Spotdata™

Invoice File - Open Standard

For Broadcasters

Version 3.5 – October 2008

Product

The Invoice File - Open Standard for Broadcasters provides the information needed to configure billing systems to produce the invoice file format necessary for electronic invoicing and the w2eb delivery of invoices to agencies.

File Attributes

File Title – EAAAACCYYMMDD, where = call letters, CC = century, YY = year, MM = month, DD = day. Example: Station = KCSI, 1st November, 1999, invoicing run = EKCSI19991101.

File – The file is comprised of a variable length records having variable length fields. The data must be in ASCII format. If the data originates on a machine whose native format is other than ASCII (ex EBCDIC on an AS/400), then the file must be converted to ASCII before it arrives at Spotdata.

The ASCII hex string '0D0A' (carriage return, line feed) must be used to terminate each record. The semi-colon (;) character (ASCII hex '3B') must be used to terminate each field, including the last field in each record. Each record must present all the fields appropriate for that record type, even if the field contains no value. In that case, the field would appear as two consecutive semi-colons (;;). Additional file details follow in this document.

RECORD TYPE	R/O *	RECORD CODE	COMMENTS
Agency	R	21	At the start of invoices for an agency
Station	R	22	At the start of invoices for a new station
Payee	R	23	At the start of invoices for a new payee
Standard Comment (Top)	O	24	Comment to print on all invoices above the schedule portion
Standard Comment (Bottom)	O	25	Comment to print on all invoices below the schedule portion
Invoice Header	R	31	One for each invoice
Invoice Comment (Top)	O	32	Comment to print for this invoice above the schedule portion; will print after any standard top comments
Invoice Comment (Bottom)	O	33	Comment to print for this invoice below the schedule portion; will print before any standard bottom comments
Schedule Line	R	41	One for each schedule line within an invoice
Broadcast Detail	R	51	One for each actual spot
Reconciliation Comment	O	52	As needed for each broadcast detail
Schedule Comment	O	42	Comments associated with an individual schedule line
Invoice Total	R	34	One for each invoice
Transmission Total	R	12	At the end of each transmission

Flag as Required or Optional

The sequence of the records is significant. For example, a schedule line record will be followed immediately by its schedule line comments (if any), then by the associated actual broadcast detail and reconciliation remark records (if any). Each invoice will end with an invoice total record.

A typical record sequence would be:

                   Station – R
                   Payee – R
                   Standard Comments (Top) – O
                   Standard Comments (Bottom) – O
                       Agency – R
                           Invoice Header – R
                           Invoice Comment (Top) – O
                           Invoice Comment (Bottom) – O
                                   Schedule Line – R
                                           Broadcast Detail – R
                                           Broadcast Detail – R
                                           Reconciliation Comment – O
                                           Broadcast Detail – R
                                   Schedule Comment – O
                                   Schedule Line – R
                                           Broadcast Detail – R
                                           Broadcast Detail – R
                                   Schedule Line – R
                                           Broadcast Detail – R
                           Invoice Total – R
                           Invoice Header…Invoice Total – R
                           Invoice Header…Invoice Total – R
                           Invoice Header…Invoice Total – R
                       Agency – R
                           Invoice Header…Invoice Total – R
                           Invoice Header…Invoice Total – R
                           Invoice Header…Invoice Total – R
                   Station – R
                   Payee – R
                   Standard Comments (Top) – O
                   Standard Comments (Bottom) – O
                       Agency – R
                           Invoice Header…Invoice Total – R
                   Transmission Total – R

The first field in each record will be a valid record code.

 If there is no data for a given field, it still requires a delimiter (semi-colon) to mark its position unless there are no subsequent fields in the record that contain data. A semi-colon will follow the last field that actually has data.

Some record types are optional. These records are denoted with an "O". Within some record types, some of the data is optional. Required fields are marked with an asterisk in the record descriptions that follow.

Invoices are sorted by agency within station.

The field lengths stated below are the maximum length for each field. Actual field data may range from 0 bytes up to the maximum length.

Dollar-amount fields will not contain decimal points or commas. If negative, they will be preceded by a '-'.

STATION RECORD	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	22
*CALL LETTERS	4	AN	(will be 4 numeric for LC Syscode)
*MEDIA TYPE	2	AN	TV, - Spot TV R – Spot Radio LC – Local cable C – Network Cable N – Network TV.
*BAND	2	AN	AM, FM
STATION NAME	30	AN	(for LC this will be local cable system)
ADDRESS LINE 1	30	AN	
ADDRESS LINE 2	30	AN	
ADDRESS LINE 3	30	AN	
ADDRESS LINE 4	30	AN	
*STATION COMPUTER SYSTEM	15	AN	Please use the following codes: JDS – Jefferson Pilot Data JD2 - JDS2000 COMPL - Compulink CBS – CBS GW - Group W ESGI – Enterprise MKT – Marketron COL – Columbine STAR – STARNET BDS – Broadcast Data Systems CCMS – CCMS PARA – Paradigm VCI – VCI System FBC – Fox Broadcasting Co NATLOG – Natural Broadcasting Systems DARTS – Datacount OSI – Optimal Solutions Inc WOS – WideOrbit CSI - Counterpoint
STATION GST REGISTRATION NUMBER	20	AN	Canadian station GST registration number
STATION QST REGISTRATION NUMBER	20	AN	Canadian station QST registration number

The Station Record identifies the Station for all the following invoices
until another Station Record occurs.

PAYEE RECORD	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	23
*NAME	30	AN	
*ADDRESS LINE 1	30	AN	
ADDRESS LINE 2	30	AN	
ADDRESS LINE 3	30	AN	
ADDRESS LINE 4	30	AN	

The Payee Record identifies the Payee for all the following invoices until another Payee Record occurs.

STANDARD COMMENT (TOP)	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	24
*COMMENT	130	AN	

Standard Comment records apply to all following invoices until replaced. There may be a maximum of 5 top-printing standard comments present.

STANDARD COMMENT (BOTTOM)	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	25
*COMMENT	130	AN	

Treat the same as top-printing Standard Comments.

AGENCY RECORD	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	21
*AGENCY ID	8	AN	IDB number
*AGENCY NAME	30	AN	
*ADDRESS LINE 1	30	AN	
ADDRESS LINE 2	30	AN	
ADDRESS LINE 3	30	AN	
ADDRESS LINE 4	30	AN	

The Agency Record identifies the agency for all following invoices until another Agency Record occurs.

INVOICE HEADER RECORD	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	31
REPRESENTATIVE	25	AN	
SALESPERSON	25	AN	
*ADVERTISER NAME	25	AN	
*PRODUCT NAME	25	AN	
*INVOICE DATE	6	N	YYMMDD
ORDER TYPE	15	AN	1=Trade
AGENCY ESTIMATE CODE	10	AN	
*INVOICE NUMBER	10	AN	
*BROADCAST MONTH	4	N	YYMM
INVOICE PERIOD START DATE	6	N	YYMMDD
INVOICE PERIOD END DATE	6	N	YYMMDD
SCHEDULE START DATE	6	N	YYMMDD
SCHEDULE END DATE	6	N	YYMMDD
CONTRACT START DATE	6	N	YYMMDD
CONTRACT END DATE	6	N	YYMMDD
BILLING INSTRUCTIONS	25	AN	
RATE CARD NUMBER	10	AN	
AGENCY COMMISSION FLAG	1	AN	Y = yes, N = no
SALES TAX PERCENT	10	N	Includes decimal point
AUDIENCE PERCENT (FOR TAX)	10	N	Includes decimal point
REP ORDER NUMBER	10	AN	
STATION ORDER NUMBER	10	AN	
STATION ADVERTISER CODE	8	AN	
AGENCY ADVERTISER CODE	8	AN	
STATION PRODUCT CODE	8	AN	
AGENCY PRODUCT CODE	8	AN	
STATION CONTACT	25	AN	
AGENCY CONTACT	25	AN	
DUE DATE	6	N	YYMMDD
NETWORK FOR LOCAL CABLE	4	AN	
TRADING PARTNER CODE	15	AN	
DEAL NUMBER	10	AN	
REP ID	10	AN	Industry Rep Id
PACKAGE CODE	3	N	Optional for Cable Networks
REFERENCE INVOICE NUMBER	10	AN	Invoice number being replaced
REFERENCE INVOICE CODE	2	AN	Code for Invoice being replaced
INVOICE VERSION CODE	2	AN	Code for New Invoice
NATIONAL LOCAL CODE	2	AN	N=National L=Local
PAYING REP	3	AN	

INVOICE COMMENT (TOP)	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	32
*COMMENT	130	AN	

Top-printing Invoice Comments print <u>above</u> the Schedule lines, but <u>after</u> any top-printing Standard Comments. There is no fixed limit on their number.

INVOICE COMMENT (BOTTOM)	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	33
*COMMENT	130	AN	

Bottom-printing Invoice Comments print <u>after</u> the schedule lines, but <u>before</u> any bottom-printing Standard Comments. There is no fixed limit on their number.

SCHEDULE LINE RECORD	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	41
LINE NUMBER	3	AN	
DAYS OF WEEK	7	AN	MTWTFSS - blank in a given position means this day omitted.
START TIME	4	N	HHMM military, includes leading zero
END TIME	4	N	HHMM – military, includes leading zero (if fields are zero-filled, see comment record 42)
RATE DETAIL	3	AN	
RATE PER SPOT	10	N	
NUMBER OF SPOTS SCHEDULED FOR THIS INVOICE	3	N	
LINE START DATE	6	N	YYMMDD
LINE END DATE	6	N	YYMMDD
PLAN CODE	10	AN	For Local Cable, Network code spot will run on
PACKAGE CODE	10	AN	For Local Cable, Cable System code spot will run on

To handle multiple day/time-period combinations on the same schedule line (e.g., Monday through Friday 600p to 700p, Saturday 630p to 730p), the schedule line record is repeated for each combination. The line number will be the same on all repeats, but all other fields beside the days and start/end times are ignored.

SCHEDULE COMMENT	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	42
*COMMENT	130	AN	

Schedule Comments print immediately after the associated Schedule line. There is no fixed limit on their number.

BROADCAST DETAIL	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	51
*RUN CODE	1	AN	Y = spot ran, N = spot did not run
*RUN DATE	6	N	YYMMDD
*DAY OF WEEK	1	N	Monday = 1 Sunday = 7
*TIME OF DAY	4	N	HHMM – military, include leading zero
*TYPE (SPOT LENGTH)	3	N	Seconds; for minutes: 3 = 30, 6 = 60, 12 = 120
*COPY ID	30	AN	Commercial codes - see note 1
*RATE	10	N	
CLASS	3	AN	
PIGGYBACK	6	N	Seconds split (e.g., 020010 = 20/10)
MAKEGOOD DATE 1	6	N	YYMMDD - see note 2
MAKEGOOD DATE 2	6	N	YYMMDD – see note 2
MAKEGOOD TIME 1	4	N	HHMM - military
MAKEGOOD TIME 2	4	N	HHMM - military
MAKEGOOD LINE NUMBER	3	N	
ADJUSTMENT DR	10	N	If Makegood date1 > 0000, should have rate amount
ADJUSTMENT CR	10	N	If Run code = N and spot is credited, should have credit amount
PROGRAM DESCRIPTION	40	AN	
BILLBOARD			Billboard is a composite field of:
- INDICATOR	1	A	Y,N
- LENGTH	3	N	Seconds
- VIDEO COPY ID	30	AN	See note 1
- AUDIO COPY ID	30	AN	See note 1
SERIAL NUMBER	12	N	
CABLE NETWORK	12	AN	Network code for Local cable
NETWORK INTEGRATION COST	10	N	Rate for Integration Charge
PACKAGE FOR NETWORK ONLY	3	N	Package code for the Unit

1. Eight-character Industry Standard Commercial Identification (ISCI) code. In the case of piggybacks, there should be two commercial codes separated by a space.

2. These makegood dates and times refer to the scheduled start/end dates and times of the line being made good. Some traffic systems may only provide MMDD.

RECONCILIATION REMARKS	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	52
*REMARKS	20	AN	

Reconciliation remarks are associated with actual broadcast detail records or directly with schedule line records if there are no broadcast details for the line. There is no fixed limit on their number.

INVOICE TOTAL	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	34
INVOICE CONFIRMED COST	11	N	
*ACTUAL GROSS BILLING	11	N	
*AGENCY COMMISSION	11	N	
*NET DUE	11	N	
RECONCILIATION DR	11	N	Total of 51 records' adjustment dr
RECONCILIATION CR	11	N	Total of 51 records' adjustment cr
RECONCILIATION TOTAL	11	N	
STATE TAX	11	N	
LOCAL TAX	11	N	Canadian PST tax also held here
PRIOR GROSS BALANCE	11	N	
PRIOR NET BALANCE	11	N	
NUMBER OF SPOTS	5	N	See note 1
GST (CANADA)	11	N	Canadian GST tax held here
GROSS DISCOUNTS	11	N	
NET DISCOUNTS	11	N	

1. If the Number of Spots is present, some invoices will count all 51 records, some will only count 51 records with a run code = "Y". This is dependent on the traffic system provider.

TRANSMISSION TOTAL	LENGTH	TYPE	COMMENTS
*RECORD CODE	2	AN	12
*NUMBER OF INVOICES	5	N	
*GROSS TOTAL (ACTUAL)	11	N	