

Overview of Electronic Invoicing

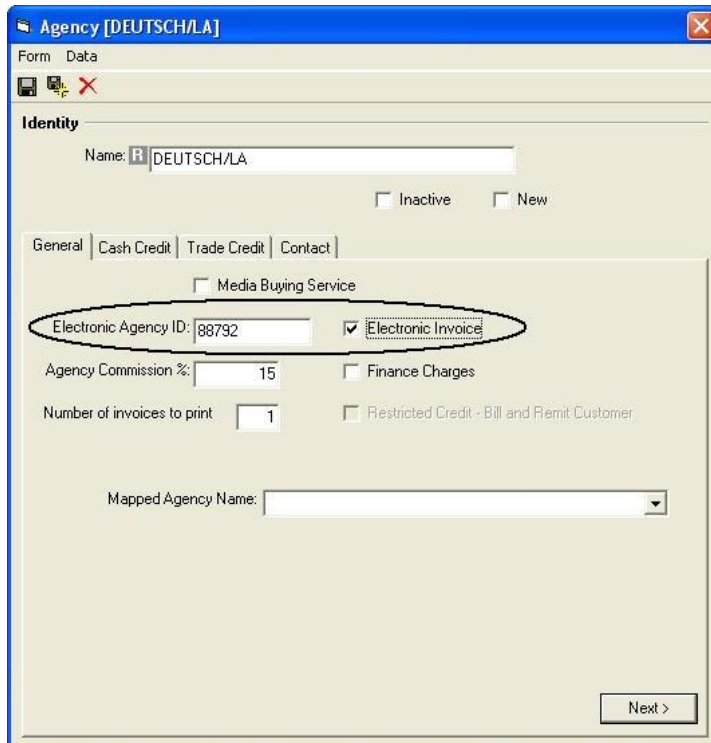
The Marketron AR module contains an add-on product that allows you to submit electronic invoices, eliminating the need to send paper copies of invoices to advertisers and agencies through conventional mail.

Electronic invoices, or “eInvoices” can be delivered in several ways, depending on the specific advertiser or agency’s needs:

- Email notification to the recipient, with the recipient downloading invoices from Marketron’s Advertising Portal. (This is the default method of delivery.)
- Email attachment of the invoice file.
- FTP/SFTP delivery of the invoice file.

Electronic Invoicing Requirements in Setup Editor

Only agencies or direct advertisers that have been assigned an Electronic Agency ID can receive invoices electronically. Electronic Agency IDs are entered in the Setup Editor module, on the General tab of the agency's or advertiser's record.



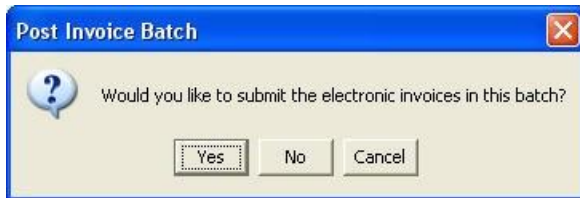
The following items on this tab pertain to electronic invoicing:

- **Electronic Agency ID**—Enter the agency's ID here. Marketron assigns IDs to participating agencies and direct advertisers.
- **Electronic Invoice**—Check this box to indicate that the agency or direct advertiser will use electronic invoicing. This box only becomes active after an Electronic Agency ID has been entered in the previous field.

Submitting Electronic Invoices

After you have entered Electronic Agency IDs and specified that an agency or direct advertiser will participate in electronic invoicing, you can utilize AR's electronic invoicing capabilities.

Electronic invoices are automatically submitted whenever you post a batch that contains them.



When the batch finishes posting, you will receive a message indicating that electronic invoices have been successfully submitted. In addition, the contact persons at the respective agencies will receive e-mail notifications that they have invoices waiting to be downloaded.

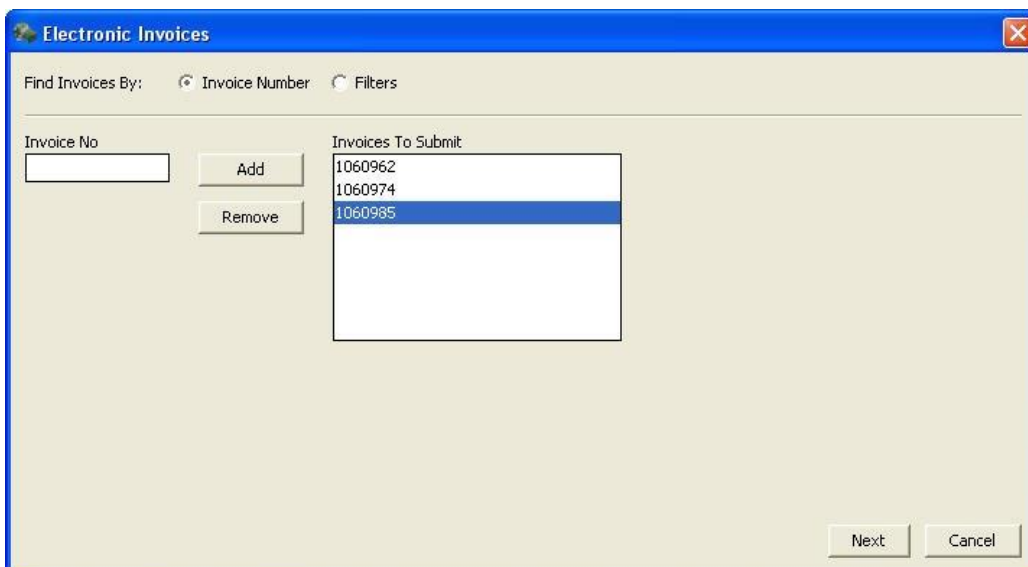
If for any reason you need to re-submit an electronic invoice, you can do so manually via either of the following methods.

Manually Submitting Electronic Invoices by Invoice Number

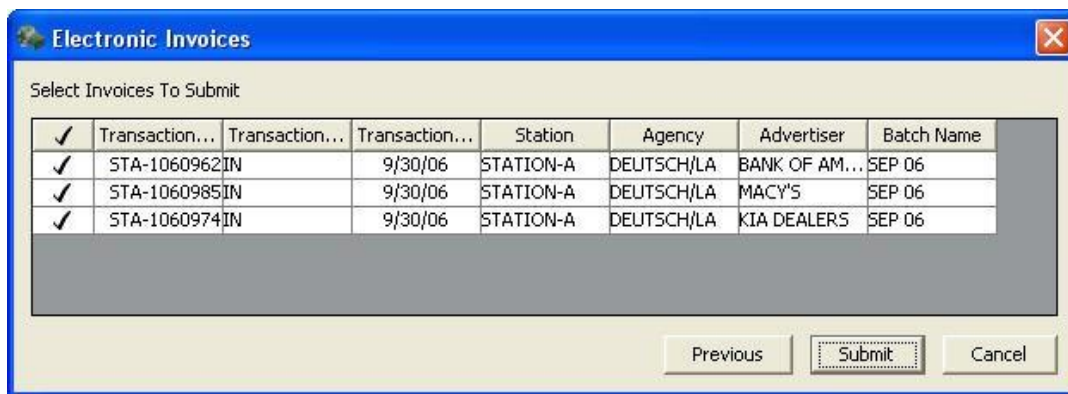
If you already know the invoice numbers of the invoices you want to submit electronically, you can use this method.

To manually submit electronic invoices by invoice number:

1. Go to Receivables > Electronic Invoices. The Electronic Invoices dialog box appears.



2. Select Invoice Number in the Find Invoice By section.
3. Enter an invoice number into the Invoice No field.
4. Click Add.
5. Repeat Steps 3 and 4 until all invoice numbers have been entered.
6. Click Next. A second Electronic Invoice dialog box appears. The dialog box lists the invoices entered in steps 3-5. If you decide you do not want to submit any of the invoices on the list, remove the checkmark from the invoice line's far-left column.



7. Click Submit. A message will inform you that the invoices have been submitted.

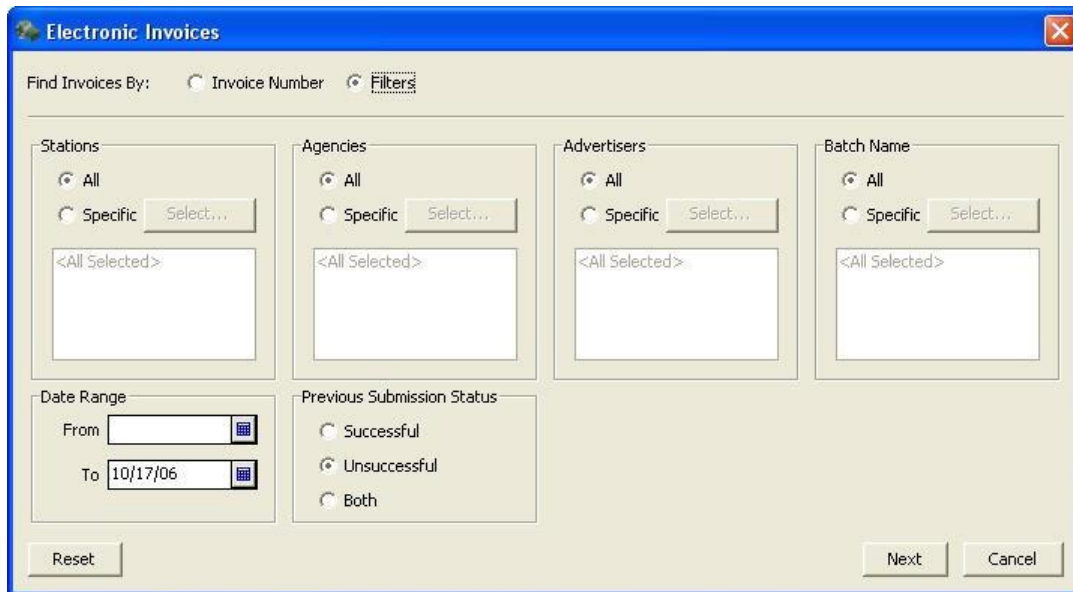
Manually Submitting Electronic Invoices using Filters

This method of submitting electronic invoices allows you to use station, agency, advertiser, batch name, and date range filters to locate the invoices you want to submit.

To manually submit electronic invoices using filters:

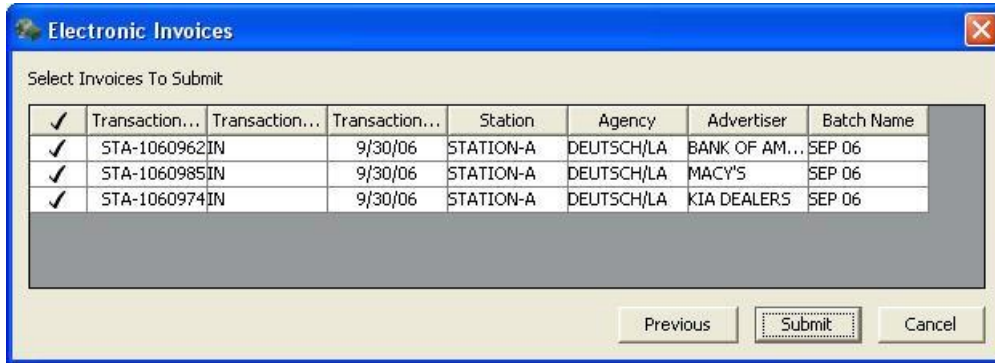
1. Go to Receivables>Electronic Invoices. The Electronic Invoices dialog box appears.

2. Select Filters in the Find Invoice By section. The dialog box will then display the five available filters.



3. Use the Stations box to specify the stations you want included in your invoice list. Choose All to include all stations in your database, or choose Specific and then click Select to select from a list of all stations in your database.
4. Use the Agencies box to specify the agencies you want included in your invoice list. Choose All to include all agencies in your database, or choose Specific and then click Select to select from a list of all agencies in your database.
5. Use the Advertisers box to specify the advertisers you want included in your invoice list. Choose All to include all advertisers in your database, or choose Specific and then click Select to select from a list of all advertisers in your database.
6. Use the Batch Name box to specify the posted batches you want included in your invoice list. Choose All to include all posted batches in your database, or choose Specific and then click Select to select from a list of all posted batches in your database.
7. Use the Date Range box to enter the date range from which you want the system to locate invoices.

- Click Next. A second Electronic Invoices dialog box appears. It contains a list of the electronic invoices that satisfy the criteria you specified in steps 2-7. If you decide you do not want to submit any of the invoices on the list, remove the checkmark from the invoice line's far-left column.



- Click Submit. A message will inform you that the invoices have been submitted.