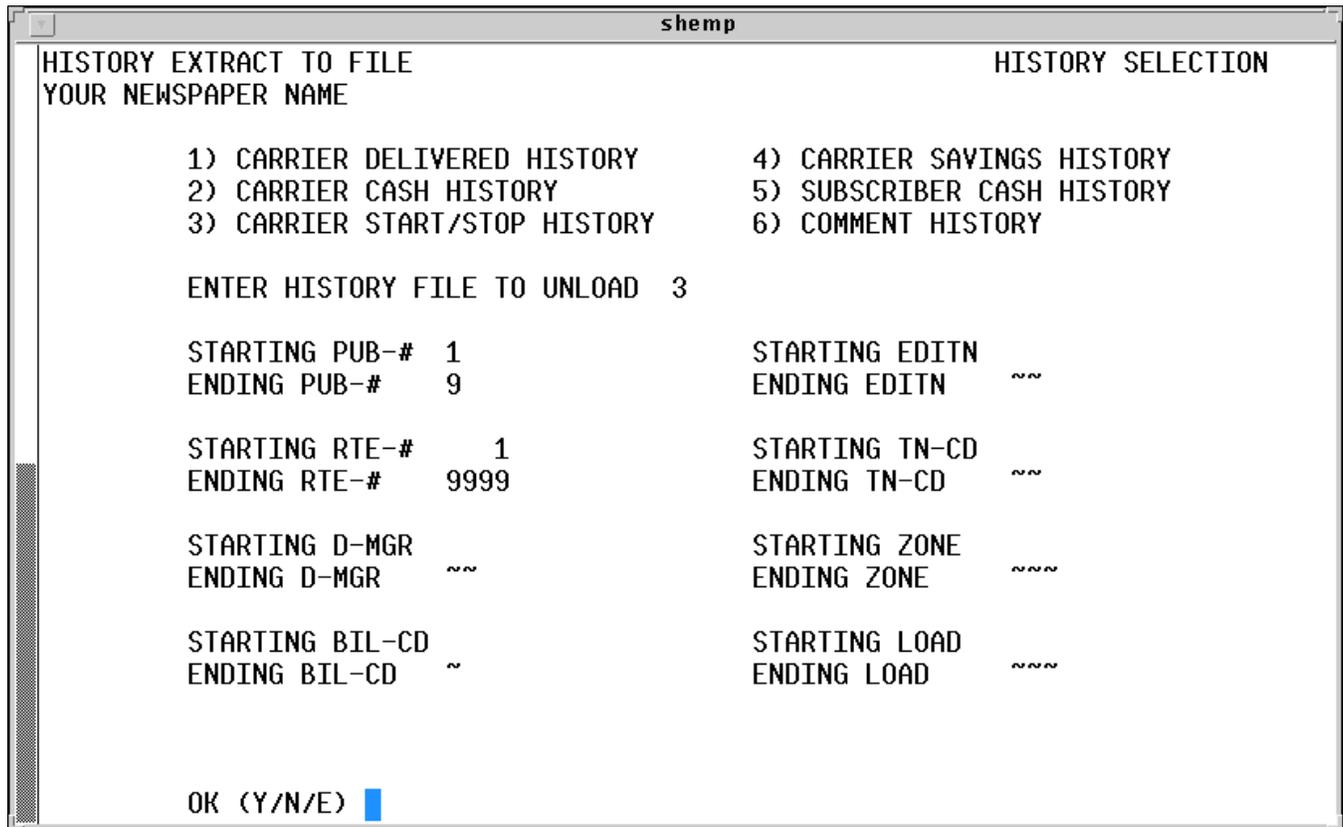


Figure 230 - History Extract to File Screen #1

ENTER HISTORY FILE TO UNLOAD

Enter "1" to extract data from the Delivered History File, "2" to extract data from the Carrier Cash History File, "3" to extract data from the Start/Stop History File, "4" to extract data from the Carrier Savings/Bond History File, "5" to extract data from the Subscriber Cash History File, or "6" to extract data from the Comment History File,

STARTING PUB-#	STARTING EDITION
ENDING PUB-#	ENDING EDITION
STARTING RTE-#	STARTING TN-CD
ENDING RTE-#	ENDING TN-CD
STARTING D-MGR	STARTING ZONE
ENDING D-MGR	ENDING ZONE
STARTING BIL-CD	STARTING LOAD
ENDING BIL-CD	ENDING LOAD

Depending on which history file you are extracting from, you will be able to limit your selection by a range of publications, editions, route numbers, ABC town codes, district manager codes, carrier zone codes, billing codes and load codes.

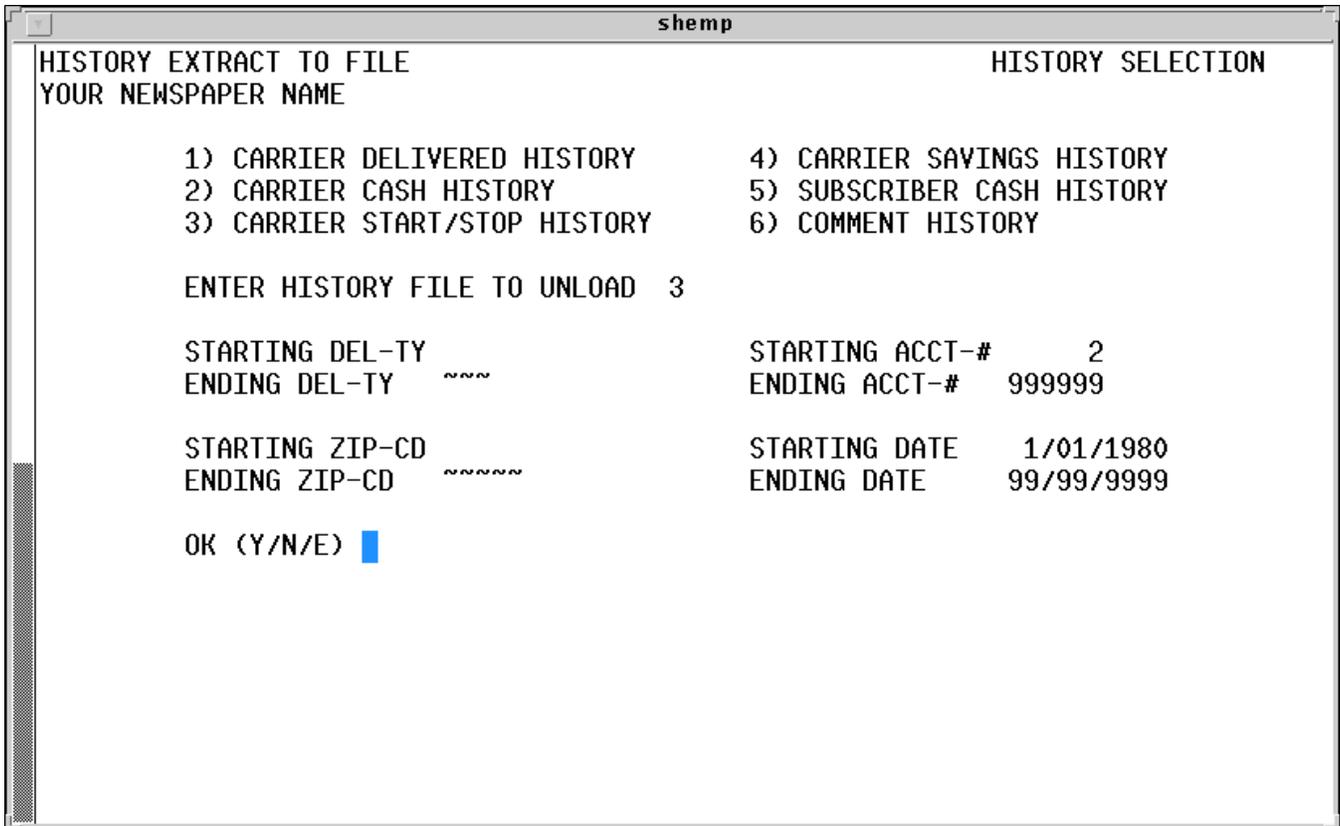


Figure 231 - History Extract to File Screen #2

STARTING DEL-TY **STARTING ACCT-#**
ENDING DEL-TY **ENDING ACCT-#**
STARTING ZIP-CD
ENDING ZIP-CD

Depending on which history file you are extracting from, you will be able to limit your selection by a range of carrier delivery types, subscriber account numbers, or subscriber zip codes.

STARTING DATE
ENDING DATE

Enter the range of dates you want to extract the history for. Only transactions between these dates will be extracted.

Field Selection

You will next be presented with a screen showing the appropriate master file fields on the left and history fields on the right. Only the fields flagged with an "x" will appear in the extract file. You can go through each field marking or un-marking as needed to extract the data you prefer.

```

shemp
HISTORY EXTRACT TO FILE                                FIELD SELECTION
YOUR NEWSPAPER NAME

MASTER FIELDS                                         HISTORY FIELDS

1  - CARRIER NAME                                     10 X - ROUTE NO
2  - TOWN CODE                                         11 X - TRANS TYPE
3  - DISTR MANAGER                                     12 X - ACCOUNT NO
4  - BILL CODE                                         13 X - TRANS DATE
5  - ZONE CODE                                         14 X - START REASON
6  - LOAD CODE                                         15 X - STOP REASON
7  - DELIVERY TYPE                                     16 X - ORIGIN CODE
8  - SUBSCRIBER NAME                                   17 X - ORIG DLVY SCHED
9  - ZIP CODE                                          18 X - NEW DLVY SCHED
                                                    19 X - REVERSE DATE
                                                    20 X - PAID-TO DATE
                                                    21 X - OPER INITIALS

ITEM ? █
  
```

Figure 232 - History Extract to File Screen #3

Extract Options

```

shemp
HISTORY EXTRACT TO FILE                                EXTRACT OPTIONS
YOUR NEWSPAPER NAME

    CREATE FIXED-FIELDED OR DELIMITED FILE (F/D) ? D

    USE COMMA, TAB, OR PIPE (C/T/P) ? T

    WRITE HEADERS IN 1ST RECORD OF FILE (Y/N) ? Y

    EXTRACT FILE NAME ? WRK:STARTSTOP.CSV

    OK (Y/N/E) █
  
```

Figure 233 - History Extract to File Screen #1

CREATE FIXED-FIELDED OR DELIMITED FILE (F/D)

Enter an "F" if you want to create a fixed fielded file. Enter a "D" if you want a delimited file. If you chose a delimited file, you will be asked to choose a delimiter: "C" for comma, "T" for tab, or "P" for pipe,

WRITE HEADERS IN FIRST RECORD OF FILE (Y/N)

Enter a "Y" if you want field descriptors to be written as the first record of the file so you have a mapping within the file of the field order.

EXTRACT FILE NAME

Enter the name of the file you wish to create and write the history records to.

For a Delivered History extract, you will see the following:

EXTRACT DRAWS, RETURNS OR BOTH (D/R/B)

If you only wish to extract draw transactions, enter a "D" If you wish only to extract return transactions, enter an "R" If you want to extract all history record enter a "B"

FULL DISTRIBUTION OR DISTRIBUTION UNDER 50% (F/U)

If you only want draw totals for subscribers who paid less than 50% of the retail rate, enter a "U". For an extract of the total draw, enter an "F".

For a Carrier Cash History extract, you will see the following:

EXTRACT CASH TRANSACTIONS ONLY (Y/N)

Enter a "Y" to limit the extract to just cash transactions or an "N" to extract all cash history records.

For a Subscriber Cash History extract, you see the following:

EXTRACT CASH, ADJUSTMENTS OR BOTH (C/A/B)

Enter a "C" to limit the extract to just cash transactions, an "A" to extract all adjustment transactions only or a "B" to extract all cash history records.

For a Comment History extract, you will see the following:

EXTRACT COMPLAINTS ONLY (Y/N)

Enter a "Y" to limit the extract to just complaints or an "N" to extract all comment history records.

CHAPTER 15 • REPORTS

A variety of powerful reporting capabilities are just keystrokes away in the Vision Circulation Carrier Reports menu.

This chapter describes the selections available from the Carrier Reports menu, Items 1-22. The menu is accessed from the Carrier main menu, or any of the other Carrier system menus, by typing "RP" [ENTER] at the selection line. The topics covered here include ABC, Draw, and Aging Reports, Publisher's Statement, 1099 and Bank Reports, and a variety of other useful reports. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.

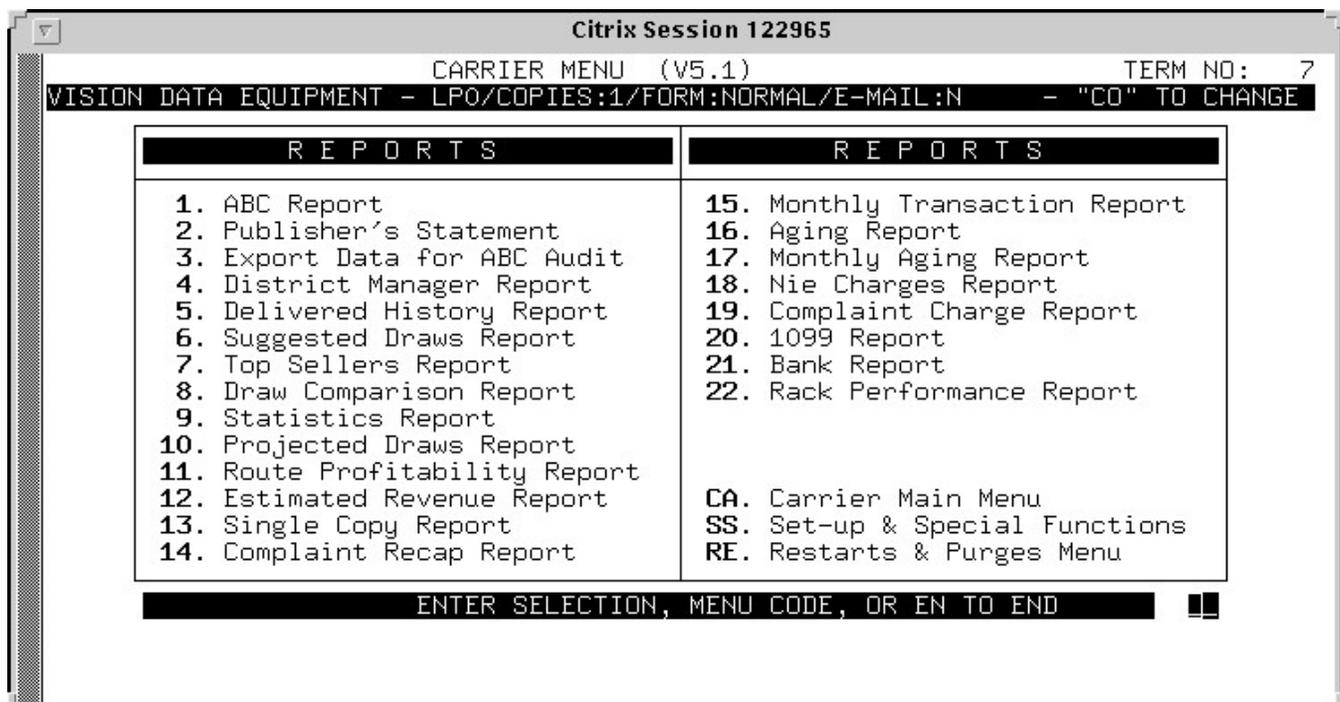


Figure 234 - Carrier Reports Menu

If Item 1 - ABC Report is highlighted in reverse video, the Delivered History File is at least 95% full. The history file must be purged.

Item 1 - ABC Report

The ABC Report (or CAC Report) is a report by publication of all the delivered draws for each delivery type. It is broken out by town code within each zone, for a given date range of anywhere from one day to 12 months (366 days maximum). There is a separate page for each zone (i.e. City, Retail Trade, Other) and a page giving totals. You can run it for Weekdays, Saturdays, Sundays or All days. You may run it "NET" (with returns included) or "GROSS" (without returns included). You can also choose to total by date or by town. In addition to this report an optional Daily Report is available at the end of the Bundle Label Printing run for each publication for that delivery day.

Except for the mail column, you define the columns representing each delivery type, via the ABC Town Code File. You must define state, county, town and delivery type/column designations so the ABC Report program knows where to put the delivered history for each town on the report. Refer to Chapter 13 Item, 1 - ABC Town Code File for how to create and maintain the file.

Two-character town codes are required to create the ABC Reports. For towns with over 25 subscribers, you should have a separate town code assigned. The TN-CD field in the Subscriber Master Files for mail delivered subscribers, and the TN-CD field in the Carrier Master Files must be filled in.

When you run mail labels, during the strip, you will be asked "Do you want to update the ABC totals". This prompt should be answered "Y" if you are printing labels for an ABC audited publication. The draw for each town code is placed in the Delivered History File on the Carrier System, which in turn becomes part of the ABC (or CAC) and Delivered History reports. The publication updated is the one in the subscriber's account, and the date used is the one you supply for the prompt "Enter the publication date". When you run Bundle Label Printing, if you answer "Y"es to "Update Master Files", that publishing day's draw for each route will be placed into the Delivered History File. Returns from dealers and racks are entered through the Daily Cash Entry and Posting programs.

Select Item 1 - ABC Report from the Carrier Reports menu.

```

shemp
ABC REPORT STRIP
YOUR NEWSPAPER NAME

      PUBLICATION NUMBER 1

      STARTING DATE  1/01/2009

      ENDING DATE    1/31/2009

      GROSS OR NET (G/N) ? G

      PRINT RETURNS IN PAID SECTION ? Y

      EXCLUDE DELIVERY DAYS (Y/N) ? N

      TOTALS BY TOWN OR DATE ? (T/D) T

      OK ? (Y/N/E) |
  
```

Figure 235 - Sample ABC Report Entry

PUBLICATION NUMBER

Enter the publication number you are reporting.

**STARTING DATE
ENDING DATE**

Enter the starting and ending publishing dates. These cannot be more than 366 days apart. If the starting and ending dates are not the same date you will see the following:

WEEKDAY, SATURDAY, SUNDAY OR ALL (W/6/7/A) ?

Do you want a report of "w"eekdays only, Saturday (day "6") only, Sunday (day "7") only, or "A"ll days of the week. The default value is "A"ll.

REPORT EACH DAY SEPARATELY (Y/N) ?

If you selected "w"eekday or "A"ll, above, do you want to report weekday separately? The default value is "N"o.

REPORT SATURDAYS SEPARATELY (Y/N) ?

If you selected "w"eekday or "A"ll, above, and are not reporting each weekday separately do you want to report Saturdays separately? The default value is "N"o.

1 PAID DISTRIBUTION OVER 50%**2 PAID DISTRIBUTION UNDER 50%****3 TOTAL PAID DISTRIBUTION****ENTER CIRCULATION TYPE**

Enter a "1" to only report distribution for papers that were paid at less than 50% of the full-price rate.

Enter a "2" to only report distribution for papers that were paid at more than 50% of the full-price rate.

Enter a "3" to only report total distribution regardless of the payment level. The default value is "3".

GROSS OR NET (G/N) ?

You can run the report "Net" with returns included, or "Gross" without returns included.

PRINT RETURNS IN PAID SECTION ?

Answering "No" to this prompt will accumulate returns and print the totals by zone on the last page of the ABC report as usual. Answering "Yes" to this prompt will print total returns and averages on the individual zone pages.

EXCLUDE DELIVERY DAYS (Y/N) ?

Based on ABC regulations, you may wish to exclude a particularly bad circulation day from your averages if some circumstance such as bad weather caused an abnormally low circulation. Enter the dates to be excluded. Refer to separate ABC regulations for more information on when you are and are not allowed to do this.

TOTALS BY TOWN OR DATE ? (T/D)

Do you want totals by "Town" or totals by "Date".

Item 2 - Publisher's Statement

The Publisher's Statement is used for reporting to ABC, and shows a summary of total average paid circulation as well as a breakdown of paid circulation by individuals and others. It reports Sunday deliveries separately, but can be told to treat Saturday deliveries as the weekend issue. The Statement is initially displayed on screen, and provides the option to send to the printer.

Select Item 2 - Publisher's Statement from the Carrier Reports menu.

NEWSPAPER PUBLISHER'S STATEMENT FOR 6 MONTHS ENDED 06/30/2008		YOUR NEWSPAPER NAME	
	SUNDAY	MON TO SAT	
1. TOTAL AVG PAID CIRCULATION.....	21,718	22,030	
Core Newspaper.....	21,531	21,843	
Electronic Editions.....	187	187	
Total Avg Paid Circulation.....	21,718	22,030	
1A. AVERAGE PAID CIRCULATION-Core Newspaper:			
Paid for by individual recipient (at 50% or more of basic price)			
Home Delivery & Mail.....	18,252	18,209	
Single Copy Sales.....	2,905	2,239	
Subtotal.....	21,157	20,448	
Paid for by individual recipient (at 25% to under 50% of basic)			
(P)RINT OR (E)ND USE ARROW KEYS TO TOGGLE PAGES			

Figure 236 - Sample Publisher's Statement

PUBLICATION NUMBER

Enter the desired publication number for this statement.

REPORT RTZ OR DMA (R/D)

Enter the format you wish to use for reporting paragraph 2.

1 1 DAY

2 3 MONTHS

3 6 MONTHS

4 1 YEAR

REPORT PERIOD

Specify the desired reporting period by entering a value between one and four.

**REPORT DATE or
PERIOD STARTING DATE**

If you selected a REPORT PERIOD of 1 Day, you will be asked to enter a REPORT DATE. If you select another REPORT PERIOD, you will be asked to enter a PERIOD STARTING DATE. The system will calculate 3 months, 6 months, or 1 year out from this date.

REPORT EACH WEEKDAY SEPARATELY

Specify whether or not you want a separate column for each weekday.

REPORT SATURDAYS SEPARATELY (Y/N)?

If you are not reporting each weekday separately, specify whether to report Saturdays separately, or as part of the weekday deliveries.

EXCLUDE DELIVERY DAYS (Y/N)?

Based on ABC regulations, you may wish to exclude a particularly bad circulation day from your averages if some circumstance such as bad weather caused an abnormally low circulation. Enter the dates to be excluded. Refer to separate ABC regulations for more information on when you are and are not allowed to do this.

Item 3 - Export Data for ABC Audit

ABC allows for a visit-less audit. If you choose to sign up for this, you will need to send ABC information using specific file formats. This program will extract the data from your system in the format required by ABC for a visit-less audit.

Select Item 3 - Export Data for ABC Audit from the Carrier Reports menu.

PUBLICATION NUMBER

Enter the desired publication number for this audit

PERIOD STARTING DATE

PERIOD ENDING DATE

Enter the date range for which ABC want to verify delivery and returns data.

SUBR COMPARISON DATE

Enter the date ABC wants to you to verify paid subscriptions for.

Item 4 - District Manager Report

The District Manager Report shows comment, stop/start, and payment activity for each route by distribution area and district. The header shows the range of dates being run, and whether it is a detail or summary report. It also shows the Distribution Area and District Manager codes.

The body of the report is in route order. It shows the Carrier's route number, name and phone number. The columns across show the number of total comments, starts, temporary starts, temporary stops, permanent stops, number of delivery schedule changes, new PIA's, expired PIA's, inquire messages and number of payments. It also shows the total route billing, total payments, amount due, and total draw for the date range specified. If you ask for detail, the comment messages for each subscriber, the carrier cash history transaction, and a list of starts and stops are reported. You will also see the number of Daily and Sunday complaints per 1000 draw and a recap of complaints by dispatch code. Remember, not all comments are complaints. A recap of starts and stops by reason code is also reported.

Select Item 4 - District Manager Report from the Carrier Report menu.

```

shemp
DISTRICT MANAGER PERFORMANCE REPORT STRIP
YOUR NEWSPAPER NAME

      STARTING DATE  1/01/2009   STARTING PUBLICATION  1
      ENDING DATE    1/31/2009   ENDING PUBLICATION    9

      STARTING DISTR AREA          STARTING DISTR MNGR
      ENDING DISTR AREA   ~~      ENDING DISTR MNGR   ~~

      REPORT COMMENTS ONLY ? N
      REPORT ALL COMMENT TYPES ? Y

      PRINT ACTUAL COMMENT DETAIL ? Y
      PRINT SUBSCRIBER PAYMENTS ? N
      PRINT SUBSCRIBER DETAIL ? Y

      PRINT ROUTES W/O TRANSACTIONS ? N

      PRINT ROUTE DETAIL, DM TOTALS ONLY,
      OR REPORT TOTALS ONLY (R/D/T) ? R

      OK (Y/N/E) ? █
  
```

Figure 237 - Sample District Manager Report Entry

STARTING DATE

ENDING DATE

Enter the Starting and Ending Publishing Dates. Pressing [ENTER] will default to the current date.

**STARTING PUBLICATION
ENDING PUBLICATION**

Enter the Starting and Ending Publication number. Pressing [ENTER] twice will default to the entire range (1 thru 9).

**STARTING DISTR AREA
ENDING DISTR AREA**

Enter the Starting and Ending Distribution Areas. Refers to the AREA field of the Carrier Master File. Pressing [ENTER] twice will default to the entire range.

**STARTING DISTR MNGR
ENDING DISTR MNGR**

Enter the Starting and Ending District Managers. Refers to the D-MGR field of the Carrier Master File. Pressing [ENTER] twice will default to all District Managers.

REPORT COMMENTS ONLY ?

Do you want a report of comments only? If you answer "Y"es, no stop/start or payment activity will print on the report. Pressing [ENTER] will default to "N"o.

**REPORT ALL COMMENT TYPES ?
ENTER UP TO 30 COMMENT TYPES- [ESC] TO FINISH**

Do you want to report all comment type codes? If you answer "N"o, you may enter up to 30 comment type codes to include on the report. Press [ESC] when done. Pressing [ENTER] will default to "Y"es.

PRINT COMMENT DESCRIPTION ?

Do you want to print the comment description below the comment code? Pressing [ENTER] will default to "Y"es.

PRINT SUBSCRIBER PAYMENTS ?

If you have not chosen to print comments only, you may include cash history transactions on the report. Pressing [ENTER] will default to "Y"es.

PRINT SUBSCRIBER DETAIL ?

Do you want to print subscriber name and address information for comment, cash history or stop/start transactions or just summary totals? Pressing [ENTER] will default to "Y"es.

PRINT ROUTES W/O TRANSACTIONS ?

Do you want to print routes with no transactions? Pressing [ENTER] will default to "Y"es.

PRINT ROUTE DETAIL, DM TOTALS ONLY, OR REPORT TOTALS ONLY (R/D/T)

You can choose to print as much detail as you want, or you can limit what prints to the appropriate sub-total lever.

Item 5 - Delivered History Report

The Delivered History Report program utilizes the Strip techniques to sort the report using any combination of fields and accumulate up to three levels of totals of delivered draws and returns for any range of dates. You may also select route totals and/or weekly totals.

Select Item 5 - Delivered History Report from the Carrier Reports menu. There are two sections to this program: the Strip, and the Report Definition section. The **Strip** allows the ability to select which file records you want to produce a report for and in what order by allowing you to select and sort on any combination of data fields. The **Report Definition** section allows you to define a date range, report heading and the totals you want to see printed.

The screenshot shows a terminal window titled 'shemp'. On the left side, there is a vertical list of 17 fields, each with a number: 1 PUB NO, 2 EDITION, 3 DEL TYPE, 4 TOWN CD, 5 CTGRY CD, 6 ZONE CD, 7 DM AREA, 8 DIST MGR, 9 LOAD CD, 10 SEQ NO, 11 BAS-RT, 12 BILNG, 13 ABC ZN, 14 PMA, 15 COUNTY#, 16 STATE #, and 17 RTE NO. On the right side, the text reads: 'DELIVERED HISTORY STRIP FOR HISTORY REPORTING'. Below this, there are two paragraphs of instructions. The first paragraph says: 'Enter the numbers of the fields you wish to sort on first. Enter them in the order you want the sort to take place. Then enter the fields used to select records to be sorted. Enter "EN" when done.' The second paragraph says: 'For every field entered you have the option to restrict the records selected based on values you input. Type "RETURN" after the field number if you want to select a range of values, or "nnT" if you want to build a table of up to 25 acceptable values (type "ESC" after the last table value). Type "AB" to abort this program.' At the bottom right, there is a prompt 'FIELD ?' followed by a blue cursor and a black rectangular box.

Figure 238 - Delivered History Report Strip Screen

Defining the Strip

The delivered history strip is similar in function to the mail labels, master file listing and batch coding strips and allows you to select which route transactions will be selected from the delivered history file and in what order they will be sorted. The screen above shows a numbered list of fields from the Carrier Master File, as well as fields from the ABC Town Codes File. It also shows the route number (RTE NO). You can select from these fields in various combinations to print delivered draws and returns. The order in which these fields are selected is the order in which they will be sorted. If you want a report of all motor routes delivering publication 1 in load and sequence order, you might select the LOAD CD and SEQ NO fields first and second, the PUB NO field third, the DEL TYPE field fourth. Refer to Chapter 12, Item 17 - Master File Strip & Lists for more information.

Report Definition

ENTER THE STARTING DATE __/__/__

ENTER THE ENDING DATE __/__/__

Enter the starting and ending bundle run dates that you want to run this report for.

ENTER 2 LINE REPORT HEADING(OPTIONAL)

Enter a two-line report heading. Each line will be automatically centered on the report.

1. PAID DISTRIBUTION OVER 50%
2. PAID DISTRIBUTION UNDER 50%
3. TOTAL PAID DISTRIBUTION

ENTER CIRCULATION TYPE

Specify the type of circulation distribution you wish to report on.

DO YOU WANT ROUTE TOTALS?

If you select route totals, this will give you a route-by-route breakdown of the draw totals for the date range specified.

DO YOU WANT WEEK BY WEEK TOTALS?

If you select week-by-week totals, this will give you a weekly breakdown of the draw totals for the date range specified. This prompt is not asked if the date range is greater than eight weeks.

Item 6 - Suggested Draws Report

The Suggested Draws Report program enables you to analyze routes for which returns are allowed (racks and dealers), and suggest draws based on their return history. You can select weekly totals, or totals for the date range you specify. You can also select to update your rack and dealer draws by these amounts.

For each route and day of week the report prints five lines. The first line shows the route's current draw for that day. The second line shows the total draw minus returns for the base period. The third line shows the average net draw, computed by dividing the total net draw by the number of weeks in the base period the route had a non-zero draw. The fourth line shows the returns as a percentage of draw (total base period returns divided by the total base period draws). The final line shows the suggested (100 + requested returns percentage for the draw range) percentage.

Select Item 6 - Suggested Draws Report from the Carrier Reports menu. There are two sections to this program: the Strip, and the Report Definition section. The **Strip** allows the ability to select which file records you want to produce a report for, and in what order by allowing you to select and sort on any combination of data fields. The **Report Definition** section allows you to define a date range, report heading and totals you want to see printed.

The screenshot shows a terminal window titled 'shemp'. The main heading is 'DELIVERED HISTORY STRIP FOR SUGGESTED DRAWS'. On the left, there is a numbered list of 17 fields: 1 PUB NO, 2 EDITION, 3 DEL TYPE, 4 TOWN CD, 5 CTGRY CD, 6 ZONE CD, 7 DM AREA, 8 DIST MGR, 9 LOAD CD, 10 SEQ NO, 11 BAS-RT, 12 BILNG, 13 ABC ZN, 14 PMA, 15 COUNTY#, 16 STATE #, and 17 RTE NO. To the right of this list, there are two paragraphs of instructions. The first paragraph says: 'Enter the numbers of the fields you wish to sort on first. Enter them in the order you want the sort to take place. Then enter the fields used to select records to be sorted. Enter "EN" when done.' The second paragraph says: 'For every field entered you have the option to restrict the records selected based on values you input. Type "RETURN" after the field number if you want to select a range of values, or "nnT" if you want to build a table of up to 25 acceptable values (type "ESC" after the last table value). Type "AB" to abort this program.' At the bottom right, there is a prompt 'FIELD ?' followed by a blue cursor bar.

Figure 239 - Suggested Draws Report Strip Screen

Defining the Strip

Refer to Chapter 12, Item 17 - Master File Strip & Lists for more information.

Report Definition

ENTER THE STARTING DATE __/__/__

ENTER THE ENDING DATE __/__/__

Enter the starting and ending bundle run dates that you want to run this report for.

DO YOU WANT WEEK BY WEEK TOTALS?

If you select week-by-week totals, this will give you a weekly breakdown of the draws, returns and net draws for the date range specified. This prompt is not asked if the date range is greater than eight weeks.

ENTER THE RETURNS PERCENTAGES

DRAWS %

Enter the average net draw range and percentage of returns for each range. For instance, for a carrier draw of five to fifteen, three returns would be 20% or more of the draw, which may be an acceptable percentage for that low of a draw. However 20% for a carrier/dealer drawing 300 papers would be unacceptable. Enter draw ranges and percentages that make sense for your publication and carrier force. A maximum of four ranges and related percentages are allowed. Enter whole percentages - i.e. 13 for 13%. The last number of the last range should be 9999.

UPDATE ROUTE DRAWS WITH SUGGESTED DRAWS ? _

MINIMUM ALLOWABLE DRAW ? _____

If you want to update route draws with the suggested draws, enter the minimum allowable draw.

Item 7 - Top Sellers Report

The Top Sellers Report shows you either your top or bottom selling locations based on parameters you define and for a range of dates you select.

Select Item 7 - Top Sellers Report from the Carrier Reports menu.

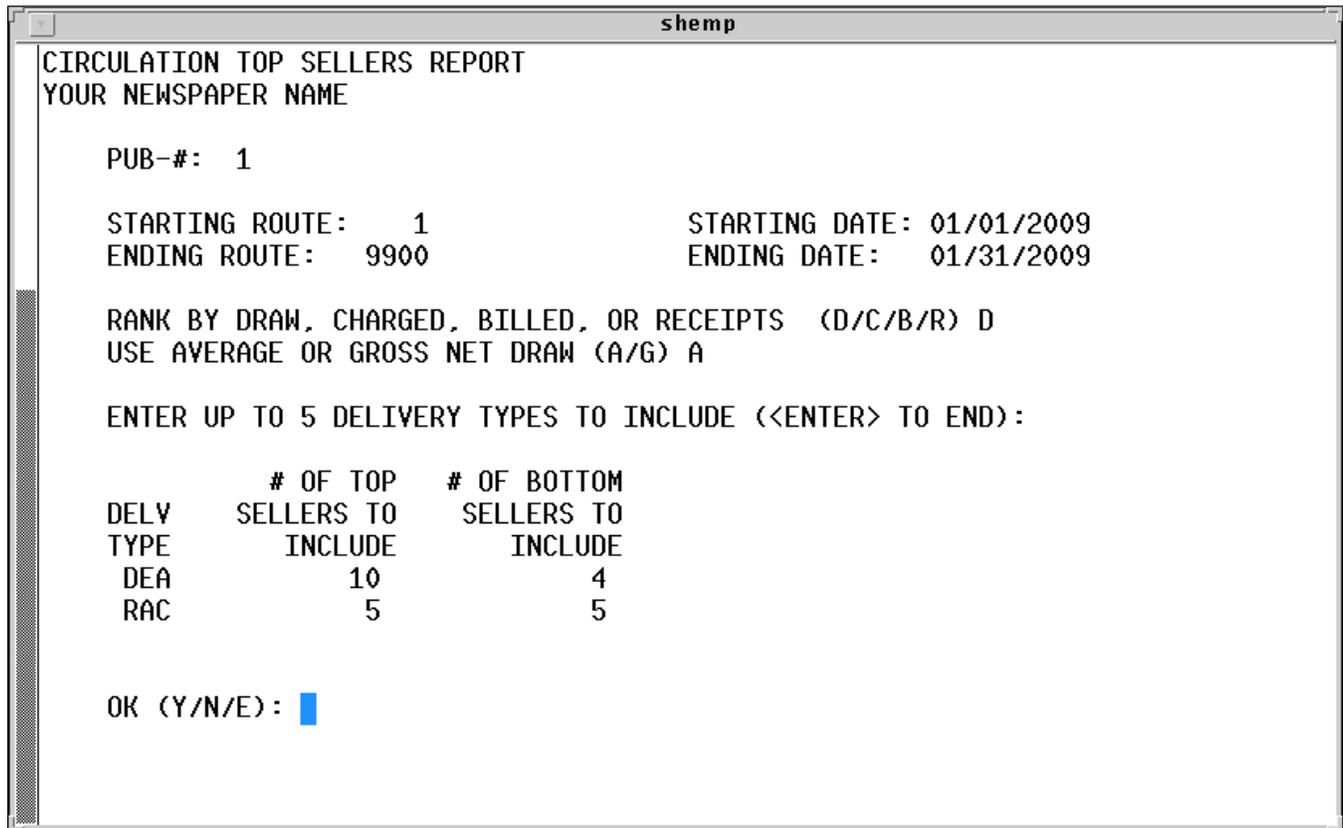


Figure 240 - Sample Top Sellers Report Entry

PUB-#:

Enter the publication number you want to review

STARTING ROUTE:

ENDING ROUTE:

Enter the range of routes you want to look at for this report.

STARTING DATE:

ENDING DATE:

Enter the range of dates you want to base this report on.

**RANK BY DRAW, CHARGED, BILLED, OR RECEIPTS (D/C/B/R):
USE AVERAGE OR GROSS NET DRAW (A/G):**

Enter a "D" to base your rankings on net draw, enter a c" to base your rankings on draw charges for the time period, enter a B" to base your rankings on gross billings for the time period or enter an R" to base your rankings on cash receipts for the time period. If you are basing your rankings on net draw, you will be asked if you want to use the average daily draw for the time period or the total draw for the time period.

ENTER UP TO 5 DELIVERY TYPES TO INCLUDE (<ENTER> TO END):

You can limit the report to from one to five specific delivery types. For each delivery type you will be asked for the number of routes to print on both the high and low end.

Item 8 - Draw Comparison Report

The Draw Comparison Report allows you to analyze the draw for a given day, as compared to that day one week prior, one month prior, and one year prior.

Select Item 8 - Draw Comparison Report from the Carrier Reports menu. There are two sections to this program: the Strip, and the Report Definition section. The **Strip** allows the ability to select which file records you want to produce a report for and in what order by allowing you to select and sort on any combination of data fields. The **Report Definition** section allows you to define a date range, report heading and totals you want to see printed.

The screenshot shows a window titled 'shemp' with the following content:

```

shemp
DELIVERED HISTORY STRIP FOR DRAW COMPARISON

Enter the numbers of the fields you wish to
sort on first. Enter them in the order you want
the sort to take place. Then enter the fields
used to select records to be sorted. Enter
"EN" when done.

For every field entered you have the option
to restrict the records selected based on values
you input. Type "RETURN" after the field num-
ber if you want to select a range of values, or
"nnT" if you want to build a table of up to 25
acceptable values(type "ESC" after the last
table value). Type "AB" to abort this program.

FIELD ? █
  
```

On the left side of the window, a list of 17 fields is displayed:

- 1 PUB NO
- 2 EDITION
- 3 DEL TYPE
- 4 TOWN CD
- 5 CTGRY CD
- 6 ZONE CD
- 7 DM AREA
- 8 DIST MGR
- 9 LOAD CD
- 10 SEQ NO
- 11 BAS-RT
- 12 BILNG
- 13 ABC ZN
- 14 PMA
- 15 COUNTY#
- 16 STATE #
- 17 RTE NO

Figure 241 - Draw Comparison Report Strip Screen

Defining the Strip

Refer to Chapter 12, Item 17 - Master File Strip & Lists for more information.

Report Definition

```

shemp
1 PUB NO                DELIVERED HISTORY STRIP FOR DRAW COMPARISON
2 EDITION
3 DEL TYPE 01*         Enter the comparison date  3/01/2009
4 TOWN CD
5 CTGRY CD            Do you want route totals ? Y
6 ZONE CD
7 DM AREA
8 DIST MGR
9 LOAD CD
10 SEQ NO
11 BAS-RT
12 BILNG
13 ABC ZN
14 PMA
15 COUNTY#
16 STATE #
17 RTE NO

OK (Y/N/E) ? █
    
```

Figure 242 - Sample Draw Comparison Report Entry

ENTER THE COMPARISON DATE __/__/__

Enter the comparison date that you want to compare against.

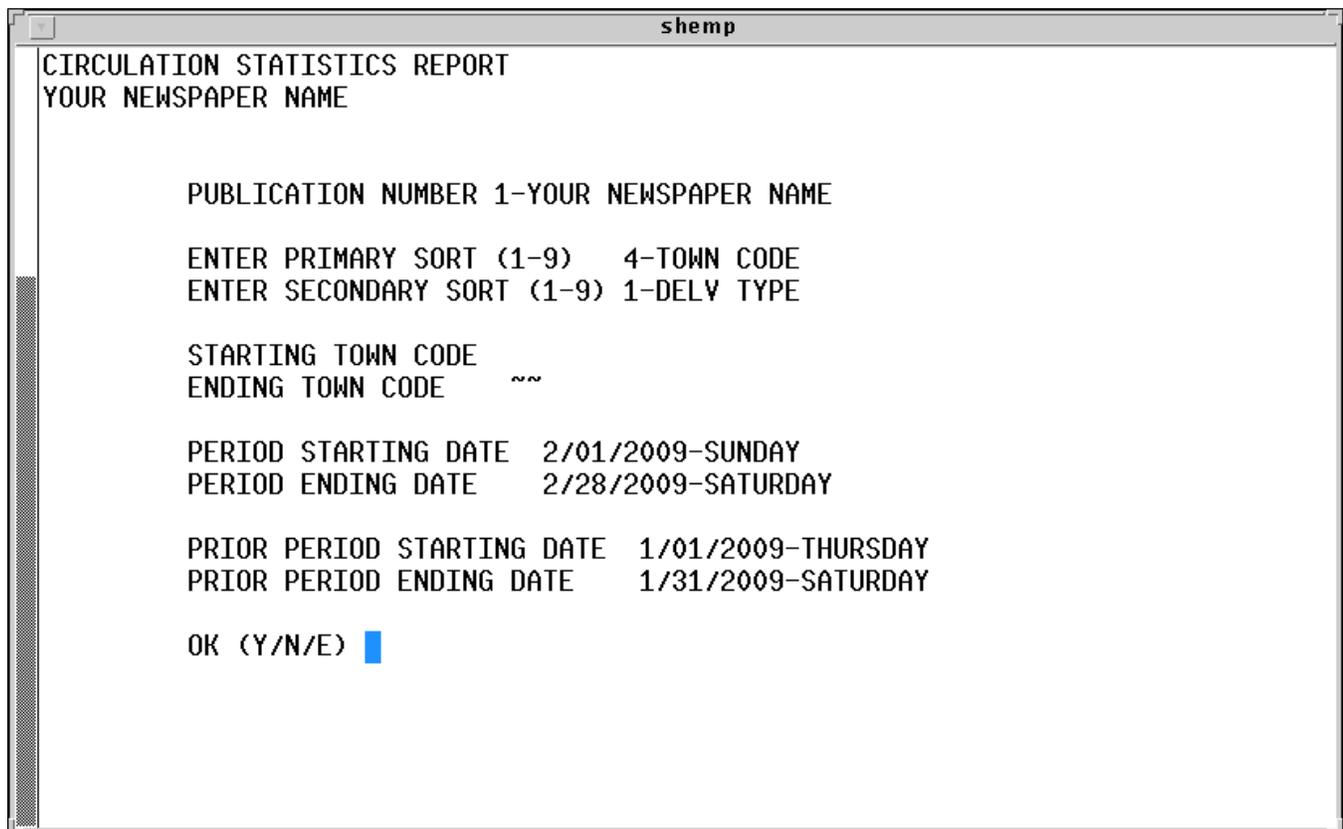
DO YOU WANT ROUTE TOTALS?

Specify whether you want totals by route.

Item 9 - Statistics Report

The Statistics Report is similar to the Draw Comparison Report, in that it allows you to analyze draw related information for differing periods of time. In addition to draws, the report will compare returns, starts and stops, and provide a wider variety of output options such as separate reporting of Saturday and Sunday details and Daily Average vs. Gross draw.

Select Item 9 - Statistics Report from the Carrier Reports menu. There are two sections to this program: the Strip, and the Report Definition section. The **Strip** allows the ability to select which file records you want to produce a report for and in what order by allowing you to select and sort on up to 2 combinations of data fields. The **Report Definition** section allows you to define a date range, report heading and totals you want to see printed.



```
shemp
CIRCULATION STATISTICS REPORT
YOUR NEWSPAPER NAME

      PUBLICATION NUMBER 1-YOUR NEWSPAPER NAME

ENTER PRIMARY SORT (1-9)   4-TOWN CODE
ENTER SECONDARY SORT (1-9) 1-DELY TYPE

STARTING TOWN CODE
ENDING TOWN CODE      ~~

PERIOD STARTING DATE  2/01/2009-SUNDAY
PERIOD ENDING DATE    2/28/2009-SATURDAY

PRIOR PERIOD STARTING DATE  1/01/2009-THURSDAY
PRIOR PERIOD ENDING DATE    1/31/2009-SATURDAY

OK (Y/N/E) █
```

Figure 243 - Sample Statistics Report Entry Screen #1

Defining the Strip

PUBLICATION NUMBER

Specify the number of the publication that you wish to analyze.

ENTER PRIMARY SORT (1-9)
ENTER SECONDARY SORT (1-9)

Enter the field numbers from the fields displayed on the right of the screen that you wish to use as the primary sort key and the secondary sort key.

STARTING DELV TYPE
ENDING DELV TYPE

Enter the starting and ending delivery types you wish to analyze. Pressing [ENTER] twice will select the default range (" " to "~").

PERIOD STARTING DATE
PERIOD ENDING DATE

Enter the starting and ending dates of the period you wish to analyze.

PRIOR PERIOD STARTING DATE
PRIOR PERIOD ENDING DATE

Enter the starting and ending dates of the period you wish to compare to.

Report Definition

The screenshot shows a window titled 'shemp' with the following text:

```

CIRCULATION STATISTICS REPORT
YOUR NEWSPAPER NAME

      PRINT SEPARATE SUNDAY DETAIL (Y/N) Y
      PRINT SEPARATE SATURDAY DETAIL (Y/N) N
      PRINT COMBINED DRAW DETAIL (Y/N) Y
      PRINT DAILY AVERAGE OR GROSS DRAW (A/G) A
      PRINT ROUTE DETAIL (Y/N) Y
      OK (Y/N/E) █
  
```

Figure 244 - Sample Statistics Report Entry Screen #2

PRINT SEPARATE SUNDAY DETAIL (Y/N)

Specify whether to break out Sunday as a separate detail. If you answer "Y"es, you will see the following:

PRINT SEPARATE SATURDAY DETAIL (Y/N)

Specify whether to break out Saturday as a separate detail.

PRINT COMBINED DRAW DETAIL (Y/N)

Specify whether to print a combined Saturday-Sunday detail.

PRINT DAILY AVERAGE OR GROSS DRAW (A/G)

Specify whether to compare Gross draw or Daily Average draw. If your base and comparison periods have a differing number of publishing days, you should choose "A" for daily average.

PRINT ROUTE DETAIL (Y/N)

Specify whether to print individual details by route.

Item 10 - Projected Draws Report

The Projected Draws Report is a day-by-day report, forecasting what the draws might be in the future. It looks at the base draws, odd draws and draw changes, and optionally at the moves, starts and stops. It can be sorted in route number order, by load and sequence, by zone, or by district.

Select Item 10 - Projected Draws Report from the Carrier Reports menu.

```

shemp
PROJECTED DRAWS REPORT
YOUR NEWSPAPER NAME

PUBLICATION NUMBER ? 1

SELECT BY ROUTE, LOAD, ZONE, DISTRICT? (R/L/Z/D): R
FROM (1-9900 OR ALL) ? 1
TO ( 1-9900) ? 9900

ENTER TABLE OF DELIVERY TYPES
CAR-CARRIER DELIVERY          EMP-EMPLOYEES
DEA-DEALERS                    OTH-OTHER PAID
RAC-RACKS
MTR-MOTOR ROUTE
COU-COUNTER SALES

DO YOU WANT TO SEARCH FOR STOPS-STARTS ? Y

ENTER REPORT STARTING DATE : 10/18/2008

OK (Y/N/E) ? █
  
```

Figure 245 - Sample Projected Draws Report Entry

PUBLICATION NUMBER ?

Enter the publication number you are reporting.

SELECT BY ROUTE, LOAD, ZONE, DISTRICT? (R/L/Z/D):

You can select routes by a range of route numbers, a range of load codes, a range of zones or a range of districts. Enter your from and to range of whatever option you selected. Press [ENTER] for the default value "R".

ENTER TABLE OF DELIVERY TYPES

Enter a table of the delivery types you want to include in the report - e.g. "C"arrier, "R"acks, "D"ealer, etc. Press [ENTER] for the default value "ALL DELIVERY TYPES".

DO YOU WANT TO SEARCH FOR STOPS-STARTS ?

Do you want to include starts, stops and moves in the projected draw figures. Press [ENTER] for the default value "N".

ENTER REPORT STARTING DATE :

Enter the starting date to begin calculating projected draws from.

Item 11 - Route Profitability Report

The Route Profitability Report allows you to look at the net charges and credits on a route and based on time, throws and mileage, determine the economic viability of the route from the carrier's perspective.

Select Item 11 - Route Profitability Report from the Carrier Reports menu.

```

shemp
ROUTE PROFITABILITY REPORT
YOUR NEWSPAPER NAME

PUB-#: 1                BILL CODE: W
                        CYCLES TO REPORT (01-12): 12

STARTING ROUTE: 1      STARTING ZONE:
ENDING ROUTE: 9900    ENDING ZONE: ~~~

STARTING D-AREA:      STARTING D-MNGR:
ENDING D-AREA:  ~~~   ENDING D-MNGR:  ~~~

SORT BY ROUTE, ZONE OR DISTRICT (R/Z/D): R

ENTER UP TO 5 DELIVERY TYPES TO INCLUDE (<ENTER> TO END):
CAR  MTR

MOTOR ROUTE AUTO EXPENSE PER MILE: .5150

ENTER CODES TO EXCLUDE FROM ACCUMULATION OF TEMP CHG/CREDS (<ENTER> TO END):
MM  TP

OK (Y/N/E): █

```

Figure 246 - Sample Route Profitability Report Entry Screen #1

PUB-#: ?

Enter the publication number you are reporting.

BILL CODE:

CYCLES TO REPORT:

Enter the billing code you wish to include on this report. Based on the billing code, you will be able to select the number of cycles you wish to report on. Depending on the length of the bill cycle, net profitability may increase or decrease based on varying publishing days.

STARTING D-AREA:

ENDING D-AREA

Enter a range of district area codes to include on this report.

**STARTING D-MNGR:
ENDING D-MNGR**

Enter a range of district manager codes to include on this report

ENTER UP TO 5 DELIVERY TYPES TO INCLUDE (<ENTER> TO END)

Enter from one to five delivery types to include. Press [ENTER] to stop selecting delivery types.

MOTOR ROUTE AUTO EXPENSE PER MILE:

Enter the cost of owning and operating a vehicle. This amount will be used to calculate an expense to the carrier for utilizing his or her vehicle.

ENTER CODES TO EXCLUDE FROM ACCUMULATION OF TEMP CHG/CREDS

Normally any charge or credit that effects a carrier's bill also affects the profitability of the route. However, you may wish to exclude certain transactions if they represent a payment to the carrier towards a credit balance, such as a mid-month check transaction, or if they cannot be assumed or are not consistent, such as subscriber tips.

shemp					
ROUTE PROFITABILITY REPORT - ROUTE DETAIL ENTRY					PG: 1 OF 4
RTE#	NAME	TYP	TIME	MILES	
2404	KATHERINE FERRINGER	CAR	30	12	
3231	DANNY J CASPER	CAR	60	15	
4206	ANITA BORDELL	CAR	60	5	
4537	C BRESKE	CAR	30	30	
4539	CATHY FRISON	CAR	60	10	
5101	NANCY CURRY	MTR	120	40	
5102	LORI STROMAN	MTR	30	20	
5107	JAMES MILLER	MTR	210	163	
5108	CHARLES F CHRISTENSO	MTR	0	0	
5110	DEBBIE DAVIES	MTR	0	0	
5111	WILLIAM MILLER	MTR	0	0	
5112	INTERIORS GILLILAND	MTR	0	0	
5113	DONALD SWEHLA	MTR	0	0	
5114	LUCY GROSS	MTR	0	0	
5118	BOBBY SIGLER	MTR	0	0	

OPTIONS: N-Next Page P-Prev Page R-Process Report E-End

ENTER OPTION FROM ABOVE OR LINE-#: █

Figure 247 - Sample Route Profitability Report Entry Screen #2

**TIME
MILES**

For each route listed, enter the amount of time per day it takes the carrier on average to deliver the route. Also, in the case of motor routes, enter the mileage per day driven by the carrier on the route.

Item 12 - Estimated Revenue Report

The Estimated Revenue Report takes a current snapshot of a route and for the current billing cycle determines the economic viability of the route from the newspapers perspective.

Select Item 12 - Estimated Revenue Report from the Carrier Reports menu.

```

shemp
ROUTE ESTIMATED REVENUE REPORT
YOUR NEWSPAPER NAME

PUB-#: 1                STARTING ROUTE: 1
                        ENDING ROUTE: 9900

STARTING D-AREA:       STARTING D-MNGR:
ENDING D-AREA:  ~~~~  ENDING D-MNGR:  ~~~~

SORT BY ROUTE, BILL CODE OR DISTRICT (R/B/D): R

ENTER UP TO 5 DELIVERY TYPES TO INCLUDE (<ENTER> TO END):
MTR

ENTER UP TO 10 PERM CHG/CRD CODES TO INCLUDE (<ENTER> TO END):
SU  RA

OK (Y/N/E): █
  
```

Figure 248 - Sample Estimated Revenue Report Entry

PUB-#: ?
STARTING D-AREA:
ENDING D-AREA
STARTING D-MNGR:
ENDING D-MNGR

Enter the publication number you are reporting and a range of district area and district manager codes to include on this report.

ENTER UP TO 5 DELIVERY TYPES TO INCLUDE (<ENTER> TO END)

Enter from one to five delivery types to include. Press [ENTER] to stop selecting delivery types.

ENTER UP TO 10 PERM CHG/CRED CODES TO INCLUDE (<ENTER> TO END)

Enter from one to ten charge or credit codes that you want to include in the revenue calculations. These should be codes for transactions that regularly increase or decrease the routes balance such as mileage, subsidies, allowances, and rack rentals. Press [ENTER] to stop selecting charge/credit codes.

Item 13 - Single Copy Report

The Single Copy Report program produces two reports: a Detail Report and a Summary Report. The **Detail Report** shows a route-by-route detail of draws, returns, net sold, and returns percentage. There are totals for each delivery type you select, and totals for the entire report. It also shows the total number of sellouts and sellout percentage for each route. The **Summary Report** shows the percent of returns for Daily, Sunday and Total, as well as percent sellouts for each delivery type selected, comparing this period with last period. It also shows an inventory comparison of both periods for each delivery type and average Daily and Sunday sold.

Select Item 13 - Single Copy Report from the Carrier Reports menu.

```

shemp
SINGLE COPY REPORT
YOUR NEWSPAPER NAME

      PRINT DETAIL, SUMMARY, OR BOTH (D/S/B) B

STARTING DATE THIS PERIOD 12/01/2008 MONDAY
ENDING DATE THIS PERIOD   12/31/2008 WEDNESDAY

STARTING DATE LAST PERIOD 12/01/2007 SATURDAY
ENDING DATE LAST PERIOD   12/31/2007 MONDAY

NUMBER OF NON-PUBLISHING WEEKDAYS  0
NUMBER OF NON-PUBLISHING SUNDAYS   0

STARTING ROUTE NUMBER    1
ENDING ROUTE NUMBER      9900

OK (Y/N/E) ? █
  
```

Figure 249 - Sample Single Copy Report Entry Screen #1

PRINT DETAIL, SUMMARY, OR BOTH (D/S/B)

Do you want to print the route-by-route detail, just the summary report, or both the route detail and summary reports?

STARTING DATE THIS PERIOD / /
 ENDING DATE THIS PERIOD / /

Enter the starting and endings dates for the current period.

If you elected to print the summary report, either by itself or in conjunction with the detail report, answer the following:

STARTING DATE LAST PERIOD __/__/__
ENDING DATE LAST PERIOD __/__/__

Enter the starting and ending dates for the same days from the previous period.

NUMBER OF NON-PUBLISHING WEEKDAYS ____
NUMBER OF NON-PUBLISHING SUNDAYS ____

Enter the number of weekdays and Sundays you did not publish during this period. Pressing [ENTER] at either prompt enters the default value of zero.

STARTING ROUTE NUMBER ____
ENDING ROUTE NUMBER ____

Enter the starting and ending route numbers. These numbers will only be included if the delivery type matches the route types you select in the next prompt. Pressing [ENTER] twice will enter the minimum and maximum route numbers.

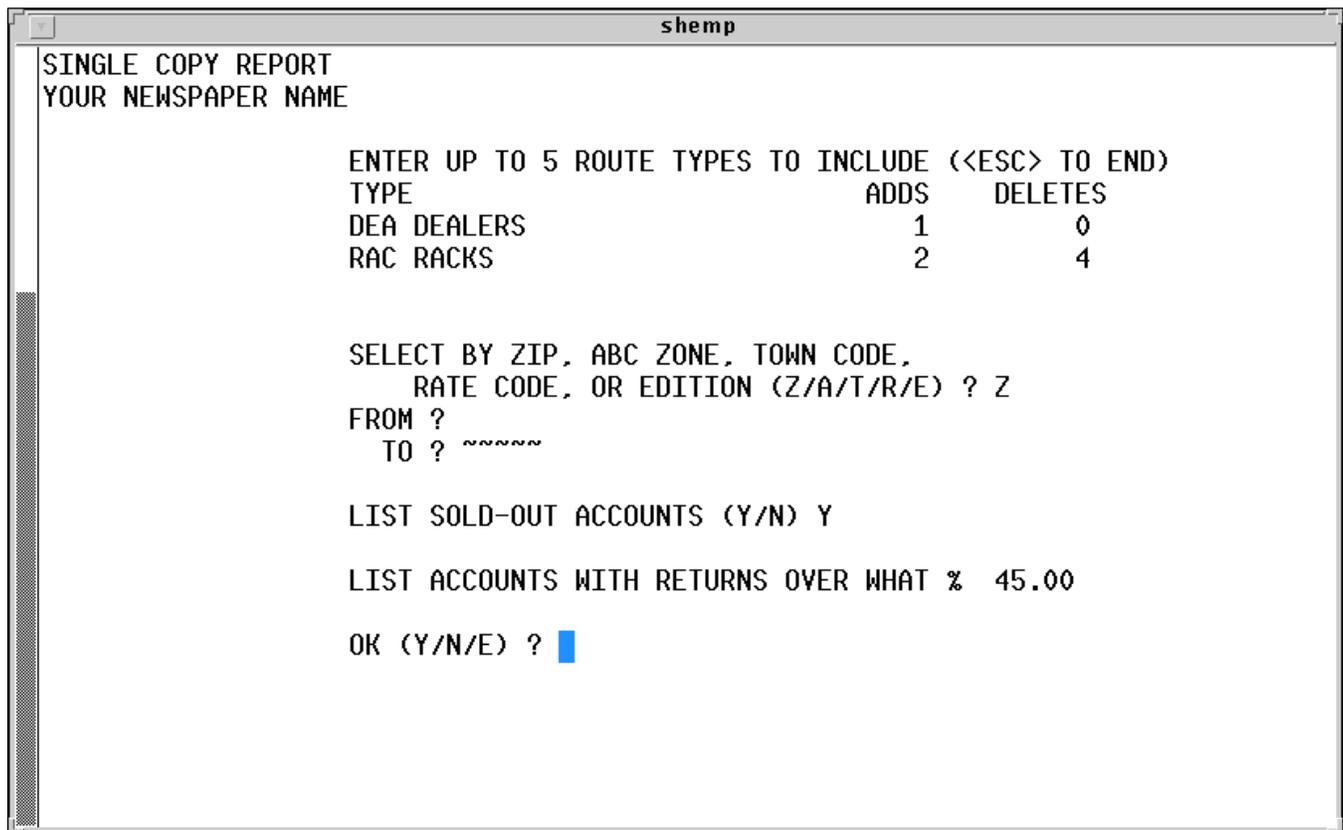


Figure 250 - Sample Single Copy Report Entry Screen #2

If you elected to print the Summary Report, either by itself or in conjunction with the Detail Report, answer the following:

ENTER UP TO 5 ROUTE TYPES TO INCLUDE ([ESC] TO END)

TYPE
ADDS
DELETES

Enter up to five delivery types for routes to be included on this report. Enter the number of adds and deletes for each delivery type.

If you elected to run the Detail Report by itself:

TYPE

Enter up to five delivery types for routes to be included on this report.

SELECT BY ZIP, ABC ZONE, TOWN CODE, RATE CODE, OR EDITION (Z/A/T/R/E)?

How do you want to select routes? Enter a range of zip codes, ABC zones, town codes, rate codes or edition codes, depending on what you selected.

LIST SOLD-OUT ACCOUNTS (Y/N)

Do you want a separate listing of sold out routes.

LIST ACCOUNTS WITH RETURNS OVER WHAT % __. __

List only those routes with returns over this percentage.

If you selected the summary report or both reports you will be asked to enter the following four line message:

ENTER MESSAGE OR RELEVANT INFORMATION:

This message will print on the bottom of the summary report.

Item 14 - Complaint Recap Report

The Complaint Recap Report allows you to analyze complaint histories as related to carrier/dealer draw. Values are calculated as a value of complaints per thousand draw.

Select Item 14 - Complaint Recap Report from the Carrier Reports menu.

```

shemp
COMPLAINT RECAP REPORT
YOUR NEWSPAPER NAME

ENTER PUBLICATION NUMBER:  1

ENTER STARTING DM AREA:
ENTER ENDING DM AREA:    ~~

ENTER STARTING DISTRICT MANAGER:
ENTER ENDING DISTRICT MANAGER:    ~~

ENTER STARTING ROUTE:    1
ENTER ENDING ROUTE:    9900

ENTER STARTING DATE:    2/01/2009
ENTER ENDING DATE:    2/28/2009

STARTING COMMENT CODE:
ENDING COMMENT CODE:    ~~~

OK ? (Y/N/E) █

```

Figure 251 - Sample Complaint Report Entry

ENTER PUBLICATION NUMBER

Enter the publication number for the publication you wish to report on.

ENTER STARTING DM AREA:

ENTER ENDING DM AREA:

Enter the starting and ending DM Area values. Pressing [ENTER] twice will enter the minimum and maximum area values.

ENTER STARTING DISTRICT MANAGER:

ENTER ENDING DISTRICT MANAGER:

Enter the starting and ending District Manager values. Pressing [ENTER] twice will default to the entire range of District Manager values.

ENTER STARTING ROUTE:**ENTER ENDING ROUTE:**

Enter the starting and ending route numbers. Pressing [ENTER] twice will default to the entire range of route number values.

ENTER STARTING DATE:**ENTER ENDING DATE:**

Enter the date range you wish to report on. Pressing [ENTER] twice will default to the current month.

STARTING COMMENT CODE:**ENDING COMMENT CODE:**

or

ENTER A TABLE OF UP TO 30 COMMENT CODES

Enter the comment code range you wish to report on. Pressing [ENTER] twice will default to the entire range of defined comment codes.

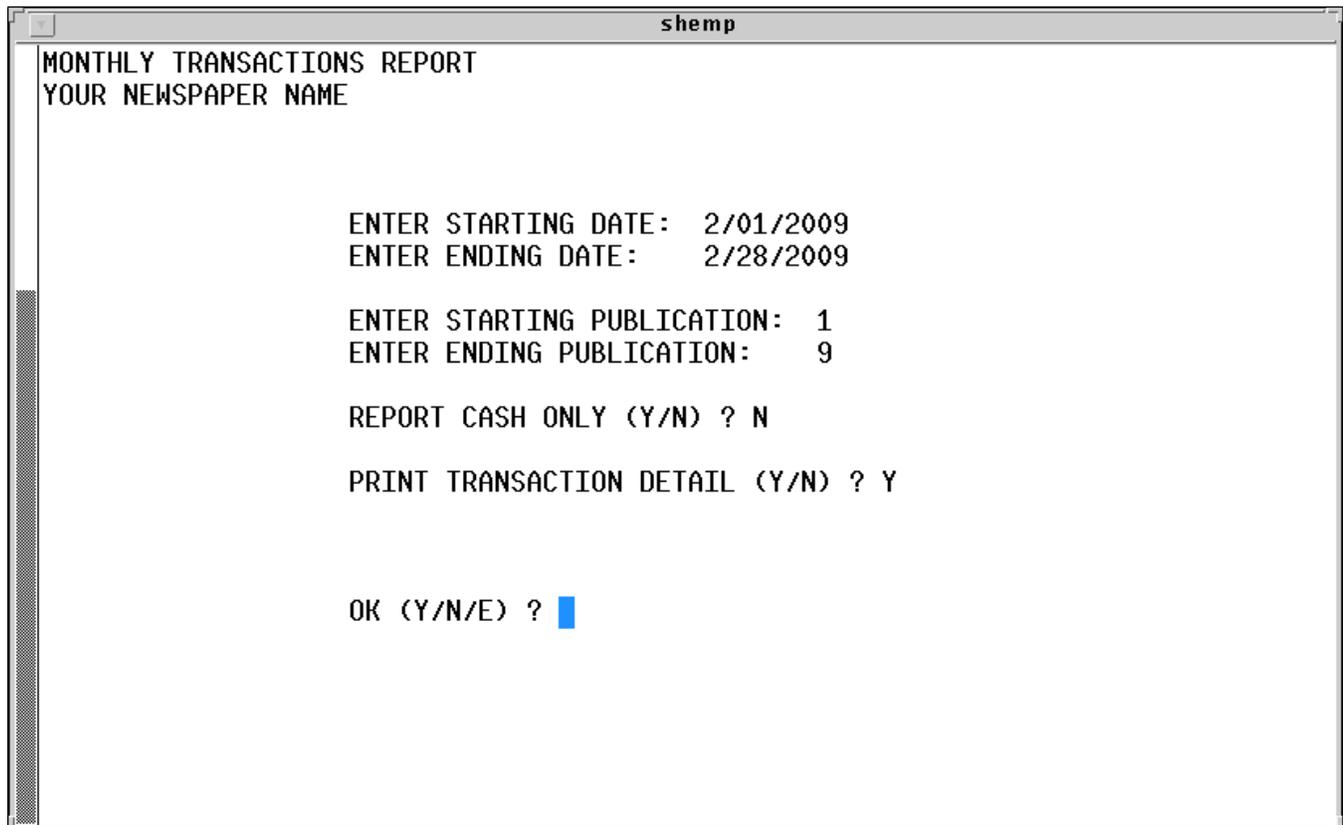
Since your defined comment codes are not always complaint related, and the complaint related codes are probably not in a contiguous range, you will likely need to enter a table of comment code values. Press [TAB] and enter up to 30 three-character comment codes that are complaint related. Press [ENTER] when done.

Item 15 - Monthly Transaction Report

The Monthly Transaction Report is a day-by-day summary, by publication, of the contents of the carrier Cash History File. It can be run at any time for any range of dates and publications. It can report cash only, or all transactions, and is printed by publication number in ascending transaction date order. The "cash-only" report should balance with the Subscriber and Carrier Daily Cash Reports. Individual transactions may be viewed on the Carrier Master File Maintenance - History Inquiry screen, or via the Cash History Inquiry program.

Cash is entered into the carrier Daily Cash File via the Daily Cash Entry & Listing program, and posted to history by the Post Cash to History program. In addition, the TMC Master File Maintenance, Bundle Label Printing, Billing Procedures, Day End Processing, Late Orders System, and the Check Processing programs all put transactions in the Cash History File. These include draw charges, returns, cash, discounts, checks, PIA credits, back PIA credits, and temporary and permanent charges and credits. Transactions that have not appeared on a bill, or have not been updated, appear as Unbilled Transactions. Cash History transactions that have already appeared on a bill and have been updated appear as Billed transactions.

Select Item 15 - Monthly Transaction Report from the Carrier Reports menu.



```
shemp
MONTHLY TRANSACTIONS REPORT
YOUR NEWSPAPER NAME

ENTER STARTING DATE:  2/01/2009
ENTER ENDING DATE:    2/28/2009

ENTER STARTING PUBLICATION:  1
ENTER ENDING PUBLICATION:    9

REPORT CASH ONLY (Y/N) ? N

PRINT TRANSACTION DETAIL (Y/N) ? Y

OK (Y/N/E) ? █
```

Figure 252 - Sample Monthly Transaction Report Entry

ENTER STARTING DATE: __/__/__

ENTER ENDING DATE: __/__/__

Enter the starting and ending transaction dates. The default starting date is zeros (00/00/0000) and the default ending date is nines (99/99/9999).

ENTER STARTING PUBLICATION:

ENTER ENDING PUBLICATION:

Enter the starting and ending publication numbers. The default starting publication is 1 and the default ending publication is 9.

REPORT CASH ONLY (Y/N)?

Do you want to report Cash Only or all transaction types?

PRINT TRANSACTION DETAIL (Y/N)?

Do you want the report to show the route, date, type, and amount of each transaction or just accumulate the totals?

Item 16 - Aging Report

The Aging Report program prints the aging fields (BALDU, L, 1, 2, 3, 4+) for selected routes, by billing cycle, including billing code and report totals. This is useful as a "collections report" and can be run at anytime to show past-due account status.

Select Item 16 - Aging Report from the Carrier Reports menu.

```

shemp
CARRIER/DEALER AGING REPORT
YOUR NEWSPAPER NAME

STARTING BILLING CODE W
ENDING BILLING CODE W

ENTER STARTING ROUTE NUMBER 1
ENTER ENDING ROUTE NUMBER 9900

ENTER STARTING DISTRICT MANAGER
ENTER ENDING DISTRICT MANAGER ~~

SORT BY ROUTE OR DIST MGR (R/D) ? R

OK ? (Y/N/E) █
  
```

Figure 253 - Sample Aging Report Entry

STARTING BILLING CODE

ENDING BILLING CODE

Enter the billing code for selected routes. Enter [ENTER] twice (" " through "~") to accept the default of all billing codes.

ENTER STARTING ROUTE NUMBER

ENTER ENDING ROUTE NUMBER

Enter the starting and ending route numbers. Enter [ENTER] twice for the default minimum and maximum route numbers.

ENTER STARTING DISTRICT MANAGER

ENTER ENDING DISTRICT MANAGER

Enter the starting and ending district manager codes. Enter "AL" or press [ENTER] twice (" " through "~") for the default of all districts.

SORT BY ROUTE OR DIST MGR (R/D)?

Do you want the report to print in route order or district order? There is no default, you must enter "R"oute or "D"istrict.

From left to right, the following financial fields appear on the Report:

PREV BAL

Amount route owed you at the start of the last billing cycle. Immediately after bills are run, this column plus net effect of the bill, "LAST BILL", should equal the "BALANCE DUE". However, after the payments are applied this may no longer be the case since payments will apply to the oldest aging first.

AMT PAID+DISCNT

Total of payments and discounts paid by route since the last bill.

BALANCE DUE

Amount currently owed by route.

LAST BILL Thru FOUR+

Amount owed from each of the last four cycles and then all cycles prior to that. The sum of the aging fields should equal the "BALANCE DUE" at all times.

Item 17 - Monthly Aging Report

The Monthly Aging Report shows how the current balance due was calculated and a true aging by month with Current, 31-60 days, 61-90 days, and 91+ days for each billing code within each publication, including billing code, publication and report totals.

Select Item 17 - Monthly Aging Report from the Carrier Reports menu.

```

shemp
CARRIER/DEALER FINANCIAL AGING REPORT
YOUR NEWSPAPER NAME

STARTING PUB-# 1          STARTING BILL CODE
ENDING PUB-# 9          ENDING BILL CODE  ~

STARTING ROUTE 1        STARTING DISTRICT
ENDING ROUTE 9900      ENDING DISTRICT  ~~

SORT BY ROUTE OR DISTRICT (R/D) R

ENTER PERIOD ENDING DATE (MMYYYY) 1/2009

OK (Y/N/E) ? █

```

Figure 254 - Sample Monthly Aging Report Entry

STARTING PUB-#

ENDING PUB-#

Enter the starting and ending publication numbers. Pressing [ENTER] twice will default to all publications (1 - 9).

STARTING BILL CODE

ENDING BILL CODE

Enter the billing code for selected routes. Pressing [ENTER] twice will default to all billing codes (" " through "~").

STARTING ROUTE

ENDING ROUTE

Enter the starting and ending route numbers. Pressing [ENTER] twice will default to the minimum and maximum route numbers.

STARTING DISTRICT**ENDING DISTRICT**

Enter the starting and ending district codes. Pressing [ENTER] twice will default to all districts (" " through "~~").

SORT BY ROUTE OR DISTRICT (R/D)

Do you want the report to print in "R"oute order or "D"istrict order? Pressing [ENTER] will default to "R"oute order.

ENTER PERIOD ENDING DATE (MMYY) __/__

Enter the month and year of the period ending date. Pressing [ENTER] without entering a date will default to the current month and year.

Item 18 - NIE Charges Report

If you are charging your dealers the \$0.02 per copy NIE charge permissible by ABC, this report will break out the NIE charges owed by each dealer route.

Select Item 18 - NIE Charges Report from the Carrier Reports menu.

```

shemp
NIE CHARGES REPORT
YOUR NEWSPAPER NAME

STARTING BILLING CODE M
ENDING BILLING CODE M

ENTER STARTING ROUTE NUMBER 1
ENTER ENDING ROUTE NUMBER 9900

ENTER STARTING DISTRICT MANAGER
ENTER ENDING DISTRICT MANAGER ~

SORT BY ROUTE OR DIST MGR (R/D) ? R

OK ? (Y/N/E) █
  
```

Figure 255 - Sample NIE Charges Report Entry

STARTING BILLING CODE
ENDING BILLING CODE

Enter the starting & ending Billing Codes to report. Press [ENTER] twice to default to all Billing Codes.

ENTER STARTING ROUTE NUMBER
ENTER ENDING ROUTE NUMBER

Enter the starting & ending Route Numbers to report. Press [ENTER] twice to default to all Route Numbers.

ENTER STARTING DISTRICT MANAGER
ENTER ENDING DISTRICT MANAGER

Enter the starting & ending District Managers to report. Press [ENTER] twice to default to all District Managers.

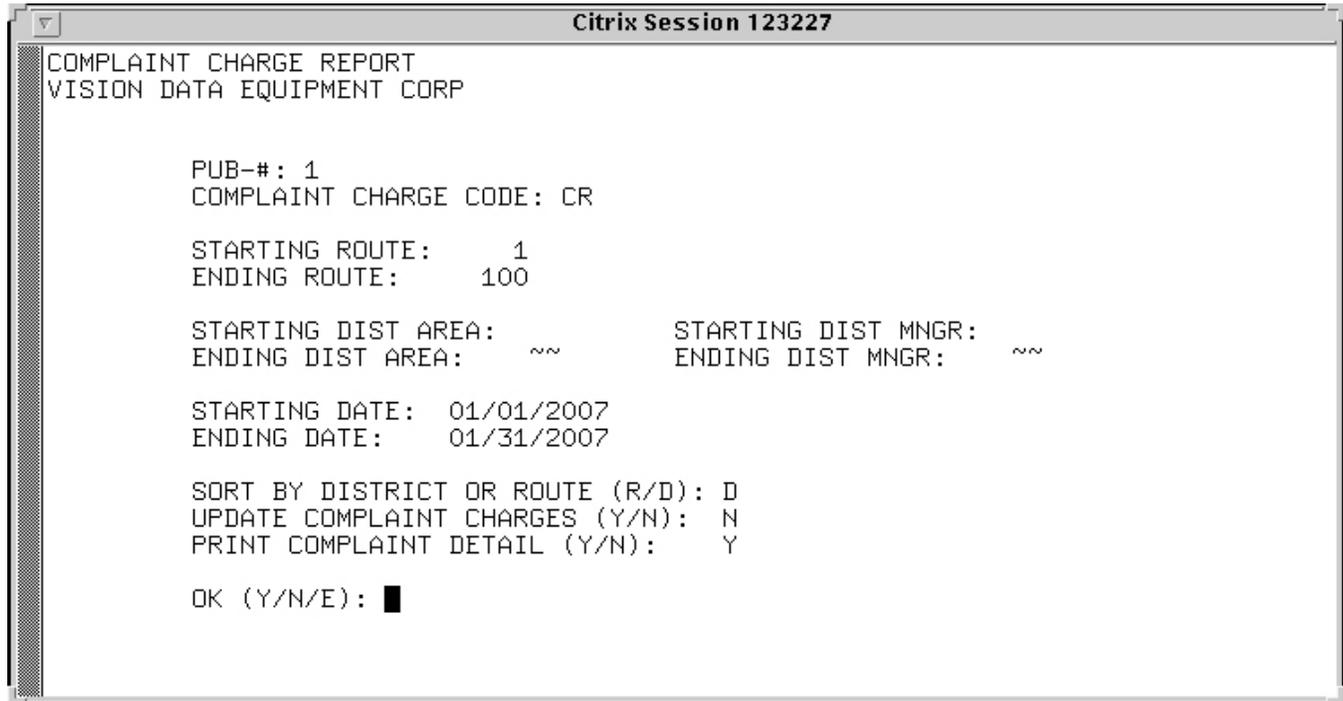
SORT BY ROUTE OR DIST MGR (R/D)

Specify whether to sort by "R"oute Number or "D"istrict Manager. Press [ENTER] to default to "R"oute.

Item 19 - Complaint Charge Report

The Complaint Charge Report program provides ...

Select Item 19 - Complaint Charge Report from the Carrier Reports menu.



The screenshot shows a Citrix Session window titled "Citrix Session 123227". The window displays the following text:

```
COMPLAINT CHARGE REPORT
VISION DATA EQUIPMENT CORP

      PUB-# : 1
      COMPLAINT CHARGE CODE : CR

      STARTING ROUTE :      1
      ENDING ROUTE   :      100

      STARTING DIST AREA :      STARTING DIST MNGR :
      ENDING DIST AREA  :      ~~~~          ENDING DIST MNGR :      ~~~~

      STARTING DATE : 01/01/2007
      ENDING DATE   : 01/31/2007

      SORT BY DISTRICT OR ROUTE (R/D) : D
      UPDATE COMPLAINT CHARGES (Y/N) : N
      PRINT COMPLAINT DETAIL (Y/N) :   Y

      OK (Y/N/E) : █
```

Figure 256 - Sample Complaint Charge Report Entry

PUB-#:

Text

COMPLAINT CHARGE CODE:

Text

STARTING ROUTE:

Text

ENDING ROUTE:

Text

STARTING DIST AREA:

Text

STARTING DIST MNGR:

Text

ENDING DIST AREA:

Text

ENDING DIST MNGR:

Text

STARTING DATE:

Text

ENDING DATE:

Text

SORT BY DISTRICT OR ROUTE (R/D):

Text

UPDATE COMPLAINT CHARGES (Y/N):

Text

PRINT COMPLAINT DETAIL (Y/N):

Text

Item 20 - 1099 Report

The 1099 Report program provides several functions for IRS Form 1099 handling, and can be run at any time. During the billing cycle, the 1099PC field in the Carrier Master File is updated with draw charges, and the 1099CR field is updated with applicable credits - e.g. gas allowance, route bonus, etc. The field values from each route provide the information for this report. You can print the 1099 forms, or you can send the output to a file that can be put on a disk to send to the Internal Revenue Service. You can also print a report of 1099 draw charges and/or credits.

You should clear the 1099 fields before the first billing run of each new year.

Select Item 20 - 1099 Report from the Carrier Reports menu.

```

shemp
CARRIER 1099 REPORT
YOUR NEWSPAPER NAME

      STARTING PUBLICATION : 1      STARTING ROUTE : 1
      ENDING PUBLICATION   : 1      ENDING ROUTE  : 9900

REPORT FOR PAPER CHARGES, CREDITS, BOTH, OR INTEREST ? (P/C/B/I) B
MINIMUM AMOUNT FOR PAPER CHARGES  5000.00
MINIMUM AMOUNT FOR CREDITS        600.00

PRINT REPORT OR IRS 1099 FORM (R/F) ? F

LASER OR CONTINUOUS FORMS? (L/C/E) L

COMPANY NAME   : YOUR NEWSPAPER NAME
ADDRESS LINE 1 : 1377 THIRD ST
ADDRESS LINE 2 :
CITY : RENSSELAER      STATE : NY    ZIP : 12144-0000
TEL-# : 518-434-2193
FEDERAL ID NO  : 00-0000000

CLEAR 1099 INFORMATION AFTER PRINTING (Y/N) ? Y

SEND 1099 INFORMATION TO CORP. (Y/N) ? Y
  
```

Figure 257 - Sample 1099 Report Entry

STARTING PUBLICATION:

ENDING PUBLICATION:

Enter the starting and ending publication numbers. Pressing [ENTER] twice will default to all publications (1 - 9).

STARTING ROUTE:

ENDING ROUTE:

Enter the starting and ending route numbers. Pressing [ENTER] twice will default to the minimum and maximum route numbers.

REPORT FOR PAPER CHARGES, CREDITS, BOTH, OR INTEREST? (P/C/B/I)

Do you want a report of Paper Charges (1099PC), Credits (1099CR), or both? Bond Interest (1099INT) is reported as a separate run and not combined under "B"oth. Pressing [ENTER] will default to "B"oth.

If you selected "P"aper charges or "B"oth, you will see the following:

MINIMUM AMOUNT FOR PAPER CHARGES _____.

Enter the minimum amount of paper charges to report. The default value is 5000.00.

If you selected "C"redit or "B"oth, you will see the following:

MINIMUM AMOUNT FOR CREDITS _____.

Enter the minimum amount of credits to report. The default value is 600.00.

If you selected "I"nterest you will see the following:

MINIMUM AMOUNT FOR INTEREST _____.

Enter the minimum amount of credits to report. The default value is 10.00.

PRINT REPORT, 1099 FORM, OR OUTPUT TO FILE (R/F/O)?

Do you want to print the 1099 Report, the 1099 Forms, or create a disk file for submission to the IRS? Pressing [ENTER] will default to "R"eport. If you select "O"utput file, a file named "CA1099.Yxx", where "xx" is the year, is created in the work directory and can be downloaded to a PC and onto a diskette.

If you select "F"orm you will see the following:

LASER OR CONTINUOUS FORMS? (L/C/E)

The default company name will come from the Paper Information File for the starting publication you entered above. You may override it if you want.

If you select "F"orm or "O"utput file you will be asked the following:

COMPANY NAME: _____

The default company name will come from the Paper Information File for the starting publication you entered above. You may override it if you want.

If you select "O"utput file you will be asked the following:

NAME CONTROL: _____

Enter the name control for the output file.

ADDRESS LINE 1 : _____

ADDRESS LINE 2 : _____

CITY : _____

STATE : _____

ZIP : _____-_____

TEL-# : _____

The default address information will come from the Paper Information File for the starting publication you entered above. You may override it if you want.

FEDERAL ID NO: _____

Enter the Federal Tax Identification number. The default value will be taken from the field entry in the Paper Information File.

If you select "o"utput file you will be asked the following:

TRANSMITTER CONTROL CODE: _____

Enter the transmitter control code.

REPORTING YEAR: _____

Enter the reporting year. If you press [ENTER] without entering a year it will default to last year.

CLEAR 1099 INFORMATION AFTER PRINTING (Y/N) ? _

Do you want to clear the 1099PC and 1099CR fields in the Carrier Master File for the routes you have selected to print? There is no default answer, you must enter "Y"es or "N"o.

SEND 1099 INFORMATION TO CORPORATE (Y/N) ?

Do you want to send an ASCII delimited file of the 1099 information to a corporate ftp site for centralized processing.

Item 21 - Bank Report

The purpose of the Bank Report is to deposit funds into the Carrier's savings account. The savings or bond plan information for your carrier was previously entered on the Carrier Master File - Financials screen. The ACCT# is the bank account number. The SAVNGS field is the amount that will be entered on the carrier's bill each billing cycle until they reach SA-MAX. The billing cycle also increases the SA-OWE by the amount of the SAVNGS. It is the value of savings billed but not collected. Carrier cash posting reduces SA-OWE and increases SA-PTD when a payment is made. Payments are applied first to the savings and then to the balance due. The SA-PTD is the value of the savings amount collected but not transferred to the bank. The bank report reduces SA-PTD and increases SA-YTD. It is the value of savings billed, paid and transferred to the bank. This report should be run after the billing for the last day of the billing period.

Select Item 21 - Bank Report from the Carrier Reports menu.

```

shemp
BANK REPORTS
YOUR NEWSPAPER NAME

ENTER STARTING BILL CODE: M
ENTER ENDING BILL CODE: M

STARTING ROUTE NUMBER: 1
ENDING ROUTE NUMBER: 9900

INTEREST RATE FOR PERIOD (X.XXXX%): 0.2708 %

UPDATE MASTER FILES (Y/N): Y

PERIOD ENDING DATE: 1/31/2009

OK (Y/N/E) ? █

```

Figure 258 - Sample Bank Report Entry

ENTER BILLING CODE DESIRED:

Enter the billing code for selected routes.

STARTING ROUTE NUMBER OR "ALL" ____
 ENDING ROUTE NUMBER ____

Enter the starting and ending route numbers. Enter "ALL" or press [ENTER] twice for the minimum and maximum route numbers.

ENTER INTEREST RATE FOR PERIOD (X.XXXX%) _._____

Enter the savings interest rate you are giving on the account so that the report may calculate the interest. Pressing [ENTER] will default to zeros.

UPDATE MASTER FILES? (Y/N)

If you answer "Y"es, the SA-PTD will be added to SA-YTD and the SA-PTD will be cleared.

Item 22 - Rack Performance Report

The Rack Performance Report looks at the delivered draw, the returns and the cash posted for each rack from the beginning of the month, and calculates the pilferage. Each route must be defined as a rack route (DEL TYP = R). The cash and returns for each rack route accumulate during the month in a 31 day calendar in the Post Daily Cash program. After this report prints, the calendar may be cleared to prepare for the next month. The pilfered amount may be entered as a temporary credit transaction, prior to running billing for the racks, in order to clear the balance in the account. Refer to Chapter 11, Item 3 - Post Daily Cash to History for more information.

Select Item 22 - Rack Performance Report from the Carrier Reports menu.

```

shemp
RACK DRAW AND COLLECTION REPORT
YOUR NEWSPAPER NAME

          BEGINNING DELIVERY DATE   1/01/2009
          ENDING DELIVERY DATE       1/31/2009

          ENTER STARTING ROUTE NUMBER    1
          ENTER ENDING ROUTE NUMBER     9900

          OK (Y/N/E) ? █
  
```

Figure 259 - Sample Rack Performance Report Entry

BEGINNING DELIVERY DATE / /
ENDING DELIVERY DATE / /

Enter the beginning and ending publishing days.

ENTER STARTING ROUTE NUMBER
ENTER ENDING ROUTE NUMBER

Enter the beginning and ending route numbers.

After you answer "Y"es to the "OK ?" prompt, the program will print the report and then you will see the following:

UPDATE MASTER FILES ? (Y/N)

When you're finished printing this report, you can clear the 31 day calendar of cash and returns to start a new month. If you do not clear it, the cash and returns will continue to accumulate.

The Rack Performance Report process does not update the Carrier Master File.

CHAPTER 16 • RESTARTS

Printer problems? The Carrier Restarts menu allows you to restart the printing of any of the reports or forms listed on the menu, provided you are at the same terminal or workstation that the previous report or form was run from. This is particularly useful in cases of a printer jam or other system problem, which could cause the need to reprint. If a significant portion of your document has already been printed, consider using a Restarts program.

During the creation of a report, a work file is created in the work directory, and has the terminal or workstation number as part of the file name. If you have not run a report with the same work file name from the same terminal, and this is the terminal you used to run the original report, you can restart the report and/or update.

This chapter describes the selections available from the Restarts portion of the Carrier Restarts and Purges menu, Items 1-4. The menu is accessed from the Carrier main menu, or any of the other Carrier system menus, by typing "RE" [ENTER] at the selection line. The topics covered here include the ability to restart the printing of Carrier Mail Labels, Master File Listings, Bundle Labels and Bill Printing. As with the other system menus, if you have multiple companies, make sure the company name in the upper left corner of the screen is correct.

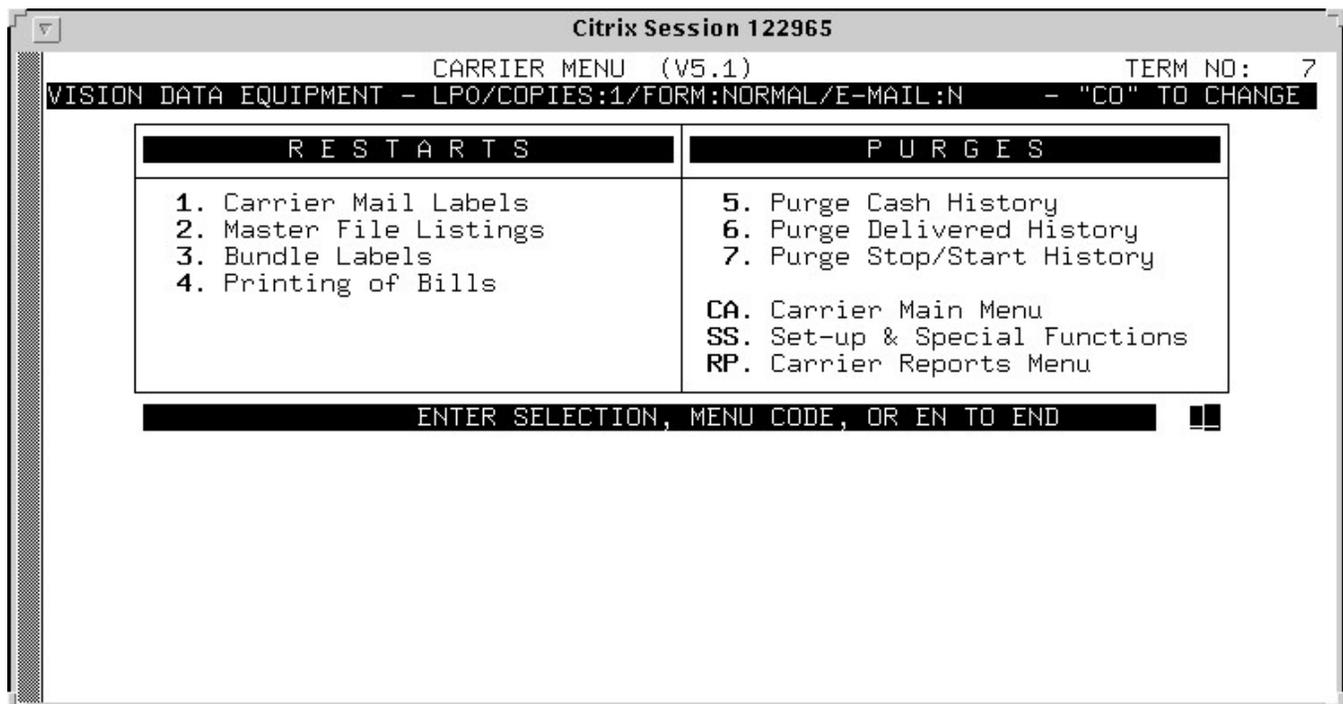


Figure 260 - Carrier Restarts Menu

Item 1 - Carrier Mail Labels

Select Item 1 - Carrier Mail Labels from the Carrier Restarts menu.

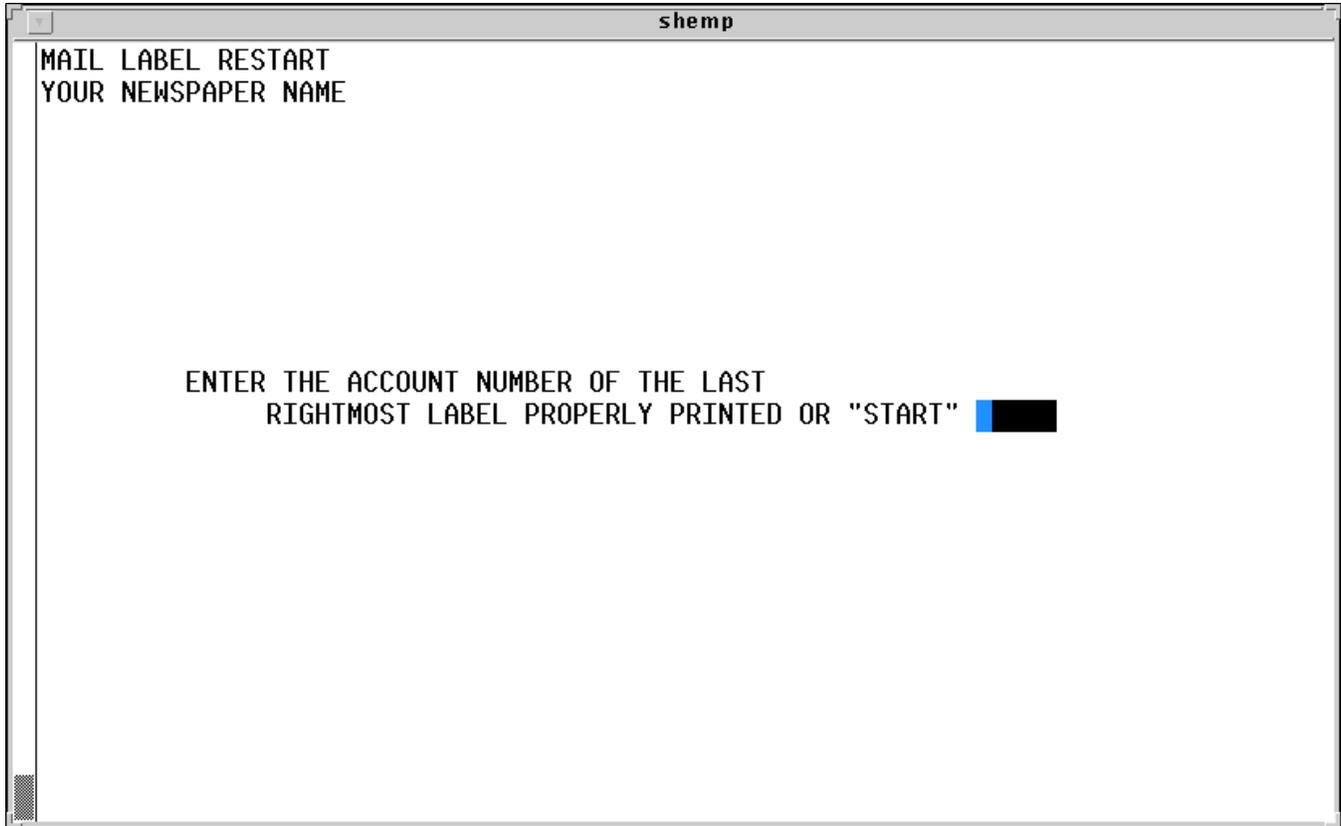


Figure 261 - Carrier Mail Labels Restarts Screen

**ENTER THE ACCOUNT NUMBER OF THE LAST
RIGHTMOST LABEL PROPERLY PRINTED OR "START" _____**

To begin again at a specific point in the printing process, enter the appropriate Route Number. To start printing from the beginning, type "START" and press [ENTER].

Item 2 - Master File Listings

Select Item 2 - Master File Listings from the Carrier Restarts menu.

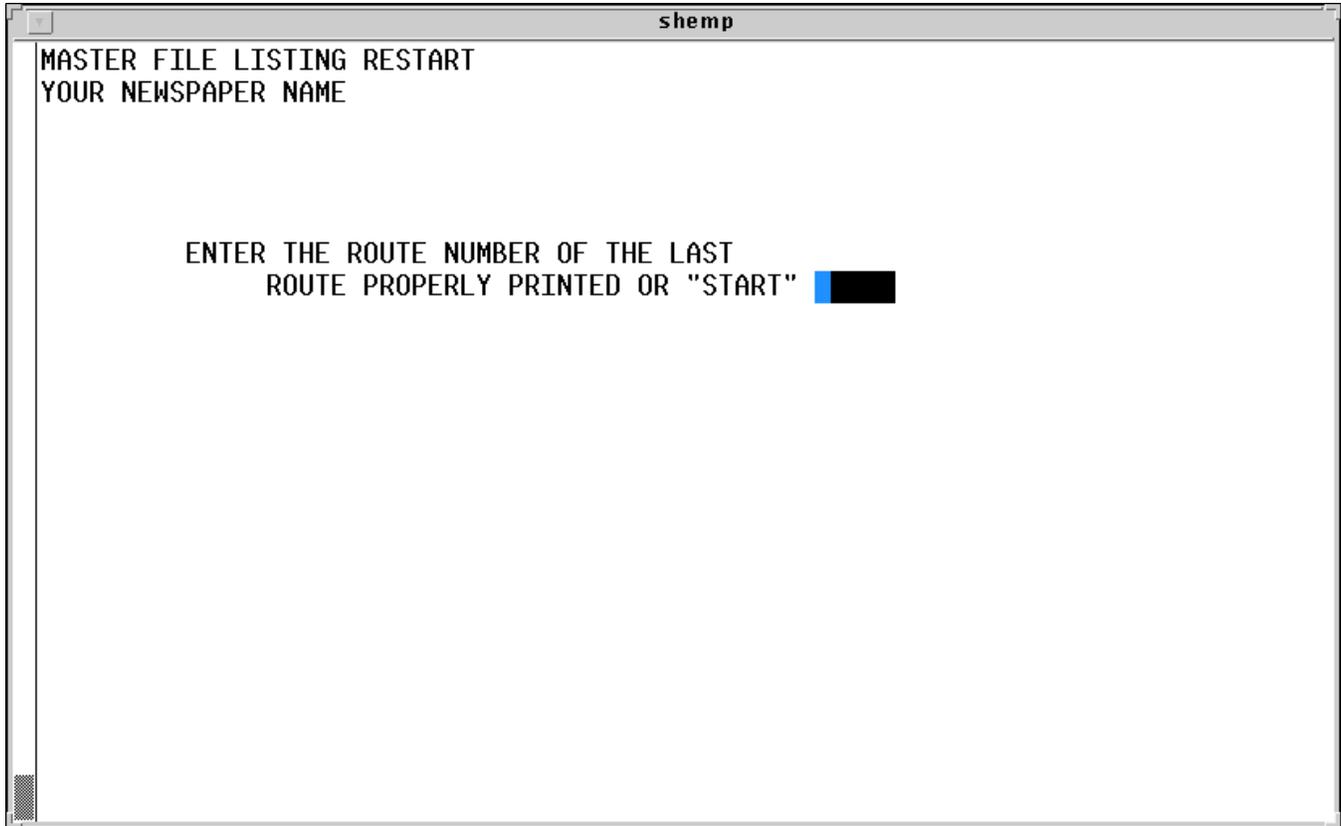


Figure 262 - Master File Listings Restarts Screen

**ENTER THE ROUTE NUMBER OF THE LAST
ROUTE PROPERLY PRINTED OR "START" _____**

To begin again at a specific point in the printing process, enter the appropriate Route Number. To start printing from the beginning, type "START" and press [ENTER].

Item 3 - Bundle Labels

Select Item 3 - Bundle Labels from the Carrier Restarts menu.

```

shemp
BUNDLE LABEL AND REPORTS
YOUR NEWSPAPER NAME

BUNDLE LABEL RESTART

ENTER THE NUMBER FROM BELOW
WHERE YOU WISH TO RESTART 1

1. BUNDLE LABELS
2. ODD DELIVERY REPORT
3. DRIVER REPORTS
4. PIA LIST
5. STOPS-STARTS LIST
6. TIP REPORT
7. INSERT REPORT
8. START CARDS
ENTER LAST ROUTE PRINTED OR "START" START

STD B/L SIZE: 45   ALT STD SIZE: 0   PRE-SHP STD SIZE: 0
MAX B/L SIZE: 60   ALT MAX SIZE: 0   PRE-SHP MAX SIZE: 0

OK (Y/N/E) ? █

```

Figure 263 - Bundle Labels Restarts Screen

**ENTER THE NUMBER FROM BELOW
WHERE YOU WISH TO RESTART _**

Select from the items listed and enter the appropriate number. The restart program will print all items from your selection down.

ENTER LAST ROUTE PRINTED OR "START"

To begin again at a specific point in the printing process, enter the appropriate Route Number. To start printing from the beginning, type "START" and press [ENTER].

STD B/L SIZE: __ ALT STD SIZE: __ PRE-SHP STD SIZE: __
 MAX B/L SIZE: __ ALT MAX SIZE: __ PRE-SHP MAX SIZE: __

If you selected to "START" at the beginning, you may also change the bundle sizes if you so desire.

Item 4 - Printing of Bills

Select Item 4 - Printing of Bills from the Carrier Restarts menu.

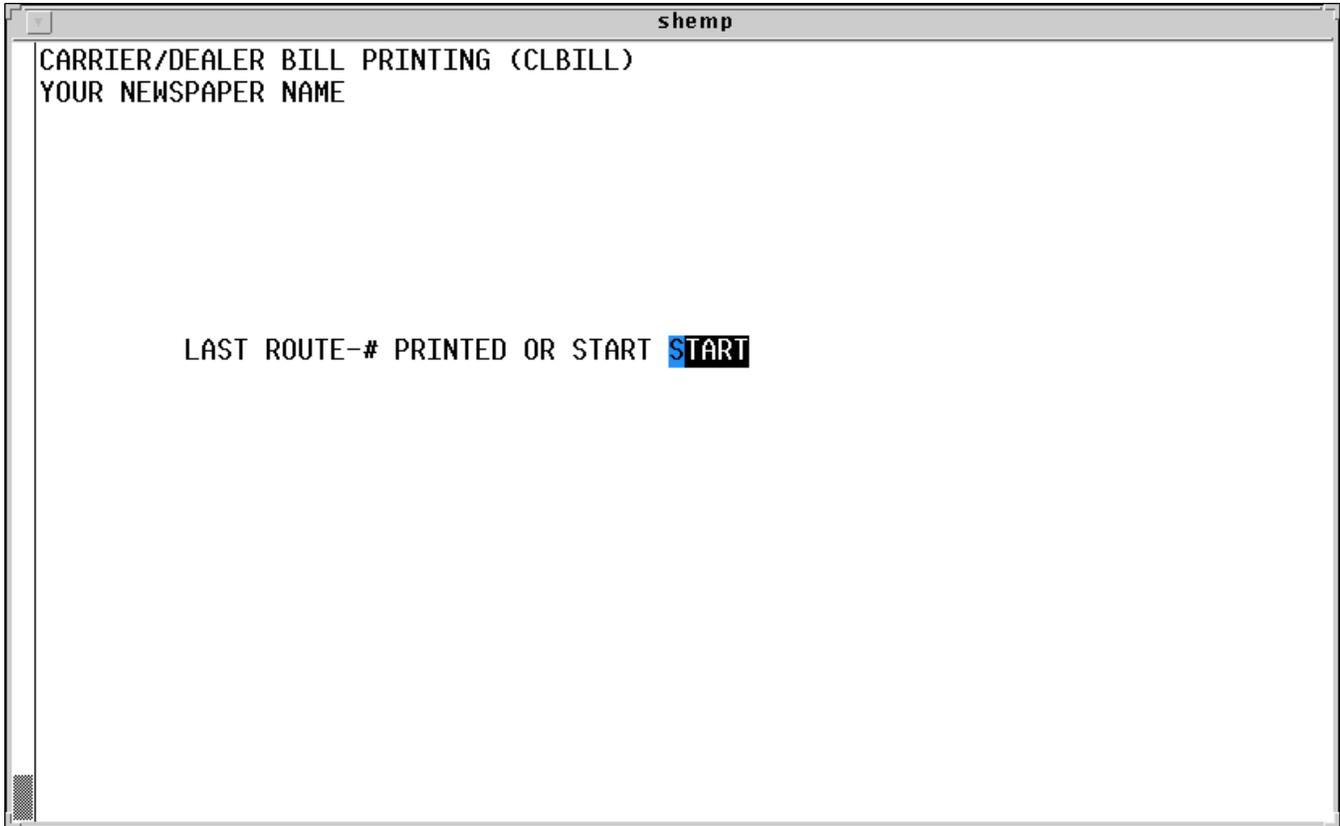


Figure 264 - Printing of Bills Restarts Screen

LAST ROUTE-# PRINTED OR START

To begin again at a specific point in the printing process, enter the appropriate Route Number. To start printing from the beginning, type "START" and press [ENTER].

Item 5 - Purge Cash History

The Purge Cash History program removes all old history records from the history file up to, but not including, the purge date you enter. Cash is entered into the Carrier Daily Cash File in the Daily Cash Entry & Listing program and posted to history by the Post Cash to History program. In addition, the TMC Master File Maintenance program, the Bundle Label Printing run, the carrier Billing Procedures program, the Day End Processing program, the Late Orders program and the carrier Check Processing program all post transactions to the Cash History file. These include draw charges, returns, cash, discounts, checks, PIA credits, back PIA credits, and temporary and permanent charges and credits. Transactions that have not appeared on a bill, and have not been updated through the billing cycle, appear as Unbilled Transactions. Cash History transactions that have already appeared on a bill or have been updated appear as Billed transactions. These may be viewed in the Carrier Master File Maintenance - History Inquiry menu or the Cash History Inquiry program off the Carrier main menu.

Select Item 5 - Purge Cash History from the Carrier Purges menu. When prompted "This program will purge The Carrier Cash History File. OK To Continue (Y/N)", type "Y" [ENTER].

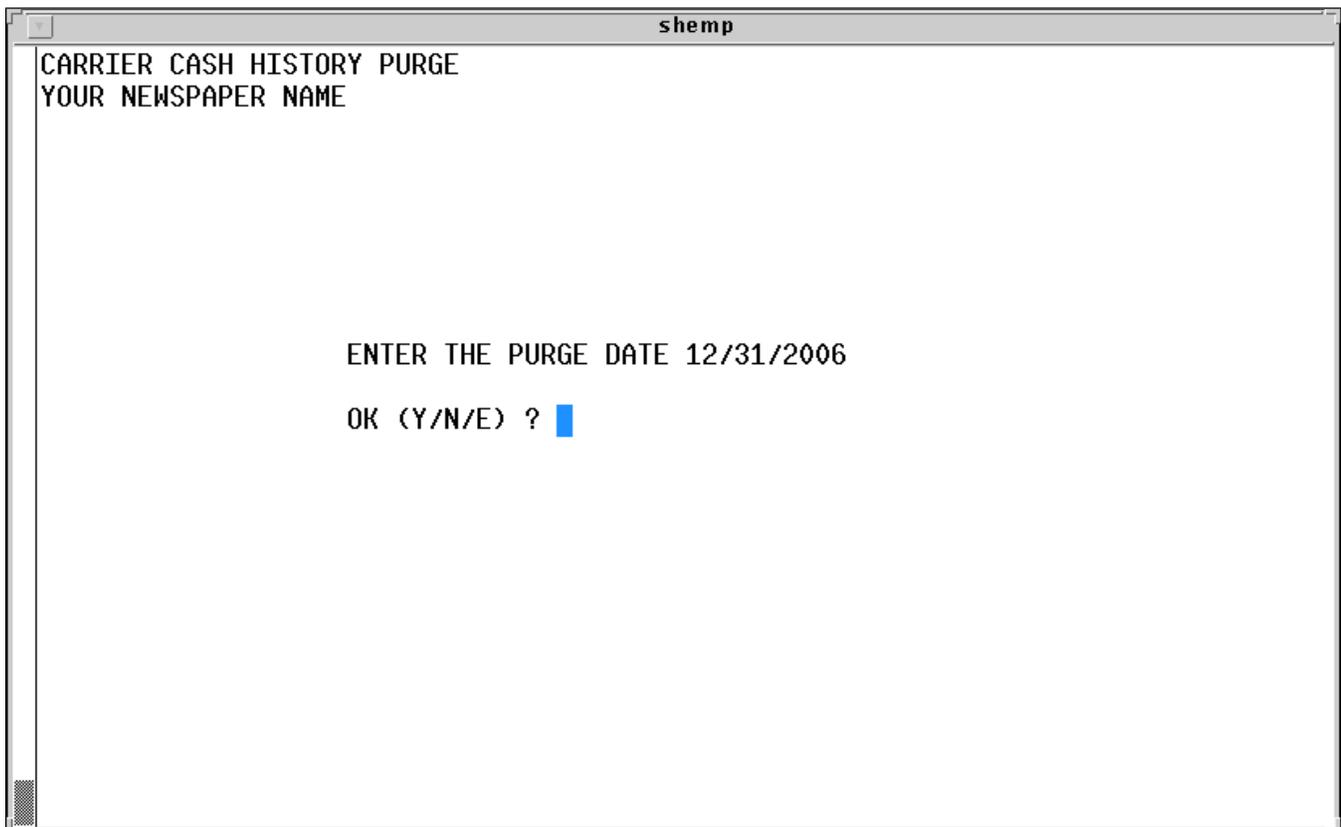


Figure 266 - Sample Purge Cash History Screen

ENTER THE PURGE DATE

The purge program removes all old history records from the history file up to, but not including, the purge date you enter.

Item 6 - Purge Delivered History

The Purge Delivered History program removes all old history records from the history file up to, but not including, the purge date you enter. When you run mail labels, you are asked "Do you want to update the ABC totals". This prompt should be answered "Y" if you are printing labels for an ABC audited publication. The draw for each town code is placed in the Delivered History File on the Carrier System, which in turn becomes part of the ABC (or CAC) and Delivered History reports. When you run bundle labels, if you answer "Y"es to "Update Master Files", that publishing day's draw for each route will be placed into the Delivered History File. Returns from dealers and racks are entered through the Daily Cash Entry & Listing programs. The delivered draws and return transactions stay in the Delivered History File until they are purged.

Select Item 6 - Purge Delivered History from the Carrier Purges menu. When prompted "This program will purge The Carrier Delivered History File. OK To Continue (Y/N)", type "Y" [ENTER].

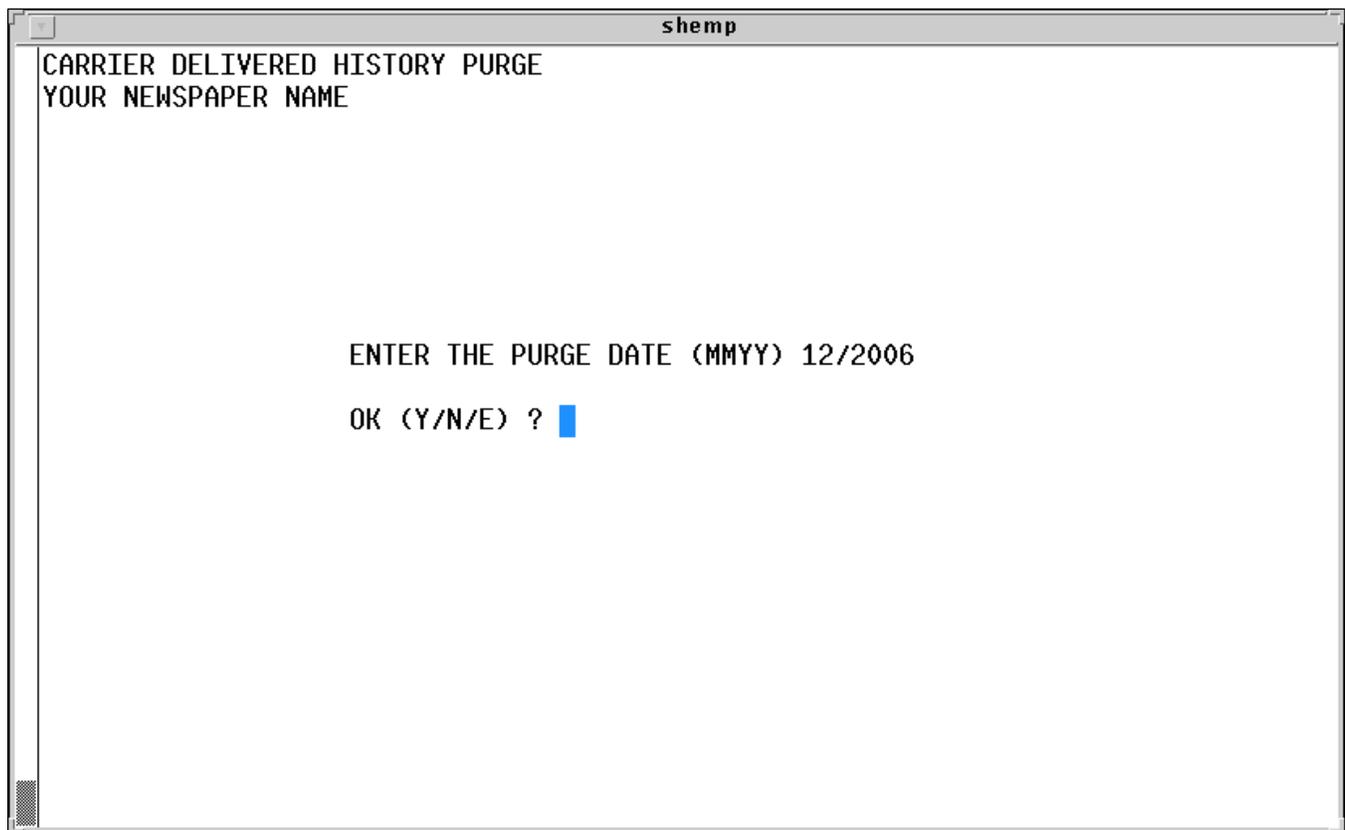


Figure 267 - Sample Purge Delivered History Screen

ENTER THE PURGE DATE

The purge program removes all old history records from the history file up to, but not including, the purge date you enter.

Item 7 - Purge Stop/Start History

The Purge Stop/Start History program removes all old history records from the history file up to, but not including, the purge date you enter. The Stop/Start History File is updated by the Bundle Label Printing run if you select the option to search for stops and starts in the subscriber files. Besides placing start and stop messages on the bundle labels, it will update the Stop/Start History File. Entries may be viewed via the Carrier Master File Maintenance - History Inquiry menu or the Stop/Start History Inquiry program off the Carrier main menu.

Select Item 7 - Purge Stop/Start History from the Carrier Purges menu. When prompted "This program will Purge The Carrier Start/Stop History File. OK To Continue (Y/N)", type "Y" [ENTER].

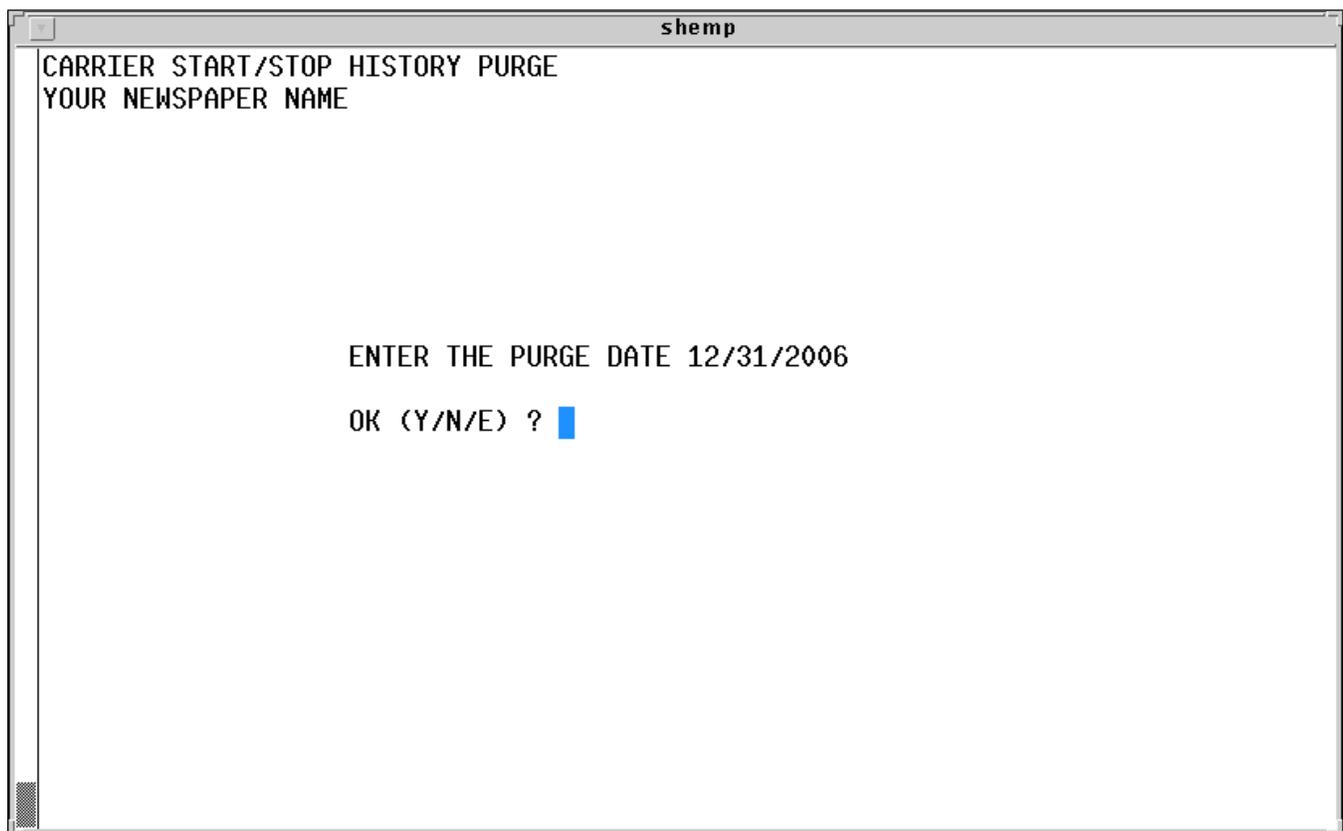


Figure 268 - Sample Purge Stop/Start History Screen

ENTER THE PURGE DATE

The purge program removes all old history records from the history file up to, but not including, the purge date you enter.

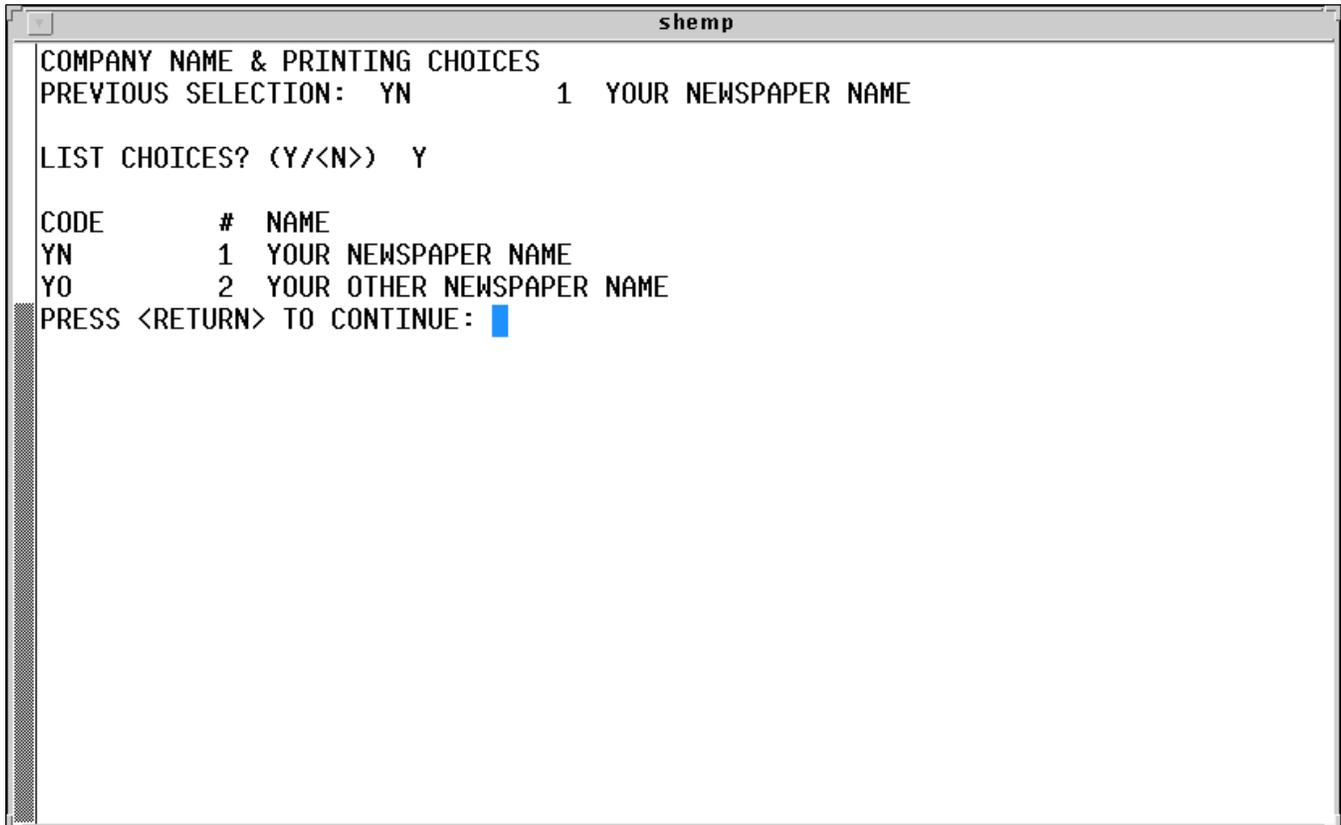
System Management

This chapter is a recap of some of the key programs and functions used to configure and maintain the Vision Circulation Subscriber and Carrier Systems.

The Vision Circulation system can be set up in a variety of configurations to take advantage of its multiple company capabilities. There are two similarities between all the configurations: a two-character company code is assigned to each company, and each company has separate carrier/dealer files and reporting functions. The subscriber/non-subscriber files can be the same for all companies, or may be separated into multiple sets of subscriber/non-subscriber files. If separate sets of subscriber files are to be maintained, individual directories must be created to house the associated files, and separate logins must be created for each company. Some files may still be held in common so that duplicate files and data entry will not be required - i.e. the postal router, the zip assignment file, the postal rates file, the subscriber rates file or the postal reports file. The setup of these various configurations may be discussed with our systems department.

Company & Printer Settings

If you have separate logins that allow you to bring up separate companies, and wish to change companies, you must exit the Subscriber or Carrier main menu and login to the other company. If you have only one company login, from the Subscriber or Carrier main menu, enter "co". If needed you can list the company choices on the screen. Typing "Y" [ENTER] at the "LIST CHOICES?" prompt results in a list similar to the one in the Figure below.



```
shemp
COMPANY NAME & PRINTING CHOICES
PREVIOUS SELECTION:  YN          1  YOUR NEWSPAPER NAME

LIST CHOICES? (Y/<N>)  Y

CODE      #  NAME
YN        1  YOUR NEWSPAPER NAME
YQ        2  YOUR OTHER NEWSPAPER NAME
PRESS <RETURN> TO CONTINUE: █
```

Figure 269 - Company Name & Printing Choices - List Choices

Setting Company Name and Printing Choices

Typing "N" at the "LIST CHOICES" prompt allows you to configure your printing choices.

```

shemp
COMPANY NAME & PRINTING CHOICES
PREVIOUS SELECTION:  YN          1  YOUR NEWSPAPER NAME

COMPANY CODE:        YN          1  YOUR NEWSPAPER NAME

CURRENT PRINTER: Default          = LP5
PRINTER TO BE USED <0-7>
(<CR> FOR FIRST AVAILABLE): LP5 = Default

DEFAULT FORM NAME? <NORMAL>  NORMAL

COPIES? <1>  1

UNIX PRINT FILES CANNOT BE DELETED AFTER PRINTING.

O.K.? (Y/<N>)  █
  
```

Figure 270 - Company Name & Printing Choices - Set Printing

COMPANY CODE

Enter the two-character Company Code for the company you will be working under.

CURRENT PRINTER

Enter the printer number 0-7 for the printer to output to, or press [ENTER] for the "FIRST AVAILABLE".

DEFAULT FORM NAME? <NORMAL>

Enter the default form name, or press [ENTER] for the default value of "Normal".

COPIES? <1>

Enter the number of copies you wish to print. Enter "2" to have all reports and listings generated by the system will print in duplicate, or press [ENTER] for the default value of "1" copy.

DELETE FILES AFTER PRINTING? <N> (Y/N)

Do you want to delete the print files after they are printed? If you answer "N", print files will accumulate in the print directory until they are cleaned up by the cleanup program or by the nightly backup. If you answer "Y", all print files will be deleted after they are printed, precluding the ability to reprint them if there is a problem. Press [ENTER] to select the default value of "N"

Vacant Accounts Generation

To avoid potentially long delays searching through blank records in the Household, Subscriber and Bill-To files when adding subscribers or non-subscribers to the system, a pool of blank records is maintained in the Vacant Accounts File. The subscriber files are created to a specific size and up to 5000 blank records may be maintained in the Vacant Accounts File. When these records are used up, another 5000 may be generated until you have used up to the maximum size of the subscriber files. Then you must decide if you want to expand one or more of the subscriber files or delete subscribers or non-subscribers from your system.

Select Item 16 - Vacant Accounts Generation from the Subscriber Special Functions menu. When you add a subscriber or non-subscriber to the master file and receive the message "VACANT ACCOUNTS FILE EXHAUSTED", it is time to generate new vacant accounts. The following statement will appear:

HOW MANY BLANK RECORDS DO YOU NEED? (1-5000) ____

Enter the number of blank records you want to create in the subscriber file.

If the program tries to create vacant accounts, and there is not enough space in the file to create the number of accounts you specified, one or more of the following messages will appear:

HOUSEHOLD FILE EXHAUSTED AFTER FINDING ____ RECORDS

SUBSCRIBER FILE EXHAUSTED AFTER FINDING ____ RECORDS

BILL-TO FILE EXHAUSTED AFTER FINDING ____ RECORDS

If no further message appears, or the number of records found is acceptably large, you may elect to continue, but if the number of records is small, you will either have to expand the associated file and generate vacant accounts again, or delete subscriber/non-subscriber records. The program will generate as many vacant accounts in each file as it can find.

Rebuild Indexes

There are four keys on the TMC/Household file used for easy access: the Name Key, the Address Key, the Telephone Key, and the Carrier Route Key. The name, address and telephone key are used to locate a subscriber's account when the account number is not known. Each key has an index associated with it, which may need to be periodically reindexed. Refer to Chapter 2, Item 1 - Master File Maintenance for more information.

Select Item 17 - Rebuild Indexes from the Subscriber Special Functions menu. This program may have to be run:

- If you have trouble accessing accounts by the known keys.
- If there is a noticeable "slowing down" of the system when searching on the keys - i.e. running bundle labels while searching for stops, starts and PIA's.
- If a large amount of TMC Master File entry has occurred since the last time you reindexed.
- When the messages "RE-INDEXING REQUIRED" or "ERROR IN ROUTE CHAIN" appear.
- If valid PIA subscribers are missing from the PIA listing or carrier route list.
- After batch coding any of the following fields:
 - NAME
 - ST-#
 - APTMT
 - ST-NA
 - ZIP
 - TN-CD
 - CRT-#
 - CSQ-#
- If you have purchased, converted, and merged a new mail list into your existing files.

You cannot run other programs that access the subscriber files while the Rebuild Indexes program is running. Depending on your system and the size of your subscriber files, this program may run for a long time. Please plan your use of this program accordingly.

Expand and Repair Files

When you purchased Vision Circulation you were asked a series of questions that helped us to determine the maximum size of files required for your system. Some of the files expand dynamically, but many of the system files have been created at a fixed size based on your answers - i.e. if you told us that during your peak season you handled 150 comments per day, the daily comment file was created to handle at least that volume of transactions. Sometimes there may be a need to expand those fixed size files. This can happen due to an increase in business, configuration of additional products, or you might wish to maintain more history information. We have developed programs that allow you to expand most of the common files. However, even if we have talked you through this procedure before, contact us before proceeding. This allows us to keep track of file sizes so we can better help you if there are problems down the road.

Linked Files

Many of the circulation files are bound together by links. This allows quick access from one file to another. For example, there is a link between the household file and the subscriber file, a link between the subscriber file and the most current transaction in the cash history file, and links from the most current transaction in the cash history record to other cash history records in descending date order within the cash history file. There are similar linkages to the subscriber comment file, plus links into the Carrier System.

These links can become severed for a variety of reasons, including power fluctuations during an update, two programs trying to update the same records at the same time, or any number of other possible problems. The way you can tell there is a problem with links is that a household record may not match subscriber information, or a subscriber may have comment or cash history or start/stop history that belong to someone else. A carrier may have comment history for subscribers not on his route.

Sometimes these linkages are repairable and sometimes they are not. That is why **we strongly emphasize the importance of keeping daily circulation system backups**. We have designed programs that will fix the most common problems. Other problems may require the writing of special programs or a Vision Data representative manually dialing in and fixing the files remotely. In any event, as soon as you notice this type of problem, do not wait, but contact us immediately. We might instruct you on how to run one of the fix programs included in your system, or we may have to dial in and fix it ourselves, or you may have to restore your file(s) from your daily backup before proceeding. Rebuilding Indexes is a way to fix the index linkages into the subscriber files.

Backup and Restore Files

Power fluctuations, running two update programs on the same file(s) simultaneously, updating files for the wrong date(s), disk drive failures, and any number of problems may cause the corruption of your circulation files. Sometimes these problems are easily fixed, but most of the time it is time consuming and costly to rebuild corrupted files.

MAKE DAILY BACKUPS!!!

If you have to restore from a week-old backup, you will have to recreate the entire week's work to catch up. Each system's backup procedure may be different, so this will be reviewed with you during training.

If you experience problems with your backup - i.e. errors in reading or writing the tape, do not ignore them. They may be indicative of problems with your data, and need to be resolved immediately. Contact Vision Data Customer Support as soon as possible.

In some cases, backup procedures also clean up work and print files. If this is not the case, other methods are provided. If you do not know how this is done, ask us. If you do not do periodic clean-ups of your work and print directories, you will eventually get a disk full error when updating crucial files and will likely have to restore from your last backup. On some systems, work and print files may accumulate to a point that the cleanup routines will no longer work. Your system manager can determine if the work and print directories continue to grow. If this happens, we, or your system manager, will have to delete work and print files manually.

Since it is almost inevitable that you will have to restore part or all of the subscriber or carrier files at one time or another, your system manager should become familiar with the procedure for your system. In any event, if you have a problem that might require the restoration of file(s), contact us first so that we can analyze the situation and advise you whether you need to restore.

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