

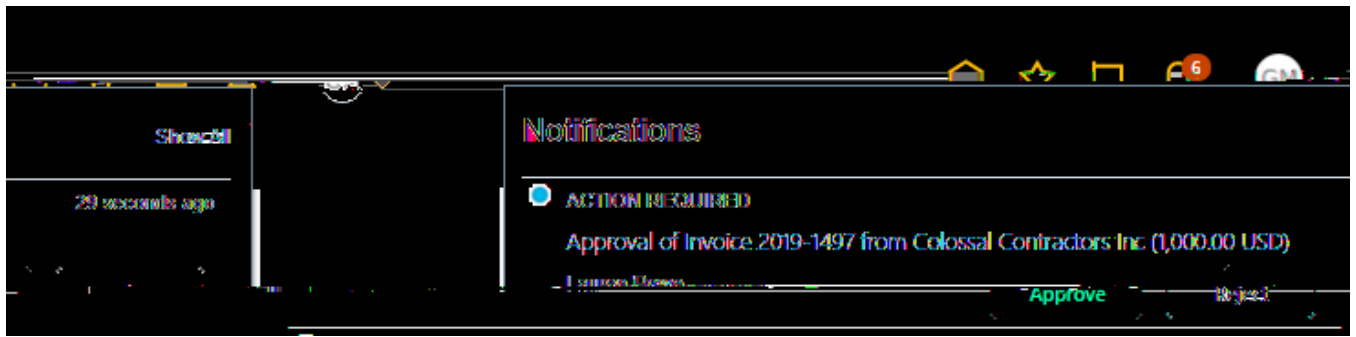
Approve an invoice.

Log into the Stratus application.

Be sure to keep in mind that...

Supporting documents and other necessary information can be ~~seen~~ ~~behind~~ ~~the~~ ~~3T6~~





- 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)

[View Invoice](#) [Actions](#) [Approve](#) [Reject](#)

Invoice Appro

Colossal

2019-1497

1/18/2022

**Details**

From: Lauren Rowe

Supplier Site: 000

Business Unit: Towson University

**Amount Summary**

Line Type	Amount
Item	1,000.00
<b>Total</b>	<b>1,000.00</b>

**Cost Center Summary**

Cost Center	Amount
Athletics General	1,000.00
<b>Total</b>	<b>1,000.00</b>

**Invoice Line**

Invoice Line	Amount	Inv
1	1,000.00	1.

**Installments**

Due Date	Amount
1. 1/18/2022	1,000.00

Payment Method: 00

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 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 Appro

Colossal

2019-1497

1/18/2022

Details

From Lauren Rowe

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

Invoice Line	Amount	Inv
	1,000.00	1.

Installments	
Due Date	Amount
1. 1/18/2022	1,000.00

Payment Priority 99

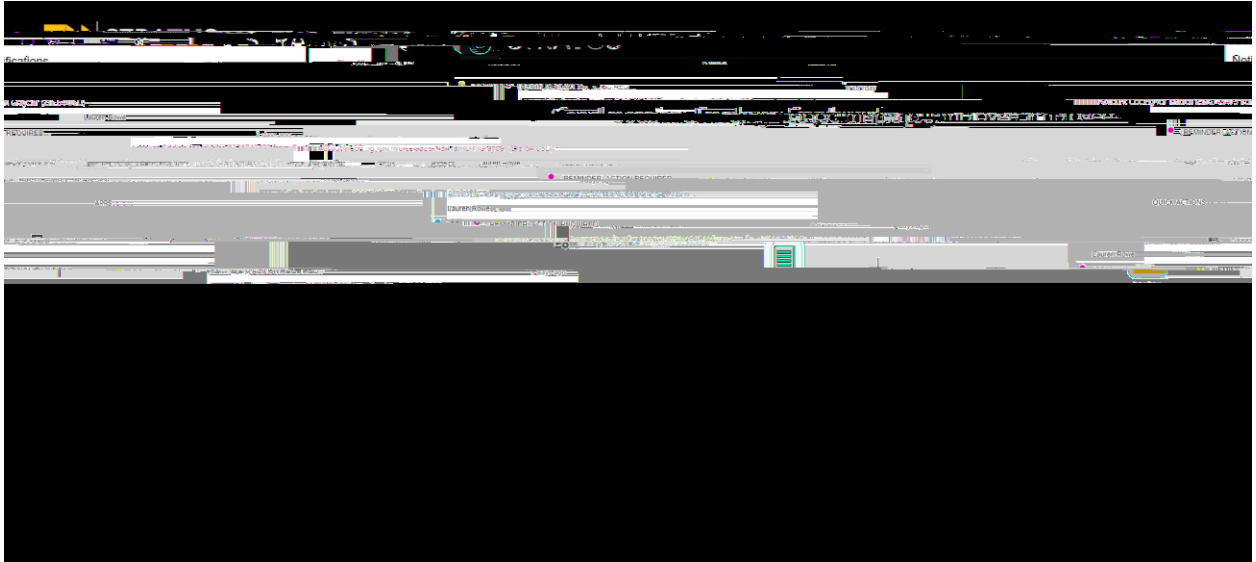
5. A new popup window will appear in which you can add any additional comments and/or attachments. When you are finished adding comments/attachments, click Submit. \_\_\_\_\_: This will look the same if you Reject the invoice instead of approving.



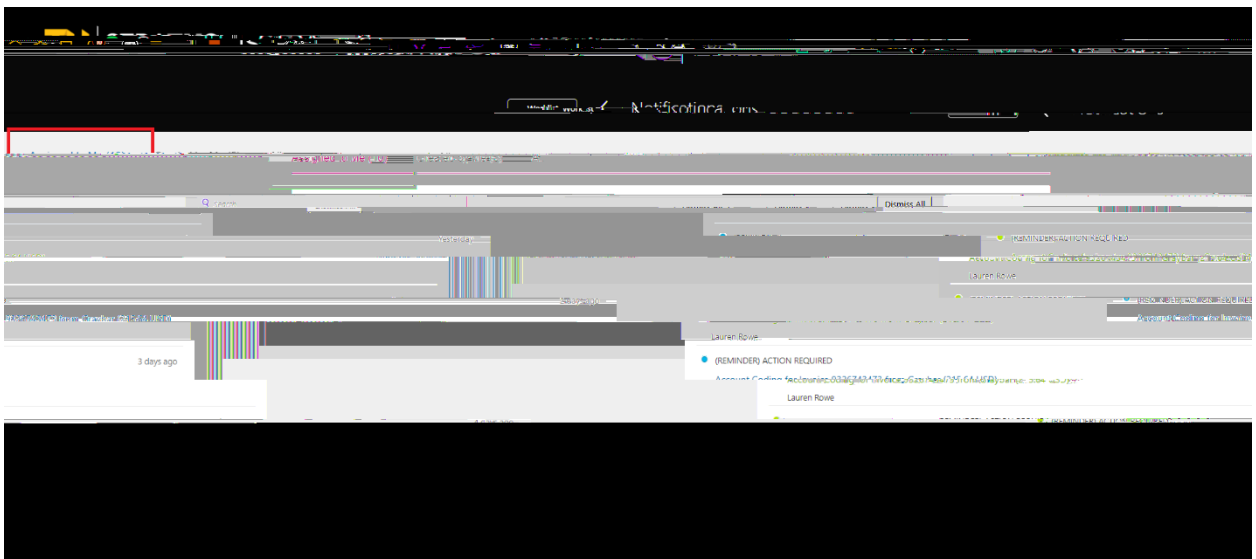
Viewing options for invoices needing approval in Stratus.

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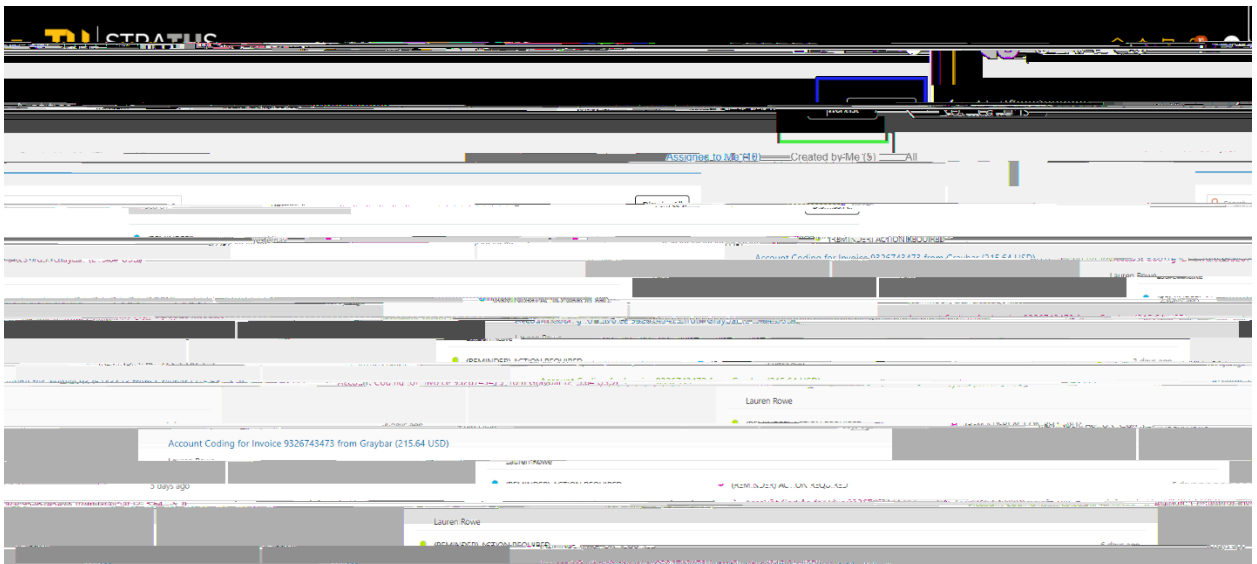
1. To check if you have an invoice needing approval without the bell notification, click the bell icon and select "Show All" in the right-hand corner.



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



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



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

