# Standard Operating Procedure
## Creating B+ Accounts Receivable Invoices

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| 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.

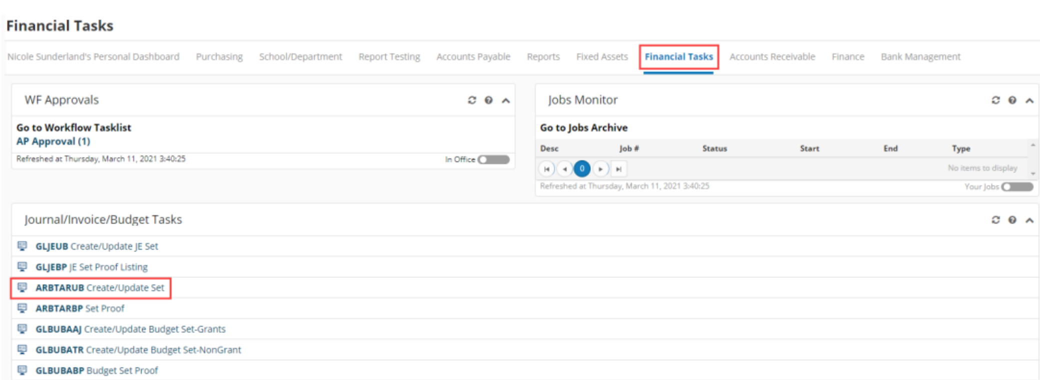
## SYSTEMS USED

- BusinessPlus
- Staff email, Zimbra

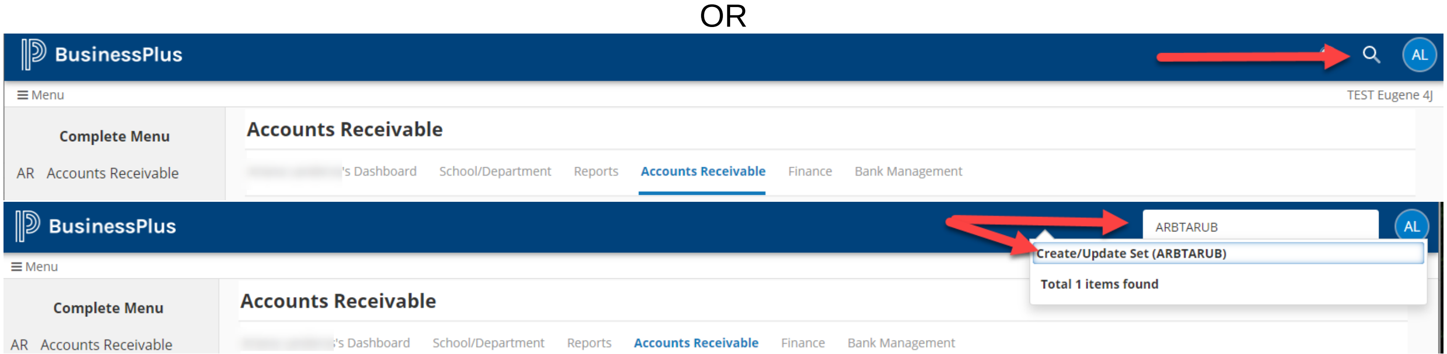
## DEFINITIONS & ABBREVIATIONS

- **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

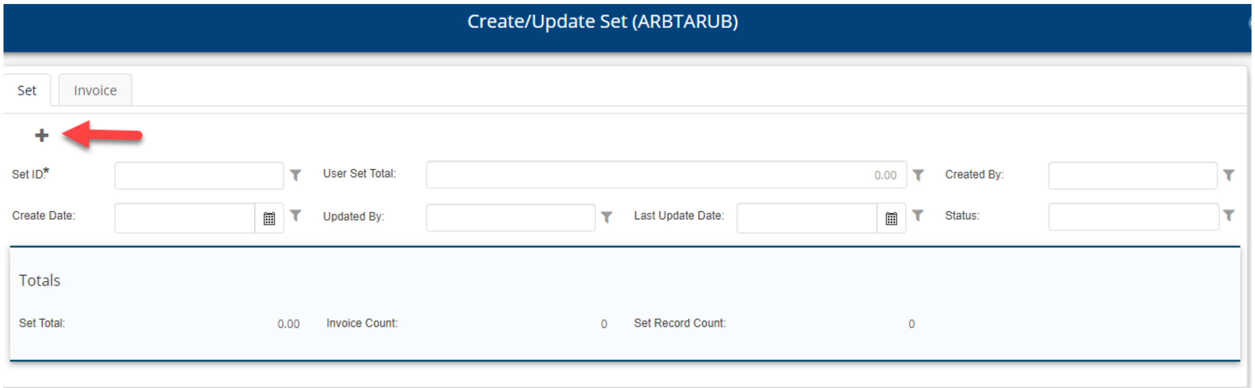
1. Start by navigating to the “Financial Tasks” tab on your BusinessPLUS dashboard. Select “ARBTARUB Create/Update Set”. You can also navigate right to ARBTARUB by typing it in the search.



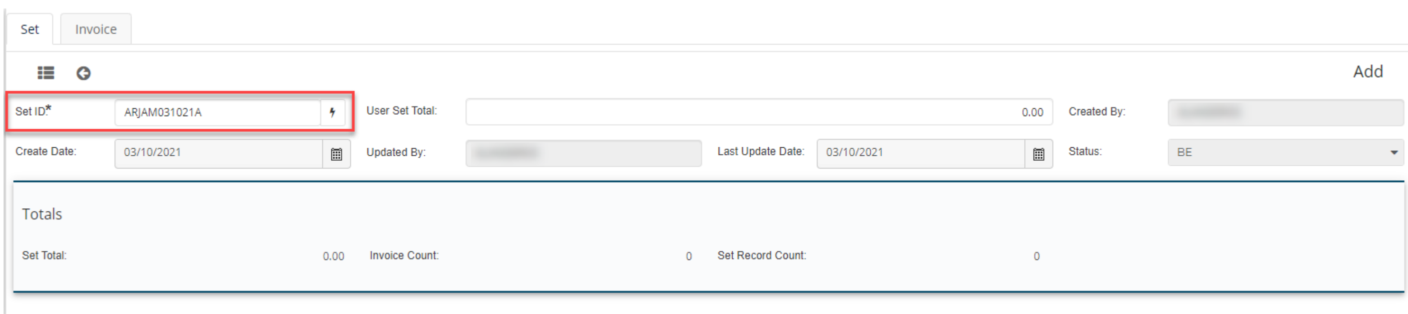

OR



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

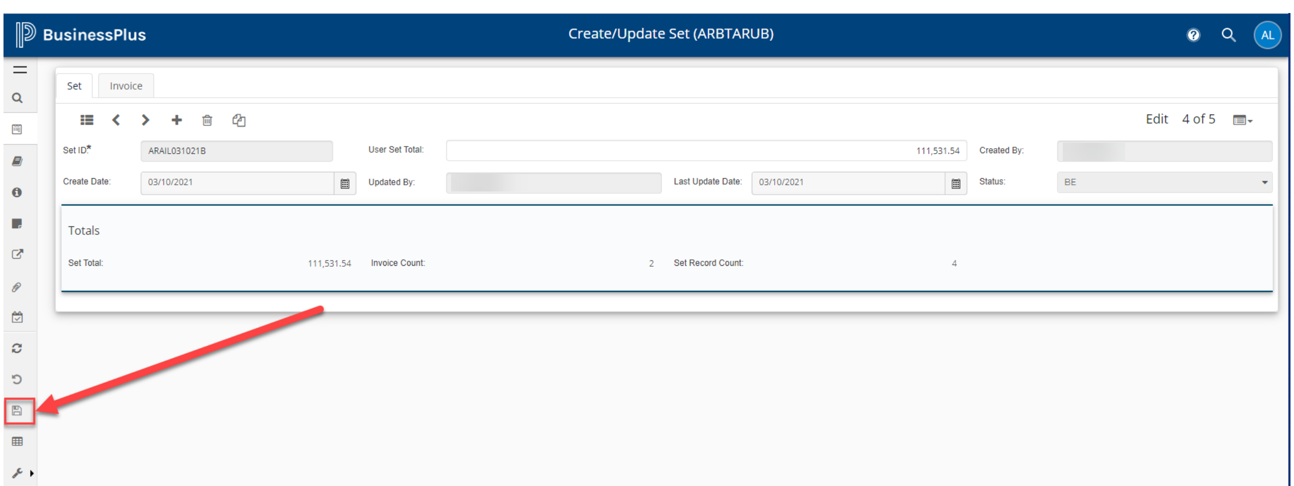


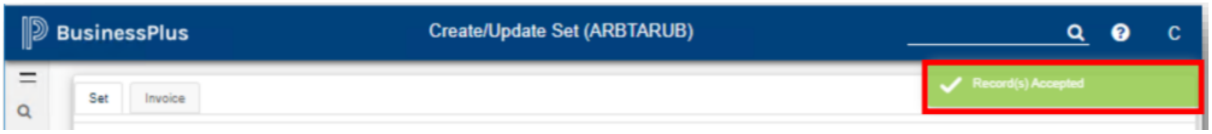

4. Enter in the Set ID. Which will be “AR” followed by your three initials (if you do not have a middle initial you can enter in whatever letter you would like), followed by the date MMDDYY. If you will be doing more than one set in a day, add letters starting with “A” after the date. Ex: For John Andrew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



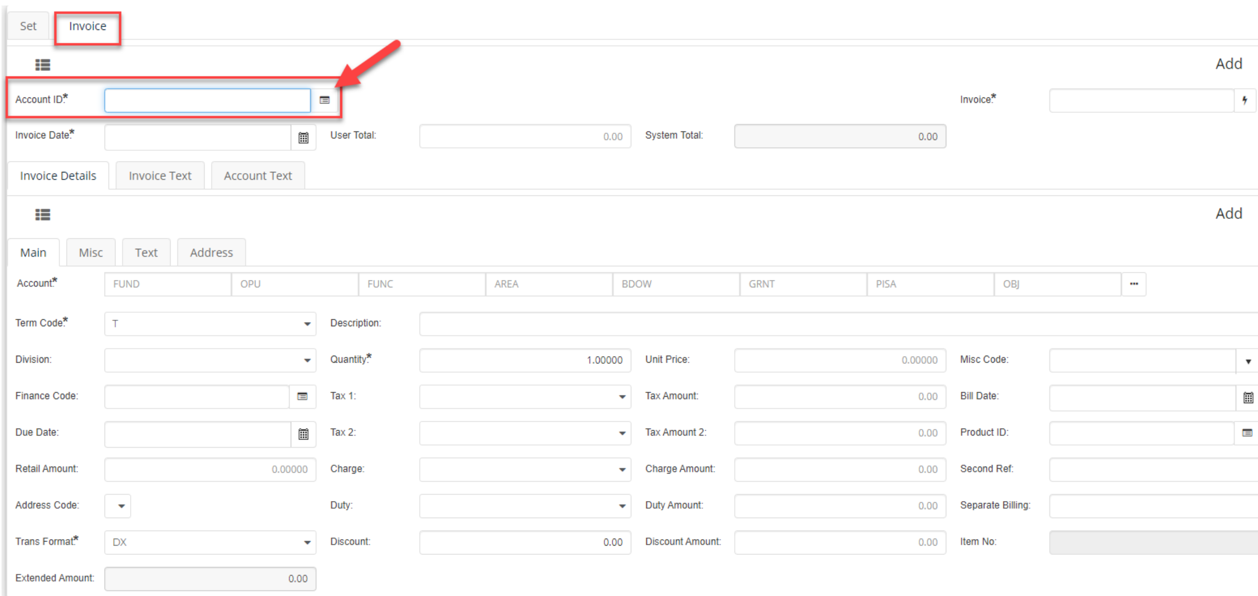

5. “User Set Total” does not need to be added/calculated at this time, but it can be entered if you know how much your invoice/s will be.

6. 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.



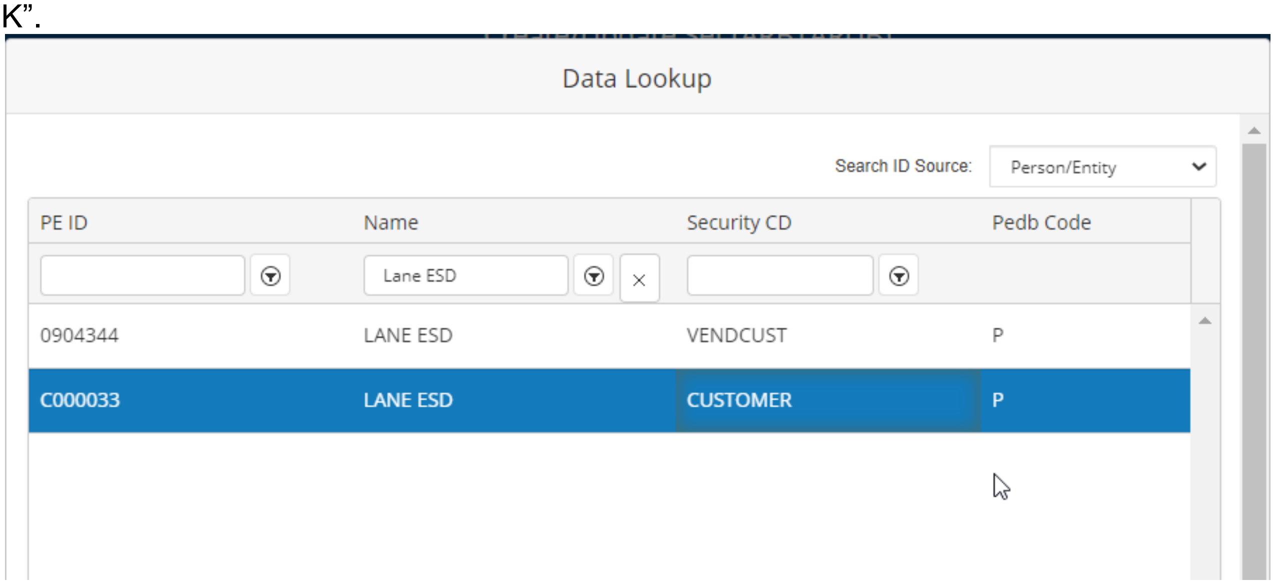



7. Next, click on the “Invoice” tab and enter in the Account ID-this will be the customer number you will be invoicing.

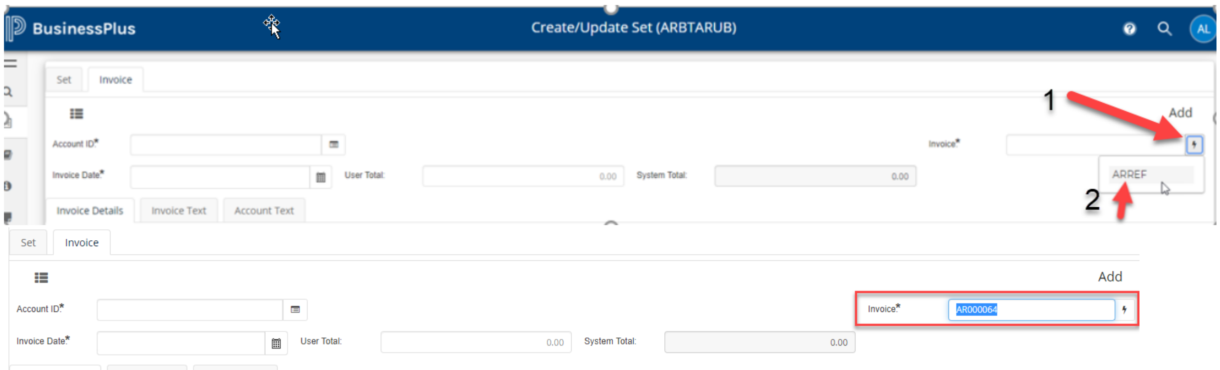



8. If you don’t know the Account ID, click the box to the right of the field to open the lookup screen.

9. 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”.



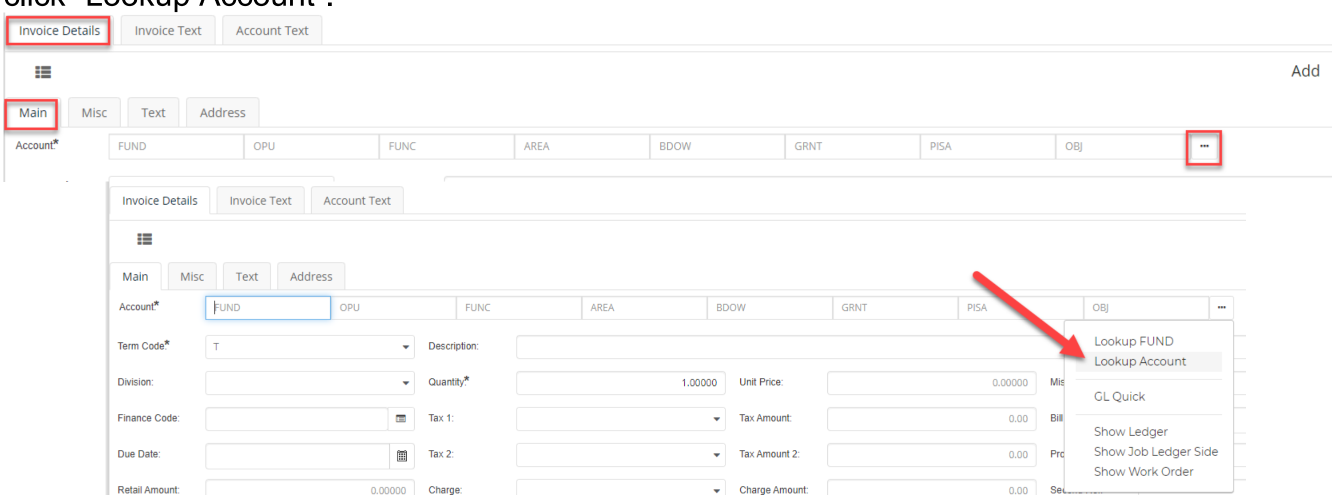
10. Then create an invoice number by clicking on the lightning bolt next to the invoice field and selecting “ARREF”. This will auto-generate an invoice number.



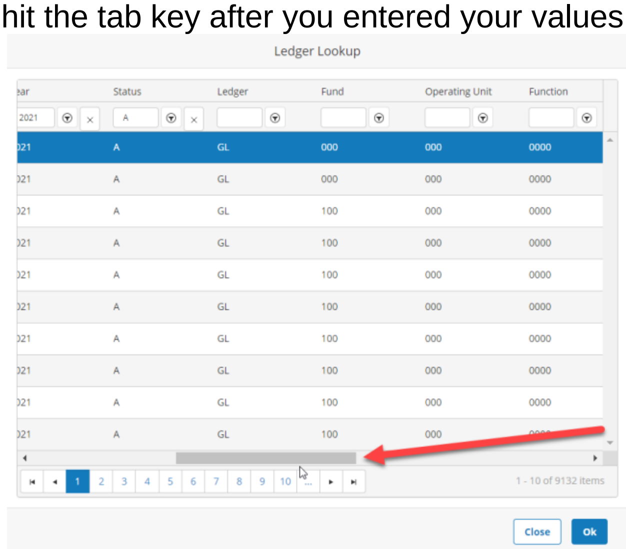

11. Enter the Invoice Date, either by typing it in or clicking on the calendar and selecting the date.

12. In the “User Total” field, enter the amount of the invoice.

13. Move onto the “Main” Tab and enter the Account. If you do not know the fully qualifiied account, click in any of the fields and then select the ellipses to the right of the “OBJ” field and click “Lookup Account”.



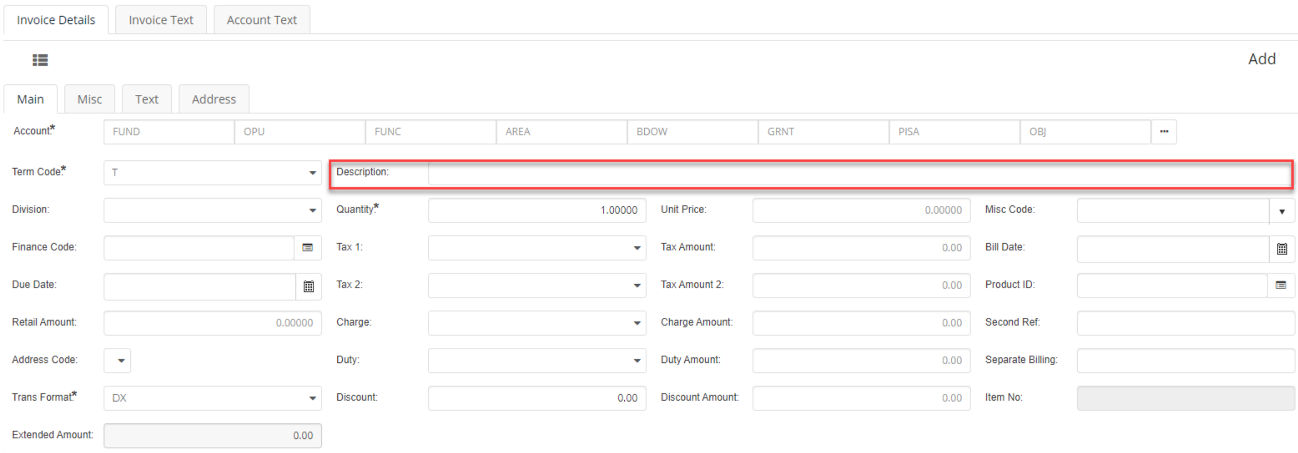

14. A list of accounts will appear based on your security profile in B+.Use the bottom bar to scroll across to view or search the various fields. To search in a field after you have entered criteria, hit the tab key after you entered your values.



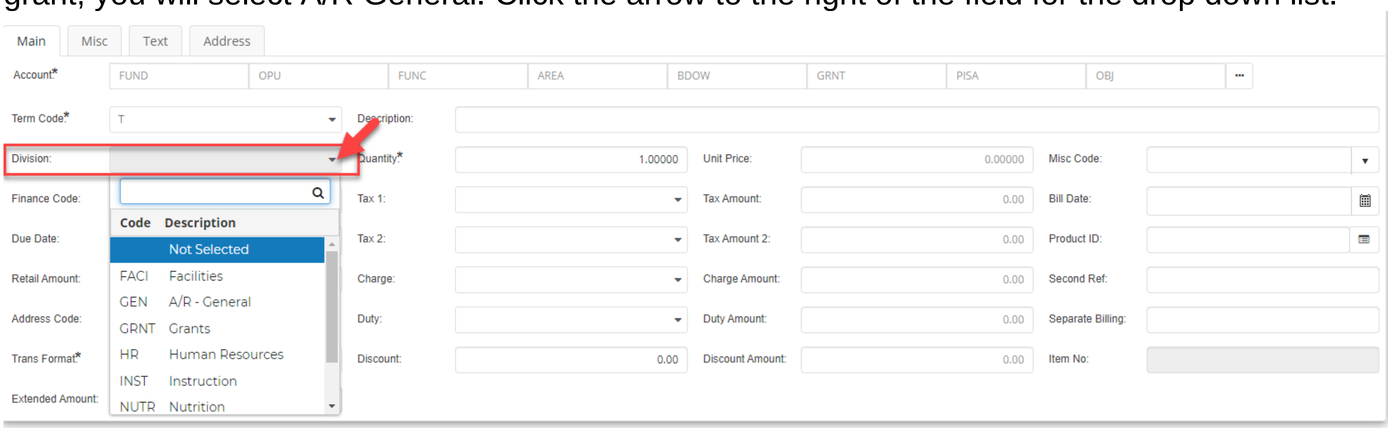
15. Select your account by double clicking or selecting it and clicking “Enter”.

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

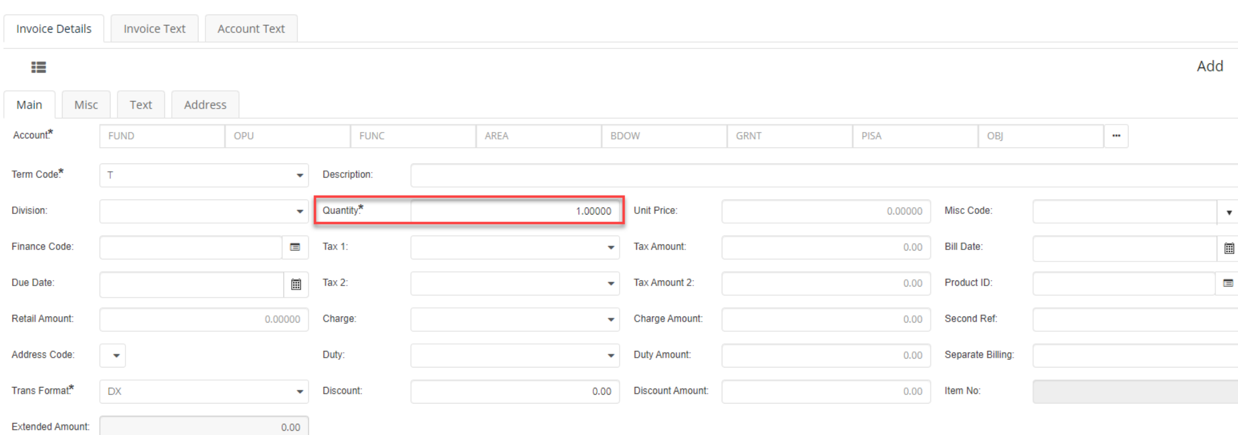
17. Enter a description of the charge in the “Description” field. This is limited to 30 characters.



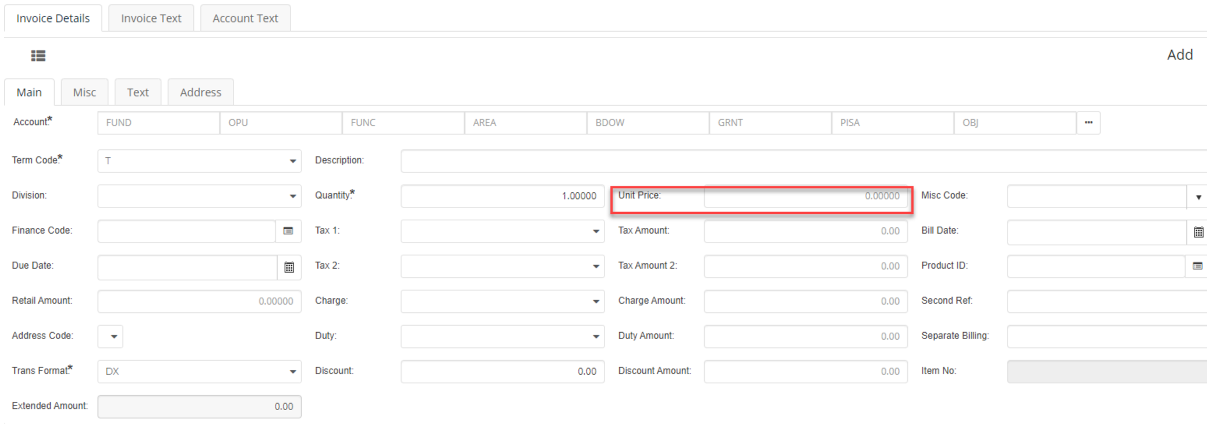

18. The “Division” field is the department you will be creating the invoice for, with the exception of grants. Grants will be used for grant invoices. If the department is not listed and it is not a grant, you will select A/R General. Click the arrow to the right of the field for the drop down list.



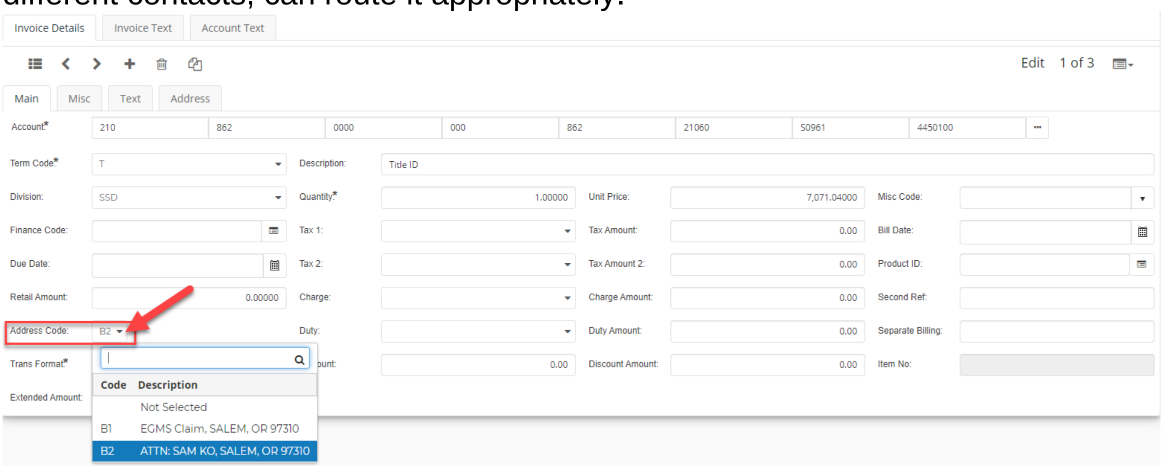

19. Quantity will default to one but can be changed.



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



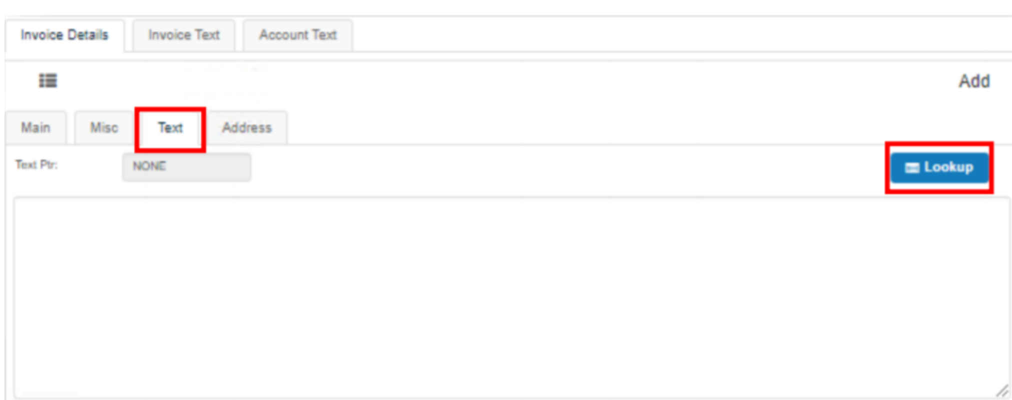

21. The “Address Code” will need to be selected. This field changes the billing attn to and sometimes address of the vendor. This is so different departments that bill the same entity with different contacts, can route it appropriately.



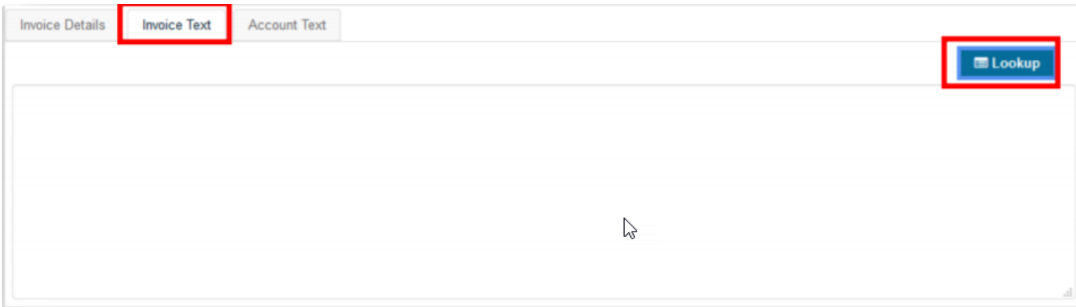

22. The “Trans Format” will default to DX and does not need to be changed.

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.

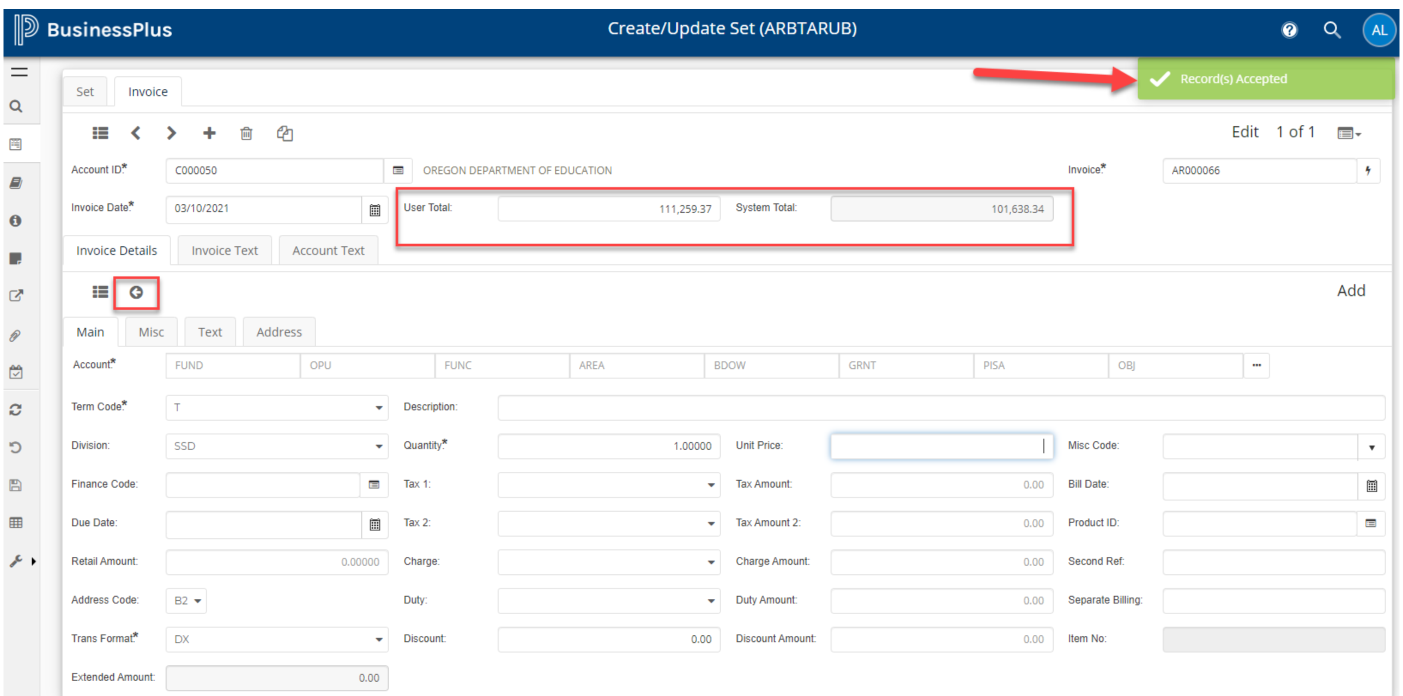


25. Text can also be added to the invoice in general, not specific line item on the “Invoice Text Tab”. Pre-defined text can be created for this, you will need to work with accounting to set this up and it can then be accessed by clicking the “Lookup” button.



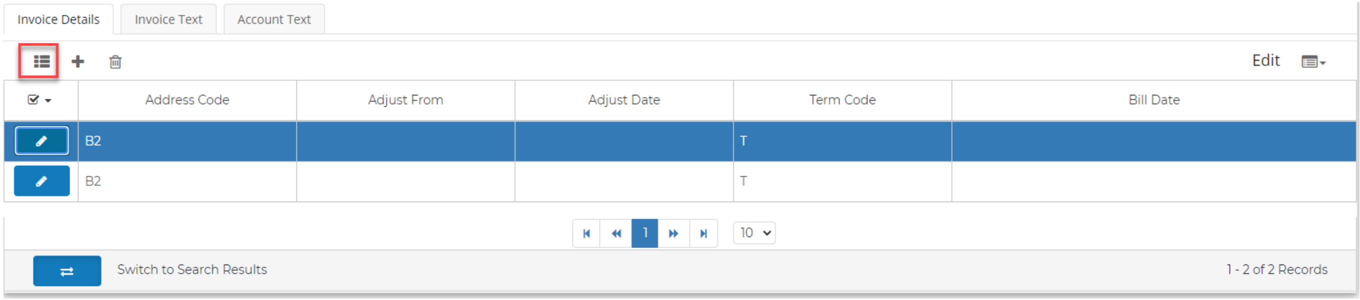

26. When all necessary fields have been filled out, hit the enter key (while not in a text tab) or click the save icon to the left of your screen to save the information. Ensure you get the green “Record(s) Accepted” message.

27. If you are entering mutlitple 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.

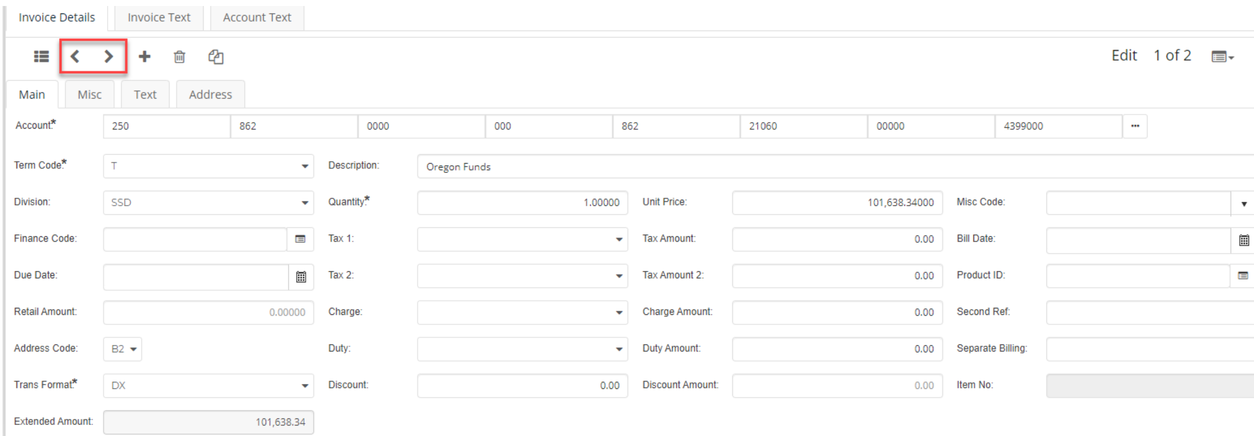



28. The fields under the “Main” tab will be clear and ready for you to enter your next line. After entering the details of your next line, you can hit enter or the save icon, again to bring up the cleared fields for the next line. The “System Total” will update again. If you click on the left facing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

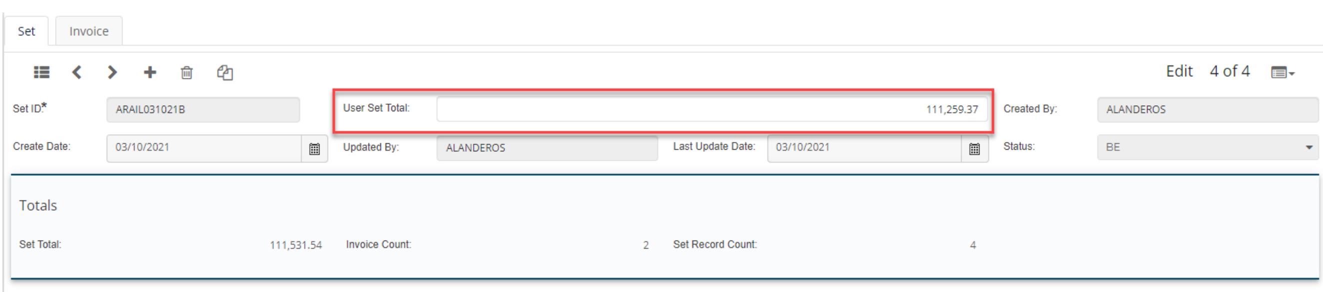



30. When it takes you back to the details, you can use the arrows to go left or right and view the full transaction details.

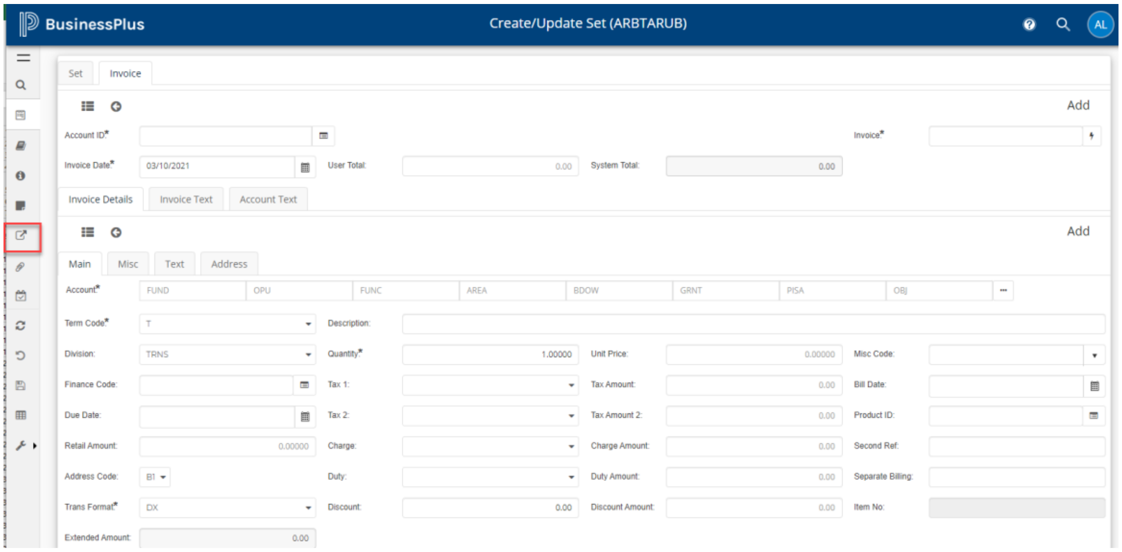



31. Once you have entered the full amount of the invoice ("User Total" matches "System Total") and click save, your invoice header information will clear in preparation for you to create the next invoice in your set.

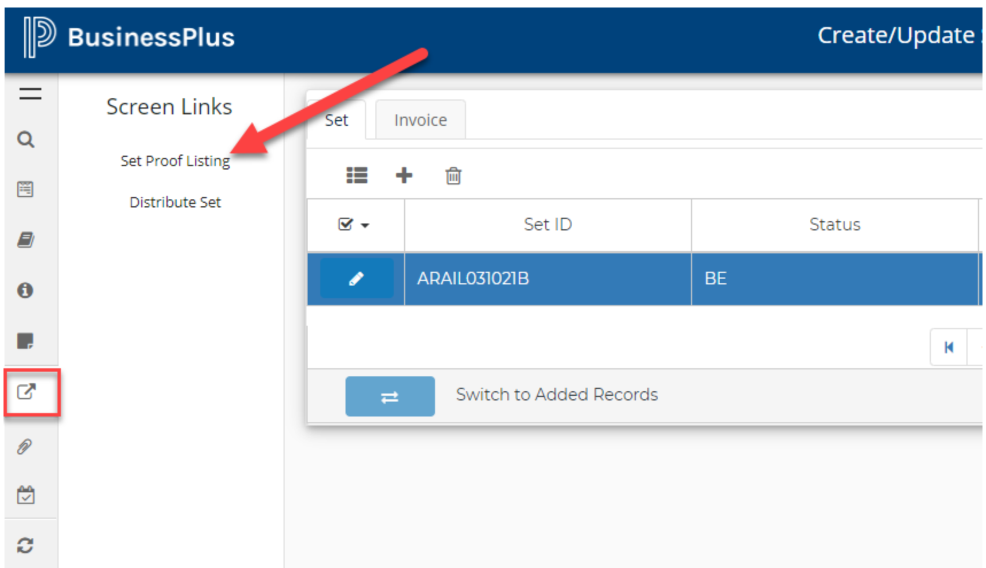
32. If you have created all the invoices you want in that set, you will update the "User Set Total" under the "Set" tab to equal the amount of all your invoices in the set, hit enter or the save icon (ensuring you see the "Record(s) Accepted" message) and move onto your set proof.



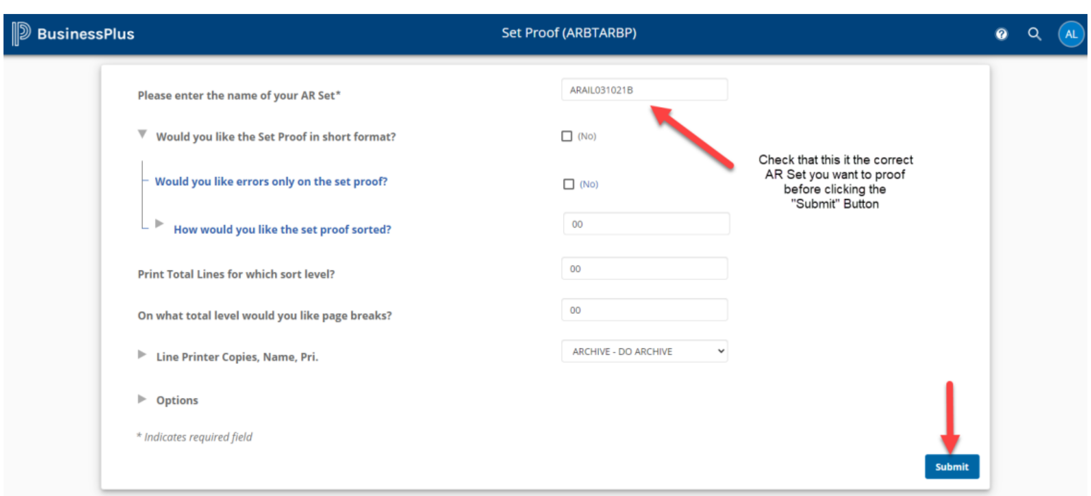

33. The set proof is the process where you will send through your invoice information for <u>your</u> preview before you submit for accounting review. This is accessed by clicking on the box with an arrow icon on the left side of your screen.




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

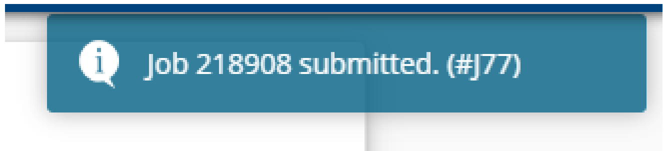



35. This will bring up the "Set Proof (ARBTARBP) screen.

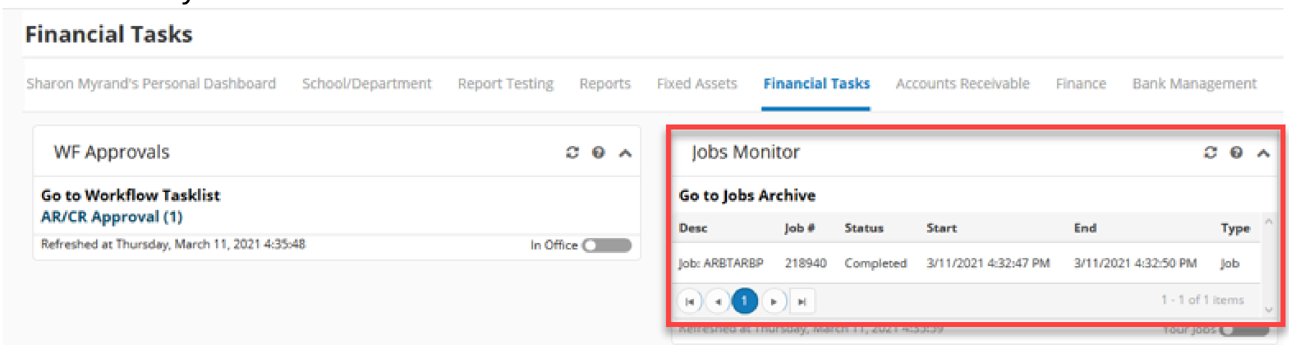



36. Check that the set is what you are trying to proof and if it is correct, click the "Submit" button.

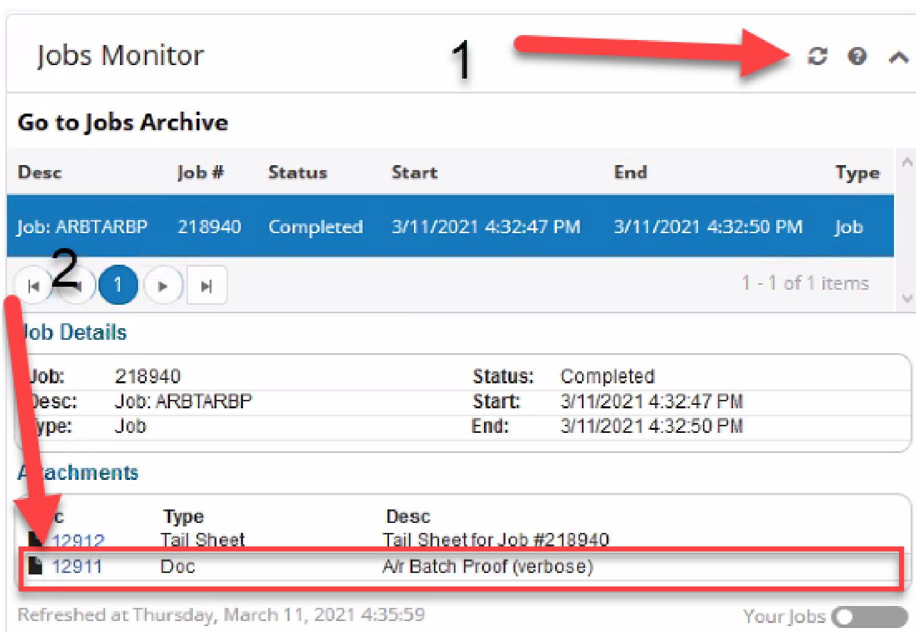
37. You should see a “Job XXXXXX Submitted” message in the right hand corner.



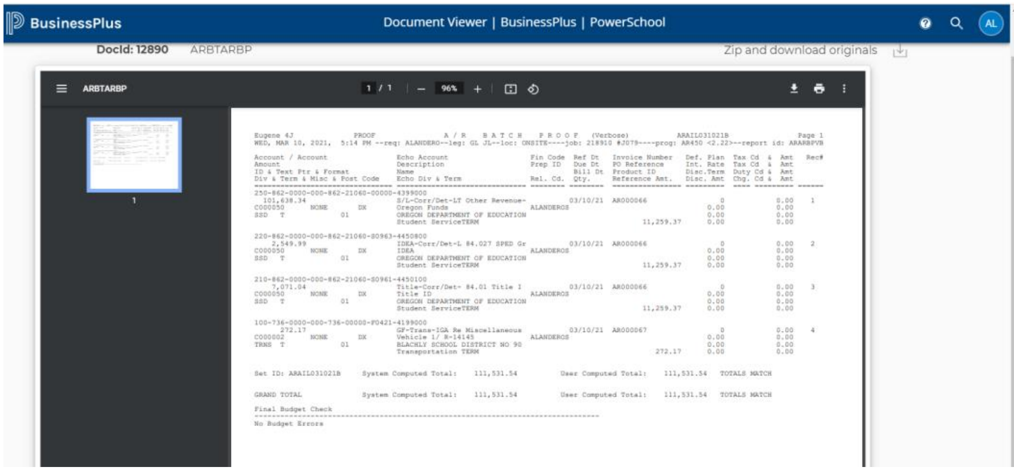

38. After that, you will need to wait for about a minute before your set proof shows up in your Jobs Monitor on your Dashboard.



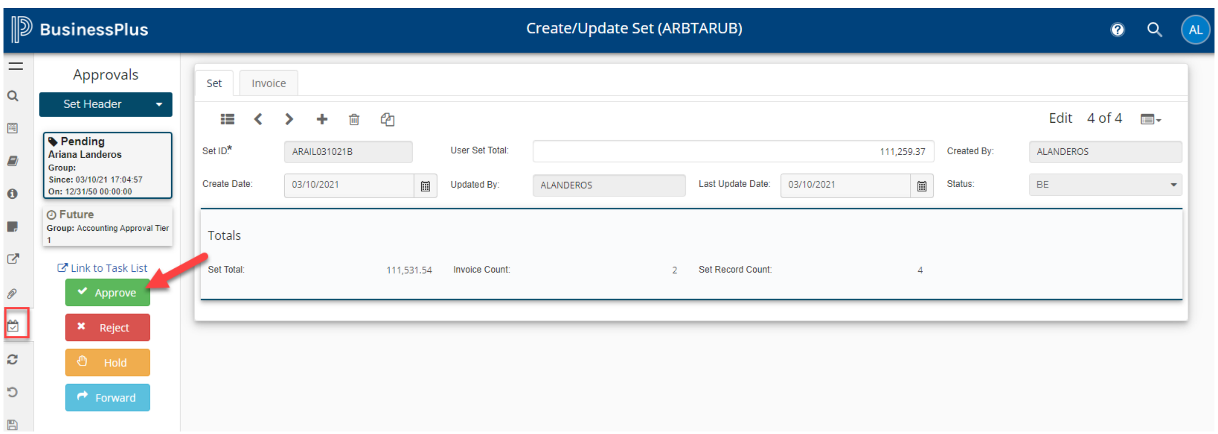

39. Once this shows up on your dashboard, select the job you wish to preview, and when the job detail lines open, click on the blue number to the left of the “Doc” attachment type. This will likely not appear immediately. You will need to click the refresh button until your Doc shows up with a document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

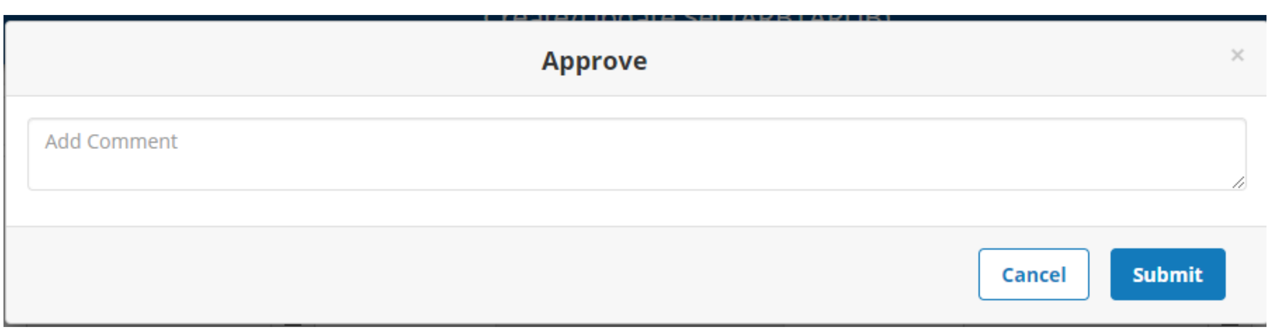



41. To submit your set, you will go back to your “Create/Update Set (ARBTARUB)” screen, click on the calendar with the check mark icon to pull up your tasks and click “Approve” to submit it to the workflow for review.

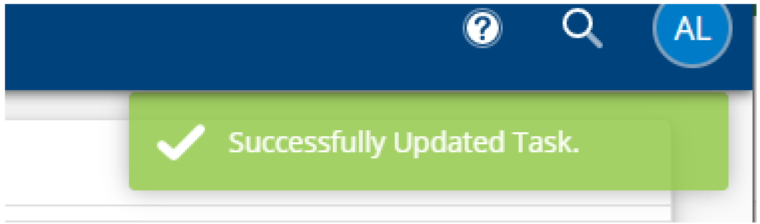



42. If you are not able to approve from the Create/Update Set screen, you can approve from your Workflow Tasklist located on your Dashboard. You would select “AR/CR Approval”.

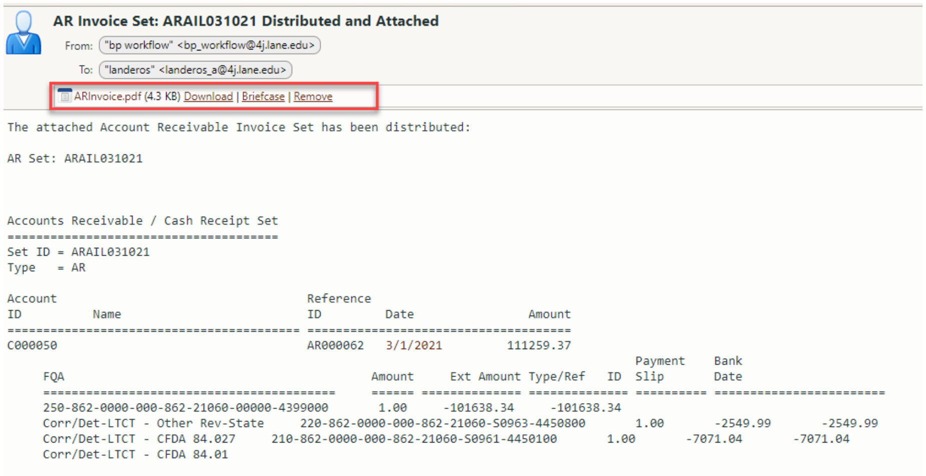
43. An “Approve” window will pop up allowing you to add a comment. You can add a comment or leave it blank and click “Submit”.




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                                   Reference
ID          Name                          ID         Date                 Amount
========================================= =====================================
C000050                                   AR000062   3/1/2021         111259.37
                                                                                   Payment    Bank
     FQA                                           Amount      Ext Amount Type/Ref   ID  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-S0963-4450800       1.00       -2549.99       -2549.99
     Corr/Det-LTCT - CFDA 84.027     210-862-0000-000-862-21060-S0961-4450100       1.00       -7071.04       -7071.04
     Corr/Det-LTCT - CFDA 84.01
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