

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.)

Job ID	Name	Date/Time Sent	Status	Emails Sent	Unsubscribes	Total Clicks	Unique Clicks	Unique Emails Opened	Total Emails Opened	Open Rate	Delivery Rate	Unique Click Through Rate
22113931	OKEA_20130831_WebForm_2004441724	8/21/13 09:00	Complete	23	2	0	0	3	14	2071429	91.36434763	91.36434763
22110194	OKEB_20130826_WebForm_2004439904	8/20/13 09:01	Complete	7	1	0	0	1	2	16.66666667	95.71428571	95.71428571
22096261	OKED_20130828_WebForm_2004436225	8/20/13 09:00	Complete	10	0	0	0	2	16	20	96.61538462	96.61538462
22094289	OKEL_20130822_WebForm_2004431975	8/20/13 09:00	Complete	13	2	0	0	4	7	36.36363636	96.61538462	96.61538462
22084572	OKEM_20130824_WebForm_2004429128	8/20/13 09:02	Complete	8	0	0	0	4	6	90	100	100
22083842	OKEN_20130823_WebForm_2004422247	8/20/13 09:00	Complete	37	0	0	0	9	34	24.32432432	95.3979199	95.3979199
22078951	OKEO_20130822_SP_Change_2004419157	8/20/13 10:02	Complete	3589	144	0	0	650	984	20.31328251	94.26336375	94.26336375
22078903	OKEL_20130822_SP_Vetow_2004410403	8/20/13 10:50	Complete	1834	88	0	0	285	602	19.70545357	94.26336375	94.26336375
22078875	OKEL_20130822_SP_Growth_2004405527	8/20/13 10:39	Complete	449	19	0	0	109	207	25.34883721	95.76837616	95.76837616
22078735	OKEL_20130822_WebForm_2004402946	8/20/13 09:00	Complete	11	1	0	0	1	2	10	95.9062991	95.9062991
22071247	OKEL_20130821_Vetow_2004418657	8/21/13 09:51	Complete	6570	647	0	0	2014	4770	34.020209	95.152207	95.152207
22071182	OKEL_20130821_Change_2004418958	8/21/13 09:32	Complete	6057	871	0	0	1440	3301	26.604344	95.90170912	95.90170912
22071150	OKEL_20130821_Growth_2004418424	8/21/13 09:18	Complete	634	30	0	0	299	686	42.8807947	95.2691588	95.2691588
22070991	OKEL_20130821_WebForm_2004418430	8/21/13 09:03	Complete	8	0	0	0	3	5	37.5	100	100
22068819	OKEL_20130820_WebForm_2004418622	8/20/13 09:01	Complete	15	0	0	0	4	8	26.66666667	100	100
22068922	OKED_20130817_WebForm_2004417222	8/17/13 09:02	Complete	7	2	0	0	3	10	60	71.42857143	71.42857143
22062781	OKEP_20130816_WebForm_2004407842	8/16/13 09:51	Complete	15	1	0	0	6	14	42.85714286	93.33333333	93.33333333
22044626	OKED_20130815_SP_Inst_Review_2004400368	8/15/13 10:52	Complete	11880	2684	0	0	8612	13838	10.47821533	98.13308058	98.13308058
22041829	OKEL_20130815_WebForm_2004402623	8/15/13 09:01	Complete	10	0	0	0	5	32	90	100	100
22042543	OKER_20130814_SP_Res_Goal_2004404482	8/14/13 09:31	Complete	5009	1169	0	0	435	810	11.328125	76.68200638	76.68200638
22042320	OKER_20130814_WebForm_2004404303	8/14/13 09:02	Complete	12	0	0	0	6	10	90	100	100
22037778	OKES_20130813_WebForm_2004402498	8/13/13 11:35	Complete	7	0	0	0	3	4	42.85714286	100	100
22037168	OKEB_20130813_Res_2004402623	8/13/13 09:51	Complete	11215	35432	0	0	10953	22219	14.45310954	98.14026818	98.14026818
22027930	OKEL_20130810_WebForm_2004398421	8/10/13 09:01	Complete	23	2	0	0	7	12	33.33333333	91.36434763	91.36434763
22023727	OKELV_20130809_WebForm_2004398316	8/9/13 09:00	Complete	17	0	0	0	9	37	52.94117647	100	100
22018950	OKEL_20130808_WebForm_2004397336	8/9/13 11:59	Complete	29	2	0	0	5	8	18.18181818	93.10344626	93.10344626
22018929	OKEL_20130808_WebForm_2004397197	8/9/13 09:00	Complete	22	0	0	0	7	84	31.81818182	100	100
22017138	OKED_20130808_WebForm_2004392038	8/9/13 09:00	Complete	32	2	0	0	8	22	26.66666667	93.75	93.75
21992052	OKEL_20130802_WebForm_2004389191	8/2/13 09:00	Complete	27	1	0	0	10	39	38.46153846	95.7982943	95.7982943
21983088	OKEL_20130801_WebForm_2004387916	8/1/13 09:00	Complete	35	4	0	0	6	14	19.35483871	98.97142857	98.97142857

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:

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

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.

	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)				Emails	Print	Rate	Revenue	ACCRUE	
16										
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										

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.

The screenshot shows the 'Projected Billing Details' tab in a spreadsheet. A dropdown menu is open over the 'Billing Month' column (column C), displaying a list of months: April, August, December, February, January, January '14, July, June, March, May, November, October, and September. The current selection is 'September'. The spreadsheet columns include Customer, Type, Billing Month, Date, TD Job #, Agency Job Code, PO#/AABA Disbursement, and Invoice Number. The data rows show various customers like AT&T Business Solutions and ATT_06 B2B Customer Care.

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.

The screenshot shows the 'Billing Summary' tab in a spreadsheet. It displays a pivot table with columns: Item, Qty, Sales Price, Amount, and Ser. The data rows list various services and items with their corresponding quantities and amounts. For example, 'Re Email' has a quantity of 188,554 and an amount of 2,828.31. Other items include 'Re Professional Services', 'Re Software', and 'Re Print'.

(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.

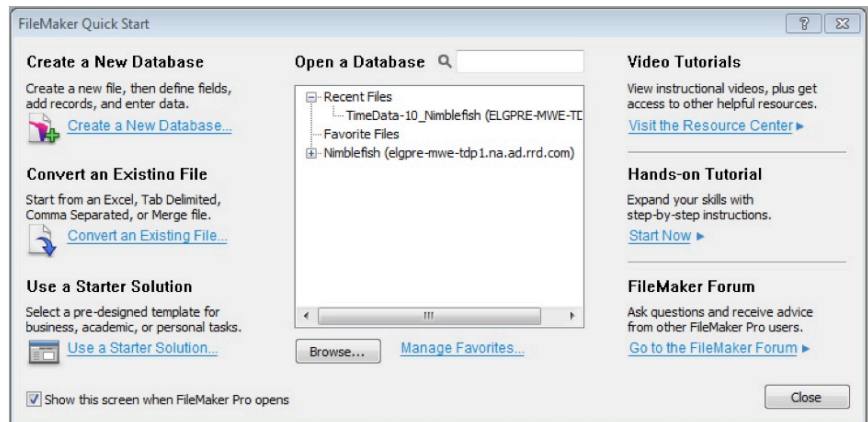
RR Donnelley uses TimeData for a number of activities, including Jobs, Tickets, Cycles, Masters, Contacts, Estimates, Billing and Shipping. For information on these other activities, see the *RR Donnelley TimeData-10 General User Guide*.

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).

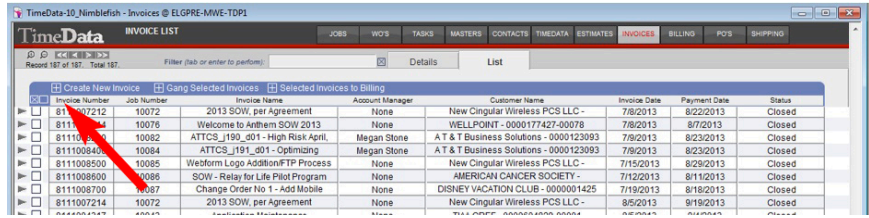
TimeData displays the Invoices list, containing all invoices that have been created thus far, for all Nimblefish clients. The listing includes invoices that are new, closed and rejected.

Invoice Number	Job Number	Invoice Name	Account Manager	Customer Name	Invoice Date	Payment Date	Status
8111007212	10072	2013 SOW, per Agreement	None	New Cingular Wireless PCS LLC -	7/8/2013	8/22/2013	Closed
8111007814	10076	Welcome to Anthem SOW 2013	None	WELLPOINT - 0000177427-00076	7/8/2013	8/7/2013	Closed
8111008200	10062	ATCS_J190_d01 - High Risk Appl.	Megan Stone	A T & T Business Solutions - 0000123093	7/9/2013	8/23/2013	Closed
8111008400	10084	ATCS_J191_d01 - Optimizing	Megan Stone	A T & T Business Solutions - 0000123093	7/9/2013	8/23/2013	Closed
8111008500	10085	Wellform Logo Addition/FTP Process	None	New Cingular Wireless PCS LLC -	7/15/2013	8/29/2013	Closed
8111008600	10086	SOW - Relay for Life Pilot Program	None	AMERICAN CANCER SOCIETY -	7/12/2013	8/11/2013	Closed
8111008700	10087	Change Order No 1 - Add Mobile	None	DISNEY VACATION CLUB - 0000001425	7/19/2013	8/18/2013	Closed
8111007214	10072	2013 SOW, per Agreement	None	New Cingular Wireless PCS LLC -	8/5/2013	9/19/2013	Closed
8111004317	10043	Application Maintenance	None	TIAA-CREF - 0000504829-00001	8/5/2013	9/4/2013	Closed
8111005533	10055	TIAA-CREF Per Schedule A-6 SOW,	None	TIAA-CREF - 0000504829-00001	8/5/2013	9/4/2013	Closed
8111007616	10076	Welcome to Anthem SOW 2013	None	WELLPOINT - 0000177427-00076	8/5/2013	9/4/2013	Closed
8111007336	10073	Per Order No. 20041230 31 S 011	None	A T & T Business Solutions - 0000123093	8/5/2013	9/19/2013	Closed
8111007337	10073	Per Order No. 20041230 31 S 011	None	A T & T Business Solutions - 0000123093	8/5/2013	9/19/2013	Closed
8111007338	10073	Per Order No. 20041230 31 S 011	None	A T & T Business Solutions - 0000123093	8/5/2013	9/19/2013	Closed
8111008000	10088	Change Order No 1 to Project Order No	None	ING AMERICAS - 0000583493-00006	8/14/2013	9/13/2013	Closed
8111008800	10088	ATCS_J192_d01 - Ethernet, drop	Megan Stone	A T & T Business Solutions - 0000123093	8/14/2013	9/28/2013	Closed
8111006203	10062	Nimblefish Nurture Engine &	None	DISNEY VACATION CLUB - 0000001425	8/19/2013	9/18/2013	Closed
8111007507	10075	Addendum to SOW dated 08/15/13	None	LO MANAGEMENT - 0000718852-00001	8/19/2013	9/18/2013	Rejected
8111005534	10055	TIAA-CREF Per Schedule A-6 SOW,	None	TIAA-CREF - 0000504829-00001	8/21/2013	9/20/2013	Closed
8111008000	10090	Addendum to SOW, dated 08/26/13	None	LO MANAGEMENT - 0000718852-00001	8/27/2013	9/25/2013	Closed
8111009100	10091	Test Job	None	KAISER PERMANENTE - 0000038119-00090	8/29/2013	9/28/2013	Rejected
8111007216	10072	2013 SOW, per Agreement	None	New Cingular Wireless PCS LLC -	9/4/2013	10/19/2013	Closed
8111005536	10055	TIAA-CREF Per Schedule A-6 SOW,	None	TIAA-CREF - 0000504829-00001	9/4/2013	10/4/2013	Closed
8111007618	10076	Welcome to Anthem SOW 2013	None	WELLPOINT - 0000177427-00076	9/4/2013	10/4/2013	Closed
8111007342	10073	Per Order No. 20041230 31 S 011	None	A T & T Business Solutions - 0000123093	9/4/2013	10/19/2013	Closed
8111007343	10073	Per Order No. 20041230 31 S 011	None	A T & T Business Solutions - 0000123093	9/4/2013	10/19/2013	Closed
8111009200	10092	Program Enhancement Order to	None	TIAA-CREF - 0000504829-00001	9/5/2013	10/5/2013	Closed
8111009300	10093	ATCS_J192_d02 - Ethernet Postcard	Megan Stone	A T & T Business Solutions - 0000123093	9/6/2013	10/21/2013	New
8111008400	10084	ATCS_J195_d01 Optimizing	Megan Stone	A T & T Business Solutions - 0000123093	9/6/2013	10/21/2013	New

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**.

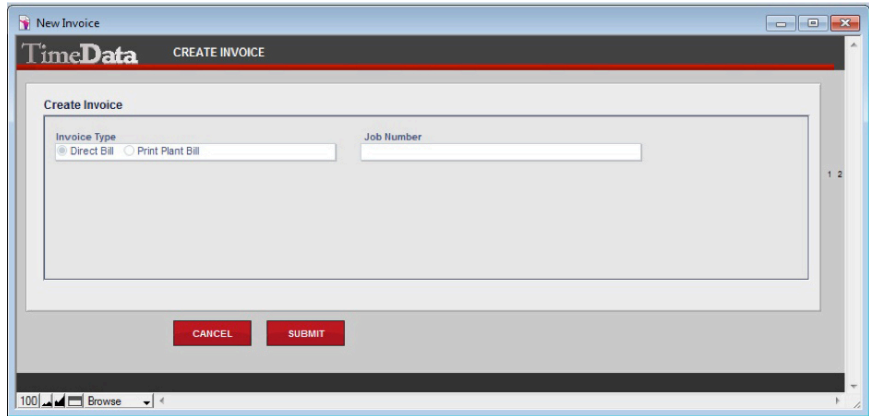
TimeData displays the **Create Invoice** window.



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

3. Click **Submit**.

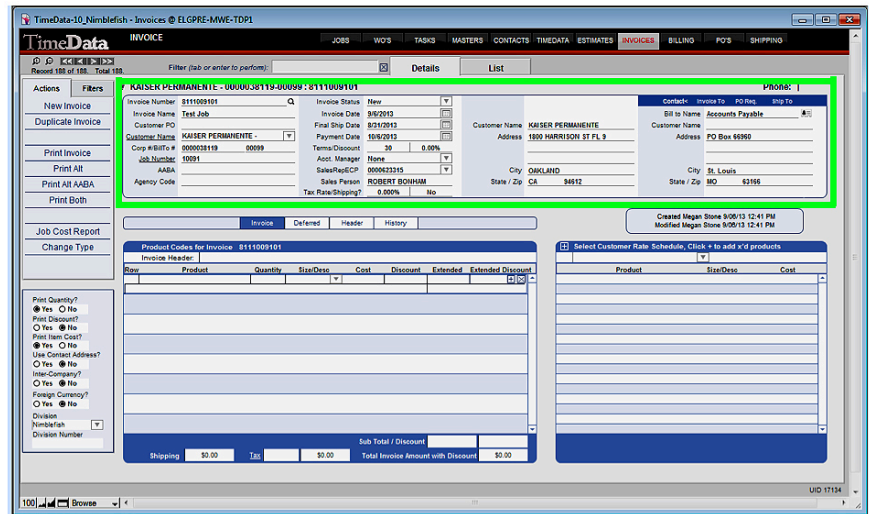
TimeData displays the **Invoice** screen. The Customer Name, Address, and Job Number fields should be already populated.



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.



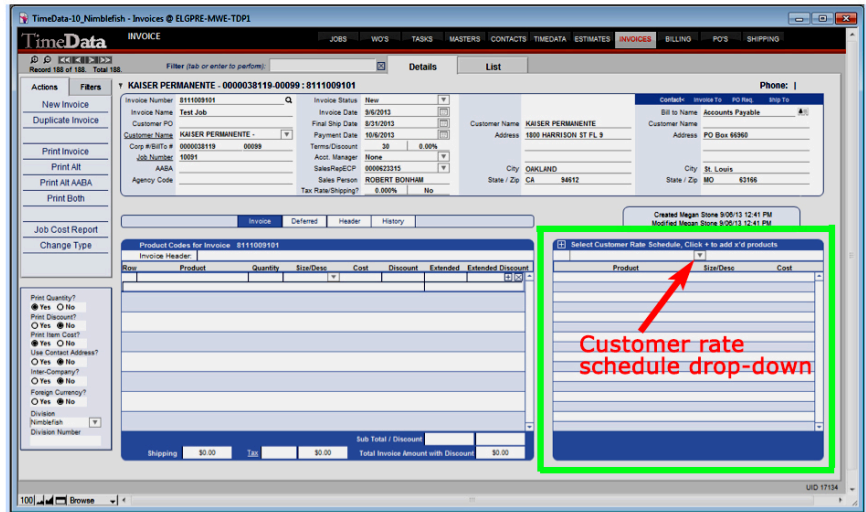
5. At the lower right quadrant of the form, click the **Customer Rate Schedule** drop-down.

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.

Select Customer Rate Schedule, Click + to add x'ed products			
Test			
	Product	Size/Desc	Cost
<input type="checkbox"/>	Implementation Fee	Each	\$100000.00
<input checked="" type="checkbox"/>	Professional Services	Each	\$10200.00
<input checked="" type="checkbox"/>	Software/Hosting	Each	\$13000.00
<input checked="" type="checkbox"/>	Touch Fee	Each	\$0.03
<input checked="" type="checkbox"/>	Program Emails	Each	\$0.02

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.

Row	Product	Quantity	Size/Desc	Cost	Discount	Extended	Extended Discount
1	Professional Services	1	Each	\$10,200.00		\$10,200.00	\$10,200.00
2	Software/Hosting	1	Each	\$13,000.00		\$13,000.00	\$13,000.00
3	Program Emails	80,435	Each	\$0.02		\$908.53	\$908.53
4	Touch Fee	80,435	Each	\$0.03		\$1,831.75	\$1,831.75

Shipping \$0.00 Tax \$0.00 Sub Total / Discount \$25,738.28 Total Invoice Amount with Discount \$25,738.28

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.

Total Amount	Cost	%	% Cost	Start Date	Months
\$25,738.28					

September, 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: 9/6/2013

Revenue Recognized
Revenue Deferred

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						

Shipping	\$0.00	Tax	\$0.00	Sub Total / Discount	\$35,000.00	\$35,000.00
Total Invoice Amount with Discount				\$35,000.00		

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
\$416.66	\$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	\$17,916.70
		\$17,083.30

prorated

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

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			
\$82,022.31									
Invoice Amount	Cost	Inv Date	Invoice Number	Status	Type				
\$82,022.31	\$0.00	09/30/13		New					
						Revenue Recognized	\$0.00		
						Revenue Deferred	\$82,022.31		
\$82,022.31		\$0.00							

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".

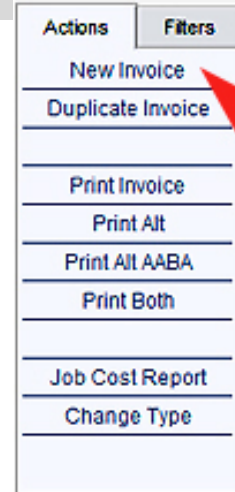
TimeData asks you if you want to Print the invoice or Save it as a PDF. If you Save it as a PDF, the PDF copy automatically goes to your workstation desktop.

- 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.



Actions	Filters
New Invoice	
Duplicate Invoice	
Print Invoice	
Print Alt	
Print Alt AABA	
Print Both	
Job Cost Report	
Change Type	



Print Quantity?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Print Discount?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Item Cost?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Use Contact Address?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Inter-Company?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Foreign Currency?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Division	Nimblefish ▼
Division Number	

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.

Invoice Number	Job Number	Invoice Name	Account Manager	Customer Name	Invoice Date	Payment Date	Status
8111007212	10072	2013 SOW, per Agreement	None	New Cingular Wireless PCS LLC -	7/8/2013	8/22/2013	Closed
8111007614	10076	Welcome to Anthem SOW 2013	None	WELLPOINT - 0000177427-00078	7/8/2013	8/7/2013	Closed
8111006200	10082	ATTCS_1190_001 - High Risk Agmt.	Megan Stone	A & T Business Solutions - 0000123093	7/9/2013	8/23/2013	Closed
8111008400	10084	ATTCS_1191_001 - Optimizing	Megan Stone	A & T Business Solutions - 0000123093	7/9/2013	8/23/2013	Closed
8111008500	10085	Webform Logo Addition/FTP Process	None	New Cingular Wireless PCS LLC -	7/15/2013	8/29/2013	Closed
8111008600	10086	SOW - Relay for Life Pilot Program	None	AMERICAN CANCER SOCIETY -	7/12/2013	8/11/2013	Closed
8111008700	10087	CHANGE Order No 1 - Add Mobile	None	DISNEY VACATION CLUB - 0000001425	7/19/2013	8/18/2013	Closed
8111007214	10072	2013 SOW, per Agreement	None	New Cingular Wireless PCS LLC -	8/5/2013	9/19/2013	Closed
8111004317	10043	Application Maintenance	None	TIAA CREF - 0000504829-00001	8/5/2013	9/4/2013	Closed
8111005533	10055	TIAA-CREF: Per Schedule A-6 SOW,	None	TIAA CREF - 0000504829-00001	8/5/2013	9/4/2013	Closed
8111007616	10076	Welcome to Anthem SOW 2013	None	WELLPOINT - 0000177427-00078	8/5/2013	9/4/2013	Closed
8111007336	10073	Per Order No. 20041230.31 S.011	None	A & T Business Solutions - 0000123093	8/5/2013	9/19/2013	Closed
8111007337	10073	Per Order No. 20041230.31 S.011	None	A & T Business Solutions - 0000123093	8/5/2013	9/19/2013	Closed
8111007338	10073	Per Order No. 20041230.31 S.011	None	A & T Business Solutions - 0000123093	8/5/2013	9/19/2013	Closed
8111009200	10099	Change Order No 1 to Project Order No	None	ING AMERICAS - 0000583493-00005	8/14/2013	9/13/2013	Closed
8111008800	10088	ATTCS_1192_001 - Ethernet drop	Megan Stone	A & T Business Solutions - 0000123093	8/14/2013	9/28/2013	Closed
8111006203	10062	Nimblefish Nurture Engine &	None	DISNEY VACATION CLUB - 0000001425	8/19/2013	9/18/2013	Closed
8111007507	10075	Addendum to SOW dated 08/15/13	None	LQ MANAGEMENT - 0000718852-00001	8/19/2013	9/18/2013	Rejected
8111005534	10055	TIAA-CREF: Per Schedule A-6 SOW,	None	TIAA CREF - 0000504829-00001	8/21/2013	9/20/2013	Closed
8111009000	10090	Addendum to SOW, dated 08/26/13	None	LQ MANAGEMENT - 0000718852-00001	8/27/2013	9/25/2013	Closed
8111009100	10091	Test Job	None	KAUSER PERMANENTE - 0000038119-00099	8/29/2013	9/28/2013	Rejected
8111007212	10072	2013 SOW, per Agreement	None	New Cingular Wireless PCS LLC -	9/4/2013	10/19/2013	Closed
8111007616	10076	Welcome to Anthem SOW 2013	None	WELLPOINT - 0000177427-00078	9/4/2013	10/4/2013	Closed
8111007336	10073	Per Order No. 20041230.31 S.011	None	A & T Business Solutions - 0000123093	9/4/2013	10/19/2013	Closed
8111009343	10073	Per Order No. 20041230.31 S.011	None	A & T Business Solutions - 0000123093	9/4/2013	10/19/2013	Closed
8111009200	10092	Program Enhancement Order to	None	TIAA CREF - 0000504829-00001	9/5/2013	10/5/2013	Closed
8111009300	10093	ATTCS_1192_002 - Ethernet Postcard	Megan Stone	A & T Business Solutions - 0000123093	9/5/2013	10/21/2013	Billing Complete
8111009400	10094	ATTCS_1195_001 Optimizing	Megan Stone	A & T Business Solutions - 0000123093	9/5/2013	10/21/2013	Billing Complete

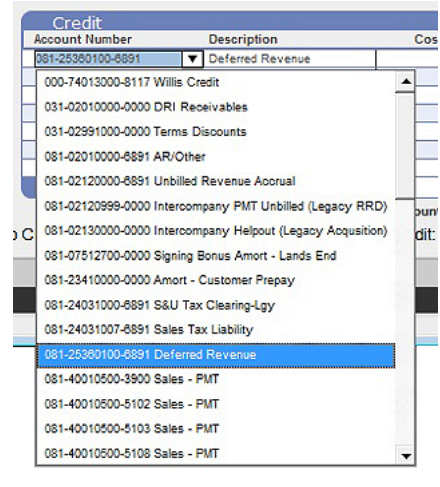
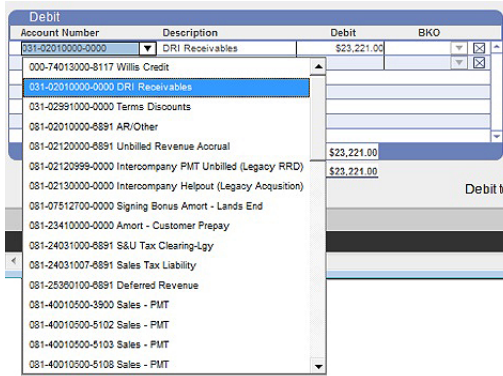
Account Number	Description	Debit	BKD	Account Number	Description	Cost	Credit
031-02510000-0000	DRI Receivables	\$9,090.54		081-2550100-0891	Deferred Revenue		\$9,090.54
Sum Debit		\$9,090.54		Sum Credit			\$9,090.54

Navigate between invoices

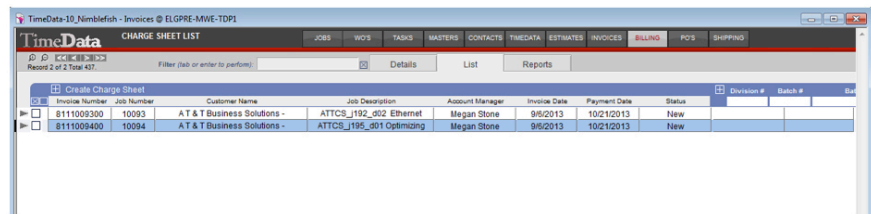
Note: If you are processing an invoice for a new client, where there is no historical data in the ledger, you must enter the Debit and Credit information manually.

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**.

Invoice Number	Job Number	Customer Name	Job Description	Account Manager	Invoice Date	Payment Date	Status	Division #	Batch #	Batched By
<input type="checkbox"/>	811100801	10088	A T & T Business Solutions -	ATTC5_1192_001 Ethernet drop	8/31/2013	10/15/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	811100901	10090	LO MANAGEMENT - 0000718852-00001	Addendum to SOW dated 082813	8/25/2013	9/24/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111007508	10075	LO MANAGEMENT - 0000718852-00001	2013 AutoRenewal	8/31/2013	9/18/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111008501	10085	New Cingular Wireless PCS LLC -	Webform Logo AdditionFTP	8/6/2013	9/19/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111007215	10072	New Cingular Wireless PCS LLC -	2013 SOW per Agreement	8/31/2013	10/15/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111004318	10043	TIA CREF - 0000604829-00001	Application Maintenance	8/31/2013	9/30/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111005535	10055	TIA CREF - 0000604829-00001	TIAACREF Per Schedule A6 SOW	8/31/2013	9/30/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111007817	10078	WELLPOINT - 0000177427-00078	Welcome to Anthem SOW 2013	8/31/2013	9/30/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111007818	10078	WELLPOINT - 0000177427-00078	Welcome to Anthem SOW 2013	9/4/2013	10/40/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111009200	10092	TIA CREF - 0000604829-00001	Program Enhancement Order to	9/5/2013	10/5/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111009300	10093	A T & T Business Solutions -	ATTC5_1192_002 Ethernet	9/6/2013	10/21/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111009400	10094	A T & T Business Solutions -	ATTC5_1195_001 Optimizing	9/6/2013	10/21/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111007244	10073	A T & T Business Solutions -	Per Order No.	9/30/2013	11/14/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111007345	10073	A T & T Business Solutions -	Per Order No.	9/30/2013	11/14/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111009301	10093	A T & T Business Solutions -	ATTC5_1192_002 Ethernet	9/30/2013	11/14/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111009401	10094	A T & T Business Solutions -	ATTC5_1195_001 Optimizing	9/30/2013	11/14/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111007508	10075	LO MANAGEMENT - 0000718852-00001	2013 AutoRenewal	9/30/2013	10/30/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111009002	10090	LO MANAGEMENT - 0000718852-00001	Addendum to SOW dated 082813	9/30/2013	10/30/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111007217	10072	New Cingular Wireless PCS LLC -	2013 SOW per Agreement	9/30/2013	11/14/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111004319	10043	TIA CREF - 0000604829-00001	Application Maintenance	9/30/2013	10/30/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111005538	10055	TIA CREF - 0000604829-00001	TIAACREF Per Schedule A6 SOW	9/30/2013	10/30/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111005539	10055	TIA CREF - 0000604829-00001	TIAACREF Per Schedule A6 SOW	9/30/2013	10/30/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111005540	10055	TIA CREF - 0000604829-00001	TIAACREF Per Schedule A6 SOW	9/30/2013	10/30/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111007819	10078	WELLPOINT - 0000177427-00078	Welcome to Anthem SOW 2013	9/30/2013	10/30/2013	Batched	81	186	Lita Kaye
<input type="checkbox"/>	8111009100	10091	KASPER PERMANENTE - 0000038119	Test Job	8/29/2013	9/28/2013	Hold	81	186	Lita Kaye

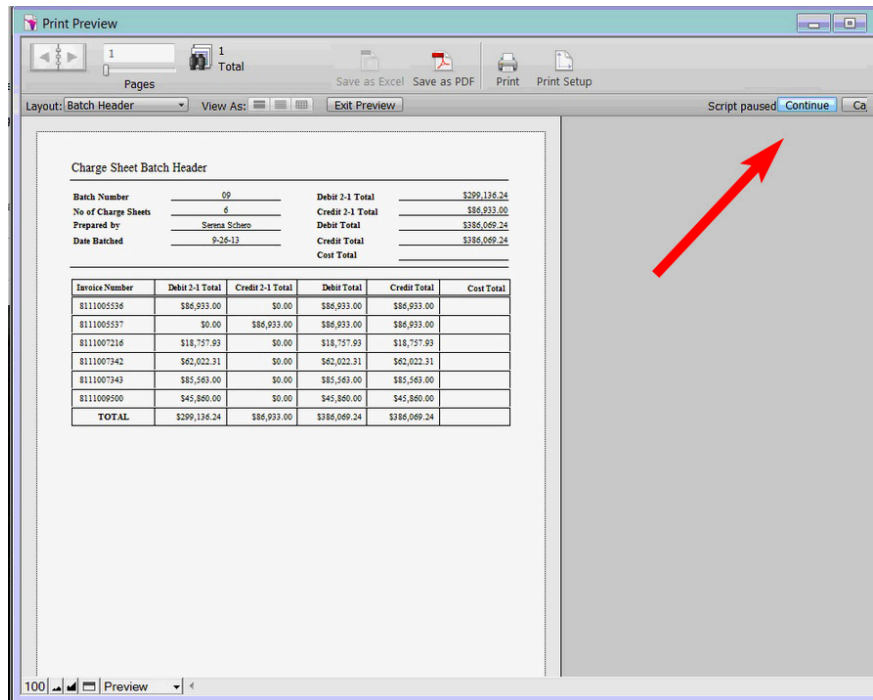
+	Division #	Batch #	Batched by
	81	186	Lita Kaye

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.



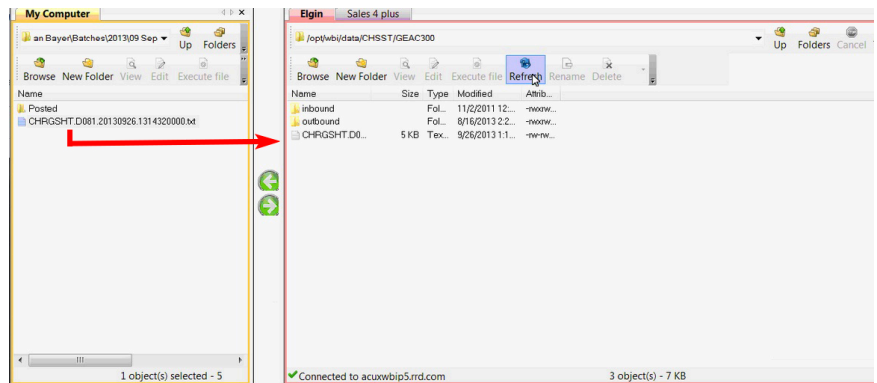
k. Click **Yes**. TimeData displays the Charge Sheet List and saves an export file on your workstation desktop.

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 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**.

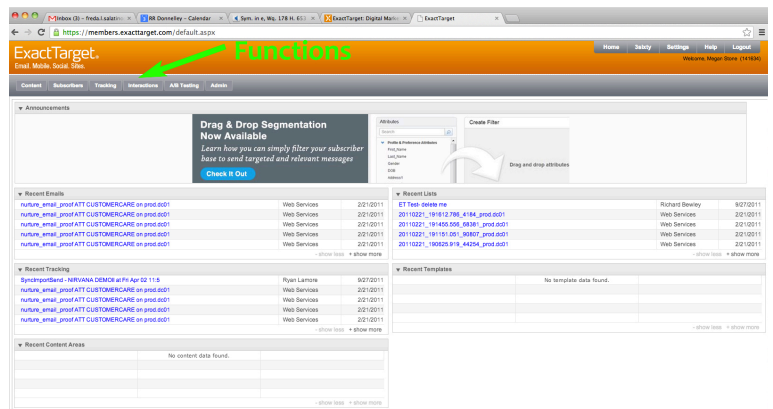
ExactTarget displays the **Account Login** screen.

- 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**.

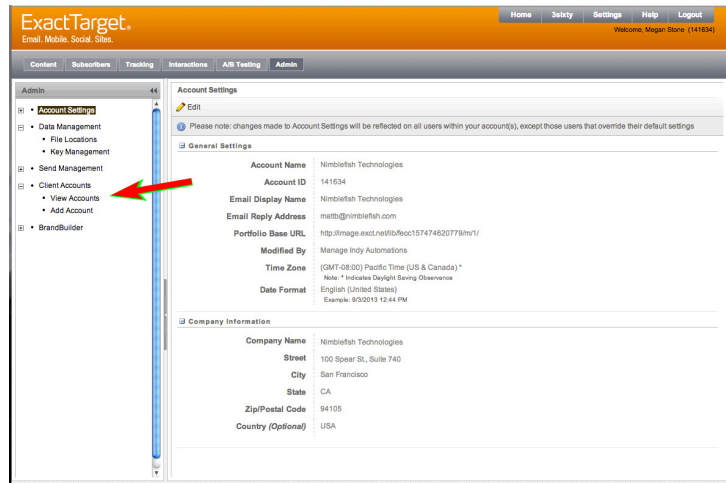


A2. Download email sends for the month just ended

a. Click **Admin**.

ExactTarget displays the Nimblefish Admin page.

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

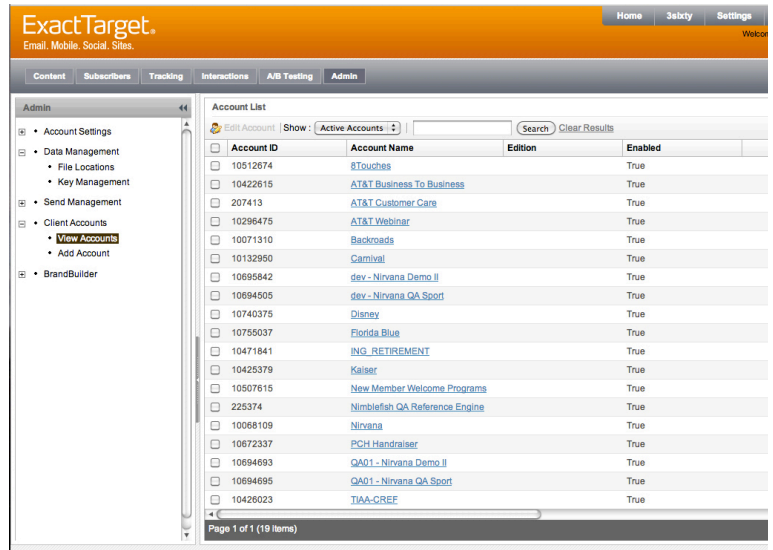


ExactTarget displays a list of accounts, sorted by Account ID, Account Name, Edition and Enabled status.

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.)

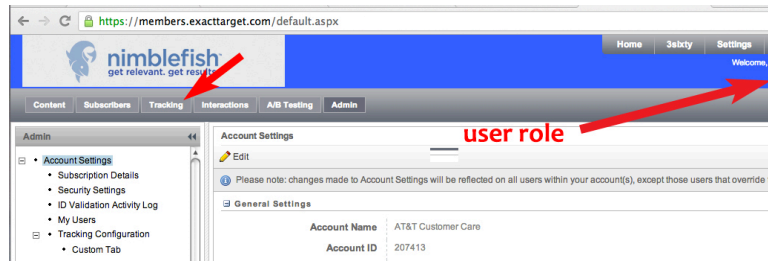
Choose the user name that is NOT `%%ChannelUser%%`.

Select a user to impersonate...

ID	Logon	Name
10081548	ChannelUser207413	%%ChannelUser%%
244321	att_b2b	AT&T B2B User

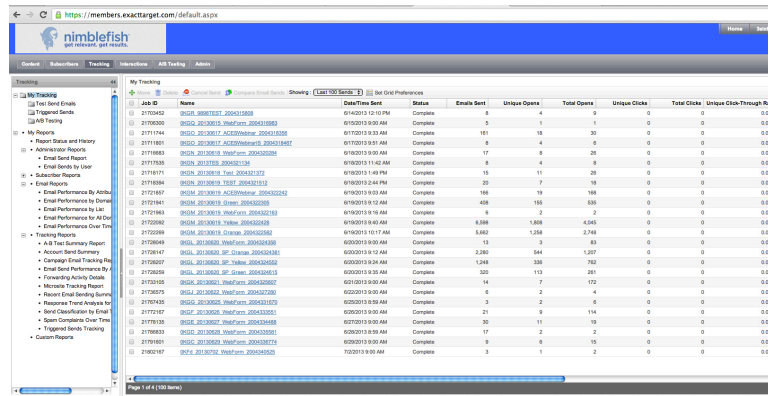
ExactTarget logs in that role and returns you to the Home screen, which now displays the Nimblefish logo.

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



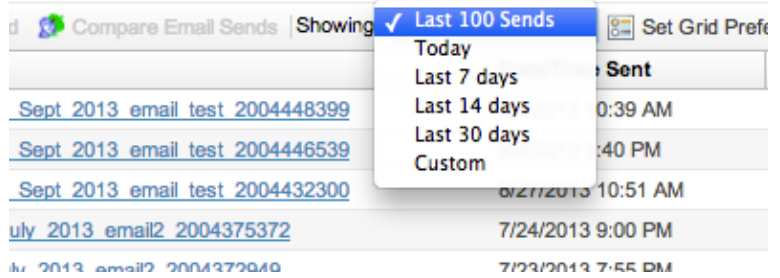
e. Click Tracking.

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



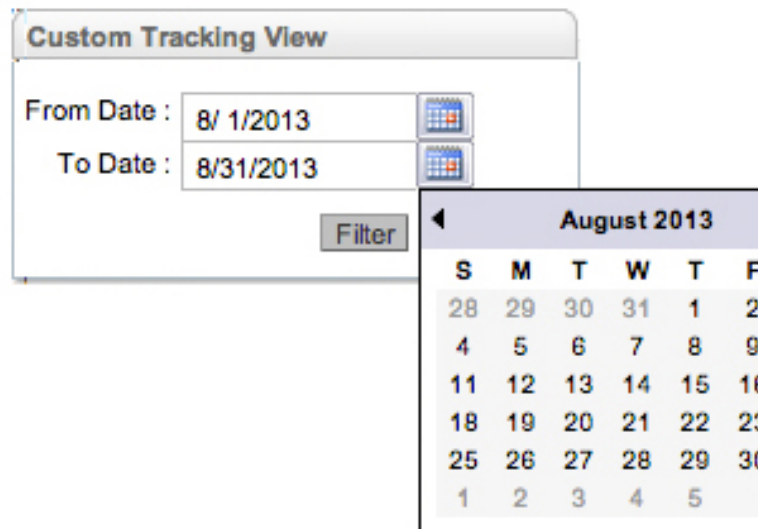
f. Change the view to Custom, so you can specify the date range for the invoices to be displayed:

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.



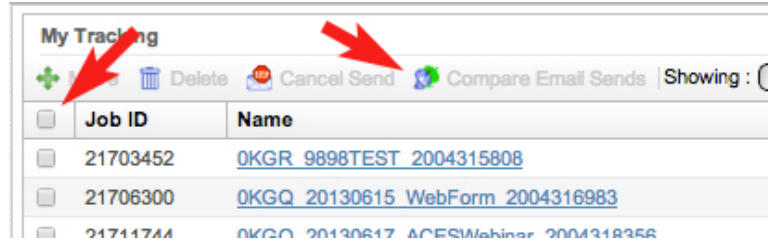
The **Showing:** field updates to display the dates you just specified.

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

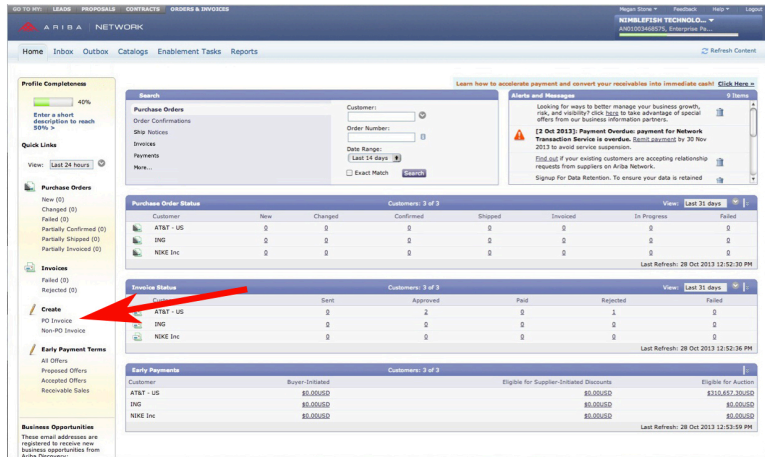
B1. Log in to Ariba

- 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.

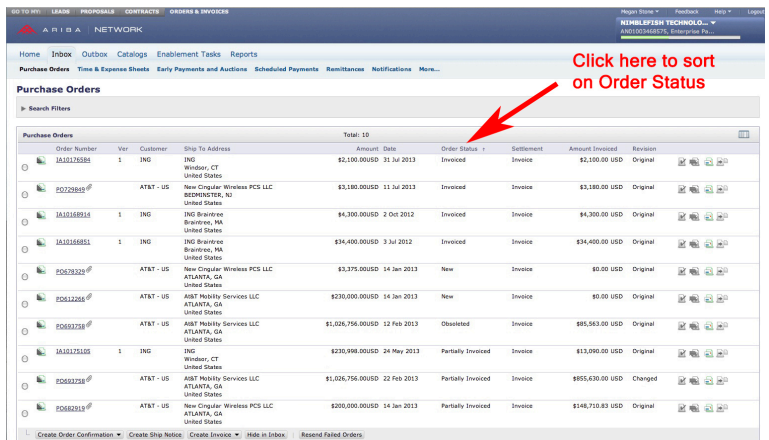
Available Tabs include **Inbox**, **Outbox**, **Catalogs**, **Enablement Tasks** and **Reports**.



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.

Purchase Order Number	Ver.	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision
PO67338	1	ING	ING Bridgewater, CT United States	\$1,100.00 USD	31 Jul 2013	Invoice	Invoice	\$1,100.00 USD	Original
PO2989	1	AT&T - US	New Cingular Wireless PCS LLC BEDFORD/TEXAS, TX United States	\$3,380.00 USD	11 Jul 2013	Invoice	Invoice	\$3,380.00 USD	Original
PO58854	1	ING	ING Bio-Phos Bridgewater, MA United States	\$4,300.00 USD	2 Oct 2012	Invoice	Invoice	\$4,300.00 USD	Original
PO58851	1	ING	ING Bio-Phos Bridgewater, MA United States	\$24,400.00 USD	3 Jul 2012	Invoice	Invoice	\$24,400.00 USD	Original
PO69329	1	AT&T - US	New Cingular Wireless PCS LLC ATLANTA, GA United States	\$3,375.00 USD	14 Jan 2013	New	Invoice	\$0.00 USD	Original
PO69229	1	AT&T - US	AT&T Mobility Services LLC ATLANTA, GA United States	\$20,000.00 USD	14 Jan 2013	New	Invoice	\$0.00 USD	Original
PO69328	1	AT&T - US	AT&T Mobility Services LLC ATLANTA, GA United States	\$1,624,794.00 USD	12 Feb 2013	Disputed	Invoice	\$85,543.00 USD	Original
PO69325	1	ING	ING Bridgewater, CT United States	\$20,994.00 USD	24 May 2013	Partially Invoiced	Invoice	\$13,000.00 USD	Original
PO69328	1	AT&T - US	AT&T Mobility Services LLC ATLANTA, GA United States	\$1,624,794.00 USD	22 Feb 2013	Partially Invoiced	Invoice	\$85,543.00 USD	Changed
PO69329	1	AT&T - US	New Cingular Wireless PCS LLC ATLANTA, GA United States	\$20,000.00 USD	14 Jan 2013	Partially Invoiced	Invoice	\$146,710.83 USD	Original

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.

Invoice #: 8111007348
Invoice Date: Wednesday 16 Oct 2013 1:32 PM GMT-07:00
Original Purchase Order: PO693258

Subtotal: \$1,199.81USD
Total Tax: \$0.00USD
Total Gross Amount: \$1,199.81USD
Total Net Amount: \$1,199.81USD
Amount Due: \$1,199.81USD

Remit To: NIMBLEFISH TECHNOLOGIES
 100 Spear St, Suite 740
 SAN FRANCISCO, CA 94105
 United States
 Remit To ID: 123093

Supplier: NIMBLEFISH TECHNOLOGIES
 100 Spear Street Suite 740
 SAN FRANCISCO, CA 94105
 United States

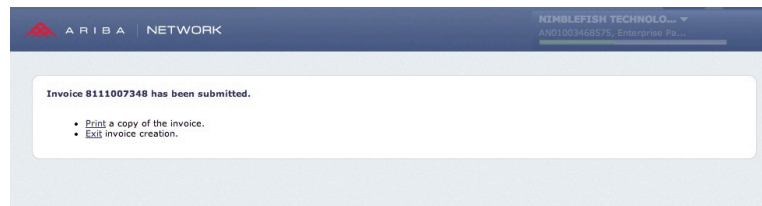
Bill To: AT&T Mobility Services LLC
 PO BOX 66960
 ST LOUIS, MO 63166-6960
 United States
 Address ID: STLYM003

Customer: AT&T Mobility Services LLC
 PO BOX 66960
 ST LOUIS, MO 63166-6960
 United States
 Address ID: STLYM003

Send Payment To Bank:
 JP Morgan Chase
 Bank Routing ID: 071000013
 Account Name: RR Donnelley

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.

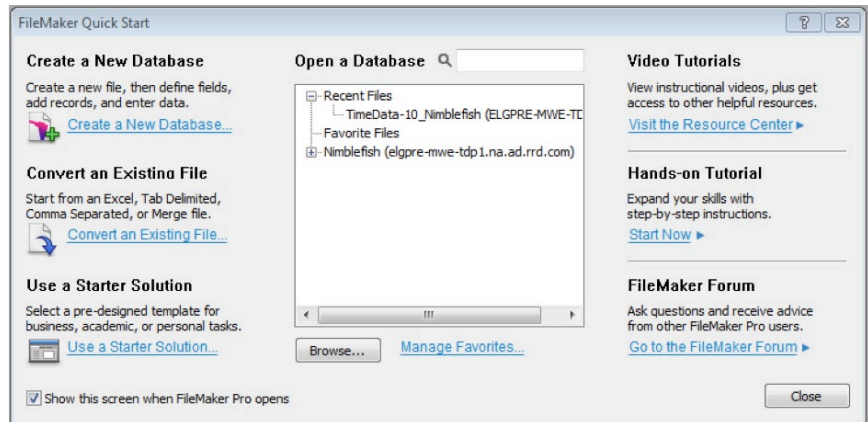
When you complete the procedure in this Appendix, rejoin the invoicing procedure at page 14 (Create the Charge Sheet).

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.

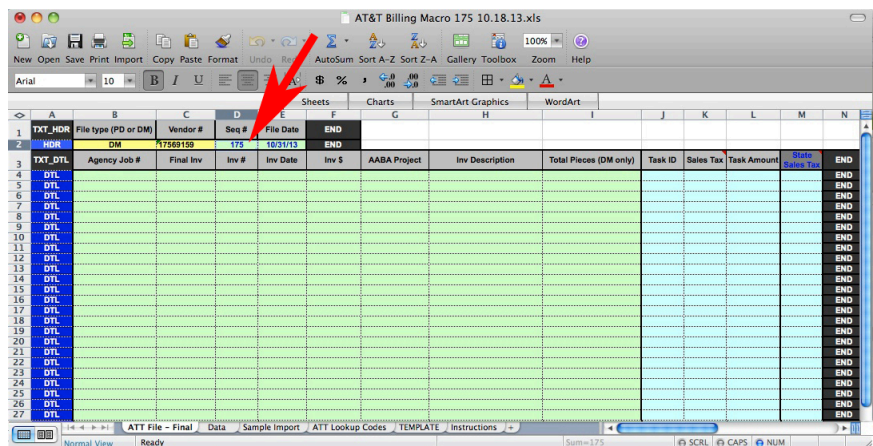
The file you receive will be named AT&T Billing MacroUSETHIS mm.dd.yy.xls, where mm=Month, dd=Day and yy=Year.

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**.



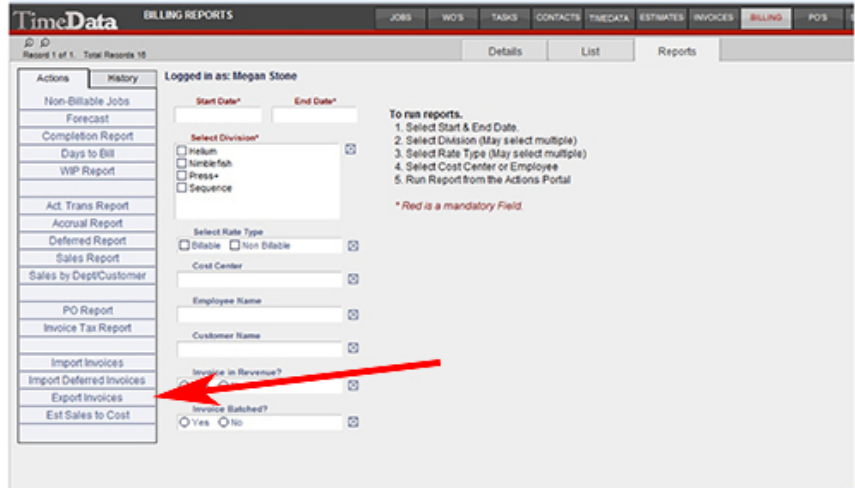
Cg. Click the TimeData **Billing** tab, then click the **Reports** sub-tab.

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...	Paste into...
InvoiceDataDetails file	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)**

Item Info (as described in Memo field)

Paste into...**AT&T Billing Macro file (Data tab)**New column combining the Product Name and Detail Notes column; see **Step CI**, below.**Note:** When copying and pasting between files or spreadsheets, it is good practice to save your work.**CI.** 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.

	I	J	K
	Product Name	Detail Notes	
.31	Program Emails	September 2013	=concatenate(I2,"-",J2)

becomes...

	I	J	K
	Product Name	Detail Notes	
31	Program Emails	September 2013	Program Emails - September 2013

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).**