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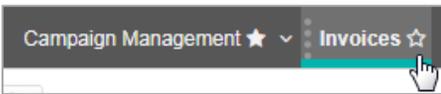
Overview

The **Invoices** module enables you to track invoices from suppliers. You can also link multiple orders against a single buy in the same invoice.

1. How to access the Invoices module

Click **Invoices** from the top navigation bar. The invoices list appears blank, and the filter criteria will show the last ran search.

* Click the star next to the **Invoices** to set it as your default. (It may appear with a Preview label.)



The list of invoices displays with information such as the invoice #, date, status, supplier, comments, and more.

2. How to find invoices

1. Click the **Invoices** module.

- In the **Find Invoices** left panel, enter the time period you want to search within in the **Invoices added since** field (required field).
- (Optional) Enter any search criteria, e.g., **Client, Supplier, Status, Month of Service**, etc, to further filter your results.
- Click **Search**.

* You can search on a date range (**Month of service or Invoices added since**, for up to 3 months with no other fields, or on a date range up to 2 years by specifying a **Client or Supplier**).

5. Once you run a search range, the invoices list is displayed, along with each invoice's status, as follows:

- Incomplete:** the invoice is missing some values (e.g., the

MOS/order) and can't be reconciled until they're added.

- Pending:** the invoice is pending reconciliation.
- Reconciled:** the invoice has been approved and sent to Accounts Payable.

- Reversed:** there are problems with the invoice.
- Pending credit:** a credit or cash receipt is pending reconciliation.
- Pending adjustment:** An adjustment is pending reconciliation.
- Rejected:** the reconciliation team has rejected the invoice.

Invoice #	Date	Status	Supplier	MOS	Order #
MB-CM-001	01/29/18	Pending credit	NIM:RABBIT	Jan 2017	(2 orders)
MB-0001	01/29/18	Pending	NIM:KANGAROO	Jan 2017	(2 orders)
INV0004	01/26/18	Reconciled	NIM:RABBIT	Jan 2017	(2 orders)

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

* To display all orders linked to an invoice, click to expand orders or click the orders in the **Order #** column.

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 reconcile an invoice

Once an invoice is in **Pending** status, you can reconcile it in the Invoices module.

Display the invoice you want to reconcile, and click **Reconcile** at the top right of the invoice form.

* If you're reconciling multiple invoices at once, select the invoices



and click **Reconcile**. You can navigate between selected invoices by clicking **PREVIOUS** or **NEXT** on the top right.

1. On the Reconcile mode, for each order or placement on the invoice double-click the line's **Approved** column and type in the approved amount. You can also select a source amount in the **Approved** column by clicking the down arrow and selecting the source/amount.

Planned	Approved
\$2,000.00	\$0.00
\$1,200.00	\$0.00
Planned	\$2,000.00
Invoice (weighted)	\$2,000.00
Invoice	\$2,000.00
Supplier	\$1,990.00
3rd party	\$1,890.00

* The **Actualized?** column will indicate whether the placement is actualized in its respective campaign, as well as what percentage of the order's placements are actualized.

2. Finish entering the **Approved** amounts until their sum is within your organization's acceptable tolerance (variance), which enables the **OK to pay** button.

* Any excluded or deleted placements will show in grey font and struck through. An icon will show to the left of the placement, indicating it is no longer available in the media plan.

Invoice	
O-3LRH CP3HCT Horizon Social 012419	
MB 3	PZ9DD
HORIZON DEMO CAMPAIGN 01241...	PZ8HP
HORIZON DEMO CAMPAIGN 01241...	PZ927
HORIZON DEMO CAMPAIGN 01241...	P12G5Z

Placement has been excluded from the media plan and is no longer available.

3. Click the **OK to pay** button.

* If the **OK to pay** button is greyed out, hover on the erroring placements to receive a message of why you can't reconcile.

Reconcile invoice #1234567 - Mar 2017 **PENDING** Unsent

YAHOO.COM | 00001011

Quick search

Invoice	Name	Placement ID	Flight start date	Flight start end	Client	Product	Rate	Buy total	Total remaining cost	Planned	Approved	Actualized?
O-RZW					Various	Various		\$4,250.00	\$4,250.00	\$2,000.00	\$2,000.00	
Placement 1		PK7MI	04/21/2017	05/21/2017	GAP	GLV	\$5.0000	\$250.00	\$250.00	\$240.00	\$400.00 w	\$0.00
Placement 2		PK7MJ	04/21/2017	05/21/2017	GAP	GLV	\$5.0000	\$200.00	\$200.00	\$240.00	\$400.00 w	\$0.00
Placement 3		PK7MK	04/21/2017	05/21/2017	HAB	SS	\$5.0000	\$2,200.00	\$2,200.00	\$240.00	\$400.00 w	\$0.00
Placement 4		PK7ML	04/21/2017	05/21/2017	HAB	SS	\$5.0000	\$1,200.00	\$1,200.00	\$240.00	\$400.00 w	\$0.00
Placement 5		PK7MM	04/21/2017	05/21/2017	HAB	SS	\$5.0000	\$400.00	\$400.00	\$240.00	\$400.00 w	\$1,200.00
O-3WTE MON212 Campaign name na...					AE1	SHO		\$1,350.00	\$1,350.00	\$800.00	\$800.00 w	\$800.00
Placement 1		TASL2	04/21/2017	05/21/2017	AE1	SHO	\$5.0000	\$550.00	\$550.00	\$150.00	\$150.00 w	\$0.00
Placement 2		TLKD34	04/21/2017	05/21/2017	AE1	SHO	\$5.0000	\$900.00	\$900.00	\$150.00	\$150.00 w	\$0.00
Placement 3		MON22	04/21/2017	05/21/2017	AE1	SHO	\$5.0000	\$200.00	\$200.00	\$500.00	\$500.00 w	\$800.00

Placement is missing buy details

One or more placements are missing fields required to transact

4. On the **OK to pay** dialog that appears, enter any optional comments about the reconciliation and click the **Submit** button.

OK to pay Invoice #1234567

Approved amount \$2,000.00

Invoice amount \$2,000.00

Comment

Submit Cancel

* The invoice's status changes to **Reconciled** and Prisma sends an update to the supported financial system.

4. How to reconcile an invoice with multiple orders

1. Display the **Invoices** module and navigate to the invoice you want to reconcile. All linked orders will show at the bottom of the form.

Add Invoice

123
 02/25/2020

10/2019
 GOOGLE.COM
 ALDO SHOES | AE1

Invoice comments

Linked orders

 Quick add by order number +
 Itemize invoice

Media: All
 Client: ALDO SHOES | AE1
 Product: Select...
 Estimate: Select...
 Campaign: Select...

<input type="checkbox"/>	Order #	Supplier	Media type	Buy type	Client	Product	Estimate	Campaign ID	Amount
<input type="checkbox"/>	O-4TYK	GOOGLE.COM	Interactive	Display	ALDO SHOES	SOCKS	022	CP9TS3	\$0.05
<input type="checkbox"/>	O-4TZL	CNBC.COM	Interactive	Various	ALDO SHOES	SOCKS	022	CP9TW7	\$934.30
<input type="checkbox"/>	O-4V9C	YAHOO!	Interactive	Display	ALDO SHOES	SHOES FOR LESS	069	CP9VF9	\$0.00
<input type="checkbox"/>	O-4W66	GOOGLE.COM	Interactive	Display	ALDO SHOES	SHOES FOR LESS	022	CP9X04	\$6.40
<input type="checkbox"/>	O-4W68	INTERACTIV...	Interactive	Display	ALDO SHOES	SOCKS	022	CP9X7J	\$0.12
<input type="checkbox"/>	O-4X2Y	INTERACTIV...	Interactive	Video	ALDO SHOES	SOCKS	022	CP9Y70	\$38.92
<input type="checkbox"/>	O-4XJF	ABCNEWS.C...	Interactive	Display	ALDO SHOES	SHOES FOR LESS	022	CP9YS8	\$2,624,050.00
<input type="checkbox"/>	O-4XK7	BEST BUY-C...	Search	Display	ALDO SHOES	SHOES	019	CP9YXB	\$3,359.34
<input type="checkbox"/>	O-4XV7	ABCNEWS.C...	Interactive	Display	ALDO SHOES	SHOES FOR LESS	022	CP9Z82	\$55,629.86
<input type="checkbox"/>	O-4Y2Y	ABCNEWS.C...	Interactive	Display	ALDO SHOES	SHOES FOR LESS	022	CP9ZF5	\$1,274.00

2. Click at the top right of the invoice form.

<input type="checkbox"/>	<input type="button" value="Print"/>	Invoice #	Date	Status	Supplier	MOS	Order #
<input type="checkbox"/>		» MB123	03/08/18	Pending	NIM:DOG	Mar 2018	(2 orders)
<input type="checkbox"/>		MB1256	03/23/18	Incomplete	NIM:DOG	Apr 2017	UNASSIGNED
<input type="checkbox"/>		MB123	03/21/18	Incomplete	NIM:DOG	Mar 2018	UNASSIGNED

3. On the Reconcile mode, for each order or placement on the invoice double-click the line's **Approved** column and type in the approved amount. You can also select a source amount in the **Approved** column by clicking the down arrow and selecting the source/amount.

* Note that all the orders that belong to one invoice MUST be approved at the same time.

Prisma – Invoice Module For Planners



Planned	Approved
\$2,000.00	\$0.00
\$1,200.00	\$0.00
Planned	\$2,000.00
Invoice (weighted)	\$2,000.00
Invoice	\$2,000.00
Supplier	\$1,990.00
3rd party	\$1,890.00

* The **Actualized?** column will indicate whether the placement is actualized in its respective campaign, as well as what percentage of the order's placements are actualized.

4. Finish entering the **Approved** amounts until their sum is within your organization's acceptable tolerance (variance), which enables the **OK to pay** button.
5. Click **Close** to go back to the **Edit invoice** window.