

# **Chapter 1**

**Welcome**



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# INTRODUCTION TO IVY LEAGUE SOFTWARE AND IVY ROUTE

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Ivy League Software was established in 1985 to develop custom software for specific vertical markets that either had no or limited software available to accomplish their specific needs for computerization.

In 1986 Sunrise News Service of Merced, California approached us with the need to develop a system for home delivery and single copy/street sales distribution & billing for the Apple Macintosh computer. This product was named Freedom. Freedom was received so well we began to determine what would be needed to make the product meet all of our existing customers needs and be easy to enhance for future upgrades.

Freedom sales were halted while we completely rewrote and tested the new product. In October 1989, after over 18 months of user input and rewriting the software, we released the Macintosh version of Ivy Route at the American Association of Independent Newspaper Distributors (AAIND) fall conference in San Diego, California.

By writing the software originally for the Macintosh computer, we built in the "ease of use" of that environment into the package. We then transferred the package to FoxPro in the MS-DOS environment. We were able to keep most of the user interface and thereby the "ease of use" of the Macintosh version. In addition it is a much faster running product.

To put it simply Ivy Route is the result of many newspaper distributors ideas combined into what we believe to be the best product on the market to assist in the distribution of printed materials.

The idea of Ivy League Software is to provide the newspaper distribution industry with a tool that will prove to be an asset in performing the day-to-day tasks that are common to this industry while at the same time providing friendly, courteous service to those same users.

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## LEARNING ABOUT IVY ROUTE

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- Chapter 1: Welcome** ..... An overview of Ivy Route and this manual
- Chapter 2: Ivy Route Installation** ..... A step by step guide of the installation process
- Chapter 3: Ivy Route Basics** ..... An introduction to basic Ivy Route interface methods
- Chapters 4 thru 9** ..... A walk thru of the menus and screens that are used for Home Delivery and/or Single Copy.
- Chapter 10** ..... The checkbook module
- Chapter 11** ..... The payroll module

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## WHERE TO START

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We recommend that you take the following steps:

- Read the first three chapters of this manual
- If you do not already know how to use your computer then purchase a MS-DOS tutorial like Learning MS-DOS by Microsoft Corporation and go through it's lessons.
- Install the software according to the instructions in Chapter 2
- Go through Chapter 4 sitting in front of the computer to familiarize yourself with how Ivy Route works.



# **Chapter 2**

# **Installation**



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## INSTALLATION

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If you purchased a complete hardware and software system from Ivy League Software then the software is already installed and you do not need to do anything mentioned in this chapter.

These instructions assume you are installing the software from Floppy Drive A onto Hard Disk Drive C. If this is not the case, you will need to replace the drive letter, either A or C, with the appropriate one for your system.

We have tried to keep the installation of Ivy Route simple. But because of all the possible configurations available to DOS users we assume that you understand some basic operations of your computer. If this is not so, Ivy League Software will assist you with the installation of Ivy Route over the phone.

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## INSTALLING THE HARDLOCK KEY

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Ivy Route is shipped with a security device called a hardlock key. The hardlock key is installed between your computer and printer cable. With your computer and printer turned off remove the printer cable from the back of the computer, plug the hardlock key into the computer, tighten the thumblock screws and then plug the printer cable into the key.

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## INSTALLING WITH DOS

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You will need to have FILES set to at least 40 and BUFFERS to at least 25 in your CONFIG.SYS file.

You will need to have your computer setup with the hard disk formatted, DOS installed on it and a PATH set to your DOS directory in your AUTOEXEC.BAT file.

With your computer at the C> prompt insert the disk marked Master Disk A into the A drive.

Type A: and strike the enter key.

Type INSTALL and strike the enter key.

This will bring up the Ivy Route Installation program. Enter the information it asks, or accept the defaults, and strike the Enter key to move from option to option.

When instructed by the computer, insert the diskette marked Master Disk B into the A drive and strike any key to continue.

This will install Ivy Route on your C drive in a directory named IVYROUTE.

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## INSTALLING WITH WINDOWS 95/98 OR NT 4

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With your computer at the Windows desktop insert the disk marked Master Disk A into the A drive.

From the Start Menu choose the Run... option

Type A:\INSTALL and strike the Enter key.

This will bring up the Ivy Route Installation program. Enter the information it asks, or accept the defaults, and strike the Enter key to move from option to option.

When instructed by the computer, insert the diskette marked Master Disk B into the A drive and strike any key to continue.

This will install Ivy Route on your C drive in a directory named IVYROUTE and add two icons to your desktop, one for Ivy Route and one for the Auto Updater program.

# **Chapter 3**

## **General Information**



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## OVERVIEW

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This chapter is designed to let you know how Ivy Route expects you to interact with the program.

This manual covers the use of the Ivy Route program NOT MS-DOS.

If you do not know MS-DOS we recommend you become familiar with it. A good MS-DOS tutorial is Learning MS-DOS by Microsoft Corporation.

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## STARTING IVY ROUTE

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The instructions for starting Ivy Route assumes you have installed it according to the standard procedures in Chapter 2. If you installed it to anywhere besides C:\IVYROUTE, then you will be shown what to type at the end of the installation process.

- Turn your computer on.
- Type CDIVYROUTE and press the Enter key
- Type IVYROUTE and press the Enter key
- The Ivy Route main menu will appear on the screen.

If you purchased a complete system from Ivy League Software then the system was installed with the PCTools menu system and you do not have to perform the above items...instead just use your Up/Down arrow keys to highlight the Ivy Route option and then press the Enter key.

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## QUITTING IVY ROUTE

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NEVER turn off the computer if you are inside of the Ivy Route program!!

Always use the Quit option from the File menu before turning the machine off!!

If you do anything else you risk damaging all of your information in the Ivy Route program!!

- Using your arrow keys go the File menu and then to the Quit option. It is the last option.
- This will return you to the DOS prompt, DOS Menu or Windows desktop.
- If you are ready to quit for the day then backup your data to floppy.

## USING THE MAIN MENU

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The first thing you will see when you start Ivy Route is the main menu. The menu system makes Ivy Route easy to use, even for inexperienced users. It is from these menus that you tell the computer what you want to do.

The menu system has three basic components which are:

Menu Titles - Menu PopUps - Menu Options

To make selections from the menus press the Alt key plus the highlighted letter of the menu title you want. You can then use your right & left arrow keys to go from menu title to menu title and the up and down arrow keys to go from option to option.

Go ahead and practice moving from menu to menu and then up and down the menus for a minute to get the hang of using the arrow keys.

Once you get to the menu and option that you want, press the enter key. This will cause the option to be performed.

Another way to choose an option is via the hot key for that menu or option. To do this you go to the menu title you want and then strike the letter that is in inverse video. On color monitors the letter is a different color than the rest of the menu option. This automatically performs the option.

## DATA ENTRY SCREEN SECTIONS

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There are two sections to a typical Ivy Route data entry screen:

Top Section - Handles the actual data entry

Bottom Section - An on-screen menu that informs you of available options.

Lets take a closer look at these sections.

## TOP SECTION OF DATA ENTRY SCREEN

Customer Information				Customer Paper Info			
Cust#	17517	Balance	0.00	SPN	LASO4F	Quantity	1
Delvr	ERIC	DEL	RIO	LA Times Sunday Only Free			
Addr	2509 1/2 E CALIFORNIA AVE			Crdts	D	S	M
CSZ	BAKERSFIELD	CA	93307-	Chrgs	D	S	M
Mail	ERIC DEL RIO			PChrg	ReTax		
Addr	2509 1/2 E CALIFORNIA AVE			<input type="button" value="No Bill Stop"/> <input type="button" value="All At Once"/>			
CSZ	BAKERSFIELD	CA	93307-	<input type="checkbox"/> Bag Paper <input type="checkbox"/> Hold Paper			
Route	1	275.00	Phone	805	326-1787	Start	
	2	276.00		805	-	Stop	
Perm Charge			Bill Group	<input type="checkbox"/> Receipt Start 11/08/1998Err / / Stop 12/06/1998Msg / / RStrt / / PTD / /			
LASO4F							

Page Down/

F1 Previous Customer

F2 Next Customer

F3 Find Customer

F4 Browse Customer

For More Options

F5 Add Customer

F6 Modify Customer

F7 Delete Customer

F8 Directions

F9 Go Paper

F10 Exit

F11 Dial Phone

F12 View Invoices

The top section is where your information is actually displayed and can have a few different types of items in it:

### DISPLAY ONLY TEXT

This is used to let you know what to enter in the adjacent Text Entry area and cannot be modified.

### DATA ENTRY AREA ( FIELDS )

This is where the item you enter is saved. This area is always in reverse video.

### POPUP

No Bill Stop

A PopUp is identified by the box that is drawn around the text, Quarterly & Non Active in above example. Once you are on the popup press the Enter key to see what your options are for the information area.

We use popups whenever a known number of options are available to you. This insures that you will enter correct information.

## CHECK BOX

[X] Always PIA

A check box is used for a Yes/No question. Once you are on the check box pressing the Enter key will toggle between checked and unchecked mode...pressing the Tab key will go by the check box without changing it.

## RADIO BUTTON

( ) Option A  
 (•) Option B  
 ( ) Option C  
 ( ) Option D

A radio button is used when we want you to see all the available options for an entry area but want to restrict you to only choosing a single choice. The radio button is called that because, like a car radios station selection button, once you press one the other buttons pop out.

Once you are on the button pressing the Enter key will choose the option you are sitting on and unmark all the other options...pressing the Tab key will move you to the next option or allow you to go thru the radio button without changing it.

## BOTTOM SECTION OF DATA ENTRY SCREENS

Page Down/ F1 Previous Customer	For More Options F5 Add Customer	F9 Go Paper
F2 Next Customer	F6 Modify Customer	F10 Exit
F3 Find Customer	F7 Delete Customer	F11 Dial Phone
F4 Browse Customer	F8 Directions	F12 View Invoices

The bottom section is a display only area that keeps you informed on what actions are available via your function keys.

Function keys are the keys that are labeled F1 through F10, F12 or F15, depending on the actual keyboard you are using.

It should be noted that the function keys are disabled while doing actual data entry or modification.

If there are more options available than there are function keys then a message will appear just above the available options letting you know to hit either the Page Up or Page Down key accordingly.

## MOVING AROUND DATA ENTRY SCREENS

Once you are actually in the top section of the data entry screen, during an Add or Modify, follow the below chart for moving around.

Press this key	To perform this action
Tab	Move from data entry area to data entry area
Enter / Return	Select option you are on and go to next entry area
Ctrl+Enter	Bypass rest of screen and choose the Ok button
Right/Left Arrow	Move between Prompt options
Up/Down Arrow	Move between PopUp options
Escape	Tell computer you are finished with screen
Control Y	Clear all information in data entry area
Delete	Remove the character you are sitting on
Back space	Remove the character to the left
Insert	Toggle between insert/overwrite mode

## ALERT BOXES

Below is an example of an Alert Box. We use these throughout the program to let you know when an action is being requested of you.

Rebuild Indexes?

«    Yes    »    <    No    >

You choose your answer in an Alert Box much like you do at the Main Menu by using your left and right arrow keys to go from option to option or you can hit the Hot Key of the option to go directly to it.

## ENTERING DATES

Ivy Route requires that all dates be eight characters long when entered. This means that any day, month or year that is only one digit must be preceded by a 0 (zero).

You only need to enter the numbers, Ivy Route will automatically enter the slashes for you.

Valid dates would include:

03/29/62  
12/26/94  
01/01/94

Invalid dates would include:

3/29/62  
12/3/94  
1/1/94



# Chapter 4

## File Menu

Multiple Credits/Charges	
Change Active Status	
Make Single Copy Week Remove/Archive Single Copy Week Change Single Copy Week	>
Remove Draw Information	
Preferences	>
ReIndex Files Switch Company Data	
Quit	Alt+Q

By Entered Amount
Calc Net Sales
Duplicate One Day
Change Active Status

Company
Home Billing
Home Delivery
Single Copy
Hardware
Sales Tax
Modem/Dialer
Router
Home Directions



# OVERVIEW

This chapter is meant to be used in front of the computer and will take you step by step through all the screens and reports that the Home Delivery and Single Copy versions of Ivy Route have in common. We will explain the Preference areas and then go through the main menu option by option starting at the left.

If you have not installed Ivy Route yet, do so now. Refer to Chapter 2 in this manual for complete details.

# SETTING YOUR PREFERENCES

First we will take you through the Preference screens. This area affects how the rest of the program works.

The Preference area is where you tell Ivy Route information such as how you do business, how to track certain items, turn various options on/off and how to talk to your printer.

Go to the File menu and choose the Preferences option. This will cause the Preferences submenu to come up.

# COMPANY PREFERENCES

Go to the Company option. Your screen should look similar to the one below:

Company Preferences	
Company Name	Demonstration News Service
Address Line 1	RR 2 Box 176
Address Line 2	
City St Zip	Wysox PA 18854
Phone Number	717-265-6364 Fax number 717-265-6385
What do you call Position/Sequence numbers Position	
<input checked="" type="checkbox"/> Save draws for analysis	<input checked="" type="checkbox"/> Vertical Calendars
<input checked="" type="checkbox"/> Save draws by full SPN	<input checked="" type="checkbox"/> Dates in Century Format
<input type="checkbox"/> Print draws by full SPN	<input type="checkbox"/> Multiple Routes in Home Delivery
	<input type="checkbox"/> Multiple Routes in Single Copy
« Ok » < Cancel >	

If you need to have the company name, city, state or zip changed contact Ivy League Software and we will update your program accordingly.

## ADDRESS LINE 1

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This is the first line of your company mailing address.

## ADDRESS LINE 2

---

This is the second line of your company mailing address.

## PHONE NUMBER

---

Your area code and phone number.

## FAX NUMBER

---

Your area code and fax number.

## WHAT DO YOU CALL POSITION/SEQUENCE NUMBERS

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This is what Ivy Route will call Position/Sequence numbers

## SAVE DRAWS FOR ANALYSIS

---

Indicates whether to save the daily draws to disk for later analysis or reprinting. Checking this option causes Ivy Route to use more hard disk storage area...therefore you should use the Remove Draw Information option under the File Menu to reclaim space from stored draws that you do not need any longer.

## SAVE DRAWS BY FULL SPN

---

Checking this option will allow you to get more detailed analysis reports of saved draw information. It will take up more space but most people choose to have this option checked.

## PRINT DRAWS BY FULL SPN

---

Usually Ivy Route prints daily draw totals for each paper family by looking at the first two characters of the SPNs and grouping them accordingly. Checking this option will cause the draw report to show totals for each SPN.

The normal setting is to have this option NOT checked. If you check this option Ivy Route will use a considerable more hard disk space to store saved draws than if this option was not checked.

## VERTICAL CALENDARS

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This option is used to change the look of the Ivy Route main menu screen. Most people have this checked.

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## DATES IN CENTURY FORMAT

---

This option is used for Year 2000 compatibility. With it checked Ivy Route will require you to enter all four digits of the year ie: 1998 or 2001 with it unchecked you only need to enter the last two and Ivy Route assumes the first two are 19 ie: 98 or 1998.

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## MULTIPLE ROUTES IN HOME DELIVERY

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Whether to use separate Daily & Sunday routes in the home delivery area.

No matter what you choose you will see a separate Sunday route. This option decides whether or not to allow you to modify it. If this option is set to No then Ivy Route will automatically duplicate the daily route & position to the Sunday areas whenever you add, change or resequence routes.

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## MULTIPLE ROUTES IN SINGLE COPY

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Whether to use separate Daily & Sunday routes in the Single Copy area.

No matter what you choose you will see a separate Sunday route. This option decides whether or not to allow you to modify it. If this option is set to No then Ivy Route will automatically duplicate the daily route & position to the Sunday areas whenever you add, change or resequence routes.

# HOME BILLING

Billing Preferences						
When billing # periods	1	2	3	6	13	Starts extra period after 20 days
Bill this many back	1	1	1	1	1	(•) Starts print Start Date
Bill this many forward	0	1	2	5	12	( ) Print 1st day of period
Becomes past due after	1	1	1	1	1	On invoices print ( ) per period (•) per 4 weeks
Monthly past due after	1	1	1	1	1	
Plain Paper Invoice Line 1 ***** Please include invoice number on all checks *****						
Line 2 For all billing questions, please call (717) 265-6364 7am TO 11pm - Monday thru Friday Only						
«    Ok    »    <    Cancel    >						

## PERIODS TO BILL BACK, BILL FORWARD, TILL PAST DUE

These items are how you wish to split the billing cycle up for each available Billing Mode.

### MONTHLY PAST DUE AFTER

This is for the monthly billing type and specifies how many months before a customer is considered past due.

Example - Customer is paid to 12/01/93 and is a Quarterly customer. When billed this customers New Paid To Date would be 03/01/94.

The below chart shows how the available options in this entry would affect this customer.

Set at this	Past Due on
Zero	03/01/94
One	04/01/94
Two	05/01/94

The key here is that a past due customers billing is calculated different than a normal one.

If a customer is past due then we bill him to the billing date plus one cycle (month or period).

Example - If we were billing for 03/01/94 and the above customer was considered past due, because the setting was at zero, then he would be billed from 12/01/93 to 04/01/94 or four months.

---

## STARTS EXTRA PERIOD AFTER XX DAYS

---

This entry is asking you to specify how many days in a period to start billing new starts for a full period. Example - Say your period started on 01/01/90 and you have a new start on 01/14/90, 13 days into the period, for a 2 Period billed customer.

If this number is set to 14 or higher then the customer will get billed for 2 periods and the credits taken from that. If this was set to 13 or less then the customer would get billed for 3 periods, one extra period, and the credit taken from that amount.

This entry helps you to avoid having to bill new starts again in a shorter time span than normal.

---

## STARTS PRINT START DATE

---

Choose this option if you want your billing to print the actual date that a customer started, when printing the date range on their first bill.

---

## PRINT 1ST DAY OF PERIOD

---

Choose this option if you want your billing to print the date for the first day of the billing cycle that they started, when printing the date range on their first bill.

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## ON INVOICES PRINT

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This option chooses what to print on Fixed Period or Floating Period invoices. Examples are:

Your Ivy League News from 10/01/98 to 01/01/99 at \$10.00 per period.

or

Your Ivy League News from 10/01/98 to 01/01/99 at \$10.00 per 4 weeks.

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## PLAIN PAPER INVOICE LINES

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These lines will print on the bottom of all home delivery plain paper invoice. Note that you also have two message lines that you fill in at the time of printing.

# HOME DELIVERY PREFERENCES

Home Delivery Preferences				
<input type="checkbox"/> Today		<input type="checkbox"/> Tomorrow		<input checked="" type="checkbox"/> Next Delivery
Start	***	New Start	***	1
Stop	Stop - Stop - Stop			1
Vacation	Vacation Stop			1
ReStart	Restart Delivery			1
Error	Missed Paper For:			1
Message				1
PTD	Original PTD			
Print Reminders		<input type="checkbox"/> With Activity	<input checked="" type="checkbox"/> After Activity	
Route number to ignore 998		<input type="checkbox"/> Date Review oldest to newest		
[X] Count bags during draw		<input checked="" type="checkbox"/> Date Review newest to oldest		
User	Active	Coupon Book	Billing	<input type="text" value="New Postcards"/>
Define	Non Active	Coupon Bk	Stop On	
<input type="button" value="«"/> <input type="button" value="Ok"/> <input type="button" value="»"/> <input type="button" value="&lt;"/> <input type="button" value="Cancel"/> <input type="button" value="&gt;"/>				

## DEFAULT DATE

This radio button allows you to identify what date you want the computer to use when you add stops, starts, errors, etc... to the system. The available options are Yesterday, Today or Tomorrow. Choose the one you want and strike the Enter key.

## START, STOP, VACATION, RESTART, ERROR, MESSAGE AND PTD DEFAULT MESSAGE

These are default messages to use when adding the matching type of activity to the system. Each one is 55 characters long and may contain any character.

## FOR

This area is used by the Daily Draw with Activity report to indicate how many times to print each type of message, anything above one is printed as a reminder.

## PRINT REMINDERS

This option specifies whether to print home delivery activity reminders, set by the above option, either mixed in with the same type of activity or seperated at the end of the daily draw activity report.

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## ROUTE NUMBER TO IGNORE

---

Used by the daily draw and activity reports to signify a certain route number to exclude.

This allows you to have a customer entered twice...Monday thru Friday delivery at the office and Saturday and Sunday delivery at home...and not include the customer on the draw/activity reports for the duplicate days.

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## COUNT BAGS DURING DRAW

---

If this option is checked Ivy Route will scan through the home delivery customers and count the customers who have the Bag Paper option checked.

---

## DATE REVIEW OLDEST TO NEWEST

---

This option will cause home delivery date review to view in date order ie: 01/01/01 to 12/31/99.

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## DATE REVIEW NEWEST TO OLDEST

---

This option will cause home delivery date review to view in reverse date order ie: 12/31/99 to 01/01/01. Thereby placing the last entry at the top of the listing.

---

## USER DEFINE ACTIVE & NON ACTIVE

---

These areas allow you to customize the active status for Ivy Route...ie: Coupon Book and Cpn Book NonAct. These are not used by most distributors.

---

## BILLING ON

---

What you print your home delivery bills one.

# SINGLE COPY PREFERENCES

Single Copy Preferences			
What Do You Call Newsstands/Single Truck/Bundle Runs	Copy Single Runs	Single Copy Bundle	Stands/Stores Racks/Machines Store Rack
Billing Modes	Weekly	Monthly	Every 2 Wks Every 4 Wks
Slugs	<input type="checkbox"/> Count slugs during draw <input type="checkbox"/> DO NOT count slugs during draw		
<input checked="" type="checkbox"/> Bill Single Copy Accounts <input checked="" type="checkbox"/> View invoice via Billing Id <input checked="" type="checkbox"/> Pay history via Billing Id <input checked="" type="checkbox"/> Print invoices via Billing Id <input type="checkbox"/> Use old style invoices <input checked="" type="checkbox"/> Next days draws with returns <input type="checkbox"/> Show detail on View Invoice		<input checked="" type="checkbox"/> 1 topper per page <input type="checkbox"/> 2 topper per page <input type="checkbox"/> 3 topper per page <input type="checkbox"/> 20 lines per receipt Shift invoice left....	
<< Ok >> < Cancel >			

## WHAT DO YOU CALL

Ivy Route lets you decide what you wish to call newsstands, racks, single copy or whatever you call it.

## NEWSSTANDS/SINGLE COPY

This entry is used to determine what to call Newsstands/Single Copy in general. It is used on the pull down menus, screen titles and report headings. This area can contain any letters or numbers up to 11 characters in length.

## STANDS/STORES

This entry is used to determine what to call stores/inside accounts. This area can contain any letters or numbers up to 6 characters in length.

## RACKS/MACHINES

This entry is used to determine what to call racks. This area can contain any letters or numbers up to 6 characters in length.

## BILLING MODES

Allows you to specify names for the 4 different Single Copy billing modes.

## SLUGS

Allows you to specify names for the 3 different types of slugs.

---

## COUNT SLUGS DURING DRAW

Mark this option if you want the computer to count slugs and place the count on the Daily Draw reports.

---

## BILL SINGLE COPY ACCOUNTS

With this item checked Ivy Route keeps track of multiple weeks per location. With it unchecked only one week per location SPN is kept. Most people have this option checked.

---

## BILLING ID EXPLAINED

The Single Copy portion of Ivy Route has both a customer number and a billing id for each customer. This allows for flexibility in the calculation, printing and tracking of invoices. The next three check boxes tells Ivy Route treat how to treat the billing id.

---

## VIEW INVOICE VIA BILLING ID

If this option is checked, when you use the View Invoice ( F12 ) option in the Single Copy location information screen you will see a list of all invoices that have the same billing id. If this option is unchecked, you will only see invoices that are for the customer number you are on.

---

## PAY HISTORY VIA BILLING ID

If this option is checked, when you use the Pay History ( F8 ) option in the Single Copy location information screen you will see a list of all payments that have the same billing id. If this option is unchecked, you will only see payments that are for the customer number you are on.

---

## PRINT INVOICES VIA BILLING ID

If this option is checked, when you calculate invoices for Single Copy ALL locations that have the same billing id are grouped together on a single invoice. With this option unchecked, then a new invoice is generated for each customer number.

---

## USE OLD STYLE INVOICES

This option is for users who have the old style pre-printed invoice and wish to use them up. Most people have this option unchecked.

---

## NEXT DAY DRAWS WITH RETURNS

Check this to be able to change today's draws with yesterday's returns. Most people have this item checked.

---

## SHOW DETAIL ON VIEW INVOICE

This option indicates whether you want to see a SPN by SPN breakdown when using F12 View Invoice in the Single Copy Information screen.

## 1,2,3 LOCATION RECEIPTS PER PAGE

This option controls how many location receipts, or toppers, that will be printed for each 8.5 by 11 inch page. The Location Receipts/Toppers are printed via the Route List option for Single Copys under the Reports menu or from the Daily Draw report.

## 20 LINES PER RECEIPT

This option forces the receipts/toppers to use a 20 lines per page format. The Location Receipts/Toppers are printed via the Route List option for Single Copys under the Reports menu or from the Daily Draw Report.

## USE OLD STYLE INVOICES

We changed what the Single Copy invoices looked like around January 1992 this option allows for customers who have old style preprinted invoices to keep using them. Ivy Route always uses the new style invoice when printing on plain paper.

## NEXT DAYS DRAWS WITH RETURNS

When this option is checked, and you are entering returns for a single day at a time, you are also able to change the next days draws ie: Tuesdays returns and Wednesday draws thereby allowing you to update the draws from your run list if the driver made any changes.

## SHIFT INVOICE LEFT

This option allows you to move the printing of single copy invoices left or right up to 3 characters for centering purposes.

# HARDWARE PREFERENCES

This preference area is where you tell Ivy Route what printer/printers ( you may have up to five ) are hooked up, what their printer codes are and also ( if available ) to use extended video modes during listings.

```

Hardware Preferences
-----
Id Port Printer Name      Setup File
1 LPT1 Sample Dot Matrix  IBM Proprinter XL
2 LPT1 Sample Laser Printer HP LaserJet III
3 DISK Disk File          Disk File
4 NONE
5 NONE

      To change Port use Tab to go to area and
      then strike Up/Down arrow key to change information
-----
      [ ] Use 50 line mode during listings
      <<  Ok  >>  < Cancel >  < Modify >

```

## PORT

This area tells Ivy Route what port the printer is hooked up to. Available options are LPT1, LPT2, LPT3, COM1, COM2 and DISK. If you are using some sort of printer switch, more than one printer may have the same port. Press the space bar to switch between the available options.

## PRINTER NAME

This area tells Ivy Route how you identify the printer that is hooked up to this port. You may enter any description you want to in this area. It is what is displayed when Ivy Route brings up its print dialog box whenever you want to print something.

## SETUP FILE

This area tells Ivy Route how it identifies the printer that is hooked up to this port. When you get to this area a popup will appear showing you what printer setups are available.

# MODIFY

When you choose this button the following list will appear allowing you to choose what setup file you want to modify. Use your Up/Down arrow keys to highlight the setup file description you want and press the Enter key twice to bring up the modify screen.

```

Choose setup file to modify
A Sample Setup
ALPS ALQ224/ALQ324
ALPS ASP1600
ALPS Allegro 24
ALPS Allegro 500/500XT
Citizen HSP-500
Disk File
Epson LQ2500
HP LaserJet III
IBM Proprinter XL24
Intel SatisFAXtion ( Epson )
Intel SatisFAXtion ( HP Mode
<< Modify >> < Delete > < Cancel >

```

This next screen is the actual modify screen for a printer setup. If you need to enter codes in for a printer that we do not have in here please notify us so we may update our master printer codes list for future updates.

To send an ASCII code to the printer enclose the code in curly brackets ( they are above the Left/Right square brackets ).

```

Modify A Sample Setup Setup
6 LPI          {27}2
8 LPI          {27}0
10 CPI         {27}P
12 CPI         {27}M
Compressed On  {15}
Compressed Off {18}
Double On      {27}{87}1
Double Off     {27}{87}0

34 Line Page   {27}{67}{34}
42 Line Page   {27}{67}{42}
66 Line Page   {27}{67}{66}

Draft Quality  {27}{120}0
Faster Quality {27}{120}1
Best Quality   {27}{120}1

<< Save >> < Rename > < Cancel >

```

# SALES TAX PREFERENCES

Sales Tax Preferences			
Zone	Beg Zip	End Zip	Tax Rate
1	00001	99999	7.250
2			0.000
3			0.000
4			0.000
5			0.000
6			0.000

« Ok » < Cancel >

This area is where you setup your different sales tax zones. For no tax specify a Beg Zip of 00000, a End Zip of 99999 and a Tax Rate of 0.

You also have control over whether a paper gets taxed while entering the paper information.

# MODEM/AUTODIALER PREFERENCES

Modem/Autodialer Preferences	
Port <input type="radio"/> COM1 <input checked="" type="radio"/> COM2 <input type="radio"/> COM3 <input type="radio"/> COM4  Addr 02F8 IRQ.....3	All Calls Start all calls with ATDT Add to long distance 1,
Baud <input type="radio"/> 300 <input type="radio"/> 1200 <input checked="" type="radio"/> 2400 <input type="radio"/> 9600	Auto Dialer Area Codes 805                      End with ;H Local Prefixes - Place a space between! 281 321 322 323 324 325 326 327 328 334 335 336 337 363 364 366 387 391 392 393 394 395 396 397 398 399 587 588 589 631 632 633 634 635 636 637 638 663 664 665 827 831 832 833 265 268 744 746
«      Ok      »      <      Cancel      >	

## PORT

Tells Ivy Route what port the modem is hooked up to.

## ADDRS

Do not change this option unless you know specifically what you are doing. It is used when you have multi port serial boards that share the same IRQ but the COM ports have non standard addresses.

## IRQ

Do not change this option unless you know specifically what you are doing. It is used when you have multi port serial boards that share the same IRQ.

## BAUD

Select the highest baud rate that your modem supports.

## START ALL CALLS WITH

If you have a Hayes AT command set compatible modem then the default entry is correct...if you don't then enter the command that tells your modem to pick up the phone and dial.

## ADD TO LONG DISTANCE

Enter what you normally dial before the area code of any long distance calls. Usually a 1, ( One Comma ).

---

## AREA CODES

---

Enter the area code(s) that are local to you. If you enter more than one be sure a place a space between them.

---

## END WITH

---

The command that causes your modem to release the line. Usually a ;H ( Semi-Colon H ).

---

## LOCAL PREFIXES

---

Enter the prefixes that are local to you ( it is best to look in the front of your phone book to find these ) make sure and place a space between each one.

# ROUTER PREFERENCES

Router Preferences

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Home Delivery</div> <input type="checkbox"/> No router <input checked="" type="checkbox"/> List by Address <input type="checkbox"/> List by Route <input type="checkbox"/> Look up router	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Single Copy</div> <input checked="" type="checkbox"/> No router <input type="checkbox"/> Listing router <input type="checkbox"/> Look up router
«    Ok    »      <    Cancel    >	

This area is where you choose the type of router for home delivery and single copy.

A router assists you in placing new customers on the correct routes when adding them into Ivy Route.

## LISTING ROUTER

The listing router will look for the nearest matching customer already in Ivy Route and bring up a list in street order starting at that location. Choose the existing customer to place the new one before/after and then press the F1/F2 key. The new customer will have the same Daily & Sunday routes & groups as the existing customer and the position numbers will be .10 larger/smaller.

## LOOK UP ROUTER

The look up router uses the information stored in the Router Info option under the Enter menu to assign a route & group id to new customers.

In order for the look up router to function properly the information in the Router Info area must include all possible combinations for your delivery area and be maintained whenever you split routes or have streets added or changed.

# MULTIPLE CREDITS

```

Multiple Crediting System
(•) Credit      ( ) Charge
Daily          Sun          Misc
PTD less than or equal to  /  /
Msg Via Multiple Credit/Charge Utility
[ ] SPN.....All SPNs
[ ] Route.....All Routes
[ ] Billing Group..All Billing Groups

«      Ok      »  <  Cancel  >

```

This option is used to give credits to multiple home delivery customers.

## CREDIT OR CHARGE

Choose whether to apply credits or charges and press Enter

## DAILY, SUNDAY OR MISC

Type of and how many credits to apply

## PTD LESS THAN OR EQUAL TO

Restrict to customers who have certain PTDs, leave blank for all customers

## MSG

If you want to place a message into each customers date review that gets a credit or charge applied then enter it here...otherwise leave this area blank and nothing will be placed into their date reviews.

## SPN CHECKBOX

Used to indicate the SPN to apply credit to.

## ROUTE CHECKBOX

Used to indicate the route to apply credit to.

## BILLING GROUP

Used to restrict what customers to apply the credit or charge to.

# CHANGE ACTIVE STATUS

```

Change Active Status
Date of.....11/05/1998

[X] Starts
[X] Stops
[X] ReStarts
[X] Vacation ReStarts
[X] Vacation Stops

[X] Auto Stop Specials
[X] Auto Stop PIAs

( ) No Auto Stop List
(•) Auto Stop Report      7
( ) Auto Stop Labels     7

«  Ok  »  < Cancel >  < Stats >

```

This option is used to automatically switch customers active status ie: Active to NonActive.

NOTE: In order for Ivy Route to correctly keep active status' up this option has to be run EVERY DAY. Choosing this option from the File menu is the same as answering Yes when prompted via the Daily Draw and Activity by Route reports.

## DATE OF

The date to change for.

## STARTS, STOPS, RESTARTS, VACATION RESTARTS, VACATION STOPS

Check each of the type of activity that you wish to change for.

## AUTO STOP SPECIALS

Check if you want Ivy Route to automatically stop all special SPNs that have something in the Stop after xx days if no payment field.

## AUTO STOP PIAs

Check if you want Ivy Route to automatically stop all SPNs that have a check in the Always PIA box.

## AUTO STOP REPORT

Choose to print a report of all customers who will be be stopped via the Auto Stop PIAs option.

## AUTO STOP LABELS

---

Choose to print a label for each of the customers who will be stopped via the Auto Stop PIAs option.

# MAKE SINGLE COPY WEEK

```

Make A New Single Copy Week
Date for New Week.....11/02/1998 Monday of the new week
Week to Pull Draw from....10/26/1998 Monday of an existing week
Customer Id..... Leave BLANK for all
[ ] Include Non-Active Single Copys

NOTE: If there has been a holiday make sure and specify
a different week to pull the draw from than the default
of the previous week.

<< Ok >> < Cancel >

```

Ivy Route stores Single Copy information one week at a time, Monday thru Sunday. We refer to each week based on the Monday date.

This option is used to add a week to all Single Copy locations. It basically takes the information from one week and duplicates it to the new week minus the return and plus/minus areas.

## DATE FOR NEW WEEK

The Monday of the week you want to create.

## WEEK TO PULL DRAW FROM

The Monday of the week you want to use as a basis for the new week.

## CUSTOMER ID

Leave blank for all Single Copys or enter a locations customer id to make a week just for that customer.

## INCLUDE NON-ACTIVE SINGLE COPYS

Check to include Non-Active Single Copys. By default only active locations will be made a new week.

# REMOVE/ARCHIVE SINGLE COPY WEEK

In Active File		Remove/Archive Single Copy Week(s)		Already Archived	
Entries	4,188	<input checked="" type="checkbox"/> All routes	<input type="text" value="ALL"/>	Entries	5,602
Size	733.6	<input type="checkbox"/> Only route		Size	980.8
Oldest	<input type="text" value="01/01/1996"/>	<input type="checkbox"/> All but route		Oldest	<input type="text" value="07/05/1993"/>
Newest	<input type="text" value="11/10/1997"/>	<input checked="" type="checkbox"/> All SPNs	<input type="text" value="ALL"/>	Newest	<input type="text" value="12/25/1995"/>
		<input type="checkbox"/> Only SPN			
		<input type="checkbox"/> All but SPN			
< Move to Archive >		< Exit >		< Move to Active >	
< Copy to Archive >				< Copy to Active >	
< Delete from Active >				< Delete from Archive >	

This option is used to remove/delete or move information for Single Copy location weeks from the active file.

## OLDEST

The Monday of the first week you want to work with.

## NEWEST

The Monday of the last week you want to work with. Note that it will delete the whole week Monday thru Sunday.

## ROUTE RESTRICTIONS

Choose the route to delete for or leave at ALL for all routes.

## SPN RESTRICTIONS

Indicate the SPN to restrict to or leave at ALL.

# CHANGE SINGLE COPY WEEK

## BY ENTERED AMOUNT

Week of	Change Single Copy Draw SPN	Route	Customer #
11/10/1997	ALL	ALL	0
Replace draw with			0
<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
« Ok »		< Cancel >	

This option is used to change an existing Single Copy Weeks draws.

## WEEK OF

The Monday of the week you want to change.

## SPN

The SPN you want to change for or leave at ALL.

## ROUTE POPUP

The route you want to change or leave at ALL.

## CUSTOMER #

The customer number you want to change or leave at ALL.

## REPLACE DRAW WITH POPUP

This popup is used to determine what to do with the entered amount. The choices are:

## REPLACE DRAW WITH

Takes the entered amount and replaces the existing draw with it.

---

## REPLACE NON HOLIDAY LOCATIONS WITH

Takes the entered amount and replaces the existing draw with it for locations that are not checked as Draw On Holiday in their Single Copy Information screen.

---

## ADD TO DRAW

Takes the entered amount and adds it to the existing draw.

---

## INCREASE DRAW BY PERCENT

Increases the existing draws by the percentage of the entered amount.

---

## SUBTRACT FROM DRAW

Takes the entered amount and subtracts it from the existing draw.

---

## REDUCE DRAW BY PERCENT

Reduces the existing draws by the percentage of the entered amount.

---

## MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY AND SUNDAY

Check each day of the week you want to change.

# CHANGE SINGLE COPY WEEK

## CALC NET SALES

Week of	SPN	Calc Single Copy Draw	Route	Cust #	Days of week to calc
<input type="text" value="11/10/1997"/>	<input type="text" value="ALL"/>	<input type="text" value="0"/>	<input type="text" value="ALL"/>		<input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Start calculation with the week of...				<input type="text" value="10/13/1997"/>	
End calculation with the week of.....				<input type="text" value="11/03/1997"/>	
Exclude the week of / / from the calculation					
<input type="text" value="Add SPN amount or use this if empty"/>				<input type="text" value="1"/>	
<input type="checkbox"/> Include Plus/Minus in calculation					<input type="button" value="Ok"/> <input type="button" value="Cancel"/>

This option is used to change an existing Single Copy Weeks draw based upon previous sales history.

This calculation is based upon the following formula:

- Choose the location weeks that meet the specified criteria (week of, SPN, route, customer # and marked day(s) of the week) and are marked as Auto Calc in the location week screen.
- Select the weeks to base the calculation on
- Calculate the Average Net Sales for each marked day of the week for the selected weeks.
 
$$\begin{array}{r}
 60 \text{ Number drawn for Mondays from 10/04/98 to 10/25/98} \\
 -16 \text{ Number returned for Mondays from 10/04/98 to 10/25/98} \\
 \hline
 44 \text{ Number sold for Mondays from 10/04/98 to 10/25/98} \\
 / 4 \text{ Number of weeks from 10/04/98 to 10/25/98} \\
 \hline
 11 \text{ Average net sale for Mondays from 10/04/98 to 10/25/98}
 \end{array}$$
- Look up the SPN in the Paper Information area and determine which of the four ranges the Average Net Sales falls within and add the appropriate amount for that day of the week.
- Determine if the calculated amount falls within the Minimum and Maximum ranges and if not adjust accordingly.
- Take the new calculated amount and replace the draw for that day of the week with it.

## WEEK OF

The Monday of the week you want to change.

---

## SPN

The SPN you want to change for or leave at ALL.

---

## ROUTE POPUP

The route you want to change or leave at ALL.

---

## CUSTOMER #

The route you want to change or leave at ALL.

---

## START CALCULATION WITH THE WEEK OF

The Monday of the first week to base calculation on

---

## END CALCULATION WITH THE WEEK OF

The Monday of the last week to base calculation on

---

## EXCLUDE WEEK FROM CALCULATION

Allows you to exclude a specified week that falls within the above range from being included in the calculation. This is useful if there was a holiday week that would adversely affect your draws.

---

## ADD SPN AMOUNT OR USE THIS IF EMPTY

This performs the above calculation and if the SPN has a 0 (zero) for the specified range and day of the week it uses the entered amount.

---

## ALWAYS ADD THIS AMOUNT

This performs the above calculation but skips step 4 and always uses the entered amount.

---

## MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY AND SUNDAY

Check each day of the week you want to change.

---

## INCLUDE PLUS/MINUS IN CALCULATION

Check this option to include any entries in the Plus/Minus fields when autocalcing the draws.

# CHANGE SINGLE COPY WEEK

## DUPLICATE ONE DAY

Duplicate a Single Copy Draw

<p>Duplicate From</p> <p>Week <input type="text" value="01/01/1996"/></p> <p>Day <input checked="" type="checkbox"/> Monday  <input type="checkbox"/> Tuesday  <input type="checkbox"/> Wednesday  <input type="checkbox"/> Thursday  <input type="checkbox"/> Friday  <input type="checkbox"/> Saturday  <input type="checkbox"/> Sunday</p>	<p>Restrictions</p> <p><input type="text" value="Only Route"/> <input type="text" value="ALL"/></p> <p>SPN <input type="text" value="ALL"/></p> <p>Cust # <input type="text" value="0"/></p>	<p>Duplicate To</p> <p>Week <input type="text" value="11/10/1997"/></p> <p>Day <input checked="" type="checkbox"/> Monday  <input type="checkbox"/> Tuesday  <input type="checkbox"/> Wednesday  <input type="checkbox"/> Thursday  <input type="checkbox"/> Friday  <input type="checkbox"/> Saturday  <input type="checkbox"/> Sunday</p>
<p>«      Ok      »      &lt;      Cancel      &gt;</p>		

This option is used to replace an existing Single Copy draw with another one ie: New Years Day with Christmas.

## DUPLICATE FROM WEEK OF

The Monday of the week you want to copy from.

## DUPLICATE FROM DAY

The day of week you want to copy from.

## DUPLICATE TO WEEK OF

The Monday of the week you want to copy to.

## DUPLICATE TO DAY

The day of week you want to copy to.

## SPN

The SPN you want to copy for or leave at ALL.

---

## ROUTE POPUP

---

The route you want to copy or leave at ALL.

## CUSTOMER #

---

The route you want to copy or leave at ALL.

---

# CHANGE SINGLE COPY WEEK

---

## CHANGE ACTIVE STATUS

---

```
Change Single Copy

      SPN
      Week Of  /  /
      Make Them (•) Active
                ( ) Non Active
      <<  Ok    >>  <  Cancel  >

Active Status
```

This option will change a group of Single Copy Location Weeks between active and non-active.

# REMOVE DRAW INFORMATION

Delete Saved Draw Information		
Date	Draw	Qty
07/01/1993	3,640	65
07/02/1993	3,612	65
07/03/1993	2,451	64
07/04/1993	2,738	29
07/05/1993	3,481	50
07/06/1993	3,623	65
07/07/1993	3,630	65
07/08/1993	3,646	65
07/09/1993	3,631	65
07/10/1993	2,445	63
07/11/1993	2,755	29
07/12/1993	3,483	51
07/13/1993	3,623	65
07/14/1993	3,614	65
07/15/1993	3,637	65
07/16/1993	3,623	65
07/17/1993	2,446	63

# of Days 1,595  
# Marked 0

Start 11/04/1998  
End 11/04/1998

< Clear All >  
 < Cancel >  
 << Delete >>

In the Home Delivery Preferences area there is an option for saving draw information. If this option is checked then Ivy Route saves all draw information for future reference or analysis.

Remove Draw Information is used to delete saved draw information, thereby reclaiming the space used to store that information.

## START AND END

To specify a range of dates to be removed enter the dates here and when you exit out of the End date area the dates will be marked in the scrollable area.

## SCROLLABLE AREA

The left side of the window is a scrollable area with three areas in it:

- A diamond to indicate that this date is marked for removal
- The date that is saved
- The number of entries for that date

To mark or unmark a specific date use your arrow keys to go to the date and then press the Enter key. This will toggle the diamond marker on/off as needed.

Once all the dates you want to delete are marked with a diamond press the Tab key to exit the scrollable area and go to the buttons.

---

# REINDEX FILES

---

Index files are the way in which Ivy Route relates information to one another.

For instance we use index files to relate home delivery customer information to customer paper and customer paper to date history.

If you notice incorrect information being displayed, try running this utility to verify the index files are correct.

When Ivy Route first starts, an alert box comes up and asks if you wish to rebuild indexes. Answering Yes to this dialog box is the same as choosing this option from the file menu.

It is a good idea to rebuild your indexes once a day or so....or right before you calculate or print bills....just to make sure everything is ok.

Use this utility to rebuild the SPN and Route popups used in generating reports and running various utilities.

It takes all SPNs marked Yes to Place on PopUp? and all unique route numbers and places them in the corresponding popup.

This utility only needs to be run if you have added/deleted routes, SPNs with Yes in Place on PopUp or changed a SPN to Yes in the Place on PopUp question.

Switch Company Data

---

# QUIT

---

NEVER turn off the computer if you are inside of the Ivy Route program!!

Always use this option before turning the machine off!!

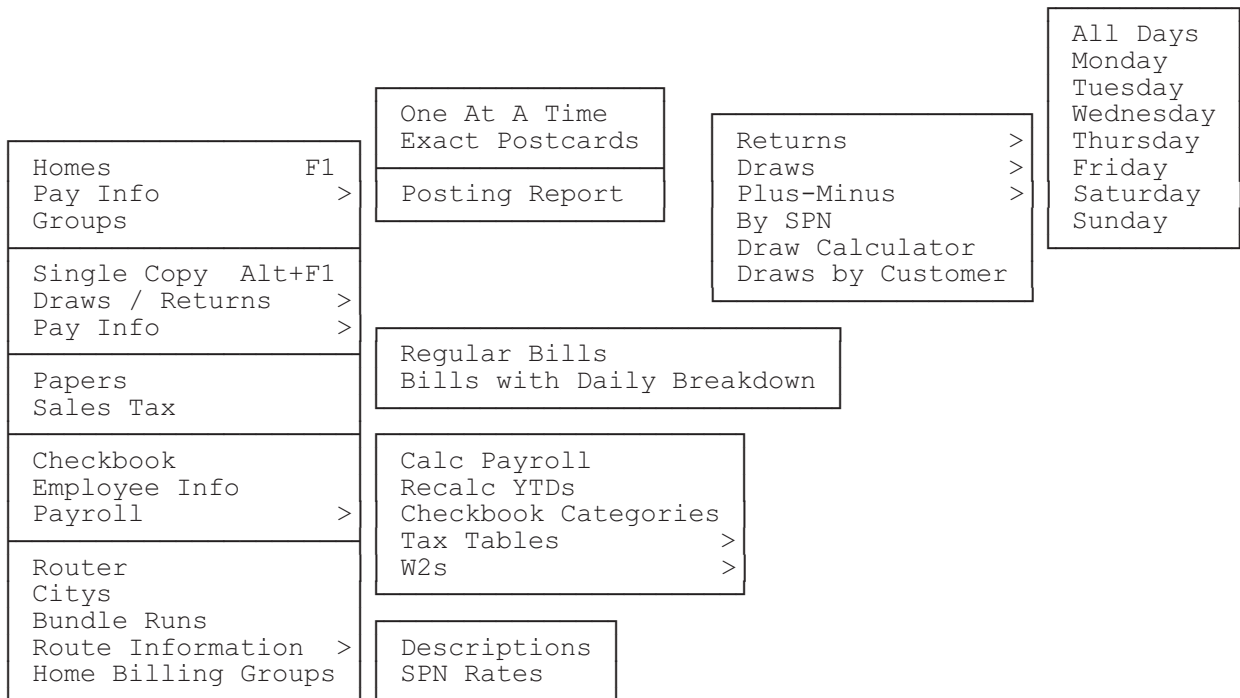
If you do anything else you risk damaging all of your information in the Ivy Route program!!

This option quits the Ivy Route program and returns you to the MS-DOS prompt or, if installed, your DOS menu.

If you are finished for the day, back-up your Ivy Route to floppy diskettes!

# Chapter 5

## Enter Menu





# HOMES

Customer Information				Customer Paper Info			
Cust#	17517	Balance	0.00	SPN	LASO4F	Quantity	1
Delvr DAVID MARTIN Addr 1234 THIS HERE LN CSZ SOMEWHEREVILLE PA 18869-				LA Times Sunday Only Free <hr/> Crdts D S M Chrgs D S M PChrg ReTax			
Mail IVY LEAGUE SOFTWARE Addr DAVID MARTIN 1234 THIS HERE LN CSZ SOMEWHEREVILLE PA 18869-				<div style="border: 1px solid black; display: inline-block; padding: 2px;">No Bill Stop</div> <div style="border: 1px solid black; display: inline-block; padding: 2px; margin-left: 20px;">All At Once</div>			
Route	1	275.00	Phone	805	326-1787		
	2	276.00		805	-		
Perm Charge		Bill Group			[ ] Receipt		
THIS GUY IS A JERK LASO4F				[ ] Bag Paper [ ] Hold Paper Start11/08/1998Err / / Stop 12/06/1998Msg / / RStrt / / PTD / /			

- |                      |                    |                   |
|----------------------|--------------------|-------------------|
| Page Down/           | For More Options   |                   |
| F1 Previous Customer | F5 Add Customer    | F9 Go Paper       |
| F2 Next Customer     | F6 Modify Customer | F10 Exit          |
| F3 Find Customer     | F7 Delete Customer | F11 Dial Phone    |
| F4 Browse Customer   | F8 Directions      | F12 View Invoices |

This is the main information screen for Home Delivery customers. It is broken up into three main areas:

- |                      |               |
|----------------------|---------------|
| Customer Information | Upper Left    |
| Customer Paper       | Upper Right   |
| FKey Menu            | Lower Portion |

There is one other main area for home delivery that is not shown on this screen. It is the date review area and stores all activity for each SPN that a customer receives.

We are going to explain each field for the three information areas and then go thru the FKey menus option by option with a detailed explanation.

# CUSTOMER INFORMATION AREA

Customer Information			
Cust#	17517	Balance	0.00
Delvr	DAVID	MARTIN	
Addr	1234 THIS HERE LN		
CSZ	SOMEWHEREVILLE	PA	18869-
Mail	IVY LEAGUE SOFTWARE		
Addr	DAVID MARTIN		
	1234 THIS HERE LN		
CSZ	SOMEWHEREVILLE	PA	18869-
Route	1 275.00	Phone	805 326-1787
	2 276.00		805 -
Perm Charge	Bill Group	[ ] Receipt	
THIS GUY IS A JERK			
LASO4F			

There is only one of this area for each customer. It shows information that does not change if he receives more than one paper.

## CUST #

Each customer is assigned a unique customer number by Ivy Route. This customer number is used throughout the program for referring to a single customer.

## DELVR

This is the customers delivery address information and is broken into nine separate entries:

First Name	David	
Last Name	Martin	Ivy League Software
Street Number	69	69
Street Name	Second St	Second St
Street Apt		
Street Name 2		David Martin
City	Towanda	Towanda
State	PA	PA
Zip	18848	18848

## MAIL

---

This area is the customers mailing address and is broken into six separate entries:

Name	David Martin	David Martin
Street Name	69 Second St	Ivy League Software
Street Name 2		69 Second St
City	Towanda	Towanda
State	PA	PA
Zip	18848	18848

If any area of the mailing address is the same as the delivery address, you may leave the area blank and Ivy Route will automatically enter in the information for you.

## DAILY

---

This is the delivery route, position and group id to be used Monday thru Saturday.

Area	Range
Route	1 to 998
Position	.01 to 9999.99
Group id	1 to 999

## SUNDAY

---

This is the delivery route, position and group id to be used on Sunday.

Area	Range
Route	1 to 998
Position	.01 to 9999.99
Group id	1 to 999

If the you use the same Route & Position on Sunday as you do Monday thru Saturday, you may leave these areas blank and Ivy Route will automatically enter in the information for you.

## PHONE NUMBERS

---

These are the customers phone numbers and are broken into two separate areas:

### AREA CODE 1 & 2

---

Defaults to the area code entered in the Homes area of the preferences section.

---

## PHONE NUMBER 1 & 2

---

The customers phone number in the 999-9999 format. You do not have to enter the dash, just the numbers.

---

## PERMANENT CHARGE

---

Use this amount to assign an extra charge to this customer for each billing cycle. Example placing a 2.50 in this area will cause his bill to be \$2.50 more, per billing cycle, than the total of all his paper information screens. You can also place a negative number here to give a per billing cycle discount.

This area is useful in placing surcharges for delivery. It allows you to use the same SPN for every customer and still have a different amount billed.

Example

Say you have a route that you place a \$2.50 surcharge on due to its location. If a customer on this route was receiving a paper that was \$10.00 per cycle, and was billed quarterly, then their bill would be for \$30.00 + \$7.50 or \$37.50.

---

## BILL GROUP

---

The billing group allows home delivery customers that would otherwise not fit a restriction ie: route, zipcode, etc.. to be grouped together so you can calculate them in a single batch...eg: college kids, specific area of town or just to split your customer base evenly so that your cash flow is more regular.

You may assign each customer to a maximum of two billing groups. Billing Groups are defined under the Enter menu.

---

## RECEIPT

---

Checking this option will print a receipt/topper for this customer when you print the Daily Draw report and choose to print Home Delivery Receipts.

---

## ONE LINER DESCRIPTION

---

This area can hold anything you want up to 46 characters long. It is searchable.

---

## LAST LINE

---

The last line of the Customer Information area is used to display the SPNs for the papers this customer is receiving. If the paper is active, the name will be in inverse video. The SPNs are listed in alphabetical order.

If there are more SPNs than there is display area, the program will alert you of this when you first get to the customer screen and will display as many SPNs as possible.

You can still Go Paper and Go Next/Previous through all SPNs...not just ones that are shown on the bottom of the left side.

# CUSTOMER PAPER AREA

Customer Paper Info		
SPN LASO4F	Quantity	1
LA Times Sunday Only Free		
<hr/>		
Crdts D	S	M
Chrgs D	S	M
<hr/>		
PChrg	ReTax	
<hr/>		
No Bill Stop		All At Once
<hr/>		
[ ] Bag Paper		
[ ] Hold Paper		
<hr/>		
Start	11/08/1998	Err / /
Stop	12/06/1998	Msg / /
RStrt	/ /	PTD / /

There is one of this area for each paper that a customer receives.

## SPN

This is the Short Paper Name that you entered in the Paper Information area.

## QUANTITY

Quantity of this SPN that is delivered.

## CREDITS

Daily	Number of daily credits customer has outstanding
Sunday	Number of Sunday credits customer has outstanding
Misc	Amount of miscellaneous credits customer has outstanding

## CHARGES

Daily	Number of daily charges customer has outstanding
Sunday	Number of Sunday charges customer has outstanding
Misc	Amount of miscellaneous charges customer has outstanding

## PCHRG ( PERMANENT CHARGE )

This area is just like the permanent charge on the Customer Information side but is for a paper by

paper permanent charge instead of a customer by customer one.

## RE TAX

---

Amount of sales tax that needs rebilling.

## ACTIVE STATUS POPUP

---

This SPNs current active status. Valid options are:

Active	Customer is active and billable
NonActive	Customer is non active but billable
Vacation	Customer is non active but billable by choice
User Defineable Active	Same as active
User Defineable NonActive	Same as non active
No Bill	Customer is active but does not get billed
No Bill Stop	Customer is non active and does not get billed
Non Pay Stop	Customer has been stopped for non payment

Note that customers who are marked as vacation and are switched to active via the Change Active Status, will be switched to Active, Coupon Book or No Bill according to how the default active status is set in the Paper Information area.

## BILLING MODE POPUP

---

This SPNs billing mode. Valid options are:

<b>Monthly</b>	<b>Period</b>
Monthly	1 Period
BiMonthly	2 Periods
Quarterly	3 Periods
Semi Annual	6 Periods
Annual	13 Periods

## BAG PAPER

---

Check this option if the customer needs to always have the paper bagged. The Daily Draw report will use this to tell the driver how many bags he requires.

## HOLD PAPER

---

Check this option to include the customer on the Hold Paper list for delivery of all held papers once he restarts.

## **START, STOP, RESTART, ERROR, MESSAGE AND PTD**

---

These are view only areas and show the last date entered for each different type.

Note that these are the dates that are used during the billing calculation.

# DATE REVIEW SCREEN

Date Review for DAVID MARTIN			
Paper	Date	Type	First 48 characters of Message
LADS	11/03/1997	NOTE****	Billed \$48.00 for 11/03/97 to 12/29/97
LADS	11/03/1997	PTD	#\$48.00-Rcvd: 09/30/97
LADS	09/08/1997	NOTE****	Billed \$48.00 for 09/08/97 to 11/03/97
LADS	09/08/1997	PTD	#\$48.00-Rcvd: 07/30/97
LADS	07/14/1997	PTD	#\$43.30-Rcvd: 06/02/97
LADS	05/28/1997	MESSAGE	THOMAS: PLEASE CHECK YOUR LIST ON PAGE ONE TO
LADS	05/21/1997	RESTART	Restart Delivery
LADS	05/19/1997	PTD	PD 66.00 ON 5/20/97
LADS	05/16/1997	STOP	Auto Stop PIA for Non Payment
LADS	03/03/1997	PTD	
LADS	03/03/1997	START	AUTO START AFTER SPECIAL

F1Print	F6Modify	F7Delete	F8Zoom Memo	F10Return
---------	----------	----------	-------------	-----------

This is a scrollable list of all dates that are on file for this paper. Use your Up/Down arrow keys to highlight the date you want and then strike the appropriate FKey.

## F1 - PRINT

Print a pay history report for this customer.

## F6 - MODIFY

This option will bring up the Date Information screen.

## F7 - DELETE

Delete the highlighted information.

## F8 - ZOOM MEMO

If the message area is longer than 48 characters use this to view the complete message.

## F10 - RETURN

Close the Date Review screen and return to customer paper screen.

# DATE INFORMATION SCREEN

```

Date Information Entry
Customer Number 12867 SPNLADS Date05/21/1997
-----
Type of Date
( ) Start
( ) Stop
( ) Vacation
(•) ReStart
( ) Error
( ) Message
( ) Paid to Date
( ) Note
( ) Written

Message _____ 512 Chrs
Restart Delivery

[ ] Report to paper
[X] Include in Draw Analysis

« Ok » < Cancel >

```

## CUSTOMER NUMBER AND SPN

Shows the Customer Number and SPN that this date information is being entered for.

## DATE

This is the date that this date information is for. Below is examples of what this date should be:

- Start            The actual date the customer starts
- Stop            The actual date the customer stops
- Vacation        The actual date the customer stops
- ReStart         The actual date the customer restarts
- Error           The date to send the error to the driver
- Message         The date to send the message to the driver
- Paid To Date    The actual date the customer is paid to ie: 09/01/93 or 09/13/93
- Note            Any date you want...this type of date is only used for your information

## TYPE OF DATE

Make sure the correct type of date is marked.

## MESSAGE

This is a free form entry area that holds up to 512 characters and is used to send the driver messages concerning this date information entry.

Note that the message defaults to what is set in the Home Preferences screen from the File menu.

---

## REPORT TO PAPER

---

Check this box if you need to report the information on this screen to the publisher.

Use the Activity by Paper report in the Reports menu to print all with this option checked.

---

## INCLUDE IN DRAW ANALYSIS

---

Check this option if you want this information to be included in the Home Draw Analysis report.

# CREDIT CALCULATOR SCREEN

```

Period to Start Calculator
Beginning date for calculation.02/24/1998
Ending date for calculation....03/03/1998
Quantity to calculate for..... 1
SPN to calculate for.....LADS
-----
Monday thru Fridays..... Crdt   Chrg
                          5
Saturdays.....          1
Sundays.....            1

```

```

«      Add to existing      »
<  Replace existing with calculations  >
<      Add Credits          >
<  Replace Credits         >
<      Add Charges         >
<  Replace Charges        >
<      Cancel              >

```

The Credit Calculator screen is used throughout the Home Delivery section of Ivy Route to assist you in calculating the number of days between any two dates and then assign those numbers as credits/charges accordingly.

The basic concept that Ivy Route uses for crediting/charging is to credit starts and charge stops. The billing calculations of Ivy Route always calculate in full months/periods therefore new starts have to be credited for papers they did not receive from the beginning of the cycle and stopping customers have to be charged for papers they received after the last full month/period.

There are five different types of credit calculators:

## PERIOD TO START CALCULATOR

Beginning Date	First day of month/period customer started in
Ending Date	Actual date customer started on
Action	Credits for papers not received
Use for	New starts

## PERIOD TO STOP CALCULATOR

Beginning Date	Date customer stopped on
Ending Date	First day of month/period customer stopped in
Action	Charges for papers received
Use for	Final stops

## STOP TO RESTART CALCULATOR

Beginning Date	Date customer stopped on
----------------	--------------------------

Ending Date	Date customer restarted on
Action	Credits for papers not received
Use for	Vacation credits

## PERIOD TO RESTART CALCULATOR

---

Beginning Date	First day of month/period customer restarted in
Ending Date	Actual date customer restarted on
Action	Credits for papers not received
Use for	Long term restarts

## PTD TO RESTART CALCULATOR

---

Beginning Date	First day of month/period customer restarted in
Ending Date	Actual date customer restarted on
Action	Credits for papers not received
Use for	Short term restarts

## BEGINNING DATE FOR CALCULATION

---

Used to determine the first day to base the calculation on. See above explanations for what it defaults to in each type of calculator.

This day is included on the calculation of credits/charges.

## ENDING DATE FOR CALCULATION

---

Used to determine the last day to base the calculation on. See above explanations for what it defaults to in each type of calculator.

This day is not included in the calculation of credits/charges.

## SPN TO CALCULATE FOR

---

Is used to find out what days of the week to count credits/charges for, by checking the information stored in the paper information under the Enter menu.

## MONDAY THRU FRIDAYS

---

Total number of Monday, Tuesday, Wednesday, Thursday and Fridays the SPN was drawn for between the indicated dates.

---

## SATURDAYS

---

Total number of Saturdays the SPN was drawn for between the indicated dates.

---

## SUNDAYS

---

Total number of Sundays the SPN was drawn for between the indicated dates.

---

## CALCULATOR BUTTONS

---

### ADD TO EXISTING

Takes the credits and charges from the credit calculator and adds them to whatever credits and charges are already in the Customer Paper Information screen.

### REPLACE EXISTING WITH CALCULATIONS

Replaces whatever credits and charges are already in the Customer Paper Information screen with the credits and charges from the credit calculator.

### ADD CREDITS

Takes the credits from the credit calculator and adds them to whatever credits are already in the Customer Paper Information screen.

Completely ignores any charges.

### REPLACE CREDITS

Replaces whatever credits are already in the Customer Paper Information screen with the credits from the credit calculator.

Completely ignores any charges.

### ADD CHARGES

Takes the charges from the credit calculator and adds them to whatever charges are already in the Customer Paper Information screen.

Completely ignores any credits.

### REPLACE CHARGES

Replaces whatever charges are already in the Customer Paper Information screen with the charges

from the credit calculator.

Completely ignores any credits.

**CANCEL**

Closes the Credit Calculator screen without using the information on it. The Customer Paper Information credits and charges are left untouched.

# FKEY MENUS

---

The FKey menus are used throughout Ivy Route to perform commands via a single key stroke. To perform an option you simply strike the appropriate FKey on your keyboard.

In order to use the FKeys for the dozens of possible options they are multi leveled when necessary. To change levels you use your Up/Down arrow keys or the Page Up/Down keys. If these keys are available you will see the "For More Options" line just above the listed FKeys.

Where ever appropriate the same FKey is used to perform the same task throughout Ivy Route ie: Modify is always F6.

## Customer Information

### FKEY MENU LEVEL 1

---

Key	Performs
F1	Go to previous customer according to last find/browse
F2	Go to next customer according to last find/browse
F3	Find customer
F4	List customer
F5	Add a new Customer & Customer Paper Information
F6	Modify Customer Information that is on screen
F7	Delete Customer, Customer Paper(s) and Date Review for customer on screen
F8	Edit this customers directions
F9	Make Customer Paper Information area active
F10	Exit to Main Menu
F11	Use modem to dial this customer
F12	List any stored invoices for this customer

### FKEY MENU LEVEL 2 (PAGE DOWN ONCE)

---

Key	Performs
F1	Stop all this customers SPNs
F2	ReStart all this customers SPNs
F3	Place an error on all this customers SPNs
F4	Place a message on all this customers SPNs
F5	Vacation Stop all this customers SPNs
F6	Print a mailing label for this customer
F7	Place a note on all this customers SPNs
F8	Date Review for all customer SPNs
F9	Make Customer Paper Information area active
F10	Exit to Main Menu
F11	Set Filter
F12	Calculate an invoice for this customer

---

# CUSTOMER INFORMATION

---

## FKey Menu Level 1 Details

---

### F1 - PREVIOUS

---

Go backward one customer in the last Find/List order.

---

### F2 - NEXT

---

Go forward one customer in the last Find/List order.

---

### F3 - FIND

---

Choosing this will bring up an alert box asking you how you want to find by.

Press the highlighted hot key or use your right/left arrow keys to select the option you want then press the enter key.

This will bring up an empty customer screen with areas for you to enter your search information into. Once you enter the requested information Ivy Route will perform the appropriate search.

---

### F4 - BROWSE

---

Choosing this will bring up an alert box asking you how you want to browse by.

Press the highlighted hot key or use your right/left arrow keys to select the option you want then press the enter key.

This will bring up a listing of customers in the requested order. Use your Up/Down arrow keys to navigate to the customer you want and then press the Escape key to go back to the customer information screen.

---

### F5 - ADD

---

This is the most complex area of the customer information screens. It will allow you to enter a new customer and then prompt you for an associated paper and any necessary date and credit information.

We will not cover every entry for each screen. Refer to previous section of the manual for detailed explanations of the customer and customer paper information areas.

When you first strike the F5 key you will see an alert box asking if you want to add a customer or direction.

If you choose customer than a blank customer and customer paper information area displayed. The customer area will be active and awaiting input.

Both daily and Sunday delivery positions default to .01 placing this customer at the top of a route list. This allows delivery personnel to identify new starts and inform you of their correct position numbers.

The Sunday route will be filled in the same as the daily route unless it has specifically been input as being different.

After you have entered the last item in the customer area and have exited the data input area, by pressing the tab or enter key, you will see the standard save alert box pictured below.

Once you have entered the the customer information and answered Yes to the save alert box, the customer paper information screen will be activated and await for input in the SPN area.

This is the only time that you will be able to enter information into the SPN area.

Once you enter a valid SPN, only SPNs that have been previously entered in the system via the Papers option in the Enter menu are considered valid, you will see the first part of the paper name displayed under the SPN area.

The active status and bill mode popups default to what is set in the paper information area for this SPN.

Enter the number of papers this customer is receiving in the quantity area and press enter to go on.

You are now in the credits area. For most entries you may just tab\enter through the credits, as we will be using credit calculators to figure them out in a minute.

If you want to place any other charges for this SPN, enter them now.

We are now in the active status and bill mode popups. You may change these if you wish.

Once you are out of the bill mode popup you will see the save changes alert box. Which works like this in this situation.

Yes	Saves customer paper info and continues with the add
ReEnter	Leaves the customer paper info on screen and "loops" back through it
Auto Add	Starts the paper on the next valid delivery date and credits customer accordingly
Cancel	Cancels the add operation, deletes the already saved customer information and places the last customer info back onto the screen

Once you have answered Yes to the save alert box there are two areas left to cover for adding customer papers: entry of necessary date information and calculating of credits.

These areas are brought up according to how the SPN has been entered.

Active Status	Will Bring Up
Active	Start Date, PTD Date and Start Calculator
NonActive	Start Date, PTD Date and Start Calculator

Vacation	Start Date, PTD Date and Start Calculator
Coupon Book	Start Date, PTD Date and Start Calculator
Coupon Book Stop	Start Date, PTD Date and Start Calculator
No Bill	Start Date
No Bill Stop	Start Date

The exception to the above information is for a paper that is marked as a Special. We treat specials different than normal papers in that we ask for a Start Date, Stop Date, PTD Date but NO calculator. This is because specials are calculated differently in the billing process and also allows us to automatically stop the customer at the end of the special.

For the example SPN we will assume that it was not a special and was marked as active. This will cause all screen types to come up.

The first screen you will see will be the date information area.

In this mode you only need to worry about three areas of the screen

Area	Description
Date	Enter in the date for the Start
Report to Paper	If you need to report any new starts to the paper entered place a Y here.
Message	Enter in up to a 512 character explanation for activity report/labels

Next will be the same screen except the Type of Date has been changed to PTD. Enter in the same date as the start date you just entered.

Next the Period to Start Calculator will come up See the beginning of this section for a detailed explanation of the Credit Calculator screen.

You will be returned to the Customer Information area with the new customer on it. Note the D & S credits have been filled in by the Credit Calculator.

## F6 - MODIFY CUSTOMER

---

This option allows you to modify, or change, the customer information for the customer who is currently on the screen.

Note that you can change all stored information except the customer number.

This only changes the Customer Information area. To change Customer Paper Information you must first strike F9 to make it the active area.

## F7 - DELETE CUSTOMER

---

This option will delete all stored information for the customer that is currently on the screen.

Note that this deletes ALL information including customer, customer paper(s) and date reviews.

# F8 - DIRECTIONS

The Directions option is used to edit any delivery directions for this customer.

Delivery Directions

Daily THIS IS THE DAILY ONE LINER AREA  
 This is the Daily large directions area  
 and can hold as much as  
 64,000 characters using as many lines that you want to

Sunday THIS IS THE SUNDAY ONE LINER AREA  
 This is the Sunday large directions area  
 and can hold as much as  
 64,000 characters using as many lines that you want to

« Save Changes »    < Cancel Changes >

The delivery directions screen is broke up into four areas

- Daily One Line Used on route lists and labels as a general description
- Daily Free Form Used on route lists as a way of directing the driver to the location
- Sunday One Line Used on route lists and labels as a general description
- Sunday Free Form Used on route lists as a way of directing the driver to the location

# F9 - GOTO CUSTOMER PAPER

This option changes the active data input area from the Customer Information area to the Customer Paper Information area.

You can tell what area is active by the title at the top of the area.

# F10 - EXIT

This option closes all home delivery information areas and returns you to the main Ivy Route menu.

## F11 - DIAL PHONE

Dial What Number	
(•)	Phone 1 800 955-9905
( )	Phone 2 717 -
( )	Other 717 265-6364
«	Dial » < Cancel >

The first two numbers are the ones stored in the customer information area the third one is so you can enter any number you want to dial.

In order for this option to work you must have a modem properly installed on your computer and the Modem/Autodialer Preferences under the File menu set up correctly.

## F12 - VIEW INVOICE

Cust#	Batch	Inv #	Invoices Billed	SPN	Billed \$	Paid \$
17850	PD1103	197	11/03/1997	LADS	59.50	0.00
17850	OCTADV	1054	10/06/1997	LADS	35.50	0.00

F1View	F5Print	F7Delete	F8Pay	F10Return
--------	---------	----------	-------	-----------

This option will place a listing of any invoices that are in the system for this customer. You then use your Up/Down arrow keys to highlight a specific invoice and strike the appropriate FKey to perform the desired function.

# CUSTOMER INFORMATION

## FKey Menu Level 2 Details

### F1, F2, F3, F4, F5, F7 AND F8

These FKeys perform the same operations as their equivalents in the Customer Paper Menu Level 2 and are described in detail in that section.

The difference is that these keys act upon all the papers that this customer receives whereas the ones in Customer Paper only affect one paper at a time.

### F6 - MAILING LABEL

Print a mailing label for this customer

### F11 - SET FILTER

```

Set Home Delivery Filter
[X] SPN           LA
[X] Active Status All Active
[ ] Route        Daily Route  ALL
[ ] Start Date   / / to / /
[ ] Stop Date    / / to / /
[X] Paid To Date 04/01/98 to 09/30/98

« Use Filter » < Clear Filter >

```

The Set Filter command allows you to set restriction as to what customers you have access to. The above example will only show customers who's SPN starts with LA, are active and have a PTD between 04/01/98 and 09/30/98.

Once the filter is set you can access the customers using all the regular FKey options.

To clear a filter just bring up the Set Filter command and choose the Clear Filter button.

---

## F12 - CALC INVOICE

---

This option is exactly the same as going to the Billing Menu and choosing Calc Home Invoices and then restricting it to only the customer id number. It will ask you for dates to base the calculation on and a batch id to save as. We will cover those items in the billing menu section of this manual.

---

# CUSTOMER PAPER INFORMATION

---

## FKEY MENU LEVEL 1

---

Key	Performs
F1	Go to previous paper for this customer
F2	Go to next paper for this customer
F4	Change type of service
F5	Add a new paper for this customer
F6	Modify Customer Paper Information that is on screen
F7	Delete this paper and Date Reviews
F8	Goto Date Review for this paper
F9	Make Customer Information area active
F10	Exit to Main Menu
F11	Use modem to dial this customer

---

## FKEY MENU LEVEL 2 (PAGE DOWN ONCE)

---

Key	Performs
F1	Add a Stop for this paper
F2	Add a ReStart for this paper
F3	Add an Error for this paper
F4	Add a Message for this paper
F5	Add a Vacation Stop & ReStart for this paper
F6	Add a PTD for this paper
F7	Add a Note for this paper
F8	Goto Date Review for this paper
F9	Add a Temporary ReStart for this paper
F10	Exit to Main Menu
F11	Add a Will Call Stop for this paper
F12	Add a Long Term ReStart for this paper

---

## FKKEY MENU LEVEL 3 (PAGE DOWN TWICE)

---

Key	Performs
F1	Perform a Bill One calculation for this paper
F2	Bring up the Period to Start calculator
F3	Bring up the Period to Stop calculator
F4	Bring up the Stop to ReStart calculator
F5	Bring up the Period to ReStart calculator
F6	Bring up the PTD to ReStart calculator
F8	Goto Date Review for this paper
F9	Make Customer Information area active
F10	Exit to Main Menu
F11	Dial Phone

---

## CUSTOMER PAPER

---

### FKKey Menu Level 1 Details

#### F1 - PREVIOUS

---

Go backward one paper for this customer in SPN order.

#### F2 - NEXT

---

Go forward one paper for this customer in SPN order.

#### F4 - CHANGE SERVICE

---

This will stop the current SPN and start a new one with any outstanding credits or charges from the old SPN moved to the new SPN as Misc Credits/Charges ie: change from Daily & Sunday to Sunday Only.

#### F5 - ADD

---

This option is just like the second half of adding a new customer, see the previous section for a detailed explanation.

#### F6 - MODIFY

---

This option allows you to modify, or change, the customer paper information for the paper currently on the screen.

Note that you can change all stored information except the SPN.

This only changes the Customer Paper Information area. To change Customer Information you must first strike F9 to make it the active area.

## **F7 - DELETE**

---

This option will delete all stored information for the paper that is currently on the screen.

Note that this deletes ALL information including customer paper and date reviews.

Even though this information has been deleted, it still takes up space on your hard drive. To reclaim this space you need to run the Clean Out Files option under the File menu. This option takes a while to complete and should only be run once in awhile.

## **F8 - DATE REVIEW**

---

Brings up the Date Review screen. See beginning of this section for a detailed explanation of the Date Review screen.

## **F9 - RETURN TO CUSTOMER**

---

This option changes the active data input area from the Customer Paper Information area to the Customer Information area.

You can tell what area is active by the title at the top of the area.

## **F10 - EXIT**

---

This option closes all home delivery information areas and returns you to the main Ivy Route menu.

## **F11 - DIAL PHONE**

---

Works just like the F11 Dial Phone under the Customer Information area. See the previous section for a detailed explanation.

# CUSTOMER PAPER

## FKey Menu Level 2 Details

### F1 - ADD A STOP

Brings up Date Information screen for entry of a Stop date.

If customer is Active and SPN is not a Special SPN then bring up stop calculator

### F2 - ADD A RESTART

Brings up Date Information screen for entry of a ReStart date.

If customer is a No Pay Stop ask if you want to make them Non Active so Change Active Status will ReStart them.

If customer has Vacation Active Status then bring up the restart calculator.

If customer has Active, Non Active, User Defineable or User Defineable Stop Active status then ask if you want to start credit calculation from either Stop date or 1st Day of Period and bringup appropriate credit calculator.

### F3 - ADD AN ERROR

Brings up Date Information screen for entry of an Error date.

If customer has Active, Non Active, Vacation, User Defineable or User Defineable Stop Active status then bring up the following screen.

Apply credit to Customer Paper?	
Daily	4
Sunday	1
Misc	
« Apply Credit »	< No Credit >

This screen allows you to apply the appropriate credit to the customer or give no credit at all.

---

## F4 - ADD A MESSAGE

---

Brings up Date Information screen for entry of a Message date.

---

## F5 - VAC STOP & RESTART

---

Brings up Date Information screen for entry of a Stop date.

Brings up Date Information screen for entry of a ReStart date.

Asks you want to check to Hold Paper option in Customer Paper Information.

Brings up the ReStart calculator.

---

## F6 - ADD A PTD

---

Brings up Date Information screen for entry of a Paid To Date.

---

## F7 - ADD A NOTE

---

Brings up Date Information screen for entry of a Note date.

The Note date type is not printed on any reports and is a method of having personal notes stored with a customers paper.

---

## F8 - DATE REVIEW

---

Brings up the Date Review screen. See beginning of this section for a detailed explanation of the Date Review screen.

---

## F9 - TEMPORARY RESTART

---

Brings up Date Information screen for entry of a ReStart date.

Brings up Date Information screen for entry of a Stop date.

Replaces the Customer Paper PTD with the Stop date.

Brings up the Credit Calculator to calculate the charges for the days the paper was delivered.

This option is meant for customers who are gone more than they are here. It uses the fact that if the Stop date is equal to the PTD but the customer has charges then just the charges are billed.

---

## F10 - EXIT

---

This option closes all home delivery information areas and returns you to the main Ivy Route menu.

---

## F11 - ADD A WILL CALL STOP

---

Same as F1 Add A Stop except charge calculator is not brought up and customer is changed to Vacation status instead of Non Active by the Change Active Status utility.

---

## F12 - LONG TERM RESTART

---

Brings up Date Information screen for entry of a ReStart date.

Replaces the Customer Paper PTD with the ReStart date.

Brings up the credit calculator to apply credits from the beginning of the cycle the restart was in up to the actual ReStart date.

This option is for customers who have Stopped for a long time and are now restarting. Usually Ivy Route will apply credits from the Stop date to the ReStart date and bill accordingly. If customers have been gone for awhile then this causes large amounts of credits and is confusing ie: 2 1/2 months would be 75 or so credits. Instead it makes the PTD equal the ReStart which will cause Ivy Route to bill it like a brand new Start...thereby requiring the crediting back to the beginning of the billing cycle.

---

# CUSTOMER PAPER

---

## FKey Menu Level 3 Details

---

### F1 - BILL ONE

---

This option calculates a bill for this paper.

Note that whereas the F12 Calc Invoice option on the 2nd FKey Level of Customer Information actually uses the same calculation method as the Calc Invoice option of the Billing menu this option takes the number of entered credits and charges and multiplies them by the information stored in the Paper Information to come up with the billing amount.

---

### F2, F3, F4, F5 AND F6

---

Manually brings up the indicated Credit Calculator.

---

### F8 - DATE REVIEW

---

Brings up the Date Review screen. See beginning of this section for a detailed explanation of the Date Review screen.

---

### F9 - RETURN TO CUSTOMER

---

This option changes the active data input area from the Customer Paper Information area to the Customer Information area.

You can tell what area is active by the title at the top of the area.

---

### F10 - EXIT

---

This option closes all home delivery information areas and returns you to the main Ivy Route menu.

---

### F11 - DIAL PHONE

---

Works just like the F11 Dial Phone under the Customer Information area. See the previous section for a detailed explanation.

# HOME PAY INFO

Home Delivery Payment Posting							
Batch Id	NOV0598	Invoice #	169	Customer #	6964		
EVALEE SIMMONS		2202 TERRACE WY					
SPN	Old PTD	New PTD	Amount	Credits	Charges	Tax	Total
LADS	11/03/1997	02/23/1998	96.00	13.00		5.61	83.00
Active							
Invoice Totals			96.00	13.00		5.61	83.00
Rcvd	Chk#	Chk Date	Bank#	Amnt	Pd		
« Continue		»		< ReEnter Information		>	

This option is where you post home delivery payments received.

It will automatically change the customers PTD, remove any credits/charges that were on the invoice and place a PTD item into the Date Review.

## BATCH ID

Choose the batch id the bill you are posting came from.

If the bill is from a batch you have already deleted you will not be able to use this option to post the payment manually take the following steps:

- Go to home delivery
- Find the customer
- Go to customer paper information for the correct SPN
- Go to 2nd FKey level
- Press F6 Add a PTD
- Enter the correct PTD that this payment brings the customer up to and any message you like
- Remove any charges and credits that were on this invoice from the customer paper screen
- Exit home delivery information

If the bill had sales tax on it also do the following:

- Go to Sales Tax under the Enter menu
- Find the correct screen for this SPN, Date and Tax Zone
- Choose the F9 Manual Home option
- Enter in the full amount paid and the tax rate
- Verify the sales amount and tax amount
- Save the information

Now you know why we have the payment posting option.

---

## INVOICE #

---

Enter the invoice number from the bill. You do not have to enter any leading zeros ie: in the below example you would 123.

Below is an example breakdown of an invoice number.

1984-OCT00123

1984 Customer number  
OCT Batch Id  
00123 Invoice number

If you do not have the invoice number, because they did not send back part of the bill, then you can find the customer by one of the below options:

Enter To Find By

A Delivery Address  
M Mailing Address  
N Customer Number

---

## CUSTOMER #

---

Shows the customer number for the invoice number entered. If you entered a N for the invoice number then the customer is entered here for the search.

---

## SPN, OLD PTD, NEW PTD, AMOUNT, CREDITS, CHARGES, TAX AND TOTAL

---

These areas show the information for the invoice.

---

## RCVD

---

Enter the date the payment was received in your office. This is placed in the customers date review area with the PTD entry.

---

## CHK #

---

Enter the check number the bill was paid with. This is placed in the customers date review area with the PTD entry.

## CHK DATE

---

Enter the date on the check the bill was paid with. This is placed in the customers date review area with the PTD entry.

## BANK #

---

Enter the bank id number on the check the bill was paid with. This is used in the Deposit Report.

## AMNT PAID

---

Enter the amount that was paid.

---

# HOME PAY INFO ALERT BOXES

---

There are many possible alert boxes that can come up during home payment posting. Here is a description of each of them.

Whenever Ivy Route brings up an alert box you should take careful consideration in your answer because it can affect areas that are not currently on the screen.

## **BATCH ID XXX NOT FOUND.**

Indicates that the specified batch id was not located. This alert should never come up, if it does exit pay info and run the ReIndex Files option under the File menu.

## **INVOICE NUMBER XXX NOT FOUND.**

Indicates that the specified invoice number was not located. Verify that you entered the correct invoice number and retry if you did not. If you did enter the correct invoice exit pay info and run the ReIndex Files option under the File menu.

## **TO MANY SPNs FOR SCREEN. WE WILL REUSE THAT LAST LINE AS NEEDED.**

Means that this invoice had more SPNs on it than will fit on the screen at one time. If we need to change individual billing amounts then the last SPN line will be used over for the SPNs that are not currently on the screen.

## **POST REST OF SPNs AUTOMATICALLY?**

If you are using a billing method that allows for more than one SPN per invoice and this invoice has more than one on it then this alert will come up after the first SPN has been posted.

Answer yes if the customer paid the full invoice.

## **PTD HAS CHANGED SINCE BILLING.**

### **OLD PTD 11/11/11 --- CURRENT PTD 99/99/99.**

Means that since the bill you are posting was calculated the customers PTD has changed for this SPN. There are various reasons this could happen including the posting of a payment after the bill was calculated.

See below example:

Customer PTD is 09/01/93 and they are billed BiMonthly  
A bill is calculated for 09/01/93 to 11/01/93  
No payment is received by the time you calculate bills again  
A bill is calculated for 09/01/93 to 12/01/93  
A payment is received for the first invoice and the PTD is moved to 11/01/93  
If your try to post a payment for the 2nd invoice you would get this alert:

**PTD HAS CHANGED SINCE BILLING. OLD PTD 09/01/93 --- CURRENT PTD 11/01/93.**

If there were no credits or charges on the bill you are posting then you may change the PTD as necessary, in this example if the customer paid the full amount of the 2nd bill then you would want to add two months to the PTD, and continue the payment posting or cancel this bill posting, set the invoice aside and post the payment manually into the customer paper screen.

**UNDERPAID!! ADD TO MISC. CHARGES?**

If the customer did not pay the full amount this alert will come up allowing to add the difference between the billed and paid amounts to the SPN Misc charge area for rebilling.

**OVERPAID!! ADD TO MISC. CREDITS?**

If the customer paid over the full amount this alert will come up allowing to add the difference between the billed and paid amounts to the SPN Misc credits area.

This will cause a negative Daily Credit.  
This will cause a negative Daily Charge.  
This will cause a negative Sunday Credit.  
This will cause a negative Sunday Charge.  
This will cause a negative Misc Credit.  
This will cause a negative Misc Charge.

The payment posting option tries to remove any credits or charges that were on the bill that we are paying from the customer paper area. If for some reason the credit/charge area has been changed to a lower number since the bill was calculated then the appropriate alert box will come up indicating the area that has the problem.

This alert would come up if two bills had the same credits on them and the customer paid them both, when the first bill was posted it would have cleared the credit/charge areas and the 2nd would then be trying to take credits/charges away that are not there. In this example you would want to say Yes so the customer would be rebilled the credits/charges from the 2nd invoice.

Answering No here simply does not take the indicated credit / charge away from the customer paper screen.

**CUSTOMER 99999999 IS A NO PAY STOP FOR SPN XXXXXXXXXXXX.****DO YOU WANT TO RESTART THEIR DELIVERY ON 99/99/99.**

This alert will come up whenever a payment is posted to a customer who has an active status of No Pay Stop. It allows you the option of restarting the customers paper on the next valid delivery date.

If you answer Yes then the customer is changed to Non Active, a ReStart date is inserted as indicated and any necessary credits are calculated out from their Stop date to their ReStart date and placed in the customer paper screen.

**AUTO CONTINUE THE XXXXXXXXXXXX AFTER THE SPECIAL?**

If the payment you are posting is for a SPN that is checked as being a Special, and the Auto Continue SPN area was filled out in the paper information screen, then this alert allows you to place a Start for the indicated SPN in the customer paper information area for the next valid delivery date after the special Stops.

# EXACT POSTCARDS

Postcard Payment Posting

Batch Id	Inv #	Check#	Cust #	Amount

< Post Payments >   < Stop Posting >

If you bill home delivery customers using one of the postcard methods then you will want to use this posting method for all customers who pay the exact amount billed.

## BATCH ID, INV # AND CHECK #

Enter the requested information in these areas, the Check # field is optional.

## HOW IT WORKS

When you receive payments you should sort them into two groups before you start to post. One for everyone who paid the correct amount and one for anyone who paid an odd amount. Then take the ones that paid the correct amount and sort them by batch id.

Once you have them sorted bring up this screen and do the following:

- Enter the batch id from the first postcard and press Enter
- This will automatically fill all batch ids with the same one
- Now enter the invoice number from the postcard and press Enter
- The system will fill in the customer number and amount fields for you to verify
- Enter the check number if you want to and press Enter
- This will take you down to the next line, do one of the following:
  - If the next postcard is in the same batch...press Enter
  - If it is from a different batch...enter the new batch id and press Enter
  - If this is the last postcard press the Delete key to clear the Batch Id field and press Enter

---

# POSTING REPORT

---

Home Delivery Posting Report				
Posted On 11/06/1998				
<<	OK	>>	<	Cancel >

The posting report will print a list of all home delivery payments that were posted for the entered date.

The report includes the following information for each item posted:

- Customer Name
- Delivery Address
- Invoice Batch Id
- SPN that was paid on
- PTD before invoice
- PTD after payment
- Amount payment was for

# GROUPS

Home Delivery Group Definitions	
Group Id	Description
1	D&S - Sat & Sundays Held Til Mondays
2	Daily Only - Saturday Held Til Mondays
9999	Sample Ivy Route Group

< Add > « Modify » < Delete > < Exit >

This area is for assigning descriptions to the Delivery Group Id numbers in the home delivery customer information screen.

While it is not required to have a description for group ids the Home Delivery Group Report from the Daily Draw Report will make much more sense if you do.

We cover the actual Home Delivery Group Report when we talk about the Daily Draw Report and its options...for more information you may want to look at that section.

## GROUP ID

The id number of the group

## DESCRIPTION

The description for the this id number

# SINGLE COPY INFORMATION

Single Copy Information				Location Week																																																	
Phone 717 265-6364	Customer #	120	SPN FBI	Week	11/02/1998																																																
PO Number	Billing Id	120	(•) Store	[X] Auto Calc																																																	
			( ) Rack	[X] Returnable																																																	
Dlvry IVY LEAGUE NEWSSTAND			<div style="border: 1px solid black; display: inline-block; padding: 2px;">Active</div> <div style="border: 1px solid black; display: inline-block; padding: 2px; margin-left: 20px;">Every 2 Wks</div>																																																		
Addr 103 MAIN ST																																																					
CSZ TOWANDA	PA	18848	S/N																																																		
Mail IVY LEAGUE NEWSSTAND			<table border="1"> <thead> <tr> <th></th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thr</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> </tr> </thead> <tbody> <tr> <td>Drw</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>7</td> <td>14</td> </tr> <tr> <td>Rtn</td> <td>1</td> <td>2</td> <td>3</td> <td>2</td> <td>1</td> <td></td> <td>5</td> </tr> <tr> <td>+/-</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Min</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Max</td> <td>999</td> <td>999</td> <td>999</td> <td>999</td> <td>999</td> <td>999</td> <td>999</td> </tr> </tbody> </table>				Mon	Tue	Wed	Thr	Fri	Sat	Sun	Drw	5	5	5	5	5	7	14	Rtn	1	2	3	2	1		5	+/-								Min	1	1	1	1	1	1	1	Max	999	999	999	999	999	999	999
	Mon	Tue	Wed	Thr	Fri	Sat	Sun																																														
Drw	5	5	5	5	5	7	14																																														
Rtn	1	2	3	2	1		5																																														
+/-																																																					
Min	1	1	1	1	1	1	1																																														
Max	999	999	999	999	999	999	999																																														
Addr 103 MAIN ST																																																					
CSZ TOWANDA	PA	18848																																																			
Dir IN VESTIBULE IF NOT OPEN																																																					
Memo OWNER-DAVID MARTIN																																																					
Daily Rte 101 345.00 Sunday Rte 101 345.00																																																					
[X] Draw on holiday [X] Print topper																																																					
[X] Bill [ ] On Location Misc Chrg																																																					
FBI/LAI/NYI/RGI/SBI																																																					

This is the main information screen for Single Copy locations. It is broken up into three main areas:

- Location Information                      Upper Left
- Location Week Info                      Upper Right
- FKey Menu                                  Lower Portion

We are going to explain each field for the three information areas and then go thru the FKey menus option by option with a detailed explanation.

Single Copy Information			
Phone 717 265-6364	Customer #	120	
PO Number	Billing Id	120	
Dlvry IVY LEAGUE NEWSSTAND			
Addr 103 MAIN ST			
CSZ TOWANDA	PA	18848	
Mail IVY LEAGUE NEWSSTAND			
Addr 103 MAIN ST			
CSZ TOWANDA	PA	18848	
Dir IN VESTIBULE IF NOT OPEN			
Memo OWNER-DAVID MARTIN			
Daily Rte 101 345.00 Sunday Rte 101 345.00			
[X] Draw on holiday [X] Print topper			
[X] Bill [ ] On Location Misc Chrg			
FBI/LAI/NYI/RGI/SBI			

This area is where you store the common delivery information for each Single Copy location. There is only one of these areas per location.

---

## PHONE

---

This is the customers phone number and is broken into two separate areas:

Area Code Defaults to the area code entered in the Homes area of the preferences section.

Phone Number The customers phone number in the 999-9999 format. You do not have to enter the dash, just the numbers.

---

## CUSTOMER #

---

Each customer is assigned a unique customer number by Ivy Route. This customer number is used throughout the program for referring to a single customer.

---

## PO NUMBER

---

This area is used to store a purchase order number for billing purposes and may contain any 15 characters .

---

## BILL ID

---

This area is used during the bill calculating and printing. Look at the section on Single Copy Preferences to see what options are available for the billing id.

---

## DLVRY

---

This is the customers delivery address information and is broken into six separate entries:

Area	Example
Stand Name	Ivy League Software
Street Number	15
Street Name	Second St
City	Towanda
State	PA
Zip	18848

## MAIL

---

This area is the customers mailing address and is broken into five separate entries:

Area	Example 1	Example 2
Name	Ivy League Software	Ivy League Software
Street	15 Second St	PO Box 123
City	Towanda	Towanda
State	PA	PA
Zip	18848	18848

If any area of the mailing address is the same as the delivery address, you may leave the area blank and Ivy Route will automatically enter in the information for you.

## DIR

---

This is a one line area that allows you to indicate any delivery directions.

## MEMO

---

This area is used to let the delivery person know of any special delivery instructions for this location. You may enter anything in this area up to 40 characters.

## DAILY ROUTE

---

This is the delivery route and position to be used Monday thru Saturday.

Area    Range

Route    1 to 998

Position .01 to 9999.99

## SUNDAY ROUTE

---

This is the delivery route and position to be used on Sunday.

Area    Range

Route    1 to 998

Position .01 to 9999.99

If the you use the same Route & Position on Sunday as you do Monday thru Saturday, you may leave these areas blank and Ivy Route will automatically enter in the information for you.

---

## DRAW ON HOLIDAY

---

This checkbox is used to indicate whether this location is opened on holidays.

---

## PRINT TOPPER

---

This checkbox is used to indicate whether or not to print a receipt/topper for this location when you print the Daily Draw report.

---

## BILL

---

This checkbox is used to indicate whether to calculate a bill for this customer.

---

## ON LOCATION

---

This checkbox is used in conjunction with the Bill area to indicate whether you bill this customer on location. If this area is checked then the bill will only include draws and per paper amounts leaving returns and totals blank for filling in on location.

---

## MISC CHARGE

---

This area is used to place a miscellaneous charge for this location.

---

## LAST TWO LINES

---

The last two lines of the Newsstand Information area is used to display the SPNs for the papers this customer is receiving. If the paper is active, the name will be in inverse video. The SPNs are listed in alphabetical order.

If there are more SPNs than there is display area, the program will alert you of this when you first get to the customer screen and will display as many SPNs as possible.

# LOCATION WEEK AREA

Location Week	
SPN FBI	Week 11/02/1998
<input type="checkbox"/> Store	<input checked="" type="checkbox"/> Auto Calc
<input type="checkbox"/> Rack	<input checked="" type="checkbox"/> Returnable
<input type="checkbox"/> Active	<input type="checkbox"/> Every 2 Wks
S/N	
	Mon Tue Wed Thr Fri Sat Sun
Drw	5 5 5 5 5 7 14
Rtn	1 2 3 2 1 5
+/-	
Min	1 1 1 1 1 1 1
Max	999 999 999 999 999 999 999

This is the area where you store the specific paper information for each paper the location will be getting.

You may have an unlimited number of these areas per location.

## SPN

This is the SPN for this paper and is how we "hook" this paper into the Papers section of the Enter menu.

You will only be able to get to this area while adding a new Stand Paper.

## WEEK

Ivy Route stores the paper information in a week by week basis for each SPN at each location. This area indicates what week this certain information is for.

In Ivy Route weeks always begin on a Monday and end on a Sunday.

## TYPE

This radio button is used to indicate whether this is a rack or a stand (inside/store account).

## AUTO CALC DRAWS

This checkbox is used with the Change Single Copy Draw option under the File menu. This is explained in detail in that section.

---

## RETURNABLE

---

Check you accept returns on this SPN

---

## ACTIVE

---

This popup is used to specify what the active status for this SPN is. When adding a new SPN to a customer, this will default to what is set in the Paper Information for the default active status.

Available options are:

Active            Customer is currently receiving paper

NonActive       Customer is not currently receiving paper

---

## BILL MODE

---

This popup is used to specify how to bill this SPN for this customer. When adding a new SPN to a customer, this will default to what is set in the Paper Information for the default bill mode.

There are four possible billing modes, which are defined in the Single Copy Preferences.

---

## S/N

---

This area is used to store a description or serial number up to 34 characters long.

---

## QUARTER, DIME, NICKEL

---

How many of each type of slug this SPN uses at this location. You set what the slug types are called in the Single Copy Preferences screen.

---

## DRW

---

Shows the draw for each day of the week for the indicated "Week of".

---

## RTN

---

Shows the returns, if entered, for each day of the week for the indicated "Week of".

---

## +/-

---

Shows the Plus/Minus, if entered, for each day of the week for the indicated "Week of".

---

## MIN

---

Shows the minimum draw for each day of the week for the indicated "Week of". This is used during the Change Single Copy Draw option under the file menu.

---

## MAX

---

Shows the maximum draw for each day of the week for the indicated "Week of". This is used during the Change Single Copy Draw option under the file menu.

# FKEY MENUS

---

The FKey menus are used throughout Ivy Route to perform commands via a single key stroke. To perform an option you simple strike the appropriate FKey on your keyboard.

In order to use the FKeys for the dozens of possible options they are multi leveled when necessary. To change levels you use your Up/Down arrow keys or the Page Up/Down keys. If these keys are available you will see the "For More Options" line just above the listed FKeys.

Where ever appropriate the same FKey is used to perform the same task throughout Ivy Route ie: Modify is always F6.

## SINGLE COPY INFORMATION

---

### FKEY MENU LEVEL 1

---

Key	Performs
F1	Go to previous location according to last find/browse
F2	Go to next location according to last find/browse
F3	Find location
F4	List locations
F5	Add a new location & location week information
F6	Modify location that is on screen
F7	Delete location & location week for location on screen
F8	View this locations pay history
F9	Make Location Week Information area active
F10	Exit to Main Menu
F11	Use modem to dial this customer
F12	List any stored invoices for this location

### FKEY MENU LEVEL 2 (PAGE DOWN ONCE)

---

Key	Performs
F6	Print a mailing label for this location
F9	Make Location Week Information area active
F10	Exit to Main Menu
F11	Use modem to dial this customer

---

# LOCATION WEEK INFORMATION

---

Key	Performs
F1	Go to previous location week in date order
F2	Go to next location week in date order
F3	Find location week
F4	List location weeks
F5	Add a new location week information
F6	Modify location that is on screen
F7	Delete location week on screen
F8	Duplicate this location week information
F9	Make Single Copy Information area active
F10	Exit to Main Menu
F11	Use modem to dial this customer

---

## SINGLE COPY INFORMATION

---

### FKey Menu Details

#### F1 - PREVIOUS

---

Go backward one location in the last Find/List order.

#### F2 - NEXT

---

Go forward one location in the last Find/List order.

#### F3 - FIND

---

Choosing this will bring up the below alert box asking you how you want to find by.

Press the highlighted hot key or use your right/left arrow keys to select the option you want then press the enter key.

This will bring up an empty customer screen with areas for you to enter your search information into. Once you enter the requested information Ivy Route will perform the appropriate search.

---

## F4 - BROWSE

---

Choosing this will bring up the below alert box asking you how you want to browse by.

Press the highlighted hot key or use your right/left arrow keys to select the option you want then press the enter key.

This will bring up a listing of customers in the requested order. User your Up/Down arrow keys to navigate to the customer you want and then press the Escape key to go back to the customer information screen.

---

## F5 - ADD

---

This will add a new location and location week to Ivy Route.

We will not cover every entry for each screen. Refer to previous section of the manual for detailed explanations of the customer and customer paper information areas.

When you first strike the F5 key you will see a blank location and location week information area displayed. The phone number area will be active and awaiting input.

The following input areas default to what is set in the home delivery preferences: area code, city, state, zip.

Both daily and Sunday delivery positions default to .01 placing this customer at the top of a route list. This allows delivery personnel to identify new starts and inform you of their correct position numbers.

The mailing address will be filled automatically, when this information is saved, the same as the delivery information so you only need to input any information that is different from the delivery.

The Sunday route will be filled in the same as the daily route unless it has specifically been input as being different.

After you have entered the last item in the location area and have exited the data input area, by pressing the tab or enter key, you will see the standard save alert box.

Once you have entered the the location information and answered Yes to the save alert box, the location week information screen will be activated and await for input in the SPN area.

This is the only time that you will be able to enter information into the SPN area.

Once you enter a valid SPN, only SPNs that have been previously entered in the system via the Papers option in the Enter menu are considered valid, you will see the first part of the paper name displayed under the SPN area.

The active status and bill mode popups default to what is set in the paper information area for this SPN.

Next is the week of area. Enter the Monday of the week that this location is to start receiving papers.

You will be returned to the Location Information area with the new location on it.

---

## F6 - MODIFY

---

This option allows you to modify, or change, the location information for the location currently on the screen.

Note that you can change all stored information except the customer number.

This only changes the location information area. To change Location Week Information you must first strike F9 to make it the active area.

---

## F7 - DELETE

---

This option will delete all stored information for the location that is currently on the screen.

Note that this deletes ALL information for this location and its location weeks.

Even though this information has been deleted, it still takes up space on your hard drive. To reclaim this space you need to run the Clean Out Files option under the File menu. This option takes a while to complete and should only be run once in awhile.

---

## F8 - PAY HISTORY

---

This will bring up the location pay history screen. Use you Up/Down arrow keys to navigate in this screen.

---

## F9 - GOTO PAPER

---

This option changes the active data input area from the Single Copy Information area to the Location Week area.

You can tell what area is active by the title at the top of the area.

---

## F10 - EXIT

---

This option closes all single copy information areas and returns you to the main Ivy Route menu.

---

## F11 - DIAL PHONE

---

This option will dial the phone number in the Single Copy Information area.

In order for this option to work you must have a modem properly installed on your computer and the Modem/Autodialer Preferences under the File menu set up correctly.

# F12 - VIEW INVOICE

This option will place a listing of any invoices that are in the system for this customer. You then use your Up/Down arrow keys to highlight a specific invoice and strike the appropriate FKey to perform the desired function.

Stored Invoices for Bill Id 120							
Bill Id	Cust #	Batch	Inv #	SPNs	Bill Date	Inv Amnt	Paid Amnt
120	120	IVYTEST	24	1	10/30/1998	44.94	0.00
120	120	IVYTEST	23	1	10/30/1998	105.90	0.00
120	120	IVYTEST	22	1	10/30/1998	5.46	0.00
120	120	IVYTEST	21	1	10/30/1998	64.02	0.00
120	120	IVYTEST	20	1	10/30/1998	39.68	0.00

F1View	F5Print	F7Delete	F8Pay Multiple	F10Return
--------	---------	----------	----------------	-----------

Notice that each SPN on each invoice is listed NOT just the total invoice amounts.

The F8 Pay Multiple option is used to pay multiple invoices from a single check.

This option can only be used for invoices that have been paid in full for customers who are NOT marked as Bill On Location.

Pay Multiple Single Copy Invoices				
Pay	Cust #	Invoice #	Bill Date	Bill \$\$
X	120	IVYTEST00019	10/30/1998	16.86
X	120	IVYTEST00020	10/30/1998	39.68
X	120	IVYTEST00021	10/30/1998	64.02
X	120	IVYTEST00022	10/30/1998	5.46
X	120	IVYTEST00023	10/30/1998	105.90
X	120	IVYTEST00024	10/30/1998	44.94

# Invoices	6
# Marked	6
\$ Marked	276.86
\$ Over	0.00

Date Rcvd 11/06/1998

Check #

Amnt Pd 276.86

< Clear All > < Cancel > << Pay Marked >>

---

## PAY

---

If there is an X in this area then the invoice on this line is marked to be paid.

Use your Up/Down arrow key to select a specific invoice and then press the Enter key to toggle the marking/unmarking of that invoice.

---

## CUST #

---

The customer number this invoice is for

---

## INVOICE #

---

The invoice number of this invoice.

---

## BILL DATE

---

The date this invoice was calculated.

---

## BILL \$\$

---

The amount this invoice is for.

---

## # INVOICES

---

The number of invoices that have an outstanding balance for this customer or billid id number.

---

## # MARKED

---

The number of invoices that are marked to be paid.

---

## \$ MARKED

---

The total dollar amount marked to be paid.

---

## \$ OVER

---

The difference between the dollar amount of the marked invoices and the amount entered in the Amnt

Pd area.

## DATE RCVD

---

The date your received the check.

## CHECK #

---

The check number of the check.

## AMNT PD

---

The amount the check is made out for.

---

# LOCATION WEEK INFORMATION

---

## FKey Menu Details

### F1 - PREVIOUS

---

Go backward one location week in date order.

### F2 - NEXT

---

Go forward one location week in date order.

### F3 - FIND

---

This will bring up an empty location week screen with the week of area for you to enter your search information into. Once you enter the week of Ivy Route will perform the search.

### F4 - BROWSE

---

This will bring up a listing of locations weeks for this location in date order. User your Up/Down arrow keys to navigate to the week you want and then press the Escape key to go back to the location week information screen.

### F5 - ADD

---

This will add a new location week to Ivy Route.

This is the only time that you will be able to enter information into the SPN area.

Once you enter a valid SPN, only SPNs that have been previously entered in the system via the Papers option in the Enter menu are considered valid, you will see the first part of the paper name displayed under the SPN area.

The active status and bill mode popups default to what is set in the paper information area for this SPN.

Next is the week of area. Enter the Monday of the week that this location is to start receiving papers.

You will be returned to the Location Information area with the new location on it.

---

## F6 - MODIFY

---

This option allows you to modify, or change, the location week information for the location currently on the screen.

Note that you can change all stored information except the SPN.

This only changes the location week information area. To change Single Copy Information you must first strike F9 to make it the active area.

---

## F7 - DELETE

---

This option will delete the location week that is currently on the screen.

Even though this information has been deleted, it still takes up space on your hard drive. To reclaim this space you need to run the Clean Out Files option under the File menu. This option takes a while to complete and should only be run once in awhile.

---

## F8 - DUPLICATE

---

This will bring up an exact duplicate of the location week that is on the screen. It is useful when you want to add a location week that has most of the same information.

Note that you SHOULD NOT have a location week for the same SPN and Week Of for the same customer so make sure and change either the SPN or the Week Of area.

---

## F9 - RETURN TO CUSTOMER

---

This option changes the active data input area from the Location Week area to the Single Copy Information area.

You can tell what area is active by the title at the top of the area.

---

## F10 - EXIT

---

This option closes all single copy information areas and returns you to the main Ivy Route menu.

---

## F11 - DIAL PHONE

---

This option will dial the phone number in the Single Copy Information area.

In order for this option to work you must have a modem properly installed on your computer and the Modem/Autodialer Preferences under the File menu set up correctly.

# DRAWS / RETURNS

These options are used to quickly change location week draw, return and plus/minus information. These numbers usually come from route lists that have been returned by the carriers

This option will bring up this submenu:

```

Returns      >
Draws       >
Plus-Minus  >
By SPN
Draw Calculator
Draws by Customer
  
```

The first three options are basically the same, except for the order items are entered, as noted below, and we will cover them all at once.

When you choose one of these options another menu comes up asking you what day of the week you are working on. Choose the appropriate option and press the Enter key.

You will see a screen similar to this:

```

----- Single Copy Returns -----
Cust #      102  POUNDÆS MARKET - 6508 NO
Week of 11/02/98
SPN        LAI      Los Angeles Times
-----

```

	Mon	Tue	Wed	Thr	Fri	Sat	Sun
Draws	4	5	8	5	8	4	11
Returns	0	2	5	2	3	0	7
+ / -	0	0	0	0	0	0	0

```

<<  Save  >>      <  Cancel  >
  
```

This utility will default to the previous week. Once you have entered the customer number and the week of you will see the first SPN for that stand week.

## CUST #

Enter customer id to locate.

## WEEK OF

What week to enter the draws/returns for.

---

## SPN

---

What SPN to enter the draws/returns for.

---

## DRAWS

---

Depending on what day of the week you choose, Ivy Route will allow you to modify the appropriate draws.

---

## RETURNS

---

Depending on what day of the week you choose, Ivy Route will allow you to modify the appropriate returns.

---

## + / -

---

Depending on what day of the week you choose, Ivy Route will allow you to modify the appropriate plus / minus area(s).

The plus / minus areas are used in the billing calculation but not in the auto calculating of draws.

# By SPN

This option allows you to set restrictions on what information is changeable and is useful when you want to step quickly through all locations for a specific week with a certain SPN.

Draws/Returns by SPN

Week Of	SPN																																
<input style="width: 90%;" type="text" value="11/10/1997"/>	<input style="width: 90%;" type="text" value="ALL"/>																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Drw</th> <th style="width: 10%;">Rtn</th> <th style="width: 10%;">+/-</th> <th style="width: 70%;"></th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Monday</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Tuesday</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Wednesday</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Thursday</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Friday</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Saturday</td></tr> <tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Sunday</td></tr> </tbody> </table>		Drw	Rtn	+/-		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Saturday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sunday
Drw	Rtn	+/-																															
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monday																														
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Saturday																														
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sunday																														
<input type="button" value="« Ok »"/>																																	
<input type="button" value="&lt; Cancel &gt;"/>																																	

## WEEK OF

Choose the week of you wish to restrict the entry to.

## SPN

Choose the SPN that you wish to restrict the entry to.

## DRW

Check the boxes for the day(s) of the week you wish to modify the draws for.

## RTN

Check the boxes for the day(s) of the week you wish to modify the returns for.

## +/-

Check the boxes for the day(s) of the week you wish to modify the +/- for.

# DRAW CALCULATOR

This option allows you to quickly change the Single Copy Draw for a specific date based upon the actual number of papers received from the publisher.

One Day Draw Calculator

Week Of	SPN	Day Of Week
11/02/1998	DR	Sunday

Received 1233

Home Delivery 755

<< Ok >> < Cancel >

## WEEK OF

Choose the week of you wish to restrict the entry to.

## SPN

Choose the SPN that you wish to restrict the entry to.

## DAY OF WEEK

Choose the day of the week you will changing the draw for.

## RECEIVED

Enter the total number of papers you received from the publisher

## HOME DELIVERY

Enter the total number of papers that are for home delivery.

Once you have set the criteria for the above options choose Ok and then the actual Draw Calculator screen will come...as pictured below.

Cust Num	Rte	Location	SPN	Sun	
169	102	EDWARDS	DRRACK	50	
164	105	KOUNRTY JUNCTION	DRRACK	3	Week Of
176	105	MARY LEONARD	DRRACK	4	10/19/1998
172	107	KEITH FETTKETHER	DRRACK	41	
180	108	REBEKAH ALTHOFF	DRRACK	4	SPN
168	110	HOLY CROSS	DRRACK	2	DR
170	118	ALAN PAPKE	DRRACK	21	
161	119	JOSUHA ERNST	DRRACK	3	
182	120	DICKS JUNK	DRRACK	0	
179	125	PEG MICHEALSON	DRRACK	12	Number Received
107	127	JULIEN HOTEL	DRRACK	4	478
108	127	MARTIN OIL	DRRACK	3	
110	127	MERCY HEALTH CENTER	DRRACK	5	Number Used
153	127	DOUGHHTYÆS RESTURANT	DRRACK	0	227
146	128	EAGLES COUNTRY MARKET	DRRACK	10	
154	128	FAMILY MART	DRRACK	10	Number Left
155	128	LOCUST ST RAMP	DRRACK	2	251
156	128	AMERICAN TRUST & SAVINGS	DRRACK	1	
157	128	SFIKAS	DRRACK	3	
158	128	BREEZY CAFE	DRRACK	0	F7 Rte Totals
116	129	DUBUQUE INN BEST WESTERN	DRRACK	6	F10 Exit

This screen allows you to go down the day of week column, Wed in this example, and change the draw on a location by location basis. Every time you change a draw and press the Enter key the Number Used and Number Left areas are updated.

At anytime while this screen is up press the F7 key to see a draw count breakdown for this paper family by route.

Once the number left is down to where you want it press F10 to exit back to the Ivy Route main menu.

# DRAWS BY CUSTOMER

This option allows you to change a whole weeks draw at one time for a single SPN on a customer basis.

Draws by Customer

Week Of

SPN

« Ok » < Cancel >

## WEEK OF

Choose the week of you wish to restrict the entry to.

## SPN

Choose the SPN that you wish to restrict the entry to.

Cust Num	Location	SPN	Mon	Tue	Wed	Thur	Fri	Sat	Sun
155	LOCUST ST RAMP	DRRACK	4	5	5	5	5	3	2
164	KOUNRTY JUNCTION	DRRACK	3	3	3	3	3	3	3
169	EDWARDS	DRRACK	0	0	0	0	0	0	50
170	ALAN PAPKE	DRRACK	0	0	0	0	0	0	21
172	KEITH FETTKETHER	DRRACK	0	0	0	0	0	0	41
176	MARY LEONARD	DRRACK	0	0	0	0	0	0	4
178	TYLER FANNON	DRRACK	0	0	0	0	0	0	14
179	PEG MICHEALSON	DRRACK	0	0	0	0	0	0	12
180	REBEKAH ALTHOFF	DRRACK	0	0	0	0	0	0	4
182	DICKS JUNK	DRRACK	55	55	55	55	55	55	0
154	FAMILY MART	DRRACK	20	20	20	20	20	12	10
186	BEECHERÆS VENDOR	DRRACK	2	2	2	2	2	2	2
157	SFIKAS	DRRACK	2	3	3	3	3	3	3
119	MIDWAY HOTEL	DRRACK	3	3	3	3	3	3	5
116	DUBUQUE INN BEST WESTERN	DRRACK	2	3	3	3	3	3	6
158	BREEZY CAFE	DRRACK	3	3	3	3	3	3	0
135	EAGLES	DRRACK	6	9	9	9	9	9	10
134	ECONO FOODS	DRRACK	6	9	9	9	9	9	10
115	DUBUQUE PACKING HOUSE	DRRACK	4	4	4	4	4	3	0
108	MARTIN OIL	DRRACK	3	5	5	5	5	5	3
107	JULIEN HOTEL	DRRACK	2	2	2	2	2	3	4

This is the screen that comes up once you have choosen your criteria.

Use your tab key to go from day to day and your up/down arrow keys to go from location to location.

# SINGLE COPY PAY INFO

Single Copy Payment Posting							
Batch Id	IVYTEST		Invoice #	19		Customer #	120
TEXACO FOOD MART			100 OSWELL ST				
SPN	Daily Rtns	Amount	Sundy Rtns	Amount	SPN	Amnt	
FBI	7	2.94	14	5	7.20	16.86	
LAI	8	1 2.94	8		21.20	39.68	
NYI	8	1 2.94	22	2	51.00	64.02	
RGI						5.46	
SBI	19	3 6.72	33	3	76.50	105.90	
SFI	8	1 2.94	16	2	35.70	44.94	
Tax	0.00	Other Charges	0.00	Invoice Total	276.86		
Rcvd11/06/1998 Chk #		Bank #	Amnt Paid		276.86		
<<	Post Payment		>>	<	ReEnter Invoice		>

This option is where you post single copy payments received.

## BATCH ID

Choose the batch id the bill you are posting came from.

## INVOICE #

Enter the invoice number from the bill. You do not have to enter any leading zeros ie: in the below example you would 123.

Below is an example breakdown of an invoice number.

1984-NOVEMBER00123

1984 Customer number  
 NOVEMBER Batch Id  
 00123 Invoice number

You may also enter an N here to find by Customer Number.

---

## CUSTOMER #

---

Shows the customer number for the invoice number entered. If you entered a N for the invoice number then the customer is entered here for the search.

---

## SPN

---

The SPN that this invoice line is for.

---

## DAILY, RTNS, AMOUNT

---

The daily draws, returns and billing amount for this invoice line.

---

## SUNDAY, RTNS, AMOUNT

---

The Sunday draws, returns and billing amount for this invoice line.

---

## SPN AMNT

---

The total billing amount for this invoice line.

---

## TAX

---

The amount of tax that was included on this bill.

---

## OTHER CHARGES

---

The amount that was in the locations other charges area at the time this bill was calculated.

---

## INVOICE TOTAL

---

The total amount this invoice was for.

---

## RCVD

---

Enter the date the payment was received in your office. This is placed in the customers date review area with the PTD entry.

---

## CHK #

---

Enter the check number the bill was paid with. This is placed in the customers date review area with the PTD entry.

---

## BANK #

---

Enter the bank id number on the check the bill was paid with. This is used in the Deposit Report.

---

## AMNT PAID

---

Enter the amount that was paid.

---

## SINGLE COPY PAY INFO ALERT BOXES

---

There are a few possible alert boxes that can come up during single copy payment posting. Here is a description of each of them.

Whenever Ivy Route brings up an alert box you should take carefull consideration in your answer because it can affect areas that are not currently on the screen.

### **BATCH ID XXX NOT FOUND.**

Indicates that the specified batch id was not located. This alert should never come up, if it does exit pay info and run the ReIndex Files option under the File menu.

### **INVOICE NUMBER XXX NOT FOUND.**

Indicates that the specified invoice number was not located. Verify that you entered the correct invoice number and retry if you did not. If you did enter the correct invoice exit pay info and run the ReIndex Files option under the File menu.

### **TO MANY SPNs FOR SCREEN. WE WILL REUSE THAT LAST LINE AS NEEDED.**

Means that this invoice had more SPNs on it than will fit on the screen at one time. If we need to change individual billing amounts then the last SPN line will be used over for the SPNs that are not currently on the screen.

### **THIS INVOICE HAS ALREADY BEEN PAID ON.**

Indicates that a payment has already been posted on this invoice.

### **DID NOT PAY BILLED AMOUNT. PLEASE ADJUST.**

The amount paid did not equal the invoice total. Ivy Route will step you line by line through the invoice so you may adjust the line(s) that was not paid in full.

**PLACE ADJUSTMENT ON SINGLE COPY INFO SCREEN?**

If the customer did not pay the full amount this alert will come up allowing to add the difference between the billed and paid amounts to the Other charge area for rebilling.

---

# PAPERS

---

In this section we will cover the Paper Information screen and enter in some sample papers.

Ivy Route refers to papers in a hierarchical fashion in that you enter a top level paper that contains the basic information for that whole paper group and then you enter a separate paper information screen for each of that papers delivery types.

Ivy Route uses a SPN (Short Paper Name) to link a paper to a customer or Single Copy location. The SPN is defined by you, at the time that you enter the paper information into the computer.

Make sure that all papers from the same group have the same first two characters in the SPN.

Refer to the chart below for an example of how a typical group of papers are stored in the Ivy Route program and how their SPNs relates to each other.

IV	2 character SPN ( Paper family )
IVDS	Daily & Sunday IV paper
IVDS241	Daily & Sunday Two For One Special IV paper
IVSO	Sunday Only IV paper
IVWK	Saturday & Sunday / Weekender IV paper
IVSTORE	Inside store account IV paper
IVRACK	Rack IV paper

As you can see by the above example we have the main paper with a simple two character SPN and then each separate delivery type for that paper has its own unique SPN starting with the same first two characters. This allows us to refer to an individual delivery type for a paper or by choosing the two character SPN we can refer to the whole group of papers as one big group.

Ok, now that we have the basic concepts of paper information lets go on into the paper information screen.

If your Ivy Route program has no paper information in it yet, you will get an Alert Box stating so and asking if you wish to start Adding new papers. Answer Yes to this Alert Box.

There are two types of SPNs in Ivy Route a Home Delivery or a Single Copy below are examples of what the Paper Information screen looks like for each one.

# HOME DELIVERY

Paper Information		11:37:21 am						
SPN LADS	<input checked="" type="checkbox"/> Print on Draw Report	Drawn On						
List Name LA Daily/Sunday	<input checked="" type="checkbox"/> Print On List	<input checked="" type="checkbox"/> Monday	Default Billing					
Paper Name Los Angeles Times Daily & Sunday		<input checked="" type="checkbox"/> Tuesday	<input type="text" value="2 Periods"/>					
<input type="text" value="Fixed Period"/>	28 days per cycle	<input checked="" type="checkbox"/> Wednesday	Default Active					
	Starting 12/01/1997	<input checked="" type="checkbox"/> Thursday	<input type="text" value="Non Active"/>					
Questionnaire File Name.....		<input checked="" type="checkbox"/> Friday						
<input type="checkbox"/> Calculate this SPN as a Special		<input checked="" type="checkbox"/> Saturday						
<input type="checkbox"/> Special print format for billing		<input checked="" type="checkbox"/> Sunday						
Number of cycles special is for 0		<input type="checkbox"/> Holidays						
Stop after 0 days if no payment		<input type="text" value="[ ] Always PIA....days grace 65"/>						
Auto continue what SPN		Auto Stop To	<input type="text" value="Non Active"/>					
Date Week 1 Per 2 Per 3 Per 6 Per 13 Per Tax Inc			Credit Charge					
09/08/1997	6.00	24.00	48.00	72.00	144.00	312.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Dly 0.500 0.500
Previous	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/> <input type="checkbox"/>	Sun 3.000 3.000

# SINGLE COPY

Paper Information		11:43:42 am	
SPN LASTORE	<input checked="" type="checkbox"/> Print on Draw Report	Drawn On	5- 12- 19-999
List Name LA Times	<input checked="" type="checkbox"/> Print On List	<input checked="" type="checkbox"/> Monday	1 2 3 4
Paper Name Los Angeles Times Store Paper		<input checked="" type="checkbox"/> Tuesday	1 2 3 4
<input type="text" value="Single"/>		<input checked="" type="checkbox"/> Wednesday	1 2 3 4
		<input checked="" type="checkbox"/> Thursday	1 2 3 4
Default Billing	<input type="text" value="Weekly"/>	<input checked="" type="checkbox"/> Friday	1 2 3 4
		<input checked="" type="checkbox"/> Saturday	1 2 3 4
Default Active	<input type="text" value="Active"/>	<input checked="" type="checkbox"/> Sunday	2 2 4 4
		<input checked="" type="checkbox"/> Holidays	
Retail	Daily 0.750	Sunday 3.000	<input type="checkbox"/> Taxable
Wholesale	0.620	2.725	

---

## SPN

---

The first item asked for is the SPN. The SPN may be anywhere from 2 to 10 characters long and include letters or numbers. The first two characters **MUST BE** letters and must be consistent and unique for each paper family.

Examples of valid SPNs

IV  
IVDS  
IVDO  
IV241

Examples of invalid SPNs

IV2-4-1  
241 IV ( there is a space between the one and the IV )  
IV-DS  
IV DS

---

## ON SPN POPUP

---

This check box is used to indicate whether this SPN should be included in the list of all SPN popups on reports. Usually this option is checked.

---

## LIST NAME

---

This is where you would place a description to be placed on route lists. You have 16 characters and they can be anything.

---

## PAPER NAME

---

This is the full name of the paper and is used for draw and bill printing. It is a good idea to make this area as descriptive as possible.

Examples -

Ivy League Reporter Daily & Sunday  
Ivy League Reporter Two For One Special

---

## PRINT ON DRAW REPORT

---

This option must be checked if you want this SPN to be included on the Daily Draw report.

---

## PRINT ON LIST

---

This option must be checked if you want this SPN to print on the Paper Info report

---

## TYPE OF BILLING

---

This popup is multi functional in that it not only decides how the SPN is billed but also what type of SPN it is. Available options are:

Single	Single Copy SPN
Fixed Period	Home Delivery period billed according to fixed calendar cycles
Monthly	Home Delivery SPN billed 1st to the 1st of months
Floating Period	Much like fixed period except each customers period starts on their start date not on a specific calendar date

---

## DAYS IN CYCLE

---

Used in Fixed Period or Floating Period SPNs.

How many days are in one billing cycle, usually 28.

---

## VALID DAY A CYCLE STARTS

---

Used in Fixed Period SPNs.

A valid date that a billing cycle starts, usually a Monday.

---

## QUESTIONNAIRE FILE NAME

---

This area is used only when a publisher has had Ivy League Software create a custom questionnaire log file screen. If you need something in this field you will know it.

## CALCULATE THIS SPN AS A SPECIAL

---

Used in Fixed Period, Floating Period or Monthly SPNs.

If this paper is a special, ie: 2 months for the price of 1, and you check this, then Ivy Route will ask you for both a Start and Stop date when adding this paper to a customer.

The bill will calculate by using the Start & Stop dates and the rate entered under the Month/1 Period rate. Instead of the default bill mode of monthly, bimonthly, quarterly, etc...

Example -

Special paper that is 2 months for the price of 1 billed at \$10.00 per month/period, Start on 01/01/91, Stop on 03/01/91, Bill Mode at Quarterly

With this at NOT checked

Bill for 10/01/98 to 12/01/98	\$20.00
-------------------------------	---------

With this at checked

Bill for 10/01/98 to 12/01/98	\$10.00
-------------------------------	---------

## SPECIAL PRINT FORMAT WHEN BILLING

---

This option affects how billing lines are printed.

Example -

If you have a paper called Ivy League Reporter Special that is billed at \$10.00 per month/period

With this at NOT checked

The Ivy League Reporter Special at \$10.00 per month.

With this at checked

The Ivy League Reporter Special at \$10.00.

## NUMBER OF CYCLES SPECIAL IS FOR

---

Number of months/periods that the special price is for ie: 2 for a 2 for 1.

## STOP AFTER XX DAYS IF NO PAYMENT

---

Number of days to deliver this special before stopping for nonpayment. A good example is that you have a 2 for 1 special that the newspaper gives you credit for 1 period of delivery and you have to collect the other one. Therefore by placing a 28 ( 1 period ) here the system will stop this customer if he has not paid on the 28th day.

---

## AUTO CONTINUE WHAT SPN

---

When a payment is entered for a special SPN if this area is filled in then you will get an Alert Box asking if you wish to continue delivery of this SPN after the special is over. When the payment is received for the special you can then choose to not continue anything, continue this SPN or get a list of all SPNs and choose a specific one to continue.

---

## DRAWN ON

---

Place a check in each day of the week that this SPN is to be drawn on.

On your 2 character SPNs make sure and specify all possible days of week for that paper family.

---

## AUTO CALC RANGES

---

This area is only used in Single Copy SPNs.

In the upper right corner of the Paper Information screen are 4 columns. These columns are used for Single Copy SPNs during the Auto Calc Draws utility.

The basic concept is that we auto calc draws based upon the average sale for each day of the week over a specified time span. Once the average sales is calculated we then look to see what column it falls into and add that many papers to the average sale. This is covered in more detail in Chapter 4 of this manual.

---

## DEFAULT BILLING

---

This is what billing mode to use as a default when adding this SPN to a customer.

You may change this when you add the SPN to a customer.

---

## DEFAULT ACTIVE

---

This is what Active Status to use as a default when adding this SPN to a customer.

You may change this when you add the SPN to a customer.

---

## ALWAYS PIA

---

Whether this paper is to be included in the Auto Stopping of PIAs during the Change Active Status utility.

---

## NUMBER OF DAYS GRACE

---

How many days to allow the customer to go after their PTD comes up before auto stopping them for nonpayment.

Note that a customers credits and charges are taken into consideration when calculating for auto stopping ie: 4 credits with allow them to go 60 days past their PTD if this has been set for 56.

---

## DATE

---

Ivy Route keeps track of the current and last billing rates. This date is when the current billing rates tack effect.

If there is only one billing rate then it is safe to make this date 01/01/01 otherwise this date MUST be a valid date that a billing cycle starts.

---

## WEEK, MONTH, BMONTH, QRTLY, SANNL AND ANNUAL

---

These areas are where you put the amount to be billed for each of the available billing modes. The top set is for the current billing rate the lower set is for any bills for before the entered date.

These rates can be from zero to 999.99

The BMonth, Qrtly, SAnnL and Annual rates will be figured for you once you enter the Month rate. You may change these rates if you wish.

---

## TAX

---

Whether this SPN is taxable or not. If this is checked then the customers delivery zip code is checked against the zip codes entered in the Sales Tax preferences to see if they are in a taxable range.

---

## INC

---

Whether the tax is included in the rates entered.

---

## CREDIT

---

These areas are the amounts to be credited for this SPN. These rates can be from zero to 99.999

---

## CHARGE

---

These areas are the amounts to be charged for this SPN. These rates can be from zero to 99.999

# SALES TAX

The Sales Tax area is where Ivy Route stores information on amounts that were collected for taxable income, non-taxable income and sales tax collected. This area is updated automatically by Home Delivery and Single Copy Pay Info areas.

Sales Tax Information		
Date.....	11/08/1997	
Tax Zone.....	1	
2 Character SPN.LA		
	Sales	Tax
Home Delivery...	2,899.78	210.02
Inside Stores...	975.75	0.00
Racks.....	778.55	56.45

## DATE

Date that this tax info screen is for.

## TAX ZONE

Tax zone this tax info screen is for as related to Sales Tax preferences.

## 2 CHARACTER SPN

The 2 character SPN ( paper family ) this tax info screen is for.

## HOME DELIVERY SALES

Amount of home delivery income for this date for this SPN for this tax zone.

## HOME DELIVERY TAX

Amount of tax collected from home delivery income for this date for this SPN for this tax zone.

## INSIDE STORES SALES

Amount of Single Copy inside account income for this date for this SPN for this tax zone.

---

## INSIDE STORES TAX

---

Amount of tax collected from Single Copy inside account income for this date for this SPN for this tax zone.

---

## RACKS SALES

---

Amount of Single Copy rack income for this date for this SPN for this tax zone.

---

## RACKS TAX

---

Amount of tax collected from Single Copy rack income for this date for this SPN for this tax zone.

---

## RACK COINAGE ( F8 )

---

Unlike Home Delivery or Inside Accounts we do not bill, and therefore do not have any type of Pay Info screen for, racks.

When you first press F8 you will be asked for the gross dollar amount and the tax rate to calculate.

Ivy Route will then present you the sales and tax amounts, allowing you to adjust them if necessary. Once the amounts are ok and you press Enter to exit them Ivy Route will add them to anything that already exists in the racks areas.

---

## MANUAL HOME ( F9 )

---

When you receive a payment from a customer and can not post it through the Pay Info option, because of some reason like the batch no longer exists, then the tax info area is not kept up automatically. So after you go and add a new PTD to the customer, you need to come and add the amount into the proper tax info screen.

When you first press F9 you will be asked for the gross dollar amount and the tax rate to calculate.

Ivy Route will then present you the sales and tax amounts, allowing you to adjust them if necessary. Once the amounts are ok and you press Enter Ivy Route will add them to anything that already exists in the home delivery areas.

# EMPLOYEE INFO

The Employee Information area is used in combination with the Tax Tables and Calc Payroll options to calculate payroll checks and place them into your checkbook for printing.

This area is password protected...the password is BABYSIT in all capitals.

Employee Payroll Information 12:36:

Emp Id DEM001	Phones 717 265-6364 800 955-9905	SSN 123-45-6789
Name David Martin		Hired 09/01/1985
Address RR 2 Box 176		Left / /
CSZ Wysox	PA 18854-	Route 169
< Federal >	< State >	< Local >
< Deductions >	< Loans >	< YTD >
< Prev >	< Next >	< Find >
< Add >	« Modify »	< Delete >
		< List >
		< Exit >

## EMP ID

Employee identification number. Six characters and letter or number. No spaces, dashes, slashes, etc...

## PHONE NUMBERS

Up to two phone numbers for this employee

## SSN

Social Security Number for this employee

## NAME

Full name of employee

## ADDRESS

Up to two lines for a mailing address

## CSZ

City, State and Zip code for this employee

## HIRED

Date this employee started

## LEFT

Last date this employee worked

## ROUTE

What route this employee delivers, this is only used when doing Carrier Billing.

## FEDERAL BUTTON

This will bring up the federal tax information sub screen

Federal Calculations	
Payroll Period	WE
Marital Status	M
Allowances	2
Minimum	calculated amount
Add	to calculated amount

## PAYROLL PERIOD

How often this employee is paid. Valid options are:

DA	Daily
WK	Weekly
BW	Bi Weekly ( Every two weeks )
SM	Semi Monthly ( Twice a month )
MO	Monthly
QU	Quarterly
SA	Semi Annual
AN	Annual

---

## MARITAL STATUS

---

Employees marital status. Valid options are:

S     Single  
M     Married

---

## ALLOWANCES

---

Number of withholding allowances. Zero to 99.

---

## FWH

---

The category used to track Federal Income Tax Withheld, this must be defined in your checkbook before you enter it here.

---

## FICA

---

The category used to track FICA Tax Withheld, this must be defined in your checkbook before you enter it here.

---

## MCARE

---

The category used to track MediCare Withheld, this must be defined in your checkbook before you enter it here.

---

## MINIMUM CALCULATED AMOUNT

---

The minimum amount of FWH to withhold from an employees paycheck.

---

## ADD TO CALCULATED AMOUNT

---

Amount to add to whatever FWH amount is calculated.

## STATE BUTTON

---

This will bring up the state tax information sub screen

California Calculations	
Payroll Period	WE
Marital Status	M
Standard Deduct	2
Estimated Deduct	
Minimum	calculated amount
Add	to calculated amount

## PAYROLL PERIOD

---

How often this employee is paid. Valid options are:

DA Daily  
 WK Weekly  
 BW Bi Weekly ( Every two weeks )  
 SM Semi Monthly ( Twice a month )  
 MO Monthly  
 QU Quarterly  
 SA Semi Annual  
 AN Annual

## MARITAL STATUS

---

Employees marital status. Valid options are:

S Single  
 M Married  
 H Head of household

## STANDARD DEDUCTIONS

---

Number of withholding allowances. Zero to 99.

## ESTIMATED DEDUCTIONS

---

Number of estimated allowances. Zero to 99.

# SWH

The category used to track State Income Tax Withheld, this must be defined in your checkbook before you enter it here.

# SDI

The category used to track State Disability Withheld, this must be defined in your checkbook before you enter it here.

# MINIMUM CALCULATED AMOUNT

The minimum amount of SWH to withhold from an employees paycheck.

# ADD TO CALCULATED AMOUNT

Amount to add to whatever SWH amount is calculated.

# LOCAL BUTTON

Not in use at this time.

# DEDUCTIONS BUTTON

Brings up the deductions sub screen.

Payroll Deductions		
Amount	Category	Net
1		N
2		N
3		N
4		N

This screen allows you to have up to four additional deductions taken from an employees check at calculation time.

# AMOUNT

Dollar amount of deduction to be taken out of each check.

---

## CATEGORY

---

The category used to track this deduction, this must be defined in your checkbook before you enter it here.

---

## NET

---

Whether the deduction is taken out of the gross pay, before taxes are calculated, or the net pay, after taxes are calculated.

---

## LOANS BUTTON

---

Not in use at this time

---

## YTD BUTTON

---

Employee YTDs		
	This YTD	Last Year
Taxable Income		
Non Taxable Income		

Brings up the Year To Date subscreen.

This screen shows the taxable income and non taxable income for both this year and last year. You can manually change them here or use the Recalc YTDs option on the Payroll menu.

# ROUTER

The Router screen is used to define all the possible street definitions for your delivery area.

Router Definitions					
Odd/Even B	from				1 to 999999
Zip 18848	City TOW			State PA	
Daily Route 349	Group 22	Sunday Route 449	Group 42		
<input checked="" type="checkbox"/> Complete Town			<input type="checkbox"/> Undeliverable Address		
< Prev >	< Next >	« Find »	< List >		
< Add >	< Modify >	< Delete >	< Exit >		

## ODD/EVEN

Which side of the street this entry is for ( Odd - Even - Both )

## STREET NAME

The full name of the street this entry is for.

## FROM

The lowest number to include for this entry.

## TO

The highest number to include for this entry.

## ZIP

The zip code for this entry.

## CITY

The city code, as defined in the Citys area under the Enter menu, for this entry.

---

## STATE

---

The two character state abbreviation for this entry.

---

## DAILY ROUTE

---

The daily route number for this entry

---

## GROUP

---

The daily group id for this entry.

---

## SUNDAY ROUTE

---

The Sunday route number for this entry

---

## GROUP

---

The Sunday group id for this entry.

---

## COMPLETE TOWN

---

Check if the whole town is on this one route.

---

## UNDELIVERABLE ADDRESS

---

Check if this entry is for an undeliverable address range/area.

# CITYS

The Citys area is where you define the City, State and Area Code for each zip code in your delivery area. It is used when adding new home delivery and single copy customers. The city code field is used when routing is turned on.

City Definitions

Code	City	St	Zip	Area
TOW	TOWANDA	PA	18848	717
ARV	ARVIN	CA	93203	805
LAM	LAMONT	CA	93220	805
LAM	LAMONT	CA	93241	805
BAK	BAKERSFIELD	CA	93301	805
BAK	BAKERSFIELD	CA	93302	805
BAK	BAKERSFIELD	CA	93303	805

< Add >   < Modify >   < Delete >   < Exit >

## CODE

The three digit city code used for routing purposes. This should be unique for each city that you deliver to.

## CITY

The full city name.

## ST

The two character abbreviation for the state.

## ZIP

The zip code this line of information is for.

## AREA

The area code for this line of information.

# BUNDLE RUNS

The Bundle Runs area is used to define bundles for the bundle run option of the Daily Draw report. This report is useful for trucks that drop bundles and warehouse master lists.

Bundle Run Definitions		
Run Id	1	Desc 1 Company Recap
Day of Week	SPNs	(•) Rtes-( ) Grps
<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday <input checked="" type="checkbox"/> Sunday	ALL	999
Include	<input checked="" type="checkbox"/> Homes <input checked="" type="checkbox"/> Single Copy <input type="checkbox"/> Combine Rack & Store	
< List >   < Add >   « Modify »   < Delete >   < Exit >		

## RUN ID

The id number for this bundle run grouping.

## DESC 1

A description of the bundle run grouping.

## DAY OF WEEK

Check each day of week that this grouping is good for.

## SPNs

SPNs to include in this grouping. Enter ALL in the first area to include all possible SPNs.

## ROUTES

Routes to include in this grouping. Enter 999 in the first area to include all possible routes.

# HOME DELIVERY

Check to include home delivery customers in this grouping.

# SINGLE COPY

Check to include single copy locations in this grouping.

# ROUTE DESCRIPTIONS

The Route Description area is used with the Bundle Runs report for long descriptions of each route number.

Route Descriptions		< Prev >
(•) Route	( ) Drop	< Next >
Id Number	1	< List >
Description	Arlayne Mannings	< Add >
Truck Group	0	< Modify >
[X] Print on Draw Report		< Delete >
		< Exit >

# ROUTE OR DROP

Which type this screen is defining a route or drop.

Id Number

The route or drop number.

# DESCRIPTION

A description of the route.

# TRUCK GROUP

If this is a route then what truck group it belongs to, this is an optional field.

---

## PRINT ON DRAW REPORT

---

Only routes with this option checked will be included in the Daily Draw report.

# ROUTE SPN RATES

This area is used to setup how specific SPNs are handled on each route when doing carrier billing.

Rte	SPN	Daily		Sunday		
		Wholesale	Retail	Wholesale	Retail	
102	DRRACK	0.375	0.495	1.410	1.750	Office Pay
102	DRSO			1.410	1.750	Office Pay
103	DRDO	0.375	0.495			Office Pay
103	DRDS	0.375	0.495	1.410	1.750	Office Pay
103	DRSO			1.410	1.750	Office Pay
105	DRDO	0.375	0.495			Office Pay
105	DRDS	0.375	0.495	1.410	1.750	Office Pay
105	DRRACK	0.375	0.495	1.410	1.750	Office Pay
105	DRSO			1.410	1.750	Office Pay

< Add > « Modify » < Delete > < Utils > < Exit >

# HOME BILLING GROUPS

Home Billing Groups	
Grp	Description
A	Dead Beat Area of City
B	College Students
C	Government Agencies
D	
E	
F	
G	
H	
I	
J	

< Modify >

< Exit >

This area is used to add a description to home billing group ids.

Home Billing Groups are used to associate groups of people for billing who otherwise would not be able to be grouped together.



# Chapter 6

## Reports Menu

Home Delivery Customer Lists ABC Report Route List > Activity by Route Activity by Paper Customers by PTD Customers by Dollar Amount	Print F8 Maintain Resequence Split
Single Copy Route List > Customer List Alt+F9 Delivery Stats by Route Delivery Stats by Paper	Print Alt+F8 Maintain Resequence Split
Draw Menu >	Daily Draw Ctrl+F1 Estimate Weekly Draw Home Draw Analysis Single Copy Analysis
Sales Tax Paper Info Employee Info Router Info	Weekly Single Copy Report



# HOME DELIVERY CUSTOMER LISTS

Home Delivery Customer List		
SPN	Active Status	Day of Week
<input type="text" value="ALL"/>	<input type="text" value="All Active"/>	<input type="text" value="Sunday"/>
Route	Type of route	Billing Mode
<input type="text" value="ALL"/>	<input type="text" value="Daily Route"/>	<input type="text" value="ALL"/>
<input type="checkbox"/> No Restrictions <input checked="" type="checkbox"/> By Start Date ...09/06/1990 to 09/30/1997 <input type="checkbox"/> By Stop Date <input type="checkbox"/> By PTD Date <input type="checkbox"/> By Delivery Group		
<input type="text" value="Name Order"/>		<input checked="" type="checkbox"/> Print with PTDs
<input checked="" type="checkbox"/> Double Spaced Report		
«    Ok    »    <    Cancel    >    < Statistics >		

This report is a standard customer listing report and includes information such as customer number, delivery name, delivery address, phone number, etc...

## SPN POPUP

Choose the ALL or the SPN you want to include in the report. If you choose a specific SPN then all SPNs that begin with that name will be included ie: LA would include LA, LADS, LADO, LASO, etc...

## ACTIVE STATUS POPUP

Choose the active status for customers to list:

Option	Includes These
ALL	All customers regardless of active status
All Active	Active, User Defined Active and No Bill customers
All Non Active	Non Active, Vacation, User Defined Non Active, No Bill Stop, No Pay Stops
Active	Only Active customers
Non Active	Only Non Active customers
Vacation	Only Vacation customers
User Defined Active	Only User Defined Active customers
User Defined Non Active	Only User Defined Non Active customers
No Bill	Only No Bill customers
No Bill Stop	Only No Bill Stop customers
No Pay Stop	Only No Pay Stop customers

---

## DAY OF WEEK POPUP

Choose ALL or a specific day of the week. If you choose a specific day of the week then only customers whose SPN is checked on that day in the Paper Information screen will be in the report.

---

## ROUTE POPUP

Choose ALL or a specific route.

---

## TYPE OF ROUTE POPUP

If you have checked the Multiple Routes in Home Delivery of the Company Preferences then you can indicate whether to base the report on the Daily or Sunday routes.

---

## RESTRICTIONS RADIO BUTTONS

Choose the type of date range, if any, you want and then fill in the date range to restrict to when asked.

---

## PRINT ORDER POPUP

Choose what order to print the customers in.

Delivery Name  
Delivery Address  
Customer Number  
Route & Position  
Delivery Zip Code

---

## PRINT WITH PTDs

Check this option to include the current PTD for customers on the report.

---

## DOUBLE SPACED REPORT

Check this option to put a blank line between each customer on the report.

# ABC REPORT

ABC Reports

Calculate a total for each _____ <input checked="" type="checkbox"/> Zip Code <input type="checkbox"/> City	Include counts for SPN <span style="border: 1px solid black; padding: 2px 10px;">ALL</span>
Print totals for each _____ <input checked="" type="checkbox"/> Paper Family <input type="checkbox"/> Full SPN	

This report will give you a count for the number of currently active customers for each SPN in each Zip Code or City.

## ZIP CODE

Enter the zip code to report for or leave blank to get a report for all zip codes.

## CITY

Enter the city to restrict to or leave blank for all.

## SPN POPUP

Choose the ALL or the SPN you want to include in the report. If you choose a specific SPN then all SPNs that begin with that name will be included ie: LA would include LA, LADS, LADO, LASO, etc...

## PAPER FAMILY

Choose this option to see the totals for each paper family, first two characters of the SPN.

## FULL SPN

Choose this option to see the totals for each SPN.

# HOME DELIVERY ROUTE LISTS

## Print Option

Home Delivery Route List		
Route	SPN	Act Status
<input type="text" value="ALL"/>	<input type="text" value="ALL"/>	<input type="text" value="All Active"/>
Day of Week	Report Type	
<input type="text" value="Sunday"/>	<input type="text" value="Regular"/>	
<input type="text" value="Delivery Name"/>		
<input type="checkbox"/> Double spaced <input type="checkbox"/> This day only <input type="checkbox"/> With long directions <input checked="" type="checkbox"/> With position numbers		
«    Ok    »    <    Cancel    >		

This report will give you a count for the number of currently active customers for each SPN in each, or a specific, zip code.

## ROUTE POPUP

Choose ALL or a specific route.

## SPN POPUP

Choose the ALL or the SPN you want to include in the report. If you choose a specific SPN then all SPNs that begin with that name will be included ie: LA would include LA, LADS, LADO, LASO, etc...

## ACTIVE STATUS POPUP

Choose the active status that you want to include in the report.

## DAY OF WEEK POPUP

Choose ALL or a specific day of the week. If you choose a specific day of the week then only customers whose SPN is checked on that day in the Paper Information screen will be in the report.

The report will use the Daily Route unless Sunday is specifically chosen from the day of week popup.

---

## REPORT TYPE POPUP

---

Choose the type of report you want.

---

## PRINT DIRECTIONS FIELD/DELIVERY NAME POPUP

---

This popup allows you to print the one line directions area or the delivery name for each customer.

---

## DOUBLE SPACED

---

Check this to have a blank line between each customer on the report.

---

## THIS DAY ONLY

---

Checking this option will print customers whose paper is drawn only on the chosen option in the day of week popup ie: Sunday Only customers.

---

## WITH LONG DIRECTIONS

---

Check this option to include the free form directions field in the report.

---

## WITH POSITION NUMBERS

---

Check this option to include position numbers on the printed report.

# HOME DELIVERY ROUTE LISTS

## Maintain Option

```

Maintain Home Routes
-----
List By -----
(•) Delivery Address
( ) Daily Route & Position
( ) Sunday Route & Position

«   Ok   »  < Cancel >
    
```

This option will bring up the following screen which allows you to manually change the route & sequence numbers.

Home Delivery by Address							
Cust #	Delivery Address	SPN	Act	Dly	Position	Sun	Position
6601	819 COUNTRY LN RD	DMDOLCC	Act	108	0.01	108	0.01
6623	840 COUNTRY LN RD	DMSOLCC	Act	107	0.01	107	0.01
6620	129 COUNTRY RD	DMSDLCC	Act	107	0.01	107	0.01
6597	807 COUNTRY RD	DMSDLCC	Act	108	0.01	108	0.01
1268	813 COUNTRY RD	DMSO	Act	107	0.01	107	0.01
	813 COUNTRY RD	DMSOLCC	Act				
	813 COUNTRY RD	DMSOL					
1271	832 COUNTRY RD	DMSO	Act	107	0.01	107	0.01
	832 COUNTRY RD	DMSOL					
4651	5514 COUNTY X71 RD	DMSOB	Act	424	0.01	424	0.01
4733	403 COURT	DMSDB	Act	411	0.01	411	0.01
4735	806 COURT	DMSDB	Act	411	0.01	411	0.01
4179	807 COURT ST	DMDOB	Act	411	0.01	411	0.01
4033	1019 COURT ST	DMDOB		411	0.01	411	0.01
5623	603 COURTLAND	DMSDP		510	0.01	510	0.01
5201	401 COURTLAND ST	DMSDP	Act	510	0.01	510	0.01
4932	405 COURTLAND ST	DMSDP	Act	510	0.01	510	0.01
6622	838 COUYNTRY LN RD	DMDOLCC	Act	107	0.01	107	0.01

```

F3 Find                                     F10 Return
    
```

# HOME DELIVERY ROUTE LISTS

## Resequence Option

```

Resequence Home Routes
Increment Amount..... 1
Route..... ALL
Base  (•) Current Rte & Position
On    ( ) Delivery Address
<<  Ok  >>  <  Cancel  >

```

Renumber positions takes customers on the specified route(s) and resequences their delivery positions at the specified increment.

## INCREMENT AMOUNT

What amount to increment indicated routes at. From 1 to 99.

## ROUTE

This popup is used to choose ALL or a specific route to increment for.

## BASE ON

This option allows you to resequence the route based upon current route & position numbers or by delivery address.

# HOME DELIVERY ROUTE LISTS

## Split Option

```

Split Home Route
-----
Split Daily Home Route      1
-----
Starting Position number..... 0.01
Ending Position number.....99999.99
-----
Move to route number.....997
Increment amount..... 1
-----
«      Ok      »    <  Cancel  >    < Statistics >

```

The Split Route utility will take a specified range of customers from an existing route and place them at the beginning, end or middle of an existing route or place them on a new route. It then resequences the new route at the specified increment amount.

You may only do one route at a time.

## TYPE OF ROUTE POPUP

Depending on how your company preferences are setup you will have from 1 to 4 items on this popup for specifying what type of route to include in the split. Choose the one you want to include.

## ROUTE POPUP

This popup is used to indicate the route you are taking the customers from.

## STARTING POSITION NUMBER

Enter the position of the first customer to include in the split. If more than one customer has this position they will all be included.

## ENDING POSITION NUMBER

Enter the position of the last customer to include in the split. If more than one customer has this position they will all be included.

---

## MOVE TO ROUTE NUMBER

---

Enter the route you are moving the customers to. You may use any route number from 1 to 997.

---

## INCREMENT AMOUNT

---

What amount to increment the new route at. From 1 to 99.

---

## STATISTICS BUTTON

---

Calculate how many customers are going to be in the new route and the old route and inform you of this...without actually performing the split.

# HOME DELIVERY ACTIVITY BY ROUTE

Route Activity by Route

---

Dated from 11/03/97 to 11/03/97

Include  Errors  Starts  
 Stops  ReStarts  
 Messages  Notes

<< Ok >>  
 < Cancel >

Print in delivery order

This report will list the indicated types of dates from the date review area for the chosen date range and route(s). It will start a new page for each route.

## DATED FROM

First date to include in the report.

## TO

Last date to include in the report.

## INCLUDE

Check each type of date to include in the report.

## TYPE OF ROUTE POPUP

If you have checked the Multiple Routes in Home Delivery of the Company Preferences then you can indicate whether to base the report on the Daily or Sunday routes.

## ROUTE POPUP

Choose ALL or a specific route.

---

## PRINT DIRECTIONS FIELD/DELIVERY NAME POPUP

---

This popup allows you to print the one line directions area or the delivery name for each customer.

---

## FULL PAGE/ONE THIRD PAGE POPUP

---

Indicates what size paper you are printing the report on.

---

## PRINT IN DELIVERY ORDER

---

Check this option to print in route and position order. Otherwise the report will group by type of date ie: Starts, Stops, ReStart, etc...

# HOME DELIVERY ACTIVITY BY PAPER

Route Activity by Paper

Dated from 11/11/98 to 11/11/98

Restrict to SPN

Include

<input checked="" type="checkbox"/> Errors	<input checked="" type="checkbox"/> ReStarts
<input checked="" type="checkbox"/> Starts	<input checked="" type="checkbox"/> Messages
<input checked="" type="checkbox"/> Stops	<input type="checkbox"/> Notes
<input checked="" type="checkbox"/> Vacations	

---

Only Report to paper

«    Ok    »    <    Cancel    >

This report will list the indicated types of dates from the date review area for the chosen date range and route(s). It will start a new page for each paper family.

## DATED FROM

First date to include in the report.

## TO

Last date to include in the report.

## RESTRICT TO SPN POPUP

Choose the ALL or the SPN you want to include in the report. If you choose a specific SPN then all SPNs that begin with that name will be included ie: LA would include LA, LADS, LADO, LASO, etc...

## INCLUDE

Check each type of date to include in the report.

## ONLY "REPORT TO PAPER"

Check this option to print only dates that had the Report to Paper option checked.

# CUSTOMERS BY PTD

Home Delivery By PTD

SPN      Print Order      [ ] New page

Type of route      Route

Show all customers  
 Show only paid ahead  
 Show only past due  
 Show One Period Billing

From 11/10/98      going thru 11/10/98

<<    Ok    >>    <    Cancel    >

This report will list the indicated types of dates from the date review area for the chosen date range and route(s). It will start a new page for each paper family.

## SPN POPUP

Choose the ALL or the SPN you want to include in the report. If you choose a specific SPN then all SPNs that begin with that name will be included ie: LA would include LA, LADS, LADO, LASO, etc...

## PRINT ORDER POPUP

Choose the order to print the report in:

Delivery Name  
 Delivery Address  
 Customer Number  
 PTD

## NEW PAGE

Check this option to start a new page each time the print order changes.

Print Order	New Page Every
Delivery Name	First letter of last name
Delivery Address	Street name
Customer Number	Not applicable
PTD	The month of the PTD

---

## SHOW ALL CUSTOMERS

---

Shows all customers who are not No Bill or No Bill Stop with a PTD between the entered dates

---

## SHOW ONLY PAID AHEAD

---

Shows customers who meet all the following criteria:

Are not No Bill or No Bill Stop  
PTD is greater than or equal to the Starting With date  
Stop is empty or PTD is greater than Stop

---

## SHOW ONLY PAST DUE

---

Shows customers who meet all the following criteria:

Are not No Bill or No Bill Stop  
PTD is less than or equal to the Starting With date  
Stop is empty or (Stop is greater than PTD or ReStart is greater than or equal to Stop)  
Stop does not equal the PTD

---

## SHOW ONE PERIOD BILLING

---

This option will print a breakdown by SPN of what a one period billing would bring in for all active customers. This amount is derived from the Monthly/1 Period amount in the Paper Information screen for each SPN.

---

# CUSTOMERS BY DOLLAR AMOUNT

---

```
Home Delivery by Dollar Amount

As of this date    11/10/98

(•) Show all customers
( ) Show Paid Aheads
( ) Show Past Dues
( ) Show zero balances

[ ] SPN.....All SPNs
[ ] Route.....All Routes
[ ] Active Status...All Active Status
[ ] Billing Group....All Billing Groups
[ ] Delivery Zip.....All Delivery Zips

Print Order      

«   Ok   »   < Cancel >
```

This report is much like the Customers by PTD except it selects customers by the amount they owe.

---

## SHOW ALL CUSTOMERS

Shows all customers whether they owe money or not.

---

## SHOW PAID AHEAD

Shows customers who you owe money.

---

## SHOW PAST DUE

Shows customers who owe you money.

---

## SHOW ZERO BALANCES

Show customers who owe nothing.

# SINGLE COPY ROUTE LISTS

## Print Option

Single Copy Route List

Use Week	Cust #	SPN
<input type="text" value="11/10/1997"/>	<input type="text"/>	<input type="button" value="ALL"/>
<input type="button" value="Use Daily Routes"/>		<input type="button" value="ALL"/>
Day of Week	Report Type	
<input type="text" value="Wednesday"/>	<input type="text" value="2 Line Delivery"/>	
<input checked="" type="checkbox"/> Position numbers      (•) Both Types <input type="checkbox"/> Draw Boxes              ( ) Stores <input type="checkbox"/> Show Returns              ( ) Racks <input type="checkbox"/> Calc Totals <input type="checkbox"/> Large Print		
<input type="button" value="«"/> <input type="button" value="Ok"/> <input type="button" value="»"/> <input type="button" value="&lt;"/> <input type="button" value="Cancel"/> <input type="button" value="&gt;"/>		

This report will give you a single copy route delivery list for the chosen week of in the format appropriate for any chosen options.

## USE WEEK POPUP

Choose the week of to base the report on

## CUST #

Customer number to print report for...leave blank to include all customers.

## SPN POPUP

Choose the ALL or the SPN you want to include in the report. If you choose a specific SPN then all SPNs that begin with that name will be included ie: LA would include LA, LADS, LADO, LASO, etc...

## USE DAILY/SUNDAY ROUTE POPUP

If you have checked the Multiple Routes in Single Copy of the Company Preferences then you can indicate whether to base the report on the Daily or Sunday routes.

The report will be based upon the Daily Route unless Sunday is specifically chosen.

---

## ROUTE POPUP

---

Choose ALL or a specific route.

---

## DAY OF WEEK POPUP

---

Choose ALL or a specific day of the week. If you choose a specific day of the week then the report uses the one day at a time format.

---

## REPORT TYPE

---

2 Line Delivery Most widely used Single Copy route list  
1 Line Delivery Much like the 2 line delivery except uses less paper ( harder to read )  
Stand Receipts Prints receipts/toppers for each location that meets criteria.  
Tahoe Style Special format for South Tahoe News Agency ( requires laser printer )

---

## WITH POSITION NUMBERS

---

Check this option to include position numbers on the printed report.

---

## DRAW BOXES

---

Check this option to draw boxes around each days draws and returns ( takes much longer ).

---

## SHOW RETURNS

---

Check this option to include return numbers, if entered.

---

## CALC TOTALS

---

Check this option to include return and net sales numbers.

---

## USE LARGE PRINT

---

Checking this option will make the report print in double wide mode.

---

## TYPE RADIO BUTTON

---

Choose which type of Single Copy to include in the report.

# SINGLE COPY ROUTE LIST

## Maintain Option

Maintain Single Copy Routes

List By \_\_\_\_\_

Delivery Address

Daily Route & Position

Sunday Route & Position

«    Ok    »    <   Cancel   >

This option will bring up the following screen which allows you to manually change the route & sequence numbers.

Single Copy by Address							
Cust #	Customer	Delivery Address	Dly	Position	Sun	Position	
183	CANDLELIGHT PARK AMO	5310 NORTH BRADY/5	506	14.00	506	14.00	
196	MOTHER HUBBARDÆS	321 NORTH DIVISIO	512	7.00	512	7.00	
198	KWIK SHOP #577	1732 NORTH MARQUET	505	28.00	505	26.00	
486	CASEYS OREGON	OREGON	120	11.00	120	10.00	
216	C & J MOORMART ATTN	P.O. BOX 138	779	1.00	779	1.00	
220	CORNER MARKET	P.O. BOX 242	516	6.00	620	1.00	
478	AMACO MALL	PARK	111	5.00	150	6.00	
488	COUNTRY KITCHEN	PARK	111	8.00	111	2.00	
489	LOOS	PARK	111	9.00	111	3.00	
512	KWIK SHOP 578	12 PLEASANT	506	8.00	506	8.00	
431	UNIVERSITY BOOK STOR	PO ORDER Y328	20	10.00	20	11.00	
184	KWIKSHOP #581	2215 RIDGEVIEW DRI	505	17.00	505	16.00	
516	RIVERMART	RIVER	507	7.00	507	7.00	
195	HYVEE STORE	3019 ROCKINGHAM RO	512	8.00	512	8.00	
193	KWIK SHOP #583	3129 ROCKINGHAM RO	512	9.00	512	9.00	
517	IVY LEAGUE SOFTWARE	RR 2 BOX 176	516	8.00	516	5.00	
234	FAST STOP	121 SOUTH 14TH AV	516	7.00	516	4.00	
224	PETRO AND PROVISIONÆ	630 SOUTH 6TH AVE	625	8.00	625	8.00	

F3 Find
F10 Return

---

# SINGLE COPY ROUTE LIST

---

## Resequence Option

Resequence Home Routes

Increment Amount..... 1

Route..... ALL

<< Ok >> < Cancel >

Renumber positions takes customers on the specified route(s) and resequences their delivery positions at the specified increment.

## INCREMENT AMOUNT

---

What amount to increment indicated routes at. From 1 to 99.

## ROUTE

---

This popup is used to choose ALL or a specific route to increment for.

# SINGLE COPY ROUTE LIST

## Split Option

```

Split Home Route
-----
Split Single Copy Home Route      1
-----
Starting Position number..... 0.01
Ending Position number.....99999.99
-----
Move to route number.....997
Increment amount..... 1
-----
«      Ok      »  <  Cancel  >  < Statistics >

```

The Split Route utility will take a specified range of customers from an existing route and place them at the beginning, end or middle of an existing route or place them on a new route. It then resequences the new route at the specified increment amount.

You may only do one route at a time.

## TYPE OF ROUTE POPUP

Depending on how your company preferences are setup you will have from 1 to 4 items on this popup for specifying what type of route to include in the split. Choose the one you want to include.

## ROUTE POPUP

This popup is used to indicate the route you are taking the customers from.

## STARTING POSITION NUMBER

Enter the position of the first customer to include in the split. If more than one customer has this position they will all be included.

## ENDING POSITION NUMBER

Enter the position of the last customer to include in the split. If more than one customer has this position they will all be included.

---

## MOVE TO ROUTE NUMBER

---

Enter the route you are moving the customers to. You may use any route number from 1 to 997.

---

## INCREMENT AMOUNT

---

What amount to increment the new route at. From 1 to 99.

---

## STATISTICS BUTTON

---

Calculate how many customers are going to be in the new route and the old route and inform you of this...without actually performing the split.

# SINGLE COPY CUSTOMER LISTS

Single Copy Customer List

Use Week	SPN	Print Order
11/02/1998	LA	Delivery Zip Code
All	Use Sunday Routes	All

New page every     2 Character SPN  
                            Daily Route  
                            Sunday Route

[X] With phone numbers

«    Ok    »    <    Cancel    >

## USE WEEK POPUP

Choose the week of to base the report on

## SPN POPUP

Choose the ALL or the SPN you want to include in the report. If you choose a specific SPN then all SPNs that begin with that name will be included ie: LA would include LA, LADS, LADO, etc...

## PRINT ORDER POPUP

- Delivery Name
- Delivery Address
- Customer Number
- Daily Route
- Sunday Route
- Delivery Zip Code

## ACTIVE STATUS POPUP

Choose which active status' you want to include.

---

## USE DAILY ROUTES POPUP

---

If you have checked the Multiple Routes in Single Copy of the Company Preferences then you can indicate whether to base the report on the Daily or Sunday routes.

The report will use the Daily Route unless Sunday is specifically chosen.

---

## ROUTE POPUP

---

Choose ALL or a specific route.

---

## NEW PAGE EVERY

---

2 Character SPN	Whenever the paper family changes ( first 2 characters of SPN )
Daily Route	Whenever the daily route number changes
Sunday Route	Whenever the Sunday route number changes

---

## WITH PHONE NUMBERS

---

Check this option to print the customers phone number on the report

# DELIVERY STATS BY ROUTE AND DELIVERY STATS BY PAPER

Single Copy Delivery Statistics by Route		
Beginning Date	Ending Date	
10/01/1998	10/31/1998	
< Billing Type > All Bill Modes	< Delivery Type > All Types	< Day of Week > All days
< Report Restrictions > No Restrictions		
[X] Include dollar amounts		
< Printing Order > Delivery Name		
« OK » < Cancel >		

These two reports are basically the same report except one starts a new page for each route and the other for each paper family.

Also the By Route version can optionally include dollar amounts on the report.

## BEGINNING DATE

First date to include in the report.

## ENDING DATE

Last date to include in the report.

## BILLING TYPE

Choosing this button allows you to restrict the report to one of the following billing types:

- (•) All billing types
- ( ) Only Weekly
- ( ) Only Monthly
- ( ) Only Every 2 Wks
- ( ) Only Every 4 Wks

The billing type definitions are setup in the Single Copy Preferences.

---

## DELIVERY TYPE

---

Choosing this button allows you to restrict the report to one of the following billing types:

- All delivery types
- Only Stand
- Only Rack

---

## DAY OF WEEK

---

Choosing this button allows you to restrict the report to one of the following billing types:

- All days of the week
- Monday thru Saturday
- Only Monday
- Only Tuesday
- Only Wednesday
- Only Thursday
- Only Friday
- Only Saturday
- Only Sunday

---

## REPORT RESTRICTIONS

---

Allows you to restrict by SPN, Route or Customer number.

---

## INCLUDE DOLLAR AMOUNTS

---

Check this if you want the report to include dollar amounts as well as draw, returns and net sales.

This option is only on the Delivery Stats by Route report.

---

## PRINTING ORDER

---

Sets the order that the reports are printed in. Options are"

- Delivery Name
- Delivery Address
- Customer Number
- Daily Route
- Sunday Route
- Delivery Zip Code

# DAILY DRAW

Daily Draw

Run draw for

 11/11/1998
   
  
 Draw by Route with Activity       Sort by Qty  Totals  2 Liner  
 Draw by Route without Activity     Sort by Qty  Totals  
 Company Draw                             Activity Recap  
 Home receipts  
 Home hold paper list                     Mon  Tue  Wed  
 Home Group Reports -  Detail  Thr  Fri  Sat  Sun  
 Bundle Runs  
 Single Copy SPNs by Location  
 Single Copy toppers                     Pause before

---

Message Lines

MAXIMUM ALLOWED ERRORS IS 1 PER 1000 DELIVERIES (FOLLOW LIST CAREFULLY)  
 CARRIERS DUE INTO SHOP PRIOR TO 3AM & OUT BY 4AM (FINISH ROUTES BY 6AM)

«    Ok    »    <    Cancel    >

This report is a major report and actually runs many reports from this one screen. It is usually run once daily and remembers the options that were chosen the last time it was run.

## RUN DRAW FOR POPUP

Choose whether to Run draw for or Run Holiday draw for. Run holiday only includes SPNs that have been checked as Drawn On Holdiday, just below the Sunday option.

## DRAW DATE

Date to run the draw for.

## DRAW BY ROUTE WITH ACTIVITY

This is the most commonly used draw report. It starts a new page for each route and includes the quantity of rack, store and home draws for each SPN or paper family, depending on whether the Draws by Full SPN option of Company Preferences is checked or not.

At the bottom of each routes draws it then prints the start/stop activity for that route and, depending on how the Home Delivery preferences are set, also prints reminders for type of activity.

## SORT BY QUANTITY

Normally the draws are sorted by full paper name. Choosing this option will sort them by the number of papers drawn.

---

## TOTALS

---

Check this option to include totals for the number of rack, stand and home papers drawn.

---

## DRAW BY ROUTE WITHOUT ACTIVITY

---

This report starts a new page for each route and includes the quantity of rack, store and home draws for each SPN or paper family, depending on whether the Draws by Full SPN option of Company Preferences is checked or not.

---

## SORT BY QUANTITY

---

Normally the draws are sorted by full paper name. Choosing this option will sort them by the number of papers drawn.

---

## TOTALS

---

Check this option to include totals for the number of rack, stand and home papers drawn.

---

## COMPANY DRAW

---

This option will print a total number of papers drawn of rack, store and home draws for each SPN or paper family, depending on whether the Draws by Full SPN option of Company Preferences is checked or not.

---

## ACTIVITY RECAP

---

This option will print a company wide recap of all activity for the indicated date.

---

## HOME RECEIPTS

---

This option will print a receipt/topper for each home delivery customer that has the Receipt option checked.

---

## HOME DELIVERY HOLD PAPER LIST

---

This option will print a list of all home delivery customers that have the Hold Paper option checked and the date you are running draws for falls between their Stop and ReStart date.

---

## HOME GROUP REPORTS

---

This option will print a report much like a draw report but will only include customers who have a group id. It will show the number of each paper family that are within that group id. It is very usefull for large apartment/office buildings.

---

## BUNDLE RUNS

---

Check this option to print a bundle run report based on the days draw and the gouping defined in the Bundle Runs option of the Enter menu.

---

## SINGLE COPY TOPPERS

---

This option will print a receipt/topper for each single copy location that has the Receipt option checked.

---

## PAUSE BEFORE

---

Use this option if you are using a different size of paper for your single copy receipts and need to change the paper in the printer before they start printing.

---

## MESSAGE LINES

---

Enter up to two lines that will print on the top of each routes and the company draw report.

---

# ESTIMATE WEEKLY DRAW

---

Estimate Weekly Draw

Run draw for week of 11/02/1998

Break By SPN

<< Ok >> < Cancel >

This report is used to determine the number of papers to be ordered in an upcoming week.

In order to run this report you need to already have a week made for single copy and have adjusted/calculated the draws for that week.

Once you have chosen the week and the break by option Ivy Route will calculate out the draw for each SPN or paper family, depending on whether the Draws by Full SPN option of Company Preferences is checked or not, for each day of the chosen week.

It starts by using the single copy week and then finds the last daily draw that was saved. Then it will look up all pending activity from the last home delivery draw to the Sunday of the week chosen and add the home delivery draw to the single copy draw.

It uses these numbers to produce a report that shows number of rack, store, home and total papers for each day of the chosen week.

---

## RUN DRAW FOR WEEK OF POPUP

---

Choose the week to run the draws for, defaults to the next Monday or the last week in the system.

---

## BREAK BY SPN POPUP

---

Only breaks by the SPN or paper family.

---

## BREAK BY DAILY ROUTE POPUP

---

Gives totals for and starts a new page for each daily route.

---

## BREAK BY SUNDAY ROUTE POPUP

---

Gives totals for and starts a new page for each Sunday route.



Choose a SPN to restrict to or leave at ALL.

---

## BREAK BY ROUTE

---

Produces a report for each route including number of papers delivered, errors, starts, stops, vacation stops and restarts for each date that has a draw saved. It then shows totals for the date range for all the above calculations.

The bottom of each route will have the following calculations:

Number of days Number of days included in the analysis  
Average per day Average number of papers drawn ( total number / number of days)  
Errors per thousand Number of errors for each thousand papers delivered  
Stop to Start Ratio Number of stops for each start  
(Stops + Vacation Stops) divided by (Starts + ReStarts)

---

## COMPANY BY DATE

---

Just like the Break by Route report except includes all routes.

---

## COMPANY BY ROUTE

---

Gives totals only for each route and then the analysis figures.

# SINGLE COPY ANALYSIS

Single Copy Draw Analysis

Begin With 10/01/1998    End With 10/31/1998

SPN ALL

Daily Route ALL

Include —

 All locations  
 Only Stores  
 Only Racks  
 One Customer    0

Totals by —

 SPN  
 Customer  
 Zip

Day of Week —

 All  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday  
 Sunday

<< Ok >>    < Cancel >

This report is used to produce analysis reports based upon Single Copy weeks that fall within the specified date range. Produces a report that shows date, day of week, number drawn, number returned, number sold and percent returned for each paper family. Gives totals for each date, week ( Monday thru Sunday ) and the date range.

## BEGIN WITH

First date to include in the analysis.

## END WITH

Last date to include in the analysis.

## SPN POPUP

Choose a SPN to restrict to or leave at ALL.

## ROUTE POPUP

Choose ALL or an individual route to include in the report.

## INCLUDE...

Choose which type of locations to include.

## TOTALS BY...

---

Produce a separate report for each customer number included in the selection criteria.

## DAY OF WEEK

---

Choose ALL or an individual day of the week to run the report for.

---

# WEEKLY SINGLE COPY REPORT

---

Weekly Single Copy Report

Week Of 11/10/1997

SPN ALL

<< Ok >> < Cancel >

This report is used to produce analysis reports based upon Single Copy weeks that fall within the specified date range. Produces a report that shows date, day of week, number drawn, number returned, number sold and percent returned for each paper family. Gives totals for each date, week ( Monday thru Sunday ) and the date range with a breakdown for racks, stores and totals.

## WEEK OF

---

Last date to include in the analysis.

## SPN POPUP

---

Choose a SPN to restrict to or leave at ALL.

---

# SALES TAX

---

```
----- List Sales Tax Info -----
Starting Date 11/01/1998  2 Character SPN LA
Ending Date   11/10/1998
                (•) Total by Zone
                ( ) All zones
                ( ) 00001 to 99999

      <<  Ok      >>      <  Cancel  >
```

This report is used to list the information that is stored in the Sales Tax area under the Enter menu.

---

## STARTING DATE

First date to include in the analysis.

---

## ENDING DATE

Last date to include in the analysis.

---

## 2 CHARACTER SPN

Enter the first two characters of a paper family to restrict the report to or leave blank to include all.

---

## TOTAL BY ZONE

Produces a separate report for each zone that is defined in the Sales Tax Preferences.

---

## ALL ZONES

Produces a report that includes information for all zones.

---

## ZONE RANGES

Depending how your Sales Tax Preferences are setup you will be able to restrict the report to only one of the defined zones, up to six separate zones are possible.

# PAPER INFO

---

```
Paper Information Report

SPN      

Include  (•) Both
         ( ) Home Delivery
         ( ) Single Copy

         [ ] Show detail

«      Ok      »      < Cancel >
```

This report produces a simple listing style report for the indicated paper information screens.

## SPN POPUP

---

Choose a SPN to restrict to or leave at ALL.

## INCLUDE...

---

Select what type of SPNs to include on the report

## SHOW DETAIL

---

Check this to include complete detail for each SPN

---

# EMPLOYEE INFO

---

```
Employee Reports

(•) Only name, route & phone numbers

( ) Regular employee listing
  [ ] With Tax Info
  [X] Only ones with empty Left Date

«   Ok   »   < Cancel >
```

This report produces a simple listing style report for the information stored under the Employee Info option of the Enter menu.

---

## ONLY NAME, ROUTE & PHONE NUMBERS

---

This option prints a condensed employee information report that only includes the name, route number and phone number for each employee

---

## REGULAR EMPLOYEE LISTING

---

This option prints a complete employee information report

---

## WITH TAX INFO

---

Check if you want the report to include the Federal and State tax subscreen information along with the main screen information.

---

## ONLY ONES WITH EMPTY LEFT DATES

---

Checking this will exclude any employees who have a date in their date left fields

# ROUTER INFO

```
Router Information
(•) Address
( ) Daily Route      to
( ) Sunday Route    to
( ) Zip Code        to
( ) City Code
<<  OK  >>  <  Cancel  >
```

This report produces a simple listing style report for the information stored under the Router option of the Enter menu.

Choose how you want the information sorted and then if necessary a specific range to print.

# Chapter 7

## Label Menu

Route Activity
Route Labels
Home Mailing
Single Copy Mailing
Label Utility



# ROUTE ACTIVITY

Route Activity Labels		
Start Date 11/11/1998	Ending Date 11/11/1998	
Type of route	Route	Print
<input type="text" value="Daily Route"/>	<input type="text" value="ALL"/>	<input type="text" value="Directions field"/>
Include <input checked="" type="checkbox"/> Starts <input checked="" type="checkbox"/> Stops <input checked="" type="checkbox"/> ReStarts <input checked="" type="checkbox"/> Errors <input checked="" type="checkbox"/> Messages		
<< Ok >>	< Cancel >	< Statistics >

This option is meant for distributors that prefer to use route books instead of lists.

The information is printed on 1 7/16 by 4 inch labels.

Once the labels are printed you can stick them to whatever color of card you want for each type of activity.

## START DATE

First date to print activity labels for.

## ENDING DATE

Last date to print activity labels for.

## TYPE OF ROUTE POPUP

If you have checked the Multiple Routes in Home Delivery option of Company Preferences then you will be able to specify whether to use the daily or Sunday route numbers while printing the labels.

## ROUTE POPUP

Choose a specific route or leave at ALL.

## PRINT POPUP

---

Whether to print the one line directions field or the delivery name on the labels.

## INCLUDE

---

Check each type of activity you want to print labels for.

# HOME ROUTE LABELS

Route Labels		
Type of route	Route	Group
Daily Route	ALL	ALL
SPN	Active	
ALL	All	
Print Directions field		
« Ok » < Cancel >		

This option is meant for distributors that prefer to use route books instead of lists.

The information is printed on 1 7/16 by 4 inch labels.

## TYPE OF ROUTE POPUP

If you have checked the Multiple Routes in Home Delivery option of Company Preferences then you will be able to specify whether to use the daily or Sunday route numbers while printing the labels.

## ROUTE POPUP

Choose a specific route or leave at ALL.

## SPN POPUP

Choose a specific SPN or leave at ALL.

## ACTIVE POPUP

Allows you to print labels for All, Active or Non Active customers.

## PRINT DIRECTIONS FIELD POPUP

Whether to print the one line directions field or the delivery name on the labels.

# HOME MAILING

Home Delivery Mailing Labels

SPN	Active Status	Print Order	Type of route	Route
<input type="text" value="ALL"/>	<input type="text" value="ALL"/>	<input type="text" value="Name"/>	<input type="text" value="All Routes"/>	<input type="text" value="1"/>

(•) No Restrictions [X] Suppress Duplicates  
 ( ) By Start range  
 ( ) By Stop range (•) 1 7/16 x 4 label  
 ( ) By PTD range ( ) 15/16 x 3.5 label  
 ( ) By Zip Range

( ) Delivery name  
 ( ) Generic line    Current Resident

Place on label    [X] PTD    [X] SPN    [X] Cust #

«    Ok    »    <    Cancel    >

This option is used to print mailing labels for customer who meet the specified criteria.

## SPN POPUP

Choose a specific SPN or leave at ALL.

## ACTIVE STATUS POPUP

Allows you to print labels for any of the following Active Status:

Option Includes

- |                     |  |
|---------------------|--|
| All                 | Ignores active status  |
| All Active          | Active, User Defined Active, No Bill                               |
| All Non Active      | Non Active, Vacation, User Defined Stop, No Bill Stop, No Pay Stop |
| Active              |  |
| Non Active          |  |
| Vacation            |  |
| User Defined Active |  |
| User Defined Stop   |  |
| No Bill             |  |
| No Bill Stop        |  |
| No Pay Stop         |  |

---

## PRINT ORDER POPUP

---

Allows you to to specify what order to print the labels in.

Delivery Name  
Delivery Address  
Customer Number  
Route and Position  
Mailing Zip Code

---

## TYPE OF ROUTE POPUP

---

If you have checked the Multiple Routes in Home Delivery option of Company Preferences then you will be able to specify whether to use the daily or Sunday route numbers while printing the labels.

---

## ROUTE POPUP

---

Choose a specific route or leave at ALL.

---

## RESTRICTIONS RADIO BUTTONS

---

Choose the type of date range, if any, you want and then fill in the date range to restrict to when asked.

---

## SUPPRESS DUPLICATES

---

Check this option if you do not want duplicate labels to be printed. The Print Order is how duplicates are determined.

---

## LABEL SIZE RADIO BUTTON

---

Choose which size label to print on.

---

## PRINT DELIVERY NAME/GENERIC LINE

---

This option allows you to print the actual delivery name that is stored in Ivy Route or to replace it with a generic line ie: Current Resident.

---

## PLACE ON LABEL

---

Check the items you want to print on the first line of the label, if any.

# SINGLE COPY MAILING

Single Copy Mailing Labels

SPN	Active Status	Print Order
ALL	ALL	Name
Week Of		Route
11/10/1997	Daily Route	ALL
<input checked="" type="checkbox"/> Customer # On Label <input checked="" type="checkbox"/> Suppress Duplicates		
« Ok » < Cancel >		

This option is used to print mailing labels for customer who meet the specified criteria.

The information is printed on 1 7/16 by 4 inch labels.

## SPN POPUP

Choose a specific SPN or leave at ALL.

## ACTIVE STATUS POPUP

Allows you to print labels for All, Active or just Non Active location weeks.

## PRINT ORDER POPUP

Allows you to to specify what order to print the labels in.

- Delivery Name
- Delivery Address
- Customer Number
- Route and Position
- Mailing Zip Code

## WEEK OF

What stored location week to pull the information from.

---

## TYPE OF ROUTE POPUP

---

If you have checked the Multiple Routes in Single Copy option of Company Preferences then you will be able to specify whether to use the daily or Sunday route numbers while printing the labels.

---

## ROUTE POPUP

---

Choose a specific route or leave at ALL.

---

## CUSTOMER # ON LABEL

---

Check this option if you want the customer to be printed on the first line of the label.

---

## SUPPRESS DUPLICATES

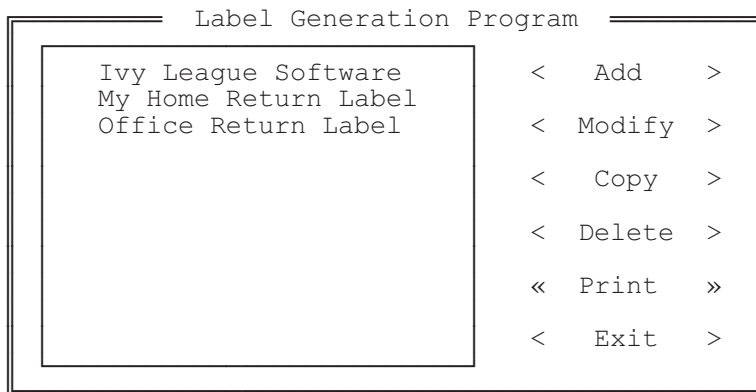
---

Check this option if you do not want duplicate labels to be printed. The Print Order is how duplicates are determined.

---

# LABEL UTILITY

---



This option is used to maintain custom labels for what ever purpose you might want. It supports printing on various label sizes.

## NAME LIST

---

This is a scrollable list of all labels that are currently in the system. Use you Up/Down arrow keys to highlight the label you want to perform an action on then press the Enter key to select that label.

You can select more than one name from the list.

Once you have selected the labels you want use the Tab key to move to the correct action button.

# Chapter 8

## Billing Menu

Home Delivery	
Calculate Billing	F6
Print Invoices	F7
Outstanding Invoices	
Batch Report	
Past Due/Paid Ahead Analysis	
Remove Batches	
Single Copy	
Calculate Billing	Alt+F6
Print Invoices	Alt+F7
Outstanding Invoices	
Batch Report	
Remove Batches	
Agent Reconcile	
Deposit Report	
Carrier Billing	



# CALCULATE HOME DELIVERY BILLING

Home Delivery Bill Calculation

PTD less than or equal to.....11/11/1998 All Billing Types

Payment due in office by.....11/25/1998

Assign batch id of..... All Bill Modes

[X] Add an entry to Date Review

Active Status	Restrictions
<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Non Active <input checked="" type="checkbox"/> Vacation <input checked="" type="checkbox"/> Coupon Book <input checked="" type="checkbox"/> Coupon Bk Stop	<input type="checkbox"/> SPN.....All SPNs <input type="checkbox"/> Route.....All Routes <input type="checkbox"/> Date Range.....All Date Ranges <input type="checkbox"/> Customer Number..All Customer Numbers <input type="checkbox"/> Billing Group....All Billing Groups <input checked="" type="checkbox"/> Include Special SPNs

« Ok »
Cancel >

This section is where Ivy Route determines what customers are to be billed and how much to bill them.

It then takes this information and saves it for later printing, paying and/or analysis.

Feel free to calculate any number of batches and check out how the different options affects the way Ivy Route handles the billing process. Ivy Route does not change any stored information during the bill calculation process.

## PTD LESS THAN OR EQUAL

This field is used to determine what customers to include in the batch based upon what their PTD is.

If you enter 11/01/98 in here any customers who have a PTD of 11/02/98 or greater will not be included in this batch.

## PAYMENT DUE IN OFFICE BY

Specify what date to print for due in office by on those types of invoices.

---

## ASSIGN BATCH ID OF

---

This area is where you enter an identifying name for the group, or batch, of customers who will be marked to bill.

A batch id is anywhere from one to ten characters long and must begin with a letter. The other nine characters must either be a letter or a number and may not contain any spaces.

Valid Batch Ids: SEPT98, HOMES0998

InValid Batch Ids: SEPT-98, HOMES 09/98

A good way to explain what a batch and a batch id is to imagine you have a stack of index cards, one for each customer, and you go through them and pull out everyone who you are going to bill. You then take a post-it note and write SEPT98 billing on it and stick it to the top of the stack, identifying them as being billed for September 1998. That stack of cards is your batch and the message you wrote on the post-it note is your batch id.

---

## BILLING TYPES

---

This popup allows you to specify ALL or limit your batch to just Fixed Period, Monthly or Floating Period type customers.

---

## BILL MODE

---

This popup allows you to specify ALL or limit your batch to a specific bill mode.

---

## ADD AN ENTRY TO DATE REVIEW

---

If you check this option then each customer who is generated a bill will get an entry in their date review screen indicating the date the bill was calculated and the amount it was for.

---

## ACTIVE STATUS

---

Check each active status that you want to include in this batch.

---

## BATCH RESTRICTIONS

---

This section is used to set any restrictions on the previous group of customers that you have specified via the bill for PTD and the batch criteria section.

If you choose any of these options, except no restrictions, you will be prompted for more information in the bottom of the screen.

---

## By SPN

---

This option allows you to restrict to a specific SPN or a family of SPNs or to everyone but a specific SPN or a family of SPNs.

If you can not find a SPN on the popup that you know is in the system verify that it is set to Yes to "include on popup" in the paper information area then run the Redo PopUps option under the File menu.

If you have chosen anything except All from this popup, the report will include all SPNs that begin with those letters.

---

## By DAILY / SUNDAY ROUTE

---

This popup allows you to restrict the batch to just a specific daily or Sunday route or to everyone but a specific daily or Sunday route.

If you can not find a route number on the popup that you know is in the system, try running the Redo PopUps option under the File menu.

---

## START, STOP OR PTD RANGE

---

Choosing any of these options will prompt you for a starting and ending date to restrict the appropriate type of date to.

---

## CUSTOMER NUMBER

---

This option allows you to make a batch for containing up to 15 customers. This is useful when having to recalc a few bills that you found problems with from within your main batch.

---

## BILLING GROUP

---

Allows you to choose which billing groups are included in this batch.

# PRINT HOME DELIVERY BILLING

Home Delivery Bill Printing		
Batch	Print Order	Range
ALIGNMENT	Billing Amount	No Range Set
Include Greater than 1.00 Less than 99,999.99	Exclude 1 3 2 4	
Messages Using the new postcard format gives you three message lines that will print on everyones postcard. Say Anything You Want!! Happy Thanksgiving!!!		
<input type="checkbox"/> From... <input type="checkbox"/> Print on plain 8 1/2 by 11 inch paper <input type="checkbox"/> Print increment number on margin		
« Ok » < Alignment > < Cancel >		

This section is where Ivy Route actually prints the bills that were calculated in the previous section.

Feel free to print any number of batches and check out how the different options affects the way Ivy Route handles the billing process. Ivy Route does not change any stored information during the bill printing process.

## BATCH

Specifies the batch id that was entered during the calculate bills section.

## PRINT ORDER

What order the invoices are to printed. Available orders are daily route, Sunday route, zip code and delivery address.

## RANGE

Depending on what print order you choose you can specify only a certain range to print. Leave blank to print all.

## GREATER THAN

Indicates the minimum amount billed to printed.

---

## LESS THAN

---

Indicates the maximum amount billed to printed.

---

## EXCLUDE...

---

Allows you to specify up to 4 billing amounts that bills are not printed for. This is usefull if you only want to print bills for customers who have odd billing amounts.

---

## BILLING MESSAGE LINES

---

This area will vary in size depending on how your print bills on option is set in the billing section of the preferences.

---

## FROM...

---

If you had to stop printing your bills for some reason, you can start where you left off by checking this option. Ivy Route will then ask you for the necessary information, depending on your print order, to start printing at.

When you are using this option make sure and specify the same batch, print order, greater than and less than information as you had before, otherwise you will start printing from the wrong place and probaly include different customers!

---

## PRINT ON PLAIN 8 1/2 BY 11 INCH PAPER

---

This option indicates that you are printing the bill on plain 8 1/2 by 11 inch computer paper and is usefull if you are only printing a few bills or have run out of preprinted forms.

---

## ALIGNMENT

---

This option will cause Ivy Route to print some sample invoices for you to use in aligning your printer and invoices up with.

# HOME DELIVERY OUTSTANDING INVOICES

```

Home Delivery Outstanding Bills
Batch          Print Order
[ ALL ]       [ Name ]
Bill is greater than..... 0.00
Bill is less than.....999,999.99
Print for customer (zero for all)... 0

[ ] All but this batch
[ ] Show invoice detail
[ ] Show only customers who have paid

    <<  Ok  >>  <  Cancel  >

```

This option is like the Past Due report except it uses an existing batch. This allows you to see outstanding dollar amounts.

## BATCH POPUP

A popup that you specify ALL or a specific batch.

## PRINT ORDER

Indicates what order to print the customers in.

Delivery Name  
PTD at time of Billing  
Delivery Zip Code

## BILL IS GREATER THAN

Indicates the minimum billed amount to include in report.

## BILL IS LESS THAN

Indicates the maximum billed amount to include in report.

## PRINT FOR CUSTOMER

Enter a customer id number to restrict the report to, or leave blank for all customers in batch.

---

## ALL BUT THIS BATCH

Check this option to specify whether to print for all but the indicated batch id, if ALL was not chosen in the print for batch popup.

---

## SHOW INVOICE DETAIL

With this option checked you will receive a report that contains:

- Delivery Name
- Delivery Address, City, Zip
- Invoice Number of bill
- SPN
- PTD at time of billing
- What the New PTD would be
- Dollar Amount for SPN
- Dollar Amount of Credits
- Dollar Amount of Charges
- Dollar Amount of bill

With this option unchecked you will receive a report that contains:

- Delivery Name
- Delivery Address, City, Zip
- Phone Number
- SPN
- PTD at time of billing
- What the New PTD would be
- Dollar Amount of bill

---

## SHOW ONLY CUSTOMERS WHO HAVE PAID

This option will cause the report to only include customers who have made a payment on their invoice(s) within the chosen batch.

# HOME DELIVERY BATCH REPORT

Home Delivery Batch Report

ALIGNMENT

[X] SPN Detail  
[X] Company Totals  
[ ] Break by customer  
[X] List large invoices/empty PTDs

«    Ok    »    <   Cancel   >

This option will print a report that shows the following:

Number of Bills Printed  
Dollar Amount of Bills Printed

Number of Bills Paid  
Dollar Amount of Bills Paid

Number of Bills Outstanding  
Dollar Amount of Bills Outstanding

It will show the amounts for each SPN then subtotal it by the paper family, first two characters of the SPN, with a company total at the end.

## BATCH POPUP

Choose the batch you want to analyze

## SPN DETAIL

Check this to show each SPNs detail. Unchecked only SPN family, first two characters, detail will be shown.

## COMPANY TOTALS

Check this to print the company totals at the end of the report.

## BREAK BY CUSTOMER

Check see the report in customer number order with subtotals for each customer.

## LIST LARGE INVOICES/EMPTY PTDs

Checking this option will print a list that shows all customers with a bill over \$1,000 or and empty PTD.



---

## PAST DUE QTY

The number of customer paper screens whose PTDs are older than the entered PTDs.

---

## PAST DUE AMOUNT

The amount for customer paper screens that are older than the enter PTDs. This utility performs full period calculations only and does not take credits or charges into consideration.

---

## CURRENT QTY

The number of customer paper screens whose PTDs are equal to the entered PTDs.

---

## CURRENT AMOUNT

The amount the next billing would be for for these current customers. This utility performs full period calculations only and does not take credits or charges into consideration.

---

## PAID AHEAD QTY

The number of customer paper screens whose PTDs are greater than the entered PTDs.

---

## PAID AHEAD AMOUNT

The amount for customer paper screens that are newer than the entered PTDs. This utility performs full period calculations only and does not take credits or charges into consideration.

# HOME DELIVERY REMOVE BATCHES

Delete Batch Utility			
Batch Id	# Inv	Paid	Date
ALIGNMENT	1	0	01/27/1998
FINAL1103	15	1	11/03/1997
FORMAL1103	14	0	11/03/1997
H3636	1	0	07/29/1998
H3636B	1	0	07/29/1998
NOV	404	17	11/03/1997
NOVADV	1,294	75	11/03/1997
NP1015	14	1	10/14/1997
NP1016	2	0	10/15/1997
NP1017	5	0	10/16/1997
NP1019	5	0	10/18/1997
NP1020	4	0	10/19/1997
NP1026	3	0	10/25/1997
NP1030	3	0	10/29/1997
NP1103	15	0	11/02/1997
NP1103X2	2	0	11/02/1997
NP1108	6	0	11/07/1997

# Batches 34

# Marked 0

< Clear Marks >

< Cancel >

<< Delete >>

This utility is used to delete home delivery batches. Use your Up/Down arrow keys to highlight the batch(es) you want to delete and press the Enter key. This will place a diamond beside the batch id. Once all batches are marked you want to delete use your Tab key to move to the action buttons.

## BATCH ID

Batch id of the batch.

## # INV

Number of invoices in the batch.

## DATE

Date the batch was calculated.

## # BATCHES

Number of batches in popup.

## # MARKED

Number of batches that are marked for deletion.

## CLEAR MARKED

Clear all marks from the listing.

## CANCEL

---

Exit without deleting anything.

## DELETE

---

Delete all marked batches.

# SINGLE COPY CALCULATE BILLING

Single Copy Bill Calculation	
Calculate from 10/01/1998 thru 10/31/1998	Assign batch id of Starting Invoice Number 25
<input type="text" value="All billing modes"/>	<input checked="" type="checkbox"/> Include racks in batch <input type="checkbox"/> Calculate Daily Breakdown
<input type="text" value="No Restrictions"/>	<input type="text" value="No Restrictions"/>
« Ok » < Cancel >	

Ivy Route does the billing process in three steps:

- Calculate Bills
- Print Bills
- Enter Payment of Bills

This section is where Ivy Route determines what customers are to be billed and how much to bill them.

It then takes this information and saves it for later printing, paying and/or analysis.

Feel free to calculate any number of batches and check out how the different options affects the way Ivy Route handles the billing process. Ivy Route does not change any stored information during the bill calculation process.

## CALCULATE FROM

---

First date to include in the billing calculation

## THRU

---

Last date to include in the billing calculation

---

## ASSIGN BATCH ID OF

This area is where you enter an identifying name for the group, or batch, of customers who will be marked to bill.

A batch id is anywhere from one to ten characters long and must begin with a letter. The other nine characters must either be a letter or a number and may not contain any spaces.

Valid Batch Ids: SEPT93, STANDS0993

Invalid Batch Ids: SEPT-93, STANDS 09/93

A good way to explain what a batch and a batch id is to imagine you have a stack of index cards, one for each customer, and you go through them and pull out everyone who you are going to bill. You then take a post-it note and write SEPT93 billing on it and stick it to the top of the stack, identifying them as being billed for September 1993. That stack of cards is your batch and the message you wrote on the post-it note is your batch id.

---

## STARTING INVOICE NUMBER

Enter the invoice number you want the first bill to have. Defaults to the last invoice number of the last batch calculated plus one.

---

## BILLING MODE POPUP

This popup allows you to restrict the billing to one of the user defined billing modes or to bill everyone.

---

## INCLUDE RACKS IN BATCH

Check this option to include racks in the bill calculating. This allows a single location to have both racks and inside papers but only get billed for the inside papers.

---

## CALCULATE DAILY BREAKDOWN

This option will calculate a daily breakdown for the invoice whereas a normal single copy invoice groups Monday thru Saturday together as Daily and separates out the Sundays.

---

## BATCH RESTRICTIONS

This section is used to set any restrictions on the previous group of customers that you have specified via the date range and the billing type popup.

If you choose any of these options, except No Restrictions, you will be prompted for more information in the bottom of the screen.

---

## By SPN

This option allows you to restrict to a specific SPN or a family of SPNs or to everyone but a specific SPN or a family of SPNs.

If you can not find a SPN on the popup that you know is in the system verify that it is checked to "include on popup" in the paper information area then run the Redo PopUps option under the File menu.

If you have chosen anything except All from this popup, the report will include all SPNs that begin with those letters.

---

## By ROUTE

This popup allows you to restrict the batch to just a specific daily or Sunday route or to everyone but a specific daily or Sunday route.

If you can not find a route number on the popup that you know is in the system, try running the Redo PopUps option under the File menu.

---

## CUSTOMER NUMBER

This option allows you to make a batch for with up to twelve customer numbers.

---

## BILLING ID

This option allows you to make a batch for with up to twelve billing ids.

# PRINT SINGLE COPY BILLING

Single Copy Bill Printing

Print what batch

In what order

Using what format

From...  
 Sub Total Dailys  
 Print on plain paper  
 Print Collection Listing

< Alignment >                      < Cancel >    « Print »

This section is where Ivy Route actually prints the bills that were calculated in the previous section.

Feel free to print any number of batches and check out how the different options affects the way Ivy Route handles the billing process. Ivy Route does not change any stored information during the bill printing process.

## PRINT WHAT BATCH

Specifies the batch id that was entered during the calculate bills section.

## IN WHAT ORDER

What order the invoices are to printed. Available orders are daily route, Sunday route or zip code.

## USING WHAT FORMAT

This chooses which billing format to print

## FROM...

If you had to stop printing your bills for some reason, you can start where you left off by checking this option. Ivy Route will then ask you for the necessary information, depending on your print order, to start printing at.

When you are using this option make sure and specify the same batch and print order as you had before, otherwise you will start printing from the wrong place and probaly include different customers!

## SUBTOTAL DAILYS

If your batch was calculated with the Calculate Daily Breakdown option chosen then you can choose this option to have that breakdown shown on the invoice. This is only valid for invoices that cover a one week span.

## PRINT ON PLAIN PAPER

---

This option indicates that you are printing the bill on plain 8 1/2 by 11 inch computer paper and is usefull if you are only printing a few bills or have run out of preprinted forms.

## PRINT COLLECTION LISTING

---

This option will print a report that is usefull for someone to carry with them when doing bill collections.

# SINGLE COPY OUTSTANDING INVOICES

```

Single Copy Outstanding Bills
Batch      Print Order
  ALL      Name
Print bills that are at least..... 0.00
Do not print bills that are over....999,999.99
Print for customer (zero for all)..... 0

[ ] All but this batch
[ ] Show invoice detail
[ ] Break by customer number

    <  Ok  >  <  Cancel  >

```

This option is like the Past Due report except it uses an existing batch. This allows you to see outstanding dollar amounts.

## BATCH POPUP

Allows you to specify ALL or a specific batch.

## PRINT ORDER

Indicates what order to print the customers in. Available options are Delivery Name and Zip Code.

## PRINT BILLS THAT ARE AT LEAST

Indicates the minimum billed amount to include in report. This is per SPN not the total invoice.

## DO NOT PRINT BILLS THAT ARE OVER

Indicates the maximum billed amount to include in report. This is per SPN not the total invoice.

## PRINT FOR CUSTOMER

Enter a customer number to restrict the report to or leave blank for all.

## ALL BUT THIS BATCH

This checkbox is used to specify whether to print for all but the indicated batch id, if ALL was not chosen in the print for batch popup.

---

## SHOW INVOICE DETAIL

---

With this option checked you will receive a report that contains:

Delivery Name  
Delivery Address, City, Zip  
Invoice Number of bill  
SPN  
PTD at time of billing  
What the New PTD would be  
Dollar Amount for SPN  
Dollar Amount of Credits  
Dollar Amount of Charges  
Dollar Amount of bill

With this option unchecked you will receive a report that contains:

Delivery Name  
Delivery Address, City, Zip  
Phone Number  
SPN  
PTD at time of billing  
What the New PTD would be  
Dollar Amount of bill

---

## BREAK BY CUSTOMER NUMBER

---

Place each customer on their own page and shows a list of their outstanding invoices.

# SINGLE COPY BATCH REPORT

Single Copy Batch Report

Batch Id

(•) Break by SPN  
 ( ) Break by Daily Route  
 ( ) Break by Sunday Route

« Ok » < Cancel >

## BATCH ID POPUP

Allows you to specify the batch to run the report on.

## BREAK BY SPN

This option produces a report showing the following for each paper family in the batch:

Number of invoices calculated, Amount of sales calculated, Amount of sales tax calculated

Number of invoices received, Amount of sales received, Amount of sales tax received

Number of invoices outstanding, Amount of sales outstanding, Amount of sales tax outstanding

## BREAK BY DAILY/SUNDAY ROUTE

These options produce a separate report for each route showing the following for each location in the batch:

Invoice number, Customer number, Delivery name, Paper name

Number of papers drawn, Number of papers returned, Number of papers sold, Amount billed, Amount paid, Balance due

Total amount billed, paid and balance due for each location

Total amount billed, paid and balance due for each route

# SINGLE COPY DELETE BATCH UTILITY

Delete Batch Utility			
Batch Id	# Inv	Paid	Date
ALIGNMENT	1	0	01/27/1998
FINAL1103	15	1	11/03/1997
FORMAL1103	14	0	11/03/1997
H3636	1	0	07/29/1998
H3636B	1	0	07/29/1998
NOV	404	17	11/03/1997
NOVADV	1,294	75	11/03/1997
NP1015	14	1	10/14/1997
NP1016	2	0	10/15/1997
NP1017	5	0	10/16/1997
NP1019	5	0	10/18/1997
NP1020	4	0	10/19/1997
NP1026	3	0	10/25/1997
NP1030	3	0	10/29/1997
NP1103	15	0	11/02/1997
NP1103X2	2	0	11/02/1997
NP1108	6	0	11/07/1997

# Batches	34
# Marked	0

< Clear Marks >  
 < Cancel >  
 « Delete »

This utility is used to delete single copy batches. Use your Up/Down arrow keys to highlight the batch(es) you want to delete and press the Enter key. This will place a diamond beside the batch id. Once all batches are marked you want to delete use your Tab key to move to the action buttons.

## BATCH ID

Batch id of the batch.

## # INV

Number of invoices in the batch.

## DATE

Date the batch was calculated.

## # BATCHES

Number of batches in popup.

## # MARKED

Number of batches that are marked for deletion.

## **CLEAR ALL**

Clear all marks from the listing.

---

## **CANCEL**

Exit without deleting anything.

---

## **DELETE**

Delete all marked batches.

---

# AGENT RECONCILE

Reconcile Single Copy Bills			
Week Ending	Route	Cust #	
<input type="text" value="11/16/1997"/>	<input type="text" value="ALL"/>	<input type="text"/>	
<input type="checkbox"/> Stores	<input type="checkbox"/> Racks	<input checked="" type="checkbox"/> Both	
SPNs	SF	SE	LA
<input type="button" value="«"/> <input type="button" value="Ok"/> <input type="button" value="»"/> <input type="button" value="&lt;"/> <input type="button" value="Cancel"/> <input type="button" value="&gt;"/>			

This report is for agencies to reconcile invoices that are sent from the publisher for single copy locations.

## WEEK ENDING

Monday of the week to run the report for

## ROUTE

Route number(s) to include in the reports

## CUST #

Customer number to run the report for, blank for all.

## STANDS, RACK OR BOTH

What type of accounts to run the report for

## SPNs

Enter up to three single copy SPNs to include in the report.

# DEPOSIT REPORT

Deposit Report					
Posted from 11/12/1998 to 11/12/1998			Deposit Date 11/12/1998		
Cash	0.00	Coin	0.00	Misc	0.00
[ ] Print Delivery Name			Print (•) Customer Number		
[ ] Print Customer Number			Order ( ) Amount Paid		
« Ok »			< Cancel >		

This report is for enclosing with you checks and cash when making a deposit. It will have the bank id and amount for each payment posted. At the end of the report it shows the amounts entered for cash, coin and misc and then the total for all the amounts. Note that all payments done via either the Home Delivery or Single Copy payment postings are included here unless CASH has been entered in the check number field.

## POSTED FROM, TO

First and last date to include in report.

## DEPOSIT DATE

Date deposit is being made.

## CASH

Amount of cash being deposited, if the cash was already counted via the posting of a payment then you need to have made sure and entered CASH in the check number field otherwise the amount will counted twice.

## COIN

Amount of coin being deposited, if the coin was already counted via the posting of a payment then you need to have made sure and entered CASH in the check number field otherwise the amount will counted twice.

## MISC

Amount of miscellaneous cash being deposited, if the cash was already counted via the posting of a payment then you need to have made sure and entered CASH in the check number field otherwise the amount will counted twice.

## PRINT DELIVERY NAME

Checking this option will print the delivery name for each customer/location printed.

## PRINT CUSTOMER NUMBER

---

Checking this option will print the customer number for each customer/location printed.



# Chapter 9

## Utils Menu

No Batch Payment
Direct Command Entry
Delete Old Dates
Print Calendar Loan Calculator
Data Verification Report Convert Credits to PTDs
Run External FXP



# No BATCH PAYMENT

```

Date Information Entry
Customer Number 12867 SPNLADS Date05/21/1997
-----
Type of Date
( ) Start
( ) Stop
( ) Vacation
( ) ReStart
( ) Error
( ) Message
(•) Paid to Date
( ) Note
( ) Written

Message _____ 512 Chrs
Payment received

[ ] Report to paper
[ ] Include in Draw Analysis

<< Ok >> < Cancel >
```

This utility is used when posting payments for batches that already have been deleted. It is the same as going into home delivery information then customer paper then the second fkey level and pressing the F6 Add a PTD option.

See the section in Chapter 4 on the date information screen for a detailed explanation of this screen.

# DIRECT COMMAND ENTRY

This is a VERY DANGEROUS utility.

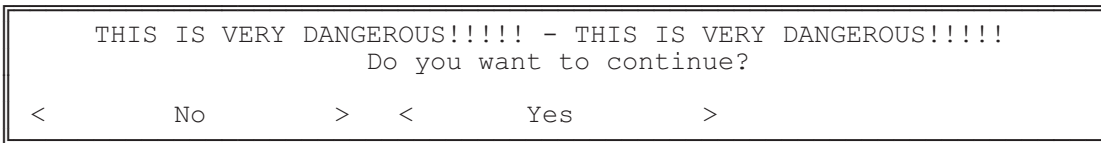
It can really ruin your day/month/year/life if used incorrectly.

Only use this option if you are familiar with FoxPro and/or are on the phone with Ivy League Software.

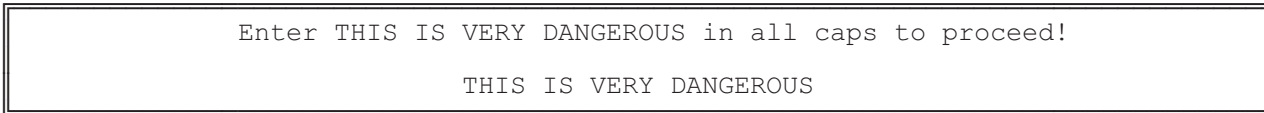
This utility allows you to input up to 12 lines of FoxPro programming commands and execute them.

Due to the extreme danger involved with this utility we make you work at getting into it.

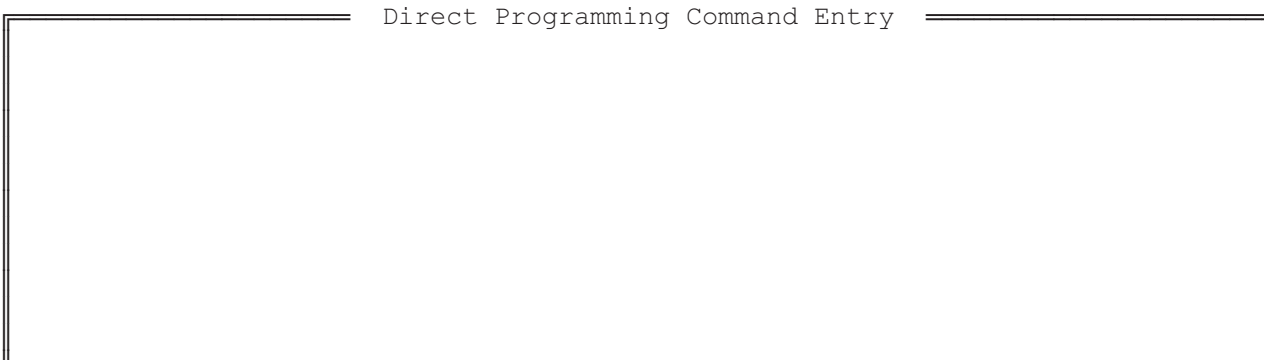
First you will see an alert box stating.



If you answer Yes to the alert box you will be prompted to enter THIS IS VERY DANGEROUS in all CAPITAL letters to proceed.



If you have not misspelled, or had your caps lock key off, you will now see the actual Direct Programming Command Entry screen.



In this screen you can enter up to 12 lines of FoxPro commands and/or functions. Once your entries are in and you have verified your spelling, punctuation and spacing you will see this dialog box.

```
THIS IS VERY DANGEROUS!!!! - THIS IS VERY DANGEROUS!!!!
Do you want to continue?
<          No          >  <          Yes          >
```

This is your last chance to abort.

If you are ready to continue, answer with a Yes otherwise answer with a No.

The FoxPro commands will be executed starting at the top line.

Due to FoxPro Run Time only being able to run compiled code, and not being able to compile, you may only enter commands and functions that are executable one line at a time, no DO WHILE...ENDDO, IF...ENDIF, etc...

---

# DELETE OLD DATES

---

```
Remove Old Dates
From 06/10/98   to 06/10/98

[ ] Starts      [ ] Errors
[ ] Stops      [ ] Messages
[ ] ReStarts   [ ] Paid to Dates
[ ] Notes

[ ] Remove Location Pay History

<<  Ok  >>    <  Cancel  >
```

This utility is for deleteing old information from the date review area. It is a good idea to do this every so often as the more dates you have the slower Ivy Route runs.

## FROM

---

First date to delete for.

## TO

---

Last date to delete for.

## THE CHECKBOXES

---

Check each of the type of dates that you want to delete for the date range entered.

## REMOVE LOCATION PAYHISTORY

---

The last option is for the single copy pay history section.

---

# PRINT CALENDAR

---

```
Calendar Printing
Date to start printing on 12/07/98

Type of calendar to print
( ) 1 year per page
( ) 1 one month page
( ) 1 two month page
( ) 6 two month pages
(•) 28 day periods

[X] Use graphic characters
«   Ok   »   < Cancel >
```

---

## DATE TO START PRINTING ON

Date to base calendar on.

---

## 1 YEAR PER PAGE

Will print 1 year ( 12 months ) on a single 8.5 by 11 inch page.

---

## 1 TWO MONTH PAGE

Will print the next 2 months on a single 8.5 by 11 inch page.

---

## 6 TWO MONTH PAGES

Will print the next 12 months with 2 months on each 8.5 by 11 inch page.

---

## 28 DAY PERIODS

Will print the next 14 28 day periods on a single 8.5 by 11 inch page.

---

## USE GRAPHIC CHARACTERS

If your printer has an IBM ASCII character set checking this option will print boxes using the graphic characters of that character set. If you choose this option and your printer does not support the graphic characters then you will see garbage characters instead of the lines and boxes...just reprint your calendar with this option unchecked.

# LOAN CALCULATOR

Loan Calculator 1:56:2

Mth	Interest	Principle	Additional	Balance
1	58.22	210.19		14,047.81
2	57.36	211.05		13,836.76
3	56.50	211.91		13,624.85
4	55.63	212.78		13,412.07
5	54.77	213.64		13,198.43
6	53.89	214.52		12,983.91

Loan Amount	14,258	Interest Rate	4.900	Number Months	60
Calculated Pymnt	268.41	Total Paid	16,104.60		
With Additional		# Months	0	Total	0.00

« Calc It »    < Print >    < Exit >

This utility is used to calculate a breakdown of monthly payments for a loan.

## LOAN AMOUNT

Amount being financed.

## INTEREST RATE

The annual rate of interest being charged.

## NUMBER MONTHS

Number of months the loan is for.

## BREAK EVERY

How often to show totals.

## MONTHLY PYMNT

Amount of monthly payment

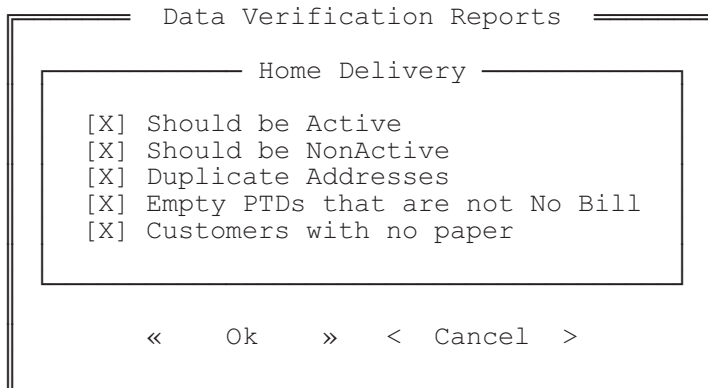
## TOTAL PAID

Monthly payment times number of months.

---

# DATA VERIFICATION REPORT

---



This utility is used to go through the home delivery information screens and report on any of the problems that are checked.

## SHOULD BE ACTIVE

---

Lists all customers who are Non Active but should be Active.

## SHOULD BE NONACTIVE

---

Lists all customers who are Active but should be Non Active.

## DUPLICATE ADDRESSES

---

Lists all delivery addresses that are on more than on customer information screen.

## EMPTY PTDs THAT ARE NOT NO BILL

---

Lists all customers that have an empty PTD but are not No Bill or No Bill Stop.

## CUSTOMERS WITH NO PAPER

---

Lists all customers who do not an associated customer paper screen.

# RUN EXTERNAL FXP

Available External FXPs	
External FXP Description	
Pack all database files Duplicate a specific location week auto calc status to rest of weeks Change SPNs in Home Delivery or Single Copy Remove all Bag Paper settings List Home Delivery Customers With Multiple SPNs Convert Monthly Customers to Period & Credit Accordingly Clean up Home Delivery addresses Mass change zip codes in home & streets Paper price quoter Convert Daily & Sunday Credits/Charges to Misc Credit/Charges Change Home Delivery Billing Modes Credit / Charge Mass Stops Change City names in Home Delivery Copy Employee Ids onto Payroll Checks Upload ICIS credits to MCredits ( 2 ) Convert ICIS credits to PTDs/MCredits ( 3 ) Change Home Delivery Active Status Switch from Dealer to Agent	
F1 Run highlighted	F10 Cancel Run External

This utility is used to run other programs that have been written in FoxPro 2.5 that are not on the main menu of Ivy Route.

Use your Up/Down arrow keys to highlight the utility to run then press the F1 key.

# **Chapter 10**

## **Checkbook Module**



The checkbook module of Ivy Route is a full function checkbook based accounting program.

Some of the features of the checkbook program are:

Handles up to 3600 different transaction based accounts such as checking, savings, credit cards, etc...

Unlimited number of transactions per account

Unlimited number of categories for per account

Transactions can be split across up to 20 categories allowing very flexible reporting

Recurring Entries

Uses computer checks, hand written checks or any combination of both

Does cash flow analysis

Easy account reconciliation

Hundreds of possible reports with easy to understand options

## ACCOUNT LISTING SCREEN

Account Description	Checkbook Bank	Acct Number
Sample News Service	Bank of America	04352-06669
Personal Checking Account	Bank of America	03854-07599

« Use Acct »    < New Acct >    < Delete >    < Duplicate >  
 < Modify Acct >    < Setup >    < About >    < Exit >

(c) Ivy League Software

This first screen lists the checking accounts that are available. You may have as many as 3600 different accounts. Use your arrow keys to highlight an account and then press Enter. This will take you to the buttons on the lower part of the screen.

### USE ACCT

This button will open the check entry screen using the highlighted account. See the next section for a detailed description of the check entry screen and it's buttons.

# NEW ACCT

---

Make A New Checkbook Account

Account Description
Bank Name
Account Number
Password

« Ok » < Cancel >

The first three fields are what are listed when the checkbook is first opened and should be as descriptive as possible.

## ACCOUNT DESCRIPTION

What you want to call the account. May contain any letters and number up to 33 characters long.

## BANK NAME

What bank the account is at.

## ACCOUNT NUMBER

The account number.

## PASSWORD

You may optionally place a password here, thereby restricting access to this accounts information. Note that the password is case sensitive, meaning PASSME, passme and PassMe are seen as three different words.

# DELETE

---

This will remove the highlighted account from the system.

# DUPLICATE

Duplicate Account Sample News Service		
Account Description	Sample Duplication Account	
Bank Name	Bank of Ivy	
Account Number	2540-8654	
Password		
Keep All		
<input checked="" type="checkbox"/> Categories	<input type="checkbox"/> Transactions	<input checked="" type="checkbox"/> Recurring
« Ok » < Cancel >		

Duplicate is used to make a new account that has some or all of the same characteristics of an existing account.

Once you choose the Ok button the indicated information will be duplicated and a new item will be added to the account listing screen.

The first four fields are identical to the New Acct screen. The three checkboxes determine what items are copied from the existing account into the new one.

## CATEGORIES

Checking this will copy all category information into the new account.

## TRANSACTIONS

Checking this will copy all transaction information into the new account.

## RECURRING

Checking this will copy all recurring entry information into the new account.

---

## MODIFY ACCT

---

Make A New Checkbook Account

Account Description
Bank Name
Account Number
Password

« Ok » < Cancel >

The modify account option allows you to change any of the information about the highlighted account. See the New Acct section for a description of each field.

---

## SETUP

---

This area works like the Hardware Preferences section in Ivy Route. Refer to that section in Chapter 4 for more details.

---

## EXIT

---

Choose this button to close the checkbook and return to the Ivy Route main menu.

# CHECKBOOK ENTRY

Sample Business Account			Balance \$23,765.81	
<input checked="" type="radio"/> Check	<input type="radio"/> Deposit	<input type="radio"/> Withdrawal		
Date 12/07/98	Id # 14283	Amount 1,475.00	[ ] Cleared	
Pay To	Ivy League Software		< Previous >	>
Address	RR 2 Box 176		< Next >	>
	Wysox PA 18854		< Find >	>
Memo	Purchase Ivy Route software		< Add >	>
Category	Description	Amount	< Use Recurring >	>
SOFTWARE	Computer Software	1,475.00	< Modify >	>
			< Delete >	>
			< List Register >	>
			< Reports >	>
			< Reconcile Statement >	>
			< Print Checks >	>
			< Set Up Categories >	>
			< Set Up Recurring >	>
			< Make Recurring >	>
			< ReIndex Files >	>
			< Exit >	>
< Show All Categories >				

This screen is the main checkbook entry screen. It is brought up when you choose the Use Acct button and is where you enter all transactions for the account you have chosen in the account listing.

Notice that the account you are working on is indicated at the top of the screen.

## TYPE OF TRANSACTION

This radio button is used to indicate the type of transaction that took place.

### CHECK

A check is when you have written, or are going to write, an actual check. Both computer printed and had written checks can be entered into the system.

### DEPOSIT

A deposit is used whenever you are putting money into your account.

### WITHDRAWAL

A withdrawal is much like a check except it allows you to break out items that a check was not actually written for ie: automatic withdrawals, ATM withdrawals, service charges, etc...

### DATE

The date this transaction has or will happen.

---

## ID #

The id number for this transaction. For a check this is the check number, for a deposit or withdrawal this can be any kind of identifying number or 8 character word.

There are three special entries for use in the Id # field.

\*\*\*\*\*

Placing 8 asteriks in the id field tells the checkbook that this is a check to be written and to deduct the amount from the balance immediately.

## PAYABLE

Placing Payable in the id field tells the checkbook that this is a check to be written and to deduct the amount from the balance when the check is printed.

## PENDING

Placing Pending in the id field tells the checkbook that this is a deposit that is yet to come in. Using the Pending & Payable key words allows you to do basic cash flow analysis with the Pending/Payables reports.

---

## AMOUNT

This is the total amount that the transaction is for.

---

## PAY TO

Who the check is payable to or the deposit came from. Used during the List Transactions button.

---

## ADDRESS

The mailing address of the payee for checks.

---

## MEMO

A description of what the transaction is for.

---

## CATEGORY

Checks can be split across up to 20 categories for reporting purposes. For a complete explanation of categories see the section on categories later in this chapter.

---

## DESCRIPTION

A description of what this category line item is for.

---

## AMOUNT

The amount to apply towards this category line item.

---

# BUTTON DESCRIPTIONS

---

## PREVIOUS

---

Move to the previous transaction screen.

## NEXT

---

Move to the next transaction screen.

## FIND

---

This button allows you to find a transaction via it's date.

## ADD

---

Adds a new transaction. See Appendix A for an example of adding a transaction.

## USE RECURRING

---

Add a new transaction using a recurring entry. See the Set Up Recurring button section in this chapter for a complete description of recurring entries.

## MODIFY

---

Modify the transaction that is on the screen.

## DELETE

---

Delete the transaction that is on the screen.

## LIST REGISTER

---

List all transactions that are stored.

# REPORTS

Available Reports	
Report Description	Report Title
Available Categories	Available Categories
Available Recurring Entries	
List Transactions	Report Restrictions
Category Totals	<input type="checkbox"/> Checks <input type="checkbox"/> Deposits <input type="checkbox"/> Withdrawals
Quarterly with Breakdown	Dated from    /    /    to    /    /
Annual with Qtrly Breakdown	<input type="checkbox"/> Cleared <input type="checkbox"/> Uncleared
List Pending Deposits	<input type="checkbox"/> Exclude empty categories
List Payables	Payee    (•) Contains    ( ) Begins with
Pending Versus Payable	Memo    (•) Contains    ( ) Begins with
Pending Deposits by Category	
Payables by Category	
Pending & Payable by Cat	
Payroll Reports	
Net Deduction by Category	Category
<p>« Print Report »    &lt; To Disk &gt;    &lt; Cancel &gt;</p>	

This screen is where all reporting is done for the checkbook.

First you use your arrow keys to highlight the report you want to print and then press the Enter key. Depending on the report you will be able to change the report title and choose restrictions. We will not go into each report as new ones are being added all the time, instead print examples of the reports to see what information they contain.

The report restrictions are remembered on a report by report basis each time you run them.

The To Disk button allows you to save the report to a disk file allowing you to import it into another software package ie: a spreadsheet.

## RECONCILE STATEMENT

Statement Amounts			
Deposits	33	45,982.50	
Checks	89	41,987.30	
Withdrawals	1	10.00	
[X] List by Transaction Type			
« Ok » < Cancel >			

As the name implies this option is where you reconcile your checkbook against your bank statement.

The first screen is where you enter the quantity and dollar amount of each transaction type that is on the bank statement.

The List by Transaction Type button will cause the transactions to be grouped by type otherwise they are listed in date order.

Choosing Ok brings up the actual reconcile screen.

Reconcile: Sample Business Account																																													
Id #	Date	Amount																																											
466	11/16/98	75.13	<table border="1"> <thead> <tr> <th colspan="3">Statement</th> </tr> </thead> <tbody> <tr> <td>Deposits</td> <td>3</td> <td>2,640.07</td> </tr> <tr> <td>Checks</td> <td>23</td> <td>1,939.25</td> </tr> <tr> <td>Withdrawals</td> <td>1</td> <td>5.00</td> </tr> <tr> <th colspan="3">Marked</th> </tr> <tr> <td>Deposits</td> <td>3</td> <td>2,640.07</td> </tr> <tr> <td>Checks</td> <td>21</td> <td>1,728.25</td> </tr> <tr> <td>Withdrawals</td> <td>1</td> <td>5.00</td> </tr> <tr> <th colspan="3">Difference</th> </tr> <tr> <td>Deposits</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Checks</td> <td>2</td> <td>211.00</td> </tr> <tr> <td>Withdrawals</td> <td>0</td> <td>0.00</td> </tr> <tr> <td colspan="3">&lt; Clear Marked &gt;</td> </tr> <tr> <td colspan="3">&lt; Exit Reconcile &gt;</td> </tr> </tbody> </table>	Statement			Deposits	3	2,640.07	Checks	23	1,939.25	Withdrawals	1	5.00	Marked			Deposits	3	2,640.07	Checks	21	1,728.25	Withdrawals	1	5.00	Difference			Deposits	0	0.00	Checks	2	211.00	Withdrawals	0	0.00	< Clear Marked >			< Exit Reconcile >		
Statement																																													
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< Clear Marked >																																													
< Exit Reconcile >																																													
467	11/18/98	14.83																																											
468	11/23/98	213.00																																											
469	11/23/98	31.52																																											
470	11/27/98	35.02																																											
471	12/01/98	10.00																																											
472	12/02/98	71.88																																											
473	12/02/98	42.73																																											
474	12/04/98	59.00																																											
475	12/04/98	21.59																																											
477	12/04/98	125.00																																											
478	12/04/98	30.70																																											
479	12/04/98	212.34																																											
480	12/08/98	45.00																																											
Deposit	11/13/98	575.00																																											
Deposit	11/19/98	420.54																																											
Deposit	12/03/98	391.14																																											
W/D	11/16/98	5.00																																											

There are four main areas on the reconcile screen.

The area on the left is a scrollable list of all transactions that are not marked as being cleared. Ivy Route automatically marks what items it thinks has cleared according to the information entered on the previous screen.

Use your arrow keys to highlight any items you want to mark/unmark and press the Enter key. You will see the diamond appear/disappear indicating whether to mark this item as being cleared.

The three areas on the right side are used to keep track of the difference between what you entered from your bank statement and what is marked on the scrollable list. Once the bottom area is all zeros then you have balanced the account and should choose the Clear Marked button.

If you need to go back and add or modify a transaction choose Exit Reconcile to return to the main checkbook screen. When you choose the Reconcile Statement button it will remember your last entries.

# PRINT CHECKS

Print	Date	Amount	Pay To	Balance:	23,419.59
	11/04/98	21.59	Ivy League Software		
	11/04/98	125.00	The Electric Company		
	11/04/98	30.70	The Office Supply Store		
	11/04/98	212.34	The Phone Company		
	11/08/98	32.00	Postmaster		
In List	5	421.63		Marked	5 421.63
Starting check number 14461			[ ] Replace date with 11/08/98		
« Print Marked »			< Exit >		

This screen is where all checks that are marked to be printed, eight asteriks or Payable in the Trn Id field, are actually printed from.

Use your arrow keys to highlight any checks you want to mark/unmark and press the Enter key. You will see the diamond appear/disappear indicating whether to print that check.

## BALANCE

What the account balance will be after all indicated checks are printed.

## IN LIST

The quantity and dollar amount of all checks in the list.

## MARKED

The quantity and dollar amount of all marked checks in the list.

## STARTING CHECK NUMBER

The check number to start printing at.

## REPLACE DATE WITH

Allows you to replace the transaction date with the actual date that the checks are printed.

**PRINT MARKED**

Prints the marked checks and replaces the transaction number starting with the indicated check number.

**SET UP CATEGORIES**

Set Up Categories		Category	Group
APPLIANCE	E	APPLIANCE	
AUTO	E		
BANKCHARGE	E	Description	
BEBBAL	I	Appliances for home	
BP	E		
CABLE	E	Type of Category	
CASH	E	( ) Income	
CDCLUB	E	(•) Expense	
CLOTHES	E	( ) Payroll Taxable Income	
CTCO	E	( ) Payroll NonTaxable Income	
DAVIDINC	I	( ) Payroll Tax Withholding	
ELECTRIC	E	( ) Payroll Tax Withholding Paid	
FROMOLD	I	( ) Payroll Other Withholding	
GAS	E	( ) Payroll Other Withholding Paid	

< Add > « Modify » < Delete > < Exit >

Categories are how the checkbook keeps track of what transactions are used for. There are three basic types of categories:

Income Indicates money coming into the account

Expense Indicates money going out of the account

Payroll Indicates money going out of the account for payroll purposes

Ivy Route starts with three categories, of which can not be deleted.

BEBBAL Used to enter the beginning balance

NONEINC Used by reports when an income category can not be located

NONEEXP Used by reports when an expense category can not be located

**CATEGORY LIST**

This is a scrollable listing of all the categories that are currently in the checkbook. It shows the category name and an abbreviation of the type of category.

The abbreviations are:

I	Income
E	Expense
PT	Payroll Taxable Income
PN	Payroll Non Taxable Income
TW	Payroll Tax Withholding
TP	Payroll Tax Withholding Paid
OW	Payroll Other Withholding
OP	Payroll Other Withholding Paid

**CATEGORY**

This is the actual category name and is what is used when entering a transaction. It can be up to 10 characters long and may contain any letter or number.

**GROUP**

You can place multiple categories into a single group allowing you to see group totals when printing reports.

Example: You have three categories for entering payment of paper bills, one for each publication, but they all have the same group allowing you to get a subtotal of total paid for paper bills.

**DESCRIPTION**

Up to 27 character description of what this category is for. When you use this category in a transaction you can modify the description on a line by line basis.

**TYPE OF CATEGORY**

Choose the type of category this entry is.

# SET UP RECURRING

Brings up the setup recurring entry screen.

A recurring entry is one that is used often and therefore we make it a recurring entry which remembers it for later use. The setup recurring screen is much like the transaction entry screen with some extra fields.

**FREQUENCY**

Indicates how often the recurring entry is used:

Other	No set frequency
Weekly	Once a week
BiWeekly	Once every two weeks
Semi Monthly	Twice a month
Monthly	Once a month
Bi Monthly	Once every other month
Quarterly	Once every three months
Semi Annually	Once every six months
Annually	Once a year

**START ON**

What month and day to start calculating the next use date from, based upon the above frequency.

**DEDUCT FROM BALANCE**

Whether to deduct the amount from the balance at the time of entry.

**CLEARED**

Whether to mark the transaction as being cleared at time of entry.

---

## MAKE RECURRING

---

Take the transaction that is on the screen and add it to the recurring entry area. You can then go to the setup recurring option and modify it.

---

## REINDEX FILES

---

Redo all index files that affect this account.

---

## EXIT

---

Exit back to the main Ivy Route menu.



# **Chapter 11**

## **Payroll Module**



While Ivy Route performs basic payroll functions it is NOT a full featured payroll program. It still requires that the person running it know how to do payroll ie: withholdings and reporting to various government agencies. What is in Ivy Route is a payroll calculator that looks at stored information for an indicated employee, performs withholding calculations based on stored tax tables and then writes a check into an existing checking account of the checkbook module.

Payroll checks and reports are all printed from within the checkbook module.

This chapter is going to cover the various screens that are unique to the payroll section, before using the payroll section it is important that you have a basic understanding of the checkbook module and have your employee informations entered.

# CALC PAYROLL

Choose Bank Account

Business Account  
Personal Account

«    Ok    »    <    Exit    >

This first screen lists the checking accounts that are available within the checkbook module. Choose the account that the payrolls are to be written in and choose the Ok button.

Payroll Calculator

Emp Id					Check Date 12/09/1998		
I n c o m e	Qty	Category	Amount	Total	Tax	Taxable	0.00
					Y	Non Tax	0.00
					Y	Total	0.00
					Y	Taxes	0.00
					Y	G Ded	0.00
					Y	N Ded	0.00
					Y	Net Pay	0.00
D e d	FWH FICA MCare	SWH SDI SUI			Emp 1 Emp 2	Emp 3 Emp 4	

< Write Check >    «    New    »    < Set Default >    <    Exit    >

That will bring up the actual payroll calculator screen.

## EMP ID

This is the employee id as defined in the Employee option under the Enter menu.

## CHECK DATE

The date the check is to be written. Note that the payroll calculator uses the year of this date to decide which tax tables to use when calculating the withholdings.

## INCOME SECTION

The income section is where you enter what this employee is getting paid for. There can be up to seven lines of income per payroll check.

### QTY

The quantity for this line.

### CATEGORY

The checkbook category to use for this line item.

### AMOUNT

The amount that one of this line item is worth.

### TOTAL

The Qty \* Amount for this line item.

### TAX

Is this line item taxable.

Examples

Qty	Category	Amount	Total	Tax	Description
1	SALARY	350.00	350.00	Y	Flat salary
10	DAILY 22.50	225.00	Y	10 days at 22.50 per day	
4.75	EXTRAHELP	6.75	32.06	Y	4.75 hours at 6.75 per hour
1	MILEAGE	250.00	250.00	N	Flat mileage reimbursement
567.2	MILEAGE	.275	155.98	N	567.2 miles at 27.5 cents

### TAXABLE

The amount of taxable income.

### NON TAX

The amount of non taxable income.

### TOTAL

The total amount of income.

---

## TAXES

The total amount of taxes shown in the deductions section.

---

## G DED

The amount of employee deductions being taken from the gross pay.

---

## N DED

The amount of employee deductions being taken from the net pay.

---

## NET PAY

The amount the payroll check is going to be for.

---

## DED(UCTIONS) SECTION

This area shows you a breakdown of each type of tax withholding that is being withheld.

---

## EMP 1, EMP 2, EMP 3 AND EMP 4

Shows the employee deductions as defined in the Employee option of the Enter menu.

---

## WRITE CHECK

Takes the information on the screen and places a check into the indicated checking account with a id number of Payable and a memo of Payroll Check.

---

## NEW

Clears the screen so you can calculate another payroll check.

---

## SET DEFAULT

Takes all the information on the screen and saves it for reuse. If an employee has defaults they will be automatically filled in whenever you enter their employee id.

---

## EXIT

Closes the payroll calculator and returns you to the Ivy Route main menu.

---

# RECALC YTDs

---

Update Employee YTDs

Business Account Personal Account
--------------------------------------

Current YTDs are for 98  
 Previous YTDs are for 97

Taxable Income  
 Non Taxable Income

« Ok » < Cancel >

This option is used to make sure the year to date information stored in the Employee option of the Enter menu is accurate.

## CURRENT YTDs ARE FOR

---

Check if you want to recalculate the current year to date totals

## PREVIOUS YTDs ARE FOR

---

Check if you want to recalc the previous year to date totals

## TAXABLE INCOME

---

Check if you want to recalculate the taxable income totals

## NON TAXABLE INCOME

---

Check if you want to recalculate the non taxable income totals

---

# TAX TABLES

---

Ivy Route uses the exact calculation method for tax withholdings.

While you may go into the appropriate screen and modify/verify the information we include the updating of tax tables in our support service.

The tax table screens are simple entry screens and change annually so we will not go into detail for each screen. Should you want information for a specific screen just give us a call.

# CALC W2s

W2 Calculation	
Business Account	02851-01539
Personal Account	04151-02592
Year to calculate for 1998	Emp Id
Fed Id	23-3784260
St Id 1	196-6197-0
St Id 2	
Name	Sample News Service
Address	RR 2 Box 176
CSZ	Wysox PA 18854
	« Ok »
	< Cancel >

## ACCOUNT LISTING

Choose the checking account to pull the W2 information from.

## YEAR TO CALCULATE FOR

Enter the year to calculate the W2s for.

## EMP ID

If you want to recalculate a single W2 enter the employee id here, otherwise leave this blank.

## FED ID

Enter you employer federal id number here.

## ST ID 1

Enter you employer state id number here.

## NAME, ADDRESS, CSZ

Enter your business name and address as you want it to appear on the W2s.

# MODIFY W2s

		Modify W2s			
Emp Id	R2SAM	Year	1996	1	1,933.11 2 133.58
Employer	15-3714260				
	Sample News Service			3	1,933.11 4 119.85
	RR 2 Box 176				
				5	1,933.11 6 28.03
	Wysox PA 18854				
Employee	123-45-6789			7	8
	Joe Employee				
	1234 Thishere Ln			9	10
	Towanda	CA	18848-	11	12
CA	196-6292-0		1,933.11	CA SDI	1,933.11 15.45
	< Prev >	< Next >	< Find >	< List >	
	< Add >	<< Change >>	< Delete >	< Exit >	

When you calculate the W2s they are stored for later retrieval and printing. This screen allows you to go in and manually adjust any of the information on a specific W2.

It is layed out to correspond with what an actual W2 looks like. We recommend you step through each of the W2 screens for the year you are working on before printing them.

## EMP ID

The employee id this screen is for.

## YEAR

The year this W2 information is for.

## EMPLOYER

Your employer federal id number, business name and mailing address. Pulled from the Calc W2s screen.

## EMPLOYEE

The employees social security number, name and address.

## 1 THROUGH 12

These number correspond to the box numbers on the W2 form.

## STATE AREAS

These two lines correspond to the state information lines on the W2 form.

# PRINT W2s

Print W2s		
Emp Id	Employee Name	Year
BARB	BARBARA L DAVIDSON	1998
GERRY	GERALD A HOOSE	1998
JOSH	JOSHUA HATFIELD	1998
KAREN	KAREN L HOOSE	1998
KELLY	KELLY C C LAWRENCE	1998
MAH	MARY ALICE HOOSE	1998
R12SRB	STEVE R BLACKMAN	1998
R14GMJ	GWENDOLYN M JAUSSAUD	1998
R15DGM	DAVID G MOORE	1998
R15JDS	JERRY D SMITH	1998
R15KWG	KIRK W GOLDING	1998
R16JDM	JOHN D MCLAY	1998

« Ok » < Cancel >

This screen is where you print the stored information onto the actual W2 forms.

It is important you use the W2 form that Ivy Route is designed for, so make sure and call us for ordering information far enough in advance.

Each W2 that has not been printed yet is automatically marked with a diamond to be printed. Use your arrow keys to highlight any line that you want mark or unmark and then press Enter. This will remove or place a diamond at the beginning of the line thereby marking/unmarking it to be printed.

When you press the Ok button a second screen will come up.

Print W2s
Due to the fact that W2s are 6 or 8 copies we print them in two passes.
You will be prompted to insert the first set that has Copy A on the top and then the second set which has Copy B on the top.
W2s are 33 lines long, not a standard form length for Ivy Route, so you need to enter the code which tells your printer to print 33 lines per page. The default should work in most instances.
Code for 33 lines per page {27}{67}{33}
« Ok » < Cancel >

This screen tells you two important items.

The first is that W2 pin feed forms are shipped as two separate sets, due to the fact that those printers can not handle 6 or 8 copies at one time, and therefore you will be prompted to insert the second set after the first set has been printed.

The second is that W2s are 33 lines long and not a standard form length for Ivy Route so what Ivy Route does is use the code for 34 lines and changes the 34 to a 33. This should work in almost all instances, if for some reason it does not work for your printer then you need to determine the correct code for telling your printer how to set the form length to 33 lines per page and change the default.