

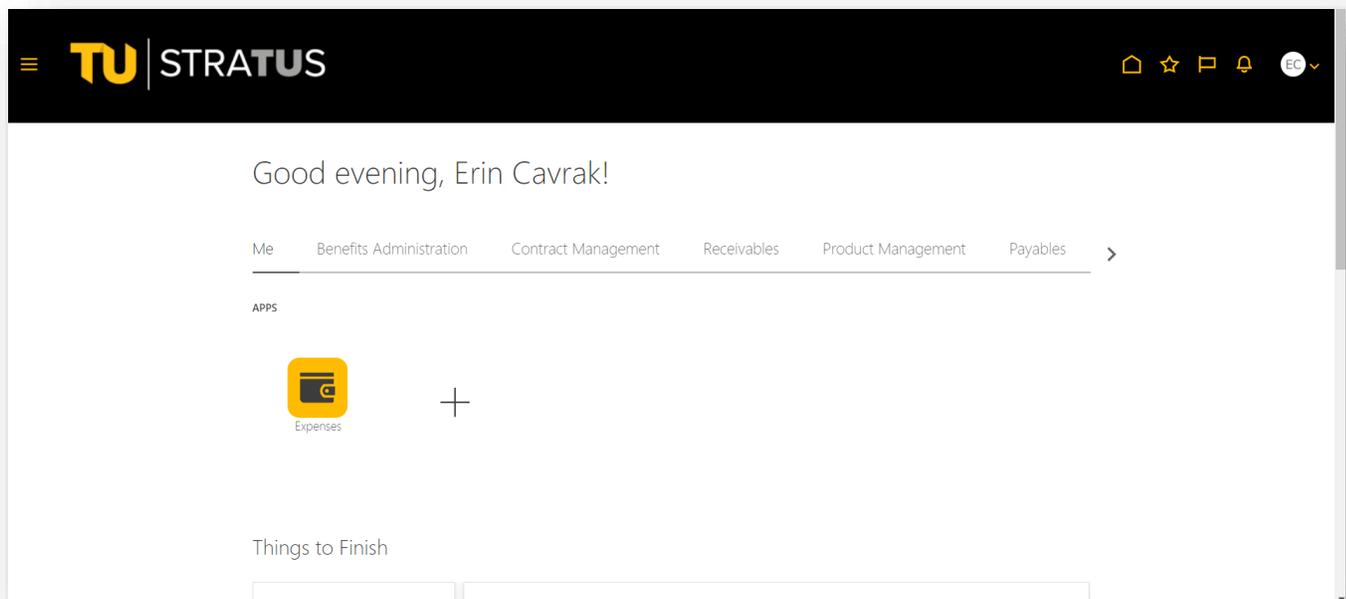
Accounts Payable – Coding an Invoice

For employees coding an invoice

Purpose:	Code 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.• ***PLEASE NOTE: If you receive an invoice for account coding and it needs to be applied to a Purchase Order, use the “Return” option to return the invoice to AP indicating in the comments the Purchase Order Number it should be applied to and a specific line(s) if applicable
Procedure:	Complete the following steps to code an invoice:

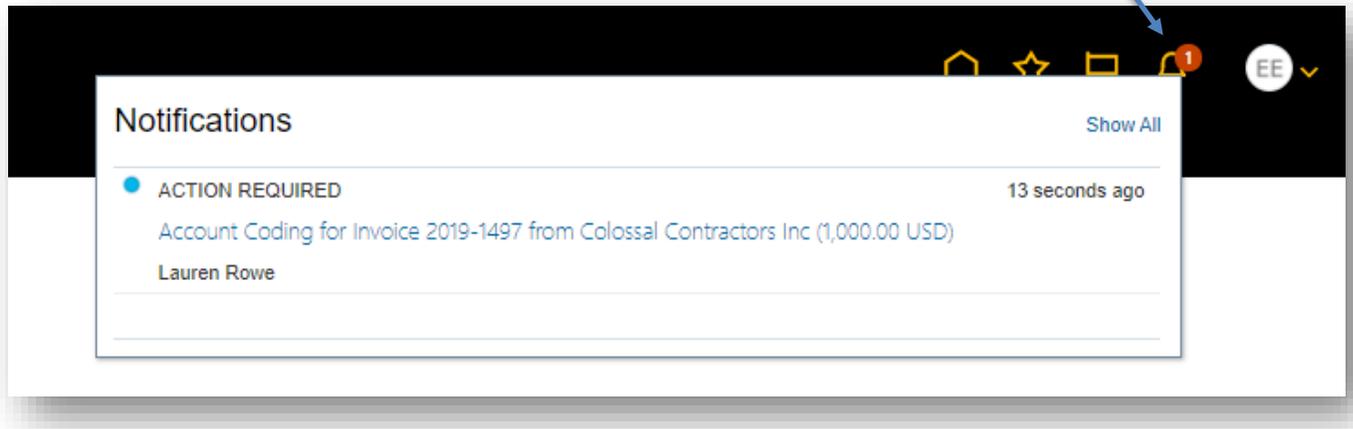
1. If an invoice has been received by AP and needs the distribution combination added so that it can be picked up in the workflow approval process, AP has the ability to add the name of a “requestor”. This is who we believe is the requestor or owner of that invoice. The requestor will then receive a bell notification and email that account coding is required on an invoice.

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

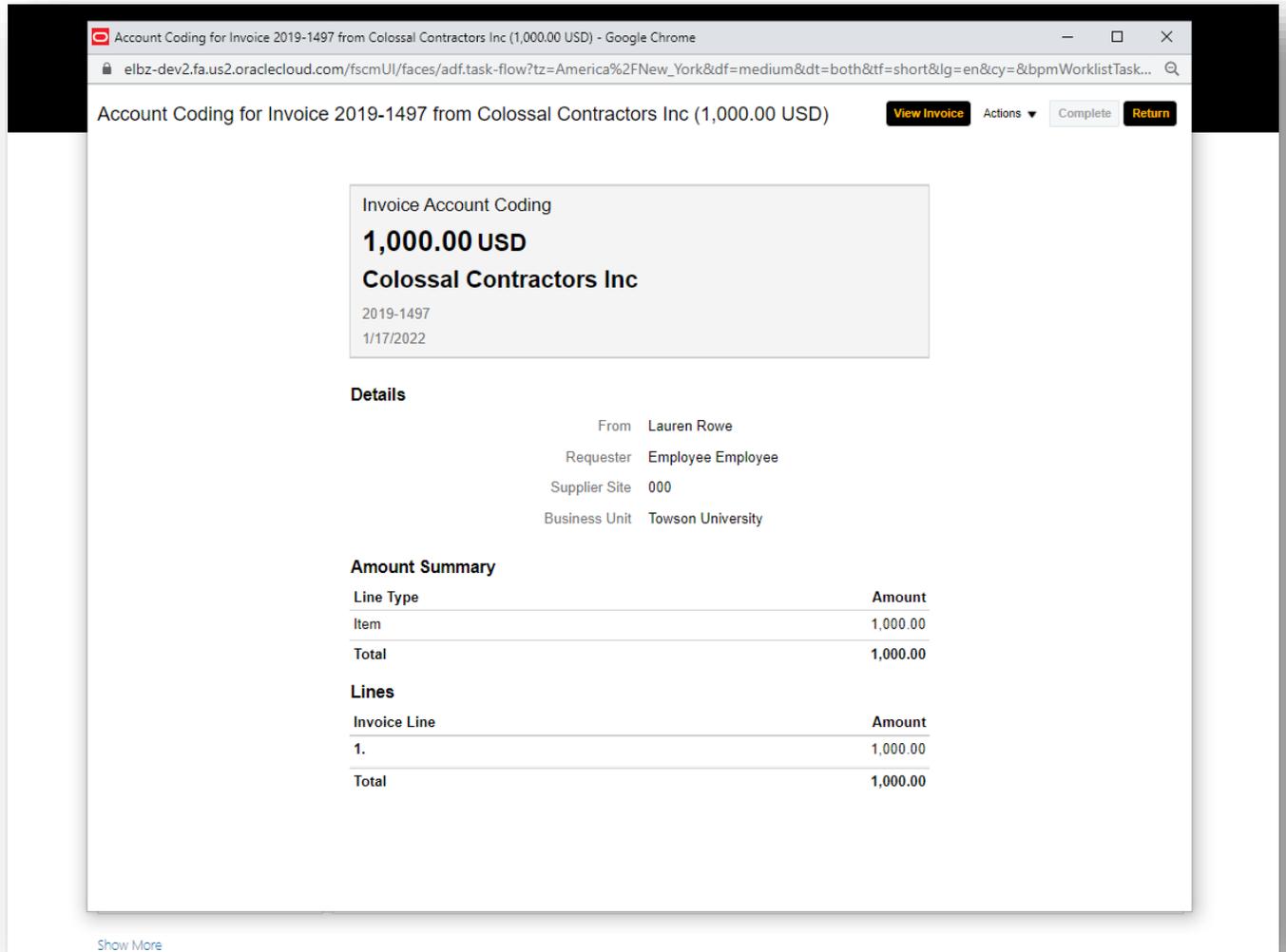


Payables – Code Invoice

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



3. A popup box will appear with the invoice information and different actions you can take.



Payables – Code Invoice

- From the popup box, you have the option to **View Invoice**, **Return** if the invoice does not belong to you (it will then be sent back to AP), or other **Actions**.

Account Coding for Invoice 2019-1497 from Colossal Contractors Inc (1,000.00 USD)

View Invoice Actions Complete **Return**

Invoice Account Coding
1,000.00 USD
Colossal Contractors Inc
2019-1497
1/17/2022

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

Lines

Invoice Line	Amount
1.	1,000.00
Total	1,000.00

Show More

- Clicking on the actions drop down will give you options for several actions. To add account coding, click on **Edit Distributions**.

View Invoice **Actions** Complete **Return**

- Edit Distributions
- Request Information
- Delegate
- Reassign
- Add Comments
- Add Attachment
- View Approvals

Payables – Code Invoice

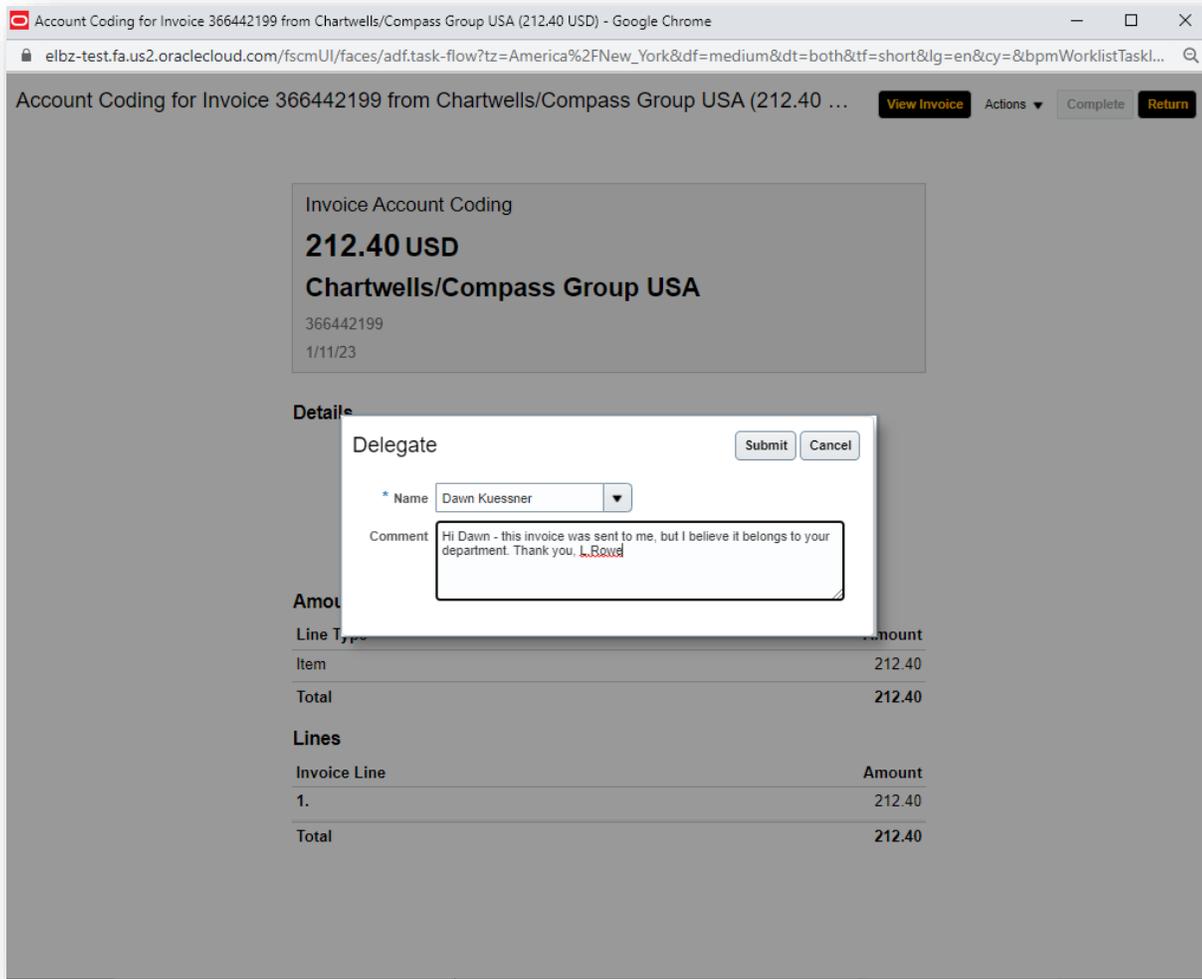
NOTE: Other drop-down options include:

- Request information – will send a note to the AP office for additional information
 - Delegate – delegate account coding to someone else to add account coding on your behalf
 - Reassign – reassign account coding to someone else to add account coding on your behalf
 - Add comments – Adds comments
 - Add attachments – Adds attachments
 - View approvals – See who approved before you/who it will go to after you
6. If you receive an invoice for account coding and it does not belong to you, please use the **Delegate** feature from your **Actions**. You can send the invoice to the individual that it belongs to without sending it back to Accounts Payable. ***Please note: you have the ability to send the invoice to any user in Stratus, it is not limited to your department.**

The screenshot shows the Oracle Payables 'Code Invoice' interface. The main header displays 'Account Coding for Invoice 366442199 from Chartwells/Compass Group USA (212.40 ...)' with buttons for 'View Invoice', 'Actions', 'Complete', and 'Return'. Below this, a summary box shows 'Invoice Account Coding' for '212.40 USD' from 'Chartwells/Compass Group USA' with invoice number '366442199' and date '1/11/23'. A 'Details' section is open, showing a 'Delegate' form. The 'Name' field contains 'dawn' and has a dropdown arrow. An error message box is displayed over the form, stating 'Error: Invalid value: dawn. Invalid value: dawn.' The 'Comment' field contains 'Dawn Kuessner KUESSNER dkuessner@lowson.edu' and a 'More...' link. Below the form, there are two tables: 'Amount' and 'Lines'. The 'Amount' table shows 'Item' with amount '212.40' and 'Total' with amount '212.40'. The 'Lines' table shows 'Invoice Line' with amount '212.40' and 'Total' with amount '212.40'.

Line Type	Amount
Item	212.40
Total	212.40

Invoice Line	Amount
1.	212.40
Total	212.40



7. When you are finished, click **Submit** and the invoice will be delegated to that individual for account coding. You will no longer be able to act on the invoice or receive any notifications about the invoice.
8. If the invoice is yours and account coding needs to be added, select **Edit Distributions** from your actions.
9. When you select Edit Distributions, a new pop-up window will appear. Under Distributions click the + (add) button to add a distribution combination to the invoice.

Edit Distributions - Google Chrome

elbz-dev2.fa.us2.oraclecloud.com/fscmUI/faces/FinApInvoiceAccountCodingTaskFlow/EditAccountingDistributions?_adf.ctrl-state=cyi2iyezb_127&_afriLoo...

Edit Distributions

Save Save and Close Cancel

Details

Requester Email	Employee.Employee@gmail.com	Number	2019-1497
Business Unit	Towson University	Date	1/18/2022
First-Party Taxpayer ID	52-6002033	Invoice Description	
Remit-to Address		Supplier or Party	Colossal Contractors Inc

Invoice Lines

View ▾ Detach

Line	Line Type	* Amount	Quantity	Unit Price	UOM	Description	Item Description
1	Item	1,000.00					

Columns Hidden 7

Line 1: Distributions

Actions ▾ View ▾ + ×

Number	Amount (USD)	Distribution Combination	Project	Details
			Context Value	
No data to display.				

Payables – Code Invoice

- If you receive the error message displayed below, please take a look at the invoice. If the invoice is over \$5,000, the system will not allow you to add distributions because the invoice needs to be paid against a Purchase Order.

The screenshot shows a web browser window titled "Edit Distributions - Google Chrome". The address bar contains the URL: `elbz-test.fa.us2.oraclecloud.com/fscmUI/faces/FinApInvoiceAccountCodingTaskFlow/EditAccountingDistributions?_adf.ctrl-state=2e78nvv89_577&_afLo...`

The main content area is titled "Edit Distributions" and includes a "Details" section with the following information:

Requester Email	lrowe@towson.edu	Number	80963302
Business Unit	Towson University	Date	3/29/23
First-Party Taxpayer ID	52-6002033	Invoice Description	
Remit-to Address	(EFT) P.O. Box 936743, Atlanta, GA 31193, Fulton	Supplier or Party	Cengage Learning

Below the details is the "Invoice Lines" section, which includes a table with columns: Line, Line Type, * Amount, Quantity, Unit Price, UOM, Description, and Item Description. An error dialog box is overlaid on the table, containing the text: "Error. This invoice action isn't applicable for the invoice distribution in its current state." with an "OK" button.

Below the error dialog is a table with columns: Number, Amount (USD), Distribution Combination, Project, and Details. The table is currently empty, displaying "No data to display."

- Click **OK** and then **Cancel**. Then use the **Return** option from your notification.

Payables – Code Invoice

Edit Distributions - Google Chrome

elbz-test.fa.us2.oraclecloud.com/fscmUI/faces/FinApInvoiceAccountCodingTaskFlow/EditAccountingDistributions?_adf.ctrl-state=2e78nvw89_577&_afriLo...

Save Save and Close Cancel

Edit Distributions

Details

Requester Email	lrowe@towson.edu	Number	80963302
Business Unit	Towson University	Date	3/29/23
First-Party Taxpayer ID	52-6002033	Invoice Description	
Remit-to Address	(EFT) P.O. Box 936743, Atlanta, GA 31193, Fulton	Supplier or Party	Cengage Learning

Invoice Lines

View ▾ Detach

Line	Line Type	* Amount	Quantity	Unit Price	UOM	Description	Item Description
Columns Hidden 7							
Line : Distributions							
Actions ▾ View ▾ + ×							
Number	Amount (USD)	Distribution Combination	Project		Details		
					Context Value		
No data to display.							

Account Coding for Invoice 80963302 from Cengage Learning (8,895.00 USD) - Google Chrome

elbz-test.fa.us2.oraclecloud.com/fscmUI/faces/UnifiedNotificationFlow/UnifiedNotificationPage?_adf.ctrl-state=2e78nvw89_618&_afriLoop=61389330638...

Account Coding for Invoice 80963302 from Cengage Learning (8,895.00 USD) View Invoice Actions ▾ Complete Return

Invoice Account Coding

8,895.00 USD

Cengage Learning

80963302
3/28/23

Details

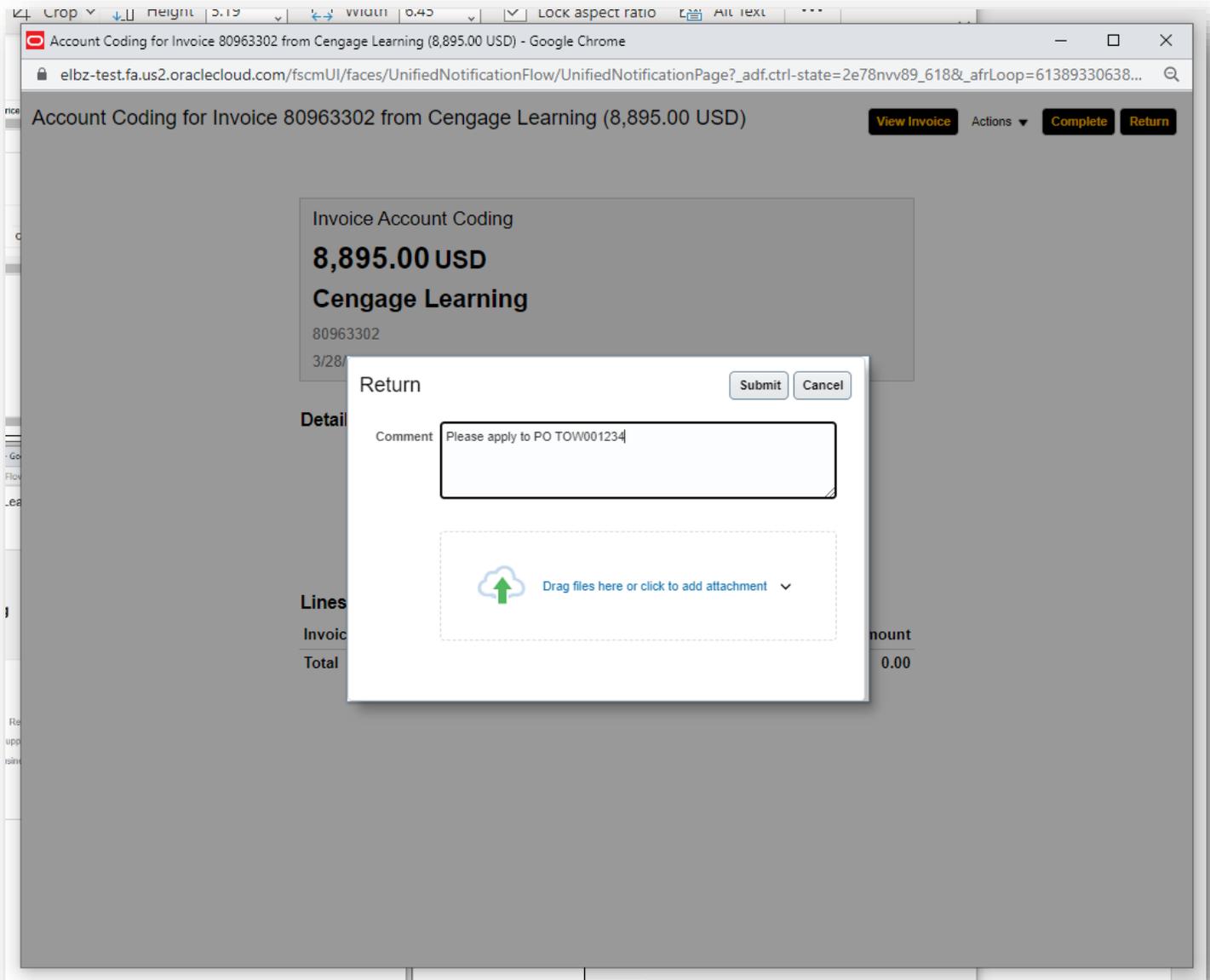
From	Lauren Rowe
Requester	Lauren Rowe
Supplier Site	000
Business Unit	Towson University

Lines

Invoice Line	Amount
Total	0.00

Payables – Code Invoice

- In the comments box, type the PO number the invoice should be applied to and hit **Submit**. AP will pay the invoice against the indicated PO. **Please Note: If the invoice is not over \$5,000 and you do not believe there should be a Purchase Order associated with the invoice, please follow the same steps and in the comments write “unable to edit distributions.” Accounts Payable will correct the invoice and return to you so that you are able to add account coding.**



Payables – Code Invoice

- If you do not receive an error message and a new line has been added, enter the amount to be paid, then click on the icon under distribution combination next to the blank text box.

Edit Distributions [Save] [Save and Close] [Cancel]

Details

Requester Email: Employee.Employee@gmail.com Number: 2019-1497
Business Unit: Towson University Date: 1/18/2022
First-Party Taxpayer ID: 52-6002033 Invoice Description:
Remit-to Address Supplier or Party: Colossal Contractors Inc

Invoice Lines

View ▾ [Detach]

Line	Line Type	* Amount	Quantity	Unit Price	UOM	Description	Item Description
1	Item	1,000.00					

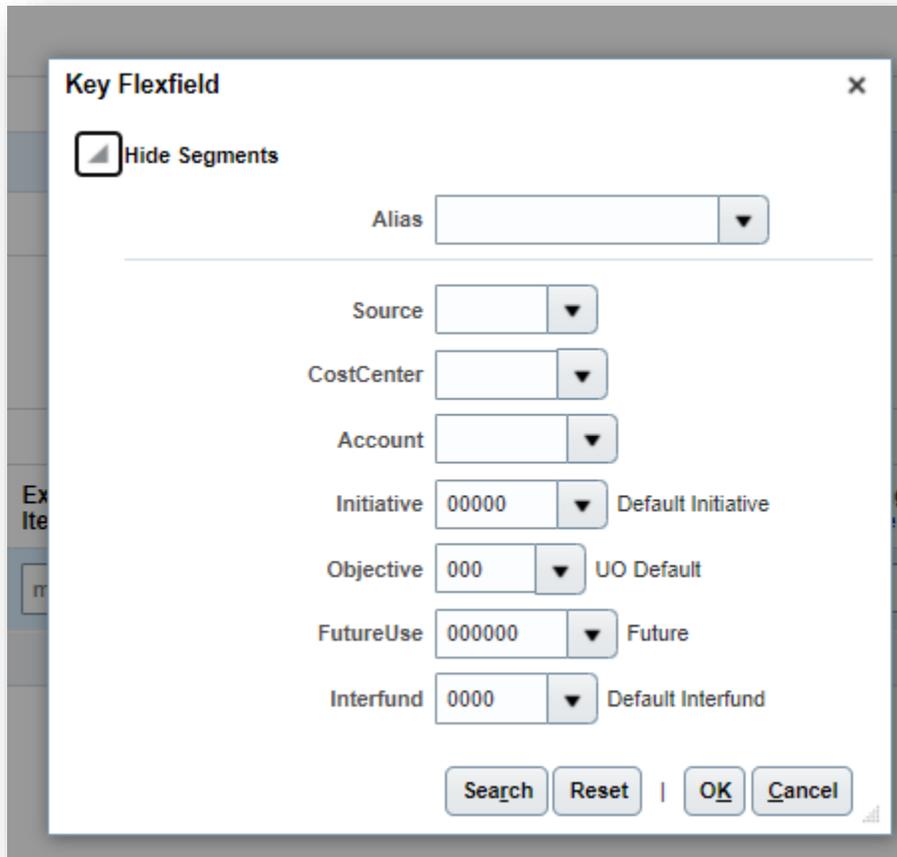
Columns Hidden 7

Line 1: Distributions

Actions ▾ View ▾ + X [Print]

Number	Amount (USD)	Distribution Combination	Project					
			Context Value	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization
1	<input type="text"/>	<input type="text"/> [Icon]	AP: Invoice D ▾	<input type="text"/> [Search]	<input type="text"/> ▾	m/d/yyyy	<input type="text"/> ▾	<input type="text"/> ▾
Totals	0.00							

14. This is where you will enter the **Chartfield** information that the invoice should be charged to.



The image shows a 'Key Flexfield' dialog box with a close button (X) in the top right corner. At the top left, there is a checkbox labeled 'Hide Segments' which is currently unchecked. Below this is a horizontal line. Under the line, there is an 'Alias' field with a dropdown arrow. Below the line, there are several fields, each with a dropdown arrow and a default value or label to its right: 'Source' (empty), 'CostCenter' (empty), 'Account' (empty), 'Initiative' (00000, Default Initiative), 'Objective' (000, UO Default), 'FutureUse' (000000, Future), and 'Interfund' (0000, Default Interfund). At the bottom of the dialog, there are four buttons: 'Search', 'Reset', 'OK', and 'Cancel'.

Payables – Code Invoice

15. Once all necessary fields are completed, click **OK**.

Supplier or F

Key Flexfield

Hide Segments

Alias

Source 4500 Athletics Reserve

CostCenter 45010 Athletics General

Account 608163 Grounds Roads Maint

Initiative 00000 Default Initiative

Objective 000 UO Default

FutureUse 000000 Future

Interfund 0000 Default Interfund

Search Reset **OK** Cancel

* Amc
1,00
Com
Expe
Item
m/d/

Payables – Code Invoice

16. You can add as many distribution lines as needed if the invoice is being spit by multiple cost center and/or account numbers by clicking the plus sign again to create a new line. Once all chartfield information has been entered, click **Save and Close**.

The screenshot shows the 'Edit Distributions' interface in a Google Chrome browser. The URL is `elbz-dev2.fa.us2.oraclecloud.com/fsmUI/faces/FinAplInvoiceAccountCodingTaskFlow/EditAccountingDistributions?_adf.ctrl-state=cyi2iyezb_127&_afLoop=6347750886497435`. The page title is 'Edit Distributions'. In the top right corner, there are three buttons: 'Save', 'Save and Close' (highlighted with a red box), and 'Cancel'. The 'Details' section contains the following information:

- Requester Email: Employee.Employee@gmail.com
- Business Unit: Towson University
- First Party Taxpayer ID: 52-6002033
- Remit-to Address: (empty)
- Number: 2019-1497
- Date: 1/18/2022
- Invoice Description: (empty)
- Supplier or Party: Colossal Contractors Inc

The 'Invoice Lines' section shows a table with one line:

Line	Line Type	* Amount	Quantity	Unit Price	UOM	Description	Item Description	Supplier Item
1	Item	1,000.00						

Below the table, there are 'Columns Hidden 7' and a section for 'Line 1: Distributions'. This section has a plus sign icon (highlighted by a blue arrow) and a minus sign icon. The 'Distributions' table has the following columns: Number, Amount (USD), Distribution Combination, Context Value, Project Number, Task Number, Expenditure Item Date, Expenditure Type, Expenditure Organization, Contract Number, and Funding Source. The table contains one row with the following values:

Number	Amount (USD)	Distribution Combination	Context Value	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source
1		4500-45010-608163-00000-000-00000	AP: Invoice D			m/d/yyyy				

The 'Totals' row shows an amount of 0.00.

17. Now that distributions have been added, you can now click **Complete**.

Account Coding for Invoice 2019-1497 from Colossal Contractors Inc (1,000.00 USD)

[View Invoice](#) Actions [Complete](#) [Return](#)

Invoice Account Coding
1,000.00 USD
Colossal Contractors Inc
2019-1497
1/17/2022

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

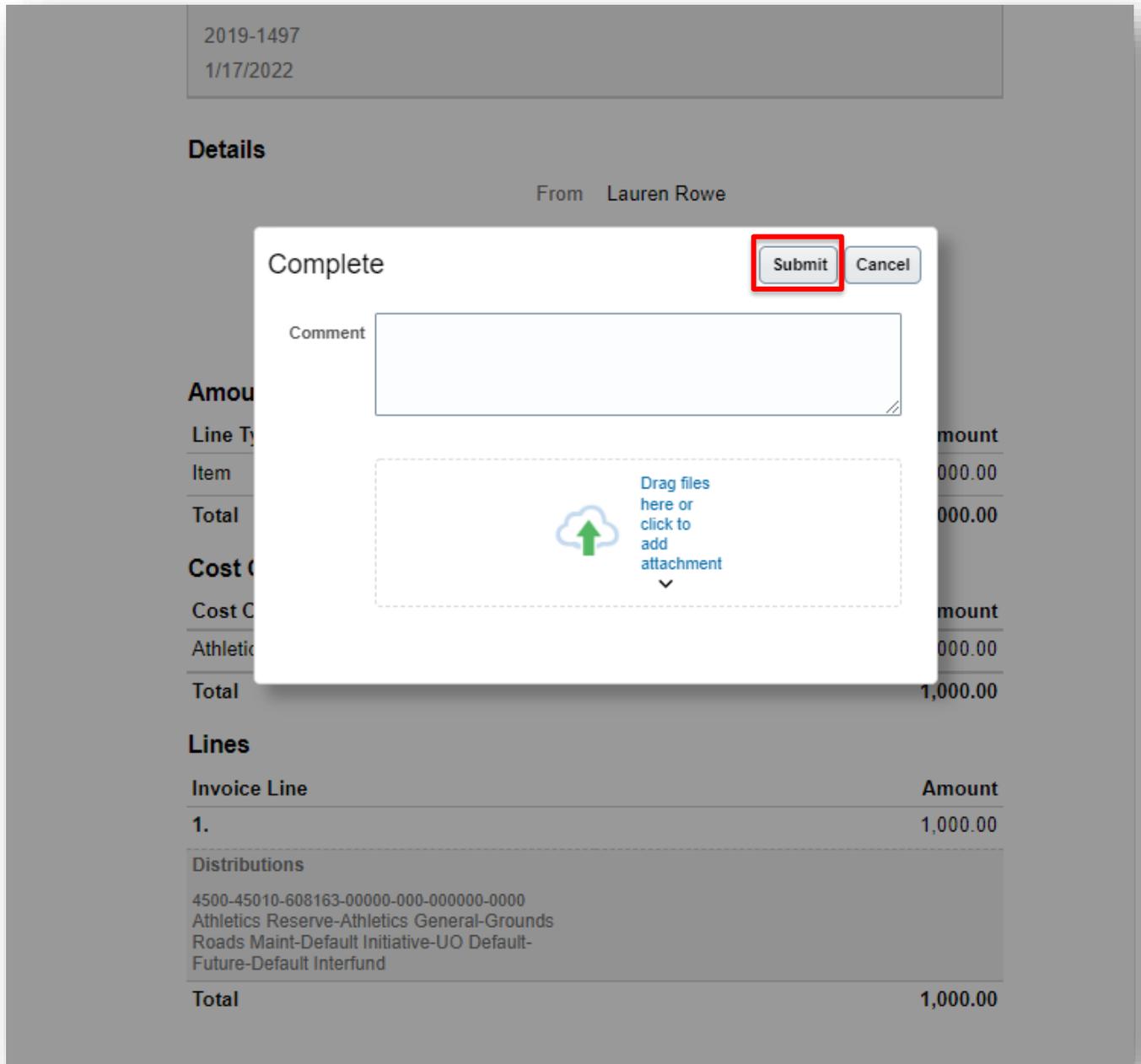
Invoice Line	Amount
1.	1,000.00

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
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18. You can then add any additional comments or attachments and hit **Submit**.

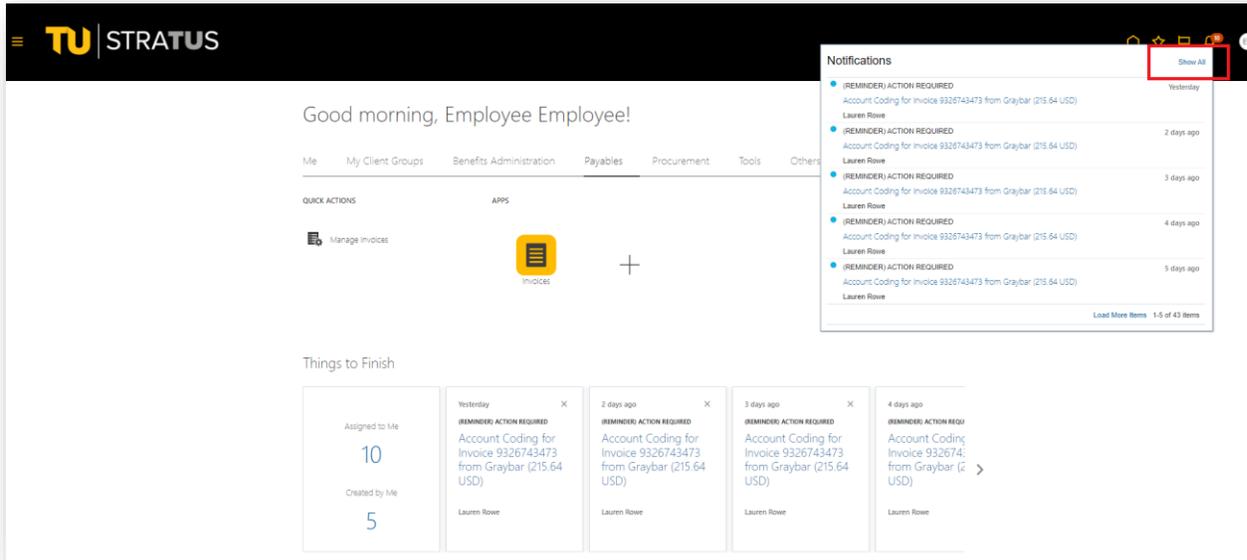


Once submitted, the invoice is then picked up in the approval workflow and routed to any necessary cost center managers for approvals, and then back to AP to be paid.

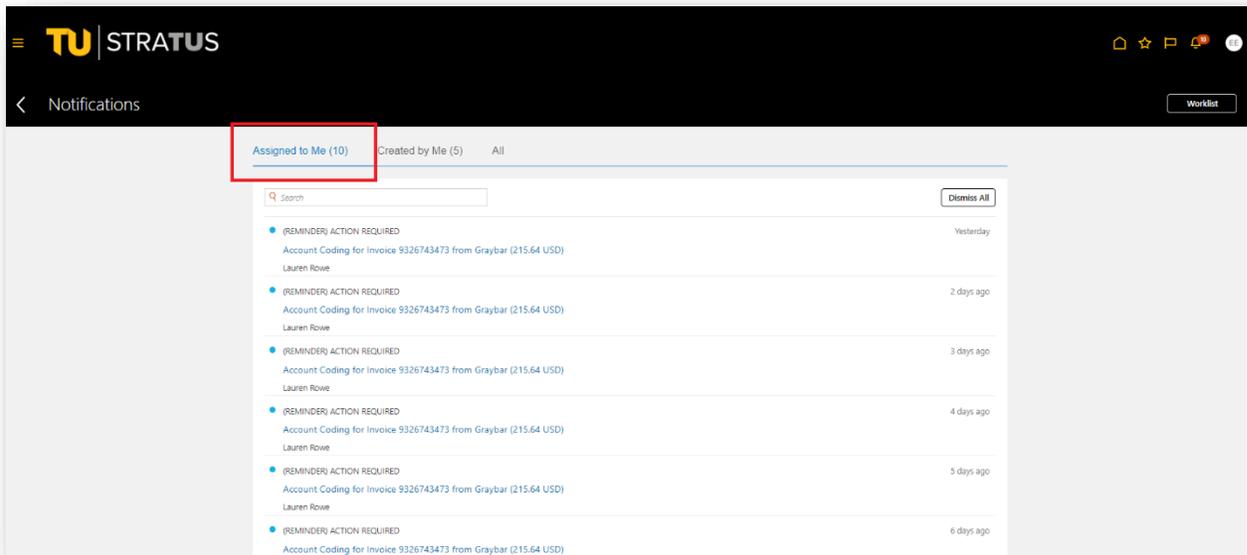
Appendix – Coding an Invoice

Viewing options for invoices needing account coding in Stratus.

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

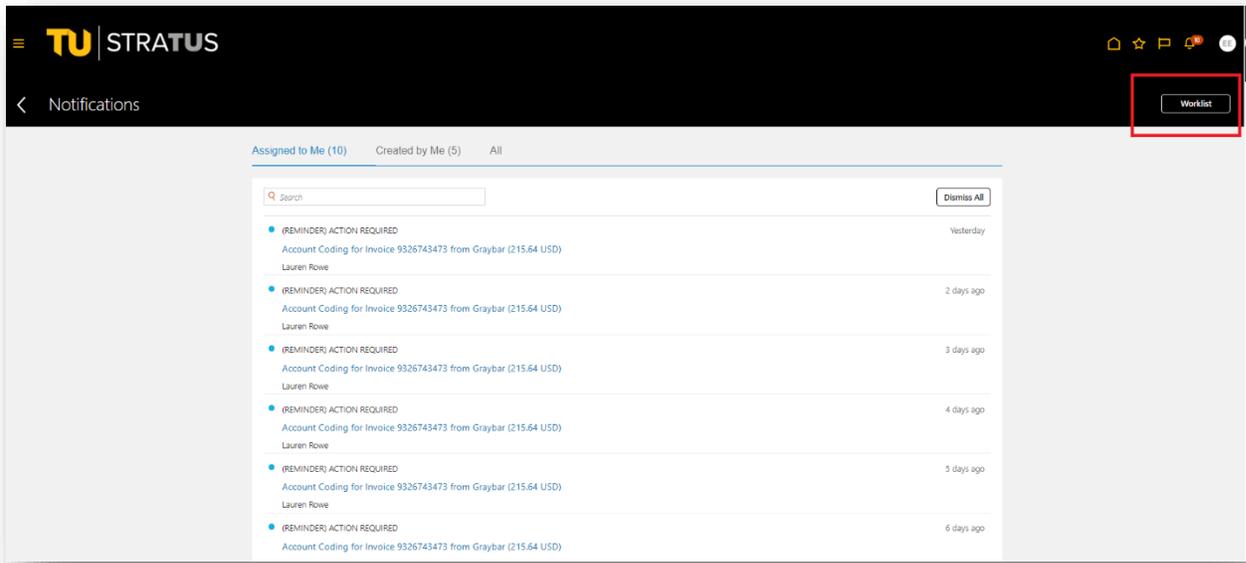


2. The “Assigned to Me” tab will show all your pending action items.



Payables – Code Invoice

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



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

