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Deltek WorkBook

GaleForceMedia Import Guide

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Introduction

This guide contains procedures for importing information from GaleForceMedia into WorkBook. It applies to on-premises, client/server, and cloud deployments of WorkBook.

WorkBook-GaleForceMedia Imports Overview

GaleForceMedia is a cloud-based platform from GaleForce Digital Technologies, Inc., that integrates media planning and buying so that you can research, build, place, track, and maintain both traditional and digital Media Orders.

The GaleForceMedia import into WorkBook helps you—whether you are part of an agency or in-house team—take end-to-end agency management a step further by connecting your media planning and buying activities with your project management workflow in WorkBook. Using this functionality, you can capture every media cost, commission, and Creditor Invoice within its associated WorkBook job.

You can perform the following imports from GaleForceMedia:

- Import Vendor Invoices, which creates Creditor Invoices in WorkBook.
- Import Media Orders, which creates Price Quotes and Purchase Orders in WorkBook.

This guide provides instructions for performing these tasks.

> **Attention: You must be an Advanced User and have Finance access to perform imports**.

You access this functionality via Finance & Administration **»** Export, Import, & Maintenance.

> **Tip:** This guide also provides instructions for setting up the import interface. **You must have administrator access rights to perform these setup tasks.**

Before You Begin

Prerequisites

Before you can perform any imports or exports, ensure that the following setup tasks have been completed.

- **System Variable 701** – Enable Finance Accruals on Approved Purchase Orders should be **disabled**.

- **System Variable 1037** – Enable Unit Amount Specifications on Purchase Orders must be enabled.

- **System Variable 1036** – Restrict Purchase Order Activity must be **disabled**.

- **System Variable 1102** – Creditor Voucher and Personal Expense Entries Requires to have a File Uploaded must be **disabled**.

- **System Variable 1107** – Enable and Show Activity Column in Purchase Order Lines must be enabled.

- **System Variable 1080** – Allow Manually Editing Profit Margin/Price Factor and Job Sale Amount on Creditor Invoice Lines should be enabled (recommended, not required).

- **Company Variable 69** – Enable Revisions on Price Quote must be enabled.

- Under **Settings » Activities** – Ensure that you have an activity set up for **Media Commission** with an **External Reference** of **GaleForceMediaCommissionActivity**.

- Under **Settings » Activities** – Ensure that you have activities set up for the following. Note that the external references listed must be **exact** for the imports to work, although activity names are your choice.

  - Television with an External Reference of TV

  - Radio with an External Reference of Radio

  - Print with an External Reference of Print

  - Out of Home with an External Reference of OOH

  - Digital with an External Reference of Digital

  - Mail with an External Reference of Mail

  - Other with an External Reference of Other

- A media **Supplier** can only be **linked to one Creditor**. If more than one Creditor exists, the **default** is the **first Creditor** on the list.

- As noted within the GaleForceMedia Setup instructions below, for the file to be imported successfully you must input the **WorkBook Job ID** and **Supplier ID** into GaleForceMedia.

- Additional optional GaleForceMedia fields are the **Estimate Number** (WorkBook Price Quote Number) and the **Campaign Number** (WorkBook Project Number.) All mapping is done at the job level.

Additional WorkBook Considerations and Assumptions

About Files

- For the GaleForceMedia import, you can only import CSV files into the Finance & Administration module.

- Each time that you import a set of Media Orders, you must import all of the orders in that set.

  For example, if you have 10 Media Orders for a particular job, you must export all 10 from GaleForceMedia and import all 10 into WorkBook so that the Price Quote stays intact. If you revise only 1 of the Media Orders—Media Order 2, for example—you still need to export all 10 from GaleForceMedia and import all 10 into WorkBook.

Import Destinations within WorkBook

You import multiple Media Orders and/or Creditor Invoices via the Finance & Administration module. You must have Finance access, as well as Advanced User or System Administrator access.

About Price Quotes

- All GaleForceMedia Media Orders and Vendor Invoices are imported into WorkBook in Status 40, given that they have already been approved in GaleForceMedia, Therefore, you cannot change the status to anything lower than 40 on Price Quotes (or Purchase Orders).

- One Price Quote is imported per job; however, there can be multiple Purchase Orders per Price Quote, because WorkBook creates one Purchase Order for each Supplier. When you import a Media Order, WorkBook creates a Price Quote and Purchase Order simultaneously if they do not already exist.

- When you import a Media Order, if the corresponding Price Quote does not already exist, WorkBook creates the Price Quote. If the Price Quote already exists, the previous Price Quote is canceled, and WorkBook creates a revised Price Quote.

- You can only revise the lines within a Price Quote by changing them in GaleForceMedia and then importing the revision into WorkBook; therefore, you can never delete them.

- GaleForceMedia is the source of truth. If a Media Order changes, you must re-import the revised Media Order into WorkBook.

About Purchase Orders

- The Purchase Order and the Price Quote are linked. This means that you cannot manually cancel a PO without cancelling the related PQ.

- All GaleForceMedia Media Orders and Vendor Invoices are imported into WorkBook in Status 40, given that they have already been approved in GaleForceMedia, Therefore, you cannot change the status to anything lower than 40 on Purchase Orders (or Price Quotes).

- Every time a Price Quote is revised or created, the corresponding Purchase Order(s) are also created or revised. For Purchase Orders, WorkBook continuously revises the existing Purchase Order without canceling prior versions.

- If a Purchase Order has already been settled or cancelled it is not open for revisions.

- The Purchase Order is always on the same job as the linked Price Quote, and it always has the same activity within the lines/details.

About Creditor Invoices

- Given that GaleForceMedia Vendor Invoices are electronically submitted in GaleForceMedia, a PDF or existing file is not imported into WorkBook.

- If you are setting up new media suppliers, make sure to go to Finance & Administration » Administrative Follow Up and approve the supplier (resource).

Other Considerations

- Be sure to create separate jobs for media, specifically. You do not want comingle production and media.

Key Concepts

It is important that you understand certain key concepts in GaleForceMedia before you start the processes of exporting data from GaleForceMedia and importing that data into WorkBook.

Billables

Billables are Media Orders in GaleForceMedia. These are the orders that you place for your clients, for which you bill them. You import these into WorkBook as *Purchase Orders* and *Price Quotes*.

Payables

Payables are Vendor Invoices in GaleForceMedia. These are the invoices that you pay to your station vendors for the media that you have placed. You import these into WorkBook as *Creditor Invoices*.

GaleForceMedia System Setup

Process Overview

The process for setting up GaleForceMedia so that you can export information and later import it into WorkBook involves the following tasks:

- Populate the fields in Agency Settings.
- Populate the fields in Vendor Settings (which is in the Agency Settings area).
- Populate the fields in Advertiser Settings.

Set Up GaleForceMedia

To set up GaleForceMedia in preparation for exporting information to WorkBook:

1. Log in to GaleForceMedia.
2. Navigate to the **Agency Module**.
3. Navigate to **Agency Settings**. The following figure shows an example.
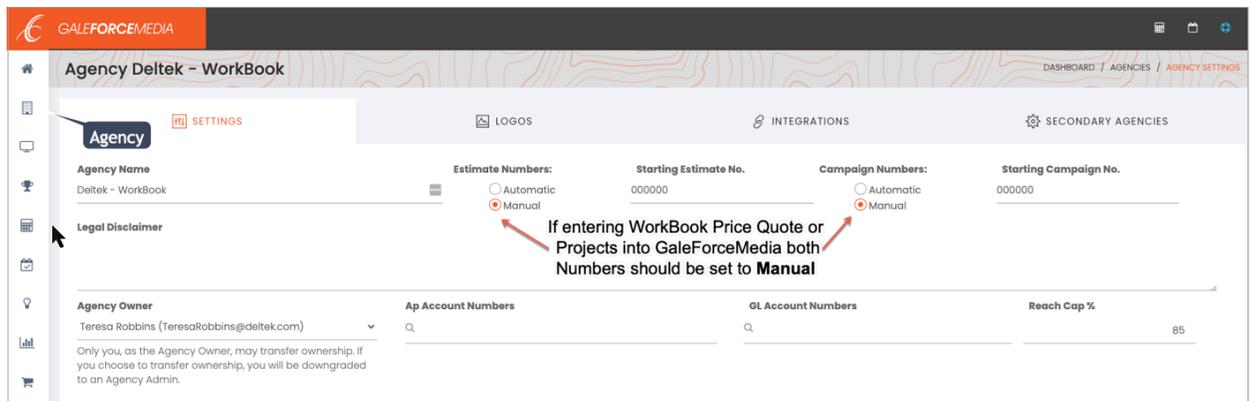
> **Tip:** Selecting **Manual** in the next two fields gives you the option to add Price Quote numbers and Project Numbers from WorkBook into these fields.

4. Select **Manual** in the **Estimate Numbers** field.
5. Select **Manual** in the **Campaign Numbers** field.

   AP Account Numbers and GL Account Numbers are not required for the WorkBook import. Leave those fields empty.
6. Navigate to the **Agency Module**.

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7. Navigate to **Vendor Settings**. The following figure shows an example.
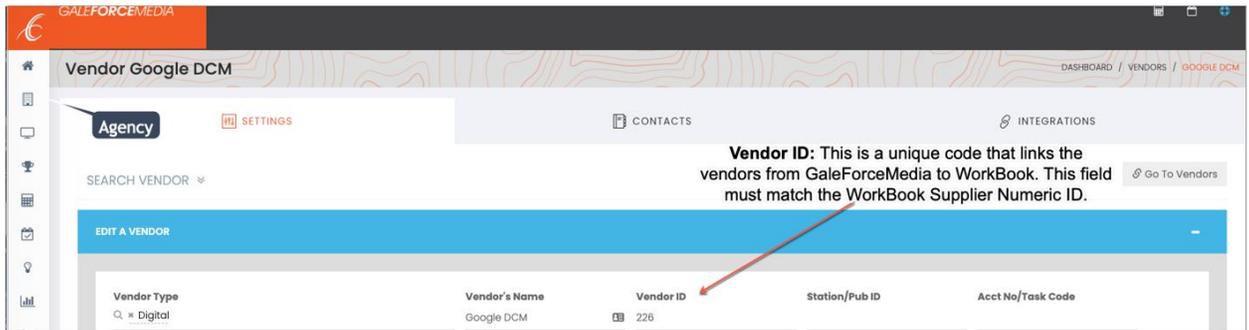
8. Enter the WorkBook Supplier Code in the **Vendor ID** field. You must enter a value in this field. This code maps a vendor in GaleForceMedia to a Supplier in WorkBook. WorkBook Supplier Codes are numeric.

9. Navigate to the **Advertiser Module**.

10. Navigate to **Advertiser Settings**. The following figure shows an example.
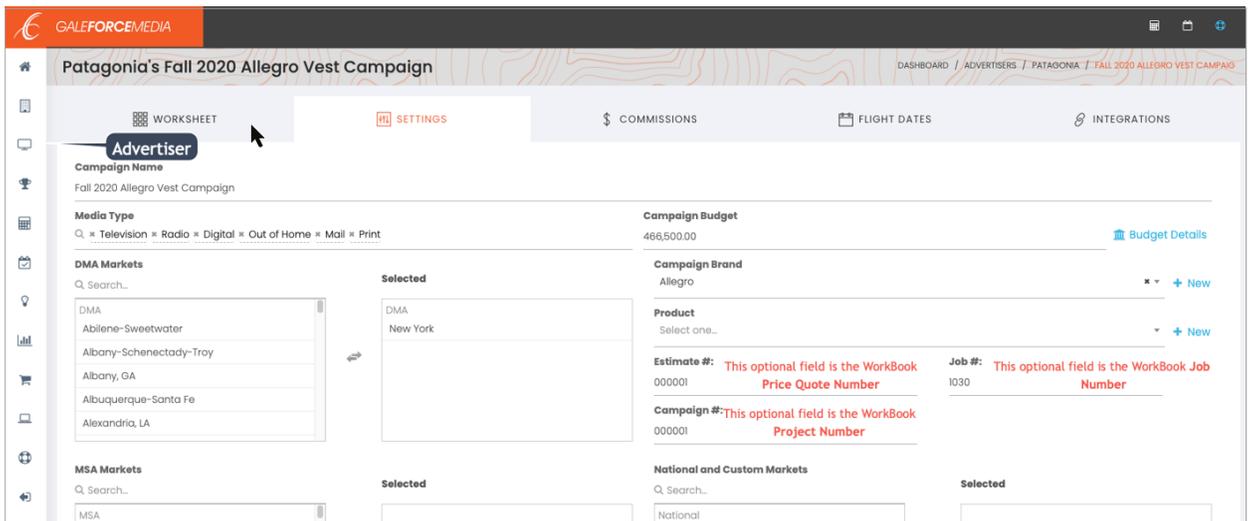
11. Enter a title for the WorkBook Price Quote in the **Estimate #** field. This field is optional.

12. Enter the WorkBook Job Number in the **Job #** field. **You must provide a value in this field**.

13. Enter the WorkBook Project Number in the **Campaign #** field. This field is optional.

The setup process is complete; next you can perform the appropriate type of export:

- Export billables that you intend to import to WorkBook as Media Orders.
- Export payables that you intend to import to WorkBook as Creditor Invoices.

Media Orders

Export Billables

> **Attention:** You must first create the orders as you normally do in GaleForceMedia before you export the billables.

To export billables:

1. Log in to GaleForceMedia.

2. Click ![cart] **My Orders** tab. The **Orders** page is displayed. The following figure shows an example.

3. Select the check box next to the orders that you want to export to WorkBook. You can select multiple Media Orders at a time.

4. Click **Accounting Exports** and choose **WorkBook**.

GaleForceMedia creates a file of billables that you can export and saves it to your computer's Downloads folder. It displays a preview of the file so that you can verify that it is ready to export. The following figure shows an example.

5. Click **Export** if the file is ready to export.

Import Media Orders

To import Media Orders:

1. Log in to WorkBook.

2. Navigate to **Finance & Administration » Export, Import, & Maintenance » GaleForceMedia Import » Media Order**. The following figure shows an example.
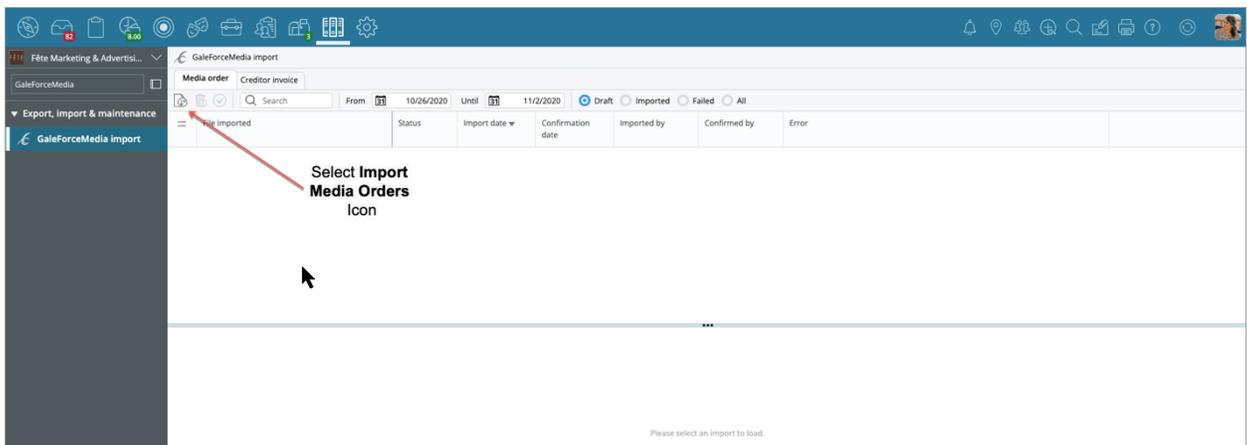
3. Click **Import Media Orders**. WorkBook displays the list of files that are in your Files folder so that you can select the file to import. The following figure shows an example.

4. Select the file that you want to import and click **OK**. After WorkBook imports the file, its status appears as Draft, as shown in the following figure.

5. Click **Confirm the Selected Import** if you are ready to import the file. WorkBook displays a confirmation dialog box. Click **Yes** to perform the import. The following figure shows an example.

> **Tip:** If you need to make a change to the Media Order and delete the file, click 🗑 **Delete Selected Import**.

> **Tip:** If the import failed, you see the first error shown in the error column. The file appears in the failed status area..

> **Note:** You can use the Search field to search the top grid, or you can filter imports in draft, imported, failed, and all statuses. You can also enter dates in the From and Until fields to search within a specific date range.

In addition to searching in the top grid, you can also search the bottom grid.

After the import process is complete, you can view the **Confirmed by** resource name, **Confirmation Date**, and **Import Date**, as well as being able to view the Media Order details on the job.


Assuming that there are no revisions to the Price Quote and/or Purchase Order(s), the import process for Media Order(s) is complete at this point.

Examples of Additional Views after the Import of Media Orders

Price Quote Lines View for Approved Price Quotes

Purchase Orders » Approved Purchase Order View

Costs Submodule **»** Open Items View

Revisions – Media Orders

Revisions – Billables and Media Orders

Prerequisites

Ensure that the following are done before you perform the revision export procedure.

- Ensure that all prerequisites described in Prerequisites have been completed.
- In GaleForceMedia, revise the Media Orders that you want to export.

Revisions – Export Billables

To export revisions – billables:

1. Log in to GaleForceMedia.

2. Click [cart icon] **My Orders** tab. The Orders page is displayed. The following figure shows an example.

3. Select the check box next to the orders that you want to export to WorkBook. You can select multiple Media Orders at a time.

4. Click **Accounting Exports** and choose **WorkBook**.

    GaleForceMedia creates a file of billables that you can export and saves it to your computer's Downloads folder. It displays a preview of the file so that you can verify that it is ready to export. The following figure shows an example.
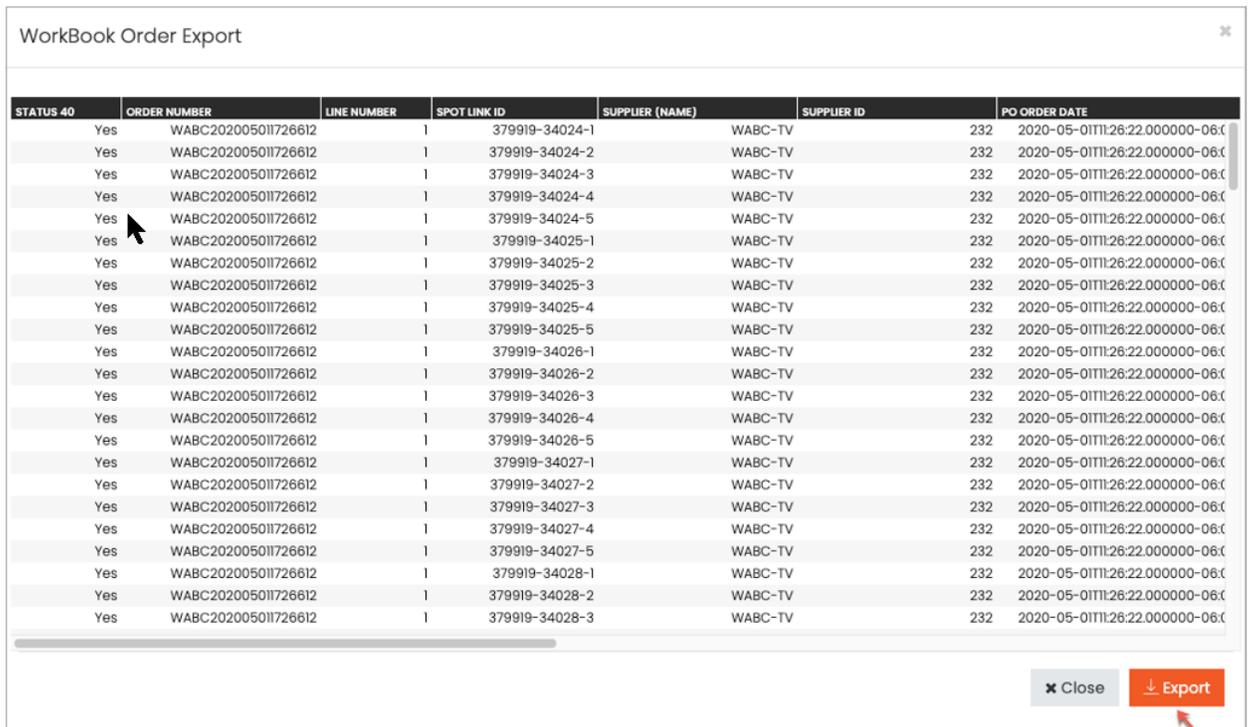
5. Click **Export** if the file is ready to export.

Revisions – Import Media Orders

To import Media Orders:

1. Log in to WorkBook.

2. Navigate to **Finance & Administration » Export, Import, & Maintenance » GaleForceMedia Import » Media Order**. The following figure shows an example.

3. Click **Import Media Orders**. WorkBook displays a list of files. The following figure shows an example.

4. Select the file that you want to import and click **OK**. After WorkBook imports the file, its status appears as Draft, as shown in the following figure.

5. Click ✅ **Confirm the Selected Import** if you are ready to import the file. WorkBook displays a confirmation dialog box. Click **Yes** to perform the import. The following figure shows an example.

Tip: If you need to make a change to the Media Order and delete the file, click 🗑 **Delete Selected Import**.

Tip: If the import failed, you see the first error shown in the error column. The file appears in the failed status area.

Note: You can use the Search field to search the top grid, or you can filter imports in draft, imported, failed, and all statuses. You can also enter dates in the From and Until fields to search within a specific date range.

In addition to searching in the top grid, you can also search the bottom grid.

After the import process is complete, you can view the **Confirmed by** resource name, **Confirmation Date**, and **Import Date**, as well as being able to view the Media Order details on the job.

The import process for revisions is complete at this point.

Examples of Additional Views after the Import of Media Orders

Price Quote Lines View for Approved Price Quote

Purchase Order Details View for Approved Purchase Order

Costs Submodule **»** Open Items View

Creditor Invoices

> **Attention:** You must first reconcile all invoices in the GaleForceMedia Reconciling module before you begin the export process. Then you must archive the matched invoices.

Export Payables

To export payables:

1. Log in to GaleForceMedia.

2. Navigate to ▦ Reconciling.

3. On the Archived Invoices tab select the check boxes next to the Vendor Invoices that you want to export. You can export multiple vendor invoices at a time. The following figure shows an example.
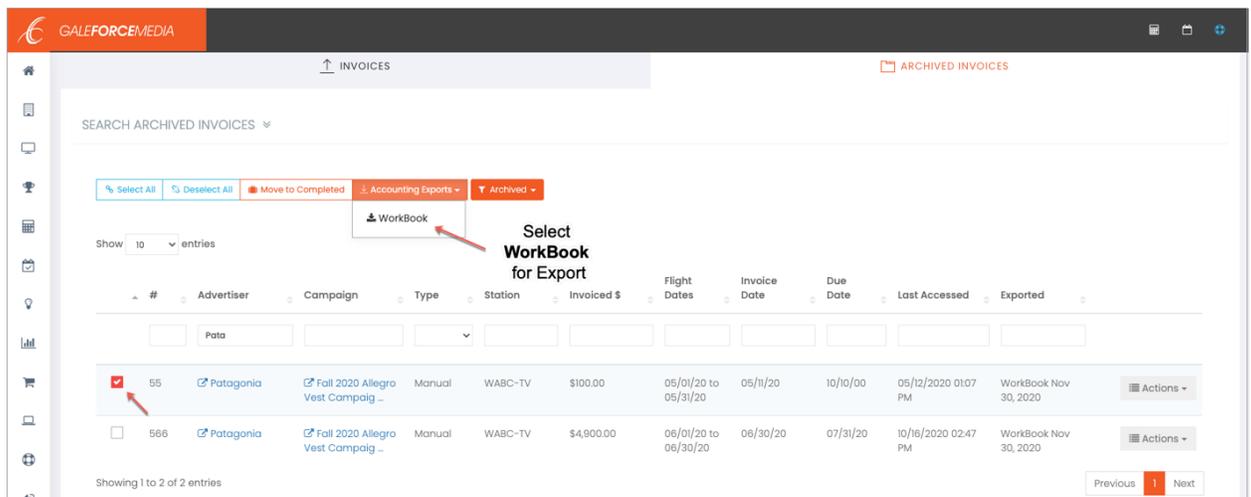
4. Click **Accounting Exports** and then choose **WorkBook** for the export as shown in the preceding figure.

   GaleForceMedia creates a file of payables that you can export and saves it to your computer's Downloads folder. A preview window displays the payable file for export so that you can verify that it is ready to export. The following figure shows an example.
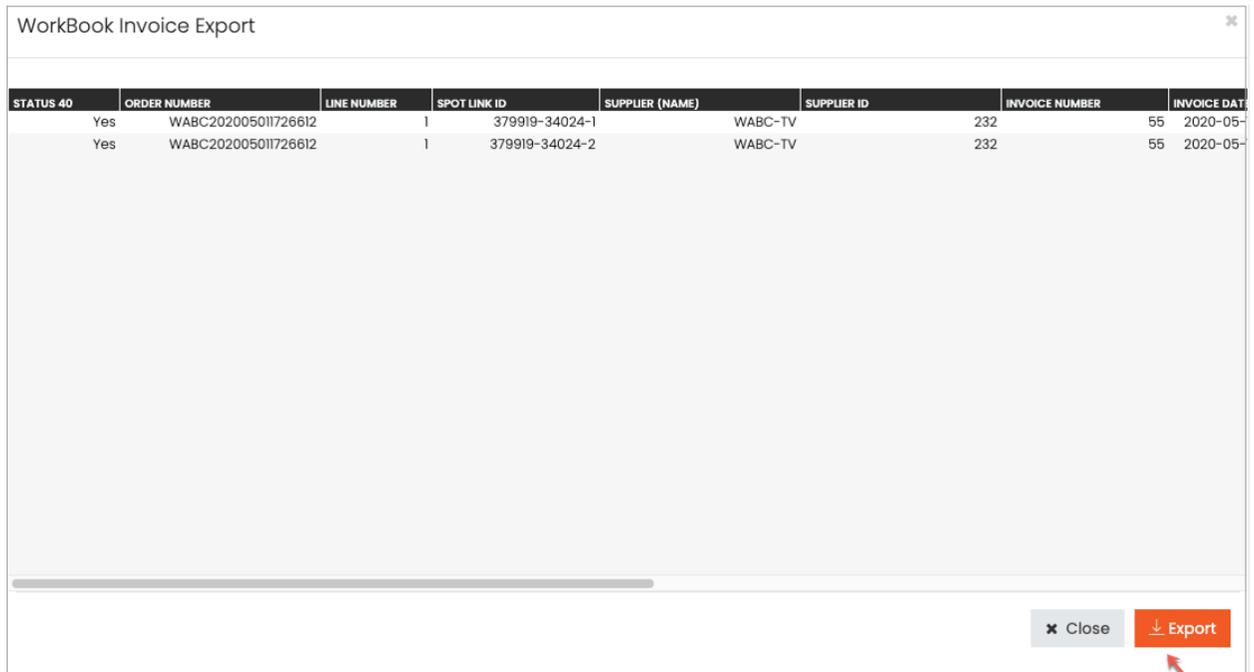
5. Click **Export** if the file is ready to export.

Import Creditor Invoices

To import Creditor Invoices:

1. Log in to WorkBook.

2. Navigate to **Finance & Administration » Export, Import, & Maintenance » GaleForceMedia Import » Creditor Invoice**. The following figure shows an example.
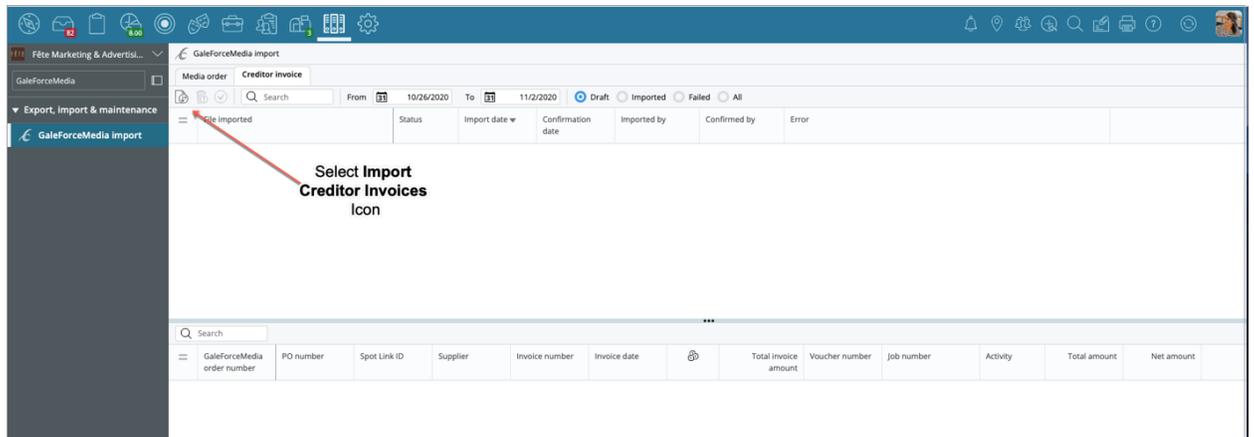
3. Click **Import Creditor Invoice**. WorkBook displays a list of files. The following figure shows an example.
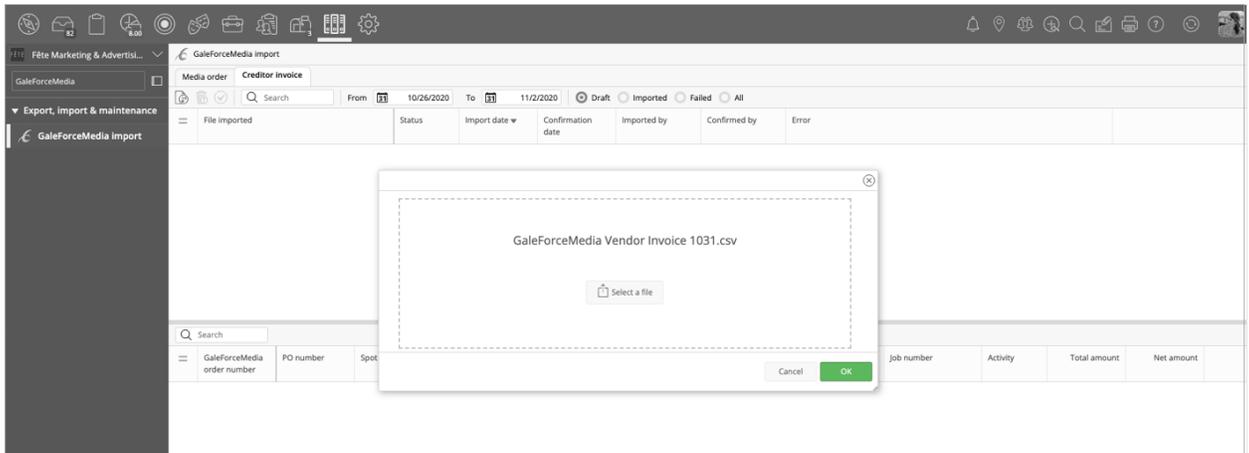
4. Select the file that you want to import and click **OK**. After WorkBook imports the file, its status appears as Draft, as shown in the following figure.
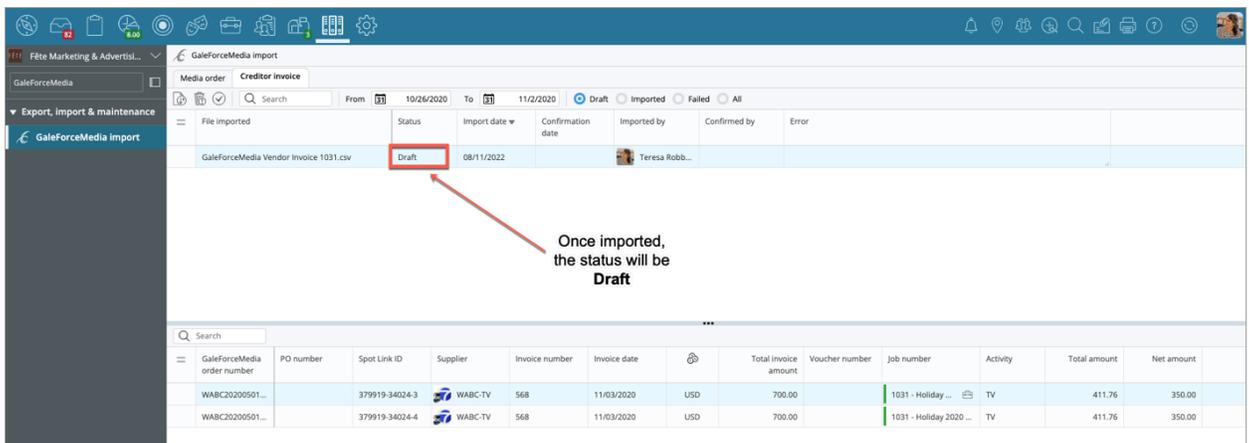
5. Click **Confirm the Selected Import** if you are ready to import the file. WorkBook displays a confirmation dialog box. Click **Yes** to perform the import. The following figure shows an example.
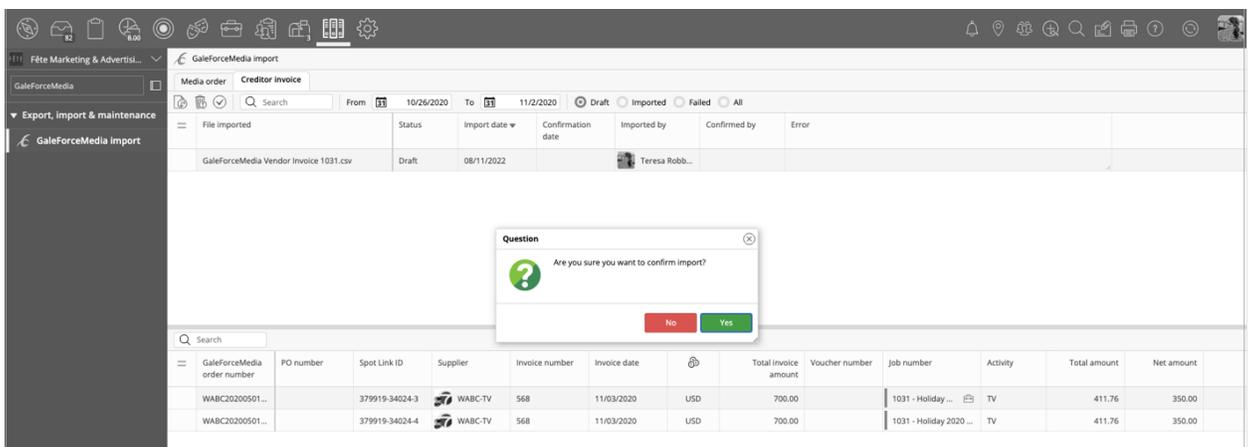
> **Tip:** If you need to make a change to the Vendor Invoices and delete the file, click 🗑 **Delete Selected Import**.

> **Tip:** If the import failed, you see the first error shown in the error column. The file appears in the failed status area.

> **Note:** You can use the Search field to search the top grid, or you can filter imports in draft, imported, failed, and all statuses. You can also enter dates in the From and Until fields to search within a specific date range.

In addition to searching in the top grid, you can also search the bottom grid.

After the import process is complete, you can view the **Confirmed by** resource name, **Confirmation Date**, and **Import Date**, as well as being able to view the purchases on the job.
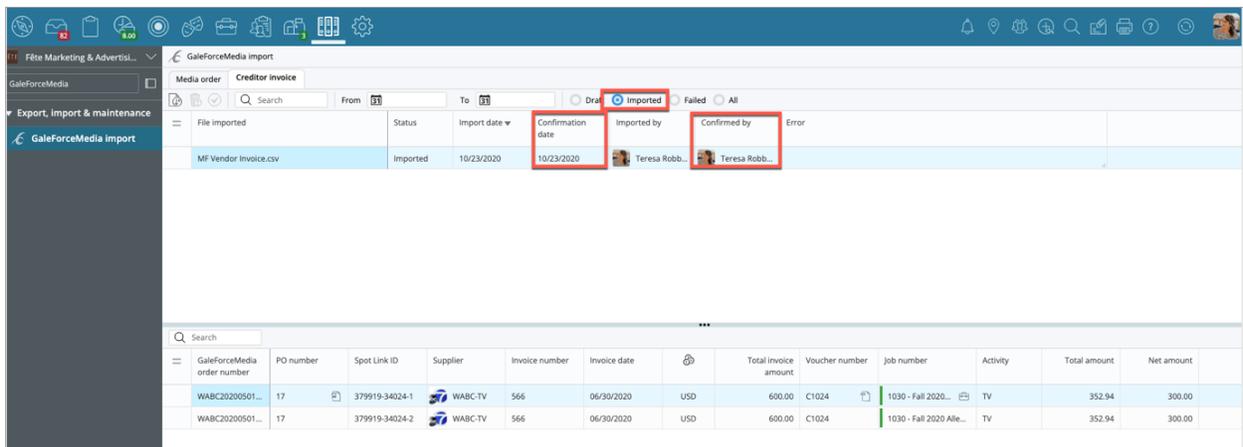
The import process for Creditor Invoices is complete at this point.

Examples of Additional Views after the Import of Creditor Invoices

Approved Creditor Invoice View

After it is imported, you can see the Creditor Invoice under Creditors » Creditor Invoices in Status 40. At this point you typically book the Creditor Invoice according to your normal process, approving it to put it in Status 50 and posting it under project postings.

Settled Purchase Order View

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Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. www.deltek.com