



Marketron

Visual Traffic Reports Manual

Version 4.2



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Visual Traffic Sales Reports

Advertiser Goals Analysis (12 Month)

Use this report to compare the advertiser’s goal to what is sold for each month and showing the percentage of goal reached.

Information Gathering

This report gets the advertiser goal information from the advertiser itself. When editing an advertiser, you can click on the button for Purchase Goals and History where you can enter a goal value [g] for each month for the advertiser. That goal information is then printed on the report. The report will compare the goal for each month to order projections for current and future unclosed months. The report will also compare the goal to historical dollars based on **Purchase History** for the months that are closed through Statement Processing.

Important Information

Running the report **Media**, will force the report to reflect media month figures for each month--regardless of the billing cycle--for projected and historical dollars; monthly **advertiser goals** will also be converted to a **media month value** (this version only). Running the report **Calendar** will force the report to reflect calendar month figures for each advertiser regardless of its billing cycle. **Combined** will look at the billing frequency and show the figures for each month based on how the order will be billed or how the invoice was billed if run historically. It looks at the *Invoice Date* to determine what month the invoice will fall into for historical months. That’s why it is very important to be sure that each invoice is properly dated with the correct closing date (official date) prior to committing invoices to history.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|--|---|
| A/R Account Name Advertiser Statement Group Station | A/R Account Name Advertiser Statement Group Station | Billing or Income Based Gross or Net Include/Exclude Non-Spot Billing Include/Exclude Optional Billing Media, Calendar, or Combined Cycle |

Sample Report

Taylor & Johnson Broadcasting

Advertiser Goals Analysis (12 month)

For Date(s): For Months Jan 2003 to Dec 2003

Grouped by: Advertiser

Advertiser = "AFFORDABLE HEALTH & LIFE PLANS"

Billing Based, Show Gross Figures, Include Non-Spot, Include Optional Billing, Combined

| | Jan 2003 | Feb 2003 | Mar 2003 | Apr 2003 | May 2003 | Jun 2003 | Jul 2003 | Aug 2003 | Sep 2003 | Oct 2003 | Nov 2003 | Dec 2003 | Total |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Totals: AFFORDABLE HEALTH & LIFE PLANS | | | | | | | | | | | | | |
| AFFORDABLE HEALTH & LIFE PLANS | | | | | | | | | | | | | |
| Goal: | 0 | 0 | 0 | 500 | 800 | 800 | 1,000 | 1,000 | 500 | 0 | 0 | 0 | 4,600 |
| Sold: | 0 | 0 | 0 | 523 | 1,046 | 1,046 | 1,046 | 1,046 | 523 | 0 | 0 | 0 | 5,230 |
| %: | 0% | 0% | 0% | 105% | 131% | 131% | 105% | 105% | 105% | 0% | 0% | 0% | 114% |
| Report Totals: | | | | | | | | | | | | | |
| Goal: | 0 | 0 | 0 | 500 | 800 | 800 | 1,000 | 1,000 | 500 | 0 | 0 | 0 | 4,600 |
| Sold: | 0 | 0 | 0 | 523 | 1,046 | 1,046 | 1,046 | 1,046 | 523 | 0 | 0 | 0 | 5,230 |
| %: | 0% | 0% | 0% | 105% | 131% | 131% | 105% | 105% | 105% | 0% | 0% | 0% | 114% |

Advertiser Goals Analysis (3 Month)

Use this report to compare advertiser’s goal to what is sold for each month while also showing the percentage of goal reached.

Information Gathering

This report gets the advertiser goal information from the advertiser itself. When editing an advertiser, you can click on the button for Purchase Goals and History where you can enter a goal value [g] for each month for the advertiser. That goal information is then printed on the report. The report will compare the goal for each month to order projections for current and future unclosed months. The report will also compare the goal to historical dollars based on Purchase History for the months that are closed through Statement Processing.

Important Information

Running the report Media, will force the report to reflect media month figures for each month--regardless of the billing cycle--for projected and historical dollars; monthly advertiser goals will also be converted to a media month value (this version only.) Running the report Calendar will force the report to reflect calendar month figures for each advertiser regardless of its billing cycle. Combined will look at the billing frequency and show the figures for each month based on how the order will be billed or how the invoice was billed if run historically. It looks at the Invoice Date to determine what month the invoice will fall into for historical months. That’s why it is very important to be sure that each invoice is properly dated with the correct closing date (official date) prior to committing invoices to history

Report Options

| Grouping Options | Filter Options | Other Options |
|--|--|---|
| A/R Account Name Advertiser Statement Group Station | A/R Account Name Advertiser Statement Group Station | Billing or Income Based Gross or Net Include/Exclude Non-Spot Billing Include/Exclude Optional Billing Media, Calendar, or Combined Cycle |

Sample Report

Taylor & Johnson Broadcasting

Advertiser Goals Analysis (3 month)

For Date (s): For Months May 2003 to Jul 2003

Grouped by: Advertiser

Advertiser = "AFFORDABLE HEALTH & LIFE PLANS"

Billing Based, Show Gross Figures, Include Non-Spot, Include Optional Billing, Advertiser Only, Combined


| | May 2003 | Jun 2003 | Jul 2003 | Total |
|---|----------|----------|----------|-------|
| Totals: AFFORDABLE HEALTH & LIFE PLANS | | | | |
| AFFORDABLE HEALTH & LIFE PLANS | | | | |
| Goal: | 800 | 800 | 1,000 | 4,100 |
| Sold: | 1,046 | 1,046 | 1,046 | 3,138 |
| %: | 131% | 131% | 105% | 77% |
| Report Totals: | | | | |
| Goal: | 800 | 800 | 1,000 | 4,100 |
| Sold: | 1,046 | 1,046 | 1,046 | 3,138 |
| %: | 131% | 131% | 105% | 77% |

Average Unit Rate - Percentage Fill

Use this report to show the percentage of commercial revenue sold with an average unit rate.

Information Gathering

THIS REPORT IS ONLY AS ACCURATE AS THE LAST RECALCULATE DATA PROCESS. This report depends on the Log Availabilities calculation. You can manually update the data under the Logs Menu in VT by selecting **Log Availabilities**. To get the most current data on this report, make sure this calculation has been performed recently before running the report.

 **NOTE** - The report can also be run historically up to 1 year from the last accepted log date.

Important Information

Notice under the grouping options you have your choice of grouping by Date or Log Week. This will determine if the report will print “weekly” totals or “daily” totals. You can also group by Log Event, which is based on how the logs are set up. You must have Log Events on the log for each “Program” or “Time Range” you want to track. The Revenue column represents commercial Gross Income dollars. The *Units Available* column is the total number of commercial units allowed. The *Units Sold* column is the total number of commercial units sold. The report will NOT include Non-Commercial revenue or units. Commercial Matter is determined by how the Log Avail Codes are set up under the Logs menu in VT. If a Log Avail Code is marked. Adds to Commercial Time, it is considered Commercial Matter. If not, it is considered Non-Commercial Matter.

Report Options

| Grouping Options | Filter Options | Other Options |
|-------------------------------|--|---|
| Date Log Event Log Week | Log Event Spot Priority Spot Type Station | Include/Exclude Bumped Spots Include Weekend Spots |

Sample Report

Taylor & Johnson Broadcasting

Average Unit Rate - % Fill

Bumped Spots Included

Group by Log Event then by Log Week

For dates 4/5/2004 to 4/11/2004 , (Log Event = 1-Morning Drive or Log Event = 2-Midday) and Station = WJVT

| Week of | Units Available | Units Sold | % Fill | Revenue | Avg. Unit Rate |
|------------------------|-----------------|------------|---------------|----------------|----------------|
| WJVT | | | | | |
| <i>1-Morning Drive</i> | | | | | |
| 4/5/2004 | 532 | 171 | 32.14% | 2,660.50 | 15.56 |
| <i>2-Midday</i> | | | | | |
| 4/5/2004 | 639 | 189 | 29.58% | 3,048.00 | 16.13 |
| WJVT Totals: | 1171 | 360 | 30.74% | 5708.50 | 15.86 |

Bulk Progress Report

Use this report to track the status of each advertiser’s bulk purchase agreements so that their fulfillment can be monitored when no one single order is entered to cover the entire agreement for a particular period time.

Information Gathering

The report gets its information from the Bulk Purchase Setup found under the Orders Menu. You select the advertiser, create a Bulk Purchase Name, and enter the total agreement amount for units and dollars and any units and dollars already used previously if needed. You can also access this screen from within the order by clicking on the Commissions and Discounts button. For the order to count against the Bulk Purchase, it must also be attached to the order at this same location.

Important Information

Once the Bulk Purchase is attached to the order, this report will list all of the current order numbers associated with the Bulk Purchase for that advertiser. It will then print the amounts ordered along with what has been used. The report adds committed invoices associated with the Bulk Purchase to the Used columns. So, the invoice has to be committed to history and attached to the Bulk Purchase to be counted on this report.

Report Options

| Grouping Options | Filter Options | Other Options |
|---------------------------------|--|----------------------------------|
| Bulk Expire Date Salesperson | Advertiser Bulk Purchase Name Salesperson Statement Group | Order Approval Status to Include |

Sample Report

Taylor & Johnson Broadcasting

Bulk Progress Report

All Dates

| | Salesperson | Created | Expires | Bulk Qty Ordered | Qty Used | Qty Left | Bulk Amt Ordered | Inv Amt Used | Bal/ Month | Months Left |
|--|--------------------|----------|-----------|---------------------|-------------|-------------|---------------------|-----------------|---------------|----------------|
| TAYLOR & JOHNSON BROADCASTING | | | | | | | | | | |
| LOWE'S | | | | | | | | | | |
| 1 Year Agreement | Pettijon, Jennifer | 7/2/2004 | 1/31/2005 | 4,000 | 1,570 | 2430 | 60,000.00 | 6,810.00 | 349 | 7.0 |
| Current | 5-00004 | | | | | | | | | |

Collections Worksheet

Use this report to print each advertiser’s current A/R balance that is owed in addition to the last payment info, contact name and phone number and a comment area to write notes.

Information Gathering

The report pulls in the A/R balances directly from the advertiser’s statement. The contact and phone information pulls directly from the advertiser record or the agency if a default agency is attached to the advertiser. If an advertiser or agency has additional contacts or phone numbers other than the default, the document group selected on the report will control which contact or phone number that will print. The report ages based on the Aging Type that is selected on the statement group (Daily, Monthly Calendar, or Monthly Media).

Important Information

The report has an Aging Cutoff option that allows you to filter the report to advertisers that have an A/R balance of so many days or older. For example, if 60 days or older is selected, then the report will only print advertisers that have 60 days or older balances, leaving off any advertisers that only have balances of 30 days or less.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-----------------|--|
| A/R Account Name | A/R Account | Include/Exclude Disabled Advertisers |
| Agency | Advertisers | Include/Exclude Advertiser w/Legal Action |
| City | Agency | Include/Exclude Official Invoices |
| Salesperson | City | Document Group |
| Statement Group | Salesperson | Aging Cutoff: 30, 60, 90, 120, 150 days or older |
| Zip/Postal Code | Statement Group | |
| | Zip/Postal Code | |

Sample Report

Taylor & Johnson Broadcasting

Collections Worksheet

For Date(s): For Dates On or before 02/23/2004

Advertiser between "101 BIBLE CLASS" and "365 AUTO SALVAGE"

Disabled Advertisers Included, Advertisers w/ Legal Action Taken Included, Exclude Official Invoices, Accounts with a Balance

| Advertiser | Agency | Contact | Phone | Total Bal | 0-30 | 30-60 | 60-90 | 90-120 | 120-150 | 150+ |
|--|-------------------|----------------|--------------|-----------|--------|--------|-------|--------|-----------|------|
| TAYLOR & JOHNSON BROADCASTING | | | | | | | | | | |
| 101 BIBLE CLASS | | AMY NEGELOW | 770-451-7276 | 8,207.73 | 557.30 | 121.13 | 0.00 | 0.00 | 7,529.30 | 0.00 |
| Last Payment: 2/1/2004 35000 | | Comment: _____ | | | | | | | | |
| 365 AUTO SALVAGE | ACTION INTEGRATED | AMY NEGELOW | 770-451-7276 | 12,807.35 | 447.50 | 60.56 | 0.00 | 0.00 | 12,099.29 | 0.00 |
| Last Payment: 9/22/2003 1,00000 | | Comment: _____ | | | | | | | | |

Daily Sales Report

To show sales for a specific period, regardless of billing frequency, while also including spot length breakouts, average rate, and lowest rate information.


Information Gathering

When the report is run for current sales it pulls the spots from online log days for current and future log dates as well as current invoices for any logs that are accepted for the specified date range. Once an invoice is committed to history, those spots will be removed from the current report.

If the report is run for historical sales, the report will pull spots from historical invoices in Invoice History. Invoices must be committed to be historical. The report pulls in the spots based on the date they literally ran (not the invoice date).

Important Information

This is an **INCOME** based report. The report will exclude bumped spots. Non-Spot and Billable Program dollars will show up in the Misc. \$ column based on the "run date" or "billing date" of the item. A common grouping or filter for this report is by Daypart. The daypart info used on this report is found in VT by selecting the System Menu then Edit Stations. Then go to the Station Daypart Setup Tab. Be sure this section is set up correctly for each station when running this report by daypart.

 **NOTE** - The report will show daypart information based on Spot Placement rather than the schedule target of the order.

Report Options

| Grouping Options | Filter Options | Other Options |
|----------------------|------------------------|-------------------------------------|
| A/R Account Name | A/R Account | Current/Historical |
| Date Scheduled | Advertiser | Include/Exclude Non-Commercial Spot |
| Daypart | Daypart | Include/Exclude Network Spots |
| Income Account | Income Account Station | Include/Exclude Zero Rate Spots |
| Industry Code | Industry Code | Include/Exclude Non-Spots |
| Primary Product Code | Primary Product Code | Gross or Net Income |
| Salesperson | Salesperson | Summary/Detail |
| Spot Type | Spot Type | Summary Page 1 |
| Statement Group | Statement Group | Summary Page 2 |
| Station | Station | Summary Page 3 |

Sample Daily Report

Best & Johnson (Corporation Name Field)

Daily Sales

For Dates 07/01/2006 to 07/31/2006

Grouped by: Station

Show Gross Figures, Include Non-Spot, Include Non-Commerical, Include Network, Include Zero Rate, Full Detail Figures, Current Period Figures

| | 15 SEC | | | 30 SEC | | | 60 SEC | | | Misc Amts | Total Units | Avg Rate | Total Amts |
|-------------------------------------|--------|-------|-------|--------|--------|----------|--------|--------|-----------|--------------|----------------|-------------|---------------|
| | Units | Avg | Total | Units | Avg | Total | Units | Avg | Total | | | | |
| WJVT | | | | | | | | | | | | | |
| Adams Air Conditioning | 0 | 0.00 | 0.00 | 1 | 10.00 | 10.00 | 0 | 0.00 | 0.00 | 0.00 | 1 | 10.00 | 10.00 |
| Alabama Furniture Direct | 0 | 0.00 | 0.00 | 42 | 120.00 | 5040.00 | 0 | 0.00 | 0.00 | 0.00 | 42 | 120.00 | 5040.00 |
| Blakeman & Britter Investment Group | 0 | 0.00 | 0.00 | 205 | 18.41 | 3775.00 | 0 | 0.00 | 0.00 | 0.00 | 205 | 18.41 | 3775.00 |
| Bob's Bar | 0 | 0.00 | 0.00 | 18 | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0.00 | 18 | 0.00 | 0.00 |
| BURGER KING | 0 | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 186 | 16.75 | 3115.50 | 0.00 | 186 | 16.75 | 3115.50 |
| Car Tunes | 0 | 0.00 | 0.00 | 156 | 10.56 | 1647.50 | 0 | 0.00 | 0.00 | 0.00 | 156 | 10.56 | 1647.50 |
| Cliff's Tattoos | 0 | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 218 | 30.00 | 6540.00 | 0.00 | 218 | 30.00 | 6540.00 |
| Crescent Jewelers | 0 | 0.00 | 0.00 | 20 | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0.00 | 20 | 0.00 | 0.00 |
| Flowers-N-Things | 0 | 0.00 | 0.00 | 465 | 10.00 | 4650.00 | 0 | 0.00 | 0.00 | 0.00 | 465 | 10.00 | 4650.00 |
| Grandoodles | 0 | 0.00 | 0.00 | 155 | 22.00 | 3410.00 | 0 | 0.00 | 0.00 | 0.00 | 155 | 22.00 | 3410.00 |
| Granny's Attic | 0 | 0.00 | 0.00 | 61 | 30.00 | 1830.00 | 0 | 0.00 | 0.00 | 0.00 | 61 | 30.00 | 1830.00 |
| Johnson Furniture Gallery | 0 | 0.00 | 0.00 | 465 | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0.00 | 465 | 0.00 | 0.00 |
| Lott Appliance | 0 | 0.00 | 0.00 | 92 | 12.00 | 1104.00 | 0 | 0.00 | 0.00 | 0.00 | 92 | 12.00 | 1104.00 |
| McDonalds | 0 | 0.00 | 0.00 | 61 | 12.00 | 732.00 | 0 | 0.00 | 0.00 | 0.00 | 61 | 12.00 | 732.00 |
| Pepsi-Cola | 0 | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 17 | 0.00 | 0.00 | 0.00 | 17 | 0.00 | 0.00 |
| Ramp Chevy | 0 | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 372 | 250.00 | 93000.00 | 0.00 | 372 | 250.00 | 93000.00 |
| Rick's Kawasaki | 0 | 0.00 | 0.00 | 30 | 10.00 | 300.00 | 0 | 0.00 | 0.00 | 0.00 | 30 | 10.00 | 300.00 |
| Verizon Wireless | 0 | 0.00 | 0.00 | 248 | 35.00 | 8680.00 | 0 | 0.00 | 0.00 | 0.00 | 248 | 35.00 | 8680.00 |
| Total WJVT | | | | | | | | | | | | | |
| | 0 | 0.00 | 0.00 | 2019 | 15.44 | 31178.50 | 793 | 129.45 | 102655.50 | 0.00 | 2812 | 47.59 | 133834.00 |
| Lowest Rate for: WJVT | | | 0.00 | | | 0.00 | | | 0.00 | | | | |
| Cost of 1 Min. for this period: | | 74.25 | | | | | | | | | | | |

Forward Sales Summary

Use this report to track all orders entered into VT using the Forward Sales Campaigns feature found under the Orders Menu by showing the campaign the order is for as well as the salesperson, start date, end date, spot count, and total value of the order.

Information Gathering

This report pulls all of its information from the Forward Sales Campaigns section of VT found under the Orders Menu. A general campaign or “schedule” is entered into the system where you can then attach an advertiser to that campaign. This will then create an order using that campaign schedule. A campaign will have campaign segments, which are the different “spot patterns” of the campaign that are added when creating the order for the advertiser. This type of scheduling can save order entry time when there are multiple advertisers wanting to run the exact same schedule. It would be just a matter of adding the advertiser to the campaign to create the order.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|----------------|---|
| Advertiser Campaign Campaign Segment Salesperson Statement Group | | Order Approval Status to Include: (Pending Order Only/Approved Orders Only/Declined Orders Only/Both Approved & Pending/All Orders) |

Sample Report

Taylor & Johnson Broadcasting

Forward Sales Summary

| <u>OrderNum</u> | <u>Advertiser Name</u> | <u>Salesperson</u> | <u>Start Date</u> | <u>End Date</u> | <u>Standard Spots</u> | <u>Filter Spots</u> | <u>Total Spots</u> | <u>Order</u> |
|---------------------|------------------------|--------------------|-------------------|-----------------|-----------------------|---------------------|-----------------------------|-----------------|
| <i>July Package</i> | | | | | | | | |
| Segment #1 | | | | | | | | |
| 14-00008 | AARP | Pettijon, J. | 7/7/2004 | 7/31/2004 | 20 | 0 | 20 | \$400.00 |
| | | | | | | | Segment #1 Totals: | \$400.00 |
| | | | | | | | July Package Totals: | \$400.00 |

Goals Report

This report shows advertiser or salesperson goals for the year based on the calendar or media billing cycle.

Information Gathering

Advertiser goals are set up in VT by editing an advertiser and clicking on the button for Purchase Goals and History. In addition to viewing the advertiser's purchase history for each month and year [h], you can also enter a goal value [g] for each month for the advertiser, which prints on this report. Salesperson goals can be set up in the same manner by editing a salesperson and selecting History and Goals.

Important Information

The Goals Report can be run by the calendar or media billing cycle. When goals are entered for either the advertiser or salesperson, all the values you enter are considered calendar dollar values. When printing the report using the calendar billing cycle, you will simply see the goals that were literally entered for each month. If the report is run for the media billing cycle, the report converts the goals to media month values. It is if you asked, "How much is the goal worth based on the media month rather than the calendar month?" The report would then take the original goal amount entered for the month and convert it to a media month value.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|--|--|
| A/R Account Name Salesperson Statement Group Station | A/R Account Advertiser (No Groups) Salesperson Statement Group Station | Advertiser or Salesperson Goals Billing Cycle (Calendar or Media) 1 st Summary Page 2 nd Summary Page 3 rd Summary Page |

Sample Report

Best & Johnson (Corporation Name Field)

Goals Report

For Months Jan 2006 to Dec 2006
Salesperson Goals, Calendar Cycle

| Salesperson | Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-------------------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| Brantley, Richard | 2006 | 32000 | 20000 | 15000 | 15000 | 20000 | 15000 | 20000 | 25000 | 25000 | 27000 | 20000 | 30000 | 273500 |
| Bullock, Kay | 2006 | 10000 | 15000 | 12000 | 16000 | 16000 | 20000 | 25000 | 25000 | 25000 | 25000 | 30000 | 35000 | 254000 |
| Krugler, Sharon | 2006 | 10000 | 10000 | 12000 | 15000 | 20000 | 15000 | 20000 | 15000 | 15000 | 10000 | 15000 | 15000 | 172000 |
| Oneal, Larry | 2006 | 15000 | 20000 | 25000 | 25000 | 25000 | 30000 | 30000 | 20000 | 20000 | 15000 | 12000 | 15000 | 253000 |
| Report Totals: | 2006 | 67000 | 65000 | 64000 | 71500 | 81500 | 80500 | 95000 | 85000 | 85000 | 77000 | 86000 | 95000 | 952500 |

Highest Bill Report

Use this report to track historical sales for a particular spot length by advertiser ranked from highest billed to lowest billed with spot count.

Information Gathering

This report pulls its information directly from **Advertiser Purchase History**; therefore, in order for dollar amounts to show up on this report, invoices must be *committed to history*. This report will only include invoices that are in Purchase History that are actually dated within the period specified. This means that ensuring invoices have the correct closing date (official date) prior to committing them to history is essential.

Important Information

There are multiple ways to group/sort this report that include the ability to see billing ranked from highest to lowest for a particular spot length.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------------|------------------------|----------------------------------|
| Date | Advertiser | Include/Exclude Non-Spots |
| Electronic Invoicing | Electronic Invoicing | Include/Exclude Historical Adj |
| Income Account | Income Account | Include/Exclude Optional Billing |
| Industry Code | Industry Code | Include % |
| Primary Product Code | Primary Product Code | Include Remaining Dollars |
| Receivables Group | Receivables Group | Include Spot Count |
| Salesperson | Salesperson | Report on Advertiser or Agency |
| Secondary Product Code | Secondary Product Code | Top X Selection |
| Spot Length | Spot Type | |
| Spot Type | Statement Group | |
| Statement Group | Station | |
| Station | | |

Sample Report

Taylor & Johnson Broadcasting

Highest Billed : 30/60 sec. Spots
 For dates 1/1/2004 to 1/31/2004


| Advertiser | 30's | Total Billed | |
|------------------------------------|------------|------------------|------------------|
| | | Gross | Net |
| HARDY CHEVROLET | 84 | 4,198.00 | 4,198.00 |
| ANDEAN CHEVROLET GEO | 72 | 2,438.00 | 2,438.00 |
| SPHERION | 72 | 2,340.00 | 2,340.00 |
| SLACK AUTO PARTS - AGENCY | 68 | 2,148.00 | 1,825.80 |
| GAINESVILLE PAINT & DECOR | 148 | 1,699.00 | 1,699.00 |
| LITTLE & DAVENPORT | 96 | 1,459.00 | 1,459.00 |
| JACKSON EMC | 44 | 1,360.00 | 1,360.00 |
| WINKLER HEATING & AIR CONDITIONING | 32 | 1,148.00 | 1,148.00 |
| TIRE BARN | 28 | 1,000.00 | 1,000.00 |
| DUPLICATING PRODUCTS | 36 | 924.00 | 924.00 |
| Report Totals: | 680 | 18,714.00 | 18,391.80 |

Low/High/Avg. Rate Report

Use this report to show the Lowest, Highest, and Average Unit Rate for a specified date range, regardless of billing frequency, by spot length.

Information Gathering

This report pulls spots from **online log days** for current and future log dates as well as **current and historical invoices** for any logs that are accepted for the specified date range. Be sure that if the report is run for future dates, that those logs dates are indeed online in VT Log Maintenance; otherwise, no spots will show up on the report for those days. This is an **INCOME** based report. **Non-Spot Dollars** will show up in the **Other Column** based on the “run date” or “billing date” of the item. **Bumped Spots are included.** A common grouping or filter for this report is by **Daypart**. The daypart info used on this report is found in VT by selecting the **System Menu** then **Edit Stations**. Then go to the **Station Daypart Setup Tab**. Be sure this section is set up correctly for each station when running this report by daypart.

 **NOTE** - The report will show daypart information based on Spot Placement rather than the schedule target of the order.

Important Information

The report will also print an advertiser name associated with the Lowest/Highest/Average Rate found. Keep in my mind that there could be multiple advertisers that have that rate, and the report is only printing one occurrence. If the report is grouped by Schedule Target it will look at the spot’s order to determine what absolute time or log event it is targeting.

Report Options

| Grouping Options | Filter Options | Other Options |
|----------------------|----------------------|-------------------------------------|
| A/R Account | A/R Account | Include/Exclude Non-Commercial Spot |
| Date Scheduled | Advertiser | Include/Exclude Network Spots |
| Daypart | Daypart | Include/Exclude Zero Rate Spots |
| Income Account | Income Account | Include/Exclude Non-Spots |
| Primary Product Code | Primary Product Code | Gross/Net |
| Salesperson | Salesperson | |
| Schedule Target | Spot Type | |
| Spot Type | Schedule Target | |
| Station | Station | |

Sample Report

Best & Johnson (Corporation Setup)
Low/High/Avg Rate Report
 For Dates 11/03/2010 to 11/03/2010
 Include Non-Commercial, Include Network, Exclude Non-Spot, Include Zero Rate

| | 15 SEC | 30 SEC | 60 SEC | OTHER |
|----------------------|------------------|------------------|----------------------|-------|
| Report Totals | | | | |
| Report Low Rate | 0.00 NPR Credits | 0.00 WJMT-Promos | 25.00 Cliffs Tattoos | 0.00 |
| Report High Rate | 0.00 NPR Credits | 75.00 Kroger | 25.00 Cliffs Tattoos | 0.00 |
| Report Avg. Rate | 0.00 | 7.30 | 25.00 | 0.00 |
| Report Income | 0.00 | 935.00 | 125.00 | 0.00 |
| Report Units | 12 | 128 | 5 | 0 |

New Business Report

Use this report to show new orders that have been entered within a specified date range to show what new business has been added for each station.

Information Gathering

This report looks directly at an order's actual **entry date** to determine if it was entered within the date range specified on the report. The **Order Total** represents the entire ordered billing amount regardless of when it actually is projecting. The report also tracks the **approval status** of an order showing if it is pending, unapproved, or declined.

Important Information

This report does NOT track changes that have been made to an order due to modifications, cancellations, etc. It will only show total order dollars for all orders *entered* for the specified date range. *See the Business Track Report for tracking changes and modifications to an order.*

Report Options

| Grouping Options | Filter Options | Other Options |
|-------------------|---------------------|--|
| A/R Account Name | A/R Account | Gross or Net |
| Exchange Source | Advertiser | Include/Exclude Order Detail |
| Order Entry Date | Advertiser Add Date | Include Only First Time Business (Y/N) |
| Receivables Group | Exchange Source | 1 st Summary Page |
| Sales Category | Receivables Group | 2 nd Summary Page |
| Salesperson | Sales Category | 3 rd Summary Page |
| Spot Type | Salesperson | Order Approval Status to Include: (Pending |
| Statement Group | Spot Type | Order Only/Approved Orders Only/Declined |
| Station | Statement Group | Orders Only/Both Approved & Pending/All |
| | Station | Orders) |

Sample Report

Taylor & Johnson Broadcasting

New Business Report

For Dates 06/01/2004 to 06/30/2004

Grouped by: Salesperson

Show Gross Figures

WJVT

| <u>Id#</u> | <u>Advertiser</u> | <u>Salesperson</u> | <u>Date Entered</u> | <u>Order #</u> | <u>Approval Status</u> | <u>Start</u> | <u>End</u> | <u>Order Total</u> |
|----------------------------|-------------------|--------------------|---------------------|----------------|------------------------|--------------|------------|--------------------|
| Johnson, Amy | | | | | | | | |
| 75 | ADCOCK FURNITURE | Johnson, Amy | 6/29/2004 | 75-00005 | Not Required | 4/5/2004 | 4/11/2004 | \$250.00 |
| 75 | ADCOCK FURNITURE | Johnson, Amy | 6/29/2004 | 75-00006 | Not Required | 4/6/2004 | 4/11/2004 | \$500.00 |
| Johnson, Amy Total: | | | | | | | | \$750.00 |
| WJVT Total: | | | | | | | | \$750.00 |

TAYLOR & JOHNSON BROADCASTING Total: \$750.00

No Activity Report

Use this report to print all advertisers with no A/R activity for a specified number of months from today's date.

Information Gathering

This report looks at each advertiser's **A/R activity** to determine whether or not to print on this report. The report does NOT look at Order Projections. The spot count and dollars for each listed advertiser represents the gross dollars and spot units billed for the past year.

Important Information

The report will always run starting with "Today's Date" back. So when you specify a particular number of months to show advertisers with no activity, the report will always count from today's date backwards. **A/R Transactions** such as *payments* and *adjustments* must be POSTED to the *A/R Journal* in order to be counted as "activity". **Invoices** must be committed to history to be counted as "activity".

Report Options

| Grouping Options | Filter Options | Other Options |
|--|---|---|
| Default Salesperson No Activity Primary Product Code | Advertiser Default Salesperson Primary Product Code | Months of No Activity to Report (up to 12) Include/Exclude Advertisers with no history Base no activity on Charges/Credits/Both Include/Exclude Disabled Advertisers Document Group |

Sample Report

Best & Johnson (Corporation Name Field)

No Activity

3 months of no Activity, Advertisers with NO history Included, Based on Charges and Credits, Include Disabled Advertisers: Yes

| Customer | Date Added | Last Charge | Last Credit | Spots | Dollars | Product | Comments |
|--|--------------------------|--------------------------|--------------------------|------------|----------------------|----------------------------|-----------------------------|
| Cocos 3655 49th Avenue New York, NY 10013 | 01/03/2006 | 06/25/2006 | | 405 | 40,500.00 | Nightclubs/Bar/Tavern | |
| Commerical Bank 4576 South First Avenue Opelika, AL 36801 | 08/23/2001 | 05/28/2006 | 07/31/2005 | | | Financial Institutions | 334-705-7846 Bill Preston |
| Community Bank 9874 Pepperell Parkway Opelika, AL 36801 | 08/23/2001 | 05/31/2006 | 03/31/2006 | | | Financial Institutions | 334-705-8725 Anna Clarke |
| Crescent Jewelers Donna Groff and Sons Agency 456 College Street Auburn, AL 36805 USA | 01/25/2002 07/24/2001 | 06/25/2006 12/31/2003 | 03/31/2006 01/31/2004 | 21 | 50.00 | Jewelry | <Disabled> |
| Elizabeth Arden/Mens 5 Mercer Road , Natick MA | 10/13/2005 | | | | | Mens Various | |
| Elizabeth Arden/Womens C/O B.J Wholesale 5 Mercer Road , Natick MA | 10/14/2005 | | | | | Health/Diet | |
| Farmers National Bank 345 South 7th Street Opelika, AL 36801 USA | 07/31/2001 | 12/31/2005 | 01/31/2004 | | | Financial Institutions | 334-741-9856 Missy Thompson |
| Flannigans 12334 34th Street New York, NY 10012 | 01/03/2006 | 06/25/2006 | | 162 | 20,250.00 | Restaurant | |
| Flowers-N-Things Grandoodles 11414 Pepperell Parkway Opelika, AL 36801 | 07/19/2001 09/18/2002 | 06/30/2006 06/25/2006 | 03/31/2006 07/31/2005 | 450 140 | 4,500.00 3,080.00 | Florist Gifts/Novelties | |

Order Expiration

Use this report to provide a list of orders that are due to expire within a specified date range.

Information Gathering

The report pulls its information directly from orders.

Important Information

The date range used on the report is an End Date range, which means that the report will only print orders that literally end within the date range specified.

When grouped by station the report looks at the order's spot pattern date ranges to determine the expiration date and dollars for each station.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|--|---|
| Electronic Invoicing Exchange Source Order Description Sales Category Salesperson Statement Group Station | Advertisers Electronic Invoicing Exchange Source Order Description Sales Category Salesperson Statement Group Station | Order Approval Status to Include: (Pending Order Only/Approved Orders Only/Declined Orders Only/Both Approved & Pending/All Orders) |

Sample Report

Taylor & Johnson Broadcasting

Order Expiration

For dates 7/1/2004 to 7/31/2004

TAYLOR & JOHNSON BROADCASTING

| <u>Expires</u> | <u>Advertiser ID#</u> | <u>Advertiser</u> | <u>Order #</u> | <u>Order Desc</u> | <u>Salesperson</u> | <u>Order Total</u> |
|----------------|-----------------------|-------------------|----------------|-------------------|--------------------|--------------------|
| 7/11/2004 | 412 | LONGSTREET CAFE | 412-00002 | | Johnson, Amy | 1,800.00 |
| 7/31/2004 | 14 | AARP | 14-00008 | | Pettijon, Jennifer | 400.00 |
| 7/31/2004 | 3 | ABSOLUTE AUDIO | 3-00010 | | Thomas, Laura | 20.00 |

TAYLOR & JOHNSON BROADCASTING Total: 2,220.00

Order Projections

Use this report to show monthly order projections for up to one year at a time.

Information Gathering

This report pulls its information strictly from orders. The report does NOT take into account any bumped or deleted spots on the log. This is strictly a report based on what is ordered and will reflect any dollar changes due to direct revisions of the order.

Important Information

The report can be run **Media**, **Calendar**, or **Combined**. **Media** will force all orders—regardless of their actual billing frequency—to report monthly dollars based on the Media month. It is a way to see how much the media month is actually worth. **Calendar** will force all orders—regardless of their actual billing frequency—to report monthly dollars based on the Calendar month if you want to see how much the calendar month is literally worth. **Combined** will follow the billing frequency of each order to determine what month the dollars should fall into. This is the most common and most closely follows what is projected to bill out each month.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------------|------------------------|--|
| A/R Account Name | A/R Account | Report Style (Monthly/Weekly) |
| Advertiser | Advertiser | 1 st Summary Page |
| Agency | Agency | 2 nd Summary Page |
| Commission | Commission Method | 3 rd Summary Page |
| Electronic Invoicing | Electronic Invoicing | Billing or Income Based |
| Exchange Source | Exchange Source | Gross or Net |
| Income Account | Income Account | Include/Exclude Non-Spot |
| Industry Code | Industry Code | Include/Exclude Optional Billing |
| Order Description | Order Description | Include/Exclude Order Detail Y/N |
| Primary Product Code | Primary Product Code | Include/Exclude Spot Dollars |
| Receivables Group | Receivables Group | Media/Calendar/Combined Cycle |
| Salesperson | Salesperson | Order Approval Status to Include: (Pending |
| Secondary Product Code | Secondary Product Code | Order Only/Approved Orders Only/Both |
| Spot Type | Spot Type | Approved & Pending) |
| Statement Group | Statement Group | Separate Sales Group Members Y/N |
| Station | Station | |
| Zip/Postal Code | Zip/Postal Code | |

Sample Monthly Report

Taylor & Johnson Broadcasting

Order Projections (Monthly)

For Date(s): For Months Jul 2003 to Jun 2004

Advertiser = "AAMCO TRANSMISSIONS"

Show Gross Figures, Include Non-Spot, Include Optional Billing, Billing Based, Order Detail, Combined

| | Jul 2003 | Aug 2003 | Sep 2003 | Oct 2003 | Nov 2003 | Dec 2003 | Jan 2004 | Feb 2004 | Mar 2004 | Apr 2004 | May 2004 | Jun 2004 | Total |
|--|-------------|-------------|-------------|-----------------|-------------|-------------|-------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| <i>AAMCO TRANSMISSIONS</i> | | | | | | | | | | | | | |
| 12-00002 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 12-00003 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,950.00 | 4,200.00 | 4,200.00 | 5,250.00 | 4,200.00 | 22,800.00 |
| <i>AAMCO TRANSMISSIONS</i> | <i>0.00</i> | <i>0.00</i> | <i>0.00</i> | <i>1,000.00</i> | <i>0.00</i> | <i>0.00</i> | <i>0.00</i> | <i>4,950.00</i> | <i>4,200.00</i> | <i>4,200.00</i> | <i>5,250.00</i> | <i>4,200.00</i> | <i>23,800.00</i> |
| Totals for Jul 2003 - Jun 2004: | | | | | | | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 4,950.00 | 4,200.00 | 4,200.00 | 5,250.00 | 4,200.00 | 23,800.00 |

Sample Weekly Report

Taylor & Johnson Broadcasting

Combined - Order Billing Projection - Gross Amounts - Weekly (Order Detail)

Non Spot Amounts Included / Optional Billing Amounts Included

For months = 07/2004 , Advertiser [No Groups] = AAMCO TRANSMISSIONS

| Jul 2004 | <u>7/4/2004</u> | <u>7/11/2004</u> | <u>7/18/2004</u> | <u>7/25/2004</u> | <u>7/31/2004</u> | Totals |
|--|-----------------|------------------|------------------|------------------|------------------|-----------------|
| <i>AAMCO TRANSMISSIONS</i> | | | | | | |
| 12-00003 | 1,050 | 1,050 | 1,050 | 1,050 | --- | 4,200 |
| Monthly Totals: | 1,050.00 | 1,050.00 | 1,050.00 | 1,050.00 | 0.00 | 4,200.00 |
| Report totals for reported months Jul 2004 - Jul 2004 | | | | | | 4,200.00 |

Pacing/Business Track Report

Use the Business Track report style to show changes in business activity for billing dollar amounts and spot units from one specified date to another. The Pacing report style shows full projections in addition to changes in business activity.

Information Gathering

The report gets its information from the changes made directly to orders that affect spot count and/or order projections due to modifications, cancellations, etc. made by the operator. It also tracks new orders that have been entered for the period requested.

Important Information

There are two sets of dates on the report. There is the **Projected Date Range**, which controls what months the report will print for projections for any *changed activity*. Then there is the **Base Period Date**. This date is the date you are starting from and where the report will begin to track changed activity. The **Compare To Date** is the last date that will be compared. For example, if the Base Period Date is 7/12/09 and the Compare To Date is 7/13/09, the report will track any dollar or unit differences between 7/12/09 and 7/13/09 for ordered activity.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------------------|------------------------------|--|
| A/R Account | A/R Account | Billing or Income Based |
| Advertiser | Advertiser | Column Options (6 months/12 months) |
| Agency | Agency | Gross or Net Billing |
| Commission Method | Commission Method | Include/Exclude Non-Spot Billing |
| Income Account | Income Account | Include/Exclude Optional Billing |
| Industry Code (Adv) | Industry Code (Adv) | Report Style (Business Track//Pacing Report/Pacing Report w/Goals) |
| Order Description (Current) | Order Description (Current) | |
| Order Number | Order Number | |
| Primary Product Code (Adv) | Primary Product Code (Adv) | |
| Receivables Group | Receivables Group | |
| Salesperson | Salesperson | |
| Secondary Product Code (Adv) | Secondary Product Code (Adv) | |
| Spot Type | Spot Type | |
| Statement Group | Statement Group | |
| Station | Station | |
| Zip/Postal Code (Current) | Zip/Postal Code (Current) | |

Sample Report

Best & Johnson (Corporation Setup)

Pacing/Business Track Report

For Months on or after Oct 2010

Compare Dates: 10/01/2010 to 11/20/2010

Grouped by: Advertiser, then by Order Number

Advertiser = "Grandoodles"

Show Gross Figures, Include Non-Spot, Include Optional Billing, Billing Based, Pacing Report, 12 months

| | Oct 2010 | Nov 2010 | Dec 2010 | Jan 2011 | Feb 2011 | Mar 2011 | Apr 2011 | May 2011 | Jun 2011 | Jul 2011 | Aug 2011 | Sep 2011 | TOTAL Oct 2010+ |
|-------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------------------|
| | Amount | Amount | Amount | Amount | Amount | Amount | Amount | Amount | Amount | Amount | Amount | Amount | Amount |
| Grandoodles 37-00023 37-UUUZ6 | 1050 | 840 | 840 | 1050 | 840 | 840 | 840 | 1050 | 840 | 1050 | 840 | 840 | 31200 |
| Changes | 4500 | 10500 | 10500 | 13125 | 10500 | 10500 | 10500 | | | | | | 70125 |
| Prior | 1050 | 840 | 840 | 1050 | 840 | 840 | 840 | 1050 | 840 | 1050 | 840 | 840 | 31200 |
| Difference | 4500 | 10500 | 10500 | 13125 | 10500 | 10500 | 10500 | 0 | 0 | 0 | 0 | 0 | 70125 |
| Current | 5550 | 11340 | 11340 | 14175 | 11340 | 11340 | 11340 | 1050 | 840 | 1050 | 840 | 840 | 101325 |
| Report Totals: | | | | | | | | | | | | | |
| Prior | 1050 | 840 | 840 | 1050 | 840 | 840 | 840 | 1050 | 840 | 1050 | 840 | 840 | 31200 |
| Difference | 4500 | 10500 | 10500 | 13125 | 10500 | 10500 | 10500 | 0 | 0 | 0 | 0 | 0 | 70125 |
| Current | 5550 | 11340 | 11340 | 14175 | 11340 | 11340 | 11340 | 1050 | 840 | 1050 | 840 | 840 | 101325 |

* = Report grouping/filters that are based on current advertiser/order settings only

Projection Vs History

Use this report to compare projections for a particular month to what was billed for the same month last year.

Information Gathering

The report will print monthly figures based on order projections for the month/year range specified on the report, which prints on the first detail line (Proj). The second detail line is based on purchase history for the previous year (Hist). The invoices must be committed to history to show up on the historical detail line.

Important Information

The report will allow up to 12 months to be run at one time starting with any month of the year you wish. The report will automatically adjust the monthly columns to begin with the first month you select. The report will also automatically include the historical detail line based on one year from the projected month/year range selected.

Report Options

| Grouping Options | | Filter Options | | Other Options |
|------------------|-----------------|-----------------|-----------------|----------------------------------|
| Advertiser | Receivables | Advertiser (No | Receivables | Media/Calendar/Combined |
| A/R Account | Group | Groups) | Group | Gross or Net |
| Name | Salesperson | A/R Account | Salesperson | Include/Exclude Non-Spot |
| Agency | Secondary | Name | Secondary | Include/Exclude Optional Billing |
| Income Account | Product Code | Agency | Product Code | Billing or Income Dollars |
| Industry Code | Spot Type | Income Account | Spot Type | |
| Primary Product | Statement Group | Industry Code | Statement Group | |
| Code | Station | Primary Product | Code Station | |

Sample Report

Taylor & Johnson Broadcasting

Advertiser Projection Vs. History

For Date(s): For Months Jan 2003 to Dec 2003

Advertiser = "AFFORDABLE HEALTH & LIFE PLANS"

Combined, Show Gross Figures, Include Non-Spot, Include Optional Billing, Billing Based, Full Detail Figures

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-------------------------------------|-----|-----|-----|-----|-------|-------|-------|-------|-----|-----|-----|-----|-------|
| AFFORDABLE HEALTH & LIFE | | | | | | | | | | | | | |
| Jan 2003 - Dec 2003 Proj | 0 | 0 | 0 | 523 | 1,046 | 1,046 | 1,046 | 1,046 | 523 | 0 | 0 | 0 | 5,230 |
| Jan 2002 - Dec 2002 Hist | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Variance | 0 | 0 | 0 | 523 | 1,046 | 1,046 | 1,046 | 1,046 | 523 | 0 | 0 | 0 | 5,230 |
| Totals: | | | | | | | | | | | | | |
| Jan 2003 - Dec 2003 Proj | 0 | 0 | 0 | 523 | 1,046 | 1,046 | 1,046 | 1,046 | 523 | 0 | 0 | 0 | 5,230 |
| Jan 2002 - Dec 2002 Hist | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Variance | 0 | 0 | 0 | 523 | 1,046 | 1,046 | 1,046 | 1,046 | 523 | 0 | 0 | 0 | 5,230 |

Purchase History

Use this report to show sales history for a specified period.

Information Gathering

This report pulls invoice dollars directly from Advertiser Purchase History. Invoices must be committed to history for the period specified in order to show up on this report.

Important Information

There are two report styles. The **Monthly Summary** version without comparing to previous year shows monthly dollars up to one year at a time. The **Invoice Detail** version prints each invoice in history for the period specified while also including spot count for 30s and 60s as well as both gross and net dollars. To get **advertiser detail** on either report, you must group the report by **advertiser**. Otherwise, you will get general totals for each grouping item or if no grouping is chosen, you will get report totals only. The **Monthly Summary** version also allows you to compare the month/year range specified to the previous year. When choosing this option, you get quarterly totals as well as monthly totals.

Report Options

| Grouping Options | | Filter Options | | Other Options |
|------------------|----------------------|------------------|----------------------|--|
| A/R Account Name | Primary Product Code | A/R Account Name | Primary Product Code | Monthly Summary/Inv Detail Compare Against Prev. Year Y/N Gross or Net Include/Exclude Non-Spot Include/Exclude Optional Billing Billing or Income Based Media/Calendar/Combined Cycle |
| Advertiser | Receivables | Advertiser | Receivables | |
| Agency Default | Group | Agency Default | Group | |
| Salesperson | Salesperson | Salesperson | Salesperson | |
| Electronic | Secondary | Electronic | Secondary | |
| Invoicing | Product Code | Invoicing | Product Code | |
| Income Account | Spot Type | Income Account | Spot Type | |
| Industry Code | Statement Group | Industry Code | Statement Group | |
| Invoice | Station | Invoice | Station | |
| Description | Zip/Postal Code | Description | Zip/Postal Code | |

Sample Purchase History Monthly Summary Report

Taylor & Johnson Broadcasting

Purchase History (Monthly Summary Version without yearly comparisons)

For Date(s): For Months Jan 2003 to Dec 2003

Grouped by: Advertiser

(Advertiser = "101 BIBLE CLASS" or Advertiser = "AAMCO TRANSMISSIONS" or Advertiser = "ABSOLUTE AUDIO")

Monthly Summary, . Show Gross Figures, Include Non-Spot, Include Optional Billing, Billing Based, Combined

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|----------------------------|-----|-----|-----|-----|-----|-----|-----|------|------|------|-----|-----|-------|
| 101 BIBLE CLASS | 240 | 240 | 300 | 240 | 240 | 300 | 240 | 2400 | 5235 | 1790 | 425 | 390 | 12040 |
| AAMCO TRANSMISSIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1000 | 0 | 0 | 1000 |
| ABSOLUTE AUDIO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 520 | 200 | 0 | 0 | 720 |
| Report Totals: | 240 | 240 | 300 | 240 | 240 | 300 | 240 | 2400 | 5755 | 2990 | 425 | 390 | 13760 |

Sample Purchase History Invoice Detail Report

Taylor & Johnson Broadcasting

Purchase History

For Date(s): For Months Jan 2003 to Dec 2003

Grouped by: Advertiser

Advertiser = "ABSOLUTE AUDIO"

Invoice Detail, Compared against Previous Year, Show Gross Figures, Include Non-Spot, Include Optional Billing, Billing Based, Combined

| Invoice # | 30's | 60's | Total Dollars | |
|-------------------------------|----------|-----------|---------------|---------------|
| | | | Gross | Net |
| ABSOLUTE AUDIO | | | | |
| [Sep 2003] 3-00002-0000 | 0 | 12 | 360.00 | 360.00 |
| [Sep 2003] 3-00003-0000 | 0 | 5 | 100.00 | 100.00 |
| [Sep 2003] 3-00004-0000 | 0 | 3 | 60.00 | 60.00 |
| [Oct 2003] 3-00002-0001 | 0 | 4 | 120.00 | 120.00 |
| [Oct 2003] 3-00003-0001 | 0 | 2 | 40.00 | 40.00 |
| [Oct 2003] 3-00004-0001 | 0 | 2 | 40.00 | 40.00 |
| ABSOLUTE AUDIO Totals: | 0 | 28 | 720.00 | 720.00 |
| Report Totals: | 0 | 28 | 720.00 | 720.00 |

Revenue by Log Event

Use this report to show how much income was generated by Log Event for each advertiser for a specified date range.

Information Gathering

This report pulls its information directly from current and committed invoices; therefore, logs must be accepted to billing in order for any information to show up on this report for the date range specified.

Important Information

Since the report is tracking income by **log event**, orders MUST be entered to target a specific log event rather than a time range to track how much revenue was generated for a particular log event; otherwise, those spots will be listed on the report as <Undefined Event> for that advertiser. The report automatically groups by Income Account then by Log Event. Then the report will total each advertiser's activity by date for each log event.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------------|---|---------------|
| Salesperson Station | Advertiser Income Account Log Event Salesperson Spot Type Statement Group Station | |

Sample Report

Taylor & Johnson Broadcasting

Revenue by Log Event

For 4/5/2004, Advertiser = CORNER DRUGS

TAYLOR & JOHNSON BROADCASTING

Local

| Event | Date | Advertiser | Minutes Sold | Gross Amount | Order Disc. Rate | Less Discount | Agency Comm. Rate | Net | Sales Comm. Rate | Net |
|----------------------|----------|--------------|--------------|---------------|------------------|---------------|-------------------|---------------|------------------|---------------|
| 1-Morning | 4/5/2004 | CORNER DRUGS | 0.5 | 20.00 | 0.00% | 20.00 | 0.00% | 20.00 | 0.00% | 20.00 |
| 2-Midday | 4/5/2004 | CORNER DRUGS | 0.5 | 20.00 | 0.00% | 20.00 | 0.00% | 20.00 | 0.00% | 20.00 |
| 3-Afternoon | 4/5/2004 | CORNER DRUGS | 0.5 | 20.00 | 0.00% | 20.00 | 0.00% | 20.00 | 0.00% | 20.00 |
| 4-Evening | 4/5/2004 | CORNER DRUGS | 0.5 | 20.00 | 0.00% | 20.00 | 0.00% | 20.00 | 0.00% | 20.00 |
| 5-Overnight | 4/5/2004 | CORNER DRUGS | 0.5 | 20.00 | 0.00% | 20.00 | 0.00% | 20.00 | 0.00% | 20.00 |
| Local Totals: | | | 2.50 | 100.00 | | 100.00 | | 100.00 | | 100.00 |

TAYLOR & JOHNSON BROADCASTING Totals: 2.50 100.00 100.00 100.00 100.00

Sales Goals Analysis

Use this report to compare the salesperson's goal to what is sold for each month and show the percentage of goal reached.

Information Gathering

This report gets the salesperson goal information from the salesperson itself. When editing a salesperson, you can click on the button for History & Goals where you can enter a goal value [g] for each month for the salesperson. That goal information is then printed on the report. The report will compare the goal for each month to order projections for current and future unclosed months. The report will also compare the goal to historical dollars based on Purchase History for the months that are closed through Statement Processing.

Important Information

There are two Report Styles for this report: 3-Month and 12-Month.

Running the report for the Media Cycle, will force the report to reflect media month figures for each month, regardless of the billing cycle—for projected and historical dollars; monthly salesperson goals will also be converted to a media month value. Running the report for the Calendar Cycle will force the report to reflect calendar month figures for each salesperson regardless of the actual billing cycle. Running the report for the Combined Cycle will look at the billing frequency and show the figures for each month based on how the order will be billed or how the invoice was billed if run historically. It looks at the Invoice Date to determine what month the invoice will fall into for historical months. That's why it is very important to be sure that each invoice is properly dated with the correct closing date (official date) prior to committing invoices to history.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|---|---|
| A/R Account Name Sales Category Salesperson Statement Group Station | A/R Account Name Sales Category Salesperson Statement Group Station | Report Style (3-Month/12-Month) Media/Calendar/Combined Cycle Level Detail Sales Goals Billing or Income Gross or Net Include/Exclude Non-Spot Billing Include/Exclude Optional Billing Separate Sales Group Members (Y/N) 1 st Summary Page 2 nd Summary Page 3 rd Summary Page |

Sample 3 Month Report

Best & Johnson (Corporation Name Field)

Sales Goals Analysis

For Months Apr 2006 to Jun 2006

Grouped by: Salesperson

3 month, Combined, Summary, Billing Based, Show Gross Figures, Exclude Non-Spot, Exclude Optional Billing, Separate Sales Group Members = No

| | Apr 2006 | | | May 2006 | | | Jun 2006 | | | Totals | | |
|-----------------------|----------|------|-------|----------|----------|---------|----------|-----------|---------|-----------|-----------|---------|
| | Goal | Sold | % | Goal | Sold | % | Goal | Sold | % | Goal | Sold | % |
| <Unassigned> | 0.00 | 0.00 | 0.00% | 0.00 | 9830.00 | 0.00% | 0.00 | 43140.00 | 0.00% | 0.00 | 52770.00 | 0.00% |
| Brantley, Richard | 15000.00 | 0.00 | 0.00% | 20000.00 | 8720.00 | 43.60% | 15500.00 | 51400.00 | 331.61% | 50500.00 | 60120.00 | 119.05% |
| Bullock, Kay | 16000.00 | 0.00 | 0.00% | 16000.00 | 33830.00 | 211.44% | 20000.00 | 75570.62 | 377.85% | 52000.00 | 109400.62 | 210.39% |
| Kay/Larry | 0.00 | 0.00 | 0.00% | 0.00 | 5326.50 | 0.00% | 0.00 | 3015.00 | 0.00% | 0.00 | 8341.50 | 0.00% |
| Krugler, Sharon | 15000.00 | 0.00 | 0.00% | 20000.00 | 10890.00 | 54.40% | 15000.00 | 39080.00 | 240.53% | 50000.00 | 49980.00 | 93.92% |
| Oneal, Larry | 25500.00 | 0.00 | 0.00% | 25500.00 | 16050.00 | 62.94% | 30000.00 | 32040.00 | 106.80% | 81000.00 | 48090.00 | 59.37% |
| WAPT Hanson, Sally | 0.00 | 0.00 | 0.00% | 0.00 | 8494.00 | 0.00% | 0.00 | 22400.00 | 0.00% | 0.00 | 232494.00 | 0.00% |
| Report Totals: | 71500.00 | 0.00 | 0.00% | 81500.00 | 92920.50 | 114.01% | 80500.00 | 485245.62 | 577.94% | 233500.00 | 558166.12 | 239.04% |

Sample 12 Month Report

Best & Johnson (Corporation Name Field)

Sales Goals Analysis

For Months Jan 2006 to Dec 2006

Grouped by: Salesperson

12 month, Combined, Summary, Billing Based, Show Gross Figures, Exclude Non-Spot, Exclude Optional Billing, Separate Sales Group Members = No

| | Jan 2006 | Feb 2006 | Mar 2006 | Apr 2006 | May 2006 | Jun 2006 | Jul 2006 | Aug 2006 | Sep 2006 | Oct 2006 | Nov 2006 | Dec 2006 | Total |
|-----------------------|-----------------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| <Unassigned> | Goal: 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Sold: 19730.00 | 4200.00 | 5950.00 | 0.00 | 9830.00 | 43140.00 | 52950.00 | 43290.00 | 43140.00 | 52950.00 | 43140.00 | 52950.00 | 370770.00 |
| | %: 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Brantley, Richard | Goal: 32000.00 | 20000.00 | 15000.00 | 15000.00 | 20000.00 | 15500.00 | 20000.00 | 25000.00 | 25000.00 | 27000.00 | 29000.00 | 30000.00 | 273500.00 |
| | Sold: 21325.00 | 1935.00 | 4140.00 | 0.00 | 8720.00 | 51400.00 | 83340.00 | 51540.00 | 49370.00 | 60800.00 | 49700.00 | 60550.00 | 421620.00 |
| | %: 66.64% | 9.68% | 27.60% | 0.00% | 43.60% | 331.61% | 316.70% | 206.16% | 197.48% | 224.44% | 167.93% | 201.83% | 154.16% |
| Bullock, Kay | Goal: 10000.00 | 15000.00 | 12000.00 | 16000.00 | 16000.00 | 20000.00 | 25000.00 | 25000.00 | 25000.00 | 25000.00 | 30000.00 | 35000.00 | 254000.00 |
| | Sold: 38726.00 | 12922.50 | 12381.00 | 0.00 | 33930.00 | 75570.62 | 93933.50 | 75416.00 | 73812.50 | 80178.00 | 84380.00 | 80178.00 | 641424.12 |
| | %: 387.26% | 86.15% | 103.18% | 0.00% | 211.44% | 377.85% | 375.73% | 301.66% | 295.65% | 320.70% | 214.90% | 229.07% | 262.53% |
| Kay/Larry | Goal: 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Sold: 3046.50 | 2914.00 | 2914.50 | 0.00 | 5326.50 | 3015.00 | 3115.50 | 3115.50 | 2110.50 | 0.00 | 0.00 | 0.00 | 25490.00 |
| | %: 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Krugler, Sharon | Goal: 10000.00 | 10000.00 | 12000.00 | 15000.00 | 20000.00 | 15000.00 | 20000.00 | 15000.00 | 15000.00 | 10000.00 | 15000.00 | 15000.00 | 172000.00 |
| | Sold: 17951.00 | 5180.00 | 5405.00 | 0.00 | 10960.00 | 36090.00 | 43228.00 | 34560.00 | 34250.00 | 39375.00 | 31500.00 | 39375.00 | 297801.00 |
| | %: 179.51% | 51.80% | 45.04% | 0.00% | 54.40% | 240.53% | 216.13% | 230.63% | 228.33% | 393.75% | 210.00% | 262.50% | 173.14% |
| Oneal, Larry | Goal: 15000.00 | 20000.00 | 25000.00 | 25000.00 | 25500.00 | 30000.00 | 30000.00 | 20000.00 | 20000.00 | 15000.00 | 12000.00 | 15000.00 | 253000.00 |
| | Sold: 7394.00 | 672.00 | 3252.00 | 0.00 | 16050.00 | 32040.00 | 44034.00 | 38894.00 | 33660.00 | 41364.00 | 21720.00 | 28994.00 | 264374.00 |
| | %: 49.29% | 3.36% | 13.01% | 0.00% | 62.94% | 106.80% | 146.78% | 194.32% | 169.80% | 275.96% | 181.00% | 179.98% | 104.50% |
| WAPT Hanson, Sally | Goal: 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Sold: 97750.00 | 0.00 | 0.00 | 0.00 | 8494.00 | 22400.00 | 28010.00 | 22400.00 | 22400.00 | 28000.00 | 22400.00 | 28000.00 | 1832244.00 |
| | %: 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Report Totals: | Goal: 87000.00 | 65000.00 | 64000.00 | 71500.00 | 81500.00 | 80500.00 | 95000.00 | 85000.00 | 85000.00 | 77000.00 | 86000.00 | 95000.00 | 952500.00 |
| | Sold: 195924.50 | 27723.50 | 33742.50 | 0.00 | 92920.50 | 465245.62 | 580808.00 | 469805.50 | 460743.00 | 554495.00 | 433440.00 | 540045.00 | 3853693.12 |
| | %: 224.22% | 42.65% | 52.72% | 0.00% | 114.01% | 577.94% | 611.17% | 551.54% | 542.05% | 720.12% | 504.00% | 568.47% | 404.50% |

Salesrep Collection Report

Use this report to show what A/R balances are currently owed for each advertiser in addition to tracking any month-to-date payments, net sales, or adjustments that have been applied to that advertiser.

Information Gathering

This report pulls information directly from the A/R Statement of each advertiser. The Balance Month End column represents the beginning balance from the prior month. In the Month-to-Date section, the report tracks any payments, net sales, or adjustments that have been applied to the advertiser as of the month requested on the report. The Current Balance column is the total net balance that is owed for the advertiser followed by the aging section that ages the amounts from 0-30 to 120+.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|--|--|
| Primary Product Code Receivables Group Salesperson Statement Group | A/R Account Advertiser Primary Product Code Receivables Group Salesperson Statement Group | A/R or A/R Holding Include/Exclude Official Invoices Suppress Zero Balance Advertisers |

Sample Report

SalesRep Collection Report

For Months On or before Feb 2009

Grouped by: Default Salesperson

Advertiser between "101 BIBLE CLASS" and "365 AUTO SALVAGE" and Salesperson = "Pettijon, Jennifer"

All Amounts, Include Official Invoices, Advertisers w/Zero Balances Included

| Advertiser | SP Ref ID | Balance Month End | *.....Month to Date | | | Current Balance | *..... Customer Current Status | | | | |
|---------------------------------------|-----------|-------------------|---------------------------|---------|-------------|-----------------|--------------------------------------|--------|--------|--------|----------|
| | | | Payments | N-Sales | Adjustments | | 0-30 | 30-60 | 61-90 | 91-120 | 120+ |
| Pettijon, Jennifer 101 BIBLE CLASS | 4 | 7,833.35 | -350.00 | 420.75 | 740.00 | 8,746.60 | 1,173.25 | 348.05 | 341.78 | 458.52 | 6,425.00 |
| Totals: | | 7,833.35 | -350.00 | 420.75 | 740.00 | 8,746.60 | 1,173.25 | 348.05 | 341.78 | 458.52 | 6,425.00 |
| Totals: Pettijon, Jennifer | | 7,833.35 | -350.00 | 420.75 | 740.00 | 8,746.60 | 1,173.25 | 348.05 | 341.78 | 458.52 | 6,425.00 |
| Report Totals: | | 7,833.35 | -350.00 | 420.75 | 740.00 | 8,746.60 | 1,173.25 | 348.05 | 341.78 | 458.52 | 6,425.00 |

Standard History Report

To show historical monthly transaction totals for Gross/Net Sales, Spot Count, Payments, A/R Adjustments, & Finance Charges in any combination for up to 5 years at a time all on one report.

Information Gathering

The report pulls from advertiser purchase history to get the gross/net sales & spot count; therefore, invoices must be committed to history in order to show up on this report. All A/R transactions must be posted to the A/R Journal in order to show up on this report.

Important Information

When running the report using the combined cycle, it will age A/R transactions based on the aging type that is set up for the statement group (Monthly Calendar or Monthly Media). If the Daily aging type is used, then A/R transactions will age based on the calendar month.

Rules for A/R Transactions & Income Accounts: If the transaction is applied to an invoice using only one type of income, then those dollars will be shown under that specific income account. If, however, multiple types of income accounts are used on the invoice or the transaction is not applied to an invoice, then the dollars will be shown under the advertiser's Default Income Account.

Rules for A/R Transactions & Station reference: If the transaction is applied to an invoice using only one station, then those dollars will be shown under that specific station; however, if multiple stations are found on the invoice or the A/R transactions are not applied to an invoice, then those dollars will be shown under an <Unassigned> station.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------------|------------------------|-----------------------------------|
| A/R Account | A/R Account | Sales to Display (Gross/Net/Both) |
| Advertiser | Advertiser | Billing or Income Based |
| Agency | Agency | Electronic Invoicing |
| Default Salesperson | Default Salesperson | Include/Exclude Non-Spot Billing |
| Electronic Invoicing | Electronic Invoicing | Include/Exclude Optional Billing |
| Income Account | Income Account | Include/Exclude Payments |
| Industry Code | Industry Code | Include/Exclude A/R Adjustments |
| Primary Product Code | Primary Product Code | Include/Exclude Finance Charges |
| Receivables Group | Receivables Group | Include/Exclude Spot Count |
| Salesperson | Salesperson | Media/Calendar/Combined Cycle |
| Secondary Product Code | Secondary Product Code | 1st Summary Page |
| Statement Group | Statement Group | 2nd Summary Page |
| Station | Station | 3rd Summary Page |
| Zip/Postal Code | Zip/Postal Code | 4th Summary Page |
| | | 5th Summary Page |

Sample Standard History Report

Best & Johnson (Corporation Name Field)

Standard History

For Months Jan 2006 to Dec 2006

Grouped by: Advertiser

Billing Based, Include Non-Spot, Include Optional Billing, Include Payments, Include A/R Adjustments, Include Finance Charges, Include Spot Count, Calendar Cycle

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-----------------------|----------|----------|------------|----------|----------|---------|-----------|-----------|----------|----------|----------|----------|------------|
| Char-Burger | | | | | | | | | | | | | |
| 2006 Gross Sales | 0.00 | 0.00 | 0.00 | 0.00 | 90.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 90.00 |
| 2006 Net Sales | 0.00 | 0.00 | 0.00 | 0.00 | 90.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 90.00 |
| 2006 Finance Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.54 | 1.54 | 1.54 | 1.54 | 1.54 | 1.54 | 1.54 | 10.78 |
| 2006 Total Spots | 0 | 0 | 0 | 0 | 6 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 13 |
| Cookies Cookie Basket | | | | | | | | | | | | | |
| 2006 Total Spots | 104 | 92 | 108 | 104 | 103 | 0 | 204 | 108 | 64 | 0 | 0 | 0 | 887 |
| Dew Drop Inn | | | | | | | | | | | | | |
| 2006 Total Spots | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 112 | 39 | 151 |
| Lobster Log | | | | | | | | | | | | | |
| 2006 Gross Sales | 9800.00 | 7560.00 | 7840.00 | 7840.00 | 9800.00 | 0.00 | 17360.00 | 7840.00 | 7840.00 | 8925.00 | 7840.00 | 7735.00 | 100380.00 |
| 2006 Net Sales | 9800.00 | 7560.00 | 7840.00 | 7840.00 | 9800.00 | 0.00 | 17360.00 | 7840.00 | 7840.00 | 8925.00 | 7840.00 | 7735.00 | 100380.00 |
| 2006 A/R Adjustments | 0.00 | 0.00 | -48518.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -48518.40 |
| 2006 Finance Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 283.12 | 283.12 | 561.75 | 687.58 | 813.41 | 956.66 | 1082.49 | 4668.13 |
| 2006 Total Spots | 280 | 216 | 224 | 224 | 280 | 0 | 496 | 224 | 224 | 255 | 224 | 221 | 2868 |
| Smitty's Ski Shop | | | | | | | | | | | | | |
| 2006 Total Spots | 230 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 230 |
| Report Totals | | | | | | | | | | | | | |
| 2006 Gross Sales | 61582.00 | 34756.00 | 36795.00 | 36530.25 | 38445.50 | 0.00 | 60916.00 | 30514.40 | 22930.00 | 35952.00 | 29501.00 | 29431.50 | 417353.65 |
| 2006 Net Sales | 61582.00 | 34756.00 | 36795.00 | 36530.25 | 38445.50 | 0.00 | 60916.00 | 30514.40 | 22930.00 | 35952.00 | 29501.00 | 29431.50 | 417353.65 |
| 2006 Payments | 0.00 | 0.00 | -192241.73 | -3000.00 | -150.00 | 0.00 | 0.00 | -242.40 | 0.00 | 0.00 | 0.00 | 0.00 | -195634.13 |
| 2006 A/R Adjustments | 0.00 | 0.00 | -147590.68 | -5956.16 | -2901.20 | 0.00 | -85894.01 | -13576.80 | -62.64 | 0.00 | 72.91 | -35.12 | -255943.70 |
| 2006 Finance Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1223.09 | 453.00 | 714.96 | 1194.89 | 1562.87 | 2134.31 | 2606.87 | 9889.99 |
| 2006 Total Spots | 4105 | 3084 | 3110 | 3036 | 3172 | 0 | 5557 | 2680 | 2134 | 2521 | 3264 | 2965 | 35628 |

Visual Traffic Order Reports

Open Orders

The Open Orders report lists all orders that are open, currently running or not expired as of the date specified.

Information Gathering

This report looks directly at an orders run date to determine if it is considered open within the date range specified.

Important Information

The Spot Quantity and Order Total represent the entire order and not just the amounts within the specified date range the report was run for. If the report is grouped or filtered by station the Spot Quantity and Order Totals will only represent the station(s) specified.

Report Options

| Grouping Options | Filter Options | Other Options |
|--------------------------------|--------------------------------|---|
| A/R Account | A/R Account | Order Approval Status to Include: (Pending Order Only/Approved Orders Only/Declined Orders Only/Both Approved & Pending/All Orders) |
| Advertiser | Advertiser | |
| Agency | Agency | |
| Agency Discount Name | Agency Discount Name | |
| Electronic Invoicing | Electronic Invoicing | |
| End Date | End Date | |
| Exchange Source | Exchange Source | |
| Invoice Frequency | Invoice Frequency | |
| Order Description | Order Description | |
| Order Discount Name | Order Discount Name | |
| Order Type Name: Per Spot, Per | Order Type Name: Per Spot, Per | |
| Spot AvgRate, Package | Spot AvgRate, Package | |
| Receivables Group | Receivables Group | |
| Sales Category | Sales Category | |
| Salesperson | Salesperson | |
| Salesperson Commission | Salesperson Commission | |
| Start Date | Start Date | |
| Statement Group | Statement Group | |
| Station | Station | |

Sample Report

Best & Johnson (Corporation Name Field)

Open Orders

For Dates On or before 12/12/2006
Start Date between "01/01/2006" and "10/16/2006"

| Advertiser | Order Number | Start Date | End Date | A/R Account Name | Salesperson | Spot Qty | Order Total |
|------------------------------------|--------------|------------|------------|------------------|--------------------|--------------|-------------------|
| Blakeman & Bister Investment Group | 24-00046 | 02/23/2006 | 12/31/2009 | A/R Cash WJVT | Brantley, Richard | 1006 | 50300.00 |
| Lo Jack | 47-00002 | 01/01/2006 | 01/11/2007 | A/R Cash WVIT | Brantley, Richard | 2400 | 120000.00 |
| South Hampton Buick | 48-00002 | 01/01/2006 | 01/11/2007 | A/R Cash WVIT | Krugler, Sharon | 3600 | 270000.00 |
| Watson's Mens Wear | 49-00002 | 01/01/2006 | 01/11/2007 | A/R Cash WVIT | Brantley, Richard | 2880 | 288000.00 |
| Flannigans | 50-00002 | 01/01/2006 | 01/11/2007 | A/R Cash WVIT | Bullock, Kay | 1440 | 180000.00 |
| Cliff's Tattoos | 51-00002 | 01/01/2006 | 01/11/2007 | A/R Cash WVIT | Oseal, Larry | 3600 | 180000.00 |
| NYPD Recruitment | 52-00002 | 01/01/2006 | 01/11/2007 | A/R Cash WVIT | WAPT Hanson, Sally | 2400 | 360000.00 |
| Cocos | 53-00002 | 01/01/2006 | 01/11/2007 | A/R Cash WVIT | Bullock, Kay | 3600 | 360000.00 |
| Ramp Chevy | 54-00002 | 01/01/2006 | 01/11/2007 | A/R Cash WVIT | WAPT Hanson, Sally | 2880 | 720000.00 |
| Hollywood Tans | 55-00002 | 01/01/2006 | 01/31/2007 | A/R Cash WVIT | Smith, Sharon | 5772 | 18000.00 |
| Irish Coffee Pub | 56-00002 | 01/01/2006 | 01/11/2007 | A/R Cash WVIT | < Unassigned > | 2880 | 331200.00 |
| New York Lottery | 57-00002 | 01/01/2006 | 01/11/2007 | A/R Cash WVIT | WAPT Hanson, Sally | 3360 | 840000.00 |
| Report Totals: | | | | | | 35818 | 3717500.00 |

Order Audit Trail

This report shows all changes made to an order while also including the date/time the change was made and the user name and machine name from where the change originated.

Information Gathering

The report prints all changes or revisions directly made to orders by the user. This report can also be printed from within VT by going to the Create/Edit Orders menu, highlighting a particular order for an advertiser, and selecting the Audit Info button at the bottom.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---|---------------|
| | Advertiser Current Salesperson Order Statement Group | |

Sample Report

Best & Johnson (Corporation Setup)
Order Audit Trail
Advertiser = "Hollywood Tans"

Huntsville Stations

| Hollywood Tans Order # 55-00002 | <u>Date And Time of Change</u> | <u>User Name</u> | <u>Machine Name</u> | <u>Action</u> |
|--|--|-----------------------|--------------------------------------|---|
| | 2006-01-03 11:40:55.217 | VTaylor | VICKIE AMD | +New Order Started |
| | <u>Change(s) made to:</u> New Order | | <u>Old Value</u> New Order Added | <u>New Value</u> Order Number: [55-00002] |
| | 2006-01-03 11:42:50.467 | VTaylor | VICKIE AMD | +New Order Accepted |
| | <u>Change(s) made to:</u> Detailed changes to: Order Header | | <u>Old Value</u> | <u>New Value</u> |
| | Start Date | | | 01/01/2006 |
| | End Date | | | 01/01/2006 |
| | Gross Billing Amount | 0.00 | | 3000.00 |
| | Total Tax Amount | 0.00 | | 420.00 |
| | Net Billing Amount | 0.00 | | 3420.00 |
| | Net Income Amount | 0.00 | | 3420.00 |
| | Pattern Definition Change | New Pattern Def Added | | Order Num: [55-00002] Pattern Inc#: [1] |
| | Billing Def Change | New Billing Def Added | | Order Num: [55-00002] Billing Inc #: [1] |
| | 2006-01-03 11:44:28.077 | VTaylor | VICKIE AMD | *Order Edited |
| | <u>Change(s) made to:</u> Detailed changes to: On-Air Def#: [1] Copy Reference | | <u>Old Value</u> T/AB 1 | <u>New Value</u> Hollywood Tans |
| | 2006-03-08 08:53:37.610 | Commit Invoice | Server | Invoice Archived by Commit Process |
| | <u>Change(s) made to:</u> Invoice Deletion | | <u>Old Value</u> Invoice Archived | <u>New Value</u> Invoice Id: 55-00002-0000 |
| | 2006-04-25 08:42:47.437 | Commit Invoice | Server | Invoice Archived by Commit Process |
| | <u>Change(s) made to:</u> Invoice Deletion | | <u>Old Value</u> Invoice Archived | <u>New Value</u> Invoice Id: 55-00002-0001 |
| | 2006-05-18 12:00:05.937 | VBest | VICKIE AMD | *Order Edited |
| | <u>Change(s) made to:</u> Detailed changes to: Order Header | | <u>Old Value</u> | <u>New Value</u> |
| | End Date | 01/01/2006 | | 01/01/2007 |
| | Gross Billing Amount | 3000.00 | | 24000.00 |
| | Total Tax Amount | 420.00 | | 3360.00 |
| | Net Billing Amount | 3420.00 | | 27360.00 |
| | Net Income Amount | 3420.00 | | 27360.00 |
| | Pattern Definition Change | New Pattern Def Added | | Order Num: [55-00002] Pattern Inc#: [2] |
| | Billing Def Change | New Billing Def Added | | Order Num: [55-00002] Billing Inc #: [2] |

Order Audit Trail (Deleted Orders)

This report shows all changes made to a deleted order while also including the date/time the change was made and the user name and machine name from where the change originated.

Information Gathering

The report prints all changes or revisions directly made to an order that has since been deleted by the user. You can view all deleted order numbers for a particular advertiser as well as printing this same audit information in VT itself by going into the Orders Menu and selecting Utilities and then Deleted Orders.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|------------------------------|---------------|
| | Advertiser Deleted Orders | |

Sample Report

Taylor & Johnson Broadcasting

Order Audit Trail (Deleted Orders)

Deleted Orders = 671-00007

Advance Auto Parts - Order #: 671-00007

| Date And Time of Change | User Name | Machine Name | Change Made To: | Order Header, Field: [New Order] |
|-------------------------|-----------|--------------|-----------------|---|
| 2004/08/24 14:57:34.09 | wjohnson | TEST4 | Old Value: | New Order Added |
| | | | New Value: | Order Number: [671-00007] |
| 2004/08/24 14:57:41.28 | wjohnson | TEST4 | Change Made To: | Order Header, Field: [Start Date] |
| | | | Old Value: | |
| | | | New Value: | 08/24/2004 |
| | | | Change Made To: | Order Header, Field: [End Date] |
| | | | Old Value: | |
| | | | New Value: | 08/24/2004 |
| 2004/08/24 14:57:48.51 | wjohnson | TEST4 | Change Made To: | Order Header, Field: [Order Deletion] |
| | | | Old Value: | Order Deleted |
| | | | New Value: | Order Number: [671-00007] |

Order Listing (Detailed)

Use this report to print a listing of all orders entered for a specific date range with more detailed information for accuracy checking.

Information Gathering

This report looks directly at an order's actual **entry date** to determine if it was entered within the date range specified on the report. The Order Total represents the entire ordered billing amount regardless of when it actually is projecting.

Important Information

This is a very useful report when you want to see not only what business has been added for a specific date range but also how general information has been coded on the order for accuracy checking to proactively correct mistakes.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|---|---|
| A/R Account Exchange Source Order Entry Date Receivables Group Sales Category Salesperson | A/R Account Advertiser Exchange Source Receivables Group Sales Category Salesperson Statement Group | Order Approval Status to Include: (Pending Order Only/Approved Orders Only/Declined Orders Only/Both Approved & Pending/All Orders) |

Sample Report

Taylor & Johnson Broadcasting

Order Listing (Detailed)

For 8/25/2004

ALLSTATE INSURANCE

Order # 81-00004

Dates: 8/26/2004 - 9/12/2004

Order Date: 8/25/2004 (Added: 8/25/2004)

Stat Grp: TAYLOR & JOHNSON BROADCASTING

Salesperson: Johnson, A.

Sales Commission: Standard - Collections/Receipts

Agency: KELLY SCOTT & MADISON / Agency Discount - Standard 15%

Order Discount: none

A/R Acct: Cash

Receivables Group:

P.O. #:

Approval Status : Not Approved

Order Total: \$480.00

PerSpot: Billed at end of each Media/EOS, Sorted by Date Notary Required

Order Totals for Report = \$480.00

Order Manager Workflow Audit

Use this report to see the actions that have been taken on orders that have gone to the Order Manager for approval.

Information Gathering

This report pulls its information directly from the Order Manager located in the Orders menu of VT.

Important Information

This report can also be run directly from the Order Manager.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|--|---------------|
| | A/R Account Advertiser Order Owner Statement Group User | |

Sample Report

Best & Johnson

Order Manager Workflow Audit

(Order = "59-00008 (PN 20090710.1)" or Order = "61-00002 (PN 20090710.1)")

AAA Rentals Order #: 59-00008 20090710.1

| <u>Date/Time</u> | <u>User Name</u> | <u>On Behalf Of</u> | <u>State</u> | <u>Action</u> | <u>Notes</u> |
|----------------------|------------------|---------------------|------------------|---------------|--------------|
| 7/10/2009 10:01:28AM | Admin | | Pending Approval | Unapproved | |
| 7/10/2009 10:01:28AM | Admin | | Submitted Order | | |

Home Cafe Order #: 61-00002 20090710.1

| <u>Date/Time</u> | <u>User Name</u> | <u>On Behalf Of</u> | <u>State</u> | <u>Action</u> | <u>Notes</u> |
|----------------------|------------------|---------------------|------------------|---------------|--------------|
| 7/10/2009 10:27:06AM | Admin | | Pending Approval | Unapproved | |
| 7/10/2009 10:27:06AM | Admin | | Submitted Order | | |

Order Renewal Queue Listing

Use this report to see a list of TFN orders grouped by Approval Status.

Information Gathering

This report pulls its information directly from the Order Renewal Queue located in the Order Menu in Visual Traffic.

Important Information

The report can also be run directly from the Order Renewal Queue in VT. This report lists TFN orders that are up for renewal. This report prints based on the selected filters.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|----------------|---------------|
| Advertiser Advertiser ID Renewal Status Salesperson Statement Group | | |

Sample Report

Best & Johnson (Corporation Setup)
Order Renewal Queue Listing

Huntsville Stations

Unapproved

| <u>Advertiser</u> | <u>Order</u> | <u>Reason Approval is Required</u> | <u>Salesperson</u> |
|----------------------|--------------|--|--------------------|
| 15 - Rick's Kawasaki | 15-00008 | Saturday Mar 15, 2008 RENEWAL DATE EXCEEDED Renewal alert first sent on 4/7/2008 11:24:38AM (60 day lead-time) | Bullock, Kay |

Approved Orders

| <u>Advertiser</u> | <u>Order</u> | <u>Reason Approval was Required</u> | <u>Salesperson</u> |
|-----------------------------------|--------------|--|--------------------|
| 17 - Adams Air Conditioning | 17-00009 | Thursday Sep 11, 2003 RENEWAL DATE EXCEEDED Renewal alert first sent on 7/14/2003 9:00:42AM (60 day lead-time) (Order approved by VTaylor on workstation VICKIE_AMD on 9/19/2003 1:48:49PM) | |
| 22 - Ala Broadcasters Association | 22-00003 | Thursday Sep 11, 2003 RENEWAL DATE EXCEEDED Renewal alert first sent on 7/14/2003 9:00:42AM (60 day lead-time) (Order approved by VTaylor on workstation VICKIE_AMD on 9/19/2003 1:48:53PM) | Hanson, Sally |
| 21 - Alabama Furniture Direct | 21-00005 | Thursday Sep 11, 2003 RENEWAL DATE EXCEEDED Renewal alert first sent on 7/14/2003 9:00:44AM (60 day lead-time) (Order approved by VTaylor on workstation VICKIE_AMD on 9/19/2003 1:48:56PM) | Bullock, Kay |
| 36 - Car Tunes | 36-00033 | Sunday Feb 03, 2008 RENEWAL DATE EXCEEDED Renewal alert first sent on 1/11/2008 10:00:38AM (60 day lead-time) (Order approved by Admin on workstation OFFICE on 1/11/2008 3:25:46PM) | Bullock, Kay |
| 11 - Farmers National Bank | 11-00002 | Monday Jul 21, 2003 RENEWAL DATE EXCEEDED Renewal alert first sent on 5/27/2003 8:01:34AM (60 day lead-time) (Order approved by VTaylor on workstation VICKIE_AMD on 9/19/2003 1:49:01PM) | Bullock, Kay |
| 18 - LEGAL ID | 18-00002 | Tuesday Aug 05, 2003 RENEWAL DATE EXCEEDED Renewal alert first sent on 6/6/2003 8:01:54AM (60 day lead-time) (Order approved by VTaylor on workstation VICKIE_AMD on 9/19/2003 1:49:09PM) | Hanson, Sally |
| 10 - Lott Appliance | 10-00003 | Thursday Aug 07, 2003 RENEWAL DATE EXCEEDED Renewal alert first sent on 6/9/2003 7:59:14AM (60 day lead-time) (Order approved by VTaylor on workstation VICKIE_AMD on 9/19/2003 1:49:12PM) | Bullock, Kay |
| 8 - Spring Villa Outdoor Mall | 8-00014 | Tuesday Jul 02, 2002 RENEWAL DATE EXCEEDED Renewal alert first sent on 2/26/2003 8:00:42AM (60 day lead-time) (Order approved by VTaylor on workstation VICKIE_AMD on 3/27/2003 2:05:51PM) | Brantley, Richard |
| 1 - Ugly Tub | 1-00010 | Thursday Aug 14, 2003 RENEWAL DATE EXCEEDED Renewal alert first sent on 6/23/2003 8:01:07AM (60 day lead-time) (Order approved by VTaylor on workstation VICKIE_AMD on 9/19/2003 1:49:14PM) | Hanson, Sally |
| 14 - WJVTingles | 14-00003 | Sunday Jul 27, 2003 RENEWAL DATE EXCEEDED Renewal alert first sent on 5/28/2003 8:00:34AM (60 day lead-time) (Order approved by VTaylor on workstation VICKIE_AMD on 9/19/2003 1:49:16PM) | Hanson, Sally |

Order Spot Targeting Detail

Use this report to print spot pattern definition level information for each order including a 2-week schedule.

Information Gathering

The report pulls information directly from each spot pattern of an order that is running within the 2-week schedule window specified on the report.

Important Information

This report is very useful when you want to know what schedules have been entered for certain spot patterns. If the *spot type* is used to track sponsorships, for example, you could filter this report to just certain sponsorships to track their schedules. The MDS column will print the number of spots scheduled per week for MDS spot patterns. The “F” column is the line frequency that refers to the number of weeks the schedule is repeating. The I.F. Column refers to the Invoice Frequency of the order. If no grouping options are chosen, the report will automatically print in *Schedule Target* order. There is also another version of this report called Order Spot Targeting Detail (w/ Spot Type) that will actually print the spot type for each spot pattern in addition to all of the other information.

Report Options

| Grouping Options | Filter Options | Other Options |
|--------------------------|--------------------------|--|
| Advertiser | Advertiser | Filler Only |
| Agency | Agency | Include/Exclude Non-Commercial Spots |
| Avail | Avail Name | Include/Exclude Network Spots |
| End Date | Exchange Source | Include/Exclude Zero Rate Spots |
| Exchange Source | Exchange Source Order ID | Order Approval Status to Include: (Pending |
| Exchange Source Order ID | Income Account | Order Only/Approved Orders Only/Declined |
| Income Rate | Income Rate | Orders Only/Both Approved & Pending/All |
| Order Number | Order | Orders) |
| Primary Product Code | Primary Product Code | |
| Salesperson | Salesperson | |
| Scheduled Target | Scheduled Target | |
| Spot Length | Spot Length | |
| Spot Priority | Spot Priority | |
| Spot Type | Statement Group | |
| Start Date | Station | |

Sample Order Spot Targeting Report

Taylor & Johnson Broadcasting

Order Spot Targeting Detail - WJVT

Starting Week to Report = 8/25/2004, Advertiser = ABSOLUTE AUDIO

(Non Commercial Spots Included) / (Network Spots Included) / (Zero Rate Spots Included)

| Advertiser | Order [line] | Avail | Product | Pri | I.F. | Schedule Target | Start | End | Len | Income | MDS | Week Of 8/23/2004 | | | | | | | Week Of 8/30/2004 | | | | | | | | | |
|-------------|--------------|-------|---------|------------|------|-----------------|---------------------|------------|------------|--------|-------|-------------------|---|---|---|---|---|---|-------------------|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | F | M | T | W | T | F | S | S | M | T | W | T | F | S | S | | |
| WJVT | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ABS. AUDIO | 3-00009 | [1] | General | Electronic | 128 | ME | 06:00:00 - 10:00:00 | 08/09/2004 | 08/31/2004 | 60 | 50.00 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| ABS. AUDIO | 3-00009 | [2] | General | Electronic | 128 | ME | 10:00:00 - 15:00:00 | 08/09/2004 | 08/31/2004 | 60 | 45.00 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

Sample Report with Spot Type

Taylor & Johnson Broadcasting

Order Spot Targeting Detail - WJVT (w/ Spot Type)

Starting Week to Report = 8/25/2004

(Non Commercial Spots Included) / (Network Spots Included) / (Zero Rate Spots Included)

| Advertiser | Order [line] | Avail | Spot Type | Pri | IF | Schedule Target | Start | End | Len | Income | MDS | Week Of 8/23/2004 | | | | | | | Week Of 8/30/2004 | | | | | | | | |
|------------------|--------------|-------|-----------|-----------------|-----|---------------------|---------------------|-----------|------------|--------|-------|-------------------|----|----|----|----|----|----|-------------------|----|----|----|----|----|----|----|----|
| | | | | | | | | | | | | M | T | W | T | F | S | S | M | T | W | T | F | S | S | | |
| 101 BIBLE CLASS | 10-00071 | [1] | ** * | 128 | M | 06:00:00 - 10:00:00 | 8/9/2004 | 8/31/2004 | 60 | 50.00 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 101 BIBLE CLASS | 10-00073 | [1] | General | ABC News | 128 | M | 06:00:00 - 10:00:00 | 8/9/2004 | 8/31/2004 | 60 | 50.00 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| AARP | 14-00007 | [1] | General | _None | 128 | M | 06:00:00 - 10:00:00 | 4/20/2004 | 8/31/2004 | 30 | 0.00 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | | | General | _None | | | | | | 30 | 15.00 | | | | | | | | | | | | | | | | |
| ABSOLUTE AUDIO | 3-00009 | [1] | General | ABC News | 128 | M | 06:00:00 - 10:00:00 | 8/9/2004 | 8/31/2004 | 60 | 50.00 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| ABSOLUTE AUDIO | 3-00009 | [2] | General | ABC News | 128 | M | 10:00:00 - 15:00:00 | 8/9/2004 | 8/31/2004 | 60 | 45.00 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 101 BIBLE CLASS | 10-00074 | [1] | General | _None | 128 | M | Midnight - Midnight | 8/9/2004 | 8/31/2004 | 30 | 15.00 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 365 AUTO | 2-00015 | [1] | General | _None | 128 | M | Midnight - Midnight | 8/10/2004 | 8/31/2004 | 30 | 15.00 | 1 | 2 | 2 | 2 | 2 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| A WOMAN'S PLACE | 637-00004 | [1] | General | _None | 128 | M | Midnight - Midnight | 8/11/2004 | 8/31/2004 | 30 | 20.00 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| AAMCO | 12-00003 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/28/2004 | 1/27/2005 | 30 | 15.00 | 1 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| ACE HARDWARE | 72-00006 | [1] | General | Weather Sponsor | 128 | M | Midnight - Midnight | 8/23/2004 | 8/29/2004 | 15 | 0.00 | 1 | 2 | 2 | 2 | 2 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| ACE HARDWARE | 72-00007 | [1] | General | Weather Sponsor | 128 | M | Midnight - Midnight | 8/23/2004 | 8/31/2004 | 15 | 0.00 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| BRENAU | 36-00017 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/28/2004 | 11/28/2004 | 30 | 15.00 | 1 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| CORNER DRUGS | 224-00002 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/1/2004 | 12/31/2004 | 30 | 20.00 | 1 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| COZY CORNER | 232-00004 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/1/2004 | 12/31/2004 | 30 | 10.50 | 1 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| CURT'S CAFETERIA | 405-00007 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/1/2004 | 12/31/2004 | 30 | 18.50 | 1 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| GRACE BAPTIST | 185-00004 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/28/2004 | 1/27/2005 | 30 | 15.00 | 1 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| J C PENNY | 786-00003 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/28/2004 | 1/27/2005 | 30 | 15.00 | 1 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| LOWE'S | 5-00004 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/28/2004 | 1/27/2005 | 30 | 15.00 | 1 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| NAPA AUTO PARTS | 328-00002 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/28/2004 | 1/27/2005 | 30 | 15.00 | 1 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| OUTBACK | 629-00015 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/28/2004 | 1/27/2005 | 30 | 15.00 | 1 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| PAPAJOHN'S | 242-00013 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/28/2004 | 1/27/2005 | 30 | 15.00 | 1 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| PEPSI COLA | 260-00004 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/28/2004 | 1/27/2005 | 30 | 15.00 | 7 | 1 | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| SCHLOTZSKYS | 635-00006 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/28/2004 | 1/27/2005 | 30 | 15.00 | 1 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| SUBWAY | 329-00004 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/28/2004 | 1/27/2005 | 30 | 15.00 | 1 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| WAL-MART | 463-00002 | [1] | General | _None | 128 | M | Midnight - Midnight | 1/28/2004 | 1/27/2005 | 30 | 15.00 | 1 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |

Orders Contract/Confirmation

Use this report to print orders that have been input into VT to confirm they are in the system and are correct. This format can also be used to send to advertisers and agencies since it prints general information.

Information Gathering

This report gets information directly from orders entered by the user. Confirmations do NOT show any revisions due to spots being bumped or deleted off the log, etc. It shows only what was directly entered or revised by the user.

Important Information

The Added/Modified Date option controls what confirmations will print for the date range chosen, whether it is based on only modified orders, only newly added orders, or both. The Document Group selected controls which address prints for the advertiser and the phone/fax number, etc. Also, the report can be run by going to the Orders Menu and selecting Edit/Create Orders and highlighting a specific advertiser's order and clicking on the Print Confirmation button.

Report Options

| Grouping Options | Filter Options | Other Options |
|----------------------|--------------------------|---|
| Date Entered | Advertiser | Date Added/Date Modified/Both |
| Date Modified | Electronic Invoicing | Include/Exclude/Only Include Cancelled Orders |
| Electronic Invoicing | Exchange Source | Document Group |
| Exchange Source | Exchange Source Order ID | Include/Exclude Copy/Cart Information |
| Order Type | Order | Include/Exclude Extra Order Header Info |
| Receivables Group | Order Type Name | Include/Exclude Station Totals |
| Salesperson | Receivables Group | Include/Exclude Extra Line Info |
| Statement Group | Salesperson | Include/Exclude Income-Only Rates |
| | Statement Group | Order Approval Status to Include: (Pending Order Only/Approved Orders Only/Declined Orders Only/Both Approved & Pending/All Orders) |
| | User Name | |

Sample Report

| | |
|---|---|
| Huntsville Stations 1536 Commerce Drive Suite 300 1234.56 Opelika, AL 36801 334-749-2222 | Order #: 59-00018 Description: Date Entered: 9/27/2010 P.O.#: Salesperson: Brantley, Richard Invoice Frequency: Billed at end of Cal Month, Sorted by Date |
| AAA Rentals 1234.56 Interstate 85 Auburn, AL 36830 | |

On-Air Schedule

| Start Date | End Date | Station | Scheduled Time/Event | Repeated | Length | Qty | Rate | Total | M | Tu | W | Th | F | Sa | Su |
|-------------|-----------|------------------------------|----------------------|----------|----------|----------|--------|---------------|------------|--------------|---|----|---|----|----|
| 1 5/27/2010 | 5/30/2010 | WUVT | Midnight to Midnight | Weekly | :30 | 8 | 110.00 | \$880.00 | 2 | 2 | 2 | 2 | 2 | 2 | 0 |
| | | Copy Name | Cart | Station | Start | End | Coop | Product | Cart Type | Restrictions | | | | | |
| | | 1 Customer Appreciation - 30 | 2332 | WUVT | 6/6/2009 | 6/6/2011 | | Miscellaneous | Commercial | <None> | | | | | |

Station Totals:

| | | | | | | | | | | | | | | | |
|-------------------|------------|-----------------|-----------|--------|---|----------------|----------|--------|----------|------------|------------|--|--|--|--|
| Station | Spot Count | Net Billing | | | | | | | | | | | | | |
| WUVT | 8 | \$880.00 | | | | | | | | | | | | | |
| Order Start Date: | 9/27/2010 | Order End Date: | 9/30/2010 | Spots: | 8 | Total Charges: | \$880.00 | Taxes: | \$154.00 | Total Net: | \$1,034.00 | | | | |

This is a test

| | | |
|--|------------|-------------|
| Projected Calendar Month Billing Totals for AAA Rentals / 59-00018 : | | |
| September 2010 | Spot Count | Net Billing |
| | 8 | \$880.00 |

Confirmed & Accepted for Huntsville Stations By:

Accepted for AAA Rentals By:

Please Sign and Return One Copy

Orders by Salesperson

Use this report to print an order listing by salesperson for all newly added orders for a specific date range.

Information Gathering

This report looks directly at an order's actual **entry date** to determine if it was entered within the date range specified on the report. The spot count is the total number of spots that are projected to run for the entire order.

Important Information

This report is used a lot of times to identify certain types of orders that have a particular Order or Invoice Description. If the general order description is used, you can print this report to identify which orders are entered into the system for a particular campaign, sponsorship, etc. The report will automatically group by salesperson.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|--|---|
| Add Date End Date Exchange Source Exchange Source Order ID Invoice Frequency Order Description Order Number Order Type Start Date | Advertiser End Date Invoice Frequency Order Description Order Type Name Salesperson Start Date Statement Group Station | Order Approval Status to Include: (Pending Order Only/Approved Orders Only/Declined Orders Only/Both Approved & Pending/All Orders) |

Sample Report

Taylor & Johnson Broadcasting

Orders by Salesperson

For Date(s): For Dates: 08/20/2004 to 08/20/2004

TAYLOR & JOHNSON BROADCASTING

| | <u>Order</u> | <u>Entered</u> | <u>Order Dates</u> | <u>Invoice Description</u> | <u>Order Type</u> | <u>Frequency</u> | <u>Station</u> | <u>Spot Count</u> |
|------------------------------|--------------|----------------|--------------------|----------------------------|-------------------|------------------|----------------|-------------------|
| Johnson, Amy | ACE HARDWARE | 72-00005 | 8/20/2004 | 8/20/2004 - 8/20/2004 | Per Spot | Media Month EOS | WJVT | 1 |

Scheduled Spot Times by Order

Use this report to print spot placement for an order for each log date specified.

Information Gathering

The report pulls the spot times directly from any *unaccepted* log day. It will print the spot time if it is on the log, or will show that it is bumped if in the bump list. The report does not include deleted spots. The numbers that print below the spot time are the Spot ID for tracking purposes and the spot pattern number [in brackets] that spot came from. Once a log day has been accepted to billing, those spot times will no longer appear on this report. See the **Post Times Report** to print spot times for *accepted logs*.

Important Information

This report can also be printed from other locations within VT itself. You can highlight any order from within the Edit/Create Orders screen and click on the Print Spot Times button. There is also a place to print this report from within the Log Editor if you choose to view the Related Spots Window. There, you can click on the printer icon to print the report for the advertiser or order of the selected spot.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---|----------------------------------|
| | Advertiser Order Salesperson Station | Display Spot ID and Order Line # |

Sample Report

Taylor & Johnson Broadcasting

Scheduled Spot Times by Order

Each spot listed on this report also shows the Spot ID and the order's Spot Pattern Definition line number. Combo/Simulcast 'slave' spots are indicated by *css*.
For 4/21/2004, Advertiser = BRENAU UNIVERSITY

WJVT

BRENAU UNIVERSITY

Order Number: 35-00017

4/21/2004 Wednesday

| | | | | | | | |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| 02:40:30 (#616521[1]) | 06:41:30 (#616516[1]) | 08:42:00 (#616514[1]) | 10:50:00 (#616517[1]) | 13:50:00 (#616519[1]) | 15:50:00 (#616522[1]) | 17:40:30 (#616515[1]) | 20:50:30 <i>css</i> (#616518[1]) |
| 23:40:00 <i>css</i> (#616520[1]) | | | | | | | |

Visual Traffic Cart/Copy Reports

Available/Used Carts Lists

Use this report to print a list of cart numbers showing what carts are in use or are available for the specified date range while also printing blank lines for each available cart number to allow the user to manually track and write in new cart assignments as needed.

Information Gathering

The report gets the cart numbers directly from each piece of copy that is entered into the system for each advertiser. It will then print all of the used cart numbers running for the specified date range identifying the advertiser, copy name, etc. All available cart numbers will be listed with a blank line.

Important Information

The cart number filter must be used and the cart range must be the same number of digits you are using so that don't have extra cart numbers that are not used being printed on the report. Plus, the report could get much longer if a cart range is not specified.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|--|--------------------------------|
| Cart Assignment Method Copy Name Salesperson Station | Advertiser Cart Assignment Method Name Cart Number Salesperson Station | Carts to Show Summary (Y/N) |

Sample Report

Best & Johnson (Corporation Setup)

Available/Used Carts List

For Dates: 10/01/2010 to 10/31/2010

Grouped by: Cart Assignment Method Name w/ Pagebreak

(Advertiser = "Marketron QA" or Advertiser = "Dial Global Network" or Advertiser = "Fox News" or Advertiser = "Premiere Network" or Advertiser = "WW1") and Cart Number between "2000" and "2999"

Only Used Carts Shown, Summary: No

| CartNum | Advertiser Name | Copy Name | Station | Length | Start Date | End Date | Coop Name | ISCI/Tape# |
|--------------|-----------------------|-------------------------------|---------|--------|------------|------------|-----------|----------------------|
| WJVT 2037 | * Dial Global Network | Visa/Visa Brand | WJVT | 30 | 9/20/2010 | 10/3/2010 | | NZVC1795 |
| 2043 | * Dial Global Network | Progressive/Car Insurance | WJVT | 30 | 10/4/2010 | 10/4/2010 | | 12143 |
| 2046 | * Premiere Network | Well Fargo/Mortgage Loans | WJVT | 30 | 10/1/2010 | 10/1/2010 | | 4534545 |
| 2047 | * Dial Global Network | Geico/Geico 2010 Base Buy | WJVT | 30 | 10/25/2010 | 10/29/2010 | | DG_XGGA-10149 |
| 2048 | * Dial Global Network | 800xchange/Credit Card Debt | WJVT | 60 | 10/25/2010 | 10/29/2010 | | DG_ADA-8790-R2 |
| 2049 | * Dial Global Network | Identity Guard/ID Protectio | WJVT | 30 | 10/25/2010 | 10/28/2010 | | DG_IDG-CREDS CORE-30 |
| 2050 | * Dial Global Network | Advance Auto P/Advance Aut | WJVT | 30 | 10/25/2010 | 10/29/2010 | | DG_QAPT-11490R |
| 2051 | * Dial Global Network | Identity Guard/ID Protectio.1 | WJVT | 30 | 10/25/2010 | 10/28/2010 | | DG_IDG-BUBBOY-ALT |
| 2052 | * Dial Global Network | Progressive Ins/Insurance | WJVT | 30 | 10/25/2010 | 10/27/2010 | | DG_RPI-0046 |
| 2053 | * Dial Global Network | Identity Guard/ID Protectio.2 | WJVT | 30 | 10/25/2010 | 10/29/2010 | | DG_IDG-LOSTJOB-ALT |
| 2054 | * Dial Global Network | Progressive Ins/Insurance.1 | WJVT | 30 | 10/26/2010 | 10/27/2010 | | DG_RPI-0044 |
| 2055 | * Dial Global Network | Home Depo/HM1/BAS/038 | WJVT | 30 | 10/28/2010 | 10/28/2010 | | DG_YHTZ-6338 |
| 2056 | * Dial Global Network | Kohls/EST F84 LPS GON | WJVT | 30 | 10/29/2010 | 10/29/2010 | | DG_YKHD-0100-0000 |
| 2057 | * Dial Global Network | Conagra/Banquet Fruit Pies | WJVT | 30 | 10/26/2010 | 10/26/2010 | | DG_AZBQ-0009 |
| 2058 | * Dial Global Network | Geico Insurance/Geico 2010 | WJVT | 30 | 10/26/2010 | 10/26/2010 | | DG_XGGA-10348 |
| 2059 | * Dial Global Network | Home Depo/HM1/BAS/038.1 | WJVT | 30 | 10/29/2010 | 10/29/2010 | | DG_YHTZ-6327 |
| 2060 | * Dial Global Network | Geico Insurance/Geico 2010 .1 | WJVT | 30 | 10/31/2010 | 10/31/2010 | | DG_XGGA-10257 |
| 2061 | * Dial Global Network | Macys/MCY-MCM-153 October D | WJVT | 30 | 10/28/2010 | 10/28/2010 | | DG_QMAY-8933-0000 |
| 2062 | * Dial Global Network | Geico Insurance/Geico 2010 .2 | WJVT | 30 | 10/25/2010 | 10/25/2010 | | DG_XGGA-10044 |
| 2063 | * Dial Global Network | Geico Insurance/Geico 2010 .3 | WJVT | 30 | 10/27/2010 | 10/27/2010 | | DG_XGGA-10347 |
| 2064 | * Dial Global Network | Rite Aird/Loyalty Program | WJVT | 30 | 10/30/2010 | 10/30/2010 | | DG_QRCO-0076 |
| 2065 | * Dial Global Network | Kohls/EST F84 LPS GON.1 | WJVT | 30 | 10/27/2010 | 10/27/2010 | | DG_YKHD-0099-0000 |
| 2066 | * Dial Global Network | Netflix/NEF/FAM/32 Netflix | WJVT | 30 | 10/25/2010 | 10/25/2010 | | DG_QRFLX-R027 |
| 2067 | * Dial Global Network | Church & Dwight/CDC/AHL/92 | WJVT | 30 | 10/31/2010 | 10/31/2010 | | DG_ZCTB-0022-0000 |
| 2068 | * Dial Global Network | Geico Insurance/Geico 2010 .4 | WJVT | 30 | 10/30/2010 | 10/30/2010 | | DG_XGGA-10255 |

* - 2 or more advertisers using this cart. Cart #'s appear in Bold

Cart/Copy Master List by Log Date

Use this report to print a listing of cart numbers that is being used for a particular station and log date showing the advertiser, length, Log Description/Copy Name, and start date & end date of each cart.

Information Gathering

The report looks directly at the log to determine which cart numbers are running for a particular log date. Copy MUST be rotated and assigned to that particular log date in order for the carts to show up on this report. Any spots that are on the log but have not been assigned a cart for whatever reason will be identified on the report with a “blank” cart number.

Important Information

Once the log has been accepted to billing, this report will *no longer* report any cart or copy information for the accepted log date. Also, the report will automatically group by Station and Log date if multiple stations and log dates are specified.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|---|---------------|
| Advertiser Cart Number Copy Name Log Description | Advertiser Cart Number Copy End Date Copy Start Date Log Description Station | |

Sample Report

Taylor & Johnson Broadcasting

Copy Master List by Log Date

For 9/9/2004, Cart Number Between 0014 and 3971 and Station = WJVT

| Cart # | Advertiser | Length | Log Desc/Copy Name | Start Date | End Date |
|------------------------|-------------------|--------|------------------------------------|------------|------------|
| WJVT - 9/9/2004 | | | | | |
| 0014 | WAL-MART | :30 | WAL-MART / Super Low Prices | 4/20/2004 | 12/31/2005 |
| 1126 | COMMUNITY BANK | :30 | COMMUNITY BANK & TRUST / Cut #3 | 2/13/2002 | 12/31/2005 |
| 1127 | COMMUNITY BANK | :30 | COMMUNITY BANK & TRUST / Cut #4 | 2/13/2002 | 12/31/2005 |
| 3796 | BRENAU UNIVERSITY | 1:00 | BRENAU UNIVERSITY / Education | 4/7/2003 | 12/31/2005 |
| 3797 | BRENAU UNIVERSITY | 1:00 | BRENAU UNIVERSITY / MBA | 4/7/2003 | 12/31/2005 |
| 3934 | HOME DEPOT | 1:00 | HOME DEPOT / L&G Generic | 4/24/2003 | 12/31/2005 |
| 3970 | HOME DEPOT | 1:00 | HOME DEPOT / Menagerie/Roses | 5/1/2003 | 12/31/2005 |
| 3971 | HOME DEPOT | 1:00 | HOME DEPOT / Menagerie/L&G Annuals | 5/1/2003 | 12/31/2005 |

Cart/Copy Master Listing

Use this report to print a general cart/copy listing of all copy in the system grouped by advertiser and then by station based on the filtering options specified.

Information Gathering

The report pulls its information directly from the copy that has been entered into the VT system for each advertiser. In addition to the general information it prints for each piece of copy, it will also print any copy permit or prohibit restrictions as well. The report can also be used to track what copy has been entered as co-op. It can also be run from within VT itself by going to the Advertiser Menu and selecting Edit Copy & Script. When selecting an advertiser, you can click on the Print Button, which will print all of the copy for that advertiser.

Important Information

The “•” symbol will print next to the co-op name of each piece of co-op copy that does not have script entered. This allows the user to track not only which pieces of copy have been flagged as co-op, but also if script has been entered for it. An asterisk prints next to the copy name of each piece of copy that is marked to “keep” after expired date. This flag is considered when running the Clear Expired Copy Utility, which is found under the Advertiser Menu in VT.

Report Options

| Grouping Options | Filter Options | Other Options |
|----------------------|----------------------|---|
| Advertiser | Advertiser | Include All Activity/Exclude Coop/Coop Only |
| Cart Number | Cart Number | |
| Co-op Provider | Co-op Provider | |
| Copy End Date | Copy End Date | |
| Copy Length | Copy Length | |
| Copy Name | Copy Start Date | |
| Copy Start Date | Default Salesperson | |
| Default Salesperson | Primary Product Code | |
| Primary Product Code | Station | |
| Station | Tape Number | |
| Tape Number | | |

Sample Report

Best & Johnson (Corporation Setup)

Cart/Copy Master Listing

For Dates 10/01/2010 to 10/31/2010

Include Co-Op

| Advertiser | Copy Name | Station | Cart # | Length | Product | Start | End | Co-Op | ISCI/Type # |
|----------------------|-------------------------------|---------|--------|--------|-------------|------------|------------|-------|----------------------|
| *Dial Global Network | 800exchange/Credit Card Debt | WJVT | 2048 | :30 | Advertising | 10/25/2010 | 10/29/2010 | | DG_ADA-8790-R2 |
| *Dial Global Network | Advance Auto P/Advance Aut | WJVT | 2050 | :30 | Advertising | 10/25/2010 | 10/29/2010 | | DG_QAPT-1149 OR |
| *Dial Global Network | Church & Dwight/CDC/AHL/92 | WJVT | 2067 | :30 | Advertising | 10/31/2010 | 10/31/2010 | | DG_ZCTB-0022-0000 |
| *Dial Global Network | Conagra/Banquet Fruit Pies | WJVT | 2057 | :30 | Advertising | 10/26/2010 | 10/26/2010 | | DG_AZBQ-0009 |
| *Dial Global Network | Geico Insurance/Geico 2010 | WJVT | 2058 | :30 | Advertising | 10/26/2010 | 10/26/2010 | | DG_XGGA-10348 |
| *Dial Global Network | Geico Insurance/Geico 2010 .1 | WJVT | 2060 | :30 | Advertising | 10/31/2010 | 10/31/2010 | | DG_XGGA-10257 |
| *Dial Global Network | Geico Insurance/Geico 2010 .2 | WJVT | 2062 | :30 | Advertising | 10/25/2010 | 10/25/2010 | | DG_XGGA-10044 |
| *Dial Global Network | Geico Insurance/Geico 2010 .3 | WJVT | 2063 | :30 | Advertising | 10/27/2010 | 10/27/2010 | | DG_XGGA-10347 |
| *Dial Global Network | Geico Insurance/Geico 2010 .4 | WJVT | 2068 | :30 | Advertising | 10/30/2010 | 10/30/2010 | | DG_XGGA-10255 |
| *Dial Global Network | Geico/Geico 2010 Base Buy | WJVT | 2047 | :30 | Advertising | 10/25/2010 | 10/29/2010 | | DG_XGGA-10149 |
| *Dial Global Network | Home Depot/HML/BAS/038 | WJVT | 2055 | :30 | Advertising | 10/28/2010 | 10/28/2010 | | DG_YHTZ-6338 |
| *Dial Global Network | Home Depot/HML/BAS/038.1 | WJVT | 2059 | :30 | Advertising | 10/29/2010 | 10/29/2010 | | DG_YHTZ-6327 |
| *Dial Global Network | Identity Guard/ID Protectio | WJVT | 2049 | :30 | Advertising | 10/25/2010 | 10/28/2010 | | DG_IDG-CRED SCORE-30 |
| *Dial Global Network | Identity Guard/ID Protectio.1 | WJVT | 2051 | :30 | Advertising | 10/25/2010 | 10/28/2010 | | DG_IDG-BUBB DY-ALT |
| *Dial Global Network | Identity Guard/ID Protectio.2 | WJVT | 2053 | :30 | Advertising | 10/25/2010 | 10/29/2010 | | DG_IDG-LOSTJ OB-ALT |
| *Dial Global Network | Kohls/EST F64 LPS GON | WJVT | 2056 | :30 | Advertising | 10/29/2010 | 10/29/2010 | | DG_YKHD-0100-0000 |
| *Dial Global Network | Kohls/EST F64 LPS GON.1 | WJVT | 2065 | :30 | Advertising | 10/27/2010 | 10/27/2010 | | DG_YKHD-0099-0000 |
| *Dial Global Network | Macy's/MCY-MCMM-153 October 0 | WJVT | 2061 | :30 | Advertising | 10/28/2010 | 10/28/2010 | | DG_QMAY-8933-0000 |
| *Dial Global Network | Netflix/NEF/FAM/32 Netflix | WJVT | 2066 | :30 | Advertising | 10/25/2010 | 10/25/2010 | | DG_QRFLX-RO27 |
| *Dial Global Network | Progressive Ins/Insurance | WJVT | 2052 | :30 | Advertising | 10/25/2010 | 10/27/2010 | | DG_RPI-0046 |

* = Copy Record/Script - Keep after expired date ● = Coop record with missing script

Cart/Copy Missing (Station/Date/Advertiser)

Use this report to print spot times for each advertiser's orders with missing copy for a particular log date range giving a general reason of the problem.

Information Gathering

This report is based on the latest missing copy information that was generated from **Log Options** or the **Log Editor**. The latest copy missing information **MUST** be updated prior to running this report; otherwise, the report could contain outdated information. If you need to run the report for future log days that are not yet ready for airing, go into the **Logs Menu** in VT and select **Log Maintenance**. Then click on the button for **Log Options**. Check the box for **Copy Missing** and select your log dates and station(s) you want to check for missing copy. Then click Execute. Once the update process is complete, it will generate the report automatically showing any spots that have missing copy. This method of calculation actually looks at each advertiser's orders and compares them to their copy instructions checking for valid copy for the log dates specified. This report is normally run from Log Options; however, you do have access to it here in Report Center. One big reason is that you can group the report by Salesperson from within Report Center if needed.

Important Information

There is another method you can use to run the copy missing report from within the Log Editor. This method involves actually rotating and assigning copy to the log. Once the log is edited and is ready to air, click on the Edit Menu from within the Log Editor and select Cart/Copy Assignment. Then select Rotate Copy and Assign Carts. Once the process is complete, you will be prompted if you want to print the Copy Missing Report. By saying Yes, you can preview and also print the Copy Missing Report for that date. This method simply checks to see if all spots on the log have a cart number assigned. Regardless of which method you choose, it is worth mentioning that you should **NEVER** actually rotate copy and assign carts to future log dates that are not ready for airing. Otherwise, you run the risk of the wrong copy running IF changes are made to an advertiser's copy instructions after the fact. As a general rule, once a cart number is assigned to a spot on the log, it will not change—even if changes are made to the copy or copy rotation for the advertiser. That's why the Log Options Method is highly recommended. You can always safely execute the Copy Missing Report in Log Options and get an accurate listing of what orders have missing copy without having to actually rotate and assign copy first. This is a very detailed report listing each spot time that has a problem. The report will automatically group by Station and list copy problems for each specific log date requested. If bumped spots have copy problems, (b) will print next to those spots to show they are on the bump list.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---|---------------|
| Salesperson | Advertiser Salesperson Statement Group Station | |

Sample Report

Taylor & Johnson Broadcasting

Cart/Copy Missing (by Station/Date/Advertiser)

For 9/8/2004, Station = WJVT

| <u>Adv/Order</u> | <u>Len</u> | <u>Salesperson</u> | <u>Time(s)</u> | <u>Invoice Desc.</u> | <u>Date & Nature of Problem</u> |
|------------------------|------------|--------------------|----------------|----------------------|--|
| | | | | | 9/8/2004 |
| ADVENTURE CYCLE | | | | | |
| 18-00007 [1] | :30 | Pettijon, Jennifer | 14:19:00 | | No Copy Definition Targeted By The Order Spot Pattern... |
| | :30 | Pettijon, Jennifer | 16:08:00 | | No Copy Definition Targeted By The Order Spot Pattern... |
| | :30 | Pettijon, Jennifer | 17:08:00 | | No Copy Definition Targeted By The Order Spot Pattern... |
| | :30 | Pettijon, Jennifer | 20:08:00 | | No Copy Definition Targeted By The Order Spot Pattern... |
| | :30 | Pettijon, Jennifer | 21:08:00 | | No Copy Definition Targeted By The Order Spot Pattern... |
| | :30 | Pettijon, Jennifer | 22:19:00 | | No Copy Definition Targeted By The Order Spot Pattern... |

WJVT

Cart/Copy Missing (Summary)

Use this report to print each advertiser’s orders with missing copy for a particular log date range in a more summarized format.

Information Gathering

This report is based on the latest missing copy information that was generated from **Log Options**. The latest copy missing information **MUST** be updated prior to running this report; otherwise, the report could contain outdated information. Go to the **Logs Menu** in VT and select **Log Maintenance**. Then click on the button for **Log Options**. Check the box for **Copy Missing** and select your log dates and station(s) you want to check for missing copy. Then click Execute. Once the update process is complete, it will automatically generate the more detailed Cart/Copy Missing (by Station/Date/Advertiser) Report showing any spots that have missing copy. You will then need to go to Report Center and run this report for the same dates you requested in Log Options. This report looks at each advertiser’s orders and compares them to their copy instructions checking for valid copy for the log dates specified.

Important Information

It is worth mentioning that you should NEVER actually rotate copy and assign carts to future log dates that are not ready to air when performing the above function. Otherwise, you run the risk of the wrong copy running IF changes are made to an advertiser’s copy instructions after the fact. As a general rule, once a cart number is assigned to a spot on the log, it will not change—even if rotation or copy changes are made to the copy or copy plan for the advertiser. You can always safely execute the Copy Missing Report in Log Options and get an accurate listing of what orders have missing copy without having to actually rotate and assign copy first. If bumped spots have copy problems, (b) will print next to the order to show they are on the bump list. The Date Range column shows the actual date range containing copy problems for each order within the overall date range you ran the report.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|--|---------------|
| Income Account Receivables Group Salesperson Station | Advertiser Income Account Receivables Group Salesperson Statement Group Station | |

Sample Report

Taylor & Johnson Broadcasting

Cart/Copy Missing (Summary)

For Dates 09/08/2004 to 09/09/2004

Station = "WJVT"

| <u>Advertiser</u> | <u>Order</u> | <u>Len</u> | <u>Salesperson</u> | <u>Count</u> | <u>Date Range</u> | <u>Invoice Desc.</u> |
|-------------------|--------------|------------|--------------------|--------------|---------------------|----------------------|
| ADVENTURE CYCLE | 18-00007 [1] | :30 | Pettijon, Jennifer | 10 | 9/8/2004 - 9/8/2004 | |

Copy Book

Use this report to print copy script for each advertiser’s spots based on the times they appear on the log.

Information Gathering

This report pulls in the copy script information directly from the copy that is entered for each advertiser for the run date(s) specified. When you go into a piece of copy, you can select the script button to enter script for production or co-op purposes. That script will print on this report if requested. Notice there are spot times that appear at the upper right hand side of this report. This is based on exactly where that advertiser’s spots have placed on the log. A copy of the script will print for each time a spot appears on the log. Therefore, you want to be sure the log is “ready to air” before running this report. Any bumped spots will be ignored.

Important Information

You can filter the report by copy type allowing you to select the specific types of copy you want the report to print whether it is Commercial, Live, Promo, or PSA. Copy does not have to be rotated and assigned directly to the log before you can run this report; however, you still need to be sure all of the spots you need are on the log

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---|---------------|
| | Copy Type Date(s) Statement Group Station Time(s) | |

Sample Report

Taylor & Johnson Broadcasting
 WJVT - Copy Book for 9/10/2004
 Copy Type = Live and Date(s) = 9/10/2004 and Station = WJVT

WAL-MART **01:19:00**

Logging Description / Copy: **WAL-MART / Super Low Prices**

| | | |
|-----------------|----------------------------|---------------------------|
| Length: :30 | Copy Start Date: 4/20/2004 | Copy End Date: 12/31/2005 |
| Copy Type: Live | | |

Come into Wal-Mart now and save. Super low prices. Check out these great deals!

Copy Incomplete

Use this report to print any copy that has not been assigned for airplay on any station whatsoever.

Information Gathering

This report looks at each piece of copy that has been entered into the VT system and checks to see if any stations are assigned. If there is not at least one station assigned to the copy, it will print on this report.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | Advertiser | |

Sample Report

Taylor & Johnson Broadcasting

Copy - Incomplete*

Advertiser = ACE HARDWARE

| <u>Advertiser</u> | <u>Copy Name</u> | <u>Length</u> | <u>Start</u> | <u>End</u> | <u>Product</u> | <u>Co-Op</u> | <u>Tap</u> |
|-------------------|------------------|---------------|--------------|------------|------------------------|--------------|------------|
| ACE HARDWARE | new copy | 1:00 | 09/23/03 | 09/23/03 | Hardware/Lawn & Garden | | |
| | newcopy2 | 1:00 | 09/23/03 | 09/23/03 | Hardware/Lawn & Garden | | |

Copy Plan Master List

Use this report to print each copy plan of a particular advertiser and list all of the copy rotation information associated with it.

Information Gathering

The report looks at all of the copy plans that have been entered into the VT system for each advertiser and lists all of the copy that is in rotation for that copy plan. The rotation information (# Times to Play) is listed by *iterations* regardless of whether the plan is rotating by %/Ratio or View Rotation. This is the information found for the copy plan on the initial screen right after you select an advertiser in VT. It is literally how the copy will rotate in the plan based on the rotation instructions that was entered by the user.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-------------------------|---------------|
| | Advertiser Copy Plan | |

Sample Report

Taylor & Johnson Broadcasting

Copy Plan Master List

| <u>Advertiser/Copy</u> | <u>Plan Name</u> | <u>Len</u> | <u>#Times to Play</u> | <u>Station</u> | <u>Cart</u> | <u>Product</u> | <u>Start</u> | <u>End</u> | <u>Tape#</u> |
|------------------------|------------------|------------|-----------------------|----------------|-------------|----------------|--------------|------------|--------------|
| 101 BIBLE CLASS | 10-00052 | | Next to Play: | | 1 | | | | |
| < All Dates > | | | | | | | | | |
| 1 | Copy Name 1 | 1:00 | 1 | WJVT WVIT | 4632 | Churches | 9/5/2003 | 9/30/2003 | 1523456 |
| 2 | copy Name2 | 1:00 | 1 | WJVT | 4631 | Churches | 9/5/2003 | 9/30/2003 | 123456 |
| 3 | Copy Name 1 | 1:00 | 1 | WJVT WVIT | 4632 | Churches | 9/5/2003 | 9/30/2003 | 1523456 |
| 4 | copyname | 1:00 | 1 | WJVT WVIT | 4634 | Churches | 9/16/2003 | 9/30/2003 | 523 |

Copy Script-Production

Use this report to print copy and script information for each advertiser for production purposes.

Information Gathering

This report looks at each piece of copy in the VT system and prints out any that have script entered based on your filter selections. When you enter copy into VT, you can click on a button called Script, which will take you to the section where script can be entered for that piece of copy for production and/or co-op purposes. That script will print on this report along with other information about the copy as well as internal use fields that can be used during the production process

| Grouping Options | Filter Options | Other Options |
|------------------|---|---------------|
| | Advertiser Copy Description Copy End Date Copy Start Date Script Entry Date | |

Sample Report

Taylor & Johnson Broadcasting

Script - Production Copy For: WAL-MART
Advertiser = WAL-MART

| <i>Copy / Logging Description:</i> | | Super Low Prices / WAL-MART | |
|------------------------------------|-----------------------------------|--|--|
| Length: :30 | <i>Station / Cont Info</i> | Flight Dates: 4/20/2004 to: 12/31/2005 | |
| Co-Op | WWW: 0014, WJVT: 0014, WVIT: 0014 | Talent: | |
| Agency Tape #: | | Salesperson: Laura Thomas | |
| Tape Received: | | Mood: | |
| <i>Production Dates</i> | | | |
| Production Due Date: _____ | Date Produced: _____ | Copy Approved By: _____ on: _____ | |
| Advertiser Review Date: _____ | By: _____ | Audio Approved By: _____ on: _____ | |

Come into Wal-Mart now and save. Super low prices. Check out these great deals!

Daily Copy Roster

Use this report to print a listing of all copy that is eligible to run for a particular log day.

Information Gathering

The report pulls in all copy that is ELIGIBLE to run for a particular log date. It is important to distinguish between eligible copy and copy that will be actually running on that date. If, for example, there were several pieces of copy in a copy plan, the actual pieces of copy that would run would depend on how the rotation is set up and the number of spots that were running per day. This report shows all copy that is eligible to run. Even so, this report is a very good report to use when you want to know everything that could possibly run on a particular date.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|---|---------------|
| Cart Number Copy Name Primary Product Code Station | Advertiser Primary Product Code Station | |

Sample Report

Best & Johnson (Corporation Setup)

Daily Copy Roster

For Dates Equal to 09/26/2010
Grouped by: Primary Product Code

| Advertiser | Copy Name | Station | Cart # | Len. | Product | Start | End | Co-Op | ISCL/Tape # |
|-----------------------------------|--------------------------|-----------|--------|------|----------------------------|-----------|------------|---------|------------------|
| Advertising | | | | | | | | | |
| Crescent Jewelers | Eridal Sets | WJVT | 010002 | :30 | Advertising | 6/25/2002 | 6/26/2012 | | Tape Number |
| Crescent Jewelers | Eridal Sets | WVIT | 010001 | :30 | Advertising | 6/25/2002 | 6/26/2012 | | Tape Number |
| Kmart | Val 3 sponsors | WJVT | 1200 | :30 | Advertising | 4/21/2005 | 4/21/2012 | | |
| Kmart | Val Spots 5 advertiser | WJVT | 1000 | :30 | Advertising | 4/18/2005 | 4/24/2012 | | |
| Test Filler Spots | 1234 Test Filler | WJVT | 1002 | :30 | Advertising | 5/21/2002 | 11/28/2012 | | |
| Test Filler Spots | 5678 Test Filler | WJVT | 123 | :30 | Advertising | 1/1/2002 | 1/31/2012 | | |
| Test Filler Spots | 8910 Test Filler | WJVT | 01003 | :30 | Advertising | 12/1/2001 | 12/31/2012 | | |
| Airline | | | | | | | | | |
| IHOP | All You Can eat Pancakes | WJVT | 1043 | :30 | Airline | 5/4/2002 | 5/4/2012 | | |
| Opelika Chamber of Commerce | Keep Opelika Beautiful | WJVT | 001002 | :30 | Airline | 7/11/2002 | 12/28/2012 | | 5663212 |
| Appliances/White Goods | | | | | | | | | |
| Lott Appliance | Dishwashers | WJVT | 1046 | :30 | Appliances/White Goods | 7/19/2002 | 7/19/2012 | KENMORE | |
| Lott Appliance | Meijer Spots | WJVT | 1000 | :30 | Appliances/White Goods | 2/11/2005 | 2/11/2012 | | |
| Lott Appliance | Refrigerators | <<Station | | :30 | Appliances/White Goods | 7/19/2002 | 7/19/2012 | MAYTAG | |
| Lott Appliance | Washer Sale | WJVT | 100L | :30 | Appliances/White Goods | 4/2/2002 | 4/19/2012 | MAYTAG | MT 623423/Washer |
| Automotive - New Car/Truck | | | | | | | | | |
| King Ford | Ford Truck Month #1 | WJVT | 1045 | :30 | Automotive - New Car/Truck | 7/19/2002 | 7/19/2012 | | 233212 |
| King Ford | Ford Truck Month #2 | WJVT | 1044 | :30 | Automotive - New Car/Truck | 7/19/2002 | 7/19/2012 | | 8990546 |
| King Ford | Test Copy | WJVT | 10006 | :30 | Automotive - New Car/Truck | 12/7/2009 | 12/8/2012 | | |
| Ramp Chevy | ANDYCO | WVIT | 10017 | 1:00 | Automotive - New Car/Truck | 1/1/2006 | 1/11/2012 | | |
| Ramp Chevy | Tiger1 | WVIT | 10033 | 1:00 | Automotive - New Car/Truck | 1/3/2006 | 1/3/2012 | | |
| Ramp Chevy | Tiger1 | WJVT | 1003 | 1:00 | Automotive - New Car/Truck | 1/3/2006 | 1/3/2012 | | |
| Ramp Chevy | Tiger2 | WVIT | 10034 | 1:00 | Automotive - New Car/Truck | 1/1/2006 | 1/11/2012 | | |
| Ramp Chevy | Tiger2 | WJVT | 1034 | 1:00 | Automotive - New Car/Truck | 1/1/2006 | 1/11/2012 | | |
| Ramp Chevy | Tiger3 | WVIT | 10037 | 1:00 | Automotive - New Car/Truck | 1/3/2006 | 1/3/2012 | | |
| Ramp Chevy | Tiger3 | WJVT | 1337 | 1:00 | Automotive - New Car/Truck | 1/3/2006 | 1/3/2012 | | |

Expired Copy

Use this report to print a listing of all copy that is due to expire for a specified date range.

Information Gathering

The report pulls from the actual copy that has been entered into the VT system for each advertiser and checks the copy end date to determine if any copy ends during the date range specified on the report.

Important Information

The report can also be filtered to just copy that have carts assigned or it can include all copy that is expiring even if no cart number is assigned by using the Display Carts Only option.

Report Options

| Grouping Options | Filter Options | Other Options |
|----------------------------|--|------------------------|
| Cart Number Salesperson | Advertiser Statement Group Station | Display Carts Only Y/N |

Sample Report

Best & Johnson (Corporation Setup)

Expired Copy

For Dates: 10/01/2010 to 10/31/2010

Grouped by: Salesperson

Display Carts Only: No

| Advertiser | Copy Name | Station | Cart | Len | Prod | Beginning | Expired | Co-Op | ISCI/Tape# |
|----------------------------------|-------------------------------|-----------|------|------|---------------|------------|------------|-------|--|
| *No Salesperson Assigned* | | | | | | | | | |
| *WW1 | CBS/Friday Line-up | undefined | | :30 | Miscellaneous | 10/1/2010 | 10/1/2010 | | 2234234 |
| House, House | | | | | | | | | |
| *Dial Global Network | 800exchange/Credit Card Debt | WJVT | 2048 | 1:00 | Advertising | 10/25/2010 | 10/29/2010 | | DG_ADA-87 90-R2 DG_GAPT-1 1490R |
| | Advance Auto P/Advance Aut | WJVT | 2050 | :30 | Advertising | 10/25/2010 | 10/29/2010 | | DG_ZCTB-0 022-0000 |
| | Church & Dwight/CDC/AHL/92 | WJVT | 2067 | :30 | Advertising | 10/31/2010 | 10/31/2010 | | DG_AZBQ-0 009 |
| | Conagra/Banquet Fruit Pies | WJVT | 2057 | :30 | Advertising | 10/26/2010 | 10/26/2010 | | DG_XGGA-1 0348 |
| | Geico Insurance/Geico 2010 | WJVT | 2058 | :30 | Advertising | 10/26/2010 | 10/26/2010 | | DG_XGGA-1 0257 |
| | Geico Insurance/Geico 2010.1 | WJVT | 2060 | :30 | Advertising | 10/31/2010 | 10/31/2010 | | DG_XGGA-1 0044 |
| | Geico Insurance/Geico 2010.2 | WJVT | 2062 | :30 | Advertising | 10/25/2010 | 10/25/2010 | | DG_XGGA-1 0347 |
| | Geico Insurance/Geico 2010.3 | WJVT | 2063 | :30 | Advertising | 10/27/2010 | 10/27/2010 | | DG_XGGA-1 0255 |
| | Geico Insurance/Geico 2010.4 | WJVT | 2068 | :30 | Advertising | 10/30/2010 | 10/30/2010 | | DG_XGGA-1 0149 |
| | Geico/Geico 2010 Base Buy | WJVT | 2047 | :30 | Advertising | 10/25/2010 | 10/29/2010 | | DG_YHTZ-6 338 |
| | Home Depo/HMI/BAS/038 | WJVT | 2055 | :30 | Advertising | 10/28/2010 | 10/28/2010 | | DG_YHTZ-6 327 |
| | Home Depo/HMI/BAS/038.1 | WJVT | 2059 | :30 | Advertising | 10/29/2010 | 10/29/2010 | | DG_IDG-CR EDSCORE-3 0 |
| | Identity Guard/ID Protectio | WJVT | 2049 | :30 | Advertising | 10/25/2010 | 10/28/2010 | | DG_IDG-BU BBDY-ALT |
| | Identity Guard/ID Protectio.1 | WJVT | 2051 | :30 | Advertising | 10/25/2010 | 10/28/2010 | | DG_IDG-LO STJOB-ALT |
| | Identity Guard/ID Protectio.2 | WJVT | 2053 | :30 | Advertising | 10/25/2010 | 10/29/2010 | | DG_YKHD-0 100-0000 |
| | Kohls/EST F64 LPS GON | WJVT | 2056 | :30 | Advertising | 10/29/2010 | 10/29/2010 | | DG_YKHD-0 099-0000 |
| | Kohls/EST F64 LPS GON.1 | WJVT | 2065 | :30 | Advertising | 10/27/2010 | 10/27/2010 | | DG_QMAY-8 933-0000 |
| | Macy's/MCY-MCM-153 October | WJVT | 2061 | :30 | Advertising | 10/28/2010 | 10/28/2010 | | DG_QRFLX- R027 |
| | Netflix/NEF/FAM/32 Netflix | WJVT | 2066 | :30 | Advertising | 10/25/2010 | 10/25/2010 | | DG_RPI-004 6 |
| | Progressive Ins/Insurance | WJVT | 2052 | :30 | Advertising | 10/25/2010 | 10/27/2010 | | DG_RPI-004 4 |
| | Progressive Ins/Insurance.1 | WJVT | 2054 | :30 | Advertising | 10/26/2010 | 10/27/2010 | | 12143 |
| | Progressive/Car Insurance | WJVT | 2043 | :30 | Miscellaneous | 10/4/2010 | 10/4/2010 | | |

* = Copy Record/Script - Keep after expired date

Visual Traffic Log Reports

Automation Overlay Report

This report will print all automation overlay elements for a particular station.

Information Gathering

This report prints the automation overlay templates saved in VT when downloading to automation.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-------------------------|---------------|
| | Overlay Name Station | |

Sample Report

Best & Johnson
Automation Overlay Report
Station = "WJVT-FM"
Overlay Name: Mon-Fri

| Time | Seq | List Name | Command Type | User Defined Fields |
|----------------|-----|--------------------------|-----------------------|-----------------------------------|
| WJVT-FM | | | | |
| 00:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |
| 00:01:00 | 0 | Load Night time sat jock | Load Window | D LW 99 Set Jock voice \$BW |
| 00:20:00 | 0 | 3 min optional | Load Optional Stopset | D LS 180 load 3 min break |
| 00:50:00 | 0 | 3 min mandatory | Load Required Stopset | D LR 180 Load 3 min mandatory brk |
| 01:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |
| 01:20:00 | 0 | 3 min optional | Load Optional Stopset | D LS 180 load 3 min break |
| 01:50:00 | 0 | 3 min mandatory | Load Required Stopset | D LR 180 Load 3 min mandatory brk |
| 02:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |
| 02:20:00 | 0 | 3 min optional | Load Optional Stopset | D LS 180 load 3 min break |
| 02:50:00 | 0 | 3 min mandatory | Load Required Stopset | D LR 180 Load 3 min mandatory brk |
| 03:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |
| 03:20:00 | 0 | 3 min optional | Load Optional Stopset | D LS 180 load 3 min break |
| 03:50:00 | 0 | 3 min mandatory | Load Required Stopset | D LR 180 Load 3 min mandatory brk |
| 04:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |
| 04:20:00 | 0 | 3 min optional | Load Optional Stopset | D LS 180 load 3 min break |
| 04:50:00 | 0 | 3 min mandatory | Load Required Stopset | D LR 180 Load 3 min mandatory brk |
| 05:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |
| 05:20:00 | 0 | 3 min optional | Load Optional Stopset | D LS 180 load 3 min break |
| 05:50:00 | 0 | 3 min mandatory | Load Required Stopset | D LR 180 Load 3 min mandatory brk |
| 06:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |
| 06:20:00 | 0 | 3 min optional | Load Optional Stopset | D LS 180 load 3 min break |
| 06:50:00 | 0 | 3 min mandatory | Load Required Stopset | D LR 180 Load 3 min mandatory brk |
| 07:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |
| 07:20:00 | 0 | 3 min optional | Load Optional Stopset | D LS 180 load 3 min break |
| 07:50:00 | 0 | 3 min mandatory | Load Required Stopset | D LR 180 Load 3 min mandatory brk |
| 08:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |
| 08:20:00 | 0 | 3 min optional | Load Optional Stopset | D LS 180 load 3 min break |
| 08:50:00 | 0 | 3 min mandatory | Load Required Stopset | D LR 180 Load 3 min mandatory brk |
| 09:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |
| 09:20:00 | 0 | 3 min optional | Load Optional Stopset | D LS 180 load 3 min break |
| 09:50:00 | 0 | 3 min mandatory | Load Required Stopset | D LR 180 Load 3 min mandatory brk |
| 10:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |
| 10:20:00 | 0 | 3 min optional | Load Optional Stopset | D LS 180 load 3 min break |
| 10:50:00 | 0 | 3 min mandatory | Load Required Stopset | D LR 180 Load 3 min mandatory brk |
| 11:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |
| 11:20:00 | 0 | 3 min optional | Load Optional Stopset | D LS 180 load 3 min break |
| 11:50:00 | 0 | 3 min mandatory | Load Required Stopset | D LR 180 Load 3 min mandatory brk |
| 12:00:00 | 0 | Join ABC news | Execute Function | D XF 02 ABC News |

Bumped Spots Listing

Use this report to print a list of spots that are in the bump list for a specified bump date range.

Information Gathering

The report pulls in bumped spots directly from the logs as displayed in Log Editor for the date(s) specified. The “Date” column or *Bump Date* is the date the spot is currently bumped off the log. The *Target Date* is the date the spot was originally scheduled to by the order. *LST* is the last scheduled time the spot was on the log prior to being bumped. This report can also be printed from within the Log Editor in VT under the Print Menu.

Important Information

The report will print bumped spots from any log status including accepted logs. If you need access to any bumped spots on accepted logs for future log placement or deletion, you must go into the VT Log Editor for any **unaccepted** log day and change your bump list filter to either Show One Day or Show Date Range and select the date or date range of the bumped spots you wish to see. Then you will have access to those bumped spots. If you need to add bumped spots to a current invoice, you can edit that invoice and click on Add From Bump List where you can select the bumps you want to add.

Report Options

| Grouping Options | Filter Options | Other Options |
|----------------------|----------------------|------------------------------------|
| A/R Account Name | A/R Account | Include/Exclude Bumped Filler Spot |
| Contract End Date | Advertiser | |
| Contract Start Date | Contract End Date | |
| Filler | Contract Start Date | |
| Income Account | Income Account | |
| Primary Product Code | Primary Product Code | |
| Salesperson | Salesperson | |
| Spot Length | Spot Length | |
| Spot Priority | Spot Priority | |
| Spot Rate | Spot Rate | |
| Spot Target Avail | Spot Target Avail | |
| Spot Target Date | Spot Target Date | |
| Spot Type | Spot Type | |
| Station | Station | |

Sample Report

Taylor & Johnson Broadcasting

Bumped Spots Listing

Filler Spots Not Included

Bump Date = 9/11/2004 and Station = WJVT

WJVT

| Spot ID | Advertiser | Length | Order | Date | Target | Start | End | Valid | | | | | | |
|---|------------|--------|----------|-----------|---------------------|---|------------|------------------------------------|----|--|----|----|----|----|
| | | | | | | | | MO | TU | WE | TH | FR | SA | SU |
| ● 1011476 | AAMCO | :30 | 12-00003 | 9/11/2004 | Midnight - Midnight | 1/28/2004 | 11/28/2004 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| Avail: General Product: Automotive - Parts/Service/Tire Spot Type: _None | | | | | | Rate: \$15.00 Contract Dates: 1/28/2004- 11/28/2004 | | Target: 9/11/2004 LST: 00:38:30 | | Priority: 128 Salesperson: Pettijon, Jennifer | | | | |
| ● 1011475 | AAMCO | :30 | 12-00003 | 9/11/2004 | Midnight - Midnight | 1/28/2004 | 11/28/2004 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| Avail: General Product: Automotive - Parts/Service/Tire Spot Type: _None | | | | | | Rate: \$15.00 Contract Dates: 1/28/2004- 11/28/2004 | | Target: 9/11/2004 LST: 04:40:00 | | Priority: 128 Salesperson: Pettijon, Jennifer | | | | |

Totals for WJVT on 9/11/2004:

Time: 00:01:00 Units: 2
 Dollars: \$30.00

Report Totals

Time: 00:01:00 Units: 2
 Dollars: \$30.00

Daily Roster

This report prints a spot time listing of spots that are on a particular log day also including the cart number and copy name assigned as well as the gross and net income rate of each spot.

Information Gathering

The report prints spot times of each spot that is actually on the log for a particular date range. Bumped Spots are NOT included on this report. This is an INCOME based report showing gross and net income rates and total dollars.

Important Information

This report can also be run from within the VT Log Editor under the Print Menu. The report can only be run on UNACCEPTED log days. If the log is already accepted and you need spot time information, see the *Post Times Report*

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|------------------|--------------------------------------|
| Advertiser | Advertiser | Include/Exclude Non-Commercial Spots |
| Agency | Agency | Include/Exclude Network Spots |
| Avail Code | Avail Name | Include/Exclude Zero Rate Spots |
| Cart Number | Copy Description | Include/Exclude Spot Rates |
| Copy Name | Order | |
| Order Number | Salesperson | |
| Salesperson | Spot Length | |
| Spot Length | Spot Type | |
| Spot Type | Station | |

Sample Report

Best & Johnson (Corporation Setup)

Daily Roster

For Dates 10/26/2010 to 10/26/2010

Station = "WJVT"

Include Non-Commercial, Include Network, Include Zero Rate, Include Spot Rates

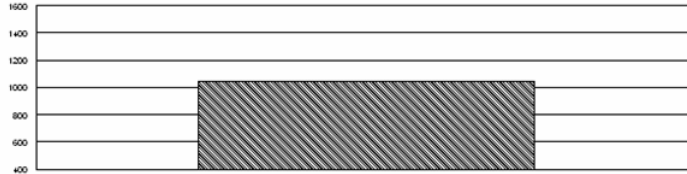
WJVT 10/26/2010

| Time | Copy Name | Cart | Logging Desc. | Length | FCC Type | Order | ISCI Code / Type Number | Gross Income | Est Net Income |
|----------|-------------------------------|-------|---------------------------|--------|----------|--------------|-------------------------|--------------|----------------|
| 20:20:00 | Geico/Geico 2010 Base Buy | 2047 | * Dial Global NI/Geico | :30 | | 67-9 [11] | DG-XGGA-10149 | 0.00 | 0.00 |
| 20:50:00 | E/AE (CD) | 10005 | CRP's Tattoos | 1:00 | | 51-00012 [1] | | 25.00 | 25.00 |
| 21:20:00 | Identity Guard/ID Protectio.1 | 2051 | * Dial Global NI/Identity | :30 | | 67-9 [14] | DG_IDG-BUBBOY-ALT | 0.00 | 0.00 |
| 22:10:00 | Advance Auto P/Advance Aut. | 2050 | * Dial Global NI/Advance | :30 | | 67-9 [12] | DG_QAPT-11490R | 0.00 | 0.00 |
| 22:20:00 | Identity Guard/ID Protectio | 2049 | * Dial Global NI/Identity | :30 | | 67-9 [8] | DG_IDG-CREDS CORE-30 | 0.00 | 0.00 |
| 23:10:00 | | | Kroger | :30 | | 65-00002 [1] | | 75.00 | 63.75 |
| 23:10:30 | Identity Guard/ID Protectio.2 | 2053 | * Dial Global NI/Identity | :30 | | 67-9 [28] | DG_IDG-LOSTJOB-ALT | 0.00 | 0.00 |
| 23:11:00 | Geico/Geico 2010 Base Buy | 2047 | * Dial Global NI/Geico | :30 | | 67-9 [29] | DG-XGGA-10149 | 0.00 | 0.00 |

| | | | |
|----|-----------------------------|----------|--------|
| 44 | Units for... | 1,045.00 | 932.50 |
| | Average Rate... | 23.75 | 21.19 |
| | CMSN Base - Direct Sales... | 295.00 | 295.00 |
| | CMSN Base - Agency Sales... | 750.00 | 637.50 |

Gross Daily Income

For WJVT



Report Totals

| | | | |
|----|-----------------------------|----------|--------|
| 44 | Units for... | 1,045.00 | 932.50 |
| | Average Rate... | 23.75 | 21.19 |
| | CMSN Base - Direct Sales... | 295.00 | 295.00 |
| | CMSN Base - Agency Sales... | 750.00 | 637.50 |

(*) denotes a manually placed spot

T = Top Spot L = Tail Spot

(c) indicates commissionable

Deleted Spots Report

Use this report to print a list of spots that are in the deleted list for a specified deletion date range when deleted off of a log by an operator.

Information Gathering

The report pulls in deleted spots directly from the logs as displayed in the Log Editor for the date(s) specified and also includes the date the spot was actually deleted as well as the user name and machine name that performed the deletion. The "Date" column or *Deleted Date* is the date where the spot is currently deleted off the log. The *Target Date* is the date the spot was originally scheduled to by the order. *LST* is the last scheduled time the spot was on the log prior to being deleted.

Important Information

The report will print deleted spots from any log status including accepted logs. If you need access to any deleted spots on accepted logs for future log placement or to restore to another log date, you must go into the VT Log Editor for any **unaccepted** log day and change your bump/deleted filter to either Show One Day or Show Date Range and select the date or date range of the deleted spots you wish to see. Then you will have access to those deleted spots under the deleted spots section of the bump list.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---|---------------|
| | Advertiser Salesperson Order Station | |

Sample Report

Taylor & Johnson Broadcasting

Deleted Spots Report
For 9/11/2004 , Station = WJVT

WJVT

| Spot ID | Advertiser | Order | Date | Target | | Start | End | Valid | | | | | | | |
|-----------------------|---|-----------|----------------------|----------|-------------|-------------------|-----------|-----------------------------------|----|----|----|----|----|----|---|
| | | | | | | | | MO | TU | WE | TH | FR | SA | SU | |
| ● 613620 | COZY CORNER | 232-00004 | 9/11/2004 | Midnight | to Midnight | 1/1/2004 | 12/31/200 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| | Avail: General | | Length: :30 | | | Target: 9/11/2004 | | Priority: 128 | | | | | | | |
| | Product: Gifts/Novelties | | Rate: \$10.50 | | | LST: 00:50:00 | | Salesperson: Dulles, Ellen | | | | | | | |
| | Deleted: 9/24/2004 by wjtdj on Machine: TESTB | | | | | | | | | | | | | | |
| ● 613621 | COZY CORNER | 232-00004 | 9/11/2004 | Midnight | to Midnight | 1/1/2004 | 12/31/200 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| | Avail: General | | Length: :30 | | | Target: 9/11/2004 | | Priority: 128 | | | | | | | |
| | Product: Gifts/Novelties | | Rate: \$10.50 | | | LST: 03:39:30 | | Salesperson: Dulles, Ellen | | | | | | | |
| | Deleted: 9/24/2004 by wjtdj on Machine: TESTB | | | | | | | | | | | | | | |
| Totals for 9/11/2004: | | | Time: | 1:00 | Units: | 2 | | | | | | | | | |
| | | | Dollars: | \$21.00 | | | | | | | | | | | |
| ----- | | | | | | | | | | | | | | | |
| Totals for WJVT: | | | Time: | 1:00 | Units: | 2 | | | | | | | | | |
| | | | Dollars: | \$21.00 | | | | | | | | | | | |

Locked Spots Report

Use this report to print a list of spots that have a status of “Locked” on the log date(s) specified.

Information Gathering

This report looks directly at the log and finds spots either on the log or on the bump list that have a locked status and prints them on this report. Locking a spots prevents the VT Scheduler from being able to move the spot around on the log; however, the user can still move the spot if needed. You can set a spot to “Locked” by opening the Spot Properties window in Log Editor, highlighting the desired spot on the log, and double clicking where it says “*Locked” in the window which will change it from “No” to “Yes”. You can also set multiple spots to “Locked” at one time by going into the View Menu from within the Log Editor and selecting Find Spots. You can highlight multiple spots here and then select the Lock Spot button at the bottom of the screen.

Important Information

The Target Day column on the report refers to the log date the spot was originally scheduled to from the order. The Log Day column is the log date the spot is currently locked on.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|--|---------------|
| Log Date | Advertiser Log Date Salesperson Target Date | |

Sample Report

Taylor & Johnson Broadcasting

Locked Spots Report
Log Date = 9/11/2004

WJVT

| Advertiser | Salesperson | Spot ID | Order Number | Target Day | Log Day | Scheduled Time |
|-------------------|--------------------|---------|--------------|------------|-----------|----------------|
| PAPA JOHN'S PIZZA | Pettijon, Jennifer | 594625 | 242-00013 | 9/11/2004 | 9/11/2004 | 00:19:00 |
| SUBWAY | Strothers, Pam | 605602 | 329-00004 | 9/11/2004 | 9/11/2004 | 00:08:00 |

Log Conflicts Report

Use this report to print any spots that have violated advertiser separation, primary or secondary product separation, or spot pattern separation due to manual spot placement by the operator.

Information Gathering

This report uses the last log conflicts data that was generated from the Log Editor or Log options. You MUST update the log conflicts data prior to running this report; otherwise, the data that prints could be outdated. To update the log conflicts data, go to the *Logs Menu* in VT and select *Log Maintenance*. Then select *Log Options*. Check the box to print *Log Conflicts* for the date range and station(s) you need. Once the log conflicts data has been regenerated, the report will print out automatically directly to your printer. That same information is then available in Report Center if needed.

Important Information

When spots violate the Default Advertiser Separation, it is referring to the global advertiser separation setting found under the Station Setup for all advertisers in general. There is also an Override Station Default Advertiser Separation setting that you can set for a specific advertiser that this report will also keep track of when you need a particular advertiser to have a unique advertiser separation. When you edit an advertiser, you can click on Advertiser Codes where you can set it up there for each individual advertiser if needed. The report is especially useful if you have several instances where an advertiser has multiple pieces of copy that are in a rotation plan with different primary product codes. The log will use the advertiser's default primary product code in these cases until copy is rotated and assigned to the log.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|------------------------------------|---------------|
| | Log Time Salesperson Station | |

Sample Report

Taylor & Johnson Broadcasting

Log Conflicts Report
For 9/10/2004

WJVT - 9/10/2004

| Spot Time | Advertiser | Order [Def #] | Required Separation | Nature Of Conflict |
|-----------------|--------------------------|----------------------|---------------------|-------------------------------|
| 00:08:30 | PAPA JOHN'S PIZZA | 242-00013 [1] | | |
| 00:19:30 | PAPA JOHN'S PIZZA | 242-00013 [1] | 2 avail set(s) | Default Advertiser Separation |
| 00:19:30 | PAPA JOHN'S PIZZA | 242-00013 [1] | | |
| 00:08:30 | PAPA JOHN'S PIZZA | 242-00013 [1] | 2 avail set(s) | Default Advertiser Separation |

Log Directives Placement Analysis

Use this report to print all occurrences of log directives for specific log dates.

Information Gathering

This report prints log directives directly from online log days for a particular date range and prints the log placement time, directive name, the directive string or command to the automation system, and the print flags showing whether or not these directives will print on the work logs and/or official logs. This report is very useful when you want to know exactly what time each directive is falling on the log.

| Grouping Options | Filter Options | Other Options |
|------------------|-----------------------------------|---------------|
| Directive Name | Directive Name Station Time | |

Sample Report

Taylor & Johnson Broadcasting

Log Directives Placement Analysis

For 4/24/2004 , Station = WJVT

WJVT

| <u>Date</u> | <u>Time</u> | <u>Directive Name</u> | <u>Directive String</u> | <u>Print Flags</u> |
|-------------|-------------|-----------------------|-------------------------|----------------------|
| 4/24/2004 | 00:40:00 | Load Command | D-LR 0100 | Work & Official Logs |
| | 01:00:00 | Load Command | D-LR 0100 | Work & Official Logs |

Total: 1 Unique Directives Occupying 2 Log Positions

Log Event Placement Analysis

Use this report to print all occurrences of log events for specific log dates.

Information Gathering

This report prints log events directly from online log days for a particular date range and prints the log placement time, event name, source, FCC type code, and the print flags showing whether or not these events will print on the work logs and/or official logs. This report is very useful when you want to know exactly what time each log event is falling on the log.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------------------------|---------------|
| Log Event | Log Event Log Time Station | |

Sample Report

Taylor & Johnson Broadcasting

Log Event Placement Analysis

For 4/24/2004 , Log Event = Weather and Station = WWWW

WWWW

| Time | Event Name | Length | Source | Type | Print Flags |
|------------------|------------|--------|--------|---------|----------------------|
| <i>4/24/2004</i> | | | | | |
| 07:10:00 | Weather | :30 | Live | Weather | Work & Official Logs |
| 07:36:00 | Weather | :30 | Live | Weather | Work & Official Logs |
| 08:04:00 | Weather | :30 | Live | Weather | Work & Official Logs |
| 08:31:00 | Weather | :30 | Live | Weather | Work & Official Logs |
| 09:04:00 | Weather | :30 | Live | Weather | Work & Official Logs |
| 10:04:00 | Weather | :30 | Live | Weather | Work & Official Logs |

Total: 1 Unique Events Occupying 6 Log Positions

Log Format Template

Use this report to print log templates or skeleton logs that have been entered into VT that are available for dropping onto the log calendar in Log Maintenance.

Information Gathering

This report pulls directly from the log templates that were set up and saved in Log Maintenance for any given station. The report will print the location of each log event, log note, log directive, and availset that was added to the template. Also, this report can be accessed by editing a particular log template and selecting the Print button at the bottom.

Important Information

Log templates are available for dropping onto a particular station's log calendar. If changes to the template are necessary, revise the template, then redrop the template onto future log days in order for the changes to take affect. Simply revising the template will not change any current online log days that already have a template dropped on them. Log templates should not be dropped onto Official log days since all spots will go to the bump list and will not be rescheduled which would require manually adding all of the spots for that log back onto the official log. If incorrect templates are being automatically dropped onto future log days after logs have been accepted to billing, check the Projection Defaults located at the bottom of the Log Maintenance Screen. This controls which log template is automatically dropped onto each day of the week for that particular station as new future log days are opened up.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|------------------------------------|---------------|
| | Station: Template Time (offset) | |

Sample Report

Taylor & Johnson Broadcasting

WWWWW Log Format Template - Weekday

Station: Template = WWWWW:Weekday and Time (offset) Between 6:00:00 and 6:15:00

| Begin | End | Event / Avail Title | Length | Event Source | FCC Type Code |
|----------|----------|---|--------|--------------------------|---|
| 06:00:00 | | | | | |
| 06:07:00 | 06:08:00 | AM Rotating News (P) | 1:00 | Live | News |
| 06:07:00 | | <i>AM News Sponsor</i> | :00 | <i>Audio Limit: 1:00</i> | <i>Commercial Limit: 1:00 Priority: 128</i> |
| | | <i>AM News Sponsor</i> | :00 | | |
| | | Commercial Units for AvailSet at 06:07:00 (2) | | | |
| 06:08:00 | 06:08:30 | AM Weather | :30 | Live | Weather |
| 06:08:00 | | <i>AM Wx sponsor</i> | :00 | <i>Audio Limit: :30</i> | <i>Commercial Limit: :30 Priority: 128</i> |
| | | Commercial Units for AvailSet at 06:08:00 (1) | | | |
| 06:09:00 | 06:10:00 | AM Rotating News (P) | 1:00 | Live | News |
| 06:09:00 | | <i>AM News Sponsor</i> | :00 | <i>Audio Limit: 1:00</i> | <i>Commercial Limit: 1:00 Priority: 128</i> |
| | | <i>AM News Sponsor</i> | :00 | | |
| | | Commercial Units for AvailSet at 06:09:00 (2) | | | |
| 06:12:00 | 06:12:30 | AM Sports | :30 | Live | Sports |
| 06:12:00 | | <i>AM Sports Sponsor</i> | :00 | <i>Audio Limit: :30</i> | <i>Commercial Limit: :30 Priority: 128</i> |
| | | Commercial Units for AvailSet at 06:12:00 (1) | | | |
| 06:13:00 | | <i>General</i> | :00 | <i>Audio Limit: 1:30</i> | <i>Commercial Limit: 1:30 Priority: 128</i> |
| | | <i>General</i> | :00 | | |
| | | <i>General</i> | :00 | | |
| | | Commercial Units for AvailSet at 06:13:00 (3) | | | |
| 06:15:00 | | <i>Headlines Sponsor</i> | :00 | <i>Audio Limit: :30</i> | <i>Commercial Limit: :30 Priority: 128</i> |
| | | Commercial Units for AvailSet at 06:15:00 (1) | | | |
| | | | | | Commercial Units for Hour 6:00:00 (10) |
| | | | | | Commercial Limit: 5:00 |
| | | | | | Commercial Units for Template: (10) |
| | | | | | Total Commercial Limit: 5:00 |

Log Note Placement Analysis

Use this report to print all occurrences of log notes for specific log dates.

Information Gathering

This report prints log notes directly from online log days for a particular date range and prints the log placement time, note text, and the print flags showing whether or not these notes will print on the work logs and/or official logs. This report is very useful when you want to know exactly what time each log note is falling on the log.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------------------------|---------------|
| Note Text | Log Time Note Text Station | |

Sample Report

Taylor & Johnson Broadcasting

Log Notes Placement Analysis

For Dates 04/24/2004 to 04/24/2004

(Note Text = "Check Transmitter Readings" or Note Text = "PSA _____") and Station = "WJVT"

WJVT

| | <u>Time</u> | <u>Note Text</u> | <u>Print Flags</u> |
|------------------|-------------|----------------------------|----------------------|
| 4/24/2004 | 04:50:00 | Check Transmitter Readings | Work & Official Logs |
| | 07:20:00 | Check Transmitter Readings | Work & Official Logs |
| | 09:40:00 | PSA _____ | Work & Official Logs |
| | 09:50:00 | PSA _____ | Work & Official Logs |

Total: 2 Unique Notes Occupying 4 Log Positions

Log – Daily Content Summary

Use this report to print summarized minute and percentage totals for FCC Type Code content used on a particular log date as well as average rate, spot count, total dollars, and percentage of units and minutes sold for each daypart based on spot placement.

Information Gathering

This report looks directly at the log and pulls in information based on spot placement. The daypart breakout listed on the report is based on how the dayparts are set up for that station under the Station Daypart Setup Screen. The report does NOT include non-spot billing of any kind or any non-commercial matter. The log date must be UNACCEPTED in order for the report to show information. This report is an INCOME based report.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---------------------|---------------|
| | Log Date Station | |

Sample Report

Taylor & Johnson Broadcasting

Log - Daily Content Summary

WJVT

Log Date: 4/24/2004

| Type Totals | Minutes | % of Total Time |
|-------------|----------|-----------------|
| Commercial | 47.00 | 3.26 |
| Daypart | 360.00 | 25.00 |
| Other | 1,085.00 | 75.35 |

| | :15 Second Totals | | | :30 Second Totals | | | :60 Second Totals | | | Daypart Totals | | |
|----------------------|-------------------|---------------|---------------|---|----------------|-------------------|-------------------|---------------|---------------|--|----------------|-------------------|
| | Qty | Avg. Rate | Total | Qty | Avg. Rate | Total | Qty | Avg. Rate | Total | Qty | Avg. Rate | Total |
| Overnight | 0 | \$0.00 | \$0.00 | 38 | \$14.86 | \$564.50 | 0 | \$0.00 | \$0.00 | 38 | \$14.86 | \$564.50 |
| | | | | Of 48 positions 79.2 percent were scheduled | | | | | | Of 24.00 minutes 79.2 percent were scheduled | | |
| Weekend | 0 | \$0.00 | \$0.00 | 29 | \$14.95 | \$433.50 | 0 | \$0.00 | \$0.00 | 29 | \$14.95 | \$433.50 |
| | | | | Of 96 positions 30.2 percent were scheduled | | | | | | Of 48.00 minutes 30.2 percent were scheduled | | |
| Mid Day | 0 | \$0.00 | \$0.00 | 15 | \$14.93 | \$224.00 | 0 | \$0.00 | \$0.00 | 15 | \$14.93 | \$224.00 |
| | | | | Of 48 positions 31.3 percent were scheduled | | | | | | Of 24.00 minutes 31.3 percent were scheduled | | |
| PM Drive | 0 | \$0.00 | \$0.00 | 18 | \$14.94 | \$269.00 | 0 | \$0.00 | \$0.00 | 18 | \$14.94 | \$269.00 |
| | | | | Of 64 positions 28.1 percent were scheduled | | | | | | Of 32.00 minutes 28.1 percent were scheduled | | |
| Evening | 0 | \$0.00 | \$0.00 | 23 | \$15.39 | \$354.00 | 0 | \$0.00 | \$0.00 | 23 | \$15.39 | \$354.00 |
| | | | | Of 40 positions 57.5 percent were scheduled | | | | | | Of 20.00 minutes 57.5 percent were scheduled | | |
| Total For Day | 0 | \$0.00 | \$0.00 | 123 | \$15.00 | \$1,845.00 | 0 | \$0.00 | \$0.00 | 123 | \$15.00 | \$1,845.00 |
| | | | | Of 296 positions 41.55 percent were scheduled | | | | | | Of 148.00 minutes 41.55 percent were scheduled | | |
| | | | | Total Commercial Minutes: | | | | | | 61.50 | | |
| | | | | Value of Each Commercial Minute: | | | | | | \$30.00 | | |

Program Log – Portrait

To print the log in portrait style format for general on-air purposes showing basic information such as the log description of the spot, spot length, copy name, and spot priority.

Information Gathering

This report gets its information directly from online log dates in Log Maintenance. You cannot print the log for log dates that have been already accepted to billing. You can select to print the report hourly, which will print each hour on a separate page. You can also choose to print live script on the log. To do this, the copy for the spot must be set to the Live Cart Range Type which is found at the upper right of the Copy Maintenance screen. This section becomes disabled when at least one station is assigned to the copy. If editing is needed on an existing piece of copy, you must un-assign the station(s), change the cart range type to Live, and then reassign the station(s). Then you must have script entered for that piece of copy.

Important Information

There are other important report settings that affect how the log will print. Print Times on All Spots gives you control over whether or not you want to print a scheduled time next to all spots on the log or only a general begin time at the first position of each break. Print Open Avails gives you the ability to control how you want empty avails to print on the log. Selecting No will ensure no empty avails or breaks will print on the log; selecting Yes w/availcode name will print the availcode name for each empty avail, and Yes without availcode name will leave a blank line for each open avail position. Choosing to print Available Break Info will print how much commercial time is remaining for all breaks.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-----------------|---|
| | Station Time | Page Break after each Hour (Y/N) Print Live Script (Y/N) Print Grid (Y/N) Print Times on All Spots (Y/N) Print Open Avails (No, Yes w/availcode name, Yes without availcode name) Print Times on Log Events (Y/N) Print Times on Log Notes (Y/N) Print Available Break Info (Y/N) Print Spot Priority (Y/N) |

Sample Program Log

Best & Johnson (Corporation Name Field)
 WJVT Program Log for Thursday, July 6, 2006

| Time | Cart | Log Description/Source | Len | √ | Copy Name | Pri |
|---------------------|------|------------------------------|---------------------|-----|--------------------|-----|
| Midnight - 06:00:00 | | Overnight Midnight-6AM | | | | |
| Midnight | | Availset (:15 Remaining) | | | | |
| 00:01:00 - 00:04:00 | | Alabama Network News/Network | | | | |
| 00:01:00 | | Availset (:30 Remaining) | | | | |
| 00:10:00 | | Availset (3:00 Remaining) | | | | |
| | | Cliff's Tatoos | :30 | | | 255 |
| 00:20:00 | | Availset (3:00 Remaining) | | | | |
| 00:25:00 - 00:25:30 | | Accu-Track Weather/Recorded | | | | |
| 00:25:00 | | Availset (:00 Remaining) | | | | |
| | | Alabama Furniture Direct | :30 | (5) | Name the Copy Plan | 128 |
| 00:50:00 | | Availset (2:30 Remaining) | | | | |
| | | Flowers-N-Things | :30 | | Flowers-N-Things | 128 |
| | | Cocos | :30 | | | 255 |
| 01:00:00 | | Availset (:15 Remaining) | | | | |
| 01:01:00 - 01:04:00 | | Alabama Network News/Network | | | | |
| 01:01:00 | | Availset (:30 Remaining) | | | | |
| 01:10:00 | | Availset (3:00 Remaining) | | | | |
| | | Granny's Attic | :30 | | | 255 |
| 01:20:00 | | Availset (2:00 Remaining) | | | | |
| | | BURGER KING | 1:00 | | Whopper Special | 128 |
| 01:25:00 - 01:25:30 | | Accu-Track Weather/Recorded | | | | |
| 01:25:00 | | Availset (:30 Remaining) | | | | |
| 01:50:00 | | Availset (2:30 Remaining) | | | | |
| | | Flowers-N-Things | :30 | | Flowers-N-Things | 128 |
| | | Hollywood Tans | :30 | | | 255 |
| 02:00:00 | | Availset (:15 Remaining) | | | | |
| 02:01:00 - 02:04:00 | | Alabama Network News/Network | | | | |
| 02:01:00 | | Availset (:30 Remaining) | | | | |
| Operators Signature | | On Off | Operators Signature | | On Off | |

Program Log – Landscape

To print the program log in On-Air Format or Work Format using landscape orientation with options to print the log hourly, with live script, etc.

Information Gathering

This report gets its information directly from online log dates in Log Maintenance. You cannot print the log for log dates that have been already accepted to billing. You can select to print the report hourly, which will print each hour on a separate page. You can also choose to print live script on the log. To do this, the copy for the spot must be set to the Live Cart Range Type which is found at the upper right of the Copy Maintenance screen. This section becomes disabled when at least one station is assigned to the copy. If editing is needed on an existing piece of copy, you must un-assign the station(s), change the cart range type to Live, and then reassign the station(s). Then you must have script entered for that piece of copy.

Important Information

There are other important report settings that affect how the log will print. Print Times on All Spots gives you control over whether or not you want to print a scheduled time next to all spots on the log or only a general begin time at the first position of each break. Print Open Avails gives you the ability to control how you want empty avails to print on the log. Selecting No will ensure no empty avails or breaks will print on the log; selecting Yes w/availcode name will print the availcode name for each empty avail, and Yes without availcode name will leave a blank line for each open avail position. Choosing to print Available Break Info will print how much commercial time is remaining for all breaks.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-----------------|---|
| | Station Time | Report Style: On-Air Format/Work Format Page Break after each Hour (Y/N) Print Live Script (Y/N) Print Grid (Y/N) Print Times on All Spots (Y/N) Print Open Avails (No, Yes w/availcode name, Yes without availcode name) Print Times on Log Events (Y/N) Print Times on Log Notes (Y/N) Print Available Break Info (Y/N) Print Talent (Y/N) |

Sample Program Log – On Air Format

Best & Johnson (Corporation Name Field)
 WJVT Program Log for Thursday, July 6, 2006

| Time | Cart | Log Description/Source | Len | Copy Name | Pri | Product Code | Talent |
|---------------------|------|------------------------------|------|------------------------|-----|-----------------------|--------|
| Midnight - 06:00:00 | | Overnight Midnight-6AM | | | | | |
| Midnight | | Availset (:15 Remaining) | | | | | |
| 00:01:00 - 00:04:00 | | Alabama Network News/Network | | | | | |
| 00:01:00 | | Availset (:30 Remaining) | | | | | |
| 00:10:00 | | Availset (3:00 Remaining) | | | | | |
| | | Cliff's Tatoos | :30 | | 255 | Tatoos | |
| 00:20:00 | | Availset (3:00 Remaining) | | | | | |
| 00:25:00 - 00:25:30 | | Accu-Track Weather/Recorded | | | | | |
| 00:25:00 | | Availset (:00 Remaining) | | | | | |
| | | Alabama Furniture Direct | :30 | (s) Name the Copy Plan | 128 | | |
| 00:50:00 | | Availset (2:30 Remaining) | | | | | |
| | | Flowers-N-Things | :30 | Flowers-N-Things | 128 | Florist | |
| | | Cocos | :30 | | 255 | Nightclubs/Bar/Tavern | |
| 01:00:00 | | Availset (:15 Remaining) | | | | | |
| 01:01:00 - 01:04:00 | | Alabama Network News/Network | | | | | |
| 01:01:00 | | Availset (:30 Remaining) | | | | | |
| 01:10:00 | | Availset (3:00 Remaining) | | | | | |
| | | Granny's Attic | :30 | | 255 | Gifts/Novelties | |
| 01:20:00 | | Availset (2:00 Remaining) | | | | | |
| | | BURGER KING | 1:00 | Whopper Special | 128 | Fast Food Restaurant | |
| 01:25:00 - 01:25:30 | | Accu-Track Weather/Recorded | | | | | |
| Operators Signature | | On | Off | Operators Signature | | On | Off |

Sample Program Log – Work Format

Best & Johnson (Corporation Name Field)
 WJVT Work Log for Thursday, July 6, 2006

| Time | Cart | Log Description/Source | Len | Copy Name | Ord Num | Ord Date | Ord Times | Rate | Pri | Avail Code | Product Code | Talent |
|---------------------|------|-------------------------------|------|------------------------|--------------|-------------------|-------------------|--------|-----|----------------|-----------------------|--------|
| Midnight - 06:00:00 | | Overnight Midnight-6AM | | | | | | | | | | |
| Midnight | | Availset (:15 Remaining) | | | | | | | | | | |
| 00:01:00 - 00:04:00 | | Alabama Network News/Network | | | | | | | | | | |
| 00:01:00 | | Availset (:30 Remaining) | | | | | | | | | | |
| 00:10:00 | | Availset (3:00 Remaining) | | | | | | | | | | |
| | | Cliff's Tatoos | :30 | | 51-00000 [1] | 07/01/06-07/31/06 | Midnight-Midnight | 10.00 | 255 | Promo | Tatoos | |
| 00:20:00 | | Availset (3:00 Remaining) | | | | | | | | | | |
| 00:25:00 - 00:25:30 | | Accu-Track Weather/Recorded | | | | | | | | | | |
| 00:25:00 | | Availset (:00 Remaining) | | | | | | | | | | |
| | | Alabama Furniture Direct | :30 | (s) Name the Copy Plan | 21-00122 [1] | 06/26/06-06/27/06 | Midnight-Midnight | 120.00 | 128 | Accu-Track Wea | | |
| 00:50:00 | | Availset (2:30 Remaining) | | | | | | | | | | |
| | | Flowers-N-Things | :30 | Flowers-N-Things | 4-00030 [1] | 06/14/04-06/08/08 | Midnight-Midnight | 10.00 | 128 | General | Florist | |
| | | Cocos | :30 | | 53-00013 [1] | 07/01/06-07/31/06 | Midnight-Midnight | 10.00 | 255 | Promo | Nightclubs/Bar/Tavern | |
| | | Hour Midnight Scheduled: 1:00 | | Start: 9:15 | | | | | | | | |
| 01:00:00 | | Availset (:15 Remaining) | | | | | | | | | | |
| 01:01:00 - 01:04:00 | | Alabama Network News/Network | | | | | | | | | | |
| 01:01:00 | | Availset (:30 Remaining) | | | | | | | | | | |
| 01:10:00 | | Availset (3:00 Remaining) | | | | | | | | | | |
| | | Granny's Attic | :30 | | 38-00008 [1] | 07/01/06-07/31/06 | Midnight-Midnight | 10.00 | 255 | Promo | Gifts/Novelties | |
| 01:20:00 | | Availset (2:00 Remaining) | | | | | | | | | | |
| | | BURGER KING | 1:00 | Whopper Special | 7-00036 [1] | 06/22/04-06/21/06 | 00:00:00-16:00:00 | 16.75 | 128 | General | Fast Food Restaurant | |
| Operators Signature | | On | Off | Operators Signature | | On | Off | | | | | |

MDS Placement Analysis

Use this report to print each MDS and MDS Extended spot pattern's schedule for the date range specified to show how the spots are currently scheduled onto the log.

Information Gathering

This report prints the schedule of each MDS and MDS Extended spot pattern running for the date range specified based on how the spots are currently scheduled on the log. The order only shows the number of spots that are allowed per week (or for a particular period of time if MDS Extended) and the days of the week that are allowed, but until the spots are scheduled onto the log, there is not a way to see specific spot placement. This report shows the MDS schedule based on literal spot placement on the log. This report will only show information on unaccepted log days.

Important Information

As MDS spots are moved by the VT Scheduler or manually moved by the user, this report will show where the spots are currently located at the time the report is run. Any day marked with an asterisk (*) signifies that the spot count includes spots that are currently bumped or deleted.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---|---------------|
| | Advertiser Order Salesperson Station | |

Sample Report

Taylor & Johnson Broadcasting

MDS Placement Analysis

For dates 4/26/2004 to 5/2/2004 , Station = WJVT

| RefID | Advertiser | Order # [Def#] | Rate | Priority | Schedule/Event | Projected Days To Run | | | | | | |
|--------------------|------------|----------------|---------|----------|---------------------|-----------------------|----------|----------|----------|----------|----------|----------|
| | | | | | | M | T | W | Th | F | Sa | Su |
| WJVT | | | | | | | | | | | | |
| 260 | PEPSI COLA | 260-00004 [1] | \$15.00 | 128 | Midnight - Midnight | 0 | *2 | 1 | 1 | 1 | 1 | 1 |
| WJVT Totals | | | | | | 0 | 2 | 1 | 1 | 1 | 1 | 1 |

Projections vs. Actual (by Order Date with Date Detail)

Use this report to compare what was ordered to what has scheduled for a particular date range to locate and/or correct discrepancies prior to billing.

Information Gathering

This report looks strictly at orders that are running during the date range selected for the Ordered Column. Any revisions or cancellations made directly to orders will be reflected in that column. The report then compares what has been ordered to what has been scheduled. If the log date has not been accepted to billing, this column represents spots that are currently on the *log*. If the log date has been accepted to billing, then the report looks at the *invoice* to determine what spots have been scheduled. The report can be run at anytime for either online log days or accepted log days. The Bumped and Deleted columns look directly at the log to determine if any exist, even for accepted log days. There are two difference columns: Difference and Total Difference. The Difference column simply subtracts the scheduled column from the ordered column to show any discrepancies; the Total Difference column does the same thing except it also adds back any bumped or deleted spots to show an overall difference. If the discrepancy were only due to bumped or deleted spots, this total would be zero. There are two versions of the report: *Projection vs. Actual* and *Projection vs. Actual (Discrepancy Only)*. There are also 3 detail options: Advertiser, Order, or Date Detail. Date Detail is especially helpful when you need to see the exact dates the discrepancy is on. The regular report lists *all* activity for the period requested. The discrepancy only version only lists those items that have a discrepancy. It is important to note that on the **discrepancy only** version, the total amount ordered and scheduled may not represent the full amounts of the entire order because it is simply adding all of the dates with a discrepancy together omitting any dates that do not have a discrepancy.

Important Information

This report makes an educated guess on the number of spots that have been ordered per day for MDS and MDS Extended orders. Because the order itself does not store the number of spots literally scheduled for a particular date (the order just tracks the number of spots allowed per week for MDS or for a particular date range for MDS Extended), the report must project what it sees as the mostly likely spot placement. This means that on a day-to-day basis, you might see discrepancies for a MDS order, for example, but as long as all of the spots run for the WEEK, there really is no discrepancy. If you have a lot of MDS orders, you should run the report always starting on a Monday and ending on a Sunday. This will ensure that the report can see entire weeks that have been ordered and scheduled giving you accurate results. As for MDS Extended, it works the same way, except you are not necessarily dealing with a weekly schedule; it would be the entire date range of the spot pattern. If you have any of those and it is showing discrepancies, you need to run the report for the entire ordered date range for that advertiser to see if a discrepancy truly exists for the overall schedule. MDS order numbers are marked with a "!". Orders entered as Daily Quantity do not have this issue.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|---|---|
| A/R Account Name Agency Income Account Receivables Group Salesperson Station | A/R Account Advertiser Agency Income Account Receivables Group Salesperson Statement Group Station | Report Style (Full/Discrepancies Only) Include MDS – Yes/No Include Packages – Yes/No Show Bumped and Deleted (Yes/No) |

Sample Report

Taylor & Johnson Broadcasting

Projection vs. Actual (by Order with Date Detail)
For dates 4/26/2004 to 5/2/2004, Advertiser = Victory Baptist Church

| Advertiser | Order # | Ordered | | Scheduled | | Difference | | Bumped | | Deleted | | Total Difference | |
|------------------------|-----------|----------|--------------|-----------|--------------|------------|-------------|----------|-------------|----------|-------------|------------------|-------------|
| | | Units | \$ | Units | \$ | Units | \$ | Units | \$ | Units | \$ | Units | \$ |
| Victory Baptist Church | | 2 | 96.00 | 2 | 96.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | 652-00002 | 2 | 96.00 | 2 | 96.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | 4/26/2004 | 1 | 48.00 | 1 | 48.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | 4/30/2004 | 1 | 48.00 | 1 | 48.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Report Totals: | | 2 | 96.00 | 2 | 96.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |

Reconciliation Report

This report shows all logged VT spots for a given Station and date range between VT-logged Spot times and the Automation audit information. Both logged and actual air times are reflected. It also shows any unresolved discrepancies such as bumps, new items, and changed cart numbers created by the ELR process.

Information Gathering

This report pulls from the VT logged spot times and the automation audit information

Important Information

This report only reflects the LAST reconciled information generated from the Logs/Log Reconcile menu.

Report Options

| Grouping Options | | Filter Options | Other Options |
|------------------|--|----------------|---------------|
| Date | | Station | |
| Station | | | |

Sample Report

Best & Johnson

Reconciliation Report
 For Dates 06/24/2009 to 06/24/2009
 Station = "WJVT-FM"

| Log Date | Advertiser | Log Time | Reconcile Time | Log Length | Reconcile Length | Order # | Log Cart # | Reconcile Cart # | Spot Rate | Copy | Tape Number |
|-------------------------|------------------------|-------------|--------------------|------------|------------------|------------------|------------|------------------|-----------|--------------------|---------------|
| Reconciled Items | | | | | | | | | | | |
| 06/24/2009 | WJVT Promo | 12:20:00 AM | 12:23:22 AM | 00:01:00 | 00:00:46 | 78-00142 | 1255 | 1207 | 0.00 | 1255 | Keith Urban- |
| 06/24/2009 | WJVT Promo | 12:50:00 AM | 12:24:08 AM | 00:01:00 | 00:01:04 | 78-00130 | CRUZ | CRUZ | 0.00 | CRUZ 2009 | |
| 06/24/2009 | WJVT Promo | 01:20:00 AM | 01:22:49 AM | 00:01:00 | 00:00:52 | 78-00140 | 1249 | 0951 | 0.00 | 1249 | CCB- |
| 06/24/2009 | WJVT Promo | 01:50:00 AM | 01:50:00 AM | 00:01:00 | 00:01:04 | 78-00130 | CRUZ | CRUZ | 0.00 | CRUZ 2009 | |
| 06/24/2009 | WJVT Promo | 02:20:00 AM | 02:25:07 AM | 00:01:00 | 00:00:54 | 78-00142 | 1255 | 1198 | 0.00 | 1255 | Keith Urban- |
| 06/24/2009 | WJVT Promo | 02:50:00 AM | 02:53:14 AM | 00:00:30 | 00:00:52 | 78-00140 | 1248 | 0951 | 0.00 | 1248 | CCB- |
| 06/24/2009 | WJVT Promo | 03:20:00 AM | 03:50:26 AM | 00:00:30 | 00:00:29 | 78-00110 | 1042 | 1042 | 0.00 | 1042 | Old Trader |
| 06/24/2009 | WJVT Promo | 03:50:00 AM | 03:50:00 AM | 00:01:00 | 00:01:04 | 78-00130 | CRUZ | CRUZ | 0.00 | CRUZ 2009 | |
| * 06/24/2009 | WJVT Promo | 04:20:00 AM | **:** | 00:00:30 | **:** | 78-00134 | 1233 | 1233 | 0.00 | 1233 | New Car |
| 06/24/2009 | WJVT Promo | 04:50:00 AM | 04:51:11 AM | 00:01:00 | 00:00:52 | 78-00140 | 1249 | 0951 | 0.00 | 1249 | CCB- |
| 06/24/2009 | City Medical Center | 05:02:00 AM | 05:46:15 AM | 00:01:00 | 00:00:46 | 896-00005 | 1207 | 1207 | 0.00 | 1207 | PCMC - KSOK |
| 06/24/2009 | WJVT Promo | 05:20:00 AM | 05:20:00 AM | 00:01:00 | 00:01:00 | 78-00142 | 1255 | 1255 | 0.00 | 1255 | Keith Urban |
| 06/24/2009 | WJVT Promo | 05:50:00 AM | 05:18:56 AM | 00:01:00 | 00:01:04 | 78-00130 | CRUZ | CRUZ | 0.00 | CRUZ 2009 | |
| 06/24/2009 | Winfield Pharmacy | 06:02:00 AM | 07:36:08 AM | 00:00:30 | 00:00:31 | 492-00022 | 0194 | 0194 | 19.42 | 0194 | |
| 06/24/2009 | WJVT Promo | 06:03:00 AM | 06:03:00 AM | 00:00:30 | 00:00:30 | 78-00121 | DBEL | DBEL | 0.00 | DBEL | |
| 06/24/2009 | South Central Kansas | 06:03:30 AM | 07:29:00 AM | 00:00:30 | 00:00:28 | 399-00022 | 0679 | 0679 | 0.00 | 0679 | SCKRMC |
| * 06/24/2009 | Quality Outdoor Design | 06:04:00 AM | **:** | 00:00:30 | **:** | 805-00020 | 0666 | 0666 | 0.00 | 0666 | |
| 06/24/2009 | CARRIER WEATHER | 06:06:00 AM | 06:06:00 AM | 00:01:00 | 00:00:31 | 74-00003 | 0002 | 0002 | 0.00 | 0002 | Hickerson |
| 06/24/2009 | O'Reilly Auto Parts - | 06:12:00 AM | 06:12:00 AM | 00:01:00 | 00:01:00 | 351-00017 | 1029 | 1029 | 28.00 | 1029 | O'Reilly Auto |
| 06/24/2009 | Walnut Towers | 06:13:00 AM | 07:55:15 AM | 00:00:30 | 00:00:27 | 483-00010 | 1010 | 1010 | 0.00 | 1010 | |
| 06/24/2009 | Quality Water Service | 06:13:30 AM | 06:13:30 AM | 00:00:30 | 00:00:30 | 377-00037 | 1090 | 1090 | 18.00 | 1090 | Quality Water |
| 06/24/2009 | McDonald's Computer | 06:20:00 AM | 06:20:00 AM | 00:01:00 | 00:00:32 | 322-00040 | 0258 | 0258 | 0.00 | 0258 | :60 |
| 06/24/2009 | Log Programs | 06:21:00 AM | 06:21:00 AM | 00:01:30 | 00:01:30 | 507-00002 | EPOP | EPOP | 0.00 | Earl Pitts Program | |
| 06/24/2009 | Olen Medical Supply | 06:30:00 AM | 06:04:20 AM | 00:00:30 | 00:00:30 | 770-00008 | 0599 | 0599 | 0.00 | 0599 | |
| 06/24/2009 | Medicalodge East | 06:38:00 AM | 06:38:00 AM | 00:00:30 | 00:00:30 | 327-00010 | FMML | FMML | 0.00 | FMML | |
| 06/24/2009 | Ford Customer Service | 06:38:30 AM | 06:38:30 AM | 00:01:00 | 00:01:00 | 711-00017 | 1252 | 1252 | 23.00 | 1252 | |
| 06/24/2009 | Jan's Sport Shack | 06:39:30 AM | 06:39:30 AM | 00:00:30 | 00:00:30 | 203-00018 | 0272 | 0272 | 0.00 | 0272 | |
| 06/24/2009 | Medicap Pharmacy | 06:40:00 AM | 07:19:54 PM | 00:00:30 | 00:00:30 | 325-00017 | 1000 | 1000 | 0.00 | 1000 | Medicap - |
| 06/24/2009 | Coca Cola Company | 06:40:00 AM | 06:40:00 AM | 00:01:00 | 00:01:00 | 559-00020 | 0124 | 0124 | 36.00 | 0124 | Coca-Cola |
| 06/24/2009 | McDonalds | 06:50:00 AM | 07:01:55 AM | 00:00:30 | 00:00:30 | 321-00035 | 0814 | 0814 | 0.00 | 0814 | |
| 06/24/2009 | Affordable Septic Tank | 06:52:00 AM | 06:52:00 AM | 00:00:30 | 00:00:41 | 1050-00002 | 1079 | 1079 | 0.00 | 1079 | Affordable |

Order #'s appear in **Bold** lettering are Agency Reconcile times in **Bold** will go to the invoice with the exact air time rather than the Log Time.
 Cart #'s appear in **Bold** lettering have changed
 *= bumped item

Reconciliation Summary Report

This report defaults to a summary which shows any unresolved discrepancies such as bumps, new items, and changed cart numbers created by the ELR process.

Information Gathering

This report pulls from the VT logged spot times and the automation audit information

Important Information

This report only reflects the LAST reconciled information generated from the Logs/Log Reconcile menu. This report can also be run for detailed information.

Report Options

| Grouping Options | | Filter Options | Other Options |
|------------------|---------|----------------|-----------------------------------|
| Date | Station | Station | Include Reconciled Items (Detail) |

Sample Report

Reconciliation Summary
 For Dates 06/24/2009 to 06/24/2009
 Station = "WJVT-FM"
 Reconciled Items Excluded

| Log Date | Advertiser | Log Time | Invoice Time | Log Length | Invoice Length | Order # | Log Cart # | Reconcile Cart # | Copy |
|--------------------------|------------------------|----------|--------------|------------|----------------|-----------|------------|------------------|--------------------------|
| Bumped Items | | | | | | | | | |
| 06/24/2009 | WJVT Promo | 04:20:00 | ***** | 00:00:30 | :*:~* | 78-00134 | 1233 | 1233 | 1233 New Car Promo |
| 06/24/2009 | Quality Outdoor Design | 06:04:00 | ***** | 00:00:30 | :*:~* | 805-00020 | 0666 | 0666 | 0666 |
| 06/24/2009 | O'Reilly Auto Parts - | 17:50:00 | ***** | 00:01:00 | :*:~* | 351-00017 | 1029 | 1029 | 1029 O'Reilly Auto Parts |
| 06/24/2009 | Colgate Country | 23:51:00 | ***** | 00:01:00 | :*:~* | 103-00015 | 0105 | 0105 | 0105 2009 Showdown |
| Total Bumped Items : 4 | | | | | | | | | |
| New Items | | | | | | | | | |
| 06/24/2009 | H&R Block | 0647 | 10:02:34 | | 00:00:54 | | | 0647 | H&R Block 0647 H&R :60 |
| 06/24/2009 | H&R Block | 0647 | 10:43:53 | | 00:00:54 | | | 0647 | H&R Block 0647 H&R :60 |
| 06/24/2009 | H&R Block | 0647 | 14:02:12 | | 00:00:54 | | | 0647 | H&R Block 0647 H&R :60 |
| Total New Items : 3 | | | | | | | | | |
| Warnings | | | | | | | | | |
| 06/24/2009 | Daisy Mae's Cafe | 10:21:00 | 14:34:27 | 00:01:00 | 00:00:59 | 119-00019 | T004 | T004 | Outside Order Time Range |
| 06/24/2009 | Ridge | 12:35:30 | 12:57:21 | 00:00:30 | 00:00:23 | 165-00015 | 1001 | 1001 | Outside Order Time Range |
| 06/24/2009 | KPM Computers | 14:35:00 | 13:33:40 | 00:01:00 | 00:01:01 | 297-00011 | 0601 | 0601 | Outside Order Time Range |
| 06/24/2009 | Merle Snider GM Center | 15:20:00 | 11:22:51 | 00:01:00 | 00:01:00 | 417-00026 | 0770 | 0770 | Outside Order Time Range |
| 06/24/2009 | South Central Kansas | 16:03:30 | 23:07:13 | 00:01:00 | 00:02:00 | 399-00019 | 0787 | 0787 | Outside Order Time Range |
| 06/24/2009 | CARRIER WEATHER | 16:23:00 | 14:19:48 | 00:01:00 | 00:00:30 | 74-00003 | 0002 | 0002 | Outside Order Time Range |
| 06/24/2009 | South Central Kansas | 17:20:00 | 21:33:14 | 00:01:00 | 00:02:00 | 399-00019 | 0787 | 0787 | Outside Order Time Range |
| 06/24/2009 | Union State Bank | 17:23:00 | 20:44:39 | 00:00:30 | 00:00:30 | 470-00061 | 1024 | 1024 | Outside Order Time Range |
| 06/24/2009 | Kline Motors | 18:02:00 | 20:28:17 | 00:01:00 | 00:00:59 | 294-00034 | 1002 | 1002 | Outside Order Time Range |
| 06/24/2009 | Reedy Ford | 18:50:30 | 10:23:27 | 00:01:00 | 00:01:00 | 383-00014 | 1020 | 1020 | Outside Order Time Range |
| 06/24/2009 | McDonalds | 19:35:00 | 18:34:36 | 00:00:30 | 00:00:30 | 321-00035 | 0814 | 0814 | Outside Order Time Range |
| 06/24/2009 | Daisy Mae's Cafe | 20:35:00 | 02:52:15 | 00:01:00 | 00:00:59 | 119-00019 | T004 | T004 | Outside Order Time Range |
| Total Warning Items : 12 | | | | | | | | | |

Spot Placement Discrepancy

Use this report to print any spots that have been manually placed on the log that have violated certain spot placement rules such as schedule target, first/last avail only, and target date.

Information Gathering

This report uses the last Spot Placement Discrepancy data that was generated from the Log Editor or Log options. You MUST update the Spot Placement Discrepancy data prior to running this report; otherwise, the data that prints could be outdated. To update the Spot Placement Discrepancy data, go to the *Logs Menu* in VT and select *Log Maintenance*. Then select *Log Options*. Check the box to print *Spot Placement Discrepancy* for the date range and station(s) you need. Once the Spot Placement Discrepancy data has been regenerated, the report will print out automatically directly to your printer. That same information is then available in Report Center if needed.

Important Information

This report is used primarily to make sure that spots have not been manually placed outside of the order's schedule target whether it is targeting an absolute time range or a specific log event. You can also use the *Log Conflicts Report* in conjunction with this report to catch any advertiser or product code separation issues due to manual placement.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---|---------------|
| | Advertiser Order Salesperson Station | |

Sample Report

Taylor & Johnson Broadcasting

TAYLOR & JOHNSON BROADCASTING Spot Placement Discrepancy
For 4/23/2004 , (Advertiser = COZY CORNER or Advertiser = SCHLOTZSKY'S DELI)

| WJVT | | | | | | | |
|--------------------------|-----|-----------|------------|-------|---------------|----------|---|
| Date | Len | Spot Type | Copy/Plan | Cart# | Salesperson | Time(s) | Nature of Problem |
| COZY CORNER | | | | | | | |
| 04/23/04 | :30 | _None | Missing | | Duller, Ellen | 23:59:00 | Target is first avail only, Placement is avail #2 |
| SCHLOTZSKY'S DELI | | | | | | | |
| | :30 | _None | Sandwiches | 1007 | Thomas, Laura | 05:40:00 | Target ABS Time Range 06:00:00-12:00:00, Placement Time 05:40:00. |
| 04/23/04 | :30 | _None | Sandwiches | | Thomas, Laura | 06:09:30 | Target Date 04/25/2004, Placement Date 04/23/2004. |
| 04/23/04 | :30 | _None | Sandwiches | | Thomas, Laura | 06:18:30 | Target Date 04/25/2004, Placement Date 04/23/2004. |


Visual Traffic Inventory Reports

Availabilities (Summary) by Week, Log Event

Use this report to print the time, units, and percentage available to sell in a summarized format for each log event and date specified.

Information Gathering

THIS REPORT IS ONLY AS ACCURATE AS THE LAST RECALCULATE DATA PROCESS. This report depends on the Log Availabilities calculation. You can manually update the data under the Logs Menu in VT by selecting **Log Availabilities**. To get the most current data on this report, make sure this calculation has been performed recently before running the report.

 **NOTE** - The report can also be run historically up to 1 year from the last accepted log date.

Important Information

The report uses Log Events to track inventory and looks at the actual logs to determine availability; therefore, you must have all of the log events for each block of time you want to track placed on the log whether it is dayparts, sporting events, or sponsorships you are tracking. For example, if you want to track inventory for each of your dayparts, you must place log events on the log for each daypart you want to track. Then it is just a matter of selecting which log events you want to see on this report. When the report calculates the number of units available, it is only considering *commercial units* in the calculation; therefore, when setting up avail codes, be sure that the inventory you want to track Adds to Commercial Time. Otherwise, those units will be considered non-commercial inventory and will not be tracked on the report. When the report calculates the time available, it is only considering commercial time; it adds up the time of all the commercial spots scheduled and subtracts it from the total commercial time allowed for the entire log event (it adds all of the maximum commercial times of each availset together to get that total.) If you make changes in the avail code setup or on any of your existing log templates, you **MUST** redrop those log templates in Log Maintenance **AND** recalculate the Log Availabilities data in order for any of those changes to appear on the Availabilities report. Also be sure to check your *Projection Defaults* in Log Maintenance to make sure that the correct log template is chosen for each day of the week. This ensures that when running avails reports for future offline log days that the report knows which log template to use when making calculations.

The Time or Unit Based report option refers to the percentage available and whether to base that percentage on time available or units available. The Include/Exclude Pre-emptible spots report option refers to whether or not you want the report to base what is available on what is literally left to sell on the log (**the Exclude setting**), or whether you want what is available to be based on **ADDING** any pre-emptible spots to what is literally available to show what you actually have left to sell if you were to remove all of your pre-emptible spots off of the log (**the Include setting**). There are two versions of this summary report: Availabilities (Summary) by Log Event, Week and Availabilities (Summary) by Week, Log Event. Both show the same information. You are just selecting the order in which you want the report to sort the weeks and log events.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|--|---|
| | Avail Name Log Event Spot Priority Spot Type Station | Time or Unit Based Include/Exclude Bumped Spots Include/Exclude Pre-emptible Spots Spot to Include |

Sample Report

Taylor & Johnson Broadcasting

Availabilities (Summary) by Week, Log Event

Bumped Spots Included \Pre-Emptible Spots Not Included

For dates 4/26/2004 to 5/2/2004 , (Log Event = 1-Morning Drive or Log Event = 2-Midday or Log Event = 3-Afternoon Drive or Log Event = 4-Evening) and Station = WJVT

Percentages shown are based on Time scheduled


| WJVT | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------|-------|-----------|-----|-----------|-----|-----------|-------|-----------|-----|-----------|-----|----------|-------|----------|-------------|-------|----|-----|---------|-----|-----|---------|-----|-----|
| 4/26/2004 | Mon | 4/26/2004 | Tue | 4/27/2004 | Wed | 4/28/2004 | Thu | 4/29/2004 | Fri | 4/30/2004 | Sat | 5/1/2004 | Sun | 5/2/2004 | Week Totals | | | | | | | | | |
| 1-Morning Drive | 28:00 | 58 | 64% | 31:30 | 63 | 72% | 31:30 | 62 | 72% | 31:00 | 60 | 70% | 18:30 | 41 | 58% | 9:00 | 22 | 38% | 3:01:00 | 369 | 66% | | | |
| 2-Midday | 38:30 | 81 | 75% | 37:00 | 79 | 73% | 38:00 | 81 | 75% | 35:30 | 77 | 70% | 38:30 | 82 | 75% | 27:00 | 59 | 68% | 15:30 | 33 | 18% | 3:30:00 | 492 | 61% |
| 3-Afternoon Drive | 28:00 | 61 | 74% | 29:30 | 62 | 78% | 28:30 | 61 | 75% | 30:00 | 63 | 79% | 29:00 | 62 | 76% | 24:00 | 51 | 75% | 12:30 | 29 | 57% | 3:01:30 | 389 | 74% |
| 4-Evening | 10:00 | 24 | 50% | 10:00 | 24 | 50% | 10:00 | 24 | 50% | 10:00 | 24 | 50% | 9:00 | 22 | 45% | 10:00 | 24 | 50% | 10:00 | 24 | 50% | 1:09:00 | 166 | 49% |

Availabilities by Avail Code

Use this report to print the units and percentage available to sell by Log Event for each Avail Code.

Information Gathering

THIS REPORT IS ONLY AS ACCURATE AS THE LAST RECALCULATE DATA PROCESS. This report depends on the Log Availabilities calculation. You can manually update the data under the Logs Menu in VT by selecting **Log Availabilities**. To get the most current data on this report, make sure this calculation has been performed recently before running the report.

 **NOTE** - The report can also be run historically up to 1 year from the last accepted log date.

Important Information

The report uses Log Events to track inventory and looks at the actual logs to determine availability; therefore, you must have all of the log events for each block of time you want to track placed on the log whether it is dayparts, sporting events, or sponsorships you are tracking. For example, if you want to track inventory for each of your dayparts, you must place log events on the log for each daypart you want to track. Then it is just a matter of selecting which log events you want to see on this report. When the report calculates the number of units available, it is only considering *commercial units* in the calculation; therefore, when setting up avail codes, be sure that each avail code you want to track Adds to Commercial Time. Otherwise, those avail codes will be considered non-commercial inventory and will not be tracked on the report. If you ask for an Avail Code that is considered non-commercial matter, you would see 100% availability on the report since the report would not count those spots. If you make changes in the avail code setup or on any of your existing log templates, you **MUST** redrop those log templates in Log Maintenance **AND** recalculate the Log Availabilities data in order for any of those changes to appear on the Availabilities report. Also be sure to check your *Projection Defaults* in Log Maintenance to make sure that the correct log template is chosen for each day of the week. This ensures that when running avails reports for future offline log days that the report knows which log template to use when making calculations.

The Include/Exclude Pre-emptible spots report option refers to whether or not you want the report to base what is available on what is literally left to sell on the log for that avail code (**the Exclude setting**), or whether you want what is available to be based on **ADDING** any pre-emptible spots to what is literally available to show what you actually have left to sell if you were to remove all of your pre-emptible spots off of the log (**the Include setting**).

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|--|--|
| | Avail Name Log Event Spot Priority Spot Type Station | Include/Exclude Bumped Spots Include/Exclude Pre-emptible Spots Spots to Include (Commercial, Non-Commercial, All) |

Sample Report

Taylor & Johnson Broadcasting

Availabilities by Avail Code

Bumped Spots Included \ Pre-Emptible Spots Not Included

For dates 4/26/2004 to 5/2/2004 , Avail Name = General and (Log Event = 1-Morning Drive or Log Event = 2-Midday or Log Event = 3-Afternoon Drive or Log Event = 4-Evening) and Station = WJVT

WJVT

General


| | <u>Mon 4/26/2004</u> | <u>Tue 4/27/2004</u> | <u>Wed 4/28/2004</u> | <u>Thu 4/29/2004</u> | <u>Fri 4/30/2004</u> | <u>Sat 5/1/2004</u> | <u>Sun 5/2/2004</u> | <u>Week Totals</u> |
|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|---------------------|--------------------|
| 1-Morning Drive | 30 54% | 34 61% | 34 61% | 34 61% | 31 53% | 44 69% | 24 50% | 231 59% |
| 2-Midday | 80 78% | 79 77% | 80 78% | 80 78% | 81 79% | 58 73% | 32 67% | 490 77% |
| 3-Afternoon Drive | 61 80% | 63 83% | 61 80% | 60 79% | 64 84% | 52 81% | 31 70% | 392 80% |
| 4-Evening | 24 60% | 24 60% | 24 60% | 24 60% | 22 55% | 24 60% | 25 63% | 167 60% |

Availabilities by Week, Log Event

Use this report to print inventory that is available to sell for each log event and date specified in a detailed format, which includes time/units allowed and scheduled, bumped spots, and pre-emptible spot tracking.

Information Gathering

THIS REPORT IS ONLY AS ACCURATE AS THE LAST RECALCULATE DATA PROCESS. This report depends on the Log Availabilities calculation. You can manually update the data under in the Logs Menu by selecting **Log Availabilities**. To get the most current data on this report, make sure this calculation has been performed recently.

 **NOTE** - The report can also be run historically up to 1 year from the last accepted log date.

Important Information

The report uses Log Events to track inventory and looks at the actual logs to determine availability, you must have all log events for each block of time you want to track placed on the log whether it is dayparts, sporting events, or sponsorships you are tracking. For example, if you want to track inventory for each of your dayparts, you must place log events on the log for each daypart you want to track. Then it is just a matter of selecting which log events you want to see on this report. When the report calculates the number of units allowed and available, it only considers *commercial units* in the calculation; therefore, when setting up avail codes, be sure that the inventory you want to track Adds to Commercial Time. Otherwise, those units will be considered non-commercial inventory and will not be tracked on the report. When the report calculates the time allowed and available, it is only considering commercial time; it adds up the time of all the commercial spots scheduled and subtracts it from the total commercial time allowed for the entire log event. If you make changes in the avail code setup or on any of your existing log templates, you **MUST** redrop those log templates in Log Maintenance AND recalculate the Log Availabilities data in order for the changes to appear on the Availabilities report. Also be sure to check your *Projection Defaults* in Log Maintenance to make sure that the correct log template is chosen for each day of the week. This ensures that when running avails reports for future offline log days that the report knows which log template to use when making calculations.

The Time or Unit Based report option refers to the percentages that print on the report and whether to base those percentages on time or units scheduled or available. Pre-emptible spots are also tracked based on the pre-emptible threshold that is set up for that station. The Subtotal line represents what is literally available on the log. The Total line represents what is available to sell if all of the pre-emptible spots were to be removed off of the log. There are two versions of this report: *Availabilities by Log Event, Week* and *Availabilities by Week, Log Event*. Both show the same information. You are just selecting the order in which you want the report to sort the weeks and log events.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|--|---|
| | Avail Name Log Event Spot Priority Spot Type Station | Time or Unit Based Include/Exclude Orphaned Avails |

Sample Report

Taylor & Johnson Broadcasting

Availabilities - by Week, LogEvent

For dates 4/26/2004 to 5/2/2004, Log Event = 1-Morning Drive and Station = WJVT

Percentages shown are based on Time scheduled


| WJVT | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------|-----------|-----|-----------|-------|-----------|-----|-----------|-----|-----------|-------|----------|-----|----------|-------------|---------|-------|----|-----|-------|----|-----|---------|-----|-----|-----|---|
| Mon | 4/26/2004 | Tue | 4/27/2004 | Wed | 4/28/2004 | Thu | 4/29/2004 | Fri | 4/30/2004 | Sat | 5/1/2004 | Sun | 5/2/2004 | Week Totals | | | | | | | | | | | | |
| 1-Morning Drive | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allowed: | 44:00 | 84 | 44:00 | 84 | 44:00 | 84 | 44:00 | 84 | 44:00 | 84 | 32:00 | 64 | 24:00 | 48 | 4:36:00 | 532 | | | | | | | | | | |
| Scheduled: | 16:00 | 26 | 36% | 12:30 | 22 | 28% | 12:00 | 22 | 27% | 12:30 | 22 | 28% | 14:30 | 25 | 33% | 11:30 | 20 | 36% | 13:30 | 24 | 56% | 1:32:30 | 161 | 34% | | |
| Available: | 28:00 | 58 | 64% | 31:30 | 62 | 72% | 32:00 | 62 | 73% | 31:30 | 62 | 72% | 29:30 | 59 | 67% | 20:30 | 44 | 64% | 10:30 | 24 | 44% | 3:03:30 | 371 | 66% | | |
| Bumped: | :00 | 0 | | :00 | 0 | | :00 | 0 | | :00 | 0 | | :00 | 0 | | :00 | 0 | | :00 | 0 | | :00 | 0 | | :00 | 0 |
| Subtotal: | 28:00 | 58 | 64% | 31:30 | 62 | 72% | 32:00 | 62 | 73% | 31:30 | 62 | 72% | 29:30 | 59 | 67% | 20:30 | 44 | 64% | 10:30 | 24 | 44% | 3:03:30 | 371 | 66% | | |
| Pre-Buapt: | :30 | 1 | | :30 | 1 | | 1:00 | 2 | | :30 | 1 | | :30 | 1 | | :00 | 0 | | :00 | 0 | | 3:00 | 6 | | | |
| Total: | 28:30 | 59 | 65% | 32:00 | 63 | 73% | 33:00 | 64 | 75% | 32:00 | 63 | 73% | 30:00 | 60 | 68% | 20:30 | 44 | 64% | 10:30 | 24 | 44% | 3:06:30 | 377 | 68% | | |

Availabilities Sold by Income Account

Use this report to show the number of commercial units and the amount of revenue sold for each Log Event broken out by income account including the average unit rate.

Information Gathering

THIS REPORT IS ONLY AS ACCURATE AS THE LAST RECALCULATE DATA PROCESS. This report depends on the Log Availabilities calculation. You can manually update the data under the Logs Menu in VT by selecting **Log Availabilities**. To get the most current data on this report, make sure this calculation has been performed recently before running the report.

 **NOTE** - The report can also be run historically up to 1 year from the last accepted log date.

Important Information

You must have Log Events on the log for each “Program” or “Time Range” you want to track. The Total Dollars column represents commercial Gross Income dollars. The *Units Sold* column is the total number of commercial units sold. The report will NOT include Non-Commercial revenue or units. Commercial Matter is determined by how the Log Avail Codes are set up under the Logs menu in VT. If a Log Avail Code is marked “Adds to Commercial Time” it is considered Commercial Matter. If not, it is considered Non-Commercial Matter. This report will NOT include Non-Spot Billing of any kind. The report also shows the total available units for each log event allowing a comparison to the number of units sold to what was available to sell.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|--|--|
| | Avail Name Log Event Spot Priority Spot Type Station | Include/Exclude Bumped Spots Include/Exclude Pre-emptible Spots |

Sample Report

Taylor & Johnson Broadcasting

Availabilities Sold By Income Account

Bumped Spots Included / Pre-emptible Spots Included

For dates 4/26/2004 to 5/2/2004 , Log Event = 1-Morning Drive and Station = WJVT

WJVT

1-Morning Drive

| Week of 4/26/2004 | Income Account | | Units Sold | Total Dollars | Average Unit Rate |
|----------------------|-------------------------------|------------|------------|-------------------|-------------------|
| | Local | | 42 | \$596.00 | \$14.19 |
| | National | | 112 | \$1,674.00 | \$14.95 |
| | Regional | | 8 | \$114.00 | \$14.25 |
| <i>Weekly Totals</i> | <i>Total available units:</i> | 532 | 162 | \$2,384.00 | \$14.72 |
| | Total Available Units: | 532 | 162 | \$2,384.00 | \$14.72 |

Log Avails Over-Filled

Use this report to print any availsets for a given log day where the maximum commercial time has been exceeded.

Information Gathering

This report looks directly at the log and checks to see if any availsets are overfilled due to manual spot placement that exceeds the maximum commercial time of the availset. *Non-Commercial Time is not tracked.* The log must be online for this report to show any data.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | Station | |

Sample Report

Taylor & Johnson Broadcasting

WJVT Log Avails Over-Filled

For 4/23/2004 , Station = WJVT

| AvailSet/Spot Time | Avail Set Information | | | |
|-----------------------|-----------------------|--------------------|---------------|-------------------|
| | Total Units | Units Available | Total Time | Time Available |
| 4/23/2004 | | | | |
| 00:21:00 | 3 | 0 | 1:00 | -.30 |
| 06:31:30 | 4 | 0 | 1:30 | -.30 |

Log Avails Status (Scheduled & Open)

Use this report to show each avail that is open and/or scheduled for a particular log day for inventory purposes.

Information Gathering

This report can show open and scheduled avails without printing any other log elements such as Log Events. This allows the user to focus specifically on the avails for a particular log day.

There are three versions of this report. The first one is the *Log Avails Status (Open Avails)*. This version will only print the avails that are open and not filled on the log. This can help in determining what avails are left to sell for a particular day in conjunction with the Avail Set Information that shows how many units and how much commercial time is available in the break. The second version is the *Log Avails Status (Scheduled Avails)*. This version only prints avails that have been filled in addition to the advertiser name, spot avail name, and spot type of the spot that placed there. The *Avail Name* is the avail code that is on the log at that location. The *Spot Avail Name* is the avail code that is coded to the order's spot pattern for that spot. This allows the user to not only see what is scheduled, but also to see if any spots placed in a position on the log that does not match the avail code of the spot. The third version is *Log Avails Status (Scheduled & Open)*. This prints both what has been scheduled onto the log as well as any avails that are currently open that have not yet been filled. These same reports can also be run from within VT by going into the Log Editor and selecting the Print Menu and then choosing Log Avails Status.

| Grouping Options | Filter Options | Other Options |
|------------------|---|---------------|
| | Avail Name Station Spot Avail Name Spot Type Time | |

Sample Report

Taylor & Johnson Broadcasting

Log Avails Status (Scheduled & Open)

For Date(s): For Dates 04/23/2004 to 04/23/2004
 Station = "WJVT" and Time = "0:20:00"

| Avail Set/Spot Time | Avail Name | Spot Avail Name | Advertiser Name | Spot Type Name | Avail Set Information | | | |
|------------------------|------------|--------------------|------------------|----------------|-----------------------|--------------------|---------------|-------------------|
| | | | | | Total Units | Units Available | Total Time | Time Available |
| 1/23/2004 | | | | | | | | |
| 00:20:00 | General | General | CURT'S CAFETERIA | _None | | | | |
| 00:20:00 | General | | * OPEN * | | | | | |
| 00:20:00 | General | | * OPEN * | | 3 | 2 | :30 | :00 |

Wheel Plan Availability

Use this report to show what slots are available for a wheel plan for the date(s) specified.

Information Gathering

The report pulls its information directly from the Wheel Plan itself. Each participant is assigned a slot number, which is then scheduled onto the log to specific positions (avails) each day based on how the rotation is set up within the Wheel Plan. You can view all the participants within a wheel plan by editing the Wheel Plan in VT and clicking on the Participants button at the top of the main screen. You can also view the rotation for each day the wheel plan rotation runs by double clicking on a particular date on the calendar. This report just provides a general overview of where each log position is located for each date on the log and if the slot is filled or available.

| Grouping Options | Filter Options | Other Options |
|------------------|--|---------------|
| | Advertiser Slot Station Wheel Plan | |

Sample Report

Taylor & Johnson Broadcasting

Wheel Plan Availability

For dates 4/28/2004 to 4/30/2004

News Sponsorship Rotation

WJVT

4/28/2004 (1 Log Positions)

Slot 1 00:20:00 -1 **filled**

4/29/2004 (1 Log Positions)

Slot 2 06:40:00 -1 **-- Available --**

4/30/2004 (1 Log Positions)

Slot 3 17:40:00 -1 **-- Available --**

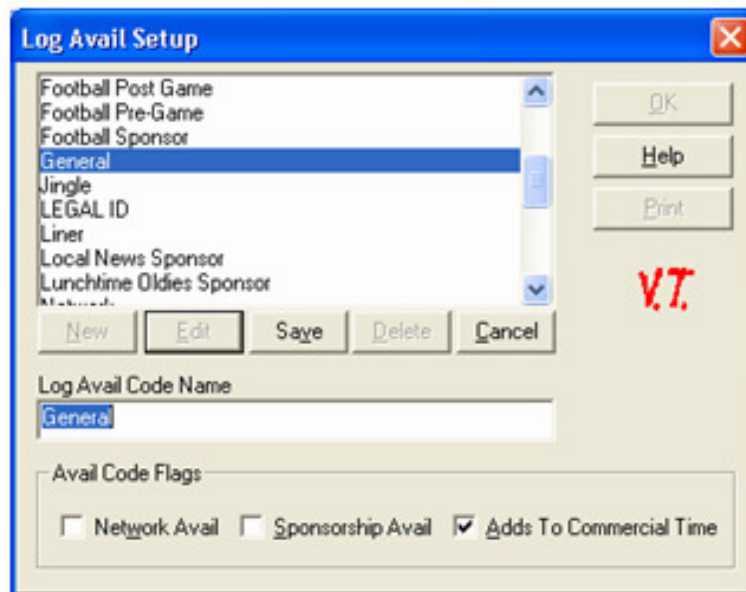
Avails Set Up Instructions

In order for Visual Traffic to return the accurate inventory figures by way of the Availabilities Reports it is vital that the components that make up the log are set up correctly. Avail Codes and Events, must be set up properly as well as the Log Templates. The instructions below are designed to show you the proper way to set up VT or assist in researching why your Availabilities Reports may not be reflecting the correct time and/or units available.

Avail Codes

From the VT Main Menu, choose **Logs>Log Avail Codes**. This lists all of the defined Avail Codes in the system. When you edit an Avail Code, there are three (3) Avail Code checkboxes at the bottom. If you want a particular Avail Code (and the spots that are scheduled to that Avail Code) to be included in the calculation of all Avails Reports, you must check the Adds to Commercial Time checkbox.

Sample Log Avail Setup Screen



NOTE - There is also a print button on the Log Avail Setup Screen that will allow you to print out all of the Avail codes at their current settings to help with this setup.

Log Events

Once you have all of the Avail Codes you wish to be included in the avails calculations of all Avails Reports set up, you must then be sure there are Log Events set up for each daypart you want to track on your Avails Reports.

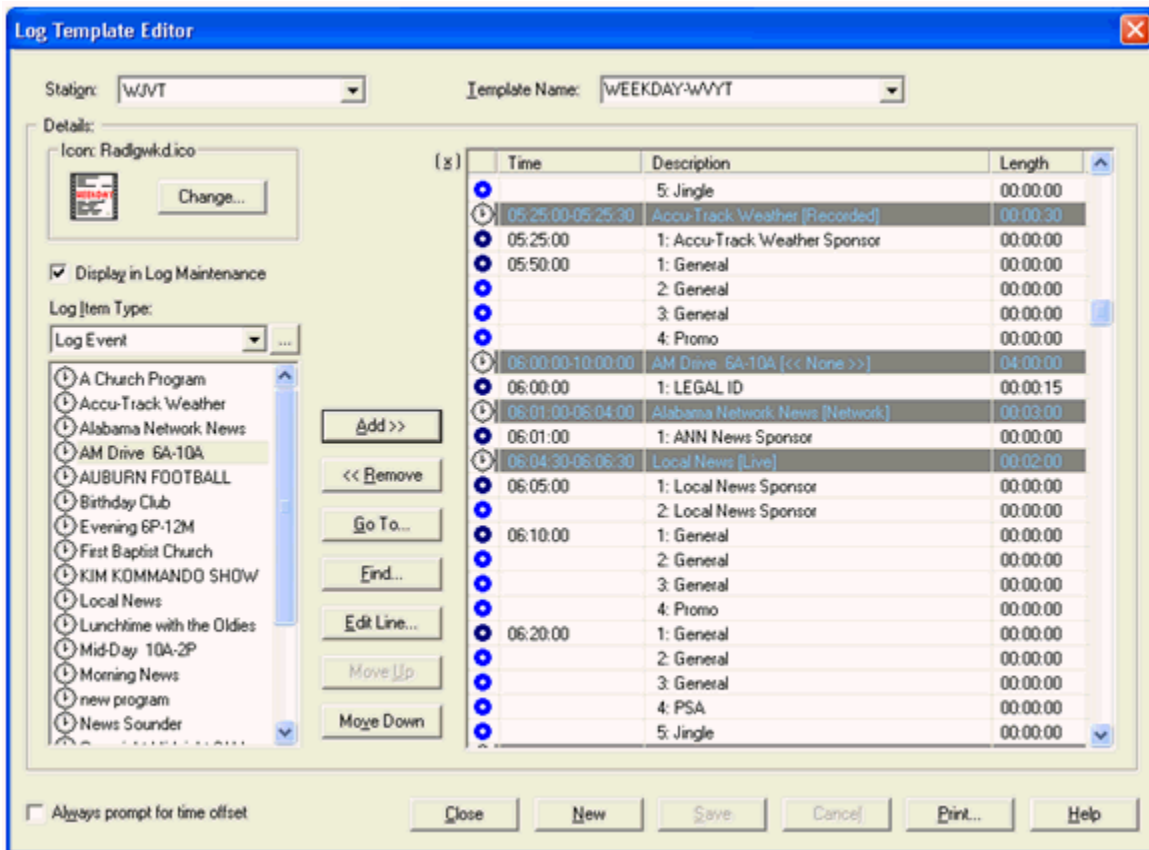
First, go into **Logs/Log Events** from the main VT menu. This will list all of the Log Events that are set up in the system. In order to track avails for each daypart you **MUST** set up log events for each daypart. For Example, **AM Drive 6a-10a, Midday 10a-2p, PM Drive 2p-6p**, etc. If they are not set up, you will need to click on New, put in the event name and enter the correct event length. Be sure to check the box that says Orders may target this event. The Log Event Type would be a Standard Event. Click on Save when finished. Continue this process until you have log events set up for each daypart.

Sample Log Event Setup Screen

The screenshot shows the 'Log Event Setup' dialog box. At the top, the 'Statement Group' is set to 'Taylor & Johnson, Inc. (Statement Group Name)'. A list of programs is displayed, with 'AM Drive 6A-10A' selected. Below the list, the 'Log Event Name' is 'AM Drive 6A-10A'. The 'Event Length' is '04:00:00'. The 'Log Event Type' is 'Standard Event'. There are checkboxes for 'Print on Work Logs' and 'Print on Official Logs', both of which are checked. The 'Source Code' is 'Live' and the 'ECC Type Code' is 'Entertainment'. A red 'V.T.' watermark is visible on the right side of the dialog.

Once all of the dayparted Log Events are accounted for, add each Log Event Daypart to the log template(s). Each should be added at the time the Daypart begins. For Instance the AM Drive Log Event would be added to the Log Template at 6AM. This is done by going from the Main Menu of VT, choosing **Logs/Log Maintenance** and editing each of the Available Templates that are currently being used.

Sample Log Template Editor Screen

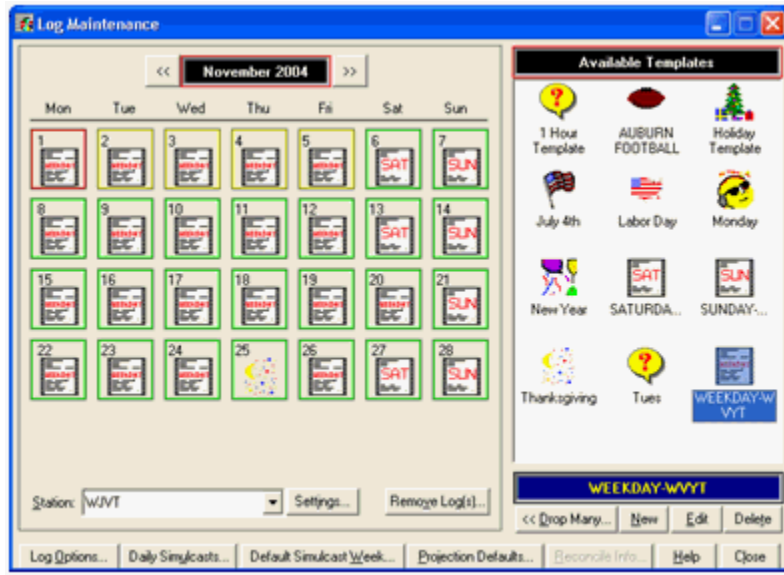


It is important that every hour of the log day is covered by one of your dayparted log events. For example, notice above that there is a Log Event starting at 6am that runs through 10a. Any spots falling in those hour ranges would be counted in that Log Event on Avails Reports. Then starting at the 10am hour, you should have a Mid-Day Log Event, etc. If you need to add a Log Event to the log, first under Log Item Type towards the left of the screen, choose Log Event. Then, you can highlight the log event and click on Add. Then you will key in the starting time of that log event. Continue this process until the entire log day is accounted for then save the template. If adjustments need to be made, you will need to make them on all your regular log templates for each station.

If your station is Time Based, you also want to check to be sure that the Commercial Time Limit for each availset is correct. This affects what the avails reports use to determine the maximum commercial time allowed for each Log Event.

If you had to make any changes to the Avail Codes or to the log templates, you will need to re-drop your log templates onto the log calendar to refresh the log data. You can do this by clicking on the Drop Many button on the Log Maintenance screen at the bottom.

Sample Log Maintenance Screen

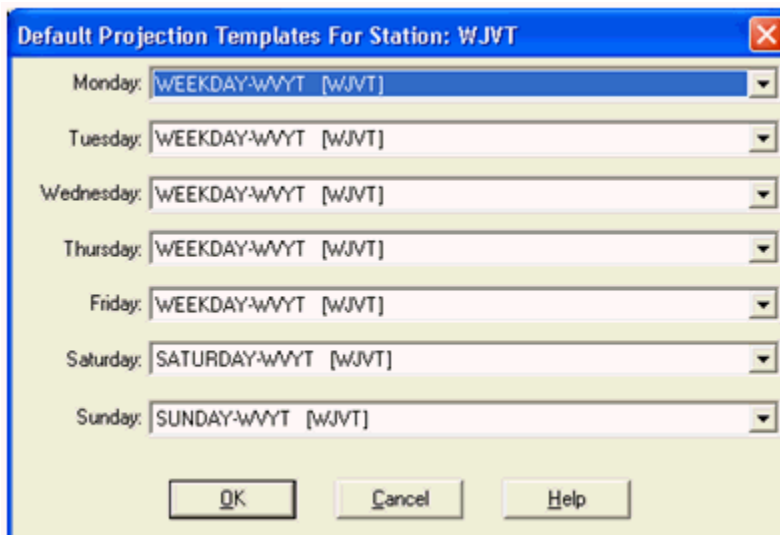


NOTE - Do not drop templates on Official Logs. Only drop them on future online log days

Projection Defaults

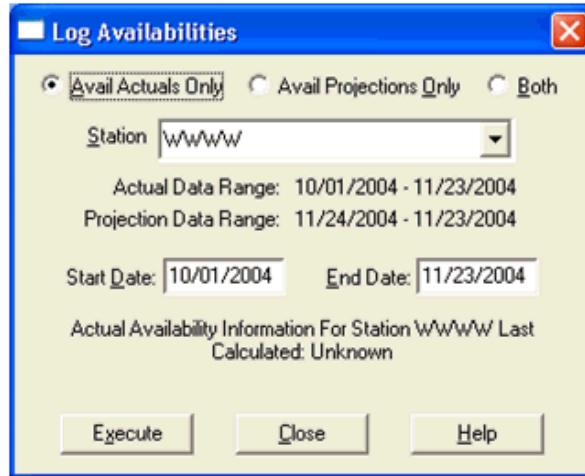
The next setting we need to check is the Projection Defaults. This setting controls not only which log templates will be automatically placed on future logs, but also what log templates will be used for each day of the week for avail reporting when that log day is not online yet. Click on Projection Defaults at the bottom of the Log Maintenance screen and ensure that the correct log template is chosen for each day of the week. You'll need to check this for each station.

Sample Default Projection Templates Screen



Before avails reports are run, it is important to be sure that the latest up to the minute avails data is being used for the reports. From the VT main menu choose **Logs/Log Availabilities**. At the top choose “Both” avails actuals and projections. You also choose the station you want to calculate and the date range. Be sure the date range includes the dates you want to run the avails report. Repeat this process for each station.

Sample Log Availabilities Screen

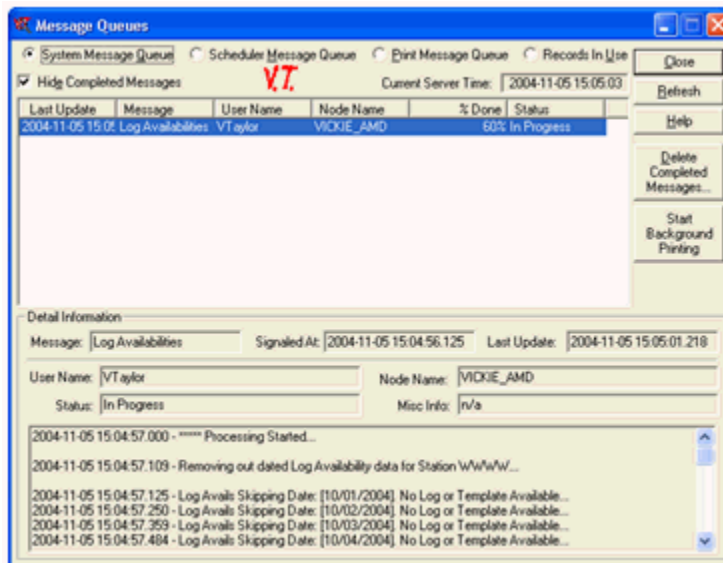



Once that is done, VT will send a message to calculate the avails. You can monitor its progress by choosing System/System Information from the VT main menu. You want to wait until the processes are complete before running the report.

After that is complete, you are ready to run the avails reports. There are several to choose from.

When you run the report, you can choose the date you want to see. You also need to choose the station and log events you want to see on the report. Choose all of the dayparted Log Events you set up and add them to the report.

Sample Message Queues Screen



 **NOTE** - When running Availabilities report, if you select Log Events that overlap, this will cause any overlapping Avail Codes to be counted multiple times. For Example, if you select the AM Drive Log Event and Local News, an Avail Code for Local News Sponsor during AM Drive would be counted twice because it falls within both events.

The avails reports look at the log only. That is why you must have log events set up for each daypart on the log itself so that the avails reports will pick them up. Any spot that falls within that event will be included regardless if the order was entered to target that event specifically or if the order was entered using a time range and the spot scheduled during that event.

The report will then show the total units and time allowed, scheduled, and available. Bumped spots are also accounted for. The Pre-Emptible section includes all spots below your pre-emptible threshold that could be removed off the log to free up more inventory. Also notice the information is grouped by each Log Event chosen. You can also run this report to track other events as well in addition to your regular dayparts.

Orphaned Avails

Orphaned avails will appear on Availabilities Reports when:

1. The order is targeted to an Event that is not on that day's log.
2. The order is targeted to an Event that does not have an availset within it.
3. The order is targeted to an Event that has an availset but the avail requested is not valid within that availset.
4. The order is targeted to an absolute time that does not have any availsets within the time requested.
5. The order is targeted to an absolute time that has availsets but the avails within the availsets do not match the avail on the order.
6. The order is targeted to an absolute time that has availsets for that avail code, but the availset the spot placed in does not fall within any Log Event on the log.

Visual Traffic Accounting Reports

A/R Adjustment List (Holding)

Use this report to show manually entered or system generated A/R Holding adjustments for a specified date range.

Information Gathering

This report looks directly at the A/R Holding statement of each advertiser and prints any A/R Holding adjustments that were entered by the user or generated by the system for the date range specified. System generated A/R Holding adjustments occur when the total billing (what was invoiced) does not match the total income (what was earned). This typically happens with package orders where the package billing for the month does not match the value of all the spots that ran for the month. In some cases this is ok if the order's billing and income match overall but it is running multiple months. Once all the spots run at the end of the schedule, the income and billing would eventually match in the end; however, there are some cases where a mistake is made or not all of the spots run for the order. In this case, an A/R Holding adjustment would be generated and would remain on the advertiser's A/R Holding statement unless an A/R Holding adjustment is made to zero it out. A/R Holding is strictly an internal calculation and something the advertiser does not see on their regular A/R statement.

Important Information

There are two versions of this report: Detail and Summary. The Detail version is printed above which shows extra information such as what the adjustment is applied to, offset account information and the salesperson name of each adjustment. The summary version omits that information and allows more room for lengthier descriptions that can be printed on the report.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|---|---------------------------|
| A/R Account Name Advertiser Date Offset Account Salesperson Statement Group | A/R Holding Account Salesperson Advertiser Offset Account Salesperson Statement Group | Summary or Detail Version |

Sample Report

Taylor & Johnson Broadcasting

A/R Adjustment List (Holding)

*For Date(s): For Dates 12/30/1899 to 12/31/2064
(Advertiser = "Advance Auto Parts" or Advertiser = "AFLAC")
Full Detail Figures*

| Advertiser | Trans. Id | Date | Description | Post Date | A/R Acct. | Applied-To (MO.) Type: Ref # | Salesperson | Offset Account [Acct #] | Amount |
|-----------------------|----------------|-----------|-------------|-----------|-----------|---------------------------------|------------------|----------------------------|---------------|
| Advance Auto Parts | 671-00004-0000 | 9/28/2003 | | 9/28/2003 | Holding | | * Strothers, Pam | A/R WWWWW | -0.04 |
| AFLAC | 803-00006-0001 | 1/31/2004 | | 1/31/2004 | Holding | | * Strothers, Pam | Cash [1010] | 1,000.00 |
| Report Totals: | | | | | | | | | 999.96 |

A/R Revenue Adjustment Detail

Use this report to show what revenue adjustments have been entered into VT for a specific date range.

Information Gathering

This report will only show revenue adjustments that have been entered in a specific location of VT. This location can be found in VT under the *Orders Menu* and then by selecting *Utilities* and then *Revenue Adjustments*. The adjustments that are entered in this section of VT do not affect the statement or any other aspect of VT. These adjustments only appear on the report and nowhere else

Report Options

| Grouping Options | Filter Options | Other Options |
|--|--|---------------|
| A/R Account Income Account Receivables Group Statement Group Station | A/R Account Income Account Receivables Group Statement Group Station | |

Sample Report

Taylor & Johnson Broadcasting

A/R Revenue Adjustment - Detail
All Dates

Taylor & Johnson Broadcasting

| Year/Month | Station | Revenue Type | Receivables Account | A/R Account | Income Account | Description | Amount |
|--|---------|--------------|---------------------|-------------|----------------|--------------------|-----------------|
| 2004/11 | WJVT | Direct | Local | A/R Cash | Local Income | Revenue Adjustment | \$1,000.00 |
| 2004/11 | WVIT | Direct | Trade | A/R Trade | Local Income | Revenue Adjustment | \$512.00 |
| <i>Nov 2004 Totals:</i> | | | | | | | <i>1,512.00</i> |
| 2004 Totals: | | | | | | | 1,512.00 |
| Taylor & Johnson Broadcasting Totals: | | | | | | | 1,512.00 |

A/R Statement Inquiry

Use this report to print an internal statement for an advertiser that shows not only their current open transactions but also any historical transactions that have since gone to statement history.

Information Gathering

This report pulls its information directly from the advertiser's statement. It will print the current open transactions and any historical transactions that have since gone to statement history primarily for research purposes. You can view this same information in VT by going to the *A/R Menu* and selecting *View/Edit Statement* and then [by] *Advertiser*. Once you select an advertiser, you can view the advertiser's current open transactions and/or historical transactions by clicking on the checkboxes for Show Current or Show History at the upper left hand side of the screen.

Important Information

When a particular month is closed in VT through Statement Processing, transactions that have been reduced to a zero balance will be removed from the current statement to history. You can then access the historical portion of the advertiser's statement with this report for research purposes. The number of months that the statement will store history depends on the *History Retention* settings for the statement group, which is found under the *A/R Menu*, and then *Statement Groups*. Then select the *Parameter Setup* tab. Under *History Retention* is where you will find the number of months the Statement History will be stored. You can store up to 72 months of history.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|---|----------------|
| A/R Account Name Default Salesperson Receivables Group | A/R Account Name Default Salesperson Receivables Group Statement Group | Document Group |

Sample Report

Taylor & Johnson Broadcasting

Taylor & Johnson Broadcasting Inquiry Statement - A/R Cash

For dates less than and including 11/30/2004, Advertiser = BURGER KING and Statement Group = Taylor & Johnson Broadcasting

| | | | Net Bal. | Dec | Nov | Oct | Sep | Aug |
|--------------------------|----------|----------------|----------|-------------|---------|----------|-----|-----------------------------|
| BURGER KING | | | | | | | | |
| Agency: BBDO | | | | | | | | |
| 205-784-9852 | | | | | | | | |
| | | | | | | | | Salesperson: Bullock, Kay |
| | | | | | | | | Receivables Group: Regional |
| <hr/> | | | | | | | | |
| <i>History</i> | | | | | | | | |
| 7-00010-0002 | 06/29/03 | Invoice | 0.00 | | | | | 0.00 |
| ADJ-13 | 09/10/03 | Adjustment | 100.00 | | | | | 100.00 |
| 56546-3 | 01/07/04 | Payment | | ADJ-13 | -100.00 | | | -100.00 |
| F/C-10-2003 | 10/31/03 | Finance Charge | 1.50 | | | | | 1.50 |
| 56545-2 | 01/07/04 | Payment | | F/C-10-2003 | -1.50 | | | -1.50 |
| F/C-11-2003 | 11/30/03 | Finance Charge | 1.50 | | | | | 1.50 |
| 56546-1 | 01/07/04 | Payment | | F/C-11-2003 | -1.50 | | | -1.50 |
| F/C-12-2003 | 12/31/03 | Finance Charge | 1.50 | | | | | 1.50 |
| ADJ-43 | 05/18/04 | Adjustment | | F/C-12-2003 | -1.50 | | | -1.50 |
| <hr/> | | | | | | | | |
| <i>Open Transactions</i> | | | | | | | | |
| 7-00010-0001 | 10/06/01 | Adjustment | 10.00 | | | | | 10.00 |
| 7-00036-0000 | 09/30/04 | Invoice | 967.82 | | | 967.82 | | |
| 7-00036-0001 | 10/31/04 | Invoice | 3,333.59 | | | 3,333.59 | | |
| F/C-11-2004 | 11/28/04 | Finance Charge | 215.07 | | 215.07 | | | |

Advertisers Credit Summary

Use this report to compare each advertiser's credit limit to their current outstanding balance.

Information Gathering

This report pulls the Credit Policy and Credit Limit information directly from the advertiser record. The Outstanding Balance is only as accurate as the last time a Credit Policy Check has been performed on the advertiser in VT. You can access this in the Advertiser Menu by selecting Credit Policy Check and processing a credit check. You can perform a credit policy check for a specific advertiser by editing that advertiser and clicking on the A/R Settings button and selecting Run Credit Policy Check. You can also run a credit policy check on a specific agency as well by editing that particular agency.

Important Information

There are 3 types of Credit Policy Definitions: Total Outstanding Balance, Percentage of Advertiser Balance Past Due, and Amount of Advertiser Balance Past Due. The first item, Total Outstanding Balance, is the only one that looks at the advertiser's current A/R Balance in addition to order projections. It will then add the two together to come up with the Total Outstanding Balance. Notice that you set the number of days to gather non-billed order amounts. The report will literally calculate how much is projected for the number of days you set. The other two credit policy definitions only look at the A/R balance of the advertiser.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|---|---------------|
| A/R Account Name Agency Credit Policy Default Salesperson Disabled/Legal Status Income Account | Advertiser Agency Advertiser Add Date Credit Policy Default Salesperson Disabled Account Legal Action Taken | |

Sample Report

Taylor & Johnson (Corporation Name Field)

Advertiser Credit Summary

Credit Policy = Agency

| Advertiser | Ref ID | Date Created | Status | Credit Policy | Credit Limit | Outstanding Balance (incl. non-billed orders) |
|-------------------|--------|--------------|----------------|---------------|--------------|--|
| BURGER KING | 7 | 7/24/2001 | Account Active | Agency | 5,000.00 | 13,561.48 |
| Community Bank | 19 | 8/23/2001 | Account Active | Agency | 5,000.00 | 14,592.84 |
| Crescent Jewelers | 30 | 1/25/2002 | Account Active | Agency | 5,000.00 | 24,300.00 |
| McDonalds | 12 | 8/1/2001 | Account Active | Agency | 5,000.00 | 3,454.27 |
| Pizza Hut | 26 | 9/20/2001 | Account Active | Agency | 5,000.00 | 24,300.00 |
| Taco Bell | 3 | 7/19/2001 | Account Active | Agency | 5,000.00 | 24,300.00 |

Aged Cash Receipts

Use this report to show what payments have been collected for a particular date range while also showing aging information based on the age of the transaction the cash receipt is paying.

Information Gathering

The report pulls its information directly from the A/R Statement of each advertiser. The report will also show historical payments that have since gone to statement history if needed. Any such payments would be marked with an “H” to the left of the salesperson name.

Important Information

The report has an aging cutoff date under the Dates Tab. This is used to control not only the aging cutoff, but also what month the report will begin aging. Under the Filters Tab you will find the Receipt Date(s) filter. This will need to be used if you want to filter the report to payments for a certain month or period of time; otherwise, the report would list ALL payments including historical payments up to the aging cutoff date.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|---|---------------|
| A/R Account Name Receivables Group Salesperson | A/R Account Advertiser Receipt Date(s) Receivables Group Salesperson Statement Group | |

Sample Report

Taylor & Johnson Broadcasting

Aged Cash Receipts

For dates less than and including 7/31/2004 . Advertiser = Alabama Furniture Direct and Receipt Date(s) Between 7/1/2004 and 7/31/2004

| Taylor & Johnson Broadcasting | | | <u>Salesperson</u> | <u>Net Bal.</u> | <u>Jul</u> | <u>Jun</u> | <u>May</u> | <u>Apr</u> | <u>Mar</u> | <u>Fel</u> |
|---|----------|----------------------|--------------------|------------------|-------------|-------------------|-------------------|-------------|-------------|------------|
| Alabama Furniture Direct | | | | | | | | | | |
| 464312-1 | 07/23/04 | Pmt to:FC-5-2004 | H Bullock, Key | 78.75 | | | -78.75 | | | |
| 65454-1 | 07/21/04 | Pmt to:21-00034-0005 | H Bullock, Key | 152.00 | | | -152.00 | | | |
| 464312-3 | 07/23/04 | Pmt to:21-00034-0005 | H Bullock, Key | 16,823.00 | | | -16,823.00 | | | |
| 464312-2 | 07/23/04 | Pmt to:21-00034-0006 | H Bullock, Key | 21,000.00 | | -21,000.00 | | | | |
| | | -- Total: | | 38,053.75 | | -21,000.00 | -17,053.75 | | | |
| Taylor & Johnson Broadcasting Total: | | | | 38,053.75 | 0.00 | -21,000.00 | -17,053.75 | 0.00 | 0.00 | 0 |

Cash Receipts Deposit Slip

Use this report to print a listing of cash and checks deposited for a particular date.

Information Gathering

The report pulls its information directly from *Cash Receipts and Deposits*, which is found under the A/R Menu in VT, for the particular Deposit Date Range selected. This report will also show *Payment Reversal* information if any payment reversals affect the deposit. That information will print at the bottom of the report to show what payments were reversed and what the adjusted deposit amount is. This report can also be run from within VT itself by clicking on the A/R Menu and selecting Cash Receipts and Deposits. From there, you can highlight a deposit and click on the Print button.

Important Information

When you set up your Bank Account in the Chart of Accounts section of VT, you can enter your actual bank account number as the account number of the bank account you are using for your deposits. This information then prints on the deposit slip allowing you to use the document as your actual deposit slip for banking purposes. Also, there is an option to print a Custom Deposit slip, which can print a special note towards the upper left of the report. To activate this option, add a note name called **_Deposit** under corporation setup by clicking on the *System Menu* in VT and selecting *Corporation*. Then click on the *Note* button where you can add the Note Name to the list and then enter the desired text. When you run the Cash Receipts Deposit Slip Report, be sure to select the **Custom** Option.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|-----------------------------------|-------------------|
| Advertiser Check Amount Check ID | Deposit Account Deposit Number | Regular or Custom |

Sample Report

Best & Johnson (Corporation Set)
Cash Receipts Deposit Slip
For All Dates
Deposit Number = "228"
Regular Slip

| Farmers National Bank | | 11/3/2010 | | Deposit No: 228 | |
|---|---------|-----------------|---------------|-----------------|--|
| For Deposit To Account Number: 0001557860 | | | DOLLARS | CENTS | |
| Currency (and coin) | | | 0 | 00 | |
| Checks | | | | | |
| 1 | 14533 | AAA Rentals | 250 | 00 | |
| 2 | 7842435 | Commercial Bank | 1500 | 00 | |
| 3 | 3675 | Grandoodles | 326 | 50 | |
| Total Checks | | | 2076 | 50 | |
| Total Deposit ➡ | | | \$2076 | 50 | |

Commissions Report

Use this report to calculate salesperson commissions based on billing or collections as specified in VT.

Information Gathering

This report pulls in information based on the commissions that are set up in VT and whether or not each salesperson is paid based on billing or collections. There are 3 different commission types you can set up and code to each salesperson's order, which will then be coded to the corresponding invoice. You first need to set up your commission plans in VT. This is found under the *System Menu* and then *Commissions and Discounts*. When you add a new commission plan, you'll have 3 commission types to choose from. **Sales (Billing)** allows you to setup a salesperson's commission to pay on what was literally billed for a particular period. **Sales (Collections)** would pay the salesperson based on what was collected for the period based on the cash receipts collected. **Sales (Aged Collections)** would pay the salesperson based on collections but would also look at the age of the invoice to determine what commission percentage they would receive. Each commission type also allows you to set up *Tiers* where you can control what percentage of commission they receive based on the amount they actually collect or bill. For example, you could say if they collect up to \$10,000, they get 15%. If they collect between \$10,001 and \$15,000 they get 20%, etc.

You can set up as many different types of commission plans as you like. For example, you may want to set up specific commission plans for each salesperson or you may have general commission plans that could be used for multiple salespersons. It is just a matter of setting them up and making sure that the correct commission plan gets coded to the order. If you pay your salesperson on billing, any invoices that have been committed to history will automatically show up on the report. You can also choose to include *official invoices* on the report if needed. The report simply looks at the commission plan that is attached to the invoice and calculates the commission. If you pay your salespersons on collections, the report will look at the commission plan that is attached to the payment and calculate the commission. Keep in mind, that as invoices are paid, the payment's commission plan will default to what is on the invoice. If corrections need to be made to the commission that is coded to the invoice or payment, you can do so on the advertiser's statement by editing the item and selecting the correct commission plan and rerunning the report; however, if the payment or invoice has already gone to history due to a month being closed, you can no longer directly edit those transactions. Of course, if you pay on billing and the invoice is a current official invoice, you can simply edit the invoice.

Important Information

If you charge sales tax, those taxes will automatically be deducted from the commission base whether you pay each salesperson based on collections or billing. You can also run the report to include *non-commissionable items*, which will show all items collected or billed for the period requested regardless if any commission will be paid to the salesperson. If you pay each salesperson on collections, payment reversals do affect this report and will deduct from the salesperson's commission.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|---|--|
| Commission Salesperson Statement Group | Commission Method Salesperson Statement Group | Include/Exclude Official Invoices w/Page Break on (Salesperson) (Y/N) Include/Exclude Non-Commissionable Items Separate Sales Group Members (Y/N) |

Sample Commissions Report

Taylor & Johnson Broadcasting

Commissions Report

For Dates 01/01/2003 to 12/31/2004

Grouped by: Salesperson, then by Commission

Exclude Official Invoices, , Exclude Non-Commissionable Items, Sales Group Members are NOT Separated

| Advertiser | Date | Statement Item | Applied To | Commission Base Gross | Commission Base Net | Comm % | Aging Column | Commission Amount |
|---|------------|-----------------------|---------------------|--------------------------|------------------------|-----------|-----------------|----------------------|
| Brantley, Richard | | | | | | | | |
| Standard - Aged Collections | | | | | | | | |
| TGIF | 12/23/2004 | Cash Receipt 965-1 | Ord:35-00012 | 484.84 | 484.84 | 10.00 | 0 | 48.48 |
| Standard - Aged Collections Total: | | | | 484.84 | 484.84 | | | 48.48 |
| Brantley, Richard Total: | | | | 484.84 | 484.84 | | | 48.48 |
| Bullock, Kay | | | | | | | | |
| Standard - Aged Collections | | | | | | | | |
| Alabama Furniture Direct | 9/24/2004 | Cash Receipt 23434-1 | Inv:21-00034-0008 | 99.99 | 99.99 | 10.00 | 4 | 10.00 |
| Alabama Furniture Direct | 12/1/2004 | Cash Receipt 3-1 | Awaiting Auto-Apply | 186.00 | 186.00 | 10.00 | 0 | 18.60 |
| Alabama Furniture Direct | 12/1/2004 | Cash Receipt 2-1 | Ord:21-00034 | 93.00 | 93.00 | 10.00 | 0 | 9.30 |
| Standard - Aged Collections Total: | | | | 378.99 | 378.99 | | | 37.90 |
| Bullock, Kay Total: | | | | 378.99 | 378.99 | | | 37.90 |
| Krugler, Sharon | | | | | | | | |
| Standard - Aged Collections | | | | | | | | |
| State Farm Insurance | 12/23/2004 | Cash Receipt 93541-1 | Ord:16-00007 | 1,518.59 | 1,518.59 | 10.00 | 0 | 151.86 |
| Standard - Aged Collections Total: | | | | 1,518.59 | 1,518.59 | | | 151.86 |
| Krugler, Sharon Total: | | | | 1,518.59 | 1,518.59 | | | 151.86 |
| Oneal, Larry | | | | | | | | |
| Standard - Aged Collections | | | | | | | | |
| McDonalds | 12/23/2004 | Cash Receipt 853621-3 | | 436.56 | 436.56 | 10.00 | 0 | 43.66 |
| McDonalds | 12/23/2004 | Cash Receipt 853621-2 | | 796.08 | 796.08 | 10.00 | 0 | 79.61 |
| McDonalds | 12/23/2004 | Int Reversal 853621-6 | | -796.08 | -796.08 | 10.00 | 0 | -79.61 |
| McDonalds | 12/23/2004 | Int Reversal 853621-5 | | -436.56 | -436.56 | 10.00 | 0 | -43.66 |
| Standard - Aged Collections Total: | | | | 0.00 | 0.00 | | | 0.00 |
| Oneal, Larry Total: | | | | 0.00 | 0.00 | | | 0.00 |
| Smith, Sharon | | | | | | | | |
| Standard - Aged Collections | | | | | | | | |
| Alabama Furniture Direct | 12/1/2004 | Cash Receipt 1-1 | unapplied | 465.00 | 465.00 | 10.00 | 0 | 46.50 |
| Standard - Aged Collections Total: | | | | 465.00 | 465.00 | | | 46.50 |
| Smith, Sharon Total: | | | | 465.00 | 465.00 | | | 46.50 |
| Report Totals: | | | | 3,054.22 | 3,054.22 | | | 531.28 |

Credit Policy Analysis

Use this report to show which advertisers have credit policies that have exceeded their credit limit.

Information Gathering

This report is only as accurate as the last time a Credit Policy Check was performed on the advertiser. This can be accessed in the Advertiser Menu by selecting Credit Policy Check and processing a credit check. You can perform a credit policy check for a specific advertiser by editing that advertiser and clicking on the A/R Settings button and selecting Run Credit Policy Check. You can also run a credit policy check on a specific agency as well by editing that particular agency. This report will only print advertisers that have exceeded their credit limit.

Important Information

There are three types of Credit Policy Definitions: Total Outstanding Balance, Percentage of Advertiser Balance Past Due, and Amount of Advertiser Balance Past Due. Total Outstanding Balance, is the only one that looks at the advertiser's current A/R Balance in addition to order projections. It then adds the two together to come up with the Total Outstanding Balance. Notice that you set the number of days to gather non-billed order amounts. The report literally calculates how much is projected for the number of days set.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|--|----------------|
| | A/R Account Advertiser Agency Cust. Default Credit Policy Default Salesperson Industry Code Policy Checked Against Receivables Group Statement Group | Document Group |

Sample Report

Taylor & Johnson Broadcasting

Credit Policy Analysis

Advertiser: *Between Adams Air Conditioning and McDonalds*

| | | | |
|---|--------------------------------------|---------------------------------------|-------------------------------------|
| Bob's Bar (Default Credit Pol: Local-Large) | | | |
| <i>Agency:</i> | <i>Contact: Default Contact Name</i> | <i>Phone:</i> | <i>Salesperson: Krugler, Sharon</i> |
| Checked Against: <i>Local-Large</i> on 01/21/2005 | | <i>Stmt Grp: All Statement Groups</i> | <i>A/R Acct: All A/R Accounts</i> |
| ✔3 Total balance considered past due (23+ days) is 10,538.78 which exceeds the limit of 50.00 by 10,488.78 | | | |
| BURGER KING (Default Credit Pol: Agency) | | | |
| <i>Agency:</i> BBDO | <i>Contact:</i> | <i>Phone: 205-784-9852</i> | <i>Salesperson: Bullock, Kay</i> |
| Checked Against: <i>Agency</i> on 01/21/2005 | | <i>Stmt Grp: All Statement Groups</i> | <i>A/R Acct: All A/R Accounts</i> |
| ✔1 Total outstanding balance plus non-billed order amounts through 120 days is 16,576.48 which exceeds the limit of 1.00 by 16,575.48 | | | |
| Commercial Bank (Default Credit Pol: Local-Large) | | | |
| <i>Agency:</i> | <i>Contact: Bill Preston</i> | <i>Phone: 334-705-7846</i> | <i>Salesperson:</i> |
| Checked Against: <i>Local-Large</i> on 01/21/2005 | | <i>Stmt Grp: All Statement Groups</i> | <i>A/R Acct: All A/R Accounts</i> |
| ✔3 Total balance considered past due (23+ days) is 295.32 which exceeds the limit of 50.00 by 245.32 | | | |
| Community Bank (Default Credit Pol: Agency) | | | |
| <i>Agency:</i> | <i>Contact: Anna Clarke</i> | <i>Phone: 334-705-8725</i> | <i>Salesperson: Krugler, Sharon</i> |
| Checked Against: <i>Agency</i> on 01/21/2005 | | <i>Stmt Grp: All Statement Groups</i> | <i>A/R Acct: All A/R Accounts</i> |
| ✔1 Total outstanding balance plus non-billed order amounts through 120 days is 16,842.84 which exceeds the limit of 1.00 by 16,841.84 | | | |
| Crescent Jewelers (Default Credit Pol: Agency) | | | |
| <i>Agency:</i> | <i>Contact:</i> | <i>Phone:</i> | <i>Salesperson:</i> |
| Checked Against: <i>Agency</i> on 01/21/2005 | | <i>Stmt Grp: All Statement Groups</i> | <i>A/R Acct: All A/R Accounts</i> |
| ✔1 Total outstanding balance plus non-billed order amounts through 120 days is 32,400.00 which exceeds the limit of 1.00 by 32,399.00 | | | |
| McDonalds (Default Credit Pol: Agency) | | | |
| <i>Agency:</i> Lewis Advertising | <i>Contact:</i> | <i>Phone: 205-555-4567</i> | <i>Salesperson: Oneal, Larry</i> |
| Checked Against: <i>Agency</i> on 01/21/2005 | | <i>Stmt Grp: All Statement Groups</i> | <i>A/R Acct: All A/R Accounts</i> |
| ✔1 Total outstanding balance plus non-billed order amounts through 120 days is 4,174.27 which exceeds the limit of 1.00 by 4,173.27 | | | |

Outstanding Invoices

Use this report to print a listing of unpaid or partially paid invoices for a particular date range.

Information Gathering

This report only prints invoices that have been committed to history. Current and/or official invoices are NOT included. The report will then look at the A/R Statement for each advertiser to pull in the invoices that are still outstanding. The *Net Amount Column* is the full original amount of the invoice. The *Net Amount Due Column* is the amount that is currently due on the statement taking into account any credits that have been applied to the invoice. The *Net Commission Base Amount Column* shows how much of the invoice is commissionable based on a commission structure paying on Sales (Billing).

Important Information

When the report prints the Net Amount Due, it is based solely on what has been applied DIRECTLY to the invoice. Unapplied payments or adjustments of any kind would not be reflected on this report since they would not be directly applied to an invoice.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|---|---------------|
| A/R Account Name Agency Invoice Date Salesperson | A/R Account Advertiser Agency Salesperson Statement Group | |

Sample Report

Taylor & Johnson Broadcasting

Outstanding Invoices

*For Date(s): For Dates 11/01/2004 to 11/30/2004
Advertiser between "Adams Air Conditioning" and "BURGER KING"*

| Advertiser | Salesperson | Agency | Date | Invoice | Description | Net Amount | Net Amt Due | Net CMSN Base Amt |
|--|--------------|--------------|------------|---------------|-------------|------------------|------------------|-------------------|
| Taylor & Johnson Broadcasting | | | | | | | | |
| Alabama Furniture Direct | Bullock, Kay | GODWIN GROUP | 11/30/2004 | 21-00034-0011 | | 18,200.00 | 17,900.00 | 18,200.00 |
| Blakeman & Brister | Branfley, | BBDO | 11/30/2004 | 24-00038-0002 | | 2,295.00 | 2,295.00 | 2,289.50 |
| Bob's Bar | << None >> | <<Direct>> | 11/28/2004 | 29-00029-0007 | | 2,085.00 | 2,085.00 | 0.00 |
| BURGER KING | Bullock, Kay | BBDO | 11/30/2004 | 7-00036-0002 | | 2,742.14 | 2,742.14 | 2,662.75 |
| Taylor & Johnson Broadcasting Totals: | | | | | | 25,322.14 | 25,022.14 | 23,032.25 |

Payment Analysis Detail

Use this report to show what was collected for each advertiser while also showing the average payment time.

Information Gathering

The report looks at the A/R Statement for each advertiser to determine this information. It compares the date of the payment to the date of the transaction it paid to come up with the number of days it took for a transaction to be paid. This is also measured by the aging information, which can be based on a daily aging (Aged column) or monthly aging, which is the number of billing months it took to be paid based on the monthly aging type selected on the statement group (Monthly Calendar or Monthly Media).

Important Information

There is also a summary version of this report that only prints the average percentage paid, average number of days, and average Aged (Daily) and average aged (monthly) for each advertiser without the distribution detail.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|---|---------------|
| Agency Credit Policy Salesperson | Advertiser Agency Credit Policy Salesperson Statement Group | |

Sample Detail Report

Taylor & Johnson Broadcasting

Payment Analysis Detail

For dates 1/1/2004 to 1/31/2004 , Advertiser = BURGER KING

Taylor & Johnson Broadcasting

| Advertiser | Check Information | | | Applied To: | | | %Paid | Days Aged | Monthly | |
|-------------|-------------------|---------|------------|-------------|--------|-------------|-----------|-----------|----------|----------|
| | Date | Amount | Check No. | Date | Amount | Transaction | | | | |
| BURGER KING | 01/07/04 | -1.50 | 56546-1 | 11/30/03 | 1.50 | F/C-11-2003 | 100% | 38 | 31 - 60 | 2 Months |
| | 01/07/04 | -1.50 | 56546-2 | 10/31/03 | 1.50 | F/C-10-2003 | 100% | 68 | 61 - 90 | 2 Months |
| | 01/07/04 | -100.00 | 56546-3 | 09/10/03 | 100.00 | ADJ-13 | 100% | 119 | 91 - 120 | 4 Months |
| | | -103.00 | 1 Check(s) | | | 3 Items | Avg: 100% | 75 | 61 - 90 | 3 Months |

Statement Group (Taylor & Johnson Broadcasting) Totals:

| | |
|--------------------------------------|----------|
| Average Percent Of Transaction Paid: | 100% |
| Average Number Of Days Til Payment: | 75 |
| Averaged Daily Aging Column: | 61 - 90 |
| Averaged Monthly Aging Column: | 3 Months |

Sample Summary Report

Taylor & Johnson Broadcasting

Payment Analysis Summary

For dates 1/1/2004 to 1/31/2004

Taylor & Johnson Broadcasting

| Advertiser | Total Payments | Payment Breakout | Avg. %Paid | Avg. Days | Avg. Aged (Daily) | Avg. Aged (Monthly) |
|-----------------------|----------------|----------------------------------|------------|-----------|-------------------|---------------------|
| Blakeman & Brister | -1,075.91 | 2 Payment(s) applied to 4 Items | 50% | 163 | 151 - 180 | 6 Months |
| BURGER KING | -103.00 | 1 Payment(s) applied to 3 Items | 100% | 75 | 61 - 90 | 3 Months |
| Car Tunes | -2,744.77 | 1 Payment(s) applied to 10 Items | 90% | 113 | 91 - 120 | 4 Months |
| Commercial Bank | -16,697.91 | 3 Payment(s) applied to 26 Items | 95% | 173 | 151 - 180 | 6 Months |
| Crescent Jewelers | -234.89 | 1 Payment(s) applied to 11 Items | 100% | 186 | 181 - 210 | 6 Months |
| Donna Groff and Sons | -9,581.89 | 2 Payment(s) applied to 26 Items | 100% | 202 | 181 - 210 | 7 Months |
| Farmers National Bank | -4,498.75 | 1 Payment(s) applied to 21 Items | 95% | 217 | 211 - 240 | 7 Months |
| McDonalds | -939.07 | 1 Payment(s) applied to 13 Items | 100% | 233 | 211 - 240 | 8 Months |
| Mudpuddles | -1,476.60 | 1 Payment(s) applied to 11 Items | 100% | 177 | 151 - 180 | 6 Months |
| Opelika Flower & | -380.12 | 1 Payment(s) applied to 2 Items | 100% | 4 | 0 - 30 | 1 Month |
| Pools by Byron | -8,849.97 | 1 Payment(s) applied to 25 Items | 97% | 212 | 211 - 240 | 7 Months |
| Professional Office | -13,862.00 | 1 Payment(s) applied to 24 Items | 100% | 220 | 211 - 240 | 7 Months |
| Rick's Kawasaki | -4,185.14 | 1 Payment(s) applied to 24 Items | 100% | 221 | 211 - 240 | 7 Months |
| State Farm Insurance | -13,862.00 | 1 Payment(s) applied to 24 Items | 100% | 221 | 211 - 240 | 7 Months |
| Ugly Tub | -20,971.33 | 1 Payment(s) applied to 11 Items | 100% | 239 | 211 - 240 | 8 Months |

Statement Group (Taylor & Johnson Broadcasting) Totals:

| | |
|--------------------------------------|-----------|
| Average Percent Of Transaction Paid: | 97% |
| Average Number Of Days Til Payment: | 201 |
| Averaged Daily Aging Column: | 181 - 210 |
| Averaged Monthly Aging Column: | 7 Months |

Post Times Report

Use this report to print a spot times listing for each advertiser for logs that have already been accepted to billing showing run dates, times, spot length, copy info, and optionally the billing and/or income rates of each spot.

Information Gathering

This report pulls its information directly off of each advertiser’s invoice; therefore, logs must be accepted to billing for the days requested on the report. The report will pull spot times from *current invoices* as well as *historical invoices* as long as they are retained in invoice history for the dates requested. The history retention settings for invoice history can be found under Statement Group Setup in VT. This report is used quite often to track what spot times ran for a particular advertiser and what copy ran for those spots.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|-------------------------------|
| Advertiser | Advertiser | Include/Exclude Billing Rates |
| Agency | Agency | Include/Exclude Income Rates |
| Copy Name | Copy Name | |
| Date Scheduled | Income Account | |
| Income Account | Order | |
| Order Number | Salesperson | |
| Salesperson | Spot Type | |
| Spot Type | Station | |
| Station | | |

Sample Report

Taylor & Johnson Broadcasting

Post Times

*Billing Rates Included/Income Rates Included
For 10/1/2004, Advertiser = Community Bank*

WJVT

| Advertiser | Adv. Id | Agency | Agcy. Id | Order | Filter | Date | Time | Len | Tape # | Copy Name | Billing | Income | |
|--------------------------------|---------|--------------|----------|----------|--------|-----------|-----------|-----|----------|------------|-----------------|--------------|--------------|
| Community Bank | 19 | << Direct >> | | 19-00013 | NO | 10/1/2004 | 01:20:00a | :30 | 32123-30 | Home Loans | 15.00 | 15.00 | |
| Community Bank | 19 | << Direct >> | | 19-00013 | NO | 10/1/2004 | 09:10:00a | :30 | 32123-30 | Home Loans | 15.00 | 15.00 | |
| Community Bank | 19 | << Direct >> | | 19-00013 | NO | 10/1/2004 | 12:50:00p | :30 | 32123-30 | Home Loans | 15.00 | 15.00 | |
| Community Bank | 19 | << Direct >> | | 19-00013 | NO | 10/1/2004 | 06:50:00p | :30 | 32123-30 | Home Loans | 15.00 | 15.00 | |
| Community Bank | 19 | << Direct >> | | 19-00013 | NO | 10/1/2004 | 09:50:00p | :30 | 32123-30 | Home Loans | 15.00 | 15.00 | |
| Community Bank: Totals: | | | | | | | | | | | 5Unit(s) | 75.00 | 75.00 |
| 10/1/2004 Totals: | | | | | | | | | | | 5Unit(s) | 75.00 | 75.00 |
| WJVT Totals: | | | | | | | | | | | 5Unit(s) | 75.00 | 75.00 |

Sales Tax Collection Report

Use this report to print the sales tax collected for cash receipts deposited for a particular date range.

Information Gathering

The report looks at each advertiser's A/R Statement to find any cash receipts that have been applied to a transaction to determine how much sales tax was collected. If the payment is applied to an invoice, it will look at the actual invoice to determine the tax. If the payment is applied to an adjustment, it will look at the advertiser's default tax information to determine the tax collected.

Important Information

In order for cash receipts to appear on this report, they MUST be directly applied to a transaction with tax. Payments that are set as *Unapplied* or *Apply To Order* will NOT show up on this report.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|--|---------------|
| A/R Account Name Sales Tax Salesperson Statement Group | A/R Account Advertiser Salesperson Statement Group Sales Tax | |

Sample Report

Best & Johnson (Corporation Setup)
Sales Tax Collection Report
For All Dates
Advertiser = "BJ Wholesale Club"
Full Detail Figures

| <u>ID #</u> | <u>Advertiser/Agency</u> | <u>Applied To (Month) Type: Ref. #</u> | <u>Receipt Date</u> | <u>Total Collected</u> | <u>Sales Collected</u> | <u>Tax Description</u> | <u>Tax Collected</u> |
|-------------|--------------------------|--|-------------------------|----------------------------|----------------------------|-----------------------------|--------------------------|
| 41 | BJ Wholesale Club | (Nov) Inv:41-00002-0000 | 5/16/2007 | 570.00 | 500.00 | Test Tax | 35.00 |
| | | | | | | Local | 35.00 |
| | | (Dec) Inv:41-00002-0001 | 5/16/2007 | 570.00 | 500.00 | Test Tax | 35.00 |
| | | | | | | Local | 35.00 |
| | | (Jan) Inv:41-00002-0002 | 5/16/2007 | 570.00 | 500.00 | Test Tax | 35.00 |
| | | | | | | Local | 35.00 |
| | | (Feb) Inv:41-00002-0003 | 5/16/2007 | 570.00 | 500.00 | Test Tax | 35.00 |
| | | | | | | Local | 35.00 |
| | | (Nov) Adj:ADJ-118 | 5/16/2007 | 100.00 | * | GST 16.5 | 14.89 |
| | | (Jul) Adj:ADJ-125 | 5/16/2007 | 200.00 | * | GST 16.5 | 29.79 |
| | | F/C F/C-12-2005 | 5/16/2007 | 1.50 | | <<Tax Exempt>> | 0.00 |
| | | | | 8.55 | | <<Tax Exempt>> | 0.00 |
| | | | | 2590.05 | 2265.37 | | |
| | | | | | | Total Tax Collected: | 324.68 |

Unapplied Credits Report

Use this report to show any advertiser that has unapplied credits that could possibly be applied to other debits under the same A/R Account.

Information Gathering

The report looks at the advertiser's statement to determine if there are any unapplied credits on their account. If so, they will print on this report along with outstanding debits (if any) that the credit could be applied to. If you have a lot of unapplied credits in the database, this report will help tremendously in easily identifying what advertisers have unapplied credits and if there are any debits they could be applied to. You can view/edit the advertiser's statement and apply all or part of the unapplied credit to another debit to clean up their account.

Important Information

The report will NOT include payments that are set to *Apply To Order* or *Auto Apply* since these payments will eventually be applied to a transaction. There are two versions of this report: Summary and Detail. *The Detail Version* will print transaction detail whereas the *Summary Version* will only print credit and debit totals so you can see at a glance if any unapplied credits could be applied to any debits.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|---|-------------------|
| Default Salesperson Statement Group | A/R Account Advertiser Default Salesperson Statement Group | Summary or Detail |

Sample Report

Taylor & Johnson Broadcasting

Unapplied Credits Report

For Date(s): For Dates On or before 02/04/2005

Advertiser = "Rick's Kawasaki"

Full Detail Figures

| Adv ID | Advertiser | | | Credit | Debit |
|--------|-----------------|-----|---------------|--------|----------|
| 15 | Rick's Kawasaki | | | | |
| | A/R Cash | | | -4.81 | 1,423.68 |
| | 7/31/2004 | INV | 15-00008-0025 | | 321.00 |
| | 8/31/2004 | F/C | F/C-8-2004 | | 4.81 |
| | 8/31/2004 | INV | 15-00008-0026 | | 331.70 |
| | 9/21/2004 | ADJ | ADJ-77 | -4.81 | |
| | 9/25/2004 | F/C | F/C-9-2004 | | 16.05 |
| | 9/30/2004 | INV | 15-00008-0027 | | 321.00 |
| | 10/31/2004 | F/C | F/C-10-2004 | | 32.39 |
| | 10/31/2004 | INV | 15-00008-0028 | | 331.70 |
| | 11/28/2004 | F/C | F/C-11-2004 | | 65.03 |

Visual Traffic Month-End Reports

A/R Adjustments Detail

Use this report to show manually entered A/R adjustments for a specified date range.

Information Gathering

This report looks directly at the A/R statement of each advertiser and prints any A/R adjustments that are dated within the specified date range requested. The report can be run historically as long as statement history has been retained for that period of time. See the **History Retention Settings** in the Statement Group Setup in VT for more information on how long statement history is being retained on your system.

Important Information

There are two versions of this report: Detail and Summary. The Detail version is printed above which shows extra information such as what the adjustment is applied to, offset account information and the salesperson name of each adjustment. The summary version omits that information and allows more room for lengthier descriptions that can be printed on the report.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|---|---------------------------|
| A/R Account Name Advertiser Date Offset Account Salesperson Statement Group | A/R Account Advertiser Offset Account Salesperson Statement Group | Summary or Detail Version |

Sample Report

Taylor & Johnson Broadcasting

A/R Adjustments - Detail
For dates 11/1/2004 to 11/30/2004

| Advertiser | Trans. Id | Date | Description | Post Date | A/R Acct. | Applied-To (MO.) Type: Ref.# | Salesperson | Offset Account [Acct #] | Amount |
|--------------------------|-----------|----------|-------------|------------|-------------------|---------------------------------|--------------------|----------------------------|-------------------|
| Alabama Furniture Direct | ADJ-81 | 11/28/04 | Adjustment | 11/28/2004 | A/R Cash National | (Oct) Inv:21-00034-0010 | Bullock, Katherine | Bad Debt [1] | -9,100.00 |
| | ADJ-80 | 11/29/04 | Adjustment | | A/R Cash National | (Oct) Inv:21-00034-0012 | Bullock, Katherine | Bad Debt [1] | -4,200.00 |
| Report Totals: | | | | | | | | | -13,300.00 |

A/R Aging

Use this report to print what A/R balances are currently outstanding for advertisers only associated with agencies without printing any direct advertisers.

Information Gathering

The report looks at the A/R Statement of each advertiser associated with an agency and prints the balances that are currently outstanding. The report will print the total net balance owed for each advertiser and then age the balances out based on the Aging Type setting for the Statement Group. When aging *Monthly Calendar*, each column represents a literal calendar month and is pulling invoices and transactions that are dated within the calendar period of each month. For *Monthly Media*, each column represents a literal media month and is pulling invoices and transactions that are dated within the media month of each aging column. The *Daily Aging Type* is based on the number of days you select as being the current period. This setting is used to customize the number of days of each billing period. Each column in this case would represent a particular number of days i.e. Current, 31-60, 61-90, etc. if 30 days were entered as the number of days for the current period.

Important Information

There are two main versions of this report: *Summary* and *Detail*. *Summary* will summarize the total net balance and each aging column to the total amount that is owed. The *Detail* version will print each current or open transaction that makes up the balance in addition to the totals so you can see transaction level detail for invoices, payments, adjustments, etc. If invoices for the current period have not been committed to history, you can run the report to include official invoices. If included, those invoices will have an asterisk (*) next to them to signify they are official. In addition, you can include or exclude advertisers with a zero balance and group the report by the *Default Salesperson* of each advertiser or the *Salesperson* that is coded to each transaction.

Report Options

| Grouping Options | Filter Options | Other Options |
|---------------------|---------------------|-----------------------------------|
| A/R Account Name | A/R Account | A/R or Holding |
| Agency | Advertiser | Document Group |
| Default Salesperson | Agency | Include/Exclude Official Invoices |
| Receivables Group | Default Salesperson | Salesrep Group for Sep Stmt Grps |
| Salesperson | Receivables Group | Summary or Detail |
| Statement Group | Salesperson | Suppress Zero Balance Advertisers |
| | Statement Group | 1 st Summary Page |
| | | 2 nd Summary Page |
| | | 3 rd Summary Page |

Sample Detailed Aging Report

Taylor & Johnson Broadcasting

2/29/2004 Detailed Aging - Agency

For dates less than and including 2/29/2004 , Agency = ACTION INTEGRATED MARKETING

TAYLOR & JOHNSON BROADCASTING

| Id# | Agency | Salesperson | Net Bal. | Feb | Jan | Dec | Nov | Oct + | |
|---|------------|----------------|--------------------|-----------------|--------------|---------------|--------------|---------------|-----------------|
| [120] ACTION INTEGRATED MARKETING Contact Information: AMY NEGELOW 770-461-7276 | | | | | | | | | |
| [10] 101 BIBLE CLASS | | | | | | | | | |
| 501-1 | 9/16/2003 | Payment | *Petijon, Jennifer | -100.00 | | | | -100.00 | |
| 10-00061-0000 | 10/31/2003 | Invoice | Dulles, Ellen | 204.00 | | | | 204.00 | |
| 10-00056-0000 | 11/30/2003 | Invoice | Dulles, Ellen | 38.25 | | | 38.25 | | |
| 10-00056-0001 | 1/31/2004 | Invoice | Dulles, Ellen | 114.75 | 114.75 | | | | |
| 10-00061-0001 | 1/31/2004 | Invoice | Dulles, Ellen | 38.25 | 38.25 | | | | |
| F/C-1-2004 | 1/31/2004 | Finance Charge | Dulles, Ellen | 3.06 | 3.06 | | | | |
| F/C-2-2004 | 2/29/2004 | Finance Charge | Dulles, Ellen | 3.06 | 3.06 | | | | |
| Last Payment: \$-100.00 on 9/16/2003 | | | Totals: | 301.37 | 3.06 | 156.06 | 0.00 | 38.25 | 104.00 |
| [592] JOHNMEGEL CHEVROLET OLDS- AGENCY | | | | | | | | | |
| 592-00019-0000 | 6/29/2003 | Invoice | *Johnson, Amy | 1,317.50 | | | | 1,317.50 | |
| 592-00019-0000 | 6/29/2003 | Invoice | *Johnson, Amy | 3,400.00 | | | | 3,400.00 | |
| 592-00019-0001 | 6/29/2003 | Invoice | *Johnson, Amy | 1,700.00 | | | | 1,700.00 | |
| F/C-6-2003 | 6/29/2003 | Finance Charge | *Johnson, Amy | 19.13 | | | | 19.13 | |
| F/C-7-2003 | 7/27/2003 | Finance Charge | *Johnson, Amy | 19.76 | | | | 19.76 | |
| F/C-8-2003 | 8/31/2003 | Finance Charge | *Johnson, Amy | 96.26 | | | | 96.26 | |
| F/C-9-2003 | 9/28/2003 | Finance Charge | *Johnson, Amy | 96.26 | | | | 96.26 | |
| F/C-10-2003 | 10/28/2003 | Finance Charge | *Johnson, Amy | 96.26 | | | | 96.26 | |
| F/C-11-2003 | 11/30/2003 | Finance Charge | *Johnson, Amy | 96.26 | | | 96.26 | | |
| F/C-12-2003 | 12/28/2003 | Finance Charge | *Johnson, Amy | 96.26 | | 96.26 | | | |
| F/C-1-2004 | 1/31/2004 | Finance Charge | *Johnson, Amy | 96.26 | 96.26 | | | | |
| F/C-2-2004 | 2/29/2004 | Finance Charge | *Johnson, Amy | 96.26 | 96.26 | | | | |
| Last Payment: \$-1,317.50 on 8/11/2003 | | | Totals: | 7,130.21 | 96.26 | 96.26 | 96.26 | 96.26 | 6,745.17 |
| Totals: | | | | 7,431.58 | 99.32 | 252.32 | 96.26 | 134.51 | 6,849.17 |
| | | | Totals: | 7,431.58 | 99.32 | 252.32 | 96.26 | 134.51 | 6,849.17 |
| | | | % Of Total: | 1.34% | 3.40% | 1.30% | 1.81% | 92.16% | |

Current Period Totals For TAYLOR & JOHNSON BROADCASTING

| | | | | | | | |
|----------|------|----------|------|-------------|------|-----------------|-------|
| Invoices | 0.00 | Receipts | 0.00 | Adjustments | 0.00 | Finance Charges | 99.32 |
|----------|------|----------|------|-------------|------|-----------------|-------|

Sample Summary Aging Report

Taylor & Johnson Broadcasting

11/29/2004 Summary Aging - Agency

For dates less than and including 11/29/2004

Taylor & Johnson Broadcasting

| Id# | Agency | Last Payment & Date | Net Bal. | Dec | Nov | Oct | Sep | Aug + |
|--|-------------------------------------|---------------------|------------------|-------------|-------------|------------------|---------------|-------------|
| [2] BBDO Contact Information: | | | | | | | | |
| [24] | Blackman & Bristol Investment Group | \$1,065.91 1/8/2004 | 4,320.00 | 0.00 | 0.00 | 4,320.00 | 0.00 | 0.00 |
| [7] | BURGER KING | \$103.01 1/7/2004 | 4,301.41 | 0.00 | 0.00 | 4,301.41 | 0.00 | 0.00 |
| [38] | Car Tunes | \$2,117.04 1/9/2004 | 2,261.05 | 0.00 | 0.00 | 1,980.17 | 280.88 | 0.00 |
| Totals: | | | 10,882.46 | 0.00 | 0.00 | 10,601.58 | 260.88 | 0.00 |
| [1] Lewis Advertising Contact Information: | | | | | | | | |
| [12] | M&Donalds | \$930.01 1/24/2004 | 1,232.64 | 0.00 | 0.00 | 1,232.64 | 0.00 | 0.00 |
| Totals: | | | 12,115.10 | 0.00 | 0.00 | 11,834.22 | 280.88 | 0.00 |
| | | | % Of Total: | 0.00% | 0.00% | 97.68% | 2.32% | 0.00% |

Current Period Totals For Taylor & Johnson Broadcasting

| | | | | | | | |
|----------|------|----------|------|-------------|------|-----------------|------|
| Invoices | 0.00 | Receipts | 0.00 | Adjustments | 0.00 | Finance Charges | 0.00 |
|----------|------|----------|------|-------------|------|-----------------|------|

A/R Journal Entry


Use this report to print a listing of all Journal Entries grouped by chart of account.

Information Gathering

These reports will only show **POSTED** transactions. There are two ways to post transactions to the A/R Journal. Simply closing the month will automatically post all of the transactions for that month to the A/R Journal as of the end of the statement period you are closing, allowing those posted transactions to show up on an A/R Journal Report within the date range of the month closed. This is highly recommended since there is no special intervention needed from the user. (It is required, however, for sites using **Finance Charges** since those transactions will not post to the A/R Journal until the month is closed and are not allowed to post while the month is open). If A/R Journal information is needed PRIOR to closing the month, you can go into Statement Processing in VT and only post transactions through a particular date without closing the month; however, this requires careful attention to the posting date being used. The A/R Journal Reports ONLY looks at the posting date of the transactions and NOT the actual entered or run dates of the transactions. So, it is very important that if, for example, you are going to post March transactions that a March posting date is used so that posted March activity will show up in March on the A/R Journal Reports.

Important Information

The reports are based on how the Chart of Accounts is set up in VT. It is very important that those accounts are set up exactly the way you want for reporting purposes and that they are coded correctly to orders. If you use one income account for multiple stations, you can still get station level income totals on these reports by making sure that each income account in the chart of accounts has a **sub-account number** for each station set up prior to posting transactions. A/R Journal Entries can also be exported to various third party accounting packages including Great Plains, Quick Books, and our own InterAcct system. There are also exports in Comma Delimited, Tab Delimited, and Fixed Length Binary formats that may work with other accounting packages not listed. You would need to check with the maker of that accounting package to see if any of those formats would work.

 **NOTE** - The *A/R Journal Entry Detail Report* will print advertiser detail for each chart of account. You can run the report with no grouping and see all of the detail simply grouped by chart of account. You can also run the report grouped by advertiser. The *A/R Journal Entry Summary Report* will summarize each chart of account to show the total balances for each one. Advertiser grouping is also available on this report as well.

Report Options

| Grouping Options | Filter Options | Other Options |
|----------------------------|---|---------------|
| Account Name Advertiser | Account Name Account Number Advertiser Statement Group | |

Sample Detail Report

Taylor & Johnson Broadcasting

A/R Journal Entry Detail

For Dates 10/01/2004 to 10/31/2004

| Acct No. | Account Name | Advertiser Name | Post Date | Reference ID | Description | Debit | Credit |
|--|-----------------------|--------------------------|------------|---------------|-----------------------------|--------|------------|
| Journal Entries for Statement Group: Taylor & Johnson Broadcasting Cont... | | | | | | | |
| 111300 | Local Income WJVT | Community Bank | 10/31/2004 | 19-00013-0004 | Invoice | | -2,220.00 |
| 111300 | Local Income WJVT | Flowers-N-Things | 10/31/2004 | 4-00030-0000 | Invoice | | -2,540.00 |
| 111300 | Local Income WJVT | Flowers-N-Things | 10/31/2004 | 4-00030-0001 | Invoice | | -4,850.00 |
| 111300 | Local Income WJVT | Grandoodles | 10/31/2004 | 37-00017-0001 | Invoice | | -3,850.00 |
| 111300 | Local Income WJVT | Granny's Attic | 10/31/2004 | 38-00005-0001 | Invoice | | -2,100.00 |
| 111300 | Local Income WJVT | IHOP | 10/31/2004 | 32-00008-0000 | Invoice | | -300.00 |
| 111300 | Local Income WJVT | LottAppliance | 10/31/2004 | 10-00010-0001 | Invoice | | -1,116.00 |
| 111300 | Local Income WJVT | LottAppliance | 10/31/2004 | 10-00010-0000 | Invoice | | -612.00 |
| 111300 | Local Income WJVT | Mudpuddles | 10/31/2004 | 34-00008-0005 | Invoice | | -775.00 |
| 111300 | Local Income WJVT | Mudpuddles | 10/31/2004 | 34-00008-0004 | Invoice | | -737.50 |
| 111300 | Local Income WJVT | Professional Office Care | 10/31/2004 | 9-00010-0005 | Invoice | | -4,665.00 |
| 111300 | Local Income WJVT | Professional Office Care | 10/31/2004 | 9-00010-0004 | Invoice | | -4,440.00 |
| 111300 | Local Income WJVT | Rick's Kawasaki | 10/31/2004 | 15-00008-0028 | Invoice | | -310.00 |
| 111300 | Local Income WJVT | Rick's Kawasaki | 10/31/2004 | 15-00008-0027 | Invoice | | -300.00 |
| | | | | | | 0.00 | -75,913.00 |
| 111302 | National Income WJVT | McDonalds | 10/31/2004 | 12-00009-0001 | Invoice | | -744.00 |
| 111302 | National Income WJVT | McDonalds | 10/31/2004 | 12-00009-0000 | Invoice | | -408.00 |
| | | | | | | 0.00 | -1,152.00 |
| 111303 | Regional Income WJVT | BURGER KING | 10/31/2004 | 7-00036-0001 | Invoice | | -3,115.50 |
| 111303 | Regional Income WJVT | BURGER KING | 10/31/2004 | 7-00036-0000 | Invoice | | -904.50 |
| | | | | | | 0.00 | -4,020.00 |
| 1119999 | Finance Charge | Alabama Furniture Direct | 10/31/2004 | F/C-10-2004 | October 2004 Finance Charge | | -1,001.62 |
| 1119999 | Finance Charge | Bob's Bar | 10/31/2004 | F/C-10-2004 | October 2004 Finance Charge | | -341.80 |
| 1119999 | Finance Charge | Car Tunes | 10/31/2004 | F/C-10-2004 | October 2004 Finance Charge | | -14.04 |
| 1119999 | Finance Charge | Commerical Bank | 10/31/2004 | F/C-10-2004 | October 2004 Finance Charge | | -12.84 |
| 1119999 | Finance Charge | Community Bank | 10/31/2004 | F/C-10-2004 | October 2004 Finance Charge | | -124.39 |
| 1119999 | Finance Charge | Grandoodles | 10/31/2004 | F/C-10-2004 | October 2004 Finance Charge | | -29.43 |
| 1119999 | Finance Charge | Granny's Attic | 10/31/2004 | F/C-10-2004 | October 2004 Finance Charge | | -27.29 |
| 1119999 | Finance Charge | Mudpuddles | 10/31/2004 | F/C-10-2004 | October 2004 Finance Charge | | -41.46 |
| 1119999 | Finance Charge | Professional Office Care | 10/31/2004 | F/C-10-2004 | October 2004 Finance Charge | | -248.78 |
| 1119999 | Finance Charge | Rick's Kawasaki | 10/31/2004 | F/C-10-2004 | October 2004 Finance Charge | | -32.39 |
| | | | | | | 0.00 | -1,874.04 |
| 123212 | Agency Discounts WJVT | Verison Wireless | 10/31/2004 | 39-00002-0000 | Invoice | | -8,680.00 |
| | | | | | | 0.00 | -8,680.00 |
| 1 | Bad Debt | Community Bank | 10/31/2004 | ADJ-87 | Adjustment | 500.00 | |
| | | | | | | 500.00 | 0.00 |

Sample Summary Report

Taylor & Johnson Broadcasting

A/R Journal Entry Summary

For Dates 10/01/2004 to 10/31/2004

| Journal Entries For Statement Group: Taylor & Johnson Broadcasting | | | | | | | |
|--|-----------------------|--|--------------------|---------------------|--|---------------|--|
| Account No. | Account Name | | Debits | Credits | | Balance | |
| 10000 | A/R Cash | | 57,732.54 | -500.00 | | 57,232.54 | |
| 222221 | A/R PSA/PROMO | | 0.00 | 0.00 | | 0.00 | |
| 32121 | A/R Cash National | | 37,191.62 | 0.00 | | 37,191.62 | |
| 9000 | A/R Trade | | 0.00 | 0.00 | | 0.00 | |
| | A/R Totals: | | \$94,924.16 | \$-500.00 | | \$94,424.16 | |
| 45465 | Sales Tax | | 0.00 | -3,285.12 | | -3,285.12 | |
| | Liabilities Totals: | | \$0.00 | \$-3,285.12 | | \$-3,285.12 | |
| 111300 | Local Income WJVT | | 0.00 | -75,913.00 | | -75,913.00 | |
| 111302 | National Income WJVT | | 0.00 | -1,152.00 | | -1,152.00 | |
| 111303 | Regional Income WJVT | | 0.00 | -4,020.00 | | -4,020.00 | |
| 1119999 | Finance Charge | | 0.00 | -1,874.04 | | -1,874.04 | |
| 123212 | Agency Discounts WJVT | | 0.00 | -8,680.00 | | -8,680.00 | |
| | Income Totals: | | \$0.00 | \$-91,639.04 | | \$-91,639.04 | |
| 1 | Bad Debt | | 500.00 | 0.00 | | 500.00 | |
| | Expense Totals: | | \$500.00 | \$0.00 | | \$500.00 | |
| Taylor & Johnson Broadcasting Totals | | | \$95,424.16 | -\$95,424.16 | | \$0.00 | |

A/R Journal Entry Posting


Use this report to print a listing of all Journal Entries grouped by Transaction Type/Date followed by chart of account.

Information Gathering

These reports will only show **POSTED** transactions. There are two ways to post transactions to the A/R Journal. Simply closing the month will automatically post all of the transactions for that month to the A/R Journal as of the end of the statement period you are closing, allowing those posted transactions to show up on an A/R Journal Report within the date range of the month closed. This is highly recommended since there is no special intervention needed from the user. (It is required, however, for sites using **Finance Charges** since those transactions will not post to the A/R Journal until the month is closed and are not allowed to post while the month is open). If A/R Journal information is needed **PRIOR** to closing the month, you can go into Statement Processing in VT and only post transactions through a particular date without closing the month; however, this requires careful attention to the posting date being used. The A/R Journal Reports **ONLY** looks at the posting date of the transactions and **NOT** the actual entered or run dates of the transactions. So, it is very important that if, for example, you are going to post March transactions that a March posting date is used so that posted March activity will show up in March on the A/R Journal Reports.

Important Information

The reports are based on how the Chart of Accounts is set up in VT. It is very important that those accounts are set up exactly the way you want for reporting purposes and that they are coded correctly to orders. If you use one income account for multiple stations, you can still get station level income totals on these reports by making sure that each income account in the chart of accounts has a **sub-account number** for each station set up prior to posting transactions. A/R Journal Entries can also be exported to various third party accounting packages including Great Plains, Quick Books, and our own InterAcct system. There are also exports in Comma Delimited, Tab Delimited, and Fixed Length Binary formats that may work with other accounting packages not listed. You would need to check with the maker of that accounting package to see if any of those formats would work.

 **NOTE** - There are two versions of this report. The Detail version will print advertiser detail for each chart of account in addition to the transaction type/date totals. The Summary version will just print chart of account totals for each transaction type/date with no advertiser detail.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-------------------------------|----------------|
| | Advertiser Statement Group | Detail/Summary |

Sample Detail Report

Taylor & Johnson Broadcasting

A/R Journal Entry Posting Detail

For dates 10/1/2004 to 10/31/2004

Journal Entries For Statement Group: Taylor & Johnson Broadcasting

| | | | | Debit | Credit |
|--|--------------------------------|-------------------|--------------------------------------|------------------|-------------------|
| Adjustments Posted 10/31/2004 | | | | 500.00 | -500.00 |
| ☞ | 10000 | A/R Cash | | | -500.00 |
| | Community Bank | ADU-87 | 10/01/04 Adjustment | | -500.00 |
| ☞ | 1 | Bad Debt | | 500.00 | |
| | Community Bank | ADU-87 | 10/01/04 Adjustment | 500.00 | |
| Finance Charges Posted 10/31/2004 | | | | 1,874.04 | -1,874.04 |
| ☞ | 10000 | A/R Cash | | 872.42 | |
| | Bob's Bar | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | 341.80 | |
| | Car Tunes | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | 14.04 | |
| | Commercial Bank | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | 12.84 | |
| | Community Bank | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | 124.39 | |
| | Grandoodles | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | 29.43 | |
| | Gunny's Attic | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | 27.29 | |
| | Mudpuddles | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | 41.46 | |
| | Professional Office Care | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | 248.78 | |
| | Rick's Kawasaki | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | 32.39 | |
| ☞ | 32121 | A/R Cash National | | 1,001.62 | |
| | Alabama Furniture Direct | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | 1,001.62 | |
| ☞ | 1119999 | Finance Charge | | | -1,874.04 |
| | Alabama Furniture Direct | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | | -1,001.62 |
| | Bob's Bar | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | | -341.80 |
| | Car Tunes | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | | -14.04 |
| | Commercial Bank | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | | -12.84 |
| | Community Bank | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | | -124.39 |
| | Grandoodles | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | | -29.43 |
| | Gunny's Attic | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | | -27.29 |
| | Mudpuddles | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | | -41.46 |
| | Professional Office Care | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | | -248.78 |
| | Rick's Kawasaki | F/C-10-2004 | 10/31/04 October 2004 Finance Charge | | -32.39 |
| Invoices Posted 10/31/2004 | | | | 93,050.12 | -93,050.12 |
| ☞ | 10000 | A/R Cash | | 56,860.12 | |
| | Adams Air Conditioning | 17-00022-0014 | 10/31/04 | | |
| | Blakeiman & Brister Investment | 24-00038-0001 | 10/31/04 | 2,790.00 | |
| | Blakeiman & Brister Investment | 24-00038-0000 | 09/30/04 | 1,530.00 | |

Sample Summary Report

Taylor & Johnson Broadcasting

A/R Journal Entry Posting Summary

For dates 10/1/2004 to 10/31/2004

Journal Entries For Statement Group: Taylor & Johnson Broadcasting

| | | | Debit | Credit |
|--|-----------------------|--|------------------|-------------------|
| Adjustments Posted 10/31/2004 | | | 500.00 | -500.00 |
| 10000 | A/R Cash | | | -500.00 |
| 1 | Bad Debt | | 500.00 | |
| Finance Charges Posted 10/31/2004 | | | 1,874.04 | -1,874.04 |
| 10000 | A/R Cash | | 872.42 | |
| 32121 | A/R Cash National | | 1,001.62 | |
| 1119999 | Finance Charge | | | -1,874.04 |
| Invoices Posted 10/31/2004 | | | 93,050.12 | -93,050.12 |
| 10000 | A/R Cash | | 56,860.12 | |
| 32121 | A/R Cash National | | 36,190.00 | |
| 222221 | A/R PSA/PROMO | | 0.00 | |
| 9000 | A/R Trade | | 0.00 | |
| 45465 | Sales Tax | | | -3,285.12 |
| 123212 | Agency Discounts WJVT | | | -8,680.00 |
| 111300 | Local Income WJVT | | | -75,913.00 |
| 111302 | National Income WJVT | | | -1,152.00 |
| 111303 | Regional Income WJVT | | | -4,020.00 |

A/R Statements - Presentation

Use this report to print open item A/R statement documents to show the total outstanding A/R balance for each advertiser for mailing purposes.

Information Gathering

If finance charges are used, you should run A/R statements from within VT using the Print Wizard in order to ensure all finance charges calculated correctly for the current month prior to printing. This report prints current open transactions from each advertiser or agency's A/R statement. As credits are directly applied to other debits, such as invoices, and are reduced to a zero balance, they will automatically come off of the advertiser's current A/R Statement and move to statement history once the month is closed. There are 3 main statement styles you can choose to print: Advertiser, Advertiser w/remittance slip, and Agency statements with remittance slip. Samples of these statement styles are on the following pages. You can also choose how you want to handle your return address. You can choose to print the return address directly onto the statement, print no return address if they are printed on letterhead, or print a logo.

Important Information

You can have up to 2 alternate addresses per advertiser. This means that if, for example, you needed to send a copy of an advertiser's statement to 2 different billing addresses, you can do this by setting up a default address and an alternate address on the advertiser. You can then set up statement printing to use that alternate address and print two copies of the statement with each one going to a different address.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|---|---|
| Advertiser Direct Then Agency Default Salesperson Receivables Group | A/R Account Advertiser Agency Default Salesperson Receivables Group | 2 nd Billing Recipient 3 rd Billing Recipient Advertiser Default Invoice Frequency Combine A/R Accounts Y/N Document Group Exclude Transaction Notes Y/N Exclude Zero Balances Y/N Include/Exclude Official Invs Logo Options # of Copies Print Direct/Agency/All Print Salesperson Name? Return Address Options Statement Group Statement Required Override (Y/N) Statement Style |

Sample Advertisers Statement

| |
|----------------|
| Statement Date |
| 12/26/04 |

Taylor & Johnson, Inc.
 1341 Commerce Street
 Suite 300
 Opelika, AL 36801
 334-749-2265

Changes or Payments received after this date will appear on next statement
 Terms:

Sample Advertiser Statement

| |
|---|
| Alabama Furniture Direct 2356 I-85 South Montgomery, AL 36547 |
|---|

Sales Rep: Bullock, Katherine

| Date | | | | Amount |
|------------|---------------|------------------------------|------------|------------|
| 8/31/2004 | 21-00034-0008 | Invoice | 20,132.45 | 20,132.45 |
| 9/30/2004 | 21-00034-0009 | Invoice | 17,990.00 | 17,990.00 |
| 10/31/2004 | 21-00034-0012 | Invoice | 4,200.00 | |
| 11/29/2004 | ADJ-80 | Adjustment | -4,200.00 | 0.00 |
| 10/31/2004 | 21-00034-0013 | Invoice | 4,900.00 | |
| 12/20/2004 | 566-4 | Payment, Thank You | -4,900.00 | 0.00 |
| 10/31/2004 | F/C-10-2004 | October 2004 Finance Charge | 1,001.62 | |
| 12/20/2004 | 566-3 | Payment, Thank You | -1,001.62 | 0.00 |
| 11/28/2004 | F/C-11-2004 | November 2004 Finance Charge | 2,356.12 | |
| 12/20/2004 | 566-2 | Payment, Thank You | -2,356.12 | -10.00 |
| 11/30/2004 | 21-00034-0011 | Invoice | 14,000.00 | |
| 12/20/2004 | 566-1 | Payment, Thank You | -14,000.00 | 0.00 |
| 11/30/2004 | 21-00034-0014 | Invoice | 4,200.00 | |
| 12/20/2004 | 566-9 | Payment, Thank You | -4,200.00 | 0.00 |
| 12/20/2004 | 566-6 | Payment, Thank You | -11,897.45 | -11,897.45 |
| 12/20/2004 | 566-10 | Payment, Thank You | -350.00 | |
| 12/25/2004 | 21-00034-0016 | Invoice | 350.00 | 0.00 |
| 12/20/2004 | 566-5 | Payment, Thank You | -3,219.81 | |
| 12/26/2004 | 21-00034-0015 | Invoice | 9,800.00 | 6,380.19 |
| 12/20/2004 | 566-8 | Payment, Thank You | -315.00 | |
| 12/26/2004 | 21-00034-0018 | Invoice | 315.00 | 0.00 |
| 12/26/2004 | F/C-12-2004 | Current Finance Charge | 1,237.76 | 1,237.76 |
| 12/20/2004 | 566-7 | Payment, Thank You | -4,025.00 | -4,025.00 |
| 9/24/2004 | 23434-1 | Payment, Thank You | -100.00 | |
| 12/1/2004 | 52321-1 | Payment, Thank You | -200.00 | |
| 12/20/2004 | 566-11 | Payment, Thank You | -3,725.00 | -4,025.00 |

Please remit payments by the 10th of each month

| Dec | Nov | Oct | Sep + | Please pay this amount |
|-----------|--------|-----------|-----------|------------------------|
| -4,079.50 | -10.00 | 17,990.00 | 12,082.45 | 25,982.95 |

Sample Advertisers Statement with Remittance

| Statement Date |
|----------------|
| 12/26/2004 |

| Statement Date |
|----------------|
| 12/26/2004 |

REMITTANCE ADVICE
Please detach and return with payment

Taylor & Johnson, Inc.
1341 Commerce Street
Suite 300
Opelika, AL 36801
334-749-2265

Sample Advertiser Statement with Remittance

Taylor & Johnson, Inc.
1341 Commerce Street
Suite 300
Opelika, AL 36801
334-749-2265

Rick's Kawasaki
2534 Highway 280
Opelika, AL 36801

Rick's Kawasaki
2534 Highway 280
Opelika, AL 36801

Sales Rep: **Bullock, Katherine**

Advertiser Id: 15

Sales Rep: **Bullock, Katherine**

Advertiser Id: 15

| Date | Description | Ref# | Debits | Credits |
|------------|-------------------------------|---------------|--------|---------|
| 7/31/2004 | Inv | 15-00008-0025 | 321.00 | |
| 8/31/2004 | Inv | 15-00008-0026 | 331.70 | |
| 8/31/2004 | August 2004 Finance Charge | F/C-8-2004 | 4.81 | |
| 9/21/2004 | Adjustment | ADJ-77 | | -4.81 |
| 9/26/2004 | September 2004 Finance Charge | F/C-9-2004 | 16.05 | |
| 9/30/2004 | Inv | 15-00008-0027 | 321.00 | |
| 10/31/2004 | Inv | 15-00008-0028 | 331.70 | |
| 10/31/2004 | Current F/C | F/C-10-2004 | 32.39 | |
| 11/28/2004 | November 2004 Finance Charge | F/C-11-2004 | 65.03 | |
| 11/30/2004 | Inv | 15-00008-0029 | 288.90 | |
| 12/26/2004 | December 2004 Finance Charge | F/C-12-2004 | 65.03 | |

| Date | Ref# | Amount |
|------------|-------------------|--------|
| 7/31/2004 | Inv 15-00008-0025 | 321.00 |
| 8/31/2004 | Inv 15-00008-0026 | 331.70 |
| 8/31/2004 | F/C F/C-8-2004 | 4.81 |
| 9/21/2004 | Adj ADJ-77 | -4.81 |
| 9/26/2004 | F/C F/C-9-2004 | 16.05 |
| 9/30/2004 | Inv 15-00008-0027 | 321.00 |
| 10/31/2004 | Inv 15-00008-0028 | 331.70 |
| 10/31/2004 | F/C F/C-10-2004 | 32.39 |
| 11/28/2004 | F/C F/C-11-2004 | 65.03 |
| 11/30/2004 | Inv 15-00008-0029 | 288.90 |
| 12/26/2004 | F/C F/C-12-2004 | 65.03 |

Please remit payments by the 10th of each month.

| Sep + | Oct | Nov | Dec | Total |
|--------------------|--------|-------|--------|-----------------|
| 668.75 | 685.09 | 65.03 | 353.93 | 1,772.80 |
| Balance Due | | | | 1,772.80 |

| Aging Analysis | |
|--------------------|-----------------|
| Sep + | 668.75 |
| Oct | 685.09 |
| Nov | 65.03 |
| Dec | 353.93 |
| Balance Due | 1,772.80 |

Charges or Payments received after this date will appear on next statement.

Terms:

Sample Agency Statement with Remittance

| Statement Date |
|----------------|
| 12/26/2004 |

| Statement Date |
|----------------|
| 12/26/2004 |

REMITTANCE ADVICE
Please detach and return with payment

Taylor & Johnson, Inc.
1341 Commerce Street
Suite 300
Opelika, AL 36801 ***Sample Agency Statement with Remittance***
334-749-2265

Taylor & Johnson, Inc.
1341 Commerce Street
Suite 300
Opelika, AL 36801
334-749-2265

Lewis Advertising
1200 Hwy 25 North
Birmingham, AL 36205

Lewis Advertising
1200 Hwy 25 North
Birmingham, AL 36205

Agency Id: 1

| Date | Description | Ref# | Debits | Credits |
|---|------------------------------|---------------|-----------|------------------|
| McDonalds 12 | | | | |
| 9/30/2004 | Inv | 12-00009-0000 | 436.56 | |
| 10/31/2004 | Inv | 12-00009-0001 | 796.08 | |
| 11/28/2004 | November 2004 Finance Charge | F/C-11-2004 | 61.63 | |
| 11/30/2004 | Inv | 12-00009-0002 | 770.40 | |
| 12/26/2004 | December 2004 Finance Charge | F/C-12-2004 | 61.63 | |
| Pizza Hut 26 | | | | |
| 11/30/2004 | Inv | 26-00004-0000 | 285.00 | |
| 11/30/2004 | Inv | 26-00004-0001 | 540.00 | |
| 11/30/2004 | Inv | 26-00004-0002 | 630.00 | |
| Taco Bell 3 | | | | |
| 11/30/2004 | Inv | 3-00017-0000 | 630.00 | |
| 11/30/2004 | Inv | 3-00017-0001 | 540.00 | |
| 11/30/2004 | Inv | 3-00017-0002 | 630.00 | |
| Verizon Wireless 39 | | | | |
| 10/31/2004 | Inv | 39-00002-0000 | 9,287.60 | |
| 11/28/2004 | Inv | 39-00002-0001 | 8,388.80 | |
| 11/28/2004 | November 2004 Finance Charge | F/C-11-2004 | 464.38 | |
| 12/26/2004 | Inv | 39-00002-0002 | 4,838.54 | |
| 12/26/2004 | Inv | 39-00002-0003 | 2,291.94 | |
| 12/26/2004 | December 2004 Finance Charge | F/C-12-2004 | 883.82 | |
| Please remit payments by the 10th of each month Payments considered past due 90 days after invoice | | | | |
| Sep + | Oct | Nov | Dec | Total |
| 0.00 | 10,520.24 | 8,914.81 | 12,101.33 | 31,536.38 |
| Balance Due | | | | 31,536.38 |

Changes or Payments received after this date will appear on next statement
Terms:

| Date | Ref# | Amount |
|----------------------------|-------------------|------------------|
| McDonalds 12 | | |
| 9/30/2004 | Inv 12-00009-0000 | 436.56 |
| 10/31/2004 | Inv 12-00009-0001 | 796.08 |
| 11/28/2004 | F/C F/C-11-2004 | 61.63 |
| 11/30/2004 | Inv 12-00009-0002 | 770.40 |
| 12/26/2004 | F/C F/C-12-2004 | 61.63 |
| Pizza Hut 26 | | |
| 11/30/2004 | Inv 26-00004-0000 | 285.00 |
| 11/30/2004 | Inv 26-00004-0001 | 540.00 |
| 11/30/2004 | Inv 26-00004-0002 | 630.00 |
| Taco Bell 3 | | |
| 11/30/2004 | Inv 3-00017-0000 | 630.00 |
| 11/30/2004 | Inv 3-00017-0001 | 540.00 |
| 11/30/2004 | Inv 3-00017-0002 | 630.00 |
| Verizon Wireless 39 | | |
| 10/31/2004 | Inv 39-00002-0000 | 9,287.60 |
| 11/28/2004 | Inv 39-00002-0001 | 8,388.80 |
| 11/28/2004 | F/C F/C-11-2004 | 464.38 |
| 12/26/2004 | Inv 39-00002-0002 | 4,838.54 |
| 12/26/2004 | Inv 39-00002-0003 | 2,291.94 |
| 12/26/2004 | F/C F/C-12-2004 | 883.82 |
| Agging Analysis | | |
| Sep + | | 0.00 |
| Oct | | 10,520.24 |
| Nov | | 8,914.81 |
| Dec | | 12,101.33 |
| Balance Due | | 31,536.38 |

Billing Accrual

This report shows what was billed for each advertiser, payments, adjustments, and finance charges that were entered or generated during the advertiser's normal billing cycle. The report shows "unbilled" dollars, payments, adjustments, and finance charges for the rest of the calendar month that would normally be in the next billing month in order to show true calendar month activity regardless of billing cycle. The accrued or unbilled dollars typically come from media month advertisers that have activity between the last day of the media month and the end of the calendar month.

Information Gathering

This report MUST be run for the last month CLOSED via statement processing. The **Billed This Month column** represents invoices that have been billed and committed to history for the last closed month specified on the report based on the regular billing cycle of each advertiser. This column also includes any payments, adjustments, and finance charges that were dated within the advertiser's default billing frequency. The **Billed From Prior Months column** shows the previous month's accrued amounts (billing dollars, payments, adjustments, and finance charges) between the last day of the media month and the end of the calendar month. The **Current Month Not Billed column** includes anything not invoiced for the last month closed. Payments, adjustments, and finance charges for media month advertisers with dates between the last day of the media month and the end of the calendar month are also included. The **Current Month Activity column** takes the *Billed this Month column* and subtracts any amounts in the *Billed From Prior Months column* and then adds any amounts for *Current Month Not Billed*.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|---|--|
| A/R Account Name A/R Offset Account Agency Default Salesperson Receivables Group Statement Group | A/R Account Name A/R Offset Account Agency Advertiser Default Salesperson Receivables Group Statement Group | Summary/Detail Show Grouping Detail (Y/N) |

Sample Report

Taylor & Johnson Broadcasting

Billing and Accrual

For Months On or before Dec 2004

(Advertiser = "Alabama Furniture Direct" or Advertiser = "Car Tunes")

| | | December Billed This Month | Billed From Prior Months | Current Month Not Billed | 12/01 - 12/31 Current Month Activity |
|---------------------------------|-----------------|-------------------------------|-----------------------------|-----------------------------|--|
| Alabama Furniture Direct | | | | | |
| Adjustment | 12/01/2004 | 1,000.00 | | | 1,000.00 |
| Adjustment | 11/29/2004 | -4,200.00 | | | |
| F/C | 12/26/2004 | 2,136.12 | | | 2,136.12 |
| Spots | | 18,515.00 | | 350.00 | 18,865.00 |
| Payment | 12/01/2004 | -200.00 | | | -200.00 |
| | SALES | 18,515.00 | | 350.00 | 18,865.00 |
| | CASH RECEIPTS | -200.00 | | | -200.00 |
| | FINANCE CHARGES | 2,136.12 | | | 2,136.12 |
| | ADJUSTMENTS | -3,200.00 | | | 1,000.00 |
| Car Tunes | | | | | |
| F/C | 12/26/2004 | 191.00 | | | 191.00 |
| Spots | | 2,070.00 | 105.00 | 862.50 | 2,827.50 |
| Discounts | | -310.50 | -15.75 | -129.38 | -424.13 |
| Taxes | | 158.86 | 7.14 | 58.65 | 210.37 |
| *TOTALS* | | | | | |
| | SALES | 2,070.00 | 105.00 | 862.50 | 2,827.50 |
| | DISC/COMM | -310.50 | -15.75 | -129.38 | -424.13 |
| | FINANCE CHARGES | 191.00 | | | 191.00 |
| | TAXES | 158.86 | 7.14 | 58.65 | 210.37 |
| | NET SALES | 1,918.36 | 96.39 | 791.78 | 2,595.64 |
| Report Totals | | 19,670.98 | 105.00 | 1,212.50 | 24,996.58 |
| Summary by Item Type | | | | | |
| | Spots | 20,585.00 | 105.00 | 1,212.50 | 21,692.50 |
| | Taxes | 158.86 | 7.14 | 58.65 | 210.37 |
| | Discounts | -310.50 | -15.75 | -129.38 | -424.13 |
| | Adjustments | -3,200.00 | | | 1,000.00 |
| | F/C | 2,327.12 | | | 2,327.12 |
| | Payments | -200.00 | | | -200.00 |

Cash Receipts Application Analysis

Use this report to print a listing of all cash receipts for a specific date range.

Information Gathering

The report pulls its information directly from Cash Receipts and Deposits as well as the A/R Statement and reports what has been deposited for the date range selected. The Dates Tab on the report controls the Deposit Date Range—what was literally deposited. However there are other types of dates you can use in the filters tab which include *Posted Date* (the date the receipt was posted to the A/R Journal) and the *Entered Date* (the date the receipt was literally entered into the system which is based on the current system date at the time). The report will also show *undistributed payments*. These are receipts that have been added to a deposit but not applied to the advertiser's statement. These will show up on the report with no amount under the Amount Applied column. You can also filter the report by *Applied Status* if you want to see just *undistributed payments*, *applied payments* (receipts that have been applied to a transaction on the statement or are set to Apply to Order or Auto Apply on the statement), or *unapplied payments* (receipts that have literally been set as unapplied on the statement). Undistributed payments will automatically show up on this report UNLESS you filter the report by statement group. Then they would be excluded since undistributed payments are not a part of any statement group until they are applied to the statement. If you filter the report by salesperson, any undistributed payments would use the default salesperson of the advertiser. This report can be run historically as long as statement history has been retained for that period of time. History Retention settings are found under Statement Group Setup.

Important Information

The report will also include any *payment reversals* and deduct them from the total. You can reverse a payment only if the payment has not gone to history. You can make a payment reversal by going into the deposit. Once a payment is reversed, it cannot be undone. If the payment were applied to anything, it would remove the payment and set it as unapplied and then apply the payment reversal to it. You must give the payment reversal a separate date. Keep in mind that will affect when the reversal will show on report since the original payment and the payment reversal carry their own separate dates. Typically a payment is reversed due to insufficient funds. If a regular adjustment is made to the statement directly, those do not affect the cash receipts report.

Report Options

| Grouping Options | Filter Options | Other Options |
|----------------------|-------------------|---|
| A/R / Offset Account | A/R Account | Format Style (Full Detail or Condensed) |
| Advertiser | Advertiser | All Receipts or Undistributed Only |
| Agency | Agency | Include/Exclude Salesperson Totals Report |
| Date of Deposit | Applied Status | 1 st Summary Page |
| Date Entered | Date Entered | 2 nd Summary Page |
| Date Posted | Date Posted | 3 rd Summary Page |
| Deposit Account | Deposit Account | |
| Receivables Group | Receivables Group | |
| Salesperson | Salesperson | |
| Statement Group | Statement Group | |

Sample Report

Best & Johnson (Corporation Set) Cash Receipts Application Analysis

For Dates 11/03/2010 to 11/03/2010
Grouped by: Statement Group
Full Detail Style, All Receipts

| Id # | Advertiser/Agency | Deposit Information | | Date Posted | Check Number | Check Amount | Applied-To (Month) Type: Ref. # | Salesperson | Offset Account | Amount Applied | |
|-----------------------------------|-------------------|---------------------|------------------|-------------|--------------|--------------|---------------------------------|-------------------|----------------|----------------|--------|
| | | Date | Account | | | | | | | | |
| Huntsville Stations | | | | | | | | | | | |
| 59 | AAA Rentals | 11/3/2010 | Farmers National | | 14533 | 250.00 | (Feb) hwr:59-00006-0000 | Brantley, Richard | A/R Cash WJVT | 21.20 | |
| | | | | | | | (Feb) hwr:59-00005-0000 | | | A/R Cash WJVT | 20.50 |
| | | | | | | | (Mar) F/C:F/C-3-2009 | | | A/R Cash WJVT | 0.63 |
| | | | | | | | (Apr) F/C:F/C-4-2009 | | | A/R Cash WJVT | 0.63 |
| | | | | | | | (Apr) hwr:21-00192-0000 | | | A/R Cash WJVT | 207.04 |
| 20 | Commercial Bank | 11/3/2010 | Farmers National | | 7842435 | 1500.00 | (Jan) F/C:F/C-1-2009 | Brantley, Richard | A/R Cash WJVT | 916.95 | |
| | | | | | | | (Feb) F/C:F/C-2-2009 | | | A/R Cash WJVT | 583.05 |
| 37 | Grandoodles | 11/3/2010 | Farmers National | | 3675 | 326.50 | (Jan) F/C:F/C-1-2009 | Krugler, Sharon | A/R Cash WJVT | 326.50 | |
| Huntsville Stations Total: | | | | | | | | | | 2076.50 | |
| Total Applied Receipts: | | | | | | | | | | 2076.50 | |
| Undistributed Receipts: | | | | | | | | | | 0.00 | |
| Total Receipts: | | | | | | | | | | 2076.50 | |

| | | | |
|--------------------------------|----------------|--|-------------|
| Posted Applications: | 0.00 | Posted Reversal Applications: | 0.00 |
| Unposted Applications: | 2076.50 | Unposted Reversal Applications: | 0.00 |
| Undistributed Receipts: | 0.00 | | 0.00 |
| | 2076.50 | | |

(a) denotes agency transaction (c) denotes cash transaction (*) Default Salesperson

Cash Receipts Master List

Use this report to show a simple listing of payments that was deposited while also including any undistributed payments or payment reversals.

Information Gathering

The report pulls its information directly from the deposits that are entered in the A/R Menu under Cash Receipts and Deposits. This report will print both undistributed and applied payments. Undistributed payments are cash receipts that have been entered into the deposit slip but have not actually been applied to the advertiser’s A/R statement. These types of payments do NOT show up on such reports as the A/R Aging or on the A/R statement. Undistributed payments would have a “!” next to the payment while viewing the deposit on the screen from within VT. You can also run this report to show undistributed payments only so you can track them down. Applied payments have been applied to the advertiser’s A/R statement whether it is directly to an invoice or set as unapplied or applied to order, etc.

Important Information

Payment Reversals are also included on this report. You can reverse a payment due to insufficient funds, etc. by going to the deposit in VT, highlighting the payment and selecting the Payment Reversal button. You are then warned that any applications as a result of the payment will be removed. A reversal date is then entered which is separate from the payment date. The payment will then be offset by the reversal. You may only reverse payments that have NOT gone to statement history. They must be on the advertiser’s current A/R statement in order to be reversed and affect this report. Once a payment has been reversed, it no longer can be edited or undone, even if the month is still open. Regular A/R adjustments made to the advertiser’s statement do NOT affect this report.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|--|---------------------------------|
| Advertiser Check Amount Check Number Date of Deposit Deposit Account | Advertiser Check Number Date Entered Deposit Account Deposit/Reversal Date Receipt Date Receipt/Reversal Date Reversal Date | All Receipts/Undistributed only |

Sample Report

Taylor & Johnson Broadcasting

Cash Receipts Master List
For 12/23/2004

| Id# | Advertiser/Agency | Receipt Date | Check Number | Deposit Information | | | | Check Amount |
|------------------------|----------------------|--------------|--------------|---------------------|------------|------------|--------------------------------------|-----------------|
| | | | | Dep. No. | Date | Acct. No. | Account | |
| 12 | McDonalds | 12/23/2004 | 853621 | 123 | 12/23/2004 | 0001557860 | Farmers National Bank R - 12/23/2004 | 1,365.57 |
| 12 | McDonalds | 12/23/2004 | 853621 | 123 | 12/23/2004 | 0001557860 | Farmers National Bank REVERSAL | -1,365.57 |
| 33 | Pepsi-Cola | 12/23/2004 | 96212 | 123 | 12/23/2004 | 0001557860 | Farmers National Bank | 2,396.83 |
| 16 | State Farm Insurance | 12/23/2004 | 93541 | 123 | 12/23/2004 | 0001557860 | Farmers National Bank | 1,632.89 |
| 3 | Taco Bell | 12/23/2004 | 8651 | 123 | 12/23/2004 | 0001557860 | Farmers National Bank | 589.66 |
| 35 | TGIF | 12/23/2004 | 965 | 123 | 12/23/2004 | 0001557860 | Farmers National Bank | 521.33 |
| Total Receipts: | | | | | | | | 5,140.71 |

Copy Script Invoice

Use this report to print script for a particular piece of copy in addition to the invoice that shows the number of times announcements ran, the spot rate, and spot dollars with notary information for co-op purposes.

Information Gathering

This report prints the copy text or script directly from the copy record for the advertiser. The rate, spot count, and dollars are all figured automatically based on the invoice that contains that piece of copy. If discrepancies occur on the script, you can simply edit the current invoice and correct the spot rate, the number of spots attached to the copy, etc. and reprint the script. If the invoice is co-op, keep in mind that the invoice will only allow copy that is specifically attached to that co-op name on the invoice to be assigned. Script can also print with the advertiser's invoice when printing a normal batch of invoices if desired.

Important Information

Script can be run historically for a particular invoice in case you need to reprint them as long as Invoice History has been retained for that period of time AND Expired Copy has not been cleared; however, since a committed invoice cannot be changed, you can no longer edit the invoice to change such things as the rate or the copy that was assigned to each spot time.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---|---------------|
| | Advertiser Invoice Salesperson Statement Group | |

Sample Report

Best & Johnson (Corporation Set

Huntsville Stations

Copy Script - Invoice

Advertiser = *Alabama Furniture Direct

Script for: Alabama Furniture Direct

Invoice#: 21-00034-0007

| | |
|--|-----------------------------|
| <i>Copy Description</i> Mattress Sale | <i>Length</i> :30 |
| <i>Co-op</i> Sealy | <i>Start Date</i> 5/17/2002 |
| <i>Type #</i> n/a | <i>End Date</i> 8/25/2012 |
| ----- | |
| <i>Salesperson</i> Bullock, Kay | <i>Talent</i> Mark |

This is where the script is typed for your co-op or production script if you choose to use it.
 This script can show on the log in nice bold print if you'd like

| | | | | | | |
|-----------|----------|----|--------------------|-------------|----------------|-------------------|
| ⊙ \$35.00 | each for | 70 | announcement(s) on | WJVT | for a total of | \$2,450.00 |
| ⊙ \$40.00 | each for | 2 | announcement(s) on | WJVT | for a total of | \$80.00 |

I,
 John Smith (*station official*)

certify this announcement, as listed on 1 page(s), was broadcast 72 times, as entered in the station's program log. This announcement was billed to this station's client on our invoice 21-00034-0007 on 7/31/2004, at his earned rate as listed above.

My commission expires: 4/25/2007

.....
 (Mckie Y. Best - NOTARY PUBLIC)

County of: Lee State of: AL

Page 1 of 1

Copy Script Production

Use this report to print script to be used for production purposes.

Information Gathering

This report uses information directly from the copy record that is entered into VT for the advertiser including flight dates, length, co-op name, tape number, talent, mood, and station cart number information.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---|---------------|
| | Advertiser Copy Description Copy End Date Copy Start Date Script Entry Date | |

Sample Report

Taylor & Johnson Broadcasting

Script - Production Copy For: Alabama Furniture Direct
Advertiser = Alabama Furniture Direct and Copy Description = Sealy Mattress Sale

| Copy / Logging Description: | | Sealy Mattress Sale / Alabama Furniture Direct | |
|-------------------------------|----------------------|--|---------------------------------------|
| Length: :30 | | Station / Cart Info WJVT: 1011, WVIT: 1029 | Flight Dates: 8/29/2001 to: 9/30/2005 |
| Co-Op: Sealy | | | Talent: John Williams |
| Agency Tape #: 5221-30 | | | Salesperson: Kay Bullock |
| Tape Received: | | | Mood: Hard |
| Production Dates | | | |
| Production Due Date: _____ | Date Produced: _____ | Copy Approved By: _____ | on: _____ |
| Advertiser Review Date: _____ | By: _____ | Audio Approved By: _____ | on: _____ |

Save now sleep later at Alabama Furniture Direct's huge Mattress Sale. You'll get the best night sleep you've ever had on a brand new King Size Sealy cushion top mattress. Buy the set for only \$599. That's \$599! You'll wake up refreshed every morning when you take advantage of this gigantic sale and take home a Sealy Posturepedic Mattress. No more morning stiffness. This week only get the Queen set for just \$399. But you better hurry...this sale ends this Saturday. Financing is available with approved credit, and 90 days is the same as cash! That's the huge Mattress Sale at Alabama Furniture Direct thru Saturday. 1654 Pepper Parkway in Opelika and Highway 280 in Phenix City.

Finance Charge Listing

Use this report to print a listing of all finance charges generated for a particular date range.

Information Gathering

This report pulls any finance charges that are generated and are on the advertiser's A/R Statement. Finance charges are automatically updated when changes are made to an advertiser's A/R Statement. They are also recalculated for accuracy when A/R statements are run in VT, which is typically at the end of the current statement period or current month. They are projected finance charges that will print on this report and on the A/R Statement when run for the current month. If you find an advertiser for the current month that should not have finance charges generated, you can go to that advertiser and uncheck the option to allow finance charges. When you rerun the A/R statement or this report, the advertiser will be updated. Once the month is closed, the finance charges become real posted transactions allowing you to run this report historically if needed; however, it will only reflect activity for months that are retained in Statement History. You can check your history retention settings under Statement Group Setup if needed.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|--------------------------------|---------------|
| A/R Account | A/R Account Statement Group | |

Sample Report

Taylor & Johnson Broadcasting

Finance Charge Listing

For 1/31/2003, A/R Account = A/R Cash

Taylor & Johnson Broadcasting

| Ref # | Date | Advertiser | A/R Account | Amount |
|--|-----------|-------------------------------------|-------------|--------------|
| F/C-1-2003 | 1/31/2003 | Adams Air Conditioning | A/R Cash | 5.00 |
| F/C-1-2003 | 1/31/2003 | Blakeman & Brister Investment Group | A/R Cash | 5.00 |
| F/C-1-2003 | 1/31/2003 | Bob's Bar | A/R Cash | 5.00 |
| F/C-1-2003 | 1/31/2003 | Commerical Bank | A/R Cash | 5.00 |
| F/C-1-2003 | 1/31/2003 | Donna Groff and Sons Agency | A/R Cash | 5.00 |
| F/C-1-2003 | 1/31/2003 | Farmers National Bank | A/R Cash | 5.00 |
| F/C-1-2003 | 1/31/2003 | McDonalds | A/R Cash | 5.00 |
| F/C-1-2003 | 1/31/2003 | Pools by Byron | A/R Cash | 5.00 |
| F/C-1-2003 | 1/31/2003 | Professional Office Care | A/R Cash | 5.00 |
| F/C-1-2003 | 1/31/2003 | Rick's Kawasaki | A/R Cash | 4.98 |
| F/C-1-2003 | 1/31/2003 | State Farm Insurance | A/R Cash | 5.00 |
| Taylor & Johnson Broadcasting Total Finance Charges: | | | | 54.98 |

Invoice - Detail

Use this report to print documents for an advertiser showing what ran for a particular month and how much is owed while also including dates and times spots ran, spot length, station, rate, quantity of spots, and total due. Notary information can be included as well.

Information Gathering

Printing current invoices directly from Report Center does not automatically update the print status of the invoice. Invoices MUST be printed and set official through the Print Wizard or Edit/Create Invoices in VT prior to committing invoices to history. This report pulls directly from invoices listed under the Billing Menu in Edit/Create Invoices. These same options are also available in the Print Wizard in VT; however, unlike the Print Wizard, you can export invoices from the Report Center to a file and in various report formats such as Word and Acrobat (PDF). You can also customize your return address options to print the return address, exclude the return address in the case of letterhead, or print the logo directly on the invoice.

Important Information

You can have up to 2 alternate addresses per advertiser. This means that if, for example, you needed to send a copy of an advertiser's invoice to 2 different billing addresses, you can do this by setting up a default address and an alternate address on the advertiser. You can then set up invoice printing to use that alternate address and print two copies of the invoice with each one going to a different address.

Report Options

| Grouping Options | Filter Options | Other Options |
|----------------------|----------------------|------------------------------------|
| Advertiser | A/R Account | 2 nd Billing Recipients |
| Agency | Advertiser | 3 rd Billing Recipients |
| Electronic Invoicing | Agency | Current/Historical |
| Receivables Group | Electronic Invoicing | Document Group |
| Salesperson | Invoice | Force # copies to Order |
| Statement Group | Frequency – Calendar | Invoice Sorting Options |
| | Frequency – EOS | Logo Options |
| | Frequency – Media | # of Invoice Copies |
| | Frequency – Weekly | Notary Date Options |
| | Salesperson | Print Direct/Agency/All |
| | Statement Group | Print Invoice Override Y/N |
| | | Print Log Events Y/N |
| | | Print Notary First Y/N |
| | | Print Script Options |
| | | Print Summary/Detail |
| | | Return Address Options |
| | | Show Duplicate Y/N |
| | | Show Duplicate Watermark Y/N |

Sample Invoice Detail Report

Cliff's Tattoos

Advertiser ID: 51

Amount Paid

| | | |
|-------------------------|-------------|-------------|
| 51-00009-0021 | 1/31/2010 | 1 |
| Official Invoice | Date | Page |

DETACH AND RETURN WITH PAYMENT

51-00009-0021 0 1/31/2010 1

Cliff's Tattoos
3443 Avenue C
New York, NY 10012

Purchase Order Number:
Est. Number:
Co-Op:
Description:
Salesperson: Bullock, Kay

DUPLICATE INVOICE

| Date | Day | Length | Copy: EAB (CD) | Log Event: Overnight Midnight-6 | Qty | Rate | Total |
|-----------|-----|--------|----------------|--|-----|---------|---------|
| 1/1/2010 | Fri | 1:00 | WJVT | 12:50:00 AM 01:50:00 AM 02:51:00 AM 03:20:00 AM 04:10:00 AM 05:10:00 AM | 6 | \$11.00 | \$66.00 |
| 1/2/2010 | Sat | 1:00 | WJVT | 12:20:00 AM 01:20:00 AM 02:10:00 AM 03:50:00 AM 04:50:00 AM 05:51:00 AM | 6 | \$11.00 | \$66.00 |
| 1/3/2010 | Sun | 1:00 | WJVT | 12:10:00 AM 01:10:00 AM 02:20:00 AM 03:11:00 AM 04:20:00 AM 05:20:00 AM | 6 | \$11.00 | \$66.00 |
| 1/4/2010 | Mon | 1:00 | WJVT | 12:21:00 AM 01:50:00 AM 02:50:00 AM 03:20:30 AM 04:10:00 AM 05:10:00 AM | 6 | \$11.00 | \$66.00 |
| 1/5/2010 | Tue | 1:00 | WJVT | 12:51:00 AM 01:20:00 AM 02:11:00 AM 03:50:00 AM 04:50:00 AM 05:50:00 AM | 6 | \$11.00 | \$66.00 |
| 1/6/2010 | Wed | 1:00 | WJVT | 12:10:30 AM 01:10:00 AM 02:20:00 AM 03:11:00 AM 04:20:00 AM 05:20:30 AM | 6 | \$11.00 | \$66.00 |
| 1/7/2010 | Thu | 1:00 | WJVT | 12:20:00 AM 01:50:00 AM 02:50:00 AM 03:20:00 AM 04:10:00 AM 05:10:00 AM | 6 | \$11.00 | \$66.00 |
| 1/8/2010 | Fri | 1:00 | WJVT | 12:10:00 AM 01:10:00 AM 02:20:00 AM 03:10:00 AM 04:20:00 AM 05:20:00 AM | 6 | \$11.00 | \$66.00 |
| 1/9/2010 | Sat | 1:00 | WJVT | 12:50:00 AM 01:50:30 AM 02:50:00 AM 03:50:00 AM 04:50:30 AM 05:50:00 AM | 6 | \$11.00 | \$66.00 |
| 1/10/2010 | Sun | 1:00 | WJVT | 12:20:30 AM 01:20:00 AM 02:10:00 AM 03:20:00 AM 04:10:00 AM 05:11:00 AM | 6 | \$11.00 | \$66.00 |
| 1/11/2010 | Mon | 1:00 | WJVT | 12:50:00 AM 01:50:00 AM 02:20:00 AM 03:10:00 AM 04:21:00 AM 05:20:00 AM | 6 | \$11.00 | \$66.00 |
| 1/12/2010 | Tue | 1:00 | WJVT | 12:10:00 AM 01:10:00 AM 02:51:00 AM 03:51:00 AM 04:50:00 AM 05:50:30 AM | 6 | \$11.00 | \$66.00 |
| 1/13/2010 | Wed | 1:00 | WJVT | 12:20:00 AM 01:20:00 AM 02:10:00 AM 03:21:00 AM 04:10:00 AM 05:10:00 AM | 6 | \$11.00 | \$66.00 |
| 1/14/2010 | Thu | 1:00 | WJVT | 12:51:00 AM 01:50:00 AM 02:20:00 AM 03:10:00 AM 04:20:00 AM 05:20:00 AM | 6 | \$11.00 | \$66.00 |
| 1/15/2010 | Fri | 1:00 | WJVT | 12:20:00 AM 01:10:00 AM 02:10:00 AM 03:20:30 AM 04:10:00 AM 05:10:00 AM | 6 | \$11.00 | \$66.00 |
| 1/16/2010 | Sat | 1:00 | WJVT | 12:50:30 AM 01:50:00 AM 02:50:00 AM 03:50:00 AM 04:50:30 AM 05:50:00 AM | 6 | \$11.00 | \$66.00 |
| 1/17/2010 | Sun | 1:00 | WJVT | 12:10:00 AM 01:20:00 AM 02:20:30 AM 03:10:00 AM 04:20:00 AM 05:20:30 AM | 6 | \$11.00 | \$66.00 |
| 1/18/2010 | Mon | 1:00 | WJVT | 12:20:00 AM 01:10:00 AM 02:10:00 AM 03:50:00 AM 04:50:30 AM 05:50:00 AM | 6 | \$11.00 | \$66.00 |
| 1/19/2010 | Tue | 1:00 | WJVT | 12:50:00 AM 01:50:00 AM 02:50:00 AM 03:21:00 AM 04:10:00 AM 05:10:00 AM | 6 | \$11.00 | \$66.00 |
| 1/20/2010 | Wed | 1:00 | WJVT | 12:10:00 AM 01:21:00 AM 02:20:00 AM 03:10:00 AM 04:20:30 AM 05:20:00 AM | 6 | \$11.00 | \$66.00 |
| 1/21/2010 | Thu | 1:00 | WJVT | 12:20:00 AM 01:10:00 AM 02:10:00 AM 03:50:00 AM 04:50:00 AM 05:50:30 AM | 6 | \$11.00 | \$66.00 |
| 1/22/2010 | Fri | 1:00 | WJVT | 12:10:00 AM 01:20:00 AM 02:20:00 AM 03:10:00 AM 04:20:00 AM 05:20:00 AM | 6 | \$11.00 | \$66.00 |
| 1/23/2010 | Sat | 1:00 | WJVT | 12:51:00 AM 01:50:00 AM 02:50:00 AM 03:50:30 AM 04:50:00 AM 05:50:00 AM | 6 | \$11.00 | \$66.00 |
| 1/24/2010 | Sun | 1:00 | WJVT | 12:20:00 AM 01:10:00 AM 02:11:00 AM 03:20:00 AM 04:10:00 AM 05:10:00 AM | 6 | \$11.00 | \$66.00 |

INVOICE

Continued On Next Page..

Invoice Detail Journal

Use this report to print an invoice listing for each advertiser, while breaking out the invoice dollars by chart of account.

Information Gathering

This report only shows invoices that are COMMITTED to history. It does NOT show any current and/or official invoices. It pulls this information from multiple sources including the A/R Statement, Statement History, and Invoice History depending on the invoice date range used. That allows the report to be run historically as long as statement history and invoice history have been retained for that period of time. The report prints in advertiser order, while also breaking out each invoice by chart of account to show billing and income allocations, etc.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-------------------------------|---------------|
| | Advertiser Statement Group | |

Sample Report

Taylor & Johnson Broadcasting

Invoice Detail Journal

For dates 10/1/2004 to 10/31/2004, (Advertiser = Alabama Furniture Direct or Advertiser = Verizon Wireless)

| Taylor & Johnson Broadcasting | | | | | | |
|--|---------------|------------|-----------|-----------------------|------------------|--------------------|
| Advertiser | Invoice | Date | Account # | Account Name | Amount | |
| | | | | | Debit | Credit |
| Alabama Furniture | 21-00034-0010 | 10/31/2004 | 32121 | A/R Cash National | 9,100.00 | |
| | | | 111300 | Local Income WJVT | | (9,100.00) |
| | 21-00034-0012 | 10/31/2004 | 32121 | A/R Cash National | 4,200.00 | |
| | | | 111300 | Local Income WJVT | | (4,200.00) |
| | 21-00034-0013 | 10/31/2004 | 32121 | A/R Cash National | 4,900.00 | |
| | | | 111300 | Local Income WJVT | | (4,900.00) |
| Verizon Wireless | 39-00002-0000 | 10/31/2004 | 10000 | A/R Cash | 9,287.60 | |
| | | | 45465 | Sales Tax | | (607.60) |
| | | | 123212 | Agency Discounts WJVT | | (8,680.00) |
| Taylor & Johnson Broadcasting Totals: | | | | | 27,487.60 | (27,487.60) |

Invoice Recap Journal

Use this report to print an invoice listing for each advertiser, while breaking out the invoice dollars by chart of account.

Information Gathering

This report only shows invoices that are COMMITTED to history. It does NOT show any current and/or official invoices. It pulls this information from multiple sources including the A/R Statement, Statement History, and Invoice History depending on the invoice date range used. That allows the report to be run historically as long as statement history and invoice history have been retained for that period of time. The report prints in account type order based on the chart of accounts, while also breaking out each invoice by advertiser, etc.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---------------------------------|---------------|
| | Account Name Statement Group | |

Sample Report

Taylor & Johnson Broadcasting
Invoice Recap Journal
For Date(s): For Dates 11/01/2004 to 11/01/2004

| Taylor & Johnson Broadcasting | | | | | | | Amount | |
|---|----------|-----------|-------------------|---------------|---------|--|-------------------|---------------------|
| Account Name | Acct No. | Inv. Date | Advertiser | Invoice | Station | | Debit | Credit |
| A/R Cash | 222221 | 11/1/2004 | Cingular Wireless | 14-00003-0027 | n/a | | 1,100.00 | |
| A/R Cash Total: | | | | | | | \$1,100.00 | \$0.00 |
| Sales Tax | 45465 | 11/1/2004 | Cingular Wireless | 14-00003-0027 | WJVT | | | (30.00) |
| | | 11/1/2004 | Cingular Wireless | 14-00003-0027 | WJVT | | | (70.00) |
| Sales Tax Total: | | | | | | | \$0.00 | \$(100.00) |
| Miscellaneous Income WJVT | 111305 | 11/1/2004 | Cingular Wireless | 14-00003-0027 | WJVT | | | (1,000.00) |
| Miscellaneous Income WJVT Total: | | | | | | | \$0.00 | \$(1,000.00) |
| Taylor & Johnson Broadcasting Total: | | | | | | | 1,100.00 | -1,100.00 |

Pre Commit Invoice Report

Use this report to print an invoice listing for all current invoices for a particular invoice date range.

Information Gathering

This report pulls directly from the Edit/Create Invoices screen in VT, which can be found under the Billing Menu. This report will only show CURRENT invoices. Once invoices have been committed to history, they will no longer appear on this report. As soon as logs are accepted to billing for a particular month, invoices are created for all of the spots that ran. At that point, the invoices will start to appear on this report. If logs are accepted multiple times during a month, the invoice will automatically be adjusted on this report to reflect all of the spots that ran, etc. At month end, this report can be used to see what is actually scheduled to bill. Since the invoices would be current, changes can still be made directly to the invoice for any corrections. The report begins with the gross amount of the invoice (Current Inv Amt) and nets down from there.

Important Information

You should take advantage of all of the grouping and filtering options this report has to offer prior to committing them to history. If corrections need to be made to an invoice directly, you can only make changes while the invoice is current. Also, it is a good idea to run this report at month-end both prior to committing invoices to history and after committing invoices to history. This way, you can see right away if any invoices appear on the report after the commit process that should have been committed to history for the current month. Invoices as a general rule must be marked printed and official in order to be committed. Invoices that will be billed next month should only appear on this report after invoices have been committed for the entire month.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------------|------------------------|------------------------------|
| A/R Account | A/R Account | 1 st Summary Page |
| Advertiser | Advertiser | 2 nd Summary Page |
| Agency | Advertiser ID | 3 rd Summary Page |
| Agency Discount | Agency | |
| Electronic Invoicing | Agency Discount Type | |
| Income Account | Electronic Invoicing | |
| Invoice Date | Income Account | |
| Invoice Description | Invoice Description | |
| Invoice Frequency | Invoice Frequency | |
| Invoice Status | Invoice Status | |
| Order Discount | Order Discount Type | |
| Primary Product Code | Primary Product Code | |
| Receivables Group | Receivables Group | |
| Salesperson | Salesperson | |
| Salesperson Commission | Salesperson Commission | |
| Secondary Product Code | Secondary Product Code | |
| Statement Group | Statement Group | |
| Station | Station | |

Sample Pre Commit Invoice Report

Best & Johnson (Corporation Name Field)
Pre Commit Invoice Report

For Dates 06/01/2006 to 06/30/2006

| Adv Id | Advertiser | Date | Invoice | Invoice Description | Gross Income | Net Income | Gross Billing | Agency Disc | Order Disc | Opt Billing | Sales Tax | Net Billing |
|-------------------------------|---------------------------|-----------|---------------|----------------------------|-------------------|-------------------|-------------------|------------------|-------------|-------------|------------------|-------------------|
| 24 | Blakeman & Brister Invest | 6/30/2006 | 24-00038-0022 | <<No Invoice Description>> | 2,535.00 | 2,535.00 | 2,535.00 | -405.00 | ... | ... | ... | 2,535.00 |
| 24 | Blakeman & Brister Invest | 6/30/2006 | 24-00046-0004 | <<No Invoice Description>> | 1,100.00 | 935.00 | 1,100.00 | -165.00 | ... | ... | ... | 935.00 |
| 7 | BURGER KING | 6/30/2006 | 7-00036-0022 | <<No Invoice Description>> | 3,015.00 | 3,015.00 | 3,015.00 | ... | ... | ... | 211.05 | 3,226.05 |
| 36 | Car Tunes | 6/25/2006 | 36-00033-0022 | <<No Invoice Description>> | 1,470.00 | 1,249.50 | 1,470.00 | -220.50 | ... | ... | 87.47 | 1,336.97 |
| 51 | Cliff's Tattoos | 6/25/2006 | 51-00002-0002 | <<No Invoice Description>> | 31,620.00 | 30,702.00 | 31,620.00 | -918.00 | ... | ... | 4,298.28 | 35,000.28 |
| 53 | Cocos | 6/25/2006 | 53-00002-0002 | <<No Invoice Description>> | 42,000.00 | 42,000.00 | 42,000.00 | ... | ... | ... | 5,880.00 | 47,880.00 |
| 50 | Flamigans | 6/25/2006 | 50-00002-0002 | <<No Invoice Description>> | 21,000.00 | 21,000.00 | 21,000.00 | ... | ... | ... | 2,940.00 | 23,940.00 |
| 4 | Flowers-N-Things | 6/30/2006 | 4-00030-0022 | <<No Invoice Description>> | 4,300.00 | 4,300.00 | 4,300.00 | ... | ... | ... | 315.00 | 4,615.00 |
| 37 | Grandoodles | 6/25/2006 | 37-00017-0023 | <<No Invoice Description>> | 3,080.00 | 3,080.00 | 3,080.00 | ... | ... | ... | 215.60 | 3,295.60 |
| 38 | Graunp's Attic | 6/25/2006 | 38-00005-0022 | <<No Invoice Description>> | 3,330.00 | 3,330.00 | 3,330.00 | ... | ... | ... | 327.60 | 3507.60 |
| 56 | Irish Coffee Pub | 6/25/2006 | 56-00002-0002 | <<No Invoice Description>> | 38,640.00 | 38,640.00 | 38,640.00 | ... | ... | ... | 5,409.60 | 44,049.60 |
| 47 | Lo Jack | 6/25/2006 | 47-00002-0002 | <<No Invoice Description>> | 14,000.00 | 14,000.00 | 14,000.00 | ... | ... | ... | 1,960.00 | 15,960.00 |
| 10 | Lott Appliance | 6/30/2006 | 10-00010-0022 | <<No Invoice Description>> | 1,080.00 | 1,080.00 | 1,080.00 | ... | ... | ... | 75.60 | 1,155.60 |
| 12 | McDonalds | 6/30/2006 | 12-00009-0022 | <<No Invoice Description>> | 720.00 | 612.00 | 720.00 | -108.00 | ... | ... | 42.84 | 654.84 |
| 57 | New York Lottery | 6/25/2006 | 57-00002-0002 | <<No Invoice Description>> | 98,000.00 | 98,000.00 | 98,000.00 | ... | ... | ... | 13,720.00 | 111,720.00 |
| 52 | NYPD Recruitment | 6/25/2006 | 52-00002-0002 | <<No Invoice Description>> | 42,000.00 | 42,000.00 | 42,000.00 | ... | ... | ... | 5,880.00 | 47,880.00 |
| 54 | Ramp Chevy | 6/25/2006 | 54-00002-0002 | <<No Invoice Description>> | 84,290.00 | 84,290.00 | 84,290.00 | ... | ... | ... | 11,780.30 | 96,070.30 |
| 48 | South Hampton Buick | 6/25/2006 | 48-00002-0002 | <<No Invoice Description>> | 31,500.00 | 31,500.00 | 31,500.00 | ... | ... | ... | 4,410.00 | 35,910.00 |
| 39 | Verison Wireless | 6/25/2006 | 39-00002-0021 | <<No Invoice Description>> | 7,840.00 | 6,664.00 | 7,840.00 | -1,176.00 | ... | ... | 466.48 | 7,130.48 |
| 49 | Watson's Mens Wear | 6/25/2006 | 49-00002-0002 | <<No Invoice Description>> | 33,600.00 | 28,560.00 | 33,600.00 | -5,040.00 | ... | ... | 3,998.40 | 32,538.40 |
| Report Totals | | | | | 465,575.00 | 457,542.50 | 465,575.00 | -8,032.50 | 0.00 | 0.00 | 62,018.22 | 519,560.72 |
| A/R Account Summary | | | | | | | | | | | | |
| A/R Cash WJVT | | | | | 27,715.00 | 25,640.50 | 27,715.00 | -2,074.50 | ... | ... | 1,551.94 | 27,192.44 |
| A/R Cash WVIT | | | | | 437,860.00 | 431,902.00 | 437,860.00 | -5,958.00 | ... | ... | 60,466.28 | 492,368.28 |
| A/R Account Totals | | | | | 465,575.00 | 457,542.50 | 465,575.00 | -8,032.50 | 0.00 | 0.00 | 62,018.22 | 519,560.72 |
| Income Account Summary | | | | | | | | | | | | |
| < Unassigned > | | | | | ... | ... | 0.00 | ... | ... | ... | 62,018.22 | 62,018.22 |
| Agency Discounts | | | | | 139,440.00 | 131,407.50 | 139,440.00 | -8,032.50 | ... | ... | ... | 131,407.50 |
| Local Income | | | | | 322,400.00 | 322,400.00 | 322,400.00 | ... | ... | ... | ... | 322,400.00 |
| National Income | | | | | 720.00 | 720.00 | 720.00 | ... | ... | ... | ... | 720.00 |
| Regional Income | | | | | 3,015.00 | 3,015.00 | 3,015.00 | ... | ... | ... | ... | 3,015.00 |
| Income Account Totals | | | | | 465,575.00 | 457,542.50 | 465,575.00 | -8,032.50 | 0.00 | 0.00 | 62,018.22 | 519,560.72 |
| Salesperson Summary | | | | | | | | | | | | |
| < Unassigned > | | | | | 43,140.00 | 43,140.00 | 43,140.00 | ... | ... | ... | 5,724.60 | 48,864.60 |
| Brantley, Richard | | | | | 51,400.00 | 45,790.00 | 51,400.00 | -5,610.00 | ... | ... | 5,958.40 | 51,748.40 |
| Bullock, Kay | | | | | 78,375.00 | 78,375.00 | 78,375.00 | -1,396.50 | ... | ... | 9,798.05 | 86,777.05 |
| Oneal, Larry | | | | | 67,160.00 | 66,134.00 | 67,160.00 | -1,026.00 | ... | ... | 8,966.72 | 75,100.72 |
| Hanson, Sally | | | | | 225,500.00 | 225,500.00 | 225,500.00 | ... | ... | ... | 31,570.00 | 257,070.00 |
| Salesperson Totals | | | | | 465,575.00 | 457,542.50 | 465,575.00 | -8,032.50 | 0.00 | 0.00 | 62,018.22 | 519,560.72 |

Post Commit Invoice Report

Use this report to print an invoice listing of gross billing, net billing and income for a particular date range.

Information Gathering

Invoices must be committed to history before they will show up on this report. It does NOT include current and/or official invoices. From there, it pulls all of its information from the *A/R Statement* of the advertiser showing each invoice and the gross amount along with all of the discounts, optional billing, and sales tax amounts to get to the net amount of the invoice. The report can be run historically as long as statement history is being retained for that period of time. You can find the statement history retention settings in the Statement Group Setup of VT.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------------|------------------------|------------------------------|
| A/R Account | A/R Account | 1 st Summary Page |
| Advertiser | Advertiser | 2 nd Summary Page |
| Agency | Advertiser ID | 3 rd Summary Page |
| Agency Discount | Agency | |
| Electronic Invoicing | Agency Discount Type | |
| Income Account | Electronic Invoicing | |
| Invoice Date | Income Account | |
| Invoice Description | Invoice Description | |
| Invoice Frequency | Invoice Frequency | |
| Order Discount | Order Discount Type | |
| Primary Product Code | Primary Product Code | |
| Receivables Group | Receivables Group | |
| Salesperson | Salesperson | |
| Salesperson Commission | Salesperson Commission | |
| Secondary Product Code | Secondary Product Code | |
| Statement Group | Statement Group | |
| Station | Station | |

Sample Post Commit Invoice Report

Best & Johnson (Corporation Name Field)
Post Commit Invoice Report

For Dates 05/01/2006 to 05/31/2006

| Adv Id | Advertiser | Date | Invoice | Invoice Description | Gross Income | Net Income | Gross Billing | Agency Disc | Order Disc | Opt Billing | Sales Tax | Net Billing |
|----------------------------------|---------------------------------|------|---------|---------------------|-------------------|-------------------|-------------------|------------------|-------------|-------------|------------------|-------------------|
| Advertiser Summary | | | | | | | | | | | | |
| | Adams Air Conditioning | | | | 484.00 | 484.00 | 484.00 | ... | ... | ... | ... | 484.00 |
| | Alabama Furniture Direct | | | | 7,250.00 | 6,275.00 | 7,250.00 | -975.00 | ... | ... | ... | 6,275.00 |
| | Blakeman & Brister Invest | | | | 7,020.00 | 5,967.00 | 7,020.00 | -1,053.00 | ... | ... | ... | 5,967.00 |
| | BURGER KING | | | | 5,526.50 | 5,496.50 | 5,526.50 | -30.00 | ... | ... | 372.86 | 5,869.36 |
| | Car Tunes | | | | 2,940.00 | 2,499.01 | 2,940.00 | -440.99 | ... | ... | 174.93 | 2,673.94 |
| | Cliff's Tatoos | | | | 14,930.00 | 12,833.00 | 14,930.00 | -2,097.00 | ... | ... | 898.31 | 13,731.31 |
| | Cocos | | | | 1,500.00 | 1,500.00 | 1,500.00 | ... | ... | ... | 105.00 | 1,605.00 |
| | Community Bank | | | | 3,375.00 | 3,375.00 | 3,375.00 | ... | ... | ... | 236.25 | 3,611.25 |
| | Flannigans | | | | 750.00 | 750.00 | 750.00 | ... | ... | ... | 52.50 | 802.50 |
| | Flowers-N-Things | | | | 8,250.00 | 8,250.00 | 8,250.00 | ... | ... | ... | 577.50 | 8,827.50 |
| | Grandoodles | | | | 6,380.00 | 6,380.00 | 6,380.00 | ... | ... | ... | 446.60 | 6,826.60 |
| | Granny's Attic | | | | 3,450.00 | 3,450.00 | 3,450.00 | ... | ... | ... | 241.50 | 3,691.50 |
| | Hollywood Tans | | | | 1,500.00 | 1,500.00 | 1,500.00 | ... | ... | ... | 105.00 | 1,605.00 |
| | IHOP | | | | 600,000.00 | 600,000.00 | 600,000.00 | ... | ... | ... | 42,000.00 | 642,000.00 |
| | Irish Coffee Pub | | | | 1,380.00 | 1,380.00 | 1,380.00 | ... | ... | ... | 96.60 | 1,476.60 |
| | Lo Jack | | | | 500.00 | 500.00 | 500.00 | ... | ... | ... | 35.00 | 535.00 |
| | Lott Appliance | | | | 1,980.00 | 1,980.00 | 1,980.00 | ... | ... | ... | 138.60 | 2,118.60 |
| | McDonalds | | | | 1,320.00 | 1,122.00 | 1,320.00 | -198.00 | ... | ... | 78.54 | 1,200.54 |
| | New York Lottery | | | | 3,500.00 | 3,500.00 | 3,500.00 | ... | ... | ... | 245.00 | 3,745.00 |
| | NYPD Recruitment | | | | 1,500.00 | 1,500.00 | 1,500.00 | ... | ... | ... | 105.00 | 1,605.00 |
| | Ramp Chevy | | | | 3,000.00 | 3,000.00 | 3,000.00 | ... | ... | ... | 210.00 | 3,210.00 |
| | Rick's Kawasaki | | | | 540.00 | 540.00 | 540.00 | ... | ... | ... | 37.80 | 577.80 |
| | South Hampton Buick | | | | 1,125.00 | 1,125.00 | 1,125.00 | ... | ... | ... | 78.75 | 1,203.75 |
| | Venson Wireless | | | | 16,170.00 | 13,744.50 | 16,170.00 | -2,425.50 | ... | ... | 962.12 | 14,706.62 |
| | Watson's Mens Wear | | | | 1,200.00 | 1,020.00 | 1,200.00 | -180.00 | ... | ... | 71.40 | 1,091.40 |
| | Advertiser Totals | | | | 695,570.50 | 688,171.01 | 695,570.50 | -7,399.49 | 0.00 | 0.00 | 47,269.26 | 735,440.27 |
| Income Account Summary | | | | | | | | | | | | |
| | < Unassigned > | | | | ... | ... | 0.00 | ... | ... | ... | 47,269.26 | 47,269.26 |
| | Agency Discounts | | | | 20,870.00 | 13,470.51 | 20,870.00 | -7,399.49 | ... | ... | ... | 13,470.51 |
| | Local Income | | | | 667,854.00 | 667,854.00 | 667,854.00 | ... | ... | ... | ... | 667,854.00 |
| | National Income | | | | 1,320.00 | 1,320.00 | 1,320.00 | ... | ... | ... | ... | 1,320.00 |
| | Regional Income | | | | 5,526.50 | 5,526.50 | 5,526.50 | ... | ... | ... | ... | 5,526.50 |
| | Income Account Totals | | | | 695,570.50 | 688,171.01 | 695,570.50 | -7,399.49 | 0.00 | 0.00 | 47,269.26 | 735,440.27 |
| Invoice Frequency Summary | | | | | | | | | | | | |
| | Calendar Month | | | | 27,271.50 | 26,020.50 | 27,271.50 | -1,251.00 | ... | ... | 1,403.75 | 27,424.25 |
| | Calendar Month or EOS | | | | 7,790.00 | 6,815.00 | 7,790.00 | -975.00 | ... | ... | 37.80 | 6,852.80 |
| | Media Month | | | | 43,855.00 | 41,107.01 | 43,855.00 | -2,747.99 | ... | ... | 2,865.59 | 43,972.60 |
| | Media Month or EOS | | | | 616,654.00 | 614,228.50 | 616,654.00 | -2,425.50 | ... | ... | 42,962.12 | 657,190.62 |
| | Invoice Frequency Totals | | | | 695,570.50 | 688,171.01 | 695,570.50 | -7,399.49 | 0.00 | 0.00 | 47,269.26 | 735,440.27 |

Sales Journal (Pre-Close)

Use this report to summarize each advertiser's A/R activity since the last month closed.

Information Gathering

This report must be run for the CURRENT OPEN MONTH prior to closing. The report provides an A/R summary of what occurred for the current open month for each advertiser. Applied payments refer to those receipts that have been literally applied to a transaction such as invoice, adjustment, etc. Unapplied payments refer to those payments that are "set as unapplied" on the statement, which are not applied directly to a transaction but are on the A/R statement as an unapplied credit. Undistributed receipts that have been added to the deposit slip but are not applied directly to the A/R statement are NOT included on this report. Gross Sales and Discounts pull directly from committed invoices on the A/R statement OR from Official Invoices if that option is chosen. All other types of transactions will appear on this report as soon as they are applied to the A/R statement for the current open statement period.

Important Information

There is also an option to print the Receivables Group Summary Page. If, for example, Receivables Groups were set up by income type, this would allow you to see that income breakdown in a more summarized format at the end of this billing report.

Report Options

| Grouping Options | Filter Options | Other Options |
|-------------------|--------------------|-----------------------------------|
| A/R Account Name | A/R Account | Include/Exclude Official Invoices |
| Receivables Group | Advertiser | Summary Page 1 |
| Salesperson | Offset Account | Summary Page 2 |
| Statement Group | Receivables Groups | Summary Page 3 |
| | Salesperson | Zero Balance Advertisers (Y/N) |
| | Statement Group | |

Sample Sales Journal (Pre-Close) Report

Best & Johnson (Corporation Name Field)

Sales Journal [pre-close]

For Dates On or before 05/31/2006

Exclude Official Invoices, Advertisers w/Zero Balances Included

| | Previous | Payments | | Gross Sales | Discounts | Adj | Tax | F/C | Statement |
|---|-------------------|------------------|------------------|-------------------|-------------------|---------------|------------------|-------------|---------------------|
| | Balance | Applied | Unapplied | | | | | | Balance |
| Adams Air Conditioning | 26.14 | 0.00 | 0.00 | 484.00 | 0.00 | 0.00 | 0.00 | 0.00 | 510.14 |
| Alabama Furniture Direct | 790.82 | 0.00 | 0.00 | 7,250.00 | -975.00 | 0.00 | 0.00 | 0.00 | 7,065.82 |
| BJ Wholesale Club | 2,390.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,390.05 |
| Blakeeman & Brister Investment Group | 1,844.75 | -500.00 | 0.00 | 10,960.00 | -1,644.00 | 0.00 | 0.00 | 0.00 | 10,460.75 |
| Bob's Bar | 26.04 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26.04 |
| BURGER KING | 22,908.88 | 0.00 | 0.00 | 8,441.00 | -30.00 | -97.67 | 576.88 | 0.00 | 31,799.09 |
| Car Tunes | 11,370.17 | -3,300.00 | 0.00 | 4,410.00 | -661.48 | 0.00 | 262.40 | 0.00 | 12,081.08 |
| Cliff's Tattoos | 7,581.00 | -250.00 | 0.00 | 17,460.00 | -2,475.00 | 0.00 | 2,096.50 | 0.00 | 24,402.50 |
| Cocos | 15,390.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 210.00 | 0.00 | 17,100.00 |
| Commercial Bank | 26.14 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26.14 |
| Community Bank | 18,558.63 | -645.00 | 0.00 | 5,700.00 | 0.00 | 0.00 | 399.00 | 0.00 | 24,012.63 |
| Crescent Jewelers | 0.00 | 0.00 | -500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -500.00 |
| Flannigans | 9,405.00 | 0.00 | 0.00 | 750.00 | 0.00 | 0.00 | 105.00 | 0.00 | 10,260.00 |
| Flowers-N-Things | 34,553.46 | -300.00 | 0.00 | 12,900.00 | 0.00 | 0.00 | 903.00 | 0.00 | 48,056.46 |
| Grandoodles | 24,887.71 | 0.00 | 0.00 | 9,460.00 | 0.00 | 0.00 | 662.20 | 0.00 | 35,009.91 |
| Granny's Attic | 13,900.77 | -250.00 | 0.00 | 5,130.00 | 0.00 | 0.00 | 359.10 | 0.00 | 18,839.87 |
| Hollywood Tans | 3,420.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 210.00 | 0.00 | 5,130.00 |
| IHOP | 0.00 | 0.00 | 0.00 | 600,000.00 | 0.00 | 0.00 | 84,000.00 | 0.00 | 684,000.00 |
| Irish Coffee Pub | 17,305.20 | -200.00 | 0.00 | 1,380.00 | 0.00 | 0.00 | 193.20 | 0.00 | 18,678.40 |
| Johnson Furniture Gallery | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Lo Jack | 6,213.00 | 0.00 | 0.00 | 500.00 | 0.00 | 0.00 | 70.00 | 0.00 | 6,783.00 |
| Lott Appliance | 8,250.86 | 0.00 | 0.00 | 3,096.00 | 0.00 | 0.00 | 216.72 | 0.00 | 11,563.58 |
| McDonalds | 5,281.86 | 0.00 | 0.00 | 2,052.00 | -307.80 | 0.00 | 122.09 | 0.00 | 7,148.15 |
| Mudpuddles | 60.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 60.90 |
| New York Lottery | 43,890.00 | 0.00 | 0.00 | 3,500.00 | 0.00 | 0.00 | 490.00 | 0.00 | 47,880.00 |
| NYPD Recruitment | 18,810.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 210.00 | 0.00 | 20,520.00 |
| Opelika Chamber of Commerce | 0.00 | 0.00 | -800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -800.00 |
| Pepsi-Cola | 0.00 | 0.00 | -650.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -650.00 |
| Pools by Byron | 0.00 | 0.00 | -1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,000.00 |
| Professional Office Care | 3,282.09 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,282.09 |
| Ramp Chevy | 37,335.00 | 0.00 | 0.00 | 3,000.00 | 0.00 | 0.00 | 420.00 | 0.00 | 40,755.00 |
| Rick's Kawasaki | 2,018.17 | 0.00 | 0.00 | 2,850.00 | -385.00 | 0.00 | 59.50 | 0.00 | 4,542.67 |
| South Hampton Buick | 13,509.00 | 0.00 | 0.00 | 1,125.00 | 0.00 | 0.00 | 157.50 | 0.00 | 14,791.50 |
| Taco Bell | 0.00 | 0.00 | -1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,500.00 |
| TGIF | 113.38 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 113.38 |
| Ugly Tub | 0.00 | 0.00 | -460.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -460.00 |
| Verison Wireless | 101,058.81 | 0.00 | 0.00 | 23,975.00 | -3,596.25 | 0.00 | 1,426.52 | 0.00 | 122,864.08 |
| Watson's Mens Wear | 12,893.90 | 0.00 | 0.00 | 1,200.00 | -180.00 | 0.00 | 142.80 | 0.00 | 13,856.70 |
| Report Totals: | 436,401.73 | -5,445.00 | -4,900.00 | 730,113.00 | -10,254.54 | -97.67 | 93,292.41 | 0.00 | 1,239,109.93 |
| Salesperson Summary | | | | | | | | | |
| <<Unassigned>> | 51,762.03 | -500.00 | -2,800.00 | 14,280.00 | 0.00 | 0.00 | 1,096.20 | 0.00 | 63,838.23 |
| Brantley, Richard | 23,055.08 | -500.00 | 0.00 | 12,660.00 | -1,824.00 | 0.00 | 212.80 | 0.00 | 33,603.88 |
| Bullock, Kay | 162,091.71 | -2,550.00 | -1,100.00 | 48,411.00 | -5,647.74 | -97.67 | 2,639.24 | 0.00 | 203,746.54 |
| Kay/Larry | 22,860.34 | 0.00 | 0.00 | 8,241.00 | 0.00 | 0.00 | 576.88 | 0.00 | 31,678.22 |
| Krugler, Sharon | 60,288.57 | -645.00 | -1,000.00 | 617,035.00 | 0.00 | 0.00 | 85,218.70 | 0.00 | 760,897.27 |
| Oneal, Larry | 12,862.86 | -1,250.00 | 0.00 | 19,502.00 | -2,782.80 | 0.00 | 2,218.59 | 0.00 | 30,550.65 |
| Smith, Sharon | 3,420.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 210.00 | 0.00 | 5,130.00 |
| WAPT Hanson, Sally | 100,061.14 | 0.00 | 0.00 | 8,484.00 | 0.00 | 0.00 | 1,120.00 | 0.00 | 109,665.14 |
| Salesperson Summary Totals | 436,401.73 | -5,445.00 | -4,900.00 | 730,113.00 | -10,254.54 | -97.67 | 93,292.41 | 0.00 | 1,239,109.93 |
| A/R Account Summary | | | | | | | | | |
| A/R Cash National | 285.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 285.45 |
| A/R Cash WCKY | 3,705.72 | -1,300.00 | 0.00 | 242.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,647.72 |
| A/R Cash WJVT | 245,878.50 | -3,695.00 | -4,900.00 | 696,466.00 | -7,599.54 | -97.67 | 88,967.41 | 0.00 | 1,015,039.70 |
| A/R Cash WWIT | 186,532.06 | -450.00 | 0.00 | 33,405.00 | -2,655.00 | 0.00 | 4,305.00 | 0.00 | 221,137.06 |
| A/R Account Summary Totals | 436,401.73 | -5,445.00 | -4,900.00 | 730,113.00 | -10,254.54 | -97.67 | 93,292.41 | 0.00 | 1,239,109.93 |
| Receivables Group Summary | | | | | | | | | |
| <<Unassigned>> | 289,053.14 | -450.00 | -1,150.00 | 57,380.00 | -6,251.25 | 0.00 | 5,731.52 | 0.00 | 344,313.41 |
| Local | 119,157.85 | -4,995.00 | -2,250.00 | 662,240.00 | -3,665.49 | 0.00 | 66,861.92 | 0.00 | 857,349.28 |
| National | 5,281.86 | 0.00 | 0.00 | 2,052.00 | -307.80 | 0.00 | 122.09 | 0.00 | 7,148.15 |
| Regional | 22,908.88 | 0.00 | -1,500.00 | 8,441.00 | -30.00 | -97.67 | 576.88 | 0.00 | 30,299.09 |
| Receivables Group Summary Totals | 436,401.73 | -5,445.00 | -4,900.00 | 730,113.00 | -10,254.54 | -97.67 | 93,292.41 | 0.00 | 1,239,109.93 |

Visual Traffic Obsolete Reports

Obsolete Reports

In the Report Center there is a report category called "Obsolete". Reports are moved to the Obsolete category for one of two reasons, either the report has been rewritten, which means it's been improved, or multiple reports have been consolidated into a single report. You will see reports both moved to and deleted from the Obsolete category as new versions of Visual Traffic are released.

Keep in mind these reports are considered obsolete for a reason. They are slated to be purged from Visual Traffic in a future release. Because these reports will be eliminated from the system, it is in your best interest to stop using them. Furthermore, if you have scheduled reports that are created from reports that have been moved to Obsolete you should stop using them and set up your scheduled reports using the most current available. The names of the improved or consolidated reports will often be the same or similar to the old reports.

Visual Traffic Other Reports

Email Queue Report

This report prints all emails that were sent to the Email Queue for the requested date range. The report includes the email address, status of the email, and the date it was created and sent.

Information Gathering

The report gathers its information from the Email Queue located in the System menu in VT.

Important Information

This report can also be run from the Email Queue in the System menu.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|--|-------------------------------|
| Acknowledged by Acknowledged Date Bcc: Email Address Cc: Email Address Date Sent Source Status To: Email Address | Acknowledged by Acknowledged Date Date Sent Email Address Source Status | Show Invalid Acknowledged Y/N |

Sample Report

Best & Johnson

Email Queue Report

For Dates 08/24/2009 to 08/31/2009
 Invalid Acknowledged Messages excluded

| To: | CC: | BCC: | Subject | Status | Created Date | Sent | Acknowledged By |
|---------------------|-----|------|-------------------------|--------|----------------------|----------------------|-----------------|
| vbest@marketron.com | | | Salesperson Master List | Sent | 8/31/2009 2:23:09PM | 8/31/2009 2:23:12PM | |
| vbest@marketron.com | | | Daily Sales | Sent | 8/31/2009 1:03:08PM | 8/31/2009 1:03:09PM | |
| vbest@marketron.com | | | Highest Billed Report | Sent | 8/31/2009 12:23:04PM | 8/31/2009 12:23:04PM | |
| vbest@marketron.com | | | Chart Of Accounts | Sent | 8/31/2009 12:23:01PM | 8/31/2009 12:23:02PM | |
| vbest@marketron.com | | | Distributed Report | Sent | 8/31/2009 10:47:47AM | 8/31/2009 10:47:48AM | |
| vbest@marketron.com | | | Salesperson Master List | Sent | 8/30/2009 2:22:12PM | 8/30/2009 2:22:14PM | |
| vbest@marketron.com | | | Daily Sales | Sent | 8/30/2009 1:02:10PM | 8/30/2009 1:02:11PM | |
| vbest@marketron.com | | | Highest Billed Report | Sent | 8/30/2009 12:22:06PM | 8/30/2009 12:22:06PM | |
| vbest@marketron.com | | | Chart Of Accounts | Sent | 8/30/2009 12:22:03PM | 8/30/2009 12:22:05PM | |
| vbest@marketron.com | | | Distributed Report | Sent | 8/30/2009 10:47:01AM | 8/30/2009 10:47:02AM | |
| vbest@marketron.com | | | Salesperson Master List | Sent | 8/29/2009 2:21:42PM | 8/29/2009 2:21:43PM | |
| vbest@marketron.com | | | Daily Sales | Sent | 8/29/2009 1:06:40PM | 8/29/2009 1:06:41PM | |
| vbest@marketron.com | | | Highest Billed Report | Sent | 8/29/2009 12:21:35PM | 8/29/2009 12:21:36PM | |
| vbest@marketron.com | | | Chart Of Accounts | Sent | 8/29/2009 12:21:33PM | 8/29/2009 12:21:35PM | |
| vbest@marketron.com | | | Distributed Report | Sent | 8/29/2009 10:46:31AM | 8/29/2009 10:46:31AM | |
| vbest@marketron.com | | | Salesperson Master List | Sent | 8/28/2009 2:21:14PM | 8/28/2009 2:21:16PM | |
| vbest@marketron.com | | | Daily Sales | Sent | 8/28/2009 1:06:12PM | 8/28/2009 1:06:13PM | |
| vbest@marketron.com | | | Highest Billed Report | Sent | 8/28/2009 12:26:08PM | 8/28/2009 12:26:08PM | |
| vbest@marketron.com | | | Chart Of Accounts | Sent | 8/28/2009 12:21:05PM | 8/28/2009 12:21:07PM | |
| vbest@marketron.com | | | Distributed Report | Sent | 8/28/2009 10:46:03AM | 8/28/2009 10:46:04AM | |
| vbest@marketron.com | | | Salesperson Master List | Sent | 8/27/2009 2:24:54PM | 8/27/2009 2:24:56PM | |
| vbest@marketron.com | | | Daily Sales | Sent | 8/27/2009 1:04:53PM | 8/27/2009 1:04:55PM | |
| vbest@marketron.com | | | Highest Billed Report | Sent | 8/27/2009 12:24:44PM | 8/27/2009 12:24:44PM | |

Ⓢ - Indicates Acknowledged message

Printed: 8/31/2009 A 3:02:10PM

Invoice Audit Trail

This report shows all changes made to an advertiser's invoice and reflects who made the change and when.

Information Gathering

This information is pulled directly from the invoice. Changes made by VT will have a user name, for example, of AcceptLogsProcess or CommitInvoiceProcess. Any manual changes made by a user will have that user's name in addition to the machine name and the Date and Time of Change. This report can be run for any invoice regardless of status; however, Invoice History must be retained for that period in order to run this report for a committed invoice.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---|---------------|
| | Advertiser Invoice Salesperson Statement Group | |

Sample Report

Best & Johnson (Corporation Setup)

Invoice Audit Trail

Advertiser = "Cliff's Tattoos" and Invoice = "51-00012-0002"

Huntsville Stations

Cliff's Tattoos Invoice Number: 51-00012-0002

| Date And Time of Change | User Name | Machine Name | Origin of Change |
|--|-----------------------|---------------------------------|------------------|
| 2010-10-26 09:14:09.577 | AcceptLogsProcess | OPA_VBEST | Invoice |
| Change(s) made to: | | | |
| New Invoice | | | |
| Old Value | | New Value | |
| New Invoice Added | | Invoice Number: [51-00012-0002] | |
| <i>Detailed changes to: Spot ID #[480497], Def Num# [1], Affidavit Type: Normal Spot Spot Origin: System generated</i> | | | |
| New Invoice Affidavit Added | | | |
| Pattern Definition Number | New Detail Item Added | 1 | |
| Income Amount | | 25.00 | |
| Billing Amount | | 25.00 | |
| Schedule Time | | 05:10:00 PM | |
| Schedule Date | | 09/27/2010 | |
| Station Reference | | WJVT | |
| <i>Detailed changes to: Spot ID #[480498], Def Num# [1], Affidavit Type: Normal Spot Spot Origin: System generated</i> | | | |
| New Invoice Affidavit Added | | | |
| Pattern Definition Number | New Detail Item Added | 1 | |
| Income Amount | | 25.00 | |
| Billing Amount | | 25.00 | |
| Schedule Time | | 08:50:00 PM | |
| Schedule Date | | 09/27/2010 | |
| Station Reference | | WJVT | |
| <i>Detailed changes to: Spot ID #[480499], Def Num# [1], Affidavit Type: Normal Spot Spot Origin: System generated</i> | | | |
| New Invoice Affidavit Added | | | |
| Pattern Definition Number | New Detail Item Added | 1 | |
| Income Amount | | 25.00 | |
| Billing Amount | | 25.00 | |
| Schedule Time | | 02:10:00 PM | |
| Schedule Date | | 09/27/2010 | |
| Station Reference | | WJVT | |
| <i>Detailed changes to: Spot ID #[480500], Def Num# [1], Affidavit Type: Normal Spot Spot Origin: System generated</i> | | | |
| New Invoice Affidavit Added | | | |
| Pattern Definition Number | New Detail Item Added | 1 | |
| Income Amount | | 25.00 | |
| Billing Amount | | 25.00 | |
| Schedule Time | | 04:10:00 AM | |
| Schedule Date | | 09/27/2010 | |
| Station Reference | | WJVT | |
| <i>Detailed changes to: Spot ID #[480501], Def Num# [1], Affidavit Type: Normal Spot Spot Origin: System generated</i> | | | |
| New Invoice Affidavit Added | | | |
| Pattern Definition Number | New Detail Item Added | 1 | |
| Income Amount | | 25.00 | |
| Billing Amount | | 25.00 | |
| Schedule Time | | 09:10:00 AM | |
| Schedule Date | | 09/27/2010 | |
| Station Reference | | WJVT | |
| <i>Detailed changes to: Spot ID #[480502], Def Num# [1], Affidavit Type: Normal Spot Spot Origin: System generated</i> | | | |

Invoice Express Transactions Report

A list of all transactions sent electronically via Invoice Express. The report includes the Advertiser, Agency, the date the invoice was sent, the Document and Reference ID's as well as the status of the invoice.

Information Gathering

The report gathers its information from the Electronic Transaction Viewer located in the Billing menu.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|---|---------------|
| Advertiser Agency Document Type Source Status | Advertiser Agency Date Created Date Sent Source Status Type | |

Sample Report

Best & Johnson

Invoice Express Transactions

For Dates 08/01/2009 to 09/01/2009

Grouped by: Advertiser

| <u>Doc ID</u> | <u>Sent Date</u> | <u>Advertiser</u> | <u>Ref ID</u> | <u>Description</u> | <u>Agency</u> | <u>Status</u> |
|---------------|---------------------|-------------------|---------------|--------------------|------------------------|---------------------|
| 3 | 9/1/2009 3:01:44PM | | AT&T Mobility | 508-26-0 | Visual Traffic Invoice | Group M MotionSent |
| 2 | 8/31/2009 9:00:44PM | | AT&T Mobility | 508-26-0 | Visual Traffic Invoice | Group M MotionSent |
| 1 | | | AT&T Mobility | 508-26-0 | Visual Traffic Invoice | Group M MotionError |

Security Profile Report

Report displays profile hierarchy for each profile in the system, each property and the associated access level is listed.

Information Gathering

Information for this report pulls from the Profile Setup in Security Management.

Important Information

This report may also be printed from the Security Management Screen.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---------------------------------------|---------------|
| | Profile Name Property Access Level | |

Sample Report

Best & Johnson

Security Profile

Profile Name = "Traffic"

Profile Name: Traffic

FC - Marketron Broadcast Solutions

FC - Common

FC - Email

FC - General Access

FC - Purge

FC - Settings

FC - Reports

FC - Other

FC - Email Queue

FC - Security Profiles

FC - User Accounts

FC - Invoice Audit Trail

FC - Spot Projections (Monthly)

FC - System Information

FC - Sales

FC - Advertiser Goals Analysis

FC - Average Unit Rate - % Fill

FC - Bulk Progress

FC - Collections Worksheet

FC - Daily Sales

FC - Forward Sales Summary

FC - Goals Report

FC - Highest Billed Report

FC - Low/High/Avg Rate Report

FC - New Business Report

FC - No Activity

FC - Order Expiration

FC - Order Projections

FC - Pacing/Business Track

FC - Projection vs. History

FC - Purchase History

FC - Revenue by Log Event

FC - Sales Goals Analysis

FC - SalesRep Collection Report

FC - Standard History

FC - Orders

FC - Open Orders

FC - Order Renewal Queue Listing

FC - Order Audit Trail

FC - Order Listing (Detailed)

FC - Order Manager Workflow Audit

FC - Order Spot Targeting Detail

FC - Orders - Contract/Confirmation

FC - Orders by Salesperson

FC - Spot Times by Order

FC - Cart / Copy

FC - Available/Used Carts List

FC - Cart/Copy Master Listing

FC - Cart/Copy Missing

FC - Carts Not Produced

FC - Copy - Book

FC - Copy - Incomplete

FC - Copy Plan Master List

FC - Copy Script - Production

FC - Daily Copy Roster

FC - Expired copy

FC - Logs

FC - Bumped Spots Listing

FC - Daily Roster

FC - Deleted Spots Report

FC - Locked Spots Report

FC - Log Conflicts

FC - Log Directives Placement Analysis

FC - Log Event Placement Analysis

FC - Log Format Template

FC - Log Notes Placement Analysis

FC - Logs - Daily Content Summary

FC - MDS Placement Analysis

FC - Program Log (Landscape)

FC - Program Log (Portrait)

FC - Projection vs. Actual

FC - Reconciliation Report

FC - Spot Placement Discrepancy

FC - Inventory

FC - Availabilities

FC - Availabilities (Summary)

FC - Availabilities by Avail Code

FC - Availabilities Sold by Income Account

FC - Log Avails Overfilled

FC - Log Avails Status

FC - WheelPlan Availability

FC - Accounting

FC - A/R Adjustments List (Holding)

FC - A/R Revenue Adjustments - Detail

FC - A/R Statement - Inquiry

FC - Advertiser Credit Summary

FC - Aged Cash Receipts

FC - Cash Receipts Deposit Slip

FC - Commissions Report

FC - Credit Policy Analysis

FC - Outstanding Invoices

FC - Payment Analysis

FC - Post Times

FC - Sales Tax Collection Report

FC - Unapplied Credits Report

FC - Month End

FC - A/R Adjustment List

FC - A/R Aging

FC - A/R Journal Entry

FC - A/R Statements - Presentation

FC - Billing And Accrual

FC - Cash Receipts Application Analysis

FC - Cash Receipts Master List

FC - Copy Script - Invoice

FC - Finance Charge Report

FC - Invoice Detail

FC - Invoice Detail Journal

FC - Invoice Recap Journal

FC - Post Commit Invoice Report

FC - Pre Commit Invoice Report

FC - Sales Journal [pre-close]

FC - List

Legend: FC - Full Control RO - Read Only NA - No Access

System Information Report

This report prints any existing System Processor, Scheduler, and VT system table-level lock messages in addition to Statement Group setup and VT Database Version Upgrade information.

Information Gathering

This report pulls its information directly from the System Processor, Scheduler, and Print message queues in addition to showing any table locks under Records in Use. All of this information can also be displayed in VT by going to the System Menu and selecting the System Information menu item.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---|
| | | Include/Exclude System Processor Messages Include/Exclude Scheduler Messages Include/Exclude System Table Lock Messages Include/Exclude Version Upgrade Info Include/Exclude Statement Group Info |

Sample Report

Best & Johnson (Corporation Name Field) System Information

System Processor Messages

| Date & Time Issued | Message | User Name | Machine Name | Status | % | Last Update |
|-------------------------|---------------------|-----------|--------------|------------------|-----|-------------------------|
| 2007-02-15 12:48:21.810 | Order Renewal Check | Auto Calc | Server | Complete Success | 100 | 2007-02-15 12:48:26.873 |

Scheduler Messages

| Date & Time Issued | Message | User Name | Machine Name | Status | % | Last Update |
|-------------------------|--------------------|-----------|--------------|------------------|-----|-------------------------|
| 2006-03-14 13:13:43.017 | New Spots All | VTaylor | VICKIE_AMD | Complete Success | 100 | 2006-07-21 14:10:37.467 |
| 2006-03-14 13:13:43.030 | New Spots All | VTaylor | VICKIE_AMD | Complete Success | 100 | 2006-07-21 14:10:48.793 |
| 2006-03-14 13:13:43.030 | New Spots All | VTaylor | VICKIE_AMD | Complete Success | 100 | 2006-07-21 14:10:38.670 |
| 2006-07-11 08:38:44.590 | Schedule Bump List | Admin | VICKIE_AMD | Complete Success | 100 | 2006-07-11 08:38:32.200 |
| 2006-07-11 08:38:44.717 | Schedule Bump List | Admin | VICKIE_AMD | Complete Success | 100 | 2006-07-11 08:38:38.340 |
| 2006-07-11 08:38:44.937 | Schedule Bump List | Admin | VICKIE_AMD | Complete Success | 100 | 2006-07-11 08:38:40.310 |
| 2006-07-11 08:38:45.107 | Schedule Bump List | Admin | VICKIE_AMD | Complete Success | 100 | 2006-07-11 08:38:44.280 |
| 2006-07-11 08:38:45.467 | Schedule Bump List | Admin | VICKIE_AMD | Complete Success | 100 | 2006-07-11 08:38:48.827 |
| 2006-07-11 08:38:45.903 | Schedule Bump List | Admin | VICKIE_AMD | Complete Success | 100 | 2006-07-11 08:38:52.163 |

System Table Lock Messages

| Locked Since | Table Name | User Name | Machine Name | Rec # | Description |
|-------------------------|------------|-----------|--------------|-------|-----------------|
| 2007-02-15 13:10:28.640 | LogDay | Admin | WILLIS64 | 5835 | WJVT 07/03/2006 |

Vt Version Upgrade Information

| Date | Version Upgraded To |
|------------------------|---------------------|
| 2007/02/14 15:29:19.45 | 4.0.0.0 |

Best & Johnson, Inc. (Statement Group Name) Statement Group Information

| | | | |
|--------------------------|------------|-------------------------|----------------|
| Last Accepted Log: | 07/02/2006 | Finance Charge Account: | Finance Charge |
| Last Invoice Commit: | 06/30/2006 | Finance Charge Rate: | 1.75% |
| Last Statement Posting: | 06/30/2006 | Minimum Service Charge: | \$0.25 |
| Last Statement Clearing: | 05/31/2006 | Maximum Service Charge: | \$100.00 |
| Last Statement Closing: | 05/31/2006 | F/C Assessment begins: | 2 month(s) |
| Last Order Clearing: | 07/27/2002 | | |

| | |
|---------------------------|------------|
| Invoice Options: | Combined |
| Aging Type: | Calendar |
| Starting Hour of Log Day: | 12:00:00AM |

| Station | Last Official Log Date | Automation | Log Days Online | Pigeon-Hole Log Days |
|---------|------------------------|-----------------------|-----------------|----------------------|
| WJVT | 07/02/2006 | Enco - Any | 60 | 4 |
| WVIT | 07/02/2006 | <NONE> | 28 | 4 |
| WCKY | 07/02/2006 | Digilink - 3.5 and up | 60 | 26 |
| WBBT | 07/02/2006 | Scotts - Any | 28 | 4 |

Printed: 2/15/2007 At 1:11:04PM

C:\Program Files\Wicks Broadcast Solutions\VTI\Reports\Other\SystemInfo.RPT v. 050803.1558

Page 1 of 1

User Accounts Report

This report shows the account settings for each user in Security Management. If security profiles are included, the report will also show the level of access given to each user based on the security profile attached to each one. If multiple profiles are attached to a user, their cumulative access level will be shown.

Information Gathering

Information for this report pulls from the User Setup in Security Management.

Important Information

This report may also be printed from the Security Management Screen.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---|
| | User Names | Include/Exclude Profiles Include/Exclude Data Access |

Sample Report

Best & Johnson (Corporation Nam

User Accounts

Profiles Included, Data Access Levels Included

| | Admin | Must Change Password | Cannot Change Password | Password Never Expires | Disabled Account | Profile Name |
|--|-------|----------------------|------------------------|------------------------|------------------|---|
| WTaylor | No | No | No | No | No | Sales Manager |
| FC - Marketron Broadcast Solutions | | | | | | NA - Daily Roster |
| NA - Common | | | | | | NA - Deleted Spots Report |
| NA - Email | | | | | | NA - Locked Spots Report |
| NA - General Access | | | | | | NA - Log Conflicts |
| NA - Purge | | | | | | NA - Log Directives Placement Analysis |
| NA - Settings | | | | | | NA - Log Event Placement Analysis |
| FC - Reports | | | | | | NA - Log Format Template |
| NA - Other | | | | | | NA - Log Notes Placement Analysis |
| NA - Email Queue | | | | | | NA - Logs - Daily Content Summary |
| NA - Security Profiles | | | | | | NA - MDS Placement Analysis |
| NA - User Accounts | | | | | | NA - Program Log (Landscape) |
| NA - Invoice Audit Trail | | | | | | NA - Program Log (Portrait) |
| NA - Spot Projections (Monthly) | | | | | | NA - Projection vs. Actual |
| NA - System Information | | | | | | NA - Reconciliation Report |
| FC - Sales | | | | | | NA - Spot Placement Discrepancy |
| FC - Advertiser Goals Analysis | | | | | | FC - Inventory |
| FC - Average Unit Rate - % Fill | | | | | | FC - Availabilities |
| FC - Bulk Progress | | | | | | FC - Availabilities (Summary) |
| FC - Collections Worksheet | | | | | | FC - Availabilities by Avail Code |
| FC - Daily Sales | | | | | | FC - Availabilities Sold by Income Account |
| FC - Forward Sales Summary | | | | | | FC - Log Avails Overfilled |
| FC - Goals Report | | | | | | FC - Log Avails Status |
| FC - Highest Billed Report | | | | | | FC - Wheel Plan Availability |
| FC - Low/High/Avg Rate Report | | | | | | NA - Accounting |
| FC - New Business Report | | | | | | NA - A/R Adjustments List (Holding) |
| FC - No Activity | | | | | | NA - A/R Revenue Adjustments - Detail |
| FC - Order Expiration | | | | | | NA - A/R Statement - Inquiry |
| FC - Order Projections | | | | | | NA - Advertiser Credit Summary |
| FC - Pacing/Business Track | | | | | | NA - Aged Cash Receipts |
| FC - Projection vs. History | | | | | | NA - Cash Receipts Deposit Slip |
| FC - Purchase History | | | | | | NA - Commissions Report |
| FC - Revenue by Log Event | | | | | | NA - Credit Policy Analysis |
| FC - Sales Goals Analysis | | | | | | NA - Outstanding Invoices |
| FC - SalesRep Collection Report | | | | | | NA - Payment Analysis |
| FC - Standard History | | | | | | NA - Post Times |
| FC - Orders | | | | | | NA - Sales Tax Collection Report |
| FC - Open Orders | | | | | | NA - Unapplied Credits Report |
| FC - Order Renewal Queue Listing | | | | | | NA - Month End |
| FC - Order Audit Trail | | | | | | NA - A/R Adjustment List |
| FC - Order Listing (Detailed) | | | | | | NA - A/R Aging |
| FC - Order Manager Workflow Audit | | | | | | NA - A/R Journal Entry |
| FC - Order Spot Targeting Detail | | | | | | NA - A/R Statements - Presentation |
| FC - Orders - Contract/Confirmation | | | | | | NA - Billing And Accrual |
| FC - Orders by Salesperson | | | | | | NA - Cash Receipts Application Analysis |
| FC - Spot Times by Order | | | | | | NA - Cash Receipts Master List |
| NA - Cart / Copy | | | | | | NA - Copy Script - Invoice |
| NA - Available/Used Carts List | | | | | | NA - Finance Charge Report |
| NA - Cart/Copy Master Listing | | | | | | NA - Invoice Detail |
| NA - Cart/Copy Missing | | | | | | NA - Invoice Detail Journal |
| NA - Carts Not Produced | | | | | | NA - Invoice Recap Journal |
| NA - Copy - Book | | | | | | NA - Post Commit Invoice Report |
| NA - Copy - Incomplete | | | | | | NA - Pre Commit Invoice Report |
| NA - Copy Plan Master List | | | | | | NA - Sales Journal [pre-close] |
| NA - Copy Script - Production | | | | | | FC - List |
| NA - Daily Copy Roster | | | | | | FC - Advertiser Co-op |
| NA - Expired copy | | | | | | FC - Advertiser List |
| NA - Logs | | | | | | FC - Advertiser Mailing Labels |
| NA - Bumped Spots Listing | | | | | | FC - Agency List |

Legend: **FC** - Full Control **RO** - Read Only **NA** - No Access **Bold face** = Item Access Level manually adjusted

Visual Traffic List Reports

Advertiser Co-op List

Use this report to list all the names of the Co-op vendors stored for each Advertiser with Co-op defined.

Information Gathering

This report pulls directly from the copy and script information of each advertiser and will list all of the co-op names that have been added to that advertiser.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|------------------------------|---------------|
| | Advertiser Co-op Provider | |

Sample Report

Taylor & Johnson Broadcasting

Advertiser Co-Op List

(Advertiser = Adams Air Conditioning or Advertiser = Alabama Furniture Direct or Advertiser = King Ford or Advertiser = Lott Appliance or Advertiser = Rick's

Adams Air Conditioning

Carrier

Alabama Furniture Direct

Broyhill

Sealy

King Ford

Ford

Lott Appliance

KENMORE

MAYTAG

WHIRLPOOL

Rick's Kawasaki

Kawasaki

Advertiser List (Master)

Use this report to print a very detailed advertiser list that includes multiple addresses, contacts, and phone numbers in addition to all of the other settings directly from the advertiser record.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------------|-------------------------|---------------|
| Agency | Add Date | |
| Agency ID | Advertiser | |
| Credit Policy | Advertiser ID | |
| Date Added | Agency | |
| Income Account | Agency ID | |
| Industry Code | Credit Policy | |
| Misc. Info Field 1 | Default Statement Group | |
| Misc. Info Field 2 | Disabled Account | |
| Misc. Info Field 3 | Income Account | |
| Misc. Info Field 4 | Industry Code | |
| Primary Product Code | Legal Action Taken | |
| Receivables Group | Misc. Info Field 1 | |
| Salesperson | Misc. Info Field 2 | |
| Secondary Product Code | Misc. Info Field 3 | |
| State/Providence | Misc. Info Field 4 | |
| Statement Group | Order Approval | |
| Tax-Exempt Status | Primary Product Code | |
| Zip/Postal Code | Receivables Group | |
| | Salesperson | |
| | Secondary Product Code | |
| | State/Providence | |
| | Statement Group | |
| | Tax-Exempt Status | |
| | Zip/Postal Code | |

Sample Report

Taylor & Johnson Broadcasting

Advertiser List (Master)

Advertiser = "Blakeman & Brister Investment Group"

24 - Blakeman & Brister Investment Group

Agency: BBDO - 2

Salesperson(s): *Richard Brantley, Sharon Krugler, Kay Bullock, Sharon Smith

_Default Address: 3466 South 7th Street Opelika, AL 36801
Owner Contact: Frank
_Default Contact: Mike Brister
Manager Contact: Bill
_Default Phone: 334-745-8123
Cellular Phone Home: 334-742-8645
Legal Name:
FCC Type: News
Statement Group: Taylor & Johnson Broadcasting
Receivables Account: A/R Cash 10000
Credit Policy: New
Income Account: Local Income 14000
Primary Prod. Code: Investment
Secondary Prod. Code: <<Unassigned>>
Order Approval: Not Required
Legal Action taken: No

Business Number: 2121321
Receivables Group: Local
Owner: <<Unassigned>>
Anniversary Date: <<Unassigned>>
Business Type: <<Unassigned>>
Territory: <<Unassigned>>
Industry Code: Financial
Tax Exempt: Tax Id:
Credit Policy: New
Disabled: No

Advertiser List (Standard)

Use this report to print a more compact version of the Advertiser Master List directly from the advertiser record that shows most of the advertiser information but only details the default address, contact and phone information.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------------|-------------------------|---------------|
| Advertiser | Add Date | |
| Agency | Advertiser | |
| Agency ID | Advertiser ID | |
| Credit Policy | Agency | |
| Date Added | Agency ID | |
| Income Account | Credit Policy | |
| Industry Code | Default Statement Group | |
| Primary Product Code | Disabled Account | |
| Receivables Group | Income Account | |
| Salesperson | Industry Code | |
| Secondary Product Code | Legal Action Taken | |
| State/Province | Primary Product Code | |
| Statement Group | Receivables Group | |
| Tax-Exempt Status | Salesperson | |
| Zip/Postal Code | Secondary Product Code | |
| | State/Province | |
| | Tax-Exempt Status | |
| | Zip/Postal Code | |

Sample Report

Taylor & Johnson Broadcasting

Advertiser List - Standard
Advertiser = Adams Air Conditioning

17 - Adams Air Conditioning

Agency: <<Direct>> -

Legal Name:
 Sales Reps:
 457 Hwy 80E
 Opelika, AL 36801

334-741-7852 / Danny Wilson

Statement Group: Taylor & Johnson Broadcasting
 Business Number:
 Income Account: Local Income
 FCC Type: Commercial
 Industry: Service
 Primary Product: Heating/Air Conditioning
 Secondary Product: <<Unassigned>>
 Credit Policy: Local-Small
 Legal Action being taken: No

Tax Exempt
 Aff. Req.:
 Stmt. Req.: X
 Disabled: No

Advertiser List (Summary)

A scaled-down version of both the Standard Advertiser List and the Master Advertiser List, this report shows each Advertiser and the default address, phone, and contact as well as salesperson information directly from the advertiser record.

Report Options

| Grouping Options | Filter Options | Other Options |
|-------------------------|-------------------------|---------------|
| Advertiser | Add Date | |
| Advertiser ID | Advertiser | |
| Agency | Advertiser ID | |
| Agency ID | Agency | |
| Credit Policy | Agency ID | |
| Date Added | Credit Policy | |
| Default Statement Group | Default Salesperson | |
| Electronic Invoicing | Default Statement Group | |
| External ID | Disabled Account | |
| Income Account | Electronic Invoicing | |
| Industry Code | External ID | |
| Invoice Frequency | Income Account | |
| Notary Required | Industry Code | |
| Primary Product Code | Invoice Frequency | |
| Receivables Group | Legal Action Taken | |
| Salesperson | Notary Required | |
| Secondary Product Code | Primary Product Code | |
| State/Province | Receivables Group | |
| Statement Group | Salesperson | |
| Tax-Exempt Status | Secondary Product Code | |
| Zip/Postal Code | State/Province | |
| | Statement Group | |
| | Tax-Exempt Status | |
| | Zip/Postal Code | |

Sample Report

Taylor & Johnson Broadcasting

Advertiser List (Summary)

Advertiser between "Adams Air Conditioning" and "Community Bank"

| ID | Advertiser | Phone/Contact | Address | City | State | Zip | Salesperson(s) |
|----|-------------------------------------|-----------------------------|-----------------------------------|------------|-------|-------|--|
| 17 | Adams Air Conditioning | 334-741-7852 / Danny Wilson | 457 Hwy 80E | Opelika | AL | 36801 | |
| 22 | Ala Broadcasters Association | 334-875-9752 / Maggie Wade | 13534 I-85 North Attn: Bill Smith | Montgomery | AL | 36847 | *Kay Bullock |
| 21 | Alabama Furniture Direct | 334-785-9874 | 2356 I-85 South | Montgomery | AL | 36547 | Larry Creal, Sharon Krugler, *Kay Bullock |
| 24 | Blakeman & Brister Investment Group | 334-745-8123 / Mike Brister | 3486 South 7th Street | Opelika | AL | 36801 | *Richard Brantley, Sharon Krugler, Kay Bullock, Sharon Smith |
| 29 | Bob's Bar | / Default Contact Name | 3213 North First Street | Opelika | AL | 36801 | Richard Brantley, *Sharon Krugler |
| 7 | BURGER KING | 205-468-1254 | 123 RED MOUNTAIN EXPRESS | BIRMINGHAM | AL | 36205 | Sharon Krugler, *Kay Bullock |
| 36 | Car Tunes | | 1615 Columbus Parkway | Opelika | AL | 36803 | Larry Creal, Sharon Krugler, *Kay Bullock |
| 20 | Commerical Bank | 334-705-7846 / Bill Preston | 4576 South First Avenue | Opelika | AL | 36801 | |
| 19 | Community Bank | 334-705-8725 / Anna Clarke | 9874 Pepperell Parkway | Opelika | AL | 36801 | *Sharon Krugler |

Advertiser Mailing Labels

Use this report to print mailing labels for each advertiser. This report uses the default address information directly from the advertiser record and uses mailing labels with dimensions 1 in x 2 5/8 in.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------------|------------------------|---------------|
| A/R Account Name | Advertiser | |
| City | Agency | |
| Default Agency | City | |
| Income Account | Income Account | |
| Industry Code | Industry Code | |
| Label 1 | Label 1 | |
| Label 2 | Label 2 | |
| Label 3 | Label 3 | |
| Label 4 | Label 4 | |
| Master Salesperson | Primary Product Code | |
| Primary Product Code | Receivables Group | |
| Receivables Group | Salesperson | |
| Secondary Product Code | Secondary Product Code | |
| State/Province | State/Province | |
| Zip/Postal Code | Zip/Postal Code | |

Sample Report

Adams Air Conditioning
 Danny Wilson
 457 Hwy 80E
 Opelika, AL 36801

Ala Broadcasters Association
 Maggie Wade
 13534 I-65 North
 Attn: Bill Smith
 Montgomery, AL 36147

Alabama Furniture Direct
 2356 I-85 South
 Montgomery, AL 36147

Blakeman & Erister Investment Group
 Mike Erister
 3466 South 7th Street
 Opelika, AL 36801

Agency List (Master)

Use this report to print a more detailed agency list that includes multiple addresses, contacts, and phone numbers in addition to all of the other settings directly from the agency record.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---|---------------|
| Discount Method | Agency Agency ID City Default Phone Discount Method Legal Action Taken (Y/N) Zip Code | |

Sample Report

Taylor & Johnson Broadcasting

Agency Master Listing
Agency = GODWIN GROUP

GODWIN GROUP - 3

Commission: Agency Discount - Standard 15%

Credit Policy: Agency

Addresses

Default
5648 I-55 North
Jackson, MS 39206

Contacts

Default
Bill Johnson

Phone Numbers

Default
601-983-7236

Agency List (Standard)

Use this report to print a more compact version of the Agency Master List directly from the agency record that shows most of the agency information but only details the default address, contact and phone information.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|---|---------------|
| City Default Phone Discount Method Zip/Postal Code | Agency Agency ID City Default Phone Discount Method Legal Action Taken (Y/N) Zip Code | |

Sample Report

Taylor & Johnson Broadcasting

Agency List

Agency Between BBDO and Lewis Advertising

| | | | | | |
|------------------------------|------------|----|--------|-----|---------------------------------------|
| 2 - BBDO | | | | | <i>Agency Discount - Standard 15%</i> |
| 4789 Red Mountain Expressway | Birmingham | AL | 368471 | | 205-784-9852 |
| Credit Policy: Agency | | | Legal | | |
| 3 - GODWIN GROUP | | | | | <i>Agency Discount - Standard 15%</i> |
| 5648 I-55 North | Jackson | MS | 39206 | | 601-983-7236 / Bill Johnson |
| Credit Policy: Agency | | | Legal | | |
| 1 - Lewis Advertising | | | | | <i>Agency Discount - Standard 15%</i> |
| 1200 Hwy 25 North | Birmingham | AL | 36205 | USA | 205-555-4567 |
| Credit Policy: < None > | | | Legal | | |

Agency List (Summary)

A scaled-down version of both the Standard Agency List and the Master Agency List, this report shows each Agency and the default address, phone, and contact directly from the agency record

Report Options

| Grouping Options | Filter Options | Other Options |
|--|--|---------------|
| City Default Phone Discount Method Electronic Invoicing External ID Zip/Postal Code | Agency Agency ID City Default Phone Discount Method Electronic Invoicing External ID Legal Action Taken (Y/N) Zip Code | |

Sample Report

Taylor & Johnson Broadcasting

Agency Listing (Summary)

Agency Between BBDO and Lewis Advertising

| <u>Agency Id</u> | <u>Agency</u> | <u>Default Address</u> | <u>City</u> | <u>State</u> | <u>Zip</u> | <u>Phone/Contact</u> |
|------------------|-------------------|------------------------------|-------------|--------------|------------|-----------------------------|
| 2 | BBDO | 4789 Red Mountain Expressway | Birmingham | AL | 368471 | 205-784-8852 |
| 3 | GODWIN GROUP | 5648 I-65 North | Jackson | MS | 39206 | 601-983-7236 / Bill Johnson |
| 1 | Lewis Advertising | 1200 Hwy 25 North | Birmingham | AL | 36205 | 205-555-4667 |

Agency Mailing Labels

Use this report to print mailing labels for each agency. This report uses the default address information directly from the agency record and uses mailing labels with dimensions 1 in x 2 5/8 in.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|---|---------------|
| City Label 1 Label 2 Label 3 Label 4 State/Province Zip/Postal Code | Agency City Label 1 Label 2 Label 3 Label 4 State/Province Zip/Postal Code | |

Sample Report

BEDO

4789 Red Mountain Expressway
Birmingham, AL 368471

GODWIN GROUP

Attn: Bill Johnson
5648 I-55 North
Jackson, MS 39206

Lewis Advertising

1200 Hwy 25 North
Birmingham, AL 36205 USA

Bulk Purchase Master List

This report prints all bulk purchase definitions for a given end date range and tracks what amounts and spots have been used for tracking purposes when an agreement has been reached and multiple orders are entered throughout time period of the agreement.

Information Gathering

A Bulk Purchase Name must be added under the advertiser name and then attached to each advertiser's order that is part of that Bulk Purchase Plan. This can be found under the Commissions and Discounts button while editing the order. Once the Bulk Purchase Plan Name is attached to the order, it will be added to the advertiser's corresponding invoice once logs are accepted. NOTE: Any invoices associated with the Bulk Purchase must be COMMITTED TO HISTORY before any used amounts for that invoice will appear on this report.

Report Options

| Grouping Options | Filter Options | Other Options |
|---|--|---------------|
| Bulk Expire Date Bulk Purchase Name Salesperson | Advertiser Bulk Purchase Name Salesperson Statement Group | |

Sample Report

Taylor & Johnson Broadcasting

Bulk Purchase Master List

All Dates

| | <u>Salesperson</u> | <u>Agency</u> | <u>Total Amount</u> | <u>Amount Used</u> | <u>Total Spots</u> | <u>Spots Used</u> | <u>End</u> |
|---------------------------------------|--------------------|---------------|---------------------|--------------------|--------------------|-------------------|------------|
| IHOP <i>IHOP Order</i> | Krugler, Sharon | <<Direct>> | \$2,500.00 | \$50.00 | 25 | 2 | 04/30/02 |
| King Ford <i>5000 time package</i> | Krugler, Sharon | <<Direct>> | \$5,000.00 | \$0.00 | 500 | 0 | 12/31/01 |

Cart Assignment & Parameter Definition

This report prints a listing of all defined cart assignment definitions showing setup parameters and which stations are using them.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------------|---------------|
| | Cart Assignment Name | |

Sample Report

Taylor & Johnson Broadcasting

Cart Assignment and Parameter Definition

Cart Assignment Name = WJVT

WJVT

Cart Number Style: **Auto Ascending**

Cart # Length: **4**

Cart Assignment Method

Commercial: **Optional**
PSA: **Manual**
Promotional: **Manual**
Live: **Manual**

Cart Number Ranges

| | <u><i>Commercial</i></u> | |
|----------------------|--------------------------|---|
| <i>First Cart #:</i> | 1000 | 0 |
| <i>Last Cart #:</i> | 1999 | 0 |

Stations Using This Definition:

WJVT, WVIT, WWWV

Chart of Accounts

This report prints a listing of all charts of accounts set up in VT, which are used for general reporting purposes including the A/R Journal reports.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-----------------|---------------|
| Account Name | Statement Group | |

Sample Report

Taylor & Johnson Broadcasting

| <u>ACCOUNT TYPE & NAME</u> | <u>ACCOUNT NUMBER</u> |
|--------------------------------|-----------------------|
| <i>A/R Accounts</i> | |
| A/R Cash | 10000 |
| A/R Cash National | 32121 |
| A/R PSA/PROMO | 222221 |
| A/R Trade | 9000 |
| WWW-Cash | 000111 |
| <i>Bank Accounts</i> | |
| Bank Name | 3213213213 |
| C & F Bank | 213213 |
| Farmers National Bank | 0001557860 |
| First American | 35464 |
| <i>Holding Accounts</i> | |
| Holding Account | 111000 |
| WJVT Holding | 0001234 |
| WWW Holding | 00023456 |
| <i>Liability Accounts</i> | |
| Sales Tax | 45465 |
| <i>Income Accounts</i> | |
| Agency Discounts | 12000 |
| WJVT | 123212 |
| WVIT | 232123 |
| Finance Charge | 1119999 |
| WJVT | 223213 |
| WVIT | 89878 |
| Local Income | 14000 |
| WJVT | 111300 |
| WVIT | 23213213 |

Commission Master List

This report prints a master listing of all defined commission types in VT. This includes salesperson commission plans, Agency discounts, and order discounts.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|---------------------|---------------|
| | Commission Discount | |

Sample Report

Taylor & Johnson Broadcasting

Sales Commissions Master List

(Commission Discount = 12 Percent Discount or Commission Discount = Order Discount-Annual or Commission Discount = Standard - Aged Collections)

| | | | | | | | |
|------------------------------------|-----------------------|---|---------------------|-----------------------|-------------------|--------------------|-------------------|
| 12 Percent Discount | | Commission Type: Agency Discount Expense Account: Agency Discounts | | Apply to Gross | | | |
| <u>Current</u> | <u>Aged Col 1</u> | <u>Aged Col 2</u> | <u>Aged Col 3</u> | <u>Aged Col 4</u> | <u>Aged Col 5</u> | <u>Aged Col 6</u> | |
| 12.00 % | column not in use | column not in use | column not in use | column not in use | column not in use | column not in use | column not in use |
| Order Discount-Annual | | Commission Type: Order Discount Expense Account: Local Income | | Apply to Gross | | | |
| <u>Current</u> | <u>Aged Col 1</u> | <u>Aged Col 2</u> | <u>Aged Col 3</u> | <u>Aged Col 4</u> | <u>Aged Col 5</u> | <u>Aged Col 6</u> | |
| 15.00 % | column not in use | column not in use | column not in use | column not in use | column not in use | column not in use | column not in use |
| Standard - Aged Collections | | Commission Type: Sales Comm (Aged Collections) Expense Account: (n/a) | | Apply to Net | | | |
| <u>Current</u> | <u>Aged Col 1</u> | <u>Aged Col 2</u> | <u>Aged Col 3</u> | <u>Aged Col 4</u> | <u>Aged Col 5</u> | <u>Aged Col 6</u> | |
| <u>Up To</u> % | <u>Up To</u> % | <u>Up To</u> % | <u>Up To</u> % | <u>Up To</u> % | <u>Up To</u> % | <u>Up To</u> % | <u>Up To</u> % |
| \$999,999.00 10.00 | \$999,999.00 15.00 | \$999,999.00 10.00 | \$99,999.00 4.00 | \$999,999.00 10.00 | 99,999.00 3.00 | 999,999.00 1.00 | |

Corporation Listing

This report prints a listing of all of the stored defaults and settings for the defined Corporation in VT.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | | |

Sample Report

Taylor & Johnson Broadcasting

Corporation Listing

Fiscal Year Begins

January

Week Begins

Monday

Maximum Date

72 Months

Default TFN Time Frame

24 Months

Default TFN Lead Time

60 Days

Report Time Format

AM/PM

Order Approval Required - New Advertisers:

Required

New Agencies:

Required

Default Cash Receipt Description

Payment, Thank You

Default Adjustment Description

Adjustment

Customer Labels

Owner
Anniversary Date
Business Type
Territory

Agency Labels

Manual Order Numbering ENABLED

Credit Policy Check ENABLED

Addresses

Default
1008 Preston Street
Opelika, AL 36801
USA

Taylor Radio, Inc
1234 Radio Way
Opelika, AL 36801
USA

Credit Policy Master List

This report shows all of the credit policy definitions that are set up in VT and their current settings.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | Credit Policy | |

Sample Report

Taylor & Johnson Broadcasting

Credit Policy Master List

Agency

Credit Policy Definition Criteria

Total Outstanding Balance

Number Of Days To Gather Non-Billed Order Amounts: 120 Trigger Violation At Balance Of: \$5,000.00

Local-Large

Credit Policy Definition Criteria

Amount Of Current Customer Balance Past Due

Number Of Days Considered Past Due: 23 Trigger Violation At Amount Of: \$3,000.00

Local-Medium

Credit Policy Definition Criteria

Total Outstanding Balance

Number Of Days To Gather Non-Billed Order Amounts: 30 Trigger Violation At Balance Of: \$1,500.00

Local-Small

Credit Policy Definition Criteria

Total Outstanding Balance

Number Of Days To Gather Non-Billed Order Amounts: 90 Trigger Violation At Balance Of: \$500.00

National

Credit Policy Definition Criteria

Total Outstanding Balance

Number Of Days To Gather Non-Billed Order Amounts: 120 Trigger Violation At Balance Of: \$10,000.00

Document Groups Master List

This report shows each document group that is set up in VT and what type of advertiser or agency address, phone number, contact, and/or note information will be used on documents.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | | |

Sample Report

Taylor & Johnson Broadcasting

Document Groups Master List

Internal Order

Address:

Phone Number:

Contact:

Note: Contract/Confirmation

Invoice

Address: _Default

Phone Number: _Default

Contact: _Default

Note: _Invoice

Invoice Terms

Address:

Phone Number:

Contact:

Note:

Order Confirmation

Address:

Phone Number:

Contact:

Note:

Statement

Address:

Phone Number: _Default

Contact:

Note: Statement

Aging

Address: _Default

Phone Number: _Default

Contact: _Default

Note: _Default

Confirmation

Address:

Phone Number:

Contact:

Note: Contract/Confirmation

Log Avail Master List

This report prints a listing of all log avail codes that have been created in the VT database, while also including avail code flag setting information for each avail code.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | | |

Sample Report

Taylor & Johnson Broadcasting

Log Avail Master List

| | <i>Avail Code Flags</i> | | |
|-----------------------------------|-------------------------|--------------------------|--------------------------------|
| | <u>Network Avail</u> | <u>Sponsorship Avail</u> | <u>Adds to Commercial Time</u> |
| Accu-Track Weather Sponsor | | X | X |
| Adjacency | | | X |
| ANN News Sponsor | | X | X |
| Baseball Post Game | | | X |
| Baseball Pre-Game | | | X |
| Baseball Sponsor | | | X |
| Birthday Club Sponsor | | | X |
| Endorsement | | | X |
| Football Post Game | | | X |
| Football Pre-Game | | | X |
| Football Sponsor | | | X |
| General | | | X |
| Jingle | | | X |
| LEGAL ID | | | X |
| Liner | | | X |
| Local News Sponsor | | | X |
| Lunchtime Oldies Sponsor | | | X |
| Network | | | |
| Network Sponsor | | | X |
| New | | | |
| Promo | | | X |

Log Directives Master List

This report prints a listing of all Log Directives that have been created in the VT database. These log directives are primarily used for DCS log automation systems.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | | |

Sample Report

Taylor & Johnson Broadcasting

Log Directives Master List

| | <i>Directive String</i> |
|---------------------------------|--------------------------------|
| Live Assist Break (DL4) | DC0000BREAK |
| Mandatory Break-Sat (DL4) | DC0180FBRK (length in seconds) |
| Optional Break-Satelite (DL4) | DC0000FBRK |
| RTM | RTM |
| SPORTSLOGOFF (wizard sports pk) | SPORTSLOGOFF |
| SPORTSLOGON (wizard sports pk) | SPORTSLOGON |

Log Event Groups Master List

This report prints all of the Log Event Groups that are defined in the VT database and shows log event rotation information for each Log Event Group.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-------------------------------------|---------------|
| | Event Group Name Statement Group | |

Sample Report

Taylor & Johnson Broadcasting

Log Event Groups Master List

News & WX Sponsor

Statement Group: Taylor & Johnson Broadcasting

[Current Members](#)

Accu-Track Weather

Local News

6a-6p Log Event Group

Statement Group: Taylor & Johnson Broadcasting

[Current Members](#)

AM Drive 6A-10A

Mid-Day 10A-2P

PM Drive 2P-6P

Log Event Master List (by Statement Group)

This report lists all of the log events that have been added to the VT database by statement group and includes source, FCC type code, event type, and length information.

Report Options

| Grouping Options | Filter Options | Other Options |
|--|---|---------------|
| Audio Source FCC Type Log Event Length Log Event Type | Audio Source FCC Type Log Event Length Log Event Type Statement Group | |

Sample Report

Taylor & Johnson Broadcasting

Log Event Master List (by Statement Group)

| | <u>Source</u> | <u>FCC Type Code</u> | <u>Event Type</u> | <u>Length</u> |
|--|---------------|----------------------|-------------------|---------------|
| Taylor & Johnson Broadcasting | | | | |
| A Church Program | Live | Agriculture | Billable Program | 00:30:00 |
| Accu-Track Weather | Recorded | Weather | Standard Event | 00:00:30 |
| Alabama Network News | Network | News | Standard Event | 00:03:00 |
| AM Drive 6A-10A | << None >> | Entertainment | Standard Event | 04:00:00 |
| AUBURN FOOTBALL | Live | Sports | Standard Event | 03:00:00 |
| Birthday Club | Live | Entertainment | Billable Program | 00:01:00 |
| Evening 6P-12M | << None >> | Entertainment | Standard Event | 06:00:00 |
| First Baptist Church | << None >> | Agriculture | Billable Program | 00:01:00 |
| KIM SNOW SHOW | Network | Editorial | Billable Program | 03:00:00 |
| Local News | Live | News | Standard Event | 00:02:00 |
| Lunchtime with the Oldies | Live | Entertainment | Billable Program | 01:00:00 |
| Mid-Day 10A-2P | << None >> | Entertainment | Standard Event | 04:00:00 |
| Moming News | Recorded | News | Standard Event | 00:03:30 |
| News Program | DCS | Commercial | Standard Event | 00:00:00 |
| News Sounder | Recorded | News | Standard Event | 00:00:15 |
| Overnight Midnight-6AM | << None >> | Entertainment | Standard Event | 06:00:00 |
| PM Drive 2P-6P | << None >> | Entertainment | Standard Event | 04:00:00 |
| School Lunch Menu | Live | Other | Standard Event | 00:01:00 |
| Solid Gold Sunday Night | Network | Entertainment | Billable Program | 06:00:00 |
| StockMarket Report | << None >> | News | Standard Event | 00:01:00 |
| Wheel Plan Program | Live | Commercial | Standard Event | 00:05:00 |

Name Categories Master List

This report prints a listing of all Name Categories in VT and the defined names under each one.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | Category Type | |

Sample Report

Taylor & Johnson Broadcasting

Name Categories Master List

(Category Type = Addresses or Category Type = Contacts or Category Type = Industry Codes or Category Type = Phone Numbers or Category Type = Receivables

Addresses

| | |
|-------------------|-------------------|
| _Default | Confirmation |
| Invoice | Manager |
| Owner | Statement Address |
| Taylor Radio, Inc | WWWWW Billing |
| WJVT Billing | |

Receivables Groups

| | |
|----------|--------------|
| Local | Misc. Income |
| National | Political |
| Regional | Trade |

Contacts

| | |
|-----------|----------------|
| _Default | Agency Contact |
| Manager | Owner |
| PR Person | |

Industry Codes

| | |
|-------------|------------|
| Automotive | Beverages |
| Clothing | Financial |
| Food | Recreation |
| Restaurants | Retail |
| Service | Wholesale |

Phone Numbers

| | |
|----------|----------------|
| _Default | Cellular Phone |
| Email | Fax |
| Home | |

Notes Master List

This report prints a listing of all notes grouped by note type that have been entered into the VT system that are eligible to print on documents.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|------------------------|---------------|
| | Note Name Note Type | |

Sample Report

Taylor & Johnson Broadcasting

Notes Master List

(Note Type = Advertiser or Note Type = Corporation or Note Type = Statement Group)

| Advertiser | | |
|-------------------------------|-----------------------|---|
| BURGER KING | Statement | Balance Due 90 days. |
| Adams Air Conditioning | _Invoice | Balance Due 30 days. |
| Commercial Bank | _Invoice | NET due 30 days. |
| Alabama Furniture Direct | _Invoice | Payment due on receipt. |
| Corporation | | |
| Taylor & Johnson Broadcasting | _Deposit | Account Number: 99632761212 |
| Statement Group | | |
| Taylor & Johnson Broadcasting | Contract/Confirmation | Ask about our "Buy One, Get One Free" Promotion!!!! |

Product Listing by Separation

This report lists all Primary and Secondary Product Codes defined in the VT database grouped by separation requirements.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-------------------|---------------|
| | Separation Method | |

Sample Report

Taylor & Johnson Broadcasting

Product Listing (by Separation)

Primary

Separation: 5 minutes

| | |
|---------------------------------|-------------------------|
| Advertising | Shoes |
| Airline | Shopping Mall |
| Appliances/White Goods | Soft Drinks |
| Automotive - New Car/Truck | Sporting Goods |
| Automotive - Parts/Service/Tire | Tanning Salon |
| Automotive - Used Car/Truck | Theatres/Movies - Plays |
| Beauty Supplies | Toys/Craft/Hobby |
| Beer, Wine & Spirits | Travel Agency |
| Bookkeeping and Tax | Tv/Radio/Stereo |
| Bookstore/Newstand | Wholesale Supply |
| Builders/Contractors | Wireless Phone Service |
| Civic Organization | |
| Cleaners/Laundry | |
| Clothing - Children's | |
| Clothing - Ladies | |
| Clothing - Men's | |
| Computers | |
| Convenience Stores/Gas Stations | |
| Craft/Hobby Stores | |
| Dairy Products | |
| Education | |
| Electronic Stores | |
| Entertainment/Concert | |
| Fabric/Sewing Center | |
| Farm Equipment/Feed | |
| Fast Food Restaurant | |
| Financial Institutions | |
| Fine Dining | |
| Florist | |
| Furniture | |

Product Master List

An alphabetical listing of all Primary and Secondary Product Codes defined in the VT database.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | | |

Sample Report

Taylor & Johnson Broadcasting

Product Master List

Primary

| | | | |
|--|------------------------------|---------------------------------|------------------------------|
| Advertising | 5 minute separation required | Photography | 5 minute separation required |
| Airline | 5 minute separation required | Plumbing - Heating - A/C | 5 minute separation required |
| Appliances/White Goods | 5 minute separation required | Political | 5 minute separation required |
| Automotive - New Car/Truck | 5 minute separation required | Pools | 5 minute separation required |
| Automotive - Parts/Service/Tire | 5 minute separation required | PSA/Promos | 5 minute separation required |
| Automotive - Used Car/Truck | 5 minute separation required | Real Estate | 5 minute separation required |
| Beauty Supplies | 5 minute separation required | Recreational Vehicles | 5 minute separation required |
| Beer, Wine & Spirits | 5 minute separation required | Restaurant | 5 minute separation required |
| Bookkeeping and Tax | 5 minute separation required | Shoes | 5 minute separation required |
| Bookstore/Newstand | 5 minute separation required | Shopping Mall | 5 minute separation required |
| Builders/Contractors | 5 minute separation required | Soft Drinks | 5 minute separation required |
| Civic Organization | 5 minute separation required | Sporting Goods | 5 minute separation required |
| Cleaners/Laundry | 5 minute separation required | Tanning Salon | 5 minute separation required |
| Clothing - Children's | 5 minute separation required | Theatres/Movies - Plays | 5 minute separation required |
| Clothing - Ladies | 5 minute separation required | Toys/Craft/Hobby | 5 minute separation required |
| Clothing - Men's | 5 minute separation required | Travel Agency | 5 minute separation required |
| Computers | 5 minute separation required | Tv/Radio/Stereo | 5 minute separation required |
| Convenience Stores/Gas Stations | 5 minute separation required | Wholesale Supply | 5 minute separation required |
| Craft/Hobby Stores | 5 minute separation required | Wireless Phone Service | 5 minute separation required |
| Dairy Products | 5 minute separation required | | |
| Education | 5 minute separation required | | |
| Electronic Stores | 5 minute separation required | | |
| Entertainment/Concert | 5 minute separation required | | |
| Fabric/Sewing Center | 5 minute separation required | | |
| Farm Equipment/Feed | 5 minute separation required | | |
| Fast Food Restaurant | 5 minute separation required | | |
| Financial Institutions | 5 minute separation required | | |
| Fine Dining | 5 minute separation required | | |

Sales Group Master List

This report prints a listing of all created sales groups in the VT database and their current settings including the salesperson commission split percentages.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|--|---------------|
| | Commission Discount Sales Category Salesperson Group | |

Sample Report

Taylor & Johnson Broadcasting

Sales Groups Master List

| | <u>Order Approval Defaults</u> | <u>Default Commission</u> | <u>Sales Category</u> |
|-------------------------------------|--------------------------------|-----------------------------|-----------------------|
| Branch/Kruse sales group | Defer to Advertiser | Standard - Aged Collections | Telephone Sales |
| <u>Current Members</u> | | <u>% Split</u> | |
| Branch, Richard | | 50.0000 | |
| Kruse, Sharon (Master Salesperson) | | 50.0000 | |
| Oneal/Bullock sales group | Auto Approved | Standard - Aged Collections | Telephone Sales |
| <u>Current Members</u> | | <u>% Split</u> | |
| Oneal, Jack | | 50.0000 | |
| Bullock, Sandy (Master Salesperson) | | 50.0000 | |

Sales Tax Master List

This report lists all defined Sales Tax definitions in the VT database.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | | |

Sample Report

Taylor & Johnson Broadcasting

Sales Tax Master List

County Sales Tax

| | | | |
|---------------------------------|-------------------------------|------------------------|----------|
| <i>Locale Name:</i> | Lee | <i>Sales Tax Rate:</i> | 3.0000 % |
| <i>Liability Account:</i> | County Sales Tax | | |
| <i>Apply Sales Tax Against:</i> | Gross Billing, Order Discount | | |

State Sales Tax

| | | | |
|---------------------------------|-------------------------------|------------------------|----------|
| <i>Locale Name:</i> | Alabama | <i>Sales Tax Rate:</i> | 7.0000 % |
| <i>Liability Account:</i> | State Sales Tax | | |
| <i>Apply Sales Tax Against:</i> | Gross Billing, Order Discount | | |

Salesperson Master List

Use this report to print a comprehensive Master Listing of all Salespersons and Sales Groups that have been created in the VT database.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-------------------------------|---------------|
| Sales Category | Sales Category Salesperson | |

Sample Report

Taylor & Johnson Broadcasting

Salesperson Master List

| | <u>Default Sales Commission</u> | <u>Order Approval Defaults</u> | <u>Category</u> |
|---|---------------------------------|--------------------------------|------------------|
| Branch, Richard Phone Numbers <u>Default</u> 334.749-8855 | Standard - Aged Collections | Defer to Advertiser | Southeast Office |
| * Branch/Kruse sales group | Standard - Aged Collections | Approval Required | Telephone Sales |
| Bullock, Sandy Phone Numbers <u>Default</u> 334.749-6688 | Standard - Aged Collections | Auto Approved | Lee County |
| House, Account | Standard - Aged Collections | Auto Approved | Southern Region |
| Kruse, Sharon Phone Numbers <u>Default</u> 334.749-7777 | Standard - Aged Collections | Auto Approved | Telephone Sales |
| Oneal, Jack Phone Numbers <u>Default</u> 334.741-9856 | Standard - Aged Collections | Auto Approved | WJVT staff |
| * Oneal/Bullock sales group | Standard - Aged Collections | Auto Approved | Telephone Sales |
| Smith, Shannon Phone Numbers <u>Cellular Phone</u> 334.749-8788 | Standard - Aged Collections | Auto Approved | Lee County |

Salesperson Summary by Category

This report gives a brief listing of Salesperson names within each Sales Category.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | | |

Sample Report

Taylor & Johnson Broadcasting

Salesperson Summary (by Category)

| <u>Sales Category</u> | <u>Salesperson</u> | <u>Phone</u> |
|-------------------------|--------------------|--------------|
| <i>Lee County</i> | Bullock, Sandy | 334-749-6688 |
| | Smith, Shannon | |
| <i>Southeast Office</i> | Branch, Richard | 334-749-8855 |
| <i>Southern Region</i> | House, Account | |
| <i>Telephone Sales</i> | Kruse, Sharon | 334-749-7777 |
| <i>WJVT staff</i> | Oneal, Jack | 334-741-9856 |

Statement Group Master List

This report lists all Statement Groups defined in the Visual Traffic database along with settings and defaults.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | | |

Sample Report

Taylor & Johnson Broadcasting Statement Group Master List

Taylor & Johnson Broadcasting

Addresses

Default
1341 Commerce Street
Suite 300
Opelika, AL 36801
USA

Phone Numbers

Default
334-749-2265

Notes

Contract/Confirmation
Ask about our "Buy One, Get One Free" Promotion!!!!

| | | | |
|------------------------|--------------------|---|----------------|
| Aging Type: | Monthly (Calendar) | Finance Charge Account: | Finance Charge |
| | | Finance Charge Rate (%): | 5.00% |
| | | Minimum Service Charge: | \$.00 |
| | | Maximum Service Charge: | \$.00 |
| | | Finance Charge assessment begins when aged: | 1 Month |
| Invoice Options: | Combined | Last Accept Logs: | 12/02/04 |
| Holding Account: | WUVT Holding | Last Invoice Commit: | 11/30/04 |
| | | Last Statement Posting: | 10/31/04 |
| Notary Name: | Vickie Y. Taylor | Last Statement Clearing: | 10/31/04 |
| Commission Expiration: | 4/25/2007 | Last Statement Closing: | 10/31/04 |
| Station Official: | Willis Johnson | Last Order Clearing: | 07/27/02 |

Spot Type Master List

Use this report to see a list of all Spot Types entered into the system.

Information Gathering

This report pulls its information directly from Spot Types located in the Setup menu in VT.

Important Information

This report can also be run from the Spot Types screen in the Setup menu.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | | |

Sample Report

Best & Johnson
Spot Type List

Spot Type Name

_None
 Accu-Track Weather Sponsor
 Auburn Football Sponsor
 Bonus
 BTA
 Christmas Package
 Filler
 News Sponsor
 OctoberFest
 Package
 Promo
 PSA
 Rate Card
 ROS
 Sponsor
 Spot
 Trade

Station Groups Master List

This report lists all Station Combo Groups defined in the VT database. The split percentage refers to the percentage of INCOME (internal figures for income based reports the advertiser does NOT see) that will be assigned to each station on the invoice. The BILLING (invoiced amount the advertiser will see) will follow the Master Station.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-----------------|---------------|
| | Statement Group | |

Sample Report

Taylor & Johnson Broadcasting

Station Groups Master List

Opelika Stations 50/50

Statement Group: Taylor & Johnson Broadcasting

| <u>Current Members</u> | <u>% Split</u> |
|------------------------|----------------|
| WJVT (Master Station) | 50.00 |
| WVIT | 50.00 |

Opelika Stations 60/40

Statement Group: Taylor & Johnson Broadcasting

| <u>Current Members</u> | <u>% Split</u> |
|------------------------|----------------|
| WJVT | 60.00 |
| WVIT (Master Station) | 40.00 |

Station Master List

This report lists each defined station in the VT database showing scheduling and log parameters.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|----------------|---------------|
| | Station | |

Sample Report

Taylor & Johnson Broadcasting

Station Master List

Taylor & Johnson Broadcasting

WJVT

| | |
|--|--|
| <p style="text-align: center;"><u>Scheduling Parameters</u></p> <p>Scheduling Bias: Intuitive</p> <p>Spot Priority</p> <p>Pre-Emptible Threshold: 127</p> <p>Scheduling Priorities:</p> <ol style="list-style-type: none"> 1) Spot Pattern Priority 2) Unit Rate 3) Quantity Per Week 4) Age of Order 5) Time to Make Good | <p style="text-align: center;"><u>Log Parameters</u></p> <p>Cart Parameter Definitions: WJVT</p> <p>Log Days On Line: 50</p> <p>Pigeon Hole Log Days: 4</p> <p>Last Official Date: 12/2/2004</p> <p>Last Accepted Date: 12/2/2004</p> |
| <p style="text-align: center;"><u>Advertiser Separation Values</u></p> <p>5 Minutes</p> | <p style="text-align: center;"><u>Log Print Options</u></p> <p>Print Times on Spots & Log Events</p> |

Wheel Definition Plan

This report shows the default definitions for a Wheel Plan as well as showing active participants in the Plan. Full participant rotation is depicted for the life of the plan.

Report Options

| Grouping Options | Filter Options | Other Options |
|------------------|-----------------------|---------------|
| | Station Wheel Plan | |

Sample Report

Taylor & Johnson Broadcasting

Wheel Plan Definition

All Dates , Wheel Plan = Adjacency Wheel Plan

| | | |
|-----------------------------|---|--|
| Adjacency Wheel Plan | <i>Plan Defaults: Dates: 1/3/2005 to 1/9/2005</i> | 10 Advertiser Slots |
| | Avail: Adjacency | Rate: \$0.00 Priority: 255 |
| | Mon:5 Tue:5 Wed:5 Thu:5 Fri:5 Sat:0 Sun:0 | |

| WJVT | Pos - Slot | Advertiser | Order [def] | Order Dates | Rate |
|--------------|-------------------------------|------------------------------|-------------|---------------------|--------|
| Mon 1/3/2005 | 5 Positions | | | | |
| | 1 - 1 | Ala Broadcasters Association | 22-00020[1] | 1/3/2005 - 1/9/2005 | \$0.00 |
| Tue 1/4/2005 | 5 Positions | | | | |
| Wed 1/5/2005 | 5 Positions | | | | |
| | 1 - 1 | Ala Broadcasters Association | 22-00020[1] | 1/3/2005 - 1/9/2005 | \$0.00 |
| Thu 1/6/2005 | 5 Positions | | | | |
| Fri 1/7/2005 | 5 Positions | | | | |
| | 1 - 1 | Ala Broadcasters Association | 22-00020[1] | 1/3/2005 - 1/9/2005 | \$0.00 |
| Sat 1/8/2005 | No Positions Defined For This | | | | |
| Sun 1/9/2005 | No Positions Defined For This | | | | |

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