Accounts Payable – Approving an Invoice

For employees approving an invoice

Purpose:	Approve an invoice.
How to Access:	Log into the Stratus application.
Helpful Hints:	Be sure to keep in mind thatSupporting documents and other necessary information can be attached.
Procedure:	Complete the following steps to approve an invoice:

If Distributions have already been added to the invoice, the invoice will automatically route to any necessary cost center managers for approval. Every invoice requires two approvals per cost center so these notifications will fire at the same time and one does not need to wait for the other to approve.

1. If you have an invoice to approve, you will receive a bell notification and email.

NOTE: to check if you have an invoice needing approval without the bell notification, please refer to the appendix at the end of this document.



2. Within the Bell notification in Stratus, click on the link for the appropriate approval action.



Notifications	Show All
ACTION REQUIRED	29 seconds ago
Approval of Invoice 2019-1497 from Colossal Contractors Inc (1,000.00 USD)	
Lauren Rowe Auprov	Reject

3. This will bring up the invoice details. From here, you can View the invoice image, approve, reject, or click on actions in the top right corner.

Approval of Invoice 2019-14	97 from Colossal Contractors Inc	(1,000.00 USD)	View Invoice	Actions 🔻	Approve Re	eject 🔺
	Invoice Approval 1,000.00 USD Colossal Contractors Inc 2019-1497 1/18/2022	;				
	Details					- 11
	From	Lauren Rowe				
	Requester	Employee Employee				
	Supplier Site	000				- 8
	Business Unit	Towson University				10
	Amount Summary		•			- 11
	Line Type		Amount			10
	Total		1.000.00			- 11
			1,000100			- 11
	Cost Center Summary					10
	Cost Center		Amount			- 11
	Total		1,000.00			
			1,000.00			
	Lines					- 11
	Invoice Line		Amount			- 11
	1. Distributions		1,000.00			- 11
	4500-45010-608163-00000-000-0000000000 Athletics Reserve-Athletics General-Grounds Roads Maint-Default Initiative-UO Default- Future-Default Interfund					
	Total		1,000.00			
	Installments					- 11
	Due Date		Amount			
	1. 1/18/2022		1,000.00			
	Payment Method	00				
	Payment Priority	99				

NOTE: Options from the Actions drop down:

Pay	ables – Approve Invoice			
	Request Information –			
	Delegate –			
	Reassign —			
	Route Task –			
	Add Comments –			
	Add Attachments –			
	View Approvals –			
4.	Approval of Invoice 2019-14	1 the invoice and are ready to a 197 from Colossal Contractors Inc	(1,000.00 USD) View 1	nvoice Actions V Approve Reject
		Invoice Approval		
		1,000.00 USD Colossal Contractors Inc		
		2019-1497		
		1/10/2022		
		Details		
		From	Lauren Rowe	
		Requester	Employee Employee	
		Supplier Site	000	

Supplier Site	000	
Business Uni	Towson University	
Amount Summary		
Line Type		Amount
Item		1,000.00
Total		1,000.00
Cost Center Summary		
Cost Center		Amount
Athletics General		1,000.00
Total		1,000.00
Lines		
Invoice Line		Amount
1.		1,000.00
Distributions		
4500-45010-608163-00000-000-000000-0000 Athletics Reserve-Athletics General-Grounds Roads Maint-Default Initiative-UO Default- Future-Default Interfund		
Total		1,000.00
Installments		
Due Date		Amount
1. 1/18/2022		1,000.00
Payment Method	00	

5. A new popup window will appear in which you can add any additional comments and/or attachments. When you are finished adding comments/attachments, click Submit. **NOTE**: This will look the same if you Reject the invoice instead of approving.

Approval of Invoice 2019-1	497 from Colossal Con	tractors Inc (1,000.00 USD)	View Invoice	Actions Approve Reject
	Invoice Approval			
	1.000.00 USD			
	Colossal Contra	actors Inc		
	2019-1497 1/18/2022			
	Details			
		From Lauren Rowe		
		Requester Employee Employee		
	Approve		Submit Cancel	
	Comment		ß	
		Drag files here or click to add attachment		
	Lines			
	Invoice Line		Amount	
	1.		1,000.00	
	Distributions			
	4500-45010-608163-00000-000-00 Athletics Reserve-Athletics Gen	00000-0000 neral-Grounds		

Appendix – Approving an Invoice Viewing options for invoices needing approval in Stratus.

1. To check if you have an invoice needing approval without the bell notification, click the bell icon and select "Show All" in the right-hand corner.

				Notifications	Show A
Good morning	. Employee Emr	olovee!		(REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lawren Reve	Yesterday
Me My Client Groups	Benefits Administration	Payables Procurement	Tools Others	(REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe	2 days ago
QUICK ACTIONS	APPS			 (REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe 	3 days ago
Manage Invoices				(REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe	4 days ago
	Invoices	+		(REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rove	5 days ago
					Load More Items 1-5 of 43 items
Things to Finish					
Assigned to Me	Vesterday × REMINDER) ACTION REQUIRED	2 days ago × (REMINDER) ACTION REQUIRED	3 days ago (REMINDER) ACTION REQU	× 4 days ago RED (REMINDLE) ACTION REQU	
10	Account Coding for Invoice 9326743473 from Graybar (215.64	Account Coding for Invoice 9326743473 from Graybar (215.64	Account Coding Invoice 9326743 from Graybar (2	a for Account Coding 1473 Invoice 932674: 15.64 from Graybar (2 >	
Created by Me	0.007	0.007	0.50)	0.007	

2. The "Assigned to Me" tab will show all your pending action items.

■ TU STRA TU S		白 ☆ 尸 🧔 💿
Notifications		Worklist
	Assigned to Me (10) Created by Me (5) All	
	Q. Seron	smiss All
	(REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe	/esterday
	(REMINDER) ACTION REQUIRED 24 Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe	days ago
	(REMINDER) ACTION RECLIRED 3 Account: Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe	days ago
	(REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe	days ago
	(REMINDER) ACTION REQUIRED So Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe	days ago
	(REMINDER) ACTION RECLIRED 6 Account Coding for Invoice 9326743473 from Graybar (215.64 USD)	days ago

3. You can select "Worklist" in the top right-hand corner.

Payables - Approve Invoice

■ TU STRA TU S				Û.	EE
Notifications			C	Worklist	
	Assigned to Me (10) Created by Me (5) All				
	Q search	Dismiss All			
	(REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe	Vesterday			
	(REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe	2 days ago			
	(REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rove	3 days ago			
	(REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe	4 days ago			
	(REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rove	5 days ago			
	(REMINDER) ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD)	6 days ago			

4. A new popup screen will appear containing all your action items and notifications as well.

