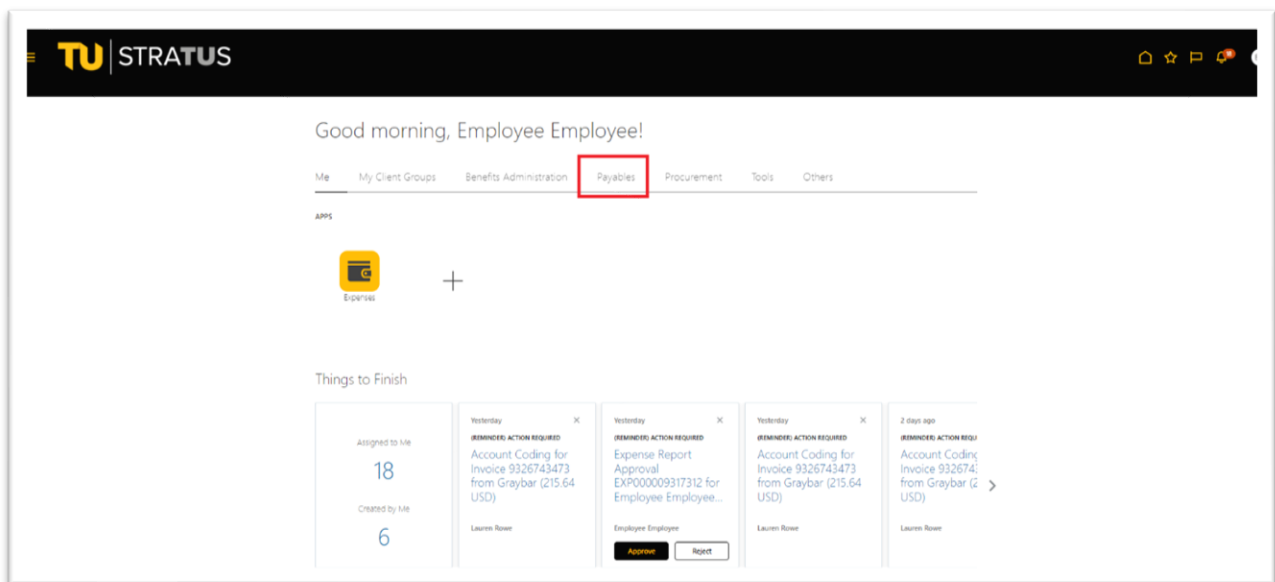


Accounts Payable – Researching Payments

For employees searching for an invoice.

Purpose:	Search for an invoice.
How to Access:	Log into the Stratus application.
Helpful Hints:	Be sure to keep in mind that... <ul style="list-style-type: none">Supporting documents and other necessary information can be attached.
Procedure:	Complete the following steps to search for an invoice:

1. From your home screen, click on the **Payables** module.



Payables – Research Payments

2. Select the **Invoices** tile.

The screenshot shows the STRATUS dashboard with a navigation bar at the top. Below the navigation bar, there is a greeting "Good morning, Employee Employee!". A menu bar contains "Me", "My Client Groups", "Benefits Administration", "Payables", "Procurement", "Tools", and "Others". Under the "Payables" tab, there are "QUICK ACTIONS" and "APPS". The "APPS" section contains a "Manage Invoices" icon and a larger "Invoices" icon, which is highlighted with a red square. Below this, there is a "Things to Finish" section with several task cards, including "Assigned to Me" (18), "Created by Me" (6), and several "REMINDER: ACTION REQUIRED" cards for account coding and expense report approvals.

3. From the task bar on the right side of the screen, select the **magnifying glass** to search for an invoice.

The screenshot shows the "Invoices" list view. On the left, there are "Holds" and "Approval" summary cards. The "Holds" card shows 14 Validation, 1 Purchasing, and 8 Other. The "Approval" card shows 0 Pending, 11 Others, and 0 Rejected. Below these cards is a table of invoices with columns for "Invoice Number", "Hold Reason", "Releasable", "Held By", "Due Date", and "Amount". A magnifying glass icon in the top right corner of the table area is highlighted with a red box.

4. You have the ability to search by either the **invoice number**, or by a **supplier name**.

The screenshot shows the "Invoices" list view with search filters highlighted in a red box. The "Holds" card shows 75 Validation, 17 Purchasing, and 0 Other. The "Approval" card shows 0 Pending, 6 Others, and 13 Rejected. The search filters include "Invoice Number" and "Supplier or Party", both of which are highlighted with a red box. Below the filters is a table of invoices with columns for "Invoice Number", "Hold Reason", "Releasable", "Held By", and "Due D".

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5. If you are searching by the supplier's name, click the magnifying glass on the **Supplier or Party** line.

The screenshot shows the 'invoices' page with a summary table and a search bar. The search bar has a magnifying glass icon highlighted in a red box. The summary table is as follows:

Category	Count
75 Validation	0 Pending
17 Purchasing	6 Others
0 Other	13 Rejected

The search bar contains the following fields:

- Invoice Number
- Supplier or Party (with magnifying glass icon highlighted)
- Supplier Site

Buttons: Search, Reset

6. Type in the suppliers name you are looking for in the **Party Name** field and hit **Search**.

The screenshot shows the 'Search and Select: Supplier or Party' dialog box. The 'Party Name' field contains 'chartwells'. The 'Search' button is highlighted in a red box. The dialog box has the following fields:

- Party Name: chartwells
- Supplier Number
- Taxpayer ID
- Tax Registration Number
- Alternate Name
- Alias

Buttons: Search, Reset, OK, Cancel

7. Highlight the supplier you are looking to search for by clicking on it with your mouse and hit **OK**.

The screenshot shows the 'Search and Select: Supplier or Party' dialog box with search results. The first result, 'Chartwells/Compass Group USA', is highlighted in a red box. The 'OK' button is also highlighted in a red box. The search results table is as follows:

Party Name	Supplier Number	Taxpayer ID	Tax Registration Number	Alternate Name
Chartwells/Compass Group USA	0000001856	561874931		

Buttons: Search, Reset, OK, Cancel

Payables – Research Payments

8. The suppliers name should now be populated in the search field, hit **Search**.

invoices ⓘ

Holds: 75 Validation, 17 Purchasing, 0 Other. Approval: 0 Pending, 6 Others, 13 Rejected.

Search: Supplier or Party: Charwellis/Compass Group USA. Search button highlighted.

Invoice Number	Hold Reason	Releasable	Held By	Due D
IN32228	Amount billed exceeds amount received.	✓	System	12/21/22
0EN2017-1403	12/7-TOW0000776 pending approval	✓	Lauren Rowe	12/6/22
IN32444	Amount billed exceeds amount received.	✓	System	1/4/23
1736582	Total of invoice distributions does not equal invoice amount.	—	System	12/6/22
IN11235987	Amount billed exceeds amount received.	✓	System	1/7/23
929719336	Amount billed exceeds amount received.	✓	System	12/22/22
22-0618	12/7-TOW0000769 pending supp act	✓	Lauren Rowe	11/22/22
09128720009H022	Total of invoice distributions does not equal invoice amount.	—	System	11/30/22

9. This will bring up a list of all invoices in Stratus for that Supplier.

Manage Invoices ⓘ

Search Results: Search: Invoice

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status	Holds	Details
2265900085	6/30/22	7/19/22 2:18 PM	Charwellis/Compass...	000	0.00 USD	3,810.00 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
364805382	7/25/22	8/30/22 1:33 PM	Charwellis/Compass...	000	0.00 USD	6,500.00 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
364900059	8/31/22	9/6/22 10:48 AM	Charwellis/Compass...	000	0.00 USD	17,200.60 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366440872	7/15/22	9/30/22 3:58 PM	Charwellis/Compass...	000	0.00 USD	5,115.00 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441109	8/24/22	8/26/22 2:58 PM	Charwellis/Compass...	000	0.00 USD	5,924.50 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441140	8/26/22	9/26/22 12:13 ...	Charwellis/Compass...	000	0.00 USD	514.00 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441266	9/13/22	9/22/22 11:38 ...	Charwellis/Compass...	000	0.00 USD	445.30 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441269	9/13/22	9/15/22 12:28 ...	Charwellis/Compass...	000	0.00 USD	2,206.10 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441281	9/15/22	9/26/22 12:18 ...	Charwellis/Compass...	000	0.00 USD	292.34 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441360	9/25/22	10/3/22 12:43 ...	Charwellis/Compass...	000	0.00 USD	3,764.00 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441366	9/26/22	10/3/22 12:43 ...	Charwellis/Compass...	000	0.00 USD	305.50 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441370	9/28/22	10/6/22 12:58 ...	Charwellis/Compass...	000	0.00 USD	74.82 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441450	10/7/22	10/18/22 3:23 ...	Charwellis/Compass...	000	0.00 USD	277.20 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441515	10/15/22	10/19/22 12:5 ...	Charwellis/Compass...	000	0.00 USD	5,343.24 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441799	11/14/22	11/28/22 4:43 ...	Charwellis/Compass...	000	0.00 USD	1,643.95 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441822	11/16/22	11/28/22 4:38 ...	Charwellis/Compass...	000	0.00 USD	434.60 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details

10. To see if a check has been issued for a specific invoice, click the blue box in the **Details** column for the invoice you are researching.

Manage Invoices ⓘ

Search Results: Search: Invoice

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status	Holds	Details
2265900085	6/30/22	7/19/22 2:18 PM	Charwellis/Compass...	000	0.00 USD	3,810.00 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
364805382	7/25/22	8/30/22 1:33 PM	Charwellis/Compass...	000	0.00 USD	6,500.00 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
364900059	8/31/22	9/6/22 10:48 AM	Charwellis/Compass...	000	0.00 USD	17,200.60 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366440872	7/15/22	9/30/22 3:58 PM	Charwellis/Compass...	000	0.00 USD	5,115.00 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441109	8/24/22	8/26/22 2:58 PM	Charwellis/Compass...	000	0.00 USD	5,924.50 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441140	8/26/22	9/26/22 12:13 ...	Charwellis/Compass...	000	0.00 USD	514.00 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441266	9/13/22	9/22/22 11:38 ...	Charwellis/Compass...	000	0.00 USD	445.30 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441269	9/13/22	9/15/22 12:28 ...	Charwellis/Compass...	000	0.00 USD	2,206.10 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441281	9/15/22	9/26/22 12:18 ...	Charwellis/Compass...	000	0.00 USD	292.34 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441360	9/25/22	10/3/22 12:43 ...	Charwellis/Compass...	000	0.00 USD	3,764.00 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441366	9/26/22	10/3/22 12:43 ...	Charwellis/Compass...	000	0.00 USD	305.50 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441370	9/28/22	10/6/22 12:58 ...	Charwellis/Compass...	000	0.00 USD	74.82 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441450	10/7/22	10/18/22 3:23 ...	Charwellis/Compass...	000	0.00 USD	277.20 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details
366441515	10/15/22	10/19/22 12:5 ...	Charwellis/Compass...	000	0.00 USD	5,343.24 USD	0.00 USD	Standard		Validated	Workflow appro...	0	Details

Payables – Research Payments

11. An **Additional Information** pop-up window will provide the **State Check Num** and **State Check Date** if a check has been issued.

The screenshot shows the 'Manage Invoices' interface with a search for 'invoice'. An 'Additional Information' pop-up window is open, displaying the following details:

- State Check Num: 527644110
- State Check Date: 10/26/22
- State Document Num: V2013850
- RSTARS PCA
- RSTARS Object
- RSTARS Transaction Code
- Pre-Approved Invoice?
- Context Value

The background table shows a list of invoices with columns: Invoice Number, Invoice Date, Creation Date, Supplier or Party, Supplier Site, Unpaid Amount, Invoice Amount, and Approval Status. The invoice number 366440872 is highlighted in the table.

12. To view additional invoice details, select the invoice you would like to research by clicking on the **invoice number** hyperlink.

The screenshot shows the 'Manage Invoices' interface with a search for 'invoice'. The table displays a list of invoices with columns: Invoice Number, Invoice Date, Creation Date, Supplier or Party, Supplier Site, Unpaid Amount, Invoice Amount, Applied Prepayments, Invoice Type, Notes, Validation Status, Approval Status, Holds, and Details. The invoice number 366440872 is highlighted in red.

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status	Holds	Details
366440872	7/15/22	9/30/22 3:58 PM	Charvello/Compass...	000	0.00 USD	5,115.00 USD	0.00 USD	Standard		Validated	Workflow appro...	0	
366441109	8/24/22	8/26/22 2:58 PM	Charvello/Compass...	000	0.00 USD	5,924.50 USD	0.00 USD	Standard		Validated	Workflow appro...	0	
366441140	8/26/22	9/26/22 12:13...	Charvello/Compass...	000	0.00 USD	514.80 USD	0.00 USD	Standard		Validated	Workflow appro...	0	
366441266	9/13/22	9/22/22 11:38...	Charvello/Compass...	000	0.00 USD	445.30 USD	0.00 USD	Standard		Validated	Workflow appro...	0	
366441269	9/13/22	9/15/22 12:28...	Charvello/Compass...	000	0.00 USD	2,206.10 USD	0.00 USD	Standard		Validated	Workflow appro...	0	
366441281	9/15/22	9/26/22 12:18...	Charvello/Compass...	000	0.00 USD	292.34 USD	0.00 USD	Standard		Validated	Workflow appro...	0	
366441368	9/25/22	10/3/22 12:43...	Charvello/Compass...	000	0.00 USD	3,764.00 USD	0.00 USD	Standard		Validated	Workflow appro...	0	
366441366	9/26/22	10/3/22 12:43...	Charvello/Compass...	000	0.00 USD	365.50 USD	0.00 USD	Standard		Validated	Workflow appro...	0	
366441370	9/28/22	10/6/22 12:58...	Charvello/Compass...	000	0.00 USD	74.82 USD	0.00 USD	Standard		Validated	Workflow appro...	0	
366441450	10/7/22	10/10/22 3:23...	Charvello/Compass...	000	0.00 USD	277.20 USD	0.00 USD	Standard		Validated	Workflow appro...	0	
366441515	10/15/22	10/19/22 12:5...	Charvello/Compass...	000	0.00 USD	5,343.24 USD	0.00 USD	Standard		Validated	Workflow appro...	0	

Payables – Research Payments

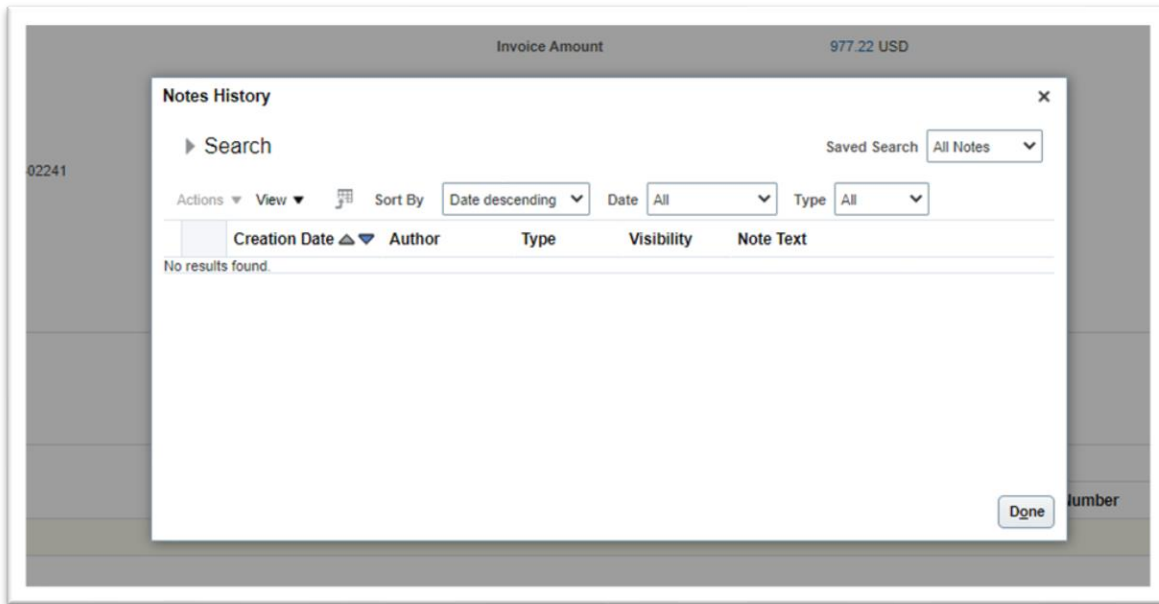
13. From here you can review supplier details (where the payment was or will be sent to) and view the invoice image.

The screenshot shows the 'Manage Invoices' interface in the STRATUS system. The invoice details for invoice 36439992 are displayed. The supplier information, including the name 'Charubella/Compas Group USA', site 'F900', and address 'F9EFT PO Box 417632, Boston, MA-0241', is highlighted with a red box. The invoice amount is 977.22 USD, and the payment currency is USD. The attachments section shows 'Attachments 36439992.pdf', also highlighted with a red box. The interface includes sections for 'Items', 'Shipping and Handling', and 'Summary Tax Lines'.

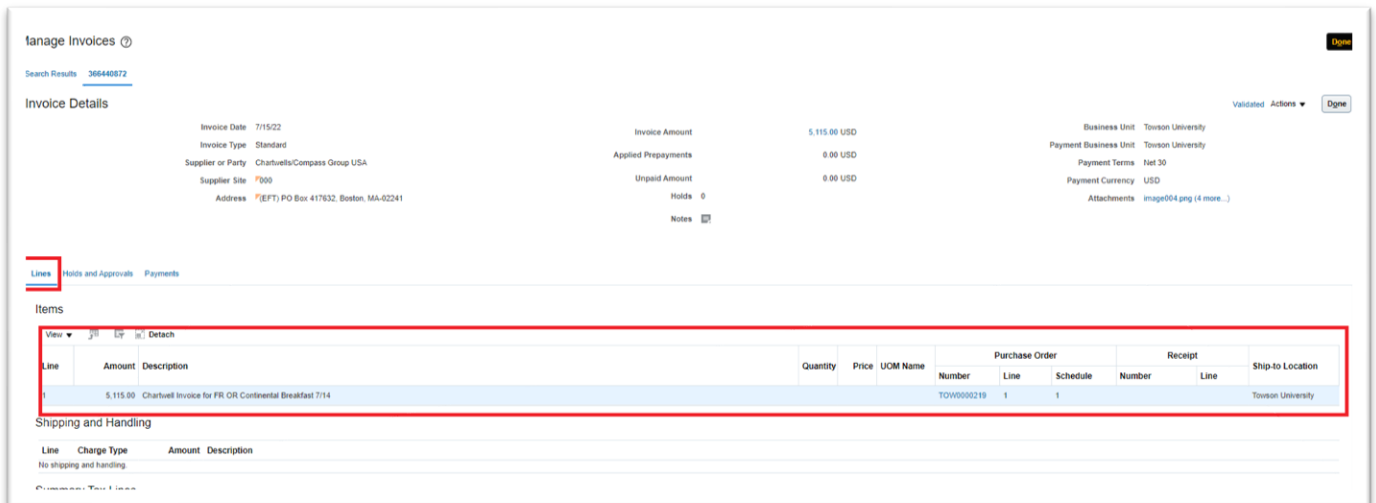
14. The “Notes” section will have any notes entered by the AP department.

This screenshot shows the same 'Manage Invoices' page for invoice 36439992. The 'Notes' section, which is currently empty, is highlighted with a red box. The rest of the page, including the invoice details and the 'Items' table, remains the same as in the previous screenshot.

Payables – Research Payments

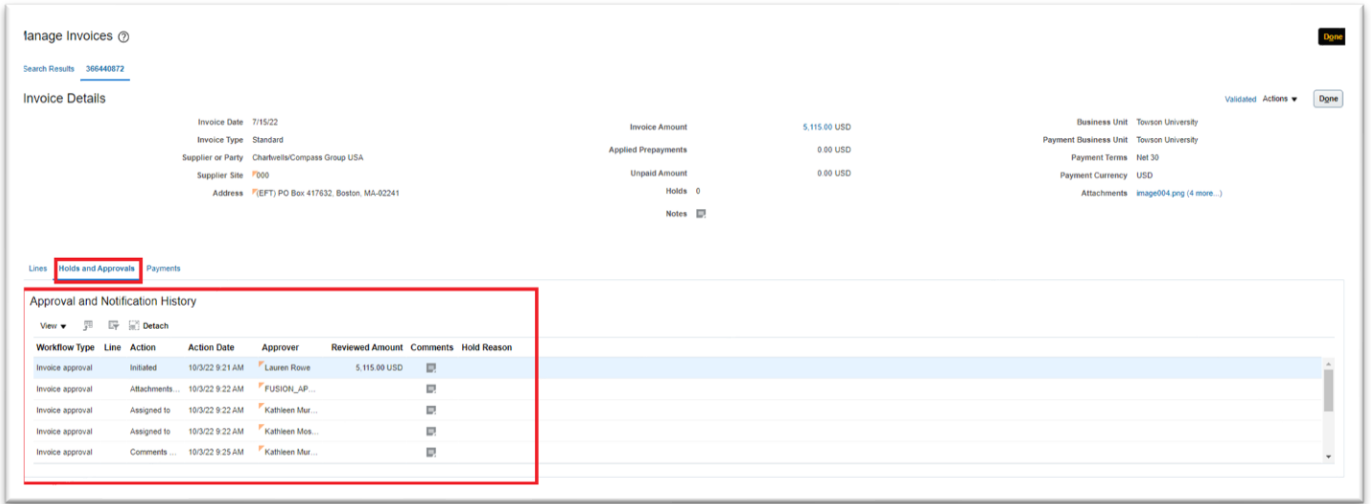


15. Select the **Lines** tab to see the line details on the invoice. This will show a Purchase Order number that the invoice was applied to, if applicable.

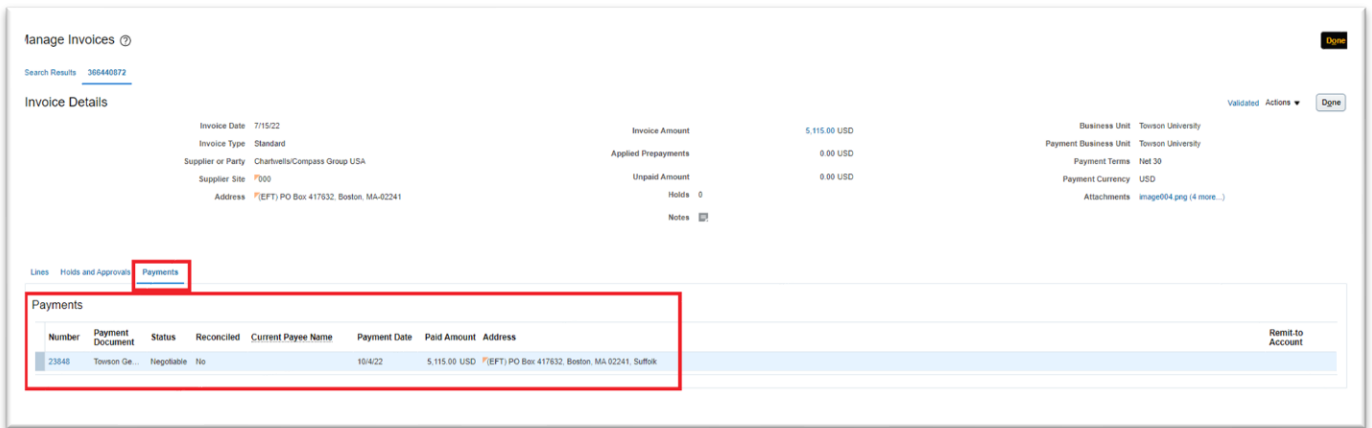


Payables – Research Payments

16. Select the **Holds and Approvals** tab to see who all approved an invoice, if it was rejected, delegated, etc. The gray box in the **Comments** column can show any comments added by approvers.

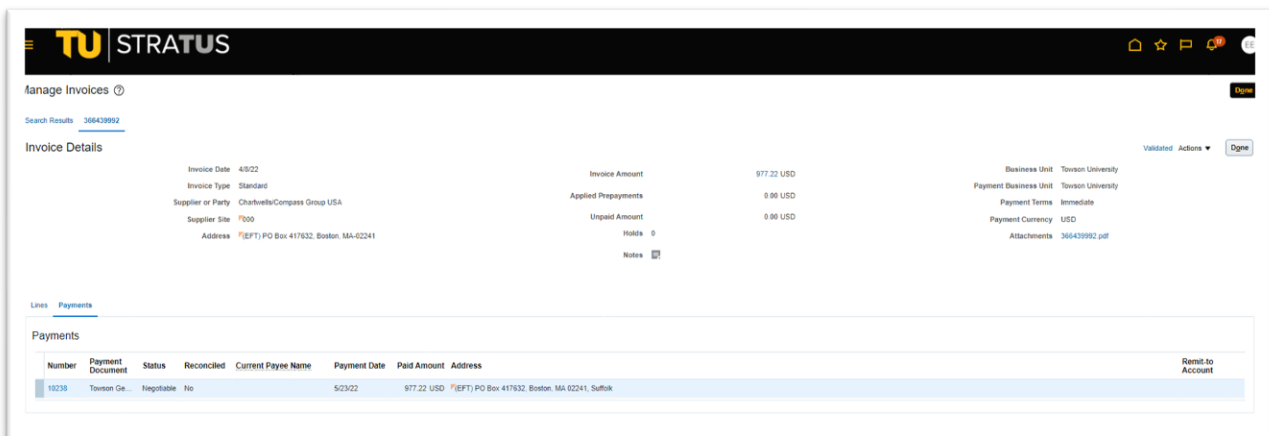


17. Select the **Payments** tab to check on the payment status.



18. If the invoice was processed by AP (transmitted to the State for payment processing), there will be a payment # and date. A check is usually cut by the State of Maryland 14-21 days from the date of transmitting.

- a. If a **State Check Num** does not appear under **Additional Information** by following the steps previously listed after the 21 days, you can contact Accounts Payable at ap@towson.edu for further information.



Payables – Research Payments

19. If the payment has not yet been entered by AP, no payment details will display.

The screenshot shows the STRATUS interface for invoice details. The header includes the TU STRATUS logo and navigation icons. The main content area is titled "Invoice Details : 366439758" and contains the following information:

Invoice Date	3/8/22	Invoice Amount	188.99 USD	Business Unit	Towson University
Invoice Type	Standard	Applied Prepayments	0.00 USD	Payment Business Unit	Towson University
Supplier or Party	Charwellis/Compass Group USA	Unpaid Amount	188.99 USD	Payment Terms	Immediate
Supplier Site	700	Hold	1	Payment Currency	USD
Address	(EFT) PO Box 417632, Boston, MA-02241	Notes		Attachments	Invoice Image 366439758

Below the invoice details, there is a "Payments" section with a table header:

Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date	Paid Amount	Address	Remit to Account
No payments.								

20. If you need further details on invoices or payments issued to vendors, please contact AP at ap@towson.edu.