

MAIN MENU



Figure 1 - Main Menu

When you log in to the Total Advertising System, the **MAIN** menu appears. There are several drop-down menu selections to choose from:

- ◆ **DAILY**
- ◆ **REPORTS**
- ◆ **MONTH-END**
- ◆ **TABLES**
- ◆ **PROFIT CENTER**
- ◆ **QUEUES**
- ◆ **TOOLS**
- ◆ **PREFERENCES**

Each section of the Main menu will be described in detail in the coming sections of this manual (except for Reports, which can be found in the Menus / Screens / Reports book).

DAILY



Figure 2 - Daily Menu

To see the **DAILY** menu, click on '**DAILY**'. A drop-down menu will appear with several additional menu selections to choose from:

- ◆ **MASTERS**
- ◆ **CONTRACTS**
- ◆ **SALESPEOPLE**
- ◆ **ADS**
- ◆ **ACCOUNTING**
- ◆ **EXIT**

Masters



Figure 3 - Daily > Masters Menu

Masters is the first selection in the **DAILY** menu. To view the sub-menu, click on 'MASTERS'. Another drop down menu will appear with several additional selections:

- ◆ **ADVERTISER MASTER MAINTENANCE**
- ◆ **CREDIT AUTHORIZATION**
- ◆ **SALESPERSON BATCH UPDATE**
- ◆ **ADVERTISER MASTER LISTING**
- ◆ **DETAILED TRANSACTION/PAYMENT STATUS**
- ◆ **ACCOUNT OPEN ITEM**

Advertiser Master Maintenance

Advertiser Master record 1 of 1

Form Edit Database Record Field Help

CAPITAL NEWS, INC

Acct # **2345** Alt Key **SANDERSSSH**

Last Name **SANDERS' SHOE STORES**

First Name

Name 2

Street # **0** 1/2 N S
1/3 1/4 E W NE
Rear SE NW SW

Street Letter

Street Name **9715 W WRANGLER**

Bld/Ste/Apt

City **RENSSELAER**

State **NY** Zip **12144** - **0**

Country Code **A** Postal Code **A**

Phone **518** - **974** - **4866** ext. *********

FAX **518** - **974** - **2233** ext. *********

E-Mail

Contact **DAVID SANDERS**

Start Date **08/25/1998**

Comment

Alt Acct # *********

Geo-Area **SC** Sun City

Acct Range **D** Display

SIC Code **15** Shoes - Women's

Product Code **A** Not Applicable

Agency Code **LAND** LANDON ASSOCIATES

Advertiser Type
 Contract
 Transient
 Preliminary Ads (test)
 Header

Billing Information
 Immd-Bill **W** Weekly
 # of Statements to this address **0**
 Finance Charge Yes No Finance % **0.00**
 Billing Fee Yes No **0.00**

Sales Tax Information
 Tax Code **7.5**
 7.5% Sales Tax
 Tax Id # **19-234432**

Sales Call Back Acct Co-ops
 Bill to Address Tearsheets
 Credit Auth / Info Demographics

Contract Info F11
Account Balances F8
Print Edit List

Salesperson **TW** **TIERRE WELLS** % of Sales **100.00**

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Figure 4 - Advertiser Master Maintenance

Access: Daily > Masters > Advertiser Master Maintenance

In this form, accounts can be viewed, edited, added or deleted. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Acct #

Advertiser Account Number is the unique identifier for the advertiser. When adding new accounts, the account number is automatically generated (incremented from the last number used). It is a sequential number.

Double-click Option

Field Length: 9

Field Type: Numeric

Alt Key

Alternate search key for locating an advertiser. The default for the alternate search key, when adding a new account, is the first 9 characters of the advertiser's last name. Operators may change the key as desired for something more personal, perhaps an alias.

Alternate Key is used to look up account information using the key as an alphabetic shorthand for the full account name. If duplicate alternate keys are detected, the search will display all the matching records so that the user may identify the correct record.

Field Length: 9

Field Type: Alpha Numeric

Last Name

Either the last name of the advertiser for individuals or the business name of the company for commercial accounts.

Field Length: 50

Field Type: Alpha Numeric

First Name

Either the first name of the advertiser or blank for commercial accounts. Always leave this field blank for commercial accounts. The first name is printed in conjunction with the last name, either 'first name last name' or 'last name, first name.' Therefore, you do not want to enter anything in this field that would not go with the last name in forward or reverse. For example: Joe Smith for statements or labels. Smith, Joe for reports so the last name is the sort word.

Field Length: 25

Field Type: Alpha Numeric

Name 2

Used to indicate "Attention to" a point of contact. It may also be used to indicate a specific department or division.

Field Length: 50

Field Type: Alpha Numeric

Street #

Street number of the advertiser's address. If the street number includes a letter, fraction or direction (including rear apartment), the appropriate selection will be shown in the prompt boxes to the right of the **Street #** and **Street Letter** fields. (It is acceptable to leave this field blank and to enter the street number in the **Street Name** field).

Field Length: 7

Field Type: Numeric

Street Letter

Street letter of the advertiser's address. If there is no letter included in the advertiser's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street letter in the **Street Name** field).

Field Length: 6 *Field Type: Alpha Numeric*

Street Fraction

Street number fraction of the advertiser's address. If there is no fraction included in the advertiser's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street fraction in the **Street Name** field).

Field Length: 0 *Field Type: Prompt*

Street Direction

Street direction of the advertiser's address. Valid options are N (north), S (south), E (east), W (west), NE (northeast), SE (southeast) and NW (northwest). If there is no direction included in the advertiser's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street direction in the **Street Name** field).

Field Length: 0 *Field Type: Prompt*

Street Name

Street name of the advertiser's address. If desired, the Street Number, Street Letter, Street Fraction and Street Direction can all be entered in this field.

Field Length: 50 *Field Type: Alpha Numeric*

Bld/Ste/Apt

Building, suite or apartment number of the advertiser's address (The appropriate word - Building, Suite or Apartment - must be entered along with the number). If the advertiser's address does not include a building, suite or apartment number, this field may be used for any other additional address information such as a P.O. Box number.

Field Length: 50 *Field Type: Alpha Numeric*

City

City of the advertiser's address.

Field Length: 50 *Field Type: Alpha Numeric*

State

Standard State abbreviation for the advertiser's address.

Field Length: 2 *Field Type: Alpha Numeric*

Zip

Five digit zip code and the extended four digit zip code of the advertiser's address.

Zip Code *Field Length: 5* *Field Type: Alpha Numeric*

Zip Ext. *Field Length: 4* *Field Type: Alpha Numeric*

Country Code

Standard Country abbreviation of the advertiser's address. There is a Country code table that you can build into the system if you are selling advertising outside the United States. See Tables > Miscellaneous Code Tables > Country Codes.

Double-click Option *Default:* A
Field Length: 5 *Field Type:* Alpha Numeric

Postal Code

Standard postal codes of the advertiser's address. Standard postal codes can be built into the postal code table. See Tables > Miscellaneous Code Tables > Postal Codes.

Double-click Option *Default:* A
Field Length: 5 *Field Type:* Alpha Numeric

Phone

Advertiser's phone number, including the area code and an extension. It is unnecessary to hit return or tab between the fields of the phone number. The program will automatically advance these fields as they are filled.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Area Code</i> | <i>Field Length:</i> 3 | <i>Field Type:</i> Numeric |
| <i>Exch. Code</i> | <i>Field Length:</i> 3 | <i>Field Type:</i> Numeric |
| <i>Phone</i> | <i>Field Length:</i> 4 | <i>Field Type:</i> Numeric |
| <i>Extension</i> | <i>Field Length:</i> 4 | <i>Field Type:</i> Numeric |

Fax

Advertiser's fax number, including the area code and an extension. It is unnecessary to hit return or tab between fields of the fax number. The program will automatically advance these fields as they are filled.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Area Code</i> | <i>Field Length:</i> 3 | <i>Field Type:</i> Numeric |
| <i>Exch. Code</i> | <i>Field Length:</i> 3 | <i>Field Type:</i> Numeric |
| <i>Phone</i> | <i>Field Length:</i> 4 | <i>Field Type:</i> Numeric |
| <i>Extension</i> | <i>Field Length:</i> 4 | <i>Field Type:</i> Numeric |

E-Mail

Advertiser's e-mail address.

Field Length: 75 *Field Type:* Alpha Numeric

Contact

Name of the person to be contacted regarding this account.

Field Length: 40 *Field Type:* Alpha Numeric

Start Date

Date the account was started. See appendix on entering dates.

Default: Current Date
Field Length: 10 *Field Type:* Date

Comment

This field can be used to store notices or warnings about the advertiser. When converting from another system, the old account number is very often stored in this field for reference during your parallel run.

Field Length: 25 *Field Type: Alpha Numeric*

Alt Acct #

Alternate Account Number is used for umbrella or shared contracts between advertisers. Many times a shopping mall will have a contractual agreement with the newspaper where multiple stores participate. Each store is a separate advertiser and is responsible for paying for their own advertising. However, they receive a better rate based on the contract for the combined sales. Enter the advertiser account number that has the shared contract.

Double-click Option
Field Length: 9 *Field Type: Numeric*

Geo-Area

User-generated code for a particular geographic area. Many reports sort on this field, such as the Aging report.

Double-click Option *Default: A*
Field Length: 5 *Field Type: Alpha Numeric*

Acct Range

User-generated code used to define the type of account. Commonly used codes are D (Display), C (Classified Transient or Liners) and CD (Classified Display). This code will aid in running reports for just Classified or just Display.

Double-click Option *Default: A*
Field Length: 5 *Field Type: Alpha Numeric*

SIC Code

This is a Standard Industry Code. SIC codes identify the industry to which an account belongs and is used to classify advertisers for sales analysis purposes. Some examples may be real-estate, retail, insurance etc. Newspapers may use this field to display their own coding system.

Double-click Option *Default: 0*
Field Length: 4 *Field Type: Numeric*

Product Code

This user-generated code is a sub-category of the SIC Code. This field is carried on to the ads and transactions. Presently this field is not accessed for reporting; it is here for the use of a report generator or for future use.

Double-click Option *Default: A*
Field Length: 5 *Field Type: Alpha Numeric*

Agency Code

This user-generated code allows you to group together accounts handled by the same agency for the purpose of aging reports and statements. To build the table of Agencies, see Tables > Agencies.

Double-click Option *Default: A*
Field Length: 5 *Field Type: Alpha Numeric*

Salesperson

A separate form labeled 'salesperson' is available to enter one or more salespersons for this account. Enter the salesperson responsible for this account. It is preferable to use numbers to identify salespeople to avoid complications as salespeople change and the use of initials can become cumbersome. If more than one salesperson is responsible for an account, all the codes will be listed. Enter the percentage of the commission the salesperson is entitled to. If multiple salespeople are listed, the % sales must equal 100%.

| | | |
|--------------------|----------------------------|----------------------------------|
| <i>Salesperson</i> | <i>Double-click Option</i> | <i>Default: A</i> |
| <i>Salesperson</i> | <i>Field Length: 5</i> | <i>Field Type: Alpha Numeric</i> |
| <i>Sales %</i> | <i>Default: 100.00</i> | |
| <i>Sales. %</i> | <i>Field Length: 5</i> | <i>Field Type: Amount</i> |

Advertiser Type

There is a box labeled 'Advertiser Type' with four possible choices: Contract, Transient, Preliminary Ads (test) and Header.

Contract - Contract or Commercial are advertisers, usually a commercial business, that "may" have agreed to run a certain amount of advertising during a predetermined amount of time. For example, 100 inches annually. The advertisers do not have to have a contract to be a contract/commercial account.

Transient - Transient advertisers are usually individuals who might run ads once in a while, usually a classified line or word ad (like an individual selling their car or advertising a garage sale, etc.).

Preliminary Ads (test) - This selection is used for training new classified representatives on ad taking. Any ads placed against an account of this type will not be posted to billing, pagination or any reports. This is strictly a training account.

Header - Used in conjunction with Classified Pagination. All Classification ad headers are entered under one master account. This flag indicates that this is that account.

| | |
|--------------------------|---------------------------|
| <i>Default: Contract</i> | |
| <i>Field Length: 0</i> | <i>Field Type: Prompt</i> |

Billing Information

'Billing Information' is a box with six fields: Immd-Bill, # of Statements to this address, Finance Charge, Finance %, Billing Fee and the amount of the billing fee.

Immd-Bill - A user-generated code indicating that the advertiser would like or is to receive an interim billing. For example, W for weekly or B for bi-weekly. The advertiser will still receive a monthly statement.

Double-click Option *Default:* A
Field Length: 1 *Field Type:* Alpha Numeric

of Statements to this address - The number of copies an advertiser is to receive. If the advertiser is not going to receive a statement at this address then set this field to 0. Then enter either an agency code or an alternate billing address for the statement to be sent to. On both the alternate billing address record and the agency address record you may indicate the number of statements to be sent to that address. You may send statements to all three addresses.

Default: 1
Field Length: 3 *Field Type:* Numeric

Finance Charge - Indicates whether or not a finance charge will be enacted for late payments. If the Finance Charge Option is set at 'No', finance charges are not applied to overdue amounts. If the Finance Charge Option is set to 'Yes', the system applies finance charges to overdue amounts.

Default: Based on how the field is set in the Profit Center table
Field Length: 0 *Field Type:* Prompt

Finance % - Indicates what percent finance charge will be enacted on late payments. The system assumes two decimal places in this field. If the Finance Charge Option is not set to yes, the system will not allow data to be entered in this field.

Default: Based on how the field is set in the Profit Center table
Field Length: 5 *Field Type:* Amount

Billing Fee - Normally applies to classified ads which are usually paid in advance with cash or credit cards. If a bill is sent instead, a billing fee may be charged. The amount of the billing fee is adjacent to the Billing Fee flag. This is a fee per month, not per bill.

Flag Field Length: 0 *Field Type:* Prompt
Amount Field Length: 5 *Field Type:* A

Sales Tax Information

The box labeled 'Sales Tax Information' contains two fields: Tax Code and Tax ID #.

Tax Code - A code indicating the percent of sales tax added to the cost of advertising. This is used in conjunction with the Sales Tax yes/no option on the rate table. Therefore, sales tax is calculated based on whether the rate is taxable or not.

Double-click Option *Default:* A
Field Length: 5 *Field Type:* Alpha Numeric

Tax Id # - Tax identification number for this advertiser.

Field Length: 16 *Field Type:* Alpha Numeric

SUB-SCREENS / BUTTON COMMANDS

Beneath the Advertiser Master Maintenance screen are several sub-screens or button commands: Sales Call back, Bill to Address, Credit Auth/Info, Acct Co-ops, Tearsheets, Demographics, Contract Info, Account Balances, and Print Edit List. To activate the screens/buttons, click on the appropriate box.

Advertiser Master

Form Edit Database Record Field Help

CAPITAL NEWS, INC

record 1 of 1

| | | | | | |
|---------------|---------------------------------------|---|---|---|--|
| Acct # | 2345 | Alt Key | SANDERSSH | Advertiser Type <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Transient <input type="checkbox"/> Preliminary Ads (test) <input type="checkbox"/> Header | |
| Last Name | SANDERS' SHOE STORES | | | | |
| First Name | | | | Billing Information Immd-Bill W Weekly # of Statements to this address 0 <hr/> Finance Charge <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 0.00 Finance % Billing Fee <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 0.00 | |
| Name 2 | | | | | |
| Street # | 0 | <input type="checkbox"/> 1/2 <input type="checkbox"/> 1/3 <input type="checkbox"/> 1/4 <input type="checkbox"/> Rear | <input type="checkbox"/> N <input type="checkbox"/> E <input type="checkbox"/> SE | | <input type="checkbox"/> S <input type="checkbox"/> W <input type="checkbox"/> NW <input type="checkbox"/> SW |
| Street Letter | | | | | |
| Street Name | 9715 W WRANGLER | | | | |
| Bld/Ste/Apt | | | | | |
| City | RENSSELAER | | | | |
| State | NY | Zip | 12144 - 0 | | |
| Country Code | A | Postal Code | A | | |
| Phone | 518 - 974 - 4866 | ext. | ***** | | |
| FAX | 518 - 974 - 2233 | ext. | ***** | | |
| E-Mail | | | | Sales Tax Information Tax Code 7.5 7.5% Sales Tax Tax Id # 19-234432 <hr/> <input type="checkbox"/> Sales Call Back <input type="checkbox"/> Acct Co-ops <input type="checkbox"/> Bill to Address <input type="checkbox"/> Tearsheets <input type="checkbox"/> Credit Auth / Info <input type="checkbox"/> Demographics | |
| Contact | DAVID SANDERS | | | | |
| Start Date | 08/25/1998 | | | | |
| Comment | | | | | |
| Alt Acct # | ***** | | | | |
| Geo-Area | SC | Sun City | | | |
| Acct Range | D | Display | | | |
| SIC Code | 15 | Shoes - Women's | | | |
| Product Code | A | Not Applicable | | | |
| Agency Code | LAND | LANDON ASSOCIATES | | | |
| Salesperson | TW | TIERRE WELLS | % of Sales 100.00 | | |

Contract Info F11

Account Balances F8

Print Edit List

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Sales Call Back

This screen may be used by sales people to track conversations with advertisers or prospective advertisers. Call back notes are kept in chronological order with the most recent entry displayed first. Operators may scroll through previous entries.



Figure 5 - Sales Call Back (Advertiser Master Maintenance)

Acct # - See definition of field under Advertiser Master Maintenance.

Date Called - Date call was placed to the advertiser.

Default: Current Date

Field Length: 10 *Field Type:* Date

Time Called - Time call was placed to the advertiser.

Default: Current Time

Field Length: 5 *Field Type:* Time

Salesperson - Code for the individual speaking to advertiser.

Double-click Option *Default:* Account Salesperson

Field Length: 5 *Field Type:* Alpha Numeric

Person Spoken to - Name of the person contacted.

Field Length: 40 *Field Type:* Alpha Numeric

Call Back Date - Next date scheduled to contact advertiser.

Default: Date Called plus 14 Days

Field Length: 10 *Field Type:* Date

Sales Call Back Text - A free form area for entering information about the conversation. If the information exceeds what can be displayed in the window, a scroll bar will appear on the right of the window. Notes on previous calls are kept in chronological order with the most recent call first. Previous notes can be viewed using the scroll bar on the right of the window.

Field Length: Unlimited *Field Type:* Text

PRINT LIST - Generate a print out of all the call backs made to this customer.

Bill-to Address

‘Bill to Address’ is where you may set up alternate addresses for this advertiser. ‘Bill To’ is sort of a misnomer, these addresses can be used for statements, bills, labels, tearsheets, affidavits and box replies. If there are already addresses set up, the field will have a check mark. Accounts may have more than one ‘Bill to Address’ set up. If there is more than one alternate address for an account, users may specify the number of copies of Tear Sheets, Affidavits, Box Replies and Statements to be sent to each address. **See Advertiser Master Maintenance for field definitions, field lengths and field types associated with an advertiser’s address**

Figure 6 - Bill To Address (Advertiser Master Maintenance)

Print Tear Sheets Label - Choose Yes to use this address for sending tear sheets to this advertiser.

Default: No

Field Length: 0

Field Type: Prompt

**Daily > Masters > Advertiser Master Maintenance
Sub-screens / Button Commands**

Tearsheet Code - Indicates whether the tearsheets are to be delivered monthly, weekly, daily, or some other method. A tearsheet code of "M" is a special code used when monthly tearsheets are to be sent. When running the month-end statements you can decide to print only tearsheet advertiser statements or no tearsheet advertiser statements. By doing this you can print two batches of statements and send the tearsheets with the tearsheet batch. This is just one method of delivering tearsheets to advertisers.

Default: None

Field Length: 1

Field Type: Alpha Numeric

Number of Tearsheets - Indicates the total number of tearsheets to this address

Default: 0

Field Length: 4

Field Type: Numeric

Print Affidavit Label - Choose Yes to use this address for sending affidavits to this advertiser.

Default: No

Field Length: 0

Field Type: Prompt

Print Box Reply Label -Choose Yes to send box replies to this address for this advertiser.

Default: No

Field Length: 0

Field Type: Prompt

Print Velox Label - Choose Yes to produce velox labels for this address.

Default: No

Field Length: 0

Field Type: Prompt

Credit Auth/Info

Please refer to the Daily > Masters > Credit Authorization section of this manual for information on this screen.

The screenshot displays the 'Credit Authorization' window for account 2345. The interface includes a menu bar (File, Edit, Database, Record, Help), a toolbar, and a status bar (record 1 of 1). The main content is organized into several sections:

- Account:** 2345
- Credit Contact:** David Sanders
- Credit Phone:** 518 974 4968 Ext. *****
- Credit Authorization:**
 - Credit Collector: LAI Linda A Finegan
 - Credit Type: Over 60 Days Old
 - Credit Status: [Empty]
 - Credit Limit: 2500.00
 - High Date: 12/13/1997
 - High Amount: 11/25.43
 - Buttons: Auto Draft Debit, Credit Application Received
- Account Information:**
 - Period: 199902
 - Growth Due: 0.00
 - Over 30: 0.00
 - Over 60: 0.00
 - Over 90: 0.00
 - Over 120: 0.00
 - Over 150: 0.00
 - Balance: 0.00
- Default Credit Card:**
 - Card Type: A
 - Card Number: [Redacted]
 - Expiration Date: [Redacted]
 - Status: Not Applicable
- Table:** A table with columns: Date, Cash, Time, Delin., Collector, Person Spoke To, Date to Call Back, and Amount Processed. The table contains several rows of data, with the first row highlighted in yellow.

Figure 7 - Credit Auth / Info (Advertiser Master Maintenance)

Acct. Co-ops

Allows entry of and lists all Co-ops assigned to an account. Not all accounts will have co-op ads and some accounts may have multiple co-op arrangements.



Figure 8 - Account Co-ops (Advertiser Master Maintenance)

Code - A user-generated code used to identify a manufacturer making payments on one or more accounts. The code is associated with individual advertisers, therefore only an abbreviated list is displayed here. This code however, is linked to the main Co-op Code table which contains all co-op codes for the entire application.

Double-click Option

Field Length: 4 Field Type: Alpha Numeric

Name - Name or description of the co-op.

Field Length: 50 Field Type: Alpha Numeric

Active - Indicates whether a co-op is active or not.

Default: No

Field Length: 0 Field Type: Prompt

PRINT SCREEN - Generate a list of co-op codes.

Tearsheets

This screen identifies the number of tear sheets required by an advertiser, when they are to be sent out, to whom they are to be sent, the number of copies required and which department is responsible for sending them out.

Figure 9 - Tearsheets (Advertiser Master Maintenance)

Tearsheet Code - Indicates whether the tearsheets are to be delivered monthly, weekly, daily, or some other method. A tearsheet code of "M" is a special code used when monthly tearsheets are to be sent. When running the month-end statements you can decide to print only tearsheet advertiser statements or no tearsheet advertiser statements. By doing this you can print two batches of statements and send the tearsheets with the tearsheet batch. This is just one method of delivering tearsheets to advertisers.

Default: None

Field Length: 1

Field Type: Alpha Numeric

Number of Tearsheets-Monthly - Indicates the total number of tearsheet copies the advertiser requires per month.

Default: 0

Field Length: 4

Field Type: Numeric

Number of Tearsheets-Advertising - Indicates the number of tearsheets to be delivered to the advertiser by the advertising department after the ad appears in the newspaper.

Default: 0

Field Length: 4

Field Type: Numeric

Number of Tearsheets-Bookkeeping - Indicates the number of tearsheets to be delivered to the advertiser by the bookkeeping department after the ad appears in the newspaper.

Default: 0

Field Length: 4

Field Type: Numeric

Number of Tearsheets-Sales - Indicates the number of tearsheets to be delivered by the sales department after the ad appears in the newspaper.

Default: 0

Field Length: 4

Field Type: Numeric

Demographics

This screen is for the collection of survey information about advertisers.

| Code | Description |
|-------|-------------------------|
| BMIL- | Less than 3 Million |
| LOCAL | Local Store |
| PLAZA | In Small Shopping Plaza |
| WEST | West Side of Town |
| | |
| | |
| | |
| | |
| | |

Figure 10 - Demographics (Advertiser Master Maintenance)

Account Number - See the Advertiser Master Maintenance section for the definition, field length and field type.

Default: Account Number on previous screen

Code - User-generated code indicating the type of information being gathered.

Double-click Option

Field Length: 5

Field Type: Alpha Numeric

DEMOG LISTING - Generate a list of accounts on which demographic information exists.

Contract Info (F11)

Please refer to the Daily > Contract > Contract Maintenance section of this manual for information on this screen.

The screenshot displays the 'Contract Maintenance' window with the following data:

Account Information:
 Account Number: 2345
 SANDERS' SHOE STORES

Contract Details:
 Contract Number: 4
 ~Contract Code: D (Display Contract)
 Salesperson: TW (Tim Waters)
 Contract Type: Display (Class Display, Class)
 Commit Type: Inch (Line, Frequency, Dollars)
 Commit Size: 1000.00
 Commit Inserts: 26 Contract Discount %: 0.00
 Interval Units: Daily, Weekly, Monthly, Annual (selected)
 Interval Number: 1
 Creation Date: 10/05/1998
 Start Date: 10/06/1998
 End Date: 10/05/1999

Summary Table:

| PERIOD | Inches | DOLLARS | AD CNT |
|--------|--------|---------|--------|
| 199902 | 0.00 | 0.00 | 0 |
| YTD | 0.00 | 0.00 | 0 |
| CTD | 0.00 | 0.00 | 0 |

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History Lines per inch: 14
 & Columns per page: 6.00

RATE INFORMATION

~Rate Code: ROP Publication: DV Zone: A
 Rate from Rate File: 15.0 RETAIL DISPLAY

Special Daily Rates:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |

Buttons: Print Edit List, Copy Contract, Reprice Trx
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Figure 11 - Contract Info (Advertiser Master Maintenance)

Account Balances (F8)

This screen displays three boxes of account information: Monthly Status, Today's Status and Yearly Status. The account number and the name of the advertiser will appear at the top of the screen. This screen is Display only; no information can be added, deleted or edited.

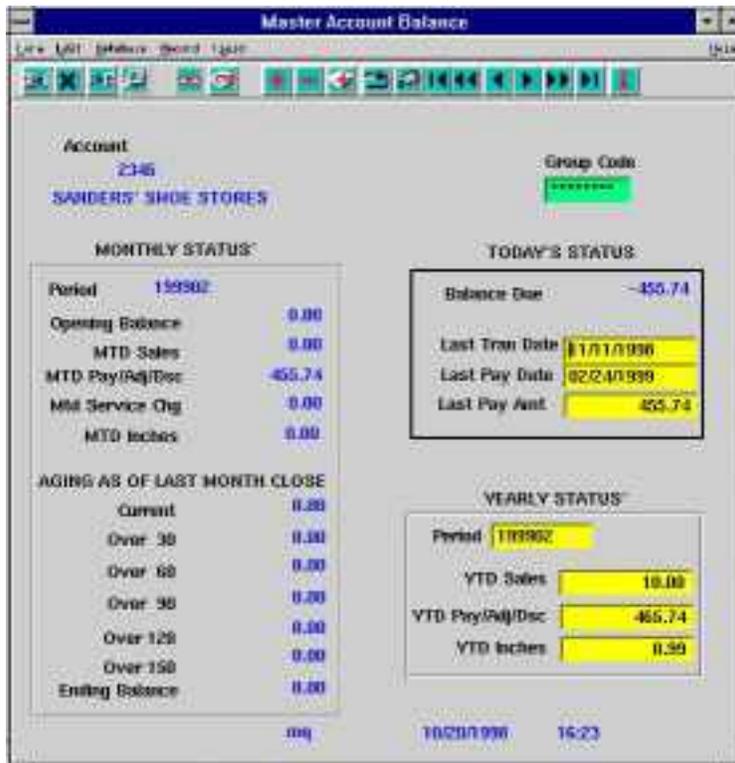


Figure 12 - Account Balances (Advertiser Master Maintenance)

Account - Advertiser's account number.

Group Code - Allows user to maintain multiple account balances and aging totals for an account. When multiple group codes are used for an account, they are often assigned to correspond with General Ledger Account Codes.

Monthly Status - Shows account information for the period shown.

Period - Indicates the month and year used to age receivables or report period accumulations like opening balances, year-to-date and month-to-date figures for an account.

Opening Balance - Amount due as of the first day of the accounting period displayed.

MTD Sales - Month-to-date sales for the period shown. MTD Sales figures are updated during the post ads to billing process, and during transaction maintenance entry. Sales amounts for ads to run on future dates are not included in this figure.

MTD Pay/Adj/Disc - Total payments, adjustments and discounts posted to the account for the period displayed.

MTD Service Chg - Total service fees posted to the account for the period displayed.

MTD Inches - Total number of inches of advertising run for the account during the period displayed. Advertising lines are converted to inches. Inches are in the Profit Center default column size, usually 6 column inches.

Aging as of Last Month Close - Lists the current balance and all overdue balances in thirty day increments.

Current - Current amount owed by this advertiser as of the close of the billing period displayed. This is not a running total, but a final figure from the month end process.

Over 30 - Debt that is over thirty days old, but less than sixty days old as of the date displayed. Amount is figured as of the last closing date.

Over 60 - Debt that is over sixty days old, but less than ninety days old as of the date displayed. Amount is figured as of the last closing date.

Over 90 - Debt that is over ninety days old, but less than one hundred and twenty days old as of the date displayed. Amount is figured as of the last closing date.

Over 120 - Debt that is over one hundred and twenty days old, but less than one hundred and fifty days old as of the date displayed. Amount is figured as of the last closing date.

Over 150 - Debt that is over one hundred and fifty days old as of the date displayed. Amount is figured as of the last closing date.

Ending Balance - Total amount due for all the aging categories displayed. Amount is figured as of the last closing date.

Today's Status - Information in this box is current as of today, up-to-the-minute.

Balance Due - Total amount due as of 'today'. Figure is calculated by starting with the ending balance as of the last period closed and applying all new charges, fees, payments, adjustments and discounts for the current open month to obtain a current balance figure.

Last Tran Date - Date most recent charge transaction was posted to the account.

Last Pay Date - Date most recent payment was posted to the account.

Last Pay Amt - The amount of the most recent payment posted to the account.

Yearly Status - Information in this box indicates year-to-date accounting statistics.

Period - Indicates the month and year used to age receivables or report period accumulations like opening balances, year-to-date and month-to-date figures for an account.

YTD Sales - Sum of all sales posted to the account year-to-date.

YTD Pay/Adj/Dsc - Sum of all payments, adjustments and discounts posted to the account year-to-date.

YTD Inches - Total number of inches of advertising converted inches run for the account during the year.

Print Edit List

For information on this section, refer to our Menus / Screens / Reports book.

The screenshot displays the 'Short Master Listing' window with a menu bar (Form, Edit, Database, Record, Field, Help) and buttons for DEVICE, TERMINAL, STORE DEFAULTS, and RESET DEFAULTS. The 'Sort By' dropdown is set to 'Account Name, Number'. The 'Advertiser Type' dropdown is set to 'All'. Below these are input fields for Account # (From and To), Account Range, Start Date (From and To), SIC Range (From and To), Geo Area (From and To), Salesperson (From and To), Credit Type (set to 'ALL Types'), and Credit Status.

Figure 13 - Print Edit List (Advertiser Master Maintenance)

HOW DO I?

How do I find an existing account if I know the account number?

1. Click on 'Clear to Find'.
2. Enter the advertiser's account number in the Acct # field.
3. Click on 'Find'.

How do I find an existing account if I don't know the account number?

1. Click on 'Clear to Find'.
2. Double-click on the Acct # field to bring up the account lookup screen.
3. Perform one of the following:
 - a) Enter the advertiser's name and click on 'Find'.
 - b) Enter part of the advertiser's name and click on 'Find'. For example 'Smi' for Smith. The search will find all matching records and display the first record found. To see the other records found and find the correct one, use the arrow keys at the top of the screen to move through the records.
 - c) Double click or zoom on the account number field. This will bring up another window for searching for an advertiser. The new window will allow searches on account number, account range, name, address, telephone number, advertiser type and more. The search may consist of combinations of these fields. For example a search of all advertisers starting with the last name of 'Smi' in the city of 'Rensselaer' could be listed or all of the advertisers in the area code of '518' and the last name of 'Smith'. This window displays a list of found searches so that you can select and use one of the accounts found. Click on the desired account record, then click on the PREVIOUS FORM button or use the F1 key. This will return the record to the previous form.

See Appendix D - Searching Techniques and Search Criteria

How do I Add a New Account?

1. Click on 'Clear to Add' or press Shift-F7.
2. Complete all applicable fields on this form.
3. Click on 'Add' or press the F7 key.

How do I Delete an Account?

1. Click on 'Clear to Find' or press Shift-F6.
2. Locate the record to be deleted.
3. Click on 'Delete'.
4. You will be prompted with "Are you sure you want to delete this record?."
5. If you are sure, click on 'yes'.

If there is existing history, ads or balances on the account you will be unable to delete the account.

How do I Edit Information in an Existing Account?

1. Click on 'Clear to Find' or press Shift-F6.
2. Locate the record to be edited.
3. Edit the appropriate fields.
4. Click on 'Add' or press the F7 key.

Credit Authorization

The screenshot shows a software window titled "Credit Authorization" with a menu bar (Form, Edit, Database, Record, Field) and a Help button. The interface displays the following information:

- Account:** 2345 (record 1 of 1)
- Credit Contact:** David Sanders
- Credit Phone #:** 518 974 4869 Ext *****
- Credit Authorization Section:**
 - Credit Collector: LAF Linda A Flnegan
 - Credit Type: Over 60 Days Old
 - Credit Status: [Empty]
 - Credit Limit: 2500.00
 - High Date: 12/13/1997
 - High Amount: 1875.43
 - Options: Auto Bad Debt, Credit Application Received
- Account Information Table:**

| | |
|-------------|--------|
| Period | 199902 |
| Current Due | 0.00 |
| Over 30 | 0.00 |
| Over 60 | 0.00 |
| Over 90 | 0.00 |
| Over 120 | 0.00 |
| Over 150 | 0.00 |
| Balance | 0.00 |
- Default Credit Card Section:**

| Card Type | Card Number | Expiration Date |
|-----------|-------------|-----------------|
| A | ***** | ***** |

Not Applicable
- Collection Activity Table:**

| Date Called | Time Called | Collector | Person Spoke To | Date to Call Back | Amount Promised |
|-------------|-------------|-----------|-----------------|-------------------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Figure 14 - Credit Authorization

Access: Daily > Master > Credit Authorization

In this form, credit status, account aging and collection activity are displayed. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Account

Advertiser Account Number is the unique identifier for the advertiser.

Double-click Option

Field Length: 9 *Field Type: Numeric*

Credit Contact

Name of the person to be contacted for credit issues.

Field Length: 30 *Field Type: Alpha Numeric*

Credit Phone

Telephone number and extension of the person to be contacted for credit issues. The field for the telephone number is broken into four sections: area code, exchange code, telephone number, extension number. As the telephone number is typed, there is no need to hit return or tab between sections. The system will automatically move to the next section as the previous section is filled.

Area Code *Field Length: 3* *Field Type: Numeric*

Exch. Code *Field Length: 3* *Field Type: Numeric*

Phone *Field Length: 4* *Field Type: Numeric*

Extension *Field Length: 4* *Field Type: Numeric*

Credit Authorization

This box contains basic information on an account's credit history.

Credit Collector - A code used to identify the credit collector for this account. Credit Collectors may be individual in-house collectors or outside agencies.

Double-click Option

Field Length: 5 *Field Type: Alpha Numeric*

Credit Type - This box may indicate limits for the number of aging days acceptable for the account or a maximum dollar amount. Other limits may include prepayment requirements for previous bad debt or for accounts with no established credit. To see a list of credit codes, click on the arrow at the right of this field.

Field Length: 0 *Field Type: Prompt*

Credit Status - This field can stop entry of ads to this account. Enter a code of "BD" for Bad Debt sent to collection. A second special code of "BI" is used in much the same manner except it means Bad Debt In-house collection. Users may create other codes that can be used for sorting and reporting besides the "BD" special code, such as "PP" for a prepay account.

Field Length: 2 *Field Type: Alpha Numeric*

Credit Limit - This indicates the maximum amount of credit to be extended to the account. If the limit is exceeded, the operator is warned and the account appears on the Over Credit Limit Analysis Report. If no amount is entered in this field, the advertiser will be extended unlimited credit.

Field Length: 9 *Field Type: Amount*

High Date - Date that the largest amount of credit was extended to this advertiser. This field is updated automatically each time a month is closed.

Field Length: 10 *Field Type: Date*

High Amount - Amount of the highest balance for the account. This field is updated automatically each time a month is closed.

Field Length: 5 *Field Type: Amount*

Auto Bad Debt - If this field is set to 'Yes' and at month end an account has not met with its credit criteria, a status of BI will appear in the 'Credit Status' field, and no further ads will be allowed to be entered.

Default: N
Field Length: 0 *Field Type: Prompt*

Credit Application Received - Indicates that a credit application has been received for this account. This information is also displayed on the advertiser account status.

Default: N
Field Length: 0 *Field Type: Prompt*

Default Credit Card

This box stores the default credit card information for use in payment entry.

Card Type - User-generated code indicating the type of credit card used. For example 'VI' might stand for Visa, 'MC' for Master Charge. This is a required entry for all credit card transactions.

Double-click Option
Field Length: 2 *Field Type: Alpha Numeric*

Card Number - Account number appearing on the credit card. This is a required entry for all credit card transactions. Enter dashes or spaces between groups of numbers.

Field Length: 20 *Field Type: Numeric*

Expiration Date - Expiration date appearing on the credit card. This is a required entry for all credit card transactions.

Field Length: 10 *Field Type: Date*

Account Information

This displays basic account balance information. The following fields are Display only.

Period - Located in the 'Account Information' box, this field indicates the month and year used to age receivables or report period accumulations like opening balances, year-to-date and month-to-date figures for an account.

Current Due - Current amount owed by this advertiser as of the close of the billing period displayed. This not a running total, but a final figure from the month end process.

Over 30 - Debt that is over thirty days old, but less than sixty days old as of the date displayed. Amount figured as of last closing date.

Over 60 - Debt that is over sixty days old, but less than ninety days old as of the date displayed. Amount figured as of last closing date.

Over 90 - Debt that is over ninety days old, but less than one hundred and twenty days old as of the date displayed. Amount figured as of last closing date.

Over 120 - Debt that is over one hundred and twenty days old, but less than one hundred and fifty days old as of the date displayed. Amount figured as of last closing date.

Over 150 - Debt that is over one hundred and fifty days old as of the date displayed. Amount figured as of last closing date.

Balance - Total amount due for categories displayed. Amount figured as of last closing date.

Credit Call Back

This screen may be used by credit collectors to track the conversations had with advertisers. Call back notes are kept in chronological order with the most recent entry displayed first. Operators may scroll through previous entries.

Date Called - Date call was placed to the advertiser.

Default: Current Date

Field Length: 10 *Field Type:* Date

Time Called - Time call was placed to the advertiser.

Default: Current Time

Field Length: 5 *Field Type:* Time

Collector - Code for the individual speaking to advertiser.

Double-click Option *Default:* Credit Collector named above

Field Length: 5 *Field Type:* Alpha Numeric

Person Spoken to - Name of the person contacted.

Default: Credit Contact

Field Length: 40 *Field Type:* Alpha Numeric

Date to Call Back - Next date scheduled to contact advertiser.

Default: Date Called plus 14 Days

Field Length: 10 *Field Type:* Date

Amount Promised - Amount the advertiser promised to pay

Field Length: 9 *Field Type:* Amount

Credit Call Back Text - A free form area for entering information about the conversation. If the information exceeds what can be displayed in the window, a scroll bar will appear on the right of the window. Notes on previous calls are kept in chronological order with the most recent call first. Previous notes can be viewed using the scroll bar on the right of the window.

Field Length: Unlimited *Field Type:* Text

HOW DO I?

This section will be part of the next version of this manual

Salesperson Batch Update

Change Existing Salesperson on Master?
 Yes No

Old Salesperson
 New Salesperson

Geo Area

Account Range

Account # From To

Update Ads

Update Transactions

Update Contracts

All - or - Contract Code

Figure 15 - Salesperson Batch Update

Access: Daily > Masters > Salesperson Batch Update

The salesperson batch update program allows the operator to make changes to salesperson codes on the salesperson master file and batch update the salesperson codes to ads, accounting transactions and contracts. This function may be used to make changes affecting large or small quantities of records. New salesperson codes may be substituted for old codes and operators have total control over how the changes are applied. Changes may be applied to a specific geographic area, an account range, all account numbers or a specific range of account numbers. Operators may further determine whether the change is to be applied to ads, accounting transactions and/or all contract codes or a specific contract code. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Change Existing Salesperson on Master?

Indicates whether or not you want the program to replace the old salesperson code with the new salesperson code.

Default: No

Field Length: 0

Field Type: Prompt

Old Salesperson

The old salesperson code is the code to be replaced by the new salesperson code on masters, ads, transactions and/or contracts to be modified.

Default: None

Field Length: 5

Field Type: Alpha Numeric

New Salesperson

The new salesperson code is the code that is to replace the prior salesperson code on the ads, transactions and/or contracts to be modified.

Default: None

Field Length: 5

Field Type: Alpha Numeric

Geo Area

Specify the geographic area to be included in the range of data to be modified.

Default: All

Field Length: 5

Field Type: Alpha Numeric

Account Range

Specify the account range to be included in the range of data to be modified.

Double-click Option

Default: All

Field Length: 5

Field Type: Alpha Numeric

Account #

Indicates the range of data to be modified.

From - Indicates the first number to be included in the range of data to be modified.

Default: 1

Field Length: 9

Field Type: Numeric

To - Indicates the last number to be included in the range of data to be modified.

Default: 999999999

Field Length: 9

Field Type: Numeric

Update Ads

If this option is checked, all ads matching the change criteria entered will be modified. If the option is not checked, no changes will be made to ad data.

Default: Off

Field Length: 0

Field Type: Prompt

Update Transactions

If this option is checked, all transactions matching the change criteria entered will be modified. If the option is not checked, no changes will be made to transaction data.

Default: Off

Field Length: 0

Field Type: Prompt

Update Contracts

When this option is checked, an additional control field is displayed for the operator to indicate whether the new salesperson number is to be modified for all contract codes or a specific code. If this option is not checked, the new salesperson will not replace the old salesperson associated with a contract code.

Default: Off

Field Length: 0

Field Type: Prompt

All - or - Contract Code

When this option is checked, the new salesperson will replace the old salesperson for all contract codes. If the change is not to be applied to all contract codes, do not check the option. Enter the contract code to be affected by the change in the contract code field. If multiple contract codes are to be affected by the change but not all codes, the operator must enter a separate batch update transaction for each of the codes to be changed.

Default: All

Field Length: 0

Field Type: Prompt

SUB-SCREENS / BUTTON COMMANDS

Beneath the Salesperson Batch Update screen are two one sub-screens or button commands: Process and Exit. To activate the screens/buttons, click on the appropriate box.

Salesperson Batch Update

Change Existing Salesperson on Master?
 Yes No

Old Salesperson
New Salesperson

Geo Area

Account Range

Account # From ***** To *****

Update Ads Update Transactions Update Contracts

All - or - Contract Code

Process
Exit

Process

Selecting this button begins the updating process.

Exit

This option exits to the menu.

HOW DO I?

This section will be part of the next version of this manual

Advertiser Master Listing

The screenshot shows a software window titled "Short Master Listing" with a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar (DEVICE, TERMINAL, STORE DEFAULTS, RESET DEF). The main area contains several filter sections:

- Sort By:** A list of options with "Account Name, Number" selected.
- Advertiser Type:** Radio buttons for "Contract", "Transient", and "All" (selected).
- Account #:** "From" and "To" fields with asterisks.
- Account Range:** A single green input field.
- Start Date:** "From" and "To" fields with asterisks.
- SIC Range:** "From" and "To" fields with asterisks.
- Geo Area:** "From" and "To" green input fields.
- Salesperson:** "From" and "To" green input fields.
- Credit Type:** A dropdown menu showing "ALL Types".
- Credit Status:** A single yellow input field.

Figure 16 - Advertiser Master Listing

Access: Daily > Master > Advertiser Master Listing

For information on this section, refer to our Menus / Screens / Reports book.

Detailed Transaction/Payment Status

Account Status

Form Edit Database Record Field Help

Previous Month Next Month Current Month All Months Period Range

Account 2345 Print Listing 19902

SAUNDERS' SHOE STORES

0 9715 W WRANGLER

RENSELAER NY 12144 0

518 974 4066 ---- C

Email

Tax ID# 19-234432

BALANCE INFORMATION

Last Pay 02/01/1999 50.00

Balance Due -116.40

CREDIT INFORMATION

Over 60 Days Old

Credit App Received

Status Limit

LAST MONTH CLOSE INFORMATION

| | | | |
|-----------|--------|---------|------|
| Period | 199902 | Current | 0.00 |
| | | Ov 30 | 0.00 |
| OpnBal | 0.00 | Ov 60 | 0.00 |
| Mtd Pay | 505.74 | Ov 90 | 0.00 |
| | | Ov 120 | 0.00 |
| Mtd Sales | 389.34 | Ov 150 | 0.00 |

Payment / Adjustment History

| PAD # | Code | Pub | Date | Amount | Description | CK# | Ad # | Unapplied |
|-------|------|-----|------------|--------|---------------------|--------|-------|-----------|
| 10739 | CC | DV | 02/24/1999 | 455.74 | CREDIT CARD | | 29803 | 455.74 |
| 10745 | CK | AM | 02/01/1999 | 50.00 | PAYMENT - THANK YOU | 124889 | ***** | 0.00 |

Transaction History

| Tran Num | Ad Num | Pub Date | Ad size | Rate | Net Price | |
|------------|--------|--------------|---------|-------|-----------|---------|
| 39335 | ***** | 02/24/1999 | 3.00 | 0.0 | 25.50 | NO FLAT |
| WHEEL DEAL | | DspCde ***** | WD | PO# | | |
| 39336 | ***** | 02/24/1999 | 6.00 | 60.64 | 363.84 | NO FLAT |
| SHOE SALE | | DspCde ***** | RI | PO# | | |
| | | DspCde | | PO# | | |
| | | DspCde | | PO# | | |
| | | DspCde | | PO# | | |
| | | DspCde | | PO# | | |
| | | DspCde | | PO# | | |

| Pub | Zone | Flas | Rate Amt | Sect | Pa |
|-----|------|------|----------|------|----|
| AM | A | R | 0.0 | 0 | 0 |
| AR | A | R | 0.0 | 0 | 0 |
| CG | A | R | 0.0 | 0 | 0 |
| PV | A | R | 0.0 | 0 | 0 |
| SC | A | R | 0.0 | 0 | 0 |

Contr # ***** CC A

SAU 1.00 X 3.00

Preprints 0 pg 0

Agency 4.50 15.00

Sales Tax 0.00 0.0

Gross Price 30.00

Salesperson %

TW 100.00

RUN DATES

| |
|------------|
| 02/03/1999 |
| 02/10/1999 |
| 02/17/1999 |
| 02/24/1999 |

Figure 17 - Detailed Transaction / Payment Status

Access: Daily > Master > Detailed Transaction/Payment Status

This form is for information only. No data is added, deleted or edited. The information on this screen includes balance information, credit, month-end information and detailed histories of payments, adjustments and transactions. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

This screen is Display only. No information can be added, deleted or updated. For detailed information, refer to the individual maintenance screens.

Advertiser Account

Advertiser's account number.

Balance Information

Information concerning an advertiser's current status.

Last Pay - The date that the last payment was received and the amount of the payment.

Balance Due - Total amount due as of the last closing date.

Credit Information

An abbreviated view of the advertiser's credit information.

Credit Type - Indicates the type of credit extended to this advertiser

Credit App Received - Indicates whether or not a credit application has been received for this advertiser.

Credit Status - Indicates the credit standing this advertiser has, such as BD (bad debt) or PP (pre-pay).

Credit Limit - Indicates the maximum amount of credit to which this advertiser is entitled.

Last Month Close Information

Account balances and aging statistics as of the last month's closing.

Period - Indicates the month and year used to age receivables or report period accumulations like opening balances, year-to-date and month-to-date figures for an account.

Opn Bal - Amount due as of the first day of the accounting period displayed.

MTD Pay - Month-to-date payments, adjustments and discounts posted to the account for the period displayed.

MTD Sales - Month-to-date sales for the period. Sales amounts for ads to run on future dates are not included in this figure.

Current - Current amount owed by this advertiser as of the close of the billing period displayed. This is not a running total, but a final figure from the month end process.

Over 30 - Debt that is over thirty days old, but less than sixty days old as of the date displayed. Amount is figured as of the last closing date.

Over 60 - Debt that is over sixty days old, but less than ninety days old as of the date displayed. Amount is figured as of the last closing date.

Over 90 - Debt that is over ninety days old, but less than one hundred and twenty days old as of the date displayed. Amount is figured as of the last closing date.

Over 120 - Debt that is over one hundred and twenty days old, but less than one hundred and fifty days old as of the date displayed. Amount is figured as of the last closing date.

Over 150 - Debt that is over one hundred and fifty days old as of the date displayed. Amount is figured as of the last closing date.

Payment / Adjustment History

This box displays a history of payments and adjustments. Only a limited amount of information can be displayed to the screen. To see the complete list, use the scroll bar to move up or down the list, or use the Page up and Page Down keys to move a record at a time.

Pad # - Payment Adjustment Discount Number.

Code - Payment Code.

Pub - Publication associated with this payment/adjustment/discount.

Date - Payment/Adjustment/Discount Date.

Amount - Payment/Adjustment/Discount amount.

Description - Payment/Adjustment/Discount description.

CK # - Advertiser's check number.

Ad # - Ad number this payment was applied to.

Unapplied - Amount of the payment not applied to a particular invoice, transaction or ad.

Desc 2 - Second line of description.

Credit Card - The credit card number this payment was paid with.

Credit Type - Indicates the type of credit card. For example, VI (Visa) or MC (Master Card).

Transaction History

History of billing for this particular advertiser.

Tran Num - Transaction number.

Ad Num - Ad number this transaction was created from.

Pub Date - Date of the publication in which the ad was run.

Ad Size - Size of the ad. Usually, number of columns or width times the ad height. This could be inches or lines.

Rate - Rate code and rate dollar amount.

Net Price - Net amount is calculated as gross amount plus sales tax, flat additional charges and less agency discount.

Amt Unpaid - Unpaid balance for a line item. If no payment has been made, the amount unpaid will equal the net price for the line item. If some amount of payment or an adjustment has been applied to the item, the amount unpaid will be different from the original net price for the item.

Publication/Zone Information

Pub - Publication code.

Zone - Publication zone code.

Run - R (run) or C (combination).

Rate Amount - Rate dollar amount used on this transaction for each publication.

Price - Gross price of the publication.

Sect - Section of the newspaper the ad ran in for each publication.

Pg - Page of the newspaper the ad ran on for each publication.

Other Transaction Information

Contract Num - The contract number that this transaction was applied to.

CC - Contract code associated with the Contract number.

SAU - (Standard Advertising Unit) Size of the ad as column width and height.

Preprints - Indicates the number of preprints and preprint pages run for this transaction.

Agency - % discount for this ad.

Sales Tax - Amount of sales tax charged for this transaction.

Gross Price - Gross amount due for this transaction prior to adding flat additional charges and sales tax and deducting the agency discount.

Salesperson Information

Salesperson - The salesperson or salespersons that are to receive credit for this transaction.

Salesperson % - The associated percentage of the sale each salesperson is to receive credit for.

Run Date Information - These are the dates associated with a Bill on Expiration ad or a Bill on First Insertion ad. These types of ads only have one transaction associated with them so the run dates are listed separately.

SUB-SCREENS / BUTTON COMMANDS

Beneath the Detailed Transaction/Payment Status screen is one sub-screen or button command: Print Listing. To activate the screens/buttons, click on the appropriate box.

Account Status

Form Edit Database Record Field Help

Previous Month Next Month Current Month All Months Period Range

Account 2345 **Print Listing** 19902

SANDERS' SHOE STORES

0 9715 W WRANGLER

RENSSELAER NY 12144

518 974 4066

Email

BALANCE INFORMATION

Last Pay 02/01/1999 50.00

Balance Due -116.40

CREDIT INFORMATION

Over 60 Days Old

Credit App Received

Status Limit

LAST MONTH CLOSE INFORMATION

Period 199902 Current 0.00

Ov 30 0.00

OpnBal 0.00 Ov 60 0.00

Mtd Pay 505.74 Ov 90 0.00

Mtd Sales 389.34 Ov 150 0.00

Tax ID# 19-234432

Payment / Adjustment History

| PAD # | Code | Pub | Date | Amount | Description | CK# | Ad # | Unapplied |
|-------|------|-----|------------|--------|---------------------|--------|-------|-----------|
| 10739 | CC | DV | 02/24/1999 | 455.74 | CREDIT CARD | | 29803 | 455.74 |
| 10745 | CK | AM | 02/01/1999 | 50.00 | PAYMENT - THANK YOU | 124989 | ***** | 0.00 |

Transaction History

| Tran Num | Ad Num | Pub Date | Ad size | Rate | Net Price | NO FLAT |
|------------|--------|------------|---------|-------|-----------|---------|
| 39335 | ***** | 02/24/1999 | 3.00 | 0.0 | 25.50 | NO FLAT |
| WHEEL DEAL | | | | | | |
| 39336 | ***** | 02/24/1999 | 6.00 | 60.64 | 363.84 | NO FLAT |
| SHOE SALE | | | | | | |
| | | | DspCde | | PO# | |
| | | | DspCde | | PO# | |
| | | | DspCde | | PO# | |
| | | | DspCde | | PO# | |
| | | | DspCde | | PO# | |
| | | | DspCde | | PO# | |

| Pub | Zone | Run | Rate | Amnt | Sect | Pa |
|-----|------|-----|------|------|------|----|
| AM | A | R | 0.0 | 0 | 0 | 0 |
| AR | A | R | 0.0 | 0 | 0 | 0 |
| CG | A | R | 0.0 | 0 | 0 | 0 |
| PV | A | R | 0.0 | 0 | 0 | 0 |
| SC | A | R | 0.0 | 0 | 0 | 0 |

Contr # ***** CC-A

SAU 1.00 X 3.00

Preprints 0 pg 0

Agency 4.50 15.00

Sales Tax 0.00 0.0

Gross Price 30.00

Salesperson %

TW 100.00

RUN DATES

02/03/1999

02/10/1999

02/17/1999

02/24/1999

Print Listing

For information on this section, refer to our Menus / Screens / Reports book.



Figure 18 - Print Listing (Detailed Transaction / Payment Status)

HOW DO I?

This section will be part of the next version of this manual

Account Open Item

Account Status

Form Edit Database Record Field Help

Advertiser: 2345 **Print Listing**
 Account: SANDERS' SHOE STORES

0 9715 W WRANGLER
 RENSSELAER NY 12144 0
 STD 974 4066 ****
 Email
 Tax ID# 15-234432

LAST MONTH CLOSE INFORMATION

| | | | |
|-----------|--------|----------|------|
| Period | 139902 | Current | 0.00 |
| | | Over 30 | 0.00 |
| Open Bal | 0.00 | Over 60 | 0.00 |
| MTL Pay | 455.74 | Over 90 | 0.00 |
| MTL Sales | 0.00 | Over 120 | 0.00 |
| | | Over 150 | 0.00 |

BALANCE INFORMATION

Last Pay: 02/24/1999 455.74
 Balance Due: -455.74

Open Item Transactions

| Period | Invoice Date | Invoice # | Tran Num | Net Price | Amnt Unpaid |
|--------|--------------|-----------|----------|-----------|-------------|
| 199810 | 10/20/1998 | 7589 | 13051 | 10.00 | 10.00 |
| | | | | | |
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Unapplied Payments / Adjustments

| Period | Date | P&D # | Amount | Unapplied |
|--------|------------|-------|--------|-----------|
| 199810 | 10/20/1998 | 3423 | 10.00 | 10.00 |
| 199902 | 02/24/1999 | 10739 | 455.74 | 455.74 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |

Figure 19 - Account Open Item

Access: Daily > Masters > Account Open Item

The Account Open Item screen displays open items for an account. This option displays unpaid items and lists all unapplied payments and adjustments. Account balance and aging information is also provided as of the close of the last accounting period. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

This screen is Display only. No information can be added, deleted or updated. For detailed information, refer to the individual maintenance screens.

Advertiser Account

Advertiser Account Number is the unique identifier for the advertiser.

E-Mail

Advertiser's e-mail address.

Tax Id #

Tax identification number for this advertiser.

Last Month Close Information

Account balances and aging statistics as of the last month's closing.

Period - Indicates the month and year used to age receivables or report period accumulations like opening balances, year-to-date and month-to-date figures for an account.

Opn Bal - Amount due as of the first day of the accounting period displayed.

Mtd Pay - Total payments, adjustments and discounts posted to the account for the period displayed.

Mtd Sales - Month-to-date sales for the period shown. MTD Sales figures are incremented during transaction entry when sales are posted to billing. Sales amounts for ads to run on future dates are not included in this figure.

Current - Current amount owed by this advertiser as of the close of the billing period displayed. This is not a running total, but a final figure from the month end process.

Over 30 - Debt that is over thirty days old, but less than sixty days old as of the date displayed. Amount is figured as of the last closing date.

Over 60 - Debt that is over sixty days old, but less than ninety days old as of the date displayed. Amount is figured as of the last closing date.

Over 90 - Debt that is over ninety days old, but less than one hundred and twenty days old as of the date displayed. Amount is figured as of the last closing date.

Over 120 - Debt that is over one hundred and twenty days old, but less than one hundred and fifty days old as of the date displayed. Amount is figured as of the last closing date.

Over 150 - Debt that is over one hundred and fifty days old as of the date displayed. Amount is figured as of the last closing date.

Balance Information

Information concerning an advertiser's current status.

Last Pay - The last date that a payment was received.

Balance Due - Total amount due as of the last closing date.

Open Item Transactions

Information concerning transactions that have unpaid balances remaining.

Period - Indicates the month and year used to age receivables or report period accumulations like opening balances, year-to-date and month-to-date figures for an account.

Invoice Date - Date invoice was created. Invoice date is the date used to age information within the system.

Invoice Number - Unique, sequential number used to identify invoices.

Tran Num - Sequential transaction number assigned to a sale during billing entry or when ads are posted to billing.

Net Price - Net amount is calculated as gross amount plus flat additional and sales tax, less agency discount.

Amt Unpaid - Unpaid balance for a line item. If no payment has been made, the amount unpaid will equal the net price for the line item. If some amount of payment or an adjustment has been applied to the item, the amount unpaid will be different from the original net price for the item.

Unapplied Payments/Adjustments

Information concerning the amount of a payment not applied to an invoice or any adjustments to payments.

Period - Indicates the month and year used to age receivables or report period accumulations like opening balances, year-to-date and month-to-date figures for an account.

Date - Date payment or adjustment was received.

Pad # - System assigned sequential payment/adjustment/discount number.

Payment/adjustment/discount numbers identify individual payments and are part of the key used to retrieve payment information.

Amount - Amount of the payment or adjustment.

Unapplied - Amount of the payment not applied to a particular invoice

SUB-SCREENS / BUTTON COMMANDS

Beneath the Account Open Item screen is one sub-screen or button command: Print Listing. To activate the screens/buttons, click on the appropriate box.

The screenshot shows the 'Account Status' window for 'SAUNDERS SHOE STORES'. The account number is 2345. A red arrow points to the 'Print Listing' button. The window displays the following information:

Advertisor Account: 2345
Account: SAUNDERS SHOE STORES
Address: 9715 W WRANGLER
City/State/Zip: REBSELAER NY 12144
Phone: 518 374 4065
Tax ID: 10-234632

LAST MONTH CLOSE INFORMATION

| Period | Current | 0.00 |
|---------|---------|------|
| 199902 | 0v 30 | 0.00 |
| 0.00 | 0v 60 | 0.00 |
| Mtd Pay | 0v 90 | 0.00 |
| -65.74 | 0v 120 | 0.00 |
| 0.00 | 0v 150 | 0.00 |

BALANCE INFORMATION

Last Pay 02/24/1999 455.74
 Balance Due -455.74

Open Item Transactions

| Period | Invoice Date | Invoice # | Trans Num | Net Price | Amnt Unpaid |
|--------|--------------|-----------|-----------|-----------|-------------|
| 199810 | 10/20/1998 | 7509 | 13051 | 10.00 | 10.00 |

Unapplied Payments / Adjustments

| Period | Date | PAY # | Amount | Unapplied |
|--------|------------|-------|--------|-----------|
| 199810 | 10/20/1998 | 3423 | 10.00 | 10.00 |
| 199902 | 02/24/1999 | 10739 | 455.74 | 455.74 |

Print Listing

For information on this section, refer to our Menus / Screens / Reports book.



Figure 20 - Print Listing (Account Open Item)

HOW DO I?

This section will be part of the next version of this manual

CONTRACTS



Figure 21 - Daily > Contracts Menu

Contracts is the second selection in the **DAILY** menu. To see the sub-menu, click on 'CONTRACTS'. A drop-down menu will appear with several additional selections:

- ◆ **CONTRACT MAINTENANCE**
- ◆ **CONTRACT LISTING**
- ◆ **AUTOMATIC CONTRACT RENEWAL**

FIELD DEFINITIONS

Account Number

Advertiser Account Number is the unique identifier for the advertiser.

Double-click Option

Field Length: 9

Field Type: Numeric

Contract Number

A computer-generated, sequential number unique to each individual contract.

Field Length: 9

Field Type: Numeric

Contract Code

A user-generated code indicating the type of contract an advertiser has.

Double-click Option

Default: NC

Field Length: 5

Field Type: Alpha Numeric

Salesperson

The salesperson who negotiated the contract with the advertiser.

Double-click Option

Default: Master Account

Field Length: 5

Field Type: Alpha Numeric

Contract Type

Indicates the type of contract the advertiser has. There are three types allowed: Display, Classified Display, and Classified. This is a mandatory field for each contract.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 0

Field Type: Prompt

Commit Type

Indicates the agreed-upon commitment. Commitment may be a certain number of lines, inches, advertising frequency or dollar amount.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 0

Field Type: Prompt

Commit Size

Indicates the number of lines, inches or dollars to which an advertiser has committed.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 10

Field Type: Numeric

Commit Inserts

Indicates the number of insertions to which an advertiser has committed.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 3

Field Type: Numeric

Contract Discount %

Indicates any discount on which the salesperson and the advertiser have agreed.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 4 *Field Type:* Numeric

Interval Units

Used in conjunction with Interval Number to indicate the frequency for which the advertiser has contracted. Interval Units are daily, weekly, monthly and annual.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 0 *Field Type:* Prompt

Interval Number

Used in conjunction with Interval Units to indicate the frequency for which the advertiser has contracted. Interval Numbers are the number of days, weeks, months or years. For example, if advertiser wants to run for 26 weeks, the Interval Units would be set to 'Weekly' and the Interval Number would be set to 26.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 5 *Field Type:* Numeric

Creation Date

Date that the contract was first created or started. This date remains constant when contracts are renewed.

Field Length: 10 *Field Type:* Date

Start Date

Date the contract begins.

Field Length: 10 *Field Type:* Date

End Date

Date on which the contract expires. Default is calculated by using the start date, number of intervals and type of interval.

Default: Calculated by Start Date, Number of Intervals & Type of Interval.

Field Length: 10 *Field Type:* Date

Contract History

Inches/Lines Option - Indicates whether an inch or line commitment has been made. Default is based on rate.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 0 *Field Type:* Prompt

Period - Indicates the month and year for which the other information, such as Lineage, Dollars, Ad Cnt, YTD and CTD, are applicable. By switching the period, you can change the related information to see what the contract looked like during that period. For example, if you change to a period of 199910, then the related contract, year and month-to-date figures will be as of that period.

Default: Current Period

Field Length: 6 *Field Type:* Numeric

Lineage - Number of lines/inches of advertisement run for this contract during the monthly period indicated.

Field Length: 9 *Field Type:* Amount

Dollars - Dollar amount posted to the contract for the monthly period indicated.

Field Length: 9 *Field Type:* Amount

Ad Cnt - Number of ads posted to the contract for the monthly period indicated

Field Length: 5 *Field Type:* Numeric

YTD Lineage - Total amount of lines/inches posted to the contract for the year.

Field Length: 9 *Field Type:* Amount

YTD Dollars - Total amount of dollars posted to the contract for the year.

Field Length: 9 *Field Type:* Amount

YTD Ad Cnt - Total number of ads posted to the contract for the year.

Field Length: 5 *Field Type:* Numeric

CTD Lineage - Total number of lines/inches applied toward the contract since the start of the contract.

Field Length: 9 *Field Type:* Amount

CTD Dollars - Total number of dollars applied toward the contract since the start of the contract..

Field Length: 9 *Field Type:* Amount

CTD Ad Cnt - Total number of ads applied toward the contract since the start of the contract.

Field Length: 5 *Field Type:* Numeric

Rate Information

This box shows the default rate at which the advertiser will be charged and any special rates to which the advertiser is entitled.

Rate Code - User-generated code indicating how much an advertiser will be charged. This rate code must be set up in the rate maintenance table to be associated with the contract code assigned on this contract.

Double-click Option

Field Length: 5

Field Type: Alpha Numeric

Publication - Indicates the publication in which the advertiser would like ads to run. This is simply a default and will be changed when scheduled during ad entry.

Field Length: 4

Field Type: Alpha Numeric

Zone - Indicates the zone code. Again, this is used here just for purposes of obtaining a rate to be sure the contract is set up correctly. This will be overridden during ad entry to the scheduled zone.

Field Length: 4

Field Type: Alpha Numeric

Rate From Rate File - Indicates the rate description and rate amount at which the advertiser will be charged.

Field Type: Float

Special Daily Rates: Sun, Mon, Tue, Wed, Thu, Fri, Sat - This field allows special rates, different from the rate shown on the rate file, to be charged. If, for instance, this contract advertiser is to be charged a rate different from the rate file on Sunday and Thursday, then enter the rate amount in these fields. Remember, you must enter a decimal point because the field type is a float.

Rate file price might be 7.55 for all days

Sunday 4.556 Monday 0.000 Tuesday 0.000 Wednesday 0.000 Thursday 3.44, etc.

Field Type: Float

Print Edit List

For information on this section, refer to our Menus / Screens / Reports book.



Figure 23 - Print Edit List (Contract Maintenance)

Copy Contract

This screen takes the contract that is currently on the screen and assigns a new contract number to it. If an advertiser has multiple contracts with similar information, the Copy Contract function is useful to avoid having to type duplicate information.



Figure 24 - Copy Contract (Contract Maintenance)

Contract Code - A user-generated code indicating the type of contract this advertiser has.

Double-click Option

Default: NC

Field Length: 5

Field Type: Alpha Numeric

Rate Code - A user-generated code indicating how much this advertiser will be charged. This rate code must be set up in the rate maintenance table to be associated with the contract code assigned on this contract.

Double-click Option

Field Length: 5

Field Type: Alpha Numeric

Publication - Indicates the publication in which the advertiser would like ads to run. This is simply a default and will change when scheduled during ad entry.

Field Length: 4

Field Type: Alpha Numeric

CREATE - Initiates the Copy Contract function.

CANCEL - Do not Copy Contract and return to the Contract form.

Reprice Trx

This function reprices all transactions that have taken place during a designated month to reflect a change in pricing.



The screenshot shows a dialog box titled "Vision Form" with a menu bar containing "Lohn", "Edit", "Database", "Record", "Field", and "Help". The main text asks, "Do you wish to reprice transactions for the current month?". Below this is a "From date:" label followed by a text field containing "01/28/1999". At the bottom are two blue buttons: "Reprice" and "Don't Reprice".

Figure 25 - Reprice TRX (Contract Maintenance)

From Date - Indicates the date from which the repricing should start. The date must be within the current period.

Field Length: 10 *Field Type: Date*

REPRICE - Initiates the repricing function.

DON'T REPRICE - Cancels the repricing process.

HOW DO I?

How do I find an existing contract?

1. Click on 'Clear to Find' or press Shift-F6.
2. Perform one of the following:
 - a) Enter the advertiser's contract number or account number. If the account number is used, you will find all of the contracts for that account. If the contract number is used, you will find only that contract. You can use any combination of fields to locate contract records. For example, using account number and contract code will find the contract for the advertiser whose account number was entered. If you searched using just the contract code, you will be given a list of all records in the contract table which have that contract code.
 - b) If the advertiser's account number, contract number or contract code are unknown, double click or zoom on the account number field. This will bring up another window for searching for an advertiser's contract information.

How do I add a new contract?

1. Click on 'Clear to Add' or press Shift-F7.
2. Complete all applicable fields on this form.
3. Click on 'Add' or press the F7 key.

How do I delete a contract?

1. Click on 'Clear to Find' or press Shift-F6.
2. Locate the record to be deleted.
3. Click on 'Delete'.
4. You will be prompted with "Are you sure you want to delete this record?."
5. If you are sure, click on 'yes'.

Note: If this contract is in use you will be unable to delete it.

How do I edit information in an existing contract?

1. Click on 'Clear to Find' or press Shift-F6.
2. Locate the record to be edited.
3. Edit the appropriate fields.
4. Click on 'Add' or press the F7 key.

Contract Listing

Figure 26 - Contract Listing

Access: Daily > Contracts > Contract Listing

For information on this section, refer to our Menus / Screens / Reports book.

Automatic Contract Renewal

Contract Expirations Listing

Form Edit Database Record Field Help

DEVICE TERMINAL STORE DEFAULTS RESET DEFAULTS

UPDATE and List all contracts expiring during a specified period.

Current Period 199902

Auto Renew Contracts
 Yes No

Starting Expiration Date 01/26/1999

Ending Expiration Date 02/24/1999

Account Range

Sort Option
 Account Number
 Account Name
 Salesperson/Advertiser Name

Account Type
 Contract Transient Both

Figure 27 - Automatic Contract Renewal

Access: Daily > Contracts > Automatic Contract Renewal

In this form, you may list all contracts expiring during a specified period. You may choose to automatically renew the contracts if appropriate. If you choose to renew, each expired contract will be updated as follows: The Start Date will be advanced by the number of intervals and type. For example, a 26 week contract will advance the date 26 weeks (the expiration date) plus one day. The Expiration Date will be advanced by the interval number and interval type. Contract-to-Date, Lineage, Dollars and Ad Count is zeroed-out to start the new contract. **This function begins an update function and should be set with high security so only appropriate users are able to run this.** The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Current Period

The current Accounting Period is displayed. You may only renew contracts for the current period.

Field Length: 6 *Field Type: Numeric*

Auto Renew Contracts

Indicates whether all contracts on the report generated should be automatically renewed.

Default: No
Field Length: 0 *Field Type: Prompt*

Starting Expiration Date

Indicates the contract expiration date within the current accounting period which the report will begin.

Default: Start of Current Period
Field Length: 10 *Field Type: Date*

Ending Expiration Date

Indicates the contract expiration date within the current accounting period which the report will end.

Default: End of Current Period
Field Length: 10 *Field Type: Date*

Sort Option

User may choose to sort by:

- Account Number (sort by ascending account number)
- Account Name (sort alphabetically by account name)
- Salesperson/Advertiser Name (sort alphabetically by salesperson responsible for account and advertiser name within each salesperson)

Account Type

Select from Contract, Transient or both.

Default: Both
Field Length: 0 *Field Type: Prompt*

SALESPEOPLE



Figure 28 - Daily > Salespeople Menu

Salespeople is the third selection in the **DAILY** menu. To view the sub-menu, click on '**SALESPEOPLE**'. Another drop down menu will appear with one selection:

- ◆ **SALESPERSON MAINTENANCE**

Salesperson Maintenance

Salesperson File Maintenance

Form Edit Database Record Field Help

Salesperson **AR** Sales Territory **A**

Salesperson Name **Amy Robbins**

Name 2 *****

Street No **125** 1/2 1/3 N S

Street Letter ********* E W NE

1/4 Rear SE NW SW

Street Name **First Street**

Bld/Apt/Ste **Apt. 1**

City **Rensselaer**

State **NY** Zip **12144** - *****

Country Code **A** Postal Code **A**

Phone **518** - **434** - **2193** Ext *********

FAX **518** - **434** - **3457** Ext *********

E-mail **sample@vdata.com**

Commission Percentage **100.00** **Salesperson Listing**

Commission Percentage 2 ********* **Sales History & Goals**

arv 12/06/1999 14:56

Figure 29 - Salesperson Maintenance

Access: Daily > Salespeople > Salesperson Maintenance

In this form Salespeople are maintained. Information consists of name, address, sales dollars and goals. This information is usually accessed by the Sales Manager and/or the person who maintains the information for the manager. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Salesperson

The code used to identify this salesperson. We might suggest steering away from using initials and using either a combination of letters and/or numbers to assign to a salesperson. It prevents problems when a salesperson leaves or a new salesperson with the same initials arrives. You can then just give the new salesperson an old salesperson's code.

Double-click Option

Field Length: 5

Field Type: Alpha Numeric

Sales Territory

User-generated code to represent a sales territory. The code will appear on many screens and reports that include this salesperson. The territory is a group of related salespersons. For example, the northeast territory may include salespersons A5, D10, and B20. Some reports can be run by territory so that you may obtain a group total.

Double-click Option

Field Length: 5

Field Type: Alpha Numeric

Salesperson Name

Name of the salesperson as you wish it to appear on screens and reports.

Field Length: 30

Field Type: Alpha Numeric

Name 2

Any additional address name information may appear in this field such as 'Attention to' or 'In care of'.

Field Length: 50

Field Type: Alpha Numeric

Street #

Street number of the salesperson's address. If the street number includes a letter, fraction, or direction (including rear apartment), the appropriate selection will be shown in the prompt boxes to the right of the **Street #** and **Street Letter** fields. (It is acceptable to leave this field blank and to enter the street number in the **Street Name** field).

Field Length: 7

Field Type: Numeric

Street Letter

Street letter of the salesperson's address. If there is no letter included in the salesperson's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street letter in the **Street Name** field).

Field Length: 1

Field Type: Alpha Numeric

Street Fraction

Street number fraction of the salesperson's address. If there is no fraction included in the salesperson's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street fraction in the **Street Name** field).

Field Length: 1

Field Type: Alpha Numeric

Street Direction

Street direction of the salesperson's address. Valid options are N (north), S (south), E (east), W (west), NE (northeast), SE (southeast) and NW (northwest). If there is no direction included in the salesperson's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street direction in the **Street Name** field).

Field Length: 1 *Field Type: Alpha Numeric*

Street Name

Street name of the salesperson's address. If desired, the street number, letter, fraction and/or direction can all be entered in this field.

Field Length: 50 *Field Type: Alpha Numeric*

Bld/Ste/Apt

Building, suite or apartment number of the salesperson's address (The appropriate word - Building, Suite or Apartment - must be entered along with the number). If the salesperson's address does not include a building, suite or apartment number, this field may be used for any other additional address information such as a P.O. Box number.

Field Length: 50 *Field Type: Alpha Numeric*

City

City of the salesperson's address.

Field Length: 50 *Field Type: Alpha Numeric*

State

Standard State abbreviation of the salesperson's address.

Field Length: 2 *Field Type: Alpha Numeric*

Zip Code

Five digit zip code and the extended four digit zip code of the salesperson's address.

Zip Code *Field Length: 5* *Field Type: Alpha Numeric*

Zip Ext. *Field Length: 4* *Field Type: Alpha Numeric*

Country Code

Standard Country abbreviation of the salesperson's address. There is a Country code table that you can build into the system if you are selling advertising outside the United States.

Double-click Option *Default: A*
Field Length: 5 *Field Type: Alpha Numeric*

Postal Code

Standard Postal codes of the salesperson's address. Standard (often used) Postal codes can be built into the postal code table.

Double-click Option *Default: A*
Field Length: 5 *Field Type: Alpha Numeric*

Phone

Salesperson's phone number, including the area code and an extension. It is unnecessary to hit return or tab between the fields of the phone number. The program will automatically advance these fields as they are filled.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Area Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Exch. Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Phone</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |
| <i>Extension</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |

Fax

Salesperson's fax number, including the area code and an extension. It is unnecessary to hit return or tab between the fields of the fax number. The program will automatically advance these fields as they are filled.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Area Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Exch. Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Phone</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |
| <i>Extension</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |

E-Mail

Salesperson's e-mail address.

| | |
|-------------------------|----------------------------------|
| <i>Field Length: 75</i> | <i>Field Type: Alpha Numeric</i> |
|-------------------------|----------------------------------|

Commission Percentage

The normal percent of sales commission that this salesperson receives.

| | |
|------------------------|---------------------------|
| <i>Field Length: 5</i> | <i>Field Type: Amount</i> |
|------------------------|---------------------------|

Commission Percentage 2

Any special commission rate to which this sales person is entitled

| | |
|------------------------|---------------------------|
| <i>Field Length: 5</i> | <i>Field Type: Amount</i> |
|------------------------|---------------------------|

SUB-SCREENS / BUTTON COMMANDS

Beneath the Salesperson Maintenance screen are two sub-screens or button commands: Salesperson Listing and Sales History & Goals. To activate the screens/buttons, click on the appropriate box.

Salesperson File Maintenance

Form Edit Database Record Field Help

Salesperson AR Sales Territory A

Salesperson Name Amy Robbins

Name 2 *****

Street No 125

Street Letter *****

Street Name First Street

Bld/Apt/Ste Apt. 1

City Rensselaer

State NY Zip 12144 - *****

Country Code A Postal Code A

Phone 518 - 434 - 2193 Ext *****

FAX 518 - 434 - 3457 Ext *****

E-mail sample@vdata.com

Commission Percentage 100.00

Commission Percentage 2 *****

Salesperson Listing

Sales History & Goals

arv 12/06/1999 14:56

Salesperson Listing

See Total Advertising Menus / Screens / Reports book for information on Salesperson Listing.



Figure 30 - Salesperson Listing (Salesperson Maintenance)

HOW DO I?

This section will be part of the next version of this manual

ADS



Figure 32 - Daily > Ads Menu

Ads is the fourth selection in the **DAILY** menu. To view the sub-menu, click on 'ADS'. Another drop down menu will appear with several additional selections:

- ◆ AD INSERTION ENTRY
- ◆ AD INSERTION LISTING
- ◆ LOCK ADS
- ◆ DUMP ADS TO PAGINATION
- ◆ POST ADS TO LAYOUT 8000
- ◆ RECEIVE FROM LAYOUT 8000
- ◆ POST ADS TO MANAGING EDITOR
- ◆ RECEIVE FROM MANAGING EDITOR
- ◆ CREATE AD LIST FOR OPI SERVER
- ◆ VISION DATA CLASS INTERFACE
- ◆ POST ADS TO BILLING

Ad Insertion Entry



Figure 33 - Ad Insertion Entry

Access: Daily > Ads > Ad Insertion Entry

This selection is where the ads are entered for any type of advertising: Display, Classified, Classified Display, Legal, National, Preprints and so on. This entry selection was designed so that the operator could remain within Ads to add, modify or delete anything associated with an ad (Advertiser Master; Name and Address, an advertiser contractual agreement, flat additional charges and discounts, etc.). The screen appears in three separate windows: Ad Entry, Ad Detail and Calendar. All three windows must exist to enter an ad. Therefore, if one is closed you will be unable to enter ads. For Classified and Classified Display ads there is a fourth screen (IslandWrite) for the entry of the ad text. The following is an explanation of all the fields and accessories on each screen.

FIELD DEFINITIONS - AD INSERTION ENTRY (AD ENTRY)

Ad Entry

Form Edit Database Record Field Help

CAPITAL NEWS, IINC update stored/modifirecord 1 of 3

CT C AD STATS AD INCOMPLETE QUEUE 518-974-4866

Acct # 2345 Modify Acct New Contract

SANDERS' SHOE STORES LONDON ASSOCIATES

9715 W WRANGLER RENSSELAER NY 12144

Ad # 29809 AD SEARCH - F8 Kill Date First Run Last Run
***** 02/10/1999 02/10/1999

New Ad / Each Insert

Do Not Re-rate /

Class 1155 HAPPY ADS

Modular STAD IslandWrite Required

| | | | |
|--------|--------|------|------|
| ~Width | Height | Size | 1.33 |
| 1.00 | 1.33 | 1.50 | |

of Preprints Preprint Pgs Words 5

0 0 5

Pub Group ***** ~Rate Code C1 Pub

Ad Given By *****

Override Description No Yes

~Billing Description HAPPY 50TH BIRTHDAY BC

Purchase #

Credit Hold PRPAY Cash w/ Copy

Wait Reason HOLD Yes No

of Days 1 # Rate Inserts 0

BOX# ***** Yes No ~Contract *****

| Salesperson | Name | Percentage |
|-------------|--------------|------------|
| HA | Harry Archer | 100.00 |

SIC 15 Prod A

| | | |
|------------|------------|--------------|
| Acct Hist | Copy Ad | Ad Layout |
| Print Sc | Ad Auth J | Flat Charge |
| Insert Ord | FAX Auth J | Payment |
| Ord Card | Ad Auth L | Co-ops |
| Calculato | FAX Auth I | Upsell Prmpt |
| | Sales Call | Quoting |

Text # 32870 TF

Discount = ***** %

| | | |
|----------|---|-----------|
| Rate Amt | X | Ad Size |
| 16.4 | | 1.50 |
| = | X | Inserts = |
| 24.60 | | 0 |
| = | - | 0.00 |

= Gross Price 24.60

Flat Add'l 0.00

Agency Disc 15.0% 0.00

Sales Tax 7.5 % 1.85

Net Price 26.45

Pre-paid Amt *****

Times Run 0

Contract Information

| Contract# | Start Date | End Date |
|-------------------------|------------|----------|
| C-Cod Rate Level Commit | | |
| 4 10.06/1998 10.05/1999 | | |
| D ROP 25 1000.00 | | |

Billing/Layout Both Billing Layout

Rate Holder Yes No

Not Camera Ready /

Ad Comments

AD COPIED from 29797

Orig arv 12/27/1999 10:54

Last arv 12/27/1999 10:58

Figure 34 - Ad Insertion Entry - Ad Entry

C/T

Indicates is the advertiser is contract or transient. This is a Display only field.

~ Acct #

Advertiser Account Number is the unique identifier for the advertiser. When adding new accounts, the account number is automatically generated (incremented from the last number used). It is a sequential number.

Double-click Option *Tab stop*
Field Length: 9 *Field Type: Numeric*

Ad #

Ad Number is a unique identifier for the ad. When adding new ads the number is automatically generated. This number is used to link information pertaining to an ad together throughout the system. When adding a new ad this field will display "New Ad" until the ad is added to the database and the ad number is generated.

Field Length: 9 *Field Type: Numeric*

Ad Status

This field will change as the status of an ad changes. Ads may be classified as: New Ads, Active Ads, Expired Ads, Cancelled (Stopped) Ads or Killed Ads. To see the list of Ad Status', click on the arrow on the right of the field. When you choose Killed this will actually kill the ad for the next scheduled run date.

Default: New Ad
Field Length: 0 *Field Type: Drop-down List*

Each Insert

The Billing Frequency field will change as each advertiser's rate type changes. The billing frequency is associated with the rate code. Such billing frequencies are bill on: Each Insertion, First Insertion, Last Insertion or Last Insertion Monthly. This field is always defaulted from the rate code used and is Display only.

Default: From the rate code entered

Do not Re-rate

The re-rating on this field only applies to 'Bill on Each Insertion' ads. 'Bill on Expiration' ads automatically bill what had run when the ads expires. However, 'Bill on Each Insertion' ads do not normally go back and re-rate once an ad expires based on the actual number of insertions run. This field is linked to the rate code and if set to re-rate then will go back and adjust at the end of the ad's run. This field is always automatically defaulted from the rate code and is Display only.

Default: Based on Rate Code
Field Length: 0 *Field Type: Drop-down List*

Class

Classification code is used to identify what classification the ad is to appear in. For display ads or ads with no classification just skip this field and take the default.

Double-click Option *Default: A*
Field Length: 5 *Field Type: Alpha Numeric*

Ad Information

Modular - Modular code has two uses. The first is to indicate standard width, height and size settings, usually for a display ad. The second is to obtain a template for classified ads when using IslandWrite to create the ad text. When modular size has any value other than "A" the user will not have access to the ad width, height or size fields.

Display ads (non-IslandWrite ads) - Some newspapers bill in modular sizing where only certain sizes can be sold. A table of these modular sizes can be created. This would allow the operator to enter the modular code and the ad width, height and size will automatically be filled.

Classified ads (IslandWrite ads) - This is the template code which defines the template as a 1, 2 or more column ad, fonts, borders and much more. The ad width, height, size, words, and inches are retrieved from IslandWrite once the ad text is entered.

Double-click Option *Default: A*
Field Length: 6 *Field Type: Alpha Numeric*

IslandWrite Required Indicator - Indicator used to identify ads containing ad text from IslandWrite. When an ad is retrieved which has 'IslandWrite Required' turned on, the program will check that IslandWrite software is available for use and retrieve information for this ad for display to the screen.

Default: The default on the User Access table. Each user has their own default.
Field Length: 0 *Field Type: Prompt*

~ Width - Indicates the number of columns that the ad will occupy.

Default: 0 *Tab stop*
Field Length: 4 *Field Type: Amount*

Height - Indicates the height of an advertisement expressed in inches or lines depending on the rate code used.

Default: 0
Field Length: 9 *Field Type: Amount*

Size - Width multiplied by height.

Default: 0
Field Length: 9 *Field Type: Amount*

of Preprints - Number of preprints to be printed (expressed as 1's or 1,000's depending on how the rate field number of preprints per was set up)

Default: 0
Field Length: 7 *Field Type: Numeric*

Preprint Pages - Number of pages in the preprint.

Default: 0
Field Length: 3 *Field Type: Numeric*

Words - Number of words in ad. Used when charging advertisers by the word. Generally, this field is only used by classified ads and is retrieved from IslandWrite.

Default: 0
Field Length: 5 *Field Type: Numeric*

Pub Group

Code used to group publications together. Grouping publications depends how your rates are set up. If in the rate table you grouped publications together, then you may select one of these groups here to automatically select a group of publications. The alternative would be to select each publication after entering the rate code. If no group is selected leaving the field blank or null is acceptable.

Double-click Option *Default:* None
Field Length: 5 *Field Type:* Alpha Numeric

~ Rate Code

User-generated code indicating how much an advertiser will be charged. The publications for scheduling are linked to this rate code. Once you enter the rate code the publication will be displayed (unless this rate code has the default 'All Publications' turned on). There are many other defaults set in the rate table that are linked to this code.

Double-click Option *Tab stop*
Default: Either Classification or Adv. Contract
Field Length: 5 *Field Type:* Alpha Numeric

Ad Given By

Name of person submitting ad. Usually used for classified advertising.

Default: Blank
Field Length: 30 *Field Type:* Alpha Numeric

Override Description

This is a classified feature used only when IslandWrite is used. When using IslandWrite the billing description is automatically defaulted from the ad text. The user does not have access to the billing description field. By setting the Override Description field to yes, the user can type in the description they prefer for sorting the ad in classified and printing on the bill.

Default: No
Field Length: 0 *Field Type:* Prompt

~ Billing Description Line One

Description that prints on statements.

Tab stop
IslandWrite Default: From IslandWrite first words
Non-IslandWrite Default: From the Rate table
Field Length: 25 *Field Type:* Alpha Numeric

Billing Description Line Two

A second line of description, available if necessary, which also prints on the bill.

Default: Blank
Field Length: 25 *Field Type:* Alpha Numeric

Purchase #

Advertisers purchase order number. This prints on the bill.

Default: Blank
Field Length: 20 *Field Type:* Alpha Numeric

Credit Hold

This allows the operator to take the ad but places it on hold until any credit problems are resolved. The user would then call the ad back up and change the credit hold code to an "A" to release it from the hold queue. Classified ads can be automatically placed on hold based on the credit hold code on the classification table and the advertisers credit criteria. Default is "A," unless a classified ad has a pre-pay hold on the classification, or a classified account has a credit problem, then default will be the credit hold code for transient accounts on the profit center table. Display or Contract accounts are placed on hold manually; it is not automatic as it is with Transient advertisers.

Double-click Option *Default:* A (see above)
Field Length: 5 *Field Type:* Alpha Numeric

Wait Reason

A code used to identify the reason for placing the ad on hold. The reason should be something other than a credit or prepay problem. An example of a wait reason would be waiting on ad copy for a display ad. Note: when an ad is on hold it will not be posted to pagination or billing.

Double-click Option *Default:* A
Field Length: 5 *Field Type:* Alpha Numeric

Cash w/Copy

Indicates that the advertiser has pre-paid for the ad.

Default: No
Field Length: 0 *Field Type:* Prompt

of Days

Indicates the number of days the ad is to be run. This field is only used when ads are retrieved from another classified system, not Total Advertising.

Default: 1
Field Length: 3 *Field Type:* Numeric

Rate Inserts

Number of rate inserts for an ad. This is used to locate the rate dollar amount to be billed on this ad. This is the field that matches up to the number of inserts on the rate table. Users should not need to access this field.

Default: 1, until the schedule is filled, then defaulted to the number of times run
Field Length: 3 *Field Type:* Numeric

Box #

Box number that replies are to be sent to. This field is automatically filled when the "Yes or No" box next to it is set to "Yes."

'No' Default: Blank
'Yes' Default: Next Box Number
Field Length: 5 *Field Type:* Numeric

Box # (Yes / No)

Indicates whether or not the advertiser wants replies to be sent to a box. When this is 'Yes' the Box # field is automatically filled with the next box number.

Default: No

Field Length: 0

Field Type: Prompt

Salesperson

The salesperson box is in fact a separate window. This is to allow the operator to enter as many sales people against the ad as necessary. This is termed a multi-occurrence form. After entering a salesperson record and their percentage you will need to add this record separately from the ad record. Likewise, if you need to enter a second salesperson you will need to use the 'clear to add' function. The total sales percentage of each ad must equal 100%, whether by an individual or split between multiple salespeople. The program attempts to always have 100%. If the first salesperson only has 45% ; a second salesperson "A" will automatically be added with 55%. You then need to click on the Salesperson code "A" and change it to the salesperson code that you want and update the record.

Salesperson - The code used to identify the salesperson responsible for selling this ad.

Default: From the User Setup (if there is one), otherwise from the Contract (if there is one), otherwise the Advertiser Master

Field Length: 5

Field Type: Alpha Numeric

Name - The name of the salesperson responsible for selling this ad. This is a display only field.

Percentage - Indicates the percentage to which this salesperson is entitled for selling this ad. If there is more than one salesperson, 100% is split.

Default: 100.00

Field Length: 5

Field Type: Amount

Note: Remember, when done entering all salespersons on this form, click back on the main ad form or all key strokes will apply to the salesperson sub-form.

Billing Layout

Used to determine if this is a billing-only ad, layout-only ad or billing and layout ad. An example of this could be a church or signature page. The entire page may be entered as a layout-only ad to hold the space on that page; while the individual church ads would be billing-only to bill for each ad on that page. Most ads are marked as both, billing and layout.

Default: Both

Field Length: 0

Field Type: Prompt

Rate Holder

Indicates whether or not the ad is a rate holder ad. Rate holder ads are provided to the newspaper by an advertiser and expected to run when no other ads are scheduled for this advertiser.

Default: No

Field Length: 0

Field Type: Prompt

Camera Ready / Not Camera Ready

Indicates whether or not ad materials are camera-ready. To view options for this field, click on the arrow at the end of the field.

Default: Not Camera Ready

Field Length: 0

Field Type: Drop-down List

Ad Comments

Operators may enter messages concerning the layout or billing of this ad. This a free-form text field. Use the scroll bar to read the entire contents of the window.

Default: If copied from another ad the comment will not be copied; it will have "Ad copied from: #".

Field Length: Unlimited *Field Type:* Alpha Numeric

Kill Date

Date ad is to be killed. The kill date is the last date the ad will run.

Default: None

Field Length: 10 *Field Type:* Date

First Run

Date that the ad is to begin running. Once the ad is scheduled, the first run date of the ad across all publications is displayed here. This is a Display only field.

Last Run

Date that the ad is to end running. Once the ad is scheduled, the last run date of the ad across all publications is displayed here This is a Display only field.

Ad Detail Information

This box displays ad detail information. The following fields are display only.

Text # - A unique number used to link the text for this ad to the ad. This number is automatically generated when using IslandWrite. There is none if IslandWrite is not used.

TF - Til Forbid or Til Further Notice. This field identifies if this ad is TF or not. This field is also accessible for finding or searching on an otherwise a display-only field.

Discount - Indicates the percent discount to be applied to this ad.

Rate Amt - Base rate amount used for calculating gross ad price. Rate amount used is the rate in effect for this ad as set up on rate tables.

Ad Size - The width of the ad multiplied by the height of the ad.

Subtotal - No field title. This is the total of Rate times Ad Size.

Inserts - # of insertions the ad is to run (total runs for Classified, always 1 run for Display).

Subtotal2 - No field title. This is the Subtotal times # Inserts.

Total Discounts - The total flat discounts for this ad.

Gross Price - Subtotal less any discounts. This is a calculated field. It does not include flat additional charge amounts, agency discounts or sales tax. The calculation used to obtain the gross ad price varies depending on the type of rate (inch, line, word, flat, etc.) used on the ad.

Flat Add'l - Any additional flat charges such as color charges.

Agency Disc - The agency discount applied to this ad if the account is linked to an agency and this rate is allowed an Agency Discount.

Sales Tax - Any sales tax levied against this sale.

Net Price - The price of this ad less any agency discount, plus any sales tax. This is the final price of the ad.

Pre-paid Amt - Any amount that the advertiser has paid in advance for this ad.

Time Run - The number of times that the ad has run, updated during the "Post Ads to Billing" process.

Contract Information

This box contains seven fields pertaining to contracts: Contract, Start Date, End Date, C-Code, Rate, Level and Commit. Beneath the headings are two rows of data coinciding with the headings. These contracts are being displayed from the Contract table for the advertiser on the ad. Use the scroll bar on the contract window to view more contracts. The following fields are display only.

Contract # - Advertiser's Contract number for this contract.

Start Date - Date the contract begins.

End Date - Date the contract expires

C-Cod - User-generated code indicating the type of contract this is.

Rate - User-generated code indicating how much an advertiser will be charged.

Level - Indicates the level of commitment inserts the advertiser has contracted for.

Commit - The amount of advertising to which an advertiser has committed. This is usually a lineage amount but can be a dollar volume contract.

~Contract

Contract Number this ad is to apply against. The contract that this ad goes to may also play a part in determining the price of the ad if this is an actual contract rate. When the advertiser account is first entered, the first contract for this account is defaulted. However, if the rate code is changed to a code that is not valid for this contract, the valid contract for this advertiser is defaulted here (if there is one).

Double-click Option

Default: Dependent on advertiser and rate code.

Tab Stop

Field Length: 9

Field Type: Numeric

Contract Code

The Contract code is displayed next to the contract number so the operator can be sure the ad is being applied to the proper contract. This is a Display only field.

SIC

Standard Industry Code. SIC codes identify the industry to which an account (or as in this case an ad) belongs and is used to classify advertisers for sales analysis purposes. Some examples may be real estate, retail, insurance etc. Newspapers may use this field to display their own coding system.

Double-click Option

Default: 0

Field Length: 4

Field Type: Numeric

Prod

Product Codes are used to group ads of similar products together for analytical purposes. You may think of a product as being a sub-category of a SIC code. For example, ads for pharmaceutical drugs might have a shared product code.

Double-click Option

Default: A

Field Length: 5

Field Type: Alpha Numeric

FIELD DEFINITIONS - AD INSERTION ENTRY (AD DETAIL MAINTENANCE)



Figure 35 - Ad Insertion Entry - Ad Detail Maintenance

Toolbar

This form has a custom toolbar. Instead of the add/update and delete buttons there is a ‘Store Schedule’ button instead. The ‘Store Schedule’ button will add/update all modifications and store the ad schedule to the database. Delete is not an option on this form. Should you need to delete a publication go to the Ad Insertion Maintenance (main) screen and choose the ‘Pub’ button to make the appropriate modifications there. If the Ad Insertion Maintenance screen does not allow access to the ‘Pub’ button, then you may need to use a different rate code or change the settings on the rate table to not ‘Default All Pubs’.

Run/Combo

Indicates if the publication is running or is in combination with the other publications and therefore not running on this ad. See the Ad Insertion Maintenance sub-screen ‘Pub’ for further details. This is a Display only field.

Default: From the Pub sub-screen on the Ad Insertion Maintenance screen

TF Ad No Stop

Indicates that this ad is to be run till further notice by the advertiser. When this feature is used you only need to enter the Start Date, days of the week and either Daily/Weekly, Bi-weekly or Monthly to schedule the ad. The end date will be calculated 90 insertions from the start date on the screen and 90 date records will be stored to start the ad. However, when the post to billing nears the 90 days it will schedule it for an additional 90 days until someone manually kills the ad. For ‘Bill on Expiration’ ads, this ad will be billed monthly until killed.

Field Length: 0

Field Type: Prompt

SMTWTFS

Indicates the days of the week this ad is or is not running. There are two fields for the same purpose here. Some users prefer to use the keyboard and would use the first (left) field to enter 0 (not run) and 1 (run) for each day of the week. Other users prefer to use their mouse and would use the second (right) field to click the days of the week on and off.

Default: Based on the publication run days

Field Lengths: 7

Field Types: Alpha Numeric and Prompt

Pub

The publication code in which the ad is to run. Any modification to this field should be done in the Ad Insertion Maintenance sub-screen “Pub,” not on this screen.

Default: From the Ad Insertion Maintenance sub-screen “Pub”

Field Length: 4 *Field Type:* Alpha Numeric

Zone

The zone code in which the ad is to run. Any modification to this field should be done in the Ad Insertion Maintenance sub-screen “Pub,” not on this screen.

Default: From the Ad Insertion Maintenance sub-screen “Pub”

Field Length: 4 *Field Type:* Alpha Numeric

Ed

Edition in which the ad is to run. Used for papers with more than one edition, or those papers that desire separate manifests for parts of the paper at various times. Edition must be a valid edition for this publication / zone.

Double-click Option *Default:* From rate table Publication/Zone record

Field Length: 2 *Field Type:* Numeric

Start Date

The date the ad is to start running. When using the ‘Skip Schedule’ feature this field is not accessible and is automatically filled in. This field is validated to the publication run days, you will only be able to enter a date that is a valid date for this publication or a valid day of the week for this ad.

Default: Last lock date or last post date for this publication, whichever greater.

Field Length: 10 *Field Type:* Date

Inserts

The number of times or insertions the ad is to run. When using the “Skip Schedule’ feature this field is not accessible and is automatically calculated. This field is validated against the minimum and maximum number of insertions on the rate table. For example, for classified ads if a rate can only run for 3 insertions, set the minimum and maximum on the rate table to be 3. The default here will then be 3 so the operator will not have to fill this field. For TF ads this field is automatically set to 999.

Default: 1 or minimum insertions from the rate table

Field Length: 3 *Field Type:* Numeric

End Date

End date or last date the ad will run. For a TF ad, the date is set to the start date plus 90 days. When using the ‘Skip Schedule’ feature this field is not accessible and is set automatically.

Default: Start date plus # Inserts

Field Length: 10 *Field Type:* Date

Run Schedule

This box designates the schedule in which an ad will run: Daily/Weekly, Bi-weekly, Skip Schedule, or Monthly. When 'Skip Schedule' is chosen the operator may access only the calendar, not Start Date, End Date or # Inserts. When Daily/Weekly, Bi-weekly or Monthly is chosen the operator may access Start Date, End Date and # Inserts, but not the calendar. When scheduling using the monthly option, if the first week of the month is the start of the ad then the ad will be automatically scheduled for the first week of each month. If the third week is scheduled for the start of the ad then the third week will be scheduled for each month, etc. Default is based on whether the advertiser is Contract or Transient.

Contract Default: Skip Schedule

Transient Default: Daily/Weekly

Field Length: 0 *Field Type:* Prompt

Copy Sched

If the copy schedule box is checked "Yes" when you add the schedule for the first publication it will automatically add the schedule for all other publications. Sometimes you need to add the schedule for a publication manually. If this is the case, set this field to "No" and you will then be able to access the individual schedules for each publication.

Default: From the profit center

Field Length: 0 *Field Type:* Prompt

Rate

Rate amount for the publication. This is a Display only field.

FIELD DEFINITIONS - AD INSERTION ENTRY (CALENDAR)



Figure 36 - Ad Insertion Entry - Calendar

Slide for Months

The current month is shown in a box adjacent to this field. To access other months, slide the scroll bar left for previous months and right for future months. You may also enter the number of the month (1-12) in the field to the left of the slider.

Field Length: 0

Field Type: Slide

Slide for Years

The current year is shown in a box adjacent to this field. To access other years, slide the scroll bar left for previous years and right for future years. You may also enter the four digit year in the field to the left of the slider.

Field Length: 0

Field Type: Slide

Calendars

Two calendars will be displayed on this screen, the current month the next month. The calendars illustrate the schedule that was set up in the Ad Detail Maintenance screen. If 'Skip Schedule' had been chosen on the Ad Detail Maintenance screen, you will have access to each day on the calendar for selection of Run or Not Run. The color of the calendar days indicates a non-publishing day, a publishing day or a holiday. By clicking on a date you can toggle the date on (Run) or off (Not Run). After selecting all of the days to run or not run then click on the 'Update Schedule' button on the toolbar of the Ad Detail Maintenance screen. See also Preferences > Environment Colors to see which colors have what meaning and to modify calendar colors.

FIELD DEFINITIONS - AD INSERTION ENTRY (ISLANDWRITE)

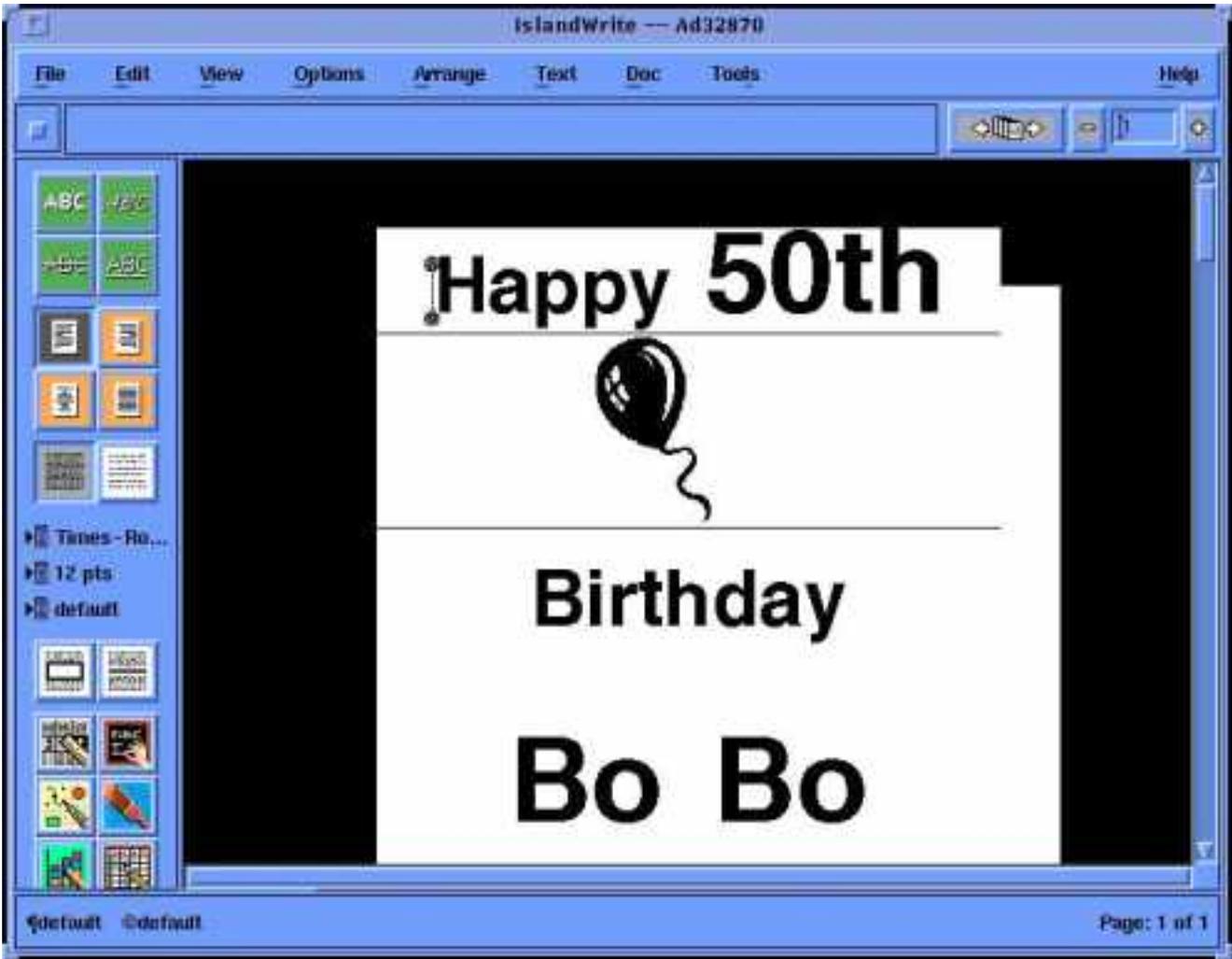
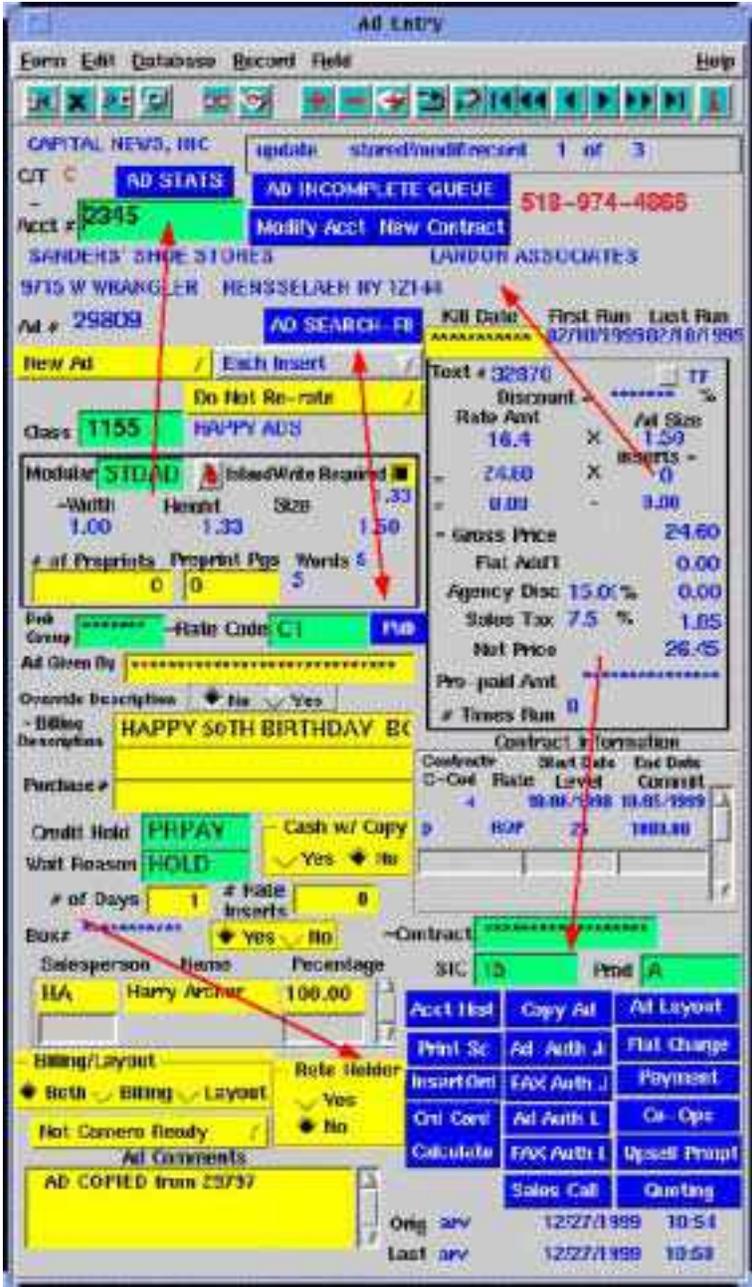


Figure 37 - Ad Insertion Entry - IslandWrite

See the Classified Manual for information on IslandWrite.

SUB-SCREENS / BUTTON COMMANDS - AD INSERTION (AD ENTRY)

Beneath the Ad Insertion Maintenance (Ad Entry) screen are several sub-screens or button commands: Ad Stats, Ad Incomplete Queue, Modify Acct, New Contract, Ad Search-F8, Pub, Acct Hist, Print Sc, Insert Ord, Crd Card, Calculator, Copy Ad, Ad Auth J, FAX Auth J, Ad Auth L, FAX Auth L, Sales Call, Ad Layout, Flat Charge, Payment, Co-Ops, Upsell Prmpt, and Quoting. To activate the screens/buttons, click on the appropriate box.



Ad Stats

This feature is used with ads that have IslandWrite ad copy only. This will report back from IslandWrite the Ad Statistics (ad inches, lines and words of the ad). This allows the operator, while creating the ad copy, to see how large the ad is without actually storing the ad.

Ad Incomplete Queue

This feature places the ad in a “hold” queue so the operator may complete it later. This feature is mainly used by operators entering the IslandWrite ad copy; especially large classified ads that take time to create. This allows them to answer the phone and take another ad without losing their place, and without fear the ad will run unfinished.

Modify Acct

When you click on Modify Account off the Ad Insertion Maintenance screen, the New Master Accounts window appears. This screen has two sub-screens or button commands: Another Address (Bill To Address) and Tearsheets (Tearsheet Information).

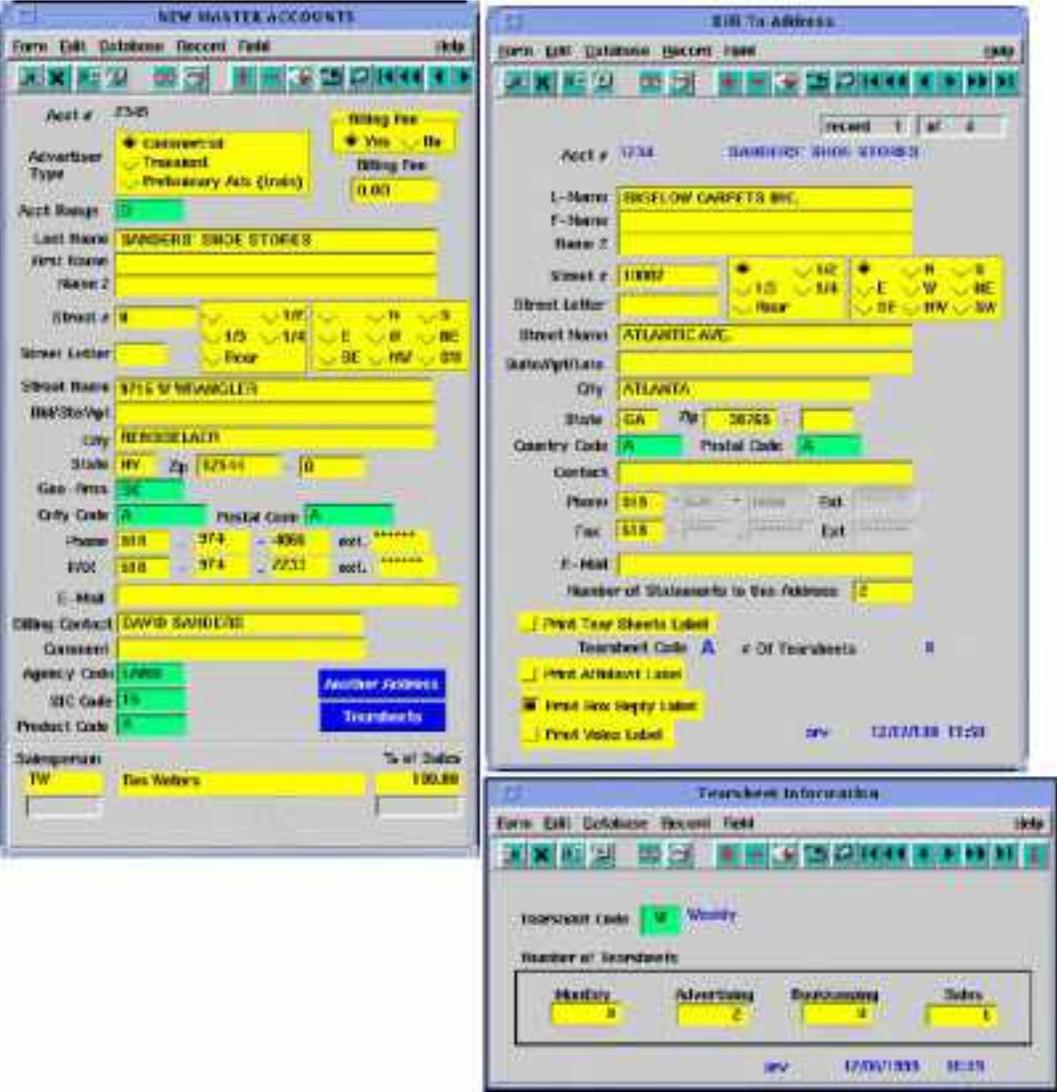


Figure 38 - Modify Account (Ad Insertion Entry)

Acct # - Advertiser Account Number is the unique identifier for the advertiser. When adding new accounts, the account number is automatically generated (incremented from the last number used). It is a sequential number. If modifying the account, the account number is defaulted from the Ad Insertion Maintenance screen. If adding a new account, it is system-generated when the account is added.

Double-click Option *Default:* See above
Field Length: 9 *Field Type:* Numeric

Advertiser Type - There is a box labeled 'Advertiser Type' with three possible choices: Commercial, Transient, and Preliminary Ads (train).

Commercial - Commercial or Contract are advertisers, usually a commercial business, that "may" have agreed to run a certain amount of advertising during a predetermined amount of time. For example, 100 inches annually. The advertisers do not have to have a contract to be a contract/commercial account.

Transient - Transient advertisers are usually individuals who might run ads once in a while, usually a classified line or word ad (like an individual selling their car or advertising a garage sale, etc.).

Preliminary Ads (train) - This selection is used for training new classified representatives on ad taking. Any ads placed against an account of this type will not be posted to billing, pagination or any reports. This is strictly a training account.

Default: Transient

Field Length: 0

Field Type: Prompt

Billing Fee Prompt - Indicates whether or not a billing fee will be charged at the end of the month if the advertiser has a balance and is to receive a statement. If the Billing Fee Option is set to 'No', billing fees are not applied to the month end balance. If the Billing Fee Option is set to 'Yes', the system applies a billing fee to the month end balance.

Default: Based on the Profit Center table

Field Length: 0

Field Type: Prompt

Billing Fee - Indicates what amount will be charged at the end of the month as a billing fee because the advertiser owes a balance and a bill or statement must be sent. If the Billing Fee Option is not set to 'Yes,' the system will not allow data to be entered in this field.

Default: Based on the Profit Center table

Field Length: 5

Field Type: Amount

Acct Range - User-generated code used to define the type of account. Commonly used codes are D (Display), C (Classified Transient or Liners) and CD (Classified Display).

Double-click Option

Default: C

Field Length: 5

Field Type: Alpha Numeric

Last Name - Either the last name of the advertiser for individuals or the business name of the company for commercial accounts.

Field Length: 50

Field Type: Alpha Numeric

First Name - Either the first name of the advertiser or blank for commercial accounts. Always leave this field blank for commercial accounts. The first name is printed in conjunction with the last name, either 'first name last name' or 'last name, first name.' Therefore, you do not want to enter anything in this field that would not go with the last name in forward or reverse. For example: Joe Smith for statements or labels. Smith, Joe for reports so the last name is the sort word.

Field Length: 25

Field Type: Alpha Numeric

Name 2 - Used to indicate "Attention to" a point of contact. It may also be used to indicate a specific department or division.

Field Length: 50

Field Type: Alpha Numeric

Street # - Street number of the advertiser's address. If the street number includes a letter, fraction or direction (including rear apartment), the appropriate selection will be shown in the prompt boxes to the right of the **Street #** and **Street Letter** fields. (It is acceptable to leave this field blank and to enter the street number in the **Street Name** field).

Field Length: 7 *Field Type: Numeric*

Street Letter - Street letter of the advertiser's address. If there is no letter included in the advertiser's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street letter in the **Street Name** field).

Field Length: 6 *Field Type: Alpha Numeric*

Street Fraction - Street number fraction of the advertiser's address. If there is no fraction included in the advertiser's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street fraction in the **Street Name** field).

Field Length: 0 *Field Type: Prompt*

Street Direction - Street direction of the advertiser's address. Valid options are N (north), S (south), E (east), W (west), NE (northeast), SE (southeast) and NW (northwest). If there is no direction included in the advertiser's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street direction in the **Street Name** field).

Field Length: 0 *Field Type: Prompt*

Street Name - Street name of the advertiser's address. If desired, the Street Number, Street Letter, Street Fraction and Street Direction can all be entered in this field.

Field Length: 50 *Field Type: Alpha Numeric*

Bld/Ste/Apt - Building, suite or apartment number of the advertiser's address (The appropriate word - Building, Suite or Apartment - must be entered along with the number). If the advertiser's address does not include a building, suite or apartment number, this field may be used for any other additional address information such as a P.O. Box number.

Field Length: 50 *Field Type: Alpha Numeric*

City - City of the advertiser's address.

Field Length: 50 *Field Type: Alpha Numeric*

State - Standard State abbreviation for the advertiser's address.

Field Length: 2 *Field Type: Alpha Numeric*

Zip - Five digit zip code and the extended four digit zip code of the advertiser's address.

Zip Code *Field Length: 5* *Field Type: Alpha Numeric*

Zip Ext. *Field Length: 4* *Field Type: Alpha Numeric*

Geo-Area - User-generated code for a particular geographic area.

Double-click Option *Default: A*

Field Length: 5 *Field Type: Alpha Numeric*

Country Code - Standard Country abbreviation of the advertiser's address. There is a Country code table that you can build into the system if you are selling advertising outside the United States.

Double-click Option *Default: A*

Field Length: 5 *Field Type: Alpha Numeric*

Postal Code - Standard postal codes of the advertiser's address. Standard postal codes can be built into the postal code table.

Double-click Option *Default: A*

Field Length: 5 *Field Type: Alpha Numeric*

Phone - Advertiser's phone number, including the area code and an extension. It is unnecessary to hit return or tab between the fields of the phone number. The program will automatically advance these fields as they are filled.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Area Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Exch. Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Phone</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |
| <i>Extension</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |

Fax - Advertiser's fax number, including the area code and an extension. It is unnecessary to hit return or tab between fields of the fax number. The program will automatically advance these fields as they are filled.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Area Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Exch. Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Phone</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |
| <i>Extension</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |

E-Mail - Advertiser's e-mail address.

| | |
|-------------------------|----------------------------------|
| <i>Field Length: 75</i> | <i>Field Type: Alpha Numeric</i> |
|-------------------------|----------------------------------|

Billing Contact - Name of the person to be contacted regarding billing on this account.

| | |
|-------------------------|----------------------------------|
| <i>Field Length: 40</i> | <i>Field Type: Alpha Numeric</i> |
|-------------------------|----------------------------------|

Comment - This field can be used to store notices or warnings about the advertiser. When converting from another system, the old account number is very often stored in this field for reference during your parallel run.

| | |
|-------------------------|----------------------------------|
| <i>Field Length: 25</i> | <i>Field Type: Alpha Numeric</i> |
|-------------------------|----------------------------------|

Agency Code - This user-generated code allows you to group together accounts handled by the same agency for the purpose of aging reports and statements.

| | |
|----------------------------|----------------------------------|
| <i>Double-click Option</i> | <i>Default: A</i> |
| <i>Field Length: 5</i> | <i>Field Type: Alpha Numeric</i> |

SIC Code - This is a Standard Industry Code. SIC codes identify the industry to which an account belongs and is used to classify advertisers for sales analysis purposes. Some examples may be real-estate, retail, insurance etc. Newspapers may use this field to display their own coding system.

| | |
|----------------------------|----------------------------|
| <i>Double-click Option</i> | <i>Default: 0</i> |
| <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |

Product Code - This user-generated code is a sub-category of the SIC Code. This field is carried on to the ads and transactions. Presently this field is not accessed for reporting; it is here for the use of a report generator or for future use.

| | |
|----------------------------|----------------------------------|
| <i>Double-click Option</i> | <i>Default: A</i> |
| <i>Field Length: 5</i> | <i>Field Type: Alpha Numeric</i> |

Salesperson - A separate form labeled 'salesperson' is available to enter one or more salespersons for this account. Enter the salesperson responsible for this account. It is preferable to use numbers to identify salespeople to avoid complications as salespeople change and the use of initials can become cumbersome. If more than one salesperson is responsible for an account, all the codes will be listed. Enter the percentage of the commission the salesperson is entitled to. If multiple salespeople are listed, the % sales must equal 100%.

| | | | |
|----------------------------|----------------------------|------------------------|----------------------------------|
| <i>Double-click Option</i> | | | |
| <i>Salesperson</i> | <i>Default: User, or A</i> | <i>Field Length: 5</i> | <i>Field Type: Alpha Numeric</i> |
| <i>Sales %</i> | <i>Default: 100.00</i> | <i>Field Length: 5</i> | <i>Field Type: Amount</i> |

ANOTHER ADDRESS - From the New Master Accounts sub-screen, clicking on the 'Another Address' button will bring up the Bill To Address screen. This screen is where you may set up alternate addresses for this advertiser. "Bill To" is sort of a misnomer. These addresses can be used for statements, bills, labels, tearsheets, affidavits and box replies. If there are already addresses set up, the field will have a check mark. Accounts may have more than one Bill To Address set up. If there is more than one alternate address for an account, users may specify the number of copies of Tear Sheets, Affidavits, Box Replies and Statements to be sent to each address. **See the previous screen, New Master Accounts for field definitions, field lengths and field types associated with an advertiser's address.**

Print Tear Sheets Label - Choose 'Yes' to use this address for sending tear sheets to this advertiser.

Default: No

Field Length: 0 *Field Type:* Prompt

Tearsheet Code - Indicates whether the tearsheets are to be delivered monthly, weekly, daily, or some other method. A tearsheet code of "M" is a special code used when monthly tearsheets are to be sent. When running the month-end statements you can decide to print only tearsheet advertiser statements or no tearsheet advertiser statements. By doing this you can print two batches of statements and send the tearsheets with the tearsheet batch. This is just one method of delivering tearsheets to advertisers.

Default: None

Field Length: 1 *Field Type:* Alpha Numeric

Number of Tearsheets - Indicates the total number of tearsheets to this address

Default: 0

Field Length: 4 *Field Type:* Numeric

Print Affidavit Label - Choose 'Yes' to use this address for sending affidavits to this advertiser.

Default: No

Field Length: 0 *Field Type:* Prompt

Print Box Reply Label - Choose 'Yes' to send box replies to this address for this advertiser.

Default: No

Field Length: 0 *Field Type:* Prompt

Print Velox Label - Choose 'Yes' to produce velox labels for this address.

Default: No

Field Length: 0 *Field Type:* Prompt

TEARSHEETS - From the New Master Accounts sub-screen, clicking on the 'Tearsheets' button will bring up the Tearsheets screen. This screen identifies the number of tear sheets required by an advertiser, when they are to be sent out, to whom they are to be sent, the number of copies required and which department is responsible for sending them out.

Tearsheet Code - Indicates whether the tearsheets are to be delivered monthly, weekly, daily or some other method. A tearsheet code of an "M" is a special code used when monthly tearsheets are to be sent. When running the month end statements you can decide to print only tearsheet advertiser statements or no tearsheet advertiser statements. By doing this you can print two batches of statements and send the tearsheets with the tearsheet batch. This is just one method of delivering tearsheets to advertisers.

Default: None

Field Length: 1 *Field Type:* Alpha Numeric

Number of Tearsheets - Indicates the total number of tearsheets the advertiser would like to receive for each of the following:

Monthly - Indicates the total number of tearsheets the advertiser would like to receive per month.

Default: 0

Field Length: 4 *Field Type:* Numeric

Advertising - Indicates the number of tearsheets to be delivered to the advertiser by the advertising department after the ad appears in the newspaper.

Default: 0

Field Length: 4 *Field Type:* Numeric

Bookkeeping - Indicates the number of tearsheets to be delivered to the advertiser by the bookkeeping department after the ad appears in the newspaper.

Default: 0

Field Length: 4 *Field Type:* Numeric

Sales - Indicates the number of tearsheets to be delivered by the sales department after the ad appears in the newspaper.

Default: 0

Field Length: 4 *Field Type:* Numeric

New Contract

This form allows the ad entry operator to enter a new or modify an existing contract without leaving the ad entry module. This form is a shortened version, without the history, of the Contract Maintenance form.

The screenshot shows a window titled "CONTRACT MAINTENANCE" with a menu bar (File, Edit, Database, Record, Field) and a toolbar. The main area displays the following fields and values:

- Account # 2345
- Contract #
- Contract Code: 01 (Display Contract)
- Salesperson: CM (Tim Wiles)
- Contract Type: Classified (Class Display)
- Commit Type: Inch (Line)
- Commit Size: 1000.00
- Commit Inverts: 0
- Contract Disc %:
- Interval Units: Daily (Annual)
- Interval #: 1
- Start Date: 1/27/1999
- End Date: 12/26/2000
- Rate Code:
- Rate Amount: 0.0

Figure 39 - New Contract (Ad Insertion Entry)

Account Number - Advertiser Account Number is the unique identifier for the advertiser, displayed from the Ad Insertion Maintenance screen. This is a Display only field.

Contract Number - A computer-generated, sequential number unique to each individual contract.

Field Length: 9 *Field Type: Numeric*

Contract Code - A user generated code indicating the type of contract an advertiser has.

Double-click Option *Default: 1st Contract Code on Contract Code table*

Field Length: 5 *Field Type: Alpha Numeric*

Salesperson - The salesperson who negotiated the contract with the advertiser.

Double-click Option *Default: Master Account Salesperson*

Field Length: 5 *Field Type: Alpha Numeric*

Contract Type - Indicates the type of contract the advertiser has. There are three types allowed: Display, Classified Display, and Classified. This is a mandatory field for each contract.

Default: Based on Contract Code from setup defaults

Field Length: 0 *Field Type: Prompt*

Inches/Lines - Indicates whether an inch or line commitment has been made. Default is based on rate.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 0 *Field Type: Prompt*

Commit Type - Indicates the agreed-upon commitment. Commitment may be a certain number of lines, inches, advertising frequency or dollar amount.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 0 *Field Type:* Prompt

Commit Size - Indicates the number of lines, inches or dollars to which an advertiser has committed.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 10 *Field Type:* Numeric

Commit Inserts - Indicates the number of insertions to which an advertiser has committed.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 3 *Field Type:* Numeric

Contract Discount % - Indicates any discount on which the salesperson and the advertiser have agreed.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 4 *Field Type:* Numeric

Interval Units - Used in conjunction with Interval Number to indicate the frequency for which the advertiser has contracted. Interval Units are daily, weekly, monthly and annual.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 0 *Field Type:* Prompt

Interval Number - Used in conjunction with Interval Units to indicate the frequency for which the advertiser has contracted. Interval Numbers are the number of days, weeks, months or years. For example, if advertiser wants to run for 26 weeks, the Interval Units would be set to 'Weekly' and the Interval Number would be set to 26.

Default: From the Contract Code Setup defaults. Based on Contract Code.

Field Length: 5 *Field Type:* Numeric

Start Date - Date the contract begins.

Default: Today

Field Length: 10 *Field Type:* Date

End Date - Date on which the contract expires.

Default: Calculated by Start Date, Number of Intervals & Type of Interval.

Field Length: 10 *Field Type:* Date

Rate Code - User-generated code indicating how much an advertiser will be charged. This rate code must be set up in the rate maintenance table to be associated with the contract code assigned on this contract.

Double-click Option

Field Length: 5 *Field Type:* Alpha Numeric

Rate Amount - Indicates the rate description and rate amount at which the advertiser will be charged.

Field Type: Float

Ad Search-F8

The Ad Insertion Search screen allows the operator to search for an ad even if they do not know the ad number or advertiser’s account number. Operators may retrieve ad information using a number of different fields to find an ad (phone number, account name, run dates, first words in the ad or description). Operators may also select the order in which information is to be presented to them on the screen (sorted by phone number, first words, classification, ad number, account number or log date and time). Since there may be a large quantity of ads in the system, the search function provides a number of filters that may be used to limit the amount of data that will be displayed using the search criteria entered (such as those on hold, only their own entries, ads for one run date or only masters). Fields that may be used for searches appear in the darker background color when displayed to the screen. To use the search screen, click on “Clear F11”, enter the search criteria and then click on “Search F12”. The system will display a searching message followed by a display of the matching information on the screen. This screen has one sub-screen or button command: Print List Just Searched For.

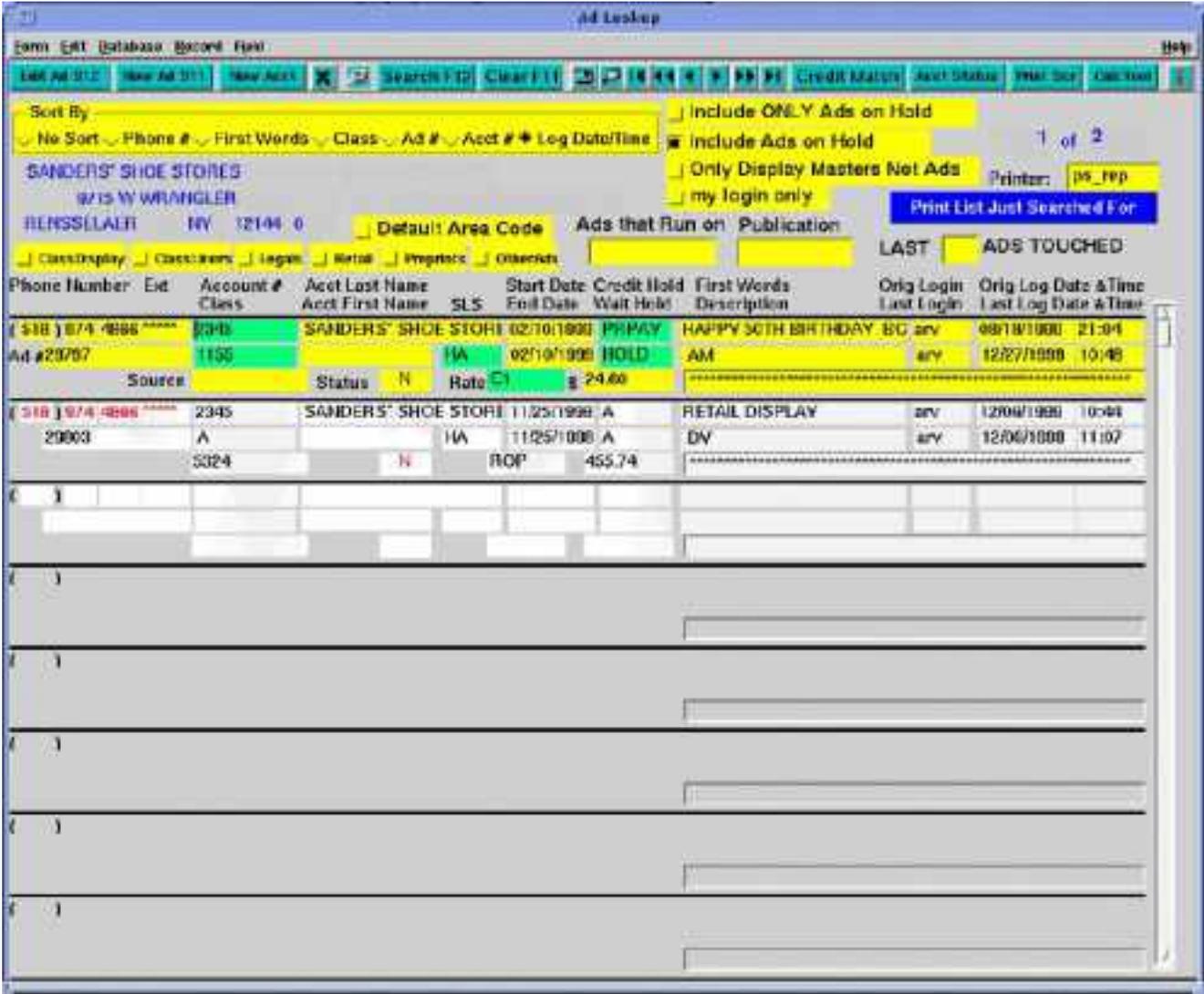


Figure 40 - Ad Search (Ad Insertion Entry)

Toolbar - This form has a custom toolbar. Below are explanations of the custom toolbar items for this screen.

Edit Ad S12 - Once an ad has been located and you want to edit it, hold down the Shift key and hit the F12 button <Shift F12>, or select the Edit Ad S12 icon on the tool bar.

New Ad S11 - Once a advertiser master account has been located and you want to enter a new ad for this advertiser either hold down the Shift key and hit the F11 button <Shift F11>, or select the New Ad S11 icon on the tool bar.

New Account - After searching for an existing advertiser and you don't find them; or if you are sure the advertiser does not exist select the New Account icon on the toolbar.

Search F12 - Once the Clear F11 icon on the toolbar has been selected or the F11 key, and all the search criteria has been entered, select the Search F12 icon on the toolbar or use the F12 key to initiate the search.

Clear F11 - Prior to entering any search data, select the Clear F11 or use the F11 key to clear the screen so that you may enter the new criteria for the new search.

Credit Match - This function checks the advertisers credit and also checks the credit of the other advertisers with the same name, address or phone number and reports accordingly.

Acct Status - Once you have selected and advertiser then you may select the Acct Status to bring up a detailed account status for the advertiser.

Print Scr - Select Print Screen to generate a print out of the information displayed on the screen.

CalcTool - If the calculator function is needed, select CalcTool to bring the calculator to the screen.

Sort By - The operator may indicate the order in which he/she would like the information listed on the screen.

No Sort - The information will be listed in a random order.

Phone # - The information will be listed numerically by phone number.

First Words - The information will be listed alphabetically by the first words of the ad.

Class - The information will be grouped according to the ad classification.

Ad # - The information will be listed numerically by ad number.

Acct # - The information will be listed numerically by account number.

Log Date/Time - The information will be listed sequentially by date and time.

Default: No Sort

Field Length: 0

Field Type: Prompt

Include Ads - The operator may indicate which ads to search for.

Include ONLY Ads on Hold - By activating this flag, the user will limit the search to ads on hold.

Include Ads on Hold - By activating this flag, the user will generate a search that includes all ads that match the search criteria, even ads on hold.

Only Display Masters Not Ads - By activating this flag, the user limits the amount of information that will be included in the search findings. Only information from the Advertiser Master will be included not each ad. The actual ad will not be included.

My Login Only - By activating this flag, the user limits the search to only ads he/she has entered.

Default: All Off

Field Length: 0

Field Type: Prompt

Printer - Enter the printer name to print the list of ads just searched for.

Double-click Option

Field Length: 25

Field Type: Alpha Numeric

Default Area Code - By activating this flag, the user limits the search to advertiser's phone numbers within the default area code, usually the area code most often used.

Default: Off

Field Length: 0

Field Type: Prompt

Ads to Search For - The operator may indicate which ads to search for.

Class Display - Activate this flag to limit the search to class display ads.

Class Liners - Activate this flag to limit the search to class liner ads.

Legals - Activate this flag to limit the search to legal ads.

Retail - Activate this flag to limit the search to retail ads.

Preprints - Activate this flag to limit the search to preprints.

Other Ads - Activate this flag to limit the search to any other type of ad besides class display, class liners, legals, retail or preprints.

Default: All Off

Field Length: 0

Field Type: Prompt

Ads that Run on - The search can be limited to ads scheduled to run on a particular date. Enter the publication date you wish to list.

Field Length: 10

Field Type: Date

Publication - If you have more than one publication, limit the search by entering the publication in which the ad was run.

Field Length: 4

Field Type: Alpha Numeric

Last (#) Ads Touched - Limit the search to ads that have recently been accessed by entering a number in this field. For example the Last 20 Ads Touched.

Field Length: 3

Field Type: Numeric

Search Criteria - Enter one or more search criteria including: phone number and extension, account number, classification code, account last name, account first name, salesperson code (SLS), start date, end date, credit hold, wait hold, first words, description, original login, last login, original login date and time, last login date and time, ad number, source, status, rate code and rate.

PRINT LIST JUST SEARCHED FOR - Select this button to print the ads just searched for. Don't forget to enter the printer where the list should print. This is different from the Print Screen function. This will print all ads in the selection where the Print Screen will only print what can be seen on the screen, not the entire selected set.

Pub

A list of publications that are valid for the rate code entered on this ad. This form will be displayed automatically after the rate code is entered if the user has access to this form. The reason access would be denied is due to the settings on the rate table. If the default 'All Pubs' is marked as 'Yes' on the rate table, the user will not be allowed into this form so that they cannot pick and choose publications. This screen has three sub-screens or button commands: Set All: Run, Not Run and Combo.

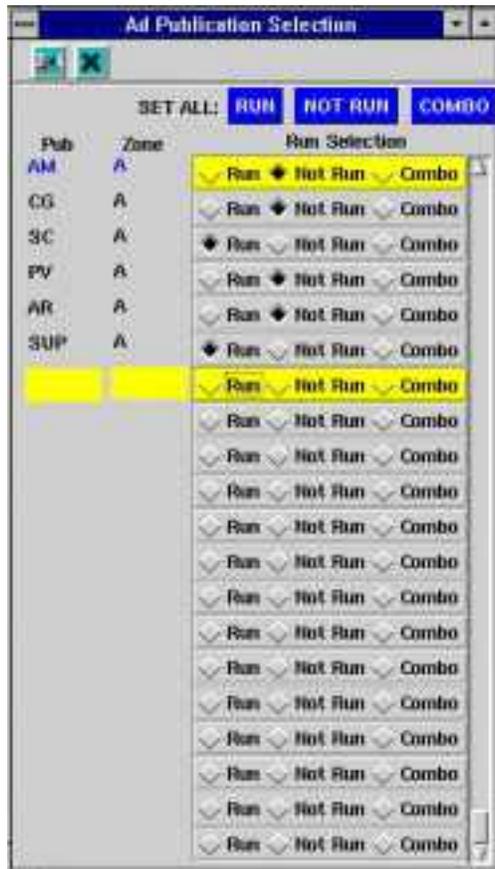


Figure 41 - Pub (Ad Insertion Entry)

Pub - Publication code. Clicking on the Pub field will toggle 'Run' and 'Not Run.'

Zone - Zone code. Clicking on the Zone field will toggle 'Run' and 'Not Run.'

Run Selection - There are three possibilities, run, not run and combo.

Run - The ad will be scheduled to run in this publication/zone.

Not Run - The ad will not be scheduled to run in this publication/zone

Combo - The ad will be scheduled as running in combination with this publication/zone but not actually run on this ad. This effects the pricing of the ad. Most users do not have or need this possibility. It is rarely used. For more information on how to use this field, see the 'How Do I' page for this section.

Field Length: 0

Field Type: Prompt

SET ALL: RUN - This button will set all publication/zone codes to 'Run'.

SET ALL: NOT RUN - This button will set all publication/zone codes to 'Not Run'.

SET ALL: COMBO - This button will set all publication/zone codes to 'Combo'.

Acct Hist

Please refer to the Daily > Masters > Detailed Transaction/Payment Status section of this manual for information on this screen.

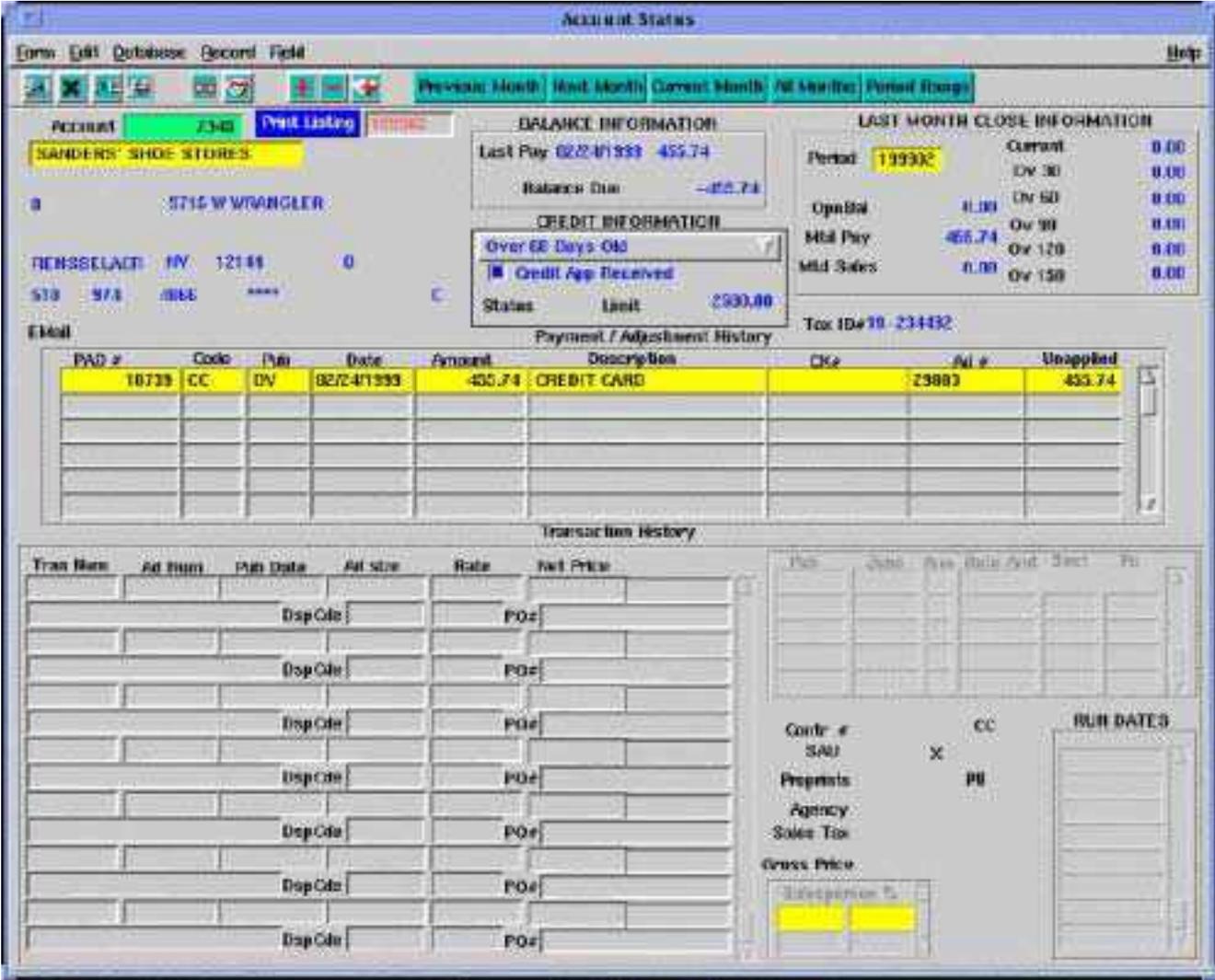


Figure 42 - Acct Hist (Ad Insertion Entry)

Print Sc

Print Screen function. When you click on the button, your cursor will change to a cross (+). Position the cursor on the screen you wish to print and click your mouse.

Insert Ord

Prints an ad insertion order. The ad insertion order prints the ad schedule for each publication, all of the ad layout information (and the ad copy if the ad is an IslandWrite ad).

Crd Card

Displays the last credit card type and number used by this advertiser.



Figure 43 - Crd Card (Ad Insertion Entry)

Calculator

When you choose the Calculator button, a calculator will come up your screen. You can use the numeric key pad or the mouse on the calculator. Use the quit button to quit the calculator. To iconify the calculator click on the arrow at the top left of the screen.

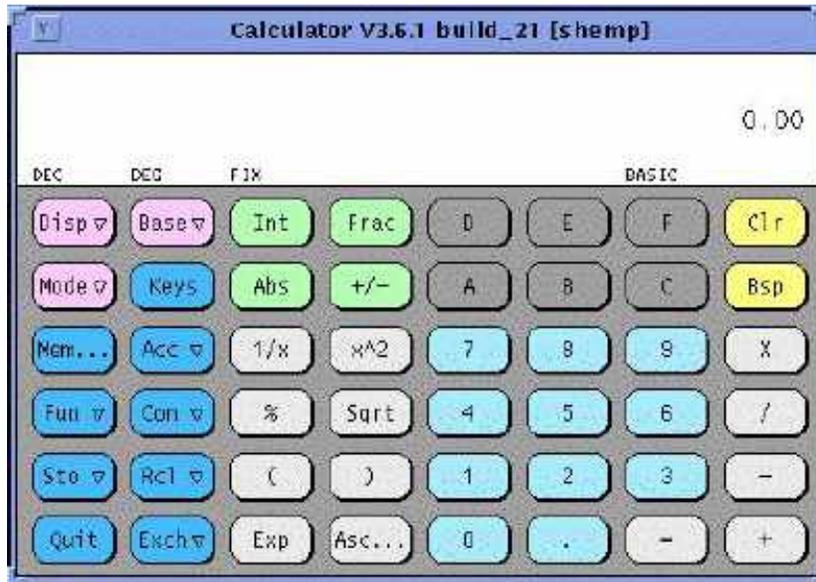


Figure 44 - Calculator (Ad Insertion Entry)

Copy Ad

Copy Ad allows the operator to copy an ad so that the ad can be changed or renewed. A screen will be displayed showing the new ad number that new ad is copied to. After acknowledging the number the ad entry screen will display this new ad so that it can be scheduled.

Ad Auth J

This prints an ad authorization journal of the ad. The journal contains details about the size, price, classification, advertiser and ad copy (if the ad was an IslandWrite ad) on an 8 1/2 X 11 page. For larger ads use the Ad Authorization Letter button, which prints less information about the ad and has more room to print large ads.

FAX Auth J

This screen faxes the Ad Authorization Journal to an advertiser. This screen has two sub-screens or button commands: Submit Fax, and Cancel.

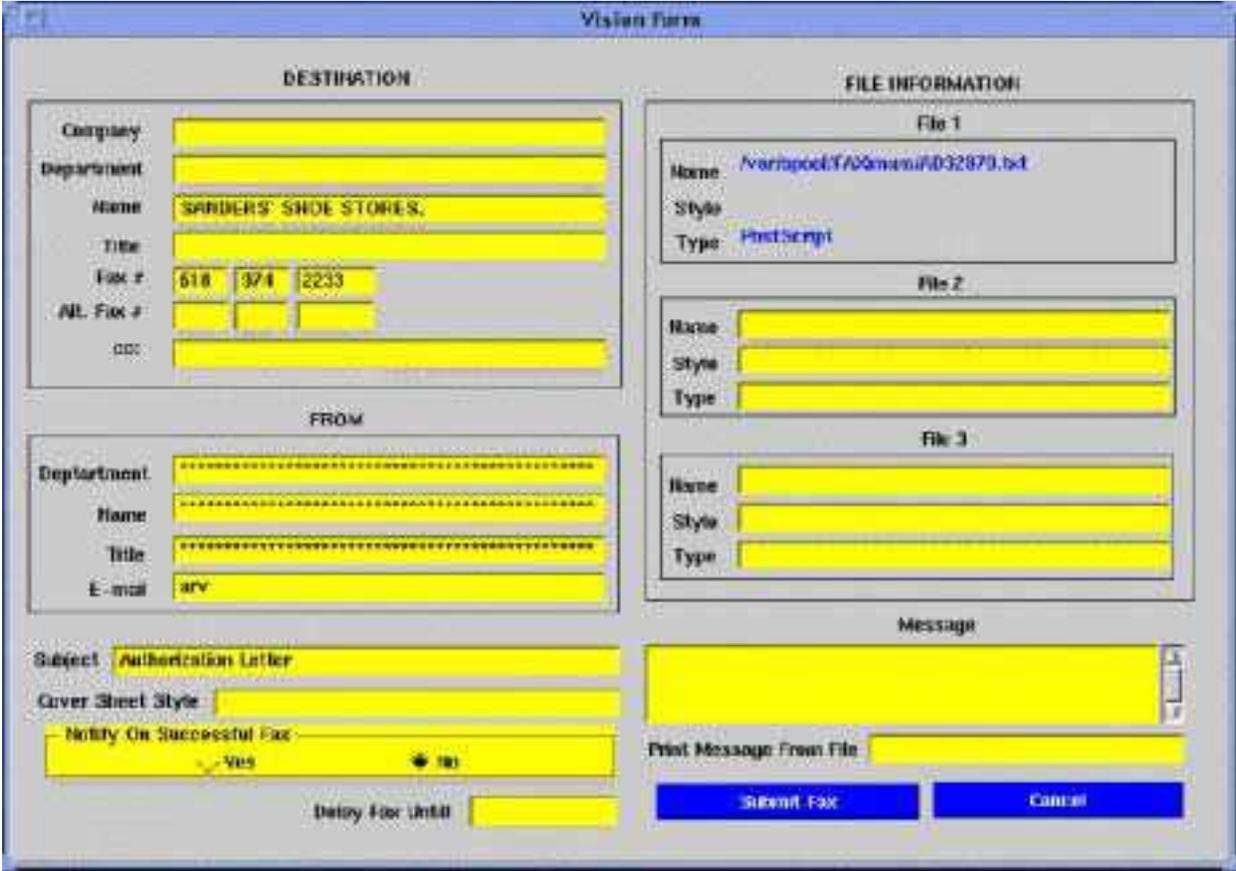


Figure 45 - FAX Auth J (Ad Insertion Entry)

- Destination** - This field gives information concerning the person to receive the fax.
- Company** - Enter the name of the company to which the fax is being sent. If the fax is being sent to an individual and not to a company, leave this field blank.
Field Length: 25 Field Type: Alpha Numeric
 - Department** - Enter the department to which the fax is being sent. If the fax is being sent to an individual and not to a company, leave this field blank.
Field Length: 25 Field Type: Alpha Numeric
 - Name** - Enter the name of the individual to receive the fax.
Field Length: 25 Field Type: Alpha Numeric
 - Title** - Enter the title of the person to receive the fax.
Field Length: 25 Field Type: Alpha Numeric
 - Fax #** - Enter the primary fax number for the advertiser.
 - Area Code Field Length: 3 Field Type: Numeric*
 - Exch. Code Field Length: 3 Field Type: Numeric*
 - Phone Field Length: 4 Field Type: Numeric*
 - Extension Field Length: 4 Field Type: Numeric*

Alt. Fax # - If an alternate fax number is available, enter it in this field.

Area Code *Field Length: 3* *Field Type: Numeric*

Exch. Code *Field Length: 3* *Field Type: Numeric*

Phone *Field Length: 4* *Field Type: Numeric*

Extension *Field Length: 4* *Field Type: Numeric*

cc: - Enter those people to receive copies of the information being faxed.

Field Length: 25 *Field Type: Alpha Numeric*

From - This field gives information concerning the person sending the fax.

Defaults: From Tables > User Setup

Department - Enter the department from which the fax is being sent.

Field Length: 50 *Field Type: Alpha Numeric*

Name - Enter the name of the individual sending the fax.

Field Length: 50 *Field Type: Alpha Numeric*

Title - Enter the title of the person sending the fax.

Field Length: 50 *Field Type: Alpha Numeric*

E-mail - Enter the e-mail address of the person sending the fax.

Field Length: 75 *Field Type: Alpha Numeric*

Subject - Enter the subject of the material being faxed. In this instance, the subject is “Authorization Letter”.

Field Length: 25 *Field Type: Alpha Numeric*

Cover Sheet Style - Indicate the desired cover sheet style, portrait or landscape.

Field Length: 25 *Field Type: Alpha Numeric*

Notify On Successful Fax - By activating the “Yes” flag in this field, you will generate a message to your fax machine when the fax has been successfully sent. Activating the “No” flag will not generate a message.

Field Length: 0 *Field Type: Prompt*

Delay Fax Until - If you do not wish to send the fax immediately, indicate the time at which you would like the fax sent.

Field Length: 5 *Field Type: Time*

File Information - There are three separate areas to enter file information. This enables the user to fax an authorization letter and attach other files or letters to be sent to with this ad authorization.

Name - Enter the complete file name for the file to be faxed.

Field Length: 75 *Field Type: Alpha Numeric*

Style - Enter the style in which the file is typed.

Field Length: 25 *Field Type: Alpha Numeric*

Type - Enter the type of file to be faxed.

Field Length: 25 *Field Type: Alpha Numeric*

Message - Enter a brief message if the message on file is not appropriate. Use the scroll bar to view the entire message if it does not fit in the window.

Field Length: Unlimited *Field Type: Text*

Print Message From File - Activate this flag to print the message already on file.

Field Length: 80 *Field Type: Alpha Numeric*

SUBMIT FAX - Select this button to send fax.

CANCEL - Select this button to cancel fax.

Ad Auth L

This button prints an Ad Authorization Letter so that advertiser can sign their approval. The ad authorization prints the advertiser name, account number, and ad number, plus other information about the ad. The actual ad copy is also printed if it's an IslandWrite ad.

FAX Auth L

This function allows the user to fax the Ad Authorization Letter to the advertiser. Selecting this button brings a fax cover sheet to the screen. Fill in the information and click on "Submit Fax" to send the cover sheet and the authorization letter to the advertiser. This screen is identical to the FAX Auth J screen. Please refer to the FAX Auth J screen for information on this screen.

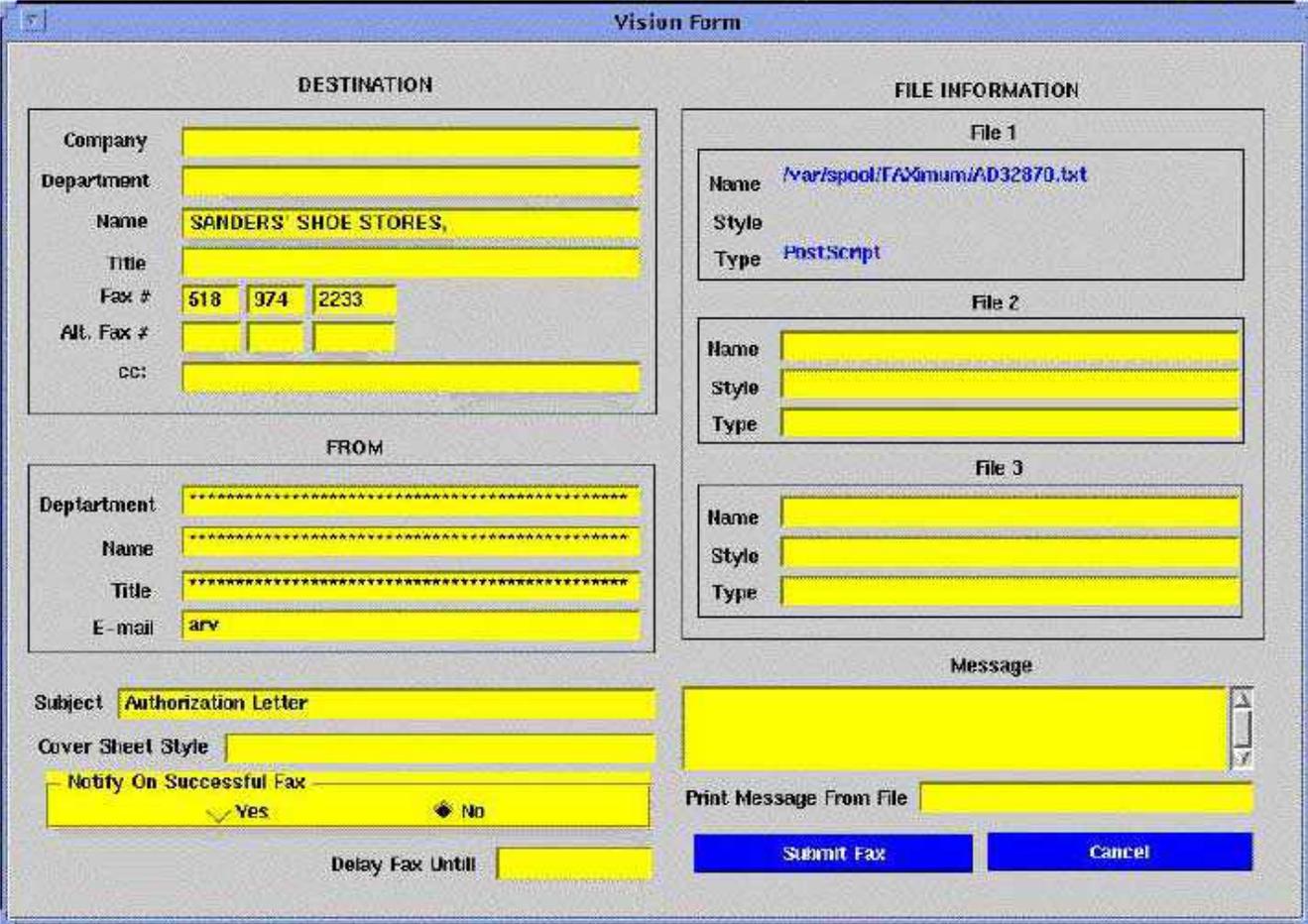


Figure 46 - FAX Auth L (Ad Insertion Entry)

Sales Call

This screen may be used by sales people to track the conversations had with advertisers or prospective advertisers. Call back notes are kept in chronological order with the most recent entry displayed first. Operators may scroll through previous entries. This screen has one sub-screen or button command: Print List.

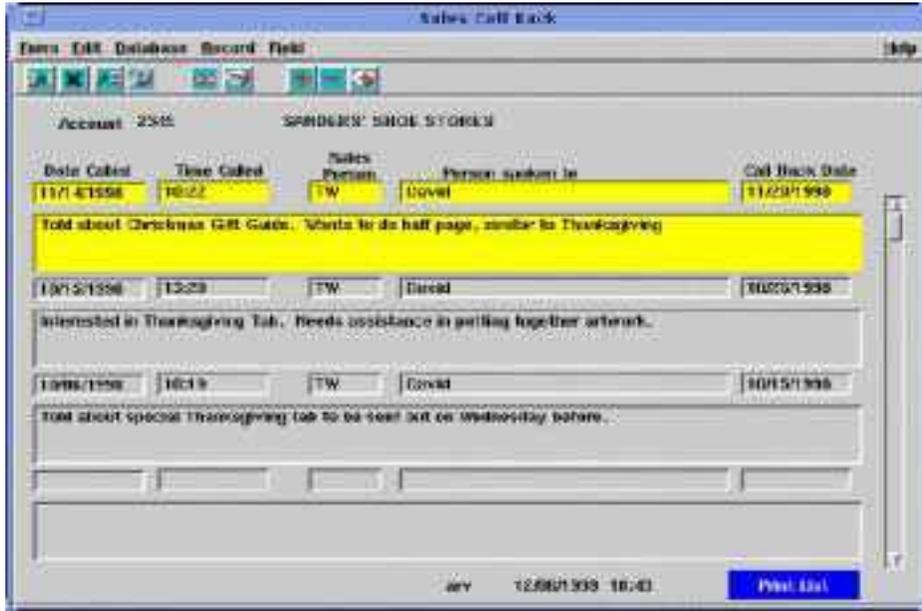


Figure 47 - Sales Call (Ad Insertion Entry)

Account - Advertiser Account Number is the unique identifier for the advertiser. Display only.

Date Called - Date the call was placed to the advertiser.

Default: Current Date

Field Length: 10 *Field Type:* Date

Time Called - Time the call was placed to the advertiser.

Default: Current Time

Field Length: 5 *Field Type:* Time

Salesperson - Salesperson code for the individual speaking to the advertiser.

Default: Account Salesperson Code

Field Length: 5 *Field Type:* Alpha Numeric

Person Spoken to - Name of the person contacted.

Field Length: 40 *Field Type:* Alpha Numeric

Call Back Date - The next date scheduled to contact the advertiser.

Default: Date Called + 14 Days

Field Length: 10 *Field Type:* Date

Sales Call Back Text - This field is a free-form area for entering information about the conversation. If the information exceeds what can be displayed in the window, a scroll bar will appear on the right of the window. Notes on previous calls are kept in chronological order with the most recent call first. Previous notes can be viewed using the scroll bar on the right of the window.

Field Length: Unlimited *Field Type:* Text

PRINT LIST - Choosing this button will print the Sales Call Back information.

Ad Layout

This form is used to accommodate special placement or production requests and tearsheets. An ad may be requested for a special section, group or page. Placement may also be guaranteed (usually adding an extra charge). Colors are specified here, as is coupon placement. Standing tearsheet orders may be altered for that insertion only. Information from this screen will be output to a Display pagination system (or to the ad layout manifest if being laid out manually).

Figure 48 - Ad Layout (Ad Insertion Entry)

Acct # - Advertiser Account Number is the unique identifier for the advertiser. Display only.

Ad # - Ad number for this particular ad. This is a Display only Field.

Source - Allows tracking of the ad in various departments. Also serves as means to locate ad if using layout products. If using pre-printed insertion orders this would be the pre-printed number on that order. Likewise, the ad copy for this non-IslandWrite ad would be stored on the ad server or OPI server using that same number. If not using pre-printed insertion orders this is the ad number.

Field Length: 12

Field Type: Alpha Numeric

Ad Descript - A brief summary of the ad content, also termed as first words, key line etc.

Default: Billing description in Ad Insertion Maintenance
Field Length: 25 *Field Type:* Alpha Numeric

Ad Type – User-generated code that separates ads by content (1=tires, 2=funerals, etc.).

Useful for those sites using layout products.

Double-click Option *Default:* None
Field Length: 2 *Field Type:* Numeric

Section Req - Indicates the section under which the advertiser would like the ad placed (Sports, Weather, News, etc.).

Double-click Option *Default:* None
Field Length: 2 *Field Type:* Numeric

Group # Req – User-generated code indicating the category that the ad would most likely fall under (Real estate, Legal, Yard Sale, Food etc.).

Double-click Option *Default:* None
Field Length: 2 *Field Type:* Numeric

Alt Group # - User-generated code indicating an alternate category under which an ad might be placed if the first choice is full.

Double-click Option *Default:* None
Field Length: 2 *Field Type:* Numeric

Page Req - Indicates the page on which the advertiser would like the ad placed within the paper section or group.

Field Length: 3 *Field Type:* Numeric

Right or Left of Page - Indicates the side of the page on which the advertiser would like the ad run. None indicates that the advertiser has no preference.

Default: None
Field Length: 0 *Field Type:* Prompt

Misc Inst – Use this field to enter any special instructions that the advertiser has requested. This will print on the ad manifest or run sheet.

Field Length: 15 *Field Type:* Alpha Numeric

Pickup Date - Indicates the date that the ad is being picked up from a prior date.

Default: None
Field Length: 10 *Field Type:* Date

Guaranteed Position - Indicates whether or not the ad placement is guaranteed. This is only for production this will not automatically charge an additional charge, that is done in the flat charge screen.

Default: No
Field Length: 0 *Field Type:* Prompt

Double Truck Request - Indicates if this is a double truck ad (an ad that runs across two pages and uses the gutter between the two pages).

Default: No
Field Length: 0 *Field Type:* Prompt

Section Break Request - Indicates if this ad is to go on a section break (first or last page of a section).

Default: No
Field Length: 0 *Field Type:* Prompt

Exclude from Req Group - Indicates if this ad is to be excluded from a particular group of advertisers, such as a cigarette ad running on a funeral page.

Default: No

Field Length: 0 *Field Type:* Prompt

Reverse - Indicates whether or not this ad is to be a printed white on black.

Default: No

Field Length: 0 *Field Type:* Prompt

Tearsheets - This window contains information on the number of copies of this ad to send to the advertiser and which department is responsible.

Sales Dept - Indicates the number of tearsheets to be sent to sales.

Default: From Master Tearsheets

Field Length: 4 *Field Type:* Numeric

Bookkeeping - Indicates the number of tearsheets to be sent to bookkeeping.

Default: From Master Tearsheets

Field Length: 4 *Field Type:* Numeric

Advertising - Indicates the number of tearsheets to be sent to advertising.

Default: From Master Tearsheets

Field Length: 4 *Field Type:* Numeric

Color Ad - This window indicates the color selections the advertiser has made for the ad.

of Colors - Indicates the number of colors in the ad. Four indicates process color.

Default: 0

Field Length: 0 *Field Type:* Prompt

Color 1 - First color the advertiser has chosen.

Default: None

Field Length: 4 *Field Type:* Alpha Numeric

Color 2 - Second color the advertiser has chosen.

Default: None

Field Length: 4 *Field Type:* Alpha Numeric

Color 3 - Third color the advertiser has chosen.

Default: None

Field Length: 4 *Field Type:* Alpha Numeric

Coupon Information - If an ad includes a coupon, this window gives the specifics of the coupon placement.

Coupon - Indicates whether or not a coupon is included in this ad.

Default: No

Field Length: 0 *Field Type:* Prompt

Horizontal - Position of the upper left hand corner of the coupon within the actual ad.

Field Length: 9 *Field Type:* Amount

Vertical - Position of coupon within ad.

Field Length: 9 *Field Type:* Amount

Columns - Width of the actual coupon, not the entire ad.

Field Length: 2 *Field Type:* Numeric

Height - Height of the actual coupon, not the entire ad.

Field Length: 2 *Field Type:* Numeric

Series Ads - This window has information concerning ad placement within a series of ads.

Series Name - Identifies the name of the series for this group of ads.

Field Length: 4 *Field Type:* Alpha Numeric

Series # - Identifies relative position of an ad within a group of ads running within a single publication date, or an advertising campaign.

Field Length: 2 *Field Type:* Numeric

Changed Box - This box contains information about any changes the ad may have undergone.

Art Changed - Indicates that something about the artwork for the ad has changed.

Field Length: 0 *Field Type:* Prompt

Copy Changed - Indicates that something about the ad text has changed.

Field Length: 0 *Field Type:* Prompt

No Change - Indicates that there have been no changes to the ad. Run it as is.

Field Length: 0 *Field Type:* Prompt

Size Changed - Indicates that the size of the ad has changed.

Field Length: 0 *Field Type:* Prompt

Delivery Method of Ad - Indicates how the ad will be delivered.

Field Length: 50 *Field Type:* Alpha Numeric

Proof - Click this button "On" if there is a proof of the ad, "Off" if there is not.

Default: No (off)

Field Length: 0 *Field Type:* Prompt

Proof Delivery Instructions - Special instructions for the proof .

Field Length: 50 *Field Type:* Alpha Numeric

Flat Charge

The Flat Charge Button is used to add additional charges to an ad, place discounts, override the total price of the ad or flat rate an ad.

Figure 49 - Flat Charge (Ad Insertion Entry)

~Flat Code – User-generated code specifying what type of flat record this is. The code is linked to the space summary category, therefore allowing you to group the revenue for this code.

Double-click Option

Field Length: 5

Tab Stop

Field Type: Alpha Numeric

Run Date - Date that the flat will be effective. If the flat is to be effective on the entire run of the ad then leave this field blank. Otherwise enter the date. If there is more than one date then enter a flat for each date (you may consider using the day of the week field where you can have this flat effective for every Monday or every Wednesday, etc.).

Default: All Run Days of the ad

Field Length: 10

Field Type: Date

Week Day - Day of the week that the flat will be effective. If the flat is to be effective on the entire run of the ad then leave this field blank. Otherwise select the day of the week (Sunday, Monday, Tuesday, etc.). If there is more than one day then enter a flat for each day of the week that is needed.

Default: All Days of the ad

Field Length: 0

Field Type: Drop-down List

Pub - Publication code that the flat is to effect. Leave this field blank if the flat is to effect all publications on the ad.

Default: All Publications on the ad

Field Length: 4

Field Type: Alpha Numeric

Zone - Zone code that the flat is to effect. Leave this field blank if the flat is to effect all publications on the ad.

Default: All Zones on the ad

Field Length: 4

Field Type: Alpha Numeric

Flat Type - Displays the flat type that the flat code is. There are 4 flat types:

FC - Flat Charge override of the total **gross price**.

FA - Flat Additional charge that will add on to the gross price to obtain the net price.

FD - Flat Discount to discount the gross price of the ad.

FR - Flat Rate which is an override to the rate dollar amount on the main ad screen. The rate dollar amount here would simply be used in place of the rate found on the rate table. The functionality of the rate type is not effected by this override. A line rate will still take this rate times the lines, likewise a flat rate will still take the rate times the number of times run.

Default: Display only field, determined by Flat code used.

Field Length: 0 *Field Type:* Prompt

Contract Number - Contract Number this flat additional charge is to apply against. The contract that this flat additional charge goes to may also play a part in determining the price of the ad if this is an actual contract rate. This field is only accessible when entering a flat additional charge not on discounts, flat charges or flat rates.

Double-click Option

Field Length: 9 *Field Type:* Numeric

Contract Code - Contract code is displayed next to the contract number so the operator can be sure the flat additional charge is being applied to the proper contract.

Default: Display only field

Field Length: 2 *Field Type:* Alpha Numeric

~Charge - Flat charge amount for a flat charge override (FC), or flat additional charge amount for a flat additional (FA) type charge.

Default: Obtains the amount from the Flat Code table for the code entered.

Tab Stop

Field Length: 9 *Field Type:* Amount

~Disc % - Flat discount amount for a discount (FD) type flat. This field is only accessible for flat discounts.

Default: Obtains the amount from the Flat Code table for the code entered.

Tab Stop

Field Length: 5 *Field Type:* Amount

~Rate Amt - Flat rate amount for a rate override (FR) type flat. This field is only accessible for flat rates.

Default: Obtains the amount from the Flat Code table for the code entered.

Tab Stop

Field Length: 64 *Field Type:* Float

Flat Description - Billing description. Only enter a description if this is a flat additional charge (FA).

Default: None

Field Length: 25 *Field Type:* Alpha Numeric

Discount Type - If this is a Flat discount (FD) type of flat record then this field indicates if the discount is based on the rate or the lineage being updated to the contract.

Field Length: 0 *Field Type:* Prompt

Payment

This screen allows pre-paid ads to have payments posted directly here with the resulting credit posted in the “Pre-paid Amount” line in the pricing box. This window also has a space for directly entering credit card payments (which can optionally be sent directly to the credit card company from the screen via the modem in the server, also receiving back authorization). This screen has one sub-screen or button command: Print Screen (which can also be used as a receipt).

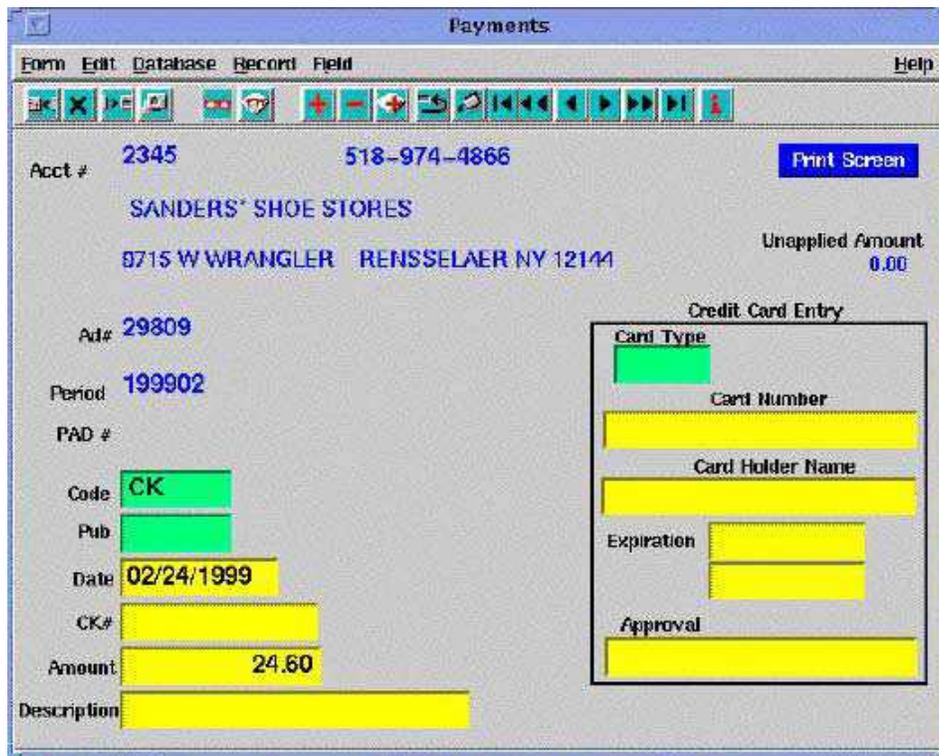


Figure 50 - Payment (Ad Insertion Entry)

Acct # - Advertiser Account Number is the unique identifier for the advertiser. Display only.

Ad # - Ad number for this particular ad. This is a Display only Field.

Period - Billing period this particular payment will be in. This is a Display only Field.

PAD # - Payment Adjustment / Discount Number. This is a Display only field.

Code - User-generated transaction code from the payment code table, to allow a payment to be entered. Codes might indicate method of payment (check, cash, credit card, etc.), or may indicate Display cash as opposed to Classified cash.

Double-click Option

Default: From the Profit Center, Ad Taker pay code

Field Length: 5 *Field Type:* Alpha Numeric

Pub - Publication. When tracking accounts receivables for multiple publications, this field indicates the publication for which the payment is being made. Many sites set up a Publication strictly for payments for 'All Publications'.

Double-click Option

Default: Based on payment code

Field Length: 4 *Field Type:* Alpha Numeric

Date - Date of payment.

Default: Current date or payment lock date, if set

Field Length: 10 *Field Type:* Date

CK # - Indicates the number on the advertisers check used to make this payment. If the payment was not made by check this field will be blank.

Default: None

Field Length: 20 *Field Type:* Alpha Numeric

Amount - Amount of the payment.

Default: Net ad price

Field Length: 9 *Field Type:* Amount

Description - Appears on the billing statement. May contain a message for the advertiser such as "Thank you for your payment."

Default: From the Payment Code table, based on payment code entered

Field Length: 25 *Field Type:* Alpha Numeric

Unapplied Amount - Amount of payment not applied to a particular invoice, transaction or ad. This is a Display only field.

Credit Card Entry - This window contains credit card information if the advertiser has pre-paid using a credit card.

Card Type - User generated code indicating the type of credit card used, for example VI (Visa) or MC (Master Card).

Double-click Option *Default:* A

Field Length: 2 *Field Type:* Alpha Numeric

Card Number - Credit card account number appearing on the credit card. Enter dashes or spaces between groups of numbers.

Default: Advertiser's last card used for this card type

Field Length: 20 *Field Type:* Numeric

Card Holder Name - The name appearing on the credit card.

Default: Advertiser name

Field Length: 25 *Field Type:* Alpha Numeric

Expiration - The expiration date appearing on the card. There are two fields for expiration date. A true date (month/day/year) is stored in the database. Some credit cards only have month and year. The first field is where the operator enters the month and year appearing on the credit card. The second field is automatically translated into the month/day/year format for storage in the database.

Default: None

Field Length: 10 *Field Type:* Date

Approval - The approval code supplied by the credit card company once they have approved this card.

Default: None

Field Length: 20 *Field Type:* Alpha Numeric

PRINT SCREEN - Choosing this button will print the Payments screen, which can also be used as a receipt.

Co-ops

This form is used to enter co-op advertising for this ad.



Figure 51 - Co-ops (Ad Insertion Entry)

Code - A user-generated code used to identify a manufacturer who will refund the advertiser for advertising their product. When you double click, the first form displayed is associated with individual advertisers, so only an abbreviated list is displayed. However, if you double click on the abbreviated list, the complete list will be displayed for access.

Double-click Option

Field Length: 4 Field Type: Alpha Numeric

Name - Name or description of the co-op. This is a Display only field.

Dollars - The dollar amount from the whole cost of the ad for which this co-op is responsible.

Default: Net ad price times the percent

Field Length: 9 Field Type: Amount

Percent - The percentage from the whole cost of the ad for which this co-op is responsible.

Default: 100.00

Field Length: 5 Field Type: Amount

Lineage - The amount of lines/inches this co-op is committed to out of the whole ad.

Default: The ad size times the percent

Field Length: 9 Field Type: Amount

Tearsheets - Indicates the number of tearsheets to be sent to the following:

Bkbp - Indicates the number of tearsheets to be sent to bookkeeping.

Field Length: 4 Field Type: Numeric

Adv - Indicates the number of tearsheets to be sent to advertising.

Field Length: 4 Field Type: Numeric

Sales - Indicates the number of tearsheets to be sent to sales.

Field Length: 4 Field Type: Numeric

Co-op Distribution Totals - Totals for dollars, percent and lineage. These are Display only fields.

Actual Ad Size - Actual size of the ad. This is a Display only field.

Upsell Prmpt

This screen contains user-generated questions an ad representative might ask an individual placing a classified ad in order to fully portray the item being advertised. For example, if a person is selling a ranch, an ad representative might ask, “How many acres of farm land? Do you have cattle or horses? How many bedrooms or bathrooms does the house have? What is the distance from town?” Use the scroll bar to see the entire list of questions. This is especially helpful for new ad representatives.

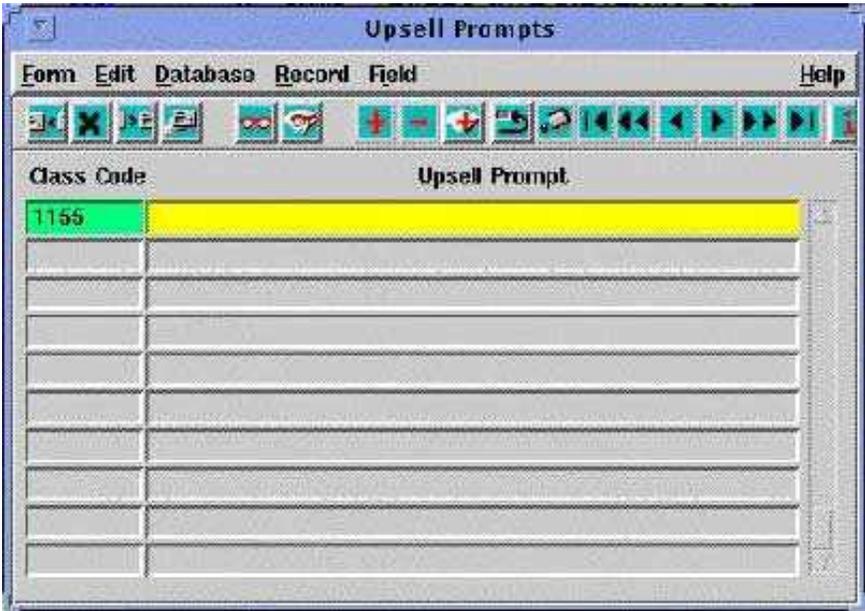


Figure 52 - Upsell Prmpt (Ad Insertion Entry)

Class Code - The code indicating the particular section of classified ads under which this ad would be placed.

Default: The classification of the ad

Field Length: 5

Field Type: Alpha Numeric

Upsell Prompt - Common questions an ad representative might ask a person placing an ad.

Field Length: 40

Field Type: Alpha Numeric

Quoting

Ad quoting is usually by Classified salespeople to help sell more days or quote prices while on the phone taking ads. Sometimes the rate gets better per issue (i.e. going from three insertions to five). The following fields are Display only.

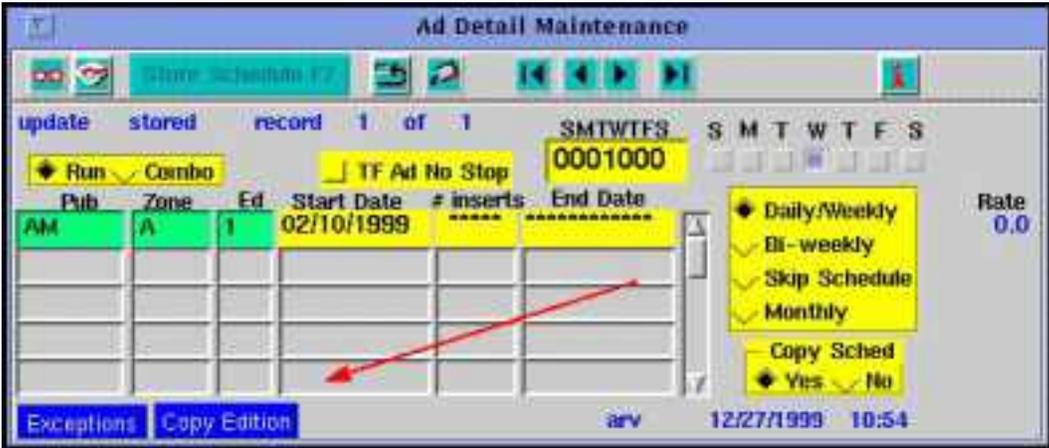
| Insertions | Rate Code | Rate | Single Insertion Rate | Total |
|------------|-----------|------|-----------------------|--------|
| 1 | WR | 0.00 | 45.00 | 45.00 |
| 2 | WR | 0.00 | 45.00 | 90.00 |
| 3 | WR | 0.00 | 45.00 | 135.00 |
| 4 | WR | 0.00 | 45.00 | 180.00 |
| 5 | WR | 0.00 | 45.00 | 225.00 |
| 6 | WR | 0.00 | 45.00 | 270.00 |
| 7 | WR | 0.00 | 45.00 | 315.00 |
| 8 | WR | 0.00 | 45.00 | 360.00 |
| 9 | WR | 0.00 | 45.00 | 405.00 |
| 10 | WR | 0.00 | 45.00 | 450.00 |

Figure 53 - Quoting (Ad Insertion Maintenance)

- Ad Number** - The ad number of the ad being quoted.
- Insertions** - Number of insertions for the ad being quoted.
- Rate Code** - Rate code entered on the Ad Insertion Maintenance screen.
- Rate** - Rate amount from the rate file. Rate is per inch, line or word.
- Single Insertion Rate** - The price for one insertion of this size. The price is based on the size on the ad insertion maintenance screen and the number of insertions in this record.
- Total** - Running total price of single insertion rate times insertions.

**SUB-SCREENS / BUTTON COMMANDS - AD INSERTION (AD
DETAIL)**

Beneath the Ad Insertion Maintenance (Ad Detail Maintenance) screen are two sub-screens or button commands: Exceptions and Copy Edition. To activate the screens/buttons, click on the appropriate box.



Exceptions

This form is used to enter publication exceptions, such as the ad being a different size in one publication or applying an ad to a different contract. This feature is rarely used. Please refer to the Daily > Ads > Ad Insertion Entry or Daily > Ads > Ad Detail Maintenance sections of this manual for information on this screen.

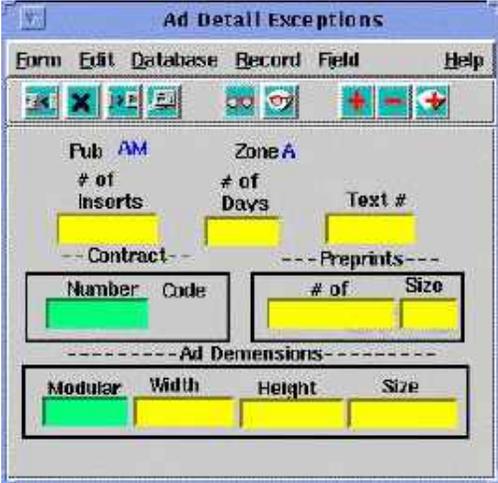


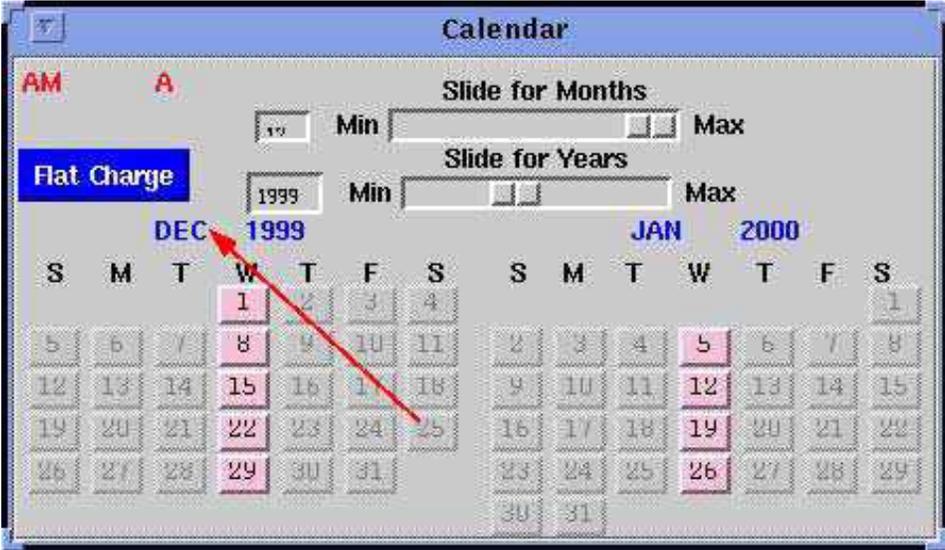
Figure 54 - Exceptions (Ad Insertion Entry)

Copy Edition

This function is used to copy the edition code from one publication to all publications. Simply change the edition on any publication in the Ad Detail Maintenance and instead of using the update schedule button use this copy edition button.

SUB-SCREENS / BUTTON COMMANDS- AD INSERTION
(CALENDAR)

Beneath the Ad Insertion Maintenance (Calendar) screen is one sub-screen or button command: Flat Charge. To activate the screen/button, click on the appropriate box.



Flat Charge

Please refer to the Daily > Ads > Ad Insertion Maintenance > Sub-screens / Button Commands > Flat Charge section of this manual for information on this screen.

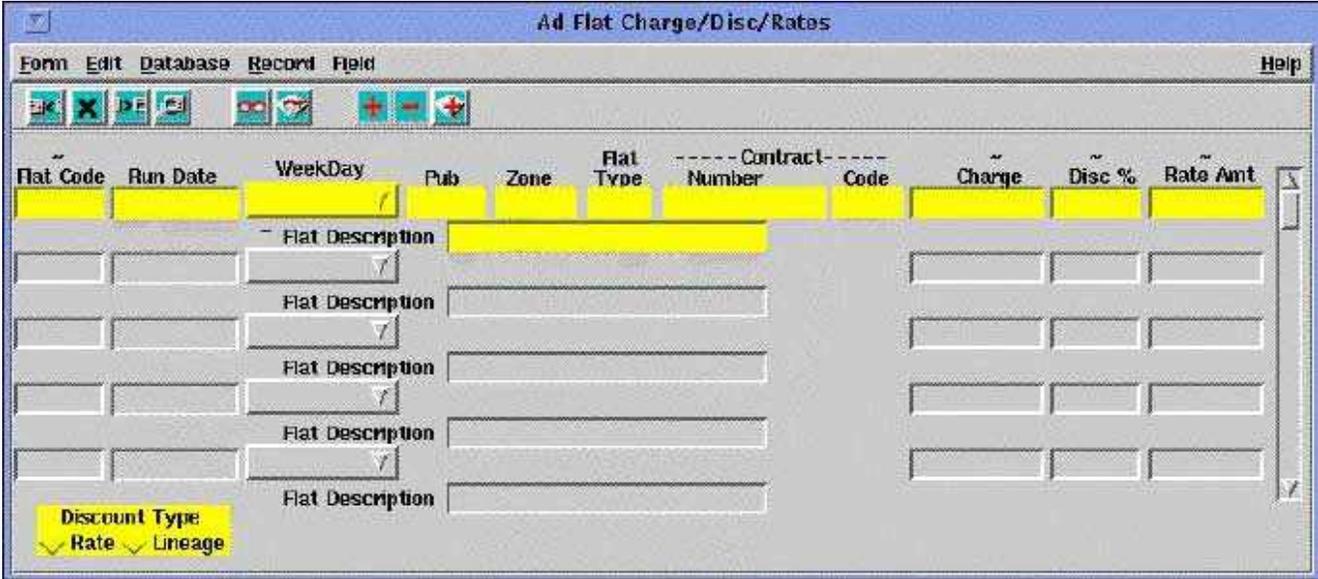


Figure 55 - Flat Charge (Ad Insertion Entry)

HOW DO I?

What does 'combo' mean when choosing a Run Selection for the Pub screen?

The ad will be scheduled as running in combination with this publication/zone but not actually run on this ad. This effects the pricing of the ad. Most users do not have or need this possibility. It is rarely used.

For example, an ad is to run in two publications and the rate is dependent that it run in both (such as a flat rate that needs to be allocated between the two publications). The rate is \$40.00 per inch to run in both pubs. If the ad was to only run in one pub the price might be \$30.00 (because they get a break on the second publication). If for one reason or another the ad cannot be scheduled with both publications on it (maybe the ad copy is slightly different between the two so two ads must be scheduled), and the operator simply schedules each ad separately, the price would be \$30.00 each, or \$60.00. However, if they schedule the ad to run in one publication and combo in the other publication the ad may cost \$20.00 for the first ad and \$20.00 for the second, thus only charging the \$40.00 that was wanted to begin with. To schedule a sale as one ad but enter it as two use the combo field.

Ad Insertion Listing

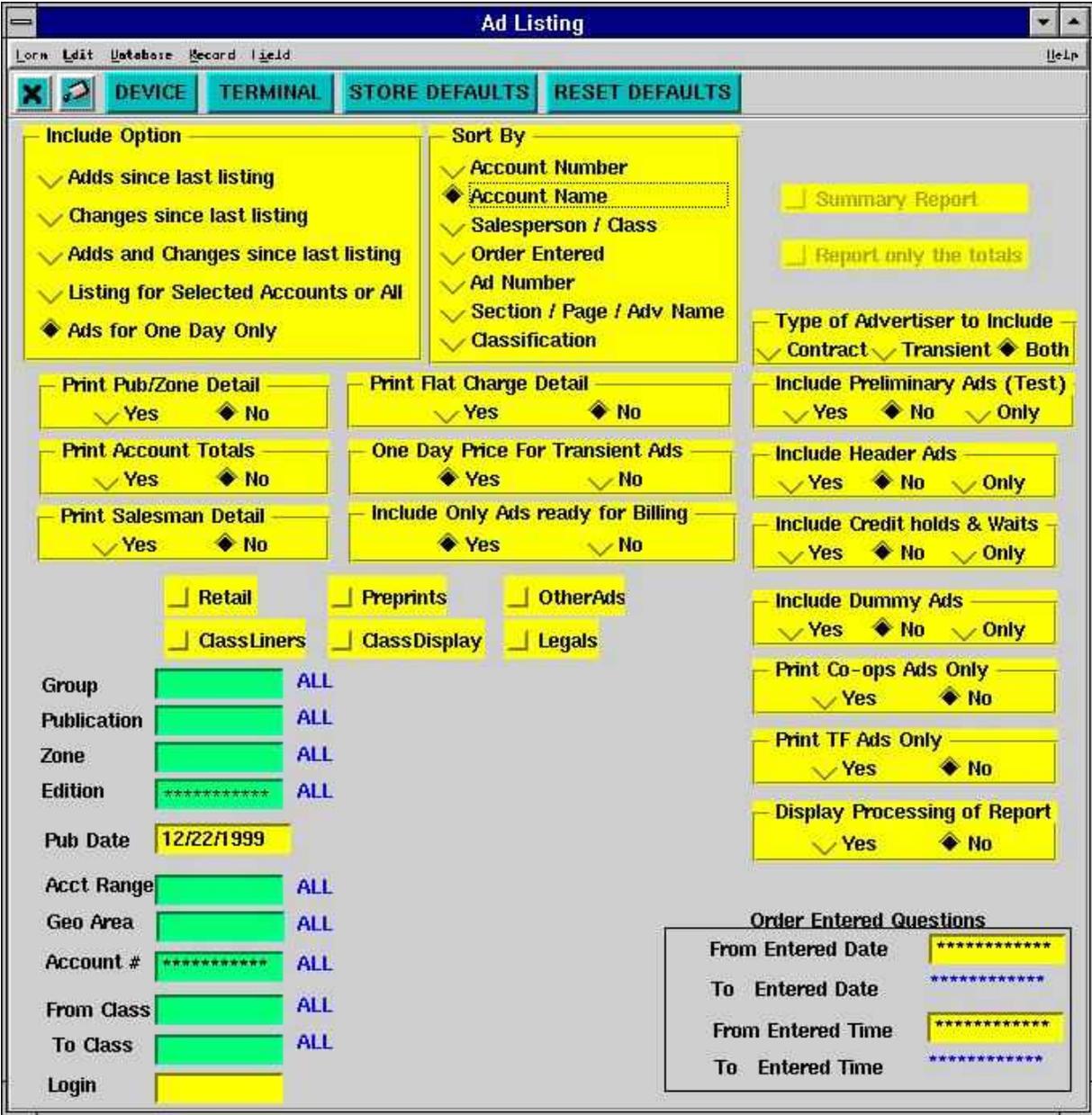


Figure 56 - Ad Insertion Listing

Access: Daily > Ads > Ad Insertion Listing

For information on this section, refer to our Menus / Screens / Reports book.

Lock Ads

| Seq Record # | Lock Date | Class Ad | Display Ad | Group | Pub | Zone | Edit | Section | Starting Class | Ending Class |
|--------------|------------|----------|------------|-------|-----|------|------|---------|----------------|--------------|
| 5 | 02/03/1999 | Yes No | Yes No | ***** | | **** | **** | ***** | ***** | ***** |
| | | Yes No | Yes No | | | | | | | |
| | | Yes No | Yes No | | | | | | | |
| | | Yes No | Yes No | | | | | | | |
| | | Yes No | Yes No | | | | | | | |
| | | Yes No | Yes No | | | | | | | |
| | | Yes No | Yes No | | | | | | | |
| | | Yes No | Yes No | | | | | | | |
| | | Yes No | Yes No | | | | | | | |
| | | Yes No | Yes No | | | | | | | |

Figure 57 - Lock Ads

Access: Daily > Ads > Lock Ads

This screen is usually used for the Classified department's ads to prevent them from entering ads after deadline. Once the ads are locked the ad entry operators can no longer enter ads for the dates prior to the lock. It also prevents certain modifications from being made to ads that are going to be paginated. This option is usually run prior to the Dump Ads to Pagination selection. For more information on how to Lock Ads, please refer to the 'How Do I' page in this section. The following is an explanation of the fields and accessories on this screen.

FIELD DEFINITIONS

Seq Record #

System-generated record number used as a unique identifier for the lock date record. This is a Display only field.

Lock Date

The publication date that you wish to lock ads for. Usually the same date that you are about to paginate.

Default: None
Field Length: 10 *Field Type: Date*

Class Ad

Answer "Yes" if classified ads should be locked.

Default: No
Field Length: 0 *Field Type: Prompt*

Display Ad

Answer "Yes" if display ads should be locked.

Default: No
Field Length: 0 *Field Type: Prompt*

Group

Company group code to lock.

Double-click Option *Default: None*
Field Length: 5 *Field Type: Alpha Numeric*

Pub

Publication code to lock.

Double-click Option *Default: None*
Field Length: 4 *Field Type: Alpha Numeric*

Zone

Zone code to lock.

Double-click Option *Default: None*
Field Length: 4 *Field Type: Alpha Numeric*

Edt

Edition number to lock.

Double-click Option *Default: None*
Field Length: 2 *Field Type: Numeric*

Section

Section number to lock.

Double-click Option *Default: None*
Field Length: 2 *Field Type: Numeric*

Starting Class

Enter the starting classification if you are locking some classifications.

Double-click Option

Default: None

Field Length: 5

Field Type: Alpha Numeric

Ending Class

Enter the ending classification if you have entered a starting classification.

Double-click Option

Default: None

Field Length: 5

Field Type: Alpha Numeric

HOW DO I?

How do I Lock Ads?

The Lock Ads file can have multiple records allowing you to lock some ads at different times than other ads. For example, you may choose to lock class ads for a selection of classifications. In order to lock ads for the first time you must:

1. Click on 'Clear to Add' (Shift-F7). This opens up a new record with a new sequence number.
2. Enter the lock date.
3. Select whether Class or Display ads will be locked, and other information as necessary.
4. Click on 'Add Update' (F7). This will update the record and lock the ads.

The next time you want to lock this selection of ad records just change the lock date and click on 'Add Update' (F7). The lock will then process.

How do I Roll Back a Lock Date if I Lock a Date Too Soon?

1. Simply change the lock date to the correct date.
2. Click on 'Add Update' (F7). The lock program will recognize the earlier date and automatically roll the lock back.

Dump Ads to Pagination

The screenshot shows the 'Daily Ad Dump' window with the following settings:

- Process all publications? Yes No
- Dump Display Ads? Yes No
- Cross Profit Centers? Yes No
- Publication: [Empty text field]
- Date to dump: [Empty date field]
- Include:
 - Starting class: 1000
 - Ending class: 9800
- Exclude: [Three empty text fields]
- Setting number: 1
- Column width: 0.00
- Print Command: PS
- Print headers only? Yes No

Buttons at the bottom: Dump Ad, Print Galley, Done, Dump Ad & Print Galley, Print Galley with Ad #

Figure 58 - Dump Ads to Pagination

Access: Daily > Ads > Dump Ads to Pagination

The Dump Ads to Pagination screen interfaces Total Advertising to the Vision Pagination system. It also allows you to produce "galleys" for paste-up or for editing of ads. When interfacing to Pagination a list of the selected ads are placed into a file and then sent electronically to Pagination. The following is an explanation of the fields and accessories on this screen.

FIELD DEFINITIONS

Process all Publication?

If more than one publication, indicate whether or not ads from all publications are to be dumped to pagination.

Default: No
Field Length: 0 *Field Type:* Prompt

Dump Display Ads?

Are Display ads to be dumped to pagination? Ads with no IslandWrite but with appropriate classifications.

Default: No
Field Length: 0 *Field Type:* Prompt

Cross Profit Centers?

If more than one profit center, indicate whether or not ads from all profit centers are to be dumped to pagination. This feature is used when cross-selling ads between profit centers. The same publication code would need to exist in both profit centers.

Default: No
Field Length: 0 *Field Type:* Prompt

Publication

If not processing ads from all publications, indicate the publication code for which you wish ads to be dumped to pagination.

Double-click Option *Default:* None
Field Length: 4 *Field Type:* Alpha Numeric

Date to Dump

Indicate which publication date is to be dumped to pagination.

Default: Current Date
Field Length: 10 *Field Type:* Date

Starting Class

Include - Select the beginning classification code for the ads that you wish to be included in this pagination dump.

Default: First classification found in the Classification table for the pub selected
Field Length: 5 *Field Type:* Alpha Numeric

Exclude - Select the beginning classification code for the ads that you wish to be excluded from this pagination dump.

Field Length: 5 *Field Type:* Alpha Numeric

Ending Class

Include - Select the ending classification code for the ads that you wish to be included in this pagination dump.

Default: Highest classification found in Classification table for the pub selected

Field Length: 5 *Field Type:* Alpha Numeric

Exclude - Select the ending classification code for the ads that you wish to be excluded from this pagination dump.

Field Length: 5 *Field Type:* Alpha Numeric

Setting #

Enter the setting number of the ads to be dumped or printed.

Default: 1

Field Length: 2 *Field Type:* Numeric

Column Width

Enter the width of the column for the ads to be printed.

Default: 0.00

Field Length: 5 *Field Type:* Amount

Print Command

Enter the name of the printer to which the galley is to be printed.

Default: ps

Field Length: 20 *Field Type:* Alpha Numeric

Print Headers Only

Selecting 'Yes' will produce a list of header ads.

Default: No

Field Length: 0 *Field Type:* Prompt

SUB-SCREENS / BUTTON COMMANDS

Beneath the Dump Ads to Pagination screen are several sub-screens or button commands: Dump Ad, Dump Ad & Print Galley, Print Galley, Print Galley with Ad #, and Done. To activate the screens/buttons, click on the appropriate box.

The screenshot shows the 'Daily Ad Dump' window with the following fields and controls:

- Process all publications? Yes No
- Dump Display Ads? Yes No
- Cross Profit Centers? Yes No
- Publication:
- Date to dump:
- Starting class:
- Ending class:
- Include:
- Exclude:
- Setting number:
- Column width:
- Print Command:
- Print headers only? Yes No

Buttons at the bottom:

- Dump Ad
- Dump Ad & Print Galley
- Print Galley
- Print Galley with Ad #
- Done

Two red arrows point from the 'Include' and 'Exclude' input fields to the 'Dump Ad' button.

Dump Ad

This will create the files necessary for paginating the newspaper. Once the file is produced you will be prompted with "Send Ads to Pagination." This will electronically send the list of ads and the ads to Pagination.

Dump Ad & Print Galley

This will create the files necessary for paginating the newspaper and print a galley of the ads to the laser printer specified. Be sure to enter the print command. This function does both the "Dump Ad" command and the "Print Galley" function at the same time.

Print Galley

This will print a galley of the ads last dumped to the laser printer specified. Be sure to enter the print command.

Print Galley with Ad #

This will print a galley of the ads last dumped to the laser printer specified. Be sure to enter the print command. This galley however will print ad number so that you can be sure what ad you are looking at for proofing a page.

Done

Click this button when you are finished with this screen

HOW DO I?

This section will be part of the next version of this manual

Post Ads to Layout 8000

The screenshot shows a web-based application window titled "Post Ads to Layout 8000". The window has a menu bar with "Form", "Edit", "Database", "Record", "Field", and "Help". Below the menu bar, there are several input fields for ad configuration:

- Publication:** A text box containing "CG" with the label "Capital Guide" to its right.
- Zone:** A text box containing "A" with the label "Not Applicable" to its right.
- Edition:** A text box containing "1" with the label "Retail" to its right.
- Publication Date:** A text box containing "01/07/2000" with the label "FRI" to its right.

Below these fields is a yellow box labeled "Ad Identification by" containing two radio buttons: "Ad Number" (which is selected) and "Source". To the right of this box is a blue button labeled "Create Layout File".

Figure 59 - Post Ads to Layout 8000

Access: Daily > Ads > Post Ads to Layout 8000

This option creates a file of ads running for a particular publication, zone, publication date and possibly edition. The file is placed in a directory (vdata/arv/layout) on the server to be picked up by Layout 8000 for paginating the display ads. The following is an explanation of the fields and accessories on this screen.

FIELD DEFINITIONS

Publication

Publication code you wish to post to layout.

Double-click Option

Field Length: 4

Default: Publication from the Publication table with the lowest driver sequence number.

Field Type: Alpha Numeric

Zone

Zone code for this publication you wish to post to layout.

Double-click Option

Field Length: 4

Default: Lowest zone code for the pub selected

Field Type: Alpha Numeric

Edition

Edition number for this publication/zone you wish to post to layout.

Double-click Option

Field Length: 2

Default: Lowest edition # for the pub selected

Field Type: Numeric

Publication Date

Indicate which publication date is to be posted to layout.

Default: Current Date

Field Length: 10

Field Type: Date

Ad Identification by

Should the Ad number or the Source be posted to layout as the Ad id.

Default: Source

Field Length: 0

Field Type: Prompt

SUB-SCREENS / BUTTON COMMANDS

Beneath the Post Ads to Layout 8000 screen is one sub-screen or button command: Create Layout File. To activate the screen/button, click on the appropriate box.

The screenshot shows a software window titled "Post Ads to Layout 8000". The menu bar includes "Form", "Edit", "Database", "Record", "Field", and "Help". The main area contains several input fields: "Publication" with "CG" and "Capital Guide", "Zone" with "A" and "Not Applicable", "Edition" with "11" and "Retail", and "Publication Date" with "01/07/2000" and "FRI". Below these is a yellow box for "Ad Identification by" with radio buttons for "Ad Number" and "Source". A blue button labeled "Create Layout File" is in the bottom right, with a red arrow pointing to it.

Create Layout File

This will create the file necessary for the Layout 8000 pagination product.

HOW DO I?

This section will be part of the next version of this manual

Receive From Layout 8000

Receive Ads from Layout 8000

Form Edit Database Record Field Help

Publication: CG Capital Guide

Zone: A Not Applicable

Edition: 1 Retail

Publication Date 01/07/2000

View or Print Error Report Reset Defaults Load File

Figure 60 - Receive From Layout 8000

Access: Daily > Ads > Receive From Layout 8000

This option receives a file of ads that ran for a particular publication, zone, publication date and edition from layout. The file is found in a directory (vdata/arv/layout) on the system. The file that is being received from layout will contain a list of ads, the actual section and pages that they ran on and the actual size of the ad that was paginated. This function produces an error report that will provide the following information: Ads where the size differs, ads that do not exist on the Total Advertising database and ads that are in the Total Advertising database but are not in the layout file received. This function simply updates the actual section and page for each ad for the specifications provided. It does **not** modify ad sizes or pricing, this must be done manually by the operator. We feel size and price modifications should have user intervention and not be automatic. The following is an explanation of the fields and accessories on this screen.

FIELD DEFINITIONS

Publication

Publication code for the file you wish to receive.

Double-click Option

Field Length: 4

Default: None

Field Type: Alpha Numeric

Zone

Zone code for this publication you wish to receive.

Double-click Option

Field Length: 4

Default: None

Field Type: Alpha Numeric

Edition

Edition number for this publication/zone you wish to receive.

Double-click Option

Field Length: 2

Default: None

Field Type: Numeric

Publication Date

Indicate which publication date the ads ran on.

Default: Current Date

Field Length: 10

Field Type: Date

SUB-SCREENS / BUTTON COMMANDS

Beneath the Receive From Layout 8000 screen are several sub-screens or button commands: View or Print Error Report, Reset Defaults, and Load File. To activate the screens/buttons, click on the appropriate box.

Receive Ads from Layout 8000

Form Edit Database Record Field Help

Publication: CG Capital Guide

Zone: A Not Applicable

Edition: 1 Retail

Publication Date 01/07/2000

View or Print Error Report Reset Defaults Load File

View or Print Error Report

Display and/or print the error report that was produced when you loaded the file in from layout. If there is actually a report it is automatically loaded to the screen. If you wish to print the report, enter the printer in the Printer field and click on 'Queue Report.'

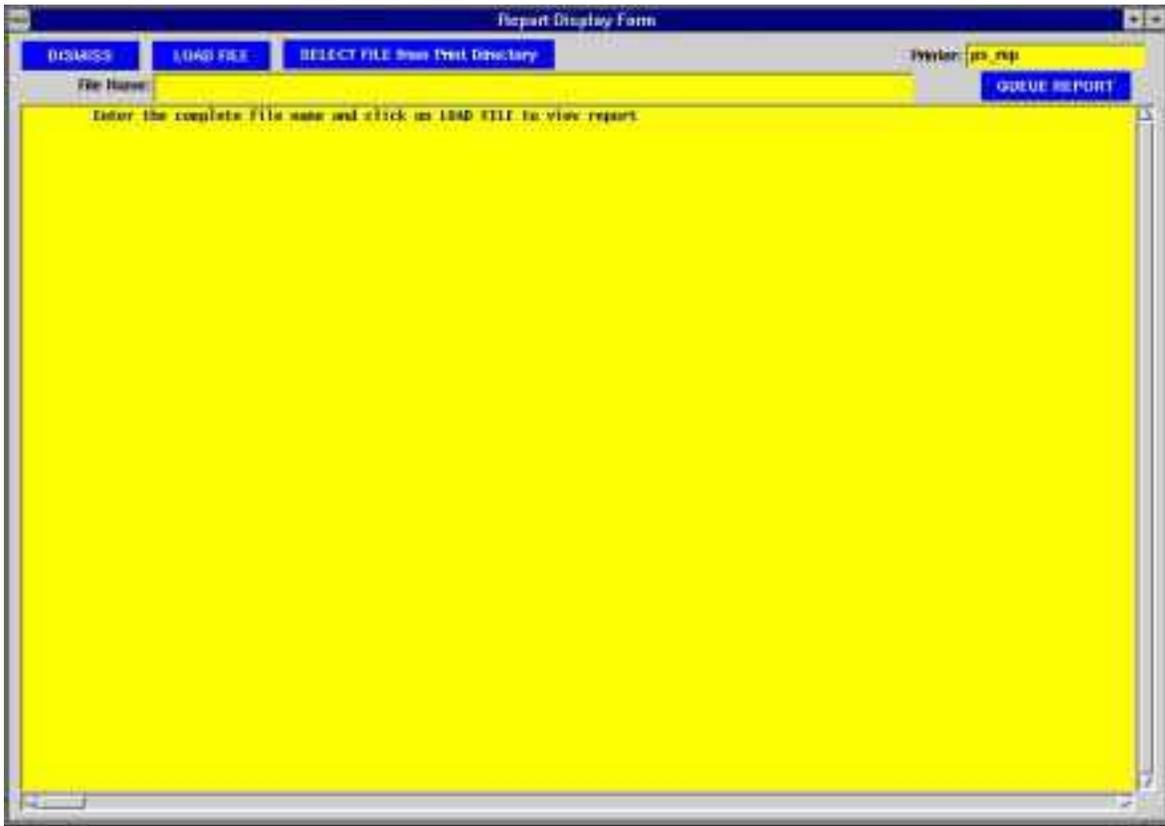


Figure 61 - View or Print Error Report (Receive From Layout 8000)

Reset Defaults

This function resets the original defaults that were on the screen when you entered the program.

Load File

Load the file from layout into the Total Advertising ad table. This function updates the ads with the actual section and page and ad ran on and produces an exception report.

HOW DO I?

This section will be part of the next version of this manual

Post Ads to Managing Editor

Post Ads to Managing Editor

Form Edit Database Record Field Help

Publication: CG Capital Guide

Zone: A Not Applicable

Edition: 1 Retail

Publication Date 01/07/2000

Create Layout File

Figure 62 - Post Ads to Managing Editor

Access: Daily > Ads > Post Ads to Managing Editor

This option creates a file of ads running for a particular publication, zone, publication date and possibly edition. The file is placed in a directory (vdata/arv/layout) on the system to be picked up by Managing Editor for paginating the display ads. The following is an explanation of the fields and accessories on this screen.

FIELD DEFINITIONS

Publication

Publication code you wish to post to layout. Default is Publication from the Publication table with the lowest driver sequence number.

Double-click Option

Default: Publication from the Publication table with the lowest driver sequence number

Field Length: 4

Field Type: Alpha Numeric

Zone

Zone code for this publication you wish to post to layout.

Double-click Option

Default: Lowest Zone code for the pub selected

Field Length: 4

Field Type: Alpha Numeric

Edition

Edition number for this publication/zone you wish to post to layout.

Double-click Option

Default: Lowest Edition # for the pub selected

Field Length: 2

Field Type: Numeric

Publication Date

Indicate which publication date is to be posted to layout.

Default: Current Date

Field Length: 10

Field Type: Date

SUB-SCREENS / BUTTON COMMANDS

Beneath the Post Ads to Managing Editor screen is one sub-screen or button command: Create Layout File. To activate the screen/button, click on the appropriate box.



Create Layout File

This will create the file necessary for the Managing Editor pagination product.

HOW DO I?

This section will be part of the next version of this manual

Receive From Managing Editor

The screenshot shows a software window titled "Receive Ads From Managing Editor". The window has a menu bar with "Form", "Edit", "Database", "Record", "Field", and "Help". Below the menu bar are several icons. The main area of the window contains four input fields:

- Publication:** A text box containing "CG" with "Capital Guide" written next to it.
- Zone:** A text box containing "A" followed by a long string of asterisks.
- Edition:** A text box containing "1" with "Retail" written next to it.
- Publication Date:** A text box containing "01/07/2000".

At the bottom of the window, there are three blue buttons: "View or Print Error Report", "Reset Defaults", and "Load File".

Figure 63 - Receive From Managing Editor

Access: Daily > Ads > Receive From Managing Editor

This option receives a file of ads that ran for a particular publication, zone, publication date and edition from layout. The file is found in a directory (vdata/arv/layout) on the system. The file that is being received from layout will contain a list of ads, the actual section and pages that they ran on and the actual size of the ad that was paginated. This function produces an error report that will provide the following information: Ads where the size differs, ads that do not exist on the Total Advertising database and ads that are in the Total Advertising database but are not in the layout file received. This function simply updates the actual section and page for each ad for the specifications provided. It does **not** modify ad sizes or pricing, this must be done manually by the operator. We feel size and price modifications should have user intervention and not be automatic. The following is an explanation of the fields and accessories on this screen.

FIELD DEFINITIONS

Publication

Publication code for the file you wish to receive.

Double-click Option

Field Length: 4

Default: None

Field Type: Alpha Numeric

Zone

Zone code for this publication you wish to receive.

Double-click Option

Field Length: 4

Default: None

Field Type: Alpha Numeric

Edition

Edition number for this publication/zone you wish to receive.

Double-click Option

Field Length: 2

Default: None

Field Type: Numeric

Publication Date

Indicate which publication date the ads ran on.

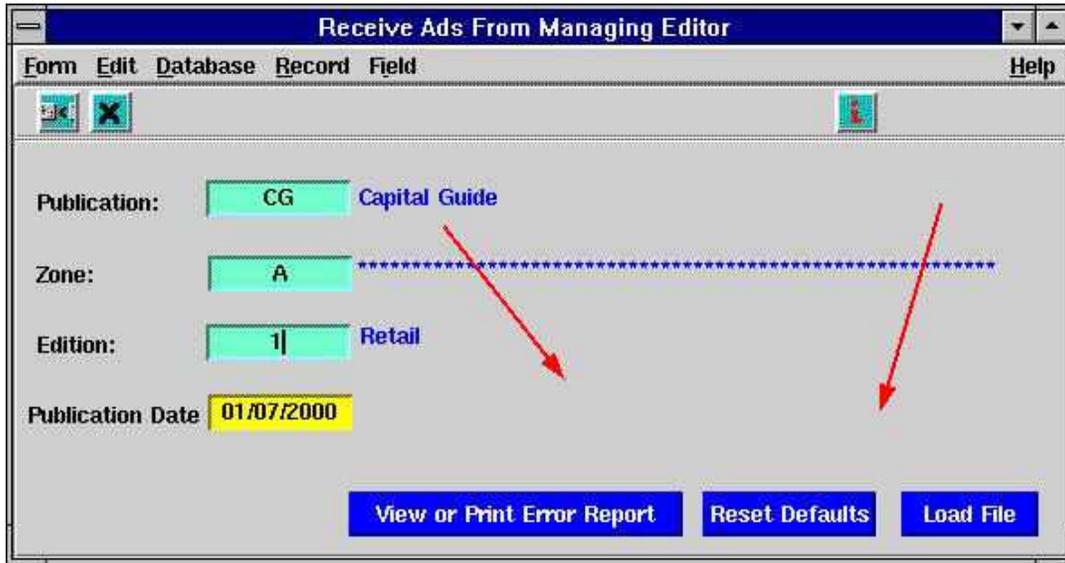
Default: Current Date

Field Length: 10

Field Type: Date

SUB-SCREENS / BUTTON COMMANDS

Beneath the Receive From Managing Editor screen are three sub-screens or button commands: View or Print Error Report, Reset Defaults, and Load File. To activate the screens/buttons, click on the appropriate box.



The screenshot shows a window titled "Receive Ads From Managing Editor" with a menu bar containing "Form", "Edit", "Database", "Record", "Field", and "Help". The main area contains the following fields:

- Publication: Capital Guide
- Zone: *****
- Edition: Retail
- Publication Date:

At the bottom of the window are three buttons: "View or Print Error Report", "Reset Defaults", and "Load File". Two red arrows point from the "Zone" field to the "View or Print Error Report" button and from the "Edition" field to the "Load File" button.

View or Print Error Report

Display and or print the exception report that was produced when you loaded the file in from layout. If there is actually a report it is automatically loaded to the screen. If you wish to print the report, enter the printer in the Printer field and click on 'Queue Report.'



Figure 64 - View or Print Error Report (Receive From Managing Editor)

Reset Defaults

This function resets the original defaults that were on the screen when you entered the program.

Load File

Load the file from layout into the Total Advertising ad table. This function updates the ads with the actual section and page and ad ran on and produces an exception report.

HOW DO I?

This section will be part of the next version of this manual

Create Ad List for OPI Server

Ad List for OPI Server

Form Edit Database Record Field Help

This batch program will produce 2 files. One with all Running Ads and One with only the Expired Ads since the one day prior.

Publication Date: 02/04/1999

Use the Current Date

Yes No

Queue #: 0 Status: OP

Entry not in Queue

Server Name: system

Date to Begin Processing: 01/07/2000

Time to Begin Processing: 10:24

CONTINUOUS REQUEUE OF ENTRY

Requeue Entry

Yes No

Every # of Days: 0

at what Time of Day: *****

OR

Every # of Hours: 0

OR

What Day of Month: 0

Submit entry into Queue

Figure 65 - Create Ad List for OPI Server

Access: Daily > Ads > Create Ad List for OPI Server

This batch program will produce two files, one of all running ads and one of ads that expired within the prior two days. The files can then be used to help manage the ads on the “OPI” server or system. The process has the ability to re-queue itself. Therefore, if this is a daily newspaper it could run every day automatically. The files are: Expired Ads (/vdata/arv/SCS/R##XAD.DDF), and All Ads Running List (/vdata/arv/SCS/R##XAL.DDF). ## is Profit Number. The following is an explanation of the fields and accessories on this screen.

FIELD DEFINITIONS

Publication Date

The publication date to be used as last publication date run.

Double-click Option *Default:* Last Post Date
Field Length: 10 *Field Type:* Date

Use the Current Date

If you would like to set this entry up to re-queue each day or week then it needs to know the publication date to use when it re-queues.

Default: Yes
Field Length: 0 *Field Type:* Prompt

Queue #

The sequential queue number when the entry is placed in the queue. This field is Display Only.

Status

The status of the queue entry (N=Not in Queue, Y=Yes Being Processed, E=Error in Processing). This is a Display only field.

Operation

The process being queued (OP=OPI Batch, PS=Post to Billing, ME=Month End). This is a Display only field.

Server Name

Name of the server in which to process the posting on. It's best to select an actual server rather than leaving it at "ANY" so you know which server is going to process it in case something goes wrong. Many users start a server on their own monitor so they can see that it is processing. This is not necessary but may be convenient. See the "How Do I" section to learn how to start a separate server. Use this server name here and on the accompanying ad and transaction edit lists.

Field Length: 20 *Field Type:* Alpha Numeric

Date to Begin Processing

The date that you wish the processing to take place.

Default: Today
Field Length: 10 *Field Type:* Date

Time to Begin Processing

The time that you would like the processing to take place. This can be right now or it may be later on this evening or if a date different than today was entered a time on that day. Some sites like to run their post in the evening so when they come in the next day it has run, so they for example might enter a time of 20:00 (8:00 P.M. in military time).

Default: Current Time
Field Length: 5 *Field Type:* Time

Continuous Re-queue of Entry

Re-queue Entry - Click 'Yes' to continuously re-queue the entry.

Default: No

Field Length: 0 *Field Type:* Prompt

Every # of Days - The number of days to re-queue. For example, if you enter 1 it will re-queue every day. If you enter 2 it will re-queue every other day.

Default: None

Field Length: 3 *Field Type:* Numeric

At What Time of Day - The time of day to re-queue.

Default: None

Field Length: 4 *Field Type:* Time

OR Every # of Hours - The number of hours to re-queue. For example, if you enter 1 it will re-queue every hour. If you enter 2 it will re-queue every other hour.

Default: None

Field Length: 2 *Field Type:* Numeric

OR What Day of Month - The day of month to re-queue. For example if you enter 1 it will re-queue every first of every month. If you enter 2 it will re-queue every second day of every month.

Default: None

Field Length: 3 *Field Type:* Numeric

SUB-SCREENS / BUTTON COMMANDS

Beneath the Create Ad List for OPI Server screen is one sub-screen or button command: Submit Entry Into Queue. To activate the screen/button, click on the appropriate box.

The screenshot shows a window titled "Ad List for OPI Server" with a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar. The main text reads: "This batch program will produce 2 files. One with all Running Ads and One with only the Expired Ads since the one day prior." Below this are several input fields: "Publication Date" (02/04/1999), "Use the Current Date" (radio buttons for Yes and No), a table with columns "Queue #", "Status", and "Operation" (row: N, OP), "Server Name" (system), "Date to Begin Processing" (01/07/2000), and "Time to Begin Processing" (10:24). A section titled "CONTINUOUS REQUEUE OF ENTRY" contains a "Requeue Entry" section with radio buttons for Yes and No, and three alternative scheduling options: "Every # of Days" (0), "at what Time of Day" (*****), "Every # of Hours" (0), and "What Day of Month" (0). A red arrow points to the "Requeue Entry" section. At the bottom is a blue button labeled "Submit entry into Queue".

Submit Entry Into Queue

This function places the entry into the batch queue where the server program will select and process it at the proper time. Once you have submitted the entry into the queue, the Queue Status changes to “Entry is in queue.” Prior to this it said “Entry is not in queue.”

HOW DO I?

How Do I Know Which Server to Use?

It's best to select an actual server rather than leaving it at "ANY" so you know which server is going to process it in case something goes wrong. Many users start a server on their own monitor so they can see that it is processing. This is not necessary but may be convenient.

How Do I Start a Separate Server on my Own Monitor?

1. To start a separate server go to your main Unix window and at the prompt type 'server' (without quotes) and hit the Enter key.
2. A server program will start up on your monitor. Give the server a server name (maybe your first name or initials) and then click the 'Start Server' button.
3. The server will come back with 'Checking Queue' and then 'Sleeping.'
4. Once you start the process you will see it pick up and process on this server. It checks the queue for a process about every two minutes.

Vision Data Class Interface

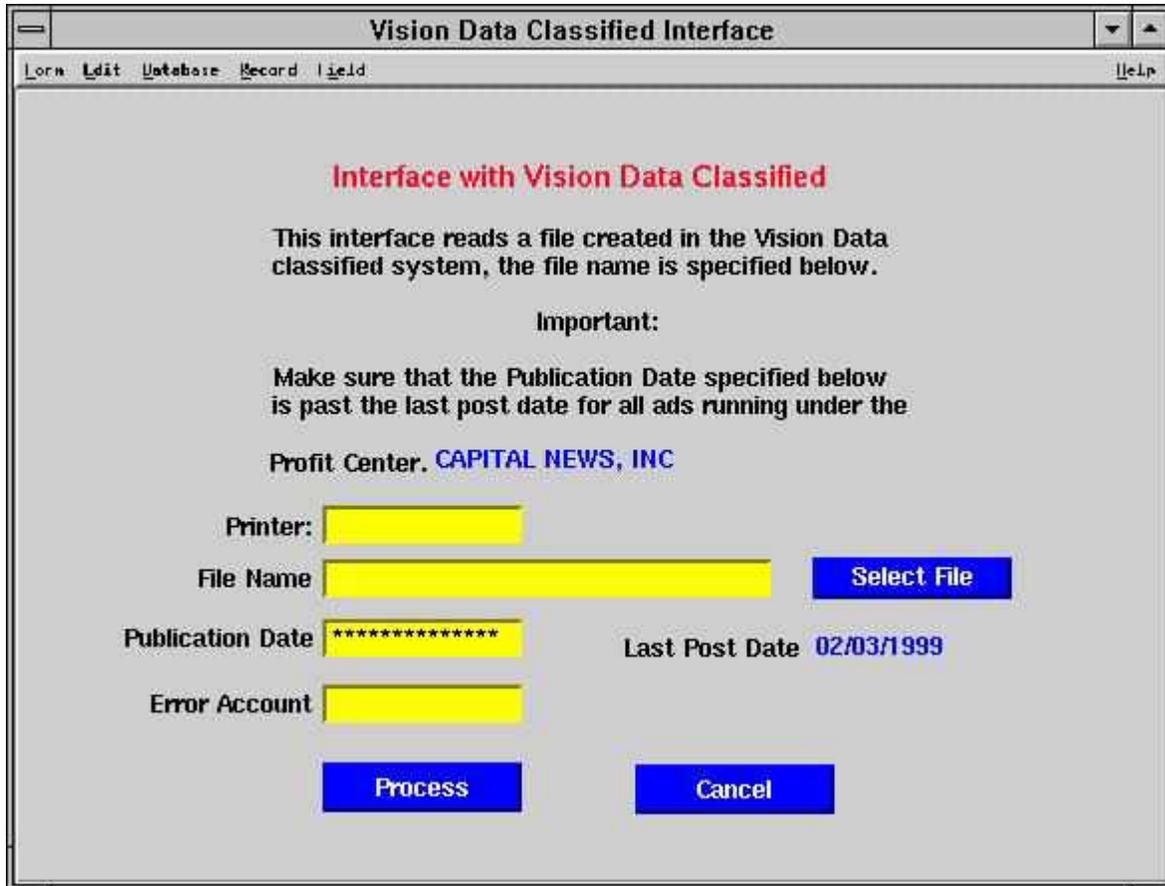


Figure 66 - Vision Data Class Interface

Access: Daily > Ads > Vision Data Class Interface

This option is to allow users that are on Vision Data's Accell version of Classified to post ads to this application so that an advertiser can receive one monthly bill from the newspaper. Generally a customer would use this screen if they were already running the other classified product prior to development and installation of this product. For the most part this program would normally be a stepping stone until the two data bases were merged. The following is an explanation of the fields and accessories on this screen.

FIELD DEFINITIONS

Printer

Enter the printer name to print the reports on. A report is printed which shows what was received and errors if they occurred on each ad.

Default: None

Field Length: 20

Field Type: Alpha Numeric

File Name

Name of the file to load from the Vision Data Classified application.

Default: None

Field Length: 50

Field Type: Alpha Numeric

Publication Date

Enter the publication date the ads ran on.

Default: Current Date

Field Length: 10

Field Type: Date

Error Account

Enter the advertiser master account number that ads should be placed in the case where an ad came over from classified with an invalid account number.

Default: The program looks into the advertiser master file for an account that has "ERROR" as the account range.

Field Length: 9

Field Type: Numeric

SUB-SCREENS / BUTTON COMMANDS

Beneath the Vision Data Class Interface screen are three sub-screens or button commands: Select File, Process, and Cancel. To activate the screens/buttons, click on the appropriate box.

The screenshot shows a window titled "Vision Data Classified Interface". The window contains the following text and elements:

- Header: **Interface with Vision Data Classified**
- Text: "This interface reads a file created in the Vision Data classified system, the file name is specified below."
- Section: **Important:**
- Text: "Make sure that the Publication Date specified below is past the last post date for all ads running under the Profit Center, CAPITAL NEWS, INC"
- Fields and Buttons:
 - Printer: [Yellow input box]
 - File Name: [Yellow input box] **Select File** (blue button)
 - Publication Date: [Yellow input box with asterisks] Last Post Date: 02/03/1999
 - Error Account: [Yellow input box]
 - Process** (blue button)
 - Cancel** (blue button)

Red arrows point to the "Select File", "Process", and "Cancel" buttons.

Select File

Function that allows you to choose a file from the classified directory. A list of files would be displayed. Click on the file you want to retrieve and click 'OK.' If you do not see the file you are looking for click 'Cancel' and check with the Classified department.



Figure 67 - Select File (Vision Data Class Interface)

Process

Load the file in from classified and produce a report. The ads are inserted into the ad table where you will then be able to find them in the Ad Insertion Maintenance. These ads will post to billing when all of the other ads for this date are posted to billing. It is **strongly** recommended that you carefully check the report of ads loaded for problems in rates and sizes against the Classified Billing journal.

Cancel

Exit back to the Total Advertising Menu.

HOW DO I?

This section will be part of the next version of this manual

Post Ads to Billing

Be sure you have a recent BACKUP and be sure not to SKIP a date that needs to be Posted. If you do you will need to go back to your backup because this process is irreversible.

| Queue # | Status | Operation |
|---------|--------|-----------|
| 77 | N | PS |

Entry is in Queue

Server Name: ANY

Publication Date to Pos: 02/04/1999

Date to Begin Posting: 12/22/1999

Time to Begin Posting: 10:22

Submit entry into Queue

Restart Post

Print Reports

Yes No

Figure 68 - Post Ads to Billing

Access: Daily > Ads > Post Ads to Billing

This option is for posting ads that have run in the newspaper to the accounting billing files. We transfer the ads so that the accounting office has total control of the billable ads which are then referred to as transactions. It also then allows the accounting office to check the marked paper for display ads and make any modifications to the transactions as opposed to the ads so that the two departments are not effecting each other. Sometimes an ad runs at the wrong size the first insertion so the transaction for the first run can be at one size while the ad is at the actual size they want to continue running. If the size needs to be changed for future also, then the modification can be made easily in both the ad and the transaction tables. Another reason is for ads that bill on expiration or first insertion so that the charge is posted to the correct accounting period. The following is an explanation of the fields and accessories on this screen.

FIELD DEFINITIONS

Queue #

The sequential queue number when the entry is placed in the queue. This field is Display Only.

Status

The status of the queue entry (N=Not in Queue, Y=Yes Being Processed, E=Error in Processing). This is a Display only field.

Operation

The process being queued (OP=OPI Batch, PS=Post to Billing, ME=Month End). This is a Display only field.

Server Name

Name of the server in which to process the posting on. It's best to select an actual server rather than leaving it at "ANY" so you know which server is going to process it in case something goes wrong. Many users start a server on their own monitor so they can see that it is processing. This is not necessary but may be convenient. See the "How Do I" section to learn how to start a separate server. Use this server name here and on the accompanying ad and transaction edit lists.

Field Length: 20

Field Type: Alpha Numeric

Publication Date to Post

The publication date to be posted.

Default: Next publication date since the last post.

Field Length: 10

Field Type: Date

Date to Begin Posting

The date that you wish the processing of the post to take place.

Default: Today

Field Length: 10

Field Type: Date

Time to Begin Posting

The time that you would like the processing of the post to take place. This can be right now or it may be later on this evening or if a date different than today was entered a time on that day. Some sites like to run their post in the evening so when they come in the next day it has run, so they for example might enter a time of 20:00 (8:00 P.M. in military time).

Default: Current Time

Field Length: 5

Field Type: Time

Print Reports

Answer "Yes" if you would like the Ad Edit Listing and the Transaction Edit Listing to print when the posting processes. Answer "No" if you run the reports in a different sort order than the automatic selection gives, or if you like to run them manually. You can run both of these reports after the post has processed if you choose to do so.

Default: No

Field Length: 0

Field Type: Prompt

SUB-SCREENS / BUTTON COMMANDS

Beneath the Post Ads to Billing screen are two sub-screens or button commands: Submit Entry Into Queue, and Restart Post. To activate the screens/buttons, click on the appropriate box.

| Queue # | Status | Operation |
|---------|--------|-----------|
| 77 | N | PS |

Entry is in Queue

Server Name: ANY

Publication Date to Pos: 02/04/1999

Date to Begin Posting: 12/22/1999

Time to Begin Posting: 10:22

Submit entry into Queue

Restart Post

Print Reports: Yes No

Submit Entry Into Queue

This function places an entry into the batch queue where the server program will select and process it at the proper time. If you chose to print reports, two entries will be placed in the report queue to be picked up by the server selected. If you look in the report server the status of both of these reports will be “Y,” meaning yes they are processing. These two reports are marked so that they get selected for processing when the post is processing. If you chose to print reports the print device selection will come up twice awaiting the printer and server information (once for the ad edit and then for the transaction edit). Once you have submitted the entry into the queue, the Queue Status changes to “Entry is in queue.” Prior to this it said “Entry is not in queue.”

Restart Post

If the posting was stopped by the system going down and needed to be restarted, use this option. However, if the posting is truly running on some other terminal and this option is used, erroneous transactions may be posted. Be completely sure that the post is not processing before restarting.

HOW DO I?

How Do I Know Which Server to Use?

It's best to select an actual server rather than leaving it at "ANY" so you know which server is going to process it in case something goes wrong. Many users start a server on their own monitor so they can see that it is processing. This is not necessary but may be convenient.

How Do I Start a Separate Server on my Own Monitor?

1. To start a separate server go to your main Unix window and at the prompt type 'server' (without quotes) and hit the Enter key.
2. A server program will start up on your monitor. Give the server a server name (maybe your first name or initials) and then click the 'Start Server' button.
3. The server will come back with 'Checking Queue' and then 'Sleeping.'
4. Once you start the post you will see it pick up and process on this server. It checks the queue for a process about every two minutes.
5. Use this server name here and on the accompanying ad and transaction edit lists.

ACCOUNTING



Figure 69 - Daily > Accounting Menu

Accounting is the fifth selection in the **DAILY** menu. To view the sub-menu, click on 'ACCOUNTING'. Another drop down menu will appear with several additional selections:

- ◆ TRANSACTION MAINTENANCE
- ◆ TRANSACTION DISPUTE MAINTENANCE
- ◆ TRANSACTION LISTING
- ◆ PAYMENT LOCK DATE MAINTENANCE
- ◆ PAYMENTS-ADJUSTMENTS-DISCOUNTS
- ◆ OCR PAYMENT IMPORT AND UPDATE
- ◆ PAYMENT LISTING
- ◆ CREDIT CARD MANAGER (in development)
- ◆ MAILGRAM MAINTENANCE/PRINT

Transaction Maintenance

The screenshot displays two overlapping windows from a software application. The main window, titled "Transaction Entry", contains the following information:

- Account #:** 2345 (highlighted in green)
- Trx #:** 16827
- Pub Date:** 11/11/1998
- Group Code:** *****
- Bill Descr:** BUFFET- SOLID MAPLE, TOP
- Pub:** [Pub button]
- Contract Information:** Code: 0, Rate: ROP, Level: 26, Commit: 1000.00
- Ad Detail Information:**
 - Total Rate Amt: 0.00
 - Total Gross Price: 0.00
 - Total Flat Advt: 0.00
 - Total Agency Disc: 15.00 %
 - Total Sales Tax: 0.0 %
 - Total Net Price: 0.00
 - Unpaid Amount: 0.00
- Default SAV Dimensions:**

| Modular | Width | Height | Size |
|---------|-------|--------|------|
| STDAE | 1.00 | 0.49 | 0.49 |
- Salesperson:** LH, Larry Nelson, % of Sale: 100.00

The "Transaction Detail" window is overlaid on the right side and contains a table with the following data:

| Pub | Zone | Edition | Run Status | Sec'd | Page |
|-----|------|---------|--------------|-------|------|
| SC | A | I | Run / Cancel | Run | Net |
| SUP | A | I | Run / Cancel | 0 | 0 |
| | | | Run / Cancel | | |
| | | | Run / Cancel | | |
| | | | Run / Cancel | | |
| | | | Run / Cancel | | |
| | | | Run / Cancel | | |

Figure 70 - Transaction Maintenance

Access: Daily > Accounting > Transaction Maintenance

The Accounting Transaction Maintenance screen is actually two screens: Transaction Entry and Transaction Detail. These screens are where transactions can be viewed, added, modified or deleted. Accounting transactions are billable ads. When the Post Ads to Billing is executed it creates accounting transactions that can be found here. You may also decide to add some types of transactions directly into this form as opposed to the Ad Insertion Maintenance. Transactions such as preprints, legals or possibly print shop charges are such examples. The following is an explanation of all the fields and accessories on these screens.

FIELD DEFINITIONS - TRANSACTION MAINTENANCE
(TRANSACTION ENTRY)



Figure 71 - Transaction Maintenance - Transaction Entry

Acct #

Advertiser Account Number is the unique identifier for the advertiser.

Double-click Option

Field Length: 9

Default: None

Field Type: Numeric

Trx #

Sequential number assigned to transactions during the entry of transactions in transaction maintenance or when ads are posted to billing.

Default: None

Field Length: 9

Field Type: Numeric

Ad #

Unique identifier for each ad. When an ad is posted to billing it will carry over the original ad number that it had been assigned during ad insertion maintenance. This number is used to link information pertaining to an ad together throughout the system. If you are adding a transaction directly to the transaction maintenance this entry will not have an ad number assigned, so simply skip this field.

Default: None

Field Length: 9

Field Type: Numeric

Invoice Date

Date the invoice was created. Invoice date is the date used to age transactions. The invoice date is set to the last day of the accounting period unless Immediate Billing is run against the transactions. Then the invoice date is the date of the immediate bill/invoice.

Default: None
Field Length: 10 *Field Type:* Date

Invoice #

Unique, sequential number used to identify invoices. Invoice number is one number for each account each accounting period unless Immediate Billing is run, then each time bills are run a new invoice number is started.

Default: None
Field Length: 9 *Field Type:* Numeric

Acct'g Period

Indicates the month and year accounting period that this transaction is being posted to. Used to age receivables or report period accumulations like opening balances, year-to-date and month-to-date figures for an account.

Default: Current Period in the Profit Center
Field Length: 6 *Field Type:* Numeric

Acct Comment

This field can be used to store notices or warnings about the advertiser. When converting from another system, the old account number is very often stored in this field for reference during your parallel run. This is a display only field, from the advertiser master maintenance screen.

Pub Date

Enter the publication date on which the transaction or ad being billed ran.

Default: Current Date
Field Length: 10 *Field Type:* Date

Group Code

Code used to group publications together. This depends on how your rates are set up. If in the rate table you grouped publications together then you may select one of these groups here to automatically select a group of publications. The alternative would be to select each publication after entering the rate code. If no group is selected leaving the field blank or null is acceptable.

Double-click Option
Field Length: 5 *Field Type:* Alpha Numeric

~Rate Code

User-generated code indicating how much an advertiser will be charged. The publications for scheduling are linked to this rate code. Once you enter the rate code the publication will be displayed unless this rate code has the default "all publications" turned on. There are many other defaults set in the are rate table linked to this code.

Double-click Option *Tab Stop*
Field Length: 5 *Field Type:* Alpha Numeric

Pub

See description under Sub-screens / Button Commands > Pub.

~Bill Descr

A brief description of the ad or transaction for which the advertiser is being billed. This field prints on the statement/bill.

Default: Rate File description for the Rate Code entered *Tab Stop*
Field Length: 25 *Field Type:* Alpha Numeric

Bill Descr 2

A second line of description available if necessary. This field prints on the statement/bill.

Default: None
Field Length: 25 *Field Type:* Alpha Numeric

PO#

Advertiser's purchase order number. This field prints on the statement/bill.

Default: None
Field Length: 20 *Field Type:* Alpha Numeric

Days

Indicates the number of days the ad being billed ran. This will always be one for ads billed on each insertion. For ads billed monthly or on last insertion this will be the number of days run.

Default: 1
Field Length: 3 *Field Type:* Numeric

Inserts

Number of rate inserts for an ad used to locate the rate dollar amount to billed on this ad. This is the field that matches up to the number of inserts on the rate table.

Default: 1
Field Length: 3 *Field Type:* Numeric

Words

Number of words in an ad. This is used when charging advertisers by the word. Generally, this field is only used by classified ads and is retrieved from IslandWrite.

Default: None
Field Length: 5 *Field Type:* Numeric

of Preprints

Number of preprints to be printed expressed as 1's or 1,000's, depending on how the rate field 'Number of Preprints Per' was set up.

Default: None
Field Length: 7 *Field Type:* Numeric

Pages

Number of pages in the preprint.

Default: None

Field Length: 3

Field Type: Numeric

Default SAU Dimensions

Default Standard Advertising Units indicates the size of the ad obtained by multiplying the ad width times the ad height.

Modular - Code used to indicate standard width, height and size settings for an ad.

Double-click Option

Default: A

Field Length: 6

Field Type: Alpha Numeric

Width - Indicates the number of columns that the ad occupied.

Tab Stop

Default: None

Field Length: 4

Field Type: Amount

Height - Indicates the height of an advertisement expressed in inches or lines depending on the rate code used.

Default: None

Field Length: 9

Field Type: Amount

Size - Width x height. Total size of ad in lines or inches depending on the rate code used.

Default: None

Field Length: 9

Field Type: Amount

Contract #

Contract Number this ad is to apply against. The contract that this ad goes to may also play a part in determining the price of the ad if this is an actual contract rate. Default is based on the Rate Code used or based on the advertiser account contracts.

Double-click Option

Default: A

Field Length: 9

Field Type: Numeric

Contr Code

Contract code is displayed next to the contract number so the operator can be sure the ad is being applied to the proper contract. This is a Display only field.

Source

Allows tracking of the ad in various departments. Also serves as means to locate an ad if using layout products. If using pre-printed insertion orders this would be the pre-printed number on that order. Likewise, the ad copy for this non-IslandWrite ad would be stored on the ad server or OPI server using that same number. If not using pre-printed insertion orders this is the ad number. This field is carried onto the transaction for informational purposes when viewing history. When adding new transactions most likely this field will be left blank. This field is posted from the ad table when post ads to billing is run.

Default: None

Field Length: 12

Field Type: Alpha Numeric

Ad Status

This field will change as the status of an ad changes. Ads may be classified as: New Ads, Active Ads, Expired Ads, Canceled or Stopped Ads, or Killed Ads. To see the list of ad classifications, click on the arrow at the end of the field. This is the status of the ad when it is posted to the Transaction table.

Default: New Ad

Field Length: 0

Field Type: Prompt

Tears

Indicates the total number of tearsheets the advertiser is to receive for this ad.

Default: 0

Field Length: 4

Field Type: Numeric

SIC

Standard Industry Code. SIC codes identify the industry to which an account (or as in this case an ad) belongs and is used to classify advertisers for sales analysis purposes. Some examples may be real estate, retail, insurance etc. Newspapers may use this field to display their own coding system.

Double-click Option

Default: 0

Field Length: 4

Field Type: Numeric

Product

This user-generated code is a sub-category of the SIC Code. This field is carried on to the ads and transactions. Presently this field is not accessed for reporting; it is here for the use of a report generator or for future use.

Double-click Option

Default: A

Field Length: 5

Field Type: Alpha Numeric

Class

Classification code used identify what classification the ad has appeared in. For display ads or ads with no classification just skip this field and take the default.

Double-click Option

Default: A

Field Length: 5

Field Type: Alpha Numeric

Salesperson

The salesperson box is in fact a separate window. This is to allow the operator to enter as many sales people against the ad as necessary. This is termed a multi-occurrence form. After entering a salesperson record and their percentage you will need to add this record separately from the ad record. Likewise, if you need to enter a second salesperson you will need to use the 'clear to add' function. The total sales percentage of each ad must equal 100%, whether by an individual or split between multiple salespeople. The program attempts to always have 100%. If the first salesperson only has 45% ; a second salesperson "A" will automatically be added with 55%. You then need to click on the Salesperson code "A" and change it to the salesperson code that you want and update the record.

Salesperson - The code used to identify the salesperson responsible for selling this ad or transaction.

Default: From the Contract (if there is one), otherwise the Advertiser Master

Field Length: 5

Field Type: Alpha Numeric

Name - The name of the salesperson responsible for selling this ad. This is a display only field.

Percentage - Indicates the percentage to which this salesperson is entitled for selling this ad or transaction. If there is more than one salesperson, 100% is split.

Default: 100.00

Field Length: 5

Field Type: Amount

Contract Information

This box contains contract information for this advertiser: Contract code, rate code, contract level and contract commitment size. Use the scroll bar on the contract window to view more contracts. The following fields are Display only.

Code - User-generated code indicating the type of contract this is.

Rate - User-generated code indicating how much an advertiser will be charged.

Level - Indicates the level of commitment inserts the advertiser has contracted for.

Commit - The amount of advertising to which an advertiser has committed. This is usually a lineage amount but can be a dollar volume contract.

Ad Detail Information

This box displays ad detail information. The following fields are Display only.

Total Rate Amt - Rate dollar amount used for calculating gross ad price. Rate amount used is the rate in effect for this ad as set up on rate tables, less any rate discounts.

Total Gross Price - Gross amount due for this transaction prior to adding flat additional charges and sales tax and deducting the agency discount.

Total Flat Add'l - Any additional flat charges such as color charges.

Total Agency Disc & % - Agency discount percentage and amount of discount for this transaction.

Total Sales Tax & % - Sales tax percentage and amount of sales tax charged for this transaction.

Total Net Price - Net amount is calculated as gross amount plus sales tax, plus flat additional charges and less agency discount. Total amount due on this transaction.

Unpaid Amount - Unpaid balance for this transaction. If no payment has been made, the amount unpaid will equal the net price for this transaction. If some amount of payment or an adjustment has been applied to the item, the amount unpaid will be different from the original net price for the item.

Billing Frequency

When adding transactions directly into this form this field will always default to each insertion.

However, when an ad is posted from the ad table it will carry with it the billing frequency from the ad. This allows the user to know if the ad came from the ad file each time the ad ran, on expiration of the ad or on first insertion of the ad. When the entry is directly entered there is only one option and that is for each insertion.

Default: Each Insertion

Field Length: 0

Field Type: Prompt

FIELD DEFINITIONS - TRANSACTION MAINTENANCE
(TRANSACTION DETAIL)



Figure 72 - Transaction Maintenance - Transaction Detail

Pub

The publication code in which the ad has run. The user should not use this field to modify the publication. That should be done in the Transaction Maintenance sub-form "Pub."

Default: From the Transaction Maintenance sub-form "Pub"

Field Length: 4 *Field Type:* Alpha Numeric

Zone

The zone code in which the ad has run. The user should not use this field to modify the zone. That should be done in the Transaction Maintenance sub-form "Pub."

Default: From the Transaction Maintenance sub-form "Pub"

Field Length: 4 *Field Type:* Alpha Numeric

Edition

Edition in which the ad has run. Used for papers with more than one edition, or those papers that desire separate manifests for parts of the paper at various times.

Double-click Option

Field Length: 2 *Field Type:* Numeric

Run Status

Indicates if the publication is running or is in combination with the other publications and therefore not running on this ad. See the Transaction Maintenance sub-form "Pub" for further information. This is a Display only field.

Sect. Ran

Section of the newspaper in which the ad ran.

Field Length: 2 *Field Type:* Numeric

Page Ran

Page of the newspaper on which the ad ran.

Field Length: 3 *Field Type:* Numeric

SUB-SCREENS / BUTTON COMMANDS - TRANSACTION MAINTENANCE (TRANSACTION ENTRY)

Beneath the Transaction Entry screen are several sub-screens or button commands: Pub, Trx Flat Charges, Co-op Info and Print List. To activate the screens/buttons, click on the appropriate box.

Transaction Entry

Account # 2345 SANDERS' SHOE STORES
Trx # 16827 Ad # 12599
Pub Date 11/11/1998
Group Code ***** -Rate Code SF
-Bill Descr BUFFET- SOLID MAPLE, TOP
PO #

Invoice Date 11/25/1998
Invoice # 10409
Acct'g Period 199011
Acct Comment

Contract Information

| Code | Rate | Level | Commit |
|------|------|-------|---------|
| D | ROP | 26 | 1000.00 |

Days 1 # Inserts 2 Words 16 # of Preprints 0 Pages 0

Default SAU Dimensions

| Modular | -Width | Height | Size |
|---------|--------|--------|------|
| STDAI | 1.00 | 0.49 | 0.49 |

Contract # ***** # Tears 0
Contr Code ***** SIC 15
Source Product A
Ad Status New Ad Class 5390

Salesperson Name % of Sale
LH Larry Nelson 100.00

First Insert Trx Flat Charges F8
Co-op Info F11 Print List F12

11/11/1998 19:52

Pub

A list of publications that are valid for the rate code entered on this ad. This form will be displayed automatically after the rate code is entered if the user has access to this form. The reason access would be denied is due to the settings on the rate table. If the default 'All Pubs' is marked as 'Yes' on the rate table, the user will not be allowed into this form so that they cannot pick and choose publications. This screen has three button commands: Set All: Run, Not Run and Combo.

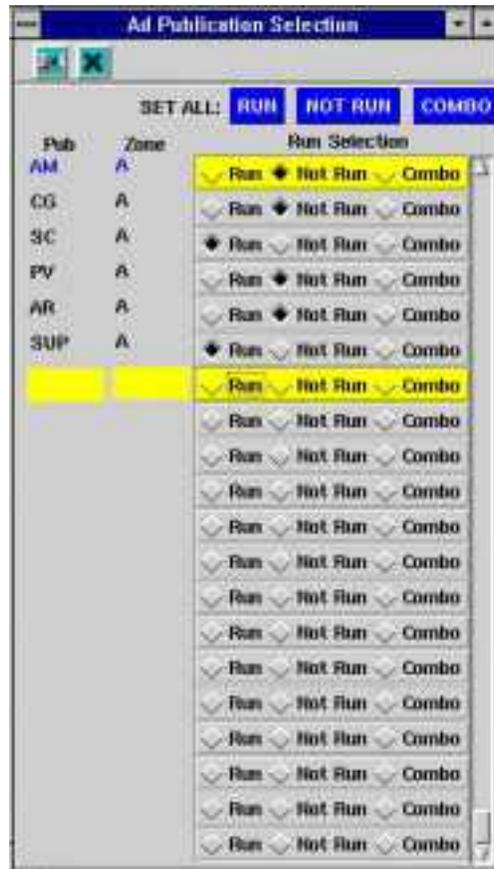


Figure 73 - Pub (Transaction Maintenance)

Pub - Publication code. Clicking on the Pub field will toggle 'Run' and 'Not Run.'

Zone - Zone code. Clicking on the Zone field will toggle 'Run' and 'Not Run.'

Run Selection - There are three possibilities, run, not run and combo.

Run - The ad will be scheduled to run in this publication/zone.

Not Run - The ad will not be scheduled to run in this publication/zone

Combo - The ad will be scheduled as running in combination with this publication/zone but not actually run on this ad. This effects the pricing of the ad. Most users do not have or need this possibility. It is rarely used. For more information on how to use this field, see the 'How Do I' page for this section.

Field Length: 0

Field Type: Prompt

SET ALL: RUN - This button will set all publication/zone codes to 'Run'.

SET ALL: NOT RUN - This button will set all publication/zone codes to 'Not Run'.

SET ALL: COMBO - This button will set all publication/zone codes to 'Combo'.

Co-op Info

This form is used to enter co-op advertising for this ad.

| Co-op | Co-op Name | Percent | Lineage | Dollars | # Tears |
|-------|------------|---------|---------|---------|---------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Co-op distribution totals:

Figure 74 - Co-op (Transaction Maintenance)

Code - A user-generated code used to identify a manufacturer who will refund the advertiser for advertising their product. When you double click, the first form displayed is associated with individual advertisers, so only an abbreviated list is displayed. However, if you double click on the abbreviated list, the complete list will be displayed for access.

Double-click Option

Field Length: 4

Field Type: Alpha Numeric

Name - Name or description of the co-op. This is a Display only field.

Percent - The percentage from the whole cost of the ad for which this co-op is responsible.

Default: 100.00

Field Length: 5

Field Type: Amount

Lineage - The amount of lines/inches this co-op is committed to out of the whole ad.

Default: The ad size times the percent

Field Length: 9

Field Type: Amount

Dollars - The dollar amount from the whole cost of the ad for which this co-op is responsible.

Default: Net ad price time the percent

Field Length: 9

Field Type: Amount

Tears - Indicates the total number of tearsheets the advertiser is to receive for this co-op.

Default: 0

Field Length: 4

Field Type: Numeric

Co-op Distribution Totals - Totals for dollars, percent and lineage. These are Display only fields.

Trx Flat Charges – F8

The Flat Charge Button is used to add additional charges to an ad, place discounts on the ad, override the total price of the ad or flat rate an ad.

Figure 75 - TRX Flat Charges (Transaction Maintenance)

Flat Code - User-generated code specifying what type of flat record this is. The code is linked to the space summary category when it is a flat additional charge, therefore allowing you to group the revenue for this code.

Double-click Option

Field Length: 5

Field Type: Alpha Numeric

Pub - Publication code that the flat is to effect. Leave this field blank if the flat is to effect all publications on the ad.

Default: All publications on the ad

Field Length: 4

Field Type: Alpha Numeric

Zone - Zone code that the flat is to effect. Leave this field blank if the flat is to effect all publications on the ad.

Default: All zones on the ad

Field Length: 4

Field Type: Alpha Numeric

Flat Type - Displays the flat type that the flat code is. There are 4 flat types:

FC - Flat Charge override of the total **gross price**.

FA - Flat Additional charge that will add on to the gross price to obtain the net price.

FD - Flat Discount that is to be applied against the gross price of the ad.

FR - Flat Rate, which is an override to the rate dollar amount on the main ad screen.

The rate here would be used in place of the rate table rate. The functionality of the rate type is not effected by this override. A line rate will still take this rate times the lines, likewise a flat rate will still take the rate times the number of times run.

Default: Display only field, determined by Flat code used.

Field Length: 0

Field Type: Prompt

FA Type - The flat additional type displayed from the flat code table, such as box, color, guarantee or other. This field is Display only.

Contract - Contract Number this flat additional charge is to apply against. The contract that this flat additional charge goes to may also play a part in determining the price of the ad if this is an actual contract rate. This field is only accessible when entering a flat additional charge not on discounts, flat charges or flat rates.

Double-click Option

Field Length: 9 *Field Type: Numeric*

Contract Code - Contract code is displayed next to the contract number so the operator can be sure the flat additional charge is being applied to the proper contract. This is a Display only field.

Charge - Flat charge amount for a flat charge override (FC) or flat additional charge amount for a flat additional (FA) type charge.

Default: Obtains the amount from the Flat Code table for the code entered

Field Length: 9 *Field Type: Amount*

Disc % - Flat discount amount for a discount (FD) type flat. This is only accessible for flat discounts.

Default: Obtains the amount from the Flat Code table for the code entered

Field Length: 5 *Field Type: Amount*

Rate Amt - Flat rate amount for a rate override (FR) type flat. This is only accessible for flat rates.

Default: Obtains the rate from the Flat Code table for the code entered

Field Length: 64 *Field Type: Float*

Flat Description - Billing description. Only enter a description if this is a flat additional charge (FA).

Field Length: 25 *Field Type: Alpha Numeric*

Discount Type - Indicates whether the discount is based on the rate or the lineage added to the contract.

Default: From the Profit Center table

Field Length: 0 *Field Type: Prompt*

Print List

For information on this section, refer to our Menus / Screens / Reports book.

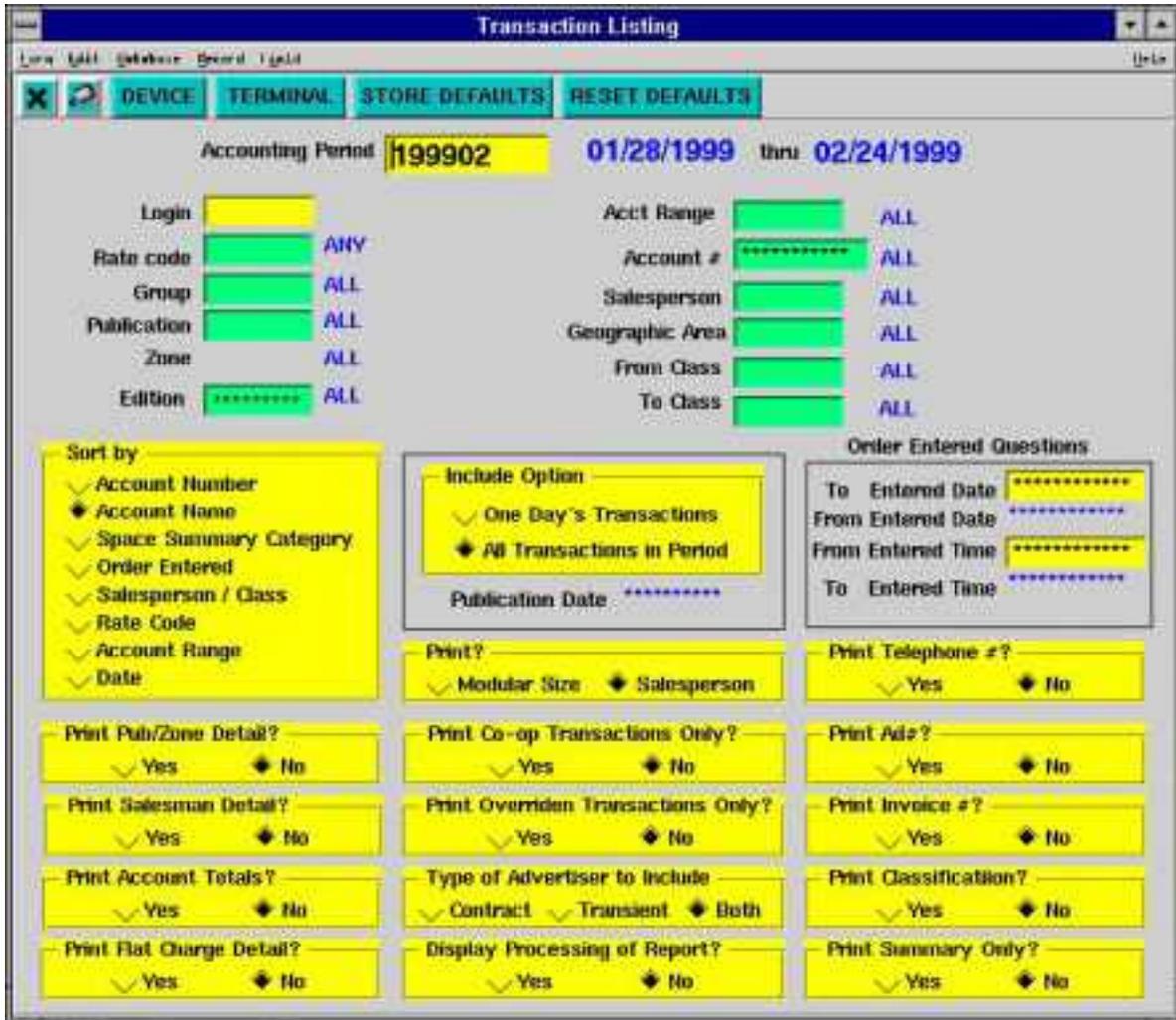


Figure 76 - Print List (Transaction Maintenance)

SUB-SCREENS / BUTTON COMMANDS - TRANSACTION MAINTENANCE (TRANSACTION DETAIL)

Beneath the Transaction Detail screen is one sub-screen or button command: Other Exceptions. To activate the screen/button, click on the appropriate box.

The screenshot shows a window titled "Transaction Detail" with a table and a button. The table has the following data:

| Pub | Zone | Edition | Run Status | Sect Ran | Page Ran |
|-----|------|---------|------------|----------|----------|
| SC | A | 1 | Run Combo | 0 | 0 |
| SUP | A | 1 | Run Combo | 0 | 0 |
| | | | Run Combo | | |
| | | | Run Combo | | |
| | | | Run Combo | | |
| | | | Run Combo | | |
| | | | Run Combo | | |
| | | | Run Combo | | |

At the bottom of the window, there is a blue button labeled "Other Exceptions" and the text "If 11/11/1998 19:52". A red arrow points from the "Other Exceptions" button to the "If" text.

Other Exceptions

This form is used to enter publication exceptions (the ad is a different size in one publication or applies to a different contract, etc.). This feature is rarely used. For field explanations, types and lengths see the Transaction Maintenance screen. These are the same fields as on the transaction maintenance as these are just an override for a particular publication and zone.

| Number | Code |
|--------|------|
| 4 | D |

| Modular | Width | Height | Size |
|---------|-------|--------|------|
| | | | |

Figure 77 - Other Exceptions (Transaction Maintenance)

HOW DO I?

What does 'combo' mean when choosing a Run Selection for the Pub screen?

The ad will be scheduled as running in combination with this publication/zone but not actually run on this ad. This effects the pricing of the ad. Most users do not have or need this possibility. It is rarely used.

For example, an ad is to run in two publications and the rate is dependent that it run in both (such as a flat rate that needs to be allocated between the two publications). The rate is \$40.00 per inch to run in both pubs. If the ad was to only run in one pub the price might be \$30.00 (because they get a break on the second publication). If for one reason or another the ad cannot be scheduled with both publications on it (maybe the ad copy is slightly different between the two so two ads must be scheduled), and the operator simply schedules each ad separately, the price would be \$30.00 each, or \$60.00. However, if they schedule the ad to run in one publication and combo in the other publication the ad may cost \$20.00 for the first ad and \$20.00 for the second, thus only charging the \$40.00 that was wanted to begin with. To schedule a sale as one ad but enter it as two use the combo field.

FIELD DEFINITIONS

Dsp Code

User-generated codes for disputes between advertisers and accounts receivable about amounts owed.

Double-click Option

Default: A

Field Length: 5

Field Type: Alpha Numeric

Acct no

Advertiser's account number of the transaction. This is a Display only field.

Double-click Option

Searchable

Tran Num

Transaction number over which there is a dispute. This is a Display only field.

Searchable

Ad Num

The ad number. This is a Display only field.

Searchable

Pub Date

Publication date of the transaction. This is a Display only field.

Searchable

Description

First words or billing description of the transaction. This is a Display only field.

Searchable

PO#

Advertiser's purchase order number. This is a Display only field.

Searchable

Ad Size

The size (width x height) of the transaction. This is a Display only field.

Searchable

Rate

User-generated code indicating how much the advertiser was charged. This is a Display only field.

Searchable

Net Price

Net amount (gross + sales tax + flat additional charges - agency discount). This is a Display only field.

Searchable

Amount Unpaid

Amount of the net price unpaid. This is a Display only field.

Searchable

HOW DO I?

How Do I Enter a Dispute?

1. First you will need to find the transaction in dispute. Click on the 'Clear to Find' button or press Shift-F6. Enter the account number to list all transactions for that account. You may also search on transaction number or pub date. Then click on 'Find' or press F6.
2. Click on the transaction that you wish to mark as in dispute. Enter the dispute code (double-click if you need to look up the list of dispute codes).
3. Update the modification to the database by clicking on the 'Add Update' button or pressing F7.

Transaction Listing

The screenshot shows the 'Transaction Listing' application window. At the top, there are menu buttons: 'DEVICE', 'TERMINAL', 'STORE DEFAULTS', and 'RESET DEFAULTS'. The 'Accounting Period' is set to '199902' for the dates '01/28/1999' through '02/24/1999'. Below this, there are input fields for 'Login', 'Rate code' (set to 'ANY'), 'Group' (set to 'ALL'), 'Publication' (set to 'ALL'), 'Zone' (set to 'ALL'), and 'Edition' (set to 'ALL'). To the right, there are fields for 'Acct Range' (set to 'ALL'), 'Account #' (set to 'ALL'), 'Salesperson' (set to 'ALL'), 'Geographic Area' (set to 'ALL'), 'From Class' (set to 'ALL'), and 'To Class' (set to 'ALL').

The interface is organized into several functional areas:

- Sort by:** A list of options with checkboxes: Account Number, Account Name (checked), Space Summary Category, Order Entered, Salesperson / Class, Rate Code, Account Range, and Date.
- Include Option:** A section with 'One Day's Transactions' (unchecked) and 'All Transactions in Period' (checked). There is also a 'Publication Date' field with a date picker.
- Order Entered Questions:** Fields for 'To Entered Date', 'From Entered Date', 'To Entered Time', and 'From Entered Time', each with a date/time picker.
- Print? Options:** A grid of options for printing:
 - Print Pub/Zone Detail? (Yes/No)
 - Print Co-op Transactions Only? (Yes/No)
 - Print Advertiser Detail? (Yes/No)
 - Print Overrides Transactions Only? (Yes/No)
 - Print Account Totals? (Yes/No)
 - Type of Advertiser to Include: Contract, Transient, Both (Both checked)
 - Print Invoice #? (Yes/No)
 - Print Flat Charge Detail? (Yes/No)
 - Display Processing of Report? (Yes/No)
 - Print Classification? (Yes/No)
 - Print Telephone #? (Yes/No)
 - Print Summary Only? (Yes/No)

Figure 79 - Transaction Listing

Access: Daily > Accounting > Transaction Listing

For information on this section, refer to our Menus / Screens / Reports book.

Payment Lock Date Maintenance

Payment Lock Date Maintenance

Form Edit Database Record Field Help

This date is used to default the next payment date in both the accounting and ad entry payment entry. It is also used to prevent payments prior to this date from being changed in the ad payment entry, but not in the accounting payment entry.

CAPITAL NEWS, INC

Payment Lock Date r*****

Figure 80 - Payment Lock Date Maintenance

Access: Daily > Accounting > Payment Lock Date Maintenance

This form is used to set the default payment date for any payments to be entered. For the payments entered during the Ad Insertion Maintenance, this is also the lock date, or the only payment date that they can enter. This option is usually set by the Accounting Department once they want to close out the cash for one day and begin the next day's cash. This allows Accounting to be able to run deposit reports that will match the bank deposit for a particular day without fear that someone will add to that day's payments in the system. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Payment Lock Date

The date to default and lock payments for.

Default: Last Lock Date

Field Length: 10

Field Type: Date

HOW DO I?

How Do I Lock Payment Dates?

Enter the desired payment date and click the 'Add Update' button or press F7.

Payments - Adjustments - Discounts

The screenshot shows the 'Payments' window with the following data:

Form Fields:
 Period: 199810, Pay #: 3423, Batch Cd: 2345, Pay/Adj Code: CC, Publication: DV, Date: 10/20/1998, Description: CREDIT CARDS, Amount: 10.00, Unapplied Amount: 10.00, Unpaid Srv Charges: 0.00.

Default First Field: Acct #, Ad #, Invoice #

Summary Table:

| Period | Current | Over 30 | Over 60 | Over 90 | Over 120 | Over 150 | Last Payment |
|------------------|---------|---------|---------|---------|----------|----------|--------------|
| Opening Balance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 02/24/1999 |
| Mtd Payments | 455.74 | | | | | | 455.74 |
| Mtd Sales | 0.00 | | | | | | |
| Balance Due | -455.74 | | | | | | |
| Prompt Pay Disc. | 0.00 | | | | | | |

Apply to Invoices or Ads Table:

| Invoice # | Inv Date | Net Charges | Amount Due | Apply Dist |
|-----------|------------|-------------|------------|------------|
| 7509 | 10/28/1998 | 10.00 | 10.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 |
| Total | | 10.00 | 10.00 | 0.00 |

Apply to Individual Transactions Table:

| Tran # | Tran Date | Net Price | Amount Due | Apply Dist |
|--------|------------|-----------|------------|------------|
| 13051 | 10/28/1998 | 10.00 | 10.00 | 0.00 |

Credit Card Entry:
 Card Type: VI, Card Number: 4755-8000-0005-2451, Expiration: 10/31/1999

Default Prompt Pay Discount: No

Figure 81 - Payments - Adjustments - Discounts

Access: Daily > Accounting > Payment - Adjustments - Discounts

In this form, payment, adjustments and discounts can be added, viewed, modified and deleted. The Payment, Adjustment and Discount Entry screen is divided up into three major areas: Payment, adjustment and discount entry fields, historical account balance information, and open invoice information for when an operator chooses to manually apply a payment or adjustment. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Period

Indicates the year and month that this payment/adjustment/discount is to be added to. It is used to age receivables or report period accumulations like opening balances, year-to-date and month-to-date figures for an account.

Default: Current Period from Profit Center
Field Length: 6 *Field Type:* Numeric

C/T

Indicates if the advertiser is contract or transient. This is a Display only field.

Pay #

System-assigned sequential number. This is a required field. Payment numbers identify individual payments and are part of the key used to retrieve payment information. It is necessary to know the payment number to locate payment transaction information.

Default: System generated
Field Length: 9 *Field Type:* Numeric

Acct Range

User-generated code used to define the type of account. Commonly used codes are D (Display), C (Classified Transient or Liners) and CD (Classified Display). This is a Display only field.

Batch Cd

A number assigned to a group of payment and/or adjustment transactions for an accounting period. Batch numbers may be sequentially assigned within a period or may be assigned using a combination of date and a short batch number if less than eleven batches are entered per day.

Default: None
Field Length: 5 *Field Type:* Alpha Numeric

Acct #

Advertiser Account Number is the unique identifier for the advertiser.

Tab Stop
Double-click Option *Default:* None
Field Length: 9 *Field Type:* Numeric

Name

The advertiser's name will come up when the account is located. This is a Display only field.

Ad #

Ad number the payment is associated with. This field is generally used with classified ad payments. If the ad number is entered and the account number has not yet been entered then the account number will be automatically filled in.

Double-click Option *Default:* None
Field Length: 9 *Field Type:* Numeric

Daily > Accounting > Payments - Adjustments - Discounts
Field Definitions

Invoice #

Invoice number to associate this payment with. This field is also helpful if you only have the invoice number and not the advertiser number. By entering the invoice number the advertiser account number will automatically fill in.

Default: None
Field Length: 9 *Field Type:* Numeric

Pay/Adj Code

Pay codes are used to identify what type of transaction is being recorded (payment, adjustment or discount). It also links the payment to the space summary group and category, so that the payment records can be grouped on the space summary report.

Default: Profit Center Payment Code default
Field Length: 5 *Field Type:* Alpha Numeric

Publication

Publication code for this payment/adjustment/discount record. Usually, there is a special publication created for payments which this would automatically default to based on the payment code entered. However, in many cases you may want to adjust the publication the sale was made in.

Double-click Option *Default:* Based on Payment Code
Field Length: 4 *Field Type:* Alpha Numeric

Date

Date of the payment.

Default: Payment Lock Date or Current Date if lock date is not set
Field Length: 10 *Field Type:* Date

Check #

Advertiser's check number. This field prints on the bill. This field is also searchable here and on the account status screen.

Tab Stop *Default:* None
Field Length: 20 *Field Type:* Alpha Numeric

Description

Payment/adjustment/discount description that prints on the bill (i.e. "Payment - Thank You").

Default: From the Payment Code table. Based on Payment Code.
Field Length: 25 *Field Type:* Alpha Numeric

Description 2

Second line of description which can be used if needed.

Default: None
Field Length: 25 *Field Type:* Alpha Numeric

Distribution Choice

Select a distribution type. This indicates how to apply a payment.

Manually Distribute to selected Invoices - If manual distribution is chosen, operators may apply payments to open invoices manually.

Automatically Distribute to Oldest - If automatic distribution is chosen, payment will be applied starting with the oldest open invoice until the entire amount has been applied.

Undistribute - The undistribute option is used to reverse a previously applied payment or adjustment transaction.

Default: Automatically Distribute to Oldest
Field Length: 0 *Field Type:* Prompt

Amount

Enter the amount of the payment/adjustment/discount.

Tab Stop *Default:* None
Field Length: 9 *Field Type:* Amount

Unapplied Amount

Amount of payment not applied to a particular invoice, transaction or ad. This is a Display only field.

Amt to Apply to Service Charge

For those accounts with a service charge, enter the amount of the payment to be applied toward service charges. Upon entry of an amount in this field, the system will calculate any unpaid service fees remaining for the account and display the amount adjacent to this field.

Default: The amount of unpaid service charges on this account, pay these first
Field Length: 9 *Field Type:* Amount

Unpaid Srv Charges

Any unpaid service charges will be displayed. This is a Display only field.

Credit Card Entry

For advertisers paying with a credit card, enter information in this window.

Card Type - User-generated code indicating the type of credit card used. For example 'VI' might stand for Visa, 'MC' for Master Card.

Double-click Option *Default:* A
Field Length: 2 *Field Type:* Alpha Numeric

Card Number - Account number on card. Enter dashes or spaces between groups of numbers

Default: None
Field Length: 20 *Field Type:* Numeric

Expiration - Expiration date appearing on the credit card.

Default: None
Field Length: 10 *Field Type:* Date

Approval - Approval or authorization code for a credit card transaction. Approval codes are the authorization codes provided by the credit card company or, if this is an online option, it's returned to this record through the online organization such as ICVerify.

Default: None
Field Length: 20 *Field Type:* Alpha Numeric

Default First Field

User may indicate which field the cursor is positioned in first: account number, ad number or invoice number.

Default: Account Number

Field Length: 0

Field Type: Prompt

Balance and Aging Information

This box contains account payment information. The following fields are Display only.

Period - Year and month or accounting period for the opening balance and the other figures to follow.

Opening Balance - Amount due as of the first day of the accounting period displayed.

Mtd Payments - Total payments, adjustments and discounts posted to the account for the period displayed.

Mtd Sales - Month-to-date sales for the period shown. MTD Sales figures are updated during the 'Post Ads to Billing' process and during transaction maintenance entry. Sales amounts for ads to run on future dates are not included in this figure.

Balance Due - Total amount due as of 'today'. As payments and transactions are entered this balance is updated immediately. However, future ads do not affect the balance.

Prompt Pay Disc. - Any discount extended for prompt payment of debts.

Current - Current amount owed by this advertiser as of the close of the billing period displayed. This is not a running total, but a final figure from the month end process.

Over 30 - Debt that is over thirty days old, but less than sixty days old as of the period displayed. Amount is figured as of the last closing date.

Over 60 - Debt that is over sixty days old, but less than ninety days old as of the period displayed. Amount is figured as of the last closing date.

Over 90 - Debt that is over ninety days old, but less than one hundred and twenty days old as of the period displayed. Amount is figured as of the last closing date.

Over 120 - Debt that is over one hundred and twenty days old, but less than one hundred and fifty days old as of the period displayed. Amount is figured as of the last closing date.

Over 150 - Debt that is over one hundred and fifty days old as of the period displayed. Amount is figured as of the last closing date.

Last Payment - Date and amount of the most recent payment posted to the account.

Prompt Pay Disc. - Any discount extended for prompt payment of debts.

Manual Distribution of Cash

This box displays cash payments if the 'Manually Distribute to Selected Invoices' option is checked in the Distribution Choice box.

Apply to Invoices or Ads - The operator may choose to apply a payment to invoices or ads, not individual transactions.

Ad or Invoice Selection - Choose whether payment is to be applied toward an ad number or an invoice number.

Default: Invoice Number

Field Length: 0 *Field Type:* Prompt

Invoice # - The invoice number. This is a Display only field.

Inv Date - The invoice date. This is a Display only field.

Net Charges - Total amount of the Invoice. This is a Display only field.

Amount Due - The amount remaining due on this invoice. This is a Display only field.

Apply Dist - The amount of the payment to be distributed to this invoice. Double-clicking on this field will note your acceptance of the amount due for that invoice and automatically update the payment as being applied to this invoice. If the payment is already distributed to this invoice then double-clicking will undistribute the amount.

Default: The amount of payment or amount due on invoice, whichever is less.

Field Length: 9 *Field Type:* Amount

Total Net Charges - The total net charges billed to this advertiser on all invoices. This is a Display only field.

Total Amount Due - The total amount due from this advertiser on all invoices. This is a Display only field.

Total Apply Dist - The total amount of the payment to be distributed throughout all the unpaid invoices for this advertiser. This is a Display only field.

Apply to Individual Transactions - The operator may choose to apply a payment to a particular transaction.

Trxn # - Transaction number of this transaction. This is a Display only field.

Trxn Date - Date on which the transaction took place or run date. This is a Display only field.

Net Price - Net amount of this transaction. This is a Display only field.

Amount Due - The amount due on this transaction. This is a Display only field.

Apply Dist - The amount of the payment to be distributed to this transaction. Double-clicking on this field will note your acceptance of the amount due for that transaction and automatically update the payment as being applied to this transaction. If the payment is already distributed to this transaction then double-clicking will undistribute the amount.

Default: The amount of payment or amount due on transaction, whichever less

Field Length: 9 *Field Type:* Amount

Default Prompt Pay Discount

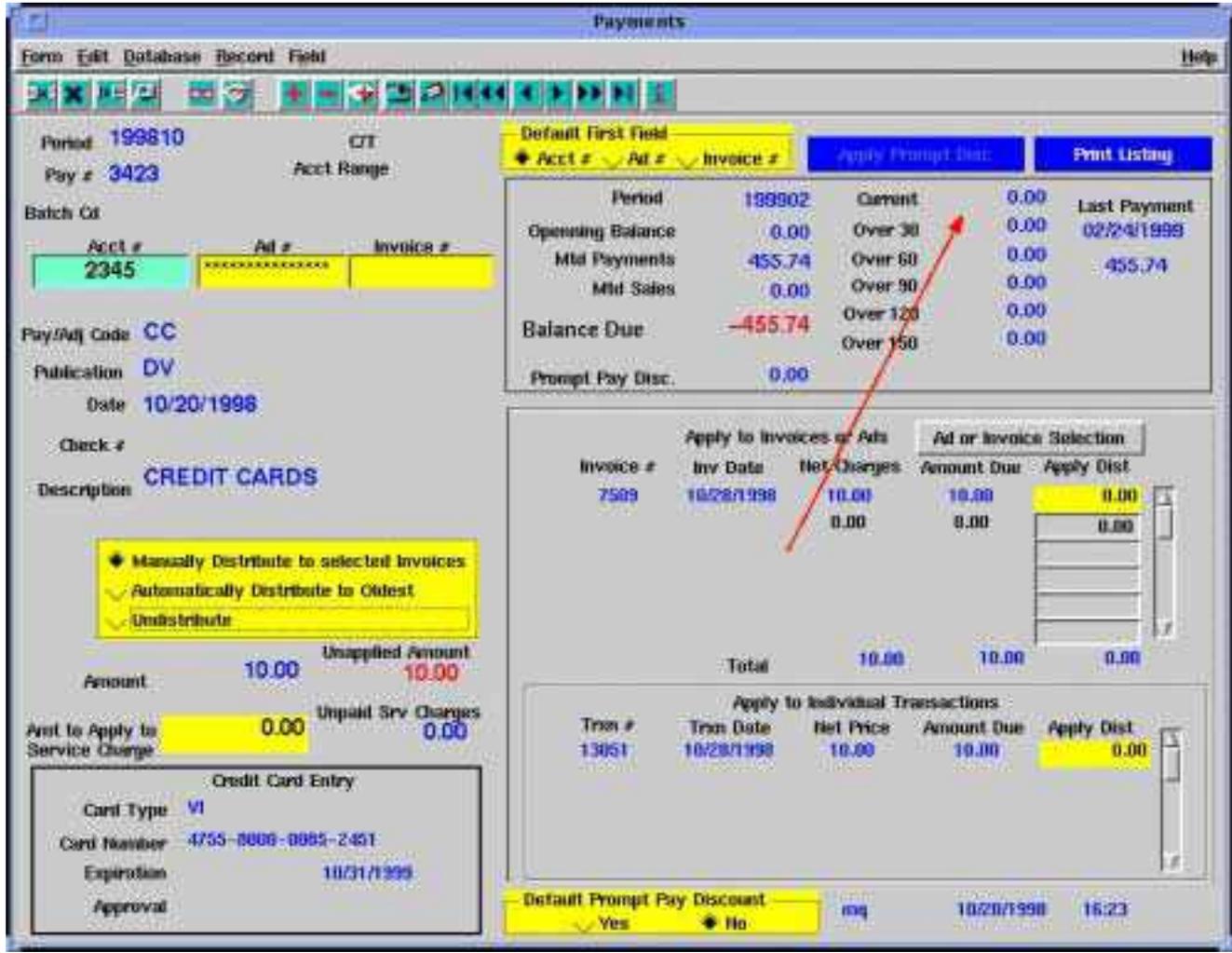
User may indicate whether they wish to take advantage of the automatic entry of the prompt payment discount (calculated as of the last period closed). By accepting this option, after adding the payment an automatic 'clear to add' will occur, and all of the fields will fill in, ready for acceptance by you to add the prompt payment discount record to this advertiser.

Field Length: 0

Field Type: Prompt

SUB-SCREENS / BUTTON COMMANDS

Beneath the Payments - Adjustments - Discounts screen are two sub-screens or button commands: Apply Prompt Disc and Print Listing. To activate the screens/buttons, click on the appropriate box.



Apply Prompt Discount

Indicates the application of a prompt payment discount to this advertiser. This function adds the payment on the screen to the database, sets up the screen with the prompt payment entry and awaits your approval of the record.

Print Listing

For information on this section, refer to our Menus / Screens / Reports book.

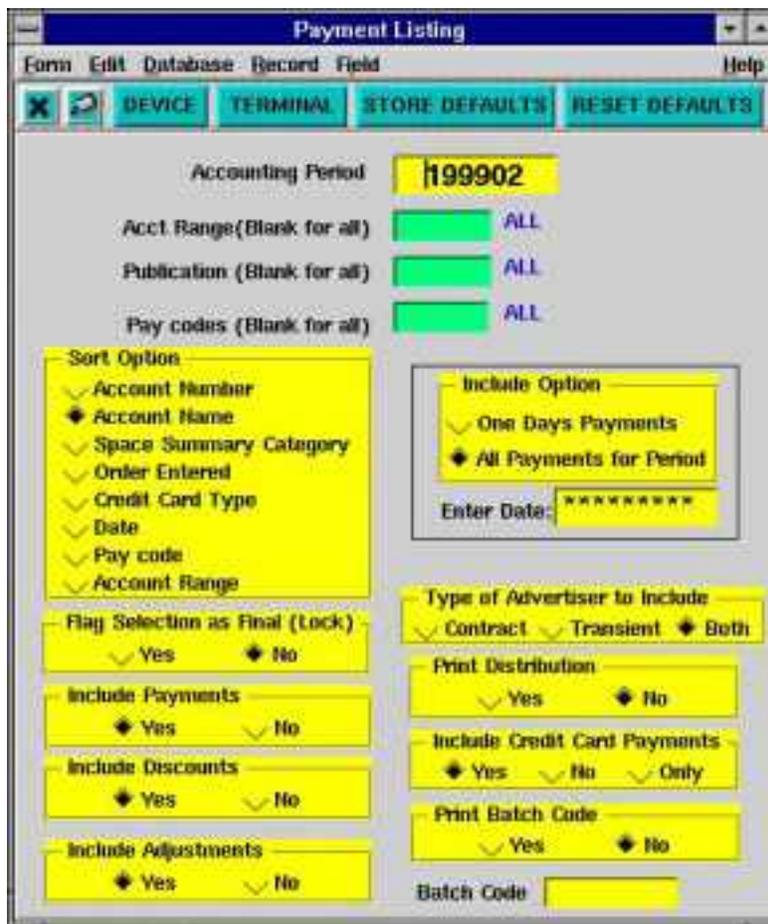


Figure 82 - Print Listing (Payments - Adjustments - Discounts)

HOW DO I?

This section will be part of the next version of this manual

OCR Payment Import and Update

OCR Load Payments

Form Edit Database Record Field Help

Translate a file generated by OCR reader into payments and insert them into the database.

Payment Date to Load 02/24/1999

Payment Code CK CHECKS

Enter the OCR File Name to Import

rocrpay.B224 Select File

Run OCR Load Cancel

Figure 83 - OCR Payment Import and Update

Access: Daily > Accounting > OCR Payment Import and Update

This is an option. This screen translates a file generated by an OCR reader into payments and inserts them into the database. To list these payments after loading them, print the payment edit list. Please note that this option must be purchased separately as an OCR interface. The input file layout will need to be provided by you the user, from the OCR vendor or banking institution that is providing the file to Vision Data Equipment Corporation. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Payment Date to Load

Enter the payment date to be stored on the new payment records.

Default: Current Date unless the current date is not within the accounting period (then it will default to the last day of the accounting period.)

Field Length: 10 *Field Type:* Date

Payment Code

Payment code to use as a default on the new payment records to be loaded.

Field Length: 5 *Field Type:* Alpha Numeric

Enter the OCR File Name to Import

If you know the correct file name, enter it here. If not use the 'Select File' button to browse and find the correct file.

Field Length: 14 *Field Type:* Alpha Numeric

SUB-SCREENS / BUTTON COMMANDS

Beneath the OCR Payment Import and Update screen are three sub-screens or button commands: Select File, Run OCR Load, and Cancel. To activate the screens/buttons, click on the appropriate box.

The screenshot shows a window titled "OCR Load Payments" with a menu bar (Form, Edit, Database, Record, Field) and a Help button. Below the menu bar is a toolbar with various icons. The main area contains the following elements:

- Instruction: "Translate a file generated by OCR reader into payments and insert them into the database."
- Field: "Payment Date to Load" with value "12/24/1999".
- Field: "Payment Code" with value "CK" and label "CHECKS".
- Section: "Enter the OCR File Name to Import" containing:
 - Field: "ocrpay.0224"
 - Button: "Select File"
- Buttons: "Run OCR Load" and "Cancel" at the bottom.

Red arrows point to the "ocrpay.0224" field, the "Select File" button, and the right side of the "Enter the OCR File Name to Import" box.

Select File

Use this button to browse, locate and retrieve the correct file to be imported. A list of files will be displayed. Click on the one you wish to load and click 'OK.' If you don't see the file click 'Cancel' and reload the file onto the server.

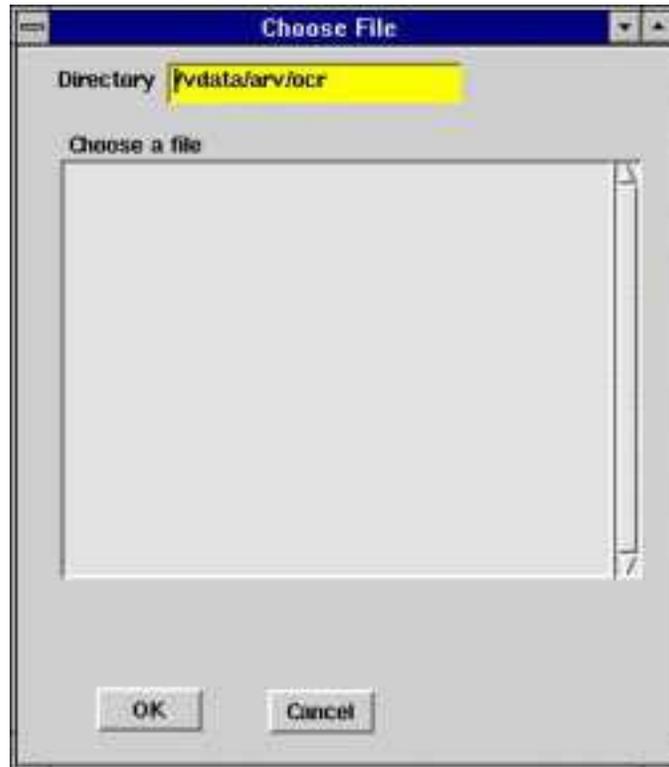


Figure 84 - Select File (OCR Payment Import and Update)

Run OCR Load

Use this button to initiate OCR Payment Import and Update.

Cancel

Use this button to terminate OCR Payment Import and Update.

HOW DO I?

This section will be part of the next version of this manual

Payment Listing

Payment Listing

Form Edit Database Record Field Help

DEVICE TERMINAL STORE DEFAULTS RESET DEFAULTS

Accounting Period 199902

Acct Range(Blank for all) ALL

Publication (Blank for all) ALL

Pay codes (Blank for all) ALL

Sort Option

- Account Number
- Account Name
- Space Summary Category
- Order Entered
- Credit Card Type
- Date
- Pay code
- Account Range

Include Option

- One Days Payments
- All Payments for Period

Enter Date: *****

Flag Selection as Final (Lock)

Yes No

Include Payments

Yes No

Include Discounts

Yes No

Include Adjustments

Yes No

Type of Advertiser to Include

Contract Transient Both

Print Distribution

Yes No

Include Credit Card Payments

Yes No Only

Print Batch Code

Yes No

Batch Code

Figure 85 - Payment Listing

Access: Daily > Accounting > Payment Listing

For information on this section, refer to our Menus / Screens / Reports book.

Credit Card Manager

This is currently in development and not yet a part of the complete Total Advertising package.

Mailgram Maintenance / Print

Figure 86 - Mailgram Maintenance / Print

Access: Daily > Accounting > Mailgram Maintenance / Print

This screen allows the operator to create and send a letter to selected accounts. They can be used to inform advertisers that they are late in paying a bill (dunning notices), that advertising rates are about to increase or any other pertinent information. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Mailgram Number

System-generated sequential number to uniquely identify a Mailgram.

Field Length: 5 *Field Type:* Numeric

Text Area

There are two pages of open text available. Each page is thirty-three lines long, however when printed this equals one letter-size page.

Number of Lines: 66
Line Length: 80 *Field Type:* Alpha Numeric

Available Field Holders

To one side of the text area are substitution parameters, such as Name, Address, Last Payment Date and Amount, etc., which allow for individual account information for a particular field to be printed within the mailgram.

Name_ - Advertiser name (first and last).

Address_1_ - Line one of address.

Address_2_ - Street number, letter, fraction, direction and name.

Address_3_ - Building, suite, post office box.

City_State_Zip_ - City, state and full ZIP code.

Name2_ - Attention to or second name.

LastPayD - Last payment date.

LastPayA - Last payment amount.

ThisMonth__ - Month-to-date sales.

Over_30__ - Over 30 days aging.

Over_60__ - Over 60 days aging.

Over_90__ - Over 90 days aging.

Over_120__ - Over 120 days aging.

Over_150__ - Over 150 days aging.

Balance__ - Balance due.

LastTrxD - Last transaction date.

To learn how to use these placeholders, see 'How Do I?' in this section of the manual.

SUB-SCREENS / BUTTON COMMANDS

The Mailgram screen has two sub-screens or button commands: View Letter and Use This Letter. To activate the screens/buttons, click on the appropriate box.

View Letter

This option allows you to see what the 66 lines of text will look like as a print preview.

Use This Letter

This command brings up the mailgram printing function. It lists a number of fields that can be used as selection ranges and sorting sequences. This function allows you to print mailgrams, mail labels or a master listing.

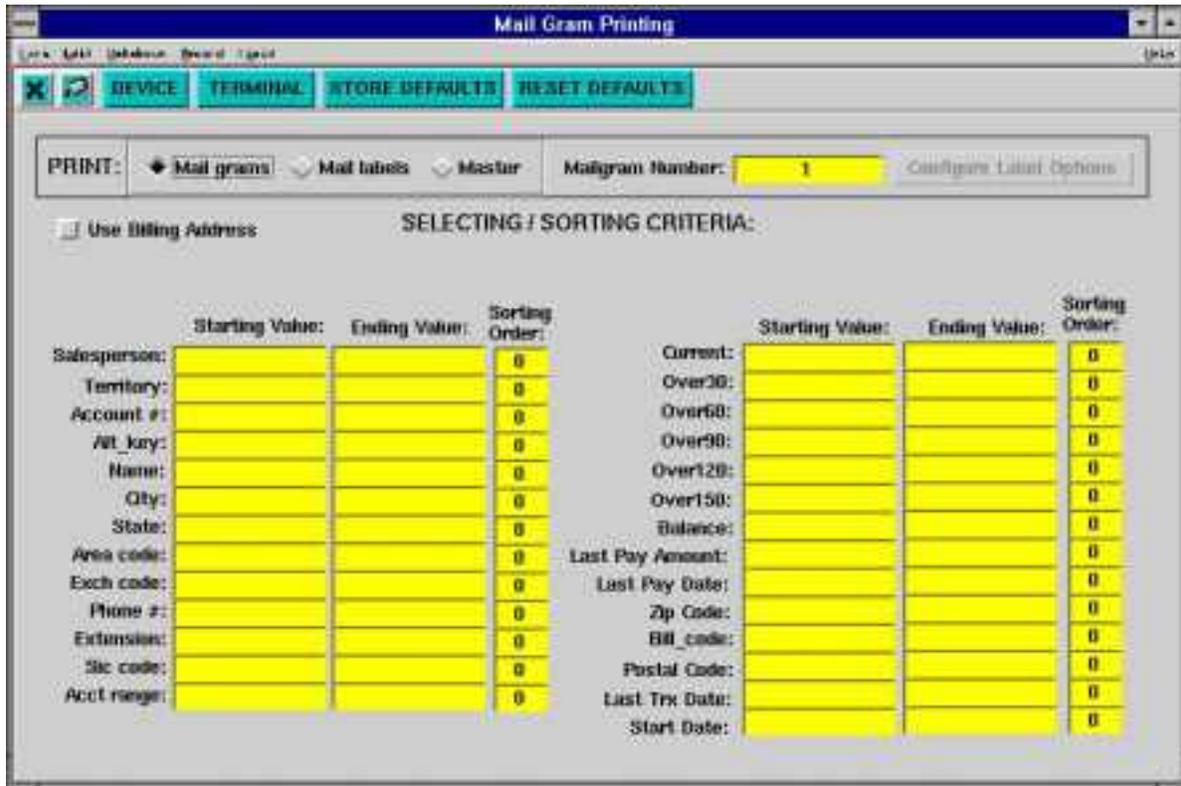


Figure 87 - Use This Letter (Mailgram Maintenance / Print)

Print - Select which type of document you would like to print: Mail grams, Mail labels, or Master (Advertiser Master Listing).

Field Length: 0 *Field Type: Prompt*

Mailgram Number - Enter the number of the mailgram letter that you wish to send to the selected list of advertisers if printing the mailgram.

Field Length: 5 *Field Type: Numeric*

Configure Label Options - Command allows you to enter the label parameters if printing labels.

Number of Labels to be printed across - Number of labels across page.

Default: 2
Field Length: 2 *Field Type: Numeric*

Number of Spaces between labels - Number of spaces between labels.

Default: 12
Field Length: 2 *Field Type: Numeric*

Number of Lines between labels - Number of lines between labels.

Default: 1
Field Length: 2 *Field Type: Numeric*

Number of Test patterns - The number of test patterns to print.

Default: 0

Field Length: 2

Field Type: Numeric

Print Zip on the same line as City and State - Answer no if zip is to print on a separate line from city and state.

Default: Y

Field Length: 1

Field Type: Alpha Numeric

Use Billing Address - Select this option if you would like to use the advertiser's billing address for labels as opposed to their main address.

Field Length: 0

Field Type: Prompt

Starting and Ending Values - Each of the 27 fields (Salesperson, Territory, Account #, etc.) on this form have a starting and ending value. This will determine the starting and ending values for printing purposes. For example, if, in Account Number, you selected 1 for the starting value and 20 for the ending value, this mailgram would print for accounts 1-20 only. This is true for all fields listed.

Double-click Option

Field Length: Varies

Field Type: Alpha Numeric

Sorting Order

Each of the 27 fields (Salesperson, Territory, Account #, etc.) on this field have a sorting order. This will determine the order in which fields are sorted for printing purposes. For example, if you wished to find specific account numbers for a specific salesperson, you would choose 1 for salesperson and 2 for account number. They would then print in salesperson, then account number order.

Field Length: 2

Field Type: Numeric

HOW DO I?

How Do I Use the Field Holders in Mailgram Maintenance?

1. Click on the field holder and select 'Edit' from the menu bar. Click on 'Copy.'
2. Click on the line and position in the letter where you would like to place the field holder.
3. Select 'Edit' from the menu bar. Click on 'Paste.' There are control keys shown on the edit selection that may also be used.

Exit



Figure 88 - Exit

Exit is the sixth selection in the **DAILY** menu. Click on this selection to exit the Total Advertising system.

REPORTS



Figure 89 - Reports Menu

To see the **REPORTS** menu, click on '**REPORTS**'. A drop-down menu will appear with several additional menu selections to choose from:

- ◆ **AD REPORTS**
- ◆ **CLASSIFIED REPORTS**
- ◆ **CREDIT REPORTS**
- ◆ **ACCOUNTING REPORTS**
- ◆ **CONTRACT REPORTS**
- ◆ **HISTORY REPORTS**

For information on this section, refer to our Menus / Screens / Reports book.

MONTH-END



Figure 90 - Month-End Menu

To see the **MONTH-END** menu, click on 'MONTH-END'. A drop-down menu will appear with three additional menu selections to choose from:

- ◆ **MONTH-END PROCESSING**
- ◆ **MONTHLY STATEMENTS**
- ◆ **PURGE HISTORY**

Month End Processing

Month End

Form Edit Database Record Field Help

Be sure you have a recent BACKUP before beginning this process.

| Queue # | Status | Operation |
|---------|--------|-----------|
| 78 | N | ME |

Entry is in Queue

Server Name: ANY

Date to Begin Month En: 01/31/2000

Time to Begin Month En: 10:02

Submit Entry into Queue

Figure 91 - Month End Processing

Access: Month End > Month End Processing

The month end processing is run at the close of each period. A period is generally a month (but not necessarily a calendar month). At the close of each period there are processes that are necessary before beginning a new period. The month end is submitted as a batch job to a server and is processed on the date and time specified. For information on why month end processing is important, refer to the 'How Do I?' section of this manual. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Queue #

The sequential queue number when the entry is placed in the queue. This field is Display Only.

Status

The status of the queue entry (N=Not in Queue, Y=Yes Being Processed, E=Error in Processing). This is a Display only field.

Operation

The process being queued (OP=OPI Batch, PS=Post to Billing, ME=Month End). This is a Display only field.

Server Name

Name of the server in which to process the month-end on. It's best to select an actual server rather than leaving it at "ANY" so you know which server is going to process it in case something goes wrong. Many users start a server on their own monitor so they can see that it is processing. This is not necessary but may be convenient. See the "How Do I" section to learn how to start a separate server. Use this server name here.

Field Length: 20

Field Type: Alpha Numeric

Date to begin month end

The date that you wish the processing of the month-end to take place. This is usually today.

Default: Today

Field Length: 10

Field Type: Date

Time to begin month end

The time that you would like the processing of the month end to take place. This can be right now, later on this evening, or any time during the date entered. Some sites like to run their month-end in the evening so when they come in the next day it has run. They would then enter a time of 20:00 (8:00pm military time). This is not necessary, as the month-end can be processing while others are on the system entering ads and running reports.

Default: Current Time

Field Length: 5

Field Type: Time

SUB-SCREENS / BUTTON COMMANDS

Beneath the Month End Processing screen is one sub-screen or button command: Submit Entry Into Queue. To activate the screens/buttons, click on the appropriate box.

Month End

Form Edit Database Record Field Help

Be sure you have a recent BACKUP before beginning this process.

| Queue # | Status | Operation |
|---------|--------|-----------|
| 78 | N | ME |

Entry is in Queue

Server Name ANY

Date to Begin Month En 01/31/2000

Time to Begin Month En 10:02

Submit Entry into Queue

Submit Entry into Queue

This function places an entry into the batch queue where the server program will select and process it at the proper time. Once you have submitted the entry into the queue notice that the queue status has now changed to “Entry is in queue.” Prior to this it said “Entry is not in queue.” You may now exit this program back to the menu. If you need to make sure this process is either processing or completed, go to the Queues > Batch Queue section of the program and look for the entry with the operation “ME” (month end) with your operator code on it. Refer to Queues > Batch Queue section of this manual for more details on the queue manager.

HOW DO I?

How do I know what should be set up and checked before running the month end?

The rules for the month end are set up in the profit center table. If this is the first time you are running the month end process for this profit center, check the following fields in the profit center to be sure they are answered correctly before going on. For more details on each of these fields refer to the Profit Center > Profit Center Detail section of this manual.

- ◆ Prompt Pay Discount
- ◆ Disc on Over Due
- ◆ Earned Rates
- ◆ Billing Fee and Add'l Billing Fee amount
- ◆ Finance Charge
- ◆ Finance Charge on the over 30, 60, 90...
- ◆ Finance Charge %
- ◆ Minimum Finance Charge
- ◆ Contr Purge Days
- ◆ Trans Purge Days

The period should also be set up for the next period. For more information on how to setup a new period see the Tables > Period Maintenance section of this manual.

What exactly does the month end do?

Running the month end on your system accomplishes the following:

- ◆ Earned Rates are calculated for each account.
- ◆ Aging Periods are calculated for each account.
- ◆ Finance Charges are accumulated on each account and added to the balance due if the account fits the criteria.
- ◆ The Billing Fee is applied to accounts that should receive one. The Billing Fee is actually a new transaction that will print on the bill as a last transaction and will appear in the account status as a detail line item.
- ◆ A picture of the account balance, month-to-date sales, month-to-date payments, opening balance, Current, 30, 60, 90, 120, 150, finance charge, and prompt payment discount is taken of each account and stored into a record for the month being closed. A new balance record is opened for the new period that is about to begin. This process allows the system to print prior month statements exactly as they printed during the month being closed. If this is a year-end as well as a month-end, the year-to-date figures will be cleared on the new period account records to start the new year.
- ◆ Contract History is also handled much like the account balances where a new contract history record is created for each period. If this is a year-end, the year-to-date figures will be cleared on the new period.
- ◆ The profit center current period is set to the next period. This will then allow payments and transactions to be entered for the new period.
- ◆ Ads are purged.

How Do I Know Which Server to Use?

It's best to select an actual server rather than leaving it at "ANY" so you know which server is going to process it in case something goes wrong. Many users start a server on their own monitor so they can see that it is processing. This is not necessary but may be convenient.

How Do I Start a Separate Server on my Own Monitor?

1. To start a separate server go to your main Unix window and at the prompt type 'server' (without quotes) and hit the Enter key.
2. A server program will start up on your monitor. Give the server a server name (maybe your first name or initials) and then click the 'Start Server' button.
3. The server will come back with 'Checking Queue' and then 'Sleeping.'
4. Once you start the month end you will see it pick up and process on this server. It checks the queue for a process about every two minutes.

Monthly Statements

Figure 92 - Monthly Statements

Access: Month End > Monthly Statements

The monthly statements may be run from this Month End section or the Reports > Accounting section. It is the same program, accessed two different ways. It is also found under Reports because any user may want to print a prior month statement and it's preferable to not have them using the Month End section to do these (although this would not be a problem if your security is setup and maintained properly). There is a wide selection on how you may run statements. The number of statements and which address to which a statement is sent is maintained in Advertiser Master Maintenance. For more information refer to the Daily > Masters > Advertiser Master Maintenance section of this manual. Statements work the same as any report in the application, answering questions and submitting the job to either terminal or device, however, if you are printing laser forms you must select 'Device' or the form will not print, only the data on the form will print. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Accounting Period

The period for which you wish to run this batch of statements. If you have just closed the accounting period 199910 (October of 1999) then this is the default that will be displayed. You can override this period and run statements for any prior period in history. The period must be after a data conversion date or a last purge date and cannot be for the current period.

Default: Last Period Closed

Field Length: 6 *Field Type:* Numeric

Starting Account and Ending Account

The starting and ending account number range you wish to print this batch of statements for. If you wish to print one statement for one account enter the account number into the starting account and this number will default into the ending account. You may override the ending account number if you wish to print for a larger range. When printing all monthly statements leave these and all accounts will be selected based on the remaining select criteria.

Double-click Option *Default:* All (i.e. 1 through 999999999)

Field Length: 9 *Field Type:* Numeric

Account Range

Account Range refers to the Account Range field in the Advertiser Master. This is just another way of selecting a group of accounts to print. Usually, Account Range is set up to be D = Display, CD = Class Display, and C = Classified, but not always.

Double-click Option *Default:* All

Field Length: 5 *Field Type:* Alpha Numeric

Statement Date

The date to print in the Statement Date box on the statement.

Double-click Option *Default:* Last Date of Period Selected

Field Length: 10 *Field Type:* Date

Beginning Statement #

Enter the starting statement number for this batch of statements. If you are selecting below to print the by account number instead of statement number then leave the default here as it won't matter.

Default: 1

Field Length: 9 *Field Type:* Numeric

Due Date

The date to print as the due date on the statement.

Default: Statement Date + 15 Days

Field Length: 10 *Field Type:* Date

Terms

The statement terms and conditions.

Field Length: 10 *Field Type:* Alpha Numeric

Number of Test Patterns

The number of test patterns to print before beginning to print the actual statements. If you are printing laser statements skip this question.

Default: 0

Field Length: 3

Field Type: Numeric

Group Code

Company group code to include on this statement batch.

Default: All

Field Length: 5

Field Type: Alpha Numeric

Advertiser Type

The type of advertiser to include on this batch: Contract, Transient or both.

Default: Both

Field Length: 0

Field Type: Prompt

Include Tearsheet Advertisers?

Some newspapers like to print all advertiser that do not receive tearsheets as one batch and all advertisers that do get monthly tearsheets as another batch so as it is easier to sort them separately to send the tearsheets with the statements.

Default: All

Field Length: 0

Field Type: Prompt

Credit Balances?

Include advertiser that have a credit balance (Yes, No or Only). 'Only' allows you to print just advertisers with credit balances.

Default: Yes

Field Length: 0

Field Type: Prompt

Zero Balance Accounts Run?

Include advertisers that have a zero balances (Yes or No).

Default: No

Field Length: 0

Field Type: Prompt

Include Zero Balance Accounts with Transaction Activity?

Include advertisers that have zero balances (if you answered 'No' to include accounts with zero balance) but have had transaction (charge) activity during the period being processed.

Default: No

Field Length: 0

Field Type: Prompt

Include Zero Balance Accounts with Payment Activity?

Include advertisers that have zero balances (if you answered 'No' to include accounts with zero balance) but have had payment/adjustment activity during the period being processed.

Default: No

Field Length: 0

Field Type: Prompt

Include Bad Debt Credit Status

This refers to the credit status on the advertiser master credit authorization field. If this field has a “BD” or “BI” in it the account is considered a bad debit account. Sometimes you only want to print the “BD” and/or “BI” accounts, other times you may want to exclude them, and still other times you may wish to print them along with the other statements.

Default: Neither
Field Length: 0 *Field Type:* Prompt

Print Coop Memo Bills

This option allows you to print the main advertiser’s statement and have the co-op memo bills follow. This only pertains if you are entering co-op information when entering ads or transactions.

Default: Yes
Field Length: 0 *Field Type:* Prompt

Print Contract Information

The statements have the ability to print advertiser contract commitments, expiration date and contract to date information if you choose yes here.

Default: No
Field Length: 0 *Field Type:* Prompt

Print Company Return Address

If you would like the newspapers company return address to print on the statement select 'Yes.' If you have the newspaper logo and return address pre-printed on the form, choose 'No' here.

Default: Yes
Field Length: 0 *Field Type:* Prompt

Is this a restart?

If you have printed most of your statements and the printer jammed and you do not want to re-print all of the already-printed statements again select this option.

Default: No (off)
Field Length: 0 *Field Type:* Prompt

Restart Account #

Enter the last good advertiser account number that printed before the paper jam. This will mark the account where it should start printing again. Make sure you answer all the other questions exactly the same as you did the first time or you may miss printing some statements.

Default: Blank
Field Length: 9 *Field Type:* Numeric

Statement Format

The base choices are Standard SAI - laser and pre-printed. Your options could be different due to custom statements. The laser option requires no special paper, just plain paper and this option will create the form and fill in the form with the advertiser information. Pre-printed forms are forms that you have ordered from a forms dealer and then this option just prints the advertiser information on the pre-printed form.

Default: Standard SAI - laser
Field Length: 0 *Field Type:* Prompt

Message Type

There are two types of messages that you can enter. One is an aged message where you can have a different message print on each advertisers statement depending on whether their balance is current, over 30, over 60 etc. The second type is where you can print the same message on everyone's statement (like "Happy Holidays"). There is an option also to not print any message on the advertisers statement.

Field Length: 0 *Field Type:* Prompt

Sort By

The sorting order to print the statements in (Advertiser Name, Advertiser Account #, Zip Code and Advertiser Name within each Zip Code).

Default: Advertiser Name
Field Length: 0 *Field Type:* Prompt

Include Aging Option

The 'Include Aging Option' gives the opportunity to include all accounts no matter what their aged balance is or just accounts in certain aged balance groups. This may be useful when printing Transient statements.

Default: All accounts Current, 30, 60, 90+
Field Length: 0 *Field Type:* Prompt

Print Statement # or Account #

This option allows the choice of what prints in the statement number box on the statement. Some newspapers prefer the Account # choice so that when the advertiser calls with a problem on the statement and user requests the statement number they will receive 199910-50, the period (199910) and the advertiser account number (50). The other choice is to print the statement number, but realize that this is simply a printed number and not stored within the database. It cannot be used for indexing or lookup.

Default: Statement #
Field Length: 0 *Field Type:* Prompt

SUB-SCREENS / BUTTON COMMANDS

Beneath the Monthly Statements screen is one sub-screen or button command: Modify Message. To activate the screen/button, click on the appropriate box.

The screenshot shows the 'Monthly Statements' software interface. The window title is 'Monthly Statements'. The interface includes a menu bar with 'DEVICE', 'TERMINAL', 'STORE DEFAULTS', and 'RESET DEFAULTS'. The main area contains various input fields and dropdown menus for configuring statement parameters. A red arrow points to a blue 'Modify Messages' button. Other buttons include 'Is this a restart?', 'Restart Account #', 'Statement Format', 'Message Type', 'Sort By', 'Include Aging Option', 'Print Contract Information', 'Print Company Return Address', and 'Print Statement # or Account #'.

| Field/Option | Value/Selection |
|--|--|
| Accounting Period | 01/99 |
| Starting Acct # | 1 |
| Ending Acct # | 99999999 |
| Account Range | |
| Statement Date | 01/27/1999 |
| Beginning Statement # | 1 |
| Due Date | 02/11/1999 |
| Terms | |
| Number of Test Patterns | 0 |
| Group Code | |
| Advertiser Type | Contract / Transient / All |
| Include Tearsheet Advertisers? | Yes / No / Only |
| Credit Balances? | Yes / No / Only |
| Zero Balance Accounts Run? | Yes / No |
| Include Zero Balance Accounts with Transaction Activity? | Yes / No |
| Include Zero Balance with Payment Activity? | Yes / No |
| Include Bad Debt Credit Status | BD / Both BD/BI / Neither |
| Print Coop Memo Bills | Yes / No |
| Print Contract Information | Yes / No |
| Print Company Return Address | Yes / No |
| Is this a restart? | |
| Restart Account # | |
| Statement Format | Standard SAI - Laser printed forms / Standard SAI - Preprinted forms |
| Message Type | Main / Agent / None |
| Sort By | Advertiser Name / Advertiser Acct # / Zip Code / Alpha |
| Include Aging Option | All Accounts Current, 30, 60, 90 + / Accounts Over 30, 60, 90, 120 & 150 / Accounts Over 60, 90, 120 & 150 / Accounts Over 90, 120 & 150 / Accounts Over 120 & 150 / Accounts Over 150 |
| Print Statement # or Account # | Account # / Statement # |

Modify Messages

This function allows the entry of messages that print on the statement. There are two types of messages that you can enter. One is an aged message where you can have a different message print on each advertisers statement depending on whether their balance is current, over 30, over 60 etc. The second type is where you can print the same message on everyone's statement (like "Happy Holidays"). See the 'How Do I?' section for information on how to modify messages.

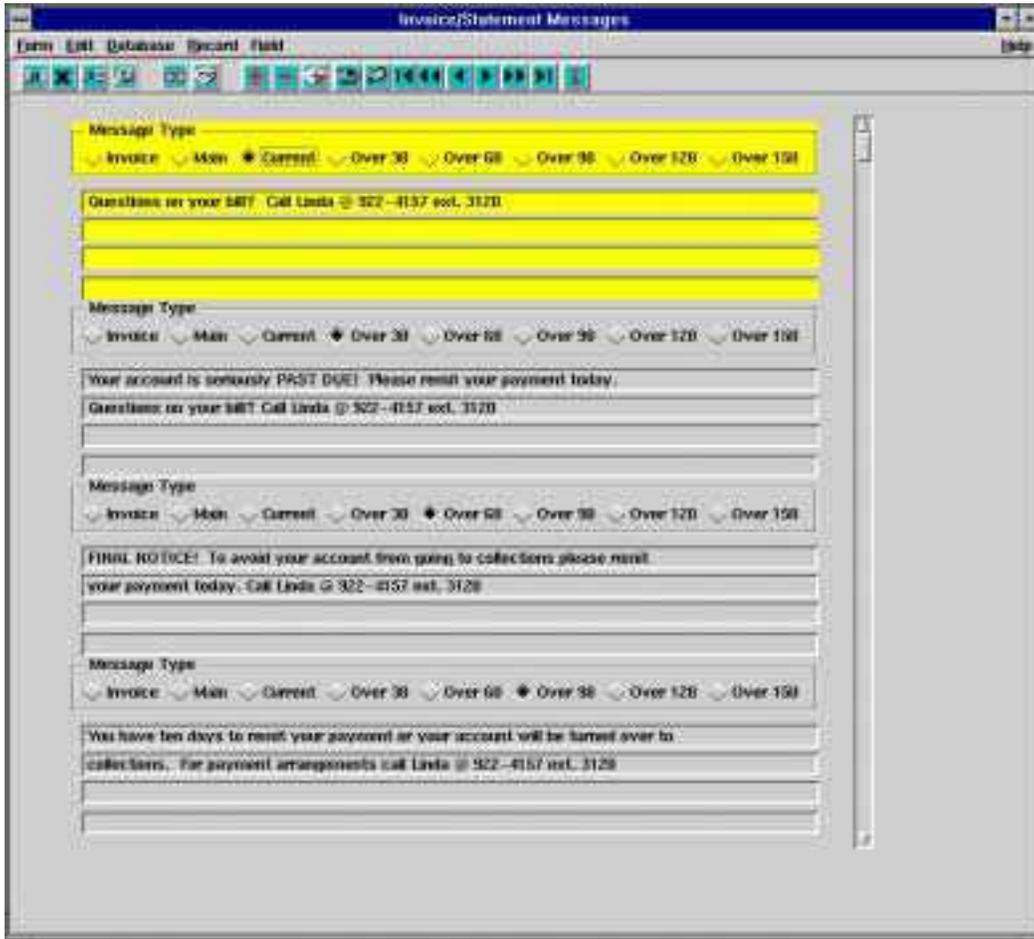


Figure 93 - Modify Messages (Monthly Statements)

Message Type - There are seven different message types that are accepted. Only six of these are accepted during the statement program; the seventh is for immediate billing or invoicing. The accessibility is dependant on the Message Type on the statement parameter screen. If the aged message is selected on the parameter screen then access to Current, Over 30, Over 60, Over 90, Over 120 and Over 150 will be allowed and necessary. If the Main Message is selected on the parameter screen then only the Main message type will be accessible here.

Field Length: 0 *Field Type:* Prompt

Four Message Lines - There are four (4) eighty-character message lines for each message type. Enter the message to print on the advertiser statements.

Field Length: 80 *Field Type:* Text

HOW DO I?

How do I add a message?

Each message type and set of four message lines is a separate record and must be accessed accordingly. You must use the 'Clear to Add' button to enter the message type and message and use the 'Add/Update' button to store the record. To access the next message again select the clear to add enter the message type and message and then the F7 or add/update. Repeat this process for each message that you enter.

Purge History

Be sure you have a recent BACKUP because this process is irreversible.

| Queue # | Status | Operation |
|---------|--------|-----------|
| | N | PH |

Entry not in Queue

Server Name: ANY

Date to Begin Purge: 02/08/2000

Time to Begin Purge: 09:50

Purge History for Periods Prior to:

Contract

of Months: 48

Transient

of Months: 12

Submit entry into Queue

Figure 94 - Purge History

Purge history deletes history based on the purge months in the profit center table. History is generally maintained for a period of two to three years before purging begins. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Queue #

The sequential queue number when the entry is placed in the queue. This field is Display Only.

Status

The status of the queue entry (PH=Purge History, N=Not in Queue, Y=Yes Being Processed, E=Error in Processing). This is a Display only field.

Operation

The process being queued (OP=OPI Batch, PS=Post to Billing, ME=Month End). This is a Display only field.

Server Name

Name of the server in which to process the purge on. It's best to select an actual server rather than leaving it at "ANY" so you know which server is going to process it in case something goes wrong. Many users start a server on their own monitor so they can see that it is processing. This is not necessary but may be convenient. See the "How Do I" section to learn how to start a separate server. Use this server name here and on the accompanying ad and transaction edit lists.

Field Length: 20

Field Type: Alpha Numeric

Date to Begin Posting

The date that you wish the processing of the history purge to take place.

Default: Today

Field Length: 10

Field Type: Date

Time to Begin Posting

The time that you would like the processing of the history purge to take place. This can be right now or it may be later on this evening or if a date different than today was entered a time on that day. Some sites like to run their purge in the evening so when they come in the next day it has run, so they for example might enter a time of 20:00 (8:00 P.M. in military time).

Default: Current Time

Field Length: 5

Field Type: Time

Contract

Select contract if you wish to purge contract advertisers at this time.

Default: No Contract Advertisers

Field Length: 0

Field Type: Prompt

of Months

The number of months to retain history for contract advertisers. For example, '13' would mean you wish to keep 13 months of history and purge older paid transactions or applied payments.

Default: From Profit Center > Profit Center Detail > Contr Adv History Months

Field Length: 2

Field Type: Numeric

Transient

Select transient if you wish to purge transient advertisers at this time.

Default: No Transient Advertisers

Field Length: 0 *Field Type:* Prompt

of Months

The number of months to retain history for transient advertisers. For example, '13' would mean you wish to keep 13 months of history and purge older paid transactions or applied payments.

Default: From Profit Center > Profit Center Detail > Contr Adv History Months

Field Length: 2 *Field Type:* Numeric

SUB-SCREENS / BUTTON COMMANDS

Beneath the Purge History screen is one sub-screen or button command: Submit Entry Into Queue. To activate the screen/button, click on the appropriate box.

The screenshot shows a window titled "Purge History" with a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar. The main content area contains a warning message, a status table, and configuration fields.

Be sure you have a recent BACKUP because this process is irreversible.

| Queue # | Status | Operation |
|---------|--------|-----------|
| | N | PH |

Entry not in Queue

Server Name: ANY

Date to Begin Purge: 02/08/2000

Time to Begin Purge: 09:50

Purge History for Periods Prior to:

| |
|------------------------------------|
| <input type="checkbox"/> Contract |
| # of Months: 48 |
| <input type="checkbox"/> Transient |
| # of Months: 12 |

Submit entry into Queue

A red arrow points from the bottom right of the configuration area to the "Submit entry into Queue" button.

Submit Entry into Queue

This function places the entry into the batch queue where the server program will select and process it at the proper time. Once you have submitted the entry into the queue, the Queue Status changes to “Entry is in queue.” Prior to this it said “Entry is not in queue.” You should now exit this program back to the menu. Should you desire to check to see if this process is completed or if it is actually processing you can go to Queues > Batch Queue. Look for the entry with the operation “PH” (purge history) and with your operator code on it. Refer to Queues > Batch Queue for more details on the queue manager.

HOW DO I?

How Often Should I Purge History?

Some users prefer to purge history every month; purging one month, every three months; purging three months, every six months; purging six months and so forth. The only restriction on how much history can be retained is the hardware; disk capacity. The purge only purges transactions that are older than the purge days and are paid. The same with the payments and adjustments, that are older than the purge months and are applied to transactions. Therefore, transactions in dispute will remain in history until released. When purging you may select to only purge contract advertisers, transient advertisers or both. Remember if you require the ability to re-print or look up statement activity for at least 24 months then you do not want to purge months less than that.

How Do I Know Which Server to Use?

It's best to select an actual server rather than leaving it at "ANY" so you know which server is going to process it in case something goes wrong. Many users start a server on their own monitor so they can see that it is processing. This is not necessary but may be convenient.

How Do I Start a Separate Server on my Own Monitor?

1. To start a separate server go to your main Unix window and at the prompt type 'server' (without quotes) and hit the Enter key.
2. A server program will start up on your monitor. Give the server a server name (maybe your first name or initials) and then click the 'Start Server' button.
3. The server will come back with 'Checking Queue' and then 'Sleeping.'
4. Once you start the purge you will see it pick up and process on this server. It checks the queue for a process about every two minutes.

TABLES



Figure 95 - Tables Menu

To see the **TABLES** menu, click on 'TABLES'. A drop-down menu will appear with several additional menu selections to choose from:

- ◆ MISCELLANEOUS CODE TABLES
- ◆ PERIOD MAINTENANCE
- ◆ PUBLICATIONS / ZONES / EDITIONS / HOLIDAYS
- ◆ PUBLICATION SCHEDULE LINKS MAINTENANCE
- ◆ AD SETTINGS MAINTENANCE
- ◆ SPACE GROUPS / CATEGORIES / GL ACCOUNTS
- ◆ PAYMENT / ADJUSTMENT / DISCOUNT CODES
- ◆ FLAT RATE CODES & AMOUNTS
- ◆ DISCOUNT PLAN MAINTENANCE
- ◆ RATE CODES & RATE AMOUNTS
- ◆ RATE EDIT LIST
- ◆ SALES TAX CODES & PERCENTS
- ◆ AGENCIES
- ◆ CO-OP CODES
- ◆ ACCOUNT CO-OPS & LIST
- ◆ ADVERTISER MASTER INITIAL BALANCE ENTRY
- ◆ ACCESS AUTHORIZATION
- ◆ USER SETUP
- ◆ OUTPUT DEVICES
- ◆ PROGRAM LOOKUP

Miscellaneous Code Tables



Figure 96 - Tables > Miscellaneous Code Tables Menu

Miscellaneous Code Tables is the first selection in the **TABLES** menu. To view the sub-menu, click on '**MISCELLANEOUS CODE TABLES**'. Another drop down menu will appear with several additional selections:

- ◆ **PRINT ANY CODE TABLE**
- ◆ **ACCOUNT RANGE CODES**
- ◆ **AD GROUP CODES**
- ◆ **AD SECTION CODES**
- ◆ **AD TYPE CODES**
- ◆ **CLASSIFICATION CODES**
- ◆ **COMPANY GROUP CODES**
- ◆ **CONTRACT CODES**
- ◆ **COUNTRY CODES**
- ◆ **CREDIT CARD CODES**
- ◆ **CREDIT COLLECTOR CODES**
- ◆ **CREDIT HOLD CODES**
- ◆ **DEMOGRAPHIC CODES**
- ◆ **GEOGRAPHIC AREAS**
- ◆ **IMMEDIATE BILL CODES**
- ◆ **MODULAR SIZE CODES**
- ◆ **POSTAL CODES**
- ◆ **PRODUCT CODES**
- ◆ **SALESPERSON CODES**
- ◆ **SALES TERRITORY CODES**
- ◆ **SIC CODES**
- ◆ **TEARSHEET CODES**
- ◆ **TRANSACTION DISPUTE CODES**
- ◆ **UPSELL PROMPTS**
- ◆ **WAIT REASON CODES**
- ◆ **ZONE & SUB-ZONE CODES**
- ◆ **ZIP CODES**

Print Any Code



Figure 97 - Print Any Code

Access: Tables > Miscellaneous Code Tables > Print Any Code Table

In this form, the user may generate a report or list for each of the code tables. For example, if the user selects postal codes, a list of all postal codes will be generated. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Please Select One

Make a selection from the list of code tables.

Field Length: 0

Field Type: Prompt

FIELD DEFINITIONS

Code

User-generated code used to define the type of account. Commonly used codes are D (Display), C (Classified Transient or Liners) and CD (Classified Display).

Field Length: 5

Field Type: Alpha Numeric

Description

The meaning of the code, such as Display, Classified Transient or Classified Display.

Field Length: 40

Field Type: Alpha Numeric

Ad Group Codes

| Ad Group # | Description | Active |
|------------|----------------|---|
| | Not Applicable | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 1 | Food | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2 | Movies | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |

Figure 99 - Ad Group Codes

Access: Tables > Miscellaneous Code Tables > Ad Group Codes

Ad Group Codes are used to assign ads to a group within a section of the newspaper. This is an optional table depending on how your display pagination database is set up. Operators may create or delete ad groups as needed. For example, ad groups might be a food group or a living today group within Section C of the newspaper. Movies might be set up as a group. These ad group codes are used during the ad layout portion of the ad insertion entry to assign ads to a particular ad groups of the paper. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Ad Group #

User-generated code indicating a group within a section of the paper.

Field Length: 5

Field Type: Alpha Numeric

Description

The meaning of the code, such as the arts, auctions or health, living today, food group.

Field Length: 40

Field Type: Alpha Numeric

Active

Indicates whether or not this particular Ad Group Code is active. Some codes may be used only seasonally.

Field Length: 0

Field Type: Prompt

Ad Section Codes

| CODE | DESCRIPTION |
|------|----------------|
| 0 | Not Applicable |
| 1 | Local |
| 2 | Sports |
| 3 | Living |
| 4 | Business |
| 5 | Entertainment |
| 6 | Obits |
| 7 | Travel |
| 8 | Schools |
| | |
| | |
| | |
| | |
| | |

Figure 100 - Ad Section Codes

Access: Tables > Miscellaneous Code Tables > Ad Section Codes

Ad sections codes and descriptions are the codes used to relate to the actual sections of the newspaper (Sections A, B, C, Classified, etc.). These sections codes are used during the ad layout portion of the ad insertion entry to assign ads to a particular section of the paper. Sometimes ads are assigned because the advertiser requests a particular section while other times an ad (such as a funeral ad) belongs in a certain section. The same sections should be set up in you display pagination database. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

A user-generated code representing a particular ad section code.

Field Length: 2

Field Type: Numeric

Description

The meaning of the code, such as sports, classifieds, obituaries, etc..

Field Length: 40

Field Type: Alpha Numeric

FIELD DEFINITIONS

Code

User-generated code indicating the ad type.

Field Length: 2

Field Type: Numeric

Description

The meaning of the code, such as, tires or funerals.

Field Length: 40

Field Type: Alpha Numeric

Classification Codes

The screenshot shows a database window titled 'Ad Classifications' with a menu bar (Form, Edit, Database, Record, Field) and a toolbar. The main area displays 'Details for Ad Entry' with a table of classification codes. The table has the following columns: Class, Description, Default Rate Code, Default Sec. Code, Setting #, Contr. Credit Hold, Times Credit Hold, Mediate Size Code, Days To Run, Pre-Payment, and Active. The first row, '1000 ANNOUNCEMENTS', is highlighted in yellow. Below the table is a 'Batch Update Classification' button and a status bar showing 'arv 08/31/1998 07:33'.

| Class | Description | Default Rate Code | Default Sec. Code | Setting # | Contr. Credit Hold | Times Credit Hold | Mediate Size Code | Days To Run | Pre-Payment | Active |
|-------|---------------|-------------------|-------------------|-----------|--------------------|-------------------|-------------------|-------------|-------------|--------|
| 1000 | ANNOUNCEMENTS | ***** | 0 | 1 | ***** | ***** | STDAD | **** | Yes No | Yes No |
| 1010 | PRAVERS | ***** | 0 | 1 | ***** | ***** | STDAD | **** | Yes No | Yes No |
| 1020 | PUBLIC NOTICE | ***** | 0 | 1 | ***** | ***** | STDAD | **** | Yes No | Yes No |
| 1050 | ADOPTIONS | ***** | 0 | 1 | ***** | ***** | STDAD | **** | Yes No | Yes No |
| 1100 | CEMETRY LOTS | ***** | 0 | 1 | ***** | ***** | STDAD | **** | Yes No | Yes No |
| 1150 | ORGANIZATIONS | ***** | 0 | 1 | ***** | ***** | STDAD | **** | Yes No | Yes No |
| 1155 | HAPPY ADS | ***** | 0 | 1 | ***** | ***** | STDAD | **** | Yes No | Yes No |
| 1200 | HEALTHFITNESS | ***** | 0 | 1 | ***** | ***** | STDAD | **** | Yes No | Yes No |

Figure 102 - Classification Codes

Access: Tables > Miscellaneous Code Tables > Classification Codes

This screen allows the user to specify the classification codes used in the newspaper(s). It also allows the user to define default information for each classification. This function pre-fills the most likely answer for many questions during the ad taking process. Default answers can be changed by the ad rep during the ad taking process, but of course must fall within the publication's pre-defined rules. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Class

The code indicating the particular section of classified ads under which this ad would be placed. You will need to decide what length classification code you will want to use before you get started building this table, because this field is an alpha/numeric field which left justifies unlike a numeric field. For example, if your newspaper has classifications 0050 then enter 0050 here. If it has 050 then type 050 here. It is very important to be consistent because of the sorting order. If you had the following classification codes, 50, 050, 0050, 100, 0100, 200, and 200A, they would sort as follows: 0050, 0100, 050, 100, 200, 200A, 50. It sorts on the left most character first, then the second and so forth.

Field Length: 5 *Field Type: Alpha Numeric*

Description

The text description of this classification. This is only used to identify the classification during ad taking; it will not be the description used in the headers of the newspaper. Obvious abbreviations are recommended.

Field Length: 40 *Field Type: Alpha Numeric*

Default Rate Code

Specify the default rate code to be used with this classification. It can be left blank, but the system will require the user to fill in the field for each ad.

Field Length: 5 *Field Type: Alpha Numeric*

Default SIC Code

Specify the default SIC code to be used with this classification. It can be left blank and the SIC code from the advertiser master will then default during ad entry.

Field Length: 4 *Field Type: Numeric*

Setting #

Identifies a group of set up parameters for a classified ad. The settings associated with a setting number include line and column settings, relative spacing, indentation requirements and other print settings.

Field Length: 2 *Field Type: Numeric*

Contr. Credit Hold

Specify the contract credit hold default code to be used with this classification if pre-payment is required for this classification. If pre-payment is only required for Transient then set this field to 'A' (not applicable).

Field Length: 5 *Field Type: Alpha Numeric*

Trans. Credit Hold

Specify the Transient credit hold default code to be used with this classification if pre-payment is required for this classification.

Field Length: 5 *Field Type: Alpha Numeric*

Modular Size Code

Specify the modular size default code to be used with this classification. This is actually the IslandWrite Template code. This will determine which template is automatically loaded into IslandWrite so that the operator can begin taking the ad text.

Field Length: 5 *Field Type: Alpha Numeric*

Days To Run

Specify the default number of days to run to be used with this classification. If this field is set to 3 days for example, when entering a new ad the ad will be automatically be scheduled for 3 days. The user can override this field during ad entry if necessary.

Field Length: 3 *Field Type: Numeric*

Pre-Payment

User may indicate that a pre-payment is required for any ad taken in this classification before the ad will be allowed to run. The ad will be placed on the Contract or Transient credit hold code (above) until a payment is placed against the ad.

Field Length: 0 *Field Type: Prompt*

Active

Indicates whether or not this particular Classification Code is active. Some codes may be used only seasonally, or discontinued.

Field Length: 0 *Field Type: Prompt*

Company Group Codes

| GROUP | DESCRIPTION | ACTIVE |
|-------|----------------|------------|
| A | Not Applicable | ◆ Yes ▾ No |
| | | ◇ Yes ◇ No |

arv 07/16/1998 16:02

Figure 103 - Company Group Codes

Access: Tables > Miscellaneous Code Tables > Company Group Codes

Company group codes allow users to maintain multiple account balances and aging totals for an account. When multiple group codes are used for an account, they are often assigned to correspond with General Ledger Account Codes. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Group

User-generated code indicating a particular company group code.

Field Length: 5

Field Type: Alpha Numeric

Description

A text explanation for the code.

Field Length: 40

Field Type: Alpha Numeric

Active

Indicates whether or not this particular Company Group Code is active.

Field Length: 0

Field Type: Prompt

Contract Codes

Figure 104 - Contract Codes

Access: Tables > Miscellaneous Code Tables > Contract Codes

Contract codes are used to pre-define contractual commitments. The system uses information stored on the contract code table to reduce the amount of data operators must enter when a new contract is entered into the system. Operators enter a contract code in the contract maintenance screen and the system uses all of the information stored on this table to automatically fill in contractual commitment defaults for the new contract. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Contract Code

A user-generated code indicating the type of contract an advertiser has. Typical codes are DC (Display), CC (Classified Contract), NC (Non-Contract), CO (Color), and PR (Preprints). Sometimes it is necessary to have multiple codes for a display contract (for example DW (Display Weekly), DA (Display Annual)).

Field Length: 5 *Field Type: Alpha Numeric*

Contract Description

Text explanation of the contract code or the name appearing on screens and reports.

Field Length: 40 *Field Type: Alpha Numeric*

Default Commit Type

Default value associated with the contract code. Choose from Display, Class Display or Class.

Field Length: 0 *Field Type: Prompt*

Default Contract Type

Type code used to determine whether contract fulfillment is based on advertising inches, lines, frequency or dollars.

Field Length: 0 *Field Type: Prompt*

Default Commit Size

Default size or amount value to be defaulted for contracts based on dollars, inches or lines.

Field Length: 9 *Field Type: Amount*

Default Commit Inserts

Default number of inserts for this contract code.

Field Length: 3 *Field Type: Numeric*

Default Discount %

Standard discount percent offered for this contract code.

Field Length: 5 *Field Type: Amount*

Default Interval Units

Default commitment interval for the contract code. Choose from daily, weekly, monthly or annually.

Field Length: 0 *Field Type: Prompt*

Default Interval Number

Default interval number is used in conjunction with default interval unit to define how many days, weeks, months or years the contract valid for.

Field Length: 3 *Field Type: Numeric*

Default History Lines per inch

Default for history of lines per inch associated with this contract code.

Field Length: 1 *Field Type: Alpha Numeric*

Default History Columns per page

Default for history of columns per page associated with this contract code.

Field Length: 1 *Field Type:* Alpha Numeric

Convert Columns per page

Indicate whether or not columns per page should be converted for this contract code.

Field Length: 0 *Field Type:* Prompt

Update the Contract With

Gross dollars or net dollars may be posted to a contract to fulfill a commitment. This flag tells the system which to use for this contract code. If 'Net' is selected, after-discount amounts are posted to the contract to meet a commitment.

Default: Net Ad Price
Field Length: 0 *Field Type:* Prompt

Country Codes

| CODE | DESCRIPTION |
|------|----------------|
| A | Not Applicable |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

arv 07/16/199816:02

Figure 105 - Country Codes

Access: Tables > Miscellaneous Code Tables > Country Codes

Country codes are the abbreviations for country names. Country codes are stored on the country code table. The profit center also contains a default country code which is the country code most often used in addresses (generally your home country) which is automatically displayed in the country code field on addresses to further reduce the time required to enter an address. This is an optional table if all of your sales are within one country. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

Standard country abbreviation.

Field Length: 5

Field Type: Alpha Numeric

Description

A text explanation for the code.

Field Length: 40

Field Type: Alpha Numeric

Credit Card Codes

| CODE | DESCRIPTION |
|------|------------------|
| A | Not Applicable |
| AX | American Express |
| DI | Discover |
| MC | MasterCard |
| VI | Visa |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

arv 07/16/1998 16:02

Figure 106 - Credit Card Codes

Access: Tables > Miscellaneous Code Tables > Credit Card Codes

The credit card table lists all the credit cards accepted for payment. The table contains the full name of the credit card company and a short code used for data entry. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

The user generated abbreviation for the credit cards accepted for payment. Examples would be VI (Visa), MC (Master Card), AX (American Express), and DI (Discover).

Field Length: 2

Field Type: Alpha Numeric

Description

Name or description of the credit card.

Field Length: 40

Field Type: Alpha Numeric

Credit Collector Codes

The screenshot shows a database window titled 'Credit Collectors'. It has a menu bar with 'Form', 'Edit', 'Database', 'Record', 'Field', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a table with three columns: 'Code', 'Credit Collector Name', and 'Active'. The 'Active' column contains two radio buttons, 'Yes' and 'No'. The row for 'LAF' is highlighted in yellow. At the bottom of the window, there is a status bar showing 'arv', '12/24/1999', and '12:03'.

| Code | Credit Collector Name | Active |
|------|-----------------------------|---|
| A | Not Applicable | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| LAF | Linda A Finegan | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| VWA | VENGROFF, WILLIAMS & ASSOC. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |

arv 12/24/1999 12:03

Figure 107 - Credit Collector Codes

Access: Tables > Miscellaneous Code Tables > Credit Collector Codes

The credit collector table contains a listing of all the credit collectors used by the company. Credit collectors may be in-house personnel or outside agencies or individuals. Accounts may be assigned to a collector and aging reports may be printed in collector sequence so that all accounts for a collector (or agency) are grouped together. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

The user-generated abbreviation for the collection agency or individual.

Field Length: 5

Field Type: Alpha Numeric

Credit Collector Name

The name of the agency or individual.

Field Length: 30

Field Type: Alpha Numeric

Active

Indicates whether or not this particular Credit Collector Code is active.

Field Length: 0

Field Type: Prompt

Credit Hold Codes

| Code | Description | Active |
|-------|----------------------|---|
| A | Not Applicable | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| BD | BAD DEBT | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| OC | Over Credit Limit | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| PRPAY | PRE-PAYMENT REQUIRED | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

vld 10/06/1998 13:53

Figure 108 - Credit Hold Codes

Access: Tables > Miscellaneous Code Tables > Credit Hold Codes

Credit hold codes can be used to place an ad on hold when prepayment is a requirement because an account is new, because of a past credit problem or because the advertiser does not meet credit requirements. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

The user generated code associated with the reason for withholding credit. Common codes are, PRPAY for prepayment required, BAD for bad credit history and OVER for over the established credit limit.

Field Length: 5

Field Type: Alpha Numeric

Description

Text explanation of the reason for withholding credit.

Field Length: 30

Field Type: Alpha Numeric

Active

Indicates whether or not this particular Credit Hold Code is active.

Field Length: 0

Field Type: Prompt

Demographic Codes



Figure 109 - Demographic Codes

Access: Tables > Miscellaneous Code Tables > Demographic Codes

If a company wishes to collect demographic or survey type information on its advertisers, codes may be created for the collected information on the demographic code table. If demographic information is collected on advertisers, prompts for the information will be displayed on the demographics screen accessed from the Advertiser Master Maintenance function located on the Daily menu. Demographics codes can be created to track such items as annual sales volumes for advertisers, whether they are located within a prescribed zone or if they are members of a chamber of commerce or sponsors for a community project. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

The user-generated code associated with the demographic information.

Field Length: 5 *Field Type:* Alpha Numeric

Description

Text explanation of the demographic information.

Field Length: 40 *Field Type:* Alpha Numeric

Active

Indicates whether or not this particular Demographic Code is active

Field Length: 0 *Field Type:* Prompt

Geographic Areas

| GEO AREA | DESCRIPTION |
|----------|-----------------|
| A | Not Applicable |
| AJ | Apache Junction |
| CH | Chandler |
| EL MI | El Mirage |
| FLO | Florence |
| GI | Gilbert |
| GLEN | Glendale |
| GOLD | Gold Canyon |
| HIG | Higley |
| MESA | Mesa |
| OUT | Out of area |
| PEO | Peoria |
| PHX | Phoenix |
| PV | Paradise Valley |

arv 07/16/199816:02

Figure 110 - Geographic Codes

Access: Tables > Miscellaneous Code Tables > Geographic Areas

Geographic area codes are used to identify areas in which advertisers are located. There are many analysis reports that give the option to sort and report by geographical area. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

The user-generated code associated with the geographic area.

Field Length: 5

Field Type: Alpha Numeric

Description

Text name or description of the geographic area.

Field Length: 40

Field Type: Alpha Numeric

FIELD DEFINITIONS

Code

The user generated code associated with the immediate billing or invoicing.

Field Length: 1

Field Type: Alpha Numeric

Description

Text description of the billing frequency.

Field Length: 40

Field Type: Alpha Numeric

Modular Size Codes

| Code | Width | Height | Size | Description |
|--------|-------|--------|-------|--------------------|
| 1X2 | 1.00 | 2.00 | 2.00 | 1X2 STANDARD |
| 1X6 | 1.00 | 6.00 | 6.00 | 1X6 BOXED AD |
| 2X10 | 2.00 | 10.00 | 20.00 | STANDARD AD 2X10 |
| 2X2 | 2.00 | 2.00 | 4.00 | 2X2 Sig Ad |
| 2X4 | 2.00 | 4.00 | 8.00 | 2X4 Sig Ad |
| 4X2 | 4.00 | 2.00 | 8.00 | 4X2 Sig Ad |
| 4X4 | 4.00 | 4.00 | 16.00 | 4X4 Sig Ad |
| A | ***** | ***** | ***** | Not Applicable |
| BDRAD | 1.00 | 1.00 | 1.00 | Border Ad |
| HDR1 | 1.00 | 1.00 | 1.00 | header 1 - line |
| HDR2 | 1.00 | 1.00 | 1.00 | header - 2 - lines |
| HEADEI | 1.00 | 1.00 | 1.00 | HEADER - 3 LINES |

Figure 112 - Modular Size Codes

Access: Tables > Miscellaneous Code Tables > Modular Size Codes

The Modular Size Code screen has two uses. The first is to indicate standard width, height and size settings usually used for a display ad. The second is to obtain a template for classified ads when using IslandWrite to create the ad text. When modular size has any value other than “A” the user will not have access to the ad width, height or size fields.

Display ads (non-IslandWrite ads)

Some newspapers bill in modular sizing where only certain sizes can be sold. A table of these modular sizes can be created. This would allow the operator to enter the modular code and the Ad width, height and size will automatically be filled.

Classified ads (IslandWrite Ads)

This is the template code which defines the template as a 1, 2 or more column ad, fonts, borders and much more. The ad width, height, size, words, inches are retrieved from IslandWrite to fill in on the ad.

The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

The user-generated code associated with this modular size.

Field Length: 6 *Field Type: Alpha Numeric*

Width

The width or number of columns associated with this modular size code.

Field Length: 4 *Field Type: Amount*

Height

The height associated with this modular size code.

Field Length: 9 *Field Type: Amount*

Size

The ad size associated with this modular size code (usually width multiplied by height).

Field Length: 9 *Field Type: Amount*

Description

The text explanation of the modular size.

Field Length: 20 *Field Type: Alpha Numeric*

FIELD DEFINITIONS

Code

The user-generated code associated with this group of addresses.

Field Length: 5

Field Type: Alpha Numeric

Description

Text description or name of the addresses associated with this code.

Field Length: 40

Field Type: Alpha Numeric

FIELD DEFINITIONS

Code

The user-generated code associated with this product.

Field Length: 5

Field Type: Alpha Numeric

Description

Text description or name of the product.

Field Length: 40

Field Type: Alpha Numeric

Salesperson Codes

| CODE | NAME |
|------|----------------|
| A | Not Applicable |
| AR | Amy Robbins |
| HA | Harry Archer |
| JB | Jerry Bennette |
| JC | Janice Cramer |
| JS | Jammie Smith |
| KH | Karen Holmes |
| KM | Ken Martin |
| LF | Lana Finche |
| LN | Larry Nelson |
| LV | Lisa VanAllan |
| ML | Murray Lane |
| MS | Missy Smith |
| NP | Ned Parker |

arv 07/16/1991 16:02

Figure 115 - Salesperson Codes

Access: Tables > Miscellaneous Code Tables > Salesperson Codes

This is the code assigned to individual salespeople. The code will be assigned to advertiser masters, contracts, ads and transactions. It is suggested to create codes other than the salespersons initials to save having to change codes should a salesperson leave. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

The user-generated code associated with this salesperson.

Field Length: 5

Field Type: Alpha Numeric

Description

Name of the salesperson.

Field Length: 30

Field Type: Alpha Numeric

Sales Territory Codes

| TERRITORY | DESCRIPTION | ACTIVE |
|-----------|----------------|---|
| A | Not Applicable | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |

arv 07/16/199816:02

Figure 116 - Sales Territory Codes

Access: Tables > Miscellaneous Code Tables > Sales Territory Codes

Sales territory codes are used to group salespeople together for reporting purposes. The territory could be by departments (Classified and Display), or actual geographical territories or by managers over groups of salespeople. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Territory

The user-generated code associated with the sales territory.

Field Length: 5

Field Type: Alpha Numeric

Description

Name or text explanation of the sales territory.

Field Length: 40

Field Type: Alpha Numeric

Active

Indicates whether or not this particular Sales Territory Code is active.

Field Length: 0

Field Type: Prompt

SIC Codes

The screenshot shows a software window titled "SIC Codes". It has a menu bar with "Form", "Edit", "Database", "Record", "Field", and "Help". Below the menu bar is a toolbar with several icons. The main area contains a table with two columns: "CODE" and "DESCRIPTION". The first row is highlighted in yellow and contains a small icon in the code column and "Not Applicable" in the description column. The following rows contain numeric codes and their corresponding descriptions. At the bottom of the window, there is a status bar showing "arv 07/16/1998 16:02".

| CODE | DESCRIPTION |
|---|---------------------|
|  | Not Applicable |
| 5 | Home Furnishings |
| 6 | Floor Coverings |
| 7 | Plumbing Supplies |
| 8 | Electrical Supplies |
| 9 | Hardware - General |
| 11 | Groceries |
| 12 | Variety Stores |
| 13 | Department Stores |
| 14 | Shoes - Men's |
| 15 | Shoes - Women's |
| 16 | Clothing - Men's |
| 17 | Clothing - Women's |

Figure 117 - SIC Codes

Access: Tables > Miscellaneous Code Tables > SIC Codes

SIC codes are used to group advertisers from related industries together for analytical purposes. SIC code is an abbreviation for “Standard Industry Code”. Although this terminology is used in the system, it is not necessary to use true SIC codes. Any alternate numeric coding system may be used. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

The user-generated or standard code associated with the industries being grouped together.

Field Length: 4

Field Type: Alpha Numeric

Description

Name or text explanation of the industries being grouped together.

Field Length: 40

Field Type: Alpha Numeric

Tearsheet Codes

| CODE | DESCRIPTION |
|------|----------------|
| A | Not Applicable |
| M | Monthly |
| W | Weekly |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

arv 07/16/199816:02

Figure 118 - Tearsheet Codes

Access: Tables > Miscellaneous Code Tables > Tearsheet Codes

The user may use this table to build tearsheet codes such as ‘M’ for an advertiser who wants tearsheets sent monthly or ‘W’ for an advertiser who wants tearsheets sent weekly. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

The user-generated code associated with the frequency or delivery of tearsheets.

Field Length: 1

Field Type: Alpha Numeric

Description

Text explanation of the tearsheet code.

Field Length: 40

Field Type: Alpha Numeric

FIELD DEFINITIONS

Code

The user-generated code associated with the dispute.

Field Length: 5

Field Type: Alpha Numeric

Description

Text explanation of the dispute.

Field Length: 40

Field Type: Alpha Numeric

FIELD DEFINITIONS

Class Code

The code indicating the particular section of classified ads under which this ad would be placed.

Field Length: 5

Field Type: Alpha Numeric

Seq. Number

The order in which the question should be asked or will be displayed.

Field Length: 9

Field Type: Numeric

Upsell Prompts

Common questions an ad representative might ask a person placing an ad.

Field Length: 40

Field Type: Alpha Numeric

Wait Reason Codes

| Code | Description | Active |
|-------|---------------------|---|
| A | Not Applicable | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| HOLD | Not Applicable | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| QT | Quotation Only | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| INT | Interupt/Incomplete | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| WP | WAITING PAYMENT | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| REF | REFUND | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| COPY | Awaiting Copy | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ART | Awaiting Art | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| PROOF | Proof Required | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| NEW | New Sales Rep | <input type="checkbox"/> Yes <input type="checkbox"/> No |

tw 01/22/1999 12:08

Figure 121 - Wait Reason Codes

Access: Tables > Miscellaneous Code Tables > Wait Reason Codes

This table allows the user to define different reasons for placing an ad on hold for non-financial reasons. Typical wait reason codes are: ART (waiting for art work), LOGO (waiting for logo), PROOF (waiting on a proof from the advertiser), and QUOTE (ad was entered to quote a price). The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

The user generated code associated with this wait reason.

Field Length: 5

Field Type: Alpha Numeric

Description

Text explanation of the reason the ad is on hold.

Field Length: 40

Field Type: Alpha Numeric

Active

Indicates whether or not this particular Wait Reason Code is active.

Field Length: 1

Field Type: Prompt

Zone and Sub-Zone Codes

The screenshot displays a database application window titled "Publication Zones". It contains two data tables. The first table, labeled "ZONE", has two columns: "ZONE" and "DESCRIPTION". The second table, labeled "SUB-ZONE", has two columns: "SUB-ZONE" and "SUB-ZONE DESCRIPTION". Both tables show a single entry with the value "A" in the first column and "Not Applicable" in the second column. The application interface includes a menu bar with options like "Form", "Edit", "Database", "Record", "Field", and "Help", and a toolbar with various icons. The status bar at the bottom of each table indicates the user "ary" and the date/time "07/16/1998 16:02".

| ZONE | DESCRIPTION |
|------|----------------|
| A | Not Applicable |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| SUB-ZONE | SUB-ZONE DESCRIPTION |
|----------|----------------------|
| A | Not Applicable |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Figure 122 - Zone and Sub-zone Codes

Access: Tables > Miscellaneous Code Tables > Zone and Sub-Zone Codes

The Publication Zone Table allows operators to establish distribution zones for a publication. Operators should only enter zone information when a publication has more than one distribution zone. Sub-zones can be used to divide large distribution zones.

An example of a Zone and Sub-zone are: A zone may be 'Worldwide.' The 'Worldwide' zone may also cover sub-zones such as 'Domestic,' 'Europe,' or 'Pacific.' These three are sub-zone of the 'Worldwide' zone. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Zone

The code associated with this particular distribution zone.

Field Length: 4 *Field Type:* Alpha Numeric

Description

Name or text explanation of the distribution zone associated with this code.

Field Length: 40 *Field Type:* Alpha Numeric

Sub-zone

The code associated with a particular division of the distribution zone.

Field Length: 4 *Field Type:* Alpha Numeric

Sub-zone Description

Name or text explanation of the distribution zone division associated with this code.

Field Length: 40 *Field Type:* Alpha Numeric

Zip Codes

| State | City | Zip Code |
|-------|-----------------|----------|
| AZ | APACHE JUNCTION | 85219 |
| AZ | CHANDLER | 85224 |
| AZ | GILBERT | 85233 |
| AZ | GILBERT | 85234 |
| AZ | GLENDALE | 85308 |
| AZ | GLENDALE | 85310 |
| AZ | GOLD CANYON | 85220 |
| AZ | MESA | 85201 |
| AZ | MESA | 85205 |
| AZ | MESA | 85206 |
| AZ | MESA | 85200 |
| AZ | PARADISE VALLEY | 85253 |
| AZ | PEORIA | 85345 |
| AZ | PEORIA | 85382 |
| AZ | PHOENIX | 85022 |
| AZ | PHOENIX | 85023 |
| AZ | PHOENIX | 85032 |
| AZ | SCOTTSDALE | 85251 |
| AZ | SCOTTSDALE | 85254 |
| AZ | SCOTTSDALE | 85257 |
| AZ | SUN CITY | 85351 |
| AZ | SUN CITY WEST | 85375 |
| AZ | SUN LAKES | 85248 |
| AZ | SURPRISE | 85374 |
| AZ | TEMPE | 85281 |
| AZ | YOUNGTOWN | 85363 |

Figure 123 - ZIP Codes

Access: Tables > Miscellaneous Code Tables > Zip Codes

This table allows users to list commonly used zip codes associated with a particular city and state. The system automatically associates a particular zip code with a particular city and state and fills in the city and state reducing the amount of keying necessary and mistakes made. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

State

The state associated with the zip code.

Field Length: 2

Field Type: Alpha Numeric

City

The city associated with the zip code.

Field Length: 50

Field Type: Alpha Numeric

Zip Code

The zip code associated with this city and state.

Field Length: 5

Field Type: Alpha Numeric

Period Maintenance

| PERIOD | START DATE | END DATE |
|--------|------------|------------|
| 200106 | 06/01/2001 | 06/30/2001 |
| 200105 | 05/01/2001 | 05/31/2001 |
| 200104 | 04/01/2001 | 04/30/2001 |
| 200103 | 03/01/2001 | 03/31/2001 |
| 200102 | 02/01/2001 | 02/28/2001 |
| 200101 | 01/01/2001 | 01/31/2001 |
| 200012 | 12/01/2000 | 12/31/2000 |
| 200011 | 11/01/2000 | 11/30/2000 |
| 200010 | 10/01/2000 | 10/31/2000 |
| 200009 | 09/01/2000 | 09/30/2000 |
| 200008 | 08/01/2000 | 08/31/2000 |
| 200007 | 07/01/2000 | 07/31/2000 |
| 200006 | 06/01/2000 | 06/30/2000 |
| 200005 | 05/01/2000 | 05/31/2000 |
| 200004 | 04/01/2000 | 04/30/2000 |
| 200003 | 03/01/2000 | 03/31/2000 |

amg 09/08/1996 22:58 [Print Period Listing](#)

Figure 124 - Period Maintenance

Access: Tables > Period Maintenance

This table contains the starting and ending dates for each of your accounting periods for each profit center. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Period

The period is the period within a calendar year, not to be confused with a fiscal year. Period consists of a four digit year and a 2 digit period, usually month (January 1999 = 199901, February 1999 = 199902, March 1999 = 199903, etc.). The reason the 2 digit period is *usually* month is because you may have a 13 period year (if you are using 4 week periods), which then allows for 199913. The period has nothing to do with the fiscal year; that is set up in a separate field (If your fiscal year starts in June then the first period of your fiscal year in 1999 would be 199906 through 200005).

Default: Once the first is entered the next is automatically calculated based on a calendar period.

Field Length: 6 *Field Type:* Numeric

Start Date

The beginning date for this accounting period for this profit center.

Default: Last end date +1

Field Length: 10 *Field Type:* Date

End Date

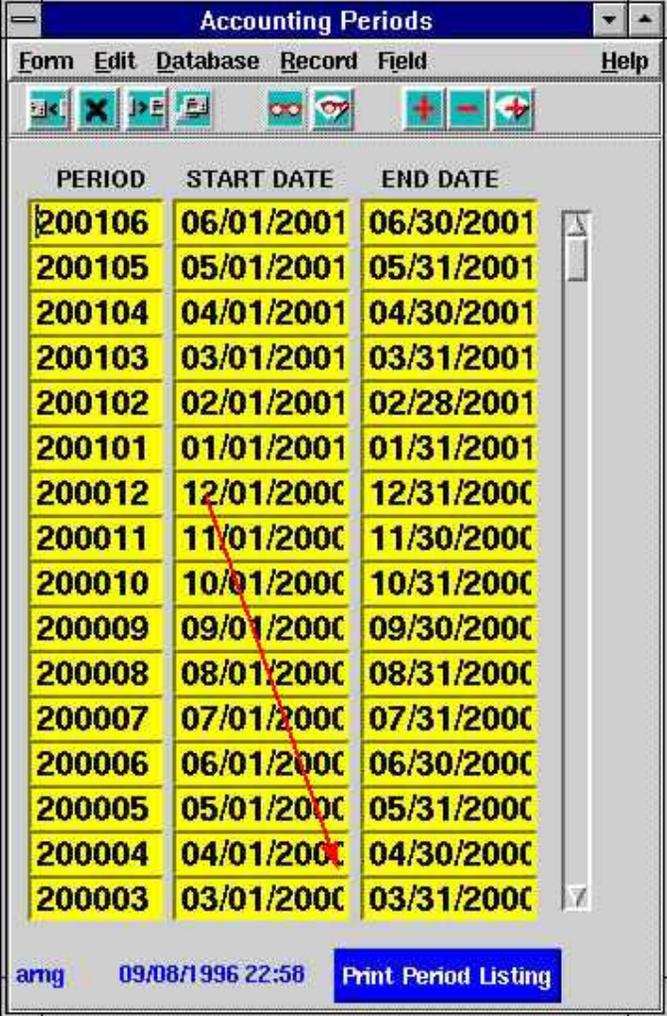
The ending date for this accounting period for this profit center.

Default: Calendar month-end

Field Length: 10 *Field Type:* Date

SUB-SCREENS / BUTTON COMMANDS

Beneath the Period Maintenance screen is one sub-screen or button command: Print Period Listing.
To activate the screens/buttons, click on the appropriate box.



The screenshot shows a software window titled "Accounting Periods". The window has a menu bar with "Form", "Edit", "Database", "Record", "Field", and "Help". Below the menu bar is a toolbar with several icons. The main area of the window contains a table with three columns: "PERIOD", "START DATE", and "END DATE". The table lists 18 accounting periods, with the first row (200106) highlighted in yellow. A red arrow points from the "200011" row to the "Print Period Listing" button at the bottom of the window. The status bar at the bottom left shows "amg" and "09/08/1996 22:58".

| PERIOD | START DATE | END DATE |
|--------|------------|------------|
| 200106 | 06/01/2001 | 06/30/2001 |
| 200105 | 05/01/2001 | 05/31/2001 |
| 200104 | 04/01/2001 | 04/30/2001 |
| 200103 | 03/01/2001 | 03/31/2001 |
| 200102 | 02/01/2001 | 02/28/2001 |
| 200101 | 01/01/2001 | 01/31/2001 |
| 200012 | 12/01/2000 | 12/31/2000 |
| 200011 | 11/01/2000 | 11/30/2000 |
| 200010 | 10/01/2000 | 10/31/2000 |
| 200009 | 09/01/2000 | 09/30/2000 |
| 200008 | 08/01/2000 | 08/31/2000 |
| 200007 | 07/01/2000 | 07/31/2000 |
| 200006 | 06/01/2000 | 06/30/2000 |
| 200005 | 05/01/2000 | 05/31/2000 |
| 200004 | 04/01/2000 | 04/30/2000 |
| 200003 | 03/01/2000 | 03/31/2000 |

amg 09/08/1996 22:58 **Print Period Listing**

Print Period Listing

For information on this section, refer to our Menus / Screens / Reports book.



Figure 125 - Print Period Listing (Period Maintenance)

FIELD DEFINITIONS

Code

The code assigned to a publication (DV=Daily Voice, PV=Point of View, etc.).

Field Length: 4 *Field Type:* Alpha Numeric

Name

Enter the full name associated with the publication code.

Field Length: 40 *Field Type:* Alpha Numeric

Run Schedule

Clicking the arrow at the end of this field will display a list of possible run schedules to select from.

Supported run schedules are daily, weekly, bi-weekly and monthly.

Default: Daily

Field Length: 0 *Field Type:* Drop-down List

Bi-weekly/Monthly Start Date

Enter the starting date for the publication if this publication is a monthly or bi-weekly publication. For monthly and bi-weekly publications a date is needed so that the next publication date can be calculated and validated.

Field Length: 10 *Field Type:* Date

Run Days SMTWTFS

A publishing week of Sunday through Saturday is displayed in abbreviated form on the screen.

Clicking on the box under the day indicates that a publication runs on that day. Select each of the days on which the publication will run. For example, if a weekly publication runs every Wednesday, select the abbreviation for that day (W). If a daily publication runs Monday through Saturday, then all of the boxes except 'S' (Sunday) should be checked.

Default: All Off

Field Length: 0 *Field Type:* Prompt

Driver Sequence

Driver sequence numbers are a unique numbering system that allows the user to determine the order in which the publications will be listed on the ad insertion order maintenance. The publication list is displayed in driver sequence order, usually to match insertion order tickets. Duplicate sequence numbers are not permitted. To re-number the driver sequence, you will need to first change driver sequence number 1 to some unused number, like 99 (basically to move it out of the way) before you begin renumbering.

Field Length: 4 *Field Type:* Numeric

Active

Indicates whether or not this publication code is active. Active publications are listed on the ad insertion entry screen as a run option. Inactive publications are skipped.

Default: Yes

Field Length: 0 *Field Type:* Prompt

SUB-SCREENS / BUTTON COMMANDS

Beneath the Publications/Zones/Editions/Holidays main screen are several sub-screens or button commands: Zones, Editions, Holidays, Publication Information, and Listing. To activate the screens/buttons, click on the appropriate box.

| CODE | NAME | Run Schedule | Bi-wkly/Monthly | Start Date | S | M | T | W | T | F | S | Driver Seq | Active |
|------|--------------------------|--------------|-------------------------------------|------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------|--------|
| PV | Point Of View | Weekly | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 | Yes |
| CG | Capital Guide | Weekly | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | Yes |
| SC | State Congressional News | Weekly | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 | Yes |
| AM | Albany Media Report | Weekly | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | Yes |
| AR | Albany Register | Weekly | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 | Yes |
| SUP | State University Paper | Weekly | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6 | Yes |
| DV | Daily Voice | Daily | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | 7 | Yes |
| | | | <input type="checkbox"/> | | <input type="checkbox"/> | | Yes |
| | | | <input type="checkbox"/> | | <input type="checkbox"/> | | Yes |

Buttons: Zones, Editions, Holidays, Publication Information, Listing

Status: inv. 12/02/1999 19:34

Zones

The zone maintenance screen is used to maintain zone and sub-zone information for publications. The publication zone table allows operators to establish distribution zones for a publication. Operators should only enter zone information when a publication has more than one distribution zone.

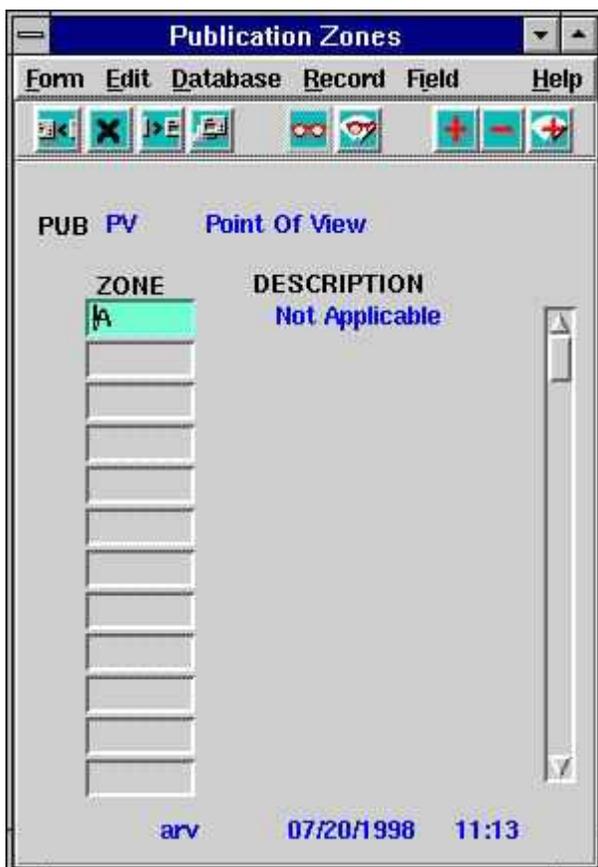


Figure 127 - Zones (Publications / Zones / Editions / Holidays)

Zone - The user-generated code associated with this particular zone.

Default: A

Field Length: 4

Field Type: Alpha Numeric

Description - The text name or explanation of the zone associated with this zone code.

Field Length: 40

Field Type: Alpha Numeric

Editions

The publications edition entry form enables the user to define editions for a publication and to establish whether the edition is active or not. Editions are used mostly for the pagination of the newspaper.

Generally editions are set up as follows: 97 Classified, 98 Classified Display, 99 Display. Editions 1 through 96 are then used for special tabs and sections that will be laid out separate from the rest of the paper. For example, a Football tab is part of display but because it is going to be laid out separately by pagination it will have it's own edition so you may post these ads as their own list to pagination.

| NUMBER | DESCRIPTION | ACTIVE |
|--------|-------------------|---|
| 1 | Retail | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2 | Class Display | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 97 | Classified Liners | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 98 | Preprints | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |
| | | <input type="radio"/> Yes <input type="radio"/> No |

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Figure 128 - Editions (Publications / Zones / Editions / Holidays)

Number - Identifies the edition for a publication.

Field Length: 2 *Field Type: Numeric*

Description - Text name or explanation of the edition associated with the edition number.

Field Length: 40 *Field Type: Alpha Numeric*

Active - Indicates whether or not this edition number is active.

Field Length: 0 *Field Type: Prompt*

Holidays

Dates for holidays or other non-publishing days should be entered at the beginning of the year using the publications holiday entry form. The publications holiday entry form prompts the user to enter the date of the holiday. The system reviews the normal publishing schedule for the publication and if the date entered falls on a day when it would normally not publish, the software will prompt the user to indicate whether it will publish or not. Users may then override the normal schedule. If the date falls on a day where the publication would normally run, the software will allow the operator to establish the date as a non-publishing day. It is important to enter the holiday schedule before ads are entered on these dates.



Figure 129 - Holidays (Publications / Zones / Editions / Holidays)

Date - Enter the date for which the normal publishing schedule will not be observed. Upon entering the date, the software will display the day of the week for the date. If the date falls on a day on which the publication would not normally publish, a warning message is displayed. Users may elect to set the Run flag to 'Yes' if they plan a special edition for that date or to select 'No' if the edition was not scheduled to run on that date and no changes are necessary.

Field Length: 10 Field Type: Date

Run - Indicates whether or not a special edition is planned for this particular holiday.

Field Length: 0 Field Type: Prompt

Description - Enter a text name or explanation for the holiday or non-publishing date.

Field Length: 40 Field Type: Alpha Numeric

Publication Information

Add or modify other pertinent information about each publication.

| Field Name | Value |
|--------------------|---------------|
| Publication | PV |
| Point Of View | Point Of View |
| Layout Sequence | 1 |
| Layout Pub | ***** |
| Front End Pub | ***** |
| Allocation Amount | 6.00 |
| Group Code | A |
| GL Profit Center | ***** |
| Circulation Amount | 26000 |

Figure 130 - Publication Information (Publications / Zones / Editions / Holidays)

Publication - The publication code associated with this particular publication. This is a Display only field.

Layout Sequence - Position in which this publication is forwarded to layout (1 for the publication that goes to layout first, 2 for the publication that goes to layout second, etc).

Field Length: 4 *Field Type:* Numeric

Layout Pub - The code associated with this publication in the other vendors' display layout Pagination database.

Field Length: 4 *Field Type:* Alpha Numeric

Front End Pub - The code associated with this publication in the other vendors' classified database. Only enter if not using the classified within the Total Advertising application.

Field Length: 4 *Field Type:* Alpha Numeric

Allocation Amount - This is the method of allocating dollars when a rate is set to allocate by percentage, a flat additional amount is added or flat charge override is entered on an ad. This number is basically a weighted factor; a percentage is calculated from this number and then used to allocate the net ad price. For example, if an ad is running in three publications, some users choose to enter the display open rate in this field using the logic that the rates were originally based on circulation or some factor as such.

| | | | | |
|----------------|----------------|----------------|----------------|----------------|
| Pub 1 - \$5.00 | Pub 2 - \$7.00 | Pub 3 - \$5.50 | Pub 4 - \$6.00 | Pub 5 - \$6.50 |
|----------------|----------------|----------------|----------------|----------------|

This ad is running in publications 1, 3 and 5 for a total price of \$85.00. The pricing routine would add all three allocation amounts together (\$5.00 + \$5.50 + \$6.50 = \$17.00). The allocation across each publication would be:

| | | | |
|--------|----------------|-----------------|---------|
| Pub 1: | 5.00 / 17.00 = | .30% of 85.00 = | \$25.50 |
| Pub 2: | 5.50 / 17.00 = | .32% of 85.00 = | \$27.20 |
| Pub 3: | 6.50 / 17.00 = | .38% of 85.00 = | \$32.30 |

Default: 100.00

Field Length: 5

Field Type: Amount

Group Code - A profit center or company group code that this publication is reported to. Only use this field if company group codes are used.

Field Length: 5

Field Type: Alpha Numeric

GL Profit Center - The general ledger profit center associated with this publication. Only use this field if the general ledger is based on publication not profit center.

Field Length: 2

Field Type: Numeric

Circulation Amount - Circulation amount is another method of allocating revenue amongst publications. Enter the circulation for each publication here and set the allocation type on rates to be by circulation as opposed to allocation percentage and this field will be used to allocate. The allocation method is just like Allocation Amount above. Refer to that example for calculations.

Field Length: 9

Field Type: Numeric

Print Listing

For information on this section, refer to our Menus / Screens / Reports book.



Figure 131 - Print Listing (Publications / Zones / Editions / Holidays)

Publication Schedule Links Maintenance

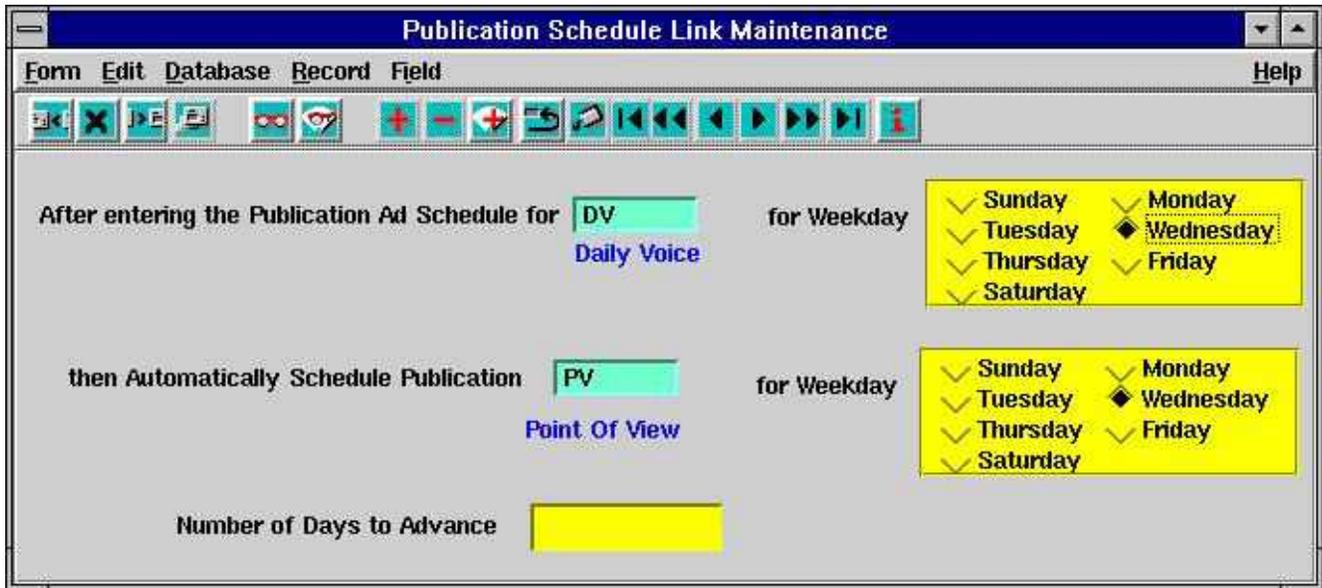


Figure 132 - Publication Schedule Links Maintenance

Access: Tables > Publication Schedule Links Maintenance

Publications Schedule Links Maintenance is the fourth selection in the **TABLES** menu. Linked publication days allows the user to set up automatic scheduling. When and ad runs in multiple publications, this determines how will it run. Once the ad is scheduled in one publication. based on the information in this table it should be able to automatically schedule the ad into other publications, even if one is a daily and others are weeklies. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

After Entering the Publication Ad Schedule for

Enter the original publication in which the ad is to be run.

Field Length: 4 *Field Type: Alpha Numeric*

for Weekday

Activate the flags for the days on which the ad is to be run in the original publication.

Field Length: 0 *Field Type: Prompt*

then Automatically Schedule Publication

Enter the publication code that is to be linked to the original publication.

Field Length: 4 *Field Type: Alpha Numeric*

for Weekday

Activate the flags for the days on which the ad will be run in the linked publication

Field Length: 0 *Field Type: Prompt*

Number of Days to Advance

Enter the number of days between linked running cycles.

Field Length: 3 *Field Type: Numeric*

Ad Settings Maintenance

Figure 133 - Ad Settings Maintenance

Access: Tables > Ad Settings Maintenance

The ad settings table supports the definition of a number of ad print templates. Each template is assigned a unique number (called an Ad Setting Number) which can be used to identify the template and eliminate the need to enter individual printing instructions each time an ad is processed. Operators can create as many setting templates as needed to process a standard mix of ads handled by the publication. In addition to storing basic print set up information, templates can be classified as either being active or inactive. If an ad setting number is classified as inactive, ads may not be processed using the template. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Setting Number

Identifies a group of set up parameters for a classified ad. The settings associated with a setting number include line and column settings, relative spacing, indentation requirements and other print settings.

Field Length: 2 *Field Type: Numeric*

Font

The name of the font to be used for the Ad Setting Number.

Field Length: 40 *Field Type: Alpha Numeric*

Initial Settings

Line Height - Enter the point size for the line height to be associated with this Ad Setting Number.

Field Length: 5 *Field Type: Amount*

Column Width - Enter the column width to be associated with this Ad Setting Number.

Field Length: 6 *Field Type: Amount*

Gutter Width - Enter the gutter width to be associated with this Ad Setting Number.

Field Length: 4 *Field Type: Amount*

Lines/Inch for Contract Ads - Enter the number of lines per inch to be associated with the Ad Setting Number.

Field Length: 4 *Field Type: Amount*

Indentation

First Line - Enter the indentation factor for the first line of the ad.

Field Length: 5 *Field Type: Amount*

Subsequent Lines - Enter the indentation factor to be applied to all other lines in the ad.

Field Length: 5 *Field Type: Amount*

Relative Spacing

Relative Character - Enter the number of relative characters to be associated with this Ad Setting Number.

Field Length: 3 *Field Type: Numeric*

Relative Word - Enter the number of relative words to be associated with this Ad Setting Number.

Field Length: 3 *Field Type: Numeric*

Relative Leading - Enter the number for Relative Leading to be associated with this Ad Setting Number.

Field Length: 2 *Field Type: Numeric*

External Print Spacing

Top Margin - Enter the setting for the top margin to be associated with this Ad Setting Number.

Field Length: 4 *Field Type: Amount*

Bottom Margin - Enter the setting for the bottom margin to be associated with this Ad Setting Number.

Field Length: 4 *Field Type: Amount*

Rule Size - Enter the setting to be used for Rule Size for this Ad Setting Number.

Field Length: 4 *Field Type: Amount*

Print Settings

Column/Page Height - Enter the column/page height setting in points to be applied to this Ad Setting Number. The system will automatically convert the setting to inches for display on the screen.

Field Length: 6 *Field Type: Amount*

Columns per Page - Enter the maximum number of columns per page for the Ad Setting Number.

Field Length: 2 *Field Type: Numeric*

Page Width - Enter the setting to be used for page width for this Ad Setting Number.

Field Length: 6 *Field Type: Amount*

Active Setting

Indicates whether or not the Ad Setting Number is active. Some settings may only be used occasionally.

Field Length: 0 *Field Type: Prompt*

SUB-SCREENS / BUTTON COMMANDS

Beneath the Agencies screen is one sub-screen or button command: Setting Listing. To activate the screens/buttons, click on the appropriate box.

Classified Settings: Table Maintenance

Form Edit Database Record Field Help

Setting No 0 Font Not Applicable

INITIAL SETTINGS

Line Height *****
Column Width *****
Gutter Width *****
Lines/Inch for contract ads *****

RELATIVE SPACING

Relative Character *****
Relative Word *****
Relative Leading 1

INDENTATION

First Line *****
Subsequent Lines *****

EXTERNAL PRINT SPACING

Top Margin *****
Bottom Margin *****
Rule Size *****

PRINT SETTINGS

Points Inches
Column/Page Height ***** 0.0
Columns per Page *****
Page Width ***** 0.0

Active Setting #
Yes No

Setting Listing

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Setting Listing

For information on this section, refer to our Menus / Screens / Reports book.



Figure 134 - Setting Listing (Ad Settings Maintenance)

Space Groups / Categories / GL Accounts

The screenshot shows a software window titled "Space Summary Maintenance" with a menu bar (Form, Edit, Database, Record, Field) and a toolbar. It contains three main sections:

- SPACE SUMMARY GROUP MAINTENANCE:** A table with columns: GROUP, DESCRIPTION, TYPE CODE, and ACTIVE.

| GROUP | DESCRIPTION | TYPE CODE | ACTIVE |
|-------|----------------------------|-----------|--------|
| 1 | Classified | Rate Pay | Yes No |
| 200 | PAYMENTS | Rate Pay | Yes No |
| 210 | ADJUSTMENTS | Rate Pay | Yes No |
| 90000 | FIN CHG, AGC DSC, BILL FEE | Rate Pay | Yes No |
| 2 | Display | Rate Pay | Yes No |
- SPACE SUMMARY CATEGORIES:** A table with columns: CATEGORY, DESCRIPTION, and ACTIVE.

| CATEGORY | DESCRIPTION | ACTIVE |
|----------|-----------------|--------|
| 1 | Open Inch Rates | Yes No |
| 2 | 6 Week Inch | Yes No |
| 3 | 13 week Inch | Yes No |
| 4 | 26 week Inch | Yes No |
| 5 | 52 week Inch | Yes No |
| 6 | Sig Ads | Yes No |
| 7 | Tearsheets | Yes No |
| 8 | Bold | Yes No |
| 9 | Symbols | Yes No |
- SPACE SUMMARY GENERAL LEDGER CODES:** A table with columns: PUB, ZONE, DEBIT ACCOUNT, and CREDIT ACCOUNT. The first row is highlighted in yellow.

At the bottom right of the window is a "Print List" button.

Figure 135 - Space Groups / Categories / GL Accounts

Access: Tables > Space Groups / Categories / GL Accounts

The Space Summary Maintenance Screen is used to maintain the tables used to create the Space Summary Report. The Space Summary report is a report that is designed by you the user to report sales revenue and lineage, payments, adjustments and discounts all on one summary report. This is accomplished by grouping and categorizing payment codes, flat codes and rate codes into user defined categories. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Space Summary Group Maintenance

Group - Assign a number to this group. A group can be as simple as two groups (Charges and Payments/Adjustments/Discounts) or it could be many (Display Charges, Classified Charges, Display Payments/Adj/Disc, Classified Payments/Adj/Disc). Most users use charges and payments.

Field Length: 5 *Field Type: Numeric*

Description - Description or name of the Space Group code to appear on reports and screens.

Field Length: 40 *Field Type: Alpha Numeric*

Type Code - Indicate whether the space group is a rate code or a pay code group. Flat Additional charges fall into the Rate category.

Default: Rate

Field Length: 0 *Field Type: Prompt*

Active - Indicate whether or not the group code is active.

Default: Yes

Field Length: 0 *Field Type: Prompt*

Space Summary Categories

Category - Enter the code for the type of advertising category associated with this group code, for example, local display, classified, color or preprints.

Field Length: 4 *Field Type: Numeric*

Description - Enter the text explanation for the category associated with this group code.

Field Length: 40 *Field Type: Alpha Numeric*

Active - Indicate whether or not the category is active.

Field Length: 0 *Field Type: Prompt*

Space Summary General Ledger Codes

Pub - Assign a publication that the category may run. The purpose of this is to associate general ledger numbers for each publication.

Double-click Option

Field Length: 4 *Field Type: Alpha Numeric*

Zone - Enter the distribution zone associated with this publication.

Double-click Option

Field Length: 4 *Field Type: Numeric*

Debit Account - Account number in General Ledger System to which debit for this category should be posted. The format and number of characters entered in this field is determined by the account structure set up in the General Ledger System.

Field Length: 18 *Field Type: Alpha Numeric*

Credit Account - Account number in General Ledger System to which credit for this category should be posted. The format and number of characters entered in this field is determined by the account structure set up in the General ledger System.

Field Length: 18 *Field Type: Alpha Numeric*

SUB-SCREENS / BUTTON COMMANDS

Beneath the Agencies screen is one sub-screen or button command: Print List. To activate the screens/buttons, click on the appropriate box.

Space Summary Maintenance

Form Edit Database Record Field Help

SPACE SUMMARY GROUP MAINTENANCE

| GROUP | DESCRIPTION | TYPE CODE | ACTIVE |
|-------|----------------------------|--------------|------------|
| 1 | Classified | ◆ Rate \ Pay | ◆ Yes \ No |
| 200 | PAYMENTS | \ Rate ◆ Pay | ◆ Yes \ No |
| 210 | ADJUSTMENTS | \ Rate ◆ Pay | ◆ Yes \ No |
| 90000 | FIN CHG. AGC DSC. BILL FEE | ◆ Rate \ Pay | ◆ Yes \ No |
| 2 | Display | ◆ Rate \ Pay | ◆ Yes \ No |

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SPACE SUMMARY CATEGORIES

| CATEGORY | DESCRIPTION | ACTIVE |
|----------|-----------------|------------|
| 1 | Open Inch Rates | ◆ Yes \ No |
| 2 | 6 Week Inch | ◆ Yes \ No |
| 3 | 13 week Inch | ◆ Yes \ No |
| 4 | 28 week Inch | ◆ Yes \ No |
| 5 | 52 week Inch | ◆ Yes \ No |
| 6 | Sig Ads | ◆ Yes \ No |
| 7 | Tearsheets | ◆ Yes \ No |
| 8 | Bold | ◆ Yes \ No |
| 9 | Symbols | ◆ Yes \ No |

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SPACE SUMMARY GENERAL LEDGER CODES

| PUB. | ZONE | DEBIT ACCOUNT | CREDIT ACCOUNT |
|------|------|---------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

Print List

Print Listing

For information on this section, refer to our Menus / Screens / Reports book.



Figure 136 - Print Listing (Space Groups / Categories / GL Accounts)

Payment / Adjustment / Discount Codes

The screenshot shows a software window titled "Payment Codes" with a menu bar (Form, Edit, Database, Record, Field) and a Help button. Below the menu is a toolbar with various icons. The main area contains a table with the following columns: CODE, PUB, TYPE (P, A, D), STMT LEG., SPACE SUMMARY (GROUP, CATEGORY), DESCRIPTION, and COMMISSIONABLE. The table lists 14 entries, including PRIOR BALANCE, CASH PAYMENTS, and CHECKS. At the bottom right, there is a "Print List" button and a timestamp "iv 08/27/1998 12:38".

| CODE | PUB | TYPE | | | STMT LEG. | SPACE SUMMARY | | DESCRIPTION | COMMISSIONABLE |
|------|-----|------|---|---|-----------|---------------|----------|---------------|----------------|
| | | P | A | D | | GROUP | CATEGORY | | |
| PRB | PV | | | | | 200 | 1 | PRIOR BALANCE | Yes No |
| CASH | PV | | | | | 200 | 1 | CASH PAYMENTS | Yes No |
| CASH | CG | | | | | 200 | 1 | CASH PAYMENTS | Yes No |
| CASH | SC | | | | | 200 | 1 | CASH PAYMENTS | Yes No |
| CASH | AM | | | | | 200 | 1 | CASH PAYMENTS | Yes No |
| CASH | AR | | | | | 200 | 1 | CASH PAYMENTS | Yes No |
| CASH | SUP | | | | | 200 | 1 | CASH PAYMENTS | Yes No |
| CASH | DV | | | | | 200 | 1 | CASH PAYMENTS | Yes No |
| CK | PV | | | | | 200 | 2 | CHECKS | Yes No |
| CK | CG | | | | | 200 | 2 | CHECKS | Yes No |
| CK | SC | | | | | 200 | 2 | CHECKS | Yes No |
| CK | AM | | | | | 200 | 2 | CHECKS | Yes No |

Figure 137 - Payment / Adjustment / Discount Codes

Access: Tables > Payment / Adjustment / Discount Codes

Payment, adjustment and discount codes are used during payment/adjustment/discount maintenance. By coding payments and adjustments, reports can then categorize by the types of payments and adjustments. The code also defaults certain fields on to a payment adjustment record to identify the record as a payment, adjustment or a discount, default description and default publication. The code can also identify the payment or adjustment as being a sales commissionable item or not. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

Enter the user-generated code associated with this payment, adjustment or discount.

Field Length: 5 *Field Type: Alpha Numeric*

Pub

The publication code.

Double-click Option

Field Length: 4 *Field Type: Alpha Numeric*

Type P A D

Type of code this is: Payment, Adjustment or Discount.

Field Length: 0 *Field Type: Prompt*

Stmt Leg

Enter the statement legend associated with this code. When the statement legend is used it will print in place of the code for this record on the statement. Examples of statement legends are 'Cash' for a payment or 'Prod' for production.

Field Length: 5 *Field Type: Alpha Numeric*

Space Summary

Group - Enter the space summary group code associated with this payment/adjustment/discount.

Double-click Option

Field Length: 5 *Field Type: Numeric*

Category - Enter the code for the type of advertising category associated with this group code (for example, payment, credit cards, discount).

Double-click Option

Field Length: 4 *Field Type: Numeric*

Description

Name or text description of the payment code to be defaulted during payment entry and to appear on reports.

Field Length: 40 *Field Type: Alpha Numeric*

Commisionable

Indicates whether or not sales commissions apply to this payment code.

Field Length: 0 *Field Type: Prompt*

SUB-SCREENS / BUTTON COMMANDS

Beneath the Agencies screen is one sub-screen or button command: Print List. To activate the screens/buttons, click on the appropriate box.

The screenshot shows a software window titled "Payment Codes" with a menu bar (Form, Edit, Database, Record, Field) and a Help button. Below the menu is a toolbar with various icons. The main area contains a table with the following columns: CODE, PUB, TYPE (P, A, D), STMT LEG., SPACE SUMMARY (GROUP, CATEGORY), DESCRIPTION, and COMMISSIONABLE (Yes/No). The table lists various payment codes such as PRB, CASH, and CK. A red arrow points from the "Print List" button at the bottom right to the "COMMISSIONABLE" column header.

| CODE | PUB | TYPE P A D | STMT LEG. | SPACE SUMMARY GROUP | CATEGORY | DESCRIPTION | COMMISSIONABLE Yes No |
|------|-----|---------------|-----------|------------------------|----------|---------------|--------------------------|
| PRB | PV | ◆ | | 200 | 1 | PRIOR BALANCE | ◆ Yes ▾ No |
| CASH | PV | ◆ | | 200 | 1 | CASH PAYMENTS | ◆ Yes ▾ No |
| CASH | CG | ◆ | | 200 | 1 | CASH PAYMENTS | ◆ Yes ▾ No |
| CASH | SC | ◆ | | 200 | 1 | CASH PAYMENTS | ◆ Yes ▾ No |
| CASH | AM | ◆ | | 200 | 1 | CASH PAYMENTS | ◆ Yes ▾ No |
| CASH | AR | ◆ | | 200 | 1 | CASH PAYMENTS | ◆ Yes ▾ No |
| CASH | SUP | ◆ | | 200 | 1 | CASH PAYMENTS | ◆ Yes ▾ No |
| CASH | DV | ◆ | | 200 | 1 | CASH PAYMENTS | ◆ Yes ▾ No |
| CK | PV | ◆ | | 200 | 2 | CHECKS | ◆ Yes ▾ No |
| CK | CG | ◆ | | 200 | 2 | CHECKS | ◆ Yes ▾ No |
| CK | SC | ◆ | | 200 | 2 | CHECKS | ◆ Yes ▾ No |
| CK | AM | ◆ | | 200 | 2 | CHECKS | ◆ Yes ▾ No |

Print List lv 08/27/1998 12:38

Print List

For information on this section, refer to our Menus / Screens / Reports book.

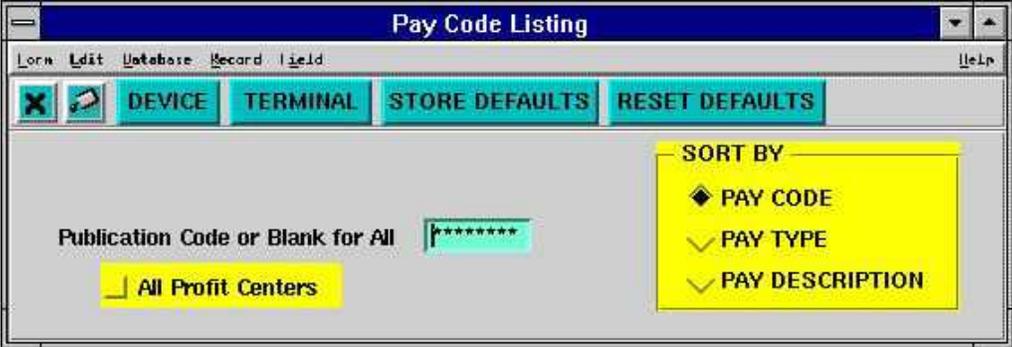


Figure 138 - Print List (Payment / Adjustment / Discount Codes)

Flat Rate Codes & Amounts

| Code | Flat Code Description | Flat Type | Flat Add Type | # of Colors | Frequency | Add Rates Together | Space Group | Summary Category | Active | Commission |
|-------|-----------------------|-----------|---------------|-------------|-----------------|--------------------|-------------|------------------|--------|------------|
| 1COL | 1 COLOR | FA | Color | 1 | Each Insertion | Yes | 2 | 1 | Yes | Yes |
| 2COL | 2 COLORS | FA | Color | 2 | Each Insertion | Yes | 2 | 1 | Yes | Yes |
| 3COL | 3 COLORS | FA | Color | 3 | Each Insertion | Yes | 2 | 1 | Yes | Yes |
| BOLD | BOLD 1X | FA | Other | ***** | Each Insertion | Yes | 1 | 0 | Yes | Yes |
| BOLD3 | BOLD 3X | FA | Other | ***** | First Insertion | Yes | 1 | 10 | Yes | No |
| SYM | SYMBOLS | FA | Other | ***** | Each Insertion | Yes | 1 | 9 | Yes | No |
| TS | TEARSHEET | FA | Other | ***** | First Insertion | Yes | 1 | 7 | Yes | Yes |
| BFEE | BILLING FEE | FC | ***** | ***** | Each Insertion | No | 1 | 1 | Yes | Yes |

| Publication | Zone | Flat Charge | Rate Amt | Discount |
|--------------------|------|----------------|----------|----------|
| AR Albany Register | A | Not Applicable | 20.00 | 0.0 |
| AM Albany Register | A | Not Applicable | 22.00 | 0.0 |
| PV Albany Register | A | Not Applicable | 32.00 | 0.00 |
| DV Albany Register | A | Not Applicable | 30.00 | 0.00 |

Figure 139 - Flat Rate Codes & Amounts

Access: Tables > Flat Rate Codes & Amounts

Flat rate codes are set up for use during ad insertion maintenance and transaction maintenance. The purpose of the flat codes are to assign different pricing and categorizing to flat charges, flat additional charges, discounts and flat rates. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

Enter the user generated flat code.

Field Length: 5

Field Type: Alpha Numeric

Flat Code Description

Name or text explanation of the flat rate associated with this code.

Field Length: 40

Field Type: Alpha Numeric

Flat Type

The code for the type of flat rate associated with this flat rate code. Clicking on the arrow at the end of the field will display a list of flat type codes. The options are: Flat Charge, Flat Additional charge, Flat Rate, Flat Discount.

Default: FC

Field Length: 0

Field Type: Drop-down List

Flat Add Type

Indicates the type of flat additional charge this is, such as, a box ad or a color ad. This field is not accessible for Flat charges, discounts and rates.

Default: Other

Field Length: 5

Field Type: Alpha Numeric

of Colors

If the flat add type is a color ad, indicate the number of colors associated with the flat code.

Field Length: 1

Field Type: Numeric

Frequency

Billing frequency to be associated with the flat code. Clicking on the arrow at the end of the field will display a list of frequency codes and their descriptions. Standard options are first and last insertion, each insertion and each cycle.

Default: Each Insertion

Field Length: 0

Field Type: Prompt

Add Rates Together

When there are multiple publications should the amount for each be added together to obtain the amount to charge?

Default: Yes

Field Length: 0

Field Type: Prompt

Space Summary

Group - Enter the space summary group code associated with this flat code. All flat codes must have a space summary group but it is only actually used on the flat additional charge codes.

Double-click Option

Field Length: 5 *Field Type: Numeric*

Category - Enter the space summary category associated with this flat code. All flat codes must have a space summary category but it is only actually used on the flat additional charge codes.

Double-click Option

Field Length: 4 *Field Type: Numeric*

Active

Indicate whether or not the flat code is active.

Field Length: 0 *Field Type: Prompt*

Commission

Indicate whether or not the flat code is commissionable for the sales commission report.

Field Length: 0 *Field Type: Prompt*

Flat Charge Entry

Flat details only need to be added if there is specific discounts, rates or flat amounts for each publication.

Publication - Publication code that the flat is to effect. Leave this field blank if the flat is to effect all publications.

Double-click Option

Field Length: 4 *Field Type: Alpha Numeric*

Zone - Zone code that the flat is to effect. Leave this field blank if the flat is to effect all zones.

Double-click Option

Field Length: 4 *Field Type: Alpha Numeric*

Flat Charge - Flat charge amount is used for a flat charge override (FC) or flat additional charge amount (FA) type charge.

Field Length: 9 *Field Type: Amount*

Rate Amt - Flat rate amount is only used for a flat rate override (FR) type flat. Only accessible for flat rates.

Field Length: 64 *Field Type: Float*

Discount - Flat discount amount for a discount (FD) type flat. Only accessible for flat discounts.

Field Length: 5 *Field Type: Amount*

Valid Contracts

Associate the contract code that should be updated when this flat code is used. This is used only for Flat Additional codes.

Field Length: 2 *Field Type: Alpha Numeric*

SUB-SCREENS / BUTTON COMMANDS

Beneath the Agencies screen is one sub-screen or button command: Flat Code List. To activate the screens/buttons, click on the appropriate box.

Flat Code Maintenance

Form Edit Database Record Field

| Code | Flat Code Description | Flat Type | Flat Add Type | # of Colors | Frequency | Add Rates Together | Space Group | Summary Category | Active | Commission |
|-------|-----------------------|-----------|---------------|-------------|-----------------|--------------------|-------------|------------------|--------|------------|
| 1COL | 1 COLOR | FA | Color | 1 | Each Insertion | Yes | 2 | 1 | Yes | Yes |
| 2COL | 2 COLORS | FA | Color | 2 | Each Insertion | Yes | 2 | 1 | Yes | Yes |
| 3COL | 3 COLORS | FA | Color | 3 | Each Insertion | Yes | 2 | 1 | Yes | Yes |
| BOLD | BOLD 1X | FA | Other | ***** | Each Insertion | Yes | 1 | 0 | Yes | Yes |
| BOLD3 | BOLD 3X | FA | Other | ***** | First Insertion | Yes | 1 | 10 | Yes | No |
| SYM | SYMBOLS | FA | Other | ***** | Each Insertion | Yes | 1 | 9 | Yes | No |
| TS | TEARSHEET | FA | Other | ***** | First Insertion | Yes | 1 | 7 | Yes | Yes |
| BFEE | BILLING FEE | FC | ***** | ***** | Each Insertion | No | 1 | 1 | Yes | Yes |

| Publication | Zone | Flat Charge | Rate Amt | Discount |
|--------------------|------|----------------|----------|----------|
| AR Albany Register | A | Not Applicable | 20.00 | 0.00 |
| AM Albany Register | A | Not Applicable | 22.00 | 0.00 |
| PV Albany Register | A | Not Applicable | 32.00 | 0.00 |
| DV Albany Register | A | Not Applicable | 30.00 | 0.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Valid Contracts

| |
|--|
| |
| |
| |

Flat Code List

ary
12/06/1999
10:52

Flat Code List

For information on this section, refer to our Menus / Screens / Reports book.

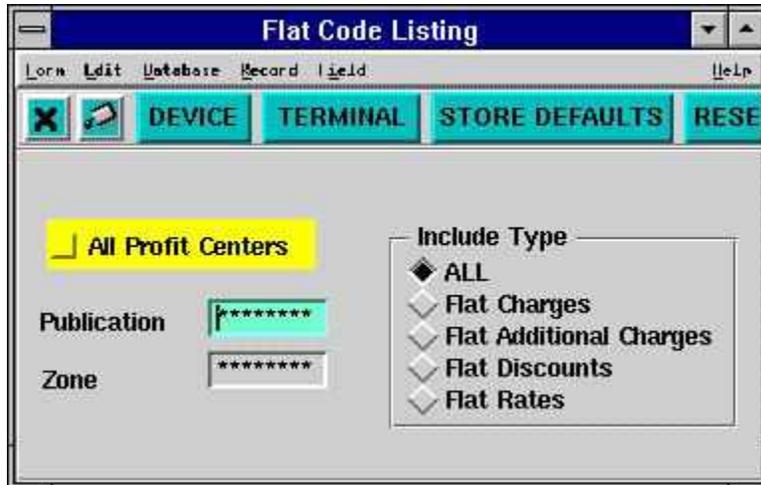


Figure 140 - Flat Code List (Flat Rate Codes & Amounts)

Discount Plan Maintenance

Figure 141 - Discount Plan Maintenance

Access: Tables > Discount Plan Maintenance

The system supports the use of multiple discount plans. Operators must assign each plan a unique discount code. This code will be used to associate the plan with a rate code. Two types of discount plans are supported: discounts for multiple papers and discounts based on the contract frequency of advertising. In addition, the system keeps track of start dates, plan levels, discount percents applicable to a level and whether or not the plan code is active. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Dsc Plan Code

Discount plan codes are used internally by the system to tie discount information for a plan together.

Field Length: 5 *Field Type: Alpha Numeric*

Discount Plan Description

Name or text explanation of the discount plan associated with the code.

Field Length: 40 *Field Type: Alpha Numeric*

Discount Plan Type

Defines the type of plan. There are two types of discount plans for advertising in multiple papers and contractual discounts for advertising frequency. Activate the appropriate flag.

Field Length: 0 *Field Type: Prompt*

Active

Indicate whether or not the discount plan code is active.

Field Length: 0 *Field Type: Prompt*

Start Date

Date discount plan becomes active.

Field Length: 10 *Field Type: Date*

Level

Indicates the number of papers if this is a multiple publication discount or the contract commitment insertion level for frequency contract discounts.

Field Length: 5 *Field Type: Numeric*

Disc %

Discount percentage in effect for the discount plan level. Discount percents may have up to two decimal places.

Field Length: 5 *Field Type: Amount*

Rate Codes & Rate Amounts

The screenshot shows the 'Rate Maintenance' window with the following fields and values:

- Rate Code:** C1
- Description:** OPEN RATE
- Active:** Yes
- Billing Frequency:** Each insertion
- Re-rate at Expiration:** No
- Layend Rate:** No
- Single Insertion Rate:** Yes
- Type of Rate:** Inch
- Rate, Proprints & Words Apply as:** Inches
- Base the Rate Table Size on:** Ad Size
- Base the Rate Table Inserts on:** Ad Insertions
- Match to Flat Charge Table:** No
- Calculate Rate & Price at:** During Ad Entry
- Discount Type:** Discount Actual
- Rate Classification:** Classified Lines
- Contract or Transient:** Both
- Space Group:** 1
- Space Category:** 1
- Statement Legend:** (empty)
- Commissionable:** Yes
- Taxable:** Yes
- Agency Discount:** Yes
- Allow Skip Schedule:** Yes
- Add Rates Together:** Yes
- Allocation Method:** Split Rate Method
- Allow Commission Setting:** Yes
- Classified Days:** Paid Days: 0, Free Days: 0
- Pub/Zone Tables:** 6
- Total Entries:** 11
- VALID CONTRACTS FOR THIS RATE:** (empty list)
- Details for Ad insertion:**
 - Billing / Layout Default:** Both
 - Default ALL Pubs:** No
 - Default Classification:** (empty)
 - Default Type of Ad:** (empty)
 - Default Section:** (empty)
 - Default Page:** 0
- Other Calculators:**
 - Rate Table Ad Inserts on total of All Pubs:** No
 - Size/Word Increment:** 0.25
 - # of Proprints per Issue/Write Agree LP:** (empty)
- Last Level Before Each Ad/1 Begins:**
 - Add'l Size After:** (empty)
 - Add'l Inserts After:** (empty)
- Base Charges/Sizes:**
 - Base Charge:** 0.00
 - Base Size/Words:** 0.00
 - Base Inserts:** 0
- Minimum/Maximum Ranges:**
 - Min Charge:** 0.00
 - Min Size/Words:** 0.75
 - Max Size/Words:** 999999.99
 - Min Inserts:** 0
 - Max Inserts:** 999

Figure 142 - Rate Codes & Rate Amounts

Access: Tables > Rate Codes & Rate Amounts

This table allows the operator to define calculations and billing rules for an individual rate code. Operators may create as many rate codes as necessary to accommodate their rate structures. Information such as billing frequency, how rates are calculated, discounts earned or taken, discount structures, allocation methods and information on how base rates are charged are entered using this screen. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Rate Code

Enter the user-generated rate code. You may want to use codes that begin with “R” for retail rates, “RW” for retail weekly, “RA” retail annual bulk, “L” for legal rates and so forth. Because you enter next year and the next year rate amounts under the same rate code you would only need another rate code for the same rate if some contracts are held firm while others are not.

Field Length: 5 *Field Type: Alpha Numeric*

Active

Indicate whether or not this rate code is active. When this field is 'Yes' this rate would be available for use in ad insertion maintenance. When 'No' it will not be allowed on new ads during ad insertion maintenance. However, if the rate was already on existing ads it is still applicable and will still price when posting to billing.

Default: Yes
Field Length: 0 *Field Type: Prompt*

Description

Name or text explanation of the rate associated with this code. This description is defaulted during ad insertion maintenance and transaction maintenance if no other description is manually entered at that time.

Field Length: 40 *Field Type: Alpha Numeric*

Billing Frequency

There are three Billing Frequencies allowed: First Insertion, Last Insertion and Each Insertion. This field is defaulted onto each ad as a rate code is selected. This field determines how an ad will be billed. 'First Insertion' bills the ad the very first time an ad runs for the full price of the ad. 'Each Insertion' bills an ad each time the ad runs. 'Last Insertion' bills the ad the last time an ad runs for the total number of times run.

Default: Each Insertion
Field Length: 0 *Field Type: Drop-down List*

Re-rate at Expiration

The re-rating on this field only applies to Bill On Each Insertion ads. Bill on Each Insertion ads bill the ad each time it runs at the number of times expected to run. However, Bill on Each Insertion ads do not normally go back and re-rate once an ad expires based on the actual number of insertions run. If this field is set to re-rate then when the ad expires the post ads to billing will create an adjustment, either a debit or a credit.

Default: No
Field Length: 0 *Field Type: Drop-down List*

Layered Rate

A layered rate is where a different rate is applied to each layer of insertions and size. For example, \$3.50/line for the first three insertions, \$1.75/line for additional insertions.

Default: No
Field Length: 0 *Field Type: Drop-down List*

Single Insertion Rate

This field indicates where the rate table has a single insertion price on each level, or if levels are the actual price for multiple insertions. If single insertion rate is 'No' then when billing on first or last insertion the rate will not be multiplied by the number of times run.

Default: Yes

Field Length: 0

Field Type: Drop-down List

Type of Rate

Option indicating whether rates are based on inches, lines, a flat rate, preprint or words.

Default: Inches

Field Length: 0

Field Type: Drop-down List

Flat, Preprints & Words Apply as

When the type of rate is not lines or inches this field indicates how to interpret the size of an ad.

Default: Inches

Field Length: 0

Field Type: Drop-down List

Base the Rate Table Size on

This indicates the rate table size as being either Ad Size or Contract Commitment Size. This refers to the second column on the rate table on the next form.

Default: Contract Commitment Size

Field Length: 0

Field Type: Drop-down List

Base the Rate Table Inserts on

This indicates the rate table insertions as being either Ad Insertions or Contract Insertions. This refers to the first column on the rate table on the next form.

Default: Contract Insertions

Field Length: 0

Field Type: Drop-down List

Match to Flat Charge Table

This option allows flat rates to be as complicated as rate codes. The flat table only allows one price per publication. If you have a flat rate such as color that is based on ad size or contract commitment then create a rate code with the same code as the flat code and set this option to "Yes".

Default: Yes

Field Length: 0

Field Type: Drop-down List

Calculate Rate & Price At

Most ads are priced during ad insertion maintenance unless this is a monthly earned rate. If this is an earned rate then set this field to either "month end" or "both ad entry and month end." The both option will allow an ad to be billed at the level found at this point. In order for ads to re-price at month end the earned rate option would need to be yes on the profit center record.

Default: Ad Entry

Field Length: 0

Field Type: Drop-down List

Discount Type

Option flag used by the billing program to determine whether the advertiser will be billed at net or gross. If 'Discount Actual' is selected, only net amounts appear on the bill. If 'Discount Prompt Payment' option is selected then, a bill will be produced which displays gross amounts and any discount amounts to which an advertiser would be eligible for prompt payment.

Default: Discount Prompt Payment
Field Length: 0 *Field Type:* Drop-down List

Rate Classification

Classify rates as display, class display, classified, legal, preprints or other.

Default: Other
Field Length: 0 *Field Type:* Drop-down List

Contract or Transient

Rates can be restricted to use during ad entry: Contract, Transient, or Both. If this field is 'Contract' then this rate is only valid on contract advertisers and it will not be allowed to be used on transient advertisers. If this field is 'Transient' then the rate is only valid with transient advertisers. 'Both' allows all advertisers.

Default: Both
Field Length: 0 *Field Type:* Drop-down List

Space Group

Assign this rate to a space summary group.

Double-click Option
Field Length: 5 *Field Type:* Numeric

Space Category

Assign this rate to a space summary category within the assigned group.

Double-click Option
Field Length: 4 *Field Type:* Numeric

Statement Legend

Assign a statement legend for this code. If this field has something assigned to it then this field prints on the statement instead of the rate code. Examples of statement legends are Disp, Class.

Field Length: 5 *Field Type:* Alpha Numeric

Commissionable

Indicate whether or not the rate is commissionable. If this is 'Yes' then ads having this rate will be included on sales commission reports.

Default: Yes
Field Length: 0 *Field Type:* Prompt

Taxable

Indicate whether or not the rate should have sales tax calculated.

Default: Yes
Field Length: 0 *Field Type:* Prompt

Agency Discount

Indicate whether or not the rate is eligible for an agency discount.

Default: Yes

Field Length: 0

Field Type: Prompt

Allow Skip Schedule

Indicate whether or not a skip schedule is allowed with this rate. If this is 'No' then the calendar will not be accessible during Ad Insertion Maintenance.

Default: Yes

Field Length: 0

Field Type: Prompt

Add Rates Together

If the advertiser is running ads in several different publications, indicate whether or not the rates for each publication should be added together or are being charged as one rate. In the case of 'No' there should be one publication that has a rate table and all other publications would not have a rate table.

Default: Yes

Field Length: 0

Field Type: Prompt

Allocation Method

When rates for multiple publications are not added together, indicate whether a split rate, allocation percentage or circulation percentage method will be used to allocate funds.

Split Rate Method - Uses the actual rate for each publication to allocate the revenue.

Allocation Percentage - Uses the Allocation Amount from the Publication Maintenance table.

It adds the allocation amount for each publication together for a total allocation amount, then allocates the dollars based on each publications amount divided by the total amount. For example: There are three publications and the allocation amounts are as follows; A = 25.00 B = 28.00 C = 45.00. The total allocation is 98.00, therefore publication A will have 25.00/98.00 or 25% of the price, B 28.00/98.00 or 29% and C 45.00/98.00 or 46% of the price.

Circulation Allocation - Uses the Circulation amount on the Publication Maintenance table. The calculation works exactly the same as the Allocation Percentage method.

Default: Yes

Field Length: 0

Field Type: Prompt

Allow Combination Selling

Indicate whether or not combination selling is allowed for this rate code. When this field is set to 'Yes' an ad runs in combination with multiple publications. A publication record would be posted to the billing files for publications that combo but do not actually run on the date posted. Only answer 'Yes' to this field if the pricing of one publication depends on the whether the other publication runs with it or not.

Default: Yes

Field Length: 0

Field Type: Prompt

Classified Days

This feature is not presently being used. It is a Future Enhancement.

Paid Days - Indicates the number of days for which the advertiser must pay to run classified ads.

Field Length: 3 *Field Type:* Numeric

Free Days - Indicate the number of free days, if any, to which the advertiser is entitled.

Field Length: 3 *Field Type:* Numeric

Valid Contracts For This Rate

List all the contract codes for which this rate code is valid. When assigning contracts to a rate be sure that you do not assign two or more contract codes to the same rate where an advertiser could have more than one of them. The system will not know which contract to update during posting to billing. The user is able to scroll through this list to view all valid contract codes. This is a separate form and must be treated as such. Therefore, use the 'Clear to Add,' 'Add Update,' and 'Delete' accordingly. Remember to click back on the main form when you are finished with the contract form.

Default: All

Field Length: 2 *Field Type:* Alpha Numeric

Defaults for Ad Insertion

The user is able to set defaults for ad insertion maintenance.

Billing/Layout Default - Indicates whether the rate code should be defaulted to billing only, layout only or both. This field is usually set to 'Both,' which sends the ad to both billing and pagination layout. There are times however, that you may create a rate code for ad headers (or possibly a church page or service directory) where only the ad goes to pagination, and another rate for the actual bill will only go to billing.

Default: Both

Field Length: 0 *Field Type:* Prompt

Default ALL Pubs - Indicates whether during ad insertion maintenance the operator should have to choose publications or if 'All' should automatically default. If there is only one publication on a rate, or all the publications assigned have to always run, set this field to 'Yes.'

Default: Yes

Field Length: 0 *Field Type:* Prompt

Default Classification - Enter the default classification associated with this rate code.

Default: A

Field Length: 5 *Field Type:* Alpha Numeric

Default Type of Ad - Enter the default ad type associated with this rate code.

Default: 0

Field Length: 2 *Field Type:* Numeric

Default Section - Enter the default section associated with this rate code.

Default: 0

Field Length: 2 *Field Type:* Numeric

Default Page - Enter the default page associated with this rate code.

Default: 0

Field Length: 3 *Field Type:* Numeric

Other Calculators

Enter other data used to calculate the price of an ad.

Rate Table Ad Inserts on Total of All Pubs - Indicates whether this rate code is based on a total number of insertions for all pubs or the total number of insertions for one publication. For example: You have four weekly publications and an ad is scheduled for 10 times. Setting this field to 'Yes' would indicate the ad ran 40 times. 'No' would indicate the ad ran 10 times.

Default: No

Field Length: 0

Field Type: Drop-down List

Size/Word Increment - Enter the size or word increment on which this rate code is based. An example for this would be that you bill only on the quarter inch. By entering .25 in this field, if an ad size is calculated to be 1.27 the ad would then become 1.50. The same would be for a word rate. If this field was 4 then that would mean that you only price words in increments of 4. Therefore, if the number of words calculated or entered on the ad was 11 then that would change to 12 words.

Default: 0.00

Field Length: 9

Field Type: Amount

of Preprints Per - Enter the number of preprints per one, thousand, five hundred etc. that the rate amount on the rate table is based on. Example if the price on the table is 50.00 and this price is per 1,000 preprints then enter 1000 here. If the amount of the rate is .05 per one preprint then enter 1 here.

Default: 0

Field Length: 5

Field Type: Numeric

IslandWrite Agate LP - Enter the lines per inch for the size conversion of the ad from IslandWrite. Leave this field empty if the IslandWrite size is the true size and the billing size. For example, enter 14 in this field if the size calculated by IslandWrite is to be agate.

Default: Null

Field Length: 2

Field Type: Numeric

Last Level Before each Add'l Begins

The user indicates the level of size and inserts before add on rates are used.

Add'l Size After - Enter the size at which the additional rate is incurred. For example, the table for the flat type rating is as follows: sizes of 1 @ 2.00, 2 @ 4.00, 4 @ 6.00, 9999999 @ .50. This would indicate that the advertiser would pay \$6.00 for 4 lines of advertising and .50 a line or inch over 4, therefore paying \$8.00 for 10 lines. In this example this field would be set to 4.

Default: 0

Field Length: 9

Field Type: Amount

Add'l Inserts After - Enter the number of inserts at which the additional rate is incurred. This is the same as the Size Add'l above except that this is based on number of times instead of size.

Default: 0

Field Length: 3

Field Type: Numeric

Base Charges / Sizes

The user indicates the base rates.

Base Charge - Enter the base charge associated with this rate code. For example: If this rate will be billed at 5.00 for the first 10 words for 3 days plus .25 for each additional word, then set this field to 5.00.

Default: 0.00

Field Length: 9

Field Type: Amount

Base Size/Words - Enter the base ad size or number of words associated with this rate code. For example: If this rate will be billed at 5.00 for the first 10 words for 3 days plus .25 for each additional word, then set this field to 10.

Default: 0

Field Length: 9

Field Type: Amount

Base Inserts - Enter the base number of inserts associated with this rate code. For example: If this rate will be billed at 5.00 for the first 10 words for 3 days plus .25 for each additional word, then set this field to 3.

Default: 0

Field Length: 3

Field Type: Numeric

Minimum / Maximum Ranges

The user indicates the range associated with this rate code.

Min Charge - Enter the minimum charge incurred with this rate code. For example: If the minimum charge for this rate is \$5.00 and the calculated price of the ad is \$2.50, the by entering 5.00 here for the minimum amount the advertiser would be billed \$5.00.

Default: 0

Field Length: 9

Field Type: Amount

Min Size / Words - Enter the minimum ad size or minimum number of words associated with this rate code. During ad insertion maintenance the ad must be at least this size.

Default: 0

Field Length: 9

Field Type: Amount

Max Size / Words - Enter the maximum ad size or maximum number or words associated with this rate code. During ad insertion maintenance the ad cannot be larger than this size.

Default: 9999999.99

Field Length: 9

Field Type: Amount

Min Inserts - Enter the minimum number of inserts associated with this rate code. During ad insertion maintenance the ad must run at least this number of times.

Default: 0

Field Length: 3

Field Type: Numeric

Max Inserts - Enter the maximum number of inserts associated with this rate code. During ad insertion maintenance the ad cannot run more than this number of times.

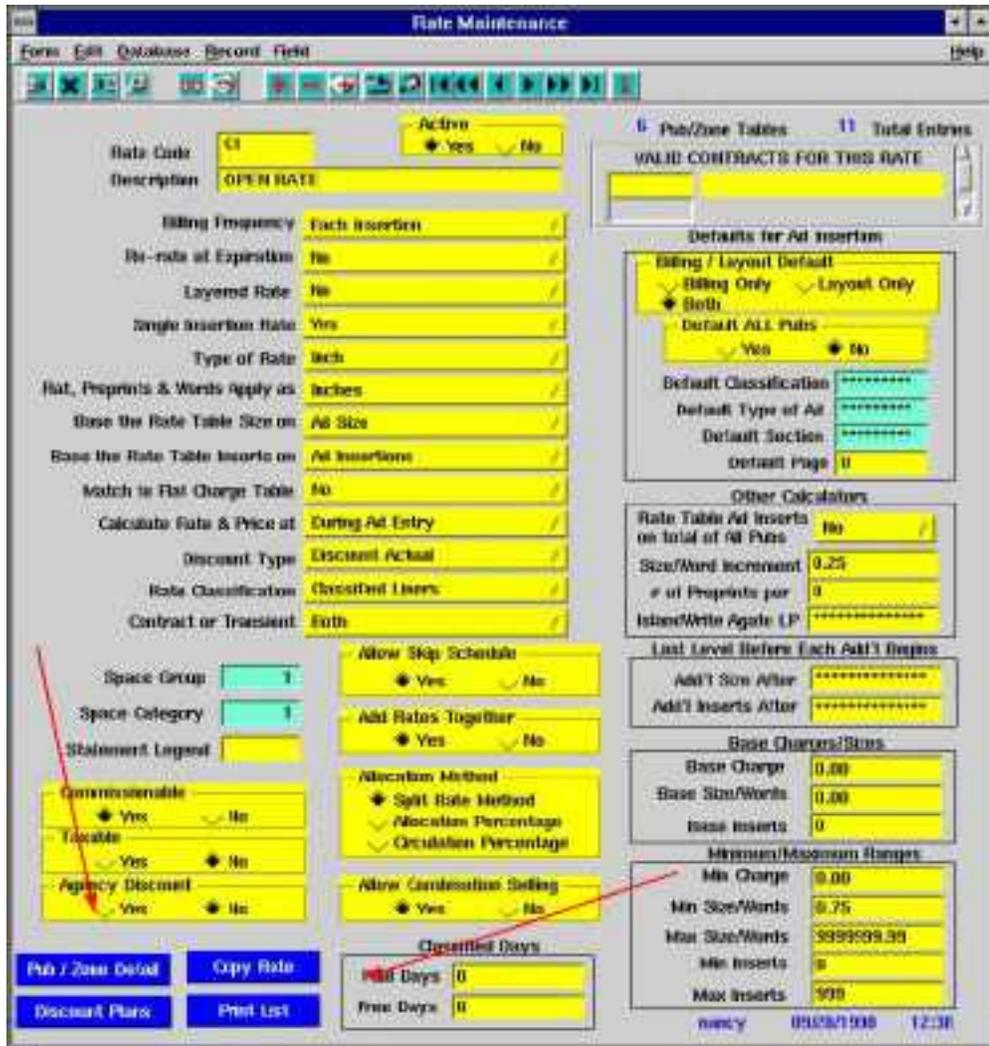
Default: 999

Field Length: 3

Field Type: Numeric

SUB-SCREENS / BUTTON COMMANDS

Beneath the Agencies screen are four sub-screens or button commands: Pub/Zone Detail, Discount Plans, Copy Rate and Print List. To activate the screens/buttons, click on the appropriate box.



Pub/Zone Detail

This screen shows the particulars of each publication associated with the rate code.

| Pub | Zone | Alternate Allocation % | Paper Level | Setting # | Lines/Inch | Columns per pg | Default Edition | Has Rate Table | Earned # | Earned Update Price |
|-----|------|------------------------|-------------|-----------|------------|----------------|-----------------|----------------|----------|---------------------|
| JM | A | 0.00 | 0 | 1 | 9 | 9.00 | 1 | Yes No | *** | Yes No |
| AR | A | 0.00 | 2 | 1 | 9 | 9.00 | 1 | Yes No | *** | Yes No |
| CG | A | 0.00 | 0 | 1 | 9 | 9.00 | 1 | Yes No | *** | Yes No |
| IV | A | 0.00 | 3 | 1 | 9 | 9.00 | 1 | Yes No | *** | Yes No |
| SC | A | 0.00 | 4 | 1 | 9 | 9.00 | 1 | Yes No | *** | Yes No |

| Start Date | Contr Commit or Ad Size or Words or Preprint pg | # of Colors or # of Preprints | # of Additional Papers | Rate Amount | Discount | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------------|---|-------------------------------|------------------------|-------------|----------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| 08/01/1990 | 0 | 0 | 0 | 16.4 | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 0 | 0 | 1 | 13.92 | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Figure 143 - Pub / Zone Detail (Rate Codes & Rate Amounts)

Pub - Publication(s) associated with this rate code.

Field Length: 4 Field Type: Alpha Numeric

Zone - Zone code(s) associated with this rate code.

Default: First zone found for this publication

Field Length: 4 Field Type: Alpha Numeric

Alternate Allocation % - This allocation overrides the allocation amount in the publication maintenance table.

Field Length: 5 Field Type: Amount

Paper Level - Indicate the level at which this publication falls within the group of publications assigned to this rate. This level effects the rate to be chosen for this pub (whether to choose the regular rate or the additional paper rate). Leave this field set to '1' if this rate does not use the additional paper option (pick up rates).

Default: 1

Field Length: 2 Field Type: Numeric

Tables > Rate Codes & Rate Amounts
Sub-screens / Button Commands

Group - Indicate a company group code that may be associated with this publication. This field allows the user to select a group of publications during ad insertion maintenance. If this rate code was assigned to 15 publications you may group the publications that normally run together. Allowing the operator to enter the north group would automatically select 8 publications with that group code. This feature would not be used if all publications must run that are assigned to this rate (if Default All Pubs is 'Yes').

Field Length: 5 *Field Type: Alpha Numeric*

Setting # - Enter the setting number associated with this publication. This is used in conjunction with IslandWrite ads.

Default: 1

Field Length: 2 *Field Type: Numeric*

Lines/Inch - Enter the lines per inch associated with this publication. This field conversion factor is used when ads are being added to contract where the ad is in lines and the contract is inches. Another area this conversion factor is used is for reporting. Some reports are printed in inches (Ad Manifest, Space Summary), therefore line ads are converted to inches.

Default: Default Lines per Inch on the Profit Center record

Field Length: 2 *Field Type: Numeric*

Columns per pg - Enter the columns per page associated with this rate within this publication. This field conversion factor is used when ads are being added to contract where the ad is in, for example nine column inches or lines and the contract is in six column inches or lines. Another area this conversion factor is used is for reporting. Some reports are printed in six column inches (Space Summary), therefore line ads and ads with different column sizes are converted to six column inches.

Default: Default Columns per Page on the Profit Center record

Field Length: 2 *Field Type: Amount*

Default Edition - Enter the default edition for this publication, usually the same across the publications but not always. The edition is used to separate ads for display pagination. This allows some ads to be paginated early or later than the main, for example a sports tab or Christmas tab. If this rate code is strictly for a particular edition, setting this field at this level will not require the operator to remember to enter it during ad insertion entry.

Field Length: 2 *Field Type: Numeric*

Has Rate Table - Indicates whether or not this publication has a rate table. An example of when a publication would not have a rate table is when the publications on a rate is not being added together to obtain the rate (the rate is \$25.00 for all three publications and therefore only one table is necessary).

Default: No

Field Length: 0 *Field Type: Prompt*

Earned # - Assign a number to rate codes to group them together for earning rates. Leave this field blank or 0 if this rate is not associated with earned rates.

Default: 0

Field Length: 4 *Field Type: Numeric*

Earned Update Price - Indicates whether or not the price of the earned transaction should be updated or changed to the new earned rate amount. If this field is 'No' and there is an Earned number then this rate would be used to find the earned level but not re-priced.

Default: Yes

Field Length: 0 *Field Type: Prompt*

Rate Date Maintenance - This form allows for multiple start dates of rates. Each time a new rate card is issued simply click on the date, type clear to add enter the new start date and a new rate table will become available to enter the new rates. The start date on rates can also be used to have temporary starts on rates. For example: If there is to be a special rate in effect for the month of September. start the new rate effective September 1 and then start the next rate effective October 1 (which is actually the old rate).

Start Date - The date the rate card is to start and therefore the date this rate will be effective.

Default: None

Field Length: 10

Field Type: Date

Rate Table Maintenance - This table allows for the rating to be entered based on ad sizes, contract sizes, number of insertions, preprints and more. The following fields are Display only.

Base Charge - From the prior form to aid in building rates. See Base charge on rate maintenance.

Base Size - From the prior form to aid in building rates. See Base Size on rate maintenance.

Base Inserts - From the prior form to aid in building rates. See Base Inserts on rate maintenance.

Contr Inserts/Ad Inserts - Indicates the number of insertions on either the ad or the contract. This field is directly linked to the field on the main rate form for 'Base the Rate Table Inserts On.' If it is 'Contract,' the amounts in this field are compared to the advertisers contract commitment inserts. If it is 'Ad,' then the amounts are compared to the number of insertions on the ad.

Default: 0

Field Length: 3

Field Type: Numeric

Contr Commit or Ad Size or Words or Preprint pg - Indicates the size on either the ad or the contract. This size is determined by the *Rate Type*, lines, inches, words or preprint pages. This field is directly linked to the field on the main rate form for 'Base the Rate Table Size On.' If it is 'Contract,' then the amounts in this field are compared to the advertisers contract commitment inserts. If it is 'Ad,' then the amounts are compared to the ad size.

Default: 0

Field Length: 9

Field Type: Amount

of Colors or # or Preprints - Enter either the number of colors in the ad or the number of preprints the advertiser is to run to obtain the assigned rate.

Default: 0

Field Length: 9

Field Type: Amount

of Additional Papers - Indicate the number of additional papers or publications necessary to obtain the pickup rate assigned at this level.

Default: 0

Field Length: 4

Field Type: Numeric

Rate Amount - Enter the rate amount for the number of insertions or size on this record.

Default: 0

Field Length: 64

Field Type: Float

Tables > Rate Codes & Rate Amounts
Sub-screens / Button Commands

Discount - Enter any discount associated with this rate either actual or prompt payment. The actual or prompt payment is determined on the main rate maintenance form.

Default: 0

Field Length: 5 *Field Type:* Amount

Days of the Week this Rate Applies to - User may activate the flags for the days of the week for which this rate is applicable. This, for example, allows you to have one rate for Monday through Friday, a different rate for Saturday and another for Sunday. You could also have one rate for Monday and a different rate for all other days.

Default: From the Publication table

Field Length: 0 *Field Type:* Prompt

Discount Plans

This screen allows you to assign discount plans to certain rate codes. For example, "this rate is to receive a multi-publication discount." Create the discount plan in the Discount Plan Maintenance and then assign that plan to applicable rate codes.

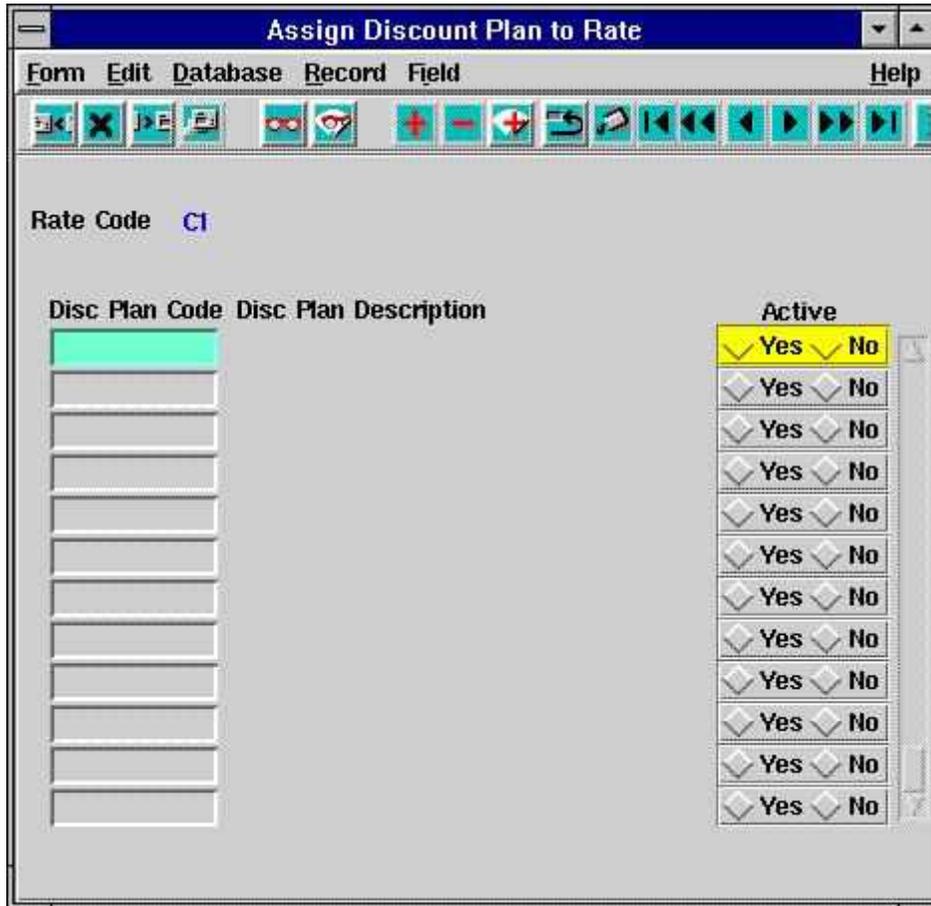


Figure 144 - Discount Plans (Rate Codes & Rate Amounts)

Rate Code - Shows which rate code this information will be applied towards. This is a Display Only field.

Disc Plan Code - Enter the user-generated code used to identify a particular discount plan.

Double-click Option

Field Length: 5

Field Type: Alpha Numeric

Disc Plan Description - When the discount plan code is entered the description is displayed. This is a Display Only field.

Active - Indicates whether or not this discount plan is active.

Default: Yes

Field Length: 0

Field Type: Prompt

Copy Rates

If a rate code is applicable to another publication, but not all, use this function to copy all information for the rate code and reduce data entry. This function is also useful for copying complete tables for like rates.

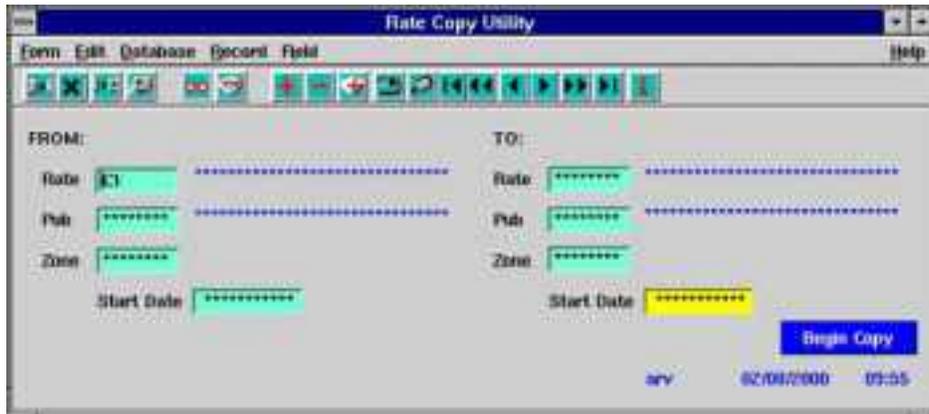


Figure 145 - Copy Rates (Rate Codes & Rate Amounts)

From: - The publication from which the information is to be copied.

Rate - Enter the rate code to be copied to another publication.

Default: The rate code on the prior form.

Field Length: 5 *Field Type:* Alpha Numeric *Required Field*

Pub - Enter the publication from which the rate code information is being copied.

Default: All

Field Length: 4 *Field Type:* Alpha Numeric

Zone - Enter the zone for the publication from which information is being copied.

Default: All

Field Length: 4 *Field Type:* Alpha Numeric

Start Date - Enter the date on which the rate became effective in the publication from which information is being copied. You must enter a valid from start date.

Field Length: 10 *Field Type:* Date *Required Field*

To: - The publication to which the information is to be copied.

Rate - Enter the rate code to which information is to be copied. You must enter a code.

Field Length: 5 *Field Type:* Alpha Numeric *Required Field*

Pub - Enter the publication to which the rate code information is to be copied.

Default: All

Field Length: 4 *Field Type:* Alpha Numeric

Zone - Enter the zone for the publication to which information is to be copied.

Default: All

Field Length: 4 *Field Type:* Alpha Numeric

Start Date - Enter the date on which the rate became effective in the new rate code to which information is being copied. You must enter a valid to start date.

Field Length: 10 *Field Type:* Date *Required Field*

BEGIN COPY - Activates the copying procedure. When the copy is completed “Copy Successful” is displayed. If you have not entered all appropriate information necessary to copy “Rate Not Copied” will be displayed.

Print List

For information on this section, refer to our Menus / Screens / Reports book.

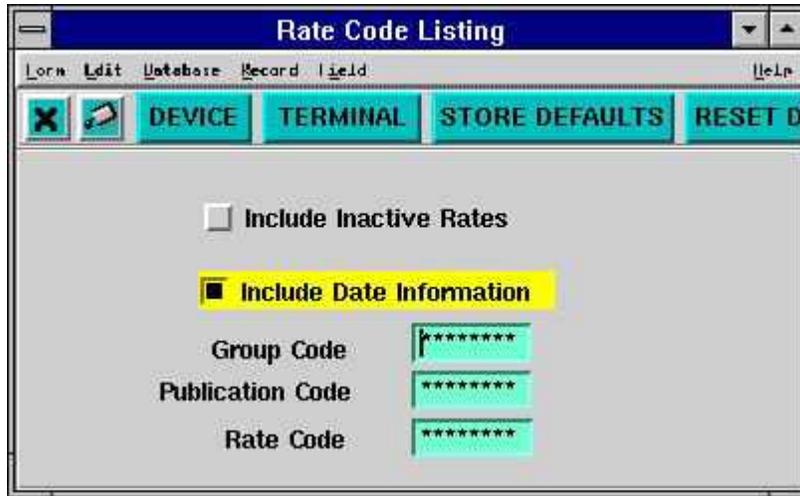


Figure 146 - Print List (Rate Codes & Rate Amounts)

Rate Edit List

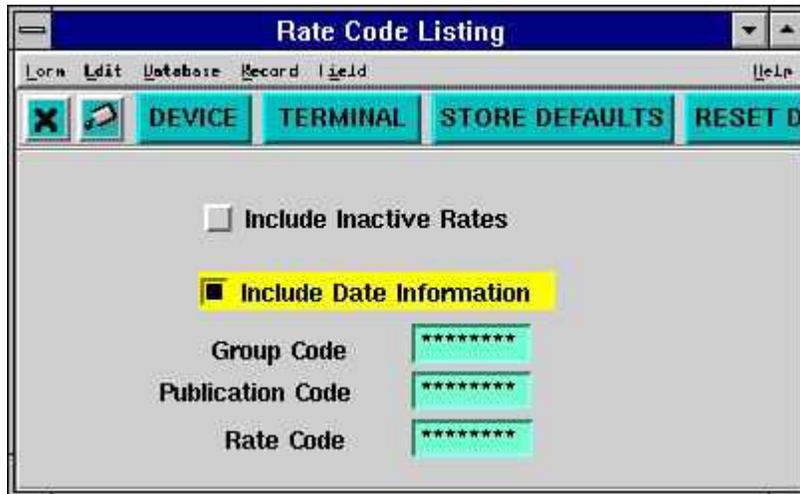


Figure 147 - Rate Edit List

Access: Tables > Rate Edit List

For information on this section, refer to our Menus / Screens / Reports book.

Sales Tax Codes & Percents

| Code | Description | Tax Rate |
|------|----------------|----------|
| 7.0 | 7.0% Sales Tax | 7.0 |
| 7.5 | 7.5% Sales Tax | 7.5 |
| 8 | 8% Sales Tax | 8.0 |
| A | Not Applicable | 0.0 |

Print List

arv 12/06/1999 10:08

Figure 148 - Sales Tax Codes & Percents

Access: Tables > Sales Tax Codes & Percents

This screen is used to create a tax code for each different sales tax rate in effect. Operators enter a tax code, a description for the code and the sales tax rate to be used in calculation for the code. For example, if a publication accepted advertising from merchants in Albany County and Schenectady County and each county had a different sales tax rate in effect, the operator would create a separate tax code for each of the counties and enter the applicable rate. Separate tax codes should be set up for each taxing location even when rates are not different so that reports may be printed which display taxable sales by locality. Sales tax rates do not have a fixed number of decimal places assigned to an entry automatically. This feature allows the software to accommodate tax rates requiring up to eight positions on either side of the decimal point. A sales tax rate of \$.075% is entered 7.5. Users must enter the decimal point as part of the entry.. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

The user-generated code associated with this sales tax rate.

Field Length: 5

Field Type: Alpha Numeric

Description

Description or name for tax rate code appearing on reports and screens. The names of taxing localities are often used for descriptions. For example, a publication accepts advertising from two taxing locations to which taxable sales must be reported. The names of each of the taxing location might be used as descriptions.

Field Length: 40

Field Type: Alpha Numeric

Tax Rate

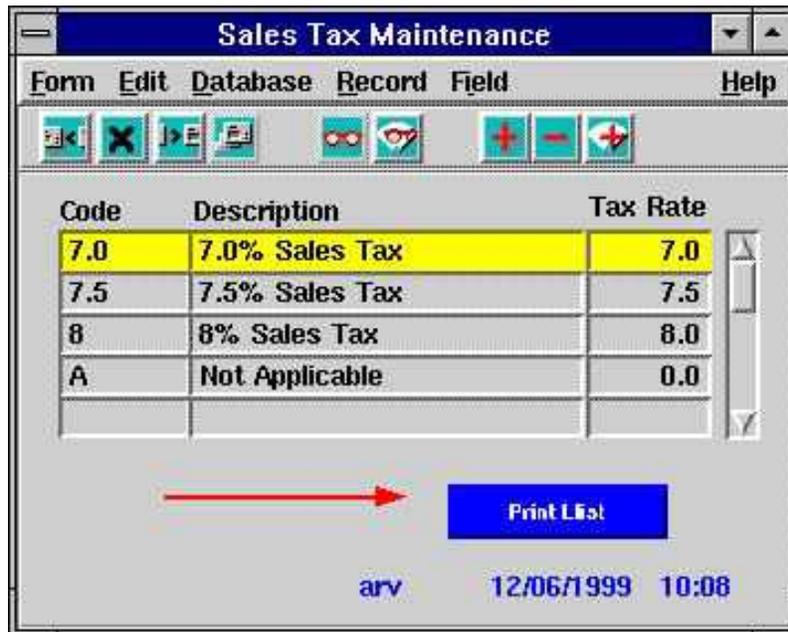
Enter the rate of sales tax for this locality.

Field Length: 64

Field Type: Float

SUB-SCREENS / BUTTON COMMANDS

Beneath the Sales Tax Codes & Percents screen is one sub-screen or button command: Print List. To activate the screens/buttons, click on the appropriate box.



Print List

For information on this section, refer to our Menus / Screens / Reports book.



Figure 149 - Print List (Sales Tax Codes & Percents)

Agencies

The screenshot shows a database form titled "Agency Maintenance". The form includes the following fields and controls:

- Agency Code: [Text Field]
- Last Name: [Text Field]
- First Name: [Text Field]
- Name 2: [Text Field]
- Street No.: [Text Field]
- Street Letter: [Dropdown Menu with options: 1/2, 1/3, 1/4, Rear]
- Street Name: [Text Field]
- Bid/Ste/Apt: [Text Field]
- City: [Text Field]
- State: [Text Field]
- Zip: [Text Field]
- Country Code: [Text Field, value: A]
- Postal Code: [Text Field, value: A]
- Phone: [Text Field]
- FAX: [Text Field]
- E-Mail: [Text Field]
- Contact: [Text Field]
- No Of Statements: [Text Field]
- DISCOUNTS:
 - Discount: [Text Field]
 - Prompt_pay_disc: [Text Field]
- Active Agency: [Dropdown Menu with options: Yes, No]
- Print Listing: [Blue Button]

Figure 150 - Agencies

Access: Tables > Agencies

This table allows for the entry of billing and address information for the various advertising agencies with which the newspaper does business. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Agency Code

The user-generated code associated with this agency.

Field Length: 5 *Field Type: Alpha Numeric*

Last Name

Either the last name of the individual or the business name of the agency.

Field Length: 50 *Field Type: Alpha Numeric*

First Name

Either the first name of the advertiser or blank for commercial accounts. Always leave this field blank when the agency name is entered in "Last Name." The first name is printed in conjunction with the last name, either 'first name last name' or 'last name, first name.' Therefore, you do not want to enter anything in this field that would not go with the last name in forward or reverse. For example: Joe Smith for statements or labels. Smith, Joe for reports so the last name is the sort word.

Field Length: 25 *Field Type: Alpha Numeric*

Name 2

Used to indicate "Attention to" a point of contact. It may also be used to indicate a specific department or division.

Field Length: 50 *Field Type: Alpha Numeric*

Street #

Street number of the agency's address. If the street number includes a letter, fraction or direction (including rear apartment), the appropriate selection will be shown in the prompt boxes to the right of the **Street #** and **Street Letter** fields. (It is acceptable to leave this field blank and to enter the street number in the **Street Name** field).

Field Length: 7 *Field Type: Numeric*

Street Letter

Street letter of the agency's address. If there is no letter included in the agency's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street letter in the **Street Name** field).

Field Length: 6 *Field Type: Alpha Numeric*

Street Fraction

Street number fraction of the agency's address. If there is no fraction included in the agency's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street fraction in the **Street Name** field).

Field Length: 0 *Field Type: Prompt*

Street Direction

Street direction of the agency's address. Valid options are N (north), S (south), E (east), W (west), NE (northeast), SE (southeast) and NW (northwest). If there is no direction included in the agency's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street direction in the **Street Name** field).

Field Length: 0 *Field Type: Prompt*

Street Name

Street name of the agency's address. If desired, the Street Number, Street Letter, Street Fraction and Street Direction can all be entered in this field.

Field Length: 50 *Field Type: Alpha Numeric*

Bld/Ste/Apt

Building, suite or apartment number of the agency's address (The appropriate word - Building, Suite or Apartment - must be entered along with the number). If the agency's address does not include a building, suite or apartment number, this field may be used for any other additional address information such as a P.O. Box number.

Field Length: 50 *Field Type: Alpha Numeric*

City

City of the agency's address.

Field Length: 50 *Field Type: Alpha Numeric*

State

Standard State abbreviation for the agency's address.

Field Length: 2 *Field Type: Alpha Numeric*

Zip

Five digit zip code and the extended four digit zip code of the agency's address.

Zip Code *Field Length: 5* *Field Type: Alpha Numeric*

Zip Ext. *Field Length: 4* *Field Type: Alpha Numeric*

Country Code

Standard Country abbreviation of the agency's address. There is a Country code table that you can build into the system if you are selling advertising outside the United States.

Double-click Option *Default: A*
Field Length: 5 *Field Type: Alpha Numeric*

Postal Code

Standard postal code of the agency's address. Standard postal codes can be built into the postal code table.

Double-click Option *Default: A*
Field Length: 5 *Field Type: Alpha Numeric*

Phone

Agency's phone number, including the area code and an extension. It is unnecessary to hit return or tab between the fields of the phone number. The program will automatically advance these fields as they are filled.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Area Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Exch. Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Phone</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |
| <i>Extension</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |

Fax

Agency's fax number, including the area code and an extension. It is unnecessary to hit return or tab between fields of the fax number. The program will automatically advance these fields as they are filled.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Area Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Exch. Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Phone</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |
| <i>Extension</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |

E-Mail

Agency's e-mail address.

| | |
|-------------------------|----------------------------------|
| <i>Field Length: 75</i> | <i>Field Type: Alpha Numeric</i> |
|-------------------------|----------------------------------|

Contact

Name of the person to be contacted at the agency.

| | |
|-------------------------|----------------------------------|
| <i>Field Length: 40</i> | <i>Field Type: Alpha Numeric</i> |
|-------------------------|----------------------------------|

No Of Statements

Indicates the number of billing statements to be sent to this agency.

| | |
|------------------------|----------------------------|
| <i>Default: 1</i> | |
| <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |

Discounts

Discount - Indicates any discount to which this agency is entitled. Usually 15.00 (15%)

| | |
|------------------------|---------------------------|
| <i>Default: 0</i> | |
| <i>Field Length: 4</i> | <i>Field Type: Amount</i> |

Prompt Pay Disc - Indicate the amount of discount, if any, to which this agency is entitled if payments are made on time. Usually 2.00 (2%)

| | |
|------------------------|---------------------------|
| <i>Default: 0</i> | |
| <i>Field Length: 4</i> | <i>Field Type: Amount</i> |

Active Agency

Indicates whether or not this agency code is active.

| | |
|------------------------|---------------------------|
| <i>Default: Yes</i> | |
| <i>Field Length: 0</i> | <i>Field Type: Prompt</i> |

SUB-SCREENS / BUTTON COMMANDS

Beneath the Agencies screen is one sub-screen or button command: Print Listing. To activate the screens/buttons, click on the appropriate box.

The screenshot shows a software window titled "Agency Maintenance" with a menu bar (Form, Edit, Database, Record, Field) and a Help button. Below the menu is a toolbar with various navigation icons. The main area contains the following fields and controls:

- Agency Code
- Last Name
- First Name
- Name 2
- Street No. (with dropdowns for 1/2, 1/3, 1/4, Rear)
- Street Letter (with dropdowns for N, S, E, W, NE, SE, NW, SW)
- Street Name
- Bld/Ste/Apt
- City
- State
- Zip
- Country Code (A)
- Postal Code (A)
- Phone (with Ext)
- FAX (with Ext)
- E-Mail
- Contact
- No Of Statements
- DISCOUNTS section with fields for Discount and Prompt_pay_disc
- Active Agency section with Yes/No dropdown
- Print Listing button

A red arrow points from the "Active Agency" dropdown to the "Print Listing" button.

Print Listing

For information on this section, refer to our Menus / Screens / Reports book.



Figure 151 - Print Listing (Agencies)

Co-op Codes

The screenshot shows a database form titled "Co-op Master". The form has a menu bar with "Form", "Edit", "Database", "Record", "Field", and "Help". Below the menu bar is a toolbar with various navigation icons. The form fields are as follows:

- Co-op Code:
- Co-op Name:
- Name 2:
- Street No:
- Street Letter:
- Street Name:
- Bid/Apt/Ste:
- City:
- State:
- Zip:
- Country Code:
- Postal Code:
- Contact:
- Phone: - - Ext
- FAX: - - Ext
- E-mail:

Below the main form is a section titled "TEAR SHEETS" with a table:

| | |
|-------------|--------------------------------|
| Code | <input type="text" value="A"/> |
| Monthly | <input type="text" value="0"/> |
| Advertising | <input type="text" value="0"/> |
| Bookkeeping | <input type="text" value="0"/> |
| Sales | <input type="text" value="0"/> |

At the bottom right of the form, there is a blue button labeled "Co-op Listing" and a date/time stamp: "12/17/1999 10:41".

Figure 152 - Co-op Codes

Access: Tables > Co-op Codes

This table allows entry of billing and mailing information on co-op manufacturers. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Co-op Code

The user-generated code associated with this co-op.

Field Length: 4 *Field Type:* Alpha Numeric

Co-op Name

Description or name of the co-op.

Field Length: 50 *Field Type:* Alpha Numeric

Name 2

Used to indicate "Attention to" a point of contact. It may also be used to indicate a specific department or division.

Field Length: 50 *Field Type:* Alpha Numeric

Street #

Street number of the co-op's address. If the street number includes a letter, fraction or direction (including rear apartment), the appropriate selection will be shown in the prompt boxes to the right of the **Street #** and **Street Letter** fields. (It is acceptable to leave this field blank and to enter the street number in the **Street Name** field).

Field Length: 7 *Field Type:* Numeric

Street Letter

Street letter of the co-op's address. If there is no letter included in the co-op's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street letter in the **Street Name** field).

Field Length: 6 *Field Type:* Alpha Numeric

Street Fraction

Street number fraction of the co-op's address. If there is no fraction included in the co-op's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street fraction in the **Street Name** field).

Field Length: 0 *Field Type:* Prompt

Street Direction

Street direction of the co-op's address. Valid options are N (north), S (south), E (east), W (west), NE (northeast), SE (southeast) and NW (northwest). If there is no direction included in the co-op's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street direction in the **Street Name** field).

Field Length: 0 *Field Type:* Prompt

Street Name

Street name of the co-op's address. If desired, the Street Number, Street Letter, Street Fraction and Street Direction can all be entered in this field.

Field Length: 50 *Field Type:* Alpha Numeric

Bld/Ste/Apt

Building, suite or apartment number of the co-op's address (The appropriate word - Building, Suite or Apartment - must be entered along with the number). If the co-op's address does not include a building, suite or apartment number, this field may be used for any other additional address information such as a P.O. Box number.

Field Length: 50 *Field Type: Alpha Numeric*

City

City of the co-op's address.

Field Length: 50 *Field Type: Alpha Numeric*

State

Standard State abbreviation for the co-op's address.

Field Length: 2 *Field Type: Alpha Numeric*

Zip

Five digit zip code and the extended four digit zip code of the co-op's address.

Zip Code *Field Length: 5* *Field Type: Alpha Numeric*

Zip Ext. *Field Length: 4* *Field Type: Alpha Numeric*

Country Code

Standard Country abbreviation of the co-op's address. There is a Country code table that you can build into the system if you are selling advertising outside the United States.

Double-click Option *Default: A*
Field Length: 5 *Field Type: Alpha Numeric*

Postal Code

Standard postal code of the co-op's address. Standard postal codes can be built into the postal code table.

Double-click Option *Default: A*
Field Length: 5 *Field Type: Alpha Numeric*

Contact

Name of the person to be contacted at the co-op.

Field Length: 40 *Field Type: Alpha Numeric*

Phone

Co-op's phone number, including the area code and an extension. It is unnecessary to hit return or tab between the fields of the phone number. The program will automatically advance these fields as they are filled.

Area Code *Field Length: 3* *Field Type: Numeric*

Exch. Code *Field Length: 3* *Field Type: Numeric*

Phone *Field Length: 4* *Field Type: Numeric*

Extension *Field Length: 4* *Field Type: Numeric*

Fax

Co-op's fax number, including the area code and an extension. It is unnecessary to hit return or tab between fields of the fax number. The program will automatically advance these fields as they are filled.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Area Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Exch. Code</i> | <i>Field Length: 3</i> | <i>Field Type: Numeric</i> |
| <i>Phone</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |
| <i>Extension</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |

E-Mail

Co-op's e-mail address.

| | |
|-------------------------|----------------------------------|
| <i>Field Length: 75</i> | <i>Field Type: Alpha Numeric</i> |
|-------------------------|----------------------------------|

Tearsheets

This section identifies the number of tear sheets required by a co-op, when they are to be sent out, to whom they are to be sent, the number of copies required and which department is responsible for sending them out.

Code - Indicates whether the tearsheets are to be delivered monthly, weekly, daily or some other method. A tearsheet code of an "M" is a special code used when monthly tearsheets are to be sent. When running the month end statements you can decide to print only tearsheet advertiser statements or no tearsheet advertiser statements. By doing this you can print two batches of statements and send the tearsheets with the tearsheet batch. This is just one method of delivering tearsheets to advertisers.

| | |
|------------------------|----------------------------------|
| <i>Field Length: 1</i> | <i>Field Type: Alpha Numeric</i> |
|------------------------|----------------------------------|

Monthly - Indicates the total number of tearsheets the co-op would like to receive per month.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Default: 0</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |
|-------------------|------------------------|----------------------------|

Advertising - Indicates the number of tearsheets to be delivered to the co-op by the advertising department after the ad appears in the newspaper.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Default: 0</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |
|-------------------|------------------------|----------------------------|

Bookkeeping - Indicates the number of tearsheets to be delivered to the co-op by the bookkeeping department after the ad appears in the newspaper.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Default: 0</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |
|-------------------|------------------------|----------------------------|

Sales - Indicates the number of tearsheets to be delivered by the sales department after the ad appears in the newspaper.

| | | |
|-------------------|------------------------|----------------------------|
| <i>Default: 0</i> | <i>Field Length: 4</i> | <i>Field Type: Numeric</i> |
|-------------------|------------------------|----------------------------|

SUB-SCREENS / BUTTON COMMANDS

Beneath the Co-op Codes screen is one sub-screen or button command: Co-op Listing. To activate the screens/buttons, click on the appropriate box.

Co-op Master

Form Edit Database Record Field Help

Co-op Code CARP

Co-op Name Carpetmaster

Name 2 *****

Street No 0

Street Letter

Street Name

Bld/Apt/Ste *****

City

State Zip -

Country Code A Postal Code A

Contact

Phone ***** - ***** - ***** Ext *****

FAX ***** - ***** - ***** Ext *****

E-mail

TEAR SHEETS

| | |
|-------------|---|
| Code | A |
| Monthly | 0 |
| Advertising | 0 |
| Bookkeeping | 0 |
| Sales | 0 |

Co-op Listing

arv 12/17/1999 10:41

Co-op Listing

For information on this section, refer to our Menus / Screens / Reports book.



Figure 153 - Co-op Listing (Co-op Codes)

Account Co-ops & List



Figure 154 - Account Co-ops & List
Access: Tables > Account Co-ops & List

This table enables co-ops to be assigned to specific accounts. This aids in entry during ad insertion maintenance. If co-ops are not assigned to accounts operators will search the main co-op database table. However, if the most likely or most used codes are assigned then operators can search the shortened account list first. If the co-op is not found on the account list then they can double click and bring up the main list. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Acct. #

Advertiser account number.

Double-click Option

Field Length: 9

Field Type: Numeric

Code

The user-generated code associated with this co-op to be assigned to this account.

Double-click Option

Field Length: 4

Field Type: Alpha Numeric

Co-op Name

The name of the co-op is displayed after entering a valid co-op code. This is a Display only field.

Active

Indicates whether or not the co-op code is active.

Default: Yes

Field Length: 0

Field Type: Prompt

Print List

For information on this section, refer to our Menus / Screens / Reports book.

Advertiser Master Initial Balance Entry

| BALANCE AND AGING AS OF LAST MONTH CLOSE | |
|--|--------|
| Current | -55.02 |
| Over 30 | 0.00 |
| Over 60 | 0.00 |
| Over 90 | 0.00 |
| Over 120 | 0.00 |
| Over 150 | 0.00 |
| Balance Due | -55.02 |
| Total of Aging Amounts -55.02 | |

Figure 155 - Advertiser Master Initial Balance Entry

Access: Tables > Advertiser Master Initial Balance Entry

When switching from another software system to the Vision Data software, the initial balance information must be entered for each advertiser to be tracked by the software (if there is no file conversion from the other system). The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Current Period

This is the period that this profit center is currently in. If for example you have just closed your other system for November of 1999 then the Current Period would be 199912. Enter a four digit year and a two digit month, for example 199912.

Default From the profit center

Field Length: 6 *Field Type:* Numeric

Account

Advertiser's account number

Field Length: 9 *Field Type:* Numeric

Balance and Aging as of Last Month Close

Current - Current amount owed by this advertiser as of the close of the billing period displayed.

Field Length: 9 *Field Type:* Amount

Over 30 - Debt that is over thirty days old, but less than sixty days old as of the date displayed. Amount as of the last closing date.

Field Length: 9 *Field Type:* Amount

Over 60 - Debt that is over sixty days old, but less than ninety days old as of the date displayed. Amount as of the last closing date.

Field Length: 9 *Field Type:* Amount

Over 90 - Debt that is over ninety days old, but less than one hundred and twenty days old as of the date displayed. Amount as of the last closing date.

Field Length: 9 *Field Type:* Amount

Over 120 - Debt that is over one hundred and twenty days old, but less than one hundred and fifty days old as of the date displayed. Amount as of the last closing date.

Field Length: 9 *Field Type:* Amount

Over 150 - Debt that is over one hundred and fifty days old as of the date displayed. Amount as of the last closing date.

Field Length: 9 *Field Type:* Amount

Balance Due - Total amount due for all the categories displayed. Amount is figured as of the last closing date.

Field Length: 9 *Field Type:* Amount

Total of Aging Amounts - Total amount past due. This amount must equal the total of the aging amounts already entered. This is check to be sure amounts were entered correctly.

Field Length: 9 *Field Type:* Amount

Access Authorization

| Access Name | Program | Find | Add | Update | Delete | Default Printer |
|-------------|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------|
| ACCT | ALL | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ps rep |
| ACCT | r ead | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ACCT | r ead flat | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ACCT | r ead pay | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ACCT | r ebill addr | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ACCT | r ecrsauth | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ACCT | r emaster | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ACCT | r epay | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| ACCT | r etear | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| ACCT | r etran | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| ACCT | r etran flat | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| ACCT | r post | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| ACMGR | ALL | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ps rep |

Figure 156 - Access Authorization

Access: Tables > Access Authorization

This table allows the system manager to set specific user privileges for any portion of the entire system, either by individual user, groups of users or as a global security parameter. For each record the manager can specify an individual program name, the group, and whether they will be able to access the item on their menu, and if they can add, update or delete records associated with that program. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Access Name

The user-defined access group code. This code is used to group program accesses together for security purposes. A group can be one user or a group of users. For example, you may set up a group of ad takers as ADTAK and all classified ad takers would be assigned to this group. However, there may be an assistant to the manager that will be in their own group or in the same group as the manager.

Field Length: 5 *Field Type: Alpha Numeric*

Program

The area of the software for which access is being granted or denied. Each group must have a program with the name of "ALL" (in upper case) assigned to it. The "ALL" program is used to set precedence for that group, by either allowing all privileges and then taking some away, or allowing no privileges and then adding some. For example, in the ADTAK group, the classified ad takers will probably only have access to forms such as ad insertion maintenance, account history and reports. Therefore, the "ALL" form would be set up as Find only. This would mean that programs the users are to be allowed into would then be assigned here with add, update, and delete as appropriate. Likewise, a MGR group's "ALL" option would be set with Find, Add, Update, and Delete allowed, and then only the options the manager is not to be allowed in would be assigned here.

Double-click Option
Field Length: 40 *Field Type: Alpha Numeric*

Find

Activate this flag if the operator is granted access to find records in this program.

Default: No
Field Length: 0 *Field Type: Prompt*

Add

Activate this flag if the operator is granted access to add records in this program.

Default: No
Field Length: 0 *Field Type: Prompt*

Update

Activate this flag if the operator is granted access to update records in this program.

Default: No
Field Length: 0 *Field Type: Prompt*

Delete

Activate this flag if the operator is granted access to delete records in this program.

Default: No
Field Length: 0 *Field Type: Prompt*

Default Printer

Use this field to set up the default printer for this group. The printer default will be displayed whenever a report is run to a device, and will not have to be entered each time a report is run.

Field Length: 40 *Field Type: Alpha Numeric*

User Setup

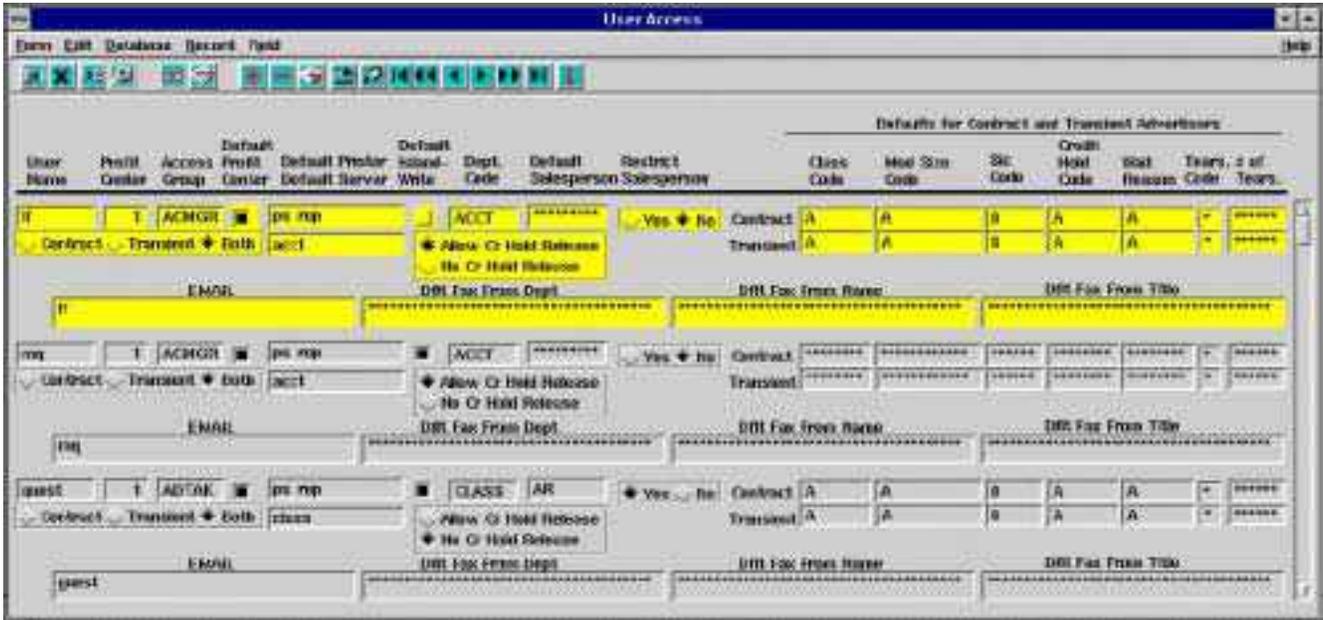


Figure 157 - User Setup

Access: Tables > User Setup

This table is used to set up each user with the defaults pertaining to his/her section of the program. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

User Name

Enter the first five characters of the user's login. The first five characters of the users login must be unique across users.

Field Length: 5

Field Type: Alpha Numeric

Profit Center

If more than one profit center exists, enter the profit center that this operator is normally entering into.

Field Length: 2

Field Type: Numeric

Access Group

This is the Group codes to link users to access groups. This code is used to group program accesses together for security purposes. A group can be one user or a group of users. For example, you may set up a group of ad takers as ADTAK and all classified ad takers would be assigned to this group.

However, there may be an assistant to the manager that will be in their own group or in the same group as the manager.

Field Length: 5

Field Type: Alpha Numeric

Default Profit Center

Activate this flag if a default profit center to automatically come up on the main menu for this user.

Default The profit center you are presently in

Field Length: 0

Field Type: Prompt

Default Printer

Set up a default printer for this user.

Field Length: 25

Field Type: Alpha Numeric

Printer Server

Set up a default server for this user. This will default each time a report is run. Possible valid servers are: ads, class1, class2, acct1, acct2, system, sales1, and sales2. Check with the system manager as to which of these are being used on your system. It is best to always assign users to specific servers and not use "ANY".

Field Length: 20

Field Type: Alpha Numeric

Default IslandWrite

Activate this flag if the operator uses IslandWrite.

Field Length: 0

Field Type: Prompt

Dept. Code

Enter the user generated code for the department in which this operator works (DISP=Display, CLASS=Classified).

Field Length: 5

Field Type: Alpha Numeric

Default Salesperson

For Classified operators each Classified ad taker or salesperson will need to have a salesperson code assigned to them. If classified operators can only add and modify ads with their own salesperson code, set the next field (Restrict Salesperson) to 'Yes.' This code will default during ad insertion maintenance. Usually for display operators there is no code entered here because you want the salesperson from the advertiser master or contract to default onto ads.

Double-click Option

Field Length: 5

Field Type: Alpha Numeric

Restrict Salesperson

Indicate whether or not the default salesperson has restricted access to ads in Ad Insertion Maintenance. This is usually used for classified operators. This feature, when set to 'Yes,' restricts salespersons from modifying or changing the salesperson code on ads.

Field Length: 0

Field Type: Prompt

Defaults for Contract and Transient Advertisers

The following field descriptions, lengths and types apply to both contract and transient advertisers. The screen has separate fields to enter defaults for each type of advertiser.

Class Code - Classification code to be defaulted during ad insertion maintenance for this user. An example would be an ad taker only enters Real Estate ads. Set their default classification code here.

Double-click Option

Field Length: 5

Field Type: Alpha Numeric

Mod Size Code - Enter the modular size to be used as the default for contract and transient advertisers during ad insertion maintenance.

Double-click Option

Field Length: 11

Field Type: Alpha Numeric

SIC Code - Enter the default SIC Code to be used by this operator during ad insertion maintenance.

Double-click Option

Field Length: 4

Field Type: Numeric

Credit Hold Code - Indicate the default reason for withholding credit for this user during ad insertion maintenance.

Double-click Option

Field Length: 5

Field Type: Alpha Numeric

Wait Reason - Indicate the default reason for waiting to run an ad for this user during ad insertion maintenance. Sometimes this field is used to have all ads go on hold for a new classified ad operator, so that a manager can review them and take them off of hold. This prevents ads for new operators from running without being edited.

Double-click Option

Field Length: 5

Field Type: Alpha Numeric

Tears Code - Enter the tearsheet code to default during ad insertion maintenance for this user. If tearsheets are to default from the advertiser master then leave this field blank.

Double-click Option

Field Length: 1

Field Type: Alpha Numeric

of Tears - Enter the number of tearsheets to default during ad insertion maintenance for this user. If tearsheets are to default from the advertiser master then leave this field blank.

Field Length: 4 *Field Type:* Numeric

Contract/Transient/Both

Indicate whether this user handles contract accounts, transient accounts or both.

Default: Both
Field Length: 0 *Field Type:* Prompt

Allow Cr Hold Release/No Cr Hold Release

Indicate whether or not this user has the authority to release an account from a credit hold status.

Default: No
Field Length: 0 *Field Type:* Prompt

E-mail

Enter this user's e-mail address. Used as default on faxes.

Field Length: 75 *Field Type:* Alpha Numeric

Dflt Fax From Dept

Use this field to set up the "From" section of a fax cover sheet for this user to reduce data entry time. Enter the user's department in this field.

Field Length: 50 *Field Type:* Alpha Numeric

Dflt Fax From Name

Use this field to set up the "From" section of a fax cover sheet for this user to reduce data entry time. Enter the user's name in this field.

Field Length: 50 *Field Type:* Alpha Numeric

Dflt Fax From Title

Use this field to set up the "From" section of a fax cover sheet for this user to reduce data entry time. Enter the user's title in this field.

Field Length: 50 *Field Type:* Alpha Numeric

Output Devices

The screenshot shows a window titled "Output Devices" with a menu bar (Form, Edit, Database, Record, Field) and a Help button. Below the menu is a toolbar with various icons. The main area contains the following fields and options:

- Record #
- Logical Name
- Device Description
- Device Name
- Append Name Char
- Printer Columns: 132, 80
- Custom Spooler
- Paper Type
- Restricted Paper Type: Yes, No
- Status: Accessible, Unaccessible
- Use Custom: Yes, No

Figure 158 - Output Devices

Access: Tables > Output Devices

Use this table to set up the printers that will be used with the software. For assistance on logical names and other pertinent information refer to either your systems department or Vision Data's system department. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Record #

Enter the record number associated with the printer.

Field Length: 4 *Field Type: Numeric*

Logical Name

Enter the name of the printer recognized by the software (i.e. lp1, lp2).

Field Length: 25 *Field Type: Alpha Numeric*

Device Description

Enter the model number of the printer.

Field Length: 25 *Field Type: Alpha Numeric*

Device Name

Enter the brand name of the printer.

Field Length: 40 *Field Type: Alpha Numeric*

Append Name Char

Enter the abbreviation used to indicate this printer.

Field Length: 1 *Field Type: Alpha Numeric*

Status

Indicate whether the printer is accessible or inaccessible.

Field Length: 0 *Field Type: Prompt*

Printer Columns

Indicate whether the printer is capable of printing 132 columns or 80 columns.

Field Length: 0 *Field Type: Prompt*

Custom Spooler

If a custom spooler is in use, enter the logical name.

Field Length: 80 *Field Type: Alpha Numeric*

Use Custom

Indicate whether or not the custom spooler should be used.

Field Length: 0 *Field Type: Prompt*

Paper Type

Indicate the type of paper to be used in the printer.

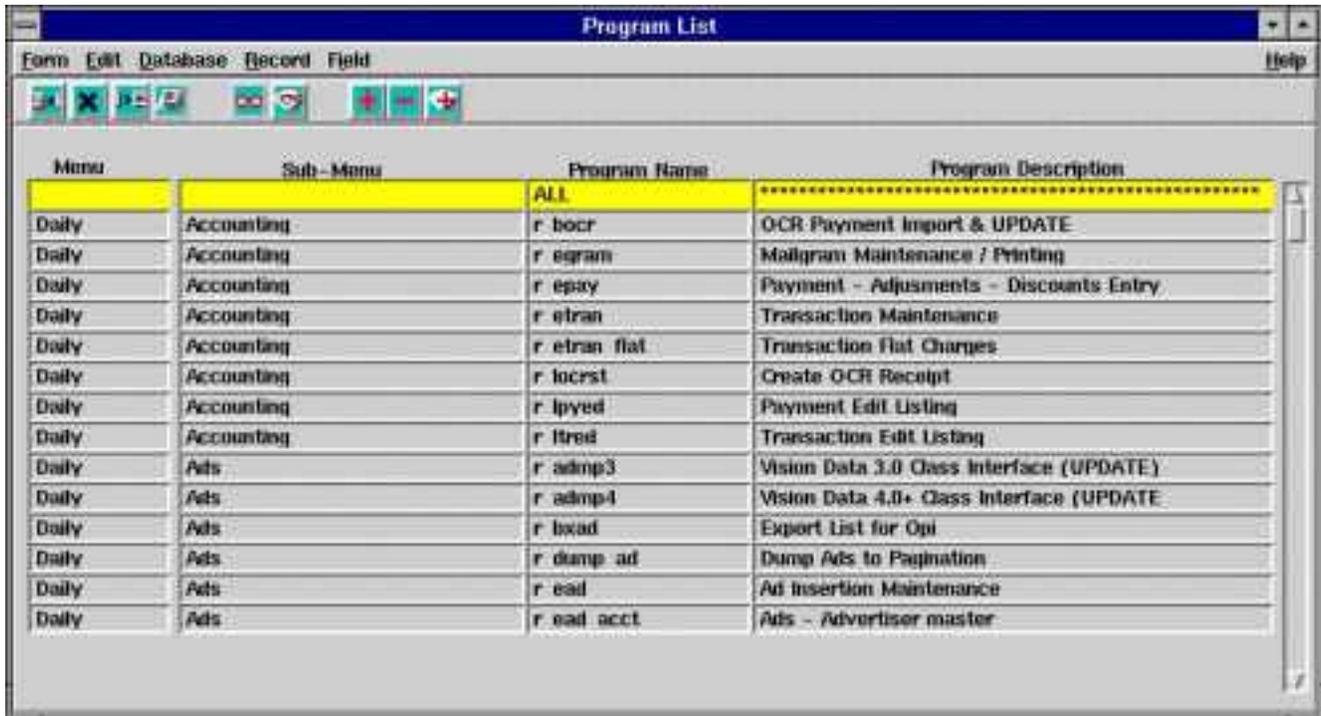
Field Length: 25 *Field Type: Alpha Numeric*

Restricted Paper Type

Indicate whether the paper type is restricted or may be changed.

Field Length: 0 *Field Type: Prompt*

Program Lookup



| Menu | Sub-Menu | Program Name | Program Description |
|-------|------------|--------------|---|
| | | ALL | |
| Daily | Accounting | r bocr | OCR Payment Import & UPDATE |
| Daily | Accounting | r egram | Mailgram Maintenance / Printing |
| Daily | Accounting | r epay | Payment - Adjustments - Discounts Entry |
| Daily | Accounting | r etran | Transaction Maintenance |
| Daily | Accounting | r etran flat | Transaction Flat Charges |
| Daily | Accounting | r locrst | Create OCR Receipt |
| Daily | Accounting | r lpyed | Payment Edit Listing |
| Daily | Accounting | r ltred | Transaction Edit Listing |
| Daily | Ads | r admp3 | Vision Data 3.0 Class Interface (UPDATE) |
| Daily | Ads | r admp4 | Vision Data 4.0+ Class Interface (UPDATE) |
| Daily | Ads | r bxad | Export List for Opi |
| Daily | Ads | r dump ad | Dump Ads to Pagination |
| Daily | Ads | r ead | Ad Insertion Maintenance |
| Daily | Ads | r ead acct | Ads - Advertiser master |

Figure 159 - Program Lookup

Access: Tables > Program Lookup

The program lookup file is used in conjunction with the User Access File to provide system security. The program lookup file contains a master listing of all menu and sub-menu items in the system and the program names used to access them. The system uses the program names listed on this file combined with user access permissions set at menu and sub-menu level to control operator and administrative access to functionality within the system. This table is mostly set up when you receive the system. You may from time to time enter new selections when enhancements are given. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Menu

Menu name is the name of the menu selection that appears on system screens. Examples of menu selections are the major menu items displayed on the menu bar when an operator logs into the system: Daily, Reports, Month-end, Tables, Profit Center, Queues, Tools, Preferences.

Field Length: 40

Field Type: Alpha Numeric

Sub-Menu

Sub-menu name is the name assigned to the function which appears on a higher level menu, such as Masters, Ads, or Accounting.

Field Length: 40

Field Type: Alpha Numeric

Program Name

The program name is the name the section of the software that runs a particular function. This name will need to be provided by Vision Data.

Field Length: 40

Field Type: Alpha Numeric

Program Description

The program description is a brief description of the function of that particular section of the software.

Field Length: 40

Field Type: Alpha Numeric

PROFIT CENTER



Figure 160 - Profit Center Menu

To see the **PROFIT CENTER** menu, click on '**PROFIT CENTER**'. A drop-down menu will appear with one additional menu selection to choose from:

- ◆ **PROFIT CENTER SELECTION**

Profit Center Selection

| Code | Name | Last Post Date | Current Period |
|------|-------------------|----------------|----------------|
| ii | CAPITAL NEWS, INC | 02/03/1999 | 199902 |
| | | | |
| | | | |
| | | | |

[Profit Center Detail](#)

Figure 161 - Profit Center Selection

Access: Profit Center > Profit Center Selection

This form is a list of existing profit centers to choose from for the purpose of switching profit centers for reporting and maintenance, to modify the company profit center rules and defaults, or to add a new profit center. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Code

The profit center number that uniquely identifies this profit center. This is a Display only field.

Name

The name of the profit center. This is a Display only field.

Last Post Date

The date that ads were last posted over to the billing transaction tables. This is a Display only field.

Current Period

The current accounting period this profit center is in. This is a Display only field.

SUB-SCREENS / BUTTON COMMANDS

Beneath the Profit Center Selection screen is one sub-screen or button command: Profit Center Detail.
To activate the screen/button, click on the appropriate box.

The screenshot shows a window titled "Profit Center Selection" with a menu bar (Form, Edit, Database, Record, Field) and a Help button. Below the menu is a toolbar with icons for navigation and editing. The main area contains a table with the following data:

| Code | Name | Last Post Date | Current Period |
|------|-------------------|----------------|----------------|
| 11 | CAPITAL NEWS, INC | 02/03/1999 | 199902 |
| | | | |
| | | | |
| | | | |

A red arrow points from the first row of the table to a blue button labeled "Profit Center Detail" located at the bottom right of the window.

Profit Center Detail

This function accesses the profit center defaults and rules form. This is where all of the rules are set for each profit center. Rules include such things as:

- ◆ Will advertisers be charged finance charges when payments are late?
- ◆ How late can payments be and what percent finance charge will be enacted?
- ◆ How many days will this profit center retain ad copy for or how many months will history be retained?
- ◆ What is the current accounting period and what type of accounting period does this profit center have?
- ◆ What payment code will be defaulted if entering a payment from the accounting office?
- ◆ What payment code will be defaulted when entering payments while entering an ad?

The screenshot displays a software window titled "Company Maintenance" with a menu bar (Form, Edit, Database, Record, Field) and a help button. The main area is divided into several sections:

- GENERAL INFORMATION:** Fields for PYTEC #, Company (CAPITAL NEWS, INC), Name 2 (NEWSPAPER GROUP), Street # (1377), Str Letter, Street Name (3RD ST), City (RENSSELAER), State (NY), Postal Code (1329), Country Code (A), Phone, Fax, and E-mail (SALES@DATA.COM).
- ACCOUNTING PERIODS:** Year and Month (17 DEC), Current Yr/Mo Period (13902), Month Period Type (Calendar), Weekly Period Type (Calendar), and First of Accting Wk (Sat).
- INTERFACES:** Layout Interface (Yes), General Ledger Interface (Yes), and Use This GL Profit file (Yes).
- SYSTEM FUNCTIONS:** Dump Cost Heading when Empty (Yes), Default Publication Scheduling (Yes), and # of run days to hold (14).
- CONTRACT DEFAULTS:** Contracts Are Held First (Yes), Allow Expired Contracts (Yes), and Auto Contract w/ New Master (Yes).
- INVOICE DEFAULTS:** Accounting Pay Code (CK), Ad Taker Pay Code (CK), Contract P-Disc Code (*****), Transact P-Disc Code (*****), Contract Est/CR Code (BB), and Transact Est/CR Code (BB).
- DISCOUNTS:** Payment pay discount (0.00), Subtract Payment Disc (Yes), and Disc on Over Due (Yes).
- EARNED RATES:** Earned Rates (Yes) and Subtract Earned Disc (Yes).
- FINANCE/BILLING CHARGE:** Billing Fee (Yes), Advt Billing Fee (1.50), Finance Charge (Yes), 30y Chg on 90 Over (Near), and Finance Charge % (1.50).
- CREDIT DEFAULTS:** Contr Credit Type (Over 60 Days Old), Contr Credit Limit (5000.00), Trans Credit Type (Over 30 Days Old), and Trans Credit Limit (250.00).
- CITY/STATE DEFAULTS:** Debt City (RENSSELAER), Debt State (NY), and Default Area Code (518).
- DATE & AD DEFAULTS:** Debt Lines per Inch (1.0), Debt Columns per Page (6.00), Add Rates Together (Yes), Allocate Rate by Payment (Yes), Allow Overdue of Rate \$ (Yes), and Default Disc Type (Lverage).

Figure 162 - Profit Center Detail (Profit Center Selection)

General Information

Profit # - The number assigned to uniquely identify the profit center. This number is carried on all ads, transactions, master balances, payments and so forth that are entered while under a particular profit center.

Field Length: 2 *Field Type: Numeric*

Company - The name of the newspaper or profit center name to be displayed on the menu, reports and statements.

Field Length: 50 *Field Type: Alpha Numeric*

Name 2 - Used to indicate "Attention to" a point of contact. It may also be used to indicate a specific department or division.

Field Length: 50 *Field Type: Alpha Numeric*

Street # - Street number of the profit center's address. If the street number includes a letter, fraction or direction (including rear apartment), the appropriate selection will be shown in the prompt boxes to the right of the **Street #** and **Street Letter** fields. (It is acceptable to leave this field blank and to enter the street number in the **Street Name** field).

Field Length: 7 *Field Type: Numeric*

Street Letter - Street letter of the profit center's address. If there is no letter included in the profit center's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street letter in the **Street Name** field).

Field Length: 6 *Field Type: Alpha Numeric*

Street Fraction - Street number fraction of the profit center's address. If there is no fraction included in the profit center's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street fraction in the **Street Name** field).

Field Length: 0 *Field Type: Prompt*

Street Direction - Street direction of the profit center's address. Valid options are N (north), S (south), E (east), W (west), NE (northeast), SE (southeast) and NW (northwest). If there is no direction included in the profit center's address, this field will be blank. (It is acceptable to leave this field blank and to enter the street direction in the **Street Name** field).

Field Length: 0 *Field Type: Prompt*

Street Name - Street name of the profit center's address. If desired, the Street Number, Street Letter, Street Fraction and Street Direction can all be entered in this field.

Field Length: 50 *Field Type: Alpha Numeric*

Bld/Ste/Apt - Building, suite or apartment number of the profit center's address (The appropriate word - Building, Suite or Apartment - must be entered along with the number). If the profit center's address does not include a building, suite or apartment number, this field may be used for any other additional address information such as a P.O. Box number.

Field Length: 50 *Field Type: Alpha Numeric*

City - City of the profit center's address.

Field Length: 50 *Field Type: Alpha Numeric*

State - Standard State abbreviation for the profit center's address.

Field Length: 2 *Field Type: Alpha Numeric*

**Profit Center > Profit Center Selection
Sub-screens / Button Commands**

Zip - Five digit zip code and extended four digit zip code of the profit center's address.

Zip Code Field Length: 5 *Field Type: Alpha Numeric*

Zip Ext. Field Length: 4 *Field Type: Alpha Numeric*

Country Code - Standard Country abbreviation of the profit center's address. There is a Country code table that you can build into the system if you are selling advertising outside the United States.

Double-click Option *Default: A*

Field Length: 5 *Field Type: Alpha Numeric*

Postal Code - Standard postal codes of the profit center's address. Standard postal codes can be built into the postal code table.

Double-click Option *Default: A*

Field Length: 5 *Field Type: Alpha Numeric*

Phone - Profit center's phone number, including the area code and an extension. It is unnecessary to hit return or tab between the fields of the phone number. The program will automatically advance these fields as they are filled.

Area Code *Field Length: 3* *Field Type: Numeric*

Exch. Code *Field Length: 3* *Field Type: Numeric*

Phone *Field Length: 4* *Field Type: Numeric*

Extension *Field Length: 4* *Field Type: Numeric*

Fax - Profit center's fax number, including the area code and an extension. It is unnecessary to hit return or tab between fields of the fax number. The program will automatically advance these fields as they are filled.

Area Code *Field Length: 3* *Field Type: Numeric*

Exch. Code *Field Length: 3* *Field Type: Numeric*

Phone *Field Length: 4* *Field Type: Numeric*

Extension *Field Length: 4* *Field Type: Numeric*

E-Mail - Profit center's e-mail address.

Field Length: 75 *Field Type: Alpha Numeric*

Accounting Periods

Year End Month - The month that this profit centers year ends on. This allows the Month End to automatically update Year End figures at this Month End.

Default: 12

Field Length: 2 *Field Type: Numeric*

Current YrMo Period - The current accounting period this profit center is in or is starting.

Field Length: 1 *Field Type: Numeric*

Month Period Type - There are six different monthly period types: Calendar (based on the normal calendar months), 4-4-5 (4 weeks the first month, 4 weeks the second month, 5 weeks the third month, etc.), 4-5-4 (4 weeks the first month, 5 weeks the second month, 4 weeks the third month, etc.), 13 4wk (4 weeks each month for 13 periods each year), 5-4-4 (5 weeks the first month, 4 weeks the second month, 4 weeks the third month, etc.), and 12 4wk (4 weeks each month for 12 periods each year).

Default: Calendar

Field Length: 0 *Field Type: Prompt*

Yearly Period Type - There are three possible yearly periods: Calendar (based on the normal calendar year), 52-53 near 12/31 (52 or 53 periods and not necessarily ending on 12/31), and 52-53 - 12/31 (52 or 53 periods ending on 12/31).

Default: Calendar

Field Length: 0

Field Type: Prompt

End of Accting Wk - The day of the week that ends this profit center's accounting week.

Default: Saturday

Field Length: 0

Field Type: Prompt

Wkly Year Ref Wk End - The day of the week that ends this profit center's accounting year.

Default: Saturday

Field Length: 0

Field Type: Prompt

Interfaces

Layout Interface - Check yes or no if this profit center has an ad layout interface with another product, such as Managing Editor or Layout 8000.

Default: No

Field Length: 0

Field Type: Prompt

General Ledger Interface - Check yes or no if this profit center has a general ledger interface.

Default: No

Field Length: 0

Field Type: Prompt

Use Pub GL Profit No - If this profit center has a general ledger interface, is the general ledger profit number same as this profit number or is it based on a profit number for each publication? If it is based on profit number for each publication then make sure you enter the profit numbers in the publication table maintenance.

Default: No

Field Length: 0

Field Type: Prompt

System Functions

Dump Class Headings when Empty - Referring to the classified dump to pagination, should classification headers dump even though there are no ads for that classification?

Default: Yes

Field Length: 0

Field Type: Prompt

Default Publication Scheduling - When ads are entered for multiple publications should the schedule for one publication be copied or defaulted to all of the remaining publications on that ad?

Default: Yes

Field Length: 0

Field Type: Prompt

of Run Days to Build - While entering ads in the ad entry, when an ad is entered it is placed in the system ad queue for future pricing and scheduling. However, the first X number of days should be created immediately for pricing and reporting before the ad queue picks up the ad. Usually 14 days or 2 weeks are scheduled immediately and then the ad queue picks up from there.

Default: 14 Days

Field Length: 2

Field Type: Numeric

Contract Defaults

Contracts are Held Firm - Set this option to 'Yes' if this profit centers contract rules state that when there is a rate change the advertisers contract remains constant until the contract expires. Set it to 'No' if all rate changes apply to contracts immediately.

Default: No

Field Length: 0 *Field Type: Prompt*

Allow Expired Contracts - Set this option to 'No' if this profit center does not allow advertisers to obtain the contract rate after the contract expires. If this is the case the advertiser automatically reverts back to the open rate level on this rate code. The contract commitments are assumed to be zero by the rating routine. Set this to 'Yes' if the contract rate applies no matter if the contract is expired or not.

Default: Yes

Field Length: 0 *Field Type: Prompt*

Auto Contract with New Master - Setting this option to 'Yes' will automatically bring the contract maintenance form up after adding a new advertiser in the advertiser maintenance. If this option is set to 'No' then the user would manually select to bring up the contract form.

Default: Yes

Field Length: 0 *Field Type: Prompt*

Pay/Disc Defaults

Accounting Pay Code - The default payment code for the accounting payment maintenance.

Default: PAY

Field Length: 5 *Field Type: Alpha Numeric*

Ad Taker Pay Code - The default payment code for the ad entry payment maintenance.

Default: PAY

Field Length: 5 *Field Type: Alpha Numeric*

Contract P-Dsc Code - Default prompt payment discount code for contract advertisers. This is used during payment maintenance.

Field Length: 5 *Field Type: Alpha Numeric*

Transient P-Dsc Code - Default prompt payment discount code for transient advertisers. This is used during payment maintenance.

Field Length: 5 *Field Type: Alpha Numeric*

Contract Bad CR Code - The default for the credit hold code on contract advertisers ads during ad entry. If you would like only a warning then leave this code blank.

Default: BAD

Field Length: 5 *Field Type: Alpha Numeric*

Transient Bad CR Code - The default for the credit hold code on transient advertisers ads during ad entry. If you would like only a warning then leave this code blank.

Default: BAD

Field Length: 5 *Field Type: Alpha Numeric*

Discounts

Prompt Pay Discount - The percentage to offer advertisers as a discount if they pay within a specified time period on the monthly statements.

Default: 0.00

Field Length: 5 *Field Type:* Amount

Subtract Prompt Disc - If there is a prompt payment discount, do we actually subtract this amount from the advertiser balance and bill the net?

Default: No

Field Length: 0 *Field Type:* Prompt

Disc. On Over Due - If there is a prompt payment discount will the advertiser be offered the prompt payment discount if the advertiser has a past due balance?

Default: No

Field Length: 0 *Field Type:* Prompt

Earned Rates

Earned Rates - Does this profit center have earned rates and require the calculation of earned rates at the close the period?

Default: No

Field Length: 0 *Field Type:* Prompt

Subtract Earned Disc - Most earned rates are subtracted meaning that the advertiser is charged at the new calculated rate not the gross rate. If this is 'No' then the earned rate is a prompt payment earned rate and is simply offered as a prompt payment discount on the statement.

Default: No

Field Length: 0 *Field Type:* Prompt

Financial/Billing Charge

Billing Fee - 'Yes' indicates that the additional billing fee will be added to the advertisers account during the month end process. This is a one-time fee for each period that the advertisers has a balance.

Default: No

Field Length: 0 *Field Type:* Prompt

Add'l Billing Fee - The additional billing fee amount to be added if the billing fee is yes. This is usually an amount of \$1.00 or \$1.50.

Default: 0.00

Field Length: 5 *Field Type:* Amount

Finance Charge - Choose 'Yes' if there is to be a percentage charge added to the account based on the over due amount.

Default: No

Field Length: 0 *Field Type:* Prompt

Srv Chg on the Over - If there is a finance charge to be added, will it be calculated on the over 30, 60, 90, 120 or 150 amount due?

Default: Over 30

Field Length: 0 *Field Type:* Prompt

Finance Charge % - The percentage to use to calculate the finance charge. This is usually one and one-half percent (1.50) on the over 30 day amount.

Default: 1.50

Field Length: 5

Field Type: Amount

Minimum Finance Chg - Is there a minimum finance charge to charged? If the finance charge calculates out to be .27 and the minimum is .75 then .75 will be that month's finance charge.

Default: 0.00

Field Length: 5

Field Type: Amount

Credit Defaults

Contr Credit Type - This is the default credit type to be defaulted for contract advertisers if no credit record exists for that advertiser.

Default: Over 30

Field Length: 0

Field Type: Prompt

Contr Credit Limit - This is the default credit limit to be defaulted for contract advertisers if no credit record exists for that advertiser.

Default: 0.00

Field Length: 9

Field Type: Amount

Trans Credit Type - This is the default credit type to be defaulted for transient advertisers if no credit record exists for that advertiser.

Default: Over 30

Field Length: 0

Field Type: Prompt

Trans Credit Limit - This is the default credit limit to be defaulted for transient advertisers if no credit record exists for that advertiser.

Default: 0.00

Field Length: 9

Field Type: Amount

Number of Days or Months to be Retained

Contr Adv Ad Days - The number of days to maintain expired ads in the ad table for contract advertisers. Expired ads prior to the number of days entered here will be purged during the month end.

Field Length: 3

Field Type: Numeric

Trans Adv Ad Days - The number of days to maintain expired ads in the ad table for transient advertisers. Expired ads prior to the number of days entered here will be purged during the month end.

Field Length: 3

Field Type: Numeric

Contr Adv History Months - The number of months of history to be retained for contract advertisers.

Field Length: 2

Field Type: Numeric

Trans Adv History Months - The number of months of history to be retained for transient advertisers.

Field Length: 2

Field Type: Numeric

City/State Defaults

Default City - City to default throughout the application.

Default: Profit Center City

Field Length: 50 *Field Type:* Alpha Numeric

Default State - State to default on most address' throughout the application.

Default: Profit Center State

Field Length: 2 *Field Type:* Alpha Numeric

Default Area Code - Area code to default on most forms throughout the application.

Default: Profit Center Area Code

Field Length: 3 *Field Type:* Numeric

Rate & Ad Defaults

Deflt Lines per Inch - The number of lines per inch to default during rate table maintenance for most rates. Enter the most likely answer here. This field may be overridden during rate table maintenance.

Default: 14

Field Length: 2 *Field Type:* Numeric

Deflt Columns per Page - The number of columns per page to default during rate table maintenance for most rates. Enter the most likely answer here. This field may be overridden during rate table maintenance.

Default: 6.00

Field Length: 2 *Field Type:* Amount

Add Rates Together - Default the add rates together field on the rate table when new rates are being added. The add rates together is used to determine when calculating ad pricing as to whether the rates for each publication should be added together to obtain the total rate or if the rate is already combined. Enter the most likely answer here. This field may be overridden during rate table maintenance.

Default: Yes

Field Length: 0 *Field Type:* Prompt

Allocate Rate by Percent - The default for Rate Table maintenance to determine if most rates should be allocated by percentage.

Default: Yes

Field Length: 0 *Field Type:* Prompt

Allow Override of Rate \$ - This option determines if ad operators are allowed to enter Flat Rates or not. The flat rates are an override to the price on the rate table.

Default: Yes

Field Length: 0 *Field Type:* Prompt

Default Disc Type - When flat discounts are entered during ad entry are they usually rate discounts or lineage discounts. The difference between a rate discount and lineage discount is that when contracts are update and it's a lineage discount, only the discounted lineage is added to the contract not the full lineage. This field may be overridden during Ad Entry.

Default: Rate

Field Length: 0 *Field Type:* Prompt

HOW DO I?

How do I Add a new Profit Center?

Select the Profit Center Detail sub-screen from the Profit Center Selection screen. Once the Profit Center form is displayed select the 'Clear to Add' button or press Shift-F7. Enter all of the pertinent information and then select the 'Add/Update' button or press F7.

How do I Modify an existing Profit Center?

Select the Profit Center you wish to modify. Select the Profit Center Detail sub-screen from the Profit Center Selection screen. Once the Profit Center form is displayed, enter all of the modifications and then select the 'Add/Update' button or press F7.

How do I Select an existing Profit Center as the one for Reports and File Maintenance?

Select the Profit Center you wish to use by clicking on it. Select 'Dismiss Form' or press F1. From that point on when running reports or entering data you will be entering the data for the new profit center selected and displayed on the menu.

QUEUES

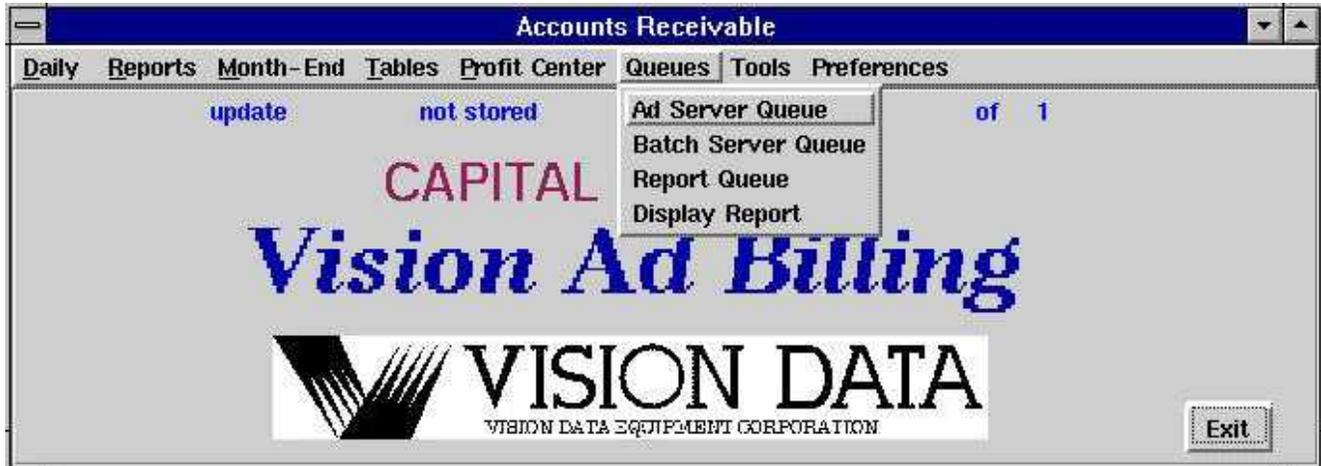


Figure 163 - Queues Menu

To see the **QUEUES** menu, click on 'QUEUES'. A drop-down menu will appear with several additional menu selections to choose from:

- ◆ **AD SERVER QUEUE**
- ◆ **BATCH SERVER QUEUE**
- ◆ **REPORT QUEUE**
- ◆ **DISPLAY REPORT**

Ad Server Queue

| Status | Ad # | Try Date | Try Time | Try Count | Queued | Time | Operator |
|--------|-------|------------|----------|-----------|------------|-------|----------|
| N | 62 | 01/01/2001 | 01:01 | 0 | 04/05/1999 | 08:36 | dum |
| ***** | | | | | | | |
| R | 28032 | 01/01/2001 | 01:01 | 0 | 03/31/1999 | 11:47 | dum |
| ***** | | | | | | | |
| R | 29211 | 01/01/2001 | 01:01 | 0 | 03/25/1999 | 17:40 | dum |
| ***** | | | | | | | |
| N | 29713 | 01/01/2001 | 01:01 | 0 | 04/02/1999 | 17:36 | dum |
| ***** | | | | | | | |
| N | 29714 | 01/01/2001 | 01:01 | 0 | 03/30/1999 | 10:00 | dum |
| ***** | | | | | | | |
| N | 29728 | 01/01/2001 | 01:01 | 0 | 03/26/1999 | 09:51 | dum |
| ***** | | | | | | | |
| N | 29729 | 01/01/2001 | 01:01 | 0 | 03/26/1999 | 09:54 | dum |
| ***** | | | | | | | |

Figure 164 - Ad Server Queue

Access: Queues > Ad Server Queue

This form is used to view the ads that are presently in queue to be processed by the ad server. The ad server processes the ads and creates the scheduled date records and prices these date records. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Status

The status shows whether the ad is 'N' (not processed yet or waiting to be processed), 'Y' (is being presently processed by the ad server), 'R' (going to be re-processed because the user in the ad entry updated the ad again), or 'E' (there was an error that occurred while trying to process the ad). Ads can also be placed on hold if necessary by placing an 'H' in the status and add/updating the queue record.

Note: There should not be any ads in the ad queue with an "E" (error) status. If there are ads with "E" status then note what the error was and change the status to "N." Usually it occurs because a user was accessing the ad at same time the ad server was. By setting the status to "N" the ad server will attempt to process the ad again.

Field Length: 1

Field Type: Alpha Numeric

Ad#

The ad number that identifies the ad in the queue. You may manually submit an ad into the ad queue if necessary.

Try Date

The date to start trying to process this ad. This is a Display only field.

Try Time

The time to start trying to process this ad. This is a Display only field.

Try Count

The number of times the ad server tried to process this ad. This is a Display only field.

Queued

Date the ad was queued. This is a Display only field.

Time

Time the ad was queued. This is a Display only field.

Operator

The operator who entered the ad. This is a Display only field.

HOW DO I?

This section will be part of the next version of this manual

Batch Server Queue

| Status | Try Date | Try Time | Server Name | Queued | Time | Source | Op | Jnl | Operator | Profit # | Queue # |
|--------|------------|----------|-------------|------------|-------|--------|----|-----|----------|----------|---------|
| N | 12/22/1999 | 10:22 | ANY | 12/22/1999 | 10:22 | ar | PS | All | arv | 1 | 77 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
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Figure 165 - Batch Server Queue

Access: Queues > Batch Server Queue

This form displays all batch jobs awaiting processing, jobs being processed and jobs already processed by a batch/report server. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Status

The status shows whether the batch item is 'N' (not processed yet or waiting to be processed), 'Y' (is being presently processed by the batch server, or 'E' (there was an error that occurred while trying to process the batch job). The error message field will display what the problem was that occurred.

Field Length: 1

Field Type: Alpha Numeric

Try Date

The date to start trying to process this batch. This is a Display only field.

Try Time

The time to start trying to process this batch. This is a Display only field.

Server Name

The name of the server that is to process this batch. If this is set to 'ANY' then once a server selects and begins to process this batch it will change this to the name of the server doing the processing.

Field Length: 20

Field Type: Alpha Numeric

Queued

Date the batch job was queued. This is a Display only field.

Time

Time the batch job was queued. This is a Display only field.

Source

The source of the batch entry. For example, 'AR' (accounts receivable). This is a Display only field.

Op

Operation code. For example, 'PS' (post ads to billing), 'ME' (month end processing), or 'PH' (purge history batch processing). The program that is used to enter the job into the queue will display the Operation code so that you can identify your batch job. This is a Display only field.

Jnl

Presently not used.

Operator

The operator or user who entered the batch job into the queue. This is a Display only field.

Profit #

The profit number that this batch was entered from. This allows the user to know which batch is which if there were for example two postings in the queue at the same time. This is a Display only field.

Queue #

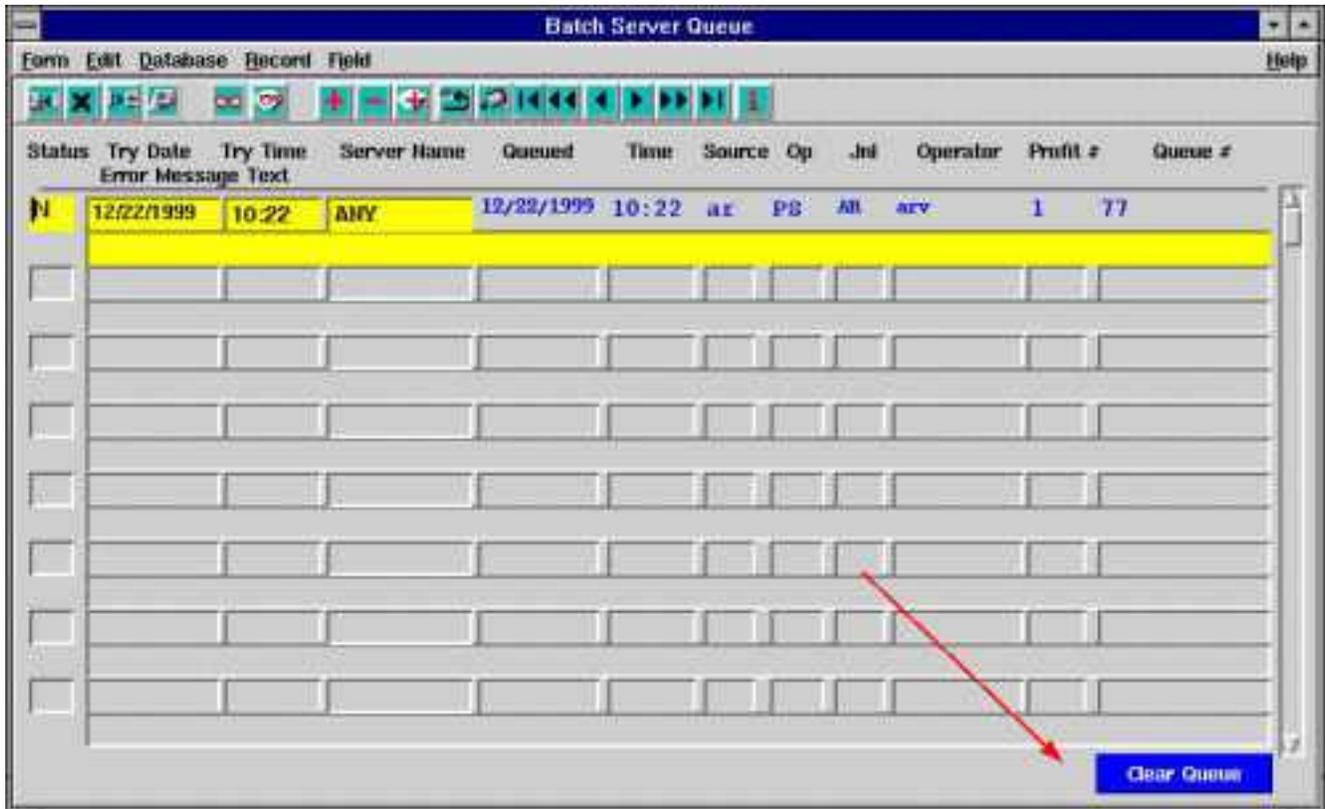
The unique identifier for the batch. This is a Display only field.

Error Message Text

The message from the process if an error occurs and the batch cannot be properly processed. This is a Display only field.

SUB-SCREENS / BUTTON COMMANDS

Beneath the Batch Server Queue screen is one sub-screen or button command: Clear Queue. To activate the screen/button, click on the appropriate box.



Clear Queue

This option allows the user to clear the batch queue.

HOW DO I?

This section will be part of the next version of this manual

Report Queue

| Status | Queued | Time | Source | Form | Form Title | Directory & Output File Name | Operator | Printer | Server |
|--------|------------|-------|--------|-------|--------------|-------------------------------|----------|---------|--------|
| N | 05/12/1999 | 20:03 | ar | r_rap | Aging Report | /vdata/print/r_rap.0512200316 | arv | pa_rep | abct |
| | 2002 | | | | | | | | |
| | | | | | | | | | |
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Figure 166 - Report Queue

Access: Queues > Report Queue

The report queue is used to look up status' on already-queued reports. It can also be used to change the printer or server when a report will be printed or processed. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Status

The status shows whether the report is 'N' (not processed yet or waiting to be processed), 'Y' (is being presently processed by the server), or 'E' (there was an error that occurred while trying to process the report). The error message field will display what the problem was that occurred.

Field Length: 1 *Field Type: Alpha Numeric*

Queued

Date the report was queued. This is a Display only field.

Time

Time the report was queued. This is a Display only field.

Source

The source of the batch entry. For example, 'AR' (accounts receivable). This is a Display only field.

Form

The name of the form that queued the report. The default system-generated report name is usually the same. This is a Display only field.

Form Title

The form title of the form that was used to queue the report. This is used to help the user identify their option. This is a Display only field.

Directory & Output File Name

The directory and file name of the print file for this report. Every report that is queued creates a file on disk before the it is sent to the printer. The user has the option to enter their own directory and file name if they so choose. This is a Display only field.

Operator

The operator or user who entered the report into the queue. This is a Display only field.

Printer

The printer selected to print the report to.

Field Length: 20 *Field Type: Alpha Numeric*

Server

The name of the server that is to process this batch. If this is set to "ANY" then once a server selects and begins to process this report it will change this to the name of the server doing the processing

Field Length: 20 *Field Type: Alpha Numeric*

Queue Serial #

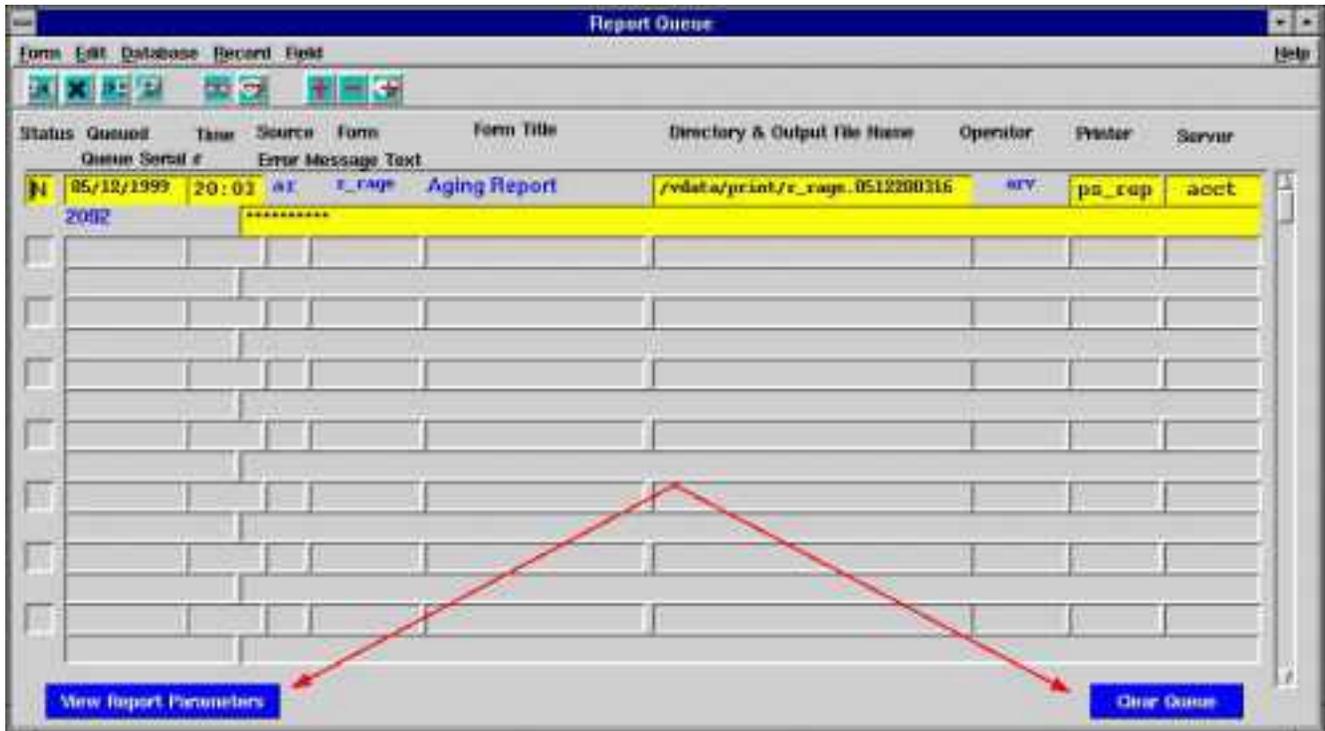
The unique identifier for the report. This is a Display only field.

Error Message Text

The message from the process if an error occurs and the report cannot be properly processed. Usually the message in the report queue is “No records found for the specifications entered.” What this means is that for the parameters or answers entered there was no data found in the database to match. Either check your answers or try a different selection. For example, you may have mistakenly entered the wrong date. This is a Display only field.

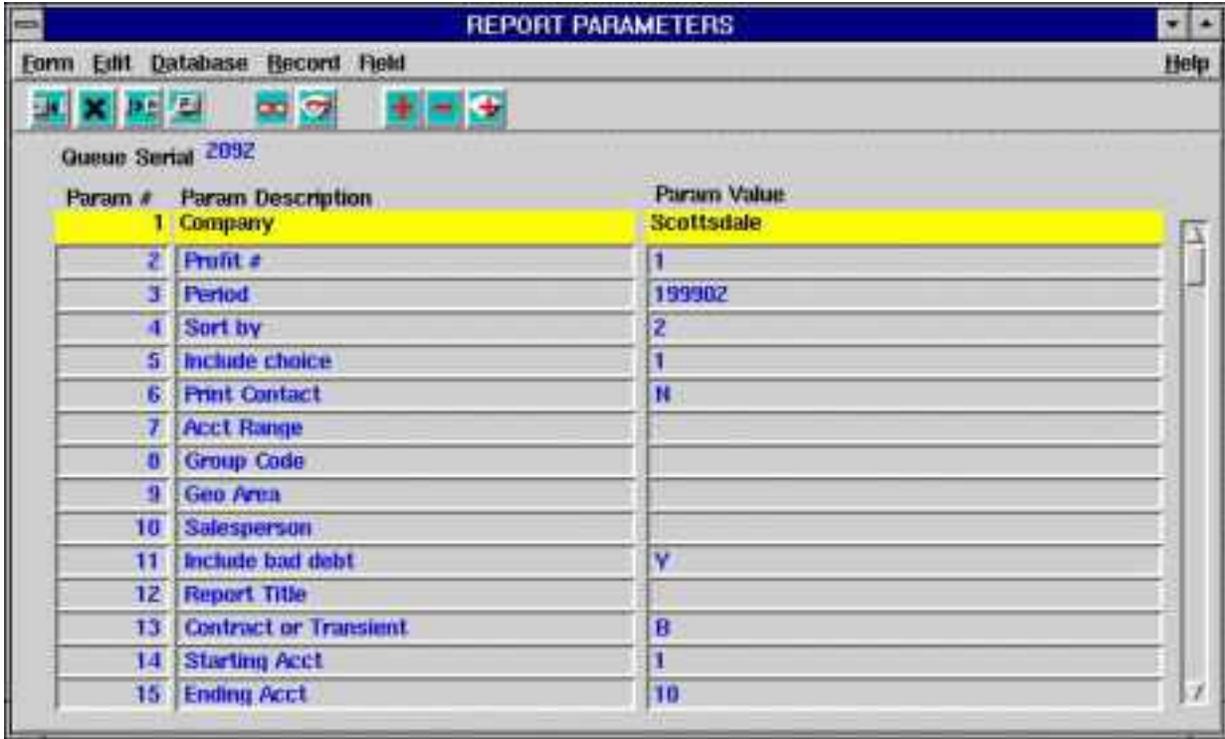
SUB-SCREENS / BUTTON COMMANDS

Beneath the Report Queue screen are two sub-screens or button commands: View Report Parameters and Clear Queue. To activate the screen/button, click on the appropriate box.



View Report Parameters

This option allows you to view the questions and answers, parameters entered for the report selected.



The screenshot shows a window titled 'REPORT PARAMETERS' with a menu bar (Form, Edit, Database, Record, Field) and a Help button. Below the menu is a toolbar with various icons. The main area displays 'Queue Serial 2092' and a table with three columns: Param #, Param Description, and Param Value. The first row is highlighted in yellow.

| Param # | Param Description | Param Value |
|---------|-----------------------|-------------|
| 1 | Company | Scottsdale |
| 2 | Profit # | 1 |
| 3 | Period | 199902 |
| 4 | Sort by | 2 |
| 5 | Include choice | 1 |
| 6 | Print Contact | N |
| 7 | Acct Range | |
| 8 | Group Code | |
| 9 | Geo Area | |
| 10 | Salesperson | |
| 11 | Include bad debt | Y |
| 12 | Report Title | |
| 13 | Contract or Transient | B |
| 14 | Starting Acct | 1 |
| 15 | Ending Acct | 10 |

Figure 167 - View Report Parameters (Report Queue)

Param # - The parameter item number to uniquely identify the parameter. This is a Display only field.

Param Description - The question or parameter description. This is a Display only field.

Param Value - The answer or value of the parameter or question. This is a Display only field.

Clear Queue

This option allows the user to clear the report queue.



Figure 168 - Clear Queue (Report Queue)

HOW DO I?

This section will be part of the next version of this manual

Display Report



The screenshot shows a window titled "Report Display Form". At the top, there are three buttons: "DISMISS", "LOAD FILE", and "SELECT FILE from Print Directory". To the right of these buttons is a "Printer:" field containing "ps_rpp" and a "QUEUE REPORT" button. Below the buttons is a "File Name:" label followed by a large yellow rectangular area. Inside this yellow area, the text "Enter the complete file name and click on LOAD FILE to view report." is displayed.

Figure 169 - Display Report

Access: Queues > Display Report

This form is used to display reports already processed and residing on disk. There is a Select feature to aid in finding the report in the report directory on the disk if you don't know the exact name. It also allows you to view the report on the screen and print the report to a printer if so chosen. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

File Name

The file name of the report to view or print. The full directory path name is required with the file name. If you don't know the name of the file, try the "Select File" option.

Field Length: 14

Field Type: Alpha Numeric

Printer

The name of the printer to print the file or report to.

Field Length: 20

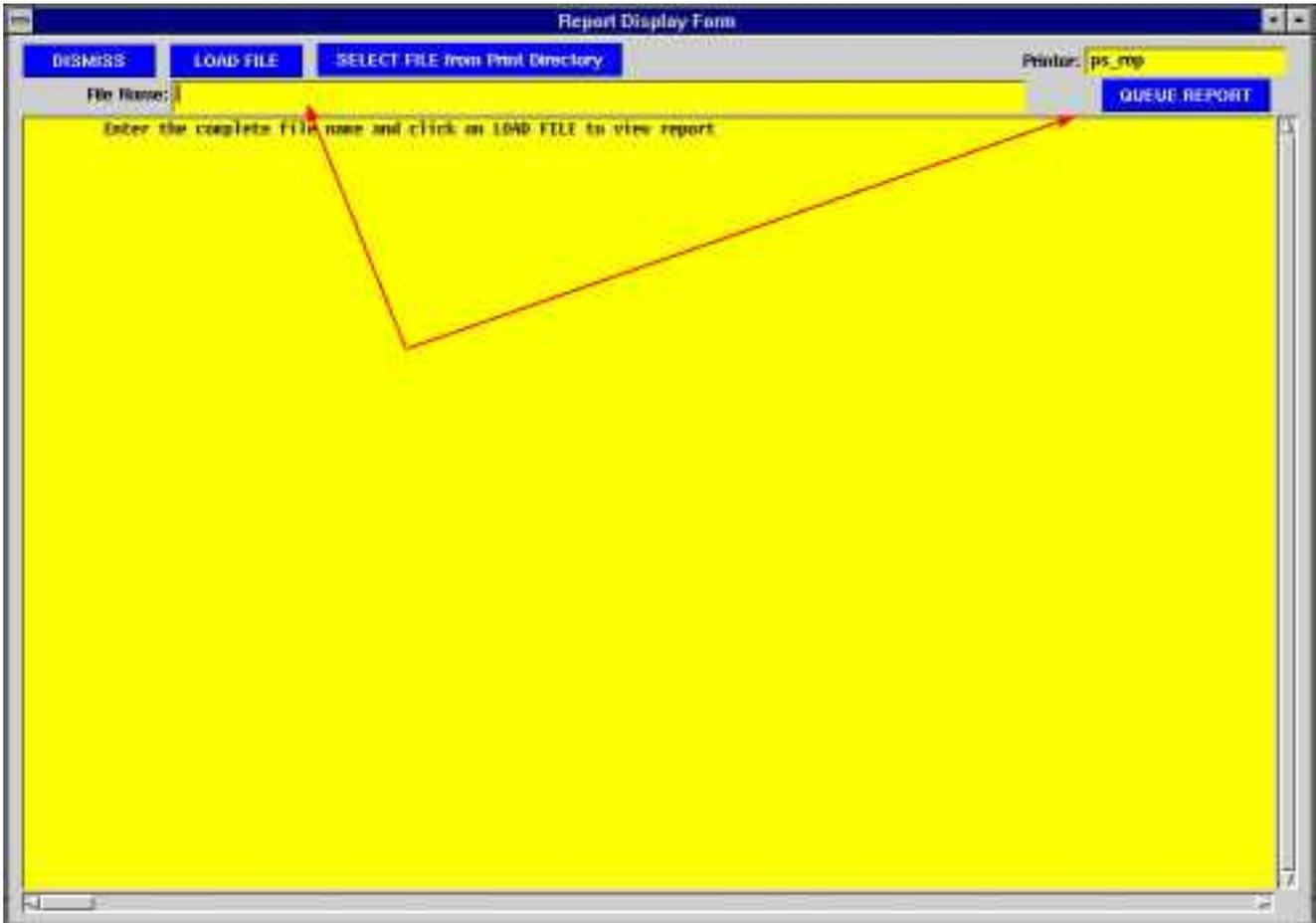
Field Type: Alpha Numeric

Viewing Area

This is the area in which the report will come into view. This is a Display Only field.

SUB-SCREENS / BUTTON COMMANDS

Beneath the Display Report screen are several sub-screens or button commands: Dismiss, Load File, Select File From Print Directory, and Queue Report. To activate the screen/button, click on the appropriate box.



Dismiss

Exit back to the menu.

Load File

Once you have selected or entered a print file, this button loads and displays the file, report on the screen. Use the scroll bar on the right to move through the report or file. The page down and page up keys can also be used.

Select File from Print Directory

This feature is to assist the user in locating the proper report file.



Figure 170 - Select File from Print Directory (Display Report)

Directory - The directory to look for the file in. The default directory is the system default directory. Usually “/vdata/print”.

Choose a file - A list of report files in the directory selected. In order of the most recent created report first. Once you have found the file you would like to view, click on it to select it. Then use the OK option to return the file name back to the view report form. If you do not see the report you want to view then use the Cancel option.

Queue Report

Sends the report to selected printer.

HOW DO I?

This section will be part of the next version of this manual

TOOLS



Figure 171 - Tools Menu

To see the **TOOLS** menu, click on 'TOOLS'. A drop-down menu will appear with four additional menu selections to choose from:

- ◆ **PRINT SCREEN**
- ◆ **TOOLBAR AND KEY MAP**
- ◆ **CALCULATOR**
- ◆ **CALENDAR MANAGER**

Print Screen

Access: Tools > Print Screen

This option allows any form that is being displayed on your terminal to be printed to a laser printer, especially set up by systems to handle this function. At this time you cannot specify which laser printer. To learn how to print screens, see the 'How Do I?' section of this manual.

HOW DO I?

How do I print the screen I'm looking at?

When you need to print the screen you are working on, click on 'Tools' on the menu bar and 'Print Screen,' This will change your cursor to a + (cross or plus). Simply move this cursor over the form/screen you wish to print and click with your left mouse key.

Toolbar and Key Map



Figure 172 - Toolbar and Key Map

Access: Tools > Toolbar and Key Map

This is a form depicting a sample toolbar with explanations and alternate keys to assist the novice user until they feel more comfortable with the keys and icons. There are two selections, either vertical or horizontal, which ever is preferred. To exit the key maps the first two icons on the toolbar are functional and will exit the form.

For more information on this screen please see the Appendix B - Standard Toolbar Icons.

Calculator

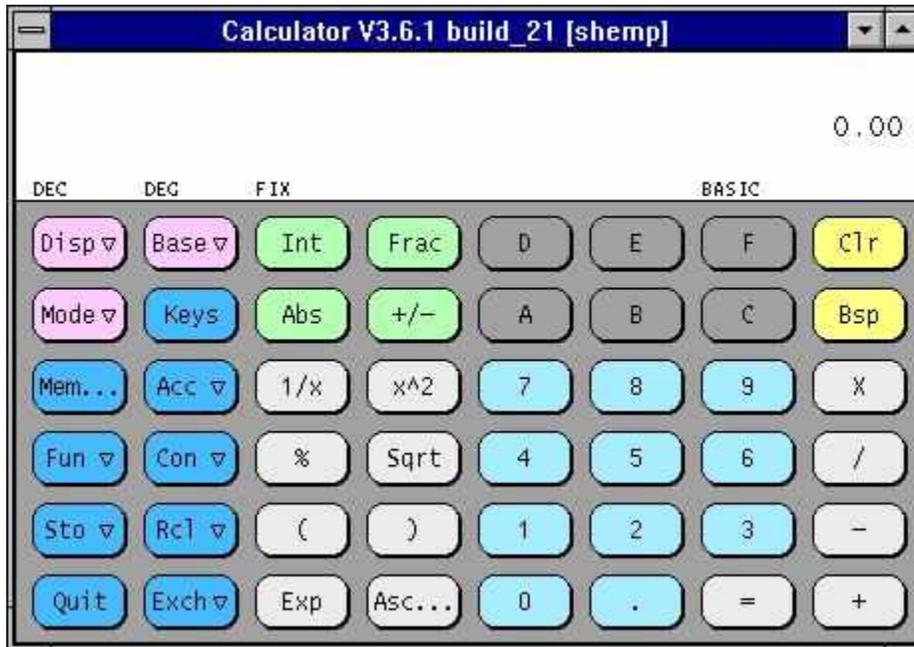


Figure 173 - Calculator

Access: Tools > Calculator

This option will access the calculator supplied with the Unix operating system. See your Unix operating system manual for further information. As a note, you may use the numeric key pad to access the numbers on the calculator.

Calendar Manager



Figure 174 - Calendar Manager

Access: Tools > Calendar Manager

This option access the calendar manager on the Unix operating system. See your Unix operating system manual for further information. The calendar manager can be set up to have both personal and shared calendars. You can view the calendar by day, week and month.

PREFERENCES



Figure 175 - Preferences Menu

To see the **PREFERENCES** menu, click on '**PREFERENCES**'. A drop-down menu will appear with two additional menu selections to choose from:

- ◆ ENVIRONMENT COLORS
- ◆ ENVIRONMENT KEYS

Environment Colors

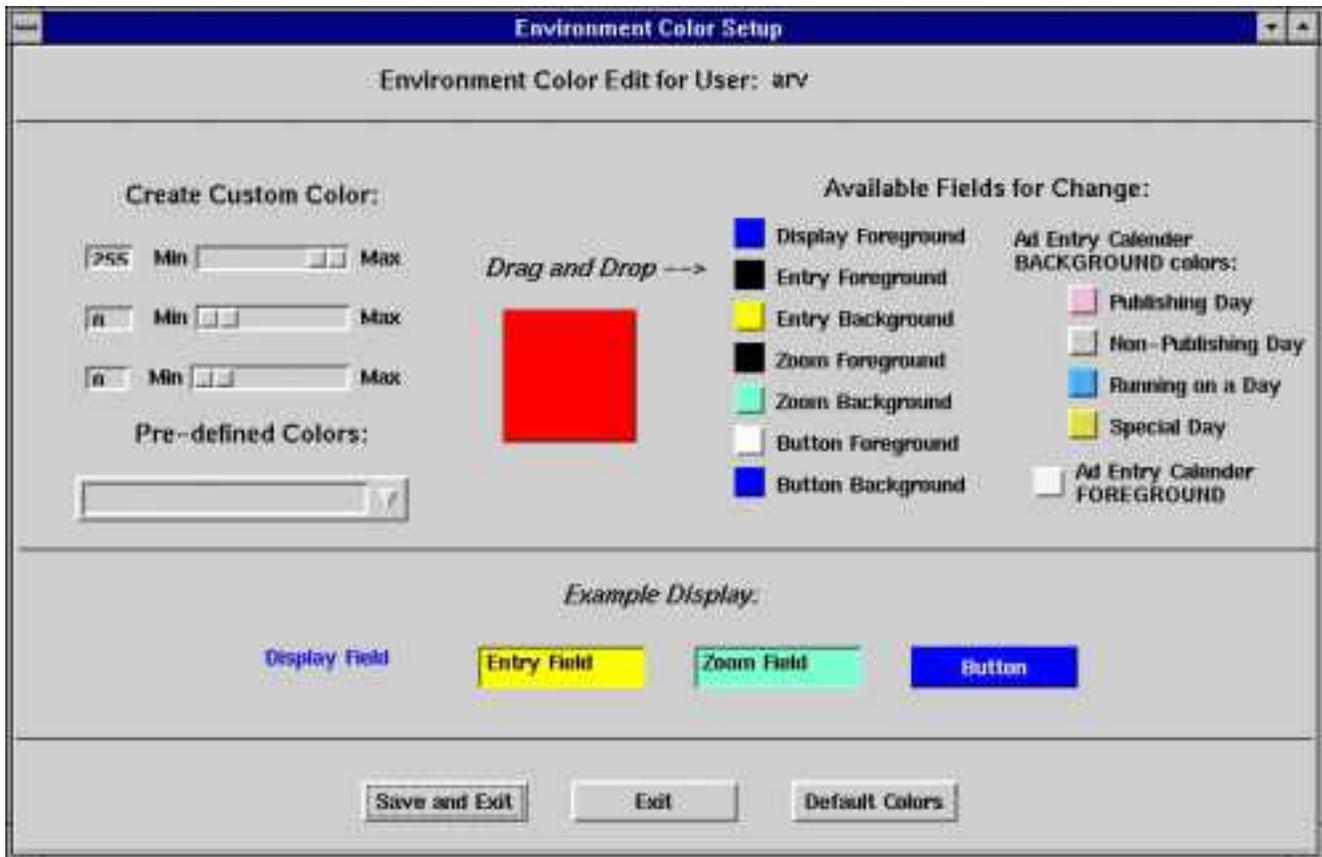


Figure 176 - Environment Colors

Access: Preferences > Environment Colors

This form is used to change the system default colors to a user's preference colors. The following is an explanation of all the fields and accessories on this screen.

FIELD DEFINITIONS

Create a Custom Color

There are three sliders below this heading (red, blue and green). Mixing these three colors in varying degrees makes up most colors. The first slider adds the reds, the second blues and the third greens. Notice as you slide the red, blue and green the large box changes colors. Once you have a color that you prefer, decide which field type to use it in and whether it's for the background or foreground of a field. Once the decision is made simply click on the large color box then drag and drop the color to the appropriate field.

Pre-defined Colors

A list of colors, such as aquamarine, black, blue, green, grey, red, yellow, etc. The RGB (red, green, blue) factors are preset on the predefined colors.

Available Fields for Change

There are four types of fields and there is a foreground and background for each. You can also change the background and foreground colors for the Ad Entry Calendar

Display Foreground - These are the fields that simply display information and are not changeable by the user. This is letters or numbers displayed on the field.

Entry Foreground - Entry fields are the fields that the user enters data into. These fields do not have the double-click or zoom option available. This is letters or numbers displayed on the field.

Entry Background - Entry fields are the fields that the user enters data into. These fields do not have the double-click or zoom option available. This is the area of the field behind the letters or numbers.

Zoom Foreground - Zoom fields are the fields that the user enters data into, as well as having the double-click or zoom option available. This is letters or numbers displayed on the field.

Zoom Background - Zoom fields are the fields that the user enters data into, as well as having the double-click or zoom option available. This is the area of the field behind the letters or numbers.

Button Foreground - The button commands are the (normally) blue icons or buttons on some entry screens. This is letters or numbers displayed on the button.

Button Background - The button commands are the (normally) blue icons or buttons on some entry screens. This is the area of the button behind the letters or numbers.

Ad Entry Calendar Background Colors - This is the area of the calendar behind the letters or numbers.

Publishing Day - This signifies a publishing day.

Non-Publishing Day - This signifies a non-publishing day.

Running on a Day - This signifies that an ad is running on a particular day.

Special Day - This signifies a special day (Holiday).

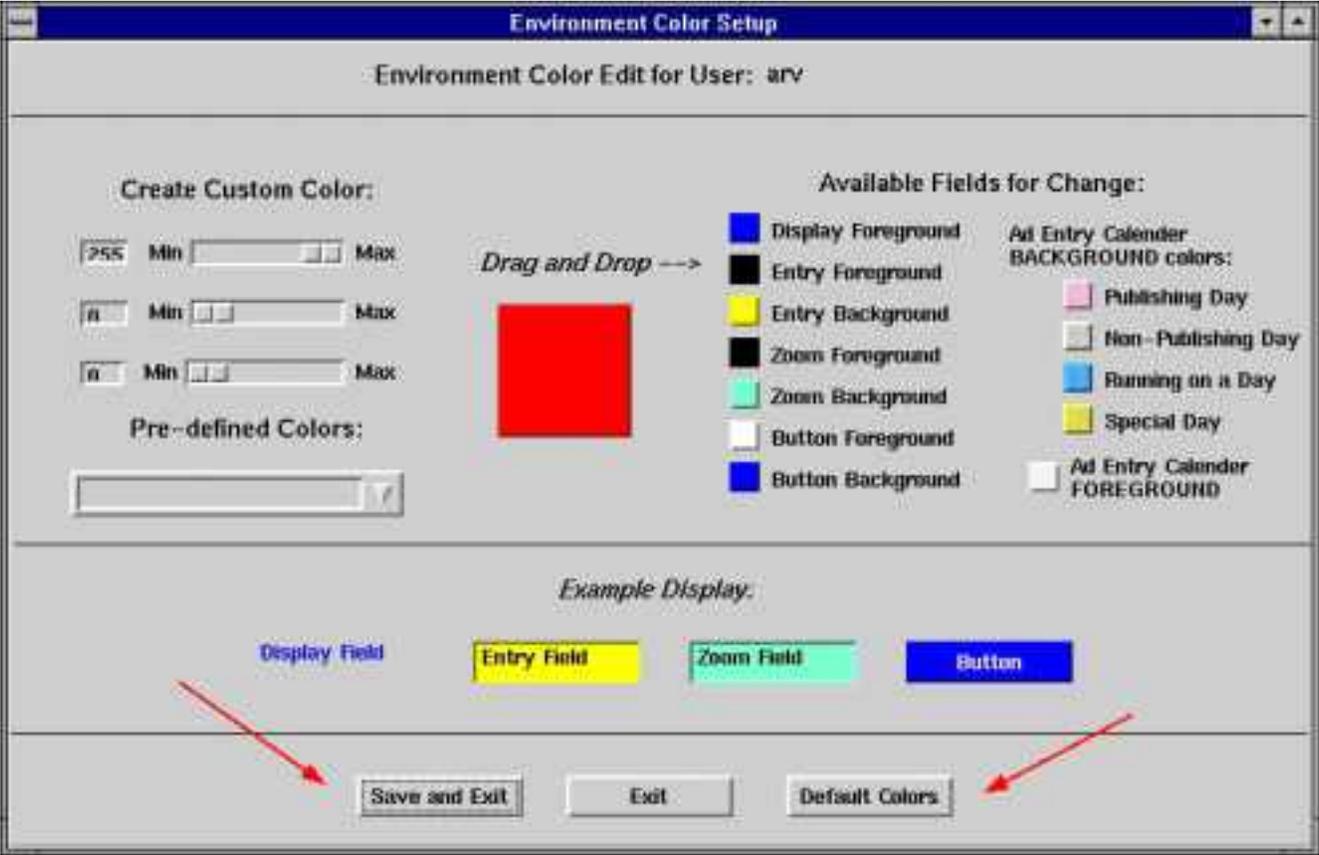
Ad Entry Calendar Foreground Color - This is the letters or numbers displayed on the calendar.

Example Display

These fields show you a preview of how the fields will look with your custom colors displayed.

SUB-SCREENS / BUTTON COMMANDS

Beneath the Environment Colors screen are three sub-screens or button commands: Save and Exit, Exit, and Default Colors. To activate the screen/button, click on the appropriate box.



Save and Exit

This button saves the color changes to your user environment and exits back to the menu.

Exit

This button exits back to the menu without modifying the colors.

Default Colors

This button resets the colors back to the factory installed settings.

Environment Keys

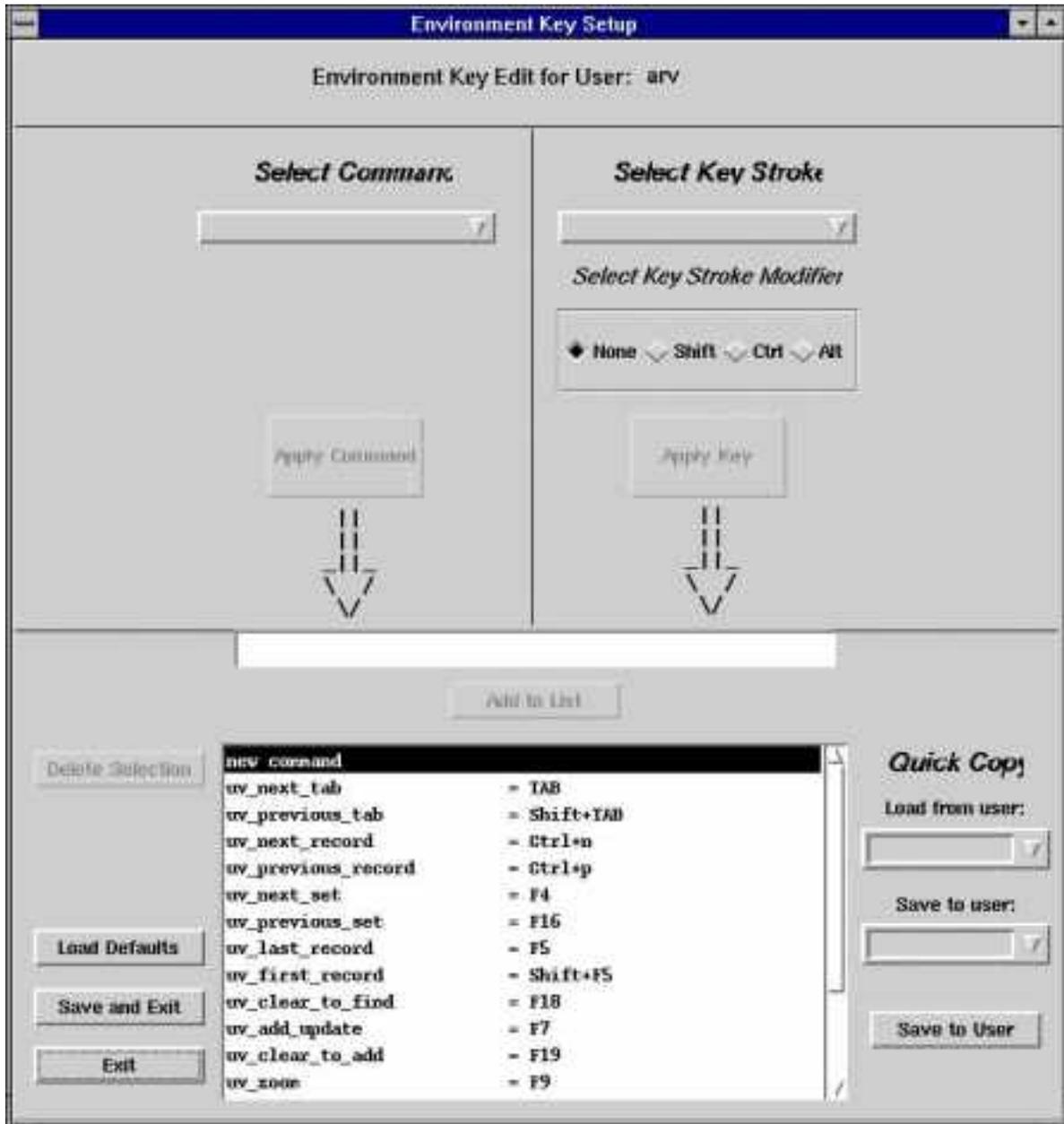


Figure 177 - Environment Keys

Access: Preferences > Environment Keys

This form is used to customize the function keys for each user. The factory installed keys or preset keys can be reset at any time by using the 'Load Defaults' button. This option allows each user to set keys that they are comfortable with depending possibly on other software they are using.

FIELD DEFINITIONS

Select Command

Use 'Select Command' to locate the command you want to change the key on.

Field Length: 0 *Field Type: Drop-down List*

APPLY COMMAND

Once you have found the command, apply it using the 'Apply Command' button.

Select Key Stroke

Use 'Select Key Stroke' to find the key that you would like to use for the selected command.

Field Length: 0 *Field Type: Drop-down List*

Select Key Stroke Modifier

The Key stroke modifier allows you to preface the command key stroke with the Shift, Control or Alt keys. You can use only the [Key], or a combination of Shift-[Key], Control-[Key], or Alt-[Key].

Field Length: 0 *Field Type: Prompt*

APPLY KEY

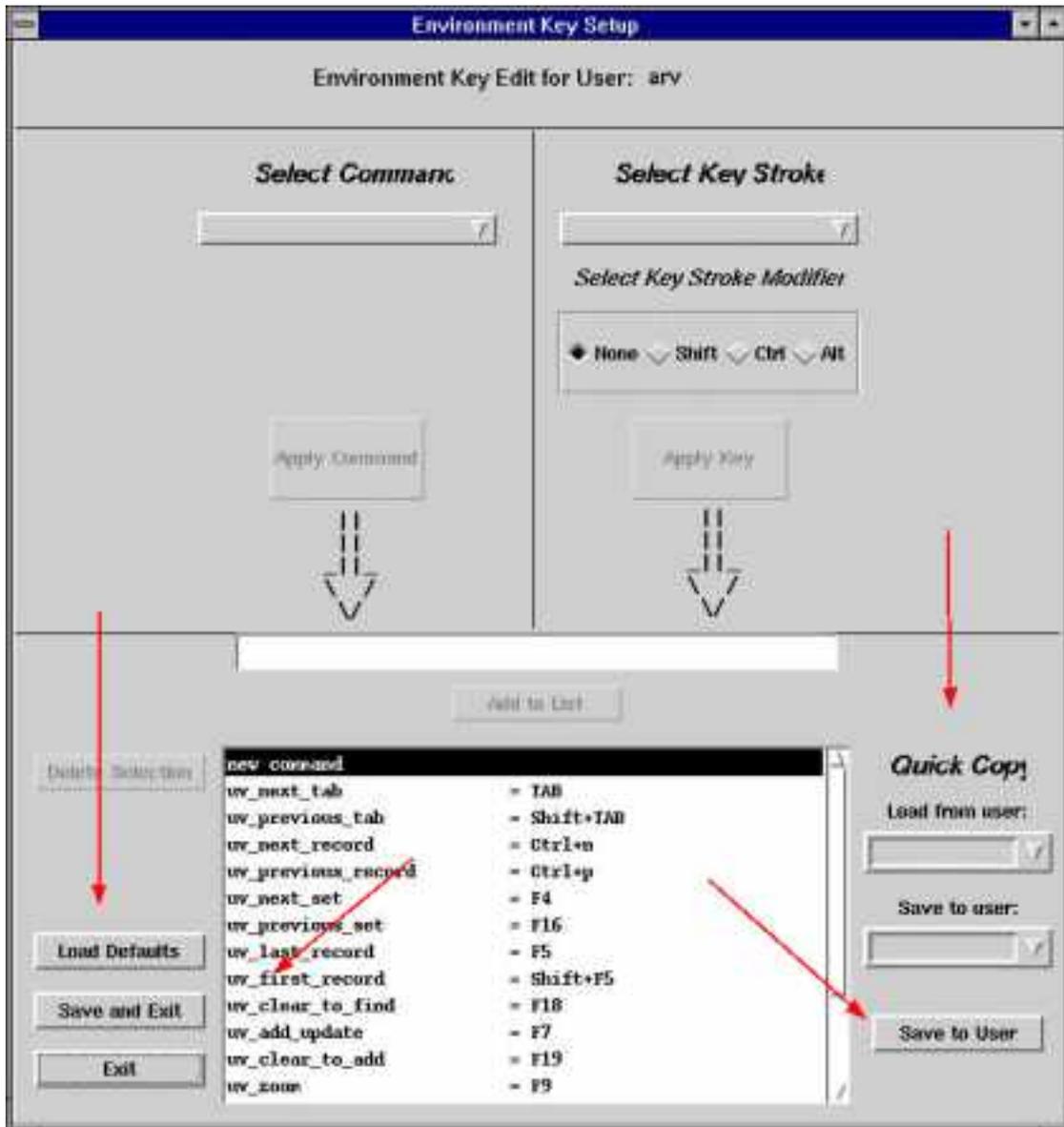
Once you have found the right key strokes, apply them using the 'Apply Key' button.

ADD TO LIST

Add the selected command and selected key stroke to the list.

SUB-SCREENS / BUTTON COMMANDS

Beneath the Environment Keys screen are several sub-screens or button commands: Delete Selection, Load Defaults, Save and Exit, Exit, and Quick Copy. To activate the screen/button, click on the appropriate box.



Delete Selection

Delete a selected entry from the list of keys and commands.

Load Defaults

Reset the factory installed function keys.

Save and Exit

Save the color changes to your user environment and exit back to the menu.

Exit

Exit back to the menu without modifying the keys.

Quick Copy

Load from User - User name to copy the already selected keys and commands from. For example, if the system administrator is in charge of setting up the keys and commands, they may choose to set all the classified salespeople with the same keys. The user name may then be Classified. This makes the task of training and assisting much easier.

Save to User - User name to copy the key and commands to.

Save to User - Actually do the copy from the load user to the save user.

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