

Converting Publication Frequency

This document describes the steps necessary to convert your publication's issue frequency. This includes weekly to bi-weekly, bi-weekly to weekly, bi-weekly to monthly, etc.

All of the steps for SMS must be performed together between the last mail processing at the old mailing timing and before the first mail processing at the new mailing timing. For AMS, perform the steps between the corresponding ad schedule processing. For example, if you are changing from weekly to bi-weekly on January 1 and you process your last weekly mailing on December 15 and you want to process your mailing for the January 1 issue on December 22, you must perform all of these changes between December 15 and 22.

Note: Some of the steps listed will be very time consuming if you update each record, one at a time. It is therefore very beneficial to you to have Sonova assist you by performing mass-updates. Those steps are noted with asterisks (*). We can help you with all of this if you desire that.

SMS:

1. Update System Setup:
 - a. General:
 - i. Issues per year
 - b. Renewals:
 - i. Send renewal notices (4 options)
 - ii. 1, 2, and 3 year rates
2. Update Issue Calendar for the new schedule.
3. Update applicable Rate records with the new information:
 - a. Issues
 - b. Amount
4. Update applicable Class records with the new information:
 - a. Initial free issues
 - b. Issues after expiration
5. Update applicable Special Label Schedule records to correspond to the new Issue Calendar.
6. Update applicable Group records:
 - a. Billing:
 - i. * Free issues remaining
7. Update applicable Individual records:
 - a. Subscription:
 - i. * Issues before next mailing
 - ii. * Issues between mailings
 - iii. * Issues remaining
 - iv. * Free issues remaining

AMS:

1. Update Issue Calendar for the new schedule.
2. Update applicable Ad Schedule records to correspond to the new Issue Calendar.