Modules / Topics	Audience						Time Guide
	Super User	Finance	Admin	Production	Acc Mgmt	Media	
Introduction							
System Overview							0.50
Introduction to Ignitia	✓	✓	✓	✓	✓	✓	
Agency Setup							
Agency Organisation							1.00
Agency Details	✓	✓					
Agencies	✓	✓					
Legal Entities	✓	✓					
Offices	✓	✓					
Reporting Units	✓	✓					
Divison Mappings	✓	✓					
Print Configuration							0.50
Terms & Conditions	✓	✓					
Disclaimers	✓	✓					
Logos	✓	✓					
Document ID Configuration	✓	✓					
Agency Options							0.50
Currency Setup	✓	✓					
Configurations	✓	✓					
Intergrations							0.50
External System Setup	✓	✓					
External Code	✓	✓					
Journal Posting Errors	✓	✓					
Language							0.50
Localisation	✓	✓					
Language setup	✓	✓					
2nd Language Masterdata Translation	✓	✓					
Finance Setup							
GL Accounts							0.50
GL Account Mappings	✓	✓					
GL Allocation by Media Type	✓	✓					
Finance Rules							0.50
Booking Close	✓	✓					
Booking Recognition	✓	✓					
Payment Release Recommendation	✓	✓					
Billing Configuration	✓	✓					
Client Organisation							0.50
Clients	✓	✓					
Brands	✓	✓					
Vendor Organisation							0.50
Vendors	✓	✓					
Jurisdiction Organisation							0.50
States	✓	✓					
Cities	✓	✓					
Jurisdictions	✓	✓					
Taxes							0.50
Tax Setup	✓	✓					
Tax Rules	✓	✓					
Tax File number	✓	✓					
Master Data							
Organisation							0.50
Media Outlets	✓	✓					
Master Brands	✓	✓					
Job/Media Types							0.50
Master Media Types	✓	✓					
Media Types	✓	✓					
Media Sub Types	✓	✓					
Cost Type Reporting Group	✓	✓					
Markets							0.50
Master Market Types	✓	✓					
Market Types	✓	✓					
Markets	✓	✓					
Networks							0.50
Master Networks	✓	✓					
Networks	✓	✓					

Modules / Topics	Audience						Time Guide
	Super User	Finance	Admin	Production	Acc Mgmt	Media	
Spot Attributes							**1.00**
Media Sections	✓	✓					
Booking Units	✓	✓					
Creative Types	✓	✓					
Demographics	✓	✓					
Day Parts	✓	✓					
Formats	✓	✓					
Insertion Types	✓	✓					
Media Colours	✓	✓					
Spot Types	✓	✓					
Media							
Schedule Maintenance							**2.00**
Adding Schedules	✓	✓				✓	
Editing Schedules	✓	✓				✓	
Generate Booking Orders	✓	✓				✓	
Lock Bookings	✓	✓				✓	
Closing Schedules	✓	✓				✓	
Importing Schedules	✓	✓				✓	
Searching bookings	✓	✓				✓	
Budgets							**0.50**
Division Budget	✓	✓				✓	
Master Campaign	✓	✓				✓	
Campaign Budget	✓	✓				✓	
Ignitia Finance							
Receivables							**1.50**
Advance Invoice	✓	✓					
Standard billing	✓	✓					
Post to Core Accounting System (CAS)	✓	✓					
Payables							**1.00**
Add Invoice	✓	✓					
Reconcile	✓	✓					
Release for Payment	✓	✓					
Cash Receipts							**1.00**
Standard	✓	✓					
Advance	✓	✓					
Post to Core Accounting System (CAS)	✓	✓					
WIP							**1.00**
Media WIP	✓	✓					
Advance Payment WIP	✓	✓					
Media Accruals	✓	✓					
Contracts							**1.00**
Deals	✓	✓					
Client Contracts	✓	✓					
Vendor Contracts	✓	✓					
Volume Rebate Contracts	✓	✓					
AOR Contracts	✓	✓					
Foreign Currency							**0.50**
FX Exchange Rates	✓	✓					
FX Exchange Rate History	✓	✓					
Reporting							
Reports							**1.00**
Campaign Budget Report	✓	✓				✓	
Client Expenditure Report	✓	✓				✓	
Division Budget Report	✓	✓					
Exenditure Report	✓	✓				✓	
Media WIP Report	✓	✓					
Tax Report	✓	✓					

Modules / Topics	Audience				Time Guide
	Super User	Planner/Buyer	Finance	Admin	
Introduction					
System Overview					0.50
Introduction to Spectra MD	✓	✓	✓	✓	
Masterfiles					
Agency					1.00
Enterprise	✓			✓	
Location	✓			✓	
Agency	✓			✓	
Branch	✓			✓	
Master Client	✓	✓		✓	
Client Type	✓			✓	
Client Address	✓			✓	
Client	✓	✓		✓	
Master Product	✓	✓		✓	
Product	✓	✓		✓	
Direct Debtor	✓			✓	
Rebatee Address	✓			✓	
Rebatee	✓	✓		✓	
Media					1.00
Country	✓			✓	
State	✓			✓	
Market Type	✓			✓	
Market	✓			✓	
Master Media Type	✓			✓	
Media Type	✓			✓	
Media Sub Type	✓			✓	
Media Set	✓			✓	
Master Network	✓			✓	
Network	✓	✓		✓	
Creditor	✓		✓		
Medium Address	✓			✓	
Medium Location Address	✓			✓	
Medium	✓	✓		✓	
Data Loading					
Conversions					1.00
Overview	✓	✓		✓	
Data Suppliers	✓			✓	
Creating Conversions	✓			✓	
Amending Conversions	✓			✓	
Deleting Conversions	✓			✓	
Rates					0.50
Overview	✓	✓		✓	
Rate Loader	✓			✓	
Rate Set	✓			✓	
Broadcast Rate	✓			✓	
Rate Multipliers	✓			✓	
Rate Discounts	✓			✓	
Non-Broadcast Rate	✓			✓	
Rate Section	✓			✓	
Loading	✓			✓	
Surveys					0.50
Overview	✓	✓		✓	
Survey Loading	✓			✓	
Survey Frequency	✓			✓	
Survey Type	✓			✓	
Demographic	✓			✓	
Survey Set	✓			✓	
Survey Set Demographic	✓			✓	

Modules / Topics	Audience				Time Guide
	Super User	Planner/Buyer	Finance	Admin	
Holdings					1.00
Overview	✓	✓		✓	
File Loading	✓	✓		✓	
Process Flow	✓	✓		✓	
Reports	✓	✓		✓	
Programs					0.50
Overview	✓	✓		✓	
Program Loading	✓			✓	
Creating and Amending Programs	✓			✓	
Program Guide	✓			✓	
Mask/Daypart/Buying					1.00
Overview	✓	✓		✓	
Creating a Mask	✓	✓		✓	
Creating a Daypart	✓	✓		✓	
Buying	✓			✓	
Planning					
Analysis					1.00
Grid Analysis	✓				
Ranking Analysis	✓				
Trending Analysis	✓				
Comparison Analysis	✓				
Buying					
Buying					2.50
Schedule Plus	✓	✓		✓	
Booking Search	✓	✓		✓	
Schedule Copy	✓	✓		✓	
Purchase Order Number	✓	✓		✓	
Material Allocation	✓	✓		✓	
Reports					1.00
Schedule Report	✓	✓			
Confirmation Report	✓	✓			
Expenditure Report	✓	✓			
Booking Report	✓	✓			
Buying Report	✓	✓			
Material Instruction Report	✓	✓			
Value Added Report	✓	✓			
Exports					0.50
Booking Export	✓	✓			
Expenditure Export	✓	✓			
Schedule Export	✓	✓			
Booking Request Export	✓	✓			
Media Finance					
Billing					1.50
Invoice Run	✓		✓		
Invoice Print	✓		✓		
Invoice Transfer	✓		✓		
RCTI Run	✓		✓		
RCTI Print	✓		✓		
RCTI Transfer	✓		✓		
3rd Party Rebate adjustments	✓		✓		
Proforma Summary	✓		✓		
Invoice Summary	✓		✓		
Invoice Creditor Report	✓		✓		
Client Billing Report	✓		✓		
Credit Excess Report	✓		✓		
3rd Party Rebate Report	✓		✓		
Invoice Period Close	✓		✓		
Last invoice Date	✓		✓		

Modules / Topics	Audience				Time Guide
	Super User	Planner/Buyer	Finance	Admin	
Payment					**2.50**
First Creditors Create	✓		✓		
Reconciliation Reports	✓		✓		
Creditor Invoice	✓		✓		
Creditor Adjustment	✓		✓		
Account Query	✓		✓		
Booking Search	✓		✓		
Early Payment Cycle	✓		✓		
Payment Approved	✓		✓		
Creditors Close	✓		✓		
Cheque Print/EFT Export	✓		✓		
Cheque Summary Report	✓		✓		
Final Period Close	✓		✓		
Paid/Invoiced Reporting	✓		✓		
Account Query					**0.50**
Account Query	✓	✓	✓	✓	
Export					**1.00**
Exception Transfer	✓		✓		
EFT Export	✓		✓		
Cheque Exception Transfer	✓		✓		
Masterfile Discrepancy Listing	✓		✓		
Exception Transfer Listing	✓		✓		
Masterfile					**0.50**
Transaction Type Maintenance	✓		✓		
Media Adjustment Reason	✓		✓		
Invoice Print Option	✓		✓		
Post Analysis					
Reconciliation					**1.50**
Overview	✓	✓			
Loading	✓	✓			
Conversions	✓	✓			
Reconciliation	✓	✓			
Reports					**1.00**
Detail Report	✓	✓			
Summary Report	✓	✓			
Discrepancy Report	✓	✓			
Forecast Report	✓	✓			
Zone Split Report	✓	✓			
Position in Break Report	✓	✓			
Exports					**0.50**
Detail Export	✓	✓			
Summary Export	✓	✓			
Regional Post					**1.00**
Differences between Metro and Regional Post Reconciliation	✓	✓			
Utilities					
Security/General					**1.00**
User Maintenance	✓			✓	
Group Maintenance	✓			✓	
Update	✓				
Invoice Rollback	✓		✓		
Cheque Modification	✓		✓		
Rate Card Copy	✓			✓	
3rd Party Rebate Generation	✓		✓		
Control Table Settings	✓			✓	
Unlock Functions	✓		✓	✓	
Additional Modules					
Collation & Distribution					**1.50**
Overview	✓		✓	✓	
Set Up	✓		✓	✓	
Processing	✓		✓		

Modules / Topics	Audience				Time Guide
	Super User	Planner/Buyer	Finance	Admin	

Modules / Topics	Super User	Finance	Admin	Production	Acc Mgmt	Media	Time Guide
Introduction							
System Overview							1.00
Introduction to Spectra PF	✓	✓	✓	✓	✓	✓	
Introduction to Aura	✓	✓	✓	✓	✓	✓	
Master Data							
Accounts Receivable							1.00
Client Types	✓	✓					
Clients	✓	✓					
Products	✓	✓					
Campaigns	✓	✓					
Master Clients / Debtor Clients	✓	✓					
Client Groups	✓	✓					
Budget Clients	✓	✓					
Contacts	✓	✓					
Payment Types	✓	✓					
Accounts Payable							0.50
Supplier Types	✓	✓					
Suppliers	✓	✓					
Supplier Groups	✓	✓					
Talent Tax Rates	✓	✓					
Talent Control	✓	✓					
Contacts	✓	✓					
Payment Types	✓	✓					
Production							1.00
Job Types	✓	✓					
Project Types	✓	✓					
Projects	✓	✓					
Cost Types	✓	✓					
Cost Type Groups	✓	✓					
Job Type / Cost Type	✓	✓					
Division / Job Type	✓	✓					
Job Status Types	✓	✓					
Job Scope Types	✓	✓					
Estimate Status	✓	✓		✓			
Recovery Types	✓	✓					
Negotiated Pricing	✓	✓		✓			
General Ledger							0.50
Chart of Accounts	✓	✓					
GL Account Types	✓	✓					
GL Account Groups	✓	✓					
GL Control Account Types	✓	✓					
GL Account Allocations (Spectra MD only)	✓	✓					
Years	✓	✓					
Document Locks	✓	✓					
Master Setup							1.00
Company Details	✓	✓	✓				
Divisions	✓	✓	✓				
Division Groups	✓	✓	✓				
Division Clearing Accounts	✓	✓	✓				
Currencies	✓	✓					
Countries	✓	✓					
Tax Rates (Asia Tax activation)	✓	✓					
Employees	✓	✓	✓				
Empoyee Titles	✓	✓	✓				
Departments	✓	✓	✓				
Employees Groups	✓	✓	✓				
Employee Cost Time Rates	✓	✓	✓				
Departments	✓	✓	✓				

Modules / Topics	Audience						Time Guide
	Super User	Finance	Admin	Production	Acc Mgmt	Media	
System Administration							1.00
User Groups	✓	✓	✓				
Employee Access Rights	✓	✓	✓				
User Group Hidden Fields	✓	✓	✓				
User Group Read Only Fields	✓	✓	✓				
Purchase Order Limits	✓	✓	✓				
Logo	✓	✓	✓				
Disclaimers	✓	✓	✓				
Reports	✓	✓	✓				
Custom Export	✓	✓	✓				
Document Reference Numbers	✓	✓	✓				
Job Number Settings	✓	✓	✓				
Matched Status	✓	✓	✓				
Attachment Types	✓	✓	✓				
Expense Types	✓	✓	✓				
Configuration Options	✓	✓	✓				
Document Types	✓	✓	✓				
Global and Standard Terms	✓	✓	✓				
Master Audit Log	✓	✓	✓				
Production							
Jobs							0.50
Job Creation	✓	✓		✓	✓		
Production Brief	✓	✓		✓	✓		
Job Centre	✓	✓		✓	✓		
Time Budget Master/Slave Jobs for Retainers	✓	✓		✓	✓		
Maintain Jobs	✓	✓		✓	✓		
Studio Jobs							1.50
Setup of Divisions/Suppliers/Clients	✓	✓		✓	✓		
Process	✓	✓		✓	✓		
Production Reports	✓	✓		✓	✓		
Projects							0.25
Project Creation	✓	✓		✓			
Aura Timesheets							1.00
Timesheet Entry	✓	✓	✓	✓	✓	✓	
Timesheet Approvals	✓	✓	✓	✓	✓	✓	
Timesheet Dashboards	✓	✓	✓	✓	✓	✓	
Aura Jobs							0.50
Job Creation / Management / Review	✓	✓		✓	✓		
Job Dashboards	✓	✓		✓	✓		
Aura Purchase Orders							1.00
Purchase Order Creation	✓	✓		✓	✓		
Purchase Order Order Approval	✓	✓		✓	✓		
Estimates							1.50
Estimate Creation	✓	✓		✓	✓		
Copy Functionality or Save as a Template	✓	✓		✓	✓		
Estimate Templates	✓	✓		✓	✓		
Estimating in Other Currencies	✓	✓		✓	✓		
Estimate Print Options	✓	✓		✓	✓		
Purchase Orders							0.50
Purchase Order Creation	✓	✓		✓			
Purchase Order Templates	✓	✓		✓			
Adding a Purchase Order from an Estimate	✓	✓		✓			
Purchase Order Delivery	✓	✓		✓			
Purchase Orders in Other Currencies	✓	✓		✓			
Recoveries							0.25
Recovery Creation	✓	✓		✓			
Transfers							0.25
Transfer Creation	✓	✓		✓			
Takeups							0.25
Takeup Creation	✓	✓					
Production Reports							0.50
Production Reports Overview	✓	✓		✓	✓		
JCR / JCR Summary / JCR Dynamic	✓	✓		✓	✓		
JDR	✓	✓		✓	✓		
Aged WIP	✓	✓		✓	✓		
Job Variance	✓	✓		✓	✓		
Time	✓	✓		✓	✓		

Modules / Topics	Audience						Time Guide
	Super User	Finance	Admin	Production	Acc Mgmt	Media	
JDR Distribution							0.50
Overview	✓	✓			✓		
Adding Instructions and Comments	✓	✓			✓		
Distribution Report	✓	✓			✓		
Create a Proforma Production Invoice	✓	✓			✓		
Report Distribution	✓	✓			✓		
Time Budgeting / Retainer Reconciliation							0.50
How to set up Jobs/Projects for use	✓	✓			✓		
Adding a Budget	✓	✓			✓		
Reconciliation Report	✓	✓			✓		
Finance							
Accounts Receivable							2.50
Client Invoices							
Production Invoice Creation	✓	✓					
Creating Production Invoice from Estimate	✓	✓					
Proforma Production Invoice Creation	✓	✓					
Client Sundry Invoice Creation	✓	✓					
Proforma Sundry Invoice Creation	✓	✓					
Sundry Invoice Templates	✓	✓					
Receipting							
Receipt Creation	✓	✓					
Reversing a Receipt	✓	✓					
Reporting							
Review of Available Reports	✓	✓			✓		
Client Statements	✓	✓					
Emailing Statements and Invoices	✓	✓					
AR Balances	✓	✓			✓		
AR Dissection	✓	✓					
Accounts Payable							2.00
Supplier Invoices							
Supplier Invoice Creation	✓	✓					
Supplier Invoice Templates	✓	✓					
Talent Invoice Creation	✓	✓					
Payments							
Payment Creation	✓	✓					
Generating an EFT	✓	✓					
Emailing Remittance Advices	✓	✓					
Reversing a Payment	✓	✓					
Reporting							
Review of Available Reports	✓	✓					
AP Balance and Reports	✓	✓			✓		
AP Dissection	✓	✓					
Talent Reports	✓	✓					
Production Payment Recommendation	✓	✓					
Workflow Payment Reconciliation *	✓	✓					
General Ledger							4.50
General Ledger							
Journals	✓	✓					
Journal Templates	✓	✓					
General Ledger Reports							
Review of Available Reports from GL Year	✓	✓					
GL Dissection	✓	✓					
Management Reporting	✓	✓					
Tax Reporting							
GST Reporting	✓	✓					
Asia VAT Reporting	✓	✓					
Asia WHT Reporting	✓	✓					
Budgeting							
Budget Creation	✓	✓					
Export/Import a Budget via Excel	✓	✓					
GL Management Reporting							
Report Layouts	✓	✓					
Group Layouts	✓	✓					
Client Profitability	✓	✓					
Bank Reconciliation							
Reconciliation Process	✓	✓					
Bank Reconciliation Reports	✓	✓					

Modules / Topics	Audience						Time Guide
	Super User	Finance	Admin	Production	Acc Mgmt	Media	
Media							
Spectra MD Integration							1.00
GL Account Allocations	✓	✓				✓	
Spectra MD Media Invoices	✓	✓				✓	
Spectra MD Journals	✓	✓				✓	
Reconciling Spectra MD to Spectra PF	✓	✓				✓	
Media (ASIA ONLY)							4.00
Master Data							
Media Types	✓	✓				✓	
Media Outlets	✓	✓				✓	
Outlet Vendors	✓	✓				✓	
Market Types	✓	✓				✓	
Markets	✓	✓				✓	
Program Types	✓	✓				✓	
Programs	✓	✓				✓	
Rates	✓	✓				✓	
AOR Agreements	✓	✓				✓	
Schedule Input							
Media Schedule Creation	✓	✓				✓	
Media Schedule Templates	✓	✓				✓	
Reporting							
Media Reports	✓	✓				✓	
Media Accounting Reports	✓	✓				✓	
Finance							
Client Media Invoice Creation	✓	✓					
Proforma Media Invoice Creation	✓	✓					
AOR Invoice Creation	✓	✓					
Media Accruals	✓	✓					