

CIO | 365TM

—The Enterprise Manager —

CIO: 365™ MEDIA

Your Chief Information Officer, round the year



Good News for Newspapers

CIO 365™:Media, powered by cutting edge technology and seamless systems integration is backed by 4Cplus in-depth knowledge of the needs of the print media industry.

CIO 365™:Media puts the true power of collaborative computing at the heart of your business. This unique solution has features that will boost your company's performance in every area viz. circulation, advertising, human resources, finance, newsprint inventory, stores, customer relationship management and provides timely MIS.

Implementation of CIO 365™:Media allows you to re-engineer your workflows most beneficially. These transformed processes help you realize 'never-before' synergies throughout your newspaper's value chain. All this makes you more agile as a business by allowing new ways to work smarter, faster, and cost efficiently to be a step ahead of competition - always.

Maximize Revenues, Minimize Costs

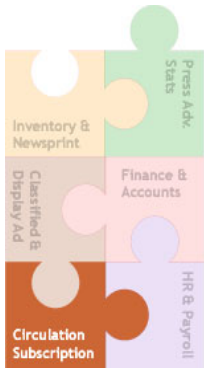
- Exploit IT efficiencies enterprise wide for efficient back-end processes
- Consolidate data from multiple locations and get 'real' time MIS
- Reduce duplication of work
- Expand rapidly with lesser investment in manpower and resources
- Leverage enterprise-wide collaboration and transparency
- Take advantage of pre-configured roles for improved productivity and high user acceptance
- Ensure accurate accounting and auditing for all transactions with unmatched accountability.
- Create flexible advertising rate schemes and unlimited advertisement categories to boost revenues
- Boost IT collaboration and with your customers and associates
- Minimize revenue 'leakages' and improve recovery
- Develop new advertising and other-revenue producing products
- Become nimble to target new niche groups more efficiently by being able to identify opportunities and exploiting them
- Realize opportunities for cross-selling and up-selling
- Provide better service to your advertisers and subscribers

CIO Modules

1. Circulation & Subscription
2. Advantage - Display Adv.
3. CLASSic - Classified Adv.
4. HR & Payroll
5. Inventory & Newsprint
6. Finance & Accounts
7. CIO PAS - Press Adv. Stats

The CIO365™ - MEDIA Advantage

- Single window solution unlike other systems that require the involvement of at least the solution provider and an integration provider
- Highly customizable without compromising on the industry best practices as opposed to other systems which are extremely rigid
- Implemented as per your requirements and does not force you to follow the system's practices
- Highly economical with low cost of maintenance
- Multi platform support
- Multilingual capabilities
- Requires standard infrastructure and no major expenses on infrastructure
- Low implementation time of 3 to 6 months for the complete solution to go live from scratch
- 4Cplus has deep domain knowledge of the print industry



Circulation & Subscription

Salient Features

- Complete Circulation/ Subscription and Distribution management
- Agent management and billing
- Route management for multiple modes of transport (road, rail, air)
- Integrated and combined database
- Enhanced multiple publication and product distribution
- Personal Contact Campaign (PCC) and Schools Program Management System
- Competition Tracking Module
- Meets all statutory ABC requirements and provides
- All reports required for ABC

Major Reports

DISPATCH REPORTS

- Send Supply
- Way Bill (Challan)
- Print Generated Labels
- Computer Daybook (Edit)
- Print Order Summary
- Distribution Register
- Difference supply list

ACCOUNTING REPORTS

- Billing Reports
- Bill Register
- Reprint Bill for a period

COLLECTION REPORTS

- Outstanding Comparison Statement
- Collection Register
- Unsold List
- Circulation Receipt Printing Statement
- Upcountry Print Generation
- Local Net Sale
- Ledger Summary (Edition wise)
- Ledger (Edition/Route)
- Agent wise Ledger

EXPENSE LISTING REPORTS

- Ledger summary
- Party Ledger Summary
- Ledger Outstanding
- Payment Summary
- Security Account Ledger
- Security Ledger Summary
- Monthly Taxi Bill
- Casual Taxi Bill

- Supply List in Indian languages or English
- Generate Label
- Daybook (Edit)
- Print Order
- Print Order Atytp
- Distribution Register
- Waste / Page Summary
- Bill Generation and reprint
- Agency Reminders
- State wise Bill register

Circulation agent master entry screen



Advertisement Management

The Advertisement Management System offers support for all elements of the newspaper/magazine-advertising department and sales. Display advertising is controlled through a highly advanced scheduling insertion procedure that includes full credit checking, rating and positioning requirements. The System processes customer contracts and tracks compliance automatically throughout the term of the agreement. The system allows unlimited, and fully user defined, rate tables that may cascade from one rate to another if desired. Multi publication environments are handled with simplified ad insertion procedures for additional ad placements. Revenue distribution, in multi-publication situations may be based on circulation, percentages or other similar schemes. The System offers a wide range of standard reports many of which are user parameterized by date range, salespersons, sales offices, or other criteria



Salient Features

- Comprehensive user-friendly Insertion Order screen
- Strong Advertising rating engine for multiple structures
- On-line credit controls for accounting management
- Multiple publication scheduling
- On-demand report design

Classified Ads

Expedite classified ad management by handling the ads only once. Create page ready classifieds, with scheduling and billing information on a single screen. Flow the scheduled ads into either Quark or PageMaker while retaining formatting and style information. Account Scout can distinguish between regular and "walk-in" customers. Regular customers, who usually buy display ads, also get billed for classifieds on their regular monthly statement. Walk-in customers are billed on the spot.

Classified Ad Features

- View the classified exactly as it will appear in the paper, including font and style formats.
- Enter "walk-in" customers into an account separate from your regular customers to permit more frequent and separate billing of classified ad sales.
- Easily publish classifieds to your web site.
- "Walk-in" bills may be sent via post cards to reduce mailing costs
- Easily import the running classifieds into most page layout programs such as Quark, PageMaker or Word, including those on the Macintosh, while retaining the format of each ad.
- Increase classified revenue by easily applying one or more additional charges for bold, underline, check marks, graphics, or any of you own features.
- Encourage additional sales by telemarketing expiring ads.
- Regular customer classified charges will appear on their statement with the rest of their purchases.
- Scheduled ads are automatically classified and merged for each issue.
- Avoid repetition and errors by scheduling multiple runs and steady ads just once.
- Classified prices are automatically calculated for each zone to permit quick quotes to customers.
- Offer sales representatives classified ad commissions.
- Classified Ads (including display classifieds) flow from booking centers to Quark, taking care of all the parameters viz. design, templates, positioning, date of appearance, etc.

Major Reports

BOOKING & SCHEDULING REPORTS

- Inquire Page Status
- Volume for a Day
- All Ads of an Agency
- Special Position Availability
- Ads Not yet Marked on Dummy

- Special Positions booked
- All Ads of a Day
- All Ads of a Client
- List of Cancel/Hold/Reservations
- RO Feeding Report

SCHEDULING REPORTS

- Print Order (Display & CCP)
- Forwarding of Ads for publishing date

- Forwarding of Ads Booked on a Day

BILLING SHEET

- Checklist of a Days Bookings
- Published Acknowledgement Letter
- Advertisement Register
- Advertisement Voucher Mailing Labels

- Scheduled Acknowledgement Letters
- Ads received from an Office
- Advertisement Voucher Printing
- Advertisement Cheque Register

BOOKING WITH ADVANCE

- Issue a Duplicate Receipt
- Collection for the Day
- Receipts for the Day (DD/CH etc)

QUERIES

- Bookings of an Agency
- Booking Position of an AD
- Bookings of a Client
- Multi Insert Advertisements
- Client Product Agency Wise
- Client Agency Product Wise
- Product Client Wise
- Product Agency Client Wise
- Agency Ads (Product/Client Wise)
- Region Ads (Product/Client Wise)
- Region Ads (Agency/Client/Product Wise)

 New advertisement booking screen



- Region Wise Report (On Office Code)
- Representative Ads (Product/Client Wise)
- Location Ads (Product/Client Wise)

BILLING SUMMARY

- Category Wise Billing Summary
- Region Wise Billing Summary
- Representative Wise Billing Summary
- Edition Wise Space/Billing Single Agency
- MIS Report Generation
- State-District-Profile
- Category Wise-Month Wise Space & Billing Summary
- Region Profile
- Client Wise Space/Billing Summary
- Glaze/Sunday Magazine Billing Detail
- Overall Performance Target/Billing Summary
- Supplement Business
- Branch Wise Billing/Payment/Adjustment Business

DUMMY ADMINISTRATION

- All Ads of a Page on Dummy
- Dummy Summary

BILLING MENU

- Performa Bill
- Bills of an Agency
- Reprint Bills for a period
- Bill Dispatch Statement
- Bill Register of Ads from an Office
- Financial Summary
- Statement of Revenue Ads
- Party wise billing summary
- Category wise billing summary
- Rep wise billing summary
- Revised Bills on Revised Rates

ANALYSIS REPORTS

- Space Comparison
- Edition-Rate Wise
- Center-Rate Wise
- Center-Agency Category Wise
- Agency Category - Ad Category Wise
- State-District Profile
- Region wise/Location wise

COMPETITORS REPORTS

- Various Categories Ads
- Checklist Publication/Category Wise
- Ads in Other Publication but not in ours
- Publication Vs Ad Category Summary
- Publication Vs Region Summary
- Agency Vs Publication - Client Wise
- Client Vs Publication Summary
- Checklist for a Date/Publication

ADVERTISEMENT COLLECTION REPORTS

DAILY REPORTS

- Receipt Printing
- Daily Collection Summary
- Dishonored Letter with Interest
- New Dishonored Letter

QUERIES

- Query by Bill Number
- Search Bill No. Through ID NO.

COLLECTION REPORTS

- Combined Collection Summary
- Outstanding (Location Wise)
- Service Charge Payable

Dialog box for creation of rates.

- Paid Supplement Statement
- Center wise Space / Billing Summary

- List of Ads not on Dummy

- Bills for a Period
- Reprint Bill
- Reprint Bills for an Agency
- Bill Register
- Billing Summary
- Ad Category-Rate wise Summary
- Share Register on Billing Basis
- Party edition wise dispatch
- Region wise billing summary
- Bills of with held billing
- Supplementary Bills

- Agency Category-Location Wise
- Edition-Ad Category Wise
- Center-Ad Category Wise
- Booking Center-Edition Wise
- Ag Category - Rate Wise
- Region Profile

- Sub Category ads report
- Sub Category Ads Detail
- Ads Published in a Publication
- Publication/Category Report
- Agency Vs Publication Summary
- Product Vs Publication Summary
- Client/Product Vs Publication Report
- Missed Ads Region Wise

- Collection Register
- Finance Voucher
- Collection Report Month/Wear Wise
- Cross Tally Total Header, Details, Out

- Query by Agency Name

- Collection Register
- Checklist row number against Bill
- NA Agencies Discount Report (5%)



DATE WISE COLLECTION

- Business Certificate
- Automatic 5% Adjustment of NA
- District Wise Billing/Collection/Adjustment
- Debit / Credit Note Register

SHARE REPORTS

- Share register on Payment Basis
- Outstanding Share Report

COLLECTION ANALYSIS

- Rep wise Collection Report
- Agency wise paid Business
- Paid Business of Single Agency
- Allied Summary (Category-Branch Wise)
- Detail Summary (Category-Branch Wise)
- Branch Wise Summary

OUTSTANDING REPORTS

- Follow Up
- Agency List with Credit Balance
- Trial Balance (Agency Closing Balance)
- TDS Reminder
- Dishonored Cheque Statement
- Party wise Outstanding Statement
- Edition/Year Wise outstanding Report
- Dishonored Cheque Statement
- Billing Vs Outstanding for a Period
- Billing/payment/adjustment/detail
- Age Wise Summary
- Client Wise Outstanding Report
- Dishonored Cheque Year/Month Wise
- Billing vs. outstanding for a period
- Billing vs. outstanding (branch wise)
- Month/Year wise outstanding statement

STATEMENT OF ACCOUNTS

- Ledger
- Ledger Summary

AGE WISE ANALYSIS

- Age wise Year Report (Fin)
- Age wise (1yr)
- Age wise (6 Month Report)

REMINDER GENERATION

- Reminder Generation (Reg/Loc/Cat/Rep wise)
- Accr. Reminder Summary
- Non Accr. Reminder Summary

FOLLOW UP

- Follow Up Agency
- Follow up (Location Wise)
- Follow Up (Local & District)
- Follow Up (Credit Only)
- List Advance Payment Against Bills

AUDIT REPORTS

- List of balances in Advertisement Ledger
- Subsequent Receipts
- List of balances in Advertisement Ledger (Ageing)
- Credit note (Previous Yr)
- Short/Full Paid Bill Ageing
- B/D and Provision after Subsequent Receipts

MANAGEMENT INFORMATION SYSTEM (MIS)

- Outstanding after Receipts
- Receipts Received

- Agency/Client Wise Billing/Payment
- Automatic Discount up to Rs. 50
- Credit Note Register for MRV
- Transfer Note Register

- Transfer Share to Units
- Yearly/Monthly Share Transfer Summary

- Location wise Collection Report
- Branch wise paid Business
- State/Dist. payment & Data Summary
- Allied Summary (Branch Wise)
- Head Office wise paid Business for Single Agency

- Audit List
- Statement of Accounts
- Reminder Generation
- Reminder Summary
- MRV Report
- Month /Year wise Outstanding Statement
- Bill No Wise Outstanding Report
- Local District Summary
- Billing Vs Outstanding (BRANCHWISE)
- Agency/Year/Month Wise
- Outstanding Location Wise
- Agency Category wise Report
- Bill no. wise outstanding report
- Party wise outstanding statement
- Edition/Year wise outstanding report

- Ledger Detail wise
- Outstanding summary

- Age wise (State wise)
- Age wise (Quarterly)

- Accr. Reminder
- Non Accr. Reminder

Creation of agents screen.



HR & Payroll

HR & Payroll is one of the most comprehensive systems available for the purpose. It covers all aspects of HR and Personnel Management including manpower planning, recruitment, induction, etc. It takes care of all aspects of managing an employee while he is in the service of the organization, including issues such as appraisal, increments, transfers, promotions, payroll, etc. It also takes account of Indian statutory and legal requirements, such as the TDS, Tax Registers, Provident Fund, ESI, Bonus, etc. This payroll system can be integrated with any standard Attendance Monitoring System.

Major Reports

PAYROLL - REPORTS

- Increment/Promotion Sheet
- Adjustment Transaction Checklist
- Payment Register
- Payment Register (Z Regs)
- E S I Statement
- P F Statement
- New PF Statement
- Money Receipt Generation

SALARY/MISC. ADVANCE STATEMENT

- OT Register
- Employee E.S.I & P.F No. List
- Allowances Payment
- Gratuity
- Yearly Grand Summary
- Bonus Register
- Bonus Summary
- E S I Register
- Form6A
- Salary/Wages Bill
- Department strength
- Increment Report
- Non-PF Statement
- Cheque Book For The Month
- ESI Statement
- Cooperative Society Recovery
- Salary Advance Deduction
- Travel Advance Deduction
- Miscellaneous Advance Deduction
- Rent
- Sub Office Expenses
- IRW / ASP
- Grand Summary
- Salary Chart
- Tax Calculation
- Tax Calculation (Arrear)
- Tax Calculation (To pay)
- Category List
- Basic List
- Advance Master Listing
- Attendance Sheet Form-26
- Attendance Sheet Form-H (1-31)

TAXATION REPORTS

- Form16
- Form24
- Tax Bill
- Yearly Income tax Report

OTHER REPORT

- Six Monthly E S I Statement / Summary
- List of NEW Employee Joined
- List of Employee Left
- New P F Report of Form6A
- Form 3A
- Deduction Statement
- Conveyance Allowance Statement

New employee entry screen.

- PF Register
- Bonus Pay List
- Outstation Cheque Book
- Pay slip
- Designation/Probation
- PF Statement
- PF -DLI Statement
- I.TAX Recovery
- NON E S I
- Vehicle Advance Deduction
- Telephone Bill Deduction
- Office Bill Advance Deduction
- Professional Tax
- Subscription Deduction
- Bank Loan
- Summary Detail
- Employee Listing
- Bill Register
- Prof. Tax
- Tax Calculation (Refund)
- Tax Calculation (Actual)
- Grade Category List
- Leave Encashment List
- Casual OT Details
- Attendance Sheet Form-H (16-15)
- Form2d
- Form24A
- Annual Report

- Yearly P F Statement / Summary
- List of Employee Punished
- List of Increments
- Bonus Statement
- Income Tax Statement
- Allowance Statement
- Cheque Book For The Month

- Cheque Book For The Month
- Department Wise Summary
- Six Monthly ESI Summary
- Employee Master Checklist
- Basic Salary Statement

- Absent Statement
- Category Wise Summary
- Special Advance Statement
- FORM 12 FOR EMPLOYEES

MIS SUMMARY

- Dept. Wise Summary (MIS)



Inventory and Newsprint

Inventory software will help the organization to manage the material in stores and track all the transactions related to it. It also helps in optimizing the reorder, maximum and minimum levels of raw materials in the inventory, which will result in direct savings of inventory costs for an organization.

Major Reports

INVENTORYMONTHLY STOCK LEDGER

- Stores Activity Report
- Daily Issue Statement
- Inventory Stock Check List
- Order List Statement
- Stock of all Items (with Update)
- Item Master Checklist
- Department Wise Monthly Consumption Statement

- Store Costing Report
- Daily Receipt Statement
- Stores Letter Statement
- Current Stock Position (Summary)
- Bill/Cash Daily Checklist
- Vendor Master Checklist

NEWSPRINT

- Receipt Checklist
- Billing Summary Statement
- Issue/Consumption Statement
- News Print Balance In Store
- Make wise Receipt Statement
- Issue Twice against same Reel

- Dispatch List (Letter)
- Issue Summary Statement
- Stock Register
- Reel Conversion
- Missing Reel Detail

Finance & Accounts

Streamlines the financial operations of a company. You can create various accounts which are specified under different groups. Transactions can then be carried out on these accounts. Finance also provides the flexibility of user-defined financial year. Budget is allocated for a financial year and it is further split into monthly budgets for each account in each department. Multi-currency transactions are possible by defining one of the currencies as a base currency and specifying the conversion rates with respect to other currencies. There is also a provision for defining multiple companies. Transactions of multiple companies can be handled from the same terminal.



Major Reports

REPORTS

- Cash Book
- Cash Summary
- Voucher Checklist
- MIS Checklist
- Bank Book
- Bank Book (Contra)
- General Ledger
- Trial Balance
- Type Wise Trial Balance
- Accrual Trial
- Sub Account Ledger Summary
- Income/Expenditure
- Comparative Profit and loss statement

New account creation screen.

- Type Wise Trial Balance (Combined Unit)
- Sub Account Position
- Main code List
- Salary Advance Statement
- Voucher Printing

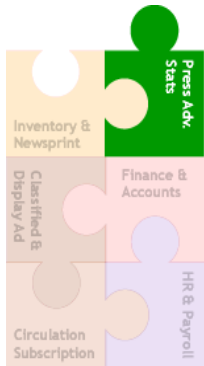
- Debit & Credit Notes Voucher
- Salary Cheque Print

- Cheque Statement
- Cash without Cheque

EXPENSE ANALYSIS

- Expense Summary for a Period
- MIS Ledger
- MIS Sub Ledger (Range Of Main Codes)
- Combined Trial (All Unit)

- Month wise Expense Summary
- MIS Sub Ledger (Single/ALL Main Codes)
- Yearly Budget Report



Press Advertising Statistics

In the competitive scenario today when space sellers are fighting for each CC of advertising space from competition it is imperative to know who is advertising how much with which publication. This module also enables Publishers to identify opportunities for new editions, supplements (sub brands) or even a new publication. This market intelligence also allows space sellers to up sell a client and analyze if a client is spending more with a competitor. The PAS module also tracks the performance of regional sales offices. The module has a dynamic report builder that allows the user to configure a custom made report and export it to a spreadsheet like MS Excel.

Salient Features

- Advertising Shares by group, publication, edition and sub-brand
- Category, sub-category, product and brand wise ad
- Analysis by ad size
- Analysis of ads by print position to estimate premium and non-premium ad share
- Region performance analysis with revenue to track sales targets
- Ad category type analysis (display, classified, tenders and notices, cinema, appointments and financial ads)
- The data may also be entered in a decentralized manner and then transferred online to the central server for consolidation.

Major Reports

MIS

Publishers can use the MIS module to access information for quick and informed decision making. The MIS module primarily covers advertising, circulation and financial accounting. The reports can be converted into graphs and exported into spread sheets like MS Excel. All exceptions are color coded to alert the management about slipping market shares.

ADVERTISING MIS

- Total Volume
- Volume consumed by client in a given period
- Outstanding payments that can be sorted by advertising agency or client
- Regional performance of sales and marketing teams along with year-on-year comparison

- Total Revenue
- Category or client wise year-on-year comparison
- Credit notes

FINANCIAL ACCOUNTING MIS

- Balance Sheet
- Trial Balance
- Income and Expenditure statement with a drill down facility to zoom down till the nth level

CIRCULATION MIS

- Supply of copies by route
- Circulation in towns and cities
- Unsold reports
- Supply to agents
- Supply change reports
- Supply comparison with competition

Press Analysis management entry form



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