

# Standard Operating Procedure

## Creating B+ Accounts Receivable Invoices

Dept Owner: Financial Services

Date: March 9, 2021

Revision #: 1

Date Last Updated: March 11, 2021

### PURPOSE

To provide detailed instructions on how to create Accounts Receivable invoices in BusinessPLUS.

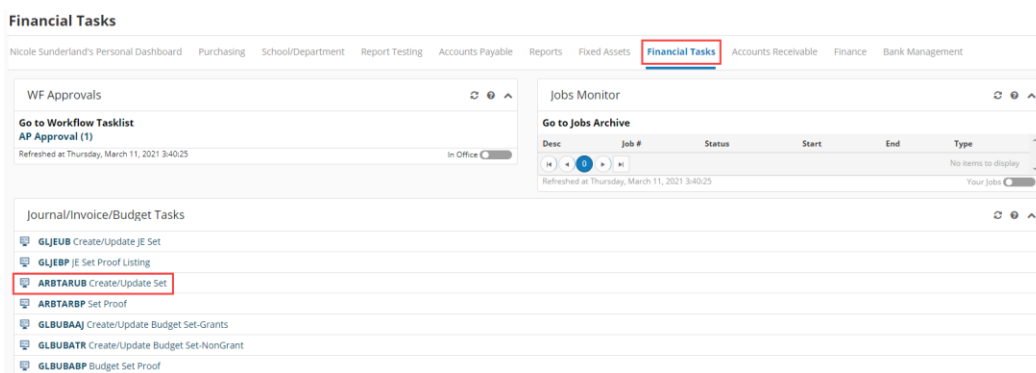
### SYSTEMS USED

- BusinessPlus
- Staff email, Zimbra

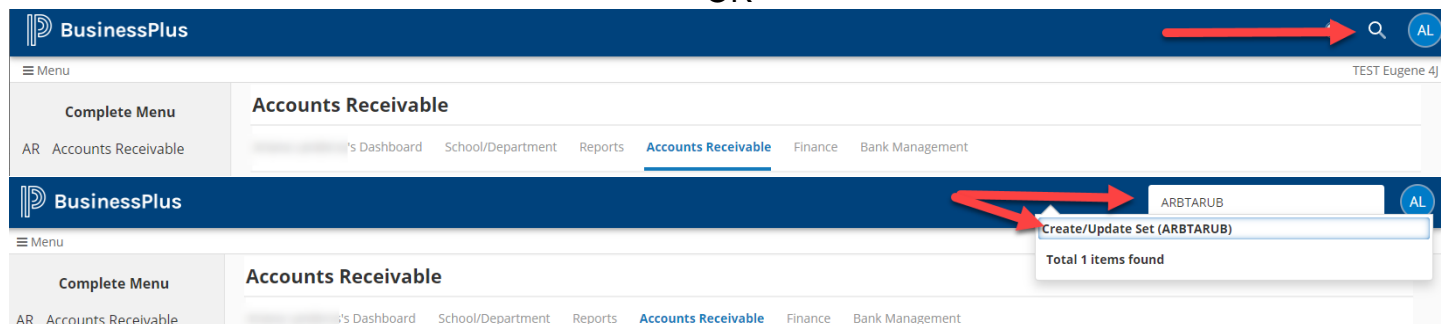
### DEFINITIONS & ABBREVIATIONS

- **Set ID-** The file in which you create your invoices. Can create groups of invoices within a set or one set per invoice.
- **Account ID-**The customer number you will be invoicing. Should start with “C”.
- **ARBTARUB-**Create Accounts Receivable Invoice Set-set of invoices in a day or groups of invoices. Can do one set for one invoice, or one set for all your invoices.
- **ARBTARBP-** Invoice Set Proof

1. Start by navigating to the “Financial Tasks” tab on your BusinessPLUS dashboard. Select “ARBTARUB Create/Update Set”. You can also navigate right to ARBTARUB by typing it in the search.



OR



- This will open up the “Create/Update Set (ARB TARUB)” screen.
- To begin, you will need to click on the “+” on the left side of the screen to add a new set.

Set Invoice

+

Set ID\*  User Set Total:  Created By:

Create Date:  Updated By:  Last Update Date:  Status:

Totals

Set Total: 0.00 Invoice Count: 0 Set Record Count: 0

- Enter in the Set ID. Which will be “AR” followed by your three initials (if you do not have a middle initial you can enter in whatever letter you would like), followed by the date MMDDYY. If you will be doing more than one set in a day, add letters starting with “A” after the date. Ex: For John Andrew Miller you would enter ARJAM030921A, ARJAM030921B, etc.

Set Invoice

Set ID\*  User Set Total:  Created By:

Create Date:  Updated By:  Last Update Date:  Status:

Totals

Set Total: 0.00 Invoice Count: 0 Set Record Count: 0

- “User Set Total” does not need to be added/calculated at this time, but it can be entered if you know how much your invoice/s will be.
- Either hit “Enter” on your keyboard, or the save icon on the left side of the screen to save your Set. A “Record(s) Accepted” message will pop up into the right hand corner, which will indicate your set has been saved.

BusinessPlus Create/Update Set (ARB TARUB)

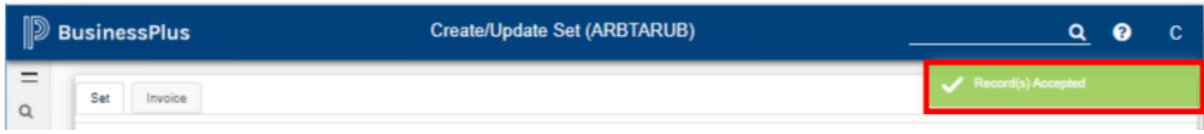
Set Invoice

Set ID\*  User Set Total:  Created By:

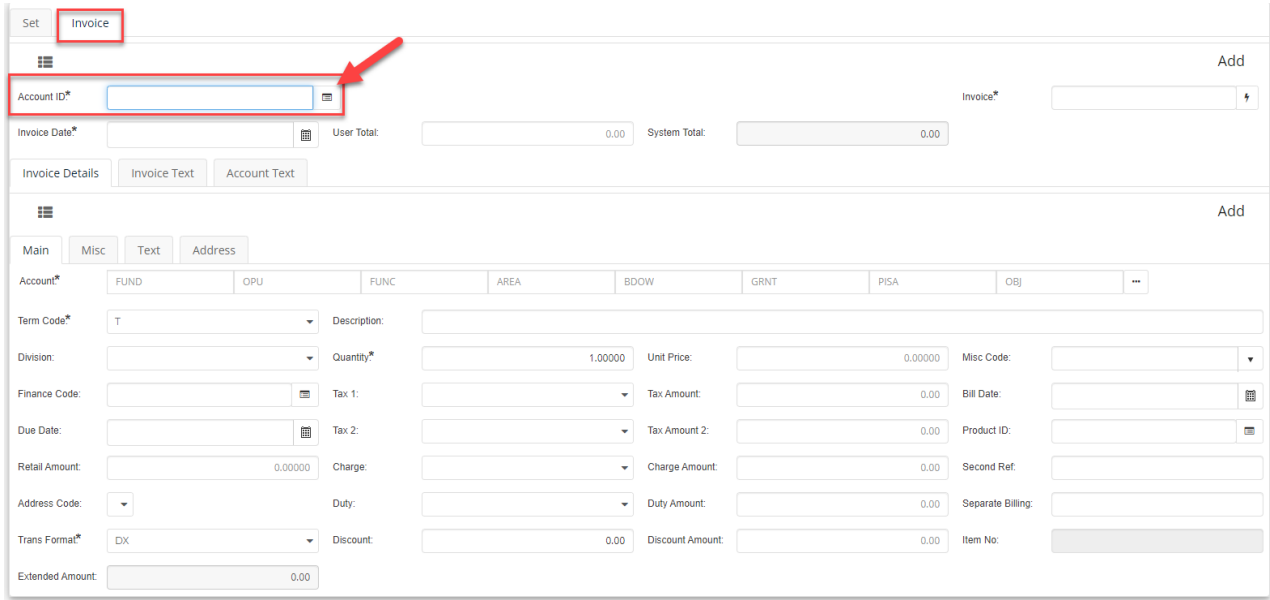
Create Date:  Updated By:  Last Update Date:  Status:

Totals

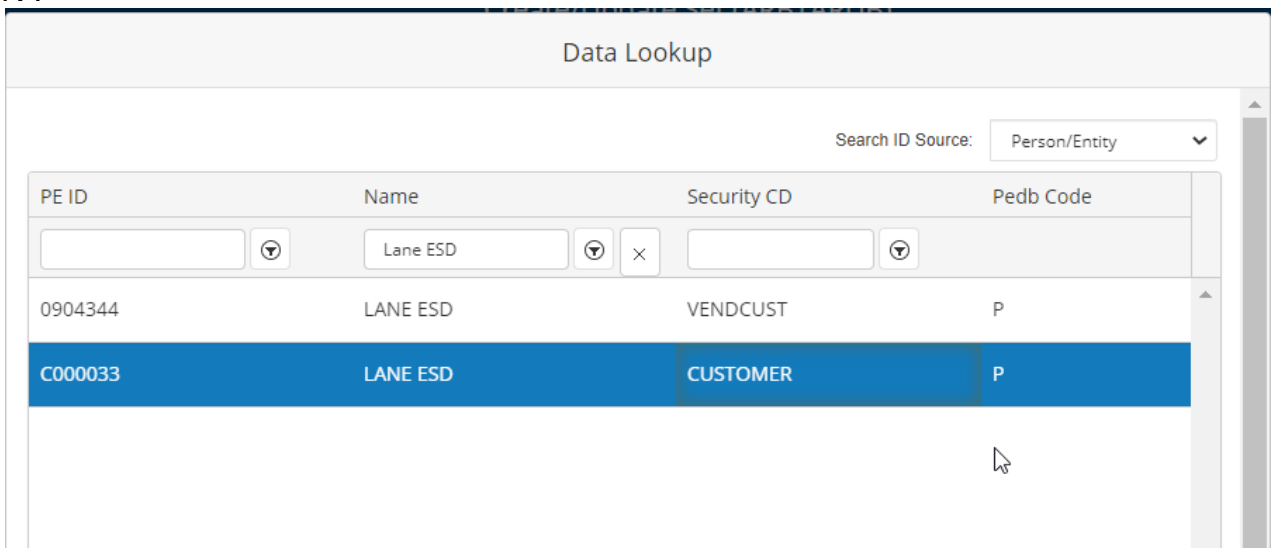
Set Total: 111,531.54 Invoice Count: 2 Set Record Count: 4



- Next, click on the “Invoice” tab and enter in the Account ID-this will be the customer number you will be invoicing.



- If you don't know the Account ID, click the box to the right of the field to open the lookup screen.
- Make sure that the PE ID starts with the letter “C”. Entities you create invoices for will have the Security CD “CUSTOMER”. Do not use VENDCUST. You can filter your entities by the Security CD “CUSTOMER” before you make your selection, but you can't further narrow it down by searching for the name as well. We recommend searching by the name for fastest results. Select your customer by double clicking or by highlighting your customer and clicking “OK”.





15. Select your account by double clicking or selecting it and clicking “Enter”.

16. The “Term Code” will default to “T” and does not need to be changed.

17. Enter a description of the charge in the “Description” field. This is limited to 30 characters.

The screenshot shows the 'Invoice Details' tab of a software interface. At the top, there are tabs for 'Invoice Text' and 'Account Text'. Below these are navigation buttons for 'Main', 'Misc', 'Text', and 'Address'. The main form area contains several fields: 'Account\*' with sub-fields for FUND, OPU, FUNC, AREA, BDOW, GRNT, PISA, and OBJ; 'Term Code\*' set to 'T'; 'Description:' with a text input field highlighted by a red box; 'Division:' with a dropdown arrow; 'Quantity\*' set to '1.00000'; 'Unit Price:' set to '0.00000'; 'Misc Code:' with a dropdown; 'Finance Code:'; 'Tax 1:'; 'Tax Amount:' set to '0.00'; 'Bill Date:'; 'Due Date:'; 'Tax 2:'; 'Tax Amount 2:' set to '0.00'; 'Product ID:'; 'Retail Amount:' set to '0.00000'; 'Charge:'; 'Charge Amount:' set to '0.00'; 'Second Ref:'; 'Address Code:'; 'Duty:'; 'Duty Amount:' set to '0.00'; 'Separate Billing:'; 'Trans Format\*' set to 'DX'; 'Discount:' set to '0.00'; 'Discount Amount:' set to '0.00'; 'Item No:'. At the bottom, 'Extended Amount:' is set to '0.00'.

18. The “Division” field is the department you will be creating the invoice for, with the exception of grants. Grants will be used for grant invoices. If the department is not listed and it is not a grant, you will select A/R General. Click the arrow to the right of the field for the drop down list.

This screenshot is similar to the previous one but shows the 'Division:' dropdown menu open. A red box highlights the dropdown arrow, and a red arrow points to the menu. The menu lists several options: 'Not Selected' (highlighted in blue), 'FACI Facilities', 'GEN A/R - General', 'GRNT Grants', 'HR Human Resources', 'INST Instruction', and 'NUTR Nutrition'. The 'Quantity\*' field is still visible and set to '1.00000'.

19. Quantity will default to one but can be changed.

This screenshot shows the 'Quantity\*' field highlighted with a red box. The value '1.00000' is visible in the field. All other fields in the form are the same as in the previous screenshots.

20. The “Unit Price” will be the amount you want to put to the specified account.

The screenshot shows an invoice form with several tabs: 'Invoice Details', 'Invoice Text', and 'Account Text'. The 'Main' tab is active, showing fields for 'Account\*', 'Term Code\*', 'Division', 'Finance Code', 'Due Date', 'Retail Amount', 'Address Code', 'Trans Format\*', and 'Extended Amount'. The 'Unit Price' field is highlighted with a red box, showing a value of 0.00000. Other fields include 'Quantity\*' (1.00000), 'Tax 1', 'Tax 2', 'Charge', 'Duty', and 'Discount'.

21. The “Address Code” will need to be selected. This field changes the billing attn to and sometimes address of the vendor. This is so different departments that bill the same entity with different contacts, can route it appropriately.

The screenshot shows an invoice form with the 'Address Code' dropdown menu open. The dropdown menu lists three options: 'Not Selected', 'B1 EGMS Claim, SALEM, OR 97310', and 'B2 ATTN: SAM KO, SALEM, OR 97310'. The 'B2' option is highlighted. The 'Unit Price' field is also visible, showing a value of 7,071.04000. Other fields include 'Account\*', 'Term Code\*', 'Division', 'Finance Code', 'Due Date', 'Retail Amount', 'Trans Format\*', and 'Extended Amount'.

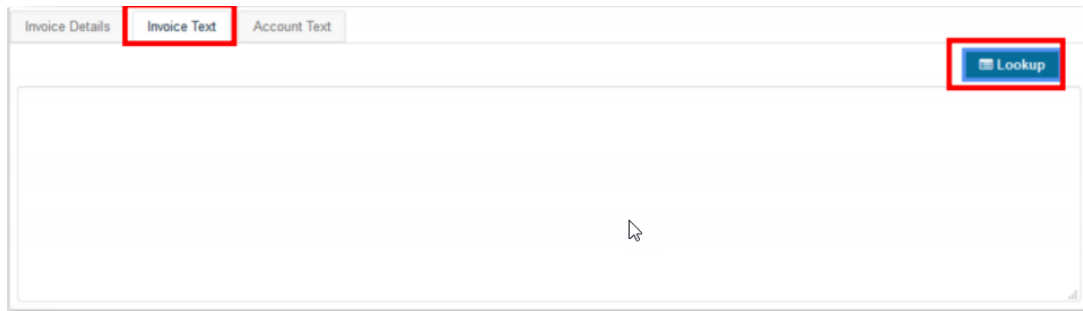
22. The “Trans Format” will default to DX and does not need to be changed.

23. “Misc” tab has no function. Do not use.

24. In the “Text” tab, users can enter line item text that will appear with the specific charge entered for that line item on the invoice. Pre-defined text can be created for recurring invoices, you will need to work with accounting to set this up and it can then be accessed by clicking the “Lookup” button.

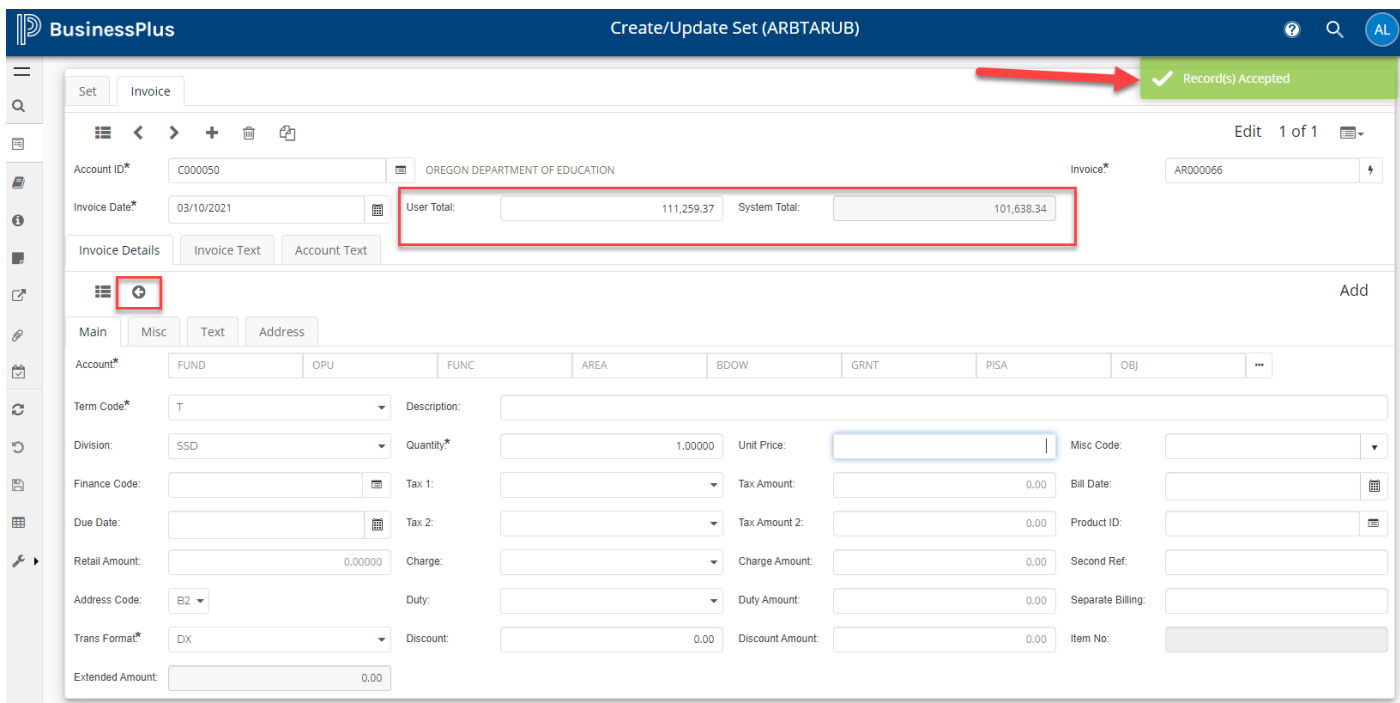
The screenshot shows an invoice form with the 'Text' tab selected. The 'Text Ptr' field is set to 'NONE'. A red box highlights the 'Lookup' button. The 'Text' tab is also highlighted with a red box. Other tabs include 'Invoice Details', 'Invoice Text', and 'Account Text'.

25. Text can also be added to the invoice in general, not specific line item on the “Invoice Text Tab”. Pre-defined text can be created for this, you will need to work with accounting to set this up and it can then be accessed by clicking the “Lookup” button.



26. When all necessary fields have been filled out, hit the enter key (while not in a text tab) or click the save icon to the left of your screen to save the information. Ensure you get the green “Record(s) Accepted” message.

27. If you are entering multiple revenue accounts for one invoice, you will do this by entering only the unit price going to the specific account the first time you enter the account. When you hit enter or click the save icon, you will get a “Records Accepted” message and you will see an arrow underneath the “Invoice Details” tab. Your system total at the top will also update.



28. The fields under the “Main” tab will be clear and ready for you to enter your next line. After entering the details of your next line, you can hit enter or the save icon, again to bring up the cleared fields for the next line. The “System Total” will update again. If you click on the left facing arrow, it will take you to a list of the transactions you have already entered on this invoice.

29. From here you can either edit a line by clicking on the pencil icon, or click on the lines to go back to the details of the transactions.

Invoice Details Invoice Text Account Text

☰ + 🗑️ Edit 📄

☑	Address Code	Adjust From	Adjust Date	Term Code	Bill Date
	B2			T	
	B2			T	

⏪ ⏩ 1 ⏪ ⏩ 10

Switch to Search Results 1 - 2 of 2 Records

30. When it takes you back to the details, you can use the arrows to go left or right and view the full transaction details.

Invoice Details Invoice Text Account Text

☰ < > + 🗑️ 📄 Edit 1 of 2

Main Misc Text Address

Account\* 250 862 0000 000 862 21060 00000 4999000

Term Code\* T Description: Oregon Funds

Division: SSD Quantity\* 1.00000 Unit Price: 101,638.34000 Misc Code:

Finance Code: Tax 1: Tax Amount: 0.00 Bill Date:

Due Date: Tax 2: Tax Amount 2: 0.00 Product ID:

Retail Amount: 0.00000 Charge: Charge Amount: 0.00 Second Ref:

Address Code: B2 Duty: Duty Amount: 0.00 Separate Billing:

Trans Format\* DX Discount: 0.00 Discount Amount: 0.00 Item No:

Extended Amount: 101,638.34

31. Once you have entered the full amount of the invoice (“User Total” matches “System Total”) and click save, your invoice header information will clear in preparation for you to create the next invoice in your set.

32. If you have created all the invoices you want in that set, you will update the “User Set Total” under the “Set” tab to equal the amount of all your invoices in the set, hit enter or the save icon (ensuring you see the “Record(s) Accepted” message) and move onto your set proof.

Set Invoice

☰ < > + 🗑️ 📄 Edit 4 of 4

Set ID\* ARAIL031021B User Set Total: 111,259.37 Created By: ALANDEROS

Create Date: 03/10/2021 Updated By: ALANDEROS Last Update Date: 03/10/2021 Status: BE

Totals

Set Total: 111,531.54 Invoice Count: 2 Set Record Count: 4

33. The set proof is the process where you will send through your invoice information for your preview before you submit for accounting review. This is accessed by clicking on the box with an arrow icon on the left side of your screen.



BusinessPlus Create/Update Set (ARBTARUB)

Set Invoice

Account ID\* Invoice\*

Invoice Date\* 03/10/2021 User Total 0.00 System Total 0.00

Invoice Details Invoice Text Account Text

Main Misc Text Address

Account\* FUND OPU FUNC AREA BDOW GRNT PISA OBJ

Term Code\* T Description:

Division TRNS Quantity\* 1.00000 Unit Price: 0.00000 Misc Code

Finance Code Tax 1 Tax Amount: 0.00 Bill Date

Due Date Tax 2 Tax Amount 2: 0.00 Product ID

Retail Amount: 0.00000 Charge Charge Amount: 0.00 Second Ref:

Address Code: B1 Duty Duty Amount: 0.00 Separate Billing

Trans Format\* DX Discount: 0.00 Discount Amount: 0.00 Item No:

Extended Amount: 0.00

34. You'll then click "Set Proof Listing" from the dropdown "Screen Links" menu that pops up on the left.

BusinessPlus Create/Update

Screen Links

Set Proof Listing

Distribute Set

Set Invoice

Set ID	Status
ARAIL031021B	BE

Switch to Added Records

35. This will bring up the "Set Proof (ARBTARBP)" screen.

BusinessPlus Set Proof (ARBTARBP)

Please enter the name of your AR Set\* ARAIL031021B

Would you like the Set Proof in short format?  (No)

Would you like errors only on the set proof?  (No)

How would you like the set proof sorted? 00

Print Total Lines for which sort level? 00

On what total level would you like page breaks? 00

Line Printer Copies, Name, Pri. ARCHIVE - DO ARCHIVE

Options

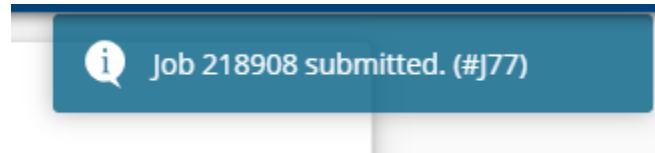
\* Indicates required field

Submit

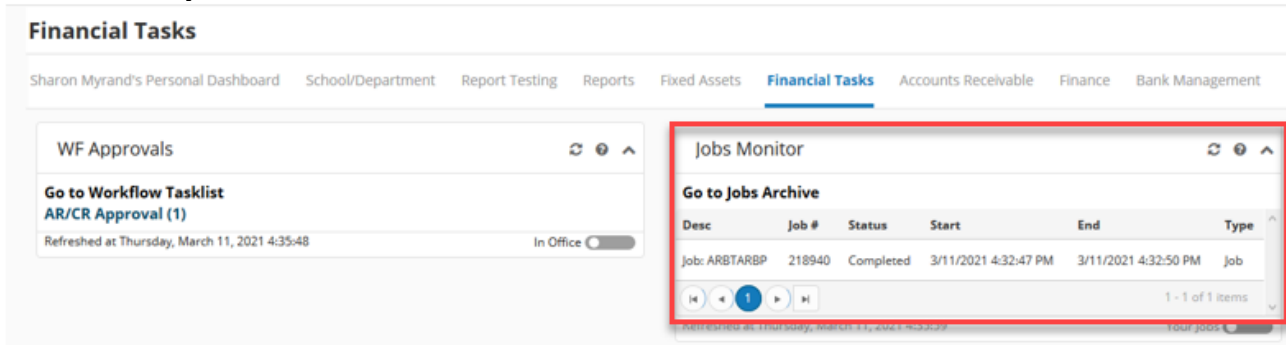
Check that this is the correct AR Set you want to proof before clicking the "Submit" Button

36. Check that the set is what you are trying to proof and if it is correct, click the "Submit" button.

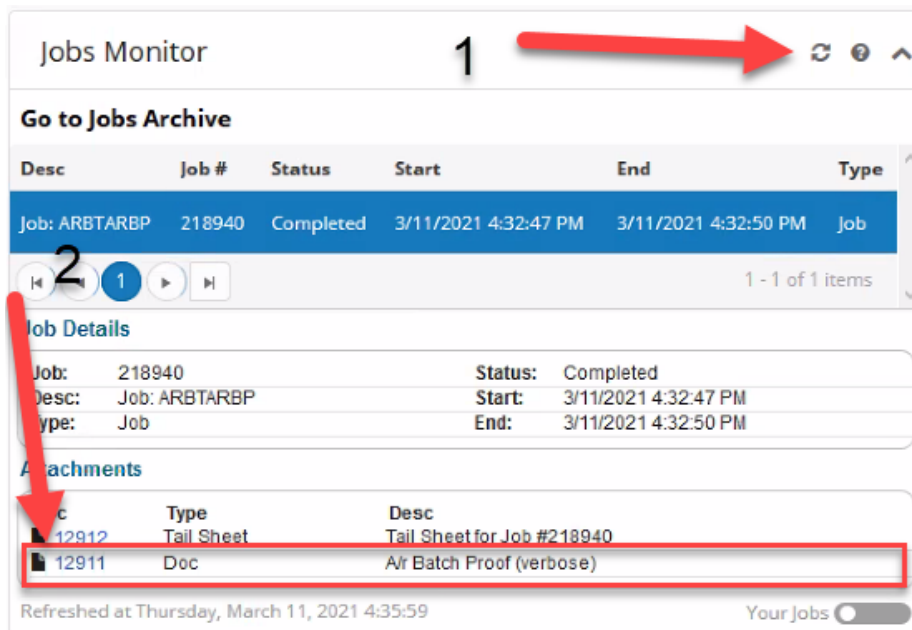
37. You should see a “Job XXXXXX Submitted” message in the right hand corner.



38. After that, you will need to wait for about a minute before your set proof shows up in your Jobs Monitor on your Dashboard.



39. Once this shows up on your dashboard, select the job you wish to preview, and when the job detail lines open, click on the blue number to the left of the “Doc” attachment type. This will likely not appear immediately. You will need to click the refresh button until your Doc shows up with a document number. When you refresh, the job details will disappear, to view them, click on your job again.



40. This will pull up a Document Viewer screen where you can review your items to make sure everything looks correct. If it doesn't you can go back to your invoice(s) and edit them. If it does, you can submit the set for review.

BusinessPlus Document Viewer | BusinessPlus | PowerSchool

DocId: 12890 ARBTARBP Zip and download originals

ARBTARBP

Account / Account	Echo Account	Fin Code	Ref Dt	Invoice Number	Def. Plan	Tax Cd	Am	Rec#
101438.34	101438.34	01	03/10/21	AR000066			0.00	1
220-862-000-000-862-21060-80863-4452800	220-862-000-000-862-21060-80863-4452800	01	03/10/21	AR000066			0.00	2
210-862-000-000-862-21060-80861-4452100	210-862-000-000-862-21060-80861-4452100	01	03/10/21	AR000066			0.00	3
100-734-000-000-136-00000-F0421-4199000	100-734-000-000-136-00000-F0421-4199000	01	03/10/21	AR000067			0.00	4

Set ID: ARAI031021B System Computed Total: 111,531.54 User Computed Total: 111,531.54 TOTALS MATCH

GRAND TOTAL System Computed Total: 111,531.54 User Computed Total: 111,531.54 TOTALS MATCH

Final Budget Check  
No Budget Errors

41. To submit your set, you will go back to your “Create/Update Set (ARBTARUB)” screen, click on the calendar with the check mark icon to pull up your tasks and click “Approve” to submit it to the workflow for review.

BusinessPlus Create/Update Set (ARBTARUB)

Set Invoice

Set ID\* ARAI031021B User Set Total: 111,259.37 Created By: ALANDEROS

Create Date: 03/10/2021 Updated By: ALANDEROS Last Update Date: 03/10/2021 Status: BE

Totals	Set Total:	Invoice Count:	Set Record Count:
	111,531.54	2	4

Approvals

Pending Ariana Landeros

Future Accounting Approval Tier 1

Link to Task List

Approve

Reject

Hold

Forward

42. If you are not able to approve from the Create/Update Set screen, you can approve from your Workflow Tasklist located on your Dashboard. You would select “AR/CR Approval”.

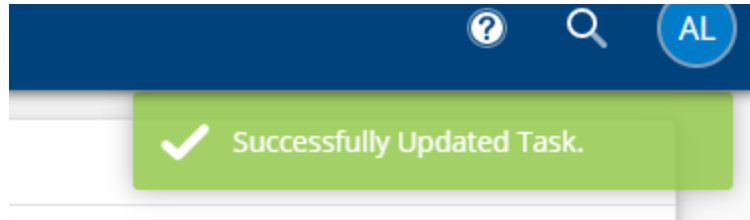
43. An “Approve” window will pop up allowing you to add a comment. You can add a comment or leave it blank and click “Submit”.

Approve

Add Comment

Cancel Submit

44. Once you click submit you should see a green “Successfully Updated Task” in the right hand corner of your screen.



45. Once your invoice has been approved by accounting, you should receive a copy of your final invoice in your email from “bp workflow”. The invoice will be attached.

**AR Invoice Set: ARAIL031021 Distributed and Attached**

From: "bp workflow" <bp\_workflow@4j.lane.edu>  
 To: "landeros" <landeros\_a@4j.lane.edu>

[ARInvoice.pdf \(4.3 KB\)](#) [Download](#) | [Briefcase](#) | [Remove](#)

The attached Account Receivable Invoice Set has been distributed:

AR Set: ARAIL031021

Accounts Receivable / Cash Receipt Set  
 =====  
 Set ID = ARAIL031021  
 Type = AR

Account ID	Name	Reference ID	Date	Amount				
C000050		AR000062	3/1/2021	111259.37				
	FQA			Amount	Ext Amount	Type/Ref	Payment ID	Bank Slip Date
	250-862-0000-000-862-21060-00000-4399000			1.00	-101638.34		-101638.34	
	Corr/Det-LTCT - Other Rev-State	220-862-0000-000-862-21060-50963-4450000					1.00	-2549.99 -2549.99
	Corr/Det-LTCT - CFDA 84.027	210-862-0000-000-862-21060-50961-4450100					1.00	-7071.04 -7071.04
	Corr/Det-LTCT - CFDA 84.01							