NEXELUS

Release Notes 12.0

Introduction

We are delighted to release Nexelus 12.0, focused on User Interface updates along with new functionalities such as Client Portal and enhancements for existing functionality in the areas of Media, Revenue Recognition, Project Inquiry to name a few.

Client Portal

This functionality allows for sharing of information with customers (clients) and getting sign-offs (approvals) for both media plans (MPA, MA, "Authorization to Buy") and production estimates through this portal.

- When Budgets (media plans or production estimates) are sent for client approval, an email is sent to client contacts to register themselves to be able to access this functionality.
- Based on the configuration, the Client Portal dashboard can show the following four gadgets:
  - Production Budgets (Estimates)
    - Allows users to see the PDF format of the estimate
    - Users can electronically approve or reject with comments
  - Media Budgets (MA, MPA, etc.)
    - Allows users to see the PDF format of the Media Budget (MA, MPA, etc.)
    - Users can electronically approve or reject with comments
  - Billing History with outstanding invoices (printable)
  - Reports View
    - Any report the company would like to share with clients, project statuses, etc.

Client Portal Impact on Other User Interfaces

Client Portal impacts on following user interfaces. Please Note: We strongly recommend you contact your designated consultant to understand the full impact of activating this functionality.

- ~~Company Rule~~
  - A new company rule is set up for client portal that will decide whether company will use Client Portal.
    Company Rule >> Client Portal
  - Two new company rules are set up in Client Profile panel that will decide whether company will allow user to add/delete Client Portal Resources.
    Company Rule >> Client Profile >> Client Portal Resources >> Add Resources
    Company Rule >> Client Profile >> Client Portal Resources >> Delete Resources

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- **Group Rule**

  Three new group rules have been set up for Client Portal that will decide client portal's resources section availability on Client Profile, Project or Activity user interface.

  Group Rule >> Client Portal >> Client Resources
  Group Rule >> Client Portal >> Job Resources
  Group Rule >> Client Portal >> Activity Resources

- **System Setup → Approval Chain**

  A new Check box "Client Approval" has been introduced on approval chain that defines this certain level is Client Approval Level.

- **Maintenance → Client Profile**

  A new section Client Portal Configuration has been introduced on client profile user interface containing three sub sections.
  - **Gadgets**
    This section is used to set up gadget permissions for client.
  - **Reports**
    This section will show list of reports and selected reports available on client portal.
  - **Client Portal Resources**
    This section allows user to add or select/deselect client portal resources that are further reflected on project resources against this Client.

- **Maintenance → Project**

  A new tab "Client Portal Resources" has been introduced on Project user interface where user is allowed to add or select/deselect client portal's resources.

- **Maintenance → Project → Activity**

  A new tab "Client Portal Resources" has been introduced on Activity user interface where user is allowed to add or select/deselect client portal's resources.

- **Media → Campaign**

  A new drop down "Client Portal Approval" has been introduced on campaign user interface with following options:

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- **Campaign based Approval**
  A new tab “Media Plan(s) for Client Approval” has been introduced on campaign user interface where user can select multiple plans and send them for client approval as a group.

- **Media Plan based Approval**
  On Media Plan authorization user interface, User can send media plans for approval against selected client portal resources.

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Management Fee Rate
Nexelus now allows user to define management fee based on service types linked to media plans on a client by client basis, if needed

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- **Media → Setup → Management Fee Rate**
  A new setup user interface “Management Fee Rate” has been introduced where user can create Management Fee Rate groups. User can add/remove Service Types in this group and can define rates against these Service Types.

- **Client Profile**
  A new look up “Management Fee Rate” has been introduced in Media section of client profile where user can tag Management Fee Rate group.

- **Activity UI**
  Service type drop down on Activity UI now includes rates against service types. If a service type having a rate is selected then that defined rate will default on Management Fee Percentage otherwise Management Fee Percentage will default from Project.

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~~**New User Interface**~~
~~Nexelus 12.0 has been enhanced with the new User Interface. Following are the list of newly enhanced UIs:~~

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~~**Administration**~~
- ~~Company~~
- ~~Period Category~~
- ~~Interfaces~~
- ~~Inter Company Setup~~
- ~~Global Email Option~~
- ~~Email Setup~~
- ~~Intercompany Upload~~

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~~System Setup~~

- ~~Setup Screens~~
- ~~Account Map~~
- ~~Task Types~~
- ~~Transaction Types~~
- ~~Approval Chain~~
- ~~Variable Names~~
- ~~Generic Setup~~
- ~~Report Designer~~
- ~~Time & Expense → Expense Rates~~
- ~~Time & Expense → Expense Custom Fields~~
- ~~Time & Expense → Expense Report Items~~
- ~~Time & Expense → Expense Approvers~~
- ~~Budget Groups → Budget Work Function~~
- ~~Budget Groups → Budget Expense Type~~
- ~~Budget Groups → Budget Task~~
- ~~Budget Groups → Budget Resources~~
- ~~Budget Template Setup~~
- ~~Service Type~~
- ~~Tiered Rates~~
- ~~Search Media → Media Field Configuration~~
- ~~Search Media → Media Field Attribute~~
- ~~Resource Management → Skills~~
- ~~Resource Management → Skills Category~~
- ~~Resource Management → *Service Types Group~~
- ~~Resource Management → Terms and Conditions~~

Enhancements

- **Job/Project Inquiry**

  New information panel 'Job Status' has been introduced and some enhancements have been made in Job Details section of the Job/Project Inquiry UI. Look and Feel of the UI has been enhanced to improve usability and user interaction with the UI.
  - Two New Progress bars have been introduced in job details section representing the progress of regular and media related Projects. These progress bars are based on Planned vs Actuals or Budget vs Actuals of the Job/Project.
  - A new Feature "Status Report" has been introduced in Job Details section that will download the status of Job/Project in multi-worksheet formatted Excel.
  - Document Management and Numbers Sections are merged in Job Details Section.

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- Job Status section contains the graphical representation of the project. Graph for a regular Job/Project is based on Budget, Planned Hours and Actual Hours of the job/project while graph for a media project is based on Media Spend, Client Facing and Client Actuals.
- IOs are now highlighted in Purchase Order Section in order to differentiate from POs in case a project contains both IOs (media) and POs (production).
- Print Report format has been changed to Excel Format and a “Grand Total” row has been added in transaction detail Excel Report that will calculate the sum of all the sub totals.
- Cash Information: users can now see AP payment information for PO based vendor invoices and cash receipts for client AR invoices through this user interface.

Data Entry → Revenue Recognition

Revenue Recognition process has been enhanced and new formulas have been introduced to recognize revenue.

- **Maintenance → Project**

  Four new formulas have been introduced in ‘formula Drop down List’ under accounting section of Project.

  - Hrs: ASC-606

    This formula will recognize revenue based on estimated and actual hours.

  - Cost: ASC-606 Sell Price

    This formula will recognize revenue based on Ext. Bill amount of estimated and actual hours, which is calculated using Bill Rate of Employee Bill Rate Card.

  - Cost: ASC-606 SSP

    This formula will recognize revenue based on SSP amount of estimated and actual hours, which is calculated using Bill Rate 2 of Employee Bill Rate Card.

  - Milestone

    A new user interface “Revenue Schedule” has been introduced in Data Entry section that allows user to setup milestone dates and percent complete for each Activity and then run the Revenue Recognition routine to take effect. The UI will pull only those projects that are set to perform Milestone Revenue Recognition.

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- **Two new Company Rules have been added for milestone revenue recognition:**
  1. Company Rule >> Project Budget >> Milestone Revenue Recognition >> Revenue Recognition basis
     - If the rule is based on POB then Activities will be pulled and segregated based on performance obligation otherwise, list of activities will be populated in the grid where each Activity is considered as a milestone.
  2. Company Rule >> Project Budget >> Milestone Revenue Recognition >> Budget Options
     - Based on the rule, the user interface will pull time, resources or both (time and resources) budget data. The user interface will pull approved and latest revision of the budget.

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- **System Setup → Performance Obligation**
  A setup user interface "Performance Obligation" has been set up allowing user to define performance obligations which will be tagged on Activity user interface.

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- **Maintenance → Project → Activity**
  A new look up "Performance Obligation Group" has been introduced on Activity user interface and user can tag Performance Obligation.

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- **Maintenance → Project Budget**
  A new Field "Sell Price" has been added in budget header and detail section that will calculate the amount based on Bill Rate 2 of Employee/Resource Bill Rate Card. This sell price is calculated for labor and resource type budgets and is dependent on formula Hrs: ASC-606, Cost: ASC-606 Sell Price or Cost: ASC-606 SSP selected from Formula drop down list in accounting section of the Project.

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- **Ad Tech/Ad Serving Enhancements**
  Previously estimating or planning for Tech Fee / Ad Serving was allowed to be done in summary based on clicks or impressions for the client billing schedule. While keeping the existing functionality, Nexelus now allows user to estimate/plan Tech Fee / Ad Serving at the vendor Placement level, with ability to setup rate cards for different placement types (including creative rotations) as a standard or different rate card specific or certain customers. <u>Please Note: We strongly recommend you contact your designated consultant to understand the full impact of this change in case you are planning to use the enhanced functionality.</u>

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Rules and Setup/Configuration Changes

- **Company Rule**
  - A new Company Rule “Ad Serving Level” has been introduced which allows users to define if they want to use Ad Serving at Client level or at Vendor level.
    Company Rule >> Project Budget >> Ad Serving Level
  - A new Company Rule “Ad Tech IO” has been introduced which allows whether user can create Ad Tech IO or not.
    Company Rule >> Project Budget >> Ad Tech IO

- **Media → Setup → Media Placement Type**
  A new setup user interface has been developed where user can add Placement Types and can also define Ad Serving Rates against Media Placement Types.

- **Media → Setup → Media Placement Type Rate**
  A new setup user interface has been developed where user can create Media Placement Type Rates. User can add/remove Media Placement Types in this rate type and can add/update rates against these media placement types.

- **Maintenance → Client Profile**
  A new look up “Media Placement Type Rate” has been introduced in Media Section of client profile where user can tag desired Media Placement Type Rate.

- **Media → Media Plan → Placement**
  A new drop down “Ad Serving Placement Type” has been introduced in Vendor Placement where user can see all active placement types along with their rates. Ad Tech Fee is calculated on the basis of rates of these Placement types.

- **Media → Media Plan → Client Facing**
  While creating Client line schedule, system will default Tech Fee from Vendor Placement as the sum of all ad Serving Fee of vendor Placements within the selected date range.

- **Media → Buying**
  System will allow user to create IO for Ad Serving from Buying User interface same as allows to create Ad Serving IO for Tech Fee defined in client section. Once user has created IO, Media Payables Matching and billing reconciliation will work as it was working with previous implementation.

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- **Media → Delivery Override**
  New Column "Placement Type" has been introduced in Excel Upload / Import, which displays placement type selected for each vendor placement. In case Ad Serving fee is used on vendor Placement then system will pick rate automatically from placement type stamped on vendor placement.

- **Billing → Billing Setup**
  User can now see Ad Serving IO in Override Amount on Adjustments Tab and Tech Fee will be adjusted based on Override data of Ad Tech IO.

- **Time and Expense → Expense Report**
  A new column "Approver" has been introduced on expense reports detail section that will show the approvers to whom expense report transaction(s) will be submitted to for approval.

- **Approval → Expense Approval**
  Application now restricts the user to approve his/her own expense report transactions as a Manager. Such transactions will be forwarded to the Manager's supervisors for approval.

- **Maintenance → Project Budget → Project tab**
  Previously 7,000 characters were allowed to save in external memo field on project tab of project budget but Nexelus now allows user to save 10,000 characters in external memo field.

- **Maintenance → Project**
  - Previously user was allowed to attach a single file on a project at a time but Nexelus now allows user to attach 10 attachments to a project at one time.
  - A new Company Rule has been introduced that will set the Product mandatory for a Job/Project.
    Company Rules >> *Job >> Product Required

- **Data Entry → Journal ~~Enrty~~Entry**
  A new Group Rule has been introduced that will decide whether user is allowed to Post Journal Entries~~y or not~~.
  Group Rule >> Data Entry >> Allow to Post JE

- **Data Entry → Purchase Order**
  - A new column "Vendor Name" has been added in PO Number look up and Vendor look up on Purchase Order user interface and the user can now search Vendors using this search filter.

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- Vendor name will be selected by default as a search filter in vendor look up, instead of vendor code.
- Application now defaults the Originator to the person creating the Purchase Order. User still has the ability to change the Originator/ "*Acct Services" to a different name.

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- **Media → Campaign**
  A new Company Rule has been introduced to either allow or disallow editing of the Campaign Name field.
  Company Rule >> *Job *Budget >> Edit *Campaign Name

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- **Media → Campaign/Media Plan**
  In case Media plan dates are changed to dates outside the parent entity range (i.e. Job/Project or Activity) user will be prompted that Parent entity dates should also be changed. If Yes, then dates for (Job/Project or Activity) will be changed accordingly else dates for Media Plan will not be updated.

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- **Media → Media Plan → Client Facing**
  - A new column "Total amount" has been introduced on Client Facing user interface whereas Ext. Bill column has been removed.
  - Application now allows user to generate billing schedule even if billing exists. UOM will appear read only in case billed lines exist.

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- **Media → Media Plan → Placement**
  - Previously Application ~~uses to~~ would load placement details in lower section of ~~same~~ page which had some usability issues ~~with~~ requiring ~~excessive~~ excessive~~scrolling,scrolling;~~ . ~~Nexelus now loads~~ P~~p~~lacement details now load in a pop up window for quick access and ease of use.
  - Previously ~~user was allowed to have duplicate names for~~ ads with the same name was only allowed when created directly in the ~~from~~ UI. Now ads with the same name can be created within the UI or through the bulk sheet import. ~~only but Nexelus now allows user to have duplicate names for Ads via import/Export.~~
  - New Placements Using the Bulk Sheet: Nexelus now allows on the bulk sheet creation of ~~user to have~~ 'Dummy' ~~ID for new~~ placement ID's for new placements. New placements with t~~T~~his dummy ID will successfully import. ~~allow user to Import new Placements using Dummy IDs.~~
  - A Total bar showing totals for Ad Tech Fees and Cost has been added to the bulk sheet. ~~has been introduced on Bulk Sheet that will show the Total of Ad Tech Fee and Cost.~~ In addition, ~~Apart from this,~~ a Summary Box has been added to the bulk sheet showing totals for ~~also been introduced on Bulk Sheet that will show Total~~ Impressions, ~~Total~~ Clicks and a g~~G~~rand t~~T~~otal of Total Cost + Total Ad Tech Fees.

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- **Media → Buying**
  Two new search filters “IO Number” and “Vendor” have been introduced in search criteria on buying search user interface (Media >> Buying). ~~that will ease the user to meet its required search.~~

- **Media → Media Plan**
  Previously user was allowed to push only single landing page to DCM but Nexelus now allows user to push multiple Landing Pages to DCM.

- **Data Entry → Voucher**
  - A new Company Rule has been introduced that will stamp Location and Department from Employee, Job/Project or Activity on non-expense report vendor invoices (vouchers).
    Company Rule >> Voucher >> Default Location/*Department
  - A new column has been added in voucher look up that will show amounts against the vouchers in the list
  - Voucher Entry screen has been reorganized for ease of use. Vendor Name field is now directly under the Vendor Code field and the Due Date field is now directly under the Invoice Date field.

- **Billing → Invoice**
  Application now minimizes the search fields occupying half of the user interface and user can now see more invoices when performing search.

- **User Setup → User Settings**
  Nexelus now allows all the users to upload their Profile picture~~s~~. Upload Profile Picture button has been introduced in user settings for all users where they can upload their picture.

- Nexelus now shows the User Group and Company of logged in user in main header. User can see this User Group and Company right below user name of logged in user.

- **Fixes**

- **Data Entry → Purchase Order**
  Previously there was an issue with quotes and apostrophe’s in Activity description at Media Plan Edit Activity button that was causing Load user interface issue. This issue has now been resolved and user interface loads successfully despite quotes and apostrophes in the

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Activity description.

- **Approvals → Pending Finance Approval**
    - Previously Pending Finance Approval user interface was slow but now this user interface has been optimized and loads quickly.
    - Application now retains the approver who had originally approved the expense report when finance rejects expense report and does not require manager re-approval

- **Time and Expense → Expense Report**

  Application now includes the specific line number of expense with error in the error message.

- **Approval → Time Approval**

  Application now retains comments formatting while applying rejection comments from header.

- **Time and Expense → Time Entry**

  The ability to see the status of hours (Estimated, Actual & In Processing) from within Time Entry has been restored (Calculator icon).

- **Media → Buying**

  There was an issue on Buying that when same vendor has two different sites (site name is same) then IO can only be created for one site and both gets merged. Nexelus now retains both sites and separate IOs are created ~~for both~~for each.

New User Interface

Nexelus 12.0 has been enhanced with the new User Interface. Following are the list of newly enhanced UIs:

Administration

- Company
- Period Category
- Interfaces
- Inter Company Setup
- Global Email Option
- Email Setup
- Intercompany Upload

System Setup

- Setup Screens
- Account Map
- Task Types

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- Transaction Types
- Approval Chain
- Variable Names
- Generic Setup
- Report Designer
- Time & Expense → Expense Rates
- Time & Expense → Expense Custom Fields
- Time & Expense → Expense Report Items
- Time & Expense → Expense Approvers
- Budget Groups → Budget Work Function
- Budget Groups → Budget Expense Type
- Budget Groups → Budget Task
- Budget Groups → Budget Resources
- Budget Template Setup
- Service Type
- Tiered Rates
- Search Media → Media Field Configuration
- Search Media → Media Field Attribute
- Resource Management → Skills
- Resource Management → Skills Category
- Resource Management → *Service Types Group
- Resource Management → Terms and Conditions

Known Issues

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Multiple sessions of **NEXELUS®** application in different tabs of a browser or in separate browser windows cannot be maintained. This may cause data corruption issues.

Browser Information

This software release has been tested on the following browsers:

Windows:

- IE 11.0.9600.18977
- Edge 42.17134.1.0
- Firefox 59.0.2
- Chrome 65.0.3325.181

MAC:

- Safari 11.0.1