

May 2021

1. Who enters requisitions in STRATUS, and how will they do it?

TU employees can enter requisitions to purchase goods and services using STRATUS. Requisitions can be directly entered into the system or selected through a “Shopping List” of recently purchased items. The Shopping List is helpful for repeat purchases and works like retail websites. Watch the [Entering a Requisition](#) video to learn more.

2. How can I check the status of a requisition in the approval cycle?

Find your latest requisitions and view approval status using the “Recent Requisitions” search feature. See the life cycle of purchase orders, receipts and invoices for a specific requisition using the “View Life Cycle” button. Watch the [Life Cycle of a Requisition](#) video to learn more.

3. What are the new features of coding and approving an invoice?

When STRATUS goes live, invoices will no longer be approved via Perceptive Content/ImageNow or paper code blocks. All invoice coding and approvals will occur within the STRATUS system using two steps: Account Coding and Approval. Use Account Coding to tell the system and the Accounts Payable team where to charge the invoice, and who can approve it. This automatically moves the invoice into the Approval Workflow to await approval. Watch the [Account Coding](#) video to learn more.

4. If I’m an invoice approver, how will I know I have a new invoice to approve?

When you have an invoice to approve, you’ll get an email notification, and an alert will appear in the STRATUS system notification bell. Then you can approve, reject or request additional information directly and seamlessly. Use the “Request Additional Information” feature to collaborate on invoice details or ask for more documentation, which is helpful when invoice corrections are needed. Watch the [Approving an Invoice](#) video to learn more.

5. What are some benefits of STRATUS procurement?

- **Streamlined routing.** STRATUS will do a budget check prior to sending for approval, minimizing back-and-forth, expediting the purchase.
- **Improved transparency.** Watch the approval cycle and routing process to identify where the requisition will be routed and who will review/approve.
- **Modern notifications.** Optional capability to automatically notify the requestor when a purchase order (PO) has been approved.
- **Simplified tracking.** Receive and track items delivered to an office versus Central Receiving, reducing accounts payable tracking efforts.

6. How do I keep informed about general TU purchasing news?

Keep up to date through STRATUS’s “Purchasing News.” The Procurement Office will post announcements about newly executed contracts, policy updates and other helpful information.

7. Who can I contact if I have questions about STRATUS?

You can check the STRATUS website at www.towson.edu/STRATUS for FAQs and project status updates or email the project team at stratus@towson.edu with questions.