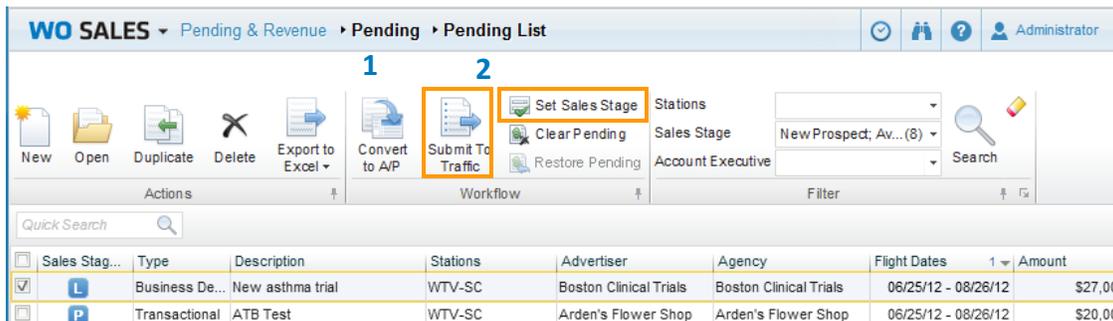


Pending: Clearing Pending

v3.0

There are several ways you can clear Pending revenue in *WO Sales*, meaning converting the revenue to won or lost business within the system.

Pending > Pending List



With in-line editing capabilities, you can select one or more Pending items at a time, and clear pending without the need to open each item individually, it can be done from the List screen.

1. Click the **Submit To Traffic** button to push the Order to *WO Traffic*.
 - In the **Submit Orders** window, enter an optional comment, edit the Priority Code if necessary and click **OK**.
 - De-select the **Clear Pending Amount** box to keep dollars as pending on reports.

2. Click the **Set Sales Stage** button to edit the sales stage or Close Probability %.
 - In the **Sales Stage** window select Closed Won or Closed Lost from the **Sales Stage** pull-down and click **OK**.

Note: The Close Probably % will automatically reflect the correct percentage based on the selection made in the Sales Stage field.

Submit Orders

Pending: 1 out of 2

Description: The Dow Jones

Agency: Arnold MPG/SF

Advertiser: Aeoba Music

Comment:

Priority Code: Priority 9

Clear Pending Amount:

Mark As Closed Won:

Apply to all:

OK Cancel

Sales Stage

Pending: 1 out of 2

Id: 128

Description: ATB Test

Agency: Arden's Flower Shop

Advertiser: Arden's Flower Shop

Pending Type: Transaccional

Sales Stage: Proposal

Close Probability (%): 50

Apply to all:

OK Cancel

Budget & Forecast

Name	December 2012			Q4			Total		
	TY Budget	Pending	Wgt Pndg	TY Budget	Pending	Wgt Pndg	TY Budget	Pending	Wgt Pndg
Local		\$160,000	\$64,000		\$480,000	\$192,000	\$481,973	\$193,479	
Budgeted	\$400,000	\$160,000	\$64,000	\$1,200,000	\$480,000	\$192,000	\$3,893,000	\$480,000	\$192,000
John Murphy	\$400,000	\$160,000	\$64,000	\$1,200,000	\$480,000	\$192,000	\$3,893,000	\$480,000	\$192,000
New Business									
Unbudgeted								\$1,973	\$1,479
Andrea VanWagner								\$1,973	\$1,479

In the Budget & Forecast screen click in a Pending cell to trigger the **Pending Drill Down** pop-up. Click the Pending Drill Down option to open the Pending Drill Down window:

Pending Drill Down (1 Cash Pending of John Murphy)																		
Quick Search																		
✓	S...	Acti...	Description	Advertiser	Agency	Flight Dates	Pending				Weighted Pending				Pendin...	Stage	%	Cash
							Q1	Q2	Q3	Q4*	Q1	Q2	Q3	Q4*				
✓			General Motors	General Motors	Campbell-Ewald	10/01/12-12/23/12				\$480,000				\$192,000	\$480,000	Avail - Transactional	40	✓

The Pending Drill Down window will display a list of pending items. Select one or more of the items in the pending list, and use the tool bar options.

- Edit** – editable fields are indicated in blue. Enter new dollar amounts and/or probability percentages.
- Click the **Save** or **Cancel** icons next to the pending item or in the Tool Bar to save or discard edits. **Note:** Edits made here will update and be visible in the Pending item.
- Mark as Order, Mark As Lost Business, Clear Pending Dollars** – each will appropriately affect the selected pending items.
- Open** – will fully open the selected pending item where you can make edits to the full pending item.
- Click the **X** in the upper right corner to exit the Drill Down window.

Pending										Stage		%
Oct	Nov	Dec	Q1	Q2	Q3	Q4	Period ...	Other				
\$160,000	\$160,000	\$160,000				\$480,000	\$480,000	\$118,027	Final Negotiation - Legacy		75	
									Avail - Transactional		40	

Home Page Dashlet

My Open Pending							
ID	Name	Advertiser	Agency	Amount	Flight Start	Order	
84	Winter SUV	General Motors	Campbell-Ewald	\$505,000.00	10/01/2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
88	Winter Holidays	Las Vegas Conv. Bureau	FCB/SF	\$450,000.00	10/01/2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
87	Web	Comfort Sit & Sleep	Comfort Sit & Sleep	\$75,000.00	10/01/2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click the Order icons in your Pending dashlet to quickly update Pending items:

Mark As Order

Mark as Lost Business



Items **Submitted To Traffic** or **Marked As Order** will only be editable in *WO Traffic*.