

Receipts: Receiving

Navigate to your inbox and open the corresponding email.

You don't often get email from stratustest@towson.edu. [Learn why this is important](#)

Access this task in the [Workspace Application](#) or take direct action using the links in this email:

Actions: [Receive up to the Invoiced Amount](#) | [Did Not Receive](#) | [Request More Info](#)

Purchase Order TOW0002754 Requires Receipt Confirmation

Details

Assignee nvegesn3
Assigned Date 7/12/24 9:21 AM
Expiration Date 7/27/24 9:21 AM
Task Number 1230875

Information

Purchase Order TOW0002754
Supplier SMOACT Works, Inc
Expected Receipt Date 7/17/24
Buyer Oyelaja, Oreoluwa

Lines to Receive

Line	Description	Ordered	Quantity Invoiced	Received	Ordered	Amount Invoiced	Received	Requires Receipt UOM N:
1	Testing receiving confirmation notification				93,600	6,000	0	6,000

Invoices

Invoice	Description	Invoice Creation Date	Payment Status	Invoice Amount Currency	Due Date
ReceiptNotificationTesting		7/11/24	Not paid	6,000 USD	8/10/24

As you scroll down, you can see additional information about the transaction, including the purchase order number and amount, the supplier, the invoice number, and the amount invoiced.

The screenshot shows an Outlook email window with the following content:

Subject: Action Required: Purchase Order TOW0000054 Requires Receipt Confirmation

From: Jeffery Sutton <elbz-test.fa.sender@workflow.mail.us2.cloud.oracle.com>
To: Sutton, Jeffery

Expected Receipt Date: 6/7/22
Buyer: Sutton, Jeffery

Lines to Receive

Line	Description	Quantity			Amount			Requires Receipt	UOM Name	Price	Curr
		Ordered	Invoiced	Received	Ordered	Invoiced	Received				
1	Demo receipt via e-mail				10	10	0	10			USD

Invoices

Invoice	Description	Invoice Creation Date	Payment Status	Invoice Amount	Currency	Due Date
9331102906		6/2/22	Not paid	10	USD	7/2/22

At the top of the email, the possible actions are listed: **Receive up to the Invoiced Amount**, **Did Not Receive**, and **Request More Info**.

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Access this task in the [Workspace Application](#) or take direct action using the links in this email:

Actions: **Receive up to the Invoiced Amount** | [Did Not Receive](#) | [Request More Info](#)

Purchase Order TOW0002754 Requires Receipt Confirmation

Details

Assignee: nvegesn3
Assigned Date: 7/12/24 9:21 AM
Expiration Date: 7/27/24 9:21 AM
Task Number: 1230875

Information

Purchase Order: TOW0002754
Supplier: SMOACT Works, Inc
Expected Receipt Date: 7/17/24
Buyer: Oyelaja, Oreoluwa

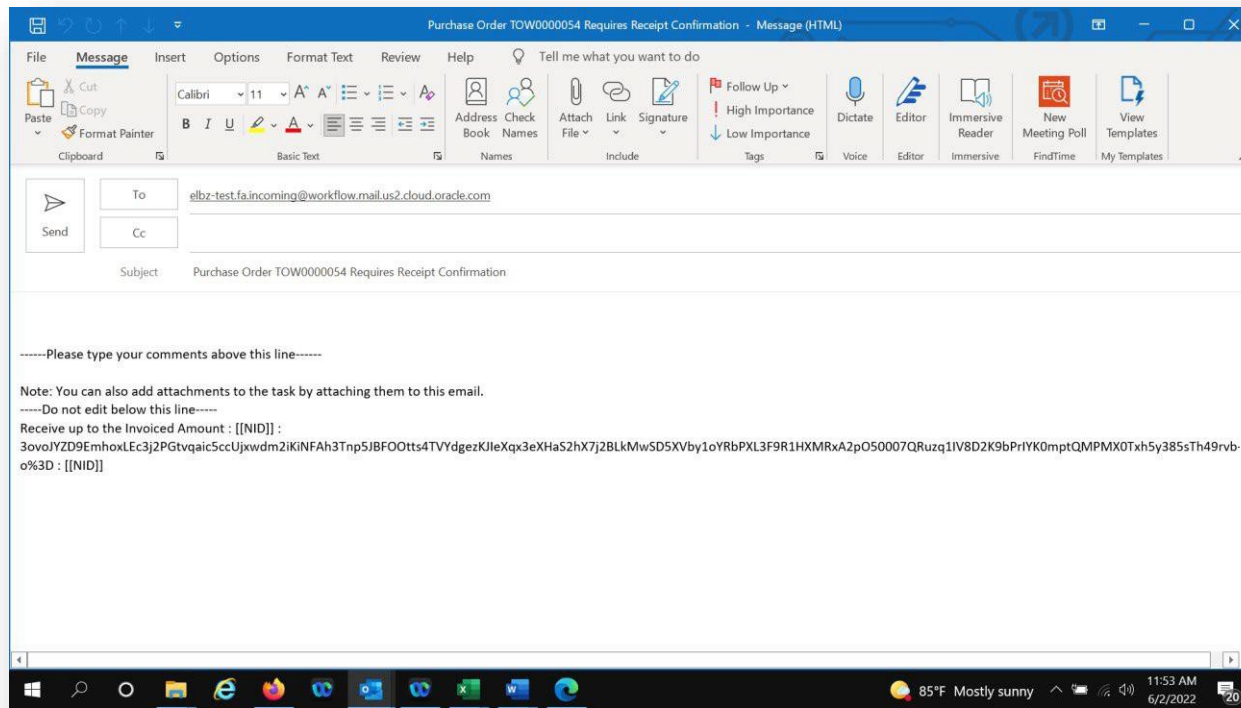
Lines to Receive

Line	Description	Ordered	Quantity Invoiced	Received	Ordered	Amount Invoiced	Received	Requires Receipt UOM N.
1	Testing receiving confirmation notification				93,600	6,000	0	6,000

Invoices

Invoice	Description	Invoice Creation Date	Payment Status	Invoice Amount Currency	Due Date
ReceiptNotificationTesting		7/11/24	Not paid	6,000 USD	8/10/24

Select **Receive up to the Invoiced Amount** to complete this task for a single invoice. Selecting **Did Not Receive** routes the task to the buyer for action. Selecting **Request More Info** routes the task to the requester for a response. (Note: For this example, we will select Receive up to the Invoiced Amount. The system will then return the below screen, click send to complete the task.) **Please be sure not to receive only the amount of the invoice if all goods and services have been received.**



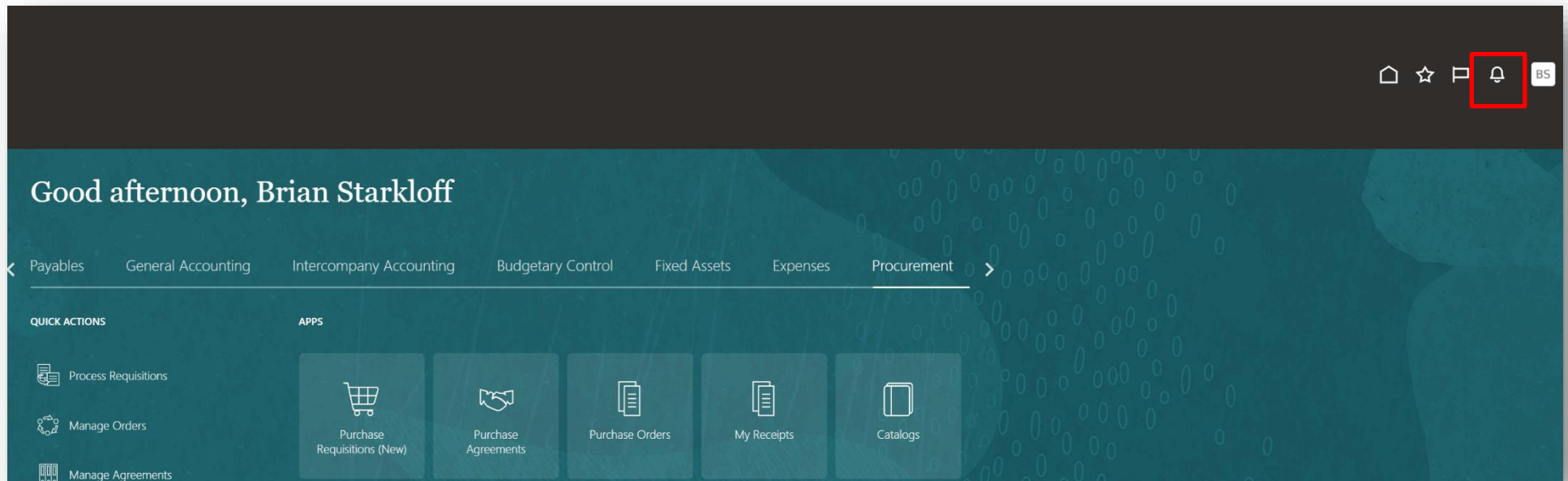
NOTE: Once a notification is sent, it is up to the requester to act on it manually. Notifications by default have an expiration date of one week, after which the notification escalates to the line manager of the requester. After one week of escalation, the notification expires.

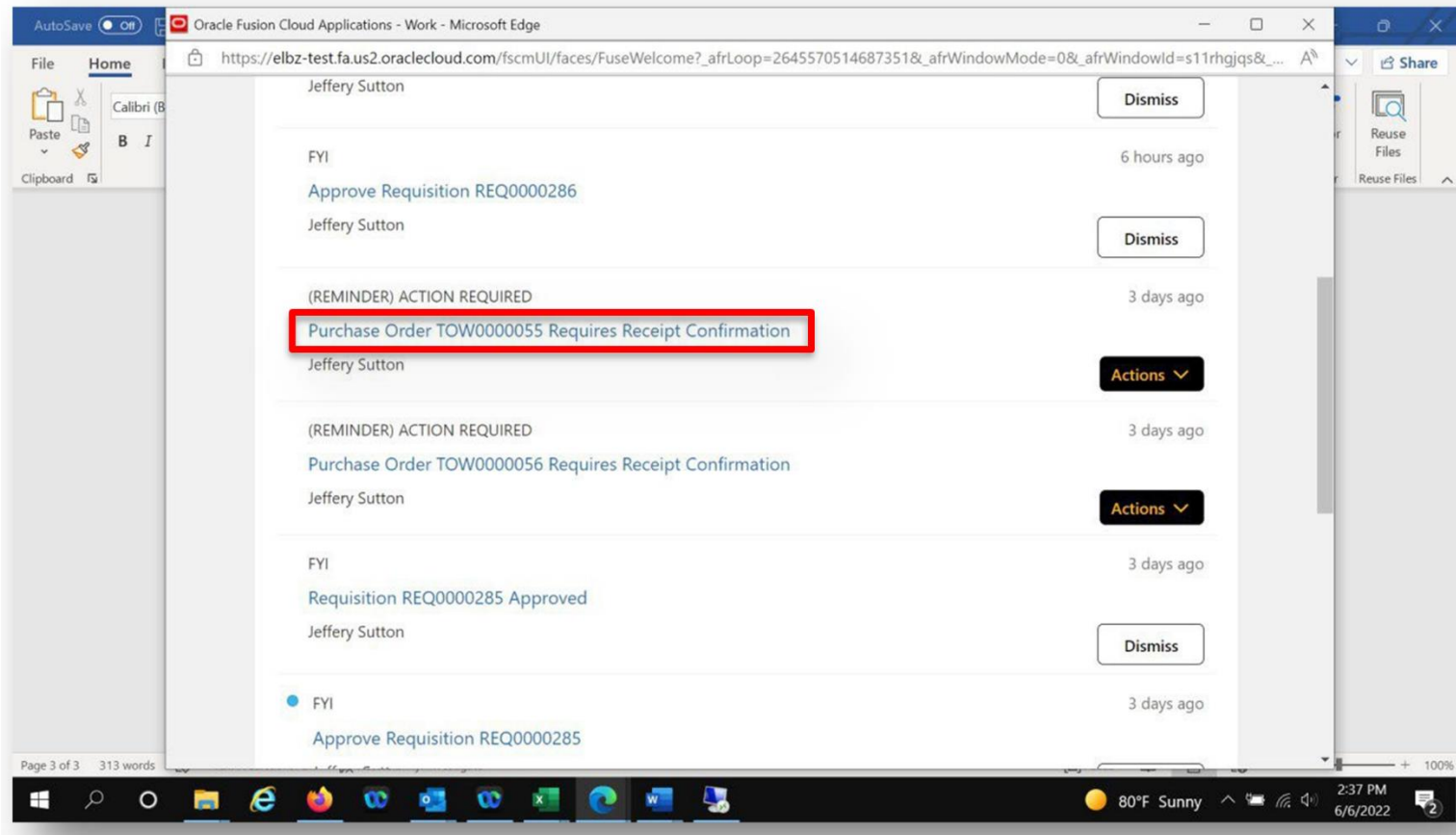
Once a notification expires, the purchase order becomes eligible for the Confirm Receipts workflow again. If it is still not received, the requester is sent another notification.

Appendix – Post/Create a Receipt using the Notification Bell

This section will show how to post/create a receipt using the notification bell in Stratus.

Click on your notification bell icon.

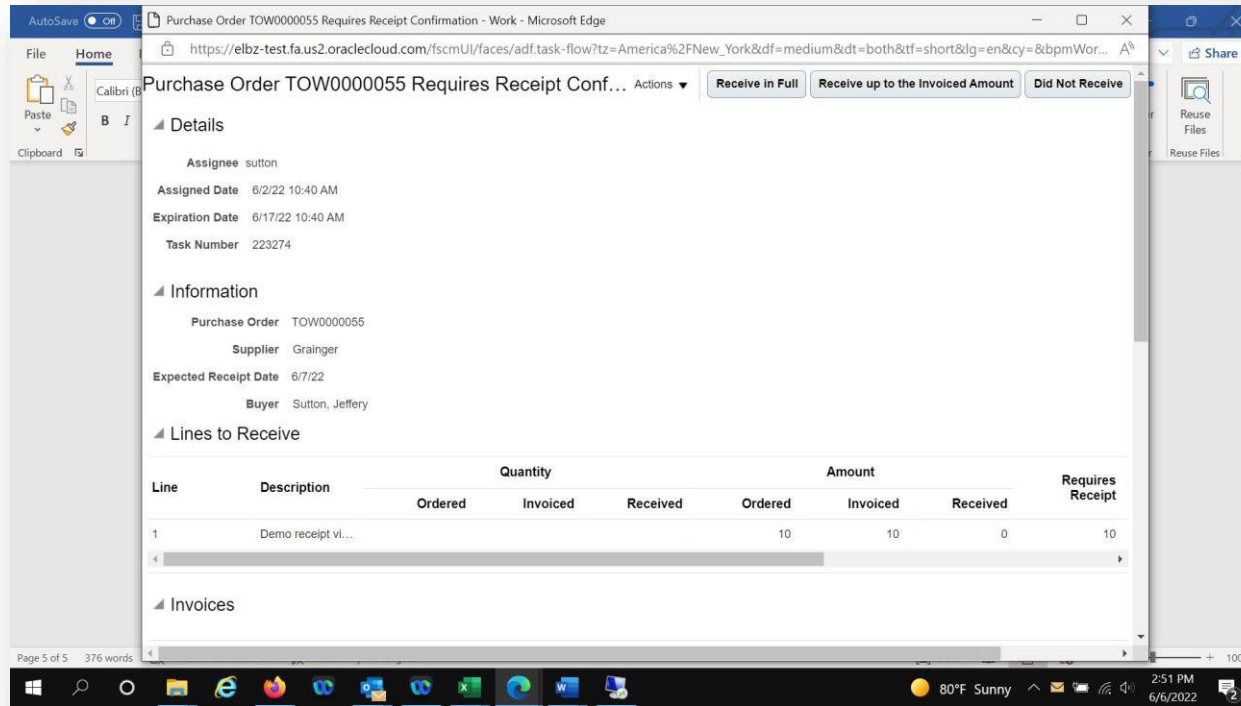




You will see the purchase order number followed by "Requires Receipt Confirmation".

Selecting the Actions button will show the actions you can take: Receive up to the Invoiced Amount, and Do Not Receive. Selecting one of those actions will complete the task. (Note: For this example, we will click on the blue link for "Purchase Order TOW0000055".)

The system will return a summary of the purchase order and the invoice along with the same action



Dropdown options.

NOTE: The actions listed under this Actions drop down are unique to the notification bell page (some of these actions are not included in the email notification).

Request Information – Ask the task creator for more information.

Delegate – Pass the task to someone else to act for you, but the task is still assigned to you.

Renew – Give yourself more time (seven days is the default) to act on the task if the task is about to expire.

Suspend - ***Not Recommended*** - Put the task on hold until it is resumed. In the meantime, no one is assigned to act on it.

Withdraw - ***Not Recommended*** - Remove the task from the workflow (available only if you created the task).

Save - ***Not Recommended*** - Saves the task with no action.