



501 PR346: Managing Receiving

Web Based Training



Welcome

Welcome to Cardinal Training!

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

This course provides an overview of the Receiving function in Cardinal and is intended for all Procurement users.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your agency's Security Handbook, located on the Cardinal website, for a list of available roles and descriptions.





Course Objectives

After completing this course, you will be able to:

- Understand Receiving
- Create and Maintain Receipts
- Review Receipts
- Receive Reports

Assessment questions at the end of each topic and/or lesson will check for your understanding.





Course Topics

This course includes the following lessons:

- Lesson 1: Understand Receipts
- Lesson 2: Create and Maintain Receipts
- Lesson 3: Review Receipts
- Lesson 4: Receive Reports



Lesson 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, 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.

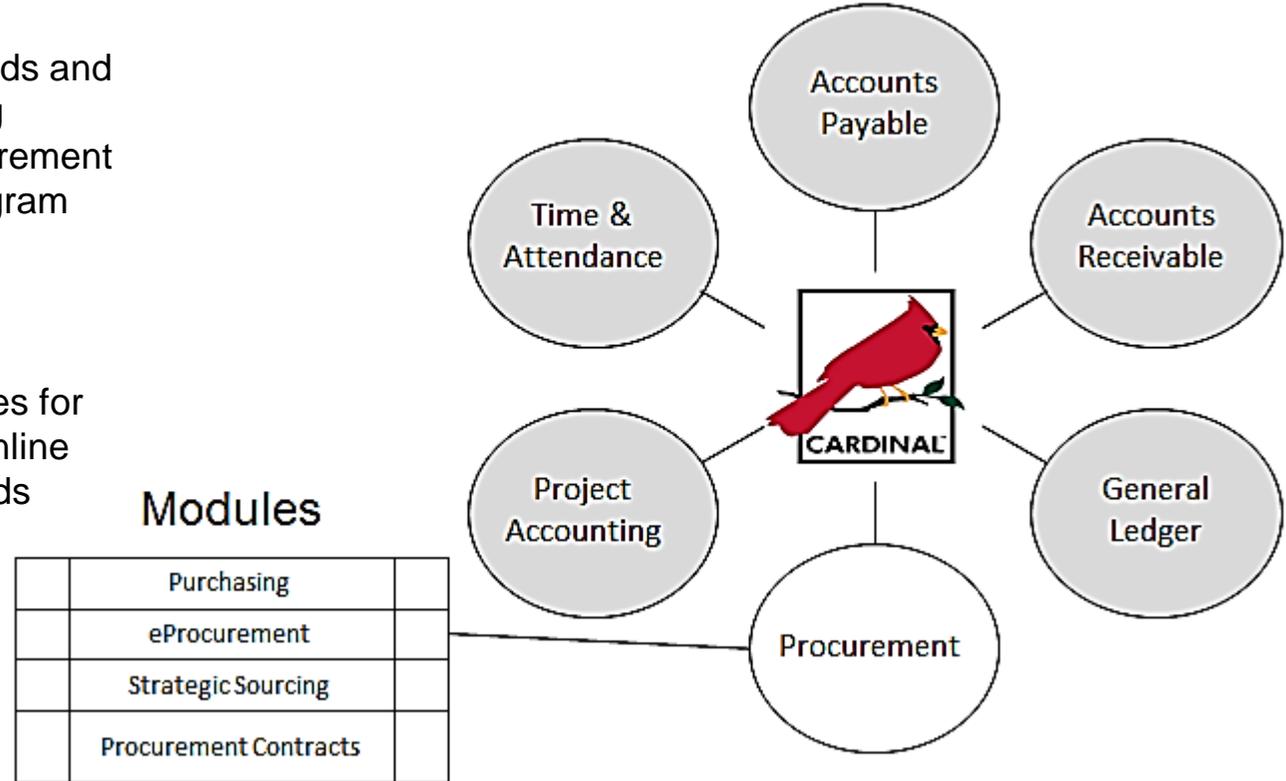
Strategic Sourcing

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.

Cardinal Functional Areas





Key Concepts

A purchase order (PO) is a commitment to a vendor 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:

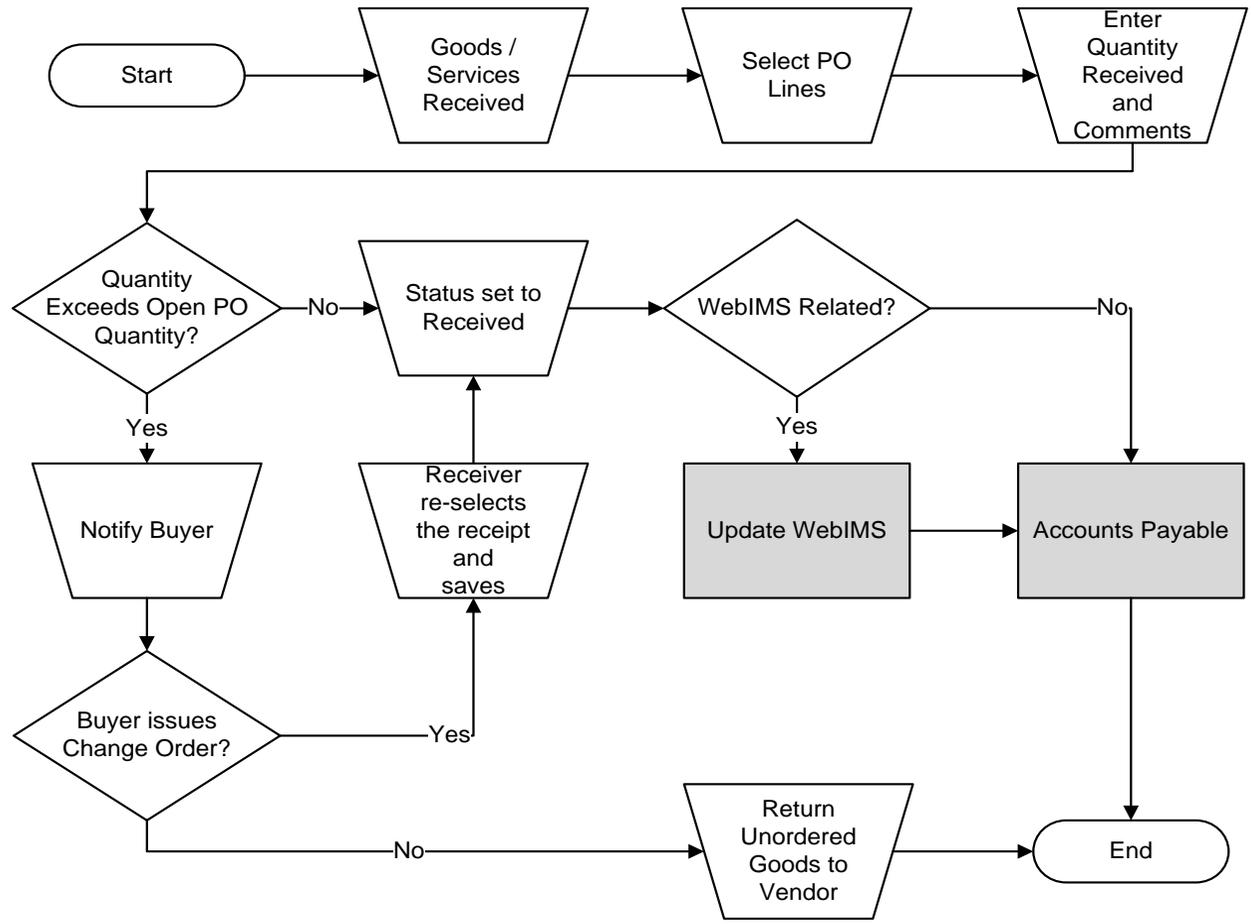
- Identify the items on the PO that have been received.
- Verify that goods and/or services received were included on the PO.
- Determine the completeness of the order.
- Specify the date of receipt.
- Match the PO to the related voucher to make payment to the vendor.
- Determine when the PO can be closed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



Receive Goods Process Overview

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

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





Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer, 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

In this lesson, you learned:

- Key Receiving Concepts
- Receipt Process Overview



Lesson 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.

You can create:

- 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.

You can navigate to page using the following path:

Main Menu > Purchasing > Receipts > Add/Update Receipts

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

When you add 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.

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

Receiving

Find an Existing Value | **Add a New Value**

Business Unit: 50100

Receipt Number: NEXT

PO Receipt

Add

Find an Existing Value | 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 your **PO ID**, or select one using the **Lookup** button.
- For the best results, clear all fields, except **PO Unit**, **PO ID**, and **Days +/- Today**, using 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 you can select.
- The default Ship To for your 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. Deselect and fully received POs will also appear in search results.

The screenshot shows the 'Select Purchase Order' page in the CARDINAL system. The breadcrumb trail is 'Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts'. The page title is 'Select Purchase Order'. Below the title is a 'Search Criteria' section with the following fields:

PO Unit:	<input type="text" value="50100"/>	Days +/- Today:	<input type="text" value="100"/>
ID:	<input type="text"/>	Start Date:	<input type="text" value="11/14/2012"/>
Line / Schedule:	<input type="text"/> / <input type="text"/>	End Date:	<input type="text" value="06/02/2013"/>
Release:	<input type="text"/>	Vendor Name:	<input type="text"/>
Item ID:	<input type="text"/>	Vendor Item ID:	<input type="text"/>
Ship To:	<input type="text" value="CNTRL OF2"/>	Manufacturer ID:	<input type="text"/>
Ship Via:	<input type="text"/>	Manufacturer's Item ID:	<input type="text"/>

There is a checkbox for 'Retrieve Open PO Schedules' which is checked. Below the search criteria is a 'Search' button. At the bottom of the form is a 'Receipt Qty Options' section with three radio buttons: 'No Order Qty', 'Ordered Qty', and 'PO Remaining Qty' (which is selected). At the very bottom are 'OK', 'Cancel', and 'Refresh' buttons.

Click image to enlarge image



Create Receipts (continued)

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

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:

Vendor Name: [Vendor Lookup](#)

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows Customize | Find | View All | | First 1-5 of 6 Last

Selected Rows Shipping Related More Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
<input type="checkbox"/>	50100	0001138311	1	1	58	05/06/2016	50.0000		7452150000	BM-25.0
<input type="checkbox"/>	50100	0001138311	2	1	59	05/06/2016	50.0000		7452140000	IM-19.0A
<input type="checkbox"/>	50100	0001138311	3	1	60	05/06/2016	100.0000		7452126000	SM-12.5A
<input type="checkbox"/>	50100	0001138311	4	1	61	05/06/2016	200.0000		7452123000	SM-9.5A
<input type="checkbox"/>	50100	0001138311	5	1	62	05/06/2016	10.0000		7450841000	EMULSIONS, ASPHALT EMULSIONS,



Create Receipts (continued)

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

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:

Vendor Name: [Vendor Lookup](#)

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows Customize | Find | View All | | First 1-5 of 6 Last

Selected Rows | **Shipping Related** | More Details |

Sel	PO Unit	PO ID	Line	Sched	Ship To	Ship Via	Vendor	Location	Vendor Item ID	PO Date	Orig Prom
<input type="checkbox"/>	50100	0001138311	1	1	FREDRK RES	COMMON	0000036233	MAIN		05/06/2016	05/06/2016
<input type="checkbox"/>	50100	0001138311	2	1	FREDRK RES	COMMON	0000036233	MAIN		05/06/2016	05/06/2016
<input type="checkbox"/>	50100	0001138311	3	1	FREDRK RES	COMMON	0000036233	MAIN		05/06/2016	05/06/2016
<input type="checkbox"/>	50100	0001138311	4	1	FREDRK RES	COMMON	0000036233	MAIN		05/06/2016	05/06/2016
<input type="checkbox"/>	50100	0001138311	5	1	FREDRK RES	COMMON	0000036233	MAIN		05/06/2016	05/06/2016

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**.

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:

Vendor Name: [Vendor Lookup](#)

Vendor Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Receipt Qty Options

No Order Qty Ordered Qty PO Remaining Qty

Retrieved Rows

Sel	PO Unit	PO ID	Line	Sched	Model	Manufacturer	Mfg ID	Mfg Item ID	PO Amount	Recv Reqd	Rcv Tol %	Price	Category
<input type="checkbox"/>	50100	0001138311	1	1					2,735.400	Y		54.70800	7452150
<input type="checkbox"/>	50100	0001138311	2	1					2,835.400	Y		56.70800	7452140
<input type="checkbox"/>	50100	0001138311	3	1					5,509.200	Y		55.09200	7452126
<input type="checkbox"/>	50100	0001138311	4	1					10,978.000	Y	10.00	54.89000	7452123
<input type="checkbox"/>	50100	0001138311	5	1					750.000	Y	10.00	75.00000	7450841



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 **Vendor ID**, **Vendor 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

Header
Vendor ID: 0000047105 *Ship To Location: HPT RD DIS
Vendor Location: MAIN
 PO Receipt

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	9883642000	GROUNDSKEEPING SERVICES FOR TH		EA	4.37000		Open	<input type="checkbox"/>			EA	X

Interface Receipt Run Close Short

Save Notify Refresh Add Update/Display



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 **Save**.

The screenshot shows the 'Maintain Receipts' window in the CARDINAL software. The 'Receiving' section is active, showing 'Business Unit: 50100' and 'Receipt Status: Open'. The 'Receipt ID' is 'NEXT'. Below this is the 'Header' section with buttons for 'Close Short All Lines' and 'Run PO Receipt Accrual'. The 'Receipt Lines' section is expanded, showing a table with one line item. The 'Receipt Lines' tab is selected. The table has columns for Line, Item, Description, Receipt Qty, *Recv UOM, Receipt Price, Accept Qty, Status, Close Short, Serial, Device Track, and Stock UOM. The first line item is '1', '9883642000', 'GROUNDSKEEPING SERVICES FORTH', '25.0000', 'EA', '4.37000', '25.0000', 'Open', and 'EA'. A red box highlights the 'Receipt Lines' tab and the 'Save' button at the bottom left. Another red box highlights a red 'X' icon in the 'Close Short' column of the first line item.

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM
1	9883642000	GROUNDSKEEPING SERVICES FORTH	25.0000	EA	4.37000	25.0000	Open	<input type="checkbox"/>			EA



Create Receipts (continued)

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

On the **More Details** tab you can view 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 **X**

Receipt ID: 0001575147 [Add Header Comments](#) [Activities](#)

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

▶ Header

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

Receipt Lines

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	Vndr UOM	Std UOM	Merchandise Amt	Allocation Type
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	<input type="checkbox"/>	<input type="text"/>	25.0000	80.68000	LTN	LTN	2,017.00 USD	Specify					



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.

Maintain Receipts
Receiving

Business Unit: 50100 Receipt Status: Fully Received **X**
Receipt ID: 0001575147 [Add Header Comments](#) [Activities](#)
[Header Details](#) [Document Status](#)

▶ Header

[Select Purchase Order](#) [Close Short All Lines](#)

Receipt Lines

Line	Item	Description	Allocation Type			Process Complete	Inspect Status	Serial Control	Serial Status	Lot Control	Lot Status
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	Specify			N	Complete	N	Complete	N	Comple

Interface Receipt Run Close Short

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



Create Receipts (continued)

On the **Receipts Distributions** page, the **Details** tab shows the **Location** and the **Line Quantity Received**.

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

Maintain Receipts

Receipt Distributions for Line 1

Business Unit: 50100 Status: Received
Receipt ID: 0001862241 Amount Only
Receipt Line: 1 *Allocation Type: Specify
Line Quantity Received: 14.0000 Line Cost Received: 51590.00

Distribution Information Customize | Find | View All | First 1 of 1 Last

Details Asset Details ChartField Information

Line	Status	*GL Unit	*Account	Fund	Program	Department	PC Bus Unit	Project	Activity	Cost Center	Task
1	Received	50100	5022780	04100	602002	10147	50100	0000108363	6940		

OK Cancel Refresh



Create Receipts (continued)

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

Main Menu > Purchasing > Receipts > Maintain ChartFields

Enter your changes and click **Save**.

Maintain ChartFields

Business Unit: 50100 Receipt No.: 0001843559 APX Industrial Services LLC

Receipt Lines

Receipt Line: 1 PO Number: 0001133828 Line: 1 Vendor UOM: DAY

Item ID: 9688480600 TRAFFIC CONTROL SERVICES OUTS

Due Date: 02/18/2016 Vendor Receipt Qty: 2.0000 Vendor Accept Qty: 2.0000 Merchandise Amt: \$2,500.00 Distribute By: Qty

Account Lines

Distribution Line	*GL Unit	*Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	PC Bus Unit	Project	Activity
1	50100	5012550		04100	10143				50100	000009816C	6940

Buttons: Save, Return to Search, Notify

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

Main Menu > Purchasing > Receipts > Add/Update Receipts



Create Receipts (continued)

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

Maintain Receipts

Receipt Line Comments

Business Unit: 50100 **Receipt Number:** 0001843559
Receipt Status: Received **Receipt Line:** 1

Retrieve Active Comments Only

* **Sort Method:** * **Sort Sequence:**

Comments Find | View All First ◀ 1 of 1 ▶ Last

[Use Standard Comments](#) **Comment Status:** Active +

[Use Item Specifications](#)

Show at Voucher

Associated Document

Attachment

Click **OK** to save your changes and return to the **Maintain Receipts - Receiving** page. Clicking **Cancel** removes any comments you have entered and also takes you back to the **Maintain Receipts - Receiving** page.



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 **X**

Receipt ID: 0001862241 [Add Header Comments](#) [Activities](#)

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

▶ Header

Select Purchase Order

Receipt Lines [Customize](#) | [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](#) | [Filter](#)

Line▲	Item	Description	PO Unit	PO ID	Line▲	Schedule	PO Amount	Amount Only		Dist by	PO Type	
1	9294801000	MACHINE SHOP AND FABRICATING S	50100	0001134401	1	1	51,590.00	N		Qty	General	



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.

The screenshot shows the 'Maintain Receipts' screen in the Cardinal software. The breadcrumb trail is 'Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts'. The page title is 'Receiving'. The 'Business Unit' is 50100 and the 'Receipt ID' is 0001575147. The 'Receipt Status' is 'Fully Received' with a red 'X' icon. There are links for 'Add Header Comments', 'Activities', 'Header Details', and 'Document Status'. A 'Header' section contains a 'Select Purchase Order' link, a 'Close Short All Lines' button, and a 'Run PO Receipts' button. The 'Receipt Lines' section has tabs for 'Receipt Lines', 'More Details', 'Links and Status', 'Item / Mfg Data', 'Optional Input', 'Source Information', and 'WebIMS' (which is highlighted with a red box). Below the tabs is a table with the following data:

Line	Item	Description	WebIMS PO	WebIMS Receipt Doc ID
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	<input checked="" type="checkbox"/>	R000005522

Below the table are checkboxes for 'Interface Receipt' and 'Run Close Short'. At the bottom are 'Save', 'Notify', and 'Refresh' buttons.



Maintain Receipts

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

You can navigate to the **Add/Update Receipts** page using the following path:

Main Menu > Purchasing > Receipts > Add/Update Receipts

The screenshot displays the CARDINAL software interface. At the top, the CARDINAL logo is visible on the left, and navigation links for Home, Worklist, and Add to Favorites are on the right. Below the logo, a breadcrumb trail shows: Favorites | Main Menu > Purchasing > Receipts. The main content area is titled 'Receipts' and contains a list of menu items:

- Add/Update Receipts** (highlighted with a red box): Enter receipt information such as distributions, rejects, and asset tag IDs.
- Inspect Receipts**: Inspect receipts according to inspection instructions; set up necessary RTVs.
- Maintain Delivery Information**: View delivery location and ship to information for the goods.
- Maintain Activity and Comments**: Enter or track activities and comments associated with a receipt.
- Maintain ChartFields**: Override receipt distribution ChartField values.
- Review Receipt Information**: Run inquiries on receipt details and activities. Sub-items include Receipts, Partially Received POs, Receipts by Location, and Document Status.
- Reports**: Generate receiving reports such as summaries, labels, and accruals. Sub-items include Receipt Delivery, Receipt Labels, Receipt Summary, and 2 More...



Maintain Receipts (continued)

Find an Existing Receipt:

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

Receiving

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

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300):

Business Unit: [=]

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]

Vendor ID: [begins with]

Received Date: [=]

Receipt Status: [=]

User ID: [begins with]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results of a possible 239718 can be displayed. Enter more s
see more rows.

[View All](#)

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID
50100	8832	(blank)	50100	9268502000
50100	1820372	(blank)	50100	(blank)
50100	1813314	(blank)	50100	9146801000



Maintain Receipts (continued)

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

CARDINAL Home | Worklist | Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

New Window | Help

Maintain Receipts

Receiving

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

Receipt ID: 0001575147 [Add Header Comments](#) [Activities](#)

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

▶ Header

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

Receipt Lines [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#) [WebIMS](#) Customize | Find | View All | First 1 of 1

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	25.0000	LTN	80.68000	25.0000	Received	7754577	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTN

Interface Receipt Run Close Short

Save Return to Search Previous in List Next in List Notify Refresh Add Update



Maintain Receipts (continued)

Manage Receipts:

A task in Receiving is to Manage Receipts. This task is generally related to the return of rejected goods to the vendor. The receiver contacts the vendor about the shipment of goods to determine how to return the merchandise to the vendor. The vendor 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.

You may access the **Maintain Receipts – Receiving** page using this navigation path:

Main Menu > Purchasing > Receipts > Add/Update Receipts



Maintain Receipts (continued)

Close Receipts:

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

You can still make updates 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 are now about to view a simulation entitled **Creating and Maintaining Receipts**. Click the Cardinal logo below to start the simulation.





Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer, and click the **Submit** button 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

In this lesson, you learned:

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



Lesson 3: Review Receipts

This lesson covers the following topic:

- Review Receipt Information



Review Receipt Information

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

You can navigate to the **Review Receipt Information** page using the following path:

Main Menu > Purchasing > Receipts > Review Receipt Information

Your next selection depends on the type of review you need to conduct. Click the **Receipts** link to access the **Receiving** page.

The screenshot shows the CARDINAL software interface. At the top, there is a navigation breadcrumb: **Favorites | Main Menu > Purchasing > Receipts > Review Receipt Information**. Below this, the page title is **Review Receipt Information**. The main content area is a grid of menu items, each with a small icon and a description. Five items are highlighted with red boxes:

- Receipts**: View receipt information.
- Partially Received POs**: View Purchase Orders that have been partially received.
- Receipts by Location**: Views receipt information by location.
- Accrual Accounting Entry**: View receipt accrual accounting entries in C log.
- Document Status**: View receipt document status information.



Review Receipt Information (continued)

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

Click the **Search** button and the search results will display.

Click on the link for the receipt you wish to view.

Receiving

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 50100

Receipt Number: begins with %1575147

Bill of Lading: begins with

PO Business Unit: =

Item ID: begins with

User ID: begins with

PO Number: begins with

Ship To Location: begins with

Vendor ID: begins with

Received Date: =

Receipt Status: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

[View All](#)

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item Description	Item ID	U
50100	0001575147	(blank)	50100	STONE, CRUSHED GRADE 26	7503548485	K



Review Receipt Information (continued)

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

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

CARDINAL Home

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

Receipts New Window

Unit: 50100 Receipt No: NEW Source: On-line Receipt Status: Canceled

Receipt Lines More Line Data Optional Input Customize Find View All First 1-2 of 2 Last

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input checked="" type="checkbox"/>	1	9883653200	MEDIAN MOWING	50.65000	<input type="checkbox"/>	ACR		<input type="checkbox"/>
<input type="checkbox"/>	2	9885650300	LITTER REMOVAL SERVICES, MILE	40.52000	<input type="checkbox"/>	SMI		<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 Previous in List Next in List Notify



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 Home

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

Receipts

Unit: 50100 Receipt No: NEW Source: On-line Receipt Status: Canceled

Receipt Lines Customize | Find | View All | First 1-2 of 2 Last

Receipt Lines More Line Data Optional Input

Sel	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
<input checked="" type="checkbox"/>	1 9883653200	MEDIAN MOWING	50.65000	<input type="checkbox"/>		ACR		<input type="checkbox"/>
<input type="checkbox"/>	2 9885650300	LITTER REMOVAL SERVICES, MILE	40.52000	<input type="checkbox"/>		SMI		<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 Previous in List Next in List 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.

The screenshot displays the CARDINAL software interface for reviewing receipt information. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts. The page title is "Receipts".

Key information displayed:

- Unit: 50100
- Receipt No: 0001575147
- Source: On-line
- Receipt Status: Received

The "Receipt Lines" section is active, with the "More Line Data" tab selected (highlighted with a red box). The table below shows the receipt line details:

Sel	Insp Qty	Accept Qty	Net Recv	Vndr UOM	Status	Ship To	Due Date	Vendor Item ID	UPN ID
<input checked="" type="checkbox"/>	1	66.6600	66.6600	LTN	R	BENHMS	11/07/2012		

Navigation and utility links at the bottom include: [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](#), and [Notify](#).



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.

Clicking the **Document Status** hyperlink opens the **Document Status** page.

The screenshot displays the CARDINAL software interface for reviewing receipt information. The breadcrumb trail is: Favorites | Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts. The receipt details are: Unit: 50100, Receipt No: 0001586396, Source: On-line, Receipt Status: Received. The 'Receipt Lines' section is active, with the 'Optional Input' tab selected. The table below shows one line item:

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

At the bottom of the interface, there are several hyperlinks: [Header Details](#), [Document Status](#), [Distribution](#), [Line Details](#), [Header Comments](#), [Putaway Information](#), [Manufacturer Info](#), [Display RTV Information](#), [Device Tracking](#), and [Asset Information](#). [Line Status](#). Navigation buttons include 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Click the **Header Details** hyperlink to open the **Header Details** page.



Review Receipt Information (continued)

The **Header Details** page provides additional information about the receipt such as the **Receipt No**, **Vendor**, and **Ship To**.

Header Details					
Business Unit:	50100	Recv Date:	11/09/2012	Receipt Time:	12:51PM
Receipt No:	0001575147	User ID:			
Source:	On-line	Receipt Status:	Received		
Vendor:	0000009329	Name:	Vulcan Construction Materials		
Location:	MAIN	Ship To:	BENHMS		
Last Change Date:	11/13/2012 12:52:46PM	Last User to Modify:			
Ship Date:	11/09/2012	Container ID:			
Carrier ID:		Nbr of Cartons:			
Vehicle ID:		Pallets In:			
Driver ID:		Pallets Out:			
Bill of Lading:		Port Of Unloading:			
Packing Slip:		Ship From Country:	USA		
Shipment Number:		Ship From Location:			
Pro Number:			<input type="checkbox"/> Allow ERS		
Invoice:		Match Status:	Matched		
Invoice Dt Op:		Match Rule:	STANDARD		
Freight Terms:					

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



Review Receipt Information (continued)

The **Document Status** page allows you to view information on the receipt, including **Status**, **Document Date**, **Vendor ID**, and **Location**.

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

Document Status

Business Unit: 50100 **Receipt Number:** [0001575147](#)
Document Date: 11/09/2012 **Status:** Received
Currency: USD **Document Type:** Receipt
Short Vendor Name: VULCAN CON-001 **Merchandise Amt:** 999.90
Source: On-line **Carrier ID:**
Bill of Lading:

Associated Document Customize | Find | View 4 | First 1-5 of 5 Last

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
	50100	Requisition	0002034529	Approved	11/06/2012		
STATE		Contract	0000000000000000000040462	Approved	05/10/2012	0000009329	
	50100	Purchase Order	0001048971	Dispatched	11/07/2012	0000009329	MAIN
	50100	Voucher	00126477	Posted	11/13/2012	0000009329	MAIN
STATE		Payment	20036849	Posted	12/13/2012	0000009329	MAIN

[Return to Search](#)



Review Receipt Information (continued)

From the **Review Receipt Information** page, you may also:

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

Review Receipt Information

Run inquiries on receipt details and activities.

Receipts
View receipt information.

Partially Received POs
View Purchase Orders that have been partially received.

Receipts by Location
Views receipt information by location.

Document Status
View receipt document status information.



Review Receipt Information (continued)

Review Partially Received POs:

On the **Partially Received POs** search page, enter as many search criteria as you would like to narrow the results. **Buyer** is a required field. Click **Search**. Your results are displayed.

Favorites | Main Menu > Purchasing > Receipts > Review Receipt Information > Partially Received POs

Partially Received POs

*Buyer:

Business Unit From:

Business Unit To:

PO Date From:

PO Date To:

Partially Received POs								Customize	Find	View All	First	1-2 of 5	Last
PO BU	PO ID	PO Date	Procurement Card	PO Qty to Recv	Qty Received	Merch Amount PO to Recv	Merchandise Amount Received						
50100	0001131463	01/08/2016		400.0000	387.9900	5,960.000	5,781.050						
50100	0001133374	02/11/2016		250.0000	248.8000	22,809.640	22,700.150						



Review Receipt Information (continued)

Review Receipts by Location:

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

The screenshot shows a web application window with the CARDINAL logo at the top left. The breadcrumb navigation path is: Favorites | Main Menu > Purchasing > Receipts > Review Receipt Information > Receipts by Location. The main content area is titled "Receipt Inquiry Selection Criteria" and contains the following fields:

- Business Unit:** Input field containing "50100" with a search icon.
- Location:** Input field containing "10" with a search icon, and a dropdown menu showing "VDOT Central HCM".
- Receipt No:** Empty input field with a search icon.
- Receipt Line:** Empty input field with a search icon.
- Distribution Line:** Empty input field with a search icon.
- Item ID:** Empty input field with a search icon.
- Date Range:** Two empty date input fields, each with a calendar icon.

At the bottom of the form are two buttons: "OK" and "Cancel".



Review Receipt Information (continued)

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

CARDINAL

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

Receipts by Location

Business Unit: 50100 [Refresh](#)

Receipts Customize | 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	Item Description
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	Rodeo 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

Total Cost: 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**.

Receipts by Location

Business Unit: 50100 Refresh

Receipts Customize | 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, select your answer, and click the **Submit** button 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

In this lesson, you learned :

- How to access receipt information and related document status.



Lesson 4: Receive Reports

This lesson covers the following topic:

- Reports



Reports

There are several key receiving reports available, including:

- Receipt Summary Report
- Receipt Ship To Details Report



Reports (continued)

Receipt Summary Report:

This report provides a summary listing of receipts within a specified date range.

You can navigate to the **Receipt Summary Report** using the following path:

Main Menu > Purchasing > Receipts > Reports > Receipt Summary

The screenshot displays the CARDINAL software interface for the Receipt Summary report. The breadcrumb navigation path is: Favorites | Main Menu > Purchasing > Receipts > Reports > Receipt Summary. The main title is "Receipt Summary". Below the title, there are fields for "Run Control ID:" (Receipt_Summary) and "Language:" (English). To the right, there are links for "Report Manager" and "Process Monitor", and a "Run" button. A "Report Request Parameters" section contains three input fields: "From Date:" (01/01/2013), "Through Date:" (03/05/2013), and "Business Unit:" (50100). At the bottom, there are buttons for "Save", "Notify", "Add", and "Update/Display".



Reports (continued)

ORACLE™ Report ID: POY6001
User ID: PPS_MIKE.HALL
Run Control: Receipt Summary

PeopleSoft Purchasing
RECEIVER SUMMARY REPORT

Receiver Dates Included: 1/1/2013 Thru: 2/1/2013
Business Unit: 50100

Ship To	Receiver ID	Rev Date	Vendor ID	Vendor Name	Rev Status	Match Status	Bill Of Lading	Carrier ID
ABINGD AHC	0001584709	1/2/2013	0000035878	North American Salt Co	Received	Matched		
	0001585642	1/3/2013	0000035878	North American Salt Co	Received	Matched		
	0001585645	1/4/2013	0000035878	North American Salt Co	Received	Matched		
	0001585648	1/7/2013	0000035878	North American Salt Co	Received	To Match		
	0001585659	1/8/2013	0000006668	Mountain Materials Inc	Received	Matched		
	0001586022	1/7/2013	0000006668	Mountain Materials Inc	Received	Matched		
	0001586026	1/8/2013	0000006668	Mountain Materials Inc	Received	Matched		
	0001586236	1/9/2013	0000006668	Mountain Materials Inc	Received	Matched		
	0001586238	1/7/2013	0000060195	AGGREGATES USA LLC	Received	Matched		
ACCOMC RC	0001584642	1/4/2013	0000023852	NEXCOM INC	Received	To Match		
	0001585653	1/9/2013	0000005098	Pitney Bowes Global Financial Services	Received	To Match		
AIRPRT AHC	0001585095	1/7/2013	0000033831	FIRST PIEDMONT Corp	Received	To Match		
AIRPRTAHC	0001585445	1/2/2013	0000036188	Thompson Trucking Inc	Received	Matched		



Reports (continued)

Receipt Ship To Details Report:

This report provides a summary listing of receipts shipments within a specified date range.

You can navigate to the **Receipt Ship To Details Report** using the following path:

Main Menu > Purchasing > Receipts > Reports > Receipt Ship To Details

The screenshot shows the CARDINAL software interface. At the top, there is a navigation breadcrumb: **Favorites | Main Menu > Purchasing > Receipts > Reports > Receipt Ship To Details**. Below this, the title **Receipt Ship To Details** is displayed. The interface includes several controls:

- Run Control ID:** Receipt_Ship-To
- Language:** English (dropdown menu)
- Report Manager** and **Process Monitor** (links)
- Run** (button)
- Report Request Parameters** section with:
 - From Date:** 01/01/2013 (calendar icon)
 - Through Date:** 03/05/2013 (calendar icon)
 - Business Unit:** 50100 (magnifying glass icon)
- Save** and **Notify** (buttons at the bottom left)
- Add** and **Update/Display** (buttons at the bottom right)



Reports (continued)

ORACLE	Report ID: POY5010	PeopleSoft Purchasing	Page No. 1
	User ID: PPS MIKE.HALL	RECEIVER SHIPTO DETAIL REPORT	Run Date 6/8/2013
	Run Control: Receipt_Summary		Run Time 8:32:00 AM

Receiver Dates Included: 1/1/2013 Thru: 1/1/2013
 Business Unit: 60100

Receipt Date	Receiver ID	Vendor Name	Item ID /Description	Schd	Due Date	Ship To	Uom	Received Qty	Accepted Qty	Rejected Qty	Returned Qty	Merchandise Amount
1/1/2013	0001581575	Sharp Electronics Corp	6005901000 MONTHLY RENTAL SHARP COPIER	1	9/12/2010	HPTRD STRC	EA	1.00	1.00	0.00	0.00	302.27
			6005901000 MONTHLY RENTAL SHARP COPIER	1	9/12/2010	HPTRD STRC	EA	1.00	1.00	0.00	0.00	201.90
1/1/2013	0001583358	Waste Management Inc	9753701000 GARBAGE/REFUSE EQUIPMENT (DUMPSTERS, ETC.) RENTAL OR LEASE GARBAGE/REFUSE EQUIPMENT (DUMPSTERS, ETC.) RENTAL OR LEASE	1	8/6/2012	STCRCH AHQ	MON	1.00	1.00	0.00	0.00	85.00
1/1/2013	0001583994	Edwards Business Machines Inc	9392704000 Additional Charge-Coverage Colo	1	9/25/2010	WYTHVL RO2	EA	291.00	291.00	0.00	0.00	14.55
			9392704000 Additional Charge-Accessory	1	9/25/2010	WYTHVL RO2	EA	1.00	1.00	0.00	0.00	18.27
			6005901000 36 Month Copier Lease	1	10/24/2010	WYTHVL RO2	EA	1.00	1.00	0.00	0.00	185.05
1/1/2013	0001583995	Edwards Business Machines Inc	6005901000 36 Month Copier Lease	1	10/22/2010	MARION AHQ	EA	1.00	1.00	0.00	0.00	185.05
			9392704000 Volume Band Coverage - Color	1	9/23/2010	MARION AHQ	EA	8.00	8.00	0.00	0.00	0.40
			9392704000 Additional Charge Optional Acce	1	9/23/2010	MARION AHQ	EA	1.00	1.00	0.00	0.00	18.27



Lesson 4: Summary

In this lesson, you learned:

- How to identify some key reports associated with receiving.



Course Summary

In this course, you learned:

- How to Understand Receipts
- How to Create and Maintain Receipts
- How to Review Receipts
- How to Receive Reports



Course Evaluation

Congratulations! You successfully completed the **501 PR346: Managing Receiving** course. Please use the evaluation link to assess this course.

[Click here to access the survey](#)

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 vendor to purchase goods or services from that vendor. 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.

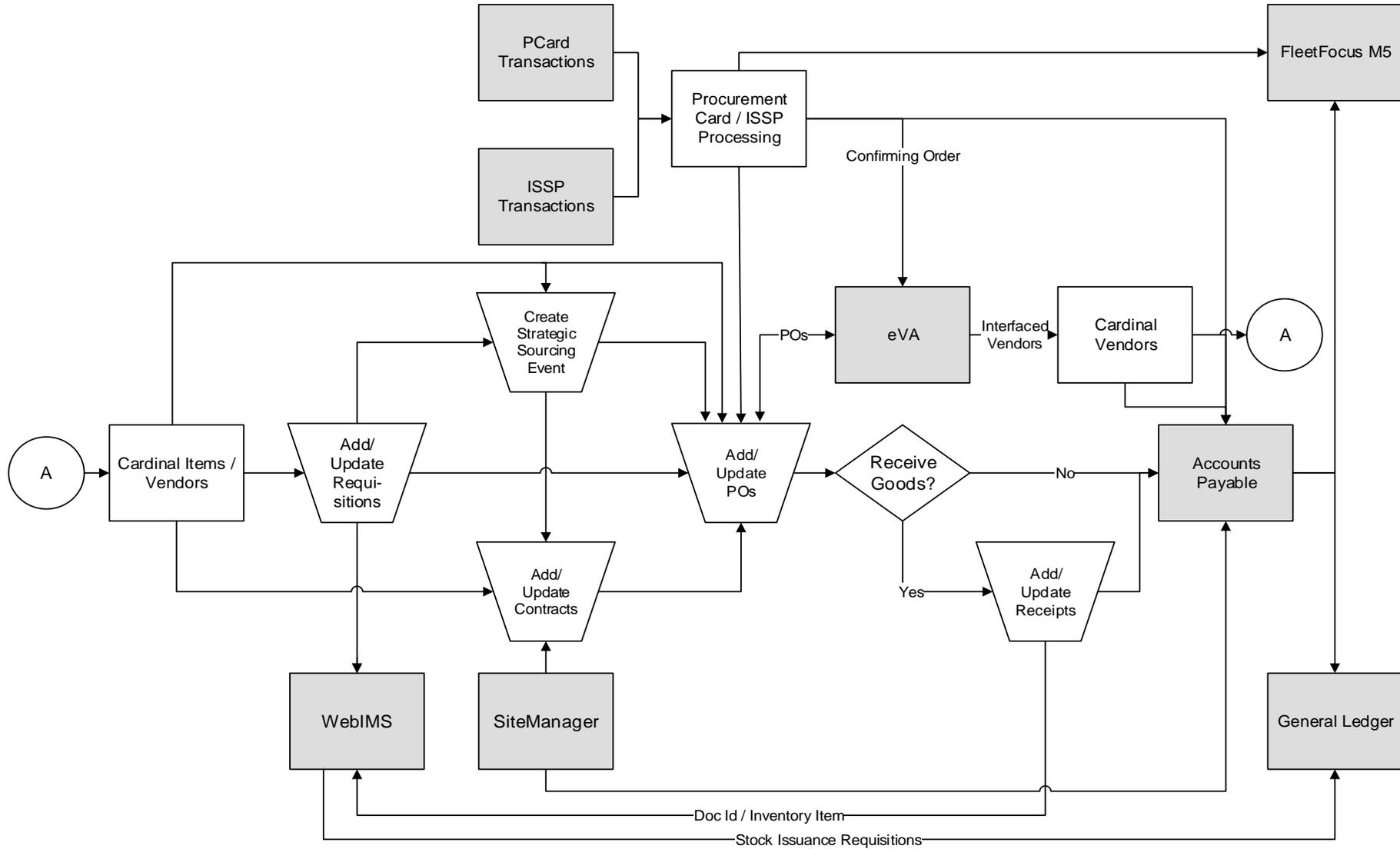
Receipt Lines: Cardinal allows you to create one receipt that includes delivery of multiple PO items, or many receipts that each include a partial delivery of items from one PO.

Receipts: Receipts are created when items that were ordered from a vendor 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

CARDINAL

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

Select Purchase Order

Search Criteria

PO Unit:	<input type="text" value="50100"/>	Days +/- Today:	<input type="text" value="100"/>
ID:	<input type="text"/>	Start Date:	<input type="text" value="11/14/2012"/>
Line / Schedule:	<input type="text"/> / <input type="text"/>	End Date:	<input type="text" value="06/02/2013"/>
Release:	<input type="text"/>	Vendor Name:	<input type="text"/>
Item ID:	<input type="text"/>	Vendor Item ID:	<input type="text"/>
Ship To:	<input type="text" value="CNTRL OF2"/>	Manufacturer ID:	<input type="text"/>
Ship Via:	<input type="text"/>	Manufacturer's Item ID:	<input type="text"/>

Retrieve Open PO Schedules

Receipt Qty Options

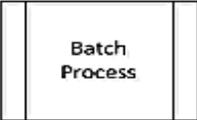
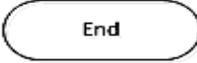
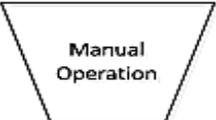
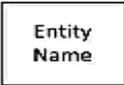
No Order Qty Ordered Qty PO Remaining Qty

[Vendor Lookup](#)

Click image to return



Flowchart Key

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 performed manually.		Depicts a document of any kind, either electronic or had 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.