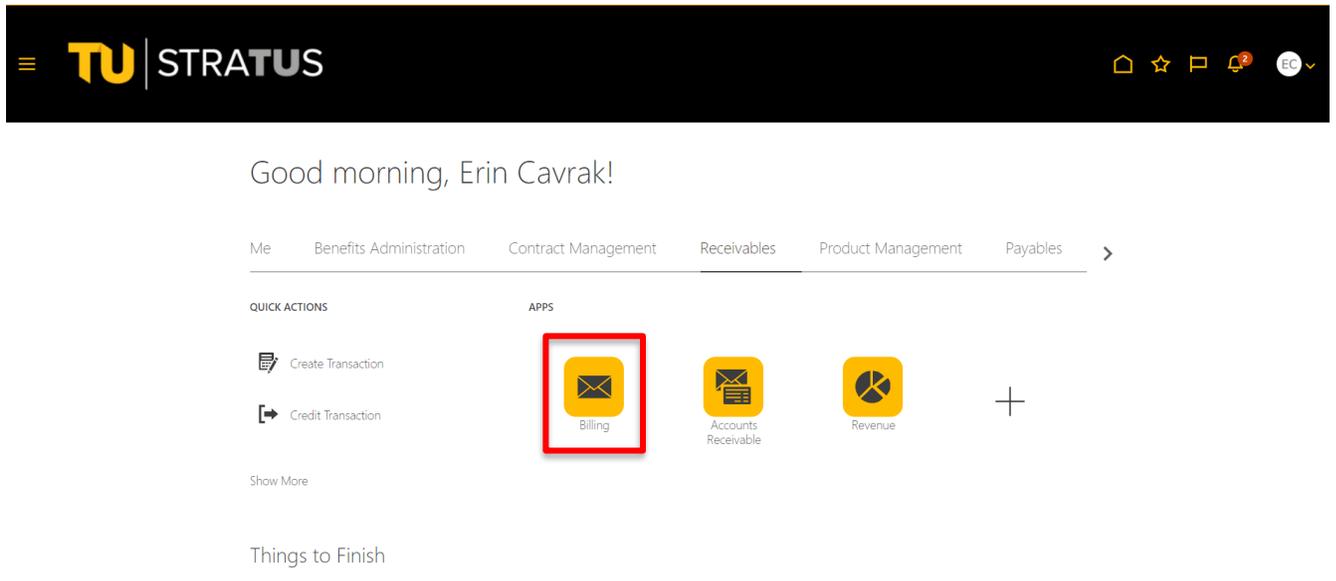


Receivables – Create an Invoice

For employees creating an invoice.

Purpose:	Create an invoice.
How to Access:	Log into the STRATUS application. Select the Receivables application from the Navigator.
Helpful Hints:	Be sure to keep in mind that... <ul style="list-style-type: none">Supporting documents can be attached.
Procedure:	Complete the following steps to create an invoice:

1. On the homepage, select **Billing** under **Receivables** from the sliding menu in the center of the screen.



2. On the billing menu, click the **tasks** icon on the right side of the page.

Receivables – Create Invoice

The screenshot shows the TU STRATUS Billing interface. On the left, there are three summary cards: 'Incomplete' with 5 items (0-10 Days) and 1 item (10+ Days), 'Approval' with 0 items, and 'Research' with 0 items. The main area is a table of transactions with columns: Transaction Number, Source, Class, Customer, Entered Amount, and Date. A red box highlights the 'Create Transaction' button in the top right corner.

Transaction Number	Source	Class	Customer	Entered Amount	Date
4001	Athletics General	Invoice	Jakes NY Deli	2,500.00 USD	4/29/22
212000	Bursar Admin	Invoice	Downey3	50.00 USD	5/3/22
5001	Career Center	Credit Memo	Chartwells/Compass Group	-31.00 USD	4/14/22
1006	Facilities Management	Credit Memo	Jakes NY Deli	0.00 USD	4/25/22
1007	Facilities Management	Credit Memo	Jakes NY Deli	0.00 USD	4/25/22
1008	Facilities Management	Credit Memo	Jakes NY Deli	0.00 USD	4/25/22

3. Select **Create Transaction**.

The screenshot shows the TU STRATUS Billing interface with the 'Create Transaction' button highlighted in a red box in the right-hand menu. The menu is expanded to show options under 'Transactions', 'Customers', 'Customer Account Balances', and 'Accounting'. The 'Create Transaction' option is the first item under 'Transactions'.

- Transactions
 - Create Transaction
 - Manage Transactions
 - Manage AutoInvoice Lines
 - Approve Adjustments
- Customers
 - Create Customer
 - Manage Customers
 - Upload Customers from Spreadsheet
 - Manage Data Import
- Customer Account Balances
 - Review Customer Account Details
- Accounting
 - Create Accounting
 - Create Adjustment Journal
 - Review Journal Entries

4. The **Transaction Class** field will auto-populate to Invoice (leave as-is). The **Business Unit** field will also auto-populate to Towson University (leave as-is).

Create Transaction: Invoice ? Save Complete and Create Another Cancel

General Information Show More

Transaction Class: Invoice
* Business Unit: Towson University
* Transaction Source: [Dropdown]
* Transaction Type: [Dropdown]
* Transaction Number: [Text]
Document Number: [Text]

Transaction Date: 5/5/22
Accounting Date: 5/5/22
Salesperson: [Search]
Invoicing Rule: [Dropdown]
Attachments: None +
Notes: [Icon]

* Currency: USD US Dollar

Transaction Total: 0.00
Lines: 0.00
Tax: 0.00
Freight: 0.00
Charges: 0.00

Customer: * Bill-to Name: [Search]
Bill-to Site: [Dropdown]

Payment: * Payment Terms: [Dropdown]
Due Date: [Text]

Invoice Lines

View [Dropdown] + X [Icon] Detach [Icon] Edit Freight [Button] Edit Default Sales Credits [Button]

Line Information | Tax Determinants | Revenue Scheduling

Line	Item	* Description	Line Information	Tax Determinants
------	------	---------------	------------------	------------------

5. From the **Transaction Source** dropdown, select your department. **Transaction type** will then auto-populate.

Create Transaction: Invoice ? Save Complete and Create Another Cancel

General Information Show More

Transaction Class: Invoice
* Business Unit: Towson University
* Transaction Source: Athletics General
* Transaction Type: Bursar Invoice
* Transaction Number: [Text]
Document Number: [Text]

Transaction Date: 5/5/22
Accounting Date: 5/5/22
Salesperson: [Search]
Invoicing Rule: [Dropdown]
Attachments: None +
Notes: [Icon]

* Currency: USD US Dollar

Transaction Total: 0.00
Lines: 0.00
Tax: 0.00
Freight: 0.00
Charges: 0.00

Customer: * Bill-to Name: [Search]
Bill-to Site: [Dropdown]

Payment: * Payment Terms: [Dropdown]
Due Date: [Text]

Invoice Lines

View [Dropdown] + X [Icon] Detach [Icon] Edit Freight [Button] Edit Default Sales Credits [Button]

Line Information | Tax Determinants | Revenue Scheduling

Line	Item	* Description	Line Information	Tax Determinants
------	------	---------------	------------------	------------------

6. Click the **magnifying glass icon** next to Bill-to-Name.

Receivables – Create Invoice

Search and Select: Bill-to Name

Search

Basic

** At least one is required

** Name Starts with [Jake]

** Account Number Starts with []

** Account Description Starts with [BURS]

** Taxpayer Identification Number Starts with []

Search Reset Add Fields Reorder

Name	Account Number	Account Description	Taxpayer Identification Number	Tax Registration Number
No rows to display				

OK Cancel

9. In the **Name** field, enter the organization's name.

Search and Select: Bill-to Name

Search

Basic

** At least one is required

** Name Starts with [Jake]

** Account Number Starts with []

** Account Description Starts with [BURS]

** Taxpayer Identification Number Starts with []

Search Reset Add Fields Reorder

Name	Account Number	Account Description	Taxpayer Identification Number	Tax Registration Number
Jakes NY Deli	2024	BURS_Jakes NY Deli	452762121	

OK Cancel

10. Click **Search**. Select the organization you to bill. Click **Okay** to return to the invoice.

Receivables – Create Invoice

11. Scroll down to the invoice line section. Under the **Memo Line** header, enter your departments acronym. As you type, a dropdown list will appear. Select the memo line you wish to invoice. (**NOTE:** The **Description** and **UOM** fields will auto-populate when you select the memo line.)

Line	Item	* Description	Line Information				Tax Determinants			
			Memo Line	UOM	* Quantity	* Unit Price	Amount	Details	Tax Classification	Transaction Business Category
1			ATH							
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total					0		0.00			

12. Enter **Quantity** and **Unit Price**. (**NOTE:** The **Amount** field will then auto-populate.)

Receivables – Create Invoice

Bill-to Site: 2032 Ship-to Site: 22302 Due Date: 6/30/22

Invoice Lines

View + X Detach Edit Freight Edit Default Sales Credits

Line Information Tax Determinants Revenue Scheduling

Line	Item	* Description	Line Information			Tax Determinants			
			Memo Line	UOM	* Quantity	* Unit Price	Amount	Tax Classification	Transaction Business Category
1		Athletics MGOLF Entry Fe	ATHG_Athletics M	Each	5	200	1,000.00		
2									
3									
4									
5									
6									
7									
8									
9									
10									
Total					5		1,000.00		

13. Repeat the above steps for additional memo lines. Once you have added all your memo lines, scroll back to the top. Select the **Notes icon** to be taken to the notes section.

TU STRATUS Home Star Flag Bell Profile

Create Transaction: Invoice Save Complete and Create Another Cancel

General Information Show More

Transaction Class: Invoice	Transaction Date: 5/5/22	* Currency: USD US Dollar
* Business Unit: Towson University	Accounting Date: 5/5/22	Transaction Total: 1,000.00
* Transaction Source: Athletics General	Salesperson:	Lines: 1,000.00
* Transaction Type: Bursar Invoice	Invoicing Rule:	Tax: 0.00
* Transaction Number:	Attachments: None +	Freight: 0.00
Document Number:	Notes	Charges: 0.00

Customer

* Bill-to Name: Jakes NY Deli	Ship-to Name: Jakes NY Deli	* Payment Terms: Due 30th +1Mo
Bill-to Site: 2032	Ship-to Site: 22302	Due Date: 6/30/22

Invoice Lines

View + X Detach Edit Freight Edit Default Sales Credits

Line Information Tax Determinants Revenue Scheduling

Line	Item	* Description	Line Information			Tax Determinants		
------	------	---------------	------------------	--	--	------------------	--	--

14. Click the **plus (+)** button to create a note. The Type field should auto-populate with "To be printed on invoice". Click in the text box to add your note. Once your note is complete, click **Okay**.

Receivables – Create Invoice

Notes

Creation Date	Author	Type	Visibility	Note Text
5/5/22 9:57 AM	Erin Cavrak	To be Printe...	Internal	Billing for 5 entry fees to golf outing.

OK

15. To include an attachment, click the **plus (+)** sign next to attachments.

Attachments None +

16. Click the **Choose File** button under file name or URL. Select your attachment. Click Okay to return to your invoice.

Receivables – Create Invoice

The screenshot shows the 'Create Transaction: Invoice' form in the TU STRATUS system. An 'Attachments' modal window is open, displaying a table with columns: Type, Category, File Name or URL, Title, and Description. The 'File Name or URL' column contains the text 'Choose File' and 'No file chosen'. A red box highlights the 'Choose File' text. Below the table, it says 'Rows Selected 1'. At the bottom right of the modal, there are 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red box. In the background, the main form is partially visible, showing fields for Business Unit, Transaction Source, Transaction Type, Transaction Number, Document Number, Customer (Bill-to Name, Bill-to Site, Ship-to Name, Ship-to Site), and Payment Terms.

NOTE: To add additional attachments to your invoice, select the plus sign again and repeat steps 16 and 17.

17. When you are finished with your invoice, click the arrow button next to Save and select **Save and Close**.

The screenshot shows the 'Create Transaction: Invoice' form in the TU STRATUS system. The form is filled with data: Transaction Class (Invoice), Business Unit (Towson University), Transaction Source (Athletics General), Transaction Type (Bursar Invoice), Transaction Date (5/5/2022), Accounting Date (5/5/2022), Currency (USD US Dollar), Transaction Total (1,000.00), Lines (1,000.00), Tax (0.00), Freight (0.00), Charges (0.00), Bill-to Name (Jakes NY Deli), Bill-to Site (2032), Ship-to Name (Jakes NY Deli), Ship-to Site (22302), and Payment Terms (Due 30th +1Mo). The 'Attachments' section shows 'TEST.docx'. At the top right, there are buttons for 'Save', 'Complete and Create Another', and 'Cancel'. The 'Save' button has a dropdown arrow, and the 'Save and Close' option is highlighted with a red box. Below the form, there are tabs for 'Line Information', 'Tax Determinants', and 'Revenue Scheduling'. At the bottom, there is a table header for 'Invoice Lines' with columns: Line, Item, Description, Line Information, and Tax Determinants.

18. The invoice will be created. You will receive a confirmation message with the invoice number.

Receivables – Create Invoice

The screenshot displays the TU STRATUS Billing interface. At the top, the logo 'TU STRATUS' is visible. Below the header, there are navigation icons and a user profile icon. The main content area is titled 'Billing' and shows 'All business units'. A sidebar on the left contains filters for 'Incomplete' (5 items, 0-10 Days, 1 item, 10+ Days), 'Approval' (0 items), and 'Research' (0 items). A table of transactions is shown with columns: Transaction Number, Source, Class, Customer, Entered Amount, and Date. A red box highlights a confirmation dialog box that says 'Information' and 'Transaction 4001 has been saved.' with an 'OK' button.

Transaction Number	Source	Class	Customer	Entered Amount	Date
4001	Athletics General	Invoice	Jakes NY Deli	2,500.00 USD	4/29/22
212000	Bursar Admin	Invoice	Downey3	50.00 USD	5/3/22
5001	Career Center	Credit Memo	Chartwells/Compass Group	-31.00 USD	4/14/22
1006	Facilities Management	Credit Memo	Jakes NY Deli	0.00 USD	4/25/22
1007	Facilities Management	Credit Memo	Jakes NY Deli	0.00 USD	4/25/22
1008	Facilities Management	Credit Memo	Jakes NY Deli	0.00 USD	4/25/22