



# Traffic/Billing

## Version 7

Traffecta continues to evolve and is updated regularly. It is always possible that some functions are not properly detailed in this manual. As always, if you can't find the answer to a question you have, contact M1 tech support by phone, email or Skype. Search for answers on the Music 1 Blog.

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# Traffic Setup & Tutorial

Before you can schedule spots you need to complete these two steps:

1. Enter a **Traffic Director Password** on the **Personnel** tab of the **Traffic Settings** window (**System->Traffic Settings**). This password is required to approve orders, edit invoices, and enter adjustments to accounts. Orders must be approved before they will schedule.
2. Insert **Spot Breaks** into your format clocks.


For the rest of the global traffic settings see the chapter on the **Traffic Settings** window.

To create and order an individual spot you need to complete these steps:

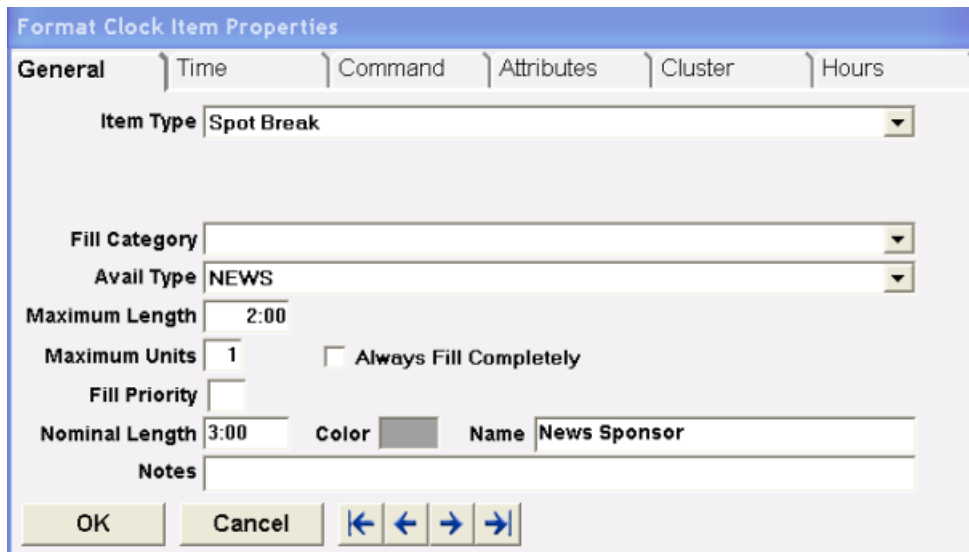
1. On the **Accounts** window Create an account (entity you send the bill to—for agency spots see below).
2. On the **Tracks** window create or import one or more **Spots** (tracks) that you intend to schedule for this account.
3. On the **Orders** window create a new order for this account. On the **Order** window Add at least one Item and Fill out the rest of the form completely.
4. On the **Order Item** window select a Track from the list of spots shown and fill out the rest of the form.

Each of these steps will be detailed in individual sections of this chapter

## Creating Spot Breaks

Add a spot break to any format clock by clicking on the **Insert Item** button: 

When the **Add Format Clock Item** window appears, click **Special**, and double-click on **Spot Break** or highlight it and click **OK**. Click **Cancel** to close the window then right-click on the break label or log row and click **Properties** to set the spot break properties.



The screenshot shows the 'Format Clock Item Properties' dialog box with the following fields and values:

- Item Type: Spot Break
- Fill Category: [Empty]
- Avail Type: NEWS
- Maximum Length: 2:00
- Maximum Units: 1
- Always Fill Completely:
- Fill Priority: [Empty]
- Nominal Length: 3:00
- Color: [Grey]
- Name: News Sponsor
- Notes: [Empty]

Buttons at the bottom: OK, Cancel, and four arrow keys (left, right, left, right).

On the **General** tab select an **Avail Type** if you have defined avail types (see section under Traffic Settings Window). Also enter the **Maximum Length** allowable for the break, and the **Maximum Units** allowable in the break. **Nominal Length** only serves as the length of the break when viewed on the format clock.

Enter a number between 1 and 5 into **Fill Priority** if you wish this break to be filled in that priority. For example, to maximize music sweeps, you would give each break in the hour a different Fill Priority. If you want breaks to be filled evenly then leave the Fill Priority blank.

**Fill Category** is used for two functions.

1. If **Always fill completely** is checked then Music 1 will schedule order items that are marked **as Schedule as filler only** until the break reaches **Maximum Length**. If, after scheduling all filler only spots that can schedule in the break without format errors, the break is still shorter than **Maximum Length** and a **Fill Category** is selected, then Music 1 will schedule as many tracks as needed from this non-music category to fill the break to the required length. (For each track added, Music 1 selects the longest one that will fit in order to minimize the total number of tracks added.)
2. If **Always fill completely** is not checked, a **Fill Category** is selected, and there are at least two spots in the break, then Music 1 will insert one stager track from **Fill Category** before the last spot in the break.

On the **Time** tab enter the **Nominal Start Time** (approximate, typical start time). This time is used as the reported time and the time of play on invoices and to calculate separation times between spots.

General	<b>Time</b>	Command	Attributes	Cluster	Hours
Nominal Start Time <input type="text" value="20:00"/> MM:SS from top of hour					

## Creating Accounts

The screenshot shows a software window titled "Accounts". On the left is a list of accounts, with "Farmers And Merchants Bank" selected. On the right, the "Contact Information" tab is active, displaying the following details:

Name	Farmers And Merchants Bank				
Billing Name	Farmers and Merchants Bank				
Account Type	[Dropdown]				
Agency	[Dropdown]				
Tax ID	403-43489846				
Address Line 1	[Empty]				
Address Line 2	[Empty]				
City	Lafayette	State	Indiana	Zip	47952
Web Site	farmersandmerchants.com/Lafayette				
Bank Account	[Empty]				
Phone	555-221-2122	Fax	555-768-7308	Mobile	555-608-2093
Contact Name	Debbie Jennings		Salutation	Ms [Dropdown]	
Contact E-Mail	debbiejennings@farmersandmerchants.com				

Both regular accounts and agencies are created / edited from the Accounts window. Click **File->New Account** or **File->New Agency** to create one. You can view and edit the details for the account / agency currently highlighted in the list. There is no OK button to save your edits. If any changes were made to an account, then when you click to another account, to another window, or start to close the database, Music 1 will ask you if you want to save the changes made or **Cancel** to remain editing the account.

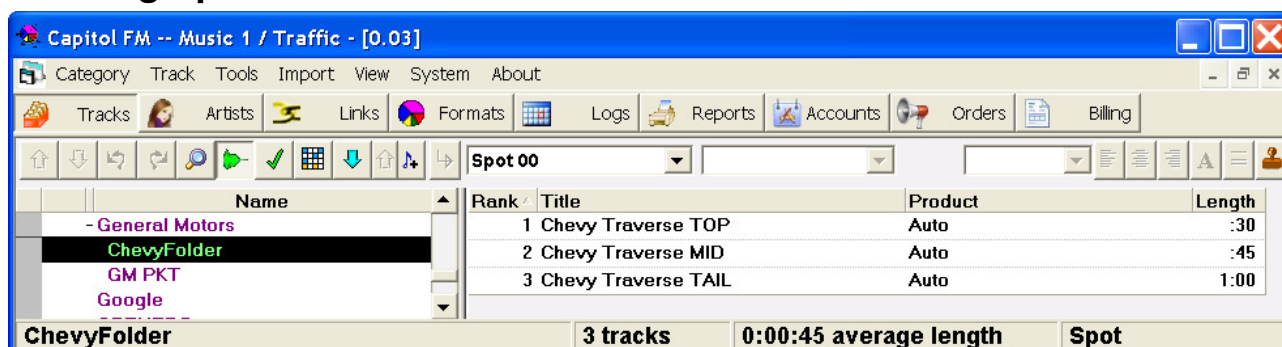
**Name** is the name that will be used for the account everywhere in the program except on an invoice or statement where **Billing Name** is used instead. If you leave **Billing Name** blank for an account then **Name** will be used on invoices and statements for that account. Create a new account for each customer you will bill for advertising. Usually, an account places orders for only one product (see Orders, below), but not always. A big-box retailer, for example, might advertise many products over time, though the retailer is the paying party, not the product manufacturers.

**Account Type** is just a choice of one of the types you name on the **Traffic Settings** window. Currently, this type is used only to filter accounts to print and to aggregate totals by account type on the Receivables Report window, below. If the account was brought to you by an agency, then select the **Agency** here. In that case, the agency is billed for invoices from this account and the agency must pay them. The remainder of the fields on the **Contact Information** tab are for your reference only.


On the Order **Defaults** tab you can enter values that will be applied to new orders created for the account being edited. The meaning of these fields is explained under **Creating Orders**.

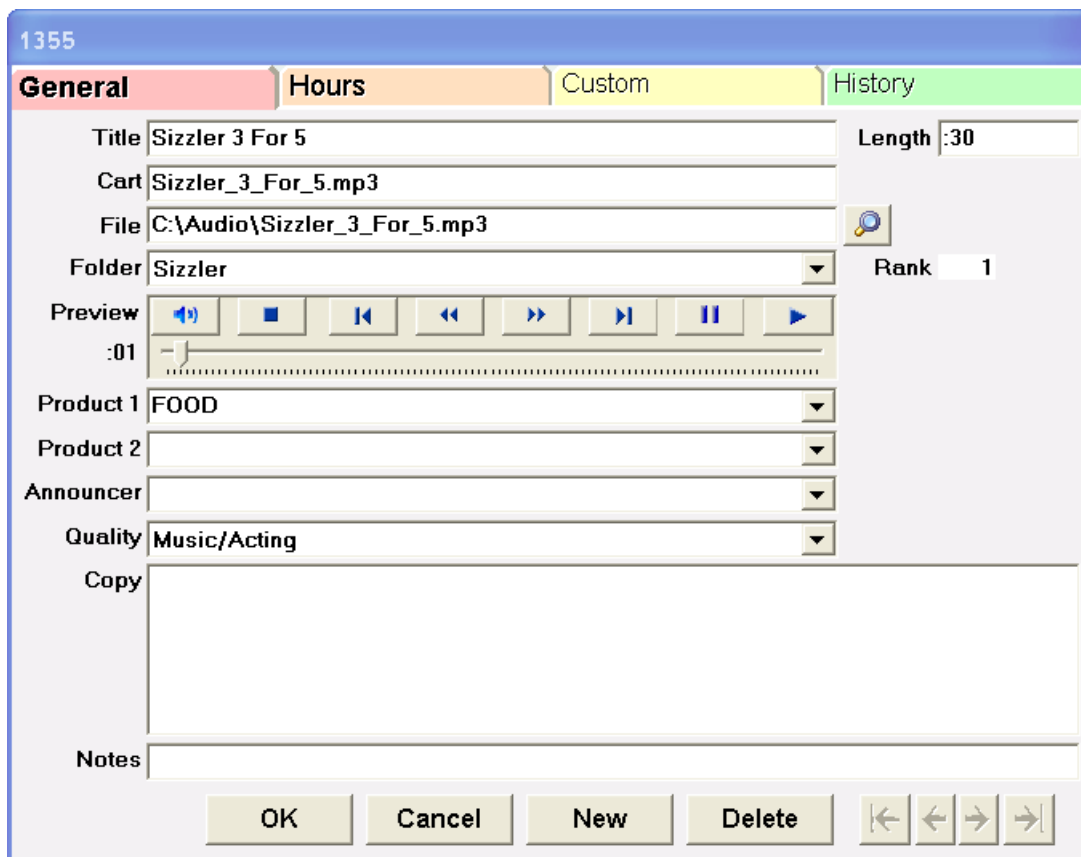
Contact Information		Order Defaults	
Account Rep	Rep One		
Revenue Type	<input checked="" type="radio"/> Cash <input type="radio"/> Trade		
Discount	0 %	Interest Rate	5.00
Agency Commission	0 %	Late Fee	250.00
Rep Commission	7 %	Grace Period	10 days
Billing Period	Calendar Month		
Invoice Type	Per Item Plays, Times, Length		
Copies	1	<input checked="" type="checkbox"/> Affidavit <input checked="" type="checkbox"/> CoOp Affidavit	
Invoice Note			

## Creating Spots



You add or import spots via the **Tracks** window. When you create an account, a spot folder is created with the same name as the account and appears in the list of categories on the Tracks window. The spot folders appear in plum colored text near the end of the categories list after all music and non-music categories.

To create a spot, just select one of the spot folders and click the **Add Track** button. 



**Title** is the name that will appear on an invoice. The Folder is usually the main folder of the account that owns this spot unless it is in a packet (below). Enter or select a **Product 1** and / or **Product 2** to prevent this spot from scheduling to close to another spot with the same product designation. Enter the separation time on the **Product** window. Products are listed on the **Artists** window by clicking the **Products** button.

Select one of the ten possible announcers for **Announcer** if you want to prevent this spot from scheduling too close to another spot by the same announcer. You can edit announcer names and separation times via the **Formats** window.

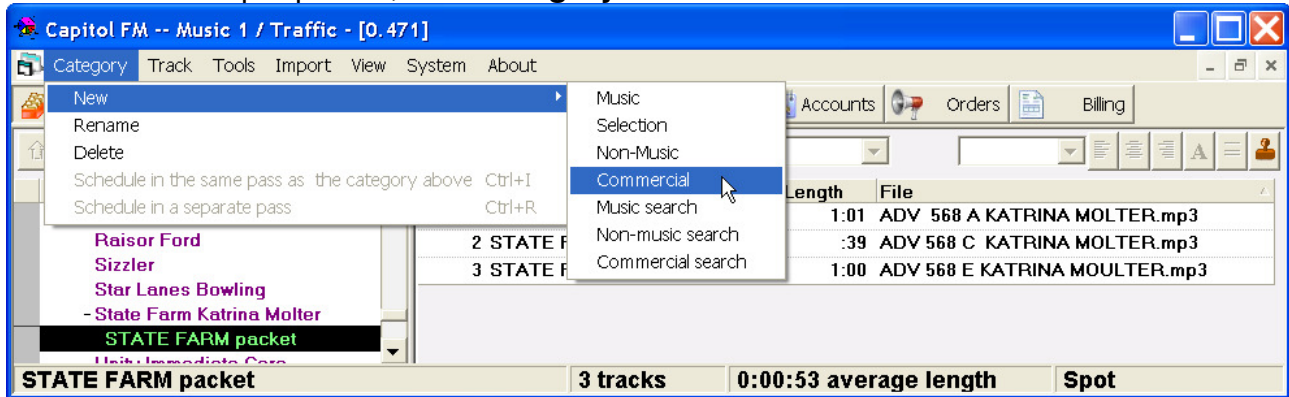
For **Quality**, select one of the five production quality levels you can name on the **Traffic Settings** window. Music 1 will position spots in a break in the order of longest to shortest, then higher quality to lower quality. (That is, a longer spot will always be positioned before a shorter one, regardless of quality, but a higher quality spot will be positioned before a lower quality one if the higher quality spot is not shorter than the lower quality one.)

Just as for music and non-music tracks, **Cart** contains the track identifier that is put into the automation log and **File** contains the path to the audio file for playback within Music 1.

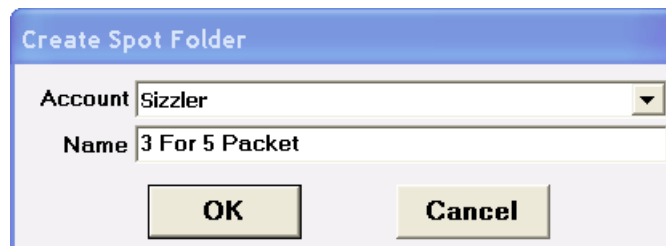
**Copy** and **Notes** are fields that you can print on the music / traffic log. If a spot is for live read then leave Cart and File blank and enter the copy into **Copy**.

## Spot Packets

To create a spot packet, click **Category->New->Commercial**.



This menu item brings up the **Create Spot Folder** window.



If you select an **Account** and enter a **Name**, then a spot packet of that name will be added to the main folder of that account. Spot Packets have two uses:

1. To play two or more spots in equal rotation.
2. To play two or three spots at once in the same break.

See the **Order Item** window, below, for details on these.



## Creating Orders

The **Orders** window lets you view, create, clone and delete orders and order templates.

Appr	ID	Account	Product	Start Date	End Date
	00011	Crabby Mikes BBQ	Crabby Mikes BBQ	09/22/2010	07/22/2011
	00012	Farmers And Merchants Bank	Farmers & Merchants Flex CD	09/22/2010	06/01/2011
	00013	Fisher Loy Funeral Home	Fisher Loy Funeral Home	09/22/2010	08/10/2011
	00014	Guthridge Real Estate	Guthridge Real Estate	09/22/2010	06/10/2011
	00015	Haan Plumbing	Haan Plumbing	09/22/2010	07/10/2011

Click **File->Create New Order** to bring up the Create Order window. Select an account and click **Create Order** to create a new, blank order from that account.

**Create Order**

Please select an account for the new order

Farmers And Merchants Bank

Create Order Cancel

The Order form has many fields, not all of which are required by every order. To simplify order entry, Some fields are filled in with defaults either from the account's Order Defaults tab or from the Billing Defaults tab of the Traffic Settings window, and Music 1 will highlight in blue the fields still requiring data when you attempt to save the order.

**Adecco Employment -- Broadcast Order 127 Plays**

**General Settings**  
 Product: Adecco Employment  
 Start Date: 08/04/2010 End Date: 08/04/2011  
 Revenue Type:  Cash  Trade Billing Type:  Gross  Net  
 Billing Period: Calendar Month  
 Account Rep: Rep One

**Billing Basis**  
 Fixed Charge Per Billing Period Package Charge: 840.00

**Charges**  
 Discount: 5 % of Gross  
 Agency Commission: 0 % of Discounted Gross  
 Rep Commission: 5 % of Net  
 Trade Credit: 0 Percent

**Financing**  
 Interest Rate: 12.333  
 Late Fee: 250.00  
 Grace Period: 10 days

**Invoice Instructions**  
 Invoice Type: Per Item Plays, Times, Length  
 Copies: 1  Affidavit  CoOp Affidavit  
 Invoice Note: PO #:

**Items**

Description	Start Date	End Date	Elmts
Adecco Employment WEATHER	22 Sep 2010	21 Aug 2011	1
Adecco Employment REGULAR	04 Aug 2010	04 Aug 2011	1

**Approval / Memo**  
 Approved (locked)

Add View Delete Consecutive Plays: Disallow 2 Consecutive Breaks

New Clone Delete OK Cancel

**Product** is the thing being advertised; often, though not always the same as the account name which is shown in the title bar of the window.

**Start Date, End Date** Every order must have these dates. Start Date cannot be changed after spots have been scheduled from the order. The End Date may be

changed after spots have been scheduled from the order—though it cannot be set to a date before the date of the last log that those spots were scheduled.

**Revenue Type** is used to allow payment by trade / barter, or require cash equivalent only. If you set this field to **Trade**, you can set the maximum value of trade you will accept as payment for any invoice from this order with the **Trade Credit** field (either as a **percent** of the invoice total, or as a **fixed** value). If you set this field to **Cash**, you can pay invoices for this order only with **Cash** (Which includes all cash equivalents).

**Bill Type** is required only for an order from an account that is represented by an agency—in which case it can be set to **Gross** or **Net**. Orders from an account not represented by an agency are always billed **Gross**. See the chapter on billing for a detailed explanation of the difference between gross and net billing.

**Billing Period** sets the frequency that invoices are automatically generated. You can request an invoice at any time, however.

**Account Rep** defaults to the rep setting in the account’s Order Defaults tab. This field is needed only if you have a rep to whom you want to pay sales commissions. In that case you can enter the commission rate into **Rep Commission**, which is also set to the default on the **Billing Defaults** tab of the **Traffic Settings** window.

**Billing Basis** tells Music 1 how to compute the charge for the plays over one invoice period. The associated fields that appear depend on the basis type selected:

**Charge Per Broadcast** For each item in the order, Music 1 applies the charge entered on the **Elements** tab of the **Order Item** window for each play of the item. However, if you check **Use Standard Charges** then the charge for a play is that shown on the Standard Charges table of the Traffic Settings window for the type and length of the spot and in the day part in which it scheduled.

Billing Basis  
 Charge Per Broadcast  
 Use Standard Charges

**Fixed Charge Per Day** applies the **Package Charge** once each day that one or more spots from the order are scheduled.

**Fixed Charge Per Billing Period** applies the **Package Charge** once per Billing Period.

**Charges On Specified Dates** applies on each entered **Date** the entered **Amount** in the table.

Billing Basis	
Charges On Specified Dates	
Date	Amount
04/01/2010	450.00
05/01/2010	550.00
06/01/2010	1,200.00

Buttons: Insert package charge, Delete package charge

**Discount** reduces the original (**Gross**) charges by the specified percent resulting in the **Discounted Gross** charges.

**Agency Commission %** If the account is repped by an agency then this percent of the **Discounted Gross** becomes a payable (credit) to the agency's account. The **Discounted Gross** minus the commission so computed becomes the invoice **Net**.

**Rep Commission** If the order has an account rep then this percent of the invoice **Net** becomes payable (a credit) to the rep's account.

**Trade Credit** is the maximum value of trade you will accept as payment for any invoice from this order when Revenue Type is set to **Trade**. This maximum is either an absolute value (**Fixed**), or a percent of the **Net** value of the invoice (**Percent**). The balance of the invoice, after zero or more of the allowable trade value has been paid, must be paid with **Cash**

**Interest Rate, Late Fee, Grace Period** If an invoice has an unpaid balance after **Grace Period** number of days from the End Date of the invoice then Music 1 will charge the Late Fee and interest which is computed using the number of days that have elapsed since Grace Period days after the End Date. Thus, for a Grace Period of 10 days, 11 days after the End Date of the invoice there will be 1 day's worth of interest due. You can credit the late fee, credit the interest and even forgo future interest with adjustments, but you cannot change the Interest Rate or Late Fee on an order after spots have been scheduled and charges have been applied for the order.

**Consecutive Plays** tells Music 1 how you want the spots from this order separated. You can specify either

**No Restriction** Allows Music 1 to schedule spots from this order in any number of adjacent breaks or hours. Use this for an order that has spots ordered to play in only a small number of hours.

**Disallow x Consecutive Breaks** Prevents Music 1 from scheduling spots from this order in the selected number of adjacent breaks (either 2, 3, 4, or 5).

**Disallow x Consecutive Hours** Prevents Music 1 from scheduling spots from this order in the selected number of adjacent hours (either 2, 3, 4, or 5).

**Invoice Type** tells Music 1 how much detail you want on an invoice about the Order Items that have scheduled from this order. If you check **Affidavit** then a statement and signature box with the signer's name and date will print after the listing of the spots that played. If there is a co-op item on the order then checking **CoOp Affidavit** will print the same at the end of each co-op account's spot listing on the invoice.

An order contains one or more **Items** (below). It is the Order Item that specifies which spot to schedule, and where and how many times on each day in the order period to schedule it.

Finally, an order will not schedule until it is approved by checking **Approved**, which can only be done by someone logged in with the Traffic Director password. If you are not logged in with this password, then you cannot modify an order while it is approved.

## Order Items

The screenshot shows a software interface for creating order items. It is divided into two main sections: 'Elements' and 'Schedule'.  
In the 'Elements' section, there are fields for 'Description', 'Day Format', 'CoOp 1', and 'CoOp 2'. Below these are 'Spot Type' (set to 'Commercial'), 'Elements' (set to '1'), 'Primary element' (set to '1'), and 'Primary element parts' (set to '1'). A 'Primary' section contains 'Track' (set to 'Astenzia') and 'Avail Type'.  
In the 'Schedule' section, there is a 'Charge' field (set to '250.00'), a 'Bonus Spot' checkbox, a 'Schedule as filler only' checkbox, a 'Do not record bumps' checkbox, and an 'Align parts with break' checkbox.

To support sponsorships with billboards and multi-part spots that schedule in adjacent breaks, an Order Item allows you to schedule up to three **Elements** (tracks) per play of the item. Most items, as in this example, consist of only one element. In this case, Primary element doesn't need to be set. For each element you need to select a **Track**, **Avail Type** and **Position**.

**Track** can be either an individual track or a spot packet. If it's a packet then the tracks in the packet will be rotated unless you set **Primary element parts** to 2 or 3 and you check the option **Align parts with break**. If Primary element parts is set to 2 and there are 2 tracks in the packet then for each break in which that the Order Item is scheduled Music 1 will schedule the first track in the packet first (not necessarily first position), and the second track in the packet next (not necessarily second position). If Primary element parts is set to 3 and there are 3 tracks in the packet then the first track plays first, the second track next, and the third track after that.

**Avail Type** restricts the element to play only in spot breaks with that Avail Type. If you don't use Avail Types, then just leave **Avail Type** blank.

**Position** allows you to specify a required position or positions within the break for that element. You can specify **Any**, **First**, **Last**, **First or Last**, or, if **Primary element parts** is 2 or 3, **Book Ends**. **Book Ends** places the first part first in the break, and the last part last in the break. Elements **with Position Any** will be placed in the order of longer to shorter, then higher production quality to lower production quality.

Enter a **Description** only if you want some text other than the track (or folder) name to serve as the item description on your log and invoices.

**Charge** is where you enter the charge per play of the item if the Billing Basis of the order is **Charge Per Broadcast**. For any one of the package basis types Charge will say "PACKAGE" unless you have checked Bonus Spot—in which case Charge will say "FREE". A bonus item is a free item that Music 1 will always schedule after it has scheduled all non-bonus (pay) items on the order.

Enter a **Day Format** only if you want this item to schedule **only** on logs created with that day format. You would do this when the spot needs to play on days when some event is occurring.

If the spot is being paid for on a co-op basis, then select the co-op partner account for **CoOp 1** and enter the % of the charge that this partner will pay.

Check **Schedule as filler only** to use this spot to fill spot breaks that must be filled completely.

Check **Do not record bumps** to tell Music 1 to treat the number of plays ordered for this spot as desirable but not absolutely required. Use this to schedule non-paying spots like station promos. The precise effects of this setting are described in the chapter on traffic scheduling.

**Spot Type** is a selection of one of the spot types entered on the **Rates** tab of the **Traffic Settings** window. Spot types are used to compute the charge per play when the **Charge standard rates** checkbox on the order is checked. See the section on the **Rates** tab in the **Traffic Settings** window, below

### Multi-Element Order Items

If you want to schedule spots in multiple, adjacent breaks for each play of an order item, then you need to set Elements to the number of such breaks. If you set Elements to 2, 3, or 4 then you also need to set Primary element. The **Primary** element is the main element. The play time of that element is the time reported as the play time of the order item. The primary element has the additional capability of playing multiple times in the primary break. (See Primary element parts, above.) The example below shows a sponsorship spot with an opener and a closer, for a total of 3 elements. The primary, sponsorship break is the middle break so Primary element is set to 2. In addition, three tracks from the packet "Chevy Folder" are specified to run in the sponsorship break.

Elements		Schedule	
Description		Charge	PACKAGE
Day Format			
CoOp 1			
CoOp 2			<input type="checkbox"/> Schedule as filler only
Spot Type	Commercial		<input type="checkbox"/> Do not record bumps
Elements	3		<input checked="" type="checkbox"/> Align parts with break
Primary element	2		
Primary element parts	3		
Secondary 1			
Track	Chevy Opener	Position	
Avail Type	Weather Open		Any
Primary			
Track	[ChevyFolder]	Position	
Avail Type	Weather Sponsor		Book-Ends
Secondary 2			
Track	Chevy Closer	Position	
Avail Type	Weather Close		Any

## Order Item Schedule

Elements
Schedule

Start Date

End Date

Period Type

Plays	A	B	C	D	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Sun 10/11	9	5									B	B	B	A	A	A	A	A	A	A	A	B	B	B	A	A	A	
Mon 10/12	9	5									B	B	B	A	A	A	A	A	A	A	A	B	B	B	A	A	A	
Tue 10/13	9	5									B	B	B	A	A	A	A	A	A	A	A	B	B	B	A	A	A	
Wed 10/14	9	5									B	B	B	A	A	A	A	A	A	A	A	B	B	B	A	A	A	
Thu 10/15	9	5									B	B	B	A	A	A	A	A	A	A	A	B	B	B	A	A	A	
Fri 10/16	9	5									B	B	B	A	A	A	A	A	A	A	A	B	B	B	A	A	A	
Sat 10/17	9	5									B	B	B	A	A	A	A	A	A	A	A	B	B	B	A	A	A	

A B C D

↶ ↷ Copy Paste

ID	Start Day	End Day	Total Hours	A	B	C	D
4	11 Oct 2009	17 Oct 2009	119	63	35		
0	18 Oct 2009	24 Oct 2009	168	63	35		
0	25 Oct 2009	31 Oct 2009	168	63	35		
0	01 Nov 2009	07 Nov 2009	168	63	35		
0	08 Nov 2009	14 Nov 2009	168	63	35		
0	15 Nov 2009	21 Nov 2009	168	63	35		
0	22 Nov 2009	28 Nov 2009	168	63	35		
0	29 Nov 2009	05 Dec 2009	168	63	35		
0	06 Dec 2009	12 Dec 2009	168	63	35		
0	13 Dec 2009	19 Dec 2009	168	63	35		

Select Every







Select All

De-Select All



On the Schedule tab you specify the hours in which play is allowed for the order item, and the number of plays ordered for the item on each day from **Start Date** through **End Date**. The Hours Grid in the middle shows the schedule for the week that is selected in the bottom list, which is the list of all weeks from Start Date through End Date.

On each day you can define up to four different sections of the day (**A**, **B**, **C**, and **D**) and specify the required number of plays in each section in the rows of boxes to the left of the hours grid. In the example above the customer is ordering a total of 5 plays during morning and evening drive (6 AM→8 AM, 5 PM→7 PM), and 9 plays during all other hours between 9 AM and 10 PM. The software doesn't require you to define **B**, **C** or **D** hours if the total plays for the day can be specified with one number. White hours are hours that the spot is not allowed to play.

To define the schedule for a week, do the following:

1. Select a week in the weeks list at the bottom.
2. Select some number of hours (possibly spanning more than one day) in the hours grid for the selected week. You can select hours by clicking and dragging within the grid area, or clicking to select an hour then pressing the cursor up ↑ down ↓ left ← or right → keys while holding down the Shift key on the keyboard. For example, if you click in the upper left of the grid (Sun 12 AM) and drag to the lower right (Sat 11 PM) then you will have selected all hours on every day in the week. You can also select all the hours in a given day part by clicking  then clicking the desired day part from the menu.
3. Once you have selected the hours you want, click    or  to mark the selected hours as **A**, **B**, **C** or **D** hours, or click  to mark the hours for no play.
4. Type in the number of plays desired in each section of the day on each day in the week. **Tip:** To speed entry, Music 1 will copy the plays you enter on any selected day (label having black background) to all other selected days. Right after you select a range of days/hours in step 2 the set of days having hours you selected will be selected. If you click again into the grid then only one day will be selected until you click-drag or select using the cursor up ↑ or down ↓. To select all days Click and drag from Sun through Sat on any hour(s). Then the plays you enter in the A, B, C or D column on any day will be copied to the same column on all other days.

You can actually have a different schedule on every week (and therefore, on every day) from **Start Date** through **End Date**. To save time, you can click **Copy**, select one or more weeks and click **Paste** to copy the weekly schedule currently being edited to all the selected weeks. Or you can select the weeks first and every change you make to the weekly schedule will be copied to the selected weeks. You can select every other week, every third week, every, fourth week, etc., by selecting some or all of the weeks, selecting the skip interval under **Select Every**, then clicking **Select Every**.

At any time you can click Undo  or Redo  to undo or redo any change on the Schedule tab—including to the period plays, below.

### Specifying Plays Over Multiple Days

You can choose to specify the number of plays on each individual **Day** as shown above, or specify the total per **Week**, **Broadcast Week**, **2 Weeks**, **4 Weeks**, **Month**, or **Broadcast Month**. By setting **Period Type** to the desired scheduling period. When you set **Period Type** to a period other than **Day** you will see a list of all the scheduling periods of the selected size from **Start Date** through **End Date** showing the start day and end day and number of plays ordered for each period. For period types other than **Day** you can only specify **A** and blank hours, and the number of plays entered for each day serves as a maximum allowable on that day. (Rather than both the minimum and maximum as is the case for **Day** scheduling.)

In the example below, we are ordering 40 plays the first month, and 50 plays every month thereafter. Play is allowed in every hour on every day except Sunday, and at most 2 spots can play on any day.

Elements
Schedule

Start Date: 11/02/2009

End Date: 10/30/2010

Period Type: Calendar Month

Select All

De-Select All

Plays: 40 Set

	Start Day	End Day	Plays
1	02 Nov 2009	30 Nov 2009	40
2	01 Dec 2009	05 Jan 2010	50
3	06 Jan 2010	31 Jan 2010	50
4	01 Feb 2010	28 Feb 2010	50
5	01 Mar 2010	31 Mar 2010	50
6	01 Apr 2010	30 Apr 2010	50

Max plays	A	B	C	D	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Sun 11/08																												
Mon 11/09	2				A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Tue 11/10	2				A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Wed 11/11	2				A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Thu 11/12	2				A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Fri 11/13	2				A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Sat 11/14	2				A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

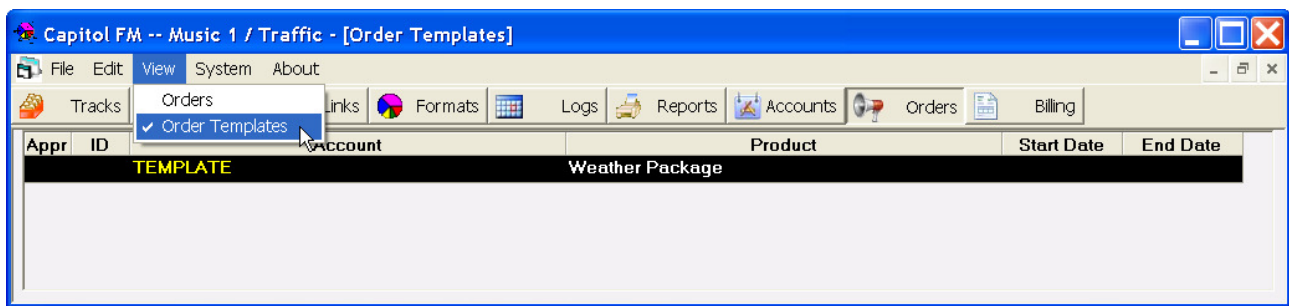
ID	Start Day	End Day	Total Hours	A	B	C	D
2	02 Nov 2009	07 Nov 2009	144	12			
2	08 Nov 2009	14 Nov 2009	144	12			
2	15 Nov 2009	21 Nov 2009	144	12			
2	22 Nov 2009	28 Nov 2009	144	12			
2	29 Nov 2009	05 Dec 2009	144	12			
2	06 Dec 2009	12 Dec 2009	144	12			
2	13 Dec 2009	19 Dec 2009	144	12			
2	20 Dec 2009	26 Dec 2009	144	12			
2	27 Dec 2009	02 Jan 2010	144	12			
2	03 Jan 2010	09 Jan 2010	144	12			

You may see that the hours in the grid that are gray (disabled) because they are on a day that is before Start Date or after End Date. This is because the weekly schedule always shows a week from Sunday through Saturday (or Monday through Sunday for broadcast calendar) even if the schedule doesn't start or end on those days. So, define a weekly schedule to copy to other weeks, choose a week other than the first or last week so that all days on the Hours Grid are enabled.

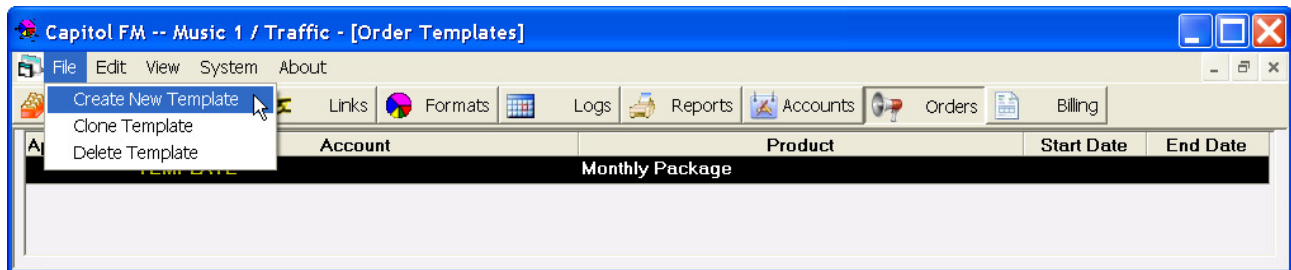
## Order Templates

Often you will sell the same or nearly the same package to many advertisers. Music 1 provides a simple way of reducing order entry time in those cases by allowing you to create an order template that can be customized with a particular customer's data. A template is just an order created via the menu **File->Create New Template** that is not associated with any account, and has no tracks selected on any of its items. All other options on the Order and Order Item windows are entered just as for an order. You are really just partially completing an order where the parts you are leaving out are the account and the track, or tracks, to be played. To view the list of templates just click the **View** menu on the Orders window and check **Order Templates**:





To create a new template click **File->Create New Template**



When the Order form appears, enter the **Template Name**, set all other fields as for a normal order, and add at least one item. You will not be able to select a Track for any element on any item on the template. Just leave it (them) blank; it (they) will be filled in when you create an order from this template. Fill in all other fields on each item as for a normal order item. Save the item and the template.

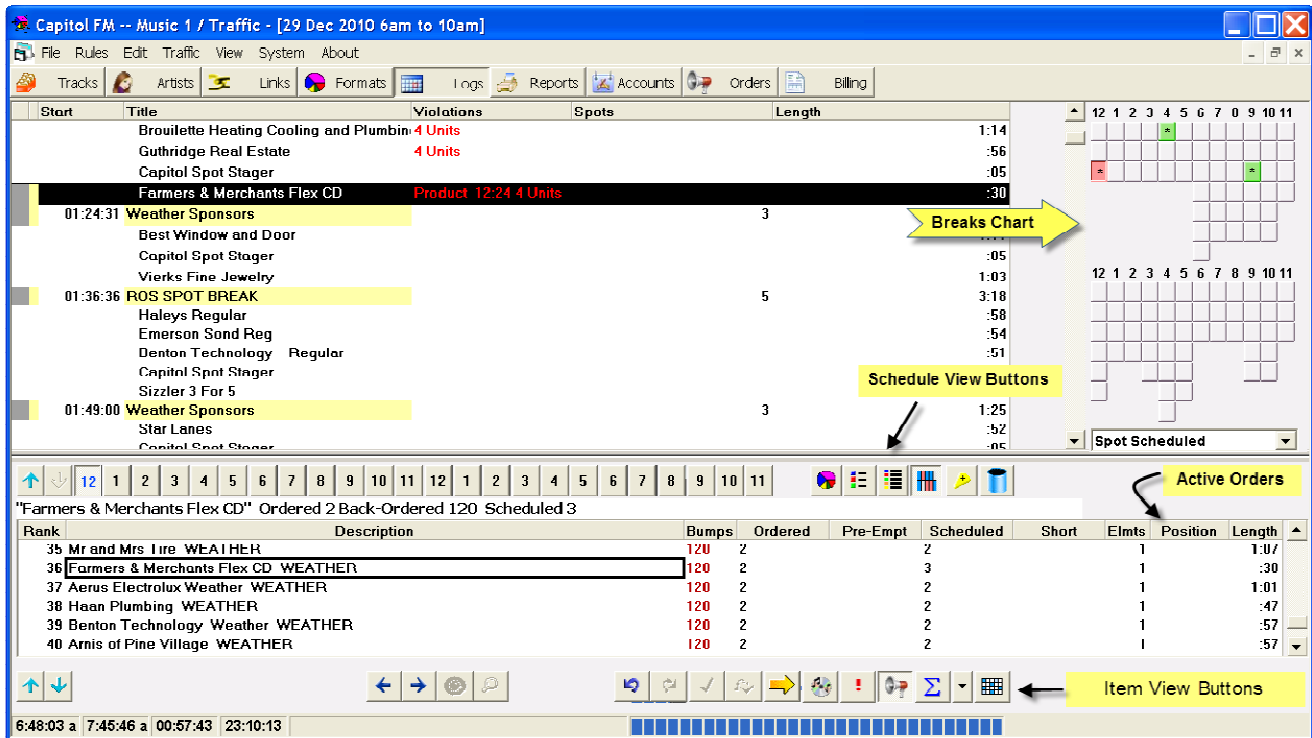
To use the template click **File->Create New Order From Template** from the **Orders** window.

**Create Order From Template**

Template	Weather Package	
Account	Farmers And Merchants Bank	
Track	Farmers & Merchants Flex CD	
Start Date	12/30/2010	End Date 12/30/2011
<input type="button" value="Create Order"/>		<input type="button" value="Cancel"/>

Select / fill out the fields in the order shown, click **Create Order**, and a new order for that **Account** will be created containing all the settings you filled in for the **Template**. When the Order window appears, complete or modify it as desired and open each item and select a Track for each element on each item.

# Traffic Scheduling



Music and traffic scheduling are performed from the same scheduling window on one music and traffic log (clock or list view). Two sets of view buttons are central to controlling this:

The **Schedule View Buttons** control the display of the schedule being edited.



Displays the current hour of the schedule as a clock. The clock view shows music, non-music and spot breaks. The other views show spot breaks and spots in addition to music and non-music.



Displays the current hour as a log.



Displays the whole day in one log.



Displays the whole day in one log along with the **Breaks Chart**, described below.

The **Item View Buttons** control the kinds of items shown in the schedule area, the kind of item data shown below the schedule area, and whether traffic or music / non-

music items are scheduled by the **Schedule** button: 



Shows all items supported by the current schedule view, shows the **Track Choices** for the selected item, and enables scheduling of all non-traffic

items.




Shows only spot breaks and spots, displays the **Spot Violations** list, and enables scheduling of traffic.



Shows only spot breaks and spots, displays the **Active Orders** list, and enables scheduling of traffic.



Shows statistics of the type selected by  (**Hour Lengths** or **Native Content**).



Shows the rotation chart (music / non-music track) or play history (spot or order item). If you select a spot on the schedule, then the play history for just that spot is shown. If you click on an order item, then the hours that are marked are ones where any spot from that order item is scheduled. These differ when the item rotates spots.



To schedule spots all you need to do is click on either of the traffic views (Spot Violations or Active Orders), then click the Schedule button. Music 1 will then schedule each of the items shown in the Active Orders list, in priority (**Rank**) order until all have scheduled completely or until it is unable to schedule all of the plays required for an item, which usually occurs because you have over-sold the day. In the latter case, Music 1 will not attempt to schedule any more items after the first one that scheduled incompletely unless you lower the priority of (move down) the item that wouldn't schedule completely, or **Pre-Empt** some plays of one or more items then click Schedule again. Though very rarely needed, you can also schedule spots by hand using the Spot Violations list. This allows you to schedule spots that violate scheduling rules. The scheduler will not schedule a spot where it would violate a rule unless you have checked **Allow over-filled breaks** in the **Traffic** menu checked—in which case it will schedule an item in a break that would then be too long or have too many units only if it must do so to schedule the required number of plays for the item. Manual scheduling and editing is rarely needed because music 1 automatically schedules spots wherever they can without violations, followed by many passes of automatic moving and swapping of spots to achieve the best separation. Spots are moved to reduce the number of consecutive breaks or hours of play if you have enabled this on the Order window. All rules are enforced automatically including:

**Order Separation** Music 1 calculates the minimum order separation based on the average number of plays per hour (Day scheduling), or the number of days left in the current scheduling period divided by the number of plays yet to be scheduled in this period (Week, Month, etc. scheduling). So if an item is falling behind, Music 1 automatically shrinks the required separation between items from the order.

**Product Separation** Enter the minimum product separation on the Artists window.

**Announcer Separation** You enter the minimum separation for announcers by clicking Edit Announcers from the Announcer Hours view of the Formats window.

Same Hour previous day (**Hr Prev Day**) (if Music 1 determines restricting play in the same hour 2 or 3 consecutive days is achievable)

Break Maximum **Length** as set on the Clock Item Properties window

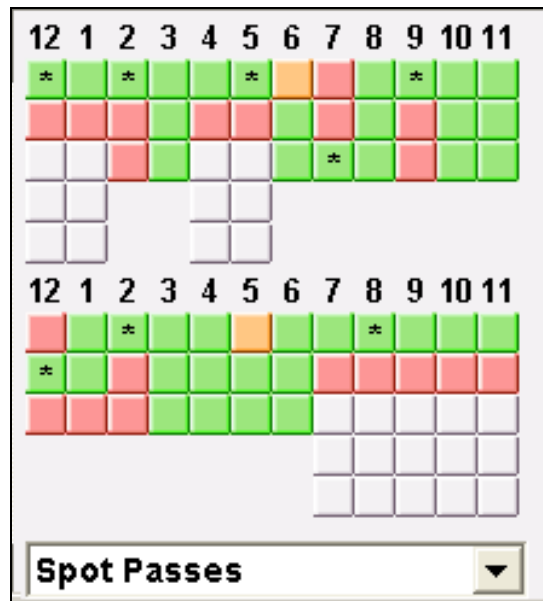
Break Maximum **Units** as set on the Clock Item Properties window

**Position** in the break if restricted on the order item window








You can schedule music and traffic in any order or schedule only music or only traffic using the Item View buttons and the Schedule button. As for music scheduling, 20 levels of undo are available through the Edit menu or by clicking the Undo / Redo

buttons: 




The **Breaks Chart** is a set of colored buttons that give you summary info about all breaks, or the currently selected spot organized by break. The columns are hours (upper group are AM, lower are PM), and the buttons in each column are the breaks, in sequence, in that hour. The drop-down list at the bottom of the chart selects the data shown in the chart.




### Spot Scheduled


-  Spot not scheduled here.
-  Spot scheduled here with no violations.
-  Spot scheduled here with only length / units violations.
-  Spot scheduled in this break with violations other than length / units.
-  Another spot on same order scheduled here with no violations.
-  Another spot on same order scheduled here with only length / units violations.
-  Another spot on same order scheduled here with violations other than length / units.


### Spot Passes


-  Break doesn't match avail type, or isn't in hours specified for the spot.
-  Spot can schedule with no violations here.
-  Spot would have only max length or max units violations in this break.


 Spot would have violations other than max length or max units in this break.


## Break Violations

 No spots in this break have any violations there.

 At least one spot here has length / units violations, but no other violations.

 At least one spot here has violations more severe than max length or max units.

 Click on a break in the chart to go to that break in the schedule.

 Right-click, then click **Move** to start moving spot from that break. Double-click on another break in the Breaks Chart or the Spot Violations list to move the spot there.

 You can also move to other breaks using the keyboard cursor control keys.

The **Active Orders** list is actually a list of the order items being scheduled today since it is the items on an order (not the order) that specify when and where the spots are scheduled.

Rank	Description	Bumps	Ordered	Pre-Empt	Scheduled	Short	Elmts	Position	Length
1	Kathy Russell Real Estate NEWS	180	4		4		2		:45
2	Merry Go Round Regular REGULAR	420	7		7		1		1:00
3	Sizzler 3 For 5 REGULAR	348	6		6		1		:30
10	Benton Technology Regular REGULAR	360	6		6		1		:51

To view, an order item from the schedule right-click then click **View order item**. Order items cannot be changed while scheduling.

**Rank** The current scheduling priority of this item. Music 1 automatically prioritizes items based on how difficult to schedule it is expected to be, how close today is to the end of the current scheduling period for the item, whether or not the item is a bonus spot, and the price. You can change the priority of an item by selecting it and clicking these buttons under the list, or by holding down Ctrl and pressing cursor up / cursor

down.  

**Description** The Description or Track title of the item followed by the Avail type name, if any.

**Bumps** = <Plays ordered over previous 63 days> - <Plays scheduled in previous 63 days>. To schedule a bump, just select the item, click to the Break Violations view and double-click on any of the breaks shown in the Break Violations list. To view the bump history (list of the plays short on each of the last 63 days), right-click on an item and click **View bump history**.

**Ordered** = Number of plays ordered today when Period Type is Day or maximum plays allowed today when Period Type isn't Day (e.g., Week, Month, etc.).

**Pre-Empt** Enter number of plays to pre-empt (reduce the number ordered) for this item. You need to enter a number here only when you are over-sold and want to make room for a higher priority spot.

**Scheduled** = Number of plays scheduled today only.

**Short** When Period Type is Day this equals Ordered – Scheduled. When Period Type isn't Day this equals <plays ordered through this day in current period> – <plays scheduled through this day in current period>, but never more than Ordered – Scheduled since Ordered is the maximum that can be scheduled today. For example, if the item specifies 10 plays per week but no more than 2 plays per day and after scheduling Friday only 6 plays were scheduled, since the end of Friday is 6/7 of a week, 6/7 of 10 spots, or at least 8 spots, should have scheduled so the item is 2 plays behind for the week at this point.


**Elmts** The number of elements on this order item.


**Position** The position restriction for this item, if any.

**Length** The average total length of the spots scheduled by this item. This takes into account the average length of spots in a packet (when rotating spots), as well as the length of the Track assigned to each secondary element (when an item has more than 1 element). Therefore, if you are rotating spots of different lengths, this number may not be a round :15, :30, :45, etc.

The **Spot Violations** list is a list of all breaks where the spots on the selected order item could be scheduled or moved (every break that has the Avail Type specified on the item, and that falls on an hour that is enabled for play on the Hours Grid of the Schedule tab of the Order Item window), with the violations that would occur if the spot were scheduled or moved there. It does not include

	Break	Title	Violations	Length	Position	Separation
✓	11:38pm ROS SPOT BREAK	Sizzler 3 For 5		:30		
✓	10:40am ROS SPOT BREAK	Sizzler 3 For 5		:30		1:48:46
✓	1:26pm :25 ROS BREAK	Sizzler 3 For 5		:30		57:52
✓	11:40am ROS SPOT BREAK	Sizzler 3 For 5		:30		48:12
!	10:26pm :25 ROS BREAK	Sizzler 3 For 5	3 Units	:30		2:47:07
!	9:40pm ROS SPOT BREAK	Sizzler 3 For 5	6 Units	:30		2:01:45
!	4:38am ROS SPOT BREAK	Sizzler 3 For 5	6 Units	:30		1:00:43
!	12:38am ROS SPOT BREAK	Sizzler 3 For 5	6 Units	:30		1:00:38
!	3:39pm ROS SPOT BREAK	Sizzler 3 For 5	6 Units	:30		48:45
!	6:38pm ROS SPOT BREAK	Sizzler 3 For 5	Product 6:38	:30		1:00:05
!	9:38am ROS SPOT BREAK	Sizzler 3 For 5	Product 9:38	:30		57:01
!	11:27am :25 ROS BREAK	Sizzler 3 For 5	Product 11:27 3 Units	:30		1:01:39
!	10:39pm ROS SPOT BREAK	Sizzler 3 For 5	Product 10:39 6 Units	:30		3:00:34
!	3:38am ROS SPOT BREAK	Sizzler 3 For 5	Product 3:38 6 Units	:30		1:59:46
!	6:40am ROS SPOT BREAK	Sizzler 3 For 5	Product 6:40 6 Units	:30		1:01:35
!	8:26am :25 ROS BREAK	Sizzler 3 For 5	Order Sep 8:41 3 Units	:30		15:28
!	4:41pm ROS SPOT BREAK	Sizzler 3 For 5	Order Sep 4:28 Product 4:41 6 Units	:30		13:02
!	12:41pm ROS SPOT BREAK	Sizzler 3 For 5	Order Sep 12:29 Product 12:41	:30		12:49


 If you select a spot in the log or select an item on the Active Orders list, The Spot Violations list will show the violations in all breaks where the item could be scheduled and the violations, if any, that would ensue if scheduled there. To schedule the item in a break shown in the list, just double-click on the break.

 If you right-click on a spot in the log or on a break on the Breaks Chart and click **Move**, this list will show all breaks where the spot could be moved and the violations, if any, that would ensue if moved there. To move the spot to a break shown in the list, just double-click on the break.

In either case the breaks listed are ones where the item is not currently scheduled and that have the Avail Type specified on the item, and fall on hours where the item is enabled for play as specified on the Hours Grid of the Schedule tab of the Order Item window. (If the item has more than 1 element, than in addition, each secondary element must align with an adjacent break that matches the Avail Type of the element.)

✓ Marks a break where the item would have no violations if scheduled or moved there.

! Marks a break where the item would have violations if scheduled or moved there.

 You can click on any of the column headings to sort the breaks listed by that field. Click again to sort in reverse. If you sort by Violations, then Music 1 sorts the breaks by ranking the relative severity of the violations based on the rule priorities you select on the Rule Priorities tab of the Traffic Settings. When sorting by violations, breaks that have the same violations are further sorted between them by **Separation** (separation between the break and the nearest break where the item is scheduled), longest to shortest. A Separation is not shown when it is longer than 3 hours.

# Traffic Settings Window

Set the global traffic settings on this window, which you open via **System >Traffic Settings.**

## Types

Types			Personnel	Rule Priorities	Standard Charges	Billing Defaults
<b>Avail Types</b>						
1	Weather Sponsor	WS				
2	Weather Open	WO				
3	Weather Close	WC				
4	Avail Type 4	AT 4				
5	Avail Type 5	AT 5				
6	Avail Type 6	AT 6				
7	Avail Type 7	AT 7				
8	Avail Type 8	AT 8				
9	Avail Type 9	AT 9				
10	Avail Type 10	AT 10				
11	Avail Type 11	AT 11				
12	Avail Type 12	AT 12				
13	Avail Type 13	AT 13				
14	Avail Type 14	AT 14				
15	Avail Type 15	AT 15				
<b>Account Types</b>						
1	Commercial	COM				
2	Political	POL				
3	Public Affairs	PUB				
4	Account Type 4	AT 4				
5	Account Type 5	AT 5				
6	Account Type 6	AT 6				
7	Account Type 7	AT 7				
8	Account Type 8	AT 8				
<b>Payment Types</b>						
1	Cash	CSH				
2	Check	CHK				
3	Credit Card	CCD				
4	Wire Transfer	WIR				
5	Pay Pal	PPL				
<b>Production Quality</b>						
1	Live Copy					
2	Announcer Only					
3	Announcer / Music					
4	Quality 4					
5	Quality 5					
<b>Day Section Names</b>						
1	A	A				
2	B	B				
3	C	C				
4	D	D				

Here you can name up to 15 **Avail Types**. If all your avails can accept any spot then you don't need these. The second and third columns are for an abbreviation, and color which are there for future use.

**Account Types** are used for grouping accounts in the Receivables Report window to allow totals to be printed by account type.

**Payment Types** are just names for the various cash-equivalent payment types you can select from when entering a cash payment.

**Day Section Names** Right now only the abbreviation in the second column of each of these is used to label each of the four sections of each day that you can order a different number of plays in on the Schedule tab of the Order Item window (p. 14)

You can enter a name for each of the 5 **Production Quality** levels that you can assign to a Commercial Spot track. Creating Spots (p.6) details the use of these in spot placement.



## Personnel

Types	<b>Personnel</b>	Rule Priorities	Standard Charges	Billing Defaults
-------	------------------	-----------------	------------------	------------------

<b>Account Reps</b> REP ONE REP THREE REP TWO  <b>Create</b> <b>Rename</b> <b>Delete</b>	<b>Traffic Director</b> Password <input type="password"/>	<b>Affidavit Signer</b> Name <input type="text" value="Name of person who signs the affidavits"/>
---	--	--

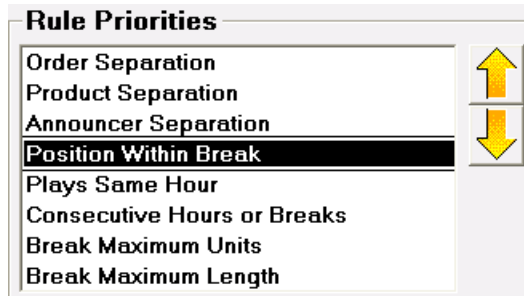
You can rename an account rep at any time, but you cannot delete a rep after you have scheduled spots from any order that this rep is assigned to, and charged them (p. 29).

You need to enter a Password for Traffic Director to be able to approve orders (allowing them to schedule), enter payments or adjustments. Use a password that you will remember as there is no automatic password recovery in the program as of 7.0.61.

The Name you enter for Affidavit signer will be printer just under the signature box on the affidavit portion of an invoice.

## Rule Priorities

Here you set the relative ranking of each traffic rule violation except “Hr Prev Day” (same hour 2 or 3 consecutive days), which always the highest priority since it excludes a spot from scheduling where it occurs. Priorities are listed in highest to lowest order where highest means most severe.



You can separately set the relative ranking of the two sets of rule violations below, but you cannot move a violation from one set to another since Music 1 handles and displays size violations differently than non-size violations:

### Non-Size Violations

**Order Separation**

**Product Separation**

**Announcer Separation**

**Position Within Break** (cannot achieve required position within break)

**Plays Same Hour** (two or more plays the same hour)

**Consecutive Hours or Breaks** (too many Consecutive hours or breaks with spots scheduled from same order)

### Size Violations

**Break Maximum Units** (there are more than Max Units spots in the break)

**Break Maximum Length** (the break is longer than Maximum Length)

## Standard Charges Table

Types		Personnel		Rule Priorities		Standard Charges					Billing Defaults	
Spot Type	Max 1	Max 2	Max 3	Max 4	Max 5	Max 6	Max 7	Max 8	Max 9	Max 10	Max 11	Ma: ▲
Commercial	:15	:30	:45	1:00								
Infomercial	1:00	1:30	2:00	3:00								
Type 11												
Type 12												

Day Part Name	:00 to :15	:16 to :30	:31 to :45	:46 to 1:00	
AM Drive		50.00	75.00	100.00	150.00
Middays		50.00	75.00	100.00	150.00
PM Drive		50.00	75.00	100.00	150.00
Nights		50.00	75.00	100.00	150.00
Overnights		50.00	75.00	100.00	150.00
Weekend		50.00	75.00	100.00	150.00

Interpolate Charge when longer than minimum length of class

In the upper list you can name up to 12 different Spot Types and for each type enter the maximum length of each of up to 16 spot length classes. In the example above, the first class for Commercials is for spots from 0- 15 seconds long. The second class is for spots from 16 to 30 seconds long, etc. Make sure the max length of the last class is large enough to include the longest spot you plan to schedule of that Spot Type.

In the lower list you enter the charge for each length class and each day part, that is the price for 1 play in the Day Part shown on the left of a spot of the type selected in the upper list, whose length is within the bounds shown in the column header. To speed data entry you can click **Copy Day Part**, click to any other day part, then click **Paste Day Part** to copy all the rates, class-by-class, from the first day part to the second, third day part, etc. You can opt to Interpolate the charge for a spot that is longer than the minimum length allowed in the length class it falls within. In the example above, a 20 second spot would be charged  $75.00 + (100.00 - 75.00) \times (20 - 16) / (31 - 16)$ , or 81.67.

## Billing Defaults

Charges		Financing	
Agency Commission	5 %	Interest Rate	12.99
Rep Commission	5 %	Late Fee	300.00
<input type="checkbox"/> Commissions due only after invoice is fully paid		Grace Period	10 days
Trade Credit	40.00 Percent		

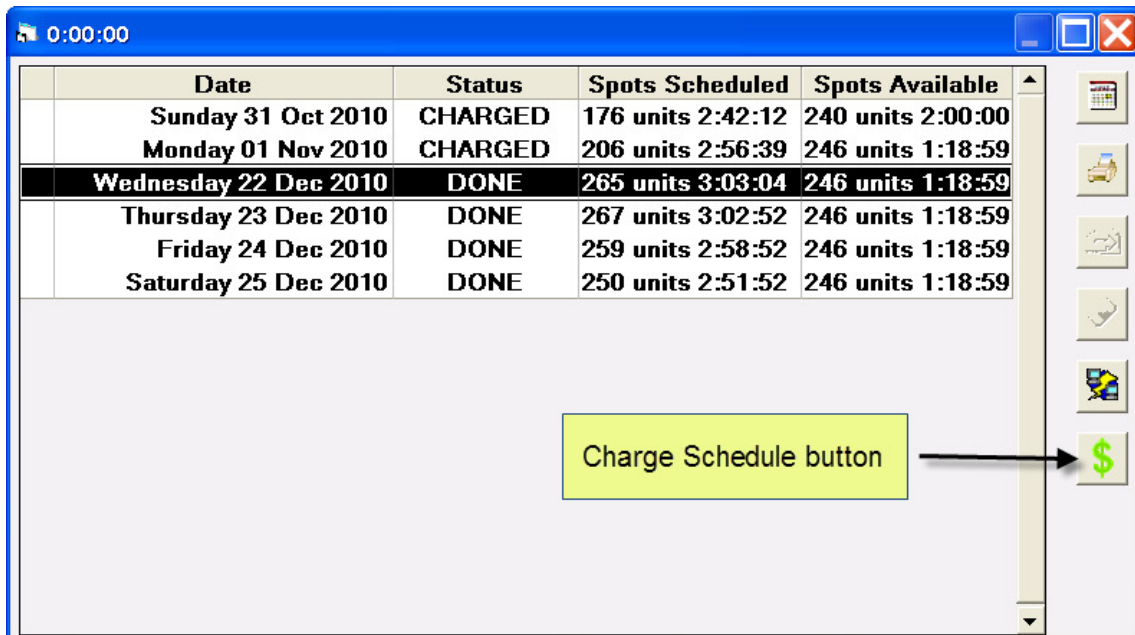
Billing Period: Calendar Month

Invoice Instructions	
Invoice Type	Per Item Plays, Times, Length
Copies	1
<input checked="" type="checkbox"/> Affidavit <input checked="" type="checkbox"/> CoOp Affidavit	
Invoice Note	

All these defaults, except **Commissions due only after invoice paid** and **Trade Credit** are copied to the Order Defaults tab of every new account created. The defaults on the Order Defaults tab of an account are copied to every new order created for the account. The default Trade Credit set here is the default trade credit setting for every new order. If you check **Commissions due only after invoice paid**, then a payable will not be generated for either an agency commission or an account rep commission for an invoice until the invoice is completely paid. For an explanation of the financing settings see the chapter on billing.

# Billing

## Applying Charges for Scheduled Spots



Before charges for spots scheduled in a log will show up on invoices, you must select the log on the **Logs** window click the **Charge Schedule** button. Once you have charged a log you cannot edit or delete it.

# Invoices

The screenshot shows the 'Accounts Receivable / Payable' window with the 'Invoices' tab selected. The main table lists 11 invoices with columns for Invoice, Description, End Date, Ordered, Played, +/-, Charges, Adjustments, Payments, and Balance Due. Invoice 3, 'Emerson Sondgerath', is highlighted. Below the main table, a detailed view for Emerson Sondgerath shows a breakdown of charges and payments.

Invoice	Description	End Date	Ordered	Played	+ / -	Charges	Adjustments	Payments	Balance Due
1	Ready Vierks Fine Jewelry	30 Sep 2010	56	56		146.20			146.20
2	Ready Raisor Buick	30 Sep 2010	56	56		123.62			123.62
3	Ready Emerson Sondgerath	30 Sep 2010	20	15	-5	120.40			120.40
4	Ready Unity Immediate Care	30 Sep 2010	15	14	-1	112.66			112.66
5	Ready Raisor Ford	30 Sep 2010	42	52	10	90.30			90.30
6	Ready Bears Auto Sales	30 Sep 2010	70	56	-14	84.00			84.00
7	Ready Brouillette Heating Cooling and Plu	30 Sep 2010	56	56		84.00			84.00
8	Ready Adecco Employment	30 Sep 2010	56	56		84.00			84.00
9	Ready Farmers & Merchants Flex CD	30 Sep 2010	56	55	-1	84.00			84.00
10	Ready Arni's Pine Village	30 Sep 2010	56	56		84.00			84.00
11	Ready Guthridge Real Estate	30 Sep 2010	56	56		84.00			84.00

Date	Description	Plays	Amount
09/29/2010	Emerson Sondgerath REG -- REGULAR	5	PKG
09/29/2010	Emerson Sondgerath WX -- WEATHER	2	PKG
09/29/2010	"Emerson Sondgerath" PACKAGE		120.40
09/30/2010	Emerson Sondgerath REG -- REGULAR	6	PKG
09/30/2010	Emerson Sondgerath WX -- WEATHER	2	PKG

Emerson Sondgerath	
Start Date	29 Sep 2010
End Date	30 Sep 2010
Charges	120.40
Adjustments	
Payments	0.00
Credits to cash	
Credits to trade	
Balance	120.40

The Invoices list on the Billing form lets you view invoices having the status you select with the **Status** list on the left, either...

**Ready** invoices are invoices that have not yet been issued, but are ready to be issued.

**Final** invoices are invoices that have been issued.

**Pending** invoices are invoices not yet been issued and are not ready to be issued.

An invoice is ready to be issued for an order when you have scheduled and charged logs through the end date of the next **Billing Period** that ends after the issue date of the last invoice for that order (where Billing Period is that selected for the order). For example, if Billing Period for an order is **Month** and you last issued an invoice Sep 28, then once you schedule and charge logs through Sep 30 a new invoice will be ready for Sep 30 that will have a Start Date of Sep 29 and an End Date of Sep 30. Once you issue that invoice, though, another invoice will not be ready until the end of the next month (Oct 31). As shown in this example, you may issue an invoice at any time, even if it isn't ready by issuing it from the list of **Pending** invoices.

To issue an invoice, select it then click the **Print** button. When you click Print the first time for an invoice it is formally issued (entered into the database), then printed. Clicking Print again for an invoice merely prints it. When you issue an invoice it will disappear from the list of **Ready** or **Pending** invoices and can only be seen in the list of **Final** invoices or in the **Receivables** list.

**Invoice** is the automatically generated ID number of the invoice.

**Description** is the **Product** of the order that generated the invoice.

**End Date** is the date that the invoice was issued, and the last log date whose charges are included in the invoice. The first log date whose charges are included in the invoice (the **Start Date**) is either the **Start Date** of the order (for the first invoice for the order), or one day after the End Date of the previous invoice for the order.

**Ordered** shows how many plays were ordered between all items on the order over the period from **Start Date** through **End Date**. **Played** shows the number of actual such plays over the same period. **+ / -** shows Played – Ordered and is red if Played < Ordered, green if Played > Ordered, and blank if they are the same.

**Charges** is the total log charges period from Start Date through End Date from the order that generated the invoice.

**Adjustments** is the total of all adjustments made directly to the invoice as a result of editing the invoice.

**Payments** is the total of all payments to the invoice– always shown as a negative value.

**Balance Due** is the sum of Charges+ Adjustments+ Payments.

You can sort the invoices by any one of these fields by clicking on the column header. Click a second time on the same header to sort in reverse order.

Details of the selected invoice are shown at the bottom. **Credits to cash** and **Credits to trade** are the amounts credited to cash / trade after a paid invoice was reduced in value after being edited. See **Editing an Invoice**, below.

### CoOp Invoices

If the account placing an order has a co-op partner then you may view the invoice items for the primary account, or the cop-op account(s) by selecting the account in the drop-down list above the invoice totals on the right. An additional column “**Share**” is shown in the items list indicating what share of that item’s **Amount** that account is responsible for. The Amount x Share is shown in **Net**.

Date	Description	Plays	Amount	% Share	Net	
12/27/2009	Nissan Packet	6	PKG		0.00	Nissan
12/27/2009	"Auto Mall" PACKAGE		100.00	25	25.00	Auto Mall
12/28/2009	Nissan Packet	6	PKG		0.00	Start Date 28 Sep 2009
12/28/2009	"Auto Mall" PACKAGE		100.00	25	25.00	End Date 13 Mar 2010
12/29/2009	Fordt Packet	6	PKG		0.00	Charges 1,875.00
12/29/2009	"Auto Mall" PACKAGE		100.00	25	25.00	Adjustments -4,500.00
12/30/2009	Nissan Packet	6	PKG		0.00	Payments -7,500.00
12/30/2009	"Auto Mall" PACKAGE		100.00	25	25.00	Credits to cash 4,500.00
12/31/2009	Nissan Packet	6	PKG		0.00	Credits to trade
12/31/2009	"Auto Mall" PACKAGE		100.00	25	25.00	Balance 0.00

## Printing Invoices

Here is a printout of invoice 0041. The RGTSIZ4658WT in **Invoice ID** is the Invoice PO entered for the order. The number 0041 is the automatically generated.

95.8 capital fm		<b>Broadcast Invoice</b>		Charges	4,900.00
		Account Right Size		Payments	-4,900.00
		Product Right Size Smoothie		Balance Due	0.00
		Invoice ID RGTSIZ4658WT-00041			
		Billing Period 27 Mar 2010 through 15 May 2010			
Date	Description	Plays	Amount		
08 May 2010	Right Size Smoothie	7	700.00		
09 May 2010	Right Size Smoothie	6	600.00		
10 May 2010	Right Size Smoothie	6	600.00		
11 May 2010	Right Size Smoothie	6	600.00		
12 May 2010	Right Size Smoothie	6	600.00		
13 May 2010	Right Size Smoothie	6	600.00		
14 May 2010	Right Size Smoothie	6	600.00		
15 May 2010	Right Size Smoothie	6	600.00		
27 Dec 2010	Invoice payment from 2,500.00 Check		-1,960.00		
27 Dec 2010	Invoice payment from Trade		-2,940.00		
<b>49 spots: 1:25:48 total air time</b>					

I certify that play counts for each log date listed above are correct.	
<input type="text"/>	04 Jan 2011
Name of person who signs the affidavits	

On the Data tab of the Invoice window you select the kind of detail to include in the printout with the **Type** and **Affidavit** fields. **Affidavit** selects whether the affidavit shown at the bottom of this printout is printed for the primary, and co-op account of the order. On a co-op order there is a separate printout for each account. The **Type** field selects the amount of detail in the invoice. The options for this are:

**Order Total Plays, Length** Only the totals information shown in the header above is printed.

**Per Item Plays** The plays and charge of individual items on the order on each day are listed as shown above.

**Per Item Plays, Length** Individual items are listed as above with the addition of another column Length showing the total length of the spots from that item that aired on the day corresponding to that line.

**Per Item Plays, Times** Like the printout above except that the air times on each day are listed (usually in smaller, bold font) right under the description on each day listed.

**Per Item Plays, Times, Length** Like Per Item Plays, Times, except that a Length column is added showing the total length of the spots from that item that aired on the day corresponding to that line.



# Receivables

[Invoices](#) | **[Receivables](#)** | [Payables](#) | [Statements](#) | [Payments](#) | [Transactions](#)

Receivable as of 23 Dec 2010 Pay selected receivable

	Invoice	Description	End Date	Ordered	Played	+ / -	Charges	Adjustments	Payments	Balance Due
1	0044	Astenzia	30 Sep 2010	1560	1560		15,400.00		-4,385.66	11,014.34
2	0041	Right Size Smoothie	15 May 2010	48	49	1	4,900.00			4,900.00
3	0042	Numero Uno	16 Oct 2010	1232	1232		154.00			154.00
4	0046	JC Penny	17 Oct 2010	210	6	-204	100.00			100.00

Date	Description	Plays	Amount	First Account
03/07/2010	Astenzia	20	200.00	Astenzia Start Date 27 Dec 2009 End Date 30 Sep 2010 Charges 15,400.00 Adjustments 200.00 Payments -4,385.66 Credits to cash Credits to trade Balance 11,014.34
03/08/2010	Astenzia	20	200.00	
03/09/2010	Astenzia	20	200.00	
03/10/2010	Astenzia	20	200.00	
03/11/2010	Astenzia	20	200.00	
03/12/2010	Astenzia	20	200.00	
03/13/2010	Astenzia	20	200.00	
05/08/2010	Astenzia	20	0.00	
10/13/2010	Invoice payment from 4,500.00 Cash balance		-4,385.66	

The **Receivables** list shows all invoices that have been issued and have a positive balance as of the selected date (that defaults to today). Once an invoice is fully paid it disappears from the Receivables list.

# Statements

Capitol FM -- Music 1 / Traffic - [Accounts Receivable / Payable]

[Payments](#) | [Statements](#) | [System](#) | [About](#)

[Tracks](#) | [Artists](#) | [Links](#) | [Formats](#) | [Logs](#) | [Reports](#) | [Accounts](#) | [Orders](#) | [Billing](#)

[Invoices](#) | **[Receivables](#)** | [Payables](#) | **[Statements](#)** | [Payments](#) | [Transactions](#)

Advertisers Cash / Trade | Acct. Rep Any Rep | From 01 Jan 2010 through 31 Aug 2010

Account Name	Account Rep	01/01/2010	Invoices	Adjustments	Finance	Payments	08/31/2010
Right Size		0.00	4,900.00		417.21		5,317.21
Double Click		0.00	3,360.00		116.88	-7,861.38	
Ford		0.00					
General Motors		0.00					
Nissan		0.00					
Sony		0.00					

Adjust	Date	Invoice	Description	Amount
	15 May 2010	0041	Right Size Smoothie	4,900.00
Delete	31 Aug 2010	0041-IN	Interest on Right Size Smoothie 15 May 2010	167.21
	31 Aug 2010	0041-LF	Late Fee for Right Size Smoothie 15 May 2010	250.00

Balance Forward	
Charges	4,900.00
Interest	167.21
Late Fees	250.00
Commissions	
Payments	
Adjustments	
Current Balance	5,317.21
Cash Balance	
Trade Balance	

31 - 60	5,263.71	61 - 90	5,212.47	91 - 120	5,161.76	> 120
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To view statements, click on the Statements tab of Billing. To filter the set of accounts listed, select, in any order from top left, Account Type, Revenue Type, Account Rep, From Date and Through Date. Through Date isn't necessarily today. Click on any column header to sort by that field. Click again to sort in reverse order. The full statement for the selected account is shown at the bottom. Here, the Right Size account is shown before any adjustments or payments, or invoice edits.

## Entering Adjustments

To enter a new adjustment to the selected account, select the item you wish to adjust in the statement items list at the bottom and click **Adjust**. For example, to adjust the interest on invoice 41, select the second statement item ("0041-IN") and click Adjust. That will bring up the **Create Adjustment** window. To delete an adjustment, just select it and click the **Delete** button.

The image below shows the statement the next day after the "Adjust interest and cancel future interest" adjustment of \$100.00 was entered. The account has not and will not incur any additional interest after this adjustment on 26 Dec 2010.

Invoices		Receivables		Payables		Statements		Payments		Transactions	
Advertisers		Cash / Trade		Acct. Rep		Any Rep		From		01 Jan 2010 through 27 Dec 2010	
Account Name	Account Rep	01/01/2010	Invoices	Adjustments	Finance	Payments	12/27/2010				
Right Size		0.00	4,900.00	-100.00	624.34		5,424.34				
Double Click		0.00	19,014.00		117.17	-12,361.38					
Ford		0.00									
General Motors		0.00									
Adjust	Date	Invoice	Description	Amount	Balance Forward						
	15 May 2010	0041	Right Size Smoothie	4,900.00	Charges	4,900.00					
Delete	27 Dec 2010	0041-IN	Interest on Right Size Smoothie 15 May 2010	374.34	Interest	374.34					
	27 Dec 2010	0041-LF	Late Fee for Right Size Smoothie 15 May 2010	250.00	Late Fees	250.00					
Pay	26 Dec 2010	0041-CI	Interest Cancel Adjustment	-100.00	Commissions						
Print					Payments						
Detail					Adjustments	-100.00					
					Current Balance	5,424.34					
					Cash Balance						
					Trade Balance						
31 - 60		5,424.34	61 - 90	5,417.08	91 - 120	5,364.28	> 120	5,312.01			

# Entering Payments

Enter Payment

Account: Double Click      Date: 28 Dec 2010

Direction:  Received    Sent      Amount: 20,000.00      **Auto Apply**

Revenue Type:  Cash    Trade      Amount Not Applied: 8,731.66

Payment Type: Cash Credit Balance    Pay from credit balance      Account Balance: 0.00

Pay Details: \_\_\_\_\_

Date	Invoice	Description	Due	Applied	Balance
30 Sep 2010	0044	Astenzia	11,014.34	11,014.34	0.00
16 Oct 2010	0042	Numero Uno	154.00	154.00	0.00
17 Oct 2010	0046	JC Penny	100.00	100.00	0.00

**Save Payment**      **Cancel**

**Cash** and **Trade** payments, pre-payments and payments from customer’s credit balance are all entered through the same payment window, which you can reach any of these ways from the **Billing** window:

1. Select a receivable in the **Receivables** list then click **Pay selected receivable**.
2. Select a payable in the **Payables** list then click **Pay selected payable**.
3. On the **Payments** tab select an account to **Collect payments for** then click **New Payment**.
4. Click the **Pay** button shown on the left of the statement items list.

If you want to select a different **Account** to record a payment for, then do that first.

If the account is an agency, then you will need to set the payment **Direction**. Otherwise, Music 1 will set the direction: **Received** for an advertiser, or **Sent** for an account rep. Then set **Revenue Type** to:

**Trade** for payment of allowable trade portion of invoices of trade orders, or  
**Cash** for payment of residual portion of invoices trade orders (after zero or more of the trade portion has been paid by trade), invoices of cash orders, finance charges, and commissions.

If the account has a credit balance in the selected Revenue Type then Music 1 will check **Pay from credit balance** and set **Amount** to that balance. This allows you to pay invoices with an account’s credit balance. If you do not want to pay from credit balance, then un-check **Pay from credit balance** and enter an Amount. Or, if there is no credit balance, enter an Amount.

**Date**, the effective date of the payment, defaults to today, though you can change it.

**Pay Details** is for any descriptive info (check number, credit card number, etc.).

The balances on this window are computed as follows:

On each item **Balance = Due – Applied**

**Amount not applied = Amount – <sum of Applied for each item shown >**.

**Account Balance = <sum of Balance for each item shown>**.

To actually pay something you need to either click **Auto Apply** or enter an amount into the **Applied** column for one or more of the items then click **Save Payment**.

## Recording a Trade Payment

Enter Payment

Account  Date

Direction  Received  Sent Amount  **Auto Apply**

Revenue Type  Cash  Trade Amount Not Applied

Payment Type   Pay from credit balance Account Balance

Pay Details

Date	Invoice	Description	Due	Max Trade	Applied	Balance	
15 May 2010	0041	Right Size Smoothie	4,900.00	2,940.00	2,940.00	1,960.00	▲

**Save Payment** **Cancel**

When paying via Trade the column **Max Trade** shows the maximum portion of the charges still **Due** for an invoice that can be paid via trade. It equals the Minimum of **Due** and **Trade\_Credit** (For **Trade\_Credit Fixed**), or minimum of **Due** and **Invoice\_Charges X Trade\_Credit / 100** (For **Trade\_Credit Percent**). In this example, Trade Credit = 60%.

Invoices of cash orders, finance charges and commissions are not listed (not payable) when paying by trade, and you can enter an **Applied** value only up to **Max Trade** on each trade invoice shown. Since **Balance = Due – Applied**, the portion of the charges **Due** that are not paid by trade will be reflected in **Balance**, and must be paid later by some combination of cash and trade. In this example, \$1,960.00 from invoice 0041 remains payable.

## Recording a Cash Payment

Enter Payment

Account: Right Size      Date: 26 Dec 2010

Direction:  Received    Sent      Amount: 2,500.00      **Auto Apply**

Revenue Type:  Cash    Trade      Amount Not Applied: 15.66

Payment Type: Check    Pay from credit balance      Account Balance: 0.00

Pay Details: 7985

Date	Invoice	Description	Due	Applied	Balance
15 May 2010	0041	Right Size Smoothie	1,960.00	1,960.00	0.00
26 Dec 2010	0041-IN	Interest Charge	274.34	274.34	0.00
26 Dec 2010	0041-LF	Late Fee	250.00	250.00	0.00

**Save Payment**      **Cancel**

Set **Revenue Type** to **Cash** for recording any non-trade payment type (cash, check, credit card, cashier's check, PayPal, etc.) that you name on the Types tab of the Traffic Settings. If **Pay from credit balance** is not checked, then you will need to select a **Payment Type** and enter an **Amount**. In this example we are paying the \$1,960.00 remaining payable on invoice 41 after the \$2,940.00 trade payment, \$274.34 of interest on invoice 0041, and \$250.00 of late fee on invoice 0041. These items add up to \$2,484.34 so the \$15.66 of the \$2,500.00 payment that remains not applied will be added to the account's cash credit balance. (Credits are applied the same way to trade balance for trade over-payments.)

When you click **Save Payment**, **Amount not applied** is added to the account's cash or trade credit balance (whichever Revenue Type is selected). This balance can be used later to make payments. To enter a pre-payment, don't click **Auto Apply** or anything into **Applied** and click **Save Payment**. The full amount will then be credited to the account's cash / trade credit balance.

Apply Payment

You have applied 2,484.34 of this payment to charges and 15.66 to the account's cash credit balance. Proceed?

**Yes**      **No**

The image on the next page shows a statement for Right Size after both payments in this payments example have been entered.

Invoices		Receivables		Payables		Statements		Payments		Transactions	
Advertisers	Cash / Trade	Acct. Rep	Any Rep	From	01 Jan 2010	through	27 Dec 2010				
Account Name	Account Rep	01/01/2010	Invoices	Adjustments	Finance	Payments	12/27/2010				
Right Size		0.00	4,900.00	-100.00	624.34	-5,424.34					
DoubleClick		0.00	19,014.00		117.17	-12,361.38					
Ford		0.00									
General Motors		0.00									
Adjust	Date	Invoice	Description	Amount	Balance Forward						
	15 May 2010	0041	Right Size Smoothie	4,900.00	Charges 4,900.00						
Delete	27 Dec 2010	0041-IN	Interest on Right Size Smoothie 15 May 2010	374.34	Interest 374.34						
	27 Dec 2010	0041-LF	Late Fee for Right Size Smoothie 15 May 2010	250.00	Late Fees 250.00						
Pay	27 Dec 2010		Payment from Trade	-2,940.00	Commissions						
	27 Dec 2010		2647 from Check	-2,500.00	Payments -5,424.34						
Print	26 Dec 2010	0041-CI	Interest Cancel Adjustment	-100.00	Adjustments -100.00						
<input type="checkbox"/> Detail											
		31 - 60	5,470.43	61 - 90	5,417.08	91 - 120	5,364.28	> 120	5,312.01	Current Balance 0.00	
										Cash Balance 15.66	
										Trade Balance	

## Editing an Invoice

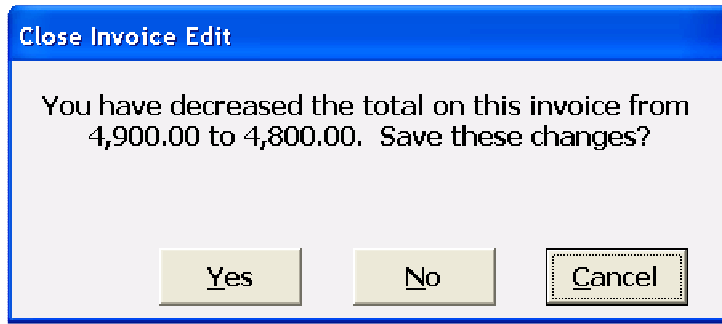
If you realized after an invoice was issued that some spots didn't actually air, or you want to adjust the total on the invoice for any other reason, then click the **Edit** button above the **Invoices** list. In this window you can correct the actual number of plays on any day in the **Corrected Plays** column. Music 1 will then compute the corrected charges on that day and show them under **Corrected Amt.** However, you can do this only if the order that generated the invoice is not billed on a **Charge Per Broadcast** basis with **Charge standard rates** checked. Otherwise, the spot may have a different charge in different day parts, so computing the new charges cannot be done from the total plays.

At the bottom-right you can enter a positive or negative adjustment in the amount charged.

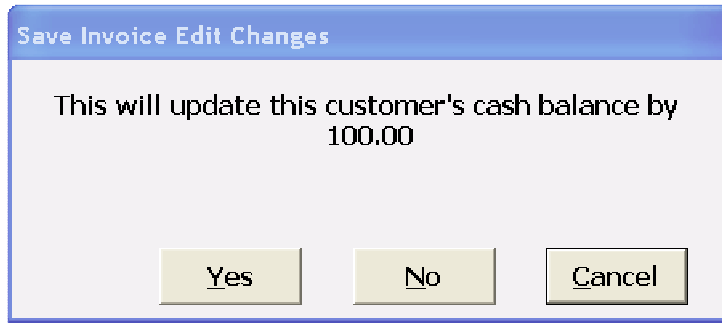
Edit Invoice Items											
Account Right Size				Start Date 27 Mar 2010		Effective Date 28 Dec 2010					
Product Right Size Smoothie				End Date 15 May 2010							
Date	Description	Billed Plays	Corrected Plays	Billed Amt	Corrected Amt						
05/08/2010	Right Size Smoothie	7	7	700.00	700.00						
05/09/2010	Right Size Smoothie	6	6	600.00	600.00						
05/10/2010	Right Size Smoothie	6	6	600.00	600.00						
05/11/2010	Right Size Smoothie	6	6	600.00	600.00						
05/12/2010	Right Size Smoothie	6	6	600.00	600.00						
05/13/2010	Right Size Smoothie	6	6	600.00	600.00						
05/14/2010	Right Size Smoothie	6	6	600.00	600.00						
05/15/2010	Right Size Smoothie	6	5	600.00	500.00						
		Total	49	48	4,900.00	4,800.00					
Notes				Adjust Amount		Balance 4,800.00					
Save Changes		Cancel									

You can edit an invoice even after it has been partially or completely paid. If the invoice balance after the edit is less than the original charges, and the invoice has been partially or completely paid, then Music 1 will credit the resulting overpayment, if any, back to the **Cash credit balance** or **Trade credit balance** of the account. These balances can be used to pay other invoices as described under **Entering Payments.**

In this example we have reduced the plays on 5/15 from 6 to 5. Since this spot is charged at \$100.00 per play, the corrected amount is now \$4,800.00 instead of \$4,900.00.



Since the invoice was fully paid by the time it was reduced by \$100, all of the \$100 becomes a credit to the customer's cash and / or trade credit accounts. In this case, Music 1 was able to make up the full \$100 credit by crediting \$100 to the customer's cash credit balance (since a cash payment of at least \$100 was made to the invoice).



The next image shows the Right Size invoice 0041 after it was reduced in value from \$4,900.00 to \$4,800.00 on Dec 28.

Date	Description	Plays	Amount		Right Size
05/10/2010	Right Size Smoothie	6	600.00		Right Size Smoothie
05/11/2010	Right Size Smoothie	6	600.00		Start Date 27 Mar 2010
05/12/2010	Right Size Smoothie	6	600.00		End Date 15 May 2010
05/13/2010	Right Size Smoothie	6	600.00		Charges 4,800.00
05/14/2010	Right Size Smoothie	6	600.00		Adjustments
05/15/2010	Right Size Smoothie	5	500.00		Payments -4,900.00
12/27/2010	Invoice payment from 2,500.00 Check		-1,960.00		Credits to cash 100.00
12/27/2010	Invoice payment from		-2,940.00		Credits to trade
12/28/2010	Credit the cash invoice payments from 28 Dec 2010 invoice edit to cash balance.		100.00		Balance 0.00

The next image shows the Right Size statement for 28 Dec after invoice 0041 was reduced in value from \$4,900.00 to \$4,800.00 on Dec 28.

Adjust	Date	Invoice	Description	Amount		Balance Forward	5,370.90	
	28 Dec 2010	0041-IN	Interest on Right Size Smoothie 15 May 2010	45.80		Charges		
Delete	27 Dec 2010		Payment from Trade	-2,940.00		Interest	45.80	
	27 Dec 2010		12345 from Check	-2,500.00		Late Fees		
Pay	26 Dec 2010	0041-CI	Interest Cancel Adjustment	-100.00		Commissions		
Print						Payments	-5,424.34	
						Adjustments	-100.00	
Detail						Current Balance	-7.64	
						Cash Balance	115.66	
						Trade Balance		
	31 - 60	5,365.65	61 - 90	5,313.37	91 - 120	5,261.62	> 120	5,210.40