



501 PR347

Inventory Issuances and Restock

Instructor Led 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) 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:

- 1 Describe the inventory issuance and restock process and key concepts
- 2 Explain how inventory issuance and restock processing integrates with other Cardinal modules and interfaces with external systems
- 3 Create an issuance requisition
- 4 Understand requisition issuance journals
- 5 Create and cancel restock requisitions
- 6 View restock purchase orders



Course Objectives (continued)



Create and cancel restock receipts



Handle Web Inventory Management System (WebIMS) lockdown or downtime



Describe key queries



Agenda

1

Understanding Inventory Issuances and Restock

2

Inventory Issuance

3

Restock

4

WebIMS Maintenance

5



Lesson 1: Introduction

1

Understanding Inventory Issuances and Restock

This lesson covers the following topics:

- Procurement Overview
- Key Concepts
- WebIMS Inventory Issuance Requisitions
- WebIMS Inventory Restock Requisitions



Lesson 1: Introduction (continued)

1

Understanding Inventory Issuances and Restock

- Integrations and Interfaces
 - Integration: General Ledger - Inventory Issuance
 - Integration: General Ledger - Inventory Restock
 - Integration: Project Costing
 - Interface: WebIMS



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, procurement card (PCard), and Integrated Supply Services Program (ISSP) transactions.

eProcurement

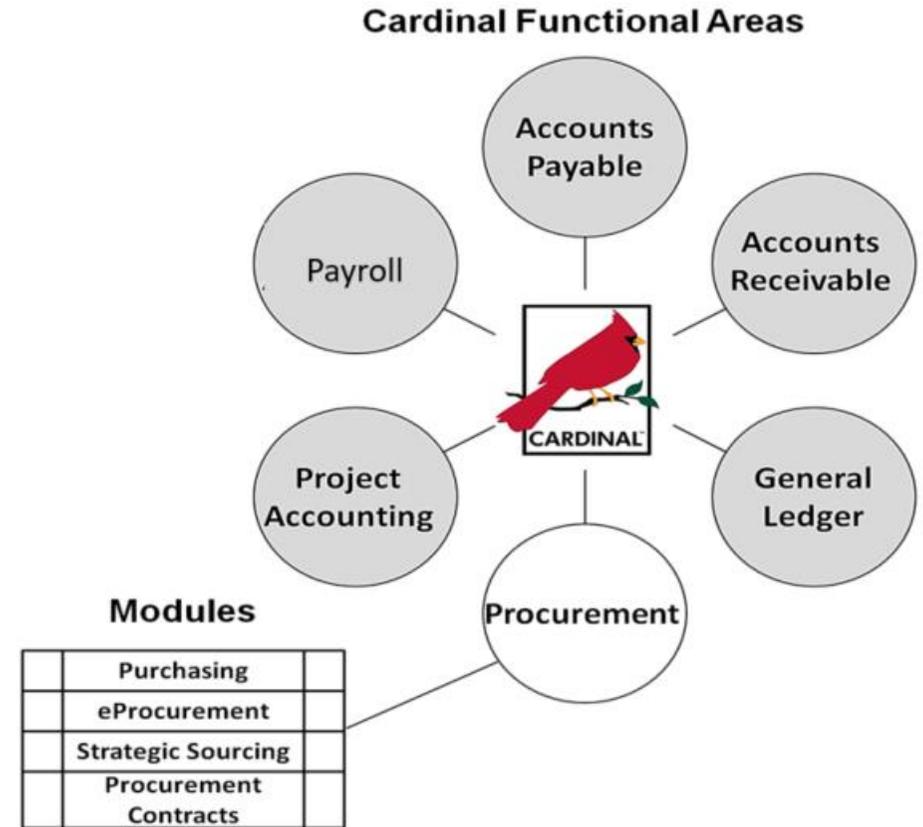
Like Purchasing, the eProcurement module provides for Procurement but is web-based. It is similar to an online shopping cart experience for users requesting goods and/or services.

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

Key inventory issuances and restock concepts include:

- The Web Inventory Management System (WebIMS) tracks and manages VDOT inventory statewide. It keeps a record of inventory counts and values and provides tools to move inventory among locations and make allocations. WebIMS is used specifically to order goods such as safety gear, salt or sand for snow treatment, etc. When this type of good is ordered, Cardinal interfaces with WebIMS to fulfill that order.
- The WebIMS process deals with requisitions related to issuance and restocking of the WebIMS inventory.
 - Inventory that is in WebIMS stock is requested using an inventory issuance requisition.
 - Inventory that is not in stock is requested using a restock requisition.
- The WebIMS requisition type determines how the requisition is processed through Cardinal and WebIMS. The requisition type also determines the module that will send/journal generate the accounting distribution, i.e., journal entry, to the General Ledger (GL).
- The role of Storekeeper in Cardinal allows for the creation of WebIMS inventory requisitions that will allow specific users, Storekeepers, to interface directly with WebIMS.
- For more detailed information about creating requisitions, see the course entitled **501 PR342: Processing Requisitions** located on the Cardinal website in **Course Materials** under **Learning**.

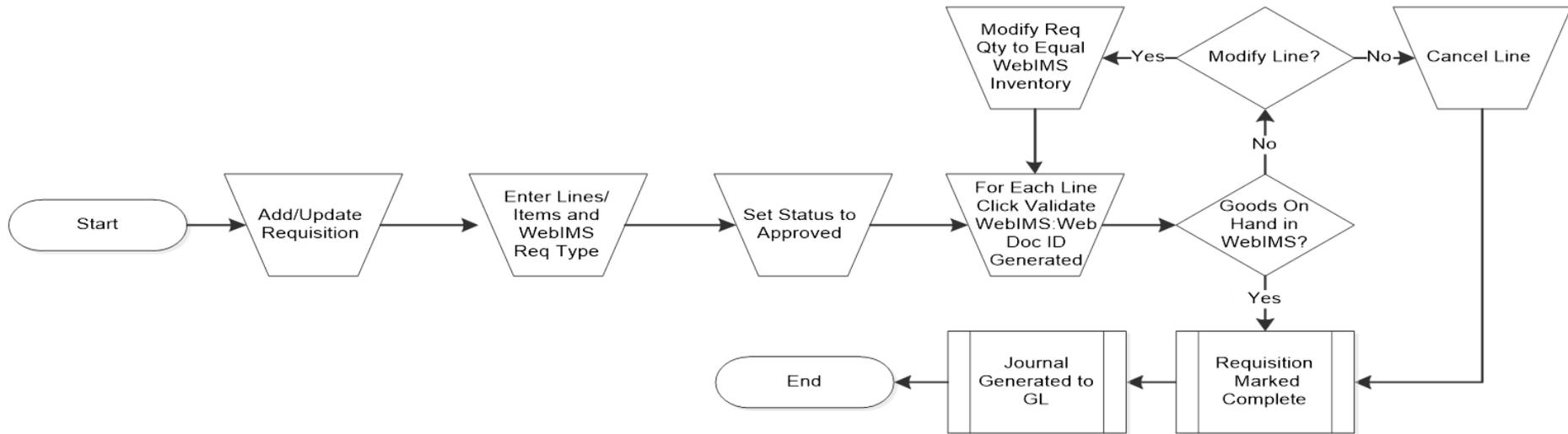
WebIMS Inventory Issuance Requisitions

An inventory requisition is entered by the Storekeeper on the same page as a regular requisition with some slight modifications to the process.

With an inventory issuance requisition, the item needed is already in stock (i.e., on hand). The Storekeeper will update the accounting distribution on the requisition.

Once the requisition is fulfilled it is automatically marked **Complete**. These requisitions do not result in the creation of a PO, receiver, or voucher and therefore, the GL module is updated directly from the requisition, not from Accounts Payable.

Storekeepers have the ability to create inventory issuance requisitions for their assigned locations.





WebIMS Inventory Issuance Requisitions (continued)

Create a WebIMS inventory issuance requisition

- Contact the location's designated Storekeeper.
- The Storekeeper will:
 - Create a requisition with a **WebIMS Req Type**. The requisition type will determine if or when the requisition is journal generated to the general ledger. It will also determine how the expenditure is interfaced to the Cardinal system's GL. Choose one of the following:
 - » **Inv Issue**
 - » **WIP** (Work in Process)
 - » **Ext State** (External Sales – State Agency)
 - » **Ext NonSta** (External Sales – Non State Agency)
- Set the requisition Status to **Approved** by clicking the **Submit for Approval** button. A unique **Requisition ID** is generated.
- Click **Validate WebIMS** to interface with the WebIMS system to determine if the stock is on hand. A **WebIMS Doc ID** is generated by Cardinal.



WebIMS Inventory Issuance Requisitions (continued)

Create a WebIMS inventory issuance requisition (continued)

- If the goods are available:
 - The order is fulfilled and the WebIMS inventory is decremented.
 - The issuance requisition is automatically marked **Complete** and the accounting entries will be journal generated in the nightly batch process and sent to the GL module.
- If the goods are not available:
 - A message will indicate how many items are available for issuance. The Storekeeper has two options:
 - » Modify the issuance requisition quantity to match the inventory quantity available. The requisition will be fulfilled as an issuance requisition.
 - » Cancel the requisition line.
- If there is a discrepancy, the Inventory Manager needs to be contacted to resolve the issue.
- An inventory issuance requisition line cannot be cancelled if the requisition has a status of **Complete**.

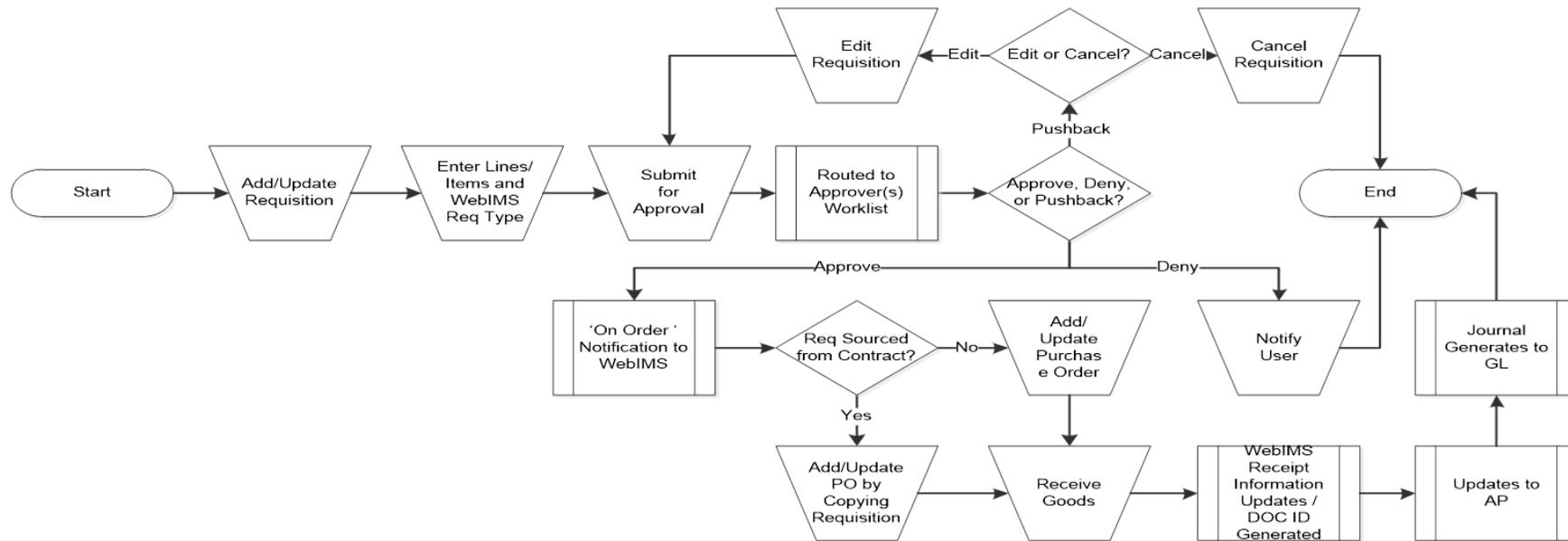
For more detailed information about creating requisitions, see the course entitled **501 PR342: Processing Requisitions** located on the Cardinal website in **Course Materials** under **Learning**.

WebIMS Inventory Restock Requisitions

To replenish inventory, a restock requisition is created. Like the inventory issuance requisition, an inventory restock requisition is entered by the Storekeeper on the same page as a regular requisition with some slight modifications to the process.

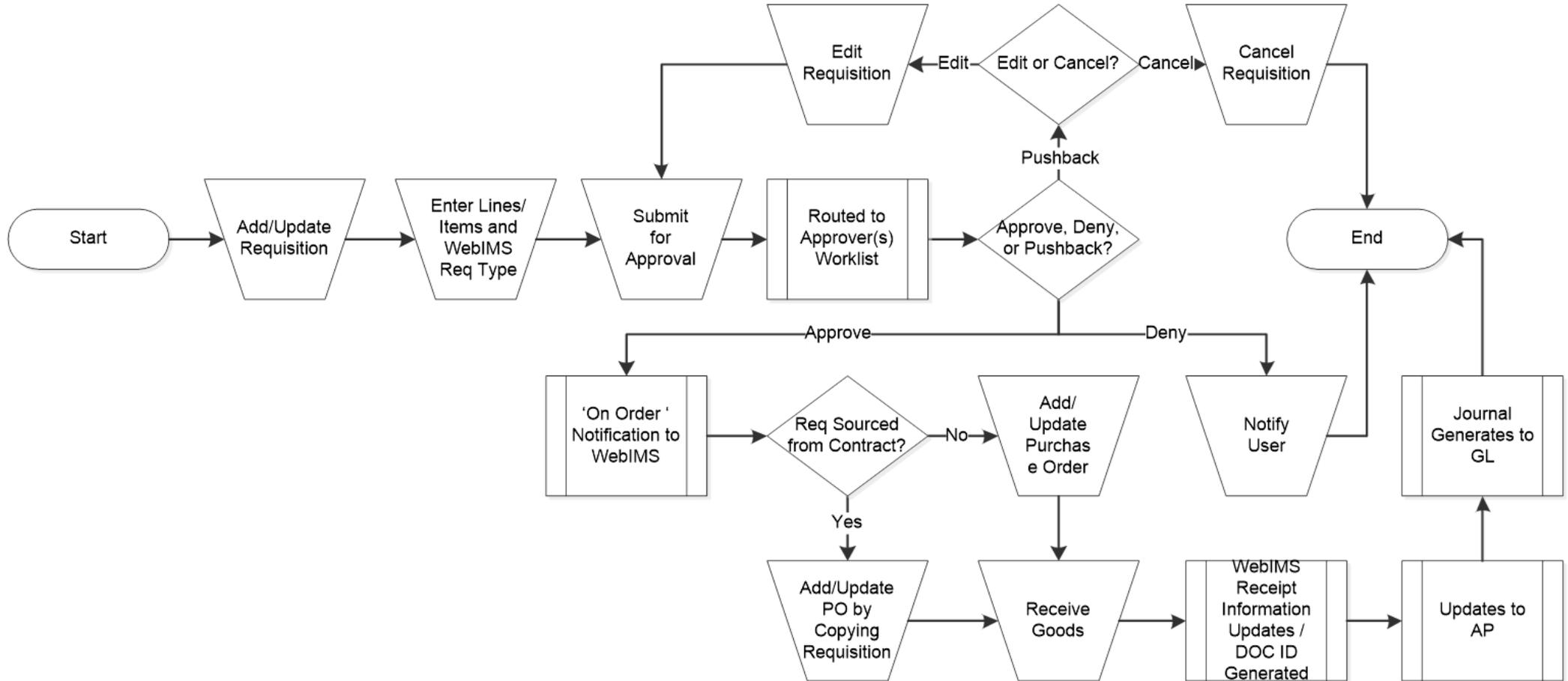
Like a regular requisition, a restock requisition results in the creation of a PO, receiver, and voucher and, as a result, integration with the GL module is done through the AP process. However, with a restock requisition, unlike regular or inventory issuance requisitions, the accounting distribution may not be changed.

Storekeepers have the ability to create inventory restock requisitions for their assigned locations.





WebIMS Inventory Restock Requisitions (continued)





WebIMS Inventory Restock Requisitions (continued)

Create a WebIMS inventory restock requisition

- Contact your location's designated Storekeeper.
- The Storekeeper will:
 1. Create a requisition with a **WebIMS Req Type** of **Restock**.
 2. Set the requisition **Status** to **Approved** by clicking the **Submit for Approval** button. A unique **Requisition ID** is generated.
- Upon the requisition's approval it is forwarded to the Purchasing office for processing.
- If the requested items are on contract, a PO is generated from the contract.
- If no contract exists, a sourcing event is created and ultimately either a PO or contract will be generated.
- Upon receipt of the goods, the WebIMS receipt information is transferred to WebIMS and a **WebIMS Doc ID** is generated by Cardinal.
- The WebIMS system inventory is incremented.

For more detailed information about creating requisitions, see the course entitled **501 PR342: Processing Requisitions** located on the Cardinal website in **Course Materials** under **Learning**.



Integration: General Ledger - Inventory Issuance

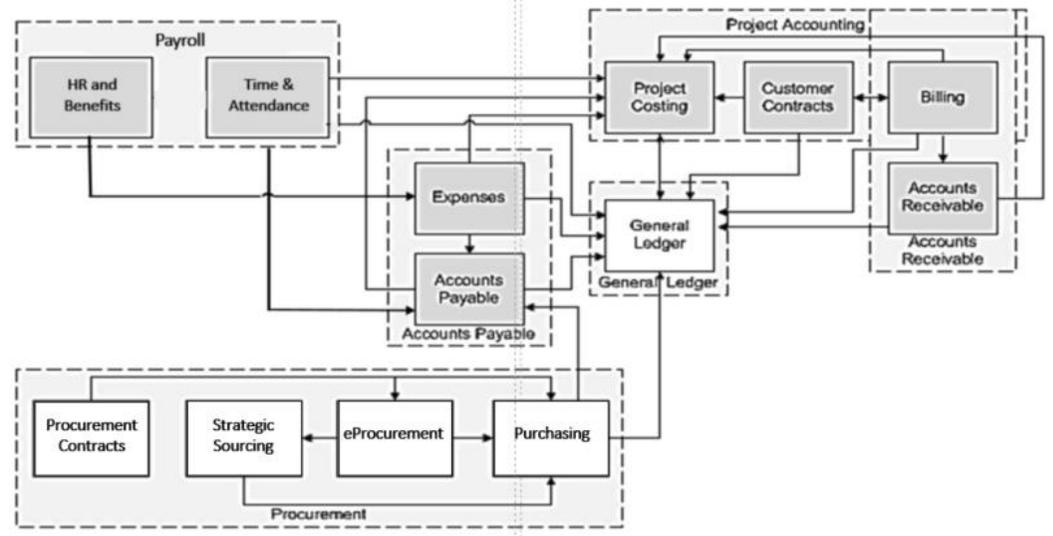
General Ledger Direct Integration:

When the inventory request can be fulfilled from stock, POs are not needed. Therefore, these inventory issuance requisitions do not process through the AP module.

Instead, once the inventory issuance requisitions are approved and set to **Complete**, i.e., fulfilled, these inventory issuance requisitions automatically journal generate from the Procurement module to GL in a nightly batch process.

Inventory issuance requisition types that directly integrate with the GL include:

- **Inv Issue** (Inventory Issue)
- **WIP** (Work in Process)
- **Ext State** (External Sales – State Agency)
- **Ext NonSta** (External Sales – Non State Agency)

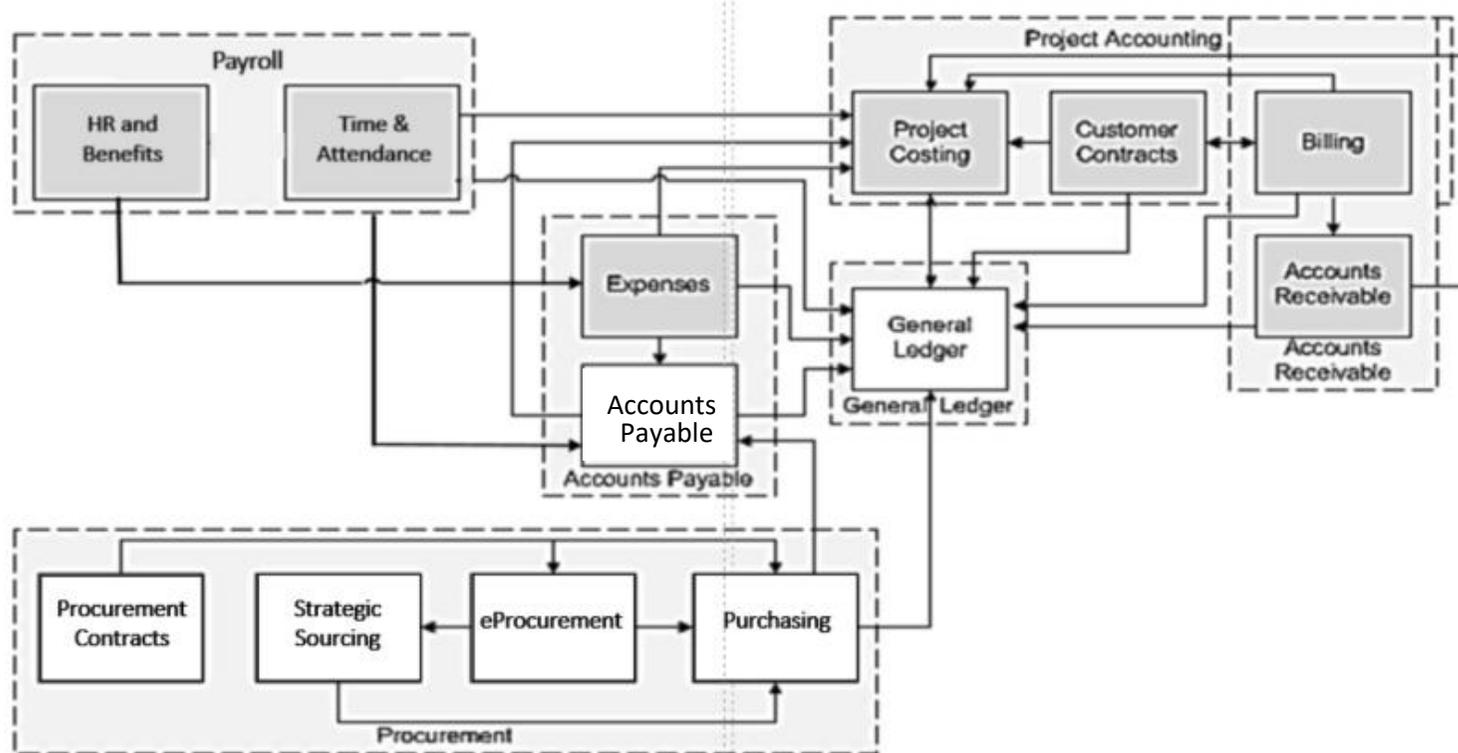




Integration: General Ledger - Inventory Restock

General Ledger Indirect Integration:

Restock requisitions are also a request for inventory but WebIMS does not have the items requested in stock. The items must be ordered from a supplier. These requisitions are sourced to a PO which is subsequently vouchered just like regular requisitions. As a result, the accounting journal is generated from the AP module and sent to GL. These requisitions do not directly interface with GL from the Procurement module.

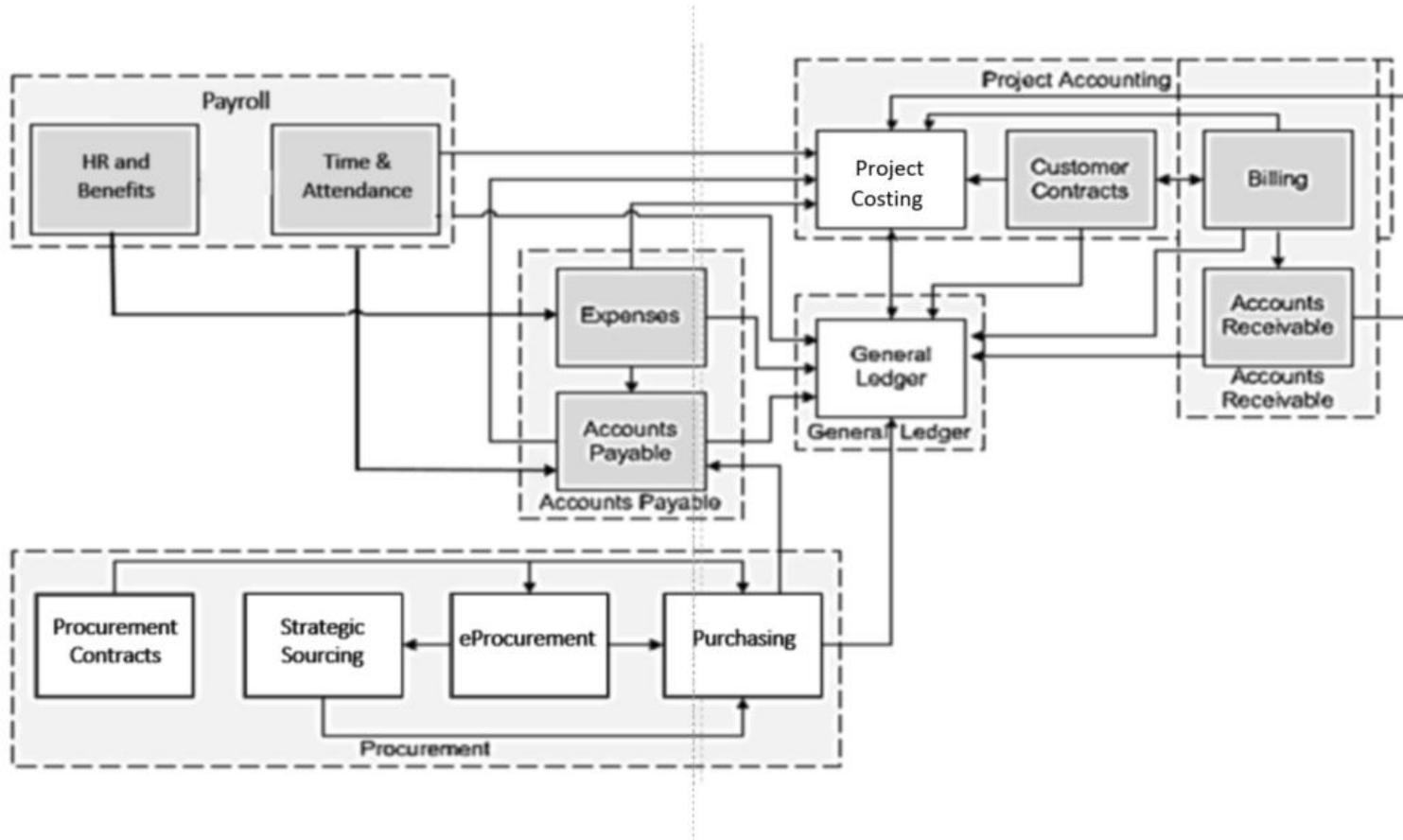




Integration: Project Costing

Project Costing Integration:

Inventory issuance requisitions with a related project integrate with the GL module which ultimately updates the Project Costing module.



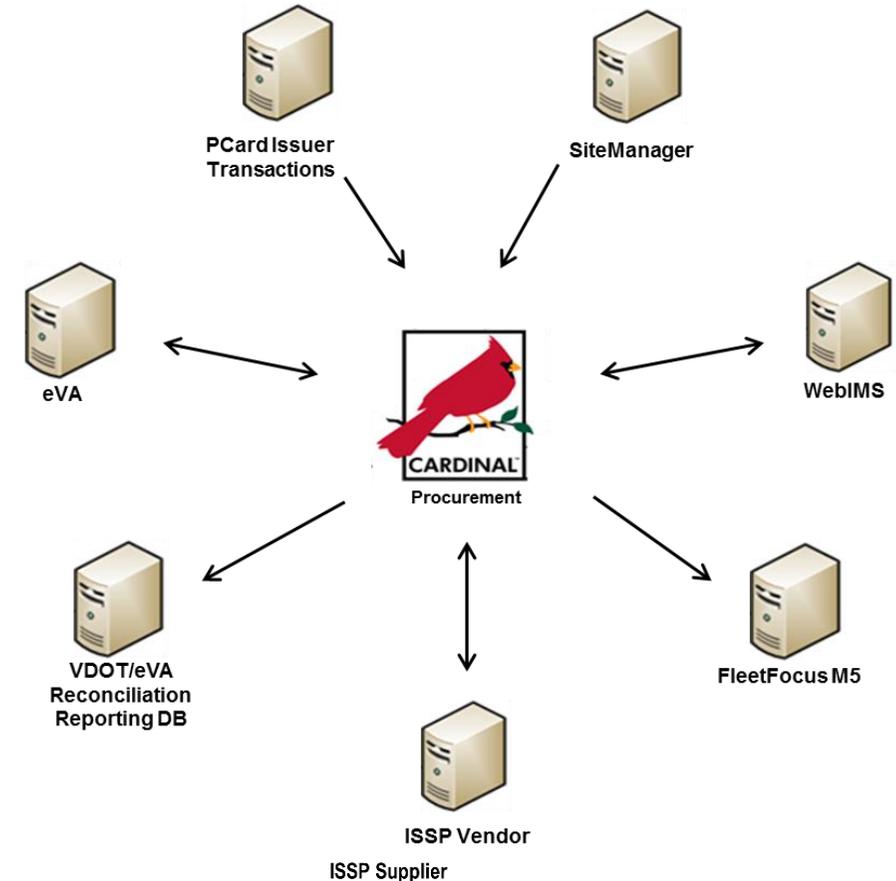


Interface: WebIMS

WebIMS Interfaces:

Inventory requisition processing interfaces daily with WebIMS.:

- **Inbound Interface:** When processing an inventory issuance or restock requisition, the Storekeeper can issue or order items from WebIMS.
 - When entering an issuance requisition the Storekeeper will validate the existence of inventory in WebIMS by clicking on the **Validate** button for each item.
 - WebIMS updates its inventory system.
 - Cardinal interfaces with WebIMS at the requisition line level and at the receipt level, depending upon the type of transaction.
- **Outbound Interface:** Cardinal sends requisition issuance information to WebIMS daily.





Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.



1. The _____ is able to issue WebIMS stock, order replacement stock, and receive replenishment stock.



2. A WebIMS requisition is entered using the same page as a regular requisition.

True or False



3. When creating an inventory issuance requisition for WebIMS items, if the quantity requested is not available, the Storekeeper has only one option: Modify the requisition quantity to match the inventory quantity available in WebIMS. This will cause the requisition to be fulfilled as an issuance requisition.

True or False



Lesson 1: Summary

1

Understanding Inventory Issuances and Restock

In this lesson, you learned:

- The Procurement functional area is composed of the following modules: Purchasing, eProcurement, Strategic Sourcing, and Procurement Contracts.
- When users need to purchase goods stocked in the WebIMS system, they can contact their location's designated Storekeeper to complete the request.
- Some requisition types directly integrate with the GL and Project Costing modules.



Lesson 2: Introduction

2

Inventory Issuance

This lesson covers the following topics:

- Create Inventory Issuance Requisitions

Create Inventory Issuance Requisitions

Like regular requisitions, an inventory issuance requisition is created in the Purchasing module. To create a requisition in the Purchasing module, navigate to the **Maintain Requisitions – Requisitions** page using the following path:

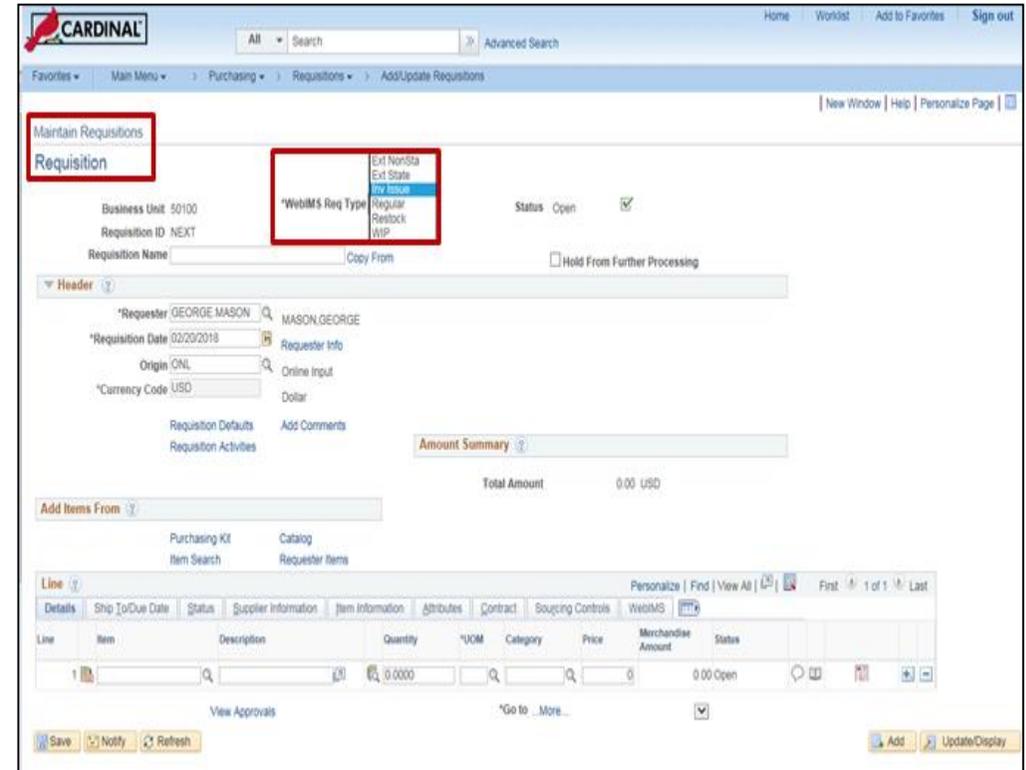
Main Menu > Purchasing > Requisitions > Add/Update Requisitions

From the **Add a New Value** tab, accept the defaults and click **Add**.

The **Maintain Requisitions – Requisition** page displays:

- Determine the **WebIMS Req Type** (this step must be done first):
 - **Ext NonSta** (External Sales – Non State Agency)
 - **Ext State** (External Sales – State Agency)
 - **Inv Issue**
 - **WIP**

WebIMS Req Type, Regular and Restock are not used with issuance requisitions.



The screenshot displays the 'Maintain Requisitions - Requisition' page in the CARDINAL system. The page is for Business Unit 50100 and Requisition ID NEXT. A dropdown menu for 'WebIMS Req Type' is open, showing options: 'Ext NonSta', 'Ext State', 'Inv Issue', 'Regular', 'Restock', and 'WIP'. The 'Inv Issue' option is highlighted. Other fields include 'Requester' (GEORGE MASON), 'Requisition Date' (02/20/2018), 'Origin' (ONL), and 'Currency Code' (USD). The 'Amount Summary' shows a Total Amount of 0.00 USD. The 'Add Items From' section shows 'Purchasing Kit' and 'Catalog' options. The 'Line' table at the bottom shows one line item with a quantity of 0.0000 and a status of 'Open'.



Create Inventory Issuance Requisitions (continued)

CARDINAL Home Worklist Add to Favorites Sign out

All Search Advanced Search

Favorites Main Menu Purchasing Requisitions Add/Update Requisitions

New Window Help Personalize Page

Maintain Requisitions
Requisition

Business Unit 50100
Requisition ID NEXT
Requisition Name Copy From
Status Open
 Hold From Further Processing

*WebIMS Req Type
Ext NonSta
Ext State
Inv Issue
Regular
Restock
WIP

Header

*Requester GEORGE.MASON MASON.GEORGE
*Requisition Date 02/20/2018 Requester Info
Origin ONL Online Input
*Currency Code USD Dollar

Requisition Defaults Add Comments
Requisition Activities

Amount Summary

Total Amount 0.00 USD

Add Items From

Purchasing Kit Catalog
Item Search Requester Items

Line

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1			0.0000			0	0.00	Open

Personalize Find View All First 1 of 1 Last

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS

View Approvals *Go to ...More...

Save Notify Refresh Add Update/Display



Create Inventory Issuance Requisitions (continued)

Create Inventory Issuance Requisition (continued)

- The **Requisition Name** may be inserted as a reference, or the **Requisition ID** will fill the field upon save.
- The **Header** section contains some key data including:
 - **Requester:** defaults from the users configuration
 - **Requisition Date:** defaults to today's date
 - **Origin:** defaults to **ONL** which indicates the requisition was created using manual entry

The screenshot displays the 'Maintain Requisitions' interface in the Cardinal system. The page title is 'Requisition'. The form includes the following fields and values:

- Business Unit: 50100
- *WebIMS Req Type: Inv Issue
- Status: Open
- Requisition ID: NEXT
- Requisition Name: (empty field with a 'Copy From' button)
- Header section (expanded):
 - *Requester: GEORGE MASON (with a search icon and 'MASON, GEORGE' below it)
 - *Requisition Date: 02/20/2018 (with a calendar icon and 'Requester Info' below it)
 - Origin: ONL (with a search icon and 'Online Input' below it)
 - *Currency Code: USD (with a search icon and 'Dollar' below it)
- Buttons: Requisition Defaults, Requisition Activities, Add Comments
- Amount Summary: Total Amount 0.00 USD



Create Inventory Issuance Requisitions (continued)

Line section

All requisitions need a separate line for each different item requested. Scroll down on the **Maintain Requisitions – Requisition** page to view the **Line** section.

The **Line** section of the requisition contains multiple tabs with additional information:

- Details
- Ship To/Due Date
- Status
- Supplier Information
- Item Information
- Attributes
- Contract
- Sourcing Controls
- WebIMS

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7754577327	SALT, SODIUM	10	LTN	7754577	82.33	0.00	Open
2	7754574000	SALT, ROCK (TO BE	30	EA	7754574	90	0.00	Open

The **WebIMS** tab is used solely by the Storekeeper to manage WebIMS inventory requisitions.

Insert line specific **Comments** or **Attachments** (specs, images, etc.) using the **Line Comments** icon. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.



Create Inventory Issuance Requisitions (continued)

CARDINAL Home Worklist Add to Favorites Sign out

All Search Advanced Search

Favorites Main Menu Purchasing Requisitions Add/Update Requisitions

New Window Help Personalize Page

Maintain Requisitions

Requisition

Business Unit 50100 *WebIMS Req Type Inv Issue Status Open

Requisition ID NEXT

Requisition Name Copy From Hold From Further Processing

Header

*Requester GEORGE.MASON MASON,GEORGE
*Requisition Date 02/20/2018 Requirer Info
Origin ONL Online Input
*Currency Code USD Dollar

Requisition Defaults Add Comments
Requisition Activities

Amount Summary

Total Amount 2,723.30 USD

Add Items From

Purchasing Kit Catalog
Item Search Requirer Items

Line Personalize Find View All First 1-2 of 2 Last

Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS						
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status						
1	7754577327	SALT, SODIUM	10.0000	LTN	7754577	2.33000	23.30	Open						
2	7754574000	SALT, ROCK (TO BE	30.0000	EA	7754574	90.00000	2,700.00	Open						

View Approvals *Go to ...More...

Save Notify Refresh Add Update/Display



Create Inventory Issuance Requisitions (continued)

Schedule page

The schedule information defines where the item should be delivered and when it is due.

In the case of WebIMS issues, it identifies the **Ship To** location which is the location the stock is issued from.

Access the **Schedule** page from the **Maintain Requisitions – Requisitions** page. Select the **Details** tab, find the line whose schedule to be updated or viewed, and click on the **Schedule** icon which is located at the far right end of the line.

Cardinal WebIMS interface showing the 'Maintain Requisitions' page. The page displays a requisition header with details such as Business Unit (50100), Requisition ID (NEXT), and Status (Open). Below the header, there is an 'Amount Summary' section showing a Total Amount of 2,723.30 USD. The main section is a table of requisition lines. The table has columns for Line, Item, Description, Quantity, UOM, Category, Price, Merchandise Amount, and Status. Two lines are visible: Line 1 for 'SALT, SODIUM' and Line 2 for 'SALT, ROCK (TO BE)'. The 'Ship To' location is 'ONL' and the 'Status' is 'Open'. The 'Schedule' icon is highlighted in red in the original image.

Line	Item	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	7754577327	SALT, SODIUM	10.0000	LTN	7754577	2.33000	23.30	Open
2	7754574000	SALT, ROCK (TO BE)	30.0000	EA	7754574	90.00000	2,700.00	Open



Create Inventory Issuance Requisitions (continued)

Schedule page (continued)

On the **Schedule** page, the **Ship To** location should default per the user set-up. These fields can be edited as necessary. Though the system allows for multiple schedules there should be only one schedule per requisition line. Do not enter more than one schedule (i.e., **Ship To** location) for a line.

From the **Schedule** page, click the **Distribution** icon to enter accounting distributions.

Maintain Requisitions

Schedule

Business Unit 50100 Requisition Date 02/06/2017

Requisition ID NEXT Status Open

[Return to Main Page](#)

Line Find | View All First 1 of 2 Last

1	Item 7754577327	SALT, SODIUM CHLORIDE, FOR ROA	Quantity	10.0000	Longton	Merchandise Amt	1,161.20 USD
		US					

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

Details

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	CTRL	10.0000	116.12000	1,161.20		MASON, GEOR	Active

Add Ship To Comments

Save Notify Refresh Add Update/Display



Create Inventory Issuance Requisitions (continued)

Distribution pop-up window – Chartfields tab

A **Line/Schedule** may have one or more **ChartField** distributions. The **ChartField** values identify the accounting distribution. The insertion of valid account, department, cost center, or project values are required. Manually enter a ChartField value, or use the **Multi-SpeedCharts** hyperlink to select a **SpeedChart** value to auto-populate some of the ChartField values.

Scrolling right and clicking on the **+ / -** icons at the end of the accounting distribution line to insert or delete additional accounting distributions.

Maintain Requisitions
 Distribution

Requisition ID NEXT
 Line 1
 Schedule 1

Item 7754577327
 Status Active
 SALT, SODIUM CHLORIDE, FOR ROA

Ship To CNTRL OFF3 CNTRL OFF3
 Quantity 10.0000 LTN
 *Distribute By Quantity

Open Quantity 10.0000
 Merchandise Amt 1,161.20 USD

SpeedChart [Multi-SpeedCharts](#)

Distributions

Chartfields | Details | Asset Information | RTT

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center
1	Open	100.0000	10.0000	1,161.20	50100		5012550				



Create Inventory Issuance Requisitions (continued)

Distribution page – Details tab:

Once the accounting distribution has been entered, from the **Distribution** page you can click on the **Details** tab to double check that the correct stock location has been entered.

For a WebIMS item, the **Ship to** field must be a WebIMS location and the Storekeeper must be authorized for this location.

This information may also be accessed from the **Schedule** page as well as the **Requisitions** page, **Ship To/Due Date** tab.

Maintain Requisitions

Distribution

Requisition ID NEXT
Line 1
Schedule 1

Item 7754577327
Status Active

SALT, SODIUM CHLORIDE, FOR ROA

Ship To CNTRL OFF3 CNTRL OFF3

Quantity 10.0000 LTN

*Distribute By Quantity

Open Quantity 10.0000

Merchandise Amt 1,161.20 USD

SpeedChart [Multi-SpeedCharts](#)

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

Chartfields	Details	Asset Information								
Distrib	Status	Percent	*Location	IN Unit	Statistics Code	Open Quantity	GL Base Amount	Base Currency		
1	Open	100.0000	CNTRL OFF3			10.0000	1,161.20	Dollar		

OK Cancel Refresh



Create Inventory Issuance Requisitions (continued)

Requisition page – WebIMS tab

For WebIMS inventory issuance types, using the **WebIMS** tab, the Storekeeper will:

- Confirm the item is a WebIMS item, i.e., there is a **WebIMS Item ID**.
- Enter the **WebIMS Issued Date** which indicates the actual date of issuance from WebIMS.
- Select the proper **WebIMS Condition Code** value.

- **New**
- **Obsolete**
- **Surplus**
- **Used (Serviceable)**
- **UsedUnserv (Unserviceable)**

Maintain Requisitions
Requisition

Business Unit 50100 *WebIMS Req Type Inv Issue Status Open

Requisition ID NEXT

Requisition Name Inv Issue Test Copy From Hold From Further Processing

Header

*Requester GEORGE MASON MASON, GEORGE
*Requisition Date 02/06/2017 Requester Info
Origin ONL Online Input
*Currency Code USD Dollar

Requisition Defaults Add Comments
Requisition Activities

Amount Summary

Total Amount 3.50 USD

Add Items From

Purchasing Kit Catalog
Item Search Requester Items

Line	Item	Description	WebIMS Doc ID	WebIMS Item ID	WebIMS Post	WebIMS Condition Code	WebIMS Issued Date	Validate WebIMS
1	1559055330	PARTS AND		096027115	Post	New		Validate WebIMS
2	8018362597	SIGNS,		688390004	Post	UsedUnserv		Validate WebIMS

View Approvals *Go to

Save Notify Refresh Add U



Create Inventory Issuance Requisitions (continued)

Maintain Requisitions
Requisition

Business Unit 50100 *WebIMS Req Type **Inv Issue** Status **Open**

Requisition ID NEXT

Requisition Name Copy From Hold From Further Processing

▼ Header ?

*Requester MASON,GEORGE
*Requisition Date Requester Info
Origin Online Input
*Currency Code Dollar

Requisition Defaults Add Comments
Requisition Activities

Amount Summary ?

Total Amount 3.50 USD

Add Items From ?

Purchasing Kit Catalog
Item Search Requester Items

Line ? Personalize | Find | View All | First 1-2 of 2 Last

Line	Item	Description	WebIMS Doc ID	WebIMS Item ID	WebIMS Post	WebIMS Condition Code	WebIMS Issued Date	Validate WebIMS
1	<input type="text" value="1559055330"/>	<input type="text" value="PARTS AND"/>		096027115	Post	<ul style="list-style-type: none">NewObsoleteSurplusUsedUsedUnserv	<input type="text"/>	<input type="button" value="Validate WebIMS"/>
2	<input type="text" value="8018362597"/>	<input type="text" value="SIGNS,"/>		688390004	Post		<input type="text"/>	<input type="button" value="Validate WebIMS"/>

View Approvals *Go to



Create Inventory Issuance Requisitions (continued)

Requisition page – Submit For Approval

Once all lines and required fields have been entered, the requisition can be saved and sent for approval. Click **Save** at the bottom left of the **Maintain Requisitions – Requisitions** page. Once saved, the Storekeeper will click on the green checkmark in the top right corner of the page to **Submit for Approval**. Once submitted, the checkmark will be replaced with the word **Approved**.

Cardinal All Search >> Advanced Search

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

Maintain Requisitions
Requisition

Business Unit 50100 *WebIMS Req Type Inv Issue Status Open

Requisition ID NEXT
Requisition Name Inv Issue Test Copy From Hold From Further Processing

Header

*Requester GEORGE.MASON MASON,GEORGE
*Requisition Date 02/06/2017 Requirer Info
Origin ONL Online Input
*Currency Code USD Dollar

Requisition Defaults Add Comments
Requisition Activities

Amount Summary

Total Amount 3.50 USD

Add Items From

Purchasing Kit Catalog
Item Search Requirer Items

Line

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	1559055330	PARTS AND	250.0000	EA	1559055	0.01000	2.50	Open
2	8018362597	SIGNS,	100.0000	EA	8018362	0.01000	1.00	Open

View Approvals *Go to ...More...

Save **Notify** **Refresh** **Add** **Update/Display**



Create Inventory Issuance Requisitions (continued)

Requisition page – Interfacing to WebIMS:

Once an inventory issuance requisition is approved, WebIMS needs to be checked to determine if there is enough stock for each item ordered. Click the **Validate WebIMS** button for each line in the requisition. This generates the **WebIMS Document ID** and checks WebIMS inventory, via the interface, for the items on the line.

Maintain Requisitions

Requisition

Business Unit 50100 *WebIMS Req Type Inv Issue Status Approved ✖

Requisition ID 0002175960

Requisition Name Inv Issue Test Hold From Further Processing

Header

*Requester GEORGE.MASON MASON,GEORGE

*Requisition Date 02/06/2017 Requisition Info

Origin ONL Online Input

Currency Code USD Dollar

Requisition Defaults Add Comments

Requisition Activities

Document Status

Amount Summary

Total Amount 3.50 USD

Add Items From

Purchasing Kit Catalog

Item Search Requester Items

Select Lines To Display

Search for Lines

Line To Retrieve

Line

Personalize | Find | View All | First 1-2 of 2 Last

Line	Item	Description	WebIMS Doc ID	WebIMS Item ID	WebIMS Post	WebIMS Condition Code	WebIMS Issued Date	Validate WebIMS
1	1559055330	PARTS AND ACCESSORIES, BRIDGE TUNNEL SYSTEMS FUSE, 100 AMP, 250 VOLT, ROYAL NO. RG58 OR EQUAL		096027115	Post	New		<input type="button" value="Validate WebIMS"/>



Create Inventory Issuance Requisitions (continued)

A WebIMS Document ID is generated by Cardinal to identify each line in the requisition. Should the line be subsequently modified, a new WebIMS Document ID will be generated for the modified line.

The screenshot displays the 'Maintain Purchase Order' page in the Cardinal system. A modal message box is open, displaying the text: 'WebIMS Document ID is :1000099038'. The background form includes the following fields and sections:

- Business Unit:** 50100
- PO ID:** 0001143554
- Copy From:** [Dropdown]
- Header Section:**
 - *PO Date: 01/18/2017
 - *Supplier: LL CARTER -003
 - *Supplier ID: 0000033093
 - *Buyer: GEORGE.MASON
 - Supplier: LL Carter & Son Inc
 - Buyer: MASON,GEORGE
- PO Reference:** [Text Field]
- Web IMS?:**
- Receipt Status:** Not Recvd
- *Dispatch Method:** Print
- eVA PO Type:** R01
- *eVA Order Method:** PRNT
- eVA Interfaced:** NSEV
- eVA Dttm:** [Text Field]
- Amount Summary:**

Merchandise	15.00	
Freight/Tax/Misc.	0.00	
Total Amount	15.00	USD
- Navigation:** Add Items From, Select Lines To Display, Catalog, Item Search, Search for Lines, Retrieve



Create Inventory Issuance Requisitions (continued)

If there is insufficient stock in WebIMS for a requisition line an error pop-up message is received. The Storekeeper has two options in Cardinal for that line:

- Adjust the line quantity to match the available WebIMS quantity.
 - A new **WebIMS Document ID** will be generated for the line.
 - The requisition will be fulfilled as an issuance requisition.
- Cancel the requisition line.

Maintain Purchase Order

Purchase Order

Business Unit 50100
PO ID 0001143554
Copy From [dropdown]

▼ Header ?

*PO Date 01/18/2017 Supplier Search
*Supplier LL CARTER -003 Supplier Details
*Supplier ID 0000033093 LL Carter & Son Inc
*Buyer GEORGE.MASON MASON,GEORGE

PO Reference [input]
Web IMS?:

Receipt Status Not Recvd
*Dispatch Method Print [dropdown] Dispatch
eVA PO Type R01 Routine Bill Vendor
*eVA Order Method PRNT
eVA Interfaced NSEV

BackOrder

Message

WebIMS Return Error Message : Insufficient Qty on Hand to complete transaction I000000163.,The location 0521 has only 103 @ \$9.31127 of 240008423N.
The PeopleCode program executed an Error statement, which has produced this message.



Create Inventory Issuance Requisitions (continued)

Once all of the lines on the issuance requisition have been satisfied by either issuance or cancellation, Cardinal will automatically set the requisition **Status** to **Complete** and a pop-up message will appear. Once a line on the requisition has been marked **Complete**, neither the line nor the requisition can be cancelled.

Click **OK** and the requisition will no longer be displayed on the screen.

The screenshot displays the Cardinal software interface. At the top left is the Cardinal logo. The navigation bar includes 'Favorites', 'Main Menu', 'Purchasing', 'Purchase Orders', and 'Add/Update POs'. A search bar with 'All' and 'Search' is visible. A 'Message' pop-up window is centered on the screen, containing the text: 'IMS Requisition 50100/0002058838 has been set to complete status' and an 'OK' button. Below the message, the requisition details are shown: '*Supplier LL CARTER -003', '*Supplier ID 0000033093', and '*Buyer GEORGE.MASON'. The background interface shows fields for 'PO Status', 'Backorder Status', 'Receipt Status', '*Dispatch Meth', and 'eVA PO Ty'.



Create Inventory Issuance Requisitions (continued)

To view **Complete** requisitions and details at a later date, navigate using the following path:

Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions

On the **Requisition Inquiry** page, select the **Req Status** of **C – Complete** and any additional information to narrow down the search results.

Click **OK**.

The screenshot shows the 'CARDINAL' software interface. The breadcrumb navigation path is 'Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions'. The 'Requisition Inquiry' page is active, with the 'Req Status' field highlighted by a red box. A 'Look Up Req Status' dialog box is open, displaying a list of status options: A Approved, C Complete (highlighted with a red box), D Denied, I Initial, LA Line Approved, O Open, P Pending Approval, V Preview, X Canceled, and a Cancel button. The 'OK' button on the main page is also highlighted with a red box.



Create Inventory Issuance Requisitions (continued)

The **Requisitions** page will populate based on your search criteria. Click on the hyperlink for the **Requisition** to be viewed. The **Requisition Details** for the selected requisition will be displayed in a pop-up window.

From the **Requisition Details** page, can click on the **Schedule Details** icon, and ultimately the **Distribution Details** icon, for a line in order to review shipping and accounting distribution details for the selected line.

Requisitions

Req Inquiry Personalize | Find | View 100 | First 1-6 of 200 Last

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt
50100	0002083434	0002083434	Complete	Duncan, Ramona (VDOT)	02/06/2014	7,042.74 USD
50100	0002083304	0002083304	Complete	Myers, Matthew S. (VDOT)	02/06/2014	11,085.40 USD
50100	0002083272					
50100	0002083266					
50100	0002083259					
50100	0002083252					

Search Notify

Requisition Details

Business Unit 50100 **Req ID 0002083434**

Requester Duncan, Ramona (VDOT)

Requisition Date 02/06/2014 Merchandise Amount 7,042.74 USD

Req Status Complete

Requisition Details Personalize | Find | View All | First 1-3 of 3 Last

Line	Status	Item ID	Description	Supplier ID	Sup ID Num	Supplier	Req Qty	UOM	Merchandise Amt	Amount Only	
1	Closed	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	0000015454		Cargill Inc	66.7100	Longton US	5,980.45 USD	<input type="checkbox"/>	
2	Closed	7503532045	STONE NO. 8, STONE	0000036054		BOXLEY MATERIALS Co	70.9200	Longton US	794.87 USD	<input type="checkbox"/>	
3	Closed	7503548440	STONE, CRUSHED GRADE 9 CRUSHED	0000026451		Jessee Stone Company dba Woodway Stone C	23.5200	Longton US	267.42 USD	<input type="checkbox"/>	

Return



Create Inventory Issuance Requisitions (continued)

From the **Schedule Details** page, click on the **Distribution Details** icon to review the accounting distribution details for the selected line. Click **Return** to go back to the **Schedule Details** page, then click **Return** to go back to the **Line Details** page and, finally, click **Return** to go back to the **Requisitions** page. Click **Search** if you wish to find and review another requisition if needed.

Schedule Details

Business Unit 50100 Req ID 0002083434 Line 1

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

Sched	Status	Due Date	Ship To	Ship Via Code	Freight Terms	One Time Addr	Price	Req Qty	Merchandise Amt	Revision
1	Closed		BLKFRD AHQ	COMMON			89.64853	66.7100	5,980.45 USD	

Ship To Comments
Return

Distribution Information

Business Unit 50100 Req ID 0002083434 Line 1 Sched Num 1

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

Details | More | Asset Information

Distrib	Status	Location	Req Qty	Merchandise Amt	GL Unit	Entry Event	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	Complete	BLKFRD AHQ	66.7100	5,980.45 USD	50100		5013790	04100	604002	11044	11150001	70006	167

Return



Simulation: Creating Inventory Issuance Requisitions

You will now view a simulation that demonstrates how to **Create Inventory Issuance Requisitions**.





Lesson 2: Summary

2

Inventory Issuance

In this lesson, you learned:

- An inventory issuance requisition is composed of several sections: **Header**, **Line**, **Schedule**, and **Distribution**.
- If Cardinal identifies that the requested goods are not available in WebIMS for a requisition line, the Storekeeper can either adjust the line quantity to match the quantity available or cancel the line.
- The requisition type (**WebIMS Req Type**) determines how the order is processed through Cardinal and WebIMS.
- POs are only created for WebIMS requisitions that have a requisition type of **Restock** as those items are not in inventory and therefore need to be ordered from a supplier.



Lesson 3: Introduction

3

Restock

This lesson covers the following topics:

- Create a Restock Requisition
- Cancel a d Restock Requisition
- View Restock Purchase Orders
- Create a Restock Receipt
- Cancel a Restock Receipt



Create Restock Requisitions

When it is time to replenish stock, the Storekeeper will create a requisition with a **WebIMS Req Type** of **Restock**.

- A restock requisition triggers a restock of the WebIMS inventory by creating and dispatching a PO following the normal requisition to PO process.
- Restock requisitions must contain a valid National Institute of Governmental Purchasing (NIGP) number that is associated with a WebIMS item number and a valid WebIMS location.
- Only a Storekeeper can create a restock WebIMS requisition and create a restock receipt for their assigned WebIMS location(s). Restock requisitions are approved via the normal requisition approval process. Restock requisitions must be approved by the Procurement Manager before they can be updated in WebIMS.
- Restock requisitions do not directly interface to GL. Once the requisition is sourced into a PO, the goods will be ordered. Once the goods are received, a voucher will be created, the payment is made, and the accounting distribution journal generates, i.e., posts to GL via the normal AP processes.

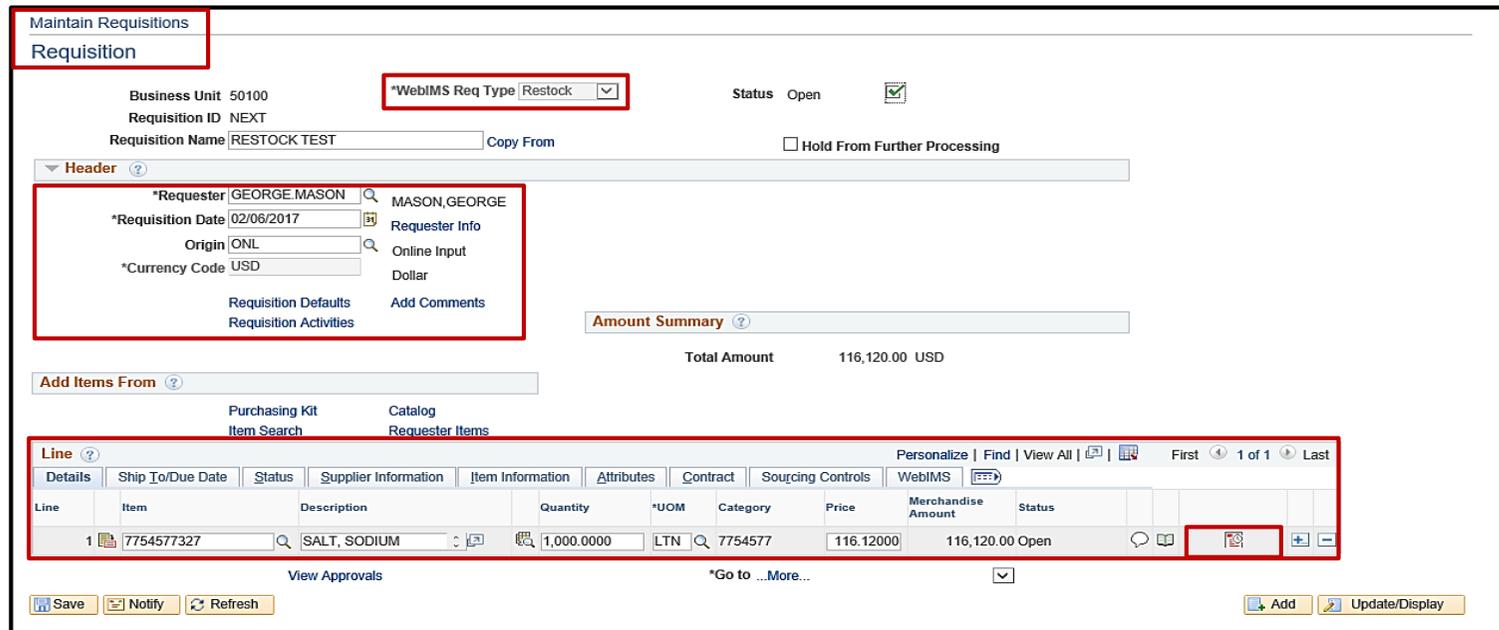
Create Restock Requisitions (continued)

Creating a restock requisition is similar to creating a regular requisition. However, with a restock requisition the **WebIMS Req Type must be changed to Restock** before any other data entry is made.

The accounting distribution will default and cannot be changed. Like a regular requisition, enter details in the requisition header, lines, and schedule sections as needed.

Navigate to this page using the following path:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions



The screenshot displays the 'Maintain Requisitions' page for a 'Requisition'. The 'WebIMS Req Type' is set to 'Restock'. The requisition details include Business Unit 50100, Requisition ID NEXT, and Requisition Name RESTOCK TEST. The header section shows the requester as GEORGE MASON, with a requisition date of 02/06/2017 and origin ONL. The amount summary indicates a total amount of 116,120.00 USD. The line item table contains one entry: Line 1, Item 7754577327, Description SALT, SODIUM, Quantity 1,000.0000, UOM LTN, Category 7754577, Price 116.12000, and Merchandise Amount 116,120.00. The status is Open. The interface includes navigation tabs, a search bar, and various action buttons like Save, Notify, Refresh, Add, and Update/Display.

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7754577327	SALT, SODIUM	1,000.0000	LTN	7754577	116.12000	116,120.00	Open



Create Restock Requisitions (continued)

Maintain Requisitions
Requisition

Business Unit 50100

*WebIMS Req Type Restock

Status Open 

Requisition ID NEXT

Requisition Name RESTOCK TEST Copy From

Hold From Further Processing

Header

*Requester GEORGE.MASON MASON,GEORGE
 *Requisition Date 02/06/2017 Requirer Info
 Origin ONL Online Input
 *Currency Code USD Dollar
 Requisition Defaults Add Comments
 Requisition Activities

Amount Summary

Total Amount 116,120.00 USD

Add Items From

Purchasing Kit Catalog
 Item Search Requirer Items

Line

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

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7754577327	SALT, SODIUM	1,000.0000	LTN	7754577	116.12000	116,120.00	Open

View Approvals

*Go to ...More...

Save Notify Refresh

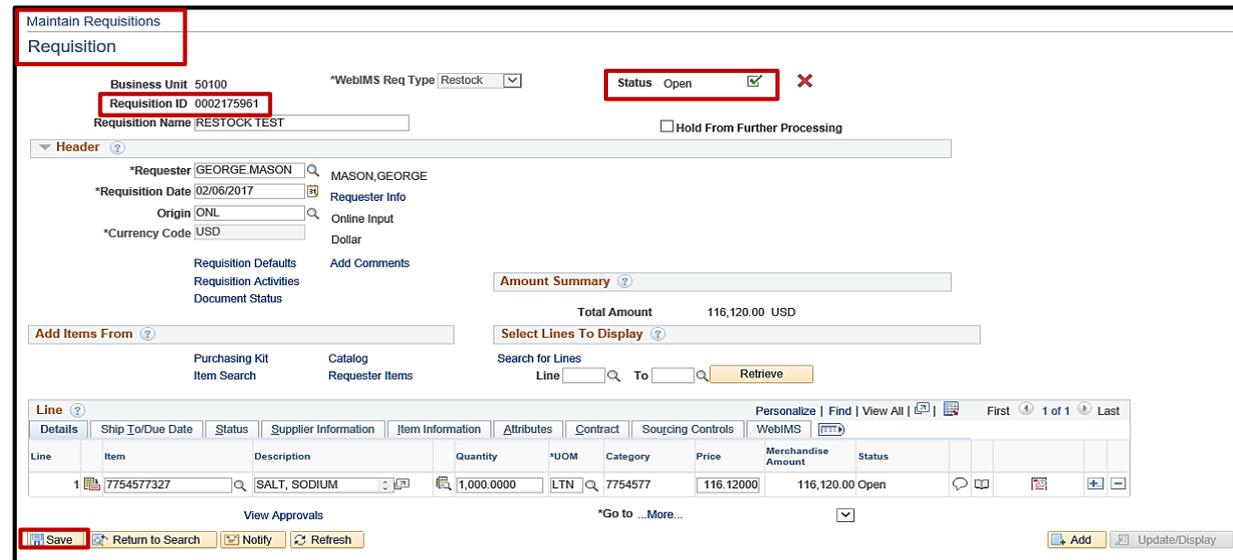
Add Update/Display

Create Restock Requisitions (continued)

Processing Restock Requisitions:

Once all required information for the restock requisition is entered:

- Click **Save**. A **Requisition ID** number is assigned.
- Click the **Submit for Approval** check box (check box with green checkmark). The requisition **Status** will be updated to **Pending** and the **Submit for Approval** check box will disappear.
- The restock requisition will follow the normal requisition approval process. However, it must be approved by the Procurement Manager before it is updated in WebIMS. Upon approval, the WebIMS item number, location number, quantity, and **Document IDs** will be sent to WebIMS to update the quantity on order.



Maintain Requisitions
Requisition

Business Unit 50100 *WebIMS Req Type Restock Status Open X

Requisition ID 0002175961
Requisition Name RESTOCK TEST Hold From Further Processing

Header

*Requester GEORGE MASON MASON, GEORGE
*Requisition Date 02/06/2017 Requisition Info
Origin ONL Online Input
*Currency Code USD Dollar

Requisition Defaults Add Comments
Requisition Activities
Document Status

Amount Summary
Total Amount 116,120.00 USD

Select Lines To Display

Add Items From
Purchasing Kit Catalog
Item Search Requisition Items

Search for Lines
Line To Retrieve

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7754577327	SALT, SODIUM	1,000.0000	LTN	7754577	116.12000	116,120.00	Open

View Approvals *Go to ...More...

Save Return to Search Notify Refresh Add Update/Display



Cancel Restock Requisitions

A restock requisition is cancelled the same way as a regular requisition. A requisition that has been sourced to a PO cannot be cancelled.

WebIMS is not automatically updated when a restock requisition is cancelled. The Storekeeper must manually update the quantity on order in WebIMS.

Cancel Restock Requisition:

- Navigate using the following path

Main Menu > Purchasing > Requisitions > Add/Update Requisitions

- Search for, and select, the requisition to be cancelled.
- Click the red **X** at the top of the requisition.
- Click **Save**.

Maintain Requisitions
Requisition

Business Unit 50100 *WebIMS Req Type Restock Status Pending **X**
Requisition ID 0002175961
Requisition Name RESTOCK TEST Hold From Further Processing

Header
*Requester GEORGE.MASON MASON,GEORGE
*Requisition Date 02/06/2017 Requirer Info
Origin ONL Online Input
*Currency Code USD Dollar

Requisition Defaults Add Comments
Requisition Activities
Document Status

Amount Summary
Total Amount 116,120.00 USD

Add Items From
Purchasing Kit Catalog
Item Search Requirer Items

Select Lines To Display
Search for Lines
Line To Retrieve

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7754577327	SALT, SODIUM	1,000.0000	LTN	7754577	116.12000	116,120.00	Pending

View Approvals *Go to ...More...
Save Return to Search Notify Refresh Add Update/Display



Cancel Restock Requisitions (continued)



All >> [Advanced Search](#)

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

Maintain Requisitions
Requisition

Business Unit 50100
 *WebIMS Req Type Restock
 Status Pending ✖

Requisition ID 0002175961
 Requisition Name
 Hold From Further Processing

▼ Header ?

*Requester MASON,GEORGE

*Requisition Date [Requester Info](#)

Origin Online Input

*Currency Code Dollar

[Requisition Defaults](#) [Add Comments](#)
[Requisition Activities](#)
[Document Status](#)

Amount Summary ?

Total Amount 116,120.00 USD

Add Items From ?

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Select Lines To Display ?

Search for Lines

Line To

Line ?

[Personalize](#) | [Find](#) | [View All](#) | |
 First 1 of 1 Last

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status				
1	<input type="text" value="7754577327"/> <input type="button" value="Q"/>	SALT, SODIUM <input type="button" value="C"/>	<input type="text" value="1,000.0000"/> <input type="button" value="Q"/>	LTN <input type="button" value="Q"/>	7754577	116.12000	116,120.00	Pending	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>	<input type="button" value="Q"/>

[View Approvals](#) *Go to ...More...



View Restock Purchase Orders

Storekeepers and Buyers can view the restock PO to check its status. The **WebIMS** check box is selected for all restock POs. However, the Storekeeper cannot see the WebIMS check box on his view of the PO. The Buyer's view of the PO includes the WebIMS check box but the Buyer cannot edit the check box.

The way you view the restock PO is determined by the user role:

- Storekeeper: Navigate to **Purchasing > Purchase Orders > Review PO Information > Purchase Orders**
- Buyers: Navigate to **Main Menu > Purchasing > Purchase Orders > Add/Update POs**

Storekeeper View: No WebIMS Check Box

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO Status Approved
PO ID 02PR0903A

Copy From Hold From

Header ?

*PO Date 12/07/2016 Supplier Search
*Supplier VALK MANUF-001 Supplier Details

*Supplier ID 0000011286 Vulk Manufacturing Company Receipt Status Not Recvd
*Buyer V_PR_WEBIMS_ST Buyer *Dispatch Method Print

PO Reference eVA PO Type R01
eVA Order Method URL
eVA Interfaced NSEV

Buyer View: WebIMS Check Box

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO Status Approved
PO ID 02PR0903A

Copy From Hold From

Header ?

*PO Date 12/07/2016 Supplier Search
*Supplier VALK MANUF-001 Supplier Details

*Supplier ID 0000011286 Vulk Manufacturing Company Receipt Status Not Recvd
*Buyer V_PR_BUYER Buyer *Dispatch Method Print

PO Reference eVA PO Type R01
eVA Order Method URL
eVA Interfaced NSEV

Web IMS?:



View Restock Purchase Orders (continued)

Storekeeper View: No WebIMS Check Box

Maintain Purchase Order

Purchase Order

Business Unit 50100

PO Status Approved

PO ID 02PR0903A

Copy From

Hold From

▼ Header ?

*PO Date 12/07/2016

Supplier Search

*Supplier VALK MANUF-001

Supplier Details

*Supplier ID 0000011286

Valk Manufacturing Company

Receipt Status Not Recvd

*Buyer V V_PR_WEBIMS_STC

B Web IMS Storekeeper

*Dispatch Method Print

PO Reference

eVA PO Type R01

eVA Order Method URL

eVA Interfaced NSEV



View Restock Purchase Orders (continued)

Buyer View: WebIMS Check Box

Maintain Purchase Order

Purchase Order

Business Unit 50100

PO Status Approved

PO ID 02PR0903A

Copy From

Hold From

▼ Header ?

*PO Date 12/07/2016



[Supplier Search](#)

*Supplier VALK MANUF-001



[Supplier Details](#)

*Supplier ID 0000011286



[Valk Manufacturing Company](#)

*Buyer V_PR_BUYER



[Buyer](#)

Receipt Status Not Recvd

*Dispatch Method

eVA PO Type



PO Reference

eVA Order Method URL

Web IMS?:

eVA Interfaced NSEV



Create Restock Receipts

Creating a restock receipt for the goods when they are received is similar to creating a regular receipt. The difference between a restock and regular receipt is that Cardinal creates a **WebIMS Receipt Doc ID** for each line of the restock receipt and updates the receipt information to WebIMS.

Create a restock receipt:

- Navigate using the following path

Main Menu > Purchasing > Receipts > Add/Update Receipts

- Click **Add** from the **Add New Value** tab.
- Enter the PO search criteria and click **Search**.
- Select the PO/line(s) to receive.
- Click **OK**.

Select Purchase Order

Search Criteria

PO Unit 50100

Days +/- Today

ID

Start Date 11/02/2013

Line / Schedule /

End Date 05/21/2017

Release

Supplier Name SKYLINE DO-001 Supplier Lookup

Item ID

Supplier Item ID

Ship To NOVA EQP

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 100 | First 1-5 of 354 Last

Selected Rows	Shipping Related	More Details								
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input checked="" type="checkbox"/>	50100	0001090041	1	1		11/19/2013	1.0000		9883642185	GROUNDSKEEPING SERVICES FOR TH
<input type="checkbox"/>	50100	0001081241	1	1		11/20/2013	98.0000	92.0000	4505546000	Best - * - 11B782-L padlocks w
<input type="checkbox"/>	50100	0001081241	2	1		11/20/2013	48.0000	42.0000	4505546000	Best - * - 11B782-L padlocks l
<input type="checkbox"/>	50100	0001081241	4	1		11/20/2013	363.0000	359.0000	4505546000	Best - * - 1AX-4-XA1-2-KS717-K
<input type="checkbox"/>	50100	0001081241	5	1		11/20/2013	57.0000	35.0000	4505546000	Best - * - 1CX7XA12-626 Cormax

Select All Clear All

OK Cancel Refresh



Create Restock Receipts (continued)

CARDINAL All Search >> Advanced Search

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

Select Purchase Order

Search Criteria

PO Unit

Days +/- Today

ID

Start Date

Line / Schedule /

End Date

Release

Supplier Name [Supplier Lookup](#)

Item ID

Supplier Item ID

Ship To

Manufacturer ID

Ship Via

Manufacturer's Item ID

Retrieve Open PO Schedules

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows Personalize | Find | View 100 | First 1-5 of 354 Last

Selected Rows	Shipping Related	More Details									
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description	
<input checked="" type="checkbox"/>	50100	0001090041	1	1		11/19/2013	1.0000		9883642185	GROUNDSKEEPING SERVICES FOR TH	
<input type="checkbox"/>	50100	0001081241	1	1		11/20/2013	98.0000	92.0000	4505546000	Best - * - 11B782-L padlocks w	
<input type="checkbox"/>	50100	0001081241	2	1		11/20/2013	48.0000	42.0000	4505546000	Best - * - 11B782-L padlocks I	
<input type="checkbox"/>	50100	0001081241	4	1		11/20/2013	363.0000	359.0000	4505546000	Best - * - 1AX-4-XA1-2-KS717-K	
<input type="checkbox"/>	50100	0001081241	5	1		11/20/2013	57.0000	35.0000	4505546000	Best - * - 1CX7XA12-626 Cormax	

Select All Clear All



Create Restock Receipts (continued)

- After selecting the PO, enter the **Receipt QTY** (quantity) on the **Receipt Lines** tab.
- Click on the **Header Details** hyperlink.
- Enter the actual date the goods were received.
- Click **OK**.

Maintain Receipts
Receiving

Business Unit 50100 Receipt Status Open X
Receipt ID 02PR0903A Add Header Comments Activities

Header Details

Select Purchase Order Close Short All Lines Run PO Receipt Accrual

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM
1	7656062010	SNOW PLOW PARTS, MISCELLANEOUS	50	EA	95.00000	150.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA

Interface Receipt Run Close Short

Save Notify Refresh Add Update/Display

Header Details

Business Unit 50100 *Receipt Date 02/10/2017 Receipt Time 11:56AM
Receipt ID NEXT User ID GEORGE.MASON
Receive Source On-line Receipt Status Open
Supplier 0000028711 Supplier Name PORTCO Inc
Location MAIN *Ship To NOVA EQP
Supplier ID Number Ship To GLN
Last Change Date Last User to Modify

Shipping Information

Match Options

Receipt Hold Options Receipt Processing Options

Hold Receipt Process Manufacturing
 Hold Inventory Process Inventory
 Hold Assets Process Assets

OK Cancel Refresh



Create Restock Receipts (continued)

- To commit the newly entered information and save the receiver, click Save.
- Cardinal completes the three step process:
 - Generates a **Receipt ID**
 - Generates a **WEBIMS Receipt Doc ID** for each receipt line. This can be seen on the **WebIMS** tab.
 - Sends the receipt information to WBIMS.

Maintain Receipts
Receiving

Business Unit 50100 Receipt Status Fully Received ✖

Receipt ID 02PR0903A Add Header Comments Activities

Header Details

▶ Header

Select Purchase Order Close Short All Lines Run PO Receipt Accrual

Receipt Lines Personalize | Find | View All | [Print] | [Grid]

Receipt_Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information	WebIMS	WebIMS PO	WebIMS Receipt Doc ID
Line	Item	Description						
1	7656062010	SNOW PLOW PARTS, MISCELLANEOUS				☑		R000044582

Interface Receipt Run Close Short

Save Notify Refresh Add



Cancel Restock Receipts

A restock receipt can be cancelled at the line level as long as it has not been vouchered, i.e., sent for payment. Once the goods have been received and a voucher created, the restock line cannot be cancelled. Once cancelled, the information is sent to WebIMS. Do not cancel the entire receipt by clicking the red X at the header level.

Cancel a restock receipt:

- Navigate to **Main Menu > Purchasing > Receipts > Add/Update Receipts**
- Click the red **X** next to the line to cancel the line.
- Click **Save**, WebIMS will be updated.

The screenshot shows the 'Maintain Receipts' interface. At the top, there are tabs for 'Maintain Receipts' and 'Receiving'. Below this, the 'Business Unit' is 50100 and the 'Receipt Status' is 'Fully Received' with a red X icon. The 'Receipt ID' is 02PR0903A. There are buttons for 'Add Header Comments' and 'Activities'. Below this is a 'Header' section with a 'Select Purchase Order' dropdown, a 'Close Short All Lines' button, and a 'Run PO Receipt Accrual' button. The main section is 'Receipt Lines', which has a table with columns: Line, Item, Description, Receipt Qty, *Recv UOM, Receipt Price, Accept Qty, Status, Category, Close Short, Serial, Device Track, Stock UOM, and an action column. The first row (Line 1) has Item 7656062010, Description 'SNOW PLOW PARTS, MISCELLANEOUS', Receipt Qty 50.0000, *Recv UOM EA, Receipt Price 95.00000, Accept Qty 50.0000, Status 'Received', Category 7656062, and a red X in the action column. Below the table are checkboxes for 'Interface Receipt' and 'Run Close Short'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	Action
1	7656062010	SNOW PLOW PARTS, MISCELLANEOUS	50.0000	EA	95.00000	50.0000	Received	7656062	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	X



Cancel Restock Receipts (continued)

Maintain Receipts

Receiving

Business Unit 50100 Receipt Status Fully Received

Receipt ID 02PR0903A Add Header Comments Activities

Header Details Document Status

Header

Select Purchase Order Close Short All Lines Run PO Receipt Accrual

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

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	
1	7656062010	SNOW PLOW PARTS, MISCELLANEOUS	<input type="text" value="50.0000"/>	EA <input type="text" value="EA"/> <input type="text"/>	95.00000	50.0000	Received	7656062	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA <input type="text"/>	

Interface Receipt Run Close Short

Save Return to Search Notify Refresh Add Update/Display



Lesson 3: Summary

3

Restock

In this lesson, you learned:

- Creating a restock requisition is similar to creating a regular requisition but with a WebIMS Req Type of Restock.
 - The requisition type must be selected before any other data is entered.
 - The accounting distribution on a restock requisition is automatically populated and cannot be changed.
- You cancel a restock requisition at the line level only. Once a requisition is sent to a PO, it can no longer be cancelled.
- Restock POs are created the same way regular POs are created.
- The main difference between a regular and restock receipt is that Cardinal creates a receipt WebIMS Receipt Doc ID for each line of the restock receipt.
- You may cancel restock receipt individual lines, as long as the receipt has not been sent for payment, i.e., vouchered.
 - Line cancellation information is sent to WebIMS.



Lesson 4: Introduction

4

WebIMS Maintenance

This lesson covers the following topics:

- WebIMS Lockdown and Downtime



WebIMS Lockdown and Downtime

Periodically WebIMS may be put in 'lockdown' or be offline, i.e., down.

- When WebIMS is offline for any reason, users should not work with inventory issuances and restock data entry.
- If a receipt is being entered when WebIMS experiences downtime, then the user should cancel the receipt and recreate it when WebIMS is back online.
- If a requisition is in the approval process when WebIMS goes offline, the final approval by the Procurement Manager cannot be processed through to WebIMS. Therefore, the Procurement Manager should wait until WebIMS is online to approve the requisition.



WebIMS Lockdown and Downtime (continued)

Maintain Purchase Order

Purchase Order

Business Unit 50100
PO ID 0001143554
Copy From

Header ?

*PO Date 01/18/2017 Supplier Se

*Supplier LL CARTER -003 Supplier Deta

*Supplier ID 0000033093 LL Carter & Son Inc

*Buyer GEORGE.MASON MASON,GEORGE

PO Reference

Web IMS?:

Receipt Status Not Recvd

*Dispatch Method Print

eVA PO Type R01 Routine Bill Vendor

*eVA Order Method PRNT

eVA Interfaced NSEV

Message

The system was unable to connect to WebIMS. When WebIMS becomes available, please manually update the Receiver in WebIMS (0,0)



Lesson 4: Inventory Issuances and Restock Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Course Summary

PR347

Inventory Issuance Restock

In this course, you learned:

- Describe the inventory issuance and restock process and key concepts
- Explain how inventory issuance and restock processing integrates with other Cardinal modules and interfaces with external systems
- Create an issuance requisition
- Understand requisition issuance journals
- Create and cancel restock requisitions
- View restock purchase orders
- Create and cancel restock receipts
- Handle WebIMS lockdown and downtime



Course Evaluation

Congratulations! You successfully completed the **501 PR347: Inventory Issuance Restock** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.





Appendix

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- Flowchart Key



Key Terms

Buyer: An individual authorized to create a purchase order.

External Sales – Non-State Agency: The selling of materials to any non-state agency. This includes cities, counties, towns, and other governmental entities not termed a state agency. It also includes sales to private contractors if they have been approved, i.e., Turnkey Asset Maintenance Services (TAMS) contractors.

External Sales – State Agency: The selling of materials to another state agency.

Inventory Issuance: A request (requisition) for item(s) in WebIMS stock. The requisition includes details about the item(s), description, quantity, unit of measure, unit price, and total price information for each line.

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

Regular Requisition: A requisition is the request for items or services. A requisition in Cardinal is an online form that you use to request goods or services. Requisitions can be created from the eProcurement or Purchasing module. A regular requisition is not related to WebIMS.

Restock Requisition: A request to purchase items to replenish WebIMS stock using a requisition type of **Restock**.

Sourcing: Sourcing is the process of creating purchase orders from requisitions which interfaces with Cardinal to manage inventory stock (ordering and issuance), using a requisition. Cardinal users can create requisitions requesting inventory from WebIMS, which sends the item, quantity, location, and IMS location number to WebIMS to issue inventory. Once the order is accepted, WebIMS decrements the inventory and sends a message back to Cardinal.



Key Terms (continued)

Storekeeper: The designated person(s) responsible for handling orders placed via Cardinal and being filled by WebIMS. The district Storekeeper orders, receives, and issues WebIMS stock. WebIMS is a custom order fulfillment solution used specifically to order goods such as safety gear, salt or sand for snow treatment, etc. When this type of good is ordered, Cardinal interfaces with WebIMS to fulfill that order.

Supplier: Any person or other entity that provides goods and/or services, or receives refunds, including suppliers, federal, state, or local government entities, and other fiscal payees. All procurement suppliers are interfaced from eVA to Cardinal. Non-procurement suppliers (also called Fiscal Payees) will be created directly in Cardinal. Employees are not suppliers for their own agencies.

Web Inventory Management System (WebIMS): WebIMS is a custom order fulfillment solution used specifically to order goods such as safety gear, salt or sand for snow treatment, etc. When this type of good is ordered, Cardinal interfaces with WebIMS to fulfill that order.

Work In Process (WIP): Taking two or more items and making something that is different, i.e., mixing salt and sand and the combined items become mixed abrasives. Each item has a unique National Institute of Governmental Purchasing (NIGP) stock number.



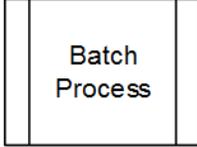
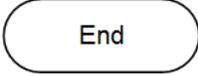
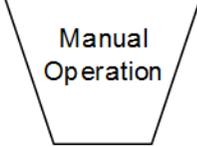
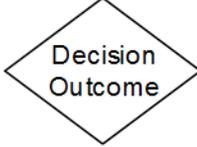
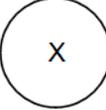
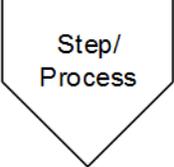
Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML



Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.