

NDD Weekly Returns

As most of you are aware by now NDD DISTRIBUTION PTY LTD have announced that they are moving to weekly returns with the first weekly returns forms distributed via Xchangeit RTF files and posted on their website on Monday 19/04/2010.

Weekly returns will be mandatory to all agents that have agreed to process returns electronically with NDD. Electronic Returns includes both EDI (XchangeIT) and Online (www.newsdirect.com.au) as there is currently no option to stay on monthly returns for agents that have agreed to process returns electronically with NDD. (*There will be no change to newsagents that still process returns via NDD's Printed Returns Form.*)

From now on all issue and returns form due dates will be a Friday and the calculated week number is based on the Gordon and Gotch method. For example issue recalled 28/05/2010 = week 21.

This will of course require some setting in your PosBrowser Software to be changed to accommodate these changes. There are instructions in this document to help you apply these changes.

Implementing NDD/RDS Weekly Returns in PosBrowser

Firstly you will need to close all open return forms for your NDD/RDS supplier by ticking create transaction and updating the forms. Now Change the NDD/RDS supplier to weekly style returns using the following steps

1. Under the main menu goto "Creditors" then select "Maintenance"
2. Look up your NDD/RDS supplier
3. Once you have the appropriate suppliers details in front of you click on the "Purchasing" tab
4. Click the edit button and change "Default Return Frequency" and "Process Returns" to the "Weekly" option then click save

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Positive Retailing

Your NDD/RDS supplier is now going to use the same weekly style returns that Gordon & Gotch do so your NDD/RDS will have a week number printed on them from now on.

The next step is to adjust all of your current returns forms for NDD/RDS and move them onto a week that you can return them on to do this we have made a new tool in the maintenance tab of Returns for you to use

1. Under the main menu goto "Stock Systems" then select "Returns"
2. Click on the "Maintenance" tab (Note: *This option will only be available if your PosBrowser Software is up to date Ver. 1.1.43.G or higher*)
3. Select your NDD/RDS supplier from the "For Cred" drop down list
4. Select your current NDD/RDS return month and year from the available list
5. Select the Week number and year you wish to move all current returns into (*the next NDD/RDS Return week is probably best*)
6. Once you have done the previous steps click the "Change Recall" button once

(Note: *Almost if not all of the magazines in the monthly return affected by this change will appear as early returns on the selected weeks form*)

If you are not using Xchangeit Returns at present to make your current returns print correctly on the forms for your records you will need to use the F3 and shift F3 functions when scanning in your returns to move them into the correct week to show as current, early, etc.

These changes have made you PosBrowser System ready for the Changes your supplier has made to their Return frequency if you have any further issues relating to these changes please contact our offices and we will be happy to assist you further