Chapter 5 - Billing

OVERVIEW OF BILLING SECTION   This section of the Natural Log System allows you to generate, print, view and edit **Broadcast Billing** for the orders in the system. After a Bill has been generated and [Final] printed in the **Billing** function it is no longer available through this function. Issued invoices can be viewed on-screen and can be reprinted in the Accounts Receivable function (**Accounts Rec / Transactions**). The **Miscellaneous Billing** section allows you to generate invoices for non-broadcast items.

Please Note: **Broadcast Billing is generated from your logs**, not orders! If a log isn't **Charged** (See Section 4.35), items on that log **won't appear on the bill**.

When you enter the **Billing Section** from the MAIN MENU, you are given several options:

BROADCAST BILLING or MISCELLANEOUS BILLING To work on normal broadcast billing select **Broadcast.** To work on non-broadcast billing, enter **Miscellaneous Billing**. (See Section 5.4 for a discussion of Miscellaneous Billing.

STATION If you have 2 stations, select the station for which you want print bills.

BILLING FOR MONTH OF Here you must tell the system which month you want to work on in the form **##-##** (month-year, e.g. 08-95 for August 1995). You can only have one month "Open" for processing billing and payments at any time. See **End of Month Closing** in section 9 of this manual to close the month AFTER all billing and payments have been processed.

CLOSING DATES Based on the month you are working on, the system will compute the expected invoice closing dates and display them on the screen. The appropriate closing date is automatically selected when the invoice for each order is printed, based on the Billing Cycle entered when the order was entered. The system then bills out all charged items on that bill which occurred **on or before that closing date**. Any log items charged to the bill which occur after this closing date are saved for the following month's billing. You may edit these closing dates, however, once you leave the billing section, they will revert to the default values.

BILLING CYCLE The system needs to know what billing cycle you want to work on. You may select any of the choices listed, or **All.**

5.1 - Billing

After entering all chocies shown on the previous page, Natural Log will scan for billing items, and will then display a sorted list of all orders:

```
        Order #   Sponsor          Order Identifier  Billed   Cy/Rv/Stn
        0146-001  1ST ANNUAL HISPAN 1st ANNUAL HISPA  09/30/91  N  C  1
        0001-003  ALLENS BODY TECH  ALLENS FOOTBALL    None     B  C  1
        0001-004  ALLENS BODY TECH  NEWS SPONSOR       None     B  C  1
        0102-001  AMERICAN NATIONAL WEATHER SPONSOR   09/30/91+ B  C  1
  Ready 0102-001  AMERICAN NATIONAL AMERICAN FOOTBAL  09/30/91+ B  T  1
        0138-001  ANOTHER DEBUT     ANOTHER DEBUT 4T  09/30/91+ C  C  1
        0003-002  APACHE CHEMICAL   APACHE CHEMICAL   09/30/91  C  C  1
        0204-001  APACHE TRACTOR    APACHE FOOTBALL    None     C  T  1
        0105-003  ASAP PAGING       ASAP 4TH QTR       None     C  C  1
  Ready 0016-009  AZTEC RENTS       AZTEC FOOTBALL    09/30/91  C  T  1
        0107-003  BARTS SUPERMARKET BARTS FOOTBALL    09/30/91  B  C  1
        0107-004  BARTS SUPERMARKET BARTS SUPERMKT     None   + B  C  1
        0107-005  BARTS SUPERMARKET BARTS COOP         None     B  C  1
        0008-001  BETTE'S SEWING CT BETTE'S SEWING    09/30/91  C  C  1
  Ready 0311-001  BEE'S PLACE       BEE'S PLACE       09/30/91  B  C  1
  Ready 0112-003  BOWLING CENTER    BOWLING CENTER    09/30/91+ B  C  1
  Ready 0112-004  BOWLING CENTER    FOOTBALL SPONSOR  09/30/91  B  C  1
  Ready 0112-006  BOWLING CENTER    COACH'S SHOW      09/30/91+ B  T  1

  ↓ ↑   [ENTER]=View/Edit   Print    Find    Sort    Billing-Cycle    [ESC]
  SEP-91 DEMO-FM All Billing Cycles
```

Your choices at the **BILLING MENU** are:

[Enter]-View/Edit   This allows you to view & edit a bill on-screen for any listed order. You can **Edit**, **Insert**, or **Print** the bill. (See Sec 5.2)

Print   Batch-prints BILL/AFFIDAVITS (**Trial** or **Final**) for the selected billing cycle(s) which are **READY** to be billed. You can also print a summary list of bills. (See Section 5.1) You can also print an **Error Report** which compares the spots and dollars pending to be billed versus projected spots and dollars as ordered. It then prints a report of possible errors. (See Section 5.3)

Find   Finds an invoice when you enter the first few characters of the sponsor name.

Sort   Resorts your bill/order list.

5.1 - Print Bills

Your choices at the **Billing Print Menu** are:

ERROR REPORT It is highly recommended that you generate an **Error Report** before you print final billing. This allows you to correct any errors BEFORE the bills are [Final] Printed. (See Section 5.3)

TRIAL bills are only intended to help you in finding and correcting errors, NOT to be sent to customers. These do NOT result in an account receivable being set up for the amount due nor will any billing data be moved to the accounts receivable module.

FINAL bills are printed for all orders which are marked as 'Ready" on the billing screen and an account receivable entry will be made for the invoice amount. Final billing also results in all items which were billed being removed from the billing section and being sent to the Accounts Receivable section where the invoice may be reprinted. When you select Final, Natural Log will generate a new screen list containing only the **Ready** billing items.

5.11 - Types of Invoices

The Natural Log system will print 3 types of invoices which can be selected during order entry, plus the option of **No-Invoicing** which only produces account statements with no detailed spot information. Samples of each of the 3 invoice types are shown in Section 5.11.

DETAILED   This type is shown on page 5-5. It is the type most often used for ad agencies which need a lot of detailed information.

SUMMARY   Thus type is shown on Page 5-4. It is the type used most often with small local advertisers who only need to know how many spots ran and how much they cost.

TIMES-ONLY This provides a middle ground between **Detailed** and **Summary**. It lists the spot date, spot length, and times it ran that date.

NONE-STATEMENTS ONLY This provides NO Invoice but just posts the balance due to the customers account who is then sent an account statement.

(Samples of each type are shown on the next several pages)

5.11 - Sample SUMMARY Type Invoice

NOTE: On all invoice types shown in this section, the "Affidavit of Performance" portion, may or may not be printed on any individual invoice. This is selected during order entry. The exact wording of this "Affidavit of Performance" can be changed in **Setup Format Bills**.

```
                        DEMO-FM INVOICE/AFFIDAVIT

    FROM:  DEMO-FM                                    ACCOUNT # 0002
           P.O. BOX 158
           ANYWHERE, TX 78888                 12/31/91


      TO: WIER, TITE, & HOWE
          223 BANKERS BLVD
          NEW YORK, NY 10010-1923

                                            INVOICE # 91-12-098  Pg. 1

      RE: ABC DOORKNOBS COOP ADVERTISING ESTIMATE 91-04Q
      ================================================================
      |                      # OF                                     |
      |    DATES          BROADCASTS    DESCRIPTION    COST  EXTENSION|
      -----------------------------------------------------------------
      |12/21/91-12/23/91 |    6   | :60 DEMO-FM SPOTS|  5.00 | $30.00 |
      |12/22/91-12/22/91 |    1   |                  | 15.00 | $15.00 |
      |                  |        |                  |       |        |
      |                  |        |                  |       |        |
      |                  |        |                  |       |        |
      |                  |        |                  |       |        |
      -----------------------------------------------------------------|
                                      TOTAL CHARGES  | $45.00 |
                                      -AGENCY COMM | $-6.75 |
                                                   |------- |
                                        NET DUE | $38.25 |
                                                ==========

    AFFIDAVIT OF PERFORMANCE:  I Certify that, in accordance with the
      Official Station Logs, announcements were broadcast as shown on
      this invoice.

    STATE OF TEXAS                  Station Official_____
    COUNTY OF BEXAR
    SWORN TO and subscribed before me      _____
    on this _____ day of _____      Notary Public
```

5.11 - Sample DETAILED Type Invoice

NOTE: On all invoice types shown in this section, the "Affidavit of Performance" portion, may or may not be printed on any individual invoice. This is selected during order entry. The exact wording of this "Affidavit of Performance" can be changed in **Setup Format Bills**.

```
                    DEMO-FM INVOICE/AFFIDAVIT

FROM:  DEMO-FM                              ACCOUNT # 0002
       P.O. BOX 158
       ANYWHERE, TX 78888                   12/31/91


  T0:  WIER, TITE, & HOWE
       223 BANKERS BLVD
       NEW YORK, NY 10010-1923

                                   INVOICE # 91-12-098  Pg. 1

  RE: ABC DOORKNOBS COOP ADVERTISING ESTIMATE 91-04Q
===================================================================
|               LENGTH                              BAL FORWARD|
| DATE     TIME  & TYPE  TAPE/SCRIPT    NOTES   COST    $0.00   |
-------------------------------------------------------------------
|12/21/91  810AM|  :60CA| ABC-99    |         |  5.00 |        |
|12/21/91  920AM|  :60CA| AC-101A   |         |  5.00 |        |
|        |       |       |          |         |       |        |
|12/22/91  620AM|  :60CA| ABC-110   | CALL-IN |  5.00 |        |
|12/22/91  850AM|  :60CA| ABC-99    |         |  5.00 |        |
|12/22/91 1050AM|  :30CA| ABC-101A  | SPONSOR | 15.00 |        |
|        |       |       |          |         |       |        |
|12/23/91  620AM|  :60CA| ABC-110   |         |  5.00 |        |
|12/23/91  820AM|  :60CA| ABC-99    | MAKE GD |  5.00 |        |
|        |       |       |          |         |       |        |
|        |       |       |          |         |       |        |
|        |       |       |          |         |       |        |
|        |       |       |          |         |       |        |
|        |       |       |          |         |       |        |
|        |       |       |          |         |       |        |
-------------------------------------------------------------------
                               TOTAL CHARGES |   $45.00 |
                                -AGENCY COMM |   $-6.75 |
                                             |----------|
                                     NET DUE |   $38.25 |
                                             ============

AFFIDAVIT OF PERFORMANCE:  I Certify that, in accordance with the
   Official Station Logs, announcements were broadcast as shown on
   this invoice.

STATE OF TEXAS                  Station Official_____
COUNTY OF BEXAR
SWORN TO and subscribed before me   _____
on this _____ day of _____    Notary Public
```

5.11 - Sample TIMES-ONLY Type Invoice

NOTE: On all invoice types shown in this section, the "Affidavit of Performance" portion, may or may not be printed on any individual invoice. This is selected during order entry. The exact wording of this "Affidavit of Performance" can be changed in **Setup Format Bills**.

```
                        DEMO-FM INVOICE/AFFIDAVIT

     FROM:  DEMO-FM                              ACCOUNT # 0002
            P.O. BOX 158
            ANYWHERE, TX 78888                   12/31/91


       T0:  WIER, TITE, & HOWE
            223 BANKERS BLVD
            NEW YORK, NY 10010-1923

                                          INVOICE # 91-12-098  Pg. 1

       RE: ABC DOORKNOBS COOP ADVERTISING ESTIMATE 91-04Q
     ==================================================================
     |                LENGTH                                           |
     | DATES   |LENGTH|         BROADCAST TIME(S)                      |
     ------------------------------------------------------------------
     |12/21/91|  :60 | 810AM  920AM                                   |
     |        |      |                                                 |
     |12/22/91|  :60 | 620AM  850AM 1050AM                            |
     |        |      |                                                 |
     |12/23/91|  :60 | 620AM  820AM                                   |
     |        |      |                                                 |
     |        |      |                                                 |
     |        |      |                                                 |
     |        |      |                                                 |
     |        |      |                                                 |
     |        |      |                                                 |
     |        |      |                                                 |
     |        |      |                                                 |
     |        |      |                                                 |
     ------------------------------------------------------------------
                                    TOTAL CHARGES |   $45.00 |
                                    -AGENCY COMM  |   $-6.75 |
                                                  |----------|
                                          NET DUE |   $38.25 |
                                                  ============

     AFFIDAVIT OF PERFORMANCE:  I Certify that, in accordance with the
       Official Station Logs, announcements were broadcast as shown on
       this invoice.

     STATE OF TEXAS                 Station Official_____
     COUNTY OF BEXAR
     SWORN TO and subscribed before me      _____
     on this _____ day of _____     Notary Public
```

5.11 - Sample Script Affidavit

The copy manager interacts with the Billing Module to automatically generate script affidavits, if needed, immediately after the "Detailed" type invoice is printed. (See Section 3.8)

```
DEMO-FM                          Advertiser: ABC DOORKNOBS
P.O. Box 158 Anywhere TX 00000     Co-op: ABC DOORLOCKS      ABC-99
(210) 555-5555                    Length: 60 sec   12/21/91 thru 12/23/91
```

```
(15 SEC JINGLE IN...)

ABC DOOR LOCKS ARE THE BEST IN THE BUSINESS. AND TO BACK UP THAT CLAIM, WE

ARE OFFERING TO PAY HOUR HOMEOWNERS INSURANCE DEDUCTIBLE IF YOUR HOME IS

BURGLARIZED DUE TO THE FAILURE OF OUR LOCKS ON ANY THIRD TUESDAY. THAT'S

RIGHT, NO IFS AND OR BUTS. WE'LL COVER YOUR DEDUCTIBLE. HOW CAN WE MAKE

THIS OFFER? OUR LOCKS ARE MADE OF THE SAME MATERIAL AS YOUR LOCAL BANK'S

VAULT! AND ANYWAY, YOU PROBABLY WON'T BE ABLE TO FIND US IF YOU ARE

BURGLARIZED. OUR LOCKS MAY COST A LITTLE MORE, BUT WE HAVE 2 KIDS IN

COLLEGE, WE REALLY NEED THE MONEY. ISN'T YOUR FAMILY'S SAFETY WORTH IT?

(...15 SEC JINGLE OUT)
```

```
   STATION DOCUMENTATION STATEMENT APPROVED BY THE COOPERATIVE ADVERTISING
             COMMITTEE OF THE ASSOCIATION OF NATIONAL ADVERTISERS
   This announcement was broadcast      3 times, as entered in the station's
   program log.    The times this announcement was broadcast were billed
   to this station's client on our invoice number 91-12-098 dated 12/31/91
   at his earned rate of:

    $5.00  each for    3 announcements, for a total of   $15.00
     For a total of    3 announcements  and a total of   $15.00


                                     _____
   State of Texas                    Signature of station official
   County of Bexar

   Sworn before me on _____


   _____       _____
        Notarize Above               My Commission expires:_____
```

5.2 - View / Edit Bills On-Screen

This section allows you to **View** a complete Bill/Affidavit on-screen up to date with the last Log which was charged. This section also allows you to **Edit** the bill so any problems can be corrected BEFORE the Final Bills are printed.

At the **BILLING MENU**, use the ↓↑ keys to select the bill you want to **View/Edit**. Hit **[Enter]** and that bill will be displayed:

```
ALLEN'S BODY TECH                  Station DEMO-FM      Order ##0001-003
1234 ANYWHERE ROAD                 Sponsor ALLENS BODY TECH
SAN ANTONIO TX 78213               Bill Cycle CALENDAR MONTH
                                   Billed Thru 09/30/91
RE: FOOTBALL SPONSORSHIP

Line#   Date        Time   Length Type Tape/Script  Bill Notes      Cost

   1   10/01/91     645AM   :30    CA   UZ-1123                      5.00
   2   10/01/91     725AM   :30    CA   UZ-1124                     10.00
   3   10/01/91     425PM   :30    CA   UZ-1123                     10.00
   4   10/01/91     525PM   :30    CA   UZ-1124                     10.00
   5   10/02/91     725AM   :30    CA   UZ-1123                     10.00
   6   10/02/91     825AM   :30    CA   UZ-1124                      5.00
   7   10/02/91    1225PM   :30    CA                Call-in        25.00
   8   10/02/91     425PM   :30    CA   UZ-1123                     10.00


BILLS:  [PgUp]  [PgDn]   Edit   Insert   Print   Delete   Orderview   [ESC]
OCT-91 DEMO-FM All Billing Cycles                   [F10]-Test Paper Alignment
```

Your **BILL VIEW/EDIT MENU** choices are:

[PgUp][PgDn] [Home][End]	Move through the bill pages.
Edit	Correct the Bill before printing. (See Sec 5.21)
Insert	Insert a line into a Bill (See Section 5.21)
Print	Prints Final or Trial bill for only currently displayed Bill.
Delete	Deletes the entire currently displayed Bill.
OrderView	View the broadcast Order on-screen without leaving the Billing Section.

5.21 - Edit Bills Before Final print

> **NOTE:** This section covers editing Bill <u>before</u> final print. To edit an Invoice <u>after</u> the final print (when they have been moved to Accounts Receivable), please see Section 6.41 of this manual.

The **Edit** function allows you to correct a Bill/Affidavit before you print it. At the **BILL VIEW/EDIT MENU**, type **Edit** to get into the EDIT function or **Insert** to insert a new line of data. The computer will then ask for the line ## to be edited (or inserted). After you enter a valid line ##, the computer will highlight that line for you to edit or insert the information.

DATE   This is the date that the spot ran.

TIME   This is the time that the spot ran.

LENGTH   Enter the spot or program length. For spots, enter the length in seconds (:00 to :60). For programs enter the length in minutes and seconds(:00 to 60:00)

TYPE   Enter the TYPE of the item on this line. Possible choices are:

<u>CA</u>	Commercial Announcement
<u>CP</u>	Commercial Program
<u>SPA</u>	Station Promo Announcement
<u>PSA</u>	Public Service Announcement
<u>FCC</u>	FCC Required Announcement
<u>CMT</u>	Comment
<u>NLC</u>	Charges which won't appear on the station log.
<u>UW</u>	Underwriting announcement

5.21 - Edit Bills Before Final print

TAPE ##   Enter here the cart number from the Tape/Script library for any tape identifier which the customer requires on the Bill. This is usually entered by the logging system, but you can edit this information to correct any errors.

NOTE   The computer will allow you to enter a NOTE to be printed on the Bill. Your choices are:

Sponsorship	**T**radeout	**M**ake Good
No Charge	**C**all-In	**L**ive Spot
Remote	**P**romo	**A**djacency

COST   If this Order is set up for Unit Pricing (that is, you did NOT enter a Package Price), you will be asked for the cost. Possible answers are from **:00** to **9999.99**. If you have already entered a Package Price for this order, the computer won't ask you for a cost and will print [PKG] in the cost column.

This completes the Billing **Edit** function.

5.3 - Error Report (Projected vs Billed)

LOCATING BILLING ERRORS BEFORE BILLS ARE GENERATED The Natural Log system can assist you in locating errors in your billing before they are issued, when the are much easier to fix using the Bill **View/Edit** function (See Section 5.21). At the **BILLING MENU**, select **Print** then **Error Report**. The system will print out a report for all orders displayed on the screen listing. The system will give you the option of restricting the printout to only those orders on which it found a billing error.

ERROR REPORT CAN BE RUN ANYTIME IN THE MONTH   You can run the **Error Report** any time in the month and it will be current up to the last log you have charged. After **Final** bills are issued, they are difficult to fix so it is a good idea to use this report to fix any problems before your final billing for the month. You don't have to wait until the end of the month.

ERROR REPORT FORMAT   This **Error Report** compares the number of spots and dollars waiting to be billed versus what the order says should have run. A plus error (**+**) indicates too many spots or dollars ran. A minus (**-**) indicates too few spots or dollars ran. These errors can be caused if you deleted spots because they didn't air, wrote in spots, or if there were bumped spots which you didn't put on the log. With this report, you can use the Bill **View/Edit** function (Sec 5.21) to fix errors BEFORE final billing.

Sample BILLING ERROR Report

```
DEMO-FM LOGS CHARGED THOUGH: 10/01/91    BILLING MONTH: OCT-91  Page 1
================================================================================
 **BROADCAST MONTH BILLING CYCLE |---ORDERED---|---CHARGED----|  +/- ERROR
 ORDER      PRODUCT               |SPOTS    COST|SPOTS    COST|SPOTS     COST
================================================================================
 0134-001 FARMERS'S SUPPLY        | 3     27.69|  2    18.46|  -1     -9.23
 0058-001 GRAY AIR                | 0      0.00|  0     0.00|   0      0.00
 0122-001 GUADALUPE SUPPLY        | 5     36.55|  5    36.55|   0      0.00
 0122-002 GUADALUPE SUPPLY        | 6     39.45|  6    39.45|   0      0.00
 0122-003 GUADALUPE SUPPLY        | 5     36.55|  5    36.55|   0      0.00
 0124-002 HENRY'S SUPERMARKET     | 0      0.00|  0     0.00|   0      0.00
 0243-002 JOHN'S JOHNS & PLUMBING| 7     22.50|  6    20.00|  -1     -2.50
 0092-003 MANUAL'S DOORKNOBS      | 8     40.00|  9    45.00|  +1     +5.00
 0112-002 PERFORMANCE AUTO REPAIR| 9     90.00|  9    90.00|   0      0.00
 0190-003 SUPER WEIGHT LOSS CTR   | 5     25.00|  6    25.00|  +1      0.00
 0124-002 VICTORY BUILDING SUPPLY| 9     45.00|  9    45.00|   0      0.00
================================================================================
```

5.4 - Miscellaneous Billing

USES FOR MISCELLANEOUS BILLING SECTION The **Miscellaneous Billing** function will allow you to generate invoices for any non-advertising-time charges such as talent fees, phone lines, etc. It's also useful for creating "prior" invoices for initial customer balances when first installing the Natural Log. (See Section 5.42)

After entering the Miscellaneous Billing information, you must **Print** or **Save** the bill for it to be posted to Accounts Receivable. You can not enter information here and expect it to be saved for automatic billing later. The Miscellaneous Billing function **will not work that way!**

> **NOTE:** After Saving the Miscellaneous invoice, you can not edit it. If you discover an error after saving it, just go to the **A**ccts Receivable **P**ayments section and enter an adjusting entry to Void the invoice. See Section 6.41 for instructions on voiding invoices. Then create a correct Misc Charges invoice.

At the **BILLING MENU,** enter **Miscellaneous Billing:**

```
┌────────────────────────────────────────────────────────────────────┐
│ WEIR, TITE, & HOWE                               Customer #  0002    │
│ 223 BANKERS BLVD                                                     │
│ NEW YORK NY 10010-1923                                               │
├────────────────────────────────────────────────────────────────────┤
│ Inv Date: 05/31/92    Revenue Type: C   Station: DEMO-FM  Certify: Yes│
│ Salesman: 1 Albert Doorknob      RE: Added Remote Charges            │
├────────────────────────────────────────────────────────────────────┤
│                                      Gross  Agency     Net   Slsman  │
│     Date           Description     Cost $$ Comm %  Cost $$ Comm %    │
├────────────────────────────────────────────────────────────────────┤
│ 1  05/31/91   I.R. DEEJAY TALENT FEE  25.00  0.0%    25.00  0.0%     │
│ 2  05/31/91   REMOTE PHONE FEES      100.00  0.0%   100.00  0.0%     │
│ 3                                                                    │
│ 4                                                                    │
│ 5                                                                    │
│ 6                                                                    │
│ 7                                                                    │
│ 8                                                                    │
│ 9                                                                    │
├────────────────────────────────────────────────────────────────────┤
│ Gross:    $125.00       Commission:   $0.00     Net Due:  $125.00    │
└────────────────────────────────────────────────────────────────────┘
 MISCELLANEOUS BILLING: Edit   Print/Save   Save/NoPrint   Delete  [ESC]
```

The **MISCELLANEOUS BILLING MENU** choices are:

Edit   Edits the miscellaneous invoice.

Print/Save   Prints & posts the Bill to Accounts Receivable.

Save/No Print   Posts the bill to Accounts Receivable without printing it.

Delete   Deletes the entire Miscellaneous Bill from the screen before it is saved.

The following items are needed for the Miscellaneous Charge:

CUSTOMER # Enter the account to which this bill is to be posted.

INVOICE DATE The computer must know what date to place on this bill. **This determines into which accounting period to enter this bill**. If you are initially setting up your previously issued invoices into the system enter the original billing date here.

REVENUE TYPE You input the revenue type so that this bill may be properly recorded.

STATION   If you have more than one station, you must input the station for this bill.

CERTIFY   If you want the station official's certification printed on this invoice enter **Yes**, otherwise enter **No**.

SALESMAN   Enter the salesman ## to be given credit for this sale.

For each individual descriptive line enter the following:

DESCRIPTION Enter a description of what is being charged for.

5.41 - Miscellaneous Billing (cont)

GROSS Enter the Gross amount to be billed. If there is an agency commission, the computer will compute the Net amount for you.

AGENCY COMMISSION % You should enter the agency commission %.

NET This will be filled in automatically.

SALESMAN COMMISSION Enter the salesman commission %.

```
                         DEMO-FM INVOICE/AFFIDAVIT

   FROM:  DEMO-FM                           ACCOUNT # 0002
   P.O. BOX 158
   ANYWHERE, TX 78888                       05/31/92

   TO:    WEIR, TITE & HOWE
          223 BANKERS BLVD
          NEW YORK, NY 10010-1923
                                       INVOICE # 92-05-003  Pg. 1
   RE: ADDED REMOTE CHARGES
   ==================================================================
   |                                 GROSS      AGENCY      NET    |
   | DATE       DESCRIPTION          CHARGES  COMMISSION  CHARGES  |
   -----------------------------------------------------------------|
   |05/03/28|I.R. DEEJAY TALENT FEE  |  25.00 |   0.00  |  25.00  |
   |05/03/92|REMOTE PHONE FEES       | 100.00 |   0.00  | 100.00  |
   |        |                        |        |         |         |
   |        |                        |        |         |         |
   |        |                        |        |         |         |
   |        |                        |        |         |         |
   |        |                        |        |         |         |
   |        |                        |        |         |         |
   |        |                        |        |         |         |
   -----------------------------------------------------------------
                      TOTAL CHARGES| 125.00 |   0.00  | 125.00  |
                                   =================================


   AFFIDAVIT OF PERFORMANCE:  I Certify that the products or services
                               charged on this invoice were provided
                               as listed above.

   STATE OF TEXAS             Station Official:_____
   COUNTY OF BEXAR

   SWORN TO and subscribed before me       _____
    on this _____ day of _____      Notary Public
```

5.42 - Miscellaneous Billing for Initial Customer Balance Setup

The **Miscellaneous Billing** function is also useful when you initially set up your Natural Log system because you can issue "invoices" for prior billing before the Natural Log computer system was installed. You can generate a separate **Miscellaneous Billing** invoice for the amount due for each prior invoice which is currently outstanding from your prior system. Example, if the customer owes you for May 1990 and June 1990, create separate Invoices for EACH month. Enter "Prior Billing", "May Billing", or whatever makes sense to you for the "RE:" entry.

> **NOTE:** The important date is the "**Inv Date**". This date is used by the Natural Log System when aging the account balances.

> **ALSO NOTE:** After Saving the Miscellaneous invoice, you can not edit it. If you discover an error after saving it, just go to the **A**ccts Receivable **P**ayments section and enter an adjusting entry to Void the invoice. See Section 6.41 for instructions on voiding invoices. Then create a correct Misc Charges invoice.

Example: To enter a prior balance for May 1990. Inv Date is May.

```
┌────────────────────────────────────────────────────────────────────┐
│ WEIR, TITE, & HOWE                                Customer #  0002   │
│ 223 BANKERS BLVD                                                     │
│ NEW YORK NY 10010-1923                                               │
├────────────────────────────────────────────────────────────────────┤
│ Inv Date: 05/31/90    Revenue Type: C   Station: DEMO-FM  Certify: Yes│
│ Salesman: 1 Albert Doorknob     RE: MAY 90 ADVERTISING BALANCE DUE    │
├────────────────────────────────────────────────────────────────────┤
│                                        Gross  Agency    Net   Slsman │
│       Date           Description     Cost $$ Comm %  Cost $$ Comm %   │
├────────────────────────────────────────────────────────────────────┤
│ 1  05/31/90   MAY ADVERTISING BALANCE 1000.00  15.0%   850.00  15.0% │
│ 2                                                                    │
│ 3                                                                    │
├────────────────────────────────────────────────────────────────────┤
│ Gross:    $1000.00       Commission: $150.00      Net Due:   $850.00 │
└────────────────────────────────────────────────────────────────────┘
MISCELLANEOUS BILLING: Edit    Print/Save    Save/NoPrint    Delete  [ESC]
```

5.42 - Miscellaneous Billing for Initial Customer Balance Setup

Save the invoice on the previous page. Enter the prior balance for Jun 1990. Inv Date is June.

```
┌──────────────────────────────────────────────────────────────────────┐
│ WEIR, TITE, & HOWE                              Customer #  0002       │
│ 223 BANKERS BLVD                                                       │
│ NEW YORK NY 10010-1923                                                 │
├──────────────────────────────────────────────────────────────────────┤
│ Inv Date: 06/30/90    Revenue Type: C   Station: DEMO-FM  Certify: Yes │
│ Salesman: 1 Albert Doorknob     RE: JUN 90 ADVERTISING BALANCE DUE     │
├──────────────────────────────────────────────────────────────────────┤
│                                        Gross  Agency    Net   Slsman   │
│      Date            Description      Cost $$ Comm %  Cost $$ Comm %    │
├──────────────────────────────────────────────────────────────────────┤
│ 1  06/30/90   JUN ADVERTISING BALANCE 1500.00  15.0%  1275.00  15.0%   │
│ 2                                                                      │
│ 3                                                                      │
├──────────────────────────────────────────────────────────────────────┤
│ Gross:   $1500.00        Commission: $225.00       Net Due: $1275.00   │
└──────────────────────────────────────────────────────────────────────┘
```

The Natural Log will then include these bills in reports and will allow you to process payments against them, just like a bill generated by Natural Log. Your accounts receivable aging reports will also be accurate even for the time before the Natural Log System was in use. May will be aged from May and June will be aged from June.

Alternatively, you can enter just one **total** of all prior outstanding invoices due for each customer as one miscellaneous charge. Then when payments come in, they can be posted against this "total" until it is all paid. This will not allow accurate accounts receivable aging reports for any period before the Natural Log System was installed.

Example: To enter up a "total" prior balance as of 07/01/90

```
┌──────────────────────────────────────────────────────────────────────┐
│ WEIR, TITE, & HOWE                              Customer #  0002       │
│ 223 BANKERS BLVD                                                       │
│ NEW YORK NY 10010-1923                                                 │
├──────────────────────────────────────────────────────────────────────┤
│ Inv Date: 07/01/90    Revenue Type: C   Station: DEMO-FM  Certify: Yes │
│ Salesman: 1 Albert Doorknob     RE: BALANCE FORWARD AS OF 07/01/90     │
├──────────────────────────────────────────────────────────────────────┤
│                                        Gross  Agency    Net   Slsman   │
│      Date            Description      Cost $$ Comm %  Cost $$ Comm %    │
├──────────────────────────────────────────────────────────────────────┤
│ 1  07/01/90   BALANCE FORWARD 070190  2500.00  15.0%  2125.00  15.0%   │
│ 2                                                                      │
│ 3                                                                      │
├──────────────────────────────────────────────────────────────────────┤
│ Gross:   $2500.00        Commission: $375.00       Net Due: $2125.00   │
└──────────────────────────────────────────────────────────────────────┘
```

Note that the **Inv Date** causes the Natural Log to date the invoice 07/01/90 for aging purposes. We combined the $1000 for May and the $1500 for June an entered them as a total of $2500. The Natural Log will age these beginning on the Inv Date of **07/01/90** because that is when it thinks this balance was created.

```
┌─────────────────────────────────────────┐
│      SEP-91 INVOICE Closing Dates        │
│                                          │
│        Calendar Month    09/30/91        │
│    STD Broadcast Month   09/29/91        │
│           Weekly Bills   09/30/91        │
│    Demand/Special Bills  09/30/91        │
│     End-of-Flight Bills  09/30/91        │
└─────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────┐
│        Last Log Charged to Bills:        │
│                                          │
│   DEMO-FM 09/30/91      DEMO-AM 09/30/91 │
└─────────────────────────────────────────┘
```

CLOSING DATE is the cutoff date for billing. For example, if you enter a Closing Date of 1/1/90, only billable items occurring ON or BEFORE 1/1/90 will be billed. If Logs have been Charged AFTER 1/1/90, the Log items after 1/1/90 remain in memory for later billing.

When you first start the BILLING section or select the **Closing Date** option, the computer will tell you the last Log date saved, compute the expected **Closing Date** for each billing cycle, and warn you if there is a problem such as the logs not having been charged for the entire period.

If logs aren't charged through the **Closing Date**, the billing may be incomplete. Billing items are only posted during the **Log Charging Process** (See Section 4.35)

EDITING CLOSING DATES If for any reason you want to edit the Closing Dates, you may do so. If you do edit them, note that these changes are valid ONLY for the time you remain in the Billing Module, and will reset to the default values once you leave the Billing function.

BOOK CLOSING At the Natural Log **MAIN MENU** you will notice **End of month** closing. This allows you to close months and prevent anyone from returning to that month to issue additional invoices or post payments as received during that month. Any Closing Date you edit **must** be **after** the last Book Closing Date. The Natural Log system will not accept any Closing Date before the Book Closing Date.

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