The Complete Accounting and Management Software Solution for Publishers
Focus on Publishing software is a complete accounting and management software solution for publishers and distributors. It is a one-stop shop information system developed in response to growing demands in the book trade for an affordable, comprehensive and flexible package. Focus on Publishing software is highly scalable. It meets your today’s and future needs because it is continually evolving to address your changing business model and the book industry recommendations.

Integration is the hallmark of our design philosophy. Focus on publishing software has been designed to allow your various departments to share information and work together as well as interact with the publishing environment. With the capacity to generate ONIX format to Nielsen BookData, to receive electronic orders from Teleorders, send electronic invoices, credit notes, delivery notes, order acknowledgement and statements, and implement electronic returns via EDI.

The various modules of Focus on Publishing software and their well thought out workflow adequately address the typical functional departments in your publishing cycle. From the moment you decide to publish, Focus on Publishing captures the basic data about the book and accumulates the data through the editorial enrichment of the book and the rest of the production cycle including Marketing, Accounts, Warehousing, Sales & Customer Services and Royalties.

What is the Focus on Publishing Software?
Focus on Publishing software is designed to deliver control and capacity back to management in an increasingly electronic work environment. Publishers and distributors are empowered to deliver more, better, faster and cheaper electronic accounting connectivity with their trade partners with reduced bottlenecks caused by manual intervention.

Core Modules
Focus on Publishing software is uniquely developed for the publishing industry to meet their accounting, administrative and electronic data requirements.

- Sales Ledger
- Stock Ledger
- ONIX Bibliographic Data
- Purchase Ledger
- Nominal Ledger
- EDI Processing
- Sales Order Processing
- Royalties
- Batch.co.uk (BA payment clearing service)

A Direct Publishing Solution
Focus on Publishing software is highly scalable. It meets your today’s and future needs because it is continually evolving to address your changing business model and the book industry recommendations.

Product Information
16120/V2Focus Brochure 07  3/4/07  9:50 am  Page 4
**Software Updates**
Modifications requested by our customers are made to the standard Focus on Publishing systems and are automatically offered under the maintenance program. This means that all our customers use the same standard program around the world.

**Consistency with the e4book project**
Focus in Publishing is a tried and tested software which integrates publishing management information with complete accounts and has the capacity for external electronic information interchange, including supplying product information and updates, handling incoming electronic orders from various sources and systems, generating electronic order acknowledgements, generating electronic invoices and credit notes and handling electronic returns requests thereby addressing squarely the e4books project message requirements.

**Focus Support**
When you buy the Focus on Publishing software you are also offered a long term support relationship.

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### Additional Modules

The following additional modules can be purchased and they immediately integrate with the rest of the system.

- Production and scheduling
- Consignment
- Returns System
- Subscription System
- Full Ecommerce
- Catalogue Production
- CashBook
- Purchase Order Processing
- Journal Review
- RFM Analysis
- Marketing
- Rights Management
- Standing Order System
- Job Costing and Stock valuation

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### Who can use the Focus on Publishing Software?

**YOU CAN -** If you are a publisher or distributor and you do:

- In-house invoicing and order fulfillment, customer services and cash collection, or
- Outsourced order fulfillment with in-house invoicing, customer services and cash collection, or
- All your order processing, invoicing, customer services and cash collection is outsourced.

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### Who developed the Focus on Publishing Software?

Focus on Publishing is developed by Focus IT Services Limited – a highly proactive British software developer based in London. Focus IT Services Limited has been providing consultancy and developing systems for the book industry since 1993.

In the past 14 years, Focus has implemented projects for Causeway Press, Cavendish Publishing Limited, Speechmark Publishing Limited, Cork University Press, Trentham Books Limited, Tor Mark Press (Distribution), Trade Counter (Distribution) and The Chartered Institute of Bankers.

Our customers treat Focus as an extension of their own business – when necessary, key members of the Focus team can be reached outside normal working hours Monday through Saturday via their mobile phones.

We actively subscribe to and attend all vital publishing industry meetings and seminars so that the Focus on Publishing software is always up to date with the latest industry requirements, and our staff can offer in-depth advice to publishers and distributors.

We are supplier member of the UK Independent Publishers Guild and an associate member of Business Application Software developer Association (BASDA).

We believe in forging long-term relationships with our customers through openness, honesty and a total commitment to their business objectives.

With the support and commitment of our existing customers and our highly dedicated team of employees, we aim to make ‘Focus on Publishing software’ the standard software in the publishing industry.
Focus on Publishing software is available on three graded levels to match the three primary accounting systems required by publishers and distributors. Each product level looks and feels the same, because it’s the same product. The product levels differ only in the extent to which the core modules are utilized. The compact and professional levels are restricted to a maximum figure and the premier level has no restrictions.

When your company requirement changes you simply move to the next level without writing off any software investment or requiring further staff training. This means that everything you see at one level is exactly the same at each higher level without necessitating data conversion or additional data entry.

**Compact Level**
Focus on Publishing Software Compact level is ideal for publishers who outsource their order processing, invoicing, customer services and cash collection. We recognize that these publishers’ accounting requirements are minimal since third party distributors handle all their sales operations. With these limited accounting requirements in mind we have imposed restrictions on two of the core modules: the sales ledger transaction file is restricted to a maximum of 40,000 records, in-house invoices can still be produced as long as they are within the maximum set limit. The stock ledger file is set at a maximum of 400 titles. This figure includes split edition titles.

**Professional Level**
The Professional level is the power user entry level. The level is targeted at:

- Publishers, who do in-house invoicing, customer services and cash collection, but outsource their order fulfillment.
- Publishers, who do in-house invoicing, customer services, cash collection and also have an order fulfillment department.
- Distributors whose data size requirement is less than the data restriction set for professional level. Professional level opens up the core modules to greater usage by allowing a maximum of 100,000 records in sales ledger transaction files and a maximum of 1000 stock titles in the stock ledger. This figure includes split edition titles.

**Premier Level**
This is our flagship product; the Premier Level has no restriction whatsoever. There is no data size restriction - the system is only limited by the size of your hard disk. It is targeted at medium to large publishers who require a larger size of sales transaction file and/or have over 1000 published titles.

**Special Level**
This level is reserved for publishers who do not fit into the standard Focus on Publishing software product levels. Under this scheme publishers will be required to complete a questionnaire that will enable us access their requirement and to provide a special cost for core modules only.

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**What some of our users say**

“Focus on Publishing software was ideal for us as it’s a total package with modules for marketing, accounts, production, royalties, sales order processing, stock management and distribution. We wanted a system that could fulfil all our needs and Focus is a powerful management tool that has proven to be efficient and user-friendly. The marketing search and reporting criteria are fantastic for targeting and monitoring direct mail campaigns and, as all the information is on one system, it is really easy to access and analyse sales information. The greatest asset of Focus is that Bonny and his team are part of the publishing industry so the system is specifically geared to publishing companies and to making our work easier. It also means that Focus is always one step ahead in new developments within the industry, which keeps us up-to-date with industry requirements such as ONIX and ISBN renumbering. Having relied on Sage Line100 in the past, Focus has been a breath of fresh air for our business!”

Su Underhill, Marketing Manager, Speechmark Publishing Ltd

“Focus on Publishing accounting software has provided us with a far superior Accounting functionality that embraces so many publishers’ requirements, compared to other general accounting systems used in the publishing industry today”

Hesham El-Khershy, Accountant, Cavendish Publishing Ltd, London

“After 5 years struggling with a succession of Sage products, which simply do not cater for the publishing world, we have been using Focus for three months and already it has transformed our business; we are experiencing significant enhancements to the way we process our orders and the way we keep track of our customers’ interests and buying habits. I can’t recommend it highly enough.”

Nick Oulton, Managing Director, Galore Park Publishing Ltd

“Thank you for dealing with this so promptly. Another example of the excellence of Focus Support! We are now finishing our 4th month with Focus, and I just wanted you to know how delighted we are with the software and with the customer service we receive. Changing over to your company was an excellent decision. You can quote me on this!!”

Phil Featherstone, Featherstone Education Ltd

“Another popular choice among independents is Focus … software was built from scratch around an accountancy package, and m. d. Bonny Uba says that this can help smaller companies in particular to stay on top of their financial costs and budgets.”

Tom Holman, SOFTWARE SUPPLIERS: Seriously Systematic Article in the Bookseller magazine
Focus Production module enables effective management of the editorial, pre-press, and production processes. It simplifies everyday tasks such as cost estimating, creation of purchase orders, specifications and sharing of publication date changes. It is integrated with the sales, purchase, stock, purchase order processing, royalties and job costing modules thereby making it possible to compare actual to budget figures.

The production module is fully integrated with the sales, purchase, stock, purchase order processing, royalties and job costing modules. The information and specifications gathered in the production module are standardized and made available to other modules. Changes in workflow schedules are automatically communicated to named personnel by email and changes to publication dates automatically reflected in the stock ledger seen by other departments.

**Track and monitor a Proposal**


Monitor the proposal for completeness in respect of basic information such as unique stock code, title, selling price, imprint (if applicable), reviews, contracts and receipt of manuscripts. There are reports available to enhance this monitoring process.

**Schedules and tasks monitoring**

Setup and monitor schedules and tasks for Commissioning Editors, Editorial, Production and Marketing etc., as soon as you receive a contract from the author. A schedule is set of tasks to be performed by a well defined workgroup toward a general goal. For instance, the Marketing Schedule might comprise such tasks (as) to be performed by marketing personnel toward the achievement of the general goal of marketing the book.
Cost estimator, Budgeted Profit and Loss per title
Obtain budgeted unit costs, gross profit ratios (GP) and breakeven points calculated per title, and stored for future reference allowing comparison of actual and budgeted costs per title. In the product life cycle, the cost estimator has the ability to create several working versions, reflecting the number of times the parameters regarding a title might change. It also has the potential to lock the approved version as only one cost can be active at any given time. Compare all loaded supplier/printer information to show the best price for a given requirement giving a spectacular ability to select a preferred vendor from the list who can print to the required specification.

Print Instruction and Purchase Order Creation
Create print instructions and purchase orders, bringing together both the budgeted and actual costs. The Purchase Ledger module is designed to load these purchase order details and highlight differences between the amount agreed on the purchase order and the eventual supplier’s invoice.

When generating Print Instructions, this element contains information that is automatically inserted from the title profile/specification and can be modified before the final print instruction is produced. Special commands and specification details may also be input and shown on the print instruction. When the print instruction is generated it automatically reflects the quantity ordered against the target warehouse in the stock ledger. A print instruction can be accessed by the purchase ledger, loaded as an invoice and used to enter the goods received. The same print instruction can be viewed in the stock ledger purchase order received window and at this point can be used to transfer stock to a location and flagged as received.

The production and purchase order processing modules also allow for the generation of purchase orders for non-printing costs associated with a title.

Bibliographic data
FOP Production and Scheduling can hold author and book blurbs, review blurbs, content and adoption blurbs, three marketing blurbs and four images per title. These can be easily exported to Ms Word as AI sheets or to catalogue.

Reporting and email alerts
FOP Production and Scheduling uses MS Outlook to deliver emails to named personnel. Changes to publication data and workflow schedules automatically trigger an email informing them of the changes. Expired schedules can also be sent as emails to named individuals requesting them to take action and changes to publication dates automatically are reflected in the stock ledger seen by other departments.

Marketing & PR
With Focus Marketing module you are able to market in two ways
- on the basis of interests that you have manually attached to the prospect/customer records
- on the basis of the subject area of the titles purchased by the customer i.e. buying habit. This enables you to target titles of similar interest to a wider audience.

The Marketing module contains advanced links to customer records and sales transactions showing customer interests, subject areas, and sales order history with the results being either mail-merged for output to printer, sent by email or saved as a file. Each marketing search can be attached to individual campaigns for monitoring purposes and to ensure customer mailings are not duplicated within the same campaign.

Prospect/Contact/Customer
The FOP system holds prospect, customer and contact records in a single database, thereby eliminating unnecessary duplication. This means that a prospect coexists with actual customers without appearing in your customer listing. A prospect can be uplifted to a full customer at any time by a simple change of status.

It presents you with the most extensive range of features, enabling you to record customer interests, set credit limits, and age invoices by their due dates, providing total management of customer records.

Targeted Marketing
The key to marketing is to know precisely who your customers are and what they are buying, so that new and similar products may be offered to them first.

Unlimited subject interests can be attached to prospects and customer accounts. The FOP Marketing module integrates these with the customers’ buying history to generate a comprehensive list of potential clients for your promotions. Each mail shot is uniquely recorded under a campaign heading for monitoring and review purposes. The marketing history of all customers can be viewed from the main customer services window.
RFM Analysis

Identify your best and worst customers so that by ranking them, you can give your best customers your best service. You are able to discriminate on 80/20 rule basis, i.e. the 20% of your customers contributing to 80% of your overall turnover, a statistic generally true of most businesses. It will enable you spend less money targeting losers, and pinpoint the buying habits of the top 20% thus helping you to influence the buying pattern of the next 20%.

There are powerful reasons for discriminating in this way. It is much more costly to acquire new customers than to retain and nurture your existing clientele. The more you know about what keeps your customers happy and wanting to buy from you, the easier you will find it to acquire new ones. The FOP Marketing module will help you to study and rank your customers using the most recent, frequent and monetarily sound or RFM analysis technique.

This is because, your best customers are those who:

- Bought from you most Recently (calculated over the last 12 months)
- Buy from you most Frequently (calculated over the last 12 months)
- Spend the most Money on your products (calculated over the last 12 months)

Catalogue Module

A major function of marketing is the distribution of information about the book to wholesale, e-tail and retail booksellers. The quality of this function is defined in terms of speed, consistency, promptness and volume.

Export extensive Bibliographic Information of your titles for catalogue purposes in any way you want it, in HTML format for upload to a website or in MS Word format. Output features in the catalogue module enable the exporting into a continuous free flowing RTF document, readable in MS word suitable for generating AI Sheets or a quick catalogue for distribution to customers.

ONIX

ONIX for Books Product Information Message, the international standard for representing and communicating book industry product information in electronic form is a requirement for e4Books compliance.

The system supports ONIX format. Via ONIX, you can easily publish detailed stock information on the Internet for a wider market. The best experience of ONIX delivery is to seamlessly integrate it with the rest of the system in such a way that you can effortlessly create ONIX messages from the data already held in the system and yet have control over what is sent out. Supply your product information and updates in ONIX 2.0 or 2.1 formats with ease. The ONIX 2.0 format is available FREE as part of the basic module.

Journal Reviews

Maintain extensive information about Journal Reviewer contacts; send out review copies and keep detail records of the transaction including deduction from stock and feedback information.

### Rights

Track your rights sale from its request stage through contracts, advances, to receiving royalties. Also monitor acquisitions and permission sales. There is a full marketing search and letter mail merge within this module.

While you record your sale of rights, Focus is sensitive to prevent any sale to a customer in a territory for which rights have already been sold. Details of each right can be transferred into the sales order processing for onward invoicing. Royalties payable on rights sales can further be set so as to be different from the author’s entitlement from conventional book sales.
The key to customer services is responding promptly to customer queries by having access to all the customer’s sales history and orders placed in the system.

Dealing with inquiries or complaints from your customers about their orders or about your stock has never been easier. These customers may communicate with you in person, by correspondence or by telephone, the latter being the most likely. Whichever is the case, your Customer Services Department needs to be properly equipped with the right information to effectively respond to these customer queries.

Provide the highest quality response to your customers’ enquiries; react promptly to queries by having access to all the customer’s sales history and orders placed in the system. Eliminate expensive and time-consuming return calls since all customer enquiries can be dealt with immediately through instant access to relevant data.

Focus on Publishing software can eliminate time-consuming return calls since customer queries can be dealt with immediately through instant access to customer data. This is a direct benefit of the integration of data generation and information transmission activity at this Customer Services & Sale phase with the rest of the publishing cycle.

### Customer, Contact and Prospect Database

Focus on Publishing (FOP) makes the administration of your sales leads and campaigns for both prospects and existing customers simple. The FOP system holds prospect, customer and contacts records in a single database, thereby eliminating unnecessary duplication. This means that a prospect co-exists with actual customers without appearing in your customer listing. A prospect can be upgraded to a full customer at any time by a simple change of status.

### Customer Profiles

This is the nerve centre of customer services. It accesses all modules to present customer details with enhanced user-friendliness. Sales transactions and outstanding dues may be viewed by head office or branch account. The head office account code has access to all transactions relating to its branches as well as itself, whereas a branch account code has access to its own related transactions only.

For each selected customer, you have instant access to top-level and drilled-down information such as Transactions, Aged Analysis, Orders Due, Active Sales Orders, Sales by Title, Statements, Consignments, Letters Sent, EDI History.

### Sales Order Processing

Process your sales invoices, credit notes, consignments, standing orders, subscription sales, as well as web and EDI orders. Manage your stock and refunds, dues recording (back-orders), mail order payments and customer queries in a multi-currency and multi-location environment.

The Focus Search engine enables you to search for orders by customer reference, invoice number, product code or customer code, to reveal the details of each order and the related invoice number(s). You can view the archived invoice for each order line and will be able to track the ordered title using the despatch information provided by the system.

You will be able to re-print, email or fax archived sales documents, such as invoices, credit notes, payment receipts etc., direct from the FOP system.

### Order Processing Cycles

Focus On publishing systems provides a choice of two types of order processing cycles

- **Direct Approach** - where the processing cycle goes straight from the Order stage to invoice printing stage.
- **2-Tier approach** – this is a more detailed mode where the processing cycle goes from Order to **Picking note** to **Delivery note** and finally to invoice printing stage.

### Consignment

Process **consignment** transactions for stock delivered with the understanding that payment is only made once the stock is sold. Focus on Publishing treats consignment transactions essentially as a movement of stock from one location (e.g. Office) to another location (consignee). Because consignment is not a sale, there are no financial implications of this transaction.
**Standing orders**

Maintain standing orders for repeated requests from a customer for any new title produced within a series, subject area or stock group. The system scans the stock ledger in search of stock produced within a specified publication date range. Customers may receive any new publication in a series or in a stock group/band, relevant where a publication is not defined in advance.

**Subscription**

Manage your subscription orders for subscriptions to journals from individuals, institutions, companies or subscription agencies. The system contains routines for global release of newly published journals for output to labels or mail-merge letters, plus automatic generation of renewal letters prior to expiry to alert subscribers or their agents.

**Sales Reps**

Focus on Publishing software is able to track the sales you make through your sales reps. It is also able to determine the sales rep’s commission based either on a flat rate or multi-level rate. Focus provides extensive flexibility in the way you manage your reps. The system automatically generates summary and detailed reports from sales as they are put through.

**EDI (Electronic Data Interchange)**

Promptly set up EDI relationships with your business partners and you can trade with them electronically. Generate structured Tradacoms EDI and Batch.co.uk electronic messages and hold a full trading history.

Not only are we able to import incoming EDI orders from various sources and systems into Focus as well as create EDI order acknowledgements, invoices and credit notes, but we automate this process with our Scheduling engine.

EDI processing is a core module in Focus. Under a unique agreement with Nielsen, you can receive your EDI orders FREE. Imported orders are displayed in an entirely user-friendly manner to await your approval before sending to sales order processing.

**Returns Processing**

The essence of the returns module is to ensure that only authorized returns are accepted back. In order to achieve this, requests are checked for valid quoted invoice numbers, exactly when and where the stock was sold and finally, once permission has been given to return, ensuring that any credit note raised shows the correct price and discount rate.

**Other features**

- **Management Reports**: Overnight and ad-hoc management reports can be produced such as Profit and Loss per title, Aged Analysis of Debtors and Creditors, Publishers Management Accounts - comparing budgets versus accruals at the series and nominal ledger levels.
- **Reduced Postal Charges**: Invoices can be generated by order basis or grouped by customer code to save on carriage charges.
- **Remote warehouse invoice printing**: If you outsource the fulfillment process to a third party, the FOP Sales Order Processing module can capture your invoices using in-built innovative document handling feature, which can be transmitted to a remote warehouse. The warehouse can then produce an invoice/delivery note on plain paper incorporating your company logo along with any other required information.
- **Overnight “dues” Release**: The FOP system has an in-built scheduler which can be set for a daily or weekly run, to automatically scan the entire system for “dues” that can be released either from returned stock or on receipt of new titles.
- **Web Orders**: Automatic creation of Internet customer accounts and sales order, and where the website has on-line payment system, payment details can be imported into the sales ledger to form part of daily reporting.
- **Campaign Tracking**: The FOP Sales Order Processing Module can identify and record orders generated via specific campaigns and allocate discounts where applicable.
- **Invoice/Delivery/Shippers Addresses**: Focus is able to use three different addresses on an invoice: invoice address, delivery address and shipper address.
- **SOE Enquiry**: The FOP Search engine enables you to identify orders by customer name, customer code or customer reference, as well as by invoice number or product code to reveal full details of each order and related records. You can view the archived invoice for each order line and you are able to track an ordered title by the despatch information provided by the system.
- **Transactions Enquiry**: Sales transactions and outstanding “dues” may be viewed via Head Office or branch accounts. Head Office account codes have access to all transactions relating to branches, whereas branch account codes can only access their own transactions.
- **Full sales history**: FOP is able to show full transaction details for all or specified periods, with the ability to view or print details of every title ever sold in user-preferred order.
- **Invoice Archives**: Users are able to reprint, email or fax archived invoices, direct from the FOP system.
- **Statements Archives**: Can be handled in the same manner, the user will be able to reprint, email or fax archived statements, direct from the system. FOP is also able to export statements in comma-separated (CSV) format, which is becoming a standard request from bookshop chains and has the added advantage of speeding up the payment process.
- **Credit control**: Outstanding transaction details can be viewed and analyzed (aged) by 30, 60, 90, 120 and over 120 days, on screen or in print.
Credit terms: Customer credit terms include upper Credit Limit, number of credit days and number of credit months. The Focus sales orders processing system responds to a customer’s set credit terms. Each account can have its own special credit term, but accounts paid for by a head office will automatically inherit the head office credit term.

Customer Correspondence: Operators can create and send mail-merged chase letters and reminders by email or fax, direct from the FOP system. Every letter so created is archived for future reference. Memos can also be attached to a customer account and viewed throughout the system whenever the customer record is accessed.

Multi-Location: Allows withdrawal of stock from any location/warehouse.

Multi currency: Produces invoices and receives payments in customer’s own currency

Interests and Subjects: are forms of classifications of your book titles and the customers who buy them. These interests and subjects are user-defined and they present a very convenient means of categorizing your market and target-search for customers. Each time a customer buys a book, Focus keeps track of the subject/interest on the sale. This way you are able to build up the customer’s buying pattern from the type of books they have bought in the past. For marketing purposes, for instance, it becomes a simple task to target customers by their buying habit i.e. the subjects/interests of books they have bought in the past.

Currency/Default Price: Trade in a customer’s own currency and price band by allocating any one of seven price bands to the customer’s account. Focus on Publishing software is able to define up to seven (7) different prices per stock. One of these prices, (the default price), is defined per customer. This default price is applied in Sales Order Processing (SOP). Foreign customers can thus be set up arising from sales to such foreign customers by applying the set exchange rate.

Head Office Accounts: Supports the branch and Head Office relationship. This ensures that sales made to branches in a bookshop chain can be allocated via the Head Office account.

Instant turnover information: FOP system can quickly display the turnover for 12 periods per account and can drill down to reveal the transactions making up the turnover balances.

On-Stop Accounts: The FOP system will not allow invoicing to customers whilst on stop, but will continue to accept orders from such accounts treating them as “dues” until the account is cleared.

Allocation History: The FOP system allows you to view exactly how a payment was allocated.

Contra Entries: Accounts declared as contra can be accessed from sales and purchase ledgers. The FOP system allows transfer of payments between sales and purchase ledgers e.g. books sold to an author may be offset against outstanding royalties.

Stock Management/Warehousing

Maintain extensive stock information. Before you can sell a book, a code for the book must exist in the Stock Ledger with the correct associated details and a physical stock must exist in a warehouse somewhere. Focus provides a tool to add a new code where it does not exist in the system or edit the book stock record as required.
The FOP Stock Ledger is an essential tool for the management of your stock. You can now post stock issues, purchase orders, delivered purchase orders, goods received, reserve stock, stock transfers between locations, and stock adjustments more effectively and generate instant goods-in notes, stock status reports and catalogues.

Focus on Publishing provides a number of routines to help you control your stocks wherever they may be. Goods-in can be booked into any location and stock transfers between locations can be affected easily, with full audit history recording.

The key to the success of Focus on Publishing software is that we do not have a negative stock figure situation, as our invoicing process will not issue out stock where insufficient numbers exist.

**Catalogue:**
You can produce your catalogue in HTML format for uploading to a website or in MS Word format.

**Rich Bibliographic Data:**
ONIX for Books Product Information Message, the international standard for representing and communicating book industry product information in electronic form is a requirement for e4books compliance.

The system supports ONIX format. Via ONIX, you can easily publish detailed stock information on the Internet for a wider market. The best experience of ONIX delivery is to seamlessly integrate it with the rest of the system in such a way that you can effortlessly create ONIX messages from the data already held in the system and yet have control over what is sent out. Supply your product information and updates in ONIX 2.0 or 2.1 formats with ease. The ONIX 2.0 format is available FREE as part of the basic module.

**Accounts**
Focus on Publishing software is underpinned by a complete accounting system which is incorporated with publishing management modules. Transactions with accounting information content are promptly and seamlessly filtered to the nominal ledger.

The FOP Nominal Module provides the financial nerve center you can rely on for management decision-making. It offers instantly a complete financial picture of the company, by bringing together all your income, expense and balance sheet items. Using this facility you can easily measure the performance of your company and project its profitability.

### Basic Modules vs Applicable Modules

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<td>Purchase Ledger</td>
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### Basic Modules
- Production and scheduling
- Catalogue Production
- Marketing
- Consignment
- Cashbook
- Rights Management
- Returns System
- Purchase Order Processing
- Standing Order System
- Subscription
- Journal Review
- Job Costing and Stock valuation
- Full Ecommerce
- RFM Analysis

### Applicable Modules
- Full EC VAT support
- Link to nominal
- Credit limit and credit terms
- Turnover for current period and year
- Batch.co.uk remittance import and allocation
- Mark account 'on stop' status
- Session totals
- Transaction status flagging
- Allocation audit trail
- Powerful selection criteria
- Forward transaction posting
- Retain transactions for history
- Prospects flag support
- Turnover history for last 13/13 periods
- Balance forward and open item accounts
- Invoiced and paid (in one operation)
- Credit checking
- Payment due date amendment
- VAT reports, including EC Sales List
- Pre-defined selection criteria
Nominal Ledger

Real time or Batch posting: FOP supports real time or batch posting of transactions from the sales and purchase ledgers. It is normal in the publishing industry to summarize monthly sales and purchase transactions and only post the batch totals per nominal code to the nominal ledger. However the FOP system can be switched to a real time mode where each sales and purchase transaction is posted instantly to the nominal ledger.

Innovative Previous Year Posting: The FOP Nominal Module has the sophistication to enable you to close the previous year naturally, commence posting transactions into the current year, and yet still be able to post into previous year periods until the accounts are signed off. Posting against balance sheet items in the previous year automatically carry forward to the current year. This is unlike most other accounting systems which delay year-end routines until all journals and auditors’ adjustments have been passed, a task that might take months. This innovative previous year posting enables you to effectively run two years side-by-side and carry on with your transactions unhindered.

3-Years Financial Summaries: FOP Nominal Module holds 36 periods of monthly figures. You are thus able to view and print the Trial Balance, Profit and Loss Summaries and Balance Sheet as at any period in the current and two previous years.

This will provide management with an effective tool to assess performance in the period Year-to-Date and the full 12-month forecast based on real-time calculations taken from the budgets and actuals.

Cash Flow: The FOP Nominal module offers as standard a cash flow report based on the transaction due dates in both sales and purchase ledgers.

Journals: Post direct nominal transactions to the ledgers by means of the simple to use Journal

Prepayments/Provisions: Paying a debt obligation before it comes due or expenditure for a future benefit, which will be recorded in the Balance Sheet asset account, is easily setup within Focus such that the timely postings to write them off in the period when the debt / benefit is due / enjoyed are automatically carried out with no further need for user action.

Banking & Cash transactions: Cash and inter-bank transactions include reconciliation and bank charges are best dealt with in the Focus Cash Book

Budgets: Setup your budgets and view them alongside your actual for specified periods.

Management Reports: Overnight and ad-hoc management reports can be produced such as Profit and Loss per title, Aged Analysis of Debtor and Creditors, Publishers Management Accounts - comparing budgets versus accruals, at the series and nominal ledger levels.

View and print instant Trial Balance, Profit and Loss Account detail/summary, Balance Sheet, all Nominal Ledger Activity report and Nominal Audit Trail.

Purchase Order Processing (POP): The principle of the POP module is to enable the user to place purchase orders and to order print-on-demand stock titles. Its automation involves posting relevant stock transactions and creating purchase order documents.

Using SOP "dues" records, the POP module automatically identifies which stock needs to be ordered and in what quantities. Using a "Wizard" dialog box, the user can easily load these titles and generate new purchase orders. This is termed Back-to-Back ordering.

Users are also allowed to make manual entries of purchase orders using a user-friendly dialog box. Past purchase order documents can easily be previewed and re-printed or faxed within the system.

When goods are delivered and invoiced, the purchase order details can be loaded to generate goods received note (GRN) and also loaded as purchase invoices.

Job costing

This module provides the basis for calculating the cost per unit of stock. It also provides a stock valuation report for all your stock at all locations. Individual stock valuation by location can also be ascertained. The Module takes 98% of its input directly from invoices and credit notes being put through the purchase ledger.

Direct Posting from Purchase Ledger: While purchase ledger invoices and credit notes are being entered, not only are the purchase ledger files updated, but a duplicate entry is also posted into the job costing files thereby consolidating all the production costs each title.

Manual transactions: Manual transactions or indirect costs can also be entered into the job-costing module. These are normally internal costs already paid for such as salaries, paper etc. These costs can be entered as charges against a title to be reflected in the unit cost calculations. Each cost code can be set to be 'Included in the unit cost calculation', and/or 'Print Cost Code'.

The Job Profile window: Gives a detailed listing of individual transactions recorded per title. All supplier invoices/credit notes automatically posted from the purchase ledger or manually input into the job-costing module can be viewed per title.

Instant Stock valuation report: Users can view or print stock valuation reports showing all stock levels and valuation at each or every location.

Auto-Calculation of Unit Costs: Unit costs are calculated at the Sales Ledger month end, which is the appropriate point when the stock in the warehouse needs to be valued. Various costs assembled in the job transaction files are used to generate the unit cost per product.

Split Edition Unit Costs: Where both hard-back and paper-back versions are produced for a title, FOP Job Costing will apportion all non-printing costs to each and then add on edition-specific printing costs to arrive at an accurate unit cost per edition.
### ROYALTIES

In a publisher’s calendar, paying authors has always been a daunting task, where it could take several months to analyze the sales in the relevant royalty periods, create royalty statements, and include adjustments for advances, copyright fees, and permissions. With the FOP Royalty System, this task is comprehensively and effortlessly performed.

The Royalties module can cut down the time it takes to produce payments to just two days: one day to print and collate documents (i.e., attaching authors’ overall statement of account to the individual royalty statements by title), and the other day to print remittance and cheques. It can be that simple. In addition, there is a mechanism in place to filter royalty payments, whereby for example, it can be set so that invoices having over a certain discount are ignored, or certain customers omitted from the calculation.

The Royalties module combines with the Purchase Ledger module in a unique way, because sales transactions covering the net sales per title are analyzed according to the authors’ agreement or contract, and the resultant approved royalty statements are then posted into the purchase ledger as invoices or credit notes. The Royalties module also assembles all the non-royalty transactions such as advances, copyright fees, and permissions. An author’s statement of account displays all unpaid invoices and credit notes to reveal the actual amount due to the author.

If you maintain a clause in your author’s contract stating a minimum amount payable, the FOP purchase ledger is able to carry in perpetuity, all those accounts which fall below the stipulated minimum payment.

#### Types of Royalty calculations

Royalty payments can be defined in seven ways:

- **Net Sales**: royalties are calculated as a percentage of net sales.

- **Quantity Sold**: royalties are calculated as a percentage of quantity sold (minus gratis copies) or

- **Variable Quantity Sold**: royalties are calculated as an escalated percentage based on breakpoints in the quantity sold. There is no limit to the number of breakpoints, which can be set per author or title.

- **Discounts**: royalties are calculated as an escalated percentage based on breakpoints in the sales discounts. There is no limit to the number of breakpoints, which can be set per author or title.

- **Variable Net Sales**: royalties are calculated as an escalated percentage based on breakpoints in the net sales. There is no limit to the number of breakpoints, which can be set per author or title.

- **Geographical Area’s Net Sales**: royalties are calculated as an escalated percentage based on breakpoints in the net sales in various geographic areas. There is no limit to the number of breakpoints, which can be set per author or title.

- **Geographical Area’s Quantity Sold**: royalties are calculated as an escalated percentage based on breakpoints in the quantity sold in various geographic areas. There is no limit to the number of breakpoints, which can be set per author or title.

#### Features of the Royalty module include

**Multi-author and multi-title**: The FOP Royalty Module allows you to handle multiple authors per title, and multiple titles per author. Different royalty payments can be apportioned to individual contributors on each book.

**Royalty Provision**: Dummy royalty statements can be produced as many times as required without updating the Purchase Ledger for use as royalty provision figure or just for inspection.

**Preserved Royalty**: Royalty statements are posted as invoices or credit notes into the purchase ledger and the related sales transactions are flagged to prevent duplicate royalty statement printing.

**Payment Due Date**: At the point of posting the royalty statements as invoices or credit notes, the payment due date can be specified. This will ensure they are correctly reflected on the creditors’ Aged Analysis report.

**Royalty Statements**: Produces royalty statements and flags related sales transactions. Analyze sales transactions per title according to the Authors’ contract.

**Author’s statement**: Produce instant Author’s statement of account showing all unpaid invoices and credit notes to reveal the actual amount due to the Author. Assemble all the non-royalty transactions such as advances, copyright fees, and permissions.

Implement peculiar payment plan per Author. If you maintain a clause in your Author’s contract stating a minimum amount payable, the FOP purchase ledger is able to carry in perpetuity, all those accounts which fall below the stipulated minimum payment.

**Royalty Payee**: Pay royalty to the author’s order by attaching a payee percentage to the book.
For more information about our products and prices please contact:

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