GENERAL PROGRAM SPECIFICATION FOR UIA/PAIB SEMI-COMMERCIAL PROCESSING

Summary

1. Basis of the proposed system is that normal addressing for publicity, mailings, etc. should be done at the same time as the processing of invoices, reminders, receipts, etc.

2. Procedure is that addresses should be selected off to a work tape during that part of the run when the invoices, changes of address, etc. reminders, are being processed. Invoices and reminders would be printed at this time, for all FAIB associations, using a multi-purpose, pre-printed document applicable to all associations and to invoices, reminders, receipts, membership fees, etc. (see Exhibit 32).

During this processing, the labels for items ordered and detailed in the invoices would be sent to a work tape, to be printed as label addresses (with details of contents) at a later date.

During the second part of the run, the address/label tape(s) would be rewound, and the paper changed to label paper, to run off the pre-selected addresses for each association in turn, endeavouring to supply the publicity addresses for each association with the labels for the publications ordered, or the reminders, where applicable.

3. Tapes or disk space necessary as a minimum is the following:

   1 library tape
   1 old address/organization tape (records include invoice/payment details)
   1 new address/organization tape (records include invoice/payment details)
   1 scratch tape

Additional tapes or disk space could be used to facilitate obtaining:

- separation between the 'parameter' card addresses selected and the addresses selected/printed as labels for the publications ordered and detailed in the invoice. This would be an advantage in that the parameter card addresses can be placed in groups to be treated automatically, e.g. for the monthly magazine run of 4,000 - 5,000, the bibliographic supplements, publicity runs

- the legally required journal invoice number order. If extra space is not available, this would have to be obtained by an expensive sort once or twice a year.

Input

Card input is envisaged as follows:

File set up

- 1 Code card, numeric, 50-60 cols, for each address, contains some fields which should be updated during the course of a run? (Exhibit 33)
- 2 Name and address card (Exhibit 38)
- 3 Invoice/Payment situation for each address, where applicable
Data cards at the beginning of each FAIB association's input cards

- 4 Card on publication names (2 languages), prices in five currencies, may require about 100 cards, use for setting up tables (Exhibit 36)

- 5 Currency conversion card at current rates, 1 only (Exhibit 37)

Monthly movement cards

- 6 Parameter or profile card(s) to govern selection of publicity, etc. addresses for mailings (Exhibit 35)

- 7 Modifications card(s) could be as 2, to indicate a change in the code or address (Exhibit 38)

- 8 Order card, from which an invoice will be made out, discounts, etc. combined with payment(s) card(s), from which invoices and the accounts will be settled (Exhibit 34)

- 9 Comments card(s), containing information to be printed on the invoice, statement of account, receipt, etc. (Exhibit 39).

Tape input is envisaged as follows:

1. Old address/organization file tape
2. Old sales journal tape file

Output

a) Invoices/Statement of Account/Receipt/etc - on pre-printed stationery

b) Labels for publications sold/publicity - on labels
c) Updated address/organization tape file
d) Updated sales journal tape file
e) Monthly totals and statistics

Processing

1. Cards will be supplied to the card reader pre-sorted within individual FAIB organization so that for each address, for which there will be a unique number, cards will be in the following order:

   profile card at head of card pack for each FAIB organization indicating the labels to be printed
   change of address card
   payments/order card
   comments card to appear on a given invoice (exception)
   cards at head of pack might also contain information on
   - foreign currency conversion rates
   - additional documents/publications in series
   - out of stock publications
   - prices of documents/profit to UIA
   - postal tariffs per port.
2. 1st Pass: Profile Card

Sets switches to select addresses from old address tape, after address change has been made, if necessary. These addresses are written to a scratch tape, with those of previous FAIB organizations, for printing during the second Pass.

3. 1st Pass: Changes of Address/New Organizations/Suppress Organizations Card

Select record on old tape from order number and replace according to indications on this card. Write record to new tape, and to scratch tape if in conformance with profile card.

4. 1st Pass: Payments/Order/Receipt/Membership Dues/Congress Fee Card

According to this card, make out invoice, using:

- Title according to language of country
- US $ or FB, FF, FS as necessary – taking prices from store (or data cards)
- Multiply according to the number of publications ordered of each sort
- Deduct commission as indicated on the card
- Add tax as indicated on the card
- Add comments as indicated on comments card
- Address address to which publications sent, if different from invoice; address on following card whose existence is indicated on this card
- Write labels for the publications as necessary, onto scratch tape
- Read sales journal tape on this organization
- Make statement of account if necessary.

5. 2nd Pass: Labels and Addresses to Print

Change of paper to etiquettes; list scratch tape; each label bears indication of purpose to which it is destined; could consider grouping labels for similar purposes into given columns.

Note that between organizations and passess can consider using overlays; also consider to what extent data can be stored for particular organizations, or needs to be input as data card; also consider implications of switching for each organization to a section of own processing – since zones of each organizations cards (for a given code) can have a meaning chosen by that FAIB organization.

Comment

1. Addresses on the main tape would be for each FAIB association, within the client number order.
2. The program (only one is necessary to operate the system) should make provision for new FAIB associations to join the system, and to make use of their own coding and processing requirements within the general lines laid down. In the first place the program will be made as general as possible around the UIA's own requirements.

3. Statistical and accounting data required at the end of the invoicing portions of each association's processing is as follows:
   - total invoices, by number and amount for the month (Publications)
   - total payments, by number and amount for the month ("
   - total unpaid invoices, by number and amount (" ("
      consider breakdown: 1st reminder
      2nd reminder
      3rd reminder
   - total postal costs for each group
      - publicity
      - magazine
      - publications ordered
   - for each publication:
      - number ordered, amount paid
      - discount allowed
      - resultant profit to UIA, based on unit price given in data card
   - total advertising invoices, paid, unpaid, etc.
   - total sales tax

4. Provide for listing of addresses in a directory format or singly on a letter.

5. Provide for a count(s) to be made according to different specified parameter codes, i.e. how many German organizations have bought a given publication, etc.

**Numerical Data (based on UIA requirements)**

Size of name and address file: 10,000 - 14,000 approximately
Name and address data: compressed to 2 cards, provided country code can be used as basis for address printout - 5 lines + 1 line of code on print

Number of invoices and/or reminders per month: 300 - 500
Number of new organizations per month: 120 - 250 average
Number of changes/modifications per month: 25 - 50 average
Number of addresses printed, excluding those resulting from orders: 6,000 - 10,000 per month
Number of extra addresses resulting from new organizations and changes: 150 - 300 \times 2
Number of extra addresses resulting from label addresses required: 200 - 500 per month
Number of receipts per month: 50 average
Number of options on invoices:
- discounts to be indicated on order card (and processed)
  \% 10, 25, 35, 40 minus
  \% 7 plus
- English and French versions of the following, as indicated on invoice/order card:
  - remise speciale
  - commission librairie
  - commission librairie speciale
  - taxe
  - sent direct to: your address
    (address as supplied with invoice/order card input)
- French formula for written version of "this invoice... twenty francs..."

Number of lines in invoice/reminder: 15 average maximum, may go to 80 invoices per reminder for one particular client, average is 2 per reminder

Number of clients in address file, as opposed to bodies receiving publicity or other items not requiring accounting treatment: 5,000 maximum, probably nearer 3,000

Number of cards entering the system: 1,500 - 2,000 per month.