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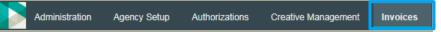
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Overview

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	#	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	

Client	
Select	
Supplier	
Select	
Status	
Select	
Month of service	

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.

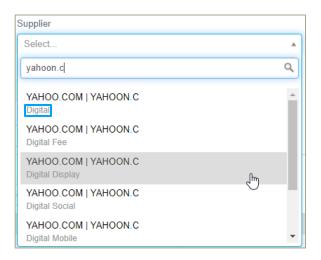
3. How to add an invoice

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- 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	6	Invoice amount		
Month of service		Supplier				
01/2018 Invoice comments	**	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
 Order 	# Ві	ıy type	Client	Product	Estimate	Campaign ID	Amount
 O-2SNF 	Display		AT'S INTERACTIVE CLI	AT'S BOXES	THE YESTIM	CP2YCH	\$6.9
 O-2SND 	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	#	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	m	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.