Media Invoice

time space

2570 Agricola Street
Halifax, NS   B3K 4C6
Telephone: 902-429-8463

INVOICE DATE	JUL29/19	ONLINE MEDIA BILLING	INVOICE	97-I-5118
DUE DATE	AUG28/19		PAGE	1
CLIENT				
PRODUCT				
ESTIMATE				

	NET BILLABLE
GOOGLE INC (03028)	
VENDOR TOTALS	
JUL/19	4,211.96
AUG/19	4,211.96
TOTALS	8,423.92*
HALIFAX CHAMBER COMM(03029) NS	
VENDOR TOTALS	
JUL/19	151.63
AUG/19	151.63
TOTALS	303.26*
*THE WEATHER NETWORK (03086)	
VENDOR TOTALS	
JUL/19	1,684.78
AUG/19	1,684.78
TOTALS	3,369.56*
ESTIMATE TOTALS	
JUL/19	6,048.37
AUG/19	6,048.37
TOTALS	12,096.74*

		AMOUNT BEFORE TAX	12,096.74**
HST-NS	#122848666RT0001 (15.000%	OF 12,096.74)	1,814.52
		** AMOUNT DUE **	13,911.26**

Annotations

INVOICE NUMBER
97 = Last digit of the year 201**9** and the month. July = 7
I = Media Code
5118 = Unique invoice number

Estimate # references the Campaign the invoice is for. This number ties back to the budget authorization that is approved prior to purchasing media.

Media is broken out on your invoice by month and by vendor. In this example this top section is July and August media for Google.

At the bottom of the invoice the total for all vendors by month is displayed.

Media Invoice with Variances Billed

time   space

2570 Agricola Street
Halifax, NS   B3K 4C6
Telephone: 902-429-8463

INVOICE DATE AUG22/19	ONLINE MEDIA BILLING	INVOICE	98-I-5055
DUE DATE SEP21/19		PAGE	1
CLIENT			
PRODUCT			
ESTIMATE			

	NET BILLABLE
GOOGLE INC (03028)	
VENDOR TOTALS	
JUL/19	91.55CR
AUG/19	91.55
SEP/19	4,076.08
TOTALS	4,076.08*
HALIFAX CHAMBER COMM(03029) NS	
VENDOR TOTALS	
JUL/19	298.37
AUG/19	151.63CR
TOTALS	146.74*
*THE WEATHER NETWORK (03086)	
VENDOR TOTALS	
SEP/19	1,630.44
TOTALS	1,630.44*
ESTIMATE TOTALS	
JUL/19	206.82
AUG/19	60.08CR
SEP/19	5,706.52
TOTALS	5,853.26*

	AMOUNT BEFORE TAX	5,853.26**
HST-NS #122848666RT0001 (15.000% OF 5,853.26)		877.99
	** AMOUNT DUE **	6,731.25**

INVOICE NUMBER
98 = Last digit of the year 201**9** and the month. August = 8
I = Media Code
5055 = Unique invoice number

Estimate # references the Campaign the invoice is for. This number ties back to the budget authorization that is approved prior to purchasing media.

This is an example of a variance being billed back after reconciliation. In this sample Media for July would have been invoiced based on the plan in June. Once the media runs and invoices from vendors are reconciled the system determines that a credit is owed back. The system will automatically bill back the credit. Your Budget Control Report (BCR) would reflect this credit in the month the media occurred (July in this case).

In this example the credit is immediately reinvested in August. The system generates a bill for this. In the example the net effect is zero however your BCR will correctly reflect this movement of media by month.