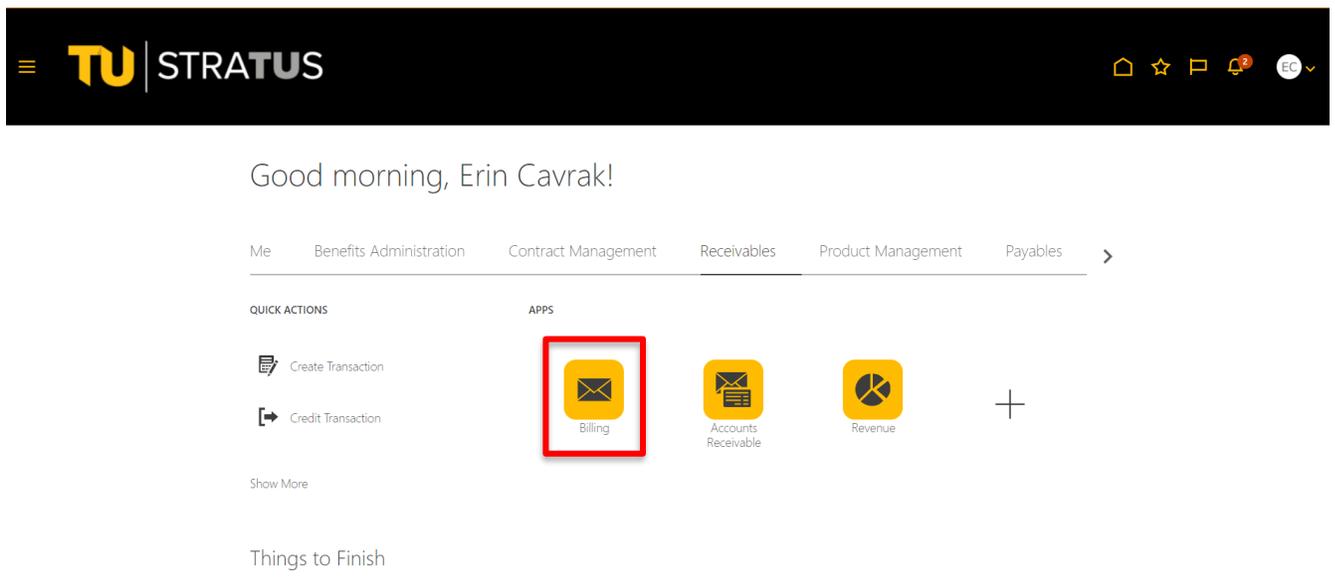


Receivables – Credit an Invoice (Full Amount)

For employees crediting an invoice for a full invoice amount.

Purpose:	Credit 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 credit an invoice:

1. On the homepage, select **Billing** under **Receivables** from the sliding menu in the center of the screen or the hamburger menu in the top left corner.



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

Receivables – Credit Invoice (Full Amount)

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

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

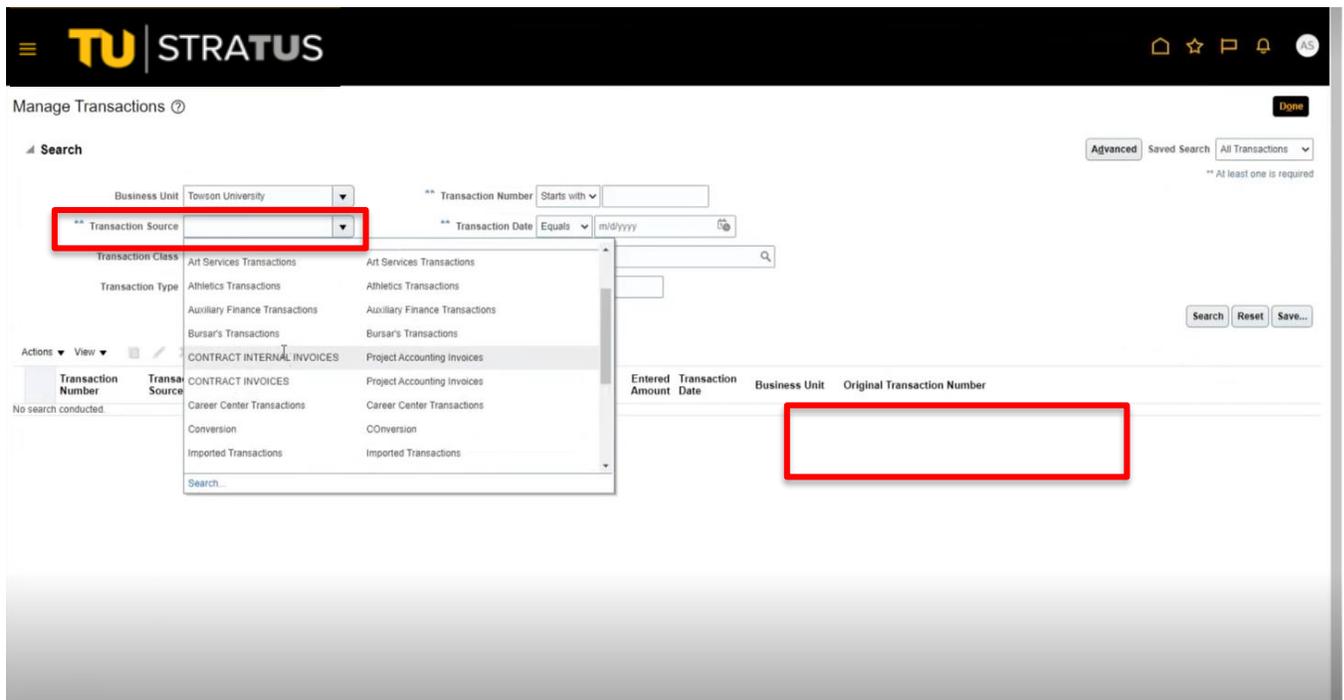
3. Select **Manage Transactions**.

The screenshot shows the TU STRATUS Billing interface with the right-hand navigation menu open. The 'Manage Transactions' option is highlighted with a red box. The menu includes sections for Transactions, Customers, Customer Account Balances, and Accounting.

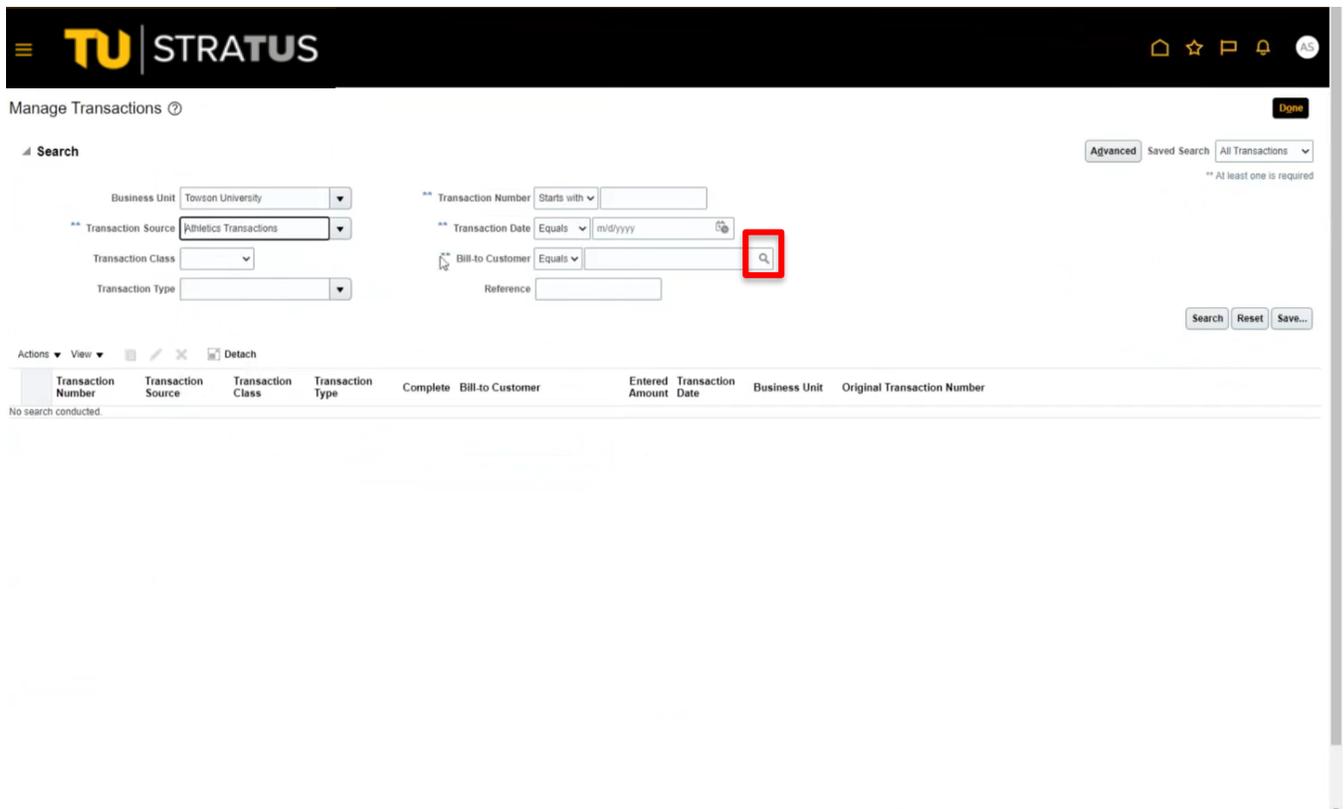
- Transactions**
 - Create Transaction
 - Manage Transactions**
 - Approve Adjustments
- Customers**
 - Create Customer
 - Manage Customers
 - Upload Customers from Spreadsheet
 - Manage Data Import
- Customer Account Balances**
 - Review Customer Account Details
- Accounting**
 - Create Accounting
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

4. On the Manage Transactions page, click the dropdown for **Transaction Source**, and select the appropriate department from the list.

Receivables – Credit Invoice (Full Amount)

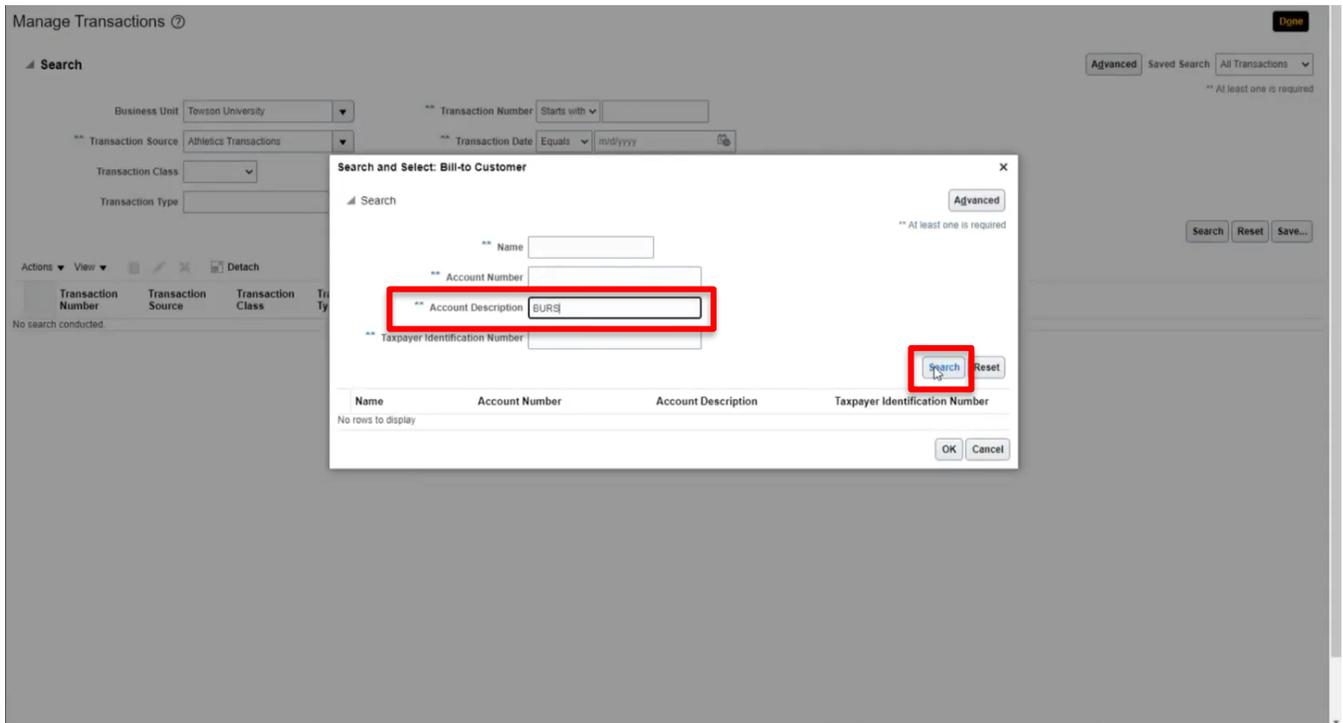


5. Search for a customer by clicking the **magnifying glass icon** next to Bill-to-Customer.

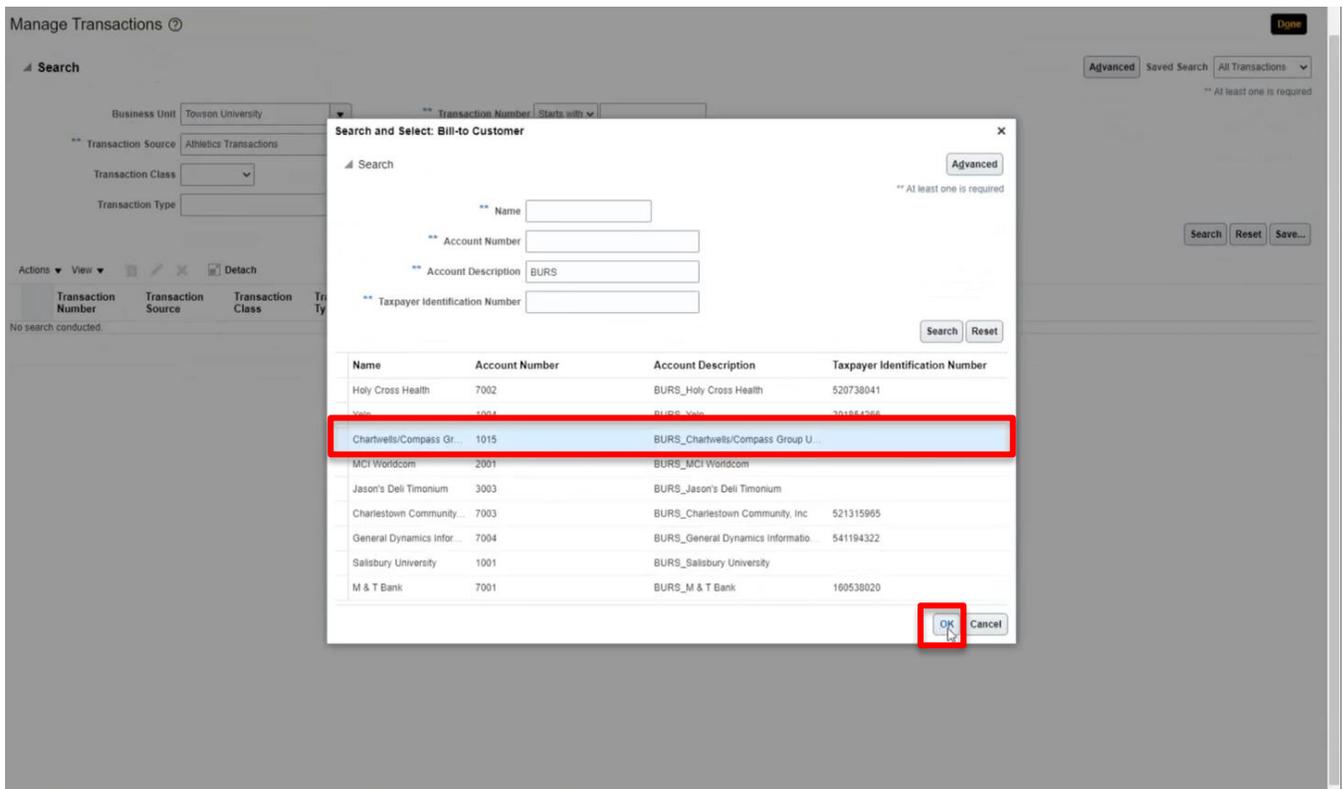


6. In the **Account Description** field, enter "BURS", "SPAR", or "OSPR".

Receivables – Credit Invoice (Full Amount)



7. Click the organization to highlight it, then click OK.



8. On the Manage Transactions page, highlight the invoice you wish to credit.

Receivables – Credit Invoice (Full Amount)

Manage Transactions Done

Search Advanced Saved Search All Transactions

Actions View Detach

Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Business Unit	Original Transaction Number
204006	Athletics Transa...	Invoice	BURS - Invoice	Yes	Charlestown Community...	12,000.00 USD	4/1/2022	Towson University	
203005	Athletics Transa...	Invoice	BURS - Invoice	Yes	Under Armour	10,000.00 USD	3/10/2022	Towson University	
204002	Athletics Transa...	Invoice	BURS - Invoice	Yes	M & T Bank	14,000.00 USD	4/1/2022	Towson University	
101000	Athletics Transa...	Invoice	BURS - Invoice	No	TEST.JMD	50.00 USD	3/25/2022	Towson University	
104000	Athletics Transa...	Invoice	BURS - Invoice	No	Yelp	3,000.00 USD	4/29/2022	Towson University	

9. Click the **Actions** button, then select **Credit Transaction**.

Manage Transactions Done

Search Advanced Saved Search All Transactions

Actions Detach

Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Business Unit	Original Transaction Number
204006	Transa...	Invoice	BURS - Invoice	Yes	Charlestown Community...	12,000.00 USD	4/1/2022	Towson University	
203005	Transa...	Invoice	BURS - Invoice	Yes	Under Armour	10,000.00 USD	3/10/2022	Towson University	
204002	Transa...	Invoice	BURS - Invoice	Yes	M & T Bank	14,000.00 USD	4/1/2022	Towson University	
101000	Transa...	Invoice	BURS - Invoice	No	TEST.JMD	50.00 USD	3/25/2022	Towson University	
104000	Transa...	Invoice	BURS - Invoice	No	Yelp	3,000.00 USD	4/29/2022	Towson University	

10. The information from the original invoice is populated. Under **Credit Reason**, select the dropdown and select a credit reason.

Receivables – Credit Invoice (Full Amount)

Credit Transaction ⓘ
USD - US Dollar

Original Transaction

Number 203005
Business Unit Towson University

Customer Under Armour
Customer Account 1006

Original Amount 10,000.00
Activity 0.00
Current Balance 10,000.00

4 Credit Memo

* Transaction Source Bursar's Transactions
* Transaction Type BURS Credit Memo

Transaction Number
Document Number
Transaction Date 5/16/2022
* Accounting Date 2/28/2022

Customer Reference
Reference
Attachments None +
Notes
Special Instructions

Comments
Context Value
Exclude From Netting
Delivery Date for Tax Point Date m/d/yyyy
Regional Information
Context Value

Transaction Amounts ⓘ

Credit Entire Balance Credit Lines Edit

Section Original Amount Credit Percentage Amount Current Balance Remaining Balance

Section	Original Amount	Credit Percentage	Amount	Current Balance	Remaining Balance
Line	10,000.00			10,000.00	10,000.00
Tax	0.00			0.00	0.00
Freight	0.00			0.00	0.00
Total	10,000.00	0	0.00	10,000.00	10,000.00

Credit Reason: Billing

11. Enter a comment if necessary. This comment is internal and not viewable on the invoice.

Credit Transaction ⓘ
USD - US Dollar

Original Transaction

Number 203005
Business Unit Towson University

Customer Under Armour
Customer Account 1006

Original Amount 10,000.00
Activity 0.00
Current Balance 10,000.00

4 Credit Memo

* Transaction Source Bursar's Transactions
* Transaction Type BURS Credit Memo

Transaction Number
Document Number
Transaction Date 5/16/2022
* Accounting Date 2/28/2022

Customer Reference
Reference
Attachments None +
Notes
Special Instructions

Comments

Exclude From Netting
Delivery Date for Tax Point Date m/d/yyyy
Regional Information
Context Value

Transaction Amounts ⓘ

Credit Entire Balance Credit Lines Edit Distributions Automatically derive tax from lines

Section Original Amount Credit Percentage Amount Current Balance Remaining Balance

Section	Original Amount	Credit Percentage	Amount	Current Balance	Remaining Balance
Line	10,000.00			10,000.00	10,000.00
Tax	0.00			0.00	0.00
Freight	0.00			0.00	0.00
Total	10,000.00	0	0.00	10,000.00	10,000.00

Credit Reason: Billing

12. Under **Transaction Amounts**, click **Credit Entire Balance**. The total amount will credit under the Credit header.

Receivables – Credit Invoice (Full Amount)

Credit Transaction ⓘ

USD - US Dollar

Original Transaction

Number 203005
Business Unit Towson University

Customer Under Armour
Customer Account 1006

Original Amount 10,000.00
Activity 0.00
Current Balance 10,000.00

4 Credit Memo

* Transaction Source Bursar's Transactions
* Transaction Type BURS Credit Memo

Transaction Number
Document Number

Transaction Date 5/16/2022
* Accounting Date 2/28/2022

Credit Reason Billing

Customer Reference
Reference

Attachments None +

Notes
 Intercompany

Special Instructions

Comments
Context Value
Exclude From Netting
Delivery Date for Tax Point Date m/d/yyyy
Regional Information
Context Value

Transaction Amounts ⓘ

Credit Entire Balance Credit Lines Edit Distributions Automatically derive tax from lines

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	10,000.00	100	-10,000.00	10,000.00	0.00
Tax	0.00	100	0.00	0.00	0.00
Freight	0.00			0.00	0.00
Total	10,000.00	100	-10,000.00	10,000.00	0.00

13. Select the **Notes icon** to be taken to the notes section.

Credit Transaction ⓘ

USD - US Dollar

Original Transaction

Number 203005
Business Unit Towson University

Customer Under Armour
Customer Account 1006

Original Amount 10,000.00
Activity 0.00
Current Balance 10,000.00

4 Credit Memo

* Transaction Source Bursar's Transactions
* Transaction Type BURS Credit Memo

Transaction Number
Document Number

Transaction Date 5/16/2022
* Accounting Date 2/28/2022

Credit Reason Billing

Customer Reference
Reference

Attachments None +

Notes 
 Intercompany

Special Instructions

Comments
Context Value
Exclude From Netting
Delivery Date for Tax Point Date m/d/yyyy
Regional Information
Context Value

Transaction Amounts ⓘ

Credit Entire Balance Credit Lines Edit Distributions Automatically derive tax from lines

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	10,000.00	100	-10,000.00	10,000.00	0.00
Tax	0.00	100	0.00	0.00	0.00
Freight	0.00			0.00	0.00
Total	10,000.00	100	-10,000.00	10,000.00	0.00

14. Click the **plus (+)** button to create a note. Confirm that Type field has auto populated with "To be printed on invoice". Click in the text box to add your note, adding as much detail as necessary to understand why this credit invoice is being created. Once your note is complete, click **OK**.

Receivables – Credit Invoice (Full Amount)

Credit Transaction ②

USD - US Dollar

Original Transaction

Number 203005 Customer Under Armour
Business Unit Towson University Customer Account 1005

Original Amount 10,000.00
Activity 0.00
Current Balance 10,000.00

▲ Credit Memo

* Transaction Source Bursar's
* Transaction Type BURS C
Transaction Number
Document Number
Transaction Date 5/16/2022
* Accounting Date 2/28/2022
Credit Reason Billing

Special Instructions

Transaction Amounts ②

Credit Entire Balance Credit Lines Edit Distributions Automatically derive tax from lines

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	10,000.00	100	-10,000.00	10,000.00	0.00
Tax	0.00	100	0.00	0.00	0.00
Freight	0.00			0.00	0.00
Total	10,000.00	100	-10,000.00	10,000.00	0.00

Credit Transaction ②

USD - US Dollar

Original Transaction

Number 203005 Customer Under Armour
Business Unit Towson University Customer Account 1005

Original Amount 10,000.00
Activity 0.00
Current Balance 10,000.00

▲ Credit Memo

* Transaction Source Bursar's
* Transaction Type BURS C
Transaction Number
Document Number
Transaction Date 5/16/2022
* Accounting Date 2/28/2022
Credit Reason Billing

Special Instructions

Transaction Amounts ②

Credit Entire Balance Credit Lines Edit Distributions Automatically derive tax from lines

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	10,000.00	100	-10,000.00	10,000.00	0.00
Tax	0.00	100	0.00	0.00	0.00
Freight	0.00			0.00	0.00
Total	10,000.00	100	-10,000.00	10,000.00	0.00

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

Receivables – Credit Invoice (Full Amount)

Credit Transaction ?
USD - US Dollar

Original Transaction

Number 203005 Customer Under Armour
Business Unit Towson University Customer Account 1005

Original Amount 10,000.00
Activity 0.00
Current Balance 10,000.00

Credit Memo

* Transaction Source Bursar's Transactions
* Transaction Type BURS Credit Memo
Transaction Number
Document Number
Transaction Date 5/16/2022
* Accounting Date 2/28/2022
Credit Reason Billing

Customer Reference
Reference
Attachments None +
Notes
Special Instructions

Comments
Context Value
Exclude From Netting
Delivery Date for Tax Point Date m/d/yyyy
Regional Information
Context Value

Transaction Amounts ?
Credit Entire Balance Credit Lines Edit Distributions Automatically derive tax from lines

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	10,000.00	100	-10,000.00	10,000.00	0.00
Tax	0.00	100	0.00	0.00	0.00
Freight	0.00			0.00	0.00
Total	10,000.00	100	-10,000.00	10,000.00	0.00

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

Credit Transaction ?
USD - US Dollar

Original Transaction

Number 203005 Customer Under Armour
Business Unit Towson University Customer Account 1005

Original Amount 10,000.00
Activity 0.00
Current Balance 10,000.00

Credit Memo

* Transaction Source Bursar's Transactions
* Transaction Type BURS Credit Memo
Transaction Number
Document Number
Transaction Date 5/16/2022
* Accounting Date 2/28/2022
Credit Reason Billing

Attachments

Type	Category	File Name or URL	Title	Description	Check
File	To be Printed	TEST.pdf	TEST.pdf		

Rows Selected 1

OK Cancel

Comments
Context Value
Exclude From Netting
Delivery Date for Tax Point Date m/d/yyyy
Regional Information
Context Value

Transaction Amounts ?
Credit Entire Balance Credit Lines Edit Distributions Automatically derive tax from lines

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	10,000.00	100	-10,000.00	10,000.00	0.00
Tax	0.00	100	0.00	0.00	0.00
Freight	0.00			0.00	0.00
Total	10,000.00	100	-10,000.00	10,000.00	0.00

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**.

Receivables – Credit Invoice (Full Amount)

Credit Transaction
 USD - US Dollar

Original Transaction

Number: 203005
 Business Unit: Towson University
 Customer: Under Armour
 Customer Account: 1006

Original Amount: 10,000.00
 Activity: 0.00
 Current Balance: 10,000.00

Credit Memo

Transaction Source: Bursar's Transactions
 Transaction Type: BURS Credit Memo
 Transaction Number: 129000
 Document Number:
 Transaction Date: 5/16/2022
 Accounting Date: 2/28/2022
 Credit Reason: Billing

Customer Reference:
 Reference:
 Attachments: TEST.pdf
 Notes:
 Special Instructions:

Comments:
 Context Value:
 Exclude From Netting:
 Delivery Date for Tax Point Date: m/d/yyyy
 Regional Information:
 Context Value:

Transaction Amounts

Credit Entire Balance | Credit Lines | Edit Distributions | Automatically derive tax from lines

Section	Original Amount	Credit		Current Balance	Remaining Balance
		Credit Percentage	Amount		
Line	10,000.00	100	-10,000.00	10,000.00	0.00
Tax	0.00	100	0.00	0.00	0.00
Freight	0.00			0.00	0.00
Total	10,000.00	100	-10,000.00	10,000.00	0.00

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

Manage Transactions

Search: [Advanced] [Saved Search] [All Transactions]

Transaction 129000 has been saved.

Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill to Customer	Business Unit	Original Transaction Number
204006	Athletics Transa...	Invoice	BURS - Invoice	Yes	Charlestown Community...	Towson University	
203005	Athletics Transa...	Invoice	BURS - Invoice	Yes	Under Armour	Towson University	
204002	Athletics Transa...	Invoice	BURS - Invoice	Yes	M & T Bank	Towson University	
101000	Athletics Transa...	Invoice	BURS - Invoice	No	TEST.JMD	Towson University	
104000	Athletics Transa...	Invoice	BURS - Invoice	No	Yelp	Towson University	