Billing
Electronic Invoice Overview & Startup

Natural Log supports the following electronic Invoicing methods.

E-Mail Adobe Acrobat pdf

This is a free method internal to NL8 [no clearinghouse is required] that allows you to deliver invoices in the common Abode Acrobat PDF format to anyone with an e-mail address [using your email program such as Outlook Express]. The recipient will need the free Adobe Acrobat reader from www.adobe.com to view and print the Invoice which will look exactly like they printed it themselves from NL8 with all formatting and graphics intact. If you entered the **Invoice e-mail address** on the customer's account screen, NL8 will send them for you [if you have an e-mail program on your computer]. If you have not entered an **Invoice e-mail address** your e-mail program will prompt your for an e-mail address. See e-mail NL8 Documents.

Fax

This requires a fax-modem and a 3rd-party fax capture program (usually provided free with fax modems). You can select the "Fax" as the printer and print any NL8 invoice directly to your fax modem. If you do this, when your fax capture program starts up, the Customer Fax number from NL8 will be in the Windows clipboard and all you need to do is paste it into the box for the fax number to be dialed. Fax invoices can only be done 1 at a time.

Broadcast Industry e-Invoice Clearinghouse

- **EInvoice / Encoda SpotData**
- **RadioInvoices.com**
- **DDS Invoice Manager [DDS / MediaOcean Invoice Manager]**
- **EMediaTrade.com**

If you use a clearinghouse you are responsible to register with the clearinghouse and pay all their required fees for electronic invoice delivery. NL8 simply creates a properly-formatted file that you send to them and they deliver the invoices electronically to the proper agencies.

The startup process to begin using a clearinghouse is:

1. Establish an account with the clearinghouse.

2. In **[Setup] [Administrator Controls] [Station Settings / Document Formats]** section, you must click the **[e-Invoice]** button to enter certain station-specific information such as the 4-letter call sign used for the clearinghouse to identify your station, the band [AM or FM], and the media type [Radio, TV, or Local Cable].

3. For each agency to which you want to transmit e-Invoices through the clearinghouse you need to use **[Setup][Agencies]** to enter the agency's "Agency IDB" code.

4. On the customer's account screen set **Invoice Deliver** to select the desired method (as set on each)

5. On the customer entry screen be sure the proper agency is assign to the customer so the Agency IDB is picked up from the Agency List.

You are then ready to begin e-Invoicing through a clearinghouse. See Electronic Invoice Transmission.