

Chapter 7 - Billing

Until Invoices are Finalized, they do not show up in Accounts Receivable or on Statements.

To generate your Broadcast Invoices, from the main NL screen, click **[Billing] [Broadcast Invoices]**.

Note: It is highly recommended you do a **[Data][Backup]** prior to generating **final invoices**.

Invoice#	Order ID	Station	Description	Invoiced Items	Ordered Items	+/- Items	Invoiced Cost	Ordered Cost	+/- Cost
	0112-003	DEMO-AM	Abx Cablevision Of Texas, Inc.	0	76	-76	0.00	0.00	0.00
	0112-003	DEMO-FM	Abx Cablevision Of Texas, Inc.	0	76	-76	0.00	275.00	-275.00
	0001-003	DEMO-AM	Allen's Body Tech	0	0	0	0.00	0.00	0.00
Ready	0002-001	DEMO-FM	American National Bank	25	25	0	250.00	250.00	0.00
Ready	0003-001	DEMO-AM	Another Debut	90	90	0	750.00	750.00	0.00
Ready	0102-001	DEMO-AM	Anytown Filley Co.	27	85	-58	200.00	200.00	0.00
Ready	0005-001	DEMO-FM	Apache Tractor & Implement	11	11	0	60.00	60.00	0.00
Ready	0006-001	DEMO-FM	Arnolds Jewelers	8	8	0	24.00	24.00	0.00
Ready	0008-001	DEMO-AM	Baptist Bible Hour	5	5	0	100.00	100.00	0.00
Ready	0012-001	DEMO-AM	Bommer Ford	12	12	0	108.00	108.00	0.00
Ready	0013-001	DEMO-AM	Bommer Tractor	5	5	0	0.00	0.00	0.00
Ready	0013-002	DEMO-AM	Bommer Tractor	4	4	0	19.00	19.00	0.00
Ready	0013-003	DEMO-AM	Bommer Tractor	20	20	0	115.00	115.00	0.00
Ready	0015-001	DEMO-AM	Bordens, Inc.	5	5	0	150.00	150.00	0.00
Ready	0016-001	DEMO-FM	Brooks & Lee Funeral Home	5	5	0	15.00	15.00	0.00
Ready	0017-001	DEMO-FM	Caraway Ford Mercury	21	21	0	120.75	120.75	0.00
Ready	0017-002	DEMO-FM	Caraway Ford Mercury	4	4	0	35.00	35.00	0.00
Ready	0017-003	DEMO-AM	Caraway Ford Mercury	26	25	1	104.00	100.00	4.00
Ready	0019-001	DEMO-AM	City Utilities	25	25	0	256.25	256.25	0.00
Ready	0019-002	DEMO-FM	City Utilities	30	30	0	150.00	150.00	0.00
Ready	0020-002	DEMO-FM	Clothes Tree	0	0	0	100.00	100.00	0.00

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. **Status** selects the invoices that are displayed in the list:

- **Ready** Invoices not yet issued and are ready to be issued. That means the logs have been charged through the end of the Billing Cycle or at least through the Order EndDate.
- **Pending** Invoices that have not yet been issued but may be ready or not ready.
- **Final** Invoices that have been already issued for the selected billing period.

Note: Demand Invoices can be printed only individually on demand, not as a batch unless you specifically select **Demand** as the Billing Cycle.

Create Trial Invoices

In the **[Billing][Broadcast Invoices]** section, optionally, you can click **[Trial Invoices]** to print trial copies (but not post to A/R) the listed invoices.

Issue Final Invoices

In **[Billing][Broadcast Invoices]**, after you have verified invoices are correct [see section 7.02], you can click **[Final Invoices]** to print and post all **[Ready]** invoices to Accounts Receivable.

7.0 - Processing & Printing Invoices

Until Final Invoices are Finalized, they do not show up in Accounts Receivable or on Statements. Invoices show current month activity only. Payments and unpaid items carried forward from previous months are shown on Account Statements.

To generate Broadcast Invoices, from the main NL 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. **Status** selects the invoices that are displayed in the list:

- **Ready** Invoices not yet issued and are ready to be issued. That means the logs have been charged through the end of the Billing Cycle or at least through the Order EndDate.
- **Pending** Invoices that have not yet been issued but may be ready or not ready.
- **Final** Invoices that have been already issued for the selected billing period.

2. Logs must be Charged before Invoices can be processed & printed

In the **[Billing][Broadcast Invoices]** section, at the top of the invoice list, NL will show you the last **Charged Log** date for the selected station(s). Charging the log is what causes the billable items on the log to be attached to the customers' invoices. To create final invoices, logs must be charged through the last day of the month being billed. Logs can be charged individually in the Log Editor or multiple logs can be charged from the Billing screen under the **[Charge Logs]** menu.

Note: After a log is charged, it is considered a "final" log and may no longer be edited. Items may still be edited from the invoice but not on a log after it is charged. For this reason, we highly recommend you not charge logs until after you have verified that the items on the log ran as scheduled (See Reconciling Automation Play Log in section 6.06 of this manual).

3. Verify and Corrects Invoices Before Printing & Finalizing

In the **[Billing][Broadcast Invoices]** section you can correct invoice errors [even on finalized invoices] as long as the month in which the invoice is issued is not closed. If the month has closed and you need to reissue a corrected invoice, see reissuing a broadcast invoice. 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:

- How many items were ordered versus how many are invoiced
- How much cost was ordered versus how much is invoiced

See section 7.02 for details on verifying and correcting invoices before finalizing them.

4. Do a Data Backup

It is highly recommended you do a **[Data][Backup]** prior to generating final invoices. This is the process to follow to process and print final invoices for a period.

5. Issue Final Invoices

In **[Billing][Broadcast Invoices]**, after you have verified invoices are correct [see section 7.01], you can click **[Final Invoices]** to print and post all **[Ready]** invoices to Accounts Receivable. Alternatively you can manually finalize and print individual invoices by double-clicking on an invoice from the invoice list and using the **[Finalize]** button and then **[Print]** on the invoice display screen.

7.01 - Verify & Correct Invoices

In the **[Billing][Broadcast Invoices]** section you can correct invoice errors [even on finalized invoices] as long as the month in which the invoice is issued is not closed. If the month has not closed, see editing an invoice. If the month has closed and you need to reissue a corrected invoice, see reissuing a broadcast invoice. 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:

- How many items were ordered versus how many are invoiced
- How much cost was ordered versus how much is invoiced

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. **Status** selects the invoices that are displayed in the list:

- **Ready** Invoices not yet issued and are ready to be issued. That means the logs have been charged through the end of the Billing Cycle or at least through the Order EndDate.
- **Pending** Invoices that have not yet been issued but may be ready or not ready.
- **Final** Invoices that have been already issued for the selected billing period.

Viewing Invoice Errors on-Screen

[Right-Click] on an invoice from the list to obtain a drop-down Edit/View menu and select **[View Error Detail]**. To help in troubleshooting invoice errors, this shows each order-line and lists any errors [on the displayed invoice] for each order-line.

0007-003 Asap Paging for the Period 10/1/03 thru 10/1/03														
	Run Dates	Run Weeks	Run Times	Mo	Tu	We	Th	Fr	Sa	Su	Week Total	Description	+/- Items	+/- Cost
01	10/1/03 - 10/31/03	All Weeks	08:45 AM - 08:50 AM	1			1				2	Sponsorship	0	0.00
02	10/1/03 - 10/31/03	All Weeks	05:20 PM - 05:25 PM		1			1			2	Sponsorship	0	0.00
03	10/1/03 - 10/31/03	All Weeks	07:00 PM - 08:00 PM	2							2	Sponsorship	0	0.00
04	10/1/03 - 10/31/03	All Weeks	06:00 AM - 06:00 PM	2	2	2	2	2			10	Spot	0	0.00
05	10/1/03 - 10/31/03	All Weeks	07:00 PM - 08:00 PM			3					3	Sponsorship	-1	0.00
												Total Errors	-1	0.00


View Line Error Detail


Open Order Line


Print


Help


Close

Continued on next page.

7.01 - Verify & Correct Invoices (cont)

Viewing Invoice Errors on-Screen (cont)

Then on the View Error screen [shown on the previous page] , if you select an order-line that shows an error, you can click **[View Line Error Detail]** and see the exact times items from that order line ran.

Date	Invoiced Items	Ordered Items	Invoiced Cost	Ordered Cost	Times
Wed 10/1/03	2	3	[Pkg]	[Pkg]	07:22 PM / 07:42 PM

Once you have determined what the "error" is for the invoice, you can fix it if needed as described below.

Viewing the Order on-Screen

[Right-Click] on an invoice from the list to obtain a drop-down Edit/View menu and select **[View Order]**. You can see the entire order that created the invoice. If you have sufficient user permissions, you can edit the order to fix any problems with it.

Edit / View the Invoice on-Screen

[Right-Click] on an invoice from the list to obtain a drop-down Edit/View menu and select **[Edit / View Invoice]**. You can correct invoice errors [even on finalized invoices] as long as the month in which the invoice is issued is not closed.

- ❑ If the month has not closed, see view & edit invoices in section 7.02 of this manual.
- ❑ If the month has closed and you need to reissue a corrected invoice, see reissuing a broadcast invoice in section 7.04 of this manual.

Verifying Script Status for Invoices requiring notarized script affidavits

In the **[Billing][Broadcast Invoices]**, with the desired invoice list displayed, click **[Tools] [Pre-Billing Script Status Verification]** on the top dropdown menu. The displayed invoice list will be scanned for those that require script affidavits. Each script and its status will be displayed as **OK** or **missing** depending on whether the script has been typed into the NL Copy Manager.

7.02 View & Edit Invoices

Edit Pending Invoice

You can always view and edit pending invoices. You can open a pending invoice on-screen as described below. Also see [View Error Detail](#) for help finding the source of errors on an invoice.

Edit Finalized Invoice

Finalized invoices can always be viewed but can be only edited as long as the month in which the invoice was issued is not closed. You can open a pending invoice on-screen as described below. Also see verify invoice in section 7.01 for help finding the source of errors on an invoice.

Edit Finalized-and-Closed Invoice

If the invoice has been finalized **and** the billing month is closed and you need to correct an invoice, you must reissue a corrected invoice in the current month as described in section 7.03.

Opening an Invoice For Editing

To open an invoice for editing, from **Billing**, click [**Broadcast Invoices**], display the invoice list for the period and [**double-click**] the invoice to open it.

PENDING Invoice for Order 0112-002

File Edit Invoice-Transactions Tools Help

Abx Cablevision Of Texas, Inc.
Abx Cablevision Of Texas, Inc.
Accounts Payable
P.O. Box A
Anywhere, TX 78000

DEMO-FM Invoice/Affidavit
Invoice ID: Pending
Invoice Date: 10/1/03
Account ID: 0112
Order ID: 0112-002
Account Rep: Corey White

Sponsor: Abx Cablevision Of Texas, Inc.
Tci Cablevision Of Texas, Inc.

Date	Time	Length	Description	CopyID	Cost
10/1/03	08:45 AM	:30	Sponsorship		[Pkg]
10/1/03	12:13 PM	:30	Spot		[Pkg]
10/1/03	03:16 PM	:30	Spot		[Pkg]
10/1/03			Package		220.00

Gross	-Discount	- Agency %	= Net	+ Tax	Billed
220.00	0.00	0.00	220.00	0.00	220.00

Reference	Date	Type	Description	Amount	Balance
Pending	Pending	Inv	Tci Cablevision Of Texas, Inc.	220.00	220.00

7.02 View & Edit Invoices (cont)

Finalized invoices can be only edited as long as the month in which the invoice was issued is not closed. With the invoice displayed as describe above you can do the following. Pending invoices can always be edited. **Note:** If not already displayed as a **Detail** type invoice, NL which switch to that display for editing purposes.

Edit Invoice Item

To edit an individual invoiced item, **[right-click]** that invoice item and click **[Edit this Item]** from the dropdown edit menu. If not already displayed as a **Detail** type invoice, NL which switch to that display for editing purposes.

Delete Invoice Item

To remove an invoiced item, **[right-click]** that invoice item to highlight it and **[Delete this Item]** from the dropdown edit menu.

Insert Invoice Item

To insert an invoice item, **[right-click]** on the invoice to get the edit menu and **[Insert an Item]**. You must select an Order-Line to be associated with the new invoice item. After you click **[Insert Item]** on the screen below, you will get the Edit Invoice Item screen shown above and the new log item can be edited.

	Run Dates	Run Weeks	Run Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Total	Length	Log Type	Description
01	9/6/03 - 9/30/03	All Weeks	Overnites	2	2	2	2	2	2	1	13	:30	CA	Spot
02	10/1/03 - 10/26/03	All Weeks	Overnites	2	2	2	2	2	2		12	:30	CA	Spot
03	11/2/03 - 11/30/03	All Weeks	Overnites	2	2	2	2	2	1		11	:30	CA	Spot
04	12/2/03 - 12/28/03	All Weeks	Overnites	2	2	2	2	2	1		11	:30	CA	Spot
05	1/6/04 - 1/31/04	All Weeks	Overnites	2	2	2	2	2	1		11	:30	CA	Spot
06	2/1/04 - 2/29/04	All Weeks	Overnites	2	2	2	2	2	1		11	:30	CA	Spot
07	3/1/04 - 3/29/04	All Weeks	Overnites	2	2	2	2	2		1	11	:30	CA	Spot
08	4/1/04 - 4/28/04	All Weeks	Overnites	2	2	2	2	2		1	11	:30	CA	Spot
09	5/3/04 - 5/30/04	All Weeks	Overnites	2	2	2	2	2	1		11	:30	CA	Spot

7.02 View & Edit Invoices (cont)

Mass-Change Invoice Items

Finalized invoices can be only edited as long as the month in which the invoice was issued is not closed. Pending invoices can always be edited. With the invoice displayed as describe above you can select items to be "Mass-Changed". **Note:** If not already displayed as a **Detail** type invoice, NL which switch to that display for editing purposes.

To mass-change items, [Left-Click] an item. [Ctrl]-[Left-Click] then selects additional items you want to mass-change. [Shift]-[Left-Click] selects all items in the range between the last item clicked and the currently clicked item. After you have selected all items to be mass-changed, [Right-Click] and select [Mass-Change Selected Items]. On the mass-changer screen, leave any unchanged fields BLANK and enter values only for those fields to be mass-changed. **After you save the mass-change values there is no "UnDo" function!**

Edit Pending Invoice Settings

To edit the underlying information on an invoice that has not yet been issued, such as name, address, commissions, taxes, etc., you need to edit the customer or order itself. Then reopen the pending invoice.

Order: 0112-002 Abx Cablevision Of Texas, Inc. [Abx Cablevision Of Texas, Inc.]

File Print Schedule Tools Help

Previous Order Next Order Confirmation Production Help Cancel Close

General **Invoice Instructions** Schedule Order Memos

Invoice Instructions

Billing Cycle: Calendar Month

Invoice Type: Detail

Copies of Invoice to Print: 0

Purchase Order / Estimate #:

Print CoOp Script Affidavit:

Note to be printed on Invoice: Tci Cablevision Of Texas, Inc.

Billing Basis

Level Package	Description	Package
Station	Bill Date	Amount
DEMO-FM	On each Invoice issued	220.00

Discounts / Commission / Tax

Discounts Allowed: 0 % of Total

Agency Commission: 0 % of Gross

Account Rep Comm: 15 % of Net

National Rep Comm: 0 % of Net

Apply Trade Credit: 0 % of Net

Applicable Tax: None

7.02 View & Edit Invoices (cont)

Edit Finalized Invoice Settings

To edit the underlying information on an invoice that has already been issued [Final Invoice], such as name, address, commissions, taxes, etc., in the lower portion of the invoice screen, [right-click] the invoice reference number and select [View Transaction Detail] from the dropdown menu.

Customer ID	0112 Abx Cablevision Of Texas, Inc.	Re-Assign
Sponsor Name	Abx Cablevision Of Texas, Inc.	
Agency [if any]	None	
Billing Name	Abx Cablevision Of Texas, Inc.	
Address1	Accounts Payable	
Address2	P.O. Box A	
City,State	Anywhere, TX	Zip 78000
Product	Abx Cablevision Of Texas, Inc.	
Customer PO / Estimate#		
Regarding	Abx Cablevision Of Texas, Inc.	
Invoice Type	Times	<input type="checkbox"/> Scripts
Billing Cycle	Calendar Month	Discount % 0.0000
Revenue Source	LD - Local Direct	Agency % 0.0000
Revenue Type	C Cash Spots	Nat Rep % 0.0000
Account Rep	02 - Corey White	Acct Rep % 15.0000
Applicable Tax	None	Tax Rate % 0.00000
Product Code1	43 - Television/cable	Taxable Amt 275.00
Product Code2	00 - None	NoPost2AR <input type="checkbox"/> Close

7.03 Reissue Corrected Invoices

Finalized invoices can be only edited as long as the month in which the invoice was issued is not closed. If the month has closed, the invoice must be reissued in the current month so it can be corrected and reprinted.

If the Month is NOT Closed

If the month is not yet closed simply edit the invoice as described in section 7.02 and reprint it without going through this reissue process.

If the Month is Already Closed

If the month is closed [see month-closing in chapter 8] and you need to issue a corrected invoice, you can open the invoice and click the **[Cancel Invoice]** button. When warned that the invoice has been reconciled and may not be edited, answer **[Yes]** when asked whether to reissue the invoice.

The screenshot shows the 'Invoice 03090014' window. The title bar includes 'File Edit Invoice-Transactions Tools Help'. The main area displays 'DEMO-AM Invoice/Affidavit' with details: Invoice ID: 03090014, Invoice Date: 9/30/03, Account ID: 0007, Order ID: 0007-002, and Account Rep: Corey White. The sponsor is 'Asap Paging' at '103 South Texana, Anywhere, TX 78000'. A table of transactions is shown with columns: Date, Time, Length, Description, CopyID, and Cost. Below this is a summary table with columns: Gross, -Discount, -Agency %, = Net, + Tax, and Billed. At the bottom, a 'Reference' table shows the invoice's status as 'Inv' with a balance of 233.75.

Date	Time	Length	Description	CopyID	Cost
9/1/03	06:13 AM	:30	Spot	0049	[Pkg]
9/1/03	11:17 AM	:30	Spot	0049	[Pkg]
9/1/03	05:20 PM	:30	Sponsorship	0049	[Pkg]
9/2/03	10:17 AM	:30	Spot	0049	[Pkg]
9/2/03	02:17 PM	:30	Spot	0049	[Pkg]
9/3/03	08:45 AM	:30	Sponsorship	0049	[Pkg]
9/3/03	11:17 AM	:30	Spot	0049	[Pkg]
9/3/03	01:36 PM	:30	Spot	0049	[Pkg]
9/4/03	06:13 AM	:30	Spot	0049	[Pkg]
9/4/03	04:37 PM	:30	Spot	0049	[Pkg]
9/4/03	05:20 PM	:30	Sponsorship	0049	[Pkg]

Gross	-Discount	-Agency %	= Net	+ Tax	Billed
275.00	0.00	-41.25	233.75	0.00	233.75

Reference	Date	Type	Description	Amount	Balance
03090014	9/30/03	Inv	DEMO-AM 0007-002 Asap Paging	233.75	233.75

Once the invoice is reissued in the current billing month it can be edited and reprinted. Since all changes take place in the current month, previous accounts receivable reconciliation for already-closed and reconciled months is not affected. Please note the warnings on the following page

7.03 Reissue Corrected Invoices (cont)

If the Month is NOT Closed and an Invoice is Re-Issued

- ❑ The reissued invoice amount will have the current date and will be reported as part of current month billing! Your accountant will need to adjust their current-month reconciliation for this fact!
- ❑ The old invoice amount as originally issued will still exist in its original month's sales totals as reported in NL.
- ❑ The old invoice will show an adjusting entry dated for the current month that zeroes out the old invoice.
- ❑ All payments and adjustments attached to the old invoice are automatically moved to the reissued invoice.

Opening an Invoice For Edit / Reissue

You can open an invoice on-screen in any of the following ways.

- ❑ **From Billing** From the main NL screen, click **[Billing][Broadcast Invoices]**, display the invoice list for the period and **[double-click]** the invoice to pen it.
- ❑ **From the Customer Screen** From the main NL screen, click **[Accounts Receivable] or [Traffic]**, to display the customer. Then **[double-click]** the invoice on the customers **[Accounts Receivable tab]** to open the invoice. If the invoice has already been paid (so it does not show up on the Accounts Receivable tab), click [History] on the customer Accounts Receivable tab and select it from the list of previous invoices.
- ❑ **From Reports** From the main NL screen, click **[Reports]**, and generate any report that includes invoices, such as A/R Aging, Invoiced sales, etc. Then **[double-click]** the invoice on the report to open the invoice.

7.04 Electronic Invoice Overview

E-Mail Adobe Acrobat pdf

This is a free method internal to NL [no clearinghouse is required] that allows you to deliver invoices in the common Adobe 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 NL with all formatting and graphics intact. If you entered the Invoice e-mail address on the [customer's account screen](#), NL 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 you for an e-mail address. See [e-mail NL Documents](#).

Outlook eMail Warnings: If you are using Outlook eMail and keep getting warnings about NL trying to use Outlook eMail and asking you to **[Allow]** or **[Deny]** you can hide these warnings in the NL Electronic Invoice window by clicking **[Help]** **[Hide Outlook eNMail Warnings]**. It is imperative that you select the correct version of Outlook that you are using and Click **[YES]** at each prompt.

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 NL invoice directly to your fax modem. If you do this, when your fax capture program starts up, the Customer Fax number from NL 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**
- **RadiInvoices.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. NL simply creates a properly-formatted file that you send to them and they deliver the invoices electronically to the proper agencies. RadiInvoices.com uses the same file format as the above mentioned Encoda system and also requires the same extra information which you must enter for each station as a described in [e-Invoice station settings](#).

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 on next page.

7.041 Electronic Invoice Transmission

Until Final Broadcast Invoices are processed, they may not be sent as Electronic Invoices! See [Broadcast Invoices](#) to finalize the invoices before trying to send them electronically.

To send your Broadcast Invoices electronically [after they have been processed in [Broadcast Invoices](#)], from the main NL screen, click [**Billing**][**Electronic Invoices**].

Sample Electronic Invoices

File Edit Select Invoices Browser Settings Help

e-Invoices View Invoice View Order Find Print List Help Close

Electronic Invoice List

Station(s) for the Month Invoice Delivery Sort List By Refresh Invoice List

All Stations May 2006 eInvoice / Encoda SpotData Station

Invoices must be processed in the Billing section BEFORE they will show up here.

Invoices thru last log Finalized & Charged for All Stations [Friday, September 08, 2006] Note: Cost is Pre-Tax Gross

Send	Invoice#	Order ID	Station	Agency	Description	Invoiced Items	Invoiced Cost
✓	06050107	0001-009	Cloudy FM	ALLEN'S AD AGENCY	Allen's Body Tech	14	0.00
✓	06050071	0146-016	Sample AM	None	1St Ann. Hispanic Brcdstrs Awd	30	0.00
✓	06050069	0112-008	Sample AM	None	Abx Cablevision Of Texas, Inc.	3	0.00
✓	06050091	0001-003	Sample AM	ALLEN'S AD AGENCY	Allen's Body Tech	0	500.00
✓	06050109	0001-007	Sample AM	ALLEN'S AD AGENCY	Allen's Body Tech	0	0.00
✓	06050097	0187-006	Sample AM	None	Altex Computers / Allen's Body Tech	0	500.00
✓	06050101	0155-007	Sample AM	None	Anytown American Legion / Allen's Bod	0	500.00
✓	06050095	0155-007	Sample AM	None	Anytown American Legion / Allen's Bod	0	500.00
Totals:						47	2,000.00

Select the Electronic Invoices to be Delivered

Select the invoice settings at the top of the screen to obtain an invoice list. You can select the Station(s), billing period, and Invoice delivery method. **Invoice Deliver** selects the invoice delivery method (as set on each [customer's account screen](#))

- eInvoice / Encoda SpotData
- eInvoice / RadiolInvoices.com
- eInvoice / DDS Invoice Manager
- eInvoice / eMediaTrade
- E-Mail Adobe Acrobat pdf
- Fax

See the discussion of the particulars of each method on the next page.

Create the E-Invoice file(s)

After you select the invoices to be delivered electronically, click the [**e-Invoices**] button to begin the electronic invoice export process.

7.05 Non-Broadcast Invoice Generator

To generate Non-Broadcast Invoices, from the main NL screen, click **[Billing][Non-Broadcast Invoices]**. Non-Broadcast invoices cover items like talent fees, equipment fees, production fees, lines fees, etc.

Non-Broadcast invoices can also be used to enter initial balances when starting NL and you have balances to enter from a prior accounting system. See section 7.06.

The screenshot shows a software window titled "Sample Broadcast Invoices" with a menu bar (File, Edit, Help) and a toolbar with buttons for New Invoice, View Invoice, View Order, Find, Print List, Help, and Close. Below the toolbar is a section for "Non-Broadcast Invoice List" with filters for Station(s) (All Stations), for the Month (Oct), for Account Rep(s) (All Account Reps), and Sort List By (Sponsor). A "Refresh Invoice List" button is also present. The main area contains a table with the following data:

Invoices thru last log Finalized & Charged for All Stations [Wednesday, October 01, 2003] Note: Cost is Pre-Tax Gross					
Invoice#	Order ID	Station	Description	Invoiced Items	Invoiced Cost
03100001	0001-005	DEMO-AM	Allen's Body Tech / Talent Fees for Remore Brdcast	1	100.00
03100002	0043-002	DEMO-AM	First United Methodist Church / Telco Line Fees	1	75.00
Totals:				2	175.00

Select the Invoices to be Listed

Select the invoice settings at the top of the screen to obtain an invoice list. You can select the Station(s), billing period, and Account Rep to be displayed. This invoice list allows you to see what non-broadcast invoices have already been entered for the selected billing period.

See the next page to create a new Non-Broadcast Invoice.

7.06 Create New Non-Broadcast Invoice

In **[Billing][Non-Broadcast Invoices]** click the **[New Invoice]** button.

CustID	Sponsor	BillingName	Acct Rep
0146	1St Ann. Hispanic Brdcstrs Awc	Marisa Bianca Productions	3
0112	Abx Cablevision Of Texas, Inc.	Abx Cablevision Of Texas, Inc	2
0001	Allen's Body Tech	Allen's Ad Agency	1
0002	American National Bank	American National Bank	3
0133	American National Bank-spanis	American National Bank-span	3
0003	Another Debut	Another Debut	8
0155	Anytown American Legion	Anytown American Legion	1
0101	Anytown Chamber Of Commerc	Anytown Chamber Of Commer	1

Gross	-Discount	-Agency %	= Net	+ Tax	Billed
20.00	0.00	0.00	20.00	0.00	20.00

On the blank Invoice screen, you must specify the **Customer to receive the Invoice**. After you select the customer, you must enter the following data:

- Invoice date
- Station it applies to
- Total Amount (pre-tax before agency commission or discounts)
- Description of the invoice item
- Purchase order number [Optional]
- Revenue Source [Local Direct, Local Agency, National, etc.]
- Revenue Type
- Account Rep
- Billing Cycle
- Discounts Allowed % of Total Amount
- Agency Commission % of Gross
- National Rep Commission % of Net
- Tax Rate

Create / Save the New Non-Broadcast Invoice

After the invoice is correct, click **[Create Invoice]** to post the invoice to Accounts Receivable. After creating it you can edit it or add items to it just like a broadcast invoice. [See section 7.02]

7.07 Using Non-Broadcast Invoices to enter customer balances for initial setup

When initially installing NL, you may need to enter existing balances for customers as they existed in your previous accounting system. In **[Billing][Non-Broadcast Invoices]** click the **[New Invoice]** button.

Create a Non-Broadcast charge for Customer:

Select Customer to receive Invoice

CustID	Sponsor	BillingName	Acct Rep
0146	1St Ann. Hispanic Brdcstrs Awc	Marisa Bianca Productions	3
0112	Abx Cablevision Of Texas, Inc.	Abx Cablevision Of Texas, Inc	2
0001	Allen's Body Tech	Allen's Ad Agency	1
0002	American National Bank	American National Bank	3
0133	American National Bank-spanis	American National Bank-span	3
0003	Another Debut	Another Debut	8
0155	Anytown American Legion	Anytown American Legion	1
0101	Anytown Chamber Of Commer	Anytown Chamber Of Commer	1

NonBroadcast Invoice Settings

Invoice Date: November 30, 2003 Station: 01 - DEMO-AM Total Amount: 1000.00

Description: Balance Forward

Purchase Order #:

Revenue Source: LD - Local Direct Discounts Allowed: 0 % of Total

Revenue Type: C Cash Spots Agency Commission: 0 % of Gross

Account Rep: 01 - Eddy Munster Account Rep Comm: 0 % of Net

Billing Cycle: Calendar Month National Rep Comm: 0 % of Net

Applicable Tax: None

Gross	-Discount	-Agency %	= Net	+ Tax	Billed
1,000.00	0.00	0.00	1,000.00	0.00	1,000.00

Buttons: Create Invoice, Help, Cancel

There are 2 ways to carry balances forward:

- If you want to carry forward an unpaid total balance as of a certain date, create a single invoice for that amount dated as of the carry-forward date. NL will age the amount from the date you assign to the invoice. In the invoice description, use something like **Balance Forward as of 12/31/03**.
- If you want to carry forward an detailed month-by-month balances [for accurate aging], create a multiple invoices, one for each amount that is due and date it as of the amount's due date. NL will age each amount from the date you assign to the invoice. In the invoice description, use something like **Aug-2003 billing**.

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