

March 2022

1. How do approvals work?

All expenses, including requisitions, travel and procard submissions, go through the same [workflow](#) and require two [approval steps](#). They first go to the supervisor, then to the cost center manager and financial steward. After being approved, all expenses are routed to accounting or Business Travel for auditing. Departments should continue to keep track of their documents as part of their existing business processes, but they'll be stored in the STRATUS cloud so storage space isn't an issue. Documents can be downloaded as needed, saving time and reducing paper waste.

2. Can invoices be split among multiple cost centers?

Yes. This is especially helpful if a department has sub-divided budgets.

3. How will I know which source code to use?

The source code is the same as the fund code in PeopleSoft. Once training starts, you'll be able to find them in the Chart of Accounts crosswalk document on the [Chart of Accounts webpage](#).

4. Will I still need to select an account number in a requisition that doesn't appear in a dropdown?

Many new item categories have been added, so it is unlikely you will need to select an account that is not covered by one of the options in the system. However, the distribution line can be edited.

5. Will a code block need to be added if sending an invoice directly to a department?

No, code blocks aren't needed in STRATUS. Invoices will go to Accounts Payable (AP) and they will route them to the requestor for [account coding](#). This tells the system and the AP team where to charge the invoice, and who can approve it. The invoice then automatically goes in the regular approval workflow to be approved by the cost center manager and financial steward.

6. If an invoice is closed, can it be reported on and can attachments be added?

Yes, departments can create and run reports on requisitions and purchase order history in STRATUS. This will be covered in training. Attachments can also be reported on, but only Accounts Payable can add attachments to completed invoices.

7. Will the process change for journal entry back-charges?

No. This will be the same in STRATUS.

8. Can work be done in STRATUS on someone else's behalf?

Yes. You can use the "reassign" or "delegate" feature in the system to have someone else to act on your behalf.

- **Travel and Non-Travel Expenses:** You can add and manage delegates in the expense module. This will allow someone else to enter authorizations/expense reports on your behalf.
- **Requisitions:** An employee can enter a requisition on behalf of someone else by manually changing the requester during the entry process.

10. Can I set preferences for notification emails?

Yes, but it is strongly advised to leave notifications on in case timely or important actions are needed.

11. Does the location field in the forms have a character limit?

Yes, but fields have an easy-to-use pre-populated dropdown menu for selecting an option.

12. Is there a field to check for international travel?

“In State” and “Out of State” are the only two options for travel authorization. For international travel, chose “Out of State.”

13. Can distributions be changed after travel or other types of authorizations are submitted for approval?

The cost center can't be changed once it is entered into the workflow for approval. This applies to all areas. Communication will need to occur on which cost center should be used prior to entering and submitting requisitions, expenses, etc.