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 thatSupporting 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.

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Good morning,	Employee Empl	oyee!			
Me My Client Groups	Benefits Administration	Payables Procurement	Tools Others		
A005					
Things to Finish	F				
	Yesterday ×	Yesterday ×	Yesterday ×	2 days ago	
Assigned to Me	(REMINDER) ACTION REQUIRED	(REMINDER) ACTION REQUIRED	REMINDER) ACTION REQUIRED	(REMINDER) ACTION REQU	
18	Invoice 9326743473	Approval	Invoice 9326743473	Invoice 932674:	
Created by Me	USD)	Employee Employee	USD)	USD)	
6	Lauren Rowe	Employee Employee	Lauren Rowe	Lauren Rowe	
, in the second s		Approve Reject			



Last Revised on 5/31/22

2. Select the **Invoices** tile.

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	CK ACTIONS	APPS		outer outera	
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Th	ings to Finish				
	Assigned to Me 18 Created by Me	Yesterday X OREMINIER ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD)	Vesterday X OREMINIORIA ACTION REQUIRED Expense Report Approval EXP000009317312 for Employee Employee	Vesterday X REMINION ACTION REQUIRED Account Coding for Invoice 9326743473 from Graybar (215.64 USD)	2 days ago GEAMMORP ACTION REQU Account Coding Invoice 932674: from Graybar (2 USD)
	6	Lauren Rowe	Employee Employee Approve Reject	Lauren Rowe	Lauren Rowe

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

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Invoice Number	Hold Reason	Releasable	Held By	Due Date	Amount
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4. You have the ability to search by either the **invoice number**, or by a **supplier name**.

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Holds 75 Validation 17 Purchasing 0 Other	proval 0 Pending 6 Others 13 Rejected *			三 〇 (上	** Al least one is required ** Invoice Number ** Invoice Number C.Q. Supplier of Party Supplier Site Search Reset
Invoice Number	Hold Reason	Releasable	Held By	Due D	
IN32228	Amount billed exceeds amount received.	v	System	12/21/2	
GEN2017-1403	12/7-TO/W0000778 pending approval	~	Lauren Rowe	12/6/22	
IN32444	Amount billed exceeds amount received.	~	System	1/4/23	
17365082	Total of invoice distributions does not equal invoice amount.	-	System	12/6/22	
IN11235987	Amount billed exceeds amount received.	~	System	1/7/23	
9329719336	Amount billed exceeds amount received.	~	System	12/22/2	
22-0018	12/7-TOW0000769 pending supp ack	~	Lauren Rowe	11/22/2	
09120720009NO22	Total of invoice distributions does not equal invoice amount.	-	System	11/30/2	
917216729	Amount billed exceeds amount received.	~	System	11/22/2	
09461073000NO22	Total of invoice distributions does not equal invoice amount.	-	System	11/30/2	

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

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	9329719336	Amount billed exceeds amount received.	~	System	12/22/2	

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

	Search and Selec	ct: Supplier or P	arty				×	1
g	▲ Search						Advanced	
	_			-		** At lea	ist one is required	
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ceeds amount received.	No rows to display							
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769 pending supp ack							4	

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

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Search				Advanced
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** Party Name	chartwells			
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Party Name	Supplier Number	Taxpayer ID	Tax Registration Number	Alternate Name
Chartwells/Compass Group USA	0000001856	561874931		
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8. The suppliers name should now be populated in the search field, hit **Search**.

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invoice Number	Hold Reason	Releasable Held By D	ue D
IN32228	Amount billed exceeds amount received.	✓ System 12	2/21/2
GEN2017-1403	12/7-TOW0000778 pending approval	Juren Rove 12	2/6/22
IN32444	Amount billed exceeds amount received.	✓ System 1/	4/23
17365082	Total of invoice distributions does not equal invoice amount.	System 12	2/6/22
IN11235987	Amount billed exceeds amount received.	✓ System 17	7/23
9329719336	Amount billed exceeds amount received.	✓ System 12	0727
22-0018	12/7- TOW0000769 pending supp ack	✓ [™] Lauren Rowe 11	122/2
09120720009NO22	Total of invoice distributions does not equal invoice amount.	System 11	/30/2
017010700	American billed accesses was reached	J Batan H	222

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

age Invoices (th Results Search: Invoice	3	EF E Deta	rch Post V									Agranced Saved Search All Invoices
nvoice 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	
265900085	6/30/22	7/19/22 2:18 PM	Chartwells/Compass	r 000	0.00 USD	3,810.00 USD	0.00 USD Standard	Validated	Workflow appro	0		
64805382	7/25/22	8/30/22 1:33 PM	Chartwells/Compass	F000	0.00 USD	6,500.00 USD	0.00 USD Standard	Validated	Workflow appro	0		
64900059	8/31/22	9/6/22 10:48 AM	Chartwells/Compass	⁷⁰⁰⁰	0.00 USD	17,200.60 USD	0.00 USD Standard	Validated	Workflow appro	0		
105440872	7/15/22	9/30/22 3.58 PM	Chartwells/Compass	r 000	0.00 USD	5,115.00 USD	0.00 USD Standard	Validated	Workflow appro	0		
06441109	8/24/22	8/26/22 2:58 PM	Chartwells/Compass	000	0.00 USD	5,924.50 USD	0.00 USD Standard	Validated	Workflow appro	0		
66441140	8/26/22	9/26/22 12:13	Chartwells/Compass	F 000	0.00 USD	514.80 USD	0.00 USD Standard	Validated	Workflow appro	0		
66441266	9/13/22	9/22/22 11:38	Chartwells/Compass	~ 000	0.00 USD	445.30 USD	0.00 USD Standard	Validated	Workflow appro	0		
66441269	9/13/22	9/15/22 12:28	Chartwells/Compass	r000	0.00 USD	2.206.10 USD	0.00 USD Standard	Validated	Workflow appro	0		
66441281	9/15/22	9/26/22 12 18	Chartwells/Compass	F 000	0.00 USD	292.34 USD	0.00 USD Standard	Validated	Workflow appro	0		
66441360	9/25/22	10/3/22 12:43	Chartwells/Compass	000	0.00 USD	3,764 00 USD	0.00 USD Standard	Validated	Workflow appro	0		
66441366	9/26/22	10/3/22 12:43	Chartwells/Compass	000	0.00 USD	305 50 USD	0.00 USD Standard	Validated	Workflow appro	0		
66441370	9/28/22	10/6/22 12:58	Chartwells/Compass	r 000	0.00 USD	74.82 USD	0.00 USD Standard	Validated	Workflow appro	0		
66441450	10/7/22	10/10/22 3:23	Chartwells/Compass	000	0.00 USD	277.20 USD	0.00 USD Standard	Validated	Workflow appro	0		
66441515	10/15/22	10/19/22 12 5	Charhvells/Compass	000	0.00 USD	5.343.24 USD	0.00 USD Standard	Validated	Workflow appro	0		
66441799	11/14/22	11/29/22 4:43	Chartwells/Compass	000	0.00 USD	1,643.95 USD	0.00 USD Standard	Validated	Workflow appro	0		
			THE R. LEWIS CO., LANSING MICH.	Free	0.000 11000	100 1 20 1000	A 44 1100 - 01-1-1-1	An el de martin	Address of the second sec			

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.

age invoices (ch Results Search: Invoice	0										
Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments Invoice Type	Notes Validation	Approval Status	Holds	Detail
2265900085	6/30/22	7/19/22 2:18 PM	Chartwells/Compass		0.00 USD	3,810.00 USD	0.00 USD Standard	Validated	Workflow appro	0	
364805382	7/25/22	8/30/22 1:33 PM	Chartwells/Compass	F000	0.00 USD	6,500.00 USD	0.00 USD Standard	Validated	Workflow appro	0	
364900059	8/31/22	9/6/22 10:48 AM	Chartwells/Compass.	. F000	0.00 USD	17,200.60 USD	0.00 USD Standard	Validated	Workflow appro	0	
366440872	7/15/22	9/30/22 3:58 PM	Chartwells/Compass.	. = 000	0.00 USD	5,115.00 USD	0.00 USD Standard	Validated	Workflow appro	0	
365441109	8/24/22	8/26/22 2:58 PM	Chartwells/Compass.	. *000	0.00 USD	5,924.50 USD	0.00 USD Standard	Validated	Workflow appro	0	
365441140	8/26/22	9/26/22 12:13	Chartwells/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	Chartwells/Compass.	F000	0.00 USD	445.30 USD	0.00 USD Standard	Validated	Workflow appro	0	
366441269	9/13/22	9/15/22 12:28	Chartwells/Compass.		0.00 USD	2.206.10 USD	0.00 USD Standard	Validated	Workflow appro	0	
366441281	9/15/22	9/26/22 12:18	Chartwells/Compass.	. *000	0.00 USD	292 34 USD	0.00 USD Standard	Validated	Workflow appro	0	
366441360	9/25/22	10/3/22 12:43	Chartwells/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	Chartwells/Compass.	F000	0.00 USD	305 50 USD	0.00 USD Standard	Validated	Workflow appro	0	
	9/28/22	10/6/22 12:58	Chartwells/Compass.		0.00 USD	74.82 USD	0.00 USD Standard	Validated	Workflow appro	0	
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366441370 366441450	10/7/22	10/10/22 3.23	Chartwells/Compass.	. 000	0.00 USD	277.20 USD	0.00 USD Standard	Validated	Workhow appro	0	

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

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ions 👻 View 👻 🛒	1.00	Er m Detach Post	•			State Check Num 507604110	Î					
Invoice Number	Invoice Date	Creation Date Supplier or	Party Supplier Site	Unpaid Amount	Invoice Amount App	State Check Date 10/20/22 State Document Num V2013850	- 1	dation .	Approval Status	Holds	Details	
2265900085	6/30/22	7/19/22 2:18 PM Chartwells/Co	mpass	0.00 USD	3,810.00 USD	RSTARS PCA		dated	Workflow appro	0		
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366440872	7/15/22	9/30/22 3 55 PM Chartwells/Co	mpass	0.00 USD	5.115.00 USD	Pre-Approved Invoice?		dated	Workflow appro	0		
066441109	8/24/22	8/26/22 2:58 PM Chartwells/Co	npass 7000	0.00 USD	5.924.50 USD			dated	Workflow appro	0		
386441140	8/26/22	9/26/22 12 13 Chartwells/Co	mpass	0.00 USD	514.80 USD		UK	dated	Workflow appro	0		
366441266	9/13/22	9/22/22 11:38 Chartwells/Co	mpass 7000	0.00 USD	445 30 USD	0.00 USD Standard	Val	idated	Workflow appro	0		
366441269	9/13/22	9/15/22 12:28 Chartwells/Co	npass	0.00 USD	2.206.10 USD	0.00 USD Standard	Val	idated	Workflow appro	0		
366441281	9/15/22	9/26/22 12:18 Chartwells/Co	npass	0.00 USD	292.34 USD	0.00 USD Standard	Val	idated	Workflow appro	0		
366441360	9/25/22	10/3/22 12:43 Chartwells/Co	npass000	0.00 USD	3.764.00 USD	0.00 USD Standard	Val	idated	Workflow appro	0		

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

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rch Results												
Search: Invoice												
Search, invoice												
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Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments Invoice Type	Notes Status	AV	Approval Status	Holds	Details
2265900085	6/30/22	7/19/22 2:18 PM	Chartwells/Compass	000	0.00 USD	3.810.00 USD	0.00 USD Standard	Validated		Workflow appro	0	
364805382	7/25/22	8/30/22 1:33 PM	Chartwells/Compass	000	0.00 USD	6,500.00 USD	0.00 USD Standard	Validated		Workflow appro	0	
364900059	8/31/22	9/6/22 10:48 AM	Chartwells/Compass	000	0.00 USD	17,200.60 USD	0.00 USD Standard	Validated		Workflow appro	0	
366440872	7/15/22	9/30/22 3.58 PM	Chartwells/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	Chartwells/Compass	F000	0.00 USD	5,924 50 USD	0.00 USD Standard	Validated		Workflow appro	0	
365441140	8/26/22	9/26/22 12:13	Chartwells/Compass	F 000	0.00 USD	514 80 USD	0.00 USD Standard	Validated		Workflow appro	0	
366441265	9/13/22	9/22/22 11:38	Chartwells/Compass	F000	0.00 USD	445.30 USD	0.00 USD Standard	Validated		Workflow appro	0	
366441269	9/13/22	9/15/22 12:28	Charhvells/Compass	F000	0.00 USD	2,206.10 USD	0.00 USD Standard	Validated		Workflow appro	0	
366441281	9/15/22	9/26/22 12 18	Chartwells/Compass	F000	0.00 USD	292 34 USD	0.00 USD Standard	Validated		Workflow appro	0	
366441360	9/25/22	10/3/22 12:43	Chartwells/Compass	F000	0.00 USD	3,764.00 USD	0.00 USD Standard	Validated		Workflow appro	0	
366441366	9/26/22	10/3/22 12:43	Charhvells/Compass	F000	0.00 USD	305.50 USD	0.00 USD Standard	Validated		Workflow appro	0	
366441370	9/28/22	10/6/22 12:58	Chartwells/Compass	F000	0.00 USD	74.82 USD	0.00 USD Standard	Validated		Workflow appro	0	
366441450	10/7/22	10/10/22 3:23	Chartwells/Compass	F000	0.00 USD	277 20 USD	0.00 USD Standard	Validated		Workflow appro	0	
366441515	10/15/22	10/19/22 12.5	Chartwells/Compass	F000	0.00 USD	5,343 24 USD	0.00 USD Standard	Validated		Workflow appro	0	
	100000000			-								

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

Search Result 246439992 Invoice Details Imoice Details Imoi	Validadi Actors • Down 977.22.050 Besiness Unit Torson University 9.09.050 Pryment Besiness Unit Torson University 9.09.050 Pryment Torson University 8.09.050 Pryment Torson USD Attachments 3564-03992.pdf
Lines Promotio	Perchase Order Receipt
Line Amount Description 1 877.22 Shipping and Handling Line Charge Type Amount Description	Quantity Price UOM Name Number Line Schedule Number Line Ship-to-Location
Na sheping and handling Summary Tax Lines Transaction Taxes Using Rate Name Rate Amount Canceled bichasive Self.Assessed Tax Colly Regime Tax Name	Tax.Jurisdiction

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

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Nanage Invoices (2)									Dgne
Search Results 366430992									
Invoice Details								Validated Actions v	Dgne
tonucio Bitel: 4922 Biorelo Type: Biotanet Supportor ol Party: Charlenter-Compara Group USA. Biopterir Ste: Pite Address: PEPT) PO Biot 417532, Boston, MA-62241	Invoice Amount Applied Prepayments Ubget Amount Notes 💽	977.22 USD 0.00 USD 0.00 USD			Businer Payment Businer Payment Payment Cu Attach	as Unit Towson Un as Unit Towson Un Terms Immediate rrency USD ments 366439992	iversity iversity 2.pdf		
Items									
View 🔻 🎵 🕎 Detach				Durchase Or	tor	Per	teint		
Line Amount Description		Quantity Price UOM Name	Number	Line	Schedule	Number	Line	Ship-to Locatio	n
1 977.22									
Shipping and Handling Line Charge Type Amount Description									
He shiping and handing Quammarv Tav I ince									

	Invoice Am	ount	977.22 USD	
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	▶ Search		Saved Search All Note	s 🗸
241	Actions View View Sort By Date descending	✓ Date All	✓ Type All ✓	
	Creation Date △▼ Author Type	Visibility	Note Text	
				Done lumb

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.

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lanage invoices ()						Ogne
Search Results						
Invoice Details						Validated Actions - Done
Invoice Date 7/15/22	Invoice Amount	5,115.00 USD		Busine	as Unit Towson University	
Invoice Type Standard	Applied Brepsymente	0.00.1150		Payment Busine	as Unit Towson University	
Supplier or Party Chartwells/Compass Group USA	Applied Prepayments	0.00 0.30		Payment	Terms Net 30	
Supplier Site P000	Unpaid Amount	0.00 USD		Payment Cu	rrency USD	
Address F(EFT) PO Box 417632, Boston, MA-02241	Holds 0			Attach	ments image004.png (4 mo	re)
	Notes 🔛					
Lines Holds and Approvals Payments Items						
View 👻 💬 🔟 Detach						
Line Amount Description		Quantity Price UOM Nan	Purch	hase Order	Receipt	Ship-to Location
			Number Lin	e Schedule	Number Line	,
1 5,115.00 Chartwell Invoice for FR OR Continental Breakfast 7/14			TOW0000219 1	1		Towson University
Shipping and Handling						
Line Charge Type Amount Description No shipping and handling.						
Common Tau Linan						

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.

lanage Invoices ⑦					Dgne
Search Results 366440872					
Invoice Details					Validated Actions • Dgne
Invoice Date 7/15/22		Invoice Amount	5,115.00 USD	Business Unit	Towson University
Invoice Type Standard		Applied Prepayments	0.00 (197)	Payment Business Unit	Towson University
Supplier or Party Chartwells/Compass Group USA		Applied Propagnitions	0.00 0.00	Payment Terms	Net 30
Supplier Site F000		Unpaid Amount	0.00 USD	Payment Currency	USD
Address (EFT) PO Box 417632, Boston, MA-02241		Holds 0		Attachments	image004.png (4 more)
		Notes 🔛			
Lines Holds and Approvals Dyuments					
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17. Select the **Payments** tab to check on the payment status.

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Payments					
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- 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 <u>ap@towson.edu</u> for further information.

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Manage Invoices (2)			Dgne
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19. If the payment has not yet been entered by AP, no payment details will display.

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nvoice Details : 366439758				Needs revalidation Actions • Dome
Invace Date Invasio Pyre Suppler Star Address Lines Pyremits	3402 Standard Cashetelli-Compass Group USA 7900 7(EFT) PO Ber 417632, Boeten, MA-62241	Invoice Ansount Applied Prepayments Unpaid Ansount Notes 🗾	168.99 USD 0.09 USD 188.99 USD	Business Unit Toward University Payment Basiness Unit Toward University Payment Terms Immediate Payment Currency USD Attachments Innetice Image 356433758
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20. If you need further details on invoices or payments issued to vendors, please contact AP at ap@towson.edu.