



# **501 PR346**

# **Managing Receiving**

Web Based Training



# Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



# Course Objectives

After completing this course, you will be able to:



Understand Receiving



Create and Maintain Receipts



Review Receipts



# Agenda

1

Understand Receipts

2

Create and Maintain Receipts

3

Review Receipts



# Lesson 1: Introduction

1

Understand Receipts

This lesson covers the following topics:

- Procurement Overview
- Key Concepts
- Receive Goods Process Overview



# Procurement Overview

The Procurement functional area of Cardinal includes four modules:

## Purchasing

The Purchasing module includes the buying of goods and services (Procurement) by creating and processing requisitions, purchase orders (PO), receipts, and procurement card (PCard) and Integrated Supply Services Program (ISSP) transactions.

## eProcurement

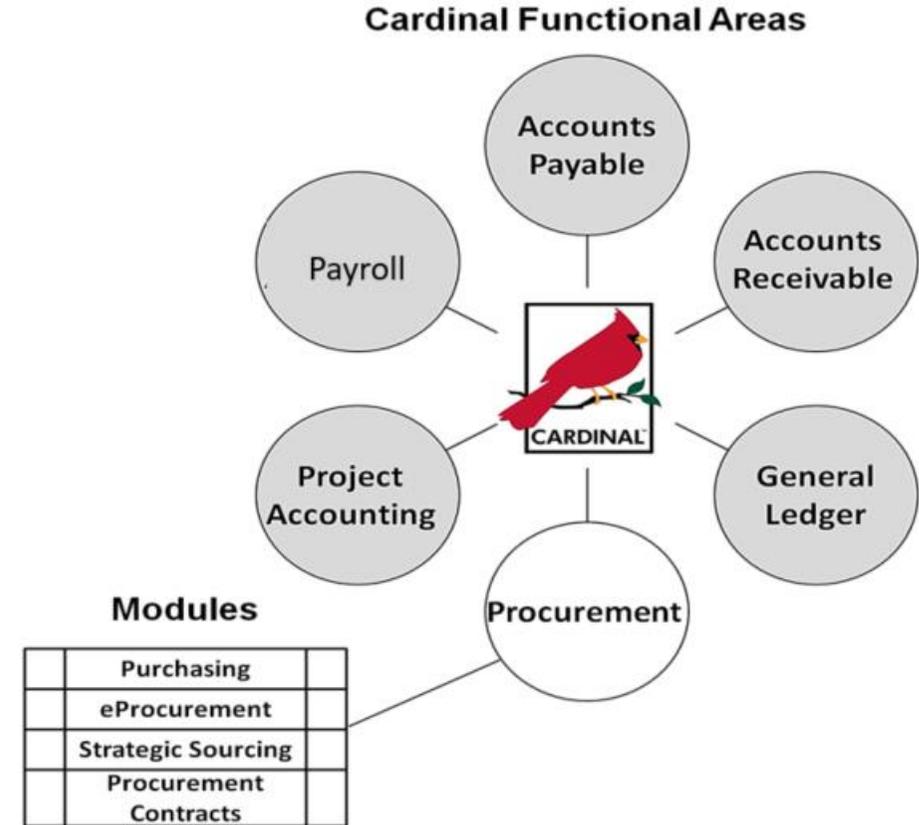
Like Purchasing, the eProcurement module provides for Procurement but is web-based. It is similar to an online shopping cart experience for users requesting goods and/or services.

## Strategic Sourcing

The Strategic Sourcing module allows users to create and award bids / proposals to purchase orders or contracts.

## Procurement Contracts

The Procurement Contracts module builds, manages, and archives all Cardinal contract related information.





# Key Concepts

A purchase order (PO) is a commitment to a supplier to buy goods and/or services. Receiving the related goods and/or services is a key part of the procurement process.

Receipt information is used to:

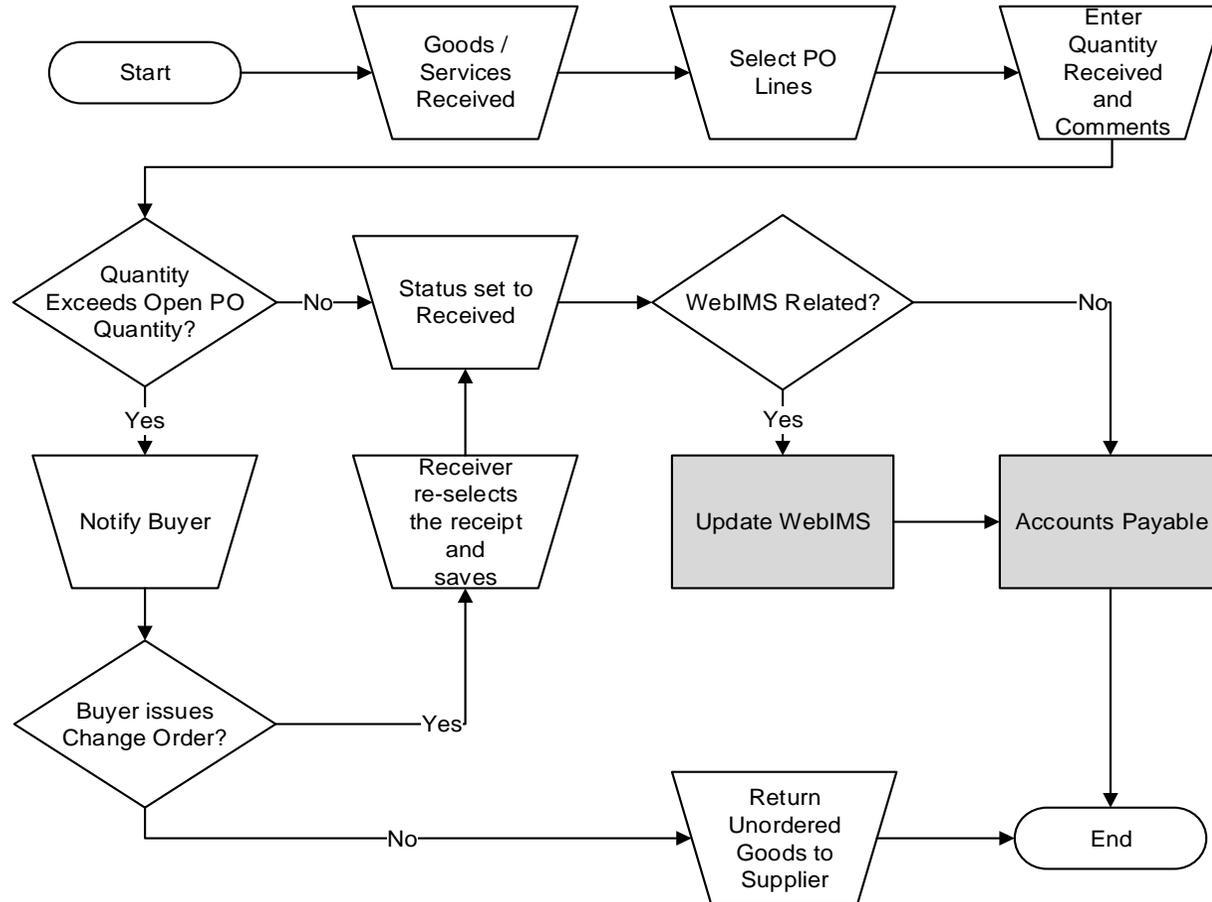
- Identify the items on the PO that have been received
- Verify that goods and/or services received were included on the PO
- Determine the completeness of the order
- Specify the date of receipt
- Match the PO to the related voucher to make payment to the supplier
- Determine when the PO can be closed (e.g. when all goods and/or services have been received)
- Determine the date the payment should be made to the supplier



# Receive Goods Process Overview

The Receive Goods Process documents an agency's receipt of goods and/or services from suppliers.

Generally, the goods/services receipt date, along with the invoice receipt date, determine when the supplier is paid.





# Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



Drag and connect the term to the matching description.

Provides for documenting acceptance of goods from vendors.

Commitment to a vendor to buy goods and/or services.

Ensures the validity and correctness of transactions and payments by comparing the voucher with the PO and Receiving documents.

Matching

Purchase Orders

Receiving



# Lesson 1: Summary

1

Understand Receipts

In this lesson, you learned:

- Key Receiving Concepts
- Receipt Process Overview



# Lesson 2: Introduction

2

Create and Maintain Receipts

This lesson covers the following topics:

- Create Receipts
- Maintain Receipts



# Create Receipts

The Receive and Inspect Goods process involves recording the items/services received, inspecting them, and ensuring that they match what was originally ordered.

Receipt options include:

- One receipt that includes delivery of all PO items, or
- Multiple receipts that include a partial delivery of items on a PO

Create a receipt involves:

- Selecting lines from a PO
- Ensuring the items/services ordered correspond to the items / services received



# Create Receipts (continued)

Creating a new receipt is done on the **Select Purchase Order** page.

Navigate to page using the following path:

**Main Menu > Purchasing > Receipts > Add/Update Receipts**

Click the **Add a New Value** tab.

When adding a new value, the **Receipt Number** is set to **NEXT** and will automatically be assigned. Do not enter a **Receipt Number**.

Click the **Add** button to open the **Select Purchase Order** page.

The screenshot shows the CARDINAL software interface. At the top left is the CARDINAL logo with a red cardinal bird. To the right of the logo is a search bar with a dropdown menu set to 'All' and a 'Search' button. Below the logo is a navigation menu with 'Favorites', 'Main Menu', 'Purchasing', and 'Receipts' tabs. The 'Receipts' tab is selected. The main content area is titled 'Receiving' and contains two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red border. Below the tabs are three input fields: 'Business Unit' with the value '50100' and a search icon, 'Receipt Number' with the value 'NEXT', and 'PO Receipt' with a checked checkbox. Below these fields is an 'Add' button highlighted with a red border. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.



# Create Receipts (continued)

## Select Purchase Order Page:

Use the **Select Purchase Order** page to search for PO schedules against which to create or update receipts.

- Enter the **PO ID**, or select one using the **Lookup** button.
- For the best results, clear all fields, except **PO Unit**, **PO ID**, and **Days +/- Today**. Enter an adequate range to allow for results. The **Days +/- Today** calculates the **Start Date** and **End Date**.
- Click the **Search** button for a list of PO IDs to review and select.
- The default **Ship To** for the user may appear and can be modified or deleted.
- **Retrieve Open PO Schedules** box defaults to checked; therefore, POs that have not been fully received will be returned in the search.

The screenshot shows the 'Select Purchase Order' page in a web application. The page has a blue header with the 'CARDINAL' logo and a search bar. Below the header is a navigation menu with 'Favorites', 'Main Menu', 'Purchasing', 'Receipts', and 'Add/Update Receipts'. The main content area is titled 'Select Purchase Order' and contains a 'Search Criteria' section. This section includes several input fields: 'PO Unit' (0100), 'ID', 'Line / Schedule', 'Release', 'Item ID', 'Ship To' (CNTRL OFF3), 'Ship Via', 'Days +/- Today' (100), 'Start Date' (09/30/2016), 'End Date' (04/18/2017), 'Supplier Name', 'Supplier Item ID', 'Manufacturer ID', and 'Manufacturer's Item ID'. There is a 'Retrieve Open PO Schedules' checkbox which is checked. A 'Search' button is located below the search criteria. To the right of the search criteria is a 'Receipt Qty Options' section with three radio buttons: 'No Order Qty', 'Ordered Qty', and 'PO Remaining Qty' (which is selected). At the bottom of the page are 'OK', 'Cancel', and 'Refresh' buttons.

Click on image to enlarge



# Create Receipts (continued)

The **Selected Rows** tab, under the **Retrieved Rows** section, displays the PO lines and schedules that match the entered search criteria.

The screenshot shows the 'Create Receipts' application interface. At the top, there is a search bar with 'All' and 'Search' options, and an 'Advanced Search' link. Below this is a breadcrumb trail: 'Favorites > Main Menu > Purchasing > Receipts > Add/Update Receipts'. The main section is titled 'Select Purchase Order' and contains a 'Search Criteria' section with various input fields: PO Unit (50100), ID (0001143549), Days +/- Today (100), Start Date (09/30/2016), End Date (04/18/2017), Supplier Name (LL CARTER -003), Supplier Item ID, Manufacturer ID, and Manufacturer's Item ID. There are also checkboxes for 'Retrieve Open PO Schedules' and 'Search'. Below the search criteria is a 'Receipt Qty Options' section with radio buttons for 'No Order Qty', 'Ordered Qty', and 'PO Remaining Qty'. The 'Retrieved Rows' section is highlighted with a red box and contains a table with the following data:

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	50100	0001143549	1	1	75	12/22/2016	130.0000		7503532020	STONE NO. 1, STONE

Below the table are 'Select All' and 'Clear All' checkboxes, and 'OK', 'Cancel', and 'Refresh' buttons at the bottom.



# Create Receipts (continued)

Select the **Shipping Related** tab to view **Ship To** location, **PO Date**, and **Orig Prom** (originally promised) date.

**CARDINAL** All Search >> Advanced Search

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

### Select Purchase Order

**Search Criteria**

PO Unit

ID

Line / Schedule  /

Release

Item ID

Ship To

Ship Via

Retrieve Open PO Schedules

Days +/- Today

Start Date

End Date

Supplier Name   [Supplier Lookup](#)

Supplier Item ID

Manufacturer ID

Manufacturer's Item ID

**Receipt Qty Options**

No Order Qty  Ordered Qty  PO Remaining Qty

**Retrieved Rows** Personalize | Find | View All |   First 1 of 1 Last

Selected Rows **Shipping Related** More Details

Sel	PO Unit	PO ID	Line	Sched	Ship To	Ship To GLN	Ship Via	Supplier	Location	Supplier Item ID	PO Date	Orig Prom
<input type="checkbox"/>	50100	0001143549	1	1	CNTRL OFF3		COMMON	0000033093	MAIN		12/22/2016	12/22/2016

Select All  Clear All



# Create Receipts (continued)

Select the **More Details** tab to view additional fields such as manufacturer details, **PO Amount**, and **Receiving Tolerance**.

**CARDINAL** All Search [ ] Advanced Search

Favorites Main Menu Purchasing Receipts Add/Update Receipts

**Select Purchase Order**

**Search Criteria**

PO Unit: 50100 ID: 0001143549  
 Days +/- Today: Start Date: End Date:  
 Line / Schedule: Release: Supplier Name: LL CARTER -003 Supplier Lookup  
 Item ID: Supplier Item ID:  
 Ship To: CNTRL OFF3 Manufacturer ID:  
 Ship Via: Manufacturer's Item ID:  
 Retrieve Open PO Schedules

Search

**Receipt Qty Options**  
 No Order Qty  Ordered Qty  PO Remaining Qty

**Retrieved Rows** Personalize | Find | View All | First 1 of 1 Last

Selected	Rows	Shipping Related	More Details														
Sel	PO Unit	PO ID	Line	Sched	Model	Manufacturer	Mfg ID	Mfg Item ID	PO Amount	Recv Reqd	Rcv Tol %	Price	Category	BU From	Bill of Entry Type	Bill of Entry	BOE Line
<input type="checkbox"/>	50100	0001143549	1	1					3,248.700	Y	10.00	24.99000	7503532				

Select All  Clear All

OK Cancel Refresh



# Create Receipts (continued)

From the **Select Purchase Order** page, select the line items to receive and click **OK**. The **Maintain Receipts - Receiving** page displays for the selected lines. The **Header** section displays the **Supplier ID**, **Supplier Location**, and **Ship To Location**.

The initial **Receipt Status** is **Open**. When the receipt is saved and the quantity or amount does not exceed the open purchase order quantity or amount, plus tolerances, the **Receipt Status** changes to **Received**.

The Red **X** next to the **Receipt Status** cancels the entire receipt. A receipt cannot be cancelled once it has been associated to a voucher.

The **Close Short All Lines** button and **Run Close Short** checkbox should never be used.

Maintain Receipts

Receiving

Business Unit 50100 **Receipt Status Open** **X**

Receipt ID NEXT Add Header Comments Activities

Header Details

▼ Header

Supplier ID 0000033093 \*Ship To Location CNTRL OFF3

Supplier Location MAIN

PO Receipt

Select Purchase Order

Receipt Lines Personalize | Find | View All |  First 1 of 1 Last

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track
1	0051417548	CLOTHS, ABRASIVE, EMERY, 9 IN.	1.0000	15.00000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <b>X</b>

Interface Receipt  Run Close Short



# Create Receipts (continued)

In the **Receipt Lines** section, use the **Receipt Lines** tab to verify the **Receipt Qty** (quantity/amount delivered) and the **Recv UOM** (Unit Of Measure in which it was received). The **Receipt Qty** and **Accept Qty** amounts default to the full amount. Change the received quantity and/or accepted quantity amounts to reflect those actually received.

Click the **Save** button.

Business Unit 50100 Receipt Status Open ✖

Receipt ID NEXT Add Header Comments Activities

Header Details

Supplier ID 0000033093 \*Ship To Location CNTRL OFF3

Supplier Location MAIN  PO Receipt

Select Purchase Order Close Short All Lines Run PO Receipt Accrual

Receipt Lines Personalize | Find | View All | 1 of 1 | Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	
1	7503532020	STONE NO. 1, STONE	130.0000	LTN	24.99000	130.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTN	✖

Interface Receipt  Run Close Short

Save Notify Refresh Add Update/Display



# Create Receipts (continued)

On **Save**, Cardinal generates a **Receipt ID**.

The **More Details** tab provides additional fields such as:

- **Inspect Qty**
- **Reject Qty, Reject Action, and Reject Reason**
- **Allocation Type (First in-First out, Specify, or Prorate)**

Maintain Receipts

Receiving

Business Unit 50100      Receipt Status Fully Received ✖

**Receipt ID 0001884214**      Add Header Comments      Activities

Header Details      Document Status

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▼ Header

Supplier ID 0000033093      \*Ship To Location CNTRL OFF3

Supplier Location MAIN

PO Receipt

Select Purchase Order      [Close Short All Lines](#)      [Run PO Receipt Accrual](#)

Receipt Lines      Personalize | Find | View All |      First 1 of 1 Last

Receipt Lines      **More Details**      Links and Status      Item / Mfg Data      Optional Input      Source Information      WebIMS

Line	Item	Description	Inspect	Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity	PO Price	Supp UOM	Std UOM	Merchandise Amt	*Allocation Type	Ship To	Attention To
1	7503532020	STONE NO. 1, STONE	<input type="checkbox"/>	<input type="text"/>	130.0000	24.99000	LTN	LTN	3,248.70 USD	Specify	CNTRL OFF3	<input type="text"/>					

Interface Receipt       Run Close Short

[Save](#)      [Notify](#)      [Refresh](#)      [Add](#)      [Update/Display](#)



# Create Receipts (continued)

Select the **Links and Status** tab to view or update:

- Accounting distribution information for each receipt line using the **Distribution** icon
- Comments using the **Comments** icon
- Inspection status

Click the **Distribution** icon to view the accounting distribution information.

Click **OK** or **Cancel** to return to the **Maintain Receipts - Receiving** page.

Maintain Receipts

Receiving

Business Unit 50100 Receipt Status Fully Received ✖

Receipt ID 0001884214 Add Header Comments Activities

Header Details Document Status

▼ Header

Supplier ID 0000033093 \*Ship To Location CNTRL OFF3

Supplier Location MAIN

PO Receipt

Select Purchase Order Close Short All Lines Run PO Receipt Accrual

Receipt Lines Personalize | Find | View All | [Grid Icon] First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information	WebIMS											
Line	Item	Description	Allocation Type		Process Complete	Inspect Status	Serial Control	Serial Status	Lot Control	Lot Status	Match	Receipt Match Status	Qty Pct	Quantity Status	Due Date	Ship Date Status	Time Due
1	7503532020	STONE NO. 1, STONE	Specify		N	Complete	N	Complete	N	Complete	Y	No Match		Passes Quantity Check	12/22/2016	Late Shipment	

Interface Receipt  Run Close Short

Save Notify Refresh Add Update/Display



# Create Receipts (continued)

On the **Receipts Distributions** pop-up window, the Header shows the **Line Quantity Received**, and the **Details** tab shows the **Location**.

Receipt Distributions Help

Business Unit 50100      Status Received

Receipt ID 0001884214       Amount Only

Receipt Line 1      \*Allocation Type Specify

**Line Quantity Received 130.0000**      Line Cost Received 3248.70

---

**Distribution Information** Personalize | Find | View All | | | First

**Details** | Asset Details | ChartField Information

Line	Status	*Location	Qty Std UOM	Qty VND UOM	Merchandise Amt	Merch Amt Base	IN Unit	Attention To	Consigned	Non-Owned
1	Received	CNTRL OF2	130.0000	130.0000	3,248.70 USD	3,248.70 USD		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK    Cancel    Refresh



# Create Receipts (continued)

The **ChartField Information** tab provides details on the accounting distributions for the line. It is view only.

Receipt Distributions Help

Business Unit 50100      Status Received  
Receipt ID 0001884214       Amount Only  
Receipt Line 1      \*Allocation Type Specify   
Line Quantity Received 130.0000      Line Cost Received 3248.70

**Distribution Information** Personalize | Find | View All | First 1 of 1 Last

Details   Asset Details   **ChartField Information**

Line	Status	*GL Unit	*Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Bus Unit	Project
1	Received	50100	5012550	04100	699001	10003	11120010							

OK   Cancel   Refresh



# Create Receipts (continued)

To change the accounting distribution, navigate using the following path:

**Main Menu > Purchasing > Receipts > Maintain ChartFields**

If needed enter changes and click **Save**.

Return to the **Maintain Receipts – Receiving** page using the following path:

**Main Menu > Purchasing > Receipts > Add/Update Receipts**

**CARDINAL** All Search Advanced Search

Favorites Main Menu > Purchasing > Receipts > Maintain ChartFields

Maintain ChartFields

Business Unit 50100 Receipt No. 0001884214 LL Carter & Son Inc

**Receipt lines** Find | View All First 1 of 1 Last

Receipt Line 1 PO Number 0001143549 Line 1 Supp UOM LTN

Item ID 7503532020 STONE NO. 1, STONE

Due Date 12/22/2016 Supplier Receipt Qty 130.0000 Merchandise Amt \$3,248.70

Distribute By Qty Supplier Accept Qty 130.0000

**Account Lines** Personalize | Find | View All | First 1 of 1 Last

Distribution Line	*GL Unit	*Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
1	50100	5012550	04100	699001	10003	11120010					

Save Return to Search Notify



# Create Receipts (continued)

From the **Maintain Receipts – Receiving** page, click the **Comments** icon to view or update comments related to the line.

Click **OK** to save any changes and return to the **Maintain Receipts - Receiving** page. Clicking **Cancel** removes any comments entered and also returns the user to the **Maintain Receipts - Receiving** page.

Receipt Line Comments

Business Unit 50100      Receipt Number 0001884214  
Receipt Status Received      Receipt Line 1

Retrieve Active Comments Only      Retrieve

\*Sort Method       \*Sort Sequence       Sort

Comments      Find | View All      First 1 of 1 Last

Use Standard Comments      Comment Status Active      Inactivate

All Items Received - 04/01/2017

Show at Voucher

Associated Document

Attachment      Attach      View      Delete

From -> RCV 50100-0001884214-1

OK      Cancel      Refresh



# Create Receipts (continued)

Use the **Source Information** tab to view the purchase order information associated to the receipt. Click the **Comments** icon on this tab to view PO comments. The lines inside the Comments icon indicates there is a comment to view.

Maintain Receipts

## Receiving

Business Unit 50100 Receipt Status Fully Received ✖

Receipt ID 0001884214 [Add Header Comments](#) [Activities](#)

[Header Details](#) [Document Status](#)

▼ **Header**

Supplier ID  \*Ship To Location

Supplier Location   PO Receipt

Select Purchase Order

### Receipt Lines

Personalize | Find | View All | | First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information	WebIMS							
Line	Item	Description	PO Unit	PO ID	Line	Schedule	Original Substituted Item	Description	PO Amount	Amount Only	Dist by	PO Type	
1	7503532020	STONE NO. 1, STONE	50100	0001143549	1	1			3,248.70	N	Qty	General	

Interface Receipt  Run Close Short



# Create Receipts (continued)

Use the **WebIMS** tab to determine if the receipt is associated to a WebIMS restock purchase order. Click the receiving **WebIMS Receipt Doc ID** icon, if applicable, to view **Receipt Line Details** for that line.

Maintain Receipts

Receiving

Business Unit 50100 Receipt Status Fully Received **X**

Receipt ID 0001884214 Add Header Comments Activities

Header Details Document Status

**Header**

Supplier ID 0000033093 \*Ship To Location CNTRL OFF3

Supplier Location MAIN

PO Receipt

Select Purchase Order Close Short All Lines Run PO Receipt Accrual

**Receipt Lines** Personalize | Find | View All | First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information	WebIMS
Line	Item	Description	WebIMS PO	WebIMS Receipt Doc ID		
1	7503532020	STONE NO. 1, STONE	<input type="checkbox"/>			

Interface Receipt  Run Close Short

Save Notify Refresh Add Update/Display



# Maintain Receipts

At any time before the voucher is created, receipts can be updated as needed. However, once a voucher is created the receipt cannot be updated or cancelled.

Navigate to the **Add/Update Receipts** page using the following path:

**Main Menu > Purchasing > Receipts > Add/Update Receipts**

The screenshot shows the 'CARDINAL' software interface. At the top, there is a search bar with 'All' and 'Search' options. Below the search bar is a navigation menu with 'Favorites', 'Main Menu', 'Purchasing', 'Receipts', and 'Add/Update Receipts'. The 'Add/Update Receipts' page is displayed, featuring a 'Receiving' tab highlighted with a red box. Below the tab are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a blue background. Below these buttons are input fields for 'Business Unit' (50100), 'Receipt Number' (NEXT), and a checked 'PO Receipt' checkbox. An 'Add' button is located below the input fields. At the bottom of the page, there is another set of 'Find an Existing Value' and 'Add a New Value' buttons, with the 'Find an Existing Value' button highlighted by a red box.



# Maintain Receipts (continued)

## Find an Existing Receipt:

- Select the **Find an Existing Value** tab.
- Enter as many search criteria as needed to narrow the search.
- Click **Search**.
- Select and click on a receipt from the result(s) displayed at the bottom of the page.

All Search

Favorites > Main Menu > Purchasing > Receipts > Add/Upd

### Receiving

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

**Search Criteria**

Business Unit =

Receipt Number

Bill of Lading

PO Business Unit

Item ID

PO Number

Ship To Location

Shipment Number

Supplier ID

Received Date =

Receipt Status =

User ID

Case Sensitive

Limit the number of results to (up to 300):

Search
Clear
Basic Search 
Save Search Criteria

**Search Results**

300 of 217716 results are displayed.

[View All](#)

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number
50100	8832	(blank)	50100	9268502000	0001023758
50100	1876631	(blank)	50100	9888901003	0001138808
50100	1873219	(blank)	50100	9685001000	0001129506
50100	1820372	(blank)	50100	(blank)	0001121434



# Maintain Receipts (continued)

The **Maintain Receipts - Receiving** page opens to the **Receipt Lines** tab. Use the tabs when adding the receipt to make any necessary changes.

All  >> [Advanced Search](#) [Last Search Results](#)

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)

## Maintain Receipts

### Receiving

Business Unit 50100      Receipt Status Fully Received

Receipt ID 0001884214      [Add Header Comments](#)      [Activities](#)

[Header Details](#)      [Document Status](#)

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**Header**

Select Purchase Order      [Close Short All Lines](#)      [Run PO Receipt Accrual](#)

**Receipt Lines**      [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#)      First 1 of 1 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information	WebIMS							
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	
1	7503532020	STONE NO. 1, STONE	130.0000	LTN <input type="text"/>	24.99000	130.0000	Received	7503532	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTN <input type="text"/>	

Interface Receipt       Run Close Short

[Save](#)    [Return to Search](#)    [Previous in List](#)    [Next in List](#)    [Notify](#)    [Refresh](#)      [Add](#)    [Update/Display](#)



# Maintain Receipts (continued)

## Manage Receipts:

The **Manage Receipts** task is generally related to the return of rejected goods to the supplier. The receiver contacts the supplier about the shipment of goods to determine how to return the merchandise. The supplier may issue a Return Materials Authorization (RMA) to the agency to use for the return of goods.

Comments may be added to the receipt from the **Maintain Receipts – Receiving** page by clicking the **Activities** link.

Access the **Maintain Receipts – Receiving** page using this navigation path:

**Main Menu > Purchasing > Receipts > Add/Update Receipts**



## Maintain Receipts (continued)

### Close Receipts:

Once all the goods/services received have been marked on the **Maintain Receipts – Receiving** page, the **Receipt Status** updates to **Fully Received**.

Updates can still be made on the **Maintain Receipts – Receiving** page.

However, once a PO is matched to the voucher entered to pay for the goods/services received, no additional updates can be made.

The Close Receipts process, which runs nightly, closes receipts that have been matched to vouchers so that no further action can be taken on them. The receipt header status is set to **Closed**.

The related PO is considered complete if all PO lines have been received and related receipts have been closed.



# Simulation: Creating and Maintaining Receipts

You will now view a simulation that demonstrates **Creating and Maintaining Receipts**.

Click on the icon below to start the simulation.





## Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



When shipments arrive from vendors, the items included in the shipment go through a receiving process. This involves recording the items delivered and comparing the shipment to the original order.

- True
- False



# Lesson 2: Summary

2

Create and Maintain Receipts

In this lesson, you learned:

- How to create a receipt when goods/services are received
- How to find and manage existing receipts



# Lesson 3: Introduction

3

Review Receipts

This lesson covers the following topic:

- Review Receipt Information



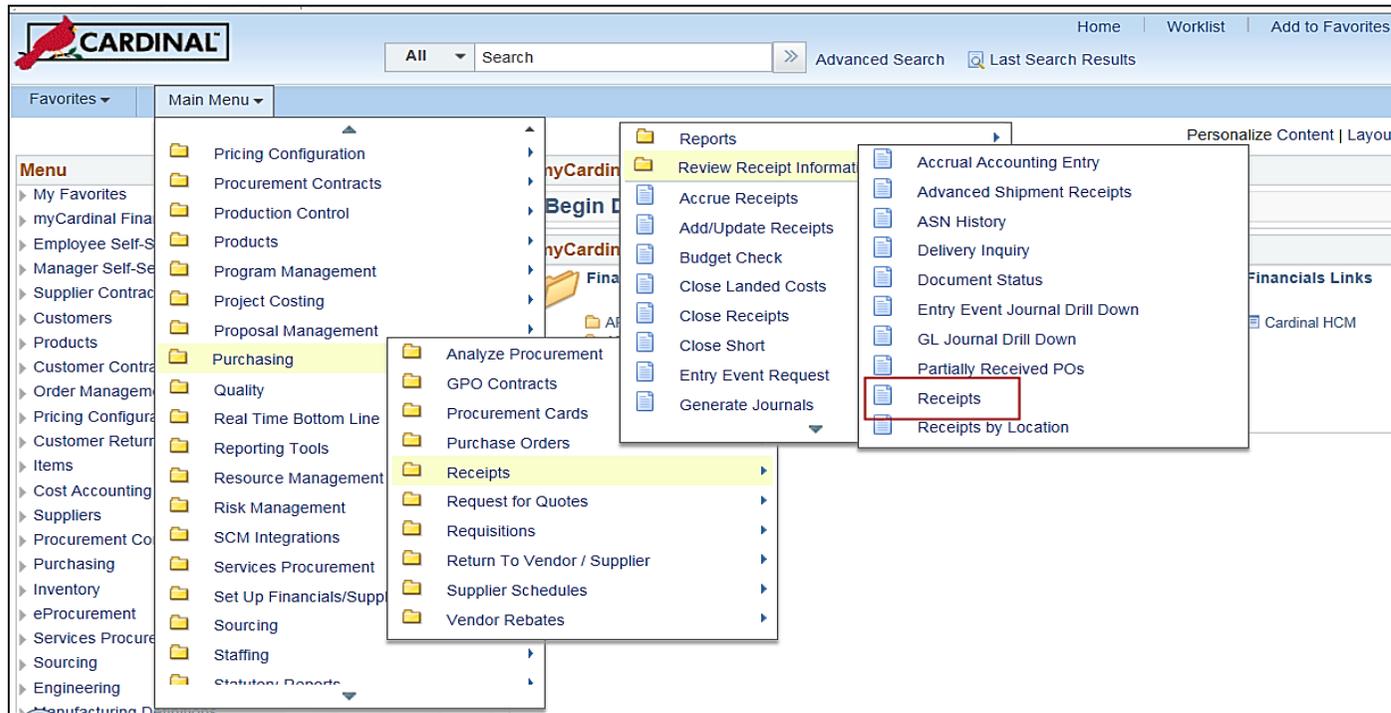
# Review Receipt Information

The **Review Receipt Information** page allows review of **Receipts**, **Partially Received POs**, **Receipts by Location**, and **Document Status** fields.

Navigate to the **Review Receipt Information** page using the following path:

**Main Menu > Purchasing > Receipts > Review Receipt Information**

The next selection depends on the type of review needed. Click the **Receipts** link to access the **Receiving** page.



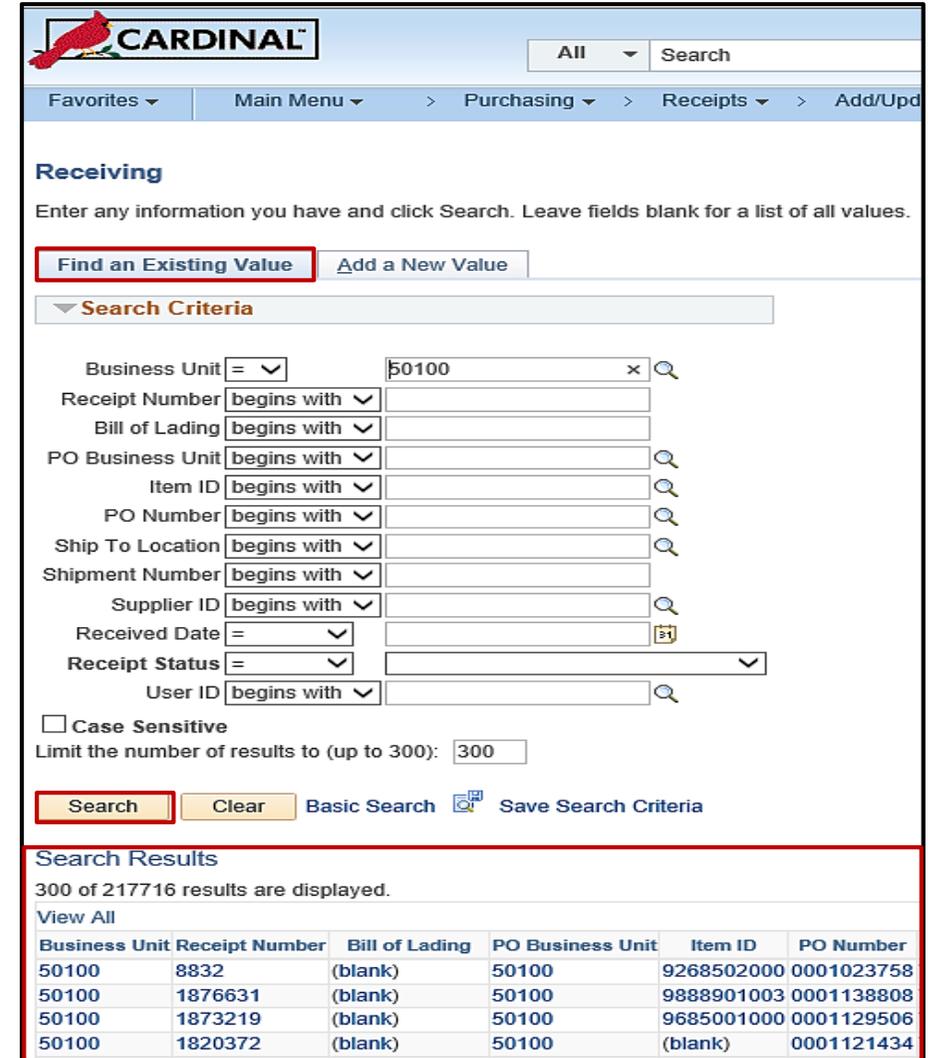


# Review Receipt Information (continued)

On the **Receiving** page, enter the search criteria under the **Find an Existing Value** tab.

Click the **Search** button.

Click on the link for the receipt to be viewed.



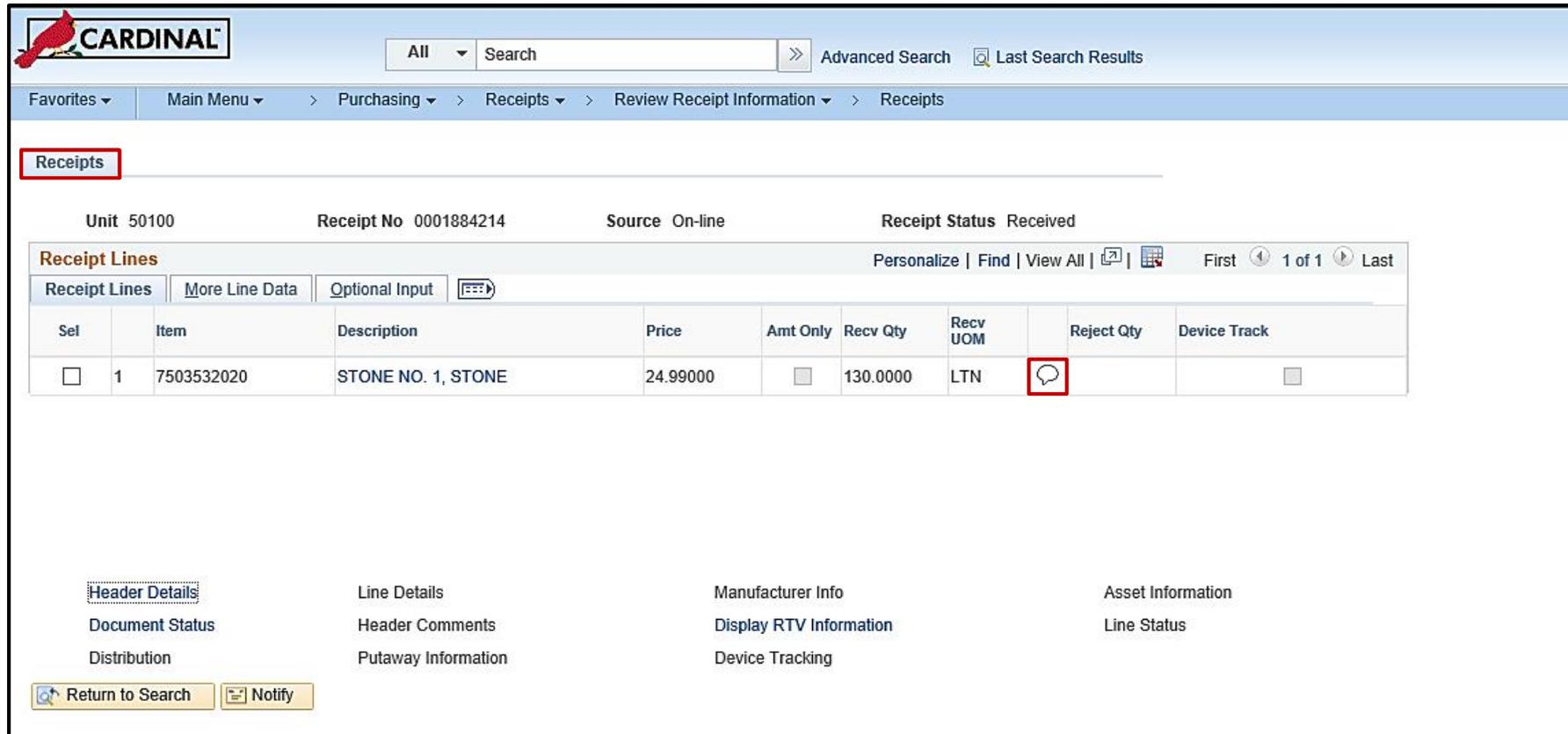
The screenshot shows the 'Receiving' search page in the CARDINAL system. The 'Find an Existing Value' tab is selected and highlighted with a red box. The search criteria section includes several fields: Business Unit (set to 50100), Receipt Number (begins with), Bill of Lading (begins with), PO Business Unit (begins with), Item ID (begins with), PO Number (begins with), Ship To Location (begins with), Shipment Number (begins with), Supplier ID (begins with), Received Date (=), Receipt Status (=), and User ID (begins with). A 'Search' button is highlighted with a red box. Below the search criteria, the 'Search Results' section shows 300 of 217716 results displayed. A table lists the first four results with columns for Business Unit, Receipt Number, Bill of Lading, PO Business Unit, Item ID, and PO Number.

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number
50100	8832	(blank)	50100	9268502000	0001023758
50100	1876631	(blank)	50100	9888901003	0001138808
50100	1873219	(blank)	50100	9685001000	0001129506
50100	1820372	(blank)	50100	(blank)	0001121434

# Review Receipt Information (continued)

The **Receipts** page is displayed for the receipt desired. Use the **Receipt Lines** tab to review the receipt information.

Click on the **Comments** icon to review comments for the line.

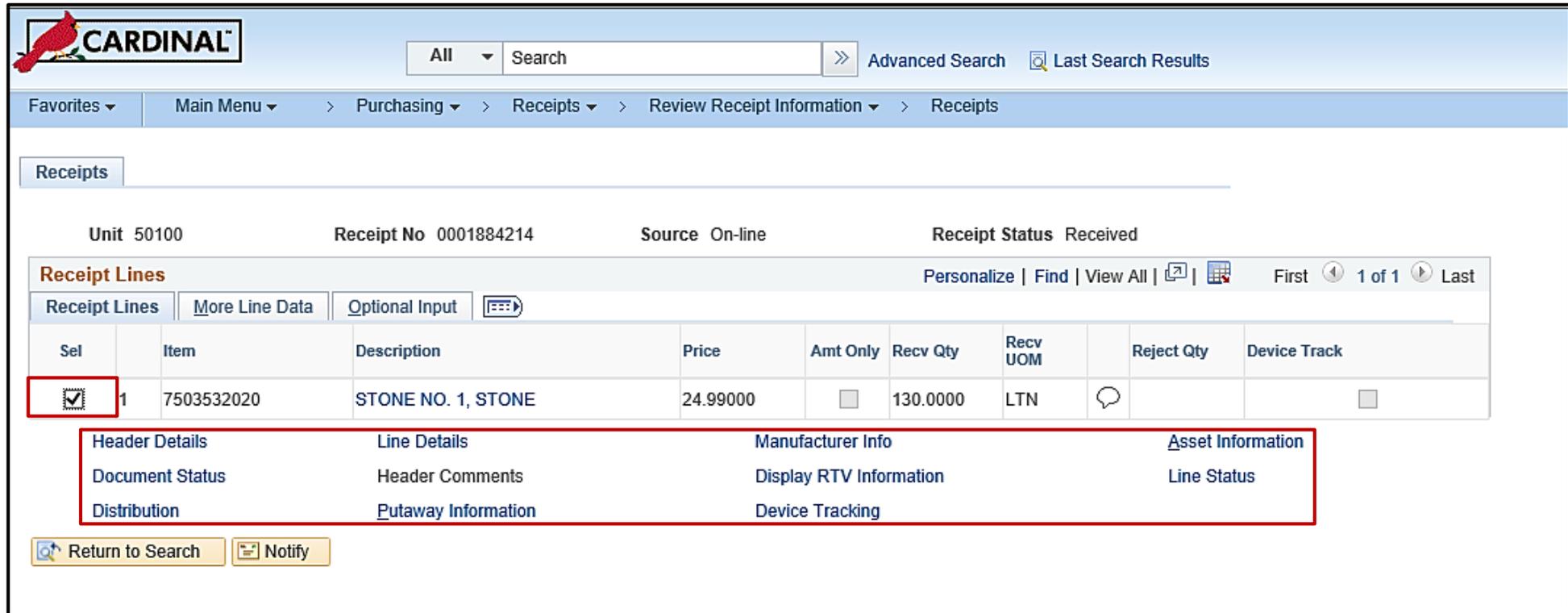


The screenshot displays the 'Review Receipt Information' page in the Cardinal system. At the top, there is a search bar with 'All' selected and a search input field. Below the search bar is a breadcrumb trail: 'Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts'. The 'Receipts' tab is highlighted with a red box. The main content area shows receipt details: Unit 50100, Receipt No 0001884214, Source On-line, and Receipt Status Received. Below this is the 'Receipt Lines' section, which includes a 'Personalize | Find | View All | [Print] | [Grid]' toolbar and a 'First 1 of 1 Last' navigation bar. The 'Receipt Lines' tab is selected, and a table of receipt lines is displayed. The table has columns for Sel, Item, Description, Price, Amt Only, Recv Qty, Recv UOM, Reject Qty, and Device Track. The first row shows a selection checkbox, item 1, item number 7503532020, description 'STONE NO. 1, STONE', price 24.99000, amount only checkbox, received quantity 130.0000, received UOM LTN, a comments icon (speech bubble) highlighted with a red box, and a device track checkbox. Below the table, there are several links for further information: 'Header Details', 'Document Status', 'Distribution', 'Line Details', 'Header Comments', 'Putaway Information', 'Manufacturer Info', 'Display RTV Information', 'Device Tracking', 'Asset Information', and 'Line Status'. At the bottom, there are 'Return to Search' and 'Notify' buttons.

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track	
<input type="checkbox"/>	1	7503532020	STONE NO. 1, STONE	24.99000	<input type="checkbox"/>	130.0000	LTN		<input type="checkbox"/>

# Review Receipt Information (continued)

Click the **Sel** (Select) box next to a line to activate the related hyperlinks. Click on any of the active hyperlinks to view additional details for the line.



**CARDINAL** All Search >> Advanced Search Last Search Results

Favorites Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts

Receipts

Unit 50100 Receipt No 0001884214 Source On-line Receipt Status Received

Receipt Lines Personalize | Find | View All | First 1 of 1 Last

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input checked="" type="checkbox"/>	1 7503532020	STONE NO. 1, STONE	24.99000	<input type="checkbox"/>	130.0000	LTN	<input type="checkbox"/>	<input type="checkbox"/>

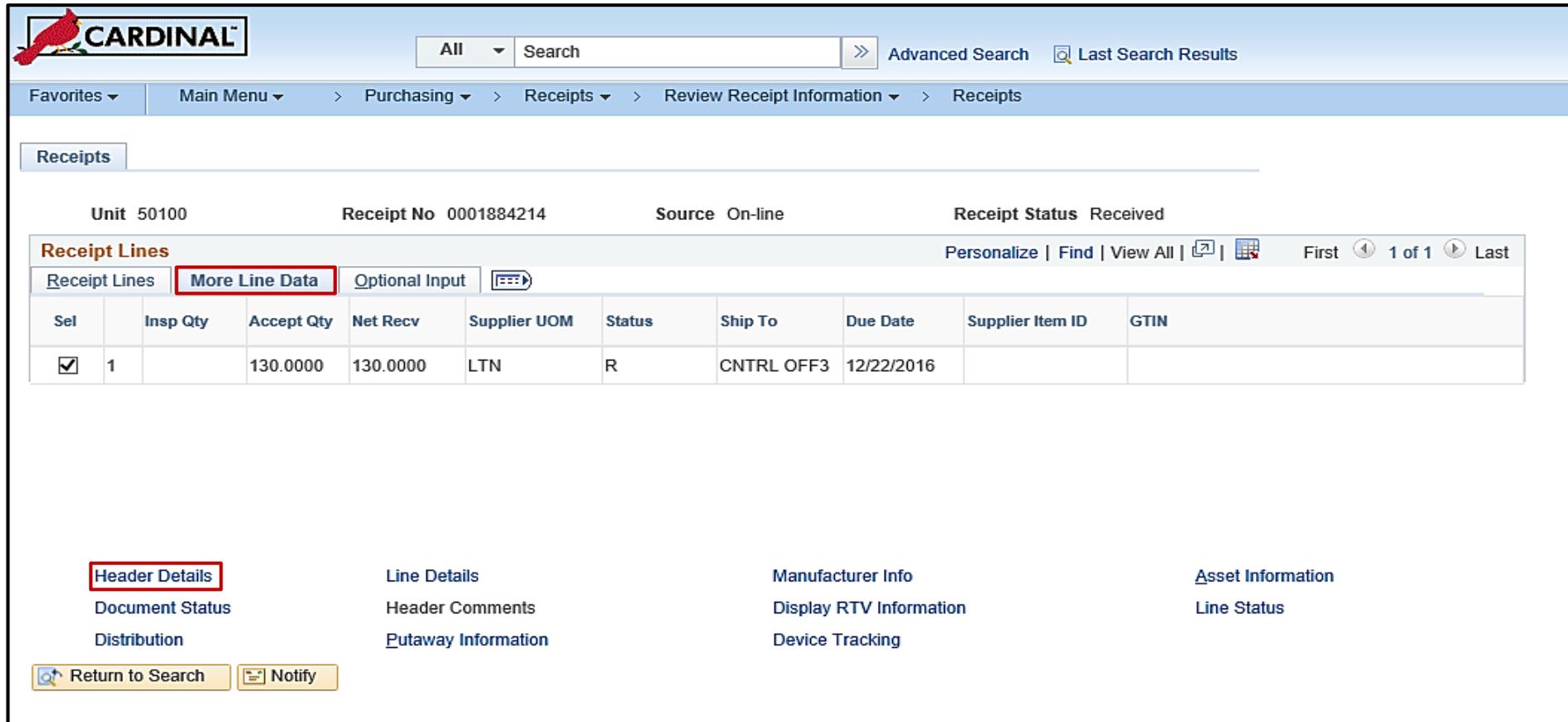
Header Details Line Details Manufacturer Info Asset Information  
Document Status Header Comments Display RTV Information Line Status  
Distribution Putaway Information Device Tracking

Return to Search Notify



# Review Receipt Information (continued)

Use the **More Line Data** tab to view the **Accept Qty** (Accepted Quantity), the **Net Recv** (Net Amount Received), **Status**, **Ship To**, and **Due Date** information. The information on this tab is the same as on the **Adding a Receipt** page. Click the **Header Details** hyperlink to open the **Header Details** page.



The screenshot displays the 'Review Receipt Information' page in the Cardinal system. At the top, the 'CARDINAL' logo is visible on the left, and a search bar with 'All' and 'Search' options is on the right. Below the search bar is a breadcrumb trail: 'Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts'. A 'Receipts' tab is active. The main content area shows receipt details: 'Unit 50100', 'Receipt No 0001884214', 'Source On-line', and 'Receipt Status Received'. Below this is a 'Receipt Lines' section with a navigation bar containing 'Receipt Lines', 'More Line Data' (highlighted with a red box), and 'Optional Input'. A table with one data row is shown below the navigation bar. The table has columns for 'Sel', 'Insp Qty', 'Accept Qty', 'Net Recv', 'Supplier UOM', 'Status', 'Ship To', 'Due Date', 'Supplier Item ID', and 'GTIN'. The data row contains: a checked checkbox, '1', '130.0000', '130.0000', 'LTN', 'R', 'CNTRL OFF3', '12/22/2016', and empty cells for 'Supplier Item ID' and 'GTIN'. At the bottom of the page, there are several hyperlinks: 'Header Details' (highlighted with a red box), 'Line Details', 'Manufacturer Info', 'Asset Information', 'Document Status', 'Header Comments', 'Display RTV Information', and 'Line Status'. Additionally, there are 'Distribution' and 'Putaway Information' links, and 'Device Tracking' under 'Manufacturer Info'. At the very bottom, there are 'Return to Search' and 'Notify' buttons.

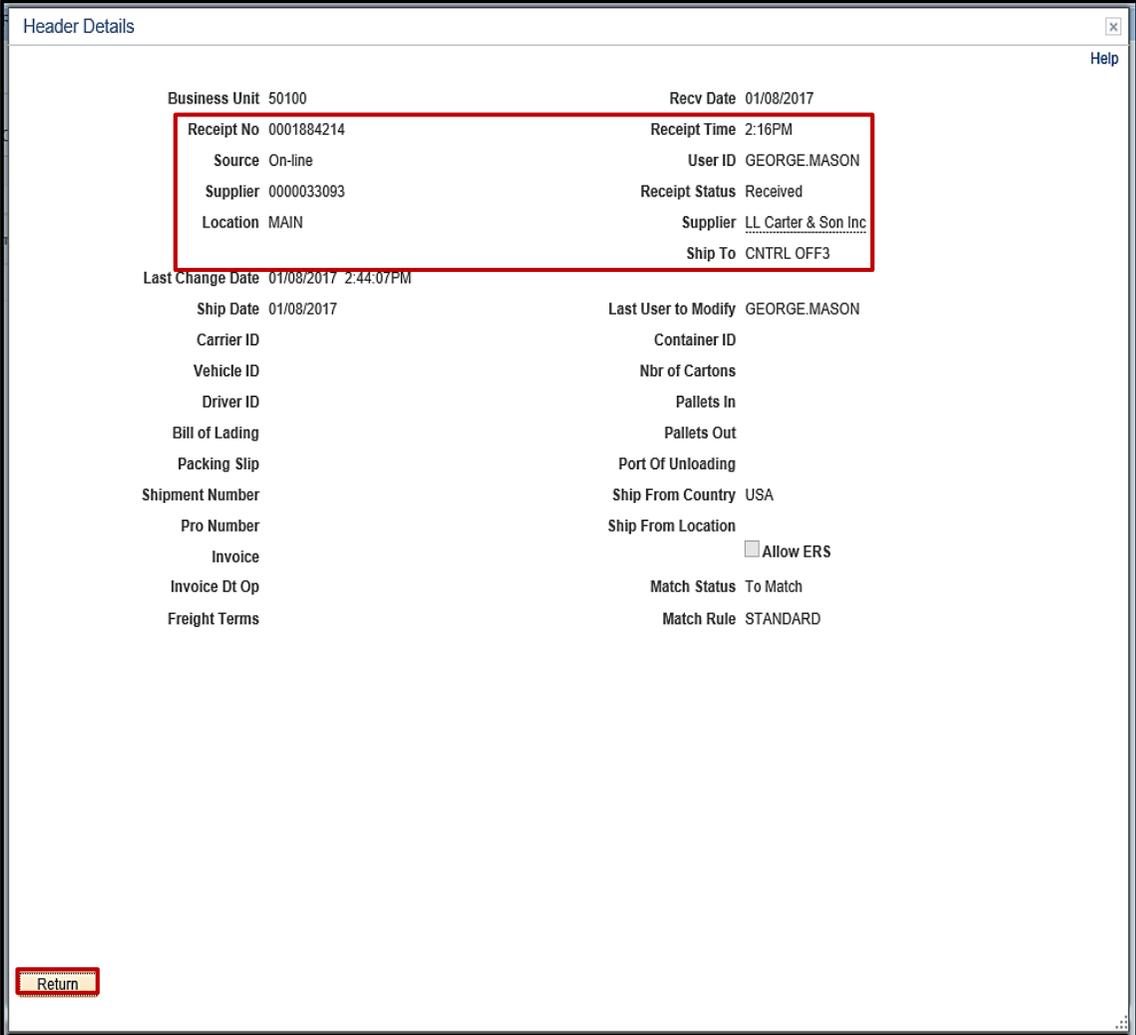
Sel	Insp Qty	Accept Qty	Net Recv	Supplier UOM	Status	Ship To	Due Date	Supplier Item ID	GTIN
<input checked="" type="checkbox"/>	1	130.0000	130.0000	LTN	R	CNTRL OFF3	12/22/2016		



# Review Receipt Information (continued)

The **Header Details** pop-up window provides additional information about the receipt such as the **Receipt No**, **Supplier**, and **Ship To**.

Click the **Return** button to return to the **Receipts** page.



The screenshot shows a 'Header Details' window with the following information:

Business Unit	50100	Recv Date	01/08/2017
Receipt No	0001884214	Receipt Time	2:16PM
Source	On-line	User ID	GEORGE.MASON
Supplier	0000033093	Receipt Status	Received
Location	MAIN	Supplier	LL Carter & Son Inc
		Ship To	CNTRL OFF3
Last Change Date	01/08/2017 2:44:07PM		
Ship Date	01/08/2017	Last User to Modify	GEORGE.MASON
Carrier ID		Container ID	
Vehicle ID		Nbr of Cartons	
Driver ID		Pallets In	
Bill of Lading		Pallets Out	
Packing Slip		Port Of Unloading	
Shipment Number		Ship From Country	USA
Pro Number		Ship From Location	<input type="checkbox"/> Allow ERS
Invoice		Match Status	To Match
Invoice Dt Op		Match Rule	STANDARD
Freight Terms			

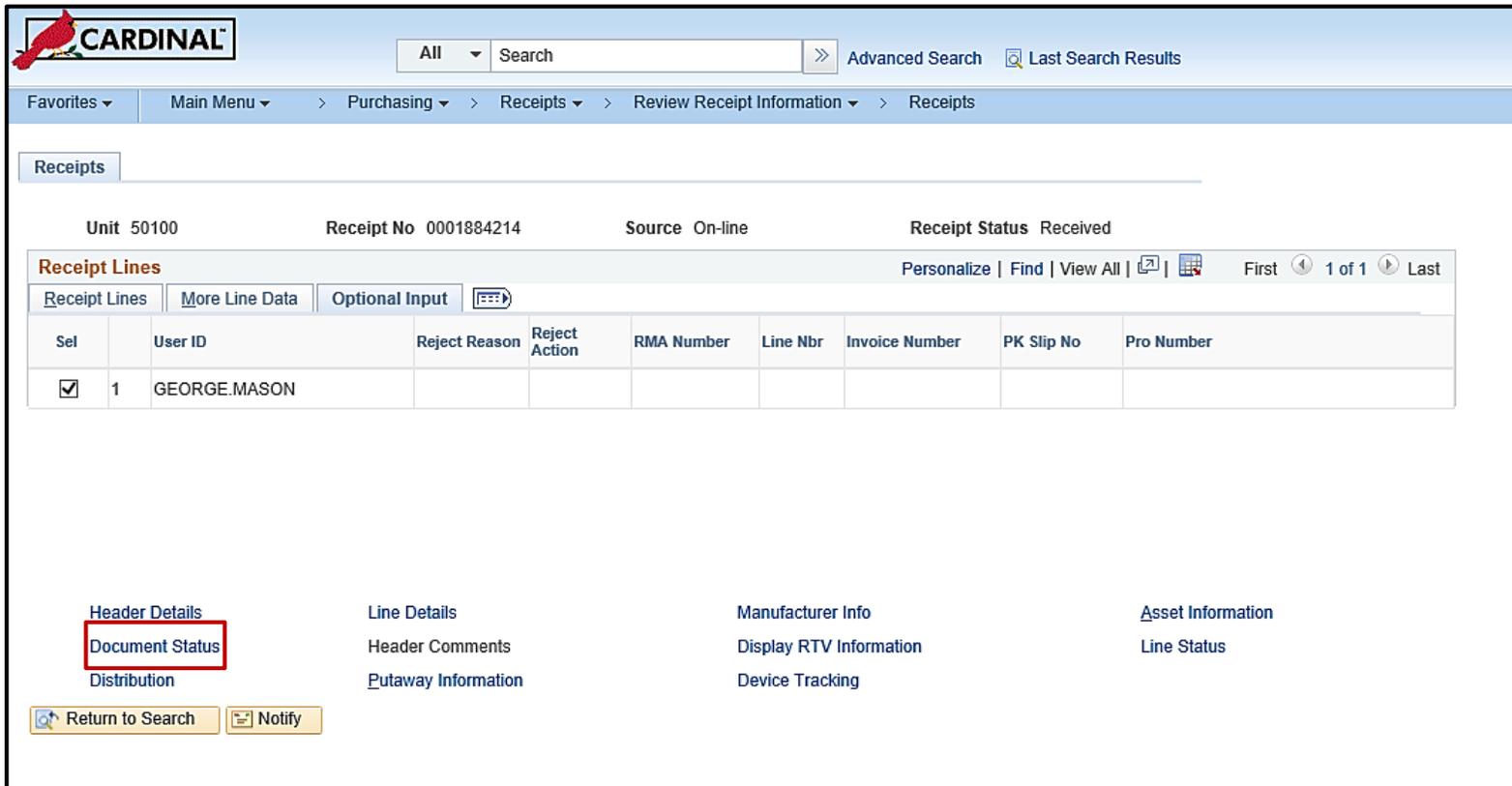
At the bottom left of the window, there is a **Return** button.



# Review Receipt Information (continued)

The **Document Status** page allows viewing information on the receipt, including **Status**, **Document Date**, **Supplier ID**, and **Location**.

Click the **Document Status** button.



The screenshot shows the 'Review Receipt Information' page in the Cardinal system. At the top, there is a search bar with 'All' selected and a search input field. Below the search bar is a breadcrumb trail: 'Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts'. The main content area displays receipt details: 'Unit 50100', 'Receipt No 0001884214', 'Source On-line', and 'Receipt Status Received'. Below this is a 'Receipt Lines' section with a table. The table has columns: 'Sel', 'User ID', 'Reject Reason', 'Reject Action', 'RMA Number', 'Line Nbr', 'Invoice Number', 'PK Slip No', and 'Pro Number'. A single row is visible with 'Sel' checked, 'Line Nbr' 1, and 'User ID' GEORGE.MASON. At the bottom of the page, there are several navigation links: 'Header Details', 'Document Status' (highlighted with a red box), 'Distribution', 'Line Details', 'Header Comments', 'Putaway Information', 'Manufacturer Info', 'Display RTV Information', 'Device Tracking', and 'Asset Information', 'Line Status'. There are also 'Return to Search' and 'Notify' buttons at the bottom left.

Sel	User ID	Reject Reason	Reject Action	RMA Number	Line Nbr	Invoice Number	PK Slip No	Pro Number
<input checked="" type="checkbox"/>	1 GEORGE.MASON							



# Review Receipt Information (continued)

If applicable, view any associated requisition, PO, contract, voucher, and payment related to the receipt by clicking on the hyperlink in the **DOC ID** field.

Click the **Return to Search** button to navigate back to the **Receipts** page.

### Document Status

Business Unit 50100	Receipt Number <a href="#">0001884214</a>
Document Date 01/08/2017	Status Received
Currency USD	Document Type Receipt
Short Supplier Name LL CARTER -003	Merchandise Amt 3,248.70
Source On-line	Carrier ID
	Bill of Lading

  
Requisitions

  
Sourcing Events(1)

  
Procurement Contracts(1)

  
Purchase Orders(1)

  
Receipts

  
Returns

  
Vouchers

  
Payments

Show All

**Associated Document** Personalize | Find | View All |   First 1-3 of 3 Last

Documents 

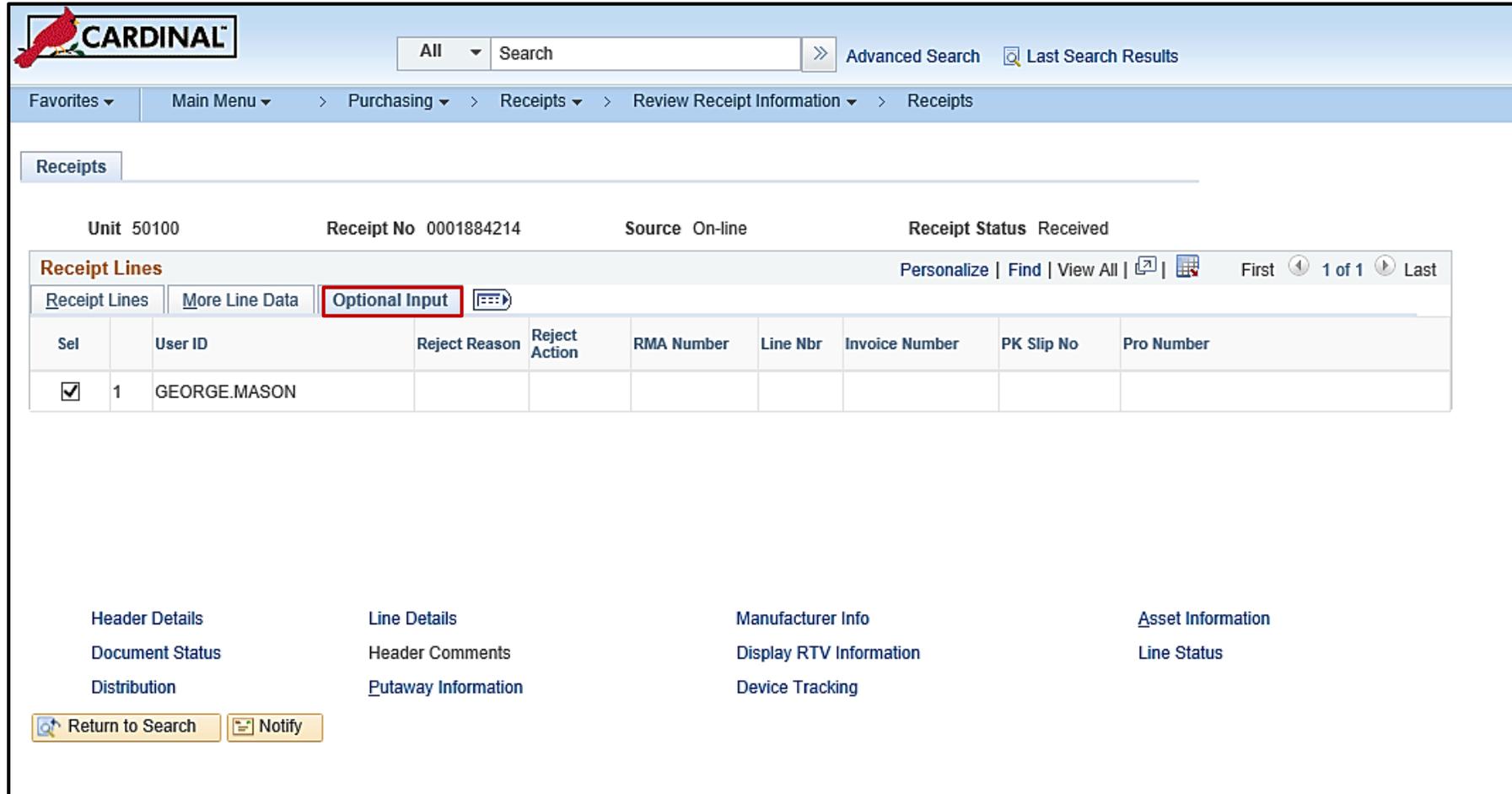
Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	
▼ Actions		50100	Strategic Sourcing Event	0000153578	Awarded	07/14/2016			
▼ Actions	STATE		Contract	0000000000000000000044966	Approved	07/14/2016	0000033093		
▼ Actions		50100	Purchase Order	0001143549	Dispatched	12/22/2016	0000033093	MAIN	

 Return to Search



# Review Receipt Information (continued)

Use the **Optional Input** tab to view optional information that may have been entered, such as **Invoice Number**, **PK Slip No** (Packing Slip Number), etc.



The screenshot displays the 'Review Receipt Information' page in the Cardinal software. At the top, the 'CARDINAL' logo is visible on the left, and a search bar with 'All' and 'Search' is on the right. Below the search bar is a navigation breadcrumb: 'Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts'. A 'Receipts' tab is active. The main content area shows receipt details: 'Unit 50100', 'Receipt No 0001884214', 'Source On-line', and 'Receipt Status Received'. Below this is a 'Receipt Lines' section with a toolbar containing 'Personalize', 'Find', 'View All', and navigation icons. The 'Optional Input' tab is selected and highlighted with a red box. A table below the tabs shows one receipt line with the following data:

Sel	User ID	Reject Reason	Reject Action	RMA Number	Line Nbr	Invoice Number	PK Slip No	Pro Number
<input checked="" type="checkbox"/>	1 GEORGE.MASON							

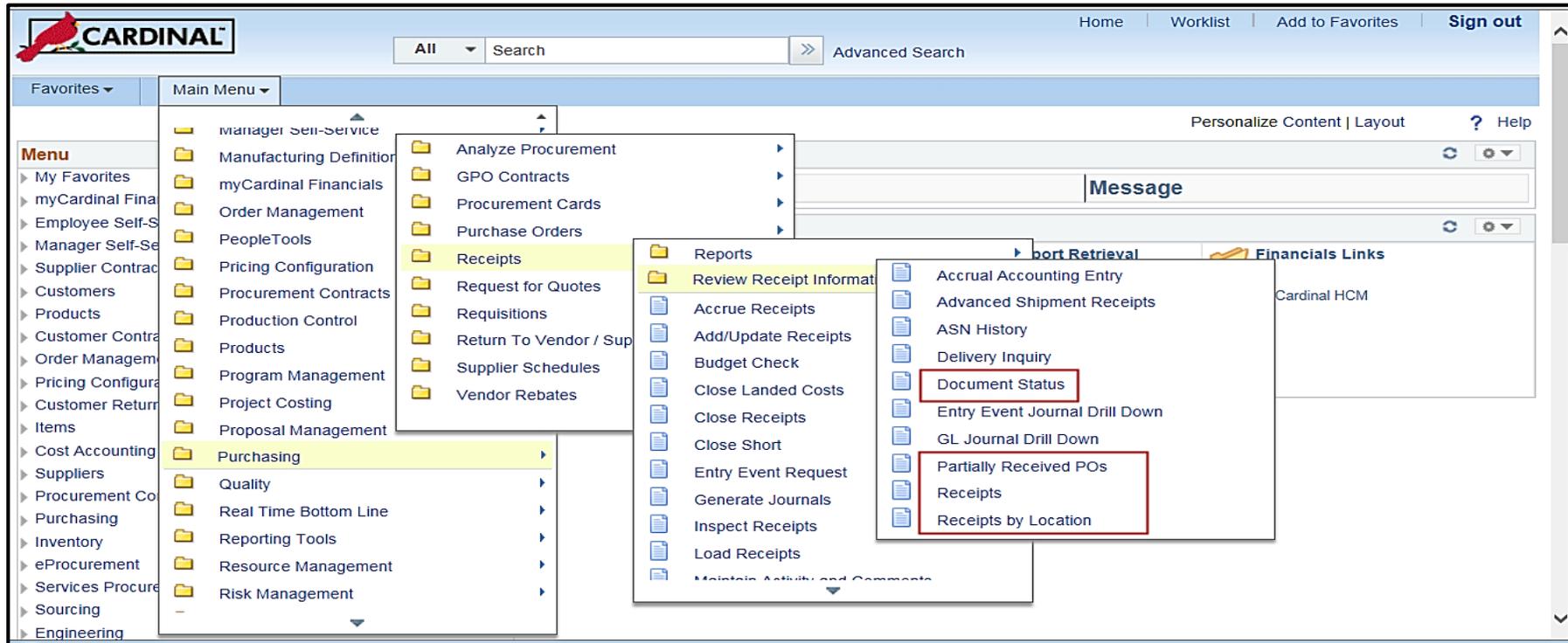
At the bottom of the page, there are several links: 'Header Details', 'Line Details', 'Manufacturer Info', 'Asset Information', 'Document Status', 'Header Comments', 'Display RTV Information', 'Line Status', 'Distribution', and 'Putaway Information'. Two buttons, 'Return to Search' and 'Notify', are located at the bottom left.



# Review Receipt Information (continued)

From the **Review Receipt Information** page, click on the:

- **Document Status** to view details on the receipt status.
- **Partially Received POs** link to view POs that have not been fully received.
- **Receipts by Location** page to see basic receipt information based by location.

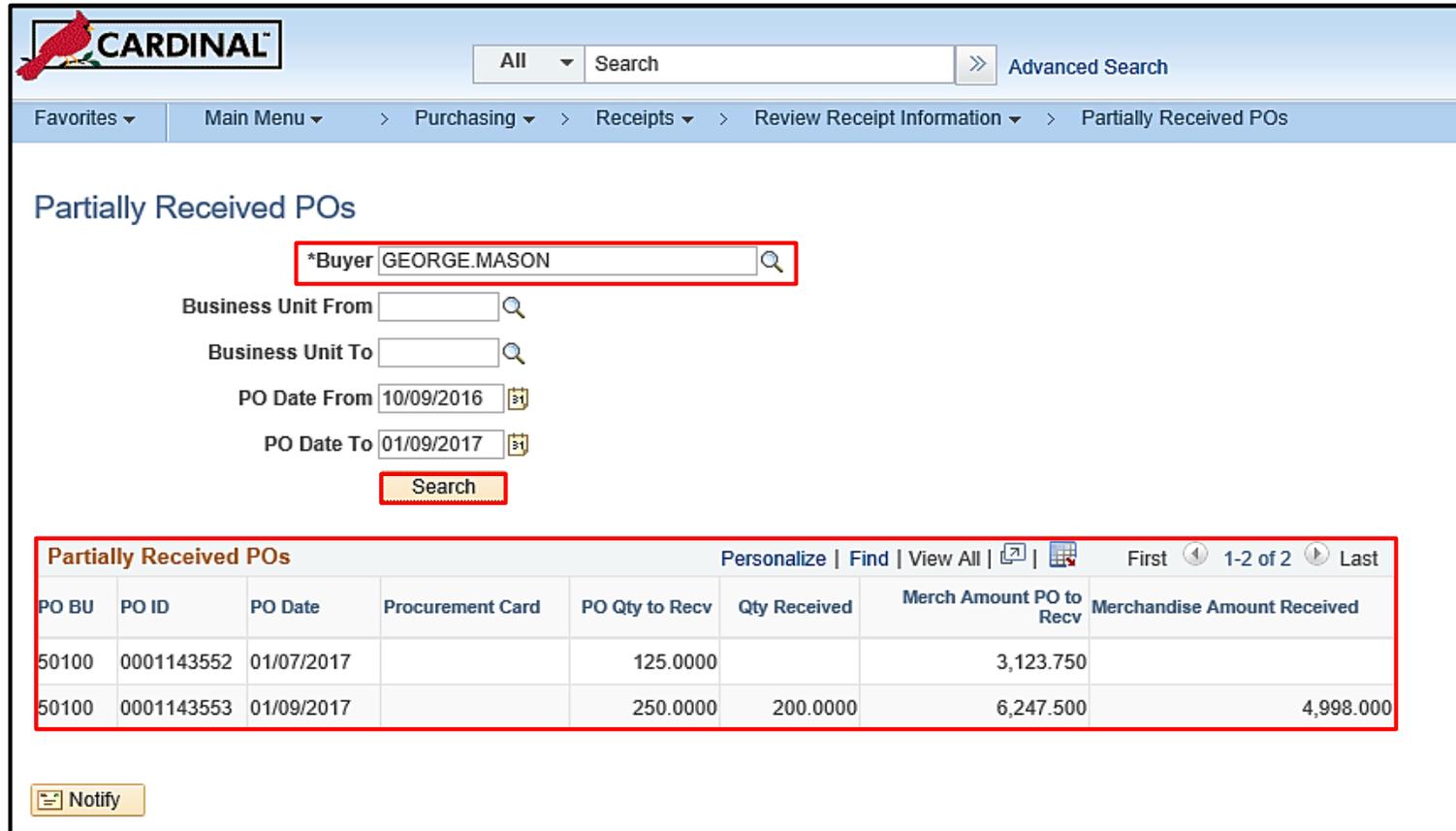


The screenshot displays the Cardinal ERP system interface. The top navigation bar includes the 'CARDINAL' logo, a search bar, and links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main menu is open, showing a list of categories such as 'My Favorites', 'myCardinal Financials', 'Order Management', 'Pricing Configuration', 'Procurement Contracts', 'Production Control', 'Products', 'Program Management', 'Project Costing', 'Proposal Management', 'Purchasing', 'Quality', 'Real Time Bottom Line', 'Reporting Tools', 'Resource Management', and 'Risk Management'. The 'Purchasing' category is expanded, showing sub-menus like 'Analyze Procurement', 'GPO Contracts', 'Procurement Cards', 'Purchase Orders', 'Receipts', 'Request for Quotes', 'Requisitions', 'Return To Vendor / Supplier', and 'Vendor Rebates'. The 'Receipts' sub-menu is further expanded, showing options like 'Reports', 'Review Receipt Information', 'Accrue Receipts', 'Add/Update Receipts', 'Budget Check', 'Close Landed Costs', 'Close Receipts', 'Close Short', 'Entry Event Request', 'Generate Journals', 'Inspect Receipts', 'Load Receipts', and 'Maintain Activity and Comments'. The 'Review Receipt Information' sub-menu is highlighted, showing options like 'Accrual Accounting Entry', 'Advanced Shipment Receipts', 'ASN History', 'Delivery Inquiry', 'Document Status', 'Entry Event Journal Drill Down', 'GL Journal Drill Down', 'Partially Received POs', 'Receipts', and 'Receipts by Location'. The 'Document Status', 'Partially Received POs', and 'Receipts by Location' options are highlighted with red boxes.

# Review Receipt Information (continued)

## Review Partially Received POs:

On the **Partially Received POs** search page, enter as many search criteria as desired to narrow the results. **Buyer** is a required field. Click **Search**. Results matching the criteria are displayed.



The screenshot displays the 'Partially Received POs' search interface. At the top, there is a search bar with 'All' selected and a search input field. Below the search bar is a breadcrumb trail: Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Partially Received POs. The main heading is 'Partially Received POs'. The search criteria section includes: '\*Buyer' GEORGE.MASON (highlighted with a red box), Business Unit From (empty), Business Unit To (empty), PO Date From 10/09/2016, and PO Date To 01/09/2017. A 'Search' button is located below these fields. Below the search criteria is a table titled 'Partially Received POs' with columns: PO BU, PO ID, PO Date, Procurement Card, PO Qty to Recv, Qty Received, Merch Amount PO to Recv, and Merchandise Amount Received. The table contains two rows of data. A 'Notify' button is located at the bottom left of the page.

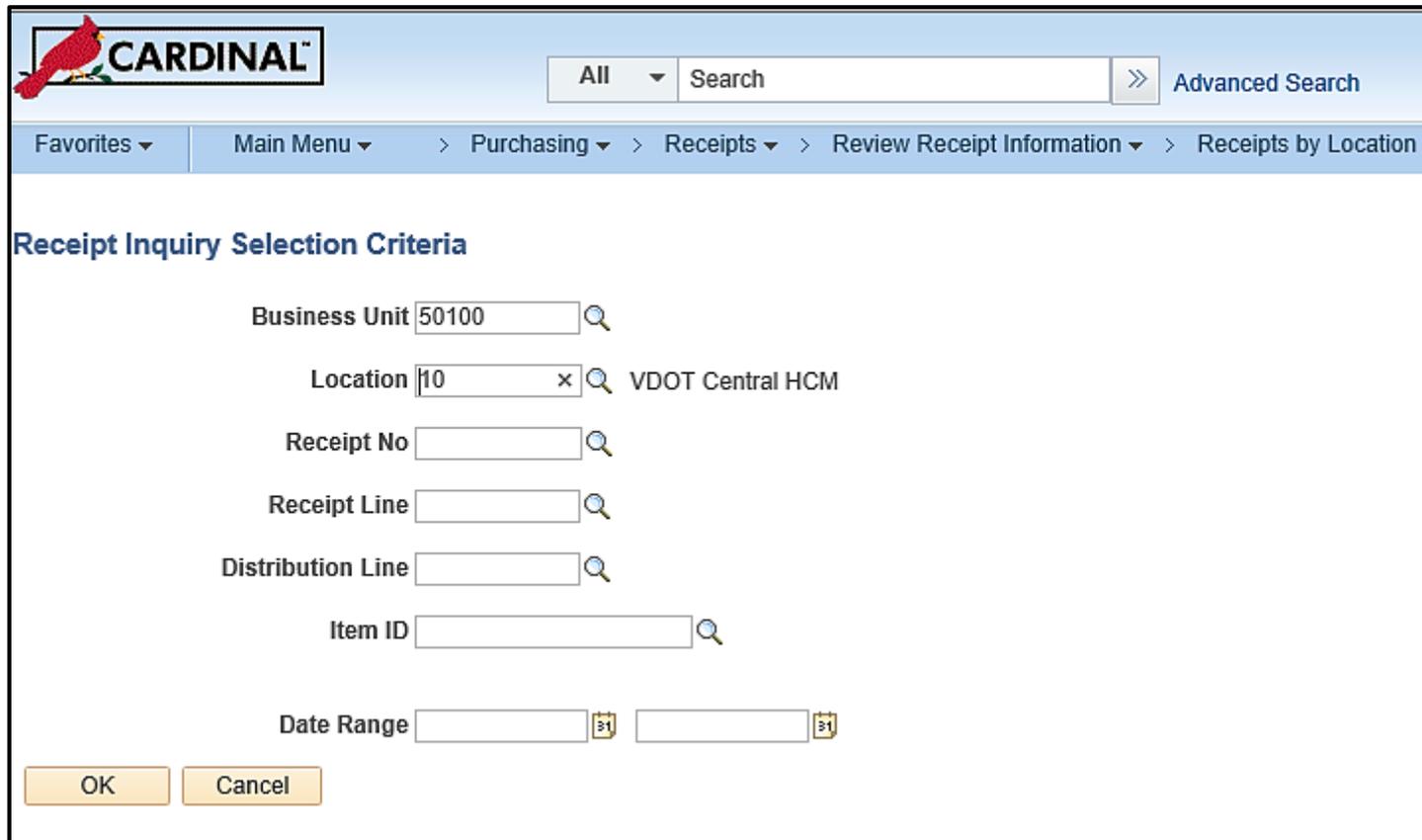
PO BU	PO ID	PO Date	Procurement Card	PO Qty to Recv	Qty Received	Merch Amount PO to Recv	Merchandise Amount Received
50100	0001143552	01/07/2017		125.0000		3,123.750	
50100	0001143553	01/09/2017		250.0000	200.0000	6,247.500	4,998.000



# Review Receipt Information (continued)

## Review Receipts by Location:

On the **Receipt Inquiry Selection Criteria** page, enter as many search criteria as desired to narrow the results. Click **OK**.



The screenshot shows the 'Receipt Inquiry Selection Criteria' form within the CARDINAL system. The form includes the following fields and controls:

- Business Unit:** Text input field containing '50100' with a search icon.
- Location:** Text input field containing '10' with a clear 'x' icon and a search icon. The text 'VDOT Central HCM' is displayed to the right of the search icon.
- Receipt No:** Text input field with a search icon.
- Receipt Line:** Text input field with a search icon.
- Distribution Line:** Text input field with a search icon.
- Item ID:** Text input field with a search icon.
- Date Range:** Two date input fields, each with a calendar icon and the number '31'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom left.

The top of the form features the 'CARDINAL' logo, a search bar with 'All' and 'Search' dropdowns, and an 'Advanced Search' button. A breadcrumb trail at the top reads: Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts by Location.



# Review Receipt Information (continued)

On the **Receipts by Location** page, the **Receipt Locations** tab displays basic receipt information based on the search criteria entered.



All  >> [Advanced Search](#)

Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts by Location

## Receipts by Location

Business Unit 50100 [Refresh](#)

Receipts
Personalize | Find | View All | 
First 1-5 of 46 Last

Receipt Locations

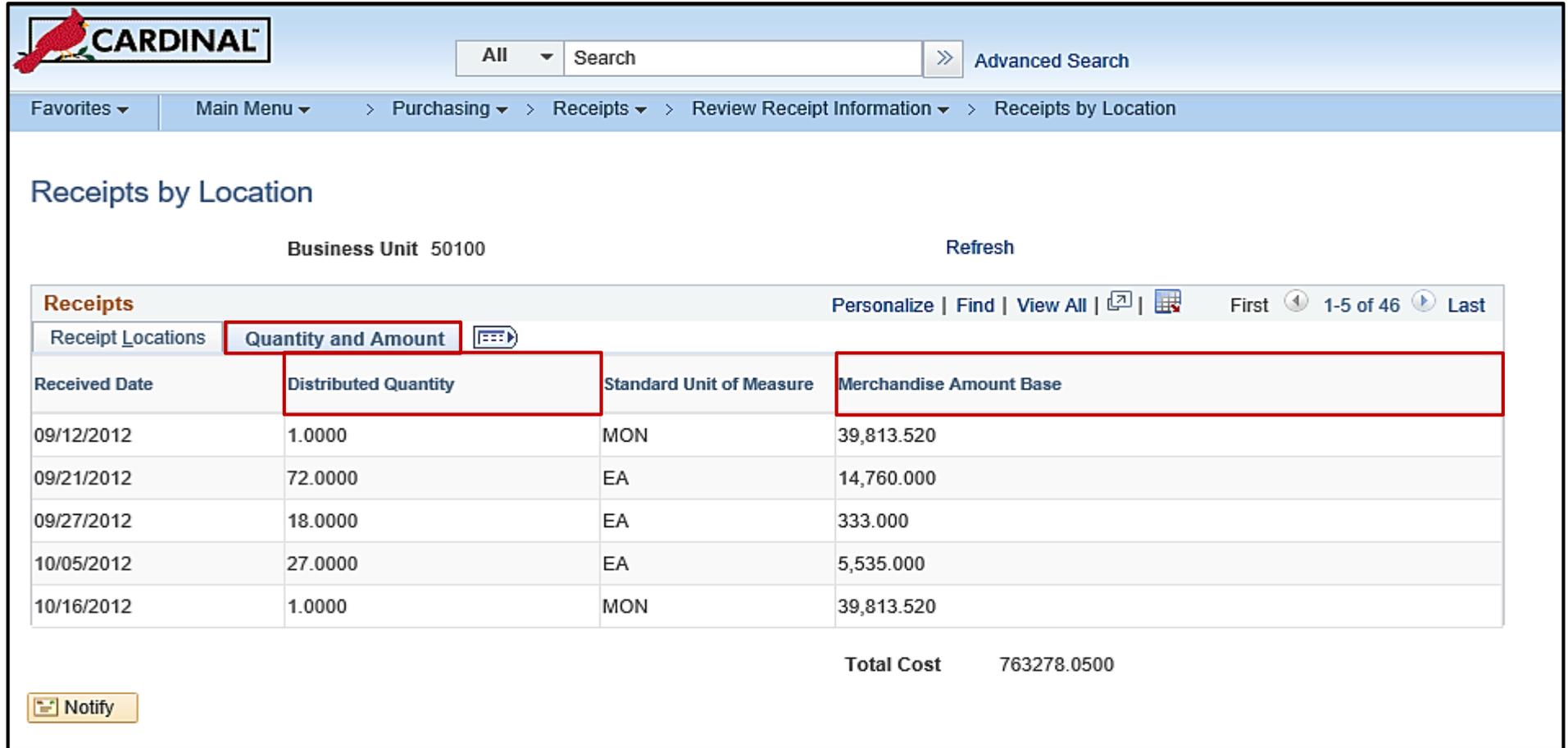
Quantity and Amount

Location	PO Unit	Receipt No	Receipt Line	Seq	Distribution Line	Item ID	More Information
10	50100	0001562130	1	1	1	9716001000	PROPERTY MANAGEMENT SERVICES PROPERTY MANAGEMENT SERVICES
10	50100	0001564057	1	1	1	9243535000	TRAINING, MISCELLANEOUS MISCELLANEOUS TRAINING
10	50100	0001565829	1	1	1	2013012000	Roadeo Caps
10	50100	0001567853	1	1	1	9243535000	TRAINING, MISCELLANEOUS MISCELLANEOUS TRAINING
10	50100	0001569796	1	1	1	9716001000	PROPERTY MANAGEMENT SERVICES PROPERTY MANAGEMENT SERVICES
						<b>Total Cost</b>	763278.0500

Notify

# Review Receipt Information (continued)

On the **Receipts by Location** page, the **Quantity and Amount** tab displays the **Distributed Quantity** and **Merchandise Amount Base**.



**CARDINAL** All Search Advanced Search

Favorites Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts by Location

## Receipts by Location

Business Unit 50100 Refresh

**Receipts** Personalize | Find | View All | First 1-5 of 46 Last

Receipt Locations **Quantity and Amount**

Received Date	Distributed Quantity	Standard Unit of Measure	Merchandise Amount Base
09/12/2012	1.0000	MON	39,813.520
09/21/2012	72.0000	EA	14,760.000
09/27/2012	18.0000	EA	333.000
10/05/2012	27.0000	EA	5,535.000
10/16/2012	1.0000	MON	39,813.520

Total Cost 763278.0500

Notify



## Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



The **Review Receipt Information** page allows you to review Receipts, POs, Receipts by Location and the Document Status.

- True
- False



# Lesson 3: Summary

3

Review Receipts

In this lesson, you learned :

- How to access receipt information and related document status



# Course Summary

PR346

Managing Receiving

In this lesson, you learned:

- How to understand receipts
- How to create and maintain receipts
- How to view receipts



# Course Evaluation

Congratulations! You successfully completed the **501 PR346: Managing Receiving** course.

Click [here](#) to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the **[X]** button in the upper right corner.





# Appendix

- Key Terms
- Diagrams and Screenshots
- Flowchart Key



# Key Terms

**Purchase Order (PO):** A purchase order is a commitment from an agency to a supplier to purchase goods or services from that supplier. The purchase information, such as item, quantity, freight terms, shipping terms, payments terms, and shipping instructions, is listed on the document and is part of the contractual nature of the purchase order.

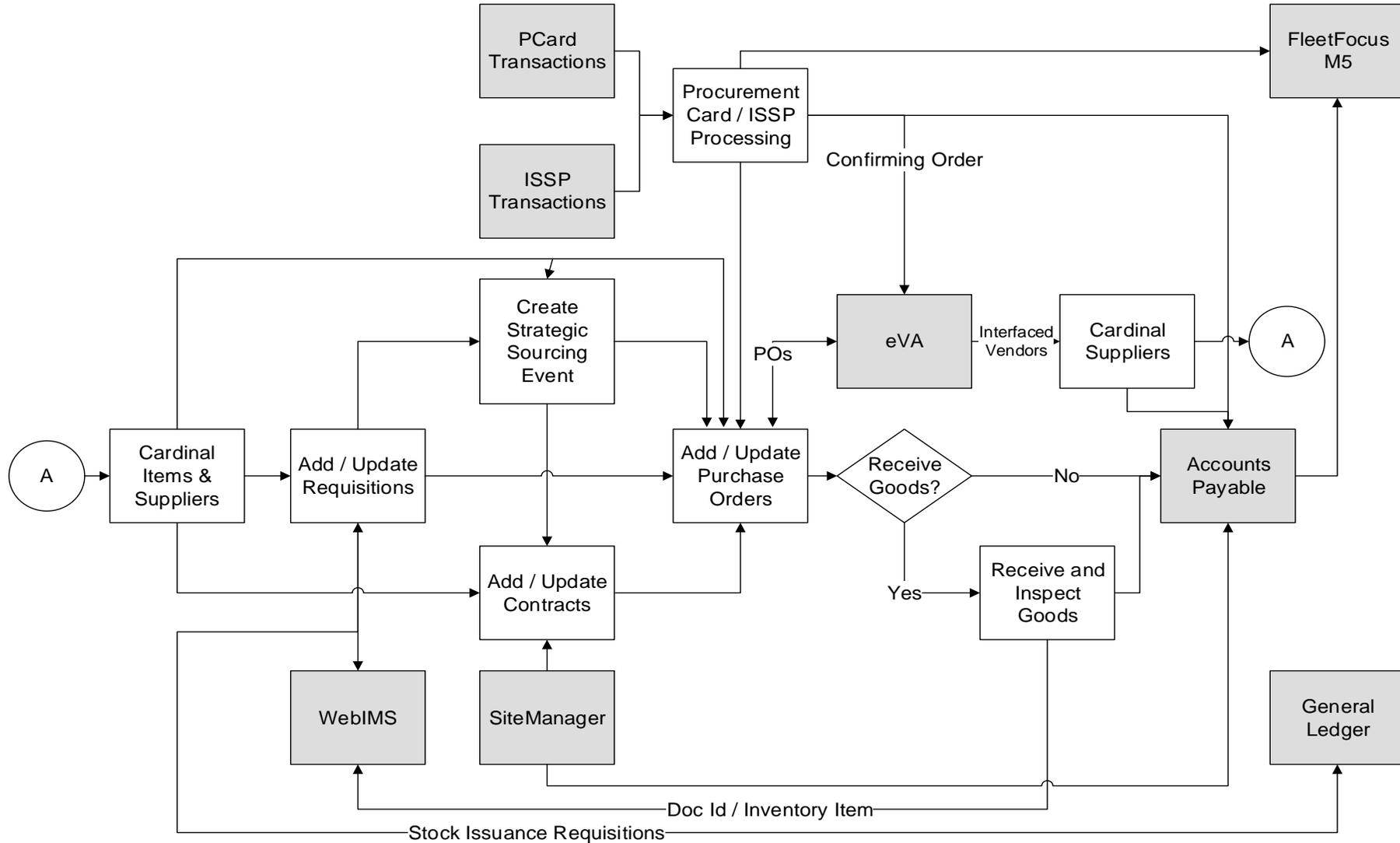
**Receipt Lines:** Cardinal allows you to create one receipt that includes delivery of multiple PO items, or many receipts that each include a partial delivery of items from one PO.

**Receipts:** Receipts are created when items that were ordered from a supplier arrive at your business location.

**Receiving:** Receiving is the process of documenting the receipt of goods or services against a purchase order (PO).



# Procurement Overview





# Select Purchase Order



All Search >> Advanced Search

Favorites Main Menu > Purchasing > Receipts > Add/Update Receipts

### Select Purchase Order

**Search Criteria**

PO Unit	50100	x	Q	Days +/- Today	100
ID			Q	Start Date	10/01/2016
Line / Schedule		/		End Date	04/19/2017
Release				Supplier Name	
Item ID			Q	Supplier Item ID	
Ship To	CNTRL OFF3		Q	Manufacturer ID	
Ship Via			Q	Manufacturer's Item ID	

Retrieve Open PO Schedules

**Search**

**Receipt Qty Options**

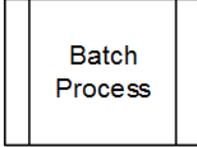
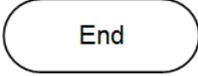
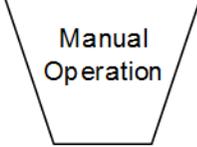
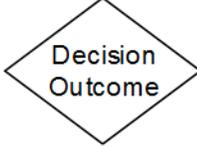
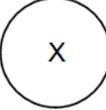
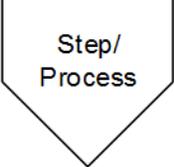
No Order Qty  Ordered Qty  PO Remaining Qty

**OK** **Cancel** **Refresh**

Click on image to return



# Flowchart Key

 <p>Step Description</p>	Depicts a process step or interface.	 <p>Start</p>	Indicates point at which the process begins. Does not represent any activity.
 <p>Batch Process</p>	Specifies a batch process.	 <p>End</p>	Indicates point at which the process ends. Does not represent any activity.
 <p>Manual Operation</p>	Depicts a process step that is preformed manually.	 <p>Document</p>	Depicts a document of any kind, either electronic or hard copy.
 <p>Decision Outcome</p>	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	 <p>X</p>	Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
 <p>Entity Name</p>	Represents an entity (person, organization, etc.).	 <p>Step/ Process</p>	Connects steps between business processes.