501 PR346
Managing Receiving

Web Based Training

Rev 2/16/2018

Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

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

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

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

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

Course Objectives

After completing this course, you will be able to:

- Understand Receiving
- Create and Maintain Receipts
- Review Receipts

Agenda

1. Understand Receipts
2. Create and Maintain Receipts
3. Review Receipts

Lesson 1: Introduction

1 Understand Receipts

This lesson covers the following topics:

- Procurement Overview
- Key Concepts
- Receive Goods Process Overview

Procurement Overview

The Procurement functional area of Cardinal includes four modules:

Purchasing

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

eProcurement

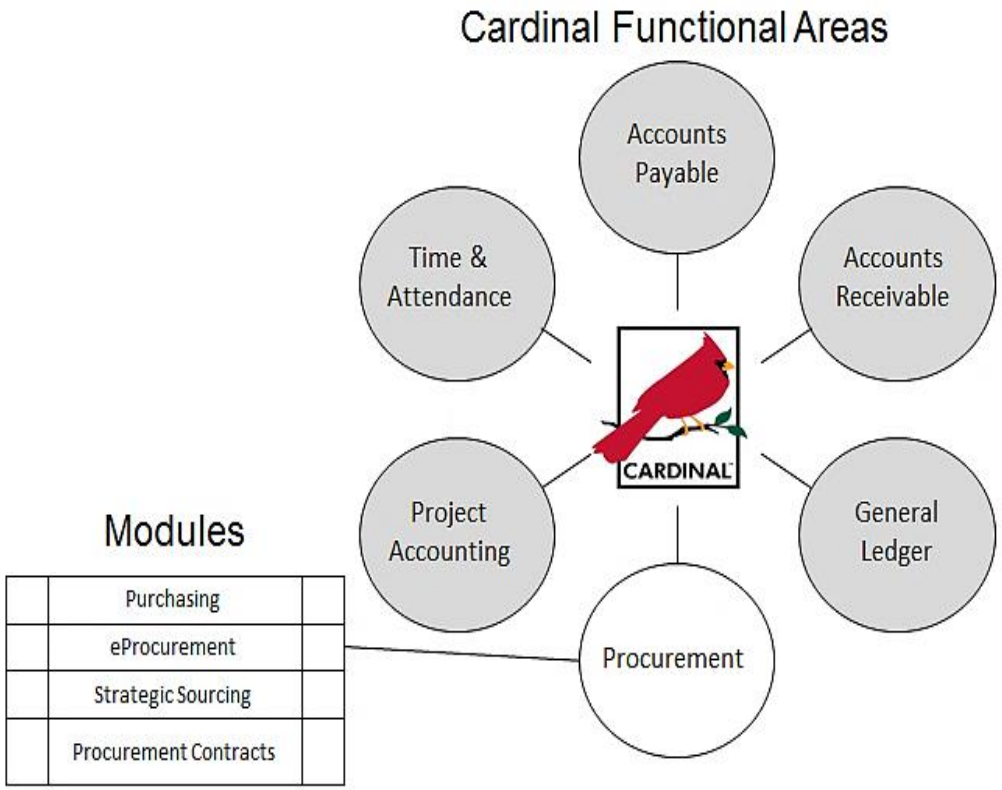
Like Purchasing, the eProcurement module provides for Procurement but is web-based. It is similar to an online shopping cart experience for users requesting goods and/or services.

Strategic Sourcing

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

Procurement Contracts

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



Key Concepts

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

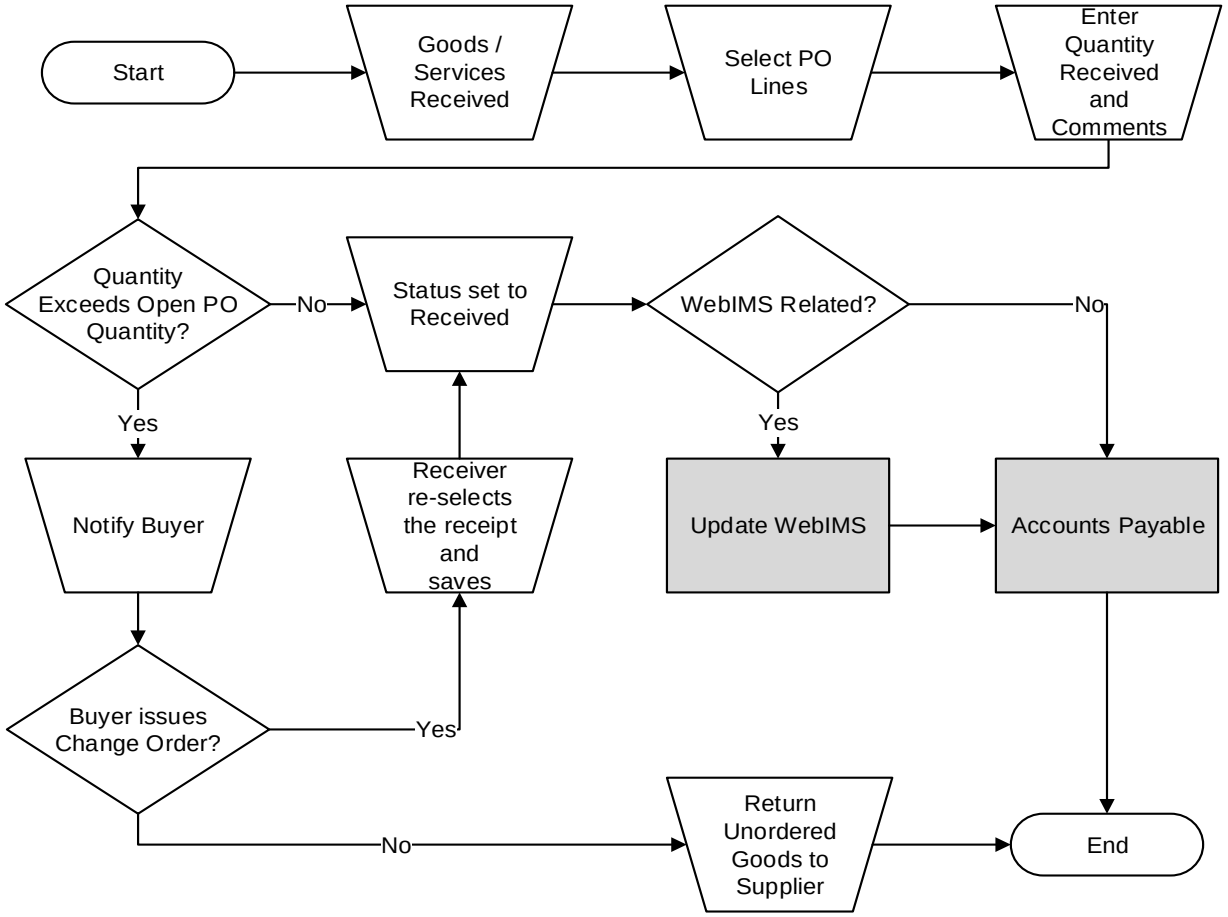
Receipt information is used to:

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

Receive Goods Process Overview

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

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



Lesson 1: Checkpoint

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

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

Drag and connect the term to the matching description.

Provides for documenting acceptance of goods from vendors.	Matching
Commitment to a vendor to buy goods and/or services.	Purchase Orders
Ensures the validity and correctness of transactions and payments by comparing the voucher with the PO and Receiving documents.	Receiving

Lesson 1: Summary

1 Understand Receipts

In this lesson, you learned:

- Key Receiving Concepts
- Receipt Process Overview

Lesson 2: Introduction

2 Create and Maintain Receipts

This lesson covers the following topics:

- Create Receipts
- Maintain Receipts

Create Receipts

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

Receipt options include:

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

Create a receipt involves:

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

Create Receipts (continued)

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

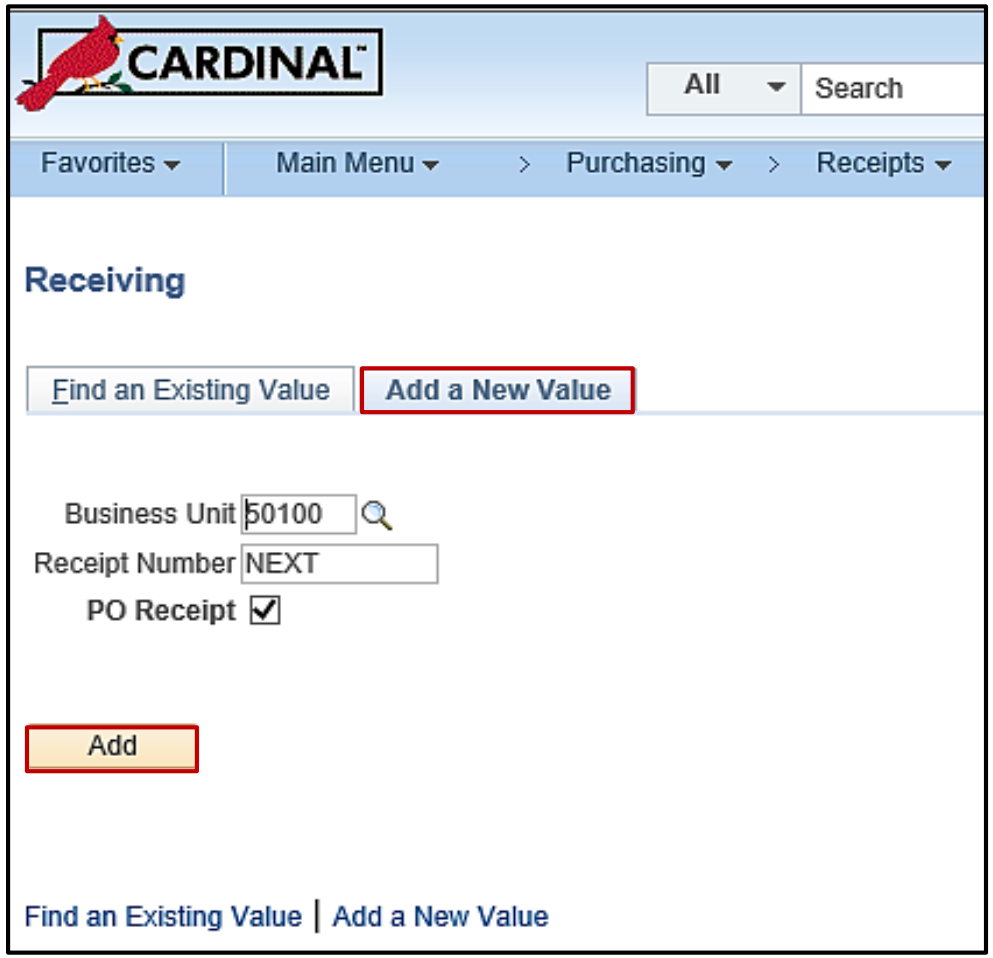
Navigate to page using the following path:

Main Menu > Purchasing > Receipts > Add/Update Receipts

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

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

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

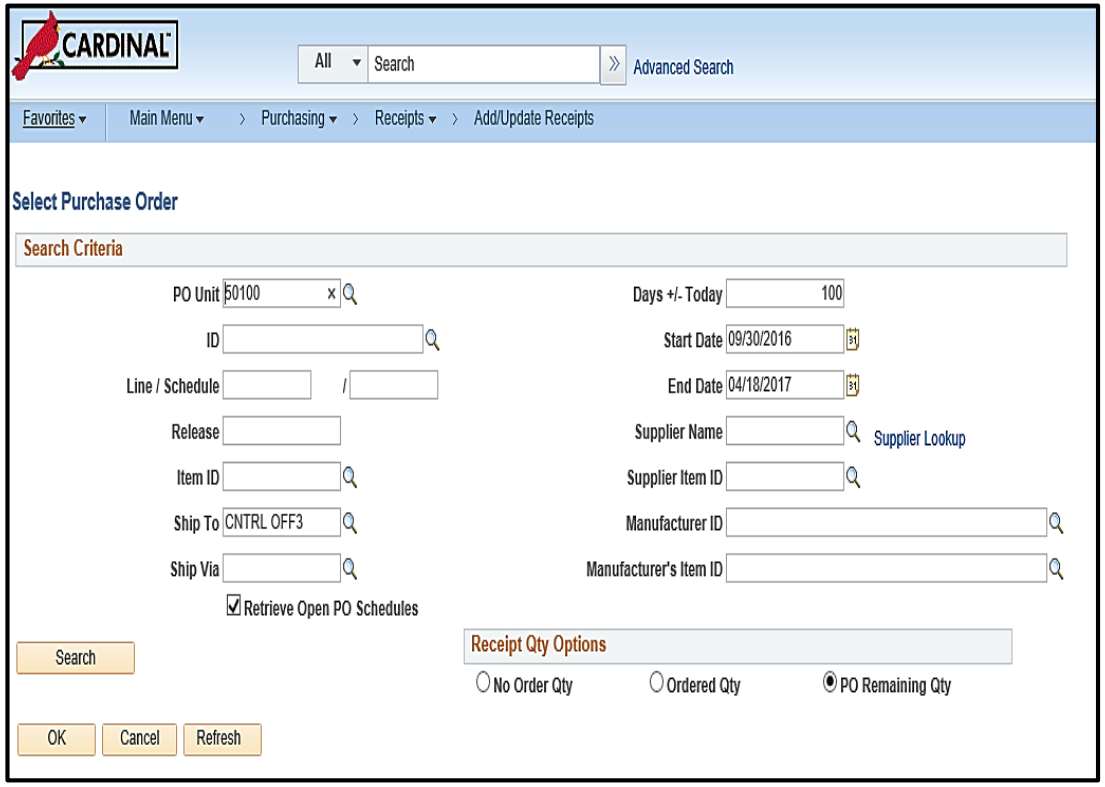


Create Receipts (continued)

Select Purchase Order Page:

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

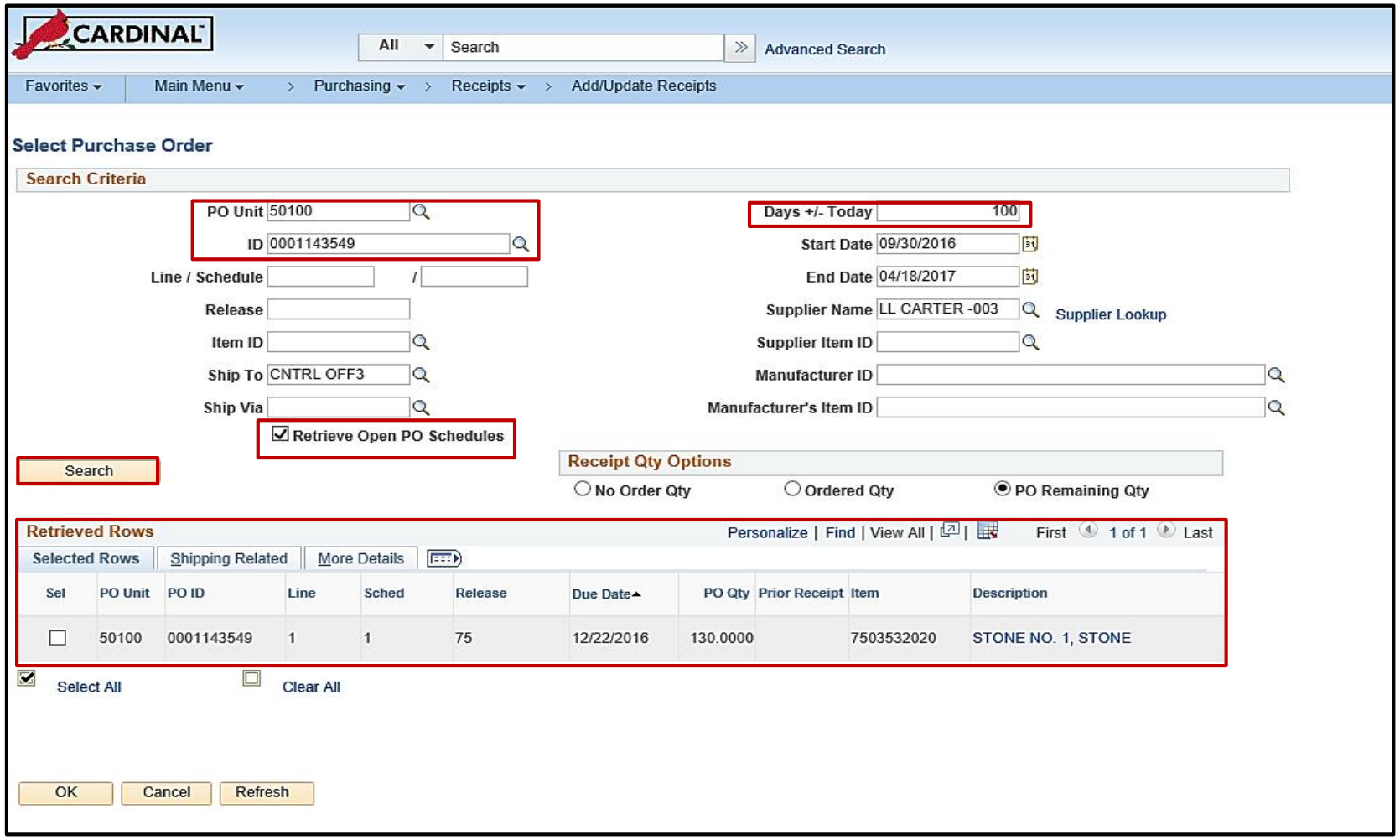
- Enter the PO **ID**, or select one using the **Lookup** button.
- For the best results, clear all fields, except **PO Unit**, PO **ID**, and **Days +/- Today**. Enter an adequate range to allow for results. The **Days+/- Today** calculates the **Start Date** and **End Date**.
- Click the **Search**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



Click on image to enlarge

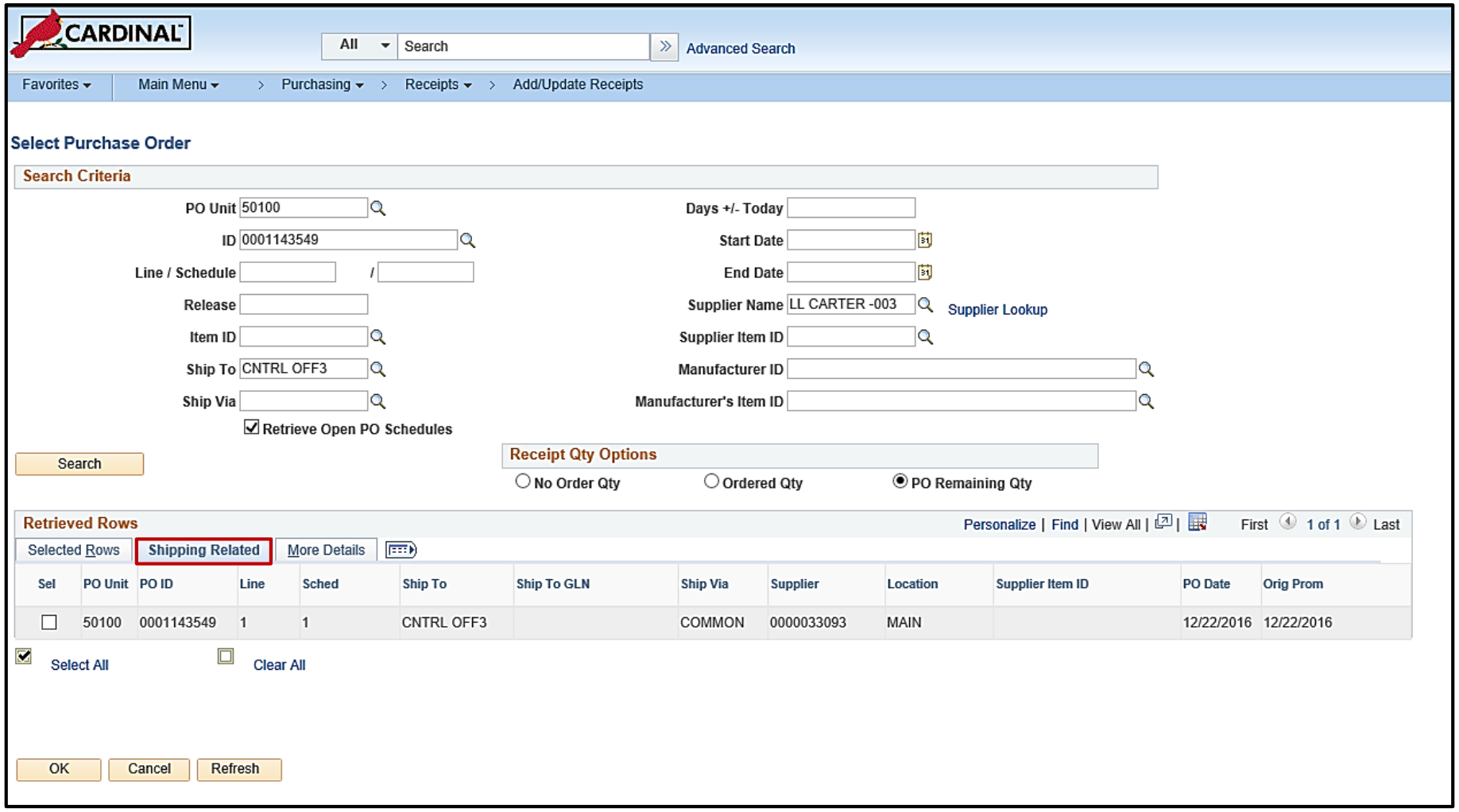
Create Receipts (continued)

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



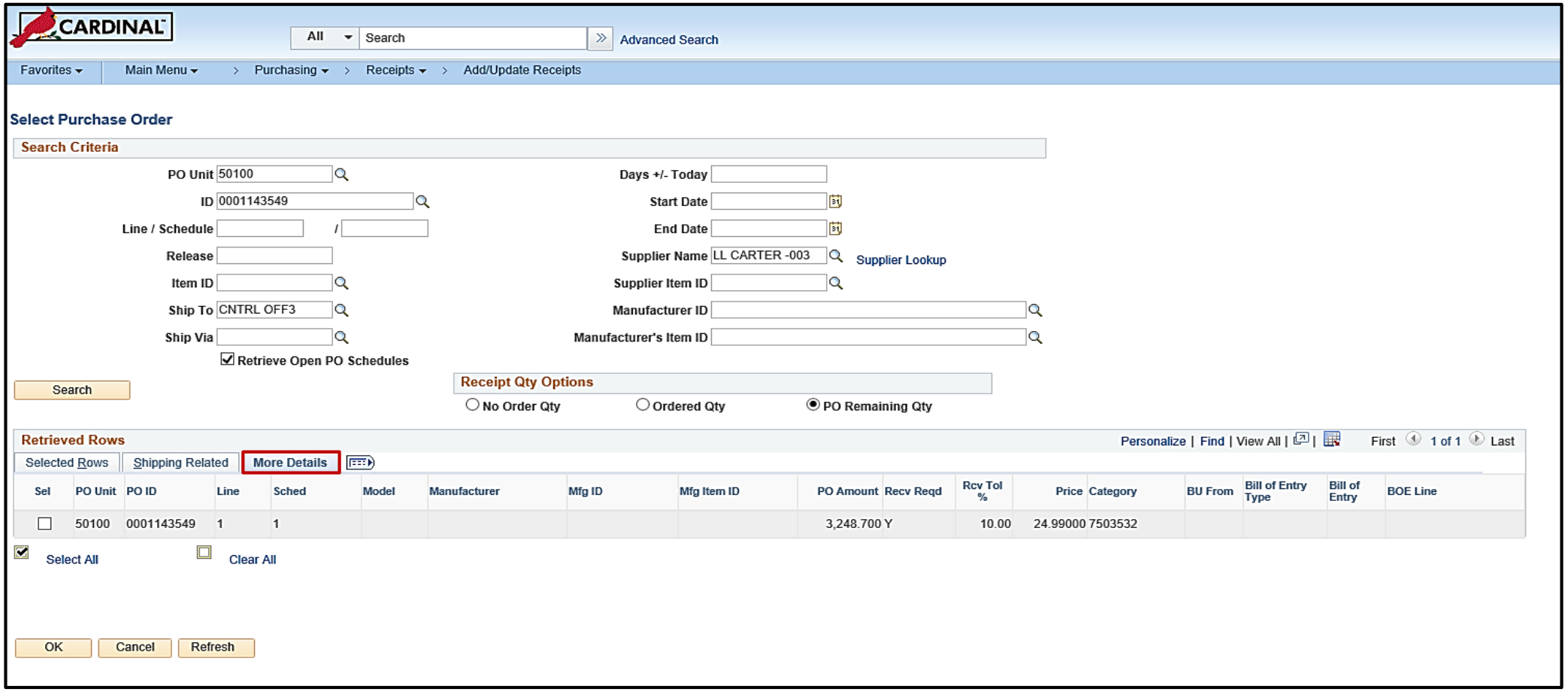
Create Receipts (continued)

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



Create Receipts (continued)

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



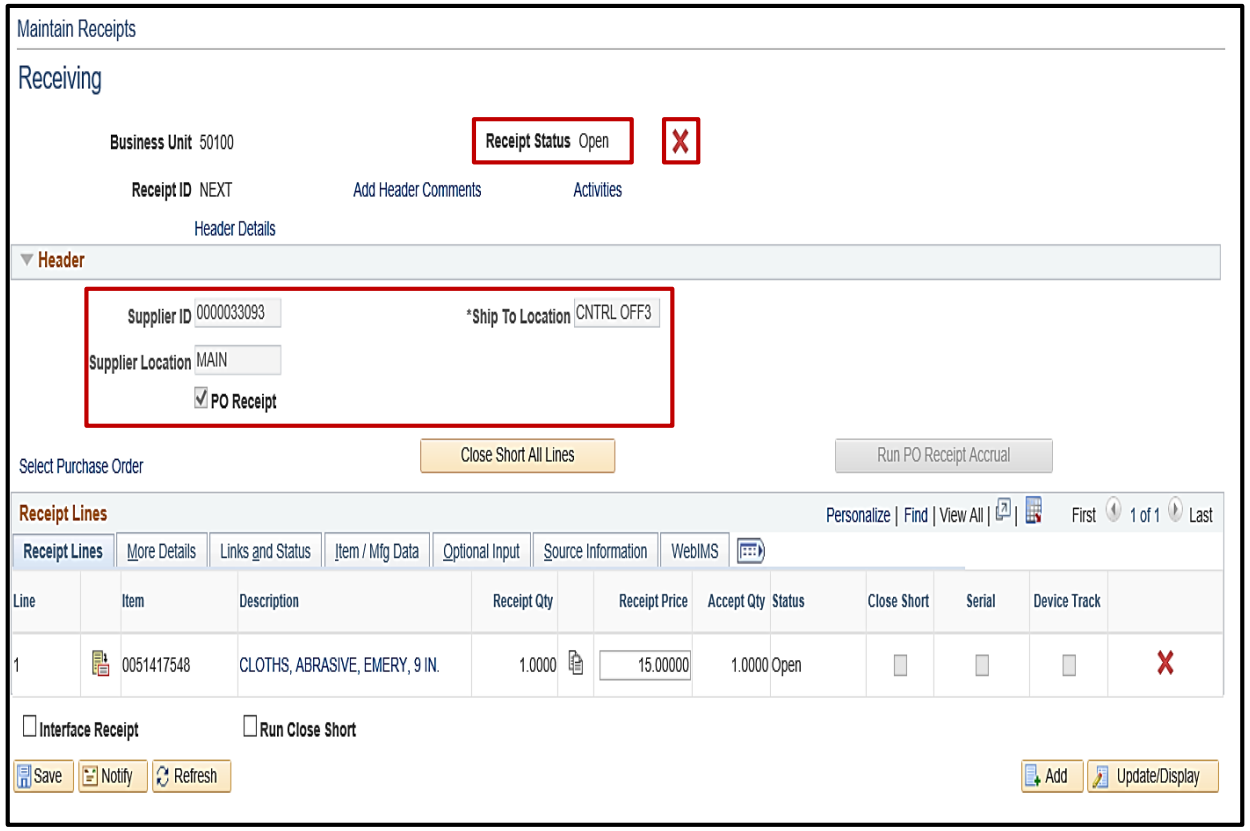
Create Receipts (continued)

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

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

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

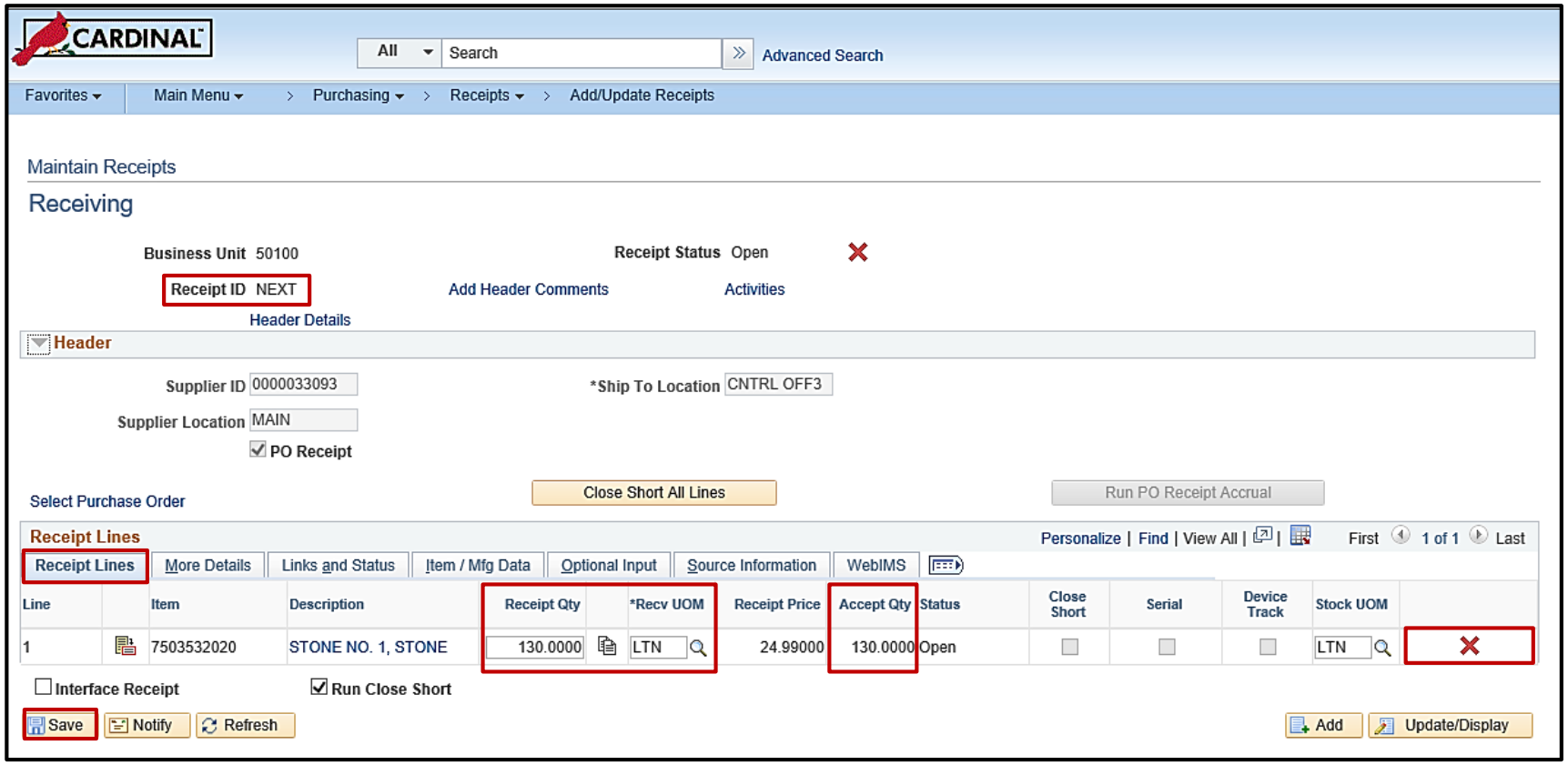
The **Close Short All Lines** button and **Run Close Short** checkbox should never be used.



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 the reflect those actually received.

Click the **Save** button.

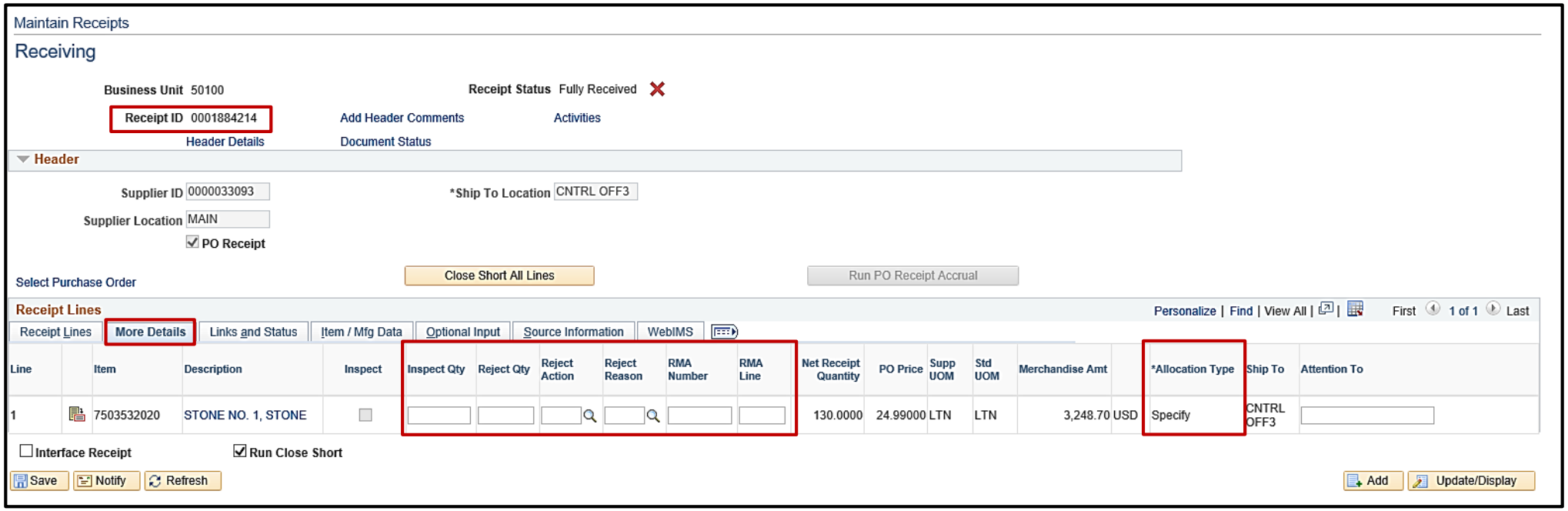


Create Receipts (continued)

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

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

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



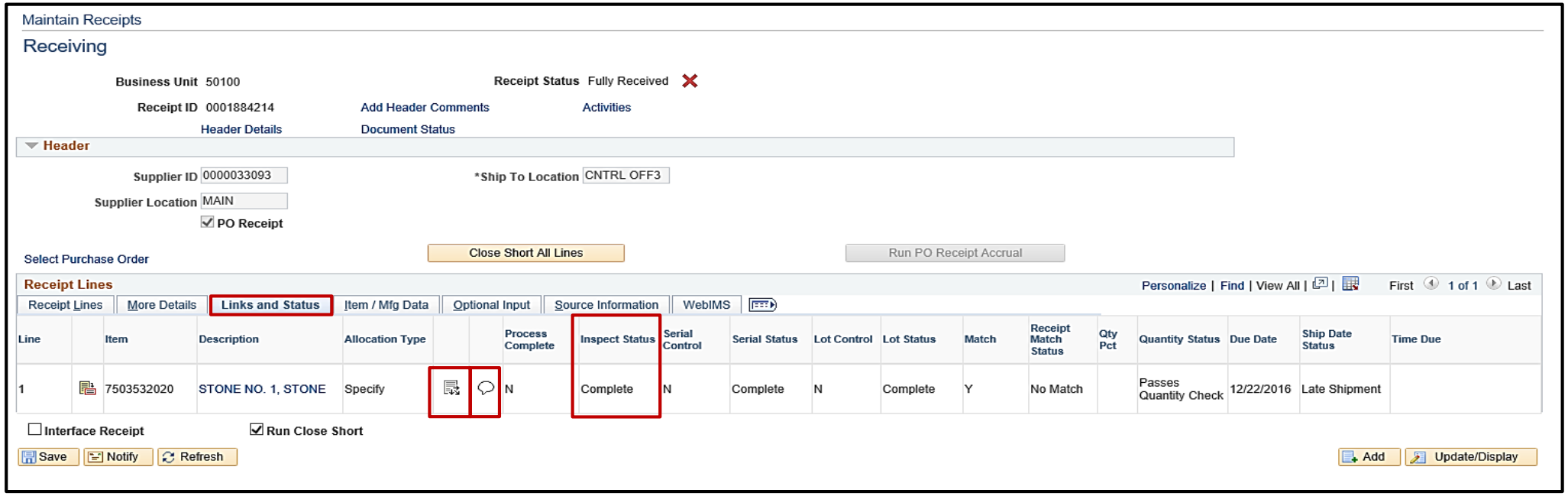
Create Receipts (continued)

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

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

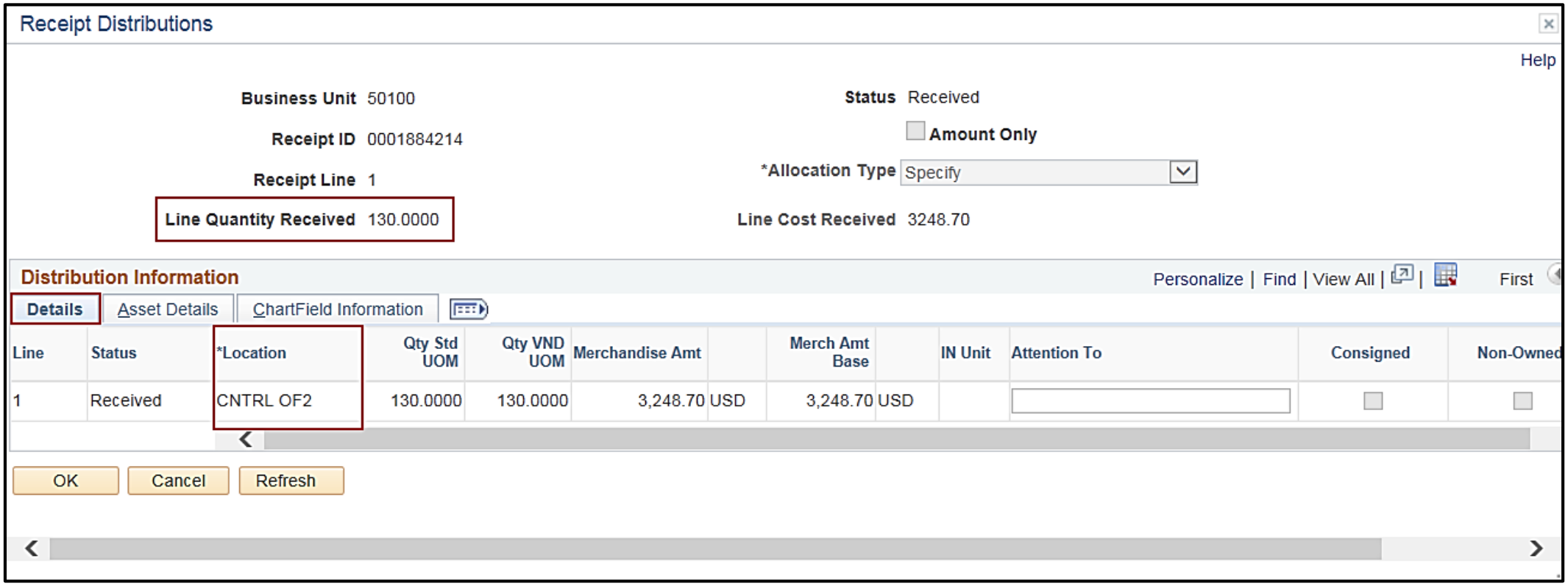
Click the **Distribution** icon to view the accounting distribution information.

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



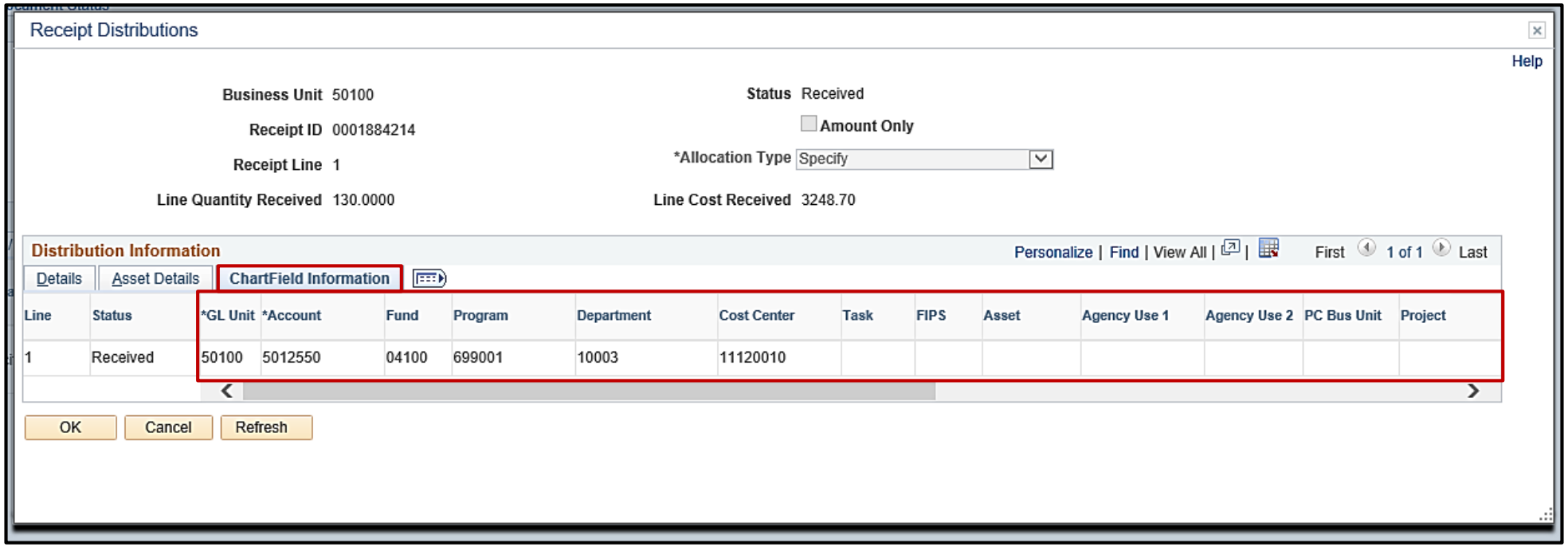
Create Receipts (continued)

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



Create Receipts (continued)

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



Create Receipts (continued)

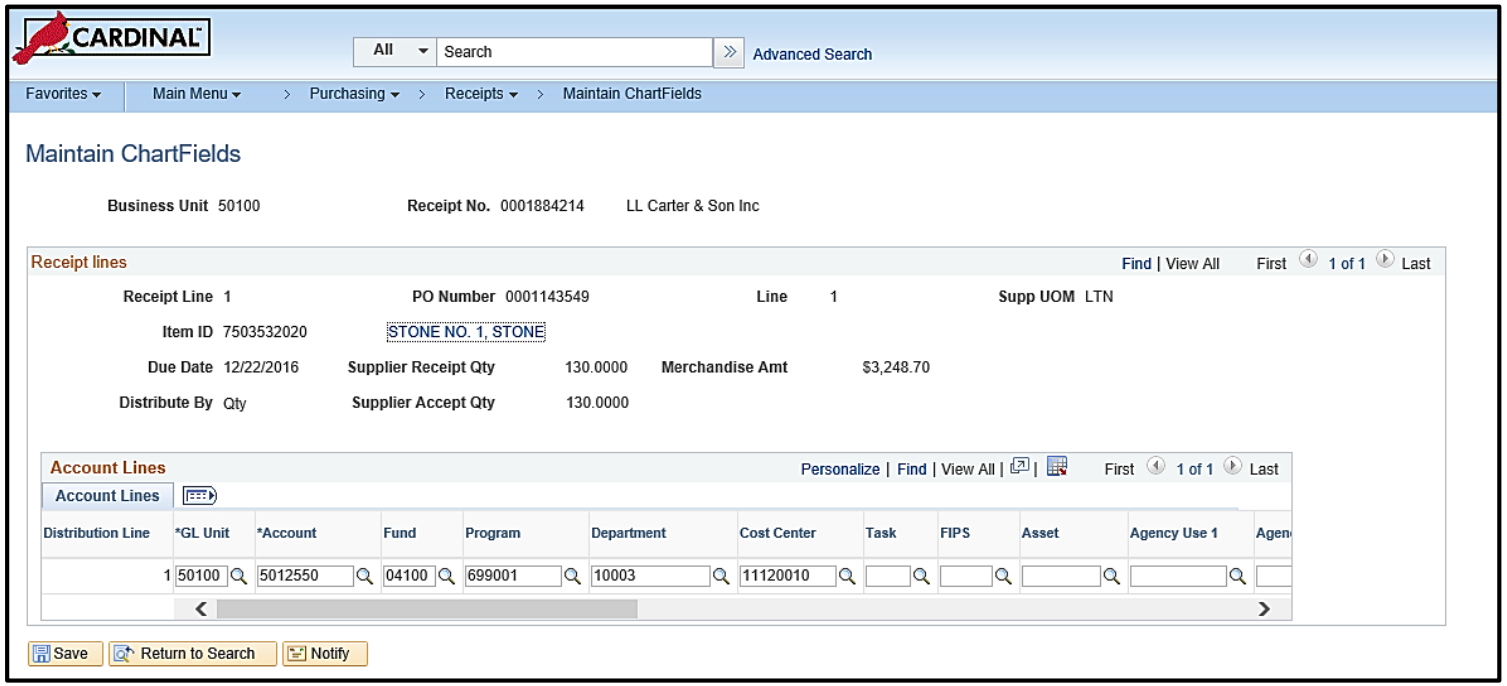
To change the accounting distribution, navigate using the following path:

Main Menu > Purchasing > Receipts > Maintain ChartFields

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

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

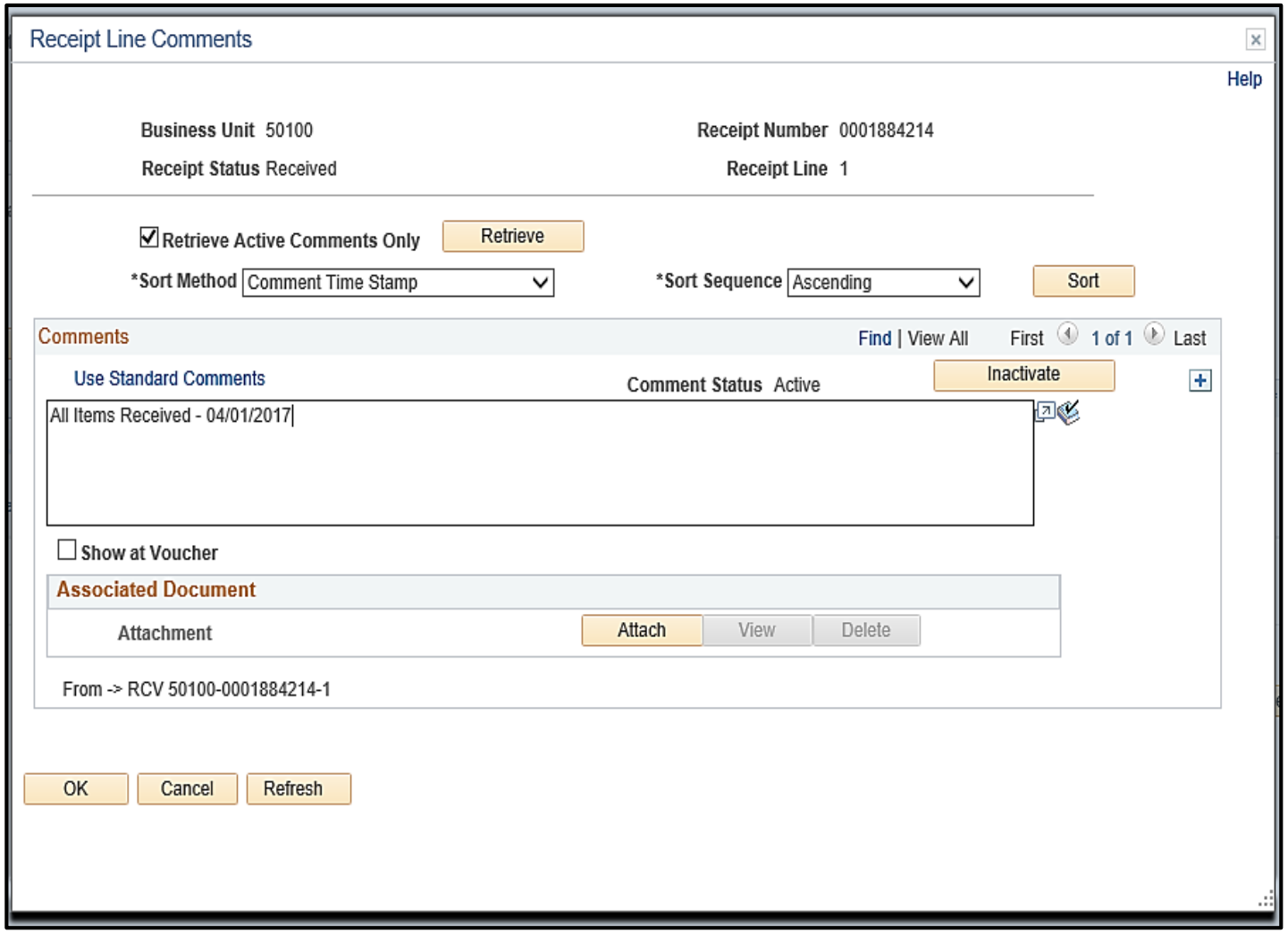
Main Menu > Purchasing > Receipts > Add/Update Receipts



Create Receipts (continued)

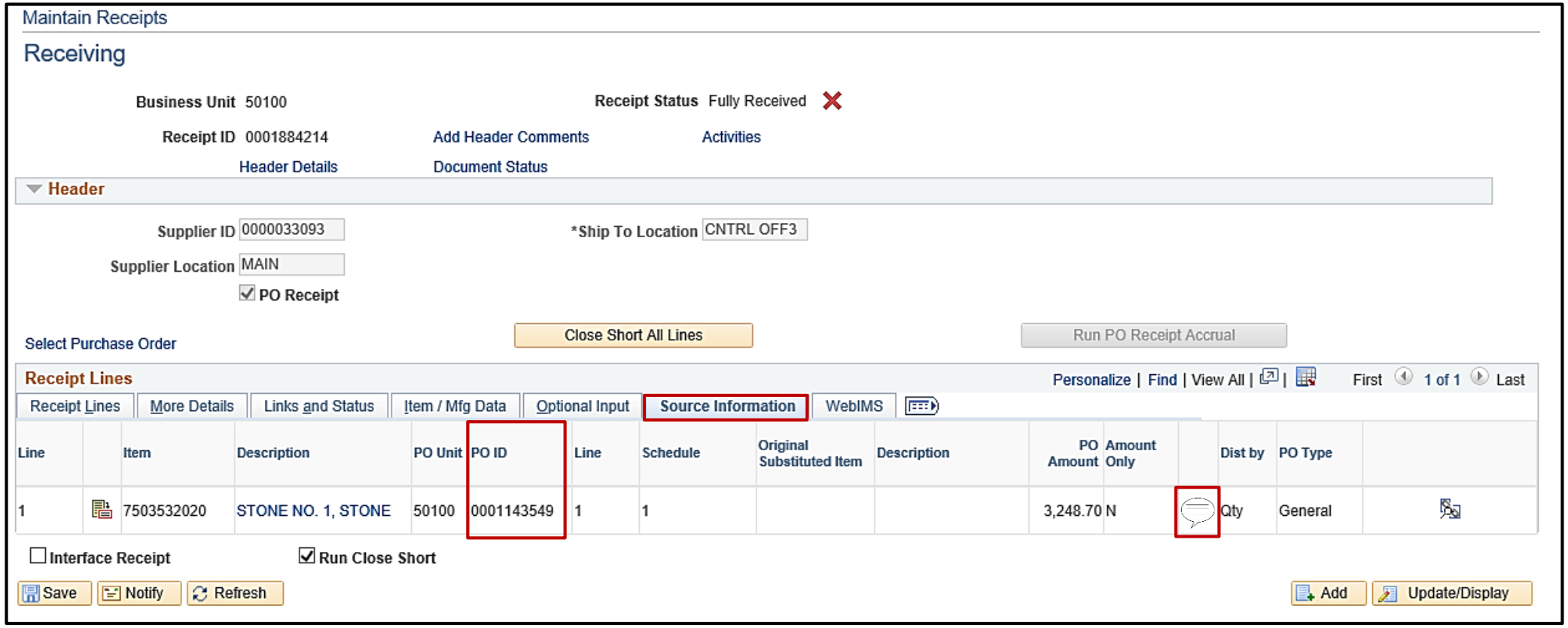
From the **Maintain Receipts – Receiving** page, click the **Comments** icon to view or update comments related to the line.

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



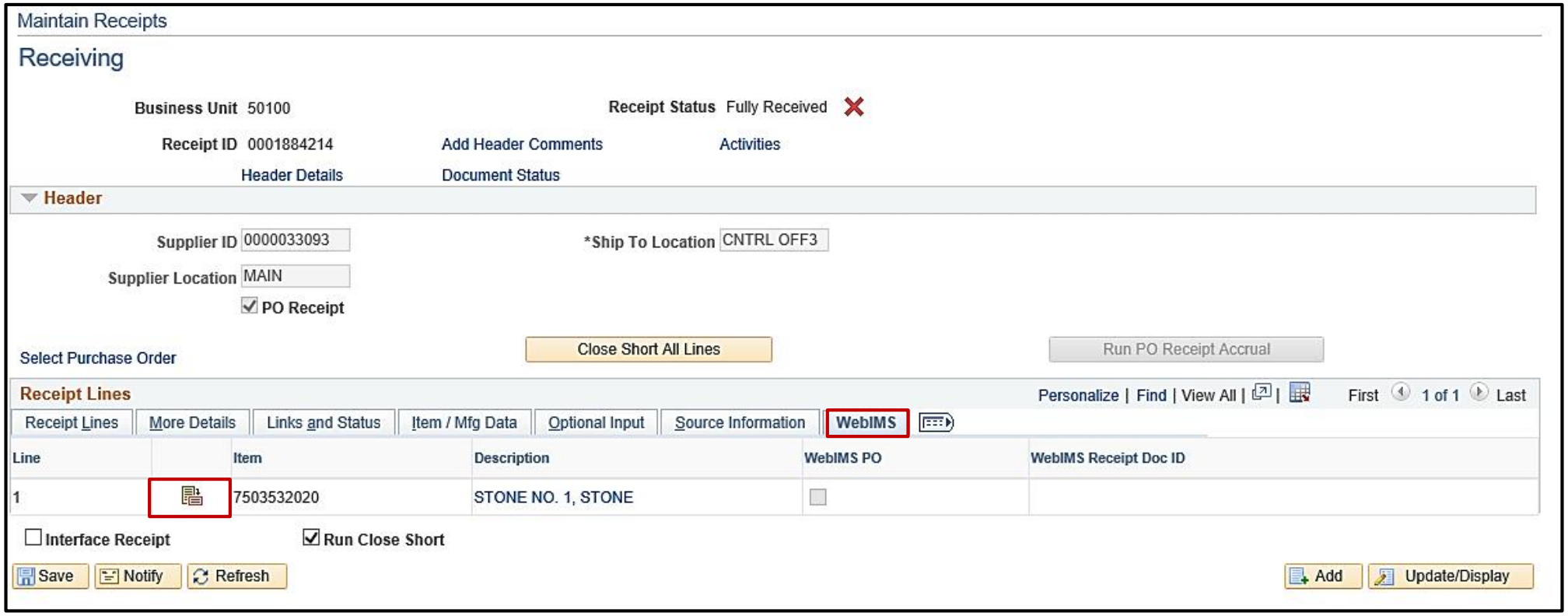
Create Receipts (continued)

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.



Create Receipts (continued)

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

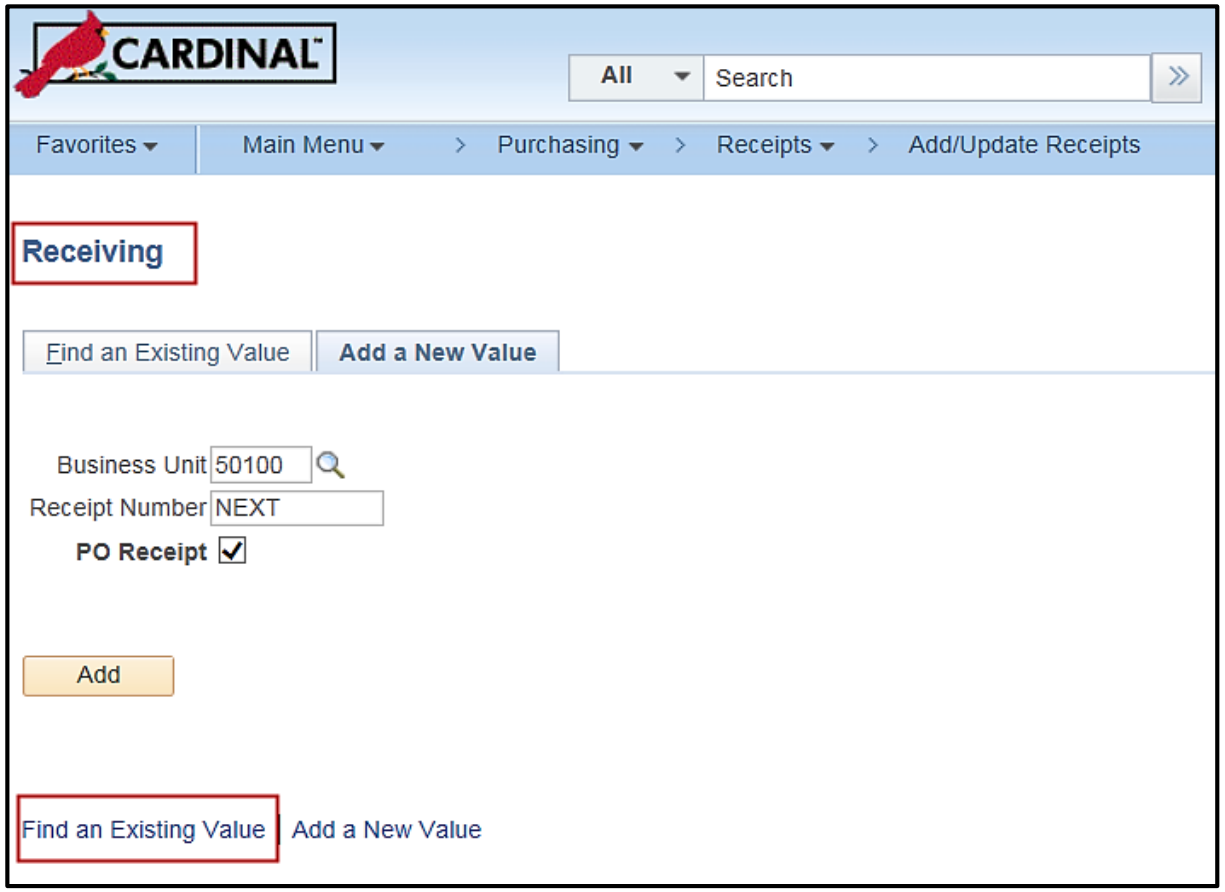


Maintain Receipts

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

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

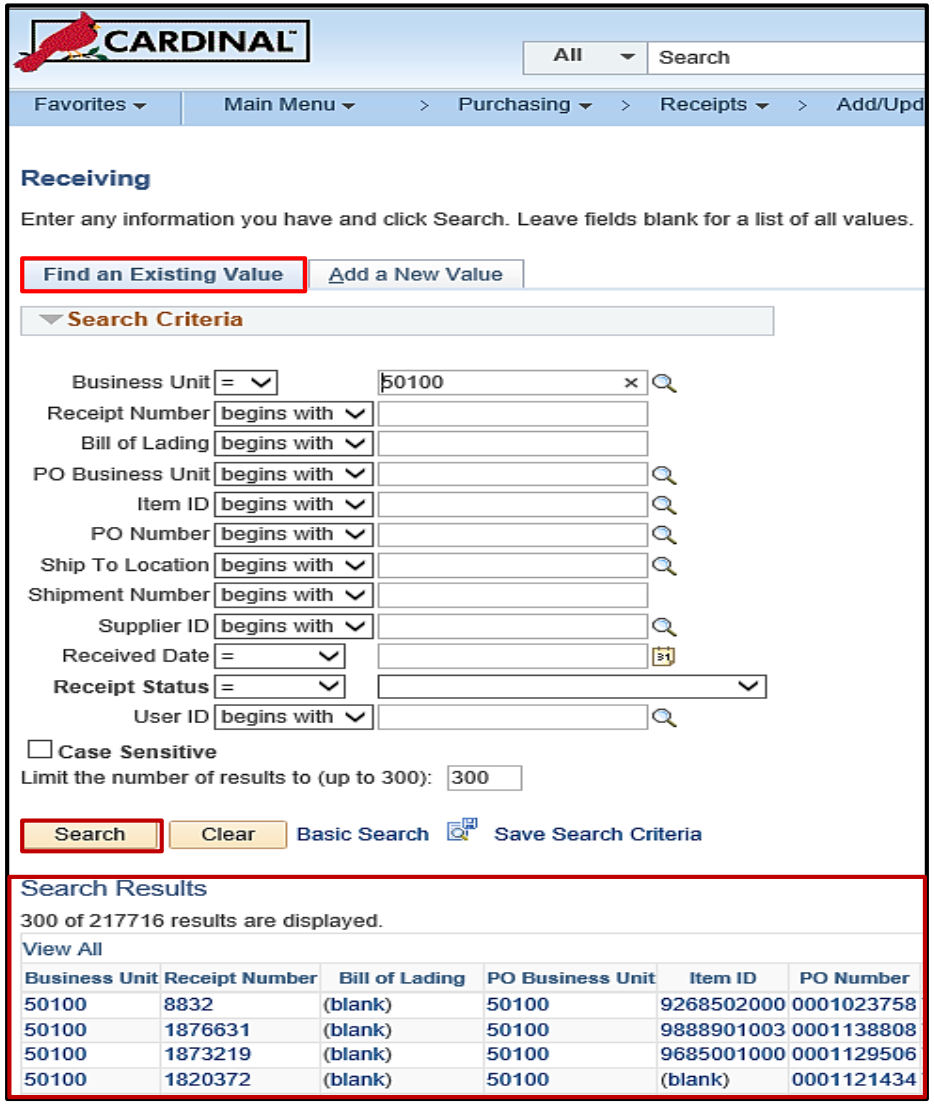
Main Menu > Purchasing > Receipts > Add/Update Receipts



Maintain Receipts (continued)

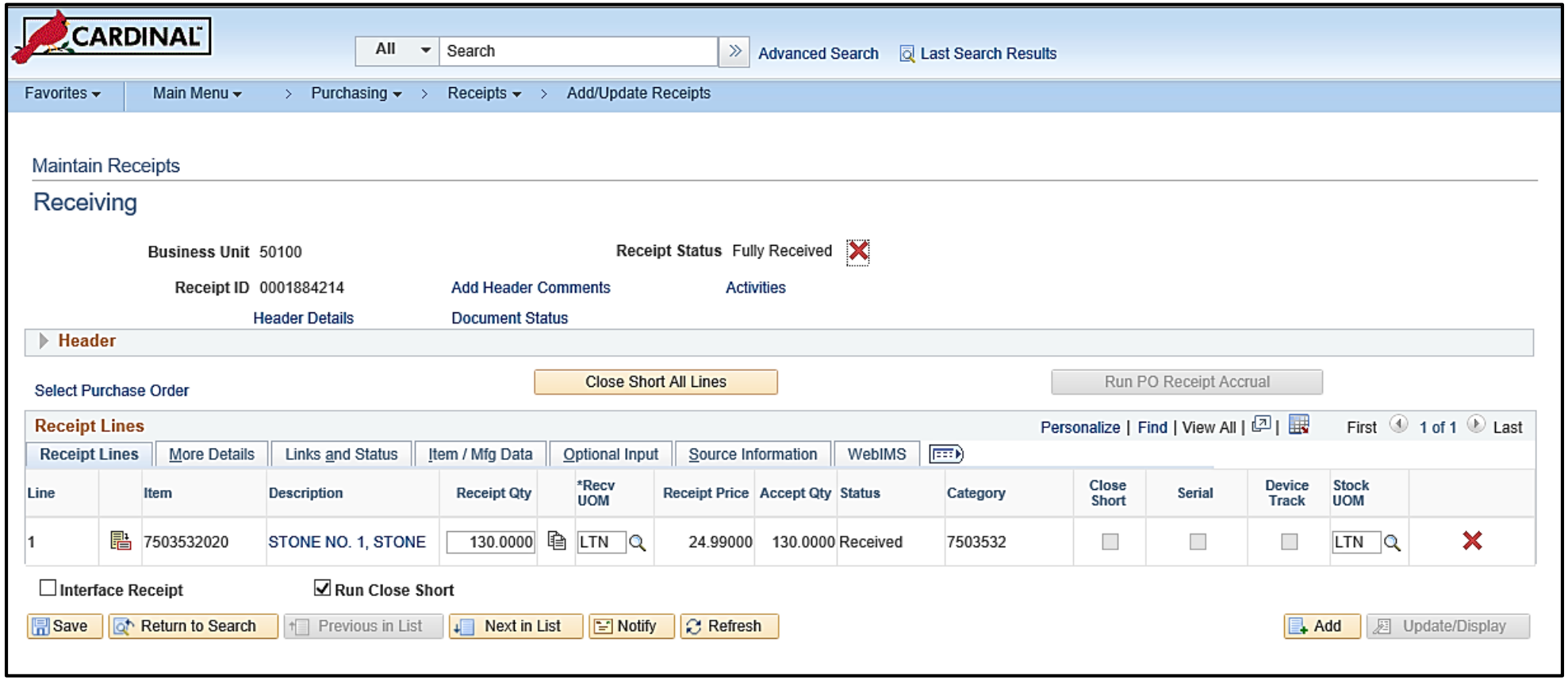
Find an Existing Receipt:

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



Maintain Receipts (continued)

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



Maintain Receipts (continued)

Manage Receipts:

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

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

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

Main Menu > Purchasing > Receipts > Add/Update Receipts

Maintain Receipts (continued)

Close Receipts:

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

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

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

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

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

Simulation: Creating and Maintaining Receipts

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

Click on the icon below to start the simulation.

Lesson 2: Checkpoint

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

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

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

- True
- False

Lesson 2: Summary

2 Create and Maintain Receipts

In this lesson, you learned:

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

Lesson 3: Introduction

3 Review Receipts

This lesson covers the following topic:

- Review Receipt Information

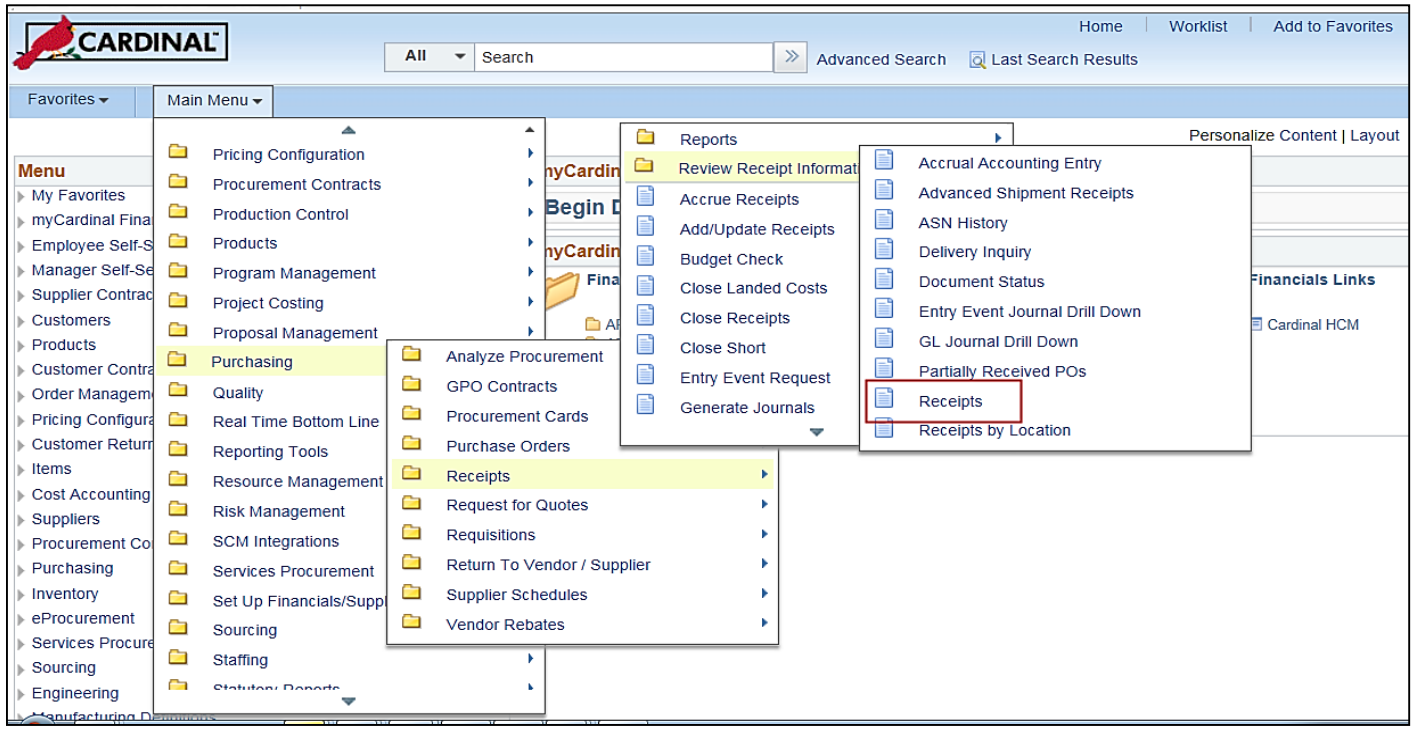
Review Receipt Information

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

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

Main Menu > Purchasing > Receipts > Review Receipt Information

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

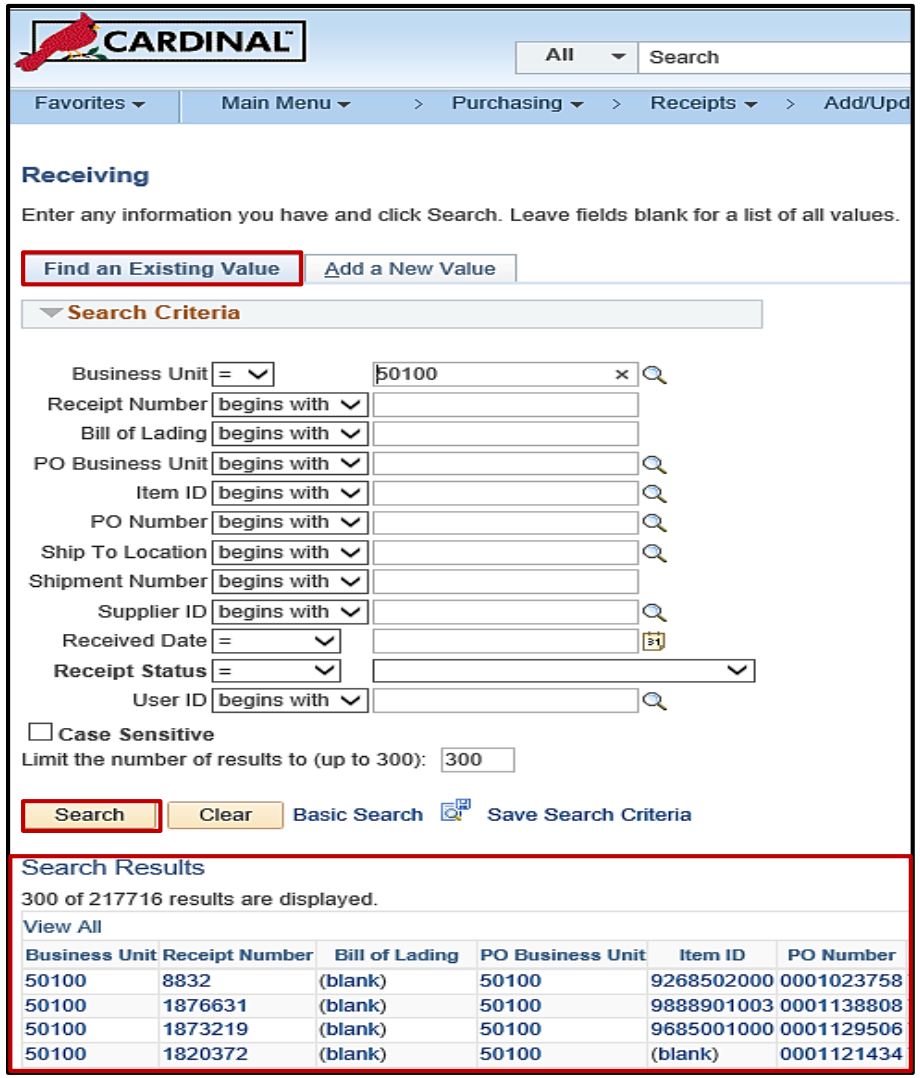


Review Receipt Information (continued)

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

Click the **Search** button.

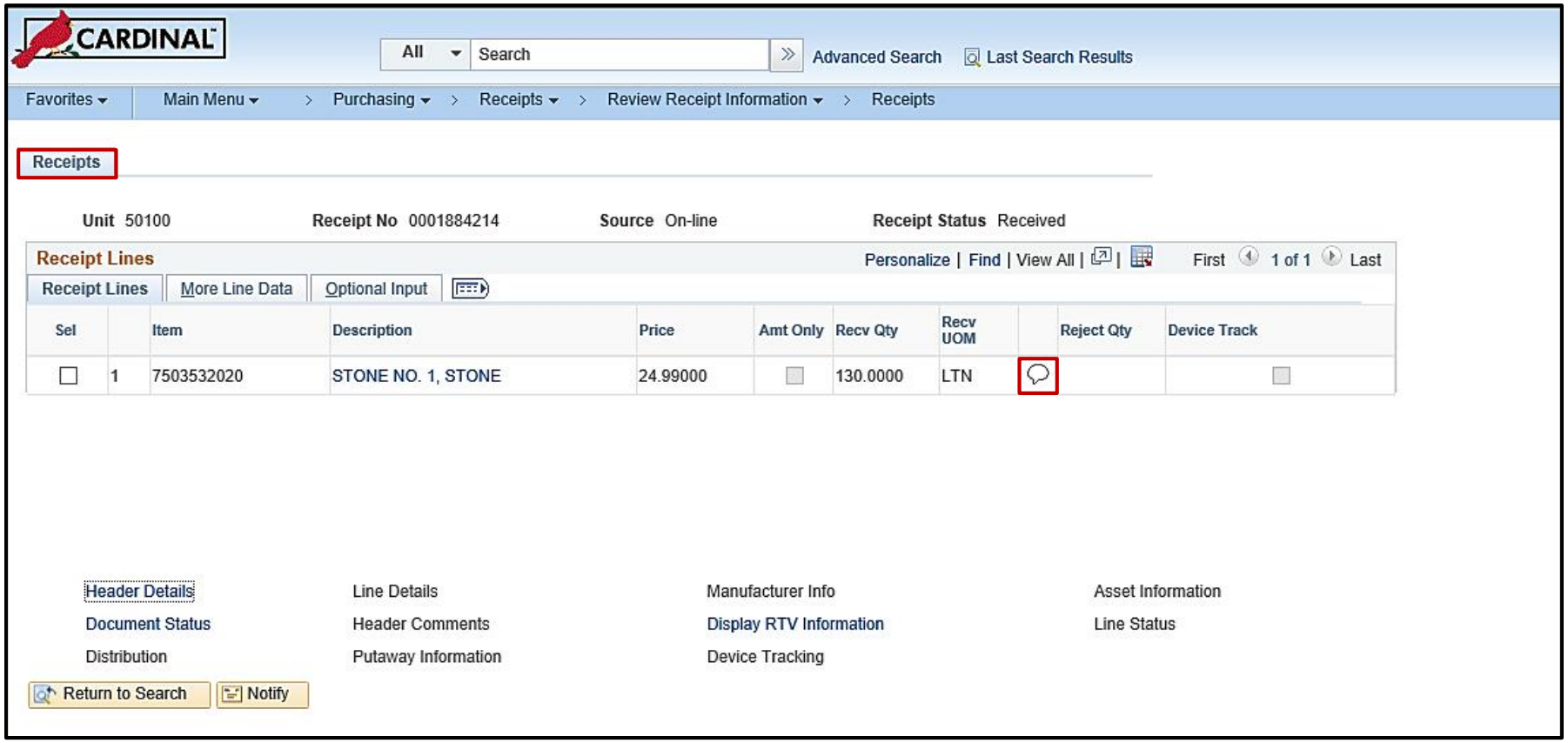
Click on the link for the receipt to be viewed.



Review Receipt Information (continued)

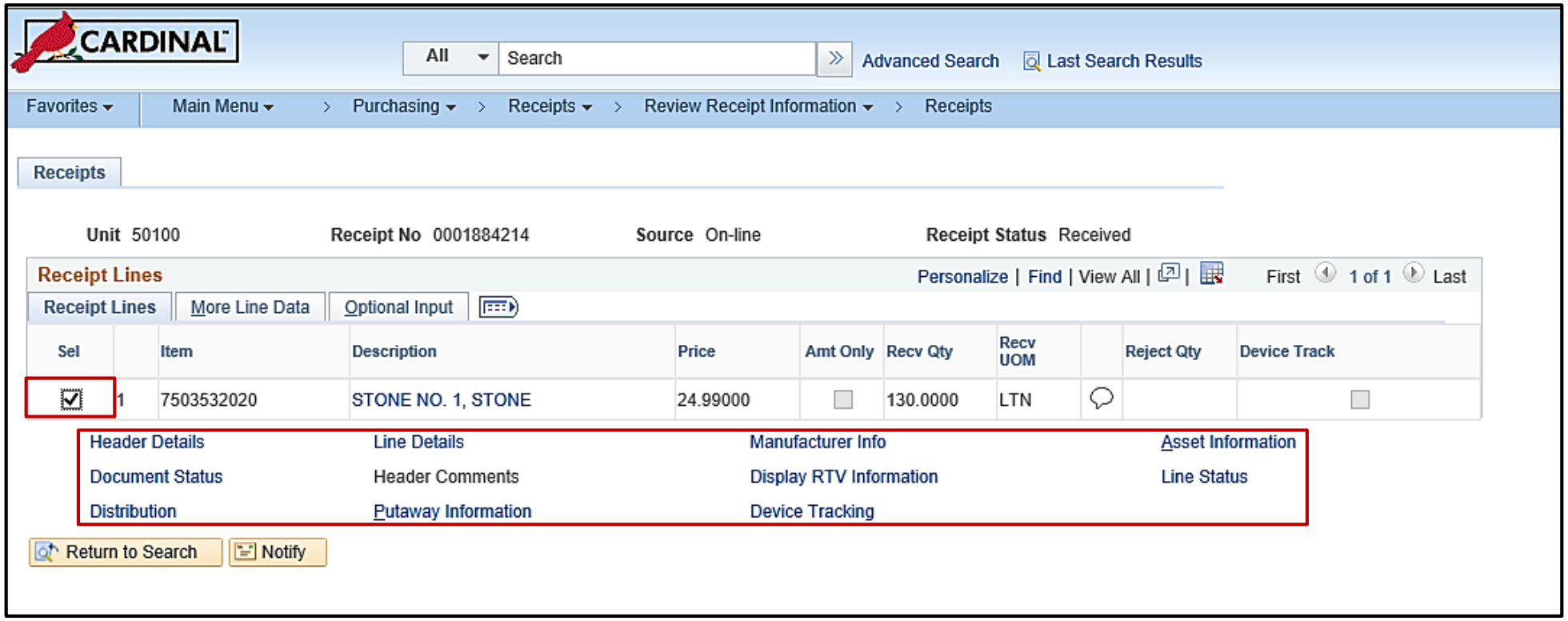
The **Receipts** page is displayed for the receipt desired. Use the **Receipt Lines** tab to review the receipt information.

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



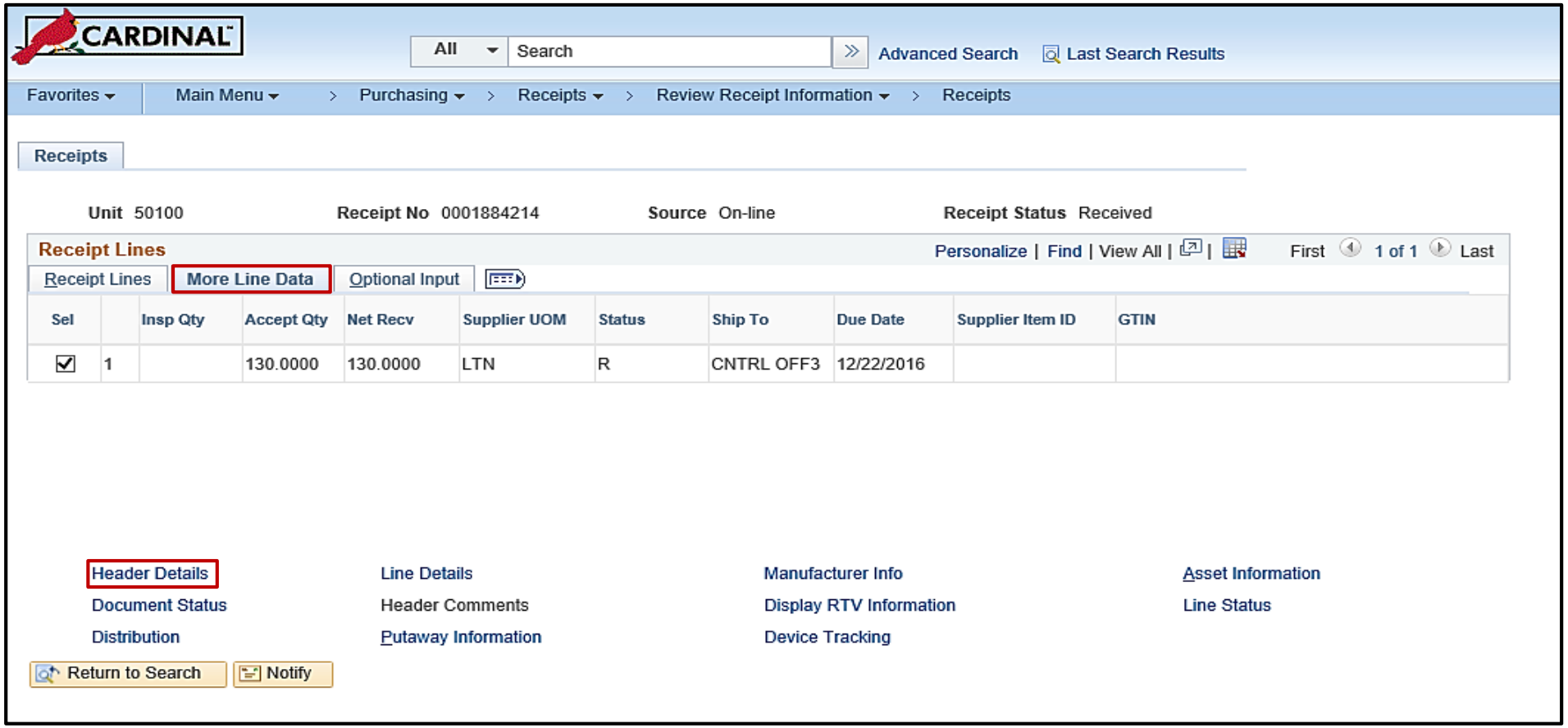
Review Receipt Information (continued)

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.



Review Receipt Information (continued)

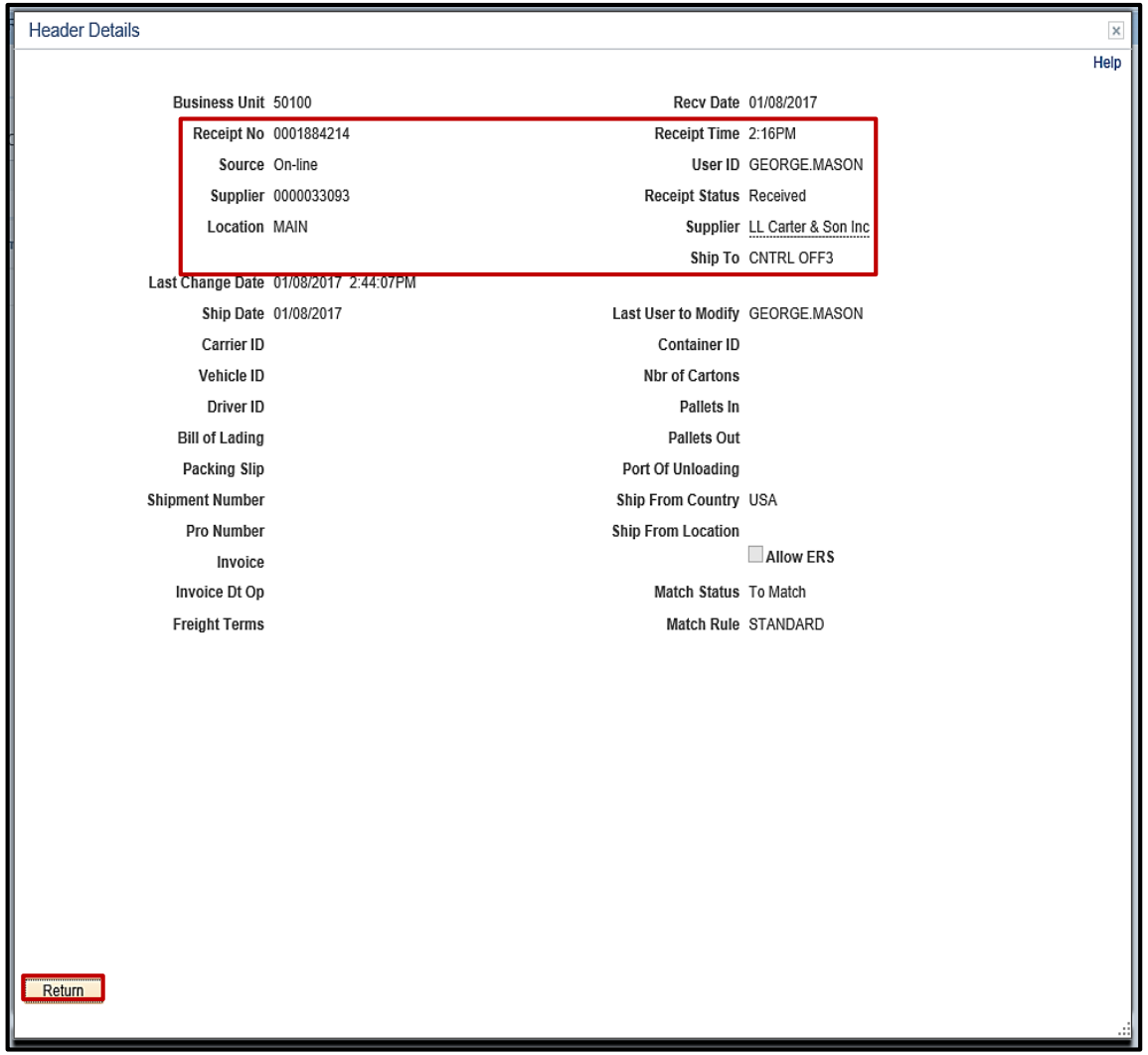
Use the **More Line Data** tab to view the **Accept Qty** (Accepted Quantity), the **Net Recv** (Net Amount Received), **Status**, **Ship To**, and **Due Date** information. The information on this tab is the same as on the **Adding a Receipt** page. Click the **Header Details** hyperlink to open the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



Review Receipt Information (continued)

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

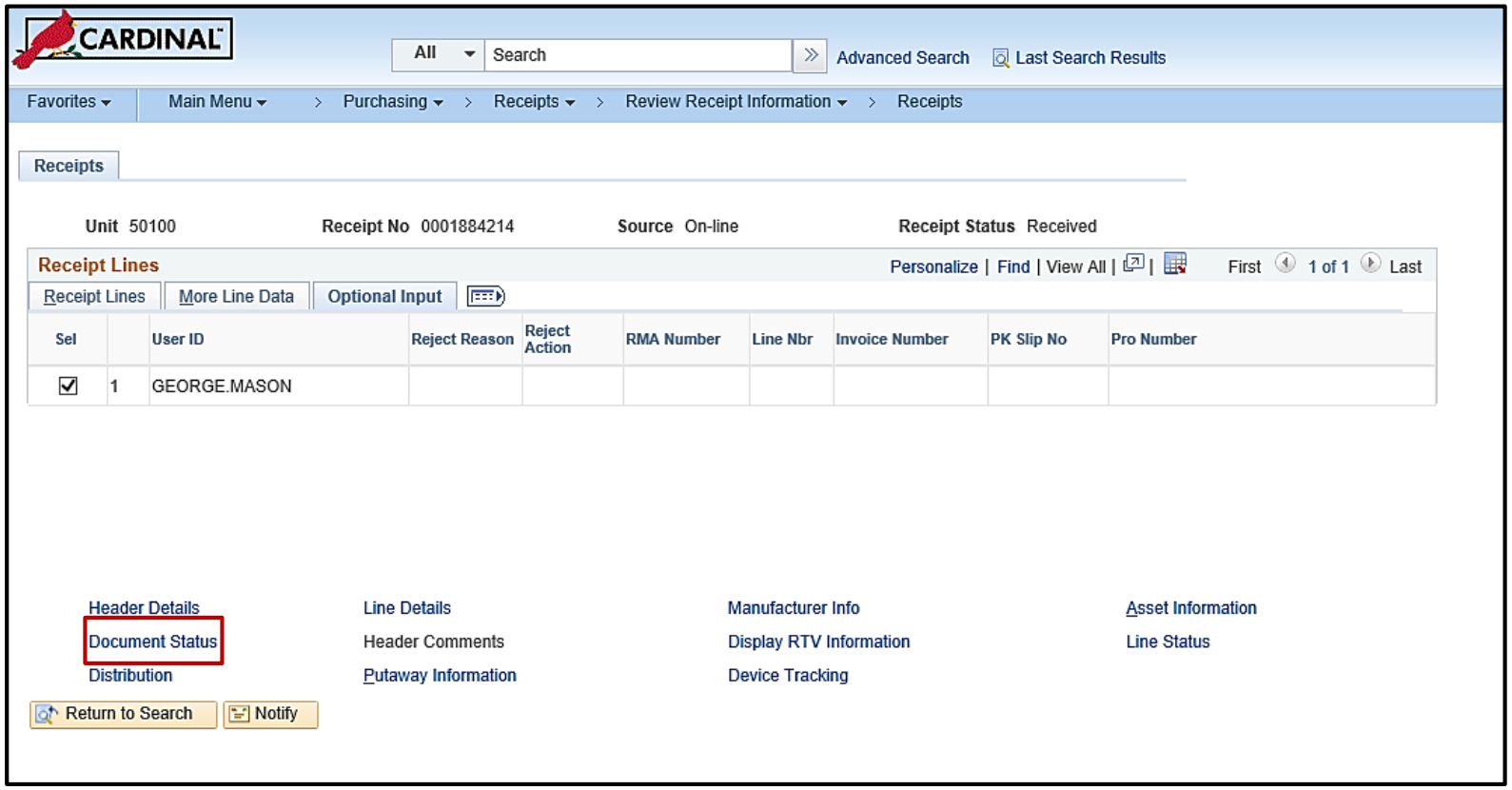
Click the **Return** button to return to the **Receipts** page.



Review Receipt Information (continued)

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

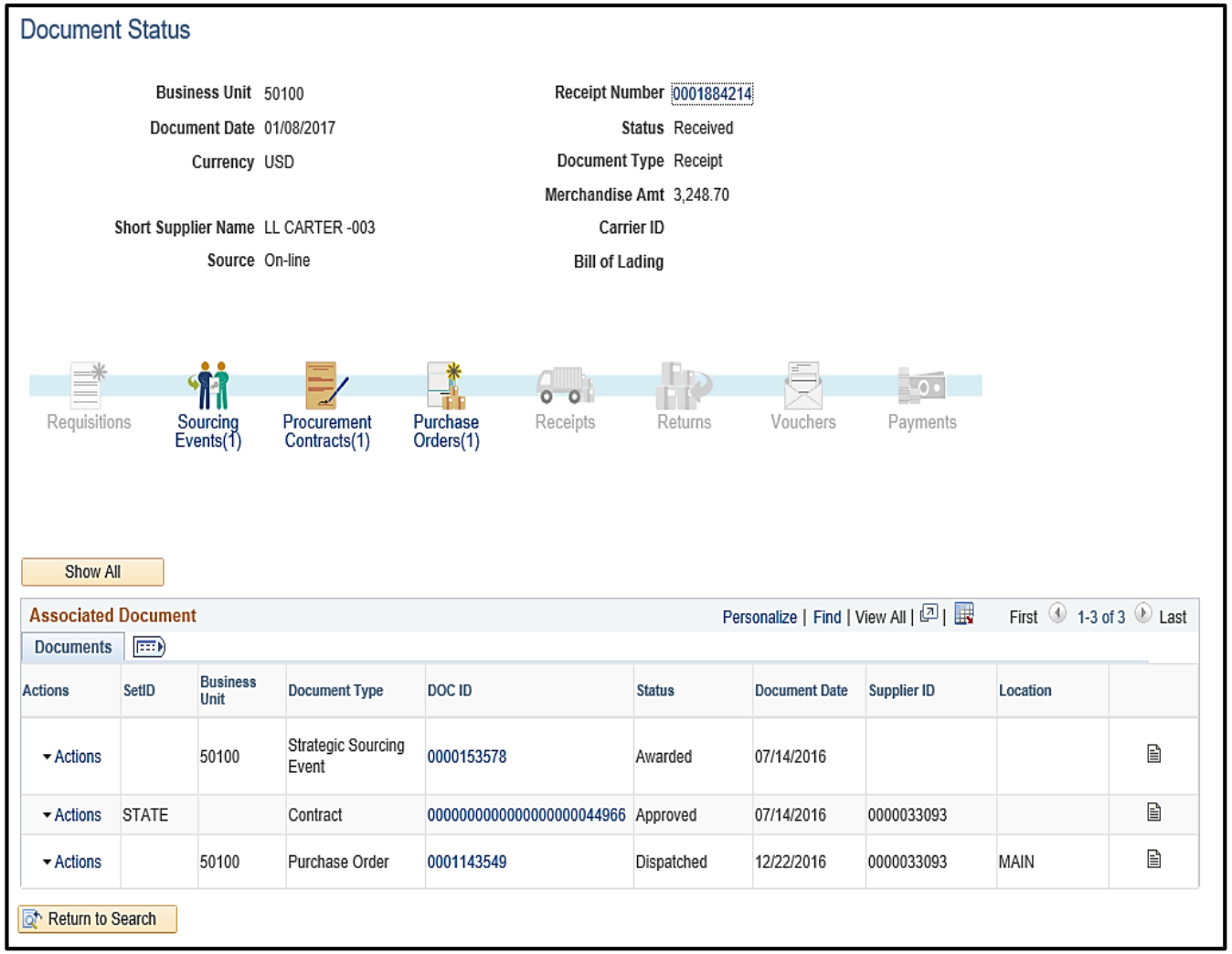
Click the **Document Status** button**.**



Review Receipt Information (continued)

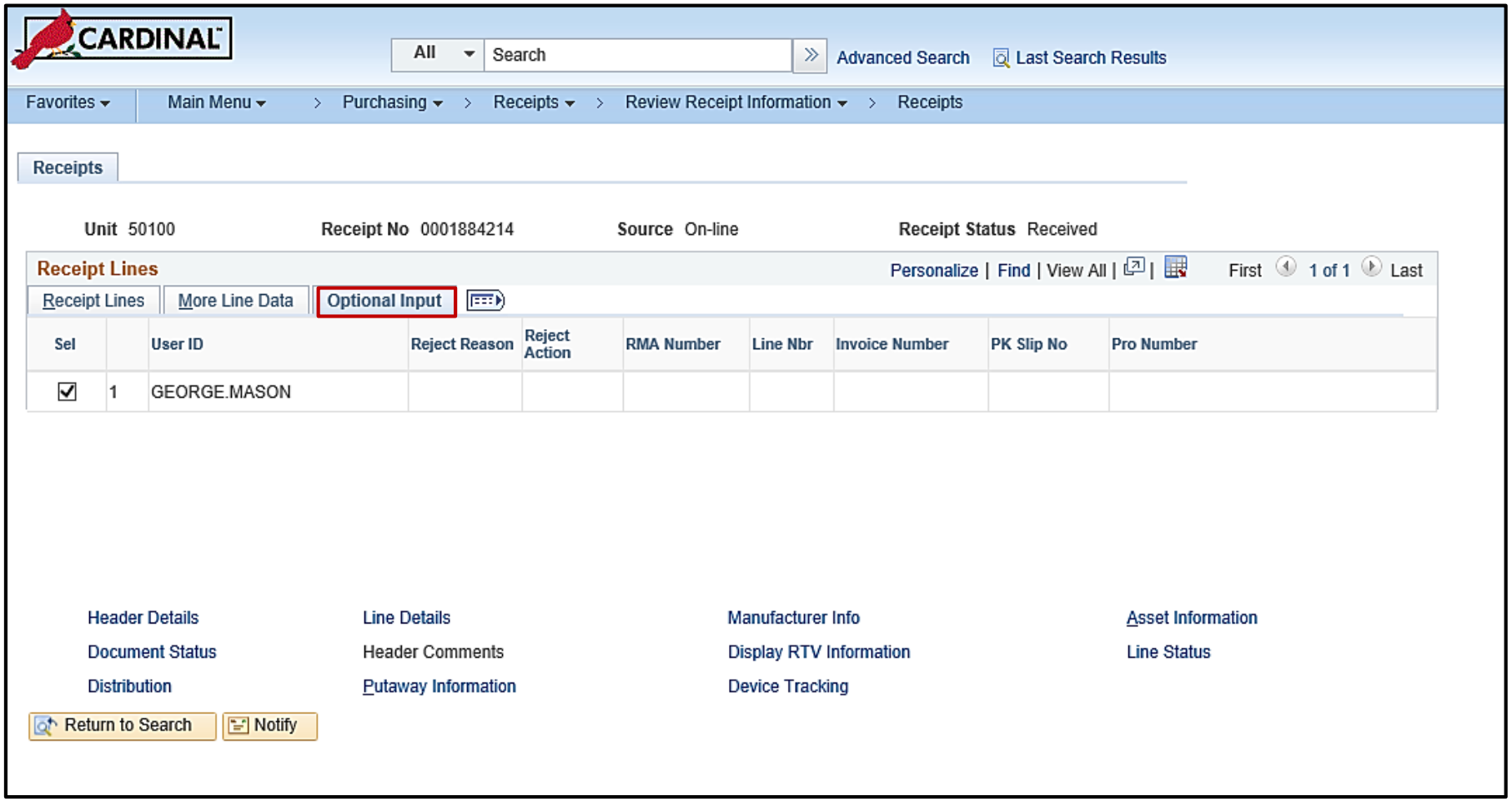
If applicable, view any associated requisition, PO, contract, voucher, and payment related to the receipt by clicking on the hyperlink in the **DOC ID** field.

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



Review Receipt Information (continued)

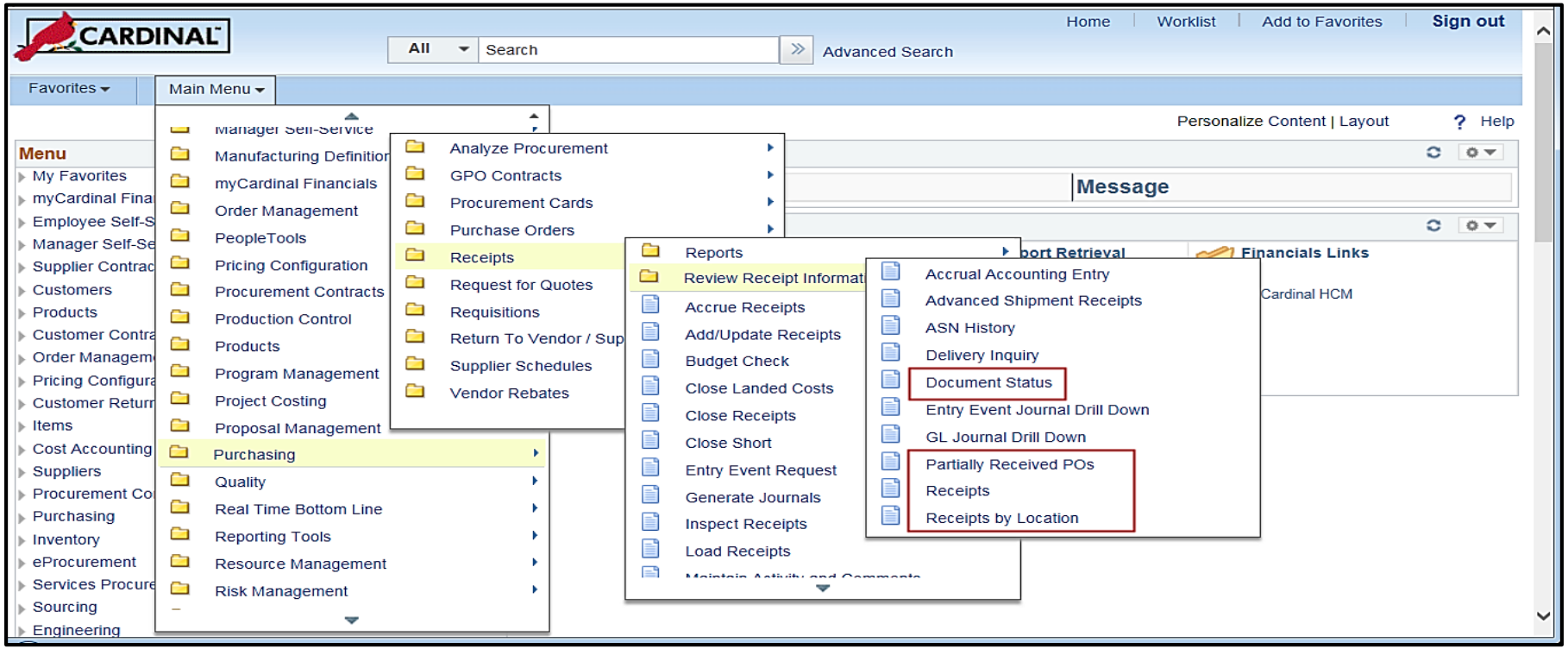
Use the **Optional Input** tab to view optional information that may have been entered, such as **Invoice Number**, **PK Slip No** (Packing Slip Number), etc.



Review Receipt Information (continued)

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

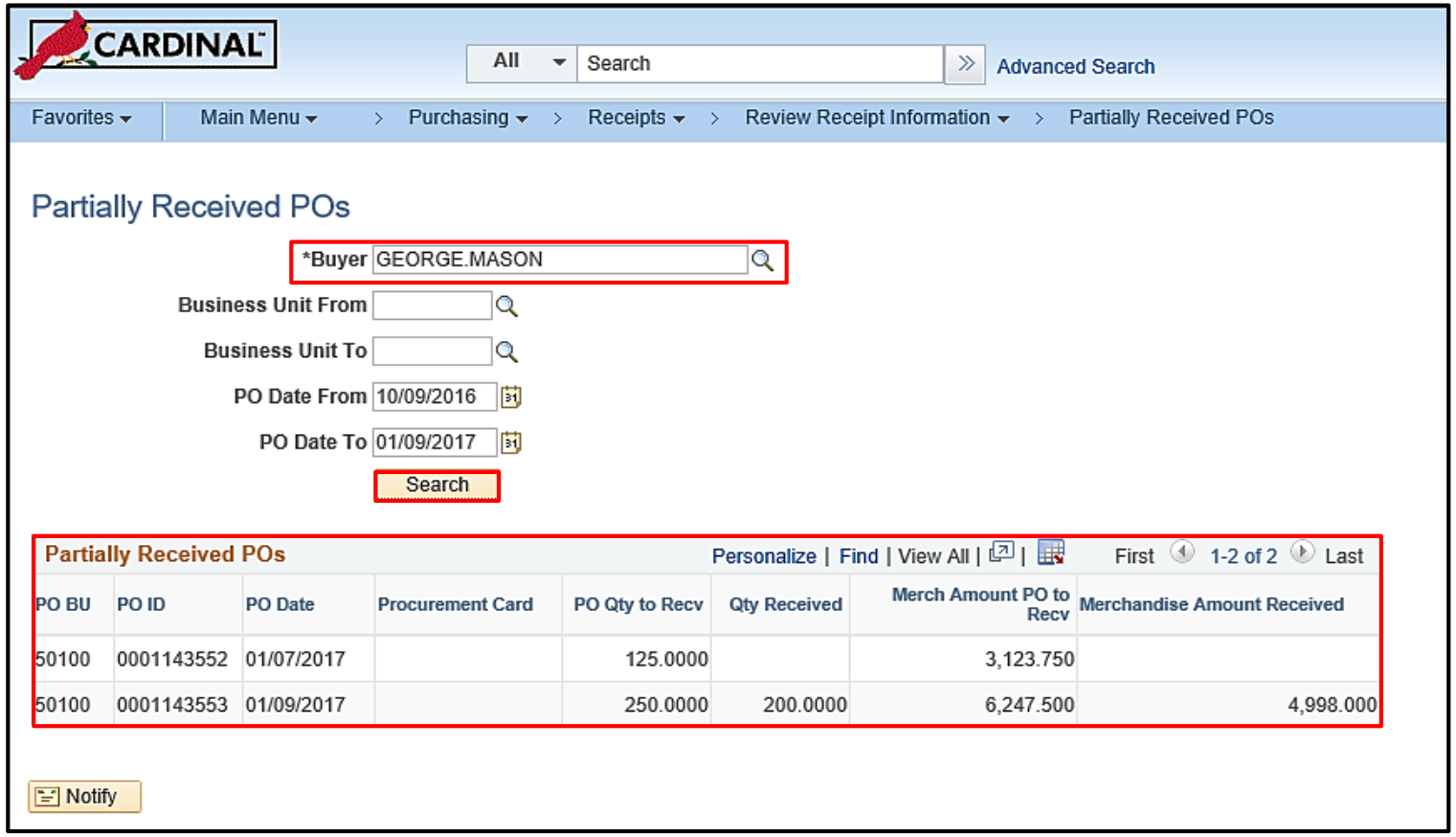
- **Document Status** to view details on the receipt status.
- **Partially Received POs** link to view POs that have not been fully received.
- **Receipts by Location** page to see basic receipt information based by location.



Review Receipt Information (continued)

Review Partially Received POs:

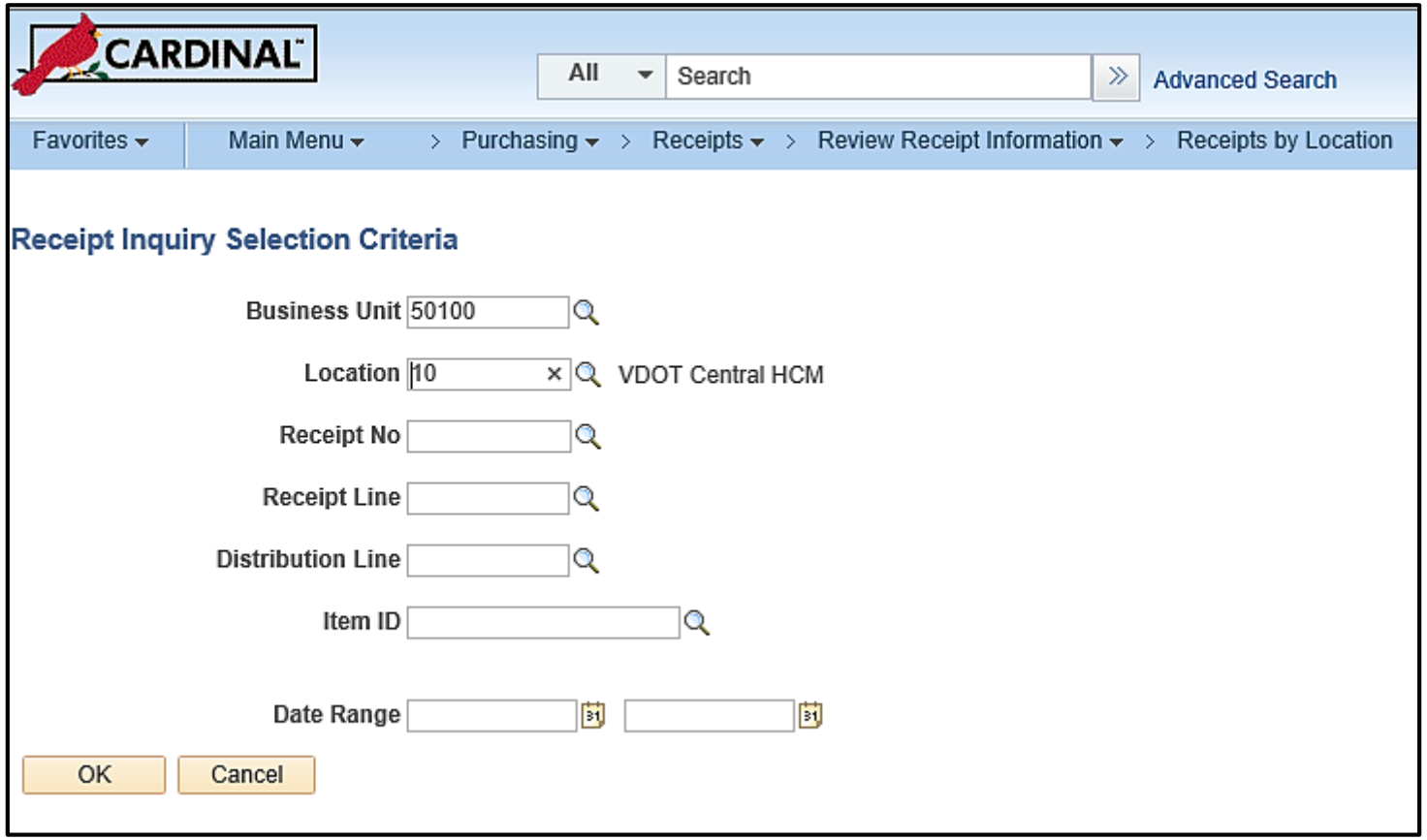
On the **Partially Received POs** search page, enter as many search criteria as desired to narrow the results. **Buyer** is a required field. Click **Search**. Results matching the criteria are displayed.



Review Receipt Information (continued)

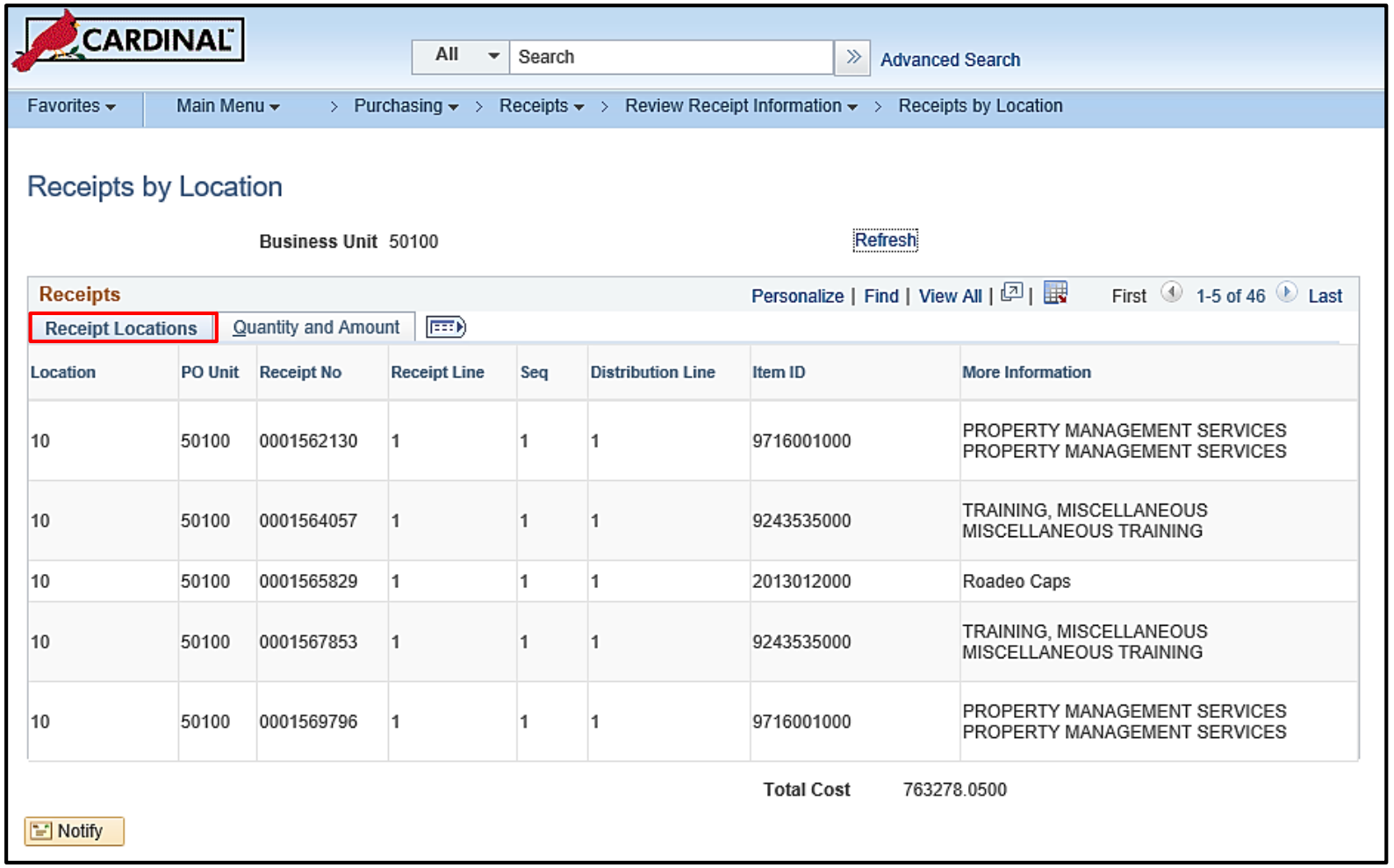
Review Receipts by Location:

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



Review Receipt Information (continued)

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

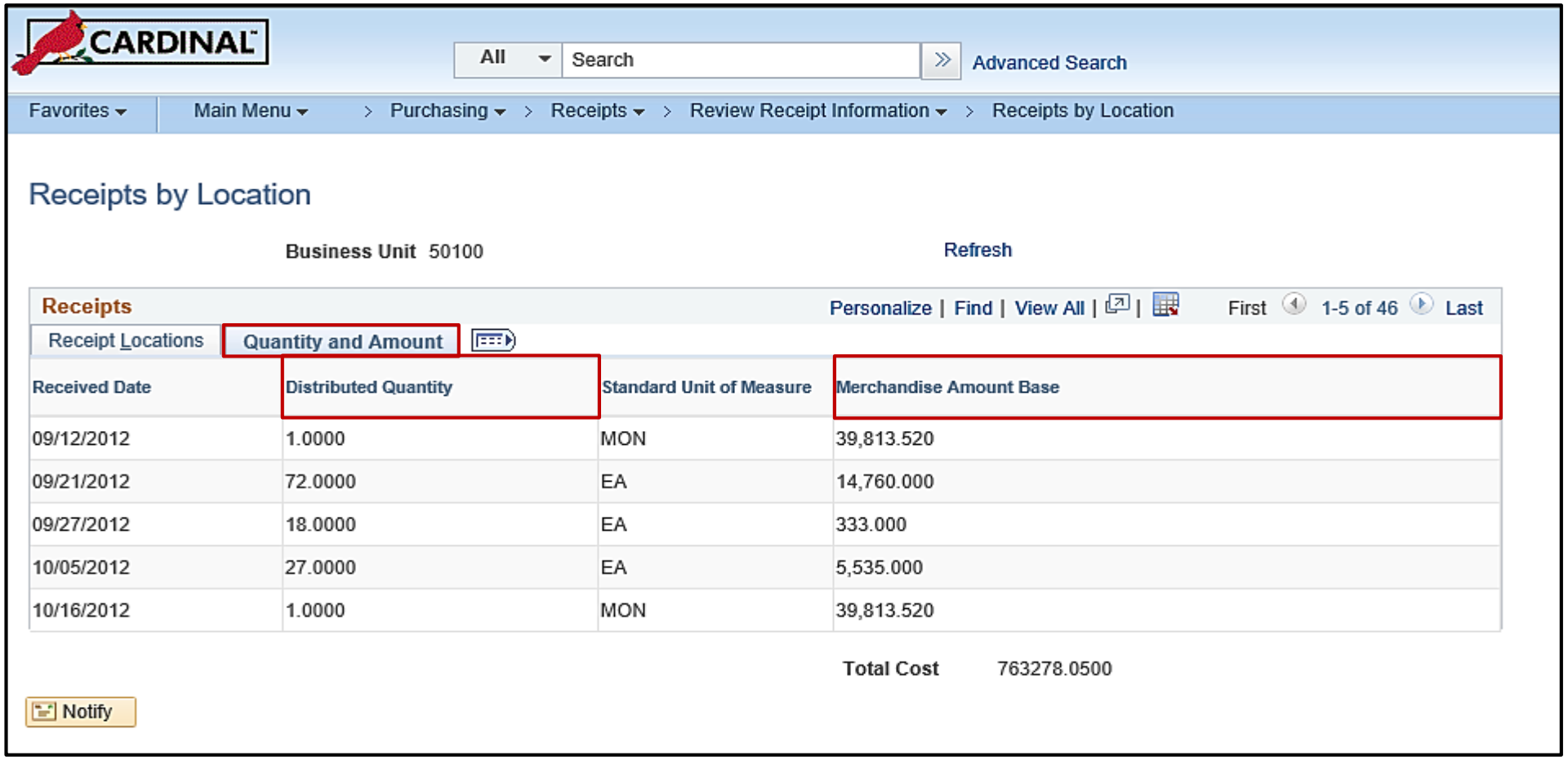


Location	PO Unit	Receipt No	Receipt Line	Seq	Distribution Line	Item ID	More Information
10	50100	0001562130	1	1	1	9716001000	PROPERTY MANAGEMENT SERVICES PROPERTY MANAGEMENT SERVICES
10	50100	0001564057	1	1	1	9243535000	TRAINING, MISCELLANEOUS MISCELLANEOUS TRAINING
10	50100	0001565829	1	1	1	2013012000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

Total Cost 763278.0500

Review Receipt Information (continued)

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



Lesson 3: Checkpoint

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

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

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

- ○ True
- ○ False

Lesson 3: Summary

3 Review Receipts

In this lesson, you learned :

- How to access receipt information and related document status

Course Summary

PR346 Managing Receiving

In this lesson, you learned:

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

Course Evaluation

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

Click here to access the evaluation survey for this course.

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

Appendix

- Key Terms
- Diagrams and Screenshots
- Flowchart Key

Key Terms

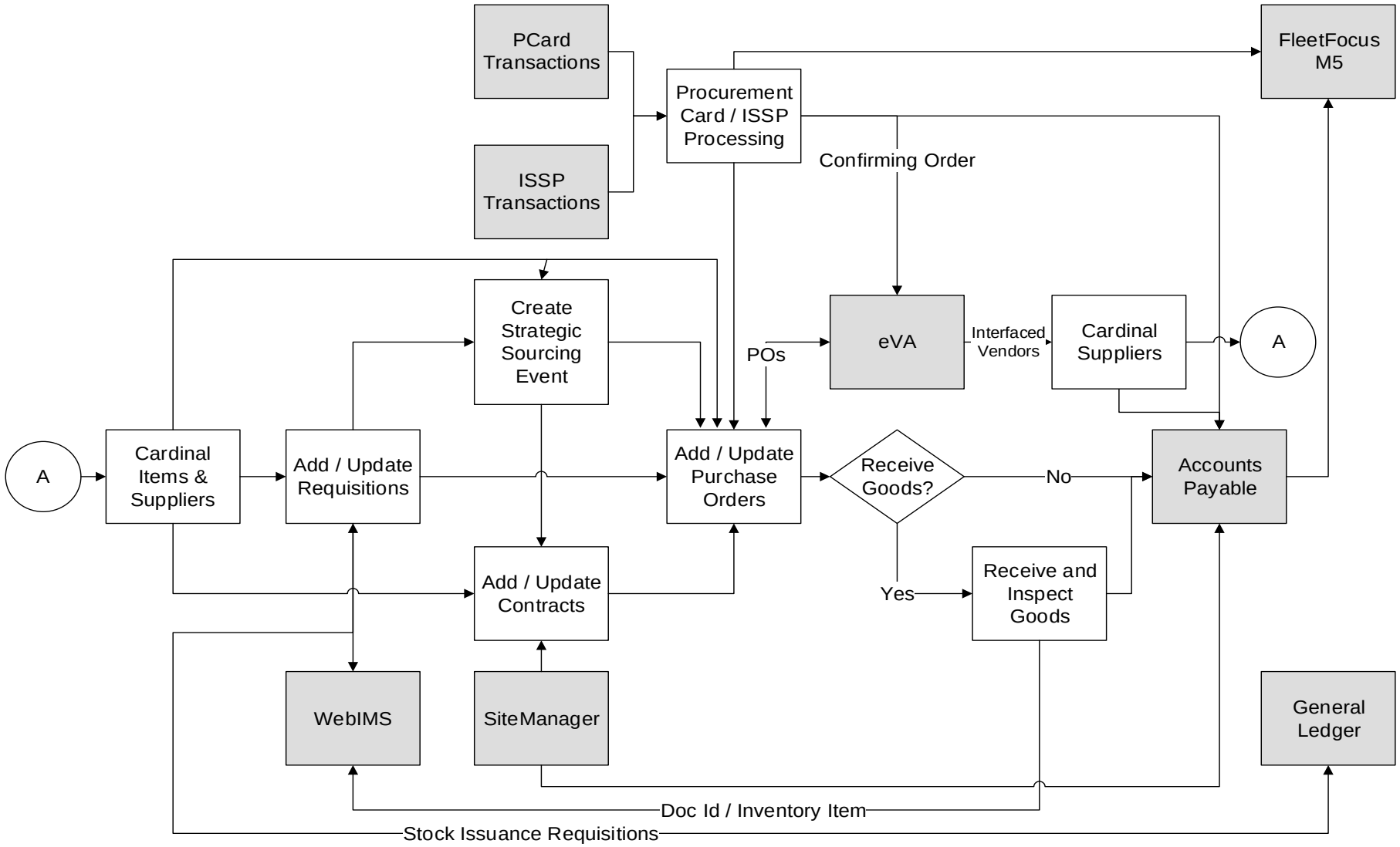
Purchase Order (PO): A purchase order is a commitment from an agency to a supplier to purchase goods or services from that supplier. The purchase information, such as item, quantity, freight terms, shipping terms, payments terms, and shipping instructions, is listed on the document and is part of the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

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

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

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

Procurement Overview



Select Purchase Order

CARDINAL

All | Search | Advanced Search

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

Select Purchase Order

Search Criteria

PO Unit: 50100

ID:

Line / Schedule: /

Release:

Item ID:

Ship To: CNTRL OFF3

Ship Via:

☑ Retrieve Open PO Schedules

Days +/- Today: 100

Start Date: 10/01/2016

End Date: 04/19/2017

Supplier Name: Supplier Lookup

Supplier Item ID:

Manufacturer ID:

Manufacturer's Item ID:

Search

Receipt Qty Options

○ No Order Qty ○ Ordered Qty ◉ PO Remaining Qty

OK | Cancel | Refresh

Click on image to return

Flowchart Key

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