

**PUBLISHER REPRESENTATIVE'S  
MANUAL**

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### P221 - Key Title Distribution By Title Category

This code allows you to add bases for a new title or an existing title and give it the proper distribution based upon previous sales for a category/ class, available space on the rack, and how many titles the retailer presently gets in a category. All retailers on file will display on screen. Those who are not authorized for the title will have 'NA' displayed next to base and will not allow the base to be updated. When a base is changed, the system will automatically assign a freeze equal to the title's frequency number.

Step	Enter	Digits	Comments
	Code P221		
1	Effective Date	6	MM/DD/YY
2	Rep ID	10	
3	Type of Maintenance	1	Enter 1-6, F4 to lookup
4	Allotment	7	
5	Title Nbr	5	
*	Title Name	*	Displays
6	Location	1	
	The prompt for location will only appear if the client option for satellite distribution is active. This prompt allows you to request retailers by satellite location. Enter blank to request retailers in all satellite locations.		
7	Category	3	F4 Lookup
	Displays the category number for the title number that was entered. The program uses this category number to determine what retailers to display on screen. All retailers who draw titles in the selected category will display. To display retailers who currently draw titles in another category enter a different category number.		
8	Class	1	
	Displays the class for the title number that was entered. Press enter to use this class or you can enter whichever class of title for this category you want to compare against. A blank here will display all 3 classes.		
9	Percent	3	
	Allows you to key in a percent and have that percent of base or average net display in the new base field. This was done so you could decrease or increase a title's entire distribution in one step. All freezes of 8 or 9 will not be affected.		
10	Chain	3	F4 Lookup
	Allows you to enter a chain number and have only that Chain's retailers display on the screen for update.		
11	Use Avg Net	1	Y/N
	Allows you to use the title's average net as the base. When you answer yes to 'use avg		

net', the system will automatically load the average net into the 'base' field. All freezes of 8 or 9 will not be affected.

12	Rtlr Order	1	Y/N	
	Allows you to determine how the retailer records will be displayed on screen.			
	Y - sort by retailer number			
	N - sort by average net			
*	Nbr Rtlrs	*		Displays. As bases are added or deleted, this number is adjusted accordingly.
*	Total Base	*		Displays. As bases are changed, this number changes.

Based on the category entered, the following displays for each retailer:

*	Retailer Name			
*	Store Number			
*	Nbr Titles	*		Nbr titles drawn in category
*	Class	*		Displays
*	Nbr Titles in Category	*		Displays
*	Category Avg Draw	*		Displays
*	Category Avg Net	*		Displays
*	Title Avg Net	*		Displays
*	Rack Location	*		Displays
13	Freeze	1		1-9/back tab at base to change.
14	Base	4		

The following function keys are available for use with this code:

F1 = Next Record

Will take you back to title number. No changes saved on that screen.

F3 = Comparative Titles

Allows you to enter two titles and will display their draw and net in a window, so that you can compare similar titles before making a distribution decision.

F4 = Rack Load

Lists linear feet, nbr of shelves, number of checkouts in a window for each retailer.

F5 = Page Down

Allows you to page through the retailers to get to a specific retailer. Saves changes.

F6 = Page Up

Allows you to page back to the beginning of the retailers listed. Saves changes.

F9 = Save Changes

Allows you to save the changes keyed for any retailers on a page and will page forward.

Esc = Exit

Allows you to exit the program without saving the changes. However, this only applies to the page you're on. If you pressed F9 at a previous page and then press ESC at the current page, the changes from the previous page will have already been processed.

### **P201 - Pub O/R Update and Make Alike**

This new code allows publisher rep maintenance to be entered for a title make alike, a retailer make alike and switch bases title/retailer. The entries can be printed with Code P223 - Print Rep Maintenance and reviewed/released with Code P222 - Review/Release Pub Maintenance.

#### **Title Make Alike**

The Title Make Alike allows you to make mass changes to a title's O/R records at one time. Some of the changes you can make using this option are:

1. Create O/R for a new title using an existing title's O/R records.
2. Increase an existing title's distribution by a percentage or replace the bases for all retailers with their average net sale figure for that title.
3. Pick up additional retailers from one existing title and add them to another existing title. You can press F9 at the 'Multiply Base By Pcnt' prompt, then assumed responses shown below will be used. The following options are displayed:

Step	Enter	Digits	Comments
1	New Title	5	F4 for Lookup
2	Existing Title	5	F4 for Lookup
3	Multiply Base by Pcnt	4	Enter Assumes 100 Pct
4	Select Location	1	1-9, Enter Assumes All
5	Select Class of Trade	2	Enter Assumes All
6	Select Chain	3	1-999, Enter Assumes All
7	Select Sub Chain	3	1-999, Must Enter Chain
8	Select from Zip Code	10	Enter Assumes All
9	Select to Zip Code	10	Enter Assumes All
10	Change Freeze To	1	1-9, Enter Assumes 0
11	Copy Splits Over?	1	N/A (not allowed)
12	Copy History Over?	1	N/A (not allowed)
13	Use Average Net?	1	N/Y, Enter Assumes N
14	Affect Frozen Draws	1	N/Y/C, Enter Assumes N
15	Affect Frozen Bases	1	N/Y/C, Enter Assumes N
16	Copy by Rack Loc	1	A-Z, Enter Assumes All
17	Copy Authorized List	1	N/Y, Enter Assumes N

18            Replace Exist Base            1            N/Y, Enter Assumes N

\*Deleted/suspended retailers and alternate bases are only transferred if you copy history from the existing title.

### **New Title**

When creating O/R records for a new title, enter the new title number at this prompt. If you are using the title make alike to increase an existing title's distribution by utilizing the 'Multiply Base By Percent' feature, enter the existing title number at this prompt and again at the Existing Title prompt.

### **Existing Title**

When creating O/R records for a new title, enter the number of the existing title whose records you want to copy, or press F4 to access a pop-up window that will display all titles in the same category as the new title. The pop-up window will list the last distributed amount, average net sale, percent of sale, number of retailers drawing this title, and total base for each title. This pop-up window gives you all of the information that you need to select a title to use as your existing title.

### **Multiply Base By Percent**

This option allows you to change the base for every retailer by a specified percentage. Ex: To increase a title's distribution by 45% enter 145, to decrease it by a third enter 67. The existing title's bases will not change. Use 100 percent to copy all current bases without an increase or decrease. 0 base will assume 100%.

### **Select Location**

Enter the location for which you would like to copy O/R records.

### **Select Class Of Trade**

Select a specific Class of Trade to copy, or leave this option blank to copy all. Press F10 for help on classification codes.

### **Select Chain**

Enter the chain number for which you would like to copy O/R records.

### **Select Sub Chain**

If chain number is entered, the cursor will go to the sub chain field. Enter the sub chain number for which you would like to copy O/R records, or press enter to skip.

### **Select From Zip Code**

If you wish to copy O/R records for retails within a particular zip code range, enter the starting zip code in this field.

### **Select To Zip Code**

If you wish to copy O/R records for retailers within a particular zip code range, enter the ending zip code in this field.

### **Change Freeze To**

Allows you to assign a freeze to all of the bases that are being copied to the new title.

### **Copy Splits Over**

Not allowed.

### **Copy History Over**

Not allowed.

### **Use Average Net**

Allows you to create bases using the existing title's average net sale. When the make alike takes place, instead of copying the bases from the existing title, the system will copy the average net sale figure from the existing and use that as the new title's bases.

**Y** - Will create the new title's bases using the existing title's average net sales figures.

**N** - Do not replace base with average net sale.

### **Affect Frozen Draws**

Allows you to indicate whether the changes you have requested, utilizing the 'Multiply Base By Percent' and 'Use Average Net', are to affect retailers who have bases with a freeze of 8.

**Y** - Bases with a freeze of 8 will not be changed.

**N** - Bases with a freeze of 8 will be changed, the freeze of 8 will not be changed.

**C** - Bases with a freeze of 8 will be changed, and the freeze number itself will be changed to the number that was entered in 'Change Freeze To'.

### **Affect Frozen Bases**

Allows you to indicate whether the changes you have requested, utilizing the 'Multiply Base By Percent' and 'Use Average Net', are to affect retailers who have bases with a freeze of 9.

**Y** - Bases with a freeze of 9 will not be changed.

**N** - Bases with a freeze of 9 will be changed, the freeze of 8 will not be changed.

**C** - Bases with a freeze of 9 will be changed, and the freeze number itself will be changed to the number that was entered in 'Change Freeze To'.

### **Copy By Rack Location**

Allows you to enter a rack location. Only the retailers who have a matching rack location for this title will be affected.

### **Copy Authorized Lists**

Allows you to copy the authorized list numbers that have been approved for the existing title to the new title. If authorized list is password protected user will be prompted for password. If user would like to skip that list key F8 and it will continue to next authorized list without updating the skipped one.

- Y - Copy authorized list numbers from the existing title to the new title.
- N - Do not copy authorized list numbers.

### **Replace Existing Base**

- Y - Replace existing bases according to selections made above.
- N - Existing bases will not be replaced regardless of selections made above.

### **Retailer Make Alike**

Creates distribution records in the O/R File so that a retailer will receive titles and draws like an existing retailer. You will be given several select options when creating the new retailer. You can increase or lower bases by a percent, select only a certain category of titles you want to give the new retailer, select titles by frequency to be added, select only titles in a particular location, copy the split invoice indicator over for the new retailer. Once you select the Retailer Make Alike option, the following displays:

Step	Enter	Digits	Comments
	Code 201		
1	New Retlr Nbr	5	Enter for lookup - F4
2	Existing Retlr Nbr	5	Enter for lookup - F4*
3	Multiply Base By Pcnt	3	Enter assumes 100 Pct
4	Copy Category	3	Enter assumes all - F4
5	Copy Product	3	Enter assumes all - F4
6	Copy Frequency	1	Enter assumes all
7	Rack Location	1	Enter assumes all
8	Change Freeze To	1	Enter assumes 1
9	Copy Splits Over?	1	N/A (not allowed)
10	Use Average Net	1	N/Y/ enter assumes N
11	Affect Frozen Draws	1	N/Y/C enter assumes N
12	Affect Frozen Bases	1	N/Y/C enter assumes N
13	Replace Exist Base		N/Y enter assumes N

### **New Retlr Nbr**

Identifies the new retailer that is to have O/R distribution records created.

### **Existing Retlr Nbr**

Identifies the existing retailer that will be used to create O/R distribution records for the new

retailer. F4 will display all retailers that are the same class of trade as the new retailers plus their rack size, and total titles with O/R distribution.

### **Multiply Base By Percent**

This option allows you to change the base for every title by a specified percentage. Ex: to increase a retailer's entire distribution by 45%, enter 145, to decrease it by a third, enter 67. The existing retailer's bases will not change. Use 100 percent to copy all current bases without an increase or decrease. 0 base will default to 100%.

### **Copy Category**

Allows you to copy titles with a specific category from the existing retailer to the new retailer. Press F4 to look up categories. To copy all categories, leave this field blank.

**Copy Product** Allows you to copy titles with a specific product code from the existing retailer to the new retailer. Press F4 to look up valid product codes. To copy all product codes, leave this field blank.

### **Copy Frequency**

Allows you to copy titles with a specific frequency from the existing retailer to the new retailer. Press F4 to look up frequencies. To copy all frequencies, leave this field blank. Press F10 for the available list of frequencies.

### **Rack Location**

You have the option to copy only titles that are in a certain rack location. For example, if you want the new retailer to get only the checkout titles from the existing retailer, and you rack locations are designated as follows, you would enter a 'C' here. R - Mainline Rack

C - Checkout Rack

B - Both Mainline and Checkout

If you do not wish to copy titles from a specific rack location or are not utilizing the rack location feature, leave this field blank.

### **Change Freeze To**

Allows you to assign a freeze to all of the bases that are being copied to the new retailer.

### **Copy Splits Over**

Not allowed.

### **Use Average Net**

Allows you to create bases using the existing retailer's average net sale. When the make alike takes place, instead of copying the bases from the existing retailer, the system will copy the average net sale figure from the existing retailer and use that as the new retailer's bases.

**Y** - Will create the new retailer's bases using the existing retailer's average net sale figures.

**N** - Do not replace base with average net sale.

### **Affect Frozen Draws**

Allows you to indicate whether the changes you have requested, utilizing the 'Multiply Base By Percent' and 'Use Average Net', are to affect retailers who have bases with a freeze of 8.

**N** - Bases with a freeze of 8 will not be changed.

**Y** - Bases with a freeze of 8 will be changed, the freeze of 8 will not be changed.

**C** - Bases with a freeze of 8 will be changed, and the freeze number itself will be changed to the number that was entered in 'Change Freeze To'.

### **Affect Frozen Bases**

Allows you to indicate whether the changes you have requested, utilizing the 'Multiply Base By Percent' and 'Use Average Net', are to affect retailers who have bases with a freeze of 9.

**N** - Bases with a freeze of 9 will not be changed.

**Y** - Bases with a freeze of 9 will be changed, the freeze of 9 will not be changed.

**C** - Bases with a freeze of 9 will be changed, and the freeze number itself will be changed to the number that was entered in 'Change Freeze To'.

### **Replace Existing Base**

**Y** - Replace existing bases according to selections made above.

**N** - Existing bases will not be replaced regardless of selections made above.

### **Switch Bases For Title Or Retailer**

This option allows you to switch the number that is in the Base field with the number that is in the Alternate Base field. This can be done for an entire title's distribution or an entire retailer's distribution.

Step	Enter	Digits	Comments
	Code 201		
1	Switch Bases Title/Retailer	1	T or R
2	Title/Retailer	5	Enter title or retailer number
3	Switch Alt Base If 0	1	Y or N

Allows you to indicate whether an alternate base should be switched if it contains a zero.

**Y** - Switch bases even if the alternate base is zero.

**N** - Switch only the bases that have a number greater than zero in alternate base.

4	Switch Frozen Draws?	1	Y or N
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Allows you to indicate whether bases that have a freeze of 8 will be switched with the alternate base.

5	Switch Frozen Bases?	1	Y or N
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Allows you to indicate whether bases that have a freeze of 9 will be switched with the alternate base.

**P222- Review/Release Publisher Maintenance**

Allows you to review publisher maintenance keyed with code P221. You can select what maintenance to review by Rep.ID, title number or effective dates. When you are done, any maintenance that you have accepted whose effective date is equal to or less than the system date will be processed immediately.

Step	Enter	Digits	Comments
	Code P222		
1	Rep ID	10	
2	Title	5	Enter title number or F4 to lookup
3	Effective Date	6	MMDDYY

**P223 - Print Publisher Rep Maintenance**

\*Allows you to print in any order the publisher rep maintenance that is on file that has not yet been accepted.

\*At the end of each title, it will print the effect other maintenance had on the title (i.e. quantity of increase/decrease to the total base and number of retailers.

## Select By:

- |                |                    |
|----------------|--------------------|
| 1 - Allot Qty  | 2 - Title          |
| 3 - Date Keyed | 4 - Type Mnt       |
| 5 - Rep        | 6 - Date Effective |

## Sort/Total By:

- |                |                    |
|----------------|--------------------|
| 1 - Allot Qty  | 2 - Title          |
| 3 - Date Keyed | 4 - Type Mnt       |
| 5 - Rep        | 6 - Date Effective |

**P205 - CAD - Trial Distribution**

For the title entered, base calculation will take place on the spot. The new base will be calculated using the titles O/R formula designated in the Title File. When calculation is completed the new totals for base, average net sale, and the title's formula number will display. You will be allowed to enter a different formula and recalculate the base. If you decided to accept the base as calculated, F9. ESC, if no updating is to take place. The total base, average net and retailer counts will be updated on the Title File if the calculation is accepted. You have the option to print a report listing the data changed.

Title:

Title Name:

The following will display for the title selected:

Title	Name	Cur Base	New Base	Avg Net	Formula	Nbr Dlr
XXXXX	XXXXXXXX	XXXXX	XXXXX	XXXXXX	X	XXXX

**Formula-Nbr:**

Enter a formula number to recalculate the base using a different number. Or press F9 to accept as calculated or press ESC to do no updating.

**P206 - Key Retailer Distribution By Title Category**

This code will allow you to pick a category for a retailer you want to review and update bases. You have the option whether or not to display only the title's the retailer is authorized to draw. You also have the option to key 0 for category and all categories will display. It will display all titles in the category along with their average draw, average net, current draw and current base. As you tab through the titles, a window will show you the retailer's high net sale, low net sale, the title's location on the retailer's rack and the draw and net for all issues on file. Press F4 to move to the issue window for a title. Use the arrow key to display more issues. An update report listing the data before and after the changes will print when you end this code.

Step	Enter	Digits	Comments
	Code P206		
1	Retlr Nbr	5	
2	Category	3	F4 lookup/0 to see all Categories
*	Auth List	*	Displays
3	Show Auth Not Drawing	1	Y/N
4	Last Worked	6	MMDDYY/updates retailer file
*	Category	*	Displays
*	Avg Net	*	Displays
*	Current Draw	*	Displays
5	Freeze	1	1-9/back tab from base
6	Current Base	5	F4 to move to issue data

**P208 - CAD - Category Make Alike**

This O/R maintenance code updates O/R by entire title specified. You will be able to do title make a likes, recalculate draws to give requested sell through, make or change bases by using average net sale of category or title, replace existing bases and ignore or copy freezes.

Step	Enter	Digits	Comments
	Code P208		
1	Effective Date	6	MM/DD/YY
2	Rep ID	10	
0	Type of Maintenance	1	Enter 1-6 or F4 lookup

4	Allotment	7	
5	Title	5	Enter title nbr or enter to lookup
*	Title Name	*	Displays
*	Current Draw	*	Displays
6	Title Make Alike Nbr	5	Enter title nbr or F4 to view all titles in same category.
7	Percent Sell Thru Wanted	3	Enter percentage
8	Cat Avg Net/Alike Ave Net (C/M)	1	Enter C or M
9	Step Thru or Zoom	1	Enter S or Z
10	Replace Existing Bases	1	Y/N
11	Ignore Regular Freezes	1	Y/N
12	Ignore Copy Freezes	1	Y/N
13	Print/Update/Both	1	Enter P/U/B

### 730 - Title File Display

This code will display all title information for the title requested. If the title is authorized for more lists than can be displayed, press the arrow down key to view the remaining lists. Press enter to return to the title number prompt.

Step	Enter	Digits	Comments
	Code 730		
1	Title	5	Enter for lookup

### 436 - Bulk Inquiry - Summary

This bulk inquiry displays or prints for the title/issue selected in a large font: received, distributed, publisher returns, stock, publisher net, percent of net, publisher number, received date, invoice date, number of retailers and base. To display all issues, key 0 at issue.

Step	Enter	Digits	Comments
	Code 436		
1	Title	5	
2	Issue	8	F4 lookup/key 0 for all

### P275 - Title Distribution Report

For the titles requested this report will print bulk record activity for the O/R issues that print, and up to eight issues from the O/R File. It includes draws, pickup/reorders, and return or net activity. An 'X' next to retailer number indicates a split invoice. Report prints two lines per retailer. Retailer name will print on the second line.

Select By:

- |                     |                            |
|---------------------|----------------------------|
| 1 - Chain           | 2 - Mag Route              |
| 3 - Retailer        | 4 - Book Route             |
| 5 - Authorized list | 6 - Misc Route             |
| 7 - Average net     | 8 - News Route             |
| 9 - Base            | 10 - Rack Location         |
| 11 - Class of trade | 12 - Rack Status           |
| 13 - Zip Code       | 14 - Include Del/Sus (Y/N) |
| 15 - Sellouts       | 16 - Retailer Location     |

## Sort/Total By:

- |                     |                        |
|---------------------|------------------------|
| 1 - Chain           | 2 - Mag Route          |
| 3 - Retailer        | 4 - Book Route         |
| 5 - Authorized list | 6 - Misc Route         |
| 7 - Average net     | 8 - News Route         |
| 9 - Base            | 10 - Rack Location     |
| 11 - Class of trade | 12 - Rack Status       |
| 13 - Zip Code       | 14 - Name              |
| 15 - Sellouts       | 16 - Retailer Location |

After you have keyed your select/sort options, you will be prompted for title and issue. The issue number keyed tells the system to start with that issue. All available issues on the O/R File for that title will display at the bottom of the screen. If you do no selection and just press enter, the most current issue will be entered for you.