SMW060A Release Run Management

Overview   When a Release is processed, the transactions are created but can be amended prior to printing or releasing picking slips. Subscription Runs can have a status of:

C	COMPLETED
D	DELETED
R	RELEASED
U	UPDATING IN PROGRESS
X	REVERSING IN PROGRESS
Y	REVERSED
Z	REVERSAL RUN

A run can be deleted (D) and re-run once changes have been made to either the Product List or Subscription List where required.

Once a run has been processed it has a status of Released (R) which means the transactions can be sent to the warehouse for printing. While a run has this Released status a report can be produced to check details such as prices and customers etc. If all details are correct the run can be completed.

To transfer the transactions to the warehouse for printing, the run must be flagged as Completed (C). Once transferred, the transactions will have a status of K

Explanation

The Release Reversal feature credits all invoices raised in a subscription run by selection of the run number. The run starts with a C status and when the Reverse Release Option is selected it changes to X for Reversing in progress before the submitter changes it to Y for Reversed once the subscription orders in the run are reversed. A new subscription run with a status of Z for Reversal Run is automatically created and links credits generated in this process.

Subscription release order generation can be run in batch. The run status changes from R to U before it gets to the submitter so that the run cannot be processed more than once.

Accounts Receivable journals are generated for Pay-by-points payment type. A special type of deduction acts as a trigger to the release process to simultaneously generate the payment (by points) as it generates the invoice. The other payment methods (like automatic credit card) are not activated because the balance due on that invoice is zero. Subsequent released reverts to charging the customer (member) automatically since there is no trigger to say "pay by points".

Examples

This section illustrates examples concerning:

Example 1: Process a subscription run

This example describes how to Process a subscription run.

1. Select menu option Subs Release Run Management from the Subscription Management Menu.

SMW060A Subscription Run Selection main panel is displayed.

Relevant field

Subscription run status
: A Run Status can be entered to select only those Runs matching a specific Status. Leave this field blank to select all Runs regardless of their status.

Subscription list ID
: A name or code to be used to identify this Subscription List (Sub List) is required. This name usually relates to the title being subscribed to and if the title comes in a number of formats like CD, tape, hardcover, softcover, etc. a Subscription List for each one of these titles needs to be created. This is not the ISBN set up on the Title Masterfile but rather a similar code to easily identify the products being supplied. The actual ISBN can be used as a Subscription List

Identification if it is the company preference. To denote the format options, the same core number can be used with a suffix of say C for CD and O for On-line, etc. This Sub List ID code can be a maximum of 8 alphanumeric characters.

For example: SIMC for Simms Court Practice

In Release Run Management, if a specific Subscription List is required the List Id can be entered. Leave the field blank to select all Subscription Lists.

When releasing subscription orders, enter the Subscription List to be used for the release. Multiple Subscription Lists can be used with one Product List.

Subscription list desc	Enter a meaningful description of the subscription list being created.

For example: Simms Court Practice

In Release Run Management, of a Subscription List is selected the description of this List displays.

Product list ID	A unique Product List identification code. It is usually recommended a code be created relating to the Subscription List to be charged when using this Product List. There are normally two kinds of Product Lists, one for releases and one for renewals. Indicate these differences in this Product List Code.

For example

CPPCDREN for Criminal Practice & Procedure CD Renewals and CPPCDREL for Criminal Practice & Procedure CD Releases.

One Product List can be used for both a release and a renewal in which case the ISBNs on the list need to be changed prior to a release being run.

In Release Run Management if a specific Product List is required the List Id can be entered otherwise leave the field blank to select all Product Lists.

When releasing subscription orders enter the Product List prepared for the release or bulk run.

Product Lists are classified as Releases or Renewals. It is important to select the correct List as the system handles the processing differently depending of the List Type.

Product list description	Sample description

Enter a meaningful description of the Product List.

As per the example given previously, Criminal Practice & Procedure CD Renewals for code CPPCDREN and Criminal Practice & Procedure CD Releases for CPPCDREL.

If one Product List is being used for both a release and a renewal this description needs to be changed to match the type of bulk run.

Product List Description

In Release Run Management, if a Product List is selected the description of this List displays.

Company
Release run can be managed by company; user access to the company is checked.

2. Click **OK** to list all runs without entering any field.

SMW060 Subscription Run Management panel is displayed.

SMW060 > Subscription Run Management

Pos to Run# / ProdID [   ] / [   ]

Run #	Sts	Prod ID	Subs ID	#order il	#line il	#unit s	#order	Gratis #line	Gratis #unit
352	R	NEWALX1	A						
351	R	NEWALX1	AAA-1						
350	C	PUB1477A	SPRING13	5	15	4590			
349	C	PUB1477A	SPRING13	5	5	45			
348	R	PUB1477A	SUMMER13						
346	C	RLS1	AAA-2	4	8	10	5	10	20
342	C	RLS1	AAA-2	4	8	10	5	10	20
341	C	RLS1	AAA-2	17	34	154	6	12	42
340	Z		AAA-2	17	26	86	2	6	5
339	Z		AAA-2	17	34	154	6	12	42
338	Y	RLS1	AAA-2	17	34	154	6	12	42
334	Y	RLS1	AAA-2	18	18	81	3	3	3
327	C	RLS1	AAA-2	18	18	81	2	2	2
324	C	RNWCN	ACC2	1	1	1			

Options

Complete
Complete passes the Bulk Run transactions on to the warehouse queue. The run status changes from 'R' to 'U' before it gets to the submitter so that the run cannot be processed more than once

Delete
Delete deletes a specified run

Report
Access Subscription Run Charging Report panel to print the subscription run charging report

Sub list
Access Subscription List Maintenance panel to display a Subscription List

Prod list
Access Subscriptions Run Product Inquiry panel to display the product list, showing price and original item.

Reverse rls
Access Subscription Release Reverse panel to automatically credit all invoices raised in a specified subscription run by selection of run number and generate credit notes. The run status starts with C=Completed then changes to X=Reversing in progress before the submitter then changes to Y=Reversed once subscription orders in

the run are reversed. The subscription run with status
Z=Reversal Run links credits generated in this process

Function

Dtl opts   Toggles to show Run options or Detail options.

3.   Click **OK** to complete process run

Example 2: Product list inquiry

This example describes how to display product list.

1.   Repeat step **1** and **2** in Example 1: Process a subscription run

2.   Select run and click option **Prod list.**

SMW100 Subscription Product List Inquiry panel is displayed.

Please refer **SMW100 Subscription Product List Inquiry** for further details

Example 3: Subscription List Inquiry

This example describes how to display subscription list.

1.   Repeat step **1** and **2** as in Example 1: Process a subscription run

2.   Select run and click option **Sub list.**

SMW010A Subscription List Maintenance Inquiry panel is displayed

Please refer **SMW010A Subscription List Maintenance** for further details

Example 4: Subscription run charging report

This example describes how to generate subscription run charging report.

1.   Repeat step **1** and **2** as in Example 1: Process a subscription run.

2.   Select run and click option **Report.**

SMR020 Subscription Run Charging Report panel is displayed.

Please refer **SMR020 Subscription Run Charging Report** for further details.

Example 5: Subscription run reverse release

This example describes how to reverse release subscription run.

1.   Repeat step **1** and **2** as in Example 1: Process a subscription run.

2.   Select run and click option **Reverse rls.**

Subscription run is reverse released.

Example 6: Delete a subscription run

This example describes how to delete subscription run.

1.   Repeat step **1** and **2** as in Example 1: Process a subscription run.

2. Select run and click option **Delete** to delete a run.

Example 7: Complete a subscription run

This example describes how to complete a subscription run.

1. Repeat step **1** and **2** as in Example 1: Process a subscription run.

2. Select run and click option **Complete.**

Subscription run is completed.