



501 PR347: Inventory Issuances and Restock

Instructor Led 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 describes how to manage inventory issuances and restock in Cardinal.

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:

- 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 Web Inventory Management System (WebIMS) lockdown or downtime
- Describe key queries





Course Agenda

This course includes the following lessons:

- Lesson 1: Understanding Inventory Issuances and Restock
- Lesson 2: Inventory Issuance
- Lesson 3: Restock
- Lesson 4: Manual Maintenance
- Lesson 5: Inventory Issuances and Restock Queries
- Lesson 6: Inventory Issuances and Restock Hands-On Practice



Lesson 1: Understanding Inventory Issuances and Restock

This lesson covers the following topics:

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

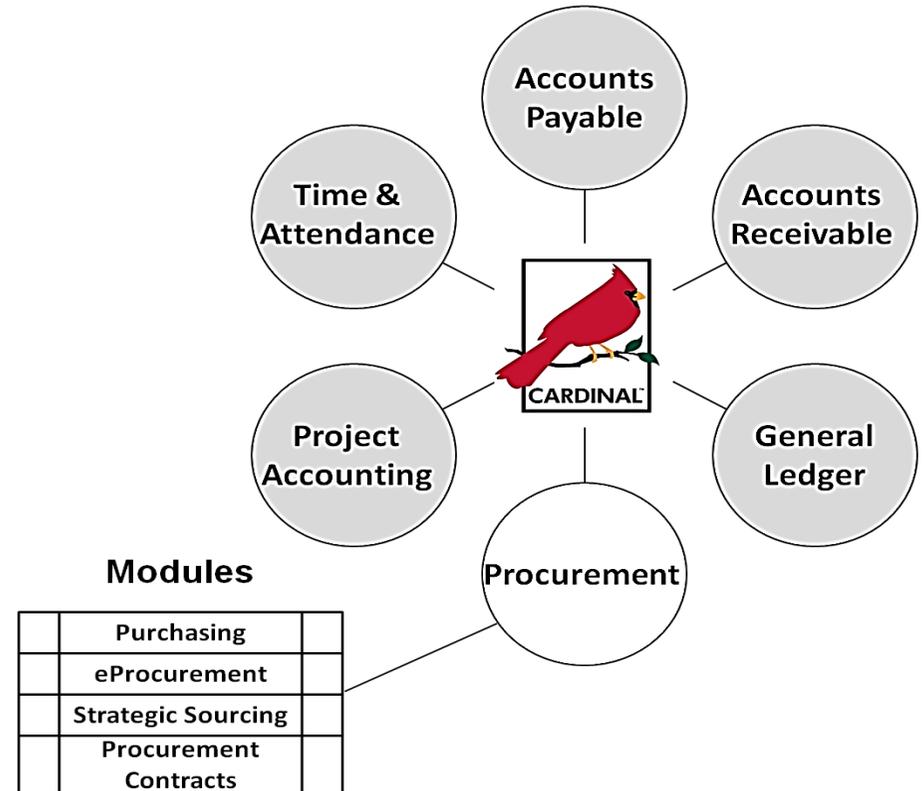
Strategic Sourcing

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.

Cardinal Functional Areas





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 a 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 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 in-depth details on creating requisitions, refer to the course titled **501 PR342: Processing Requisitions**.



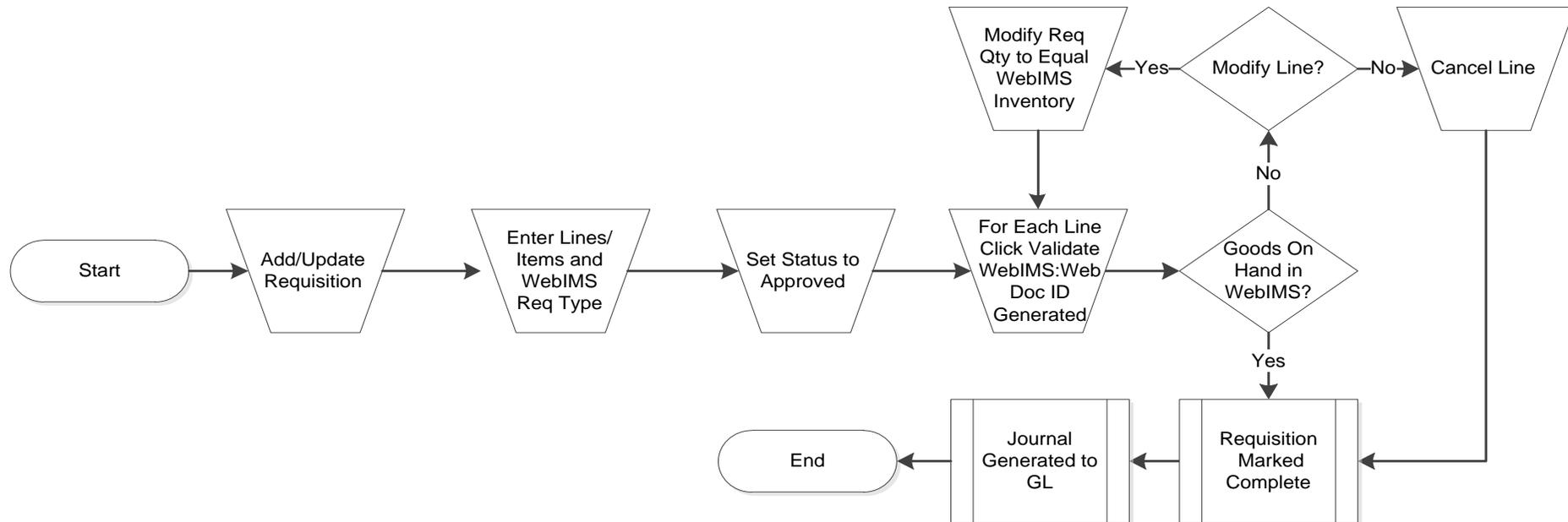
WebIMS Inventory Issuance Requisitions

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 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 your location's designated Storekeeper.
- The Storekeeper will:
 1. 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 general ledger. Choose one of the following:
 - **Inv Issue**
 - **WIP** (Work in Process)
 - **Ext State** (External Sales – State Agency)
 - **Ext NonSta** (External Sales – Non State Agency)
 2. Set the requisition Status to **Approved** by clicking the **Submit for Approval** button. A unique **Requisition ID** is generated.
 3. 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:
 1. Modify the issuance requisition quantity to match the inventory quantity available. The requisition will be fulfilled as an issuance requisition.
 2. 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 in-depth details on creating requisitions, refer to the course titled **501 PR342: Processing Requisitions**.

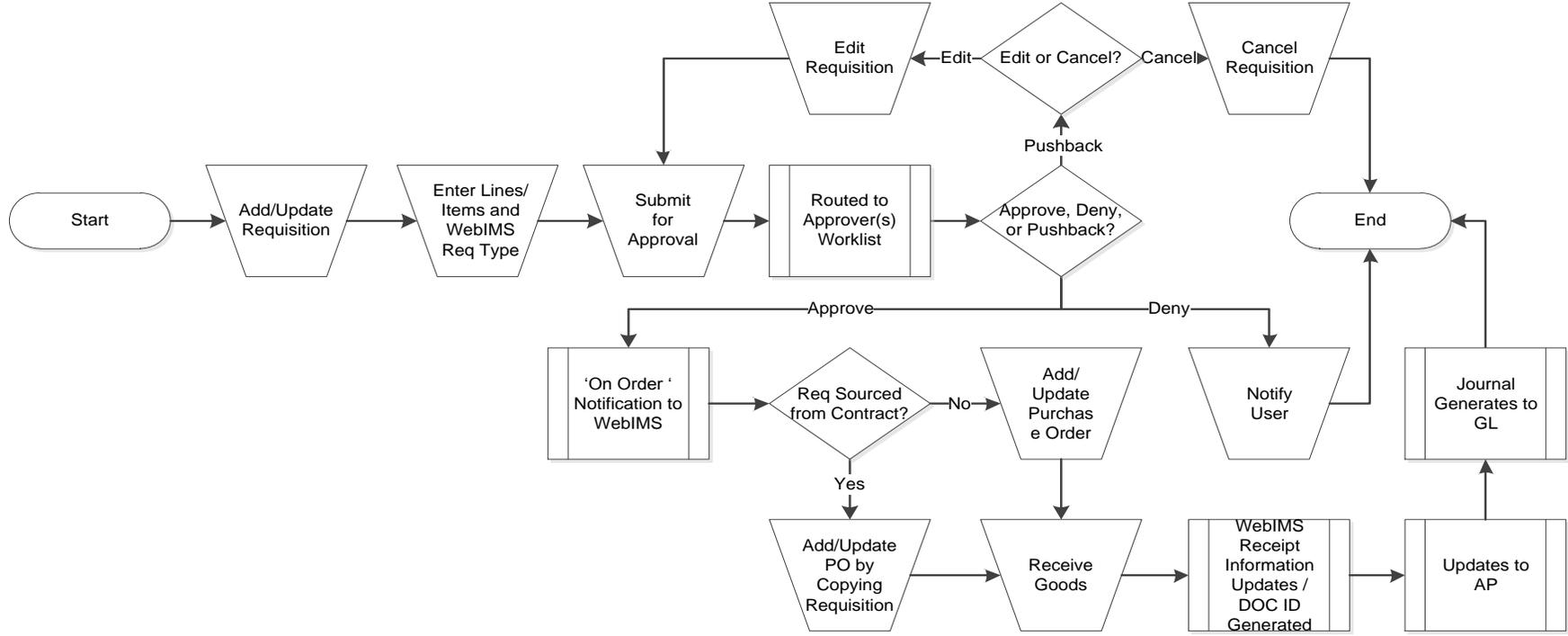


WebIMS Inventory Restock Requisitions

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.

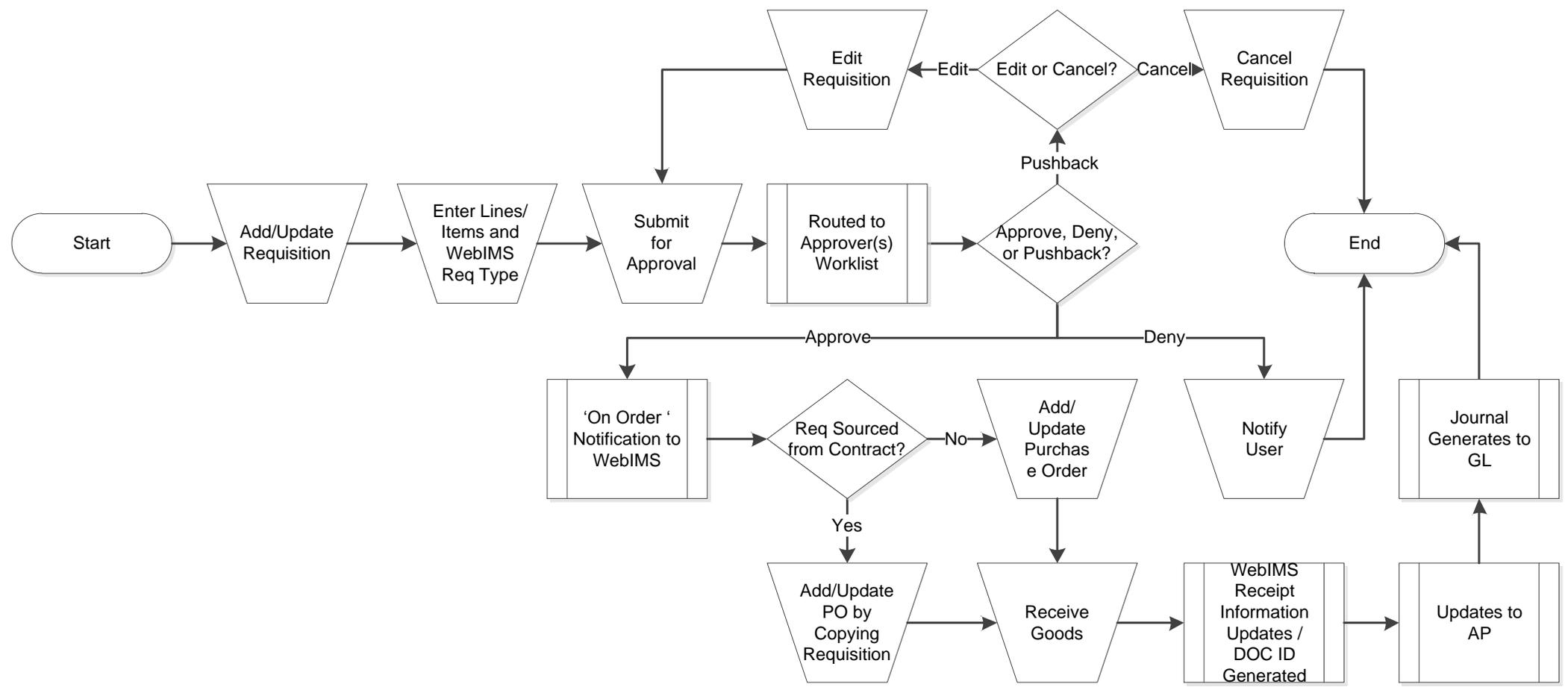
Like a regular requisition, a restock requisition results in the creation of a PO, receiver, and voucher and, as a result, integration with the General Ledger (GL) module is done through the AP process. However, with a restock requisition, unlike regular or inventory issuance requisitions, the accounting 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 in-depth details on creating requisitions, refer to the course titled **501 PR342: Processing Requisitions**.



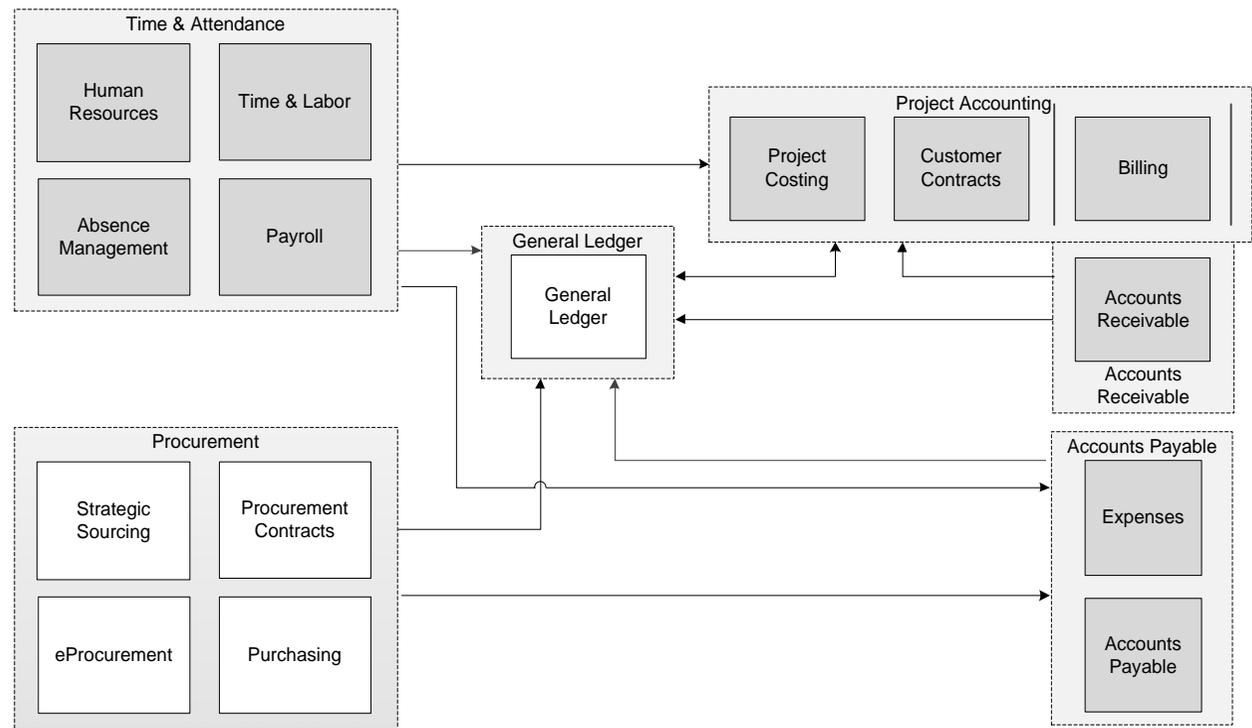
Integration: General Ledger - Inventory Issuance

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)

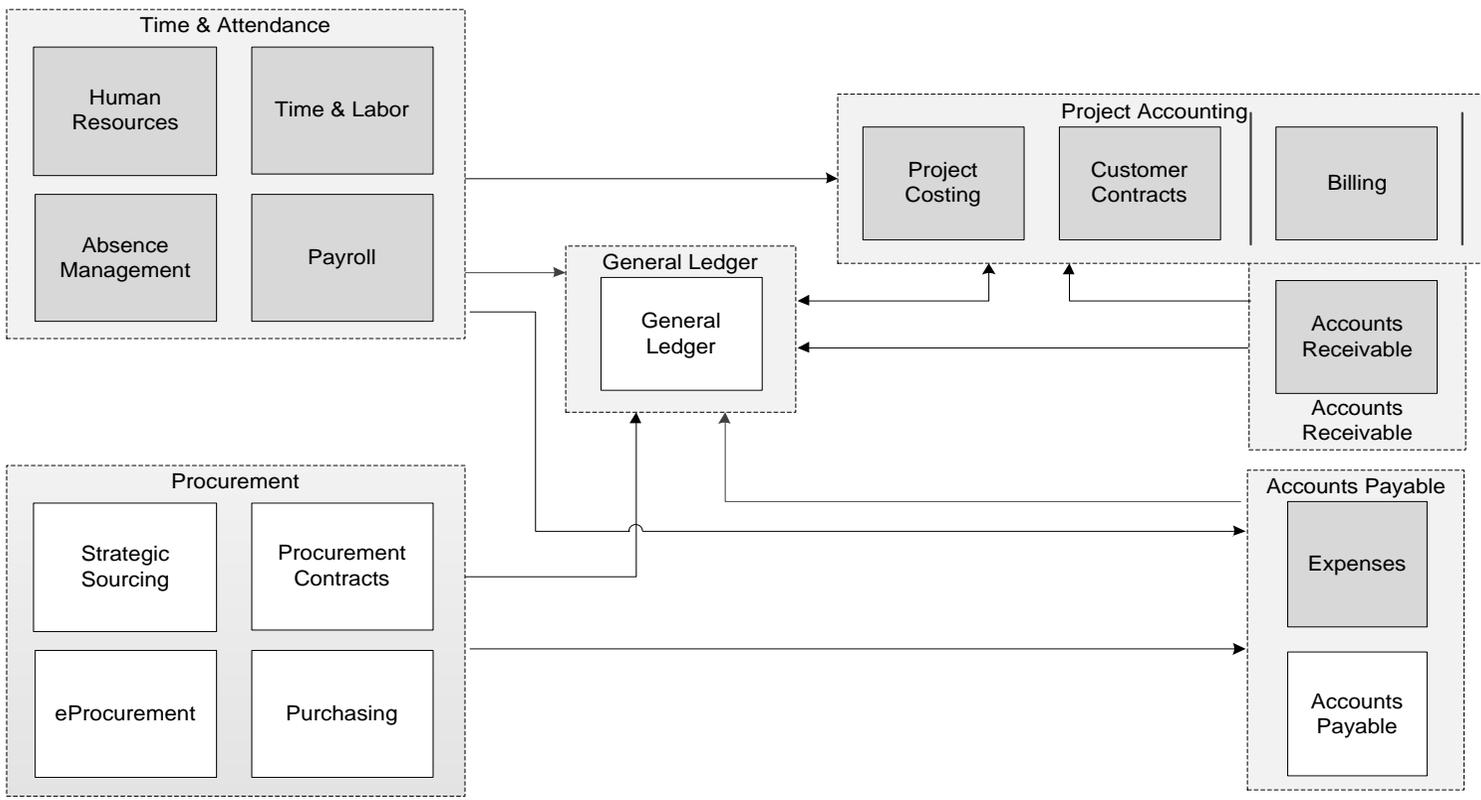




Integration: General Ledger - Inventory Restock

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 vendor. 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.

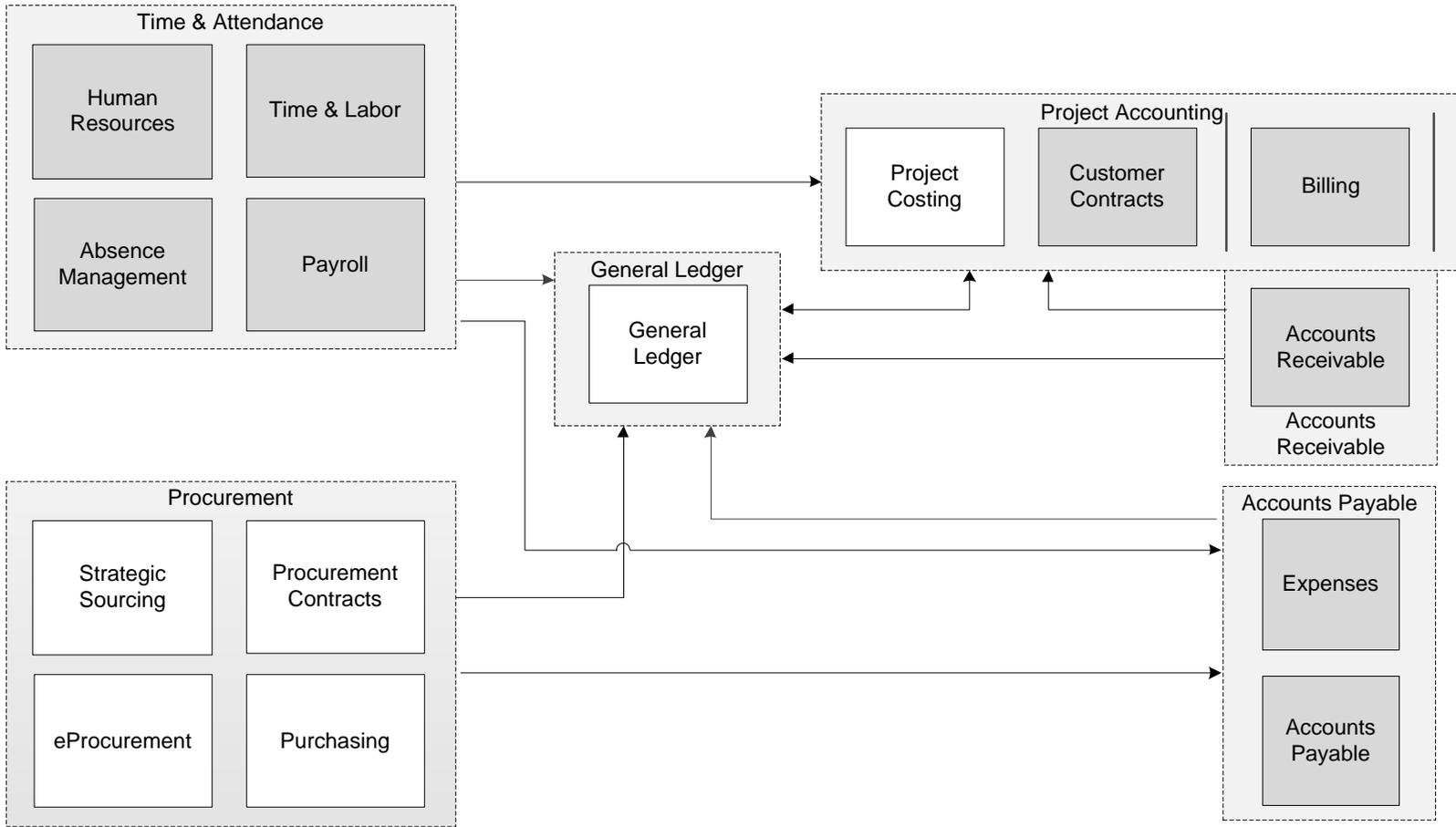




Integration: Project Costing

Project Costing Integration:

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



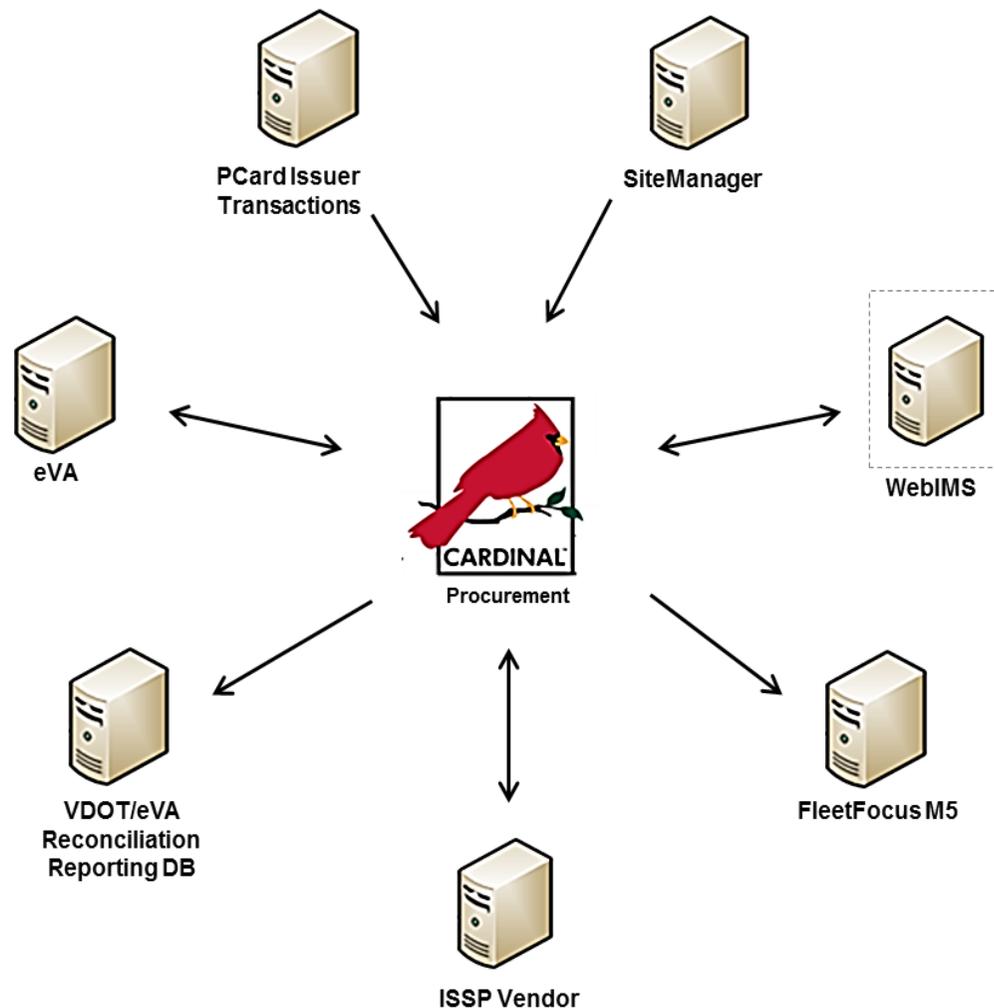


Interface: WebIMS

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.

Answer the review questions 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 / 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 / False?**





Lesson 1: Summary

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: Inventory Issuance

This lesson covers the following topic:

- Create Inventory Issuance Requisitions



Create Inventory Issuance Requisitions

Like regular requisitions you create an inventory issuance requisition 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**

The screenshot shows the 'Maintain Requisitions - Requisition' page in the CARDINAL system. A dropdown menu for '*WebIMS Req Type' is open, with 'Inv Issue' selected. The page displays the following information:

- Business Unit:** 50100
- Requisition ID:** NEXT
- Requisition Name:** (empty field)
- Status:** Open
- *Requester:** CAROLYN.GLASSCO (Glassco, Carolyn. (VDOT))
- *Requisition Date:** 07/28/2016
- Origin:** ONL (Online Input)
- *Currency Code:** USD (Dollar)
- Total Amount:** 0.00 USD

The 'Line' table below shows one requisition line:

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

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



Create Inventory Issuance Requisitions (continued)

CARDINAL
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: [Copy From](#) Hold From Further Processing

Header

*Requester: CAROLYN.GLASSCO [Glassco, Carolyn \(VDOT\)](#) [Requisition Defaults](#)
[Add Comments](#)

*Requisition Date: 07/28/2016 [Requester Info](#) [Requisition Activities](#)

Origin: ONL [Online Input](#) **Amount Summary**

*Currency Code: USD Dollar Total Amount: 0.00 USD

Add Items From

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

Line Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>	<input type="text"/>	0	0.00	Open

[View Approvals](#) *Go to:

- Ext NonSta
- Ext State
- Inv Issue
- Regular**
- Restock
- WIP

Maintain Requisitions

Requisition

*WebIMS Req Type: **Inv Issue**

Header

*Requester: CAROLYN.GLASSCO Glassco, Carolyn (VDOT) [Requisition Defaults](#)
[Add Comments](#)

*Requisition Date: 07/28/2016 [Requester Info](#) [Requisition Activities](#)

Origin: ONL Online Input **Amount Summary**

*Currency Code: USD Dollar Total Amount: 0.00 USD

Add Items From

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

Line Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>	<input type="text"/>	0	0.00	Open

[View Approvals](#)

*Go to:



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 to include:
 - **Requester** defaults from your user configuration.
 - **Requisition Date** defaults to today's date.
 - **Origin** defaults to **ONL** which indicates the requisition was created using manual entry.

Maintain Requisitions	
Requisition	
Business Unit:	50100
*WebIMS Req Type	Regular <input type="button" value="v"/>
Status:	Open <input checked="" type="checkbox"/>
Requisition ID:	NEXT
Requisition Name:	<input type="text"/> Copy From <input type="checkbox"/> Hold From Further Processing
▼ Header	
*Requester:	<input type="text" value="JOYCE.COX"/> <input type="button" value="m"/> Cox, Joyce (VDOT) Requisition Defaults
*Requisition Date:	<input type="text" value="07/08/2016"/> <input type="button" value="m"/> Requester Info Add Comments
Origin:	<input type="text" value="ONL"/> <input type="button" value="m"/> Online Input Requisition Activities
*Currency Code:	<input type="text" value="USD"/> Dollar 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**
- **Vendor Information**
- **Item Information**
- **Attributes**
- **Contract**
- **Sourcing Controls**
- **WebIMS**

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

In addition, you may insert line specific **Comments** or **Attachments** (specs, images, etc.) using the **Line Comments** icon.

Line										Customize Find View All First 1-2 of 2 Last			
Details										Ship To/Due Date Status Vendor 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	82.33000	823.30	Open					
2	7754574000	SALT, ROCK (TO BE	30	EA	7754574	90	0.00	Open					



Create Inventory Issuance Requisitions (continued)

CARDINAL Home | Workli

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

New Window ? H

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: JOYCE.COX [Cox, Joyce \(VDOT\)](#) [Requisition Defaults](#)

*Requisition Date: 07/08/2016 [Requester Info](#) [Add Comments](#)

Origin: ONL [Online Input](#) [Requisition Activities](#)

*Currency Code: USD Dollar [Amount Summary](#)

Total Amount: 823.30 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line Customize | Find | View All | First 1-2 of 2 Last

Details | Ship To/Due Date | Status | Vendor 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	82.33000	823.30	Open				
2	7754574000	SALT, ROCK (TO BE	30	EA	7754574	90	0.00	Open				

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



Create Inventory Issuance Requisitions (continued)

Schedule page:

The schedule information defines when and where you want the item 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.

You can access the **Schedule** page from the **Maintain Requisitions – Requisitions** page. Select the **Details** tab, find the line whose schedule you wish to update or view and click on the **Schedule** icon which is located at the far right end of the line.

Maintain Requisitions
Requisition

Business Unit: 50100 *WebIMS Req Type: Regular Status: Open

Requisition ID: 0002058838

Requisition Name: 0002058838

Header

*Requester: ROBIN.REID Reid, Robin J. (VDOT)

*Requisition Date: 06/19/2013

Origin: ONL Online Input

*Currency Code: USD Dollar

Total Amount: 823.30 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7754577327	SALT, SODIUM	10.0000	LTN	7754577	82.33000	823.30	Open

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

Save Return to Search Notify Refresh Add Update/Display



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

Ship To: SOHILL RES SOHILL RES Quantity: 10.0000 LTN
 *Distribute By: Open Quantity: 10.0000
 Merchandise Amt: 823.30 USD

SpeedChart: [Multi-SpeedCharts](#)

Distributions									
Customize Find View All First 1 of 1 Last									
Chartfields Details Asset Information									
Distrib	Percent	*Location	IN Unit	Statistics Code	Open Quantity	GL Base Amount	Currency		
1 Open	100.0000	SOHILL REM			10.0000	823.30	Dollar		



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. The **WebIMS Condition Code** values include:

- **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: Copy From Hold From Further Processing

Header

*Requester: JOYCE COX Cox, Joyce (VDOT) [Requisition Defaults](#)

*Requisition Date: 07/08/2016 [Add Comments](#)

Origin: ONL [Requester Info](#)

*Currency Code: USD Dollar [Requisition Activities](#)

Total Amount: 150.10 USD [Amount Summary](#)

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line	Item	Description	WebIMS Doc ID	WebIMS Item ID	WebIMS Post	WebIMS Condition	WebIMS Issued Date	Validate WebIMS
1	1559055330	PARTS AND		096027115	Post	New		<input type="button" value="Validate WebIMS"/> <input type="button" value="+"/> <input type="button" value="-"/>
2	8018362597	SIGNS,		688390004	Post	Obsolete		<input type="button" value="Validate WebIMS"/> <input type="button" value="+"/> <input type="button" value="-"/>



Create Inventory Issuance Requisitions (continued)

CARDINAL Home | Worklist

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

New Window ? Help

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: Cox, Joyce (VDOT) [Requisition Defaults](#)

*Requisition Date: [Requester Info](#) [Add Comments](#)

Origin: Online Input [Requisition Activities](#)

*Currency Code: Dollar [Amount Summary](#)

Total Amount: 150.10 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)

[Item Search](#) [Requester Items](#)

Line Customize | 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"/>	PARTS AND		096027115	Post	New	<input type="text"/>	Validate WebIMS
2	<input type="text" value="8018362597"/>	SIGNS,		688390004	Post	New	<input type="text"/>	Validate WebIMS

[View Approvals](#) *Go to:

Save Notify Refresh Add Update/Display



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 of the **Maintain Requisitions – Requisitions** page. Once saved, the Storekeeper will click on 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**.

Maintain Requisitions
Requisition

Business Unit: 50100 *WebIMS Req Type: Inv Issue Status: Open Submit For Approval

Requisition ID: NEXT

Requisition Name: Copy From Hold From Further Processing

Header

*Requester: JOYCE COX Cox, Joyce (VDOT) [Requisition Defaults](#)
*Requisition Date: 07/08/2016 [Requester Info](#)
Origin: ONL Online Input [Add Comments](#)
*Currency Code: USD Dollar [Requisition Activities](#)
[Amount Summary](#)

Total Amount: 150.10 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	New		Validate WebIMS

[View Approvals](#) *Go to:



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.

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

New Window | Help | Customi...

Maintain Requisitions

Requisition

Business Unit: 50100 *WebIMS Req Type: Inv Issue Status: Approved **X**

Requisition ID: 0002058838

Requisition Name: 0002058838 Hold From Further Processing

Header

*Requester: ROBIN.REID Reid, Robin J. (VDOT) [Requisition Defaults](#)
[Add Comments](#)

*Requisition Date: 06/19/2013 [Requester Info](#) [Requisition Activities](#)
[Document Status](#)

Origin: ONL Online Input

*Currency Code: USD Dollar

Amount Summary

Total Amount: 823.30 USD

Select Lines To Display

Line: To:

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	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		240006007	Post	New	06/21/2013	<input type="button" value="Validate WebIMS"/>

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



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.

However, if there is insufficient stock on hand a different pop-up message is generated.

Requisition Name: 0002058838 Hold From Further Processing

Header

*Requester: ROBIN.REID Reid, Robin J. (VDOT) [Requisition Defaults](#)
[Add Comments](#)
[Requisition Activities](#)

*Requisition Date: 06/19/2013 [Requester Info](#)

Origin: ONL Online Input

*Currency Code: USD Dollar

Add Items From

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

Message

WebIMS Document ID is :1000099038

OK Cancel

Line Customize | Find | View All | First

Details	Ship To/Due Date	Status	Vendor Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS	
Line	Item	Description	WebIMS Doc ID	WebIMS Item ID	WebIMS Post	WebIMS Condition Code	WebIMS Issued Date	Validate Web	
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		240006007	Post	New	06/21/2013	Validate Web	



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:

1. 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.
2. Cancel the requisition line.

The screenshot displays a software interface with a modal error message box. The message text is as follows:

```
WebIMS Return Error Message : Insufficient Qty on Hand to complete transaction 1000000163.,The location 0521 has only 103 @ $9.31127 of 240008423N. The PeopleCode program executed an Error statement, which has produced this message.
```

The background interface includes a table with the following visible data:

Description	WebIMS ID	Date
SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	1000000162	08/09/2011
ICE MELT, ROAD AND HIGHWAY ADITIVE, RINSE ICE MELT	240008423	08/09/2011



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 shows the Cardinal requisition management interface. A 'Message' dialog box is overlaid on the screen, displaying the text: "IMS Requisition 50100/0002058838 has been set to complete status". The background interface shows fields for *Requester (ROBIN.REID), *Requisition Date (06/19/2013), Origin (ONL), and *Currency Code (USD). A table with columns like Details, Ship To/Due Date, Status, Vendor Information, Item Information, Attributes, Contract, Sourcing Controls, and WebIMS is partially visible at the bottom.



Create Inventory Issuance Requisitions (continued)

To view **Complete** requisitions and details at a later date you can 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 you have to narrow down the search results. Click **Ok**.

The screenshot shows the 'Requisition Inquiry' page in the CARDINAL system. The breadcrumb trail is 'Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions'. The 'Requisition Inquiry' title is highlighted with a red box. The form contains several fields: Business Unit (50100), Requisition ID, Requisition Name, Req Status, Requester, Requester Name, Requisition Date, Vendor SetID (STATE), Vendor ID, Item SetID (STATE), Item Description, and Department. A 'Look Up' dialog box is open over the 'Req Status' field, displaying a list of values: Approved, Complete, Denied, Initial, Line Approved, Open, Pending Approval, Preview, and Canceled. The 'Complete' option is highlighted with a red box. At the bottom of the form, the 'OK' button 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** you wish to view. The **Line Details** for the selected requisition will be displayed.

From the **Line Details** page you 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

Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt
50100	0002168461	0002168461	Complete	Coles, Ceasar (VDOT)	05/23/2016	172.95 USD
50100	0002168460	0002168460	Complete	Coles, Ceasar (VDOT)	05/23/2016	2,594.22 USD
50100	0002168455	0002168455	Complete	Abshire, Darryl L (VDOT)	05/06/2016	141.87 USD
50100	0002168400	0002168400	Complete	Alderson, Audrey	05/06/2016	1,015.84 USD

Line Details

Business Unit: 50100 **Req ID:** [0002168461](#)

Requester: Coles, Ceasar (VDOT)

Requisition Date: 05/23/2016 **Merchandise Amount:** 172.95 USD

Req Status: Complete

Requisition Details

Line	Status	Item ID	Description	Vendor ID	Name	Req Qty	UOM	Merchandise Amt	Amount Only		
1	Canceled	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	0000015454	Cargill Inc	5.0000	Longton US	432.37 USD	<input type="checkbox"/>		
3	Closed	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	0000015454	Cargill Inc	2.0000	Longton US	172.95 USD	<input type="checkbox"/>		



Create Inventory Issuance Requisitions (continued)

From the **Schedule Details** page you can 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.

Schedule Details

Business Unit: 50100 Req ID: 0002168461 Line: 1

Schedule										Customize	Find	View All	First	1 of 1	Last
Sched	Status	Due Date	Ship To	One Time Addr	Price	Req Qty	Merchandise Amt		Revision						
1	Canceled		BEACH AHQ		86.47385	5.0000	432.37 USD								

Ship To Comments

Distribution Information

Business Unit: 50100 Req ID: 0002168461 Line: 1 Sched Num: 1

Distribution									Customize	Find	View All	First	1 of 1	Last	
Distri	Status	Location	Req Qty	Merchandise Amt	GL Unit	Entry Event	Account								
1	Canceled	BEACH AHQ	5.0000	432.37 USD	50100		5012550								



Simulation: Creating Inventory Issuance Requisitions

You are now about to view a simulation entitled **Creating Inventory Issuance Requisitions**. Click the Cardinal logo below to start the simulation.





Lesson 2: Summary

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 vendor.



Lesson 3: Restock

This lesson covers the following topics:

- Create a Restock Requisition
- Cancel a Restock Requisition
- View a 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 you must change the **WebIMS Req Type** to **Restock** before any other data entry is made. The accounting distribution will default and cannot be changed. Like a regular requisition you need to enter details in the requisition header, lines, and schedule sections.

You can navigate to this page using the following path:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit: 88100 *WebIMS Req Type: Restock Status: Open

Requisition ID: NEXT

Requisition Name: Copy From Hold From Further Processing

Header

*Requester: ROBIN.REID Reid, Robin J. (VDOT) [Requester Info](#)

*Requisition Date: 06/20/2013 [Requester Info](#)

*Origin: ONL Online Input

*Currency Code: USD Dollar

[Requisition Defaults](#)
[Add Comments](#)
[Requisition Activities](#)
[Amount Summary](#)

Total Amount: 82,330.00 USD

Add items from

Purchasing Kit Catalog
Item Search Requester Items

Line

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7754577327	SALT, SODIUM	1,000.000	LTN	7754577	82.33000	82,330.00	Open

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

Save Notify Refresh Add Update/Display



Create Restock Requisitions (continued)

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

New Window | Help | Custom

Maintain Requisitions

Requisition

Business Unit: 50100 *WebIMS Req Type: **Restock** Status: Open

Requisition ID: NEXT

Requisition Name: Copy From Hold From Further Processing

Header

*Requester: Reid, Robin J. (VDOT) [Requisition Defaults](#)
[Add Comments](#)
[Requisition Activities](#)

*Requisition Date: [Requester Info](#)

Origin: Online Input

*Currency Code: Dollar

Amount Summary

Total Amount: 82,330.00 USD

Add Items From

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

Line										Customize Find View All First 1 of 1 Last	
Details	Ship To/Due Date	Status	Vendor Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS			
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status			
1	<input type="text" value="7754577327"/>	SALT, SODIUM	1,000.000	LTN	7754577	82.33000	82,330.00	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

[View Approvals](#) *Go to:



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.

favorites | Main Menu > Purchasing > Requisitions > Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit: 50100 *WebIMS Req Type: Restock Status: Open X

Requisition ID: 0002058842

Requisition Name: 0002058842 Hold From Further Processing

Header

*Requester: ROBIN.REID Reid, Robin J. (VDOT) Requisition Defaults Add Comments Requisition Activities Document Status

*Requisition Date: 06/20/2013 Requester Info

Origin: ONL Online Input

*Currency Code: USD Dollar

Amount Summary

Total Amount: 82,330.00 USD

Select Lines To Display

Line: To: Retrieve

Line

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7754577327	SALT, SODIUM	1,000,000	LTN	7754577	82.33000	82,330.00	Open

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

Save Return to Search Notify Refresh Add Update/Display



Create Restock Requisitions (continued)

favorites | Main Menu > Purchasing > Requisitions > Add/Update Requisitions

New Window ? Help

Maintain Requisitions
Requisition

Business Unit: 50100 *WebIMS Req Type: Restock Status: Open X

Requisition ID: 0002058842

Requisition Name: 0002058842 Hold From Further Processing

Header

*Requester: ROBIN.REID Reid, Robin J. (VDOT) [Requisition Defaults](#)
[Add Comments](#)
[Requisition Activities](#)
[Document Status](#)

*Requisition Date: 06/20/2013 [Requester Info](#)

Origin: ONL Online Input

*Currency Code: USD Dollar

Amount Summary

Total Amount: 82,330.00 USD

Select Lines To Display

Purchasing Kit: Catalog
Item Search: Requirer Items

Line: To: Retrieve

Line Customize | Find | View All | First 1 of 1 Last

Details	Ship To/Due Date	Status	Vendor Information	Item Information	Attributes	Contract	Sourcing Controls	WebIMS						
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status						
1	7754577327	SALT, SODIUM	1,000.000	LTN	7754577	82.33000	82,330.00	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 to:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions

- Search for, and select, the requisition you wish to cancel.
- Click the red **X** at the top of the requisition.
- Click **Save**.

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

Maintain Requisitions

Requisition

Business Unit: 50100 *WebIMS Req Type: Restock Status: Pending

Requisition ID: 0002058842

Requisition Name: 0002058842

Requester: ROBIN.REID Reid, Robin J. (VDOT)

Requisition Date: 06/20/2013

Origin: ONL Online Input

Currency Code: USD Dollar

Total Amount: 82,330.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7754577327	SALT, SODIUM	1,000.000	LTN	7754577	82.33000	82,330.00	Pending

Save Return to Search Notify Refresh Add Update/Display



Cancel Restock Requisitions (continued)

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

New Window ? Help

Maintain Requisitions
Requisition

Business Unit: 50100 *WebIMS Req Type: Restock Status: Pending X

Requisition ID: 0002058842

Requisition Name: 0002058842 Hold From Further Processing

Header

*Requester: ROBIN.REID Reid, Robin J. (VDOT) [Requisition Defaults](#)
[Add Comments](#)
[Requisition Activities](#)
[Document Status](#)

*Requisition Date: 06/20/2013 [Requester Info](#)

Origin: ONL Online Input

*Currency Code: USD Dollar

Amount Summary

Total Amount: 82,330.00 USD

Select Lines To Display

Line: To: Retrieve

Add Items From

Purchasing Kit Catalog
 Item Search Requester Items

Line Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7754577327	SALT, SODIUM	1,000.000	LTN	7754577	82.33000	82,330.00	Pending

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

Save

Return to Search

Notify

Refresh

Add

Update/Display



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 your 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

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Purchase Order Inquiry

Purchase Order

Business Unit: 50100 PO Status: Dispatched
 PO ID: 0001078607

Header

PO Date: 06/03/2013
 Vendor Name: LL CARTER -003
 Vendor ID: 0000033093
 Buyer: Hall, Mike (VDOT)
 PO Reference: Stone

Backorder Status: Not Backordered
 Receipt Status: Partial
 Hold From Further Processing

Amount Summary

Merchandise:	4,131.00
Freight/Tax/Misc.:	0.00
Total:	4,131.00 USD

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1	7503532090	STONE NO. 21B, STONE	7503532	300.0000	LTN	4,131.00 USD	Approved

View Approvals: Return to Search, Notify

Buyer View: WebIMS Check Box

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit: 50100 PO Status: Dispatched
 PO ID: 0001078607

Copy From: [Dropdown]
 Hold From Further Processing

Header

PO Date: 06/03/2013 Vendor Search
 Vendor: LL CARTER -003 Vendor Details
 Vendor ID: 0000033093 LL Carter & Son Inc
 Buyer: MIKE HALL Hall, Mike (VDOT)
 PO Reference: Stone

Web IMS?

Header Details Activity Summary
 PO Defaults Document Status
 Requisitions Edit Comments
 PO Activities Add Ship To Comments

Backorder Status: Not Backordered Create BackOrder
 Receipt Status: Partial
 *Dispatch Method: [Print] Dispatch
 eVA PO Type: R01 Routine Bill Vendor
 eVA Order Method: [Print]
 eVA Interfaced: NSEV
 eVA Dtm:

Amount Summary

Merchandise:	4,131.00
Freight/Tax/Misc.:	0.00
Total Amount:	4,131.00 USD

Add Items From: Catalog Item Search

Select Lines To Display: Line: [] To: [] Retrieve

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	7503532090	STONE NO. 21B, STONE	300.0000	LTN	7503532	13.77000	4,131.00	Approved



View Restock Purchase Orders (continued)

Storekeeper View: No WebIMS Check Box

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

New Window Help

Purchase Order Inquiry

Purchase Order

Business Unit: 50100
 PO ID: 0001078607

PO Status: Dispatched

▼ Header

PO Date: 06/03/2013
 Vendor Name: LL CARTER -003
 Vendor ID: 0000033093 [Vendor Details](#)
 Buyer: Hall, Mike (VDOT)
 PO Reference: Stone

Backorder Status: Not Backordered
 Receipt Status: Partial
 Hold From Further Processing

Amount Summary

Merchandise: 4,131.00
 Freight/Tax/Misc.: 0.00
 Total: 4,131.00 USD

[Header Details](#) [All RTV](#) [Document Status](#)
[Header Comments...](#) [Matching](#)
[Change Order](#) [Activity Summary](#)

Lines										
Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status			
1	7503532090	STONE NO. 21B, STONE	7503532	300.0000	LTN	4,131.00 USD	Approved			

[View Approvals](#)

Return to Search Notify

Related Links



View Restock Purchase Orders (continued)

Buyer View: WebIMS Check Box

avorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs
New Window ? Help

Maintain Purchase Order

Purchase Order

Business Unit: 50100

PO ID: 0001078607

Copy From:

PO Status: Dispatched ▲ ✖

Hold From Further Processing

Header

***PO Date:** Vendor Search

Vendor: Vendor Details

***Vendor ID:** LL Carter & Son Inc

***Buyer:** Hall, Mike (VDOT)

PO Reference:

Web IMS?:

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Edit Comments](#)
[PO Activities](#) [Add Ship To Comments](#)

Backorder Status: Not Backordered [Create BackOrder](#)

Receipt Status: Partial

***Dispatch Method:**

eVA PO Type: Routine Bill Vendor

eVA Order Method:

eVA Interfaced:

eVA Dttm:

Amount Summary

Merchandise: 4,131.00

Freight/Tax/Misc.: 0.00

Total Amount: 4,131.00 USD

Add Items From

Catalog
Item Search

Select Lines To Display

Line:
To:

Lines
Customize | Find | View All | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1	7503532090	STONE NO. 21B, STONE	<input type="text" value="300.0000"/>	LTN	7503532	13.77000	4,131.00	Approved			<input type="button" value="+"/>	<input type="button" value="-"/>



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 to:
Main Menu > Purchasing > Receipts > Add/Update Receipts
- Click **Add** from the **Add New Value** tab.
- Enter your 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: 100

ID:

Start Date: 04/02/2016

Line / Schedule: /

End Date: 10/19/2016

Release:

Vendor Name: Vendor Lookup

Item ID:

Vendor 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

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	0001136646	2	1	10	04/07/2016	1.0000		9108250000	ELECTRICAL MAINTENANCE AND REP
<input checked="" type="checkbox"/>	50100	0001136646	3	1	11	04/07/2016	21.0000		9189480800	TRAFFIC VIDEO DISTRIBUTION TEC
<input type="checkbox"/>	50100	0001136646	4	1	12	04/07/2016	10000.0000		0504045000	MISCELLANEOUS SUPPLIES MISCELL
<input type="checkbox"/>	50100	0001136735	1	1		04/08/2016	1.0000		9131336470	DRAINAGE , FILTERRA ENVIRONMEN
<input type="checkbox"/>	50100	0001136859	1	1	127	04/12/2016	8.0000	2.0000	9750001000	RENT/LEASE VEHICLES & EQUIPMEN

Select All Clear All

OK Cancel Refresh



Create Restock Receipts

Select Purchase Order

Search Criteria

PO Unit:

Days +/- Today:

ID:

Start Date:

Line / Schedule: /

End Date:

Release:

Vendor Name: [Vendor Lookup](#)

Item ID:

Vendor 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 Customize | Find | View All | | First 1-5 of 38 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	0001136646	2	1	10	04/07/2016	1.0000		9108250000	ELECTRICAL MAINTENANCE AND REP	
<input checked="" type="checkbox"/>	50100	0001136646	3	1	11	04/07/2016	21.0000		9189480800	TRAFFIC VIDEO DISTRIBUTION TEC	
<input type="checkbox"/>	50100	0001136646	4	1	12	04/07/2016	10000.0000		0504045000	MISCELLANEOUS SUPPLIES MISCELL	
<input type="checkbox"/>	50100	0001136735	1	1		04/08/2016	1.0000		9131336470	DRAINAGE_FILTERRA ENVIRONMEN	
<input type="checkbox"/>	50100	0001136859	1	1	127	04/12/2016	8.0000	2.0000	9750001000	RENT/LEASE VEHICLES & EQUIPMEN	

Select All Clear All



Create Restock Receipts

Create a restock receipt (continued):

- After you have selected the PO you will 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: NEXT Add Header Comments Activities

Header Details

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 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM
1	9100610350	CARPENTER SERVICES HELPER NOR	700.0000	HUR	10.00000	700.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HUR

Interface Receipt Run Close Short

Save Notify Refresh Add Update/Display

Maintain Receipts
Header Details

Business Unit: 50100 *Receipt Date: 08/02/2016 Receipt Time: 1:39PM
Receipt ID: NEXT User ID: CAROLYN.GLASSCO
Receive Source: On-line Receipt Status: Open
Vendor: 0000019699 Name: Croston Contracting Services LLC
Location: MAIN *Ship To: RICHBUSOFF
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

Create a restock receipt (continued):

- To commit the newly entered information and save the receiver, click **Save**.
- After the receipt is saved, Cardinal:
 - 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 WebIMS.

Maintain Receipts

Receiving

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

Receipt ID: 0001500006 [Add Header Comments](#) [Activities](#)

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

▶ Header

Select Purchase Order

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

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

Line	Item	Description	WebIMS PO	WebIMS Receipt Doc ID
1	0041404055	1 IN X 50 YDS ROLL, 320 GRIT	<input checked="" type="checkbox"/>	R000000030



Cancel Restock Receipts

You can cancel a restock receipt 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, i.e., 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.

Maintain Receipts
Receiving

Business Unit: 50100 Receipt Status: Fully Received **X**
Receipt ID: 0001619845 [Add Header Comments](#) [Activities](#)
Header Details Document Status

Header

Select Purchase Order

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	
1	7503532090	STONE NO. 21B, STONE	178.4200	LTN	7.99000	178.4200	Received	7503532	<input type="checkbox"/>			LTN	X
2	7503548485	STONE, CRUSHED GRADE 26	32.4000	LTN	7.30000	32.4000	Received	7503548	<input type="checkbox"/>			LTN	X

Interface Receipt Run Close Short



Cancel Restock Receipts (continued)

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

New Window ? Help Customize Page

Maintain Receipts

Receiving

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

Receipt ID: 0001619845 [Add Header Comments](#) [Activities](#)

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

▶ Header

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

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

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	
1	7503532090	STONE NO. 21B, STONE	178.4200	LTN	7.99000	178.4200	Received	7503532	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTN	X
2	7503548485	STONE, CRUSHED GRADE 26	32.4000	LTN	7.30000	32.4000	Received	7503548	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTN	X

Interface Receipt Run Close Short

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



Lesson 3: Summary

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: Maintenance

This lesson covers the following topic:

- 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 receiver 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)

Browser navigation: Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

Page actions: New Window | Help | Customize Page | http

Maintain Receipts

Receiving

Business Unit: 50100
Receipt ID: 0001500074
Header Details

Select Purchase Order

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

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	
1	7507766150	SAND SAND, GRADE B NATURAL	50.0000	LTN	22.00000	50.0000	Received	<input type="checkbox"/>			LTN	✗
2	7754577327	SALT, SODIUM CHLORIDE, FOR ROA	100.0000	LTN	0.04000	100.0000	Received	<input type="checkbox"/>			LTN	✗
3	7754577400	SALT, SODIUM CHLORIDE, FOR ROA	75.0000	GLL	0.29000	75.0000	Received	<input type="checkbox"/>			GLL	✗

Interface Receipt Run Close Short

Buttons: Save | Notify | Refresh | Add | Update/Display



Lesson 4: Summary

In this lesson, you learned:

- While WebIMS is in lockdown or is down, if at all possible hold off on entry of WebIMS activities into Cardinal until WebIMS is available again. However, these activities can still occur in Cardinal if needed but WebIMS will not receive these transactions.
- If WebIMS activities are done in Cardinal while WebIMS is unavailable, manual adjustments to WebIMS may be needed.



Lesson 5: Inventory Issuances and Restock Queries

This lesson covers the following topic:

- Queries



Queries

There are numerous inventory issuance and restock requisition queries and they can be run at various intervals. Inventory Issuance and restock requisition queries include:

- WebIMS Item Cross Reference
- IMS reqs not journal generated
- IMS PO Recv Vchr Prepost GL



Queries - WebIMS Item Cross Reference

WEBIMS Item Cross Reference:

The WEBIMS Item Cross Reference (V_PR_WEBIMS_ITEM_XREF) query provides a cross reference from the **Item** number (NIGP) to the **WebIMS Item ID**. You can input the NIGP / **Item** number and the query will return the **WebIMS Item ID** or conversely enter the **WebIMS Item ID** and the query will return the NIGP / **Item** number.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_ITEM_XREF

V_PR_WEBIMS_ITEM_XREF - WEBIMS Item Cross Reference

SetID:

Item:

WebIMS Item ID:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

	SetID	Item	Itm Status Dt	Descr	WebIMS Item ID
1	STATE	1559055330	11/26/2011	FUSE, 100 AMP, 250 VOLT, ROYAL	096027115



Queries - IMS reqs not journal generated

IMS reqs not journal generated:

The **IMS reqs not journal generated** (V_PR_WEBIMS_REQNOTJRNLGEN) query provides a list of inventory issuance requisitions that have not been journal generated, i.e., the accounting journal entry is not yet in the GL. **Regular** and **Restock** requisition types are not included. This query is used by Storekeepers to assist with the WebIMS reconciliation.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_REQNOTJRNLGEN

V_PR_WEBIMS_REQNOTJRNLGEN - IMS reqs not journal generated

Unit:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (9 kb)

View All First Last

	Unit	Req ID	Requisition	Status	Req Date	Origin	Requester	WebIMS Req Type	Line	Sched Num	Distribution Li	Req Qty	Merchandise Amt	Item	WebIMS Doc ID	Condition Code
1	50100	000000222	000000222	C	05/02/2011	ONL	V_PR_WEBIMS_STOREKEEPER	ENS	1	1	1	1.0000	12.000	0041404021	I000000147	N
2	50100	000000227	000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	1	1	1	1.0000	12.000	0041404021	I000000148	N
3	50100	000000227	000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	2	1	1	2.0000	24.000	0041404021	I000000148	N
4	50100	000000227	000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	3	1	1	3.0000	36.000	0041404021	I000000148	N
5	50100	000000227	000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	4	1	1	4.0000	48.000	0041404021	I000000148	N
6	50100	000000229	000000229	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	1	1	1	1.0000	12.000	0041404021		N
7	50100	000000234	000000234	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	ENS	1	1	1	1.0000	12.000	0041404021	I000000151	N
8	50100	000000236	000000236	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	INV	1	1	1	3.0000	36.000	0041404021	I000000154	N
9	50100	000000217	000000217	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	INV	1	1	1	1.0000	12.000	0041404021	I000000141	N
10	50100	000000218	000000218	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	WIP	1	1	1	1.0000	12.000	0041404021	I000000142	N
11	50100	000000218	000000218	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	WIP	3	1	1	1.0000	12.000	0041404021	I000000142	N
12	50100	000000218	000000218	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	WIP	4	1	1	1.0000	12.000	0041404021	I000000142	N



Queries - IMS reqs not journal generated (continued)

V_PR_WEBIMS_REQNOTJRNLGEN - IMS reqs not journal generated

Unit: 50100

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (9 kb)

[View All](#)

First 1-23 of 23 Last

	Unit	Req ID	Requisition	Status	Req Date	Origin	Requester	WebIMS Req Type	Line	Sched Num	Distribution Li	Req Qty	Merchandise Amt	Item	WebIMS Doc ID	Condition Code
1	50100	0000000222	0000000222	C	05/02/2011	ONL	V_PR_WEBIMS_STOREKEEPER	ENS	1	1	1	1.0000	12.000	0041404021	I000000147	N
2	50100	0000000227	0000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	1	1	1	1.0000	12.000	0041404021	I000000148	N
3	50100	0000000227	0000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	2	1	1	2.0000	24.000	0041404021	I000000148	N
4	50100	0000000227	0000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	3	1	1	3.0000	36.000	0041404021	I000000148	N
5	50100	0000000227	0000000227	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	4	1	1	4.0000	48.000	0041404021	I000000148	N
6	50100	0000000229	0000000229	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	WIP	1	1	1	1.0000	12.000	0041404021		N
7	50100	0000000234	0000000234	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	ENS	1	1	1	1.0000	12.000	0041404021	I000000151	N
8	50100	0000000236	0000000236	C	05/03/2011	WIM	V_PR_WEBIMS_STOREKEEPER	INV	1	1	1	3.0000	36.000	0041404021	I000000154	N
9	50100	0000000217	0000000217	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	INV	1	1	1	1.0000	12.000	0041404021	I000000141	N
10	50100	0000000218	0000000218	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	WIP	1	1	1	1.0000	12.000	0041404021	I000000142	N
11	50100	0000000218	0000000218	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	WIP	3	1	1	1.0000	12.000	0041404021	I000000142	N
12	50100	0000000218	0000000218	C	04/14/2011	ONL	V_PR_WEBIMS_STOREKEEPER	WIP	4	1	1	1.0000	12.000	0041404021	I000000142	N



Queries - IMS PO Recv Vchr Prepost GL

IMS PO Recv Vchr Prepost GL :

The **IMS PO Recv Vchr Prepost GL** (V_PR_WEBIMS_VCHR_PREPOST) query provides a list of requisitions with a requisition type of **Restock** that have not been journal generated, i.e., the accounting journal entry is not yet in the GL. This query is used by Storekeepers to assist with the WebIMS reconciliation.

You can navigate to this query through the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PR_WEBIMS_VCHR_PREPOST

V_PR_WEBIMS_VCHR_PREPOST - IMS PO Recv Vchr Prepost GL

Business Unit:

District (% for all):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (114 kb)

View All First 1-100 of 218 Last

	Business Unit	District	Ship To	Dept ID	Stock Loc	PO ID	PO Ln	Receiver ID	Recv Ln	IMS Rec Doc ID	Recv Line Status	Item ID	Receiver Oprid	Receipt Date	Recv Amt	Vchr ID	Vchr Ln	Vchr Amt	Vendor ID
1	50100	CULP	KEENE AHQ	17016	0223	0001133552	1	0001846916	1	R000041629	Received	7754577327	BETTY.COLLINS	03/03/2016	9915.000				0000015454
2	50100	LYNCH	BROSVL AHQ	13009	7121	0001133781	1	0001861511	1	R000043262	Received	7507766150	JULIE.KELLY	05/04/2016	2956.310				0000032750
3	50100	SALEM	LAURL AHQ	12044	1720	0001133848	1	0001859975	1	R000043133	Received	7503532062	KAREN.BOWMAN	04/26/2016	5913.350				0000028982
4	50100	RICH	BEACH AHQ	14007	2021	0001133885	1	0001857326	1	R000042926	Received	7507766150	LISA.SMITH	03/31/2016	363.960				0000100992
5	50100	LYNCH	CRAFT AHQ	13024	1921	0001134078	1	0001860155	1	R000043153	Received	7451220550	RAYMOND.MOTTLEY	04/29/2016	6149.540	00600369	1	6149.540	0000002181
6	50100	SALEM	WLLSS AHQ	12069	3120	0001134080	1	0001854093	1	R000042639	Received	7503548485	LORRIE.SUMPTER	04/01/2016	5212.800	00601547	1	5212.800	0000028982
7	50100	SALEM	WLLSS AHQ	12069	3120	0001134080	1	0001860749	1	R000043199	Received	7503548485	LORRIE.SUMPTER	04/29/2016	4448.690	00601547	3	4448.690	0000028982
8	50100	SALEM	WLLSS AHQ	12069	3120	0001134080	1	0001860750	1	R000043200	Received	7503548485	LORRIE.SUMPTER	05/02/2016	1558.640				0000028982



Queries - IMS PO Recv Vchr Prepost GL (continued)

V_PR_WEBIMS_VCHR_PREPOST - IMS PO Recv Vchr Prepost GL

Business Unit:

District (% for all):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (114 kb)

[View All](#)

First 1-100 of 218 Last

	Business Unit	District	Ship To	Dept ID	Stock Loc	PO ID	PO Ln	Receiver ID	Recv Ln	IMS Rec Doc ID	Recv Line Status	Item ID	Receiver Oprid	Receipt Date	Recv Amt	Vchr ID	Vchr Ln	Vchr Amt	Vendor ID
1	50100	CULP	KEENE AHQ	17016	0223	0001133552	1	0001846916	1	R000041629	Received	7754577327	BETTY.COLLINS	03/03/2016	9915.000				0000015454
2	50100	LYNCH	BROSVL AHQ	13009	7121	0001133781	1	0001861511	1	R000043262	Received	7507766150	JULIE.KELLY	05/04/2016	2956.310				0000032750
3	50100	SALEM	LAURL AHQ	12044	1720	0001133848	1	0001859975	1	R000043133	Received	7503532062	KAREN.BOWMAN	04/26/2016	5913.350				0000028982
4	50100	RICH	BEACH AHQ	14007	2021	0001133885	1	0001857326	1	R000042926	Received	7507766150	LISA.SMITH	03/31/2016	363.960				0000100992
5	50100	LYNCH	CRAFT AHQ	13024	1921	0001134078	1	0001860155	1	R000043153	Received	7451220550	RAYMOND.MOTTLEY	04/29/2016	6149.540	00600369	1	6149.540	0000002181
6	50100	SALEM	WLLSS AHQ	12069	3120	0001134080	1	0001854093	1	R000042639	Received	7503548485	LORRIE.SUMPTER	04/01/2016	5212.800	00601547	1	5212.800	0000028982
7	50100	SALEM	WLLSS AHQ	12069	3120	0001134080	1	0001860749	1	R000043199	Received	7503548485	LORRIE.SUMPTER	04/29/2016	4448.690	00601547	3	4448.690	0000028982
8	50100	SALEM	WLLSS AHQ	12069	3120	0001134080	1	0001860750	1	R000043200	Received	7503548485	LORRIE.SUMPTER	05/02/2016	1558.640				0000028982



Lesson 5: Summary

In this lesson, you learned:

- There are numerous inventory issuance and restock requisition queries available, to include:
 - WebIMS Item Cross Reference
 - IMS reqs not journal generated
 - IMS PO Recv Vchr Prepost GL



Lesson 6: Inventory Issuances and Restock Hands-On Practice

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.





Course Summary

In this course, you learned to:

- 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
- Describe key queries



Course Evaluation

Congratulations! You successfully completed the **501 PR347: Inventory Issuances and Restock** course. Please use the evaluation link to assess this course.





Appendix

- Key Terms
- 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 vendor to purchase goods or services from that vendor. 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**.

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.



Key Terms (continued)

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.

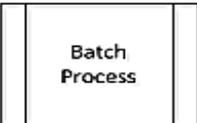
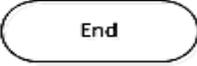
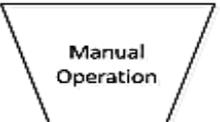
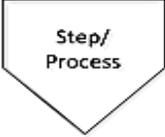
Vendor: Any person or other entity that provides goods and/or services, or receives refunds, including suppliers, federal, state or local government entities, and other fiscal payees. All procurement vendors are interfaced from eVA to Cardinal. Non-procurement vendors (also called Fiscal Payees) will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



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.