

Process and Print Broadcast Invoices

(Logs must be Charged [Finalized] before Invoices can be processed & printed.)

To generate Broadcast Invoices, from the main NL8 screen, click [Billing] [Broadcast Invoices].

1. Select the Invoices to be Listed

Select the invoice list settings at the top of the screen to obtain an invoice list. You can select the Status, Station(s), Billing Cycle, and billing period.

2. Verify and Correct Invoices Before Finalizing & Printing

The invoice list displays the invoice information in **red** if the invoice is **short** from what should have been billed, **black** if the invoice is **OK**, and **blue** if the invoice is **over** what should have been billed. The columns of interest when fixing errors are:

- A.) How many items were ordered versus how many are being invoiced.
- B.) The Invoiced Cost difference in what was ordered versus how much is being invoiced.

3. Making Corrections

- A.) If the invoice line is **Black**, just verify the amount in the *Invoiced Cost* column.
- B.) If the invoice line is **Red**, you need to research why you are missing spots that should have been scheduled. (Were they bumped? Deleted accidentally from the Log?) If you need to add spots to the invoice that played on air but did not get on the log before it was finalized, go to Step 4.
- C.) If the invoice line is **Blue**, you need to decide if the extra spots should be changed to bonus or no charge or if it is OK to bill for them. If you need to edit the cost of a line item or delete the line item, go to Step 4.

4. Edit Invoice Items

In order to edit any invoice you must [double-click] the invoice to open it. With the invoice displayed as describe above you can do the following. Note: If not already displayed as a *Detail* type invoice, you must switch it to that display for editing purposes.

- A.) To edit an individual invoiced item, [right-click] that invoice item and click [Edit this Item] from the dropdown edit menu.
- B.) To remove an invoiced item, [right-click] that invoice item to highlight it and [Delete this Item] from the edit box.
- C.) To insert an item, [right-click] on the invoice to get the edit menu and click on [Insert an Item]. You must select an Order Line to be associated with the new invoice item. Be sure to select the correct date and time in the "Insert Item Edit Box" in order for it to be inserted on the correct location on the invoice. Then click on the *Insert Item* button. The spot will then appear on the invoice.

5. Finalizing and Printing

Once all corrections are made you can click on the **[Final Invoices]** button on the tool bar to print all invoices and send information to Accounts Receivables.