Billing Procedures - Calendar

Contextual Information for Enhanced Customer Service

Billing Procedures - Calendar

Introduction

This white paper will show you how to bill the Contracts that have the Calendar Billing Cycle. You will be able to balance the ordered amounts to what is going to bill as well as be able to print out the invoices to send to the clients.

In addition, you will be given steps to do other functions that need to be done after the Calendar billing, including how to adjust the pre-pays.

Problem Statement

This addresses the issue of what do you need to do to create the invoices for just the Calendar billing. It also addresses how to apply finance charges, print statements, and adjust pre-pays.

Parameters

Some Contracts use the Calendar billing cycle and need to be billed after the Calendar month ends. Other functions that need to be run after Calendar billing are also included. Below are all the steps that you will need to accomplish this.

Solution Overview

Make sure that all logs for the last Calendar month have been reconciled and posted

Run the Pre-Billing Analysis Report

Run the Posting Preview

Archive the database tables

Run Post Traffic to Billing

Check the Unbilled Spots report

Run Repair A/R Balances

Run the Billing Report

Print the invoices

Create the EDI file

Apply Finance Charges

Run Account Statements

Adjust Pre-Pays

Implementation: Step-by-step process to complete Billing Procedures - Calendar

1. **Make sure that all logs for the last Calendar month have been reconciled and posted**
   a. If you use an automation system, please refer to the white paper titled *Summit Traffic – Automation Reconcile logs.pdf*
   b. If you do not use an automation system, please refer to the white paper titled Summit Traffic - Reconcile Manually.pdf

2. **Run the Pre-Billing Analysis report – Accounting>Billing>Reports**
   a. Set the dates to the start and end of the last Calendar month
   b. Set the Source to Spots and Misc. billing only
      i. If you also bill from programming, please refer to the white paper titled *Summit Traffic - Bill from Programming.pdf*
   c. Select Calendar Month for the Billing Cycle
   d. DO NOT check the box for Exclude non-discrepancies – this is only to be used to only see where there are discrepancies. This will show discrepancies for Contracts with filler pages if not all fillers are used.
   e. Select the report format that is for details
   f. Select all of the Invoice Types
   g. Set the sort to Agency and then Advertiser
   h. Make sure all Report Options are unchecked
   i. Set all restrictions to All
   j. Press the preview button
   k. Make sure the report balances
      i. Ordered – Canceled - Make goods - Rescheduled = To Be Billed
         OR
      ii. To Be Billed + Canceled + make goods + rescheduled = Ordered
         OR
      iii. Ordered – To Be Billed – Canceled – Make goods – Rescheduled = 0
         1. If it does balance – Print it to PDF and save it in a folder on either your computer or the server. We recommend saving it to a \SMT\Summit Documents\ Calendar Billing folder using sub folders for the year and month (example: \SMT\Summit Documents\ Calendar Billing\2015\January)
         2. If it does not balance – You will need to go through the report for each Advertiser to see where the discrepancies are and write them down (or print the report to paper and highlight them). You will then need to go look at the Contracts in Traffic to determine the discrepancy. Please contact Summit Traffic Support if you need assistance.
            Once all discrepancies are accounted for or fixed - Print it to PDF and save it in a folder on either your computer or the server. We recommend saving it to a \SMT\Summit Documents\ Calendar Billing folder using sub folders for the year and month (example: \SMT\Summit Documents\ Calendar Billing\2015\January)

3. **Run the Posting Preview report - Accounting>Billing>Reports**
   a. Set the dates to the start and end of the last Calendar month
   b. Set the Source for Spots and Misc. Billing only
      i. If you also bill from programming, please refer to the white paper titled *Summit Traffic - Bill from Programming.pdf*
   c. Select Calendar Month as the Billing Cycle
   d. DO NOT check Print schedule page totals
   e. Select the Report format for details
   f. Exclude both commissions – this report has a column for gross and net
   g. Select all of the Invoice Types
   h. Set the sort to Agency and then Advertiser

i. Make sure all the Report Options are unchecked
j. Set all Restrictions to All
k. Press the Preview button
l. Check the descriptions to be sure that every spot and Misc. billing page has a description.
  i. If spots are missing descriptions, write down the Contract and Schedule page they are from. You will then need to go to Edit Schedules in the Traffic module and locate the spots in question to make sure that they have Copy records attached to them. If so, make sure the detail page assigned to the spot has a description.
    1. If no detail page is assigned to the spot, you will need to determine what ran and set the correct detail page on the spot.
    2. If they don't have a copy record on them, you will need to contact Summit Traffic Support for assistance.
    3. Once the descriptions are correct, run the report again but this time check to Exclude record details under the Report options
  ii. Make sure the Gross dollars matches the To Be Billed column from the Pre-Billing Analysis
  iii. Make sure the net dollars are correct according to what the Agency and/or Rep Firm commissions should be
    1. If the Gross dollars match the Pre-Billing Analysis and the Net dollars are correct - Print it to PDF and save it in a folder on either your computer or the server. We recommend saving it to a \SMT\Summit Documents\ Calendar Billing folder using sub folders for the year and month (example: \SMT\Summit Documents\ Calendar Billing\2015\January)
    2. If the Gross dollars do not match the Pre-Billing Analysis – Compare each Advertiser to the Pre-Billing Analysis to find the one(s) that don't match. If Advertisers are missing, it could be that they were billed at an earlier time. You will need to check the Contract to be sure. Contact Summit Traffic Support if you need assistance.
    3. If the net dollars are not correct – go to the Contract in the Traffic module and correct the commissions on the Contract and/or the Misc. Billing pages
    Once the Net dollars are correct, and the Gross dollars match the Pre-Billing Analysis - Print it to PDF and save it in a folder on either your computer or the server. We recommend saving it to a \SMT\Summit Documents\ Calendar Billing folder using sub folders for the year and month (example: \SMT\Summit Documents\ Calendar Billing\2015\January)

4. **Archive the database tables**
   a. Please refer to the white paper titled Summit Traffic - Billing Archive.pdf

5. **Run Post Traffic to Billing - Accounting>Billing>Tools**
   a. Set the invoice date to the last day of the last Calendar month
   b. Set the include dates start and end of the last Calendar month
   c. DO NOT check include make goods
   d. Check Reset pre-payment date to skd date
   e. DO NOT check combine all contracts onto invoice
   f. Check all of the Invoice Types
   g. Check the Source to Spots and Misc. Billing only
     i. If you also bill from programming, please refer to the white paper titled *Summit Traffic - Bill from Programming.pdf*
   h. Set the Billing Cycle to Calendar Month
   i. Set the Sale Tax to what you use – usually set to N/A
   j. Set the Accumulate Billing History to what you use for each category – usually set to gross
   k. Set all restrictions to All
   l. Double-check the settings – if you do not bill correctly, we charge a fee to reset the data for you
   m. Once you are sure that everything is set correctly, check Verify post

n. Click on the Post It button – when it is done, the blue bar will be filled in, the Verify Post will be unchecked, the Post It button will be greyed out, and the last contract it billed will be on the left

6. **Check the Unbilled Spots report - Accounting>Billing>Reports**
    a. Set the dates to the start and end of the last Calendar month
    b. Select Billable
    c. Set the report format to what you want to Default layout
    d. Set the sort to Agency and then Advertiser
    e. Make sure all the Report Options are unchecked
    f. Set the restrictions to All on everything except Billing Groups. Just "Include" all the Calendar billing groups
    g. Press the Preview button – you want this report to return no records found. If anything shows up on this report, that means it did not bill
        i. No records found – go to the step VII
        ii. Records found – Rerun the Posting Preview report to see if anything still shows up there
            1. No – Double-check the settings on this report and run it again
            2. Yes – Double-check all the settings and run Post Traffic to Billing again – keep checking until you get the no records found message. If there are still unbilled spots and you cannot figure out why, contact Summit Traffic Support for help

7. **Repair A/R Balances – Utilities>Utility**
    a. Keep Repair Balances checked
    b. Check Fix Rounding on transactions
    c. DO NOT CHECK ANY OTHER BOX
    d. Click the Start button
    e. *When it is done, click the Close button*

8. **Run the Billing Report - Accounting>Billing>Reports**
    a. Set both dates to the last day of the last Calendar month – this is the invoice date you set on the Post Traffic to Billing; it is not the Calendar month dates. We only want the invoices for this billing
    b. Select the report format to Default layout
    c. Check both under Exclude Commissions – this report has a column for Gross, the commissions, and net
    d. Select all three Invoice Types
    e. Set the sort to Agency and then Advertiser
    f. Make sure all the Report Options are unchecked
    g. Set all restrictions to All
    h. Press the Preview button
    i. Make sure that the Gross total matches to the To Be Billed total from the Pre-Billing Analysis report
        I. If it does match - Print it to PDF and save it in a folder on either your computer or the server. We recommend saving it to a \SMT\Summit Documents\ Calendar Billing folder using sub folders for the year and month (example: \SMT\Summit Documents\ Calendar Billing\2015\January)
        II. If it does not match – Make sure you have all of the selections correct – match the selections to the Pre-Billing Analysis report. If you cannot figure out why it does not match, contact Summit Traffic Support for assistance

9. **Run Print Invoices - Accounting>Billing>Reports**
    a. Set both dates to the last day of the last Calendar month – this is the invoice date you set on the Post Traffic to Billing; it is not the Calendar month dates. We only want the invoices for this billing
    b. Set the Print page totals only if you want the invoice separated by Schedule page. If you want it separated by date, then DO NOT check this box

c. Set the Print Script if you have script to print for the invoices. If you do not have scripts to print, you will get an error message when you close the other invoices
d. Select the report format that you want to use
e. Select only Regular and Coop for the Invoice Types – You can also print Regular and Coop separately to make it easier to match the Coop copies to the Summary invoices and scripts – EDI invoices are not printed
f. Set the sort to Agency and then Advertiser
g. If a logo or graphic is needed to print on each invoice, specify it here. Enter whole numbers only. 1 = .01 inches. Browse to the filename to select it. The image may be any windows compatible graphic and must be the exact size to print – the Summit Traffic system will not scale it. You may have different Report formats for different graphics so be sure to select the correct one
h. Set All for all restrictions except for Billing Group. Only include and select the Calendar billing groups – If you also bill Calendar, and both months end on the same date, you can wait to print until after you bill Calendar. In that case, set Billing groups to All
i. Press the Preview button and make sure they look like you want them to look
    i. If they are OK – You may go ahead and print them
    ii. If they are not OK – Close the preview and double-check the selections to make sure they are set correctly. If you cannot figure it out, contact Summit Traffic Support for assistance

10.   **Create the EDI file - Accounting>Billing>Tools**
a. Please refer to the white paper titled *Summit Traffic - EDI instructions.pdf*

11.   **Apply Finance Charges – Accounting>A/R>Tools**
a. Set the Apply to Invoices Dated On and Before so that any invoices dated this date and older will receive finance charges. You usually want to set it to the last day of the Calendar month 2 months ago. Example, you just billed May, set it to the end of April so that invoices through April will get finance Charges
b. Set the Transaction date to the last day of the last Calendar month that you just billed
c. Set the Advertisers to All, or you just include what you want or just exclude what you want
d. Set the Agencies to All, or you just include what you want or just exclude what you want
e. Set the Groups/Channels to All, or you just include what you want or just exclude what you want
f. Press the Apply button once you have things set the way that you want them

12.   **Print Account Statements – Accounting>A/R>Reports**
a. Set the statement date to the last day of the last Calendar month
b. Set the Age from date to the last day of the last Calendar month
   Set the Age By to Months
c. Set the Exclude Transactions to exclude A/E Comm. and Adj. A/E. You can exclude others if you want but remember to also exclude the adj. for that transaction type
d. Set the Print Transactions to match the Report Format.
e. Set the Combine Charges if you are printing transactions
f. Set the Months zero balance invoices to 1 or 2.
g. Set the Months ago Bal Forward to 99
h. Set the Report Format to match if you are including transactions or not
i. If a logo or graphic is needed to print on each invoice, specify it here. Enter whole numbers only. 1 = .01 inches. Browse to the filename to select it. The image may be any windows compatible graphic and must be the exact size to print – the Summit Traffic system will not scale it. You may have different Report formats for different graphics so be sure to select the correct one
j. Sort by Agency and then Advertiser to have invoices for the same Agency grouped together to maybe save postage
k. Set the Restrictions to All on everything unless you want to just include the Calendar Billing Groups. Do this only if you have already printed Statements for the SBC Billing Groups

i. If you also bill SBC and both SBC and Calendar end on the same date, you can include all Billing Groups, as long as you haven't already printed them for SBC only.

l. Press the Preview button once you are sure of the selections

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

    i. If they are ok, press the Print button

    ii. If they are not ok, Close the Preview and check the settings. If you can't figure it out, contact Summit Traffic 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

13. **Adjust Pre-Pays – Accounting>A/R>Tools**

a. This will list all invoices that have a payment on the first line but still have a credit balance

b. This will list all invoices that have a payment on the first line but still have a credit balance

c. Hold down the shift key and click on the first invoice to adjust and then click on the last invoice to adjust. Or you can hold down the Ctrl key and click on each invoices you want to adjust

d. Click the Adjust button – The Summit Traffic system will add a transaction line to the selected invoices to zero them out and will create new invoices 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 were applied. The invoices will go away from the list once they have been adjusted.

e. Click the Close button when it is done

Frequently Asked Questions

Question: The canceled column of the Pre-Billing Analysis is showing dollars for make goods that were marked dead but the dollars are not in the total. Shouldn't that be in the make goods column?

Answer: Yes, the canceled column will list the dead make goods and their dollars will not be included in the total. This will be addressed at a later date. For the future, do not mark the make goods as dead until after billing.

Question: There are blank pages in my report, how can I get rid of them.

Answer: 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. If you don't want that, change the report options to not start those items on a new page.

Question: Not all pages have a subtotal on the Posting Preview, and the ones that do aren't accurate, how can I fix this?

Answer: This is a known issue. If using the Print Page Totals option, you could see this behavior. Uncheck that box. This will be addressed at a later date

Question: I'm seeing canceled Misc. billing pages on the Pre-Billing Analysis and Posting Preview reports with zero dollars, how can I fix this?

Answer: Canceled Misc. Billing pages may show up on these reports with zero dollars. It really doesn't hurt anything. If you do not want them on the billing, you will need to go to the Contract in the Traffic module and change the thru date on the Misc. page(s) to the canceled date.

Question: I have a Contract for Participating Dealers and the first invoice is fine but the others don't have an advertiser, how can I fix this?

Answer: This is a known issue. You will need to go to those invoices in A/R and set the correct advertiser and contract information. Also, if you have the invoice print the billed from and billed thru dates, a query will need to be run in order to set those dates correctly. Contact Summit Traffic Support to do this for you at no additional charge.

Question: The Coop copies are not printing the Zone/Group description like it is on the Summary invoices. How do I fix this?

Answer: This is a known issue. The coop copies can print the Zone/Group number or code. You will need to have the Report Format changed by Summit Traffic Support.

Question: I have two Misc. Billing pages on the Summary invoice but I'm only getting one coop copy for one of the Misc. billing pages. How do I fix this?

Answer: This is a known issue. If you have two Misc. billing pages but only one schedule page, you could see this behavior. In order to get a coop copy for another Misc. page, just add a blank schedule page and then it will print. You can remove the blank schedule page after printing.