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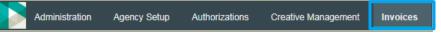
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#### **Overview**

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.

Invoice number		Invoice date		Invoice amount		
MB-CM-001		01/29/2018				
Month of service		Supplier				
01/2017	<b>#</b>	NIM:RABBIT			*	Note Attach invoice
		00007461				

\* 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 #**).

Invoices Orders	
Invoices added since	
	<b>***</b>
Client	
Select	
Supplier	
Select	
Status	
Select	
Month of service	
	<b>***</b>
Invoice amount	
Less than 🔻	
Invoice #	
Order #	
Campaign	
Select	*
Search Clear all	

#### 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



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

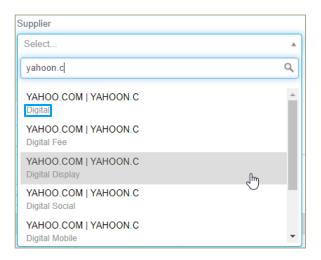
### 3. How to add an invoice

+

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

Add Invoice						
Invoice number		Invoice date 01/29/2018	<b>6</b>	Invoice amount		
Month of service		Supplier				
01/2018 Invoice comments	<b>**</b>	Select			Ŧ	% Attach invoice

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 Q 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.

Linked orders          Q Find Order       Quick add by order number       +       Itemize invoice								
Media	Clier	nt		Product				
All	▲ Se	lect	•	Select	Ψ.			
	م p ier	Buy ty	00	Client				
All	A .	Duyty	<i>p</i> o	Chent				
Outdoor Digital								
Digital Social				No orders to display				
Digital Video								
Digital Search	se							
Digital Audio Digital Fee	•							

• Once the list of orders appear, select those you want to add, and click

Add selected orders

ledia		Client	Pr	oduct	Estimate		Campaign
Select	•	Select	¥	Select 🔻	Select	Ŧ	Select
<ul> <li>Order</li> </ul>	# Ві	ıy type	Client	Product	Estimate	Campaign ID	Amount
<ul> <li>O-2SNF</li> </ul>	Display		AT'S INTERACTIVE CLI	AT'S BOXES	THE YESTIM	CP2YCH	\$6.9
<ul> <li>O-2SND</li> </ul>	Display		AT'S INTERACTIVE CLI	AT'S BOXES	THE YESTIM	CP2YCG	\$17.2

### 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 Z Rabbit 2	\$6.98	Û
O-2SND	Display	AT2 AT'S INTERACTIVE CLI	BOX AT'S BOXES	CP2YCG Rabbit 1	\$17.28	Û

- 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.

+ Add	Ø - 📩		Q Quick s	earch	
Add	Create Expo	τ		Showing 13	
	Adjustment		Status 💌	Supplier 👻	
	Credit memo <	←	Pending adjustment	ZYNGA	
	Cash receipt		Reconciled	ZILLOW.COM	
	DZ4A4418	03/14/18	Reconciled	ZDNET	
		03/14/18	Pending credit	ZAPPOS	
	» DZ44	04/11/18	Pending	ZAPPOS	
	» DZ14418BO	04/04/18	Reconciled	ZAGAT.COM	
		04/04/18	Reversed	ZAGAT.COM	

- Select the invoice with the **Reconciled** status from the invoice home page and click Create 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.

Add Credit men	no				
Invoice number		Invoice date	Invoice amount		
Month of service		Supplier			
01/2017	<b>#</b>	NIM:KANGAROO			% Attach invoice
		00007189			
Invoice comments					

- 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.

Reverse Invoice	×
Are you sure you want to reverse this invoice?	
Reverse Cancel	

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:
  - o MOS
  - o Order number
- 1. Display the Invoice Details window.

Edit Credit memo	PEN					
Invoice number		Invoice date	📀 Inv	voice amount		
MB-CM-001		01/29/2018	(\$10	D0.00)		
Month of service		Supplier				
01/2017	<b>m</b>	NIM:RABBIT			v	Note Attach invoice
		00007461				
Invoice comments						

#### 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.

History			
Event	On	User / Modified by	
CREATED	05/29/2017 06:50 AM EDT	automation ADMIN	Added
MODIFIED	05/29/2017 06:52 AM EDT	MediaOcean	Modified Status from Pending to Reconciled
MODIFIED	05/29/2017 06:52 AM EDT	MediaOcean	Modified orders to become O-T58T (\$900)

#### **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.