

**NATIONAL DISTRIBUTOR
RECONCILIATION MANUAL**

Version 01.19.04

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OVERVIEW

Data Processing Services' National Distributor Payable System was designed to reconcile the monthly statement, maintain outstanding requests for credit, and calculate a payment amount based on the month's billing.

The Magazine and Book Distribution Systems automatically capture title and issue level data from receiving, invoicing and statement of bulk return processing. This information is stored in the Reconciliation Hold File. As titles are received, the issues' data is captured in the hold file with received quantity and cost. After that issue has been invoiced, the record is updated with the date of the invoice. When a return affidavit is printed the title, issue, quantity and cost are also captured automatically in the Hold File. The Wholesaler Unbilled File contains:

1. **Code 132 records** - Title/Issue Adjustment Requests. These title/issue specific transactions are keyed in using Code 901 or are automatically generated in the reconciliation process.
2. **Code 134 records** - Total Dollar Amount Adjustment Request. These transactions are keyed in using code 901. This request for an adjustment requires only the total amount to be entered. It is not title/issue specific.
3. **Code 171 records** - Title/Issue Receiving and Invoicing. The number of copies received are automatically captured during the receiving process and the record is added to the Hold File. When that title /issue is invoiced, the 171 received record is updated to show that it has been distributed.
4. **Code 181 records** - Title/Issue Returns Claimed. The number of copies returned to the National Distributor are automatically captured when the affidavit is printed.

At the beginning of each month the agency will receive the National Distributors' statements using code 149. This code connects you to the IPDA EMS computer to send your affidavit returns to the National Distributors' mailboxes, receive allotment notices and receive statement information. The allotment data goes to the allotment /received file for allotment processing. The statement data is put into the Detail Statement Received File. The Detail Statement Received File contains:

1. **Code 032 records** - Title/Issue Adjustments Credited. When the ND gives credit for a 132 credit request they send an 032 record.
2. **Code 034 records** - Dollar Amount Magazine Adjustments Credited. When the ND gives credit for a 134 credit request they send an 034 record.
3. **Code 234 records** - Total Dollar Amount Book Adjustments Credited. When the ND gives credit for 134 book credit request they send a 234 record.
4. **Code 071 records** - Magazine Invoice Charge. For every title that is invoiced by the ND they send a 071 charge record.
5. **Code 271 records** - Book Invoice Charge. For every book invoiced by the ND they send a

271 charge record.

6. **Code 081 records** - Magazine Return Credited. For every magazine return claim credited by the ND they send a 081 record.
7. **Code 281 records** - Book Return Credited. For every book return claim credited by the ND they send a 281 record.

Code 910 is run for a specific National Distributor, the detail statement data is merged with the Hold File data and placed in the Statement File for reconciliation purposes. This code reads the Detail Statement Received File and for every record read, it tries to find a matching record in the Wholesaler Unbilled File. A record matches when the transaction code, title and issue are the same. The matching records are placed into the Statement Reconciliation File. Every record in the Detail Statement Received File is placed into the Statement Reconciliation File even if there is no match.

Code 920 should be run. This code summarizes the detail title/issue data and prints a summarized statement to verify that the transmitted detail data matches the statement. Any differences should be verified with the National Distributor.

Code 921 lists the detail transactions by reference number allowing you to view the detail of the reference number that showed a discrepancy.

The results of the code 910 merge process creates transactions in that Statement Reconciliation Files that have:

1. Matching title/issue with the same quantity and/or price. These transactions are automatically reconciled.
2. Matching title/issue with the different quantity and/or price. A determination must be made as to which transaction is correct.
3. National Distributor charges with no wholesaler matching title/issue transactions (billed not received).
4. National Distributor charges for which there are matching wholesaler records, but those records have not yet been invoiced (billed not invoiced).
5. National distributor credits with no wholesaler matching title/issue transactions (credit not requested).

In the Wholesaler Unbilled File the following transactions remain:

1. Wholesaler receiving with no National Distributor matching title/issue transaction (received not billed).
2. Wholesaler returns with no National Distributor matching title issue transaction (returns

in transit).

Code 911 allows you to inspect every transaction in the Statement Reconciliation File. You can also request to inspect only the transactions whose quantity or cost are out of balance. If the inspection reveals that the National Distributor's data is correct, you can select their figures and the difference is reconciled. If your figures are correct, you select 'ours' and a credit is automatically requested. The credit request is automatically retained for each subsequent month until it is either reconciled or written off.

Code 912 allows you to reconcile the statement automatically, creating adjustments out of the quantity/cost difference transactions on which you are due credit. Code 912 also calculates a suggested payment based on the month end dates that you enter.

SETUP

The following steps must be taken prior to using the National Distributor Reconciliation Programs for the first time.

1. Use code 350 to update the following fields in the National Distributor File. This must be done, at minimum, 1 month in advance of receiving your first electronic statement to ensure that you have full month's transactions on file.
 - **EMS Number** - Enter the National Distributor's mailbox number. This information allows the system to post the electronic statement to the correct National Distributor number.
 - **EMS Status** - This field indicates to the system what type of data to accumulate with regard to the IPDA electronic mail system.
 - 0 - Accumulate no data
 - 1 - Send affidavit data only
 - 2 - Create ND reconciliation data only
 - 3 - Send affidavit data ND create ND reconciliation

The National Distributors from whom you will be receiving an electronic statement should have a 3 in this field. You have the option to accumulate data for distributors that do not transmit their statements electronically. These distributors can be reconciled as a Non-EMS distributor and should have a 2 in this field.

2. Call each of the distributors that will be transmitting you an electronic statement.
 - Tell them that you would like to start receiving your statement electronically.
 - Provide them with your IPDA EMS mailbox number. This can be found in the general options section of your client record file (321).
 - Find out what day of the month you should expect their statement to be in your mailbox.
3. Use code 321 to update the following fields in the 'General Options' section of your client record.
 - **'Save BNR Records (Y/N)'** - a BNR (billed, not received) record is a record that appears on the ND's statement as billable when you have not yet received the shipment. This field determines whether the system will save the BNR record until it has been received so that it can be reconciled on the next statement, or drops it assuming that it will be transmitted on another statement. If you are unsure, put a 'Y' in this field.
 - **'Save BNI Records(Y/N)'** - a BNI (billed, not invoiced) record is a record that appears on the ND's statement as billable when you haven't yet invoiced the shipment. This field determines whether the system will save the BNI record until it has been invoiced so that

it can be reconciled on the next statement, or drops it assuming that it will be transmitted on another statement. If you are unsure, put a 'Y' in this field.

- **'Save Price Difference'** - when the payment calculation report is run it creates adjustment records out of the transactions from which you are due credit. This field gives you the option to determine whether the adjustments are created from transactions that have quantity differences only or from transactions that have both quantity and price differences. Enter 'N' to save quantity differences only. Enter 'Y' to save price differences and quantity differences.
4. Use code 905 to update the 'National Distributors' balances as of their last statement
 5. Inform the person in your agency responsible for receiving allotments that at the beginning of each month the National Distributor will be transmitting a statement to your mailbox on the IPDA Electronic Mail System. Statements are received from your mailbox through the use of code 149. When the transmission is complete a listing of the statements received will print. This list will show the National Distributor's number/name, reference number, date, description, and code. These statements will print on a page by themselves with the aging on top with one line below for each invoice, credit memo, etc. All reports pertaining to the statement transmission must be forwarded to the accounts payable department as soon after receiving as possible.

MANUAL RECONCILIATION

When statements are received via Electronic Mail from National Distributors (code 149), the statement prints on your Electronic Mail Status Report.

This list will show one line for each invoice, credit memo, etc., with the National Distributor's number/name, reference number, date, description, and code. These statements will print on a page by themselves with the aging on top with one line below for each invoice, credit memo, etc.

When you are ready to match the transactions received from the National Distributor against the Hold File, do the following:

1. **Code 930 - Backup Hold File** - Make sure that all receiving has been stopped prior to running this backup and that it will not start again until you have completed the reconciliation process.
2. **Code 931 - Backup Statement File.**
3. **Code 910 - Process ND Statement** - After you select the National Distributor, this process takes all of the transactions received via EMS and pulls only the matching transactions from your Hold File and puts both into your Statement Reconciliation File in preparation for the reconciliation process. Transactions from the National Distributor's statement that do not have a match in your Hold File are put in the reconciliation as billed not received.
4. **Code 920 - Print Summary** - This will give you a report of the data in the Statement Reconciliation File sorted by National Distributor, showing one line (summary) per reference number. This summary line contains: National Distributor number, reference number, date, total amount from the national distributor's statement, (credit or charge), the reconciled amount, and the total amount from your hold file. A grand total will print at the end of each National Distributor. This report will be used to quickly find the ND/Reference Numbers to use during the reconciliation process (911).
5. **Code 921 - Print Statement Detail** - This allows you to print all of the transactions that make up the statement or only the out of balance transactions. It is suggested that you print only the out of balance transactions since the transactions that balance will be automatically taken care of during the reconciliation process. A difference column displays any cost and/or quantity differences between your records and the National Distributor's records. If you have questions on these out of balances, it is helpful to use code 437 -'Bulk Inquiry A/P' to research some of the issues in question. Make a note of your corrections on this report.
6. **Code 911 - Reconcile Statement Data** - You will be prompted to select to display all make up the statement, or only the out of balance transactions. It is suggested that you print only the out of balance transactions since the transactions that balance will be automatically taken care of during the reconciliation process. A difference column displays any cost and/or quantity differences between your records and the National Distributor's records. If you have

questions on these out of balances, it is helpful to use code 437 -'Bulk Inquiry A/P' to research some of the issues in question. Make a note of your corrections on this report.

Enter the ND number and the first reference number that you will reconcile from the National Distributor's Statement. The transaction sets for the reference number selected will appear on the screen. Refer to 'special code definitions' in this manual to identify the three digit transaction codes that appear on the screen (the National Distributor's transactions always begin with a 0 while your transactions always begin with a L). As the 'sets' of out of balance transactions are displayed, the quantity/cost differences appear and you are provided with the following acceptance options.

- **'O' Our transaction** - accept the transaction generated by the agency. Meaning your quantity and/or cost is correct.
- **'T' Their transaction** - accept the transaction generated by the national distributor. Meaning the ND's quantity and/or cost is correct.
- **'C' Change** - will allow you to change the issue, cost, and quantity in either the agency or National Distributors transaction. After making a change the transaction set will remain on the screen.
- Select 'O' or 'T' to reconcile to the transaction that you changed.
- To do nothing - press 'enter'. The transaction will remain unreconciled.

When you have completed reconciling a National Distributor, you should print the transactions left in your Hold File for the past month (code 925). This will show you any returns you had submitted last month and not gotten credit for (i.e. returns in transit). It will also show the title/issues you have billed out but have not been billed for by the National Distributor.

AUTOMATIC PAYMENT CALCULATION

When statements are received via Electronic Mail from National Distributors (code 149), the statement prints on your Electronic Mail Status Report.

This list will show one line for each invoice, credit memo, etc., with the National Distributor's number/name, reference number, date, description, and code. These statements will print on a page by themselves with the aging on top with one line below for each invoice, credit memo, etc.

Once you are ready to match the transactions received from the National Distributor against the Unbilled File, do the following:

1. **Code 930 - Backup Hold File** - Make sure that all receiving has been stopped prior to running this backup and that it will not start again until you have completed the reconciliation process.
2. **Code 931 - Backup Statement File.**
3. **Code 910 - Process ND Statement** - After you select the National Distributor, this process takes all of the transactions received via EMS and pulls only the matching transactions from your Hold File and puts both into your Statement Reconciliation File in preparation for the reconciliation process. Transactions from the National Distributor's Statement that do not have a match in your Hold File are put in the reconciliation as billed not received.
4. **Code 920 - Print Summary** - This will give you a report sorted by National Distributor showing one line (summary) per reference number. The summary line contains: National Distributor number, reference number, date, total amount from the national distributor's statement, (credit or charge), the reconciled amount, and the total amount from your Hold File. A grand total will print at the end of each National Distributor.
5. **Code 921 - Print Statement Detail** - This allows you to print all of the transactions that make up the statement or only print the out of balance transactions. A difference column displays any cost and/or quantity differences between your records and the National Distributor's records. If you have questions on these out of balances, it is helpful to use code 437 - Bulk Inquiry A/P to research some of the issues in question. Use this report to select cost differences only. Review the report to find any incorrect costs that may be in your files.
6. If there are costs that need to be corrected on your files, use code 911 to make changes to your cost, select #2 to display only out of balance transactions. All cost changes made in 911 will update the cost in the Bulk, Title Reference and Statement Files.
7. If there are any manual transactions (shortages, overages, etc.) That need to be added to the Reconciliation File use code 902. Any cost changes made through code 902 will update the Bulk and Title Reference File in addition to the Statement File.

8. If there are any deductions that need to be added to the Statement File use code 907 prior to calculating a payment with code 912.
9. Code 912 reconciles the statement, creating adjustments or all differences that are in your favor, and calculates a suggested payment for the National Distributor. The data that is selected to be included in the payment calculation is based on the cutoff dates that you enter for invoices and returns. A report will print showing a total for each group of records that make up the payment (BNR/BNI, invoiced not billed, returns in transit, payments not credited, differences not credited, adjustments not credited, deduction amount). After the report is generated the code will prompt 'Process This Amount (Y/N)'. If you would like to review the payment calculation and are not ready to process the transactions, answer 'N'. This enables you to run the report using various cutoff dates until you come up with the appropriate payment. When you have decided upon a payment amount, answer 'Y' to process the amount. The differences not credited that appear on the payment report are the records that you are due credit on (the system will automatically reconcile all other items in your favor). When the statement is accepted, these discrepancies will be carried over to next month's statement as an adjustment (132). You must notify the National Distributor of these credits due. In the future, when the National Distributor gives you credit for these discrepancies in the form of an adjustment (032), these records will be reconciled.
10. **Code 913 - Accept Reconciled Statements** - This accepts the reconciled statement, prints a detailed listing of the reconciled transactions and drops the transactions from the Statement File. If all of the transactions on the statement have not been reconciled a message will display indicating such, and you will be returned to the menu. Use code 921 to print a listing of the unreconciled transactions remaining in the Statement Reconciliation File for the National Distributor that you are working on. Return to step 6 to reconcile these transactions.
11. When you have completed reconciling a National Distributor, you should print the transactions left in your Hold File for the past month (code). This will show you any returns you had submitted last month and not gotten credit for (i.e. returns in transit). It will also show titles you have billed out but have not been billed for by the National Distributor.

NON-EMS STATEMENT RECONCILIATION

1. **Code 925** - Print the Hold File for the publisher you are going to reconcile and sort by transaction date to review the data in file.
2. **Code 930 - Back Up Hold File** - If there is old data on 925 report, run 930 again and restore file using a drop date to get rid of old records. After the restore, run 930 to back up file again so that the file is backed up without the old records in it. Make sure that no one will be doing any receiving for the publisher that you are going to reconcile, until after you have completed the reconciliation.
3. **Code 931 - Back Up the Statement Reconciliation File.**
4. **Code 915 - Reconcile a Publisher** - Choose the sort options that best match the publisher's statement. This is usually by transaction date and then by retail.
5. **Code 921 - Print the Statement Reconciliation.** The reconciled amount is what you have chosen to pay the publisher.
6. If you feel you have made a mistake and need to start over from the beginning, use code 930 to restore the Hold File using 12/31 of the previous year as a drop date. This ensures that you will not drop any current records by mistake. Then use code 931 to restore the Statement Reconciliation File. Keep in mind that you can only restore the Hold File (930) if no receiving has been done.

ND RECONCILIATION CODES

910 - Process IPDA Statements

This code takes all of the titles/issues that have been transmitted from the National Distributor's statement and matches them with the titles/issues in the Agency Hold File. All matches are then transferred to the Statement Reconciliation File. All transactions from the National Distributor are put in the Statement File regardless of whether there is a match in the Hold File.

When this code is keyed in, it will display one line per National Distributor. You can do one National Distributor at a time or all of them. However, all of the ND's must be processed through code 910 prior to receiving the following month's statements. This code should not be run while receiving is taking place.

Step	Enter	Digit	Comments
	Code 910		
•	EMS Nbr	*	Displays
•	Name	*	Displays
•	ND	*	Displays
•	Stmt Date	*	Displays
1	Process	1	Y/N

929 - Drop STMT087 Records by ND

This code allows you to drop ND statement records that have been received with Code 149 - Receive IPDA Mail but not updated by running Code 910 - Process IPDA statements. Enter the ND number for the data to be dropped.

920 - ND Statement Summary List

This will give you a summary list of the data that was placed in the Statement Reconciliation File as a result of running code 910. This list is sorted by National Distributor showing one line per reference number. This summary line contains: National Distributor number, reference number, date, total amount from the National Distributor's statement, (credit or charge), the reconciled amount, and the total amount from your hold file. A grand total will print at the end of each National Distributor. This report can be used to provide you with the reference numbers to reconcile from the National Distributor's Statement. It can also be used to provide you with the total reconciled amount after the manual reconciliation process has been completed.

Step	Enter	Digit	Comments
	Code 920		
•	Selection Option	*	Displays
•	1 - ND Number	*	From/to options
•	2 - Transaction Date	*	Displays
•	3 - ND Reference Nbr	*	
•	4 - Statement	*	
•	Enter Option	1	1, 2, 3, or 4 Enter to print all

921 - Reconciliation List

This code allows you to list the detail transactions that were placed in the Statement Reconciliation File as a result of running code 910 to process the National Distributors' Statements. Among many other uses, this listing can be used to print out of balance transactions in preparation for reconciling a statement, to print unreconciled transactions after the reconciliation process to review any missed transactions, and to obtain a list of BNI and/or BNR transactions.

Occasionally the National Distributor will send adjustment transactions to issue credit for shortages, price corrections, etc. These transactions will have a 2 digit alpha code next to the National Distributor's cost. Look in this manual under special code definitions for a description of the special code.

Select By:

- | | |
|----------------------|-------------------------------|
| 1 - Natl Distributor | 2 - Reference |
| 3 - Title/ISBN Nbr | 4 - Spec Code (adj) |
| 5 - Invoice Date | 6 - Tran Code |
| 7 - Reconciled (Y/N) | 8 - Tran Date |
| 9 - BNI/BNR | 10 - Out of Balance (C/Q/Y/N) |
| 11 - Differences | |

Sort/Total By:

- | | |
|------------------|--------------------|
| 1 - Cost | 2 - Spec Code |
| 3 - Invoice Date | 4 - Title/ISBN Nbr |
| 5 - Retail | 6 - Tran Code |
| 7 - Title Name | 8 - Tran Date |
| 9 - BNI/BNR | |

Out of Balance Only (C/Q/Y/N)

C - Print only the transactions where your cost is different from the ND's cost.

Q - Prints only the transactions where your quantity is different from the ND's quantity.

Y - Prints all out of balance conditions whether it is due to cost or quantity difference.

N - Do not print out of balance transactions. **BNI** - billed not invoiced, will print next to the transactions that the ND has billed you for, you have received, but you have not yet invoiced (as of the day code 910 was run).

BNR - Billed Not Received - will print next to the transactions that the ND has billed you for, but you have not received (as of the day code 910 was run).

To print only your BNI's, select option #9 - BNI/BNR and key BNI in 'from data' and 'to data'.

To print only your BNR's, key BNR in 'from data' and 'to data'. To print both BNI and BNR, key BNI in 'from data' and BNR in 'to data'.

** reference number is an alpha-numeric field - you must enter this exactly as it appears.

Reconciled / Unreconciled Transactions

To print only the reconciled transactions, Select Reconciled (Y/N), key 'Y' in 'from data' and 'to data'. For unreconciled, key 'N' in 'from data' and 'to data'.

911 - Reconciliation of Statement Data

This code allows you to perform the reconciliation of invoice/memo data. Reconciliation is the process whereby, if there is a cost or quantity difference between what your records indicate should be paid and what the ND's records indicate should be paid, you resolve the difference. The records will be grouped by title/issue and will be displayed on the screen showing copies, cost, extension and differences when they occur.

To begin reconciling, enter the type of transactions to display, the National Distributor number and the first reference number from the Statement Summary Listing (Code 920).

Step	Enter	Digit	Comments
	Code 911		
•	1 - All	*	Displays all of the transactions on file.
•	2 - All out of Balance	*	Displays all of the out of balance transactions
•	3 - All out of	*	Displays only the unreconciled out of balance transactions
1	Selection (1-3)	1	1, 2, or 3
2	ND Number	5	Enter number of partial name to lookup.
3	Reference Number	10	Enter reference number from the Statement Summary listing.

The following will display:

Title	issue	date	qty	cost	extension	cd	description	tran
Xxxxx	xx	xx/xx/xx xxx	xxx.	xxxx	xxxx.xxxx	xx	xxxxxxxxxxxxxxxx	1xx
Title	issue	date	qty	cost	extension	cd	description	tran
Xxxxx	xx	xx/xx/xx xxx	xxx.	xxxx	xxxx.xxxx	xx	xxxxxxxxxxxxxxxx	0xx

Difference xxx.000
Accept (C/O/T):

O -Our Transaction

Accept the transaction generated by the agency. Meaning your quantity and/or cost is correct.

T -Their transaction

Accept the transaction generated by the National Distributor. Meaning the ND's quantity and/or cost is correct. If there is a difference in cost and you select 'T' to accept the National Distributor's cost, the Bulk File (code 400) will be updated with their cost.

C -Change*

Allows you to change the issue, cost, and/or quantity in either the agency or national distributor transaction. After making a change the transaction set will remain on the screen. Select 'O' or 'T' to reconcile the transaction that you changed.

To do nothing - press 'enter'.

* Sometimes an issue is received that has an incorrect issue number on the cover. Occasionally the National Distributor will advise the wholesaler to distribute the issue under the incorrect number, however they bill you using the correct issue number. This change feature allows you to change the issue number to the correct number for reconciliation purposes.

BNI - (billed not invoiced) will display next to the transactions that the ND has billed you for, you have received, but you have not yet invoiced (as of the day code 910 was run).

BNR - (billed not received) will display next to the transactions that the ND has billed you for, but you have not received (as of the day 910 was run).

918 - Reconciliation of ND Data (Multi Warehouse Users Only)**912 - Payment Calculation Report**

This code allows you to automatically reconcile transactions by date. You will enter a return cutoff date and an invoice cutoff date for a Publisher. The system will retrieve all of the transactions for the current statement that have a transaction date less than the date entered and will print a report that shows a suggested payment amount. You have the option to print the report in summary or detail. If you select detail, the differences not credited, adjustments not credited, and deductions columns will contain the detailed transactions that make up the total. You also have the option to print the detailed transactions that make up the billed not invoiced and returns in transit amounts. If you select summary each column will contain only a total amount.

After the report is generated the code will prompt, 'Process This Amount (Y/N). If you would like to review the payment calculation and are not ready to process the transactions, answer N. This enables you to run the report using various cutoff dates until you come up with the appropriate payment. When you have decided upon a payment amount, answer y to process the amount. At this point the statement will be reconciled and a payment will automatically be added to the Payment File in the amount of the accepted total. You will be prompted to enter the reference number, description and date of the check you will be writing. If you arrive at a negative suggested payment amount, it will not be added to the payment file when the payment is accepted.

The system calculates the suggested payment as follows: Statement ending balance

- Billed not received/billed not invoiced
- Returns in transit

- Payment not credited
- Differences not credited
- Adjustments not credited
- Deduction amount
- Suggested payment

Statement ending balance - This ending balance is transmitted in with the IPDA electronic statement. This is the balance that the ND claims as being due from the wholesaler as of the last statement submitted.

Billed not invoiced - This field contains the records that the National Distributor has billed, but you have not yet invoiced (BNI); records that the National Distributor has billed, but you have not yet received (BNR); and records that you have been billed for and have invoiced, but whose invoice date is greater than the invoice cutoff date entered. You can select to print the detail that makes up the BNI amount by answering 'Y' to the prompt 'Print detail BNI/RIT?'.

Invoiced not billed - This field contains the records that you have invoiced, but have not yet been billed by the National Distributor. This field is for information purposes only and is not part of the payment calculation.

Returns in transit - This field contains the affidavit returns that have been sent to the National Distributor, but you have not received credit for yet. You can select to print the detail that makes up this amount by answering 'Y' to the prompt 'print detail BNI/RIT?'.

Payments not credited - This field contains the payments that have been made, but that have not yet been credited on the ND's statement.

Differences not credited - This field contains the discrepancies in cost and/or quantity between the National Distributor's statement and your records. These are the records that you are due credit on (the system will automatically reconcile the other items that were found to be in your favor). When the statement is reconciled and accepted, these discrepancies will be carried over to the next month's statement as an adjustment (132). In the future, when the National Distributor gives you credit for these discrepancies in the form of an adjustment (032), the records will be reconciled.

Adjustments not credited - This field contains all adjustment records in the Statement File (codes 132, 134, 232, 234, 235). This includes the unreconciled discrepancies that appeared as differences not credited on last month's statement as well as any manual adjustments you may have added to the Statement File through code 902.

Deduction amount - this field contains the deductions that were manually entered using code 907 (ex: freight charge, sticker charge, etc.). Code 907 does allow you to enter a negative deduction, so this field may also contain charge backs.

Step	Enter	Digits	Comments
	Code 912		
1	National Dist Nbr	4	0 = all, enter # or partial name to look up.
2	Statement date	6	MMDDYY - Enter date from the ND's statement.
3	Invoice Cut-Off Date	6	MMDDYY -date of last invoice to appear on report.
4	Return Cut-Off Date	6	MMDDYY -date of last return to appear on report.
5	Print Detail/Summary	1	D/S
6	Print Detail BNI/RIT	1	Appears if step 5 is 'D'. Enter Y or N.
•	Total Amount	*	Displays
7	Process This Amount?	1	Y/N - N = start over. Y takes you to next step.
8	Reference Nbr	10	enter check number
9	Description	22	enter alpha description.
10	Date of Check	6	MMDDYY

947 - Statement Balance Report

This code is to be run after code 912 has been completed. It can be used to get an actual month end figure for the billed not invoiced (BNI), billed not received (BNR) and returns in transit (RIT). You will be prompted to enter an invoice cut off date and a return cut off date, however the suggested payment column will always reflect the amount that was accepted when code 912 was run. If the payment calculated during 912 was a credit the suggested payment on this report will appear as \$0. The cut off dates are used only to affect the amounts in the BNI, BNR and RIT columns. This allows you to get a true month end accumulation. For example, you may have used a return cut off date in code 912 that included returns dated into the first week of the next month to come up with the payment. However, you would like to get an actual month end figure for the BNI, BNR and RIT records, so you will use the actual month end date for the return cut off date when running this code.

Step	Enter	Digits	Comments
	Code 947		
1	National Dist	5	0 = all, enter # or partial name to look up.
•	Statement date	*	Current statement date displays
2	Invoice Cut-Off Date	6	MMDDYY -date of last invoice to appear on report.
3	Return Cut-Off Date	6	MMDDYY -date of last return to appear on report.

913 - Reconciled Exception List

This code reads the Statement Reconciliation File and checks to see if the ND statement has been completely reconciled. If it has, the statement is deleted. If it has not, a message will display: "records are not accepted and they are not in balance, use code 911 or 912" at this point you should use code 921 to print a listing of the transactions in the Statement Reconciliation File for the publishers that are unreconciled. Once you have identified the transactions use code 911 or 912 to reconcile them or use code 902 to delete them if necessary.

Step	Enter	Digits	Comments
------	-------	--------	----------

Code 913
 1 National Dist 4 0 = all
 • Records Deleted from Statement File * Displays

All of the National Distributor's transactions must be reconciled before the system will allow you to delete the statement. Reconciled means either all transactions are in balance or have been flagged as accepted using codes 911 or 912.

When completed this code prints a detailed listing of the reconciled transactions, drops the transactions from the Statement File and moves the ending statement balance to the beginning balance in preparation for next month's statement.

925 - Hold ND Recon Tran List

This report will print transactions from the Hold File. The Hold File contains the transactions that the system has automatically created as a result of receiving, invoicing, manual bulk record additions and Statement of Bulk returns processing. When a statement comes in from a National Distributor or Publisher, this is the data that will be matched with their data and merged into the Statement Reconciliation File to represent your side of the transaction.

The transaction code that represents the data created as a result of receiving and invoicing is 171. The transaction code that represents the data created as a result of processing the Statement of Bulk returns is code 181.

The following select and sort options are available. The report will always sort and total by National Distributor. Your sort/total selections are in addition to this sort.

Select by:

1 - Transaction Code	2 - Transaction Date
3 - Special Code	4 - Invoice Date
5 - Reference	6 - Type (B=Book, M=Mag)
7 - EMS Reference	8 - Title
9 - Cost	10 - Retail
11 - National Distributor	

Sort/total by:

1 - Transaction Code	2 - Transaction Date
3 - Special Code	4 - Invoice Date
5 - Reference	6 - Type (B=Book, M=Mag)
7 - EMS Reference	8 - Title
9 - Cost	10 - Retail

915 - Reconcile Non-EMS Publishers

This code allows you to reconcile the National Distributors that do not send a statement through the Electronic Mail System.

The first thing you must do is run code 930 to back up your Hold File. This allows you the option to go back and restore the file if you make mistakes during the reconciliation process.

Enter a National Distributor (Publisher) number and then select the order in which the data is to be displayed. The data should be sorted in the same order as the ND's statement. All records for the entered ND are retrieved from the Hold File and are listed on the screen in the order selected. The reconciliation process is done by comparing the title/issue records from the Hold File to the hard copy statement that the publisher sent. Review your transactions on the screen versus the ND's transactions on the paper. To reconcile, enter ours (O) or theirs (T) next to the transactions on the screen. For all transactions that match, enter 'O' and press enter through the quantity and cost field. When you get to a transaction where you feel that the ND's invoice is correct and your Hold File is incorrect, select to reconcile using the ND's transaction (T). You must change the cost and quantity on the screen to reflect what is on the ND's statement. The cost will be corrected in your Bulk File, the Statement Reconciliation File and Book Master File for books. After you press enter, the data is moved into the Statement Reconciliation File and flagged as reconciled.

After the entire statement has been completed, use code 921 to print the publisher's reconciled transactions. The 'Reconciled Amount' total is the amount to pay the publisher.

Use code 913 to accept the reconciled transactions.

Step	Enter	Digits	Comments
	Code 915		
1	Natl Distributor Nbr	3	Enter nbr or F4 to look up
	• 1. Title number		Displays
	• 2. Retail		
	• 3. Cost		
	• 4. Transaction date		
	• 5. Reference		
	• 6. Title name		
2	Enter Major Sort:	1	Select one of 1-6 above
3	Enter Intrm Sort:	1	Select one of 1-6 above
4	Enter Minor Sort:	1	Select one of 1-6 above
5	Ours/Theirs	1	O or T
6	Qty	6	(+)(-) change if necessary
7	Cost	8	xxxx.xxxx change if necessary

914 - Publisher Recon Balance

This code allows you to reconcile a non-EMS ND's statement by transaction code instead of by individual title/issue. After the National Distributor number is entered you will be prompted to

enter a date for each transaction code type. The system will go to the Hold File and get all title/issues with a transaction date less than or equal to the date entered and will display the dollar value of those transactions. Enter a date of 00/00/00 to skip the transfer of transactions for a specific code. After the dates are entered, the total dollar value of all transactions selected for the National Distributor will display. You will be prompted to accept the total. Answer 'Y' to complete the reconciliation. Answer 'N' to cancel.

Step	Enter	Digits	Comments
	Code 914		
1	National Distributor	5	F4 to lookup

The following displays:

		Code	Date	Dollar Value	
2	Mag Adj	132	_____	xx,xxx.xx	(plus)
3	Mag Inv	171	_____	xx,xxx.xx	(plus)
4	Mag Rtn	181	_____	xx,xxx.xx	(minus)
5	Book Adj	132	_____	xx,xxx.xx	(plus)
6	Book Inv	171	_____	xx,xxx.xx	(plus)
7	Book Rtn	181	_____	xx,xxx.xx	(minus)
8	Non-Sls	134	_____	xx,xxx.xx	(plus)
				xx,xxx.xx	(total)

923 - Reconciliation Transaction Listing

This code allows you to print the transactions that were placed in the Statement Reconciliation File as a result of running code 914. The report can be used to produce a statement of what you received, invoiced or returned for a non-EMS National Distributor.

Select By:

- | | |
|---------------------------|--------------------------|
| 1 - Transaction Code | 2 - Transaction Date |
| 3 - Special Code | 4 - Invoice Date |
| 5 - Reference | 6 - Type (B=Book, M=Mag) |
| 7 - EMS Reference | 8 - Title |
| 9 - Cost | 10 - Retail |
| 11 - National Distributor | |

Sort/Total By:

- | | |
|----------------------|--------------------------|
| 1 - Transaction Code | 2 - Transaction Date |
| 3 - Special Code | 4 - Invoice Date |
| 5 - Reference | 6 - Type (B=Book, M=Mag) |
| 7 - EMS Reference | 8 - Title |
| 9 - Cost | 10 - Retail |

**To select by Cost you must enter a from to range that captures the cost that you wish to view, for example if you want to report on \$3.49, you must enter From 3.4 to 3.5

916 - Reconcile Books by Reference Number

This code allows non-Book System users to reconcile the book invoice and credit transactions that are transmitted by the National Distributor. When you are not using the DPS Book System, the books are distributed in bulk by price or by category instead of by ISBN number. You do not have the receiving, invoicing and Statement of Bulk Returns information stored by ISBN number. The National Distributor sends the book invoices and credits by ISBN number. In order to reconcile these records, enter the National Distributor number and the book reference number. The system will go to the Statement Reconciliation File and add up the value of this reference number. The value will be displayed on screen. You will then be prompted to enter the amount that you want to pay. If the entered amount is not equal to the value displayed on the screen an adjustment will be created in the amount of the difference. This adjustment will be given a transaction code 134. All of the book transactions with this reference number will be flagged as reconciled on the Statement Reconciliation File.

Step	Enter	Digits	Comments
	Code 916		
1	ND Number	5	Enter ND # or partial name to look up.
2	Reference Number		Enter the ref # to reconcile from the statement.
•	Total Amount	*	Displays
3	Pay Amount	9	Enter the amount that you will pay.

MAINTENANCE CODES

901 - Hold File Add/Update/Delete

This code allows you to add, update, or delete records from the Hold File. Any changes made to cost will automatically update the cost field in the Bulk, Title Reference and Hold File. Use this code to add miscellaneous charges to the Hold File prior to running code 910, or to make corrections to issues that are already on the Hold File as a result of being received, invoiced or returned. To update a record you must know it's transaction code and suffix number. Use code to research this information. When the correct data is entered for an existing record the data for that record displays on the screen.

Step	Enter	Digits	Comments
	Code 901		
1	National Distributor	5	Enter # or partial name to look up.
2	Transaction Code	1	132/134/171/181
3	Suffix	2	
4	Book/Mag	1	M-mag; B-book
5	Title or ISBN Pub/Title	5	
•	Title Name	*	Displays
6	Issue	4	F4 lookup

The following displays:

Date:	MM/DD/YY	Quantity:	
Cost:		Special Code	
Amount:	0	ND Ref Nbr:	
Processed		Stmt Date:	MM/DD/YY
Invoice Date:	MM/DD/YY	Delete:	N

902 - Statement File Add/Update/Delete

This code allows you to add, update, or delete records from the Statement Reconciliation File. Any changes to cost will be automatically updated in the Bulk, Title Reference and Statement File. Use this code to correct reconciliation errors, or to add miscellaneous charges after code 910 has run. To update a record you must know it's transaction code, wholesaler reference number and suffix. To research this information use code 921.

Step	Enter	Digits	Comments
	Code 902		
1	National Distributor	5	Enter # or partial name to look up.
2	Transaction Code	3	See table below
3	Wholesaler Ref	10	
4	Suffix	2	
5	Book/Mag	1	M-mag; B-book
6	Title	5	F4 lookup to title file.
7	Issue	4	F4 lookup to bulk file.

The following will display:

Date:	MM/DD/YY	Quantity:	
Cost:		Special code:	
Amount:		ND Ref Nbr:	
Processed:	O = Ours T = Theirs	Stmt Date:	MM/DD/YY
Invoice date:		Delete:	N

Table of transaction codes:

Tran Code	Description
32	Mag sales adjustment from EMS
34	Mag non-sale adjustment from EMS
71	Mag invoice from EMS
81	Mag returns from EMS
132	Mag sales adjustment from code 901
134	Mag non-sale adjustment from code 901
171	Invoice from code 179
181	Returns
232	Book sales adjustment from EMS
234	Book non-sale adjustment from EMS
271	Book invoice from EMS
281	Book returns from EMS

903 - Delete Stmt/Hold Records

This code allows you to delete multiple transactions from the Statement Reconciliation File or from the Hold File. When deleting from the Statement Reconciliation File you will be prompted to enter a National Distributor number and a reference number. All transactions with that ND number /reference number will be immediately dropped from the Statement Reconciliation File regardless of whether they have been reconciled or not. When deleting from the Hold File you will not be prompted for reference number because the Hold File does not contain one. Instead you will be prompted to enter a National Distributor number and then title/issue and suffix number. The individual record will be immediately dropped from the Hold File.

It is suggested that you use codes 930 and 931 to back up your Statement Reconciliation or Hold File prior to using this code so that you can restore data to the file in the event that you make a mistake.

Step	Enter	Digits	Comments
	Code 903		
1	Begin Transaction Date	6	MMDDYY
2	End Transaction Date	6	MMDDYY

3	Statement/Hold File (S/H)	1	S/H
4	National Distributor	5	F4 lookup
5	Reference Number	10	

*The following appear only when H has been selected in step 3.

6	Title	5	Enter title #
7	Issue	4	Enter issue #
8	Suffix	2	Enter suffix # or zero for all
9	Are you sure?	1	Enter 'Y' to proceed, or 'N' to cancel

Begin transaction date - Enter the lowest (oldest) date of the transactions you want to have deleted. The system will delete transactions whose date is equal to or more than this date but less than the next date (ending date) you enter. Ex: if you wanted to delete transactions that ranged from 01/01/00 to 01/31/01 you would enter 01/01/00 as the beginning transaction date.

End transaction date - Enter the ending date (most current) of the transaction you want dropped from the file. Ex: if you wanted to delete transactions that ranged from 01/01/00 to 01/31/00 you would enter 01/31/00 as the ending transaction date.

Statement or Hold File (S/H) - Enter an 'S' to indicate that you want to delete transactions from the Statement Reconciliation File. Enter an 'H' to indicate that you want to delete transactions from the Hold File.

S - Statement Reconciliation File

H - Hold File

Reference number - Enter the reference number from the ND's statement that you want to have dropped from the Statement Reconciliation File.

Title number - Enter the title number of the record to be deleted.

Issue number - Enter the issue number of the record to be deleted.

Suffix number - Enter the suffix number of the record to be deleted. If you do not know the suffix number for the title/issue to be deleted, use code 925 to print a Hold File listing, select to print the title number that you plan to delete. The suffix number will be listed on the report.

905 - Update National Distributor Fields

This code allows you to update the National Distributor's beginning and ending statement balances, the ledger balances and the last statement date. For National Distributors that use the IPDA EMS System to transmit statements, these balances should only be entered when first setting up an account. Afterward, these fields are updated automatically as statements are reconciled.

Beginning statement balance - Enter the ending balance from last month's statement. This is the amount that you paid the National Distributor last month.

Ending statement balance - Enter zero. This field will be updated when the statement is received through 149.

Beginning ledger balance - Enter the ending balance from last month's ledger.

Ending ledger balance - Enter zero. This field will be updated after reconciliation has been completed.

Deduction amount - This field is designated for future use. Do not update.

Step	Enter	Digits	Comments
	Code 905		
1	National Distributor	5	F4 Lookup
2	Beginning Statement Balance	8	XXXXXXXX.XX
3	Statement Balance	8	XXXXXXXX.XX
4	Beginning Ledger Balance	8	XXXXXXXX.XX
5	Ending Ledger Balance	8	XXXXXXXX.XX
6	Deduction Amount	8	XXXXXXXX.XX
7	Last Statement Date	6	MMDDYY

906 - Add/Update EMS Payments

This code is used to enter the payment amount that you are making to the National Distributor.

When next month's statement is received through Electronic Mail (code 149) and the payment is reflected on the statement, the payment will be updated on your files as accepted by the National Distributor.

If a payment was made and entered into the system (code 906), but is not reflected on the statement, it will appear on the Payment Calculation Report (code 912) under 'payments not credited'. This payment amount will be deducted from the balance during the payment calculation. If a payment is on the statement, but was never added to the system, it will be added to the Payment File and updated as accepted by the National Distributor.

National Distributor - Enter the number of the ND to whom you are making a payment.

Transaction code - Defaults to 22 - payment.

Reference - Leave this field blank, it will be updated with the ND's reference number when the statement is received.

Description - Enter the description (name) that you would like to print on the reports for this transaction.

Wholesaler reference number - Enter the check number of the payment.

Transaction date - Enter the date of the payment.

Step	Enter	Digits	Comments
	Code 906		
1	National Distributor	5	F4 to lookup or enter partial name
•	Transaction Code	*	Displays
2	Amount	8	XXXXXX.XX
•	Transaction Code	*	Displays
3	Reference	15	
5	Description	24	Name of transaction
6	Deduction Amount	8	Check number
7	Transaction Date	6	MMDDYY
8	Delete (Y/N)		

907-Update ND Deductions

This code allows you to add up to 99 miscellaneous deductions to the payment calculation. All deductions added will appear on the National Distributor's Payment Calculation Report under the column 'deductions not credited'. The sequence number makes each deduction transaction unique. For description enter a 32 digit alpha description that describes the transaction.

Step	Enter	Digits	Comments
	Code 907		
1	National Dist Nbr	5	F4 to lookup or enter partial name
2	Sequence Nbr	2	1-99
3	Amount	9	MMDDYY
4	Description	32	Alpha description

MISCELLANEOUS REPORTS

945 - Ledger Balance Report

This code calculates an ending ledger balance based on the cutoff date entered and produces a report that shows by total: beginning balance, receiving, returns, adjustments, payments and the calculated ending balance. Upon completion, this code will update the National Distributor's ending ledger balance, in code 905, with this calculated ledger balance.

Select by:

1 - National Distributor

Sort by:

1 - National Distributor

Enter Cut-Off Date: (MMDDYY)

Print Detail/Summary (D/S):

948 - Opening Balance Detail Report

This report provides you with the National Distributor's opening statement balance and the detailed transactions that make up the current statement, sorted and totaled by transaction code. If you select multiple National Distributors, the report will automatically sort in National Distributor order.

Select by:

1 - National Distributor

924 - National Distributor Liability

This report allows you to view the agency's total liability for product received from a National Distributor on a title/issue basis. Each title/issue will show the dollar value of received merchandise, the dollar value of returned merchandise, the total liability (value of received less returned merchandise), the estimated liability based on the titles percent of sale (this is what the system expects the final liability to be based on sales history) and the excess liability (total liability less estimated liability).

Select by:

1 - National Distributor

2 - Publisher

Sort/total by:

1 - National Distributor

2 - Publisher

3 - Title/Issue

4 - On Sale Date

ARCHIVING

950 - Reprint ND Statements

This code allows you to reprint a copy of the National Distributor's Statement that printed when code 149 was run to receive IPDA Electronic Mail. A copy of every transmitted statement is saved to disk when code 149 is run. Select the National Distributor and the statement date for the statement you want reprinted. If you select all or select a range the sort will be by statement date within National Distributor.

Select by:

1 - National Distributor 2 - Statement Date

952 - Purge Archived ND Statement

This code allows you to eliminate copies of old National Distributor statements. You must run this code periodically to maintain clean files. All statements with a date less than the date you enter will be purged from the system.

Step	Enter	Digits	Comments
	Code 952		
1	Date	6	MMDDYY

BACKUP / RESTORE

930 - Backup/Restore Hold File

This code will backup or restore the Hold File. When you are restoring this file, the prompt 'Drop Date' will display. If you enter a date, any transactions whose date is less than what was entered will be dropped from the file. The title file is checked when the restore is done and, if a title is not on the title file, it is dropped and not restored.

****IMPORTANT**** Do not run this code while receiving (codes 151/B51) is being done.

Step	Enter	Digits	Comments
	Code 930		
1	Backup or Restore	1	B/R
2	Date	6	MMDDYY
•	Records: xxxx	•	Displays

931 - Backup/Restore Stmt File

This code will backup or restore the Statement Reconciliation File. When you are restoring this file, the prompt 'drop date' will display. If you enter a date, any transactions whose date is less than what was entered will be dropped from the file. The title file is checked when the restore is done and, if a title is not on the title file, it is dropped and not restored.

Step	Enter	Digits	Comments
	Code 931		
1	Backup or Restore	1	B/R
2	Date	6	MMDDYY
•	Records: xxxx	•	Displays

SPECIAL CODE DEFINITIONS

081 - Returns from EMS - ND

181 - Returns from code 814 - Affidavit Run

Explanation codes clarifying the action taken on these returns are:

RL - Refused - late
RP - Refused - premature
RN - Refused - negative sale
NP - Refused - not our publication
DC - Discrepancy - double checked

281 - Book Returns from EMS

Explanation codes clarifying the action taken on these returns are:

RC - Accepted/returned cover
RF - Accepted/returned full
DS - Accepted/non-shipment
RA - Accepted/returned allotment
RL - Refused/late
RN - Refused/negative sale
NP - Refused/not our publication
DC - Discrepancy/double checked

271 - Book Invoice from EMS

Explanation codes clarifying the status of the requested order or reorder:

SB - Book substituted
OS - Out of stock
BO - Back order
NY - Not yet published
OP - Out of print

034 - Non-Sale Adjustment from EMS

134 - Non-Sale Adjustment from Code 901/902

235 - Book Non-Sale Adjustment from EMS

Adjustment codes clarifying the reason for the adjustments are:

FR - Freight on return
FD - Freight on delivery
HD - Handling
RK - Racks
AL - Allowance
PN - Price change
ON - Other

032 - Title/Issue Adjustment from EMS
132 - Title/Issue Adjustment from Code 902
232 - Book Sales Adjustment from EMS

Adjustment codes clarifying the reason for the adjustments are:

SO - Shortage/overage
RS - Shortage/overage reversal
TR - Transfer (from)
TT - Transfer (to)
RO - Reorder
NS - Non-shipment
SR - Suspended return credit
PC - Price change
TO - Other