## For employees approving an invoice

Approve an invoice. Log into the Stratus application. Be sure to keep in mind that... Supporting documents and other necessary information can be **G**.n beh 52.9 3Tq



	<u> </u>	
Sheecell	Notifications	
29 seconds ago	ACTION RECAURED Approval of Invoice 2019-1497 from Colossal Contractors Inc (1,000.00 USD)	
<u> </u>	_ I same set Etranest	*

3. 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.

Anproval of Inv	voice 2019-1497 from Colo	seal Contractors Inc./1.000.00	المعالية ال	ce. Actions - Approxe. Reject
val				Invoice Appro
):"US d=====				1 <u>Jeteto 20(</u>
Contractors	s=Inc			Colossal
		2019-1497		
		nt	1/18/2022	
			Details	
			Details	From Lauren Rowe
Supplier St	er njesyse no ovec			
	nit Towson University			
				····
		Amount Summary		
		Line Type		Amount
	IC)	ltem		1.000.00
		Total		1,000.00
		Cost Center Summar	n/	
	Cost Center		Amount	
_	Athletics General		1.000.00	
-	Total		1,000.00	
		Lines		
oice Line		Amount		Inv
		1,000.00		1.
tributions				Dis
)-45010-608163-00000-0 etics Reserve-Athletics	General-Grounds			4501 Athi Roa
ids Maint-Default Initiat		(1881))		
	Total		1,000.0	0
	Installme	nts		
	Due Date		Amour	t
	1. 1/18/202	2	1,000.0	0
	Daymon <sup>4</sup> Ma			
	Payment Priority	99		

NOTE: Options from the Actions drop down:

Payables -	Approve	Invoice
------------	---------	---------

Request Information -

Delegate -

Reassign -

Route Task -

Add Comments -

Add Attachments -

View Approvals -

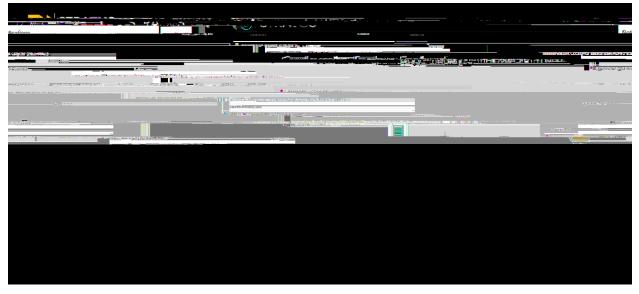
4.	When you have reviewed the invoi	ice and are ready to ap	prove, click Approve.	
	Antroval of Invoice 2019-1497 from C	<u>olossal Contractors Inc./1.</u>		-
	val			Invoice Appro
	)-USD=			1, <u>91870</u> ,11
	Contractors inc			Colossal
		2019-1497	· · · · · · · · · · · · · · · · · · ·	
		n	1/18/2022	
			Details	
				From Lauren Rowe
	Localescore Inposyco maleoyos			m
	Supplier Site 000			
	Business Unit _ Towson University			

			Amount Summary		
			Line Type		Amount
	(0)	litem			1.000.00
			Total		1,000.00
			Cost Center Summar	M	
	Cost Center			Amount	
	Athletics Gen			1 000 00	
_	-	Total		1,000.00	
			Characteristics		
oice Line			Amount		In
			1,000.00		1.
tributions	-				D
)-45010-608163-00000-000-00 etics Reserve-Athletics Gen ids Maint-Default Initiative-U	eral-Grounds				45( Atr Ro
		Total		1,000.00	
		Installments			
		Due Date		Amount	
		1. 1/18/2022		1,000.00	
		Poumont Moth <u>Educe</u>		· · · · · · · · · · · · · · · · · · ·	
	Payment P	riority	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. \_\_\_\_\_: This will look the same if you Reject the invoice instead of approving.

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.

	Sticotiona on	
9.4849	Display, All	
· · ·		
3 days ago	Lauren Rowe.	Average Official Area has
	 Account Coding factouring:034Gd0/UV deces/Sauk Lauren Rowe	ees/1951/06/6/Biguartije: 2004 w2-2004

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

## Payables – Approve Invoice

		<u> </u>	
	4551	created by Me (5)All	
			. <u>0 aug</u>
		THEM IN JOINT OF THE OWNER AND THE OWNER OF THE OWNER OF THE OWNER OWNE OWNER	one and the CATION,
Helica Much Adapan, C., Jew Guag			Lauran Resultanger Press
	<ul> <li>Martin control in view in Alto</li> <li>Martin Control in View in Alto</li> </ul>		
- 198 1. 197 1. 198 . Add Million .			9 daw ann
ANNALAN BURGULA DE LE CERTE CONTRE L'ESTRE CENTRE L'ESTRE CENTRE L'ESTRE CUI IL	າ ມາ	Lauren Rowe	
	# 2000		· ····································
Account Coding for Invoice 9326743473 from Graybar (2	usuren Rowe		
3 Gays ago		<ul> <li>VENUSZU AULUK (ZUKUMA)</li> </ul>	• da
Interventional and the second s	Lauren Rowe	and a substantial and a second and the second se	
			Silver and

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

