

RDA - RETAIL DISPLAY ALLOWANCE

RDA Reports And Transmissions

290 - RDA Quarterly Report

This quarterly history report is used to send net sale information to the company that processes RDA for the chains that you service. This printed report contains: Title number, Publisher, issue number, retail, number of dealers, draw, return and net for each issue.

All retailers which have an entry other than "N" in 'Save RDA Data' field in the Retailer File (code 500) appear on this report. Only retailers that have a 'N' in this field will not print on the report. Use code 501 to mass change this field for a chain.

The program uses the following table to determine the issues that will print on the report:

Freq 1,O	Prints 2 most current issues
Freq 2,I	Prints 3 most current issues
Freq 3,X	Prints 2nd through 6th most current issues
Freq 4	Prints 3rd through 10th most current issues
Freq 5	Prints 4th through 20th most current issues
Freq 6	Does not print on RDA
Freq 7	Prints 6 most current issues
Freq 8	Does not print on RDA
Freq 9	Does not print on RDA

Step	Enter	Digits	Comments
	Code 290		
1	Create flat ASCII File?	1	N/Y
2	Do All Retailers (N/Y)	1	N/Y
3	Do Chains Only?	1	N/Y
4	Retailer	5	Enter retailer number.
5	Chain	3	Dupe*

Create Flat ASCII File?

- Y - The RDA Report will be created as a file in a flat ASCII format in addition to the printed copy.
- N - A flat ASCII File will not be created. The RDA Report will print only.

Do All Retailers?

- Y - Read through Retailer File and select all retailers whose Retailer File has an entry other than 'N' in the 'Save RDA Data' field. The report will combine retailers on a chain under retailer 99CCC

(CCC being the chain number). This means that all draw and net information for each title/issue will be a combined total. Retailers with chain number of zero will print individually.

N - Go to next prompt.

Do Chains Only?

Y - Indicates that you want to create an RDA Report for chains only. Independent retailers will not print. The report will combine the retailers that are on a chain under retailer number 99CCC (CCC being the chain number). This means that all draw and net information for each title/issue will be a combined.

N - Go to next prompt.

Retailer:

If you have answered 'N' to print all retailers and 'N' to print chains only, this prompt will appear, allowing you to enter the individual retailer numbers that you would like to print. As each retailer number is entered, the chain number will display. All retailers with the same chain number will be combined on one report. To print a retailer separately from the chain, enter '0' (zero) for chain number.

R908 - Create TV Guide Data

This program is used to create TV Guide data for the auditing, processing and transmission of weekly claims to Murdoch/TV Guide. TV Guide provides the list of titles that must be transmitted.

Use this program to add titles for the collection and creation of data and to create the transmission file that will be written to a directory on your drive called /u/dps/mag/export/tvguide.

At 'Enter Code', key 'R908'.

Date: MM/DD/YY

The displayed date is 7 days earlier than the system date. Always press enter to use this date unless otherwise instructed by TV Guide, or if this is your initial transmission. The date is used to gather data for title/issues in the Bulk File that have an Offsale date equal to or greater than the entered date but less than or equal to the system date.

Title:

If this is the first time you are using this code, you must enter the title numbers you wish to collect and create data for. After initial setup, the titles will automatically appear on the screen whenever using this code. The title prompt allows you to add new titles or delete old titles from the file.

Delete:

Enter 'Y' to delete the title number you have entered. After additions/deletions have been completed or if you have no changes, press F9.

Do you want to continue? (Y/N)

If you were updating the Table only, and do not wish to create any data, key 'N' and the screen will return to 'Enter Code'. If you have the table updated and are ready to create data to be written to the hard drive, key 'Y' and the screen will display:

Process All Above Titles Or Select From Table? (A/S)

- A - Indicates that all of the listed titles should be processed.
- S - Brings up the Title screen and allows you to place a Y next to the titles that you want to process. Press F9 to process. This option is usually only used when TV Guide requests that you recreate data for selected titles.

Mount TradeOne Tape

Total number of records is XXXXXXXX

The screen will return to the menu when the process is complete. The file you have created will now be located on the hard drive in the following directory: /u/dps/mag/export/tvguide. It will be named as follows: MMDI#_CCYYMMDD_1.DAT

The MMDI number is the account number you have been assigned by TV Guide. You must place this number in Code 350 in the field called 'Account Number.'

CCYYMMDD represents the current system date.

****Someone in The News Group will then transmit via the NT Server to TV Guide each week. The files created must then be delete from /u/dps/mag/export/tvguide.****

R908 has been added to PASS under the RDA section.

PROMAG Program Instructions

This program is to be used to collect RDA data for the auditing and processing of RDA claims by PROMAG.

- 1 - Using code 500 - Retailer Add/Update, update the 'Save RDA Data' field with an 'R' for all retailers whose net sale data is to be transmitted to PROMAG. Code 501 will allow you to do a mass update on this field.
- 2 - Using code 700-Title Add/Update, update the 'RDA Title' field with a 'Y' for the titles for which RDA data will be collected.
- 3 - Use code R900 to create the file to be transmitted to PROMAG. This code will prompt for invoice date and will gather net sale data for the RDA titles whose Bulk issues fall within the invoice dates selected for the PROMAG Retailers. R900 creates a file called RDASSIST in the /u/dps/mag/data directory.
** The file will output to the directory /u/dps/mag/export/data if the Code 321 - General Options - CRDA Output flag is 'E'.
- 4 - Use code R901 - Transmit to PROMAG to transmit the file created with code R900. It will prompt for the following:

Enter Login Name:

Enter Password:

This is your login for RDA Assistance's system. This information will have to be obtained from PROMAG.

Enter Telephone Number:

This is the modem number to dial up PROMAG.

After entering the login, password, and telephone number, the system will dial up and transmit the RDA File.

The Source Program Instructions

This program is to be used to collect RDA data for the auditing and processing of RDA claims by The Source.

- 1 - Using code 500 - Retailer Add/Update, update the 'Save RDA Data' field with an 'S' for all retailers whose net sale data is to be transmitted to The Source. Code 501 will also allow you to do a mass update on this field. There is also a prompt in code 500, 'Source RDA Chain'. This field must be updated with the correct chain numbers before you run code R902, which will gather and consolidate data according to the RDA Chain number entered in this prompt. This will allow you to keep your independent retailers on a chain for your own purposes, but send them to The Source as individual retailers.
- 2 - Using code 700-Title Add/Update, update the 'RDA Title' field with a 'Y' for the titles for which RDA data will be collected.
- 3 - Use code R902 to create the file to be transmitted to The Source. This code will prompt for invoice date and will gather net sale data for the RDA titles whose Bulk issues fall within the invoice dates selected for The Source retailers. The code will also prompt for Year of Data and Quarter. This is for printing on the report heading only, they do not affect how the data is selected. R902 creates a file called "THESOURCE" in the /u/dps/mag/data directory.
** The file will output to the directory /u/dps/mag/export/data if the Code 321 - General Options - CRDA Output flag is 'E'.
- 4 - Use code R903 - Transmit to The Source the file created with code R902. It will prompt for the following:

Enter Login Name:

Enter Password:

This is your login for The Source's system. This information will have to be obtained from The Source.

Enter Telephone Number:

This is the modem number to dial up The Source. This is also given to you by The Source.

After entering the login, password, and telephone number, the system will dial up and transmit the RDA File.

Al Aeys & Associates Program Instructions

This program is to be used to collect RDA data for the auditing and processing of RDA claims by Al Aeys & Associates.

- 1 - Using code 500 - Retailer Add/Update, update the RDA field with an 'A' for all retailers to be transmitted to Al Aeys & Associates. Code 501 will also allow you to do a mass update on this field.
- 2 - Using code 700-Title Add/Update, update the 'RDA Title' field with a 'Y' for the titles for which RDA data will be collected.
- 3 - Use code R904 to create the file to be transmitted to Al Aeys & Associates. This code will prompt for invoice date and will gather net sale data for the RDA titles whose bulk issues fall within the invoice dates selected for Al Aeys retailers. R904 creates a file called "ALEAYERS" in the /u/dps/mag/data directory.
** The file will output to the directory /u/dps/mag/export/data if the Code 321 - General Options - CRDA Output flag is 'E'.
- 4 - Use code R905 - Transmit to Al Aeys & Associates to transmit the file created with code R904. It will prompt for the following:

Enter Login Name:

Enter Password:

This is your login for Al Aeys & Associates system. This information will have to be obtained from Al Aeys & Associates.

Enter Telephone Number:

This is the modem number to dial up Al Aeys & Associates.

After entering the login, password, and telephone number, the system will dial up and transmit the RDA File.

Anderson News Company RDA Program Instructions

This program is used to gather RDA data for a chain so that it can be transmitted to Anderson News Company.

- 1 - Using code 500 - Retailer Add/Update, make sure that all retailers whose RDA is to be transmitted to Anderson News have a 'Y' in the 'Save RDA' field. Code 501 will allow you to do a mass update on this field.
- 2 - Using code 700-Title Add/Update, make sure that 'RDA Title' field contains a 'Y' for all RDA titles from which data will be collected.
- 3 - Use code R906 to create the file to be transmitted to Anderson News Company. This code will prompt for invoice date and chain number. The program will use invoice date to gather net sale data for the RDA titles whose bulk issues fall within the invoice dates selected, for retailers on the chain entered whose RDA flag is set to 'Y'.
- 4 - Use code R907 - Transmit to Anco to transmit the file created with code R906. It will prompt for the following:

Enter Login Name:

Enter Password:

Enter Telephone Number:

This is your login on the Anco system and the modem number to dial up Anderson News Company. This information will have to be obtained from Anderson News Company.

After entering the login, password, and telephone number, the system will dial up and transmit the RDA File.