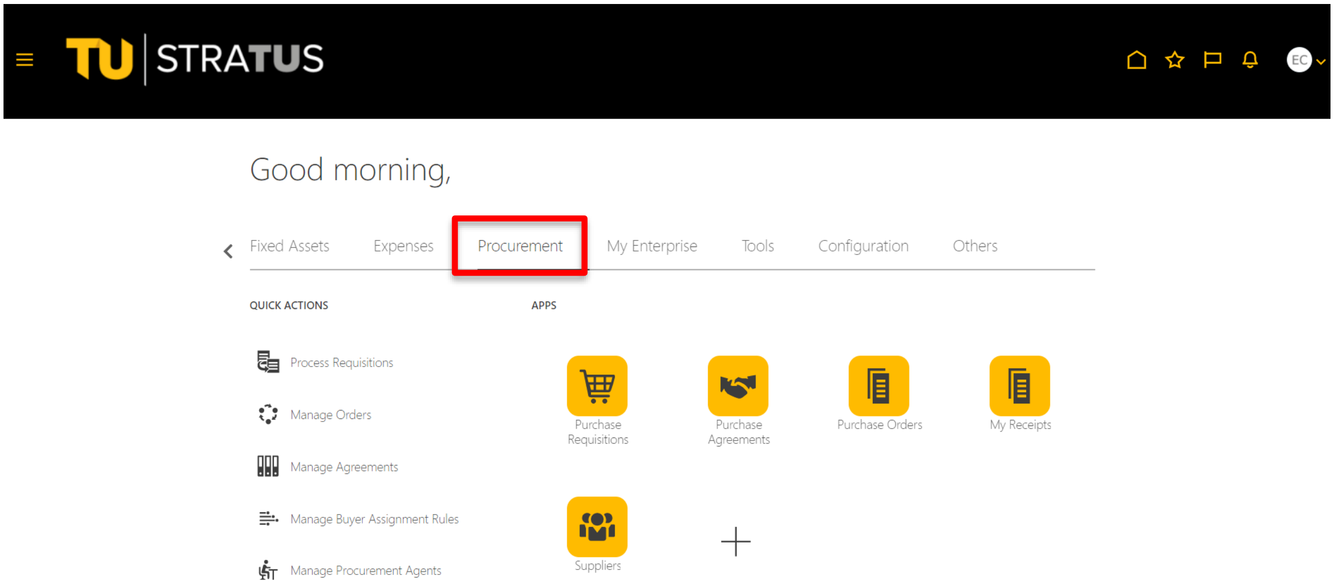
Purchasing – Receiving

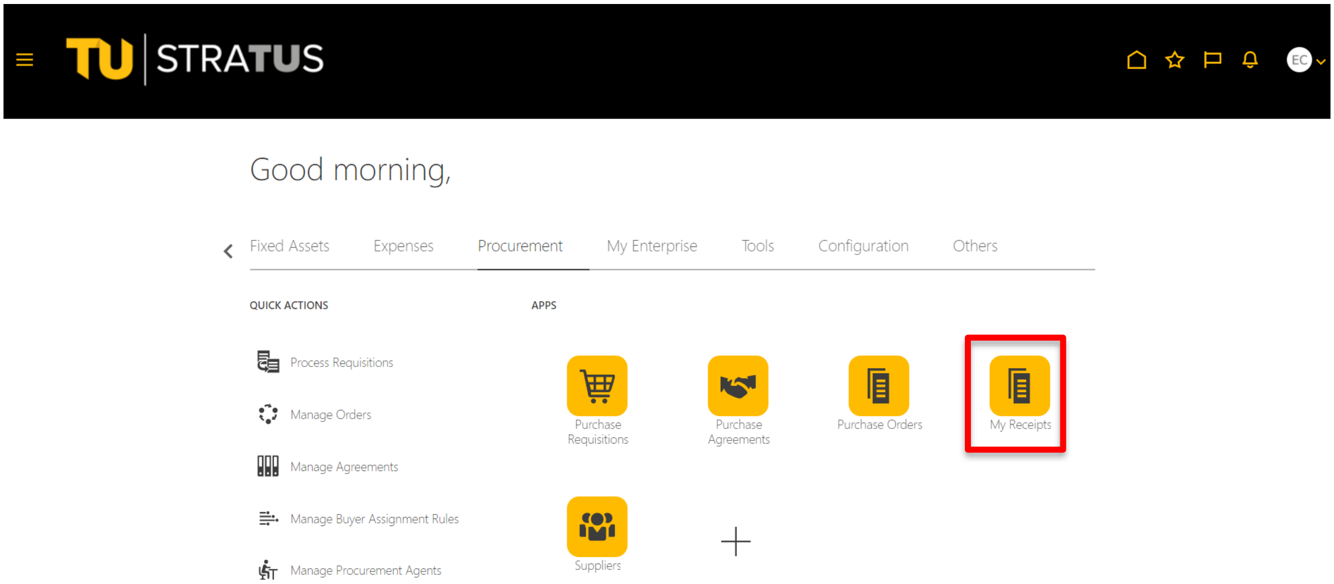
For employees creating a receipt in Stratus.

Purpose:	Create a receipt.
How to Access:	Log into the Stratus application. Select the **Procurement** task in the Navigator.
Helpful Hints:	Be sure to keep in mind that… • Supporting documents and other necessary information can be attached.
Procedure:	Complete the following steps to create a receipt:

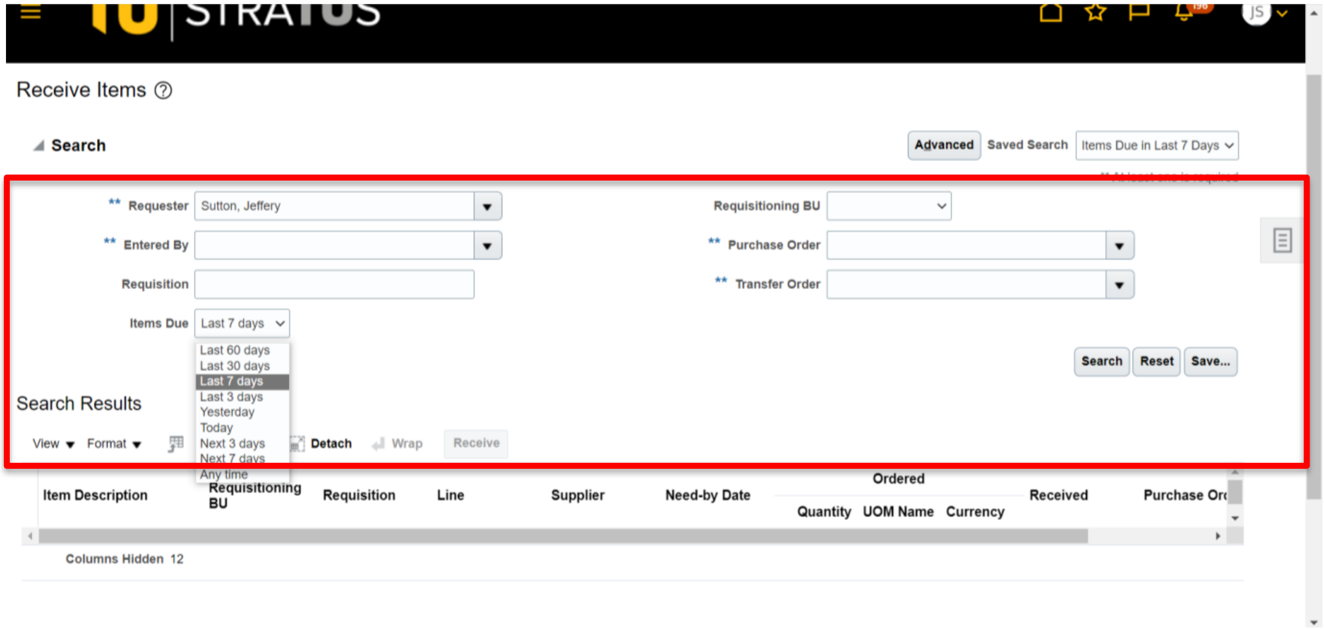
1. Select **Procurement Module** using the hamburger menu or the sliding task bar in the center of the screen.


TU STRATUS
EC
Good morning,
Fixed Assets
Expenses
Procurement
My Enterprise
Tools
Configuration
Others
QUICK ACTIONS
Process Requisitions
Manage Orders
Manage Agreements
Manage Buyer Assignment Rules
Manage Procurement Agents
APPS
Purchase Requisitions
Purchase Agreements
Purchase Orders
My Receipts
Suppliers

2. Click on the **My Receipts** Icon.


TU STRATUS
EC
Good morning,
Fixed Assets
Expenses
Procurement
My Enterprise
Tools
Configuration
Others
QUICK ACTIONS
Process Requisitions
Manage Orders
Manage Agreements
Manage Buyer Assignment Rules
Manage Procurement Agents
APPS
Purchase Requisitions
Purchase Agreements
Purchase Orders
My Receipts
Suppliers

3. Use the Search to find the purchase order you want to receive. There are many ways to search. In this example, I will search for purchase orders for the requester Sutton, Jeffery that are due in the next 7 days.

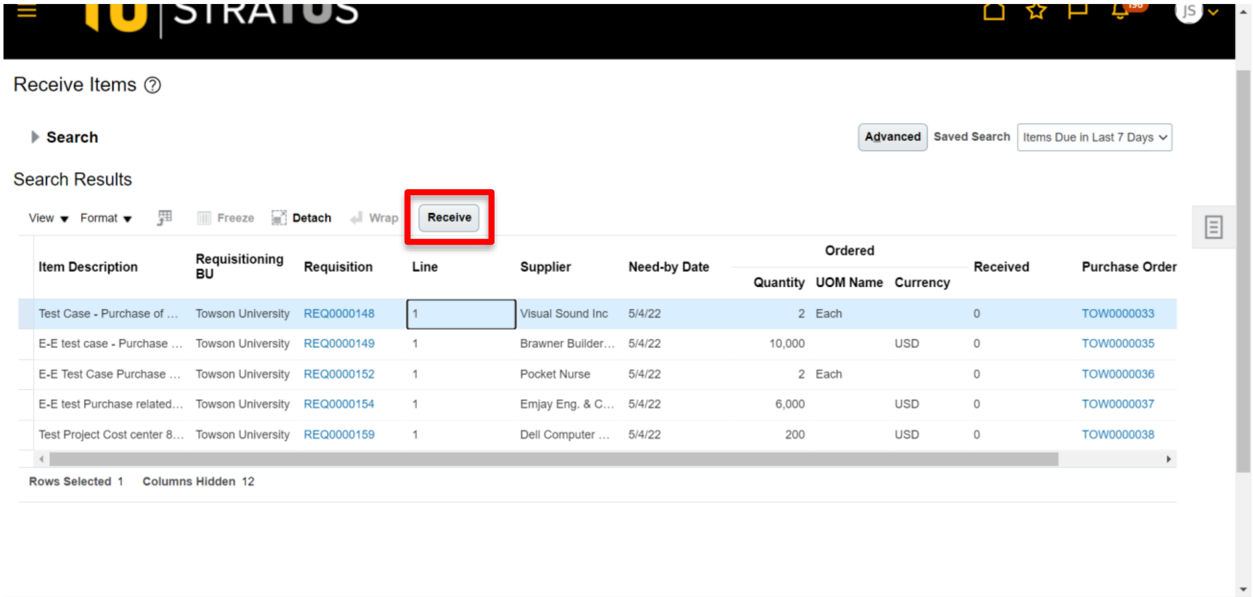

Saved Search: Items Due in Last 7 Days

** Requester: Sutton, Jeffery

Items Due: Last 7 days

TU STRATUS
JS
Receive Items
Search
Advanced
** At least one is required
** Entered By
Requisition
Requisitioning BU
** Purchase Order
** Transfer Order
Last 60 days
Last 30 days
Last 7 days
Last 3 days
Yesterday
Today
Next 3 days
Next 7 days
Any time
Search
Reset
Save...
Search Results
View
Format
Detach
Wrap
Receive
Item Description
Requisitioning BU
Requisition
Line
Supplier
Need-by Date
Ordered
Quantity
UOM Name
Currency
Received
Purchase Ord
Columns Hidden 12

4. The system will return all the purchase orders that match the search criteria. Use your cursor to highlight the order you want to receive. Click the box labeled **Receive**.


TU STRATUS
196
JS
Search
Advanced
Saved Search
Items Due in Last 7 Days
View
Format
Freeze
Detach
Wrap
Receive

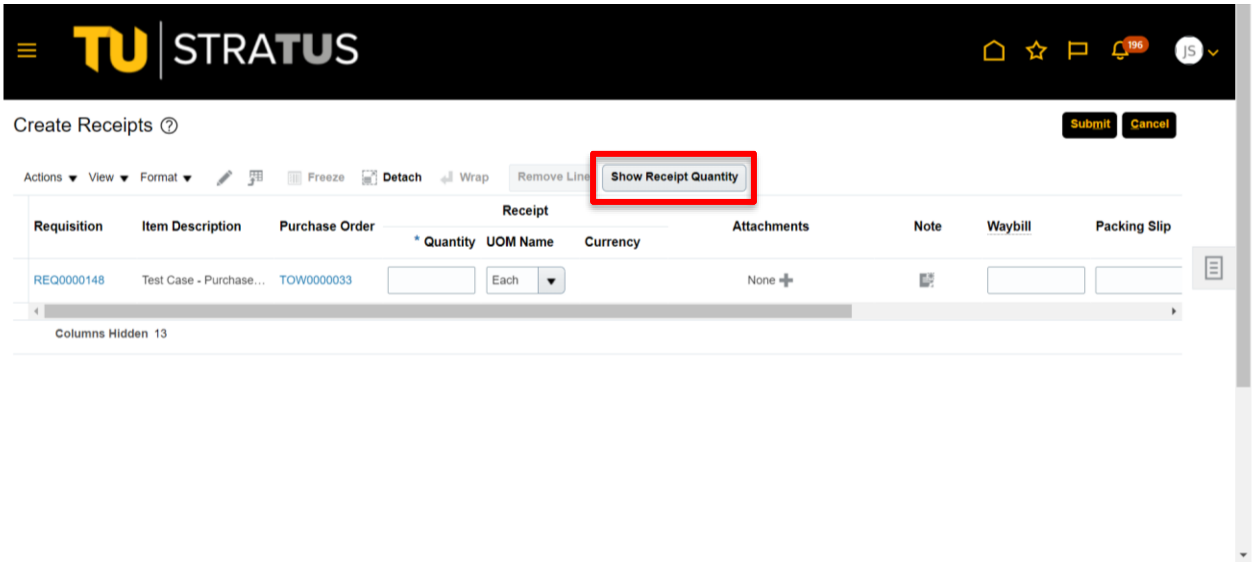
Receive Items

Search Results

Item Description	Requisitioning BU	Requisition	Line	Supplier	Need-by Date	Ordered Quantity	Ordered UOM Name	Ordered Currency	Received	Purchase Order
Test Case - Purchase of …	Towson University	REQ0000148	1	Visual Sound Inc	5/4/22	2	Each		0	TOW0000033
E-E test case - Purchase …	Towson University	REQ0000149	1	Brawner Builder…	5/4/22	10,000		USD	0	TOW0000035
E-E Test Case Purchase …	Towson University	REQ0000152	1	Pocket Nurse	5/4/22	2	Each		0	TOW0000036
E-E test Purchase related…	Towson University	REQ0000154	1	Emjay Eng. & C…	5/4/22	6,000		USD	0	TOW0000037
Test Project Cost center 8…	Towson University	REQ0000159	1	Dell Computer …	5/4/22	200		USD	0	TOW0000038

Rows Selected 1 Columns Hidden 12

5. The system will open the purchase order you selected. Click the box labeled **Show Receipt Quantity**.

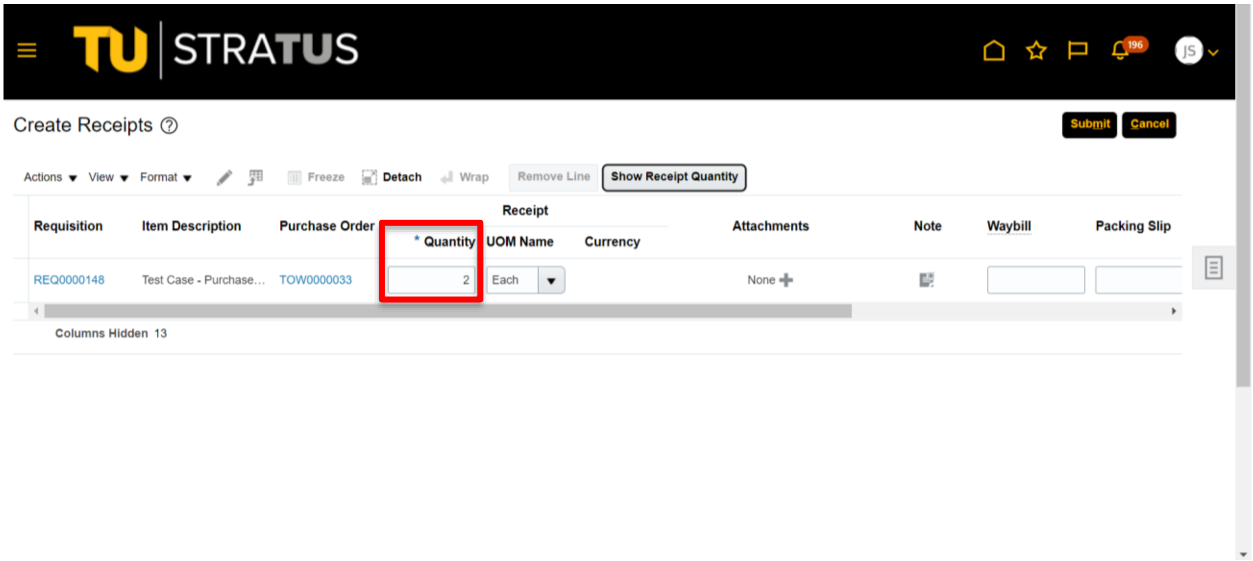

TU STRATUS
196
JS
Submit
Cancel
Actions
View
Format
Freeze
Detach
Wrap
Remove Line
Show Receipt Quantity

Create Receipts

Requisition	Item Description	Purchase Order	Receipt * Quantity	Receipt UOM Name	Receipt Currency	Attachments	Note	Waybill	Packing Slip
REQ0000148	Test Case - Purchase…	TOW0000033		Each		None			

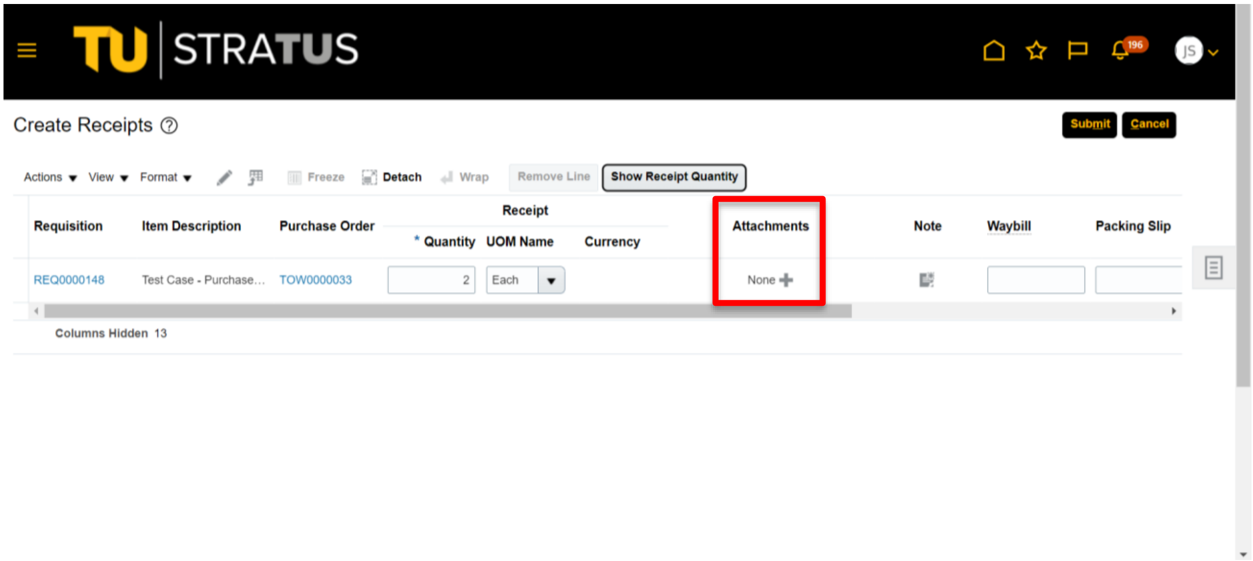
Columns Hidden 13

6. The system will fill in the complete **quantity**, which is two for this example. Adjust the quantity as necessary.


TU STRATUS
Create Receipts
Submit
Cancel
Actions
View
Format
Freeze
Detach
Wrap
Remove Line
Show Receipt Quantity
Columns Hidden 13

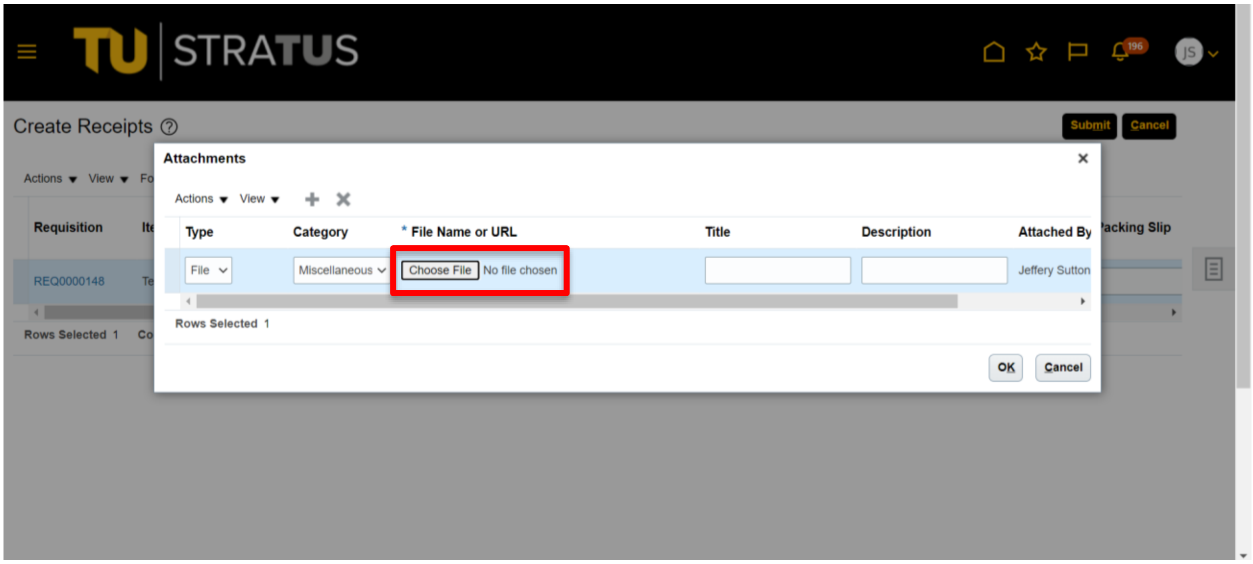
Requisition	Item Description	Purchase Order	Receipt * Quantity	UOM Name	Currency	Attachments	Note	Waybill	Packing Slip
REQ0000148	Test Case - Purchase…	TOW0000033	2	Each		None			

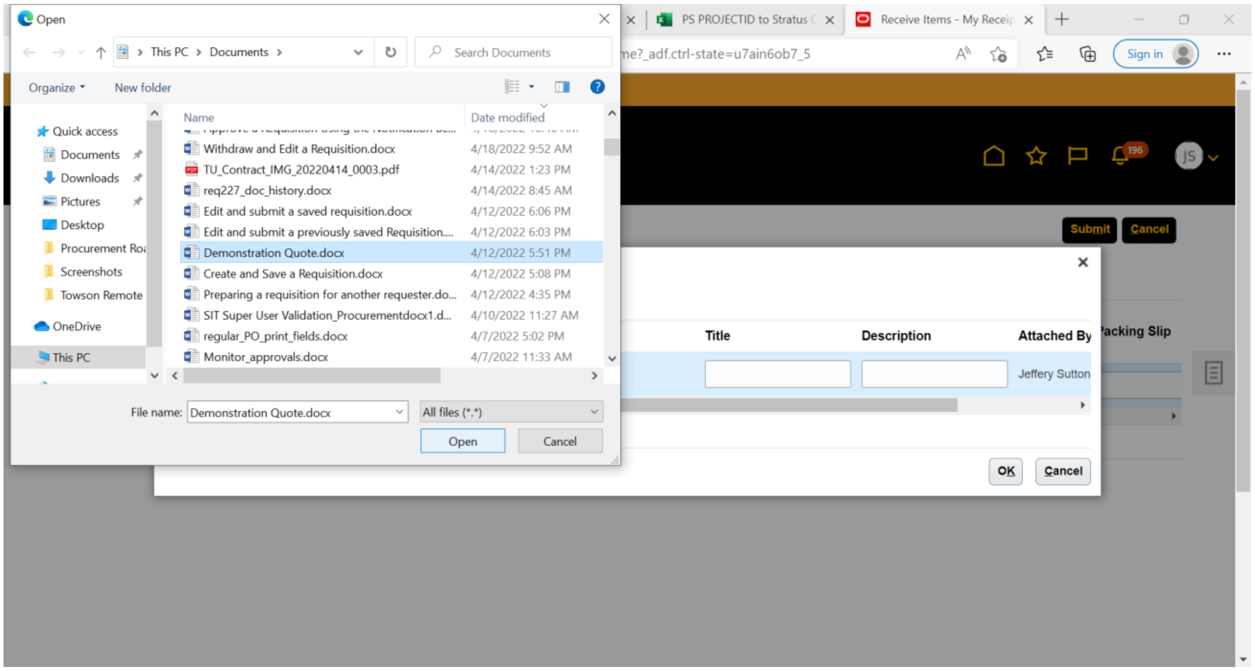
7. Click the **+** under **Attachments** to add as many attachments or comments as necessary. You can also fill in the Waybill and Packing Slip number if appropriate.


TU STRATUS
Create Receipts
Submit
Cancel
Actions
View
Format
Freeze
Detach
Wrap
Remove Line
Show Receipt Quantity
Columns Hidden 13

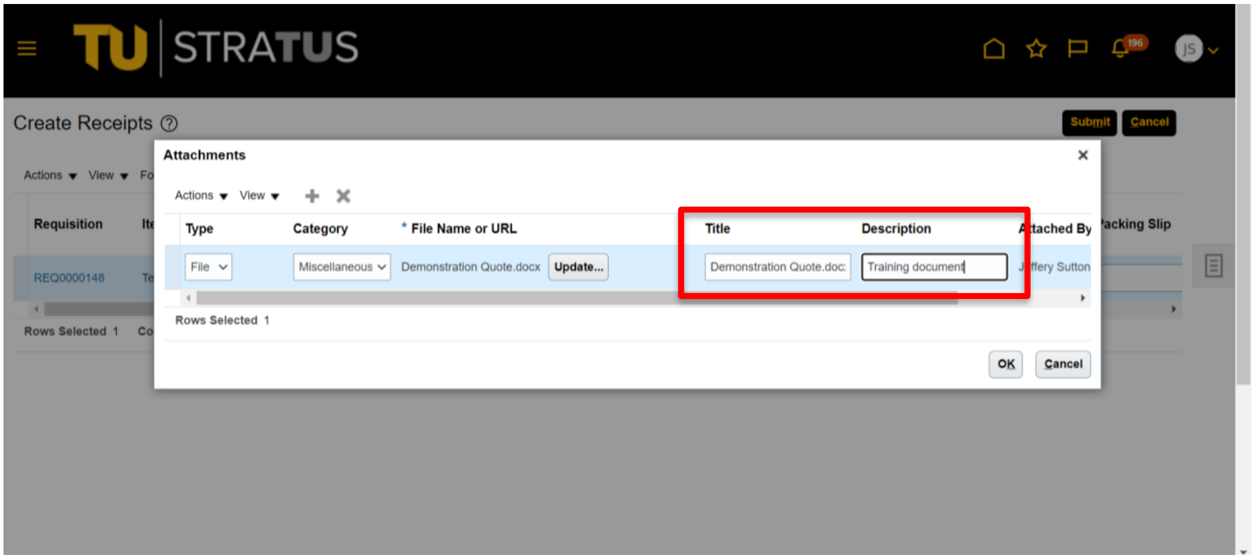
Requisition	Item Description	Purchase Order	Receipt * Quantity	UOM Name	Currency	Attachments	Note	Waybill	Packing Slip
REQ0000148	Test Case - Purchase…	TOW0000033	2	Each		None			

8. We will add an attachment. Click **Choose File** to locate the file you want to attach. Highlight the file and click **Open**.


TU STRATUS
196
JS
Create Receipts
Submit
Cancel
Actions
View
Requisition
REQ0000148
Rows Selected 1
Packing Slip
Attachments
Type
Category
* File Name or URL
Title
Description
Attached By
File
Miscellaneous
Choose File
No file chosen
Jeffery Sutton
Rows Selected 1
OK
Cancel

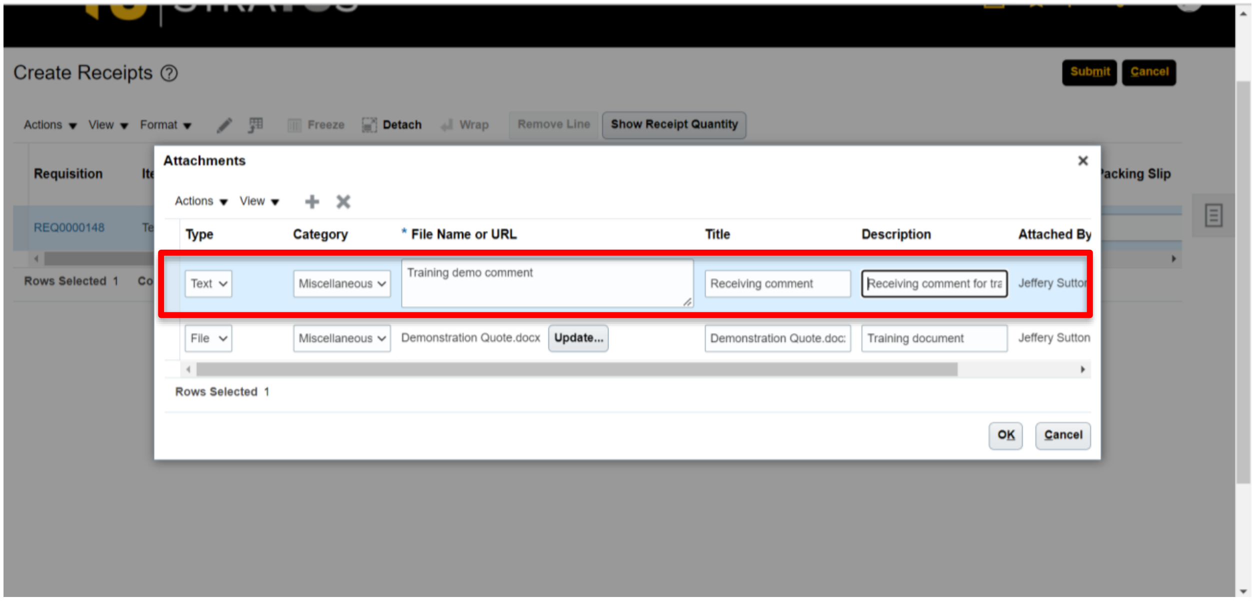

Open
This PC > Documents >
Search Documents
Organize
New folder
Quick access
Documents
Downloads
Pictures
Desktop
Procurement Ro
Screenshots
Towson Remote
OneDrive
This PC
Name
Date modified
Withdraw and Edit a Requisition.docx
4/18/2022 9:52 AM
TU_Contract_IMG_20220414_0003.pdf
4/14/2022 1:23 PM
req227_doc_history.docx
4/14/2022 8:45 AM
Edit and submit a saved requisition.docx
4/12/2022 6:06 PM
Edit and submit a previously saved Requisition....
4/12/2022 6:03 PM
Demonstration Quote.docx
4/12/2022 5:51 PM
Create and Save a Requisition.docx
4/12/2022 5:08 PM
Preparing a requisition for another requester.do...
4/12/2022 4:35 PM
SIT Super User Validation_Procurementdocx1.d...
4/10/2022 11:27 AM
regular_PO_print_fields.docx
4/7/2022 5:02 PM
Monitor_approvals.docx
4/7/2022 11:33 AM
File name: Demonstration Quote.docx
All files (*.*)
Open
Cancel
PS PROJECTID to Stratus
Receive Items - My Receip
ne?_adf.ctrl-state=u7ain6ob7_5
Sign in
Submit
Cancel
Title
Description
Attached By
Packing Slip
Jeffery Sutton
OK
Cancel

9. In this example we attached a Demonstration Quote and entered Training document as the description.


TU STRATUS
Create Receipts
Submit
Cancel
Attachments
Actions
View
Requisition
REQ0000148
Rows Selected 1
OK
Cancel

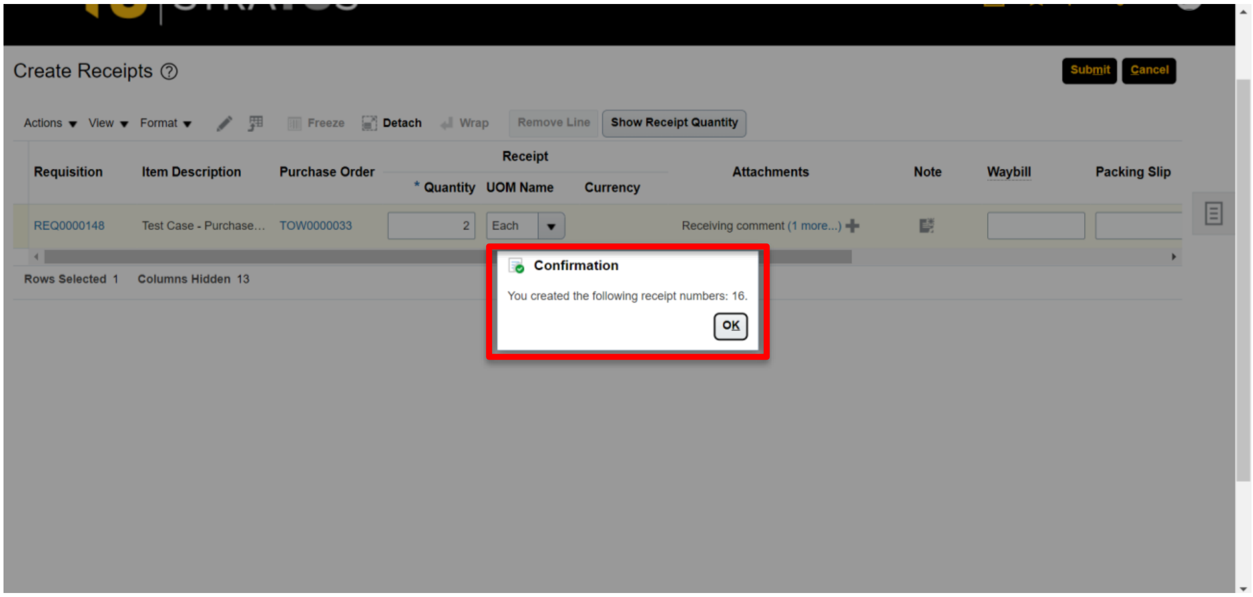
Type	Category	* File Name or URL	Title	Description	Attached By
File	Miscellaneous	Demonstration Quote.docx	Demonstration Quote.doc:	Training document	Jeffery Sutton

10. Next, we will add a comment. In this case, I entered demonstration comments in **File Name**, **Title**, and **Description**. Click **OK**.


Create Receipts
Submit
Cancel
Actions
View
Format
Freeze
Detach
Wrap
Remove Line
Show Receipt Quantity
Attachments
Requisition
REQ0000148
Packing Slip
Rows Selected 1
OK
Cancel

Type	Category	* File Name or URL	Title	Description	Attached By
Text	Miscellaneous	Training demo comment	Receiving comment	Receiving comment for tra	Jeffery Suttor
File	Miscellaneous	Demonstration Quote.docx	Demonstration Quote.doc:	Training document	Jeffery Sutton

11. When you have completed your entries, click **Submit** to process the receipt. The system will return a confirmation that your receipt has been created and give you the number which is 16 in this example.


Submit
Cancel
Actions
View
Format
Freeze
Detach
Wrap
Remove Line
Show Receipt Quantity
OK

Create Receipts

Requisition	Item Description	Purchase Order	Receipt * Quantity	UOM Name	Currency	Attachments	Note	Waybill	Packing Slip
REQ0000148	Test Case - Purchase…	TOW0000033	2	Each		Receiving comment (1 more...)			

Rows Selected 1 Columns Hidden 13

Confirmation

You created the following receipt numbers: 16.