

BookWorks
CircWorks
Ad Manager
EventWorks

The Media Services Group, Ltd.

Single Copy Sales

Module

The Single Copy Sales system (DSS) is a shipping, billing, receivables and Information Management tool for magazine publishers. DSS handles preparation of shipping documents, account data base management, billing, sales analysis, credit & collections, sales tracking for ABC auditing, and accounts receivable. DSS is designed to be used by people at all levels of the magazine circulation process – from data entry clerical to circulation managers, to sales representatives, controllers and publishers.

DSS is designed to handle virtually all information associated with magazine distribution to retail outlets, chain stores, distributors, etc. The design of DSS makes it possible to store circulation data in a single place, providing on-line access to all users who need timely information.

Single Copy Sales System

Simplified

The Single Copy Sales System is a complete on-line system that handles all the paperwork for your direct sales to retailers, bulk dealers, distributors, and wholesalers. The system provides administrative, sales analysis, accounts receivable and customized service.

Administration

Shipping labels, invoices or disk, bills of lading
Account listing in alpha, numeric, categorical or state/zip order
Shipping methods, including multiple shippers/zone maintenance
Print order and bundle requirements by class, category and shipper
ABC/BPA audit-ready reports

Sales Analysis

Draw, returns, paid copies, write-offs and unpaid copies by issue
Base period/report period issue averaging and comparison
Net sales report by class, category, outlet, state, zip or region

Accounts Receivable

Aging by accounting period, account, class of trade, or category
Sales, receipts, and returns registers available daily and by accounting period
Receivables history by account
Credit reporting including recommendations of suspensions and reinstatements
Collections effort programs and dunning report/letters
Monthly statements



Standard Reports Summarization

- Transaction Register – This reports a record of all Accounts Receivable entry. The transaction register lists all transactions entered in the specified accounting period.
- Shipper Requirements Report – This report has a number of different sort options for the issue specified. It shows the total print order, the number of outlets, the weight and the bundle count for each of the possible sorts.
- Bundle Count Reports – This report is used by your magazine printer to determine the number of bundles containing a certain number of copies for the specified issue.
- Shipping Galley – This report prints outlet ship to names and addresses, draw, weight and number of bundles for each outlet. It is sorted by account within zone within shipper within edition/region.
- Invoice Register – The invoice register is run after you print your shipping label/invoice/disk run for the specified issue. For each outlet it shows the invoice number, draw, discounts and amount billed.
- Master Invoice Lists – The master listing or invoice itemization is produced for each account that has a central billing point and stores that receive copies, but not invoices. The report details copies, discounts and dollars that should be allocated to each store.
- Aging Report – This report prints receivables for each account sorted in several sequences. It displays cash, credits, returns and unapplied credits entered in the current accounting period; total due; and aging of the total due from the current accounting period through four (4) months past due.
- Sales Report – The sales report is an issue analysis of paid and unpaid copies for user defined issue range for a publication. The sales report has several sort options such as: by outlet, class of trade, category and state, zip code or region. It shows draw in copies and dollars, draw adjustments, returns, paid, write-offs and unpaid copies, dollars and percent of draw. This report was designed for sales analysis and circulation auditing, not accounting purposes.
- Draw Report – This report is run for the current issue. It displays information about each outlet and compares this information to the prior issue.
- Credit Report – This report allows the user to place the outlet into the correct credit status prior to magazine issue shipment. The system automatically gives the user the recommended guidelines for these changes to be made.
- Bad Debt Reserve Report – This report displays the same data as the aging report but takes it a step further by breaking down the aging of the total due from the current accounting period through six (6) months past due. This report essentially proposes a bad debt reserve.

