ATLAS Billing Process

Contents

Receive Invoice Requests from ATLAS team members

Invoice Requests comes in a specific format to include all the necessary information such as Organization Name, P.O.C., Phone number, and email address. See below example

Hi Milad,

Please invoice Smith College as outlined below:

CONTACT NAME: Julie Adamo Head of Collection Development and Management Collectiondevelopment@smith.edu
ORGANIZATION: Smith College
ADDRESS: Neilson Library c/o Alumnae Gym, Acquisitions, 83 Green Street, Northampton, MA 01063
CONTACT PHONE: 413-585-2984
CONTRACT TYPE: Annual
EFFECTIVE DATE: December 2st, 2021
END DATE: December 31st, 2022
SUBSCRIPTION FEE: $ 1,800
AUTHORIZED USERS: Up to 50 users

Charge code using 4700 as the natural account and 0000 for a license paid for by the subscriber.

Please let me know if you need any additional information.

Thank you,

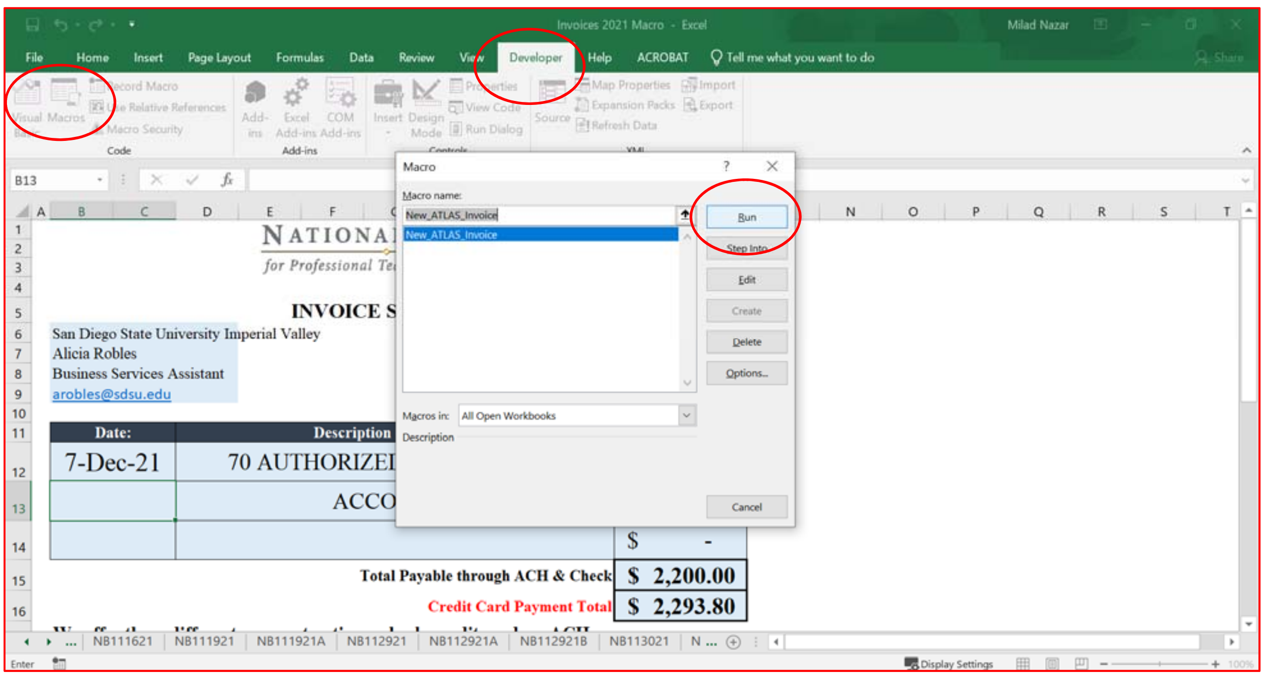
Locate and Open Invoice Template “Invoices 2021 Macro”

Step 1: Open the Invoice Template file

Go to Box\Finance\3 - Accounts Receivable\2 - Customers\ATLAS and Open Excel File called **“Invoices 2021 Macro”**

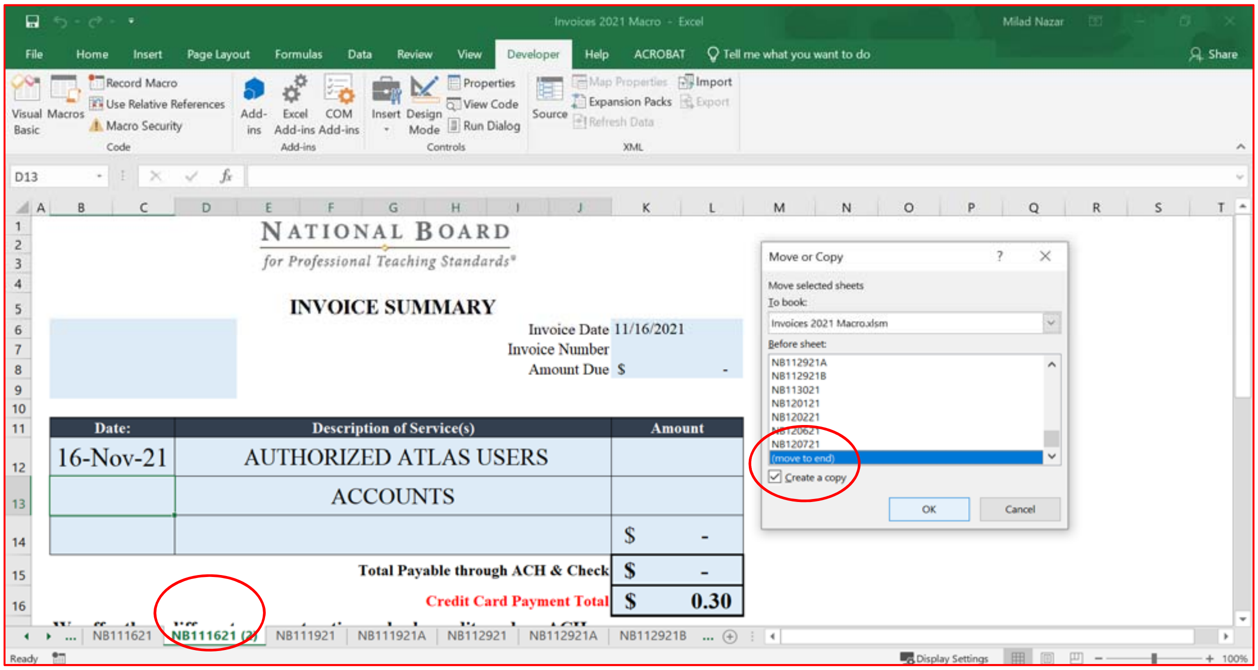
Step 2: Run the Macro

Once you have the file open then click Developer Tab > Click Macros and Run a Macro called “New_ATLAS_Invoice”



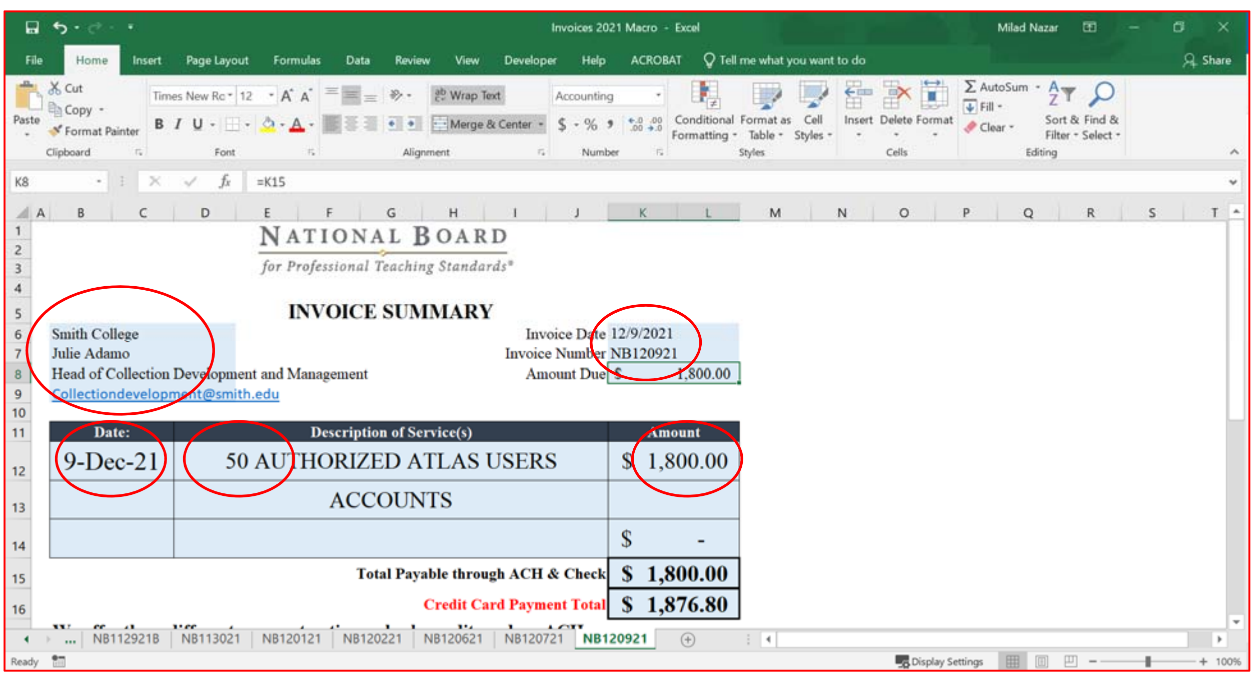
Step 3: Move the sheet to the end

Move the newly created Sheet by Macro to the end. Rename the sheet as (“NB” + “MMDDYY”)



Step 4: Fill out all the necessary/required information

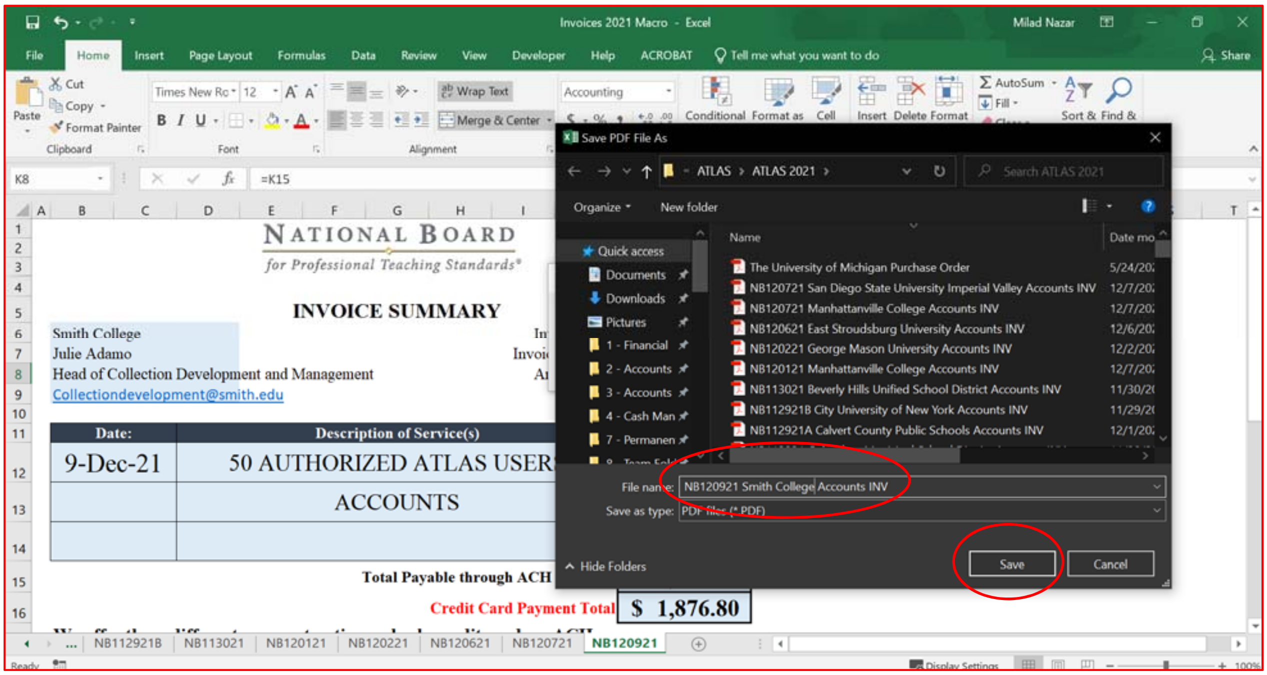
Add all necessary information into this Invoice. Take all necessary information from the Invoice-Request email. Organization Name, P.O.C., Title, email address, Invoice number, Date, Number of Users and Amount is required to be filled out in this template.



Step 5: Print it to PDF

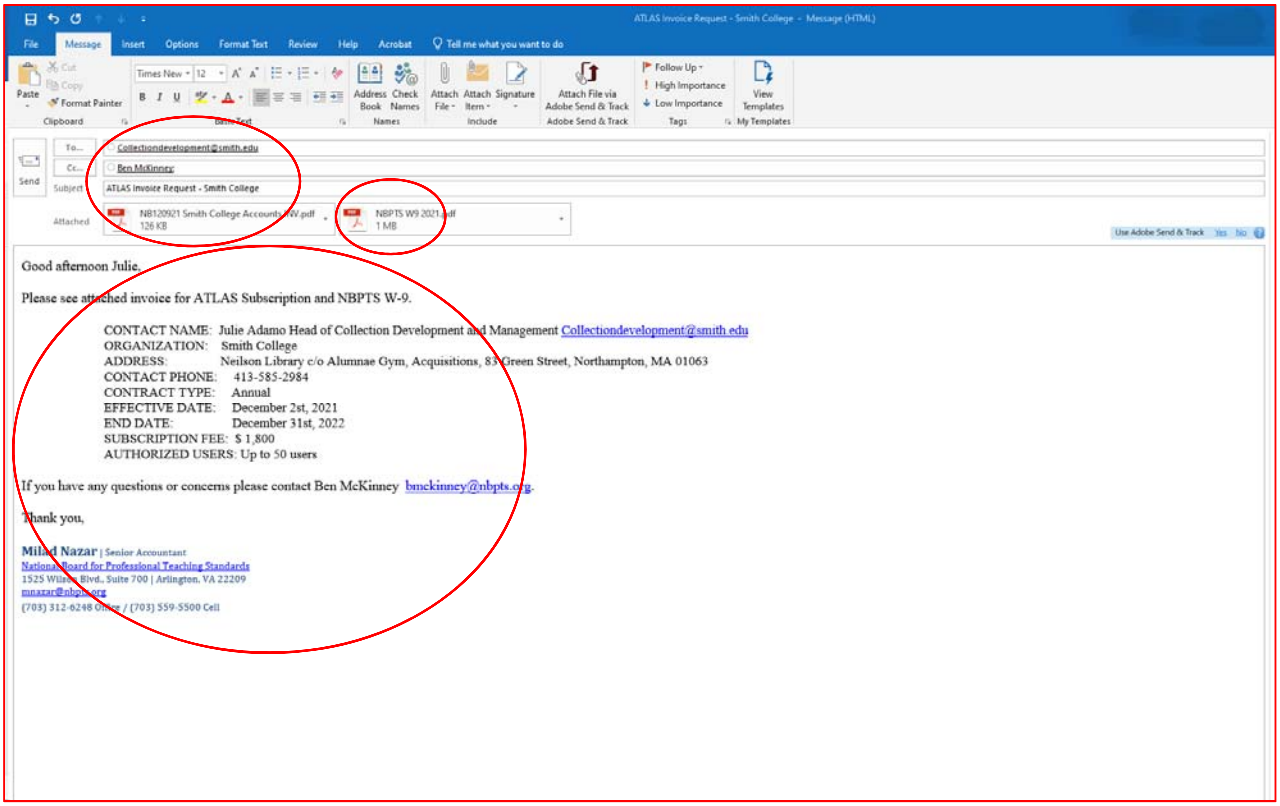
Print it to PDF and save the PDF file at Box\Finance\3 - Accounts Receivable\2 - Customers\ATLAS\ATLAS 2021

Make sure to rename the PDF file to follow the order and consistency.



Step 6: Forward the Invoice to customer

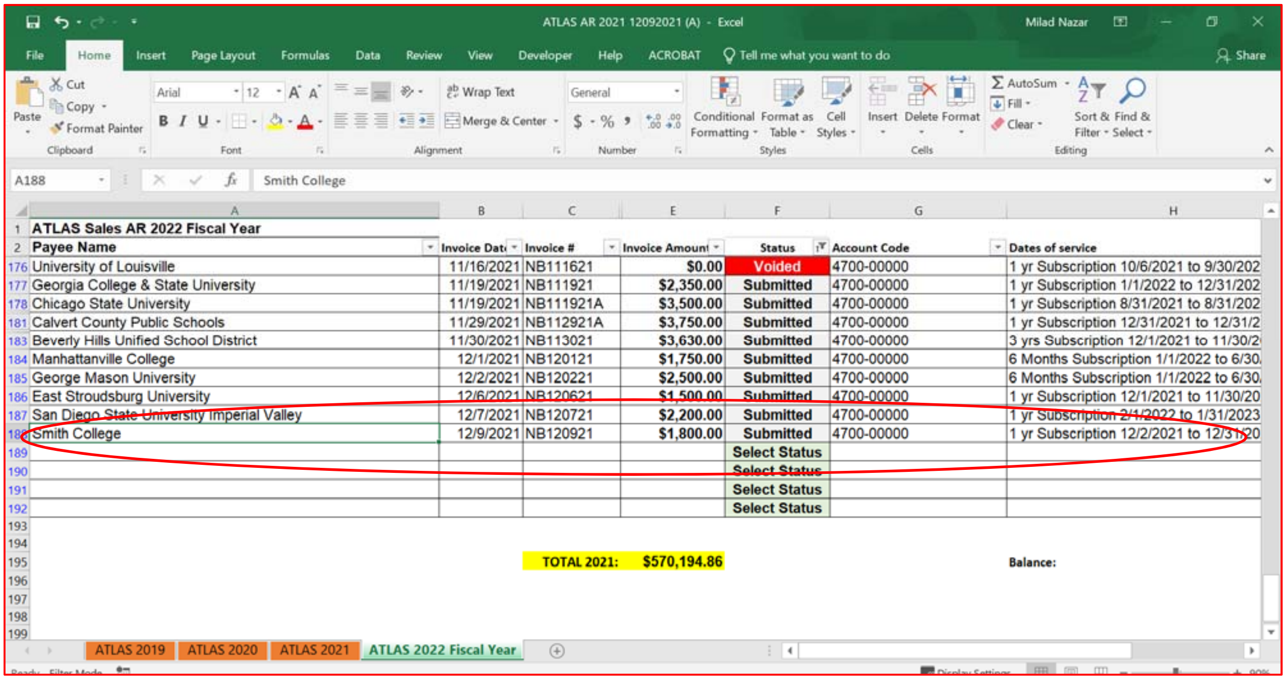
Forward the Invoice Request email, attach the Invoice, attach the NBPTS W9 file, rename the subject of the email as you're sending a new email. Keep the Invoice request format and add on your email message to your customer. Make sure to copy the ATLAS team member in your email so they know that the Invoice is submitted. See example below:



Step 7: Update the Invoice Tracker

Update the Invoice Tracker file with this new Invoice submission. Go to Box\Finance\3 - Accounts Receivable\2 - Customers\ATLAS and find “ATLAS AR 2021 12092021 (A)”

Rename the file to current date, and open up to add the new Invoice. Fill out all the necessary cells in the worksheet and save it.



	A	B	C	E	F	G	H
1	ATLAS Sales AR 2022 Fiscal Year						
2	Payee Name	Invoice Dat	Invoice #	Invoice Amount	Status	Account Code	Dates of service
176	University of Louisville	11/16/2021	NB111621	$0.00	Voided	4700-00000	1 yr Subscription 10/6/2021 to 9/30/202
177	Georgia College & State University	11/19/2021	NB111921	$2,350.00	Submitted	4700-00000	1 yr Subscription 1/1/2022 to 12/31/202
178	Chicago State University	11/19/2021	NB111921A	$3,500.00	Submitted	4700-00000	1 yr Subscription 8/31/2021 to 8/31/202
181	Calvert County Public Schools	11/29/2021	NB112921A	$3,750.00	Submitted	4700-00000	1 yr Subscription 12/31/2021 to 12/31/2
183	Beverly Hills Unified School District	11/30/2021	NB113021	$3,630.00	Submitted	4700-00000	3 yrs Subscription 12/1/2021 to 11/30/2
184	Manhattanville College	12/1/2021	NB120121	$1,750.00	Submitted	4700-00000	6 Months Subscription 1/1/2022 to 6/30
185	George Mason University	12/2/2021	NB120221	$2,500.00	Submitted	4700-00000	6 Months Subscription 1/1/2022 to 6/30
186	East Stroudsburg University	12/6/2021	NB120621	$1,500.00	Submitted	4700-00000	1 yr Subscription 12/1/2021 to 11/30/20
187	San Diego State University Imperial Valley	12/7/2021	NB120721	$2,200.00	Submitted	4700-00000	1 yr Subscription 2/1/2022 to 1/31/2023
188	Smith College	12/9/2021	NB120921	$1,800.00	Submitted	4700-00000	1 yr Subscription 12/2/2021 to 12/31/20
189					Select Status		
190					Select Status		
191					Select Status		
192					Select Status		
195			TOTAL 2021:	$570,194.86			Balance:

Step 8: Forward the Invoice Tracker to ATLAS Team

Once your “Invoice Tracker” file is saved, and ready then forward it to ATLAS team on a daily basis.

You can use and email like below and attach the Invoice Tracker file.

“””

Good afternoon,

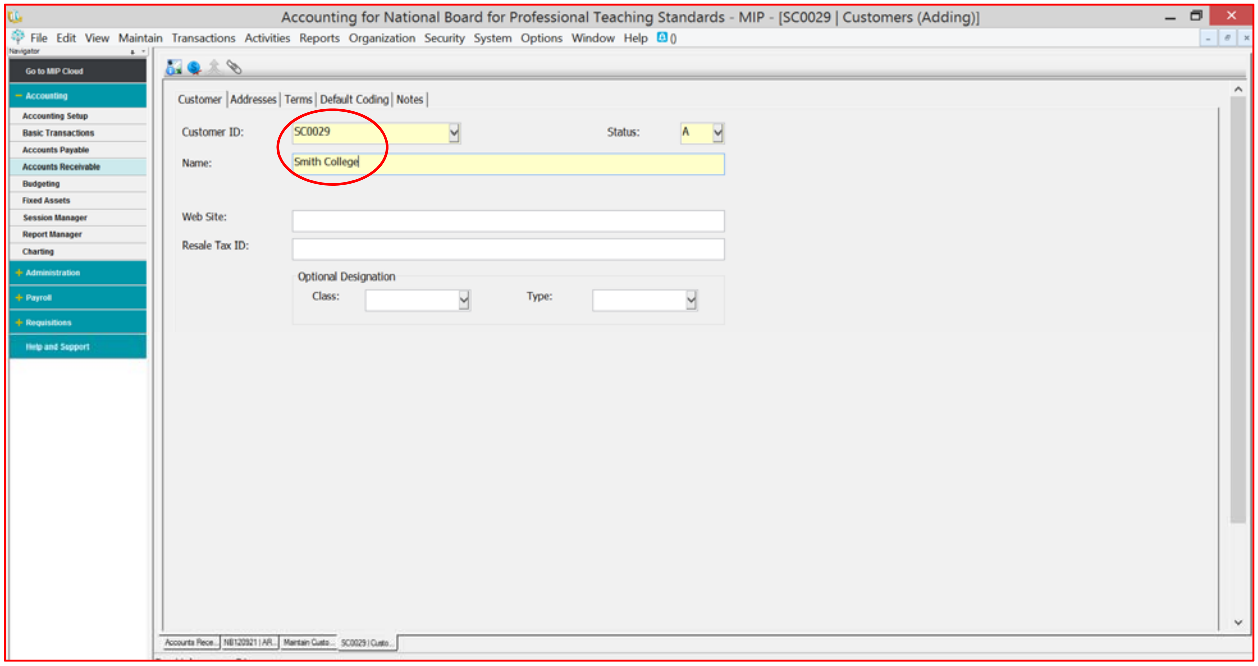
Here is an update on the ATLAS Subscription as of today.

Thank you,

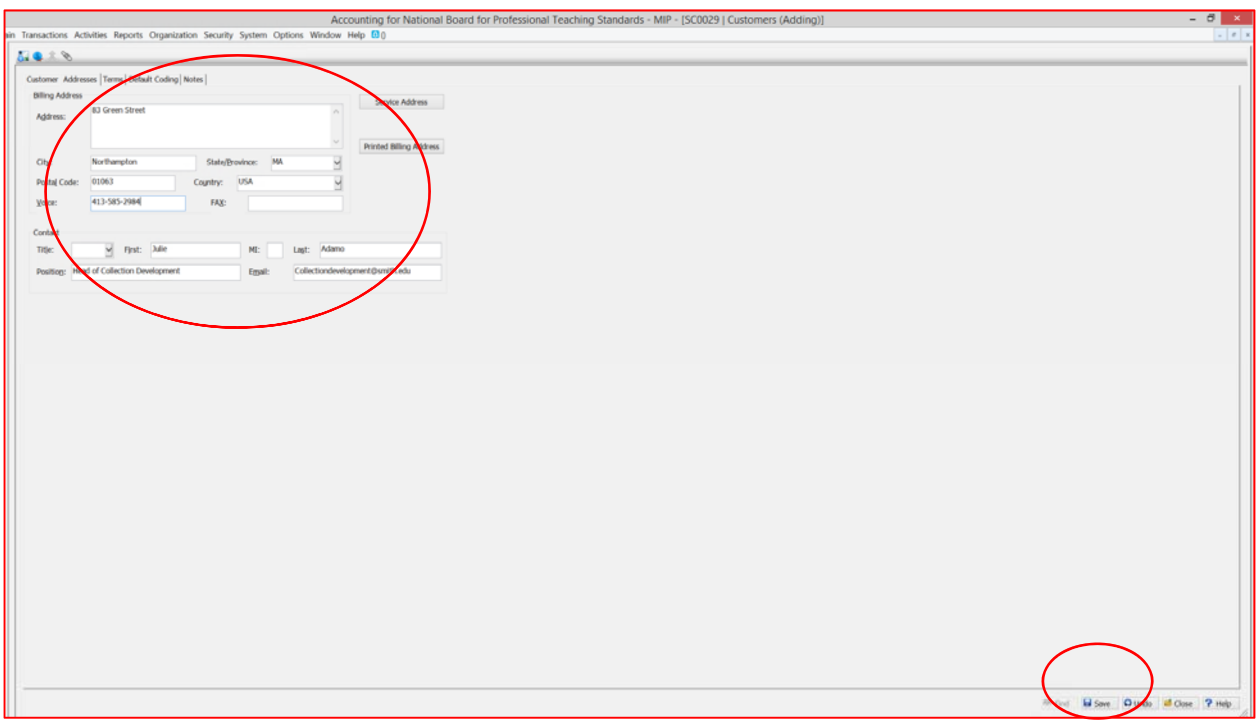
“””

Step 9: Do this ONLY IF YOU HAVE A NEW CUSTOMER > Setup New Customer

If you come across a new customer that's not already existed in your accounting software then go ahead and create a new customer and fill out all the information.

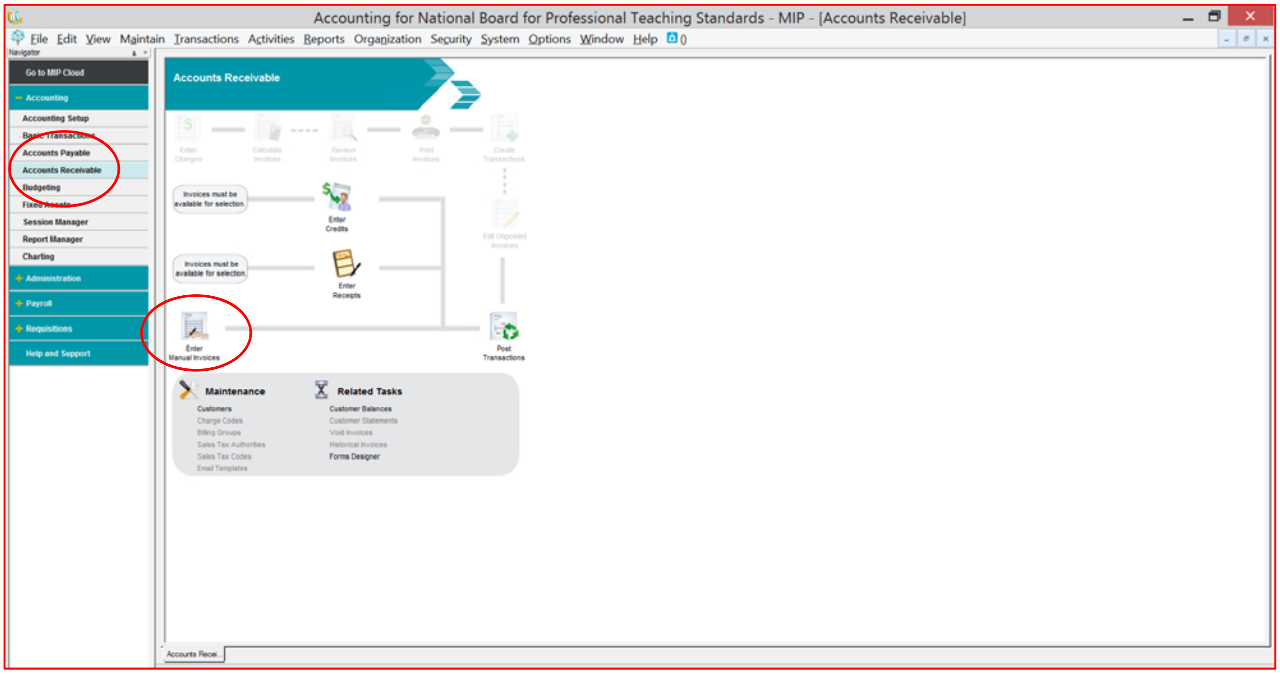


Fill out all the info in Address tab also then hit Save



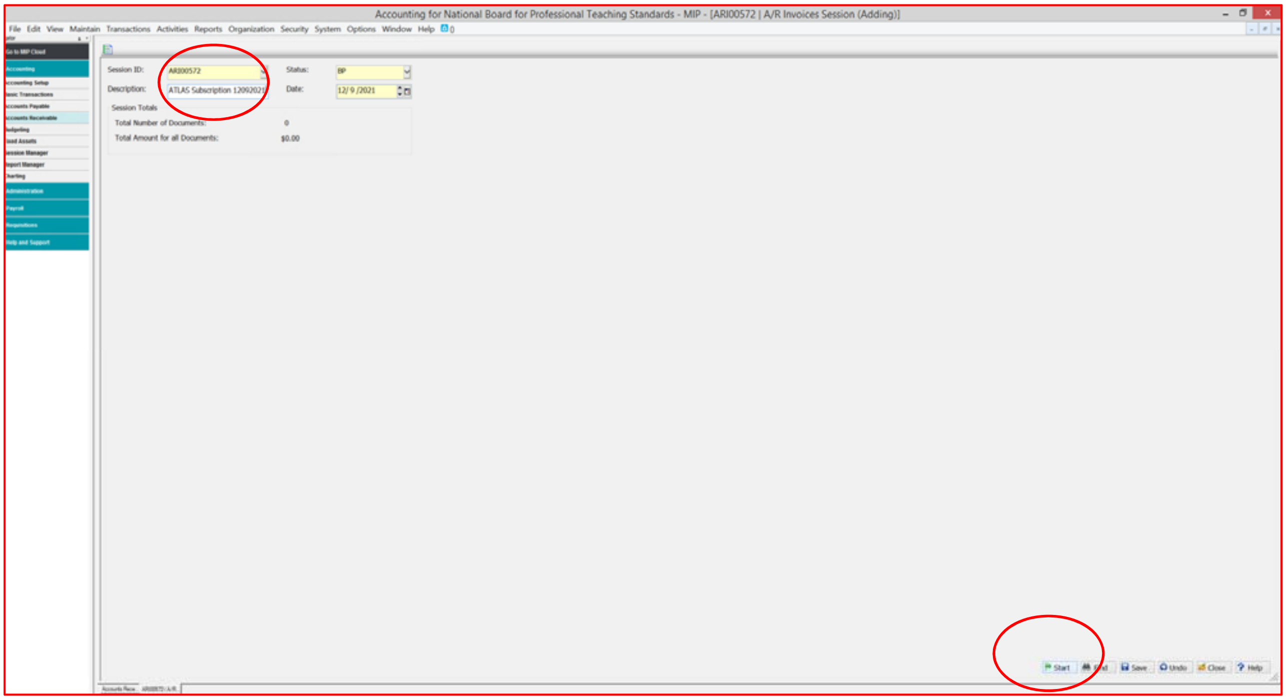
Step 10: Enter Manual Invoices

Record the Invoice in accounting Software called “MIP”. Once MIP is open then go to Accounts Receivable tab and click “Enter Manual Invoices”



Step 11: Create a new Session ID

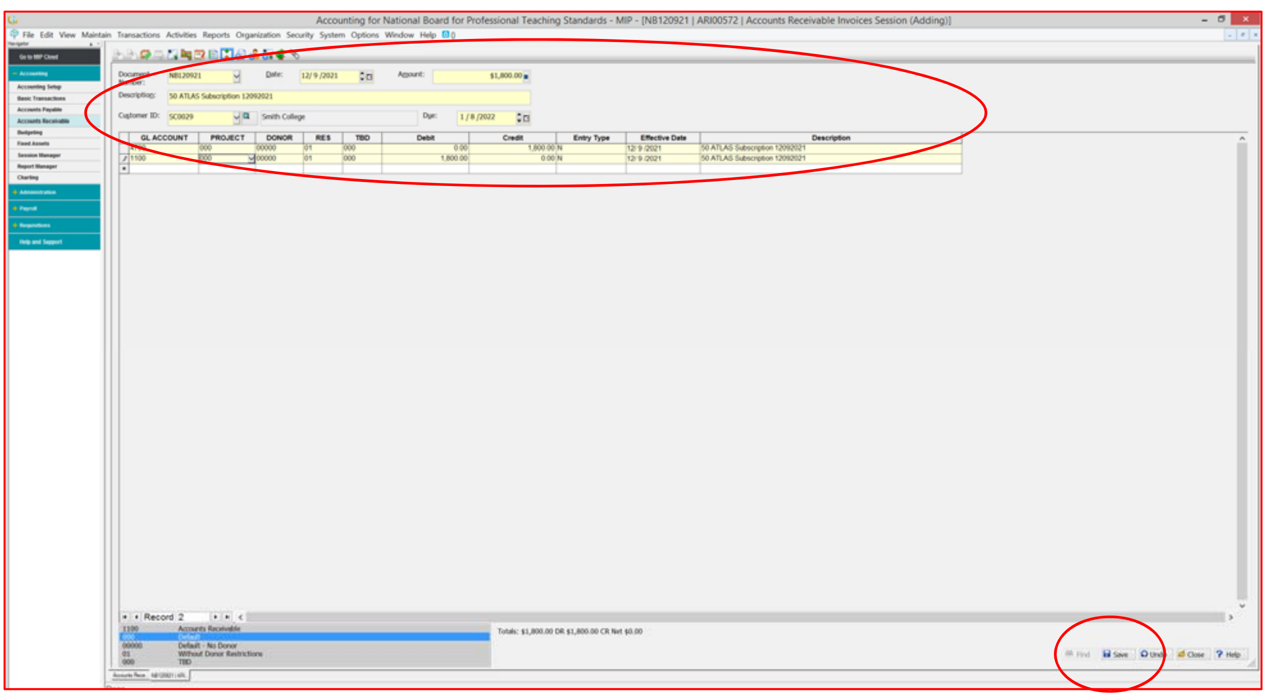
Create a new Session ID by using keyboard (Shift +). Add Description and Click Start.



Step 12: Fill out all the necessary information for the Invoice

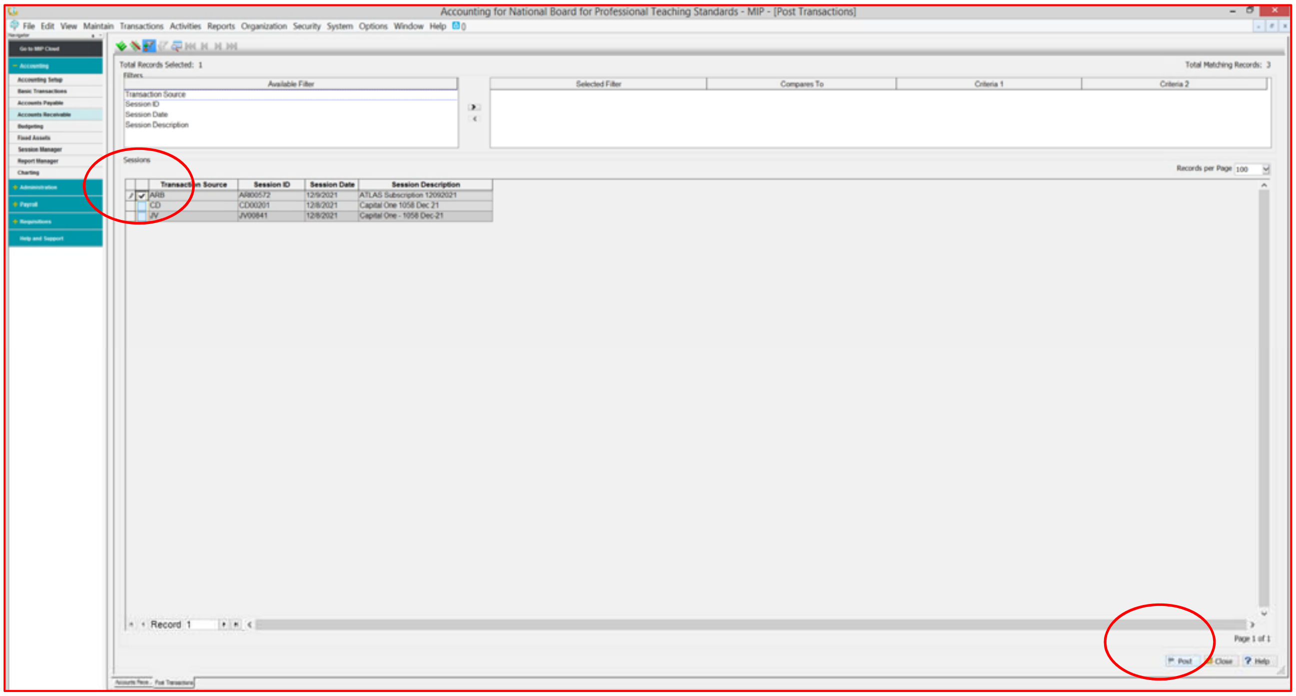
Fill out all the necessary information such as Document Number, Date, Amount, Add Number of Users in the beginning of your description, Customer ID, and code it as (GL # 4700 is credited, GL # 1100 is debited).

Hit save once all the information is entered.



Step 13: Post it

Post it!



Congratulations you did it.