Prisma – Digital Invoice Management for OX

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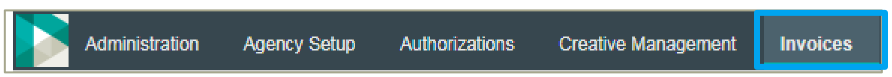
Overview

This document will help the Finance team work with invoices by showing how to add, search and manage the invoices.

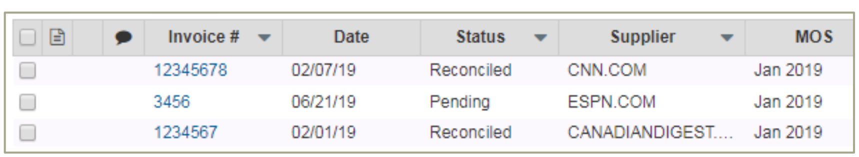
1. How to view the invoices list

1. Click **Invoices** from the **Campaign Management** drop-down menu at the top left.

✱ *Click on the star next to the invoices to set it your default application.*

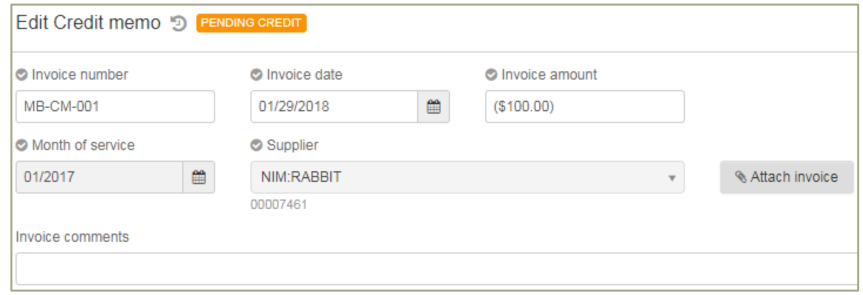


2. The invoices list is displayed, along with each invoice's status, as follows:
   - **Pending**: Invoice has not yet been reviewed for media reconciliation.
   - **Reconciled**: Status after **OK to pay** is selected and saved.
   - **Pending credit:** A previously reconciled invoice that has either a credit memo or a cash receipt added.
   - **Pending adjustment:** A previously reconciled invoice where an adjustment invoice has been added to append an additional amount to the invoice.
   - **Revision requested**: A rejected invoice that needs to be reviewed.



			Invoice #	Date	Status	Supplier	MOS
			12345678	02/07/19	Reconciled	CNN.COM	Jan 2019
			3456	06/21/19	Pending	ESPN.COM	Jan 2019
			1234567	02/01/19	Reconciled	CANADIANDIGEST....	Jan 2019

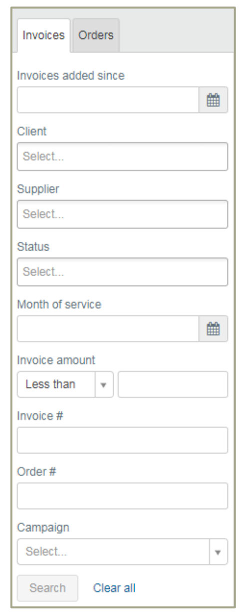
3. Click an invoice in the **Invoice #** column to view invoice details.



✱ *Only invoices in **Pending** status can be changed or deleted.*

2. How to find invoices

1. View the invoices list.
2. In the **Find invoices** page on the left, enter any search criteria (e.g., **Invoice #**, **Invoice added since** or **Order #**).



3. Click **Search.**

✱ *All invoices that match the search criteria are displayed in the updated invoice list.*

Export an invoice list & view an invoice scan

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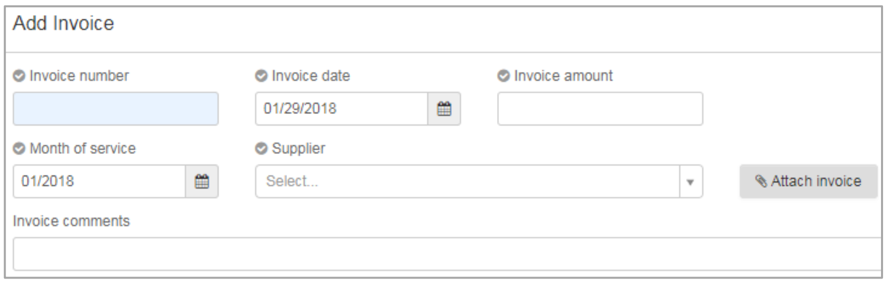
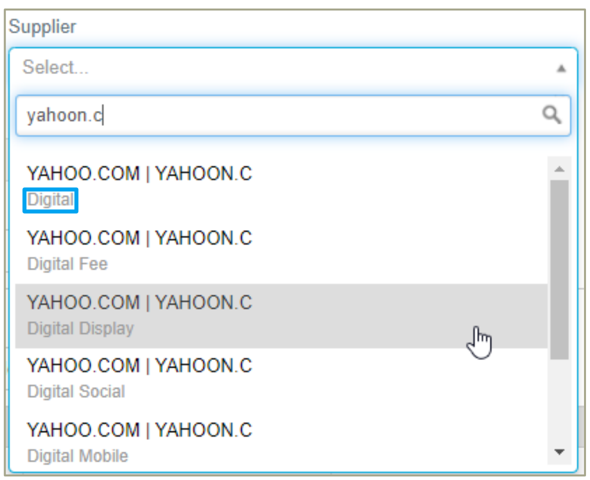
- To export the list of invoices, click Export and an Excel spreadsheet of the invoice list will be downloaded.
- To view a scanned invoice, click the scan icon in the **Scanned** column from the invoices list and a PDF file of the scan will be downloaded.

3. How to add an invoice

1. Click Add at the top left corner of the invoices home page.
2. Fill-in the required fields within the **Add invoice** window.

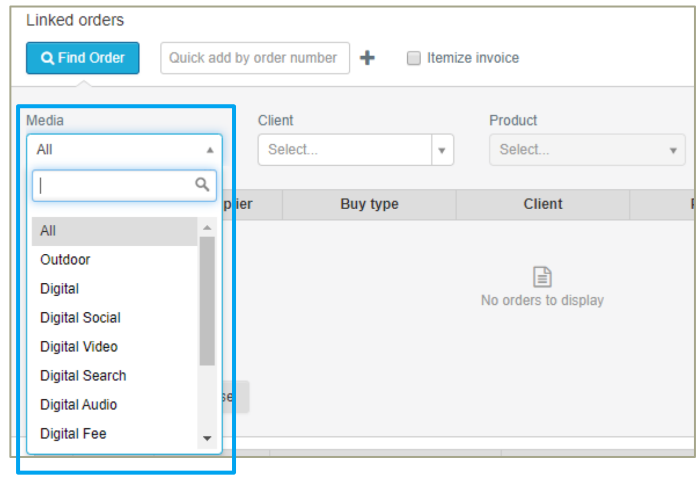


When entering a supplier, pay attention to the media type, located in smaller grey text underneath the supplier name.

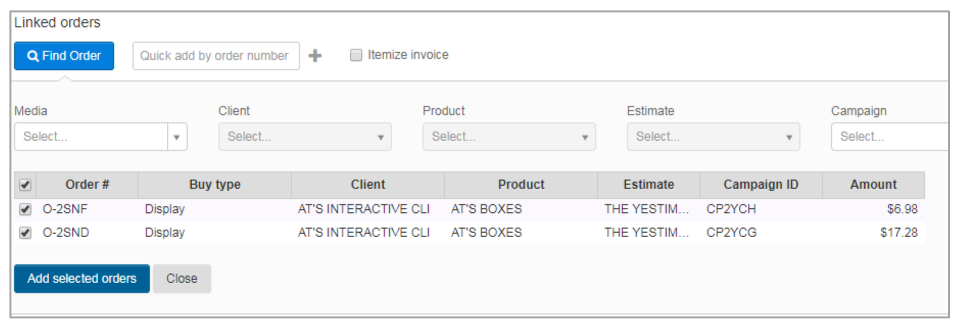


- Optionally attach a **Scan** of the invoice by clicking Attach invoice.
- Enter the order number in the **Quick search** box, to search for an order, and then click + to add.
- Alternatively, you can search for an order by entering only the **Month of Service** and **Supplier** fields and clicking Find Order.
- In the expanded **Find Order** section, select any other search area from their drop-down menus, and click **Search**.

*To ensure the list of orders contains only orders for the appropriate media type, select the proper option under the **Media** dropdown.*



- Once the list of orders appear, select those you want to add, and click Add selected orders.



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The selected orders will be displayed:

Order #	Buy type	Client	Product	Campaign	Invoice amount	
					$24.26	
O-2SNF	Display	AT2 AT'S INTERACTIVE CLI	BOX AT'S BOXES	CP2YCH Rabbit 2	$6.98	
O-2SND	Display	AT2 AT'S INTERACTIVE CLI	BOX AT'S BOXES	CP2YCG Rabbit 1	$17.28	

3. Review the displayed campaign information, and complete the rest of the fields.

✱ *If you don't complete all of the fields, you can save it as an **Incomplete** invoice.*

4. (Optional) If you want to itemize the invoice, select the **Itemize invoice** check box:

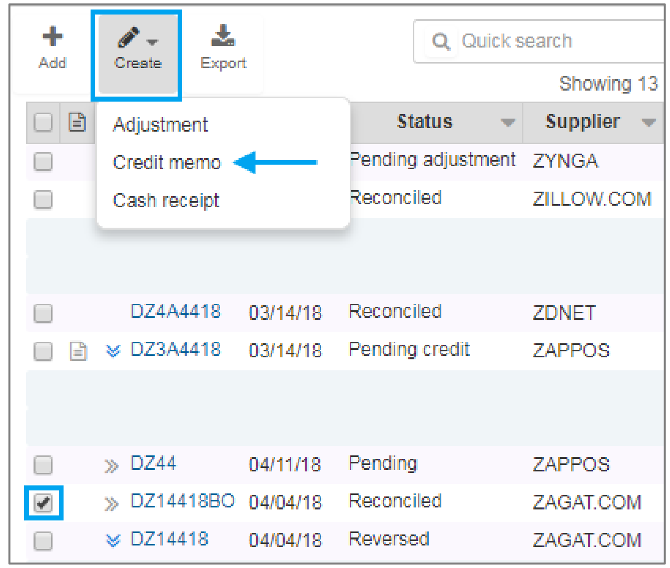
- To adjust the amounts for a placement (such as **Rate**, **Units**, or **Invoice amount**), type the new value in the respective column.
- To include or exclude a placement and its invoice amount from the invoice, click (the Include/Exclude button in the far-right column).

✱ *For itemized invoices, the itemized total must be the same as the value entered in the **Invoice amount** field for the invoice to become Pending.*

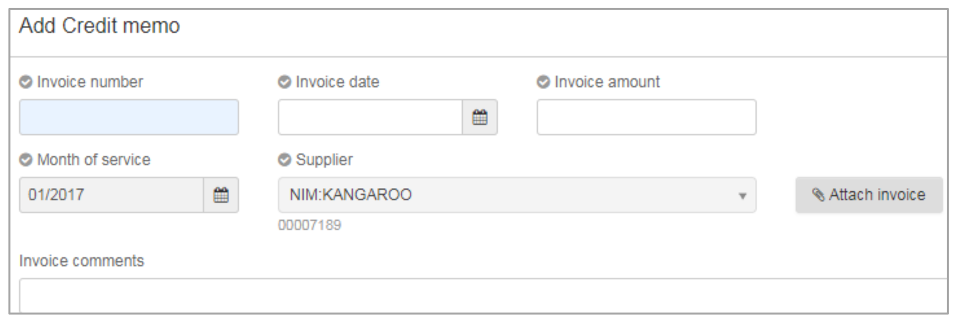
5. Click **Save**.

4. How to add a credit memo, cash receipt or adjustment to an invoice

A credit memo, cash receipt, or adjustment is issued from the supplier back to the agency to be added against a previously **Reconciled** invoice.



1. Select the invoice with the **Reconciled** status from the invoice home page and click  at the top left corner and choose one of the options from the drop-down menu.
2. Enter the **Invoice number**, and the amount you want to credit or adjust the invoice.



3. Find the reconciled placement against which you want to add the credit memo, cash receipt, or adjustment, and enter the new amount in its **Cost** column.
   - Credit memos and cash receipts must always be a negative amount.
   - Adjustments are always a positive amount.

✱ *The amount in the **Cost** column and the **Invoice amount** must be the same for you to save the credit memo, cash receipt, or adjustment.*

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4. Complete the rest of the fields, and click **Save**.

5. Reverse a reconciled invoice

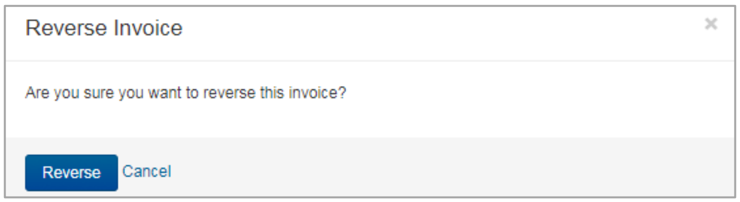
You may need to reverse a reconciled invoice if it needs to be edited, or if planners can make adjustments to buys.

✱ *You must have permission to reverse a reconciled invoice.*

1. On the Invoices home page, click the invoice in the **Invoice #** to display the reconciled invoice.

Use the filer panel or the Quick search box as needed to find the invoice.

2. At the bottom of the form, click the Reverse reconciled.
3. On the **Reverse** to confirm.



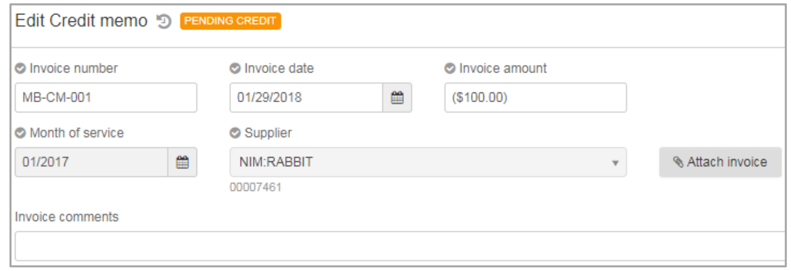
The invoice status will change to **Reversed** and the reversal is automatically sent to the supported financial system. Once the invoice is reversed, its associated buys are available for new invoices and processing.

Edit an invoice

You can only edit invoices with an **Incomplete** or the following statuses.

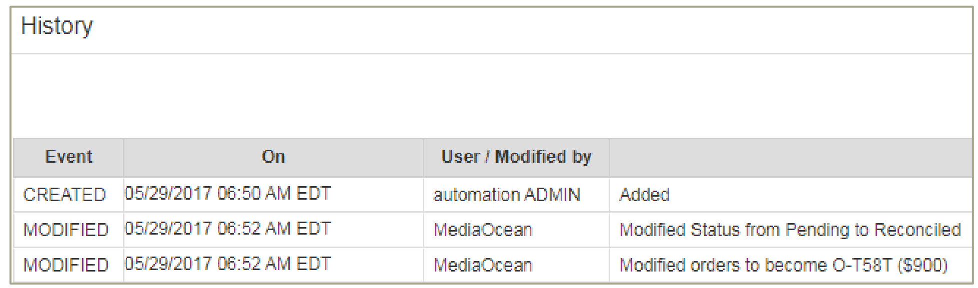
- Edit the following for invoices in a **Pending credit** or **Pending adjustment** status:
  - Invoice number
  - Invoice date
- Edit the following for invoices in a **Pending** status:
  - MOS
  - Order number

1. Display the **Invoice Details** window.



2. Make any changes and click **Save**.

3. To view invoice's history, click next to **Edit Invoice**. You'll see a list of the changes made to fields.



Reverse a Credit Memo/Cash receipt

You can reverse Credit Memo or Cash Receipt invoices to process necessary adjustments to the buys:

- If any mistake was made by applying credit to the wrong placement.
- To transfer the money back to the placement if additional changes required.

Reverse an adjustment

If you have the permissions, you can also reverse adjustments to invoices that have been reconciled and cleared to Accounts Payable.

To reverse an adjustment:

1. View the invoice's details.
2. Click the Reverse Reconciliation button in the Invoice details window.

✱ *Adjustment invoice reversal will transfer the money back to the campaign budget.*