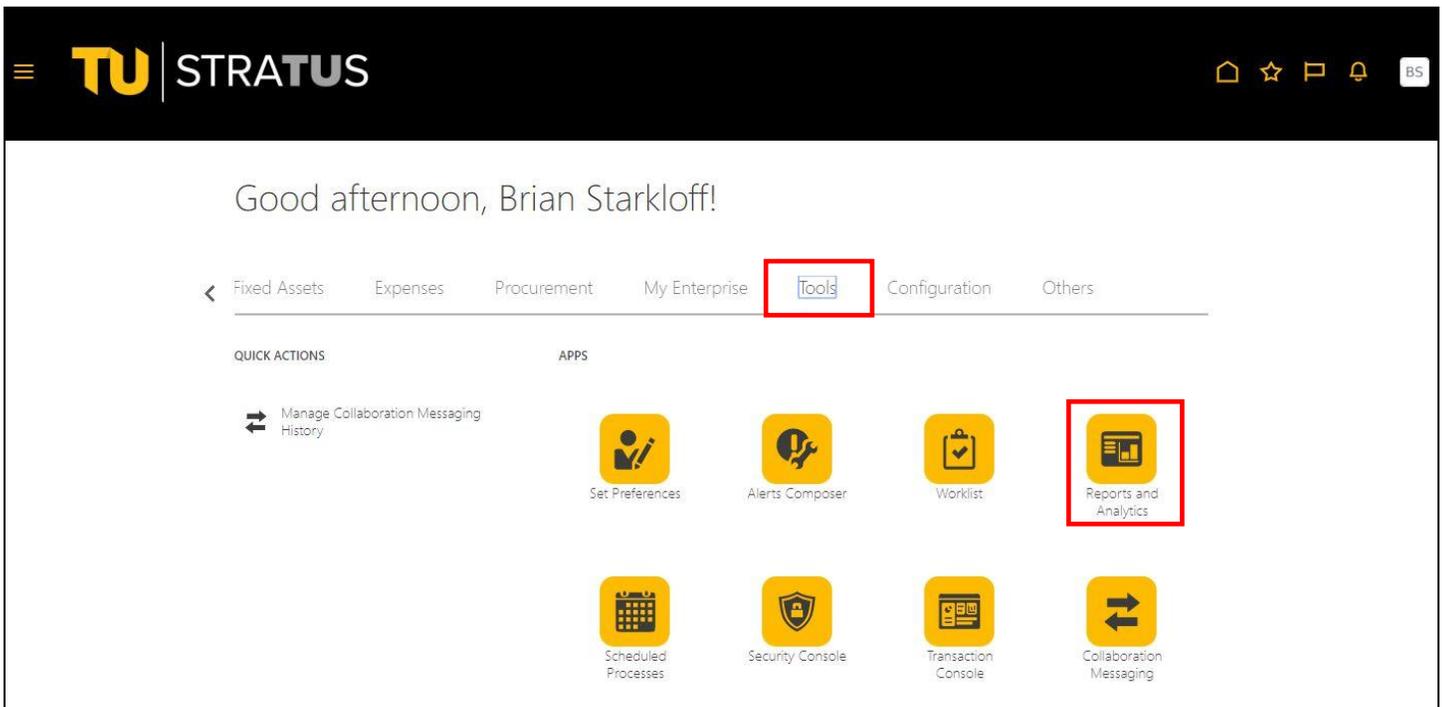


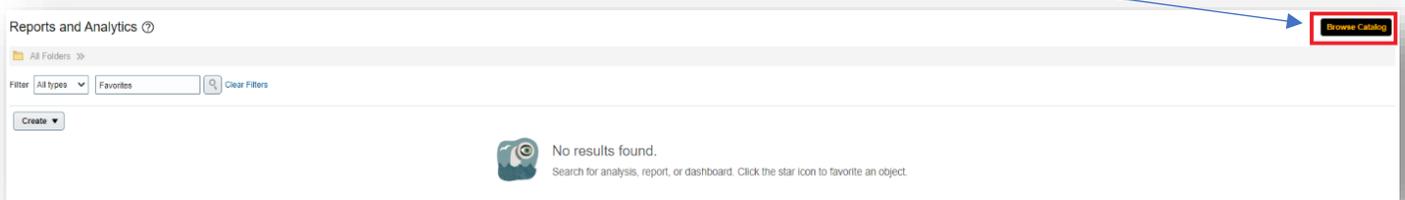
# How to Run the Pending Invoice Report TU\_BC\_DAT\_Invoices\_Pending

- This report **lists all pending AP invoices along with account coding, hold and workflow** related details.
- You can **filter the report** by cost center, invoice number, supplier, various statuses etc.
- This report will **list the entire workflow history of the invoice** with latest updates listed first.
- This document will explain how run the report, how to read and understand the columns on this report, as well as the meaning of the various invoice statuses.
- **There is an appendix at the bottom that explains status descriptions.**

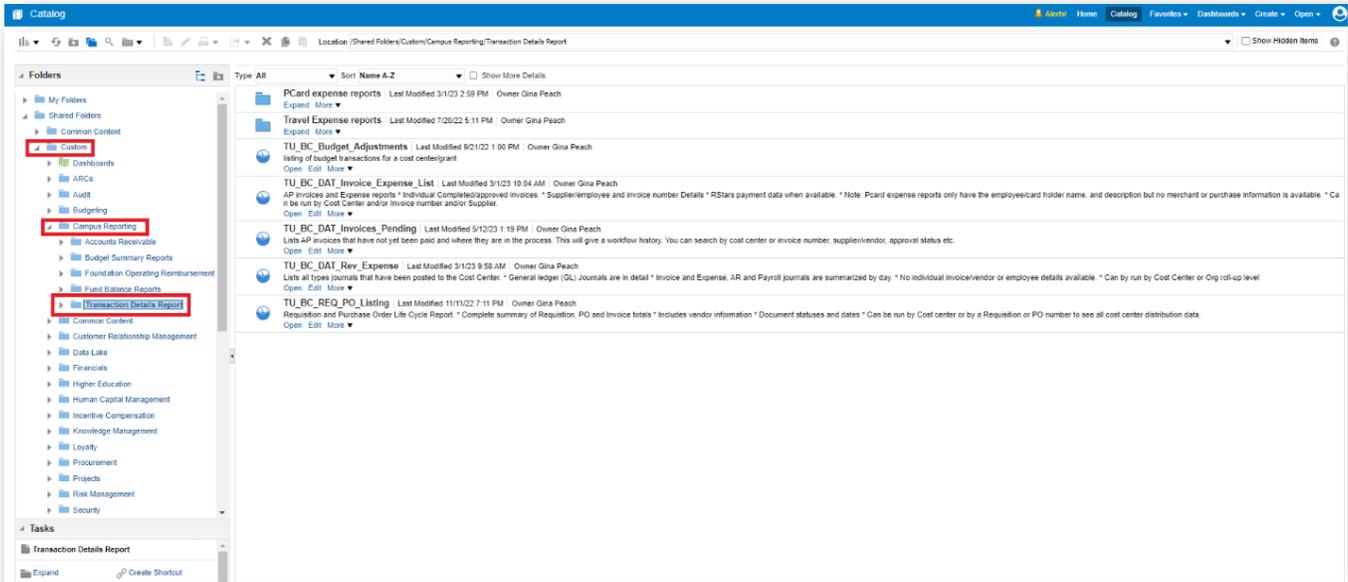
Log into Stratus. Go to Tools>Reports and Analytics.



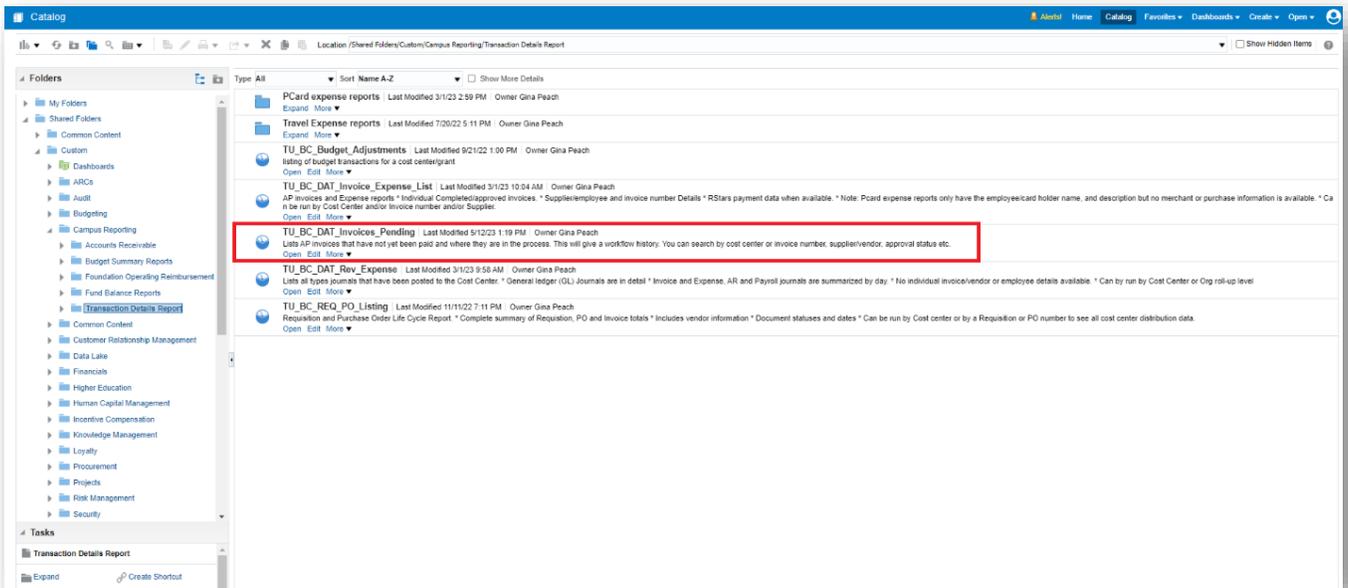
Select Browse Catalog.



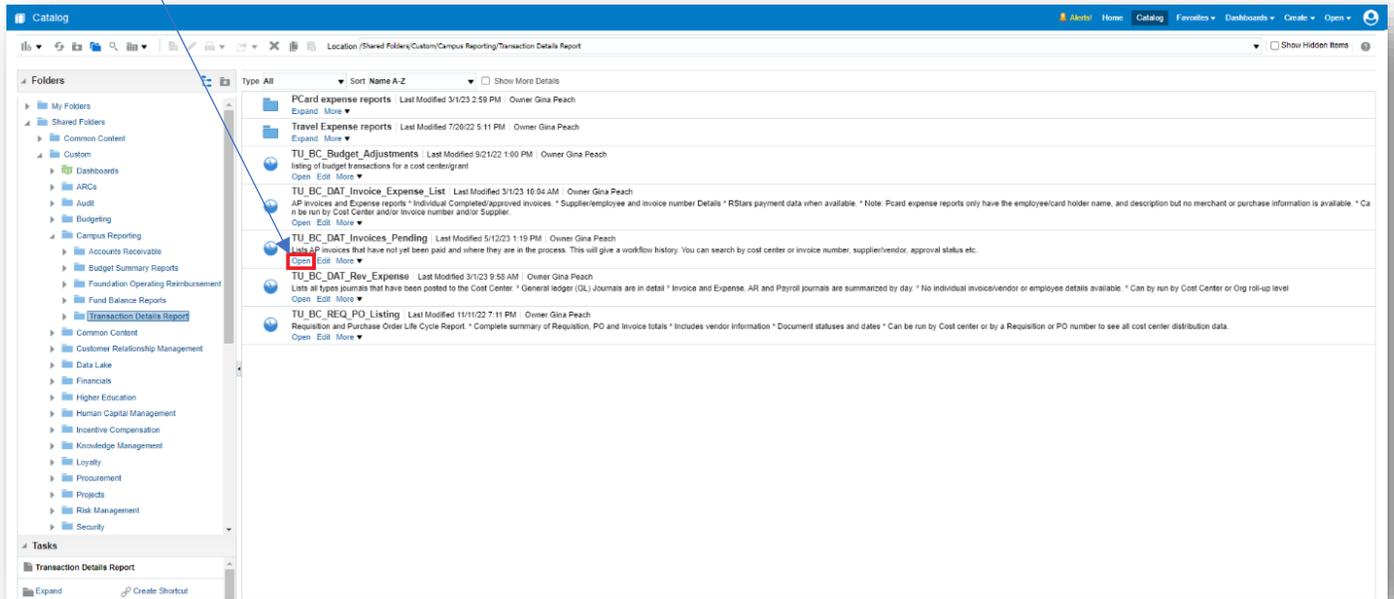
Select the folder labeled Custom>Campus Reporting>Transaction Details Report.



The report is titled TU\_BC\_DAT\_Invoices\_Pending.

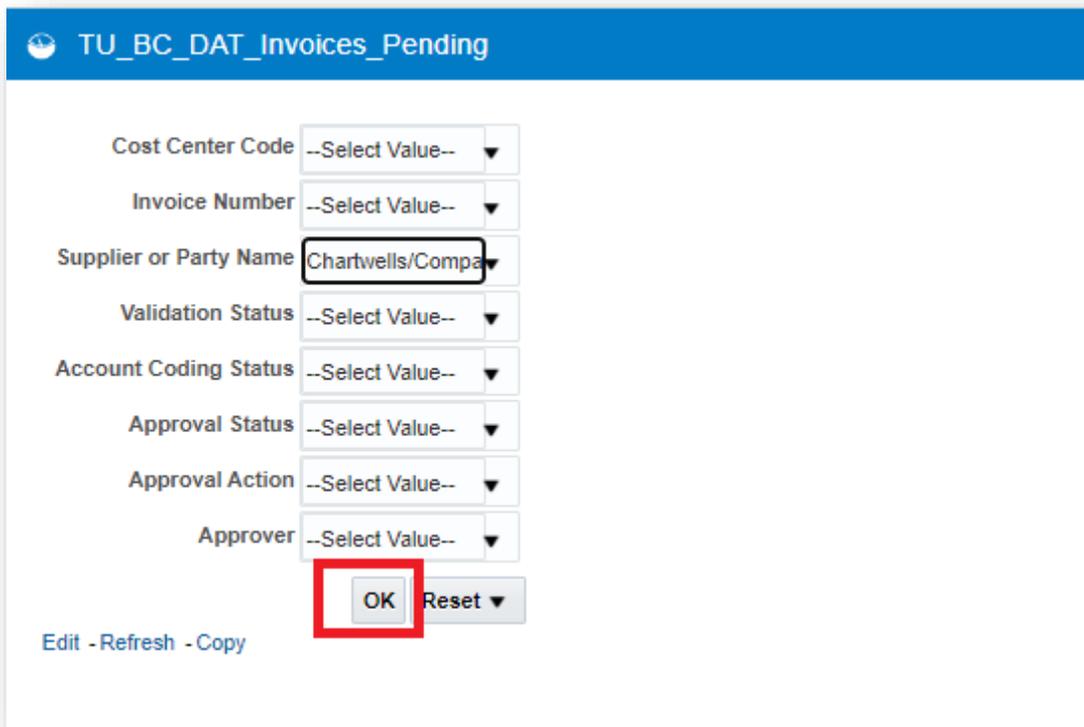


Select Open.



Enter your search parameters for the report. You can search by Cost Center, Vendor Invoice Number, Supplier Name, Validation Status, etc. Click OK.

**Note: There is an appendix at the bottom of this document with status descriptions.**



- The report will populate with the pending invoice information, and various key fields. Data is sorted by invoice number, then cost center and account then most recent approval action date.
- NOTE: To find the most current status of an invoice, locate most recent date in the column titled "Hold Release Date" or the column titled "Approval Action Date."
- Note that all the various status values you see in the various columns are explained in the appendix at the end of this document. The document also includes actions you need to take.

Note: You can also drill down to the invoice info to get to the image of the invoice by clicking on the invoice number.

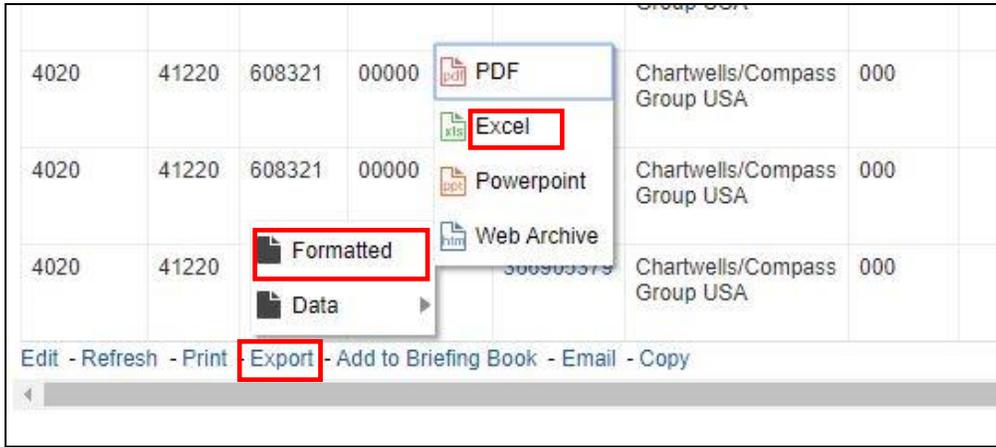
Balancing Segment Code	Cost Center Code	Account Code	Distribution Initiative Segment Value	Invoice Number	Supplier or Party Name	Supplier or Party Site	Distribution Line Number	Business Unit Name	Invoice Date	Invoice Creation Date	Invoice Amount	Invoice Distribution Amount	Validation Status	Account Coding Status	Accounting Status	Funds Status	Approval Status	Hold Name	Hold Release Date	Approval Action Date	Approval Action	Approver
				366441767	Chartwells/Compass Group USA	000	0	Towson University	11/11/22	2/10/23 12:18 PM	276.87		Needs revalidation	Initiated	Unaccounted	Not attempted	Required	Incomplete invoice	2/11/23 1:36 PM			
				366442199	Chartwells/Compass Group USA	000	0	Towson University	1/12/23	3/30/23 9:37 AM	212.4		Needs revalidation	Withdrawn	Unaccounted	Not attempted	Required	Incomplete invoice	4/6/23 9:04 AM			
5900	59102	608166	00000	366442647	Chartwells/Compass Group USA	000	1	Towson University	2/24/23	3/23 12:13 PM	839.7	839.7	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	3/4/23 1:19 PM	3/23 2:28 PM	Approved	Donna Avuil
5900	59102	608166	00000	366442647	Chartwells/Compass Group USA	000	1	Towson University	2/24/23	3/23 12:13 PM	839.7	839.7	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	3/4/23 1:19 PM	3/23 1:51 PM	Assigned to	Brandon Cohen
5900	59102	608166	00000	366442647	Chartwells/Compass Group USA	000	1	Towson University	2/24/23	3/23 12:13 PM	839.7	839.7	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	3/4/23 1:19 PM	3/23 1:51 PM	Initiated	Lauren Rowe
4055	41380	608166	00000	366905373	Chartwells/Compass Group USA	000	1	Towson University	2/23/23	2/27/23 2:23 PM	519,916.99	519,916.99	Validated	Complete	Unaccounted	Reserved	Initiated	Amount received	3/1/23 4:09 PM	3/23 8:58 AM	Approved	Cindy Weisman
4055	41380	608166	00000	366905373	Chartwells/Compass Group USA	000	1	Towson University	2/23/23	2/27/23 2:23 PM	519,916.99	519,916.99	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	2/28/23 1:27 PM	3/23 8:58 AM	Approved	Cindy Weisman
4055	41380	608166	00000	366905373	Chartwells/Compass Group USA	000	1	Towson University	2/23/23	2/27/23 2:23 PM	519,916.99	519,916.99	Validated	Complete	Unaccounted	Reserved	Initiated	Amount received	3/1/23 4:09 PM	3/23 8:58 AM	Comments updated	Cindy Weisman
4055	41380	608166	00000	366905373	Chartwells/Compass Group USA	000	1	Towson University	2/23/23	2/27/23 2:23 PM	519,916.99	519,916.99	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	2/28/23 1:27 PM	3/23 8:58 AM	Comments updated	Cindy Weisman
4055	41380	608166	00000	366905373	Chartwells/Compass Group USA	000	1	Towson University	2/23/23	2/27/23 2:23 PM	519,916.99	519,916.99	Validated	Complete	Unaccounted	Reserved	Initiated	Amount received	3/1/23 4:09 PM	3/23 4:21 PM	Assigned to	Cindy Weisman
4055	41380	608166	00000	366905373	Chartwells/Compass Group USA	000	1	Towson University	2/23/23	2/27/23 2:23 PM	519,916.99	519,916.99	Validated	Complete	Unaccounted	Reserved	Initiated	Amount received	3/1/23 4:21 PM	3/23 4:21 PM	Assigned to	Jacob Smith
4055	41380	608166	00000	366905373	Chartwells/Compass Group USA	000	1	Towson University	2/23/23	2/27/23 2:23 PM	519,916.99	519,916.99	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	2/28/23 1:27 PM	3/23 4:21 PM	Assigned to	Cindy Weisman
4055	41380	608166	00000	366905373	Chartwells/Compass Group USA	000	1	Towson University	2/23/23	2/27/23 2:23 PM	519,916.99	519,916.99	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	3/1/23 4:21 PM	3/23 4:21 PM	Assigned to	Jacob Smith
4055	41380	608166	00000	366905373	Chartwells/Compass Group USA	000	1	Towson University	2/23/23	2/27/23 2:23 PM	519,916.99	519,916.99	Validated	Complete	Unaccounted	Reserved	Initiated	Amount received	3/1/23 4:09 PM	3/23 4:21 PM	Initiated	Lauren Rowe
4055	41380	608166	00000	366905373	Chartwells/Compass Group USA	000	1	Towson University	2/23/23	2/27/23 2:23 PM	519,916.99	519,916.99	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	2/28/23 1:27 PM	3/23 4:21 PM	Initiated	Lauren Rowe
4020	41220	608321	00000	366905379	Chartwells/Compass Group USA	000	1	Towson University	2/28/23	3/23 11:43 AM	36.18	36.18	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	3/23 12:09 PM	3/23 3:38 PM	Approved	Cindy Weisman
4020	41220	608321	00000	366905379	Chartwells/Compass Group USA	000	1	Towson University	2/28/23	3/23 11:43 AM	36.18	36.18	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	3/23 12:09 PM	3/23 3:38 PM	Comments updated	Cindy Weisman
4020	41220	608321	00000	366905379	Chartwells/Compass Group USA	000	1	Towson University	2/28/23	3/23 11:43 AM	36.18	36.18	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	3/23 12:09 PM	3/23 1:51 PM	Assigned to	Cindy Weisman
4020	41220	608321	00000	366905379	Chartwells/Compass Group USA	000	1	Towson University	2/28/23	3/23 11:43 AM	36.18	36.18	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	3/23 12:09 PM	3/23 1:51 PM	Assigned to	Jacob Smith
4020	41220	608321	00000	366905379	Chartwells/Compass Group USA	000	1	Towson University	2/28/23	3/23 11:43 AM	36.18	36.18	Validated	Complete	Unaccounted	Reserved	Initiated	Incomplete invoice	3/23 12:09 PM	3/23 1:51 PM	Initiated	Lauren Rowe

Click on the blue invoice number and select View Invoice. It will take you into the invoice viewing page in Stratus where you then can select/click on the PDF image of the invoice to view.

Balancing Segment Code	Cost Center Code	Account Code	Distribution Initiative Segment Value	Invoice Number	Supplier or Party Name	Supplier or Party Site	Distribution Line Number	Business Unit Name	Invoice Date
5900	59102	608166	00000	366442647	Chartwells/Compass Group USA	000	1.0	Towson University	2/24/2023
5900	59102	608166	00000	366442647	Chartwells/Compass Group USA	000	1.0	Towson University	2/24/2023
5900	59102	608166	00000	366442647	Chartwells/Compass Group USA	000	1.0	Towson University	2/24/2023
5900	59102	608166	00000	366442647	Chartwells/Compass Group USA	000	1.0	Towson University	2/24/2023

Edit - Refresh - Print - Export - Add to Briefing Book - Email - Copy

To export to Excel navigate to the bottom of the page and click Export> Formatted> Excel



## Appendix

### Validation Status Column

#### Not Validated

- This means the invoice has not gotten picked up for validation yet, usually next status after Incomplete. Account Coding and Approval columns will likely both say “Required.” Once scheduled validation process runs, the invoice will route accordingly
- -or-
- Account Coding Status column will say “Initiated,” which means invoice is out for account coding with the requester

#### Needs Revalidation

- **Check Account Coding Status Column**
  - Required - invoice may need to be sent out for account coding (if not matched to a PO)
  - Initiated- Invoice is out for account coding with requester
  - Complete - Account coding has been completed by requester
    - See Approval Status column for additional details
  - Returned – Requester has returned the invoice to AP to handle accordingly
  - Withdrawn – AP has withdrawn the invoice from the requester/Account Coding Workflow
- **Check Approval Status Column**
  - Required - invoice has not been sent out for approval yet.
    - Check account coding status to see if account coding is still needed
    - Check the Hold Name column for why the invoice might still be on hold
- **Check Hold Name Column**
  - An invoice could be on hold for various reasons. Receiving is required, there is an amount discrepancy between the line and the header, etc. that is preventing the invoice from moving to a validated status and allowing it to go out for approval.
  - See a complete list below for Hold reasons (Hold Name column), what the hold reason means, and how the problem needs to be corrected.
  - Check Hold Release Date column. If there is no release date, it means the invoice is still on hold for that reason. If there is a release date, it means the invoice has been cleared from that hold. Check other hold reasons. If there are none, the invoice has not gone through the scheduled validation process just yet.

<b>Hold Name</b>	<b>Hold Reason</b>	<b>Hold Removal</b>	
Invalid PO	You matched an invoice to an unapproved or invalid Purchase order	Manually release in the Invoice Holds tab. (Note: you can submit the Invalid PO Supplier Notice to request a valid PO from the supplier).	Waiting for a PO to apply the invoice to
Distribution Variance	Invoice amount is not equal to the sum of invoice distribution amounts	Adjust invoice distributions or invoice amount and resubmit Invoice Validation	There was a line added on the invoice, but department has not coded the line yet
Incomplete invoice	Invoice is missing invoice lines and needs completion.	Add a line and send out for coding, or match to a PO	
Amount received	Amount billed exceeds amount received.	Correct PO or invoice and resubmit Invoice Validation; Adjust tolerance and resubmit Invoice Validation; or Manually release in the Holds tab.	Dept needs to add receiving on PO
Amount Ordered	Amount billed exceeds amount ordered.	Correct PO or invoice and resubmit Invoice Validation; Adjust tolerance and resubmit Invoice Validation; or Manually release in the Holds tab.	Dept needs to add receiving on PO
Amount	Invoice amount exceeded limit.	Invoice amount is more than the invoice amount limit you specify for a supplier site	
PO Not Approved	Invoice matched to unapproved purchase order.	Correct Purchase order and resubmit	
Distribution Account Invalid	Invoice Distribution distributed to invalid account	Correct account and resubmit approval	

Validated

- **Check Approval Status Column**
  - Approval status is Initiated – invoice is sent out for approval
    - You can see who the invoice is assigned to and/or who approved/rejected the invoice
    - See Approval Action & Approver columns
  - Approval status is Rejected – Approver has rejected an invoice
    - Comments on the invoice will need to be checked in Stratus for reject reason/comments
  - Once an invoice is fully approved, it will not be found on this report, as it is no longer pending