# Accounts Payable – Coding an Invoice

For employees coding an invoice

Purpose:	Code an invoice.
How to Access:	Log into the Stratus application.
Helpful Hints:	<ul> <li>Be sure to keep in mind that</li> <li>Supporting documents and other necessary information can be attached.</li> <li>***PLEASE NOTE: If you receive an invoice for account coding and it needs to be applied to a Purchase Order, use the "Return" option to return the invoice to AP indicating in the comments the Purchase Order Number it should be applied to and a specific line(s) if applicable</li> </ul>
Procedure:	Complete the following steps to code an invoice:

1. If an invoice has been received by AP and needs the distribution combination added so that it can be picked up in the workflow approval process, AP has the ability to add the name of a "requestor". This is who we believe is the requestor or owner of that invoice. The requestor will then receive a bell notification and email that account coding is required on an invoice.

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

■ <b>TU</b> STRA	TUS	
	Good evening, Erin Cavrak!	- 1
	Me Benefits Administration Contract Management Receivables Product Management Payables	>
	APPS	
	Expenses +	
	Things to Finish	- 1



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

to inication o	Show All
ACTION REQUIRED	13 seconds ago
Account Coding for Invoice 2019-1497 from	Colossal Contractors Inc (1,000.00 USD)
Lauren Rowe	

3. A popup box will appear with the invoice information and different actions you can take.

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Account Coding for In	voice 2019-1497 from Colossal Col	ntracto	rs Inc (1,000.00 USD)	View I	nvoice Actio	ns 🔻	Complete	Return	
	Invoice Account Coding								
	1,000.00 USD								
	Colossal Contractor	s Inc							
	2019-1497								
	1/17/2022								
	Details								
		From	Lauren Rowe						
	Re	quester	Employee Employee						
	Supp	lier Site	000						
	Busine	ess Unit	Towson University						
	Amount Summary								
	Line Type			Amount					
	Item Total			1,000.00					
	lines			1,000.00					
	Invoice Line			Amount					
	1.			1,000.00					
	Total			1,000.00					
Charles Lines									

4. From the popup box, you have the option to **View Invoice**, **Return** if the invoice does not belong to you (it will then be sent back to AP), or other **Actions**.

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Account Coding for Invoi	ice 2019-1497 from Colossal Contracto	ors Inc (1,000.00 USD)	nvoice Actions 👻	Complete Return
	Invoice Account Coding			_
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	Colossal Contractors Inc			
	2019-1497			
	1/17/2022			
	Details			
	From	Lauren Rowe		
	Requester	Employee Employee		
	Supplier Site	000		
	Business Unit	Towson University		
	Amount Summary			
	Line Type	Amount		
	Item	1,000.00		
	Total	1,000.00		
	Lines			
	Invoice Line	Amount	-	
	1.	1,000.00		
	lotal	1,000.00		

5. Clicking on the actions drop down will give you options for several actions. To add account coding, click on **Edit Distributions**.

 Edit Distributions
Request Information
Delegate
Reassign
Add Comments
Add Attachment
View Approvals

NOTE: Other drop-down options include:

- Request information will send a note to the AP office for additional information
- Delegate delegate account coding to someone else to add account coding on your behalf
- Reassign reassign account coding to someone else to add account coding on your behalf
- Add comments Adds comments
- Add attachments Adds attachments
- View approvals See who approved before you/who it will go to after you
- 6. If you receive an invoice for account coding and it does not belong to you, please use the **Delegate** feature from your **Actions**. You can send the invoice to the individual that it belongs to without sending it back to Accounts Payable. \***Please note: you have the ability to send the invoice to any user in Stratus, it is not limited to your department.**

ccount Coding for Invoice	366442199 from Chartwells/Compass Group USA (212.40	··· View Invoice Actions ▼ Complete Return
	Invoice Account Coding 212.40 USD	
	Chartwells/Compass Group USA 366442199 1/11/23	
	Details Delegate * Name dawr	m.
	Comment Dawn Kuessner KUESSNER dkuessner@towson.edu More	mount
	Item	212.40
	Total	212.40
	Invoice Line	Amount
	1.	212.40
	Total	212.40

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ccount Coding for Invoice	366442199 from Chartwells/Compass Group USA (212.40 .	View Invoice Actions ▼ Complete Re	turn
	Invoice Account Coding 212.40 USD		
	Chartwells/Compass Group USA 366442199 1/11/23		
	Delegate Submit Can * Name Dawn Kuessner Comment Hi Dawn - this invoice was sent to me, but I believe it belongs to your department. Thank you, L.Bowd	ncel	
	Amot Line Trave		
	Item	212.40	
	Total	212.40	
	Invoice Line	Amount	
	1.	212.40	
	Total	212.40	

- 7. When you are finished, click **Submit** and the invoice will be delegated to that individual for account coding. You will no longer be able to act on the invoice or receive any notifications about the invoice.
- 8. If the invoice is yours and account coding needs to be added, select **Edit Distributions** from your actions.
- 9. When you select Edit Distributions, a new pop-up window will appear. Under Distributions click the + (add) button to add a distribution combination to the invoice.

	Edit Distributions -	Google Chrome						- 0	×
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10. If you receive the error message displayed below, please take a look at the invoice. If the invoice is over \$5,000, the system will not allow you to add distributions because the invoice needs to be paid against a Purchase Order.

Edit Distributions - Google Chrome			- 🗆 X
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Edit Distributions			Save Save and Close Cancel
Dotails			
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Requester Email	Irowe@towson.edu	Numbe	r 80963302
Business Unit	Towson University	Date	3/29/23
First-Party Taxpayer ID	52-6002033	Invoice Description	1
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Invoice Lines			
View 👻 🔝 Detach			
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Actions 🔻 View 👻 🛨 🕅			
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Number Amount (USD) Distribution	Combination Context Val	ue Deta	ils
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11. Click OK and then Cancel. Then use the Return option from your notification.

	- Google Chrome							-		×
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Edit Distributi	ons						Save	Save and	Close	<u>C</u> ancel
Details										
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	3/28/23				
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	From	Lauren Rowe			
	Requester	Lauren Rowe			
	Supplier Site	000			
	Business Unit	Towson University			
	Lines				
	Invoice Line		Amount		
	Total		0.00		

12. In the comments box, type the PO number the invoice should be applied to and hit Submit. AP will pay the invoice against the indicated PO. Please Note: If the invoice is not over \$5,000 and you do not believe there should be a Purchase Order associated with the invoice, please follow the same steps and in the comments write "unable to edit distributions." Accounts Payable will correct the invoice and return to you so that you are able to add account coding.

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13. If you do not receive an error message and a new line has been added, enter the amount to be paid, then click on the icon under distribution combination next to the blank text box.

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14. This is where you will enter the **Chartfield** information that the invoice should be charged to.

Key Flexfield		×
Hide Segments		
	Alias	•
	Source	•
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	Account	•
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Fu	tureUse	000000 <b>v</b> Future
Ir	terfund	0000   Default Interfund
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15. Once all necessary fields are completed, click **OK**.

			Supplier or F
	Key Flexfield		×
	Hide Segments		
	Alias	•	
* Amo	Source	4500  Athletics Reserve	
1,00	CostCenter	45010  Athletics General	
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16. You can add as many distribution lines as needed if the invoice is being spit by multiple cost center and/or account numbers by clicking the plus sign again to create a new line. Once all chartfield information has been entered, click **Save and Close**.

Edit Distributions - Google Ch	hrome								-	- 0	$\times$
elbz-dev2.fa.us2.oraclec	loud.com/fs/mUI/faces	s/FinApInvoiceAc	countCodingTa	skFlow/EditAcco	ountingDistributio	ons?_adf.ctrl-stat	e=cyi2iyezb_1278	k_afrLoop=6347	750886497435	_	Q
Edit Distributions									Save Save a	nd Close	ancel
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# 17. Now that distributions have been added, you can now click **Complete**.

Account Coding for Invoice 2019-1497 from	Colossal Contractors Inc (1,000.	00 USD)	View Invoice	Actions  Complete Return
	Invoice Account Coding			
	, Colossal Contractors Inc			
-	2019-1497 1/17/2022			
De	etails			
	From	Lauren Rowe		
	Requester	Employee Employee		
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A	mount Summary			
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18. You can then add any additional comments or attachments and hit **Submit**.



Once submitted, the invoice is then picked up in the approval workflow and routed to any necessary cost center managers for approvals, and then back to AP to be paid.

# **Appendix – Coding an Invoice** Viewing options for invoices needing account coding in Stratus.

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

				Notificat	tions	Show All
Good morning	. Emplovee Emr	olovee!		(REMIN Accour Lauren	DER) ACTION REQUIRED It Coding for Invoice 9326743473 from Graybar (215.64 USD) Rowe	Yesterday
Me My Client Groups	Benefits Administration	Payables Procurement	Tools Others	(REMIN Accour Lauren	DER) ACTION REQUIRED t Coding for invoice 9326743473 from Graybar (215.64 USD) Rove	2 days ago
QUICK ACTIONS	APPS			(REMIN Accour Lauren	DER) ACTION REQUIRED t Coding for invoice 9326743473 from Graybar (215.64 USD) Rowe	3 days ago
Manage invoices				(REMIN Accourt Lauren	DER) ACTION REQUIRED It Coding for Invoice 9326743473 from Graybar (215.64 USD) Rowe	4 days ago
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Things to Finish	Vesteriay x distances action sequence Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe	2 days top X IRAMINER ACTION REQUERD Account Coding for Invoice 9326743473 from Graybar (215.64 USD) Lauren Rowe	3 days ago examinates action ratio Account Codini Invoice 932674 from Graybar ( USD) Lauren Rowe	× g for 3473 215.64	4 days app examinetin Action Reput Account Coding Invoice 932674: from Graybar (2 > USD) Learn Reve	
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2. The "Assigned to Me" tab will show all your pending action items.

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Notifications				Work
	Assigned to Me (10)	Created by Me (5) All		
	Q Search		Dismiss All	
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	<ul> <li>(REMINDER) ACTION REC Account Coding for In Lauren Rowe</li> </ul>	UIRED voice 9326743473 from Graybar (215.64 USD)	2 days ago	
	<ul> <li>(REMINDER) ACTION REC Account Coding for In Lauren Rowe</li> </ul>	UIRED voice 9326743473 from Graybar (215.64 USD)	3 days ago	
	<ul> <li>(REMINDER) ACTION REC Account Coding for In Lauren Rowe</li> </ul>	UIRED voice 9326743473 from Graybar (215.64 USD)	4 days ago	
	<ul> <li>(REMINDER) ACTION REC Account Coding for In Lauren Rowe</li> </ul>	UIRED 9326743473 from Graybar (215.64 USD)	5 days ago	
	(REMINDER) ACTION REC Account Coding for In	UIRED voice 9326743473 from Graybar (215.64 USD)	6 days ago	

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

TU STRATUS			
Notifications			Worklist
	Assigned to Me (10) Created by Me (5) All	Dismiss All	
	REMINDER) ACTION REQUIRED     Account Coding for Invoice 9326743473 from Graybar (215.64 USD)     Lauren Rove	Vesterday	
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	(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 Rowe	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.

SPM Worklist - Google Chrome					-	
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nbox	Ê	Account Coding for Invoice 9326743473 from Graybar (215.64 USD)	219559	Lauren Rowe	5/11/22 10:28 AM	3 🗸
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minaleu Tasks	Ê	Approve Requisition REQ0000071	207750	Employee Empl	4/6/22 9:42 AM	3
Administrative Tasks	Ê	Approve Requisition REQ0000071	207761	Employee Empl	4/6/22 9:07 AM	3
liews	Ê	Document (Purchase Order) TOW0000025 (Requisition REQ0000069) Ir	207691	Jeffery Sutton	4/5/22 2:41 PM	3
Due Soon	Ê	Approve Requisition REQ0000069	207621	Employee Empl	4/5/22 12:22 PM	3
L High Priority	Ê	Requisition REQ0000069 Approved	207689	Employee Empl	4/5/22 2:34 PM	3
Past Day	Ê	Error in Expense Report Approval	205196	Employee Empl	3/25/22 7:36 AM	3
Past Week						
Past Quarter						
New Tests						
New Tasks						
opyright © 1997, 2021, Oracle and/or its affilia	tes.					