



MEDIASPAN

AdManagerPro™ 5.2

VERSION 5.2.0.15

- Classified Ad Entry
- ROP Ad Entry
- Publishing
- Reports & Forms
- Receivables
- Customer Service Portal
- Online Payments
- Administration

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SUPPORT CONTACT NUMBERS

To reach MediaSpan technical support during regular business hours, call or fax:

Phone: 734-662-5800

Fax: 734-662-9552

To reach MediaSpan technical support after hours, please reference your support service contract.

E-MAILING TECHNICAL SUPPORT

E-mail technical support at support@mediaspansoftware.com.

Please use the formats provided below to create automatic incidents in our helpdesk system. If your e-mail is properly formatted and submitted, you will receive an immediate confirmation message from our e-mail server. If your e-mail is not properly formatted and submitted, you will receive a manual response from technical support.

At any time, if your issue is urgent, please contact support at 734-662-5800.

E-Mailing About a New Problem

Please include the following in your e-mail:

- Subject Line: The words NEW INCIDENT, along with a brief description of the problem
- Body Text: CUSTOMERNUMBER: ABC. (Replace ABC with your customer number.)
The product in question and a description of the problem or error

Example E-mail:

- Subject Line: New Incident - BVTools error
- Body Text: CustomerNumber: ABC
When I start AdManagerPro, I get a BVTools error.

E-Mailing About an Existing Incident

- Please include the words INCIDENT 123456 in the subject line. (Replace 123456 with your 6-digit incident number.)

Example E-mail:

- Subject Line: Incident 123456 - Server crashed
- Body Text: Thank you. Removing the path and resetting fixed the BVTools error.

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INTRODUCTION

AdManagerPro (AMP) allows for entering ads, managing receivables, generating publish files, running reports, generating forms, and administering your AMP system.

SYSTEM SPECIFICATIONS

Specifications for hardware, operating-system, and other AMP-related items can be found on the AdManagerPro 5 System Specifications document, published separately by MediaSpan.

AMP COMPONENTS

- **AdManagerPro** — A browser-based application that provides users with an interface for entering ads, and managing associated accounting, publishing, and reporting tasks.
- **AMP CC Verify Server** (Optional) — An standalone client application that processes credit cards. This credit-card processing works in conjunction with an account from supported credit-card payment processors such as PayFlowPro, Authorize.Net, viaWarp, Monetra, Streamline, Realex, and ICVerify.
- **AMP Backup Server** — A background process used to create backups of the AMP database. A client application is used to configure paths and preferences; the backup server is managed by the Service Manager.
- **AMP Liners Online** (Optional)— Provides a publication's advertising customers with a self-service portal for entering their own classified ads. After the ads have been approved, they will be available for publishing and billing for print or the web (just like any other ad). This portal is available for purchase from MediaSpan.
- **AMP Online Payment** — The portal that allows customers to apply online credit-card payments to their accounts or to specific invoices.
- **AMP Server** — A service that handles communication between AMP users and the database to which the AMP server connects. The AMP server is managed by the Service Manager.
- **AMP Web CS** — The customer-service portal that allow advertisers to view their accounts and to enter ads and make payments online.
- **Configuration Files** — The AMPConfig.xml, AMPExternalPaths.xml, AMPServerConfig.xml, and AMPTaskServerConfig.xml files contain parameters for configuring AMP.
- **Pagination Servers** — Background processes that are managed by the Service Manager, these two pagination servers provide AMP publishing services:
 - **Ad Taking Pagination Server** — Composes and measures ad text, and returns ad size and preview information to AMP Web, AMP Liners Online, and AMP WebCS users, if applicable.
 - **Publishing Pagination Server** — Provides AMP with information about ad composition.
- **Service Manager** — A standalone client application used to manage AMP background services.
- **Task Server** (Optional) — A background service that processes AMP tasks that consume high volumes of operating-system resources. A task server is typically used in an environment with ten or more AMP workstations and/or numerous remote sites. The Task Server runs on its own machine and is managed by the Service Manager.
- **Tomcat™ Server** — The engine that AMP uses to run the web applications.

INSTALLATION

Installation of the AMP system occurs on site with the assistance of a MediaSpan installation and training specialist. Subsequent installations and/or upgrades may occur as necessary with the assistance of MediaSpan training and/or technical support personnel.

DOCUMENTATION

■ AMP 5 Manual

This document provides information on AMP administration and operating procedures and should be consulted as necessary for reference.

■ Supplementary MediaSpan Documentation

Documentation for other MediaSpan products (such as AMPCCVerifyServer and ClassFlow) are available from MediaSpan.

■ Third-Party Documentation

Documentation for third-party products — such as your computer and web-browser software — is provided by the manufacturer and should be consulted as necessary.

WHAT YOU SHOULD ALREADY KNOW

- How to turn the equipment on and off
- How to use your computer and its operating system
- How to pull down menus and choose menu commands
- How to scroll through a list of items
- How to select (highlight) an item
- How to create new folders
- How to use the mouse to select and drag
- How to open and close windows
- How to select, start, and quit programs/applications
- How to create, copy, move, and delete files
- How to select a printer, replace printer paper, and produce hardcopy output
- How to use a web browser
- How to author web pages, particularly if using AMP Liners Online

GETTING STARTED

After AMP has been successfully installed and configured, AMP users can log in to the system.

PREREQUISITES

Contact the site system administrator for the following information:

- Your login ID and, if applicable, your password.
- Your AdManagerPro URL (web-page address).
- It is recommended that you deactivate your web browser's "auto fill" feature so that new web forms do not automatically fill in information from previous forms.

LOGGING IN TO AMP

Log in to AMP to perform AMP functions.

How to Log in to AMP:

1. On the web browser's command line, enter the AMP URL and press the **Enter** key.
2. On the AdManagerPro welcome screen, enter the information in the fields described below.



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- **User Code** — Your login ID.
- **Password** — Your password (if applicable).

3. Click the **Login** button.

NAVIGATION

AMP screen navigation functions include browser window functions, toolbars and menus, buttons, and pop-up menus that allow the AMP user to move to various screens throughout the system.

BROWSER WINDOW CAVEATS

- **IMPORTANT:** Do not use the web browser's **Back** and **Forward** buttons in AMP. Using these buttons could cause a loss of AMP data. Use AMP toolbars, menus, buttons, and links to navigate the AMP system.
- Log out of AMP before closing the browser window.

TOOLBAR & MENUS

Main Toolbar — After successful login to AMP, the main toolbar (below) displays. On this toolbar, the default screen is the Find screen.



Use the toolbar's main menu options (Find, New, Ad, etc.) to access AMP functions. For example, use the Find menu to find customers and ads based on various criteria.

AMP Admin Toolbar — The admin toolbar (shown below) is available to AMP administrative users for accessing AMP setup screens. The Administration chapter contains information on AMP administrative functions.

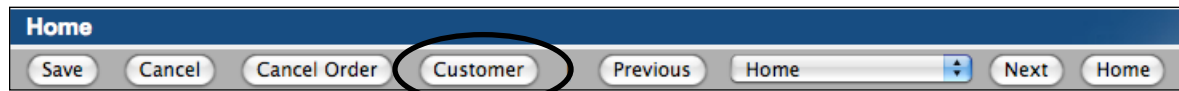


Availability of Options & Menu Items — Availability of options and menu items depends on the system security level granted to your login ID. If, for example, you log in to AMP as an administrative user, you will see all available options and menus. If you log in to AMP as a user who only enters ads and does not need access to other AMP functions, you may only see the options and menus available to an ad taker.

Your location within AMP also determines the options and menu items available to you. In other words, you must log in to AMP to access the main toolbar; you must open a customer to enter an ad, and you must open a customer to access customer and account information.

BUTTON BAR

The button bar at the top of the screen contains some buttons that are used for navigation. These buttons vary based on the user's location within AMP. For instance, the **Customer** button (circled below) — used to open the customer screen — is available on the Home screen but may not be available on other screens.



COMMON SCREEN COMPONENTS & FUNCTIONS

Many AMP screens contain components and functions that work in the same manner on all screens.

PAGE HEADER INFORMATION

The AMP page header (at the top of the screen) displays various information. The illustration below shows the page header information for the onscreen account.

The screenshot shows the top section of the AMP interface. It includes the MediaSpan logo, customer details for Fred Flintstone Super 8 Motel, and a financial summary table. A callout box titled 'AMP Session Information' explains the data in the top right corner.

| Customer & Ad Information | Links to Other AMP Screens | Price Information | | | | | | | | | | | | |
|--|---|---|------|-------|-------------|------|-----|------|-----|-------|----------|------|------------|-------|
| Customer & Ad Information Fred Flintstone Super 8 Motel 321 Upper River Rd Gallipolis, AL 45631 (313) 555-1212 | Links to Other AMP Screens Customer # 00044918 Class Line Order # 00001225* Fully Published, Fully Invoiced | Price Information <table border="1"> <tr><td>Cost</td><td>25.05</td></tr> <tr><td>Adjustments</td><td>0.00</td></tr> <tr><td>Tax</td><td>0.00</td></tr> <tr><td>Net</td><td>25.05</td></tr> <tr><td>Payments</td><td>0.00</td></tr> <tr><td>Amount Due</td><td>25.05</td></tr> </table> | Cost | 25.05 | Adjustments | 0.00 | Tax | 0.00 | Net | 25.05 | Payments | 0.00 | Amount Due | 25.05 |
| Cost | 25.05 | | | | | | | | | | | | | |
| Adjustments | 0.00 | | | | | | | | | | | | | |
| Tax | 0.00 | | | | | | | | | | | | | |
| Net | 25.05 | | | | | | | | | | | | | |
| Payments | 0.00 | | | | | | | | | | | | | |
| Amount Due | 25.05 | | | | | | | | | | | | | |

AMP Session Information

- The first (blue) line shows the logged-in user's login ID, followed by the number of requests made to the server by this user (this number is typically used for troubleshooting). In this example, the login ID is Admin; the number of server requests by the Admin user is 17.
- The second (green) line shows the login ID's description. In this example, System Administrator is the description of the login ID for the Admin user.
- The third (red) line shows *Processing* when a request — such as a search or a save — is being processed by the AMP server.

AMP MESSAGE LINE

This line displays system messages for the user's information. After AMP has saved customer information, for example, a *Customer saved* message (circled below) displays in red on the message line.

The screenshot shows a form for editing customer information. At the top, a blue bar indicates the primary contact is Bob Doe. Below it, a red message 'Customer saved' is circled. The form includes fields for phone, account type, salesperson, and active status.

SCREEN TABS

Screen “tabs” provide access to related information. For example, the Account screen contains Account, Billing, Notify Ads, Comments, and Attributes tabs (circled below). The tabs contain various information about the account. The Billing tab, for instance shows the account's default billing settings (shown below).

The screenshot shows the 'Accounts' screen. A row of tabs (Account, Billing, Notify, Ads, Comments, Attributes) is circled. The 'Billing' tab is selected, showing various settings like Billing Charge, Service Charge, Discount, Terms, Credit Limit, Invoice on, and Receives Earned Disc, Statements, Invoices, and Reminders.

ENTERING DATES

Many AMP screens require date-based criteria, which can be specified by a range of fixed dates or a range of dates or accounting periods based on date or period “offset” values.

NOTE: AMP reads all dates from the host computer’s operating-system clock.

Fixed Dates

Specify fixed dates by either entering the dates manually or selecting them from a pop-up calendar.

- **To enter fixed dates manually**, from the **Begin** and **End** pop-ups, choose **Fixed**. Then enter the fixed month, day, and year in the designated fields. The illustration below shows a fixed date range of 06/01/2010 through 06/15/2010. To use a fixed single date, enter the same date in both the beginning and ending date-range fields.

| | | | | | | | |
|--------------|-------|---|----|---|----|---|------|
| Begin | Fixed | M | 06 | D | 01 | Y | 2010 |
| End | Fixed | M | 06 | D | 15 | Y | 2010 |

- **To choose a fixed date from a calendar** (available on some AMP screens), click on the desired calendar date to select that date. To deselect a calendar date, click on the selected date.

Date Offsets

Date offsets provide flexibility when specifying “offset values” based on date or accounting period. These options are chosen from the pop-ups available on the screen where date-based information must be entered. The options available in the pop-ups for beginning and ending ranges are described below.

| | | | | | |
|------------|-------|---|----|---|---|
| End | Fixed | M | 06 | D | 3 |
|------------|-------|---|----|---|---|

- Fixed
- Day +
- First of Month +
- Last of Month +
- First of Current Period +
- Last of Current Period +
- First of First Open Period +
- Last of First Open Period +
- First of Last Closed Period +
- Last of Last Closed Period +
- First of Fiscal Year +
- Last of Fiscal Year +

- **Day +** — **Do not enter real dates in the fields**; enter numbers based on the current date. For example, if on **6/24/2010** you want to create a report for ads running based on a beginning date of:

- 6/22/2010, enter **-2** in the **D** (day) field, as shown at right.

| | | | | | | | |
|--------------|-------|---|----|---|----|---|------|
| Begin | Day + | M | 06 | D | -2 | Y | 2010 |
|--------------|-------|---|----|---|----|---|------|


- 6/25/2010, enter **1** in the **D** (day) field.
- 7/24/2010, enter **1** in the **M** (month) field.
- 6/24/2009, enter **-1** in the **Y** (year) field.


NOTE: The logic that applies to the Day + examples above also applies to all “+” options available in the pick list (First of Month +, Last of Month +, etc.).


- **First of Month +** — **Do not enter real dates in the fields;** enter numbers based on the current date. For example, if on **6/24/2010** you want to create a report for ads running on the first day of the (current) month plus three days, enter **3** in the **D** field. This would create a report for ads running on June 4: the first day of the current month (June) plus three days (June 4). To use the first day of the month, leave the month, day, and year fields blank.
- **Last of Month +** — **Do not enter real dates in the fields;** enter numbers based on the current date. For example, if on **6/24/2010** you want to create a report for ads running on the last day of the previous month, enter **-1** in the **M** field. This would create a report for ads running on May 31: the last day of the (current) month, minus one month. To use the last day of the month, leave the month, day, and year fields blank.
- **First of Current Period +** — **Do not enter real dates in the fields;** enter numbers based on the current date. For example, if on **6/24/2010** you want to create a report for ads running on the first day of the current accounting period (which, say, begins June 1), plus three days, enter **3** in the **D** field. This would create a report for ads running on June 4: the first day of the current month (June) plus three days (June 4). To use the first day of the current accounting period, leave the month, day, and year fields blank.
- **Last of Current Period +** — **Do not enter real dates in the fields;** enter numbers based on the current date. For example, if on **6/24/2010** you want to create a report for ads running on the last day of the current accounting period (which, say, ends June 30), plus three days, enter **3** in the **D** field. This would create a report for ads running on June 3: the last day of the current accounting period (June 30) plus three days (June 3). To use the last day of the current accounting period, leave the month, day, and year fields blank.
- **First of First Open Period +** — **Do not enter real dates in the fields;** enter numbers based on the current date. For example, if on **6/24/2010** you want to create a report for ads running on the first day of the first open accounting period (which, say, is June 1), plus three days, enter **3** in the **D** field. This would create a report for ads running on June 4: the first day of the first open accounting period (June 1) plus three days (June 4). To use the first day of the first open accounting period, leave the month, day, and year fields blank.
- **Last of First Open Period +** — **Do not enter real dates in the fields;** enter numbers based on the current date. For example, if on **6/24/2010** you want to create a report for ads running on the last day of the first open accounting period (which, say, is June 30), plus three days, enter **3** in the **D** field. This would create a report for ads running on July 4: the last day of the first open accounting period (June 30) plus three days (July 4). To use the last day of the first open accounting period, leave the month, day, and year fields blank.
- **First of Last Closed Period +** — **Do not enter real dates in the fields;** enter numbers based on the current date. For example, if on **6/24/2010** you want to create a report for ads running on the first day of the last closed accounting period (which, say, is May 31), plus three days, enter **3** in the **D** field. This would create a report for ads running on June 3: the first day of the last closed accounting period (May 31) plus three days (June 3). To use the first day of the first open accounting period, leave the month, day, and year fields blank.
- **First of Fiscal Year +** — **Do not enter real dates in the fields;** enter numbers based on the current date. For example, if on **6/24/2010** you want to create a report for ads running on the first day of the fiscal year (which, say, is January 1), plus three days, enter **3** in the **D** field. This would create a report for ads running on January 4: the first day of the fiscal year (January 1) plus three days (January 4). To use the first day of the fiscal year, leave the month, day, and year fields blank.
- **Last of Fiscal Year +** — **Do not enter real dates in the fields;** enter numbers based on the current date. For example, if on **6/24/2010** you want to create a report for ads scheduled to run on the last day of the fiscal year (which, say, is December 31), plus three days, enter **3** in the **D** field. This would create a report for ads running on January 3: the last day of the fiscal year (December 31) plus three days (January 3). To use the last day of the fiscal year, leave the month, day, and year fields blank.

SELECTING/DESELECTING ITEMS IN A LIST

Many AMP screens contain “plus” and “minus” buttons for selecting or deselecting all items in a list, such as a list of classifications.

 Click this button to **select all** items in a list.

 Click this button to **deselect all** items in a list.

| Classifications   | |
|---|-------------------------------------|
| <input checked="" type="checkbox"/> | 002 Test |
| <input checked="" type="checkbox"/> | 0100 Legals |
| <input checked="" type="checkbox"/> | 0200 ANNOUNCEMENTS |
| <input checked="" type="checkbox"/> | 0205 Birthday / Anniversary (ANNOU) |
| <input checked="" type="checkbox"/> | 0210 Happy Ads |
| <input checked="" type="checkbox"/> | 0215 Lost & Found (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 0220 Memory / Thank You (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 0225 Notices (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 0230 Personals (ANNOUNCE) |

TIP To select/deselect only a few items in a very long list, use these buttons to select/deselect all the items; then select/deselect only the desired items.

SORTING ITEMS IN A COLUMN

Sort items in a list by clicking on the column heading.

How to Sort Items in a Column:

1. Click the column heading to sort. For example, to sort a list of customer numbers, click the **Customer #** column heading.
2. Next to the selected column heading is an arrow that indicates how the items in this column are currently sorted:
 - ↑ Items are sorted in ascending order. The illustration below shows the Customer # column sorted in ascending order by customer number.
 - ↓ Items are sorted in descending order.

| Find Customer Results | |
|--------------------------|--------|
| 306 Customers found | |
| Customer # ↑ | Name |
| 00022227 | AMY SH |
| 00022249 | SCOTT |
| 00022257 | ARTHUR |

TIP Toggle the sort by clicking on the column heading. The directional “sort” arrow changes with each click on the column heading.




ACCELERATOR KEYS

On some AMP screens, accelerator keys can expedite finding an item in a long list.

How to Use Accelerator Keys:

1. Click on the column heading that contains the item for which you are searching.
For example, to find an adjustment by its description, click on the Description column heading on the Adjustments screen.
2. Type the first letter of the description. This moves the cursor to the first item in the list that begins with that letter.

For example, if searching for an adjustment whose description starts with **B**, type the letter **B**. You are moved to the first item in the B list. In the illustration below, this item is *blind box - mail*.

| Adjustment - 1200 - blind box - mail | | | |
|--------------------------------------|------------------|--------|---|
| Code | Description ▲ | Active | |
| 1200 | blind box - mail | ✓ |  |
| 1000 | bold | ✓ |  |
| 1600 | border | ✓ |  |

MODIFYING & DELETING INFORMATION

- **Modifying Information** — Items created in AMP — including ads that are still running, user information, customer information, and report criteria — can be modified by opening/selecting the existing item and making the desired changes to the information associated with that item.

Price-based items that are currently active — such as rates and adjustments — can be modified only by using the item's **Unlock** button and confirming that you want to unlock it.

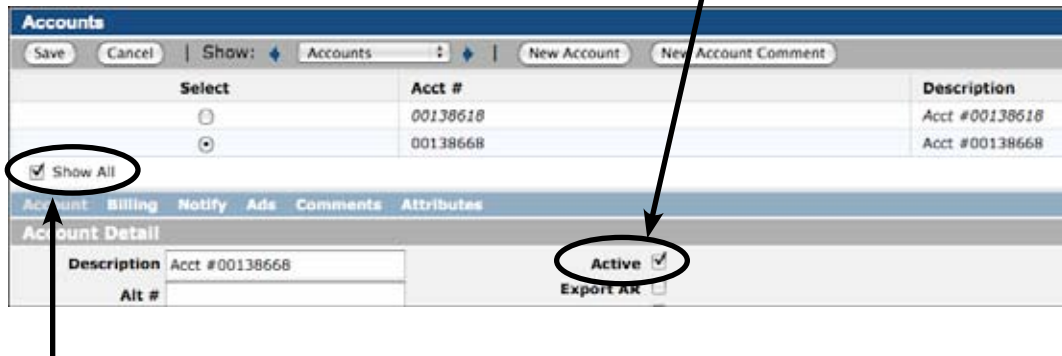
- **Deleting Information** — Some AMP items can be deleted by opening/selecting the existing item and clicking the **Delete** or **Remove** button. Other AMP items cannot be deleted but can be deactivated via the **Active** box.

NOTE: After modifying or deleting information, make sure to save the changes.

“ACTIVE” AND “SHOW ALL” CHECKBOXES

Many AMP screens contain **Active** and **Show All** checkboxes that work together to distinguish between active and inactive items and to let you view active and/or all items in a list (including inactive items).

- If the **Active** box is marked, the item is in use. If this box is not marked, the item is inactive (not in use) and appears in italicized text when **Show All** is marked.



- If the **Show All** box is marked, all active and inactive items are shown. If this box is not marked, only active items are shown.

The illustration above shows a customer’s two accounts. The first account is inactive because the text is italicized; this account is displayed the list of accounts because the **Show All** box is marked. The second (selected) account is active because the text is not italicized and the **Active** box is marked for this account. In this example, both active and inactive accounts are shown because the **Show All** box is marked. If the **Show All** box were not marked, only the active account — the second one in the list — would show.

ADMINISTRATION

This chapter contains information on AMP system administration.

ADMINISTRATOR MENU

The Administrator menu contains options that enable an administrative user access to AMP administrative functions. These functions include configuring users and groups, accounting setups, rates, classifications, publication and ad defaults, and various codes used throughout the system.

Accessing administrative functions requires an administrative user ID and password, which are configured during the AMP installation. Contact the site administrator for information on the user ID and password required for administrative access to the AMP system.

ACCESSING ADMIN SETUP SCREENS

AMP defaults are configured via the setup screens before the AMP system can be used. After the setups have been configured and saved, they can be modified as necessary based on the needs of the publication.

How to Access AMP Admin:

1. Log in to AMP as an administrative user.
2. On the mail toolbar, click **Administrator > Admin Setups**.
This opens an AMP Admin window that contains the admin toolbar.
3. The admin toolbar contains a series of menus that are categorized by setup type: The Accounting menu, for instance, contains options for accessing accounting setups; the Users menu contains options for accessing user setups.



ACCOUNTING SETUPS

Accounting setups include establishing fiscal years and accounting periods; defining aging buckets and terms; configuring rates, adjustments, and other price-based items, and configuring codes for transactions, general-ledger items, and writeoffs.

Fiscal Years & Accounting Periods

AMP tracks receivables by fiscal years that contain individual accounting periods. A fiscal year is any amount of time between the first and last dates of the defined “year.” Fiscal years and accounting periods coincide with the time frames of specific accounting practices. For example, a July-June fiscal year might start on July 1 of the current year and end on June 30 of the following year. A calendar-based fiscal year would start on January 1 and end on December 31 of the same year.

An accounting period is a specified time frame that fits within the fiscal year. A calendar-based fiscal year, for example, would contain 12 calendar-based accounting periods: one accounting period for each month in the calendar year. Accounting periods are typically based on calendar months; however, accounting periods can be configured to use other methods, such as the 4-4-5 method (based on four- and five-week accounting periods) or the 13-month method (based on 13-to-28-day accounting periods).

Creating a Fiscal Year & Accounting Periods

Before configuring a fiscal year and its corresponding accounting periods, establish the beginning and ending dates of the fiscal year, and the method on which the fiscal year’s accounting periods are based.

| Fiscal Years | | | |
|--------------|----------------|-----------------|--|
| Description | Start | End | |
| 2010 | Fri Jan 1 2010 | Fri Dec 31 2010 | |
| 2011 | Sat Jan 1 2011 | Sat Dec 31 2011 | |
| 2012 | Sun Jan 1 2012 | Mon Dec 31 2012 | |
| 2013 | Tue Jan 1 2013 | Tue Dec 31 2013 | |

| Accounting Periods for 2011 | | | | |
|-----------------------------|----------|----------------|-----------------|--------------------------|
| Code | Period | Start | End | Closed |
| 1101 | JAN 2011 | Sat Jan 1 2011 | Mon Jan 31 2011 | <input type="checkbox"/> |
| 1102 | FEB 2011 | Tue Feb 1 2011 | Mon Feb 28 2011 | <input type="checkbox"/> |
| 1103 | MAR 2011 | Tue Mar 1 2011 | Thu Mar 31 2011 | <input type="checkbox"/> |

How to Create a Fiscal Year and Accounting Periods:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the AMP Admin screen, choose **Accounting > Fiscal Years/Accounting Periods**. Define a fiscal year before defining the accounting periods for that fiscal year.

Defining a Fiscal Year

3. On the Fiscal Years screen, create a fiscal year by clicking the **New** button in the Fiscal Years area.
4. Configure the fiscal year information described below.
 - **Description** — The fiscal year’s description (typically this is the calendar year).
 - **Start/End** The first and last dates of the fiscal year.

Defining an Accounting Period

5. Create accounting periods by clicking the **New** button in the Accounting Periods area.
6. Configure the fiscal year information described below.
 - **Code** — The code for this period. A numeric format — e.g., 1701 for January 2017 — ensures that accounting periods appear in chronological order on lists and reports that are sorted by accounting period.
 - **Period** — The accounting period's description.
 - **Start/End** — The first and last dates of the accounting period. These dates must fit within the start and end dates of the fiscal year.
 - **Closed** — If this box is checked and the accounting period appears in red, the accounting period has been closed. The Close Period routine closes an accounting period.
7. Click the **Save** button.



After saving a fiscal year and its accounting periods, create additional fiscal years and accounting periods by cloning the properties of an existing fiscal year.

How to Clone A Fiscal Year:

1. Configure and save a fiscal year and its accounting periods before cloning a fiscal year. Procedures for creating fiscal years and accounting periods are on the previous page.
2. Select the fiscal year to clone.
3. Click **Clone**.

AMP clones the selected fiscal year's properties by creating a copy of the selected fiscal year and its accounting periods.
4. Edit the fiscal-year and accounting-period information by making the desired changes in the Fiscal Years and Accounting Periods sections.

NOTE: If the new (cloned) fiscal year is a leap year, edit the end date of the appropriate accounting period to allow for the leap year. If there are any gaps in the fiscal years and/or accounting periods, AMP will prompt you accordingly and prevent saving the fiscal year or accounting period until you enter the correct information.

5. Click the **Save** button.

General Ledger (GL) Codes

GL codes are used primarily for reporting purposes and for exporting data to third-party general-ledger systems. A GL code must be defined for any item — such as a rate, adjustment, or payment — that can create a transaction charge.

NOTE: If a separate GL code is not required for each transaction charge, a single GL code — such as *NOGL* — can be created and assigned to all transactions.

How to Create a GL Code:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the AMP Admin screen, choose **Accounting > General Ledger Codes**.
3. On the General Ledger Codes screen, click **New**.
4. Configure the information described below.

| General Ledger Codes | | |
|----------------------|---------------------------------|--------|
| Code ▲ | Description | Active |
| 0000 | House Advertising Class Liner | ✓ |
| 0001 | House Advertising Class Disp | ✓ |
| 0002 | House Advertising ROP modifi... | ✓ |

| 0000 - House Advertising Class Liner | |
|--------------------------------------|--|
| Code: | <input type="text" value="0000"/> |
| Description: | <input type="text" value="House Advertising Class Liner"/> |

- **Code** — The general ledger code.
- **Description** — The general ledger code's description.

5. Click the **Save** button.

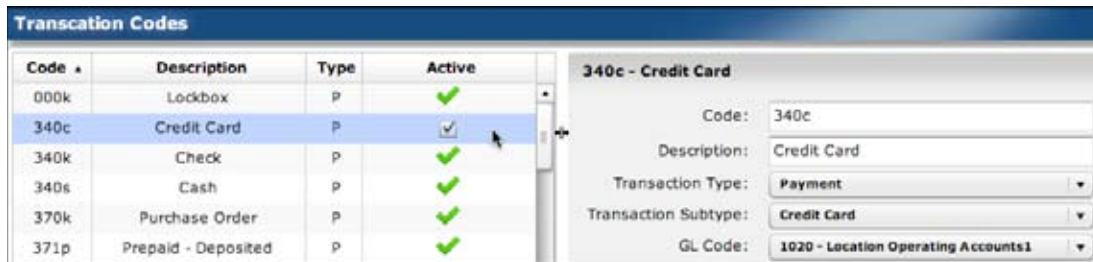
Transaction Codes

Transaction codes categorize specific payments, credits, debits, and invoices.

- **Prerequisites — GL Codes.** Configure GL codes before creating or modifying transaction codes.

How to Create a Transaction Code:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the AMP Admin screen, choose **Accounting > Transaction Codes**.
3. On the Transaction Codes screen (below), click **New**.
4. Configure the information described below.



| Code | Description | Type | Active |
|------|---------------------|------|--------|
| 000k | Lockbox | P | ✓ |
| 340c | Credit Card | P | ✓ |
| 340k | Check | P | ✓ |
| 340s | Cash | P | ✓ |
| 370k | Purchase Order | P | ✓ |
| 371p | Prepaid - Deposited | P | ✓ |

340c - Credit Card

Code: 340c

Description: Credit Card

Transaction Type: **Payment**

Transaction Subtype: **Credit Card**

GL Code: **1020 - Location Operating Accounts1**

- **Code** — The transaction code.
 - **Description** — The transaction code's description.
 - **Transaction Type** — The type of transaction. Choose from *Payment*, *Credit*, *Debit*, or *Invoice*. The option you choose here determines the options available in the **Transaction Subtype** list.
 - **Transaction Subtype** — Options vary based on the **Transaction Type** value.
 - **GL Code** — The general ledger code for this transaction code.
5. Click the **Save** button.

Aging Setup

AMP matures invoices and their associated payments, credits, and debits into date-based categories called “buckets.” This “aging” tracks how long transactions have been in your system. Billing terms (on the Terms screen) determine when items are overdue at the time of invoicing.

NOTE: The default aging setups provided by default are sufficient for most sites. You may only need to configure these settings if your aging setup differs from the defaults.

How to Set up Aging:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the AMP Admin screen, choose **Accounting > Aging Setup**.
3. On the Aging Setup screen (below), click **New**.
4. Configure the information described below.

General

Use this screen to configure general aging setup information.

| Description | Active |
|-------------------------------|--------|
| Balance Fwd - Acct Periods | ✓ |
| Balance Fwd - Calendar Months | ✓ |
| Balance Fwd - Days | ✓ |
| Open Item - Acct Periods | ✓ |
| Open Item - Calendar Months | ✓ |
| Open Item - Days | ✓ |

Balance Fwd - Days General | Buckets

Description:

Aging Method:

Aging Interval:

Exclude Unsettled Transactions:

- **Description** — The aging setup’s description.
- **Aging Method** — AMP calculates aging using either an open-item or balance-forward aging method, depending on your preference and practices. The two methods differ by ways in which transactions appear. Choose one of the following methods:
- **Open Item** — Aged accounts show invoices and any payments applied to each invoice.
- **Balance Forward** — Aged accounts show invoices and any payments applied, starting with the oldest invoice (This is similar to a credit-card statement that shows a previous balance plus any current charges). Balance-forward aging disregards the established connection between an invoice and an associated payment.

NOTE: The aging method set on this screen determines how aging calculates and does not necessarily affect how aged information displays on statements or reports: Your statement form determines how aged information appears on statements. The aging report lets you choose to show the report’s aged information as open-item or balance-forward transactions.

- **Aging Interval** — The time period on which to base aging. If the interval is based on days, define the aging buckets on the Buckets tab.
- **Exclude Unsettled Transactions** — Exclude any transactions contained in un-posted batches.

Buckets

Use this screen to configure aging buckets.

| | Description | Up-to Days |
|---|---------------|------------|
| 1 | Current | 0 |
| 2 | 1-30 Days | 30 |
| 3 | 31-60 Days | 60 |
| 4 | 61-90 Days | 90 |
| 5 | 91-120 Days | 120 |
| 6 | Over 120 Days | 9999999 |

- **Number of Buckets** — The number of buckets for this aging method. This number determines the number of **Description** and **Up-to Day** fields that become available on this tab.
- **Description** — The bucket's description.
- **Up-to Days** — The number of days up to the end of the bucket. The example above shows up to zero days in the Current bucket; up to 30 days in the 1-30 bucket, up to 60 days in the 31-60 bucket, etc.

NOTE: The last bucket's Up-to Days value must include an extraordinarily large number in order to accommodate all aging possibilities. In the example above, the last bucket's Up-to Days value is 999999999.

5. Click the **Save** button.

Removing a Bucket

To remove a bucket, change the Number of Buckets value, and make any necessary edits to the **Description** and **Up-to Days** field values for the remaining buckets.

NOTE: Aging setup items can be deactivated but cannot be deleted.

Terms

Billing terms are applied to customer accounts and used to calculate due dates when invoices are posted.

- **Prerequisites — Transaction Codes.** Configure these codes before creating or modifying terms.

How to Create a Billing Term:

1. On the main toolbar, choose **Administrator > Admin Setups.**
2. On the AMP Admin screen, choose **Accounting > Terms.**
3. On the Terms screen (below), click **New.**
4. Configure the information described below.

| Description | Active |
|--------------------|--------|
| Standard Term | ✓ |
| QA Terms | ✓ |
| Non-standard Terms | ✓ |
| Net 15 | ✓ |
| Net 10 | ✓ |

| Net 10 | |
|---|---------------------------------|
| Description: | Net 10 |
| Due Date: | Invoice Date plus ... 10 day(s) |
| <input checked="" type="checkbox"/> Eligible for early payment discount | |
| Discount: | |
| Discount percentage | 5 |
| If paid by: | Due Date minus ... 10 day(s) |
| Transaction code: | EPD - Early Payment Discout |

- **Description — The term's description.**

- **Due Date** — Determine how long the customer's account remains current after the customer's ads are invoiced. Choose one of the following options:

- **Last day of calendar month plus ...** the number of days specified in the **day(s)** field. If this option is selected, accounts are considered past due by the last day of the calendar month, plus the number of specified days.

NOTE: For cleaner accounting, use the last day of the calendar month plus 27 days. This setup allows for shifting aging buckets and provides flexibility if service charges are applied to unpaid balances. With this method, any ad taken in June, for example, would have a due date of July 27. Using other term setups can cause scenarios where service charges can be applied to an account before a customer has had the chance to pay the bill, or in other cases, not be applied at all.

- **Last day of next calendar month.** If this option is selected, accounts are considered past due on the last day of the calendar month.
- **Last day of Account Period plus ...** the number of days specified in the **day(s)** field. If this option is selected, accounts are considered past due on the last day of the current accounting period, plus the number of specified days.
- **Last day of next Accounting Period plus ...** the number of days specified in the **day(s)** field. If this option is selected, accounts are considered past due on the last day of the next accounting period, plus the number of specified days.
- **Invoice date plus ...** the number of days specified in the **day(s)** field. If this option is selected, accounts are considered past due on the invoicing date (the day you run the invoicing routine), plus the number of specified days.

- **Eligible for early payment discount** — Check this box to show the following discount options, which you must set for this billing term if this box is checked:
 - **Discount percentage** — The percentage amount of the discount if paid by the date specified in the **If paid by** fields. You can use fractional percentages in the **Discount percentage** field. For example, for a 5.5% discount, enter *5.5* in this field.
 - **If paid by** — The discount percentage will apply if invoices are paid by the date you specify here. Choose one the following options:
 - **Due date minus** — The invoice due date minus the number of days specified in the **day(s)** field.
 - **Fixed day of month on day** — The day of the month specified in the **day(s)** field.
 - **Invoice date plus** — The invoice due date plus the number of days specified in the **day(s)** field.

- **Transaction code** — The transaction code to use when the discount is applied. Because discounts are tracked as credits, only credit-based transactions are available in this list.

5. Click the **Save** button.

PRICING SETUPS

Rates

Rates determine ad costs and can be assigned to one or more publications to make your rate structure more flexible and easier to maintain for multiple publications. You can base your rates on words, lines, or inches, and can restrict rates to specific ad families. AMP also allows for user-defined pricing. This means that to override the cost of an ad, a user must have the proper system security level, and the rate must be marked as a user-defined rate. User-defined rates can also be assigned to group buys. You can protect rates by requiring a password, and you can exclude a rate from day-of-week surcharges.

You can customize your rates using standard, tiered, or cumulative pricing methods, each of which is described (along with a sample of each method) in this section.

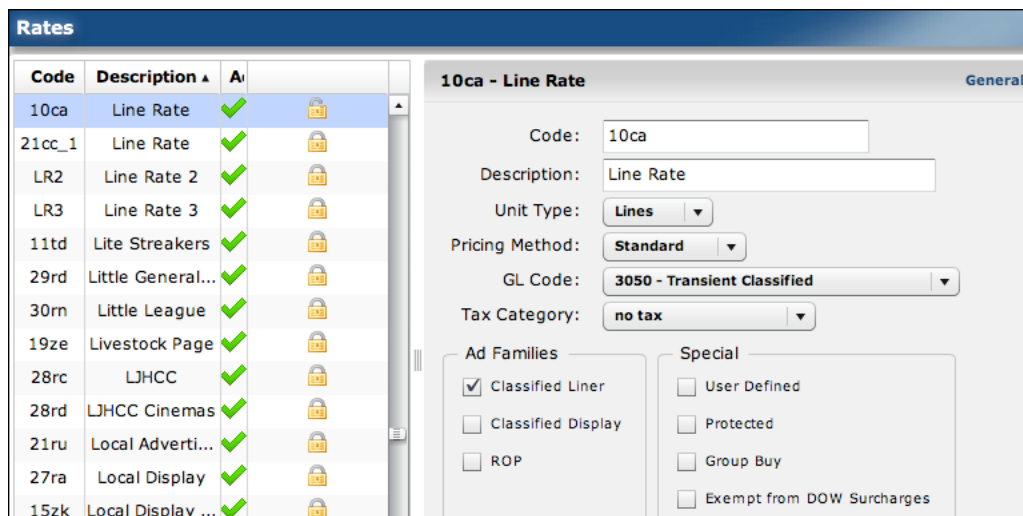
- **Prerequisites — GL Codes and Tax Categories.** Configure these items before creating or modifying rates.

How to Create a Rate:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the AMP Admin screen, choose **Pricing > Rates**.
3. On the Rates screen (below), click **New**.
4. Configure the information described below.

General

Use this screen to configure general rate information described below.



| Code | Description | Av |
|--------|-------------------|----|
| 10ca | Line Rate | ✓ |
| 21cc_1 | Line Rate | ✓ |
| LR2 | Line Rate 2 | ✓ |
| LR3 | Line Rate 3 | ✓ |
| 11td | Lite Streakers | ✓ |
| 29rd | Little General... | ✓ |
| 30rn | Little League | ✓ |
| 19ze | Livestock Page | ✓ |
| 28rc | LJHCC | ✓ |
| 28rd | LJHCC Cinemas | ✓ |
| 21ru | Local Adverti... | ✓ |
| 27ra | Local Display | ✓ |
| 15zk | Local Display ... | ✓ |

10ca - Line Rate General

Code: 10ca

Description: Line Rate

Unit Type: Lines

Pricing Method: Standard

GL Code: 3050 - Transient Classified

Tax Category: no tax

Ad Families

Classified Liner

Classified Display

ROP

Special

User Defined

Protected

Group Buy

Exempt from DOW Surcharges

- **Code** — The rate code.
- **Description** — The rate's description.
- **Unit Type** — The unit on which the rate is based. For a unit-based rate, set this value to *Words*.
- **Pricing Method** — The rate structure used to calculate ad cost. Choose one of the following options:
 - **Standard** — Determines ad cost by multiplying the number of insertions by the actual line in the rate table. Multiple publications may use the same rate code, but each publication is billed individually based on the number of insertions in that publication.

- **Cumulative** — Used when an ad runs in two or more publications where each pub's insertion has the same line rate, regardless of the number of insertions per pub. AMP determines the rate by adding the total number of insertions across all pubs in which the ad runs. The rate is then multiplied by the number of insertions per pub. The ad's total cost is the sum of each pub's cost.
- **Tiered** — Based on the chronological insertion number. This means that for the first insertion, the ad is priced using the rate's first-insertion cost; for the second insertion, the ad is priced using the rate's second-insertion cost PLUS the cost for the first insertion, and so on. The ad's total price is the sum of all insertions' costs. A tiered rate might be used, for example, if you have a special "buy two, get one free" rate, where the ad is charged for two insertions but runs at no cost for the third insertion.

NOTE: See the Rate Samples section for samples of rates using each pricing method.

- **GL Code** — The rate's general ledger code.
- **Tax Category** — The rate's tax category.
- **Ad Families** — Check the box for each ad family that can use this rate.
- **User Defined** — Check this box if ad takers can override ad cost when using this rate. Ad takers must also be assigned the proper level of system security on the User Groups screen to override the cost of an ad.
- **Protected** — Check this box if ad takers cannot use this rate without the proper level of system security set on the User Groups screen.
- **Group Buy** — Check this box if the rate can be shared by multiple publications in a group buy.
- **Exempt from DOW Surcharges** — Check this box if DOW surcharges do not apply to ads using this rate.

Publishing

Use this screen to assign publications to a rate by configuring the information described below. Select at least one publication for each non-group-buy that can use this rate.

NOTE: If you checked the Group Buy box on the General screen, do not select any pubs on the Publishing screen. Assign group-buy publications and their rates on the Group Buys screen, where you set pricing factors that determine how the ad's total cost is to be divided among pubs in the group buy.

- **Selected** — Pubs in this list can use this rate. To add pubs to this list, select the pubs from the Available list and click the << button to move them to the Selected list.
- **Available** — Pubs in this list cannot use this rate. To add pubs to this list, select the pubs from the Selected list and click the >> button to move them to the Available list.

Pricing

Use this screen to define a rate's pricing structure.

| Start Date | End Date |
|------------|------------|
| 06/18/2007 | 06/16/2010 |
| 06/17/2010 | (open) |

Show Expired

Date Range - 06/17/2010 - (open)

| Min Ins | Max Ins | Charge For | Min Size | Max Size | Base Amt | Base Units | Extra Amt | Extra Unit |
|---------|---------|------------|----------|----------|----------|------------|-----------|------------|
| 0 | 0 | 0 | 0 | 0 | \$0.0000 | 0 | \$0.0000 | 0 |
| 0 | 0 | 0 | 1 | 99999 | \$6.7500 | 5 | \$0.5000 | 1 |
| 1 | 99999 | 0 | 1 | 99999 | \$6.7500 | 5 | \$0.5000 | 1 |

- **Show Expired** — Shows expired pricing structures for existing rates.

How to Create a Rate Table:

1. Click the **New** button next to the End Date column.
2. When prompted to create a rate table (below), enter the information described below.

- **Start Date** — The first date the rate can be used. This date should be at least one day after the end date of the current, active rate.

If the current, active rate does not have an end date, AMP will insert into the active rate an end date of the day before the start date of the new, cloned rate. For example, if the cloned rate's start date is 6/16/2010, AMP will insert into the active rate an end date of 6/15/2010.

- **End Date** — The last date the rate can be used. If the rate never expires, leave this blank.

3. Click **OK**.
4. If editing a rate, click the date in the Start Date column to show the pricing structure in the Date Range table.

If creating a new rate, click the **New** button next to the Extra Unit column.

5. In the Date Range table, enter the information in the fields described below.

- **Min Ins** — The minimum number of times an ad must run to qualify for this rate.
- **Max Ins** — The maximum number of times an ad can run to qualify for this rate.

NOTE: For a TFN rate, enter 0 (zero) in both the Min Ins and Max Ins fields.

- **Charge For** — For standard or cumulative rates, this is the number of days for which to charge at this rate. Use only a 0 (zero) or 1 in this field. A 0 (zero) in this field means that the ad is charged by the insertion. A 1 in this indicates a flat, one-time charge, regardless of the number of insertions (*i.e.*, the ad is charged once, whether the ad runs 1, 2, or more times).

NOTE: For a TFN rate, enter 0 in the Charge For field. TFN rates must be configured for per-insertion pricing.

- **Min Size** — The minimum number of words/lines/inches required for this rate.
- **Max Size** — The maximum number of words/lines/inches allowed for this rate.
- **Base Amt** — The base amount charged for this ad.
- **Base Units** — The number of words/lines/inches included in the base amount.
- **Extra Amt** — The charge for additional words/lines/inches.

- **Extra Unit** — The increment by which the rate charges the additional amount. You can use fractional values here if this is an inch-based rate. For example, to charge by the additional quarter-inch, enter .25 in this field.

6. Each rate may contain more than one line in the table. To add a line to the table, click **New** next to the Extra Unit column, and enter the information in the fields described above.

7. Click the **Save** button.

- After configuring and saving a rate, you may wish to add rates — or pricing tables within a rate — via the **Clone** button. This lets you simplify creating duplicate rates or increasing existing rates. (See *How to Clone a Rate* on the next page).

How to Clone A Rate:

1. Configure and save a rate before cloning it. Procedures for creating a rate are on previous pages.
2. On the Pricing screen, select the rate to clone.
3. Click the Unlock icon. This allows for unlocking the rate so that the rate can be changed.
4. When prompted that changing this rate can have hazardous results, click **Yes** to unlock the rate or **No** to cancel the request.

NOTE: After unlocking a rate, do not change pricing tables, group buys, unit types, etc. If the unlocked rate is in use, changing this information may impact existing ads using that rate. It is permissible to clone a rate without impacting the existing rate.

5. Click the date in the Start Date column.
6. Click **Clone**.
AMP clones the selected rate's properties by creating a copy of the rate and/or table.
7. On the Clone Rate/Table window (below), choose **Clone Rate and Table** or **Clone Table Only**.
8. The Clone Rate and Table and Clone Table Only screens are identical except for these two fields, which appear only on the Clone Rate and Table screen:
 - **Code** — The cloned rate's code. The code used by the rate being cloned appears in parentheses at the end of this field.
 - **Description** — The cloned rate's description. The description used by the rate being cloned appears in parentheses at the end of this field.

9. Configure the information for the cloned rate and/or table on the appropriate screen. For information on fields contained on these screens, see the *General Screen*, *Publishing Screen*, and *Pricing Screen* sections on previous pages.
10. Click **OK**.
11. When returned to the Rate screen, make any desired changes on the General, Publishing, and/or Pricing screens.
12. Click the **Save** button.

Rate Samples

Use these samples to help you understand the different types of rates and to assist you in building rate tables. Depending on your pricing structure, your rates can be set up using the standard, cumulative, or tiered method.

Standard Rate

Example 1 — Standard Word Rate

This example shows a standard pricing structure for a word rate.

The zeros in the **Min Ins** and **Max Ins** fields denote the TFN line for this rate. (There are no minimum and maximum insertions because a TFN ad will run until the customer wants to stop it.) With a **Charge For** value set to 0 (zero), the ad will be priced based on the number of insertions. Because the **Min Size** value is set to 1, the ad must contain at least one word. Because the **Max Size** value is set to 99999, this rate will be used no matter how many words are in the ad. The **Base Amt** value is \$1.25, and the **Base Units** value is 10, meaning that for the base amount of \$1.25 (per insertion), the customer gets up to 10 words; additional words will be charged extra based on the **Extra Amt** and **Extra Size** values. Using this line in the example, each additional word (Extra Unit = 1) would be charged 10 cents (Extra Amt) per word, per insertion.

| Date Range - 06/17/2010 - 07/03/2010 | | | | | | | | |
|--------------------------------------|---------|------------|----------|----------|----------|------------|-----------|------------|
| Min Ins | Max Ins | Charge For | Min Size | Max Size | Base Amt | Base Units | Extra Amt | Extra Unit |
| 0 | 0 | 0 | 1 | 999999 | \$1.2500 | 10 | \$0.1000 | 1 |
| 1 | 3 | 0 | 1 | 99999 | \$2.0000 | 10 | \$0.1000 | 1 |
| 4 | 6 | 0 | 1 | 99999 | \$1.5000 | 10 | \$0.1000 | 1 |
| 7 | 10 | 0 | 1 | 99999 | \$1.3500 | 10 | \$0.1000 | 1 |
| 11 | 99999 | 0 | 1 | 99999 | \$1.2500 | 10 | \$0.1000 | 1 |

Using this rate, an ad with 4, 5, or 6 insertions will be priced based on this line in the rate table. Because the **Charge For** value is 0 (zero), the ad will be priced based on the number of insertions. Because the **Min Size** value is set to 1, the ad must contain at least one word. Because the **Max Size** value is set to 99999, this rate will be used no matter how many words are in the ad. The **Base Amt** value is \$1.50 and the **Base Units** value is 10, meaning that for the base amount of \$1.50 (per insertion), the customer gets up to 10 words; additional words will be charged extra based on the **Extra Amt** and **Extra Unit** values. Using this line in the example, each additional word (Extra Unit = 1) would be charged 10 cents (Extra Amt) per word, per insertion.

Example 2 — Standard Line Rate

This example shows a standard pricing structure for a line rate. Because there is no TFN line for this rate (a TFN line contains zeros in both the **Min Ins** and **Max Ins** fields), a TFN ad could not be scheduled using this rate.

Because this example shows a **Min Ins** value of 2 and a **Max Ins** value of 4, an ad with 2, 3, or 4 insertions will be priced based on this line in the table. Because the **Charge For** value is 1, the ad will be charged a flat price (the appropriate base amount) and not charged per insertion. A 4-line ad would price at the **Base Amt** value of \$17.75. The **Base Units** value is 4 because an ad will be charged for a minimum of 4 lines. Because the **Extra Amt** value is \$2.65 and the **Extra Unit** value is 1, the ad will cost \$2.65 per line for each additional line beyond the fourth line. A 5-line ad would cost \$20.40 (the \$17.75 base amount for 4 lines PLUS \$2.65 for the fifth line).

| Date Range - 12/30/2008 - (open) | | | | | | | | |
|----------------------------------|---------|------------|----------|----------|-----------|------------|-----------|------------|
| Min Ins | Max Ins | Charge For | Min Size | Max Size | Base Amt | Base Units | Extra Amt | Extra Unit |
| 1 | 1 | 1 | 1 | 999999 | \$12.0000 | 4 | \$1.6800 | 1 |
| 2 | 4 | 1 | 1 | 999999 | \$17.7500 | 4 | \$2.6500 | 1 |
| 5 | 7 | 1 | 1 | 999999 | \$20.9000 | 4 | \$3.1500 | 1 |
| 8 | 15 | 1 | 1 | 999999 | \$31.9500 | 4 | \$5.0000 | 1 |
| 16 | 30 | 1 | 1 | 99999 | \$59.2500 | 4 | \$9.4500 | 1 |

The last line in the table indicates the maximum values for this rate. Because the **Max Ins** value is 30, an ad using this rate could not be scheduled for more than 30 days. Because the **Charge For** value is 1, the ad will be charged a flat price of \$59.25 (Base Amt value) for 4 lines PLUS \$9.45 (the Extra Amt value) per line for each line after the fourth line.

Cumulative Rate

Example — Cumulative Line Rate

This example shows a cumulative pricing structure for a line rate. Because there is no TFN line for this rate (a TFN line contains zeros in both the **Min Ins** and **Max Ins** fields), a TFN ad could not be scheduled using this rate.

Because this line in the table shows a **Min Ins** value of 1 and a **Max Ins** value of 3, ads with 1, 2, or 3 insertions will be priced based on 1, 2, or 3 insertions. The **Charge For** value is 0 (zero), which means the ad's cost is based on the number of insertions. All **Min Size** values are 1 and **Max Size** values are 999999, meaning that ads using this rate must contain at least one line. An ad with this rate would be charged the **Base Amt** value of \$10.00 for up to 4 lines (base units = 4). The **Extra Amt** value of \$1.00 per pub would be charged for each single line (extra unit = 1) beyond the 4th line. Based on this line in the table, an ad using this rate would be priced as follows:

- A 4-line ad runs 1 day in 2 pubs (total 2 inserts) = \$20.00, calculated as follows:

$$\text{Base Amt. of } \$10/\text{insert} \times 2 \text{ inserts} = 20.00$$
- A 5-line ad runs 1 day in 3 pubs (total 3 inserts) = \$33.00, calculated as follows:

$$\begin{aligned} \text{Base Amt. of } \$10/\text{insert} \times 3 \text{ inserts} &= 30.00 \\ + 3.00 (\$1/\text{line extra} \times 3 \text{ inserts}) & \\ \hline &33.00 \end{aligned}$$

| Date Range - 06/18/2010 - (open) | | | | | | | | |
|----------------------------------|---------|------------|----------|----------|-----------|------------|-----------|------------|
| Min Ins | Max Ins | Charge For | Min Size | Max Size | Base Amt | Base Units | Extra Amt | Extra Unit |
| 1 | 3 | 0 | 1 | 999999 | \$10.0000 | 4 | \$1.0000 | 1 |
| 4 | 6 | 0 | 1 | 999999 | \$9.0000 | 4 | \$1.0000 | 1 |
| 7 | 10 | 0 | 1 | 999999 | \$8.0000 | 4 | \$1.0000 | 1 |
| 11 | 13 | 0 | 1 | 999999 | \$7.0000 | 4 | \$1.0000 | 1 |
| 14 | 17 | 0 | 1 | 999999 | \$6.0000 | 4 | \$1.0000 | 1 |
| 18 | 21 | 0 | 1 | 999999 | \$5.0000 | 4 | \$1.0000 | 1 |
| 22 | 25 | 0 | 1 | 999999 | \$4.0000 | 4 | \$1.0000 | 1 |
| 26 | 30 | 0 | 1 | 999999 | \$3.0000 | 4 | \$1.0000 | 1 |

This line in the table would be used for an ad with a minimum of 14 and maximum of 17 insertions. A **Base Amt** value of \$6.00 would be charged for up to 4 lines (base units). If the ad is more than 4 lines, the **Extra Amt** value of \$1.00 per pub would be charged for each single line (extra unit = 1) beyond the 4th line. Based on this line in the table, an ad using this rate would be priced as follows:

- A 5-line ad runs 5 days in 3 pubs (total 15 inserts) = \$105.00, calculated as follows:

$$\begin{aligned} \text{Base Amt. of } \$6/\text{insert} \times 15 \text{ inserts} &= 90.00 \\ + 15.00 (\$1/\text{line extra} \times 15 \text{ inserts}) & \\ \hline &105.00 \end{aligned}$$

Tiered Rate

Example — Tiered Line Rate

This example shows a tiered pricing structure for a line rate. Because there is no TFN line for this rate (a TFN line contains zeros in both the **Min Ins** and **Max Ins** fields), a TFN ad could not be scheduled using this rate.

In this table, one insertion (**Min Ins** and **Max Ins** values = 1) would be charged the **Base Amt** value of \$7.00 for up to 25 words (base units). The **Extra Amt** value of 10 cents would be charged for each single word (extra unit = 1) beyond the 25th word, per insertion. Based on this line in the table, an ad using this rate would be priced as follows:

- A 25-word ad runs 1 day (total 1 insert) = \$7.00
- A 30-word ad runs 1 day (total 1 insert) = \$7.50, calculated as follows:

| | | |
|--|---|------|
| <i>Base Amt. of \$7/insert X 1 insert</i> | = | 7.00 |
| <i>+ .50 (.10/word X 5 extra words X 1 insert)</i> | + | .50 |
| | | 7.50 |

| Date Range - 06/18/2010 - (open) | | | | | | | |
|----------------------------------|---------|----------|----------|----------|------------|-----------|------------|
| Min Ins ▲ | Max Ins | Min Size | Max Size | Base Amt | Base Units | Extra Amt | Extra Unit |
| 1 | 1 | 1 | 999999 | \$7.0000 | 25 | \$0.1000 | 1 |
| 2 | 2 | 1 | 999999 | \$6.5000 | 25 | \$0.1000 | 1 |
| 3 | 3 | 1 | 999999 | \$6.0000 | 25 | \$0.1000 | 1 |
| 4 | 4 | 1 | 999999 | \$3.0000 | 25 | \$0.1000 | 1 |
| 5 | 5 | 1 | 999999 | \$2.0000 | 25 | \$0.1000 | 1 |
| 6 | 90 | 1 | 999999 | \$1.0000 | 25 | \$0.1000 | 1 |

This line of the table would be used for an ad with at least 6 insertions but no more than 90. A **Base Amt** value of \$1.00 would be charged for up to 25 words (base unit). If the ad is more than 25 words, the **Extra Amt** value of 10 cents would be charged for each single word (extra unit = 1) beyond the 25th word, per insertion. Based on this line in the table, an ad using this rate would be priced as follows:

- A 25-word ad runs 6 days (total 6 inserts) = \$25.50, calculated as follows:

| | | |
|---|---|-------|
| <i>Day 1 (\$7.00 Base Amt. for 1st insert)</i> | = | 7.00 |
| <i>Day 2 (\$6.50 Base Amt. for 2nd insert)</i> | + | 6.50 |
| <i>Day 3 (\$6.00 Base Amt. for 3rd insert)</i> | + | 6.00 |
| <i>Day 4 (\$3.00 Base Amt. for 4th insert)</i> | + | 3.00 |
| <i>Day 5 (\$2.00 Base Amt. for 5th insert)</i> | + | 2.00 |
| <i>Day 6 (\$1.00 Base Amt. for 6th insert)</i> | + | 1.00 |
| | | 25.50 |

Inventory Items

Inventory items are required for manual invoicing. Manual invoicing allows you to enter transactions and bill for items that are not associated with an ad: returned checks, insert charges, outside printing jobs, etc. In order to use manual invoicing, set up inventory items first.

- **Prerequisites — GL Codes, Tax Categories, and Publications.** Because each inventory item must be assigned a GL code and tax category—and can optionally be assigned a publication—configure these items before creating or modifying an inventory item.

How to Create an Inventory Item:

1. On the main toolbar, choose Administrator > **Admin Setups**.
2. On the AMP Admin screen, choose **Pricing > Inventory Items**.
3. On the Inventory Items screen (below), click **New**.
4. Configure the information described below.

| Code | Description | AI |
|------|--------------------------------|----|
| AA | Ann Arbor Commercial Printing | ✓ |
| 14 | Common Commercial Printing | ✓ |
| 04 | Durant Commercial Printing | ✓ |
| 15 | Floyd Co Commercial Printing | ✓ |
| 01 | Gallipolis Commercial Printing | ✓ |
| 13 | Harlan Commercial Printing | ✓ |
| 09 | Lafayette Commercial Printing | ✓ |
| 12 | Leitchfield Comm Printing | ✓ |

| AA - Ann Arbor Commercial Printing | |
|------------------------------------|-------------------------------------|
| Code: | AA |
| Description: | Ann Arbor Commercial Printing |
| User Defined: | <input checked="" type="checkbox"/> |
| Cost (\$): | 0.00 |
| GL Code: | 1200 - AR - Local |
| Tax Category: | 6% tax |
| Pub: | (optional) |

- **Code** — The item's code.
- **Description** — The item's description
- **User Defined** — Allows for overriding an inventory item's cost during manual invoicing, regardless of the item's amount in the **Cost** field.
- **Cost** — The item's flat amount. This amount appears on the manual invoice unless the **User Defined** box is marked for that item. Enter an amount in this field, regardless of whether or not the **User Defined** box is marked.
- **GL Code** — The general ledger code for this inventory item.
- **Tax Category** — The item's tax category.
- **Pub** — An inventory item can optionally be linked to a valid publication for revenue-tracking purposes. To keep inventory items separate from your regular publications, you may wish to create a separate publication specifically for inventory items.

5. Click the **Save** button.

Adjustments

Adjustments are additional charges or discounts set up as percentage-based adjustments or as flat fees that can be applied to individual ads. You can link adjustments to automatic adjustments, which AMP can automatically apply to an ad. Define adjustments before linking them to automatic adjustments.

How to Create an Adjustment:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the AMP Admin screen, choose **Pricing > Adjustments**.
3. On the Adjustments screen (below), click **New**.
4. Configure the information described below.

General

Use this screen to configure general adjustment information.

| Code ▲ | Description | Active | |
|--------|--------------------|--------|---|
| 0000 | Custom Color | ✓ | 🔒 |
| 0001 | Custom Color - TMC | ✓ | 🔒 |
| 0010 | 1 color | ✓ | 🔒 |
| 0012 | 1 color special | ✓ | 🔒 |

Adjustment - 0012 - 1 color special General | Pricing

Code:

Description:

Apply Level:

- **Code** — The adjustment's code.
- **Description** — The adjustment's description.
- **Apply Level** — The level at which the adjustment applies. You can set publication- or insertion-level adjustments to be applied in a specific order in the Application Order area.

NOTE: Non-percentage-based adjustments are applied at the assigned insertion, pub, or ad-order level. Percentage-based adjustments such as discounts — set on the Pricing screen — are calculated at the adjustment level and applied to the individual insertions. For examples of percentage-based adjustments and how they are calculated, see *Discounts and Percentage-Based Adjustment Levels*. Use these discount examples when determining your adjustment levels so that you can choose the appropriate method for calculating your discounts.

Pricing

Use this screen to define adjustment pricing structure.

- **Prerequisites — GL Codes and Tax Categories.** Configure these items before creating or modifying an adjustment.

How to Define Adjustment Amounts:

1. Click the **New** button next to the **GL Code** field.
2. Configure the information described below.

0012 - 1 color special General | Pricing | Application Order

| Start Date | End Date | Type ▼ | Tax Categ | GL Code |
|------------|----------|-----------|-----------|---------|
| 08/12/2008 | (open) | Flat Rate | no tax | 3010 |
| | | | | |
| | | | | |

08/12/2008 - (open) - Publication Overrides

| Pub | Amount |
|---------------------------------------|----------|
| 2300 - Claiborne Progress | \$205.00 |
| 1002 - News Democrat Special Sections | \$40.00 |
| 1000 - News Democrat & Leader | \$40.00 |
| 1805 - Freedom Flyer | \$55.00 |

Ad Families

Classified Liner

Classified Display

ROP

Unit Based

Flat Rate Amt.

Flat Rate Adj.

Surchargeable

Discountable

Show Expired

Pricing Structure

- **Start Date** — The first date the adjustment can be used.
- **End Date** — The last date the adjustment can be used. If the adjustment expires at the current price, enter the expiration date in this field.

If the adjustment never expires at the current price, you can leave this field blank. You can add date ranges (via the **New** button) to accommodate price changes such as a price increase. For example, assume that you have a \$5 adjustment set up as a surcharge for a blind-box ad. After using the \$5 surcharge for six months, you want to increase the surcharge to \$5.25. In this case, you would specify an end date for the \$5 surcharge and add a date range (via the **New** button) for when the \$5.25 surcharge goes into effect.

NOTE: You can modify date ranges and other existing adjustment settings as long as the adjustment is not linked to an ad that has already been billed. To modify adjustment settings, click the **Unlock** icon and make the permitted changes.

- **Type** — Click in this field and choose one of the following options:
 - **Flat Rate** — Choosing this option activates these options:
 - **Flat Rate Amt.** — The flat adjustment cost.
 - **Flat Rate Adjustment** — If a surcharge or discount applies to the adjustment, check the box next to each item that applies.
 - **Percentage** — Choosing this option activates these options:
 - **Amount (%)** — Choose *Surcharge* or *Discount* from the pop-up. Then enter the percentage amount in the field below the pop-up. You can use fractional percentage amounts such as 5.5 in this field.
 - **Compounds** — Check this box if the specified amount compounds.
 - **Compound Discounts** — Percentage-based adjustments can include compound discounts that are applied cumulatively. A compound discount, for example, is calculated and then added to previous discounts in the same manner that compound interest is calculated. Surcharges do not compound.
 - While adjustment levels determine how adjustments are calculated — as described in the adjustment-level examples on following pages — the adjustment's Apply Level setting determines the order in which adjustments are applied, and which adjustments affect compounding items in particular.

Example:

Assume you have a 10% compounding discount and a 15% non-compounding discount. If the 15% non-compounding discount should be applied BEFORE the 10% compounding discount, you would set the application order of these items in that order: the non-compoundable discount first; then the compoundable discount. This way, the 10% (compoundable) discount is compounded based on the initial 15% non-compoundable discount.

- **Tax Category** — Click in this field and choose the adjustment's tax category.
- **GL Code** — Click in this field and choose the adjustment's general ledger code.
- **Show Expired** — Shows expired pricing structures for existing adjustments.
- **Ad Families** — Check the box for each ad family to which the adjustment applies.

3. Click the **Save** button.

Publication Overrides

This area lets you override pricing on a publication basis for an insertion- or publication-level adjustment.

How to Create a Publication Override:

1. Click the **New** button beneath the Publication Overrides section (see screen sample on previous page).
2. Configure the information described below.
 - **Pub** — Click in this field and choose the publication.
 - **Amount/Percent**— Click in this field and enter the amount (for a flat-rate adjustment) or the percentage amount (for a percentage-based adjustment).

NOTE: This amount/percent overrides the default adjustment amount in the Flat Rate Amt./Amount % field.

3. Click the **Save** button.

Application Order

Use this screen to set the order in which publication- or insertion-level percentage-based adjustments are applied.

How to Set Adjustment Application Order:

1. Select the adjustment to re-order in the list.
2. Click the Up or Down button to move the selected adjustment to the desired position in the list.

IMPORTANT: Apply any non-compoundable discounts before compoundable discounts when setting the application order.

| 0012 - 1 color special | | General Pricing Application Order | |
|------------------------|----------------------------|---------------------------------------|--|
| Code | Description | | |
| disc | 5% discount | | |
| 25ab | Pub adjustment | | |
| pub | pub level | | |
| wsid | web sidebar (box) | | |
| winl | web interstitial landscape | | |
| webn | web banner | | |
| wetr | web ad tower | | |
| 1701 | New Today Quark | | |
| 9999 | Percentage-based | | |
| 0021 | 2 color special | | |
| 3151 | Video/Audio- Website | | |

Discounts and Percentage-Based Adjustment Levels

When setting up a percentage-based adjustments, it is important to understand how the adjustments are calculated based on the adjustment level. This will help you determine the appropriate level for your adjustments. The **Apply Level** setting on the General screen (above) determines whether the adjustment is based on the insertion, publication, or order (ad).

NOTE: Percentage-based adjustment amounts are always applied to each insertion as an end result; however, the amount actually applied to each insertion is calculated based on the adjustment level.

The most common percentage-based adjustments are discounts, whose percentages can vary greatly, depending on the **Apply Level** setting. Regardless of Apply Level setting, however, discounts are divided among the insertions to accommodate billing, especially if an ad is stopped early. Attaching a discount to the insertion provides the ability to apply the discount as the ad bills.

Below are examples of how discounts are calculated at each **Apply Level** setting.

Discount Example 1: 9% Discount / Insertion Level

Insertion-level adjustments are calculated by the insertion. Assume you offer a 9% per-insertion discount to run an ad in a special edition. The 9% adjustment (discount) is based on the cost of each insertion, as demonstrated in the example below.

To understand how AMP calculates insertion-level adjustments, note the insertion cost, the discount percentage, and the number of insertions. For this example, the following applies:

Insertion Cost = 3.31
Discount = 9%
Insertions = 7

At the insertion level, the insertion cost is multiplied by the discount. The result is the discount per insertion:

| | |
|-------------------------------|---------------------------|
| Insertion Cost | 3.31 |
| | X |
| Discount | .09 |
| <hr/> | |
| Discount Per Insertion | .2979* ... rounded to .30 |

* This number is rounded up to the nearest cent. Amounts lower than .05 are rounded down to the nearest cent; adjustments greater than or equal to .05 are rounded up to the nearest cent.

The discount per insertion is then multiplied by the number of insertions. The result is the total discount for all insertions:

| | | |
|-------------------------------|----------|---|
| Discount Per Insertion | .30 | (A discount of .30 is applied to each insertion.) |
| | X | |
| # Insertions | 7 | |
| <hr/> | | |
| Total Discount | 2.10 | |

Discount Example 2: 9% Discount / Pub Level

Publication-level adjustments are calculated by the publication. In this example we will use the same discount scenario as the insertion-level adjustment on the previous page; however, the pub-level adjustment is based on the publication, not the insertion. For this example, assume you offer a 9% per-publication discount to run an ad in a special edition. The 9% adjustment (discount) applies to the total publication cost instead of the insertion cost.

To understand how AMP calculates publication-level adjustments, note the total publication cost and the discount percentage. For this example, the following applies:

Total Pub Cost = 23.17 (7 insertions @ 3.31 ea., from Example 1)
Discount = 9%

At the pub level, the total publication cost is multiplied by the discount. The result is the total discount per publication:

| | | |
|---|----------------|----------------------------|
| Total Pub Cost | 23.17 | |
| | | X |
| Discount | .09 | |
| <hr/> | | |
| Total Discount For Publication | 2.0853* | ... rounded to 2.09 |

* This number is rounded up to the nearest cent. Amounts lower than .05 are rounded down to the nearest cent; adjustments greater than or equal to .05 are rounded up to the nearest cent.

The total discount for the publication is divided equally among all insertions in the publication, with any remaining amount (usually the extra penny) is applied to the last insertion. Note that the discount is distributed evenly among all insertions in the publication, even if there are variations in rate and the insertions have different prices.

Discount Example 3: 9% Discount / Order Level

Order-level adjustments are calculated by the individual ad. In this example we will use the same discount scenario as the insertion- and publication-level adjustments; however, the order-level adjustment is based on the entire ad order, not the insertion or publication. For this example, assume you offer a 9% per-order discount to run an ad in a special edition. The 9% adjustment (discount) in this case applies at the order level, i.e., the ad level (this is the highest level).

At the order level, AMP adds the total cost of all publications in the order. The result is the total cost of the ad order:

| | | |
|-------------------|---------|--|
| Total Cost | | |
| Pub 01 | = 23.17 | (7 insertions @ 3.31 ea., from Examples 1 and 2) |
| | + | |
| Total Cost | | |
| Pub 02 | = .99 | (3 insertions @ .33 ea.) |
| Total Cost | | |
| Ad Order | 24.16 | |

The total cost of the ad order is multiplied by the discount. The result is the total discount for the ad order:

| | |
|-----------------------|-------|
| Total Cost | |
| Ad Order | 24.16 |
| | x |
| Discount | .09 |
| Total Discount | |
| Ad Order | 2.17 |

The total discount for the ad order is divided equally among all insertions in all publications. Any remaining amount (usually the extra penny) is applied to the last insertion.

Discountable Adjustments

Discountable adjustments are also calculated based on the adjustment level. For example, assume the 9% per-insertion discount (from Example 1) includes an ad that has an adjustment (surcharge) for a graphic. The 9% per-insertion discount is based on the cost of the insertion PLUS the surcharge for the graphic.

Discount Example 4: 9% Discount / Insertion Level

Includes Discountable Insertion-Level Adjustment

To understand how AMP calculates discountable adjustments at the insertion level, note the insertion cost, the discountable adjustment (the surcharge for the graphic), the discount, and the insertions in the example below. Note that adjustments are marked *discountable* on the Pricing screen (above).

| | | |
|-----------------------|---|---|
| Insertion Cost | = | 3.31 |
| Adjustment | = | .75 (discountable insertion-level adjustment set up as a surcharge for a graphic) |
| Discount | = | 9% |
| Insertions | = | 7 |

The cost of the insertion and the cost of the adjustment are added together. The result is the adjusted insertion cost:

| | |
|--------------------------------|------|
| Insertion Cost | 3.31 |
| | + |
| Adjustment | .75 |
| Adjusted Insertion Cost | 4.06 |

The discount is based on the adjusted insertion cost. The result is the total discount per insertion:

| | |
|-------------------------------------|---------------------------|
| Adjusted Cost | 4.06 |
| | x |
| Discount | .09 |
| Total Discount Per Insertion | .3654* ... rounded to .37 |

* This number is rounded up to the nearest cent. Amounts lower than .05 are rounded down to the nearest cent; adjustments greater than or equal to .05 are rounded up to the nearest cent.

The total discount per insertion is applied to each insertion in all publications. Any remaining amount (usually the extra penny) is applied to the last insertion.

Discount Example 5: 9% Discount / Pub Level

Includes Discountable Pub-Level Adjustment

Publication-level adjustments are calculated by the publication. In this example we will use the same discount scenario as the insertion-level adjustment on the previous page; however, the pub-level adjustment is based on the total cost of the publication, not the insertion. For this example, assume you offer a 9% per-publication discount to run an ad in a special edition. The 9% adjustment (discount) applies to the total cost of all insertions in the publication PLUS the surcharge for the graphic.

To understand how AMP calculates publication-level adjustments, note the total for all insertions in the pub, the discountable adjustment, and the discount percentage. For this example, the following applies:

| | | |
|-----------------------------|----------------|--|
| Total All Insertions | | |
| In Pub | = 23.17 | (7 insertions @ 3.31 ea., from previous examples) |
| Adjustment | = .75 | (discountable pub-level adjustment set up as a surcharge for a graphic) |
| Discount | = 9% | |

The total cost of all insertions in the pub is added to the adjustment amount. The result is the adjusted pub cost:

| | |
|-------------------|--------------|
| Total All | |
| Insertions | 23.17 |
| | + |
| Adjustment | .75 |
| Adjusted | |
| Pub Cost | 23.92 |

The discount is based on the adjusted publication cost. The result is the total discount per publication:

| | |
|-----------------------|------------------------------------|
| Adjusted | |
| Pub Cost | 23.92 |
| | X |
| Discount | .09 |
| Total Discount | |
| Per Pub | 2.1528* ... rounded to 2.15 |

* This number is rounded down to the nearest cent. Amounts lower than .05 are rounded down to the nearest cent; adjustments greater than or equal to .05 are rounded up to the nearest cent.

The total discount per publication is divided equally among all insertions in the publication. Any remaining amount (usually the extra penny) is applied to the last insertion in the pub.

Discount Example 6: 9% Discount / Order Level

Includes Discountable Order-Level Adjustment

Order-level adjustments are calculated by the individual ad. In this example we will use the same discount scenario as the insertion- and publication-level adjustments (Examples 4 and 5). However, the order-level adjustment is based on the entire ad order, not the insertion or publication. For this example, assume you offer a 9% per-order discount to run an ad in a special edition. The ad includes an order-level adjustment (surcharge) for using a graphic in the ad. The 9% adjustment (discount) in this case applies at the order level, i.e., the ad level (this is the highest level).

At the order level, AMP adds the total cost of all publications in the order PLUS the discountable adjustment. The result is the total cost of the ad order:

| | | |
|---------------------|--------------|--|
| Total Cost | | |
| Pub 01 = | 23.17 | (7 insertions @ 3.31 ea., from previous examples) |
| | + | |
| Total Cost | | |
| Pub 02 = | .99 | (3 insertions @ .33 ea.) |
| | + | |
| Adjustment = | .75 | (order-level discountable adjustment set up as a surcharge for a graphic) |
| Total Cost | | |
| Ad Order | 24.91 | |

The total cost of the ad order is multiplied by the discount. The result is the total discount for the ad order:

| | |
|-----------------------|------------------------------------|
| Total Cost | |
| Ad Order | 24.91 |
| | x |
| Discount | .09 |
| Total Discount | |
| Ad Order | 2.2419* ... rounded to 2.24 |

*This number is rounded up to the nearest cent. Amounts lower than .05 are rounded down to the nearest cent; adjustments greater than or equal to .05 are rounded up to the nearest cent.

The total discount for the ad order is divided equally among all insertions in all publications. Any remaining amount (usually the extra penny) is applied to the last insertion.

Surcharge Example 1: One Adjustment

This example shows how AMP would calculate the cost of an ad with one flat adjustment.

Assume you apply a 1.00 flat surcharge adjustment to an ad.

If the ad's base cost is \$100, AMP would apply this surcharge as follows:

| | | |
|-------------------|---|--------|
| Total | | |
| Ad | | |
| Cost | = | 100.00 |
| | + | |
| Flat | | |
| Surcharge | = | 1.00 |
| <hr/> | | |
| Total Cost | | |
| Ad Order | | 101.00 |

Surcharge Example 2: Two Adjustments

This example shows how AMP would calculate the cost of an ad with a percentage adjustment and a flat adjustment.

Assume you apply two surcharge adjustments to an ad: one 10% surcharge and one flat 5.00 surcharge. The application order applies the 10% surcharge before the 5.00 surcharge.

If the ad's base cost is \$100, AMP would apply these surcharges as follows:

| | | |
|-------------------|---|-----------------------|
| Total | | |
| Ad | | |
| Cost | = | 100.00 |
| | + | |
| 10% | | |
| Surcharge | = | 10.00 (10% of 100.00) |
| | + | |
| Flat | | |
| Surcharge | = | 5.00 |
| <hr/> | | |
| Total Cost | | |
| Ad Order | | 115.00 |

Applying Adjustments

After an ad is created and scheduled during ad entry, adjustments are applied manually via the Adjustments screen, letting the ad taker apply or remove adjustments manually. See the AdTaking section of this manual for details on the Adjustments screen.

Adjustments and Billing

Adjustments are billed according to their **Apply Level** settings (on the adjustment's General screen), as follows:

- **Order-Level Adjustments** — Billed when the first insertion bills.
- **Pub-Level Adjustments** — Billed the first time the publication is billed.
- **Insertion-Level Adjustments** — Billed when each insertion is billed.

Attractors

Use this screen to assign adjustments to attractors (visual “attention-getters” that can be applied to ads).

- **Prerequisites — Style Sheets and Adjustments.** Configure style sheets for your attractors in QuarkXPress (or library items for your attractors in InDesign). Also, create adjustments for attractors before assigning adjustments to attractors on the Attractors setup screen.

How to Assign Adjustments to Attractors:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Pricing > Attractors**.
3. On the Attractors screen (below), click **New**.
4. Configure the information described below.



| Code | Description | Active |
|------|----------------------|--------|
| 0001 | NewToday InDesign | ✓ |
| 0002 | NewToday QuarkXPress | ✓ |

0001 - NewToday InDesign

Code: 0001

Description: NewToday InDesign

Value: NewToday

Adjustment: I001 - New for you Today

- **Code** — The attractor’s code.
- **Description** — The attractor’s description.
- **Value** — The name of the style sheet or library item for this attractor. The format of the information in this field is determined by the program used for pagination:
 - If using InDesign, enter the name of the attractor library item. *This value must match the name of the library item in InDesign.*
EXAMPLE: If the name of the InDesign library item is Attractor NewToday, enter **NewToday** in this field.



0001 - NewToday InDesign

Code: 0001


Description: NewToday InDesign

Value: NewToday

Adjustment: I001 - New for you Today

NOTE: Do not include the word *Attractor* in the Value field.

- If using QuarkXPress, enter an @ symbol, followed directly by the name of the style sheet. *This value must match the name of the style sheet in QuarkXPress.*
EXAMPLE: If the name of the QuarkXPress style sheet is NewToday, enter **@NewToday** in this field.



0002 - NewToday QuarkXPress

Code: 0002

Description: NewToday QuarkXPress

Value: @NewToday

Adjustment: I001 - New for you Today

NOTE: Do not include a space between the @ symbol and the name of the style sheet in the Value field.

- **Adjustment** — The adjustment to be applied when the attractor is used. Adjustments in this list correspond to the list of attractors available on publish-output screens. When you apply the adjustment to an ad, the visual attractor is included in the ad.

5. Click the **Save** button.

Automatic Adjustments

Automatic adjustments allow for adding extra charges to an ad automatically without having to add the adjustment manually during ad entry.

- **Prerequisites — Adjustments.** Configure adjustments before configuring automatic adjustments.

How to Apply Automatic Adjustments:

1. From the Description column, select the automatic adjustment.
2. Configure the information described below.

| Code | Description |
|-------------|---------------------|
| _Au | Auction Lot |
| _BBm | Blind Box Mail |
| _BBp | Blind Box Pickup |
| _BW | Bold Words |
| _Bor | Border |
| _CL | Centered Lines |
| _Fon | Dingbat Font |
| _EMA | E-Mail |
| _Gra | Graphic |
| _IW | Italic Words |
| _Log | Logo |

| _Fon - Dingbat Font | |
|--|--------------------------|
| Code: | _Fon |
| Name: | Dingbat Font |
| Adjustment: | 0040 - art work |
| Charge For: | Actual Units |
| Charge After: | 3 |
| Select the fonts to which this adjustment applies. | |
| Selected | Available |
| Zapf Dingbats | Wingdings Wingdings 2 |

- **Code** — The automatic adjustment's code.
- **Description** — The automatic adjustment's description.
- **Adjustment** — The adjustment to link to this automatic adjustment.
- **Charge For** — Charge for this adjustment by choosing *Actual Units* or *Flat Rate*. The adjustment's configuration determines the amount to be charged.
- **Charge After** — Determines when to begin charging for the automatic adjustment, based on the **Charge For** value.

Example — If you charge for actual units and you enter **3** in the **Charge After** field, AMP will begin charging after the third item and for every item thereafter (*i.e.*, the first 3 items would be free). If you enter a **0** (zero) in the **Charge After** field, AMP would charge for each item.

- **Dingbat Font** — If using this automatic adjustment (as shown above), add the fonts to the Selected list by selecting the fonts from the Available list and clicking the << button to move them to the Available list. Conversely, to remove fonts from the Selected list, select the fonts and click the >> button to move them to the Available list.

3. Click the **Save** button.

NOTE: Automatic adjustments are hard-coded in AMP and cannot be removed.

Service Charges

Service charges (monthly charges applied to overdue invoices) are typically used for commercial customers. This setup screen lets you define your service charges as flat fees or as percentage-based amounts, and also lets you set a minimum charge and a grace period.

- **Prerequisites — Account Type & Customer Settings.** Because service charges appear only on customer statements, the **Receive Statements** box must be marked on both the Account Types screen and the customer's Account screen under Billing. GL codes and tax categories must also be configured before setting up service charges.

NOTE: To apply service charges configured on this screen, run the Service Charge routine under the Receivables menu on the main toolbar.

How to Configure Service Charges:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Pricing > Service Charges**.
3. On the Service Charges screen (below), click **New**.
4. Configure the information described below.

| Service Charge - RC - Returned Check | | |
|--------------------------------------|-------------------|--------|
| Code ▲ | Description | Active |
| QAS | QA Service Charge | ✓ |
| RC | Returned Check | ✓ |
| SC | Service Charge | ✓ |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| RC - Returned Check | |
|---------------------------|-------------------------------------|
| Code: | RC |
| Description: | Returned Check |
| Service Charge Type: | Flat Charge ▼ |
| Apply to Billing Charges: | <input type="checkbox"/> |
| Apply to Service Charges: | <input checked="" type="checkbox"/> |
| Amount (\$): | 15.00 |
| Apply Above (\$): | 1.00 |
| Grace Days: | 0 |
| GL Code: | 3200 - Service Charges ▼ |
| Tax Category: | no tax ▼ |

- **Code** — The service charge's code.
- **Description** — The service charge's description.
- **Service Charge Type** — The type of charge (flat rate or percentage-based). The type you choose here determines the options that appear below.
- **Apply to Billing/Service Charges** — Check the box(es) to apply this charge to billing or service charges. For a percentage-based service charge, the value in the Amount field is added cumulatively to any unpaid billing and/or service charges. If both of these boxes are unchecked, the percentage amount is based solely on outstanding invoice amounts.
- **Amount** — The amount of the charge. For a percentage-based charge, this is the monthly percentage.
- **Minimum Charge** — The minimum amount for a percentage-based charge.
- **Apply Above** — The amount above which the charge applies. Service charges are applied based on the customer's outstanding balance, as follows:

If a customer's total outstanding balance is greater than or equal to the amount in the **Apply Above** field, the service charge is applied. If a customer's total outstanding balance is less than this amount, the service charge is not applied.

Example — You enter **25.00** in this field. Customer ABC has three overdue transactions for a total outstanding balance of 375.00. When you run the Service Charges routine, AMP applies service charges to all overdue transactions for Customer ABC because the customer's 375.00 balance exceeds the 25.00 in the **Apply Above** field. If another customer, Customer 123, has a 12.00 outstanding balance overdue for six months, the service charge is not applied to Customer 123's account because the 12.00 balance falls below the 25.00 in the **Apply Above** field.

- **Grace Days** — Grace days allow for a waiting period in case, for example, a customer's check is in the mail and is not received until after you apply service charge and generate statements.

Example — If you enter **5** in this field, the service charge will not apply to invoices that are due five days prior to the date the Service Charges routine was run.

- **GL Code** — The service charge's general ledger code.
- **Tax Category** — The service charge's tax category.

5. Click the **Save** button.

- Service charges are applied via the Service Charge routine (under the Receivables menu on the main toolbar).

Forced Buys

A forced buy is an automatic scheduling of an ad into a target publication. When you set up a forced buy, you designate a parent publication and a target - or “child” - publication. When an ad is scheduled in the parent publication, AMP automatically schedules the ad to run in the target publication.

Example — Assume you want a forced buy into your Wednesday shopper for customers who run a classified liner in your main publication on Wednesdays. With your main pub as the parent pub (marked for Wednesday) and your shopper as the target pub, AMP schedules the ad to run in the shopper when the ad is scheduled for a Wednesday in the parent pub.

■ **Prerequisites — Publications & Rates.** Set up publications and rates before configuring forced buys.

How to Configure a Forced Buy:

1. On the main toolbar, choose **Administrator > Admin Setups.**
2. On the admin toolbar, choose **Pricing > Forced Buys.**
3. On the Forced Buy screen (below), click **New.**
4. Configure the information described below.

| Coc▲ | Description | Active |
|------|-------------|--------|
| SHOP | Wed Shopper | ✓ |
| TMC | TMC | ✓ |
| WEB | WebAds | ✓ |
| WKND | Weekender | ✓ |

Forced Buy -

Code:

Description:

Parent Publication and Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Ad Families

Classified Liner

Classified Display

ROP

Unit Based

General

Use this screen to configure general forced-buy information.

- **Code** — The forced buy’s code.
- **Description** — The forced buy’s description.
- **Parent Publication Days** — Choose the parent publication(s) and check the box next to each day an ad can run in the parent publication(s) as part of the forced buy.

Example — If the forced buy requires an ad to run on a Wednesday in the parent publication, check the **Wednesday** box. When the ad is scheduled for a Wednesday in the parent publication, AMP schedules the ad to run in the target publication(s) you specified.

- **Ad Families** — Check the box next to each ad family to include in the forced buy.

Targets

Use this screen to set up target publications for forced buys.

The screenshot shows the 'Forced Buy - SHOP - Wed Shopper' interface. On the left, there is a table with columns 'Code', 'Description', and 'Active'. The 'Active' column contains green checkmarks for all rows. On the right, there is a configuration panel for 'SHOP - Wed Shopper' with tabs for 'General', 'Targets', and 'Ad Types'. The 'Targets' tab is active, showing a table with columns 'Pub', 'Day', and 'Rate'. The 'Rate' column contains 'free - Free'. There are 'New' and 'Delete' buttons on the right side of the configuration panel.

| Code | Description | Active |
|------|-------------|--------|
| SHOP | Wed Shopper | ✓ |
| TMC | TMC | ✓ |
| WEB | WebAds | ✓ |
| WKND | Weekender | ✓ |

| Pub | Day | Rate |
|---------------------------|------|-------------|
| 1201 - The Tri-County ... | Same | free - Free |

How to Add Target Publications:

1. Click **New**.
2. Choose the publication into which ads will be forced.
3. Choose the day of the week the ad should run in the target publication. Choosing *Same* schedules the ad to run in the target pub on the same day of the week the ad is scheduled in the parent pub.
4. Optionally, choose the default rate for the target pub.
5. Click the **Save** button.

Ad Types

Use this screen to exclude ad types from forced buys.

The screenshot shows the 'Forced Buy - SHOP - Wed Shopper' interface with the 'Ad Types' tab selected. On the left, there is a table with columns 'Code', 'Description', and 'Active'. The 'Active' column contains green checkmarks for all rows. On the right, there is a configuration panel for 'SHOP - Wed Shopper' with tabs for 'General', 'Targets', and 'Ad Types'. The 'Ad Types' tab is active, showing a list of ad types with checkboxes next to them. The list includes: CL02 - Classified Liner 02, LD - Legal Class Display, LGL - Legal, ND - National Display, NPR - Niche Products, OB - Obits, OD - Open Display, ONL - Online Ads, PD - Political Display, RCD - Retail Class Display, RD - Retail Display, RP01 - ROP 01, WEB - Website, cd - Contract Display, cl - Contract Liner, and co - Open Liners. There are '+' and '-' buttons on the right side of the list.

| Code | Description | Active |
|------|-------------|--------|
| SHOP | Wed Shopper | ✓ |
| TMC | TMC | ✓ |
| WEB | WebAds | ✓ |
| WKND | Weekender | ✓ |

Select the Ad Types to Include:

| Included | Code |
|-------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | CL02 - Classified Liner 02 |
| <input checked="" type="checkbox"/> | LD - Legal Class Display |
| <input checked="" type="checkbox"/> | LGL - Legal |
| <input checked="" type="checkbox"/> | ND - National Display |
| <input checked="" type="checkbox"/> | NPR - Niche Products |
| <input checked="" type="checkbox"/> | OB - Obits |
| <input checked="" type="checkbox"/> | OD - Open Display |
| <input checked="" type="checkbox"/> | ONL - Online Ads |
| <input checked="" type="checkbox"/> | PD - Political Display |
| <input checked="" type="checkbox"/> | RCD - Retail Class Display |
| <input checked="" type="checkbox"/> | RD - Retail Display |
| <input checked="" type="checkbox"/> | RP01 - ROP 01 |
| <input checked="" type="checkbox"/> | WEB - Website |
| <input checked="" type="checkbox"/> | cd - Contract Display |
| <input checked="" type="checkbox"/> | cl - Contract Liner |
| <input checked="" type="checkbox"/> | co - Open Liners |

- By default, all ad types are included. Check the box next to each ad type to exclude from the buy.
- Click the **Save** button.

Group Buys

Group buys are multiple publications that share a common rate so that the cost can be distributed among all pubs in the group. (Pricing distribution among multiple pubs is determined by the pub pricing factor.)

- **Prerequisites — Publications & Rates.** Set up publications and rates before configuring group buys.

How to Configure a Group Buy:

1. On the main toolbar, choose **Administrator > Admin Setups.**
2. On the admin toolbar, choose **Pricing > Group Buys.**
3. On the Group Buy screen (below), click **New.**
4. Configure the information described below.

| Code | Description | Act |
|------|--------------------------------|-----|
| g001 | 3 Altus Pubs | ✓ |
| g008 | 5 Williamson Pubs | ✓ |
| g007 | 7 Williamson Pubs | ✓ |
| ab05 | All Buy - 6 day | ✓ |
| ON5R | Altus Deals on Wheels Online | ✓ |
| ON1R | Altus Sell-It Now Online | ✓ |
| ON4R | Altus Smart Buy Online | ✓ |
| ON3R | Altus Super Saver Online | ✓ |
| ON2R | Altus U-Sell-It Online | ✓ |
| ON6R | Altus Yard Sales Online | ✓ |
| cg01 | Chris Group Buy 1 | ✓ |
| g009 | Coalfield Connection | ✓ |
| g010 | Coalfield Two Thirds | ✓ |
| ON5Q | Community Common Deals on Whee | ✓ |

| g001 - 3 Altus Pubs | | General |
|--|--------------|---------|
| Code: | g001 | |
| Description: | 3 Altus Pubs | |
| Ad Families | | |
| Ad Family | Rate | |
| <input type="checkbox"/> Classified Liner | ▼ | |
| <input type="checkbox"/> Classified Display | ▼ | |
| <input checked="" type="checkbox"/> ROP | 1t ▼ | |
| <input type="checkbox"/> Unit Based | ▼ | |
| On the Fly | | |
| <input checked="" type="checkbox"/> On the Fly | | |
| Minimum Publications: | | |
| 1 | | |

General Screen

- **Code** — The group buy's code.
- **Description** — The group buy's description.
- **Ad Families** — Check the box next to each ad family to include in the forced buy.
- **Rate** — Optionally, for each ad family marked, choose the default rate. If a default rate code is not assigned, ad takers can use any of the rate codes assigned on the Rates screen.
- **On the Fly** — Check this box if the group buy publications can be chosen when scheduling the ad. If this box is not checked, the ad taker must assign pubs to the group buy when scheduling the ad; ad takers will then be required to use the assigned publications for the group buy. (Publications are assigned to group buys on the Publications screen.) If this box is checked, please note:
 - If you assign specific pubs to the group buy, ad takers can choose from only the eligible pubs when scheduling an ad.
 - If you do not assign specific pubs to the group buy, ad takers can schedule the group buy into any publication.

NOTE: If this is a group buy for using AMP Liners Online, do not check the On the Fly box; select a default rate. Each LinersOnline group buy must have only rate, and that rate must be selected as the default.

- **Minimum Publications** — The minimum number of publications in which the group buy must be scheduled. This option is available only if the **On the Fly** box is marked.

Publications

Use this screen to assign pricing factors to publications in a group buy.

How to Assign Publications to a Group Buy:

- For each group buy in the Pub list on the right, configure the information described below.

| Group Buy - g001 - 3 Altus Pubs | | | g001 - 3 Altus Pubs | | | |
|---------------------------------|------------------------------|------|------------------------------|-------------------------------------|----------------|----------------------|
| Code | Description | Act: | Pub | Use Pub Pricing Factor | Pricing Factor | Insertions per cycle |
| g001 | 3 Altus Pubs | ✓ | 1805 - Freedom Flyer | <input type="checkbox"/> | 0 | 1 |
| g008 | 5 Williamson Pubs | ✓ | 1801 - Southwest Shopper TMC | <input type="checkbox"/> | 0 | 1 |
| g007 | 7 Williamson Pubs | ✓ | 1800 - Altus Times | <input checked="" type="checkbox"/> | 100 | 6 |
| eb05 | All Buy - 6 day | ✓ | | | | |
| ONSR | Altus Deals on Wheels Online | ✓ | | | | |
| ON1R | Altus Sell-It Now Online | ✓ | | | | |

- **Use Pub Pricing Factor** — Check this box to assign a pricing factor to the desired pub(s) in the group buy.
- **Pricing Factor** — The ratio of ad revenue that should be reported for each pub in the group buy.

Example — Assume the group buy contains the three publications shown above — the *Freedom Flyer*, *Southwest Shopper TMC*, and *Altus Times* — and you want all the revenue for ads in this group buy to go toward the *Altus Times*. In this case, you would check the **Use Pub Pricing Factor** box for the *Altus Times*, and set its pricing factor to 100. For the other two pubs in the group buy, the **Use Pub Pricing Factor** box is not checked, and the pricing factor is set to 0 (zero).
- **Insertions Per Cycle** — The maximum number of insertions that will be automatically scheduled for the publications in the group buy.

What is a Cycle?

A cycle includes the number of insertions per cycle, depending on the publication's frequency (*i.e.*, one insertion is equal to one publish day). In the illustration above, for example, the *Freedom Flyer* and *Southwest Shopper TMC*, both weekly publications, each have one insertion per cycle. The *Altus Times* publishes six days a week, so there are six insertions in this publication's cycle: one insertion for each publish day. In this example, an ad in this group buy would run once in each of the weekly publications (insertions per cycle = 1) and once in the daily publication (insertions per cycle = 6).

NOTE: You are not required to enter the maximum number of insertions in a publication's cycle. For instance, if your group buy includes three of the six possible insertions in the daily pub's cycle, you could enter 3 in the Insertions Per Cycle field. In this case, AMP would schedule the ad for the next three available run dates for that pub. If you assign specific pubs to the group buy, ad takers can choose from only the eligible pubs when scheduling an ad.

- Click the **Save** button.

Rates

Use this screen to assign rates to a group buy.

- Check the box next to each rate to make available for the group buy. You must include at least one rate. For Liners Online, select only one rate for each group-buy package.

NOTE: If there are no rates listed for the group buy, verify that the rate's Group Buy checkbox is marked on the Rates screen under General.

ALSO NOTE: If AMP should automatically assign the rate code for this group buy during ad entry, you must assign the rate code to the ad family on the Rates screen under General.

- Click the **Save** button.

Group Buy - g001 - 3 Altus Pubs

| Code ▲ | Description | Active |
|-------------|------------------------------|----------|
| 1gb | Group Buy | ✓ |
| ab05 | All Buy - 6 day | ✓ |
| cg01 | Chris Group Buy 1 | ✓ |
| CONV | CONV | ✓ |
| g001 | 3 Altus Pubs | ✓ |
| g007 | 7 Williamson Pubs | ✓ |
| g008 | 5 Williamson Pubs | ✓ |
| g009 | Coalfield Connection | ✓ |
| g010 | Coalfield Two Thirds | ✓ |
| g011 | OVP Group Buy | ✓ |
| gt12 | Holiday Craft Page Group Buy | ✓ |

g001 - 3 Altus Pubs General | Publications | Rates

Select the Rates to make available for this Group Buy:

| Include | Rate |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | 18ge - 3 Altus Pubs: 52 Wk / 2400" |
| <input checked="" type="checkbox"/> | 18gd - 3 Altus Pubs: 26 Wk / 1200" |
| <input checked="" type="checkbox"/> | 18gf - 3 Altus Pubs: Annual / 6400" |
| <input checked="" type="checkbox"/> | 18ga - 3 Altus Pubs: Open Rate |
| <input checked="" type="checkbox"/> | 18gc - 3 Altus Pubs: 13 Wk / 600" |
| <input checked="" type="checkbox"/> | 18gb - 3 Altus Pubs: 6 Wk / 150" |
| <input type="checkbox"/> | 30gg - 7 Pubs: Annual 5000" |
| <input type="checkbox"/> | 30gh - 5 Pubs: 6 Wk 300" |

Tax Categories

Use this screen to assign taxes to categories.

Every transaction — rate charge, adjustment, payment, credit, debit, or service charge — belongs to a tax category. In ad-taking and receivables functions, the taxed amount is based on the tax category to which each charge belongs.

- **Prerequisites — Taxes.** Set up your taxes before linking them to tax categories.

How to Configure Tax Categories:

1. On the main toolbar, choose **Administrator > Admin Setups.**
2. On the admin toolbar, choose **Pricing > Tax Categories.**
3. On the Tax Categories screen (below), click **New.**
4. Configure the information described below.

The screenshot displays the 'Tax Categories' configuration interface. On the left, a table lists various tax categories with their active status:

| Description | Active |
|---------------------|--------|
| 6% tax | ✓ |
| no tax | ✓ |
| NY tax | ✓ |
| QA TAX | ✓ |
| Tennessee Sales Tax | ✓ |

The right-hand panel is titled '6% tax' and shows the configuration for the selected category. It includes a 'Description' field containing '6% tax' and a table of associated taxes:

| Included | Code | Description |
|-------------------------------------|------|--------------|
| <input type="checkbox"/> | 990 | 9.90% tax |
| <input type="checkbox"/> | 010 | 10% Tax |
| <input checked="" type="checkbox"/> | 6 | 6% tax |
| <input type="checkbox"/> | test | test |
| <input type="checkbox"/> | 3.75 | 3.75% |
| <input type="checkbox"/> | 37 | 740 |
| <input type="checkbox"/> | 8% | NY Sales Tax |

Below the table is a 'Show' section with two radio buttons: 'All Taxes' (selected) and 'Selected Taxes'.

- **Included** — Check the box next to each tax to include in this category.
 - **Description** — The tax category's description.
 - **Show All/Selected Taxes** — Mark the button to show all taxes or only those that belong to the selected category.
5. Click the **Save** button.

Tax Setup

Use this screen to define taxes so that you can assign to specific tax categories. Every rate, inventory item, adjustment, and service charge must be assigned a tax category in order to define the amount of tax (if any) that should be calculated when determining the cost of that item. After taxes have been created and saved on the Tax Setups screen, you can link them to the tax categories.

AMP automatically applies tax to a customer's ads unless the customer is marked tax-exempt on the main customer screen. If you mark a customer as tax-exempt, any taxes for that customer are ignored.

- **Prerequisites — GL Codes.** Set up GL codes before configuring taxes.

How to Configure Taxes:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Pricing > Tax Setup**.
3. On the Tax Setups screen (below), click **New**.
4. Configure the information described below.

The screenshot shows the 'Tax Setups' interface. On the left is a table listing existing taxes, with '6% tax' selected. In the center are 'Order Up' and 'Order Down' buttons. On the right is a configuration panel for the selected '6 - 6% tax'.

| Description |
|--------------|
| 10% Tax |
| 9.90% tax |
| 6% tax |
| 740 |
| NY Sales Tax |
| 3.75% |
| test |

6 - 6% tax Taxes | Percentages

Code:

Description:

Minimum Amount:

Minimum Taxable Amount:

GL Code:

Compounding

Taxes

Use this screen to configure general tax information.

- **Code** — The tax's code.
- **Description** — The tax's description.
- **Minimum Amount** — The minimum amount of tax that can be applied to an ad. For example, if you enter **.01** in this field, the minimum tax that could be applied is one cent.
- **Maximum Amount** — The maximum amount of tax that can be applied to an ad. For example, if you enter **.01** in this field, ads that cost more than one cent will be taxed.
- **GL Code** — The general ledger code assigned to this tax.
- **Compounding** — Check this box to apply this tax cumulatively to the price of the ad PLUS any other taxes you have defined. If this box is not checked, AMP applies the tax to the original price of the ad.
- **Order** — The order in which compounding taxes will be applied. To set the order of applied taxes, select the tax and click the **Up** or **Down** button to move the tax to the desired position in the list.

Percentages

Use this screen to configure the following general information for the tax:

| Tax Setups | |
|--------------|--|
| Description | |
| 10% Tax | |
| 9.90% tax | |
| 6% tax | |
| 740 | |
| NY Sales Tax | |
| 3.75% | |
| test | |

Order

Up

Down

| 6 - 6% tax | | | Taxes Percentages |
|----------------|----------------|----------|---------------------|
| Start | End | Percenta | Add |
| Tue Jan 1 2008 | Sat Jan 7 2012 | 6 | |
| | | | |
| | | | |

- **Add** — Add a percentage to the tax.
- **Start/End Dates** — The start and stop dates for this tax.
- **Percentage** — The tax percentage. If, for example, you enter **6** in this field, a 6% tax will be charged.

5. Click the **Save** button.

SITE SETUPS

Site Information

Use this screen to configure various site-wide system defaults.

- **Prerequisites — Aging Setup and Publishing Parameters.** Configure these items before setting site information defaults.

How to Configure Site Information:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Site > Site**.
3. On the Site Information screen (below), configure the information described below.

Site Information

MediaSpan Publications General | Contact | Blind Box Text | Circulation

Description:

Defaults

Country:

Units of Measure:

Aging Setup:

Publishing Parameters:

Close Batches with Unauthorized Payments?

All accounts have exported A/R

General

Use this screen to configure general site information.

- **Description** — A description of your site or primary publication.
- **Country** — Your site's country.
- **Units of Measure** — Your default unit of measure for ads.
- **Aging Setup** — Your default aging setup.
- **Publishing Parameters** — The default set of publishing parameters.
- **Close Batches with Unauthorized Payments** — Determines what AMP should do when closing batches that contain credit-card payments that have not been authorized. Choose from:
 - **Do not close batch with unauthorized payments** — Do not close a batch that contains unauthorized credit-card payments. Choosing this option requires you to authorize all payments in the batch before the batch can be closed.
 - **Close batch with unauthorized payments** — Close the batch, even if it contains unauthorized credit-card payments. AMP treats these batches the same as other batches.
 - **Close batch with unauthorized payments moved to a new batch** — Close the batch and move all unauthorized credit-card payments from the batch being closed into a new open batch.
- **All accounts have exported A/R** — Check this box to export all AMP accounts-receivable information for use with a third-party system. If you do not check this box on this screen, you can check the **Export AR** box on the main customer screen for an individual customer.

Contacts

Use this screen to enter your site's contact information.

Site Information

MediaSpan Publications
General | **Contact** | Blind Box Text | Circulation

Street Address:

2725 S. Industrial Blvd., Ste. #100
Ann Arbor, MI 48104

Mailing Address:

2725 S. Industrial Blvd., Ste. #100
Ann Arbor, MI 48104

Phone:

Fax:

Phone Format String:

Phone Default Prefix:

Website:

E-Mail:

- **Street/Mailing Address** — Your site's street and mailing addresses. The information in these fields is passed to your billing system and can be included on invoices, statements, and reminders.
- **Phone/Fax** — Your site's primary phone and fax numbers. The **Fax** field is optional.
- **Phone Format String** — Use a **#** (pound sign) to represent each digit. The number of digits and the format in this field determines how AMP displays phone numbers throughout the system.
- **Phone Default Prefix** (Optional) — The default prefix that displays in various places throughout the system. If you do not enter a prefix in this field, ad takers must enter the entire phone number, including the prefix, during ad entry.
- **Website** (Optional) — Your site's URL (Uniform Resource Locator), if applicable.
- **E-Mail** (Optional) — Your site's email address, if applicable.

Blind Box Text

Use this screen to enter your site's default blind box and auction lot information, as described below.

The screenshot shows a web interface titled "Site Information" for "MediaSpan Publications". It has four tabs: "General", "Contact", "Blind Box Text" (which is selected), and "Circulation". There are three text input fields:

- Mail:** "Please send your mail reply to: Box ^ at the MediaSpan Messenger, 2725 S. Industrial, Suite 100, Ann Arbor, MI 48104"
- Pickup:** "Please send your pickup reply to: Box ^ at the MediaSpan Messenger, 2725 S. Industrial, Suite 100, Ann Arbor, MI 48104"
- Auction:** "Auction Lot # ^ at the MediaSpan Messenger, 2725 S. Industrial, Suite 100, Ann Arbor, MI 48104"

- **Mail** — The default text that can be pasted into ad text for blind-box mail ads. Use a ^ (carat) to represent the box number. When the blind-box mail information is pasted into the ad text, AMP places the blind box number in place of the carat in this field.
- **Pickup** — The default text that can be pasted into ad text for blind-box pickup ads. Use a ^ (carat) to represent the box number. When the blind-box pickup information is pasted into the ad text, AMP places the blind box number in place of the carat in this field.
- **Auction** — The default text that can be pasted into ad text for auction ads. Use a ^ (carat) to represent the auction lot number. When the auction information is pasted into the ad text, AMP places the auction lot number in place of the carat in this field.

Circulation

Use this screen to enter the URL that points to the WSDL file used to connect to MediaSpan's CirculationPro™ system.

The screenshot shows a web interface titled "Site Information" for "MediaSpan Publications". It has four tabs: "General", "Contact", "Blind Box Text", and "Circulation" (which is selected). There is one text input field:

- URL to WSDL:** `https://appserver.circasp.com/cgi-bin/WebObjects/AdvertisingWebServices.woa/ws/ServerMethods?wsdl`

4. Click the **Save** button.

Business Units

Business units let you report revenue breakdowns for each business that is part of a single entity. If, for instance, a corporation wants to report revenue for each publication it owns, each of the corporation's publications can be defined as a business unit with a unique code, address, and contact information. Invoices and statements can be assigned a business unit so that a single invoice or statement form can be used for different business units with different addresses.

How to Create a Business Unit:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Site > Business Units**.
3. On the Business Units screen (below), configure the information described below.

| Business Units | |
|----------------|------------------------|
| Code | Name ▲ |
| 480 | Durant |
| 506 | Frederick |
| 370 | Gallipolis |
| 722 | Harlan |
| 724 | Hazard |
| DEFAULT | Heartland Publications |
| 965 | Lafayette |
| 3410 | Leitchfield |
| 380 | Logan |
| 999 | MS Corporate |
| 382 | Madison |
| 728 | Middlesboro |
| 372 | Point Pleasant |
| 371kfdkflk | Pomeroy |
| 895 | Portsmouth |

| 999 - MS Corporate | |
|--------------------|--|
| Code: | <input type="text" value="999"/> |
| Name: | <input type="text" value="MS Corporate"/> |
| Phone: | <input type="text" value="734-887-4400"/> |
| Fax: | <input type="text"/> |
| E-Mail Address: | <input type="text"/> |
| URL: | <input type="text" value="mediaspangroup.com"/> |
| Street Address: | <input type="text" value="2725 S. Industrial Blvd., Ste. #100 Ann Arbor, MI 48103"/> |
| Mailing Address: | <input type="text" value="2725 S. Industrial Blvd., Ste. #100 Ann Arbor, MI 48103"/> |

- **Code** — The business unit's code.
 - **Name** — The business unit's description.
 - **Phone/Fax** — The business unit's phone and fax numbers.
 - **E-Mail Address** — The business unit's email address.
 - **URL (Optional)** — The business unit's URL.
 - **Street/Mailing Address** — The business unit's street and mailing addresses.
4. Click the **Save** button.
- **Default Business Unit** — A default business unit can be assigned to a user and/or an account so that when a user creates a new customer or account, the customer or account inherits the user's default business unit. The user can, however, override the default business unit on the customer's Account screen.
 - **Business Unit Security** — Viewing ad orders and editing accounts in business units requires assigning the appropriate security items to the user group. See User Groups for information on assigning security privileges.

Publications

Use this screen to configure publication information, including schedules, pricing factors, and deadlines that AMP uses throughout the system.

How to Configure a Publication:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Site > Publications**.
3. On the Publications screen (below), configure the information described below.

| Code | Description | Active |
|------|---------------------------------|--------|
| MM | MediaSpan Messenger | ✓ |
| 2204 | Middlesboro Comm Printing | ✓ |
| 2200 | Middlesboro Daily News | ✓ |
| 2202 | Middlesboro Special Section | ✓ |
| 2203 | Middlesboro Website | ✓ |
| 9991 | monthly | ✓ |
| 1000 | News Democrat & Leader | ✓ |
| 1004 | News Democrat Comm Printing | ✓ |
| 1002 | News Democrat Special Sectio... | ✓ |
| 1003 | News Democrat Website | ✓ |

| | |
|--|---------------------|
| Code: | MM |
| Description: | MediaSpan Messenger |
| Schedule Type: | Daily/Weekly |
| Pricing Factor: | 100 |
| <input type="checkbox"/> Prepayment Required | |
| Default Run Days | |
| Classifieds: | 2 |
| ROPs: | 1 |

General

Use this screen to configure general site information.

- **Code** — The publication's code
- **Description** — The publication's description.
- **Schedule Type** — The publication's schedule. Choose from the following options:
 - Daily/Weekly** — Runs at least once per week.
 - Bi-Weekly** — Runs on a two-week pattern
 - Other** — Typically used for monthly or quarterly publications.
- **Pricing Factor** — The publication's pricing factor.

What is a Pricing Factor?

This value is a ratio that determines how to distribute an ad's money among publications when using ad-level, user-defined pricing. These factors also serve as the defaults when defining group buys.

Example — If you want three times as much money distributed to Publication 1 as you want distributed to Publication 2, the distribution ratio would be 3:1. Using this example, Publication 1's pricing factor would be **3**, and Publication 2's pricing factor would be **1**. You can use a percentage value as a pricing factor: Because a 3:1 ratio is the same as a 75:25 (percentage) ratio, you could set Publication 1's pricing factor to 75 and Publication 2's pricing factor to 25. You can use any whole value as a pricing factor as long as the ratio is the same.

- **Prepayment Required** — Check this box to require prepayment for ads in this pub.
- **Default Run Days** — Enter the minimum number of default run days for each ad family in this pub.

Schedule

Use this screen to configure the publication's schedule information, as described below.

| Code | Description | Active |
|------|---------------------------------|--------|
| MM | MediaSpan Messenger | ✓ |
| 2204 | Middlesboro Comm Printing | ✓ |
| 2200 | Middlesboro Daily News | ✓ |
| 2202 | Middlesboro Special Section | ✓ |
| 2203 | Middlesboro Website | ✓ |
| 9991 | monthly | ✓ |
| 1000 | News Democrat & Leader | ✓ |
| 1004 | News Democrat Comm Printing | ✓ |
| 1002 | News Democrat Special Sectio... | ✓ |

| MM - MediaSpan Messenger | | | | | | | |
|----------------------------|------------|--------------------|-----------|----|----|----|----|
| General | Schedules | Deadlines | Skip Days | | | | |
| Start date: | 09/14/2010 | | | | | | |
| Expiration date: | 01/01/5000 | | | | | | |
| Pattern | | | | | | | |
| | Su | Mo | Tu | We | Th | Fr | Sa |
| Week 1 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Week 2 | | | | | | | |
| Change Publish Days | | | | | | | |
| DOW Adjustments | | | | | | | |
| Ad Family | Day | Adjustment | | | | | |
| Classified Liner | Sunday | disc - 5% discount | | | | | |

- **Start Date** — The first date ads can run in this pub.
- **Expiration Date** — The last date ads can run in this pub.

NOTE: You cannot delete a publication after it has been saved. Use the Expiration Date field to set a publication's final date.

- **Pattern** — Check the box for each day the publication publishes. For bi-weekly publications, check the box for each publish day. For example, if the bi-weekly publishes every Monday, check the Monday box for Week 1. If the bi-weekly publishes Monday one week and Wednesday the next week, click the Monday box for Week 1 and the Wednesday box for Week 2.
- **DOW Adjustments** — DOW (Day Of Week) adjustments can be assigned to specific ad families for a publication. If DOW adjustments apply to this pub, choose the ad family, day, and adjustment to apply. Insertion-level adjustments are the only adjustments available to apply here.
- **Change Publish Days** — Use this button to change publish days. You may, for example, want to change a publish day from Wednesday to Sunday after ads have been scheduled for Wednesday. When you change a publish day and save the new publish pattern, AMP changes the calendar accordingly. Using this example, if you change your publish day from Wednesday to Sunday, AMP modifies the calendar by:
 - Changing the run day for all Wednesday ads so that the ads will run on Sundays instead, and
 - Changing the publication's default publish pattern so that ads can now be scheduled to run on Sundays.

How to Change an Existing Publish Day:

1. Click the **Change Publish Days** button.
2. On the Change Publish Days window (below), enter the effective date. Ads with run dates prior to the effective date will NOT be moved to the new publish day.

| Original Day | Action | New Day |
|--------------|---------------|---------|
| Monday | Leave as is | |
| Tuesday | Leave as is | |
| Wednesday | Move forward | Sunday |
| Thursday | Leave as is | |
| Friday | Leave as is | |
| Saturday | Move forward | |
| | Move Backward | |

Ok Cancel

3. Select the original day.
4. Select the action by choosing whether to leave the original publish day as is or move it forward or backward on the calendar.
5. From the New Day list, select the new publish day.
6. Click the **OK** button to save these settings and return to the Publications screen.
7. Click the **Save** button on the Publications screen.

Skip Days

A skip day is a non-publish day for which ads cannot be scheduled to run. Use this screen to add and remove a publication's skip days. Note that any skip days schedules here are skipped during the publishing routine.

Example of A Day That Should be Scheduled as a Skip Day:

If you do not publish on December 25, schedule that day as a skip day. This tells AMP to block December 25 on the calendar so that ads cannot be scheduled to run on December 25.

Example of A Day That Should NOT be Scheduled as a Skip Day:

Assume you publish an issue three days per week: Tuesday, Thursday, and Sunday. During a particular week, however, you will publish an issue on Friday instead of Thursday. Because you are still publishing three issues that week, you would NOT schedule Thursday as a skip day (you cannot add an additional publish day (Friday) for that week). In this case, you would schedule ads to run on Thursday, and publish Thursday's ads on Friday.

NOTE: Add all of your skip days as far in advance as possible. This alleviates accidentally entering ads for a skip day that was not added to this Skip Days list, and helps prevent accidental billing for ads that were scheduled to run but that never actually published.

The screenshot shows the 'Publications' table on the left and the 'Skip Days' configuration panel on the right. The table lists several publications, all with green checkmarks in the 'Active' column. The 'Skip Days' panel for 'MM - MediaSpan Messenger' shows a list of skip days: Sat Dec 25 2010, Sun Dec 25 2011, and Tue Dec 25 2012. There are 'Add' and 'Remove' buttons next to the list.

| Code | Description | Active |
|------|----------------------------|--------|
| MM | MediaSpan Messenger | ✓ |
| 2204 | Middleboro Comm Printing | ✓ |
| 2200 | Middleboro Daily News | ✓ |
| 2202 | Middleboro Special Section | ✓ |
| 2203 | Middleboro Website | ✓ |

MM - MediaSpan Messenger | General | Schedules | Deadlines | Skip Days

Skip Days

Skip Days [Add] [Remove]

Sat Dec 25 2010

Sun Dec 25 2011

Tue Dec 25 2012

- **Add** — Add the specified skip day.
- **Remove** — Remove the selected skip day. There are caveats to removing a skip day, however:

Removing a Skip Day

To help you understand the ramifications of removing a skip day, assume the following scenario:

You remembered to make Thanksgiving a skip day (*i.e.*, no ads were scheduled to run on Thanksgiving Day), but you learn that you will be publishing on Thanksgiving after all. You want to remove the skip day and schedule new ads to run on Thanksgiving. It's the Monday before Thanksgiving, however, and the classified section now looks small because for weeks you "skipped" Thanksgiving Day when scheduling ads. In this scenario, you have the following options:

- After removing the skip day, run **Find > Solicit Search** to look for ads running on the day before Thanksgiving for the appropriate publication. Open the ads and add an insertion for Thanksgiving.

NOTE: This will not work for TFN ads or ads that have been fully invoiced.

- After removing the skip day, run **Find > Solicit Search** to look for ads running on the day before Thanksgiving for the appropriate publication. Copy the ads and schedule them to run on Thanksgiving.

Publishing Parameters

Use this screen to specify default column and text information for your classified ads.

NOTE: Publishing parameters should not be modified if they have been used or are currently in use. If publishing parameters are modified, all previously scheduled ads using the modified parameters will be in the “old” (pre-modified) style, while new ads will inherit the modified style. To avoid these issues, consult MediaSpan about re-H&J-ing ads and/or running a web-width-change procedure.

- **Prerequisites — Paragraph Styles/Style Sheets.** Configure these items in InDesign® or QuarkXPress® before configuring publishing parameters.

How to Configure Publishing Parameters:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Site > Publishing Parameters**.
3. On the Publishing Parameters screen (below), configure the information described below.

| Description | Active |
|-------------|--------|
| cdpp | ✓ |
| Default | ✓ |
| Durant | ✓ |
| Print | ✓ |
| TAY | ✓ |

Default

Description: Default

Real Lines Per Unit: 10

Column

Column Width: 1.125 INCH - Inches

Gutter Width: 0.125 INCH - Inches

Left Indent: 0 INCH - Inches

First Line Indent: 0 INCH - Inches

Text

Font: Helvetica

Point Size: 7.2

Leading %: 0

Base Rule Text: @rule:

- **Description** — The description for this set of parameters.
- **Real Lines Per Unit** — The actual number of lines per unit, based on the default unit of measurement specified on the Site Information screen. For inches, calculate this value by dividing the leading into 72 (72 points per inch). If using 9-point leading, for example, you would calculate the real lines per inch like this. $72 / 9 = 8$. In this case, the real lines per unit would be 8.
- **Column Width** — The width of each column, based on the specified unit of measure.
- **Gutter Width** — The width of each gutter, based on the specified unit of measure.
- **Left Indent** — The left indent of the text, based on the specified unit of measure.
- **First Line Indent** — The first-line indent of the text, based on the specified unit of measure. For a hanging indent, the value in this field will be the negative counterpart of the left indent.
- **Font & Point Size** — The font and point size for the default text.
- **Leading %** — The percentage difference between the point size and leading, calculated using this formula: $\text{Leading} / \text{Point Size} - 1 \times 100 = \text{Leading \%}$
Example — Using 8-point type with 9-point leading, the leading percentage value would be calculated like this: $9 / 8 = 1.125 - 1 = .125 \times 100 = 12.5$ (the **Leading %** value).

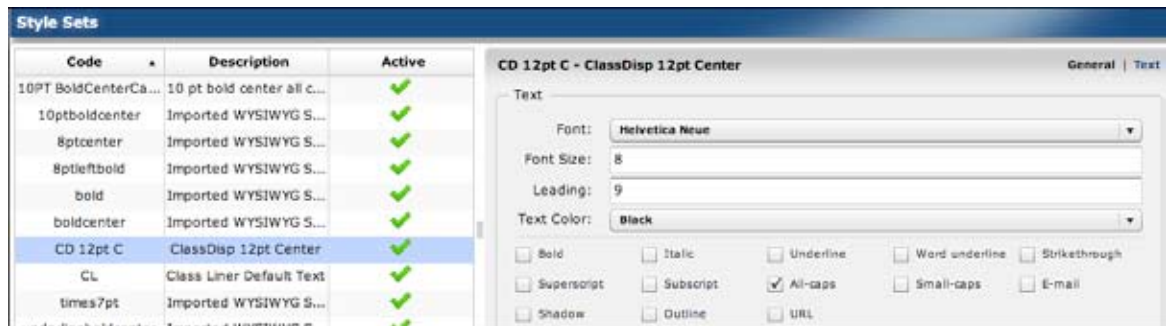
- **Base Rule Text** — This field calls an InDesign or QuarkXPress paragraph style that defines the standard rule (line) at the end of each liner ad. Enter the @ ("at" symbol) character before the name of the paragraph style that defines the rule. For example, if this style is named *rule*, enter **@rule** in this field.

NOTE: If rules between ads are not used, this field can remain blank.

4. Click the **Save** button.

Text

Use this screen to configure the style set's text defaults.



- **Font /Size/Leading** — The font name, font size, and leading.
- **Text Color** — The color of the text. The color options available in this list are configured by an administrative user on the Approved Colors setup screen.
- **Text Styles** — Check the box next to each styling attribute to apply to the text.

4. Click the **Save** button.

Classification Upsells

Use this screen to create optional special prompts, phrases, and items to remember that ad takers can use to upsell ads during ad entry.

How to Create a Classification Upsell:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Site > Classification Upsells**.
3. On the Style Set screen click **New**; then configure the information described below.

General

Use this screen to configure general upsell information.

| Code | Description |
|------|------------------|
| 001 | Yard Sales |
| 002 | Community Events |
| 003 | Automotive |

003 - Automotive General | Prompts | Phrases | Remember

Code:

Description:

- **Code** — The code for this upsell item.
- **Description** — The description for this upsell item.

Prompts

Use this screen to enter the upsell prompt. This text appears on the ad entry screen after a classification is specified.

| Code | Description |
|------|------------------|
| 003 | Automotive |
| 002 | Community Events |
| 004 | Real Estate |

003 - Automotive General | Prompts

Make
Model
Year

Phrases

Use this screen to enter phrases to suggest to the advertiser for inclusion in the ad text.

| Code | Description |
|------|------------------|
| 003 | Automotive |
| 002 | Community Events |
| 004 | Real Estate |

003 - Automotive General | Prompts | Phrases

Dependable
New
Like New

Items to Remember

Use this screen to enter items to remember during ad entry.

| Code | Description |
|------|------------------|
| 003 | Automotive |
| 002 | Community Events |
| 004 | Real Estate |

003 - Automotive General | Prompts | Phrases | Remember

Features
Repairs
Accidents

4. Click the **Save** button.

Classifications

Use this screen to configure information about your classifications.

- **Prerequisites** — **Ad Types, Adjustments, Classification Upsells, Styles, Publications, Publishing Parameters.** Configure these items before configuring classifications.

How to Configure a Classification:

1. On the main toolbar, choose **Administrator > Admin Setups.**
2. On the admin toolbar, choose **Site > Classifications.**
3. On the Classifications screen (below), click **New**; then configure the information described below.

| Code | Classification | Active |
|------|---------------------------|--------|
| 0100 | Legals | ✓ |
| 0200 | ANNOUCEMENTS | ✓ |
| 0205 | Birthday / Anniversary... | ✓ |
| 0210 | Happy Ads | ✓ |
| 0215 | Lost & Found (ANNOU... | ✓ |
| 0220 | Memory / Thank You (...) | ✓ |
| 0225 | Notices (ANNOUNCE) | ✓ |
| 0230 | Personals (ANNOUNCE) | ✓ |
| 0235 | Wanted (ANNOUNCE) | ✓ |
| 0300 | SERVICES | ✓ |
| 0302 | Appliance Services (SE... | ✓ |

| 0200 - ANNOUCEMENTS | |
|---|---|
| General Ad Defaults Sub-Classes Exclusions | |
| Code: | 0200 |
| Name: | ANNOUCEMENTS |
| Liner Ad Type: | CL02 - Classified Liner 02 <input type="button" value="Clear"/> |
| Display Ad Type: | dl - Class Display <input type="button" value="Clear"/> |
| Adjustment: | |
| Classification Upsell: | |
| Header: | @rule2:\r@num:200\r@header:<b-1>Announceme |
| Height: | 0.35 <input type="button" value="INCH - Inches"/> |
| Sort Order: | 0 to Z |
| <input type="checkbox"/> Prepayment Required <input checked="" type="checkbox"/> No Ads <input checked="" type="checkbox"/> Always publish header | |

General

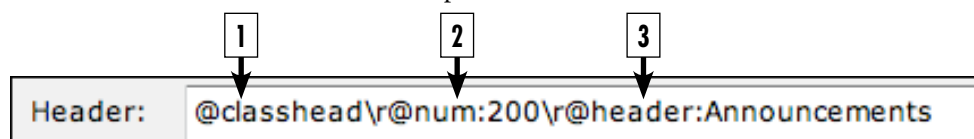
Use this screen to configure general classification information.

- **Code** — The classification's code.
- **Name** — The classification's description.
- **Liner Ad Type** — The default liner ad type.
- **Display Ad Type** — The default display ad type.
- **Adjustment** — The default adjustment that applies to ads in this classification.
- **Classification Upsell** — The classification upsell group, if any, to use for ads in this classification.
- **Header** — This field calls InDesign or QuarkXPress styles that define the header for this classification.

NOTE: Commands used in this field are specific to InDesign or QuarkXPress. Refer to your InDesign or QuarkXPress documentation for information on specific formatting commands.

The illustration below depicts a sample header string using QuarkXPress formatting commands:

- > **1: @classhead** — @ = “use this style”; here, the *classhead* style is used (@classhead).
- > **2: \r@num:200** — After a carriage return, use the *num* style; then print a colon, followed by 200 (in this example, 200 is the classification number).
- > **3: \r@header:Announcements** — After a carriage return, use the *header* style; then print the word Announcements (in this example, Announcements is the classification header).



- **Height** — The height of this classification header based on the specified unit of measure.
- **Sort Order** — The order in which AMP should sort ads in this classification. An Automotive sort sorts by year, make, and model (in that order).
- **Prepayment Required** — Check this ads if prepayment is required for ads in this classification. If this box is checked, the ad taker cannot save the ad until a prepayment is entered. If this box is checked, the ad must be manually placed on Set Aside until a prepayment is entered.

NOTE: On the User Groups screen, the user's assigned user group must have access granted to the Override Monetary Constraints permission.

- **No Ads** — Check this box if ads cannot be scheduled to run under this classification. This option is used to prevent ads from being placed under classifications that do not publish, such as main classification headers. (Typically, main classification headers designate the beginning of a section, such as Automobiles, which may have several sub-classifications — Ford, Honda, Oldsmobile, etc. — beneath the main header.)
- **Always publish header** — Check this box if this is a classification header that should always publish, regardless of whether or not there are any ads under this classification.

Ad Defaults

Use this screen to configure a classification's ad defaults.

- **Publish Parameters** — The classification's publishing parameters.
- **The first X words are** — The first number of words that should appear in bold, capitalized, or in italic, based on the checked **Bold**, **Cap**, and/or **Italic** box(es). If, for example, the first two words of the ad should appear in bold and in all capital letters, enter 2 and check the **Bold** and **Cap** boxes.
- **Classified Liners/ displays, liners with graphics, displays with graphics** — If using Managing Editor's Classified Layout System (CLS), enter the codes for the CLS ad types in the designated fields.
- **Prompt** — The classification's prompt, if any, that should appear on the ad entry screen when the classification is selected.

The screenshot displays the 'Classifications' table on the left and the 'Ad Defaults' configuration for the '0200 - ANNOUNCEMENTS' classification on the right.

| Code | Classification | Active |
|------|----------------------|--------|
| 0100 | Legals | ✓ |
| 0200 | ANNOUNCEMENTS | ✓ |
| 0205 | Birthday / Annive... | ✓ |
| 0210 | Happy Ads | ✓ |
| 0215 | Lost & Found (A... | ✓ |
| 0220 | Memory / Thank ... | ✓ |
| 0225 | Notices (ANNOU... | ✓ |
| 0230 | Personals (ANNO... | ✓ |
| 0235 | Wanted (ANNOU... | ✓ |
| 0300 | SERVICES | ✓ |
| 0302 | Appliance Servic... | ✓ |
| 0304 | Automotive (SERV) | ✓ |

The right-hand pane shows the configuration for '0200 - ANNOUNCEMENTS' under the 'Ad Defaults' tab. It includes a 'Publish parameters' dropdown set to 'Default', a field for 'The first 2 words are' with checkboxes for 'Bold', 'Cap', and 'Italic' (all checked), and several empty input fields for 'Classified liners', 'Classified displays', 'Classified liners with graphics', and 'Classified displays with graphics'. A 'Prompt' field contains the text 'Engagements, Weddings, Graduations, Awards'.

Sub-Classes

Use this screen to configure a classification's sub-classifications, based on the functions described below.

- **New** — Use this button (next to the list of sub-classes) to create a new sub-class.
 - When prompted with the screen shown below, enter the sub-class name in the **Text** field.
 - Enter the numerical value of the height based on the specified unit of measure.
 - Click **OK**.
- **Edit** — Edit the properties of the selected sub-class.
- **Clone** — Clone the properties of the selected sub-class.
- **Delete** — Delete the selected sub-class.
- **Up/Down** — Use these buttons to move the selected sub-class up/down to the desired position in the list.
- **Sub-class header string** — This field calls InDesign or QuarkXPress styles that define the header for this sub-classification. For information on header strings, see the **Header** field on the Classification screen under General.

Sub-classifications: (In flow order)

Text:

Height: INCH - Inches

The screenshot shows the 'Classifications' interface. On the left is a table of classifications, and on the right is a detailed view for the selected classification '0200 - ANNOUNCEMENTS'.

| Code | Classification | Active |
|------|--------------------------------|--------|
| 0100 | Legals | ✓ |
| 0200 | ANNOUNCEMENTS | ✓ |
| 0205 | Birthday / Anniversary (ANNOU) | ✓ |
| 0210 | Happy Ads | ✓ |
| 0215 | Lost & Found (ANNOUNCE) | ✓ |
| 0220 | Memory / Thank You (ANNOU... | ✓ |
| 0225 | Notices (ANNOUNCE) | ✓ |
| 0230 | Personals (ANNOUNCE) | ✓ |
| 0235 | Wanted (ANNOUNCE) | ✓ |
| 0300 | SERVICES | ✓ |
| 0302 | Appliance Services (SERVICES) | ✓ |

| 0200 - ANNOUNCEMENTS | |
|--------------------------------------|--|
| Sub-classifications: (In flow order) | |
| Wedding | |
| Award | |
| Graduation | |
| Achievement | |
| Wedding 32 | |
| Wedding 2 | |

Buttons: New, Clone, Edit, Delete, Up, Down.

Sub-class header string:

Exclusions

Use this screen to exclude classifications from specific publications.

- Check the box next to each publication to exclude from the classification.

The screenshot shows the 'Exclusions' tab for the '0200 - ANNOUNCEMENTS' classification. It displays a table of publications with checkboxes to indicate which ones are excluded.

| Code | Pub | Excluded |
|------|--------------------------------|----------|
| 1002 | News Democrat Special Sections | ✓ |
| 1003 | News Democrat Website | |
| 1000 | News Democrat & Leader | |
| 1203 | Gallipolis Website | |
| 1204 | Gallipolis Commercial Printing | ✓ |
| 1201 | The Tri-County Marketplace TMC | |
| 1202 | Gallipolis Special Sections | ✓ |

4. Click the **Save** button.

Modular Sizes

Use this screen to enter default modular sizes for classified display and ROP ads.

How to Configure Modular Sizes:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Site > Modular Sizes**.
3. On the Modular Sizes screen (below), click **New**; then configure the information described below.

| Modular Sizes | | |
|---------------|-----------------------------|--------|
| Code ▲ | Description | Active |
| 16 | TAB Sixteen Page | ✓ |
| 2hf | TAB Half Page Horizontal | ✓ |
| 2v | TAB Half Page Vertical | ✓ |
| 4h | TAB Quarter Page Horizontal | ✓ |
| 4v | TAB Quarter Page Vertical | ✓ |

| 16 - TAB Sixteen Page | |
|-----------------------|------------------|
| Code: | 16 |
| Description: | TAB Sixteen Page |
| Columns: | 3 |
| Depth: | 3 |
| | INCH - Inches ▼ |

- **Code** — The code for this modular-size ad.
- **Description** — The description for this modular-size ad.
- **Columns** — The number of columns wide.
- **Depth** — The depth of the column, based on the specified unit of measure.

4. Click the **Save** button.

Classification Groups

Use this screen to configure classification groups for AMP Liners Online.

- **Prerequisites** — **Classifications, LinersOnline Group Buys.** Configure these items before configuring classification groups.
- **Optional** — **Eye-catchers and/or Custom JSP files.** Eye-catchers are used with LinersOnline and adjustments to add fees to the cost of an ad when the user chooses an eye-catcher to accompany the ad. Custom JSP files can be linked to classification groups for Liners Online. If using custom JSP files, configure these items before configuring classification groups.

How to Configure Classification Groups:

1. On the main toolbar, choose **Administrator > Admin Setups.**
2. On the admin toolbar, choose **Site > Classification Groups.**
3. On the Classification Groups screen (below), click **New**; then configure the information described below. Click the **Save** button when done.

| Code | Description | Active |
|-------|---------------|--------|
| ALL | All Classes | ✓ |
| ANNOU | Announcements | ✓ |
| AUTOS | Autos | ✓ |
| LEGAL | Legals | ✓ |

| ANNOU - Announcements | |
|-------------------------------------|---------------------------------------|
| Code: | ANNOU |
| Description: | Announcements |
| Custom JSP: | Announce.jsp |
| Included | Classifications |
| <input type="checkbox"/> | 0100 - Legals |
| <input checked="" type="checkbox"/> | 0200 - ANNOUNCEMENTS |
| <input checked="" type="checkbox"/> | 0205 - Birthday / Anniversary (ANNOU) |
| <input type="checkbox"/> | 0210 - Happy Ads |
| <input checked="" type="checkbox"/> | 0215 - Lost & Found (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 0220 - Memory / Thank You (ANNOUNCE) |

General

Use this screen to configure general classification group information.

- **Code** — The classification group's code.
- **Description** — The classification group's description.
- **Custom JSP** (Optional) — The customized JSP file for this classification group. If this field is blank, Liners Online uses the default .jsp file.

NOTE: The name of the custom JSP file in this field must contain the .jsp extension.

4. Click the **Save** button.

Eye-Catchers

Use this screen to configure eye-catcher codes and assign them to adjustments and publications.

Eye-catchers are used in conjunction with LinersOnline and adjustments to add fees to the cost of an ad when the user (the advertiser using LinersOnline) chooses an eye-catcher to use with the ad.

NOTE: Eye-catchers appear in print editions but do not appear in LinersOnline ad previews or in ads published to the web.

- **Prerequisites — Publications & Adjustments.** Configure these items before configuring the eye-catcher information on this screen.

How to Configure Eye-Catchers:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Site > Eye-catchers**.
3. On the Eye-catchers screen (below), click **New**; then configure the information described below.

| Code | Description | Active |
|----------|-------------|--------|
| NewToday | New Today | ✓ |
| PriceDro | Price Drop | ✓ |

| NewToday - New Today | | |
|----------------------|--|--------------------------------------|
| Code: | <input type="text" value="NewToday"/> | |
| Description: | <input type="text" value="New Today"/> | |
| Adjustment: | <input type="text" value="1700 - New Today InDesign"/> | <input type="button" value="Clear"/> |

| Publications | Frequency |
|-----------------------------|-----------|
| 1002 - News Democrat Specia | First Day |
| 1000 - News Democrat & Leac | First Day |

- **Code** — The eye-catcher's code.
 - **Description** — The eye-catcher's description.
 - **Adjustment** — The adjustment, if any, to apply to this eye-catcher. The adjustment assigned to an eye-catcher is tied to an attractor (via the Attractors setup screen). When AMP sends publishing instructions to QuarkXPress or InDesign, the attractor pulls the correct style sheet or library item during the Proof Publish routine.
 - **Clear** — Clears the **Adjustment** setting.
 - **Publications** — Click the **Add** button and choose from the pick list the publication in which the eye-catcher can run. Click the **Add** button for each publication to add to the list. Each publication must be assigned a frequency.
 - **Frequency** — When the eye-catcher should be used. Options are:
 - **First Day** — Use the eye-catcher on the first day the ad runs.
 - **Every Day** — Use the eye-catcher every day the ad runs.
4. Click the **Save** button.

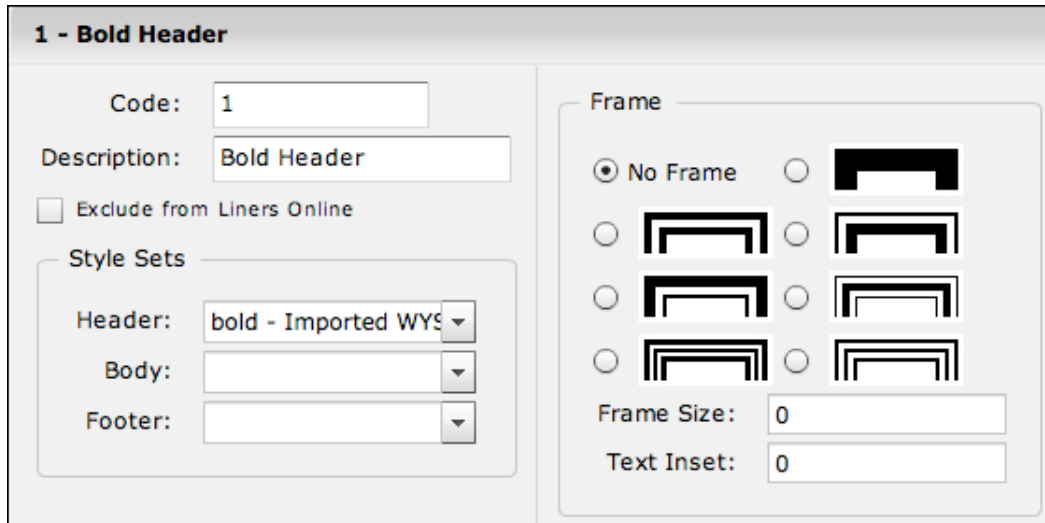
Stylesheets

Use this screen to configure stylesheets that can be applied on the Style screen during ad entry.

- **Prerequisites — Style Sets.** Configure these items before configuring stylesheets.

How to Configure Stylesheets:

1. On the main toolbar, choose **Administrator > Admin Setups.**
2. On the admin toolbar, choose **Site > Stylesheets.**
3. On the Stylesheets screen (below), click **New**; then configure the information described below.



- **Code** — The stylesheet's code.
- **Description** — The stylesheet's description.
- **Exclude from Liners Online** — Check this box if this stylesheet should not be available for use with LinersOnline ads.
- **Header** — The header style set to use for this stylesheet.
- **Body** — The body style set to use for this stylesheet.
- **Footer** — The footer style set to use for this stylesheet.
- **Frame** — Mark the button that corresponds to the desired frame for this stylesheet.
- **Frame Size** — The size of the frame (expressed in points).
- **Text Inset** — The top, bottom, left, and right inset (expressed in points) from the margin.

NOTE: It is recommended that you set a text inset for all margins. If you use borders on ads, setting an appropriate text inset prevents ad content from bumping into the ad border.

4. Click the **Save** button.

USER SETUPS

A user is anyone who logs in to AMP with a configured login ID and, optionally, a password. Individual users inherit system security from the user group(s) to which the individual users belong. Because user access to AMP functions is established via group security levels, you must create user groups and assign group security levels before creating users and assigning users to groups.

User Groups

Use this screen to configure user groups and assign group security levels.

How to Configure a User Group:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Users > User Groups**.
3. On the User Groups screen (below), click **New**; then configure the information described below.

| Description | Active |
|---------------|--------|
| Accounting | ✓ |
| Administrator | ✓ |
| Adtaker | ✓ |
| Sales | ✓ |

Accounting

Group: Accounting Is Administrator?

Allowed to run:

Ad Taking Admin Publishing

Receivables Reports Web Order Entry

Security Items

| Description | Ad Taking | Admin | Publishing | Receivables | Reports | Web Order Entry | Group Security Level |
|--|-----------|-------|------------|-------------|---------|-----------------|----------------------|
| Allow User Defined Ad Level Pricing | | | | | | | Access |
| Change Account Type on Existing Accounts | | | | | | | No Access |
| Change Ad Type on Existing Ads | | | | | | | Access |
| Change Adtaker | | | | | | | Password Required |
| Change Credit Limit | | | | | | | Access |

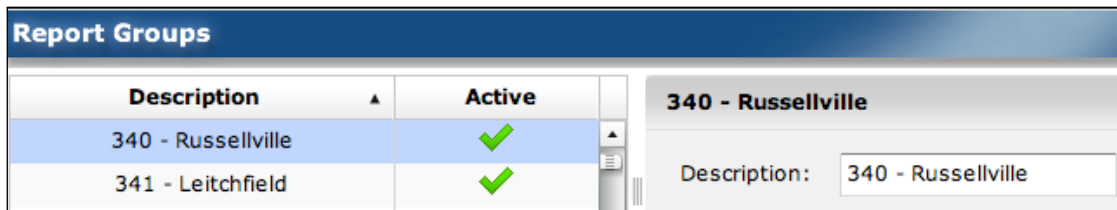
- **Group** — The name of the group.
 - **Is Administrator** — Check this box if this group should have AMP system administrator privileges.
 - **Allowed to Run** — Check the box next to each primary function this group is permitted to run. For each box you check, assign the group security level for each tab under Security Items. For example, if you check the **Ad Taking** and **Receivables** boxes in this section, assign the group security levels under both the Ad Taking and Receivables tabs under Security Items.
 - **Security Items** — For each item in the Description list, select the item. Then assign the group security level to each item, as desired.
 - **Group Security Level** — Click in the field and choose the security level:
 - **No Access** — Users in this group have no access to this function.
 - **Access** — Users in this group have access to this function; a password is not required.
 - **Password Required** — Users in this group have access to this function via Remote Authorization. If this security level is assigned to a group, all users in this group will not be able to perform the function until the designated password is entered by the AMP user authorized to enter the password.
4. Click the **Save** button.

Report Groups

Report groups let you sort and group information on some AMP reports. If, for example, you want to sort your sales report by region, you would set up each region as a separate report group. If you wish to further sort the report by ad taker and/or sales person, for example, simply make the ad taker/salesperson a member of that report group. The result is that report information (such as revenue) on these reports will be attributed to that report group.

How to Configure a Report Group:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Users > Report Groups**.
3. On the Report Groups screen (below), click **New**; then configure the information described below.



| Description ▲ | Active |
|--------------------|--------|
| 340 - Russellville | ✓ |
| 341 - Leitchfield | ✓ |

340 - Russellville

Description: 340 - Russellville

■ **Description** — The name of the report group.

4. Click the **Save** button.

Users

Use this screen to configure individual user IDs and (optionally) passwords, the users' group security levels, and commissions.

- **Prerequisites — User Groups, Account Types, and Business Units.** Configure these items before configuring users. You must assign a default account type to each user who places ads so that these users can create new customers. Also, if AMP users can access CirculationPro screens for subscription information, you will need the configured CirculationPro login ID and password.

How to Configure a User:

1. On the main toolbar, choose **Administrator > Admin Setups.**
2. On the admin toolbar, choose **Users > Users.**
3. On the Users screen (below), click **New**; then configure the information described below.

| User Code | Full Name | Active |
|-----------|--------------------|--------|
| FF | Fred Flintstone | ✓ |
| fo | Flora Osipov | ✓ |
| fr00 | House (Frederick) | ✓ |
| fr01 | John Doe | ✓ |
| fr02 | Barney Rubble | ✓ |
| fr03 | Betty Rubble | ✓ |
| gl01 | Wimla Flintstone | ✓ |
| gl03 | Pebbles Flintstone | ✓ |
| gt00 | House (Gallipolis) | ✓ |
| gt16 | Bam-Bam Rubble | ✓ |
| gt17 | Rocky Slate | ✓ |

FF - Fred Flintstone General | Commissions | CirculationPro

User Code: FF

Full Name: Fred Flintstone

Password: Do not permit blank password

E-Mail: Fred@SlateQuarry.com

Business Unit: 380 - Logan

User Group: Adtaker

Report Group: 380 - Logan

Default Account Type: 380t - Logan Transient

Managed by: Admin - System Administrator

Salesperson

General

Use this screen to configure general user information.

- **User Code** — The user's login ID.
- **Full Name** — The user's full name.
- **Password** — The user's password, if applicable. Click **Reset Password** and enter the password in both fields on the Set Password screen. Then click the **OK** button to return to the Users screen.

Set Password

New Password: *****

Confirm Password: *****

- **Do not permit blank password** — Check this box if a blank password is not permitted.
- **E-Mail** — The user's email address.
- **User/Report Group** — The user's default user and report groups. A user group is required.
- **Clear** — Clears the selected option.
- **Default Account Type** — The user's default account type. When this user creates a new customer, the customer's account type will default to account type specified here.
- **Managed by** — The user's manager. This is used to sort report information by manager.
- **Salesperson** — Check this box if a user is a salesperson. This option is used for reporting and can help keep lists to a minimum when assigning salespersons.

Commissions

Use this screen to set the user's commission percentages for specified ad types.

FF - Fred Flintstone General | **Commissions** | CirculationPro

Commission: %

Overrides

| Ad Type | Commission Percentage |
|-----------------------|-----------------------|
| tl - Transient Liners | 2.0000 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Buttons: Add, Edit, Remove

- Commission** — The overall commission percentage for this user. The value in this field is the user's default commission percentage used for all ad types that are not specified in the Overrides section. Override the default commission by clicking the **Add** button.

Clicking the **Add** button opens the Commissions window (below). On this window, choose the ad type and enter the commission percentage. Then click **OK** to close this window and return to the main Commissions screen.

Commissions

Ad Type:

Commission Percentage:

Buttons: Ok, Cancel

- Edit** — Opens the Commissions window (shown directly above) for editing the ad type and commission percentage for the selected override item.

CirculationPro

Use this screen to assign an AMP user a CirculationPro login ID and password. Assigning this login information allows AMP users to access CirculationPro to import customer and subscription information during ad entry.

- **CirculationPro User Name** — The login ID of the configured CirculationPro user. AMP automatically logs the AMP user into the CirculationPro system using this login ID.
- **CirculationPro Password** — **The password (if applicable) of the CirculationPro login ID. Click the Set CirculationPro Password button to set the password.**

NOTE: This only sets the password for AMP to use when accessing CirculationPro. It does not actually set or change the password within the CirculationPro system.

MISCELLANEOUS SETUPS

Attributes

Attributes offer a way of capturing data for items that are not stored in the AMP database but that are tracked for various reasons. For example, assume you want to keep track of how ads are placed — over the phone, as a walk-in, or via fax, e-mail, or standard mail — so that you can determine whether you need more ad takers on the phone or at the counter taking walk-in ads. Attributes allow let you create arbitrary attributes and associate them to accounts, contacts, ads, or any combination thereof. After attributes have been configured and saved, users can assign the attributes to the account, contact, or ad with which the attributes are associated.

How to Configure Attributes:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > Attributes**.
3. On the Attributes screen (below), click **New**; then configure the information described below.

General

Use this screen to configure attribute types, associations, and pick-list values.

- **Description** — The attribute's description.
- **Data Type** — The data type is based on one of the following types:
 - **Date** — The attribute's value is a date.
 - **Double** — The attribute's value is a decimal number (*e.g.*, 6.5, 2.78, -.05).
 - **Integer** — The attribute's value is a whole number (*e.g.*, -2, -1, 0, 1, 2).
 - **Money** — The attribute's value is monetary.

- **Multi-/Single-Pick List** — The attribute contains one or all items selected from the pick list. With these data types, users can choose a single item or multiple items from the pick list when applying the attribute during ad entry. Selecting either option displays the **Pick List Value** field and the items that can be added.

Click the **Add** button and enter the value in the **Pick List Value** field. This text appears as the pick-list item available for selection during ad entry. Enter as many pick-list values as necessary. The example above shows *Email* and *Fax* pick-list items; this means that either Email or Fax can be selected from the pick list during ad entry.

- **Text** — The attribute is text that is not formatted.
- **Searchable** — Check this box to make this attribute searchable on various Find screens.
- **Reportable** — Check this box to include information about this attribute on various reports.
- **Pick List Value** — The value of the **Single-Pick List** or **Multi-Pick List** item.
- **Association** — The attribute is associated with an account, contact, and/or ad.

Upsell Groups

Use this screen to assign classification upsell groups to the attribute. If you link an upsell group to an attribute, the attribute is available (during ad entry) with any classification that is part of the upsell group.

- Check the box next to each upsell group to link to the attribute.

| Ad Placement | | General Upsell Groups |
|-------------------------------------|----------------|-------------------------|
| Upsell Groups | | |
| | Classification | Description |
| <input type="checkbox"/> | 001 | Yard Sales |
| <input type="checkbox"/> | 002 | Community Events |
| <input checked="" type="checkbox"/> | 004 | Real Estate |
| <input checked="" type="checkbox"/> | 003 | Automotive |

4. Click the **Save** button.

Account Types

Account types let you apply defaults to account types for credit limits, tax exemption, earned discounts, prepayments, and invoices, as well as billing charges, discounts, and ad types. Account-type information can be overridden during ad entry.

- **Prerequisites — Terms, Service Charges, Discounts, and Ad Types.** Configure these items before configuring account types.

How to Configure Account Types:

1. On the main toolbar, choose **Administrator > Admin Setups.**
2. On the admin toolbar, choose **Miscellaneous > Account Types.**
3. On the Account Types screen (below), click **New**; then configure the information described below.

| Code | Description | Active |
|------|-------------------------|--------|
| 340o | Russellville Commercial | ✓ |
| 340r | Russellville Retail | ✓ |
| 340t | Russellville Transient | ✓ |
| 341c | Leitchfield Contract | ✓ |
| 341o | Leitchfield Commercial | ✓ |
| 341r | Leitchfield Retail | ✓ |
| 341t | Leitchfield Transient | ✓ |
| 370c | Gallipolis Contract | ✓ |
| 370o | Gallipolis Commercial | ✓ |
| 370r | Gallipolis Retail | ✓ |
| 370t | Gallipolis Transient | ✓ |
| 371c | Pomeroy Contract | ✓ |
| 371o | Pomeroy Commercial | ✓ |
| 371r | Pomeroy Retail | ✓ |

| Russellville Commercial | |
|-------------------------|---|
| Code: | 340o |
| Description: | Russellville Commercial |
| Credit Limit: | 400.00 |
| Post On: | Demand |
| Payment: | No Prepayment Required |
| Terms: | Net 15 |
| Billing Chg: | |
| Service Chg: | ST - State Tax |
| Discount: | |
| Ad Types | |
| Classified Liner: | co - Open Liners |
| Classified Display: | dl - Class Display |
| ROP: | RD - Retail Display |
| Unit Based: | in - Inserts |
| Notices | <input checked="" type="checkbox"/> Receives Statements <input checked="" type="checkbox"/> Receives Invoices <input type="checkbox"/> Receives Reminders <input type="checkbox"/> Tax Exempt <input type="checkbox"/> Can Receive Earned Discounts <input type="checkbox"/> Export AR |

- **Code** — The account type's code.
- **Description** — The account type's description.
- **Credit Limit** — You must set a credit limit even if your publication does not allow credit *per se*. The credit limit set here automatically applies to new customers. The default 0.00 is a valid credit limit.
- **Post On** — The account type's posting option.
- **Payment** — The account type's payment option.
- **Terms** — The account type's terms.
- **Billing Chg** — The billing charge, if any, to apply to this account type.
- **Service Chg** — The service charge, if any, to apply to this account type.
- **Discount** — The discount, if any, to apply to this account type.
- **Ad Types** — For each ad type, choose the default for this account type.
- **Notices** — Check the box next to each type of notice that can be generated for this account type. The **Receives Reminders** box is available only if the **Receives Invoices** box is checked.
- **Tax Exempt** — Check this box if the account type is tax exempt.
- **Can Receive Earned Discounts** — Check this box if earned discounts apply to this account type.
- **Export AR** — Check this box if this account type's AR information is exported to a billing system.

4. Click the **Save** button.

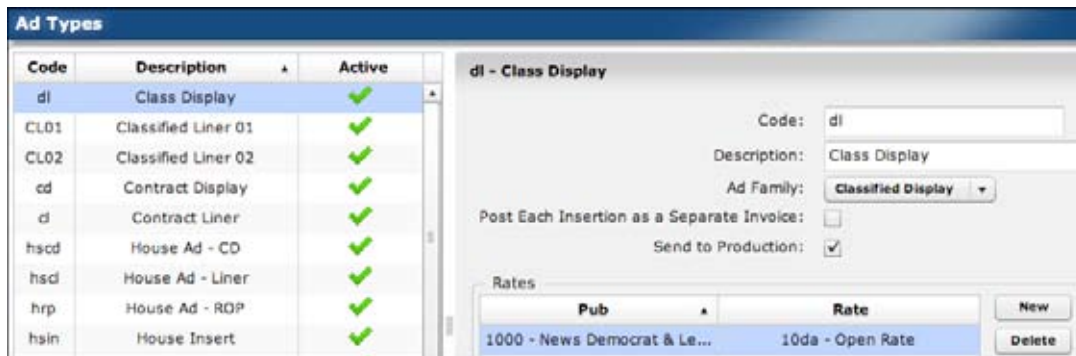
Ad Types

Ad types let you define various types of ads and apply defaults to each ad type. Ad-type information can be overridden during ad entry.

- **Prerequisites — Publications and Rates.** Configure these items before configuring ad types.

How to Configure Ad Types:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > Ad Types**.
3. On the Ad Types screen (below), click **New**; then configure the information described below.



- **Code** — The ad type's code.
- **Description** — The ad type's description.
- **Ad Family** — The ad family to which the ad type belongs.
- **Post Each Insertion as a Separate Invoice** — Check this box if AMP should post each insertion separately for this ad type.
- **Send to Production** — Check this box to include ads of with this ad type in the export file for ProductionManagerPro™ (PMP). This checkbox available only if the ad family is Classified Display or ROP.
- **Rates** — Add default rates for this ad type by clicking the **New** button and choosing the publication and rate. Add as many default rates as necessary. Assigning default rates to ad types save time during ad entry because AMP automatically applies the rate when a publication is scheduled.

4. Click the **Save** button.

Product Codes

Product codes let you define specific products (*e.g.*, automotive or grocery ads) that can be used when taking orders for ads. Like markets, colors, and kinds, products can be used to identify specific types of ads, and can be included on reports.

How to Configure Product Codes:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > Products**.
3. On the Product Codes screen (below), click **New**; then configure the information described below.

| Product Codes | | |
|---------------|--------------|--------|
| Code ▲ | Description | Active |
| 0001 | 4-H | ✓ |
| 0033 | 4th Of July | ✓ |
| 0065 | 9/11 Sponsor | ✓ |

| 0001 - 4-H | |
|--------------|------|
| Code: | 0001 |
| Description: | 4-H |

- **Code** — The product's code.
 - **Description** — The product's description.
4. Click **Save**.

Market Codes

Market codes let you define specific markets (*e.g.*, automotive, education, or real estate ads) that can be used when taking ad orders. Like products, colors, and kinds, markets can be used to identify specific types of ads, and can be included on reports.

How to Configure Market Codes:

1. On the main toolbar, choose Administrator > **Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > Markets**.
3. On the Market Codes screen (below), click **New**; then configure the information described below.

| Market Codes | | |
|--------------|-------------------|--------|
| Code ▲ | Description | Active |
| 0027 | Appliances | ✓ |
| 0100 | Automotive : New | ✓ |
| 0200 | Automotive : Used | ✓ |

| 0027 - Appliances | |
|-------------------|------------|
| Code: | 0027 |
| Description: | Appliances |

- **Code** — The market's code.
 - **Description** — The market's description.
4. Click the **Save** button.

Color Codes

Color codes let you define specific colors (*e.g.*, black, cyan, or yellow) that can be used when taking ad orders. Like products, markets, and kinds, colors can be used to identify specific types of ads, and can be included on reports.

How to Configure Color Codes:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > Colors**.
3. On the Color Codes screen (below), click **New**; then configure the information described below.

| Color Codes | | |
|-------------|--------------------|--------|
| Code | Description ▲ | Active |
| BK | Black | ✓ |
| FULL | Full/Process Color | ✓ |
| MAG | Magenta | ✓ |

| MAG - Magenta | |
|---------------|---------|
| Code: | MAG |
| Description: | Magenta |

- **Code** — The color's code.
 - **Description** — The color's description.
4. Click the **Save** button.

Kind Codes

Kind codes let you define specific kinds (*e.g.*, auto, back-page, or business ads) that can be used when taking ad orders. Like products, markets, and colors, kinds can be used to identify specific types of ads, and can be included on reports.

How to Configure Kind Codes:

1. On the main toolbar, choose Administrator > **Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > Kinds**.
3. On the Kind Codes screen (below), click **New**; then configure the information described below.

| Kind Codes | | |
|------------|---------------|--------|
| Code | Description ▲ | Active |
| 9700 | Auto | ✓ |
| 0500 | Back Page | ✓ |
| 9100 | Bingo | ✓ |

| 9700 - Auto | |
|--------------|------|
| Code: | 9700 |
| Description: | Auto |

- **Code** — The kind's code.
 - **Description** — The kind's description.
4. Click the **Save** button.

Country Codes

Country codes are used primarily for internationalization and in the customer-information section during ad entry.

How to Configure Country Codes:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > Country Codes**.
3. On the Country Codes screen (below), click **New**; then configure the information described below.

| Code ▲ | Description | Active |
|--------|---------------|--------|
| CAN | Canada | ✓ |
| GER | Germany | ✓ |
| MEX | Mexico | ✓ |
| USA | United States | ✓ |

USA - United States

Code:

Description:

- **Code** — The country code.
 - **Description** — The country description.
4. Click the **Save** button.

State Codes

State codes are used primarily for internationalization and in the customer-information section during ad entry. A set of standard state codes is built into your AMP system; however, you can enter additional state codes at any time.

- **Prerequisites** — **Country Codes**. Configure these items before configuring state codes.

How to Configure State Codes:

1. On the main toolbar, choose Administrator > **Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > State Codes**.
3. On the State Codes screen (below), click **New**; then configure the information described below.

| Code ▲ | Description | Active |
|--------|----------------------|--------|
| AB | Alberta | ✓ |
| AK | Alaska | ✓ |
| AL | Alabama | ✓ |
| AP | Armed Forces Pacific | ✓ |

AL - Alabama

Code:

Description:

Country:

- **Code** — The state code.
 - **Description** — The state's description.
 - **Country** — The state's country.
4. Click the **Save** button.

ZIP Codes

ZIP Codes are used primarily for internationalization and for efficiency during ad entry.

The ZIP Codes setup window lets you link ZIP Codes to their corresponding cities and states. After your ZIP Codes have been configured on the setup window, AMP automatically fills in the city and state when a ZIP Code is entered during ad entry. A set of standard ZIP Codes is built into your AMP system; however, you can enter additional ZIP codes at any time.

- **Prerequisites — State Codes.** Configure these items before configuring ZIP Codes.

How to Configure ZIP Codes:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > ZIP Codes**.
3. On the ZIP Codes screen (below), you can search for existing ZIP Codes or add new ones.

To Search for an Existing ZIP Code:

- ▶ In the blank field, enter the ZIP Code or city for which to search.
- ▶ Click the **Find by ZIP** or **Find by City** button, as appropriate. Use the **Clear** button to clear the current search criteria and search again.
- ▶ Results show existing ZIP Code information. In the example below, the **Find by City** button located all Ann Arbor, Michigan ZIP Codes in the AMP database.

The screenshot shows the 'ZIP Codes' search interface. At the top, there is a search input field containing 'Ann Arbor'. To the right of the input field are three buttons: 'Find by ZIP', 'Find by City', and 'Clear'. The 'Find by City' button is highlighted. To the right of the buttons, it says '8 records found'. Below the buttons is a table with three columns: 'ZIP', 'City', and 'State'. The table contains 8 rows of data, all for Ann Arbor, Michigan.

| ZIP | City | State |
|-------|-----------|---------------|
| 48103 | ANN ARBOR | MI - Michigan |
| 48104 | ANN ARBOR | MI - Michigan |
| 48105 | ANN ARBOR | MI - Michigan |
| 48106 | ANN ARBOR | MI - Michigan |
| 48107 | ANN ARBOR | MI - Michigan |
| 48108 | ANN ARBOR | MI - Michigan |
| 48109 | ANN ARBOR | MI - Michigan |
| 48113 | ANN ARBOR | MI - Michigan |

To Add a ZIP Code:

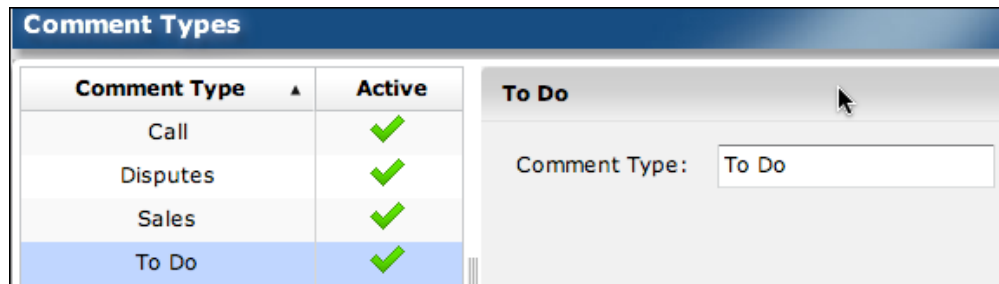
- ▶ Click the **New** button.
 - ▶ In the **ZIP** and **City** fields, enter the ZIP Code and city.
 - ▶ In the **State** field, choose the state.
 - ▶ Click **Save**. If the ZIP Code already exists, you are prompted accordingly and must enter unique ZIP Code information.
4. Click the **Save** button.

Comment Types

Comment types are used when entering account or customer comments. You can create your own comment types (e.g., Call or To Do) and assign comments to the contact person or to the account. Comments can also be included on the Reminders screen.

How to Configure Comment Types:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > Comment Types**.
3. On the Comment Types screen (below), click **New**; then configure the information described below.



- **Comment Type** — The type of comment. The text entered in this field appears in the list of comment types available when comments or reminders are created in AMP.

4. Click the **Save** button.

Set Asides

Set Aside codes allow for placing ads on hold so that they can be checked or completed later. Ads can be placed on Set Aside for various reasons (which you define) such as awaiting payment, requiring supervisory approval, or needing artwork. Ads placed on Set Aside are inactive and will not publish; however, ad takers can easily search for Set Asides ads and complete them or change their statuses so the ads will publish.

How to Configure Set Aside Codes:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > Set Asides**.
3. On the Set Aside Codes screen (below), click **New**; then configure the information described below.

| Set Aside Codes | | |
|-----------------|---------------------|--------|
| Code ▲ | Description | Active |
| art | Waiting For Artwork | ✓ |
| cred | Credit Hold | ✓ |
| pay | Waiting on payment | ✓ |
| super | Supervisor Approval | ✓ |

super - Supervisor Approval

Code:

Description:

- **Code** — The Set Aside code.
- **Description** — The Set Aside description.

4. Click the **Save** button.

Units of Measure

AMP uses units of measure in conjunction with rates to determine ad cost. Standard units of measure (agates, inches, picas, etc.) are configured in your system; however, you can add other units of measure as necessary. You configure your units of measure on this window, and can later apply unit-of-measure defaults to your rates.

How to Configure Units of Measure:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > Units of Measure**.
3. On the Units Of Measure screen (below), click **New**; then configure the information described below.

| Units Of Measure | | |
|------------------|-------------|--------|
| Code▲ | Description | Active |
| AGAT | Agates | ✓ |
| CENT | Centimeters | ✓ |
| INCH | Inches | ✓ |
| Meter | meter | ✓ |
| MILL | Millimeters | ✓ |
| PICA | Picas | ✓ |
| PTS | Points | ✓ |

| CENT1234 - Centimeters | |
|------------------------|--|
| Code: | <input type="text" value="CENT"/> |
| Description: | <input type="text" value="Centimeters"/> |
| MMs Per Unit | <input type="text" value="10"/> |

- **Code** — The code for the unit of measure.
- **Description** — The description for the unit of measure.
- **MMs Per Unit** — The number of millimeters per unit.
- **Print** — Prints the information on the Units Of Measure setup screen.

4. Click the **Save** button..

Approved Colors

Use this screen to configure colors to apply to ad text and the ad background.

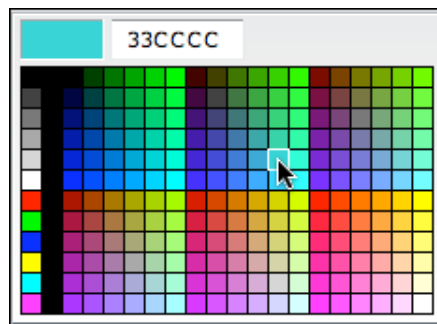
NOTE: If using ClassFlow to paginate your classified pages, you must be using ClassFlow 2.5.2 or greater to apply color text and background to a paginated page.

How to Configure Approved Colors:

1. On the main toolbar, choose **Administrator > Admin Setups**.
2. On the admin toolbar, choose **Miscellaneous > Approved Colors**.
3. On the Approved Colors screen (below), click **New**; then configure the information described below.



- **Name** — The name of the color.
- **Color** — The color to use.
 - Click the Color icon to open the color palette (below).
 - On the color palette, click on the desired color swatch.
 - The Color icon changes to the color of the selected swatch. The **R** (Red), **G** (Green), and **B** (Blue) values reflect the chosen color swatch. You can manually adjust these values as necessary to modify the color.



- **Transparent** — Check this box if the background color should appear transparent when an ad that uses this color is exported to a PDF file.
- **Print** — Prints the information on the Units Of Measure setup screen.

4. Click the **Save** button.

VERSION INFO

This screen shows version information for AMPWeb components and the Java™ environment. This information may be requested by MediaSpan technical support during troubleshooting.

How to Check Version Information:

1. On the main toolbar, choose **Administrator > Version Info**.
2. The Version Information screen (below) shows the vendor, title, and version information.

| AMPWeb Version Information | | |
|----------------------------|---------------------------|----------|
| Export | | |
| Vendor ↑ | Title | Version |
| Apache Tomcat/5.5.26 | Apache Tomcat/5.5.26 | 2.4 |
| Apple Computer, Inc. | Java Runtime for Mac OS X | 1.6.0_17 |
| Mediaspan Media Software | AMPWeb | 5.0.0.32 |
| Mediaspan Media Software | Adjustments | 5.0.0.32 |

3. If desired, click the **Export** link to export detailed version information. This information is exported to your screen in HTML format.

SESSIONS

This screen shows connection information for users logged in to AMPWeb. A user with administrative privileges can terminate user connections from this screen.

When Should a User Connection be Terminated?

A connection may need to be terminated if, for example, User A goes to lunch and leaves a customer screen open, thereby locking that customer record. If User B needs access to the customer record left open by User A, an administrative user can terminate User A's connection to unlock the customer record and make it available to User B.

NOTE: When a user's session is terminated, any unsaved changes to the terminated user's AMPWeb session are lost.

How to Manage Sessions:

1. On the main toolbar, choose Administrator >**Sessions**.
2. The Sessions screen appears. The sample below shows the Session screen in two sections.
3. If desired, terminate a session by clicking the **Terminate** link that corresponds to the session you want to terminate.

| Sessions at 10/8/10 11:55:24 AM (2 sessions, 1 logged in) | | | | |
|---|-----------|----------------------|---------|---------------------|
| Session ID | User Code | User Name | License | Created ↑ |
| 379B160087D3A6E4D9C83BD3832F46CD | | | | 10/8/10 11:41:18 AM |
| 72AECF17D32AD5D6DFB982F5EE43AB1D | Admin | System Administrator | Full | 10/8/10 11:42:01 AM |

| Last Access | Connected | Idle | Pages Viewed | |
|---------------------|--------------|--------------|--------------|---------------------------|
| 10/8/10 11:41:18 AM | 00:14:05.775 | 00:14:05.775 | 1 | Terminate |
| 10/8/10 11:55:24 AM | 00:13:22.319 | 00:00:00.001 | 4 | Terminate |

LOCKS

Occasionally, a user (User A) may open a customer or ad, then inadvertently quit the browser without properly logging off, thus leaving the customer or ad “locked.” When another user (User B) needs to access the locked customer or ad, User B receives a message that User A has a lock on the desired item. User A, however, can no longer release the lock because the browser has terminated.

The Locks screen lets administrative users forcibly terminate the session of the user holding the lock.

How to Release a Lock:

1. On the main toolbar, choose **Administrator > Locks**.
2. The Locks screen shows information about the locked items. The sample below shows the Locks screen in two sections.
3. If desired, click the **Release** link to release the lock.

| Locks held at 10/8/10 03:39:06 PM | | | | |
|-----------------------------------|-----------|----------------------------------|-----------|----------------------|
| Table Name ↑ | Key Value | Session ID | User Code | User Name |
| AmpCust | 44918 | 96F56FC1F0C749C3E993AABB9DEC8B6C | Admin | System Administrator |
| AmpOrder | 60001271 | 96F56FC1F0C749C3E993AABB9DEC8B6C | Admin | System Administrator |

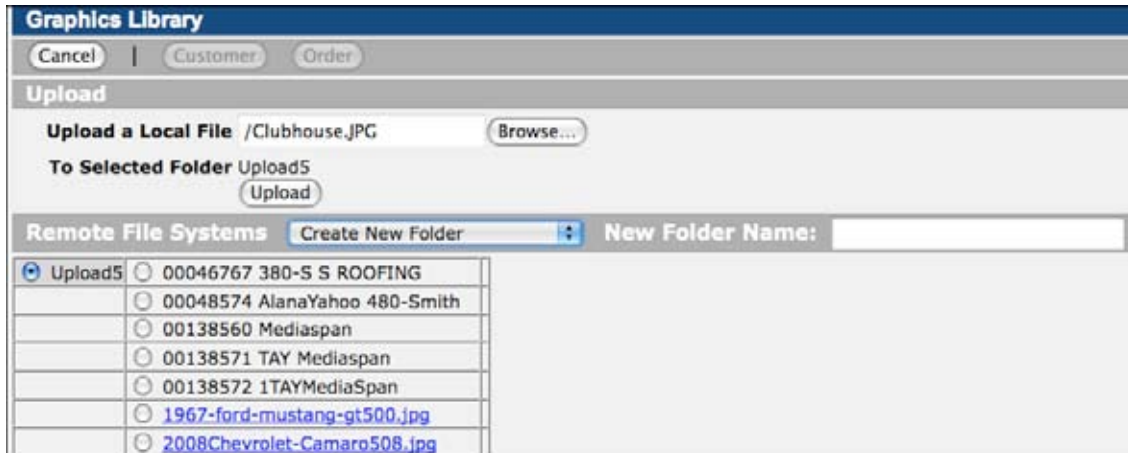
| Created | Last Access | Connected | Idle | |
|---------------------|---------------------|--------------|--------------|-------------------------|
| 10/8/10 03:14:27 PM | 10/8/10 03:38:00 PM | 00:24:38.776 | 00:01:05.835 | Release |
| 10/8/10 03:14:27 PM | 10/8/10 03:38:00 PM | 00:24:38.776 | 00:01:05.835 | Release |

GRAPHICS LIBRARY

Use this screen to upload and store graphics for AMPWeb.

How to Use the Graphics Library:

1. On the main toolbar, choose **Administrator > Graphics Library**.
2. Use the functions on the Graphics Library screen (below) as described below.



- **Remote File Systems** — Choose the remote file system location for the file. To use an existing folder, mark the folder's radio button. To create a new folder, use the **Create New Folder** pop-up.

NOTE: In the Remote File Systems list, folder names appear in black; filenames appear in blue. Clicking on a filename link downloads the graphic to the location specified in your operating system's preferences.

- **Create New Folder ... Using New Folder Name** — Create a new folder at the selected level. Click the radio button next to the folder in which you want to create a new folder. If you do not wish to create a new folder, do not choose the ... *Using New Name* option from the **Create New Folder** pop-up.
- **New Folder Name** — The name of the new folder.
- **Upload a Local File** — Specify the path and filename of the file to upload, or use the **Browse** button to locate and select the file.
- **Upload** — Upload the file to the specified remote file system.

REMOTE AUTHORIZATION

Remote Authorization enables authorized users to grant unauthorized users permission to perform system functions to which the unauthorized users do not have the security levels to perform.

FUNCTION

This scenario describes how Remote Authorization works for two hypothetical users: Sally and Bob.

- **Sally** belongs to the Adtaker user group. This group does not have permission to change the ad taker on an ad.
 - Sally opens an ad and changes the name of the ad taker to House.
 - Sally attempts to save the ad with House as the ad taker.
 - Because Sally's user group (the Adtaker group) does not have permission to change the name of the ad taker, the Password Authorization screen appears on Sally's monitor. The Authorized By column (circled below) is blank because this action — changing the ad taker on an ad — must be authorized by an authorized user.

| Description | Item | Old Value | New Value | Authorized | Authorized By |
|----------------|-----------------|----------------------|---------------|------------|---------------|
| Change Adtaker | Order #60002346 | System Administrator | House (Logan) | No | |

- **Bob** belongs to the RemoteAuthorize user group. This group has permission to grant unauthorized users access to change the ad taker on an ad.
 - In order for Sally to be able to change the ad taker on the ad, Bob must authorize the action via Remote Authorization.

PREREQUISITES

An administrative user must assign the appropriate security level to the user groups to which the authorized and unauthorized users belong (users inherit permissions from their associated user groups). See User Groups for information on assigning group security levels that apply to these users:

- **Unauthorized Users** — For each user group that is not authorized to perform certain actions, assign the *Password Required* group security level to those actions. (Using the sample scenario described above, under Function, the administrative user would assign the Adtaker user group the of *Password Required* security level to the Change Adtaker item.)
- **Authorized Users** — Create a user group for Remote Authorization. Assign the *Access* group security level to any actions that require remote authorization. Then make the authorizing users members of the Remote Authorize group. (Using the scenario described above, the administrative user would make the authorizing user (Bob) a member of the Remote Authorization user group.)

USING REMOTE AUTHORIZATION

When an unauthorized user requires password authorization for a specific action, an authorized user must use the Remote Authorization function to grant the unauthorized user access to perform the action.

A sample scenario (on the previous page) describes how Remote Authorization works for two hypothetical users, and outlines the prerequisites for using this function.

NOTE: The procedures outlined below describe how the authorizing user uses Remote Authorization to authorize an action.

How to Use Remote Authorization:

1. From the main toolbar, click **Administrator > Remote Authorization**.
2. On the Remote Authorization screen (below), enter the login ID of the authorizing user in the **Authorizing User Code** field. This field defaults to the name of the logged-in user.
3. In the **Authorizing Password** field, enter the authorizing user's password (if applicable).
4. In the Authorization Requests section, check the **Select** box next to each request to authorize. Use the **Select All** or **Select None** buttons to select/deselect all authorization requests shown in the Authorization Requests list.
5. Click the **Authorize** button.
6. Successful authorization is reflected onscreen (circled in the illustration below):
 - ▶ The Authorized column changes from *No* to *Yes*.
 - ▶ The Authorized By column shows the name of the authorizing user.

The screenshot shows the 'Remote Authorization' interface. At the top, there are two input fields: 'Authorizing User Code' (containing 'Bob') and 'Authorizing Password'. Below these is an 'Authorize' button. Underneath is the 'Authorization Requests' section, which includes 'Select All' and 'Select None' buttons. A table lists the requests, with the 'Authorized' and 'Authorized By' columns circled in red. The table has the following data:

| Select | Requested By | Description | Item | Old Value | New Value | Authorized | Authorized By |
|-------------------------------------|---------------|----------------|-----------------|----------------------|---------------|------------|---------------|
| <input checked="" type="checkbox"/> | Sally Adtaker | Change Adtaker | Order #60002346 | System Administrator | House (Logan) | Yes | Bob Manager |

7. The “unauthorized” user can now click the **Return to Order #** link on his/her Password Authorizations screen (shown on the previous page).
When returned to the ad order screen, the unauthorized user can now perform the action that required authorization.

ADMIN REPORTS

Admin reports provide information on various AMP setups and configurations.

- **Access to Admin Reports** — Log in to AMP as an administrative user to access admin reports.
- **Report Output** — Output is directed to the task archive, regardless of whether or not output is sent to an email address specified on the admin report screens.

ADJUSTMENTS SETUP REPORT

This report shows default adjustment setups configured by the system administrator.

How to Run an Adjustments Setup Reports:

1. On the main toolbar, click **Administrator > Admin Reports > Adjustments Setup**.
2. On the Adjustments Setup screen, configure the information as described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Effective Date** — The effective date. If, for example, the report should show adjustments effective as of a particular date, enter that date in the date fields.

*See **Entering Dates (Introduction)** for more information on date-based options.*

- **Layout** — The report layout. See the Appendix for information on common output layouts.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.
 - A sample Adjustments Setup report is on the next page.

Sample Adjustments Setup Report

| Adjustments Setup | | | | 12/30/2010 |
|--|----------------------------------|--|------------------|---------------|
| 12/01/2010 | | | | 1.05 PM |
| | | | | Page 1 |
| Code | Description | Level | Type | Active |
| 0000 | Custom Colors | Insertion Order | Flat Rate | Yes |
| Amount: \$10.00 | | Ad Families: Class Liner, Class Display, ROP | | |
| Surchargeable? Yes | | Discountable? Yes | | |
| GL Code: 3010 - All Color | | Tax Category: no tax | | |
| 0001 | Custom Color - TMC | Insertion Order | Flat Rate | Yes |
| Not valid for date: Wed Dec 01 00:00:00 EST 2010 | | | | |
| 0002 | Test | Insertion Order | Flat Rate | Yes |
| Not valid for date: Wed Dec 01 00:00:00 EST 2010 | | | | |
| 0010 | 1 color | Insertion Order | Flat Rate | Yes |
| Amount: \$0.00 | | Ad Families: ROP | | |
| Surchargeable? No | | Discountable? No | | |
| GL Code: 3010 - All Color | | Tax Category: no tax | | |
| 0012 | 1 color special | Insertion Order | Flat Rate | Yes |
| Not valid for date: Wed Dec 01 00:00:00 EST 2010 | | | | |
| 0015 | 1 color - tmc | Insertion Order | Flat Rate | Yes |
| Not valid for date: Wed Dec 01 00:00:00 EST 2010 | | | | |
| 0017 | Full Color discount - TMC | Insertion Order | Flat Rate | Yes |
| Amount: \$0.00 | | Ad Families: ROP | | |
| Surchargeable? No | | Discountable? No | | |
| GL Code: 3015 - All Color - TMC/Shopper | | Tax Category: no tax | | |
| 0018 | Color discount - tmc3 | Insertion Order | Flat Rate | Yes |
| Amount: \$0.00 | | Ad Families: ROP | | |
| Surchargeable? No | | Discountable? No | | |
| GL Code: 3015 - All Color - TMC/Shopper | | Tax Category: no tax | | |
| 0020 | 2 color | Insertion Order | Flat Rate | Yes |
| Amount: \$0.00 | | Ad Families: ROP | | |
| Surchargeable? No | | Discountable? No | | |
| GL Code: 3010 - All Color | | Tax Category: no tax | | |
| 0021 | 2 color special | Insertion Order | Flat Rate | Yes |
| Amount: \$0.00 | | Ad Families: ROP | | |
| Surchargeable? No | | Discountable? No | | |
| GL Code: 3010 - All Color | | Tax Category: no tax | | |
| 0025 | 2 color - tmc | Insertion Order | Flat Rate | Yes |
| Amount: \$0.00 | | Ad Families: ROP | | |
| Surchargeable? No | | Discountable? No | | |
| GL Code: 3015 - All Color - TMC/Shopper | | Tax Category: no tax | | |
| 0030 | Full Color | Insertion Order | Flat Rate | Yes |
| Amount: \$0.00 | | Ad Families: ROP | | |
| Surchargeable? No | | Discountable? No | | |
| GL Code: 3010 - All Color | | Tax Category: no tax | | |
| 0031 | Full Color - TMC | Insertion Order | Flat Rate | Yes |
| Amount: \$0.00 | | Ad Families: ROP | | |
| Surchargeable? No | | Discountable? No | | |
| GL Code: 3015 - All Color - TMC/Shopper | | Tax Category: no tax | | |
| 0032 | Contract process | Insertion Order | Flat Rate | Yes |
| Amount: \$0.00 | | Ad Families: ROP | | |
| Surchargeable? No | | Discountable? No | | |
| GL Code: 3010 - All Color | | Tax Category: no tax | | |
| 0033 | Smith Buick-color | Insertion Order | Flat Rate | Yes |
| Amount: \$270.00 | | Ad Families: ROP | | |
| Surchargeable? No | | Discountable? No | | |
| GL Code: 3010 - All Color | | Tax Category: no tax | | |
| 0034 | Smith Buick-color 1/2 pg | Insertion Order | Flat Rate | Yes |

CLASSIFICATIONS SETUP REPORT

This report shows default classification setups configured by the system administrator.

How to Run a Classifications Setup Reports:

1. On the main toolbar, click **Administrator > Admin Reports > Classification Setup**.
2. On the Classifications Setup screen, configure the information as described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Layout** — The report layout. See the Appendix for information on common output layouts.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.
 - A sample Classifications Setup report is on the next page.

Sample Classifications Setup Report

| Classifications Setup | | | 12/30/2010 12.24 PM Page 1 |
|-----------------------|--------------------------------|--------|----------------------------------|
| Code | Description | Active | |
| 002 | Test | No | |
| 0100 | Legals | Yes | |
| 0200 | ANNOUCEMENTS | Yes | |
| 0205 | Birthday / Anniversary (ANNOU) | Yes | |
| 0210 | Happy Ads | Yes | |
| 0215 | Lost & Found (ANNOUNCE) | Yes | |
| 0220 | Memory / Thank You (ANNOUNCE) | Yes | |
| 0225 | Notices (ANNOUNCE) | Yes | |
| 0230 | Personals (ANNOUNCE) | Yes | |
| 0235 | Wanted (ANNOUNCE) | Yes | |
| 0300 | SERVICES | Yes | |
| 0302 | Appliance Services (SERVICES) | Yes | |
| 0304 | Automotive (SERV) | Yes | |
| 0306 | Building Materials (SERV) | Yes | |
| 0308 | Business (SERV) | No | |
| 0310 | Catering (SERV) | Yes | |
| 0312 | Child / Elderly Care | Yes | |
| 0314 | Computers (SERV) | Yes | |
| 0316 | Contractors (SERV) | Yes | |
| 0318 | Domestics / Janitorial (SERV) | Yes | |
| 0320 | Electrical (SERV) | Yes | |
| 0322 | Financial (SERV) | Yes | |
| 0324 | General Repairs (SERV) | Yes | |
| 0326 | Health (SERV) | Yes | |
| 0328 | Heating & Cooling (SERV) | Yes | |
| 0330 | Home Improvements (SERV) | Yes | |
| 0332 | Insurance (SERV) | Yes | |
| 0334 | Lawn Service (SERV) | Yes | |
| 0336 | Music / Dance / Drama (SERV) | Yes | |
| 0338 | Other Services (SERV) | Yes | |
| 0340 | Plumbing / Electrical (SERV) | Yes | |
| 0342 | Professional Services (SERV) | Yes | |
| 0344 | Repairs (SERV) | Yes | |
| 0346 | Roofing (SERV) | Yes | |
| 0348 | Security (SERV) | Yes | |
| 0350 | Tax / Accounting (SERV) | Yes | |
| 0352 | Travel Entertainment (SERV) | Yes | |
| 0400 | FINANCIAL | Yes | |
| 0405 | Financial Services (FINANCE) | Yes | |
| 0410 | Insurance (FINANCE) | Yes | |
| 0415 | Money To Lend (FINANCE) | Yes | |
| 0500 | EDUCATION | Yes | |
| 0505 | Business & Trade School (EDU) | Yes | |
| 0510 | Instruction & Training (EDU) | Yes | |
| 0515 | Lessons (EDU) | Yes | |
| 0520 | Personal (EDU) | Yes | |
| 0600 | ANIMALS | Yes | |
| 0605 | Animal Supplies (ANIMALS) | Yes | |
| 0610 | Horses (ANIMALS) | Yes | |
| 0615 | Livestock (ANIMALS) | Yes | |
| 0620 | Pets (ANIMALS) | Yes | |
| 0625 | Want To Buy (ANIMALS) | Yes | |
| 0700 | AGRICULTURE | Yes | |
| 0705 | Farm Equipment (AGRI) | Yes | |

PUBLICATIONS SETUP REPORT

This report shows default publication setups configured by the system administrator.

How to Run a Publications Setup Reports:

1. On the main toolbar, click **Administrator > Admin Reports > Publications Setup**.
2. On the Publications Setup screen, configure the information as described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Layout** — The report layout. See the Appendix for information on common output layouts.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.
 - A sample Publications Setup report is on the next page.

Sample Publications Setup Report

| Publications Setup | | 12/30/2010 1:37 PM Page 1 |
|--------------------|--------------------------------|---------------------------------|
| Code | Description | Active |
| 1000 | News Democrat & Leader | Yes |
| 1002 | News Democrat Special Sections | Yes |
| 1003 | News Democrat Website | Yes |
| 1004 | News Democrat Comm Printing | Yes |
| 1100 | Grayson County News Gazette | Yes |
| 1102 | Grayson Special Sections | Yes |
| 1103 | Grayson Website | Yes |
| 1104 | Leitchfield Comm Printing | Yes |
| 1111 | Quarterly Edition | Yes |
| 1200 | Gallipolis Daily Tribune | Yes |
| 1201 | The Tri-County Marketplace TMC | Yes |
| 1202 | Gaillipolis Special Sections | Yes |
| 1203 | Gallipolis Website | Yes |
| 1204 | Gallipolis Commercial Printing | Yes |
| 1205 | Sunday Times - Sentinel | Yes |
| 1300 | The Daily Sentinel | Yes |
| 1302 | Daily Sentinel Special Section | Yes |
| 1303 | Daily Sentinel Website | Yes |
| 1400 | Point Pleasant Register | Yes |
| 1402 | Point Pleasant Special Section | Yes |
| 1403 | Point Pleasant Website | Yes |
| 1500 | Logan Banner | Yes |
| 1501 | Coalfield Connection TMC | Yes |
| 1502 | Logan Special Sections | Yes |
| 1503 | Logan Website | Yes |
| 1504 | Logan Commercial Printing | Yes |
| 1505 | Logan Coalfield Connection TMC | Yes |
| 1511 | Chris's Birthday Publication | Yes |
| 1600 | Coal Valley News | Yes |
| 1602 | Coal Valley Special Sections | Yes |
| 1603 | Coal Valley Website | Yes |
| 1604 | Coal Valley Comm Printing | Yes |
| 1700 | Durant Daily Democrat | Yes |
| 1701 | The Country Style TMC | Yes |
| 1702 | Durant Special Sections | Yes |
| 1703 | Durant Website | Yes |
| 1704 | Durant Commercial Printing | Yes |
| 1705 | Homes Plus | Yes |
| 1706 | Home Buyers Guide | No |
| 1707 | Home Buyers Guide | Yes |
| 1800 | Altus Times | Yes |
| 1801 | Southwest Shopper TMC | Yes |
| 1802 | Altus Special Sections | Yes |
| 1803 | Altus Website | Yes |
| 1804 | Altus Comm Printing | Yes |
| 1805 | Freedom Flyer | Yes |
| 1806 | Altus TV Guide | No |
| 1900 | Frederick Leader | Yes |
| 1902 | Frederick Special Sections | Yes |
| 1903 | Frederick Website | Yes |
| 2000 | Harlan Daily Enterprise | Yes |
| 2002 | Harlan Special Sections | Yes |
| 2003 | Harlan Commercial Printing | Yes |
| 2004 | Harlan Website | Yes |

RATES SETUP REPORT

This report shows default rate setups configured by the system administrator.

How to Run a Rates Setup Reports:

1. On the main toolbar, click **Administrator > Admin Reports > Rates Setup**.
2. On the Rates Setup screen, configure the information as described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Layout** — The report layout. See the Appendix for information on common output layouts.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.
 - A sample Rates Setup report is on the next page.

Sample Rates Setup Report

| Rates Setup | | | | | 12/30/2010 |
|-------------|-------------------------------|-------------------------|-------------|--------------------|------------|
| | | | | | 1.41 PM |
| | | | | | Page 3 |
| Code | Description | GL Code | Ad Families | Valid Publications | Active |
| 10io | 20 tab/10 std 12x | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10jp | ss/4 tab/2 std 24x | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10iq | 8 tab/4 std 24x | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10ir | 12 tab/6 std 24x | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10is | 16 tab/8 std 24x | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10it | 20 tab/10 std 24x | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10iu | ss/4 tab/2 std 36x | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10iv | 8 tab/4 std 36x | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10iw | 12 tab/6 std 36x | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10ix | 16 tab/8 std 36x | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10iy | 20 tab/10 std 36x | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10iz | ss/4 tab/2 std 48x | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10jc | JC Penny Insert 12-16pg tab | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10jd | JC Penny Insert 20-68pg tab | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10ka | Smart Source Rate | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10kb | IGA Rate | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10kc | Piggly Wiggly Rate | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10pa | Power Pack A 18" ad | 3000 - Local Display | ROP | 1000 | Yes |
| 10pb | Power Pack A 33" ad | 3000 - Local Display | ROP | 1000 | Yes |
| 10pc | Power Pack A 66" ad | 3000 - Local Display | ROP | 1000 | Yes |
| 10pd | Power Pack A 129" B&W ad | 3000 - Local Display | ROP | 1000 | Yes |
| 10pe | Power Pack B&C 18 " ad | 3000 - Local Display | ROP | 1000 | Yes |
| 10pf | Power Pack B&C 33" ad | 3000 - Local Display | ROP | 1000 | Yes |
| 10pg | Power Pack B&C 66" ad | 3000 - Local Display | ROP | 1000 | Yes |
| 10ph | Power Pack B&C 129" B&W ad | 3000 - Local Display | ROP | 1000 | Yes |
| 10pr | Peebles Inserts 28pg tab | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10ps | Peebles Inserts 32pg tab | 3070 - Preprints | Unit Based | 1000 | Yes |
| 10ra | Open Rate | 3000 - Local Display | ROP | 1000, 1002 | Yes |
| 10rb | 26 week/33" contract | 3000 - Local Display | ROP | 1000 | Yes |
| 10rc | 26 week/21" contract | 3000 - Local Display | ROP | 1000 | Yes |
| 10rd | 26 week/15" contract | 3000 - Local Display | ROP | 1000 | Yes |
| 10re | 26 week/10" contract | 3000 - Local Display | ROP | 1000 | Yes |
| 10rf | 26 week/5" contract | 3000 - Local Display | ROP | 1000 | Yes |
| 10rg | 13 week/33" contract | 3000 - Local Display | ROP | 1000 | Yes |
| 10rh | 13 week/21" contract | 3000 - Local Display | ROP | 1000 | Yes |
| 10ri | 13 week/15" contract | 3000 - Local Display | ROP | 1000 | Yes |
| 10rj | 13 week/10" contract | 3000 - Local Display | ROP | 1000 | Yes |
| 10rk | 13 week/5" contract | 3000 - Local Display | ROP | 1000 | Yes |
| 10rl | yearly/ 7500" | 3000 - Local Display | ROP | 1000 | Yes |
| 10rm | yearly/6000" | 3000 - Local Display | ROP | 1000 | Yes |
| 10rn | yearly/4500" | 3000 - Local Display | ROP | 1000 | Yes |
| 10ro | yearly/3000" | 3000 - Local Display | ROP | 1000 | Yes |
| 10rp | yearly/2000" | 3000 - Local Display | ROP | 1000 | Yes |
| 10rq | yearly/1000" | 3000 - Local Display | ROP | 1000 | Yes |
| 10rr | yearly/600" | 3000 - Local Display | ROP | 1000 | Yes |
| 10rs | Repeat Rate | 3000 - Local Display | ROP | 1000 | Yes |
| 10rt | Political Advertising | 3020 - Political | ROP | 1000 | Yes |
| 10ru | National Rate | 3030 - National Display | ROP | 1000 | Yes |
| 10rv | Bowling Green Rate | 3000 - Local Display | ROP | 1000 | Yes |
| 10rw | The Harvest Rate | 3000 - Local Display | ROP | 1000 | Yes |
| 10rx | ROP Special Rate I | 3000 - Local Display | ROP | 1000, 1002 | Yes |
| 10ry | ROP Special Rate II | 3000 - Local Display | ROP | 1000 | Yes |
| 10rz | Pogue Automotive Rate | 3000 - Local Display | ROP | 1000 | Yes |
| 10sa | Special Section Mod Size Rate | 3000 - Local Display | ROP | 1002 | Yes |

TRANSACTION CODES SETUP REPORT

This report shows default transaction code setups configured by the system administrator.

How to Run a Transaction Codes Setup Reports:

1. On the main toolbar, click **Administrator > Admin Reports > Transaction Codes Setup**.
2. On the Transaction Codes Setup screen, configure the information as described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Layout** — The report layout. See the Appendix for information on common output layouts.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.
 - A sample Transaction Codes Setup report is on the next page.

Sample Transaction Codes Setup Report

| Transaction Codes Setup | | 12/30/2010 1:46 PM Page 3 |
|----------------------------------|--------------------------------|---|
| Code | Description | Active |
| 897c | Credit Card | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 1020 - Location Operating Accounts1 |
| 897k | Check | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 1020 - Location Operating Accounts1 |
| 897s | Cash | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 1020 - Location Operating Accounts1 |
| 900c | Credit Card | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 1020 - Location Operating Accounts1 |
| 900k | Check | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 1020 - Location Operating Accounts1 |
| 900s | Cash | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 1020 - Location Operating Accounts1 |
| 965c | Credit Card | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 1020 - Location Operating Accounts1 |
| 965k | Check | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 1020 - Location Operating Accounts1 |
| 965s | Cash | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 1020 - Location Operating Accounts1 |
| 980c | Credit Card | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 1020 - Location Operating Accounts1 |
| 980k | Check | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 1020 - Location Operating Accounts1 |
| 980s | Cash | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 1020 - Location Operating Accounts1 |
| AM01 | Auction Mania | Yes |
| Transaction Type: Credit | | GL Code: 3220 - Miscellaneous Revenue |
| CONV | CONV | No |
| Transaction Type: Payment (Cash) | | GL Code: PLCH - Place Holder |
| EPD | Early Payment Dicsount | Yes |
| Transaction Type: Credit | | GL Code: 3090 - Discounts |
| INVx | Invoice | No |
| Transaction Type: Invoice | | GL Code: 0000 - House Advertising Class Liner |
| MI | Manual Invoice | Yes |
| Transaction Type: Invoice | | GL Code: PLCH - Place Holder |
| MSC1 | AMP5 Credit Error | Yes |
| Transaction Type: Credit | | GL Code: 0000 - House Advertising Class Liner |
| MSD1 | AMP5 DEBIT NSF | Yes |
| Transaction Type: Debit | | GL Code: 1005 - Cash - Bank of America |
| MSP1 | AMP5 PAYMENT CASH | Yes |
| Transaction Type: Payment (Cash) | | GL Code: 3220 - Miscellaneous Revenue |
| QAX | CC TAX | No |
| Transaction Type: Payment (Cash) | | GL Code: 2350 - Taxes |
| SC | Service Charge | Yes |
| Transaction Type: Invoice | | GL Code: PLCH - Place Holder |
| ab | test | Yes |
| Transaction Type: Debit | | GL Code: 0001 - House Advertising Class Disp |
| c00 | transfer balance (conv) | Yes |
| Transaction Type: Credit | | GL Code: 3220 - Miscellaneous Revenue |
| c01 | make good (local) | Yes |
| Transaction Type: Credit | | GL Code: 3000 - Local Display |
| c02 | make good (class) | Yes |
| Transaction Type: Credit | | GL Code: 3040 - Classified Display |
| c03 | composing error (local) | Yes |
| Transaction Type: Credit | | GL Code: 3000 - Local Display |

USER GROUPS SETUP REPORT

This report shows default user group setups configured by the system administrator.

How to Run a User Groups Setup Reports:

1. On the main toolbar, click **Administrator > Admin Reports > User Groups Setup**.
2. On the User Groups Setup screen, configure the information as described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Layout** — The report layout. See the Appendix for information on common output layouts.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.
 - A sample User Groups Setup report is on the next page.

Sample User Groups Setup Report

| User Groups Setup | | | 12/30/2010 1:51 PM Page 1 |
|---|------------------------------------|--------------------------------|---------------------------------|
| User Group | Administrative Group? | Active | |
| Accounting | No | Yes | |
| Allowed to run Ad Taking? Yes | Allowed to run Administration? Yes | Allowed to run Publishing? Yes | |
| Allowed to run Receivables? Yes | Allowed to run Reporting? Yes | | |
| Ad Taking Security Items | | Security Level | |
| Allow User Defined Ad Level Pricing | | Access | |
| Change Account Type on Existing Accounts | | Access | |
| Change Ad Type on Existing Ads | | Access | |
| Change Adtaker | | Access | |
| Change Credit Limit | | Access | |
| Change Rate | | Access | |
| Change Salesperson | | Access | |
| Change ad text on ads that have published | | Access | |
| Create New Accounts | | Access | |
| Create New Class Display Ads | | Access | |
| Create New Classified Liner Ads | | Access | |
| Create New Contacts | | Access | |
| Create New Contracts | | Access | |
| Create New Customers | | Access | |
| Create New ROP Ads | | Access | |
| Create New Unit Based Ads | | Access | |
| Edit Accounts | | Access | |
| Edit Class Display Ads | | Access | |
| Edit Classified Liner Ads | | Access | |
| Edit Contacts | | Access | |
| Edit Contracts | | Access | |
| Edit Customers | | Access | |
| Edit ROP Ads | | Access | |
| Edit Unit Based Ads | | Access | |
| Edit ad text after an ad has billed | | Access | |
| Enter Billing Size | | Access | |
| Enter/Edit Payments | | Access | |
| Order Entry | | Access | |
| Override Deadlines | | Access | |
| Override Default Rate | | Access | |
| Override Monetary Constraints | | NoAccess | |
| Save Ad If Customer Is Over Credit Limit | | Access | |
| Save Ad If Customer Is Past Due | | Access | |
| Save Ad Without Prepayment | | Access | |
| Save Contact without Email Address | | Access | |
| Save Contact without Phone Number | | Access | |
| Save New Ads Without Setting Aside | | Access | |
| Stop Ad | | Access | |
| Use Protected Rates | | Access | |
| Administration Security Items | | Security Level | |
| Administration | | Access | |
| Create/Edit Account Types | | Access | |
| Create/Edit Ad Types | | Access | |
| Create/Edit Adjustments | | Access | |
| Create/Edit Aging Setup | | Access | |
| Create/Edit Approved Colors | | Access | |
| Create/Edit Attractors | | Access | |
| Create/Edit Attributes | | Access | |
| Create/Edit Automatic Adjustments | | Access | |

USERS SETUP REPORT

This report shows default user setups configured by the system administrator.

How to Run a Users Setup Reports:

1. On the main toolbar, click **Administrator > Admin Reports > Users Setup**.
2. On the Users Setup screen, configure the information as described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Layout** — The report layout. See the Appendix for information on common output layouts.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.
 - A sample Users Setup report is on the next page.

Sample Users Setup Report

| Users Setup | | | | |
|--|-----------------------------|--|--------------------|---------------|
| Code | Description | Require Password | Salesperson | Active |
| Admin | System Administrator | No | No | Yes |
| User Group: Administrator | | Report Group: Default Report Group | | |
| Default Account Type: 370o - Gallipolis Commercial | | Managed By: | | |
| A104 | Bill Murphy | No | No | Yes |
| User Group: Adtaker | | Report Group: 505 - Altus | | |
| Default Account Type: 505r - Altus Retail | | Managed By: A104 - Bill Murphy | | |
| A105 | Amber Encorcia | No | No | Yes |
| User Group: Adtaker | | Report Group: 505 - Altus | | |
| Default Account Type: 505t - Altus Transient | | Managed By: A104 - Bill Murphy | | |
| A106 | Ame Smith | No | No | No |
| User Group: Adtaker | | Report Group: 505 - Altus | | |
| Default Account Type: 505t - Altus Transient | | Managed By: A104 - Bill Murphy | | |
| A107 | Sharon Laudakis | Yes | No | Yes |
| User Group: Adtaker | | Report Group: 505 - Altus | | |
| Default Account Type: 505r - Altus Retail | | Managed By: A104 - Bill Murphy | | |
| A108 | Sandy Graham | No | No | Yes |
| User Group: Adtaker | | Report Group: 505 - Altus | | |
| Default Account Type: 505r - Altus Retail | | Managed By: A104 - Bill Murphy | | |
| A109 | Frances Fojut | No | No | Yes |
| User Group: Adtaker | | Report Group: 505 - Altus | | |
| Default Account Type: 505r - Altus Retail | | Managed By: A104 - Bill Murphy | | |
| Baseview | Baseview | No | No | Yes |
| User Group: Administrator | | Report Group: Default Report Group | | |
| Default Account Type: | | Managed By: | | |
| Bob | Bob Manager | Yes | No | Yes |
| User Group: Administrator | | Report Group: 370 - Gallipolis | | |
| Default Account Type: 370t - Gallipolis Transient | | Managed By: Admin - System Administrator | | |
| CONV | CONV | No | No | No |
| User Group: CONV | | Report Group: CONV | | |
| Default Account Type: | | Managed By: | | |
| DD | Deb | Yes | Yes | No |
| User Group: Adtaker | | Report Group: | | |
| Default Account Type: | | Managed By: | | |
| FF | Fred Flintstone | Yes | Yes | Yes |
| User Group: Adtaker | | Report Group: 380 - Logan | | |
| Default Account Type: 380t - Logan Transient | | Managed By: Admin - System Administrator | | |
| JD | John Doe | No | Yes | Yes |
| User Group: Adtaker | | Report Group: 896 - Community Common | | |
| Default Account Type: TRAN - Transient | | Managed By: Admin - System Administrator | | |
| JE | Jane Doe | Yes | Yes | Yes |
| User Group: Adtaker | | Report Group: Test Report Group 3 | | |
| Default Account Type: 766r - Tazewell Retail | | Managed By: Admin - System Administrator | | |
| LM | Linda Meade | Yes | Yes | Yes |
| User Group: Administrator | | Report Group: 895 - Portsmouth | | |
| Default Account Type: 895o - Portsmouth Commercial | | Managed By: Admin - System Administrator | | |
| Sales | Sales User | No | Yes | Yes |
| User Group: Adtaker | | Report Group: | | |
| Default Account Type: | | Managed By: | | |
| Sally | Sally Adtaker | Yes | No | Yes |
| User Group: Adtaker | | Report Group: Default Report Group | | |
| Default Account Type: 380t - Logan Transient | | Managed By: | | |
| Sue | Sue Root | No | No | No |
| User Group: Accounting | | Report Group: Default Report Group | | |
| Default Account Type: | | Managed By: | | |

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MONITORS

Monitor functions let you configure settings for database backups and various import or export utilities.

DATABASE BACKUPS

Use this screen to configure AMP database backups.

NOTE: Configure backup defaults in AMPBackupServer before configuring database backups.

How to Configure a Database Backup:

1. On the main toolbar, click **Administrator > Monitors > Database Backup**.
2. On the Database Backup screen, configure the information as described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Description (Database Backup Settings)** — The description for these backup settings.
- **Mode** — Choose from the following options:
 - **Hot Backup** — Creates a binary backup file in the path specified in AMPBackupServer. In this mode, the backup takes longer to run but less time to restore than if the backup is run in Full Export mode.
 - **Full Export** — Creates a MySQL™ dump file in the path specified in AMPBackupServer. In this mode, the backup takes less time to run but more time to restore than if the backup is run in Hot Backup mode.
- **Type** — Creates a compressed or un-compressed backup. A compressed backup takes longer to run than an un-compressed backup.
- **AMPBackupServer Address** — The IP address of the machine (typically the database server) on which the hot backup server is running.
- **AMPBackupServer Port** — The listening port (relative to the AMP backup server address) for the hot backup server. This must match the port number in the **Server Listening Port** field in AMPBackupServer.
- **Test Connection** — Tests the connection to the IP address and port specified above. AMP displays the test-connection results in red on the message line.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.

3. Schedule the backup to run.

AMP BACKUP SERVER

The AMPBackupServer application is used to configure default paths for backing up the AMP database. After setting these defaults in AMPBackupServer, use the Database Backup screen to configure settings for backing up the database and scheduling backups.

The backup service runs in the background and is managed by the Service Manager.

Installing the Backup Server

Install AMPBackupServer on the machine that contains the MySQL software and the AMP database.

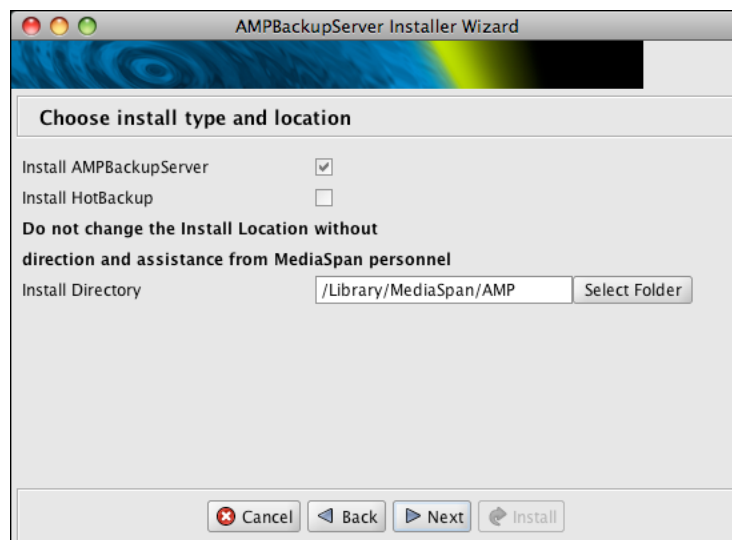
CAUTION: If updating an older version of AMPBackupServer, use the Service Manager to stop any running instances of the AMPBackupServer before installing and reinstalling AMPBackupServer.

How to Install AMPBackupServer:

1. Run the installer and choose the **Install** option.

Do not use the Uninstall option without assistance from MediaSpan personnel.

2. On the AMPBackupServer Installer Wizard screen, check the box next to each item to install:
 - **AMPBackupServer** — Required regardless of whether or not hot backups are used.
 - **HotBackup** — Check this box if using hot backups.



3. By default, AMPBackupServer files are installed into the **/Library/MediaSpan/AMP** folder.

Do not change the installation location unless directed to do so by MediaSpan.

4. Click the **Next** button.
5. Follow the onscreen prompts to continue the installation.

If prompted for a password, enter the operating-system password and click OK.

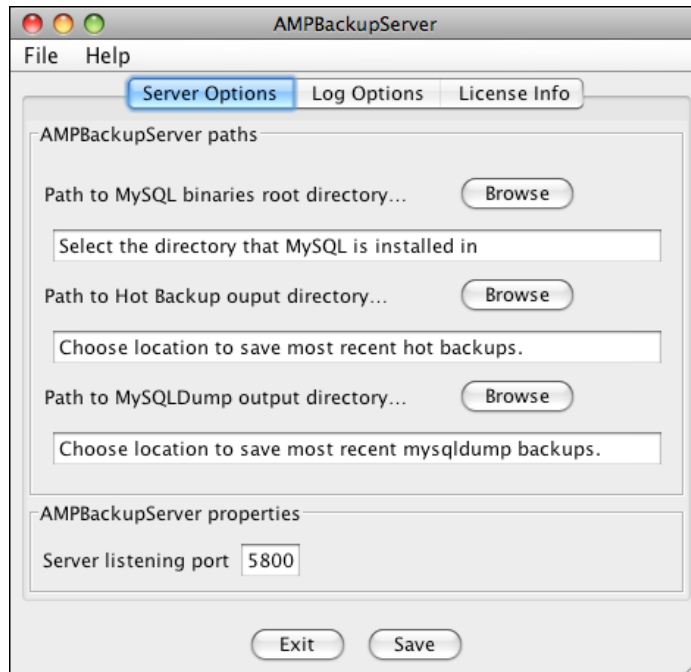
6. Follow the onscreen prompts until the installation is complete. Then close the installer.

Configuring the Backup Server

Configure the backup server by setting server and logging options in AMPBackupServer.

How to Configure Backup Server Settings:

1. Launch the AMPBackupServer application.
2. On the AMPBackupServer screen, configure server and logging options described below.



Server Options

Server options allow for configuring backup paths and the server listening port:

- **Path to MySQL Binaries Root Directory** — The path to the folder that contains MySQL software and the AMP database.
- **Path to Hot Backup Output Directory** — The path to the binary backup file. This path is required if **Mode** is set to *Hot Backup* on the Database Backup screen.

NOTE: Only the most recent backup is saved in the path specified in this field. The most recent backup file overwrites the previous backup file.

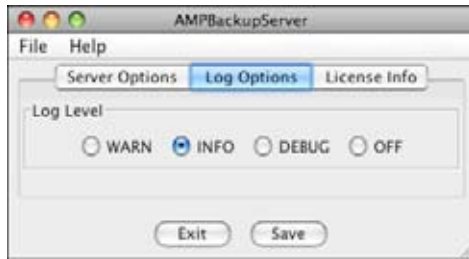
- **Path to MySQL Dump Directory** — The path to the MySQL backup file. This path is required if **Mode** is set to *Full Export* on the Database Backup screen.

NOTE: Old backup files must be manually purged from this folder.

- **Server Listening Port** — The listening port for the hot backup server. This must match the port number in the **AMPBackupServer Address** field on the Database Backup screen.

Log Options

These options determine the information that gets written to the log file.



- **Warn** — Write warnings only to the log file.
 - **Info** — Write warnings and information messages to the log file.
 - **Debug** — Write warnings, information messages, and debugging messages to the log file.
 - **Off** — Turns off logging.
3. Click the **Save** button to save the settings, or click the **Exit** button to cancel any changes.
 4. Start the backup service via the Service Manager.

License Info

This screen displays information about the HotBackupServer license.



PMP EXPORT

Use this screen to schedule and configure PMP file exports.

How to Configure a PMP Export:

1. On the main toolbar, click **Administrator > Monitors > PMP Export**.
2. On the PMP Export screen, configure the information as described below.

PMP Export

Schedule |

Description:

Email Output To:

Purge After Days

PMP Export Criteria

Apply Saved Set:

Export to Folder

Copy export files to folder

FTP

Send output to FTP server

Address: Port: Directory:

Username: Password:

Use SSL

Options

Include Set Aside Ads

Include Class. Display Ads

Include Gang Frames

Include Gang Pieces

Number of TFN insertions to export after latest published:

Don't export insertions older than (days):

Export Frequency

Export at specified interval

Export interval (in minutes):

Saved Sets |

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
 - **Apply Saved Set** — The saved set, if any, to use for this report.
 - **Copy Export Files to Folder** — Check this box to copy export files to the folder specified via the pop-up list. Folders in this list are specified in the ExternalPathsConfig.xml file.
 - **FTP** — Settings for directing output to an FTP server. See the Appendix for information on output-to-FTP settings.
 - **“Include” Options** — Check the box next to each item to include in the export file.
 - **Number of TFN Insertions to Export** — The number of TFN ads to export after the ads’ last-published date.
 - **Don’t Export Insertions Older Than** — The ads’ maximum number of days “back” to include in the export file. If, for example, you enter **90**, ads that were running more than 90 days ago will not be included in the export file.
 - **Export at Specified Interval** — Check this box to run the export on an interval based on the number of minutes specified in the **Export Interval (in minutes)** field.
 - **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
3. Schedule the export to run.

THIRD-PARTY EXPORT

Use this screen to schedule and configure file exports for third-party programs.

How to Configure a Third-Party Export:

1. On the main toolbar, click **Administrator > Monitors > Third Party Export**.
2. On the Third Party Export screen, configure the information described below.

Third Party Export

Schedule |

Description: Daily AMP Ad Export to Third Party System

Email Output To: Production@MySite.com

Purge After 7 Days

Third Party Export Criteria

Apply Saved Set: [Dropdown]

External Folders

Export Folder: PMPEXport [Dropdown]

Options | **Export Frequency**

Export new ads | Export at specified interval

Ad Taken date cutoff age (days) 90 | Export interval (in minutes) 15

Saved Sets |

Saved Set Description: [Text Field]

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Export Folder** — The folder where the export file should be written. Folders in this list are specified in the ExternalPathsConfig.xml file.
- **Export New Ads** — Check this box to include new ads — created since the last export — in this export file.
- **Ad Taken Date Cutoff Age** — Ads will not be included in the export file if the date the ad was taken is older than this number of days. For example, to exclude from the export file any ads taken 90 days ago (or more), enter **90** in this field.
- **Export at Specified Interval** — Check this box to run the export on an interval based on the number of minutes specified in the **Export Interval** field.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.

3. Schedule the export to run.

THIRD-PARTY IMPORT

Use this screen to schedule and configure file imports from third-party programs.

How to Configure a Third-Party Import:

1. On the main toolbar, click **Administrator > Monitors > Third Party Import**.
2. On the Third Party Import screen, configure the information as described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Monitored Import Folder** — The ThirdPartyImport program monitors this folder for files. Folders that appear in this list are specified in the ExternalPathsConfig.xml file.
- **Imported Archive Folder** — This folder stores successfully processed files.
- **Junk Folder** — This folder stores files that get rejected due to errors in the file.
- **Defaults/Pop-up Lists** — From the pop-up lists, choose the default items to apply to imported ads.
- **State/Country Codes** — The state and country codes to apply to imported ads.
- **Set Aside Code** — The Set Aside code to apply to imported ads.
- **Publishing Parameters** — The publishing parameters to apply to imported ads.
- **Payment Code** — The payment code to apply to imported ads.
- **Import at Specified Interval** — Check this box to run the import on an interval based on the number of minutes specified in the **Import Interval** field.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.

3. Schedule the import to run.

CONVERTING ADS TO 5.2 FORMAT

This function converts existing AdManagerPro 5.1 ads to the 5.2 format.

-
- ! Caution: This function alters the AdManagerPro database. Do not convert ads to 5.2 format without the direction and assistance of MediaSpan personnel.**
-

How to Convert Ads to 5.2 Format:

1. Make a backup of the AMP database.
2. Log in to AMP as an administrative user.
3. From the main toolbar, choose **Administrator > Convert Ads to v5.2 Format**.
4. On the Convert Ads to v5.2 Format screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Exclude fully published ads** — Check this box to exclude fully published ads.
- **Include previously converted ads** — Check this box to exclude previously converted ads.
- **Limit # of ads to convert** — The maximum number of ads to convert. Enter **5000** in this field.

NOTE: Convert a maximum of 5000 ads initially (this procedure could take up to two hours to run). After the first 5000 ads have been converted, run the conversion (for 50000 ads) during off peak hours to convert remaining ads.

- **Don't store PDFs for ads whose stop date is older than cutoff** — Check this box if PDFs should not be created for ads with stop dates older than the specified cutoff date.
- **Stop date cutoff for storing PDFs** — PDFs will not be created for ads with stop dates older than this date.

5. Schedule the conversion to run.

TASK SUMMARY

The Task Summary screen provides administrative users with a master list of all available AMP tasks. This information is useful for determining which tasks run locally and which tasks run remotely on an optional (remote) task server used to process tasks.

NOTE: Information on the Task Summary screen is for viewing purposes only.

How to View the Task Summary:

1. On the main toolbar, click **Administrator > Monitors > Task Summary**.
2. The list below describes the information on the Task Summary screen.

| Task Summary | | | | | | | | | | |
|---------------------------------------|-------|----------------|--------------------|--------------------------------|----------------|---------------|---------------------|------------|-------------|--|
| AMPTaskServer Enabled Yes | | | | | | | | | | |
| AMPTaskServer Address 127.0.0.1:20031 | | | | | | | | | | |
| Failure Notification | | | | | | | | | | |
| Report Title | Queue | Queue Priority | Execution Priority | Security | Can Run Remote | Modifies Data | Uses External Paths | Uses Locks | Proximity ↑ | |
| Auto Write Off | High | 5 | 5 | AMPReceivables,AutoWriteOff | No | Yes | No | Yes | Local | |
| Balance Accounts | High | 5 | 5 | AMPReceivables,ReBalanceAccts | Yes | Yes | No | Yes | Local | |
| Batch Authorization | High | 5 | 5 | AMPReceivables | Yes | Yes | No | Yes | Local | |
| Database Backup | High | 5 | 3 | AMPAdmin | No | Yes | No | No | Local | |
| HicJobs Export | High | 5 | 3 | AMPPublishing,PublishingOutput | Yes | No | Yes | No | Local | |
| Invoicing | High | 5 | 5 | AMPReceivables | Yes | Yes | No | Yes | Local | |
| MCS Publish | High | 5 | 3 | AMPPublishing,PublishingOutput | Yes | No | Yes | No | Local | |
| PMP Export | High | 5 | 3 | AMPAdmin | Yes | Yes | Yes | No | Local | |
| Proof Publish | High | 5 | 5 | AMPPublishing | Yes | Yes | No | Yes | Local | |
| Publication Management | High | 5 | 5 | AMPPublishing | Yes | Yes | No | Yes | Local | |
| Sheem Export | High | 5 | 3 | AMPReports,PublishingOutput | Yes | No | Yes | No | Local | |

- **AMPTaskServer Enabled** — Indicates whether or not the task server has been enabled to run separately from the AMP application server machine (specified via the AMPWeb URL). *Yes* means that AMP looks for a task server to which to send the task for processing; *No* means that AMP automatically processes the task locally (on the AMP application server machine). This setting is defined in AMPConfig.xml.

NOTE: AMPServerEnabled=Yes/No labels do not indicate whether a task server is running. Use the Service Manager to start/stop the task server.

- **AMPTaskServer Address** — The IP address of the machine on which the task server is running.
- **Failure Notification** — This allows for specifying an email address to notify when the task server fails. When a task needs to be processed, AMP attempts to locate the task server and send tasks to the task server for processing. If AMP cannot find the task server, AMP uses the Failure Notification address (defined in AMPConfig.xml) to notify the recipient that there is a problem with the task server.
- **Report Title** — The report title coincides with the list of reports available from the **Find Tasks For** pop-up on the Task Archive screen. Information in the Report Title and Proximity columns identifies which reports run locally and which reports run on the task server.
- **Queue** — The task's priority level. This information coincides with the information in the Task Queue screen's Running column. (See the Task Queue section for more information on the priority levels displayed for tasks).

- **AMP processes local and remote tasks:**
 - **Local** — The task runs on the AMP application server machine. Tasks that run locally are typically higher-priority, time-sensitive tasks such as invoices or statements.
 - **Remote** — The task runs on the task server machine (this location is specified on the AMPTaskServer Address line at the top of the screen). If the application server is not enabled via AMPConfig.xml, the task will run locally on the AMP application server machine.
- **Queue Priority** —The importance of tasks in the queue. If, for instance, there are 50 high-priority items in the queue, the Queue Priority number determines the order in which these high-priority tasks are processed.
- **Execution Priority** — Determines how operating-system resources are prioritized in relation to task processing and user activity.
- **Security** — The task's system security level, which is determined by privileges the system administrator assigns to user groups.
- **Can Run Remote** —Indicates whether the task can run on a task server.
- **Modifies Data** —Indicates whether the task modifies AMP database information.
- **Uses External Path** —Indicates whether the task exports data to an external path. An external path is specified on the task's criteria screen (*e.g.*, in the **Export Folder** field on the HotJobs Export screen or the **Alternate Graphics Path** field on the MOS Publish Export screen.)
- **Uses Locks** —Indicates whether the task locks records in the database while the task is being processed.
- **Proximity** — Indicates whether the task is being run locally or remotely. Information in the Report Title and Proximity columns identifies which reports run locally and which reports run on the task server.

UPDATING THE AMP CONFIGURATION FILE

Use the Update Configuration function to update the existing AMPConfig.xml file. (Information on editing the configuration file can be found in the Appendix.)

When Should the Configuration File be Updated?

- After an AMP update. AMP updates should be done with the assistance of MediaSpan personnel.
- After AMP has been updated, the system administrator logs in to AMP, which prompts the system administrator to update the configuration file. The system administrator then runs the Update Configuration function.

What does the Update Configuration Function Do?

- Copies the current AMPConfig.xml file to AMPConfig.bak on the application server (AMPWeb URL). The AMPConfig.bak file contains the configurations used by AMP before Update Configuration was run. Both configuration files typically reside on the application server in one of these locations:
 - On a Macintosh computer: [Hard Drive]:/Library/MediaSpan/AMP5/conf
 - On a PC: [Hard Drive]:\MediaSpan\AMP5\conf
- Modifies AMPConfig.xml in accordance with the updated version of AMP. Modifications to AMPConfig.xml include adding AMP version information to the beginning of the file, and standardizing the order of information in the file.

NOTE: Updating the configuration file does not change site-specific parameters. This means that pre-defined parameters from AMPConfig.bak do not have to be copied and pasted into the updated AMPConfig.xml file.

How to Update the Configuration File:

1. Log in to AMP as an administrative user.

NOTE: Other AMP users should not log in to AMP until after the system administrator has updated the configuration file.

2. The AMP message line indicates that the configuration file should be updated.

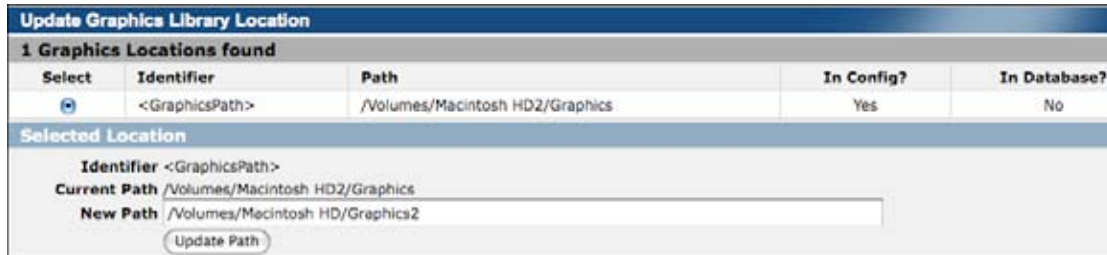


3. On the main toolbar, click **Administrator > Monitors > Update Configuration**.
4. After AMP has updated the configuration file, the message line indicates that the file has been updated.
5. AMP users can now log in to AMP, which will use the updated configuration file.

UPDATING THE GRAPHICS LIBRARY LOCATION

Updating the graphics library location allows an administrative user to specify a new path for the graphics library. This updates existing ads to look for internal graphics at the new location.

NOTE: The graphic files can be moved to the new location before or after running Update Graphics Library Location.



| Select | Identifier | Path | In Config? | In Database? |
|--------------------------|----------------|---------------------------------|------------|--------------|
| <input type="checkbox"/> | <GraphicsPath> | /Volumes/Macintosh HD2/Graphics | Yes | No |

Selected Location

Identifier <GraphicsPath>

Current Path /Volumes/Macintosh HD2/Graphics

New Path /Volumes/Macintosh HD/Graphics2

How to Update the Graphics Library Location:

1. Log in as an administrative user.
2. From the main toolbar, choose **Administrator > Update Graphics Library Location**.
3. On the Update Graphics Library Location screen, select the graphics location to update.
4. In the **New Path** field, enter the new path to the graphics library.
5. Click the **Update Path** button.
6. Run the Update Configuration function to update the AMPConfig.xml file.

EXITING AMP ADMIN

Exiting AMP Admin closes the admin toolbar and returns the user to the main AMP toolbar.

How to Exit AMP Admin:

1. Save any unsaved changes to the setup(s).
2. Click the **Exit** link on the right side of the admin toolbar.

! **NOTE: Do not exit AMP Admin by closing the browser. Exiting AMP Admin incorrectly places a lock on the web session. The lock must then be released by an administrative user.**

3. After being logged out of AMP Admin, the user is returned to the main toolbar.

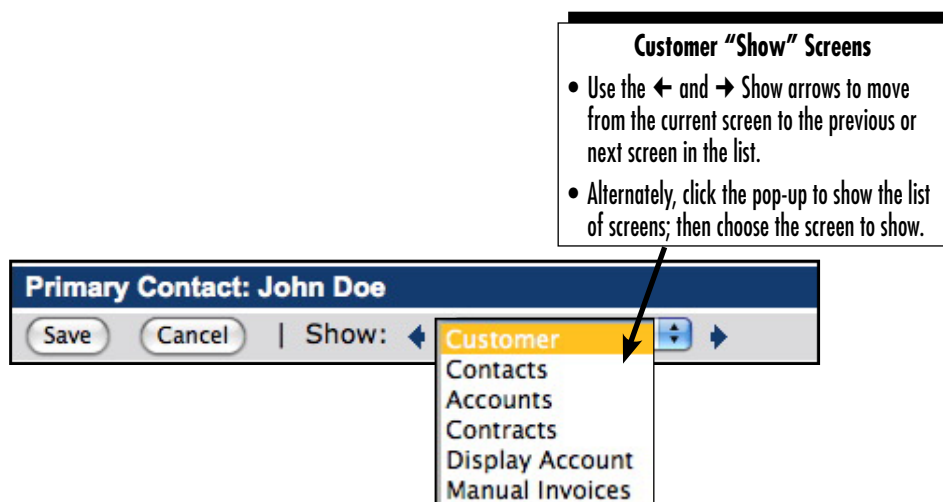
CUSTOMERS

Each ad must be assigned to a customer. This is done by opening an existing customer record (or creating a new one), entering an ad, and saving the ad to the customer. Each customer record includes a system-assigned customer number, along with various default customer settings configured by AMP users.

CUSTOMER SCREENS

From any customer screen, the **Show** pop-up can be used to open any of the various screens that contain customer-related information.

- The illustration below depicts the Show function and shows the list of available customer screens.



UNDERSTANDING CUSTOMERS & ACCOUNTS

Typically, a customer is a single entity with a customer number attached to it. Most AMP users, however, use account numbers instead of customer numbers.

A single AMP customer record has both a customer number AND an account number; however, a single customer can have multiple accounts. In the agency/client world of publications, for example, many large businesses use an outside agency to handle their advertising. Nationwide Advertising, for instance, might provide advertising services for several businesses (Nationwide’s “accounts”). Each Nationwide “account” has its own AMP account number tied to Nationwide’s customer number. Similarly, a Re/Max real-estate agency might have an account for each realtor Re/Max represents. In this scenario, each Re/Max realtor might be configured as a separate AMP account that is tied to the Re/Max customer record.

Customer Numbers & Account Numbers

Customer and account numbers are unique, system-assigned numbers that cannot be changed. AMP assigns customer and account numbers sequentially by customer number or account number. This concept is illustrated in the examples below.

NOTE: These examples use Nationwide Advertising as the first customer — and JCPenney as the first customer account — entered into AMP; therefore, Nationwide Advertising’s customer and account numbers both start at 00001.

- **When a new customer is created**, a customer number and account number are assigned.

Example 1 Customer # 00001 (Nationwide Advertising)
 Account # 00001 (JCPenney)

- **When another new customer is created**, newly assigned customer and account numbers are based on previously-assigned customer and account numbers.

Example 2 Customer # 00002 (Remax)
 Account # 00002 (John Doe Realty)

- **When a new account is created for a customer**, the account number assigned is the next-available account number based on the last account number saved.

Example 3 Customer # 00001 (Nationwide Advertising, from Example 1)
 Account # 00001 (JCPenney, from Example 1)
 Account # 00003 (Sears)

- ▶ In Example 3, note the non-sequential account numbers for Nationwide Advertising’s two accounts. These account numbers are tied to the same customer (Nationwide) but are NOT sequential account numbers because the John Doe Realty account was created for Remax (Example 2) before the Sears account was created for Nationwide (Example 3).

- **When another new customer is created**, newly assigned customer and account numbers are based on previously-assigned customer and account numbers.

Example 4 Customer # 00003 Ann Arbor Realtors’ Group
 Account # 00004 Allen Realty
 Account # 00005 Rumsey Realty

ENTERING CUSTOMER INFORMATION

Because ads and manual invoices are tied to individual customer records, a customer must be created and saved before an ad or manual invoice can be entered for that customer.

NOTE: Before creating a new customer, perform a search for that customer to verify that the customer does not already exist in AMP. Searching for a customer before creating a new one helps prevent duplicating customer records.

How to Create a Customer:

1. From the main toolbar, click **New > Customer**.
2. Configure the customer's information described below.

PRIMARY CONTACT INFORMATION

A customer's primary contact information includes the standard contact information (phone number, address, etc.) as well as account type and various other defaults.

NOTE: By default, the primary contact for a customer is the customer itself. Additional contacts can be added to a customer and/or to a customer account via the Contacts screen. See the Contacts section for information on adding contacts.

The screenshot shows the 'Primary Contact: Wilma Flintstone' form in the AMP system. The form is titled 'Customer saved' and includes a 'Save' button and a 'Show:' dropdown set to 'Customer'. The form is divided into several sections:

- Phone:** (313)555-1212
- Account Type:** tr Transient
- First:** Wilma
- Last:** Flintstone
- Company:** (empty)
- Address:** 123 Rocky Dr.
- City:** Ann Arbor
- Quick State:** (dropdown)
- State:** MI
- Country:** USA
- Zip:** 48103
- Alt #:** (empty)
- Salesperson:** JD John Doe
- Fax:** (empty)
- Tax ID:** (empty)
- E-Mail:** WilmaF@Bedrock.com
- URL:** (empty)
- Notes:** (empty text area)
- Active:**
- Subscriber:**
- Tax Exempt:**
- Export AR:**
- Never Purge:**
- Notify Super:**
- Combo Statements:**

At the bottom of the form, there are tabs for: Ads, Blind Box, Defaults, Aging, Web, NAICS, and Circulation.

How to Enter a Customer's Primary Contact Information:

1. Create a new customer or open an existing one.

NOTE: To enter contact information for a specific customer account, use the Contacts screen. See the Contacts section for information on account contacts.

2. Configure the contact information described below.

- **Phone** — The customer's phone number.

- **Account Type** — The customer's default account type.
- **First** — The customer's first name.
- **Last** — The customer's last name.
- **Company** — The customer's company name, if it applies.
- **Address** — The customer's address.
- **City** — The customer's city.
- **Quick State** — Choosing the state from the pop-up list will populate the **State** and **Country** fields when the customer record is saved.
- **State** — The customer's state. The state does not have to be entered manually if the Quick State option was used.
- **Country** — The customer's country. The country does not have to be entered manually if the Quick State option was used.
- **Zip** — The customer's ZIP Code.
- **Alt #** — The customer's alternate account number, if any. This number is typically used in conjunction with a third-party billing system.
- **Salesperson** — The salesperson assigned to this customer.
- **Fax** — The customer's fax number.
- **Email** — The customer's email address. This email address will populate several AMP screens that contain information specific to this customer.
- **URL** — The customer's URL.
- **Notes** — Any notes about this customer.
- **Active** — This box is checked by default so that new customer records are active. Unchecking this box deactivates the customer. Inactive customers do not display in customer lists unless the **Show All** box is checked.
- **Subscriber** — Check this box to mark the customer as a subscriber.
- **Tax Exempt** — Check this box to mark the customer tax-exempt. When AMP applies any taxes setup in AMP, it will not tax customers marked tax-exempt.
- **Export AR** — If this box is checked, AMP exports the account's A/R information to a text file that can be imported into a third-party billing system.

! **CAUTION: Checking this box can cause problems with invoicing if there is no third-party billing system in use. Do not check this box unless directed to do so by MediaSpan.**

- **Never Purge** — Check this box if ads for this customer should never be purged.
- **Notify Supervisor** — Check this box if the AMP should display a *Notify Supervisor* message when this customer record is opened. To remove the *Notify Supervisor* message, uncheck this box and click the **Save** button.

3. Click the **Save** button.

CUSTOMER ADS

All ads saved to the customer are viewed on the Ads tab. This allows for viewing a list of this customer's ads — which can be filtered by account, date, and status (*e.g.*, expired or deleted) — and for printing and/or emailing a sales report for the customer.

How to View a Customer's Ads:

1. On the customer screen, click the Ads tab.
2. Use the functions on the Ads tab as described in the illustration below.

Filters

- **By Account** — Show all accounts or show a specific account.
- **By Date** — Check the box and enter the date range.

Sales Report
Print or email a sales report. See *Printing/Emailing A Sales Report* (below) for details.

Show Ads
Show all ads or show only current, expired, deleted, or Set Aside ads.

| Order # ↓ | Class | Slug | Start/Stop | SetAside | AdTaker | Salespers | Show All | type | Account |
|--------------------------|-------|--------------------------------|-----------------|----------|---------|-----------|---|------|----------------|
| 00409234 | 120 | Neighborhood Yard SaleMisc. ho | 5/25/11-5/25/11 | | Admin | Admin | Show Current Show Expired Show Deleted Show SetAside | | Acct #00045804 |
| 00409116 | 020 | HAPPY BIRTHDAY, PEBBLES! Love, | 4/21/11-4/21/11 | | Admin | Admin | | | Acct #00045804 |

Order #
Click the Order # link to open the ad order.

Printing/Emailing a Sales Report From the Customer Screen

A sales report can be printed and/or emailed from the main customer screen. (A non-customer-specific sales report can be run via the Reports menu. See the Reports chapter for information on generating and printing a Sales report.)

NOTE: If using a saved set for printing or emailing a sales report, verify that a saved set has been defined on the Sales report screen.

How to Sales Report From the Customer Screen:

1. On the customer screen, click the Ads tab.
2. Configure the settings described below.
 - **Account** — The account on which the sales report should be based.
 - **Saved Set** — The saved set, if any, to use for the report.
 - **Email To** — The email recipient. Options in this list are grayed-out if an email address has not been specified for the AMP user and/or the customer.
3. Click the **Go** button.

CUSTOMER BLIND BOX INFORMATION

When blind box information is pasted into the ad text during ad entry, AMP assigns a box number to the ad and places the box number and default blind-box text directly into the ad text. When the ad is saved, AMP attaches the blind box information to the customer's ad record. This blind box information is available on the customer screen's Blind Box tab, which allows for adding optional notes and entering and removing blind-box replies.

| Select | Blind Box ↑ | Type |
|--|-------------|------|
| <input type="checkbox"/> | 513 | Mail |
| <input checked="" type="checkbox"/> Show All | | |

Order Nbr **00408955**
 Order Date 3/30/11
 Ad Start 4/9/11
 Ad Stop 4/20/11
 Sort Line Yard Works\$25/hr. mow, trim, we
 Ad Type d Classified Liners
 Classification 050 Help Wanted
 Ad Taker Admin System Administrator
 Salesperson Admin System Administrator

Notes

Active

| Select | Reply Date ↑ | Number of Replies |
|--------------------------|--------------|-------------------|
| <input type="checkbox"/> | 4/6/11 | 2 |
| Total Replies | | 2 |

Reply Date 4/8/11
 Nbr Replies 1

Delete Reply

How to Enter a Customer's Blind Box Information:

1. On the customer screen, click the Blind Box tab. Information about the blind-box ad is displayed.
2. The Blind Box screen displays information about the ad that contains the blind-box number.

To add notes and/or to add or remove replies, enter the information described below.

- **Notes** (Optional) — Any notes about this blind box.
 - **New Reply** — Add a reply for this blind box. Clicking this button activates the **Reply Date** and **Nbr Replies** fields.
 - **Reply Date** — The date the replies were received.
 - **Nbr Replies** — The number of replies received on the reply date.
 - **Delete Reply** — Delete the selected reply.
3. Click the **Save** button.

CUSTOMER CONTACT & ACCOUNT DEFAULTS

The customer's Defaults tab allows for specifying the default primary contact name and account, as well as default ad types.

| Ads | Blind Box | Defaults | Aging | Web | NAICS | Circulation |
|--------------------------|-------------------------|----------|---------------------------|-------------------------|-------|-------------|
| Default Primaries | | | Default Accounts | | | |
| Primary Contact | Wilma Flintstone | | Classified Liner | 00045804 Acct #00045804 | | |
| Primary Account | 00045804 Acct #00045804 | | Classified Display | 00045804 Acct #00045804 | | |
| | | | ROP | 00045804 Acct #00045804 | | |
| | | | Unit Based | 00045804 Acct #00045804 | | |

How to Set Customer Contact & Account Defaults:

- On the customer screen, click the Defaults tab.
- On the Defaults screen, configure the defaults described below.
 - **Primary Contact** — The customer's primary contact. If no additional contacts are created and saved on the customer's Contact screen, the customer name is the primary contact.
 - **Primary Account** — The customer's primary account. If no additional accounts are created and saved on the customer's Accounts screen, the primary account's account number is also the customer's account number.
 - **Default Accounts** – The default account for each ad family. When new ads are created for this customer, this is the default account to which the ads are automatically assigned. If no additional accounts are created and saved on the customer's Accounts screen, the default account for each ad family is the account number assigned to the customer.
- Click the **Save** button.

CUSTOMER AGING

The customer's Aging tab allows for viewing a customer's aging information. The aging information displayed on this screen shows current and total amounts, including the amounts in each bucket. (Buckets are defined in Admin Setup on the Aging screen.)

| Aging | | Last 5 Payments | | | | | | | |
|-------------|-------------------------|-----------------|---------|---------------------------------|----------|---------------------------------|------|-------|-------|
| Account | 00045804 Acct #00045804 | Trans # | Date | Description | Amount | | | | |
| Aging Setup | Balance Fwd - Days | Unposted | 4/15/11 | ch Check Prepayment from AMPWeb | * -64.00 | | | | |
| Aging As Of | 6/6/11 | | | | | | | | |
| Current | -64.00 | | | | | | | | |
| 1-30 | 0.00 | | | | | | | | |
| 31-60 | 0.00 | | | | | | | | |
| 61-90 | 0.00 | | | | | | | | |
| 91-120 | 0.00 | | | | | | | | |
| 121-150 | 0.00 | | | | | | | | |
| 151-180 | 0.00 | | | | | | | | |
| 181+ | 0.00 | | | | | | | | |
| Total | -64.00 | | | | | | | | |
| Last 5 Ads | | | | | | | | | |
| Ad # | Acct # | Taken Date | Start | Stop | Class | Sort Line | Cols | Depth | Cost |
| 00409234 | 00045804 | 5/24/11 | 5/25/11 | 5/25/11 | 120 | Neighborhood Yard SaleMisc. ho | 1.00 | 1.22 | 13.00 |
| 00409116 | 00045804 | 4/18/11 | 4/21/11 | 4/21/11 | 020 | HAPPY BIRTHDAY, PEBBLES! Love, | 1.00 | 1.20 | 28.15 |
| 00409003 | 00045804 | 4/8/11 | 4/8/11 | 4/18/11 | 050 | Yard Work\$25/hr. mow, trim, we | 1.00 | 1.78 | 52.70 |
| 00408955 | 00045804 | 3/30/11 | 4/9/11 | 4/20/11 | 050 | Yard Work\$25/hr. mow, trim, we | 1.00 | 2.04 | 64.00 |

How to View a Customer's Aging Information:

1. On the customer screen, click the Aging tab.
2. On the Aging screen, set the preferences for viewing the customer's aging information.
 - **Account** — The account for which to display the aging information.
 - **Aging Setup** — The aging method by which to show the aged information. Choosing the *External Aging* option causes external aging values (imported from a third-party system) to display onscreen.
3. **Last 5 Payments** — The five most recent payments applied to the specified account. Un-posted amounts are identified by an asterisk and are not reflected in the aged information shown on the Aging tab.
4. **Last 5 Ads** — The last five ads entered for this customer.
3. Click the **Save** button.

CUSTOMER ACCESS TO AMPWebCS

The customer's Web tab allows for enabling customer access to AMPWebCS (the AMPWeb Customer Service portal). AMPWebCS allows customers to view their accounts, place ads, and make payments online.

| Select | User ID | Account |
|-------------------------------------|----------|-------------------------|
| <input type="radio"/> | WilmaF | 00045804 Acct #00045804 |
| <input checked="" type="checkbox"/> | Show All | |

User ID WilmaF
E-Mail Address WilmaF@Bedrock.com
Restrict to a single Account 00045804 Acct #00045804
Active

NOTE: Information on this screen must be configured if using AMPWebCS.

How to Configure Customer Access to AMPWebCS:

- On the customer screen, click the Web tab.
- On the Web screen, configure the information described below.
 - **New Web Access** — Add web access for this customer. Clicking this button allows access to the fields listed below.
 - **User ID** — The login ID the customer will use to access AMPWebCS.
 - **E-Mail Address** — The address to which AMPWebCS sends notification of the web-access login ID and system-assigned password. This defaults to the email address specified on the customer's Primary Contact screen.
 - **Restrict to a Single Account** — The account, if any, to which web access is restricted.
 - **Active** — If this checkbox is marked, the customer's web-access account is active.
 - **Reset Password** — Assigns a random password to the specified user ID.
 - **Email Password** — Sends the following information to the address specified in the **E-Mail Address** field:
 - The specified user ID
 - The password, if one as been assigned via the **Reset Password** button.
 - The URL to AMPWebCS
 - **Delete Web Access** — Deletes the customer web access and clears the fields on the Web tab.
- Click the **Save** button.

CUSTOMER NAICS CODES

North American Industry Classification System (NAICS) codes classify businesses according to the business's type of economic activity. AMP allows for assigning standard NAICS codes to customers if the publication's business practices require NAICS compliance.

NOTE: The NCAIS menu option is available only if the NCAIS setting in the AMPConfig.xml is activated. This setting is typically configured during AMP installation.

| Manage NAICS Information | | |
|---|--|---|
| Customer | | |
| NAICS Code | Description | |
| Available NAICS Codes | | |
| <input type="radio"/> 11 Agriculture, Forestry, Fishing and Hu... | <input type="radio"/> 233 Building, Developing and General Cont... | <input checked="" type="checkbox"/> 235110 Plumbing, Heating, and Air-Conditioni... |
| <input type="radio"/> 21 Mining | <input type="radio"/> 234 Heavy Construction | <input type="checkbox"/> 235210 Painting and Wall Covering Contractors |
| <input type="radio"/> 22 Utilities | <input checked="" type="radio"/> 235 Special Trade Contractors | <input checked="" type="checkbox"/> 235310 Electrical Contractors |
| <input checked="" type="radio"/> 23 Construction | | <input type="checkbox"/> 235410 Masonry and Stone Contractors |

How to Assign NAICS Codes to a Customer:

1. On the customer screen, click the NAICS tab.
2. On the NAICS screen, click the **Manage** button.
3. On the Manage NAICS Information screen, click the radio button next to the 2-digit NAICS code to assign to this customer. This shows the corresponding 3-digit sub-categories.
4. Click the radio button next to the desired 3-digit sub-category. This shows the corresponding 4-digit sub-categories.
5. Check the box next to each desired 4-digit sub-category that applies to this customer.
6. Click the **Customer** button to return to the customer screen.

The assigned NAICS codes appear on the NAICS tab's NAICS Information list.

| NAICS Information | | |
|-------------------|---|----------------------|
| NAICS Code | Description | |
| 235110 | Plumbing, Heating, and Air-Conditioning Contractors | View |
| 235310 | Electrical Contractors | View |

Click the **View** link to view the NAICS code and category descriptions (as shown on the Manage NAICS Information screen).

7. Click the **Save** button on the customer screen to save the customer's NAICS settings.

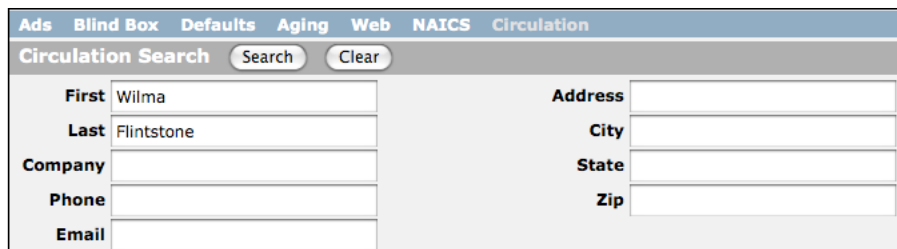
CUSTOMER CIRCULATION SEARCH

The Circulation Search function searches the CirculationPro™ database for a customer's circulation subscription record, if it exists. Searching the circulation database lets the AMP user import information from the CirculationPro subscription record into the AMP database.

- **Prerequisites** — For the AMP user to be able to search the CirculationPro database, the following setups must be configured by an administrative user on these AMP setup screens:
 - **Site Setup** — On the Circulation tab, the CirculationPro URL to WSDL must be entered in the designated field. See the Administration chapter for information on this setup item.
 - **Users Setup** — On the CirculationPro tab, name of the CirculationPro user name and the password for the AMP user must be configured in the designated fields. See the Administration chapter for information on this setup item.

How to Run a Circulation Search:

1. On the customer screen, click the Circulation tab.
2. The customer information stored in the AMP database populates the fields on the Circulation Search screen.



| Circulation Search | | Search | | Clear | |
|--------------------|------------|----------------|--|-------|--|
| First | Wilma | Address | | | |
| Last | Flintstone | City | | | |
| Company | | State | | | |
| Phone | | Zip | | | |
| Email | | | | | |

NOTE: When a search is invoked, AMP searches the CirculationPro database for records that match ALL the criteria in the fields on this screen (as shown above). This means that it may be best to use broader criteria when performing the search. For example, leave the customer name and remove all other search criteria from the Circulation Search screen. Then run a search based on only the customer name.

3. Click the **Search** button to search the circulation database.
4. If no records are found, make any adjustments to the search criteria on the Circulation Search screen (above) and re-run the search as necessary.

Any subscription records found in the CirculationPro database are displayed on AMP's Circulation Search screen (shown on the next page).

5. Select the subscriber from the list of subscribers found.
6. To import the subscriber's address from CirculationPro into AMP, click the **Import** button. This populates the AMP customer screen with the information from the CirculationPro subscription record.

NOTE: If the AMP customer record should be saved with the address imported from CirculationPro, make sure to click the Save button on the AMP customer screen after importing the CirculationPro address.

7. If desired, view the subscriber record in the CirculationPro system by clicking the **View in CirculationPro** link.

This logs the AMP user into CirculationPro and opens the Subscriber Search screen,. This screen is used to search for CirculationPro subscriber information, which can be modified via this screen. Consult your CirculationPro documentation for information on using CirculationPro.

NOTE: The Create Ad link is available on this screen if CirculationPro is configured to allow creating an ad in MediaSpan's AdPower system. The Create Ad link is not used by AMP.

8. When finished working in CirculationPro, log out of CirculationPro by clicking the Logout button in the top-right corner of the CirculationPro screen.

CONTACTS

When a new customer is created, the contact information entered on the customer's Primary Contact screen becomes the default contact information for that customer. The Contacts screen shows the primary contact information for the customer and for any contacts added to the customer record. Additionally, a customer can be configured to have multiple contacts, each of which can include contact information, comments, and attributes that are specific to that contact.

How to Create a Contact:

1. Open the customer and click **Show: Contacts**.
2. On the Contacts screen, click the **New Contact** button.
3. Configure the contact information described below.

| Contacts | | |
|---|---------------------------------|-------------------------------------|
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> Show: <input type="text" value="Contacts"/> <input type="button" value="New Contact"/> <input type="button" value="New Contact Comment"/> | | |
| Select | Name | Phone |
| <input type="radio"/> | Wilma Flintstone | (313) 555-1212 |
| <input checked="" type="checkbox"/> Show All | | |
| Personal Comments Attributes | | |
| Personal <input type="button" value="Mark as Solicited"/> | | |
| Phone | (313) 555-1212 | Extension |
| First | Wilma | E-Mail |
| Last | Flintstone | Wilma@MyEmail.com |
| Title | | URL |
| Company | | Fax |
| Address | 123 Rocky Dr. | Home |
| City | Ann Arbor | Cell |
| Quick State | <input type="text" value="MI"/> | Active |
| State | MI | <input checked="" type="checkbox"/> |
| Country | USA | Do Not Solicit |
| Zip | 48103 | <input type="checkbox"/> |
| | | Last Call |
| | | 2/1/11 |
| | | Next Call |
| | | 3/1/11 |

PERSONAL CONTACT INFORMATION

Personal contact information is entered on the contact's Personal tab.

How to Enter Personal Contact Information:

1. Open the customer and click **Show: Contacts**.
2. On the Contacts screen, select the contact.
3. Click the **Personal** tab.
4. Configure the contact's personal information as described below.
 - **Phone** — The contact's phone number.
 - **First** — The contact's first name.
 - **Last** — The contact's last name.
 - **Title** — The contact's title.
 - **Company** — The contact's company name.
 - **Address** — The contact's address.
 - **City** — The contact's city.
 - **Quick State** — Choosing the state from the pop-up list will populate the **State** and **Country** fields when the contact is saved.
 - **State** — The contact's state.
 - **Country** — The contact's country.
 - **Zip** — The contact's ZIP Code.
 - **Extension** — The contact's phone extension.
 - **Email** — The contact's email address.
 - **URL** — The contact's URL.
 - **Fax** — The contact's fax number.
 - **Home** — The contact's home number.
 - **Cell** — The contact's cell number.
 - **Active** — Check this box to make the contact active.
 - **Do Not Solicit** — If this box is checked, this contact will not appear on solicit searches or on the Solicit Report.
 - **Last/Next Call** — The date(s) the last/next call was made/should be made to this contact. Dates entered in these fields can be used as search criteria when running a solicit search.
 - **Mark as Solicited** — Marks the contact as having been solicited. This prevents the customer name from appearing in solicit searches and on the Solicit Report.
5. Click the **Save** button.

CONTACT COMMENTS

Contact-specific comments are entered on the Contacts screen's Comments tab. Comments are typically used to create contacts or reminders (such as birthdays or ad-expiration dates), and can be assigned a due date and configured to remind a user when the comment is due.

The screenshot displays the 'Contacts' screen in AdManagerPro. At the top, there are buttons for 'Save', 'Cancel', and 'Show: Contacts'. Below this is a table with columns 'Select', 'Name', and 'Phone'. A contact named 'Wilma Flintstone' with phone number '(313) 555-1212' is listed. Below the table, there are tabs for 'Personal', 'Comments', and 'Attributes'. The 'Comments' tab is active, showing a table with columns 'Select', 'Date', 'Type', and 'Note'. A single comment is shown with a date of '2/17/11', type of 'Call', and note of 'not specified'. Below this is the 'Comment Detail' section, which includes fields for 'Date' (2/17/11), 'Last Edited By' (Admin System Administrator), 'Comment Type' (Call), 'Comment' (Ask about liner contract.), 'Due Date' (3/1/11), 'Remind' (checked), 'Remind User' (Sales Sales User), and 'Remind Date' (2/28/11). A 'Delete This Comment' button is located at the bottom right of the detail section.

How to Enter a Contact Comment:

1. Open the customer and click **Show: Contacts**.
2. On the Contacts screen, select the contact.
3. Click the **Comments** tab.
4. On the Comments screen, click the New Contact Comment button.
5. Configure the comment information described below.
 - **Comment Type** — The type of comment.
 - **Comment** — The comment.
 - **Due Date** — The date the comment is due.
 - **Remind** — Check this box to remind the specified user about the comment on the date specified in the **Remind Date** field.
 - **Remind User** — The user who should be reminded about the comment.

NOTE: If the specified user has an email address entered on the user's User setup screen, AMP will send a reminder email to that user.

- **Remind Date** — The date the specified user should be reminded about the comment. This is usually set to the desired number of days in advance of the reminder's due date.
6. Click the **Save** button.

How to Delete a Contact Comment:

1. On the customer's Contacts screen, select the contact and the comment in question.
2. Click the **Delete This Comment** button.
3. Click the **Save** button.

CONTACT ATTRIBUTES

Attributes tied to contact are shown on the contact's Attributes tab. Attributes must be configured on the Attributes setup screen and tied to contacts in order for the attributes to be displayed for contacts. (See the Administration chapter for information on configuring attributes.)

| Contacts | | |
|---|------------------|--|
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> Show: <input type="button" value="◀"/> <input type="text" value="Contacts"/> <input type="button" value="▶"/> <input type="button" value="New Contact"/> <input type="button" value="New Contact Comment"/> | | |
| Select | Name | Phone |
| <input type="radio"/> | Fred Flintstone | (313) 555-1212 |
| <input checked="" type="radio"/> | Wilma Flintstone | (313) 555-1212 |
| <input checked="" type="checkbox"/> Show All | | |
| <input type="button" value="Personal"/> <input type="button" value="Comments"/> <input type="button" value="Attributes"/> | | |
| Extended Attributes | | |
| | Age Range | <input type="text" value="22-30"/> |
| | Job Type | <input type="text" value="Education"/> |

How to Access Contact Attributes:

1. Open the customer and click **Show: Contacts**.
2. On the Contacts screen, select the contact.
3. Click the **Attributes** tab.
4. Any configured attributes for this contact are shown under Extended Attributes.
Make any desired modifications to attributes for this contact.
5. Click the **Save** button.

ACCOUNTS

A customer's account information is specified on the customer's Accounts screen (Show: Accounts). The Accounts screen contains tabs for configuring various account settings, much like the tabs on the Customer screen. Tabs on the Account screen allow for viewing and configuring account-specific settings for account detail, billing, notifications, ads, comments, and attributes.

NOTE: Account settings override customer settings of the same type. For example, if the Export AR box is marked on the customer screen but not on the Account Detail screen, the A/R information tied to the customer will be exported, but the A/R information tied to the account will not be exported.

ACCOUNT DETAIL

The Accounts screen's default view is the Account Detail tab. The Account Detail screen is used for setting detailed account preferences.

The screenshot shows the 'Accounts' interface. At the top, there are buttons for 'Save', 'Cancel', 'Show:' (set to 'Accounts'), 'New Account', and 'New Account Comment'. Below this is a table with columns 'Select', 'Acct #', and 'Description'. One account is listed with 'Acct #' 00138685 and 'Description' 'Acct #00138685'. A 'Show All' checkbox is checked. Below the table are tabs for 'Account', 'Billing', 'Notify', 'Ads', 'Comments', and 'Attributes'. The 'Account Detail' tab is active, showing a form with the following fields:

| | | | |
|-----------------|---------------------------|--------------------|-------------------------------------|
| Description | Acct #00138685 | Active | <input checked="" type="checkbox"/> |
| Alt # | | Export AR | <input type="checkbox"/> |
| Third Party # | | No New Ads | <input type="checkbox"/> |
| Type | 370t Gallipolis Transient | Do Not Publish | <input type="checkbox"/> |
| Primary Contact | Wilma Flintstone | In Collection | <input type="checkbox"/> |
| Business Unit | 370 Gallipolis | Tax Exempt | <input type="checkbox"/> |
| Salesperson | | Tax ID | |
| Setaside Status | Set Aside Not Required | Amount Written Off | 0.00 |
| Payment Status | Prepayment Not Required | | |

How to Set Account Detail Defaults:

1. Open the customer and click Show: Accounts.
2. On the Account screen, select the account.
3. Configure the account settings described below.

NOTE: Some information on the Account Detail screen is inherited from the customer record; these fields are described under *Creating a Customer*. Other fields on the Account Detail screen are specific to the account and can be changed as necessary.

- **Description** — A description of the account. By default, this is the system-assigned account number.
- **Alt #** — The optional alternate account number. This is typically used in conjunction with a third-party accounting system.

- **Third Party #** — This field is typically populated when customer records are created from the Third Party Import routine.
 - **Type** — The default account type for this account.
 - **Primary Contact** — The account's default primary contact.
 - **Business Unit** — The account's default business unit.
 - **Salesperson** — The account's default salesperson.
 - **Setaside Status** — The default Set Aside code for this account.
 - **Payment Status** — The default payment status for this account.
 - **Credit Hold Statuses:**
 - **No New Ads** — Do not permit new ads to be entered for this account.
 - **Do Not Publish** — When running the publishing routine, do not include ads for this account.
 - **In Collection** — Flags this account as being in collection. Accounts marked as in collection can be included on the Customer List report.
 - **Amount Written Off** — AMP populates this field with the amount that Auto Writeoff has written off for this account.
4. Click the **Save** button.

ACCOUNT BILLING DEFAULTS

The Billing tab is used for setting the account's default billing preferences.

| Select | Acct # | Description |
|-----------------------|----------|----------------|
| <input type="radio"/> | 00138685 | Acct #00138685 |

Show All

Account Billing **Notify** Ads Comments Attributes

Billing

Billing Charge

Service Charge

Discount

Terms

Credit Limit

Invoice on

Receives Earned Disc

Receives Statements

Receives Invoices

Receives Reminders

How to Set Account Billing Defaults:

1. Open the customer and click **Show: Accounts**.
2. On the Account screen, select the account.
3. Click the **Billing** tab.
4. On the Billing screen, configure the settings described below.

NOTE: Some information on the Billing screen is inherited from the customer record; these fields are described under *Creating a Customer*. Other fields on the Billing screen are specific to the account and can be changed as necessary.

- **Billing Charge** — The billing charge to apply to this account.
 - **Service Charge** — The service charge to apply to this account. Service charges are applied via the Service Charge routine.
 - **Discount** — The discount to apply to this account.
 - **Terms** — The billing terms to use for this account.
 - **Credit Limit** — The maximum credit limit for this account. When the specified credit limit is reached, AMP notifies the user that the account has exceeded its credit limit.
 - **Invoice On** — Invoice ads for this account using this setting.
 - **Receives Earned Disc** — Check this box if the customer is eligible for earned discounts.
 - **Receives Statements** — Check this box if statements should be generated for this account when the Statements routine is run.
 - **Receives Invoices** — Check this box if invoices should be generated for this account when the invoicing routine is run.
 - **Receives Reminders** — Check this box if past-due reminders should be generated for this account when the Past Due Reminders routine is run.
5. Click the **Save** button.

ACCOUNT NOTIFICATIONS

The Notify tab is used for setting account notifications for billing forms and other documents (tasks) for which AMP produces output. By default, the customer's primary contact (the customer) is set to receive all notifications; however, notifications can be sent to other contacts attached to the account. The contact name selected for each notification type appears on the form or document that contains the customer contact name.

| Accounts | | |
|---|------------------|---------------------|
| Save | Cancel | Show: Accounts |
| | | New Account |
| | | New Account Comment |
| Select | Acct # | Description |
| <input type="radio"/> | 00138685 | Acct #00138685 |
| <input checked="" type="checkbox"/> Show All | | |
| Account Billing Notify Ads Comments Attributes | | |
| Notify - Send billing forms and other documents as follows | | |
| Statements | Wilma Flintstone | |
| Invoices | Wilma Flintstone | |
| Reminders | Wilma Flintstone | |
| Affidavits | Fred Flintstone | |
| Tearsheets | Fred Flintstone | |
| Blind Box | Fred Flintstone | |

How to Set Account Notification Defaults:

1. Open the customer and click **Show: Accounts**.
2. On the Account screen, select the account.
3. Click the **Notify** tab.
4. On the Notify screen, configure the settings described below.
 - **Statements** — The contact to whom statements should be sent.
 - **Invoices** — The contact to whom invoices should be sent.
 - **Reminders** — The contact to whom past-due reminders should be sent.
 - **Affidavits** — The contact to whom affidavits should be sent.
 - **Tearsheets** — The contact to whom tearsheets should be sent.
 - **Blind Box** — The contact to whom blind-box information should be sent.
5. Click the **Save** button.

ACCOUNT AD DEFAULTS

The Ads tab is used for setting account defaults for ad types, tearsheets, and product, market, and kind codes. Some of the information on the Ads screen is inherited from the customer record; other fields on the Ads screen are specific to the account and can be changed as necessary.

| Accounts | | |
|---|-------------------|----------------|
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> Show: Accounts <input type="button" value="New Account"/> <input type="button" value="New Account Comment"/> | | |
| Select | Acct # | Description |
| <input type="radio"/> | 00138685 | Acct #00138685 |
| <input checked="" type="checkbox"/> Show All | | |
| Account | Billing | Notify |
| Ads | Comments | Attributes |
| Default Ad Types | | |
| Classified Liner | co Open Liners | |
| Classified Display | dl Class Display | |
| ROP | RD Retail Display | |
| Unit Based | in Inserts | |
| Tearsheet Defaults | | |
| | Number | Schedule |
| Classified Liner | 0 | First Day |
| Classified Display | 0 | First Day |
| ROP | 0 | First Day |
| Unit Based | 0 | First Day |
| Other Defaults | | |
| Product | | |
| Market | | |
| Kind | | |

How to Set Account Ad Defaults:

1. Open the customer and click **Show: Accounts**.
2. On the Account screen, select the account.
3. Click the **Ads** tab.
4. On the Ads screen, configure the settings described below.
 - **Default Ad Types** — The default ad type for each ad family.
 - **Tearsheet Defaults** — The number of tearsheets and the tearsheet schedule for each ad family. The Schedule setting is based on when the ad runs. Tearsheet information appears on the Tearsheet report.
 - **Other Defaults** — The product, market, and kind codes to apply to ads for this account.
5. Click the **Save** button.

ACCOUNT COMMENTS

Comments for a specific account are entered on the Accounts screen's Comments tab. Comments can be assigned a due date and can be marked to remind a specified user when the comment is due.

| Select | Acct # | Description |
|-----------------------|----------|----------------|
| <input type="radio"/> | 00138685 | Acct #00138685 |

Show All

| Select | Date | Type | Note |
|-----------------------|---------|------|---------------|
| <input type="radio"/> | 3/15/11 | Call | not specified |

Comment Detail

Date: 3/15/11

Last Edited By: Admin System Administrator

Comment Type: Sales

Comment: Ask about starting an ad contract.

Due Date: 3/21/11

Remind:

Remind User: JD John Doe

Remind Date: 3/18/11

Delete This Comment

How to Enter an Account Comment:

1. Open the customer and click **Show: Accounts**.
2. On the Account screen, select the account.
3. Click the **Comments** tab.
4. On the Comments screen, click the **New Account Comment** button.
5. Configure the comment information described below.
 - **Comment Type** — The type of comment.
 - **Comment** — The comment.
 - **Due Date** — The date the comment is due.
 - **Remind** — Check this box to remind the specified user about the comment on the date specified in the **Remind Date** field.
 - **Remind User** — The user who should be reminded about the comment.

NOTE: If the specified user has an email address entered on the user's User setup screen, AMP will send a reminder email to that user.

6. Click the **Save** button.

How to Delete an Account Comment:

1. On the customer's Accounts screen, select the account and the comment in question.
2. Click the **Delete This Comment** button.
3. Click the **Save** button.

ACCOUNT ATTRIBUTES

Attributes tied to accounts are shown on the account's Extended Attributes screen. Attributes must be configured on the Attributes setup screen and tied to accounts in order for the attributes to be displayed for accounts. (See the Administration chapter for information on configuring attributes.)

| Accounts | | |
|---|----------|----------------|
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> Show: <input type="button" value="←"/> <input type="text" value="Accounts"/> <input type="button" value="→"/> <input type="button" value="New Account"/> <input type="button" value="New Account Comment"/> | | |
| Select | Acct # | Description |
| <input type="radio"/> | 00138685 | Acct #00138685 |
| <input checked="" type="checkbox"/> Show All | | |
| Account Billing Notify Ads Comments Attributes | | |
| Extended Attributes | | |
| Age Range <input type="text" value="22-30"/> | | |

How to View Account Attributes:

1. Open the customer and click **Show: Accounts**.
2. On the Account screen, select the account.
3. Click the **Attributes** tab.
4. Any configured attributes for this account are shown under Extended Attributes.
Make any desired adjustments to attributes for this account.
5. Click the **Save** button.

CONTRACTS

A contract is a set of parameters that can be used to help track sales, lines, words, inches, or consecutive insertions for the customer to whom the contract is assigned. A contract receives benefits such as a special rate or adjustment.

How to Create a Contract:

1. Open the customer and click **Show: Contracts**.
2. On the Contracts screen, click the **Create New Contract** pop-up and choose an option:
 - **No Template** — Create a contract from scratch.
 - **Existing Templates** — Create a contract based on the settings from a saved contract template. Choosing an existing template populates the contract screen with the template settings, which can be modified as desired.
3. Configure the contract settings described below.

GENERAL CONTRACT INFORMATION

General contract information is entered on the Contract tab.

The screenshot shows the 'Contracts' interface. At the top, there are buttons for 'Save', 'Cancel', and 'Create New Contract'. Below this is a table with columns: Select, Description, Start, Stop, Goal, and Benefit Type. The first row shows a contract with a description of '6 mo. 600 words', start date '3/1/11', stop date '9/30/11', goal of '600.00 Words', and benefit type of 'Rate'. There is a 'Show All' checkbox checked.

Below the table is a 'Contract Info' section with the following fields:

| | Percentage | Amount |
|----------------------------|--------------------------------|--------|
| Description | | |
| Start Date | Achieved 0.00% | 0.00 |
| End Date | Scheduled 8.33% | 50.00 |
| Goal Amount | Time Completed 39.19% | |
| Goal Units (Words) | Externally Filled Units | 0.00 |
| Guarantee (checked) | Externally Filled Start | |
| | Externally Filled End | |

At the bottom of the 'Contract Info' section, there are buttons for 'Delete Contract' and 'Save Contract as Template'.

How to Enter General Contract Information:

1. Open the customer and click **Show: Contracts**.
2. On the Contracts screen, select the account.
3. Click the **Contract** tab.
4. Configure the contract information described below.
 - **Description** — The contract's description.
 - **Start Date** — The date the contract goes into effect. The contract will apply to ads entered (for this customer) on or after this date.
 - **End Date** — The last date the contract is in effect. The contract will not apply to ads entered (for this customer) past this date.

- **Goal Amount** — The goal amount, based on the specified goal unit.
- **Goal Unit** — The goal unit (words, lines, depth, money, or consecutive insertions).
- **Guarantee** — If this box is checked, the contract uses the rate that was in effect at the time the contract started — regardless of any rate changes that occurred between the start and stop dates of the contract. If this box is not checked, the contract uses the current rate.
- **Externally Filled Units** — The number of external units to apply toward AMP contract fulfillment. This field is typically used during AMP conversions.
- **Externally Filled Start** — The first date the external should count toward the contract.
- **Externally Filled End** — The last date the external should count toward the contract.
- **Achieved** — The percentage and amount achieved toward contract fulfillment. The amounts displayed in these fields are for information only and cannot be modified.

NOTE: Only published ads count toward contract achievement.

- **Scheduled** — The percentage and amount scheduled before the contract reaches fulfillment. The amounts displayed in these fields are for information only and cannot be modified.
 - **Time Completed** — The percentage of time completed toward contract fulfillment. This amount is based on the contract's start and end dates.
 - **Delete Contract** — Deletes the selected contract.
 - **Save Contract as Template** — Save the contract settings to a template. See the Contract Templates section for more information about contract templates.
5. If this is a new contract (that has not yet been saved), configure the contract benefits on the Benefits tab before saving the contract.

NOTE: A contract cannot be saved without defined benefits.

If updating an existing contract, click the **Save** button to save changes made on the Contract tab.

CONTRACT BENEFITS

Contract benefits can be applied via rate or adjustment and include a specified ad family and publication. This information is configured on the Benefit tab.

NOTE: Settings on the Benefits tab are required in order to save the contract.

The screenshot shows the 'Contracts' interface with the 'Benefit' tab selected. At the top, there are buttons for 'Save', 'Cancel', and 'Show: Contracts'. Below this is a table with columns: Select, Description, Start, Stop, Goal, and Benefit Type. The first row shows a contract with a description of '6 mo. 600 words', start date '3/1/11', stop date '9/30/11', goal of '600.00 Words', and benefit type of 'Rate'. Below the table, there are tabs for 'Contract', 'Benefit', 'Achieved', 'Apply', and 'Calculator'. The 'Benefit' tab is active, showing the text 'This contract will apply benefits via:'. Underneath, there are radio buttons for 'Rate' (selected) and 'Adjustment'. Below that, there is a section for 'Contract Benefits' with a table with columns: Select, Ad Family, Publication, and Rate. The first row shows 'Class Liner' for Ad Family, '01 Pioneer' for Publication, and 'cl Classified Word Ads' for Rate. At the bottom, there is a 'Selected Contract Benefit' section with dropdown menus for 'Ad Family' (Class Liner), 'Publication' (01 Pioneer), and 'Rate' (cl Classified Word Ads), along with a 'Delete Benefit' button.

How to Enter Contract Benefits:

1. Open the customer and click **Show: Contracts**.
2. On the Contracts screen, select the account.
3. Click the **Benefit** tab.
4. Click the **New Contract Benefit** button to add a benefit.
5. Configure the benefit defaults described below.
 - **Rate/Adjustment Button** — Mark the button that indicates how contract benefits apply:
 - **Rate** — Contract benefits are applied to the contract based on the rate chosen from the **Rate** pop-up.
 - **Adjustment** — Contract benefits are applied based on the adjustment chosen from the **Adjustment** pop-up.
 - **Ad Family** — The ad family to which the benefit applies.
 - **Publication** — The publication to which the benefit applies.
 - **Rate/Adjustment Pop-Up** — The rate/adjustment to which the benefit applies.
 - **Delete Benefit** — Delete the selected benefit.

NOTE: Only a benefit that is not in use can be deleted.

6. Click the **Save** button.

CONTRACT ADJUSTMENTS

For dollar-based contracts, adjustments can be included to apply toward contract fulfillment. This information is configured on the Achieved tab.

| Select | Description | Start | Stop | Goal | Benefit Type |
|-----------------------|-----------------|--------|---------|--------------|--------------|
| <input type="radio"/> | 6 mo. 600 words | 3/1/11 | 9/30/11 | 600.00 Words | Rate |

Show All

Contract Benefit **Achieved** Apply Calculator

Include the following Adjustments:

Include the following Adjustments in dollar-based Contracts when calculating Contract Achievement:

| | |
|-----------------------|-------------------------------------|
| 2SPT 2 SPOT COLOR | <input checked="" type="checkbox"/> |
| 4COL FOUR COLOR | <input checked="" type="checkbox"/> |
| AFFA Affidavit | <input checked="" type="checkbox"/> |
| AFFB ROP Affidavit | <input checked="" type="checkbox"/> |
| AFFC ROP Affidavit | <input checked="" type="checkbox"/> |
| AFFD Insert Affidavit | <input checked="" type="checkbox"/> |
| Agcy Agency Surcharge | <input type="checkbox"/> |
| BILL Billed Charge | <input type="checkbox"/> |
| BLIA Blind Box Mail | <input checked="" type="checkbox"/> |

How to Include Adjustments to Apply to a Contract:

1. Open the customer and click **Show: Contracts**.
2. On the Contracts screen, select the account.
3. Click the **Achieved** tab.
4. By default, no adjustments are used when calculating contract achievement. To include adjustments in the contract, check the box next to each adjustment to include.
5. Click the **Save** button.

CONTRACT ACCOUNTS & AD TYPES

Contract benefits can be configured to apply to specified accounts and to include specific ad types. This information is configured on the Apply tab.

| Select | Description | Start | Stop | Goal | Benefit Type |
|--------------------------|-----------------|--------|---------|--------------|--------------|
| <input type="checkbox"/> | 6 mo. 600 words | 3/1/11 | 9/30/11 | 600.00 Words | Rate |

Show All

Contract Benefit Achieved Apply Calculator

Include the following Accounts:

Acct #00045804

Exclude the following Ad Types: + -

| | |
|----------------------------------|-------------------------------------|
| MI Miscellaneous | <input type="checkbox"/> |
| bd bingo directory | <input checked="" type="checkbox"/> |
| cd Classified Display | <input type="checkbox"/> |
| ch church directory | <input checked="" type="checkbox"/> |
| cl Classified Liners | <input type="checkbox"/> |
| csd Classified Service Directory | <input type="checkbox"/> |
| di Directory | <input checked="" type="checkbox"/> |

How to Include Accounts and Ad Types on a Contract:

1. Open the customer and click **Show: Contracts**.
2. On the Contracts screen, select the account.
3. Click the **Apply** tab.
4. By default, all of a customer's accounts are included in the contract. To exclude accounts from the contract, uncheck the box next to each account to exclude.
5. By default, all ad types are included in a contract. To exclude ad types from the contract, uncheck the box next to each ad type to exclude.
6. Click the **Save** button.

CONTRACT CALCULATOR

The calculator lets a user show multiple contract options from which to choose when creating a contract.

The screenshot displays the 'Contracts' calculator interface. At the top, there are 'Save', 'Cancel', and 'Show: Contracts' buttons, along with a 'Create New Contract' button. Below this is a table with columns: Select, Description, Start, Stop, Goal, and Benefit Type. A 'Show All' checkbox is present. The main section is titled 'Calculator' and includes 'Add Option' and 'Reset' buttons. Input fields for 'Date', 'Insertions', 'Words', 'Lines', 'Columns', 'Inches', 'Modular Size', and 'Ad Family' are visible. Below the inputs are two options for calculation. Option 1 is titled 'Option 1' and includes a 'Create' button. It shows a table with columns: Template, Pub, Rate, Cost/unit, Cost/ad, and Total. Option 2 is titled 'Option 2' and includes 'Create' and 'Remove' buttons. It also shows a table with the same columns. A 'Savings' section at the bottom of Option 2 shows a 49.66% savings of 1,445.00.

| Option 1 | Template | Pub | Rate | Cost/unit | Cost/ad | Total |
|----------|--------------------|------------------------------------|--------------------|-----------|---------|-----------------|
| | Frequency Contract | 1201 Richmond County Daily Journal | 12h 14" 4l (Depth) | 11.4500 | 11.4500 | 1,145.00 |
| | | 1301 The Anson Record | 13h 14" 4l (Depth) | 9.2500 | 9.2500 | 925.00 |
| | | 1401 Cheraw Chronicle | (Depth) | 8.4000 | 8.4000 | 840.00 |
| | | Grand Total | | | | 2,910.00 |

| Option 2 | Template | Pub | Rate | Cost/unit | Cost/ad | Total |
|----------|-----------------|---------------------|------------------|---------------|---------|-----------------|
| | 24xc 3" WK 6 MO | 1101 Bladen Journal | 10wx NAT (Depth) | 14.6500 | 14.6500 | 1,465.00 |
| | | Savings | | 49.66% | | 1,445.00 |

How to Use the Contract Calculator:

1. Open the customer and click **Show: Contracts**.
2. On the Contracts screen, select the account.
3. Click the **Calculator** tab.
4. On the Calculator screen, enter the information by which to calculate costs:
 - **Date** — The start date of the contract.
 - **Insertions** — The number of insertions to use when calculating the cost of each Option.
 - **Words** — The number of words to use when calculating the cost.
 - **Lines** — The number of lines to use when calculating the cost.
 - **Columns** — The number of columns to use when calculating the cost.
 - **Inches** — The inch depth to use when calculating the cost.
 - **Modular Size** — The modular size to use when calculating the cost. Choosing a size from this pop-up list overrides the **Columns** and **Inches** fields.
 - **Ad Family** — The ad family to use when calculating the cost.
5. Enter the settings for Option 1:
 - **Template** — The contract template to use when calculating the cost.
 - **Pub** — The publication to use when calculating the cost. Selecting a publication displays the pub, rate, cost per unit, cost per ad, and total cost. To use a different rate, choose the rate from the pop-up list.
 - **Group Buy** — The group buy to use when calculating the cost. Selecting a group buy displays the pub, rate, cost per unit, cost per ad, and total cost. To use a different rate, choose the rate from the pop-up list.

6. Click the **Add Option** button.

NOTE: At least two options are required in order for AMP to compare the savings between the contract options.

7. Enter the settings for Option 2 (settings are described under step 5.)
8. Repeat steps 4-6 to add other options for comparing contracts.
 - To remove an option, click the **Remove** button next to the option to remove.
9. After comparing contract costs and determining which option to use for the contract, the next step is to create the contract using those options.
10. Click the **Create** button next to the desired Option. For example, to create a contract using the settings for Option 2, click the **Create** button next to Option 2.
11. After creating the contract using the settings from the selected Options, configure the remainder of the contract information.
12. Click the **Save** button on the Contracts screen to save the contract settings.

CONTRACT TEMPLATES

Contract templates are “saved sets” of contract settings that can be used when creating additional contracts. Using a template expedites the process of entering multiple contracts by allowing the user to clone the properties of an existing template and modify the necessary settings for other (new) contracts.

NOTE: Before contract settings can be saved as a template, the contract itself must be saved.

How to Save Contract Settings as a Template:

1. Open the customer and click **Show: Contracts**.
2. On the Contracts screen's Contract tab, click the **Save Contract as Template** button.
3. The template is added to the list of options available under the **Create New Contract** pop-up list. The saved template is labeled with the contents of the contract's **Description** field.

DISPLAY ACCOUNT

The Display Account screen shows historical detail for an account's financial transactions. A single customer statement or customer ledger can be printed from this screen, and a Transaction Inspector provides transaction details. Payments, credits, and debits can also be applied via Display Account.

VIEWING TRANSACTIONS

Transactions can be displayed by account and can be grouped and filtered based on various options.

How to View Transactions on the Display Account Screen:

1. Search for the customer and open the main customer (Primary Contact) screen.
2. On the Primary Contact screen, click **Show: Display Account**.
3. On the Display Account screen, view transactions based on filtering and grouping options:

| Select | Date | Type | Trans # | Description | Batch | Amount | Balance | Due Date | Period | Edit | Delete |
|-------------------------------------|---------|------|----------|---------------------------------------|-------|----------|---------|----------|--------|------|--------|
| <input checked="" type="checkbox"/> | 4/14/11 | pay | Unposted | cc Credit Card | 25230 | * -5.95 | 0.00 | | 1104 | Edit | X |
| <input type="checkbox"/> | 4/14/11 | pp | Unposted | cc Credit Card Prepayment from AMPWeb | 25228 | * -52.25 | -52.25 | | 1104 | Edit | X |

- **Filter by Account** — Display account information for all of a customer's accounts or for a specific account.
- **Group By** — Group account information by transaction; by invoices plus payments, credits, and debits, or by payments, credits, and debits plus invoices.
- **Display Invoice/Payments/Credits/Debits/Exported/Non-Exported** — Check the box next to each type of transaction to display.
- **Filter By** — Filter account information by open transactions, accounting period, or date, or show all transactions regardless of accounting period or date.
- **Filter By Date** — If filtering by date, enter the date range.
- **Filter By Period** — If filtering by accounting period, choose the period range.
- **Filter Amount** — The total transaction amount, based on the filter options. If transactions are filtered by date, for example, this amount reflects transactions for the specified date range.

Transaction Types

The type of transaction is indicated by these codes (shown in the Type column):

- **CRE** — *Credit*. A credit applied on the Payment/Credit/Debit Transaction screen.
- **DEB** — *Debit*. A debit applied on the Payment/Credit/Debit Transaction screen.
- **INV** — *Invoice*. A transaction that was invoiced during the invoicing routine.
- **MI** — *Manual Invoice*. A transaction applied to a manual invoice on the Manual Invoice Payment Transaction screen.
- **PAY** — *Payment*. A payment applied on the Payment/Credit/Debit Transaction screen.
- **PP** — *Prepayment*. A prepayment applied during ad entry on the ad's Payment screen.
- **SVC** — A service charge transaction applied during the service charge routine.

TRANSACTION INSPECTOR

The Transaction Inspector provides details about a specific transaction.

How to View the Transaction Inspector:

1. On the Display Account screen, select the transaction.
2. Click the **Show** button. (This button toggles between Show and Hide.)
3. The expanded Transaction Inspector shows details about the selected transaction.
The Transaction Inspector details can be hidden by clicking the **Hide** button.

The screenshot displays the 'Display Account' screen with the 'Transaction Inspector' expanded. The top section shows filters for 'Filter By Account' (All), 'Filter By' (Open), 'Filter By Date' (5/25/11 to 5/25/11), 'Filter By Period' (11/05 May 2011 to 11/05 May 2011), and 'Filter Amount' (300.69). Below this is a table of transactions with columns for date, type, account, description, amount, and balance. The selected transaction is 12/31/10, type 'inv', amount 37.50, and balance 37.50. The 'Transaction Inspector' section shows details for transaction # 301322617, including order # 00403191, account 10101936, amount 37.50, and billing date 12/31/10. It also shows order details like 'Order Date 12/9/10' and 'Ad Taker CS Chris Stanley'. The 'Line Item Detail for Transaction # 301322617' table at the bottom shows three line items: 'pub' (37.50), 'insertion' (37.50), and 'rate' (37.50).

4. If this transaction is in dispute, check the **In Dispute** box. Transactions marked as *In Dispute* appear on the In Dispute report.

NOTE: In Dispute transactions do not include service charges and do not age.

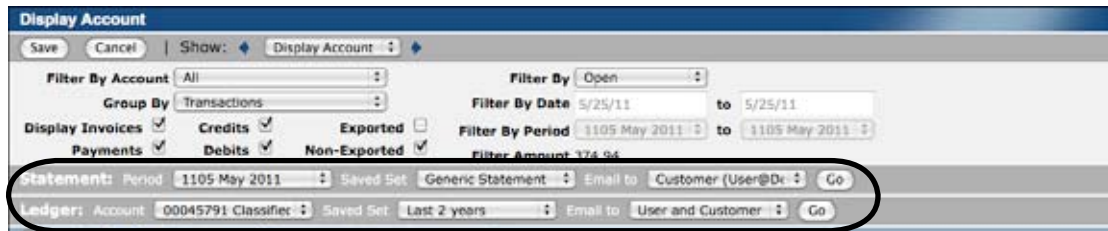
5. AMP checks the **Exported** box if the information was exported from AMP. Because this “flag” is maintained by the AMP system, this box cannot be checked or unchecked by a user.

PRINT OR EMAIL INVOICE, STATEMENT, OR LEDGER: DISPLAY ACCOUNT

An individual invoice, statement, or customer ledger can be printed and/or emailed from the Display Account screen. (Reprinting individual invoices, statements, or ledgers can also be done via the Reports menu. See the Reports chapter for information on generating and printing all reports and forms.)

NOTE: If using a saved set for printing or emailing any of these items from the Display Account screen, verify that a saved set has been defined on the Invoicing, Statement, or Customer Ledger screen.

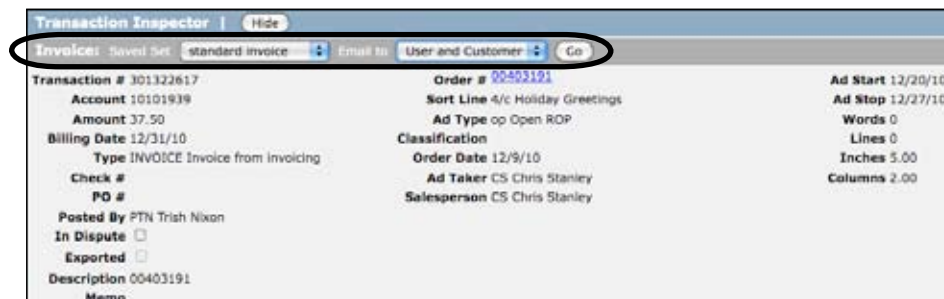
Printing or Emailing a Statement or Ledger



How to Print/Email a Statement or Ledger:

1. Open the customer's Display Account screen.
2. Choose the accounting period (for a statement) or the account (for a ledger) from the pop-up list.
3. If using a saved set, choose the set from the pop-up list.
4. If emailing the statement or ledger, choose the recipient from the **EMail To** list.
5. Click the **Go** button.

Printing or Emailing an Invoice



How to Print/Email an Invoice:

1. On the customer's Display Account screen, select the transaction. A transaction type of invoice (INV) must be selected in order to print or email an invoice from Display Account.
2. Show the Transaction Inspector for the selected transaction.
3. If using a saved set, choose the set from the pop-up list.
4. If emailing the statement or ledger, choose the recipient from the **EMail To** list.
5. Click the **Go** button.

APPLYING A PAYMENT, CREDIT, OR DEBIT TO A TRANSACTION

The Display Account screen allows for applying payments, credits, and debits to an individual transaction. Payments, credits, and debits can also be applied “on account” using functions on the Display Account screen.

| Select | Date ↓ | Type | Trans # | Description | Batch | Amount | Balance | Due Date | Period | Edit | Delete |
|-------------------------------------|----------|------|-----------|----------------------------------|-------|----------|---------|----------|--------|------|--------|
| <input type="checkbox"/> | 3/3/11 | mi | Unposted | Business Cards | 9489 | * 10.00 | 10.00 | 3/18/11 | 1103 | | |
| <input type="checkbox"/> | 2/28/11 | pay | Unposted | 380k Check | 9487 | * -64.50 | -64.50 | | 1102 | Edit | X |
| <input type="checkbox"/> | 2/3/11 | pp | Unposted | 340s Cash Prepayment from AMPWeb | 9466 | * -21.50 | -21.50 | | 1102 | Edit | X |
| <input checked="" type="checkbox"/> | 12/31/10 | mi | 300606734 | Business Card — Printing | 9447 | 76.00 | 76.00 | 2/25/11 | OBP | | |

How to Apply a Payment, Credit, or Debit:

1. On the Display Account screen, select the transactions to which to apply the payment, credit, or debit.

Selecting Multiple Transactions — Click the **Select** box to select desired transactions, as follows:

- **Single Transaction** — Click to select/deselect a single item. If multiple transactions are selected, clicking the **Select** box for any one transaction will deselect all selected transactions.
- **Consecutive Transactions** — Click on the first transaction to select. Then **Shift-click** on the last transaction to select.
- **Non-Consecutive Transactions** — **Alt-Click** each transaction.

2. Click the **Select Batch** button.
3. On the Select Batch screen, select an existing batch or create a new batch. (See the Batch Management chapter for information on selecting and creating a batch.)
4. When returned to the Display Account screen (after selecting or creating a batch), click one of the following buttons:
 - **Apply to Account** — Applies the payment, credit, or debit “on account.” AMP applies payments, credits, and debits made “on account” to outstanding balances, starting with the oldest balance.
 - **Apply to Selected Transaction(s)** — Applies the payment, credit, or debit to the selected transaction(s).
5. The Payment/Credit/Debit Transaction screen appears.

Payment/Credit/Debit Transaction Screen

When a payment, credit, or debit is being applied, the Payment/Credit/Debit Transaction screen appears. This screen appears after the user clicks either the **Apply to Account** or **Apply to Select Transaction(s)** button on the Display Account screen.

| Transaction | | Credit Card Entry | |
|-------------------------|------------------|----------------------------|-------------------------|
| Transaction Code | 340k Check | Card Type | |
| Amount | -76.00 | Card # | |
| Date Received | 3/7/11 | CIV | |
| Description | | Expiration | |
| Memo | | Card Holder Name | |
| Check Entry | | Address | |
| Check # | 123 | City | |
| Check Name | Wilma Flintstone | Quick State | |
| Bank ID | City Bank | State | MI |
| Bank Acct # | 123-456 | Country | |
| DL # | MI-987-654-321 | Zip | |
| State | MI | Reply Authorization | Save and Authorize Card |
| Selected Batch | | | |
| Batch Number | 9491 | | |
| Description | PCD Batch 9491 | | |
| Batch Date | 3/7/11 | | |
| Period | 1103 MAR 2001 | | |
| Period Start | 3/1/11 | | |
| Period End | 3/31/11 | | |
| Notes | | | |

How to Enter Transaction Information:

1. Enter the transaction information in the Transaction area.

For a cash payment, only the Transaction area needs to be completed. For check or credit-card transactions, complete the information in the Check Entry or Credit Card Entry area.

Transaction

Complete the information in this area for all transactions, regardless of transaction code:

- **Transaction Code** — The code for this transaction. The specified code determines whether the fields in the Check Entry or Credit-Card Entry area become available.
- **Amount** — The amount of the transaction. The amount in this field defaults to the amount of the selected transaction.
- **Date Received** — The date the payment, credit, or debit was received. This defaults to the current date.
- **Description** — A description of the transaction.
- **Memo** — The memo for this transaction. (On the Find A/R Transactions screen, the user can search for transactions based on the contents of this field.)

Check Entry

Information in this area can be completed for check transactions:

- **Check #** — The check number.
- **Check Name** — The name on the check.
- **Bank ID** — The name of the bank on which the check is drawn.
- **Bank Acct #** — The bank's account number.
- **DL # (Optional)** — The driver's license number of the name specified in the **Check Name** field.
- **State** — The state in which the driver's license number is issued.

Credit Card Entry

Information in this area must be completed for all credit-card transactions if AMPCCVerifyServer is being used to authorize credit-card transactions:

- **Card Type** — Displayed after the user enters a valid card number and exits the **Card #** field.
- **Card #** — The credit-card number as it appears on the card. AMP determines the validity of the card-number format; it does not check the individual cardholder's account for verification.

NOTE: If this is the first credit-card transaction for this customer, this number becomes the default number for all subsequent credit-card transactions for this customer. If more than one type of card has been used to enter credit-card transactions for this customer, AMP uses the last-used card.

- **CIV** — The security code on the back of the card. (Some card issuers refer to this as the CID code). The CIV code is deleted after the transaction has been authorized.
- **Expiration** — The credit card's expiration date.
- **Card Holder Name** — The name of the credit-card holder.
- **Address** — The cardholder's address.
- **City** — The cardholder's city.
- **Quick State** — Choosing the state from the pop-up list will populate the **State** and **Country** fields when the customer is saved.
- **State** — The cardholder's state.
- **Country** — The cardholder's country.
- **ZIP** — The cardholder's ZIP Code.
- **Reply Authorization** — Displays AMPCCVerifyServer's response regarding approval or denial of the request to authorize this transaction. The **Save and Authorize Card** function must be invoked in order for AMP to display the reply.
- **Save and Authorize Card** — Save the transaction and request authorization. This triggers AMPCCVerifyServer to send a request to the third-party authorization program for a response. AMP displays this response in the **Reply Authorization** field.

2. To save the transaction to the batch, click the **Retain Transaction** button.
To cancel the transaction, click the **Discard Transaction** button.

Selected Batch

This area displays information about the batch to which this transaction will be added when the user clicks the **Retain Transaction** button.

If the information in this area appears incorrect (*e.g.*, the wrong batch was selected for this transaction), click the **Discard Transaction** button. This returns the user to the Display Account screen, from which another batch can be selected for the transaction.

MANUAL INVOICES

Manual invoices are created in order to charge a customer for a transaction that is not associated with an ad. Manual invoices are typically used to charge customers for items such as photo reprint charges or outside printing jobs.

NOTE: Manual invoices can also be used to transfer receivable balances from a third-party accounting system to AMP. Contact MediaSpan for assistance with using manual invoices to transfer balances.

- **Prerequisites — Inventory Items.** Manual invoice charges are based on pre-defined inventory items, which must be configured by a system administrator before manual invoices can be created.

CREATING A MANUAL INVOICE

Manual invoices are created from the customer's Manual Invoice screen.

The screenshot displays the 'Manual Invoices' interface. At the top, there are buttons for 'Save', 'Cancel', and 'New Manual Invoice'. Below this is a table with columns: Select, Description, Date, Batch, Amount, and Delete. A single row is visible with 'Business Cards', '3/3/11', '9489', and '20.00'. Below the table is a section for 'Manual Invoice: Business Cards New'. This section contains fields for Account (00138685 Acct #00138685), Date (3/3/11), Due Date (3/18/11), Ad Taker (Admin System Administrator), and Salesperson. It also shows a summary of totals: SubTotal (20.00), Tax (0.00), Total (20.00), Payments (0.00), and Net (20.00). The 'To Name' is Wilma Flinstone and the 'To Address' is Wilma@MyEmail.com. There is a 'Download Receipt' link. Below this is a 'Line Items' section with a table: Select, Item, Quantity, Unit Price, Total, Delete. A single row is visible for 'BCard Business Cards - 50 Cards' with a quantity of 2, unit price of 10.00, and total of 20.00. Below the table are fields for Item (BCard Business Cards - 50 C), Tax Category (no tax), Quantity (2), Unit Cost (10.00), and a checkbox for User Defined.

How to Create a Manual Invoice:

1. Open the customer screen for the customer in question.
2. On the main customer (Primary Contact) screen, verify that the **Export AR** box is NOT checked. If the **Export AR** box is checked, a manual invoice cannot be created for that customer.
3. Click **Show: Manual Invoices**.
4. When returned to the Manual Invoices screen, click the **New Manual Invoice** pop-up and choose the account to which the manual invoice applies.
5. If this is the first manual invoice being created during this AMP session, the Select Manual Invoice Batch screen appears.

If this is not the first manual invoice being created during this AMP session, the manual invoice is automatically placed in the manual invoice batch that was last used during this AMP session. If the manual invoice should NOT automatically be placed into the last-used batch during this session, click the **Select Batch** pop-up and choose *Select Manual Invoice Batch*.

6. On the Select Manual Invoice Batch screen, select an existing batch or create a new one. (See the Batch Management screen for more information on selecting and creating batches.)
7. In the Manual Invoice area, configure the manual invoice information described below.
 - **Account** — The account to which the invoice applies.
 - **Date** — The date of the invoice.
 - **Due Date** — The date the invoice payment is due.
 - **Ad Taker** — The ad taker for this invoice.
 - **Salesperson** — The salesperson for this invoice.
 - **Description** — A description of the invoice.
 - **To Name** — The name that should appear on the invoice. This defaults to the customer name.
 - **To Address** — The email address to which the invoice should be sent. If an email address is specified on the main customer screen, that email address will appear in this field.
 - **Email Receipt** — Emails a receipt to the address specified in the **To Address** field.
 - **Download Receipt** — Downloads a receipt for this invoice.
8. Click the **New Line Item** button to add a line item (inventory item charge) to the invoice.
9. Configure the line-item information described below.
 - **Item** — The inventory item for this invoice.
 - **Tax Category** — The tax category for this invoice.
 - **Quantity** — The quantity, based on the inventory item chosen from the **Item** pop-up. This number is used to calculate the total cost of the invoice based on the quantity and unit cost.
 - **Unit Cost** — The item's per-unit cost. This defaults to the item's unit cost specified on the Inventory Items setup screen. If the inventory item is not set up as a user-defined item, this field cannot be modified.
 - **User Defined** — If the inventory item is set up as a user-defined item, check this box to enter a user-defined cost in the **Unit Cost** field.
10. Click the **Save** button.
11. Repeat steps 8-10 to enter additional line items for this invoice.

APPLYING A PAYMENT, CREDIT, OR DEBIT TO A MANUAL INVOICE

Applying a payment to a manual invoice can be done via one of the following methods:

- If a payment is being applied to a manual invoice after the manual invoice has been created, the payment can be applied via the Quick Entry screen or the Display Account screen. (See the Receivables chapter for information on making a payment via Quick Entry. See the Display Account section in this chapter for information on making a payment to a manual invoice transaction via the customer's Display Account screen.)
- If a payment is being applied to a manual invoice at the time the manual invoice is being created, the payment is made via the customer's Manual Invoice screen.

How to Enter a Payment on the Manual Invoices Screen:

1. On the customer's Manual Invoices screen, select the manual invoice to which the payment will be applied.
2. Click the **Add Payment** button.
If you have previously added payments to a PCD batch during this AMP session, the payment will automatically be attached to that PCD batch. If the payment should not be attached to that PCD batch, click the **Select Batch** pop-up and choose *Select Payment Batch*.
If you have not added payments to a PCD batch during this AMP session, you are prompted to select an existing batch or create a new batch for this payment.
3. On the Select Payments/Credits/Debits Batch screen, select an existing batch or create a new one. (See Batch Management in the Receivables chapter for information on batches.)
4. On the Manual Invoice Payment Transaction screen, enter the transaction information.

Manual Invoice Payment Transaction Screen

When a payment or credit is being applied to a manual invoice, the Manual Invoice Transaction screen appears. This screen appears after the user clicks the **Add Payment** button on the customer's Manual Invoices screen.

How to Enter Transaction Information:

1. Enter the transaction information in the Transaction area.

For a cash payment, only the Transaction area needs to be completed. For check or credit-card transactions, complete the information in the Check Entry or Credit Card Entry area.

Transaction

Complete the information in this area for all transactions, regardless of transaction code:

- **Transaction Code** — The code for this transaction. The specified code determines whether the fields in the Check Entry or Credit-Card Entry area become available.
- **Amount** — The amount of the transaction. The amount in this field defaults to the amount of the selected transaction.
- **Date Received** — The date the payment, credit, or debit was received. This defaults to the current date.
- **Description** — A description of the transaction.
- **Memo** — The memo for this transaction. (On the Find A/R Transactions screen, the user can search for transactions based on the contents of this field.)

Check Entry

Information in this area must be completed for check transactions:

- **Check #** — The check number.
- **Check Name** — The name on the check.
- **Bank ID** — The name of the bank on which the check is drawn.
- **Bank Acct #** — The bank's account number.
- **DL # (Optional)** — The driver's license number of the name specified in the **Check Name** field.
- **State** — The state in which the driver's license number is issued.

Credit Card Entry

Information in this area must be completed for all credit-card transactions if AMPCCVerifyServer is being used to authorize credit-card transactions:

- **Card Type** — Displayed after the user enters a valid card number and exits the **Card #** field.
- **Card #** — The credit-card number as it appears on the card. AMP determines the validity of the card-number format; it does not check the individual cardholder's account for verification.

NOTE: If this is the first credit-card transaction for this customer, this number becomes the default number for all subsequent credit-card transactions for this customer. If more than one type of card has been used to enter credit-card transactions for this customer, AMP uses the last-used card.

- **CIV** — The security code on the back of the card. (Some card issuers refer to this as the CID code).
- **Expiration** — The credit card's expiration date.
- **Card Holder Name** — The name of the credit-card holder.
- **Address** — The cardholder's address.
- **City** — The cardholder's city.
- **Quick State** — Choosing the state from the pop-up list will populate the **State** and **Country** fields when the customer is saved.
- **State** — The cardholder's state.
- **Country** — The cardholder's country.
- **ZIP** — The cardholder's ZIP Code.
- **Reply Authorization** — Displays AMPCCVerifyServer's response regarding approval or denial of the request to authorize this transaction. The **Save and Authorize Card** function must be invoked in order for AMP to display the reply.
- **Save and Authorize Card** — Save the transaction and request authorization. This triggers AMPCCVerifyServer to send a request to the third-party authorization program for a response. AMP displays this response in the **Reply Authorization** field.

2. To save the transaction to the batch, click the **Retain Transaction** button.
To cancel the transaction, click the **Discard Transaction** button.

Selected Batch

This area displays information about the batch to which this transaction will be added when the user clicks the **Retain Transaction** button.

If the information in this area appears incorrect (*e.g.*, the wrong batch was selected for this transaction), click the **Discard Transaction** button. This returns the user to the Display Account screen, from which another batch can be selected for the transaction.

PRINTING A MANUAL INVOICE

Manual invoice forms are printed from the Output Invoices screen. Manual invoices are typically printed after a manual invoice batch has been closed via Batch Management.

Before printing a manual invoice, verify that a saved set has been created and saved on the Output Invoice screen. A manual invoice batch number is also required in order to print a manual invoice.

See the Reports & Forms chapter for information on invoice forms.

DELETING A CUSTOMER RECORD

Once a customer record has been created, it cannot be deleted from the system. Customer records no longer in use, however, can be deactivated by unchecking the **Active** box on the customer's main (Primary Contact) screen.

**! CAUTION: Do not deactivate a customer record that contains outstanding items,
• including a balance or ads that are currently running or scheduled to run.**

ADS

This chapter includes information on creating ads; copying, repricing, stopping, and upselling ads, and creating ad templates.

Several kinds of ads can be created in AMP:

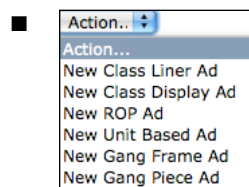
- **Classified Liner** — An in-column line ad that is attached to a classification. Classified liner ads run in the classified section.
- **Classified Display** — A display ad that can span more than one column and that is attached to a classification. Classified Display (CD) ads run in the classified section.
- **ROP** — A display ad that does not necessarily run in the classified section.
- **Unit-Based** — An ad that is based on the number of units (per ad run) at a fixed price (*e.g.*, 1000 units for five cents each).
- **Gang Ads** — A collection of ads with a similar theme. Gang ads are typically used for special or promotional sections. Gang ads are comprised of gang piece ads and gang frames (ads):
 - **Gang Frame** — The “container” to which gang piece ads are assigned. The gang frame ad must be created and saved before gang-piece ads can be assigned to the frame. Gang frame ads are typically priced at a free rate and assigned to a house account because the gang piece ads — not the gang frame — are entered as billable ads.
 - **Gang Ad** — An ad that is assigned — along with other gang ads — to a gang frame. Unlike gang frame ads, gang piece ads are typically entered as billable ads. Gang ads are confined to the schedule of the gang frame ad.

CREATING AN AD

Because each ad in the AMP system is tied to a customer, a customer record must exist in the AMP database before an ad can be entered for that customer. (See the Customers chapter for customer details.)

How to Create an Ad:

1. Locate the customer. There are several ways to attach a new ad to a customer record:



From Search Results Screen — Use one of the Find screens to search for the customer record. On the search results screen, click the **Action** pop-up (shown at left) and choose the type of ad to create.



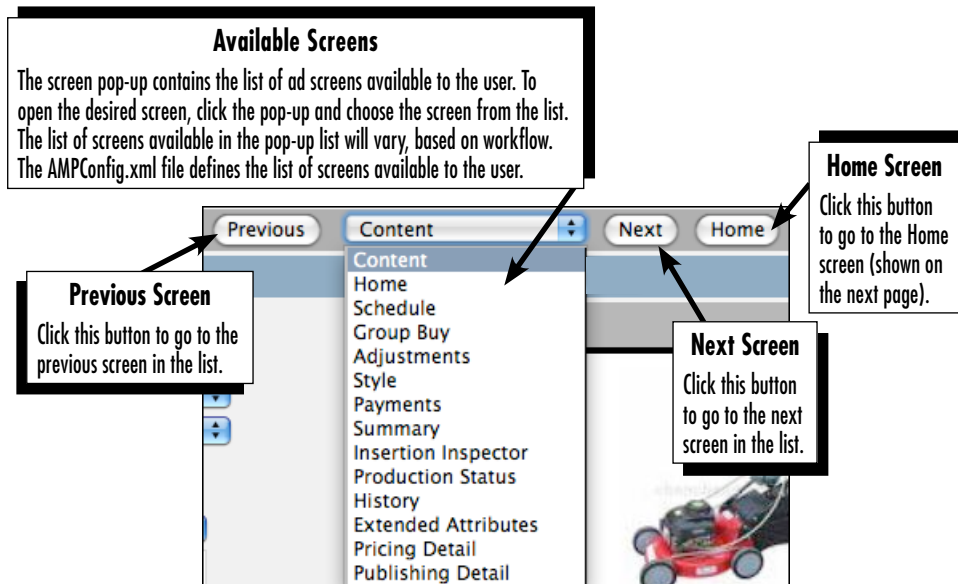
From the Onscreen Customer Record — If the customer record is currently open, click the **New** menu (shown at left) and choose the type of ad to create.

AD SCREENS

Several screens are available for viewing various information about an ad. The top button bar contains navigational buttons and a pop-up for moving to the desired screen.

NAVIGATING AD SCREENS

Users can navigate ad screens by using the screen navigation functions (described in the illustration directly below) or by clicking a link to the desired screen (samples of screen links are shown on the Home screen, described on the next page).



HOME SCREEN

The Home screen functions as the “home base” during ad entry. The Home screen is used to enter the ad information, print a job ticket, print or email a receipt, and link to screens for adding adjustments, making payments, and setting insertion attributes and any optional customized (or “extended”) attributes for the ad.

Functions on the Home screen are described in the illustration below. (Note that the default Home screen is configured in the AMPConfig.xml configuration file.) The various sections of the Home screen are described in detail on subsequent pages.

Ad Schedule
The publication, rate, run dates, and other information is set in the Schedule area. The calendar allows for scheduling the ad to run on an irregular schedule.

Ad Order Information
The ad's sort line, ad type, Set Aside status, tearsheet delivery options, ad notes, and other order-related information is set in the Order area.

Adjustments & Payments
Adjustments and payments are applied to the ad via links to the Adjustments and Payments screens.

Ad Receipt & Job Ticket Info
Receipt and Job Ticket links allow for downloading an ad receipt or job ticket, or for sending a receipt via email. Email options on this screen are defined in the AMPConfig.xml file.

Insertion Summary
This shows the run dates and total insertion cost for each publication in which the ad is scheduled to run.

Insertion Inspector & Extended Attributes
Links to Insertion Inspector and Extended Attributes screens let the user apply insertion attributes and any extended (custom) attributes to the ad.

Ad Preview & Content
For a classified liner or classified display ad, a WYWIWYG preview of the ad is shown. A link to the Content screen allows for entering ad content and adding graphics to the ad.

AD ORDER INFORMATION

Information about the ad order is specified in the Order section of the Home screen.

How to Enter Order Information:

1. Open the Home screen.
2. Configure the ad order information:
 - **Sort** — The ad's description. The sort line appears on various reports and forms, and can be used to search for an ad based on the contents of the Sort field. The content of the Sort field varies by ad type:
 - For a classified liner or classified display ad, the Sort field is automatically populated with the initial characters of the ad text; however, the contents of the Sort field can be overridden. When a classified liner or classified display ad is published, the sort line is used to sort the ad within the ad's classification.)
 - For ROP ads, gang ads, and unit-based ads, the contents of the Sort field is entered by the user.

NOTE: Ads within a classification can be sorted by one of various methods, including alphabetically (A-Z or Z-A, based on the contents of the Sort field), by ad size, by customer ZIP Code, or by one of several other methods. A classification's default sort order is set by an administrative user on the Classifications setup screen.

- **Ad Type** — The type of ad.
- **Set Aside** — The ad's Set Aside code, if it applies. Ads on Set Aside do not publish until the Set Aside status is removed.
- **Account** — The account to which the ad belongs. This defaults to the account type specified on the customer screen's Defaults tab.
- **Ad Taker** — The user who entered the ad. This defaults to the name of the logged-in user.
- **Salesperson** — The ad's salesperson. This defaults to the name of the logged-in user. The salesperson is typically specified for purposes of reporting commission on ads.

- **Bill On** — The ad’s billing preference. When the invoicing routine is run, AMP bills the ad based on this setting.
 - **Placement** — Bill the total ad cost on the day the ad was placed.
 - **First Day** — Bill the total ad cost on the ad’s first run day.
 - **Last Day** — Bill the total ad cost on the ad’s last run day.
 - **On Demand** — Bill the ad “on demand” (typically used for ROP ads). On-demand ads are billed when the invoicing routine is run with the **Bill On** option set to *On Demand*. Bill-on-demand ads are billed for each insertion from the last time invoicing was run with the Bill On Demand option.
 - ▶ **Example:** If the ad’s total cost is \$500; each day costs \$100 to run. The ad can be billed “on demand” to create five separate invoices or line items (on the statement), each for \$100.
- **Package ID** — If the ad is part of a multi-ad package, enter the package ID in this field.
- **Job Number** — The ad’s job number. This field is used for ads that have corresponding job numbers in the PMP system.
- **Send to Production** — Check this box if AMP should include this ad in the export file for PMP.
- **Never Purge** — Check this box if this ad should never be purged.
- **Coupon** — Check this box if the ad is a coupon. This attribute can be exported to a third-party ad-dummying system so that coupon ads are flagged accordingly for the paginator’s information.
- **Reverse** — Check this box if the ad is a reverse-type ad. This attribute can be exported to a third-party ad-dummying system so that reverse-type ads can be flagged accordingly for the paginator’s information.
- **Tax Exempt** — Check this box if taxes should not apply to the ad.
- **Placeholder** — Check this box if this is a placeholder ad. This option is not typically used.
- **Override Ad Cost** — Check this box to override the ad’s cost in the field provided. The user must have the appropriate level of system security to override the cost.
- **Override Billing Size** — Check this box to override the billing size. (The user’s permission level determines whether the billing size can be overridden.) When this box is checked, the blank fields beneath the checkbox become available for overriding the values in the secondary **Columns**, **Inches**, **Lines**, and **Words** fields. If billing size has been overridden, the ad is billed based on the overridden amounts.

Unchecking this box clears the overridden size values and bills the ad based on the size values calculated by the system.
- **Columns** — The number of columns the ad spans.
- **Inches** — The ad’s depth, expressed in inches. (If ad depth is expressed in agates, Agates will be displayed here.)
- **Lines** — The number of lines in the ad.
- **Words** — The number of words in the ad. If this is an ROP ad, the value in this field cannot be modified.
- **Modular** — The pre-defined modular size of the ad. This field is not available for classified liner ads.

- **Fixed** — Check this box if the ad depth should be “fixed” at the specified values. This field is available only for classified liner and classified display ads. This box must be checked before the user can enter the fixed-depth value.
- **Tearsheets** — The number of tearsheets for this ad. (If a default tearsheet value is specified on the customer and/or account screen, that value appears by default in this field.) The specified tearsheet quantity appears on the Tearsheet Report.
- **Delivery** — Click the pop-up and choose whether the tearsheets should be delivered on the first day the ad runs, the last day the ad runs, or every day the ad runs. This setting appears on the Tearsheet Report.
- **Third Party** — The field is populated with the value that corresponds to the ad record received from the ThirdPartyMonitor routine.
- **Notes** — Any freeform notes about this ad. Ad notes appear on the ad’s job ticket and are passed to PMP.

Downloading and Emailing an Ad Receipt

A receipt (in text format) can be downloaded to the browser or sent in an email.

- **Downloading a Receipt** — On the ad's Home screen, click the **Receipt** link. AMP downloads the receipt information to a new tab in the browser window.
- **Emailing a Receipt** — Email options are displayed on the Home screen if the function is configured in the AMPConfig.xml file.

How to Email a Receipt:

1. On the ad's Home screen, enter the following information:
 - **Email To** — The recipient's name. This defaults to the customer name.
 - **Address** — The recipient's email address. This defaults to the email address specified on the customer screen.
2. Click the **Email Receipt** link.
AMP sends the receipt in an email. An attachment that contains the ad preview can be included in the email if this option is configured in the AMPConfig.xml file.

Sample Email Receipt


Sample receipt information contained in an email is shown below.

NOTE: A list of HTML tags for use on receipts is available from MediaSpan.

Wilma Flintstone
123 Rocky Dr.
Ann Arbor, MI 48103

Dear Wilma,

This notice serves as your receipt for Class Liner Ad #00408955.
Your Ad will run 4 times beginning on 4/9/11.
Insertion Cost: \$54.00
Adjustment Cost: \$10.00
Net Cost: \$64.00
Prepaid Cost: \$0.00
Amount Due: \$64.00
Thank you for your patronage.



Yard Work
\$25/hr. mow, trim, weed,
May-Sept. West Oak.
734-555-1212

Downloading an Ad's Job Ticket

A job ticket (in text format) can be downloaded from the ad's Home screen to the browser.

How to Download a Job Ticket:

1. On the ad's Home screen, click the **Job Ticket** link.
2. The job ticket information is downloaded to a new tab in the browser window.

Sample Job Ticket

Sample job ticket information is shown below.

NOTE: A list of HTML tags for use on job tickets is available from MediaSpan.

Job Ticket

ROP Ad #00057812

| | | | |
|---------|-----------------------------|-------------|-----------------|
| Company | MEDIASPAN | Job Number | Package |
| Name | MARK BEST | Slug Line | Test Job Ticket |
| Number | 03100017 | Size | Package |
| Phone | (734)887-4400 | Salesperson | Debbie Bailey |
| Email | mbest@mediaspansoftware.com | | |

Order Detail:

| Publication | Run Date | Sec | Page | Prod | Market | Kind | Color |
|----------------------|----------|-----|------|------|--------|------|-------|
| 01 Pioneer | | | | | | | |
| | 6/6/07 | B | 3 | MISC | ALL | FRON | PBLU |
| | 6/13/07 | B | 3 | MISC | ALL | FRON | PBLU |
| 51 The News Advocate | | | | | | | |
| | 6/6/07 | A | 2 | COMP | AFTE | CHUR | HALF |
| | 6/7/07 | A | 2 | COMP | AFTE | CHUR | HALF |

NOTES: These are the ad notes. Here are your ad notes.

AD CONTENT

Ad content includes text and any graphics that are added to the ad content for classified liners and classified display ads.

Content Screen Overview

The illustration below depicts the functions on the ad Content screen. The Content screen is accessible by clicking the Content link on the Home screen or by choosing Content from the screen pop-up.

Functions on the Content screen's Text, Graphics, and Frame tabs are described in detail beginning on the next page.

Text, Graphics, & Frame Tabs
These tabs are used to enter and format ad text, add graphics to the ad content, and add a frame to the ad.

Paste Special Info Into Ad Text
This pop-up allows for pasting the customer address, phone, name, and other customer information directly into the ad text.

Ad Preview
The *Update Preview* button refreshes the WYSIWYG ad preview to reflect changes in the ad content.

Download PDF
Download a PDF of the ad.

Upsell
This area shows classification-specific prompts, phrases, and items to remember when entering ad content. Click on the **Prompts, Phrases,** or **Remember** heading to view the desired information.

Header, Body, & Footer Fields
Clicking the title shows the Style pop-up, text field, and rich-text formatting options. The HBFMode settings in the AMPCopnfig.xml file control whether these headings are hidden or shown by default.

Rich Text Formatting

- Rich text formatting can be applied to text in the Header, Body, and Footer fields. Formatting options include bold, italic, underline, strike-through, superscript, and subscript styles; left, center, right, and full text justification, and font family and size settings.
- The *Eraser* button removes the rich-text formatting.

Text

Use the Text tab to set the ad's classifications, apply an ad template, set page color, and enter ad text.

Content

Save Cancel Cancel Order Customer Previous Content Next Home

Text Graphics Frame Paste Special Preview Update Preview Download PDF

Classification 120 Garage Sales
 SubClass
 Apply Template
 Page Color

Header Hidden, Click to Show

Style GS - Garage Sale

Body Neighborhood Yard Sale
 Misc. household items: jewelry, furniture, small appliances, CDs & DVDs, bikes, toys.
 Fri-Sat-Sun 8am-4pm
 West Oak
 (1 mi. ea. of 3rd & Main)
 Early birds welcome!

Upsell (104 Garage Sales)

Classification Prompt Prompts Phrases Remember

INCLUDE IN AD TEXT: City - Address - Directions - Phone - Date and time - Early birds? - Items - Brand new or used items - Antiques / Collectibles - Jewelry - Furniture - Housewares - Tools - Books - Movies - Music - Clothing - Toys - Sporting goods

Footer Hidden, Click to Show

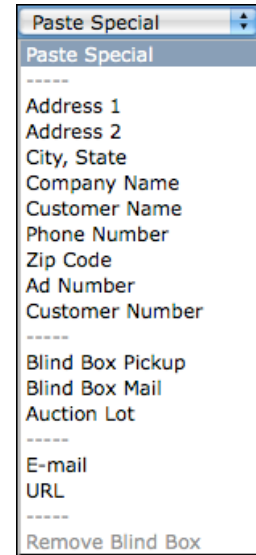
Placeholder for Tab ~

Blind Box #
 Columns 1.00
 Inches 1.22
 Lines 9
 Words 29
 Fixed Depth

How to Use the Text Tab:

- On the Text tab, configure the information described below.
 - **Apply Template** — The saved template to apply to this ad. If using a template, choose the template from the pop-up first (before entering further information on this screen).
 - **Classification** — The ad's classification.
 - **SubClass** — The ad's sub-classification, if any.
 - **Page Color** — The ad's background color.
 - **Style** — The pre-defined style to apply to the ad. These styles are configured on the Style Sets setup screen.
 - Manual styling options can be applied to selected text via the styling tools located at the bottom of the text field.
 - **Header/Body/Footer** — The text for the ad's header, body, and footer. If the header and footer text do not require pre-defined styles, it is not necessary to enter text in these fields (header and footer text can be styled in the **Body** field, which is a required field).

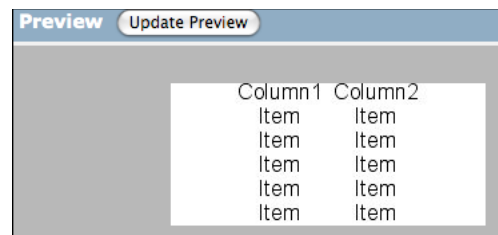
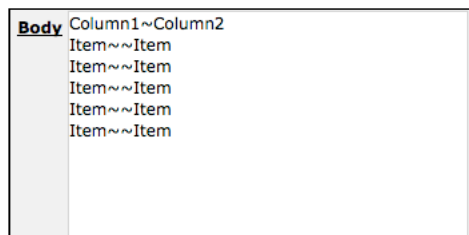
- **Paste Special** — This pop-up menu (right) allows for pasting customer information into the ad text at the cursor point. Pasting Blind Box and Auction Lot information into the ad text also assigns the box or auction lot number to the ad. Use the *Remove Blind Box* option to remove blind box information from the ad text.
- **Placeholder for Tab** — The character that represents a tab stop in ad-content fields (Header, Body, and Footer). The default placeholder character is a tilde; this means that a tilde should be used as a tab stop in the **Header**, **Body**, and **Footer** fields.



Example

The **Body** field (below left) contains a tilde (the default placeholder character) for each tab stop between Column 1 and Column 2 and the Items in each column.

The ad preview are (below right) reflects the tab stops (tildes) entered in the **Body** field.



Default Tab Stops

Tab-stop locations vary, based on whether the ad content uses a pre-defined style (style sets can include default tab stops):

- If the ad content uses a pre-defined style (from the **Style** pop-up), tab stops are set at every .1667-inch mark (or every pica).
- If the ad content does not use a pre-defined style (from the **Style** pop-up), tab stops are set at every half-inch mark (or every three picas).

- **Blind Box #** — The system-assigned blind box number, if it applies. Information in this field is for display only and cannot be edited.
- **Columns** — The ad's column width, expressed in number of columns.
- **Inches** — The ad's depth, expressed in inches.
- **Lines** — The number of lines in the ad.
- **Words** — The number of words in the ad.
- **Fixed Depth** — Check this box to specify the ad's fixed depth, based on the values entered in the **Columns** and **Inches** fields.
- **Update Preview** — Updates the ad preview to reflect changes made to the ad.
- **Upsell** — The Classification Prompt, Prompts, Phrases, and Remember tabs show the upsell information for the ad's classification (if upsell information has been configured for the specified classification).

Graphics

Use the functions on the Graphics tab to create graphics folders, upload graphics, and add graphics and picture boxes to ads.

NOTE: It is recommended that graphics for use in AMP are in JPEG or PDF format.

Creating a Graphics Folder

Graphics folders can be created for organizing graphics for use with AMP ads. Graphics can be used system-wide for any AMP ads for specific customers or specific ads.

How to Create a Graphics Folder:

1. From the ad's Content screen, click the Graphics tab.
2. Click the **Add Graphic** button.
3. On the Select Graphic screen, the Remote File Systems list shows the contents of the Uploads folder. This folder contains the structure of folders and graphics from which the user can choose to incorporate into the ad.

Use the radio buttons to navigate to the desired location of the new folder.

4. Click the **Create New Folder** pop-up and choose one of the following options:
 - **Using New Folder Name** — Create a folder using the name specified in the **New Folder Name** field.

Example — To create a folder named Credit Card Logos directly beneath the Uploads folder:

- Click the **Uploads** radio button (beneath Remote File Systems).
- In the **New Folder Name** field, enter *Credit Card Logos*.
- Click the **Create New Folder** pop-up and choose *Using New Folder Name*. The path to the new folder appears in the **To Selected Folder** field (in the Upload area in the top portion of the Select Graphic screen). Using this example, the To Selected Folder field would read *uploads\Credit Card Logos*.

- **For Customer** — Tell AMP to create a folder for this customer's graphics or for this particular ad. A customer-specific folder will be named according to the customer number and name. An ad-specific folder will be named according to the ad number.

Example — To create a folder for this customer (directly beneath the Uploads folder): :

- Click the **Uploads** radio button (beneath Remote File Systems).
- Click the **Create New Folder** pop-up and choose *For Customer [customer number and name]*. The path to the new folder appears in the **To Selected Folder** field (in the Upload area in the top portion of the Select Graphic screen). Using this example, the To Selected Folder field would read *uploads\[customer number and name]*.



Uploading a Graphic

A graphic can be uploaded to the AMP graphics library via the Upload function.

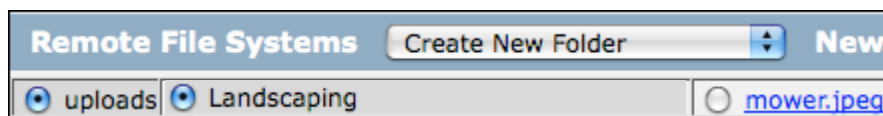
How to Upload a Graphic:

1. From the ad's Content screen, click the Graphics tab.
2. Click the **Add Graphic** button.
3. On the Selected Graphic screen, navigate to the location of the graphic via the radio buttons beneath Remote File Systems.
4. The path to the specified folder appears in the **To Selected Folder** field (in the Upload area in the top portion of the Select Graphic screen).
5. Click the **Browse** button at the end of the **Upload a Local File** field.
6. Navigate to the location of the graphic and select the file.
7. On the Select Graphic screen, the path to the selected graphic appears in the **Upload a Local File** field.
8. Click the **Upload** button (beneath the To Selected Folder field).
9. If the file was uploaded successfully, the message line indicates that the file was uploaded. The upload path (beneath Remote File Systems) includes the name of the uploaded file, which has been uploaded to the folder specified in step 3.

NOTE: The graphic file will be overridden if a graphic file with the same name was already uploaded in the same AMPWeb session.

- The illustration below shows the **mower.jpg** graphic file that has been uploaded to the **uploads\Landscaping** folder.

NOTE: Graphic filenames must include the file extension — such as .jpg or .jpeg — in order to the graphic to be uploaded in AMP.

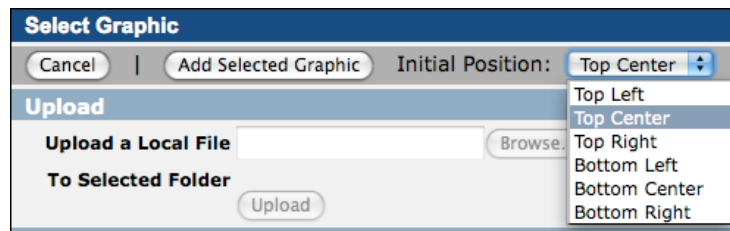


Adding a Graphic or Picture Box to an Ad

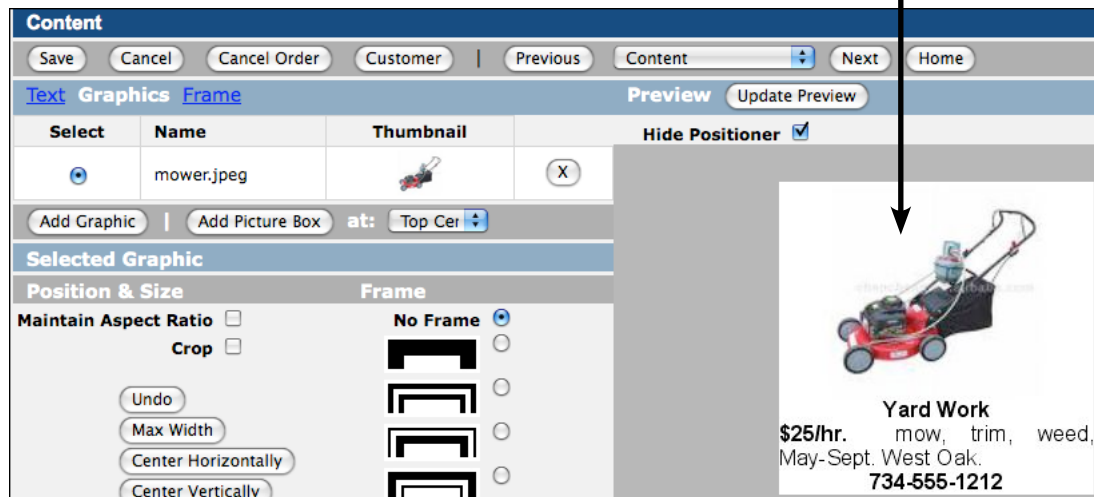
A graphic that has been uploaded to AMP can be incorporated into ad content via the Add Selected Graphic function. A picture box can also be added to the ad content via the Add Picture Box function.

How to Add a Graphic or Picture Box to an Ad:

1. From the ad's Content screen, click the Graphics tab.
2. To add a graphic, lick the **Add Graphic** button.
To add a picture box, click the **at:** pop-up and choose the position of the picture box in the ad content (positioning options are shown below in the Initial Position pop-up list). Click the **Add Picture Box** button (a picture box contains an X in the box). Then proceed to step 7.
3. On the Select Graphic screen, navigate to the location of the graphic via the radio buttons beneath Remote File Systems.
4. Select the graphic by clicking the graphic's corresponding radio button.
5. Click the Initial Position pop-up and choose the initial position of the graphic in the ad content.



6. Click the **Add Selected Graphic** button.
7. The selected graphic (or picture box) is incorporated into the ad content at the specified position.
The illustration below shows a graphic that has been placed in the top center position of the ad.



NOTE: The graphic's position in the ad can be adjusted after the graphic has been added to the ad content and the ad's position and size have been adjusted as needed.

8. Repeat steps 2-7 to add additional graphics (or picture boxes) as desired.
9. Click the **Save** button.



Adjusting a Graphic or Picture Box in an Ad

A graphic's position and size (within the ad content area) can be adjusted via the functions available in the Position & Size, Frame, and Actions sections of the screen.

Positioner

- Use the blue positioner to adjust the graphic within the ad. The *Hide Positioner* button is not checked by default so that the positioner is shown. The positioner must be shown in order for the graphic to be positioned.
- Checking the *Hide Positioner* box removes the blue positioner, preventing the graphic from being positioned.

How to Adjust a Graphic in an Ad:

1. Select the graphic to be adjusted, using the functions described below.
 - **Hide Positioner** — Unchecking this box causes the blue positioner box to display (shown in the illustration above); this enables positioning of the graphic. Checking this box hides the blue positioner and disables positioning of the graphic.
 - Positioning the Graphic:** Use the mouse to make these adjustments:
 - To adjust the edges of the graphic, hover the cursor over the top, bottom, left, or right edge of the positioner. The cursor changes to a positioning tool . Click, hold, and drag the positioning tool to the desired position.
 - To move the graphic, hover the cursor over the blue positioner box. The cursor changes to a hand tool . Click, hold, and drag the hand tool to move the graphic to the desired location.
 - **Maintain Aspect Ratio** — Check this box to maintain the graphic's aspect ratio.
 - **Crop** — Check this box to crop the graphic with the positioner tool. This box must be checked before the positioner can be moved in order to crop the graphic.
 - **Undo** — Undo the most recent change.
 - **Max Width** — Set the graphic to the maximum width of the ad.
 - **Center Horizontally/Vertically** — Center the graphic horizontally/vertically.


- **Runaround** — The graphic's top, left, bottom, and right runarounds, expressed in points.
- **Show Advanced** — Check this box to show these advanced options:
 - **Origin Across** — The starting point of the graphic's upper-left corner, from the ad's left margin. This value is expressed in points.
 - **Origin Down** — The starting point of the graphic's upper-left corner, from the ad's top margin. This value is expressed in points.
 - **Width/Height** — The width/height of the graphic, expressed in points.
- **Frame** — Mark the radio button next to the frame style to apply to the graphic. Additional frame options are available on the Frame tab.
- **Width** — The width of the frame, expressed in points.
- **Fit to Box** — Proportionally fit the graphic to the box.
- **Fit to Ad** — Proportionally fit the box to the ad.
- **Choose Graphic File** — Opens the Select Graphic screen for creating a graphic folder and/or uploading a graphic.

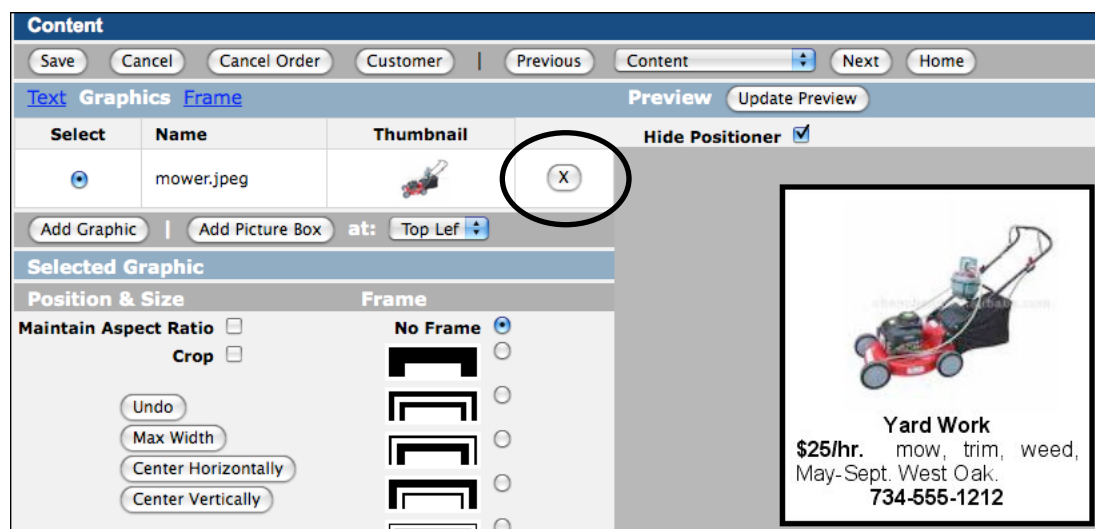
2. Click the **Save** button.

Removing a Graphic From an Ad

Removing a graphic from an ad deletes the graphic from the ad content.

How to Remove a Graphic From an Ad:

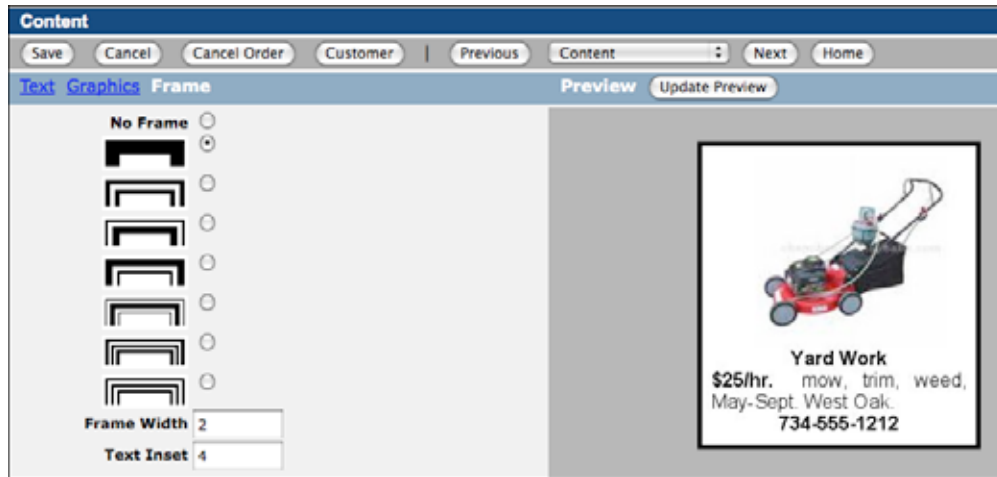
1. From the ad's Content screen, click the Graphics tab.
2. Click the  Delete button that corresponds to the graphic to be removed. This button is located next to the thumbnail of the graphic (to the left of the ad preview). The Delete button is circled in the illustration below.



3. When prompted to confirm deleting the graphic, click the **OK** button.
4. Click the **Save** button.

Frame

Use the Frame tab to add a frame to the ad and set the frame width and text inset.



How to Add a Frame to a Graphic:

1. From the ad's Content screen, click the **Frame** tab.
2. Set the frame options:
 - **Frame (Style)** — Mark the radio button next to the desired frame style.
 - **Frame Width** — The frame width, expressed in points.
 - **Text Inset** — The text inset, expressed in points.
3. Click the **Save** button.

Linking a Graphic to Use as a Complete Ad

The Link Graphic function allows for linking an ad to a graphic file that is the complete ad. This function can be used for all AMP ad types.

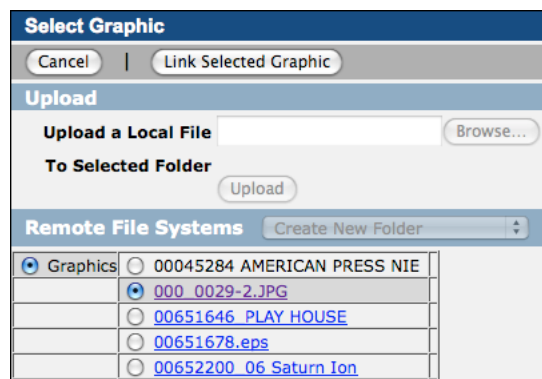
The **Link Graphic** feature functions similarly to the existing Add Graphic feature, except that for linked graphics:

- The width of the picture box for the selected image is set to the width of the ad.
- The height of picture box is scaled to maintain the image's aspect ratio.

NOTE: Recommended graphic file formats are GIF, JPEG, and PDF. If the linked graphic will be viewed on the Web, the format of the graphic file should be Web-compliant.

How to Use the Link Graphic Function:

1. From the ad's Content screen, click the [Graphics](#) link.
2. On the Graphics screen, click the **Link Graphic** button.
3. From the Select Graphic screen, choose the graphic.
4. Click the **Link Selected Graphic** button.



5. AMP links the graphic to the ad and sizes it proportionally to fit in the ad content area.

AD SCHEDULE

The Home screen's Schedule area is used to schedule an ad that is not part of a group buy.

NOTE: If the ad is part of a group buy, set the ad's schedule on the Group Buy screen. The Group Buy screen is accessed by choosing Group Buy from either the screen pop-up list or from the Pub pop-up list (shown in the illustration below).

| Publication | Runs | Start | End | Ins Cost |
|-------------|------|--------|---------|----------|
| 01 Pioneer | 2 | 4/9/11 | 4/15/11 | 19.00 |

Schedule Information

An ad's schedule requires a publication, rate, start and stop dates, and number of runs.

How to Schedule an Ad That is Not Part of a Group Buy:

- In the Home screen's Schedule area, configure the schedule information:
 - **Pub** — The publication in which the ad should be scheduled to run. If the ad is part of a group buy, choose Group Buy from this list and proceed to the next page.
 - **Rate** — The rate to use for determining the ad's cost.
 - **Start** — The ad's start date. This defaults to the first available run date for the specified publication. The start date can also be set by using the calendar. (See the next page for information on using the calendar to schedule an ad.)
 - **Stop** — The ad's stop date. Entering a stop date (and exiting the **Stop** field) automatically populates the **Runs** field. The stop date can also be set by using the calendar. (See the next page for information on using the calendar to schedule an ad.)
 - **Runs** — The number of times the ad is scheduled to run. Entering the number of runs (and exiting the **Runs** field) automatically fills in the stop date.
 - **TFN** — Checking this box marks the ad as a TFN ad. The date in the stop field is cleared, and *TFN* appears in the **Runs** field. (For more information on TFN ads, see the TFN Ads section in this chapter.)

NOTE: A TFN ad must use a rate that is configured to calculate TFN pricing.

- **User-Defined Cost** — Check this box to override the ad's cost in the field provided. The user must have the appropriate level of system security to override the cost, and the selected rate must be configured to allow user-defined costs.

NOTE: The user-defined cost does not include adjustments, which are added on the ad's Adjustments screen.

- To schedule the ad in additional publications, choose the publication from the **Pub** pop-up and set the schedule for each publication in which the ad should run.
- Click the **Save** button.

Scheduling a Group Buy

An ad scheduled into more than one publication can be scheduled as a group buy. This allows for scheduling an ad as part of a “package deal” when the ad runs in more than one publication. Scheduling an ad as part of a group buy distributes the ad revenue among all the publications in the group buy.

Because a group buy represents a total cost for the publication “package,” adding or removing insertions from a group buy does not change the price until the user adds or removes insertions that constitute another full cycle. Until a full cycle is reached, AMP distributes the per-insertion cost among the remaining insertions so that the per-insertion costs equal the total cost for the group buy.

How to Schedule an Ad As Part of a Group Buy:

- Open the Schedule Group Buy screen by choosing *Group Buy* from either the screen pop-up list or from the **Pub** pop-up list on the Home screen.
- On the Schedule Group Buy screen, configure the group buy schedule.
 - **Group Buy** — The group buy into which the ad should be scheduled. Choosing a group buy displays the list of publications that are part of the group buy package.
 - **Publications** — The publications in the group buy. Group-buy publications are usually predetermined but can be selected/deselected on this screen.
 - **Rate** — The rate for this group buy.
 - **Start on or After** — The first day that the ad should run.
 - **Number of Cycles** — The number of cycles in the group buy. A cycle represents the number of times an ad runs, based on the frequency of each publication in the group.

Example: Assume a group buy consists of these two publications:

 - Daily — Publishes six days per week. One cycle in the daily publication would consist of six insertions: one for each of the six days the daily is published. Two cycles in the daily publication would consist of 12 insertions: six insertions in the first (six-day) cycle, and six insertions in the second (six-day) cycle.
 - Weekly — Publishes once per week. One cycle in the weekly publication would consist of one insertion. Two cycles in the weekly publication would consist of two insertions.
 - **User-Defined Cost** — Check this box to override the ad’s cost in the field provided. The user must have the appropriate level of system security to override the cost, and the selected rate must be configured to allow user-defined costs.
- Click the **Schedule Group Buy** button. AMP schedules the ad accordingly and shows the Home screen, where the group buy schedule is shown in the Insertion Summary section.
- Click the **Save** button.

TFN Ads

In order to understand how AMP handles TFN ads, it is important to know how they are affected by scheduling, rate increases, publishing, and billing.

Scheduling

- A classified liner, display, ROP, or unit-based ad can be scheduled to run TFN.
- Marking the TFN checkbox schedules the ad from the start date through six weeks' worth of available insertions. When you run the publishing routine and close the publication in which the ad runs, AMP extends the TFN schedule as necessary.
- A TFN ad runs until it is stopped via the Stop Ad function.
- TFN is an ad-level attribute that cannot be set on a publication basis. This means that the same ad cannot run as a TFN ad in one publication and a non-TFN ad in another publication.
- A TFN ad cannot be scheduled as part of a group buy.

Example:

- Schedule an ad to run in a daily (seven days per week) publication that has no skip days. Schedule the ad to run beginning January 1.
- Mark the TFN checkbox.
- The calendar shows the ad scheduled to run from January 1 through February 11.
- When you close the January 1 issue, AMP adds one day (February 12) to the schedule. When you publish the January 2 issue, AMP adds another day (February 13), and so on.
- If a TFN ad schedule runs over a skip (non-publish) day, AMP schedules the TFN insertions accordingly around the skip day.

Rate Increases

- If an existing TFN ad should use a new rate immediately:
 - Stop the ad.
 - Copy the ad.
 - Reschedule the ad with the new rate.
- If an existing TFN ad should use a new rate on the rate's effective date:
 - Stop the ad.
 - Copy the ad.
 - Reschedule the ad to start on the rate's effective date.
- If an existing TFN ad should continue using the old rate, no action is necessary.

Publishing

- When a publication with TFN ads is closed, AMP reschedules all TFN ads for the closed publications that ran on the closed day(s).
- If an error occurs when closing a publication with TFN ads — even if the publication is marked “closed” after the error occurs — contact MediaSpan support for help with re-closing the publication.

Billing

When running the invoicing routine and including TFN ads, mark the **Include TFNs** checkbox on the Invoicing screen.

Calendar

The calendar allows for scheduling ads to run on an irregular basis, such as on a specific day of the week or on non-consecutive days. The illustration below describes the functions available on the calendar.

Previous Month

Click < to show the previous month.

Next Month

Click > to show the next month.

Make Day of Week Available or Unavailable for Scheduling

The day-of-week labels can be used to "toggle" that day of the week between "available" and "unavailable" for scheduling.

Example: To make all Sundays unavailable for scheduling, click on the Sun label.

Click Day to Schedule or Remove From Schedule

Click on a calendar day to schedule the ad to run on that day. Conversely, click on a scheduled day to remove the ad from the schedule for that day.

Note that an ad cannot be scheduled to run if the publication has been closed and billed.

Calendar Key

- The key helps identify color-coded days on the calendar.
- Example: A day shaded light green indicates a "scheduled" day (i.e., a day on which the ad is scheduled to run).
- Show and hide the calendar key using the Show/Hide Calendar Key button.

Calendar Key

- Scheduled
- Scheduled, billed & ran
- Scheduled & billed, has not published
- Scheduled after deadline, has not published
- Available for scheduling
- Not available for scheduling
- Past deadline
- Published
- Proof Published
- Published by run ad utility
- Set aside
- Ad is stopped, Insertion not published
- Customer on hold, Not published or billed
- Not published due to set aside
- Historical TFN day

Deleting an Ad's Schedule

To delete insertions from a publication, click the X (Delete) button that corresponds to the publication. This Delete button (circled below) is on the Insertion Summary tab.

| Publication | Runs | Start | End | Ins Cost |
|-------------|------|--------|---------|----------|
| 01 Pioneer | 2 | 4/9/11 | 4/15/11 | 19.00 |

Insertion Summary

The Insertion Summary shows information about the insertions for each publication in which the ad is scheduled. For each publication, the summary includes the number of times the ad is scheduled to run, the start and end dates, and the total insertion cost. The Insertion Summary tab can also be used to delete publications from the ad's schedule.

| Publication | Runs | Start | End | Ins Cost | |
|--|------|---------|---------|----------|----------------------------------|
| <input checked="" type="radio"/> 01 Pioneer | 2 | 4/9/11 | 4/15/11 | 19.00 | <input type="button" value="X"/> |
| <input type="radio"/> 02 TriCounty | 1 | 4/18/11 | 4/18/11 | 17.50 | <input type="button" value="X"/> |
| <input type="radio"/> 08 Pioneer Osceola Edition | 1 | 4/20/11 | 4/20/11 | 17.50 | <input type="button" value="X"/> |

Insertion Inspector

The Insertion Inspector allows for configuring various field settings at both the publication and insertion levels. The Insertion Inspector must be used for unit-based ads, and can also be used for ROP ads, classified liner ads, and classified display ads.

How to Use the Insertion Inspector:

- From the Home screen, click the Insertion Inspector link
OR
From the screen pop-up, choose **Insertion Inspector**.
- On the Insertion Inspector screen, check the box next to the publication and/or insertion for which to specify the attributes:
 - ▶ If attributes apply to all insertions in the publication, check the box next to the publication.
 - ▶ If attributes apply to selected insertions, check the box next to each desired insertion.

NOTE: If attributes vary among the selected publications/insertions, the variance is indicated by a series of dashes in the affected field(s). For example, if the selected publications/insertions do not use the same rate, the Rate field shows a series of dashes. In the illustration below, the dashes in the Rate field (circled) indicate that the selected publications and insertions do not all use the same rate.

The screenshot shows the 'Insertion Inspector' window. On the left, there is a list of publications and insertions with checkboxes. The right side contains various configuration fields. The 'Rate' field is circled in black, showing a series of dashes '----' instead of a numerical value, indicating that the selected publications and insertions do not all use the same rate.

- Specify the desired attributes for selected publications and/or insertions.
 - **Product/Market/Kind/Color** — The product/market/kind/color code for the selected pubs/insertions.

- **Rate:** The rate for the selected pubs/insertions.
- **Section and Page:** The section and page. Specified section and page values appear on the ad's job ticket.
- **Job #:** The ad's job number.
- **Guarantee:** Choose *Yes* to mark guaranteed placement based on the values in the **Section** and **Page** fields. The specified guarantee option appears on the ad's job ticket.
- **Earned Discount:** This option is not used.
- **Contract %:** The percentage that counts toward the customer's contract.
- **Units:** The number of units. This field is available only for unit-based ads.

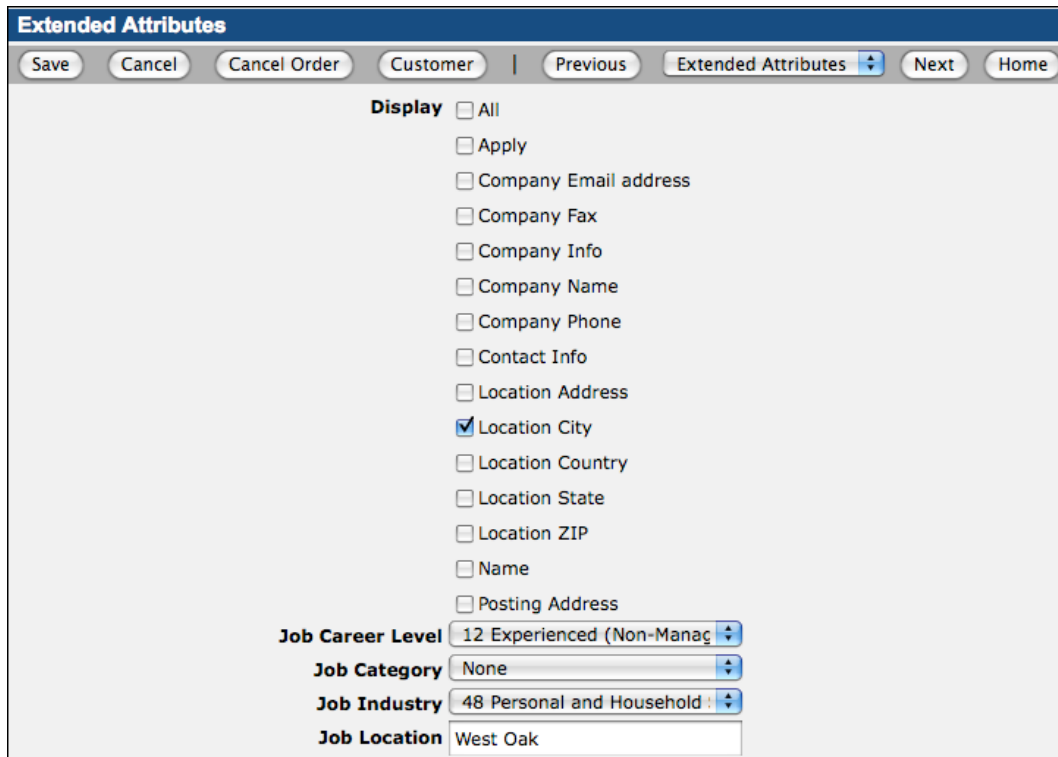
4. Click the **Save** button.

Extended Attributes

Extended Attributes are used to apply additional metadata to the ad.

How to Apply Extended Attributes to an Ad:

1. From the Home screen, click the Extended Attributes link
OR
From the screen pop-up, choose **Extended Attributes**.
2. Apply the extended attributes accordingly.
 - The illustration below shows an example of extended attributes that can be applied to an ad. Extended attributes vary based on site configuration.



Extended Attributes

Save Cancel Cancel Order Customer | Previous Extended Attributes Next Home

Display All

Apply

Company Email address

Company Fax

Company Info

Company Name

Company Phone

Contact Info

Location Address

Location City

Location Country

Location State

Location ZIP

Name

Posting Address

Job Career Level 12 Experienced (Non-Manag)

Job Category None

Job Industry 48 Personal and Household

Job Location West Oak

AD ADJUSTMENTS

Adjustments are additional charges applied to the ad's total cost. Adjustments can be applied to the ad order, to the publication, or to one or more insertions. Adjustments can be applied either manually during ad entry or automatically if the adjustments has been linked to an automatic adjustment.

NOTE: The ad's schedule must be set before adjustments can be applied to the ad.

How to Add an Adjustment to an Ad Manually:

- From the Home screen, click the **Adjustments** link in the top-right section of the screen
OR
From the screen pop-up, choose **Adjustments**.
 - On the Adjustments screen, any automatic adjustments are selected by default so that they are applied to all of the ad's publications and insertions. Uncheck the box next to each automatic adjustment that should not be applied, and check the box next any adjustments to be applied.
For each selected adjustment, make any desired modifications to the number of units.
 - Click the **Save** button.
- The illustration below describes the functions on the Adjustments screen and how AMP applies each type of adjustment.

Ad Order-Level Adjustment (Level 1)

- Applied to the entire ad order, regardless of the number of publications and insertions.
- Click the → to turn the arrow downward ↓ to show pub-level and insertion-level adjustments.

Pub-Level Adjustment (Level 2)

- Applied to each publication in which the ad is scheduled.
- Click the → to turn the arrow downward ↓ to show insertion-level adjustments.

Insertion-Level Adjustment (Level 3)

Applied to each insertion in each publication in which the ad is scheduled.

Number of Units

By default, each selected adjustment includes one unit. To change the number of units for an adjustment, enter the number of units in the designated field.

Adjustments

Save Cancel Cancel Order Customer | Previous Adjustments Next Home

| | | | Code | Description | Number Units | Unit Cost | Total Cost |
|--------------------------|-------------------------------------|-------------------------------------|----------------------------|----------------|--------------|-----------|------------|
| <input type="checkbox"/> | | | AFFA | Affidavit | | 12.00 | |
| <input type="checkbox"/> | | | BILL | Billed Charge | | 1.50 | |
| <input type="checkbox"/> | | | BLIA | Blind Box Mail | | 10.00 | |
| <input type="checkbox"/> | | | BLIN | Blind Box PU | | 5.00 | |
| <input type="checkbox"/> | | | BOLD | Bold | | 2.50 | |
| <input type="checkbox"/> | | | BOX | Boxed | 1.00 | 2.50 | 2.50 |
| ↓ | <input checked="" type="checkbox"/> | | CO | Check it out | ---- | 1.50 | |
| | ↓ | <input checked="" type="checkbox"/> | 01 Pioneer | Check it out | ---- | 1.50 | |
| | | <input checked="" type="checkbox"/> | 4/9/11 | Check it out | 1.00 | | 1.50 |
| | | <input checked="" type="checkbox"/> | 4/15/11 | Check it out | 1.00 | | 1.50 |
| ↓ | <input checked="" type="checkbox"/> | | 02 TriCounty | Check it out | 1.00 | 1.50 | |
| | | <input checked="" type="checkbox"/> | 4/18/11 | Check it out | 1.00 | | 1.50 |
| ↓ | <input checked="" type="checkbox"/> | | 08 Pioneer Osceola Edition | Check it out | 1.00 | 1.50 | |
| | | <input checked="" type="checkbox"/> | 4/20/11 | Check it out | 1.00 | | 1.50 |

AD STYLE

The Style screen shows a preview of available ad styles and allows for applying a style to a classified liner or classified display ad. The Style screen can also be used to send a customer an email that contains a preview of one or more selected styles for the ad (for purposes of upselling the ad). AMPConfig.xml settings determine whether email options are displayed.

NOTE: Styles shown on this screen are configured by an administrative user on the Stylesheets setup screen.

| Email | Select | Style | Total Amount | Preview |
|-------------------------------------|----------------------------------|--------|--------------|---------|
| <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | Custom | \$64.00 | |
| <input checked="" type="checkbox"/> | <input type="radio"/> | Basic | \$61.50 | |

How to Use the Style Screen:

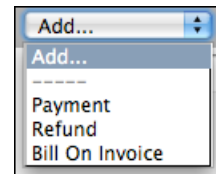
- Click the screen pop-up and choose **Style**.
- On the Style screen, enter/select the style options described below.
 - **Email Options** — Allow for sending emailing a preview of each style selected on this screen.
 - **Email To** — The recipient's name. This defaults to the customer name.
 - **Address** — The recipient's email address. This defaults to the email address specified on the customer screen.
 - **Check All** — Click this button to check the **Email** box for each available style. If this box is checked, the email will include a sample of all available styles.
 - **Check None** — Click this button to remove the check mark from each **Email** checkbox.
 - **Send Email** — Emails the selected style(s) to the specified email address.
 - **Select** — Mark the radio button for the style to apply to the ad.
- Click the **Save** button.

AD PAYMENTS

Prepayments and refunds applied to an ad are made on the ad's Payment screen.

How to Apply a Prepayment or Refund to an Ad:

- From the Home screen, click the **Payments** link in the top-right section of the screen
OR
 From the screen pop-up, choose **Payments**.
- On the Payments screen, enter the purchase order number in the **P.O.** field if there is a purchase order for this transaction.
- Click the **Add** pop-up and choose the payment type:
 - **Payment** — Apply a prepayment to the ad. These transactions are contained in prepayment batches.
 - **Refund** — Apply a refund to the ad. These transactions are contained in PCD batches.
 - **Bill on Invoice** — For TFN and Bill-on-Demand ads, bills the credit card when the ad is invoiced. These transactions are contained in an invoice batch.
- On the Select Prepayment Batch screen, select a new batch or create a new one:
 - **Select Batch** — Select an existing batch for this transaction and click the **Select Batch** button, or ...
 - **Create Batch** — To create a new batch, enter the following information, then click the **Create Batch** button:
 - **Batch Date** — The posting date. This defaults to the current date but can be modified.
 - **Batch Notes** (Optional) — Any notes about the batch. The first few characters of this field appear in the Notes column on batches found from a search in Batch Management.



NOTE: After the user selects or creates a batch, each additional payment the user makes (before logging out of AMP) for various customers is automatically placed in that batch unless the user selects a different batch.

- Enter the payment information.

Payment

Complete the information in this area for all transactions, regardless of transaction code:

- **Payment Code** — The code for this transaction. The specified code determines whether the fields in the Check Entry or Credit-Card Entry area become available.
- **Amount** — The amount of the transaction. The amount in this field defaults to the amount of the selected transaction.
- **Memo** — The memo for this transaction. (On the Find A/R Transactions screen, the user can search for transactions based on the contents of this field.)

Check Entry

Information in this area must be completed for checks authorized via AMP. If AMP is not used to authorize check transactions, the **Check #** field should be used to enter the check number for purposes of searching for transactions by check number.

- **Check #** — The check number.
- **Check Name** — The name on the check.
- **Bank ID** — The name of the bank on which the check is drawn.
- **Bank Acct #** — The bank's account number.
- **DL # (Optional)** — The driver's license number of the name specified in the **Check Name** field.
- **State** — The state in which the driver's license number is issued.

Credit Card Entry

Information in this area must be completed for all credit-card transactions.

- **Card Type** — Displayed after the user enters a valid card number and exits the **Card #** field.
- **Card #** — The credit-card number as it appears on the card. AMP determines the validity of the card-number format; it does not check the individual cardholder's account for verification. This field is required, regardless of whether or not AMPCCVerify is being used.

NOTE: If this is the first credit-card transaction for this customer, this number becomes the default number for all subsequent credit-card transactions for this customer. If more than one type of card has been used to enter credit-card transactions for this customer, the last-used card is used.

- **CIV** — The card's security code. (Some card issuers refer to this as the CID code).
- **Expiration** — The credit card's expiration date. This field is required, regardless of whether or not AMPCCVerify is being used.
- **Card Holder Name** — The name of the credit-card holder.
- **Address** — The cardholder's address.
- **City** — The cardholder's city.
- **Quick State** — Choosing the state from the pop-up list will populate the **State** and **Country** fields when the customer is saved.
- **State** — The cardholder's state.
- **Country** — The cardholder's country.

- **ZIP** — The cardholder's ZIP Code.
 - **Reply Authorization** — Displays AMPCCVerifyServer's response regarding approval or denial of the request to authorize this transaction. The **Save and Authorize Card** function must be invoked in order for AMP to display the reply.
 - **Save and Authorize Card** — Save the transaction and request authorization. This triggers AMPCCVerifyServer to send a request to the third-party authorization program for a response. AMP displays this response in the **Reply Authorization** field.
6. Click the **Save** button.

Downloading a Prepayment Receipt

A prepayment receipt (in text format) can be downloaded from the ad's Payments screen to the browser.

How to Download a Prepayment Receipt:

1. On the ad's Payments screen, click the **Download Prepayment Receipt** link.
2. The receipt information is downloaded to a new tab in the browser window.

Sample Prepayment Receipt

Sample prepayment receipt information is shown below.

NOTE: A list of HTML tags for use on receipts is available from MediaSpan.

MediaSpan
P.O. Box 9785
Ann Arbor, MI 48103
Phone: 734-887-4400
Fax: 734-662-5204
www.mediaspansoftware.com

MARK BEST
 MEDIASPAN
 333 Jackson Plaza
 Ann Arbor, MI 48103
 (734)887-4400

ROP Ad #00057812 Summary:

| | | | |
|------------------|------------|--------------|------------------------|
| Publication Cost | \$2927.00 | Payment Date | 6/1/07 |
| Adjustments | \$400.00 | Amount | \$-3327.00 |
| Net Cost | \$3327.00 | Description | Prepayment from AMPWeb |
| Prepaid Amount | \$-3327.00 | Payment Type | ca Cash |
| Amount Due | \$0.00 | | |

Order Detail:

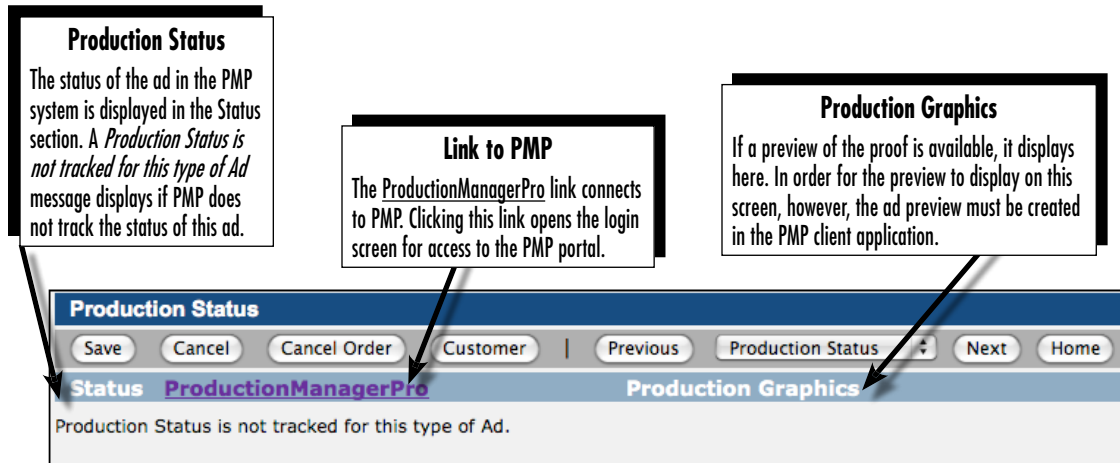
| Publication | Start | Stop | Insertions | Cost | Adjustments | Total |
|----------------------|--------|---------|------------|---------|-------------|---------|
| 01 Pioneer | 6/6/07 | 6/13/07 | 2 | 1463.50 | 200.00 | 1663.50 |
| 51 The News Advocate | 6/6/07 | 6/7/07 | 2 | 1463.50 | 200.00 | 1663.50 |

AD PRODUCTION STATUS

AMP tracks production status for ROP and unit-based ads that are linked to ads in the ProductionManagerPro (PMP) system. The Production Status screen shows the PMP status of the ad, along with a preview of the ad. The Production Status screen also provides a link to a PMP login screen.

How to Use the Production Status Screen:

1. Click the screen pop-up and choose **Production Status**.
 - The illustration below describes the functions on the Production Status screen.



AD HISTORY

The History screen shows the history of actions performed on an ad from the time ad was placed until the time the ad is closed.

- To view the history of an ad, click the screen pop-up and choose **History**.

| History | | | | |
|---------------------|-------|---|---------|--|
| Time | User | Description | Elapsed | |
| 3/30/11 07:19:46 AM | Admin | Placed Ad Order | 06:44 | |
| 3/30/11 11:06:20 AM | Admin | NoLoggedChanges | 00:14 | |
| 3/30/11 12:26:03 PM | Admin | NoLoggedChanges | 22:26 | |
| 3/30/11 01:16:57 PM | Admin | NoLoggedChanges | 01:33 | |
| 3/30/11 01:18:47 PM | Admin | Words Change: number of words changed from 20 to 12 | 10:12 | |
| | | Lines Change: number of lines changed from 7 to 6 | | |

AD PRICING DETAIL

The Pricing Detail screen shows a breakdown of charges applied to the ad for each insertion in all publications in which the ad is scheduled to run.

- To view the ad's pricing detail, click the screen pop-up and choose **Pricing Detail**.

| Pricing Detail | | | | |
|---|---------|----------------------|------------------------|-------|
| Save Cancel Cancel Order Customer Previous Pricing Detail Next Home | | | | |
| Publication | Date | Type | Description | Cost |
| 01 Pioneer | 4/9/11 | insertion | cl Classified Word Ads | 9.50 |
| 01 Pioneer | 4/15/11 | insertion | cl Classified Word Ads | 9.50 |
| 01 Pioneer | 4/15/11 | insertion adjustment | CO Check it out | 1.50 |
| 02 TriCounty | 4/18/11 | insertion | cr_1 Combo rate | 17.50 |
| 02 TriCounty | 4/18/11 | insertion adjustment | CO Check it out | 1.50 |
| 08 Pioneer Osceola Edition | 4/20/11 | insertion | cr_1 Combo rate | 17.50 |
| 08 Pioneer Osceola Edition | 4/20/11 | insertion adjustment | CO Check it out | 1.50 |
| | | order adjustment | PICT Class Picture | 3.00 |
| | | order adjustment | BOX Boxed | 2.50 |

AD PUBLISHING DETAIL

The Publishing Detail screen shows the run date, proof-publish date, proof-publish batch number, and final-publish date for the ad.

- To view the ad's publishing detail, click the screen pop-up and choose **Publishing Detail**.
- To view the information in the proof-publish batch for this ad, click the link in the Proof Publish Batch column.

| Publishing Detail | | | | |
|--|----------|--------------------|----------------------|--------------------|
| Save Cancel Cancel Order Customer Previous Publishing Detail Next Home | | | | |
| Publication | Run Date | Proof Publish Date | Proof Publish Batch | Final Publish Date |
| 01 Pioneer | 4/9/11 | 4/13/11 | 1703 | |
| 01 Pioneer | 4/15/11 | | | |
| 02 TriCounty | 4/18/11 | | | |

GANG FRAMES & GANG ADS

Gang frames and gang ads allow for grouping ads together for a “signature page.”

A gang frame is an AMP ad that functions as a “space reservation” for gang piece ads that are assigned to the frame. A Memorial Day page, for instance, might consist of a full-page frame (the gang frame ad) that contains several ads (gang pieces).

Example: The daily publication will include a special Memorial Day section that includes in the classified section a full-page signature page with several Memorial Day ads. This means that two types of ads must be created for the Memorial Day signature page: a gang frame ad and the individual gang ad pieces that will be associated with the gang frame.

Creating Gang Frames & Gang Ads

Creating gang frame ads and gang ad pieces follows the same basic procedures as creating any other type of AMP ad, with these caveats:

- The gang frame ad must be created and saved before any gang ad pieces can be created and associated with the gang frame.
- Because a gang frame is technically an ad, the gang frame is billable and can be priced at a given rate. If the gang frame ad should not be priced, however, the gang frame ad should be assigned a free rate.
- A gang ad’s schedule cannot be changed because its schedule is confined to the gang frame’s schedule. If the gang frame is scheduled for five Fridays, for example, the gang piece must be scheduled for those same five Fridays.

How to Create a Gang Frame Ad:

1. Find the customer or create a new one.
2. Create a new gang frame ad.
3. On the Home screen, enter the information for the gang frame ad. Use other ad screens as necessary to configure the ad.
4. Save the ad.
5. After the gang frame ad has been saved, gang piece ads can be created and assigned to the frame.

How to Create a Gang Piece Ad:

1. Find the customer or create a new one.
2. Create a new gang piece ad.
3. On the Select Gang Frame screen, click the Order # link for the gang frame ad. This assigns the gang piece ad to the gang frame ad.

| Select Gang Frame | | |
|--------------------------|-------------------|-----------------|
| Customer | | |
| Order # | Slug | Start/Stop |
| 00409010 | ABD Gang | 4/20/11-4/20/11 |
| 00409018 | Labor Day 2011 | 5/27/11-5/27/11 |
| 00409038 | Memorial Day 2011 | 5/26/11-5/31/11 |

4. On the Home screen, enter the information for the gang piece ad. Use other ad screens as necessary to configure the ad.
5. Save the ad.
6. Repeat steps 1-5 to create and assign other gang piece ads to the gang frame.

COPYING AN AD

Copying an existing ad clones the ad's properties and creates a new ad record.

Note the following about copied ads:

- An ad must be saved before it can be copied.
- A copied ad inherits the properties of the existing (saved) ad EXCEPT for the ad's schedule, Insertion Inspector, manual adjustments, and payments. Any automatic adjustments applied to the original ad are applied to the copied ad.
- Copied ads will be discounted based on customer-default settings rather than on the original ad's discounts.

How to Copy an Ad:

1. Open the ad to be copied.
2. From the main menu, choose **Ad > Copy Ad**.
3. Schedule and price the ad.
4. Make any desired modifications to the new (copied) ad.
5. Save the new ad.

STOPPING AN AD

Use the Stop Ad function to stop an ad manually before it reaches its stop date.

How to Stop an Ad:

1. Open the ad you wish to stop.
2. From the main menu, choose **Ad > Stop Ad**.
3. On the Stop Ad screen, enter/select the information described below.

- **Immediately** — Stop the ad immediately.
- **Run Through** — The ad's last run date. The ad will publish through the date entered in this field.
- **Do Not Reprice** — Do not reprice the ad. If this button is marked, the customer will be charged for all insertions of this ad, including insertions that scheduled to run beyond the date for which Stop Ad is run.
- **Reprice For Actual Insertions** — Reprice the ad for insertions that ran. If this button is marked, AMP charges the customer only for the number of times the ad was published.

NOTE: If a TFN ad is stopped, all runs that are not billed will be repriced.

- **Stop in Publications** — Stop the ad in the selected publications. By default, all publications in which the ad is scheduled to run are marked so that the ad is stopped in all publications. As desired, uncheck the box for each publication in which the ad should NOT be stopped.

4. Click the **Stop Ad** button.

UPSELLING AN AD

The Upsell Scheduler projects the cost of the ad based on several factors, including the number of runs in a given publication. Because rates are usually structured to offer better pricing for an increased number of runs, using the Upsell Scheduler can determine those savings.

How to Upsell an Ad:

1. Open the ad to upsell.
2. From the main toolbar, choose **Ad > Upsell Scheduler**.
3. The Upsell Scheduler screen reflects the ad's schedule, regardless of whether the ad includes scheduled run days — if you open the Upsell Scheduler for an ad that has no scheduled run dates, the schedule information on the Upsell Scheduler screen will be blank. This allows for adjusting values for projecting the ad's cost.

Enter/select the upsell information described below.

The screenshot shows the 'Upsell Scheduler' window. At the top, there are buttons for 'Use This Schedule' and 'Cancel Schedule Changes'. The window is divided into three main sections:

- Selected Publication:** Contains fields for 'Pub Code' (01), 'Description' (Pioneer), 'Start Date' (5/25/11), 'Rate' (cl Classified Word Ads), 'Runs' (1), 'Columns' (1.00), 'Words' (29), and 'Modular Size'.
- Cost Summary:** A table showing the cost breakdown:

| Pub | Cost |
|--------------|--------------|
| 01 Pioneer | 13.00 |
| 02 TriCounty | 15.00 |
| Total | 28.00 |
- Available Publications:** A table listing available publications with columns for 'Select', 'Sched', 'Pub', 'Start', 'Rate', 'Runs', and 'Cost':

| Select | Sched | Pub | Start | Rate | Runs | Cost |
|-----------------------|-------------------------------------|--------------|---------|------|------|-------|
| <input type="radio"/> | <input checked="" type="checkbox"/> | 01 Pioneer | 5/25/11 | cl | 1 | 13.00 |
| <input type="radio"/> | <input checked="" type="checkbox"/> | 02 TriCounty | 5/30/11 | cl_1 | 1 | 15.00 |

- **Pub Code & Description** — The code and description for the publication in which the ad is scheduled (based on the selected pub in the Available Publications list).
- **Start Date** — The first date the ad is scheduled to run. If the ad did not have a schedule when you opened the Upsell Scheduler, the ad's first available run date will appear in this field. If the ad had a schedule when you opened the Upsell Scheduler, the ad's first scheduled run date will appear in this field. If desired, change the start date to be the first date the ad should run.
- **Rate** — The rate assigned to this ad.
- **Runs** — The number of times (insertions) the ad should run. Either enter the number of runs or use the ▲ and ▼ buttons to adjust this number incrementally. As this number is adjusted, the amounts in the Cost Summary area are adjusted accordingly.
- **Lines/Words/Inches/Agates** — The number of units in the ad, based on the unit of measure being used. Either enter the number or use the ▲ and ▼ buttons to adjust this number incrementally. As this number is adjusted, the amounts in the Cost Summary area are adjusted accordingly.
- **Cost Summary** — The per-pub and total costs of the ad, based on the values in the above fields.

NOTE: Adjustments are not included in these amounts displayed on this screen.

■ **Available Publications** — The publications available for upselling the ad. Mark the **Select** button to display upsell information for that publication. Check the **Sched** box to add a publication's schedule.

4. Click the **Use This Schedule** button to apply this schedule to the ad.

To cancel schedule changes made on this screen, click the **Cancel Schedule Changes** button.

AD TEMPLATES

Ad properties can be saved to an ad template for future use when entering ads.

SAVING AN AD AS A TEMPLATE

Saving an ad as a template lets the user determine whether the template will be available for all classifications or for only specific classifications or customers.

NOTE: Ad templates can be saved for classified liner and classified display ads.

How to Save an Ad as a Template:

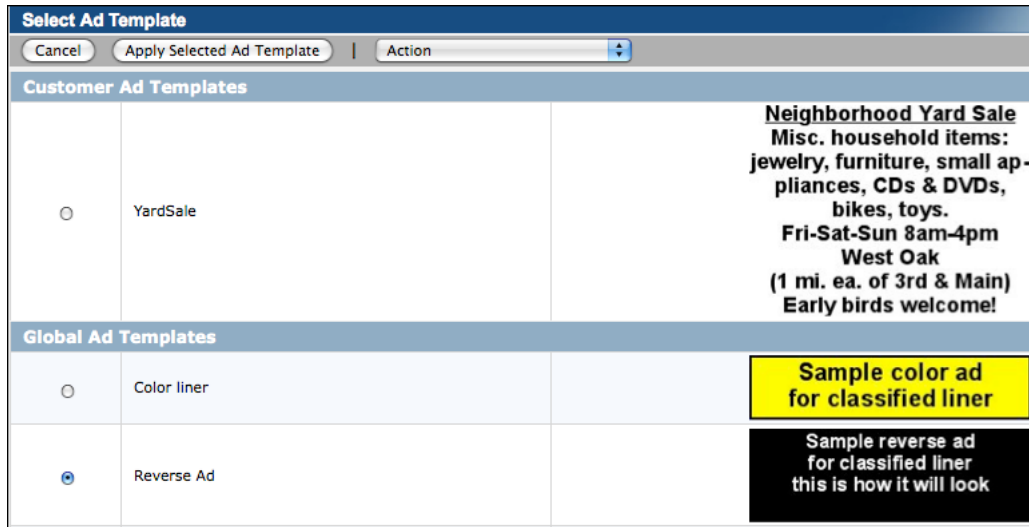
1. With the ad onscreen, from the main menu, choose **Ad > Save as Ad Template**.
2. On the Save Ad Template screen, configure the information described below.

- **Ad Template Name** — The name of the template. After the template has been saved, the name of the template appears in the **Apply Template** pop-up list on the ad's Content screen.
- **Visible to This Customer Only** — Check this box if this template can be used for only this customer's ads. If this box is not checked, this template can be used for any customer's ads.
- **Limit to Classifications in Upsell Groups** — To limit this template to only the classifications that are part of the upsell group, check the desired box(es). If all of these boxes are unchecked, this template will be available for all classifications.

3. Click the **Save** button.

APPLYING A TEMPLATE TO AN AD

Applying a template to an ad causes the ad to inherit the properties of the applied template.



How to Apply an Ad Template:

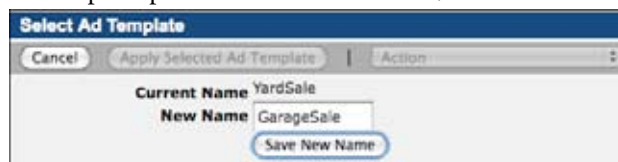
1. On the ad's Content screen, click the **Apply Template** pop-up and choose *Select From Preview*.
2. On the Select Ad Template screen, click the radio button that corresponds to the template to be applied to the ad.
3. On the ad's Content screen, the ad preview reflects the properties of the applied template.
4. Click the **Save** button on the Content screen to save the ad with the newly applied template.

RENAMING AN AD TEMPLATE

Renaming an ad template changes the name of the template in the **Apply Template** pop-up list on the ad Content screen.

How to Rename an Ad Template:

1. On the ad's Content screen, click the **Apply Template** pop-up and choose *Select From Preview*.
2. On the Select Ad Template screen (shown above), click the radio button that corresponds to the template to be renamed.
3. Click the **Action** pop-up and choose *Rename Selected Ad Template*.
4. When prompted to enter a new name, enter the new template name in the **New Name** field.



5. Click the **Save New Name** button.
6. The AMP message line indicates that the template has been renamed.
7. Click the **Cancel** button on the Select Ad Template screen.
8. On the ad's Content screen, the **Apply Template** pop-up list reflects the new template name.

DELETING AN AD TEMPLATE

Deleting an ad template removes the template from the **Apply Template** pop-up list on the ad Content screen.

How to Delete an Ad Template:

1. On the ad's Content screen, click the **Apply Template** pop-up and choose *Select From Preview*.
2. On the Select Ad Template screen (shown above), click the radio button that corresponds to the template to be deleted.
3. Click the **Action** pop-up and choose *Delete Selected Ad Template*.
4. The AMP message line indicates that the template has been deleted.
5. Click the **Cancel** button on the Select Ad Template screen.
6. On the ad's Content screen, the **Apply Template** pop-up list no longer includes the name of the deleted template.

QUICK GUIDE FOR AD ENTRY

These steps provide a quick guide for performing the basic procedures necessary to enter and save an ad. Detailed procedures for each of the steps outlined below can be found earlier in this chapter.

1. Search for an existing customer record or create a new one.
2. Create a new ad.
If creating a gang frame and gang pieces, create the gang frame ad first; then create the gang ad pieces.
3. Go to the Home screen.
4. In the Order section, enter the information about the ad order.
For an ROP, unit-based, gang frame, or gang ad piece, enter the ad's description in the **Sort** field.
5. In the Schedule section, set the ad's publication schedule and assign a rate.
6. For a classified liner or classified display ad, click the **Content** link and enter the ad content (text, graphics, frame). For an ROP ad, the Content screen is not available.
7. Verify Insertion Summary and Insertion Inspector information and make any desired modifications to these settings.
8. On the Extended Attributes screen, set any attributes that apply to the ad.
9. Add any adjustments on the Adjustments screen.
10. Apply any prepayments on the Payment screen.
11. Save the ad.

SEARCHES

Customer and ad information stored in the AMP database can be located by performing a search via the options available in the Find menu.

THE “FIND” MENU

The Find menu provides access to the various Find screens for searching for information stored in the AMP database.

Each Find screen contains search options specific to the type of search: a customer search, for instance, provides options for finding a customer by phone number, first name, last name, company name, and other customer information. A Set Aside search provides options for finding ads placed on Set Aside based on whether the ads were entered on, before, after, or between a range of dates. Other Find screens provide search options for locating information specific to ad orders, customer accounts, and ads to be solicited for future advertising, among others.

| Find | New | Ad |
|--------------------------|-----|----|
| Customers | | |
| Orders | | |
| Accounts | | |
| Last X Ads | | |
| Set Aside Search | | |
| Solicit Search | | |
| Reservation Query | | |
| A/R Transactions | | |
| Circulation | | |
| Ad Text | | |
| My Accounts | | |
| My Ads | | |
| My Contracts | | |
| My Comments | | |

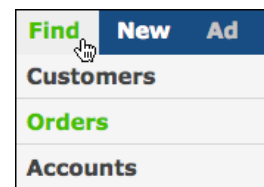
While each Find screen contains options that are specific to the type of information you want to find, many search functions can be found on all of the Find screens.

SEARCH FUNCTIONS

All Find screens require user-defined search criteria and include functions described below.

- **Search Criteria** — All Find screens contain fields and pop-up lists for entering and selecting search criteria specific to that search. The Find A/R Transactions screen, for example, allows for specifying the transaction number or check number when searching for a transaction. The Memo option can be used to find a transaction based on the text entered in the transaction's Memo field.

- **“Search” Button** — Executes a search based on the search criteria specified on the Find screen. After entering the desired search criteria, press the **Enter/Return** key (or click the **Search** button) to begin the search.
- **“Clear” Button.** Clears the search criteria from the Find screen so you can re-enter search criteria and perform another search.



SEARCH TIPS

- **Search first; enter an ad later.** It is best to search for a customer before entering an ad for that customer. This helps prevent creating duplicate customer records.
- **More search criteria returns more specific results.** If, for example, when searching for a customer, you enter *jones* in the **Last Name** field, search results will show customers with the last name of Jones. The more specific the criteria, the longer the search will take, however.
Conversely, entering minimal search criteria returns broader search results. For example, if you enter *jo* in the **Last Name** field, search results will show customers with last names beginning with *jo*: Johnson, Jones, Jordan, etc. Broader searches take less time to return results than narrower searches do.
- **One search at a time.** If searching for ads placed on Set Aside and also for ads with the word “babysitter” in the ad text, perform two searches: one Set Aside search and one Ad Text search.
- **Go Green.** The last-used search screen appears in green in the Find menu. Clicking on the green *Find* text automatically opens the last-used search screen, which retains the most recent search criteria entered on that screen. The illustration at right shows that the last-used search screen was the Find *Orders* screen. In this example, clicking the green Find opens the Find *Orders* screen with the last-used search criteria intact.

SEARCH RESULTS

Search results are displayed at the bottom of the Find screen. Results of a customer search, for instance, are displayed in the Find Customer Results area on the Find Customers screen.

The illustration below depicts search results from a customer search. Search results vary, based on the type of search performed.

Links

Links provide access to a particular item:

- Clicking the Customer # link opens the Customer screen.
- Clicking the Email link opens the user's default email program and backfills the To: field with the email address shown in the Email column. Bulk email can be sent from Solicit, My Accounts, My Ads, My Contracts, and My Comments search results screens. See *Sending Bulk Email* (on the next page) for more information.

| Customer # | Name | Company | Phone | E-Mail |
|--------------------------|--------------------------------|-------------------------------|---------------|--|
| 00000449 | REGIONS FINANCIAL CORP | 965-MULTI MEDIA MANAGEMENT | | Prez@REC.org |
| 00000595 | ATTN: RITE AID ACCOUNTS PAYABL | 965-VERTIS MEDIA/TNN/RITE AID | (518)373-0419 | |
| 00000713 | | 965-IMAGE MEDIA SERVICES, INC | (703)893-8080 | |

Action...

- New Class Liner Ad
- New Class Display Ad
- New ROP Ad
- New Unit Based Ad
- New Gang Frame Ad
- New Gang Piece Ad
- Customer
- Contacts
- Accounts
- Contracts
- Display Account
- Manual Invoices

Action

The Action pop-up provides a list of actions that can be performed on that item. Choosing Display Account, for example, opens the customer's Display Account screen directly from the list of search results.

SENDING BULK EMAIL FROM SEARCH RESULTS

Bulk email can be sent from the search results screen of Solicit, My Accounts, My Ads, My Contracts, or My Comments searches. The bulk email function also allows for including an email attachment.

How to Send Bulk Email:

1. Run a Solicit, My Accounts, My Ads, My Contracts, or My Comments search.
2. On the Results screen, check the **Email** box for each desired email recipient.

NOTE: The Email checkbox is gray — and no email address is shown in the Email column — if an email address has not been entered on the customer screen.

| Find Customer Results | | | | | |
|---------------------------------------|--------------|--------------|--|---------------|--|
| 103 Customers found | | | | | |
| Send Email Check All Check None | | | | | |
| Email | Customer # ↑ | Name | Company | Phone | Email |
| <input checked="" type="checkbox"/> | 00022146 | SUSAN MYERS | | (313)555-1212 | Address@MyDomain.com |
| <input checked="" type="checkbox"/> | 00022222 | AMY SMITHSON | | (734)555-1212 | EmailAddress@Domain.com |
| <input type="checkbox"/> | 00022714 | PAUL VORHEES | SELECT CARE OUTPATIENT PHYS. THERAPY | (215)555-1212 | MyEmail@BusinessDomain.com |
| <input type="checkbox"/> | 00024259 | RON ANGLE | INTERIOR DESIGN | (248)555-1212 | |

- Use the **Check All** or **Check None** button to check/uncheck all **Email** boxes as desired.
3. Click the **Send Email** button.
4. On the Send Email screen, enter the desired text in the email's **Subject** and **Body** fields.
5. If including an attachment, enter the path to the file, or click the **Browse** button to locate and select the file to attach.
 - A. Click the **Upload** button to upload the file.
 - B. Repeat step 5 to add other attachments. Use the **Remove All** button as necessary to remove all uploaded attachments.

| Send Email to 70 Accounts | |
|---|--|
| Send Cancel | |
| Enter Email Text | |
| Subject Memorial Day Weekend Special Ad Rates Body Dear Customer, We appreciate your advertising in our publication, and would like to extend an offer to take advantage of several discounted advertising rates available for our Memorial Day issues. By taking advantage of these special holiday-weekend rates, you can save up to 25% off of our regular advertising rates, and enter a drawing to receive a free quarter-page color ad in any of our publications. We hope you will take advantage of this special advertising offer. Please contact your ad sales representative or call our Ad Sales Department at 555-1212 for more information. Thank you for your business. | Attachments Remove All None Upload Upload a Local File /DailyNewsMemorialDayRat Browse... Upload |

6. Click the **Send** button to send the email.

FINDING CUSTOMERS

Use the Find Customers screen to find customers based on a variety of search criteria.

How to Find Customers:

1. From the main menu bar, click **Find > Customers**.
2. On the Find Customers screen, enter the desired search criteria, as described below.

- **Pop-Ups** — For fields that contain these pop-ups, the options are:
 - **Is** — Search for items that match the value you enter in the field.
 - **Starts With** — Search for items that start with the value you enter in the field.
 - **Ends With** — Search for items that end with the value you enter in the field.
 - **Contains** — Search for items that contain the value you enter in the field.
- **Phone** — The customer's phone number.
- **First/Last Name** — The customer's first/last name.
- **Company Name** — The customer's company name.
- **Email Address** — The customer's email address.
- **Customer Service User ID** — The login ID for AMPWebCS. This is the User ID field on the AMPWebCS login screen.
- **Account Name** — The customer's account name.
- **Account #** — The customer's account number.
- **Alternate Account #** — The customer's alternate account number.
- **Customer #** — The system-generated customer number assigned to the customer.
- **Tax ID** — The customer's tax ID number.
- **Primary Contacts Only** — Check this box if the search results should display only the customer's primary contact if the customer has more than one contact.
- **WebAdType Attributes** — In the above example, the WebAdType attribute has been defined as a pick list — which includes Business, Hockey, Living, News, and Sports — on the Attributes setup screen.

3. Click the **Search** button.

FINDING AD ORDERS

Use the Find Orders screen to find ad orders based on a variety of search criteria.

How to Find Ad Orders:

1. From the main menu bar, click **Find > Orders**.
2. On the Find Orders screen, enter the desired search criteria, as described below.

- **Ad Number** — The ad number assigned to the ads.
- **Sort Line** — The ad's sort line.

NOTE: The sort line for a classified liner ad defaults to the first few words of the ad text. The sort line for an ROP ad is manually entered in the Sort field during ad entry. The sort line for an ad that is a graphic — an ad that does not contain manually-entered text — defaults to the path of the graphic.

- **Ads Starting/Stopping/Taken/Running** — The date range of the ad's start/stop/taken/run date(s).
- **Publication/Ad Type/Salesperson/Ad Taker** — The publication/ad type/salesperson/ad taker assigned to the ads.
- **Job Number** — The job number (from the Ad Detail screen in ad entry).
- **P. O. Number** — The purchase order number (from the Payments screen in ad entry).
- **Box Number** — The blind-box number (from the Content screen in ad entry).

3. Click the **Search** button.

FINDING ACCOUNTS

Use the Find Accounts screen to find customer accounts based on a variety of search criteria.

How to Find Accounts:

1. From the main menu bar, click **Find > Accounts**.
2. On the Find Accounts screen, enter the desired search criteria, as described below.

- **Account Type** — The account type.
- **Business Unit** — The account's business unit.
- **Phone** — The phone number of the account's primary contact.
- **First/Last/Company Name** — The first/last/company name of the account's primary contact.
- **Email Address** — The email address of the account's primary contact.
- **Customer Service User ID** — The login ID for AMPWebCS. This is the User ID field on the AMPWebCS login screen.
- **Account Name** — The customer's account name.
- **Account #** — The customer's account number.
- **Alternate Account #** — The customer's alternate account number.
- **Customer #** — The system-generated customer number assigned to the customer.
- **Tax ID** — The customer's tax ID number.

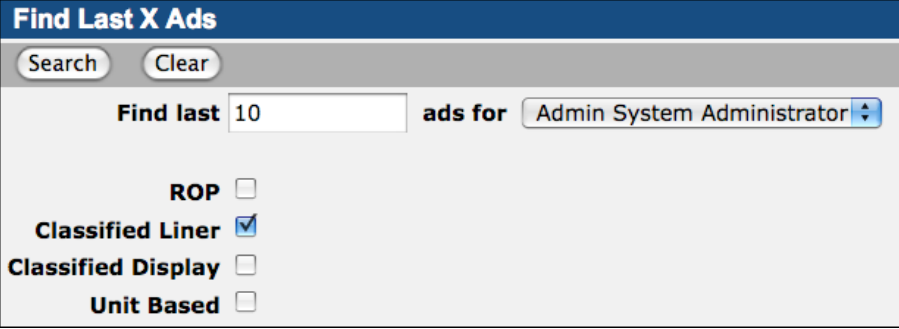
3. Click the **Search** button.

FINDING THE LAST “X” NUMBER OF ADS TAKEN

Use the Find Last X Ads screen to find the last X number of ads taken by a specified AMP user.

How to Find Last X Ads:

1. From the main menu bar, click **Find > Last X Ads**.
2. On the Find Last X Ads screen, enter the desired search criteria, as described below.



Find Last X Ads

Search Clear

Find last 10 ads for Admin System Administrator

ROP

Classified Liner

Classified Display

Unit Based

- **Find Last / Ads For**— The last number of ads taken by the user specified in the pop-up list. If, for example, you want to find the last 10 ads taken by the user named *Admin*, enter **10** and choose **Admin** from the pop-up list.
 - **ROP/Classified Liner/Classified Display/Unit Based** — Check the box next to each ad family to include in the search.
3. Click the **Search** button.

FINDING ADS ON SET ASIDE

Use the Find Set Aside screen to find ads on Set Aside.

How to Find Ads on Set Aside:

1. From the main menu bar, click **Find > Set Aside Search**.
2. On the Find Set Aside screen, enter the desired search criteria, as described below.

- **Find**— Search for all ads or entered on/before/after/between the specified date range.
 - **Ad Taker** — The ad taker who entered the ads.
 - **Set Aside Code** — The Set Aside code assigned to the ad.
 - **Only Show Ads That Have Expired** Ads that have expired in the last X number of days. Check the box and enter the number of days. If, for example, you want to find ads that have expired in the past ten days, enter **10** in this field.
 - **ROP/Classified Liner/Classified Display/Unit Based** — Check the box next to each ad family to include in the search.
3. Click the **Search** button.

FINDING ADS TO SOLICIT

Use the Solicit Search screen to find ads that meet your criteria for soliciting continued business from existing advertisers.

How to Run a Solicit Search:

1. From the main menu bar, click **Find > Solicit Search**.
2. On the Solicit Search screen, enter the desired search criteria, as described below.

Solicit Search

Search Clear

Criteria

Last Called On and

Next Called On and

Ads Starting Does Not Have On and

Ads Stopping Does Not Have On and

Ads Taken Does Not Have On and

Ads Running Does Not Have On and

Restriction

Salesperson

Ad Taker

Publication

Ad Type

Classification

Ad Families

ROP

Classified Liner

Classified Display

Unit Based

Do Not Solicit

Include Customers Marked As 'Do Not Solicit'

- **Last / Next Called**— The last/next call dates (from the customer Contacts screen).
- **Ads Starting/Stopping/Taken/Running** — The date range of the ad's start/stop/taken/run date(s).
- **Restrictions** — The item(s) to which the search should be restricted. For example, to restrict the search to a specific publication and ad type, choose these items from the pop-up lists.
- **ROP/Classified Liner/Classified Display/Unit Based** — Check the box next to each ad family to include in the search.
- **Include Customers Marked as 'Do Not Solicit'** — Check this box to include customer accounts marked Do Not Solicit (on the customer Contacts screen).

3. Click the **Search** button.

RUNNING A RESERVATION QUERY

Use the Reservation Query screen to find ads that have been reserved. This query lets you find ads using attributes entered on the Insertion Inspector screen.

How to Run a Reservation Query:

1. From the main menu bar, click **Find > Reservation Query**.
2. On the Reservation Query screen, enter the desired search criteria, as described below.

The screenshot shows the 'Reservation Query' interface. At the top, there are 'Search' and 'Clear' buttons. Below them are several input fields and checkboxes:

- Run Date:** 9/15/2010
- Salesperson:** (empty dropdown)
- Ad Taker:** (empty dropdown)
- Publication:** 1000 News Democrat & Lead
- Account Type:** (empty dropdown)
- Ad Type:** ND National Display
- Classification:** (empty dropdown)
- Product:** 1089 Car Care
- Market:** (empty dropdown)
- Kind:** (empty dropdown)
- Color:** FULL Full/Process Color
- Section:** (empty text field)
- Page:** (empty text field)
- ROP:**
- Classified Liner:**
- Classified Display:**
- Unit Based:**

- **Run Date**— The ad's scheduled run date. You must enter a run date. All other information on this screen is optional.
- **Salesperson/Ad Taker**— The salesperson/ad taker assigned to the ad.
- **Publication** — The publication in which the ad is scheduled.
- **Account/Ad Type/Classification** — The account/ad type/classification assigned to the ad.
- **Product/Market/Kind/Color** — The product/market/kind/color code assigned to the ad.
- **Section/Page** — The section/page assigned to the ad on the Insertion Inspector screen.
- **ROP/Classified Liner/Classified Display/Unit Based** — Check the box next to each ad family to include in the search.

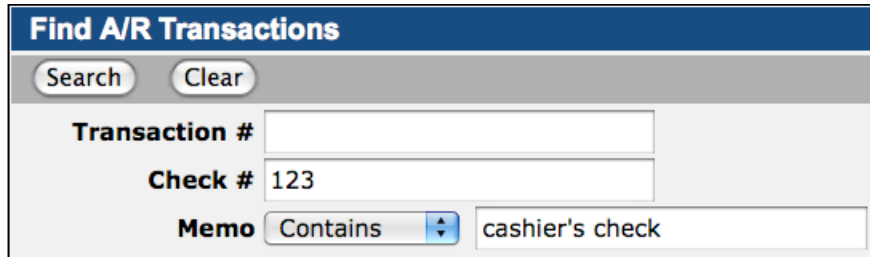
3. Click the **Search** button.

FINDING A/R TRANSACTIONS

Use the Find A/R Transactions screen to find ads based on transaction number, check number, and/or memo information.

How to Find A/R Transactions:

1. From the main menu bar, click **Find > A/R Transactions**.
2. On the Find A/R Transactions screen, enter the desired search criteria, as described below.



| Find A/R Transactions | |
|-----------------------|--|
| Search | Clear |
| Transaction # | <input type="text"/> |
| Check # | <input type="text" value="123"/> |
| Memo | <input type="text" value="Contains"/> <input type="text" value="cashier's check"/> |

- **Transaction #**— The system-assigned transaction number (from the customer's Display Account screen).
 - **Check #** — The check number (from the Payments screen).
 - **Memo** — Click the pop up and choose whether the contents of the Memo field (from the Payments screen) is/starts with/ends with/contains the value specified in the available field.
3. Click the **Search** button.

FINDING CUSTOMERS IN CIRCULATIONPRO

Use the Circulation Search screen to find customer records stored in the CirculationPro database. If the customer record exists in the CirculationPro database, a new AMP customer can be created using information from the CirculationPro subscriber data.

How to Find Customers in the CirculationPro System:

1. From the main menu bar, click **Find > Circulation**.
2. On the Circulation Search screen, enter the desired search criteria, as described below.



The screenshot shows the 'Circulation Search' interface. It features a blue header with the title 'Circulation Search'. Below the header are two buttons: 'Search' and 'Clear'. The form is divided into two columns of input fields. The left column contains fields for 'First' (with the value 'K'), 'Last' (with the value 'Stoinoff'), 'Company', 'Phone', and 'Email'. The right column contains fields for 'Address', 'City', 'State', and 'Zip'.

- **First** — The customer's first name.
 - **Last** — The customer's last name.
 - **Company** — The customer's company name.
 - **Phone** — The customer's phone number.
 - **Email** — The customer's email address.
 - **Address** — The customer's address.
 - **City** — The customer's city.
 - **State** — The customer's state.
 - **Zip** — The customer's ZIP Code.
3. Click the **Search** button.
 4. Search results are displayed on the Circulation Search Results screen.

CIRCULATION SEARCH RESULTS

The Circulation Search Results screen shows a list of subscribers found in the CirculationPro database.

- To view subscriber details, click the **View** link in the Detail column. This opens the Circulation Subscriber Detail screen for that subscriber.

| Circulation Search Results | | | | |
|----------------------------|---------|--|-------|----------------------|
| 1 Subscribers found | | | | |
| Name ↑ | Company | Address | Phone | Detail |
| STOINOFF, KEVIN | | 3515 INVERNESS DR, ANN ARBOR, MI 48104 | | View |

Circulation Subscriber Detail

The Circulation Subscriber Detail screen shows the subscriber's contact and subscription information and allows for importing subscriber information from the CirculationPro database into the AMP database as a new customer record.

Use the buttons and links described below to perform the desired functions on this screen.

| Circulation Subscriber Detail | | | | | | | | | |
|-------------------------------|---------------------|--|-------------------|--------|----------|---------|------------|---------|----------------------|
| Circulation Search Results | | New Customer with this Subscriber data | | | | | | | |
| First | KEVIN | Address | 3515 INVERNESS DR | | | | | | |
| Last | STOINOFF | City | ANN ARBOR | | | | | | |
| Company | | State | MI | | | | | | |
| Phone | | Zip | 48104 | | | | | | |
| Cell | | | | | | | | | |
| Fax | | | | | | | | | |
| Email | | | | | | | | | |
| Subscriptions | | | | | | | | | |
| Account | Publication | Status | Paytype | Copies | Delivery | Days | Expiration | CircPro | |
| 0183501 | MediaSpan Messenger | Active | Free | 1 | Postal | SMTWTFS | 01/22/2011 | | View |

- **Circulation Search Results** — Shows the Circulation Search Results screen.
- **New Customer With This Subscriber Data** — Creates a new AMP customer using the information shown in the top portion of the Circulation Subscriber Detail screen. When this button is clicked, AMP creates a customer record and opens the customer's Primary Contact screen.

NOTE: Because this is a new AMP customer record, the customer information must be saved in AMP.

- **View** — Logs the user into CirculationPro and displays the subscriber screen.

NOTE: In order for AMP to log in to CirculationPro, these settings must be defined by an AMP administrative user:

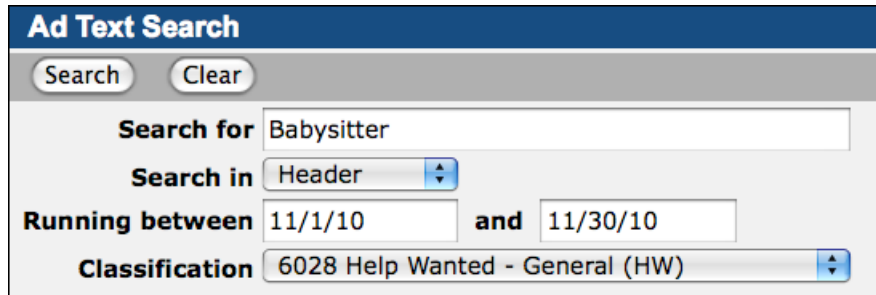
- **The CirculationPro user ID and password.** These are defined on the Users setup screen's **CirculationPro** tab.
 - **The CirculationPro URL.** This is specified on the Site Information setups screen's **Circulation** tab.
-

FINDING ADS BY AD TEXT

Use the Ad Text Search screen to find ads based on ad text.

How to Find Ads by Ad Text:

1. From the main menu bar, click **Find > Ad Text**.
2. On the Ad Text Search screen, enter the desired search criteria, as described below.



The screenshot shows the 'Ad Text Search' interface. It features a blue header with the title 'Ad Text Search'. Below the header are two buttons: 'Search' and 'Clear'. The main form contains four fields: 'Search for' with the text 'Babysitter', 'Search in' with a dropdown menu set to 'Header', 'Running between' with two date input fields containing '11/1/10' and '11/30/10' separated by the word 'and', and 'Classification' with a dropdown menu set to '6028 Help Wanted - General (HW)'.

- **Search For** — The ad text for which to search.
 - **Search In** — Choose to search for the specified text in the ad header, body, or footer.
 - **Running Between** — The date range for which the ad is scheduled to run.
 - **Classification** — The ad's classification. If you do not specify a classification, AMP will search all classifications.
3. Click the **Search** button.

FINDING MY ACCOUNTS

Use the My Accounts screen to find accounts associated with your AMP user (login) ID.

How to Search for My Accounts:

1. From the main menu bar, click **Find > My Accounts**.
2. On the My Accounts screen, enter the desired search criteria, as described below.

The screenshot shows the 'My Accounts' search interface. It features a 'Search' button and a 'Clear' button. The search criteria are as follows:

- Salesperson:** Admin System Administrator
- Last Called:** On
- Next Call:** On
- Account Type:** TRAN Transient
- Business Unit:** 999 MS Corporate
- Last Name:** Contains
- Company Name:** Contains
- City:** Starts With
- State:** Starts With
- ZIP Code:** Starts With 48
- Area Code:** Starts With
- Over Credit Limit by:** 10.00
- Hold:**

NOTE: Search results may vary, based on whether the user performing the search has the appropriate level of system security. In other words, if the user performing the search does not have access to business units or to another user's accounts, that information will not appear in the search results.

- **Salesperson** — The salesperson whose accounts you want to find.
 - **Last / Next Called**— The last/next call dates (from the customer Contacts screen).
 - **Account Type** — The account type assigned to the salesperson's accounts.
 - **Business Unit** — The business unit assigned to the salesperson's accounts.
 - **Last/Company Name** — The last/company names.
 - **City/State/ZIP/Area Code** — Click each pop-up as desired and choose whether the item is/starts with/ends with/contains the values entered in the field(s).
 - **Over Credit Limit By** — The amount by which this salesperson's accounts are over their credit limits. For example, if you want to search for accounts that are 10.00 over their respective credit limits, enter **10.00** in this field.
 - **Hold** — Check this box to include accounts marked as *In Collection*, *Do Not Publish*, or *No New Ads* on the Account Detail screen.
3. Click the **Search** button.

FINDING MY ADS

Use the My Ads screen to find ads associated with your AMP user (login) ID.

How to Search for My Ads:

1. From the main menu bar, click **Find > My Ads**.
2. On the My Ads screen, enter the desired search criteria, as described below.

NOTE: Search results may vary based on the security level of the user performing the search. If the user performing the search does not have access to another user's ads, that information will not appear in the search results.

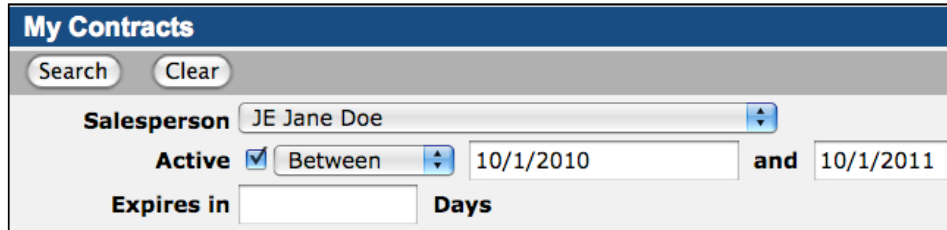
- **Salesperson** — The salesperson whose ads you want to find.
 - **Published/Taken/Stopping**— Ads that were published/taken or are stopping on, before, after, or between the specified dates.
 - **Ad Taker** — The ad taker whose ads you want to find.
 - **Publication** — The publication for which the ads were scheduled and/or published.
 - **Account/Ad Type**— The account/ad types.
 - **Product/Market/Kind/Color** — The product/market/kind/color code assigned to the ad.
 - **Section/Page** — The section/page assigned to the ad on the Insertion Inspector screen.
 - **ROP/Classified Liner/Classified Display/Unit Based** — Check the box next to each ad family to include in the search.
3. Click the **Search** button.

FINDING MY CONTRACTS

Use the My Contracts screen to find contracts associated with your AMP user (login) ID.

How to Search for My Contracts:

1. From the main menu bar, click **Find > My Contracts**.
2. On the My Contracts screen, enter the desired search criteria, as described below.



The screenshot shows the 'My Contracts' search interface. It features a blue header with the title 'My Contracts'. Below the header are two buttons: 'Search' and 'Clear'. The main search area contains several fields: a 'Salesperson' dropdown menu with 'JE Jane Doe' selected; an 'Active' checkbox which is checked; a 'Between' dropdown menu; two date input fields containing '10/1/2010' and '10/1/2011' separated by the word 'and'; and an 'Expires in' input field followed by the word 'Days'.

NOTE: Search results may vary, based on whether the user performing the search has the appropriate level of system security. In other words, if the user performing the search does not have access to contracts created by another user, that information will not appear in the search results.

- **Salesperson** — The salesperson whose contracts you want to find.
 - **Active** — Check this box to find only contracts that are active on, before, after, or between the specified dates.
 - **Expires in X Days** — The number of days before the contract expire. This number is based on the system date.
3. Click the **Search** button.

FINDING MY COMMENTS

Use the My Comments screen to find comments and reminders associated with your AMP user (login) ID.

How to Search for My Comments:

1. From the main menu bar, click **Find > My Comments**.
2. On the My Comments screen, enter the desired search criteria, as described below.

My Comments

Search Clear | New User Comment

Created By JE Jane Doe

Last Edited By Bob Bob Manager

Assigned By

Remind User

Comment Type

Created On and

Remind On and

Due Before 11/1/2010 and

Include Account Comments/Reminders **Include Comments**

Include Contact Comments/Reminders **Include Reminders**

Include User Comments/Reminders

NOTE: Search results may vary, based on whether the user performing the search has the appropriate level of system security. In other words, if the user performing the search does not have access to comments or reminders created by another user, that information will not appear in the search results.

- **Created/Last Edited/Assigned By** — The user(s) who created/last edited/assigned the comments.
 - **Remind User** — The user who is set to be reminded about the comment.
 - **Comment Type** — The comment type assigned to the comment.
 - **Created/Remind/Due** — Check each box as desired to find comments created/scheduled to remind/due on, before, after, or between the specified dates.
 - **“Include” Options** — Mark each box next to the comments/reminders to include in the search.
3. Click the **Search** button.

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RECEIVABLES

AMP receivables functions include tasks that must be completed for AMP accounting purposes in conjunction with your standard accounting practices. AMP receivables tasks include entering payments, credits, and debits; managing transaction batches; generating invoice, statement, and past-due reminder forms; managing customer accounts, and generating reports for tracking and balancing your receivables.

While some of these receivables functions are performed on a daily basis, others are performed as necessary or as part of regular monthly accounting tasks.

MONTHLY ACCOUNTING TASKS

Although basic accounting tasks may vary, (*e.g.*, generating past-due reminders may not be part of your business practices), these AMP tasks should be performed on a regular (monthly) basis. Procedures for completing these tasks can be found in this chapter, unless otherwise noted below.

- ❑ ENTER PAYMENTS, CREDITS, AND DEBITS. These transactions are organized into batches that can be managed to segment payments, credits, and debits according to payment type, date of entry, the user who entered the transaction, and/or location (if applicable).
- ❑ REVIEW AND CLOSE BATCHES. Batch-related procedures are done via Batch Management.
- ❑ RUN THE INVOICING ROUTINE. Run invoicing to mark eligible ads as having been invoiced. Optionally, after generating invoices, output the invoice forms for mailing.*
- ❑ GENERATE PAST-DUE REMINDERS. Run the Past Due Reminders routine for customers with overdue balances. Optionally, after generating reminders, output the reminder forms for mailing.*
- ❑ APPLY SERVICE CHARGES. Run Service Charges to apply service charges to eligible account types.
- ❑ WRITE OFF ACCOUNT BALANCES. Run Auto Writeoff to write off balances for past-due invoices and other amounts that cannot be collected.
- ❑ CLOSE THE ACCOUNTING PERIOD. This prevents transactions from being applied to a closed period and triggers AMP to calculate customer aging balances.
- ❑ GENERATE STATEMENTS. Run the Statements routine to generate customer statements. Optionally, after generating statements, output the statement forms for mailing.*
- ❑ RUN RECEIVABLES REPORTS:*
 - ❑ AGING — Shows account transactions aged through the end of a specified accounting period or date. A Quick Aging report shows aged account information based on the date the accounting period was closed.
 - ❑ PERIOD-TO-DATE REVENUE — The detailed report provides a detailed accounting history based on accounting period or date. The summary report provides summarized period-to-date information based on accounting period.
 - ❑ RECONCILIATION — Shows beginning and ending balances for an accounting period, and breaks down totals by invoices, payments, credits, and debits.
 - ❑ CUSTOMER LEDGER — Shows account and transaction information, including the batch number and memo line for each transaction shown on the report.

NOTE: Totals on the Aging, Period-to-Date, and Reconciliation reports should match for a given accounting period.

* See the *Reports & Forms* chapter for information on generating these items.

ENTERING PAYMENTS, CREDITS, & DEBITS

Payments, credits, and debits are typically applied to overdue balances on invoices and/or accounts after the invoicing routine has been run. Payment, credits, and debits are usually entered via the Quick Entry screen but can also be entered on the customer's Display Account screen. (See the Customers chapter for information on entering a payment, credit, or debit using Display Account.)

This section describes procedures for entering a payment, credit, or debit using Quick Entry.

NOTE: Payments differ from prepayments, which are applied to ads during ad entry (before invoicing is run). See the Ads chapter for information on applying a prepayment to an ad.

QUICK ENTRY

Use the Quick Entry screen to enter payments, credits, and debits to a specific account number or invoice number. Because Quick Entry transactions are tied to an account or invoice number, you must have the account or invoice number in order to apply payments, credits, or debits via Quick Entry.

How to Enter a Payment, Credit, or Debit Using Quick Entry:

1. From the main toolbar, choose **Receivables > Quick Entry**.
2. On the Quick Entry screen, enter the account or invoice number:

- **Account #** — The account number to which to apply the payment, credit, or debit.
Entering a payment, credit, or debit to an account number applies the payment, credit, or debit “on account.” When a payment, credit, or debit is applied “on account,” AMP applies the payment, credit, or debit to outstanding balances, in order from the oldest to the newest balance.
Entering an account number activates the **Apply to Selected Account** button.
 - **Invoice #** — The invoice number to which to apply the payment, credit, or debit.
Entering a payment, credit, or debit to an invoice number applies the payment, credit, or debit to the specified invoice.
Entering an invoice number activates the **Apply to Selected Invoice** button.
3. Click the **Search** button. AMP searches for the information and displays it onscreen.
 4. To apply the payment, credit, or debit to the invoice or account number, click the **Apply to Selected Invoice** or **Apply to Selected Account** button.
To apply the payment, credit, or debit to a batch, click the **Select Batch** button. This opens the Select Batch screen, which allows for applying the payment, credit, or debit to a new or existing batch.

SELECTING A BATCH

The Select Batch screen shows any open batches to which the payment, credit, or debit can be added. If a payment, credit, or debit is being made to a manual invoice, for example, AMP opens the Select Manual Invoice Batch screen (shown below). Similarly, if a payment, credit, or debit is being made to an invoice, AMP opens the Select Payment, Credit, or Debit Batch screen.

| Select | Batch | Description | Batch Date | Period | Start | End | Notes |
|----------------------------------|-------|---------------|------------|--------|--------|----------|-----------|
| <input checked="" type="radio"/> | 9472 | MI Batch 9472 | 2/3/11 | 1102 | 2/1/11 | 2/28/11 | Preprints |
| <input type="radio"/> | 9447 | MI Batch 9447 | 11/23/10 | OBP | 2/1/10 | 12/31/10 | |

Batch Date: 2/28/11
Batch Notes:

How to Select a Batch:

1. On the Select Batch screen, click the **Select** button that corresponds to the batch to which the payment, credit, or debit is to be added.

NOTE: Only open batches are available for selection. Payments, credits, and debits cannot be applied to closed batches.

2. Click the **Select Batch** button.
3. On the Payment/Credit/Debit Transaction screen, enter the transaction information.

CREATING A BATCH

A batch can be created from the Select Batch screen or from the Batch Management screen.

How to Create a Batch:

1. From the Select Batch screen or the Batch Management screen, click the **Create Batch** button.
2. On the Create Batch screen, enter the information described below.

Batch Type: Manual Invoice
Batch Date: 1/25/11
Batch Notes: Jan. Preprints

- **Batch Type** — The type of batch. See the chart below for batch types.
 - **Batch Date** — The posting date. This defaults to the current date but can be modified.
 - **Batch Notes** (Optional) — Any notes about the batch. The first few characters of this field appear in the Notes column of batches found from a search in Batch Management.
3. Click the **Create** button.
 4. The new batch is added to the list of batches on the Batch Management screen. The batch remains empty until an AMP user selects the batch and adds transactions to it.

Payment/Credit/Debit Transaction Screen

When a payment, credit, or debit is being applied, the Payment/Credit/Debit Transaction screen appears. This screen appears after the user selects or creates a batch from the Quick Entry screen.

| Transaction | | Credit Card Entry | |
|-------------------------|------------------|--|----|
| Transaction Code | 340k Check | Card Type | |
| Amount | -76.00 | Card # | |
| Date Received | 3/7/11 | CIV | |
| Description | | Expiration | |
| Memo | | Card Holder Name | |
| Check Entry | | Address | |
| Check # | 123 | City | |
| Check Name | Wilma Flintstone | Quick State | |
| Bank ID | City Bank | State | MI |
| Bank Acct # | 123-456 | Country | |
| DL # | MI-987-654-321 | Zip | |
| State | MI | Reply Authorization | |
| | | <input type="button" value="Save and Authorize Card"/> | |
| Selected Batch | | | |
| Batch Number | 9491 | | |
| Description | PCD Batch 9491 | | |
| Batch Date | 3/7/11 | | |
| Period | 1103 MAR 2001 | | |
| Period Start | 3/1/11 | | |
| Period End | 3/31/11 | | |
| Notes | | | |

How to Enter Transaction Information:

1. Enter the transaction information in the Transaction area.

For a cash payment, only the Transaction area needs to be completed. For check or credit-card transactions, complete the information in the Check Entry or Credit Card Entry area.

Transaction

Complete the information in this area for all transactions, regardless of transaction code:

- **Transaction Code** — The code for this transaction. The specified code determines whether the fields in the Check Entry or Credit-Card Entry area become available.
- **Amount** — The amount of the transaction. The amount in this field defaults to the amount of the selected transaction.
- **Date Received** — The date the payment, credit, or debit was received. This defaults to the current date.
- **Description** — A description of the transaction.
- **Memo** — The memo for this transaction. (On the Find A/R Transactions screen, the user can search for transactions based on the contents of this field.)

Check Entry

Information in this area must be completed for check transactions:

- **Check #** — The check number.
- **Check Name** — The name on the check.
- **Bank ID** — The name of the bank on which the check is drawn.
- **Bank Acct #** — The bank's account number.
- **DL # (Optional)** — The driver's license number of the name specified in the **Check Name** field.
- **State** — The state in which the driver's license number is issued.

Credit Card Entry

Information in this area must be completed for all credit-card transactions if AMPCCVerifyServer is being used to authorize credit-card transactions:

- **Card Type** — Displayed after the user enters a valid card number and exits the **Card #** field.
- **Card #** — The credit-card number as it appears on the card. AMP determines the validity of the card-number format; it does not check the individual cardholder's account for verification.

NOTE: If this is the first credit-card transaction for this customer, this number becomes the default number for all subsequent credit-card transactions for this customer. If more than one type of card has been used to enter credit-card transactions for this customer, the last-used card is used.

- **CIV** — The security code on the back of the card. (Some card issuers refer to this as the CID code).
- **Expiration** — The credit card's expiration date.
- **Card Holder Name** — The name of the credit-card holder.
- **Address** — The cardholder's address.
- **City** — The cardholder's city.
- **Quick State** — Choosing the state from the pop-up list will populate the **State** and **Country** fields when the customer is saved.
- **State** — The cardholder's state.
- **Country** — The cardholder's country.
- **ZIP** — The cardholder's ZIP Code.
- **Reply Authorization** — Displays AMPCCVerifyServer's response regarding approval or denial of the request to authorize this transaction. The **Save and Authorize Card** function must be invoked in order for AMP to display the reply.
- **Save and Authorize Card** — Save the transaction and request authorization. This triggers AMPCCVerifyServer to send a request to the third-party authorization program for a response. AMP displays this response in the **Reply Authorization** field.

2. To save the transaction to the batch, click the **Retain Transaction** button.
To cancel the transaction, click the **Discard Transaction** button.

Selected Batch

This area displays information about the batch to which this transaction will be added when the user clicks the **Retain Transaction** button.

If the information in this area appears incorrect (*e.g.*, the wrong batch was selected for this transaction), click the **Discard Transaction** button. This returns the user to the Display Account screen, from which another batch can be selected for the transaction.

BATCH MANAGEMENT

Batches contain individual transactions (payments, credits, and debits) that are applied to customer accounts. The Batch Management screen is used to create new batches and search for existing ones. There are several types of batches, each with a status that indicates the current status of the batch.

BATCH TYPES

Each batch is labeled by type so that transactions contained in the batch can be easily identified.

| Batch Type | Batch Contents |
|----------------------------|--|
| Auto Writeoff | Writeoff amounts applied to outstanding balances by the Auto Writeoff routine. Writeoff amounts are applied as credit transactions. |
| Invoice | Invoices created via the Invoicing routine. |
| Manual Invoice | Manual invoices entered via the Manual Invoice screen. |
| Online Payment | Payments entered via AMP Online Payments. |
| PCD (Payment/Credit/Debit) | Payments/credits/debits entered via Quick Entry or Display Account. |
| Prepayment | Prepayments created in ad entry. |
| Prepayment from Invoicing | When the Invoicing routine is run, AMP moves prepayments from open prepayment batches to a new Prepayment From Invoicing batch if the user checks the Bill Prepaid box on the Invoicing screen. The invoicing routine closes the new Prepayment From Invoicing batch and applies payments in that batch to the appropriate invoices. |
| Service Charge | Service charges generated by the Service Charge routine. |

BATCH STATUSES

The status of a batch determines the actions that can be performed on the batch.

| Batch Status | Batch Contents | Actions Permitted |
|--------------|--|---|
| Open | An open batch contains transactions that have not been posted. | <ul style="list-style-type: none"> New transactions can be added to open batches. Open batches can be moved from one open accounting period to another open accounting period. |
| Pending | A pending batch is “busy” because an AMP user has initiated an operation in Batch Management. When a user chooses the Close Batch action, for example, AMP marks that batch as <i>pending</i> so that no other action can be performed on the batch while the batch is being closed. | <p>After AMP successfully completes the operation on the batch, it removes the <i>pending</i> flag.</p> <p>Note: A batch can be left in a pending state if AMP cannot complete the operation properly (if, for instance, the hardware fails while AMP is processing the batch). The pending status can be removed; however, clearing a <i>pending</i> status should be done with caution.</p> |
| Closed | A closed batch contains transactions that have been posted. | <ul style="list-style-type: none"> Closing a batch posts the transactions in the batch, marks the batch as closed, and generates an audit trail. Closed batches cannot be reopened. Closed batches can be moved from one open accounting period to another open accounting period. Deleting a closed batch deletes the batch and the transactions in the batch. The audit trail, however, remains intact. |

FINDING A BATCH

Use the Batch Management screen to find a batch based on the batch number, type, status, and range of accounting periods or dates.

How to Find a Batch:

1. From the main toolbar, choose **Receivables > Batch Management**.
2. On the Batch Management screen, enter the information described below.

The screenshot shows the 'Batch Management' interface. At the top, there are buttons for 'Search', 'Reset', and 'Create Batch'. Below these is a search area with an 'Enter Batch Number' field. A section labeled 'or' contains several filters: 'Batch Type' set to 'All', 'Filter By' set to 'Date', 'Filter By Period' set to 'CIBP One big per 0' with a date range from '1101 JAN 2011' to '1/25/11', and 'Filter By Date' set to '1/1/11' to '1/25/11'. On the right, there are checkboxes for 'Show Open' (checked), 'Pending' (checked), and 'Closed' (unchecked). Below the filters, it says '3 Batches found' and displays a table with the following data:

| Batch # | Batch Type | Description | Batch Date | Period | Status | Notes |
|---------|----------------|-----------------------|------------|--------|--------|----------|
| 9465 | Manual Invoice | MI Batch 9465 | 1/5/11 | 1101 | Open | print mi |
| 9466 | Prepayment | Prepayment Batch 9466 | 1/24/11 | 1101 | Open | |
| 9467 | PCD | PCD Batch 9467 | 1/25/11 | 1101 | Open | |

- **Enter Batch Number**— The system-generated batch number. If searching for a specific batch, you only need to enter the batch number in order to search for that batch.
 - **Batch Type** — Search for all batches or choose a batch type.
 - **Filter By**— Filter the search by accounting period or date, or choose *All* to search for batches regardless of the accounting period or date when the batch was created.
 - **Filter By Period** — If the **Filter By** option is set to *Period*, these fields become available for choosing the accounting period range.
 - **Filter By Date** — If the **Filter By** option is set to *Date*, these fields become available for specifying the date range.
 - **Show Open/Pending/Closed** — Check the box next to each type of batch to include in the search.
 - **Reset** — Clears the information entered on the screen.
3. Click the **Search** button.

BATCH DETAIL

To view details about a batch, click the batch number link in the list of search results on the Batch Management screen. This opens the Batch Detail screen for that batch.

The Batch Detail screen is used to view transactions contained in a batch; download a batch review or audit trail; close, move, and delete a batch; regenerate an audit trail; edit batch notes, and remove a batch's "pending" flag.

| Batch Detail | | | | | | | |
|----------------------------------|---------------------------------|-------------------|----------|----------|-----------------------|-------------|--------|
| Selected Batch | | Back | Action | | Download Batch Review | | |
| Batch Number 9465 | Cash | \$0.00 | | | | | |
| Batch Status Open | Check | \$0.00 | | | | | |
| Batch Type Manual Invoice | Credit Card | \$0.00 | | | | | |
| Description MI Batch 9465 | Credits | \$0.00 | | | | | |
| Batch Date 1/5/11 | Debits | \$0.00 | | | | | |
| Period 1101 JAN 2011 | Invoices | \$768.66 | | | | | |
| 1/1/11 - 1/31/11 | Total | \$768.66 | | | | | |
| Notes print mi | Print Invoice(s) Using... Print | | | | | | |
| 3 Transactions | | | | | | | |
| Date ↓ | Cust # | Name | Acct # | Trans # | Code | Description | Amount |
| 1/25/11 | 00138662 | Flintstone, Wilma | 00138685 | Unposted | MI | | 673.10 |
| 1/25/11 | 00138662 | Flintstone, Wilma | 00138685 | Unposted | MI | | 80.56 |
| 1/5/11 | 00070277 | 505-Smith, ricky | 00070274 | Unposted | MI | | 15.00 |

Downloading a Batch Review or Audit Trail

Use the Batch Management screen to download a batch review or audit trail.

How to Download a Batch Review or Audit Trail:

1. Open the Batch Detail screen for the batch in question.
2. The status of the batch determines whether a batch review or an audit trail can be downloaded. Click one of the following links:
 - **Download Batch Review** — Displays batch information for an open batch.
 - **Download Audit Trail** — Displays the audit trail for a closed batch.
3. AMP displays the batch/audit trail information onscreen (in HTML format).

Regenerating an Audit Trail


Regenerating an audit trail can be performed only on closed batches (only closed batches generate an audit trail). This procedure is usually not necessary unless changes have been made to the batch since the last time the audit trail was generated.

How to Regenerate an Audit Trail:

1. Open the Batch Detail screen for the batch in question.
2. Click the **Action** pop-up and choose **Regenerate Audit Trail**.
3. AMP displays the audit trail onscreen in HTML format.

Editing Batch Notes

Batch notes are typically entered when the batch is created. Batch notes can, however, be added/edited at any time to an open or closed batch.

| Batch Detail | | | |
|---------------------|---|---------------------------------------|--|
| Selected Batch | | Back | Action  |
| | | Download Batch Review | |
| Batch Number | 9466 | Cash | \$-21.50 |
| Batch Status | Open | Check | \$0.00 |
| Batch Type | Prepayment | Credit Card | \$0.00 |
| Description | Prepayment Batch 9466 | Credits | \$0.00 |
| Batch Date | 2/3/11 | Debits | \$0.00 |
| Period | 1102 FEB 2011 | Invoices | \$0.00 |
| | 2/1/11 - 2/28/11 | Total | \$-21.50 |
| Notes | <div style="border: 1px solid gray; padding: 5px;"> Batch moved from orig. batch date of 1/24/11 </div> | | |

How to Edit a Batch Note:

1. Open the Batch Detail screen for the batch in question.
2. Click the **Action** pop-up and choose **Edit Batch Notes**.
3. On the Batch Detail screen, enter the information in the Notes field.
4. Click the **Action** pop-up and choose **Save Batch Notes**.

Closing a Batch

Closing a batch posts the batch's transactions to the customer account and marks the batch as closed. Closing a batch generates a Balance Accounts audit trail that contains a list of accounts that were rebalanced as a result of closing a batch.

NOTE: Batches are typically closed at the end of each day. Before closing a batch, however, the user should verify that the transactions in a batch are correct and that the batch balances; transactions contained in an open batch can be adjusted more easily than transactions contained in a closed batch.

How to Close a Batch:

1. Open the Batch Detail screen for the batch to close.
2. Click the **Action** pop-up and choose **Close Batch**.

Moving a Batch

From time to time it may be necessary to move a batch into another accounting period. Moving a batch may be necessary if, for instance, a batch was added to the wrong accounting period and needs to be moved into the correct accounting period.

NOTE: Batches can only be moved to/from open accounting periods.

| Batch Detail | | |
|--|-------------------------------------|---|
| Selected Batch | <input type="button" value="Back"/> | <input type="button" value="Action"/> Download Batch Review |
| Batch Number 9466 | Cash | \$-21.50 |
| Batch Status Open | Check | \$0.00 |
| Batch Type Prepayment | Credit Card | \$0.00 |
| Description Prepayment Batch 9466 | Credits | \$0.00 |
| Batch Date 1/24/11 | Debits | \$0.00 |
| Move Batch Date <input type="text" value="2/3/11"/> | Invoices | \$0.00 |
| Period 1101 JAN 2011 | Total | \$-21.50 |
| 1/1/11 - 1/31/11 | | |

How to Move a Batch:

1. Open the Batch Detail screen for the batch to move.
2. Click the **Action** pop-up and choose **Enter Move Batch Date**.
3. In the **Move Batch Date** field, enter the new batch date.
4. Click the **Action** pop-up and choose **Move Batch**. The batch moves into the accounting period that contains the date in the **Move Batch Date** field.

Deleting a Batch

From time to time it may be necessary to delete a batch. For example, an open batch may need to be deleted if the batch was created but never used or if the batch contains transactions that have already been posted. A closed batch may need to be deleted if, for instance, transactions within the batch contain errors, and deleting and recreating the batch is preferred over issuing credits and/or debits to the affected accounts. Note that a closed batch cannot be deleted if the batch belongs to a closed accounting period.

NOTE: Before deleting a batch, download the batch review (if deleting an open batch) or an audit trail (if deleting a closed batch). You may wish to print the batch review/audit trail before deleting the batch so that the review/audit trail can be kept with your accounting records.

How to Delete a Batch:

1. Open the Batch Detail screen for the batch in question.
2. Click the **Action** pop-up and choose **Delete Batch**.
3. When prompted to confirm deleting the batch click the **OK** button.

Removing a Batch's Pending Status

When an action is being performed on a batch, AMP “freezes” the batch by flagging the batch as *pending*. A pending batch cannot be accessed until the *pending* flag is removed.

A *pending* flag can be removed either automatically by the AMP system or manually by an AMP user:

- AMP will automatically remove the *pending* flag after AMP has completed the action on the batch.
- An AMP user may need to remove the *pending* flag if the system does not automatically remove it. A *pending* flag may need to be manually removed if, for instance, the AMP application server fails while AMP is processing the action on the batch. It may also be necessary to remove the pending flag if an AMP user is performing an action on a batch and a system error occurs.

! CAUTION: Before removing a batch's *pending* flag, verify that no actions are being performed on the batch.

How to Take a Batch Off *Pending* Status:

1. Open the Batch Detail screen for the batch in question.
2. Click the **Action** pop-up and choose **Remove Pending Flag**.

Authorizing a Batch

Batch Authorization is used to authorize a batch of credit-card transactions to be processed via AMPCCVerifyServer.

NOTE: Authorizing a batch is optional based on whether AMPCCVerifyServer is used and whether credit-card transactions are authorized individually (when the ad is placed) or in bulk mode (with multiple transactions in a batch).

How to Authorize a Batch:

1. From the main toolbar, choose **Receivables > Batch Authorization**.
2. On the Batch Authorization screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
 - **Apply Saved Set** — The saved set, if any, to use for this configuration.
 - **Comment for Declined Transactions** — The reason for the decline. The contents of this field appears in the Memo field of declined A/R transactions.
 - **Setaside Ads for Declined Transactions** — If this box is checked, AMP will place all ads with declined transactions on Set Aside, using the code specified in the **Setaside Code** field.
 - **Apply Debits to Declined Transactions** — If this box is checked, AMP will apply debits to all declined transactions in the batch, using the code specified in the **Debit Transaction Code** field. If, for instance, a \$10.00 credit on ad number 100 is contained in the batch and that \$10.00 credit transaction is denied, AMP will apply a \$10.00 debit to ad number 100, using the specified debit transaction code.
 - **Debit Batch Notes** (Optional) — Any notes for this batch-authorization process. The information in this field appears in the batch's **Notes** field.
 - **Saved Sets** — Save the criteria as a set. See the Appendix for information on saved sets.
 - **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.
3. Run the batch-authorization routine.
 - After running Batch Authorization, AMP runs a task that generates a text file with information received from the third-party authorizer (*e.g.*, the bank or credit-card company).

INVOICING

Invoicing allows for generating and printing invoices for charges associated with ads.

FUNCTIONS

The invoicing routine posts transactions to customer accounts and invoices ads based on various invoice settings. In a typical setup, the invoicing routine only bills ads that are eligible for invoicing and that have been marked as “published.” AMP considers a publication’s ads to be “published” when:

1. The Proof Publish routine has been run for ads in that publication, and
2. The publication has been closed.

In addition to determining which ads are eligible for invoicing, the invoicing routine:

1. **Creates an invoice batch.** Invoice batches are automatically closed when the audit trail is created at the end of the invoicing routine. Transactions contained in invoice batches are labeled INV transactions in AMP.
2. **Creates audit trails.** For each invoice batch, two audit trails are created:
 - Invoicing Audit Trail — A list of accounts affected by the invoicing routine. The Invoicing audit trail can be accessed via Batch Management.
 - Balance Accounts Audit Trail — A list of accounts that were rebalanced after running the invoicing routine. The Balance Accounts audit trail can be accessed via the Task Queue or Task Archive.
3. **Creates invoice forms.** Invoice forms can be created automatically or manually.
 - **Automatic Invoice Forms** — Before running the invoicing routine, if the user specifies the Output Invoices Saved Set, AMP will automatically generate invoice forms.
 - **Manual Invoice Forms** — If the Output Invoices Saved Set has not been specified on the Invoicing screen, the user can generate invoice forms by selecting a saved set from the Output Invoices screen. See the Reports & Forms chapter for information on manual output of forms.

NOTE: Whether invoice forms are generated automatically or manually, the specified saved set determines whether the invoice forms are emailed, ported to a PDF file, or both. Invoices contained in a PDF file can be downloaded (from the Task Archive screen), emailed, and/or sent to a printer.

INVOICING SETTINGS

AMP invoices ads based on settings that are defined on various setup screens. These invoicing settings are configured in Admin Setups.

- **Account Types** — Designate the account types that are eligible to receive invoices. These settings are defined on the Account Types setup screen.
- **Ad Types** — Specify whether or not each insertion should be posted as a separate invoice. These settings are defined on the Ad Types setup screen.
- **Customer Billing Preferences** — Each customer's **Invoice On** setting determines the criteria for generating invoices for the customer. The customer's **Receives Invoices** setting determines whether an invoice form is generated for that customer. These settings are defined on the customer's Accounts screen, under Billing.
- **Terms** — Specify invoicing terms (including due dates) and eligibility for early-payment discounts.
- **Transaction Codes** — Because invoicing requires assigning transaction codes, you may wish to create transaction codes specifically for billing.

BEFORE INVOICING

In addition to configuring default invoice settings, complete the following procedures before running the invoicing routine:

- **Proof Publish** — Run the Proof Publish routine for the invoicing date. For example, If invoicing for November 1, 2010, run Proof Publish for November 1, 2010.
- **Close Publication** — Close the publication for the invoicing date. Closing the publication makes the ads eligible for invoicing by marking them as published and billable. For example, if invoicing for November 1, 2010, close the publication for November 1, 2010.
- **Close Prepayment Batches** — To prevent invoices from being generated for prepaid ads, close any prepayment batches.

Note that AMP invoices prepaid ads but does not generate invoices if the invoices are prepaid and the invoice balance is zero — regardless of whether users have posted prepayment batches prior to invoicing. If prepayment batches are not posted prior to invoicing, the invoicing process posts the invoices' prepayments using a batch type of Prepayment from Invoicing.

Example:

An open prepayment batch contains ten transactions, five of which correspond to ads that will get marked as having been invoiced during the invoicing process. The invoicing process will post these five prepayments by moving them into a new, separate Prepayment from Invoicing batch, which AMP will post.

RUNNING THE INVOICING ROUTINE

Run the invoicing routine to generate an invoice batch that contain invoice transactions.

How to Run Invoicing:

1. From the main toolbar, choose **Receivables > Invoicing**.
2. On the Invoicing screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Invoice Date** — The invoicing date. If, for example, the invoice date is November 1, 2010, AMP will invoice ads that have not been invoiced UP THROUGH November 1, 2010.

See [Entering Dates in the Introduction](#) for information on entering date options.

- **Trans Code** — The transaction code for the invoices.
- **Batch Notes** (Optional) — Any notes to assign to this invoice batch.
- **Accounts** — The billing options for the invoices. If you check any of the **Bill on First/Last Day, On Placement, or On Demand** boxes on the Invoicing screen, AMP will generate invoices for account types that have the same options marked on the Account Types setup screen. For example, if the account type has the **Bill on Last Day** box checked on the Account Types setup screen — and if the **Bill Last Day** box is checked on the Invoicing screen — AMP will generate Bill on Last Day invoices for all eligible accounts.
- **Ads** — The ads to invoice. Note that if **Bill Prepaid** is checked, AMP closes any open Prepayment batches and moves the transactions from the Prepayment batch to a Prepayment From Invoicing batch so that the transactions can be applied to the appropriate invoices.

| Account Types + - | | Ad Types + - | |
|---|---------------------------|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | CONV CONV | <input checked="" type="checkbox"/> | CONV CONV |
| <input checked="" type="checkbox"/> | NO DO NOT USE | <input checked="" type="checkbox"/> | CO_1 Classified ROP |
| <input checked="" type="checkbox"/> | bu Business | <input checked="" type="checkbox"/> | MI_1 Miscellaneous |
| <input checked="" type="checkbox"/> | co Commercial | <input checked="" type="checkbox"/> | ac Accrued Income Tax |
| <input checked="" type="checkbox"/> | in Internet Access | <input checked="" type="checkbox"/> | am Amenity Reservations |
| Business Units + - | | Publications + - | |
| <input checked="" type="checkbox"/> | DEFAULT The Pioneer Group | <input checked="" type="checkbox"/> | 00 Balance Sheet |
| | | <input checked="" type="checkbox"/> | 01 Pioneer |
| | | <input checked="" type="checkbox"/> | 02 TriCounty |
| | | <input checked="" type="checkbox"/> | 03 River Valley |
| | | <input checked="" type="checkbox"/> | 04 Lake County Star |
| Output Invoices | | | |
| To automatically output the Invoices, select an Output Invoices Saved Set | | | |
| Saved Set | | None | |
| Saved Sets Save As Saved Set | | Custom Output Layouts Upload | |
| Saved Set Description | | Layout Description | |

- **Account Types** — The account types to invoice.
- **Ad Types** — The ad types to invoice.
- **Business Units** — The business units to invoice.
- **Publications** — The publications to invoice.
- **Output Invoices / Saved Set** — If AMP should automatically generate invoice forms, choose a saved set from the pop-up list. If a saved set is not specified here, AMP will not generate invoice forms during the invoicing routine, and the invoice forms will have to be manually generated from the Output Invoices screen. (See Printing Invoices, below.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

3. Run the invoicing routine.

Printing Invoices

Invoice forms can be printed automatically if the Output Invoices Saved Set is specified when running the invoicing routine. Invoice forms can also be printed from the Output Invoices screen, which is accessible via the **Reports > Forms** menu. See the Reports & Forms chapter for more information on invoice forms.

MANUAL INVOICES

Manual invoices are created in order to charge a customer for a transaction that is not associated with an ad. See Manual Invoices in the Customers chapter for information on manual invoices.

REMINDERS

Past-due reminder forms are generated from the Past Due Reminders screen, which is accessible via the Reports > Forms menu option. See the Reports & Forms chapter for information on reminders.

APPLYING SERVICE CHARGES

Service charges are fees that are applied to overdue invoices. Because services charges appear on monthly customer statements, service charges must be applied via the Service Charges routine.

NOTE: Apply service charges only ONCE PER MONTH prior to generating monthly statements and prior to closing the accounting period.

- **Prerequisites — Service Charge Setup and Account Defaults.** Service charges must be defined on the Service Charges setup screen. Also, qualifying account type must be assigned a service charge on the Account Types setup screen. Both setup screens can be accessed via the Administrator menu.

How to Apply Service Charges:

1. From the main toolbar, choose **Receivables > Service Charges**.
2. On the Service Charges screen, configure the information described below.

| Batch | Description | Batch Date | Period | Status | Notes |
|----------------------|---------------------------|------------|--------|--------|-------|
| 9444 | Service Charge Batch 9444 | 12/31/10 | OBP | Closed | |
| 9443 | Service Charge Batch 9443 | 12/31/10 | OBP | Closed | |

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Apply As Of** — The date to apply the service charges. For outstanding transactions as of this date, AMP will apply service charges.
- **Apply to Period** — The accounting period to which the service charges should be posted.
- **Due Date** — The date the service charge is due.
- **Aging Setup** — The aging method to use when calculating service charges.
- **Trans Code** — The transaction code for the service charges.
- **Comment** (Optional) — The comment to include on statements.
- **Batch Notes** (Optional) — Notes about the batch. The contents of this field appear in the **Notes** field under Service Charge History.
- **Service Charge History** — Shows service charge batches that have been applied. Clicking the **Batch** link opens the Batch Detail screen for that service charge batch.

| Saved Sets Save As Saved Set | | Custom Output Layouts Upload | |
|--------------------------------|--|--------------------------------|--|
| Saved Set Description | | Layout Description | |

- **Saved Sets** — Save the selection criteria as a saved set for future use. See the Appendix for information on saved sets.
 - **Custom Output Layouts** — The custom layout to use for the export file. See the Appendix for information on custom output layouts.
3. Run the Service Charges routine to apply the charges.

WRITING OFF ACCOUNT BALANCES

Account balances are “written off” using the Auto Writeoff routine. For eligible accounts and/or business units, Auto Writeoff writes off past-due invoices and marks the writeoff amounts as credits on the customer’s Payments, Credits, and Debits screen.

NOTE: Auto Writeoff writes off invoice amounts only; it does not write off other types of transactions and does not write off accounts.

How to Run Auto Writeoff:

1. From the main toolbar, choose **Receivables > Auto Write Off**.
2. On the Auto Write Off screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Minimum Remaining Balance** — The minimum account balance. AMP will write off invoices with past-due amounts between this amount and the Maximum Remaining Balance.
- **Maximum Remaining Balance** — The maximum account balance. AMP will write off invoices with past-due amounts between this amount and the Minimum Remaining Balance.
- **Days Past Due Cutoff** — The number of days invoices must be past due for AMP to write off the amounts. For example, to write off amounts at least 90 days past due, enter **90**.
- **Write Off Date** — The date the writeoff amounts are posted to the accounts. The writeoff date must be a date that is part of a valid accounting period.

For information on how to use date options, See Entering Dates in the Introduction.

- **Write Off Code** — Determines what AMP does with eligible accounts, based on the specified code:
 - **None** — Run Auto Writeoff with this option BEFORE running it with a writeoff code. Using *None* runs a query and creates a text file that contains a list of accounts with overdue invoices that are eligible for writeoff. Using *None* does not alter the accounts. Via the Task Archive, download the Auto Writeoff text file (query list) and review it: If desired, adjust eligible accounts before running Auto Writeoff with a specified writeoff code.
 - **Specific Writeoff Code** — After running Auto Writeoff with the *None* option and reviewing the resulting query list, choose the writeoff code to use when writing off the amounts. Options on the Writeoff Codes setup screen determine the writeoff action:
 - If the specified writeoff code includes a transaction code, AMP (1) writes off eligible transactions using that code and (2) marks the account with the options configured on the Writeoff Codes setup screen.
 - If the specified writeoff code does NOT include a transaction code, AMP marks the account with the options configured on the Writeoff Codes setup screen.

 - **Business Units** — The business units to include in the writeoff.
 - **Account Types** — The account types to include in the writeoff.
 - **Sort** — How the report should be sorted.
 - **Layout** — The invoice layout. See the Appendix for information on common output layouts.
 - **Saved Sets** — Save the selection criteria as a saved set. See the Appendix for information on saved sets.
3. Run the Auto Writeoff routine.
 4. After the Auto Writeoff task has finished running, the Auto Writeoff report can be downloaded from the Task Archive.
- A sample Auto Writeoff report is shown on the next page.

Sample Auto Writeoff Report

| MediaSpan Group | | | | | | | | | |
|------------------------------|---------------------------------------|---------------------------------|----------------------------|-----------|--------|-------------------------|--|--|--|
| Auto Write Off | | | | | | | | | |
| Minimum Remaining Balance | \$ 0.01 | Maximum Remaining Balance | \$ 10.00 | | | | | | |
| Write Off Date | 06/14/2011 | Days Past Due Cutoff | 90 <th colspan="6"></th> | | | | | | |
| Write Off Batch Created | 25236 | Write Off Code | Small amounts | | | | | | |
| Number of transactions found | 1432 | Transactions in write off batch | 1432 <th colspan="6"></th> | | | | | | |
| Business Units | MSMS, MSN, MSOS | | | | | | | | |
| Account Types | CONV, NO, bu, co, ia, re, tr, ub, web | | | | | | | | |
| Acct # | Contact | Company | Ad # | Trans # | Amount | Description | | | |
| 0003684 | | A.C.E. HOME HEALTH CARE | | 301323661 | 5.33 | Svc Chg 12/31/10 | | | |
| 47105070 | GATRELL, GARY | A & A PAINTING | | 301323863 | 2.62 | Svc Chg 12/31/10 | | | |
| 45100637 | , MARY | A & W RESTAURANT | | 301323822 | 0.40 | Svc Chg 12/31/10 | | | |
| 00043651 | | A1 COMMUNICATIONS, INC./AT & T | | 301323506 | 4.13 | Svc Chg 12/31/10 | | | |
| 43100221 | | ABC KIDZ | | 301323594 | 3.74 | Svc Chg 12/31/10 | | | |
| 43100221 | | ABC KIDZ | | 301316548 | 2.34 | Svc Chg 11/30/10 | | | |
| 43100221 | | ABC KIDZ | | 301308666 | 2.31 | Svc Chg 10/31/10 | | | |
| 43100221 | | ABC KIDZ | | 301297446 | 3.75 | Svc Chg 9/30/10 | | | |
| 44100340 | , HEATHER | A BRIDE'S TIME BRIDAL SHOP | | 301323797 | 0.36 | Svc Chg 12/31/10 | | | |
| 00042494 | BONZHEIM, DON | ABSOLUTE CONCRETE | | 301323871 | 0.31 | Svc Chg 12/31/10 | | | |
| 00042494 | BONZHEIM, DON | ABSOLUTE CONCRETE | | 301316755 | 0.31 | Svc Chg 11/30/10 | | | |
| 00042494 | BONZHEIM, DON | ABSOLUTE CONCRETE | | 301308976 | 0.31 | Svc Chg 10/31/10 | | | |
| 00042494 | BONZHEIM, DON | ABSOLUTE CONCRETE | | 301297618 | 0.39 | Svc Chg 9/30/10 | | | |
| 00042494 | BONZHEIM, DON | ABSOLUTE CONCRETE | | 301286210 | 0.38 | Service Charge 08/31/10 | | | |
| 00025956 | | ACTION AUTO SALES | | 301037383 | 3.10 | Service Charge 01/31/09 | | | |
| 00025956 | | ACTION AUTO SALES | | 301026800 | 3.05 | Service Charge 12/31/08 | | | |
| 00025956 | | ACTION AUTO SALES | | 301011095 | 3.01 | Service Charge 11/30/08 | | | |
| 00025956 | | ACTION AUTO SALES | | 300998989 | 2.96 | Service Charge 10/31/08 | | | |
| 00025956 | | ACTION AUTO SALES | | 300985815 | 2.92 | Service Charge 09/30/08 | | | |
| 00025956 | | ACTION AUTO SALES | | 300972526 | 2.88 | Service Charge 08/31/08 | | | |
| 00025956 | | ACTION AUTO SALES | | 300953834 | 2.83 | Service Charge 07/31/08 | | | |
| 00025956 | | ACTION AUTO SALES | | 300934680 | 2.79 | Service Charge 06/30/08 | | | |
| 00025956 | | ACTION AUTO SALES | | 300919109 | 2.75 | Service Charge 05/31/08 | | | |
| 00025956 | | ACTION AUTO SALES | | 300899166 | 2.71 | Service Charge 04/30/08 | | | |
| 00025956 | | ACTION AUTO SALES | | 300883331 | 2.67 | Service Charge 03/31/08 | | | |
| 00025956 | | ACTION AUTO SALES | | 300862494 | 1.52 | Service Charge 02/29/08 | | | |
| 00025956 | | ACTION AUTO SALES | | 300841832 | 1.50 | Service Charge 01/31/08 | | | |
| 00041518 | DOLLE, MARK | ADMARK ADVERTISING | | 301260695 | 2.00 | 7/12 Mailing Charge | | | |

CLOSING AN ACCOUNTING PERIOD

Regular receivables procedures include closing accounting periods. In AMP, running the Close Period routine closes the accounting period and “closes the books” for that period.

When a user closes an accounting period, AMP will:

- Prevent further transactions from being posted into the closed period, and
- Calculate aging for period being closed. This determines beginning balances and aging bucket numbers for monthly statements, which should be generated after the period has been closed.

How to Close an Accounting Period:

1. From the main toolbar, choose **Receivables > Close Period**.
2. The Close Period screen shows all open accounting periods by default.
 - To show closed periods, check the **Closed** box. Closed accounting periods are displayed in italicized text.

| Close Period | | | | | |
|---|---------------------------|---------|----------|--------|-------|
| Show Open <input checked="" type="checkbox"/> | | | | | |
| Closed <input checked="" type="checkbox"/> | | | | | |
| Accounting Periods | | | | | |
| 2009 | <i>0911 November 2009</i> | 11/1/09 | 11/30/09 | Closed | |
| 2009 | <i>0912 December 2009</i> | 12/1/09 | 12/31/09 | Closed | Open |
| 2010 | 1010 January | 1/1/10 | 1/31/10 | Open | Close |

3. An accounting period can be closed if:
 - All batches in that period have been closed. Attempting to close an accounting period that contains open batches will produce a message saying that the period has open batches.
 - All previous accounting periods have been closed.

TIP Clicking the link in the Accounting Period column opens the Batch Management screen, which shows the batches in that period.

4. Any open batches in the period to be closed should either be moved to another (open) period or closed.
5. After moving or closing any batches in the period to be closed, click **Receivables > Close Period**.
6. To close the accounting period, click the period’s **Close** button on the Close Period screen.

NOTE: Under certain circumstances, a closed accounting period can be reopened. For information on opening a closed period, see [Opening a Closed Accounting period on the next page](#).

OPENING A CLOSED ACCOUNTING PERIOD

A closed accounting period may need to be opened if, for example, the wrong period was closed or if a batch was moved into the wrong accounting period and needs to be moved into the correct period.

Caveats

- A closed accounting period can be opened only after previously closed periods have been reopened. For example, before the closed November 2009 period can be opened, the closed December 2009 period must be opened.
- Modifying a re-opened period renders invalid all AMP A/R reports that were run after the period was previously closed.

NOTE: After opening a closed period, modifying it, and closing it again, rerun all AMP A/R reports. See Monthly Accounting Tasks for a list of these reports.

How to Open a Closed Accounting Period:

1. From the main toolbar, choose **Receivables > Close Period**.
2. The Close Period screen shows all open accounting periods by default.
 - To show closed periods, check the **Closed** box. Closed accounting periods are displayed in italicized text.

| Close Period | | | | | |
|---|---------------------------|---------|----------|--------|-------|
| Show Open <input checked="" type="checkbox"/> | | | | | |
| Closed <input checked="" type="checkbox"/> | | | | | |
| Accounting Periods | | | | | |
| 2009 | <i>0911 November 2009</i> | 11/1/09 | 11/30/09 | Closed | |
| 2009 | <i>0912 December 2009</i> | 12/1/09 | 12/31/09 | Closed | Open |
| 2010 | 1010 January | 1/1/10 | 1/31/10 | Open | Close |

3. To open the accounting period, click the period's **Open** button.
4. When prompted to confirm opening the period, click the **OK** button.

STATEMENTS

Statement forms are generated from the Statements screen, which is accessible via the Reports > Forms menu. See the Reports & Forms chapter for information on statement forms.

NOTE: Individual statements can be printed from the customer's Display Account screen. See the Customers chapter for information on printing a statement from the Display Account screen.

REPORTS

Receivables reports are generated from options available under the Reports menu. The Monthly Accounting Tasks list (at the beginning of this chapter) outlines the reports that should be run to manage and balance your AMP receivables. See the Reports & Forms chapter for information on generating these reports.

BALANCING ACCOUNTS

AMP automatically balances accounts when batches are closed. AMP balances accounts when applying transactions contained in closed batches to other transactions contained in closed batches. Balance Accounts creates a task that produces a text file that contains information on accounts that were affected by the Balance Accounts routine.

! CAUTION: Do not run the Balance Accounts routine without direction and assistance from MediaSpan personnel.

How to Run Balance Accounts:

1. From the main toolbar, choose **Receivables > Balance Accounts**.
2. On the Balance Accounts screen, enter the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Balance All Accounts** — Balances all accounts. If this box is not checked, only the accounts listed in the **Account Number** field will be balanced by this routine.
- **Bypass Customer Locking** — Balances accounts even if the account's customer record is locked (*e.g.*, an AMP user has the customer screen open). By default, this box is not checked so that only unlocked customer records will be balanced. Use this option with caution.
- **Reset Joins Before Balancing** — If this box is checked, AMP will eliminate all joins in the database and create new joins. Use this option with caution.

CAUTION: Resetting joins destroys most open-item data in the database.

- **Account Numbers** — Contains the specific account numbers to be balanced if not balancing all accounts (account numbers in this field are ignored if the **Balance All Accounts** box is checked).

3. Run the Balance Accounts function.

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PUBLISHING

The Publishing menu contains options for creating files that contain ads for publishing.

SETTING CLASSIFICATION SORT ORDER

Use the Sort Order screen to configure the order in which classifications appear in the publish file(s). By establishing classification sort order, you can create one publish file for all classifications, several publish files containing a combination of classifications, or a separate publish file for each classification.

- **Prerequisites — Classifications.** Configure classifications before configuring sort settings.

How to Set Classification Sort Order:

1. From the main menu, choose **Publishing > Sort Order**.
2. On the Sort Order screen, configure the information described below.

| Classification | Sequence | Sort |
|-------------------------------------|----------|-------------------|
| 002 Test | 002 | Sort Line: 0 to Z |
| 0100 Legals | 0100 | Sort Line: 0 to Z |
| 0200 ANNOUNCEMENTS | 0200 | Sort Line: 0 to Z |
| 0205 Birthday / Anniversary (ANNOU) | 0205 | Sort Line: 0 to Z |
| 0210 Happy Ads | 0210 | Sort Line: 0 to Z |
| 0215 Lost & Found (ANNOUNCE) | 0215 | Sort Line: 0 to Z |
| 0220 Memory / Thank You (ANNOUNCE) | 0220 | Sort Line: 0 to Z |
| 0225 Notices (ANNOUNCE) | 0225 | Sort Line: 0 to Z |
| 0230 Personals (ANNOUNCE) | 0230 | Sort Line: 0 to Z |
| 0235 Wanted (ANNOUNCE) | 0235 | Sort Line: 0 to Z |
| 0300 SERVICES | 0300 | Sort Line: 0 to Z |

- **Apply Saved Set** — The saved set, if any, to use for this backup. See the Appendix for information on saved sets.
- **Copy Classification Codes to Sequence** — Inserts each classification's code in the corresponding Sequence field. This is useful if you want to sort all classifications by classification code and change only a few sequence file numbers.
- **Sequence** — The order in which the classification should appear in the publish file. The sequence is typically based on the classification code; however, you can use this field to enter any number to change the sequence order.
 - If this field is blank, the classification will sort by the classification code in the publish file.
 - By default, each classification includes classified liner and classified display ads.
- **Sort** — The order in which ads in this classification should sort. The default sorting option on this screen is inherited from the Classifications screen's publishing settings. The sort option you select here overrides the default sorting option on the Classifications screen.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for more information.

NOTE: You must create at least one saved set for classification sort order. Saved sets configured here appear in the Classification Sort list on the Publishing Setup screens.

USING STANDARD PUBLISHING-EXPORT PROGRAMS

Publishing setup contains export-program settings that let you define options for the AMP-generated publish file that contains ads for publishing. The Publishing Setup menu provides access to all available export programs. All standard export programs create a publish file that contains classified liner and display ads.

NOTE: Output programs may vary by site. Some sites may use custom output programs. See the Custom Publishing Setups section for more information.

STANDARD EXPORT

Using Standard Export creates an export file for integration with other systems. The export file is typically a delimited file for which a list and order of fields can be defined. This can also include graphics associated with ads.

The screenshot shows the 'Standard Export' configuration page. At the top, there are tabs for 'Schedule', 'Run Now', and 'Run Off Peak'. The 'Schedule' tab is active, showing a 'Description' field with 'ROP Export', 'Run On' set to '6/8/11', 'At' set to '6:00 PM', and 'Recurs' set to 'Once'. There are also buttons for 'Deferred Process', 'Add to Queue', and 'View Queue'. Below this is the 'Standard Export Criteria' section with 'Apply Saved Set', 'Publish Batch', 'Publication Option' (set to 'By Publication'), and 'Layout' (set to 'AdForce'). The 'FTP' section has 'Send output to FTP server' unchecked, and fields for 'Address', 'Port' (21), 'Directory', 'Username', 'Password', and 'Use SSL' (unchecked). At the bottom, there are sections for 'Saved Sets' and 'Custom Output Layouts'.

How to Configure Standard Export Settings:

- From the main menu bar, choose **Publishing > Publishing Setup > Standard Export**.
- On the Standard Export screen, configure the information described below.
 - **Schedule & Deferred Process** — See the Appendix for information on these settings.
 - **Apply Saved Set** — The saved set, if any, to use for this export.
 - **Publish Batch** — This field is typically used for re-outputting an existing publish batch. If using this option, enter the system-generated publish batch number in this field.
 - **Publication Option** — Choose from the following options:
 - **By Publication** — Creates a publish file for each publication selected.
 - **Merge Publications, Retain Duplicate Insertions** — Create a single publish file that contains ads running in each pub that is part of the saved set chosen in the Classification Sort list. Ads running in multiple pubs will appear more than once in the publish file.

- **Merge Publications, Remove Duplicate Insertions** — Create a single publish file that contains ads running in each pub that is part of the saved set chosen in the Classification Sort list. Ads running in multiple pubs will appear once in the publish file.
- **Layout** — The output layout to use for the publish file. To add options to this list, upload a custom output layout and re-load the screen.
- **FTP Settings** — Your FTP server settings. See the Appendix for information on output-to-FTP settings.
- **Saved Sets** — Save the selection criteria as a saved set for future use. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the export file. See the Appendix for information on custom output layouts.

STANDARD FLOW & STANDARD FLOW PDF

Two Standard Flow functions create files for use with ClassFlow pagination:

- **Standard Flow** — Creates a file for use with ClassFlow for QuarkXPress pagination.
- **Standard Flow PDF** — Creates a file for use with ClassFlow for InDesign pagination.

- **Prerequisites — Classification Sort Order.** Configure classification sort order before configuring Standard Flow output settings.

How to Configure Standard Flow Settings:

1. From the main menu bar, choose **Publishing > Publishing Setup > Standard Flow/Standard Flow PDF**.
2. On the Standard Flow/Standard Flow PDF screen, configure the information described below.
 - **Schedule & Deferred Process** — See the Appendix for information on these settings.
 - **Apply Saved Set** — The saved set, if any, to use for this export.
 - **Generate Header Test** — Creates a publish file that contains only classification and sub-classification headers. This option is typically used to test classification header output.
 - **Publish Batch** — This field is typically used for re-outputting an existing publish batch. If using this option, enter the system-generated publish batch number in this field.
 - **Mode** — The output format. Choose from the following options as they are available:
 - **Standard Flow** creates an output file for use with ClassFlow for QuarkXPress pagination. The output file does not include AdGrabber links.
 - **PMP CD Flow** creates an output file for use with ClassFlow for QuarkXPress pagination. The output file includes links that enable AdGrabber to import display ads.
 - **Standard Flow PDF** creates an output file for use with ClassFlow for InDesign pagination. The output file does not include AdGrabber links.
 - **PMP CD Flow PDF** creates an output file for use with ClassFlow for InDesign pagination. The output file includes links that enable AdGrabber to import display ads.
 - **Classification Sort** — The saved set that contains the classification sort settings. The items in this list come from saved sets created on the Sort Order screen.

- **Publication Option** — Choose from the following options:
 - **By Publication** — Creates a publish file for each publication selected.
 - **Merge Publications, Retain Duplicate Insertions** — Create a single publish file that contains ads running in each pub that is part of the saved set chosen in the Classification Sort list. Ads running in multiple pubs will appear more than once in the publish file.
 - **Merge Publications, Remove Duplicate Insertions** — Create a single publish file that contains ads running in each pub that is part of the saved set chosen in the Classification Sort list. Ads running in multiple pubs will appear once in the publish file.
- **Publishing Parameters to Use** (Standard Flow PDF only) — The set of publishing parameters to use.
- **Only Flow Ads With Attractors** — Check this box to include only ads that contain attractors.
- **Include Attractors** — Check this box to include attractors in the file. If this box is not checked, attractors will not be included in the publish file even if they are selected in the Attractors list.
- **Ignore 'Always Publish Headers'** — Check this box to exclude classification headers for classifications that do not contain ads. If this box is not checked, then any classification marked (on the Classifications setup screen) to "always publish headers" will be included in the publish file, regardless of whether any ads fall under that classification.
- **Attractors List** — Check the box for each attractor to include in the publish file.
- **File Assignments by Classification** — For each classification, specify in the **Output File** field the sequential number of the output file where that classification's ads should be stored when running the Proof Publish routine. These determinations are usually based on the desire to break out a classification into its own section (*e.g.*, a service directory).

NOTE: If there are multiple classifications contained in a single publish file, ads in the publish file will sort by classification number.

| File Assignments by Classification | |
|-------------------------------------|-------------|
| Classification | Output File |
| 0100 Legals | 1 |
| 0200 ANNOUNCEMENTS | 2 |
| 0205 Birthday / Anniversary (ANNOU) | 2 |
| 0210 Happy Ads | 2 |
| 0215 Lost & Found (ANNOUNCE) | 2 |
| 0220 Memory / Thank You (ANNOUNCE) | 3 |
| 0225 Notices (ANNOUNCE) | 4 |
| 0230 Personals (ANNOUNCE) | 5 |

The illustration above shows eight classifications' ads configured to create five output files, as follows:

- **Legals** — These ads will be contained in one publish file, the first sequential file (Output File =1).
- **Announcements Lost and Found** — These ads will be contained in one publish file, the second sequential file (Output File = 2). In this publish file, Announcements ads will appear before Birthday/Anniversary ads, which will appear before Happy Ads, and so on.
- **Memory/Thank You** — These ads will be contained in one publish file, the third sequential file (Output File =3).
- **Notices** — These ads will be contained in one publish file, the fourth sequential file (Output File =4).
- **Personals** — These ads will be contained in one publish file, the fifth sequential file (Output File =5).

FTP

Send output to FTP server

Address

Port 21

Directory

Username

Password

Use SSL

Test Connection

Upload test file

Saved Sets | Save As Saved Set

Custom Output Layouts | Upload

Saved Set Description

Layout Description

Upload a Local File Browse...

- **FTP Settings** — Your FTP server settings. See the Appendix for information on output-to-FTP settings.
- **Saved Sets** — Save the selection criteria as a saved set for future use. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the export file. See the Appendix for information on custom output layouts.

STANDARD WEB

Using Standard Web creates an HTML file (for all publications) for publishing to the web. Note:

- The publish file consists of an index page that contains a list of classifications in which ads were found.
- Clicking on a classification on the index page opens a separate page for that classification.
- If logos are activated on your web page, the logos appear on the classification page.
- If graphics are activated on your web page, click on linked text to view the graphic. The Standard Web format automatically places graphics in separate folders and sets the appropriate links if MediaSpan's default web template is used. MediaSpan provides a default web template for your site's web master to modify. MediaSpan does not assist or support web-template modification.

How to Configure Standard Web Settings:

1. From the main menu bar, choose **Publishing > Publishing Setup > Standard Web**.
2. On the Standard Web screen, configure the information described below.
 - **Schedule & Deferred Process** — See the Appendix for information on these settings.
 - **Apply Saved Set** — The saved set, if any, to use for this export.
 - **Publish Batch** — This field is typically used for re-outputting an existing publish batch. If using this option, enter the system-generated publish batch number in this field.
 - **Alternate Graphics Path** — The path to where graphics are stored.
 - **Web Template** — To create an HTML file with graphics, choose *Default Web Template* if using the template provided by MediaSpan. If using a customized web template, choose the custom template from the list.
 - **Classification Sort** — The saved set that contains the classification sort settings. The items in this list come from saved sets created on the Sort Order screen.
 - **Remove Duplicate Insertions** — Check this box to remove from the export file any duplicate insertions of ads running in multiple pubs.
 - **Ignore 'Always Publish Headers'** — Check this box to exclude classification headers for classifications that do not contain ads. If this box is not checked, then any classification marked (on the Classifications setup screen) to "always publish headers" will be included in the publish file, regardless of whether any ads fall under that classification.

FTP

Send output to FTP server

Address

Port 21

Directory

Username

Password

Use SSL

Test Connection

Upload test file

Saved Sets | Save As Saved Set

Custom Output Layouts | Upload

Saved Set Description

Layout Description

Upload a Local File Browse...

- **FTP Settings** — Your FTP server settings. See the Appendix for information on output-to-FTP settings.
- **Saved Sets** — Save the selection criteria as a saved set for future use. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the export file. See the Appendix for information on custom output layouts.

XML PUBLISH

XML Publish creates an XML file for integration with other systems, and can include a separate folder for graphics used in the exported ads.

■ **Prerequisites** — These items must be configured before using XML Publish:

- **Alternate Graphics Path** — Specify this path in the **AMPEXternalPaths.xml** file. Place the graphic files in the path specified in AMPEXternalPaths.xml.
- **Attribute** — Configured and apply the attribute as follows:
 - In AMPAdmin, create an order-level attribute named ADGRAPHICS.
 - During ad entry, type the graphic name(s) as a comma-separated list in the ADGRAPHICS attribute. For example, two graphics — named graphic1.jpg and graphic2.jpg — would be entered in the ADGRAPHICS attribute like this: **graphic1.jpg,graphic2.jpg** (with a comma — no space — between each graphic filename).

How to Configure XML Publish Settings:

1. From the main menu bar, choose **Publishing > Publishing Setup > XML Publish**.
2. On the XML Publish screen, configure the information described below.
 - **Schedule & Deferred Process** — See the Appendix for information on these settings.
 - **Apply Saved Set** — The saved set, if any, to use for this export.
 - **Publish Batch** — This field is typically used for re-outputting an existing publish batch. If using this option, enter the system-generated publish batch number in this field.
 - **Alternate Graphics Path** — The path to the location where graphics are stored. (See Prerequisites at the top of this page for more information on this path.)

- **Publication Option** — Choose from the following options:
 - **By Publication** — Creates a publish file for each publication selected.
 - **Merge Publications, Retain Duplicate Insertions** — Create a single publish file that contains ads running in each pub that is part of the saved set chosen in the Classification Sort list. Ads running in multiple pubs will appear more than once in the publish file.
 - **Merge Publications, Remove Duplicate Insertions** — Create a single publish file that contains ads running in each pub that is part of the saved set chosen in the Classification Sort list. Ads running in multiple pubs will appear once in the publish file.
- **FTP Settings** — See the Appendix for information on output-to-FTP settings.
- **Saved Sets** — Save the selection criteria as a saved set for future use. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the export file. See the Appendix for information on custom output layouts.

CUSTOM PUBLISHING SETUPS

Custom publishing setups allow for creating publish files for exporting to various third-party systems.

NOTE: Custom publishing-output programs are available for purchase from MediaSpan.

Commonly Used Custom Publishing Setups

Common custom publishing setups include the following:

- **Hot Jobs Export** — Creates an XML publish file for use with HotJobs.
- **Kaango Web Publish** — Creates an XML publish file for use with Kaango Classifieds.
- **Monster** — Creates an XML publish file for use with Monster.
- **MOS Publish** — Creates an XML publish file for use with MediaSpan Online Software.
- **Shoom Export** — Creates an XML publish file for use with Shoom.
- **The Job Network** — Creates an XML publish file for use with the Job Network.

RUNNING PROOF PUBLISH

Running the Proof Publish routine creates output files containing ads to be published for a given date. You can manually run the Proof Publish routine or schedule it to run automatically.

- **Prerequisites — Classifications, Publications, Publishing Parameters, Style Sets, Output Programs Saved Sets, and Sort Order settings.** Configure these items before running the Proof Publish routine.

How to Run Proof Publish:

1. From the main menu bar, choose **Publishing > Proof Publish**.
2. On the Proof Publish screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this export.
- **Publish Date** — The date the ads are scheduled to be published.

For information and examples on how to use date options, see *Entering Dates in the Introduction*.

- **Apply Publish Date to Selected Publications** — Backfills the specified publish date into all selected publications' date fields. This creates a publish file for the specified date for all publications.
- **Ad Families** — Check the box for each ad family to include in the publish file.

| Publications + - | | | | | | | | |
|--------------------------|-------------------------------------|--------------|---|---|------------------|--------------------|----------|-----------------|
| | Publication | Publish Date | | | Last Class Liner | Last Class Display | Last ROP | Last Unit Based |
| <input type="checkbox"/> | 1000 News Democrat & Leader | Fixed | M | D | Y | 5/18/10 | 3/12/10 | 8/24/10 3/16/10 |
| <input type="checkbox"/> | 1002 News Democrat Special Sections | Fixed | M | D | Y | | | 10/20/09 |
| <input type="checkbox"/> | 1003 News Democrat Website | Fixed | M | D | Y | 10/14/10 | 2/20/10 | 10/1/09 |

- **Publications** — Check the box for each publication for which to create a publish file. To create publish files for multiple pubs — each on a different date — for each checked publication, choose **Fixed** or **Day +** and enter the date information in the fields provided.
- **Last Class Liner/Class Display/ROP/Unit Based** — These columns indicate the last Proof Publish date that was run for each ad family.

| Classifications + - | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | 002 Test |
| <input type="checkbox"/> | 0100 Legals |
| <input type="checkbox"/> | 0200 ANNOUCEMENTS |
| <input type="checkbox"/> | 0205 Birthday / Anniversary (ANNOU) |

- **Classifications** — Check the box next to each classification to include in the publish file.

| Publishing Output | |
|--------------------------|------------------------------|
| | Output Program: Saved Set |
| <input type="checkbox"/> | MOS Publish: ftp by pub |
| <input type="checkbox"/> | MOS Publish: no dupes |
| <input type="checkbox"/> | Standard Export: Full Export |

- **Publishing Output** — Check the box next to the output program saved set to use. The saved sets that appear in this list are created under Publishing Setup.

OPENING AND CLOSING PUBLICATIONS

Use the Publication Management screen to open and close publications. If you close a publication, you cannot edit or schedule ads to run in that publication; however, if you closed a publication early, you can re-open it to enter late ads.

NOTE: Closing publications is required in order to bill ads. Closing a publication marks all ads in the closed publication as having been published. If you do not close publications, insertions will not bill. Closing publications is typically a daily process.

How to Open/Close Publications:

1. From the main menu bar, choose **Publishing > Publication Management**.
2. On the Publication Management screen, configure the information described below.

The screenshot shows the 'Publication Management' interface with the following sections and options:

- Schedule**: Includes 'Run Now' and 'Run Off Peak' buttons.
- Deferred Process**: Includes 'Add to Queue' and 'View Queue' buttons.
- Description**: A text input field.
- E-Mail Output To**: A text input field.
- Purge**: A checked checkbox, followed by 'After 100 Days'.
- Run On**: A date field set to '10/22/10'.
- At**: Time selection fields for '6', ': 00', and 'PM'.
- Recurs**: A dropdown menu set to 'Once'.
- Publication Management Criteria**:
 - Apply Saved Set**: A dropdown menu.
 - Close Publications**: A selected radio button.
 - Open Publications**: An unselected radio button.
 - Don't check for proofed insertions**: An unselected checkbox.
- Run For**:
 - Last/Next Available Publication**: A selected radio button.
 - All Publications Through Date (close only)**: An unselected radio button.
 - Process Through**: A dropdown menu set to 'Fixed', followed by date fields 'M 6', 'D 30', and 'Y 2010'.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this export.
- **Close Publications** — Close the publications. This marks the publications' ads as published and billable, and locks the ads so that no new ads can be taken for the closed publications.
- **Open Publications** — Open the publications. This allows ads to be scheduled for the reopened publications.
- **Don't Check for Proofed Insertions** — If this box is checked, AMP will close all selected publications and mark all ads "published" even if ads in these publications have NOT been proof-published. If this box is not checked, AMP will close the selected publications only if ads in those publications have been proof-published.
- **Last/Next Available Publication** — When closing publications, this option closes the next available publication for each publication checked in the list. When opening publications, this option opens the last publication closed for each publication checked in the list.
- **All Publications Through Date (close only)** — Closes all selected publications as of the date specified in the **Process Through** date.

For information and examples on how to use date options, see *Entering Dates in the Introduction*.

| Class Liner Publications + - | | | | Class Display Publications + - | | | |
|--------------------------------|-------------------------------------|-------------|-----------|----------------------------------|-------------------------------------|-------------|-----------|
| | Publication | Last Closed | Next Open | | Publication | Last Closed | Next Open |
| <input type="checkbox"/> | 1000 News Democrat & Leader | 5/18/10 | 5/21/10 | <input type="checkbox"/> | 1000 News Democrat & Leader | 3/12/10 | 3/16/10 |
| <input type="checkbox"/> | 1002 News Democrat Special Sections | | | <input type="checkbox"/> | 1002 News Democrat Special Sections | | |
| <input type="checkbox"/> | 1003 News Democrat Website | 10/14/10 | 3/25/10 | <input type="checkbox"/> | 1003 News Democrat Website | 2/20/10 | 4/14/10 |
| <input type="checkbox"/> | 1004 News Democrat Comm Printing | | | <input type="checkbox"/> | 1004 News Democrat Comm Printing | | |
| ROP Publications + - | | | | Unit Based Publications + - | | | |
| | Publication | Last Closed | Next Open | | Publication | Last Closed | Next Open |
| <input type="checkbox"/> | 1000 News Democrat & Leader | 8/24/10 | 8/27/10 | <input type="checkbox"/> | 1000 News Democrat & Leader | 3/16/10 | 4/23/10 |
| <input type="checkbox"/> | 1002 News Democrat Special Sections | 10/20/09 | 10/30/09 | <input type="checkbox"/> | 1002 News Democrat Special Sections | | |
| <input type="checkbox"/> | 1003 News Democrat Website | 10/1/09 | 10/30/09 | <input type="checkbox"/> | 1003 News Democrat Website | | 7/22/10 |
| <input type="checkbox"/> | 1004 News Democrat Comm Printing | | | <input type="checkbox"/> | 1004 News Democrat Comm Printing | | |
| Saved Sets Save As Saved Set | | | | | | | |

- **Class Liner/Display/ROP/Unit-Based Editions** — For each ad family, check the box next to each edition to close or open.
- **Saved Sets** — Save the selection criteria as a saved set. See the Appendix for information on saved sets.

3. After selecting the publications and dates to close, click the **Run Now** button.

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REPORTS & FORMS

AMP provides information on AMP database data in the form of reports and forms. For each type of output, AMP's report or form screen lets you define the criteria to use when generating the output. Accounting reports, for example, can be run to provide information on specific accounting periods and select account types. Criteria for all reports and forms can be restricted to include only the information you need.

The Reports menu provides access to the various report and form screens, where the user can:

- Generate reports with information about AMP customers, money, and ad orders. For some reports, mailing labels can also be generated.
- Choose forms to use for generating invoices, past-due reminders, runsheets, statements, and tearsheets.
- Generate customized reports and forms using custom layouts designed to meet specific output needs. Customized output layouts are available for purchase from MediaSpan.

COMMON ITEMS FOUND ON REPORTS

Common items found on many reports include the items listed below:

- **Ads Published** — Ads that have been scheduled into one or more publications that have been closed via the Publication Management screen.
- **Ads Scheduled** — Ads that have been scheduled into one or more publications.
- **Ads Taken** — Ads that have been entered and saved (including ads on Set Aside).
- **Unattached** — A transaction that is not associated to the criteria by which a report is sorted. For example, if a report is sorted by publication and a transaction is not attached to a publication, the transaction on the report will be listed as *Unattached*.
- **Saved Sets** — A set of criteria used for generating reports, invoices, and publish files. Saved sets are useful if you regularly run reports, invoices, or publish files that use a the same criteria each time you run the routine. See the Appendix for information on saved sets.
- **Layout** — A standard form that determines the look of the output. See the Appendix for information on standard layout options.
- **Custom Output Layouts** — A customized form that determines how the output looks. (Custom layout forms are available from MediaSpan.) See the Appendix for information on custom output layouts.

REPORT LOCATIONS

AMP writes report and form data to the default download location specified in your operating system's preferences. Depending on your download preferences, this location may be a local drive, network drive, or external device to which your report and form data is written.

PRINTING REPORTS & FORMS

Printing reports and forms is done via the Task Archive screen. See the Tasks chapter for information on printing reports and forms.

CUSTOMER REPORTS

Customer reports include Comments, Contracts, Customer Ledger, Customer List, and Solicit reports.

COMMENTS REPORT

This report shows all user-entered comments attached to a customer's account. The report includes the text of the comment, customer information, and the dates the comments were entered.

How to Run a Comments Report:

1. From the main menu bar, choose **Reports > Customers > Comments**.
2. On the Comments screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Date Range** — The date for which the comments are scheduled, based on the month, day, and year (or offset values) entered in the **M**, **D**, and **Y** fields.

See *Entering Dates (Introduction)* for more information on date-based options.

- **Sort By** — How the report will be sorted.

| Restrictions | | | |
|-------------------------------------|----------------------------|-------------------------------------|-----------------------------|
| Sales Person + - | | Account Type + - | |
| <input checked="" type="checkbox"/> | Admin System Administrator | <input checked="" type="checkbox"/> | 340t Russellville Transient |
| <input checked="" type="checkbox"/> | AI04 Bill Murphy | <input checked="" type="checkbox"/> | 341c Leitchfield Contract |
| <input checked="" type="checkbox"/> | AI05 Amber Encorcia | <input checked="" type="checkbox"/> | 341o Leitchfield Commercial |
| <input checked="" type="checkbox"/> | AI06 Ame Smith | <input checked="" type="checkbox"/> | 341r Leitchfield Retail |
| <input checked="" type="checkbox"/> | AI07 Sharon Laudakic | <input checked="" type="checkbox"/> | 341t Leitchfield Transient |
| Comment Type + - | | Include + - | |
| <input checked="" type="checkbox"/> | Call | <input checked="" type="checkbox"/> | Contact Comments |
| <input checked="" type="checkbox"/> | Disputes | <input checked="" type="checkbox"/> | Account Comments |
| <input checked="" type="checkbox"/> | Sales | | |
| <input checked="" type="checkbox"/> | To Do | | |
| Layout | | | |
| Standard | | | |
| Saved Sets Save As Saved Set | | Custom Output Layouts Upload | |
| Saved Set Description | | Layout Description | |
| | | Upload a Local File | |

- **Sales Person** — The salespersons assigned to the comment.
- **Account Type** — The account types to which comments are assigned.
- **Comment Type** — The type of comments to include in the report.
- **“Include” Options** — Check the box next to each option to include in the report.
- **Layout** — The report layout. See the Appendix for information on common output layouts.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Comments Report

| MediaSpan Publications Comments For Date Range 07/31/10 to 11/30/10 | | |
|---|---------------------------------------|-----------------|
| Cust# | Customer | Phone |
| dd02 Stacie Powell | | |
| 00038068 | 980-EAST KY DIALYSIS | (606) 432-4477 |
| | 08/26/10 | |
| fo Flora Osipov | | |
| 00046756 | 380-COAL-MAC INC dba PHOENIX COAL MAC | (304) 792-8443 |
| | 11/01/10 unreasonable customer | |
| Unattached | | |
| 00056948 | 480-ext 8141 | (415) 228-8050 |
| | 08/24/10 test reminder | |
| 3 Total Comments | | |
| Comments | | 11/01/10 Page 1 |

CONTRACTS REPORT

This report shows customers who have advertising contracts in use, expiring, or starting during a specified date range. The report can show contract setups or fulfillment status.

How to Run a Contracts Report:

1. From the main menu bar, choose **Reports > Customers > Contracts**.
2. On the Contracts screen, configure the information described below.

The screenshot shows the 'Contracts' configuration window. At the top, there are tabs for 'Schedule' (selected), 'Run Now', and 'Run Off Peak'. To the right, there are buttons for 'Deferred Process', 'Add to Queue', and 'View Queue'. The 'Description' field contains 'Contract Fulfillment by Goal Oct 2010'. The 'Run On' date is set to '11/12/10'. The 'At' time is '6:00 PM'. The 'Recurs' dropdown is set to 'Once'. The 'Purge' checkbox is checked, and the 'After' field is set to '3 Days'. Below this is the 'Contracts Criteria' section with an 'Apply Saved Set' dropdown. The 'Date Range' section has 'Report For' set to 'Contracts In Use' and 'Begin' set to 'Fixed' with fields for 'M 10', 'D 1', and 'Y 2010'. The 'Sort By' section has 'Sort 1' set to 'Goal' and 'Sort 2' set to 'None'.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Date Range** — The contract dates, based on the month, day, and year (or offset values) entered in the M, D, and Y fields.

See *Entering Dates (Introduction)* for more information on date-based options.

- **Sort By** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort. You must choose at least one sorting method (Sort 1).

| Restrictions | |
|-------------------------------------|-----------------------------|
| Sales Person + - | |
| <input checked="" type="checkbox"/> | Admin System Administrator |
| <input checked="" type="checkbox"/> | AI04 Bill Murphy |
| <input checked="" type="checkbox"/> | AI05 Amber Encordia |
| <input checked="" type="checkbox"/> | AI06 Ame Smith |
| <input checked="" type="checkbox"/> | AI07 Sharon Landis |
| Account Type + - | |
| <input checked="" type="checkbox"/> | 340t Russellville Transient |
| <input checked="" type="checkbox"/> | 341c Leitchfield Contract |
| <input checked="" type="checkbox"/> | 341o Leitchfield Commercial |
| <input checked="" type="checkbox"/> | 341r Leitchfield Retail |
| <input checked="" type="checkbox"/> | 341t Leitchfield Transient |
| Comment Type + - | |
| <input checked="" type="checkbox"/> | Call |
| <input checked="" type="checkbox"/> | Disputes |
| <input checked="" type="checkbox"/> | Sales |
| <input checked="" type="checkbox"/> | To Do |
| Include + - | |
| <input checked="" type="checkbox"/> | Contact Comments |
| <input checked="" type="checkbox"/> | Account Comments |
| Layout | |
| Standard | |
| Saved Sets Save As Saved Set | |
| Custom Output Layouts Upload | |
| Saved Set Description | Layout Description |
| | Upload a Local File |

- **Sales Person** — The salespersons to include in the report.
- **Account Type** — The account types to include in the report.
- **Comment Type** — The types of comments to include in the report.
- **Include**
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Contracts Report

| MediaSpan Publications Contracts For Date Range 10/01/10 to 10/30/10 | | | | | | | | | | | |
|--|----------------|-------|----------------|----------|------------|------------|------------|-----------|-----------|--|--|
| Customer | Phone | Units | Next Scheduled | Achieved | Goal | Achieved % | Start Date | Stop Date | Ad Family | | |
| \$100,000.00 | | | | | | | | | | | |
| 00138570 1TAYMediaSpan | (419)508-1748 | Words | | 0.00 | 100,000.00 | 0.00 % | 5/1/10 | 5/18/11 | R | | |
| Contracts reported for \$100,000.00 = 1 | | | | | | | | | | | |
| \$6,000.00 | | | | | | | | | | | |
| 00138616 Dokie, Okie | (419)243-2118 | Depth | | 0.00 | 6,000.00 | 0.00 % | 4/23/10 | 4/23/11 | R | | |
| Contracts reported for \$6,000.00 = 1 | | | | | | | | | | | |
| \$5,000.00 | | | | | | | | | | | |
| 00138590 MediaSpan Media Software | (734) 887-4400 | Words | | 0.00 | 5,000.00 | 0.00 % | 1/1/10 | 1/1/11 | U | | |
| 00138589 MediaSpan Media Software | (734) 887-4400 | Words | | 0.00 | 5,000.00 | 0.00 % | 1/1/10 | 1/1/11 | U | | |
| 00107133 MediaSpan Media Software | (734) 887-4400 | Words | | 0.00 | 5,000.00 | 0.00 % | 1/1/10 | 1/1/11 | U | | |
| Contracts reported for \$5,000.00 = 3 | | | | | | | | | | | |
| \$4,500.00 | | | | | | | | | | | |
| 00046755 380-COAL-MAC INC dba | (304) 792-8443 | Words | 11/2/10 | 0.00 | 4,500.00 | 0.00 % | 9/28/10 | 9/28/11 | L | | |
| Contracts reported for \$4,500.00 = 1 | | | | | | | | | | | |
| \$1,200.00 | | | | | | | | | | | |
| 00138569 TAY Mediaspan | (999)419-2431 | Depth | | 0.00 | 1,200.00 | 0.00 % | 2/19/10 | 2/19/11 | R | | |
| Contracts reported for \$1,200.00 = 1 | | | | | | | | | | | |
| \$1,000.00 | | | | | | | | | | | |
| 00046755 380-COAL-MAC INC dba | (304) 792-8443 | Depth | | 0.00 | 1,000.00 | 0.00 % | 10/10/10 | 10/10/11 | R | | |
| 00047647 480-Smith, Lou | (580) 924-5201 | Money | | 0.00 | 1,000.00 | 0.00 % | 10/1/10 | 10/1/11 | L | | |
| 00138572 User 2, Test | | Money | | 0.00 | 1,000.00 | 0.00 % | 2/1/10 | 1/31/11 | R | | |
| Contracts reported for \$1,000.00 = 3 | | | | | | | | | | | |
| \$900.00 | | | | | | | | | | | |
| 00062874 505-Shooters | (580) 648-2396 | Depth | | 0.00 | 900.00 | 0.00 % | 4/10/10 | 4/10/11 | R | | |

CUSTOMER LEDGER

This report lists all customer accounts with activity during a specified accounting period or range of accounting periods. The report includes customer information and detailed accounting information, including payments, invoices, and beginning and ending balances. The report can also include inactive accounts and open batches.

How to Run a Customer Ledger Report:

1. From the main menu bar, choose **Reports > Customers > Customer Ledger**.
2. On the Customer Ledger screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Periods** — The accounting period date range, based on the month, day, and year (or offset values) entered in the blank date fields.

*See **Entering Dates (Introduction)** for more information on date-based options.*

- **“Include” Options** — Check the box next to each option to include in the report.

NOTE: A Customer Ledger can be printed for a single account via the customer’s Display Account screen. See the Receivables chapter for information on the Display Account screen.

| Account Type + - | | Business Unit + - | |
|---|----------------------------------|---|-----------------------|
| <input checked="" type="checkbox"/> | 340n Russellville Niche Products | <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | 340o Russellville Commercial | <input checked="" type="checkbox"/> | 166 Quality Assurance |
| <input checked="" type="checkbox"/> | 340r Russellville Retail | <input checked="" type="checkbox"/> | 2a 3 |
| <input checked="" type="checkbox"/> | 340t Russellville Transient | <input checked="" type="checkbox"/> | 340 Russellville |
| <input checked="" type="checkbox"/> | 340w Russellville Web | <input checked="" type="checkbox"/> | 3410 Leitchfield |
| Sorts | | Layout | |
| Sort By <input type="text" value="Account Type"/> | | <input type="text" value="Summary"/> | |
| Saved Sets <input type="button" value="Save As Saved Set"/> | | Custom Output Layouts <input type="button" value="Upload"/> | |
| Saved Set Description <input type="text"/> | | Layout Description <input type="text"/> | |
| | | Upload a Local File <input type="text"/> | |

- **Account Type** — The account types to include in the report.
- **Business Unit** — The business units to include in the report.
- **Sort By** — How the report will be sorted.
- **Layout** — The report layout. See the Appendix for information on common output layouts.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Customer Ledger Report

| MediaSpan Publications Customer Ledger Summary Sort By : Account Type Report For : OBP - OBP | | | | | |
|---|------------------------------------|--------------------------------|---|----------------------|----------------|
| Cust # | Customer | Description | Beginning Balance | Period Total | Ending Balance |
| 2512 tay | | | | | |
| 00138599 | Davis, Edward | | | | |
| | 00138600 | Acct #00138600 | \$ 0.00 | \$ 10.50 | \$ 10.50 |
| | | | Total 2512 tay : | \$ 10.50 | |
| 340o Russellville Commercial | | | | | |
| 00138625 | Export AR, | | | | |
| | 00138636 | Acct #00138636 | \$ 82.01 | \$ 2,001.44 | \$ 2,083.45 |
| | | | Total 340o Russellville Commercial : | \$ 2,001.44 | |
| 370c Gallipolis Contract | | | | | |
| 00138572 | 1TAYMediaSpan | | | | |
| | 00138570 | Acct #00138570 | -\$ 20.00 | \$ 149,483.97 | \$ 149,463.97 |
| | | | Total 370c Gallipolis Contract : | \$ 149,483.97 | |
| 370o Gallipolis Commercial | | | | | |
| 00043442 | 370-ORVB.COM | | | | |
| | 00043442 | Account # 00043442 | \$ 0.00 | \$ 85.28 | \$ 85.28 |
| 00043447 | 370-PARKFRONT DINER & BAKERY | | | | |
| | 00043447 | Account # 00043447 | \$ 1.59 | \$ 68.02 | \$ 69.61 |
| 00043494 | 370-SOLAR ECLIPSE | | | | |
| | 00043494 | Account # 00043494 | \$ 188.20 | \$ 5.26 | \$ 193.46 |
| 00043666 | 370-W VA PRESS SERVICES INC | | | | |
| | 00043666 | Account # 00043666 | \$ 156.14 | \$ 4.38 | \$ 160.52 |
| | | | Total 370o Gallipolis Commercial : | \$ 162.94 | |
| 370r Gallipolis Retail | | | | | |
| 00038129 | 370-HOUSE ADS | | | | |
| | 00038129 | Account # 00038129 | \$ 0.00 | \$ 75.00 | \$ 75.00 |
| 00038134 | 370-EDWARD JONES INVESTMENTS | | | | |
| | 00038134 | Account # 00038134 | \$ 0.00 | \$ 131.84 | \$ 131.84 |
| 00038142 | 370-GALLIPOLIS CITY SCHOOLS | | | | |
| | 00038142 | Account # 00038142 | \$ 0.00 | \$ 15.70 | \$ 15.70 |
| 00038172 | 370-ADDAVILLE ELEMENTARY PTO | | | | |
| | 00038172 | Account # 00038172 | -\$ 39.00 | \$ 39.00 | \$ 0.00 |
| 00038175 | 370-ACQUISITIONS LTD | | | | |
| | 00038175 | Account # 00038175 | \$ 0.00 | \$ 249.83 | \$ 249.83 |
| 00038212 | 370-AMERICAN LEGION #27 | | | | |
| | 00038212 | Account # 00038212 | \$ 0.00 | \$ 20.50 | \$ 20.50 |
| 00038235 | 370-BAXTER'S HARLEY DAVIDSON | | | | |
| | 00038235 | Account # 00038235 | \$ 56.96 | \$ 1.64 | \$ 58.60 |
| 00038247 | 370-MJW MOVING & TOWING | | | | |
| | 00038247 | Account # 00038247 | \$ 0.00 | \$ 79.00 | \$ 79.00 |
| 00038250 | 370-ARIEL DATER ARTS CENTRE | | | | |
| | 00038250 | Account # 00038250 | \$ 0.00 | \$ 197.62 | \$ 197.62 |
| 00038257 | 370-BASKET DELIGHTS | | | | |
| | 00038257 | Account # 00038257 | \$ 0.00 | \$ 54.70 | \$ 54.70 |
| 00038278 | 370-BENNETT'S HEATING & COOLING | | | | |
| | 00038278 | Account # 00038278 | \$ 489.69 | \$ 359.30 | \$ 848.99 |
| 00038282 | 370-BELTONE HEARING CENTER | | | | |
| | 00038282 | Account # 00038282 | \$ 0.00 | \$ 325.38 | \$ 325.38 |
| 00038285 | 370-BIG LOTS | | | | |
| | 00038285 | Account # 00038285 | \$ 466.88 | \$ 685.81 | \$ 1,152.69 |
| 00038294 | 370-SHOE SENSATION INC | | | | |
| | 00038294 | Account # 00038294 | \$ 1,620.25 | \$ 1,139.52 | \$ 2,759.77 |
| 00038296 | 370-NEWS AMERICA MARKETING FSI INC | | | | |
| | 00038296 | Account # 00038296 | \$ 1,865.33 | \$ 1,174.84 | \$ 3,040.17 |
| November 01, 2010 | | Customer Ledger Summary | | Page 1 of 19 | |

CUSTOMER LIST

This report includes customer information, account status, customer type, alternate account number, and credit limit. The layout can be exported as a detail or summary view or as labels.

How to Run a Customer List Report:

1. From the main menu bar, choose **Reports > Customers > Customer List**.
2. On the Customer List screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Report For** — Choose one of the following options:
 - **All Customers** — Include all customers.
 - **Company Name Between** — The beginning and ending range of the company name. For example, for a list of company names beginning with “Best” enter *Best* in both fields. For a list of company names beginning with “AI” through “AU,” enter *AI* in the first field and *AU* in the second field.
 - **Last Name Between** — The beginning and ending range of the customer last name. For example, for a list of customers with last names of “Jones,” enter *Jones* in both fields. For a list of customers with last names ranging from “Roberts” through “Smith,” enter *Roberts* in the first field and *Smith* in the second field.
 - **Area Code Between** — The beginning and ending range of area codes. For example, for a list of customers in the 313 area code, enter *313* in both fields. For a list of customers between the 313 and 999 area codes, enter *313* in the first field and *999* in the second field.
 - **Postal Code Between** — The beginning and ending range of the customer postal (or ZIP) code. For example, for a list of customers within the 48103 ZIP code, enter *48103* in both fields. For a list of customers.
 - **Balance Between** — The beginning and ending range of the customer balance. For example, for a list of customers with a balance of one cent, enter *.01* in both fields. For a list of customers with a balance that ranges from one cent to one dollar, enter *.01* in the first field and *1.00* in the second field.

- **Date Range** (previous page) — The date range, based on the month, day, and year (or offset values) entered in the blank date fields.

See *Entering Dates (Introduction)* for more information on date-based options.

- **Date Range Options** (previous page)— Mark the radio button for one of the following options:
 - **Do Not Restrict by Run Date** — Include all ads that meet the criteria, regardless of the ads' run dates.
 - **Ran Ads Between** — Include ads that ran during the specified date range.
 - **Did Not Run Ads Between** — Do not include ads that ran during the specified date range.
- **Restrictions** (previous page)— Restrict report results as desired by clicking the pop-ups and choosing the restrictions, and by checking the box next to each option listed on the right.

The screenshot displays a web interface for selecting report criteria. It features three main selection lists: 'Account Type', 'Salesperson', and 'Business Unit', each with a scrollable list of items and checkboxes. Below these lists are 'Sorts' and 'Layout' sections. The 'Sorts' section has dropdown menus for 'Sort 1' (set to 'Account Type') and 'Sort 2' (set to 'None'). The 'Layout' section has a dropdown menu set to 'Detail'. At the bottom, there are sections for 'Saved Sets' and 'Custom Output Layouts', each with a 'Save As Saved Set' or 'Upload' button and a text input field for a description. A 'Browse...' button is also present for uploading a local file.

- **Account Type** — The account types to include in the report.
- **Salesperson** — The salespersons to include in the report.
- **Business Unit** — The business units to include in the report.
- **Sorts** — How the report will be sorted. Sort 1 is the primary sort; Sort 2 is the secondary sort. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Customer List

| MediaSpan Publications Customer List Sort By: Account Type | | | | | | | | | |
|--|--|-----------------------------------|-----------------|------------------------------------|-----------|--------------|--------------|---------------|---|
| Cust # | Customer | Telephone | Status | | | | | | |
| 340o Russellville Commercial | | | | | | | | | |
| 00001918 | 340-LOGAN CO HIGH SCHOOL ATTN: DEANN VICK 2200 BOWLING GREEN RD RUSSELLVILLE KY 42276 | (270)726-8454 | ACTIVE | Subscriber: Y Notify Manager: N | | | | | |
| SP | Alt Acct # 340-000080 | Business Unit 340 Russellville | Do Not Publish | Last Rundate | Export AR | Credit Limit | Balance | | |
| md13 | Tax Status EXEMPT | Req Prepay N/A | Require PO N | No New Ads N | | \$ 0.00 | \$ 515.00 | In Collection | N |
| ----- | | | | | | | | | |
| Total 340o Russellville Commercial : 1 | | | | | | | | | |
| 370t Gallipolis Transient | | | | | | | | | |
| 00138603 | DORA'S TAYLORING TEST 6567 ORCHARD LAKE UTAH 48323 | (566) 606-5959 | INACTIVE | Subscriber: N Notify Manager: N | | | | | |
| SP | Alt Acct # | Business Unit 370 Gallipolis | Do Not Publish | Last Rundate | Export AR | Credit Limit | Balance | | |
| cc02 | Tax Status EXEMPT | Req Prepay N/A | Require PO N | No New Ads N | | \$ 400.00 | -\$ 9,055.54 | In Collection | N |
| ----- | | | | | | | | | |
| Total 370t Gallipolis Transient : 1 | | | | | | | | | |
| 380r Logan Retail | | | | | | | | | |
| 00134173 | 380-THORNHILL AUTO GROUP NEW ACCOUNT 8/7/09 PO BOX 4454 CHAPMANVILLE WV 25508 | (304) 855-1400 | ACTIVE | Subscriber: Y Notify Manager: N | | | | | |
| SP | Alt Acct # | Business Unit 380 Logan | Do Not Publish | Last Rundate | Export AR | Credit Limit | Balance | | |
| lb05 | Tax Status EXEMPT | Req Prepay N/A | Require PO N | No New Ads N | | \$ 800.00 | \$ 26,983.03 | In Collection | N |
| ----- | | | | | | | | | |
| Total 380r Logan Retail : 1 | | | | | | | | | |
| 380t Logan Transient | | | | | | | | | |
| 00046417 | 380-CENTURY 21 HOMETOWN REAL ESTATE INC ROSEANNA TRENT 40 MAIN AVE LOGAN WV 25601 | (304) 752-5570 | ACTIVE | Subscriber: Y Notify Manager: Y | | | | | |
| SP | Alt Acct # | Business Unit 380t Logan | Do Not Publish | Last Rundate | Export AR | Credit Limit | Balance | | |
| lb03 | Tax Status EXEMPT | Req Prepay N/A | Require PO N | No New Ads N | | \$ 1,200.00 | \$ 24.75 | In Collection | N |
| ----- | | | | | | | | | |
| Total 380t Logan Transient : 1 | | | | | | | | | |
| 480r Durant Retail | | | | | | | | | |
| November 10, 2010 | | | | | | | | | |

SOLICIT REPORT

Typically used to solicit continuing business, this report provides information about expired ads or ads that expire on or between specified ad or publication stop dates. The report includes customer information, ad number, sort line, start and stop dates, insertions, classification, ad taker, salesperson, and cost per ad, including the total cost of the ads per customer.

How to Run a Solicit List:

1. From the main menu bar, choose **Reports > Customers > Solicit**.
2. On the Solicit screen, configure the information described below.

The screenshot shows the 'Solicit' configuration screen. At the top, there are tabs for 'Schedule' and 'Deferred Process'. Under 'Schedule', there are buttons for 'Run Now' and 'Run Off Peak'. The 'Description' field contains 'Solicit for Pub Stop Date 11/1/2010'. The 'Email Output To' field is empty. The 'Purge' checkbox is checked, with 'After 3 Days'. The 'Run On' date is '11/13/10', 'At 6:00 PM', and 'Recurs' is set to 'Once'. The 'Solicit Criteria' section has an 'Apply Saved Set' dropdown. The 'Date Range' section has 'Report For' set to 'Pub Stop Date', 'Begin' as 'Fixed M 11 D 1 Y 2010', and 'End' as 'Fixed M 11 D 1 Y 2010'. The 'Include' section has 'Classified Liners', 'Classified Display', and 'ROP' checked, and 'Unit Based', 'Set Aside', and 'Converted' unchecked. The 'Exclude' section has 'Gang Frame' and 'Gang Piece' unchecked. The 'Salesperson (Order)' and 'Salesperson (Default)' sections both have 'Unattached' and 'Admin System Administrator' selected.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Date Range** — Click the **Report For** pop-up and choose to run the report based on *Order Stop Date* or *Pub Stop Date*. Then enter the **date range based on the month, day, and year (or offset values) entered in the blank date fields**.

See *Entering Dates (Introduction)* for more information on date-based options.

- **“Include” Options** — Check the box next to each option to include in the report.
- **“Exclude” Options** — Check the box next to each option to exclude from the report.
- **Salesperson (Order)** — The salesperson assigned to the ad order. The salesperson assigned to the order may not be the same as the default salesperson assigned to the customer.
- **Salesperson (Default)** — The default salesperson assigned to the customer on the Customer screen.

| Business Unit + - | | Ad Taker + - | |
|---|-------------------------------------|---|----------------------------------|
| <input checked="" type="checkbox"/> | 340 Russellville | <input checked="" type="checkbox"/> | Admin System Administrator |
| <input checked="" type="checkbox"/> | 3410 Leitchfield | <input checked="" type="checkbox"/> | AI04 Bill Murphy |
| <input checked="" type="checkbox"/> | 370 Gallipolis | <input checked="" type="checkbox"/> | AI05 Amber Encorcia |
| <input checked="" type="checkbox"/> | 371 Pomeroy | <input checked="" type="checkbox"/> | AI06 Amber Encorcia |
| Ad Type + - | | Classification + - | |
| <input checked="" type="checkbox"/> | AEAE1 AE Test Code1 | <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | BUS1 Business Stimulus Plan 1 | <input checked="" type="checkbox"/> | 002 Test |
| <input checked="" type="checkbox"/> | BUS2 Business Stimulus Plan 2 | <input checked="" type="checkbox"/> | 0100 Legals |
| <input checked="" type="checkbox"/> | 1000 News Democrat & Leader | <input checked="" type="checkbox"/> | 0200 ANNOUNCEMENTS |
| <input checked="" type="checkbox"/> | 1002 News Democrat Special Sections | <input checked="" type="checkbox"/> | 0300 ANNOUNCEMENTS |
| <input checked="" type="checkbox"/> | 1003 News Democrat Special Sections | <input checked="" type="checkbox"/> | 0400 ANNOUNCEMENTS |
| Publication + - | | Account Type + - | |
| <input checked="" type="checkbox"/> | Unattached | <input checked="" type="checkbox"/> | 340n Russellville Niche Products |
| <input checked="" type="checkbox"/> | 1000 News Democrat & Leader | <input checked="" type="checkbox"/> | 340o Russellville Commercial |
| <input checked="" type="checkbox"/> | 1002 News Democrat Special Sections | <input checked="" type="checkbox"/> | 340r Russellville Retail |
| <input checked="" type="checkbox"/> | 1003 News Democrat Special Sections | <input checked="" type="checkbox"/> | 340t Russellville Transient |
| Layout | | Sort By | |
| Report Type <input type="text" value="Detail"/> | | Sort 1 <input type="text" value="Ad Family"/> | |
| | | Sort 2 <input type="text" value="None"/> | |
| Saved Sets Save As Saved Set | | Custom Output Layouts Upload | |

- **Business Unit** — The business units to include in the report.
- **Ad Taker** — The ad takers to include in the report.
- **Ad Type**— The ad types to include in the report.
- **Classification** — The classifications to include in the report.
- **Publication** — The publications to include in the report.
- **Account Type** — The account types to include in the report.
- **Layout** — The report layout. See the Appendix for information on common output layouts.
- **Sort By** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort. You must choose at least one sorting method (Sort 1).
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Solicit Report

| MediaSpan Publications Solicit List Sort By : Ad Family Report For : 11/1/10 - 11/1/10 | | | | |
|---|---|--------------|---------------------|---------------------------|
| Pub | Start Date | Stop Date | Ins. | Amount |
| Class Liner | | | | |
| 380-PHOENIX/COAL-MAC, INC | | | () -304 | |
| Ad #:60002291 | Sort Line: do not apply on account | | Class:0210 | Taker:Admin SP:Unattached |
| 1003 News Democrat Website | 10/18/2010 | 11/01/2010 | 3 | 30.00 |
| 1003 italic | | | | 4.50 |
| | | | | Ad Total: 34.50 |
| Total 380-PHOENIX/COAL-MAC, INC | | | | 34.50 |
| ABC Warehouse | | | | |
| Ad #:60002429 | Sort Line: You agree that all ownership r | | Class:0100 | Taker:Admin SP:Unattached |
| 1003 News Democrat Website | 11/01/2010 | 11/01/2010 | 1 | 10.00 |
| | | | | Ad Total: 10.00 |
| Total ABC Warehouse | | | | 10.00 |
| Mediaspan | | | | |
| Ad #:60002440 | Sort Line: Now is the time for all good m | | Class:0310 | Taker:Admin SP:mb |
| 1003 News Democrat Website | 11/01/2010 | 11/01/2010 | 1 | 8.75 |
| | | | | Ad Total: 8.75 |
| Total Mediaspan | | | | 8.75 |
| Rick 895-Smith | | | | |
| Ad #:60002293 | Sort Line: condo for rent condo for rent | | Class:0338 | Taker:Admin SP:Unattached |
| 1003 News Democrat Website | 10/18/2010 | 11/01/2010 | 3 | 30.00 |
| | | | | Ad Total: 30.00 |
| Total Rick 895-Smith | | | | 30.00 |
| Total Class Liner | | | | 83.25 |
| | | | Report Total | 83.25 |
| <hr/> | | | | |
| 11/1/10 12:34 PM | | Solicit List | | Page 1 of 1 |

TOP ADVERTISER REPORT

This report lists the advertisers who have done the most business with your publications during a specified time frame. The report includes customer number, customer name, number of ads, number of insertions, number of inches, and total cost of all ads per customer.

How to Run a Top Advertiser Report:

1. From the main menu bar, choose **Reports > Customers > Top Advertiser**.
2. On the Top Advertiser screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this report.
- **Report For** — Base the report on a range of accounting periods or dates:
 - **Period Range** — Mark this button to base the report on the beginning and ending accounting-period range specified in the **Begin** and **End** fields located above this button.
 - **Date Range** — Mark this button to base the report on the beginning and ending date range specified in the **Begin** and **End** fields located below this button.

See *Entering Dates (Introduction)* for more information on date-based options.

- **Top** — The top number of advertisers to include in the report. For example, if the report should include the top five advertisers, enter **5** in this field.
- **Include Ads** — Include ads invoiced, published, scheduled, or taken.
- **“Include” Options** — Check the box next to each item to include in the report.
- **Ad Taker** — The ad takers to include in the report.
- **Ad Type** — The ad types to include in the report.

| Account Type + - | | Classification + - | |
|-------------------------------------|------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Unattached | <input checked="" type="checkbox"/> | 0100 Legals |
| <input checked="" type="checkbox"/> | 340c Russellville Contract | <input checked="" type="checkbox"/> | 0200 ANNOUCEMENTS |
| <input checked="" type="checkbox"/> | 340o Russellville Commercial | <input checked="" type="checkbox"/> | 0205 Birthday / Anniversary (ANNOU) |
| <input checked="" type="checkbox"/> | 340r Russellville Retail | <input checked="" type="checkbox"/> | 0210 Happy Ads |
| <input checked="" type="checkbox"/> | 340t Russellville Transient | <input checked="" type="checkbox"/> | 0215 Lost & Found (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 341c Leitchfield Contract | <input checked="" type="checkbox"/> | 0220 Memory / Thank You (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 341o Leitchfield Commercial | <input checked="" type="checkbox"/> | 0225 Notices (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 341r Leitchfield Retail | <input checked="" type="checkbox"/> | 0230 Personals (ANNOUNCE) |

| Publication + - | | Salesperson + - | |
|-------------------------------------|-------------------------------------|-------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Unattached | <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | 1000 News Democrat & Leader | <input checked="" type="checkbox"/> | Admin System Administrator |
| <input checked="" type="checkbox"/> | 1002 News Democrat Special Sections | <input checked="" type="checkbox"/> | AI04 Bill Murphy |

- **Account Type** — The account types to include in the report.
- **Classification** — The classifications to include in the report.
- **Publication** — The publications to include in the report.
- **Salesperson** — The salespersons to include in the report.

| Inventory Item + - | | Business Unit + - | |
|-------------------------------------|-----------------------------------|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | 00 \$1 - Not UD | <input checked="" type="checkbox"/> | 340 Russellville |
| <input checked="" type="checkbox"/> | 01 Gallipolis Commercial Printing | <input checked="" type="checkbox"/> | 3410 Leitchfield |
| <input checked="" type="checkbox"/> | 02 Logan Commercial Printing | <input checked="" type="checkbox"/> | 370 Gallipolis |
| <input checked="" type="checkbox"/> | 03 Madison Commercial Printing | <input checked="" type="checkbox"/> | 371kfdkfkdk;ak' Pomeroy |
| <input checked="" type="checkbox"/> | 04 Durant Commercial Printing | <input checked="" type="checkbox"/> | 372 Point Pleasant |
| <input checked="" type="checkbox"/> | 05 Altus Commercial Printing | <input checked="" type="checkbox"/> | 380 Logan |
| <input checked="" type="checkbox"/> | 06 Middleboro Commercial Printing | <input checked="" type="checkbox"/> | 382 Madison |
| <input checked="" type="checkbox"/> | 07 Tazewell Commercial Printing | <input checked="" type="checkbox"/> | 480 Durant |

| Sorts | | Layout | |
|--------|---------------|----------|--|
| Sort 1 | Business Unit | Standard | |
| Sort 2 | Ad Taker | | |

| Saved Sets | Custom Output Layouts |
|--------------------|-----------------------|
| Save As Saved Set | Upload |
| Layout Description | Upload a Local File |
| | Browse... |

- **Inventory Item** — The inventory items to include in the report.
- **Business Unit** — The business units to include in the report.
- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Top Advertiser Report

| MediaSpan Publications Top 5 Advertisers Taken Sort By : Business Unit, Ad Taker Report For : 10/1/10 - 10/15/10 | | | | | | |
|---|---------------------------------------|-------------------------|------------|---------------|-----------------|--|
| Cust # | Name | Ads | Insertion | Inches | Dollars | |
| 370 Gallipolis | | | | | | |
| Admin System Administrator | | | | | | |
| 1 | 00044918 Super 8 Motel | 1 | 20 | 1.11 | 135.60 | |
| 2 | 00128580 RICK 370- SMITH | 2 | 12 | 5.14 | 106.90 | |
| 3 | 00138603 Dora's T ayloring | 1 | 1 | 0.00 | 56.00 | |
| 4 | 00044237 Diana 370-Wray | 1 | 1 | 1.69 | 12.88 | |
| | Total Admin System Administrator | 5 | 34 | 7.94 | 311.38 | |
| FF Fred Flintstone | | | | | | |
| 1 | 00044918 Super 8 Motel | 1 | 14 | 0.82 | 122.50 | |
| | Total FF Fred Flintstone | 1 | 14 | 0.82 | 122.50 | |
| Ib00 House (Logan) | | | | | | |
| 1 | 00044918 Super 8 Motel | 1 | 13 | 0.82 | 113.75 | |
| | Total Ib00 House (Logan) | 1 | 13 | 0.82 | 113.75 | |
| | Total 370 Gallipolis | 7 | 61 | 9.58 | 547.63 | |
| 380 Logan | | | | | | |
| Admin System Administrator | | | | | | |
| 1 | 00046756 380-COAL-MAC INC dba PHOENIX | 6 | 36 | 67.75 | 823.01 | |
| 2 | 00046898 380-PHOENIX/COAL-MAC, INC | 4 | 20 | 9.53 | 237.35 | |
| | Total Admin System Administrator | 10 | 56 | 77.28 | 1,060.36 | |
| | Total 380 Logan | 10 | 56 | 77.28 | 1,060.36 | |
| 480 Durant | | | | | | |
| mb Mark Best | | | | | | |
| 1 | 00048574 AlanaYahoo 480-Smith | 6 | 10 | 102.10 | 714.68 | |
| | Total mb Mark Best | 6 | 10 | 102.10 | 714.68 | |
| | Total 480 Durant | 6 | 10 | 102.10 | 714.68 | |
| 766 Tazewell | | | | | | |
| Admin System Administrator | | | | | | |
| 1 | 00027726 766-COMMERCIAL BANK - | 3 | 38 | 3.17 | 299.10 | |
| | Total Admin System Administrator | 3 | 38 | 3.17 | 299.10 | |
| | Total 766 Tazewell | 3 | 38 | 3.17 | 299.10 | |
| 980 Williamson | | | | | | |
| Admin System Administrator | | | | | | |
| 1 | 00097296 TRENA 980-ALLEY | 1 | 1 | 0.12 | 6.75 | |
| | Total Admin System Administrator | 1 | 1 | 0.12 | 6.75 | |
| | Total 980 Williamson | 1 | 1 | 0.12 | 6.75 | |
| | Report Total | 27 | 166 | 192.25 | 2,628.52 | |
| 11/30/10 3:04 PM | | Top 5 Advertisers Taken | | | Page 1 of 1 | |

FORMS

AMP uses various forms designed for output. Output for each form varies, based on the type of form used.

NOTE: MediaSpan provides standard forms for each type of form listed above. Customized forms are available for purchase from MediaSpan.

TYPES OF FORMS

AMP provides at least one standard form for each form type.

- **Affidavit** — A sworn statement or other type of affidavit.
- **Invoice** — The first notice of advertising charges sent to a customer.
- **Past-Due Reminder** — An additional notice sent to a customer after the invoice has been generated and sent. A reminder is generated if the customer still owes for advertising charges.
- **Runsheet** — Contains information on ads that have been proof-published.
- **Statement** — Lists a customer's account activity for a given time period.
- **Tearsheet** — Provides information on ads marked by AMP as “published.” Published ads are contained in the AMP-generated output file that is used for pagination.

AFFIDAVITS

Use this screen to specify criteria to use when generating affidavits.

How to Configure Affidavit Information:

1. From the main menu bar, choose **Reports > Forms > Affidavit**.
2. On the Affidavit screen, configure the information described below.

Affidavit

Schedule | Run Now | Run Off Peak

Deferred Process | Add to Queue | View Queue

Description Dec 2010 Affidavits for Ads Stopped

Run On 3/9/11

Email Output To

At 6 : 00 PM

Purge **After** 5 **Days**

Recurs Once

Affidavit Criteria

Apply Saved Set:

Date Range

Begin Fixed M 12 D 1 Y 2010

End Fixed M 12 D 31 Y 2010

Report For Ads Stopped

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Date Range** — The date range based on the month, day, and year (or offset values) entered in the blank date fields.

See *Entering Dates in the Introduction* for information on date-based options.

- **Report For** — Base the report on ads stopped, started, or scheduled.

| Optional Parameters | |
|---------------------|------------------------|
| Publication City | Ann Arbor |
| Publication County | Washtenaw |
| Publication State | Michigan |
| Publication Descr. | The Bugle |
| Notary Name | E. Fudd |
| Notary Title | Notary |
| Notary Number | 24653 |
| Notary Expires | Fixed M 12 D 31 Y 2011 |
| Gender | M |
| Misc Text 1 | Text 1 |
| Misc Text 2 | Text 2 |
| Misc Name 1 | Name 1 |
| Misc Name 2 | Name 2 |
| Misc Date 1 | Fixed M 2 D 8 Y 2011 |
| Misc Date 2 | Fixed M 2 D 8 Y 2011 |

- **Optional Parameters** — These fields are available for information that is typically found on an affidavit form. While MediaSpan provides a standard affidavit form, most affidavit forms require customization by MediaSpan.

NOTE: Some fields in the list below are marked with an asterisk. This indicates that the standard affidavit form is populated with the information entered in these fields. Other fields (not marked with an asterisk) are available for use on custom affidavit forms.

- **Publication City*** — The city in which the publication is located.
- **Publication County*** — The county in which the publication is located.
- **Publication State*** — The state in which the publication is located.
- **Publication Descr.*** — The publication's description.
- **Notary Name** — The notary's name.
- **Notary Title*** — The notary's title.
- **Notary Number** — The number assigned to this notary.
- **Notary Expires** — The notary's expiration date.
- **Gender*** — The gender that applies to the affidavit.
- **Misc Text 1*** — Miscellaneous Text 1 field.
- **Misc Text 2** — Miscellaneous Text 2 field.
- **Misc Name 1*** — Miscellaneous Name 1 field.
- **Misc Name 2** — Miscellaneous Name 2 field.
- **Misc Date 1** — Miscellaneous Date 1 field.

See *Entering Dates in the Introduction* for information on date-based options.

- **Misc Date 2** — Miscellaneous Date 2 field.

| Ad Type + - | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | CL02 Classified Liner 02 |
| <input checked="" type="checkbox"/> | CONV CONV |
| <input checked="" type="checkbox"/> | LD Legal Class Display |
| <input checked="" type="checkbox"/> | LGL Legal |
| <input checked="" type="checkbox"/> | LGLL Legal |
| <input checked="" type="checkbox"/> | ND National Display |
| <input checked="" type="checkbox"/> | NP Non-Profit |
| <input checked="" type="checkbox"/> | NPR Niche Products |

| Classification + - | |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | 0100 Legals |
| <input checked="" type="checkbox"/> | 0200 ANNOUCEMENTS |
| <input checked="" type="checkbox"/> | 0205 Birthday / Anniversary (ANNOU) |
| <input checked="" type="checkbox"/> | 0210 Happy Ads |
| <input checked="" type="checkbox"/> | 0215 Lost & Found (ANNOUNCE |
| <input checked="" type="checkbox"/> | 0220 Memory / Thank You (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 0225 Notices (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 0230 Personals (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 0235 ... (ANNOUNCE) |

| Publication + - | |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | 1000 News Democrat & Leader |
| <input checked="" type="checkbox"/> | 1002 News Democrat Special Sections |
| <input checked="" type="checkbox"/> | 1003 News Democrat Website |
| <input checked="" type="checkbox"/> | 1004 News Democrat Comm Printing |
| <input checked="" type="checkbox"/> | 1100 Grayson County News Gazette |

| Adjustment + - | |
|-------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | 0012 1 color special |
| <input checked="" type="checkbox"/> | 0015 1 color - tmc |
| <input checked="" type="checkbox"/> | 0017 Full Color discount - TMC |
| <input checked="" type="checkbox"/> | 0018 Color discount - tmc3 |

- **Ad Type** — The ad types to include in the affidavit.
- **Publication** — The publications to include in the affidavit.
- **Classification** — The classifications to include in the affidavit.
- **Adjustment** — The adjustments to include in the affidavit.

- **Layout** — The affidavit layout. See the Appendix for information on common output layouts.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the affidavits to run.

Sample Affidavit

AFFP
ASAP# 3 Doe

Affidavit of Publication

STATE OF MICHIGAN }
COUNTY OF WASHTENAW } SS

Name 1, being duly sworn, says:

That he is Text 1 of the The Bugle, a daily newspaper of general circulation, printed and published in Ann Arbor, Washtenaw County, Michigan; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

Nov 12, 2010
Nov 19, 2010
Nov 26, 2010
Dec 03, 2010

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Subscribed to and sworn to me this 3rd day of December 2010.

NOTARY, WASHTENAW COUNTY, MICHIGAN

00029154 00399185

J.D.
FIDELITY NATIONAL
BOX 1
IRVINE, CA 92623

FORECLOSURE NOTICE JOHN DOE & ASSOCIATES, P.C. IS A DEBT COLLECTOR ATTEMPTING TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE. Mortgage Sale - Default has been made in the conditions of a certain mortgage made by Wilma Flintstone and Fred Flintstone, wife and husband to Mortgage Electronic Registration Systems, Inc. as nominee for Novastar Mortgage, Inc., Corporation, Mortgagee, dated September 15, 2006, and recorded on September 25, 2006, in Liber 754, Page 964, County Records, said mortgage was assigned to Deutsche Bank National Trust Company as Trustee NovaStar Mortgage Funding Trust, Series 2006-5 NovaStar Home Equity Loan Asset-Backed Certificates, Series 2006-5 by an Assignment of Mortgage dated December 02, 2009 and recorded December 14, 2009 in Liber 795, Page 1605, on which mortgage there is claimed to be due at the date hereof the sum of Sixty-Eight Thousand Seven Hundred Thirty-One and 24/100 (\$68,731.24) including interest at the rate of 8.55000% per annum. Under the power of sale contained in said mortgage and the statute in such case made and provided, notice is hereby given that said mortgage will be foreclosed by a sale of the mortgaged premises, or some part of them, at public venue, at the place of holding the Circuit Court in said County, where the premises to be sold or some part of them are situated, at 10:00 AM on December 15, 2010 Said premises are situated in the Township of Colfax, Mecosta County, Michigan, and are described as: Lots on Estates, Colfax Township, Mecosta County, Michigan, According to the recorded Plat thereof, as recorded in Liber 7 of Plats, Page 16, Mecosta County Records. Commonly known as: 14 Lake Ln The redemption period shall be 6.00 months from the date of such sale, unless determined abandoned in accordance with M 6.3, in which case the redemption period shall be 30 days from the date of such sale, or 15 days after statutory notice, whichever is later. Dated: November 12, 2010 John doe & Associates, P.C. Attorneys for Deutsche Bank National Trust Company as Trustee NovaStar Mortgage Funding Trust, Series 2006-5 NovaStar Home Equity Loan Asset-Backed Certificates, Series 2 43252 Wood Avenue, Suite 180, Bloomfield Hills, MI 48302 248-335-9200 Case No. ABC123 ASAP# 380 11/12/2010, 11/19/2010, 11/26/2010, 12/03/2010

OUTPUT INVOICES

Use the Output Invoices screen to specify criteria to use when outputting invoices.

How to Output Invoices:

1. From the main menu bar, choose **Reports > Forms > Output Invoices**.
2. On the Output Invoices screen, configure the information described below.

Output Invoices

Schedule | Run Now | Run Off Peak | Deferred Process | Add to Queue | View Queue

Description: Monthly Invoices by ZIP

Email Output To: [Text Field]

Purge After 3 Days

Run On: 2/10/11

At: 6 : 00 PM

Recurs: Once

Output Invoices Criteria

Apply Saved Set: [Dropdown]

Batch Number: [Text Field]

Invoice Number: [Text Field]

Include zero balance Invoices

Ignore account setting

Optional message to appear on each invoice

Thank you for advertising with us.

Email

Option: Send Emails

From Address: Accounting@YourSite.com

Bcc Address(es): ClassManager@YourSite.com

Subject: Advertising Invoice

Body: Your advertising invoice is contained in this email. Please feel free to contact our accounting department at 734-555-1212 if you have any questions. Thank you for your business.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Batch Number** — The number of the batch that contains the invoices. The batch number is entered on the Batch Management screen when a new batch is created.
- **Invoice Number** — This number is used to “mark” the invoices with the “starting number” that is preprinted on your invoices. If you do not enter a starting number in this field, AMP assigns an invoice number.

NOTE: This field cannot be used to search for an invoice number. Use the customer’s Display Account screen to look up invoice transaction numbers.

- **Include Zero Balance Invoices** — Check this box to include invoices with zero balances.
- **Ignore Account Setting** — Ignores the customer account’s default setting and outputs an invoice for any transaction. This option is typically used when printing manual invoices.
- **Optional Message** — If desired, type the message that should appear on each invoice.
- **Email Options** — These options enable AMP to send an email to the email addresses linked to the customer. If the customer’s email address has been entered and saved on the Customer screen, AMP will email the invoice to that email address if these options are configured. Choose an option:
 - **None** — Do not use this email function.
 - **Send Emails** — Sends emails and generates invoices for printing.
 - **Email Only** — Generates invoices for printing only if the customer does not have an email address specified on the Customer screen.
- **Subject** — The email’s subject.
- **Body** — The email’s body text.

- **Order By** — The order by which the invoices should be sorted (printed). Mark the radio button for the desired option:
 - **Alphabetical** — Sort alphabetically by the customer’s last name or by the company name (if there is no last name specified on the Customer screen).
 - **ZIP Code** — Sort by ZIP Code.
 - **Salesperson** — Sort by the default salesperson assigned to the customer.
 - **Natural** — Sort by account number.
- **Layout** — The invoice layout. See the Appendix for information on common output layouts. (Sample invoice layouts begin on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the invoices to run.

Sample Summary Invoice

| <h1 style="margin: 0;">Advertising Invoice</h1> | | <p>Gallipolis 1/1</p> <p>370 mailingaddress</p> <p>Phone: 370-999-9999 Fax: 340 fax URL: 370 url</p> | | | | | |
|--|--|--|------------|------|--------|----------------------|--------|
| <p>Dora Smith Dora's Tayloring Company line2 6567 ORchard Lake , utah 48323</p> | <p>Acct. #: 00138604</p> <p>Phone #: (566) 606-5959</p> <p>Post Date: 04/30/2010</p> | | | | | | |
| Ad # | Text | Start | Stop | Ins. | Amount | Prepaid | Due |
| 60001328 | test | 04/20/2010 | 04/23/2010 | 2 | 337.80 | -203.20 | 134.60 |
| <p>Total Due</p> | | | | | | <p>134.60</p> | |
| <p>Please return a copy with payment</p> | | | | | | | |

Sample Summary Multi Invoice

| <h1 style="margin: 0;">Advertising Invoice</h1> | | <p>Gallipolis 1/1</p> <p>370 mailingaddress</p> <p>Phone: 370-999-9999 Fax: 340 fax URL: 370 url</p> | | | | | |
|--|------|--|------------|------|--------|----------------------|--------|
| <p>Dora Smith Dora's Tayloring Company line2 6567 ORchard Lake , utah 48323</p> | | <p>Acct. #: 00138604 Phone #: (566) 606-5959 Post Date: 04/30/2010</p> | | | | | |
| Ad # | Text | Start | Stop | Ins. | Amount | Prepaid | Due |
| 60001328 | test | 04/20/2010 | 04/23/2010 | 2 | 337.80 | -203.20 | 134.60 |
| <p>Total Due</p> | | | | | | <p>134.60</p> | |
| <p>Please return a copy with payment</p> | | | | | | | |

Sample Standard A Invoice

| <h1 style="margin: 0;">Advertising Invoice</h1> | | <p>Gallipolis 1/1</p> <p>370 mailingaddress</p> <p>Phone: 370-999-9999 Fax: 340 fax URL: 370 url</p> | | | |
|--|---|--|------------|--------------------|--------------|
| <p>Dora Smith Dora's Tayinging Company line2 6567 ORchard Lake , utah 48323</p> | <p>Acct. #: 00138604 Phone #: (566) 606-5959 Date: 04/30/2010 Due Date: 05/15/2010 Invoice #: 300512700 Salesperson: cv03 Ad Taker: Bob</p> | | | | |
| Ad # | Publication | Start | Stop | Description | Amount |
| 60001328 | 1003 News Democrat | 04/21/2010 | 04/21/2010 | test | 260.00 |
| | | | | Custom Color | 10.00 |
| | | | | Custom Color - TMC | 1.00 |
| | | | | Payment Cash | -193.20 |
| | | | | Payment Check | -10.00 |
| | | | | Total Due | 67.80 |
| Please return a copy with payment | | | | | 1 |

Sample Standard A Multi Invoice

| <h1 style="margin: 0;">Advertising Invoice</h1> | | <p>Gallipolis 1/1</p> <p>370 mailingaddress</p> <p>Phone: 370-999-9999 Fax: 340 fax URL: 370 url</p> | | | |
|---|---|--|------------|--------------------|---------------|
| <p>Dora Smith Dora's Tayingring Company line2 6567 ORchard Lake , utah 48323</p> | <p>Acct. #: 00138604 Phone #: (566) 606-5959 Date: 04/30/2010</p> | | | | |
| Ad # | Publication | Start | Stop | Description | Amount |
| 60001328 | 1003 News Democrat | 04/21/2010 | 04/21/2010 | test | 260.00 |
| | | | | Custom Color | 10.00 |
| | | | | Custom Color - TMC | 1.00 |
| | | | | Payment Cash | -193.20 |
| | | | | Payment Check | -10.00 |
| | 1000 News Democrat & | 04/20/2010 | 04/23/2010 | test | 66.80 |
| | | | | Total Due | 134.60 |
| Please return a copy with payment | | | | | 1 |

Sample Standard B Invoice

| <h1 style="margin: 0;">Advertising Invoice</h1> | | <p>Gallipolis 1/1</p> <p>370 mailingaddress</p> <p>Phone: 370-999-9999 Fax: 340 fax URL: 370 url</p> | | | | | | |
|--|--|--|------------|--------------------|-------|------|---------------------|---------|
| <p>Dora Smith Dora's Tayloring Company line2 6567 ORchard Lake , utah 48323</p> | <p>Acct. #: 00138604 Phone #: (566) 606-5959 Post Date: 04/30/2010 Due Date: 05/15/2010 Invoice #: 300512700</p> | | | | | | | |
| Ad # | Pub. | Start | Stop | Description | Cols. | Inch | Days | Amount |
| 60001328 | 1003 | 04/21/2010 | 04/21/2010 | test | 4.00 | 1.97 | 1 | 260.00 |
| | | | | Custom Color | | | | 10.00 |
| | | | | Custom Color - TMC | | | | 1.00 |
| | | | | Payment Cash | | | | -193.20 |
| | | | | Payment Check | | | | -10.00 |
| <p>Total Due</p> | | | | | | | <p>67.80</p> | |
| <p>Please return a copy with payment</p> | | | | | | | | |

Sample Standard B Multi Invoice

| <h1 style="margin: 0;">Advertising Invoice</h1> | | Gallipolis 1/1 370 mailingaddress Phone: 370-999-9999 Fax: 340 fax URL: 370 url | | | | | | |
|---|--|---|------------|--------------------|------------------|---------------|------|---------|
| Dora Smith Dora's Tayloring Company line2 6567 ORchard Lake , utah 48323 | Acct. #: 00138604 Phone #: (566) 606-5959 Date: 04/30/2010 | | | | | | | |
| Ad # | Pub. | Start | Stop | Description | Cols. | Inch | Days | Amount |
| 60001328 | 1003 | 04/21/2010 | 04/21/2010 | test | 4.00 | 1.97 | 1 | 260.00 |
| | | | | Custom Color | | | | 10.00 |
| | | | | Custom Color - TMC | | | | 1.00 |
| | | | | Payment Cash | | | | -193.20 |
| | | | | Payment Check | | | | -10.00 |
| | 1000 | 04/20/2010 | 04/23/2010 | test | 4.00 | 1.97 | 1 | 66.80 |
| Please return a copy with payment | | | | | Total Due | 134.60 | | |

Sample Detailed Invoice

| <h1 style="margin: 0;">Advertising Invoice</h1> | | <p>Gallipolis 1/1</p> <p>370 mailingaddress</p> <p>Phone: 370-999-9999 Fax: 340 fax URL: 370 url</p> | | | |
|--|---|--|------------|------------------|--------------|
| <p>Dora Smith Dora's Tayloring Company line2 6567 ORchard Lake , utah 48323</p> | <p>Acct. #: 00138604 Phone #: (566) 606-5959 Date: 04/30/2010 Due Date: 05/15/2010 Invoice #: 300512700 Salesperson: cv03 Ad Taker: Bob</p> | | | | |
| Ad # | Description | Publication | Run Date | Amount | Due |
| 60001328 | test | 1003 | 04/21/2010 | 260.00 | 260.00 |
| | Insertion level adjustment: Custom Color | | | 10.00 | 270.00 |
| | Insertion level adjustment: Custom Color - | | | 1.00 | 271.00 |
| | Payment Cash | | | -193.20 | 77.80 |
| | Payment Check | | | -10.00 | 67.80 |
| Please return a copy with payment | | | | Total Due | 67.80 |

PAST-DUE REMINDERS

Use this screen to specify criteria used when generating reminders for customers with overdue balances.

Setups and Preferences

The items listed below are defined by the system administrator on the specified AMP setup screens.

- **Account-Type Defaults** — Specify whether certain account types should receive reminders. Account-type defaults are defined on the Account Types setup screen.
- **Customer Billing Preferences** — Make customers eligible to receive reminders by marking the desired preferences on the main customer screen.

Generating Past-Due Reminders

How to Run Past-Due Reminders:

1. From the main menu bar, choose **Reports > Forms > Past Due Reminders**.
2. On the Past Due Reminders screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Customer Number** — The specific customer number for which you want to generate the reminder. Leave this field blank to generate reminders for all customer numbers.
- **Account Number** — The specific account number for which you want to generate the reminder. Leave this field blank to generate reminders for all account numbers.
- **Reminder Date** — The date on which to base the reminders.

*See **Entering Dates (Introduction)** for more information on date-based options.*

- **Days Past Due** — If the customer is this number of days past due on their account — based on the **Reminder Date** settings — a reminder will be generated.
- **Last Payment Older Than Days** — If the customer's last payment was made this number of days past the due date, a reminder will be generated.
- **Balance Cutoff Amount** — If the amount past due is greater than or equal to this amount, a reminder will be generated.

- **Reminder Message** (Optional) — The message that appears on each reminder.
- **Optional Messages** — The message that appears on each reminder. You may wish to include messages that reflect the delinquency of the account for each aging bucket.
- **Included Business Units** — The business units to include when generating reminders.
- **Included Account Types** — The account types to include when generating reminders.
- **Included Account Salespersons** — The account salespersons to include when generating reminders.

- **Email Options** — These options enable AMP to send an email to the email addresses linked to the customer. If the customer's email address has been entered and saved on the Customer screen, AMP will email the invoice to that email address if these options are configured. Choose an option:
 - **None** — Do not use this email function.
 - **Send Emails** — Sends emails and generates invoices for printing.
 - **Email Only** — Generates invoices for printing only if the customer does not have an email address specified on the Customer screen.
- **Subject** — The email's subject.
- **Body** — The email's body text.
- **Aging Setup** — The aging setup to apply to reminders.
- **Layout** — The invoice layout. See the Appendix for information on common output layouts. (Sample invoice layouts begin on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the reminders to run.

Sample Reminder

| | | | | | | | | | | | | | | | | | | |
|---|---|--|----------|-----------|-----------|----------|---------|-----------|--------|------|----------|---------|---------|---------|-----------|---------|---------|---------|
| <h1 style="margin: 0;">Advertising Past Due Reminder</h1> | | <p>Lafayette 1/1</p> <p>123 Main St.</p> <p>Phone: 965-999-9999 Fax: 965-999-9998 URL:</p> | | | | | | | | | | | | | | | | |
| <p>965-ALEXANDER FUNERAL 209 E LOCUST STREET LAFAYETTE, TN 37083</p> | <p>Acct. #: 00000116 Phone: (615)666-2189 Date: 02/01/2010</p> | | | | | | | | | | | | | | | | | |
| <p>Your account is past due, please remit payment immediately.</p> | | | | | | | | | | | | | | | | | | |
| <p>Remarks</p> | <p>Past Due Amount: \$ 168.80 Account Balance: \$ 188.98</p> <p>Last Payment: -\$ 50.00 Last Payment Date: 10/16/2009</p> | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">February</td> <td style="width: 12.5%;">January</td> <td style="width: 12.5%;">December</td> <td style="width: 12.5%;">November</td> <td style="width: 12.5%;">October</td> <td style="width: 12.5%;">September</td> <td style="width: 12.5%;">August</td> <td style="width: 12.5%;">July</td> </tr> <tr> <td>\$ 20.18</td> <td>\$ 0.00</td> <td>\$ 0.00</td> <td>\$ 4.92</td> <td>\$ 163.88</td> <td>\$ 0.00</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> </table> | | | February | January | December | November | October | September | August | July | \$ 20.18 | \$ 0.00 | \$ 0.00 | \$ 4.92 | \$ 163.88 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| February | January | December | November | October | September | August | July | | | | | | | | | | | |
| \$ 20.18 | \$ 0.00 | \$ 0.00 | \$ 4.92 | \$ 163.88 | \$ 0.00 | \$ 0.00 | \$ 0.00 | | | | | | | | | | | |

RUNSHEETS

Runsheets show information about ads that have been proof-published for a specified date or date range.

How to Generate a Runsheet:

1. From the main menu bar, choose **Reports > Forms > Runsheets**.
2. On the Runsheet screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Run Date** — The run date, based on the month, day, and year (or offset values) entered in the blank date fields.

See *Entering Dates (Introduction)* for more information on date-based options.

- **Ad Families** — The ad families to include on the report.
- **Publications** — The publications to include on the report.
- **Sorts** — How the report should be sorted. For each header to include on the report, check this box and choose the header from the pop-up list.
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample runsheet is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the runsheets to run.

Sample Runsheet

| Runsheet | | | | | | | | | | | | |
|---------------------------------|----------------------------------|-------------|----------|----------|------|------------|-------|-------|------|------|--------|----------|
| For Run Date: November 08, 2010 | | | | | | | | | | | | |
| For Publications: | | | | | | | | | | | | |
| 1000, 1002, 1003, 1004 | | | | | | | | | | | | |
| Customer | Sort Line | Depth | Size | Ad Type | Pub | Acct. Type | Color | Prod. | Mkt. | Kind | AT | SP |
| Publication | 1003 News Democrat Website | | | | | | | | | | | |
| Classification | 0210 Happy Ads | | | | | | | | | | | |
| Sort Line | 2009 Chevy Corvette* 2,5 | | | | | | | | | | | |
| Dora's Tailoring | 2009 Chevy | 1 | 1.96 | tl | 1003 | 370t | | | | | Admin | cc02 |
| | Ad #: 60002407 | Class: 0210 | Section: | | | Page: | | | | | Job #: | |
| 380-COAL-MAC INC dba | 2009 Chevy | 1 | 2.17 | CL01 | 1003 | 380t | | | | | Admin | fo |
| | Ad #: 60002406 | Class: 0210 | Section: | | | Page: | | | | | Job #: | |
| Sort Line | AMPV-1607 v5.0.0.34 | | | | | | | | | | | |
| Warner Bros | AMPV-1607 v5.0.0.34 | 1 | 0.10 | co | 1003 | 370o | | | | | Admin | |
| | Ad #: 60002444 | Class: 0210 | Section: | | | Page: | | | | | Job #: | |
| Warner Bros | AMPV-1607 v5.0.0.34 | 1 | 0.10 | co | 1003 | 370o | | | | | Admin | |
| | Ad #: 60002442 | Class: 0210 | Section: | | | Page: | | | | | Job #: | |
| Sort Line | copy of ad#60002442 | | | | | | | | | | | |
| Warner Bros | copy of ad#60002442 | 1 | 0.10 | co | 1003 | 370o | | | | | Admin | |
| | Ad #: 60002443 | Class: 0210 | Section: | | | Page: | | | | | Job #: | |
| Sort Line | Hiring p/t cleaning staff for | | | | | | | | | | | |
| ChrisCo | Hiring p/t cleaning staff | 1 | 0.79 | co | 1003 | 372r | | | | | Admin | pp02 |
| | Ad #: 60002159 | Class: 0210 | Section: | | | Page: | | | | | Job #: | |
| Sort Line | Hiring p/t cleaning staff for | | | | | | | | | | | |
| ChrisCo | I am the greatest | 1 | 0.69 | co | 1003 | 372r | | | | | Admin | pp02 |
| | Ad #: 60002160 | Class: 0210 | Section: | | | Page: | | | | | Job #: | |
| Sort Line | order level adjustment | | | | | | | | | | | |
| 480-Adams, Cheryl | order level adjustment | 1 | 0.19 | CDefa43! | 1003 | 480t | | | | | Admin | |
| | Ad #: 60002451 | Class: 0210 | Section: | | | Page: | | | | | Job #: | |
| November 08, 2010 | | | | | | | | | | | | 1 |

STATEMENTS

AMP lets you generate and print statements for eligible customers. For eligible customers, you can print statements based on customer, customer account, or the Combo Statements setting on the customer screen (combo statements combine multiple account information into one statement, as opposed to one statement for each customer account). While all AMP transactions are posted to individual invoices, statements allow for flexibility in notifying your customers of current account status and overdue balances over a specified time period.

Statement Setups and Preferences

AMP generates statements based on various setups and preferences.

The items listed below are defined by the system administrator on the various AMP setup screens.

- **Account-Type Defaults** — Lets you specify whether certain account types should receive statements. Account-type defaults are defined on the Account Types setup screen.
- **Customer Billing Preferences** — Make customers eligible to receive statements, invoices, and or reminders by marking the desired preferences on the customer screen.
- **Aging and Terms** — AMP calculates overdue balances — which appear on statements — based on the aging and term defaults defined on the Aging Setup and Terms setup screens.
- **Service Charges** — These can be applied to accounts with overdue invoices. Service charges appear on customer statements even though these charges are applied to invoices. Service charges are defined on the Service Charges setup screen.

Before Generating Statements

In addition to the setups and preferences outlined above, the following procedures should also be completed before generating statements:

- Because service charges appear on customer statements, make sure you have run the Service Charge routine to apply any service charges to overdue invoices for eligible customers.
- It is recommended that you close the accounting period before generating statements. This prevents having to regenerate statements after posting any open batches from the period in question.

How to Generate Statements:

1. From the main menu bar, choose **Reports > Forms > Statements**.
2. On the Statements screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Customer Number** — To print a statement for a single customer, enter the customer number in this field. If this field is blank, all customers are included.
- **Account Number** — To print a statement for a single account, enter the account number in this field. If this field is blank, all accounts are included.
- **Period** — Transactions for this accounting period appear on the statements.

NOTE: Statements show open transactions for the selected accounting period. Transactions from previous periods appear on statements as open-item or balance-forward transactions, depending on the statement form being used.

- **Statement Date** — The date by which statement balances are aged.
- **Pay By Date** — The date by which statement balances must be paid. This date is typically the statement date PLUS any terms as defined on the Terms setup window.
- **Aging Setup** — The aging setup to apply to statements.
- **Include Zero Balance Accounts (With Activity in Period)** — Check this box to include zero-balance accounts with activity in the specified accounting period.
- **Exclude All Credit Balance Accounts** — Mark this button to exclude accounts with a credit balance.
- **Include Credit Balance Accounts (With Activity in Period)** — Mark this button to include credit-balance accounts with activity in the specified accounting period.
- **Include Credit Balance Accounts (With NO Activity in Period)** — Mark this button to include credit-balance accounts with no activity in the specified accounting period.

| Optional message to appear on each statement | | Included Business Units + - | |
|--|---|-------------------------------------|----------------------------------|
| Current | Your account is current. Thank you for your busin | <input checked="" type="checkbox"/> | 340 Russellville |
| Bucket 2 | You may have overlooked your payment. | <input checked="" type="checkbox"/> | 3410 Leitchfield |
| Bucket 3 | Third notice of overdue payment. | <input checked="" type="checkbox"/> | 370 Gallipolis |
| Bucket 4 | Third notice of overdue payment. Please remit p | <input checked="" type="checkbox"/> | 371 Pomeroy |
| Bucket 5 | Your account has been placed on hold. | <input checked="" type="checkbox"/> | 372 Point Pleasant |
| Bucket 6 | Your account is in jeopardy of being turned over | Included Account Types + - | |
| | | <input checked="" type="checkbox"/> | 340n Russellville Niche Products |

- **Optional Messages** — The message that will appear on each statement if the message text is entered in any or all of these fields. You may wish to include messages that reflect the delinquency of the account (as shown in the examples above).
- **Included Business Units** — Check the box next to each business unit to include on the statements.
- **Included Account Types**— Check the box next to each account type to include on the statements.

| Email | | Layout | |
|------------------------|----------------------------------|----------------|---------|
| Option | None | Subject | |
| From Address | | Body | |
| Bcc Address(es) | | | |
| Output Type | | Layout | |
| Balance Forward | <input checked="" type="radio"/> | Layout | Summary |
| Open Item | <input type="radio"/> | | |
| Print For | Accounts | | |

- **Email Options** — These options enable AMP to send an email to the email addresses linked to the customer. If the customer's email address has been entered and saved on the Customer screen, AMP will email the invoice to that email address if these options are configured. Choose an option:
 - **None** — Do not use this email function.
 - **Send Emails** — Sends emails and generates statements for printing.
 - **Email Only** — Generates statements for printing only if the customer does not have an email address specified on the Customer screen.
- **Subject** — The email's subject.
- **Body** — The email's body text.
- **Balance Forward or Open Item** — Show statements with forward balances or open items.
- **Print For** — Print statements for the specified item. Choose one of the following options:
 - **Account** — Generates one statement per account. Using this option, AMP ignores the Combo Statement setting on the customer screen and generates statements by account, regardless of whether the customer is marked to receive combo statements. Combo statements combine multiple account information onto one statement.
 - **Customer** — Generates one statement per customer, even if the customer has more than one account.
 - **Customer Setting** — Generates statements based on whether the customer is marked to receive combo statements.
- **Layout** — The statement layout. See the Appendix for information about common output layouts. (A sample statement is on the next page.)

| Saved Sets | Save As Saved Set | Custom Output Layouts | Upload |
|-----------------------|----------------------|-----------------------|--|
| Saved Set Description | <input type="text"/> | Layout Description | <input type="text"/> |
| | | Upload a Local File | <input type="button" value="Browse..."/> |

- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the statements to run.

NOTE: A Customer Ledger can be printed for a single account via the customer's Display Account screen. See the Receivables chapter for information on the Display Account screen.

Sample Standard Statement

| <h1 style="margin: 0;">Advertising Statement</h1> | | <p>Logan 1/1</p> <p>380 mailingaddress</p> <p>Phone: 380-999-9999</p> <p>Fax: 340 fax</p> <p>URL: 380 url</p> | | | | | |
|--|----------------|--|------------------------------|-------------|-------------|------------|---|
| <p>GARY D ADKINS 380-ADKINS WATER WELL DRILLING Rt 2 Box 38 BRANCHLAND, WV 25507</p> | | <p>Acct #: 00046417</p> <p>Phone: (304) 778-3788</p> <p>Date: 11/02/2010</p> <p>Due Date: 11/02/2010</p> | | | | | |
| Date | Trans # | Type | Description | Runs | Inches | Amount | Balance |
| 01/31/2010 | | | Balance Forward | | | | 82.57 |
| 04/13/2010 | 300511987 | INV | Adkins & Son Water Well Dr - | | | | 339.13 |
| | | PUB | 1500 Logan Banner - Adkins & | 45 | 0.694 | 256.56 | |
| <p>Remarks</p> | | | | | | | <p>Total Due \$ 339.13</p> |
| November | October | September | August | July | June | May | April |
| \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 2.47 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 336.66 |

TEARSHEET REPORT

This report lists customers who request tearsheets for their ads. The report shows the customer and ad information, the number of tearsheets requested, and when the tearsheets should be sent.

How to Generate a Tearsheet Report:

1. From the main menu bar, choose **Reports > Forms > Tearsheets**.
2. On the Tearsheet screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Date Range** — The statement dates, based on the month, day, and year (or offset values) entered in the blank date fields.

See [Entering Dates \(Introduction\)](#) for more information on date-based options.

- **List All Run Dates**— List all run dates for each ad on the report.
- **Ad Families** — The ad families to include in the report.
- **Publications** — Check the box next to each publication to include in the report.
- **Salesperson** — Check the box next to each salesperson to include in the report.
- **Ad Taker**— Check the box next to each ad taker to include in the report.

| Sorts | | Layout | |
|--------------------------------|---------------|--------------------------------|--|
| Sort 1 | Customer Name | Standard | |
| Sort 2 | Publication | | |
| Sort 3 | Salesperson | | |
| Sort 4 | None | | |
| Saved Sets Save As Saved Set | | Custom Output Layouts Upload | |
| Saved Set Description | | Layout Description | |

- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Tearsheet Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Tearsheet Report

| MediaSpan Publications | | | | | | | |
|---|-----|------|------|---------------------------------------|----------|-------|--------------------------------|
| Tearsheet10/26/2010 - 10/29/2010 | | | | | | | |
| Sort By : Customer Name, Publication, Salesperson | | | | | | | |
| Customer | | | | Address | | | |
| 380-COAL-MAC INC dba PHOENIX COAL MAC | | | | | | | |
| 1000 News Democrat & Leader | | | | | | | |
| fo Flora Osipov | | | | | | | |
| Cust #: 00046756 | | | | 380-COAL-MAC INC DBA PHOENIX COAL MAC | | | |
| Name: J. Doe | | | | J. DOE | | | |
| Phone: (304) 792-8443 | | | | PO 1050 | | | |
| | | | | HOLDEN WV 25625 | | | |
| Run Date | Sec | Page | Pub | Quantity | Ad # | Class | Sort Line |
| 10/26/2010 | | | 1000 | 1 Every Day | 60002409 | 0210 | 2009 Chevy Corvette* 2,5 |
| 10/26/2010 | | | 1000 | 1 Every Day | 60002406 | 0210 | 2009 Chevy Corvette* 2,5 |
| 10/26/2010 | | | 1000 | 1 Every Day | 60002396 | 0210 | testing commission report test |
| 10/29/2010 | | | 1000 | 1 Every Day | 60002435 | 0205 | graphic ad |
| 10/29/2010 | | | 1000 | 1 Every Day | 60002425 | 0210 | fdftetr5yr uytuytuytuytMo |
| 10/29/2010 | | | 1000 | 1 Every Day | 60002423 | 0205 | special characters in the temp |
| 10/29/2010 | | | 1000 | 1 Every Day | 60002421 | 0230 | this is liner ad that ha |
| 10/29/2010 | | | 1000 | 1 Every Day | 60002406 | 0210 | 2009 Chevy Corvette* 2,5 |
| 10/29/2010 | | | 1000 | 1 Every Day | 60002396 | 0210 | testing commission report test |
| lb03 Dottie Hatfield | | | | | | | |
| Cust #: 00046756 | | | | 380-COAL-MAC INC DBA PHOENIX COAL MAC | | | |
| Name: J. Doe | | | | J. DOE | | | |
| Phone: (304) 792-8443 | | | | PO 1050 | | | |
| | | | | HOLDEN WV 25625 | | | |
| Run Date | Sec | Page | Pub | Quantity | Ad # | Class | Sort Line |
| 10/26/2010 | | | 1000 | 1 Every Day | 60002376 | 0215 | test |
| 10/26/2010 | | | 1000 | 1 Every Day | 60002272 | 0215 | ampv-1391 |
| 10/29/2010 | | | 1000 | 1 Every Day | 60002272 | 0215 | ampv-1391 |
| qa Quality Assurance | | | | | | | |
| Cust #: 00046756 | | | | 380-COAL-MAC INC DBA PHOENIX COAL MAC | | | |
| Name: J. Doe | | | | J. DOE | | | |
| Phone: (304) 792-8443 | | | | PO 1050 | | | |
| | | | | HOLDEN WV 25625 | | | |
| Run Date | Sec | Page | Pub | Quantity | Ad # | Class | Sort Line |
| 10/29/2010 | | | 1000 | 1 Every Day | 60002424 | 0100 | header text 2009 Chevy C |
| 1003 News Democrat Website | | | | | | | |
| lb03 Dottie Hatfield | | | | | | | |
| 11/9/10 8:14 AM | | | | | | | |
| Page 1 of 2 | | | | | | | |

MANAGEMENT REPORTS

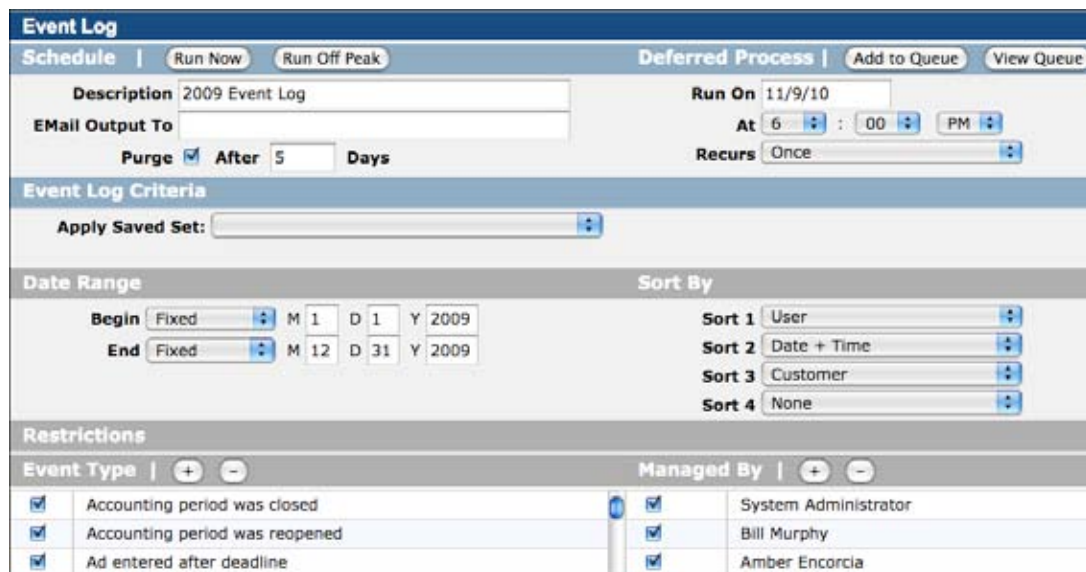
These reports are designed for use by AMP system administrators for gathering information on AMP system events, accounts that are marked as In Dispute, and time usage.

EVENT LOG

This report shows events that occurred on a specific date or between a range of dates. The report can be run for all AMP events that occurred during a given time frame or for specific events such as ads that were entered on a specific date.

How to Run an Event Log:

1. From the main menu bar, choose **Reports > Management > Event Log**.
2. On the Event Log screen, configure the information described below.



Event Log

Schedule | Run Now | Run Off Peak

Deferred Process | Add to Queue | View Queue

Description: 2009 Event Log

Run On: 11/9/10

At: 6 : 00 PM

Recurs: Once

Purge After 5 Days

Event Log Criteria

Apply Saved Set: [Dropdown]

Date Range

Begin: Fixed M 1 D 1 Y 2009

End: Fixed M 12 D 31 Y 2009

Sort By

Sort 1: User

Sort 2: Date + Time

Sort 3: Customer

Sort 4: None

Restrictions

Event Type | + -

Managed By | + -

| | | | |
|-------------------------------------|--------------------------------|-------------------------------------|----------------------|
| <input checked="" type="checkbox"/> | Accounting period was closed | <input checked="" type="checkbox"/> | System Administrator |
| <input checked="" type="checkbox"/> | Accounting period was reopened | <input checked="" type="checkbox"/> | Bill Murphy |
| <input checked="" type="checkbox"/> | Ad entered after deadline | <input checked="" type="checkbox"/> | Amber Encorcia |

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Date Range** — The event dates, based on the month, day, and year (or offset values) entered in the blank date fields.

See *Entering Dates (Introduction)* for more information on date-based options.

- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Event Type** — The event types to include in the report.
- **Managed By** — The Managed By user (as defined on the Users setup screen).

| Report Group + - | | User + - | |
|-------------------------------------|-----------------------|-------------------------------------|----------------------|
| <input checked="" type="checkbox"/> | 166 - QA Report Group | <input checked="" type="checkbox"/> | System Administrator |
| <input checked="" type="checkbox"/> | 340 - Russellville | <input checked="" type="checkbox"/> | Bill Murphy |
| <input checked="" type="checkbox"/> | 341 - Leitchfield | <input checked="" type="checkbox"/> | Amber Encorcia |
| <input checked="" type="checkbox"/> | 370 - Gallipolis | <input checked="" type="checkbox"/> | Ame Smith |
| <input checked="" type="checkbox"/> | 371 - Romeov | <input checked="" type="checkbox"/> | Sharon Laudakis |
| User Group + - | | | |
| <input checked="" type="checkbox"/> | Adtaker | | |
| <input checked="" type="checkbox"/> | CONV | | |
| <input checked="" type="checkbox"/> | Quality Assurance | | |
| <input checked="" type="checkbox"/> | Reports | | |
| <input checked="" type="checkbox"/> | Sales | | |
| Layout | | | |
| Detail | | | |
| Saved Sets Save As Saved Set | | Custom Output Layouts Upload | |
| Saved Set Description | | Layout Description | |

- **Report Group** — The report group (as defined on the Report Group setup screen and assigned to users on the Users setup screen).
- **User** — The name of the AMP user.
- **User Group** — The user group (as defined on the User Group setup screen).
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Event Log is shown on the next page).
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Event Log

| MediaSpan Publications | | | | | | |
|-------------------------------------|--------------------|-------------|--|-------------------------------|------------|----------|
| Event Log | | | | | | |
| For Date Range 01/01/09 to 12/31/09 | | | | | | |
| Event Type | | Description | | | User | Override |
| Date | Time | Account | Customer | | | |
| Admin System Administrator | | | | | | |
| 01/02/09 08:58:20 | | | | | | |
| | Rate table changed | | RateSizeRange added. RATEDATERANGEFK = 4453 : | | | |
| 01/02/09 | 08:58:20 | | | Admin | Unattached | |
| | Rate table changed | | RateDateRange added. RATEFK = 2316 : RATEDATERANGEPK = 4453 | | | |
| 01/02/09 | 08:58:20 | | | Admin | Unattached | |
| | Rate table changed | | Valid Pub list changed for Rate. RATEPK = 2316 : CODE = 20cj : Valid | | | |
| 01/02/09 | 08:58:20 | | | Admin | Unattached | |
| | Rate table changed | | Rate added. RATEPK = 2316 : CODE = 20cj | | | |
| 01/02/09 | 08:58:20 | | | Admin | Unattached | |
| | | | | Total for = | | 4 |
| | | | | Total for 01/02/09 08:58:20 = | | 4 |
| 01/02/09 09:02:00 | | | | | | |
| | Rate table changed | | RateSizeRange changed. RATEDATERANGEFK = 2021 : | | | |
| 01/02/09 | 09:02:00 | | | Admin | Unattached | |
| | Rate table changed | | RateSizeRange changed. RATEDATERANGEFK = 2021 : | | | |
| 01/02/09 | 09:02:00 | | | Admin | Unattached | |
| | Rate table changed | | RateSizeRange changed. RATEDATERANGEFK = 2021 : | | | |
| 01/02/09 | 09:02:00 | | | Admin | Unattached | |
| | Rate table changed | | RateSizeRange changed. RATEDATERANGEFK = 2021 : | | | |
| 01/02/09 | 09:02:00 | | | Admin | Unattached | |
| | | | | Total for = | | 4 |
| | | | | Total for 01/02/09 09:02:00 = | | 4 |
| 01/07/09 11:01:53 | | | | | | |
| | Rate table changed | | RateSizeRange changed. RATEDATERANGEFK = 2021 : | | | |
| 01/07/09 | 11:01:53 | | | Admin | Unattached | |
| | | | | Total for = | | 1 |
| | | | | Total for 01/07/09 11:01:53 = | | 1 |
| 01/07/09 11:20:17 | | | | | | |
| | Rate table changed | | RateSizeRange added. RATEDATERANGEFK = 4552 : | | | |
| 01/07/09 | 11:20:17 | | | Admin | Unattached | |
| | Rate table changed | | RateDateRange added. RATEFK = 2333 : RATEDATERANGEPK = 4552 | | | |
| 01/07/09 | 11:20:17 | | | Admin | Unattached | |
| Event Log | | | | | 11/09/10 | Page 1 |

IN DISPUTE REPORT

This report lists customers who have invoice items that are marked In Dispute as of the time the report is generated.

How to Run an In Dispute Report:

1. From the main menu bar, choose **Reports > Management > In Dispute**.
2. On the In Dispute screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Sort** — How the report will be sorted.
- **Layout** — The report layout. See the Appendix for information about common output layouts. (A sample In Dispute Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample In Dispute Report

| MediaSpan Publications In Dispute | | | | | | | | | | |
|--------------------------------------|-----------------------------|----------------|----------|-----------|-------------|-------------|------------|-----------|--|--|
| Account | Contact | Phone | Ad # | Invoice # | Description | Date Posted | Date Due | Amount | | |
| 00137876 | 340-Allen, C. | | 00191509 | 300485490 | 00191509 | 10/18/2009 | 11/02/2009 | \$ 7.75 | | |
| 00137702 | 340-Harris auction company | (270)247-3253 | 00190380 | 300485387 | 00190380 | 10/18/2009 | 11/02/2009 | \$ 90.00 | | |
| 00044473 | 370-Bankers Life & Casualty | (304) 343-0400 | 60001553 | 300530532 | 60001553 | 07/09/2010 | 07/19/2010 | \$ 1.20 | | |
| 00044473 | 370-Bankers Life & Casualty | (304) 343-0400 | 60001553 | 300530532 | 60001553 | 07/09/2010 | 07/19/2010 | \$ 6.00 | | |
| 00046766 | 380-S & S ROOFING | (304) 752-2181 | | 300530705 | | 07/30/2010 | 08/09/2010 | \$ 10.00 | | |
| 00046766 | 380-S & S ROOFING | (304) 752-2181 | | 300530705 | | 07/30/2010 | 08/09/2010 | \$ 0.38 | | |
| 00046766 | 380-S & S ROOFING | (304) 752-2181 | | 300530705 | | 07/30/2010 | 08/09/2010 | \$ 0.10 | | |
| 00046766 | 380-S & S ROOFING | (304) 752-2181 | | 300530705 | | 07/30/2010 | 08/09/2010 | \$ 4.00 | | |
| Report Total : | | | | | | | | \$ 119.43 | | |

November 09, 2010

In Dispute

1

TIME USAGE REPORT

This report lists customers who have invoice items that are marked In Dispute as of the time the report is generated.

How to Run a Time Usage Report:

1. From the main menu bar, choose **Reports > Management > Time Usage**.
2. On the Time Usage screen, configure the information described below.

Time Usage

Schedule | Run Now | Run Off Peak | Deferred Process | Add to Queue | View Queue

Description: Time Usage Oct 2010 | Run On: 11/9/10

Email Output To: | At: 6 : 00 PM | Recurs: Once

Purge After 3 Days

Time Usage Criteria

Apply Saved Set: []

Report Ads Entered Between | Ad Families

Begin: Fixed M 10 D 1 Y 2010 | Classified Liners ROP

End: Fixed M 10 D 31 Y 2010 | Classified Display Unit Based

Sort By | Restrict To

Sort 1: Ad Taker | Hours Between

Sort 2: Order Date | Start Time: 12:00 am | Stop Time: 12:00 am

(Format = hh:mm am/pm)

Restrictions

Salesperson | Account Type

| | | | |
|-------------------------------------|----------------------------|-------------------------------------|------------------------------|
| <input checked="" type="checkbox"/> | Admin System Administrator | <input checked="" type="checkbox"/> | 340c Russellville Contract |
| <input checked="" type="checkbox"/> | AI04 Bill Murphy | <input checked="" type="checkbox"/> | 340o Russellville Commercial |
| <input checked="" type="checkbox"/> | AI05 Amber Encorcia | <input checked="" type="checkbox"/> | 340r Russellville Retail |

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Date Range** — The date range, based on the month, day, and year (or offset values) entered in the blank date fields.

See [Entering Dates \(Introduction\)](#) for more information on date-based options.

- **Ad Families** — The ad families to include in the report.
- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Hours Between** — Check this box to run the report for a specified time period. Then enter the start and stop times in the available fields.
- **Salesperson** — The salespersons to include in the report.
- **Account Type** — The account types to include in the report.

| Ad Taker | | Ad Type | |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | Admin System Administrator | <input checked="" type="checkbox"/> | BUS1 Business Stimulus Plan 1 |
| <input checked="" type="checkbox"/> | AI04 Bill Murphy | <input checked="" type="checkbox"/> | BUS2 Business Stimulus Plan 2 |
| <input checked="" type="checkbox"/> | AI05 Amber Encorcia | <input checked="" type="checkbox"/> | CDefa43! Tester Code6 |
| <input checked="" type="checkbox"/> | AI06 Ame Smith | <input checked="" type="checkbox"/> | CL01 Classified Liner 01 |
| <input checked="" type="checkbox"/> | AI07 Sharon Landfalk | | |
| Classification | | | |
| <input checked="" type="checkbox"/> | 0200 ANNOUCEMENTS | | |
| <input checked="" type="checkbox"/> | 0205 Birthday / Anniversary (ANNOU) | | |
| <input checked="" type="checkbox"/> | 0210 Happy Ads | | |
| <input checked="" type="checkbox"/> | 0215 Lost & Found (ANNOUNCE) | | |
| <input checked="" type="checkbox"/> | 0220 Memory / Thank You (ANNOUNCE) | | |
| Layout | | | |
| Standard | | | |
| Saved Sets | | Custom Output Layouts | |
| Save As Saved Set | | Upload | |
| Saved Set Description | | Layout Description | |

- **Ad Taker** — The ad takers to include in the report.
- **Ad Type** — The ad types to include in the report.
- **Classifications** — The classifications to include in the report.
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Time Usage Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

MONEY-BASED REPORTS

These reports are designed to provide information related to monies calculated by AMP for ads, aging, commissions, revenue, prepayments, reconciliation, and sales tax.

INSERTIONS REPORT

This report shows ads based on whether or not they have been invoiced and/or published.

How to Run an Insertion Report:

1. From the main menu bar, choose **Reports > Money > Insertions**.
2. On the Insertions screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Insertions** — Include insertions based on whether or not the ads have been invoiced and/or published.
- **Ad Families** — The ad families to include in the report.
- **Accounts** — Check the desired box(es) for including accounts whose A/R information is or is not exported from AMP to another system.
- **Ads** — The ad “attributes” to include in the report.
- **Publication** — The publications to include in the report.
- **Business Unit** — The business units to include in the report.
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Insertions Report follows these instructions.)
- **Sort** — How the report should be sorted.
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.

- **Custom Output Layouts** (previous page) — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Insertions Report

| MediaSpan Publications Not Invoiced and Published insertions Sorted by Account Type | | | | | | | | | | | |
|---|---------------------------|---------|----------|-----------------------|-----------|--------|------|------------|-----------|----------------------------------|----------|
| Account # | Primary Contact | Expt AR | Ad # | Sort Line | Sales Tkr | Ad Tkr | Pub | Start Date | Stop Date | Run Date | Amount |
| 728t Middlesboro Transient | | | | | | | | | | | |
| 00070729 | 728-Classified Department | No | 00001972 | We will not knowingly | ---- | tp01 | 2300 | 09/10/08 | TFN | 12/02/09 | 0.00 |
| | | | | | | | | | | 12/09/09 | 0.00 |
| | | | | | | | | | | 12/16/09 | 0.00 |
| | | | | | | | | | | 12/23/09 | 0.00 |
| | | | | | | | | | | 12/30/09 | 0.00 |
| | | | | | | | | | | 01/06/10 | 0.00 |
| | | | | | | | | | | 01/13/10 | 0.00 |
| | | | | | | | | | | 02/10/10 | 0.00 |
| | | | | | | | | | | 02/17/10 | 0.00 |
| | | | | | | | | | | 02/24/10 | 0.00 |
| | | | | | | | | | | Account 00070729 Total | 0.00 |
| | | | | | | | | | | 728t Middlesboro Transient Total | 0.00 |
| 766r Tazewell Retail | | | | | | | | | | | |
| 00026558 | 766-CUNNINGHAM DRUG | No | 00013251 | Watkins products | tz00 | tz01 | 2300 | 09/03/08 | TFN | 12/02/09 | 0.00 |
| | | | | | | | | | | 12/09/09 | 0.00 |
| | | | | | | | | | | 12/16/09 | 0.00 |
| | | | | | | | | | | 12/23/09 | 0.00 |
| | | | | | | | | | | 12/30/09 | 0.00 |
| | | | | | | | | | | 01/06/10 | 0.00 |
| | | | | | | | | | | 01/13/10 | 0.00 |
| | | | | | | | | | | 02/10/10 | 0.00 |
| | | | | | | | | | | 02/17/10 | 0.00 |
| Not Invoiced and Published insertions | | | | | | | | | | | 10/14/10 |
| | | | | | | | | | | | Page 1 |

AGING REPORT

This report shows transactions aging through the end of an accounting period or a fixed dated. Aging reports help accounting personnel track delinquent accounts.

How to Run an Aging Report:

1. From the main menu bar, choose **Reports > Money > Aging**.
2. On the Aging screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Period** — The accounting period option, based on the value entered in the blank field.
- **Aging Type** — The aging method to use to calculate aged amounts.
- **Age By** — Age amounts by due date or posted date.
- **As Of** — To age amounts as of a specific date or accounting period, check this box. Then, from the pop-up, choose the “as of” option and enter the desired values in the blank date fields. In the example above, amounts will be aged as of the fixed date of 9/28/2010.

See *Entering Dates (Introduction)* for more information on date-based options.

- **Debit/Zero/Credit Balances** — Include any or all of these options by checking the box next to each option to include in aged amounts. If including debit balances, enter the Above amount.
- **Over Credit Limit** — Check this box to restrict the report to aged amounts that have exceeded the customer’s credit limit.
- **Past Due** — Check this box to restrict the report to aged amounts that are past due.
- **Account Type** — The account types to include in the report.
- **Business Unit** — The business units to include in the report.

| | | | | |
|-------------------------------------|-------------------------------------|---|-------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | 340t Russellville Transient | Order Salesperson + - | <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | 340w Russellville Web | | <input checked="" type="checkbox"/> | Admin System Administrator |
| Ad Taker + - | | | <input checked="" type="checkbox"/> | AI04 Bill Murphy |
| <input checked="" type="checkbox"/> | Unattached | | <input checked="" type="checkbox"/> | AI05 Amber Encorcia |
| <input checked="" type="checkbox"/> | Admin System Administrator | Ad Taker's Report Group + - | | |
| <input checked="" type="checkbox"/> | AI04 Bill Murphy | <input checked="" type="checkbox"/> | Unattached | |
| <input checked="" type="checkbox"/> | AI05 Amber Encorcia | <input checked="" type="checkbox"/> | 166 - QA Report Group | |
| Publication + - | | <input checked="" type="checkbox"/> | 340 - Russellville | |
| <input checked="" type="checkbox"/> | Unattached | <input checked="" type="checkbox"/> | 341 - Leitchfield | |
| <input checked="" type="checkbox"/> | 1000 News Democrat & Leader | Acct Salesperson's Report Group + - | | |
| <input checked="" type="checkbox"/> | 1002 News Democrat Special Sections | <input checked="" type="checkbox"/> | Unattached | |
| <input checked="" type="checkbox"/> | 1003 News Democrat Website | <input checked="" type="checkbox"/> | 166 - QA Report Group | |
| Account Salesperson + - | | <input checked="" type="checkbox"/> | 340 - Russellville | |
| <input checked="" type="checkbox"/> | Unattached | <input checked="" type="checkbox"/> | 341 - Leitchfield | |
| <input checked="" type="checkbox"/> | Admin System Administrator | Order Salesperson's Report Group + - | | |
| <input checked="" type="checkbox"/> | AI04 Bill Murphy | <input checked="" type="checkbox"/> | Unattached | |
| <input checked="" type="checkbox"/> | AI05 Amber Encorcia | | | |

- **Ad Taker** — The ad takers to include in the report.
- **Publication** — The publications to include in the report.
- **Account & Order Salesperson** — The account and order salespersons to include in the report.
- **Report Groups** — The ad taker, account salesperson, and order salesperson report groups to include in the report.

| Sorts | | Layout | |
|--------------------------------|--------------|--------------------------------|-------------------|
| Sort 1 | Account Type | Show Accounts | Sort By Account # |
| Sort 2 | None | Show Invoices | Sort By Due Date |
| | | Standard | |
| Saved Sets Save As Saved Set | | Custom Output Layouts Upload | |

- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Show Accounts** — Check this box to show account information on the report. Then click the corresponding Sort By pop-up and choose the sort. Use this sorting option for a summarized report that shows one line for each customer/account.
- **Show Invoices** — Check this box to show invoice information on the report. Then click the corresponding Sort By pop-up and choose the sort. Use this sorting option for a detailed report that shows information for each invoice.
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Aging Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

- Schedule the report to run.

Sample Aging Report

| | | MediaSpan Publications | | | | | | | | | | | | |
|--------------------------|--------------------------|--|----------|-----------|-------|-----------|----------|----------|---------|-----------|----------|----------|-----------|--|
| | | Aging January | | | | | | | | | | | | |
| | | Report For Open Item - Acct Periods Aged Through 9/28/10 | | | | | | | | | | | | |
| | | Sort By Account Type | | | | | | | | | | | | |
| Acct # | Contact | Date Posted | Date Due | Total | Phone | January | December | November | October | September | August | July | June | |
| | | | | | | 2009 | | | | | | | 2009 | |
| 2512 | tay | | | 10.50 | 10.50 | 10.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 340o | Russellville Commercial | | | 515.00 | | 15.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | |
| 340r | Russellville Retail | | | 130864.11 | | 59791.39 | 0.00 | 0.00 | 199.32 | 38305.55 | 15149.13 | 7993.33 | 9425.39 | |
| 340t | Russellville Transient | | | 4224.40 | | 1126.17 | 0.00 | 0.00 | 144.50 | 2078.59 | 340.34 | 237.70 | 297.10 | |
| 341r | Leitchfield Retail | | | 71281.11 | | 26380.68 | 0.00 | 0.00 | 484.01 | 19164.94 | 7760.48 | 2309.56 | 15181.44 | |
| 341t | Leitchfield Transient | | | 563.64 | | -1.59 | 182.85 | 0.00 | 27.00 | 294.89 | 1.00 | 29.99 | 29.50 | |
| 370c | Gallipolis Contract | | | 144633.67 | | 144633.67 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 370o | Gallipolis Commercial | | | -898.69 | | -1216.84 | 0.00 | 0.00 | 0.00 | 19.65 | 3.81 | 3.81 | 290.88 | |
| 370r | Gallipolis Retail | | | 236824.20 | | 98496.51 | 0.00 | 26.70 | 334.04 | 46590.81 | 36084.78 | 17027.58 | 38063.78 | |
| 370t | Gallipolis Transient | | | 349011.09 | | 343489.04 | 0.00 | 205.00 | 224.15 | 2406.85 | 618.56 | 640.66 | 1426.83 | |
| 371r | Pomeroy Retail | | | 102648.50 | | 26823.32 | 0.00 | 0.00 | 58.94 | 22424.38 | 14648.29 | 5661.36 | 33032.21 | |
| 371t | Pomeroy Transient | | | 1642.02 | | 784.11 | 0.00 | 22.55 | 0.00 | 334.99 | 6.49 | 199.38 | 294.50 | |
| 372r | Point Pleasant Retail | | | 157125.14 | | 49524.63 | 0.00 | 81.45 | 79.24 | 30683.89 | 14737.56 | 5469.03 | 56549.34 | |
| 372t | Point Pleasant Transient | | | 534.56 | | 64.59 | 0.00 | 0.00 | 11.56 | 217.61 | 2.81 | 57.35 | 180.64 | |
| 380c | Logan Contract | | | 207.85 | | 122.42 | 0.00 | 0.00 | 0.00 | 44.63 | 40.80 | 0.00 | 0.00 | |
| 380r | Logan Retail | | | 300856.20 | | 86120.45 | 0.00 | 0.00 | 2168.44 | 63580.60 | 38604.48 | 30028.79 | 80353.44 | |
| 380t | Logan Transient | | | 60309.44 | | 20299.85 | 0.00 | 0.00 | 927.76 | 13332.18 | 5386.49 | 1544.82 | 18818.34 | |
| 382r | Madison Retail | | | 202634.68 | | 34049.73 | 0.00 | 0.00 | 295.87 | 41195.49 | 15082.00 | 10508.01 | 101503.58 | |
| 382t | Madison Transient | | | 307.81 | | -0.20 | 0.00 | 0.00 | 0.00 | 29.65 | 7.73 | 14.08 | 256.55 | |
| 480r | Durant Retail | | | 411317.56 | | 199198.27 | 0.00 | 0.00 | 3364.05 | 75804.55 | 58109.16 | 19299.11 | 55542.42 | |
| 480t | Durant Transient | | | 13209.20 | | -4044.59 | 35.75 | 49.95 | 2278.82 | 5428.60 | 1672.39 | 2095.81 | 5692.47 | |
| 505o | Altus Commercial | | | 635.27 | | 203.26 | 0.00 | 0.00 | 0.00 | 417.91 | 0.00 | 14.10 | 0.00 | |
| 505r | Altus Retail | | | 278203.03 | | 76072.10 | 0.00 | 0.00 | 1496.30 | 53157.15 | 46619.84 | 25072.08 | 75785.56 | |
| 505t | Altus Transient | | | 30282.04 | | 7596.00 | 130.63 | 0.00 | 458.08 | 6793.85 | 3298.09 | 2258.28 | 9747.11 | |
| 506o | Frederick Commercial | | | 66.76 | | 22.74 | 0.00 | 0.00 | 0.00 | 44.02 | 0.00 | 0.00 | 0.00 | |
| 506r | Frederick Retail | | | 42455.07 | | 22604.62 | 0.00 | 0.00 | 376.68 | 6237.72 | 4470.93 | 1831.33 | 6933.79 | |
| 506t | Frederick Transient | | | 28.93 | | 1.03 | 0.00 | 0.00 | 0.00 | 21.00 | 2.40 | 4.50 | 0.00 | |
| 722o | Harlan Commercial | | | 603.32 | | 48.59 | 0.00 | 0.00 | 0.00 | 32.43 | 7.53 | 6.45 | 508.32 | |
| 722r | Harlan Retail | | | 286329.02 | | 62923.86 | 0.00 | 0.00 | 1600.11 | 55672.39 | 31853.67 | 16863.64 | 117415.35 | |
| November 09, 2010 | | | | | | | | | | | | | | |
| Aging | | | | | | | | | | | | | | |
| Page 1 of 2 | | | | | | | | | | | | | | |

COMMISSIONS REPORT

This report shows ad takers' and salespersons' commission information based on invoices or payments entered during a specific accounting period or between a range of dates.

How to Run a Commission Report:

1. From the main menu bar, choose **Reports > Money > Commissions**.
2. On the Commissions screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Report For** — Base the report on a range of accounting periods or dates:
 - **Period Range** — Mark this button to base the report on the beginning and ending accounting-period range specified in the **Begin** and **End** fields located above this button.
 - **Date Range** — Mark this button to base the report on the beginning and ending date range specified in the **Begin** and **End** fields located below this button.

See **Entering Dates (Introduction)** for more information on date-based options.

- **When Posted/Paid** — Mark the button to include commission based on batches that were posted or on commissions attached to invoices.
- **Include Options** — Check the box next to each item to include in the report. Check the **No Family** box to include items such as invoices and payments to which ad families do not apply.
- **Invoices** — The types of invoices to include in the report.
- **Payments** — The types of payments to include in the report.

| Debits + - | | Credits + - | |
|-------------------------------------|---------------------------------|-------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | MSD1 AMP5 DEBIT NSF | <input checked="" type="checkbox"/> | 00 xxTransfer Balances |
| <input checked="" type="checkbox"/> | ab test | <input checked="" type="checkbox"/> | 0166 zzQA Credit Card |
| <input checked="" type="checkbox"/> | ccrf Credit Card Refund | <input checked="" type="checkbox"/> | AM01 Auction Mania |
| <input checked="" type="checkbox"/> | d01 Local Display | <input checked="" type="checkbox"/> | EPD Early Payment Dicsount |
| <input checked="" type="checkbox"/> | d02 Local Display - TMC/Shopper | <input checked="" type="checkbox"/> | MSC1 AMP5 Credit Error |
| <input checked="" type="checkbox"/> | d03 All Color | <input checked="" type="checkbox"/> | c00 transfer balance (conv) |
| <input checked="" type="checkbox"/> | d04 All Color - TMC/Shopper | <input checked="" type="checkbox"/> | c01 make good (local) |
| <input checked="" type="checkbox"/> | d05 Political | <input checked="" type="checkbox"/> | c02 make good (class) |
| Salesperson + - | | Business Unit + - | |
| <input checked="" type="checkbox"/> | Unattached | <input type="checkbox"/> | 166 Quality Assurance |
| <input checked="" type="checkbox"/> | Admin System Administrator | <input type="checkbox"/> | 2a 3 |

- **Debits** — The types of debits to include in the report.
- **Credits** — The types of credits to include in the report.
- **Salesperson** — The salespersons to include in the report.
- **Business Unit** — The business units to include in the report.

| Sorts | | Layout | |
|--------------------------------|--|--------------------------------|--|
| Sort By Account Salesperson | | Standard | |
| Saved Sets Save As Saved Set | | Custom Output Layouts Upload | |
| Saved Set Description | | Layout Description | |

- **Sort By** — How to sort the report.

NOTE: The sorting option you select here determines how the information is presented on the final report.

- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Commissions Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Commissions Report

| MediaSpan Publications Commissions Report For OBP - OBP Sort By Account Salesperson When Posted | | | | | | | | | |
|--|-----------|---------------------------------|------|------------|------------|-----------|------------|--|--|
| Salesperson Account | Trans # | Description | Type | Start Date | Stop Date | Sales | Commission | | |
| cc02 Bob Stahler | | | | | | | | | |
| 00138604 Dora's T ayloring | 300530557 | THURSDAY Only, Benton Country | i | 04/20/2010 | 05/04/2010 | \$ 69.32 | \$ 2.50 | | |
| 00138604 Dora's T ayloring | 300530630 | this is a 2.25Line rate test. | i | 04/22/2010 | 04/24/2010 | \$ 3.37 | \$ 0.12 | | |
| 00138604 Dora's T ayloring | 300530631 | 6/29 class liner | i | 06/29/2010 | 07/03/2010 | \$ 6.75 | \$ 0.24 | | |
| 00138604 Dora's T ayloring | 300530634 | this is a 2.25Line rate test. | i | 04/22/2010 | 04/24/2010 | \$ 2.81 | \$ 0.10 | | |
| 00138604 Dora's T ayloring | 300530635 | 6/29 class liner | i | 06/29/2010 | 07/03/2010 | \$ 13.00 | \$ 0.47 | | |
| 00138604 Dora's T ayloring | 300530638 | this is a 2.25Line rate test. | i | 04/22/2010 | 04/24/2010 | \$ 2.81 | \$ 0.10 | | |
| 00138604 Dora's T ayloring | 300530640 | this is a 2.25Line rate test. | i | 04/22/2010 | 04/24/2010 | \$ 2.81 | \$ 0.10 | | |
| 00138604 Dora's T ayloring | 300530643 | this is a 2.25Line rate test. | i | 04/22/2010 | 04/24/2010 | \$ 2.81 | \$ 0.10 | | |
| 00138604 Dora's T ayloring | 300530670 | this is a 2.25Line rate test. | i | 04/22/2010 | 04/24/2010 | \$ 11.81 | \$ 0.43 | | |
| 00138604 Dora's T ayloring | 300540836 | Blind Box | i | 11/06/2009 | 04/30/2010 | \$ 10.00 | \$ 0.36 | | |
| 00138604 Dora's T ayloring | 300555188 | Blind Box | i | 11/06/2009 | 04/30/2010 | \$ 195.97 | \$ 4.89 | | |
| 00138604 Dora's T ayloring | 300555360 | dkjifaKekReEEEE%%%%% | i | 04/20/2010 | 05/28/2010 | \$ 46.99 | \$ 1.69 | | |
| 00138604 Dora's T ayloring | 300555362 | test2 test2 test2 test2 | i | 04/27/2010 | 05/07/2010 | \$ 4.00 | \$ 0.14 | | |
| 00138604 Dora's T ayloring | 300555363 | f g g g | i | 04/27/2010 | 05/07/2010 | \$ 0.00 | \$ 0.00 | | |
| 00138604 Dora's T ayloring | 300555364 | test discount r1 rate test dico | i | 04/27/2010 | 04/30/2010 | \$ 98.56 | \$ 3.55 | | |
| 00138604 Dora's T ayloring | 300555365 | forced buyforced buyforced buy | i | 04/27/2010 | 05/03/2010 | \$ 7.25 | \$ 0.26 | | |
| 00138604 Dora's T ayloring | 300555371 | cl with new today | i | 07/09/2010 | 07/16/2010 | \$ 10.00 | \$ 0.36 | | |
| 00138604 Dora's T ayloring | 300555440 | test | i | 08/31/2010 | 09/06/2010 | \$ 17.43 | \$ 0.63 | | |
| 00138604 Dora's T ayloring | 300555441 | test | i | 09/03/2010 | 09/07/2010 | \$ 14.18 | \$ 0.51 | | |
| 00138604 Dora's T ayloring | 300555442 | this is a test this is a test | i | 09/04/2010 | 09/15/2010 | \$ 20.00 | \$ 0.72 | | |
| 00138604 Dora's T ayloring | 300555443 | no prepayment required for thi | i | 09/04/2010 | 09/08/2010 | \$ 13.25 | \$ 0.48 | | |
| 00138604 Dora's T ayloring | 300555444 | this account is past due no pr | i | 09/04/2010 | 09/15/2010 | \$ 20.00 | \$ 0.72 | | |
| 00138604 Dora's T ayloring | 300555445 | no prepayment required for thi | i | 09/04/2010 | 09/04/2010 | \$ 6.50 | \$ 0.23 | | |
| 00138604 Dora's T ayloring | 300555448 | this a test adthis a test ad! | i | 04/23/2010 | 04/23/2010 | \$ 467.00 | \$ 16.81 | | |
| 00138604 Dora's T ayloring | 300555449 | this ; is a rate test thi | i | 04/23/2010 | 04/23/2010 | \$ 712.00 | \$ 25.63 | | |
| 00138604 Dora's T ayloring | 300555450 | this is a 2.25Line rate test. | i | 04/23/2010 | 04/27/2010 | \$ 46.58 | \$ 1.68 | | |
| 00138604 Dora's T ayloring | 300555451 | this is a 2.25Line rate test. | i | 04/23/2010 | 05/11/2010 | \$ 132.00 | \$ 4.75 | | |
| 00138604 Dora's T ayloring | 300555452 | f g g g | i | 04/27/2010 | 05/07/2010 | \$ 26.20 | \$ 0.94 | | |

PERIOD COMPARISON REPORT

This report compares totals based on publishing and accounting information for specified time periods.

How to Run a Period Comparison Report:

1. From the main menu bar, choose **Reports > Money > Period Comparison**.
2. On the Period Comparison screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Date Range** — Base the report on a range of dates or accounting periods (this information will be compared to the information specified in the Compare To section, below):
 - **Date Range** — Mark this button to base the report on the beginning and ending date range specified in the **Begin** and **End** fields located above this radio button.
 - **Period Range** — Mark this button to base the report on the beginning and ending accounting-period range specified in the **Begin** and **End** fields located below this radio button.

See [Entering Dates \(Introduction\)](#) for more information on date-based options.

- **Compare To** — Base the report on a range of dates or accounting periods. (Compare these dates/periods to the dates/periods specified in Date Range, above.) The **Date Range** and **Period Range** radio buttons and date-based criteria work the same in the Date Range and Compare To areas.
- **Include** — Check the box next to each ad and/or item to include in the report.
- **Show Ads** — Run the report for published or invoiced ads by marking the desired radio button.

| Ad Taker + - | | Ad Type + - | |
|-------------------------------------|----------------------------------|-------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | Unattached | <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | Admin System Administrator | <input checked="" type="checkbox"/> | AEAE1 AE Test Code1 |
| <input checked="" type="checkbox"/> | AI04 Bill Murphy | <input checked="" type="checkbox"/> | BUS1 Business Stimulus Plan 1 |
| <input checked="" type="checkbox"/> | AI05 Amber Encorcia | <input checked="" type="checkbox"/> | BUS2 Business Stimulus Plan 2 |
| <input checked="" type="checkbox"/> | AI06 Ame Smith | <input checked="" type="checkbox"/> | CDefa43! Tester Code6 |
| <input checked="" type="checkbox"/> | AI07 Sharon Laudakis | <input checked="" type="checkbox"/> | CL01 Classified Liner 01 |
| <input checked="" type="checkbox"/> | AI08 Sandy Graham | <input checked="" type="checkbox"/> | CL02 Classified Liner 02 |
| <input checked="" type="checkbox"/> | AI09 Frances Fojut | <input checked="" type="checkbox"/> | CONV CONV |
| Account Type + - | | Classification + - | |
| <input checked="" type="checkbox"/> | 340c Russellville Contract | <input checked="" type="checkbox"/> | 0100 Legals |
| <input checked="" type="checkbox"/> | 340n Russellville Niche Products | <input checked="" type="checkbox"/> | 0200 ANNOUCEMENTS |

- **Ad Taker** — The ad takers to include in the report.
- **Ad Type** — The ad types to include in the report.
- **Account Type** — The account types to include in the report.
- **Classification** — The classifications to include in the report.

| Publication + - | | Account Salesperson + - | |
|-------------------------------------|-------------------------------------|-------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Unattached | <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | 1000 News Democrat & Leader | <input checked="" type="checkbox"/> | Admin System Administrator |
| <input checked="" type="checkbox"/> | 1002 News Democrat Special Sections | <input checked="" type="checkbox"/> | AI04 Bill Murphy |
| <input checked="" type="checkbox"/> | 1003 News Democrat Website | <input checked="" type="checkbox"/> | AI05 Amber Encorcia |
| <input checked="" type="checkbox"/> | 1004 News Democrat Comm Printing | <input checked="" type="checkbox"/> | AI06 Ame Smith |
| <input checked="" type="checkbox"/> | 1100 Grayson County News Gazette | <input checked="" type="checkbox"/> | AI07 Sharon Laudakis |
| <input checked="" type="checkbox"/> | 1102 Grayson Special Sections | <input checked="" type="checkbox"/> | AI08 Sandy Graham |
| <input checked="" type="checkbox"/> | 1103 Grayson Website | <input checked="" type="checkbox"/> | AI09 Frances Fojut |
| Business Unit + - | | Order Salesperson + - | |
| <input checked="" type="checkbox"/> | 340 Russellville | <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | 3410 Leitchfield | <input checked="" type="checkbox"/> | Admin System Administrator |

- **Publication** — The publications to include in the report.
- **Account Salesperson** — The account salespersons to include in the report.
- **Business Unit** — The business units to include in the report.
- **Order Salesperson** — The order salespersons to include in the report.

| Inventory Item + - | | GL Code + - | |
|-------------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Unattached | <input checked="" type="checkbox"/> | 0000 House Advertising Class Liner |
| <input checked="" type="checkbox"/> | 00 \$1 - Not UD | <input checked="" type="checkbox"/> | 0001 House Advertising Class Disp |
| <input checked="" type="checkbox"/> | 01 Gallipolis Commercial Printing | <input checked="" type="checkbox"/> | 0002 House Advertising ROP modified |
| <input checked="" type="checkbox"/> | 02 Logan Commercial Printing | <input checked="" type="checkbox"/> | 0003 New Code for Docs |
| <input checked="" type="checkbox"/> | 03 Madison Commercial Printing | <input checked="" type="checkbox"/> | 1005 Cash - Bank of America |
| <input checked="" type="checkbox"/> | 04 Durant Commercial Printing | <input checked="" type="checkbox"/> | 1006 Loans - Bank of America |
| <input checked="" type="checkbox"/> | 05 Altus Commercial Printing | <input checked="" type="checkbox"/> | 1020 Location Operating Accounts1 |
| <input checked="" type="checkbox"/> | 06 Middleboro Commercial Printing | <input checked="" type="checkbox"/> | 1021 Debit to Location Oper. Accts |

| Sorts | | Layout | |
|--------|---------------|----------|--|
| Sort 1 | Date | Standard | |
| Sort 2 | Customer Name | | |

| Saved Sets | Custom Output Layouts |
|-------------------|-----------------------|
| Save As Saved Set | Upload |

- **Inventory Item** — The inventory items to include in the report.
- **GL Code** — The GL codes to include in the report.
- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Period Comparison report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Period Comparison Report

| MediaSpan Publications Period Comparison Sort By : Date, Customer Name Report For : 12/1/10 - 12/8/10 and 12/1/10 - 12/30/10 | | | | | | | | |
|---|-------------------|-------|-------|--------|---------|-------|-------------|-------|
| | Ads | Words | Lines | Inches | Inserts | Adjs. | Amount | Total |
| 2010-12-08 | | | | | | | | |
| Cheryl 480-Adams | | | | | | | | |
| 12/1/10 - 12/8/10 | 1 | 0 | 0 | 0.00 | 1 | 15.25 | 0.00 | 25.00 |
| 12/1/10 - 12/30/10 | 1 | 0 | 0 | 0.00 | 1 | 15.25 | 0.00 | 25.00 |
| | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| Export AR | | | | | | | | |
| 12/1/10 - 12/8/10 | 1 | 0 | 0 | 0.00 | 1 | 2.00 | 0.00 | 8.50 |
| 12/1/10 - 12/30/10 | 1 | 0 | 0 | 0.00 | 1 | 2.00 | 0.00 | 8.50 |
| | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| Regina Smith | | | | | | | | |
| 12/1/10 - 12/8/10 | 1 | 0 | 0 | 0.00 | 1 | 3.25 | 0.00 | 9.75 |
| 12/1/10 - 12/30/10 | 1 | 0 | 0 | 0.00 | 1 | 3.25 | 0.00 | 9.75 |
| | 0 | 0 | 0 | 0.00 | 0 | 0.00 | 0.00 | 0.00 |
| W. Bloomfield Library | | | | | | | | |
| 12/1/10 - 12/8/10 | 1 | 0 | 0 | 0.00 | 1 | 10.00 | 0.00 | 16.50 |
| 12/1/10 - 12/30/10 | 1 | 3 | 2 | 0.19 | 1 | 10.00 | 0.00 | 16.50 |
| | 0 | 3 | 2 | 0.19 | 0 | 0.00 | 0.00 | 0.00 |
| <hr/> | | | | | | | | |
| 12/10/10 9:11 AM | Period Comparison | | | | | | Page 1 of 1 | |

PERIOD-TO-DATE REVENUE REPORT

This report shows all revenue posted during a specific accounting period or date range. The report can be based on invoices, credits, debits, and/or payments posted.

How to Run a Period-to-Date (PTD) Revenue Report:

1. From the main menu bar, choose **Reports > Money > Period to Date Revenue**.
2. On the Period to Date Revenue screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Report For** — Base the report on a range of accounting periods or dates:
- **Period Range** — Mark this button to base the report on the beginning and ending accounting-period range specified in the Begin and End fields located above this button.
- **Date Range** — Mark this button to base the report on the beginning and ending date range specified in the Begin and End fields located below this button.

See **Entering Dates (Introduction)** for more information on date-based options.

- **Ad Families** — The ad families to include in the report. Check the **No Family** box to include items such as invoices and payments to which ad families do not apply.
- **Include Options** — Check the box next to each item to include in the report.

| Restrictions | |
|-------------------------------------|----------------------------------|
| Account Type + - | Ad Taker + - |
| <input checked="" type="checkbox"/> | 2512 tay |
| <input checked="" type="checkbox"/> | 340c Russellville Contract |
| <input checked="" type="checkbox"/> | 340n Russellville Niche Products |
| <input checked="" type="checkbox"/> | 340o Russellville Commercial |
| <input checked="" type="checkbox"/> | 340r Russellville Retail |
| <input checked="" type="checkbox"/> | 340t Russellville Transient |
| <input checked="" type="checkbox"/> | 340w Russellville Web |
| <input checked="" type="checkbox"/> | 341c Leitchfield Contract |
| <input checked="" type="checkbox"/> | 341o Leitchfield Commercial |
| <input checked="" type="checkbox"/> | 341r Leitchfield Retail |
| <input checked="" type="checkbox"/> | 341t Leitchfield Transient |
| Ad Type + - | Business Unit + - |
| <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | AEAE1 AE Test Code1 |
| <input checked="" type="checkbox"/> | BUS1 Business Stimulus Plan 1 |
| <input checked="" type="checkbox"/> | 340 Russellville |
| <input checked="" type="checkbox"/> | 3410 Leitchfield |
| <input checked="" type="checkbox"/> | 370 Gallipolis |

- **Account Type** — The account types to include in the report.
- **Ad Taker** — The ad takers to include in the report.
- **Ad Type** — The ad types to include in the report.
- **Business Unit** — The business units to include in the report.

| Classification + - | GL Code + - |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | 002 Test |
| <input checked="" type="checkbox"/> | 0100 Legals |
| <input checked="" type="checkbox"/> | 0200 ANNOUCEMENTS |
| <input checked="" type="checkbox"/> | 0205 Birthday / Anniversary (ANNOU) |
| <input checked="" type="checkbox"/> | 0210 Happy Ads |
| <input checked="" type="checkbox"/> | 0215 Lost & Found (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 0220 Memory / Thank You (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 0225 Notices (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 0230 Personals (ANNOUNCE) |
| <input checked="" type="checkbox"/> | 0235 Wanted (ANNOUNCE) |
| Publication + - | Inventory Item + - |
| <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | 1000 News Democrat & Leader |
| <input checked="" type="checkbox"/> | 1002 News Democrat Special Sections |
| <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | 00 \$1 - Not UD |
| <input checked="" type="checkbox"/> | 01 Gallipolis Commercial Print |

- **Classification** — The classifications to include in the report.
- **GL Code** — The GL codes to include in the report.
- **Publication** — The publications to include in the report.
- **Inventory Item** — The inventory items to include in the report.

Salesperson | + -

| | |
|-------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | Admin System Administrator |
| <input checked="" type="checkbox"/> | AI04 Bill Murphy |
| <input checked="" type="checkbox"/> | AI05 Amber Encorcia |
| <input checked="" type="checkbox"/> | AI06 Ame Smith |
| <input checked="" type="checkbox"/> | AI07 Sharon Laudakis |
| <input checked="" type="checkbox"/> | AI08 Sandy Graham |
| <input checked="" type="checkbox"/> | AI09 Frances Fojut |
| <input checked="" type="checkbox"/> | Baseview Baseview |
| <input checked="" type="checkbox"/> | Bob Bob Manager |
| <input checked="" type="checkbox"/> | CONV CONV |

Sorts | **Layout**

Sort 1 Account Type [v] Standard [v]
Sort 2 Business Unit [v]
Sort 3 Publication [v]
Sort 4 None [v]

Saved Sets | Save As Saved Set | **Custom Output Layouts** | Upload

Saved Set Description [] | Layout Description []

- **Salesperson** — The salespersons to include in the report.
- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Period-to-Date Revenue Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Period-to-Date Revenue Report

| MediaSpan Publications Period To Date Revenue Sort By : Account Type, Business Unit, Publication Report For : 10/1/10 - 10/31/10 | | | | | | | | | | | |
|---|----------------------------|-----------|---------|------|------------------------|-------------|-----------|------|-------|-------|------|
| Acct # | Account | Type | Trans # | Code | Description | Transaction | Amount | Cols | Depth | Size | Ins. |
| 370c | Gallipolis Contract | | | | | | | | | | |
| 370 | Gallipolis | | | | | | | | | | |
| 1003 | News Democrat Website | | | | | | | | | | |
| 00138570 | 1TAYMediaSpan | | | | | | | | | | |
| | Invoice | 300564728 | kelly | | Invoice from invoicing | 60002282 | \$ 447.44 | 1 | 12.79 | 25.58 | 2 |
| | Total: | 00138570 | | | | | \$ 447.44 | | | 25.58 | 2 |
| Total | 1003 News Democrat Website | | | | | | \$ 447.44 | | | 25.58 | 2 |
| 2300 | Claiborne Progress | | | | | | | | | | |
| 00138570 | 1TAYMediaSpan | | | | | | | | | | |
| | Invoice | 300564718 | kelly | | Invoice from invoicing | 60001015 | \$ 104.76 | 1 | 2.62 | 15.75 | 6 |
| | Total: | 00138570 | | | | | \$ 104.76 | | | 15.75 | 6 |
| Total | 2300 Claiborne Progress | | | | | | \$ 104.76 | | | 15.75 | 6 |
| Total | 370 Gallipolis | | | | | | \$ 552.20 | | | 41.33 | 8 |
| Total | 370c Gallipolis Contract | | | | | | \$ 552.20 | | | 41.33 | 8 |
| 370r | Gallipolis Retail | | | | | | | | | | |
| 370 | Gallipolis | | | | | | | | | | |
| 1003 | News Democrat Website | | | | | | | | | | |
| 00138558 | Mediaspan | | | | | | | | | | |
| | Invoice | 300564729 | kelly | | Invoice from invoicing | 60002283 | \$ 8.25 | 1 | 0.29 | 0.29 | 1 |
| | Total: | 00138558 | | | | | \$ 8.25 | | | 0.29 | 1 |
| Total | 1003 News Democrat Website | | | | | | \$ 8.25 | | | 0.29 | 1 |
| Total | 370 Gallipolis | | | | | | \$ 8.25 | | | 0.29 | 1 |
| Total | 370r Gallipolis Retail | | | | | | \$ 8.25 | | | 0.29 | 1 |
| 370t | Gallipolis Transient | | | | | | | | | | |
| 370 | Gallipolis | | | | | | | | | | |
| 1000 | News Democrat & Leader | | | | | | | | | | |
| November 12, | | | | | | | | | | | |

PERIOD-TO-DATE SUMMARY REPORT

This report shows accounting totals for invoices, adjustments, payments, credits, and debits.

How to Run a Period-to-Date (PTD) Summary Report:

1. From the main menu bar, choose **Reports > Money > Period to Date Summary**.
2. On the Period to Date Summary screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Period** — The accounting period on which to base the report.
- **“Include” Options** — Check the box next to each item to include in the report.
- **Summary Options** — The method by which to summarize report totals.
- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample PTD Summary Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Period-to-Date Summary Report

| MediaSpan Publications Period To Date Summary Report For : OBP One big period | |
|---|---------------|
| Description | Amount |
| Invoices | |
| 1000 News Democrat & Leader | \$ 447,894.54 |
| 1002 News Democrat Special Sections | \$ 10,552.00 |
| 1003 News Democrat Website | \$ 8,424.43 |
| 1100 Grayson County News Gazette | \$ 32,356.62 |
| 1102 Grayson Special Sections | \$ 932.50 |
| 1103 Grayson Website | \$ 1,514.00 |
| 1200 Gallipolis Daily Tribune | \$ 64,959.53 |
| 1201 The Tri-County Marketplace TMC | \$ 10,822.62 |
| 1202 Gallipolis Special Sections | \$ 4,870.00 |
| 1203 Gallipolis Website | \$ 4,440.00 |
| 1205 Sunday Times - Sentinel | \$ 36,634.46 |
| 1300 The Daily Sentinel | \$ 31,865.50 |
| 1302 Daily Sentinel Special Section | \$ 1,505.00 |
| 1303 Daily Sentinel Website | \$ 1,936.50 |
| 1400 Point Pleasant Register | \$ 53,409.27 |
| 1402 Point Pleasant Special Section | \$ 3,845.00 |
| 1403 Point Pleasant Website | \$ 1,870.00 |
| 1500 Logan Banner | \$ 117,147.46 |
| 1501 Coalfield Connection TMC | \$ 17,059.77 |
| 1503 Logan Website | \$ 892.00 |
| 1505 Logan Coalfield Connection TMC | \$ 228.00 |
| 1600 Coal Valley News | \$ 34,204.17 |
| 1700 Durant Daily Democrat | \$ 148,486.96 |
| 1701 The Country Style TMC | \$ 17,446.25 |
| 1702 Durant Special Sections | \$ 27,832.81 |
| 1703 Durant Website | \$ 20,071.00 |
| 1705 Homes Plus | \$ 5,350.00 |
| 1707 Home Buyers Guide | \$ 3,089.00 |
| 1800 Altus Times | \$ 69,071.47 |
| 1801 Southwest Shopper TMC | \$ 9,609.33 |
| 1802 Altus Special Sections | \$ 1,070.05 |
| 1803 Altus Website | \$ 2,549.00 |
| 1805 Freedom Flyer | \$ 9,735.77 |
| 1900 Frederick Leader | \$ 23,036.25 |
| 2000 Harlan Daily Enterprise | \$ 55,614.17 |
| 2002 Harlan Special Sections | \$ 3,003.00 |
| 2004 Harlan Website | \$ 5,280.00 |
| 2100 Hazard Herald | \$ 40,656.65 |
| 2101 Hazard Shopper Stopper TMC | \$ 26,231.87 |
| 2103 Hazard Website | \$ 1,025.00 |
| 2200 Middlesboro Daily News | \$ 75,593.61 |
| 2201 Cumberland Trading Post TMC | \$ 19,621.79 |
| 2203 Middlesboro Website | \$ 1,080.00 |
| 2300 Claiborne Progress | \$ 56,512.73 |
| 2301 Union County Times | \$ 68.80 |
| 2303 Claiborne Website | \$ 2,161.00 |
| 9/27/10 12:08 PM | Page 1 of 3 |
| Period To Date Summary | |

PREPAYMENT REPORT

This report shows prepayments/credits entered during a specified time frame.

How to Run a Prepayment Report:

1. From the main menu bar, choose **Reports > Money > Prepayments**.
2. On the Prepayments screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Search Method** — The method by which to search for payments, based on **Payments Between** dates.
- **Payments Between** — The date range when payments were posted.
- **Batches Dated** — Include batch dates based on the date options specified here.

See **Entering Dates (Introduction)** for more information on date-based options.

- **Posted in Period** — Run the report for prepayments posted in this accounting period.
- **Posted in Batch** — Run the report for prepayments posted in this batch. Leave this field blank to include all prepayments, regardless of batch.
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Prepayment Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Prepayment Report (With Credit Card)

| Acct # | Name | Ad # | Phone | Trans # | Amount | Code | Type | CC/Check # | Exp | Authorization |
|---|----------------|----------|---------------|-----------|---------|------|------|--|-------|---------------|
| MediaSpan Group | | | | | | | | | | |
| Prepayments Posted Between 4/1/11 to 4/30/11 | | | | | | | | | | |
| Sorted by ad taker who entered payment, transaction code | | | | | | | | | | |
| Admin System Administrator | | | | | | | | | | |
| 00045821 | Chris Stanley | 00409097 | (734)555-1212 | 401301879 | -113.70 | cc | cc | *****1111 Chris Stanley 35 Elm Park Ann Arbor MI 48104 | 12/11 | |
| 00045821 | Chris Stanley | 00409068 | (734)555-1212 | 401301878 | -114.35 | cc | cc | *****1111 Chris Stanley 35 Elm Park Ann Arbor MI 48104 | 12/11 | |
| 00045821 | Chris Stanley | 00409065 | (734)555-1212 | 401301877 | -103.35 | cc | cc | *****1111 Chris Stanley 35 Elm Park Ann Arbor MI 48104 | 12/11 | |
| 00045820 | John Pourtless | 00409057 | (123)456-7890 | 401301876 | -110.55 | cc | cc | *****1111 John Pourtless 2725 S. Industrial Highway Suite 100 Ann Arbor MI 48104 | 12/11 | |
| 00045820 | John Pourtless | 00409028 | (123)456-7890 | 401301874 | -110.55 | cc | cc | *****1111 John Pourtless 2725 S. Industrial Highway Suite 100 Ann Arbor MI 48104 | 12/11 | |
| 00045796 | Mediaspan | 00408971 | (734)662-5800 | 401301873 | -97.70 | cc | cc | *****1111 brian e mcnish 333 jackson Plaza Ann Arbor MI 48103 | 04/11 | |

QUICK AGING REPORT

This report summarizes accounts' aged information for all aging buckets for a specified accounting period.

How to Run a Quick Aging Report:

1. From the main menu bar, choose **Reports > Money > Quick Aging**.
2. On the Quick Aging screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Period** — The accounting period on which the report is based.
- **Aging Type** — The aging (setup) method to use for aged amounts on the report.
- **Business Unit** — The business units to include on the report.
- **Include Options** — The types of balances to include on the report.
- **Over Credit Limit** — Check this box to include aged amounts over their credit limits.
- **Past Due** — Check this box to include aged amounts that are past due.
- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Quick Aging Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Quick Aging Report

| MediaSpan Publications Quick Aging Report For One big period Sort By Amount | | | | | | | | | | | |
|--|----------|------------|----------|------|-------|----------|----------|-----------|----------|------------|--|
| Contact | Acct # | Total | current | 1-30 | 31-60 | 61-90 | 91-120 | 121-150 | 151-180 | Over 180 | |
| Dora's Teyloring | 00138604 | 349,784.10 | -105.10 | 0.00 | 0.00 | 0.00 | 1,850.76 | 10,213.26 | 115.49 | 337,604.59 | |
| 17AYIMediaSpan | 00138570 | 148,911.77 | 0.00 | 0.00 | 0.00 | 321.50 | 909.10 | 4,278.10 | 1,600.00 | 141,803.07 | |
| 372-HOLZER CLINIC | 00042257 | 40,698.39 | 0.00 | 0.00 | 0.00 | 531.46 | 531.46 | 1,954.54 | 0.00 | 38,212.39 | |
| 766-OLD TOWN MARKET | 00026497 | 37,430.15 | 0.00 | 0.00 | 0.00 | 608.44 | 608.44 | 1,999.55 | 0.00 | 34,822.16 | |
| 505 ZENITH MEDIA SERVICES INC | 00131312 | 36,076.41 | 2,526.50 | 0.00 | 0.00 | 0.00 | 360.94 | 1,810.49 | 0.00 | 31,378.48 | |
| 722-HARLAN FISCAL COURT | 00017704 | 35,677.37 | 0.00 | 0.00 | 0.00 | 0.00 | 320.16 | 2,019.20 | 0.00 | 33,338.01 | |
| 895-KING'S DAUGHTER MEDICAL CENTER | 00108703 | 33,959.85 | 0.00 | 0.00 | 0.00 | 0.00 | 59.84 | 1,355.61 | 0.00 | 32,544.40 | |
| 724-SEARS HOLDINGS MANAGEMENT CORP | 00020363 | 31,820.99 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 31,820.99 | |
| 897-KDMC-KING'S DAUGHTERS MEDICAL | 00111604 | 30,765.18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,236.47 | 0.00 | 29,528.71 | |
| 900-FRANCIS & KENDRICK | 00030458 | 30,316.73 | 0.00 | 0.00 | 0.00 | 0.00 | 514.70 | 1,444.18 | 0.00 | 28,357.85 | |
| 380-Thornhill Auto Group | 00134171 | 27,598.06 | 0.00 | 0.00 | 0.00 | 0.00 | 107.26 | 1,490.23 | 0.00 | 26,000.57 | |
| 724-SEARS ROEBUCK & COMPANY | 00019959 | 27,090.47 | 1,930.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25,160.04 | |
| 766-NEWS AMERICA MARKETING FSI, INC | 00026478 | 25,585.15 | 0.00 | 0.00 | 0.00 | 0.00 | 457.20 | 1,373.53 | 0.00 | 23,754.42 | |
| 722-Dan Partin's Office | 00070603 | 24,275.12 | 0.00 | 0.00 | 0.00 | 0.00 | 281.34 | 1,373.00 | 0.00 | 22,620.78 | |
| 480-KROGER | 00004749 | 23,186.58 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 23,186.58 | |
| 980-THORNHILL AUTO GROUP | 00033933 | 20,234.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 998.43 | 0.00 | 19,236.27 | |
| MediaTax | 00138585 | 19,464.72 | 0.00 | 0.00 | 0.00 | 1,981.30 | 0.00 | 1,972.94 | 0.00 | 15,510.48 | |
| 480-NEWS AMERICA MARKETING | 00009224 | 18,541.33 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 18,541.33 | |
| 895-SO. OHIO MED. CNTR. | 00109912 | 18,451.94 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 537.44 | 0.00 | 17,914.50 | |
| 505- UNITED SUPERMARKETS | 00009455 | 17,500.21 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 742.28 | 0.00 | 16,757.93 | |
| 371-MARK PORTER CHEVROLET | 00040892 | 17,385.13 | 0.00 | 0.00 | 0.00 | 0.00 | 446.94 | 854.12 | 0.00 | 16,084.07 | |
| 897-KROGER/PORTSMOUTH | 00111379 | 16,597.72 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 798.84 | 0.00 | 15,798.88 | |
| 480-BISHNIK | 00004679 | 16,171.08 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,171.08 | |
| 897-KMART/SEARS/P.TS #00000 785402 | 00111674 | 15,703.78 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 15,703.78 | |
| 897-BLACKBURNS FOOD MART | 00111483 | 15,278.05 | 0.00 | 0.00 | 0.00 | 0.00 | 176.92 | 743.30 | 0.00 | 14,357.83 | |
| 480-CONCUSSION, LLP. | 00007962 | 14,746.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 533.89 | 0.00 | 14,212.41 | |
| 480-MCSO HOSPITAL | 00004539 | 14,716.34 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 598.25 | 0.00 | 14,118.09 | |
| 380-LOGAN REGIONAL MEDICAL CENTER | 00099794 | 14,694.92 | 0.00 | 0.00 | 0.00 | 0.00 | 160.62 | 756.14 | 0.00 | 13,778.16 | |
| 372-PLEASANT VALLEY HOSPITAL | 00042645 | 14,408.10 | 0.00 | 0.00 | 0.00 | 0.00 | 40.66 | 585.82 | 0.00 | 13,801.62 | |
| 728-KROGER | 00023430 | 13,984.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 611.65 | 0.00 | 13,372.85 | |

RECONCILIATION REPORT

This report provides a “snapshot” of the accounting for a specified period.

How to Run a Reconciliation Report:

1. From the main menu bar, choose **Reports > Money > Reconciliation**.
2. On the Reconciliation screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Period** — The accounting period on which to base the report.
- **Business Units** — The business units to include in the report.
- **Include Totals For Ads Not Invoiced** — Check this box to include totals for ads that have not been invoiced during the specified period. The report takes longer to run if this box is checked.
- **Report Through** — Check this box to run the report based on the options selected/entered here.

See **Entering Dates (Introduction)** for more information on date-based options.

- **Sort By** — How the report will be sorted.
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Reconciliation Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Reconciliation Report

| Paxton Media Group | | | |
|---|----------------------------------|---------|-----------------|
| A/R End of Period Reconciliation | | | |
| Report For : 1106 Period 6 2011 2011-05-30 - 2011-06-26 | | | |
| Business Unit: 110 Paducah Sun | Non-Tax | Tax | Non-Tax + Tax |
| Beginning Balance | | | \$ 1,295,451.20 |
| Invoice | | | |
| Manual Invoice | \$ 1,300.00 | \$ 0.00 | \$ 1,300.00 |
| Total Invoice | \$ 1,300.00 | \$ 0.00 | \$ 1,300.00 |
| Payment | | | |
| Class Display | -\$ 1,223.36 | \$ 0.00 | -\$ 1,223.36 |
| Class Liner | -\$ 4,676.83 | \$ 0.00 | -\$ 4,676.83 |
| Manual Invoice | -\$ 2,782.90 | \$ 0.00 | -\$ 2,782.90 |
| No Family | -\$ 1,542.03 | \$ 0.00 | -\$ 1,542.03 |
| ROP | -\$ 11,986.47 | \$ 0.00 | -\$ 11,986.47 |
| Unit Based | -\$ 49,513.36 | \$ 0.00 | -\$ 49,513.36 |
| Total Payment | -\$ 71,724.95 | \$ 0.00 | -\$ 71,724.95 |
| Ending Balance | | | \$ 1,225,026.25 |
| | | | |
| As Of: 07/13/2011 | | | |
| Ads Not Invoiced But Scheduled | \$ 284,702.61 | | |
| Ads Not Invoiced But Published | \$ 24,430.21 | | |
| Through: 06/24/2011 | | | |
| Ads Not Invoiced But Scheduled | \$ 218,220.55 | | |
| Ads Not Invoiced But Published | \$ 24,430.21 | | |
| 7/13/11 11:31 AM | A/R End of Period Reconciliation | | Page 1 of 5 |

SALES TAX REPORT

This report breaks out and totals any taxes charged to customers during a specified accounting period.

How to Run a Sales Tax Report:

1. From the main menu bar, choose **Reports > Money > Sales Tax**.
2. On the Sales Tax screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Period** — The range of accounting periods on which to base the report.
- **Include Export AR Accounts** — Include in the report all accounts marked as Export AR.
- **Ad Type** — The ad types to include in the report.
- **Business Unit** — The business units to include in the report.
- **Sort By** — How the report will be sorted.
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Sales Tax Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Sales Tax Report

| MediaSpan Publications Sales Tax Report For : OBP - OBP | | Not Taxed | Amount Taxed | Calculated Tax | Actual Tax |
|---|-----------------|------------------------------------|-----------------------|------------------------|--|
| Tax Code | | | | | |
| cd Contract Display no tax | | | | Total no tax: | \$ 0.00 |
| NY tax | 8% NY Sales Tax | Invoice # 300530700 | \$ 126.00 | Total 8% NY Sales Tax: | \$ 10.08 |
| QA TAX | 3.75 3.75% | Invoice # 30055259 300530702 | \$ 14.00 \$ 100.00 | Total NY tax: | \$ 10.08 \$ 10.08 \$ 10.08 |
| cd Contract Display Total no tax | | | \$ 5,140.37 | Total QA TAX: | \$ 0.84 \$ 3.75 \$ 4.59 \$ 4.59 |
| 990 9.90% tax | | Invoice # 300555384 | \$ 13.13 | Total 3.75 3.75%: | \$ 0.30 \$ 0.30 |
| QA TAX | 3.75 3.75% | Invoice # 300555426 | \$ 6.45 | Total 990 9.90% tax: | \$ 1.77 \$ 1.77 \$ 2.07 |
| Tennessee Sales Tax | | Invoice # 300555384 | \$ 5.00 | Total QA TAX: | \$ 0.30 \$ 0.30 \$ 0.30 |
| September 16, 2010 | | Sales Tax | | Page 1 of 8 | |

ORDER-BASED REPORTS

These reports provide information about ad orders.

ADJUSTMENTS REPORT

This report shows all adjustments (including discounts) made to ads during a specified time frame. The report includes all adjustment levels, along with the type and amount of each adjustment. This report also includes the number of insertions and the name of the ad taker who made the adjustment.

If the report is being run for ads published or scheduled, the ad-level adjustments are included only if an ad's start date falls within the specified date range; publication-level adjustments are included only if the publication start date falls within the specified date range. On the adjustment report, the type of level adjustment is indicated by an **A** (for ad level), **P** (for publication level), and/or **I** (for insertion level).

NOTE: Ads that include adjustments that have been invoiced are shown on the Adjustments Invoiced Report.

How to Run an Adjustments Report:

1. From the main menu bar, choose **Reports > Orders > Adjustments**.
2. On the Adjustments screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Report For** — Run the report for ads scheduled or ads taken.
- **Date Range** — The dates for the report.

See **Entering Dates (Introduction)** for more information on date-based options.

- **Include Options** — Check the box next to each item to include in the report.
- **Ad Taker** — The ad takers to include in the report.
- **Ad Type** — The ad types to include in the report.

| Adjustment Description + - | | Business Unit + - | |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | 0000 Custom Color | <input checked="" type="checkbox"/> | 340 Russellville |
| <input checked="" type="checkbox"/> | 0001 Custom Color - TMC | <input checked="" type="checkbox"/> | 3410 Leitchfield |
| <input checked="" type="checkbox"/> | 0010 1 color | <input checked="" type="checkbox"/> | 370 Gallipolis |
| <input checked="" type="checkbox"/> | 0020 2 colors | <input checked="" type="checkbox"/> | 371 Demos... |
| Classification + - | | Account Type + - | |
| <input checked="" type="checkbox"/> | 0100 Legals | <input checked="" type="checkbox"/> | 340c Russellville Contract |
| <input checked="" type="checkbox"/> | 0200 ANNOUCEMENTS | <input checked="" type="checkbox"/> | 340o Russellville Commercial |
| <input checked="" type="checkbox"/> | 0205 Birthday / Anniversary (ANNOU) | <input checked="" type="checkbox"/> | 340r Russellville Retail |
| <input checked="" type="checkbox"/> | 0210 Other | <input checked="" type="checkbox"/> | 340s Russellville Special Sections |
| GL Code + - | | Publication + - | |
| <input checked="" type="checkbox"/> | 0000 House Advertising Class Liner | <input checked="" type="checkbox"/> | 1000 News Democrat & Leader |
| <input checked="" type="checkbox"/> | 0001 House Advertising Class Disp | <input checked="" type="checkbox"/> | 1002 News Democrat Special Sections |

- **Adjustment Description** — The adjustments to include in the report.
- **Business Unit** — The business units to include in the report.
- **Classification** — The classifications to include in the report.
- **Account Type** — The account types to include in the report.
- **GL Code** — The GL codes to include in the report.
- **Publication** — The publications to include in the report.

| Salesperson + - | | Sort By | |
|-------------------------------------|---------------------|--------------------------------|----------------|
| <input checked="" type="checkbox"/> | AI04 Bill Murphy | Sort 1 | Date |
| <input checked="" type="checkbox"/> | AI05 Amber Encorcia | Sort 2 | Publication |
| <input checked="" type="checkbox"/> | AI06 Ame Smith | Sort 3 | Ad Family |
| | | Sort 4 | Classification |
| Layout | | | |
| Report Type: Detail | | | |
| Saved Sets Save As Saved Set | | Custom Output Layouts Upload | |
| Saved Set Description | | Layout Description | |

- **Salesperson** — The salespersons to include in the report.
- **Sorts** — How the report will be sorted. Sort 1 is the primary sort; Sort 2 is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Adjustments Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Adjustments Report

| MediaSpan Publications | | | | |
|--|-----|------------|----------|--------|
| Adjustments for Ads Scheduled Between 11/01/10 and 11/08/10 | | | | |
| Sorted By Date,Publication,Ad Family,Classification | | | | |
| | Ads | Insertions | Units | Amount |
| 2010-11-01 | | | | |
| 1003 News Democrat Website | | | | |
| Class Liner | | | | |
| 0210 Happy Ads | 6 | 6 | 25.00 | 12.50 |
| 0220 Memory / Thank You (ANNOUNCE) | 1 | 1 | 5.00 | 2.50 |
| 0306 Building Materials (SERV) | 1 | 0 | 1.00 | 3.25 |
| Class Liner Total | 8 | 7 | 31.00 | 18.25 |
| 1003 News Democrat Website Total | 8 | 7 | 31.00 | 18.25 |
| 1300 The Daily Sentinel | | | | |
| Class Display | | | | |
| 0308 Business (SERV) | 1 | 1 | 45.00 | 11.25 |
| Class Display Total | 1 | 1 | 45.00 | 11.25 |
| 1300 The Daily Sentinel Total | 1 | 1 | 45.00 | 11.25 |
| 2010-11-01 Total | 9 | 8 | 76.00 | 29.50 |
| 2010-11-02 | | | | |
| 1000 News Democrat & Leader | | | | |
| Class Display | | | | |
| 0225 Notices (ANNOUNCE) | 1 | 1 | 1.00 | 1.00 |
| 0318 Domestic / Janitorial (SERV) | 1 | 1 | 8.00 | 2.00 |
| Class Display Total | 2 | 2 | 9.00 | 3.00 |
| Class Liner | | | | |
| 0100 Legals | 1 | 1 | 1.00 | 0.13 |
| 0210 Happy Ads | 7 | 14 | 35.00 | 26.00 |
| 0220 Memory / Thank You (ANNOUNCE) | 1 | 2 | 6.00 | 4.30 |
| 0304 Automotive (SERV) | 1 | 1 | 1.00 | 0.68 |
| 0306 Building Materials (SERV) | 1 | 1 | 1.00 | 0.65 |
| Class Liner Total | 11 | 19 | 44.00 | 31.76 |
| 1000 News Democrat & Leader Total | 13 | 21 | 53.00 | 34.76 |
| 1003 News Democrat Website | | | | |
| Class Liner | | | | |
| 0210 Happy Ads | 1 | 1 | 3.00 | 1.50 |
| Class Liner Total | 1 | 1 | 3.00 | 1.50 |
| 1003 News Democrat Website Total | 1 | 1 | 3.00 | 1.50 |
| 1300 The Daily Sentinel | | | | |
| Class Display | | | | |
| Adjustments for Ads Scheduled Between 11/01/10 and 11/08/10 | | | 11/04/10 | Page 1 |

ADJUSTMENTS INVOICED REPORT

This report shows all adjustments (including discounts) that have been invoiced during a specified time frame.

For a comparison report that includes adjustments invoiced during a specified range of dates or accounting periods, run the Adjustments Invoiced Comparison Report.

How to Run an Adjustments Invoiced Report:

1. From the main menu bar, choose **Reports > Orders > Adjustments Invoiced**.
2. On the Adjustments Invoiced screen, configure the information described below.

Adjustments Invoiced

Schedule | Run Now | Run Off Peak | **Deferred Process** | Add to Queue | View Queue

Description: Adjustments Invoiced 9/1-9/15/10 | Run On: 11/15/10
 Email Output To: | At: 6 : 00 PM | Recurs: Once
 Purge After 3 Days

Adjustments Invoiced Criteria

Apply Saved Set: [Dropdown]

Date Range | **Ad Families**

Begin: Fixed M 9 D 1 Y 2010 | Classified Liners | ROP
 End: Fixed M 9 D 15 Y 2010 | Classified Display | Unit Based
 Date Range | Period Range
 Begin: Fixed | End: Fixed

Include | **Business Unit** | + -

Order level adjustments | 340 Russellville
 Publication level adjustments | 3410 Leitchfield
 Insertion level adjustments | 370 Gallipolis

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Report For** — Base the report on a range of accounting periods or dates:
 - **Period Range** — Mark this button to base the report on the beginning and ending accounting-period range specified in the **Begin** and **End** fields located above this button.
 - **Date Range** — Mark this button to base the report on the beginning and ending date range specified in the **Begin** and **End** fields located below this button.

See **Entering Dates (Introduction)** for more information on date-based options.

- **Ad Families** — The ad families to include in the report.
- **Include Options** — Check the box next to each item to include in the report.
- **Business Unit** — The business units to include in the report.

| Sorts | | Layout | |
|--------------------------------|-------------|--|--|
| Sort 1 | Date | Standard | |
| Sort 2 | Adjustment | | |
| Sort 3 | Publication | | |
| Sort 4 | GL Code | | |
| Saved Sets Save As Saved Set | | Custom Output Layouts Upload | |
| Saved Set Description | | Layout Description | |
| | | Upload a Local File <input type="button" value="Browse..."/> | |

- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Adjustments Invoiced Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Adjustments Invoiced Report

| MediaSpan Publications Adjustments Invoiced | | | | |
|--|----------------------|-------|----------|-------------|
| Sort By : Date, Adjustment, Publication, GL Code | | | | |
| Report For : 9/1/10 - 9/15/10 | | | | |
| Adjustment | Invoices | Units | Amount | |
| 2010-09-02 | | | | |
| 1100 center | | | | |
| 1100 Grayson County News Gazette | | | | |
| 0001 House Advertising Class Disp | | | | |
| 1100 center | 3 | 3.00 | \$ 0.75 | |
| 0001 House Advertising Class Disp | 3 | 3.00 | \$ 0.75 | |
| 1100 Grayson County News Gazette | 3 | 3.00 | \$ 0.75 | |
| 1100 center Total | 3 | 3.00 | \$ 0.75 | |
| 9100 10% surcharge | | | | |
| 1000 News Democrat & Leader | | | | |
| 3220 Miscellaneous Revenue | | | | |
| 9100 10% surcharge | 17 | 17.00 | \$ 36.00 | |
| 3220 Miscellaneous Revenue Total | 17 | 17.00 | \$ 36.00 | |
| 1000 News Democrat & Leader Total | 17 | 17.00 | \$ 36.00 | |
| 9100 10% surcharge Total | 17 | 17.00 | \$ 36.00 | |
| 2010-09-02 Total | 20 | 20.00 | \$ 36.75 | |
| 2010-09-03 | | | | |
| 0001 Custom Color - TMC | | | | |
| 1000 News Democrat & Leader | | | | |
| 3015 All Color - TMC/Shopper | | | | |
| 0001 Custom Color - TMC | 2 | 2.00 | \$ 2.00 | |
| 3015 All Color - TMC/Shopper Total | 2 | 2.00 | \$ 2.00 | |
| 1000 News Democrat & Leader Total | 2 | 2.00 | \$ 2.00 | |
| 0001 Custom Color - TMC Total | 2 | 2.00 | \$ 2.00 | |
| 1200 blind box - mail | | | | |
| 1201 The Tri-County Marketplace TMC | | | | |
| 3220 Miscellaneous Revenue | | | | |
| 1200 blind box - mail | 2 | 2.00 | \$ 2.00 | |
| 3220 Miscellaneous Revenue Total | 2 | 2.00 | \$ 2.00 | |
| 1201 The Tri-County Marketplace TMC | 2 | 2.00 | \$ 2.00 | |
| 1200 blind box - mail Total | 2 | 2.00 | \$ 2.00 | |
| 1450 Online \$5 Photo Premium WEB | | | | |
| 1100 Grayson County News Gazette | | | | |
| 3215 Internet | | | | |
| 1450 Online \$5 Photo Premium WEB ON | 1 | 1.00 | \$ 5.00 | |
| 3215 Internet Total | 1 | 1.00 | \$ 5.00 | |
| 1100 Grayson County News Gazette | 1 | 1.00 | \$ 5.00 | |
| Unattached | | | | |
| 3215 Internet | | | | |
| 1450 Online \$5 Photo Premium WEB ON | 3 | 4.00 | \$ 20.00 | |
| 3215 Internet Total | 3 | 4.00 | \$ 20.00 | |
| Unattached Total | 3 | 4.00 | \$ 20.00 | |
| 1450 Online \$5 Photo Premium WEB | 4 | 5.00 | \$ 25.00 | |
| 1700 New Today InDesign | | | | |
| 1201 The Tri-County Marketplace TMC | | | | |
| 3220 Miscellaneous Revenue | | | | |
| 1700 New Today InDesign | 2 | 2.00 | \$ 5.00 | |
| 3220 Miscellaneous Revenue Total | 2 | 2.00 | \$ 5.00 | |
| 1201 The Tri-County Marketplace TMC | 2 | 2.00 | \$ 5.00 | |
| 1700 New Today InDesign Total | 2 | 2.00 | \$ 5.00 | |
| 11/4/10 10:49 | Adjustments Invoiced | | | Page 1 of 4 |

ADJUSTMENTS INVOICED COMPARISON REPORT

This report compares adjustments invoiced during two specified date or accounting period ranges.

How to Run an Adjustments Invoiced Comparison Report:

1. From the main menu bar, choose **Reports > Orders > Adjustments Invoiced Comparison**.
2. On the Adjustments Invoiced Comparison screen, configure the information described below.

The screenshot shows the configuration interface for the Adjustments Invoiced Comparison report. It is divided into several sections:

- Schedule & Deferred Process:** Includes buttons for 'Run Now', 'Run Off Peak', 'Deferred Process', 'Add to Queue', and 'View Queue'. Fields include 'Description' (Adj Invoiced Comparison 8&9/1-8&9/15/10), 'Run On' (11/15/10), 'Email Output To', 'At' (6:00 PM), 'Recurs' (Once), and 'Purge' (After 3 Days).
- Adjustments Invoiced Comparison Criteria:** Features an 'Apply Saved Set' dropdown.
- Date Range:** Contains 'Begin' and 'End' date pickers (Fixed, M 8, D 1, Y 2010) and radio buttons for 'Date Range' and 'Period Range'.
- Ad Families:** Includes checkboxes for 'Classified Liners', 'Classified Display', 'ROP', and 'Unit Based'. An 'Include' section has checkboxes for 'Order level adjustments', 'Publication level adjustments', and 'Insertion level adjustments'.
- Compare To:** Similar to the Date Range section, with 'Begin' and 'End' date pickers (Fixed, M 9, D 15, Y 2010) and radio buttons for 'Date Range' and 'Period Range'.
- Business Unit:** A list of business units with checkboxes: 340 Russellville, 3410 Leitchfield, 370 Gallipolis, 371 Pomeroy, 372 Point Pleasant, 380 Logan, and 382 Madison.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Date Range** — Base the report on a range of accounting periods or dates:
 - **Date Range** — Mark this button to base the report on the beginning and ending date range specified in the **Begin** and **End** fields located above this button.
 - **Period Range** — Mark this button to base the report on the beginning and ending accounting-period range specified in the **Begin** and **End** fields located below this button.

See [Entering Dates \(Introduction\)](#) for more information on date-based options.

- **Compare To** — Compare the Date Range dates/accounting periods (above) to the dates/accounting periods specified here.
- **Ad Families** — The ad families to include in the report.
- **“Include” Options** — Check the box next to each item to include in the report.
- **Business Unit** — The business units to include in the report.

The screenshot shows a web interface for configuring report settings. It is divided into two main sections: 'Sorts' and 'Layout'. Under 'Sorts', there are four dropdown menus labeled 'Sort 1' through 'Sort 4', with values 'Date', 'Adjustment', 'Publication', and 'GL Code' respectively. The 'Layout' section has a dropdown menu currently set to 'Standard'. Below these sections are two tabs: 'Saved Sets' and 'Custom Output Layouts'. The 'Saved Sets' tab has a 'Save As Saved Set' button and a text input field for 'Saved Set Description'. The 'Custom Output Layouts' tab has an 'Upload' button, a text input field for 'Layout Description', and an 'Upload a Local File' button with a 'Browse...' button next to it.

- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Adjustments Invoiced Comparison Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Adjustments Invoiced Comparison Report

| MediaSpan Publications | | | | | | | | | | | |
|--|------------------|-------|----------|------------------|-------|---------|------------|-------|-----------|--|--|
| Adjustments Invoiced Comparison | | | | | | | | | | | |
| Sort By : Date, Adjustment, Publication, GL Code | | | | | | | | | | | |
| Report For : 8/1/10 - 8/15/10 compared to 9/1/10 - 9/15/10 | | | | | | | | | | | |
| Adjustment | 8/1/10 - 8/15/10 | | | 9/1/10 - 9/15/10 | | | Difference | | | | |
| | Invoices | Units | Amount | Invoices | Units | Amount | Invoices | Units | Amount | | |
| 2010-08-03 | | | | | | | | | | | |
| 1450 Online \$5 Photo Premium WEB | | | | | | | | | | | |
| 1100 Grayson County News Gazette | | | | | | | | | | | |
| 3215 Internet | 1 | 1.00 | \$ 5.00 | 0 | 0.00 | \$ 0.00 | -1 | -1.00 | -\$ 5.00 | | |
| 1450 Online \$5 Photo Premium WEB ON | | | | | | | | | | | |
| 3215 Internet Total | 1 | 1.00 | \$ 5.00 | 1 | 0.00 | \$ 0.00 | 0 | -1.00 | \$ 0.00 | | |
| 1100 Grayson County News Gazette | 1 | 1.00 | \$ 5.00 | 0 | 0.00 | \$ 0.00 | -1 | -1.00 | -\$ 5.00 | | |
| 1450 Online \$5 Photo Premium WEB | 1 | 1.00 | \$ 5.00 | 0 | 0.00 | \$ 0.00 | -1 | -1.00 | -\$ 5.00 | | |
| 9200 20% surcharge | | | | | | | | | | | |
| 1000 News Democrat & Leader | | | | | | | | | | | |
| 3220 Miscellaneous Revenue | 3 | 3.00 | \$ 6.75 | 0 | 0.00 | \$ 0.00 | -3 | -3.00 | -\$ 6.75 | | |
| 9200 20% surcharge | 3 | 3.00 | \$ 6.75 | 3 | 0.00 | \$ 0.00 | 0 | -3.00 | \$ 0.00 | | |
| 3220 Miscellaneous Revenue | 3 | 3.00 | \$ 6.75 | 0 | 0.00 | \$ 0.00 | -3 | -3.00 | -\$ 6.75 | | |
| 1000 News Democrat & Leader | 3 | 3.00 | \$ 6.75 | 0 | 0.00 | \$ 0.00 | -3 | -3.00 | -\$ 6.75 | | |
| 9200 20% surcharge Total | 3 | 3.00 | \$ 6.75 | 0 | 0.00 | \$ 0.00 | -3 | -3.00 | -\$ 6.75 | | |
| 9200-08-03 Total | 4 | 4.00 | \$ 11.75 | 0 | 0.00 | \$ 0.00 | -4 | -4.00 | -\$ 11.75 | | |
| 2010-08-13 | | | | | | | | | | | |
| 1450 Online \$5 Photo Premium WEB | | | | | | | | | | | |
| 1100 Grayson County News Gazette | | | | | | | | | | | |
| 3215 Internet | 1 | 1.00 | \$ 5.00 | 0 | 0.00 | \$ 0.00 | -1 | -1.00 | -\$ 5.00 | | |
| 1450 Online \$5 Photo Premium WEB ON | | | | | | | | | | | |
| 3215 Internet Total | 1 | 1.00 | \$ 5.00 | 1 | 0.00 | \$ 0.00 | 0 | -1.00 | \$ 0.00 | | |
| 1100 Grayson County News Gazette | 1 | 1.00 | \$ 5.00 | 0 | 0.00 | \$ 0.00 | -1 | -1.00 | -\$ 5.00 | | |
| 1450 Online \$5 Photo Premium WEB | 1 | 1.00 | \$ 5.00 | 0 | 0.00 | \$ 0.00 | -1 | -1.00 | -\$ 5.00 | | |
| 2010-08-13 Total | 1 | 1.00 | \$ 5.00 | 0 | 0.00 | \$ 0.00 | -1 | -1.00 | -\$ 5.00 | | |
| 2010-09-02 | | | | | | | | | | | |
| 1100 center | | | | | | | | | | | |
| 1100 Grayson County News Gazette | | | | | | | | | | | |
| 0001 House Advertising Class | 0 | 0.00 | \$ 0.00 | 3 | 3.00 | \$ 0.75 | 3 | 3.00 | \$ 0.75 | | |
| 1100 center | 0 | 0.00 | \$ 0.00 | 0 | 0.00 | \$ 0.75 | 0 | 3.00 | \$ 0.75 | | |
| 0001 House Advertising Class | 0 | 0.00 | \$ 0.00 | 3 | 3.00 | \$ 0.75 | 3 | 3.00 | \$ 0.75 | | |
| 1100 Grayson County News Gazette | 0 | 0.00 | \$ 0.00 | 3 | 3.00 | \$ 0.75 | 3 | 3.00 | \$ 0.75 | | |

ADS TAKEN—CLASSIFIED REPORT

This report shows classified ads taken during a specified time frame.

How to Run an Ads Taken-Classified Report:

1. From the main menu bar, choose **Reports > Orders > Ads Taken-Classified**.
2. On the Ads Taken-Classified screen, configure the information described below.

Ads Taken - Classified

Schedule | Run Now | Run Off Peak

Deferred Process | Add to Queue | View Queue

Description: Jan-May 2011

Run On: 5/24/11

Email Output To: [Empty]

At: 6 : 00 PM

Purge After 3 Days

Recurs: Once

Time Now: 5/24/11 11:08:46 AM PDT

Ads Taken - Classified Criteria

Apply Saved Set: [Empty]

Report For

Ads Taken [Dropdown]

Begin: Fixed M 1 D 1 Y 2011

End: Fixed M 5 D 15 Y 2011

Specific Account Number: [Empty]

Ad Families

Classified Liners Set Asides

Classified Display

Ad Taker | + -

| | |
|-------------------------------------|-------------------|
| <input checked="" type="checkbox"/> | BEL Bel |
| <input checked="" type="checkbox"/> | BEM Brian McNish |
| <input checked="" type="checkbox"/> | Baseview Baseview |
| <input checked="" type="checkbox"/> | C2 Chris two |
| <input checked="" type="checkbox"/> | CG Carla Green |

Ad Type | + -

| | |
|-------------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | cd Classified Display |
| <input checked="" type="checkbox"/> | cl Classified Liners |
| <input checked="" type="checkbox"/> | csd Classified Service Directory |
| <input checked="" type="checkbox"/> | bu Business |

Classification | + -

| | |
|-------------------------------------|---------------------|
| <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | 000 Cards of Thanks |

Account Type | + -

| | |
|-------------------------------------|-------------|
| <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | bu Business |

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Report For** — Base the report on a range of dates when ads were taken.

See **Entering Dates (Introduction)** for more information on date-based options.

- **Ad Families**— The ad families to include in the report.
- **Ad Taker** — The ad takers to include in the report.
- **Ad Type** — The ad types to include in the report.
- **Classification** — The classifications to include in the report.
- **Account Type** — The account types to include in the report.

- **Salesperson**— The salespersons to include in the report.
- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Ad Attribute Filters** – Any configured attributes will be available for selection in this area of the screen. If no attributes are configured, attributes are not shown on this screen.
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample summary Ads Taken-Classified Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Ads Taken-Classified Report (Summary)

| MediaSpan Group Ads Taken - Classified Sort By Classification, Publication For Ads Taken Between 01/01/11 and 05/15/11 | | | | | | |
|---|-------|---------|---------|----------|--------|-------|
| | # Ads | Inserts | Cost | Inches | Words | Lines |
| 000 Cards of Thanks | | | | | | |
| 01 Pioneer | 6 | 7 | 89.75 | 9.417 | 396 | 76 |
| 02 TriCounty | 1 | 1 | 16.40 | 1.111 | 33 | 9 |
| 51 Manistee News Advocate | 1 | 1 | 18.30 | 0.819 | 46 | 7 |
| 53 Benzie County Record Patriot | 1 | 1 | 12.85 | 1.486 | 39 | 12 |
| null null | 2 | 0 | 10.50 | 0.000 | 0 | 0 |
| Total for 000 Cards of Thanks | 8 | 10 | 147.80 | 12.833 | 514 | 104 |
| 002 Obituary | | | | | | |
| 01 Pioneer | 39 | 39 | 2260.04 | 134.695 | 148 | 1085 |
| 03 River Valley | 3 | 3 | 51.83 | 0.458 | 9 | 4 |
| 04 Lake County Star | 5 | 5 | 126.93 | 28.500 | 19 | 228 |
| 08 Pioneer Osceola Edition | 7 | 7 | 262.10 | 58.000 | 34 | 465 |
| Total for 002 Obituary | 54 | 54 | 2700.90 | 221.653 | 210 | 1782 |
| 010 In Memoriams | | | | | | |
| 01 Pioneer | 1 | 1 | 24.75 | 3.236 | 76 | 26 |
| 03 River Valley | 1 | 1 | 10.45 | 0.486 | 16 | 4 |
| 08 Pioneer Osceola Edition | 1 | 1 | 38.25 | 4.833 | 132 | 39 |
| 51 Manistee News Advocate | 2 | 2 | 46.00 | 6.000 | 6 | 48 |
| null null | 1 | 0 | 7.50 | 0.000 | 0 | 0 |
| Total for 010 In Memoriams | 5 | 5 | 126.95 | 14.556 | 230 | 117 |
| 020 Personals | | | | | | |
| 01 Pioneer | 3 | 7 | 160.90 | 11.936 | 41 | 96 |
| null null | 1 | 0 | 5.50 | 0.000 | 0 | 0 |
| Total for 020 Personals | 3 | 7 | 166.40 | 11.936 | 41 | 96 |
| 030 Special Notices | | | | | | |
| 01 Pioneer | 5 | 48 | 37.50 | 224.208 | 126 | 1794 |
| 02 TriCounty | 3 | 11 | 0.00 | 59.000 | 11 | 472 |
| 03 River Valley | 4 | 8 | 129.20 | 16.889 | 288 | 136 |
| 04 Lake County Star | 2 | 4 | 7.65 | 14.111 | 21 | 113 |
| 05 Pioneer East | 3 | 11 | 0.00 | 59.000 | 11 | 472 |
| 08 Pioneer Osceola Edition | 4 | 7 | 20.25 | 18.542 | 39 | 149 |
| 51 Manistee News Advocate | 40 | 197 | 2987.30 | 538.847 | 6072 | 4333 |
| 52 West Shore Shopper | 4 | 5 | 81.97 | 14.847 | 54 | 119 |
| 53 Benzie County Record Patriot | 2 | 2 | 0.00 | 7.736 | 33 | 62 |
| Ads Taken - Classified | | | | 05/24/11 | Page 1 | |

ADS TAKEN—ROP REPORT

This report shows ROP ads taken during a specified time frame.

How to Run an Ads Taken-ROP Report:

1. From the main menu bar, choose **Reports > Orders > Ads Taken - ROP**.
2. On the Ads Taken-ROP screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Report For** — Base the report on a range of dates when ads were taken.

See [Entering Dates \(Introduction\)](#) for more information on date-based options.

- **Include/Exclude** — Mark the checkbox next to each item to include in the report.
- **Ad Taker** — The ad takers to include in the report.
- **Ad Type** — The ad types to include in the report.
- **Color** — The colors to include in the report.
- **Account Type** — The account types to include in the report.

The screenshot shows the AdManagerPro report configuration interface. It is organized into several sections:

- Salesperson:** A list with checkboxes for 'Admin System Administrator', 'BEL Bel', and 'BEM Brian McNish'.
- Kind:** A list with checkboxes for '0Contract Start Date3 BANNER NMS SEQUENCE', '0Contract Start Date4 BANNER NMS SEQUENCE', and '10Contract Start Date1 BANNER NMS SEQUENCE'.
- Market:** A list with checkboxes for 'ABC Merchant ABC's', 'AFTE After the Fair', and 'ALL All Around the Home'.
- Product:** A list with checkboxes for 'BANNER NA-Banner Product', 'COMP Computers', and 'CONV CONV'.
- Publication:** A list with checkboxes for '00 Balance Sheet', '01 Pioneer', and '02 TriCounty'.
- Sort By:** Three dropdown menus labeled 'Sort 1', 'Sort 2', and 'Sort 3'. 'Sort 1' is set to 'Ad Number', 'Sort 2' is 'None', and 'Sort 3' is 'None'.
- Ad Attribute Filters:** A checkbox for 'Ad Placement' and a dropdown menu set to 'Email'.
- Layout:** A dropdown menu for 'Report Type' set to 'Detail'.
- Saved Sets:** A 'Save As Saved Set' button and a text box for 'Saved Set Description'.
- Custom Output Layouts:** An 'Upload' button, a text box for 'Layout Description', and a 'Browse...' button for 'Upload a Local File'.

- **Salesperson** — The salespersons to include in the report.
- **Kind/Market/Product** — The Kind/Market/Product codes to include in the report.
- **Publication** — The publications to include in the report.
- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Ad Attribute Filters** — Any configured attributes will be available for selection in this area of the screen. If no attributes are configured, attributes are not shown on this screen.
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Ads Taken-ROP Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Ads Taken-ROP Report (Detail)

| MediaSpan Group | | | | | | | | | | |
|--|-------------------------|---------------|----------|----------|--------------------|-------|--------|----------------------|------|-----------------------------|
| ROP Ads Taken Between 1/1/11 - 5/15/11 | | | | | | | | | | |
| Sorted by Ad Number | | | | | | | | | | |
| Edition | Start | Stop | Rate | Sec | Page | Color | Market | Product | Kind | Cost |
| 00405763 | | | | | | | | | | |
| SPARTA CHEVROLET | | | | | | | | | | |
| | 00405763 | TV Guide fill | | | 5 X 3.00 | | | Mod Size: P56 | | Alt Acct #: Setaside: |
| | 01 | Pioneer | 12/31/10 | 12/31/10 | fr Free ROP | | | Column Inches: 15.00 | | 0.00 |
| | Total For Ad#: 00405763 | | | | | | | | | 0.00 |
| | Total For 00405763 | | | | | | | | | 0.00 |
| 00405764 | | | | | | | | | | |
| THE HEALING CENTER | | | | | | | | | | |
| | 00405764 | Pto Fill | | | 2 X 5.00 | | | Mod Size: P56 | | Alt Acct #: Setaside: |
| | 01 | Pioneer | 12/31/10 | 12/31/10 | fr Free ROP | | | Column Inches: 10.00 | | 0.00 |
| | Total For Ad#: 00405764 | | | | | | | | | 0.00 |
| | Total For 00405764 | | | | | | | | | 0.00 |
| 00405766 | | | | | | | | | | |
| SAGE'S MEAT PROCESSING | | | | | | | | | | |
| | 00405766 | BRIDAL | | | 2 X 2.00 | | | Mod Size: BRID | | Alt Acct #: 70638 Setaside: |
| | 03 | River Valley | 01/17/11 | 01/17/11 | ss Special Section | | | Column Inches: 4.00 | | 30.00 |
| | Total For Ad#: 00405766 | | | | | | | | | 30.00 |
| | Total For 00405766 | | | | | | | | | 30.00 |
| 00405767 | | | | | | | | | | |
| MISCELLANEOUS INCHES 2010 | | | | | | | | | | |
| | | | | | | | | Account #: 00043574 | | Alt Acct #: |

ADS TAKEN—UNIT REPORT

This report shows unit-based ads taken during a specified time frame.

How to Run an Ads Taken-Unit Report:

1. From the main menu bar, choose **Reports > Orders > Ads Taken - Unit**.
2. On the Ads Taken-Unit screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Ads Taken (Date Range)** — Base the report on a range of dates when ads were taken.

See **Entering Dates (Introduction)** for more information on date-based options.

- **“Include” Options** — Mark the checkbox next to each item to include in the report.
- **Account Type** — The account types to include in the report.
- **Ad Type** — The ad types to include in the report.
- **Ad Taker** — The ad takers to include in the report.
- **Kind** — The Kind codes to include in the report.

| Salesperson + - | | Market + - | |
|-------------------------------------|--------------------------------------|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | Admin System Administrator | <input checked="" type="checkbox"/> | 0027 Appliances |
| <input checked="" type="checkbox"/> | AI04 Bill Murphy | <input checked="" type="checkbox"/> | 0100 Automotive : New |
| <input checked="" type="checkbox"/> | AI05 Amber Encorcia | <input checked="" type="checkbox"/> | 0200 Automotive : Used |
| <input checked="" type="checkbox"/> | AI06 Amber Smith | <input checked="" type="checkbox"/> | 0250 Auto Services |
| Publication + - | | Product + - | |
| <input checked="" type="checkbox"/> | 1000 News Democrat & Leader | <input checked="" type="checkbox"/> | 0001 4-H |
| <input checked="" type="checkbox"/> | 1002 News Democrat Special Sections | <input checked="" type="checkbox"/> | 0033 4th Of July |
| <input checked="" type="checkbox"/> | 1003 News Democrat Website | <input checked="" type="checkbox"/> | 0065 9/11 Sponsor |
| <input checked="" type="checkbox"/> | 1004 News Democrat Community Edition | <input checked="" type="checkbox"/> | 0007 ABC Christmas Gift |
| Sort By | | Layout | |
| Sort 1 | Publication | Report Type | Detail |
| Sort 2 | Date | | |
| Sort 3 | Customer | | |
| Saved Sets Save As Saved Set | | Custom Output Layouts Upload | |
| Saved Set Description | | Layout Description | |

- **Salesperson** — The salespersons to include in the report.
- **Market** — The Market codes to include in the report.
- **Publication** — The publications to include in the report.
- **Product** — The Product codes to include in the report.
- **Sorts** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort, and so on. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Ads Taken-Unit Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

BLIND BOX REPORT

This report lists ads that use blind boxes for mail and/or pickup. The report includes the box number, number of box replies, customer information, ad schedule, and any ad notes.

How to Run a Blind Box Report:

1. From the main menu bar, choose **Reports > Orders > Blind Box**.
2. On the Blind Box screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Date Range** — Base the report on a range of dates when ads were taken.

See [Entering Dates \(Introduction\)](#) for more information on date-based options.

- **Ads Taken/Started/Stopped** — Choose to report on ads taken/started/stopped during the specified date range.
- **Include** — Mark the checkbox next to each item to include in the report.
- **Sorts** — How the report will be sorted.
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Blind Box Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Blind Box Report

| MediaSpan Publications | | | | |
|---|------------------|---|----------|---|
| Blind Box Ads Started 11/15/10 - 11/30/10 | | | | |
| Sort By: Box Number | | | | |
| Box # | Cust # | Customer | Ad # | Slug line |
| 145 | | | | |
| 145 | 00044918 | Fred Flintstone Super 8 Motel 321 Upper River Rd Gallipolis AL 45631 (313) 555-1212 | 60002563 | Babysitter Wanted Weekda Start:11/15/2010 Stop:11/30/2010 Notes: |
| | Replies:0 | | | |
| | Taken:11/09/2010 | | | |
| | | | | Total : 1 |
| 146 | | | | |
| 146 | 00138681 | Barney Rubble 123 Boulder Lane Bedrock MD 12345 (734) 555-1212 | 60002592 | Reward for lost pet! Pet dinos Start:11/16/2010 Stop:12/06/2010 Notes: |
| | Replies:0 | | | |
| | Taken:11/15/2010 | | | |
| | | | | Total : 1 |
| <hr/> | | | | |
| November 15, 2010 | | Blind Box | | Page 1 of 1 |

SALES REPORT

The Sales Report lists ads taken, scheduled, or published between a specified date range.

If the report is being run for ads published or scheduled, the ad-level adjustments are included only if the ad's start date falls within the specified date range. Publication-level adjustments are included only if the publication start date falls within the specified date range.

How to Run a Sales Report:

1. From the main menu bar, choose **Reports > Orders > Sales**.
2. On the Sales screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Report For** — Run the report for ads published, scheduled, ads taken.
- **Date Range** — The dates for the report.

See [Entering Dates \(Introduction\)](#) for more information on date-based options.

- **Include Options** — Check the box next to each item to include in the report.
- **Exclude Options** — Check the box next to each item to exclude from the report.
- **Order & Default Salesperson** — The order and default salespersons to include in the report.
- **Business Unit** — The business units to include in the report.
- **Ad Taker** — The ad takers to include in the report.

| Ad Type + - | | Classification + - | |
|-------------------------------------|-----------------------|-------------------------------------|---------------------|
| <input checked="" type="checkbox"/> | Unattached | <input checked="" type="checkbox"/> | Unattached |
| <input checked="" type="checkbox"/> | CONV CONV | <input checked="" type="checkbox"/> | 000 Cards of Thanks |
| <input checked="" type="checkbox"/> | CO_1 Classified ROP | <input checked="" type="checkbox"/> | 002 Obituary |
| Publication + - | | Account Type + - | |
| <input checked="" type="checkbox"/> | Unattached | <input checked="" type="checkbox"/> | CONV CONV |
| <input checked="" type="checkbox"/> | 00 Balance Sheet | <input checked="" type="checkbox"/> | NO DO NOT USE |
| <input checked="" type="checkbox"/> | 01 Pioneer | <input checked="" type="checkbox"/> | bu Business |
| Report Group + - | | Sort By | |
| <input checked="" type="checkbox"/> | Unattached | Sort 1 | Ad Family |
| <input checked="" type="checkbox"/> | Ad Entry Report Group | Sort 2 | None |
| <input checked="" type="checkbox"/> | Sales Report Group | Sort 3 | None |
| Based On Ad Taker | | Sort 4 | None |
| Layout | | | |
| Report Type | | Detail | |
| Saved Sets Save As Saved Set | | Custom Output Layouts Upload | |
| Saved Set Description | | Layout Description | |
| | | Upload a Local File | |

- **Ad Type** — The ad types to include in the report.
- **Classification** — The classifications to include in the report.
- **Publication** — The publications to include in the report.
- **Account Type** — The account types to include in the report.
- **Report Group** — The report groups to include in the report.
- **Sort By** — How the report will be sorted. **Sort 1** is the primary sort; **Sort 2** is the secondary sort. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample Sales Report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample Sales Report

| The Pioneer Group | | | | | | | | | | | |
|--|----------|----------------------------|----------|------|-------|-------|---------------|------------|--------------|------------|--------|
| Sales Report for Ads Scheduled Between 09/20/10 and 11/10/10 | | | | | | | | | | | |
| Sort By Date, Ad Family | | | | | | | | | | | |
| Acct # | Ad # | Sort | Setaside | Ins. | Words | Lines | Column Inches | Adjustment | Edition Cost | Total Cost | |
| 2010-09-20 | | | | | | | | | | | |
| Class Display | | | | | | | | | | | |
| 00029561 | 00265443 | DONT FORGET TO | | 1 | 10 | 16 | 4.000 | 0.00 | 0.00 | 0.00 | |
| 00029561 | 00374497 | Animal Shelter PIO | | 1 | 1 | 16 | 4.000 | 0.00 | 0.00 | 0.00 | |
| 00029165 | 00391075 | ASAP# 3726987 | | 1 | 341 | 70 | 8.736 | 0.00 | 47.20 | 47.20 | |
| 07100125 | 00391076 | Conley, Samuel | | 1 | 1056 | 235 | 29.361 | 0.00 | 129.80 | 129.80 | |
| 03101028 | 00391723 | Perrier, Kathryn | | 1 | 557 | 119 | 14.861 | 0.00 | 70.80 | 70.80 | |
| 03101028 | 00391785 | Lintermuth, Sharon | | 1 | 364 | 78 | 9.736 | 0.00 | 47.20 | 47.20 | |
| 03102153 | 00392144 | Tanis, Lee | | 1 | 482 | 119 | 14.861 | 0.00 | 53.83 | 53.83 | |
| 03100968 | 00392237 | Dale A Vaughn, 9/20/10 | | 1 | 1 | 1 | 0.111 | 0.00 | 64.39 | 64.39 | |
| 03100968 | 00392238 | Barbara R Kailing | | 1 | 1 | 1 | 0.111 | 0.00 | 73.46 | 73.46 | |
| Class Display Total (Ads = 9): | | | | 9 | 2813 | 655 | 85.778 | 0.00 | 486.68 | 486.68 | |
| Class Liner | | | | | | | | | | | |
| 00029561 | 00292551 | EARN THOUSAND\$ | | 1 | 85 | 16 | 1.972 | 0.00 | 0.00 | 0.00 | |
| a0100048 | 00308412 | Subscribe to the Pioneer | | 1 | 45 | 10 | 1.236 | 0.00 | 0.00 | 0.00 | |
| 00029561 | 00367586 | Garage Sale Prices- PIO | | 1 | 77 | 28 | 3.431 | 0.00 | 0.00 | 0.00 | |
| a0101067 | 00388349 | NET-PORT Pio | | 1 | 9 | 17 | 2.111 | 0.00 | 0.00 | 0.00 | |
| 07102344 | 00388722 | Cash Paid Sept | | 1 | 24 | 6 | 0.736 | 0.00 | 29.00 | 29.00 | |
| 69101827 | 00389268 | ROOFING: ALL TYPES | | 1 | 21 | 10 | 1.236 | 0.00 | 0.00 | 0.00 | |
| 03104219 | 00390426 | ANDYS TREE SERVICE | | 1 | 39 | 30 | 3.639 | 0.00 | 0.00 | 0.00 | |
| 00100973 | 00390758 | BIG RAPIDS, 3-bedroom | | 1 | 13 | 4 | 0.486 | 0.00 | 7.93 | 7.93 | |
| 69101687 | 00390983 | Sugar Beets By The | | 1 | 28 | 6 | 0.736 | 0.00 | 30.40 | 30.40 | |
| 03100397 | 00391238 | PO #10087 | | 1 | 61 | 14 | 1.736 | 0.00 | 19.50 | 19.50 | |
| b0100261 | 00391309 | Mobile Home in excellent | | 1 | 15 | 4 | 0.486 | 0.00 | 8.10 | 8.10 | |
| b0102677 | 00391311 | Couch for Sale- Blue, in | | 1 | 21 | 5 | 0.611 | 0.00 | 0.00 | 0.00 | |
| 41100837 | 00391325 | END OF THE | | 1 | 46 | 17 | 2.083 | 0.00 | 43.20 | 43.20 | |
| a0100192 | 00391341 | Breast Cancer Combo | | 1 | 52 | 12 | 1.486 | 0.00 | 45.30 | 45.30 | |
| a0100009 | 00391481 | Health & Wellness Aug | | 1 | 45 | 11 | 1.361 | 0.00 | 4.17 | 4.17 | |
| 69700537 | 00391565 | Registered Nurse On-Call | | 1 | 158 | 41 | 5.014 | 0.00 | 43.75 | 43.75 | |
| 69700537 | 00391578 | Spiritual Care Coordinator | | 1 | 114 | 32 | 3.889 | 0.00 | 32.75 | 32.75 | |
| 69700537 | 00391586 | Registered Nurses | | 1 | 142 | 40 | 4.889 | 0.00 | 39.75 | 39.75 | |
| Sales Report for Ads Scheduled Between 09/20/10 and 11/10/10 | | | | | | | | | | 11/05/10 | Page 1 |

CUSTOM SALES REPORT

The Custom Sales Report function contains the same report-selection criteria as the Sales Report function, but with additional restriction options for Product, Market, Kind, Color, Rate Code, and GL Code.

Setup

To make the Custom Sales Report available, follow these procedures:

- Copy **Customsales.jar** file (provided by MediaSpan) to the following path on the AMP application server machine:

On a Mac: [Hard Drive]:\Library\MediaSpan\[Database_Instance_Name]\Reports\Customs

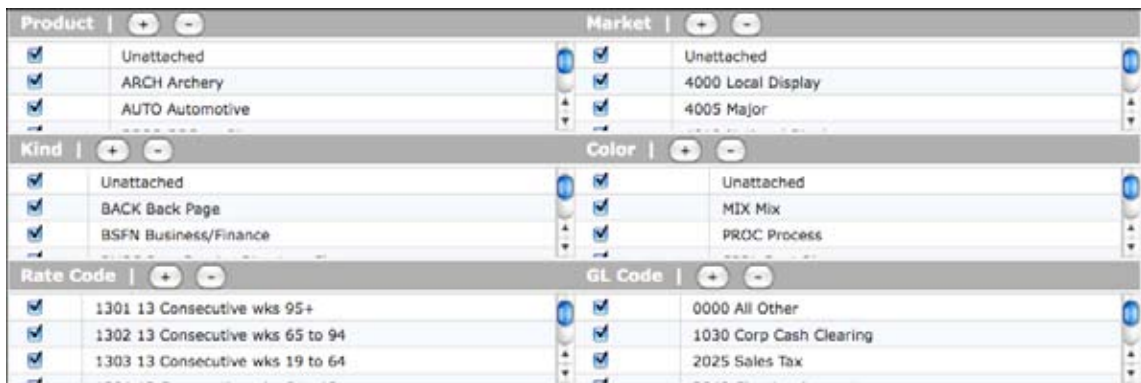
On a PC: [Hard Drive]:\MediaSpan\[Database_Instance_Name]\Reports\Customs

- Restart the AMP server.

How to Run a Custom Sales Report:

1. From the main menu bar, choose **Reports > Customs > Custom Sales**.
2. On the Custom Sales screen, configure the report-selection criteria.

NOTE: The report criteria on the Custom Sales screen is the same as the criteria on the standard Sales Report screen; however, the Custom Sales screen contains Product, Market, Kind, Color, Rate Code, and GL Code restriction options.



3. Schedule the report to run.

Sample Custom Sales Report (Summary)

| Paxton Media Group | | | | | | | | | | |
|--|----------|----------------------------|----------|------|-------|-------|---------------|------------|--------------|------------|
| Sales Report for Ads Published Between 05/01/11 and 05/31/11 | | | | | | | | | | |
| Sort By Publication, Classification | | | | | | | | | | |
| Acct # | Ad # | Sort | Setaside | Ins. | Words | Lines | Column Inches | Adjustment | Edition Cost | Total Cost |
| 20PS The Paducah Sun | | | | | | | | | | |
| 0107 Special Notice | | | | | | | | | | |
| 20006217 | 20000098 | ClassifiedAdvertisingDept. | | 29 | 4060 | 1856 | 218.708 | 0.00 | 0.00 | 0.00 |
| 20006217 | 20000117 | FREEEnd Rolls & | | 28 | 1120 | 392 | 45.889 | 0.00 | 0.00 | 0.00 |
| 20006217 | 20000169 | CLASSIFIEDADVERTISIN | | 29 | 1073 | 348 | 40.680 | 0.00 | 0.00 | 0.00 |
| 20017114 | 20050582 | MEMORIAL Weekend in | | 1 | 71 | 20 | 2.347 | 0.00 | 78.40 | 78.40 |
| 20040375 | 20051010 | THE annual election for | | 3 | 72 | 21 | 2.417 | 0.00 | 49.98 | 49.98 |
| 20007918 | 20051261 | AFTER reading the May 9, | | 7 | 273 | 84 | 9.819 | 0.00 | 153.72 | 153.72 |
| 20006852 | 20051375 | FIRE SAFE | | 5 | 185 | 45 | 5.208 | 0.00 | 92.25 | 92.25 |
| 20006217 | 20053226 | Classified Advertising | | 2 | 64 | 30 | 3.361 | 0.00 | 0.00 | 0.00 |
| 0107 Special Notice Total (Ads = 8): | | | | 104 | 6918 | 2796 | 328.430 | 0.00 | 374.35 | 374.35 |
| 0114 Happy Ads | | | | | | | | | | |
| 20006992 | 20050538 | HappySweet ?? | | 1 | 5 | 6 | 0.597 | 0.00 | 0.00 | 0.00 |
| 20024643 | 20051288 | Happy Birthday Karen | | 1 | 1 | 20 | 2.250 | 0.00 | 35.20 | 35.20 |
| 0114 Happy Ads Total (Ads = 2): | | | | 2 | 6 | 26 | 2.847 | 0.00 | 35.20 | 35.20 |
| 0128 In Memoriam | | | | | | | | | | |
| 20033376 | 20050493 | In Loving Memory of | | 1 | 49 | 14 | 1.625 | 0.00 | 31.22 | 31.22 |
| 0128 In Memoriam Total (Ads = 1): | | | | 1 | 49 | 14 | 1.625 | 0.00 | 31.22 | 31.22 |
| 0135 Personals | | | | | | | | | | |
| 20035332 | 20051885 | ANYONE knowing where | | 1 | 28 | 8 | 0.931 | 0.00 | 31.36 | 31.36 |
| 0135 Personals Total (Ads = 1): | | | | 1 | 28 | 8 | 0.931 | 0.00 | 31.36 | 31.36 |
| 0142 Lost | | | | | | | | | | |
| 20006217 | 20000021 | LOST YOUR DOG?? | | 29 | 290 | 116 | 13.292 | 0.00 | 0.00 | 0.00 |
| 20040240 | 20049466 | LAB/PIT, Hwy 60, | | 1 | 13 | 4 | 0.458 | 0.00 | 8.20 | 8.20 |
| 20040255 | 20049833 | BRINDLE Pitbull: 2 mos. | | 1 | 12 | 4 | 0.458 | 0.00 | 9.52 | 9.52 |
| 20040240 | 20050319 | LAB/PIT, Hwy 60 | | 5 | 65 | 20 | 2.292 | 0.00 | 41.00 | 41.00 |
| 20040447 | 20051685 | F BRINDLE Dachshund | | 2 | 16 | 6 | 0.667 | 0.00 | 16.62 | 16.62 |
| 20024492 | 20052003 | RING, Zirconia (not | | 2 | 28 | 10 | 1.139 | 0.00 | 27.70 | 27.70 |
| 20026745 | 20052061 | MINI Dachshund, Kansas | | 5 | 110 | 35 | 4.028 | 0.00 | 71.75 | 71.75 |
| 20017031 | 20052084 | LOST 5/12 on Benton Rd., | | 3 | 93 | 27 | 3.125 | 0.00 | 64.26 | 64.26 |
| 20040565 | 20052881 | M neutered CAT, bobtail, | | 7 | 63 | 21 | 2.333 | 0.00 | 38.43 | 38.43 |
| Sales Report for Ads Published Between 05/01/11 and 05/31/11 | | | | | | | | | | Page 1 |

TFN REPORT

This report lists ads marked as TFN ads. The report shows the account and ad numbers, customer information, publication, start and stop dates, and cost per day for the ad.

How to Run a TFN Report:

1. From the main menu bar, choose **Reports > Orders > TFN Report**.
2. On the TFN Report screen, configure the information described below.

- **Schedule & Deferred Process** — See the Appendix for information on these settings.
- **Apply Saved Set** — The saved set, if any, to use for this configuration.
- **Report For** — Run the report for ads published, scheduled, or taken.

If the report is for ads published or scheduled, ad- and pub-level adjustments are included only if the ad's start date falls within the specified date range.

- **Date Range** — The dates for the report.

See **Entering Dates (Introduction)** for more information on date-based options.

- **Ad Families** — The ad families to include in the report.
- **“Include” Options** — Check the box next to each item to include in the report.



The screenshot shows a configuration panel with two main sections: 'Sorts' and 'Layout'. Under 'Sorts', there is a 'Sort By' dropdown menu currently set to 'Ad Family'. Under 'Layout', there is a dropdown menu currently set to 'Standard'. Below these sections is a blue bar with 'Saved Sets' on the left and 'Custom Output Layouts' on the right. In the 'Saved Sets' area, there is a 'Save As Saved Set' button. In the 'Custom Output Layouts' area, there is an 'Upload' button.

- **Sort By** — How the report will be sorted. Sort 1 is the primary sort; Sort 2 is the secondary sort. You must choose at least one sorting method (Sort 1).
- **Layout** — The report layout. See the Appendix for information on common output layouts. (A sample TFN report is on the next page.)
- **Saved Sets** — Save the selection criteria as a set. See the Appendix for information on saved sets.
- **Custom Output Layouts** — The custom layout to use for the report. See the Appendix for information on custom output layouts.

NOTE: If using custom layouts, you must load them on this screen so that they appear in the Layout pop-up list and are available for selection.

3. Schedule the report to run.

Sample TFN Report

| The Pioneer Group | | | | | |
|------------------------------------|----------------------------------|----------------------------|---------------|-----------|--------------|
| TFN Report 10/01/2010 - 10/31/2010 | | | | | |
| Sort By : Ad Family | | | | | |
| Ad # | Slug line | Publication | Start Date | Stop Date | Cost per day |
| Class Display | | | | | |
| 00029941 | ^ BOUNTY BOY | | (231)592-9895 | | |
| 00342001 | MNA BOUNTY BOY | 51 Manistee News Advocate | 09/12/2009 | | \$ 0.00 |
| 00029561 | ^ PIONEER CLASSIFIEDS MISC. | | (231)592-8348 | | |
| 00265443 | DONT FORGET TO | 01 Pioneer | 03/08/2008 | | \$ 0.00 |
| | | 02 TriCounty | 03/17/2008 | | \$ 0.00 |
| | | 03 River Valley | 03/17/2008 | | \$ 0.00 |
| | | 04 Lake County Star | 03/13/2008 | | \$ 0.00 |
| | | 05 Pioneer East | 03/17/2008 | | \$ 0.00 |
| | | 08 Pioneer Osceola Edition | 03/12/2008 | | \$ 0.00 |
| 00374497 | Animal Shelter PIO | 01 Pioneer | 05/21/2010 | | \$ 0.00 |
| 00374505 | TC Deadline | 02 TriCounty | 05/24/2010 | | \$ 0.00 |
| 00374506 | PE Deadline | 05 Pioneer East | 05/24/2010 | | \$ 0.00 |
| 00033605 | ^ YVONNE'S MISC ACCOUNT | | (231)832-5566 | | |
| 00380199 | Class: Shelter Ad | 08 Pioneer Osceola Edition | 07/07/2010 | | \$ 0.00 |
| 43100795 | ~~ STAPLETON REALTY | | (231)326-4000 | | |
| 00360258 | STAPLETON 2X2.5 | 53 Benzie County Record | 02/10/2010 | | \$ 26.25 |
| 41102108 | CENTURY 21 SLEEPING BEAR REALTY* | | (231)352-7123 | | |
| 00360513 | C21 SLEEPING BEAR | 53 Benzie County Record | 02/17/2010 | | \$ 0.00 |
| 43100277 | CONINE DONATIONS - MANISTEE | | | | |
| 00146229 | shelter ad/change pix | 51 Manistee News Advocate | 12/02/2005 | | \$ 0.00 |
| 00029520 | DURANGO HOMES, ABBY EXCAVATION | | (231)352-7463 | | |
| 00351310 | durango 2x4 | 53 Benzie County Record | 11/18/2009 | | \$ 0.00 |
| 80100112 | HANCHOSKY, KIM | | (231)325-4650 | | |
| 80501131 | Dont forget garage sale | 53 Benzie County Record | 08/29/2001 | | \$ 0.00 |
| 41101331 | MANISTEE COUNTY HUMANE SOCIETY | | (231)723-7387 | | |
| 00362842 | Pets Available for | 51 Manistee News Advocate | 02/24/2010 | | \$ 0.00 |
| | | 52 West Shore Shopper | 02/28/2010 | | \$ 0.00 |
| 00031107 | MNA CLASSIFIEDS | | (231)398-9119 | | |
| 00267944 | DONT FORGET | 51 Manistee News Advocate | 04/01/2008 | | \$ 0.00 |
| 46100022 | NEWS ADVOCATE CLASSIFIEDS | | (231)398-3119 | | |
| 00125966 | good buys column | 51 Manistee News Advocate | 07/21/2005 | | \$ 0.00 |
| 00125969 | astrology goes here | 51 Manistee News Advocate | 07/21/2005 | | \$ 0.00 |
| 00125971 | dont forget michcan | 51 Manistee News Advocate | 07/25/2005 | | \$ 0.00 |
| 00159977 | sudoku | 51 Manistee News Advocate | 03/17/2006 | | \$ 0.00 |
| 00209777 | SD REMINDER | 51 Manistee News Advocate | 02/22/2007 | | \$ 0.00 |
| | | 52 West Shore Shopper | 02/25/2007 | | \$ 0.00 |
| 00209943 | Deadline promo | 52 West Shore Shopper | 02/25/2007 | | \$ 0.00 |
| 00274788 | WSSG GS REMINDER | 52 West Shore Shopper | 05/18/2008 | | \$ 0.00 |
| 00287417 | ONLINE PROMO | 51 Manistee News Advocate | 08/04/2008 | | \$ 0.00 |
| 00287418 | ONLINE PROMO color | 51 Manistee News Advocate | 08/02/2008 | | \$ 0.00 |
| 11/16/10 2:21 PM | | | | | |
| | | | | | Page 1 of 6 |

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TASKS

AMP tasks include reports, forms, invoices, audit trails, and other forms of output that are directed to the task queue for processing. After tasks have been processed, they move from the task queue to the task archive, where these items can be rerun, viewed, downloaded, and, if desired, sent to a printer for output.

TASK QUEUE

The task queue contains tasks currently being processed. You can search the task queue and restrict searches by the type of task, the task description, and/or the user who created the task.

How to Use the Task Queue:

1. From the main menu, choose **Tasks > Queue**.
2. By default, the Task Queue screen's search criteria is set to show all tasks created by the name of the logged-in user. These are the tasks that display when this screen is first opened.

You can restrict the search criteria by choosing the desired options from the pop-up lists:

- **Find Tasks For** — Search for either specified tasks or all tasks in the queue.
- **Description Contains** — The tasks's description. If you do not know the full name of the description, enter the first few characters of the description. AMP will search for tasks that begin with the characters entered in this field.
- **Created By** — The name of the AMP user who created and scheduled the task. To search for tasks created by any user, choose the blank space at the top of the items in the pop-up list.
- **Search** — Starts the search.
- **Clear** — Clears the current search criteria so you can enter new criteria for another search.
- **View Archive** — Opens the Task Archive screen.

VIEWING SCHEDULED TASKS FOUND

Items in the task queue are displayed in the Scheduled Tasks list, with information for each task displayed in the columns described below.

| Task Queue | | | | | | | |
|-------------------------|--------|----------------------------|------------------------|------------------------|-----------|------------|----------------|
| Search | | Clear | | View Archive | | | |
| Find Tasks For | | All | | | | | |
| Description Contains | | Publication Management | | | | | |
| Created By | | Admin System Administrator | | | | | |
| 1 Scheduled Tasks found | | | | | | | |
| Running ↑ | Cancel | Scheduled Time | Name | Description | Frequency | Send Email | Scheduled By |
| Running[High] | (X) | 11/4/10 02:42 PM | Publication Management | 1200-1 | Once | | Admin System A |

- **Running [Priority]** — Indicates the task is running at the designated priority level. Each task is assigned one of these hard-coded, system-defined priorities:
 - **High** — These tasks are processed first because processing higher-priority tasks are more important than lower-priority tasks. Examples of high-priority tasks are invoices and statements.
 - **Normal** — These tasks are processed after high-priority tasks and before low-priority tasks. Examples of normal-priority tasks are solicitation reports and tearsheet reports.
 - **Low** — These tasks are processed after higher-priority tasks because processing lower-priority tasks are less important and typically consume more system resources than higher-priority tasks. Examples of low-priority tasks are customer ledgers and period-comparison reports.

NOTE: For tasks whose progress can be tracked, you may see a percentage displayed in this column. For example, a 45% indicates that the task is 45% complete.

- **Cancel** — Click this button to remove the task from the active task queue.
- **Scheduled Time** — The time the task is scheduled to begin. This is set on the screen from which the task is scheduled.
- **Name** — The name of the AMP process (the name of the screen) from which the task was created. For example, if you ran a task from the Publication Management screen, then *Publication Management* appears in the **Name** column for that task (as shown above). If you ran a task from the Proof Publish screen, then *Proof Publish* appears in the **Name** column for that task.
- **Description** — The tasks' description (from the **Description** column on the screen where the task was created). For example, if on the Publication Management screen you entered the description as **1200-1**, then **1200-1** appears in the **Description** column for the task (as shown above). Click on the link in the Description column to see the criteria used for the task.
- **Frequency** — How often the task should run (from the **Recurs** setting on the screen where the task was created). For example, if on the Publication Management screen you set the **Recurs** option to **Once**, then **Once** appears in the **Frequency** column for the task (as shown above).
- **Send Email** — The email address to which the task's final output should be sent. This field is filled in only if there is an email address in the **Email Output To** field on the screen where the task was created.
- **Scheduled By** — The name of the AMP user who created and scheduled the task.

TASK ARCHIVE

The task archive contains tasks that have been run or that have been cancelled from the Task Queue.

How to Use the Task Archive:

1. From the main menu, choose **Tasks > Archive**.
2. By default, the Task Archive screen's search criteria is set to show all tasks that have been run or otherwise removed from the Task Queue. The default search criteria shows all archived tasks created and scheduled by the logged-in AMP user. These are the tasks that display when this screen is first opened.

You can restrict the search criteria by choosing the desired options from the pop-up lists:

The screenshot shows the 'Task Archive' search interface. At the top, there are three buttons: 'Search', 'Clear', and 'View Queue'. Below these are several search criteria fields:

- Find Tasks For:** A dropdown menu currently showing 'Commissions'.
- Task Created:** A dropdown menu set to 'On', followed by a date input field containing '10/22/2010', and an 'and' operator.
- Description Contains:** An empty text input field.
- Created By:** A dropdown menu currently showing 'Admin System Administrator'.
- Find Previously Unviewed Tasks Only:** A checkbox that is checked.

- **Find Tasks For** — Search for all tasks in the queue or search for the specified task. For example, to search only for tasks created from the Commissions screen, choose Commissions from the pop-up list (as shown above).
- **Task Created** — The date the task was created. You can set this date to be on/before/after/ between the specified date range.
- **Description Contains** — The tasks's description. If you do not know the full name of the description, enter the first few characters of the description. AMP will search for tasks that begin with the characters entered in this field.
- **Created By** — The name of the AMP user who created and scheduled the task.
- **Find Previously Unviewed Tasks Only** — Check this box to view only tasks that have not been previously viewed on this screen. Activating this option is useful when, for instance, there are hundreds of tasks in the queue and you only want to see tasks you have not viewed before.
- **Search** — Click this button to start the search.
- **Clear** — Clears the current search criteria so you can enter new criteria for another search.
- **View Archive** — Opens the Task Queue screen.

VIEWING ARCHIVED TASKS FOUND

Items in the task archive queue are displayed in the Tasks Found list, with information for each task displayed in the columns described below.

The screenshot shows the 'Task Archive' interface. At the top, there are buttons for 'Search', 'Clear', and 'View Queue'. Below these are search filters: 'Find Tasks For' set to 'Commissions', 'Task Created' set to 'On 10/22/2010 and', 'Description Contains' (empty), and 'Created By' set to 'Admin System Administrator'. A checkbox for 'Find Previously Unviewed Tasks Only' is checked. Below the filters, a blue bar indicates '2 Tasks found'. The main table has columns: Delete, Creation Date, Name, Description, Content Type, Created By, and Download.

| Delete | Creation Date ↓ | Name | Description | Content Type | Created By | Download |
|--------|----------------------|-------------|--------------------------|--------------|----------------------------|--------------------------|
| (X) | 10/22/10 10:01:54 AM | Commissions | summary | PDF | Admin System Administrator | Download |
| (X) | 10/22/10 10:01:41 AM | Commissions | standard | PDF | Admin System Administrator | Download |

- **Delete** — Removes the task from the archive queue.
- **Creation Date** — The date the task was created.
- **Name** — The name of the AMP process (the name of the screen) from which the task was created. For example, if you ran a task from the Commissions screen, then *Commissions* would appear in the **Name** column for that task (as shown above). If you ran a task from the Proof Publish screen, then *Proof Publish* would appear in the **Name** column for that task.
- **Description** — The tasks' description (from the **Description** column on the screen where the task was created). For example, if on the Commissions screen you entered the description **summary**, then **summary** appears in the Description column for the task (as shown above). Click on the link in the Description column to view the criteria used for the task.
- **Content Type** — The format of the task's final output (PDF, HTML, or text).
- **Created By** — The name of the AMP user who created and scheduled the task.
- **Download** — Download the information exported by this task for viewing and/or printing. AMP downloads the PDF to the operating system's default download location.

The PDF filename is based on the contents of the **Description** field on the screen from which the task was generated. (See the Reports & Forms chapter for information on generating reports and forms.)

TASK SUMMARY

The Task Summary screen provides administrative users with a master list of all available AMP tasks.

The task summary is available from the Administration menu. See the Administration chapter for more information.

REMINDERS

The Reminders screen’s calendar lets you choose the date to view reminders that are specified when creating comments. (Comments can be entered for ads, accounts, or customers, and can be created on the respective ad, account, or customer screen.)

- **Prerequisites** — **AMPCfg.xml**. Configure the desired parameters in the <SendCalendarTasks> section of the AMPCfg.xml file.

VIEWING REMINDERS

When a reminder is due on a given day, a red * (asterisk) appears on the toolbar next to Reminders.



Example:

If today is Wednesday, June 30, and reminders are scheduled to be due today, the red asterisk displays. This indicates to the user that there are reminders (due today) to be viewed.

How to View Reminders:

1. From the main menu, click **Reminders**.
2. The illustration below depicts the functions on the Reminders screen.

Callout 1: Show comment "remind" or "due" dates by clicking the desired button.

Callout 2: The current date has a light blue background.

Callout 3: The selected date has a dark blue background.

Callout 4: The number beneath the calendar date shows the number of reminders for that day. Here, there is one reminder for the 27th.

Callout 5: Click the Today button to show all reminders scheduled for today.

Callout 6: Click on a calendar day to show remind dates or due dates for that day. In this example, the user clicked on the 30th, and the list at the bottom of the screen shows comments with "remind" dates on or before the 30th.

4 Reminders with Remind Dates on or before 9/30/09

| Name | Company | Phone | Email | Remind ↓ | Due | Type | Comment | Dismiss |
|--------------------------|---------|---------------|--|----------|---------|------|---|---------|
| John Doe | | (734)555-1212 | JohnDoe@MyEmail.com | 9/27/09 | 9/30/09 | Call | Courtesy call about overdue payment before late charges apply | (X) |

EMAILING CALENDAR TASKS

When a reminder is added or changed, a calendar task email can be sent to the user specified in the **Remind User** field in the Contact screen's Comment section.

The email includes an attachment for a to-do item, which is added to the email program's calendar if the email program supports iCal® tasks.

EXITING THE AMP SYSTEM

Exiting the AMP system requires logging out of the AMP database before closing the browser window.

LOGGING OUT OF AMP

Logging out of AMP disconnects the logged-in user's system ID from the AMP system. AMP users can log out voluntarily or have their AMP web sessions terminated either automatically or when the system administrator clears a lock on the web session.

VOLUNTARY LOGOUT

Voluntary logout occurs when a user activates the logout function.

How to Log Out of AMP:

1. Save any unsaved changes. Attempts to log out of AMP without saving changes prompts the system to produce a message to save or cancel the pending changes.
2. Close/exit all open AMP screens and return to the main toolbar.
3. Click **Logout** at the top-right corner of the main toolbar.
4. You are returned to the login screen, where you can log in again or terminate the web session.

FORCED TIMEOUT

AMP web sessions have default time-out values specified in the AMPConfig.xml file. The time-out value determines how long AMP waits for activity in the current web session before timing out and terminating the session.

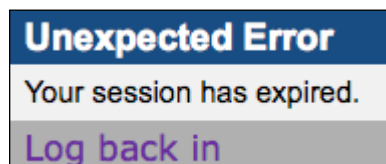
Default Timeout Values

The default timeout value is set to 3600000 milliseconds (one hour) if AMP does not have a lock on a customer or ad (*i.e.*, if the user does not have a customer or ad open during period of inactivity). This means that AMP will time out after one hour in this scenario.

The default timeout value is set to **600000** milliseconds (**ten minutes**) if AMP has a lock on a customer or ad (*i.e.*, if the user has a customer or ad open during the period of inactivity). This means that AMP will time out after ten minutes in this scenario.

NOTE: Unsaved changes are lost when AMP times out and terminates the web session.

After a forced timeout has occurred, any activity in AMP — such as clicking a button on an AMP screen — produces an unexpected error:



- Click the **Log back in** link to log back in to AMP.

CLOSING THE BROWSER WINDOW

After the user has logged out of AMP, the user can, if desired, close the browser window in which the AMP session was running.

AMP CUSTOMER SERVICE PORTAL

The AMP Customer Service Portal allows advertisers to use a web browser to view their accounts, enter ads, and enter payments online. Account and ad information entered via the customer service portal is stored in the AMP database.

This chapter contains the following information regarding the customer service portal:

- *Configuring the customer service portal for use by advertisers.* The portal's end user is a customer (advertiser) who has an account in the AMP system. The publication (site) staff grants access to the portal by configuring user IDs and passwords for the advertisers using the portal.
- *Using the portal from an end-user (advertiser) perspective.* Advertisers can log in to the portal using their assigned user IDs and their passwords. When logged in to the portal, advertisers can access their accounts, enter ads, and/or enter ad payments online.

INSTALLATION

Run the AMP installer program to install the components for the customer service portal.

NOTE: This installation is typically done by MediaSpan personnel.

PREREQUISITES

- In AMPConfig.xml, configure the appropriate parameters in the <AMPWeb> section.
- Each AMP user who can create a user for the customer portal (*i.e.*, a login ID for the advertiser who will use the portal) must have the appropriate web-order security privileges. These privileges are assigned by an AMP administrator on the Users setup screen.
- The publication staff must provide the end user (advertiser) with the following information:
 - The AMPWebCS URL
 - The login ID and password for accessing the customer service portal

Granting Access to the Customer Service Portal

A user ID and password must be created for each end user (advertiser) who will access the portal.

| Select | User ID | Account |
|--|---------|-------------------------|
| <input type="checkbox"/> | WilmaF | 00045804 Acct #00045804 |
| <input checked="" type="checkbox"/> Show All | | |

| | |
|-------------------------------------|-------------------------------------|
| User ID | WilmaF |
| E-Mail Address | WilmaF@Bedrock.com |
| Restrict to a single Account | 00045804 Acct #00045804 |
| Active | <input checked="" type="checkbox"/> |

How to Grant Access to the Customer Service Portal:

1. Log in to AMP.
2. Open the Customer screen for the advertiser who will access to the portal.
3. On the Web tab, click the **New Web Access** button.
4. Configure the information described below.
 - **User ID** — The login ID the advertiser will use to access the portal. This user ID defaults to the email address specified on the Customer screen, but the user ID can be changed here.
 - **E-Mail Address** — The address that receives notification of the login ID and system-assigned password for access to the portal. This address defaults to the email address specified on the Customer screen.
 - **Restrict to a Single Account** — Choosing an account from this list allows the advertiser to view only information for the selected account. If this field is blank, the user can view information for all accounts for that AMP customer.
 - **Active** — This box is checked by default so that the advertiser's web-access account is active by default. Removing the check mark from this box prevents the advertiser from logging in to the portal.
5. To email the password to the user, click the **Email Password** button. AMP assigns a random password and emails the user ID and password to the address specified in the **E-Mail Address** field.
6. Click the **Save** button.

Resetting the Password for Access to the Customer Service Portal

Follow the procedures outlined below to reset the password for access to the customer service portal.

How to Reset the Password for Access to the Customer Service Portal:

1. Log in to AMP.
2. Open the Customer screen for the advertiser whose password to the portal will be reset.
3. On the Web tab, select the user ID.
4. Click the **Reset Password** button.
5. To email the new password to the user, click the **Email Password** button. AMP assigns a random password and emails the user ID and password to the address specified in the **E-Mail Address** field.
6. Click the **Save** button.

Deleting Access to the Customer Service Portal

Deleting access to the customer service portal prevents advertisers from accessing their accounts online.

How to Delete Access to the Customer Service Portal:

1. Log in to AMP.
2. Open the Customer screen for the customer for whom to delete access to AMPWebCS.
3. On the Web tab, select the user ID to delete.
4. Click the **Delete Web Access** button. The web-access defaults are removed from the screen.
5. Click the **Save** button.

Using the Customer Service Portal

This section contains information for the advertiser (end user) using the portal

CUSTOMER SERVICE PORTAL SCREENS

This chapter contains samples of the various screens available in the customer service portal. These samples illustrate the functions available on each screen but do not include step-by-step procedures for entering the information on the screens. This is due to the fact that AMPWebCS and AMPWeb (AMP) screens contain functions that work in the same manner in both interfaces. (For example, fields on the Payment screen in the portal are the same fields on the Payment screen in AMP.) For this reason, it may be necessary to consult other sections of this manual for details on procedures in the portal — such as step-by-step procedures for scheduling an ad or entering a credit-card payment — that are not documented in this chapter.

LOGIN

Logging in to the customer service portal provides access to an advertiser's account and ad information.

How to Log in to the Customer Service Portal:

1. On the web browser's command line, enter the URL to the portal.
2. On the login screen, enter the information described below.



- **User ID** — The user ID assigned by the publication when granting the advertiser access to the portal.
 - **Password** — The password assigned to the user ID. If the password has been forgotten, proceed to the *Forgot Password* section on the next page.
3. Click the **Login** button.

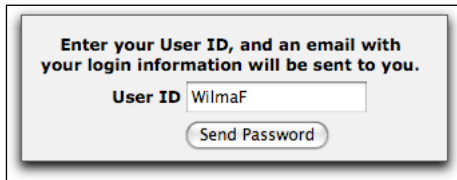
Forgot Password

If the advertiser using the portal forgot his/her password, the Forgot Password link (on the Login screen) allows for sending a password request.

How to Request a Password:

1. On the Login screen (previous page), click the **Forgot Password** link.
2. When prompted for a user ID, enter the user ID (login name) in the **User ID** field.
3. Click the **Send Password** button.

AMP sends the password to the email address associated with the user ID. (This is the address that has been entered in the **Email** field on the main customer (Primary Contact) screen in AMP.)



Enter your User ID, and an email with your login information will be sent to you.

User ID

4. When prompted that the password has been sent, the password can be entered in the **Password** field on the Login screen (after the advertiser has confirmed email receipt of the password).
5. Upon successful login to the customer service portal, the main menu bar and the Ads screen are displayed.

MAIN MENU BAR

Following successful login to the customer service portal, the main menu bar and Ads screen are displayed. The main menu bar contains Ads, Accounts, Change Password, and Logout options.



Ads Screen

The Ads screen, which displays by default after logging in to the portal, lets the advertiser view ad information, create new ads, copy ads, and — if applicable — log in to the ProductionManagerPro (PMP) web portal for production information on the ad.

The illustration below depicts the functions on the Ads screen.

The screenshot shows the 'Ads' screen in AdManagerPro 5.2. It includes a 'Filter By Account' dropdown set to 'All', a 'Show All' button, and a 'New' dropdown set to 'Schedule New Ad'. Below this is a table of ads with columns for 'Select', 'Order #', 'Slug', 'Classification', 'Start/Stop', and 'Account'. Two ads are listed: one for 'Found: Black-and-white kitten' and another for 'Sample reverse ad for classifi'. Below the table is the 'Ad Inspector' section, which is divided into 'Order', 'Calendar', and 'Preview' tabs. The 'Order' tab shows details for Order #00409293, including Job Number, Columns (1.00), Inches (0.49), and Ad Type (Class Liner). The 'Calendar' tab shows a calendar for July 2011 with the 7th and 8th highlighted. The 'Preview' tab shows a WYSIWYG preview of the ad: 'FOUND: BLACK-AND-WHITE KITTEN, approx. 6-8 mos., near Dexter and Main. Call 555-1212 if this kitten belongs to you.' Below the Ad Inspector is a 'Schedule' table with columns for 'Publication', 'Runs', 'Start Date', 'End Date', and 'Insertion Cost'. One row is shown for 'Pioneer' with 2 runs from 7/1/11 to 7/2/11 at a cost of 20.50. At the bottom, there is a 'Production Status' section with a 'PMP Login' link and a 'Production Graphics' link. Arrows point from callout boxes to these various elements.

Filter By Account
Show ads for all accounts or show ads for a specific account.

Show
Show all ads or show only current or expired ads.

New

- Schedule a new classified liner, classified display, or ROP ad, or ...
- ... Copy the selected ad.

Ad List

- Select the ad to view its information in the Ad Inspector area.
- Clicking the Order # link opens the ad's Order screen.

Ad Inspector Area
Shows the ad's order information, calendar, and WYSIWYG preview.

Schedule
Shows the ad's schedule information, including the ad's per-insertion cost.

Production Status

- Shows the ad's status in the PMP system (if applicable).
- The PMP Login link opens the login screen to the PMP web portal (if applicable).

Home Screen

The Home screen functions as the “home base” during ad entry. This screen is used to enter various ad information and to download a receipt.

Functions on the Home screen are described in the illustration below.

NOTE: The default Home screen is configured in the AMPConfig.xml file. Because the configuration file contains site-specific parameters for the Home screen, the contents of the Home screen may vary.

The screenshot shows the AMP Home screen with several callout boxes providing instructions:

- Screen Navigation:**
 - Use the Previous and Next buttons to navigate screens, or ...
 - ... From the pop-up list, choose the screen to view.
 - Use the Home button to move directly to the Home screen.
- Order Info:** Specify the order information and (optionally) enter any notes about this ad order.
- Email & Receipt Options:**
 - Enter the email information and click Send Email to email the ad information.
 - Use Download Receipt to download an ad receipt.
- Schedule & Size:**
 - Choose the publication and use the calendar to schedule run days.
 - Specify columns and inches and indicate if the ad depth is fixed.
- Insertion Summary:** Shows information about the ad insertion.

The Home screen interface includes the following sections:

- Home:** Save, Cancel, Previous, Home (dropdown), Next, Home.
- Order:** Account (00045804 Acct #0004), Section, Page, Coupon, Reverse, Notes.
- Schedule:** Pub (01 Pioneer), Calendar (July 2011), Days (Sun, Mon, Tue, Wed, Thu, Fri, Sat).
- Size:** Columns (1.00), Inches (0.49), Fixed (checkbox).
- Preview:** FOUND: BLACK-AND-WHITE KITTEN, approx. 6-8 mos., near Dexter and Main. Call 555-1212 if this kitten belongs to you.
- Insertion Summary:**

| Publication | Runs | Start | End | Ins Cost | |
|-------------|------|--------|--------|----------|-----|
| 01 Pioneer | 2 | 7/1/11 | 7/2/11 | 20.50 | (X) |

Content Screen

The Content screen contains links to Text, Graphics, and Frame screens used to enter ad text and to add a graphic and/or frame to an ad.

Text

The Text screen, used to specify ad-text settings, is accessed from the ad's Content screen. Functions on the Text screen are described in the illustration below.

The screenshot shows the 'Text' screen in AdManagerPro. The interface includes a navigation bar with 'Save', 'Cancel', 'Previous', 'Content', 'Next', and 'Home' buttons. Below the navigation bar are tabs for 'Text', 'Graphics', and 'Frame', along with a 'Paste Special' dropdown menu. The main content area contains classification settings (040 Lost and Found, Animals), page color, and style options. A text entry field contains the text: 'Found: Black-and-white kitten, approx. 6-8 mos., near Dexter and Main. Call 555-1212 if this kitten belongs to you.' Below the text field is a rich text editor toolbar with options for bold, italic, underline, font family, and font size. At the bottom, there is an 'Ad Preview' section showing a WYSIWYG preview of the ad text, and an 'Upsell' section with tabs for 'Classification Prompt', 'Prompts', 'Phrases', and 'Remember'.

Paste Special
Paste special information directly into the ad text at the cursor point.

Update Preview
Update the ad preview as changes are made. (The WYSIWYG ad preview displays at the bottom of the screen.)

Download PDF
Download a PDF version of the ad.

Classification & Text Settings
Specify ad classification(s) and optional page colors and preset styles.

Text Entry & Formatting

- Enter ad text in the field provided.
- Use styling options as desired.

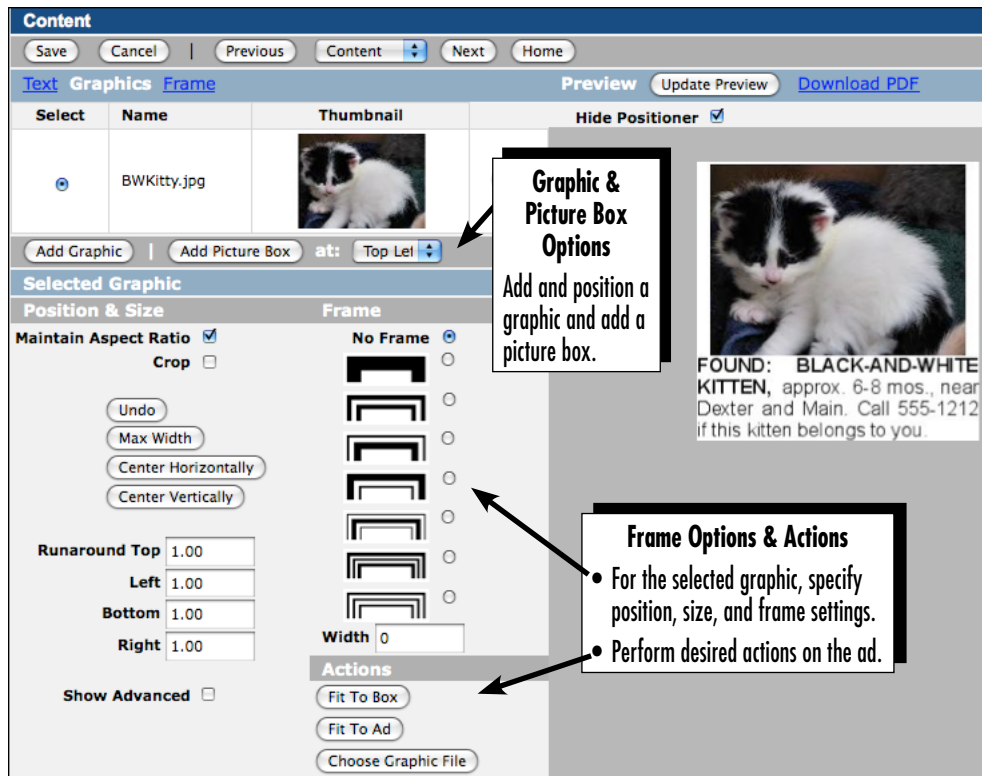
Ad Size Info
Specify columns and inches, lines and words (if applicable), and indicate if the ad depth is fixed.

Ad Preview
A WYSIWYG preview of the ad. Update this preview with the Update Preview button (above).

Upsell Info
Prompts, phrases, and items to remember (for including in the ad text) may be available to assist the user in building the ad.

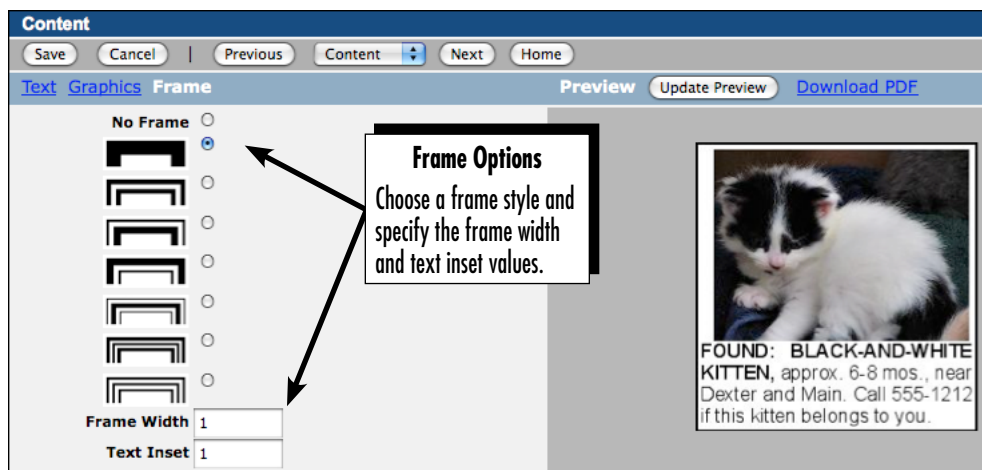
Graphics

The Graphics screen, used to add and remove graphics to/from an ad, is accessed from the ad's Content screen. Functions on the Graphics screen are described in the illustration below.



Frame

The Frame screen, used to add and remove a frame to/from an ad, is accessed from the ad's Content screen. Functions on the Frame screen are described in the illustration below.



Style Screen



The Style screen, used to select an ad style and email style samples, can be accessed from the screen pop-up list. Functions on the Style screen are described in the illustration below.

Email Options

- Enter the email information and click **Send Email** to email the styles that have the **Email** box checked in the Styles list.
- Check All** / **Check None** buttons select all or none of the available styles.

Styles

Select the style for the ad and (optionally) the styles to be included in an email.

| Email | Select | Style | Total Amount | Preview |
|-------------------------------------|----------------------------------|-------|--------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | Basic | \$23.50 |  <p>FOUND: BLACK-AND-WHITE KITTEN, approx. 6-8 mos., near Dexter and Main. Call 555-1212 if this kitten belongs to you.</p> |
| <input type="checkbox"/> | <input type="radio"/> | Good | \$23.50 |  <p>Found: Black-and-white kitten, approx. 6-8 mos., near Dexter and Main. Call 555-1212 if this kitten belongs to you.</p> |

Payments Screen

The Payments screen, used to enter check or credit-card payment information, can be accessed from the screen pop-up list or from the Accounts screen's Enter Payment button. Functions on the Payments screen are described in the illustrations below.

Payments

Enter the check or credit-card payment information.

| Select | Payment | Amount | Date |
|----------------------------------|----------------|--------|--------|
| <input checked="" type="radio"/> | cc Credit Card | -23.50 | 7/1/11 |

Payment: Credit Card on 7/1/11 **New**

Credit Card Entry

Amount: -23.50

Check #

Check Name

Bank ID

Bank Acct #

DL #

State: MI

Card Type

Card #: 123-4456-7890

CIV: abc

Expiration: Aug 2013

Card Holder Name: Wilma Flintstone

Address: 123 Rocky Dr.

City: Ann Arbor

Quick State: MI

State: MI

Country: USA

Zip: 48103

Reply

ACCOUNT INFORMATION

The Accounts screen, used to view account information and to access the Enter Payment screen, is accessed by clicking Accounts on the main menu bar. Functions on the Accounts screen are described in the illustration below.

Filters

- **Account** — Show information for all accounts or for a specific account.
- **Date Range** — Show account information for all dates (inclusive) or for a given date range.

Enter Payment Button

Go to the Enter Payment screen (shown below).

| Date | Type | Trans # | Description | Amount | Due Date | Receipt |
|------|------|---------|-------------------|--------|----------|---------|
| | | | Beginning Balance | -64.00 | | |
| | | | Ending Balance | -64.00 | | |

Enter Payment Screen

Enter and save the credit-card payment information.

CHANGE PASSWORD

The Change Password screen, used by the advertiser to change his/her password for access to the portal, is accessed by clicking Change Password on the main menu bar. Functions on the Change Password screen are described in the illustration below.

Change Password

Save Cancel

User ID WilmaF@bedrock.com

Current Password

New Password

Confirm New Password

Passwords
Enter the current and new passwords. Passwords are case-sensitive and must contain at least eight characters.

LOGOUT

Logging out of the customer service portal disconnects the advertiser from the portal. Logging out of the portal does not close any browser tabs/windows or the browser itself.

How to Log Out of the Customer Service Portal:

1. From the main menu bar, click **Logout**.
2. When returned to the login screen, log back in to the customer service portal, close the browser tab/window, or quit the browser completely.

AMPOnlinePayment

The AMPOnlinePayments interface allow customers to apply credit-card payments to their accounts or to specific invoices via a web browser.

INSTALLATION

Run the AMP installer program to install the AMPWebOnlinePayment component.

NOTE: Installing AMPWebCS is typically done by MediaSpan personnel.

PREREQUISITES

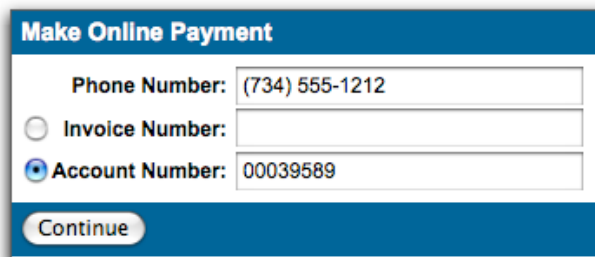
- In AMPConfig.xml, configure the desired parameters in the <AMPOnlinePayment> section.
- The customer making the payment must have the AMPOnlinePayment URL.
- The customer making the payment must have either the invoice number or the account number to which the payment is being applied.

Accessing AMPOnlinePayment

To make a payment online, the customer making the payment must provide a phone number and the invoice or account number.

How to Access AMPOnlinePayment:

1. On the web browser's command line, enter the URL to AMPOnlinePayment.
2. On the Make Online Payment screen, enter the information described below.



- **Phone Number** — The customer's phone number.
 - **Invoice/Account Number** — Click the appropriate radio button and enter either the invoice number or the account number in the designated field.
3. Click the **Continue** button.
 4. The Enter Secure Online Payment screen appears.

Entering an Online Payment

After specifying the invoice number or account number to which the payment should be applied, the user enters the online payment on the Enter Secure Online Payment screen.

How to Enter an Online Payment:

1. On the Enter Secure Online Payment screen, enter the payment information.

- **Email Address** — The customer's email address if it differs from the default. (The default email address is specified in AMP on the main customer screen. This email address is used to send confirmation after the payment has been received.)
- **Card Holder Name** — The name on the card used for the payment.
- **Address Line 1/2** — The customer's address.
- **City** — The customer's city.
- **State** — The customer's state.
- **Card Number** — The customer's credit-card number.
- **Expiration Date** — The credit-card expiration date.
- **CIV** — The security code on the back of the credit card.
- **Payment Amount** — The amount of the payment.

2. Click the **Submit** button.
3. The Online Payment Confirmation screen notifies the user that payment has been received.

APPENDIX

AMP GLOSSARY OF TERMS

A

- A/R**Accounts Receivable (or AR).
- Account**.....A subset of a customer. A customer can have more than one account. See the Customers and Accounts section in this manual for descriptions and examples of customers and accounts.
- Accounting Period**.....A subset of a fiscal year.
- Accounts Receivable**.....Money owed for merchandise/services bought on open account. Also called A/R or Receivables.
- Ad** An order for placement of an advertisement in a publication. An ad can be comprised of one or more insertions. An ad is also known as an “ad order.”
- Ad Family**.....A system-defined ad category to which an ad belongs. An ad belongs to either the Classified Liner, Classified Display, ROP, or Unit-Based family. Ad families cannot be modified.
- Ad Taker**..... An AMP user configured to enter ads. An AMP user configured as an ad taker user can also be configured as a salesperson.
- Ad Type**.....A site-defined category to which an ad belongs. Example ad types might include Contract Liner, Transient Liner, Commercial Liner, Contract Classified Display, Commercial Class Display, House Ad, National Display, Non-Profit, Legal, and Inserts, among others.
- Adjustment**.....An additional amount that can be applied to an ad manually or automatically.
- Aging**.....Account balances are collected into defined time segments to show how much time has elapsed since an invoice was due or was posted.
- Alternate Account**.....Displayed in AMP as **Alt #**, this is typically used in conjunction with an account number used by an external, third-party billing system.
- Attributes**Used at a site’s discretion to describe characteristics — associated with an ad, account, or contact — that are not already accounted for in the database fields defined by MediaSpan.

B

- Bad Debt**.....An amount due that cannot be collected on an account. Bad-debt accounts are usually written off after a period of time. See also Write Off.
- Balance Forward**.....The ending balance on an account at the end of the accounting period. The balance is carried forward and is the beginning balance for the current month (similar to a credit-card statement). See also Open Item.

- Batch**.....A virtual container or collection of transactions. A batch is either open or closed. Transactions in an open batch can be added, modified or deleted; open batches can be deleted. Transactions in a closed batch cannot be added, modified or deleted from the batch; closed batches cannot be modified or deleted.
- Bucket**.....A period of time defined on an aging report. A bucket usually reflects either a number of days invoices are past due or the accounting periods for past-due invoices. For example, invoices that are 45 days past due will appear in the 31-60 day past-due “bucket.”

C

- Classified Display**.....Typically a bordered classified liner that can include graphics and is usually priced by the line, inch, or agate. Classified display ads are often placed in the classified section.
- Classified Liner**Typically a short ad priced by the word, line, or agate. Classified liner ads are placed in the classified section and often include legal ads and graphics.
- Credit**.....A transaction that clears all or part of a customer’s account balance due. A credit can be a payment, bad-debt writeoff, or any transaction that decreases the amount the customer owes.
- Example 1:** A customer’s ad did not run in the paper, so the paper issues that invoice a credit to make up for the missing day.
- Example 2:** A customer sends a check for an ad, and the check is entered as a credit (payment).
- Color Code**.....Used to define ad colors (black, spot blue, full color, etc.) used in ads.
- Customer**.....A person or business purchasing a service or product (*e.g.*, an advertisement, end roll, or print job) that is recorded in the AMP system. A customer can have more than one account. See the Customers and Accounts section in this manual for descriptions and examples of customers and accounts.
- Cycle**..... For an ad scheduled as part of a group buy, a cycle is the number of times an ad runs in a given publication.

D

- Debit**.....A transaction that increases the amount the customer owes.
- Example:** A customer’s check bounces. A debit is then required for the amount of the check, and another debit may be required to fine the customer for a non-sufficient-funds charge.
- Do Not Publish**.....Ads with this box checked will not publish until the box is unchecked and the ad is then saved.
- DOW** Day Of Week. Refers to DOW surcharges that can be applied to an ad.

E

Export AR When this option is activated for a customer account, AMP accounting is not used because the information is exported to an external, third-party accounting system.

F

Fiscal Year A site-defined accounting period. A fiscal year does not have to — although it may — coincide with the calendar year. Fiscal years can also be defined as greater than or less than a calendar year.

G

Gang Ad A unique type of ROP ad that belongs to a site-defined gang frame. Gang ads are typically used in special sections such as a business directory or church directory.

Gang Frame A unique type of ROP ad that is used as a placeholder for all gang ads assigned to the frame. Usually used to collect ads of a similar theme, a gang frame's schedule determines the dates that the ads assigned to the frame are scheduled to run. Gang Frames are typically used in special sections such as a business directory or church directory.

General Ledger Also known as GL, this is a collection of all balance sheets, income, and expenses used to keep accounting records. This typically includes payroll, utility bills, and other income sources such as circulation. In short, the GL is used to account for money the company uses. The GL is divided into accounts represented by a code or a name. AdManagerPro is not a general ledger system, although GL codes are used in AMP.

GL Code General Ledger Code. A GL code is an account or sub-account on the general ledger. Linking GL codes to certain items in an A/R system helps to categorizing monies. See also General Ledger.

I

Invoice Typically known as a bill, an AMP invoice is a record of a single business transaction that increases the amount owed to the company and increases the amount owed from the customer. An example of an invoice is a bill sent to the customer for an advertising charge. See also Manual Invoice.

Insertion A day for which an ad is scheduled (inserted) into a single publication. An ad can contain one or more insertions.

J

Job Ticket A printed or digital order form used for record keeping. A job ticket lists an ad's information and instructions.

Join AMP creates a join when applying transactions to one another. For example, when AMP applies a payment to an invoice, the “join” tracks the association between the payment and invoice records in the database.

K

Kind Code.....Typically used in conjunction with Color, Market, and Product codes, these site-defined codes allow for grouping items by kind (e.g., special ad attributes.) Kind Codes are often used to denote a retail ad's position on a page. Examples of Kind Code descriptions are Front Page, Back Page, and Spread.

M

Manual InvoiceAn invoice for a transaction that is not associated with an ad. Manual invoices are often used for insert charges or outside printing jobs, but can also be used to transfer receivables from a third-party accounting system into AMP.

Market CodeTypically used in conjunction with Product, Color, and Kind codes, these site-defined codes allow for grouping items by market. Examples of Market Code descriptions include Appliances, Medical, and Real Estate.

O

Open Item.....Lists all transactions that have not been balanced. For invoices, lists all unpaid invoices. For payments, lists all un-attached credits. See also Balance Forward.


OrderA single ad that can have more than one insertion in more than one publication. AMP assigns each ad a unique order number.

Output Program.....An extension or plug-in used to present information. Output programs are used to export receipts, invoices, statements, runsheets, reports, ads for publishing, and other information to a file.

P

PaymentA type of credit that reflects money remitted for outstanding balances on accounts after invoicing. In AMP, payments are applied to an ad and can also be applied “on account.” Payments, credits, and debits are made on the Quick Entry or Display Accounts screens. See also *Prepayments*.

PCD.....Refers to Payments, Credits, and Debits.

Pop-Up (List) A list of options that appears when a user activates the  at the end of a field.

PrepaymentA type of credit that reflects money remitted before invoicing. Prepayments on an ad are usually made during the ad-entry process, and prepayments to manual invoices are usually made when the manual invoice is being created. See also *Payments*.

Product Code.....Typically used in conjunction with Color, Kind, and Market codes, these site-defined codes allow for grouping items by product. Product codes are usually a list of special publications or categories of advertising in which an ad may run. Examples of Product Code descriptions are Baseball, Earth Day, and Rodeo.

PublishedAMP considers an ad “published” if the publication(s) in which the ad ran has been closed for the given date(s). Published ads do not include ads on Set Aside and ads marked Do Not Publish. All other “published” ads appear in a publication’s publish-output file for a given date.

R

Revenue.....The total money invoiced through sales of ads, print jobs, etc. Sales become revenue through the creation of invoices.

ROPRun-of-Press ad that can be placed anywhere in the publication but usually runs in the retail section. An ROP ad is usually a commercial ad that comes with requests for a specific size, color, and placement.

S

SalesThe value of products and/or services sold to a given customer. Due to discounts and how sales are represented in a given report, sales are not an accurate reflection of revenue and are not counted as such.

Salesperson..... A user to get credit (and/or commission) for the ad sold. This may or may not be an ad taker.

Scheduled..... Scheduled ads - even if the ads are on Set Aside - are scheduled to run on the specified dates.

Service Charge.....A debit applied to accounts with unpaid balances. Service charges are typically assessed at the end of an accounting period and are directly related to the terms or due dates of the invoices on an account.

Set Aside..... Ads with an assigned Set Aside code are placed on hold to be reviewed or completed later. Set Aside ads will not publish.

Statement A report of a customer’s business transactions within a specified period of time.

Style Set..... A set of paragraph attributes that determine text alignment and specify the unit of measure AMP uses when formatting ads.

T

Taken Ads taken were originally entered and saved on the given dates.

TermsDefine when an invoice is due. When an invoice is generated, the due date is usually calculated or pre-determined. Terms affect service charges on past-due invoices and the manner by which accounts “age.”

Fixed-Interval Due Date — With due dates for all invoices set to a fixed number of days (30 days from the invoice date), aging reports will look different from one month to the next as invoices have a variety of due dates. This means that an aging report run on the 5th will look different from one run on the 15th.

Fixed-Point Due Date— With due dates for invoices set at a fixed point in time (e.g., the 27th of the next month), aging progresses in “chunks.” This keeps aged invoices in their own “buckets.”

Transaction.....A record of a single invoice, payment, credit, or debit. Transactions are either posted or un-posted. A posted transaction is contained in a closed batch. An un-posted transaction is contained in an open batch. Records of transactions are attached to customer accounts (viewable on the Display Account screen) and are listed in various audit trails.

TFN‘Til Further Notice. If an ad’s TFN box is marked, AMP automatically schedules that ad to run for six weeks until the ad is manually stopped. See TFN Ads (later in this section) for more information on TFN ads.

U

Unit Based.....An ad (*e.g.*, an insert) charged by the unit.

Upsell..... A technique or tool used to enhance an ad’s value by offering advertisers options to purchase upgrades or to add graphics, color, or other items to an ad.

URLUniform (or Universal) Resource Locator. The address of a resource (*e.g.*, a document or web site) on the Internet.

W

Write Off.....To clear in whole or in part (via the Auto Writeroff routine) the amount of money a customer account owes the company. Writing off an account is done when the money owed by that account cannot be collected. This bad debt (the amount written off) is stored on the customer’s account. See also Bad Debt.

AMP CONFIGURATION FILES

Several configuration files contain parameters for various AMP configurations. These configuration files are:

- **AMPConfig.xml** — Contains parameters for AMP, AMPCCVerifyServer, AMPBackupServer, AMPLinersOnline, AMPOnlinePayment, and AMPWebCS. Information on this configuration file can be found in the AMPConfig.doc file, available from MediaSpan.
- **AMPEXternalPaths.xml** — Contains parameters for setting various file paths on the server. Information on this configuration file can be found in the AMPEXternalPathsConfig.doc file, available from MediaSpan.
- **AMPServerConfig.xml** — Contains parameters for configuring the AMP application server.
- **AMPTaskServerConfig.xml** — Contains parameters for configuring the task server(s).

EDITING THE CONFIGURATION FILES

Configuration files are initially configured by MediaSpan during installation of the AMP system. From time to time, however, it may be necessary to edit the configuration files.

NOTE: Do not edit AMP configuration files unless directed to do so by MediaSpan.

- Before editing any of the configuration files, perform the following tasks:
 - Stop AMPServer.
 - Stop TomcatLauncher. This stops all running instances of AMP, AMPLinersOnline, AMPOnlinePayments, and AMPWebCS.
 - Make a backup copy of the existing configuration file(s). When editing a new configuration file, you may wish to copy IP addresses, port numbers, and other settings from the original file into the new one.
- **Multiple Graphics Paths for AMP & Liners Online** — If using AMP and Liners Online, you may wish to set up two graphics folders: one for AMP and one for Liners Online. To set up an additional graphics path, insert a **<GraphicsPath1>** line beneath the **<GraphicsPath>** line into the **<AMPFramework>** section in the AMPConfig.xml file .

By default, Liners Online uses the path defined in the **<GraphicsPath>** section. A second graphics path uses the path defined in the **<GraphicsPath1>** section.

After Editing AMPConfig.xml

- After editing AMPConfig.xml, perform the following tasks:
 - Save and close the configuration file(s).
 - Start AMPServer.
 - Start TomcatLauncher. This starts all instances of AMP, AMPLinersOnline, AMPOnlinePayments, and AMPWebCS.

CUSTOMER TIME ZONE

The Customer Time Zone function allows for specifying a default time zone in order to accommodate different time zones between the location of the AMP host application server and the location of the AMP users.

Procedures for setting a default time zone vary based on whether the AMP application server runs in a Macintosh or a Windows environment.

Macintosh Procedures

Follow these procedures to set the default time zone if the AMP application server runs in a Macintosh environment.

How to Set a Default Time Zone on a Macintosh Computer:

1. Stop Tomcat.
2. Edit the **catalina.sh** file:
 - A. From the **Tomcat\bin** folder, open the **catalina.sh** file.
 - B. On the line where the **JAVA_OPTS** is set to specify the memory allocation, add an argument to specify the time zone (see Time Zone Specifiers on the next page).
 - C. Save the file.
3. Restart Tomcat.

Windows Procedures

Follow these procedures to set the default time zone if the AMP application server runs on a Windows computer.

How to Set a Default Time Zone on a Windows Computer:

1. Stop the Tomcat service.
2. Uninstall the Tomcat service.
3. Edit the **wrapper.conf** file:

On a Macintosh computer, this file is in the **[Hard Drive]:\Library\Mediaspan\AMP5\Tomcat\servicewrapper\conf** folder.

On a Windows computer, this file is in the **[Hard Drive]:\Mediaspan\AMP5\Tomcat\servicewrapper\conf** folder.

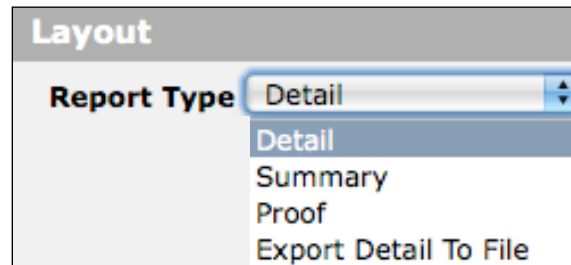
 - A. At the bottom of the file, add a **wrapper.java.additional** parameter to specify the time zone (see Time Zone Specifiers on the next page).
 - B. Save the file.
4. Reinstall the Tomcat service; then restart the service.

LAYOUTS (FORMS)

When you generate various AMP items (e.g., reports, invoices, publish files), you must choose a layout form that determines how the final output will look. AMP provides several standard (most commonly used) layout options in addition to offering custom output layouts that can be designed to meet your specific needs.

STANDARD LAYOUTS

AMP screens that include a Layout section (shown below) have a pop-up list from which to choose the layout type. In the illustration below, the Report Type pop-up provides four standard layout options.



When layout options are available, choose one from the pop-up list. Choose from the following layout options wherever they appear:

- **Detail** — Provides detailed output, which varies based on the information being output.
- **Export Detail to File** — Exports detailed information to a flat file, which is written to the default location specified in your operating system's preferences. When this layout option is chosen, data is exported in one of the following formats (based on the information being exported):
 - **HTML** — Files in this format can be viewed in a web browser.
 - **Tab-Delimited** — Files in this format can be viewed in a spreadsheet program such as Microsoft® Excel®.
- **Labels** — Tearsheets and the Customer List are examples of items that can be output to label format. Label options (expressed in inches) include 1x2 5/8 and 2x4 formats.
- **Proof** — Shows ad text (for proofing) on the Ads Taken - Classified report.
- **Standard** — Provides output using a standard layout. While standard layout varies based on the information being output, there is more than one standard layout option available for outputting invoices. (See the Reports Menu - Forms section for samples of standard invoice layouts).
- **Summary** — Provides summarized output, which varies based on the information being output. While summarized layout varies based on the information being output, there is more than one summary layout option available on the Output Invoices screen. ((See the Reports Menu - Forms section for samples of summary invoice layouts).

CUSTOM LAYOUTS

Optional custom output layouts let you customize how the final output will look. Custom layout forms are available for purchase from MediaSpan. MediaSpan provides custom layout forms as compressed files.

! CAUTION: DO NOT DECOMPRESS A FORM FILE. AMP decompresses it when loading the form.

How to Load a Custom Layout Form:

1. Locate the compressed form from MediaSpan. (You may wish to keep the original form file for future use, even after loading the form into AMP. If a form is accidentally removed from AMP, it can be reloaded using the original form file.)
2. Log in to AMP and open the appropriate screen. For example, open the Customer Ledger screen to load a custom layout for the Customer Ledger report.
3. Under Custom Output Layouts, click the **Browse** button.
4. Navigate to the location of the form, select the file, and click the **Open** button.
5. The path and filename appear in the **Upload a Local File** field under Custom Output Layouts.
6. In the **Layout Description** field, enter a description that is consistent with the form's filename. Entering a description consistent with the form's filename helps to differentiate between custom forms if more than one custom form is used.

Example: If the custom layout filename is Bugle_StatSum_V2.zip, enter **Bugle_StatSum** in the **Layout Description** field.

NOTE: Do not include the version number (e.g., V2) or the .zip extension in the Layout Description field.

The screenshot shows a web interface for 'Custom Output Layouts'. At the top right is an 'Upload' button. Below it, there are two input fields. The first is labeled 'Layout Description' and contains the text 'Bugle_StatSum'. The second is labeled 'Upload a Local File' and contains the path '/Bugle_StatSum_V2.zip'. To the right of the second field is a 'Browse...' button.

7. Click the **Upload** button. When the red message line indicates that the file was uploaded, the loaded form appears in the Layout pop-up list and in the Loaded Custom Layouts list.

NOTE: Some screens may require re-loading after a form has been loaded. If loading a form on the Statements screen, for example, the newly loaded form may not be available until the Statements screen has been closed and re-opened.

How to Remove a Custom Layout Form:

1. Under Loaded Custom Layouts, click the **X** button next to the layout form to remove.
2. When prompted to confirm removing the custom output layout, click the **OK** button.

NOTE: If replacing a form with a newer version of the same form, the new form's description should be the same as the old form's description. For example, if replacing a custom statement form whose description was Bugle_StatSum, enter Bugle_StatSum as the description for the newer version of the form. Using the same description for newer versions of the same form prevents the need to modify any saved sets that use that form.

OUTPUT-TO-FTP SETTINGS

Many AMP functions enable output to an FTP server. These settings, described below, are common to all AMP screens that contain these functions.

The procedures below contain the options that are available for configuring output from AMP to your FTP server.

- **Prerequisites** — Before configuring AMP settings to send output to an FTP server, you must have your FTP server configured and operational. Your FTP server must also have a configured user ID and, if desired, a password assigned to that user ID.

How to Configure Output-to-FTP Settings:

1. On the AMP screen that contains the settings for output to FTP, configure the information as described below.

- **Send Output to FTP Server** — Check this box to send the output to the FTP server.
- **Address** — The FTP server's IP address.
- **Port** — The FTP server's port.
- **Directory** — The location on the FTP server where the AMP exported data should be stored.
- **Username** — The login ID for the FTP user.
- **Password** — The password, if any, for the FTP user.
- **Use SSL** — Check this box to use Secure Sockets Layer (SSL) protocol.
- **Test Connection** — Test the connection to the FTP server.
- **Upload Test File** — Upload a file to test the export to the FTP server.

SAVED SETS

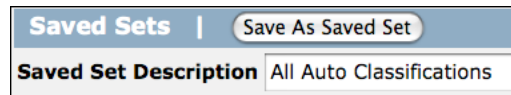
Saved sets are report templates that contain settings that can be re-used when running tasks such as generating reports, invoices, or publish files. Using saved sets eliminates the need to re-enter all of the selection criteria each time you run the same function.

Example: Assume that at the end of each day, you run a report for classified ads taken that day. You use the same criteria each time you run the report, changing only the date the ads were taken. By saving the report criteria as a set and applying that set each time you run the report, you would only have to change the date the ads were taken. (In this example, you would change the date to the current day to get a report for ads taken that day.)

NOTE: It is not necessary to run a report, generate invoices, etc., in order to create a saved set. You can create and modify saved sets at any time.

How to Create a Save a Set:

1. Open the appropriate screen. For example, to create a saved set for the Ads Taken-Classified report, open the Ads Taken-Classified report screen.
2. Enter the report's selection criteria.
3. Under Saved Sets, enter a description for the set in the **Saved Set Description** field.



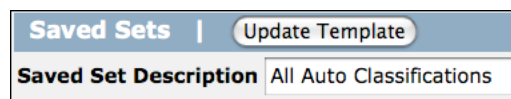
4. Click the **Save as Saved Set** button. This adds the newly saved set to the Existing Saved Sets list.

How to Apply a Save a Set:

1. Open the appropriate screen. For example, to apply a saved set to the Ads Taken-Classified report, open the Ads Taken-Classified report screen.
2. Click the **Apply** button that corresponds to the saved set you want to use.
3. The saved set's criteria populates the fields on the screen.

How to Modify a Save a Set:

1. Open the appropriate screen. For example, if modifying a saved set for the Ads Taken-Classified report, open the Ads Taken-Classified report screen.
2. Click the **Edit** button that corresponds to the saved set you want to modify.
3. When the saved set's criteria populates the fields on the screen, make the desired changes.
4. Click the **Update Template** button.



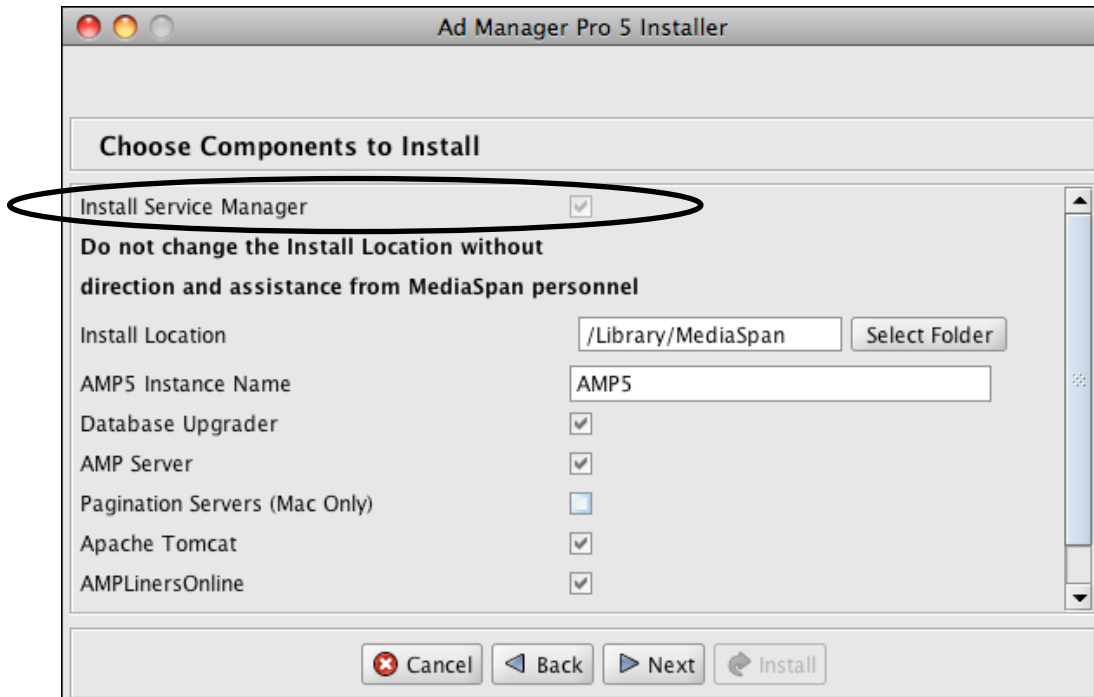
TIP You can clone saved sets by applying a saved set, modifying the saved set's criteria, and saving the modified criteria as a new set.

SERVICE MANAGER

The Service Manager manages AMP background services, including the AMP server and backup server, pagination servers, Tomcat server, and any optional task servers. Background services are installed as part of the service manager when the AMP installer is run.

INSTALLING THE SERVICE MANAGER

The Service Manager can run in a Macintosh or Windows environment and is typically installed by MediaSpan during initial AMP installation.



Service Manager File Locations

- **Application** — By default, the Service Manager application is installed in one of these locations:

On a Macintosh computer:

[Hard Drive]:/Library/MediaSpan/Common/ServiceManager/MediaSpanServiceManager.app

On a PC:

[Hard Drive]:\MediaSpan\Common\ServiceManager\MediaSpanServiceManager.exe

- **Logs** — By default, the MediaSpanServiceManager.log file is written to:

\MediaSpan\Common\ServiceManager\Logs

Service Manager Installation Procedures

Installation procedures are based on whether or not a task server is being used:

- If a task server is not being used, install the Service Manager on the AMP application server machine.
- If a task server is being used, install two instance of the Service Manager: one on the AMP application server machine and one on the task server machine.

How to Install the Service Manager on the AMP Application Server:

1. On the application server, run the AMP5 installer and choose the **Install** option.

NOTE: Do not use the Uninstall option without assistance from MediaSpan.

2. When prompted to choose components to install, check the **Install Service Manager** box.
3. Check the box for each background service to install. **DO NOT** check **AMP Task Server**. You will choose this option when installing the Service Manager on the task server.
4. Follow the onscreen prompts to continue the installation.
5. Close the installer when the installation is complete.

How to Install the Service Manager on the Task Server:

1. On the task server, run the AMP5 installer and choose the **Install** option.

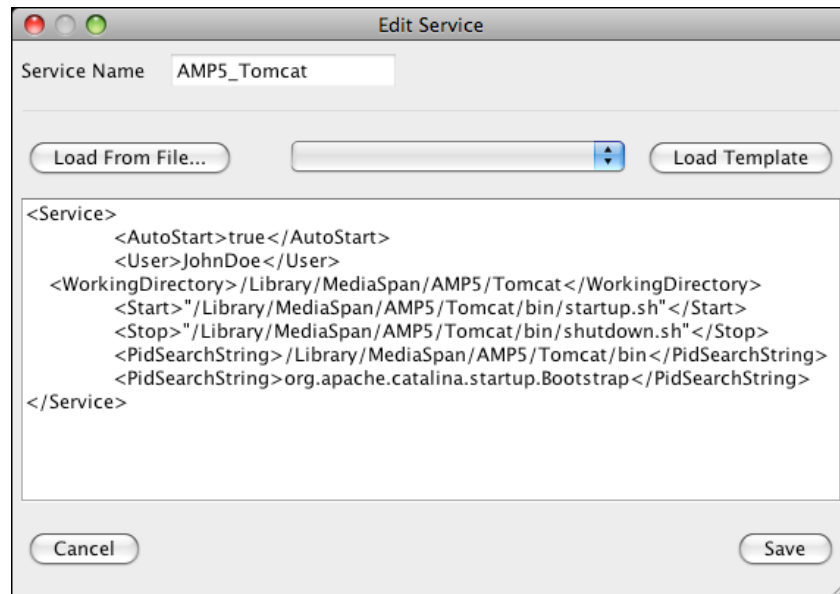
NOTE: Do not use the Uninstall option without assistance from MediaSpan.

2. When prompted to choose components to install, check the **Install Service Manager** box.
3. Check the **AMP Task Server** box. **DO NOT** select other background services on this screen.
4. Follow the onscreen prompts to continue the installation.
5. Close the installer when the installation is complete.

Editing Background Service Parameters

The Service Manager uses a set of parameters to manage each background service. Under normal circumstances, these parameters should not need to be modified after the initial AMP installation.

! Caution: Do not edit background service parameters without the direction and assistance of MediaSpan personnel.



How to Edit Background Service Parameters:

NOTE: Editing these parameters may affect AMP users who are logged in and performing AMP functions that may rely on one or more background services. All AMP users should exit the system before background service parameters are modified.

1. Launch the Service Manager application.
2. On the MediaSpan Service Manager window, stop the service whose parameters will be modified.
3. From the menu bar, choose **Service > Edit Service**.
4. On the Edit Service window, modify the parameters as desired.

NOTE: Do not change the value in the Service Name field without the direction and assistance of MediaSpan personnel.

Use the buttons on this window to perform various functions as needed:

- **Load From File** — Load the parameters from the specified file.
 - **Load Template** — Load the template selected from the pop-up list.
 - **Cancel** — Cancel editing the background service parameters and return to the MediaSpan Service Manager window.
 - **Save** — Save the background service parameters and return to the MediaSpan Service Manager window.
5. Restart the background service.

Removing a Background Service

Removing a background service from the Service Manager does not remove the background service itself; rather, it removes the background service from the Service Manager.

Under normal circumstances, it should not be necessary to remove a background service from the Service Manager. If, for example, the task server background service was inadvertently installed on the AMP application server, the task server background service should be removed from the service manager on the application server.

! Caution: Do not remove a background service without the direction and assistance of MediaSpan personnel.

How to Remove a Background Service:

NOTE: Removing a background service may affect AMP users who are logged in and performing AMP functions that may rely on one or more background services. All AMP users should exit the system before a background service is removed.

1. Launch the Service Manager application.
2. On the MediaSpan Service Manager window, stop the service that will be removed.
3. From the menu bar, choose **Service > Remove Service**.
4. When prompted to remove the service, choose **Yes** to remove the service or **No** to cancel removing the service.

SCHEDULING A TASK

Automated scheduling allows for scheduling tasks (reports, invoices, generated publish files, etc.) to run immediately, during off-peak hours, or as a deferred process. All tasks are sent to the Task Queue for processing.

How to Schedule a Task:

1. In the Schedule area, configure the information described below.

| Schedule | | Deferred Process | |
|------------------------|--|--|-----------|
| Description | Ads Taken 5/1 - 6/8 | Run On | 6/8/11 |
| Email Output To | ClassManager@YourSite.com | At | 6 : 00 PM |
| Purge | <input checked="" type="checkbox"/> After 2 Days | Recurs | Once |
| | | Time Now 6/8/11 11:19:45 AM PDT | |

- **Description** — A description of the task to be scheduled.
- **Email Output To** — The email address where the output should be sent. Output is sent to the Task Queue, regardless of whether or not output is sent to the specified email address.

NOTE: This option is available only if configured in the AMPConfig.xml file.

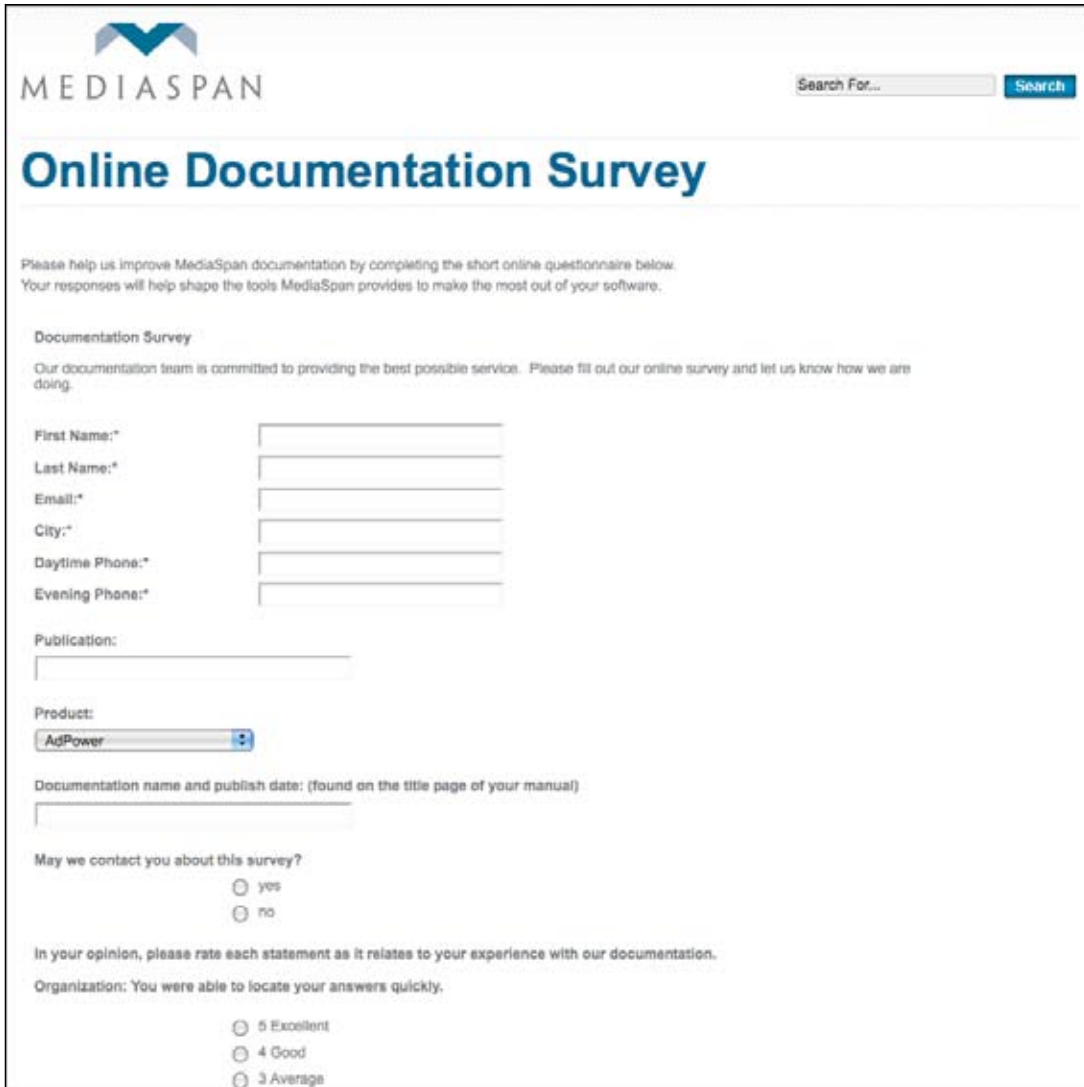
- **Purge After “X” Days** — If the scheduled task should automatically be purged, check the **Purge** box and enter the desired number of days. For example, to purge the task 3 days after the task was run, enter **3** in this field.
 - **Run Now** — Run the task immediately.
 - **Run Off Peak** — Run the task during off-peak hours (defined in the AMPConfig.xml file).
2. In the Deferred Process area, configure the information described below.
 - **Run On** — Run the task on this date.
 - **At** — Run the task at this time, based on the **Run On** date.
 - **Recurs** — Run the task on a recurring schedule. Choose from the following options:
 - **Once** — Run the task one time only.
 - **Every Day** — Run the task every day, regardless of the **Run On** date.
 - **Every Weekday** — Run the task every weekday.
 - **Every Week on Given Day** — Run the task every week, based on the **Run On** date. For example, if the Run On date is a Friday, the task will run every Friday.
 - **Every Month on Given Day** — Run the task every month, based on the **Run On** date. For example, if the Run On date is the 1st of the month, the task will run on the 1st of every month.
 - **Last Day of Month** — Run the task on the last day of the month, based on the **Run On** date. For example, if the Run On date is a date within the current month, the task will run on the last day of the current month. If the Run On date is a date within a future month, the task will run on the last day of that month.
 - **Time Now** — The current system time. This information is for display only.
 - **Add to Queue** — Add the task to the Task Queue.
 - **View Queue** — Show the Task Queue screen.

DOCUMENTATION SURVEY

Help improve MediaSpan documentation by completing a short online questionnaire. Your responses will shape the tools MediaSpan provides to make the most out of your software.

Click the link below to be taken directly to the survey.

Online Documentation Survey



The screenshot shows the MediaSpan Online Documentation Survey form. At the top left is the MediaSpan logo. To the right is a search bar with the text "Search For..." and a "Search" button. Below the logo is the title "Online Documentation Survey" in a large blue font. The main text of the form reads: "Please help us improve MediaSpan documentation by completing the short online questionnaire below. Your responses will help shape the tools MediaSpan provides to make the most out of your software." The form is titled "Documentation Survey" and contains the following fields and options:

- First Name:* [text input]
- Last Name:* [text input]
- Email:* [text input]
- City:* [text input]
- Daytime Phone:* [text input]
- Evening Phone:* [text input]
- Publication: [text input]
- Product: [dropdown menu with "AdPower" selected]
- Documentation name and publish date: (found on the title page of your manual) [text input]
- May we contact you about this survey?
 - yes
 - no
- In your opinion, please rate each statement as it relates to your experience with our documentation.
 - Organization: You were able to locate your answers quickly.
 - 5 Excellent
 - 4 Good
 - 3 Average

If viewing a printed copy or experiencing trouble with the link above, enter the following URL in your web browser:

<http://www.mediaspansoftware.com/article.asp?id=226213>