

Naviga Ad Release Guide 2024.2

This document provides instructions for how to use the new features in the 2024.2 release, available April 28th, grouped by module. Remember to install & test in your test system before Production.



These are the most important takeaways / impactful changes that you need to pay attention to:

- There has been a change to the way the system chooses which statement to use when sending A/R statements. Please read **below** to learn more and ensure you understand how the hierarchy works.
- There is a **Group Security Change** in A/R Group Security relating to payment types. The setting here will relate to payment methods taken in the ad module, exhibition module, AND the A/R Module. Please review this security setting for each user group to ensure that these are set appropriately for your business.
- There are a few **Group Security Changes** in Advertising Security that you will want to check out and make changes to your setup as needed.
- There is a new option in sending collection letters where the behavior of the #BALANCE_DUE# merge tag will change based on the options selected. Please read **below** for more details.
- A new setting is available in **System Parameters** to drive the default behavior of the unit of measure in creatives designed in InDesign. This will be set to POINTS as a default, so sites will want to visit this parameter if a different setting is preferred. There is also a new setting here relating to retaining the Package ID on lines after editing in Full Line Entry.
- A new setting in **System Parameters** for determining financial period will allow more flexibility for 5-4-4 financial calendars. PLEASE (!) read below for details AND alert Naviga in advance if you would like to use this setting. We need to run a conversion in conjunction with turning it on.

Advertising Module

Change to the Brand Rep mod from 24.1

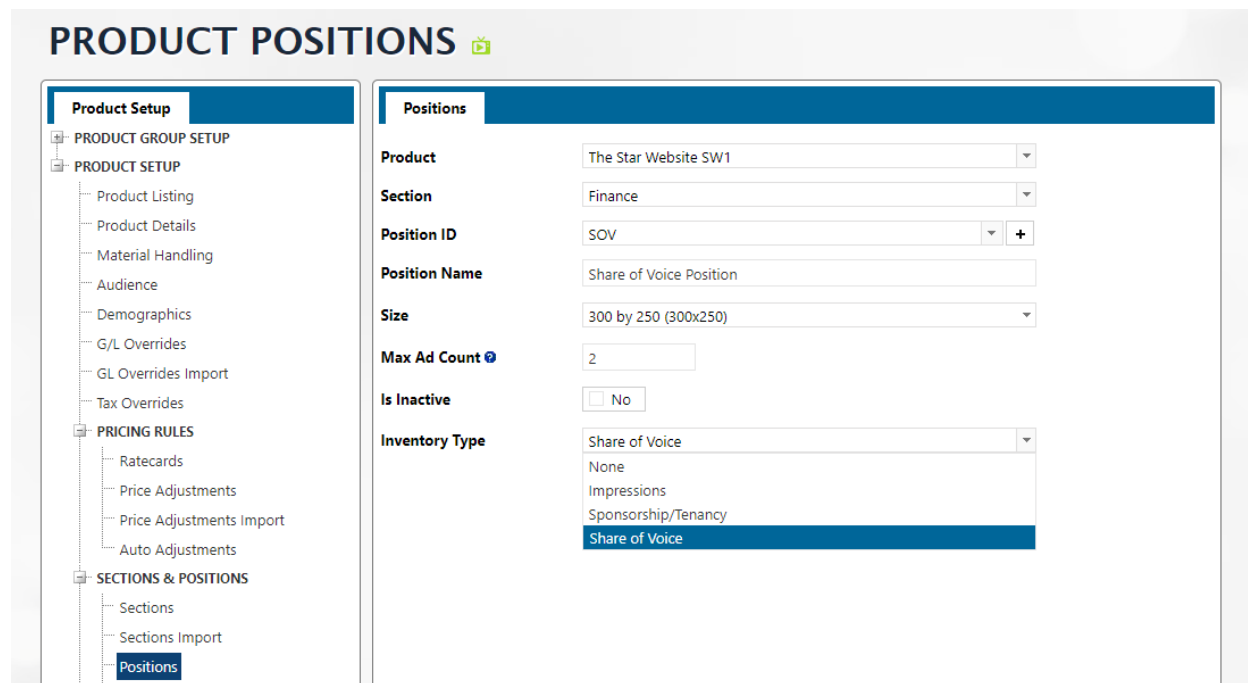
In 2024.1, we introduced a new option to schedule rep changes for a future date. Part of this mod was to split order lines where a rep was changing. For some of you that was not a desirable change, so it has been modified. There is now an option on the product setup to select if you wish to split the line or not when the rep changes. The default behavior is to NOT split the line, so for any products you wish to split, that will need to be set.

The change was patched back to 24.1, but I thought it warranted mentioning here as well. For Print products it is generally acceptable and desirable to split the line - but for anything going to GAM it may not be desirable to split the lines as it may make reconciliation difficult if you reconcile to actuals.

For products which don't split lines, the system will behave as it used to - where the rep on the line will be changed - and anything that was already billed will belong to the prior rep and anything that hasn't yet been billed will change to the new rep. So do be aware of this when making rep changes that you may want to do billing prior to making a change if you are not splitting lines, and you may not want to set the rep change for a date too far into the future.

Share of Voice Inventory type on Positions

For many of our customers, digital inventory is checked and maintained through Google Ad Manager, and this would not be relevant to those clients. But for those who do inventory checks for digital ads through the Naviga Ad inventory via the Product's Position, there is now another inventory type option in the dropdown on Position setup.



PRODUCT POSITIONS

Product Setup

- PRODUCT GROUP SETUP
- PRODUCT SETUP
 - Product Listing
 - Product Details
 - Material Handling
 - Audience
 - Demographics
 - G/L Overrides
 - GL Overrides Import
 - Tax Overrides
- PRICING RULES
 - Ratecards
 - Price Adjustments
 - Price Adjustments Import
 - Auto Adjustments
- SECTIONS & POSITIONS
 - Sections
 - Sections Import
 - Positions

Positions

Product: The Star Website SW1

Section: Finance

Position ID: SOV

Position Name: Share of Voice Position

Size: 300 by 250 (300x250)

Max Ad Count: 2

Is Inactive: ☐ No

Inventory Type: Share of Voice

Inventory Type options: Share of Voice, None, Impressions, Sponsorship/Tenancy, Share of Voice

On a flat fee ad type line, the Share of Voice field is displayed - If the position on the campaign is a SOV Inventory Type, and the already sold inventory is < 100%, then additional share of voice can still be sold until it reaches 100%



NEW FLAT FEE LINE

Pricing	Other	Google Ad Manager	Expected Sizes	Creatives	Custom Fields	Production Notes	Category MetaData	Sales Rep(s)
Product	The Star Website SW1		Section	Finance		Ratecard Flat Fee	5,000.00	
Ad Type	Flat Rate (google ad)		Position	Share of Voice Position		Adjustments	0.00000	
Contract			G/L Type	On Website Advertising		Adjusted Flat Fee	5,000.00	
Ratecard	2024 Standard Ratecard		Material Status			Share of Voice	50 %	
Ratecard Line ID	2787					Allocated Amount	5,000.00	
Description	Finance SOV - 50% SOV					Estimated Tax	250.00	
						Estimated Total	5,250.00	

Line Details	Tracking Services	Engagement Tracking	Adjustments
Start	5/2/2024	End	5/2/2024
Total Days	1	Proportion Values	by Number of Days in Month
Month	Day	Available	Billing Amount
May 2024		☒	5,000.00

Also note in the Position setup there is an available Max ad count. I would expect in most cases that will be left blank and the Share of voice will always be permitted to go to 100%, whether that is 10 ads at 10% each, or 2 ads at 50% each, but the field is there should you need to also limit the quantity. The quantity will apply in addition to the Share of Voice, so you can still not go over 100% Share of Voice, but you may end up with less than 100% if you have, say, one campaign using 50%, another using 25%, but a max quantity of only 2, the users will not be allowed to enter additional orders against that inventory for that date.

The Combined inventory report has been updated to handle Share of Voice Inventory types as you can see from the screenshot below - out of the 100% SOV that is available only 75% has been sold.

COMBINED INVENTORY

Selection Criteria

Product Group: The Star Website SW1 (DEMO1)

Advertiser: Backyard Beans Coffee Company - Lansdale

Brand: Backyard Beans Coffee Company - Lansdale

Agency: Backyard Beans Coffee Company - Lansdale

Sales Rep: KELLYS

Order Status Code(s):

Get Data

Product	Event Date	Month	Section	Position	Inventory Type	Total Inventory	Available	Adjusted Available	Quoted	Reserved	Confirmed
The Star Website SW1	5/1/2024	May 2024	Finance	Share of Voice Position	Share of Voice	100	25	25	0	0	75
Campaign ID	Line ID	Advertiser	Brand	Agency	Note	Package ID	Status	Rep ID(s)	Quoted	Reserved	Confirmed
15071	41074	Backyard Beans Coffee Company - Lansdale	Backyard Beans Coffee Company - Lansdale	Backyard Beans Coffee Company - Lansdale			CO	KELLYS	0	0	50
15071	41077	Backyard Beans Coffee Company - Lansdale	Backyard Beans Coffee Company - Lansdale	Backyard Beans Coffee Company - Lansdale			CO	KELLYS	0	0	25
									0	0	75
The Star Website SW1	6/1/2024	Jun 2024	Finance	Share of Voice Position	Share of Voice	100	100	100	0	0	0
						200	125	125	0	0	75

Perhaps an even better view of the SOV inventory type is the position inventory (available on the Order Line) that can be seen from the screenshot below. Checking the position inventory here, I can more easily see that there are two positions available per day and the following is available



- May 1st -> is already sold out. It is only at 75%, but both available spots based on the max count (2 in this example) are filled
- May 2nd -> also sold out. It only sold one of the 2 available spots, but it sold at 100% share of voice, so 0% is remaining
- May 3rd or 4th -> is wide open - so it is ok to book it.

NEW FLAT FEE LINE

Pricing Other Google Ad Manager Expected Sizes Creatives Custom Fields Production Notes Category MetaData Sales Rep(s)

Product: The Star Website SW1 Section: Finance Ratecard Flat Fee: 5,000.00

Ad Type: Flat Rate (google ad) Position: Share of Voice Position Adjustments: 0.00000

Contract: G/L Type: On Website Advertising Adjusted Flat Fee: 5,000.00

Ratecard: 2024 Standard Ratecard Material Status: Share of Voice: 100 %

Ratecard Line ID: 2787 Allocated Amount: 5,000.00

Des: INVENTORY FOR POSITION: SHARE OF VOICE POSITION

Availability by Month Availability by Day

		May 2024			
		1 We	2 Th	3 Fr	4 Sa
1	Backyard Beans Coffee Company - Lansdale Campaign ID: 15071 Line ID: 41074 Share of Voice: 50%	El Limon Lansdale Campaign ID: 15012 Line ID: 41082 Share of Voice: 100%	100%	100%	
2	Backyard Beans Coffee Company - Lansdale Campaign ID: 15071 Line ID: 41077 Share of Voice: 25%	0%	100%	100%	

4 5,000.00 0 0 0 0 0

Ad Server Inventory Position Inventory Product Inventory Cancel Add Line

Note - if importing positions, the [import template](#) has also been updated for the new inventory type. "V" is the code for share of voice

Inventory Type	Inventory types are: "N" for None; "I" for Impressions; "S" for Sponsorship/Tenancy and "V" for Share of Voice. Only relevant for Digital Products.
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Reorder GAM Custom Targeting

On the Google Ad Manager tab in order entry, you will now notice there is a button to pop up the GAM Custom Targeting options. The options were getting a little busy to keep them in the gray bar:



Click on the Add Custom Targeting button and a popup will open with the following options:

Select the Key, the operator, and the Target Value and add the rule. The window will stay open for additional target values, and you can close the window when finished.

Note in the example below, in the background I have already added "Car is BMW" AND "Buying Power is 75000" as the targeting. But perhaps now I want to open it a little more and say that the Car is BMW or Mercedes and leave the buying power as is. To do that, I can now "Insert an OR Clause" After a row, before a row, at the top or at the bottom and then Add a rule to put Mercedes in there.

Google Line ID [View in GAM] [API] 6699012852

Cost Type CPD Rotate Creatives Evenly

:: SYNC ISSUE(S) None

:: OTHER INFORMATION

:: INVENTORY Lavender.web

:: CUSTOM TARGETING car, buying power (bp)

	Key		Value(s)
1	car	Is	bmw
2	buying power (bp)	Is	75000

Add Custom Targeting

:: GEOGRAPHY

:: DEVICE CATEGORIES

:: BROWSERS

ADD CUSTOM TARGETS

Target Key car Is

Target Values mercedes

Create New Values

Insert New Rule in Position

Insert After 1

Insert an OR Clause Add Rule

:: CUSTOM TARGETING car, -- OR --, car, buying power (bp)				
	Key		Value(s)	Delete
1	car	Is	mercedes	✕
2	-- OR --			✕
3	car	Is	bmw	✕
4	buying power (bp)	Is	75000	✕

Add Custom Targeting

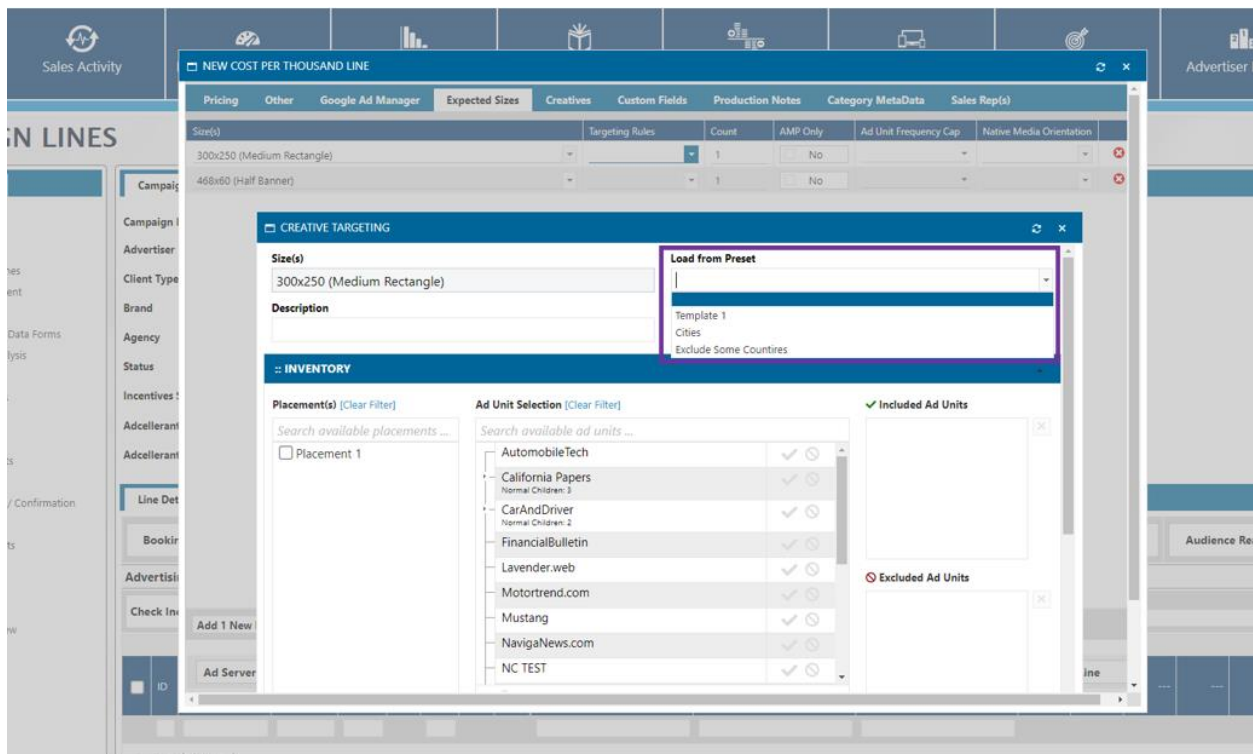
Alternatively, the three lines after the line number  can be selected and dragged up and down to reorder the list.

This functionality is available on the custom targeting grid in both the main GAM targeting tab and also in the creative targeting area.

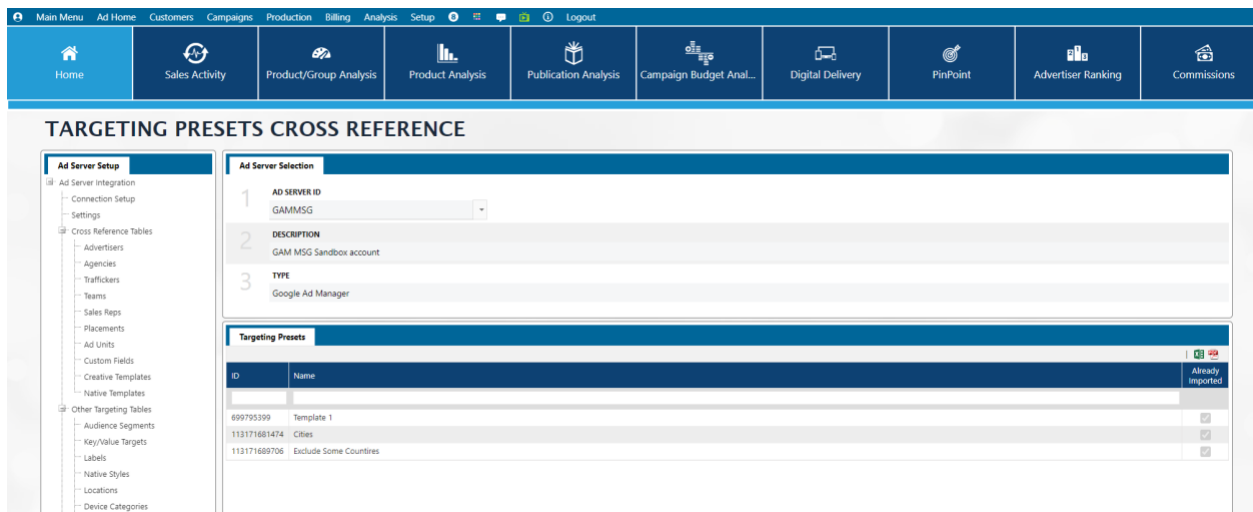
Targeting Presets supported on Creative Targeting

The load from Preset dropdown now is supported on the Expected Sizes tab on GAM lines:





These templates are set up in advance in GAM and then Sync'd in the Ad Server Integration Setup Targeting Presets node (Navigate to **Setup -> Admin -> Ad Server Integration Setup** to access the below screen):

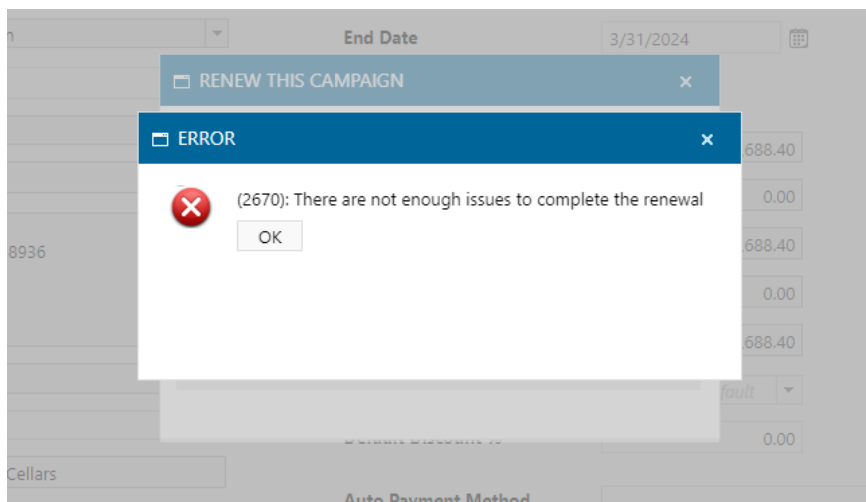


Extended Available Dates on Renewals

In previous versions, a renewal could only be ordered with a start date up to 60 days in the future. That has now been remedied to allow for renewals further into the future. The primary use case for this is in the obits category. In some markets, it is common to schedule the in-memoriam ad at the time of the original obit, but to be actually running one year later, so the 60-day limit was not desirable.

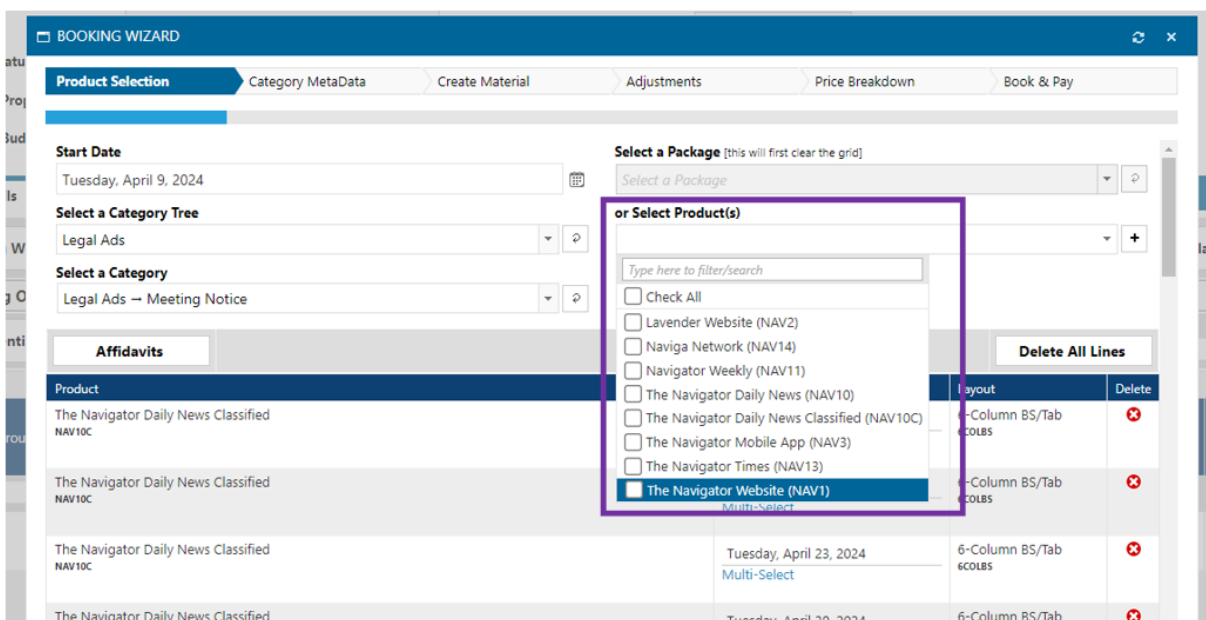


Important note - the issues must be defined in advance of trying to renew. If the issue dates are not yet defined, the user will get an error message and not be able to renew the order. Here is the error they would receive:



Filtered Product List in Booking Wizard

This was able to be pushed back to 2024.1, so many of you will already have seen this, but the list of products in the Booking Wizard is now filtered according to products configured to take ads in that category.



If the above selected category tree is listed below in Product Setup, then that product will be included on the dropdown list in the above window:



CATEGORY ASSIGNMENT

Product Setup

- PRODUCT GROUP SETUP
- PRODUCT SETUP
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 - Demographics
 - G/L Overrides
 - GL Overrides Import
 - Tax Overrides
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 - Ratecards
 - Price Adjustments
 - Price Adjustments Import
 - Auto Adjustments
- SECTIONS & POSITIONS

Category Assignment

Product ID The Navigator Times

Category Tree ID	Category Tree Name
AUTO	Automotive
EMPL	Employment
LEGAL	Legal Ads
MERCH	Merchandise
OBITS	Obituaries/Funerals
REAL	Real Estate
SVCSDIR	Services Directory

Add Categories +

Metadata Merge Tags for Affidavits

Metadata tags were added to affidavits back in the 2023.4 release, but only the Category Tree level metadata was supported. Starting in 2024.2, we now support metadata tags at the sub-categories level as well. Here is an example -

CATEGORY SETUP

Category Setup

- Classified Category Setup
 - Category Trees**
 - Metadata Adjustments by Product
 - Metadata Adjustments by Group
 - Category Templates
 - Classified Packages
 - Images

Category Tree Setup

Category Tree Legal Ads + Download

Category Structure

Add New Category

Expand All Collapse All

- Legal Ads
 - ** Headline (TEXT)
 - ** Body Text (MULTILINE_TEXT)
 - ** Affidavit (MULTI_SELECT)
 - ** County Details (MULTI_SELECT)
 - ** Body of Text (MULTILINE_TEXT)
 - ** Order Number (TEXT)
 - ** Logo (IMAGE)
 - ** test (TEXT)
- Bankruptcy
- INLTEST
 - ** Header (MULTILINE_TEXT)
 - ** Body (MULTILINE_TEXT)
 - ** Banner (TEXT)
- Name Change
- Public Notice
- Sheriff Sale

Supported Since 2023.4

New in 2024.2

Additionally, two new merge tags are now supported:



- Campaign Header PO Number - #CAMPAIGN_PO_NUMBER#
- Line-Item PO Number - #LINE_PO_NUMBER#

End Date Added to Issue Zone Configuration

An end date has been added to the Issue Zone Configuration screen, and it will default to 3 months.

ISSUE ZONE CONFIGURATION

Product Setup

- PRODUCT GROUP SETUP
- PRODUCT SETUP
 - Product Listing
 - Product Details
 - Material Handling
 - Audience
 - Demographics
 - G/L Overrides
 - GL Overrides Import
 - Tax Overrides
- PRICING RULES
 - Ratecards
 - Price Adjustments
 - Price Adjustments Import
 - Auto Adjustments
- SECTIONS & POSITIONS
 - Sections
 - Sections Import
 - Positions
 - Inventory by Position
 - Positions Import
 - Copy Sections/Positions
- ISSUE-BASED SETUP

Issue Zones Configuration

Product ID: The Navigator Times

Issue Selection Start Date: 4/6/2024

Issue Selection End Date: 7/6/2024

Get Data

Issue Zone Configuration

Import Zone Values

ID	Issue Date	Issue Description	Issue Close	Material Due Date	Orders	External ID	Set Circulation by Zone
11862	Monday, April 8, 2024	Apr 08, 2024	Sunday, April 7, 2024 4:00 PM	4/6/2024	True		Zones
11863	Tuesday, April 9, 2024	Apr 09, 2024	Monday, April 8, 2024 4:00 PM	4/7/2024	True		Zones
11864	Wednesday, April 10, 2024	Apr 10, 2024	Tuesday, April 9, 2024 4:00 PM	4/8/2024	True		Zones
11865	Thursday, April 11, 2024	Apr 11, 2024	Wednesday, April 10, 2024 4:00 PM	4/9/2024	True		Zones
11866	Friday, April 12, 2024	Apr 12, 2024	Thursday, April 11, 2024 4:00 PM	4/10/2024	True		Zones
11867	Saturday, April 13, 2024	Apr 13, 2024	Friday, April 12, 2024 4:00 PM	4/11/2024	False		Zones

This was done to speed up the load time when there are a lot of zones and/or a lot of issues. If the user clicks the button "Import Zone Values" and then downloads the template with current values, the download will be limited to only the issues in the selected range.

IMPORT ZONE VALUES FROM SPREADSHEET

Select Import File

Replace Current Values

☐ No

Download Template

If it isn't desired to limit the dates, the end date can be removed, and all issues will be returned.

New fields added to Bulk Update Campaign Status

Two new fields have been added to the configure output tab on the bulk update campaign status report.

Navigate to **Campaign -> Bulk Update Campaign Status**

Select the Configure output tab

Advertising Client Type and Advertising Client Type ID have been added as optional columns for both the on screen viewing and download columns.

New Fields Added to Production Reports

The following reports now contain "Entered by" information as an available column to add to the display and excel download:

- Production by Print Product
- Production by Product (non-print)
- Production Control by Controller
- Production by Sales Rep
- Production by Product Group

Line entered by and campaign entered by are both available:

New Field Added to Campaign Import

The Marketing Campaign ID has been added to the Campaign Import - so that can now be imported in along with other campaign header details.

Navigate to **Setup -> Admin -> Campaign Import** in the advertising module. Download the template by clicking on the Download Template button and notice that Marketing Campaign has been added in the last column (CZ).

IMPORT CAMPAIGNS

Campaign Import

Important Notes about the Excel Import Template:

- Columns in Bold are Mandatory.
- Columns highlighted in yellow must be a valid code ID in Elan.
- External ID is the Campaign ID from your old system. It is required to match lines to the campaigns on this import. A new Naviga ID will be assigned to each campaign and campaign line.
- If left blank, Category IDs are read from the Brand record. If creating a new brand, using the Create Missing Brands option, Category ID is required.

Use Legacy ID ☐ No

BILLED THROUGH CUT-OFF

Create Missing Brands ☐ No

Auto Create Material ☐ No

File to Import

Download Template

Test Import File

Import File

The ID from Marketing Campaign Setup is what should be entered into this field. Marketing Campaign setup can be found in **CRM Module -> Setup -> Marketing Campaign Setup**.

MARKETING CAMPAIGN SETUP

Setup

Campaign ID **New** **Delete** **Start Date**

Campaign ID	Short Description	Start	End
DEMO4	Something Special Marketing Campaign	12/1/2022	12/31/2024
DEMO5	Summer Marketing Campaign	3/1/2024	12/31/2024
DEMO2	Spring Marketing Campaign	2/1/2021	12/31/2022
DEMO3	2023 Demo Campaign	11/1/2022	12/31/2023
DEMO1	MQL from Marketing Campaign #1	6/1/2020	12/31/2022

▼ Items 1-5 out of 5

Is Inactive ☐ No

Opportunity Defaults

When a Lead is converted into a Sales Opportunity, the following defaults will be used.

Short Description

New Frequency Rate Option

When setting up frequency discount schedules, past versions allowed to offer a frequency discount off the entire rate, or off the base rate only. Now an additional option has been added to allow the frequency discount to be taken off just the overage amount.



FREQUENCY DISCOUNT SCHEDULES

Frequency Discounts

Schedule ID

CLS

New

Schedule Description
Classified Listing Frequency Breaks

Rounding
No Rounding

Apply to Base Rate Only
☐ No

Apply to Overage Only
☐ No

Rates

Frequency	Discount Percent from 1x Rate	
3	17.0000000000	✖
5	20.0000000000	✖
7	25.0000000000	✖
10	30.0000000000	✖
14	35.0000000000	✖
21	40.0000000000	✖
30	50.0000000000	✖

Frequency
Discount Percent

For example - assume there is a rate with a \$25 base charge, plus \$1.00 per line. Here are the three outcomes depending upon which option is selected, or if none are selected:

	A	B	C	D	E	F	G	H	I	J	K
1	Frequency Discount Options										
2	Scenario: Rate is \$25 plus \$1.00 per line										
3	Ad is 5 lines										
4	25% discount for 3 Insertions										
5											
6	Base Rate = No & Overage Rate = No										
7	\$25.00					$(\$30 * 3) * (1-.25) =$	\$ 67.50	Cost for 3 Insertions			
8	+ \$5										
9	\$30	<-	Cost for one Insertion								
10											
11											
12	Base Rate = Yes & Overage Rate = No										
13	\$25.00					$(25*3)*(1-0.25)+(5*3) =$	\$ 71.25	Cost for 3 Insertions			
14	+ \$5										
15	\$30	<-	Cost for one Insertion								
16											
17											
18	Base Rate = No & Overage Rate = Yes										
19	\$25.00					$(1-0.25)*(5*3)+(25*3) =$	\$ 86.25	Cost for 3 Insertions			
20	+ \$5										
21	\$30	<-	Cost for one Insertion								
22											
23											



New search fields on Campaign Search

Two new fields have been added to the Campaign Search / Campaign Inquiry screen:

The screenshot displays the 'CAMPAIGN SEARCH' window. The 'Search Criteria' section includes fields for Advertiser ID, Advertiser Name, Agency ID, Agency Name, Campaign ID, Campaign Description, Campaign Manager, Product Group, Product, Section, Position, Status, Currency, External ID, Line ID, Invoice ID, Campaign P.O. Number, Material ID, Production Controller, Start Range, and End Range. The 'Campaign Manager' and 'Production Controller' fields are highlighted with red boxes. The 'Results' section shows a table with columns: ID, Description, Type, Product Group, Advertiser / Brand, Start Date, End Date, Rep(s), Status, Campaign P.O. Number, and Net Amount. The table is currently empty, displaying 'No Records Returned'.

In addition to other fields, user can now search on Production Controller and Campaign Manager. These fields are found on the campaign header.

This search can be found by navigating to **Campaigns -> Campaign Inquiry**, or **Campaigns -> Edit a Campaign** and then clicking the magnifying glass next to the campaign ID field.

The screenshot displays the 'CAMPAIGN ENTRY' window. The 'Campaign Setup' section includes fields for Campaign ID, Campaign Billing Type, Campaign Description, and Advertiser ID. The 'Campaign ID' field is highlighted with a red box, and a magnifying glass icon is visible next to it. The 'Other Information' section is also visible.



Group Security Changes - Advertising

Page Eq Override

There is a new setting in Group Security to allow for overwriting the Page Eq. on a line item. The default setting is set to "no" which is the same behavior as what a user was allowed to do in prior versions.

PRODUCTION WORKFLOW

- Advertising Security
 - Status Codes
 - Reports
 - Client Approval Requirements
 - Discounting & Campaign Approvals
 - Campaign Header Security
 - Campaign Line Item Security**
 - Campaign Billing Security
 - Naviga Inventory
 - Google Ad Manager Inventory

18. PREVENT CHANGES ON MATERIAL ATTACHED TO PAST ORDER LINES

19. ☐ No

20. RESTRICT G/L TYPE IN LINE OVERRIDE TO CODES ON PRODUCT

20. ☒ Yes

21. ALLOW OVERRIDE OF PAGE EQ ON PRINT ORDERS IN FULL LINE ENTRY

21. ☐ No

The reason someone might want to update the page eq is to accommodate for editions, or partial distributions of an ad. For example, suppose a publication offered two different editions - a north and a south edition. For simplicity, we will assume that each edition was 1/2 the total circulation. If an advertiser wished to run a full page ad in both editions, but perhaps use different material for each, then two line items would be booked - one line for each edition. Each line item would be a full page ad, or 1.0 Page Eq. and in reports, the entire ad would appear as if two pages were run - but in reality, it was just a single full page - but just split into the two editions. This security will allow the user to overwrite the page eq on each line to be half a page (or other appropriate fraction), rather than a full page to accommodate this scenario.

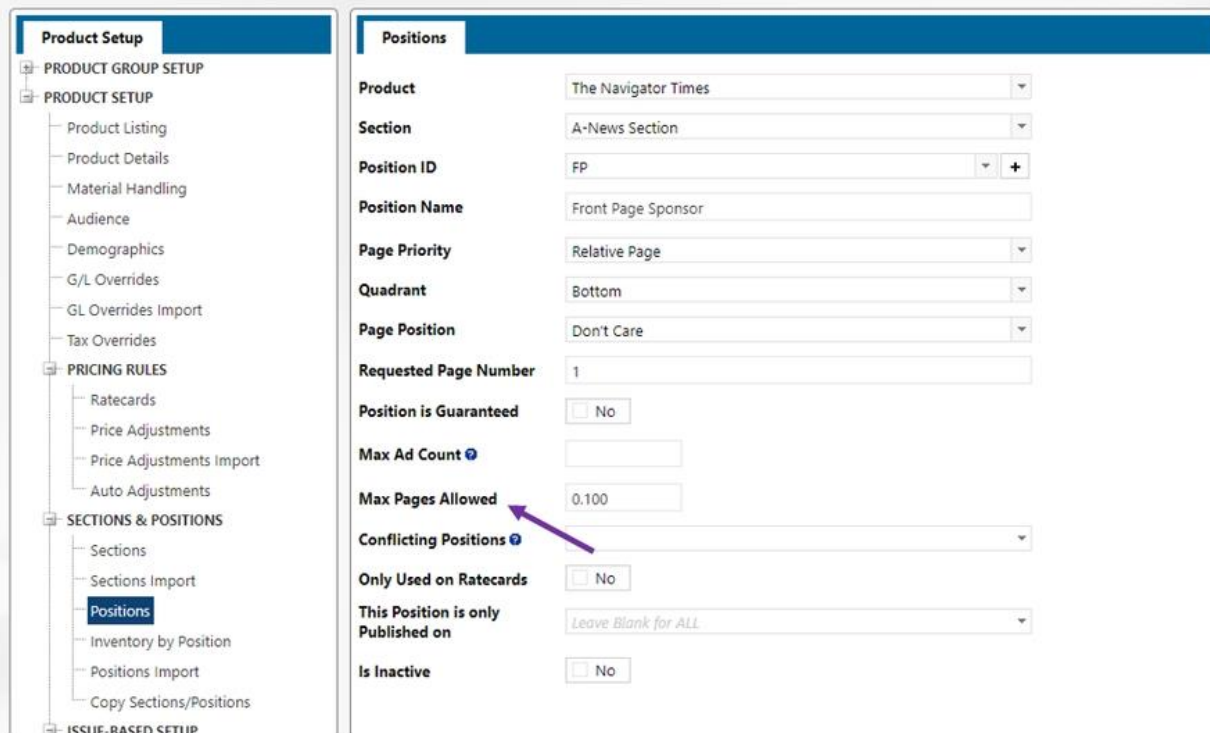
The Orders by Product Report, Sales Activity Report, as well as multiple Production reports were updated to accommodate this new function. Previously, the system would get the number of lines from the ratecard to calculate the page eq, but now it is looking at the lines on the order, since the actual lines could differ from the ratecard if they were overwritten by a user with permission.

Important to Note: If you are using Max Pages Allowed in Position Inventory, changing the Page Eq will affect available inventory for that date - so be cautious about who gets that



permission and they understand the effect it has on inventory.

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 - Price Adjustments Import
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- SECTIONS & POSITIONS
 - Sections
 - Sections Import
 - Positions**
 - Inventory by Position
 - Positions Import
 - Copy Sections/Positions
- ISSUE-RATE SETUP

Positions

Product: The Navigator Times

Section: A-News Section

Position ID: FP

Position Name: Front Page Sponsor

Page Priority: Relative Page

Quadrant: Bottom

Page Position: Don't Care

Requested Page Number: 1

Position is Guaranteed: ☐ No

Max Ad Count:

Max Pages Allowed: 0.100

Conflicting Positions:

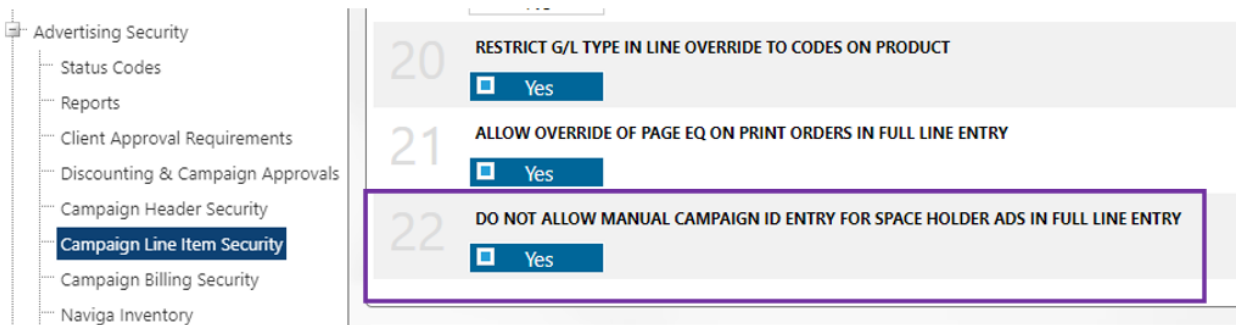
Only Used on Ratecards: ☐ No

This Position is only Published on: Leave Blank for ALL

Is Inactive: ☐ No

New Setting For Placeholder Ads

There is a new setting called "Do not allow manual campaign id entry for space holder ads in full line entry"



Advertising Security

- Status Codes
- Reports
- Client Approval Requirements
- Discounting & Campaign Approvals
- Campaign Header Security
- Campaign Line Item Security**
- Campaign Billing Security
- Naviga Inventory

20 RESTRICT G/L TYPE IN LINE OVERRIDE TO CODES ON PRODUCT ☒ Yes

21 ALLOW OVERRIDE OF PAGE EQ ON PRINT ORDERS IN FULL LINE ENTRY ☒ Yes

22 DO NOT ALLOW MANUAL CAMPAIGN ID ENTRY FOR SPACE HOLDER ADS IN FULL LINE ENTRY ☒ Yes

The previous behavior was that in Full Line Entry a user could select the spaceholder parent campaign number from a dropdown list of matching, available campaigns (as shown below). If there was a parent campaign available in the same range as the child campaign, then the parent campaign would be available here for linking. If the parent was not in the same date range as the child or did not have any available spots left (based on the max component count), the parent campaign would not be listed. The user, however, could still manually type in the ID and it would save.



EDITING FLAT FEE LINE: 5594

Line Details Creatives / Materials Production Notes **Other Options** User Defined Fields Category MetaData Rep Assignments Affidavits

Other Settings

Custom Data Form

External Project URL

[Go to External Project](#)

Marketing Content Template

Line Item P.O. Number

Override Tax

Replace Price on Invoice ☐ No

Split Run ☐ No

Production Link

Space Holder Campaign ID

Number of Tearsheets to Supply

Affiliate Publisher

Affiliate Publisher

Affiliate Commission Percent

Placement Options

Page Priority

Quadrant

Page Position

Requested Page Number

Position is Guaranteed ☐ No

Override Artwork Type

Internal Comment

Campaign ID	Description	Product Name	Start	End	Status	Total Spots
1764	Parent Ganged Ad	The Navigator Daily News Classified	12/1/2023	12/1/2023	IS	2

Setting this new flag to Yes will prevent the user from typing the Campaign ID manually into this field. Setting it as No will keep the previous behavior and the user will be allowed to continue typing in a value in that field.

Allow Cancel by Campaign Status

There is a new Campaign Header Security which gives more granular permissions on the ability to cancel campaigns. This is a setting I think a lot of sites will want to take advantage of. This allows admins to control the ability to cancel a campaign by the status of the campaign. For example, it might be perfectly reasonable to allow a sales rep to cancel a quote campaign. Perhaps they created several proposals for a client, the client picked one, and they want to clean up the remaining quotes by cancelling them. Once a campaign is in confirmed status, or even Invoicing Started status, it might need to be much more controlled as to who can cancel one of those campaigns.

Campaign Header Security

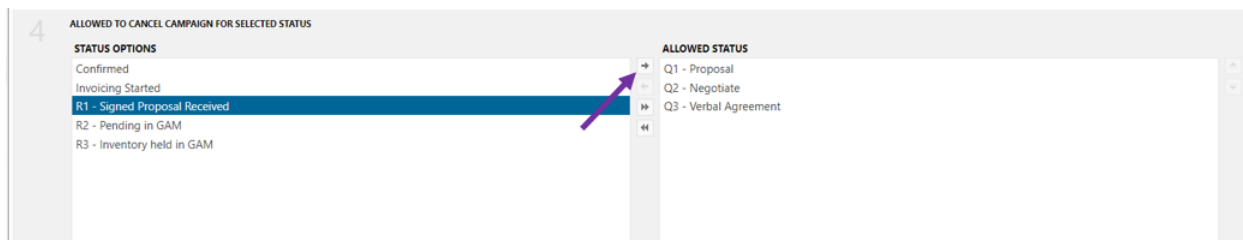
CAMPAIGN HEADER SECURITY

- ALLOWED TO CREATE NEW CAMPAIGNS**
☒ Yes
 Users may be allowed to view or edit campaigns but disallowed from creating new campaigns.
- ALLOWED TO EDIT CAMPAIGNS**
☒ Yes
 This setting would provide view only access to campaigns and prevent all editing.
- ALLOWED TO CANCEL CAMPAIGNS**
☒ Yes
 Restricts ability to cancel existing campaigns.
- ALLOWED TO CANCEL CAMPAIGN FOR SELECTED STATUS**

STATUS OPTIONS	ALLOWED STATUS
Confirmed	☐
Invoicing Started	☐
Q1 - Proposal	☐
Q2 - Negotiate	☐
Q3 - Verbal Agreement	☐
R1 - Signed Proposal Received	☐
R2 - Pending in GAM	☐
R3 - Inventory held in GAM	☐



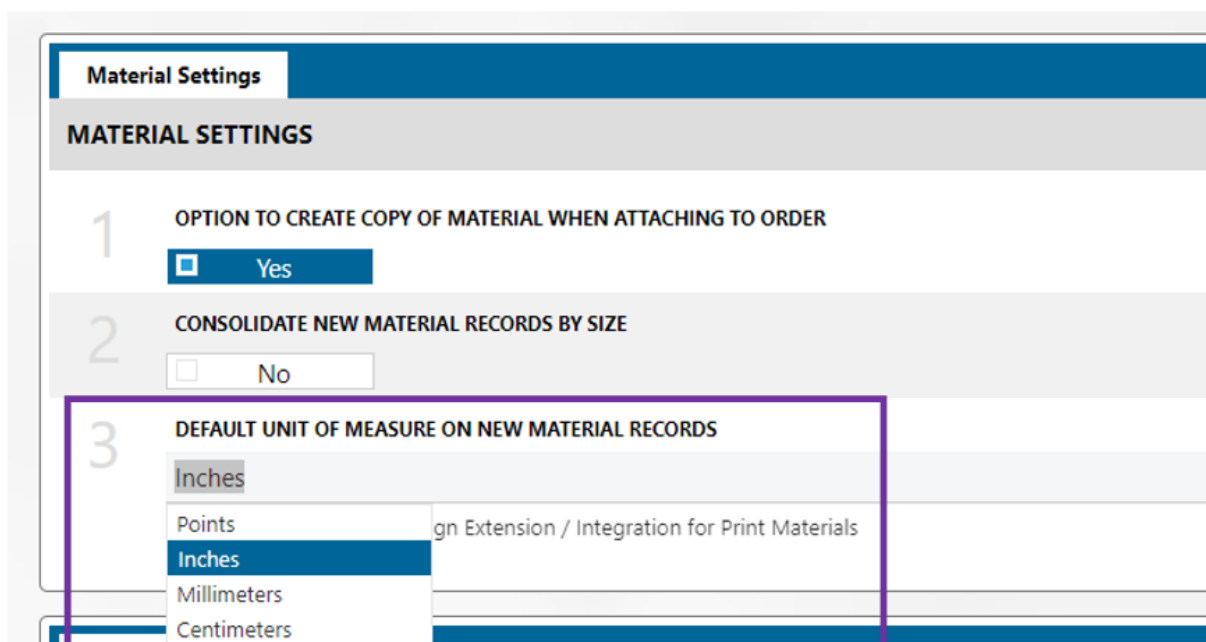
The above screenshot is how it will look upon upgrade. If #3 is set to allow to cancel, and no statuses are selected, user will be allowed to cancel in all statuses. (If the user shouldn't be allowed to cancel campaigns in any status, then #3 should be "No") To only allow the user group to cancel quotes, select "Yes" in allowed to cancel and select the desired statuses and move them over to the "Allowed Status" column. Save the changes.



Advertising System Parameters

New Material-Related Setting

A new setting is available in System Parameters to drive the default behavior of the unit of measure in creatives designed in InDesign. This will be set to POINTS as a default, so sites will want to visit this parameter if a different setting is preferred. Navigate to **Setup -> Admin -> System Parameters** to edit the following setting:



What is set above will drive the default here on new material creation. The user can also override the default by manually selecting an alternate unit of measure on a material by material basis.

InDesign Extension

DOCUMENT LAYOUT

Unit of Measure
Inches

Page Count
[Empty field]

Facing Pages
☐ No

Columns
[Empty field]

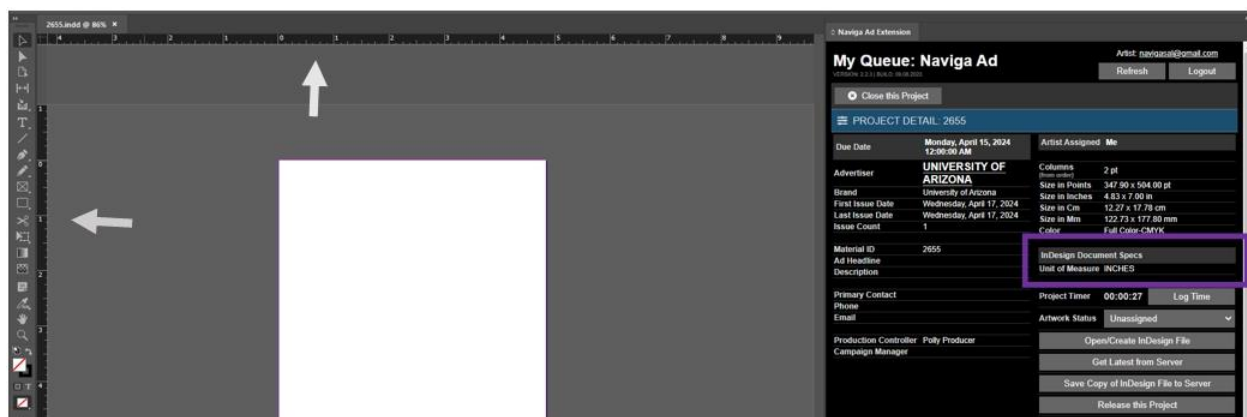
MARGINS

Top
[Empty field]

Bottom
[Empty field]

Inside
[Empty field]

The above will then affect what is set here in InDesign, on the ad information and in the behavior of the toolbars



Keep Package ID after editing in Full Line Entry

When booking a campaign via Quick Line Entry, using a package, that line item will be displayed with the package ID under the line ID, as shown below:

☐	6665	The Navigator Website Package: Navigator Gold Package Size: Square Pop up (300 x 300), 5/1/2024 Section: A1,1 Position: TOP	Open CPM Rate	CPM	5/1/2024	12/31/2024	0.00	82.24	79.59	82.24	82.24	79.59	82.24	79.59	82.27	650.00	0.00%
☐	6666	The Navigator Times Package: Navigator Gold Package Size: 4x6 Section: Main Position: RGS Color: Full Color CMYK (4C)	Color Display - Column Inch	PCOL	5/1/2024	5/1/2024	0.00	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	0.00%
☐	6667	Navigator Magazine Package: Navigator Gold Package Size: 1/2 Page (H) (7.375 x 4.875) Section: A1,1 Position: R4P Color: Full Color CMYK (4C)	1/2 Page (H) (Mag)	PMOD	6/1/2024	6/1/2024	0.00	0.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00%
☐	6668	Navigator Magazine Package: Navigator Gold Package Size: Full Page (Mag) (7.375 x 9.75) Section: A1,1 Position: RGS Color: Full Color CMYK (4C)	Full Page (Mag)	PMOD	7/1/2024	7/1/2024	0.00	0.00	0.00	13,000.00	0.00	0.00	0.00	0.00	0.00	13,000.00	0.00%
☐	6669	Navigator E-Newsletter Package: Navigator Gold Package Size: Leaderboard (728 x 90) Section: A1,1 Position: TOP	LeaderBoard	CPD	6/28/2024	6/28/2024	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00%
							1,000.00	3,482.24	11,079.59	14,082.24	1,082.24	1,079.59	1,082.24	1,079.59	1,082.27	35,050.00	

If any of those lines were subsequently edited in Full Line Entry, then the package ID would be removed and it would no longer be considered to be purchased as part of the package. This ID isn't really used anywhere inside Naviga, but some of our clients are using it in Informer to

analyze package use, and they did not want the ID to be removed on edited lines. So that is now a system level option if you wish to retain package id after individual line edit

Navigate to **Setup -> Admin -> System Parameters** and set this option to yes if you wish for the package ID to remain. The default is "no" to keep the original behavior.

17 **RETAIN PACKAGE ID AFTER INDIVIDUAL LINE EDIT**

☒ Yes

When an individual line item that was originally created via Quick Line Entry or another Package Entry method is subsequently edited and saved, the Package ID is cleared out. Set this flag to retain the original Package ID even if the line item is edited individually.

“Derive Period From” Options

There is a new dropdown in 24.2 which affects how the period is determined for digital, performance campaigns, which run over a date range.

7 **DERIVE PERIOD FROM**

Derive Period from Mid-Month

8

Derive Period from Start Date

Derive Period from End Date

Derive Period from Mid-Month

In prior releases this question read "Derive Period from End Date" and it was a Yes/No Flag. If no, then it would Derive the Period from the start date, yes meant it derived from the end date. Now, there is a third option to Derive the Period from Mid-Month.

The goal of this mod was to better support our 5-4-4 Financial Period customers. This will not affect the posting period during billing...that will continue to be based on the selection made on the Generate invoices screen, but this will affect reports in CRM and Advertising modules, so that digital lines better reflect the period which they will be posted to.

NOW THIS IS REALLY IMPORTANT!! - IF you are a live customer, and want to switch to a mid-month setting here - DO NOT SELECT THIS WITHOUT TELLING NAVIGA SUPPORT. There is a data conversion that we need to run for this to update running orders. If you select it and do not tell us, then the setting will only apply to future orders.

Faster Load Times on Advertising Home Screen

Some of you will notice better performance on the home screen in the Advertising Module if you are assigned the view called "Executive home page & navigation." Previously, the screen wouldn't load until all the calculations at the top in the "Net Confirmed Orders" box were completed. Now, the rest of the page will go ahead and load and you will see dashes at the top of the screen until that calculation is finished.

Main Menu
Ad Home
Customers
Campaigns
Production
Billing
Analysis
Setup
Logout

Home
Sales Activity
Product/Group Analysis
Product Analysis
Publication Analysis
Campaign Budget Anal...
Digital Delivery
PinPoint
Advertiser Ranking
Commissions

HOME: ADVERTISING DASHBOARD

In the Last 7 Days
In the Last 30 Days
In the Last 60 Days
In the Last Quarter
In the Last Year

Customer Search
Go

Last Accounts
Campaigns

Type	Name	Account ID	City	State	Zip	Country	Accounting Summary	Advertising Summary
Advertiser	University of Arizona	100197	TUCSON	AZ	85721	USA	A/R	AD
Advertiser	United Parcel Service	100026	CHICAGO	IL	60604	USA	A/R	AD
Advertiser	Fontheil Castle	100291	DOYLESTOWN	PA	18901	USA	A/R	AD
Advertiser	Stone & Key Cellars	100211	Montgomeryville	PA	18936	USA	A/R	AD
Advertiser	Adventurer World	100140	Horsham	PA	19044	USA	A/R	AD
Advertiser	Ogilvy & Mather	100044	NEW YORK	NY	10017	USA	A/R	AD
Advertiser	BMW of North America, LLC	100057	WESTWOOD	NJ	07677	USA	A/R	AD
Advertiser	Law Offices of Dewey, Cheatem, & Howe	100183	NEW YORK	NY	10001	USA	A/R	AD
Advertiser	Landside Courthouse	100162	LANSDALE	PA	19446	USA	A/R	AD
Advertiser	Indian Valley Scuba	100181	HARLEYSVILLE	PA	19438	USA	A/R	AD
Advertiser	Top Travel	100082	London		E4	GBR	A/R	AD
Advertiser	Union Travel	100080	London		N2 9BH	GBR	A/R	AD
Advertiser	Audi UK	100090	London		WC2 8PP	GBR	A/R	AD
Advertiser	Oslo Cinemathek	100227		Oslo	0105	NOR	A/R	AD

Reports

Favorites	Description	Report No.
★	12 Period Analysis	1022
★	Adjustments Usage Report	ADL117
★	Advertiser Orders	3
★	Advertiser Ranking Report	101
★	Informer Dashboards	ADL233
★	Issue-based Product Analysis	ADL111
★	New / Lost Advertisers	265
★	Orders by Period	182
★	Orders by Product	ADL147
★	PinPoint Analysis	46
★	Processed Commissions Report	968
★	Product/Group Analysis	898
★	Rep Commission Summary	136
★	Agency Orders	4
★	Campaign Performance	116
★	Campaigns w/ Credit Issues	16

Configurable Columns

Update Page Number in An Issue Report
 Navigate to **Production -> Update Page Numbers in an Issue**

This report was getting a little crowded, so now each user can select which columns they would like to see on screen and in the download.

UPDATE PAGE NUMBERS IN AN ISSUE

Selected Product: The Navigator Times
Issue: 4/12/2024
Get Orders

Orders in Issue
Configure Output

Generate Label File

Page: 1 of 2
Page size: 50

ID	Campaign	Advertiser ID	Advertiser	Material ID	Ad Headline	Campaign Status	Size Description	Ad Type	Section	Position	Teasheet URL	Page No.
6163.15	1908	100160	McCorkle Funeral Home	1335	Vass, ROBERT M.	Invoicing Started	Classified - Best, Inch	CLS Column-Inch	Classifieds			CLS2
6164.15	1908	100160	McCorkle Funeral Home	1328	VERNA, HELEN "HONEY" M. (	Invoicing Started	Classified - Best, Inch	CLS Column-Inch	Classifieds			CLS2
6165.15	1908	100160	McCorkle Funeral Home	1329	ALEXANDER, SARAJANE PETT	Invoicing Started	Classified - Best, Inch	CLS Column-Inch	Classifieds			CLS2
6166.15	1908	100160	McCorkle Funeral Home	1330	Roger - in Memoriam	Invoicing Started	Classified - Best, Inch	CLS Column-Inch	Classifieds			CLS2
6167.15	1908	100160	McCorkle Funeral Home	1331	Harold Black	Invoicing Started	Classified - Best, Inch	CLS Column-Inch	Classifieds			CLS2
6168.15	1908	100160	McCorkle Funeral Home	1332	Mary James - in Mem	Invoicing Started	Classified - Best, Inch	CLS Column-Inch	Classifieds			CLS2
6176.15	1909	100160	McCorkle Funeral Home	1320	Bloom Minne	Invoicing Started	Classified - Best, Inch	CLS Column-Inch	Classifieds			CLS2
6177.15	1909	100160	McCorkle Funeral Home	1321	GOREN, NORMAN T	Invoicing Started	Classified - Best, Inch	CLS Column-Inch	Classifieds			CLS2
6178.15	1909	100160	McCorkle Funeral Home	1322	Gould, FRANCIS XAVIER, III	Invoicing Started	Classified - Best, Inch	CLS Column-Inch	Classifieds			CLS2
6179.15	1909	100160	McCorkle Funeral Home	2047	1 Column x 68.39 Agate Line	Invoicing Started	Classified - Agate Line	CLS Cost Per Agate Line	Classifieds			CLS2
6180.15	1909	100160	McCorkle Funeral Home	2048	1 Column x 61.25 Agate Line	Invoicing Started	Classified - Agate Line	CLS Cost Per Agate Line	Classifieds			CLS2
6185.15	1910	100159	Miller Funeral Home	1323	JOHNSTON, ANNE MARIE (NI	Invoicing Started	Classified - Good, Inch	CLS Column-Inch	Classifieds			CLS2
6186.15	1910	100159	Miller Funeral Home	1324	Lyons, Michael	Invoicing Started	Classified - Good, Inch	CLS Column-Inch	Classifieds			CLS2
6187.15	1910	100159	Miller Funeral Home	1334	REDICAN, JOSEPH J. SR.	Invoicing Started	Classified - Best, Inch	CLS Column-Inch	Classifieds			CLS2
6188.15	1910	100159	Miller Funeral Home	1333	RUTH J. MAGEE	Invoicing Started	Classified - Best, Inch	CLS Column-Inch	Classifieds			CLS2

Click on the Configure output tab and select desired columns to see on the page:

UPDATE PAGE NUMBERS IN AN ISSUE

Selected Product
The Navigator Times
Issue
4/12/2024
Get Orders

Orders in Issue
Configure Output

ON SCREEN COLUMNS

Reset Configuration
Save Configuration

Available Grid Columns
Brand
Agency ID
Agency
Material Status ID
Material Status
Ad Type ID
Edition ID
Section ID
Position ID
Page Eq.
Edition

Selected Grid Columns
ID
Campaign
Advertiser ID
Advertiser
Material ID
Ad Headline
Campaign Status
Size Description
Ad Type
Section
Position
Teasheet URL
Page No.

Excel Export Columns

Reset Configuration
Save Configuration

Available Export Columns
Page Eq.

Selected Export Columns
ID
Campaign
Advertiser ID
Advertiser
Brand
Agency ID
Agency
Material ID
Ad Headline
Material Status ID
Material Status
Campaign Status
Size Description
Ad Type ID
Ad Type
Edition ID
Edition
Section ID
Section
Position ID

On the right columns in both the On Screen Section and the Excel Export Section are the list of what will be displayed. Move some or all items back and forth to the left column using the single or double arrows.

Sales Rep Activity Report

The Sales Rep Activity report was also starting to require the user to scroll to the right quite a bit - so now these columns are configurable (and a few more fields were added). Previously this was more of a Brand Report. There was a column called Advertiser Brand Name, which was really just the Brand. There are now two separate columns for Advertiser and for Brand. This makes it more consistent with how other reports behave as well.

New columns were also added for Page Eq and Sales Rep Page Eq. The Rep Page Eq was brought forward from the Classic system. It accounts for a shared account. So, if it was a full page ad, and the ad was a 50-50 split with two reps, then each rep will have .5 Page Eq.

This report can be found by navigating to **Analysis -> Sales Rep Reports -> Sales Rep Activity Report**

SALES ACTIVITY REPORT

Product Group
or Select Product(s)
Order Sales Rep
Starting On
Ending On
Campaign UDF Text 1
Exclude Campaigns with Quote Status
Refresh Data

Product Group
or Select Product(s)
Order Sales Rep
Starting On
Ending On
Campaign UDF Text 1
Exclude Campaigns with Quote Status
Refresh Data

Campaigns
Configure Output

Drag a column header and drop it here to group by that column

Page: 1 of 6
Page size: 50

Item 1 to 50 of 258

Line ID	Campaign ID	Advertiser	Order Rep/Line Item	Rpt %	PRI Description	Agency	Product Group	Product Description	Ad Type	Line Item Description	Size ID Description	Col by inch	Section	Position	Date the order was booked	Start Date	End Date	Rep Split Amount	Local Amount	Campaign Status	Sales Rep Page Eq	Page Eq.
6006	1876	BBH Photo	Bob Haggie	50.00	Retail		NAVIGA	The Navigator Times	Print Display, Modular	Full Page 4C	Full Page (85)		C-Sports Section	Run of Section	10/9/2023	4/1/2024	4/1/2024	3,200.00	6,400.00	IS	0.500	1.000
6006	1876	BBH Photo	Donna Beasley	50.00	Retail		NAVIGA	The Navigator Times	Print Display, Modular	Full Page 4C	Full Page (85)		C-Sports Section	Run of Section	10/9/2023	4/1/2024	4/1/2024	3,200.00	6,400.00	IS	0.500	1.000
6163	1908	McCorkle Funeral Home	Kelly Smith	100.00	Funeral Services and Crematories		NAVIGA	The Navigator Times	CLS Column-Inch	Classified - Best, inch		1x3.604	Classifieds		12/15/2023	4/5/2024	4/5/2024	47.00	47.00	IS	0.032	0.032
6163	1908	McCorkle Funeral Home	Kelly Smith	100.00	Funeral Services and Crematories		NAVIGA	The Navigator Times	CLS Column-Inch	Classified - Best, inch		1x3.604	Classifieds		12/15/2023	4/12/2024	4/12/2024	47.00	47.00	IS	0.032	0.032
6163	1908	McCorkle Funeral Home	Kelly Smith	100.00	Funeral Services and Crematories		NAVIGA	The Navigator Times	CLS Column-Inch	Classified - Best, inch		1x3.604	Classifieds		12/15/2023	4/19/2024	4/19/2024	47.00	47.00	IS	0.032	0.032
6163	1908	McCorkle Funeral Home	Kelly Smith	100.00	Funeral Services and Crematories		NAVIGA	The Navigator Times	CLS Column-Inch	Classified - Best, inch		1x3.604	Classifieds		12/15/2023	4/26/2024	4/26/2024	47.00	47.00	IS	0.032	0.032
6164	1908	McCorkle Funeral Home	Kelly Smith	100.00	Funeral Services and Crematories		NAVIGA	The Navigator Times	CLS Column-Inch	Classified - Best, inch		1x9.052	Classifieds		12/15/2023	4/5/2024	4/5/2024	87.87	87.87	IS	0.080	0.080
6164	1908	McCorkle Funeral Home	Kelly Smith	100.00	Funeral Services and Crematories		NAVIGA	The Navigator Times	CLS Column-Inch	Classified - Best, inch		1x9.052	Classifieds		12/15/2023	4/12/2024	4/12/2024	87.87	87.87	IS	0.080	0.080

Same as above with the Update Page numbers in an issue, the user here can go to the configure columns tab and select only the columns that they wish to see on this report.

Venture Forward

22

Change Delivery Method in Reverse Campaign Billing

When doing regular billing, you could already manually change the delivery method to something other than that customer's normal delivery method as a one-time change for that invoice. Now, that same functionality is available when doing a reverse campaign invoice.

REVERSE CAMPAIGN INVOICING

Campaign Billing

- Campaign Billing
 - Prepare Performance Billing
 - Prepare Flexible Billing
 - Generate Invoice(s)
 - Print Invoice(s)
 - Regenerate Invoice(s)
 - Reverse Campaign Invoicing**
- Campaigns with Problems
 - Billing Schedule Issues
 - Credit Issues
 - Missing Actuals
 - Credit Card Issues
 - Campaigns Awaiting Credits

Reverse Campaign Invoicing

This process allows you to reverse all invoicing that has been done against a partially or fully billed campaign, producing a reversing credit. This will NOT cancel the campaign, nor will it affect any Ad Server integration.

The most likely use of this function is when the wrong party was billed and now needs to be credited.

After the campaign invoicing has been reversed, you can change the bill-to on the campaign entry screen.

Campaign ID: 1969

Invoices to be Reversed

Invoice ID	Invoice Date	Invoice Batch	Period	Paid	Amount	Tax	Balance	Delivery Method	
IN6201T	1/31/2024		2024-01	☐	229.04	0.00	0.00	Email	☐
IN6296T	2/29/2024		2024-02	☐	229.04	0.00	0.00	Email	☐
IN6374T	3/31/2024		2024-03	☐	286.30	0.00	0.00	Email	☐

Reset Reverse Invoices

Navigate to **Billing -> Campaign Billing -> Campaign Billing** and select the Reverse Campaign Invoicing node.

Enter the campaign ID for the relevant campaign and press the circular arrow to the right. The invoice(s) for that campaign will be displayed. Select one or more invoices to be reversed as needed.

The Delivery Method will be displayed along with a pencil icon to edit if desired. Click the pencil icon to get a dialog box for editing:

DELIVERY OVERRIDE OPTIONS

Invoice ID: IN6374T

Delivery Method: Email

Email Invoice to: bybeansdemo@gmail.com

Cancel Save



The Delivery method is a dropdown and the choice can be changed. Options are Email, Print, or Print & Email. Select email and enter a valid email address OR select Print and enter a person's name OR select Email & Print and enter both a name and an email address.

CRM Module

Decimal Points Change in Opportunity Products

When adding a column x inch (cm or mm) ad in the Opportunity Product Grid, prior versions required a whole number for the columns and allowed just 2 decimal places for the inches:

PCOL	100.00000	6.26	626.00	✖
TOTAL COLUMN/INS				
2 3.13				
COLUMNS INCHES				

This has now been changed to mirror what is available in Order Entry:

PCOL	100.00000	16.746	1,674.60	✖
TOTAL COLUMN/INS				
2.35 7.126				
COLUMNS INCHES				

Accounts Receivable Module

Statement Template Change

There has been a change to the way the system chooses which statement to use when sending A/R statements. There are multiple places where a statement template can be attached.

1. There is a default form that can be set on the A/R Header. This is found in the **A/R Module -> Setup -> Admin -> A/R System Setup** menu.

Statement Forms	
Statement Forms	
1	USE NAVIGA FORMS ☒ Yes
2	DEFAULT NAVIGA STATEMENT FORM GLC statement A/R Setup Select an Statement Form

2. There is a Company Override which can be setup to have a different template and/or logo per system company, which will override the A/R Header. This setting can be



found in the **G/L Module -> Setup -> Admin -> Company Setup** Menu.

Statements	
Override Statement Form	ALL Fields
Override Statement Form Logo	A&W Dynamic Duo
Parent Company for Statements	

- There is an override available on the customer, which will override both the Company and the A/R System Setup. This can be found on the Advertising module node in Name Maintenance.

Override Invoice & Statement Form Settings	
Performance Invoice Form	Select an Invoice Form
Flexible Invoice Form	Select an Invoice Form
Statement Form	Select a Statement Form
Forms Logo	

- And finally, there is an override during statement processing which will override ALL the above selections and use the selected form for all statements in the batch. There is also a new tool tip  on these overrides. The user can hover over it to be reminded of the places where the template can be set, and that these dropdowns will override all of them.

GENERATE STATEMENTS

Template Options

You may save the report settings you have made as a template to use at a later time. To do this, select either an existing Template to save over, or enter a Description for a New Template.

If you do not want to save these options, simply click OK to Generate this Report.

Save Over Template

-- OR --

New Template Name

Statement Run Options

Statement Run Type

Statement Date

Statement Form

Agency Form

Parent Co. Form

Cancel **Generate Statements**

Previously, the A/R header default would get placed into the Statement processing override and used for processing. The customer default would override this, and the Company override would override all of it. So it wasn't in a very usable format for those wanting to use the Company override, but still be able to have customer-specific statements. So this makes the selection more logical. Just be sure that you don't select an override during statement processing, unless you really want to override everything.

If there isn't a statement defined at any of these four levels, an error message will display and the user will be prompted to select an override.

Group Security Change

There is a new setting in A/R Group Security for the Payment Methods the user is permitted to take. The same setting previously was in the Advertising Module, so that has now been moved under the A/R security settings. The previous yes/no flag "allowed to enter credit card payments" was removed, since this setting will control that permission.



In prior releases, the setting applied to taking payments in the ad module, and only some screens in the A/R module. For consistency, this one setting now applies to both Ad and A/R Modules, so hopefully it will reduce confusion and eliminate the possibility to have conflicting setups in different modules.

The basic cash entry features are as follows (No change in behavior compared to prior releases for #4 and 5):

1. **Allowed to Enter/Apply Checks:** If checked users can enter new checks and apply the checks to payments to advertiser orders & invoices. When Entering check payments, users may be allowed to enter Cash, Check, BACS Transfer, and/or Electronic Transfer - depending upon selections available in #3 below - "Allowed Payment Types." (The other payment types under #3 are not related to taking check payments so do not apply here)
2. **Allowed to Enter G/L Cash:** If checked, users will be allowed to enter G/L Cash when they click this sub menu in the A/R module Payments menu. If this is disabled, user will receive an error message: "You do not have the Security for this option." The payment types allowed for G/L Cash Entry are the same as applying checks - Cash, Check, BACS Transfer, and/or Electronic Transfer - depending upon selections available in #3 below - "Allowed Payment Types."
3. **Allowed Payment Types:** Credit Card, New Check, Cash on Account, Trade and so forth. You can choose one or more payment types. If left blank, all methods of payment are allowed. What is set here will affect the payment types allowed in Exhibitions, Advertising and A/R Modules.
4. **Prompt for Receipt:** This option, if checked, will prompt users to generate a PDF receipt when entering a payment or prepayment for an order from the respective pop up screen.
5. **Sort Oldest Invoices First:** This option if checked will display the cash entry invoices from oldest to newest.

New Merge Tag Behavior in Collection Letters

When sending collection letters to clients, the behavior of the tag #BALANCE_DUE# in the letter will be dependent upon the setting selected in the pop-up "generate letters" window (shown below).

First, select the clients to whom you wish to send collection letters by using the desired filters at the top and the checkboxes in the last column of the Selected Clients list. Select all by clicking the box at the top right, or select individual accounts in the rows below.

Selected Clients										
ID	Customer Name	Balance	Not Yet Due	0-30	31-60	61-90	91-120	121+	Cash on Account	
PEFA	Pepperidge Farm Inc	43,441	16,994	0	0	0	0	89,549	-63,102	☐
255517	Beach View	37,955	15,847	18,433	3,675	0	0	0	0	☐
255112	Joe's Restaurant	12,710	11,960	0	0	750	0	0	0	☐
255470	SNOWYS DOG FOOD	46,583	9,933	0	0	0	14,324	27,791	-5,466	☐
254966	Volkswagen USA	42,331	1,000	0	0	0	0	41,331	0	☐
263256	Corey Construction	18,904	165	0	10,933	7,177	629	0	0	☐
RIB	RIBA FAIRFIELD INC	3,225	0	0	0	0	0	3,225	0	☐
229409	BIG TIME LAW FIRM	6,247	0	0	0	0	0	6,247	0	☐
241464	JACKI'S TEST CLIENT FOR CC's	11,475	0	0	0	0	0	11,475	0	☐
241465	241465	1,102	0	0	0	0	0	1,102	0	☐
229413	229413	475	0	0	0	0	0	475	0	☐
229414	Toyota USA	179,095	0	0	0	0	0	179,095	0	☐
243881	ROBOTICS INC	28	0	0	0	0	0	28	0	☐

Then, click Generate Letters and a pop-up displays several options -

GENERATE LETTERS

Default Collection Letter Form

Cyberrisk collection

Date these invoices will be Sent to Collections

Thursday, April 25, 2024

This is displayed using the form tag #COLLECTIONS_DATE# and #COLLECTIONS_DATE_INTL#

Collection Letter Form 0-30

Shirley's Collections Letter 1 - Warning

Collection Letter Form 31-60

Collections Letter 2 - Credit Stop

Collection Letter Form 61-90

Collections Letter 3 - Final Threat

Collection Letter Form 91-120

Collections Letter 3 - Final Threat

Collection Letter Form 121+

Collections Letter 3 - Final Threat

Use Language Override Forms Where Available / Applicable

Yes

New Status

Next Contact Date

Send Emails

Yes

Include Invoice PDFs as attachments

Do Not Attach Invoice PDFs

Do Not Attach Invoice PDFs

Attach PDFs of All Open Invoices

Attach PDFs of Only Past Due Invoices

Cancel

Generate Letters



- Default collection letter form is used if it is not desired to use different forms by oldest balance date range.
- Two new tags are available for the form. #COLLECTIONS__DATE# and #COLLECTIONS__DATE__INTL# are now available to tell clients what date they will be sent to the collection agency. This date will default to 2-weeks from today, but can be manually changed to any desired date. If you do not include either of these new merge tags in your letter, this date won't affect anything.
- Collection Letter Form date ranges allow the user to select different messages based on how old the oldest invoice is. These will default onto the popup based on what was set in **Setup -> Collection Setup**, but can be overwritten here.
- If desired, a new Status (collection status) and new next contact date can be set for the customer's account
- Click Yes to send emails (otherwise the documents can just be printed)
- Include Invoice PDF's as attachments - in Previous builds this was just a yes or no selection. Now there are three choices (This is only relevant is "yes" is checked above to send emails)
 - Do not attach Invoice PDF's - select this an no invoices will be included in the email that gets generated
 - Attach PDF's of ALL Open invoices - this was the behavior previously of the "yes" option. If this is selected the #BALANCE__DUE# merge tag will include all open invoices, and all open invoices will be attached to the emailed collection letter.
 - Attach PDF's of Only Past Due Invoices - this is the new functionality for 24.2. If this is selected, only invoices that have passed the "due date" will be attached. Additionally, the #BALANCE__DUE# merge tag will only include invoices that are passed the "due date" if this option is selected.

Delete Name now checks CRM for To-Dos and Opportunities

Navigate to A/R or Credit Control Module and select **Customers -> Delete Name** from the menu.

DELETE NAME

Delete a Name

Account ID

265189



Account Name

Las Fridas Mexican Kitchen Lansdale

Name Usage Analysis	
Usage Description	Problem
Has Parent / Child Relationship(s)	Warning
Used in Accounts Receivable	No
Used in Advertising	No
Used in Circulation	No
Used in Exhibition	No
Used in CRM	Warning

Delete Name



In previous releases, the "Used In CRM" row only gave a warning if the customer had Comp Subscriptions. It is now looking at To Do's and Opportunities being present as well.

If the Account ID selected at the top is an Advertiser record, a warning in CRM will prevent the account from being deleted. The account can still be merged with another if it is a duplicate, or it can be marked as do not use (see A/R Documentation for [Merge/Purge/Delete Names](#) for instructions on how to do that)

If the Account ID selected at the top is an individual (Contact person) and they have to do's in CRM, there will be a warning, so the user knows that the contact has activity, but it will not prevent the name from being deleted. If the name is deleted, the to do's will be deleted as well - which is why the warning is given - so the user can think twice and decide if deleting is really what they want to do.

Two new fields added to the Big A/R Aging Report

When printing the Big Aging Report, we had the option to include the last payment, which would include the last payment amount and last payment date on the report, but that data was not previously included on the Excel download of the report. Now it is included in the last two columns of the report.

	Y	Z	AA	AB	AC
ts	Country	Reference	Last Payment Amount	Last Payment Date	
	UNITED STATES	- P.O. 444555	1000	1/25/2024	
	UNITED STATES		1000	1/25/2024	
	UNITED STATES	Food and Wine 2023	1000	1/25/2024	
	UNITED STATES	Food and Wine 2023	1000	1/25/2024	
	UNITED STATES	Food and Wine 2023	1000	1/25/2024	
	UNITED STATES	Food and Wine 2023	2600	4/4/2024	
	UNITED STATES	Food and Wine 2023	2600	4/4/2024	
	UNITED STATES	Food and Wine 2023	2600	4/4/2024	
	UNITED STATES	Navigate 2023	2600	4/4/2024	
	UNITED STATES	Navigate 2023	2600	4/4/2024	
		Naviga Product Group - Cross-Product Buy			
	UNITED KINGDOM	Buy	269.48	4/4/2024	

The Big A/R Aging report can be found by navigating to **A/R (or Credit Control) Module -> Reporting -> The BIG A/R Aging Report**. Run the A/R Aging report with desired parameters and then select the view reports node, and download the Excel version of the report.

A/R AGING REPORTS

A/R Aging Report

- A/R Aging Report
 - Run A/R Aging Report
 - View Reports**
 - A/R Aging Setup
 - Default A/R Aging Parameters
 - Sort Codes

Aging Report Queue / History

Reports Generated Since: 1/23/2024

Reports Generated by: Leave Blank for all Users

Get Data

Run by User	Started At	Completed At	Message	Download to Excel	PDF
Kelly Smith	4/22/2024 9:54:22 AM	4/22/2024 9:54:31 AM			
Kelly Smith	4/22/2024 9:27:44 AM	4/22/2024 9:27:52 AM			

