

Product Planning and Management **PPM**



A frequently changing product portfolio leads to heavy demands on your organization and your customer base.

PPM, the comprehensive Product Planning and Management system for publishers, lets you deal with tasks more quickly, more simply and more successfully.

From the inception of the idea

The coordination of internal and external processes can be streamlined by centrally managing information. The entire process, from planning to production, is transparent, and you have constant access to the information you need for making critical business decisions.

The very earliest stages of a product idea can be used as the platform for all of the following steps. The extensive correspondence during rights negotiation and contracts, the expert reports and management decisions, are saved in a clear and comprehensible form. All the detail is immediately available for automated contract generation. When you hold the signed contract in your hand the information required for the royalty statement already exists in your database.

Planning and production

Schedule status is constantly available from the product information. Planning and production issues become apparent, without the need for further data input and file updates as you work. Numerous user-friendly tools have been developed to meet the particular requirement of each department, such as list development, production, publicity, rights sales, and marketing.

Rich editorial tools allow you to successfully negotiate the best deals, finding the right author, agreeing on the optimal conditions. Controlling on time manuscript delivery, even on the contribution level, editing and forwarding to the production department is part of the basic flow. The result is automatic contract creation and printing in a Microsoft MS Word document.

New title information and update information for catalogs and online bookshops can be completely automated and adapted to suit your needs. Online catalogs, print catalogs, and other printed advertising material are all kept up-to-date using product information. This will result in your being able to ensure optimal market presence.

Fixed royalties, royalties on edition, and royalties on sales can be calculated automatically on the basis of the current print runs and sales figures. Advances can also be settled automatically. Joint accounting, multi-title contracts, foreign currency agreements are accommodated by the system, all levels of complexity can be easily managed. You can link rights revenues to contracts, and the system handles allotting the revenues to the correct recipients. Also whenever you are missing payments, the system will send reminders to your licensees.

Royalties are calculated, the royalty accounts are updated, royalty statements are generated, and the results are transferred to the accounting system. The reserves for future returns help you control your payments efficiently.

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Through close integration to your accounting system software, PPM streamlines your publishing operations while avoiding duplication of data maintenance efforts. Calculation of profit and loss settlements on a product basis, as well as a fully automated detailed cost estimation using supplier price lists are integrated into the business modules. Parallel estimation of hardcover and paperback, or even independent titles, accomplishes the sophisticated financial functionality. Purchase order management, closely connected to the delivery functionality in your warehouse, allows for full overview and planning of payment liabilities. These modules also offer an extensive range of statistical reports to aid evaluation.

All the way to marketing

The marketing tools within Klopotek's Publishing Solution can be used in conjunction with your telephone system to process information and provide customer care, giving a definite competitive advantage. Online stock information, the right prices, and the ability to send customer specific title lists as emails even while you speak to your customer on the phone, give you a new quality of customer relationship. The XML-based catalog tool supplies you with web and print catalogs on the run.

Planning and Production

Product Pool

Title database with planning data, bibliographical information and distribution data.
Versions: All versions, editions, and reprints per title. Regional assignment possible. Version overview.
Structure: proprietor, company group, publishers, divisions, subject groups. Assignment to series. Complete bibliographical data. Keywords automatically generated from title, subtitle, and short title. Texts for previews, publicity and promotional literature. Content descriptions. Competition observation. Internal notes. Settings for distribution. EAN code retrieval.
Editions: Comprehensive design information. ISBN and order numbers. Publication dates. Delivery status. Planning of print runs for editions and reprints. New title registration and update information for new titles, modification, archiving deletion automatically or manually. Distribution information (replacements, notes, holds, etc.).
Production costs for stock evaluation of finished and semi finished stock.
Copying of products and creating new products using templates.
Prices: Complete price history for all price types and currencies. Specific prices per edition or period. Gross, net and approximate prices. Sliding prices, group prices and special prices. Automatic calculation of foreign currency prices.
Foreign currency prices: price dependencies, quantity price generation.
Delivery status "Withdrawn" of the primary location is inherited to secondary location. Synchronization of copied versions and editions.
Creation of parallel projects and parallel calculations directly from the product pool.
Originators: Type of originators configurable (author, editor, translator, etc.). Quick record for new originators in address pool.
Contracts: Display of all valid contracts for a title.
Bibliography: according to edition, automatic creation of bibliography. Bibliography template.
Classification: Classification by any category or type.
Schedule: Project planning and control with schedules. Planning data, deadlines, reminder dates. Task planning per employee and department. Schedule templates.
Complimentary copies: Import contract terms from contract module.

Product Pool (cont.)

Additional complimentary copy recipients possible. Shipment list or creation of shipping transactions.
Complimentary copy account.
Permission handling: Assignment of rights owners and agencies.
Recording and settlement.
Overview of permissions and statements for each version.
Editing numerous product data at the reprint level. Product pool classification, transaction management and schedule management at the edition level. Modification history.
Versions structure for an overview of the versions linked to the title.
Automatic ISBN generation. Automatic DOI allocation (Digital Object Identifier).
E-mailing CIP Report.
Planning data: Planning the sales quantities per edition (per distribution channel and year). Transferring the planning data to the production component. Planned sales figures for calendar years or for years following publication. Planning the sales figures at month level.
Production: Editing the specification data in the product pool. Synchronization of the production and product data. Extended calculation on the basis of a customer-specific Excel sheet. Preliminary estimate, production estimate and final calculation can have different versions in the product pool. Project based management of modification costs for typesetting. Typesetting cost calculation: number of characters (including spaces) per book. New reference size "No. of Characters".
Redesign of the calculation parameters: display of the data on the records: Project, Spec., Sections, Cover, Inserts, Costs. Selection of a reference project as template when creating a new calculation. Delete option to delete the last calculation. Price calculations optimized for quantity. New reference size "Parts Extent".
Links/text: Links as references to files or URLs for products. Texts for products in HTML format. Output of texts and links for XML export, imbedded in the catalog via style sheets.
Title registration: registration procedure in the internationally standardized ONIX format. XML export in the ONIX 2.1 format: Interface for electronic exchange of product data on the basis of the internationally standardized ONIX International data structure (Release 2.1)

Series

Build up complex series structures (complete works, academic series, loose-leaf editions). Bibliographic organization of products in series. Creation of sets. Search for series via single products. Search for products that are included in series. Unnumbered series in numbered series. Hierarchy as an additional series type. Management of links and texts in HTML format analog to the product pool.

Production

Product data, calculation, suppliers, schedule. Binding quotas. Covers (type, thickness, colors). Cover texts. Production specifications. Colors. Product components. Type area. Font. Font size. Head margin, inside margin. Paper. Suppliers (typesetters, printers, binders, etc.). Checklists for in-house and external transactions. Individual customer record available for viewing and editing product data at version, edition and reprint level. Separate record for managing defined relationships between products at version level. Fixed publication date for an edition. Number of pages in a manuscript. Production projects: specifications for the front and back endpapers. Automatic calculation of the book block thickness. Determination of the most affordable supplier for one or more cost elements in the calculation. Transaction capability of the production component.

Product Selection

Calculation: Average calculation based on product data. Calculation of deviations for preliminary estimate. Technical calculation. Comparison of calculation and actual costs. Excel sheets for calculations and breakeven analysis. Documentation and archive from preliminary estimate to final calculation. Import of actual costs for final calculation. Flexible calculation parameters: cost elements (variable and fixed, mandatory and overhead cost elements). Price elements for defining price factors. Versioned supplier price lists. Quantity/price scaling on the basis of product data. Lifecycle calculations. Calculation of run-on prices. Taking discounts into account. Oddments and spoilage when calculating the paper supply. Versioning of calculations. Validation of the number of pages and the paper quality. No

...Product Selection (cont.)

automatic price generation, if the maximum number of pages in the price list is exceeded. Flexibility assigning price elements to cost elements (variable/fixed). Bundling production projects with the same or similar specifications into a single parallel project to optimize calculation of the technical production costs. Transferring the planning costs of the parallel projects to Excel to calculate the breakeven of the merged project costs. Extended calculation: transfer of extensive technical calculation data to the extended calculation. Individual customer Excel sheet template for the extended calculation. Multilocation: Units of measure (weights and lengths). Calculation currency. Price elements. Suppliers: Classification of suppliers. Check lists. Simultaneous quotations to different suppliers, mail merging product data and amounts. Sending of orders to suppliers using MS Word. Modification of calculation values when awarding a contract. XML export of the production data per supplier. Schedule: Planning. Checks. Schedule for production projects with reference to defined task templates. Task list with dependencies. Automatic scheduling. Start dates, end dates, schedule modification. Recalculation of dates that are dependent on fixed dates. Detailed planning per product part and author. Overview of production status for each production project. Summary of schedule for entire production. Schedule control and overview for each employee. Grouping tasks that belong together as collective tasks. Taking into account holidays and weekends. Schedule control for production projects belonging to one another. Versioning of schedules.

Supplier Orders

Production orders: Orders for internal products of the publisher that are placed by the production department, for example, typesetting or print orders. Production order can contain lines for several products and different order types. Assignment of material to the order line. Assignment of cost elements to order lines. Transfer of values from the calculation, calculation update. Alignment of the order quantity and value. Mapping of the material reservation and consumption for the order. Disposition of materials. Consumption of semi-finished products. Material orders: Orders for materials that are needed during the production process, like paper. Alignment

Supplier Orders (cont.)

of the order quantity and value. Mapping of the material reservation and consumption for the order. Delivery period for the order line. Processing supplier orders for material by goods in. Assignment of invoice lines to order lines. Order and warehouse units. Shipping items. Generate invoice. Assign and separate invoice line to a shipping item.

Post materials in. Materials in and invoice assignment at the same time or at different times. Calculating material costs on the basis of an average price per shipping item. Materials in at reprint level.

Material Management

Warehouse-based management of materials for the production process. Disposition of materials. Time-oriented analysis of requirements (critical stock level, missing stock). Stock transfer and orders for material. Determination of the material consumption with costs assumed for the product. Display in table format of all purchase orders for and consumption of material. Graphical display of changes in quantities over a timeline. In and Out record: display of incoming or outgoing materials incl. order number, quantity, price, currency, date, supplier, ISBN and short title of the product.

Catalog Production

Creation of current catalogs from product pool. Variable selection using product categories. Frontlist catalogs. Catalog templates. Keyword and author directories. Organized by product categories. Files for text editors and DTP (e.g. QuarkXPress, PageMaker). Creation of HTML data for the Internet. Exporting product pool classification data. Selection according to schedules and tasks from the product pool's schedule planning.

Contributions

Integration of the contribution management in PPM. Collective processing options for creating and editing contribution data. Schedule planning. Keyword and catchword issue. Links to external publications, such as, for example graphic files. Communication with contributors. Complimentary copy delivery to contributors. Edition assignment of contributions. Automatic issue of DOI (Digital Object Identifier). Contribution letter option: letter per contribution or per contributor (for each title).

List Development

Assignment of titles to publishing list structures and periods. Creation and editing of list structures. Setting targets for planned title each month. List overview display.

Publicity

Editors and reviewers. Invitations. Orders. Shipments. Manage reviews. Delivery notes for shipping from premises. Selection of publicity transactions. Selection using freely definable classifications. Publicity contact can be classified as medium or reviewer. Linking reviewers and mediums. Review copy orders can be managed as transactions. Extended duplicate check for review copy orders. Results of duplicate check can be printed. Publicity selection: variable selection according to features of business partners, publicity contacts, review orders and products. Modification of the search results. Display: Review copies per publicity contact. Publicity contacts per review copy. Review copies for any publicity contact. Bulk processing: Creation of multiple review copies for several publicity contacts in a single process. Optional check for duplicates. Offer letters. Shipment: Shipment papers for proofs, readers' copies, review copies. Supplementary text notices, descriptions of contents and information about additionally shipped products (photos, press kit) in the delivery notes. Shipment label. Creation of shipping transactions and transfer to order interface. Reporting (title and shipment lists).

Remainder Sales

Remainder sales. Title lists. Rights status. Remainder letters. Reporting.

Contracts, Rights & Royalties

Rights Acquisition

Planning and processing of rights acquisition. Implementation of correspondence with rights owners, agencies and scouts. Registration of proof material and received manuscripts. First reader and reader's report. Negotiation history. Rejection letters. Automatic creation of contracts from available quotation data. Ability to accommodate complex royalty rules. Modification history: display of logged changes to the rights acquisition transaction. Management of options.

Rights Sales

Creation of sales offers, shipment of proof copies. Shipment of proof copies through the Book Sales and Distribution system (BSD). Management of options. Search for subject group and options. Sales transactions: Title, rights purchaser, agency, rights, orders, shipping, review, contract. Search and quick record for products and rights purchasers. Sales transaction lists on screen, sorted according to title or rights purchaser. Quotations. Cover letter for proof copy shipment. Reminder letters. Rights sales contracts: Automatic validation check when subsidiary rights are sold. Rights revenues: Overview of payments made, contractual terms and unpaid claims. Automatic generation of follow-up claims. Reminder option for outstanding rights claims. Standard interface for Rights Revenues.

Contract Management

Creation of contracts. Several contract types (author, editor, translator, contributor, and rights acquisitions contracts, rights sales contracts). Contract creation using templates. Automatic contract creation from rights acquisition transactions. Contract printing with MS Word. Management of all usual contract details (subject, contract party, validity, rights, royalty agreements, royalty split, periods, complimentary copies, agencies, allowances, fees, addenda, etc.). Royalty split for contributions. Basic system for royalty statements. Multi contracts to bracket individual contract units. Management of contract addenda. Authorization of contracts. Access restriction for display, modification and creation of new contracts. Management of the contract status (for example,

... Contract Management (cont.)

"Being Negotiated") Modification history: display of the logged changes to the contract data. Management of an alternative guarantee amount in standard currency. Agency Settlement: Single agency processing. Display of Agency Commission and Agency. Direct initiation of "Payments due" from the "Install." record. Advance payments in foreign currency can be stored per installment with a fixed exchange rate. Specific title data: Publication date, guaranteed print run, minimum price, distribution channel, planned version type. Free ads. Remainder right, rights reversions. Approval requirements. Notification requirements. Deadlines. Options. Royalties: Bonus payments upon a specified event or upon reaching a certain sales volume. Guarantee payments and flat rate royalties can be agreed in foreign currencies (for the currency of agreement and/or of payment). Due dates for periodic payments. Specification of minimum payment amounts. Search for manuscript delivery deadline. Optimized agency processing. The originator's statement with his tax terms on the agency's royalty sub-account. Accounting terms. Statement and payment, currency, statement frequency, settlement of several contracts, special terms. Advances. Installment specification. Royalties on sales, editions, copies, pages, lines, flat rate, etc. Royalty scales according to version and distribution channel. Specification of beneficiaries. Ability to accommodate complex royalty rules for royalty on sales and edition (combination of version type, distribution channel and region). Definition of validity period per royalty rule. Any number of royalty scales per royalty rule. Distribution fee per royalty scale. Possible to group royalty rules to begin a scale together. High discount indicator. A setting can be made that adds the service tax only upon payment. Subsidiary Rights: Management of exclusive and non-exclusive publisher and subsidiary rights. Scales depending on the amount of the subsidiary rights revenue. Offset limit for subsidiary rights revenues.

Document Management of Contracts

Processing of contract data from PPM as MS-WORD documents. Combined functionality: Current contract data from PPM and textual components from the Word template are merged. Easy to edit and print contract texts updated using PPM from Office Word 2003. Easy to generate. Multiple contract templates.

Summary of Rights

Specific summaries of rights owned.

Royalty Accounting

Royalty Sub-Account: Agreement and payment of guarantee payments and flat-rate royalties in foreign currency possible with option to compensate for currency differences. Manual postings with different sales tax rates possible. Definition of minimum payment amounts. Income tax-exempt royalty on sales. Possible to adjust and re post quantities. Royalty Account: Collective view of all royalty sub-accounts of a creditor. Display of the royalty postings and documents in a posting list. Display of total payments, balance of settlements and credits. Detailed accounts. Statement documents. Correction of calculation in the case of price change. Check list according to contract parties and documents or according to products, contracts and contract parties. Agency commission. Royalty payments divided according to beneficiaries. Automatic royalty split per contribution. Automatic calculation of rights revenues. Sales tax depending on product. Income tax withheld. Royalty preview statement for calculation of accumulated royalty commitments. Closing statement for editions and versions. Interface to financial accounting. Overview of all royalty sub-accounts bearing the same creditor number on the royalty account. Guarantee payments: Processing guarantee payments. Posting of the guarantee carry forward (of the contract value) and guarantee offset via batch procedure. Guarantee Log. Display of the guarantee sums and the splits still to be offset or paid to the contract party's and/or agency's royalty sub-accounts. Ability for corrections. A setting can be made for royalty recipients whether social security tax is to be withheld. Entry of posting date and due date for the batch procedure "Royalty posting" on its own record in the "Monitor" record bundle. Extent of rights: Publication rights for versions, languages, territories. Sub rights for languages and territories with different validity. Indication of exclusive rights. Allocation of revenues from sub rights.

Royalty Statements

Complete processing of creditors and debtors on the basis of contract data, integrated into financial accounting. Contingent payable advances. Distribution fee as a fixed discount or royalty scale. Sales tax withheld for foreign authors. Additional royalty basis: net distribution revenue. Royalty sub-account liabilities: optional separation of debits and credits for regular statements. Possibility of withholding payments. Bundling debits on a royalty sub-account.

... Royalty Statements (cont.)

Royalty statement for associated companies: lead publisher dependent on the publisher of the contractually specified main title. Posting and offsetting applied to the lead publisher. Administrative features of the lead publisher: title segment and company code. Contract independent manual postings. Optional adjustment of currency differences. Royalty statement dependent on price type. Reaching minimum royalty. Preview statements with accrual. Standard interface for rights revenues. List of payments due: display of the next respective installment due for periodic payments. Initiation of bonus installments. Due date for "Manuscript delivery". Royalty types: Royalty on sales, royalty on edition, flat rate, royalty on copies, royalty on pages and rights revenue share. Royalty accounts. Several accounts per contract party. Contracts payable against each other. Any statement periods and currencies. Advances taken into account.

Royalty Write Off

Determination of the amount that must be written off because the guarantee will most likely not be used up when offset against the accumulated or projected royalty. The following business and fiscal factors affect the royalty write off: The contractual royalty is taken into account for internal controlling purposes and internal invoicing as well as the contractual and fiscal royalty is taken into account for external invoicing and tax calculation. The royalty write off component is made up of the following components: projected sales batch procedure, royalty write off batch procedure, royalty write off application, standard interface for the export of the royalty write off to the financial accounts and cost statements. Write up to change or cancel royalty write offs that have already been performed. The "Release Apportionment" can be reset. Automatic release for newly created RWO accounts. Royalty write off on the basis of the adjusted balance. Posting at rights group level (distinction between principal and subsidiary rights). The real royalty of the rights group that exceeds the guarantee sum is distributed across the RWO account. Calculating royalty for subsidiary rights groups: Exclusion of specific subsidiary rights. Calculating the real offset royalty from the royalty accrual: exclusion of postings for the original reserved returns posting type