

Appendix A – Setting up PaperRound for the First Time

1 Major Steps

There are five major steps in setting up PaperRound:-

1. Enter rounds details, delivery charges and system settings
2. Set the daily and Sunday newspapers delivered or sold in the shop
3. Enter customers and their orders
4. Enter account balances
5. Check totals and go-live

Each step is dealt with in turn.

2 Round Details and System Settings

2.1 Overview

When PaperRound is used for the first time, a setup wizard is used. This is an easy to understand way of entering the most important system settings. Each screen in the setup wizard has a short explanation of the information that needs to be entered. There is a wide range of other parameters that are set by default to the most common values. To check or change these, use the screens described in this section.

Use of the default settings is a good starting point as these can be changed at a later stage. If the default settings are acceptable, go to Section 3 and start adding customers.

The following steps are used to manually set up the system before entering customer details.

Shop Details	Use to set (1) the shop name and address, (2) general settings such as the billing day of the week, (3) default settings for new customers, (4) customer internet and email options (if used), (5) method of goods in and stock control.
Credit Control	Set the messages that appear automatically on bills when customers are in arrears
Delivery Persons	Enter the names of each delivery person. The name of the delivery person can then be shown on the rounds sheets. This is optional.
Round types	Choose whether evening rounds, and special Saturday and Sunday rounds are used.
Rounds	Create each round
Delivery Charges	Set up the table of delivery charges
Payment Status	Configure the information that is to be shown on the Payment Status panel in the Customer Summary.

Customer Receipts

When PaperRound is integrated with an EPOS system, the EPOS system produces printed receipts for customers. Where there is no EPOS integration there are three options:-

- Use the cash register receipt to show the amount of money paid.
- Print counter receipts on a weekly basis. These have tear off slips that show the amount owing and the amount paid. If the amount paid is not the expected amount, the receipt has to be changed by hand. This method has the advantage that the computer running PaperRound can be located elsewhere and does not have to be on or near the counter.

- Buy a receipt printer. Receipts are then printed on demand.

2.2 Enter Shop Details

Go to the Shop Details screen

Admin -> System Administration -> Shop Details

The Shop Details Section

Actual Shop Name	PaperRound Demonstration Shop
Address 1	124 Blofontien Road
Address 2	
Town	HARPENDEN
County	
PostCode	AL5 5XX
Telephone	01582 123456
Fax	01582 234567
TV Region	London
Email Address	hnd@pprdemoshop.co.uk

It is important that the shop details are entered correctly as they are printed on both bills, receipts and reports. Please note that the TV region is used to set the right price for region specific promotions.

General HND Settings Section

End of Week for Billing	Saturday
Rounds Report Type	Single Page per round
Next Account Nbr	45
Default Wholesaler	DAWSON NEWS LIMITED
Receipt Printer	<input checked="" type="checkbox"/>
Counter Receipt Settings Sort By	Name
Type	Standard

Billing Day: If this is set to Saturday, then weekly bills will be produced after Saturday deliveries are charged.

Rounds Report Type: Sets the layout to be used for rounds sheets

Next Acct Number: Use this to start account number from a specific number. Do not change if any data has been imported.

Default Wholesaler: should be set to the largest supplier of publications. Not used in the Desktop version.

Receipt Print: Only check this box if PaperRound is running on a computer in the shop and a receipt printer is attached.

Counter Receipt Settings: Only used if counter receipts are in use. The 'Standard' type assumes that payments are largely paid in arrears. The 'Standard in Advance' type assumes that most customers pay to the end of the current week.

Settings for New Customers Section

This section sets the default settings to be used on adding a new customer. Once a new customer has been created, these settings can be changed using the customer Name & Address form.

Charge Band	A (Morning only)
Billing Frequency	Weekly
Payment Method	In Shop
Billing Method	Print and Deliver
Billing Format	Summary Format
Holiday Delivery Preference	Cancel
Print Bill When unpaid for	>21 days

Charge Band: This is the delivery price band to be used. Details of how to set the delivery charges is given in paragraph 2.6.

Billing Frequency: Can be set to Weekly, Fortnightly, 4 Weekly, Monthly or 'None'

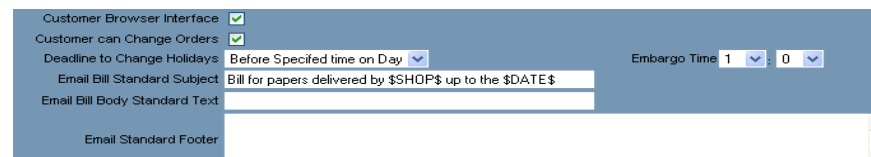
Payment Method: always set to "In Shop". The other options are provided for use in future versions of PaperRound

Billing Method: Printed bills are split into 'Print and Deliver' and 'Post'. Bills may also be emailed using an html or plain text format. Bills are only produced if a set number of days have elapsed from the last payment.

Billing Format: Two formats are currently available (1) 'Summary' which shows the opening balance, charges and the total amount now owing, (2) 'Detailed' which shows each publication delivered.

Holiday Delivery Preference: This sets the default manner for handling the saving/ delivering/ cancelling of publications during a holiday period.

Internet & Email Settings (Not supported by desktop version)

A screenshot of a web-based settings form titled "Internet & Email Settings". The form has a blue header bar. Below the header, there are several settings: "Customer Browser Interface" with a checked checkbox, "Customer can Change Orders" with a checked checkbox, "Deadline to Change Holidays" with a dropdown menu set to "Before Specified time on Day", and "Embargo Time" with two dropdown menus set to "1" and "0". There are also text input fields for "Email Bill Standard Subject" (containing "Bill for papers delivered by \$SHOP\$ up to the \$DATE\$") and "Email Bill Body Standard Text". At the bottom, there is a section for "Email Standard Footer" with a text area.

Customer Browser Interface: Allows customers to access their accounts over the Internet. Access will not be permitted to a specific customer account until some settings in the customer account have also been changed.

Customer can Change Orders: Allows customers to change their own standing order

Deadline to Change Holidays: Together with the embargo time sets a notice period for adding a holiday.

Email Bill Body Standard Subject, Text & Footer: Allows the content of the billing email to be customised.

Stock Control Settings


A screenshot of a web-based settings form titled "Stock Control Settings". The form has a blue header bar. Below the header, there are three settings: "Enable Stock Control" with an unchecked checkbox, "Show Receipt Stock List" with a checked checkbox, and "Weeklies Receipt Method" with a dropdown menu set to "Automatically receipt on due day".

Enable Stock Control: Stock control requires the entry of the quantity of every publication received. Both shop sales and delivered sales are deducted from the quantity received to give free stock available for sale or return and calculation of wastage figures.

Show Receipt Stock List: If set on and stock control is off, the record delivery function uses the on-sale date to display a list of monthlies and part works that are due for receipt. Alternatively, receipted publications can be entered on the system by barcode scanning or search by name.

Weeklies Receipt Method: Allows manual or automatic receipting of weeklies. For automatic receipting, offers several options on the day in which the publication should be included in the rounds sheet.

Conclusion

To save the changes click  button on top right of screen.

2.3 Credit Control

Go to the Shop Credit Control screen

Admin -> System Administration -> Shop Credit Control

This screen is used to set the credit control parameters and credit control messages printed on bills. Only the parameters need to be set.

Credit Limit Credit limits are set on each account. The field contains the default value that is set when an account is first created.

Credit Actions This sets the action that is taken when a credit limit is broken. The options are (a) to set a warning flag or (2) to stop further deliveries.

2.3.1 Enter Delivery Persons

Go to the Add Person screen

Admin -> Delivery Person -> Add Person



The name will appear on rounds sheets. All other fields are optional. Click the “Add Delivery Person” button to save.

2.4 Choosing Round Types

Go to the Round Types form

Admin -> Rounds Setup -> Round Types

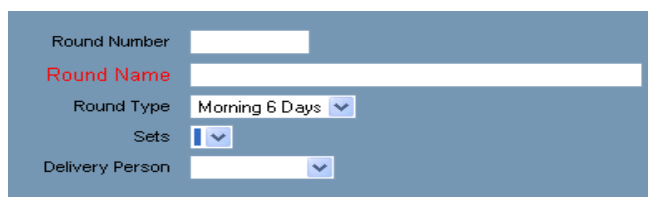
Round Type	Active Round
Evening 5 Days	<input type="checkbox"/>
Evening 6 Days	<input checked="" type="checkbox"/>
Morning 5 Days	<input type="checkbox"/>
Morning 6 Days	<input checked="" type="checkbox"/>
Morning 7 Days	<input type="checkbox"/>
Saturday	<input type="checkbox"/>
Shop Save	<input checked="" type="checkbox"/>
Sunday	<input checked="" type="checkbox"/>
Saturday and Sunday	<input type="checkbox"/>

Check the type of rounds in use and then click the “Apply Changes” button to save.

2.5 Setting up Rounds

Go to the Add Person screen

Admin -> Rounds Setup-> New Round



The round name and type must be entered. Round number is optional and only provided for compatibility with other systems. Sets allows rounds to be grouped together, but is not a required field. Delivery person is optional.

2.6 Enter Delivery Charges

Go to the Delivery Bands screen

Admin -> Rounds Setup-> Charge Bands

Charge Bands				Analysis Report	
				Update Changes	
Active	Band	Name	Rate	Type	
<input checked="" type="checkbox"/>	A	Morning only	1.10	Weekly	Used By
<input checked="" type="checkbox"/>	B	Morning & Evening	1.40	Weekly	Used By
<input checked="" type="checkbox"/>	C	Weekend only	0.80	Weekly	Used By
<input checked="" type="checkbox"/>	D	Daily 15p	0.15	Daily	Used By
<input type="checkbox"/>	E	Monthly Rate	8.20	Monthly	Used By
<input type="checkbox"/>	F	Daily Variable	Days	Weekly (Daily Variable)	Used By
<input type="checkbox"/>	G	Band G	0.00	Weekly	Used By
<input type="checkbox"/>	H	Band H	0.00	Weekly	Used By
<input type="checkbox"/>	I	Band I	0.00	Weekly	Used By
<input type="checkbox"/>	J	Band J	0.00	Weekly	Used By

Each account is given a charge band. The charge band is used to set the delivery charge. There is only one charge band per account and should be set to cover all the delivery services provided. To make a charge band active, click the check box on the left side of the screen.

Name: The name can be changed. It should be given a meaningful name.

Rate: This is the rate that is charged.

Frequency: Options are Daily, Weekly, Weekly with variable amounts by day and Monthly.

Daily rates are added to the account each day when there is a delivery. **Weekly** accounts are charged a fixed amount each week provided there has been at least one delivery. Charges to **Weekly Variable** accounts are added to the account once a week. The amount included in the charge is calculated by adding up the daily rate for each day when a delivery is made. **Monthly** accounts are charged once a month.

2.7 Select Newspapers Sold

Because there are a large number of local newspapers sold in the UK and most of these will not be relevant for a particular shop, it is necessary to set the list of newspapers supplied for each shop. To do this:-

Admin -> Publications-> Set Publications Sold -> National Dailies

Publication Sold		Mark All	Update Sold
Is Sold	Publication Name		
<input type="checkbox"/>	Al Arab		
<input type="checkbox"/>	Al Hayat		
<input type="checkbox"/>	Al Quds		
<input type="checkbox"/>	ASHARQ AL AWSAT		
<input type="checkbox"/>	Basildon Evening Echo		
<input type="checkbox"/>	Belfast Telegraph		
<input type="checkbox"/>	Birmingham Evening Mail		
<input type="checkbox"/>	Birmingham Post(National)		
<input type="checkbox"/>	Bolton Evening News		
<input type="checkbox"/>	Burton Mail		
<input type="checkbox"/>	Cambridge Evening News		
<input type="checkbox"/>	Chester Evening Leader		
<input type="checkbox"/>	Chronicle & Echo (Northampton)		
<input type="checkbox"/>	Citizen (Gloucester)		
<input type="checkbox"/>	Colchester Evening Gazette		
<input type="checkbox"/>	Courier & Advertiser (Dundee)(Angus)		
<input type="checkbox"/>	Courier & Advertiser (Dundee)(Dundee)		

Check the box if it is sold in the shop or delivered. When all the publications have been checked, click 'Update Sold'. Please note that the database of local newspapers has some publications missing. If this is the case, please send details of the publication to support@paperround.net.

2.8 Configure the Payment Status Panel

The information shown in the Payment Status Panel in the summary screen for each customer can set for each shop. Here is an example of the panel:-

Here is the screen that sets the information that is displayed:-

To run this program:

Admin -> System Administration -> Customise Screen Layout

The information that can be displayed is as follows:-

Deliveries	Shows the total value of deliveries made since the last bill
Due Now	Show the total amount due today
At End of Week	Shows the amount that will be due at the end of the week. Does not include any monthlies or part works that are due, but have not been delivered.
Delivery Charge	the delivery charge for this week
Show Payment History	Shows the date and amount of the last 5 payments
Adjustments Since Last Bill	Shows the total value of both credits and charges added to the account since the last bill
Paid Since Last Statement	Total amount paid since the last bill
Credit Since Last Statement	Total credit amount since last bill
Weekly Debt History	Shows the total amount owing by week for the last 4 weeks and then the remaining amount.

To change any of these setting check the boxes and then click 'Update'

Please note that "Show Expanded Customer Add" does not relate to the payment status panel.

3 Enter Customers and Their Orders


3.1 Add a New Customer

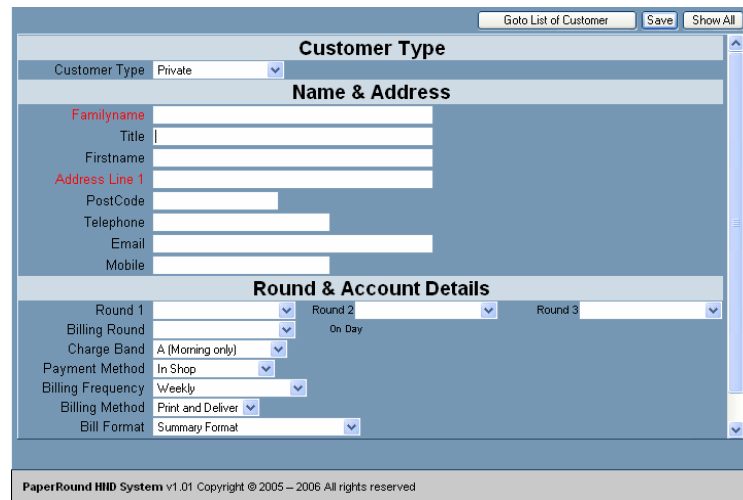
To deal with Customer information, click on the "Customers" tab at the top of the screen

There are 3 stages to adding a customer:-

1. Add the name and address, round and other account details
2. Create the order for the publications to be delivered
3. Check the delivery sequence in the rounds

3.2 Add Customer Account

Go to Customer tab. Click on . Following screen is displayed:-



The following account types are supported:-

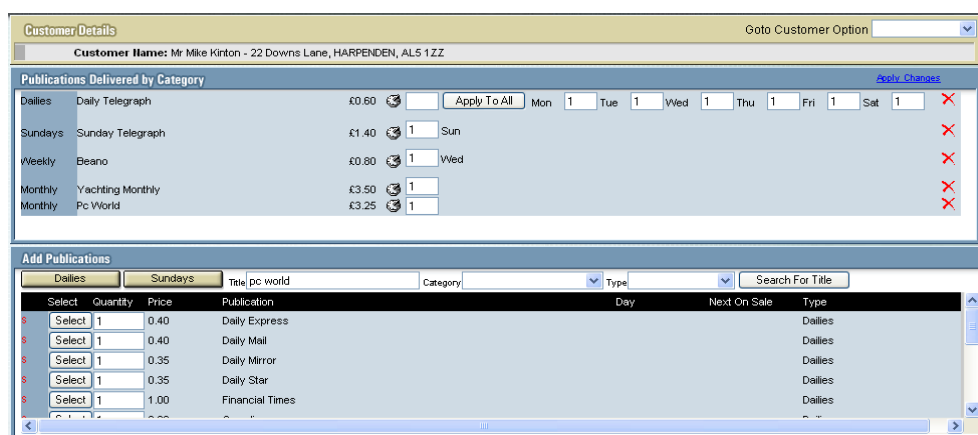
- | | |
|------------------|--|
| Private | This is the default account type used for a private person with a charge account |
| Business | This is used for customers that require billing by invoice. |
| Hotel | This operates in the same as a business account |
| ShopSave Account | This is for a person with charge account that picks up from the shop |
| Shop Save –Cash | This is for a person who pays cash on picking up from the shop |


Red fields must be entered, other fields are optional. Please enter rounds both morning and Sunday. All the other fields are set by default, but may be changed.

Click “Save” (top right of the screen). The program then automatically moves to entering the order.

3.3 Enter Order Details

The orders screen:-



The orders screen is split into two panels. The top panel shows the current order status. To delete an order for a publication click . To change the quantity for a publication, edit the quantity and click “Apply Changes” on the right of the panel heading.

The lower panel is used to add a new publication to the order. For dailies and Sundays, click

the relevant button, then click the “Select” button on the same line as the publication name.. For other publications, (1) enter the name of the publication in the title box or (2) pick a category and type and then click “Search for Title”. A list of matching titles will be displayed. Pick the publications to be added to the order.

3.4 Enter Vouchers for Future Dates

If vouchers are set up for forward dates, the amount of the voucher is automatically deducted from the account as each day is charged.

Go to the customer, and pick “Vouchers” from the GoTo dropdown.

The screenshot shows a web form titled "Modify Customer Voucher" for a customer named "Miss I Hughee (24)". The form has a blue header bar. Below the header, there are two buttons: "Goto Customer Voucher List" and "Change Voucher". The form fields are as follows: "Publication" is a dropdown menu set to "Sunday Telegraph"; "Voucher ID" is a text input field; "Type" is a dropdown menu set to "Money Off"; "Start Date" is a date picker set to "22/12/2005"; "End Date" is a date picker set to "31/01/2006"; and "Price" is a text input field set to "1.40".

The voucher can be set to deduct a set amount of money each day, or set a fixed price. Pick the publication and enter the type, start and end date and the amount for each day, then click “Change Voucher”

The list of available publications is taken from the customer standing order. If the publication is missing, change the standing order.

3.5 Businesses & Hotels

The following differences apply to accounts set as a business or hotel type.

- Each billing cycle creates an invoice
- Detailed and compressed bill formats have a unique invoice number printed on them. The brought forward balance is not shown. Other formats have an invoice number created for internal use, but are not shown on the bill.
- The payment status panel of the account summary shows
 - A list of unpaid invoices
 - The total value of unpaid invoices
 - The value of un-invoiced, but charged deliveries
 - Other fields have been removed
- Payment may be posted in the normal way. Alternatively payments from customers may be allocated to invoices. This is helpful when remittance advices are received from customers showing the invoice number. See Section 5 below instructions on posting payments against invoices.

Standard accounts can be changed to business or hotel accounts. Any outstanding balances at the point of change will be shown as a dummy invoice.

PAPERROUND

Navigation: Daily Processing | Customer | Admin | Help | Logout

Publication Find | Requests To be a Customer | Customer Messages | Shop Name: Dem | User: support@paperround.net

Customer Details
 Account: 3
 Name: PaperRound Ltd
 Address: 22 Meadway, HARPENDEN, AL5 5GG
 Notes:

Standing Order
 Daily Mail £0.40/0.70
 Financial Times £1.00/1.20
 Weekly Total £10.00

Holiday Dates

Payment Status
 Due at last bill: £62.55 on Sat 8 Apr
 Paid since last bill: £0.00
 Adjustment:
 Delivery charge: £1.10
 At end of week: £63.65 on Sat 08 Apr
 Paid: 28-02-2006 £10.85 16-02-2006 £11.95 09-02-2006 £20.60 31-01-2006 £21.65 10-01-2006 £20.60
 Weeks: -1 £10.00 -2 £10.00 -3 £10.00 -4 £10.85 -4+ £21.70

Payments
 Cash/Cheque:
 Vouchers:
 Total: £0.00

Invoices

Date	Number	Value	Unpaid	View
18/03/06	20	£10.85	£10.85	<input type="button" value="View"/>
25/03/06	28	£10.00	£10.00	<input type="button" value="View"/>
01/04/06	42	£10.00	£10.00	<input type="button" value="View"/>
08/04/06	51	£10.00	£10.00	<input type="button" value="View"/>

4 Go Live

4.1 The Go-Live Process

To go-live process involves the following steps:-

- Printing several days of rounds sheets and checking them against the existing system
- Running the go-live wizard to clear down the transactions created during the rounds sheet test and set the start date for using PaperRound.
- Entering the account balances
- Checking that the balances have been entered correctly

4.2 Check the Rounds Sheets

Before starting to print the rounds, the start date will probably need resetting. To do this:-

Admin -> System Administration -> Move Print Day

Current Print Day: Sun-14-Jan-07

Restart Printing Rounds on:

Click on the grey calendar button to the right of the blank field. Set the date to the start date. Click "Set Start Day" button.

Print the rounds sheets for each day. If a publication is missing, (1) check that the publication is on the standing order, (2) that monthlies and part works have been receipted, (3) that holiday dates are the same. If the print order is wrong, go to

Admin -> Rounds Setup -> Rounds

Find the correct round and click the "Members" button. A list of drops for the round should be displayed.

Round Members

Reset Sort Sequence Print Back to Rounds List Apply

Sort	Address	Account Nbr	Name
1	44 The Street	38	Mr Wilson
5	10 Stoke Road, HARPENDEN, AL4	7	Mr A Poad
10	20 Stoke Road, HARPENDEN	6	Mrs Pinkney
20	34 Stoke Lane, HARPENDEN, AL5	8	Mr Ron Plumb
30	55 Stoke Lane, HARPENDEN, AL4	3	Mr Mears
33	22 Hale Lane, HARPENDEN, AL5	28	Ms Lock
35	33 Stoke Lane, HARPENDEN, AL4	26	Mr S Jawi
40	35 Stoke Lane, HARPENDEN, AL5	21	Mr M Gostling
45	36 Stoke Lane, HARPENDEN, AL4	24	Miss I Hughee
50	56 Stoke Lane, HARPENDEN, AL4	22	Mr Hopper
55	76 Stoke Lane, HARPENDEN, AL4	25	Mr M Iqbal
60	89 Stoke Lane, HARPENDEN, AL4	23	Mr N Horne
100	22 Meadway, HARPENDEN, AL5 5GG	3	Mr N Elliott
102	56 Sun Lane, HARPENDEN, AL4 2XX	4	Mrs Preece
105	33 Cannon Lane, HARPENDEN, AL5 4CV	5	Mr J Elding
110	22 Downs Lane, HARPENDEN, AL5 1ZZ	2	Mr Mike Kinton

Choose a sort number that positions this drop in the correct position in the list.

Then click Apply to save

If the numbering does not allow enough space to insert a drop in the right place, click the 'Reset Sort Sequence' button to renumber with nine gaps between drops.

4.3 Preparing for Go-Live

Once the rounds sheets are correct, the next steps are (1) to decide a go-live date, (2) clear down the data from the parallel run on rounds sheets, (3) enter the opening account balances (amount owed by each customer), and (4) check that total of all balances adds to the correct amount.

It is best to go-live directly after bills/statements have been produced on the old system. At this stage, the amount owed by each customer should be clear. Total the amount outstanding on the old system.

Getting the account balances correct may take some time. Until this is completed, the rounds sheets can be printed each day, but the day must **NOT** be charged. Although it is not best practice, PaperRound allows deliveries to be charged several days in arrears.

4.4 Using the Go-Live Wizard

Run the Go-Live wizard:-

Admin -> System Administration > Going Live

There is help on each page of the wizard. On completion PaperRound is LIVE!!

Appendix B – Handling Christmas

There are two major issues in handling Christmas

- Skipping over Christmas day when there are no deliveries
- Making sure that weeklies are not charged if they are not published

Skipping Over Christmas Day

This process should be run after producing rounds sheets for Christmas Eve and before producing rounds sheets for Boxing Day

Admin -> System Administration -> Skip Active Days

Advance Active Day

Current ActiveDay: Tue-20-Dec-05

Set as the next Active Day: [Calendar Icon]

Move Active Day

When the active day is 24th December, set the active day to 26th December and click “Move Active Day”. Once this is done, no rounds sheets will be produced for 25th December or customer accounts charged with deliveries.

Handling Weeklies that are not Published

If automatic receipting of weeklies is used, the system will automatically charge the weeklies whether there is a delivery or not. This can be stopped by using the “Failed Deliveries” function.

Daily Processing -> Record Failed Deliveries

Mark Non Deliveries

Select Active Day: Tue-20-Dec-2005

Update Changes

Name (Weekly Publication)	Non Delivery All
Bella	<input type="checkbox"/>
Lady	<input type="checkbox"/>
Woman	<input type="checkbox"/>
Womans Own	<input type="checkbox"/>

All the weeklies that are delivered and due on a particular day will be displayed. Mark the weeklies that have not arrived and click “Update Changes”.

Please note that the weeklies will still appear on the rounds sheet. This process is done after the rounds sheets have been printed.