

Ivy Route How To: Auto Calc Single Copy Draw

Overview

This document is going to go over the necessary steps for setting up and using the Single Copy Auto Calc system in the Ivy Route software. This utility will calculate your Single Copy draw based on previous sales history ... thereby keeping your return percentages and sell outs under control.

Ivy Routes auto calc process is based on a "net sales plus" calculation. Basically the program steps through each day of week of each publication of each location for the date range you indicate and performs the following calculation:

Average Net Sold = (total draws for that day of week for date range MINUS total returns for that day of week for date range) DIVIDED BY number of weeks location had draws in date range

We then take the Average Net Sold and look up what range it falls under in the Auto Calc Definitions. We then take the number from the corresponding day of week and add that to the Average Net Sold to come up with the New Base Draw. The New Base Draw is then compared to the Minimum and Maximum in the Location Week before being saved.

See, nothing too difficult. No really, this is the perfect example of what computers are great for ... doing the same repetitive process over and over. Doing a calculation like this by hand would take many hours of time but in Ivy Route it will be done in SECONDS ... and can be done by anyone.

Weekly Steps In Auto Calcing Draws

Use the Make Single Copy Week utility to create a new Single Copy week for the upcoming week.

Use the Calc Single Copy Draw utility to change the draws in the week you just made based upon previous sales history.

First You Need To Set Your Ranges

The first step is to set up your auto calc ranges. This is done via the Enter menu -> Publications option -> F11 Auto Calc Ranges option. This will bring up the below screen ... make sure you are on the correct Pub Id.

Auto Calc Definitions										
Low	High	Mon	Tue	Wed	Thr	Fri	Sat	Bul	Sun	
1	9	1	1	1	1	1	1	1	1	1
10	18	2	2	2	2	2	2	2	2	2
19	27	3	3	3	3	3	3	3	3	3
28	36	4	4	4	4	4	4	3	3	3
37	999	5	5	5	5	5	5	3	3	3

< Add > < Modify > < Delete >
< Auto Define > < Exit >

This screen is used to set the ranges for the auto calc process.

Use the Add, Modify and Delete buttons to manipulate the highlighted record in the list of ranges.

The Auto Define button is used to create a new set of ranges, or replace an existing set, from a single screen.

Calculate Ranges

SPN L0

Desired percent 15

Max at one location 100

Max qty to add to average net sale

Mon	Tue	Wed	Thr	Fri	Sat	Bul	Sun
5	5	5	5	5	5	3	3

<< Ok >> < Cancel >

Desired percent: This is the desired percentage you want the returns to be. For example if you want 20 percent returns then you would enter a 20 here.

NOTE: You may need to “fudge” this number on the low side ... depending on how many small draw locations you have. For example if you want a 20 percent return but have a fair number of locations that only receive four or less papers then you may want to put something like 15 here. This will cause your larger locations to run at a lower return percentage ... thereby bringing your overall return percentage down from the minimum 25 percent return that a location with a draw of four would have ... or 33 percent minimum return that a location with a draw of three would have.

Max at one location: The maximum number of papers that you drop off at a single location for any day of the week.

This number is used as a stopping point when calculating up your set of ranges. For example, if the most you drop off at a location is 60 then there is no sense in calculating independent ranges all the way up to 999.

Max qty to add to average net sale: These numbers are used to determine how many to add to the Average Net Sale for each day of the week. The example shows a maximum of 5 for Monday through Saturday but only 3 for Bulldogs and Sunday.

Setting Up Your Location Weeks

Arco Am Pm Location Weeks

Monday of Week 12/06/2004 (·) Store Auto Calc this Pub
 Publication Id LO () Rack Pub is Returnable
 Pricing REGULAR Billable Publication
 La Opinion Type Swap on Sunday

Status Publisher Account 0018876 Dist 32

Bill Mode Description

Slugs		Mon	Tue	Wed	Thr	Fri	Sat	Bul	Sun
Mon	Fri	1	2	3	4	5	6	7	8
Tue	Sat								
Wed	Bul								
Thr	Sun								
Draw Returns Adjustments									
Minimum		10	10	10	10	10	10	10	20
Maximum		99999	99999	99999	99999	99999	99999	99999	99999

Page Down/↓ For More Options

F1 Previous	F5 Add	F9 Go to Location Info
F2 Next	F6 Modify	F10 Exit
F3 Find	F7 Delete	F11 Dial Phone
F4 Browse	F8 Duplicate	F12

The next step in setting up Ivy Route is to make any changes to your Location Weeks that you may need.

NOTE: Most locations will not need any changes and are fine with the defaults. But being able to “fine tune” the Auto Calc process for each Pub Id and each Location is one of the items that makes this process so powerful in Ivy Route.

Auto Calc this Pub: This checkbox allows you to indicate whether to include this Pub Id for this Location in the Auto Calc process. For example; if you have a location you always want to get the same draw you can uncheck this and their draws will never be changed.

Minimum and Maximum: If you want the draws to always fall within a specific range use these fields to define that range. The default of 1 and 99999 are usually fine.

NOTE: If you have a location that always wants 25 papers on a Sunday but doesn't care what they receive the rest of the week you can leave their Minimum and Maximum to 1 and 99999 for Monday through Saturday but change the Sunday ones to both 25.

Using The Auto Calc Utility

The actual process for doing the Auto Calc is performed using the Calc Single Copy Draw utility.

It can be found at: File menu -> Change Single Copy Week submenu -> Auto Calc Next Weeks Draws option.

Week of: 12/06/2004

Pub Id: ALL

Route: ALL

Cust #: 0

Start calculation with the week of...: 10/18/2004

End calculation with the week of....: 11/22/2004

Exclude the week of / / from the calculation

Add Pub Id amount or use this if empty: 1

Include adjustments in calculation

Days of week to calc:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Bulldogs
- Sunday

< Ok >

< Cancel >

Week Of: The Monday of the week you want to change the draws in. This defaults to the newest week in the system.

Pub Id: If you want to restrict the calculation to only a specific Pub Id you can do that with this popup.

Route: If you want to restrict the calculation to only a specific Route you can do that with this popup.

Cust #: You can restrict the calculation to only a specific customer number by entering it here.

Start calculation with the week of: The Monday of the first week to include in the range of previous weeks to base the calculations on.

End calculation with the week of: The Monday of the last week to include in the range of previous weeks to base the calculations on.

NOTE: Make sure and only include weeks that you have already entered returns for.

Exclude the week of ???/??/???? from the calculation: You can exclude a specific week by entering the Monday of that week here. This allows you to exclude weeks where the draws were affected by some temporary source.

Add Pub Id amount or use this if empty: This option will look in the ranges you defined in the F11 Auto Calc Ranges option of the Publications Information screen. If there is no definition found to match the current Pub Id and Average Net Sale then the entered amount is used.

Always add this amount: This option will always add the entered amount to the every Average Net Sale.

Include adjustments in calculations: Check this option to include the Adjustments field of the Location Week in the calculation.

Days of week to calc: Check what days of the week you want to include in the calculation process.