

MediaOcean AR Import

Users Guide



Advantage has the ability to interface accounts receivable records from MediaOcean by way of our AR Import module. MediaOcean allows for agencies to export AR 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 | Client Mapping
 - Map your MediaOcean clients, divisions and products to Advantage.
 - MediaOcean supplies the client and the product (not the division). If possible, setup Advantage clients and divisions accordingly. The mapping system will allow you to setup a division for each client and product to map to each MO client/product combination.
 - Set the Record Source in the AR Import Template after creating the mapping.
- MediaOcean provides the following information in the output file: **BOLD are required.**

○ AR Invoice Number	Column A	
<i>A new Advantage AR Invoice Number is assigned during import. Advantage checks for duplicates in the source AR Invoice number as the import is performed.</i>		
○ Client Code	Column B	
○ Division Code	Column C	Optional
○ Product Code	Column D	
○ Office Code	Column E	
○ Invoice Date	Column F	Send MM/DD/YYYY or MMDDYY
○ Invoice Amount	Column G	
○ Sales Amount	Column H	
○ Cost of Sales Amount	Column I	
○ Offset Amount	Column J	Same as COS Amount
<i>Accrued AP or WIP Amount</i>		
○ Media Type	Column W	Valid are R, T, M, N, O, I
○ Due Date	Column X	Send MM/DD/YYYY or MMDDYY
- Advantage gets:
 - The CDP from cross reference setup.
 - AR GL Account from the Office Code in the file.
 - Sales and COS GL Accounts are set based on the Media Type (finds first avail sales class) or the office Client/Product codes in the file.
 - Offset (Accrued Liability/WIP) GL Account is set based on the Office related to the Client/Product codes in the file.
- General file information:
 - File should be in csv format.
 - Send data without column headers, data only.
 - See sample files for examples.

Import the Data

- Client Invoices Module | Import - Use this module to import AR 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 AR batches.
 - Select Import Type: Custom
 - Select New Batch and use Wizard OR skip this step and setup Advantage Services.
 - Use the Template called "Custom 1". 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

- Billing is done in MediaOcean because MO does not currently provide an insertion order import into Advantage.
 - By importing the AR record, Advantage books the AR, sales, cost of sales and accrued liability amounts. Later, when accounts payable is posted, that entry relieves accrued liability.
 - Cash receipts is handled in Advantage or can also be imported, keeping all cash transactions in a single database.
 - Standard Accounts Receivable reporting is available.
 - Profitability reporting by client includes the sales and cost of sales for these invoices which are considered manual invoices but are limited to the information that is imported and may not contain details beyond CDP and the general media category.