

Ivy Route How To: Setting up a Single Copy LaOpinion Billed Account

Overview

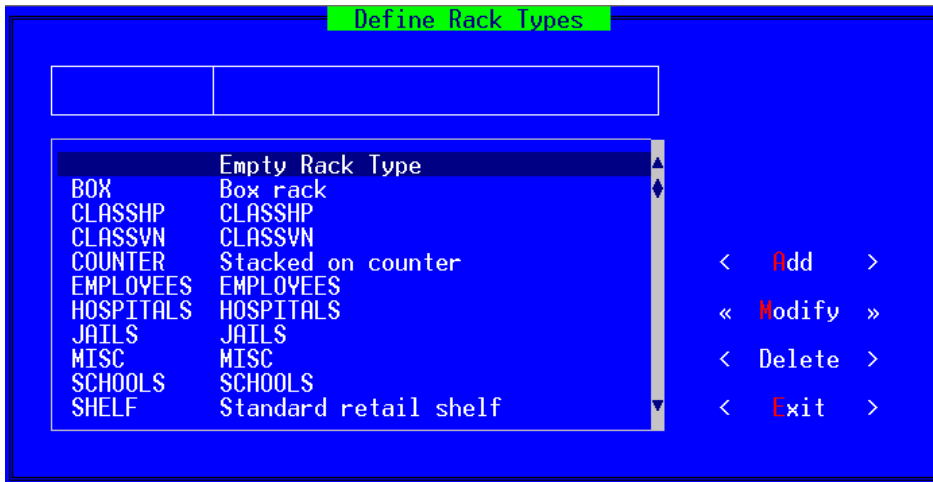
This document is going to show how to setup a LaOpinion billed account and have it correctly break down in the La Opinion Daily Paper Order and Sales Tracking reports for proper reimbursement.

The basic idea is to use a combination of the Billable Publication, LaOpinion District Id and Rack Type fields to signal the two reports.

Defining The Rack Type Definitions

Make sure you have the necessary Rack Types defined.

Go to Enter menu -> Definitions submenu -> Rack Types Definitions option.



You should already have the known types of: CLASSVN, CLASSHP, CONTRACTOR, VIP, JAILS, EMPLOYEES and MISC.

NOTE: Rack Types can be up to 10 characters long and may contain only letters or numbers but NOT spaces, slashes, dashes, etc...

Setting Up The Location Weeks

Once you have defined the necessary Rack Types you can then go to the Single Copy Location Week screen and make sure each account has the correct information.

Hudson Canteen Hospital Location Weeks										
Monday of Week	11/15/2004	Account Type	[X] Auto Calc this Pub							
Publication Id	LO	(.) Store	[X] Pub is Returnable							
Pricing	REGULAR	() Rack	[] Billable Publication							
La Opinion		HOSPITALS	[] Swap on Sunday							
Status	Active	Publisher Account	0019019	Dist	99					
Bill Mode	Bi Weekly A	Description								
Slugs										
Mon	Fri	Draw	Mon	Tue	Wed	Thr	Fri	Sat	Bul	Sun
Tue	Sat	Returns	10	10	10	10	10			
Wed	Bul	Adjustments								
Thr	Sun	Minimum	1	1	1	1	1	1	1	1
		Maximum	99999	99999	99999	99999	99999	99999	99999	99999

Note the above example has HOSPITALS in the Rack Type field, Billable Publication unchecked and a La Opinion District Id of 99.

Placing **HOSPITALS** in the Rack Type field will cause this locations draws to be included in the HOSPITALS subtotals in the reports.

Having the **Billable Publication** unchecked will cause the publication to not be included in any billing.

Putting 99 in the La Opinion **District Id** field will cause the location to NOT be included in your normal district totals on the report.

NOTE: In order to make sure that any future reports are correct, you will need to go back and update all Location Weeks since your dealership started, not just the current week.