RR DONNELLEY

SAAS Invoicing Procedures

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Introduction

This document describes procedures for invoicing in RR Donnelley Software As A Service (SAAS) operations. The instructions in this document are structured to work regardless of what mechanism your division uses to keep track of projected monthly billings.

Prerequisites

- Email service provider logins and passwords
- Filemaker Pro application engine installed at your workstation
- TimeData installed at your workstation
- TimeData login and password
- Access to FTP site from your workstation
- Access to Ariba (for submitting AT&T B2B, AT&T CC and ING invoices only; see Appendix B: Submitting Invoices Using Ariba)
- AT&T Billing MacroUSETHIS.xls file (for submitting AT&T B2B invoices only; see Appendix C: AT&T AABA Invoicing)
- Microsoft Excel

Contacts

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Process Summary

1. Log in to your email service provider
2. Download email sends for the month just ended
3. Transfer all the downloaded data into the email counts spreadsheet
4. Update the Projected Billings spreadsheet
5. Login to TimeData
6. Create the invoice
7. Print the invoice
8. Send the invoice out for internal approval
9. Create the Charge Sheet
10. Send the invoice to the customer
11. Update the Projected Billings spreadsheet
12. Batch and upload invoices to SAP

The Process in Detail

1. Log in to your email provider

If your email provider is ExactTarget, follow the procedures in Appendix A.

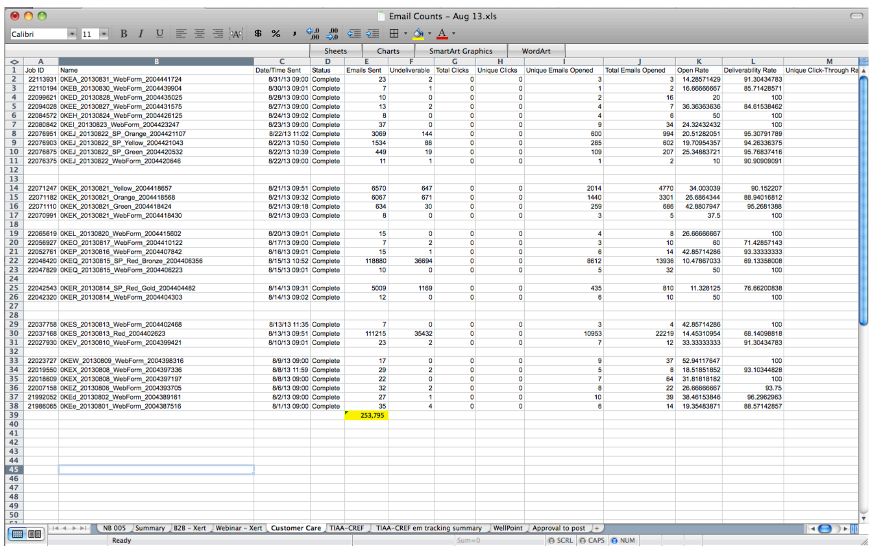
2. Download email sends for the month just ended

If your email provider is ExactTarget, follow the procedures in Appendix A.

3. Transfer all the downloaded data into the email counts spreadsheet

The email counts spreadsheet has one tabbed page for each client.

(Tabs **NB005** and **Approval to Post** are reserved for Megan.)



a. At each applicable client engine tab, do the following:

1. Transfer all the downloaded data into the email counts spreadsheet for the month just ended.

For each CSV you need to import, do the following:

- **a.** Open the email counts spreadsheet.
- **b.** Go to the tab for the client engine you are working with.
- **c.** Clean out all the data on the page, keeping only the header line (Job ID, Name, Date/Time Sent, etc.)
- **d.** Put the cursor at Column A, in the row where you want the file import to begin.
- **e.** At the File menu, click **Import**. Excel displays the Import dialog box.
- **f.** Say that you want to import a CSV file, then click **Import**.
- **g.** Navigate to the CSV file you want to import, then click **Get Data**. Excel displays the Text Import Wizard.
- **h.** Choose **Delimited**.
- **i.** Select the row on the spreadsheet where the new data (import) should start.
- **j.** Click **Next >**.

k. Confirm that the delimiters in your file are **Tab** and **Comma**.

l. Click **Next >**.

m. This last Text Import Wizard screen enables you to select each column in your spreadsheet and set its Data format. This spreadsheet is already set up appropriately for the data you are importing, so don't worry about changing anything.

n. Click **Finish.** Excel displays the **Import Data** dialog box.

o. Specify that the data should be put at an existing sheet.

Excel imports the data, filling in the spreadsheet from the line that you specified, down.

2. When you have finished importing all CSV files for that client engine tab, use the Excel Sum function to sum the email total at the bottom of the spreadsheet. (This enables email totals to be automatically recalculated even if some rows in the spreadsheet need to be cleared; see Step 3.)

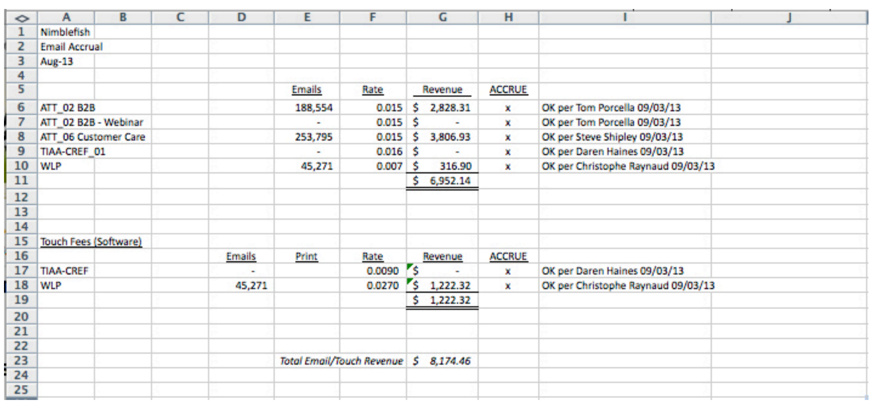
b. Email the entire email counts spreadsheet to the CSR team for approval.

The CSR team reviews the entries on the spreadsheet, and highlights any that should not be included, such as most of the "Test" email entries.

c. After the CSR team returns the annotated version of the email counts spreadsheet, remove any rows that are highlighted, leaving a blank line where the highlighted text used to be.

Excel automatically recalculates the email total at the bottom of the spreadsheet.

d. Transfer the sum of each of the tabs in the email counts spreadsheet, to the **Summary** tab. Note on the spreadsheet, that the CSR team has approved the amounts.



	A	B	C	D	E	F	G	H	I	J
1	Nimblefish									
2	Email Accrual									
3	Aug-13									
4										
5					Emails	Rate	Revenue	ACCRUE		
6	ATT_02 B2B				188,554	0.015	$ 2,828.31	x	OK per Tom Porcella 09/03/13	
7	ATT_02 B2B - Webinar				-	0.015	$ -	x	OK per Tom Porcella 09/03/13	
8	ATT_06 Customer Care				253,795	0.015	$ 3,806.93	x	OK per Steve Shipley 09/03/13	
9	TIAA-CREF_01				-	0.016	$ -	x	OK per Daren Haines 09/03/13	
10	WLP				45,271	0.007	$ 316.90	x	OK per Christophe Raynaud 09/03/13	
11							$ 6,952.14			
12										
13										
14										
15	Touch Fees (Software)									
16				Emails	Print	Rate	Revenue	ACCRUE		
17	TIAA-CREF			-		0.0090	$ -	x	OK per Daren Haines 09/03/13	
18	WLP			45,271		0.0270	$ 1,222.32	x	OK per Christophe Raynaud 09/03/13	
19							$ 1,222.32			
20										
21										
22										
23					Total Email/Touch Revenue		$ 8,174.46			
24										
25										

For each client page, do the following:

1. Highlight the total at the bottom of the tab.

2. Go to the **Summary** tab.

3. Find this client in Column A. Move across the spreadsheet to Column E.

4. Enter the formula =nnn, where nnn is the total at the bottom of the tab.

Make sure all the client totals are copied to the **Summary** tab.

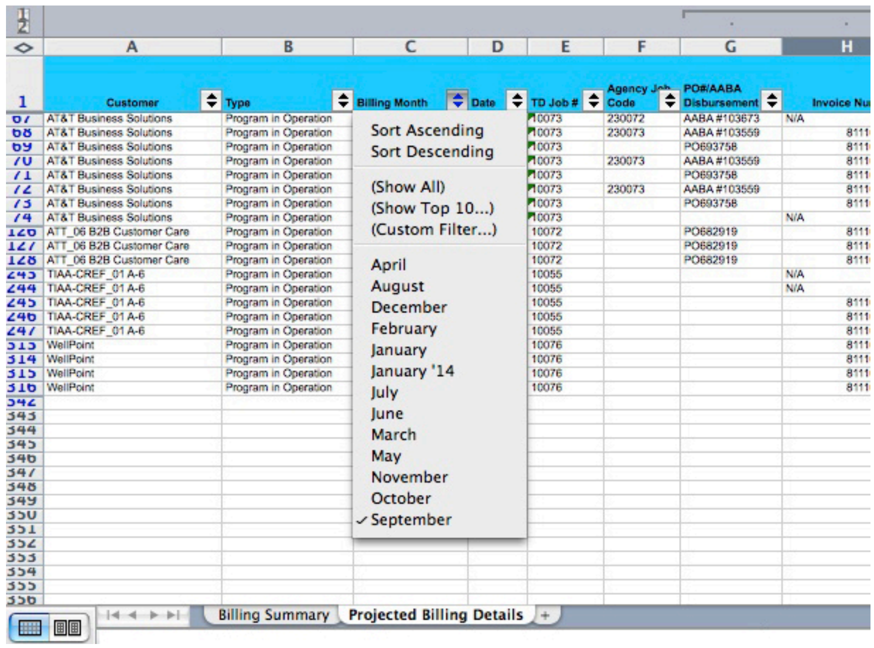
4. Update the Projected Billings spreadsheet

The Projected Billings spreadsheet lists all customers and all invoices (sales price, amount). This spreadsheet is used to determine how to bill and what to bill.

Projected Billings is updated a second time (with invoice numbers) after billing has gone out, as described on page 15.

a. Click the Projected Billing Details tab.

b. Filter the displays so that only the current the Billing Month (column C) is showing.

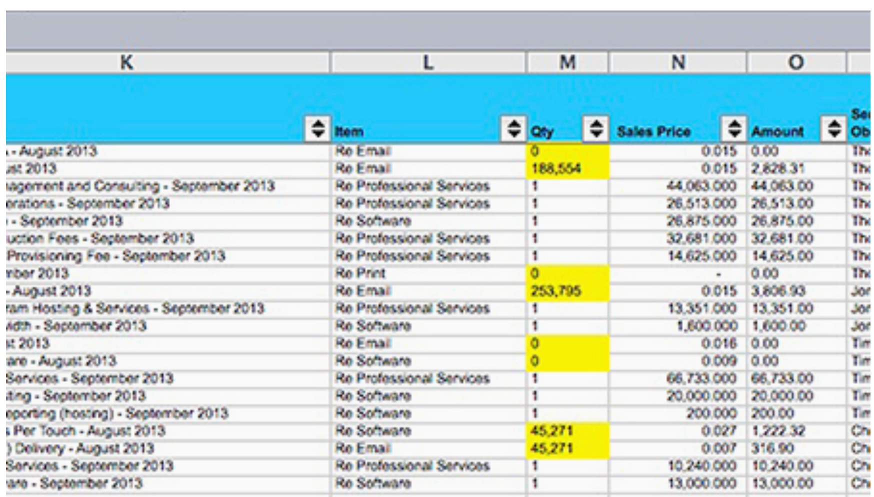


c. Fill in the highlighted fields in column M with the correct quantities from the Email Counts spreadsheet. The spreadsheet calculates the appropriate amounts, based on the email quantities you just entered.

Note: Make sure the amounts that were calculated from the highlighted quantities on the Projected Billings spreadsheet, match the amounts on the Email Counts spreadsheet.

d. Click the **Billing Summary** tab.

The spreadsheet pulls the amounts just calculated for the current Billing Month, and displays them in the pivot table.



(If the amounts don't seem right, make sure the current billing month is selected in the pivot table filter. If necessary, refresh the displays to see the amounts.)

Important: Make a note of all the job numbers of all the invoices listed. You will need these to create invoices.

Now you're ready to invoice!

5. Login to TimeData

The application used to create invoices is called TimeData. TimeData runs as a FileMaker Pro application.

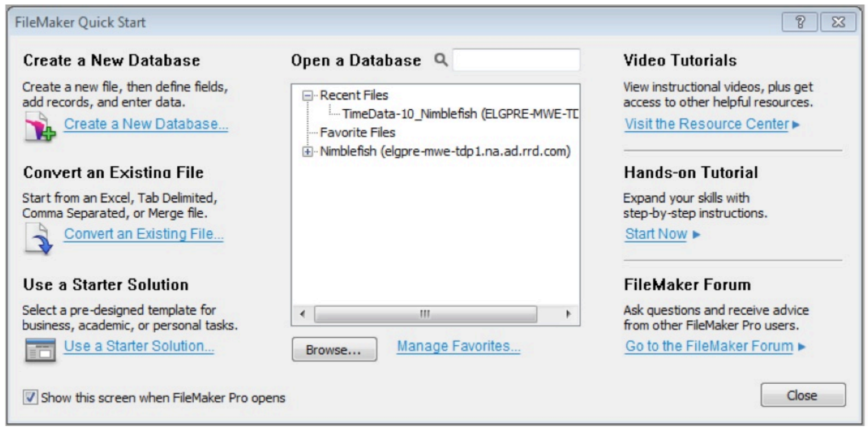
RR Donnelley uses TimeData for a number of activities, including Jobs, Tickets, Cycles, Masters, Contacts, Estimates, Billing and Shipping. For information on these other activities, see the *RR Donnelley TimeData-10 General User Guide*.

a. To start TimeData, double-click the FileMaker Pro icon on your desktop. TimeData displays the FileMaker Quick Start screen.

b. At **Open a Database**, click **TimeData-10_Nimblefish**.

TimeData displays a login window.

Note: If you have never used the TimeData Nimblefish database before, request access and have someone help you find it on the network.



c. Login to TimeData using your TimeData username and password.

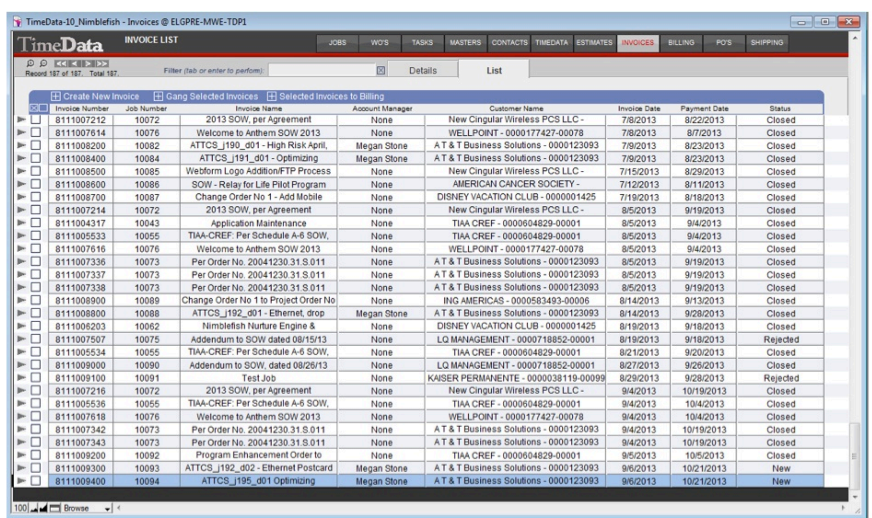
TimeData displays the Home page.

6. Create the invoice

The following procedure is used for all clients. For additional procedures that apply only to AT&T B2B, AT&T CC and ING, see Appendix B: Submitting Invoices Using Ariba.

a. At the TimeData home page, click **Invoices** (shown highlighted in the illustration to the right).

TimeData displays the Invoices list, containing all invoices that have been created thus far, for all Nimblefish clients. The listing includes invoices that are new, closed and rejected.



b. Armed with your list of job numbers from the preceding month, create your invoices as follows:

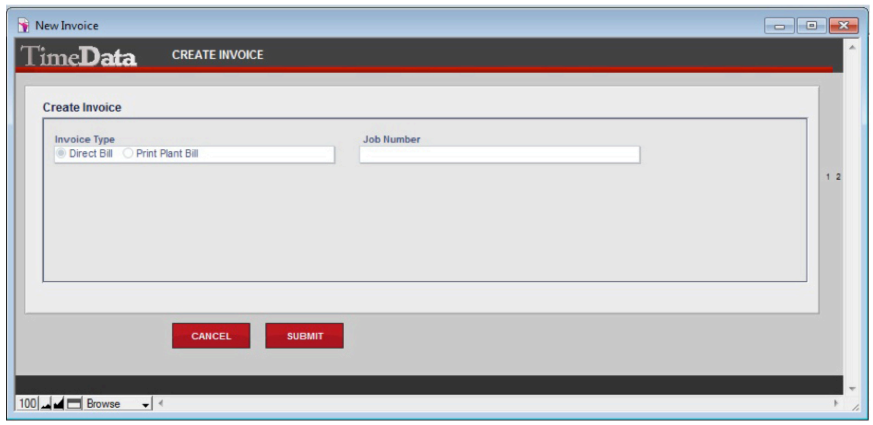
1. At the top of the Invoice List, click the plus sign at **Create New Invoice**.

TimeData displays the **Create Invoice** window.

2. Enter the Job Number of the new invoice you wish to create.

3. Click **Submit**.

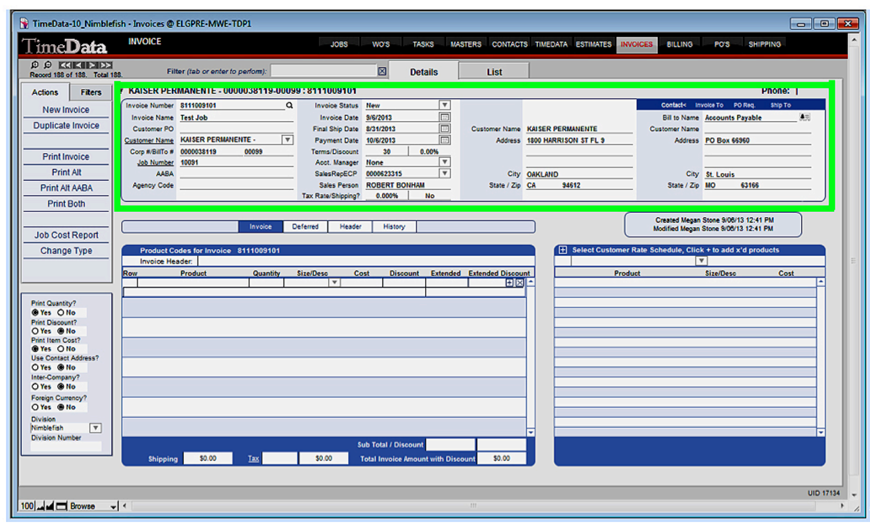
TimeData displays the **Invoice** screen. The Customer Name, Address, and Job Number fields should be already populated.



4. Check the top of the invoice to make sure the Final Ship Date, Bill To Name, PO Number (if applicable) and AABA Disbursement Number (if applicable) are filled in.

If these fields are not filled in, TimeData cannot create a printable invoice.

Note: If the invoice contains an AABA disbursement number, **STOP HERE** and follow the invoice creation procedure described in Appendix C: AT&T AABA Invoicing.



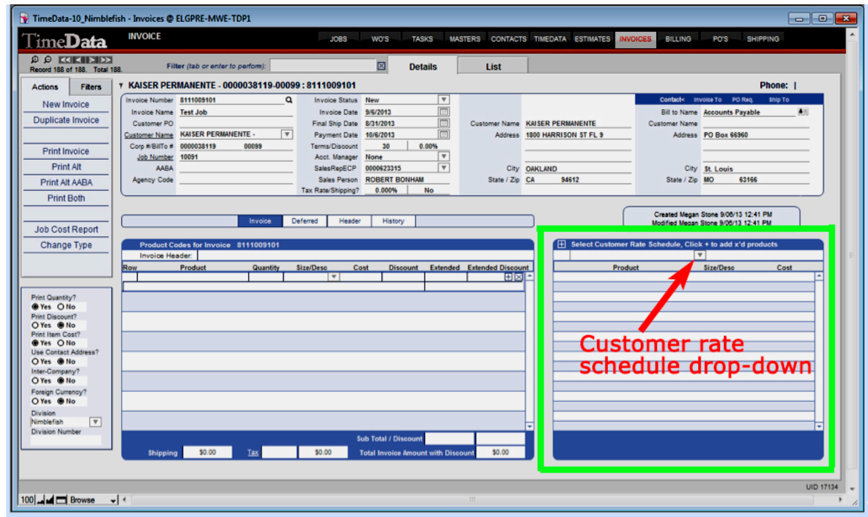
5. At the lower right quadrant of the form, click the **Customer Rate Schedule** drop-down.

Make sure you click the drop-down, and not the plus sign.

6. Select the correct rate schedule from the drop-down list.

Note: When there are multiple rate schedules in the drop-down, be careful to select the right one! (They are usually named clearly enough for you to do that.)

If the items that are present do not seem to match the items in the projected billings for that client, try the other rate schedule(s).



A number of billable items for that customer appear in the **Customer Rate Schedule** box. The type of items vary, depending on what items are listed in the Customer's contract.

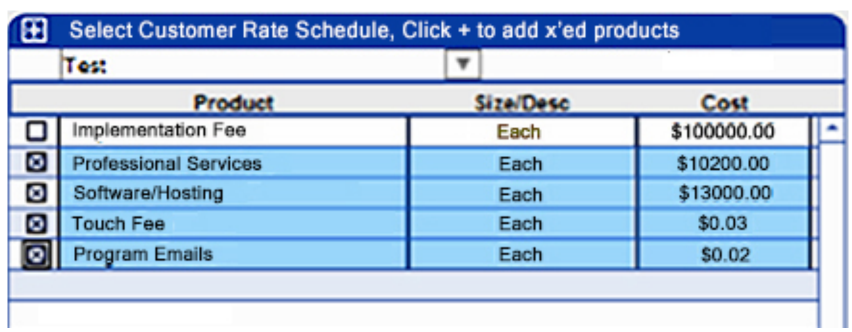
These items should agree with the items listed for that client on the Projected Billings spreadsheet.

7. Select the items that need to be present in this invoice.

The items appear in the **Customer Rate Schedule** box.

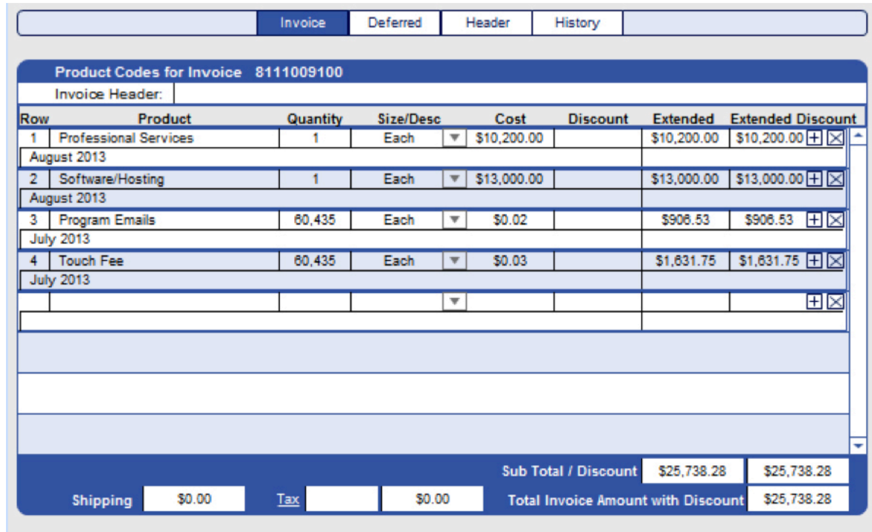
8. Click the Plus Sign at the upper left-hand corner of the box, to add the selected products.

TimeData processes the items and populates the **Product Codes for Invoice field** in the lower left-hand quadrant of the form.



9. In the lower left-hand quadrant of the form, fill in the quantity of each item. Enter a description if necessary.

Note that you are currently working in the **Invoice** tab.



10. To create an internal schedule to defer and recognize revenue on this invoice, click the **Deferred** tab.

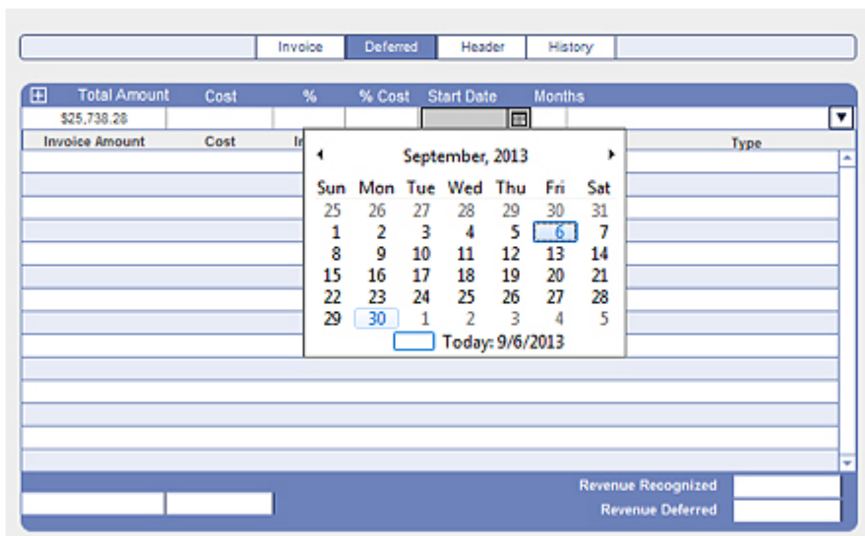
This must be completed for each invoice.

11. Use the **Start Date** and **Months** functions, to define the term of the contract and set the date when the invoice's revenue will be recognized.

The way you do this varies slightly, depending on the payment arrangements in the customer's contract. However, in general:

At **Start Date**, enter the last day of the first month of the period.

At **Months**, enter the number of months that the contract runs.



For a 12-month period that starts at the first of the month, enter 12.

For a 12-month period that does not start at the first of the month, enter the mid-month start date and the number **13.** TimeData automatically calculates the schedule when we can recognize revenue, prorating both the first and thirteenth months based on the number of days the contract was in force during those months.

Important: In all the Deferred sections, an Invoice is automatically assigned a number once revenue has been recognized. Before revenue is recognized, the invoice number field remains blank.

12. At the left-hand corner of the Customer Rate Schedule box (next to **Total Amount**), click the Plus Sign. TimeData populates the deferred amounts and creates the invoice.

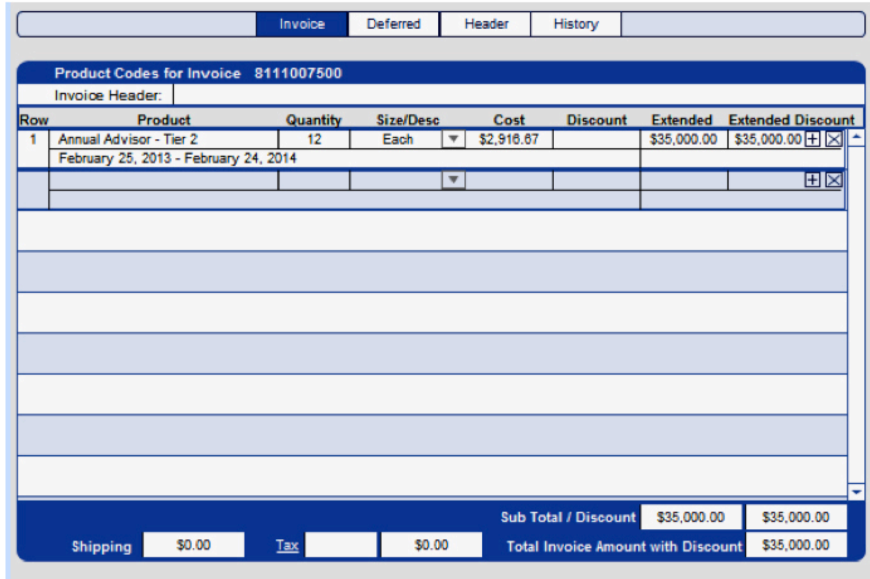
The following pages show three examples of how invoices are created. To skip ahead to the next step in the invoicing procedure, continue at page 13.

Example #1: Entire subscription billed up-front

LaQuinta has an annual advisor subscription that starts on February 25, 2013 and runs through February 24, 2014.

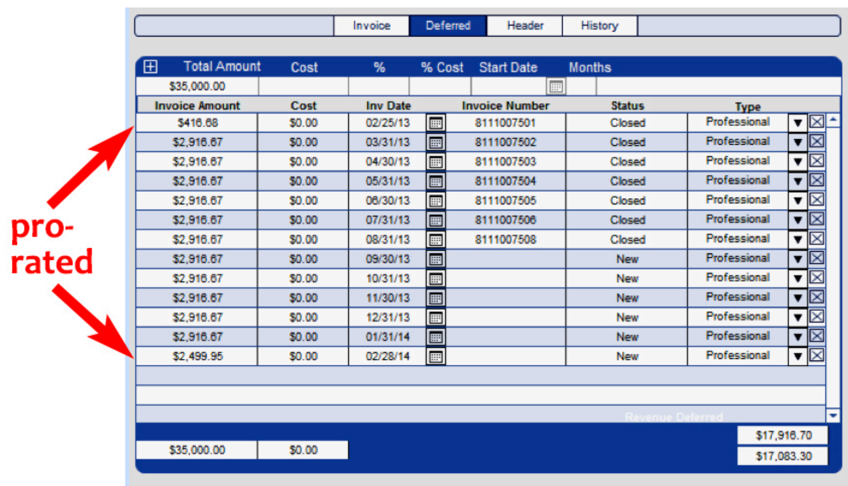
Notice that since the subscription does not start on the first day of the month there are 13 entries, with the first and last months prorated to account for the start and end dates.

Start Date is 2/25/2013, **Months** is 13.



Row	Product	Quantity	Size/Desc	Cost	Discount	Extended	Extended Discount
1	Annual Advisor - Tier 2	12	Each	$2,916.67		$35,000.00	$35,000.00
	February 25, 2013 - February 24, 2014						

The resulting deferred section looks like this:



Total Amount	Cost	%	% Cost	Start Date	Months
$35,000.00					

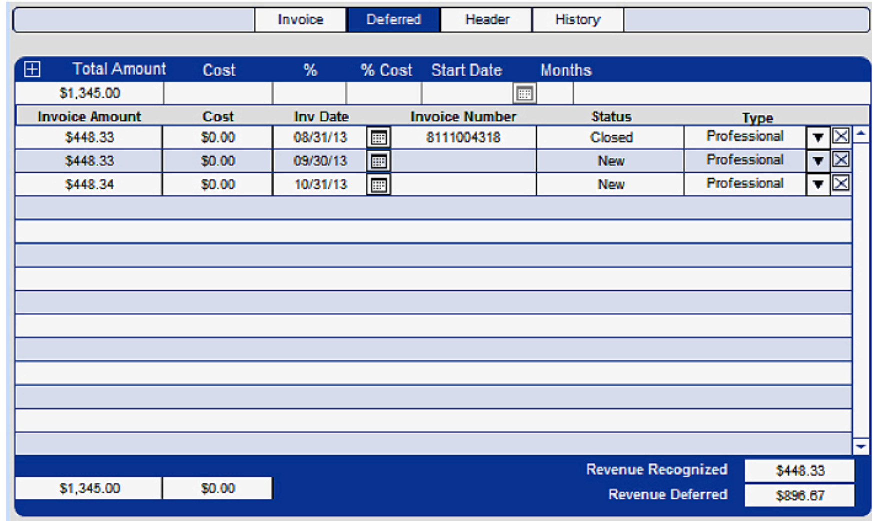
Invoice Amount	Cost	Inv Date	Invoice Number	Status	Type
$416.68	$0.00	02/25/13	8111007501	Closed	Professional
$2,916.67	$0.00	03/31/13	8111007502	Closed	Professional
$2,916.67	$0.00	04/30/13	8111007503	Closed	Professional
$2,916.67	$0.00	05/31/13	8111007504	Closed	Professional
$2,916.67	$0.00	06/30/13	8111007505	Closed	Professional
$2,916.67	$0.00	07/31/13	8111007506	Closed	Professional
$2,916.67	$0.00	08/31/13	8111007508	Closed	Professional
$2,916.67	$0.00	09/30/13		New	Professional
$2,916.67	$0.00	10/31/13		New	Professional
$2,916.67	$0.00	11/30/13		New	Professional
$2,916.67	$0.00	12/31/13		New	Professional
$2,916.67	$0.00	01/31/14		New	Professional
$2,499.95	$0.00	02/28/14		New	Professional
$35,000.00	$0.00				

Example #2: Subscription billed on some regular basis (e.g., quarterly)

TIAA-CREF pays Nimblefish for maintenance/hosting every quarter.

The billing period runs from August 1, 2013 through October 31, 2013.

As noted on page 7, **Start Date** is the last day of the first month covered (8/31/2013); **Months** is 3.


Invoice | Deferred | Header | History

Total Amount	Cost	%	% Cost	Start Date	Months
$1,345.00					

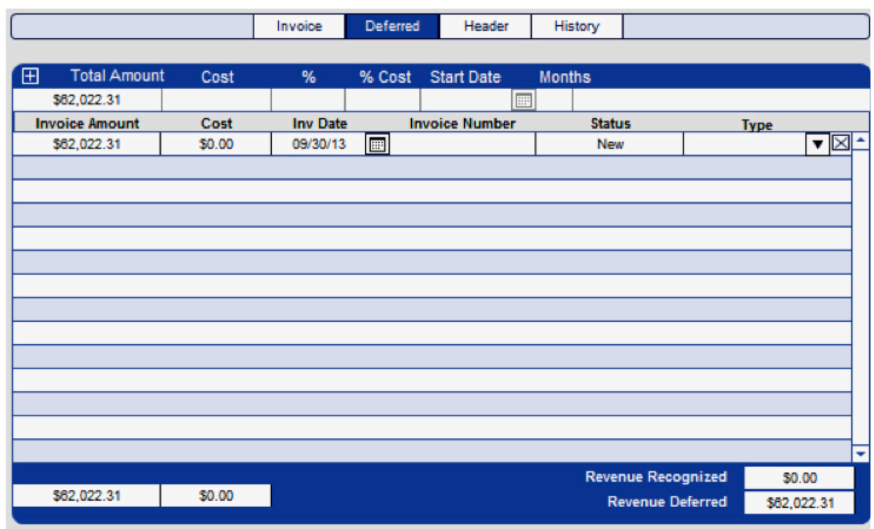
Invoice Amount	Cost	Inv Date	Invoice Number	Status	Type
$448.33	$0.00	08/31/13	8111004318	Closed	Professional
$448.33	$0.00	09/30/13		New	Professional
$448.34	$0.00	10/31/13		New	Professional

$1,345.00 | $0.00 | Revenue Recognized $448.33 | Revenue Deferred $896.67

Example #3: Monthly bill, variable amount

AT&T B2B expenses are split up over a number of invoices, each of which is billed monthly.

Start Date is the last day of the month; **Months** is 1 (because this invoice only covers one month; next month's costs may be different).

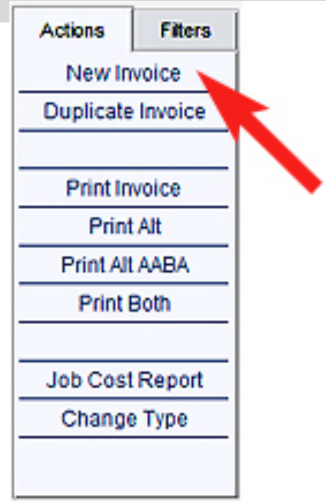

Invoice | Deferred | Header | History

Total Amount	Cost	%	% Cost	Start Date	Months
$62,022.31					

Invoice Amount	Cost	Inv Date	Invoice Number	Status	Type
$62,022.31	$0.00	09/30/13		New	

$62,022.31 | $0.00 | Revenue Recognized $0.00 | Revenue Deferred $62,022.31

7. Print the invoice



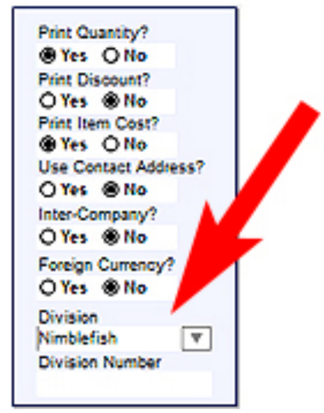
a. Go to the left-hand side of the window, at the **Actions** tab.

b. Make sure that Division (at the bottom of the Actions tab) is set to "Nimblefish".

c. Click **Print Alt** to print an itemized invoice or **Print Alt AABA** to print an itemized invoice for AT&T B2B (which requires an AABA number).

Note: Make sure Division (at the bottom of the Actions tab) is set to "Nimblefish".

TimeData asks you if you want to Print the invoice or Save it as a PDF. If you Save it as a PDF, the PDF copy automatically goes to your workstation desktop.



d. Click **Print**, but specify that the output be PDF. This enables you to specify precisely the location you want, for the PDF invoice.

e. Save the invoice with a name that clearly identifies the invoice.

For example, if you organize your invoices in nested folders, you probably only need to name the invoice by its invoice number; if you only organize your invoices by client, you probably want to name them by the month and the invoice number.

TimeData creates the PDF copy of the invoice and re-displays the Create Invoice screen.

f. Click **Continue**.

g. To create another new invoice, click **New Invoice.** To return to the Invoice list, click the **List** tab.

8. Send the invoice out for internal approval

Send a PDF copy of the invoice to the CSR responsible for that customer. The CSR checks over the invoice to make sure it's correct and complete before you send it to the customer.

They might also instruct you to add or remove items.

9. Create the Charge Sheet

Once the CSR team approves the invoice, do the following:

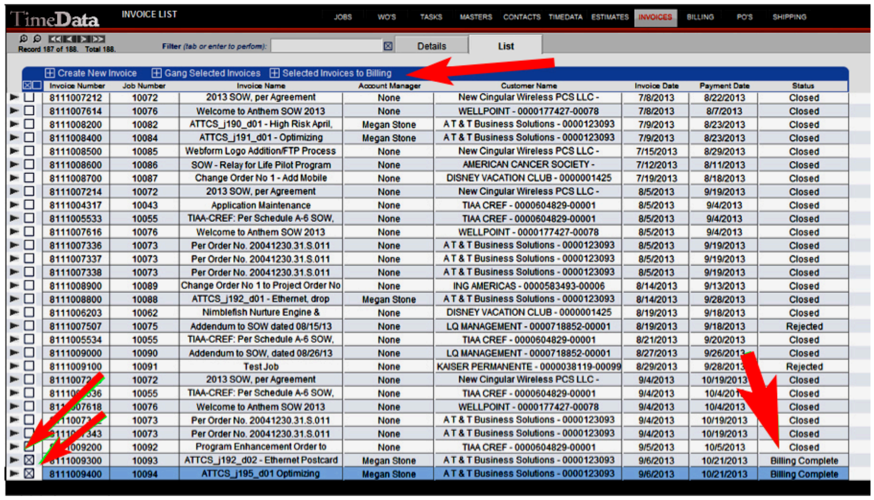
a. Return to TimeData and reopen the Invoice list as described on page 7.

b. Find the invoice that was just approved.

c. Select the invoice.

d. Click the **Details** tab.

e. At the top, where Status is listed as **New**, use the drop-down list to change the Status to **Billing Complete**.



f. Close the invoice.

g. Click the **List** tab.

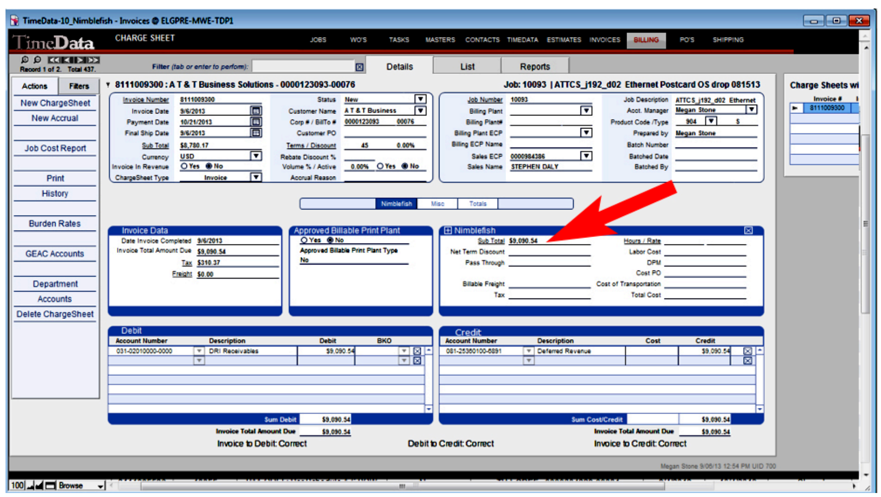
h. At the list page, check the box at the left of the invoice. The invoice status is now marked on the list page as **Billing Complete** in the right-hand column.

Note: You might select more than one invoice at a time.

i. Click **Selected Invoices to Billing**. The invoice moves to the Charge Sheet (**Billing** tab).

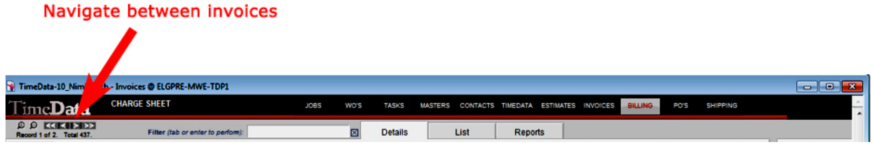
j. Enter the dollar amount in the Nimblefish box (subtotal field), then click the **subtotal** link. TimeData populates the debit and credit fields at the bottom of the invoice.

Important: Verify that all the fields auto-populated. The Debit box description should say DRI Receivables; the Credit box description should say Deferred Revenue.



Tip: You can use the left and right arrow keys at the top of the Charge Sheet, to navigate between all the charge sheets just brought over. Use **<<** to go to the beginning of the set of invoices, **>>** to go to the end of the set of invoices, etc.

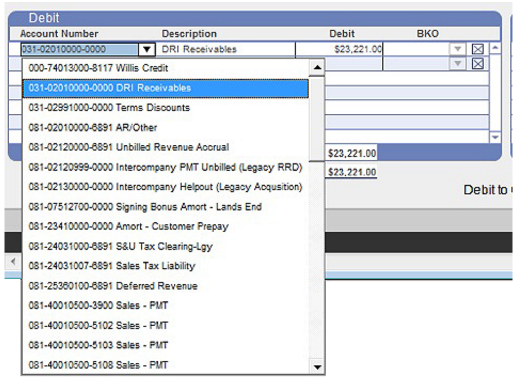
Navigate between invoices

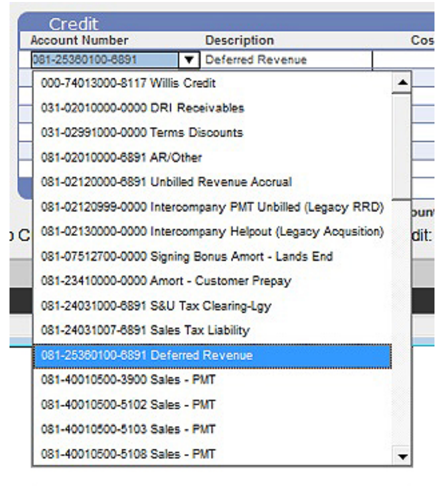


Note: If you are processing an invoice for a new client, where there is no historical data in the ledger, you must enter the Debit and Credit information manually.

In the Debit box, click the Account Number drop-down and find **DRI Receivables**.

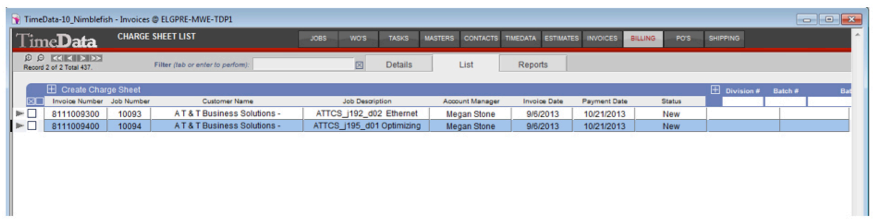
In the Credit box, click the Account Number drop-down and find **Deferred Revenue**.





k. Print the Charge Sheet as a PDF, as previously described on page 13. Save it with a name LIKE *customer_name invoice_number*.pdf (for example, ATT_B2B_Sep13_8111007343.pdf)

The invoice is now listed on the Charge Sheet List (TimeData Billing Tab).



If you look at that tab right now, you see only those invoices you moved to Billing in this session. To see the complete list of all invoices, click **Billing** again.

10. Send the invoice to the customer

All customers receive a PDF copy of their invoice via email.

Some customers (such as AT&T B2B, AT&T CC and ING), also have invoices submitted through Ariba, as described in Appendix B: Submitting Invoices Using Ariba.

AT&T B2B customers, who have AABA requirements, are invoiced as described in Appendix C: AT&T AABA Invoicing.

11. Update the Projected Billings spreadsheet

After all invoices have been generated, approved internally, and then submitted to the customer, re-enter the Projected Billings spreadsheet.

At the **Billing Detail** tab, add each invoice number to each corresponding job, at Column H.

12. Batch and upload invoices to SAP

Once the invoices have all been sent to the clients, someone else batches them and uploads them to SAP. (Batching should never be done by the same person who creates the month-end invoices.)

Invoices can be batched and uploaded any time during the month; the only important thing is that the month's invoices should all be uploaded no later than the last day of the month.

The process looks like this:

a. Print the invoices to be batched.

b. Open FileMaker Pro, as described on page 7.

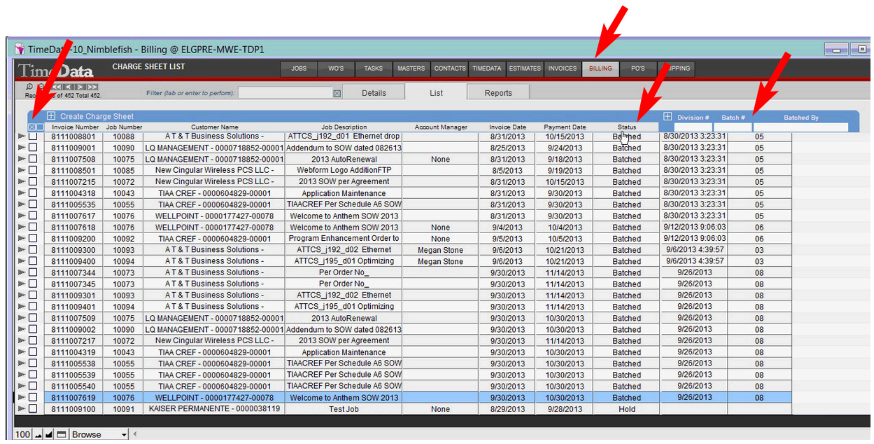
c. At the TimeData home page, click **Billing**.

TimeData displays the billing tab, which contains a list of all invoices created thus far and their status

d. To sort the invoices by Status, click **Status**.

e. Match your copies of the invoices you're about to batch, to the numbers of the invoices on the billing list.

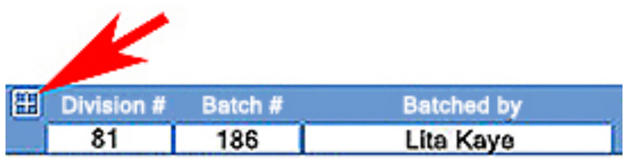
f. To select each invoice to be batched, click the box at the far left-hand side of the row.



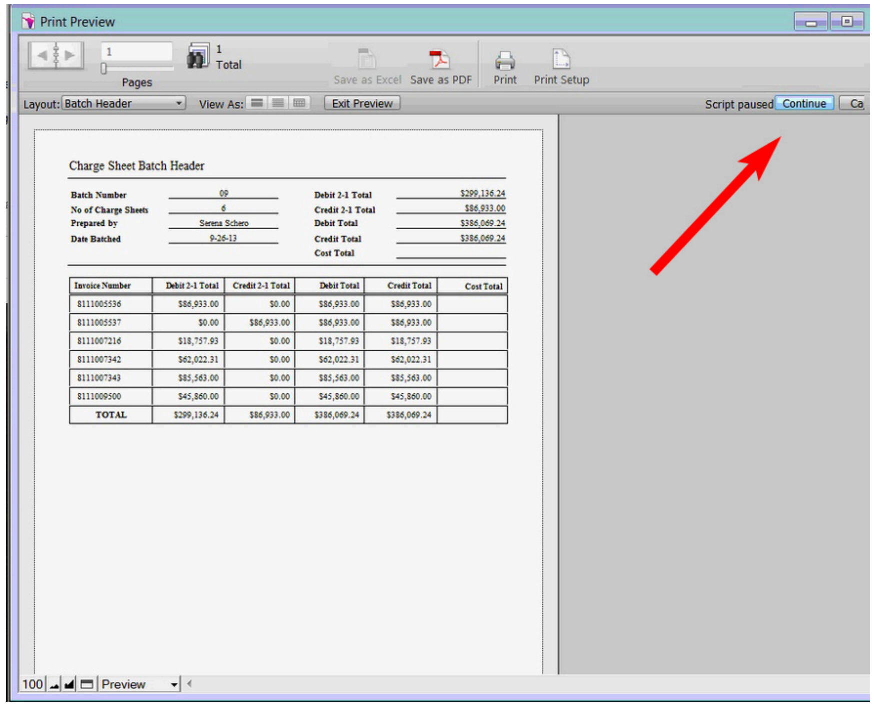
g. Specify **Division #** (input 81, for Acquisition), **Batch #**, and **Batched By** (your name).

h. Click the **+** at the upper left-hand corner of the Division # field, to advance.

TimeData asks if you are batching Invoices or Accruals. Click **Invoices**.



TimeData displays the Print Preview page, containing a new charge sheet that includes only those invoices you are batching. There are options for printing the charge sheet to paper or saving it as PDF.



i. Compare the totals on the new charge sheet, with the totals on the individual invoices you just printed.

j. Click **Continue**.

TimeData displays a confirmation message.

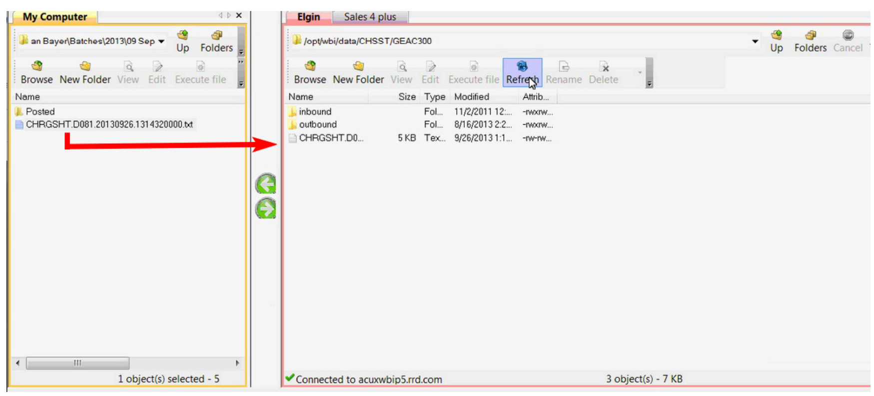
k. Click **Yes**. TimeData displays the Charge Sheet List and saves an export file on your workstation desktop.

l. Drag the export file into the folder on your desktop where you store batched invoices.

m. Open your FTP application.

The Local (left-hand side) FTP window should show the folder on your desktop where you store batched invoices. You should see the export file in that window.

The Remote (right-hand side) FTP window should show the RRD Inbound and Outbound directories. These directories are used to move invoices to SAP.



n. Push the export file to the RRD Inbound directory.

RRD sends an email confirmation when the file is received successfully.

o. Forward a copy of the email to Megan Stone, to confirm that the invoices have been batched and posted.

Appendix A: Downloading Email Sends From ExactTarget

This Appendix describes how to log in to ExactTarget and and download email sends from ExactTarget to your desktop. The clients whose email sends are currently tracked via ExactTarget are:

American Cancer Society
AT&T Customer Care
Florida Blue
TIAA-CREF
WellPoint

Other clients (eg, Disney Vacation Club) will be added to the email sends file after their engines are live.

A1. Log in to ExactTarget

a. Point your browser to www.exacttarget.com.

b. In the upper right-hand corner, click **Login**.

A drop-down list enables you to specify if you're logging in for email, mobile or IMH. Choose **email**.

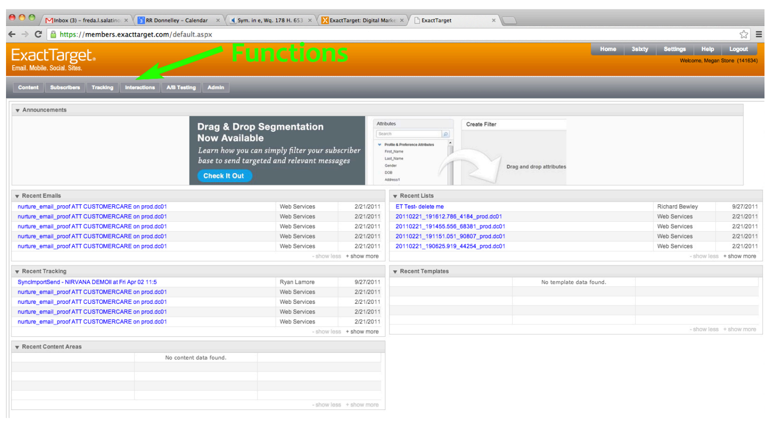
ExactTarget displays the **Account Login** screen.

c. Login with the email address (your.name@rrd.com) and password provided by Nimblefish's ET Admin.

ExactTarget displays the default console screen.

The main functions you can access through the default console screen are Content, Subscribers, Tracking, Interactions, A/B Testing and Admin.

The two functions used in this procedure are **Tracking** and **Admin.**

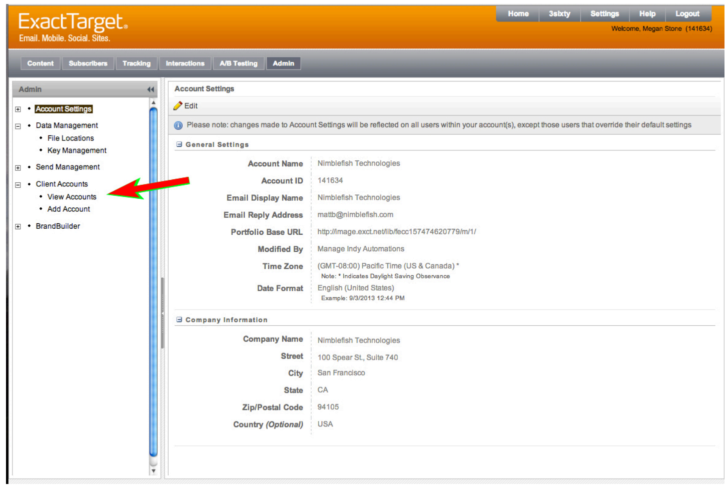


A2. Download email sends for the month just ended

a. Click **Admin**.

ExactTarget displays the Nimblefish Admin page.

b. At **Client Accounts,** click **View Accounts**.

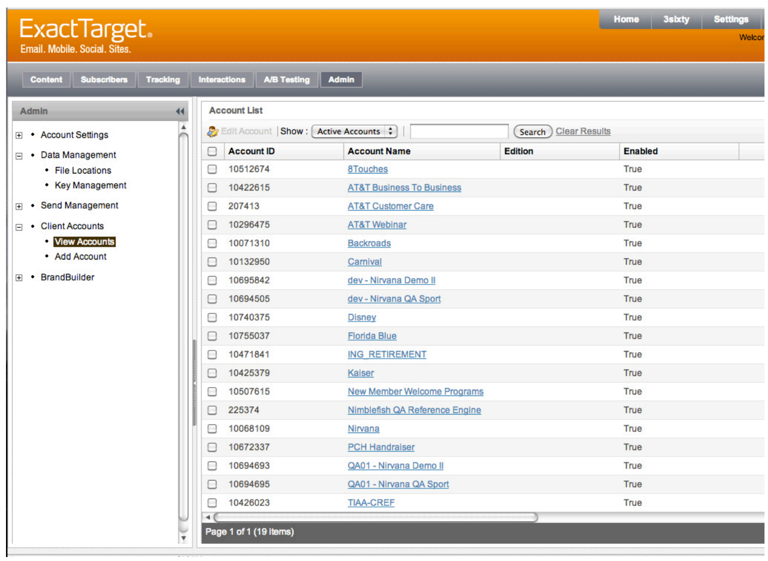


ExactTarget displays a list of accounts, sorted by Account ID, Account Name, Edition and Enabled status.

Note that AT&T Business to Business and AT&T Webinar are still listed under Account Name, even though AT&T Business to Business and AT&T Webinar now send emails through Xert.

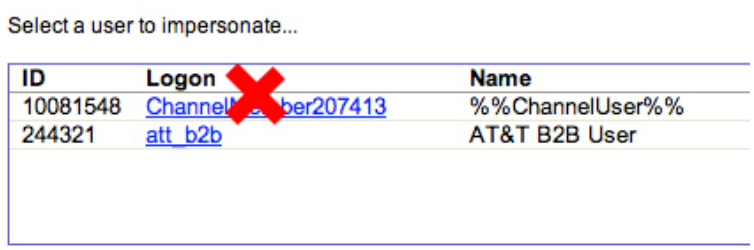
c. Click the name of the client engine of interest (the live link under the Account Name column).

ExactTarget displays the **User Properties** dialog box.



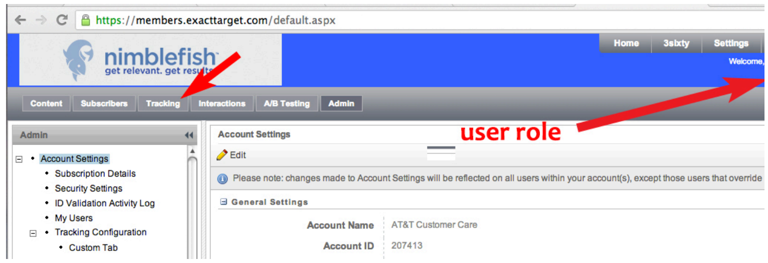
d. There are two possible “users” you can “impersonate” when working with this data: %%ChannelUser%% and a second user role. (The names of these user roles vary slightly from client engine to client engine.)

Choose the user name that is NOT %%ChannelUser%%.



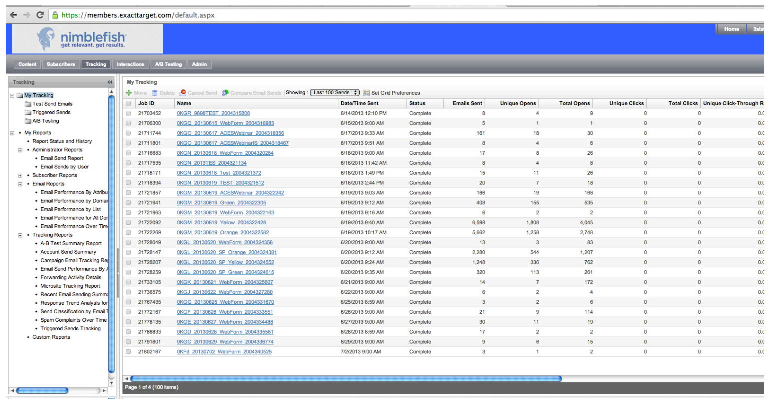
ExactTarget logs in that role and returns you to the Home screen, which now displays the Nimblefish logo.

You see the user role at the upper right-hand side of the Home screen.



e. Click **Tracking**.

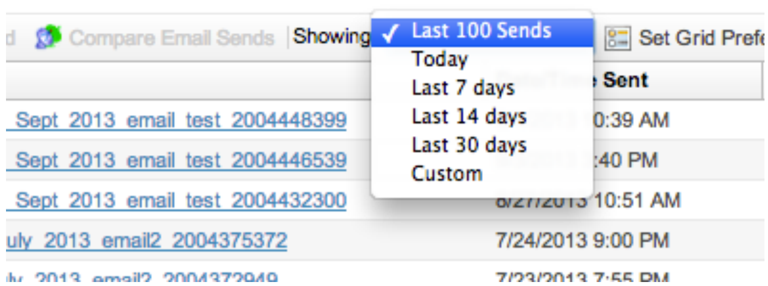
ExactTarget displays all the email items that have been sent out. The default view of these sends is Last 100 Sends.



f. Change the view to **Custom**, so you can specify the date range for the invoices to be displayed:

1. In the **Showing:** drop-down list, select **Custom**.

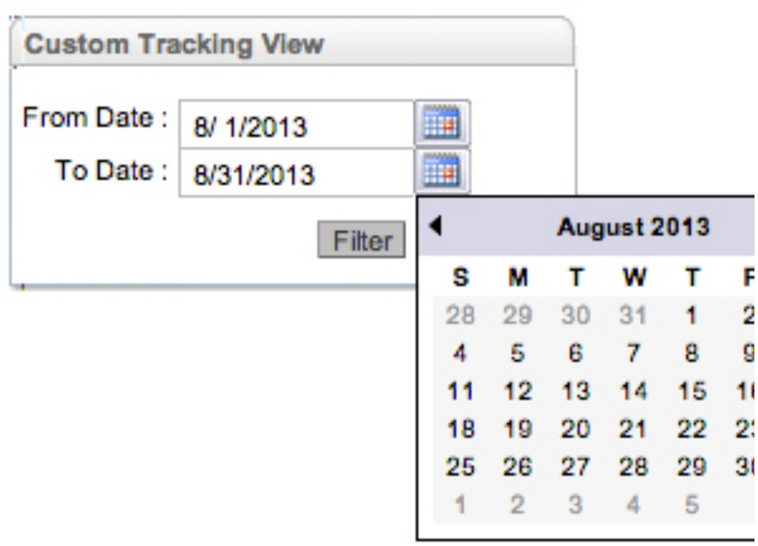
   ExactTarget displays the **Custom Tracking View** window.



2. Set the **From Date** to start at the first day of the previous month.
3. Set the **To Date** to end at the last day of the previous month.
4. Click **Filter**. ExactTarget filters the display to show only the jobs that were created between the first of the previous month, and the last day of the previous month.

   The **Showing:** field updates to display the dates you just specified.

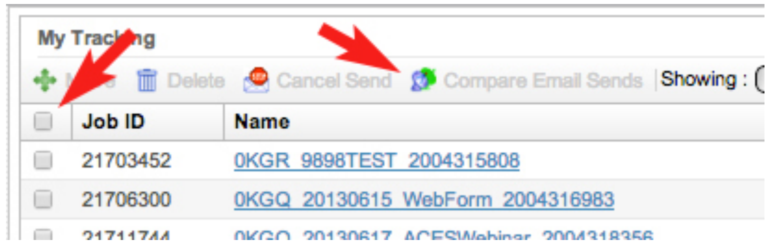
   Check the bottom of the screen to see how many items are being displayed, and how many pages you will need to export, to retrieve all the required data.



g. To select all the emails in the pane, click the empty square to the left of **Job ID**.

h. Click **Compare email sends**.

ExactTarget displays the **Compare Results** screen.



i. Click **Export**.

ExactTarget downloads the email data to a CSV file that includes each email job's ID, name, the date/time sent, status, etc.

Name the CSV file something that will enable you to keep track of what it contains.

j. Repeat steps 7 through 9 for the rest of the pages of listings, until you have CSV files for all the emails sent that month, for that client engine.

(For example, if the screen full of entries is 1 of 4, repeat steps 6 through 8 to capture the jobs on screen 2 of 4, and then screen 3 of 4, and finally screen 4 of 4.)

k. Click **Return**.

You log out of the user role you were just impersonating and return to the ExactTarget home page.

l. Repeat steps a through k for each client engine on the Admin page, until you have downloaded information for all client engines with active email programs for the past month. These should include some combination of the following:

8Touches
American Cancer Society
AT&T Customer Care (now Cingular Wireless)
Disney
Florida Blue
ING
New Member Welcome Programs (WellPoint)
PCH Handraiser
TIAA-CREF
TIAA-CREF Early Engagement

Note: The above list will change as new client engines come online.

m. Click **Logout.**

Continue the invoicing process by transferring all the downloaded data in to the email counts spreadsheet, as described on page 4.

Appendix B: Submitting Invoices Using Ariba

This Appendix describes how to log in to Ariba to submit invoices for:

AT&T B2B
AT&T CC
ING

The procedures in this Appendix are done after the CSR has approved the TimeData version of the invoice.

When you have completed the procedures in this Appendix, rejoin the invoicing procedure at page 14 (Create the Charge Sheet).

B1. Log in to Ariba

a. Point your browser to www.ariba.com.

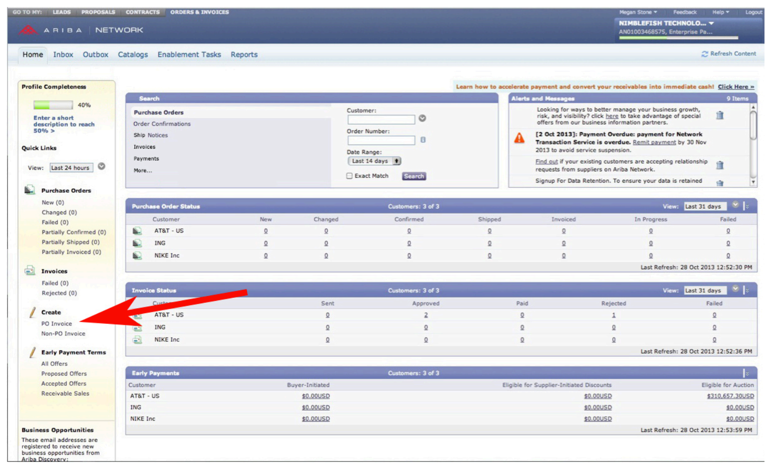
b. In the upper right-hand corner, click **Login**. Click the drop-down list and choose **SUPPLIER**.

Ariba displays the Ariba Login screen.

c. Use the login and password provided, to log in to Ariba.

Ariba displays the Nimblefish Technologies home screen.

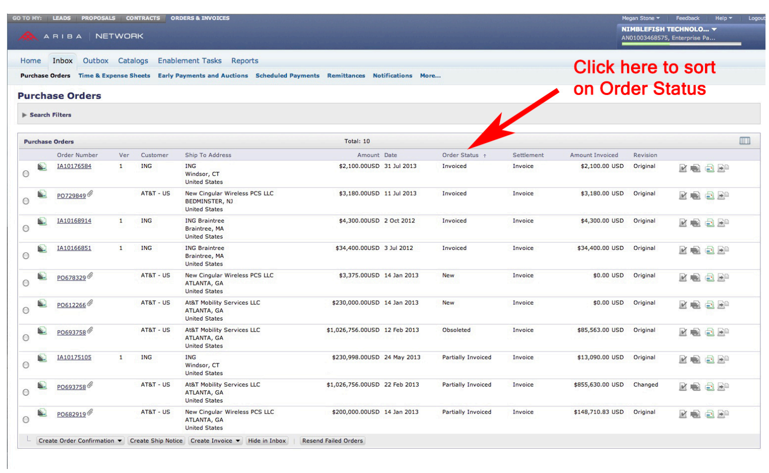
Available Tabs include Inbox, Outbox, Catalogs, Enablement Tasks and Reports.



B2. Create invoices

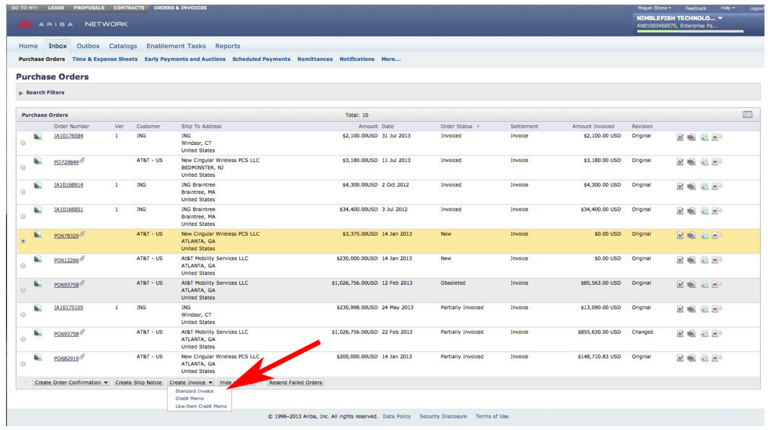
a. At the left-hand column, under **Create**, click **Create PO-Invoice**.

Ariba displays the Purchase Orders page for Nimblefish.



b. Find the purchase order against which you want to invoice. Click the radio button at the left side of the Purchase Order Number to select it.

c. At the bottom of the screen, click the **Create Invoice** tab. Ariba displays the Create Invoice drop-down menu.



d. Choose **Standard Invoice**. Ariba displays the Invoice Header window.

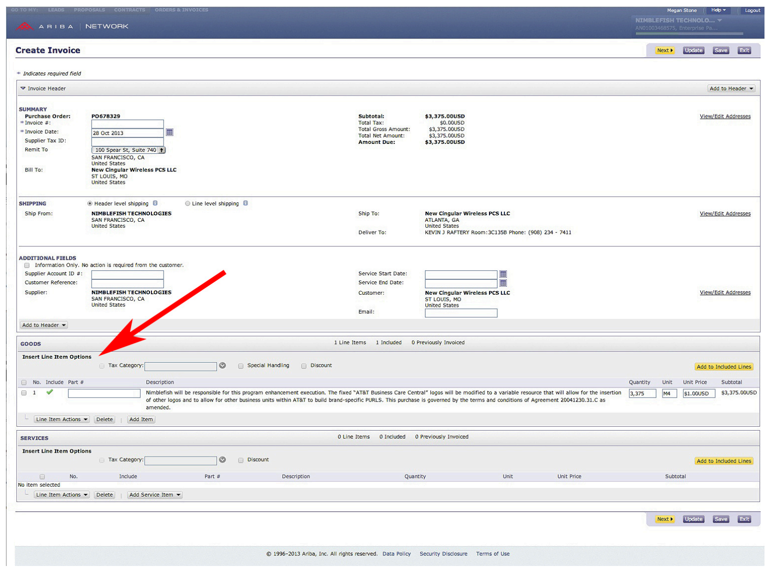
e. Check the information in the header to make sure it is complete and correct.

f. Fill out the invoice:

Enter the invoice number, as created in TimeData.

In the **Insert Line Items** section, enter a description of the item being invoiced.

Enter the appropriate quantity. Depending on who created the PO on the client side, the quantity may be either the dollar amount of the invoice, or the amount as listed by line items on the invoice.

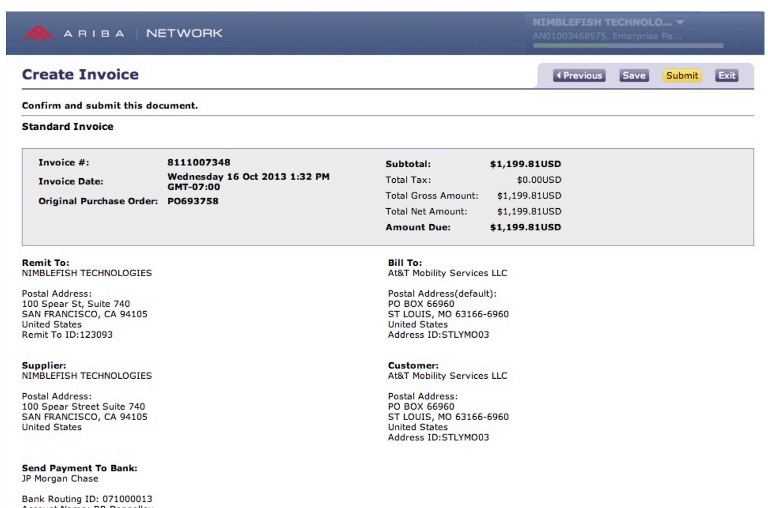


If you are not sure what the appropriate quantity should be, ask Megan.

g. Click **Next.**

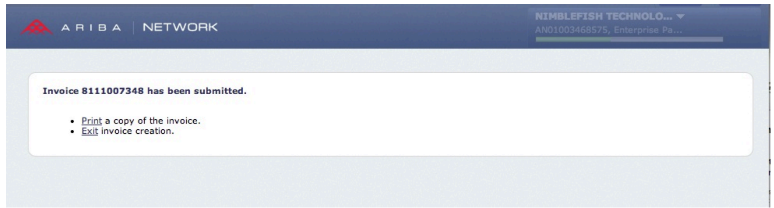
Ariba displays the invoice, as completed.

h. Check the invoice to make sure it's correct and complete.



i. At the upper right-hand corner of the invoice, click **Submit**.

Ariba displays a confirmation message.



B3. Save invoices as PDF

Click **Print** to print a copy of the invoice as a PDF file.

When you have completed the procedures in this Appendix, rejoin the invoicing procedure at page 14 (Create the Charge Sheet).

Appendix C: AT&T AABA Invoicing

Some purchase orders for AT&T's B2B client engine include an AABA disbursement number. Follow the procedure in this Appendix to do an AABA billing.

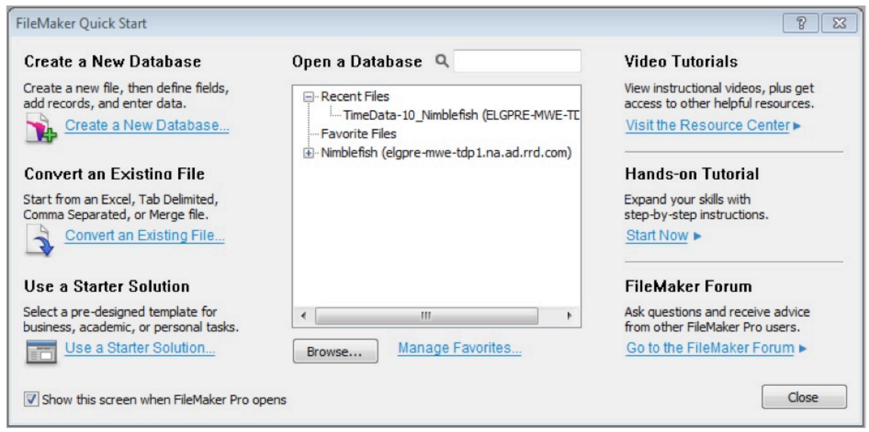
When you complete the procedure in this Appendix, rejoin the invoicing procedure at page 14 (Create the Charge Sheet).

Ca. To start TimeData, double-click the FileMaker Pro icon on your desktop.

TimeData displays the FileMaker Quick Start screen.

Cb. Login to TimeData using your TimeData username and password.

TimeData displays the Home page.



Cc. Get the macro file for AT&T, AT&T Billing MacroUSETHIS.xls from Megan.

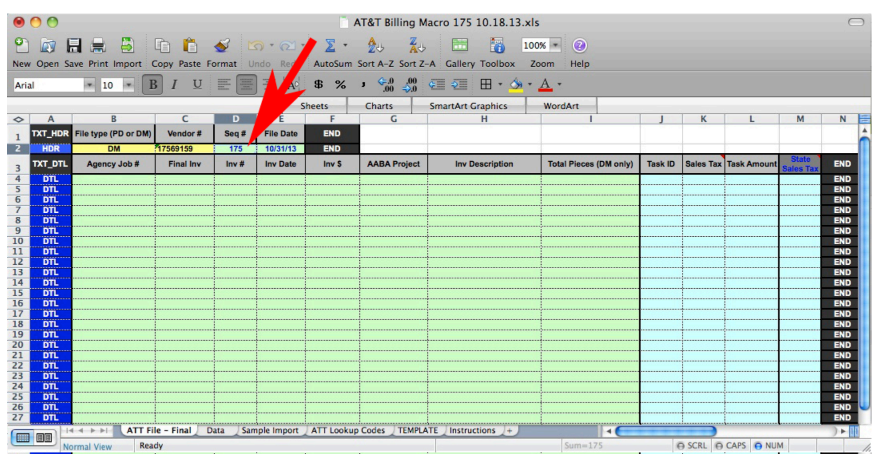
The file you receive will be named AT&T Billing MacroUSETHIS mm.dd.yy.xls, where mm=Month, dd=Day and yy=Year.

Cd. Save the macro file with the name AT&T Billing Macro nnn mm.dd.yy.xls, where nnn is incremented every time you create a new copy of the file.

For example, if the file you used last time was AT&T Billing Macro 007 mm.dd.yy.xls, name this new file AT&T Billing Macro 008 mm.dd.yy.xls.

Ce. Open the file at the **ATT File – Final** tab.

Cf. In Cell D2, add nnn.



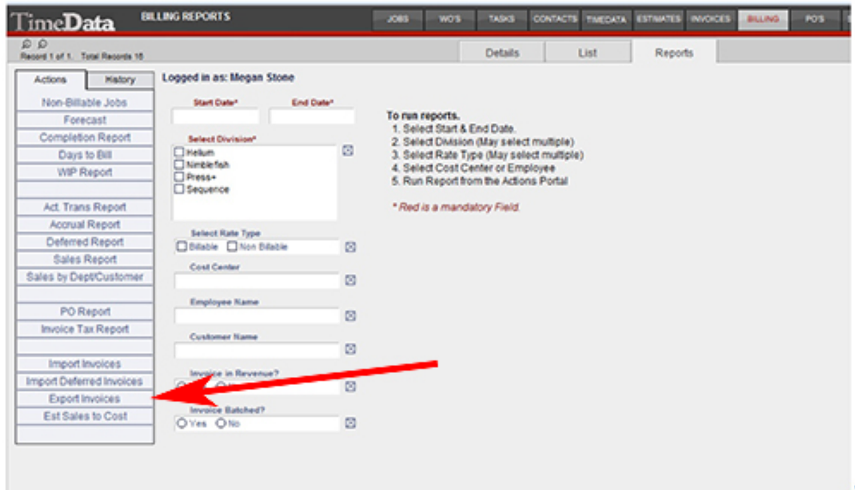
Cg. Click the TimeData **Billing** tab, then click the **Reports** sub-tab.

TimeData displays the Reports function.

Ch. Fill in the **Start Date** and **Division** blanks to run the report.

Set **Start Date** for first day of the month and **End Date** for the last day of the month **OR**, if you have invoices within a certain date range, set the start date and end date according to that.

Under **Division**, select **Nimblefish**.



Ci. At the **Actions** panel (arrow, above), click **Export Invoices**.

TimeData exports two .xlsx files to the desktop:

InvoiceData_mm_dd_yyyy.xlsx

InvoiceDataDetails_mm_dd_yyyy.xlsx

Cj. Open InvoiceDataDetails.

Isolate (filter) invoices that have AABA disbursement. (Sort on the column whose header is "Invoice:AABA Disbursement".)

Ck. For each invoice that has an AABA disbursement number, do the following:

Copy from... **InvoiceDataDetails file**	Paste into... **AT&T Billing Macro file (Data tab)**
AABA Disbursement Number	PO# field
Agency Job Code	FOB field
Invoice Number	Num field
Invoice Date	Date field
Customer Name	Name field
Product Quantity (has to be a negative number; in the adjoining field, use the **Minus** key, select the desired field, click **Enter**)	Qty field
Extended Cost With Discount (has to be a negative number; in the adjoining field, use the **Minus** key, select the desired field, click **Enter**)	Amount field

Leave Column J of the AT&T Billing Macro file (Data tab) blank.

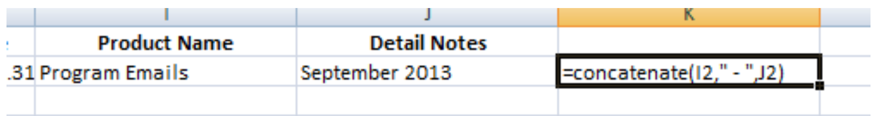
Copy from… **AT&T Billing Macro file (Lookup Codes tab)**	Paste into… **AT&T Billing Macro file (Data tab)**
Item Info (as described in Memo field)	New column combining the Product Name and Detail Notes column; see **Step Cl**, below.

Note: When copying and pasting between files or spreadsheets, it is good practice to save your work.

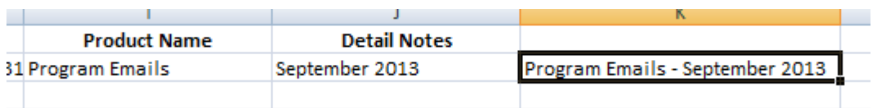
Cl. For each line item listed in each invoice:

1. Insert a column in the InvoiceDataDetails file, after the **Product Name** and **Detail Notes** columns.

2. CONCATENATE (text1, etc.) the **Product name** and **Detail Notes** values in that column.



becomes…



3. Take the new combined column and paste special (preserving values and number formats) into the Memo column the AT&T Billing Macro file.

Cm. Save the AT&T Billing Macro file, but don't close it.

Cn. At the AT&T Billing Macro **ATT File – Final** tab, press **Ctrl-A**, then click **Delete**. All the information that was just added to the **Data** tab, populates the appropriate fields in the **ATT File – Final** tab.

Co. Save the AT&T Billing Macro file in .csv format. (The file name should now be something like AT&T Billing Macro_mm_dd_yyyy.csv.)

Cp. Email the .csv version of the Billing Macro file, plus a PDF copy of the invoice.

To: g01014@att.com (AABA_PBG)

Cc: Tom Porcella, Wayne Weeks III, Lisa Hyne, Chennai Billing – Nimblefish

Note: AT&T B2B invoices have to have an approved estimate on file for every charge. The first time you need to create an invoice with an AABA number for specific line items, be sure to also send a copy of the approved estimate for those items.

Rejoin the invoicing procedure at page 14 (Create the Charge Sheet).