MediaOcean AP Import

Users Guide

advantage

Advantage has the ability to interface accounts payable records from MediaOcean by way of our AP Import module. MediaOcean allows for agencies to export AP records using their report writer containing all the required information needed for the import. Advantage handles the cross referencing of data, manages duplicates and creates the expected journal entries needed for accounting purposes.

Settings and Notes
- Maintenance | Vendor Mapping
  - Map your MediaOcean vendors to Advantage.
  - Set the Record Source in the AP Import Template after creating the mapping.
- Maintenance | Client Mapping
  - Advantage uses the same client mapping required for the AR import to find the matching client when importing AP records. The client is only used in the AP import to find the correct GL accounts. The AP import is a non-client import that offsets accrued liability.
  - Set the Record Source in the AP Import Template after creating the mapping.
- MediaOcean provides the following information in the output file: **BOLD are required.**
  - **Vendor Code**   **Column A**
  - **Vendor Name**   **Column B**
  - **Vendor Invoice Number**   **Column C**
  - **Vendor Invoice Date**   **Column E**   **Send as MM/DD/YYYY or MMDDYY**
  - **Vendor Invoice Amount**   **Column F**   **Total for all lines**
  - **Office Code**   **Column H**
  - **Client Code**   **Column I**
  - Division Code   Column K   Optional
  - **Product Code**   **Column M**
  - **GL Net Amount**   **Column AP**
  - Comment   Column AQ   Optional
    Can send your 'Estimate' information in this text field to include a comment on the journal entry that is created by the import.
- Advantage gets:
  - The AP GL Account defaults based on the Vendor Code. AP GL Account Office Segment (only) is set based on the Office Code in the File.
  - The Accrued Liability GL Account is based on the Office related to the Client/Product as found in the C/D/P Mapping (only). Mapping required.
- General file information:
  - File should be in csv format.
  - Send data without column headers, data only.
  - See sample files for examples.

Import the Data

- Accounts Payable Module | Import - Use this module to import AP records.
    - Advantage Services can be used to automatically import the file into batches, but they must be approved/imported here. By using services, you skip the steps handled but the Wizard and simply review and approve AP batches.
    - Select Import Type: Custom
    - Select New Batch and use Wizard OR skip this step and setup Advantage Services.
    - Use the Template called "Custom Non-Client Only". This template includes special programming rules that will handle the insertion of data that cannot be done with a generic template. Select NEXT to move through the wizard and select the file to import and settings.
- The import process will complete and display data contained in the file.
    - If the file is bad (not formatted correctly), the screen will be blank.
    - If there is invalid data, you'll see red indicators on the screen. These errors must be fixed before finalizing and importing.
    - You can delete rows if you want to fix mapping and start over.
    - You can make some edits directly on screen, if needed.
    - You can use Auto Fill to update certain data, if needed.
    - GL Office and GL Account. These are programmed to come in automatically based on the Client and Product found in the Excel file.
    - Click IMPORT to finalize.

Journal Entries and Accounting

- Accounts Payable Vendor Invoices are entered in MediaOcean in order to match and reconcile media in MO.
    - By importing the AP record, Advantage books the AP amount and relieves accrued liability.
    - Checks can be written to vendors from Advantage to keep all cash transactions in a single database.
    - Standard Accounts Payable reporting is available.