



Contract Management System (CMS) Requirements Document



glenn.jester@gmail.com

(469) 222-7940

CustomSoftware.biz



Executive Summary

JVGCO is a “publishers representative” company. They serve as liaisons for a number of publishers, representing them over a specific geographic region. Their function is to build relationships with clients who are interested in advertising their products in the pages of magazines, which are published at various frequencies throughout the year. All magazines adhere to common ad-space standards, and they all offer advertiser discounts for longer contracts over shorter contracts. This system is being designed to allow JVGCO to fully manage its client base, including all its professional contacts, client touch and marketing campaigns, publishers, magazines, special issues, rate cards, verbal insertion orders, commissions, agings, forecasting, accounts receivable, and more.

Project Scope

- Provide a robust mutli-user platform for order entry and contact management.
- Allow for the rapid creation and editing of multi-year contracts.
- Provide a platform that will scale upwards to meet the company’s anticipated growth over the next 10 years.

Requirements

- Microsoft Access 2007 will be the technology used for each of the frontend components. These will provide all the screens, reports and navigation of the system. Microsoft SQL Server 2005 will provide the backend functionality, to include tables, views, stored procedures, and any indexing necessary to ensure zero-wait-state queries and the fastest possible response times over the L.A.N.
- The structure of a verbal insertion order is dependent upon a large series of other data elements. These include magazines, issues, and rate cards. Before a verbal insertion order can be created, all of these data elements must all exist within the database. If, during the creation of a verbal insertion order, the order cannot be completed due to an issue that has not yet been entered, or a rate card that does not exist, the system is to be designed in such a way as to allow the user to “pause” the order entry, and input the necessary information “on the fly”. The user should be able to accomplish this task and return to their original position on the order.

- The Contract Management System (CMS) will allow for the discrete creation, modification, and deletions of the following objects:

<i>Company</i>	<i>Issue</i>	<i>Contact</i>
<i>Publisher</i>	<i>Rate Card</i>	<i>Product</i>
<i>Sales Rep</i>	<i>Territory</i>	<i>Sales Rep</i>
<i>Magazine</i>	<i>Advertiser</i>	<i>Commission</i>

- The company name shall appear on all reports in the system.
- Magazines will have assigned issues, rate cards, territories, product groups, and their own set of contacts. In addition, each magazine will be assigned a “due-date” stamp, which is used to help calculate commissions earned and track accounts receivable.
- Rate cards will be comprised of a series of dollar amounts which represent a combination of frequency, ad size, and color. Publishers are responsible of providing rate cards that apply to specific group of advertiser types. Historically, this information has been cumbersome to track. The system needs to provide an expedited means of entering this information into the system. The system should have no limits on the number of rate cards it can support per publisher and magazine.
- The concept of territories will be implemented to help divide the country into regions for advertisers. The system will support as many territories as we desire, allowing each advertiser to belong to whatever territory has been created for each magazine. Each sales rep is to be assigned a specific region magazine they “operate”.
- Advertisers will have one or more contacts, one or more products, and one or more sales reps. Each advertiser will be issued a static value for net percent and split percent, both of which will be used to help calculate commissions earned.
- The system will support sales reps, and each sales rep may have a varying commission per advertiser and magazine. These values may change over time, but historic verbal insertion orders are not to be affected when these numbers fluctuate.

- The system shall provide a separate wizard to allow for the creation of contracts over time. The product of a contract creation will be a series of verbal insertion orders that span the life of the contract over the issues and date range specified, each with its own earned commission and order existing in the system. These will be used to forecast sales.
- The system shall allow for the mass editing of verbal insertion orders. Historically, when a change needed to be made to several “like” orders, each order had to be opened and edited manually. The new system will allow the user to cherry pick any number of orders and edit them in all the same way.
- The system will provide advanced filtering ability that allows users to choose the fields they want to filter on, enter the criteria for filtering, and then sort the resulting records ascending or descending by up to three columns.
- The system will come equipped with 13 reports as follows:
 - ✚ *Closing Report – Advertiser*
 - ✚ *Closing Report – Sales Rep*
 - ✚ *Issue Commission Report*
 - ✚ *Recap Report – Commission*
 - ✚ *Recap Summary Report – Commission*
 - ✚ *Recap Split Summary Report – Commission*
 - ✚ *Recap Report*
 - ✚ *Recap Summary Report*
 - ✚ *Advertiser Fiscal Report*
 - ✚ *Revenue Fiscal Report*
 - ✚ *Commission Agings Report*
 - ✚ *Exceptions Report*
- The system shall provide a mechanism for saving frequently used filters, and allow those filters to be applied to any report or list view in the system.
- The system will allow for the exporting of reports and data to Excel files.

- The system will allow for the direct emailing of verbal insertion orders to publishers.
- The application will allow for the robust tracking of accounts receivable and commissions, to include a once-monthly schedule for applying payments received to verbal insertion orders.
- **Calculations**
 - ✚ Total Ad Size Sum([Ad Size])
 - ✚ Total Lineage Sum([Ad Size] * [Split Pct])
 - ✚ Total Actual (Earned) Net Sum([Earned Net])
 - ✚ Total Published (Earned) Net Sum([Pubd Rate] * [Net Pct] * [Split Pct])
 - ✚ Total Actual Commission Sum([Earned Net] * [Com Pct])
 - ✚ Total Published Commission Sum([Pubd Rate] * [Net Pct] * [Split Pct] * [Com Pct])
- The system will provide mutli-tiered security and navigation based on the following user roles:
 - ✚ Executive/Administrator
 - ✚ Sales Rep
 - ✚ Order Entry
- The system will allow administrators access rights to modify lookup data, users, passwords, and to assign commission rates.