

Chapter 12 - Manual Index

A

Accounts Receivable,	Section 6
Aging report	7-8 to 7-9
Batch print statements	6-5 to 6-6
Collection report	7-10 to 7-11, 7-13
Customer History	6-3 to 6-4
Finance Charges	6-1, 6-21 to 6-22
Invoice editing after issue	6-20
Invoice reprinting after final print	6-19 to 6-20
Invoiced sales report	7-10 to 7-12
Payment/adjustment entry	6-7 to 6-12
Payment/Adjustments corrections	6-13 to 6-14
Prepayments	6-15 to 6-18
Transaction lookup	6-19
Adjustment report	7-10 to 7-11, 7-14
Adjustments	see Payments & adjustments
Advance payments	see Prepayments
Affidavit, official's statement	3-14
Affidavit-scripts	3-14, 5-7
Agency Commission	3-14
Address, Return on Statements/Bills	2-5
Alternating week scheduling	3-26
Announcer voice back-back protection	2-3, 3-33
Archiving logs & invoices	8-4
AudioVault™ interfacing	11-18 to 11-20
Audisk™ interfacing	11-27 to 11-30
AutoMate™ interfacing	11-40 to 11-42
Automation interfacing,	
AudioVault™	11-18 to 11-20
Audisk™	11-27 to 11-30
AutoMate™	11-40 to 11-42
AXS™ The Management	11-3 to 11-6
AV-Air™ &BE-CORE™ systems	11-46 to 11-48
BSI WaveStation™	11-56 to 11-62
BTSG AutoMax	11-68 to 11-71
CartReady™	11-91 to 11-93
CartWorks™	11-14 to 11-17
Class Hollywood TV™	11-97 to 11-98
ControlReady™	11-91 to 11-93
Dalet™	11-27 to 11-30
DCS™ Computer Concepts	11-21 to 11-26
Digilink™ Arrakis)	11-7 to 11-10
Digicenter™ ITC	11-31 to 11-32
Digital DJ™ The Management	11-3 to 11-6
Digital JukeBox™	11-53 to 11-55
Digital Universe™	11-82 to 11-83
Enco DAD™	11-64 to 11-67
Enco DADpro32™	11-87 to 11-90
EZ Broadcaster Automation™	11-43 to 11-45
Generic ASCII log output	11-27 to 11-30

Chapter 12 - Manual Index (cont)

Automation interfacing (continued),	
JockeyPro™	11-99 to 11-100
MediaTouch™	11-72 to 11-74
MusicReady™	11-91 to 11-93
Pristine RapidFire™	11-27 to 11-30
Pristine CDS32™	11-14 to 11-17
Prophet Systems™	11-27 to 11-30
RadioOne™	11-27 to 11-30
RDS Phantom™	11-49 to 11-52
Salsa automation™ & Systemation™	11-11 to 11-13
Scott Studios™	11-37 to 11-39
SmartCaster™	11-34 to 11-36
TuneTracker™ Automation interfacing	11-84 to 11-86
WaveStation™ (BSI)	11-56 to 11-63
WireReady™	11-91 to 11-93
Automation Systems,	
Send/Read/Convert logs	4-18 to 4-19, 11-1 to 11-2
Setup	2-4
Avails,	
Commercial set avails	2-8
Report	see Inventory management report
Reserving/restrictions	2-20
Stand-alone avails	2-8
Types, defined	2-9, 2-12, 2-20
AXS™ (The Management) Automation interfacing	11-3 to 11-6
B	
Background printing defined	4-2, 10-1
Billing,	
Batch print	5-3
Closing dates	5-17
Edit/Insert before printing	5-9 to 5-10
Error report (billed vs ordered)	5-3, 5-11
Final invoices	5-3
Invoice edit after final printing	6-19
Invoice types	5-3 to 5-7
Miscellaneous billing	5-12 to 5-14
Non-Broadcast billing	5-12 to 5-14
Overview	5-1
Starting balances	5-15 to 5-17
Trial Invoices	5-3
Billing cycle,	
Customer default	3-6
Order entry	3-13
Bill Format Setup	2-5
Booked sales report (projections)	7-15 to 7-17
Book closing date	5-1, 5-17, 9-1
Broadcast Orders Overview	3-8 to 3-9 also see Order Entry
BSI WaveStation™ automation	See WaveStation
BTSG AutoMax™ automation	11-68 to 11-71

Chapter 12 - Manual Index (cont)

C

Call-in spots,	
Designating on orders and bills using Note	3-23
Protect back-to-back	2-4
Call Letter setup	2-2
CartReady™ automation	11-91 to 11-93
CartWorks™ automation	11-14 to 11-17
Class Hollywood TV™ Automation	11-97 to 11-98
Closing dates-billing	5-17
Collections report	7-10 to 7-11, 7-13
Commercial programs	see Programs,paid
Commercial Sets	2-8, 2-11 to 2-12
Fill If-Used (optional)	2-13
Fill Mandatory	2-13
Commissions,	
Agency	3-14
National rep	3-14
Salesman commission	2-17, 3-14
Common system errors	1-12 to 1-16
Compress Log Printout	2-4
Confirmations,	
Order single confirmation,	3-9, 3-16
Orders, batch (detailed order list)	7-4
Payments & adjustments	6-7, 6-19 to 6-20
Converting logs for automation	4-18 to 4-19, 11-1 to 11-2
Conversion table for automation	4-19, 11-1
Copy manager	3-34
Copying Order Schedules	3-18
Customer Files/Data Entry,	3-2 to 3-8
Account Rep (salesman)	3-4
Beginning customer balance setup	5-16 to 5-17
Bill-To name	3-4
Billing cycle	3-6
Contact name	3-4
Credit Limit	3-7
Customer spot separation	3-7
Deleting	3-3
History, acct receivable	6-3 to 6-4
Late charges, Finance charges	3-7
Lists	7-2 to 7-3
National Rep	3-5
Required spot separation	3-7
Source	3-5
Sponsor name	3-4
Statement Cycle	3-6
Tax rate (sales taxes)	3-7
Customer lists	7-4 to 7-7
Customer Order Entry, see Order Entry	
Customer Spot Separation	2-3

Chapter 12 - Manual Index (cont)

D

Data Backup/Restore Menu	8-1
Data Backup	8-2
Data Restore	8-3
Dalet	11-27 to 11-30
DCS™ (Computer Concepts) interfacing	11-21 to 11-26
Diagnosing system errors & lockups	1-12 to 1-16
Digilink™ (Arrakis) interfacing	11-7 to 11-10
Digicenter™ (ITC) interfacing	11-31 to 11-33
Digital DJ™, (The Management) interfacing	11-3 to 11-6
Digital JukeBox™	11-53 to 11-55
Discounts	3-14

E

Editing invoice after final print	6-20
Enco DAD™ interfacing	11-64 to 11-67
Enco DADpro32™ interfacing	11-87 to 11-90
End-of-month closing	5-17, 9-1
End-of-year closing	5-1, 9-1
Errors	
Billing error report	5-3, 5-11
Bumped spots	4-14 to 4-15
Common system errors and numbered errors	1-12 to 1-16
During new log generation	4-3
Printer error	1-14, 4-2
Tape/Script errors defined	4-15 to 4-17
Unfilled commercial breaks	4-13, 4-15
Expired Key or Invalid Key ERROR	1-12
EZ Broadcaster Automation™ interfacing	11-43 to 11-45

F

Fill Code on Log Formats	2-13
Fill Commercial breaks to length	2-13
Optional spots	3-23 to 3-24
Final invoices	5-3
Finance charges, Late charges	3-7, 6-1, 6-21 to 6-22

G

Generic ASCII automation output	11-27 to 11-30
---------------------------------	----------------

Chapter 12 - Manual Index (cont)

H

History, customer account 6-3 to 6-4

I

If-Used Commercial Breaks, 2-13
 Optional spots 3-23 to 3-24
Installation 1-5 to 1-6
Initial System Setup 1-10 to 1-11
 Input beginning balances 5-16 to 5-17
Interfacing with automation 4-18 to 4-19, 11-1 to 11-2
 see also Automation Interfacing
Invalid Key or Expired Key ERROR 1-12
Inventory management report (avails) 7-18 to 7-22
Invoice format setup 2-5
Invoice types,
 Order entry 3-13
 Detail type 5-5
 Summary type 5-4
 Times-Only type 5-7
Invoiced sales report 7-10 to 7-12
Invoices,
 Editing after final print 6-20
 Reprinting after final print 6-20
 Voiding 5-12, 5-15, 6-20

J

JockeyPro Automation 11-99 to 11-100

K

Key Invalid or Expired ERROR 1-12

L

Late charges, Finance charges 3-7, 6-1, 6-21 to 6-22
Length, on log formats 2-12
Live spots,
 Designating on orders and bills using Note 3-23
 Protect back-to-back 2-3, 3-23
Local Area Network
 Installation 1-6
 Errors 1-12, 1-14
Locked files & records error message 1-13, 1-15
Lock-up, system lock up & error messages 1-13 to 1-17
Log Editor Menu 4-5, also see Logs, editor
Log errors,
 Bumped spots 4-14 to 4-15
 During new log generation 4-3

(Continued on next Page)

Chapter 12 - Manual Index (cont)

L (continued)	
Log errors, [continued]	
Printer error	1-15, 4-2
Tape/Script errors defined	4-15 to 4-17
Unfilled commercial breaks	4-13, 4-15
Log format copying,	2-14
Hour-to-hour copying	2-14
Day-to-day copying	2-14
Program block copying	2-14, 2-15 to 2-16
Log format overview	2-7 to 2-8
Log format setup,	2-7 to 2-16
Avail type restrictions	2-12
Commercial Set Avails	2-8
Fill-code	2-13
If-Used breaks	2-13, 3-24
Length	2-12
Mandatory breaks	2-13, 3-24
Optional breaks	2-13, 3-24
Priority	2-12
Sign-On & Sign-Off	2-8, 2-11
Source	2-13
Text on log	2-8, 2-11
Log format types,	
Daily Logs	2-7 to 2-13
Program blocks	2-7, 2-15 to 2-16
Special logs	2-7, 2-15
Sports/special formats	2-15 to 2-16
Log Menu	4-1
Log priority	3-8, 3-11, 3-23
Logs,	
Automation send/read logs	4-18 to 4-19, 11-1 to 11-2
Bumped spots	4-13 to 4-15
Charging	4-12
Editor	4-4 to 4-8
Errors-correcting	4-13 to 4-17
New log	4-1 to 4-3
Order scanning during	3-8
Print log & reports from log editor,	
log	4-11
log automation load list	4-11
log avail usage list	4-11
log cart usage list	4-11
log network list	4-11
log times list	4-11
Reject log	4-1
Run-Time entry	4-9
Searching logs	4-10
Tape/Script errors defined	4-15 to 4-17
Trial Log	4-3
View/fix log errors	4-13 to 4-17

Chapter 12 - Manual Index (cont)

M

m3u Log Lists	11-79 to 1-080
Main Menu,	1-7 to 1-9
Mandatory Commercial breaks,	2-13
Optional spots	3-23 to 3-24
MediaTouch Automation	11-72 to 11-74
Miscellaneous charges,	5-12 to 5-16
Input beginning customer balances	5-15 to 5-16
Voiding	5-12, 5-15, 6-20
MusicReady Automation interfacing	11-91 to 11-93

N

Network spots	2-13, 3-35 to 3-37
Network affidavit from log	4-11
New logs	4-1 to 4-3
Non-Commercial stations,	
Invoice/Statement terminology	2-5
Non-log charges on spot invoices	3-21
Non-time charges	see Miscellaneous charges

O

Optional spots	3-23 to 3-24
Order confirmations	3-9
Order Entry	
Account rep (salesman)	3-11
Affidavit/ station official	3-14
Billing cycle	3-13
Copying	3-18
Discounts	3-14
Invoice type	3-13, 5-3 to 5-8
Logging name	3-10
Log priority	3-11
Multiple copies of bill	3-14
National rep Commission	3-14
Package price	3-12
Product code	3-13
Revenue type	3-10
Run dates	3-10
Salesman commission	3-14
Schedules	see Schedule entry
Script-affidavits	3-15
Spot separation	3-11
Spots ordered	3-15
Station	3-10
Status	3-10
Text/Notices on invoices	3-14
Order lists	7-4 to 7-7

Chapter 12 - Manual Index (cont)

P

Package price & uneven billing amounts	3-12
Passwords	2-2
Payments & adjustments	6-7 to 6-12
Corrections after processing	6-13 to 6-14
Prepayments	6-15 to 6-18
Phantom™ automation interfacing	11-49 to 11-52
Post to A/R, revenue types	2-22
Prepayments	6-15 to 6-18
Print log and log reports	4-11
Print queue	1-9
Printer type setup	2-3
Priority, ranking of orders	3-11
Priority, filling commercial avails	2-12
Pristine RapidFire™ automation interfacing	11-27 to 11-30
Produced-by, see also Voice protection	3-33
Product codes, setup & Protection types	2-21
Production orders & scripts, printing	3-17
Program block setup	2-7,2-15 to 2-16
Programs, paid	3-24
Projected sales (booked sales) report	7-15 to 7-17
Prophet Systems™ automation interfacing	11-27 to 11-30
Protections, product type	see Product codes

Q

Quotas-salesmen	2-17
Quick start guide	1-3 to 1-4

R

RadioOne™ automation interfacing	11-27 to 11-30
RDS Phantom™ automation interfacing	11-49 to 11-52
Refunds, prepayments	6-18
Reject log	4-1
Reports,	
Adjustments	7-10 to 7-11, 7-14
Accounts receivable aging	7-8 to 7-9
Avails (inventory)	7-18 to 7-22
Collections report	7-10 to 7-11, 7-13
Customer lists	7-2 to 7-3
Inventory management	7-18 to 7-22
Invoiced sales	7-10 to 7-12
Order lists	7-4 to 7-7
Projected sales	7-15 to 7-17

(Continued on next Page)

Chapter 12 - Manual Index (cont)

R (continued)

Required spot separation,	
Orders	3-11
Customer	2-3, 3-7
Product types	2-21, 3-11
Revenue type defined & setup	2-22
Rotations, tape or script	see Tape/Script Rotations

S

Salesmen setup and quotas	2-17
Sales report	see Invoiced sales report
Sales taxes	see Tax rate
Salsa™ automation interfacing	11-11 to 11-13
Schedule entry,	
Alternating weeks	3-26
Avail type	3-22
Log type	3-21
Copying	3-18
Cost	3-22
Days-to-run, Normal	3-20
Days-to-run, Random	3-20
Log priority	3-23
Log type	3-21
Note	3-23
Optional spots	3-23 to 3-24
Rotate tape/script	3-22
Specified weeks	3-25
Time Classes	3-21
Tape/Script numbers	3-22
Scott Studios™ automation interfacing	11-37 to 11-39
Setup-initial system	1-10 to 1-11
Setup Menu	2-1
Setup-System,	1-3, 1-8, 2-1 to 2-22
Avail types	2-20
Bill formats	2-5
Edit system setup	2-1 to 2-6
Log formats	2-7 to 2-13
Product codes	2-21
Program blocks	2-15 to 2-16
Revenue types	2-22
Salesmen	2-17
Time-Class define	2-18 to 2-19
Statement formats	2-5
Sign-On, Sign-Off	2-8
SmartCaster™ interfacing	11-34 to 11-36
Special Log Formats	2-7, 2-15 to 2-16

(Continued on next Page)

Chapter 12 - Manual Index (cont)

S (continued)

Specified week scheduling	3-25
Spot separation,	
Orders	3-11
Customer	2-3, 3-7
Product types	2-21, 3-11
Statement Format Setup	2-5
Statements,	
batch print	6-5 to 6-6
Print for individual customer	6-3
Status,	
Order	3-8, 3-10
Tape/Scripts	3-33
Stopsets	see Commercial Sets
Substitutions, Tape/Script	see Tape/Script Substitutions
Support (Telephone Help)	1,1
System Key Invalid or Expired ERROR	1-12
Systemation™ automation interfacing	11-13
System Setup	1-3
System Operation Summary	1-3

T

Tape/Script errors defined	4-15 to 4-17
Tape/Script Library,	3-32 to 3-34
Copy Manager	3-34
Tape-ID	3-33, 5-10
Tape/Script Rotations	3-22, 3-27 to 3-31
Tape/Script Substitutions	3-22, 3-30 to 3-31
Time Class Setup	2-18 to 2-19
Transaction lookup,	6-19 to 6-20
Reprint invoices	6-20
Reprint payment/adjustment confirmations	6-20
Traffic Menu	3-1
Trial invoices	5-3,
Trial log	4-3
Troubleshooting	1-12 to 1-16
Text on log formats,	2-8, 2-11
TuneTracker™ Automation interfacing	11-84 to 11-86
Type, Avail on log formats,	2-12

U

Unfilled commercial breaks,	4-13, 4-15
also see Optional spots	2-13, 3-23, 3-24

W-X-Y-Z

Voice Protection	2-4, 3-33
Voiding Invoices	5-12, 5-15,6-20
WaveStation™ automation	11-56 to 11-63