



**TOWSON
UNIVERSITY**

STRATUS

STRATUS Business Process Updates

April 25 & 26, 2022

Business Process Updates - Expenses

- **Travel Authorizations** – Created by employee and then approved by employee’s immediate supervisor
 - Or created by preparer, Authorization is then routed to the traveling employee for approval and then to the employee’s immediate supervisor
- **Travel Expenses** – Expense reports are created by the employee, routed to the employee’s immediate supervisor for approval and then routed to the appropriate Financial Steward(s) and Cost Center Manager(s) for approval.
 - Or created by preparer, expense reports are routed to the traveling employee for approval, then to the employee’s immediate supervisor followed by the appropriate Financial Steward(s) and Cost Center Manager(s).
- **Non-Travel Expenses** - Expense reports are created by the employee, routed to the employee’s immediate supervisor for approval and then routed to the appropriate Financial Steward(s) and Cost Center Manager(s) for approval.
 - Or created by preparer, expense reports are routed to the employee for approval, then to the employee’s immediate supervisor followed by the appropriate Financial Steward(s) and Cost Center Manager(s).
- The Travel and Accounts Payable Offices provide all final approvals on expense reports.

Business Process Updates - Procard

- Reallocating Expenses – The current ProCard reallocation and reconciliation system will be going away. Cardholders will create expense reports within Stratus to reallocate and reconcile ProCard transactions.
- ProCard expense reports will flow to the cardholder's immediate supervisor for approval and then to the appropriate Financial Steward(s) and Cost Center Manager(s).
- Instead of ProCard records being audited every two years, they will be audited on a daily-basis as they are submitted.
- FS/CCM will need to ensure card holders are reconciling transactions in a timely manner because the new ProCard process provides for more efficiency and an opportunity to have expenses posted to your budgets for up-to-date balances and real-time reporting.

Business Process Updates - Payables

Accounts Payable Invoices

- ImageNow and paper code blocks will be going away with the implementation of STRATUS.

Account Coding Workflow

- Accounts Payable will receive an invoice from a vendor/supplier and then they will have to select a “requester” from a department to send the invoice to for account coding.
 - Any backup documentation can be attached during this process.
 - Adding the account coding to an invoice is not an approval of the invoice.
 - For purchase order related invoices, account coding will not occur but receiving will need to be entered into STRATUS to confirm the receipt of products or services completed.

Approval Workflow

- After account coding is added, the invoice is then sent to the appropriate Financial Steward(s) and Cost Center Manager(s) for approval.

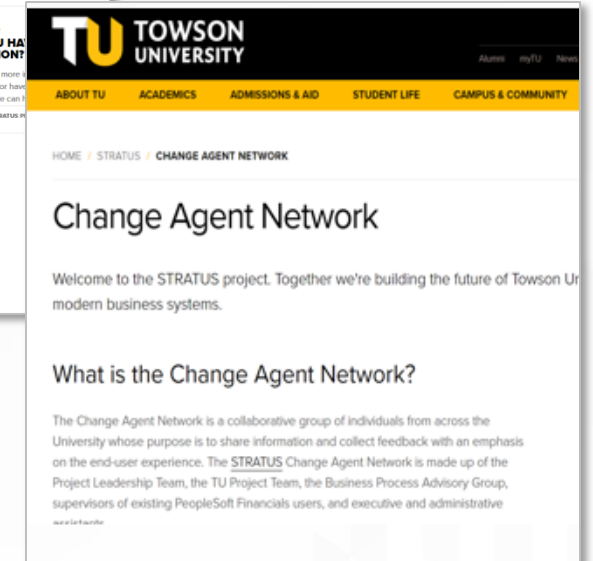
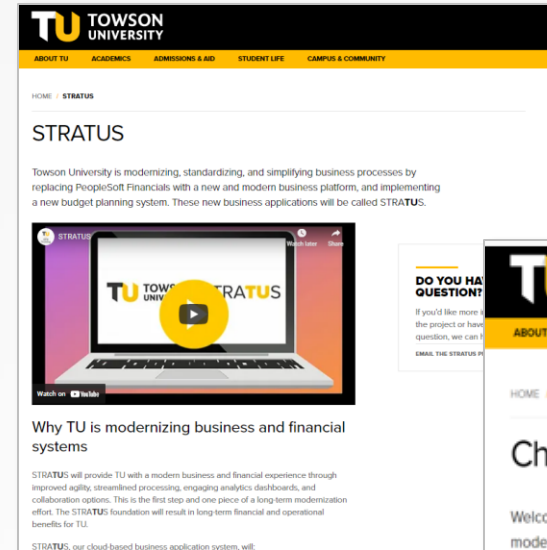
Business Process Updates - Purchasing

Requisitions

- Everyone will have the ability to enter a requisition.
- Requisitions will be approved by either the Financial Steward or Cost Center Manager
- Everyone will also have the ability to enter receiving into STRATUS to confirm items have been received or services have been completed for PO related invoices

Resources

- STRATUS Website
<https://www.towson.edu/stratus/>
- Change Agent Network Website
<https://www.towson.edu/stratus/change-agent-network.html>
- Newsletters
- Frequently Asked Questions (FAQs)
- Talking Points



Questions regarding the
Change Agent Network?

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