

Accounts Payable – Approving an Invoice

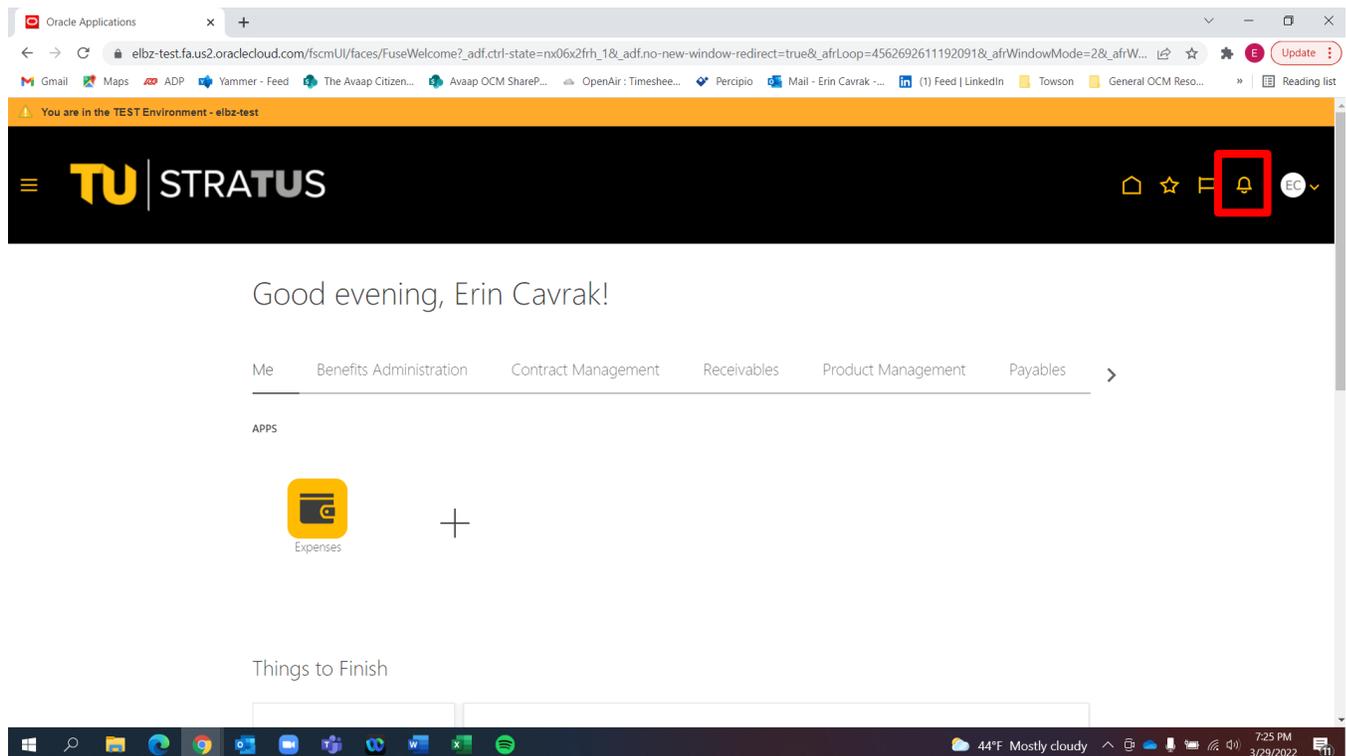
For employees approving an invoice

Purpose:	Approve 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 approve an invoice:

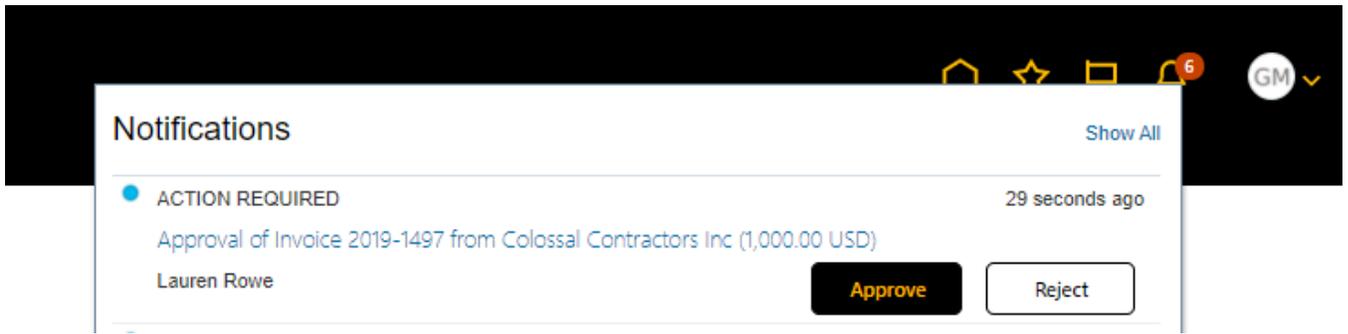
If Distributions have already been added to the invoice, the invoice will automatically route to any necessary cost center managers for approval. Every invoice requires two approvals per cost center so these notifications will fire at the same time and one does not need to wait for the other to approve.

1. If you have an invoice to approve, you will receive a bell notification and email.

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



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



- This will bring up the invoice details. From here, you can View the invoice image, approve, reject, or click on actions in the top right corner.

Approval of Invoice 2019-1497 from Colossal Contractors Inc (1,000.00 USD)



Invoice Approval

1,000.00 USD

Colossal Contractors Inc

2019-1497
1/18/2022

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

Cost Center Summary

Cost Center	Amount
Athletics General	1,000.00
Total	1,000.00

Lines

Invoice Line	Amount
1.	1,000.00

Distributions	
4500-45010-608163-00000-000-000000-0000	
Athletics Reserve-Athletics General-Grounds	
Roads Maint-Default Initiative-UO Default-Future-Default Interfund	
Total	1,000.00

Installments

Due Date	Amount
1. 1/18/2022	1,000.00
Payment Method	00
Payment Priority	99

NOTE: Options from the Actions drop down:

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- Request Information –
- Delegate –
- Reassign –
- Route Task –
- Add Comments –
- Add Attachments –
- View Approvals –

4. When you have reviewed the invoice and are ready to approve, click Approve.

Approval of Invoice 2019-1497 from Colossal Contractors Inc (1,000.00 USD)

View Invoice
Actions ▾
Approve
Reject

Invoice Approval

1,000.00 USD

Colossal Contractors Inc

2019-1497

1/18/2022

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

Cost Center Summary

Cost Center	Amount
Athletics General	1,000.00
Total	1,000.00

Lines

Invoice Line	Amount
1.	1,000.00
Distributions	
4500-45010-608163-00000-000-000000-0000	
Athletics Reserve-Athletics General-Grounds	
Roads Maint-Default Initiative-UO Default-	
Future-Default Interfund	
Total	1,000.00

Installments

Due Date	Amount
1. 1/18/2022	1,000.00
Payment Method 00	
Payment Priority 99	

5. A new popup window will appear in which you can add any additional comments and/or attachments. When you are finished adding comments/attachments, click Submit. **NOTE:** This will look the same if you Reject the invoice instead of approving.

Payables – Approve Invoice

Approval of Invoice 2019-1497 from Colossal Contractors Inc (1,000.00 USD)

[View Invoice](#)

Actions ▾

[Approve](#)

[Reject](#)

Invoice Approval

1,000.00 USD

Colossal Contractors Inc

2019-1497

1/18/2022

Details

From Lauren Rowe

Requester Employee Employee

Approve Submit Cancel

Comment

 Drag files here or click to add attachment

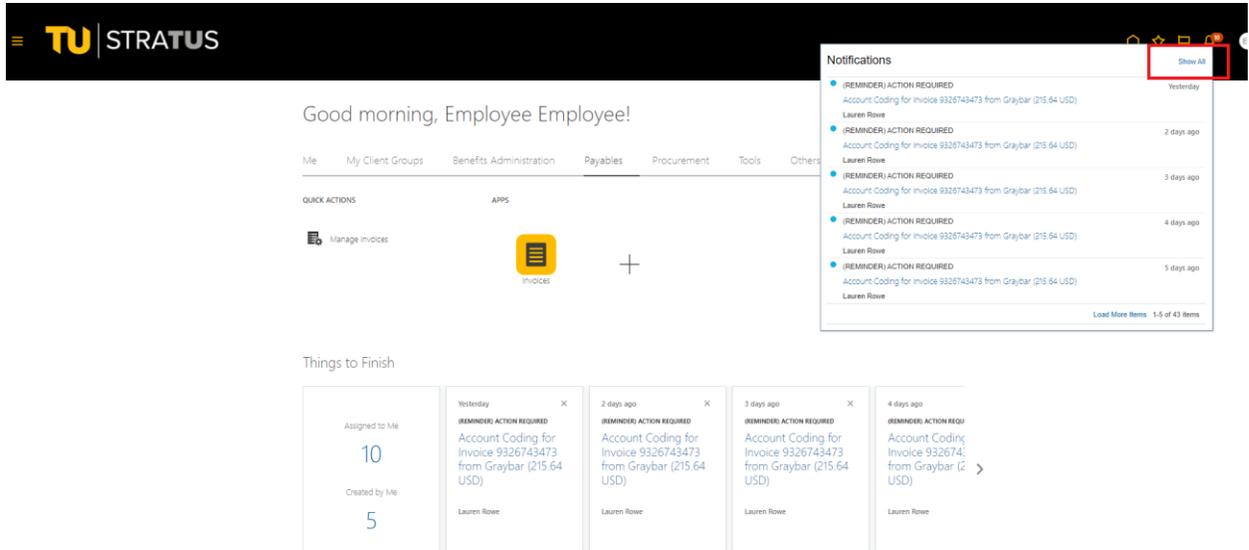
Lines

Invoice Line	Amount
1.	1,000.00
Distributions	
4500-45010-608163-00000-000-000000-0000	
Athletics Reserve-Athletics General-Grounds	

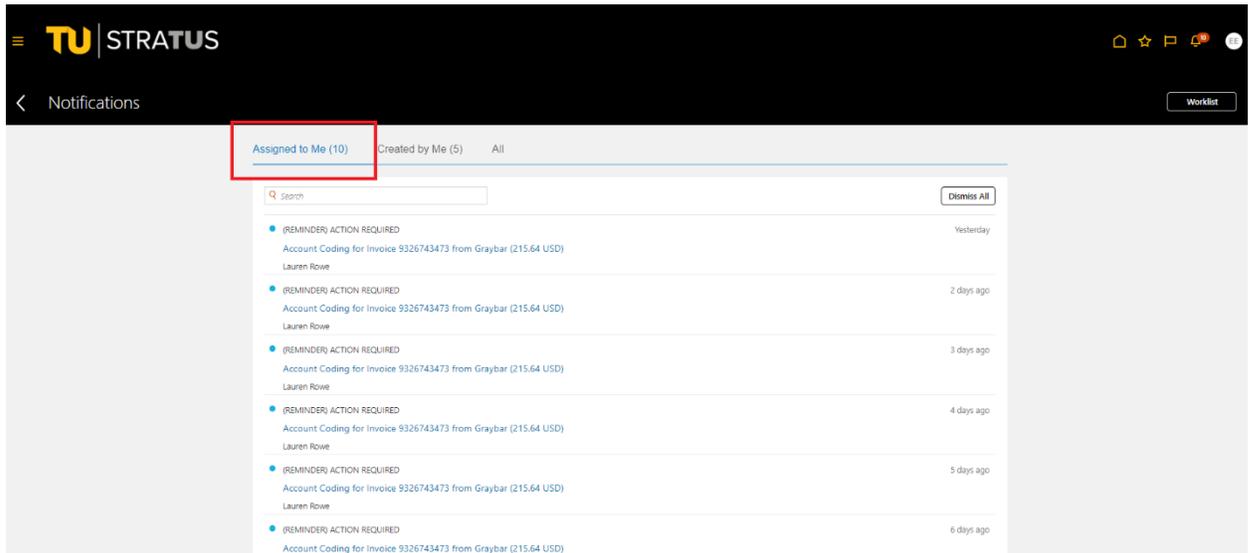
Appendix – Approving an Invoice

Viewing options for invoices needing approval in Stratus.

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

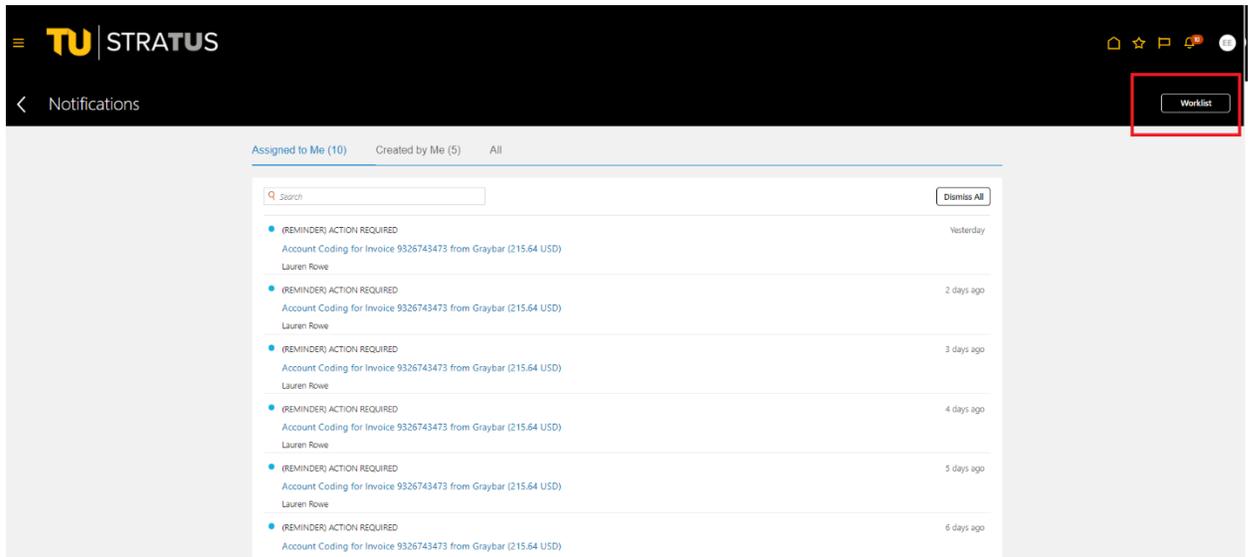


2. The "Assigned to Me" tab will show all your pending action items.



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

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4. A new popup screen will appear containing all your action items and notifications as well.

