

**MTSoft, Inc.**

*Agency Vision*

**Mail Plan Module**

Rev. 6/22/05

*Welcome! Thank you for choosing MTSoft's Agency Vision Mail Plan!*

Agency Vision Mail Plan Software is the most comprehensive software designed to cover all aspects necessary to create, maintain and utilize the mail plan throughout the mailing process.

This documentation will walk you through the process of creating a mailplan job. Agency Vision organizes a Mail Plan Job List and utilizes the plan in the Mail Plan Worksheet. Using the Package Manager, you select your mailing components, create and organize RFQ's and Purchase Orders, while monitoring the mail plan budget. Find information on organizing select criteria for donor mailings as well as list information for acquisition mailings. Plan waves (multiple drops) of mailings and keep track of important milestones throughout the process.

Using the Statistical Transactions feature, you are able to directly import response information from which several detailed reports can be run.

The Client Accounts Payable menu allows you to create, edit and apply payments to invoices. You will be able to quickly access any unpaid invoices as well as flag all those that have been paid. Again, several detailed reports are available under this feature.

MailTech Software

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## Table of Contents

Mail Plan Defaults.....	2
Client Information.....	3
Fields available in Client Information.....	4
Action buttons in Client Information Screen.....	5
Vendor Information.....	7
Fields available in Vendor Information Screen.....	8
Action buttons in Vendor Information Screen.....	8
New Mail Plan.....	10
Mail Plan Job List.....	13
Open Mail Plan.....	14
Copy Mail Plan.....	14
Delete Mail Plan.....	15
Mail Plan Worksheet.....	16
Package Manager.....	18
Components.....	20
Request for Quote.....	22
Budget.....	24
Purchase Orders.....	25
Linked Documents.....	29
Components Delivery.....	29
Job Track Check List.....	30
Donor Selects Schedule.....	31
Statistical Reporting.....	34
Client Accounts Payable.....	34
Enter an Invoice.....	36
Change an Invoice.....	36
Enter a Payment.....	37
Client A/P Aging.....	38
Client A/P Detail.....	38
Client A/P Invoices.....	39
Unpaid Purchase Orders.....	39
Cost Report by Job.....	39
Vendor Summary.....	39
View Purchase Orders.....	39
Plan Reports.....	41
Mail Schedule Report.....	41
Total Tracking Report.....	41
Mail Plan Projections.....	41
Inventory Reports.....	42
Statistical Transactions.....	44
Calendar.....	45
Help Menu.....	46
Index.....	47

# Mail Plan Defaults

In order for the mail plan program to work, there are some configuration tables that must be set up. These are smaller tables within the main table that are used to store mail plan defaults. Examples of these defaults are package milestones, types of mail plans, key descriptions, international currency exchange rates, and client payable classification codes.

The screenshot shows a software window titled "Configuration - Mail Plan". It contains a list of "Mail Plan Tables" on the left and a detailed view of the "Schedule Dates Default" table on the right.

**Mail Plan Tables:**

- Schedule Dates Default
- Plan Notes Key Descriptions
- Next PO Number
- Activity/Date Types (Used in PO)
- International Settings
- Company Name and Address
- Classifications for AP Invoices (Aged Payables)

**Schedule Dates Default Table:**

emCfgRec	MPTtype	MPItemMilestone	PItemOffset	mDateReq	MPItemPred	emRe
27	Donor	Art to Printer	0	-1		
28	Donor	M/F Update Cutoff	0	-1		
29	Donor	Components to	0	-1		
30	Donor	Postage Due	0	-1		
31	Acquisition	Update Cutoff	0	-1		
32	Acquisition	Copy Material from	0	-1		
33	Acquisition	Comps, Copy and	0	-1		
34	Acquisition	Package Approval to	0	-1		
35	Acquisition	Art to Printer	0	-1		
36	Acquisition	Components to	20	-1		
37	Acquisition	Postage Due	5	-1		
*						

These tables are:

**Schedule Dates Default** – This table contains the "milestones" information from which the mail schedule report is created. Specifically, this information includes all actions that need to be completed in order to get the mailing out. They could include copy materials received from client, masterfile update completion, art and copy approval from client, postage funds received from client, etc.

**Plan Notes Key Description** – This table contains the "key" information that can be defined on a job by job basis which provide helpful reminders to account executives, enabling them to carry out their jobs more effectively, with fewer errors. Examples of the types of keys stored in this table are ACR (Address Correction Requested), NCOA (National Change of Address), MF (Masterfile Tape), PE (Public Education), CFC (Combined Federal Campaign), LE (list exchange), SR (State registration) and TX (tax deductibility statement).

**Activity/Date Types (Used in PO)** –

**Company Name and Address** – This is where the agency name and address is stored so it is available for use in reports. *Note: The street address must be keyed in the Adr2 field.*

**Classifications for AP Invoices (Aged Payables)** – Agency Vision allows the agency to track all outstanding vendor bills that each of its clients' owe. It is within this table that the client payable "classifications" are defined. Examples of classifications include Agency Fees, Mail Plan Job, and List Fulfillment.

**Projected Response % from First Return** – For statistical purposes, some agencies try to project additional income for their mailings. The percentages used to define the projections are set up in this table and used in the weekly statistical report.

**Invoice Remittance Address and Terms** – This is where the list company name and address is stored so it is available for use in reports. *Note: The street address must be keyed in the ADR2 field.*

**Starting Month (1-12) for Fiscal Yr** – In order to print fiscal year accounting reports, the month that starts the company's fiscal year needs to be keyed here. If your fiscal year starts August 1, and 8 would need to be in this field.

**Allowable Variance % for Changed Delivered Qty** –

**Switches to Control Program Operation** –

**A/P Invoice Detail Items** –

**Group Invoice Number** –

In addition to the Mail Plan Defaults, the Client and Vendor databases need to be set up. The next few pages will go over the process of setting up and maintaining these databases.

## Client Information

Upon selecting client/vendor information from the "edit" drop-down menu, a screen allowing the selection of either the client or vendor information becomes available for editing.



It is within this shared area that all client records and vendor records are added. When entering either a new client or vendor, the first field you must fill in is customer key (for clients) or vendor ID (for vendors). Normally this is some kind of definitive acronym that will be recognized associated with the client or vendor. In the example below, the customer key for this client is AIM001 (black letters at the top left of the screen).

### Client Information

Upon choosing to edit Client information, the client database is opened in the form of the screen image shown next.

**Clients**

File Print Tools Help

AIM001

Name: AIM Direct, Inc.  
 Address: 12307 Eliff Way  
 City: Woodbridge State: VA  
 Zip: 22192 Country:  
 Phone: 703-680-4651 Fax:  
 E-Mail: lweyant@mtsoft.com

Client Status: US Active  
 Bus. Type/Cat.:  
 Caging Vendor: 0  
 DP Vendor: 0  
 Contract Start:  
 Contract End:  
 Fiscal Start:  
 Fiscal End:

M/F Maint.:  
 Agency Fee:  
 Parent Key:  
 Bill To:  
 A/P Contact:  
 Payment Terms:  
 Fed ID#:  
 Tax Exempt ID#:  
 Nonprofit?  Authorization No.:

Name	Phone
Lonnie Weyant	

## Fields and their definitions available in Client Information

**Name** – Enter the full name of the client in this field

**Address** – Enter the client address here. (Two lines available)

**City, State & Zip** – enter the city, state and zip in the appropriate fields.

**Phone** – enter client telephone number here

**Fax** – enter client fax number here

**Email** – Enter client email address or main contact email address here.

**M/F Maintenance** – This is a text field to enter your scheduled master file maintenance schedule. Some clients have masterfile maintenance monthly, others quarterly, etc.

**Agency Fee** – Key in the agency per/M fee or monthly retainer as applicable.

**Parent Key** – There are times when one client is the "parent" and others are subsets thereof. An example of this would be a major US client that also mails in other countries. The parent key in this instance would be the US office, and the other clients would reference this client.

**Bill To** – Key in the accounting department address to which agency billing would be mailed.

**A/P Contact** – Key in the contact of the accounting department to whose attention the billing would be forwarded.

**Payment Terms** – Select one of the predefined payment terms from the drop down.

**Fed ID#** - Enter client's Fed ID#

**Tax Exempt ID#** - If client is eligible for tax exemption, enter the tax exempt ID #.

**Nonprofit** (checkbox) – If the client is a nonprofit organization, i.e., 501(c)3 or 501(c)4, check the box. If it is a commercial or for profit entity, do not check the box.

**Client Status** – This field is used to run client reports by status type. Normally we define a client as active or inactive. This definition may also be further defined by what country they are operating in.

**Bus. Type/Cat.** – Defines the type of work a client does. In some cases, they may be a veterans group, a children's charity or a health organization.

**Caging Vendor** – This field is a direct link to the vendor table and allows the caging vendor of record for this client to be directly linked to the client record itself.

**DP Vendor** – This field is also a direct link to the vendor table and allows the data processing vendor of record for this client to be directly linked to the client record itself.

**Contract Start** – starting date of current agency contract.

**Contract End** – ending date of current agency contract.

**Fiscal Start** – In order to print fiscal year accounting reports, the date that starts the company's fiscal year needs to be keyed here in the form MM/DD/YYYY.

**Fiscal End** – the date that ends the company's fiscal year needs to be keyed here in the form of MM/DD/YYYY.

**Contacts** – In working with clients, most Account Executives will have several points of contacts. By clicking the contacts button (defined below), any added contacts for a client will appear in this grid.

## Action Buttons in Client Information Screen



**New** – clicking this button loads the "Enter unique client ID" field. After entering a unique client ID, you will receive a blank screen in which to enter all of the information as detailed above.



**Save** – Click this button to save the client record you have just entered or any changes you have made to an existing record.



**Undo** – Allows you to undo any unsaved changes.



**Delete** – delete a client record. *Note: we normally do not delete client records but would instead change their status to inactive.*



**Find** – Clicking this button produces a grid with all currently defined clients. Use the scroll bar to find the client record you want, highlight it and click select. This allows you to look up, review, modify, etc. a client record.



**Contacts** – clicking this button will give you a blank screen like the one below. As stated above, each client can have multiple contacts. Since some contacts work at different addresses, a complete form is provided for each contact.



**Linked Documents** – There are multiple places with Agency Vision that you can create documents in other applications and then "link" them to a specific area. In this case, you can create a client profile in a word processing program and link it to the client record.



**Notes** –Any notes you may have regarding this client, i.e., past history (good or bad) can be entered in the notes area. It is basically a blank notepad in which to add thoughts.



**Print** – Clicking this button will produce a report (in print preview which can then be sent to a printer) that contains all of the client and contact information for this particular record.



**Close** – closes the client program and returns you to the Client/Vendor main screen.

### Bottom Arrows



First Record – takes you to the very first record in the database, sorted alphabetically on client name.



Previous Record – takes you to the previous record (if not at the beginning of the file).



Next Record – takes you to the next record (if not at the end of the file).



Last Record – takes you to the last alphabetical client name in the file.

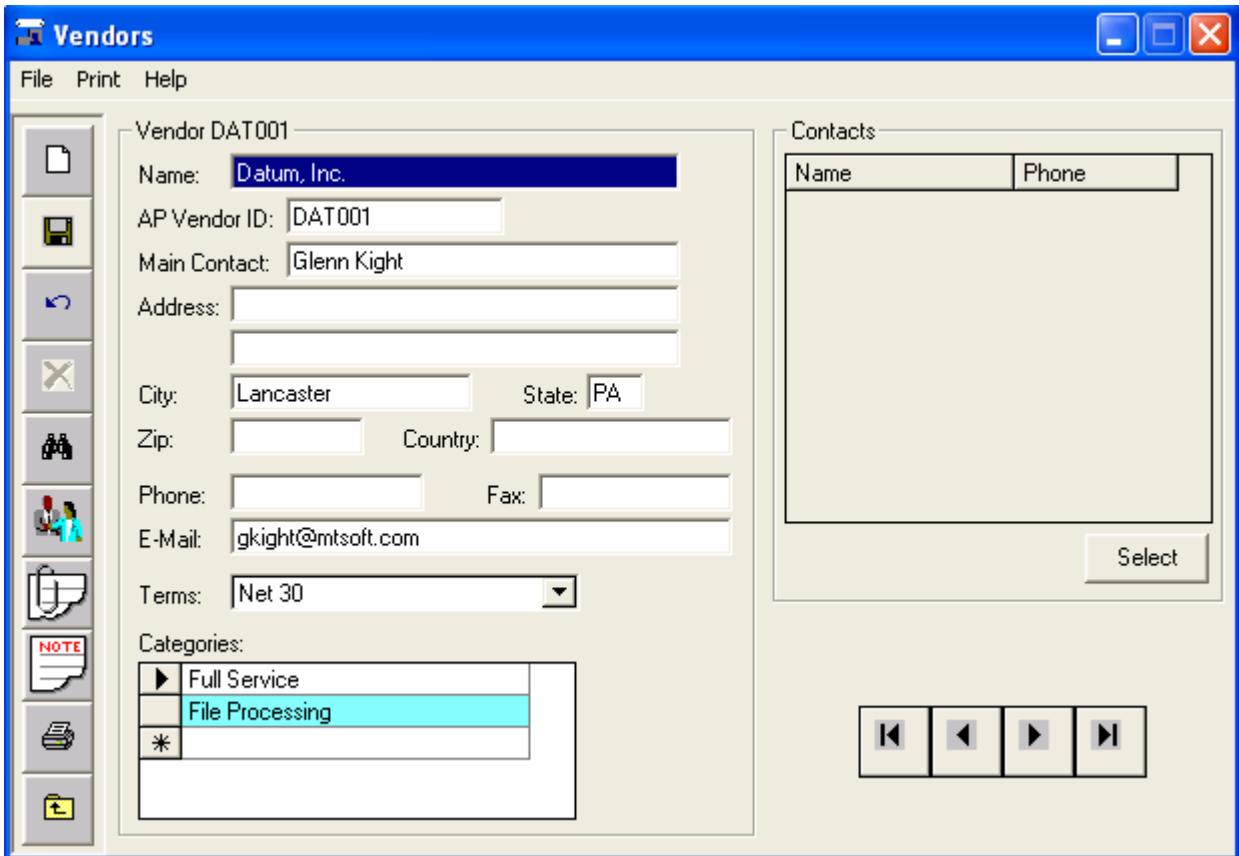
## Vendor Information

Upon selecting client/vendor information from the "edit" drop-down menu, a screen allowing the selection of either the client or vendor information becomes available for editing.



It is within this shared area that all client records and vendor records are added. When entering either a new client or vendor, the first field you must fill in is customer key (for clients) or vendor ID (for vendors). Normally this is some kind of definitive acronym that will be recognized associated with the client or vendor. In the example below, the Vendor ID for this vendor is DAT001 (black letters at the top left of the screen).

Upon choosing to edit Vendor information, the vendor database is opened in the form of the screen imaged below.





## Fields and their definitions available in Vendor Information Screen

**Name** – Enter the full name of the vendor in this field

**AP Vendor ID** – Unique ID used to identify vendor.

**Main Contact** – Enter the main contact at vendor location.

**Address** – Enter the vendor address here. (Two lines available)

**City, State & Zip** – enter the city, state and zip in the appropriate fields.

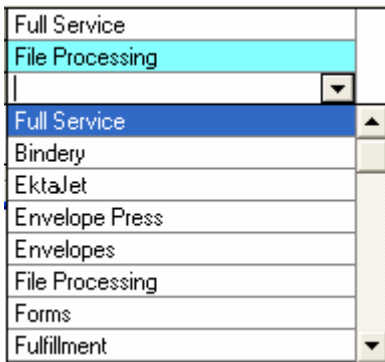
**Phone** – enter vendor telephone number here

**Fax** – enter vendor fax number here

**Email** – Enter vendor email address or main contact email address here.

**Terms** – Select one of the predefined payment terms from the drop down.

**Categories** – Select the appropriate category from the drop down. (See image below)



## Action Buttons in Vendor Information Screen



**New** – clicking this button loads the blank screen in which to enter all of the information as detailed above.



**Save** – Click this button to save the vendor record you have just entered or any changes you have made to an existing record.



**Undo** – Allows you to undo any unsaved changes.



**Delete** – delete a vendor record.



**Find** – Clicking this button produces a grid with all currently defined clients. Use the scroll bar to find the vendor record you want, highlight it and click select. This allows you to look up, review, modify, etc. a vendor record.



**Contacts** – clicking this button will give you a blank screen like the one below. As stated above, each vendor can have multiple contacts. Since some contacts work at different addresses, a complete form is provided for each contact.

AIM Direct, Inc. Contacts

Client Name: AIM Direct, Inc.

Contact Key: Smith

Name: Betty Smith

Title: Operations Manager

Address: 123 AIM Dr.  
Ste 102

City/State/Zip: Manassas VA 20111

Country:

Phone: 703.555.5555

Fax: 703.555.5555

Pager:

Home Phone:

Car Phone:

E-mail: bsmith@aim.com

Navigation buttons: Left Arrow, Right Arrow, New, Delete, Accept, Cancel



**Linked Documents** – There are multiple places with Agency Vision that you can create documents in other applications and then "link" them to a specific area. In this case, you can create a vendor profile in a word processing program and link it to the vendor record.



**Notes** – Any notes you may have regarding this vendor, i.e., past history (good or bad) can be entered in the notes area. It is basically a blank notepad in which to add thoughts.



**Print** – Clicking this button will produce a report (in print preview which can then be sent to a printer) that contains all of the vendor and contact information for this particular record.



**Close** – closes the vendor program and returns you to the Client/Vendor main screen.

### Bottom Arrows



**First Record** – takes you to the very first record in the database, sorted alphabetically on client name.



Previous Record – takes you to the previous record (if not at the beginning of the file).




Next Record – takes you to the next record (if not at the end of the file).

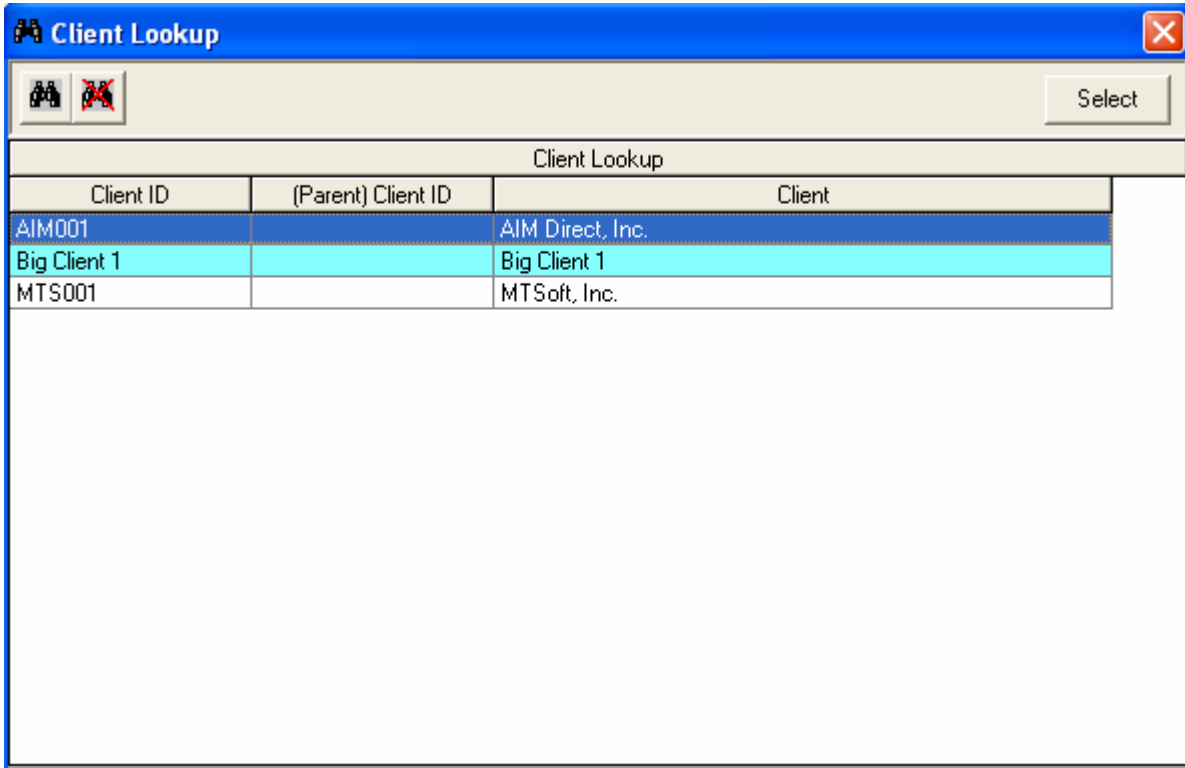


Last Record – takes you to the last alphabetical client name in the file.

## New (Mail Plans)

From the file menu, choose "New" OR click on the "new" icon .

The client lookup window will appear. Highlight the desired client and click "Select."



The Mail Plan screen then appears and is ready for mailing information to be entered.

Mail Plan

File Edit Accounting Reports Statistics Help

General

Client: Big Client 1 Plan Type: Acquisition

Plan Name: 2003 Membership Acquisition A/E: Sally Smith

Contact: Bill Stuart ...  Approved

Country: Exchange Rate: 0 (Base Currency)

Mail Plan Job List -- Mail Dates(1/1/100 - 12/31/9999)						
Job ID	Job Name	Job Type	Est. Quantity	Mail Date	RDC Date Seg	DM Group #
12303	February MA		750,000	02/23/2003		
12403	March MA		750,000	03/30/2003		
12503	April MA		750,000	04/30/2003		
*						

Choose **Plan Type** from drop down menu (These plan types are set up in the configuration module under Mail Plan.)

-**Acknowledgment** (usually addresses a member response such as a Thank You mailing)

-**Acquisition** (prospecting to outside lists) OR

-**Donor**(Housefile or Member mailings)


Enter the **Plan Name**. This could be the name or type of the mailing.

**A/E field** – drop down that lists all agency Account Executives. This drop down is setup in the configurations area. Select your name from the drop down. If the client has approved and signed on a mail plan, click the "Approved" field.

**Country and Exchange Rate** – drop down fields that are defined under configuration. It is here that you select the country and currency exchange rate that this mail plan will be based on. If your client is a US based client, you would select US from the drop down, which would automatically put a 1 in the exchange rate field. If you are preparing a plan for a Canadian based client, you would select Canada, which would automatically put 0.6702 in the exchange rate field. This means it takes approximately \$.67 US to make 1 Canadian dollar.

*Note: The amount in the exchange rates field is a "close approximation" of what the exchange rate is. We don't change the field daily with the exchange updates and we don't anticipate changing the data unless there is a dramatic drop or rise in the exchange rates. There is a place within component delivery where you can use an exact exchange rate in order to calculate costs for statistics.*

### Contact

If the contact has already been setup, click on the select icon  to bring up the contacts for the given client. See example on the next page.

Customer Name: Big Client 1

Contact Key: Stuart

Name: Bill Stuart

Title:

Address:

City/State/Zip:

Country:

Phone: 703-968-9878

Fax:

Pager:

Home Phone:

Car Phone:

E-mail: bstuart@mtsoft.com

Previous Next New Save Delete Select

To create a new contact, simply click on "New" in the Contacts screen and enter the contact information. Click the "save" button to save the new contact information.

Navigate through the contacts using the "Next" or "Previous" buttons. Once you have the contact you would like, click "Select" to replace.

Once you have completed the above information, you can begin the [Mail Plan Job List](#).

#### Action Buttons Available



[Mail Plan Worksheet](#)



[Notes/Comments](#)

Any notes you may have regarding this Mail Plan. It is basically a blank notepad in which to add thoughts.



[Linked Documents](#)

There are multiple places with Agency Vision that you can create documents in other applications and then "link" them to a specific area. In this case, you can create mail plan related documents in a word processing program and link them to the mail plan record.



[Donor Selects Schedule](#)



[Statistical Reporting](#)

# Mail Plan Job List

The screenshot shows the 'Mail Plan' software window. The title bar reads 'Mail Plan' and the menu bar includes 'File', 'Edit', 'Accounting', 'Reports', 'Statistics', and 'Help'. The 'General' tab is active, displaying the following fields:

- Client: Big Client 1
- Plan Name: 2003 Membership Acquisition
- Contact: Bill Stuart
- Country: [Dropdown]
- Plan Type: Acquisition
- A/E: Sally Smith
- Approved:
- Exchange Rate: 0 (Base Currency)

Below the general information is a table titled 'Mail Plan Job List -- Mail Dates[1/1/100 - 12/31/9999]'. The table has the following columns: Job ID, Job Name, Job Type, Est. Quantity, Mail Date, RDC Date Seg, and DM Group #.

Job ID	Job Name	Job Type	Est. Quantity	Mail Date	RDC Date Seg	DM Group #
12303	February MA		750,000	02/23/2003		
12403	March MA		750,000	03/30/2003		
12503	April MA		750,000	04/30/2003		
*						

Now that you have entered the mail plan title information, you are ready to enter the jobs that will make up that mail plan. Ignoring the buttons on the left, click the mouse in the **JobID** field. The JobID field is where you put the agency job number.

Use the tab key to move forward across the fields, and shift+tab to move backward. *Note: The grids within the program are adjustable. You can make the columns wider or narrower, across and down just like you can in most spreadsheet programs. However, keep in mind that when you close a screen and then re-enter it, the screen reverts to the program defaults.*

Hit the tab key to move to the **Job Name** field. This is where you put the name of the job, i.e., Spring Acquisition Mailing or Membership Mailing.

The **Job Type** field is used to create the subtotals on a donor mail plan. For each job type within a donor plan, select either original or follow-up. If you are working on an acquisition plan, leave this field blank.

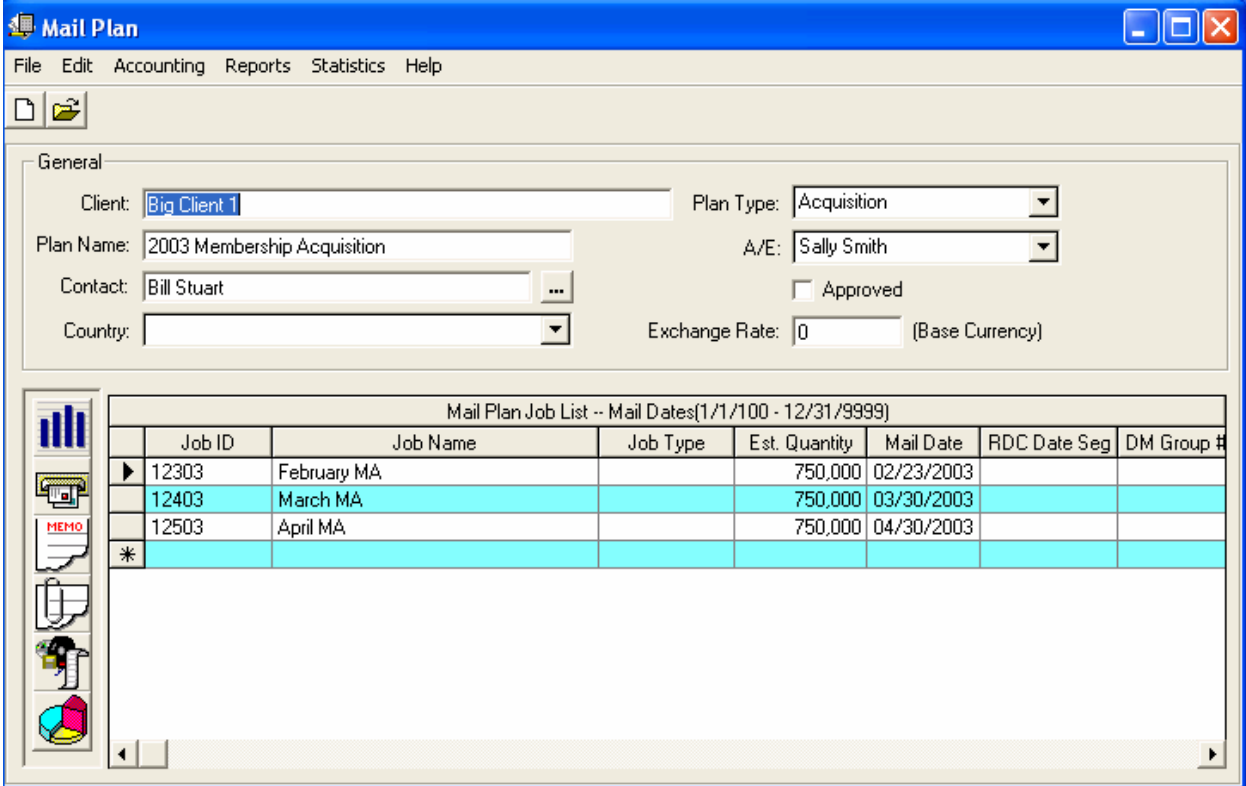
The **Est. Quantity** field is where you enter the estimated mail quantity for the entire job. Different waves and package types are broken out on the next screen ([Mail Plan Worksheet](#)).

In the **Mail Date** field you enter the first mail date of the job. If you are dropping multiple waves, the first drop date is entered here. As mentioned before, waves and packages are separated within jobs in the Mail Plan Worksheet area. All date fields in the program are "smart dates." You can enter a date in a multitude of formats (9/9/99 or 9-9-99) and the field will automatically format to MM/DD/YYYY. You can also double-click in any date field within the program and a calendar will appear from which you can choose a date.

Once you have entered the above information, you are now ready to use the [Mail Plan Worksheet](#).

Note: you must tab to the next line after you enter a job in order for the job information to save and make the *Mail Plan Worksheet* available.

## Open




The screenshot shows the Mail Plan software interface. The title bar reads "Mail Plan" and the menu bar includes "File", "Edit", "Accounting", "Reports", "Statistics", and "Help". The "General" tab is active, displaying the following fields:

- Client: Big Client 1
- Plan Type: Acquisition
- Plan Name: 2003 Membership Acquisition
- A/E: Sally Smith
- Contact: Bill Stuart
- Country: [Empty]
- Exchange Rate: 0 (Base Currency)
- Approved:

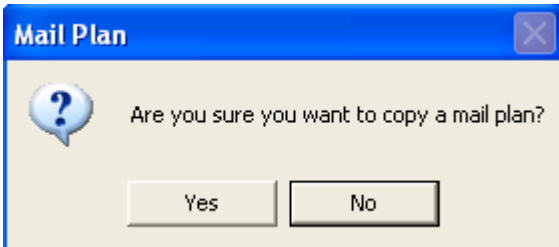
Below the form is a table titled "Mail Plan Job List -- Mail Dates(1/1/100 - 12/31/9999)". The table has the following columns: Job ID, Job Name, Job Type, Est. Quantity, Mail Date, RDC Date Seg, and DM Group #.

Job ID	Job Name	Job Type	Est. Quantity	Mail Date	RDC Date Seg	DM Group #
12303	February MA		750,000	02/23/2003		
12403	March MA		750,000	03/30/2003		
12503	April MA		750,000	04/30/2003		
*						

If you have already created a job and wish to retrieve it, click on file, open **OR** click on the "open" icon . A list of all agency mail plan jobs currently in the system is displayed. Select the job you want to open and click select. The next screen to appear is the date filter. If you want to look at a mail plan for a specific period (calendar year, client fiscal year, agency fiscal year or spanning multiple years), enter the dates in the Begin and End date fields. If you do not wish to filter the date, just click "ok."

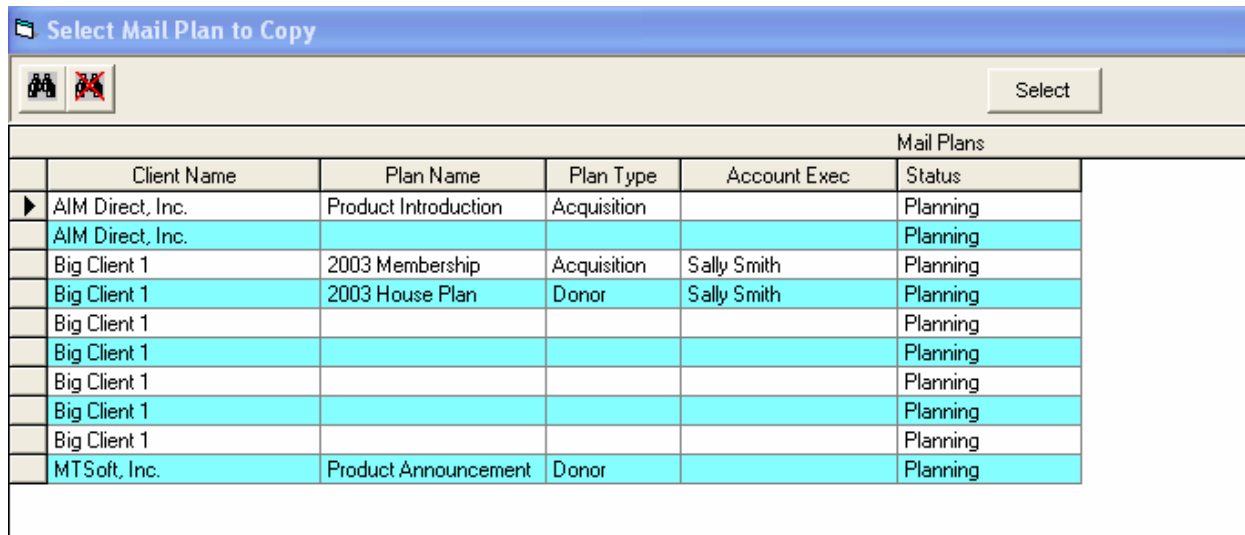
## Copy

If you would like to copy a Mail Plan job, simply click on "Copy" from the file menu. You will be prompted with a window confirming you would like to perform this action.



The screenshot shows a small dialog box titled "Mail Plan" with a question mark icon. The text inside the dialog box reads: "Are you sure you want to copy a mail plan?". At the bottom of the dialog box, there are two buttons: "Yes" and "No".

Upon selecting "yes" you will be able to select the Mail Plan job you would like copied from the database.

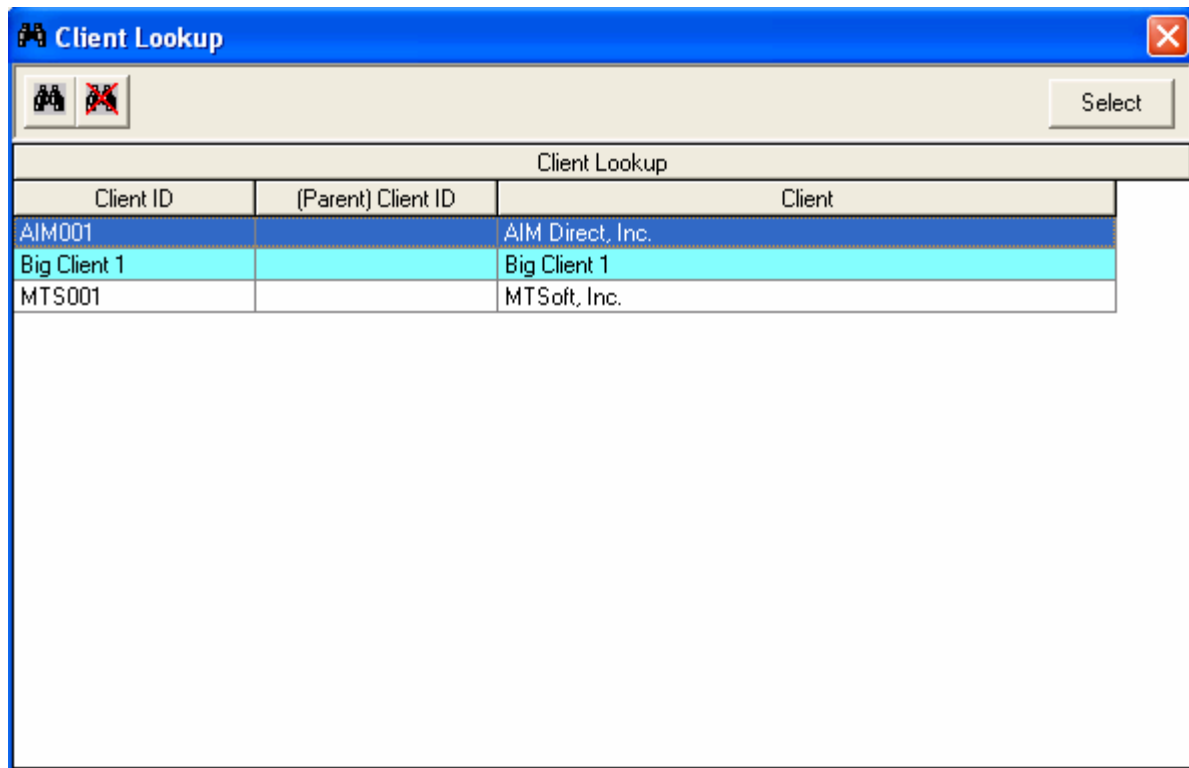


The screenshot shows a dialog box titled "Select Mail Plan to Copy". It features a toolbar with two icons (a pair of glasses and a pair of scissors) and a "Select" button. Below the toolbar is a table with the following data:

Mail Plans					
	Client Name	Plan Name	Plan Type	Account Exec	Status
▶	AIM Direct, Inc.	Product Introduction	Acquisition		Planning
	AIM Direct, Inc.				Planning
	Big Client 1	2003 Membership	Acquisition	Sally Smith	Planning
	Big Client 1	2003 House Plan	Donor	Sally Smith	Planning
	Big Client 1				Planning
	Big Client 1				Planning
	Big Client 1				Planning
	Big Client 1				Planning
	Big Client 1				Planning
	Big Client 1				Planning
	MTSoft, Inc.	Product Announcement	Donor		Planning

Highlight the desired Mail Plan job and click "Select."

You will then be taken to the Client Lookup screen.



The screenshot shows a dialog box titled "Client Lookup". It features a toolbar with two icons (a pair of glasses and a pair of scissors) and a "Select" button. Below the toolbar is a table with the following data:

Client Lookup		
Client ID	(Parent) Client ID	Client
AIM001		AIM Direct, Inc.
Big Client 1		Big Client 1
MTS001		MTSoft, Inc.

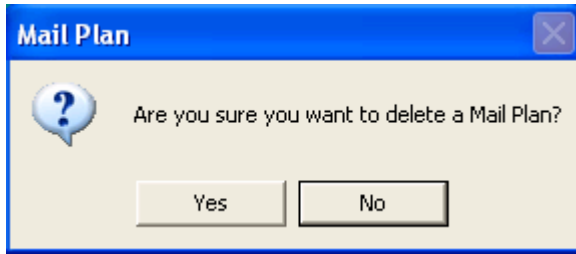
Highlight the client to which you would like the Mail Plan copied and click "Select."

You will then be in the Mail Plan screen which should indicate the Mail Plan job that was copied for the client you have chosen.

## Delete



If you would like to delete a Mail Plan, simply click on "Delete" from the file menu. You will be prompted with a window confirming you would like to perform this action.



Upon selecting "yes" you will be able to select the Mail Plan you would like to delete from the database of Mail Plans.

Select Mail Plan to Delete					
Select Mail Plan to Open					
Client Name	Plan Name	Plan Type	Account Exec	Status	
AIM Direct, Inc.	Product Introduction	Acquisition		Planning	
AIM Direct, Inc.				Planning	
Big Client 1	2003 Membership	Acquisition	Sally Smith	Planning	
Big Client 1	2003 House Plan	Donor	Sally Smith	Planning	
Big Client 1				Planning	
Big Client 1				Planning	
Big Client 1				Planning	
Big Client 1				Planning	
Big Client 1				Planning	
Big Client 1				Planning	
Big Client 1				Planning	
MTSoft, Inc.	Product Announcement	Donor		Planning	
MTSoft, Inc.				Planning	
MTSoft, Inc.				Planning	

Highlight the Mail Plan you would like to delete and click "Select." The selected Mail Plan has now been deleted from the database.

## Mail Plan Worksheet



After clicking the Mail Plan Worksheet button, you enter an area where you split out packages and waves and also define projections for your mailings.

Mail Plan Packages											
Job ID	Pkg. Type	Package Desc.	Package Theme	Mail Date	Quantity	% of Resp.	Avg. Gift (base)	Intl. Avg. Gift	Cost/M (base)	Intl. Cost/M	
12303	Test	February MA Test 1	J12303C BRE Version	02/23/2003	25,000	2.00	\$15.00	0.0000	\$800.00	0.0000	
12303	Test	February MA Test 2	J12303B Blue Version	02/23/2003	25,000	1.75	\$10.00	0.0000	\$400.00	0.0000	
12303	Test	February MA Test 3	J12303A Red Version	02/23/2003	25,000	1.75	\$10.00	0.0000	\$400.00	0.0000	
12303	Control	February MA Cntrl	J12303 Join Today	02/23/2003	675,000	2.00	\$10.00	0.0000	\$400.00	0.0000	
12403	Test	March MA Test 1	J12403A Blue Version	03/30/2003	100,000	2.00	\$10.00	0.0000	\$400.00	0.0000	
12403	Control	March MA Cntrl	J12403	03/30/2003	650,000	2.00	\$10.00	0.0000	\$400.00	0.0000	
12503	Test	April MA	J12503B Pres Signature	04/30/2003	25,000	1.00	\$25.00	0.0000	\$450.00	0.0000	
12503	Test	April MA	J12503A Blue Version	04/30/2003	350,000	2.00	\$10.00	0.0000	\$400.00	0.0000	
12503	Control	April MA	J12503	04/30/2003	375,000	2.00	\$10.00	0.0000	\$400.00	0.0000	
*											

Because most package testing and wave mailings are done in acquisition, if you are working on a donor mail plan, the job information you created on the mail plan title screen will automatically fill the worksheet grid. This allows you to skip the step of breaking out packages and waves, which is described below.

## Waves

Entering packages and waves is a two-step process. The order in which you do them is up to you. For this example, we will first define the wave, then the packages within the wave.

First, click in the Job ID field. Notice the down arrow to the right of the box, which indicates a drop down box. Click the down arrow and notice that the jobs defined on the Job List screen appear in a drop down box. Click on the first job within the drop down. The data from the drop down automatically fills the worksheet grid.

The **Package Type** field is used in conjunction with rollout costs to create some statistical reports. If you are running package tests against a control segment (not the entire control, just a control segment), the control segment needs to be defined as such by using the drop down and selecting control. And each of the test packages must be defined by selecting "test" from the drop down.

The **Package Description** field is where you would type a brief description of the package, i.e. Name Label Control, Membership Package, AOC Test Package, etc. This description field is displayed on many subsequent package grids and reports, so make sure the data you enter here is descriptive, not general.

The **Package Theme** field is used to define the purpose of the mailing. For instance, the mailing could be about a particular health awareness issue or a petition to our government officials on behalf of animal rights.

Notice that the mail date and quantity mailed entered in the **Job List** previously has filled the fields on this grid. In order to define multiple waves, use the first day of a month to define the mail month. For instance, if your summer acquisition campaign consists of three waves (one in June, one in July and another in August), you would enter the mail dates as 6/1/99, 7/1/99 and 8/1/99 respectively for each of the waves.

Suppose you anticipate mailing 1.2 million pieces for the entire job, with 300,000 pieces dropping in the 1st wave (June), 400,000 pieces dropping in the 2nd wave (July) and 500,000 dropping in the 3rd wave (August) – To create these records, use the drop down and select the same job three times, changing grid lines each time. Then change the mail dates and quantities to the correct information for your waves and mail dates.

You can move around the grid by using the tab key or clicking the mouse. Entering data in the fields is a lot like using a spreadsheet program. If you want to delete an entry, highlight the row by clicking on the gray box to the far left of the row, then hit the delete key and say yes to delete that record.

The **% of Resp.** field is where you enter the response rate you expect to receive. The field is formatted as a percentage, so you enter it as 2.75, not .0275.

If you are mailing for a US client, use the **Avg. Gift (base)** field to enter the dollar average you anticipate receiving for this mailing. You will notice that the **Intl. Avg. Gift** field automatically fills with the same number based on the exchange rate of 1 previously selected on the job title screen. If you are working on an international mail plan, you enter either the US equivalent of the anticipated average gift or the average gift in the other country's currency. You enter one or the other – the program will calculate and fill the other field based on the exchange rate selected on the first screen.

The same is true with **Cost/M (base)** and **Intl. Cost/M** – you enter either the base rate (in this case US) or, if you're working for an international client, the international equivalent of the cost/M.

Once that information has been entered, you have created three waves for one acquisition mailing. Now those waves must be split into separate test packages.

Before proceeding with the package definitions, take a look at the very bottom of the screen. You will notice that it is separated into three sections: Package Projections, Job Projections and Mail Plan Projections.

Package Projections		Job Projections		Mail Plan Projections	
Total Cost:	\$20,000.00	Total Cost:	\$191,000.00	Total Cost:	\$645,000.00
Gross Revenue:	\$64,000.00	Gross Revenue:	\$739,000.00	Gross Revenue:	\$1,568,500.00
Net Dollars:	\$44,000.00	Net Dollars:	\$548,000.00	Net Dollars:	\$923,500.00
Total Cost Intl:	0.0000	Total Cost Intl:	0.0000	Total Cost Intl:	0.0000
Gross Rev Intl:	0.0000	Gross Rev Intl:	0.0000	Gross Rev Intl:	0.0000
Net Amt Intl:	0.0000	Net Amt Intl:	0.0000	Net Amt Intl:	0.0000
Units:	4,000	Units:	49,000	Units:	117,000
Total Mailed:	50,000	Total Mailed:	500,000	Total Mailed:	1,500,000

The Package Projections section indicates the projections for a specific package. The fields in the table change depending upon which record you have selected in the above grid.

The Job Projections indicate the projections for the entire job. If you have three waves and eight packages within one job, this section calculates the projections for all of that.

The Mail Plan Projections section indicates the total projections for the entire mail plan in the grid.


### Packages

For wave 1 in June, we are mailing 300,000 pieces total. We now know we want to mail 200,000 pieces of the control package, and 50,000 each of two test packages. Select the 6/1/99 mail date record and change the quantity mailed to 200,000. Now go to the end of the grid to a new record field. Using the drop down, select the same job number again, filling the grid with that data. Go to the **Package Description** field and put in the test package (i.e., Pad Label Test). Tab to the quantity mailed field and replace the quantity with 50,000. Enter the estimated % of response for this package, as well as average gift and cost/M.

Note: The **Rollout Cost/M** field is important for some statistical reports, so if you receive rollout pricing from our vendors, make sure you key it into this field. The test package versus control statistical report can calculate the test results of a mailing using rollout costs instead of actual costs. Because test quantities are so much smaller, cost/M is usually much higher for tests than for rollout quantities. This report provides a more accurate picture of how the test package actually performed against the control package.

To add a second test package, repeat the steps above.

Click the cursor on the control package for the first wave. Notice the package and job statistics at the bottom of the screen. Now slick the cursor on the first test package. Notice the package statistics have changed to reflect projections based on the information you entered for that particular package.

In order to refresh the grid so the packages are sorted by job number and mail date consecutively, click the binoculars with the X through them. 

You are now ready for the **Package Manager**.

# Package Manager

From the Mail Plan Title screen, select the job number for the packages you want to work on, then click the package manager button. You will notice that the grid at the top fills with the package data created in the Mail Plan Worksheet for this particular job.

Package Manager - (2003 House Plan -- Job ID: 2003001) -- Mail Dates(1/1/100 - 12/31/9999)									
Components		RFQ	Budget	P.O.s	Linked Docs	Component Delivery	Job Track Checklist		
Mail Plan Packages									
Package Desc.	Mail Date	Package Theme	Quantity	% of Resp.	Avg. Gift (base)	Cost/M (base)	Intl. Avg. Gift	Intl. Cost/M	
▶ Semi Annual Membership Renewal	2/25/2003	H2003001A w/ Teaser	50000	8.00	\$16.00	\$400.00	0.0000	0.0000	
Semi Annual Membership Renewal	2/25/2003	H2003001 Membership	450000	10.00	\$15.00	\$380.00	0.0000	0.0000	

Schedule Dates -- Mails: 2/25/2003					Job Key	
Milestone	Date	Mail Date Offset (Days)	Actual Date	Key	Description	
▶ Postage Due		0		*		
Components to Lettershop		0				
M/F Update Cutoff		0				
Art to Printer		0				
Package Approval to CDR		0				
Comps, Copy and Budget to Client		0				
Copy Material from Client		0				

As you click on different packages in the top grid, notice how the milestones in the bottom left corner change. Since production of each type of package is different, each package has its own milestones. Milestones are defined as actions that need to be completed in order to get a mailing package out.

Select the first package you want to work with, then click on the milestones grid in the bottom left. Notice that there are two date fields: **Date**, which is the projected due date, and **Actual Date**, which is the date the action actually was performed or occurred. These dates are used to create reports, so it is important to fill them in.

You can type directly in either of these forms using date formats (DD/MM/YYYY or D-M-YY) and it will automatically format the fields for you. Or as stated before, if you double-click in any date field a calendar will pop up which you can use to select a date.

The field between them, **Mail Date Offset**, was created in an effort to save keystrokes. If Masterfile Cutoff is due 8 weeks prior to the mail date, put an 8 in the Mail Date Offset field beside Masterfile Cutoff and click off of the record. The program will automatically calculate the date 8 weeks before the mail date and put it in the date field. **Note:** The program does **not** check to make sure dates do not fall on weekends or holidays.

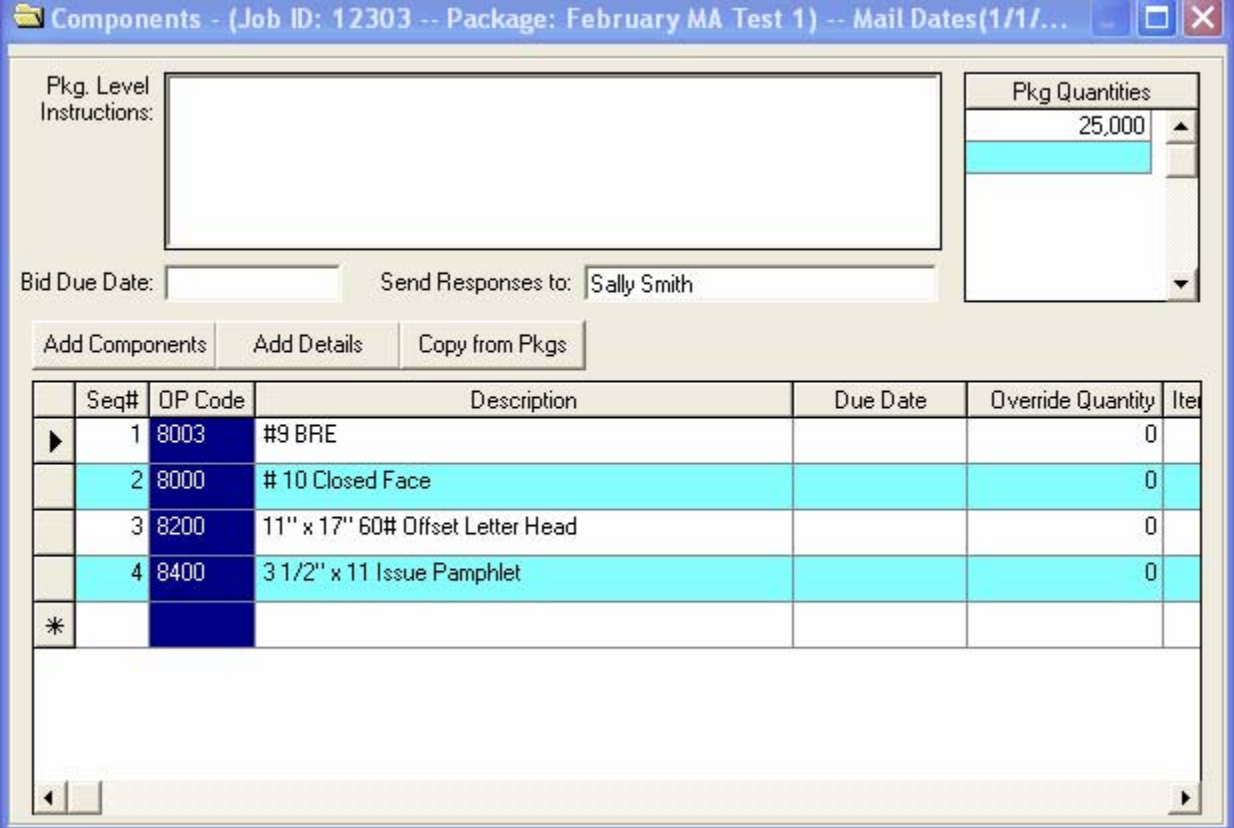
## Job Key

The job key fields at the bottom right of the screen define certain functions you need to perform on a job basis, regardless of the number of packages you are mailing. You only have to fill that information in once per job, not per package.

Along the top of the Package Manager screen you'll see tabs for [Components](#), [RFQ's](#), [Budget](#), [P.O.'s](#), [Linked Docs](#), [Components Delivery](#), [Job Track Checklist](#). To learn more about any of these sections, click on the link.

# Components

From the **Package Manager** screen, select the job package you want to define components for, then click the "Components" button. For demonstration purposes a test package was chosen.



The screenshot shows a software window titled "Components - (Job ID: 12303 -- Package: February MA Test 1) -- Mail Dates(1/1/...". The window contains several fields and a table:

- Pkg. Level Instructions:** A large empty text box.
- Pkg Quantities:** A grid with one row containing the value "25,000".
- Bid Due Date:** An empty text field.
- Send Responses to:** A text field containing "Sally Smith".
- Buttons:** "Add Components", "Add Details", and "Copy from Pkgs".
- Table:** A table with columns: Seq#, OP Code, Description, Due Date, Override Quantity, and Item. It contains four rows of component data and a blank row with an asterisk.

Seq#	OP Code	Description	Due Date	Override Quantity	Item
1	8003	#9 BRE		0	
2	8000	# 10 Closed Face		0	
3	8200	11" x 17" 60# Offset Letter Head		0	
4	8400	3 1/2" x 11 Issue Pamphlet		0	
*					

From the information contained in the header across the top of the screen, we can see the job we are working in, the package description and the date range of the mail plan. From the grid at the top of the next column, you can also see that the mail quantity specified for this package carried over to this screen.

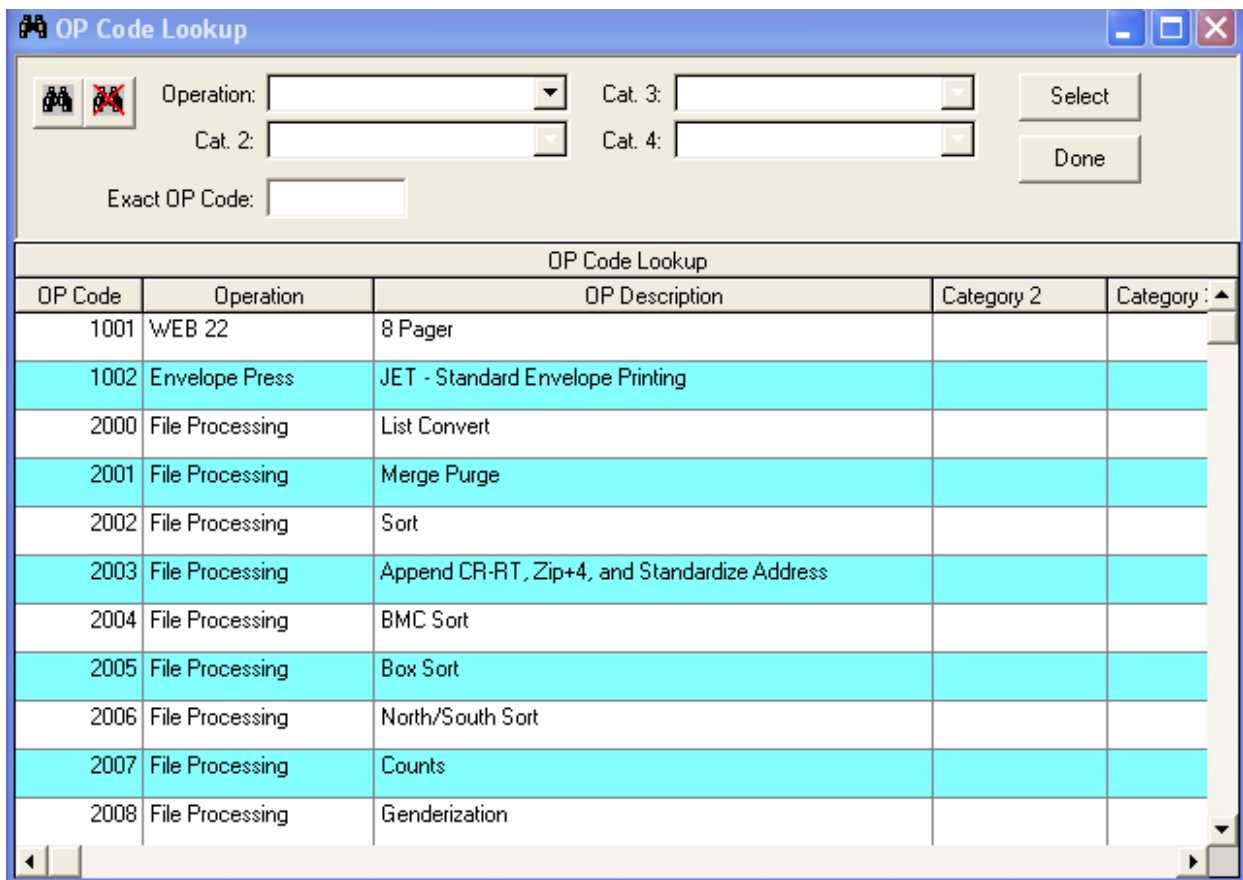
When asking vendors for component pricing for test packages, an AE will normally ask for pricing for the test mail quantity as well as for rollout quantities. To request pricing for additional quantities, click the cursor onto the next blank line in the package quantity grid and key the quantity amounts.

The **package level instruction** field can be used for any instructions that are package wide, not component specific. An example of this may be to remind a vendor that you are getting gang run pricing for multiple clients.

The **Bid due date** is the day the bids are due back to you from the vendor.

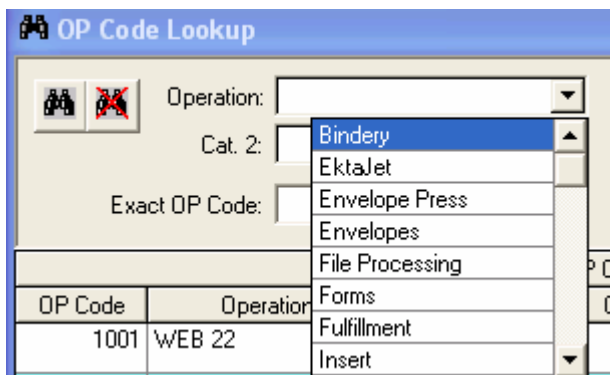
The **override quantity** field allows you to request a bid for a specific quantity, bypassing any quantities listed in the Pkg Quantities fields. This might be useful when there is left over inventory available from another mailing that can be used for this one, or if you have a special circumstance where you are ordering only 1 of a certain item (each).


If you click the add components button, the screen that appears is the OP Code Lookup table.



As mentioned before, OP Codes cover every component or service necessary to get a package in the mail.

The operation drop down on the top left allows you to filter OP Codes so there is less data to scroll through.



If you click on the operation drop down, you will see a listing of all components or services that make up a mailing package. To see just one type of component, select one from the drop down. Only that component or service is displayed in the bottom grid. If you choose to filter the data, click the binoculars with the X through it when you're finished to refresh the grid .

To select a component, highlight the one you want and click the Select button. The grid will flash for a moment when the data you selected is transferred to the previous grid. If you hold down the Ctrl key and click, you can select several components at one time. Once you have selected all of the components or services you need, click the Done button.

To change the specs on a component or add more information, select the component you want to edit and click the Add Details button.

A screen appears where detailed information about that component or service can be added. *Note: You can type in bold (CtrlB), underline (Ctrl U), or Italics (Ctrl I).*

You can also type all of the information that you want, highlight it, right click and select bold, underline or italics, or properties. By selecting properties, not only can you do any of the above three formats, you can also change the font and type size (see below).

The Attached Documents button is one of many places within the program that you can attach documents created outside of the program to a specific area, in this case the component level. An example may be a vendor who can't meet a specific delivery date. The written explanation they offer can be scanned into the system and attached to the component in question, as well as any response you make to them.

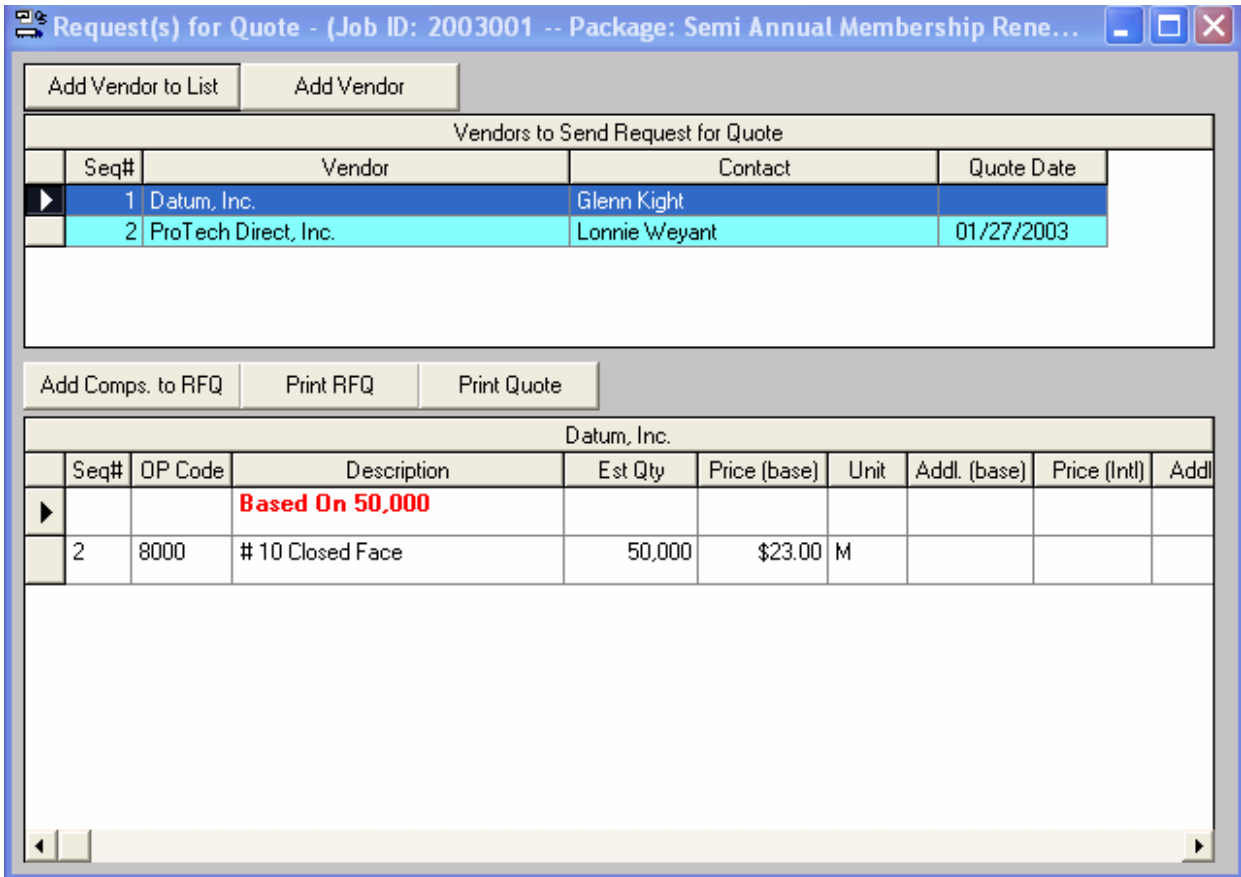
Click the Attached Documents button and a grid appears. When you click the cursor in the file name field, a ... field appears. Clicking that ... opens the file structure tree, allowing you to browse and select a file to attach. Notice the default file type is .txt. In most cases, you will need to change the file type to all files. The description field allows you to type a reminder of what the file contains. Lastly, if you select a file from the list and click Call Source, the application associated with the file will start and automatically open the attached file.

Copy from Pkgs is the final button on the components screen. If you (or another AE) have already spec'd out a package that is the same or very close to the one you're getting ready to mail, you can find the package and copy the components from it to your package. For instance, if you have already spec'd out your control package, you don't have to do it again. Simply find the control in the list and click on select. If you're not sure it's the correct package, click on View Components and the components that make up that package will be displayed. If the package you need to copy is in another mail plan, click the Include All Mail Plans button.

**Note:** The components are the only things that are copied, not the vendors who were selected to bid nor the prices they quoted.

## Request For Quote

When you click the RFQ button, a screen like the following appears. If you click the add vendor to list button, a grid listing all vendors appears. If you know you only want to see envelope vendors, you can select envelope from within the category field drop down.



Any vendor who was entered into the system as an envelope vendor **or** a full-service vendor will be shown on the grid. Select a vendor and click the Select Button. A grid listing all of the components you spec'd out under the Components button is displayed, along with the quantities requested in the Pkg Quantities field.

Select only the components you want this particular vendor to bid on within the different quantities. Click the Accept button when you have finished. Notice that the vendor grid fills with the company name and contact.

The due date is when the bid is due from the vendor. Select another vendor and repeat the process.

If you click on one of the vendor records at the top, you will notice that the bottom grid changes to reflect which components and which quantities you have requested they bid on.

If you forgot to ask a vendor to bid on something, click on the vendor in the top grid to select it then click the Add comps. to RFQ button. The only items listed in the display are any components or services previously defined that you **did not** already ask this vendor to bid on.

To print or fax a RFQ to a vendor, click the *Print RFQ* button. All reports within the program first go to print preview. You then have the option to change the printer to any of your Windows defined printers. If you have a fax installed, you can elect to fax the RFQ to the vendor directly from the program.

When you receive the pricing back from the vendor, select their record on the top grid, then click in either the **Price (base)** field or the **Intl Price** field for the component and quantity for which you have received pricing. The **Price (base)** field is where you key the per/M cost you were quoted. The **Unit** field default is /M. Other options are Each, Hundred, Flat or Included. The **Addl. (base)** field is where you would key any additional costs to produce a component. Examples of these would be plate changes, die cuts, special shipping costs, etc. **Note:** The additional cost is listed on the printed quote, but not on the budget. For the budget, any additional costs are incorporated into the cost/M and "hidden" from the client.



As stated before, you either key in the base **or** international price fields, not both.

After you have entered the pricing received from the vendor, you can click the *Print Quote* button, which will print the report.

## Budget

After you send out RFQ's, you'll receive quotes from your vendors. It is in the Budget section that you need to input those quotes. This must be completed before any Purchase Orders can be done.

When you click the Budget button, a screen appears with two grids on it. The smaller grid at the top shows the quantities to be priced and the total costs so far associated with them.

Package Totals

Quantity	Total	Total Adjusted	Adj. Cost/M	Total (Int'l)	Total Adj. (Int'l)	Adj. Cost/M (Int'l)
45,000	\$720.00	\$720.00	\$16.00	0.00	0.00	0.00

"Double Click" on vendor's price to select. Vendor prices represent base country's currency.

Price Selection

Seq#	OP Code	Description	Estimated Quantity	Selected Price	Unit	Adjusted Price	Selected Price (Int'l)	Adjusted Price (Int'l)	Datum, Inc.
<b>Based On 45,000</b>									
1	2007	Counts	45,000	\$2.00	M	\$2.00	0.00	0.00	\$2.00
2	2014	Postal Presort	45,000	\$3.00	M	\$3.00	0.00	0.00	\$3.00
3	3001	Laser Cold	45,000	\$11.00	M	\$11.00	0.00	0.00	\$11.00
4	5399	Insert 1-4 #10	45,000	\$0.00	M	\$0.00	0.00	0.00	\$8.00
5	8001	# 10 Standard Left	45,000	\$0.00	M	\$0.00	0.00	0.00	\$3.50

The **Quantity** field indicates the quantities you requested pricing for. The **Total** field indicates components or services that have been selected (double-clicked). The **Total Adjusted** field is the total cost for the total adjusted/M field, converted into dollars. The **Adj. Cost/M** field is a total Cost/M for the package based on the information entered in the Adjusted Price column below. All of the international fields are the base country equivalent, converted based on the conversion rate entered on the Mail Plan Title screen. All of the above fields calculate automatically, dependent upon the numbers entered in the grid beneath it.

The large grid at the bottom shows components within the package to the left of the grid, with vendors and their pricing listed on the right. This provides a side-by-side comparison of prices provided by vendors.

To select a vendor, double click the price for the component to be awarded. The price will turn blue and the **Selected Price** and **Adjusted Price** fields automatically fill with that number. The **Selected Price** field is exactly what it sounds like – the selected price from a vendor to perform a job. The **Adjusted price** field is the price that will print on the budget. In some instances you may need to "bump" the price the vendor supplies slightly (from \$22/M to \$23/M). This is the field to enter that amount. As you're selecting vendors to complete certain components, the grid at the top is changing to reflect the costs being associated with the package.

For those items you don't bid out (postage, agency fees, etc.), simply click in the Adjusted Price field and key in the amounts you want to appear on the budget.

Once you have entered pricing for every component or service, you are ready to print the budget for the client. Click the *Print Budget* button. The report automatically goes to print preview first. If you entered multiple quantities for rollout costs, you may only want to print the actual budget you want the client to sign, as opposed to the rollout costs budget.

**Big Client 1  
Annual Renewal Mailing (55241)  
Estimated Budget  
Prepared March 1, 2003**

**Package:** Annual Renewal Mailing  
**Quantity:** 45,000  
**Mail Date:** 5/12/2003

**Agency Contact:** Bob White

Component/Service	Cost
Counts	\$2.00/M
Postal Presort	\$3.00/M
Laser Cold	\$11.00/M
Insert 1-4 #10	\$8.00/M
#10 Standard Left Window	\$3.50/M
<hr/>	
<b>Total Cost/M for 45,000</b>	<b>\$27.50/M</b>
<b>Total Cost for 45,000</b>	<b>\$1,237.50</b>

AGREED & ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_

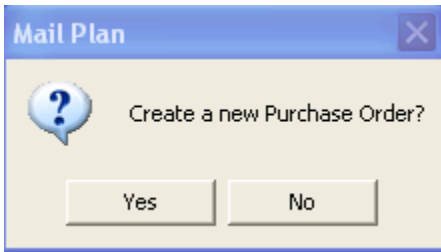
The Budget Analysis report is a handy tool. If you click the Print Analysis button, the report that prints shows all components and services for a package, the adjusted price that prints on the budget, and each vendor's pricing, with the vendor that was selected to perform the work's pricing in bold.

## Purchase Orders

Once you have sent out your RFQ's and are ready to prepare purchase orders, click on the "Purchase Order" tab at the top of the Package Manager screen.

Purchase Orders - (Job ID: 2003001 -- Package: Semi Annual Membership Renewal Test) -- Mail Dates(1/1/100 - 12/31/9999)										
Create P.O.		Edit P.O.		Print P.O.		Cancel P.O.		Close		
Purchase Orders										
PO #	Cancelled	Agency Job#	Vendor ID	Vendor Name	PO Description	PO Date	PO Rev Date	PO Total	Paid?	AE
▶ 10013	<input type="checkbox"/>	2003001	2	ProTech Direct, Inc.	Semi Annual	1/26/2003		\$1,100.00	<input type="checkbox"/>	Sally Smith

To create a new Purchase Order, click on "Create PO." You will be prompted with a message confirming this action.



Upon selecting "yes", the "Quoted Component Look Up" screen appears. All components that have received a quote will appear. Choose the components you would like to create the Purchase Order for. If you need to select multiple components, hold down the Ctrl Key while clicking on each of the components you would like. Click on "Select" once you have completed your selection.

A window titled "Quoted Component Lookup" with a "Select" button in the top right corner. The window displays a table of quoted components for "Annual Renewal Mailing, Job # 55241". The table has columns for Due Date, Vendor Name, OP Code, OP Description, Quantity, Price, Unit, and Additional. The data is as follows:

Due Date	Vendor Name	OP Code	OP Description	Quantity	Price	Unit	Additional	F
	Datum, Inc.	2007	Counts	45000	\$2.00	M	\$0.00	
	Datum, Inc.	2014	Postal Presort	45000	\$3.00	M	\$0.00	
	Datum, Inc.	3001	Laser Cold	45000	\$11.00	M	\$0.00	
	Datum, Inc.	5399	Insert 1-4 #10	45000	\$8.00	M	\$0.00	
	Datum, Inc.	8001	# 10 Standard Left	45000	\$3.50	M	\$0.00	

You will then see the Purchase Order for the selected components.

**Purchase Order**

P.O.#: 10019 Agency Job#: 55241

P.O. Date: 3/1/2003 Rev. Date:

P.O. Desc: Annual Renewal Mailing

Est. Qty: 45000

AE: Bob White

Client ID: Big Client 1

Client: Big Client 1

Vendor ID: 3

Vendor: Datum, Inc.

Accounting

Bill to CustID: Big Client 1

Bill To: Big Client 1

Ship To:

Attn:

Phone:

P.O. Details Add from RFQ Add from Master Sort

Seq#	Description	Quantity	Price	Unit	Additional	Price Int'l	Addl Int'l	Due Date	Previou
1	Counts	45000	\$2.00	lv	\$0.00	0.0000	0.0000		
2	Postal Presort	45000	\$3.00	lv	\$0.00	0.0000	0.0000		
3	Laser Cold	45000	\$11.00	lv	\$0.00	0.0000	0.0000		
4	Insert 1-4 #10	45000	\$8.00	lv	\$0.00	0.0000	0.0000		
5	# 10 Standard Left Window	45000	\$3.50	lv	\$0.00	0.0000	0.0000		

Matl. Details Add Matl. Items Sort

Seq#	OP	Description	Vendor	Quantity	Due Date	Overages

Confirm that the pre-filled information (Dark Blue regions) is correct. Add any shipping information necessary. On the left hand side, you will see four action buttons:



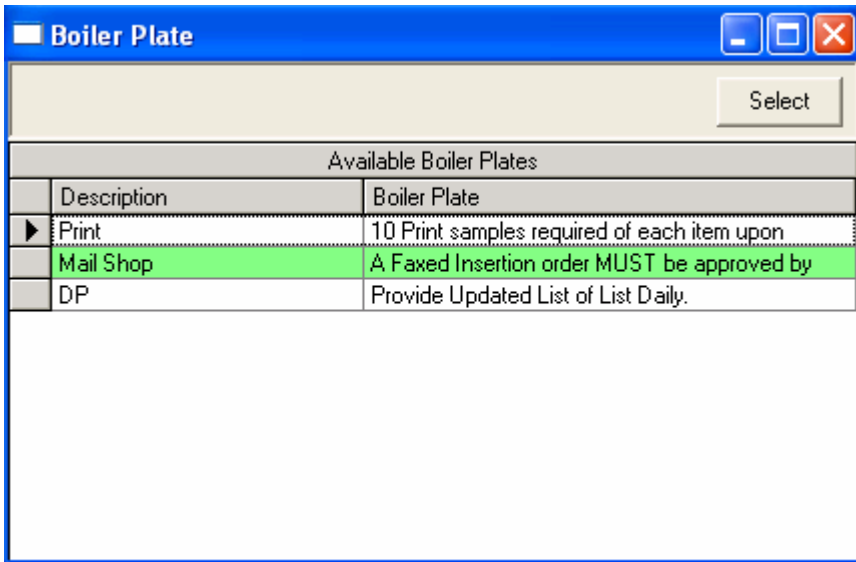
Add any notes/comments you would like added to the Purchase Order



Link any appropriate documents to the Purchase Order

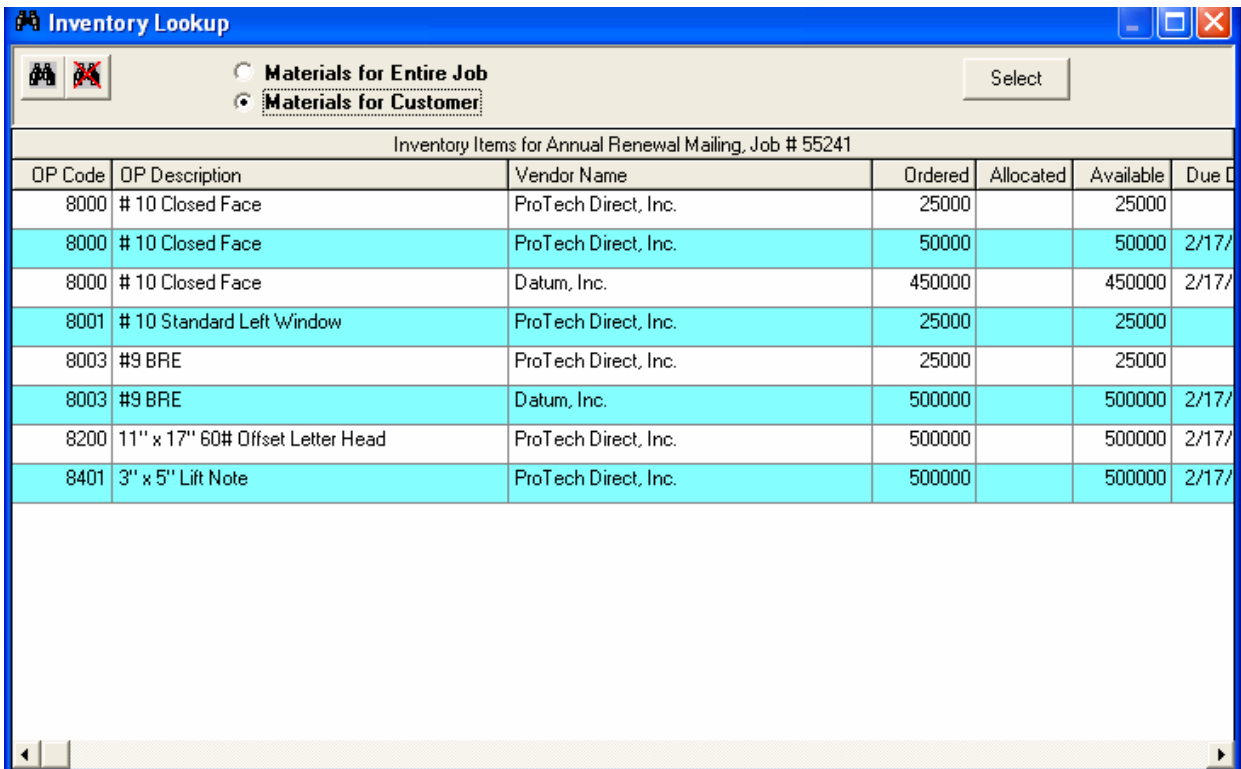


Boiler Plate comments – pre-designated comment options appropriate to the job type.

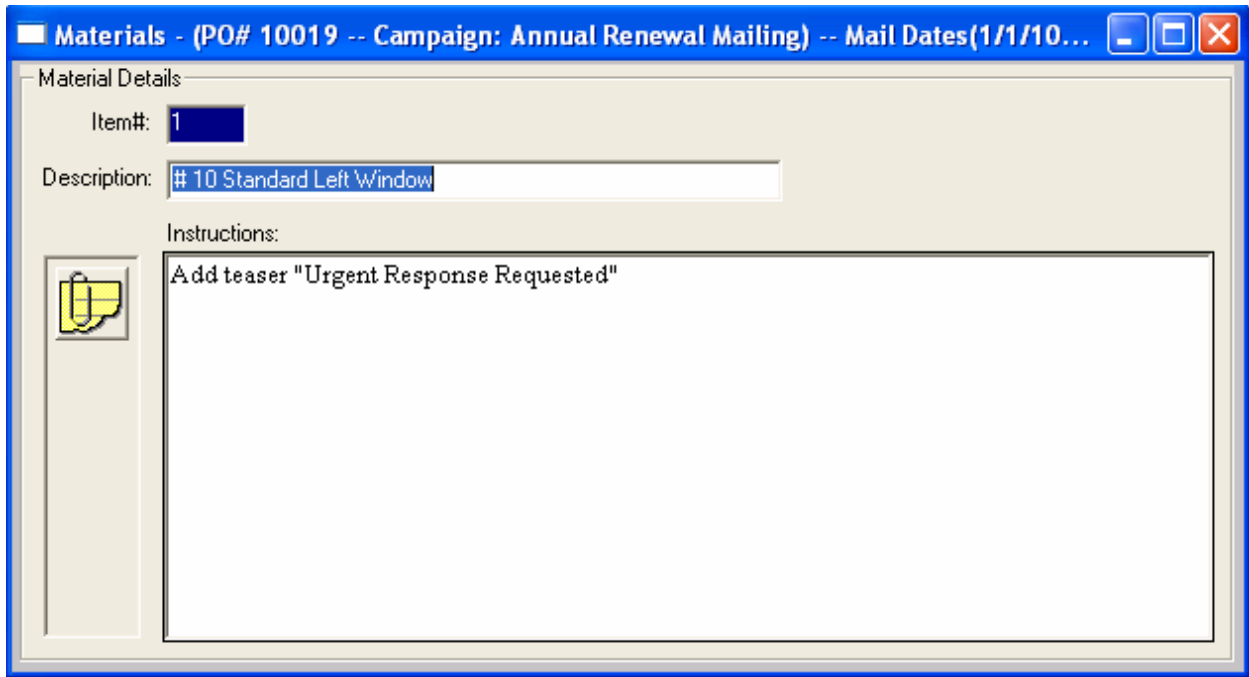


Print Purchase Order

At the bottom of the screen, you'll see a grid for Materials. If the client has material items in stock (envelopes, paper, etc.) and need to be sent with your Purchase Order as supplied material, this is where you would make that notation. By clicking on the "Add Matl. Items" button, all inventoried stock for the client will be displayed in a grid. The grid will identify the quantity available and already allocated.



Indicate the quantity you would like sent with the Purchase Order and click "Select." You should see the item(s) you selected now appear in the grid at the bottom of your Purchase Order. To add details to this item, click on the "Matl. Details" button.



Add any special instructions or notes here.

## Linked Documents

For any inventory item, there may be related documents, scanned images, spreadsheets, or other files on the network. Linked Documents provides a place to keep track of these files and to open them.

In order to open a file using linked documents, the file extension for that file must have an associated program in the windows registry.

Linked Documents is available in several places throughout the program.



To add a file, click in the File name column in the row with an `\*.' When the select button appears, click on it to open the dialog box. Enter a description of the file in the second column.

To open a file, select the file and click on the Open button or double click on the file.

Images can be viewed in the area below if the file is in one of the following formats: bitmap, icon, metafile, GIF, or JPEG. To view these files as you move through the list click on the preview button. Click the preview button again to turn it off.

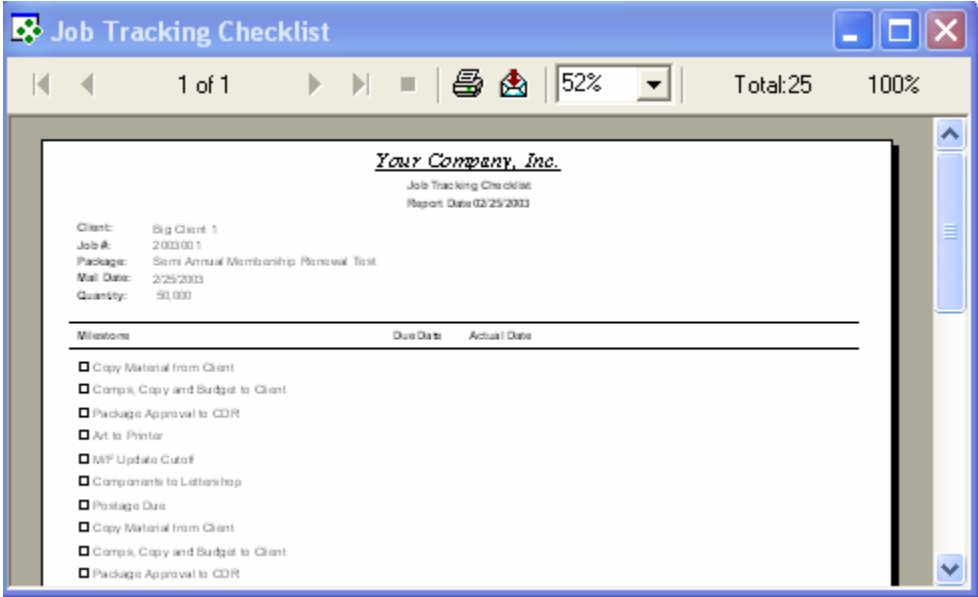
# Components Delivery

Upon selecting the "Component Delivery" tab at the top of the Package Manager, you can track whether or not an ordered component has been invoiced.

Component Delivery for Semi Annual Membership Renewal Cntrl, Job # 2003001																																											
Package Components																																											
	OP Code	Description	P.O. #	Invoice #	Invoiced Quantity	Invoiced Cost/M	Invoiced Total Cost	Invoiced Cost/M Intl	Invoiced Total Cost Intl	Exchange Rate																																	
▶	8003	#9 BRE	10011	121214	450000	\$18.75	\$8,437.50	18.7500	8,437.5000	0																																	
	8000	# 10 Closed Face	10011	121214	450000	\$21.75	\$9,787.50	21.7500	9,787.5000	0																																	
	8200	11" x 17" 60# Offset Letter Head	10012	121215	450000	\$22.00	\$9,900.00	22.0000	9,900.0000	0																																	
	8401	3" x 5" Lift Note	10012	121215	450000	\$2.75	\$1,237.50	2.7500	1,237.5000	0																																	
<table border="1"> <thead> <tr> <th colspan="11">Package Totals</th> </tr> </thead> <tbody> <tr> <td>Package Qty:</td> <td>450000</td> <td>Total Cost:</td> <td>\$29,362.50</td> <td>Total Cost/M:</td> <td>\$65.25</td> <td colspan="5"></td> </tr> <tr> <td></td> <td></td> <td>Total Cost Intl:</td> <td>29,362.5000</td> <td>Total Cost/M Intl:</td> <td>65.2500</td> <td colspan="5"></td> </tr> </tbody> </table>											Package Totals											Package Qty:	450000	Total Cost:	\$29,362.50	Total Cost/M:	\$65.25								Total Cost Intl:	29,362.5000	Total Cost/M Intl:	65.2500					
Package Totals																																											
Package Qty:	450000	Total Cost:	\$29,362.50	Total Cost/M:	\$65.25																																						
		Total Cost Intl:	29,362.5000	Total Cost/M Intl:	65.2500																																						

# Job Track Checklist

From the Package Manager screen, you can click on the "Job Track Checklist" tab. This will initially bring you to a print preview screen from which you can print your checklist.



The below image gives you a better idea of the items on the checklist.



Client: Big Client  
 Job #: 2003001  
 Package: Semi Annual Membership Renewal Test  
 Mail Date: 2/25/2003  
 Quantity: 50,000

Milestone	Due Date	Actual Date
<input type="checkbox"/> Copy Material from Client		
<input type="checkbox"/> Comps, Copy and Budget to Client		
<input type="checkbox"/> Package Approval to CDR		
<input type="checkbox"/> Art to Printer		
<input type="checkbox"/> M/F Update Cutoff		
<input type="checkbox"/> Components to Lettershop		
<input type="checkbox"/> Postage Due		
<input type="checkbox"/> Copy Material from Client		
<input type="checkbox"/> Comps, Copy and Budget to Client		
<input type="checkbox"/> Package Approval to CDR		
<input type="checkbox"/> Art to Printer		
<input type="checkbox"/> M/F Update Cutoff		
<input type="checkbox"/> Components to Lettershop		
<input type="checkbox"/> Postage Due		
<input type="checkbox"/> Copy Material from Client		
<input type="checkbox"/> Comps, Copy and Budget to Client		
<input type="checkbox"/> Comps, Copy and Budget to Client		
<input type="checkbox"/> Copy Material from Client		
<input type="checkbox"/> Comps, Copy and Budget to Client		
<input type="checkbox"/> Package Approval to CDR		
<input type="checkbox"/> Art to Printer		
<input type="checkbox"/> M/F Update Cutoff		
<input type="checkbox"/> Components to Lettershop		
<input type="checkbox"/> Postage Due		
<input type="checkbox"/> Copy Material from Client		

## Donor Selects Schedule

For Donor mailings, you may require a select schedule from which you would like your mailing based. From the

Mail Plan screen, click on the Donor Selects Schedule icon 

You will be prompted with a message asking whether or not you would like to use international cost(s) fields from Component Delivery when Recalculating. If you are not working with any international currencies (outside US), select "No."

You will be taken to the Donor Selects Schedule for the job you have designated. The schedule is broken down into eight columns.

Donor Selects Schedule for 2003001 - Semi Annual Membership Renewal								
Component Delivery		Print	Recalculate Grid			Accept		Cancel
Copy from Job		Copy Row						
Donor Selects Schedule								
	Recency	Select/Frequency	Package	Key Code	Cost/M	Mailed Qty	Mail Date	Total Cost
▶	0-3 Mos	\$.01-4.99 MRC Balance	Semi Annual Membership Renewal	ba01	\$65.25	1,532	02/25/2003	\$99.96
	0-3 Mos	\$.01-4.99 MRC Nth to 25M	Semi Annual Membership Renewal	ba02	\$64.50	25,000	02/25/2003	\$1,612.50
	0-3 Mos	\$5+ MRC Balance	Semi Annual Membership Renewal	bb01	\$65.25	17,254	02/25/2003	\$1,125.82
	0-3 Mos	\$5+ MRC Nth to 25M	Semi Annual Membership Renewal	bb02	\$64.50	25,000	02/25/2003	\$1,612.50
	4-6 Mos	\$.01-4.99 MRC	Semi Annual Membership Renewal	bc01	\$65.25	32,654	02/25/2003	\$2,130.67
	4-6 Mos	\$5+ MRC	Semi Annual Membership Renewal	bd01	\$65.25	62,330	02/25/2003	\$4,067.03
	7-9 Mos	\$.01-4.99 MRC	Semi Annual Membership Renewal	be01	\$65.25	48,472	02/25/2003	\$3,162.80
	7-9 Mos	\$5+ MRC	Semi Annual Membership Renewal	bf01	\$65.25	40,440	02/25/2003	\$2,638.71
	10-12Mos	\$.01-4.99 MRC	Semi Annual Membership Renewal	bg01	\$65.25	22,353	02/25/2003	\$1,458.53
	10-12 Mos	\$5+ MRC	Semi Annual Membership Renewal	bh01	\$65.25	35,214	02/25/2003	\$2,297.71
	13-15Mos	\$.01-4.99 MRC	Semi Annual Membership Renewal	bj01	\$65.25	24,521	02/25/2003	\$1,600.00
	13-15 Mos	\$5+ MRC	Semi Annual Membership Renewal	bk01	\$65.25	27,454	02/25/2003	\$1,791.37
	16-18 Mos	\$.01-4.99 MRC	Semi Annual Membership Renewal	bm01	\$65.25	31,254	02/25/2003	\$2,039.32
	16-18 Mos	\$5+ MRC	Semi Annual Membership Renewal	bn01	\$65.25	42,141	02/25/2003	\$2,749.70
	19-24 Mos	\$.01-4.99 MRC	Semi Annual Membership Renewal	bp01	\$65.25	20,258	02/25/2003	\$1,321.83
	19-24 Mos	\$5+ MRC	Semi Annual Membership Renewal	bq01	\$65.25	44,123	02/25/2003	\$2,879.03
*								

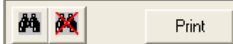
**Recency** – describes the date range of the select.

**Select/Frequency** – this is where you would become more specific with your select. In the above sample, the \$ select was identified as well as the MRC (or Most Recent Contribution) being a factor in the select.

**Package** – Each select will receive a package, not necessarily the same package to each one. This is where you indicate which package each select is to receive.

**Key Code** – this is a code you will assign to each select to track for reporting purposes.

**Cost/M** – To quickly obtain this figure, highlight the first row and click on "Component Delivery" in the top left corner. In this screen you will find the cost/M for the package being mailed for the highlighted select in the lower right of the screen. If necessary, continue this process for each select to verify the correct cost/M for the package being mailed.



Package Components										
	OP Code	Description	P.O. #	Invoice #	Invoiced Quantity	Invoiced Cost/M	Invoiced Total Cost	Invoiced Cost/M Intl	Invoiced Total Cost Intl	Exchange Rate
▶	8003	#9 BRE	10011	121214	450000	\$18.75	\$8,437.50	18.7500	8,437.5000	0
	8000	# 10 Closed Face	10011	121214	450000	\$21.75	\$9,787.50	21.7500	9,787.5000	0
	8200	11" x 17" 60# Offset Letter Head	10012	121215	450000	\$22.00	\$9,900.00	22.0000	9,900.0000	0
	8401	3" x 5" Lift Note	10012	121215	450000	\$2.75	\$1,237.50	2.7500	1,237.5000	0

Package Totals			
Package Qty:	450000	Total Cost:	\$29,362.50
		Total Cost/M:	\$65.25
		Total Cost Intl:	29,362.5000
		Total Cost/M Intl:	65.2500

**Mailed Qty** – this is the quantity that you anticipate to mail for this select. Once actual numbers are received you may update the schedule to more accurately define the costs.

**Mail Date** – enter the mail date for each select here.

**Total Cost** – determined by multiplying the Cost/M by the Mailed Qty.

# Statistical Reporting

The screenshot shows a window titled "Statistical Reporting" with a blue title bar. Inside the window, there are two columns of radio buttons for selecting a report type. The first column includes "Weekly Statistics by Job ID" (selected), "Job Statistical Summary by Client", "Test Analysis (Actuals)", and "Test Analysis (Rollout)". The second column includes "List History by Net/M", "List Usage History by Client", "Fiscal Yr Job Statistical Summary", and "Actual vs. Projected Amounts". Below these is a "Report Criteria" section containing a checked "Print Preview" checkbox, a "Client" dropdown menu set to "Big Client 1", and a "Job ID" dropdown menu set to "55241". There is also a "Packages:" section with a checked "Annual Renewal Mailing" checkbox. To the right of the packages is an "Accumulate Statistics" box with a "By Client" button. At the bottom right of the window are "Run Report" and "Close" buttons.

## Client Accounts Payable

At this point, you have created RFQ's and in turn distributed Purchase Orders to your vendors. Now you're receiving Invoices against those purchase orders to the vendor(s). This section will walk you through the process of entering the invoice into the system, making any changes to an entered invoice if necessary, and entering payment information on the invoice. This section will also describe the reports available for maintaining the **client Accounts Payable**.

From the **Mail Plan** screen, click on "Accounting" from the tool bar and select "Client Accounts Payable."

Client Accounts Payable

Reports Purchase Orders

Invoice Selection Criteria

Client: AIM Direct, Inc. Vendor: ...


Job ID: ...

AP Type: ...

Clear Filter Filter Invoices

Accounts Payable Invoices							
Invoice Date	Vendor	Invoice #	Invoice Amount	Balance	Client ID	MP #	Job ID
02/25/2003	ProTech Direct, Inc.	10215	\$121.50	\$121.50	AIM001	1	1123

Enter Invoice Change Invoice Enter Payment Close

The above **Invoice Selection Criteria** screen appears. The Client region will automatically be filled with the client name. You entered Accounts Payable from a specified client's mail plan, this is the client that will automatically fill this region. If you would like to change the client, simply click on the  icon and the database of clients will be available. Highlight the desired client and click "Select."

In the above sample, any invoices for the client AIM Direct, Inc. appear in the grid. You can further narrow the select criteria by including a specific job number and/or vendor. In this sample, one invoice appears for Job #1123 from the vendor ProTech Direct, Inc. in the amount of \$121.50.

The **Job ID** region has a drop down menu from which to select any existing open job numbers for the selected client. Select the job desired.

The **AP Type region** has a drop down menu as well. This is where you would categorize the invoice to a specified function of the mailing. Choose from Consulting Retainer, List Fulfillment, List Rental, Mail Plan Job, Miscellaneous, Monthly Caging, or Monthly File Maintenance. These options are adjustable in Configuration for Mail Plan.

To change the criteria, click on the "Clear Filter" button and enter new Invoice Selection Criteria.

## Action Items

[Enter an Invoice](#)

[Change an Invoice](#)

[Enter a Payment](#)

At the top of the Client Accounts Payable screen are two drop down menus as follows:

## Menu Items

**Reports** – [Client A/P Aging](#), [Client A/P Detail](#), [Client A/P Invoices](#), [Unpaid Purchase Orders](#), [Vendor Summary](#)

**Purchase Orders** – [View Purchase Orders](#)

# Enter an Invoice

The vendor invoices you receive need to be applied to the job for which the service was performed.

From the Client Accounts Payable screen, click on the "Enter Invoice" button.

The screenshot shows a Windows-style dialog box titled "Enter/Change Vendor Invoice". The dialog is divided into an "Invoice Information" section and a bottom section with "Accept" and "Cancel" buttons. The "Invoice Information" section contains the following fields:

- Client: AIM Direct, Inc. (with a browse button "...")
- Job ID: 1123 (dropdown menu)
- Vendor: ProTech Direct, Inc. (with a browse button "...")
- AP Type: Mail Plan Job (dropdown menu)
- PO #: 10001 (dropdown menu)
- Invoice #: 10215 (text input)
- Inv. Date: 2/25/03 (text input)
- Amount: \$121.50 (text input)

Select the client for whom the service/goods were ordered.

Select the Job ID. All open Job ID's will be available in the drop down menu.

Select the Vendor from whom you received the invoice.

Enter the PO# referenced by the vendor invoice. **This should be the # from the Purchase Order you sent the vendor.**

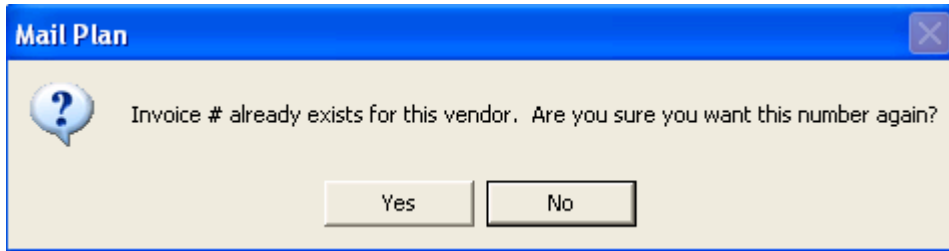
Enter the Invoice date and amount.

When you have finished entering the invoice information, click on "Accept."

\*see also [Enter a Payment](#)

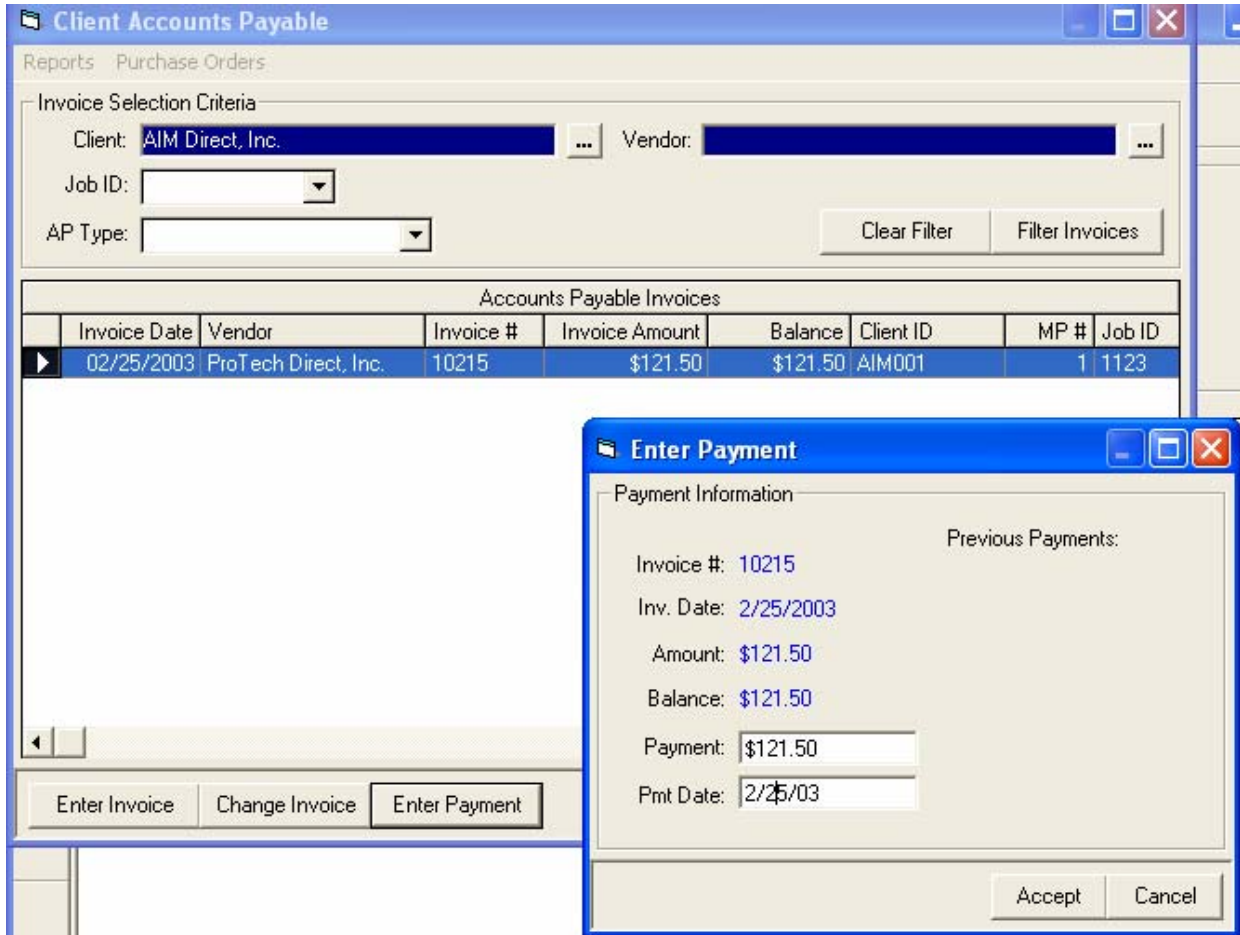
## Change an Invoice

If you need to edit or **change invoice information**, enter the select criteria to pull up the invoice. Highlight the desired invoice in the grid and click on the "Change Invoice" button. Make any changes needed and click "Accept." You will be prompted with a message confirming that you would in fact like to use the same invoice number as it already exists (see below image). If you are truly making a change to this invoice, click "Yes."



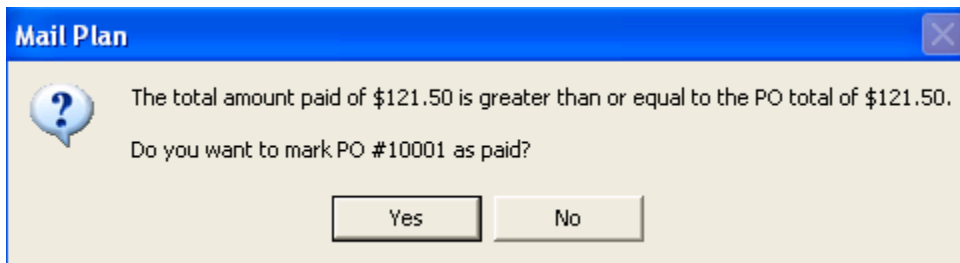
# Enter a Payment

To **Enter a Payment**, select the invoice to which payment is being applied by entering the invoice select criteria pulling up the grid containing your invoice. Highlight the invoice in the grid and click on the "Enter Payment" button.



Enter the payment amount and date. When completed, click "Accept."

The system automatically checks the amount received against the PO total. You will be prompted with a message confirming the amount as well as whether or not you would like to mark the invoice as paid. If satisfied, click on "yes."



As shown in the below sample, the Purchase Order associated with this invoice payment will now reflect a "paid" status.



**Purchase Orders**

Include Paid Purchase Orders    View Payments    Close

Client ID	Job #	Package	PO #	PO Total	PO Paid?	Vendor	AE	PO Description	PO Date
AIM001	1123	Initial Acquisition	10001	\$121.50	<input checked="" type="checkbox"/>	ProTech Direct, Inc.		Initial Acquisition	11/11/2002
AIM001	1123	Initial Acquisition	10002	\$100.00	<input type="checkbox"/>	ProTech Direct, Inc.		Initial Acquisition	11/11/2002
AIM001	1124	Secondary	10003	\$0.00	<input type="checkbox"/>	ProTech Direct, Inc.		Secondary Acquisition	11/28/2002
AIM001	1124	Secondary	10004	\$119.00	<input type="checkbox"/>	ProTech Direct, Inc.		Secondary Acquisition	11/28/2002
AIM001	1124	Secondary	10005	\$2					28/2002
AIM001	1124	Secondary	10006	\$42					28/2002
AIM001	1124	Secondary	10007	\$45					28/2002
AIM001	1124	Secondary	10008	\$3					28/2002
Big Client 1	2003001	Semi Annual	10011	\$18.07					26/2003
Big Client 1	2003001	Semi Annual	10012	\$12.22					26/2003
Big Client 1	2003001	Semi Annual	10013	\$1.10					26/2003
Big Client 1	12303	February MA Cntrl	10014	\$37.50					28/2003
Big Client 1	12303	February MA Test 1	10015	\$1.05					28/2003
Big Client 1	12303	February MA Test 2	10016	\$1.10					28/2003
Big Client 1	12303	February MA Test 3	10017	\$1.10					28/2003
Big Client 1	12303	February MA Cntrl	10018	\$51.46					29/2003
MTS001	2234	November Mailing	10009	\$27					12/2002
MTS001	2234	November Mailing	10010	\$24					12/2002

**Invoice Payments Related to PO**

Payment Information

PO #: 10001

PO Amount: \$121.50

PO Paid

Balance Due: \$0.00

Invoice #	Payment Date	Payment
10215	02/25/2003	\$121.50

Close

\*see also [Enter an Invoice](#)

## Client A/P Aging

This report breaks down aging invoices for a specified client. It gives a total for each vendor and indicates whether the amount is current, >30, >60, or >90 days old.

**Client Accounts Payable Aging Report**

1 of 1    90%    Total: 3    100%    3 of 4

<b><u>Client Accounts Payable Aging Report</u></b>					
<b>AIM Direct, Inc.</b>		2/28/2003			
Vendor	Total	February	January	December	Prior
Datum, Inc.	\$46,354.00	\$44,854.00	\$1,500.00	\$0.00	\$0.00
Grand Total:	\$46,354.00	\$44,854.00	\$1,500.00	\$0.00	\$0.00

# Client A/P Detail

This report not only indicates the amounts owing by vendor but also breaks down the amounts by PO#, Inv. Date, Invoice # and amount, any payment information, and the Balance owing.

Client Accounts Payable Detail								
1 of 1		90%		Total: 3	100%	3 of 4		
<b><u>Client Accounts Payable Detail</u></b>								
<b>AIM Direct, Inc.</b>			<b>2/25/2003</b>					
Vendor	PO #	Inv. Date	Invoice #	Inv Amount	Pmt Date	Payments	Balance	Cumulative
Datum, Inc.	5487	1/5/2003	2356	\$1,500.00			\$1,500.00	\$1,500.00
	7589	2/2/2003	8858	\$35,000.00			\$35,000.00	\$36,500.00
	5545	2/2/2003	2547	\$9,854.00			\$9,854.00	\$46,354.00
Datum, Inc. Total:				\$46,354.00			\$46,354.00	

# Client A/P Invoices

After entering any invoices into the system you need to batch them together. You can do this either after each invoice entered or at the end of a day. You will be given a print preview of the batched invoices from which you can print or email if desired. Navigate through the invoices by using the left and right arrows at the top left of the screen.

Client Accounts Payable Invoices Report							
1 of 1+		100%		Total: 2	100%	2 of 4	
<b><u>Client A/P Invoices for Batch 02/25/2003</u></b>							
<b>AIM Direct, Inc.</b>			<b>2/25/2003</b>				
<b>Job # 1123 - Initial Acquisition</b>							
Vendor	PO #	Inv. Date	Invoice #	Inv Amount			
Pro Tech Direct, Inc.	10002	2/25/2003	21222	\$100.00			
ProTech Direct, Inc. Total:				<b>\$100.00</b>			
Job # 1123 - Initial Acquisition Total:				<b>\$100.00</b>			

# View Purchase Orders

By clicking on "Purchase Orders" at the top of the Client Accounts Payable screen, select "View Purchase Orders."

This feature will bring up **all** open Purchase orders in the system.

The screenshot shows the 'Purchase Orders' window with a table of orders and a dialog box for viewing payments.

Client ID	Job #	Package	PO #	PO Total	PO Paid?	Vendor	AE	PO Description	PO Date
AIM001	1123	Initial Acquisition	10001	\$121.50	<input checked="" type="checkbox"/>	ProTech Direct, Inc.		Initial Acquisition	11/11/2002
AIM001	1123	Initial Acquisition	10002	\$100.00	<input type="checkbox"/>	ProTech Direct, Inc.		Initial Acquisition	11/11/2002
AIM001	1124	Secondary	10003	\$0.00	<input type="checkbox"/>	ProTech Direct, Inc.		Secondary Acquisition	11/28/2002
AIM001	1124	Secondary	10004	\$119.00	<input type="checkbox"/>	ProTech Direct, Inc.		Secondary Acquisition	11/28/2002
AIM001	1124	Secondary	10005	\$2					28/2002
AIM001	1124	Secondary	10006	\$42					28/2002
AIM001	1124	Secondary	10007	\$45					28/2002
AIM001	1124	Secondary	10008	\$3					28/2002
Big Client 1	2003001	Semi Annual	10011	\$18.07					26/2003
Big Client 1	2003001	Semi Annual	10012	\$12.22					26/2003
Big Client 1	2003001	Semi Annual	10013	\$1.10					26/2003
Big Client 1	12303	February MA Cntrl	10014	\$37.50					28/2003
Big Client 1	12303	February MA Test 1	10015	\$1.05					28/2003
Big Client 1	12303	February MA Test 2	10016	\$1.10					28/2003
Big Client 1	12303	February MA Test 3	10017	\$1.10					28/2003
Big Client 1	12303	February MA Cntrl	10018	\$51.46					29/2003
MTS001	2234	November Mailing	10009	\$27					12/2002
MTS001	2234	November Mailing	10010	\$24					12/2002


The 'Invoice Payments Related to PO' dialog box shows:

- PO #: 10001
- PO Amount: \$121.50
- PO Paid
- Balance Due: \$0.00
- Previous Payments table:
 

Invoice #	Payment Date	Payment
10215	02/25/2003	\$121.50

You can choose to include paid purchase orders in the list by checking the box next to "Include Paid Purchase Orders." If a Purchase Order has been paid, you view the payment(s) by highlighting the row of the paid PO and click on "View Payments."



By using the  tool you can more easily locate your Purchase Order. Simply highlight the row you would like to search, click on the icon and enter the information you are looking for, i.e. if you are looking for PO# 10015, highlight the PO# column, click on the icon and enter the PO# you would like.

The 'Search Criteria' dialog box contains the following text:

Enter search criteria for "PO #" column:

Buttons: OK, Cancel

Input field: [Empty text box]

This will bring only the specified Purchase Order into the grid. To refresh the grid, simply click on the refresh



icon

# Reports Menu

Plan Reports

Inventory Reports

## Plan Reports

Mail Plan Reports

Report Selection

Begin Date: 1/1/100

End Date: 12/31/9999

Mail Schedule Report

Total Tracking Schedule

Mail Plan Projections (current client)

Plan Type: Current Plan

Print Report Close

Upon selecting Mail Plan Reports, three different report options are displayed (see above figure).

### Mail Schedule Report

Detailed report of client acquisition mail schedule. Lists all jobs as well as date check points for copy, art, component delivery, as well as postage.

[\\*Sample](#)

### Total Tracking Schedule

[\\*Sample](#)

### Mail Plan Projections

Detailed report of Mail Plan financial projections for a given client. Figures are based on a given cost per mailing, calculating the quantity mailed by the given projected response rate. The figure determined to be the projected responses is then calculated against the given average gift to determine both the gross and net figures.

[\\*Sample](#)

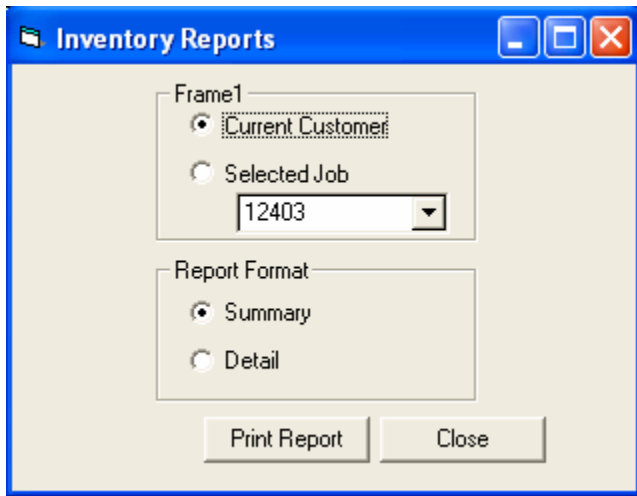
# Sample Mail Plan Report

Acquisition Mail Schedule											
02/21/2003											
Job #	Package/Theme/Job Codes	# of Names Ordered	Mail Quantity	Mail Month	Copy Material From Client	Comp. Copy and Budget to Client	Package Approval to CDR	Art to Printer	Update Cut-off	Components to Letter Shop	Postage Die
12303	February MA Ctrl J12303 Join Today		675,000	February							
12303	February MA Test3 J12303A Red Version		25,000	February							
12303	February MA Test2 J12303B Blue Version		25,000	February							
12303	February MA Test1 J12303C GRE Version		25,000	February							
	<b>Total 12303</b>		<b>750,000</b>								
12403	March MA Ctrl J12403		650,000	March							
12403	March MA Test1 J12403A Blue Version		100,000	March							
	<b>Total 12403</b>		<b>750,000</b>								
12503	April MA J12503		375,000	April							
12503	April MA J12503A Blue Version		350,000	April							
12503	April MA J12503B Pres Signature		25,000	April							
	<b>Total 12503</b>		<b>750,000</b>								

# Sample Mail Projections Report

Big Client 1												
Mail Plan Projections												
02/21/2003												
Mail Date Range: 1/1/100 to 12/31/9999												
Job #	Package	Mail Date	Mail Quantity	Cost/M	Total Cost	% Resp.	Units	\$ Avg	Gross \$	Gross/M	Net/M	Net Moor
12303	February MA Ctrl	2/23/2003	675,000	\$400.00	\$270,000	2.00 %	13,500	\$10.00	\$135,000	\$200.00	(\$200.00)	(\$135.00)
12303	February MA Test3	2/23/2003	25,000	\$400.00	\$10,000	1.75 %	438	\$10.00	\$4,375	\$175.00	(\$225.00)	(\$5.62)
12303	February MA Test2	2/23/2003	25,000	\$400.00	\$10,000	1.75 %	438	\$10.00	\$4,375	\$175.00	(\$225.00)	(\$5.62)
12303	February MA Test1	2/23/2003	25,000	\$800.00	\$20,000	2.00 %	500	\$15.00	\$7,500	\$300.00	(\$500.00)	(\$12.50)
12403	March MA Ctrl	3/30/2003	650,000	\$400.00	\$260,000	2.00 %	13,000	\$10.00	\$130,000	\$200.00	(\$200.00)	(\$130.00)
12403	March MA Test1	3/30/2003	100,000	\$400.00	\$40,000	2.00 %	2,000	\$10.00	\$20,000	\$200.00	(\$200.00)	(\$20.00)
12503	April MA	4/30/2003	375,000	\$400.00	\$150,000	2.00 %	7,500	\$10.00	\$75,000	\$200.00	(\$200.00)	(\$75.00)
12503	April MA	4/30/2003	350,000	\$400.00	\$140,000	2.00 %	7,000	\$10.00	\$70,000	\$200.00	(\$200.00)	(\$70.00)
12503	April MA	4/30/2003	25,000	\$450.00	\$11,250	1.00 %	250	\$25.00	\$6,250	\$250.00	(\$200.00)	(\$5.00)
<b>Total for Acquisition</b>			<b>2,250,000</b>	<b>\$405.00</b>	<b>\$911,250</b>	<b>1.98%</b>	<b>44,625</b>	<b>\$10.14</b>	<b>\$452,500</b>	<b>\$201.11</b>	<b>(\$203.89)</b>	<b>(\$458.75)</b>

# Inventory Reports



Upon selecting Inventory Reports, choose either the current customer or enter a specific job number. Then choose either a Summary or Detailed format for the report.

[Sample Summary Report](#)

[Sample Detail Report](#)

# Sample Summary Report

## Summary Inventory History

2/21/2003

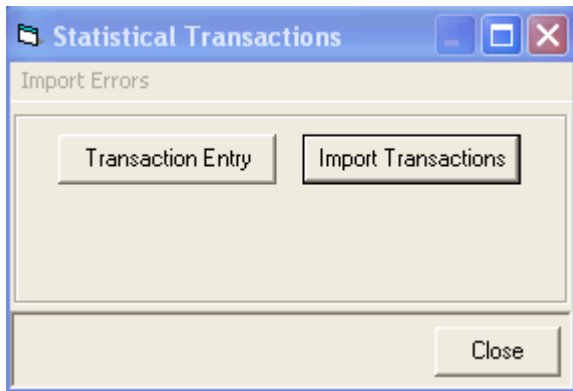
<u>Customer</u>	<u>Item #</u>	<u>Description</u>	<u>PO #</u>	<u>Vendor</u>	<u>DueDate</u>	<u>Ordered</u>	<u>Allocated</u>	<u>Available</u>
<b>Big Client 1</b>								
	8-000	# 10 Closed Face	10011	Datum, Inc.	02/17/2003	450,000	0	450,000
		# 10 Closed Face	10013	Pro Tech Direct, Inc.	02/17/2003	50,000	0	50,000
		# 10 Closed Face	10016	Pro Tech Direct, Inc.		25,000	0	25,000
		# 10 Closed Face	10018	Datum, Inc.		675,000	675,000	0
						<b>1,200,000</b>	<b>675,000</b>	<b>525,000</b>
	8-001	# 10 Standard Left Window	10017	Pro Tech Direct, Inc.		25,000	0	25,000
						<b>25,000</b>	<b>0</b>	<b>25,000</b>
	8-003	#9 BFE	10011	Datum, Inc.	02/17/2003	500,000	0	500,000
		#9 BFE	10015	Pro Tech Direct, Inc.		25,000	0	25,000
		#9 BFE	10018	Datum, Inc.		675,000	675,000	0
						<b>1,200,000</b>	<b>675,000</b>	<b>525,000</b>
	8-200	11" x 17" 60# Offset Letter Head	10012	Pro Tech Direct, Inc.	02/17/2003	500,000	0	500,000
		11" x 17" 60# Offset Letter Head	10018	Datum, Inc.		675,000	675,000	0
						<b>1,175,000</b>	<b>675,000</b>	<b>500,000</b>
	8-400	3 1/2" x 11 Issue Pamphlet	10018	Datum, Inc.		675,000	675,000	0
						<b>675,000</b>	<b>675,000</b>	<b>0</b>
	8-401	3" x 5" Lift Note	10012	Pro Tech Direct, Inc.	02/17/2003	500,000	0	500,000
						<b>500,000</b>	<b>0</b>	<b>500,000</b>
<b>Big Client 1</b>						<b>4,775,000</b>	<b>2,700,000</b>	<b>2,075,000</b>
<b>Grand Total:</b>						<b>4,775,000</b>	<b>2,700,000</b>	<b>2,075,000</b>

# Sample Detail Report

<b>Detail Inventory History</b>								
2/21/2003								
<u>Customer</u>	<u>Item #</u>	<u>Description</u>	<u>PO #</u>	<u>Vendor</u>	<u>DueDate</u>	<u>Ordered</u>	<u>Allocated</u>	<u>Available</u>
<b>Big Client 1</b>								
	8-000	# 10 Closed Face	10011	Datum, Inc.	02/17/2003	450,000	0	450,000
		# 10 Closed Face	10013	Pro Tech Direct, Inc.	02/17/2003	50,000	0	50,000
		# 10 Closed Face	10016	Pro Tech Direct, Inc.		25,000	0	25,000
		# 10 Closed Face	10018	Datum, Inc.		675,000	675,000	0
			<u>Job #</u>	<u>PO#</u>	<u>Package Description</u>	<u>Package Theme</u>	<u>Allocated</u>	<u>Due Date</u>
			12303	10014	February MA Cntrl	J12303 Join Today	675,000	
						<b>1,200,000</b>	<b>675,000</b>	<b>525,000</b>
	8-001	# 10 Standard Left Window	10017	Pro Tech Direct, Inc.		25,000	0	25,000
						<b>25,000</b>	<b>0</b>	<b>25,000</b>
	8-003	#9 ERE	10011	Datum, Inc.	02/17/2003	500,000	0	500,000
		#9 ERE	10015	Pro Tech Direct, Inc.		25,000	0	25,000
		#9 ERE	10018	Datum, Inc.		675,000	675,000	0
			<u>Job #</u>	<u>PO#</u>	<u>Package Description</u>	<u>Package Theme</u>	<u>Allocated</u>	<u>Due Date</u>
			12303	10014	February MA Cntrl	J12303 Join Today	675,000	
						<b>1,200,000</b>	<b>675,000</b>	<b>525,000</b>
	8-200	11" x 17" 60# Offset Letter Head	10012	Pro Tech Direct, Inc.	02/17/2003	500,000	0	500,000
		11" x 17" 60# Offset Letter Head	10018	Datum, Inc.		675,000	675,000	0
			<u>Job #</u>	<u>PO#</u>	<u>Package Description</u>	<u>Package Theme</u>	<u>Allocated</u>	<u>Due Date</u>
			12303	10014	February MA Cntrl	J12303 Join Today	675,000	

## Statistical Transactions

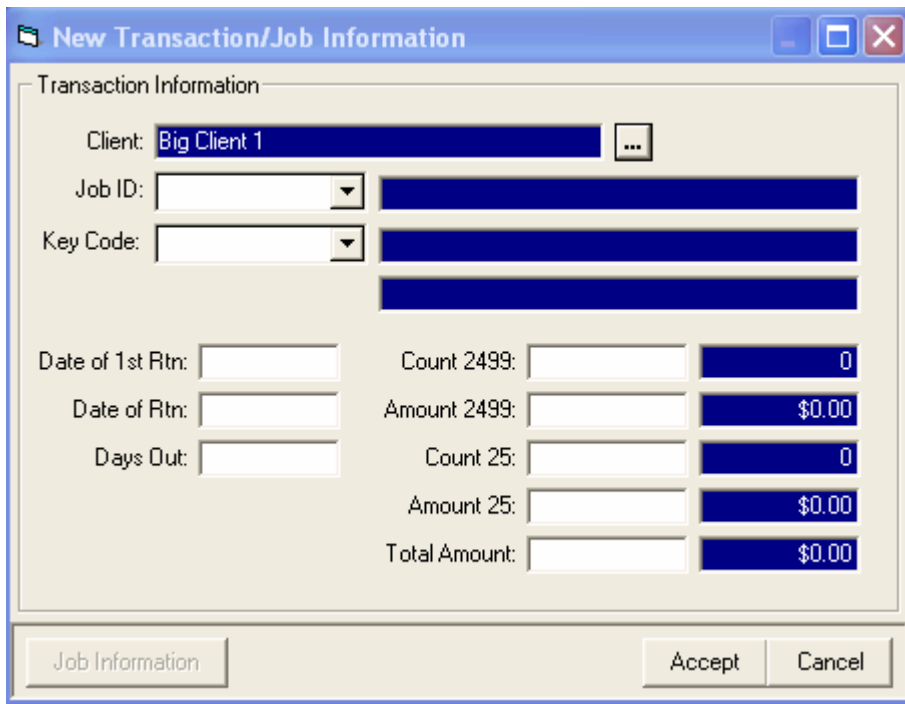
Typically, you will receive response results from a designated caging company.



These results are usually tracked by the Job ID and/or a Key Code. With this feature, you can either manually enter a transaction entry, or import a file.

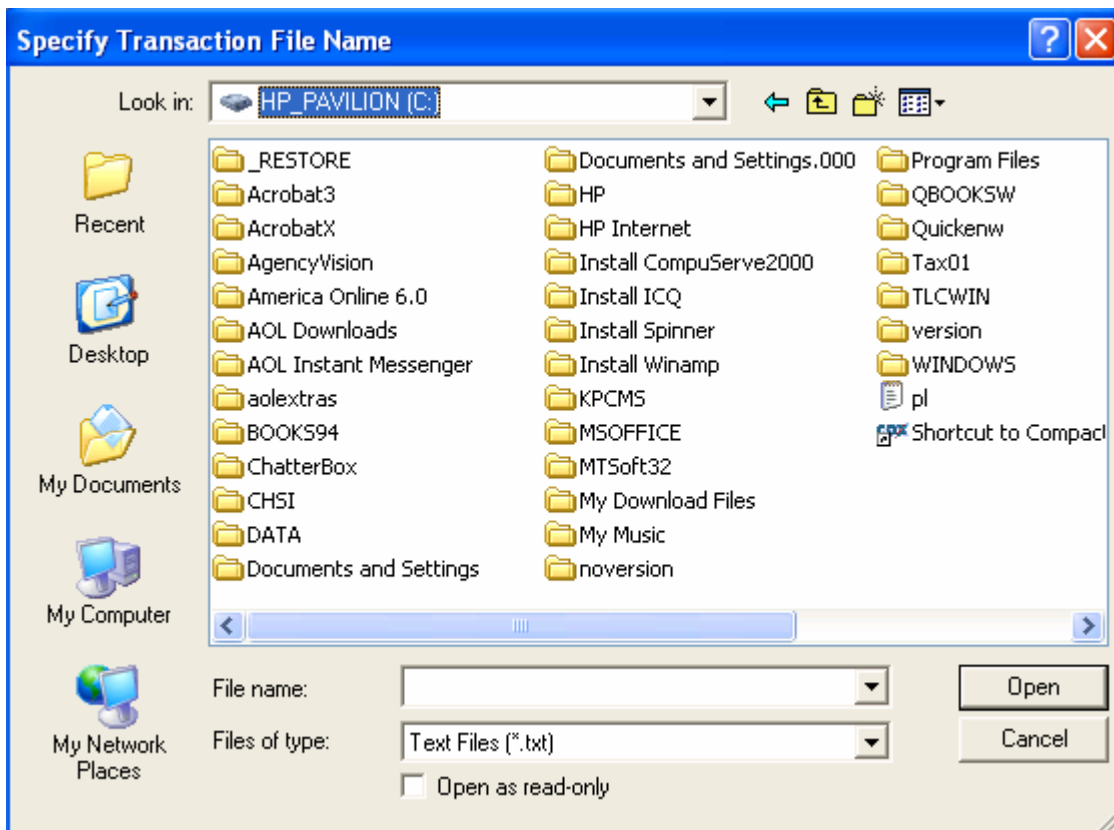
To manually enter a transaction, click on "Transaction Entry" and the following screen will appear.





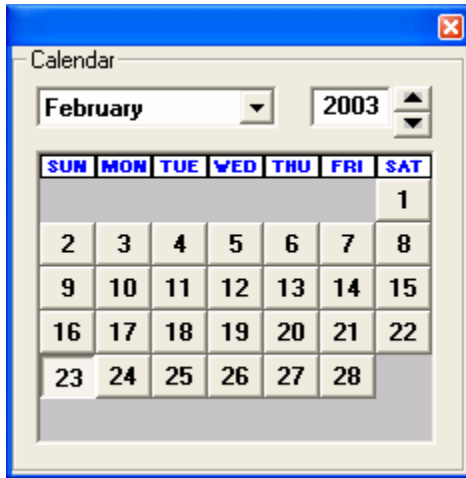
Select the appropriate client and enter the Job ID and Key Code for the response.

To import a file, click on "Import Transactions" and you will be prompted to specify the transaction file name.



Select the file to be imported and click "Open."


# Calendar



This tool is used to select a date.

In areas that a date is to be entered, by double clicking on the date field, this calendar feature will be displayed.


## Month

The month is displayed as the selected text of a drop down list. A different month can be selected by clicking on the down arrow  and choosing a month from the list.


## Day

The depressed button indicates the currently selected day of the month. Click on any day to select it. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day all have dates shown in red.

## Year

The year is displayed next to a spinner . Use the up arrow to increase the year and the down arrow to decrease the year.

Double Click on a date to accept and places it in the current form.

 Cancels date selection and closes the tool.

# Help Menu

## Agency Vision Mail Plan Inventory Help

Displays this help file.

## Help Topics and Index

Display the Help Topics form for this help file (contents, index).

## Bug Report

Resource to submit any possible bugs or feature requests to the vendor.

## **About Agency Vision Mail Plan**

Displays program title, version, and copyright information.

# **Bug Report**

The purpose of the Bug Report is to report a possible bug or make a feature request on the MTSoft software.

Enter your personal information as well as your computer information. This insures documentation that you have sent the report as well as indicates your pc or workstation specifications to better help the support team identify whether or not the problem is due to the capabilities of your pc/workstation. Include a brief description of the problem or feature request and if the problem is reproducible, please indicate so under the Reproduce tab and as best as possible outline how the problem can be reproduced in an effort to solve it.

Once you have completely filled out the report, save it and e-mail the report to [support@mtsoft.com](mailto:support@mtsoft.com).

Be sure to keep a copy for your records.

An e-mail from TestTrack, the technical support team for MTSoft, Inc. will be sent back confirming receipt of the report.

# Index

## A

A/P Contact .....	7
About Agency Vision Mail Plan .....	55
Accept .....	15
Accept button .....	46
Account Executives.....	8
Accounting .....	15
Accounts Payable .....	15, 16
Action Buttons in Client Information Screen .....	9
Action Buttons in Vendor Information Screen.....	13
Action Menu.....	6
Actual Date.....	41
Add.....	45, 46
Add Details button .....	45
Adjusted .....	47, 48
Adjusted Price .....	47, 48
Adjusted/M.....	47
Agency Fee.....	7
Agency Vision Mail Plan Inventory Help .....	55
AP Type .....	15
Invoice.....	15
AP Vendor ID.....	12
Attached Documents button .....	45

## B

Bid .....	43, 45
Bill To .....	7
Budget .....	1, 47, 48
Budget Analysis .....	48
Bug Report .....	56

## C

Calendar .....	3, 42, 55
Call Source .....	45
Change an Invoice.....	18
Change Invoice.....	15
Clear Filter .....	15
Client.....	1, 15
Select.....	15
Client A/P Aging .....	20
Client A/P Detail .....	20
Client A/P Invoices .....	21
Client Accounts Payable .....	15, 17
Client Information .....	6, 7, 9
Client Information Screen .....	9
Client Lookup.....	4
Client Fed ID.....	7
Client Status .....	7
Client/vendor.....	6, 10
Client/Vendor Information .....	6
COMPINFO .....	57
Component Delivery .....	39
Component pricing.....	43

Components.....	1, 3, 39, 43, 44, 45, 46, 47, 48
Components Delivery.....	52
Configuration .....	15
Mail Plan.....	15
Consulting Retainer.....	16
Contract Start.....	7
Copy .....	2, 4, 45
Cost Report by Job.....	21
Cost/M.....	39, 47

## D

Date .....	8, 15
DD/MM/YYYY .....	41
Delete .....	2, 5, 6, 9
Detailed .....	25
D-M-YY .....	41
Donor.....	1, 39
Donor Selects Schedule.....	39
Donor Selects Schedule icon .....	39
DP Vendor.....	7

## E

Edit.....	7, 15, 45
Edit Menu.....	6
Email .....	8
Payment.....	15
Plan Name .....	32
Enter a Payment .....	18
Enter an Invoice .....	17
Enter Invoice .....	15
Enter Payment .....	15
Exchange Rate.....	34

## F

Fields and their definitions available in Client Information.....	7
Fields and their definitions available in Vendor Information Screen.....	12
Find .....	40
cost/M.....	39
Fiscal Start.....	7
Fulfillment.....	16

## H

Help Menu.....	55
Housefile .....	32

## I

ID .....	7
Include All Mail Plans button .....	45
Mail Plan .....	4
Intl Price .....	45
Introduction .....	1
Inventory Reports.....	25
Invoice.....	16
AP Type .....	16
Invoice Selection Criteria.....	15

## J

Job ID.....	15
Job Key.....	42

Job Name.....	35
Job Track Checklist.....	53
Job Type.....	36
JobID.....	36

**L**

Mail Plan.....	4
Linked Documents.....	9, 56

**M**

M/F Maintenance.....	7
Mail Date.....	36, 41
Mail Date Offset.....	42
Mail Plan.....	1, 3, 4, 5, 16, 33, 34, 35, 39
Configuration.....	16
Mail Plan Defaults.....	31
Mail Plan Job.....	1, 15
Vendor Datum.....	15
Mail Plan Job List.....	1, 2, 35
Mail Plan Projections.....	23
Mail Plan Reports.....	23
Mail Plan Resources.....	30
Mail Plan Title.....	41, 47
Mail Plan Worksheet.....	1, 2, 36, 37, 41
Mail Schedule Report.....	23
Mailed Qty.....	41
Main Contact.....	8, 12
Main contact email.....	8
Main Menu.....	2, 15, 23, 55
File Menu.....	2
Help Menu.....	55
Print Menu.....	23
Tools Menu.....	15
Masterfile.....	8
Masterfile Cutoff.....	42
Member.....	34
Membership Mailing.....	36
MM/DD/YYYY.....	8, 36
Monthly Caging.....	16
Monthly File Maintenance.....	16
Most Recent Contribution.....	39
MRC.....	40
Multiplying.....	41
Cost/M.....	40, 41

**N**

New Invoice Selection Criteria.....	16
New Mail Plan.....	2, 3
Next Record.....	11
Notes/Comments.....	32

**O**

OP Code Lookup.....	44
OP Codes.....	44
Open.....	2, 3, 6, 16, 43

**P**

Package – Each.....	39
Package Manager.....	1, 2, 41, 43

Parent Key .....	8
Payment .....	8, 15
Payment Terms .....	7
Per/M .....	8, 46
Pkg Quantities .....	43, 46
Pkgs .....	45
Plan Notes Key Description .....	31
Plan Reports .....	2, 23
PO .....	15
Price .....	46, 47
Print Analysis button .....	48
Print Budget button .....	47
Print Quote button .....	45
Print RFQ button .....	45
Projected Response .....	32
Purchase Orders .....	1, 2, 48

## Q

Quantity .....	47
Quote .....	45
Request .....	45

## R

Recalculating .....	39
Receive .....	15, 40, 46
Receive rollout .....	37
Received pricing .....	46
Rental .....	16
Reports Menu .....	23
Request .....	45
Quote .....	45, 46
Request For Quote .....	2, 45
RFQ .....	1, 2, 45, 46
RFQ button .....	45, 46
Rollout .....	37, 39, 43, 48
Rollout Cost/M .....	37

## S

Sample Detail Report .....	26
Sample Mail Plan Report .....	24
Sample Mail Projections Report .....	24
Sample Summary Report .....	25
Schedule Dates Default .....	31
Select .....	1, 4, 5, 8, 15, 16, 34
Client .....	15, 16, 17
Mail Plan .....	4, 5, 6
Select button .....	45, 46
Select/Frequency .....	39
Selected Price .....	47
Selects Schedule .....	2
State & Zip .....	7
Statistical Reporting .....	2, 27, 29, 32
Statistical Transactions .....	2, 27
Statistics Menu .....	27
Summary .....	25

## T

Tax Exempt ID .....	8
Terms .....	8, 31

Total .....	47
Total Adjusted .....	47
Total Cost .....	39
Total Tracking Schedule .....	23
Type/Cat .....	8

**U**

Unit .....	45
Unpaid Purchase Orders .....	21

**V**

Vendor .....	8
Mail Plan Job .....	16
Vendor Information .....	6, 11, 12
Vendor Information Screen .....	12
Vendor Summary .....	22
View Components .....	45
View Purchase Orders .....	22