



Summit Traffic

1891 N. Gaffey Street, Suite I
San Pedro, CA 90731
Phone: 310-831-2234

Calendar Billing and Balancing Procedures

Table of Contents

CALENDAR BILLING.....	3
MONTHLY PROCEDURES.....	3
<i>Billing module – Reports</i>	3
Pre-Billing Analysis (required)	3
Posting Preview (required).....	5
<i>Utility module</i>	7
Archive Database Tables.....	7
<i>Everyone MUST have Summit Traffic and all modules CLOSED.</i>	7
The module MUST be accessed outside of Summit Traffic.....	7
Make sure the database path is correct.....	7
Press the "All" button to select all tables.	7
Press the "Start" button	7
Press the "Close" button when it highlights.....	7
Close the Archive Database Tables function.	7
Close the Utilities module.....	7
Go to the location where you saved the archive.	7
Copy the zip file to some type of removable media,.....	7
<i>Billing module - Tools</i>	8
Post Traffic to Billing (required).....	8
<i>Billing module - Reports</i>	9
Unbilled Spots List (required)	9
<i>Utility module</i>	10
Repair A/R Balances (required)	10
<i>Billing module - Reports</i>	10
Billing Report (required).....	10
Print Invoices (optional).....	11
<i>Billing module - Tools</i>	13
Create EDI Invoice file (required if you use an EDI service).....	13
<i>A/R module – Tools</i>	13
Apply Finance charges (optional).....	13
<i>A/R module - Reports</i>	14
Account Statements (optional)	14
<i>A/R module - Tools</i>	15
Adjust Pre-Pays (required)	15
BALANCING	16
<i>A/R module - Reports</i>	16
Payments Received Report (Required).....	16
Trade Credits Report (Required if using Trade Credits).....	17
Adjustments Report (Required).....	18
Finance Charges Report (Required if using Finance Charges).....	19
Services Charges Report (Required if using Service Charges).....	20
Aging Report (Required).....	21
Balance Summary (Required)	22
<i>If there is only a single channel in the database,</i>	22
<i>If there are multiple channels in the dataset,</i>	23
<i>If everything balances:</i>	23
<i>If everything does not balance:</i>	23

Calendar Billing

Monthly Procedures

Make sure Traffic department has completed reconciling and posting logs for the Calendar month.

Billing module – Reports

Pre-Billing Analysis (required)

Print a Pre-Billing Analysis Report and correct any discrepancies in Traffic and/or programming.

Include Dates:

From: Set to the first day of the last Calendar month.

Thru: Set to the last day of the last Calendar month.

Report Source: Put a checkmark next to Spots and Misc. Billing.

Billing Cycle: Select Calendar Month.

Exclude non-discrepancies: Do not check.

Report Format: Select the Report Format to use.

Invoice Types: Put a checkmark next to all three.

Sort by: Right-click to select the sort options.

Report Options:

Optional

Print Report Selection Header Page: Select this option to have a page print before the report that gives a description of the report, the column headings, and selections made.

Start Each A/E On New Page: Select to have each Account Exec.'s information to start on a new page. Set the "Sort by" field to Account Exec. Do not use with "Start Each Channel on New Page" or "Start Each chGroup on New Page".

Start Each Channel on New Page: Select to have each Channel's information to start on a new page. Set the "Sort by" field must to Channel. Do not use with "Start Each A/E on New Page" or "Start Each chGroup on New Page".

Start Each chGroup on New Page: Select to have each Channel Group's information to start on a new page. Set the "Sort by" field must to Group. Do not use with "Start Each A/E on New Page" or "Start Each Channel on New Page".

Exclude Record Detail: Check. Only uncheck if there are some discrepancies, and you need to get the Contract number.

Restrictions: Set "All" for all.

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

Only Contracts ordered to run during the requested dates will be included. Spots run during the requested dates but ordered to run outside those dates will not be included (E.g., make goods moved outside ordered run dates).

Press the "Preview" button.

Make sure it balances by taking the To Be Billed total + canceled total + make good total + rescheduled total. That should equal the Ordered gross column total.

If it does balance:

Press the "Print" button

If it does not balance:

Go through the report for each Advertiser to see where the discrepancies are and write them down.

Close the preview.

Uncheck "Exclude Record Detail"

In the Restrictions under Advertiser, click "Include" and include those Advertisers.

Press the "Preview" button.

Find the lines that have discrepancies and write down the Contract numbers. You may also print this out if you want to.

Then you will need to go to Traffic, Data Entry, Contracts, and look at the Schedule pages. If spots are on schedules for this month that were ordered in a previous month, which is ok, if that is what you want. If there are spots with no status, you either need to move them to make goods or cancel them. If you need assistance with this, please contact Summit Traffic Product Support.

Preview the report again until there are no more discrepancies.

Once the discrepancies are fixed:

Close the Preview

Put a checkmark next to "Exclude Record Detail"

Select "All" under the Advertiser restriction.

Press the "Preview" button.

Make sure everything balances.

Press the "Print" button.

- ✓ Dead make goods may be listed in the canceled column and their dollars will not be included in the total. When starting each A/E, Channel, or chGroup on a new page, there may be blank pages in between. This has no effect on the information in the report.

Posting Preview (required)

Preview a Posting Preview Report using the same selections you did for the Pre-Billing Analysis.

Include Dates:

From: Set to the first day of the last Calendar Month.

Thru: Set to the last day of the last Calendar Month.

Report Source: Put a check mark next to Spots and Misc. Billing.

Billing Cycle: Set to Calendar Month.

Print schedule page totals: Do not check.

Report Format: Select the Report Format to use.

Exclude Comm.: Put a check mark next to both.

Invoice Types: Put a checkmark next to all three.

Sort by: Right-click to select the sort options.

Report Options

Optional:

Print Report Selection Header Page: Select this option to have a page print before the report that gives a description of the report, the column headings, and selections made.

Start Each A/E On New Page: Select to have each Account Exec.'s information to start on a new page. Set the "Sort by" field to Account Exec. Do not use with "Start Each Channel on New Page" or "Start Each chGroup on New Page".

Start Each Channel on New Page: Select to have each Channel's information to start on a new page. Set the "Sort by" field to Channel. Do not use with "Start Each A/E on New Page" or "Start Each chGroup on New Page".

Start Each chGroup on New Page: Select to have each Channel Group's information to start on a new page. Set the "Sort by" field to Group. Do not use with "Start Each A/E on New Page" or "Start Each Channel on New Page".

Exclude Record Detail: Do not check.

Restrictions: Set "All" for all

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

Press the "Preview" button.

Check the descriptions to be sure that every spot and Misc. billing page has a description to print on the invoice.

If all spots have descriptions:

Close the preview.

If spots are missing descriptions:

Go to Traffic, Edit Schedules, locate the spot(s), and make sure they have Copy Records attached to them.

If they do have Copy Records attached:

Make sure they have Copy pages assigned to them.

If they do have Copy pages:

Go to the Copy record to make sure the detail pages have descriptions.

If they do not have Copy pages:

Assign Copy pages to them.

Right-click the spot

Choose Change Copy

Enter the page number

- If there are a lot of them, you can also use the Assign Copy function.

If they do not have Copy Records attached:

Contact Summit Traffic Product Support for help in resetting the spots through the Pervasive Control Center.

Keep previewing the report until you are sure all spots have descriptions.

Put a check mark next to "Exclude Record Detail" and press the "Preview" button again.

Make sure the Gross total matches the Pre-billing Analysis, To Be Billed Column.

If it does match:

Close the preview or press the "Print" button. Printing this report is not required.

If it does not match:

Compare each Advertiser to the Pre-Billing Analysis to see where it is off. It could be that you already billed some of them.

- You may have to go back to the Contract to check things.

If you cannot figure them all out, contact Summit Traffic Product Support.

Keep previewing the report until you are sure the Gross total matches the Gross total on the Pre-Billing Analysis.

Once the Gross total matches, you may close the Preview or press the "Print" button. If you choose to print, make sure to select "Exclude Record Detail".

- ✓ If using the "Print Page Totals" option, not all pages may subtotal and the pages that do may have inaccurate totals. Misc. Billing pages that have been canceled may show up on this report with zero dollars. When starting each A/E, Channel, or chGroup on a new page, there may be blank pages in between. This has no effect on the information in the report.

Utility module

Archive Database Tables



The Archive Database Tables utility will copy the specified tables to a compressed archive. This should not substitute for a system backup unless the archive is stored on removable media kept remotely from the server or PC.

Everyone MUST have Summit Traffic and all modules CLOSED.

The module MUST be accessed outside of Summit Traffic from the "Start" button, then Programs, then Summit Software, then Utility

Make sure the database path is correct. Press the button next to the archive location box if you need to change to a different location.

- ✓ Creating an archive with the same name as an existing archive will overwrite the existing archive.

Press the "All" button to select all tables.

Press the "Start" button to archive the selected tables to the selected location. The checkboxes will go away as it archives each file.

Press the "Close" button when it highlights.

Close the Archive Database Tables function.

Close the Utilities module.

Go to the location where you saved the archive.

Copy the zip file to some type of removable media, such as a CD, DVD, flash drive, etc.

Billing module - Tools

Post Traffic to Billing (required)

ALWAYS run the Archive Database function in the Utility module before running this application. It is not easy to "un-do" a billing if posted incorrectly. We charge a fee to reset the data for you.

Post Traffic to Billing does not print a report, but does the actual posting of traffic to billing. Invoices are posted to A/R, spots, programs, and miscellaneous billing records are marked as billed, and the Billing History is updated.

Invoice Date: Set to the last day of the last Calendar month.

Include Dates:

From: Set to the first day of the last Calendar month.

Thru: Set to the last day of the last Calendar month.

Include Make goods: No

Reset pre-payment date to skd date: Yes

Combine all Contracts onto invoice: No.

Invoice types: Put a checkmark next to all three.

Source: Put a checkmark next to Spots and Misc. Billing.

Billing Cycle: Set to Calendar Month.

Sales Tax on: Select to have the Sales tax calculated on Gross dollars, Net dollars or not at all.

Accumulate Billing History: Select how the Summit Traffic system is to track the Billing history for the items listed.

Restrictions: Set to "All" for all.

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

DOUBLE-CHECK THE SETTINGS!

Check the box next to "Verify Post" if you are sure the settings are correct.

Click on the "Post It" button if you are sure the settings are correct. It is not easy to "un-do" a billing if posted incorrectly. We charge a fee to reset the data for you, if you have not run an archive first.

- ✓ Misc. Billing pages that are canceled may show up on an invoice for zero dollars. If creating invoices for a Participating Dealer Contract, the Advertiser information will need to be manually entered to all but the first dealer invoice. In addition, if you have the invoice print the billed from and thru dates, a query will need to be run to set those dates to the actual billed dates instead of the default blank date.

Billing module - Reports

Unbilled Spots List (required)

The screenshot shows the 'Unbilled Spots Report' configuration window. It includes tabs for 'Print Invoices', 'Billing Report', and 'Billing Distribution Report'. The 'Unbilled Spots Report' tab is selected. The window contains the following elements:

- Include Dates:** From: 10/01/08, Thru: 10/31/08
- Include:** Radio buttons for Billable, Non-billable, and Both.
- Report Format:** Default layout
- Sort by:** Advertiser
- Report Options:** Show Report Selections, Exclude Filler Spots
- Restrictions:** Radio buttons for Advertisers, Account Execs, Agencies, Billing Groups, Industries, Rep Firms, Contracts, Sales Types, and Channels/Groups.

Print an Unbilled Spots List to make sure there are no spots unintentionally left unbilled. Only include the Billing Group you want to check.

Include Dates:

From: Set to the first day of the last Calendar month.

Thru: Set the last day of the last Calendar month.

Include: Select Billable.

Report Format: Select the Report Format to use.

Sort by: Right-click to select the sort options.

Report Options

Print Report Selection Header Page: Select this option to have a page print before the report that gives a description of the report, the column headings, and selections made.

Exclude Filler Spots: No

Restrictions: Select "Include" for Billing Groups and select all items Calendar. Set the other restrictions to "All".

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

Press the "Preview" button to have the report display on screen. This report should give a no records found message, to mean that there are no unbilled spots for the dates chosen.

If you get the no records found message for this report:

Click OK on the message.

Go to the next billing item.

If you get records for this report:

Go to the Posting Preview report and see if anything still shows up there.

If not:

Double check the settings on this report and run it again.

If so:

That means that you did not post everything you should have. Double-check all the settings and run Post Traffic to Billing again.

Keep checking this report until you get the no records found message.

If there are still unbilled spots and you cannot figure out why, contact Summit Traffic Product Support.

Utility module

Repair A/R Balances (required)



Run the Repair A/R Balances in the Utility module. Only check the boxes to “Repair balances” and “Fix rounding on Transactions”.

The Repair A/R Balances repairs the balances of the invoices in A/R. Sometimes the balances might be off a penny or so because of commission calculations at the time of billing. Run Repair A/R balances after billing to update the invoice balances.

Repair Balances: Checked by default. **DO NOT UNCHECK** this box.

Recompute prepaid: DO NOT CHECK this box.

Update Sales Types: DO NOT CHECK this box.

Fix rounding on transactions: CHECK this box.

Click the "Start" button to start the repair.

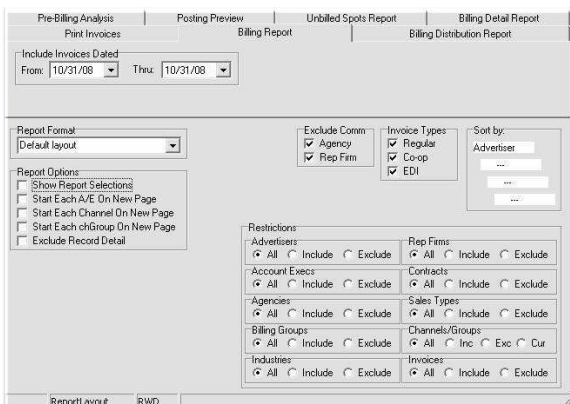
When done, the “Cancel” button will change to a “Close” button.

Click the “Close” button.

Close the Utility module.

Billing module - Reports

Billing Report (required)



Print a Billing Report in Billing and make sure the Gross totals match the Pre-Billing Analysis.

Include Invoices Dated:

From: Set to the last day of the last Calendar month.

Thru: Set to the last day of the last Calendar month.

Report Format: Select the Report Format to use.

Exclude Comm.: Check both

Invoice Types: Put a checkmark next to all three.

Sort by: Right-click to select the sort options.

Report Options:

Print Report Selection Header Page: Select this option to have a page print before the report that gives a description of the report, the column headings, and selections made.

Start Each A/E On New Page: Select to have each Account Exec.'s information to start on a new page. Set the "Sort by" field to Account Exec. Do not use with "Start Each Channel on New Page" or "Start Each chGroup on New Page".

Start Each Channel on New Page: Select to have each Channel's information to start on a new page. Set the "Sort by" field to Channel. Do not use with "Start Each A/E on New Page" or "Start Each chGroup on New Page".

Start Each chGroup on New Page: Select to have each Channel Group's information to start on a new page. Set the "Sort by" field to Group. Do not use with "Start Each A/E on New Page" or "Start Each Channel on New Page".

Exclude Record Detail: Do not check.

Restrictions: Set "All" for all.

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

Press the "Preview" button.

Make sure that the Gross total matches the To Be Billed total from the Pre-Billing Analysis.

If it does match:

Press the "Print" button. You will need this report for the A/R Balancing.

If it does not match:

Make sure you have all of the selections correct.

Keep previewing the report until it matches.

If you cannot figure out why it does not match, contact Summit Traffic Product Support.

- ✓ When starting each A/E, Channel, or chGroup on a new page, there may be blank pages in between. This has no effect on the information in the report.

Print Invoices (optional)

With the Print Invoices report, you may preview or print the invoices that you want to send to the clients.

Include Invoices Dated:

From: Set to the last day of the last Calendar month.

Thru: Set to the last day of the last Calendar month.

Print Page Totals (optional): Select to have the invoice detail subtotal by Schedule page.

Print Script (optional): Select to have the Scripts print after the Invoices. (Use only if you have entered scripts on the Copy detail pages.)

Report Format: Select the Report Format to use.

Invoice Types: Put a checkmark next to Regular and Co-op. You can also print Regular and Co-op separately to make it easier to match up the Co-op invoices.

Sort by: Right-click to select the sort options. Recommend Agency then Advertiser. That way all invoices for each Agency will group together.

Logo: If a logo or other graphic is needed to print on each invoice, specify it here. Specify its position on the invoice in .01 inches in the Left and Top boxes. Push the browse button to browse to and specify the file name. The image may be any windows compatible graphic (E.g., jpg) and must be the exact size to print - the Summit Traffic system will not scale it. Different layouts may specify different graphics (E.g., Station-1, Channel-2, Network-3, etc.).

Restrictions: Select "Include" for Billing Groups and select all Calendar billing Groups. Set to "All" for all other restrictions.

- ✓ If you also bill SBC Month and both end on the same date, you can print for all Billing Groups – as long as you have not already printed the SBC invoices.
- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

Press the "Preview" button.

Scroll through to make sure they look like you want them to.

If they are OK:

Press the "Print" button.

If they are not OK:

Close the Preview

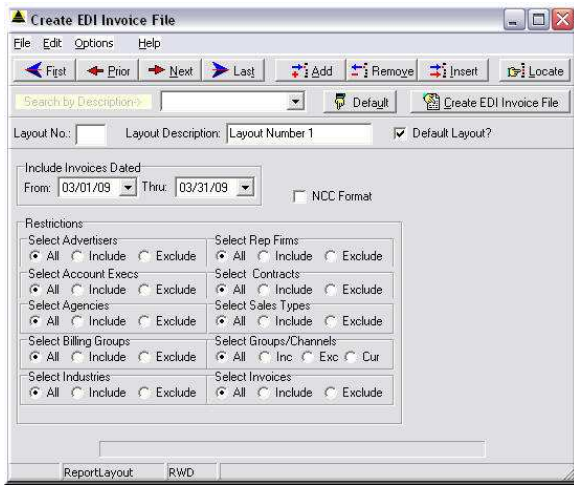
Check the settings to make sure they are set to how you need the Invoices to print.

If you cannot figure it out, contact Summit Traffic Product Support.

- ✓ Co-op copies will not print the Zone/Group description defined in Report Customization. It will print the Zone/Group code and/or the Zone/Group number defined in Report Customization. Co-op copies will not print a second Misc. Billing page if there is only one schedule page. Just add a blank schedule page and then it will print. Settings in Report Customization for Channel total quantity and dollars are not implemented in the current version of the system.

Billing module - Tools

Create EDI Invoice file (required if you use an EDI service)



Create the EDI invoice file and then upload it to the site for the service you use.

The create EDI file function creates a file that can be uploaded to an EDI vendor site. Certain steps must be performed in the database, for accurate EDI files. Refer to the EDI instructions.

Include Invoices Dated:

From: Set to the last day of the last Calendar month.

Thru: Set to the last day of the last Calendar month.

NCC format: Check to have the file created in an NCC format. If NCC is not your EDI vendor, DO NOT check this box.

Restrictions: Set "All" for all. This will insure that all EDI invoices are included in the file.

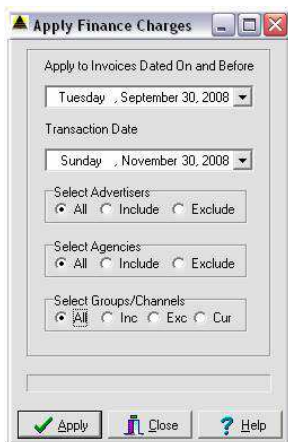
Press the "Create EDI Invoice File" button.

Follow the instructions for your EDI vendor to upload the file. If you do not know where the file is, you can go to the Billing module, File menu, Defaults to look up the path.

- ✓ If you have paid programs or bookends for the EDI file, you will need to send the file to Summit Traffic Product Support for updating before uploading it to the EDI vendor site.

A/R module – Tools

Apply Finance charges (optional)



Apply Finance charges, if necessary.

Apply to Invoices Dated On and Before: Set this date so that any invoices dated this date and older than this date will receive Finance Charges.

Transaction Date: Set this to the date the Finance Charge transactions will be dated. Usually the last day of last months billing.

Select Advertisers: Either set to "Include" or "Exclude" or set to "All" for the Advertisers' Invoices to apply Finance Charges.

Select Agencies: Either set to "Include" or "Exclude" or set to "All" for the Agencies' Invoices to apply Finance Charges.

Select Group/Channels: Either set to "Include" or "Exclude" or set to "All" for the Channels' Invoices to apply Finance Charges.

Make the selections, and press the "Apply" button.

When done, press the "Close" button.

A/R module - Reports

Account Statements (optional)

Print Account Statements, if necessary.

Use the Statements report to print client statements as needed to send to the clients.

Stmt Dt: Set to the last day of the last Calendar month.

Age From: Set to the last day of the last Calendar month.

Age by: Set to Months.

Exclude Transactions: Select which transactions to exclude. Most common are A/E Comm. and Adj A/E. When excluding a transaction type, be sure to exclude the adj for that transaction type also.

Print Transactions (optional): Select to show the transactions on the invoices. The Report format must match.

Combine Charges (select if using Print transactions): The Summit Traffic system creates a charge line, commission line and sales tax line for each Schedule page of the Contract. Combining those transactions makes for a much shorter report when selecting "Print transactions".

Months zero bal invoices: Set to 1 or 2.

Months ago Bal forward: Set to 99.

Report Format: Set to the format to use. Be sure to match if printing transactions or not.

Logo: If a logo or other graphic is needed to print on each invoice, specify it here. Specify its position on the invoice in .01 inches in the Left and Top boxes. Push the "Browse" button to browse to and specify the file name. The image may be any windows compatible graphic (E.g., jpg) and must be the exact size to print - the Summit Traffic system will not scale it. Different layouts may specify different graphics (E.g., Station-1, Channel-2, Network-3, etc.).

Alphabetize by: Right-click to choose the sort and sub sorts. Recommend Agency first and then Advertiser. That way all invoices for each Agency will group together.

Restrictions: Select "Include" for Billing Groups and select all Calendar billing Groups. Set "All" for all other restrictions.

If you also bill SBC Month and both end on the same date, you can print for all Billing Groups – as long as you have not already printed the SBC Statements.

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

Press the "Preview" button.

Scroll through to make sure they look like you want them to.

If they are OK:

Press the "Print" button.

If they are not OK:

Close the Preview

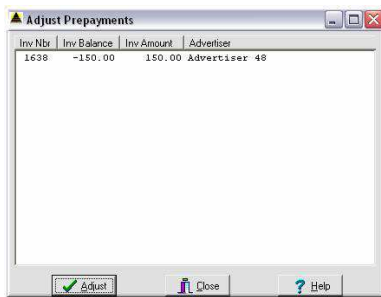
Check the settings to make sure they are set to how you need the Statements to print.

If you cannot figure it out, contact Summit Traffic Product Support.

- ✓ Prior Bal, Prior Date, and Total Due for Prior Bal defined in Report Customization are not implemented in the current version of the system.

A/R module - Tools

Adjust Pre-Pays (required)



Adjust Pre-pays. This will zero out any prepaid invoices that still have remaining credits and will move the remaining credits to new invoices for next month's billing.

Use the Adjust Prepayments function to zero out prepaid invoices that might still have a credit invoice, so that next month's charges will be on a separate invoice from this month's invoices. Recommend running after Invoices and Statements have been sent, or run it before Statements. It just depends on whether you want the Advertiser to see the adjustment before next month's billing or not.

Highlight the invoices to adjust.

You may select multiple invoices:

Hold down the Shift key. Click the first invoice and then the last invoice to select all in between invoices.

OR

Hold down the Ctrl key and click on each invoice to select.

Click the "Adjust" button.

The Summit Traffic system will add a transaction line to this invoice to zero it out and will create a new invoice for the balance of the credit.

This also works for invoices that a Trade Credit was applied before the charges and still has a credit balance after the charges are applied.

When done, the invoices will leave the display.

Click the "Close" button.

Balancing

A/R module - Reports

You will need to print some A/R reports for balancing as well as the reports you have already printed.

Payments Received Report (Required)

The Payments Received report shows payments received for the given dates for invoices with their given dates.

Include Invoices Dated:

From: Select the date of the first Open Invoice.

Thru: Set to the last day of the last Calendar month.

Include Payments Dated:

From: Set to the first day of the last Calendar month.

Thru: Set to the last day of the last Calendar month.

Report Format: Select the Report Format to use.

Alphabetize by: Right-click to select the sort options.

Report Options:

Show Report Selections: Select this option to have a page print before the report that gives a description of the report, the column headings, and selections made.

Start Each A/E On New Page: Select to have each Account Exec.'s information to start on a new page. The Alphabetize by must first be set to Account Exec. Do not use with "Start Each Channel on a New Page".

Start Each Channel on New Page: Select to have each Channel's information to start on a new page. The Alphabetize by must first be set to Channel. Do not use with "Start Each A/E on New Page".

Start Each chGroup on New Page: Select to have each Channel Group's information to start on a new page. The Alphabetize by must first be set to Group. Do not use with "Start Each A/E on New Page" or "Start Each Channel on New Page".

Exclude Record Detail: Check.

Restrictions: Set "All" for all.

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

Press the "Print" button.

- ✓ The prorated A/E commission may be doubled on this report. When starting each A/E, Channel, or chGroup on a new page, there may be blank pages in between. This has no effect on the information in the report.

Trade Credits Report (Required if using Trade Credits)

The Trade Credits report shows trade (barter) credits applied on the given dates for invoices with their given dates.

Include Invoices Dated:

From: Select the date of the first Open Invoice.

Thru: Set to the last day of the last Calendar month.

Include Payments Dated:

From: Set to the first day of the last Calendar month.

Thru: Set to the last day of the last Calendar month.

Report Format: Select the Report Format to use.

Alphabetize by: Right-click to select the sort options.

Report Options:

Optional:

Show Report Selections: Select this option to have a page print before the report that gives a description of the report, the column headings, and selections made.

Start Each A/E On New Page: Select to have each Account Exec.'s information to start on a new page. The Alphabetize by must first be set to Account Exec. Do not use with "Start Each Channel on a New Page".

Start Each Channel on New Page: Select to have each Channel's information to start on a new page. The Alphabetize by must first be set to Channel. Do not use with "Start Each A/E on New Page".

Start Each chGroup on New Page: Select to have each Channel Group's information to start on a new page. The Alphabetize by must first be set to Group. Do not use with "Start Each A/E on New Page" or "Start Each Channel on New Page".

Exclude Record Detail: Check.

Restrictions: Set "All" for all.

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

Press the "Print" button.

- ✓ When starting each A/E, Channel, or chGroup on a new page, there may be blank pages in between. This has no effect on the information in the report.

Adjustments Report (Required)

The Adjustments report shows adjustments made for the given dates for invoices with their given dates.

Include Invoices Dated:

From: Select the date of the first Open Invoice.

Thru: Set to the last day of the last Calendar month.

Include Adjustments Dated:

From: Set to the first day of the last Calendar month.

Thru: Set to the last day of the last Calendar month.

Include Transactions: Put a check next all of them.

Report Format: Select the Report Format to use.

Alphabetize by: Right-click to select the sort options.

Report Options:

Optional:

Show Report Selections: Select this option to have a page print before the report that gives a description of the report, the column headings, and selections made.

Start Each A/E On New Page: Select to have each Account Exec.'s information to start on a new page. The Alphabetize by must first be set to Account Exec. Do not use with "Start Each Channel" on a New Page.

Start Each Channel on New Page: Select to have each Channel's information to start on a new page. The Alphabetize by must first be set to Channel. Do not use with "Start Each A/E On New Page".

Start Each chGroup on New Page: Select to have each Channel Group's information to start on a new page. The Alphabetize by must first be set to Group. Do not use with "Start Each A/E on New Page" or "Start Each Channel on New Page".

Exclude Record Detail: Check.

Restrictions: Set "All" for all.

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

Press the "Print" button

- ✓ When starting each A/E, Channel, or chGroup on a new page, there may be blank pages in between. This has no effect on the information in the report.

Finance Charges Report (Required if using Finance Charges)

The Finance Charges Applied report shows finance charges applied on the given dates for invoices with their given dates.

Include Invoices Dated:

From: Select the date of the first Open Invoice.

Thru: Set to the last day of the last Calendar month.

Include Finance Charges Dated:

From: Set to the first day of the last Calendar month.

Thru: Set to the last day of the last Calendar month.

Report Format: Select the Report Format to use.

Alphabetize by: Right-click to select the sort options.

Report Options:

Optional:

Show Report Selections: Select this option to have a page print before the report that gives a description of the report, the column headings, and selections made.

Start Each A/E On New Page: Select to have each Account Exec.'s information to start on a new page. The Alphabetize by must first be set to Account Exec. Do not use with "Start Each Channel on a New Page".

Start Each Channel on New Page: Select to have each Channel's information to start on a new page. The Alphabetize by must first be set to Channel. Do not use with "Start Each A/E on New Page".

Start Each chGroup on New Page: Select to have each Channel Group's information to start on a new page. The Alphabetize by must first be set to Group. Do not use with "Start Each A/E on New Page" or "Start Each Channel on New Page".

Exclude Record Detail: Check.

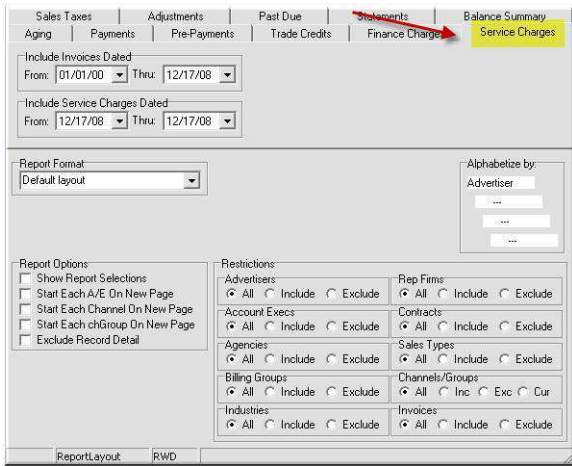
Restrictions: Set "All" for all.

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

Press the "Print" button.

- ✓ When starting each A/E, Channel, or chGroup on a new page, there may be blank pages in between. This has no effect on the information on the report.

Services Charges Report (Required if using Service Charges)



The Service Charges Applied report shows service charges applied on the given dates for invoices with their given dates.

Include Invoices Dated:

From: Select the date of the first Open Invoice.

Thru: Set to the last day of the last Calendar month.

Include Service Charges Dated:

From: Set to the first day of the last Calendar month.

Thru: Set to the last day of the last Calendar month.

Report Format: Select the Report Format to use.

Alphabetize by: Right-click to select the sort options.

Report Options:

Optional:

Show Report Selections: Select this option to have a page print before the report that gives a description of the report, the column headings, and selections made.

Start Each A/E On New Page: Select to have each Account Exec.'s information to start on a new page. The Alphabetize by must first be set to Account Exec. Do not use with "Start Each Channel on a New Page".

Start Each Channel on New Page: Select to have each Channel's information to start on a new page. The Alphabetize by must first be set to Channel. Do not use with "Start Each A/E on New Page".

Start Each chGroup on New Page: Select to have each Channel Group's information to start on a new page. The Alphabetize by must first be set to Group. Do not use with "Start Each A/E on New Page" or "Start Each Channel on New Page".

Exclude Record Detail: Check.

Restrictions: Set "All" for all.

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

Press the "Print" button.

- ✓ When starting each A/E, Channel, or chGroup on a new page, there may be blank pages in between. This has no effect on the information in the report.

Aging Report (Required)

Sales Taxes | Adjustments | Past Due | Statements | Balance Summary
Aging | Payments | Pre-Payments | Trade Credits | Finance Charges | Service Charges

Include Invoices Dated
From: 01/01/07 Thru: 01/31/09 Age From: 01/31/09
 Print transaction detail
 Combine all charges
 Exclude zero balance invoices
 Print credit balances only

Include Transactions Dated
From: 01/01/07 Thru: 01/31/09 Age by: Days Months

Report Format
Default 120+ layout, NO detail

Alphabetize by:
Advertiser
...

Report Options
 Show Report Selections
 Start Each A/E On New Page
 Start Each Channel On New Page
 Start Each chGroup On New Page
 Exclude Record Detail

Restrictions
Advertisers: All Include Exclude
Account Execs: All Include Exclude
Agencies: All Include Exclude
Billing Groups: All Include Exclude
Industries: All Include Exclude
Rep Firms: All Include Exclude
Contracts: All Include Exclude
Sales Types: All Include Exclude
Channels/Groups: All Inc Exc Cur
Invoices: All Include Exclude

ReportNumber=151

The Aging report shows account aging, by 90, 120, or 150 days as specified.

Include Invoices Dated:

From: Select the date of the first Open Invoice.

Thru: Set to the last day of the last Calendar month.

Include Transactions Dated:

From: Set to the first day of the last Calendar month.

Thru: Set to the last day of the last Calendar month.

Report Format: Select the Report Format to use.

Alphabetize by: Right-click to select the sort options.

Report Options:

Optional:

Show Report Selections: Select this option to have a page print before the report that gives a description of the report, the column headings, and selections made.

Start Each A/E On New Page: Select to have each Account Exec.'s information to start on a new page. The Alphabetize by must first be set to Account Exec. Do not use with "Start Each Channel on a New Page".

Start Each Channel on New Page: Select to have each Channel's information to start on a new page. The Alphabetize by must first be set to Channel. Do not use with "Start Each A/E on New Page".

Start Each chGroup on New Page: Select to have each Channel Group's information to start on a new page. The Alphabetize by must first be set to Group. Do not use with "Start Each A/E on New Page" or "Start Each Channel on New Page".

Exclude Record Detail: Check.

Restrictions: Set "All" for all.

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

Press the "Print" button.

- ✓ When starting each A/E, Channel, or chGroup on a new page, there may be blank pages in between. This has no effect on the information in the report.

Balance Summary (Required)

The Balance Summary report shows a summary of prior and current balances, with a summary of transactions for the given period. Use this report for balancing of the A/R.

Include Invoices Dated:

From: Select the date of the first Open Invoice.

Thru: Set to the last day of the last Calendar month.

Include Transactions Dated:

From: Set to the first day of the last Calendar month.

Thru: Set to the last day of the last Calendar month.

Report Format: Select the Report Format to use.

Alphabetize by: Right-click to select the sort options.

Report Options

Optional:

Show Report Selections: Select this option to have a page print before the report that gives a description of the report, the column headings, and selections made.

Start Each A/E On New Page: Select to have each Account Exec.'s information to start on a new page. The Alphabetize by must first be set to Account Exec. Do not use with "Start Each Channel on a New Page".

Start Each Channel on New Page: Select to have each Channel's information to start on a new page. The Alphabetize by must first be set to Channel. Do not use with "Start Each A/E on New Page".

Start Each chGroup on New Page: Select to have each Channel Group's information to start on a new page. The Alphabetize by must first be set to Group. Do not use with "Start Each A/E on New Page" or "Start Each Channel on New Page".

Exclude Record Detail: Check.

Restrictions: Set "All" for all.

- ✓ You may select just Trade Sales Types to exclude. If you do, you will need to go through the procedures again just including them.

There is a form on our website for entering the numbers from the various reports, with formulas for balancing. You may download one at http://summitttraffic.com/manual_v3/accounts_receivable/balance_summary.php

If there is only a single channel in the database, or the invoices do not have multiple channels on them, compare the columns of the Balance Summary to the different reports.

Bal Fwd = Last month's Aging report balance total.

Charges = Billing Report Gross total + Sales Taxes report total.

Agcy comm = Billing Report Agency Commission total + Billing Report Rep Commission total.

Net Chgs = Billing Report Net total + Sales Taxes report total.

Credits = Payments received report total + Trade Credits report total, if including Trade.

Adj = Adjustments report total.

F/C = Finance Charges report total + Service Charges report total.

New Bal = This month's Aging report balance total.

Crdt Out = credits still outstanding after this month's billing. This column does not need to be balanced. It is for informational purposes only.

If there are multiple channels in the dataset, and you bill combined invoices, you will need to balance manually. Do not use the Balance Summary.

Take Last months ending Aging balance

Add this months Billing Report Net total

Add this months Sales Taxes report total

Add this months Finance Charges report total

Add this months Service Charges report total

Subtract this months Trade Credits report total, if including Trade

Subtract this months Payments Received report total

Add or Subtract (depending on the total) the Adjustments report total

These should equal this months ending Aging total

If everything balances:

You may staple the reports together and keep them in a file for future reference.

OR

You may put the reports in a notebook and keep them for future reference.

If everything does not balance:

Double-check all the reports to make sure you selected the correct dates, restrictions, etc. and reprint any reports necessary.

What you will have to do to balance will depend on where there are discrepancies.

Look at the printed copy of the report that does not match the Balance Summary, and compare the totals for the Advertisers to see where the reports are different.

You may need to rerun the other report not checking the "Exclude Record Detail" and including just those Advertisers under the restrictions to get invoice numbers to check.

If you have trouble figuring it out, email a PDF copy of all the reports to Summit Traffic Product Support support@summitttraffic.com for help.

- ✓ When starting each A/E, Channel, or chGroup on a new page, there may be blank pages in between. This has no effect on the information in the report. The Balance summary Adj column will not include amounts from adj agc comm., but you will need to add them in to balance.