


The background of the page features two large, diagonal stripes. One stripe is a medium blue and runs from the top-left corner towards the bottom-right. The other stripe is a darker navy blue and runs from the bottom-left corner towards the top-right. These stripes intersect to create a large, light blue triangular area in the center of the page.

Deltek

Deltek WorkBook

GaleForceMedia Import Guide

December 15, 2022



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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 to combine 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:

- Log in to GaleForceMedia.
- Navigate to the **Agency Module**.
- 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.

- Select **Manual** in the **Estimate Numbers** field.
- 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.

- Navigate to the **Agency Module**.

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](#).

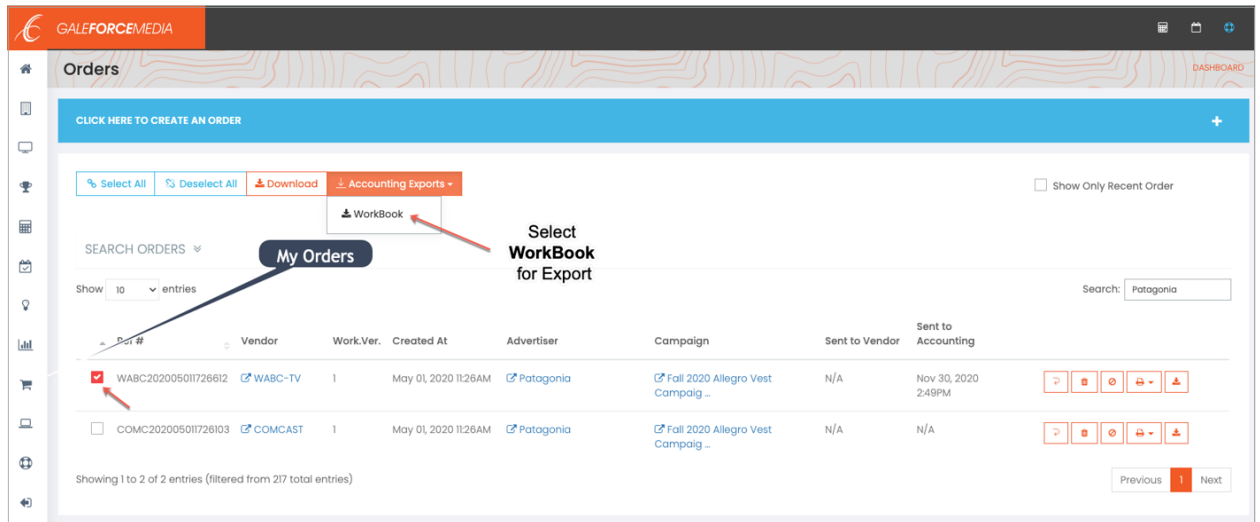
Media Orders

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  **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**.

Media Orders

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.

WorkBook Order Export

STATUS 40	ORDER NUMBER	LINE NUMBER	SPOT LINK ID	SUPPLIER (NAME)	SUPPLIER ID	PO ORDER DATE
Yes	WABC202005011726612	1	379919-34024-1	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34024-2	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34024-3	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34024-4	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34024-5	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34025-1	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34025-2	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34025-3	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34025-4	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34025-5	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34026-1	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34026-2	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34026-3	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34026-4	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34026-5	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34027-1	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34027-2	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34027-3	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34027-4	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34027-5	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34028-1	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34028-2	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34028-3	WABC-TV	232	2020-05-01T11:26:22.000000-06:00

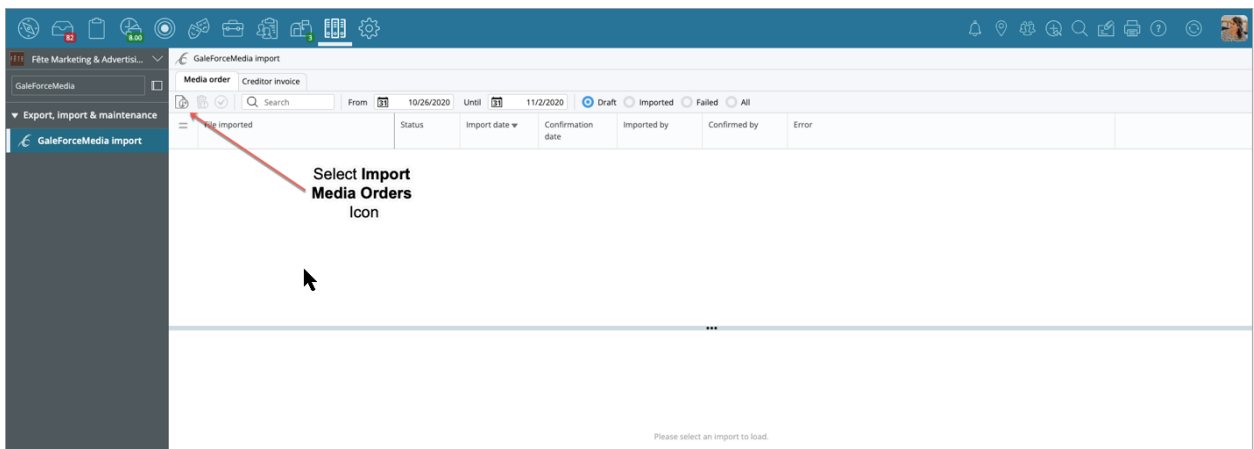
Close Export

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


Import Media Orders

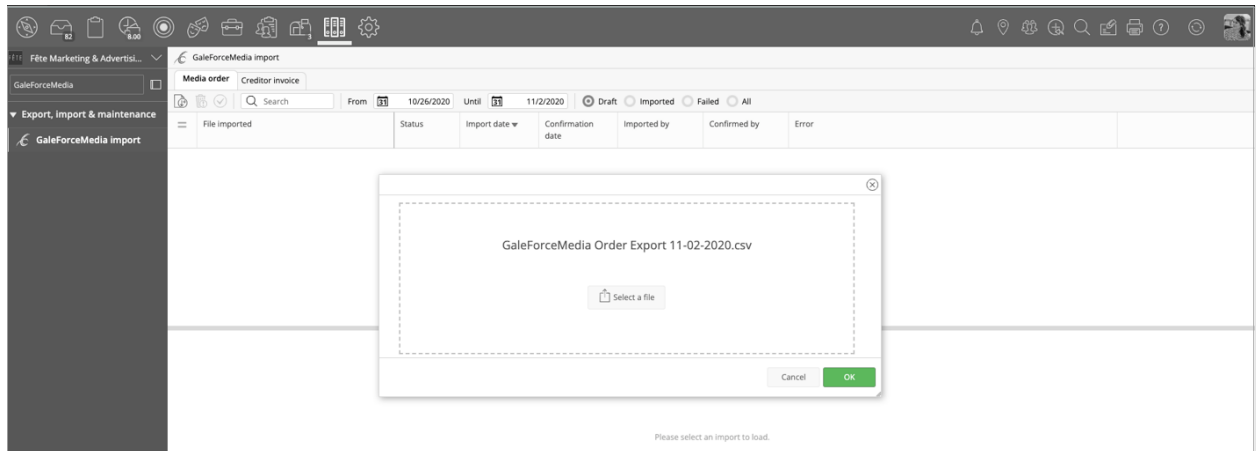
To import Media Orders:

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

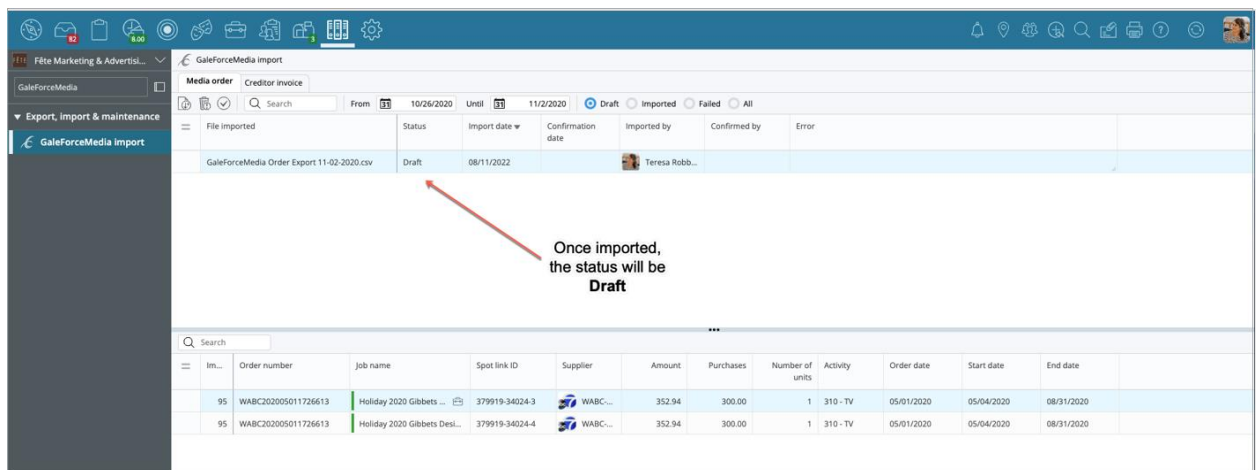



Media Orders

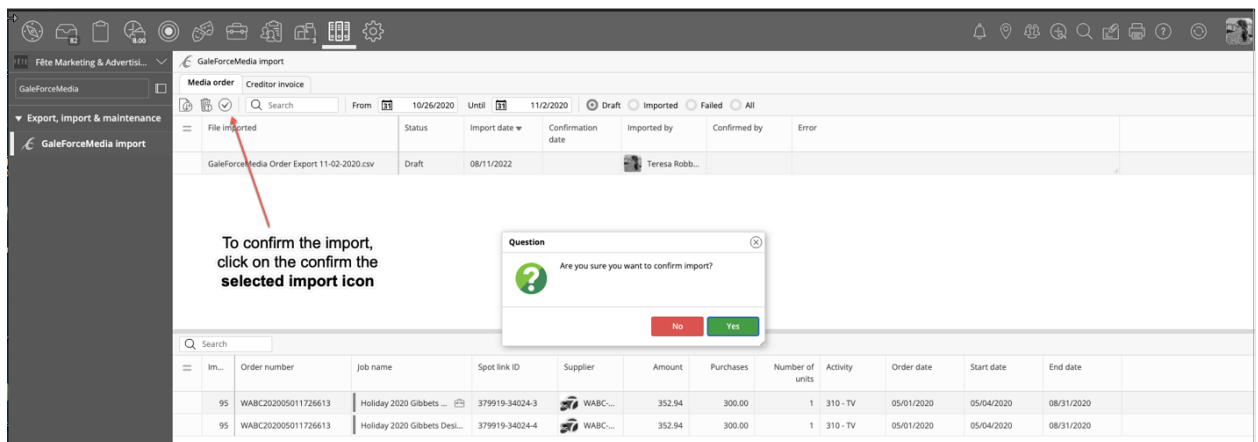
- Click  **Import Media Orders**. WorkBook displays the list of files that are in your Files folder so that you can select the file to import. The following figure shows an example.



- 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.



- 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.



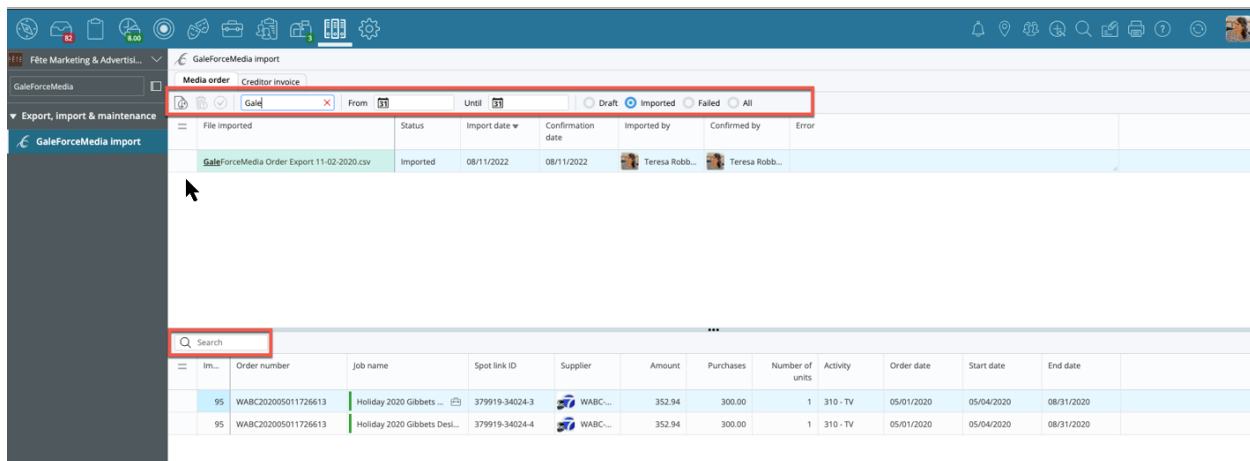
Media Orders

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.

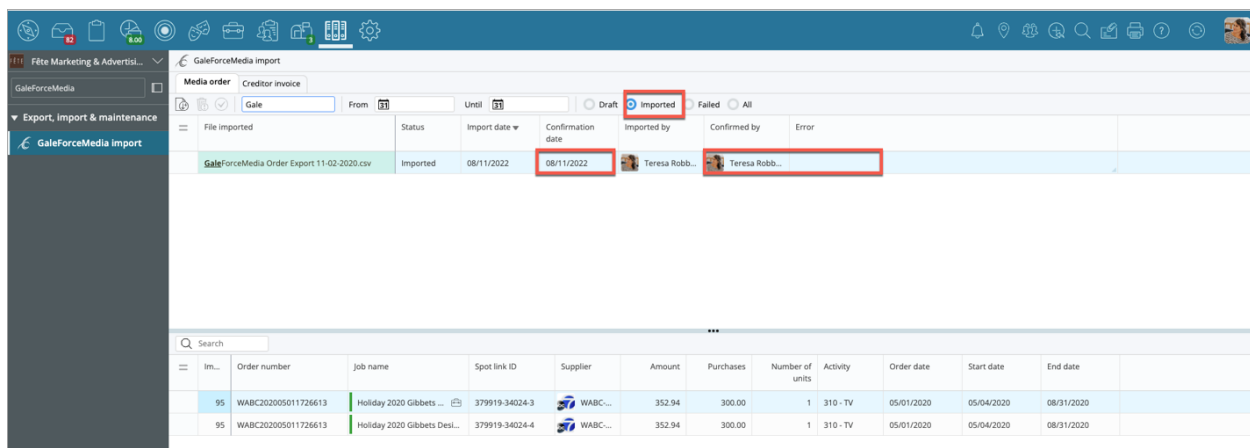


The screenshot shows the GaleForceMedia import interface. The top grid has filters for Media order, Creditor invoice, and a search bar. The bottom grid has a search bar and a table of imports.

File imported	Status	Import date	Confirmation date	Imported by	Confirmed by	Error
GaleForceMedia Order Export 11-02-2020.csv	Imported	08/11/2022	08/11/2022	Teresa Robb...	Teresa Robb...	

Im...	Order number	Job name	Spot link ID	Supplier	Amount	Purchases	Number of units	Activity	Order date	Start date	End date
95	WABC202005011726613	Holiday 2020 Gibbets ...	379919-34024-3	WABC...	352.94	300.00	1	310 - TV	05/01/2020	05/04/2020	08/31/2020
95	WABC202005011726613	Holiday 2020 Gibbets Des...	379919-34024-4	WABC...	352.94	300.00	1	310 - TV	05/01/2020	05/04/2020	08/31/2020

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 screenshot shows the GaleForceMedia import interface. The top grid has filters for Media order, Creditor invoice, and a search bar. The bottom grid has a search bar and a table of imports.

File imported	Status	Import date	Confirmation date	Imported by	Confirmed by	Error
GaleForceMedia Order Export 11-02-2020.csv	Imported	08/11/2022	08/11/2022	Teresa Robb...	Teresa Robb...	

Im...	Order number	Job name	Spot link ID	Supplier	Amount	Purchases	Number of units	Activity	Order date	Start date	End date
95	WABC202005011726613	Holiday 2020 Gibbets ...	379919-34024-3	WABC...	352.94	300.00	1	310 - TV	05/01/2020	05/04/2020	08/31/2020
95	WABC202005011726613	Holiday 2020 Gibbets Des...	379919-34024-4	WABC...	352.94	300.00	1	310 - TV	05/01/2020	05/04/2020	08/31/2020

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.

Media Orders

Examples of Additional Views after the Import of Media Orders

Price Quote Lines View for Approved Price Quotes

1031 - Holiday 2020 Gibbets Design

Crocs, Inc. | Jobs Crocs, Inc. | FUSA | In progress | TR | 12/31/21

Header Phases Lines Comments Billing plan Approval 158 - Revision: Revision: Price quote - Crocs, Inc. Approved internally

Price quote title: Revision: Price quote Date: 11/2/2020 Headline: Job 1031 - Holiday 2020 Gibbets Design

Responsible: Teresa Robbins @TR Probability: 100% Introduction:

Receiver debtor: 183 - Crocs, Inc. Final comment:

Receiver address & contact person: Crocs, Inc.
6328 Monarch Park Place
80503 Newst Internal comment:

Payment terms: Payment term: net cash 10 days

Delivery debtor:

☐ Enable use of line currencies on price quote

☐ Enable tax on line level

ID	Currency	Total	Total hours	Currency	Total	TAX	Purchase	NR	GM	Internal cost	Net profit	NM
158	USD	705.88	0	USD	705.88	0.00 %	600.00	105.88	15%	0.00	105.88	15.00%

1031 - Holiday 2020 Gibbets Design

Crocs, Inc. | Jobs Crocs, Inc. | FUSA | In progress | TR | 12/31/21

Header Phases Lines Comments Billing plan Approval 158 - Revision: Revision: Price quote - Crocs, Inc. Approved internally

Phase no. Line no. Activity Hours Hourly rate Material sale Profit margin Purchases Extra Discount

Phase no.: 1 - Concept (4 items)

1 - Concept 1 310 1,000 300.00 105.88

1 - Concept 2 136 52.94

1 - Concept 3 310 300.00

1 - Concept 4 136 52.94

This is the commission line against the Purchase on Line 1

ID	Currency	Total	Total hours	Currency	Total	TAX	Purchase	NR	GM	Internal cost	Net profit	NM
158	USD	705.88	0	USD	705.88	0.00 %	600.00	105.88	15%	0.00	105.88	15.00%

Media Orders

Purchase Orders » Approved Purchase Order View

1031 - Holiday 2020 Gibbets Design
Crocs, Inc. | Jobs Crocs, Inc. | FUSA | In progress | TR | 1/1/21

Header Details Approval Accrued expense 18 - Job 1031 - Holiday 2020 Gibbets Design - WAB... Approved

Number 18 Title Job 1031 - Holiday 2020 Gibbets Design - WABC202005011726613 Agreed price USD 600.00

Delivery date 8/31/2020 Delivery time description Task

Delivery responsible Responsible Teresa Robbins @TR

Supplier WABC-TV @WABC Supplier contact Select a contact Recipient contact person

Supplier address Recipient address
WABC-TV United States
Crocs, Inc.
6328 Monarch Park Place
80503 Niwot
United States

Cover letter text

Order date 5/1/2020 Ship date 5/4/2020

Activity type 310 - TV

Job type OOH

Sent from department FUSA G&A

Is delivered

PO ID	Currency	Supplier price	Settled	Remaining	Tax	Payment terms	Currency	Settled	Remaining	Units	Cost price	Profit	Sales price
18	USD	600.00	0.00	600.00	0.00%	INV+10D	USD	0.00	600.00	2.00	600.00	1.000	600.00

1031 - Holiday 2020 Gibbets Design
Crocs, Inc. | Jobs Crocs, Inc. | FUSA | In progress | TR | 1/1/21

Header Details Approval Accrued expense 18 - Job 1031 - Holiday 2020 Gibbets Design - WAB... Approved

Search in grid Enable units and amount specification on detail level

No.	Activity	Subject	Task	No. of units	Price per unit	Total	Profit margin	Total sale	PO show
1	310 - TV			1.00	300.00	300.00	1.00	300.00	
2	310 - TV			1.00	300.00	300.00	1.00	300.00	

PO ID	Currency	Supplier price	Settled	Remaining	Tax	Payment terms	Currency	Settled	Remaining	Units	Cost price	Profit	Sales price
18	USD	600.00	0.00	600.00	0.00%	INV+10D	USD	0.00	600.00	2.00	600.00	1.000	600.00

Media Orders

Costs Submodule » Open Items View

Expense type	Date	Resource	Quantity	Transaction cost am...	Transaction sales va...	Total cost	Total sale	Approval status	Approvers
Job: Total (1 Items)			1			600	600		
job Purchase order	05/01/2020	Teresa Robbins	1 USD	600	600 USD	600	600	40 - Approved	

Revisions – Media Orders

Revisions – Billables and Media Orders


Prerequisites

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

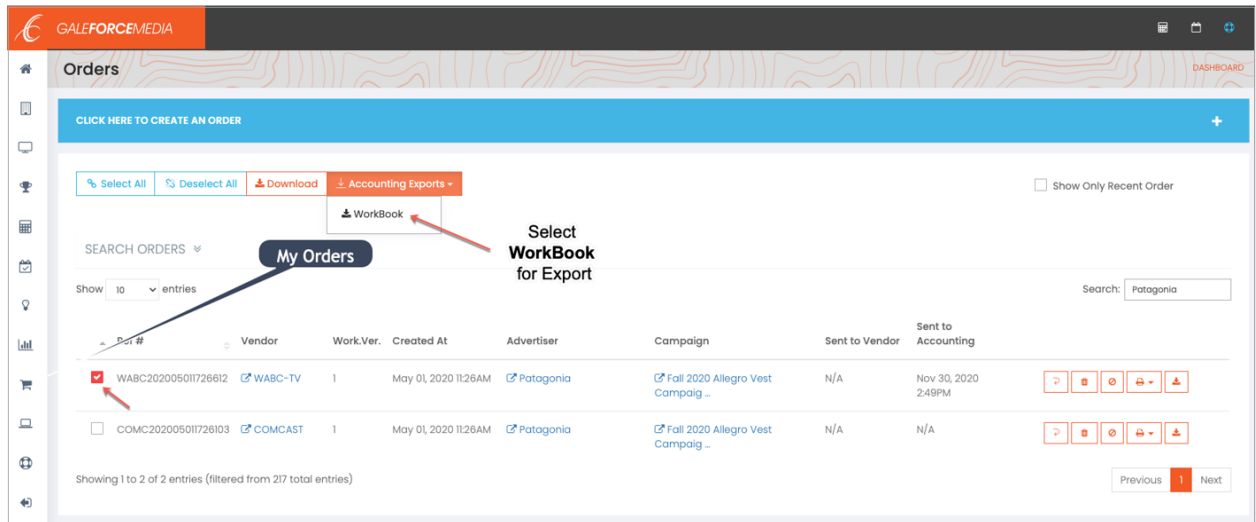
- Ensure that all prerequisites described in [Prerequisites](#) have been completed.
- In GaleForceMedia, revise the Media Orders that you want to export.

Revisions – Export Billables

To export revisions – billables:

- Log in to GaleForceMedia.
- Click  **My Orders** tab. The Orders page is displayed. The following figure shows an example.

Media Orders



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.

WorkBook Order Export

STATUS 40	ORDER NUMBER	LINE NUMBER	SPOT LINK ID	SUPPLIER (NAME)	SUPPLIER ID	PO ORDER DATE
Yes	WABC202005011726612	1	379919-34024-1	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34024-2	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34024-3	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34024-4	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34024-5	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34025-1	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34025-2	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34025-3	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34025-4	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34025-5	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34026-1	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34026-2	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34026-3	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34026-4	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34026-5	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34027-1	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34027-2	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34027-3	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34027-4	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34027-5	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34028-1	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34028-2	WABC-TV	232	2020-05-01T11:26:22.000000-06:00
Yes	WABC202005011726612	1	379919-34028-3	WABC-TV	232	2020-05-01T11:26:22.000000-06:00

Close Export

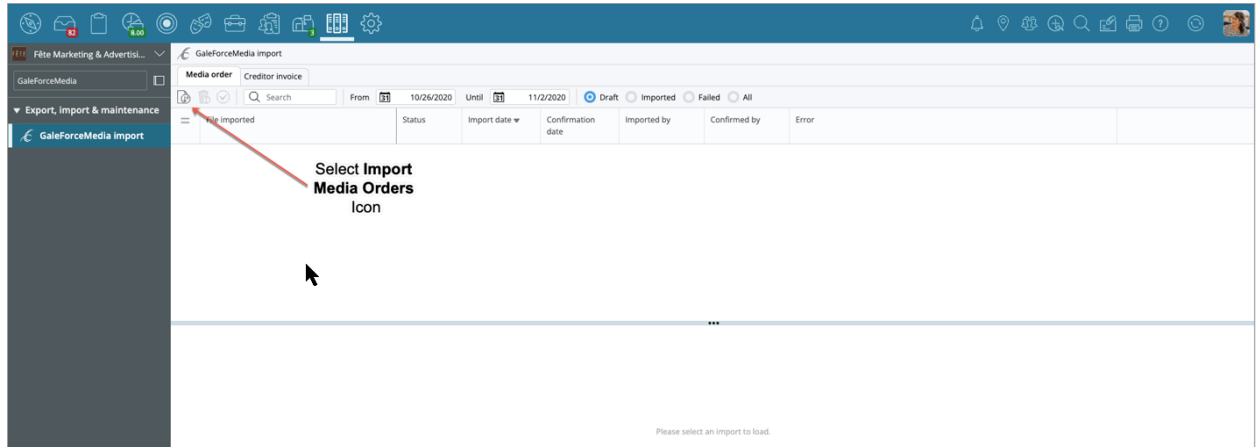
5. Click **Export** if the file is ready to export.


Media Orders

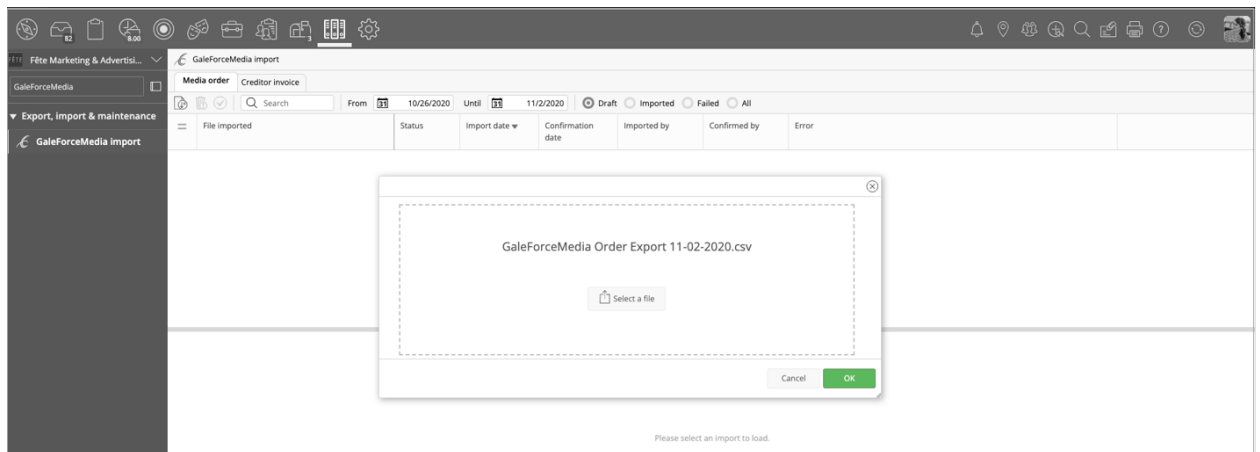
Revisions – Import Media Orders

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.

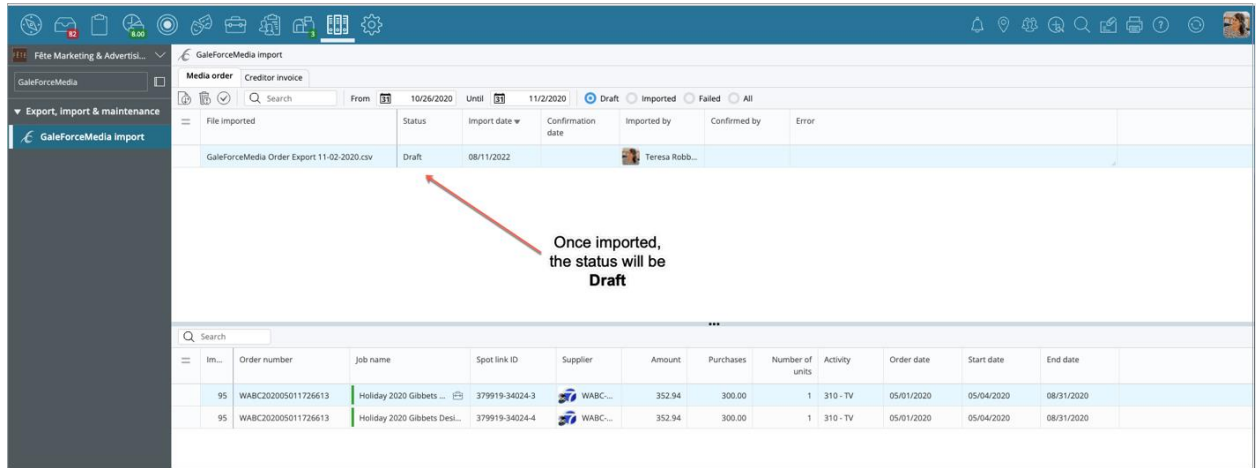


3. Click  **Import Media Orders**. WorkBook displays a list of files. The following figure shows an example.

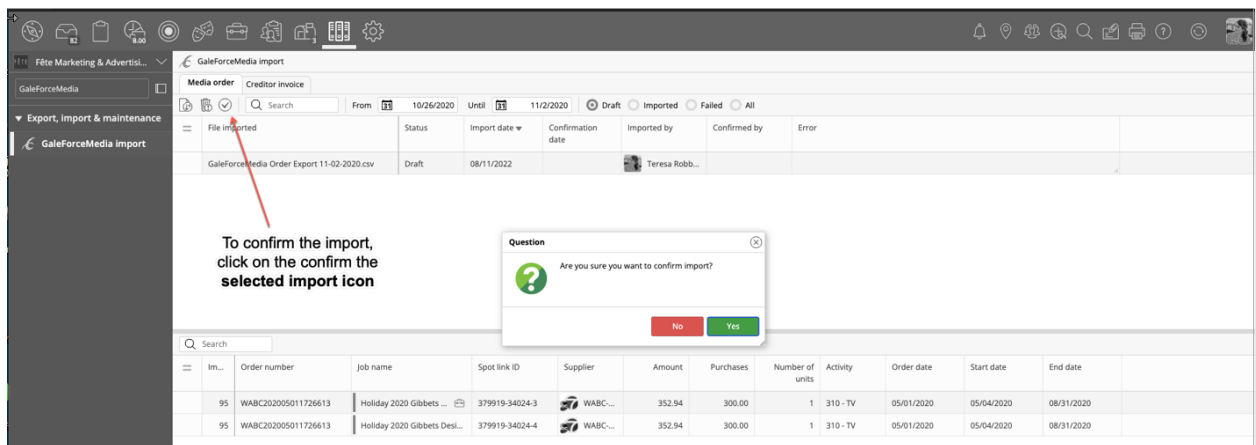


Media Orders

- 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.



- 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.



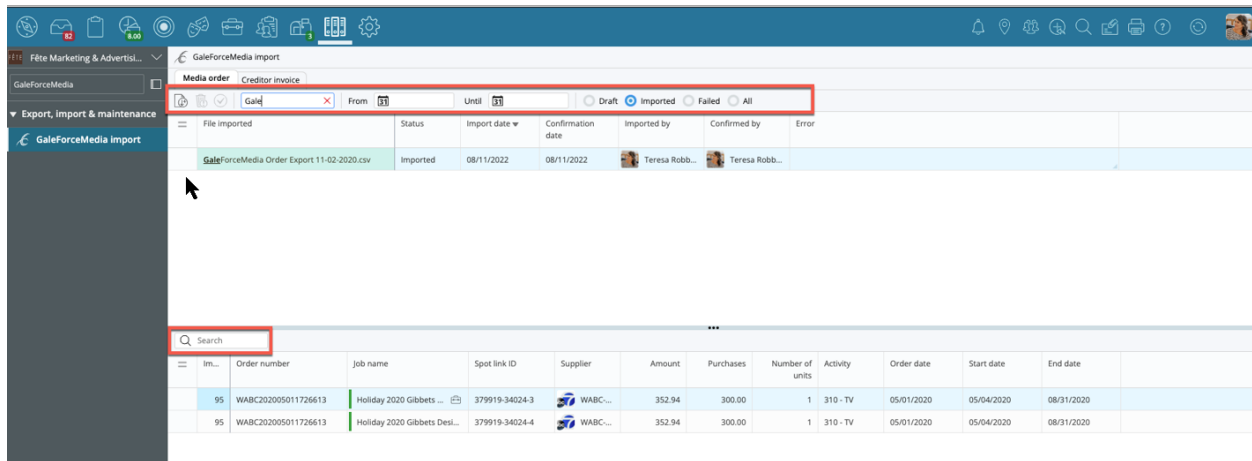
Tip: If you need to make a change to the Media Order and delete the file, click **Delete Selected Import**.

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

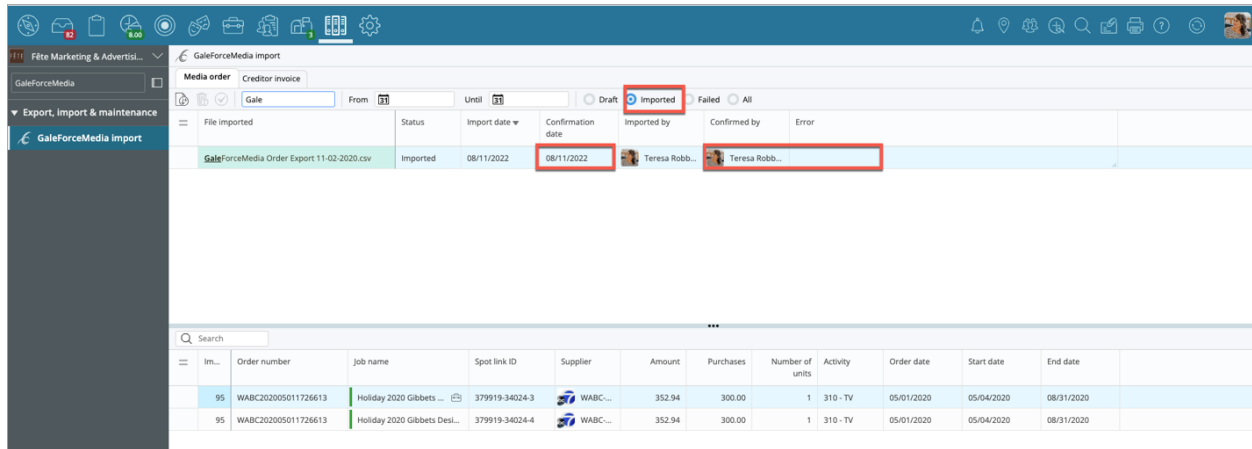
Note: You can use the Search field to search the top grid, or you can filter imports in draft, imported, failed, and all statuses. You can also enter dates in the From and Until fields to search within a specific date range.

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

Media Orders



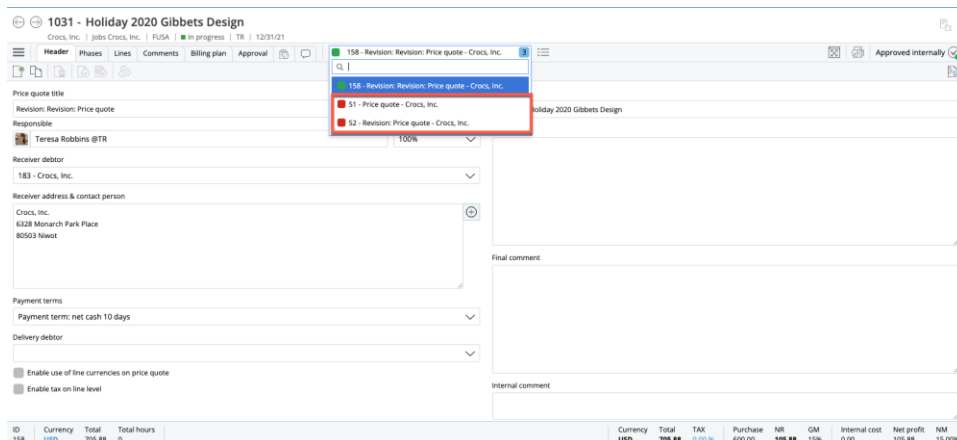
After the import process is complete, you can view the **Confirmed by** resource name, **Confirmation Date**, and **Import Date**, as well as being able to view the Media Order details on the job.



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



Media Orders

1031 - Holiday 2020 Gibbets Design
Crocs, Inc. | Jobs Crocs, Inc. | FUSA | In progress | TR | 12/31/21

Header Phases Lines Comments Billing plan Approval 158 - Revision: Revision: Price quote - Crocs, Inc. Approved internally

Phase no.	Line no.	Activity	Hours	Hourly rate	Material sale	Profit margin	Purchases	Extra	Discount
Phase no.: 1 - Concept (4 items)									
1 - Concept	1	310				1,000%	300.00	105.88	
1 - Concept	2	136						52.84	
1 - Concept	3	310				1,000%	300.00		
1 - Concept	4	136						52.84	

ID Currency Total Total hours
158 USD 705.88 0

Currency Total TAX Purchase NR GM Internal cost Net profit NM
USD 705.88 0.00% 600.00 105.88 15% 0.00 105.88 15.00%

Purchase Order Details View for Approved Purchase Order

1031 - Holiday 2020 Gibbets Design
Crocs, Inc. | Jobs Crocs, Inc. | FUSA | In progress | TR | 1/1/21

Header Details Approval Accrued expense 18 - Job 1031 - Holiday 2020 Gibbets Design - WAB... Approved

18 - Job 1031 - Holiday 2020 Gibbets Design - WAB... (Approved)

Number 18 Title Job 1031 - Holiday 2020 Gibbets Design - WAB... 700.00

Delivery date 8/31/2020 Delivery time description

Delivery responsible

Supplier WABC-TV @WABC Supplier contact Select a contact

Supplier address WABC-TV United States

Recipient address Crocs, Inc. 6328 Monarch Park Place 80503 Niwot United States

Responsible Teresa Robbins @TR

Recipient contact person

Order date 5/1/2020 Ship date 5/4/2020

Activity type 310 - TV

Job type OOH

Sent from department FUSA G&A

Is delivered

Cover letter text

PO ID	Currency	Supplier price	Settled	Remaining	Tax	Payment terms
18	USD	700.00	0.00	700.00	0.00%	INV+100

Currency	Settled	Remaining	Units	Cost price	Profit	Sales price
USD	0.00	700.00	2.00	700.00	1.000	700.00

Media Orders

No.	Activity	Subject	Task	No. of units	Price per unit	Total	Profit margin	Total sale	PO show
1	310 - TV			1.00	350.00	350.00	1.00	350.00	
2	310 - TV			1.00	350.00	350.00	1.00	350.00	

PO ID	Currency	Supplier price	Settled	Remaining	Tax	Payment terms	Currency	Settled	Remaining	Units	Cost price	Profit	Sales price
18	USD	700.00	0.00	700.00	0.00%	INV-100	USD	0.00	700.00	2.00	700.00	1.000	700.00

Costs Submodule » Open Items View

Expense type	Date	Resource	Quantity	Transaction cost am...	Transaction sales va...	Total cost	Total sale	Approval status	Approvers
Jobid: Total (1 Items)			1			700	700		
Job Purchase order	05/01/2020	Teresa Robbins	1 USD	700	700 USD	700	700	40 - Approved	


Jobid: Total (1 Items)	Quantity	Total cost	Total sale
Jobid: Total (1 Items)	1	700	700

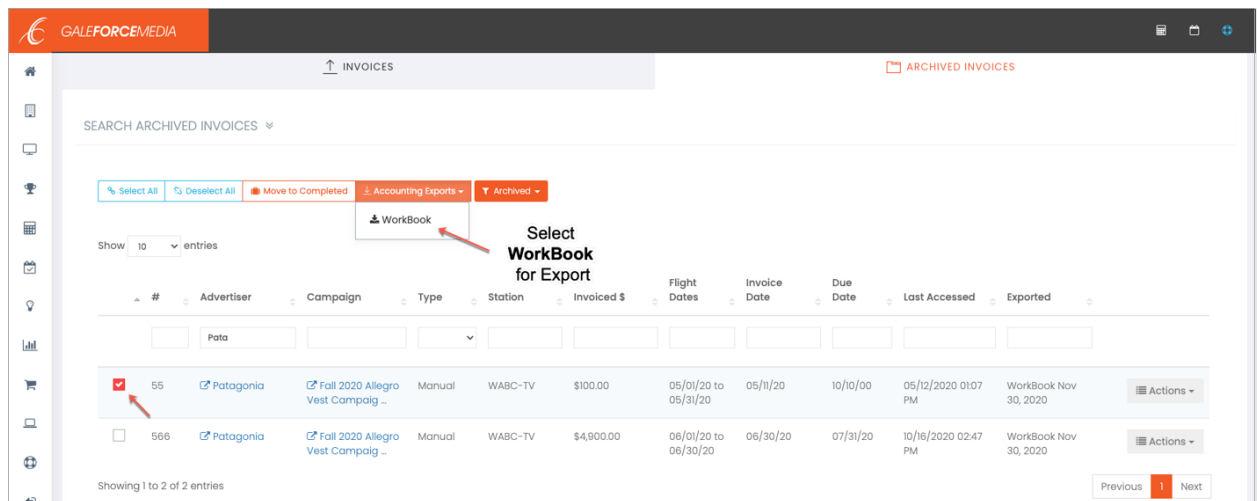
Creditor Invoices

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.

Creditor Invoices

STATUS 40	ORDER NUMBER	LINE NUMBER	SPOT LINK ID	SUPPLIER (NAME)	SUPPLIER ID	INVOICE NUMBER	INVOICE DATE
Yes	WABC202005011726612	1	379919-34024-1	WABC-TV	232	55	2020-05-
Yes	WABC202005011726612	1	379919-34024-2	WABC-TV	232	55	2020-05-

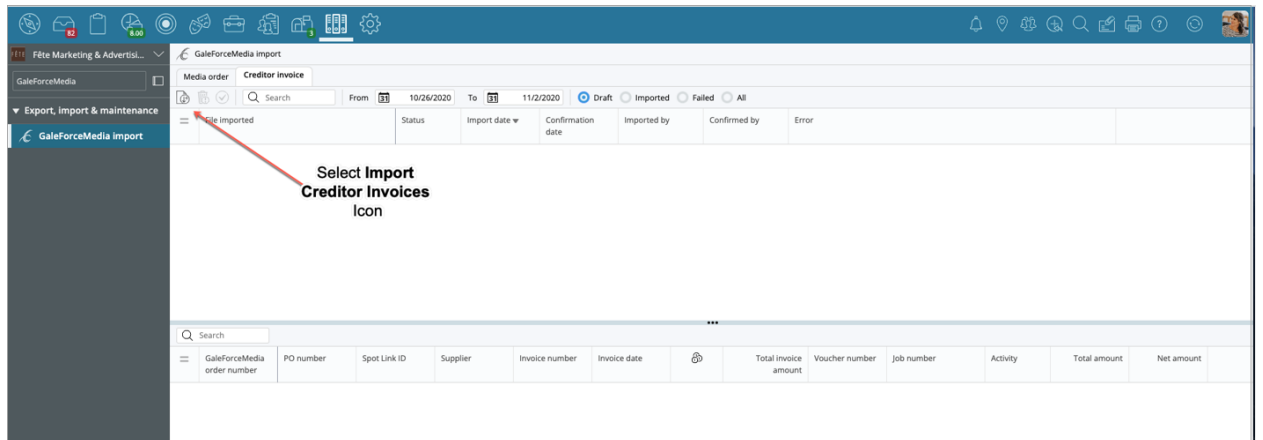
Close
Export

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


Import Creditor Invoices

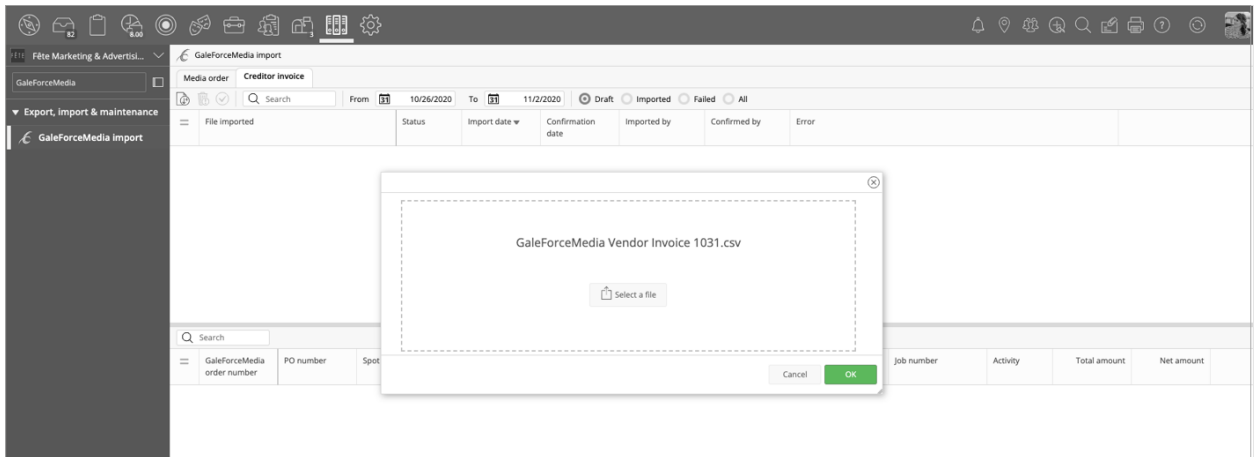
To import Creditor Invoices:

- Log in to WorkBook.
- Navigate to **Finance & Administration » Export, Import, & Maintenance » GaleForceMedia Import » Creditor Invoice**. The following figure shows an example.

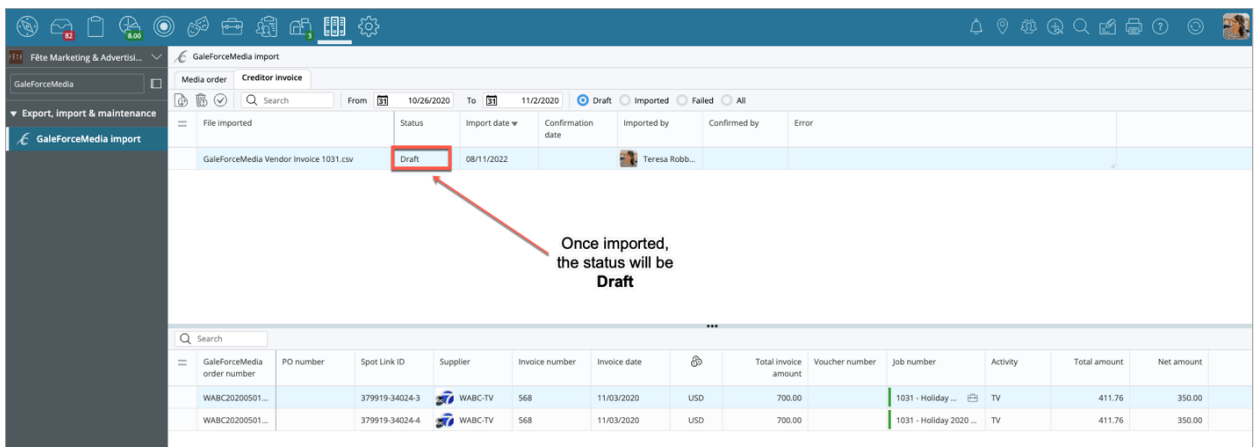



Creditor Invoices

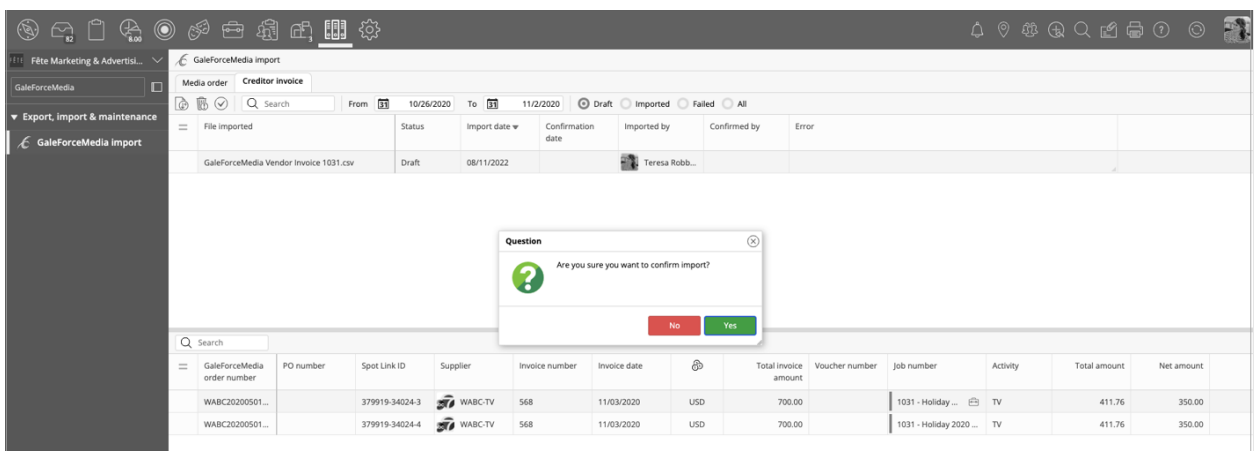
- Click  **Import Creditor Invoice**. WorkBook displays a list of files. The following figure shows an example.




- 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.



- 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.



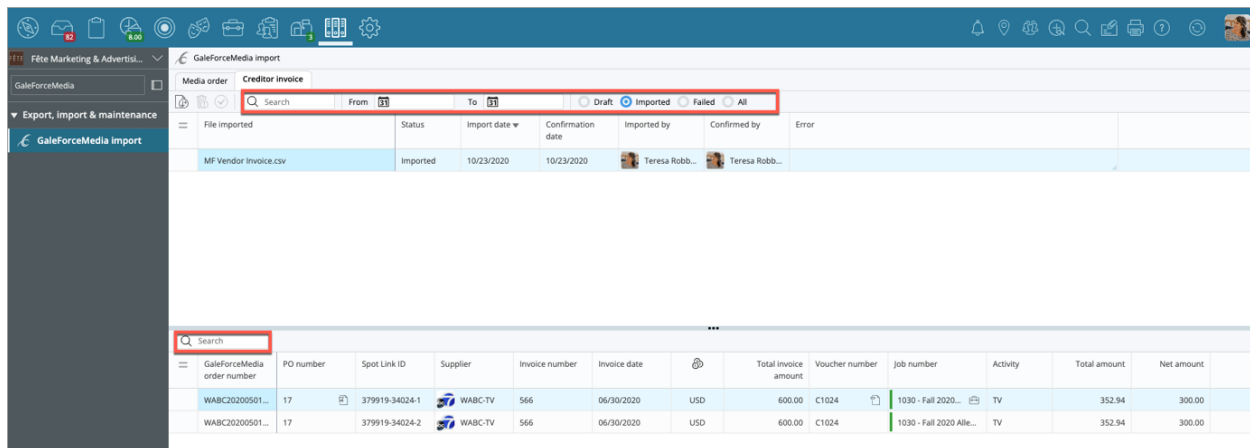
Creditor Invoices

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.

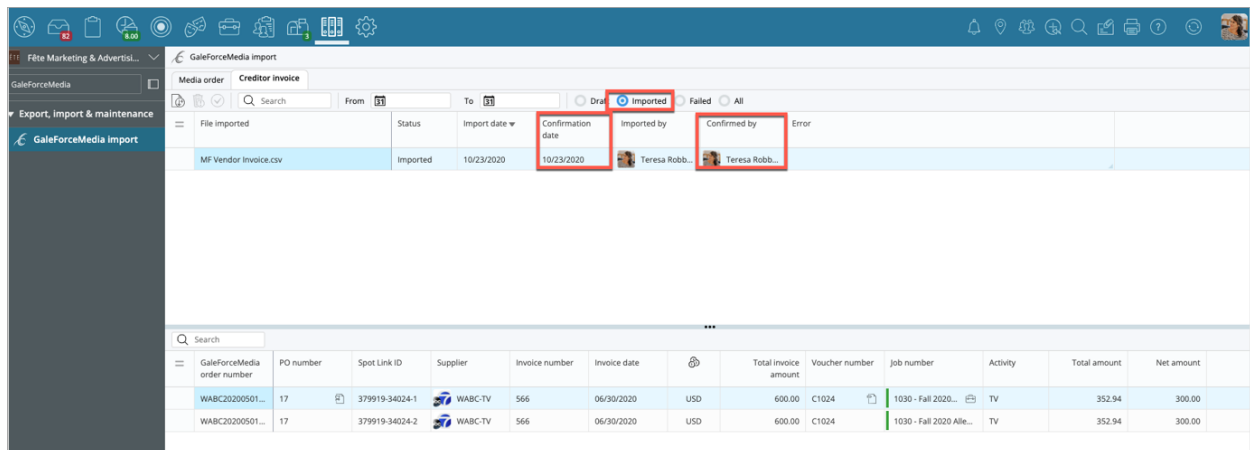


The screenshot shows the GaleForceMedia import interface. The top grid has a search bar and filter buttons for Draft, Imported, Failed, and All. The bottom grid shows a list of imports with columns for File imported, Status, Import date, Confirmation date, Imported by, Confirmed by, and Error. The bottom grid also has a search bar and columns for PO number, Spot Link ID, Supplier, Invoice number, Invoice date, Total invoice amount, Voucher number, Job number, Activity, Total amount, and Net amount.

File imported	Status	Import date	Confirmation date	Imported by	Confirmed by	Error
MF Vendor Invoice.csv	Imported	10/23/2020	10/23/2020	Teresa Robb...	Teresa Robb...	

PO number	Spot Link ID	Supplier	Invoice number	Invoice date	Total invoice amount	Voucher number	Job number	Activity	Total amount	Net amount		
WABC20200501...	17	379919-34024-1	WABC-TV	566	06/30/2020	USD	600.00	C1024	1030 - Fall 2020...	TV	352.94	300.00
WABC20200501...	17	379919-34024-2	WABC-TV	566	06/30/2020	USD	600.00	C1024	1030 - Fall 2020 Alle...	TV	352.94	300.00

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 screenshot shows the GaleForceMedia import interface. The bottom grid has a search bar and columns for PO number, Spot Link ID, Supplier, Invoice number, Invoice date, Total invoice amount, Voucher number, Job number, Activity, Total amount, and Net amount. The bottom grid also has a search bar and columns for PO number, Spot Link ID, Supplier, Invoice number, Invoice date, Total invoice amount, Voucher number, Job number, Activity, Total amount, and Net amount.

PO number	Spot Link ID	Supplier	Invoice number	Invoice date	Total invoice amount	Voucher number	Job number	Activity	Total amount	Net amount		
WABC20200501...	17	379919-34024-1	WABC-TV	566	06/30/2020	USD	600.00	C1024	1030 - Fall 2020...	TV	352.94	300.00
WABC20200501...	17	379919-34024-2	WABC-TV	566	06/30/2020	USD	600.00	C1024	1030 - Fall 2020 Alle...	TV	352.94	300.00

The import process for Creditor Invoices is complete at this point.

Creditor Invoices

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.

Voucher no.	Creditor	Invoice number	Invoice date	Total amount	Description	Due date	Posting date	Voucher type	Payment
C1026	22 - WABC-TV	568	11/03/2020	700.00	WABC-TV/568	12/03/2020	11/03/2020	Creditor vouchers	Check
C1024	22 - WABC-TV	566	06/30/2020	600.00	WABC-TV/566	07/30/2020	06/30/2020	Creditor vouchers	Check
C1025	22 - WABC-TV	567	06/30/2020	700.00	WABC-TV/567	07/30/2020	06/30/2020	Creditor vouchers	Check

PO no.	Job	Activity	Finance account	Description	Net amount	Cost amount	VAT/Tax amount	Total amount	State	County	Sales tax
18 - Job 1031	1031 - Holiday...	310 - TV			350.00	350.00	0.00	350.00			ZER
18 - Job 1031 - Hol...	1031 - Holiday 20...	310 - TV			350.00	350.00	0.00	350.00			ZER

C1026	WABC-TV	Invoice	Sum cost	VAT	Sum total	Balance	Company	Sum cost	Sum total
		USD	700.00	0.00	700.00	0.00	USD	700.00	700.00

Settled Purchase Order View

1030 - Fall 2020 Allegro Vest Campaign
Crocs, Inc. | Jobs Crocs, Inc. | FUSA | In progress | SP | 12/31/20

Header: Number 17, Title Job 1030 - Fall 2020 Allegro Vest Campaign - WABC202005011726612, Agreed price USD 600.00

Delivery: Delivery date 8/31/2020, Delivery time description, Delivery responsible

Supplier: Supplier WABC-TV @WABC, Supplier contact Select a contact, Supplier address WABC-TV United States

Recipient: Recipient address Crocs, Inc. 6328 Monarch Park Place 80503 Niwot United States, Recipient contact person Teresa Robbins @TR

Order details: Order date 5/1/2020, Ship date 5/4/2020, Activity type 310 - TV, Job type OOH, Sent from department FUSA Creative Services, Is delivered

PO ID	Currency	Supplier price	Settled	Remaining	Tax	Payment terms	Currency	Settled	Remaining	Units	Cost price	Profit	Sales price
17	USD	600.00	600.00	0.00	0.00%	INV-10D	USD	600.00	0.00	2.00	600.00	1.000	600.00



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