

The Nexxus Group-Bookkeeping Process

Account Set-up in SNAP:

1. You will need to set up accounts for each store within the Nexxus Group. The accounts will need to be set up as **local office mail**, so you will need to have your manager send approval to Lisa Browning so the account can be set up to come back to you.

Ex:

Name & Alpha Sort: Nexxus Wal-Mart
 Nexxus Dollar General
 Nexxus Food Lion

These would need to be set up as type account-Regular

Posting Payments in SNAP:

1. You will post the payments to their account like any other account. They will only pay for the copies that are sold.

Posting Sales in SNAP:

You will need to go to the NEXXUS website (www.thenexxusgroup.com) to retrieve sales information to enter in SNAP. You will need to check with your circulation manager on the process to access this information.

1. Print the Sales Detail Report-You are prompted to select newspapers and which week ending dates to report. Based on your selections, this program will produce and display the sales detail report, including units sold, in each store location, for each publication by day for selected week-ending date.

This report is used to book your single copy revenue in SNAP each week. You will need to take the total units sold and multiply by the price listed on the printout. When you get the total multiply that by 20% (which is their commission).

Example: .25 (price) X 120 units (sold) = \$30.00 X 20% = 6.00 (their commission). Amount to enter for revenue is \$24.00. Do **NOT** include their commission in the total entered in SNAP.

2. Job Print Miscellaneous (SNAP) – Enter Single Copy revenue using type sale 57 for \$24.00 (from the example listed above), to the Nexxus Wal-Mart account.