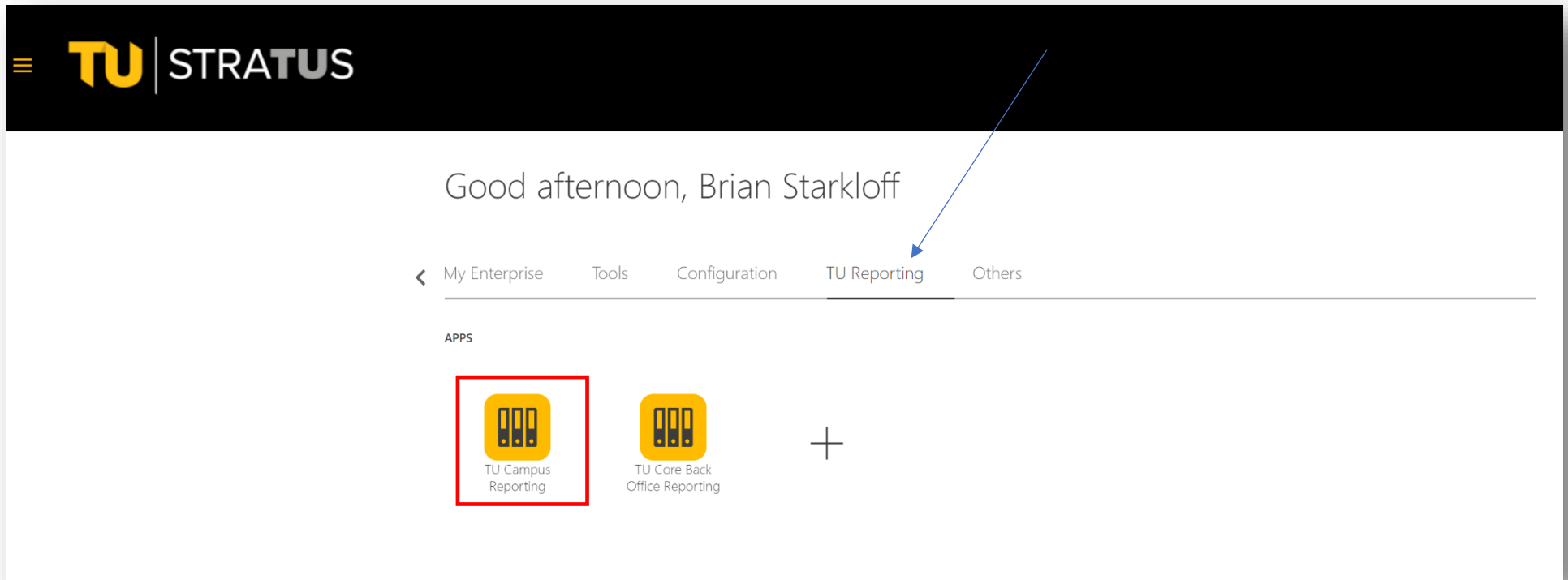


How To Run the AP Invoice Account Coding Approval Status Report

The purpose of this report is to provide campus with invoice account coding details, specifically status and comments.

Log into Stratus. Navigate to TU Reporting and select the TU Campus Reporting tile.



You will find this report listed under General Transaction Reports: AP Invoice Account Coding Approval Status Report.

Reporting Dashboard

- Budget Summary Reports**
 - Cost Center Reports (Formatted Report)**
 - Multiple Cost center prompts separated with commas (,)
 - Dept Cost Center Budget Summary by Account
 - Dept Cost Center Budget Summary by Parent Account
 - Grant Cost Center Budget Summary by Account through FY25
 - Grant Cost Center Budget Summary by Account through FY24
 - Grant Cost Center Budget Summary by Parent Account through FY25
 - Grant Cost Center Budget Summary by Parent Account through FY24
 - Project Cost Center Budget Summary by Account through FY25
 - Project Cost Center Budget Summary by Account through FY24
 - Project Cost Center Budget Summary by Parent Account through FY25
 - Project Cost Center Budget Summary by Parent Account through FY24
 - Dept budget balance reports (Data Exports)**
 - Multiple Cost center prompts separated with a semi colon (;)
 - Department Budget Balance Child Account Report
 - Department Budget Balance Parent Account Report
- Divisional Summary Rollups**
 - Divisional Summary Rollups**
 - Divisional Self Support Fund Detailed Summary (NAT)
 - Divisional Self Support Parent Budget Summary
 - Divisional State Fund Detailed Summary (NAT)
 - Divisional State Fund Parent Budget Summary
 - Divisional Agency Fund Detailed Summary (NAT)
 - Divisional Agency Fund Parent Budget Summary
 - Divisional Auxiliary Fund Detailed Summary (NAT)
 - Divisional Auxiliary Fund Parent Budget Summary
 - Divisional Grants Fund Detailed Summary (NAT) through FY25
 - Divisional Grants Fund Detailed Summary (NAT) through FY24
 - Divisional Grants Fund Parent Budget Summary through FY25
 - Divisional Grants Fund Parent Budget Summary through FY24
 - Account Summary by Div and Cost Center Rollups**
 - Account Summary by Div and Dept Cost Center
 - Account Summary by Div and Grant Cost Center
 - Account Summary by Div and Grant Cost Center LTD
 - Account Summary by Div and Project Cost Center
 - Account Summary by Div and Project Cost Center LTD
- Transaction Details Reports**
 - Pcard expense reports**
 - Multiple Cost center prompts separated with a semi colon (;)
 - Pcard Expense Report Completed
 - Pcard Expense Report Pending
 - Pcard not on Expense report
 - Travel Expense reports**
 - Multiple Cost center prompts separated with a semi colon (;)
 - Travel Expense Report Completed
 - Travel Expense Report Pending
 - TU Travel Authorization Campus Version
 - General transaction reports**
 - Multiple Cost center prompts separated with a semi colon (;)
 - Revenue Expenses All Transactional Details Report
 - Revenue Expense Summary Transaction
 - Invoices Pending Report
 - Invoice Expense List Report
 - Budget Adjustments Report
 - Transactional Reports Dashboard
 - AP Invoice Account Coding Approval Status Report**
 - Requisition/PO Reporting**
 - Multiple Cost center prompts separated with a semi colon (;)
 - PO Listing Report
 - Requisition Purchase Order Listing
 - Requisitions listing campus report
 - Requisitions not on PO (All statuses campus)
 - Requisitions not on PO Workflow
 - Foundation Reimbursement**
 - Foundation Payroll Reimbursement Report
 - Foundation Operation Reimbursement Report
 - Student Financials**
 - Student Financials Details by Cost Center
- Fund Balance Reports**
 - Multiple Source code prompts separated with commas (,)
 - Fund Balance by Source Code
- Campus OSPR_SPAR Grant reporting**
 - Multiple Cost center prompts separated with a semi colon (;)
 - *Separated with comma
 - Grant Balances for closing Grant
 - Grant Budget Journal Listing
 - Grant Cost Center FY BDGT Bal by Acct
 - Grant Cost Center FY Expense BDGT Bal
 - Grant Cost Center Listing
 - Grant Cost Center PTD BDGT Bal by Acct
 - Grant Cost Center PTD BDGT Bal by Parent Acct
 - Grant Cost Center PTD BDGT Bal NoAcct
 - Grant Rev & Exp Journal by Cost Center Range
 - Grants Expense summary with budget revisions (Year)
 - Grant Cost Center Summary P Report PriorYr *
- COA Reports (Data Exports)**
 - Cost Center Report-Campus
 - Natural Account Report-Campus
 - Initiative Report
 - Source Report Campus
- Accounts Receivable**
 - AR Transaction Detail
 - TU Customer Details Report
- Payroll**
 - STRATUS DPR
- Campus Divisional Budget Officers**
 - Facilities Management**
 - Multiple Cost centers separated with a comma (,)
 - Project Cost Center Summary P Report PriorYr
 - Fund Balance by Self/Aux Source Reports**
 - *Has additional Subdivision prompt
 - Fund Balance by Self/Aux Source Division 01
 - Fund Balance by Self/Aux Source Division 02*
 - Fund Balance by Self/Aux Source Division 03
 - Fund Balance by Self/Aux Source Division 04*
 - Fund Balance by Self/Aux Source Division 05*
 - Fund Balance by Self/Aux Source Division 06
 - Fund Balance by Self/Aux Source Division 08
 - Fund Balance by Self/Aux Source Division 09
 - Fund Balance by Self/Aux Source Division 10
 - Fund Balance by Self/Aux Source Division 13*
 - Fund Balance by Self/Aux Source Division 15
- Campus Inventory Coordinator**
 - FA Active Asset Detail Campus Version Report
 - FA Retired Asset Detail CampusVersion Report
- BPA Committee**
 - AP Invoice Account Coding Approval Status Report
 - Parent Budget vs Actual By Cost Center and Div

Prompts:

We recommend using prompts in order to reduce the processing time of the report. Without entering the prompts, the report can take 5+ minutes to run.

- Creation Date (From): Beginning of range in which invoices were entered into Stratus.
- Creation Date (To): End of range in which invoices were entered into Stratus.
- Invoice Number
- Vendor
- Coding – Status of account coding*
- Requestor – Person responsible for account coding.

***Status Definitions:**

- Returned – Returned by requestor for various reasons (i.e. invoice needs to be applied to a PO, paid on Pcard, wrong requestor, ect.)
- Completed – Account coding is completed.
- Manually Completed – Invoice is withdrawn from the account coding workflow and the distribution combination is entered directly onto the invoice by the AP team.
- Not required – Account coding is not required (i.e. Expense reports (Pcard, Travel, Non Travel)) coding is not required in AP since the coding takes place on the expense reports.
- Initiated – Account coding workflow has been initiated.
- Required – Account coding is required.

When finished entering your prompts, click Apply

The screenshot shows a software interface for generating a report. At the top, a blue header bar contains a home icon and the text 'TU_AP_Invoice_Account_Coding_Report'. Below this is a filter section with several input fields: 'Creation Date(From)' and 'Creation Date(To)' each with a calendar icon; 'InvoiceNum' with a dropdown menu showing 'All'; 'Vendor' with a dropdown menu showing 'All'; 'Coding' with a dropdown menu showing 'All'; and 'Requestor' with a dropdown menu showing 'All'. To the right of these fields is a red-bordered button labeled 'Apply'. On the left side of the main content area, there is a blue button labeled 'NEW'.

Your report will population to an Excel spreadsheet.