

Chapter 9 - Reports & Lists

Natural Log has several standard Reports that are accessible from the Natural Log main screen under **[Reports]**. All of these reports may be printed to paper, sent to an Adobe Acrobat PDF file [see section 11.05 if this manual], or exported a text file for importing into any other program [such as a spreadsheet].

Customizing Reports

The following settings for each report may be customized by the user:

- Title/SubTitle See section 9.04
- Column Setting See section 9.05
- Filter Settings See sections 9.02 and 9.03
- Sort Settings See section 9.02
- Page Settings See section 9.06

Memorized Reports

You can save the customized report settings [described above] for future use by clicking **[Memorize]**. You can later recall them under the **[Reports] [Memorized Reports]** menu choice. See manual section 9.07.

Report Printing / Export

Reports initially appear on-screen but may be printed to any Windows-compatible printer using the **[Print]** button. Any report may be exported using the **[Report][Export Report Data]** menu choice on any report screen. NL can export to a normal text file or to delimited files that can be easily imported into other programs such as Excel. NL also includes a PDF output module [see section 11.05 of this manual] so any report can be "printed" to an Adobe Acrobat PDF file for easy transfer via e-mail.

View Underlying Report Data

On reports [except inventory reports] you can **[double-click]** on any data line on the report to view the underlying data that created that line on the report. If the report is a summary type report, a window will open with the details of the summary report line. Then you can **[double-click]** the detail data line you want to display. **Note:** The user must have appropriate permission to view the underlying data or it won't display!

Example1: On an Order Rates-Lowest Rate report, **[double-click]** on a data line to view that broadcast order.

Example2: On an Accounts Receivable Aging Summary report, if you click on any data line of the report, a window will open to display all transactions included in the line on the summary report. In that detail window you can double-click on any transaction to view that transaction.

Report Types

The following Reports are available in Natural Log. Click a report for a short description and information specific to that report. The reports are accessed under the **[Reports]** menu from the main NL screen.

Customers / Billing History Reports

- Customer List See section 9.08
- Customer Mail-Labels See section 9.08
- Customer Envelopes See section 9.08
- Billing History-Monthly / Quarterly / Annual See section 9.09
- Payment History-Monthly /Quarterly Annual See section 9.09
- Agency List See section 9.10
- Agency Account List See section 9.10

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Chapter 9 - Reports & Lists (cont)

Order Lists / Reports

- Order List - Summary / Detail See section 9.11
- Order List - Sponsorships See section 9.11
- Missing Copy Report See section 9.11
- Order Rates See section 9.12
- Bulk Contract Fulfillment See section 9.13

Log Reports

- Log-Summary Report See section 9.14
- Log-Detail Report See section 9.14
- Log-Times Report See section 9.14
- NonLog Charge-Summary Report See section 9.14
- NonLog Charge-Detail Report See section 9.14

Accounts Receivable Reports

- AR Aging-Summary Report See section 9.15
- AR Aging-Detail Report See section 9.15
- AR Reconciliation-Summary See section 9.15
- AR Reconciliation-Detail Report See section 9.15
- UnApplied PrePayments Report See section 9.15

Transactions Reports

- Invoices-Summary Report See section 9.16
- Invoices-Detail Report See section 9.16
- Payments-Summary Report See section 9.16
- Payments-Detail Report See section 9.16
- Aged-Collections Report See section 9.16
- Adjustments-Summary Report See section 9.16
- Adjustments-Detail Report See section 9.16
- Finance Charges-Summary Report See section 9.16
- Finance Charges-Detail Report See section 9.16
- TaxDue-Invoices See section 9.17
- TaxDue-Payments See section 9.17

Projection Reports

- Sales Projection-Summary Report See section 9.18
- Sales Projection-Detail Report See section 9.18
- Sales Projection-Comparative See section 9.18
- Projected-versus-Actual See section 9.18

Inventory Reports

- Inventory-Sold Report See section 9.19
- Inventory-Unsold Report See section 9.19
- Inventory-Total Avails Report See section 9.19
- Inventory-Sold VS Unsold Report See section 9.19
- Inventory-Sold VS UnTotal Report See section 9.19
- Inventory-Avg Rate Report See section 9.19
- Inventory-Total Cost Report See section 9.19

9.01 Sorting and Grouping Reports

From the NL main menu, open any report under **[Reports]** and you can click on the **Sort** tab to change the sorting and grouping options for that report.

After making changes, click the **[Get Report]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See [Saving customized report formats](#). Also see [Restore default report format](#)

Report Settings / Filters

Revenue AccRep Custmrs

General **Sort** Stations

Sort/Group by

AccountRep

Group Subtotals

Group PageBreak

then Sort by

Station

Group Subtotals

Group PageBreak

then Sort by

Sponsor

Group Subtotals

Group PageBreak

Get Report

Sales Projection Report

Sample for the period Oct-2003 through Mar-2004

This report is based on Net BOOKED ORDERS and may vary from actual invoices if some items not aired as ordered!

Sponsor	Oct-2003	Nov-2003	Dec-2003	Jan-2004	Feb-2004	Mar-2004
0144 Emergency Brcdst System Test	0.00	0.00	0.00	0.00	0.00	0.00
00 House Accounts / DEMO-AM	0.00	0.00	0.00	0.00	0.00	0.00
0110 Steelman Office Products	0.00	150.00	150.00	0.00	0.00	0.00
00 House Accounts / DEMO-FM	0.00	150.00	150.00	0.00	0.00	0.00
00 House Accounts	0.00	150.00	150.00	0.00	0.00	0.00
0001 Allen's Body Tech	0.00	0.00	0.00	0.00	0.00	0.00
0102 Anytown Filley Co.	200.00	200.00	200.00	0.00	0.00	0.00
0006 Arnolds Jewelers	30.00	24.00	27.00	0.00	0.00	0.00
0008 Baptist Bible Hour	80.00	100.00	80.00	0.00	0.00	0.00
0012 Bommer Ford	150.00	150.00	150.00	0.00	0.00	0.00
0013 Bommer Tractor	151.25	134.00	156.00	0.00	0.00	0.00
0019 City Utilities	426.75	406.25	426.75	150.00	150.00	150.00
0157 Davis And Logan Insurance	60.00	60.00	60.00	60.00	60.00	60.00
0026 Dewitt Poth & Son	0.00	0.00	0.00	0.00	0.00	0.00
0027 Donnie's Western Wear And	54.00	48.00	54.00	0.00	0.00	0.00
0031 Dubose Insurance	297.20	297.20	0.00	0.00	0.00	0.00
0122 Farmer's Insurance	152.02	190.02	152.02	7.60	0.00	0.00
0158 Ferrell Gas Co.	60.00	60.00	60.00	60.00	60.00	60.00
0040 First Baptist Church	60.00	60.00	60.00	0.00	0.00	0.00
0043 First United Methodist Church	75.00	0.00	0.00	0.00	0.00	0.00
0045 Sibbald's Office Desks	0.00	0.00	0.00	0.00	0.00	0.00

Sort/Group By

Use the first Sort dropdown box to select the data column to be used as the primary sort column for the list. Any items with matching entries in the primary sort data column are then sorted by the column selected in the second Sort dropdown box. Any items with matching entries in the primary and secondary sort data columns are then sorted by the column selected in the third sort dropdown box.

Ascending or Descending

The buttons to the right of the Sort boxes allow you to sort in Ascending or Descending order.

Continued on next page.

9.01 Sorting and Grouping Reports (cont)

Report Settings / Filters

Revenue | AccRep | Custmrs

General | **Sort** | Stations

Sort/Group by

AccountRep [Z↓]

Group Subtotals

Group PageBreak

then Sort by

Station [Z↓]

Group Subtotals

Group PageBreak

then Sort by

Sponsor [Z↓]

Group Subtotals

Group PageBreak

Get Report

Sales Projection Report
Sample for the period Oct-2003 through Mar-2004
This report is based on Net BOOKED ORDERS and may vary from actual invoices if some items not aired as ordered!

Sponsor	Oct-2003	Nov-2003	Dec-2003	Jan-2004	Feb-2004	Mar-2004
0144 Emergency Brcdst System Test	0.00	0.00	0.00	0.00	0.00	0.00
00 House Accounts / DEMO-AM	0.00	0.00	0.00	0.00	0.00	0.00
0110 Steelman Office Products	0.00	150.00	150.00	0.00	0.00	0.00
00 House Accounts / DEMO-FM	0.00	150.00	150.00	0.00	0.00	0.00
00 House Accounts	0.00	150.00	150.00	0.00	0.00	0.00
0001 Allen's Body Tech	0.00	0.00	0.00	0.00	0.00	0.00
0102 Anytown Filley Co.	200.00	200.00	200.00	0.00	0.00	0.00
0006 Arnolds Jewelers	30.00	24.00	27.00	0.00	0.00	0.00
0008 Baptist Bible Hour	80.00	100.00	80.00	0.00	0.00	0.00
0012 Bommer Ford	150.00	150.00	150.00	0.00	0.00	0.00
0013 Bommer Tractor	151.25	134.00	156.00	0.00	0.00	0.00
0019 City Utilities	426.75	406.25	426.75	150.00	150.00	150.00
0157 Davis And Logan Insurance	60.00	60.00	60.00	60.00	60.00	60.00
0026 Dewitt Poth & Son	0.00	0.00	0.00	0.00	0.00	0.00
0027 Donnie's Western Wear And	54.00	48.00	54.00	0.00	0.00	0.00
0031 Dubose Insurance	297.20	297.20	0.00	0.00	0.00	0.00
0122 Farmer's Insurance	152.02	190.02	152.02	7.60	0.00	0.00
0158 Ferrell Gas Co.	60.00	60.00	60.00	60.00	60.00	60.00
0040 First Baptist Church	60.00	60.00	60.00	0.00	0.00	0.00
0043 First United Methodist Church	75.00	0.00	0.00	0.00	0.00	0.00
0045 First United Methodist Church	0.00	0.00	0.00	0.00	0.00	0.00

Group Subtotals

If checked the report will include subtotals for every group of items with the same "sort" value.

Example:

If you check **Group Subtotals**, every time the Account Rep changes in the report, a subtotal line will be printed.

Group PageBreak

If checked the report will send a formfeed to the printer after the subtotal line for every group of items with the same "sort" value.

Example:

If you check **Group PageBreak**, every time the Account Rep changes in the report, a subtotal line will be printed and a new page will be started.

9.02 Basic Report Filtering

From the NL main menu, open any report under **[Reports]** and you can click on the following tabs to do basic report filtering. On any tab you can quickly select and un-select many items at once using the **[None]** and **[All]** buttons.

After making changes, click the **[Get Report]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See [Saving customized report formats](#). Also see [Restore default report format](#)

Report Settings / Filters

General | Sort | Stations

Revenue | AccRep | Custmrs

A-A Revenue
 C-Cash Spots
 F-Finance Charges
 T-Trade

ND-National Direct
 NA-National Agency
 NR-National Rep
 LD-Local Direct
 LA-Local Agency
 OD-Other Direct

None All

Get Report

Sales Projection Report
 Sample for the period Oct-2003 through Mar-2004
 This report is based on Net BOOKED ORDERS and may vary from actual invoices if some items not aired as ordered!

Sponsor	Oct-2003	Nov-2003	Dec-2003	Jan-2004	Feb-2004	Mar-2004
0144 Emergency Brdcast System Test	0.00	0.00	0.00	0.00	0.00	0.00
00 House Accounts / DEMO-AM	0.00	0.00	0.00	0.00	0.00	0.00
0110 Steelman Office Products	0.00	150.00	150.00	0.00	0.00	0.00
00 House Accounts / DEMO-FM	0.00	150.00	150.00	0.00	0.00	0.00
00 House Accounts	0.00	150.00	150.00	0.00	0.00	0.00
0001 Allen's Body Tech	0.00	0.00	0.00	0.00	0.00	0.00
0102 Anytown Filley Co.	200.00	200.00	200.00	0.00	0.00	0.00
0006 Arnolds Jewelers	30.00	24.00	27.00	0.00	0.00	0.00
0008 Baptist Bible Hour	80.00	100.00	80.00	0.00	0.00	0.00
0012 Bommer Ford	150.00	150.00	150.00	0.00	0.00	0.00
0013 Bommer Tractor	151.25	134.00	156.00	0.00	0.00	0.00
0019 City Utilities	426.75	406.25	426.75	150.00	150.00	150.00
0157 Davis And Logan Insurance	60.00	60.00	60.00	60.00	60.00	60.00
0026 Dewitt Poth & Son	0.00	0.00	0.00	0.00	0.00	0.00
0027 Donnie's Western Wear And	54.00	48.00	54.00	0.00	0.00	0.00
0031 Dubose Insurance	297.20	297.20	0.00	0.00	0.00	0.00
0122 Farmer's Insurance	152.02	190.02	152.02	7.60	0.00	0.00
0158 Ferrell Gas Co.	60.00	60.00	60.00	60.00	60.00	60.00
0040 First Baptist Church	60.00	60.00	60.00	0.00	0.00	0.00
0043 First United Methodist Church	75.00	0.00	0.00	0.00	0.00	0.00
0045 First United Methodist Church	0.00	0.00	0.00	0.00	0.00	0.00

- Stations** Put a check next to the Station(s) to be included
- Revenue** Put a check next to the Revenue Type(s) to be included
- AcctRep** Put a check next to the Account Rep(s) to be included
- Custmr** Put a check next to the Customer(s) to be included

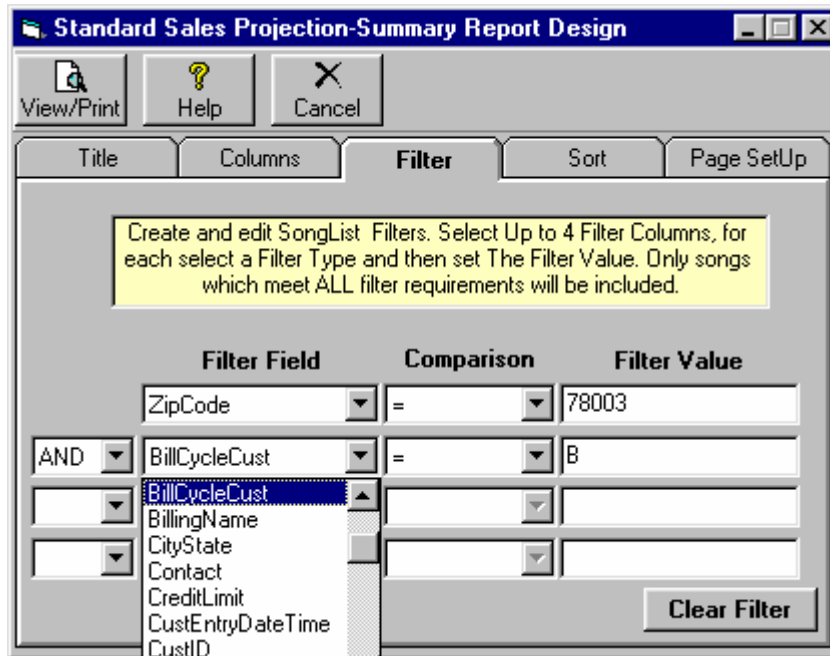
You can use any combination of the checks on multiple tabs to create a complex array of filtering options for any given report. For very complex filters for which these check boxes are insufficient, you need to use [advanced report filtering](#).

9.03 Advanced Report Filtering

This section of Natural Log allows you to filter reports in very complex ways beyond the Basic Filtering describe in the previous section of this manual. **Most users will not need this advanced filtering.**

Design Screen

To set the Report advanced filtering (also see [basic report filtering](#)) and any filtering on a Browse screen, you first need to display the Design screen by selecting **[Report] [Customize Report Format] [Advance Filtering]** on any report screen. After making changes, click the **[View/Print]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See [Saving customized report formats](#). Also see [Restore default report format](#)



Filter Field

Use this dropdown box to select the data field to be filtered.

Continued on next page.

9.03 Advanced Report Filtering (cont)

	Filter Field	Comparison	Filter Value
	ZipCode	=	78003
AND	BillCycleCust	=	B
	BillCycleCust		
	BillingName		
	CityState		
	Contact		
	CreditLimit		
	CustEntryDateTime		
	CustID		

Comparison

Use the comparison dropdown box to select the field to be filtered:

- Most of the comparison operators are common arithmetic operators like = for equal, > for greater than and < for less than. <> means not equal to.
- IN means that the filtered field must be INCLUDED in the list you print in the Filter Value box for the item to be included in the list. **Example:** You set up a filter of AccountRep IN 1,2,5. This would list all items for AccountReps 1,2 and 5 only. Be sure to include commas between the values in the Filter Value box if you use the IN comparison.
- NOT IN means items would be included only if their filter field is NOT IN the Filter Value box. See Above.
- LIKE means the filtered field must be 'like' the Filter Value. **Example:** If you select Sponsor LIKE Wal* you will get a list including all items for Sponsors starting with Wal followed by any other characters (e.g. WallyMart, Walls R Us, Walts' Place, etc.) . Be sure to put the * at the end of the Filter Value.
- BETWEEN means the data field must be like the between 2 values in the Filter value box. Be sure to put AND between the values in the Filter Value Box. Example: If you select Sponsor BETWEEN A AND C you will get a list including all items with Sponsor names starting with the letters A,B, or C.

Filter Text

This text box is where you enter the value for the filtering.

AND or OR

Only if you want to add another filter restriction, click the [AND] or [OR] selection on the next line and repeat the above entries for the second filter line. Continue for as many filter lines as you need.

9.04 Report Title and SubTitle Setup

Design Screen

To set the Title and SubTitle to be printed, you first need to display the Design screen by selecting **[Report]** **[Customize Report Format]** on any report screen.

After making changes, click the **[Get Report]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See [Saving customized report formats](#). Also see [Restore default report format](#)

The screenshot shows a dialog box titled "Standard Sales Projection-Summary Report Design". At the top, there are three buttons: "View/Print", "Help", and "Cancel". Below these are five tabs: "Title", "Columns", "Filter", "Sort", and "Page SetUp". The "Title" tab is active. It contains four input fields: "Report Type" (a dropdown menu showing "Sales Projection-Summary"), "Report Name" (text box with "Standard"), "Report Title" (text box with "Sales Projection Report"), and "Report Sub-Title" (text box with "for the period").

Report Name

For customized Reports, this is the unique name by which you may recall a customized report design.

Report Title

This is the main title heading to be printed at the top of the printed page in large print.

Report SubTitle

This is a sub heading to be printed as the second line of the page header in medium print.

See [Saving customized report formats](#).

See [Restore default report format](#)

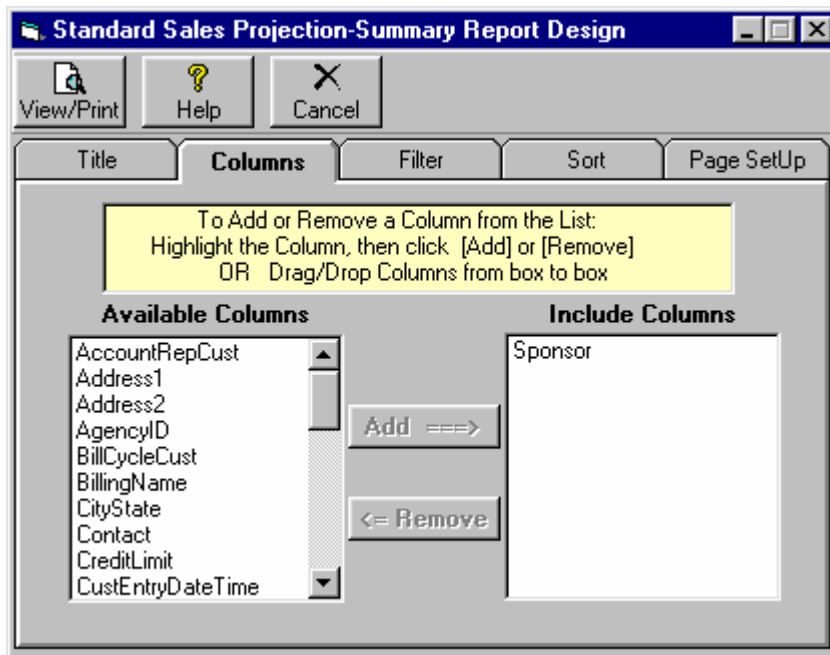
9.05 Report Column Selection

Design Screen

To set the columns to be included in a Browser screen or a Report, you first need to display the Design screen selecting **[Report] [Customize Report Format]** on any report screen, the **[Browser Settings]** button on any Browser screen, or the **[Log Editor Settings]** on the Log Editor screen.

Only certain columns can be removed from a report. Numeric columns that are an integral part of the report may not be removed.

After making changes, click the **[View/Print]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See [Saving customized report formats](#). Also see [Restore default report format](#)



Selecting Columns

You will see 2 boxes on the column selection screen.

- One is **Available Columns** and the other is **Included Columns**.
- You may drag and drop the columns back and forth between these boxes to either include or exclude a column from the report or Browser list.

Setting Column Widths

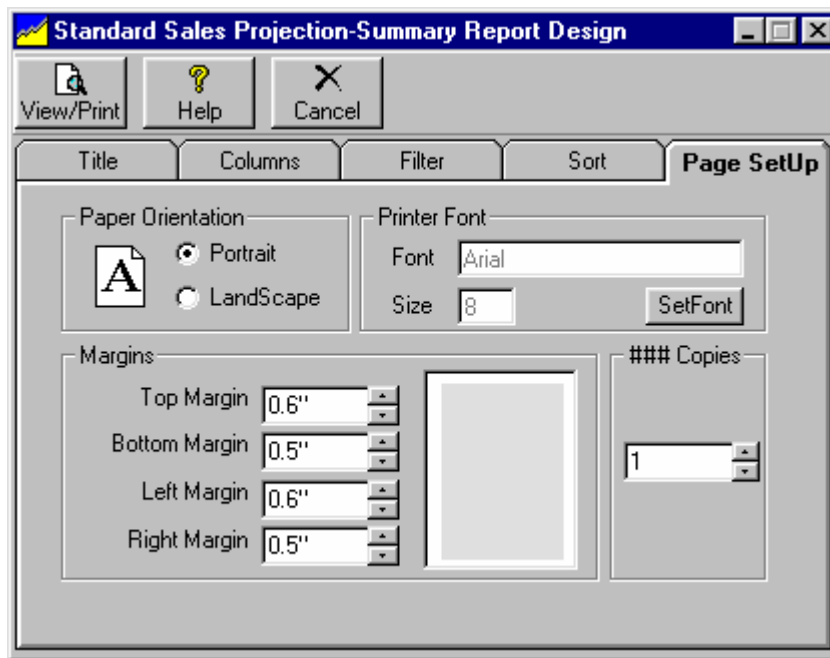
When you preview a report or a Log printout, or on a Browser screen, you may drag the column separators left or right to adjust the column widths. Natural Log will remember the most recent column settings for each report and the Browser screen.

9.06 Report Printer Page Setup

Design Screen

To set the page layout, you first need to display the Design screen, you first need to display the Design screen by selecting **[Report] [Customize Report Format]** on any report screen, the **[Browser Settings]** button on any Browser screen, or the **[Print] [LogPage Setup]** on the Log Editor screen.

After making changes, click the **[View/Print]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See [Saving customized report formats](#).



Orientation

If your printer permits, you may select Portrait or Landscape paper orientation. Landscape will rotate the paper 90 degrees and allow more width for printing data on each line.

Font & FontSize

You may select any font that has been installed for your printer. You may select any available font size for the printout. **WARNING** Font sizes above 12 are not recommended because larger font sizes allow very little information to be printed in columns.

Margins

You may select the desired margins (in inches) for top, bottom, left, and right.

Copies

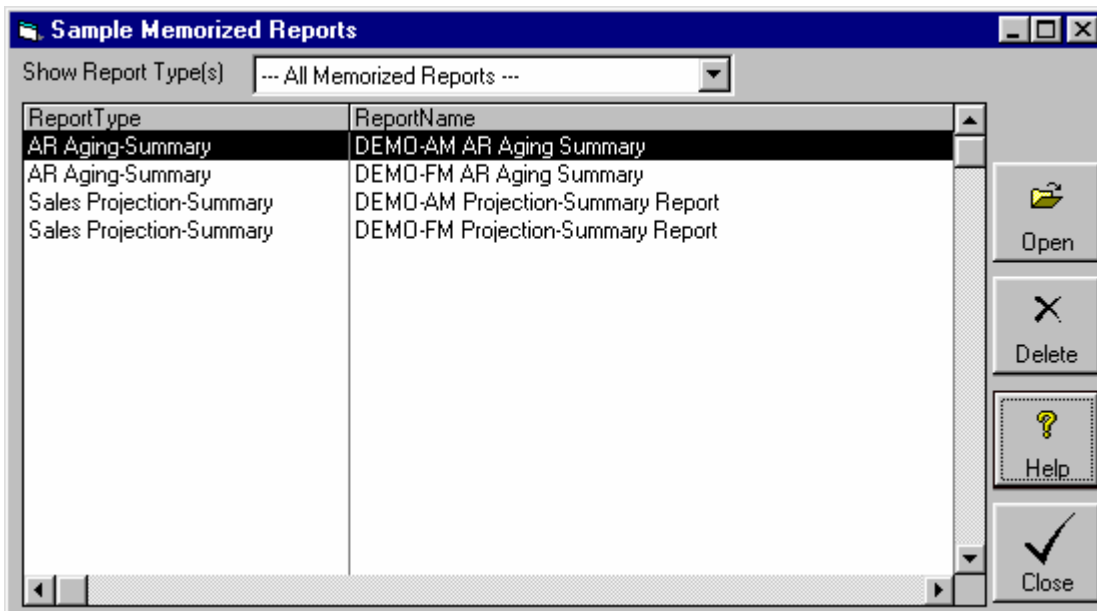
When NL displays the printer selection screen when you print this report, this is the number that will appear in the "Number of Copies" box on the print selection screen.

9.07 Saving Customized Report Settings

Saving Report Format Settings

On any Report screen, if you make changes to the report settings such as sorting and grouping, columns, title, or filtering you can save the changes to the report format for future use by clicking **[Report] [Memorize Report Format]**

You can then instantly recall that modified report format from the **Report Name** dropdown box when that report type screen is displayed or from the **[Reports][Memorized Reports]** selection from the main menu.



Restoring Default Report Format Settings

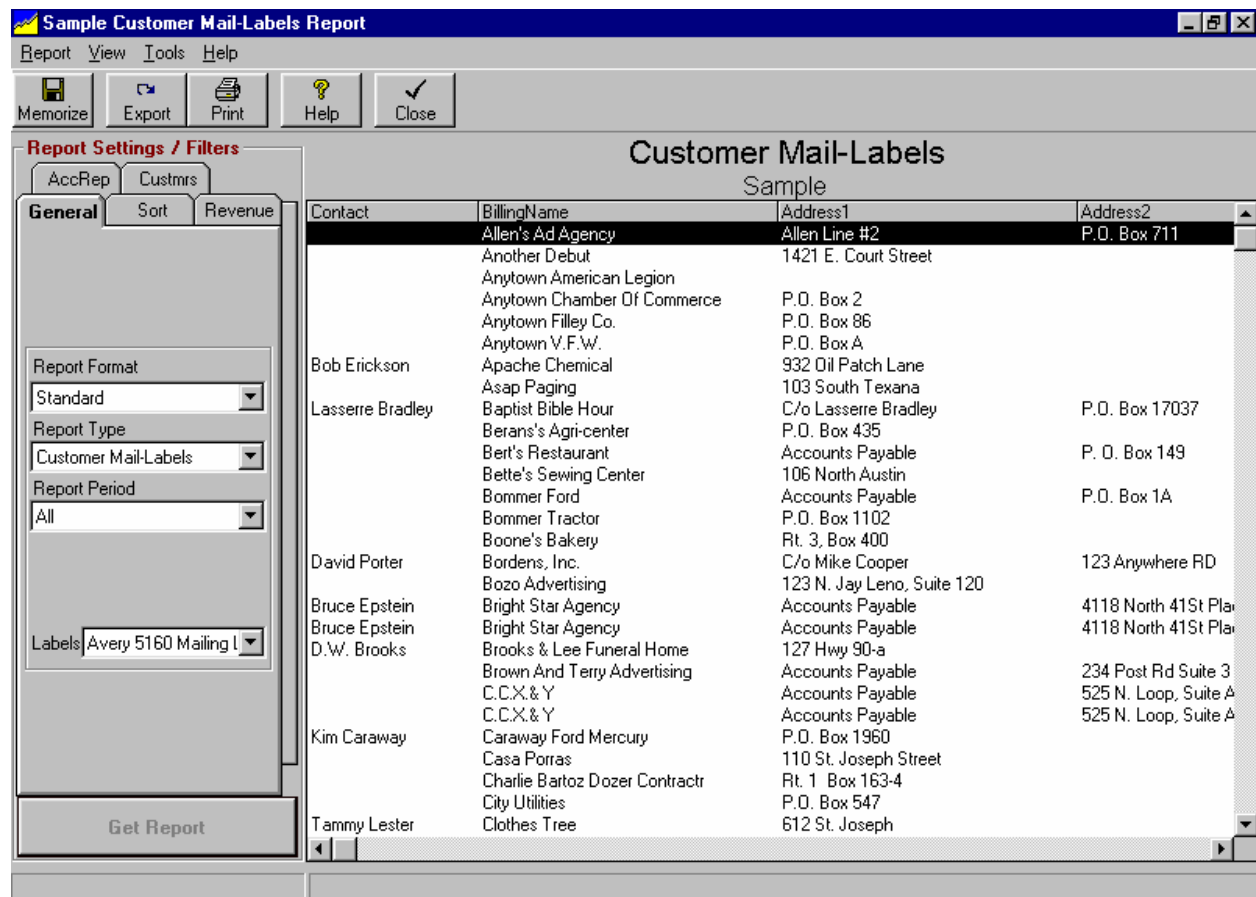
On any Report screen, if you make changes to the report settings such as sorting and grouping, columns, title, or filtering. If you want to restore the default report format for that report click **[Report][Restore Default Format]**

9.08 Report Type - Customer List / Mailing Labels / Envelopes / Mail-Merge

Report Description

This report prints a list of customers. From this same report screen you may also print **Customer Mailing Labels** and **Customer Envelopes** as well as export a "Mail Merge" file for MS Word documents. To get to these reports, from the main NL menu, select **[Reports] [Customer Reports]**.

- ❑ On the **General** tab [described below] you can select the main settings for the report.
- ❑ On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- ❑ Use the **AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- ❑ You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].



General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See [saving customized report formats](#) and [restore default report format](#) in section 9.07.

9.08 Report Type - Customer List / Mailing Labels / Envelopes / Mail-Merge (cont)

General Tab - Report Type

The Customer List report screen has 3 types of reports:

- Customer List-Summary**
- Customer Mail Labels**
- Customer Mail-Merge** [creates tab-delimited Mail-Merge data file for MS Word documents]
- Customer Envelopes**

General Tab - Report Period

The Customer List / Mailing Labels / Envelopes report screen has 3 types of report periods:

- All** - Include all customers whether they have or have not had activity
- Active Since** - Include only customers that have been active since the date you specify in the date boxes displayed when you select this report period.
- Not Active Since** - Include only customers that have not have been active since the date you specify in the date boxes displayed when you select this report period.

Note: For purposes of this report, "active date" is defined as the LATER of:

1. The last date a transaction was posted to the account
- or
2. The end date of the latest-running broadcast order on the account.

General Tab - Labels

**Only applies if Customer Mailing Labels report is selected. This allows you to select the label type you want to print. Supported label types are:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Avery 5160 mailing labels | 8.5 x 11 sheets 10 rows x 3 columns |
| <input type="checkbox"/> Avery 5161 mailing labels | 8.5 x 11 sheets 10 rows x 2 columns |
| <input type="checkbox"/> Avery 5162 mailing labels | 8.5 x 11 sheets 7 rows x 2 columns. |

Most office supplies carry these or a type of label compatible with these.

9.09 Report Type - Customer Billing / Payment History

Report Description

This report prints customer payment or billing history by month, quarter or annually. It can go back as far as you save data in NL (usually data is saved for 5 years). To get to these reports, from the main NL menu, select **[Reports][Customer Reports]**.

- ❑ On the **General** tab [described below] you can select the main settings for the report.
- ❑ On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- ❑ Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- ❑ You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See [saving customized report formats](#) and [restore default report format](#) in section 9.07.

Continued on next page

9.09 Report Type - Customer Billing / Payment History (cont)

General Tab - Report Type

The Customer History report screen has 6 types of reports:

- Billing History-Monthly**
- Billing History-Quarterly**
- Billing History-Annually**
- Payment History-Monthly**
- Payment History-Quarterly**
- Payment History-Annually**

General Tab - Report Period

The Customer History report screen has these report periods:

- Custom Dates** You can use the dropdown date boxes to select the date range for the report
- This Year, Last Year** Includes only the current or previous year (based on the date in your computer)
- Last 2 Years, Last 3 Years, Last 4 Years, Last 5 Years** Includes the selected number of years. On quarterly and monthly reports each year will be on one row and the month or quarter will be columns.

General Tab - Report Revenue

You can select to report on **gross** [before agency commission] or **net** [after agency commission] figures. Either way, tax is not included in the figures. All numbers are rounded to the nearest whole currency value [whole dollars in US].

9.10 Report Type - Agency List / Agency Account List

Report Description

The **Agency List** report prints a list of agencies. The **Agency Account List** report prints a list of the NL customer accounts belonging to each agency. To get to these reports, from the main NL menu, select **[Reports][Customer Reports][Agencies]**.

- ❑ On the **General** tab [described below] you can select the main settings for the report.
- ❑ On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- ❑ You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].

Sponsor	Address1	CityState	ZipCode	Telephone
0001 Allen's Body Tech 02 Allen's Ad Agency	Allen Line #2	Anywhere, TX	78000	(210) 555-5555
0006 Arnolds Jewelers 0126 Nutri/system 06 Bright Star Agency	Accounts Payable Accounts Payable	Anywhere, TX Anywhere, TX	78000 78000	(210) 555-5555 (210) 555-5555
0130 Victory Bank And Trust 09 Brown And Terry Adver	Accounts Payable	Anywhere, TX	78000	(210) 555-5555
0112 Abx Cablevision Of Texas 0132 John Greer Chevrolet 10 C.C.X. & Y	Accounts Payable Accounts Payable	Anywhere, TX Anywhere, TX	78000 78000	(210) 555-5555 (210) 555-5555
0005 Apache Tractor & Implem 0124 Xyz Food Store 04 Dave And Dave Advert	Accounts Payable Accounts Payable	Anywhere, TX Anywhere, TX	78000 78000	(210) 555-5555 (210) 555-5555

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See [saving customized report formats](#) and [restore default report format](#) in section 9.07.

General Tab - Report Type

The Agency report screen has 2 types of reports:

- ❑ **Agency List** - Prints a list of agencies
- ❑ **Agency Account List** - Prints a list of the customer accounts belonging to each agency

9.11 Report Type - Order Lists / Missing Copy Report / Sponsorship Report

Report Description

This report screen generates a summary list of orders. You may also print Order Confirmations for a group of selected orders. You can also get an order list including only those orders with **"Missing Copy"**. To get to these reports, from the main NL menu, select **[Reports] [Order Reports] [Missing Copy Report]**.

- ❑ On the **General** tab [described below] you can select the main settings for the report.
- ❑ On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- ❑ Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- ❑ You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].

Sponsor	Product	Stations	StartDate	EndDate	AccountRep	Reve
0001-003 Allen's Body Tech / Spot	Allen's Body Tech		1/1/03	TFN	01 Eddy Mun: C Cas	
0001 Allen's Body Tech						
0002-001 American National Bank / Spot	American National		9/1/03	TFN	02 Corey Wh C Cas	
0002-003 American National Bank / Spot	American National		9/1/03	12/31/03	02 Corey Wh C Cas	
0002-004 American National Bank / Spot	American National		9/6/03	5/30/04	02 Corey Wh C Cas	
0002 American National Bank						
0133-001 American National Bank-spanis	American National		9/2/03	12/31/03	03 Delfino Gs C Cas	
0133 American National Bank-spanis						
0102-001 Anytown Filley Co. / Spot	Anytown Filley Co		9/1/03	12/31/03	01 Eddy Mun: C Cas	
0102 Anytown Filley Co.						
0005-001 Apache Tractor & Implement / Spot	Apache Tractor & Implement		9/6/03	5/30/04	06 Albert Doc C Cas	
0005 Apache Tractor & Implement						

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See [saving customized report formats](#) and [restore default report format](#) in section 9.07.

Continued on next page.

9.11 Report Type - Order Lists / Missing Copy Report / Sponsorship Report (cont)

General Tab - Report Type

The Order List report screen has 3 types of reports:

- **Order List-Summary** - Prints a summary of each order such as run dates, etc.
- **Order List-Confirmations** - Print a confirmation for each order. This is useful to print confirmations for quite a few Orders and it would be inconvenient to do each individually from the Order entry screen.
- **Order List-Sponsorships** - Prints a summary for each order-line containing the specified Avail Type.
- **Order List-Missing Copy** - Scans all orders running in the specified period and reports only those with CopyID missing or with other copy problems such as "hold" status, wrong length copy, or expired copy.

Sponsor	Product	RunDates	RunDays	RunTimes	Length	CopySt
0112-002	Abx Cablevision Of Tex	Abx Cablevision O 10/1/03-10/31/03	_W_	08:45 AM-08:47 AM	:30	Missing
	Abx Cablevision O	10/1/03-10/31/03	M_T_	05:20 PM-05:22 PM	:30	Missing
	Abx Cablevision O	10/1/03-10/31/03	M_	07:00 PM-08:00 PM	:30	Missing
	Abx Cablevision O	10/1/03-10/31/03	MTWTF_	06:00 AM-06:00 PM	:30	Missing
	Abx Cablevision O	10/1/03-10/31/03	_W_	07:00 PM-08:00 PM	:30	Missing
0006-001	Arnolds Jewelers	Arnolds Jewelers 9/2/03-12/31/03	_W_	08:20 AM-08:40 AM	:15	0011 e>
	Arnolds Jewelers	9/2/03-12/31/03	_F_	12:35 PM-12:40 PM	:15	0011 e>
	Arnolds Jewelers	9/2/03-12/31/03	MTWTF_	06:00 AM-07:00 PM	:60	0011 e>
0007-002	Asap Paging	Asap Paging 9/1/03-11/30/03	MTWTF_	12:00 AM-11:59 PM	:60	0049 e>
0007-003	Asap Paging	Asap Paging 10/1/03-10/31/03	M_T_	08:45 AM-08:50 AM	:30	0049 e>
	Asap Paging	10/1/03-10/31/03	_T_F_	05:20 PM-05:25 PM	:30	0049 e>
	Asap Paging	10/1/03-10/31/03	M_	07:00 PM-08:00 PM	:30	0049 e>
	Asap Paging	10/1/03-10/31/03	MTWTF_	06:00 AM-06:00 PM	:30	0049 e>
	Asap Paging	10/1/03-10/31/03	_W_	07:00 PM-08:00 PM	:30	0049 e>
0012-001	Bommer Ford	Bommer Ford 9/2/03-12/31/03	M_W_F_	12:43 PM-12:45 PM	:30	Missing
	Bommer Ford	9/2/03-12/31/03	MTWTF_	06:00 AM-07:00 PM	:30	Missing
0013-001	Bommer Tractor	Bommer Tractor 9/2/03-12/31/03	_S_	12:28 PM-12:30 PM	:30	Missing
	Bommer Tractor	9/2/03-12/31/03	MTWTFSS	06:00 AM-07:00 PM	:60	Missing
0015-001	Bordens, Inc.	Bordens, Inc. 9/1/03-12/31/03	_S_	05:00 PM-05:30 PM	30:00	Missing
	Bordens, Inc.	9/1/03-12/31/03	MTWTFSS	06:00 AM-07:00 PM	:30	Missing
0016-001	Brooks & Lee Funeral H	Brooks & Lee Fune 9/1/03-12/31/03	_S_	10:00 AM-10:15 AM	15:00	0113 e>
	Brooks & Lee Fune	9/1/03-12/31/03	MTWTFSS	06:00 AM-07:00 PM	:60	0114 e>
0017-002	Caraway Ford Mercury	Caraway Ford Mer 9/2/03-12/31/03	_T_	06:50 AM-07:00 AM	:30	Missing
0026-001	Dewitt Poth & Son	Dewitt Poth & Son 9/10/03-11/23/03	MTWTFSS	12:00 AM-12:00 AM	:60	0019 e>
0154-001	E. L. Sanchez	E. L. Sanchez 9/1/03-12/31/03	_S_	05:00 PM-07:00 PM	:60	Missing

General Tab - Report Period

The Orders List report screen has 4 types of report periods:

- All** Include all orders in the NL system.
- Running** Include only orders that run during the specified period.
- Starting** Include only orders starting their run within the specified period.
- Expiring** Include only orders ending their run within the specified period.

9.12 Report Type - Order Rates

*****WARNING***** Government regulations regarding lowest-rate requirements for political advertising are very complex. This report may be configured by the end-user to suit the end-users specific situation. For this reason, the developer and publisher of NL make no representation that this report complies with those political advertising rules. This report should be configured and used only in accordance with the legal advice of a communications attorney familiar with the nuances of the political advertising rules.

Report Description

This report screen generates a report of rates on orders. To get to this report, from the main NL menu, select **[Reports] [Order Reports] [Order Rates]**. Note: On these reports rates are pre-tax **gross** [pre-commission].

Sponsor	1200a-0600a MTWTFSS	0600a-1000a MTWTFSS	1000a-0300p MTWTFSS	0300p-0700p MTWTFSS	0700p-1159p MTWTFSS	0600a-0700p MTWTFSS	1200a-0600a MT
0112-002 [Pkg] Abx Cablevision O		2.65			2.65	2.65	2.65
0002-001 American National Bank			10.00				0.00
0002-003 American National Bank							
0002-004 [Pkg] American National							
0133-001 American National Bank							
0102-001 [Pkg] Anytown Filley Co.		7.41					7.41
0005-001 [Pkg] Apache Tractor &							
0006-001 Arnolds Jewelers / Spot		3.00	3.00				3.00
0007-003 [Pkg] Asap Paging / Sp		0.70		0.70	0.70		0.70
0008-001 Baptist Bible Hour / Spo		20.00					0.00
0011-001 [Pkg] Bette's Sewing Ce		5.56					5.56
0012-001 Bommer Ford / Spot			9.00				9.00
0012-002 [Pkg] Bommer Ford / Sp		5.56					5.56
0013-001 Bommer Tractor / Spot			3.57				3.57
0013-002 Bommer Tractor / Spot			4.75				4.75
0013-003 Bommer Tractor / Spot		5.75	5.75				5.75
0015-001 Bordens, Inc. / Spot				30.00			30.00
0016-001 [Pkg] Brooks & Lee Fun			3.75				3.75
0017-001 Caraway Ford Mercury /							
0017-002 Caraway Ford Mercury /		8.75					8.75
0017-003 Caraway Ford Mercury /		3.00					3.00
0019-001 City Utilities / Spot							10.25
0019-002 [Pkg] City Utilities / Spot							
0157-001 [Pkg] Davis And Logan I							
0153-001 Diversified Liquidators /		9.00					9.00
0027-001 Donnie's Western Wear							
0029-001 Dressing Room / Spot							

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See [Saving customized report formats](#). Also see [Restore default report format](#)

- ❑ On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- ❑ Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- ❑ You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].

9.12 Report Type - Order Rates (cont)

General Tab - Report Type

The Order Rates report screen has 3 types of reports. Note: On these reports all rates listed are pre-tax **gross** [pre-commission]. **NOTE:** On package rate orders, for the purposes of these reports, NL shows the per-broadcast rate computed by dividing the package amount billed in the report period by the number of items running in the report period.

- ❑ **Order Rates-Summary** - Prints a summary of each order's low, average, and high rate along with [if applicable] the discount percent and agency commission percent.
- ❑ **Order Rates-Lowest Rate** - For each order running within the report period, creates a list of the lowest ordered rate broken out by daypart. You can change the report daypart columns used with the **Orders Rates-Lowest Rate** and **Order Rates-Average Rates** reports using the **[Report][Customize Report Format][Daypart Columns]** menu choice on the report screen. You can set specific start and end times and days to be included in each column or select time classes.
- ❑ **Order Rates-Average Rate** - For each order running within the report period, creates a list of the average ordered rate broken out by daypart. You can change the report daypart columns with the Inventory Report screen displayed using the **[Report][Customize Report Format][Daypart Columns]** menu choice on the report screen. You can set specific start and end times and days to be included in each column or select time classes.

General Tab - Report Period

The Orders-Rate report screen allows you to select the specific period to be reported as a date range or a specific period such as Next Month, Next Quarter, etc.

General Tab - Spot - Pgm Length

You can restrict the spot length or program length to be considered in the report.

General Tab - Avail Types

You can restrict the report to include only specific avail types such as sponsorships.

General Tab - Exact DayPart Matching

[This does not apply to the Order rates-Summary report]. The default value is **unchecked** which causes the report to include an item in a daypart column if it's schedule time falls within that daypart column. If **checked** this causes the report to include an item in a daypart column only if it's schedule time exactly matches the daypart column.

Example: Assume you have a spot scheduled at 8:10 AM.

- ❑ With **Exact DayPart Matching unchecked** this spot would be included in the 6:00AM-9:59AM column because its schedule time does falls completely within the daypart column settings.
- ❑ With **Exact DayPart Matching checked** this spot would not be included in the 6:00AM-9:59AM column because its schedule time does not exactly match the daypart column settings.

Warning: Exact Daypart Matching has no effect when you use time classes in the report columns or on an order line. Those items are only included in a column when the named time class on the order line exactly matches the named time class in the report column.

9.12 Report Type - Order Rates (cont)

Order Rates Report Daypart Columns

You can change the report daypart columns with the **Order Rates-Lowest Rate** and **Order Rates-Average Rate** report screens using the **[Report] [Customize Report Format] [DayPart Columns]** menu choice on the report screen. You can set specific start and end times and days to be included in each column or select time classes.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
12:00:00 AM	6:00:00 AM	10:00:00 AM	3:00:00 PM	7:00:00 PM	Drive Times	12:00:00 AM
to	to	to	to	to	to	to
6:00:00 AM	10:00:00 AM	3:00:00 PM	7:00:00 PM	11:59:59 PM		11:59:59 PM
WeekDays	WeekDays	WeekDays	WeekDays	WeekDays		WeekDays
MTWTFSS	MTWTFSS	MTWTFSS	MTWTFSS	MTWTFSS		MTWTFSS

Apply Cancel

9.13 Report - Bulk Contract Fulfillment

Report Description

This report screen generates a report of showing bulk contracts for a selected period, all orders applied to those bulk contracts, and the number of spots and cost still pending on the bulk contract. To get to this report, from the main NL menu, select **[Reports] [Order Reports] [Bulk Contract Fulfillment]**. See [Bulk Contracts](#) in section 3.11 of this manual for a description of bulk contracts.

- ❑ On the **General** tab [described below] you can select the main settings for the report.
- ❑ On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- ❑ Use the **AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- ❑ You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].

Sponsor	Contract Description	Run Dates	Broadcasts	Amount
0002 American National Bank	00002 American National Bank Bulk Cc	1/1/03 - 12/31/03	1000	10,000.00
- Order 0002-001 American National B Spot		9/1/03 - TFN	-104	-1,040.00
- Order 0002-003 American National B Spot		9/1/03 - 12/31/03	-104	-598.00
- Order 0002-004 American National B Spot		9/6/03 - 5/30/04	-176	0.00
= Balance Remaining	00002 American National Bank Bulk Cc		616	8,362.00

-----Report Total-----

Continued on next page.

9.13 Report-Bulk Contract Fulfillment (cont)

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See [saving customized report formats](#) and [restore default report format](#) in section 9.07.

General Tab - Report Period

The Bulk Contract Fulfillment report screen has 4 types of report periods:

- All** Include all bulk contracts in the NL system.
- Running** Include only bulk contracts that run during the specified period.
- Starting** Include only bulk contracts starting their run within the specified period.
- Expiring** Include only bulk contracts ending their run within the specified period.

General Tab - Basis

The Bulk Contract Fulfillment report may apply spots and cost based on:

- Orders Entered** - All orders entered and applied to the contract are assumed to run to as ordered.
- Invoices Issued** - Only actual Invoices are counted against the contract totals. This may make it appear a customer has not fulfilled his bulk contract if there are still pending orders not yet invoiced.

9.14 Report Type - Log Reports

Report Description

This report screen generates reports of log activity for one or more days. To get to these reports, from the main NL menu, select **[Reports][Log Reports]**. You can also access this report form the Log Editor screen.

- ❑ On the **General** tab [described below] you can select the main settings for the report.
- ❑ On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- ❑ Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- ❑ You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].

Sponsor	Items	TotalTime	Cost
0146 1st Ann. Hispanic Brcdtrs Awd	12	00:12:00	93.00
0112 Abx Cablevision Of Texas, Inc.	40	00:20:00	212.76
0001 Allen's Body Tech	5	00:02:30	0.00
0002 American National Bank	112	00:56:00	693.25
0133 American National Bank-spanish	15	00:07:30	100.00
0155 Anytown American Legion	14	00:07:00	31.50
0102 Anytown Filley Co.	30	00:15:00	229.58
0004 Apache Chemical	2	00:00:60	150.00
0005 Apache Tractor & Implement	10	00:05:15	60.00
0006 Arnolds Jewelers	10	00:02:30	30.00
0007 Asap Paging	69	00:34:30	273.09
0008 Baptist Bible Hour	4	02:00:00	80.00
0011 Bette's Sewing Center	29	00:14:30	172.24
0012 Bommer Ford	42	00:21:00	289.24
0013 Bommer Tractor	33	00:16:30	184.75
0015 Bordens, Inc.	4	02:00:00	120.00
0016 Brooks & Lee Funeral Home	4	01:00:00	15.00
0017 Caraway Ford Mercury	60	00:30:00	308.25
0142 Charlie Bartoz Dozer Contractr	4	00:04:00	24.00
0019 City Utilities	57	00:28:30	435.61
0152 Cooper Chev., Olds, Pontiac	20	00:10:00	105.00
0023 Cow Palace	22	00:11:00	115.50
0143 Daisy Mae's	7	00:03:30	42.00
0157 Davis And Logan Insurance	12	00:06:00	76.38
0026 Dewitt Poth & Son	20	00:20:00	155.00
0153 Diversified Liquidators	19	00:09:30	171.00
0027 Donnie's Western Wear And	10	00:05:00	60.00
0028 Dumas Plaza	10	00:05:00	60.00

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See [saving customized report formats](#) and [restore default report format](#) in section 9.07.

Continued on next page.

9.14 Report Type - Log Reports (cont)

General Tab - Report Type

The Log Reports screen has 3 types of reports:

- ❑ **Log-Summary** - Prints a summary [1 row for each customer] of the items that ran on the logs during the report period. The report includes columns for total items run, total time scheduled, and total cost.
- ❑ **Log-Detail** - Prints a detail list of each item that ran for each customer of what ran on the logs during the report period. This includes individual times, rates, copyID, etc.
- ❑ **Log-Times** - Prints a detail list of the date and time only for each item that ran for each customer of what ran on the logs during the report period.
- ❑ **NonLog Charge-Summary** - Prints a summary [1 row for each customer] of the Non-Log-Charges [see definition in glossary] that have been posted by the log generator during the report period. The report includes columns for total NLC items and total cost.
- ❑ **NonLog Charge-Detail** - Prints a detail list of the date and amount of each Non-Log-Charge [see definition in glossary] that was posted by the log generator for each customer during the report period.

9.15 Report Type - Accounts Receivable

Report Description

This generates an **Accounts Receivable Aging** report, an **Accounts Receivable Reconciliation** report and an **UnApplied PrePayments** report. To get to these reports, from the main NL menu, select **[Reports][Accounts Receivable]**.

- ❑ On the **General** tab [described below] you can select the main settings for the report.
- ❑ On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- ❑ Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- ❑ You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].

Sponsor	Nov-2003	Oct-2003	Sep-2003	Aug-2003	Prior	Total
0112 Abx Cablevision Of Texas, Inc.	0.00	220.00	0.00	0.00	0.00	220.00
0002 American National Bank	0.00	625.25	0.00	0.00	0.00	625.25
0133 American National Bank-spanis	0.00	81.22	80.00	0.00	0.00	161.22
0102 Anytown Filley Co.	0.00	203.06	200.00	0.00	0.00	403.06
0005 Apache Tractor & Implement	0.00	60.92	60.00	0.00	0.00	120.92
0006 Arnolds Jewelers	0.00	30.37	24.00	0.00	0.00	54.37
0007 Asap Paging	0.00	61.00	0.00	0.00	0.00	61.00
0008 Baptist Bible Hour	0.00	81.22	80.00	0.00	0.00	161.22
0011 Bette's Sewing Center	0.00	150.00	0.00	0.00	0.00	150.00
0012 Bommer Ford	0.00	276.00	0.00	0.00	0.00	276.00
0013 Bommer Tractor	0.00	176.81	167.50	0.00	0.00	344.31
0015 Bordens, Inc.	0.00	120.00	0.00	0.00	0.00	120.00
0016 Brooks & Lee Funeral Home	0.00	15.23	15.00	0.00	0.00	30.23
0017 Caraway Ford Mercury	0.00	292.50	0.00	0.00	0.00	292.50
0142 Charlie Bartoz Dozer Contract	0.00	0.37	24.00	0.00	0.00	24.37
0019 City Utilities	0.00	426.75	0.00	0.00	0.00	426.75
0020 Clothes Tree	0.00	101.53	100.00	0.00	0.00	201.53
0023 Cow Palace	0.00	1.77	115.50	0.00	0.00	117.27
0143 Daisy Mae's	0.00	0.64	42.00	0.00	0.00	42.64
0157 Davis And Logan Insurance	0.00	60.92	60.00	0.00	0.00	120.92
0025 Delta Armature	0.00	-500.00	0.00	0.00	0.00	-500.00
0026 Dewitt Poth & Son	0.00	2.37	155.00	0.00	0.00	157.37
0153 Diversified Liquidators	0.00	207.00	0.00	0.00	0.00	207.00
0027 Donnie's Western Wear And	0.00	54.83	54.00	0.00	0.00	108.83
0029 Dragon Place	0.00	60.83	54.00	0.00	0.00	114.83
0031 Dubose Insurance	0.00	297.20	0.00	0.00	0.00	297.20
0154 E. L. Sanchez	0.00	24.37	24.00	0.00	0.00	48.37
0033 Edwards Furniture	0.00	152.29	150.00	0.00	0.00	302.29

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have saved. See [saving customized report formats](#) and [restore default report format](#) in section 9.07.

General Tab - Aging Columns / Finance Charges

The AR Aging report may be displayed with columns defined as month, such as Sep, Oct, etc. or by days due such as 31-60 days, 61-90 days, etc. You can also tell NL whether you want it to age the finance charges into the appropriate columns, or show finance charges in a separate column.

9.15 Report - Accounts Receivable (cont)

General Tab - Report Type

The Log Reports screen has 3 types of reports:

- ❑ **AR Aging-Summary** - Prints a summary (1 row) for each customer of the Accounts Receivable balance as of the date specified on the report screen General tab. Columns can be broken out by 30, 60, 90 days aging or by month.
- ❑ **AR Aging-Detail** - Prints each Accounts Receivable transaction open (unpaid) as of the date specified on the report screen General tab. Columns can be broken out by 30, 60, 90 days aging or by month.
- ❑ **AR Reconciliation-Summary** - Prints a summary (1 row) for each customer showing the Accounts Receivable activity for the specified period. Columns show beginning balance, invoices issued, payments received, adjustments posted, finance charges posted and ending period balance.
- ❑ **AR Reconciliation-Detail** - Prints a detail entry (1 row for each transaction) for each customer showing the Accounts Receivable activity for the specified period. Columns show beginning balance, invoices issued, payments received, adjustments posted, finance charges posted and ending period balance.
- ❑ **UnApplied PrePayments Report** - Prints a detail entry (1 row for each transaction) for each PrePayment that still has a credit or debit balance as of the specified report date. A credit balance means the PrePayment amount has not yet been completely applied to pay invoices. A debit balance means the PrePayment was over-applied against more invoices than it can zero out. Columns can be broken out by 30, 60, 90 days aging or by month.

Sponsor	10/1/03	+Invoices	-Payments	+/-Adjst	+FinChg	10/31/03
0146 1St Ann. Hispanic Brdcstrs Awc	93.00	0.00	-93.00	0.00	0.00	0.00
0112 Abx Cablevision Of Texas, Inc.	278.30	220.00	-278.30	0.00	0.00	220.00
0002 American National Bank	593.75	625.25	-593.75	0.00	0.00	625.25
0133 American National Bank-spanis	80.00	80.00	0.00	0.00	1.22	161.22
0155 Anytown American Legion	31.50	0.00	0.00	-31.50	0.00	0.00
0102 Anytown Filley Co.	200.00	200.00	0.00	0.00	3.06	403.06
0004 Apache Chemical	136.69	0.00	0.00	-136.69	0.00	0.00
0005 Apache Tractor & Implement	60.00	60.00	0.00	0.00	0.92	120.92
0006 Arnolds Jewelers	24.00	30.00	0.00	0.00	0.37	54.37
0007 Asap Paging	233.75	61.00	0.00	-233.75	0.00	61.00
0008 Baptist Bible Hour	80.00	80.00	0.00	0.00	1.22	161.22
0011 Bette's Sewing Center	150.00	150.00	-150.00	0.00	0.00	150.00
0012 Bommer Ford	417.00	276.00	-417.00	0.00	0.00	276.00
0013 Bommer Tractor	167.50	174.25	0.00	0.00	2.56	344.31
0015 Bordens, Inc.	120.00	120.00	-120.00	0.00	0.00	120.00
0016 Brooks & Lee Funeral Home	15.00	15.00	0.00	0.00	0.23	30.23
0017 Caraway Ford Mercury	293.25	292.50	-293.25	0.00	0.00	292.50
0142 Charlie Bartoz Dozer Contractr	24.00	0.00	0.00	0.00	0.37	24.37
0019 City Utilities	406.25	426.75	-406.25	0.00	0.00	426.75
0020 Clothes Tree	100.00	100.00	0.00	0.00	1.53	201.53
0152 Cooper Chev., Olds, Pontiac	105.00	0.00	-105.00	0.00	0.00	0.00
0023 Cow Palace	115.50	0.00	0.00	0.00	1.77	117.27
0143 Daisy Mae's	42.00	0.00	0.00	0.00	0.64	42.64
0157 Davis And Logan Insurance	60.00	60.00	0.00	0.00	0.92	120.92
0026 Dewitt Poth & Son	155.00	0.00	0.00	0.00	2.37	157.37
0153 Diversified Liquidators	144.00	207.00	-144.00	0.00	0.00	207.00
0027 Donnie's Western Wear And	54.00	54.00	0.00	0.00	0.83	108.83
0029 Dragon Place	54.00	60.00	0.00	0.00	0.83	114.83

9.16 Report Type - Transactions

Report Description

This report screen generates reports showing transactions posted during the report period. To get to these reports, from the main NL menu, select [\[Reports\]\[Transactions\]](#).

- ❑ On the **General** tab [described below] you can select the main settings for the report.
- ❑ On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- ❑ Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- ❑ You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].

Report Settings / Filters

Revenue | AccRep | Custmrs

General | Sort | Stations

Report Format: Standard

Report Type: Invoices-Detail

Report Period: Custom Dates

From: Sep 01 2003

to: Sep 30 2004

Get Report

Invoiced Sales Report
Sample for the period 9/1/03 through 9/30/04

Sponsor	Gross	Discounts	Agency	Net	Tax	AcctRep
03090001 DEMO-FM 0146-001 1St Anr 0146 1St Ann. Hispanic Brcstrs	93.00	0.00	0.00	93.00	0.00	46.50
03090002 DEMO-AM 0112-001 Tci Cat 03090003 DEMO-FM 0112-002 Tci Cat 0112 Abx Cablevision Of Texas, I	58.30 220.00 278.30	0.00 0.00 0.00	0.00 0.00 0.00	58.30 220.00 278.30	0.00 0.00 0.00	8.75 33.00 41.75
03090004 DEMO-AM 0001-003 Allen's I 03100001 DEMO-AM 0001-005 Talent I 0001 Allen's Body Tech	0.00 100.00 100.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 100.00 100.00	0.00 0.70 0.70	0.00 20.00 20.00
03090005 DEMO-AM 0002-001 Americ: 03090006 DEMO-AM 0002-003 Americ: 03090007 DEMO-AM 0002-004 Americ: 0002 American National Bank	250.00 143.75 200.00 593.75	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	250.00 143.75 200.00 593.75	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00
03090008 DEMO-AM 0133-001 Americ: 0133 American National Bank-sp:	80.00 80.00	0.00 0.00	0.00 0.00	80.00 80.00	0.00 0.00	40.00 40.00

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See [saving customized report formats](#) and [restore default report format](#) in section 9.07.

9.16 Report Type - Transactions (cont)

General Tab - Report Type

The Transactions Report screen has 9 types of reports:

- ❑ **Invoices-Summary** - Prints a summary (1 row for each customer) of the invoices issued during the report period. Report columns include Gross, Discounts, Agency Commission, Net, Tax, AccountRep Commission, and National Rep Commission.
- ❑ **Invoices-Detail** - Prints a detail (1 row per invoice) of the invoices issued during the report period. Report columns include Gross, Discounts, Agency Commission, Net, Tax, AccountRep Commission, and National Rep Commission.
- ❑ **Payments-Summary** - Prints a summary (1 row for each customer) of the payments received during the report period. Report columns include Payment Amount, Tax Amount, Net Amount, Agency Commission, AccountRep Commission, and National Rep Commission.
- ❑ **Payments-Detail** - Prints a detail (1 row per payment) of the payments received during the report period. Report columns include Payment Amount, Tax Amount, Net Amount, Agency Commission, AccountRep Commission, and National Rep Commission.
- ❑ **Aged-Collections Report** - Prints a detail (1 row per invoice) of the payments received during the report period. The amounts are shown in columns based on the number of days outstanding the balance was when collected.
- ❑ **Adjustments-Summary** - Prints a summary (1 row for each customer) of the adjusting entries posted during the report period. Items are listed in columns based on the type of adjustment. Report columns include Debit, Credit, Trade Credit, Bad debt, Agency Commission, Tax.
- ❑ **Adjustments-Detail** - Prints a detail (1 row per transaction) of the adjusting entries posted during the report period. Items are listed in columns based on the type of adjustment. Report columns include Debit, Credit, Trade Credit, Bad debt, Agency Commission, Tax.
- ❑ **Finance Charges -Summary** - Prints a summary (1 row for each customer) of the finance charges added during the report period. Report columns include Amount, Tax, and Total.
- ❑ **Finance Charges -Detail** - Prints a detail (1 row per invoice) of the finance charges added during the report period. Report columns include Amount, Tax, and Total.

Examples of transaction reports are shown on the next pages. Also see [TaxDue Reports](#) in section 9.17.

9.16 Report Type - Transactions (cont)

Invoices-Detail

Report View Tools Help

Memorize Export Print Help Close

Report Settings / Filters

Revenue AccRep Custmrs

General Sort Stations

Report Format: Standard

Report Type: Invoices-Detail

Report Period: Custom Dates

From: Sep 01 2003 to Sep 30 2004

Get Report

Invoiced Sales Report
Sample for the period 9/1/03 through 9/30/04

Sponsor	Gross	Discounts	Agency	Net	Tax	AcctRep
03090001 DEMO-FM 0146-001 1St Anr	93.00	0.00	0.00	93.00	0.00	46.50
0146 1St Ann. Hispanic Brcdstrs	93.00	0.00	0.00	93.00	0.00	46.50
03090002 DEMO-AM 0112-001 Tci Cat	58.30	0.00	0.00	58.30	0.00	8.75
03090003 DEMO-FM 0112-002 Tci Cat	220.00	0.00	0.00	220.00	0.00	33.00
0112 Abx Cablevision Of Texas, I	278.30	0.00	0.00	278.30	0.00	41.75
03090004 DEMO-AM 0001-003 Allen's I	0.00	0.00	0.00	0.00	0.00	0.00
03100001 DEMO-AM 0001-005 Talent I	100.00	0.00	0.00	100.00	0.70	20.00
0001 Allen's Body Tech	100.00	0.00	0.00	100.00	0.70	20.00
03090005 DEMO-AM 0002-001 Americ:	250.00	0.00	0.00	250.00	0.00	0.00
03090006 DEMO-AM 0002-003 Americ:	143.75	0.00	0.00	143.75	0.00	0.00
03090007 DEMO-AM 0002-004 Americ:	200.00	0.00	0.00	200.00	0.00	0.00
0002 American National Bank	593.75	0.00	0.00	593.75	0.00	0.00
03090008 DEMO-AM 0133-001 Americ:	80.00	0.00	0.00	80.00	0.00	40.00
0133 American National Bank-sp:	80.00	0.00	0.00	80.00	0.00	40.00

Invoices-Summary

Report View Tools Help

Memorize Export Print Help Close

Report Settings / Filters

Revenue AccRep Custmrs

General Sort Stations

Report Format: Standard

Report Type: Invoices-Summary

Report Period: Last Month

From: Sep 01 2003 to Sep 30 2003

Copies to Print: 1

Get Report

Invoiced Sales Report
Sample for the period 9/1/03 through 9/30/03

Sponsor	Gross	Discounts	Agency	Net	Tax	AcctRep
0146 1St Ann. Hispanic Brcdstrs Awd	93.00	0.00	0.00	93.00	0.00	46.50
0112 Abx Cablevision Of Texas, Inc.	278.30	0.00	0.00	278.30	0.00	41.75
0001 Allen's Body Tech	0.00	0.00	0.00	0.00	0.00	0.00
0002 American National Bank	593.75	0.00	0.00	593.75	0.00	0.00
0133 American National Bank-spanish	80.00	0.00	0.00	80.00	0.00	40.00
0155 Anytown American Legion	31.50	0.00	0.00	31.50	0.00	0.00
0102 Anytown Filley Co.	200.00	0.00	0.00	200.00	0.00	0.00
0004 Apache Chemical	150.00	0.00	22.50	127.50	9.19	19.13
0005 Apache Tractor & Implement	60.00	0.00	0.00	60.00	0.00	0.00
0006 Arnolds Jewelers	24.00	0.00	0.00	24.00	0.00	0.00
0007 Asap Paging	275.00	0.00	41.25	233.75	0.00	46.75
0008 Baptist Bible Hour	80.00	0.00	0.00	80.00	0.00	0.00
0011 Bette's Sewing Center	150.00	0.00	0.00	150.00	0.00	22.50
0012 Bommer Ford	417.00	0.00	0.00	417.00	0.00	0.00
0013 Bommer Tractor	167.50	0.00	0.00	167.50	0.00	0.00
0015 Bordens, Inc.	120.00	0.00	0.00	120.00	0.00	0.00
0016 Brooks & Lee Funeral Home	15.00	0.00	0.00	15.00	0.00	2.25
0017 Caraway Ford Mercury	293.25	0.00	0.00	293.25	0.00	0.00
0142 Charlie Bartoz Dozer Contractr	24.00	0.00	0.00	24.00	0.00	0.00
0019 City Utilities	406.25	0.00	0.00	406.25	0.00	0.00
0020 Clothes Tree	100.00	0.00	0.00	100.00	0.00	15.00
0152 Cooper Chev., Olds, Pontiac	105.00	0.00	0.00	105.00	0.00	21.00
0023 Cow Palace	115.50	0.00	0.00	115.50	0.00	17.33
0143 Daisy Mae's	42.00	0.00	0.00	42.00	0.00	0.00
0157 Davis And Logan Insurance	60.00	0.00	0.00	60.00	0.00	0.00
0026 Dewitt Poth & Son	155.00	0.00	0.00	155.00	0.00	0.00
0153 Diversified Liquidators	144.00	0.00	0.00	144.00	0.00	21.60
0027 Donnie's Western Wear And	54.00	0.00	0.00	54.00	0.00	0.00

9.16 Report Type - Transactions (cont)

Payments-Detail Report View Tools Help

Memorize Export Print Help Close

Report Settings / Filters

Revenue AccRep Custmrs

General Sort Stations

Report Format: Standard
 Report Type: Payments-Detail
 Report Period: Custom Dates
 From: Jan 01 2004 to Feb 29 2004

Get Report

Payments Report
 Sample for the period 1/1/04 through 2/29/04

Sponsor	Payment	Tax	Net	Agency	AcctRep	NatRep
04020024 Payment Check 3427 on Inv	58.30	0.00	58.30	0.00	8.75	0.00
04020027.2 DEMO-AM / C Cash Spots	0.00	0.00	0.00	0.00	0.00	0.00
0112 Abx Cablevision Of Texas, I	58.30	0.00	58.30	0.00	8.75	0.00
04010001.2 DEMO-AM / C Cash Spots	800.00	0.00	800.00	0.00	0.00	0.00
0133 American National Bank-sp	800.00	0.00	800.00	0.00	0.00	0.00
04020004.2 DEMO-AM / C Cash Spots	0.00	0.00	0.00	0.00	0.00	0.00
0003 Another Debut	0.00	0.00	0.00	0.00	0.00	0.00
04020028 Payment Check 1 on Inv 03C	1.00	0.00	1.00	0.00	0.00	0.00
0155 Anytown American Legion	1.00	0.00	1.00	0.00	0.00	0.00
04020025 Payment Check 3412 on Inv	150.00	0.00	150.00	0.00	0.00	0.00
04020025 Payment Check 3412 on Inv	107.00	0.00	107.00	0.00	0.00	0.00
0012 Bommer Ford	257.00	0.00	257.00	0.00	0.00	0.00
-----Report Total-----	1,116.30	0.00	1,116.30	0.00	8.75	0.00

Payments-Detail Report View Tools Help

Memorize Export Print Help Close

Report Settings / Filters

Revenue AccRep Custmrs

General Sort Stations

Report Format: Standard
 Report Type: Payments-Summary
 Report Period: Custom Dates
 From: Jan 01 2004 to Feb 29 2004

Get Report

Payments Report
 Sample for the period 1/1/04 through 2/29/04

Sponsor	Payment	Tax	Net	Agency	AcctRep	NatRep
0112 Abx Cablevision Of Texas, Inc.	58.30	0.00	58.30	0.00	8.75	0.00
0133 American National Bank-spanish	800.00	0.00	800.00	0.00	0.00	0.00
0003 Another Debut	0.00	0.00	0.00	0.00	0.00	0.00
0155 Anytown American Legion	1.00	0.00	1.00	0.00	0.00	0.00
0012 Bommer Ford	257.00	0.00	257.00	0.00	0.00	0.00
-----Report Total-----	1,116.30	0.00	1,116.30	0.00	8.75	0.00

9.16 Report Type - Transactions (cont)

Adjustments-Summary Report View Tools Help

Memorize Export Print Help Close

Report Settings / Filters

Revenue AccRep Custmrs

General Sort Stations

Report Format: Standard

Report Type: Adjustments-Detail

Report Period: This Month

From: Oct 01 2003 to Oct 31 2003

Get Report

Adjustments Report
Sample for the period 10/1/03 through 10/31/03

Sponsor	Debit	Credit	TradeCR	BadDebt	AgcCom	Tax
03100003 TCR Trade Credit Applied		-100.70				
0001 Allen's Body Tech	0.00	-100.70	0.00	0.00	0.00	0.00
03100006 APRE Apply PrePayment 04C		-80.00				
0133 American National Bank-sp	0.00	-80.00	0.00	0.00	0.00	0.00
03100005 BAD Bad Debt WriteOff				-2.96		
0102 Anytown Filley Co.	0.00	0.00	0.00	-2.96	0.00	0.00
-----Report Total-----	0.00	-180.70	0.00	-2.96	0.00	0.00

Adjustments-Summary Report View Tools Help

Memorize Export Print Help Close

Report Settings / Filters

Revenue AccRep Custmrs

General Sort Stations

Report Format: Standard

Report Type: Adjustments-Summary

Report Period: This Month

From: Oct 01 2003 to Oct 31 2003

Get Report

Adjustments Report
Sample for the period 10/1/03 through 10/31/03

Sponsor	Debit	Credit	TradeCR	BadDebt	AgcCom	Tax
0001 Allen's Body Tech	0.00	-100.70	0.00	0.00	0.00	0.00
0133 American National Bank-spanish	0.00	-80.00	0.00	0.00	0.00	0.00
0102 Anytown Filley Co.	0.00	0.00	0.00	-2.96	0.00	0.00
-----Report Total-----	0.00	-180.70	0.00	-2.96	0.00	0.00

9.16 Report Type - Transactions (cont)

Payments-Detail Report View Tools Help

Memorize Export Print Help Close

Report Settings / Filters

Revenue AccRep Custmrs

General Sort Stations

Report Format: Standard

Report Type: Finance Chgs-Detail

Report Period: Custom Dates

From: Jan 01 2004 to Feb 29 2004

Get Report

Finance Charge Report
Sample for the period 1/1/04 through 2/29/04

Sponsor	Amount	Tax	Total
04010004.00 DEMO-AM / DEMO-FM Finance Charge 12/30/03-1/28/04 Avg Bal 0002 American National Bank	8.78	0.00	8.78
04010004.01 DEMO-AM Finance Charge 12/30/03-1/28/04 Avg Balance 31.5 or 0155 Anytown American Legion	0.47	0.00	0.47
04010004.02 DEMO-AM Finance Charge 12/30/03-1/28/04 Avg Balance 200 on 0102 Anytown Filley Co.	2.96	0.00	2.96
04010004.03 DEMO-AM Finance Charge 12/30/03-1/28/04 Avg Balance 136.69 0004 Apache Chemical	2.02	0.00	2.02
04010004.04 DEMO-FM Finance Charge 12/30/03-1/28/04 Avg Balance 60 on I 0005 Apache Tractor & Implement	0.89	0.00	0.89
04010004.05 DEMO-AM Finance Charge 12/30/03-1/28/04 Avg Balance 24 on I 0006 Arnolds Jewelers	0.36	0.00	0.36

Payments-Detail Report View Tools Help

Memorize Export Print Help Close

Report Settings / Filters

Revenue AccRep Custmrs

General Sort Stations

Report Format: Standard

Report Type: Finance Chgs-Summary

Report Period: Custom Dates

From: Jan 01 2004 to Feb 29 2004

Get Report

Finance Charge Report
Sample for the period 1/1/04 through 2/29/04

Sponsor	Amount	Tax	Total
0002 American National Bank	8.78	0.00	8.78
0155 Anytown American Legion	0.47	0.00	0.47
0102 Anytown Filley Co.	2.96	0.00	2.96
0004 Apache Chemical	2.02	0.00	2.02
0005 Apache Tractor & Implement	0.89	0.00	0.89
0006 Arnolds Jewelers	0.36	0.00	0.36
0007 Asap Paging	3.46	0.00	3.46
0008 Baptist Bible Hour	1.18	0.00	1.18
0011 Bette's Sewing Center	2.22	0.00	2.22
0012 Bommer Ford	6.15	0.00	6.15
0013 Bommer Tractor	2.48	0.00	2.48
0015 Bordens, Inc.	1.78	0.00	1.78
0016 Brooks & Lee Funeral Home	0.22	0.00	0.22
0017 Caraway Ford Mercury	4.34	0.00	4.34
-----Report Total-----	37.31	0.00	37.31

9.17 Report Type - Tax Due Report

Report Description

This report screen generates reports showing the tax you have collected during the report period based on either invoices issued or payments received. To get to these reports, from the main NL menu, select **[Reports][Transactions][Tax Reports]**.

- ❑ On the **General** tab [described below] you can select the main settings for the report.
- ❑ On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- ❑ Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- ❑ You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].

Sample TaxDue-Invoices Report

Report View Tools Help

Memorize Export Print Help Close

Report Settings / Filters

Revenue AccRep Custmrs

General Sort Stations

Report Format: Standard

Report Type: TaxDue-Invoices

Report Period: This Month

From: Jan 01 2003 to Dec 31 2003

Tax Item(s) to Report: 6.125% Sales Tax

Get Report

Tax Liability Report
Sample for the Period 1/1/03 to 12/31/03
TaxItem = 6.125% Sales Tax

*This report shows Taxes Due assuming Taxes must be submitted to the tax collector upon Invoice being issued

Sponsor	TransDate	Gross	Net	Taxable	TaxRate	Tax
03090011 DEMO-FM 0004-001 Apache	9/30/03	150.00	127.50	150.00	6.1200%	9.19
03090014 DEMO-AM 0007-002 Asap P	9/30/03	275.00	233.75	275.00	6.1200%	16.84
6.125% Sales Tax		425.00	361.25	425.00	6.1250%	26.03
-----Report Total-----		425.00	361.25	425.00		26.03

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See [saving customized report formats](#) and [restore default report format](#) in section 9.07.

Continued on next page.

9.17 Report Type - Tax Due Report (cont)

General Tab - Report Type

The Tax Reports screen has 2 types of reports:

- ❑ **Tax Due-Invoices** - Prints a report of tax due assuming taxes must be forwarded to the tax collector based on issued invoices.
- ❑ **Tax Due-Payments** - Prints a report of tax due assuming taxes must be forwarded to the tax collector based on payments received.

General Tab - Tax Item(s) to Report

The Transactions Report can be filtered to report on individual Tax Items in case you collect taxes for different agencies or at differing rates.

9.18 Report Type - Sales Projections

Report Description

This report screen generates reports showing expected future billing to be issued within the report period based on orders entered in NL as of the date the report is generated.

To get to the Sales projection reports, from the main NL menu, select **[Reports][Sales Projections]**.

- ❑ On the **General** tab [described below] you can select the main settings for the report.
- ❑ On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- ❑ Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- ❑ You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].]

Report Settings / Filters

Revenue | AccRep | Custmrs

General | Sort | Stations

Report Type: Sales Projection-Summary

Report Format: Standard

Report Period: Next 6 Months

From: Nov 2003 to Apr 2004

Revenue: Net

Accrue: when Invoiced

Include Sales Goal%:

Include \$ 0 Orders:

Get Report

Sales Projection Report
Sample for the period Nov-2003 through Apr-2004
Report based on Net BOOKED ORDERS [when Invoiced] and may vary from actual invoices if some items not aired as ordered!

Sponsor	Nov-2003	Dec-2003	Jan-2004	Feb-2004	Mar-2004	Apr-2004
0001 Allen's Body Tech	0.00	0.00	0.00	0.00	0.00	0.00
0144 Emergency Brcdst System Tr	0.00	0.00	0.00	0.00	0.00	0.00
0162 PSA's	0.00	0.00	0.00	0.00	0.00	0.00
0162 PSA's	0.00	0.00	0.00	0.00	0.00	0.00
0110 Steelman Office Products	150.00	150.00	0.00	0.00	0.00	0.00
00 House Accounts	150.00	150.00	0.00	0.00	0.00	0.00
Sales Goal	0.00	0.00	0.00	0.00	0.00	0.00
% of Sales Goal						
0001 Allen's Body Tech	0.00	0.00	0.00	0.00	0.00	0.00
0155 Anytown American Legion	0.00	0.00	0.00	0.00	0.00	0.00
0102 Anytown Filley Co.	200.00	200.00	0.00	0.00	0.00	0.00
0008 Baptist Bible Hour	100.00	80.00	0.00	0.00	0.00	0.00
0012 Bommer Ford	258.00	276.00	0.00	0.00	0.00	0.00
0013 Bommer Tractor	134.00	156.00	0.00	0.00	0.00	0.00
0017 Caraway Ford Mercury	100.00	108.00	108.00	96.00	108.00	104.00
0019 City Utilities	256.25	276.75	0.00	0.00	0.00	0.00
0157 Davis And Logan Insurance	60.00	60.00	60.00	60.00	60.00	60.00
0027 Donnie's Western Wear And	48.00	54.00	0.00	0.00	0.00	0.00
0031 Dubose Insurance	297.20	0.00	0.00	0.00	0.00	0.00
0035 Ehrig Bros. Ag Products	170.00	186.50	60.00	60.00	60.00	60.00
0158 Ferrell Gas Co.	60.00	60.00	60.00	60.00	60.00	60.00
0043 First United Methodist Church	300.00	345.00	0.00	0.00	0.00	0.00
0057 Gordens Auto Parts	96.00	96.00	60.00	60.00	60.00	60.00
0059 Gray Valley Electric Coop	300.00	345.00	0.00	0.00	0.00	0.00
0123 Gray Valley Electric Coop	559.05	447.24	23.60	0.00	0.00	0.00

9.18 Report Type - Sales Projections (cont)

General Tab - Report Format

Standard is default but you may also use this dropdown box to select a customized report format you have previously saved. See [saving customized report formats](#) and [restore default report format](#) in section 9.07.

General Tab - Report Type

The Sales Projection Report screen has 4 types of reports:

- Sales Projection-Summary** - Prints a summary (1 row for each customer) of the expected invoice totals issued during the report period. Report columns show totals for individual periods within the total report period depending on the report period selected.
- Sales Projection-Detail** - Same as above but prints a detail (1 row per broadcast order) of the invoices projected to be issued during the report period
- Sales Projection-Comparative** - Prints a comparison between the selected report period projected billing and the projected billing for the same period in the previous year. Report columns show totals for individual periods within the total report period depending on the report period selected.
- Projected-versus-Actual** - Prints a comparison between the "projected" sales [ordered] and the "actual" [logged] sales through the last 'log charge date'. This can be used to find errors prior to billing.

General Tab - Report Period

The Sales Projection Report may be based on these Report periods:

This Month	Next Month	Next 3 Months	Next 6 Months
Next 12 Months	Next Quarter	Next 4 Quarters	Next Year
This Quarter	This Year	This Year-to-Date	Custom Dates

General Tab - Revenue

The Sales Projection Report may show amounts based on **Gross** billing, **Net** [after agency commission], **Gross + Tax**, or **# Broadcasts**.

General Tab - Accrue

The Sales Projection Report may show amounts accrued "**when Invoiced**" or "**when Logged**".

- When Invoiced** [default value] will include per-spot revenue in the correct column based on the date the invoice is going to be issued.
- When Logged** will include per-spot revenue in the correct column based on the date the item[s] are going to be logged. For level-package and variable-package billing, revenue is prorated by using an average rate: **BILLCYCLE-COST / BILLCYCLE-SPOTS X #SPOTS-RUN-IN-CALENDAR-MONTH**

General Tab - Include Sales Goal %

On Sales Projection reports, if you check this box, an extra line will be computed for each Account Rep and Station subtotal showing the % of sales goals. These sales goals are entered in [Setting up Account Reps](#)

General Tab - Include \$0 Orders

On Sales Projection reports, if you check this box, detail report lines for orders that run but are to be billed at no cost during the projections period will be printed on the report.

9.19 Report Type - Inventory

Report Description

This report screen generates reports showing how much of your broadcast avail inventory is sold and/or unsold based on the Log Templates and Orders entered in NL as of the date the report is generated. See [General Tab - Distribute Non-Fixed Spots](#) for important information regarding these reports and [Inventory Report Columns](#) to configure your daypart columns. To get to these reports, from the main NL menu, select [\[Reports\]\[Inventory\]](#).

- ❑ On the **General** tab [described below] you can select the main settings for the report.
- ❑ Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- ❑ You may customize the report format to select which columns are displayed as [described on the 2nd following page in this section of the manual], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].

Day / Date	0100a-0559a	0600a-0959a	1000a-0259p	0300p-0659p	0700p-1159p	0600a-0659p	1200a-1159p
10/1/03 Wed	4 / 196	33 / 157	18 / 187	29 / 151	7 / 176	80 / 495	95 / 903
10/2/03 Thu	4 / 196	30 / 160	26 / 179	34 / 146	1 / 182	90 / 485	100 / 898
10/3/03 Fri	8 / 192	37 / 153	22 / 185	33 / 147	1 / 182	92 / 485	101 / 899
10/4/03 Sat	3 / 207	23 / 109	14 / 212	16 / 166	10 / 258	53 / 487	66 / 994
10/5/03 Sun	0 / 125	2 / 151	5 / 137	12 / 133	1 / 126	19 / 421	20 / 697
Week Total	19 / 916	125 / 730	85 / 900	124 / 743	20 / 924	334 / 2373	382 / 4391
10/6/03 Mon	5 / 195	30 / 161	17 / 188	33 / 147	7 / 150	80 / 496	94 / 879
10/7/03 Tue	13 / 187	35 / 155	17 / 189	30 / 150	1 / 182	82 / 494	98 / 901
10/8/03 Wed	13 / 187	37 / 153	19 / 186	29 / 151	7 / 176	85 / 490	109 / 889
10/9/03 Thu	15 / 185	30 / 160	22 / 183	36 / 144	1 / 182	88 / 487	106 / 892
10/10/03 Fri	13 / 187	32 / 158	21 / 186	36 / 144	1 / 139	89 / 488	106 / 851
10/11/03 Sat	3 / 207	21 / 111	13 / 213	15 / 167	9 / 259	49 / 491	61 / 999
10/12/03 Sun	0 / 125	4 / 149	4 / 138	11 / 134	1 / 126	19 / 421	20 / 697
Week Total	62 / 1273	189 / 1047	113 / 1283	190 / 1037	27 / 1214	492 / 3367	594 / 6108
10/13/03 Mon	15 / 185	33 / 158	20 / 185	29 / 151	7 / 150	82 / 494	104 / 869
10/14/03 Tue	13 / 187	32 / 158	16 / 190	24 / 156	1 / 182	72 / 504	90 / 909
10/15/03 Wed	14 / 186	30 / 160	16 / 189	26 / 154	7 / 176	72 / 503	98 / 900
10/16/03 Thu	13 / 187	26 / 164	20 / 185	27 / 153	1 / 182	73 / 502	91 / 907
10/17/03 Fri	14 / 186	31 / 159	19 / 188	27 / 153	1 / 182	77 / 500	94 / 906
10/18/03 Sat	3 / 207	19 / 113	10 / 216	12 / 170	10 / 258	41 / 499	54 / 1006
10/19/03 Sun	0 / 125	2 / 151	4 / 138	11 / 134	0 / 127	17 / 423	17 / 700
Week Total	72 / 1263	173 / 1063	105 / 1291	156 / 1071	27 / 1257	434 / 3425	548 / 6197

The report can show units or minutes; # or %; sold, unsold, sold versus unsold, sold versus total, total, average rate, and total cost as described on the next pages.

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See [saving customized report formats](#) and [restore default report format](#) in section 9.07.

9.19 Report Type - Inventory (cont)

General Tab - Report Type

The Sales Projection Report screen has these types of reports:

- Inventory Sold** - Prints a report showing how sold out each selected daypart is for each log. Report columns show # or % of units or minutes sold depending on your selection for Report Basis.
- Inventory UnSold** - Prints a report showing how much is unsold in each selected daypart is for each log. Report columns show # or % of units or minutes sold depending on your selection for Report Basis.
- Inventory Total** - Prints a report showing total avails on your Log Template in each selected daypart for each log. Report columns show # of units or minutes depending on your selection for Report Basis.
- Inventory Sold vs UnSold** - Prints a report showing both sold and unsold avails in each selected daypart for each log. Report columns show % or # of units or minutes sold and unsold depending on your selection for Report Basis.
- Inventory Sold vs Total** - Prints a report showing both sold and total Log Template avails in each selected daypart for each log. Report columns show % or # of units or minutes sold and unsold depending on your selection for Report Basis.
- Inventory Avg Rate** - Prints a report showing the average rate for all items logged in each selected daypart for each log.
- Inventory Total Cost** - Prints a report showing the total value logged of all items logged in each selected daypart for each log.

General Tab - Report Basis

- Units** # of commercial units or avails on Log Template
- % Units** % of total avails on Log Template
- Minutes** Minutes of commercial spots or avails on Log template
- % Minutes** % of total available minutes on Log Template

General Tab - Include Avail Types

You can restrict the report to include only specific avail types such as sponsorships.

General Tab - Include Preemption Levels

You can restrict the report to include only Order-Lines with a preemption level superior to a specified level. This is sometimes helpful to see the loading without the lower priority items like station promos, trades, etc. to which you can assign an inferior preemption level and exclude from this report.

Continued on next page

9.19 Report Type - Inventory (cont)

General Tab - Distribute Non-Fixed Spots

Because NL is a dynamic scheduler, the exact log positions of spots with wide time windows are not set until the final log is generated. New orders may cause some of these spots to be moved to another time within their time window. This can cause a problem for Inventory Reports.

Inventory Report Example

Assume you have a spot to ordered to run 6AM-7PM. Assume you have your Inventory Report daypart columns set up as 6-10A, 10-3P, 3-7P, 7P-12MID, and 6A-7P. In this case NL must count the spot as running in the 6A-7P daypart but should it also count it as running in any of the 6-10A, 10A-3P, or 3-7P columns?

You select how you want NL to handle these wide-time-window spots when generating the Inventory Report.

- Distribute Non-Fixed Spots IS checked** NL will pick an approximate time for a wide-time-window spot and include it in any daypart columns in which the assumed time falls. This means a proportional share of wide-time-window spots are included in the daypart column because we know at least some will be run in that daypart [even though they could be moved out to another daypart column within the spot time window]. In the example above, NL would randomly select one of the 3 narrower dayparts [6-10A, 10A-3P, or 3-7P] to count the spot in addition to the 6A-7P column. This method gives better results if you want to know the overall expected inventory usage levels you will see after the final log is generated.
- Distribute Non-Fixed Spots IS NOT checked** NL will include in a daypart column only those items that must be logged within that daypart column. Any items with a wide time window could be moved out of that daypart column so the avail slots within the narrower daypart are technically still available to be sold. In the example above, NL would not count the spot in any of the 3 narrower dayparts [6-10A, 10A-3P, or 3-7P] but would count the spot in the 6A-7P column in which it must run. This method gives better results if you want to know the amount of non-movable spots already sold within a specific daypart in cases in which a new order may be placed for a number of spots in a particular daypart. This method is also useful when running a report for sponsorship avails using specific avail types.

Inventory Report Columns

You can change the report daypart columns with the Inventory Report screen displayed using the **[Report][Customize Report Format][Columns]** menu choice on the report screen. You can set specific start and end times or select time classes.

