



AVATAR Sales Ledger

Overview

The Sales Ledger is a multi-company, multi-currency module providing all the features expected of an accounts receivable system.

The Sales Ledger is designed to be seamlessly integrated with other AVATAR modules such as Sales Order Processing, Subscriptions, Cash Book, Rights and the Nominal Ledger, including Project Ledger. It can also be integrated with third-party fulfilment systems and nominal ledgers if required.

Key features include:

- Transaction archiving
- Full payment history
- Disputed transaction flagging
- Batch processing of invoices, credit notes, adjustments and cash
- Automatic posting of SOP invoices, credit notes and cash including nominal and project ledger analysis with automatic cash allocation for cash with order invoices
- Country-specific VAT registration and VAT analysis
- Deferred income accounting
- Credit control diary
- Automatic generation of credit control letters
- Credit control outstanding transaction details and summary
- Credit terms per customer
- Ability to stop accounts
- Flexible direct debits functions including automatic calculation of initial and final amounts, unrestricted start and finish dates and automatic generation of BACS payment files

The AVATAR Sales Ledger provides a large number of standard reports and is designed for integration with AVATAR's Business Intelligence tools for user-specific reporting. Standard reports include:

- Turnover analysis
- Ranked aged debtors by customer and product
- Unallocated cash and credits
- User defined statement formats
- Diary entries to be actioned or overdue
- Analysis of credit control actions and customer queries

- Credit card schedule
- EC sales List
- Full posting audit trails
- Overdue and outstanding items
- Direct debit reports including a full audit trail of all amendments and the automatic generation of Direct debit letters



AVATAR Purchase Ledger

Overview

The Purchase Ledger is a multi-company, multi-currency module providing all the features expected of an accounts payable system.

The Purchase Ledger is designed to be seamlessly integrated with other AVATAR modules such as Cash Book, Royalties and the Nominal Ledger, including Project Ledger. It can also be integrated with third-party fulfilment systems and nominal ledgers if required.

Key features include:

- Transaction archiving
- Full payment history
- Disputed transaction flagging
- Batch processing of invoices, credit notes, adjustments and cash
- Country-specific VAT registration and VAT analysis
- Individual and bulk selection of invoices and credit notes due for payment
- Cheque and remittance production
- BACS file generation for automatic payment to suppliers
- Cash payment batches produced in ledger with automatic allocation against invoices and credit notes
- Invoice and credit note registration enables details to be posted and then released for authorisation
- Credit terms per supplier
- Comprehensive supplier account enquiries

The AVATAR Purchase Ledger provides a large number of standard reports and is designed for integration with AVATAR's Business Intelligence tools for user-specific reporting. Standard reports include:

- Aged Creditors report by customer and product
- Summary Balances
- Overdue Invoices
- Outstanding Items
- Batch Reconciliation
- Full posting audit trails
- Overdue Invoices
- Outstanding items
- Currency Analyses

- Turnover Analyses
- Vat Report
- Monthly Cheque List
- Balances across companies



AVATAR Nominal Ledger

Overview

The Nominal Ledger is a multi-company, multi-currency system with many powerful features specifically designed for book and periodical publishers.

The Nominal Ledger is designed to be seamlessly integrated with other AVATAR modules such as Sales Ledger, Purchase Ledger, Sales Order Processing, Cash Book, Subscriptions, Royalties and Rights.

Key features include:

The AVATAR Nominal Ledger provides a large number of standard reports and is designed for integration with AVATAR's Business Intelligence tools for user-specific reporting. Standard reports include:

- Audit Reports
- Trial Balance
- Balance Sheet and Management Reports
- Ledger Reports
- Project Reports
- Journal Reports
- Reports across financial years
- User definable Report Writer
- P11D Reports



AVATAR Business Intelligence

Overview

The AVATAR system utilises the Cognos range of high quality Business Intelligence (BI) tools to enable publishers to obtain and analyse essential information from the AVATAR ledgers.

A range of multi-dimensional models, known as BI cubes, including those for sales management and financial ledgers, have been specifically developed by Littlejohn for the publishing industry. Additional BI cubes can be easily created to suit individual users' needs.

BI cubes offer managers a smart tool which they can use to drill down quickly into AVATAR for the information they need. For example, such information might include regional sales figures and margins for the month, by sales person, product and customer. As the figures are presented in charts or spreadsheets, no additional formatting is required.

Access to information like this can help shape management decisions by transforming unstructured data into invaluable business intelligence for reviewing past performance and informing future planning.



AVATAR Rights Module

Overview

The Rights module is designed to deal with the calculation and receipt of rights income and rights specific advances.

This module can be seamlessly integrated with other AVATAR modules such as Sales Order Processing, Sales Ledger, Nominal Ledger, Project Costing and Stock Control.

Key features include:

- Multiple customers per title
- Multiple titles per customer
- Ability to pay different rights receivable amounts for different customers
- Ability to cater for different rights contracts and calculations
- Flexible Invoice production

The Rights module enables rights to be calculated:

- as a percentage of sales
- as a flat fee per copy sold
- with an escalation of the rights percentage or amount based on quantity breaks
- after achieving a minimum sales quantity

All receipts are handled via the AVATAR sales ledger and cater for:

- advances from customers
- VAT calculations for VAT-registered customers
- multi-currency calculations and receipts

The AVATAR Rights module provides a large number of standard reports and is designed for integration with AVATAR's Business Intelligence tools for user-specific reporting. Standard reports include rights ISBN, title, customer and customer type.



AVATAR Royalties Module

Overview

The Royalties module is designed to deal with the calculation and payment of contributor fees and advances.

This module can be seamlessly integrated with other AVATAR modules such as Sales Order Processing, Purchase Ledger, Nominal Ledger, Project Costing and Stock Control. It is extremely flexible allowing royalties to be calculated as a percentage of net sales, as a percentage of standard sales price (RRP or equivalent), as a flat fee per copy sold or with an escalation of the percentage or amount based on quantity breaks or after achieving a minimum sales quantity.

Key features include:

- Multiple contributors per title
- Multiple titles per contributor
- Ability to pay different royalty amounts for different contributors on the same book
- Ability to cater for different royalty calculations based on territory, customer type and customer
- Flexible statement production and payment frequency

The Royalties module enables royalties to be calculated:

- as a percentage of net sales
- as a percentage of standard sales price (RRP or equivalent)
- as a flat fee per copy sold
- with an escalation of the royalty percentage or amount based on quantity breaks
- after achieving a minimum sales quantity

All payments are handled via the AVATAR purchase ledger and cater for:

- advances to contributors
- contributors fees
- automatic posting of authorised Royalty statements as purchase invoices
- VAT calculations for VAT-registered authors
- payments via agents
- automated remittance advice and cheque production
- multi-currency calculations and payments
- income tax calculations for non-UK residents on UK sales

The AVATAR Royalties module provides a number of standard reports and is designed for integration with AVATAR's Business Intelligence tools for user-specific reporting.



AVATAR Sales Order Processing

Overview

The Sales Order Processing module provides a full range of multi-currency sales order processing functions, including the ability to support multiple VAT rates, the provision of gratis copies, part orders and part deliveries.

It is designed to be seamlessly integrated with other AVATAR modules such as the Sales Ledger, Nominal Ledger, Stock Control, EDI, Royalties and Subscriptions.

Key features include:

- Despatching
- Invoicing
- Printed invoices produced via 3rd party form production for enhanced appearance e.g. Createform
- Direct Invoicing (despatching and invoicing combined into a single process)
- Proforma Invoice
- Easy creation of credit notes from original invoice
- Multiple despatches and invoices per order
- Part Order Indicator
 - part orders i.e. process order with available stock and place rest on back order and await new stock
 - Non Part Order i.e. part orders not allowed
 - complete orders i.e. only process order when all stock is available
 - Available stock orders i.e. process order with available stock but do not put remainder on back order
- Order status can be set to
 - Allocate immediately (if available)
 - Not allocate stock
 - Not allocate stock until a future date
 - Allocate stock but hold for credit control reasons
 - Cancelled
- non-stock item orders
- Overall discount held by customer
- Country-specific VAT registration and VAT analysis
- Mixed VAT rate products
- Subscription Processing
 - flexibility to handle variable frequency of issues
 - extra issues for supplements
 - variable lengths of subscription periods
 - flexible pricing structures

- gratis copies
- Series Orders
- Automatic posting of SOP invoices, credit notes and cash including nominal and project ledger analysis with automatic cash allocation for cash with order invoices
- Multiple price/discount tables for customer/product combinations
- Multiple carriage rates or amounts with a user maintainable minimum and maximum value
- Credit Reason codes
- Internet enabled for placing orders on the web
- Load and delivery subsystem

Internet enabled, the Sales Order Processing module enables publishers to offer their customers the ability to check their account status and place orders on the Web.

Support for series orders enables publishers to automate the delivery and invoicing of newly published items within a particular series. This also helps to improve the accuracy of income projections and sales forecasts for new products in a series.

AVATAR Sales Order Processing provides a large number of standard reports and is designed for integration AVATAR's Business Intelligence tools for user-specific reporting. Standard reports include:

- Comprehensive set of sales statistics reports by product, account, rep, category, area, product group. Both detailed and summary statistics reports can be produced.
- Audit Report
- Sales History
- Sales Order Lists
- Back Order
- Stock Level
- Order Reports
- Picking Lists

Both detailed and summary statistics reports can be produced.



AVATAR Purchase Order Processing

Overview

The Purchase Order Processing module provides a full range of multi-currency purchase order processing functions, including the ability to support multiple VAT rates.

This module is designed to be seamlessly integrated with other AVATAR modules such as the Purchase Ledger, Nominal Ledger and Stock Control.

Purchase Order Processing provides a full range of purchasing functions including:

- Purchase order entry
- Goods receipts posting
- Invoicing
- Overall discount held by supplier
- Country-specific VAT registration and VAT analysis
- Mixed VAT rate products
- Multiple price/discount tables for supplier/product combination
- Multiple carriage rates or amounts with a user maintainable minimum and maximum value

AVATAR Purchase Order Processing provides a suite of standard reports including:

- Comprehensive set of purchase statistics reports by product, account, buyer, area, product group and category. Both detailed and summary statistics reports can be produced.
- Summary statistics reports
- Detailed Purchase Order Lists
- Summary Purchase Order Lists
- Purchase History
- Purchase Order Print



AVATAR Stock Control

Overview

Stock Control is a multi-currency module providing a complete history of stock movements and powerful warehouse management functions greatly improving efficiency in this resource intensive area.

This module is designed to be seamlessly integrated with other AVATAR modules such as Sales Order Processing, Purchase Order Processing and Subscriptions.

Key features include:

- Maintenance of separate book, journal and non publishing related products
- complete history of stock movements
- validation of ISBN/ISSN numbers
- support for multiple warehouses
- consignment stock control and warehouse picking/packing options
- Batch processing of receipts, issues, adjustments, returns, transfers
- Enquiries by depot or product to view stock levels, movements, orders
- Across the board price uplifts
- Author/Contributor Maintenance

The Stock Control module provides a large number of standard reports and is designed for integration with AVATAR's Business Intelligence tools for user-specific reporting.

Standard reports include

- Stock Valuations by Specific Depot or Combined
- Stock Movements including
 - Analysis
 - Movement
 - Audit
 - Batch
 - Detailed Batch Reports
 - Pricing Reports
 - Stock Level
 - Reorder Analysis
 - Re-ordering Report
 - Audit
- ISBN Schedule



AVATAR Title Management

Overview

The Title Management module provides the ability to control all aspects of title production.

Title Management can be seamlessly integrated with other AVATAR modules such as Nominal Ledger and Stock Control.

Key features include:

- Multiple title maintenance
- Title sub-grouping
- Title production schedules
- Staff activities per schedule
- Detailed costing of multiple titles
- Ability to hold many title schedules for cost analysis
- Royalty information per schedule
- Enquiry on individuals current activities
- Workflow and diary functionality

AVATAR Title Management provides a large number of standard reports and is designed for integration with AVATAR's Business Intelligence tools for user-specific reporting. Standard reports include:

- Schedule comparison
- Current schedules
- Overdue schedules
- Completed schedules
- Diary analysis reports
- Activities per user / staff member



AVATAR Bibliographic Database

Overview

The Bibliographic Database module provides for the distribution of data and other materials to bibliographic data owners. It is designed to be integrated with the AVATAR stock control, contact management and title management modules.

This module captures and outputs both core and rich data relating to the following:

Editorial, sales and marketing information

- Summary listing of all Editions and Products under a Work
- Full roles information on all Works, Editions and Products such as Author, Illustrator, Agent etc linking directly to the AVATAR Contact Management module
- Title history
- Pricing information
- Publishing history
- Publication date
- Various notes fields on the Work and on each Edition and Product
- Imprint information
- Edition summary information
- Edition specification details
- Publication schedule

BIC and other industry codings including CBMC

- Fully supports all versions of the book publishing subject classification codes
- AVATAR is compatible with ONIX version 2.0 and supports mapping to all BIC standards & codes.



AVATAR Contact Management

Overview

The Contact Management Module provides a full range of contact management functions including the ability to extract contacts based on buying and selling history by title, author, product group and series.

It can be seamlessly integrated with other AVATAR modules such as the Sales Ledger, Purchase Ledger, Sales Order Processing and Purchase Order Processing.

Key features include:

- Contact Maintenance
- Contact and List Category Maintenance
- Entity Maintenance
- Relationship Creation/Maintenance
- Event Management
- List Management
- Data Extraction for mail-shots or analysis
- Label Run
- Diary Functionality
- Extensive enquiry functionality for Events, Lists, Contacts, Entities and also by Diary
- Ability to extract contacts based on buying/selling history including title, author, product group, series etc.

AVATAR Contact Management provides a large number of standard reports and is designed for integration with AVATAR's Business Intelligence tools for user-specific reporting. Standard reports include:

- Event Reports
- Diary Reports
 - by User
 - by History and Current
 - by Review Dates
- List Reports



AVATAR EDI Export

Overview

The EDI Module exports sales order information for submission to third parties using the industry standard EDI formats.

It can be seamlessly integrated with other AVATAR modules such as the Sales Ledger and Sales Order Processing.

Key features include:

- Creation of files for invoices, credit notes and despatch notes
- Re-creation of the above files
- Multiple EDI partners
- Easy review of contents of previous submissions



AVATAR Direct Debits

Overview

The Direct Debit module enables the processing and management of Direct Debit payments including the creation of Direct Debit instructions and the automatic collection of monies due.

This module is designed to be seamlessly integrated with other AVATAR modules such as the Sales Ledger and Sales Order Processing.

Key features include:

- Consolidated collections by account or individual collections by invoice
- Any time start and any time finish
- Deferral of application of credit notes
- Monthly or quarterly collections
- Full audit trail of all amendments
- Automatic calculation of initial monthly amount and final amount
- Automatic production of Direct Debit confirmation letter
- Automatic generation of Direct Debit renewal letters
- Automatic generation of BACS payment file
- Rejected Direct Debit handling
- Payment schedule details available on screen
- On screen "what if" calculations of amendments to Direct Debit invoices
- Historical record of customer correspondence
- Ability to suspend individual Direct Debit invoices



AVATAR Subscriptions

Overview

Originally designed for journal publishers, the Subscription Processing module is suitable for any company with subscription-based products.

It is exceptionally flexible, with the ability to handle variable frequency of issues, extra issues such as supplements and variable lengths of subscription periods. It also supports flexible pricing structures, the provision of gratis copies of a publication and automatic subscription catch-up for late renewals.