

Prisma – Invoice Module (Finance only)



Mediaocean Professional Services
 Digital@mediaocean.com
 www.mediaocean.com

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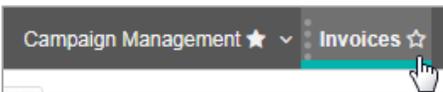
Overview

The new Prisma for Buyers Invoices module enables you to create invoices and track invoices from suppliers. Additionally, you can 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.



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

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

2. How to find invoices

1. Click the **Invoices** module.
2. In the **Find Invoices** left panel, enter the time period you want to search within in the **Invoices added since** field (required field).
3. (Optional) Enter any search criteria, e.g., **Client, Supplier, Status, Month of Service**, etc, to further filter your results.
4. 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.

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.

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3. How to add an invoice

1. Click  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
 Invoice amount

Month of service
 Supplier

Invoice comments

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

Invoice number
 Invoice date
 Invoice amount

Month of service
 Vendor and remit address

Supplier

Select...

YAHOO.COM | YAHOO.C
Digital

YAHOO.COM | YAHOO.C
Digital Fee

YAHOO.COM | YAHOO.C
Digital Display

YAHOO.COM | YAHOO.C
Digital Social

YAHOO.COM | YAHOO.C
Digital Mobile

Linked orders Quick add by ord

Order #	Buy type	Client	Product	Estimate

- Optionally attach a **Scan** of the invoice by clicking .

- 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 .
- In the expanded **Find Order** section, select any other search area from their drop-down menus, and click **Search**.

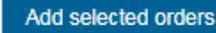
* To ensure the list of orders contains only orders for the appropriate media type, select the proper option under the **Media** dropdown.

Linked orders Quick add by order number Itemize invoice

Media

Client Product Estimate Campaign

Buy type	Client	Product	Estimate	Campaign ID	Amount
No orders to display					

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

Linked orders Quick add by order number Itemize invoice

Media Client Product Estimate Campaign

<input checked="" type="checkbox"/>	Order #	Buy type	Client	Product	Estimate	Campaign ID	Amount
<input checked="" type="checkbox"/>	O-2SNF	Display	AT'S INTERACTIVE CLI	AT'S BOXES	THE YESTIM...	CP2YCH	\$6.98
<input checked="" type="checkbox"/>	O-2SND	Display	AT'S INTERACTIVE CLI	AT'S BOXES	THE YESTIM...	CP2YCG	\$17.28

The selected orders will be displayed:

Order #	Buy type	Client	Product	Campaign	Invoice amount
O-2SNF	Display	AT2 AT'S INTERACTIVE CLI	BOX AT'S BOXES	CP2YCH Rabbit 2	\$24.26
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.

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* 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**.

Note

Canadian users will see an additional **Tax amount** field when adding an invoice. This field is available only for invoices that are entered manually in the Invoices module. Those Invoices added through the API and XML will default to the tax amount of \$0.00, which can be edited before reconciliation.

4. How to edit an invoice

You can edit invoices (and cash receipts/credit memos/adjustments) that are in **Pending** and **Incomplete** statuses. The status is visible in the invoice's header.

1. On the **Invoices** home page, click the invoice in the **Invoice #** to display the invoice.
2. Use the filter panel or the Quick search box as needed to find the invoice.
3. Make changes to any of the necessary fields, and click **Save**.

5. 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.

Invoice #	Date	Status	Supplier
		Pending adjustment	ZYNGA
		Reconciled	ZILLOW.COM
DZ4A4418	03/14/18	Reconciled	ZDNET
DZ3A4418	03/14/18	Pending credit	ZAPPOS
DZ44	04/11/18	Pending	ZAPPOS
DZ14418BO	04/04/18	Reconciled	ZAGAT.COM
DZ14418	04/04/18	Reversed	ZAGAT.COM

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.

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

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6. How to reconcile an invoice

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

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

2. 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

If a scan of the original invoice is attached, click  in the invoices header to view it in a new browser tab.

* 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.

3. 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	
0-3LRH CP3HCT Horizon Social 012419	
MB 3	PZ9DD
HORIZON DEMO CAMPAIGN 01241...	PZ8HP
HORIZON DEMO CAMPAIGN 01241...	PZ927
HORIZON DEMO CAMPAIGN 01241...	P1205Z

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

4. 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.

Total remaining cost	Planned	Actualized?	Approved	Ap
			\$3,000.00 P	
			\$3,000.00 P	
			\$2,000.00 P	
\$12,000.00	\$1,000.00	No	\$1,000.00 P	

The difference between the approved and invoice amounts exceeds the allowable variance. Difference is \$-2,000.00

5. 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.

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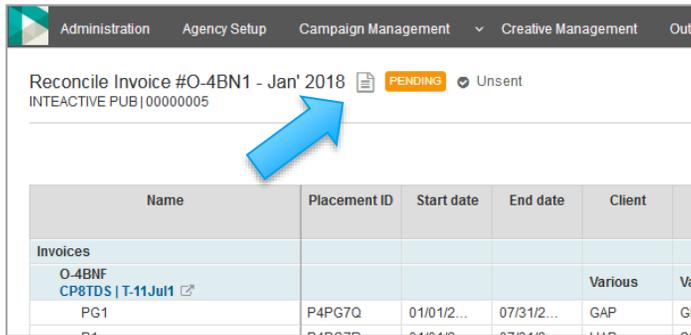
Scan

If an invoice has a scan attached to it, this column in the Invoices list displays a link to the scan. Financial users can upload a scan of an image for the invoice in Invoices.

When adding an invoice manually, click  to add a scan. You can attach only one scan per invoice.

This column in the new Invoices module doesn't have a header, but  appears if a scan is attached to the invoice. Additionally, in the new Invoices module, the Scan icon also appears in the invoice's header when you view it in the Reconcile mode.

* *When you delete an invoice, the attached scan is also deleted.*

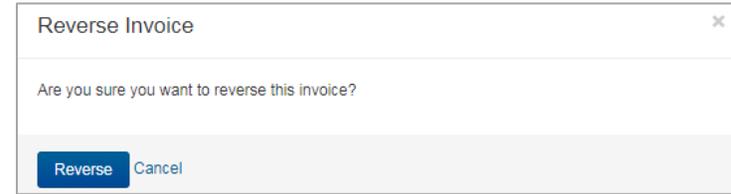


7. How to reverse a reconciled invoice

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 .
3. On the **Reverse** to confirm.



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.