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

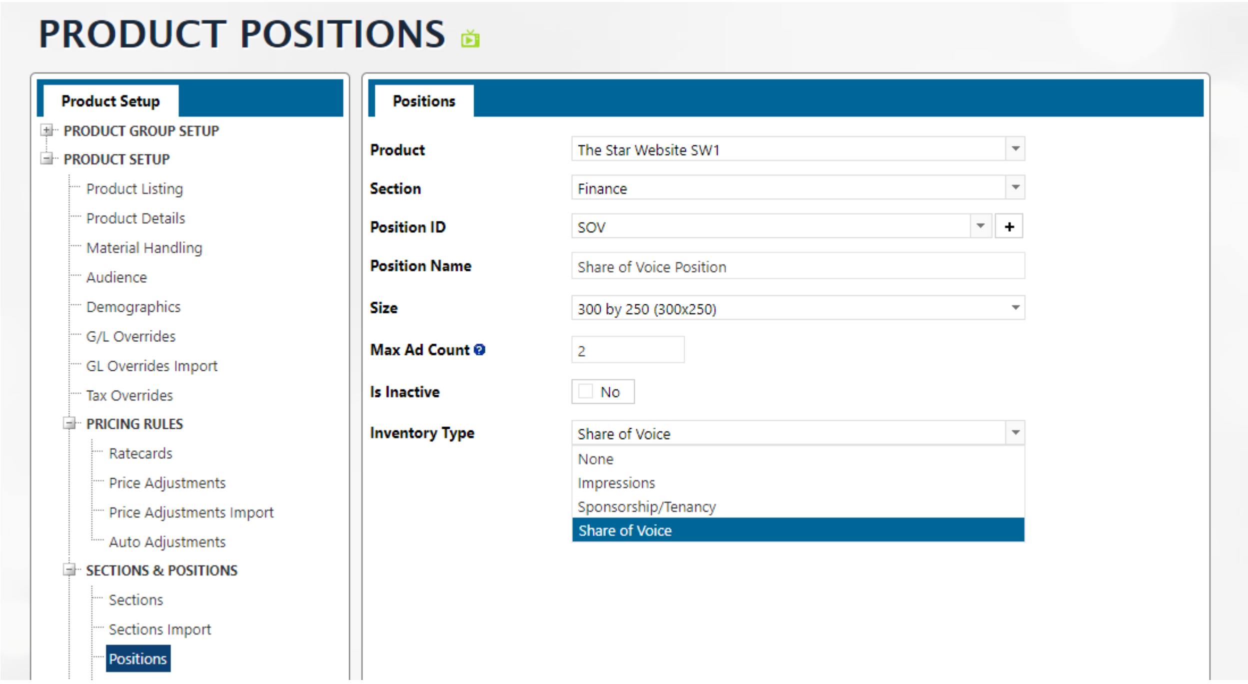
In 2024.1, we introduced a new option to schedule rep changes for a future date. Part of this mod was to split order lines where a rep was changing. For some of you that was not a desirable change, so it has been modified. There is now an option on the product setup to select if you wish to split the 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.

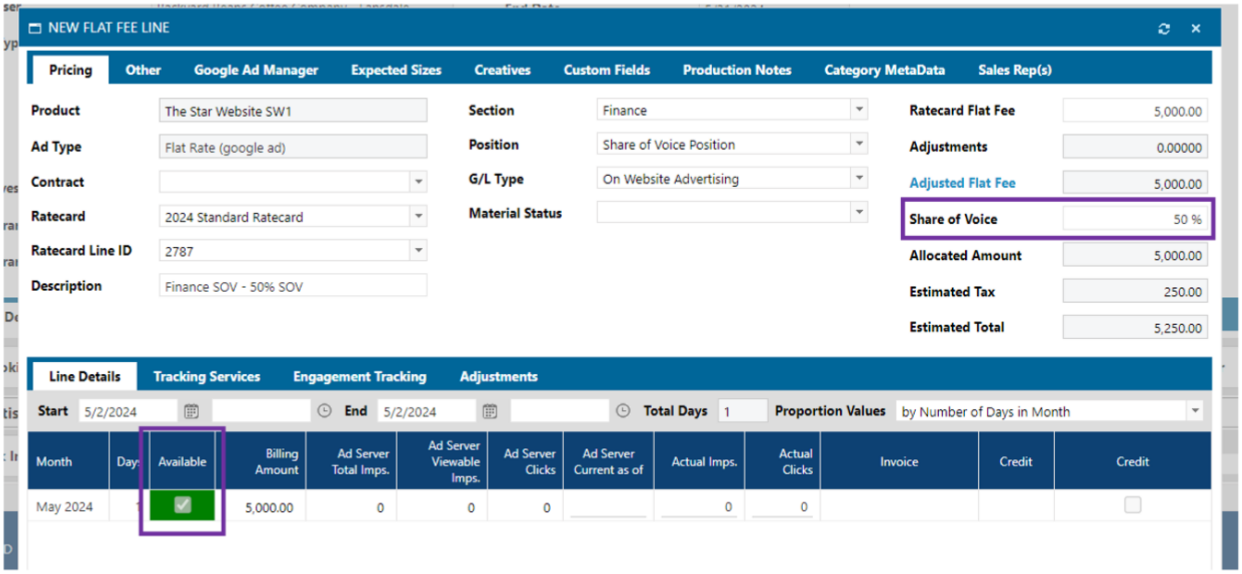
For products which don't split lines, the system will behave as it used to - where the rep on the line will be changed - and anything that was already billed will belong to the prior rep and anything that hasn't yet been billed will change to the new rep. So do be aware of this when making rep changes 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.

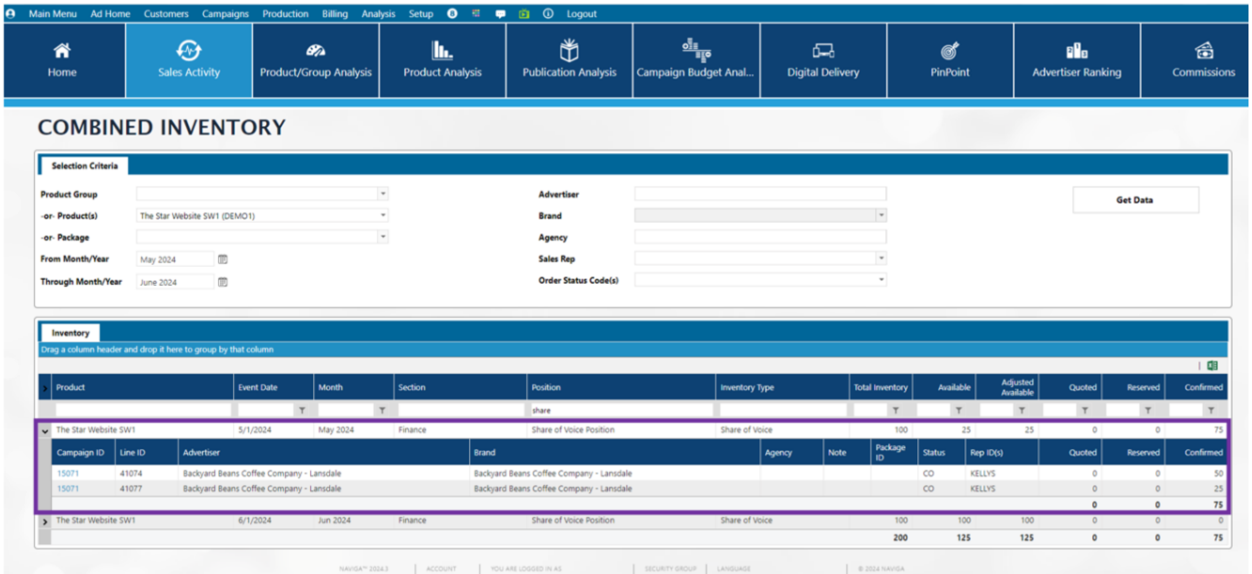


On a flat fee ad type line, the Share of Voice field is displayed - If the position on the campaign is a SOV Inventory Type, and the already sold inventory is < 100%, then additional share of voice can still be sold until it reaches 100%



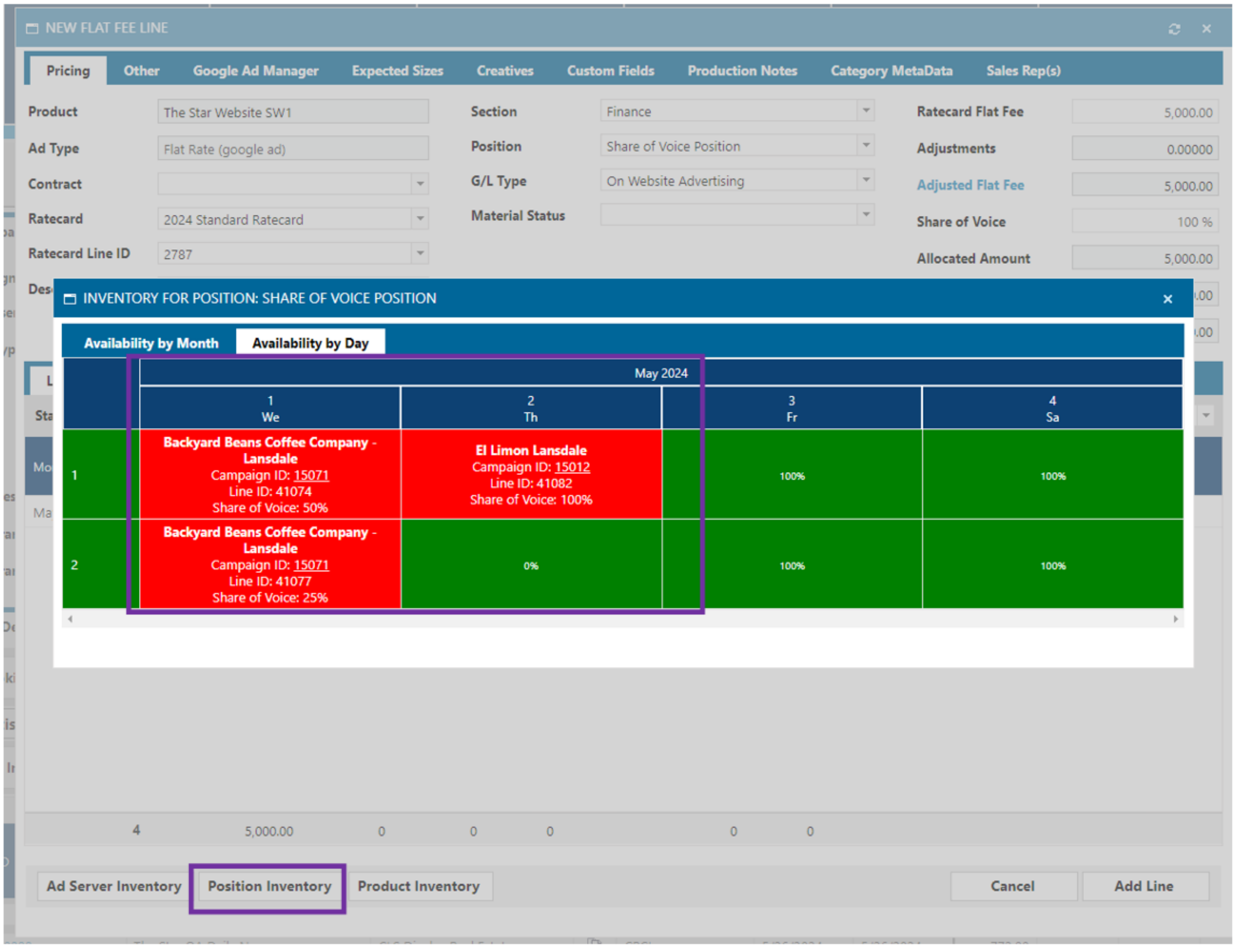
Also note in the Position setup there is an available Max ad count. I would expect in most cases that will be left blank and the Share of voice will always be permitted to go to 100%, whether that is 10 ads at 10% each, or 2 ads at 50% each, but the field is there should you need to also limit the quantity. 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.



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.

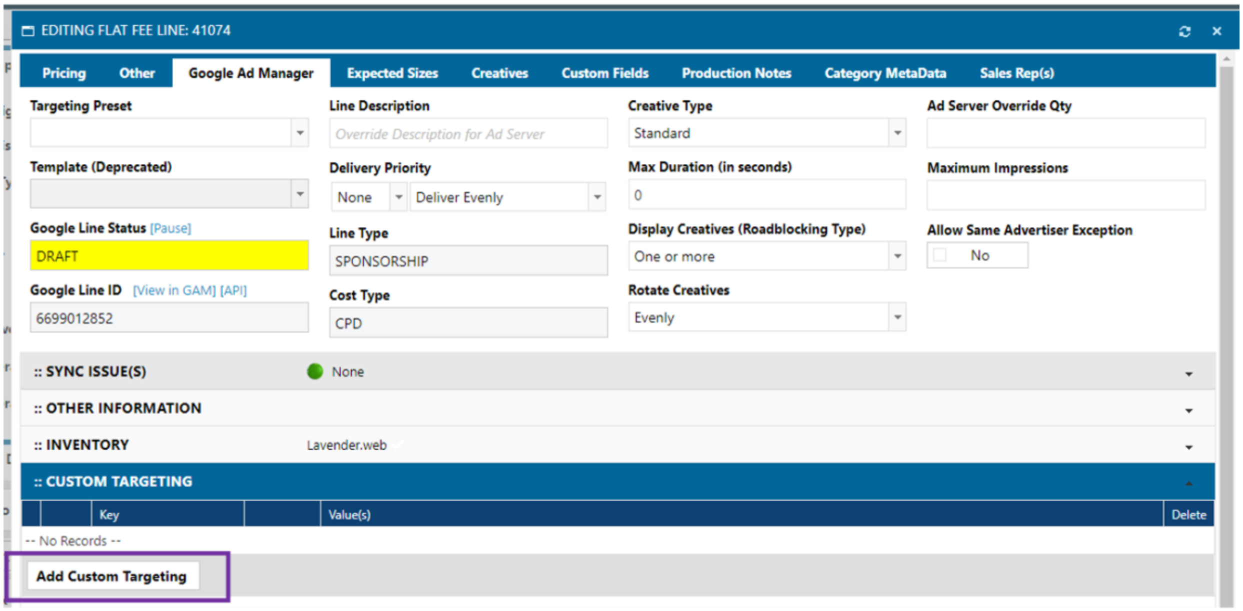


Note - if importing positions, the [import template] has also been updated for the new inventory type. "V" is the code for share of voice

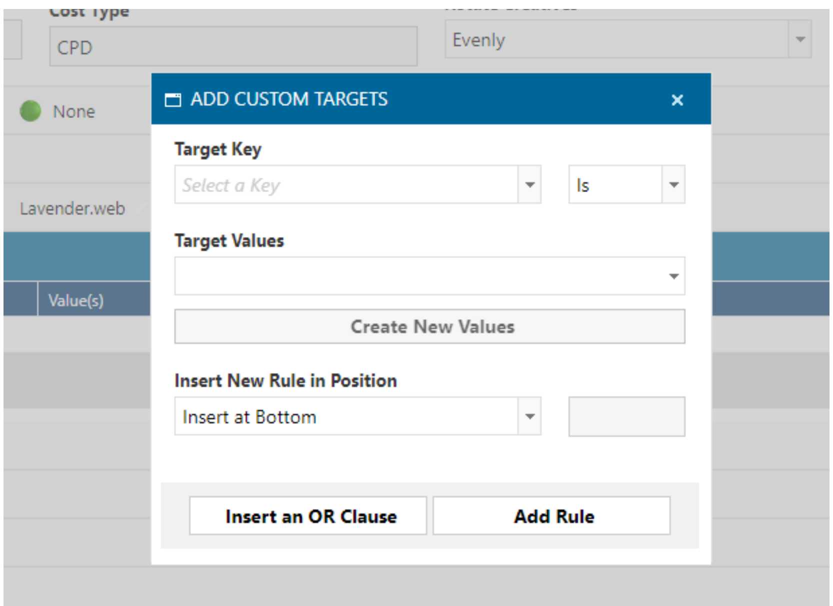
Inventory Type	Inventory types are: "N" for None; "I" for Impressions; "S" for Sponsorship/Tenancy and "V" for Share of Voice. Only relevant for Digital Products.

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:

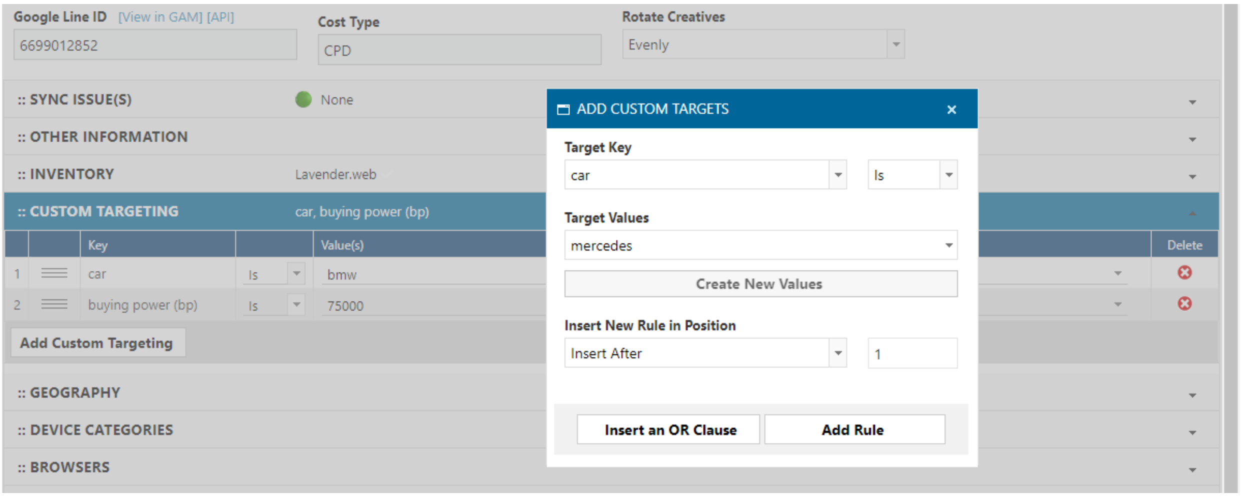


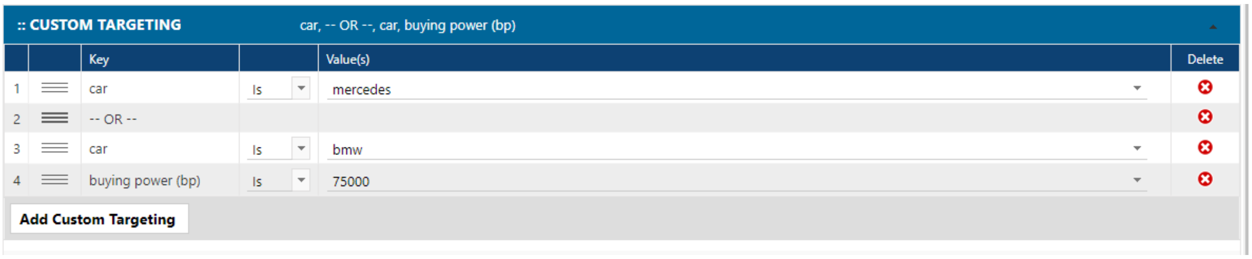
Click on the Add Custom Targeting button and a popup will open with the following options:



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.



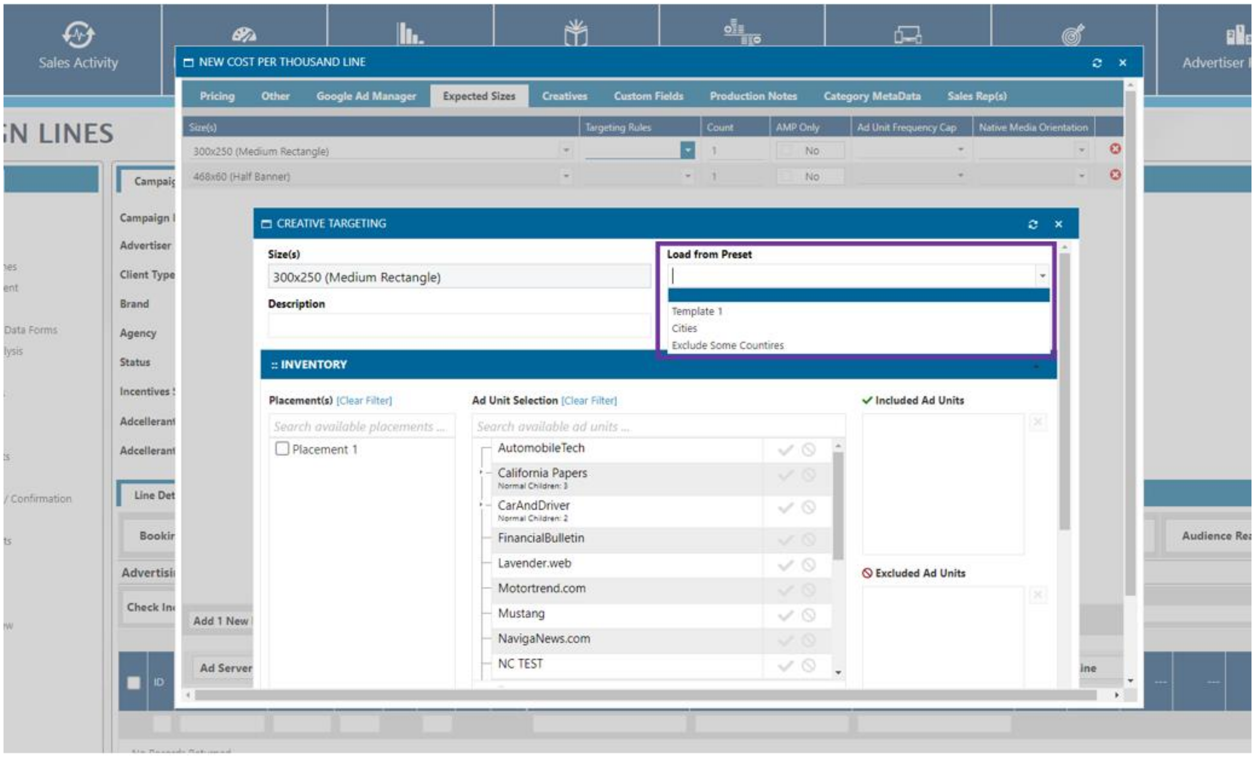


Alternatively, the three lines after the line number can be selected and dragged up and down to reorder the list.

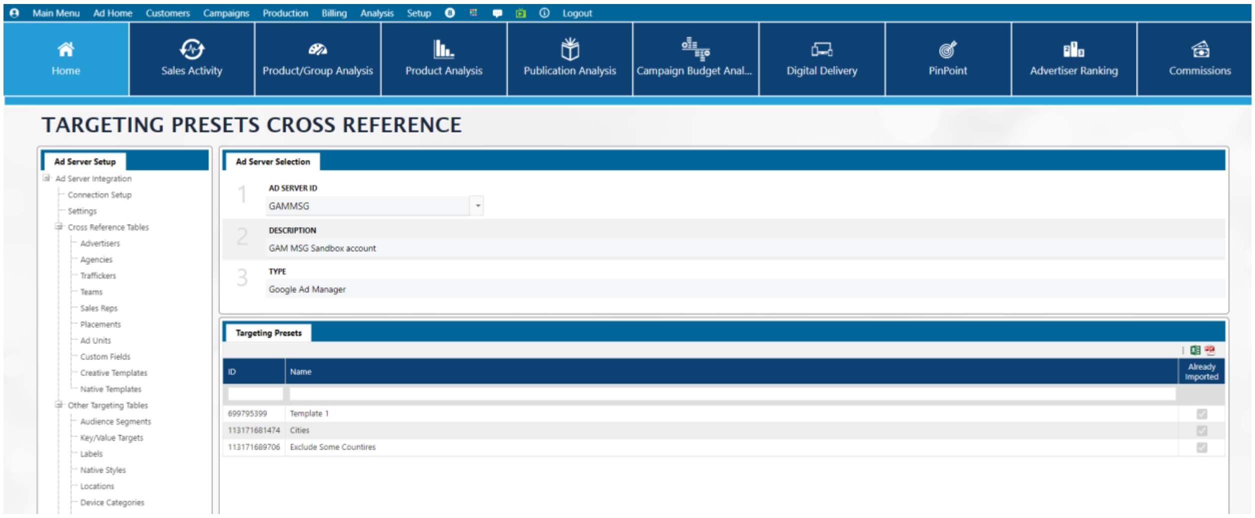
This functionality is available on the custom targeting grid in both the main GAM targeting tab and also in the creative targeting area.

Targeting Presets supported on Creative Targeting

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



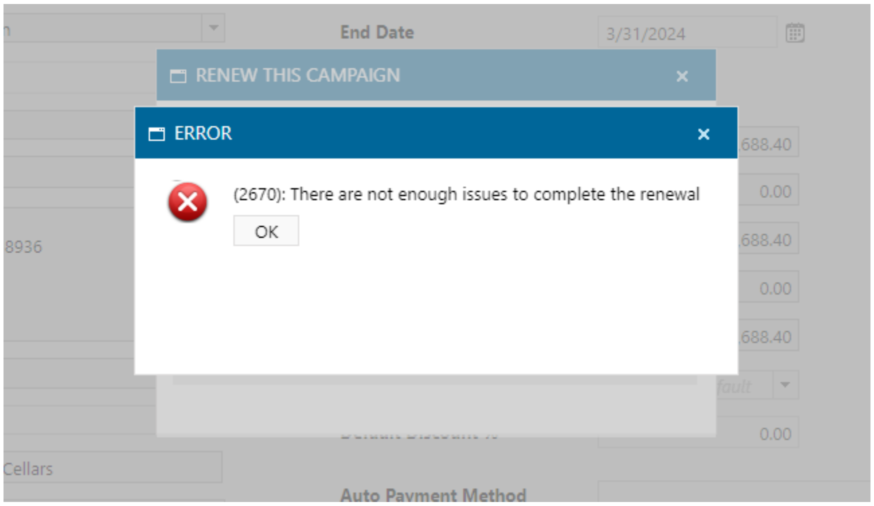
These templates are set up in advance in GAM and then Sync'd in the Ad Server Integration Setup Targeting Presets node (Navigate to **Setup -> Admin -> Ad Server Integration Setup** to access the below screen):



Extended Available Dates on Renewals

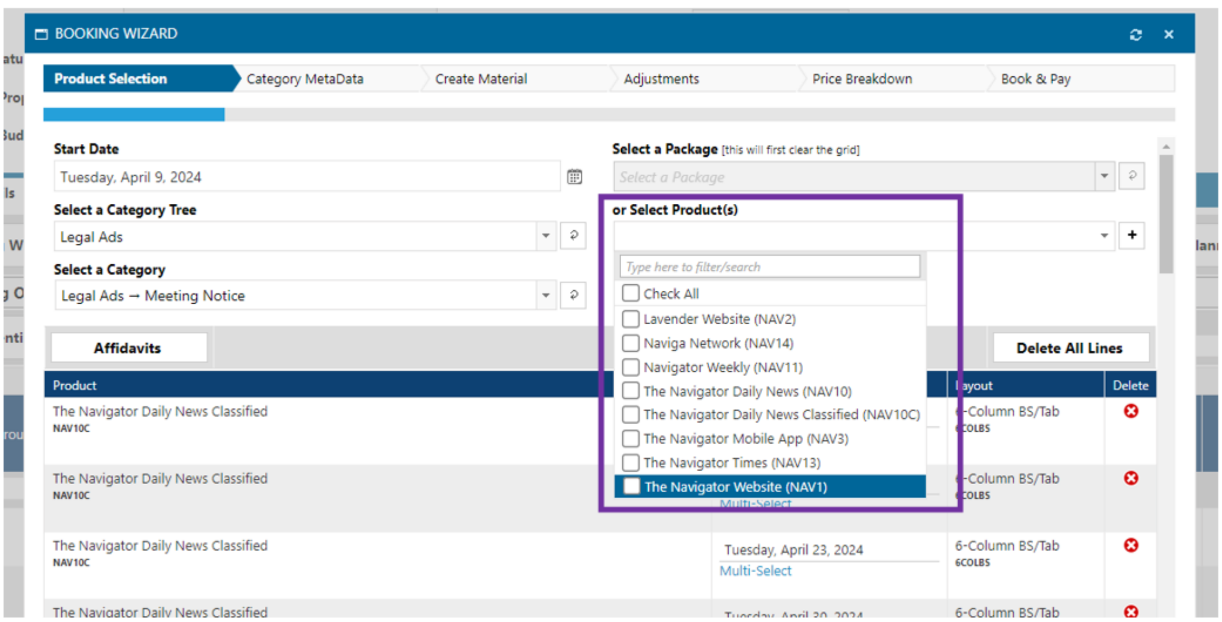
In previous versions, a renewal could only be ordered with a start date up to 60 days in the future. That has now been remedied to allow for renewals further into the future. The primary use case for this is in the obits category. In some markets, it is common to schedule the in-memoriam ad at the time 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:

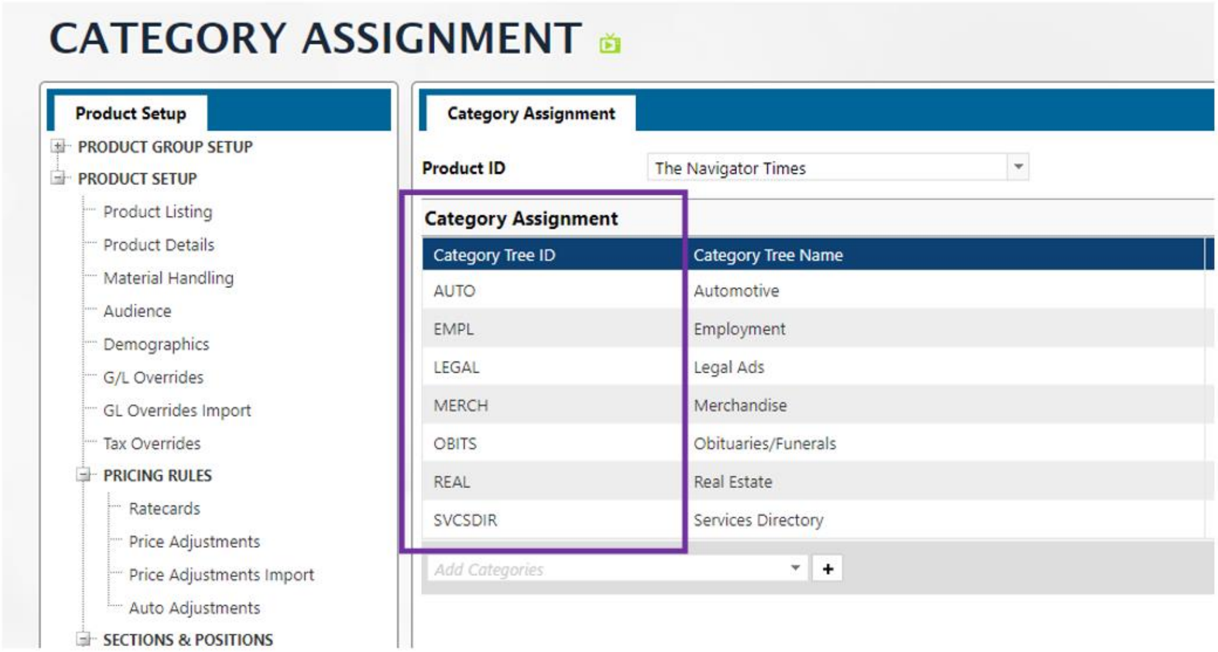


Filtered Product List in Booking Wizard

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.

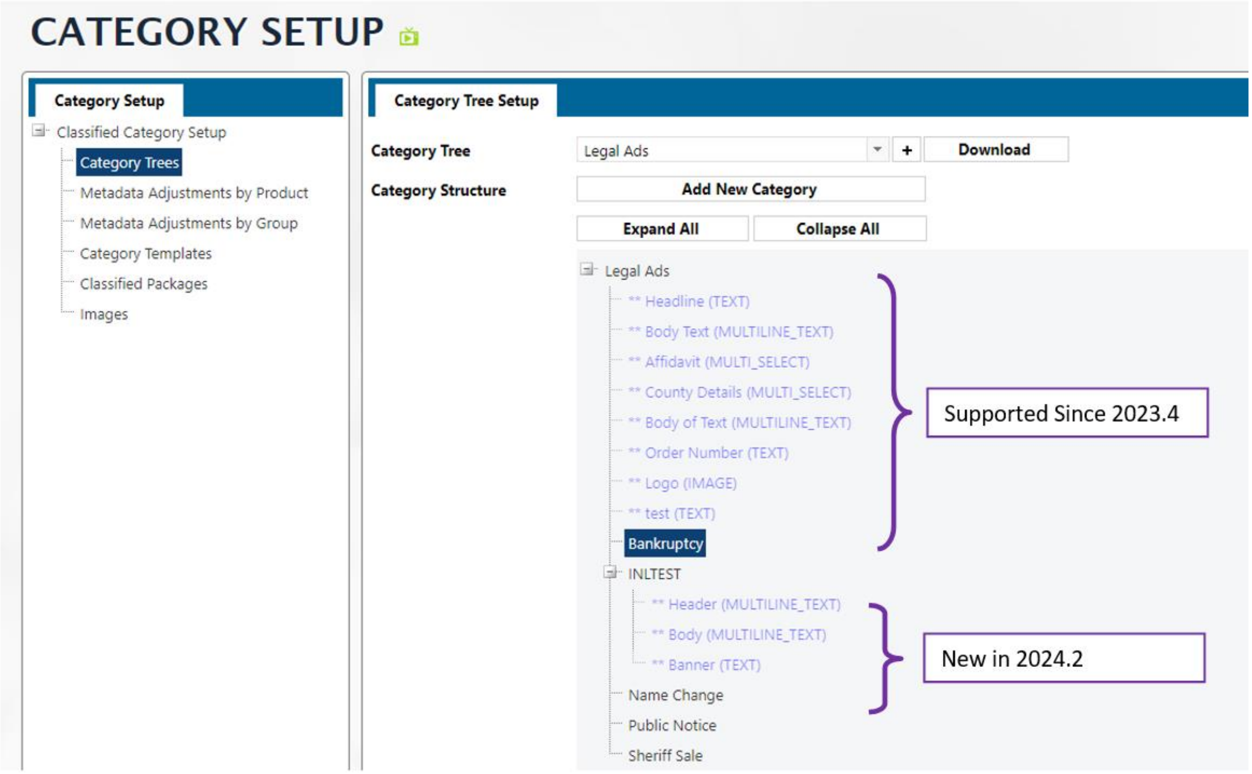


If the above selected category tree is listed below in Product Setup, then that product will be included on the dropdown list in the above window:



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 -

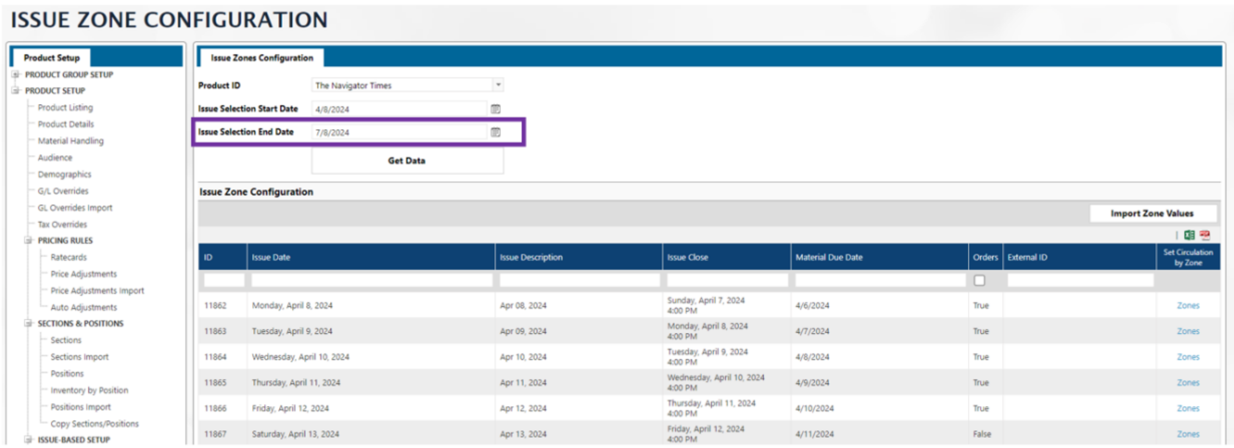


Additionally, two new merge tags are now supported:

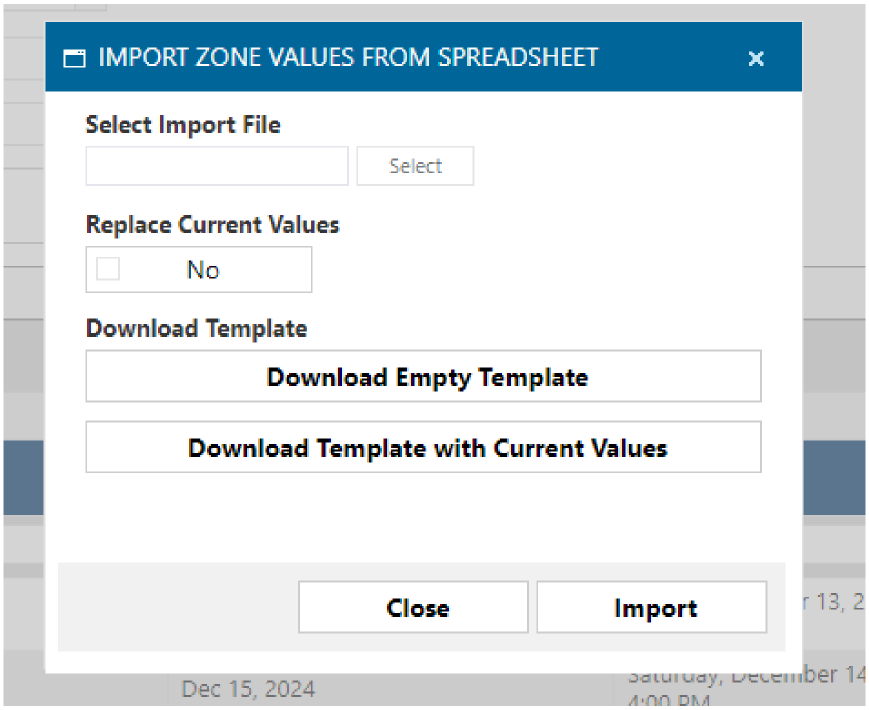
- Campaign Header PO Number - #CAMPAIGN_PO_NUMBER#
- Line-Item PO Number - #LINE_PO_NUMBER#

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.



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.



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

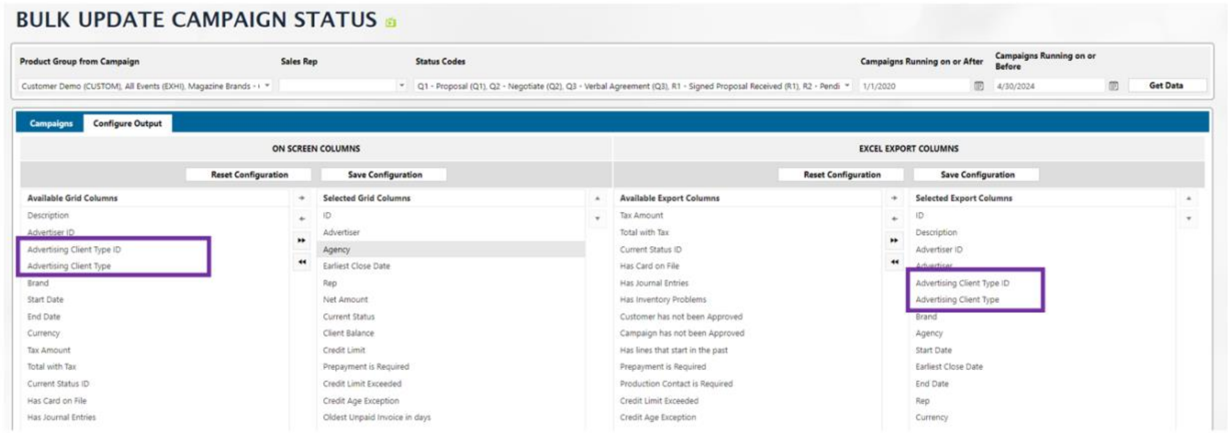
New fields added to Bulk Update Campaign Status

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.

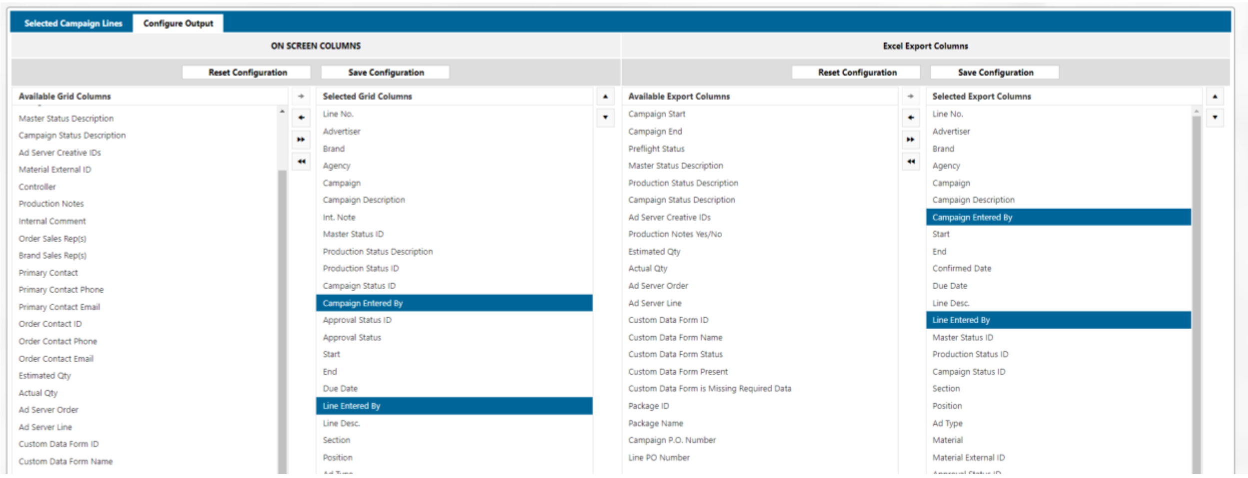


New Fields Added to Production Reports

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

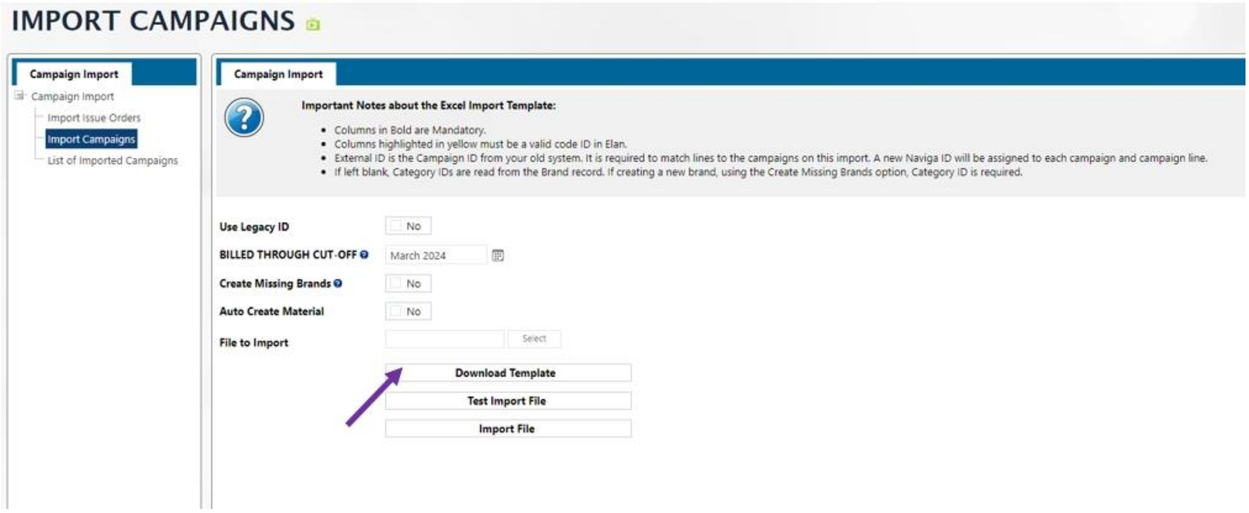
Line entered by and campaign entered by are both available:



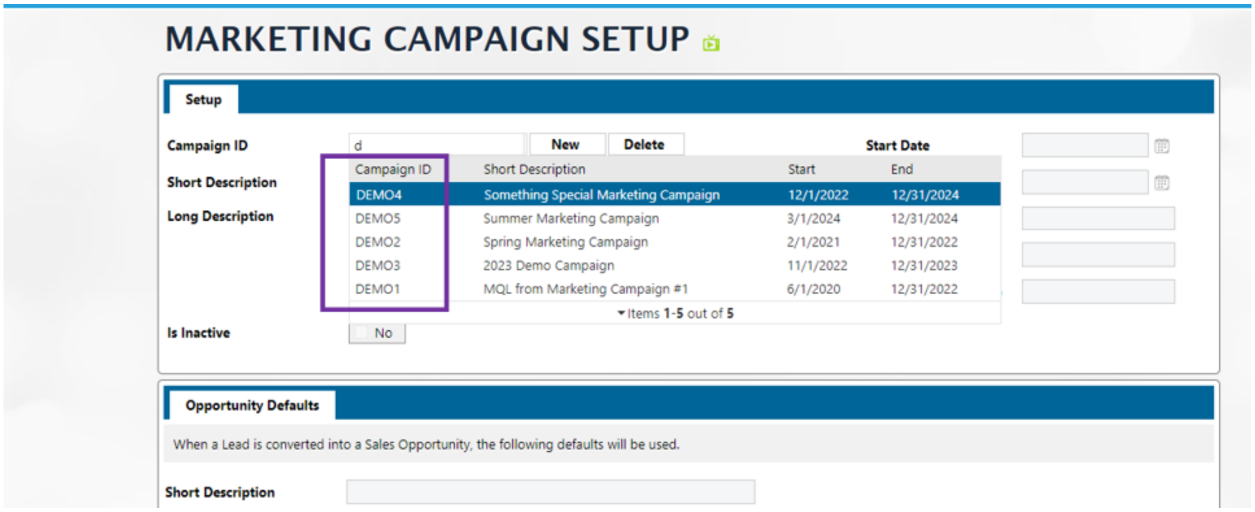
New Field Added to Campaign Import

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).



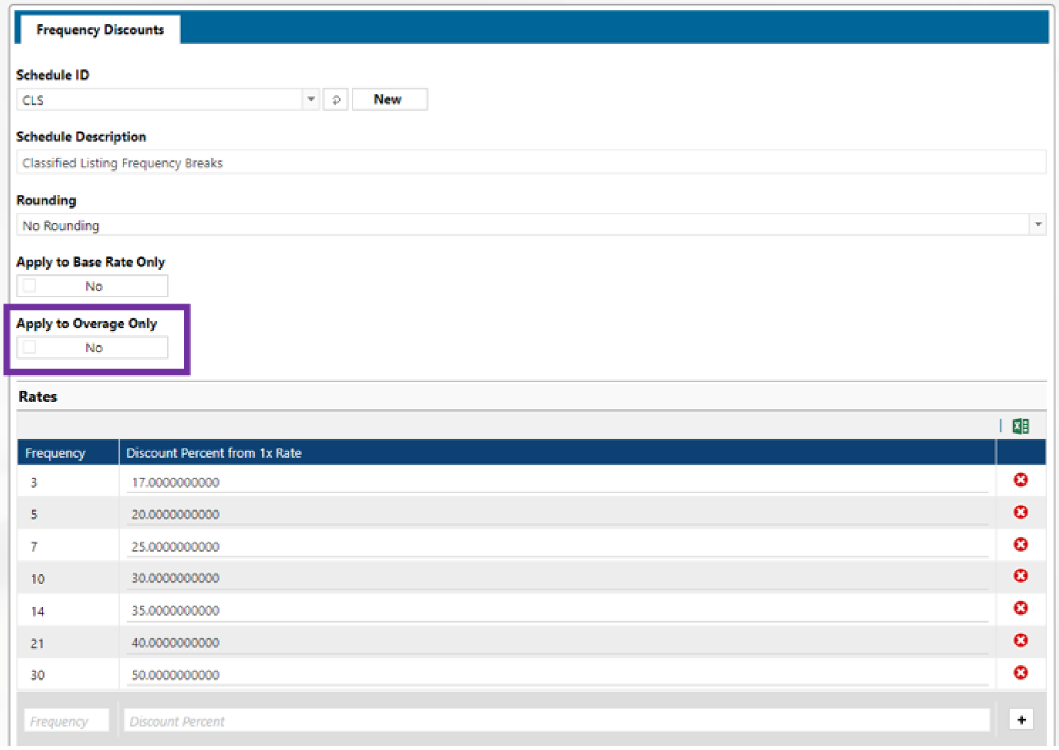
The ID from Marketing Campaign Setup is what should be entered into this field. Marketing Campaign setup can be found in **CRM Module -> Setup -> Marketing Campaign Setup**.



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

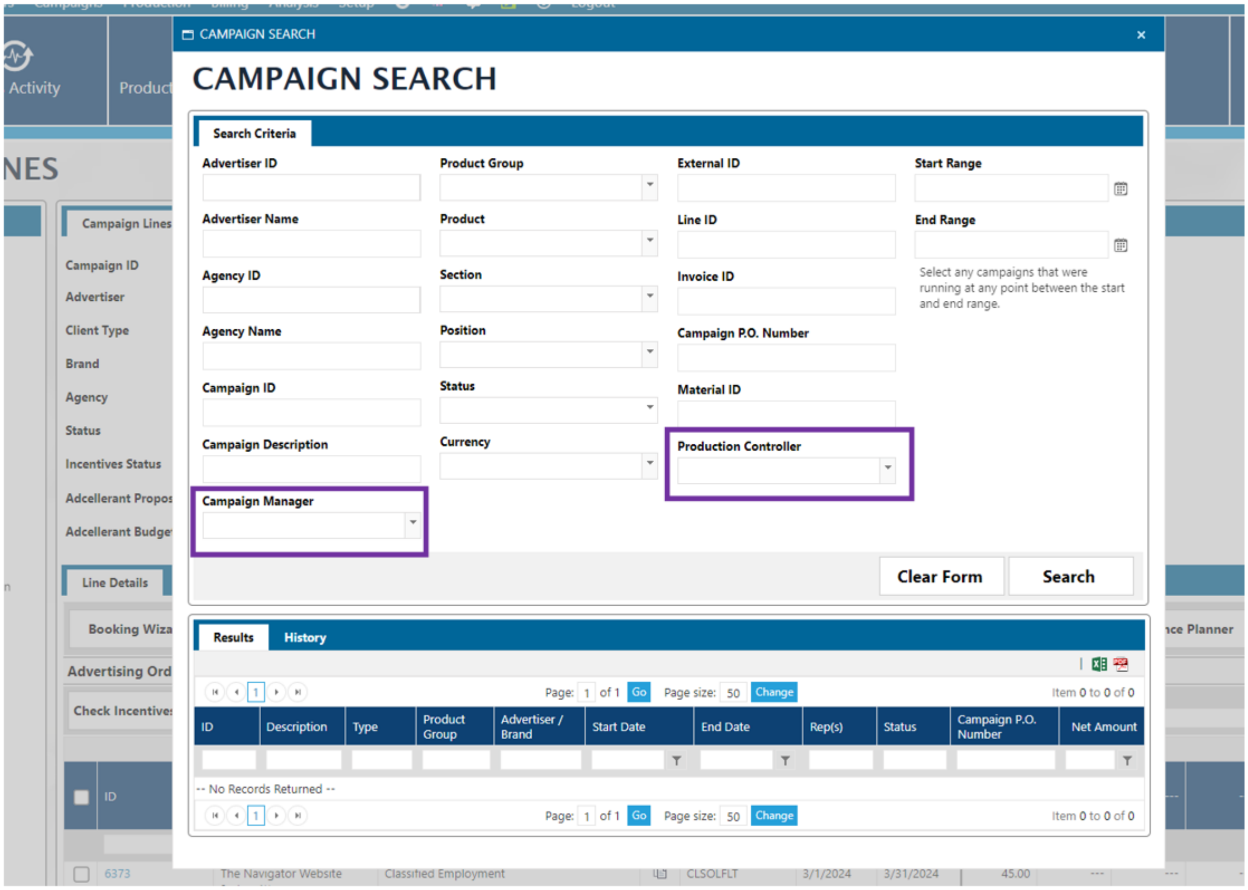


For example - assume there is a rate with a $25 base charge, plus $1.00 per line. Here are the three outcomes depending upon which option is selected, or if none are selected:

	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	$30	<-	Cost for one Insertion								
16											
17											
18	**Base Rate = No & Overage Rate = Yes**					(1-0.25)*(5*3)+(25*3) =	**$ 86.25**	**Cost for 3 Insertions**			
19	$25.00										
20	+ $5										
21	$30	<-	Cost for one Insertion								
22											
23											

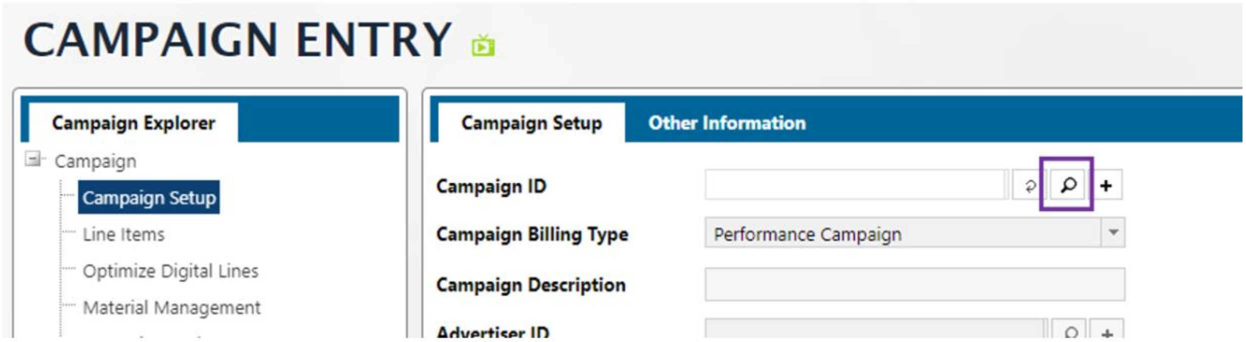
New search fields on Campaign Search

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



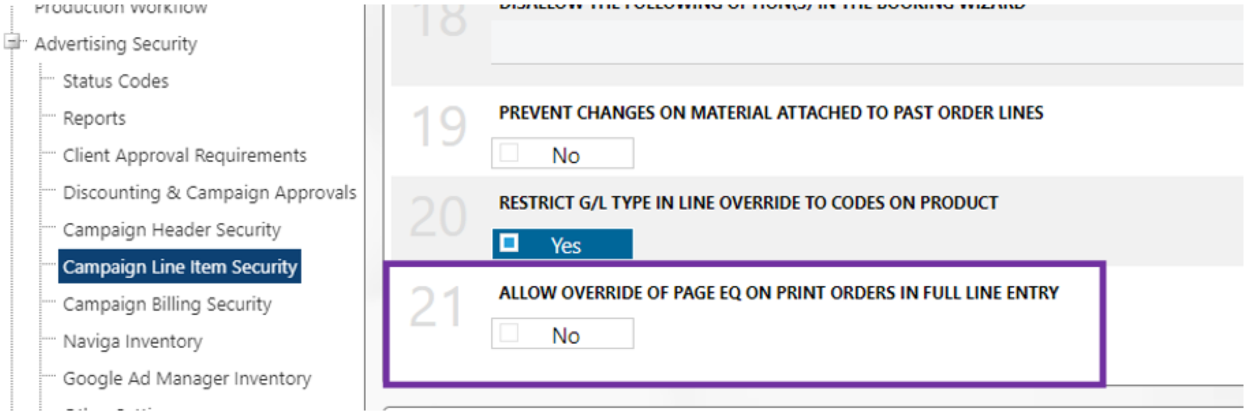
In addition to other fields, user can now search on Production Controller and Campaign Manager. These fields are found on the campaign header.

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.



Group Security Changes - Advertising

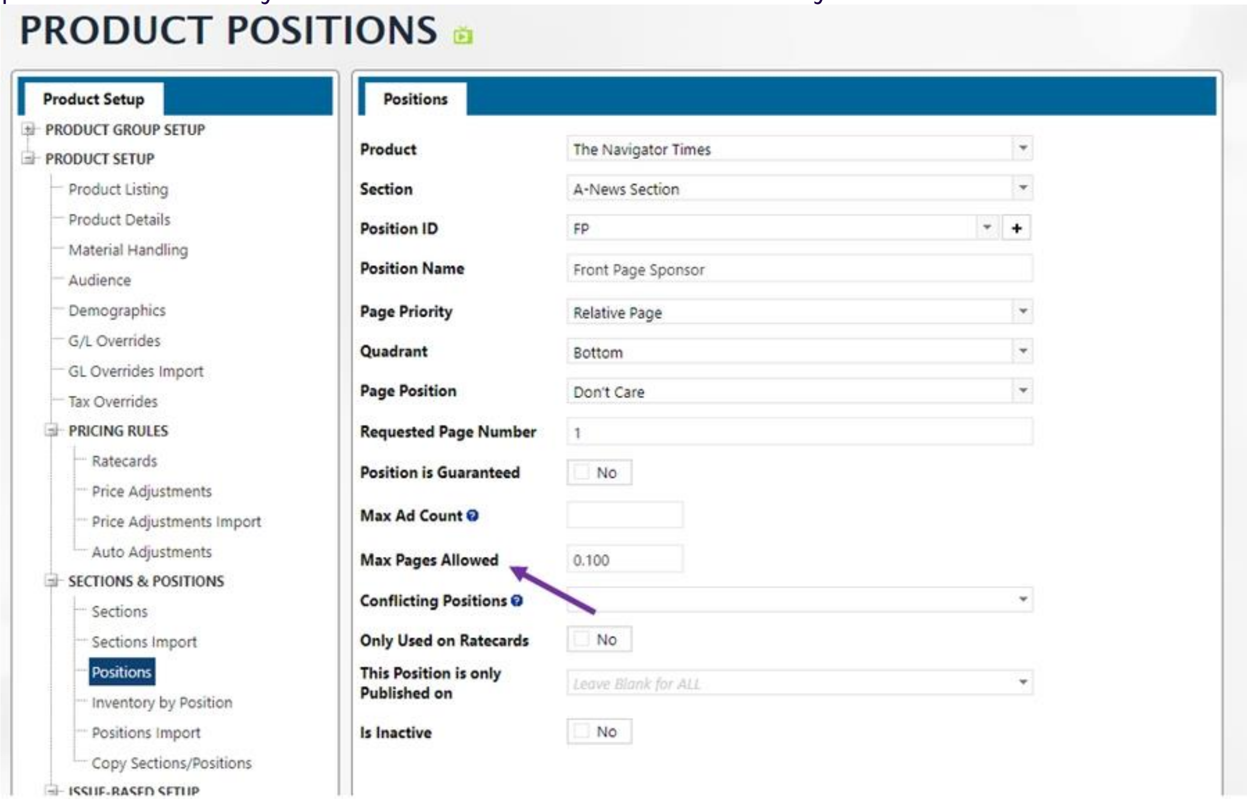
Page Eq Override
There is a new setting in Group Security to allow for overwriting the Page Eq. on a line item. The default setting is set to "no" which is the same behavior as what a user was allowed to do in prior versions.



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.

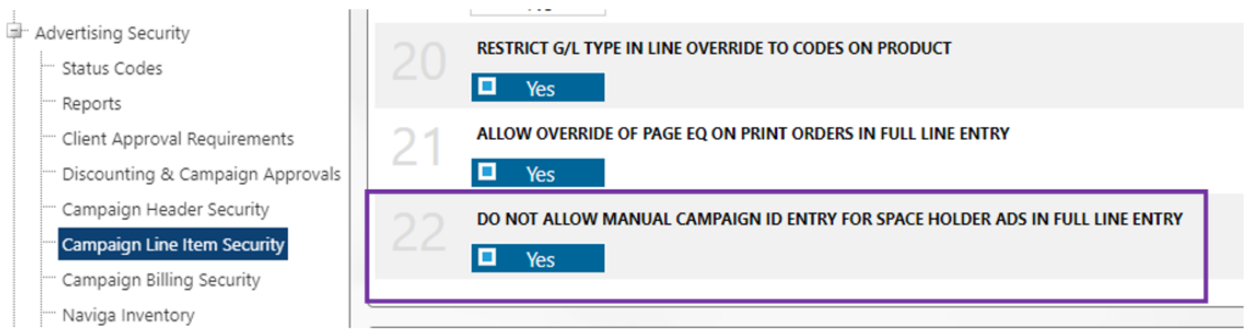
The Orders by Product Report, Sales Activity Report, as well as multiple Production reports were updated to accommodate this new function. Previously, the system would get the number of lines from the ratecard to calculate the page eq, but now it is looking at the lines on the order, since the actual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

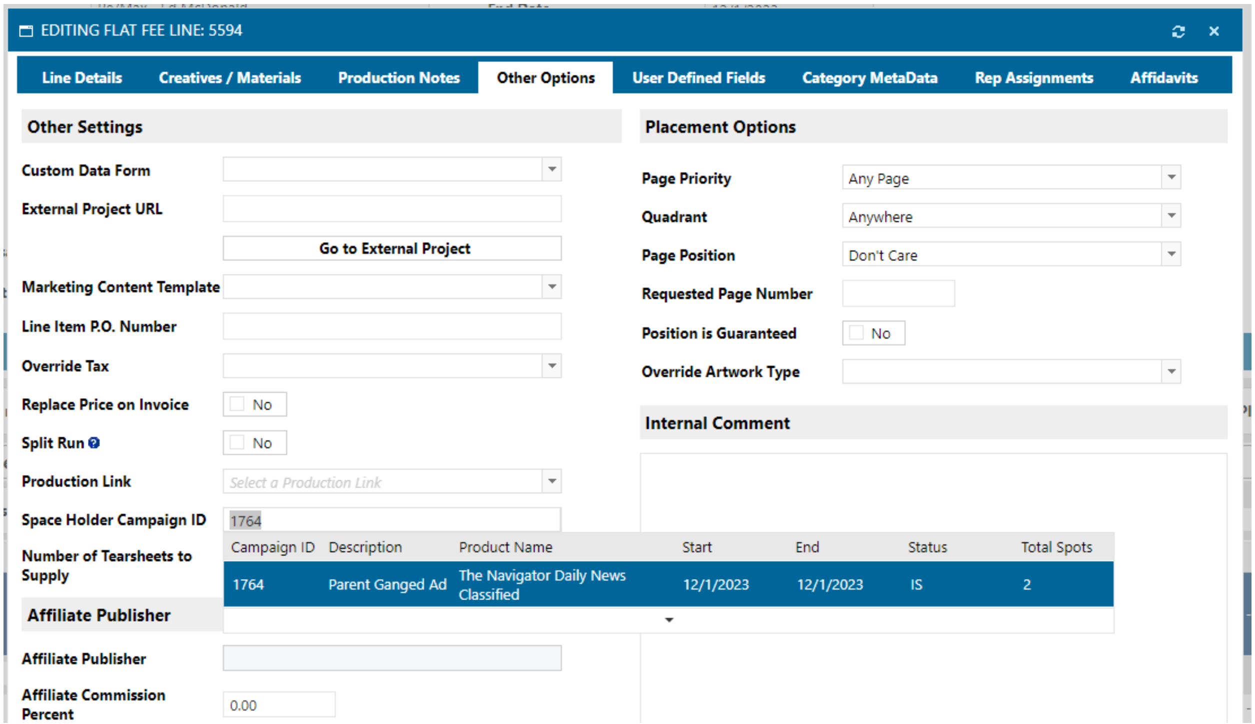


New Setting For Spaceholder Ads

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



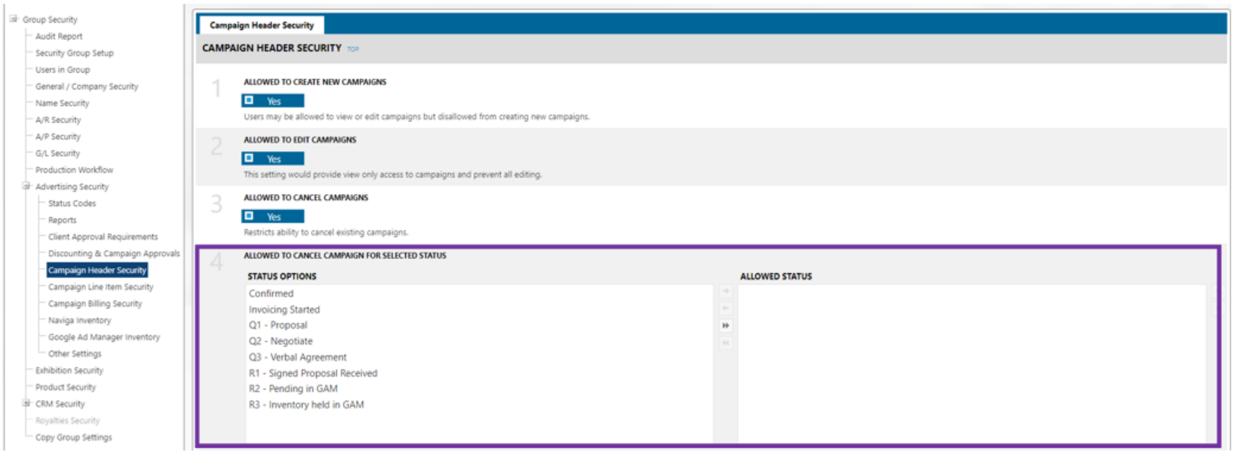
The previous behavior was that in Full Line Entry a user could select the spaceholder parent campaign number from a dropdown list of matching, available campaigns (as shown below). If there was a parent campaign available in the same range as the child campaign, then the parent campaign would be available 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.



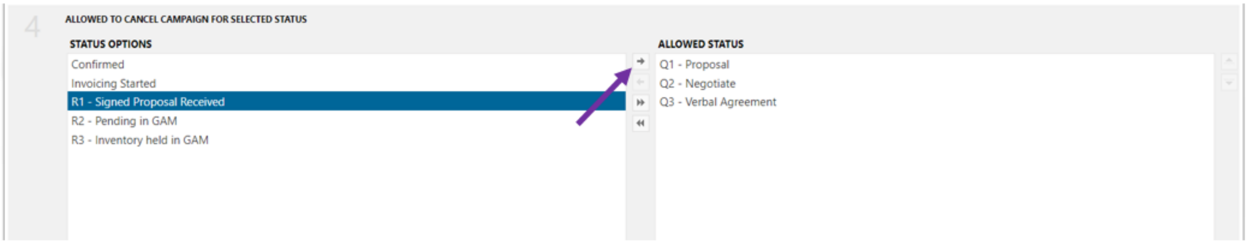
Setting this new flag to Yes will prevent the user from typing the Campaign ID manually into this field. Setting it as No will keep the previous behavior and the user will be allowed to continue typing in a value in that field.

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.



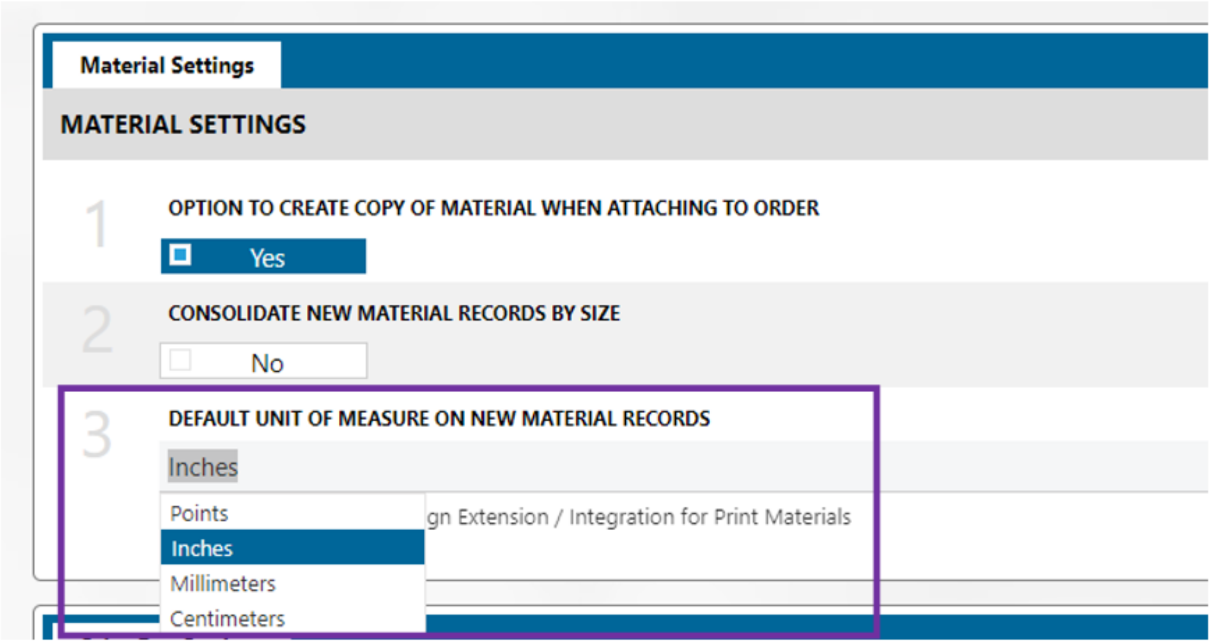
The above screenshot is how it will look upon upgrade. If #3 is set to allow to cancel, and no statuses are selected, user will be allowed to cancel in all statuses. (If the user shouldn't be allowed to cancel campaigns in any status, then #3 should be "No") To only allow the user group to cancel quotes,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



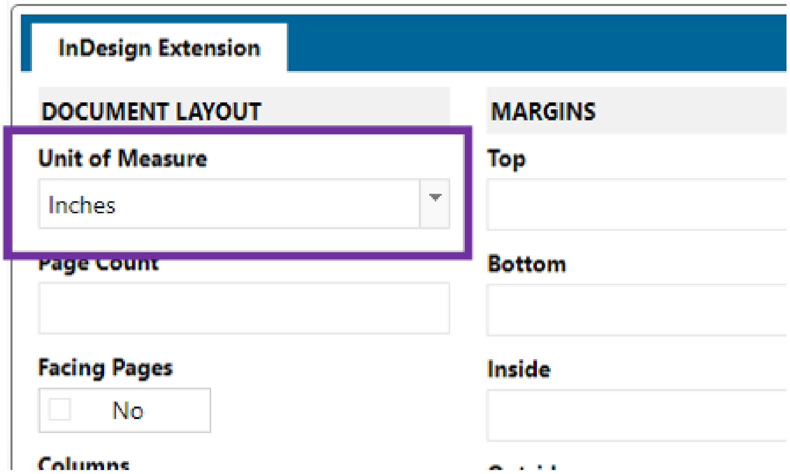
Advertising System Parameters

New Material-Related Setting

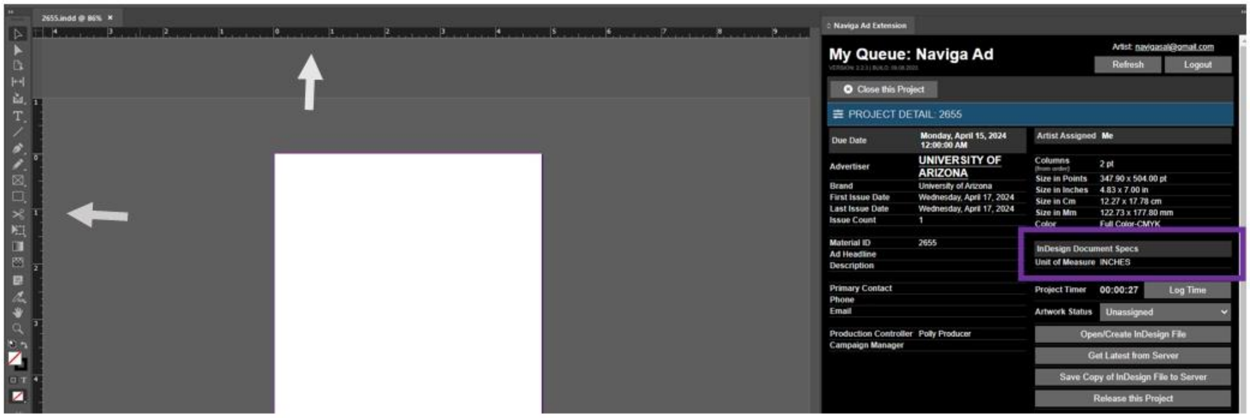
A new setting is available in System Parameters to drive the default behavior of the unit of measure in creatives designed in InDesign. This will be set to POINTS as a default, so sites will want to visit this parameter if a different setting is preferred. Navigate to **Setup -> Admin -> System Parameters**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



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



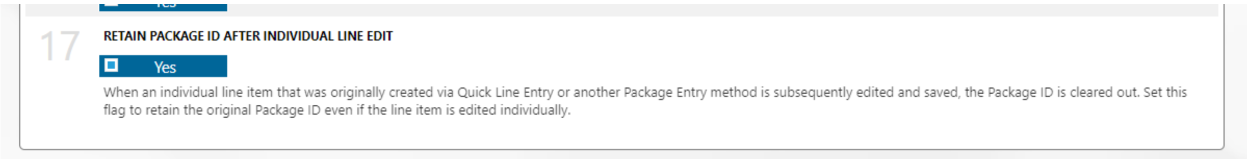
Keep Package ID after editing in Full Line Entry

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 Package ID: 1	The Navigator Website **Package: Navigator Gold Package** Size: Square Pop up (300 x 300), Skyscraper (120 x 600), Square Button (125 x 125) Section: _ALL_ 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 Package ID: 1	The Navigator Times **Package: Navigator Gold Package** Size: 4x6 Section: Main Position: ROS 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 Package ID: 1	Navigator Magazine **Package: Navigator Gold Package** Size: 1/2 Page (H) (Mag) (7.375 x 4.875) Section: _ALL_ Position: RHP 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 Package ID: 1	Navigator Magazine **Package: Navigator Gold Package** Size: Full Page (Mag) (7.375 x 9.75) Section: _ALL_ Position: ROB 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 Package ID: 1	Navigator E-Newsletter **Package: Navigator Gold Package** Size: LeaderBoard (728 x 90) Section: _ALL_ 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**	

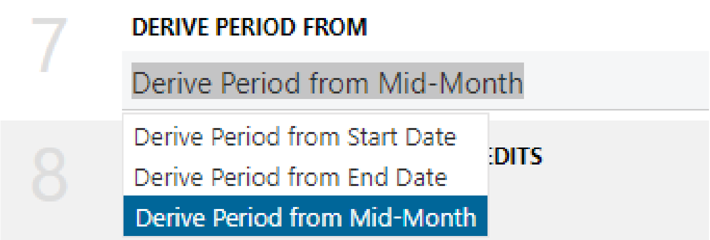
If any of those lines were subsequently edited in Full Line Entry, then the package ID would be removed and it would no longer be considered to be purchased as part of the package. This ID isn't really used anywhere inside Naviga, but some of our clients are using it in Informer to analyze package use,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



"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.



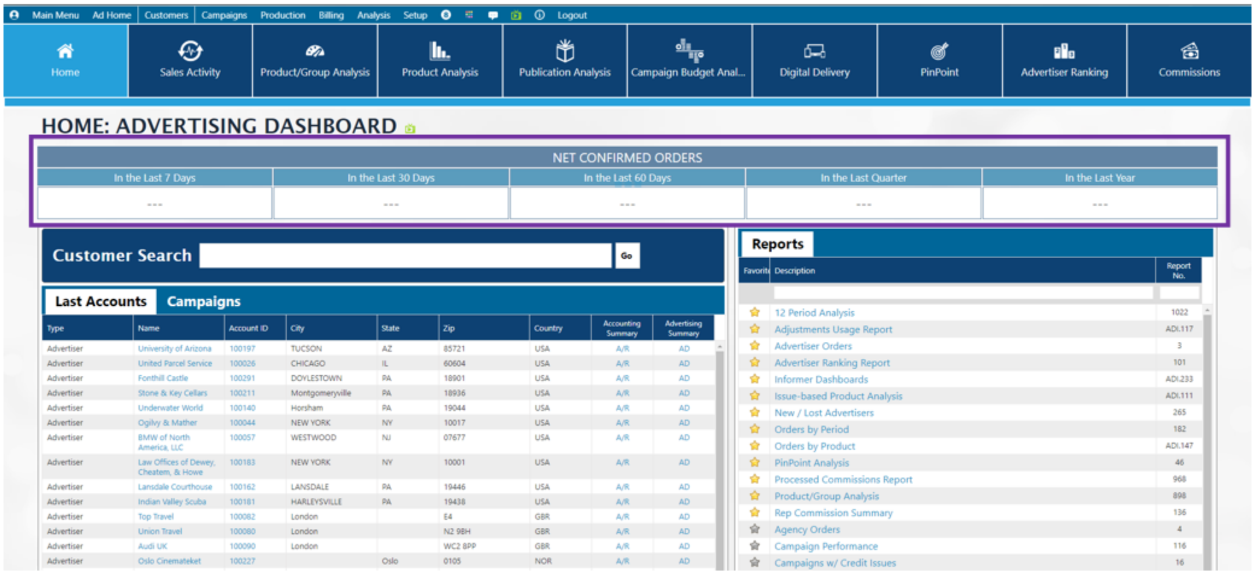
In prior releases this question read "Derive Period from End Date" and it was a Yes/No Flag. If no, then it would Derive the Period from the start date, yes meant it derived from the end date. Now, there is a third option to Derive the Period from Mid-Month.

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

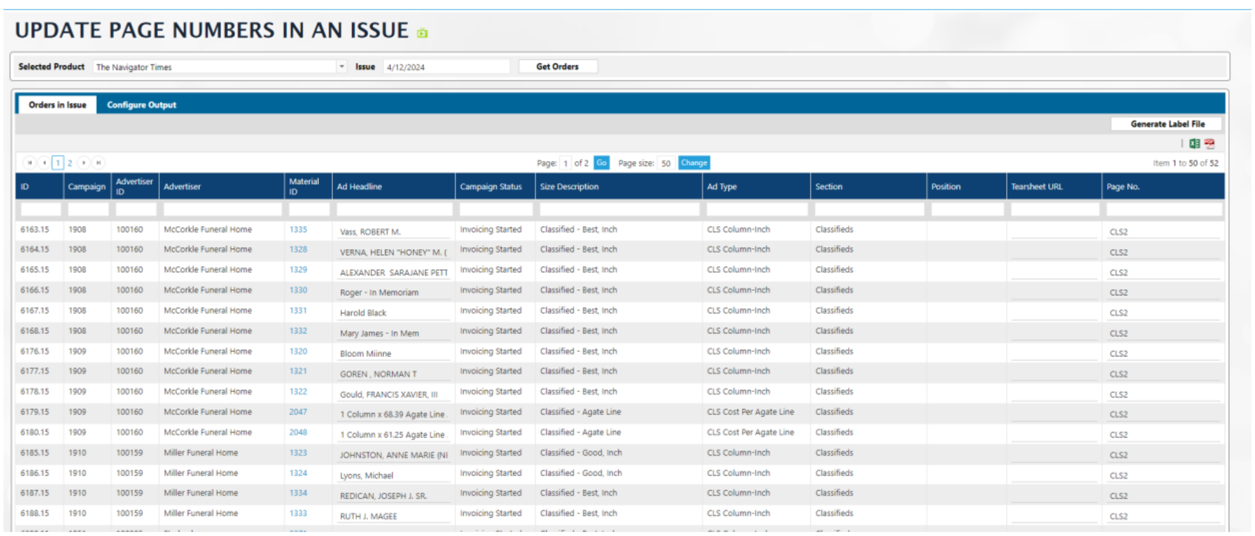
Some of you will notice better performance on the home screen in the Advertising Module if you are assigned the view called "Executive home page & navigation." Previously, the screen wouldn't load until all the calculations at the top in the "Net Confirmed Orders" box were completed. Now, the rest of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



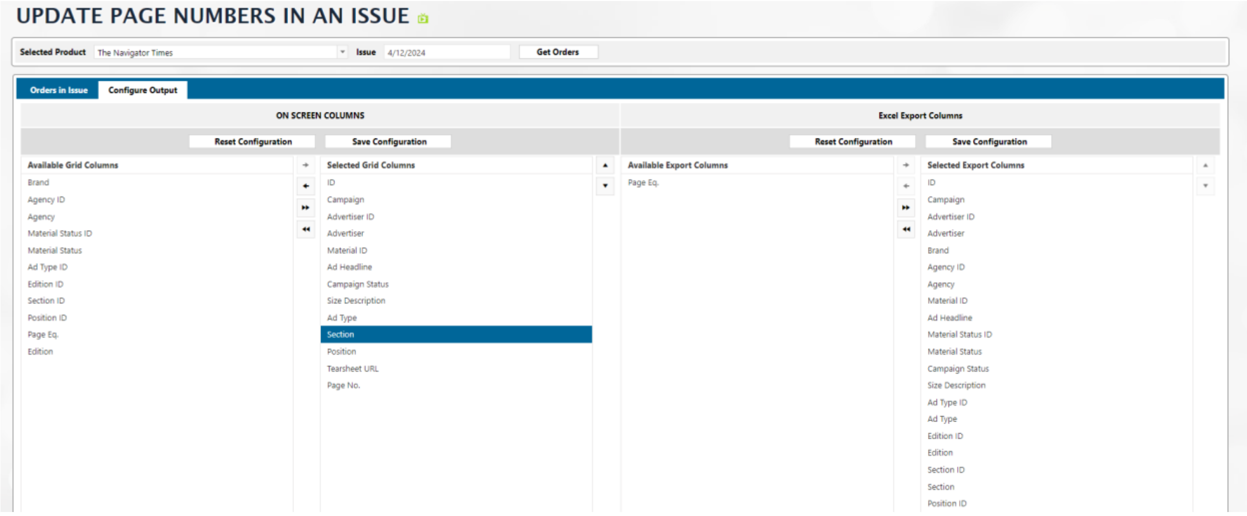
Configurable Columns

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.



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



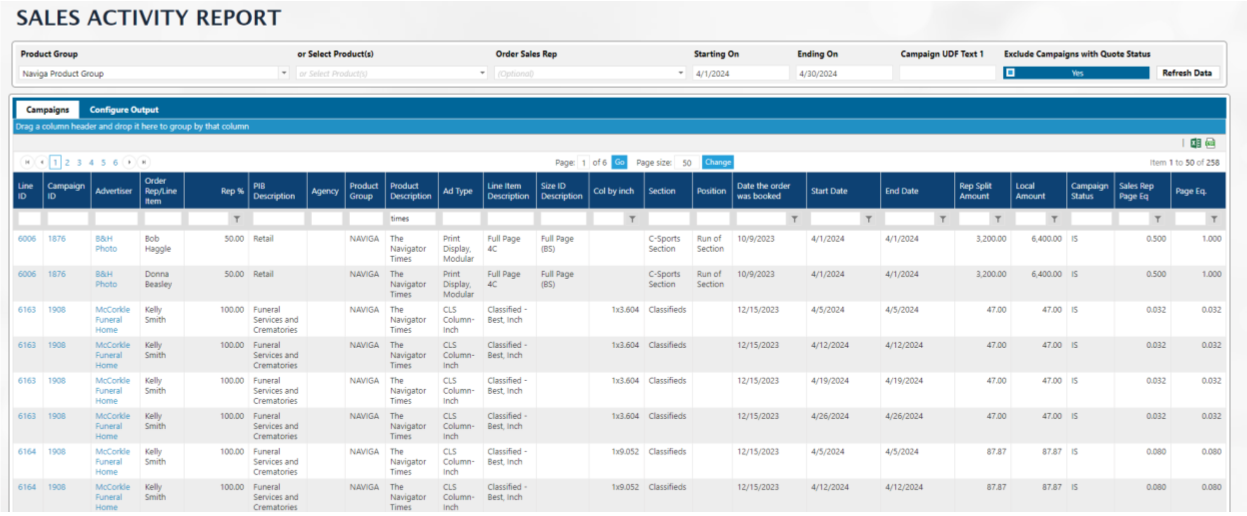
On the right columns in both the On Screen Section and the Excel Export Section are the list of what will be displayed. Move some or all items back and forth to the left column using the single or double arrows.

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**

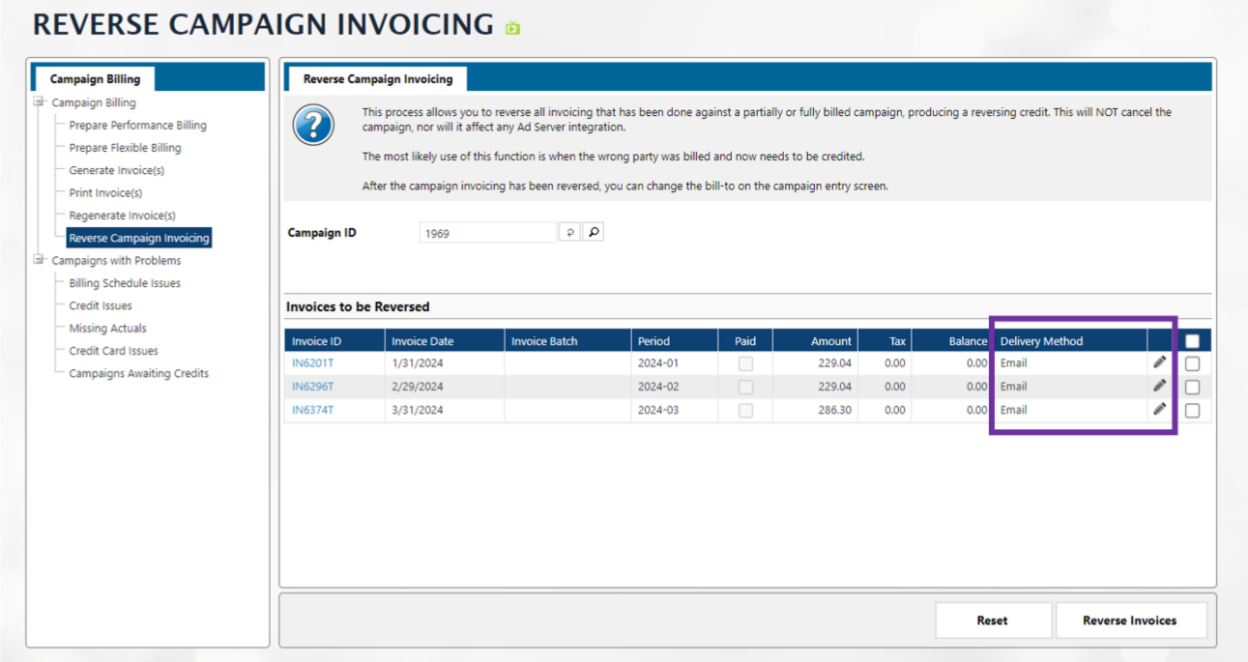


Line ID	Campaign ID	Advertiser	Order Rep/Line Item	Rep %	PIB Description	Agency	Product Group	Product Description	Ad Type	Line Item Description	Size ID Description	Col by inch	Section	Position	Date the order was booked	Start Date	End Date	Rep Split Amount	Local Amount	Campaign Status	Sales Rep Page Eq	Page Eq.
								times														
6006	1876	B&H Photo	Bob Haggle	50.00	Retail		NAVIGA	The Navigator Times	Print Display, Modular	Full Page 4C	Full Page (BS)		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	B&H Photo	Donna Beasley	50.00	Retail		NAVIGA	The Navigator Times	Print Display, Modular	Full Page 4C	Full Page (BS)		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.

Change Delivery Method in Reverse Campaign Billing

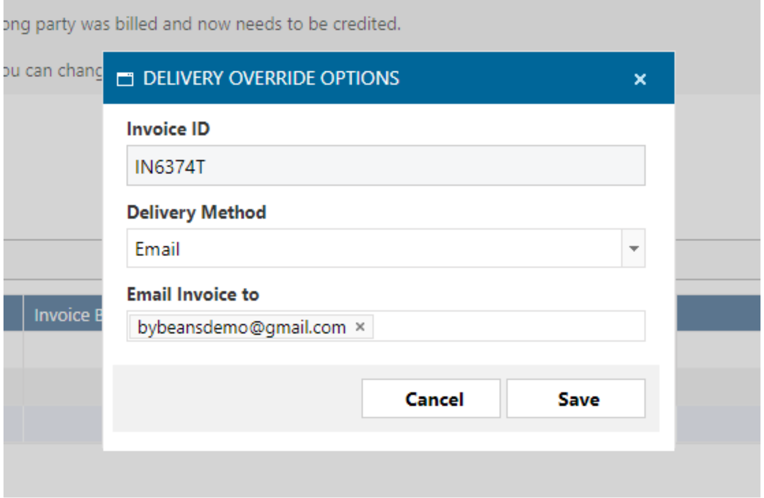
When doing regular billing, you could already manually change the delivery method to something other than that customer's normal delivery method as a one-time change for that invoice. Now, that same functionality is available when doing a reverse campaign invoice.



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:

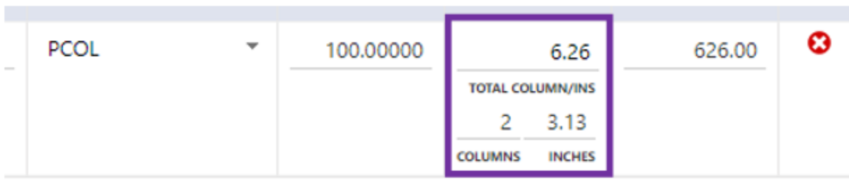


The Delivery method is a dropdown and the choice can be changed. Options are Email, Print, or Print & Email. Select email and enter a valid email address OR select Print and enter a person's name OR select Email & Print and enter both a name and an email address.

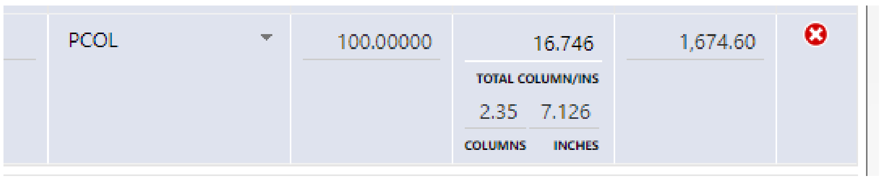
CRM Module

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:



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

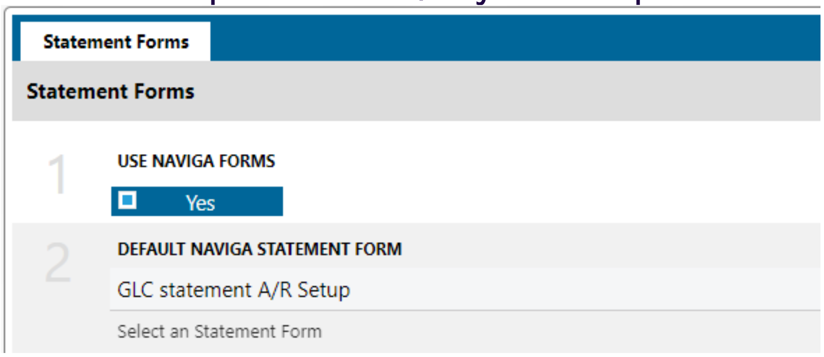


Accounts Receivable Module

Statement Template Change

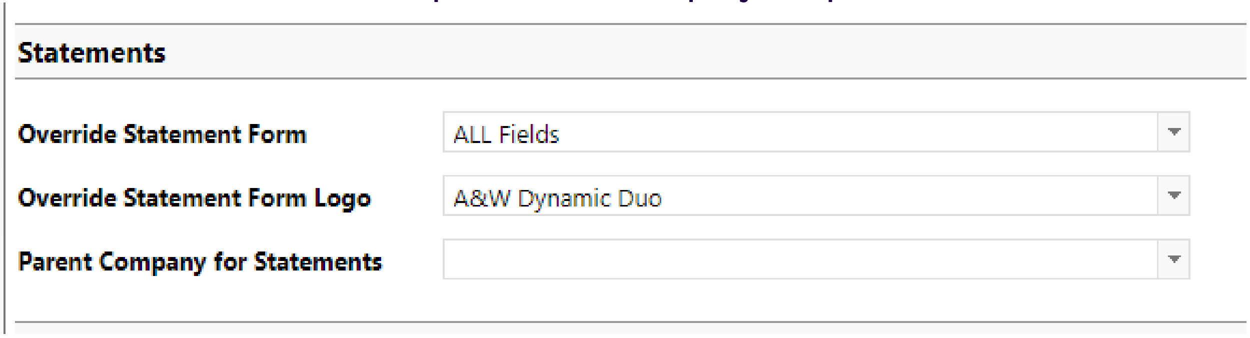
There has been a change to the way the system chooses which statement to use when sending A/R statements. There are multiple places where a statement template can be attached.

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.

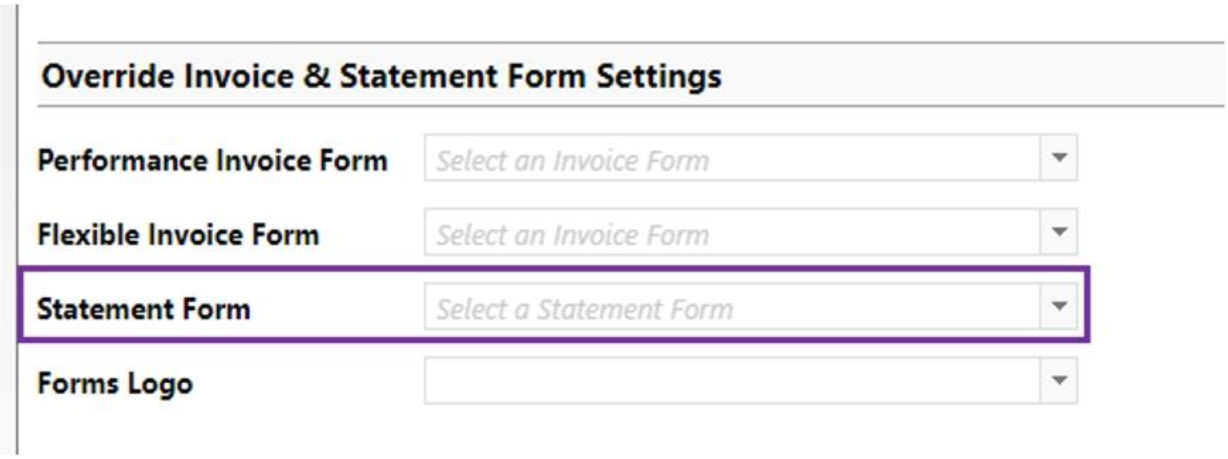


2. There is a Company Override which can be setup to have a different template and/or logo per system company, which will override the A/R Header. This setting can be

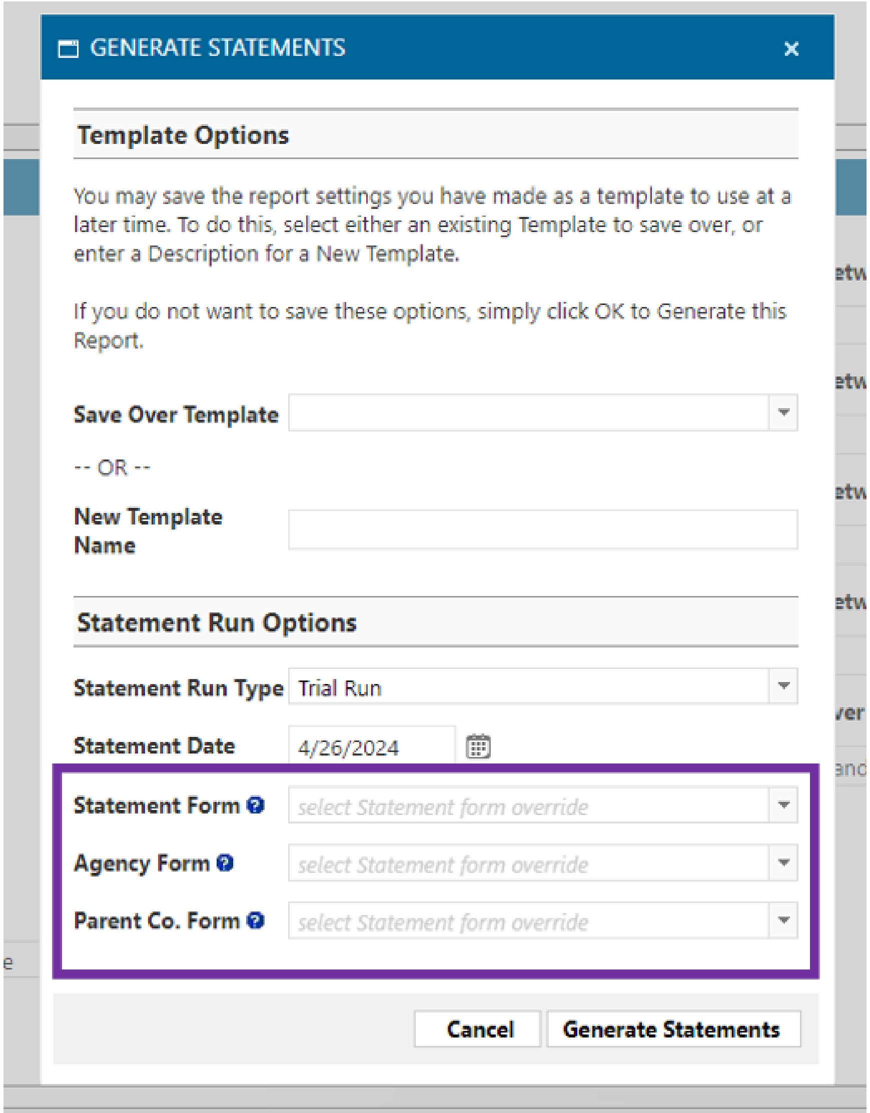
found in the **G/L Module -> Setup -> Admin -> Company Setup** Menu.



3. 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.



4. 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.



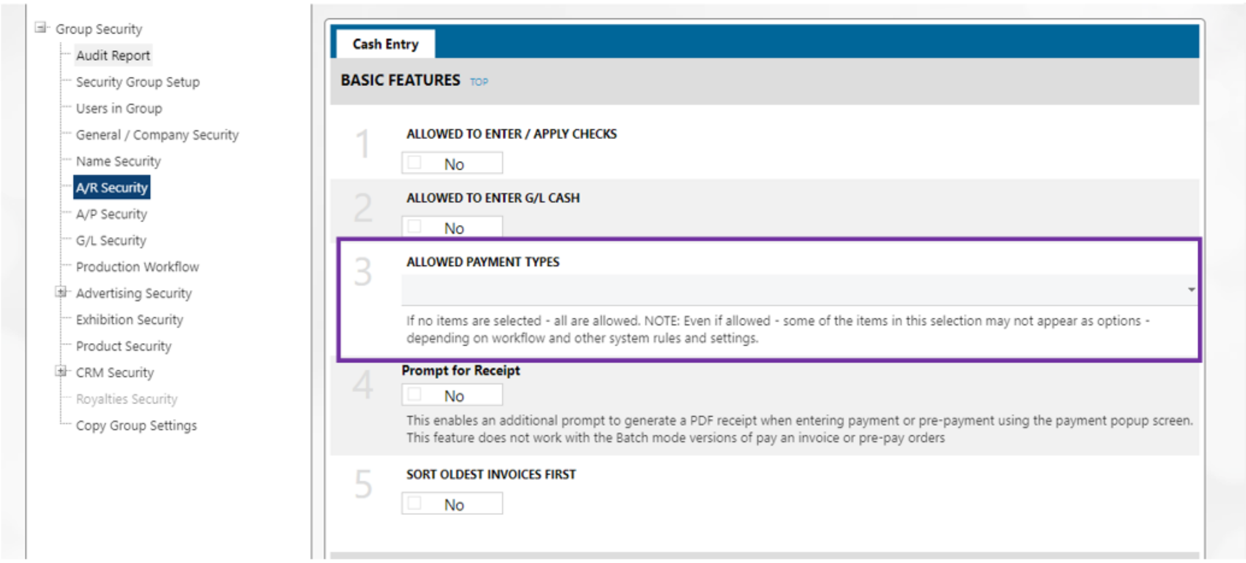
Previously, the A/R header default would get placed into the Statement processing override and used for processing. The customer default would override this, and the Company override would override all of it. So it wasn't in a very usable format for those wanting to use the Company override, but still 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

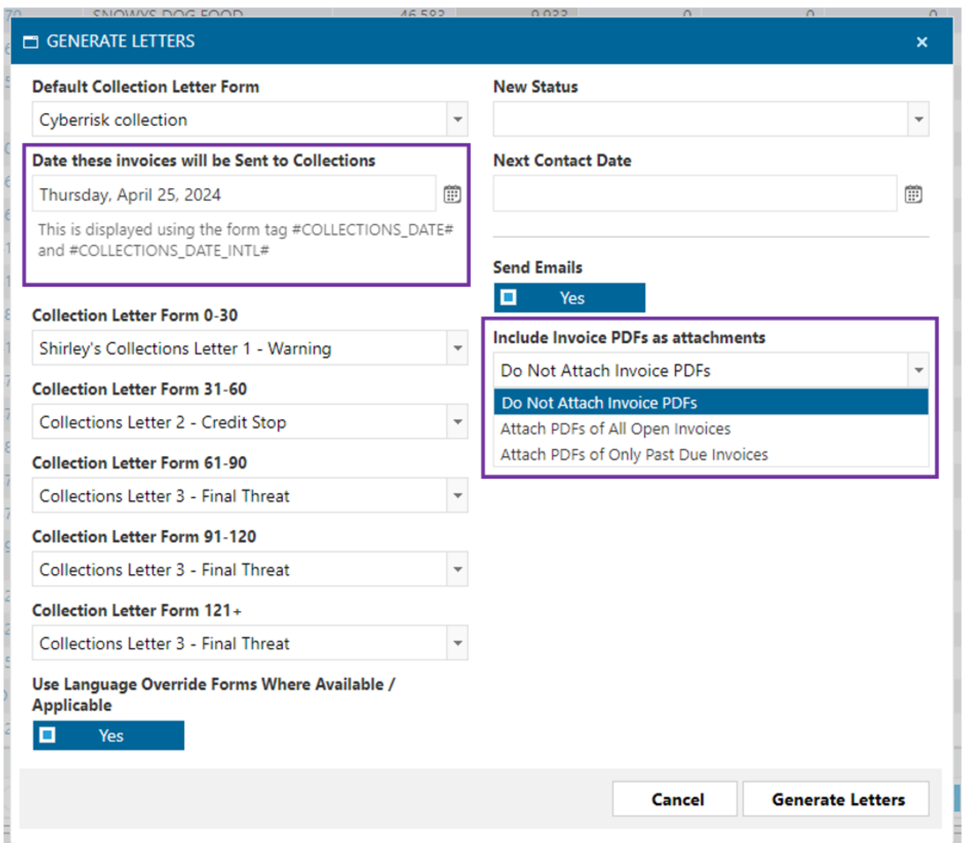
When sending collection letters to clients, the behavior of the tag #BALANCE_DUE# in the letter will be dependent upon the setting selected in the pop-up "generate letters" window (shown below).

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 -



- 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)

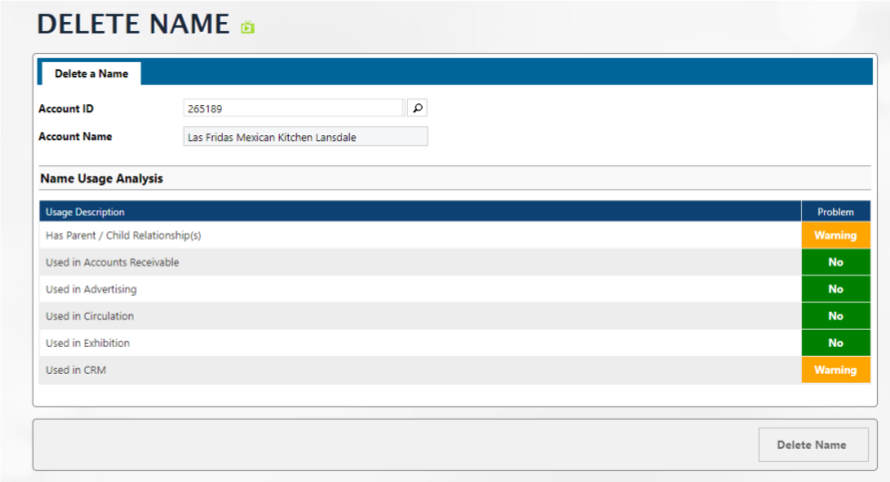
    - Do not attach Invoice PDF's - select this an no invoices will be included in the email that gets generated

    - 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.



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	
	UNITED KINGDOM	Naviga Product Group - Cross-Product 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.