501 PR347

Inventory Issuances and Restock

Instructor Led 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:

- 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

Course Objectives (continued)

- Create and cancel restock receipts
- Handle Web Inventory Management System (WebIMS) lockdown or downtime
- Describe key queries

Agenda

1. Understanding Inventory Issuances and Restock
2. Inventory Issuance
3. Restock
4. WebIMS Maintenance

5

Lesson 1: Introduction

1 Understanding Inventory Issuances and Restock

This lesson covers the following topics:

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

Lesson 1: Introduction (continued)

1 Understanding Inventory Issuances and Restock

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

Procurement Overview

The Procurement functional area of Cardinal includes four modules:

Purchasing

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

eProcurement

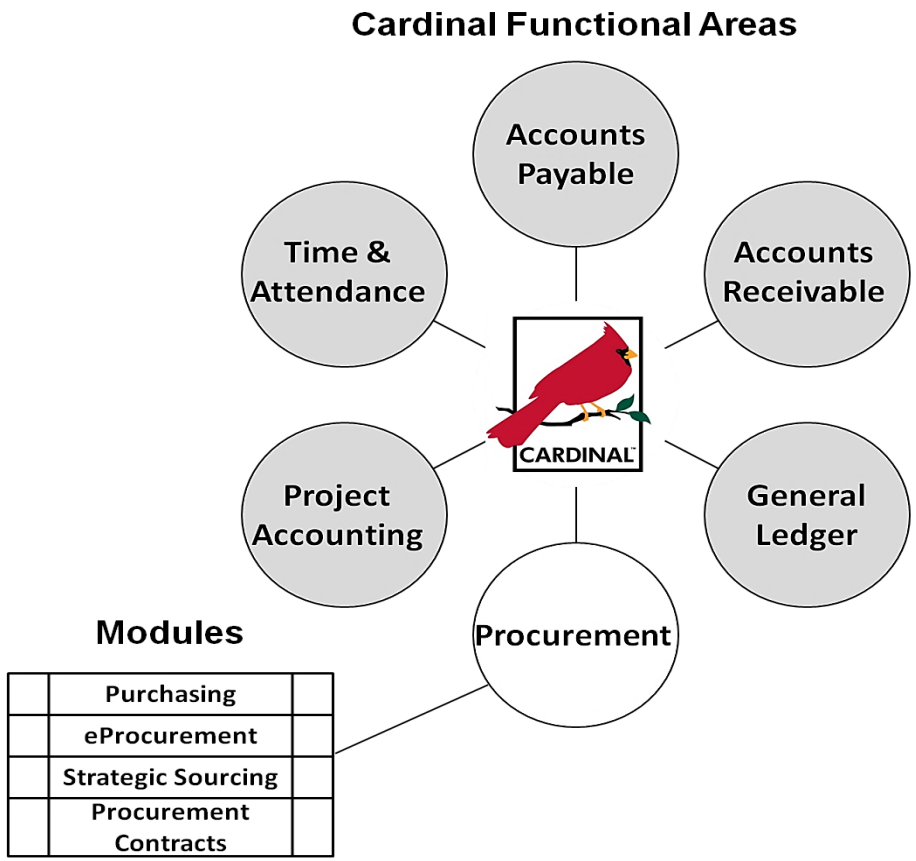
Like Purchasing, the eProcurement module provides for Procurement but is web-based. It is similar to an online shopping cart experience for users requesting goods and/or services.

Strategic Sourcing

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

Procurement Contracts

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



Key Concepts

Key inventory issuances and restock concepts include:

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

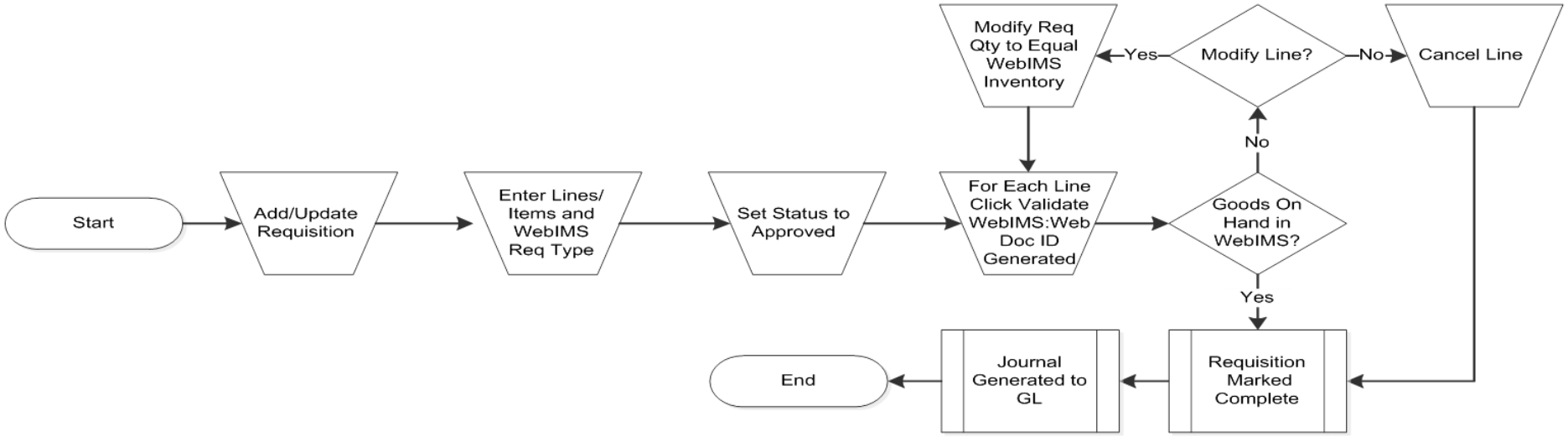
WebIMS Inventory Issuance Requisitions

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 <u>not</u> result in the creation of a PO, receiver, or voucher and therefore, the GL module is updated directly from the requisition, not from Accounts Payable.

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



WebIMS Inventory Issuance Requisitions (continued)

Create a WebIMS inventory issuance requisition

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

WebIMS Inventory Issuance Requisitions (continued)

Create a WebIMS inventory issuance requisition (continued)

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

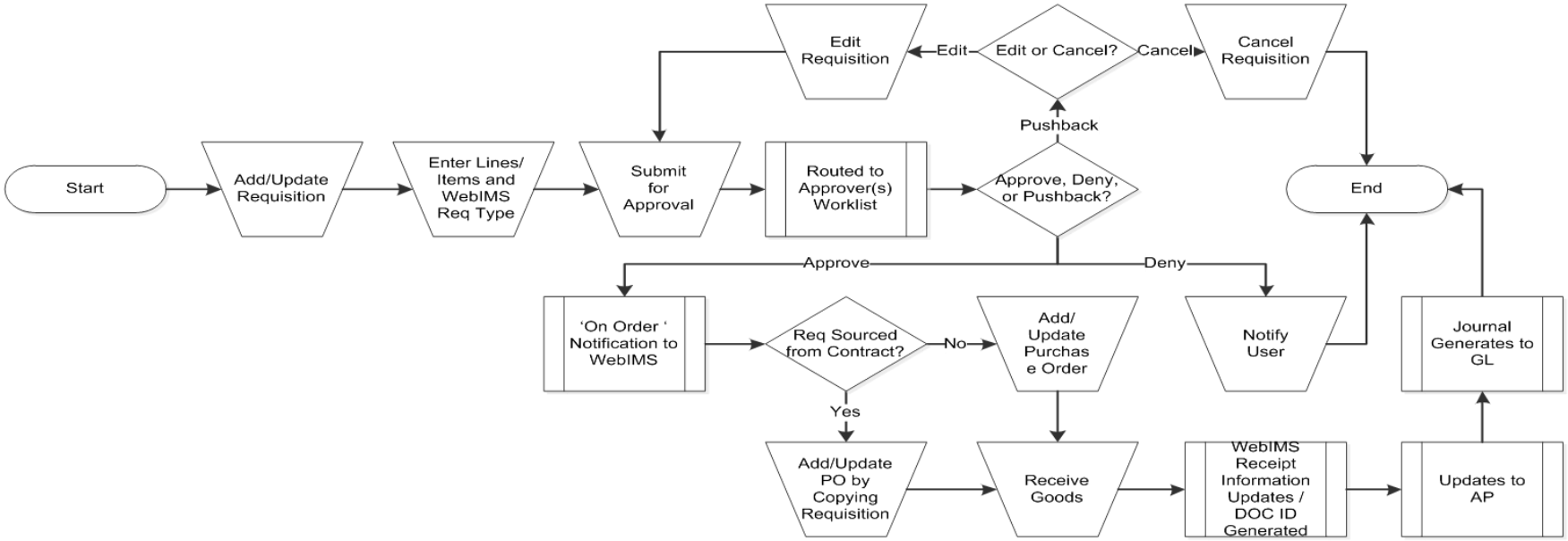
For more detailed information about creating requisitions, see the course entitled **501 PR342: Processing Requisitions** located on the Cardinal website in **Course Materials** under **Training**.

WebIMS Inventory Restock Requisitions

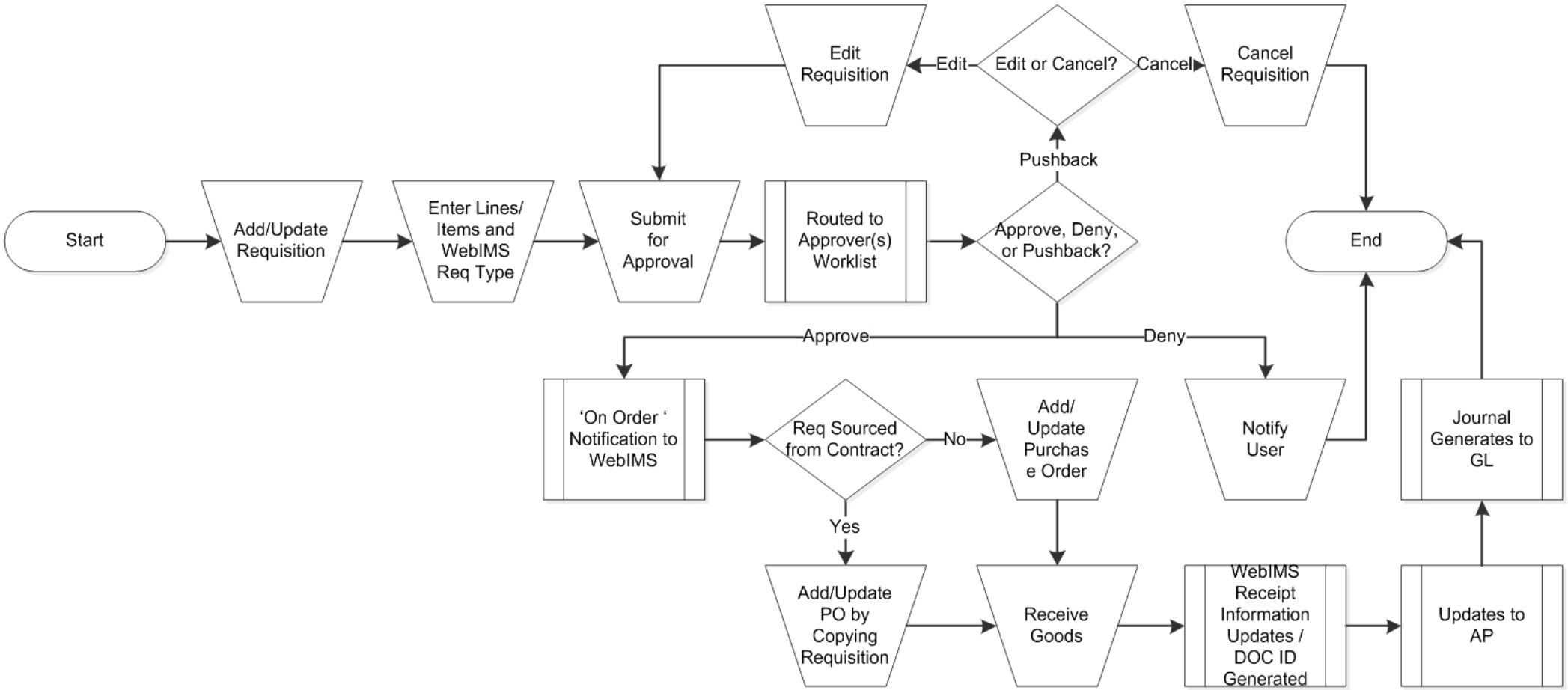
To replenish inventory, a restock requisition is created. Like the inventory issuance requisition, an inventory restock requisition is entered by the Storekeeper on the same page as a regular requisition with some slight modifications to the process.

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

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



WebIMS Inventory Restock Requisitions (continued)



WebIMS Inventory Restock Requisitions (continued)

Create a WebIMS inventory restock requisition

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

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

Integration: General Ledger - Inventory Issuance

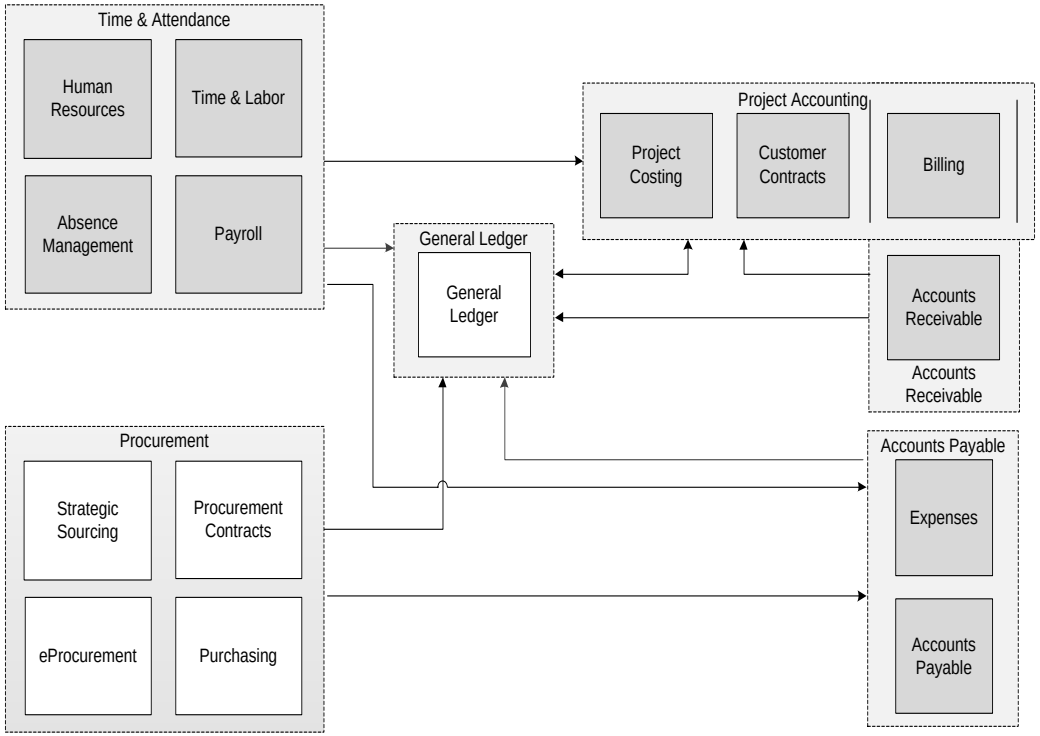
General Ledger Direct Integration:

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

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

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

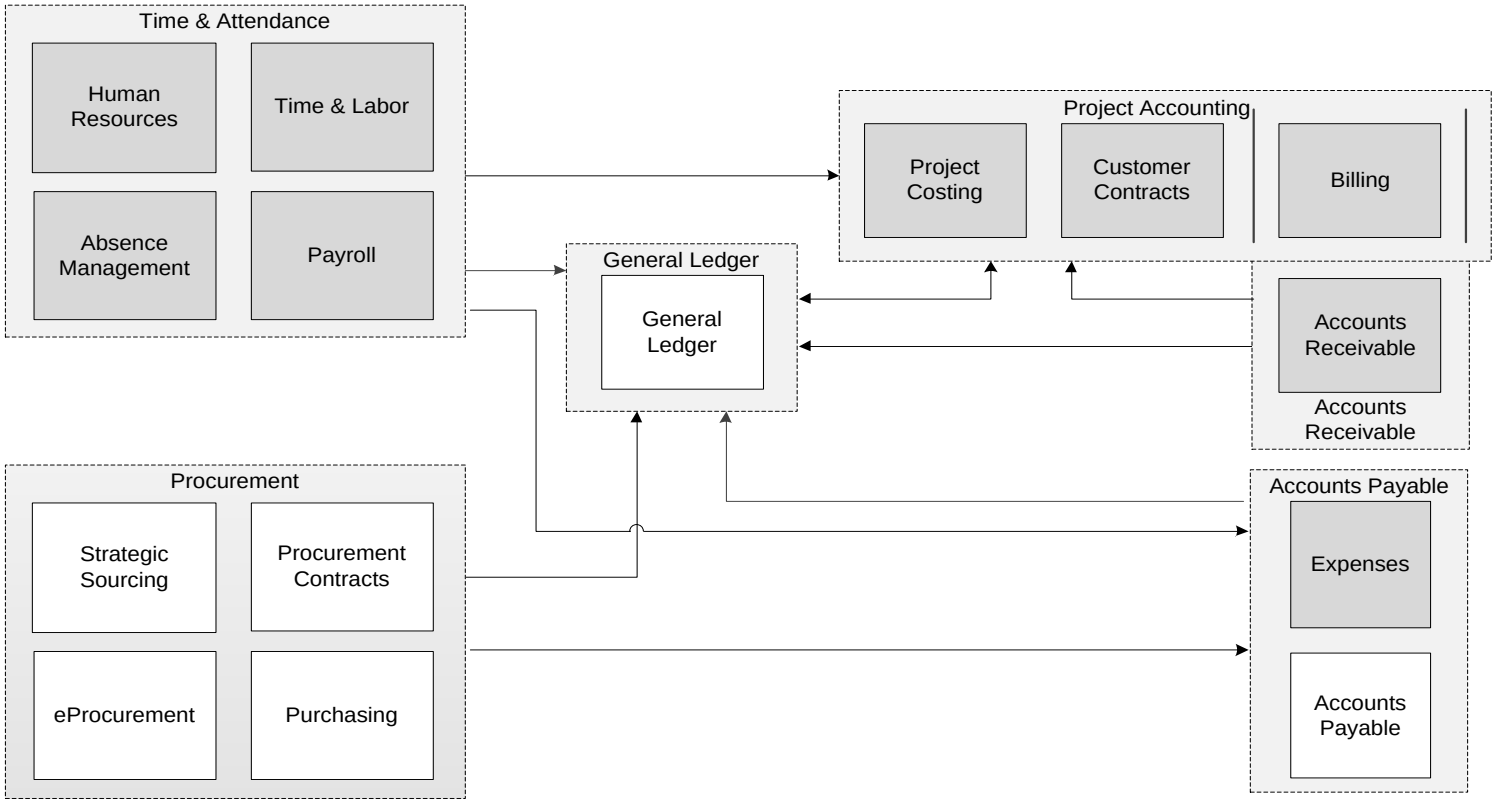
- **Inv Issue** (Inventory Issue)
- **WIP** (Work in Process)
- **Ext State** (External Sales – State Agency)
- **Ext NonSta** (External Sales – Non State Agency)



Integration: General Ledger - Inventory Restock

General Ledger Indirect Integration:

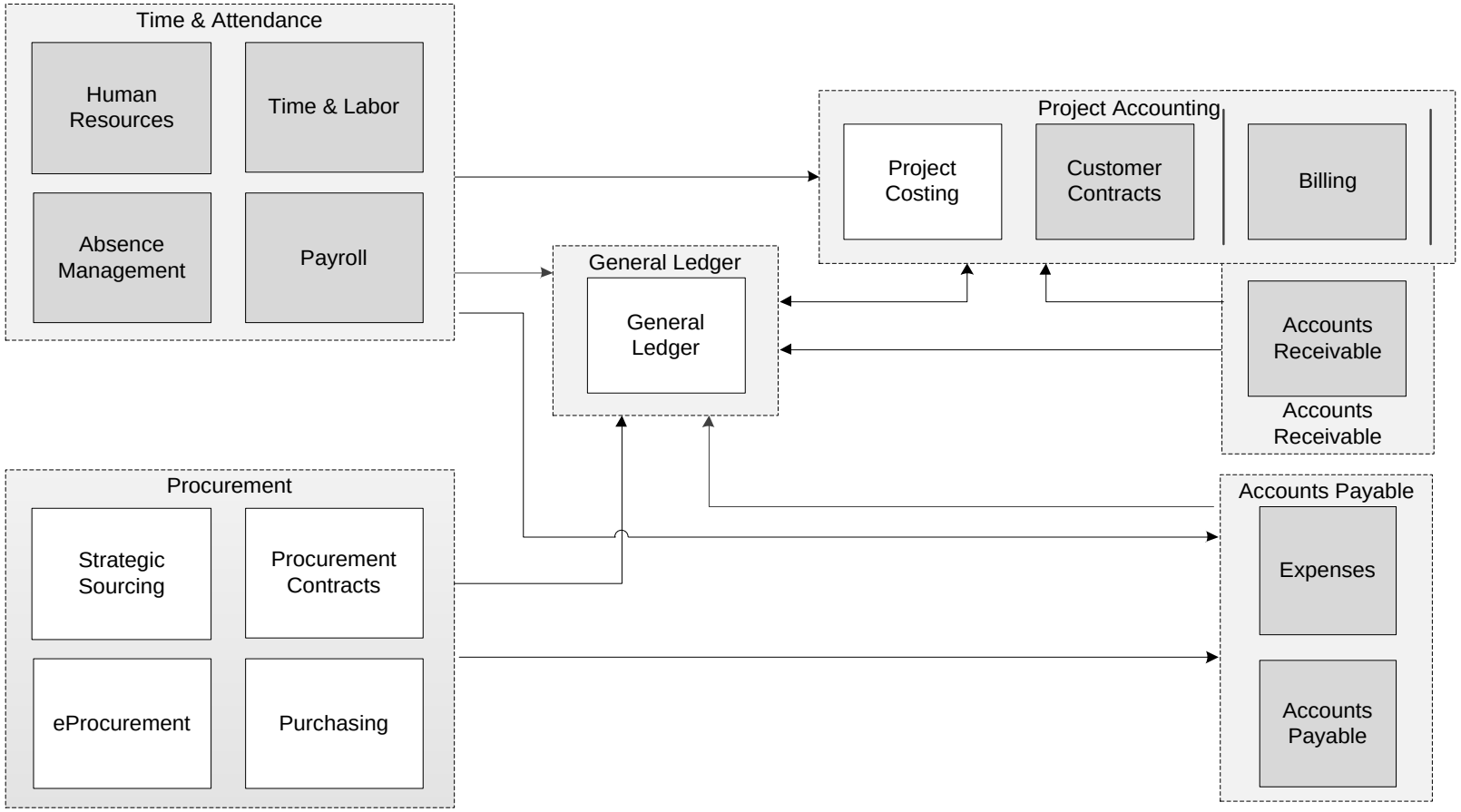
Restock requisitions are also a request for inventory but WebIMS does not have the items requested in stock. The items must be ordered from a supplier. These requisitions are sourced to a PO which is subsequently vouchered just like regular requisitions. As a result, the accounting journal is generated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



Integration: Project Costing

Project Costing Integration:

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



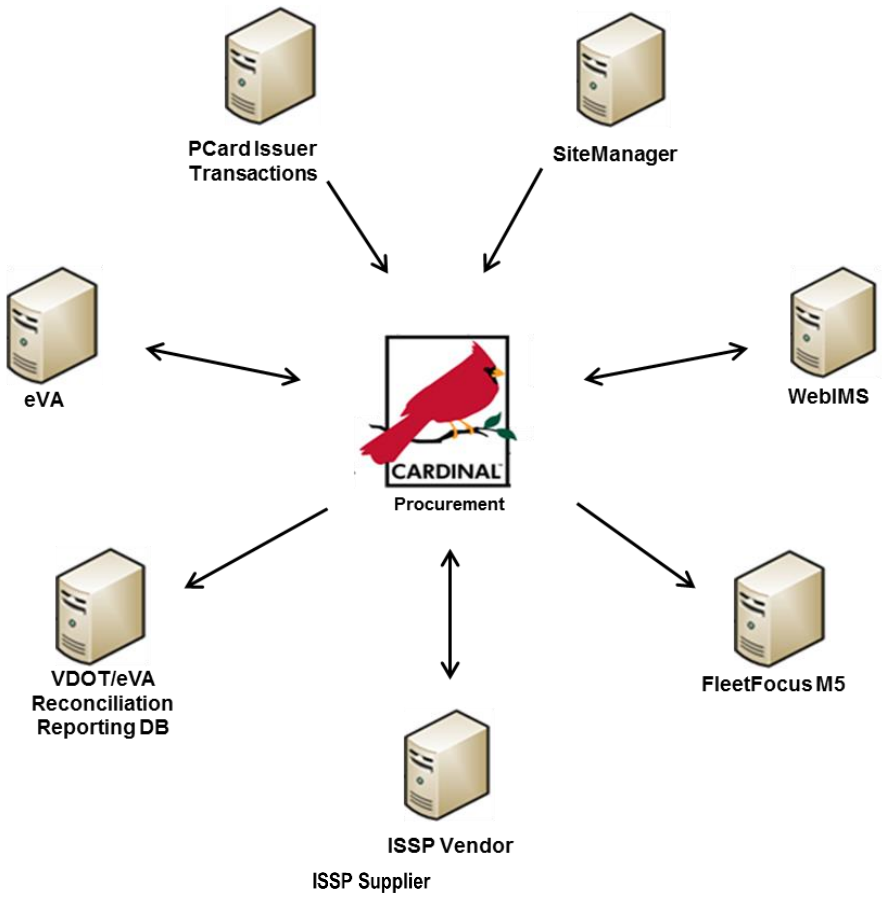
Interface: WebIMS

WebIMS Interfaces:

Inventory requisition processing interfaces daily with WebIMS.:

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

- **Outbound Interface**: Cardinal sends requisition issuance information to WebIMS daily.



Lesson 1: Checkpoint

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

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

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

   True or False

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

   True or False

Lesson 1: Summary

1 Understanding Inventory Issuances and Restock

In this lesson, you learned:

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

Lesson 2: Introduction

2 Inventory Issuance

This lesson covers the following topics:

- Create Inventory Issuance Requisitions

Create Inventory Issuance Requisitions

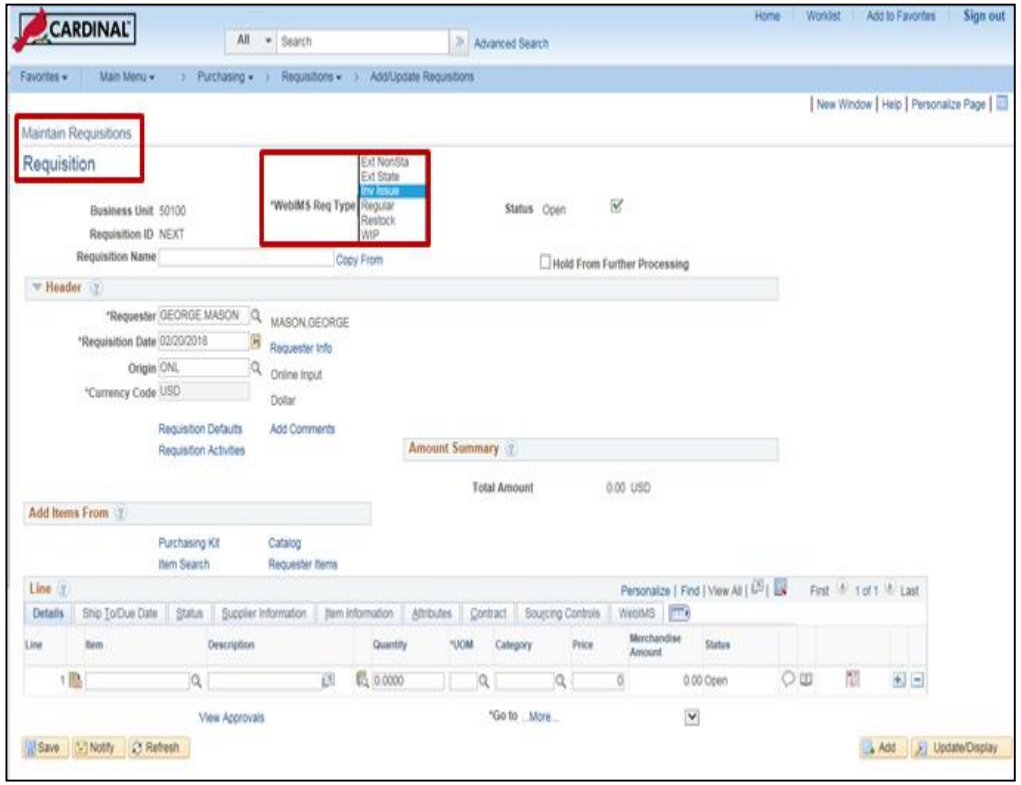
Like regular requisitions, an inventory issuance requisition is created in the Purchasing module. To create a requisition in the Purchasing module, navigate to the **Maintain Requisitions – Requisitions** page using the following path:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions

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

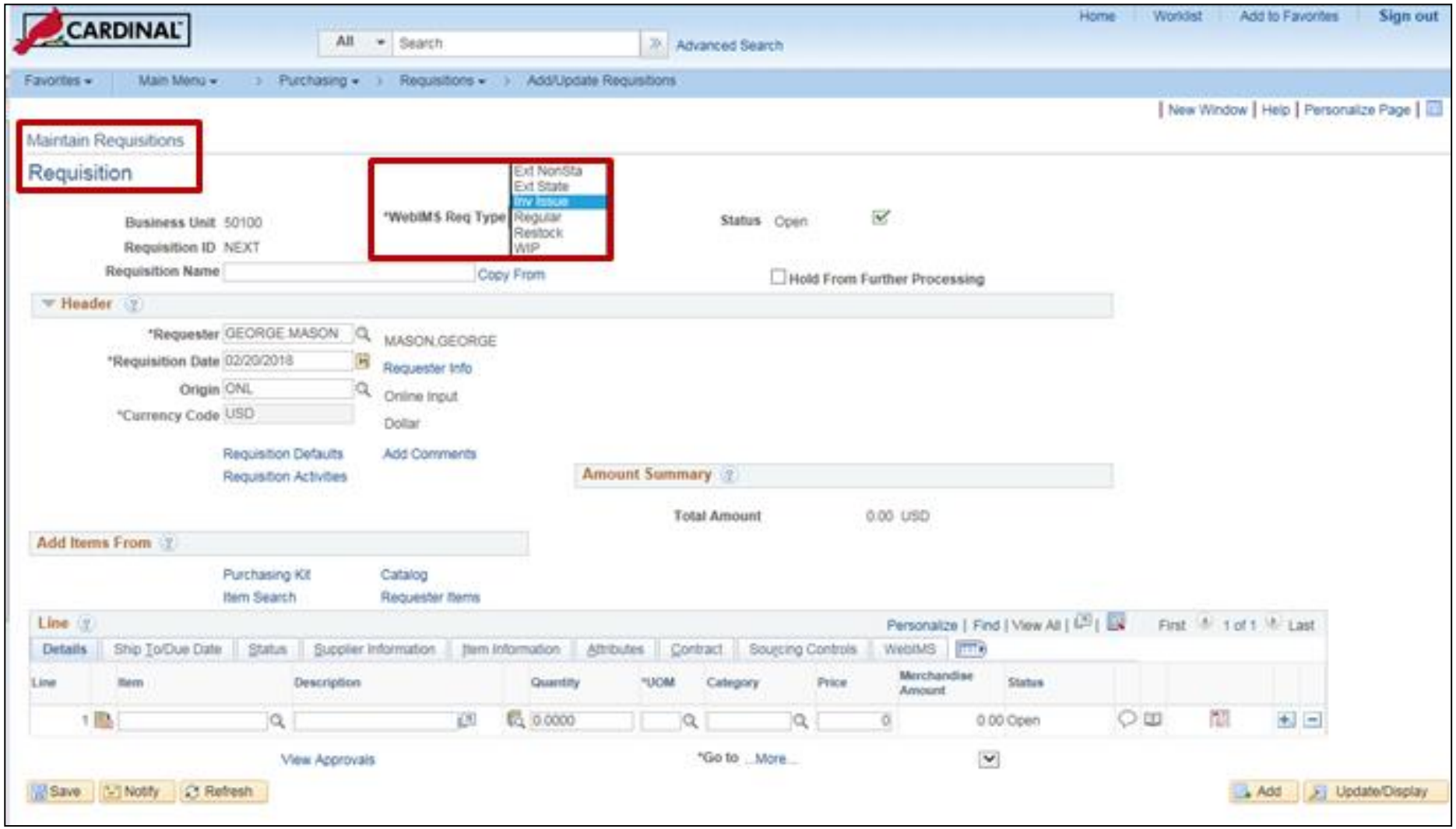
The **Maintain Requisitions – Requisition** page displays:

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



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

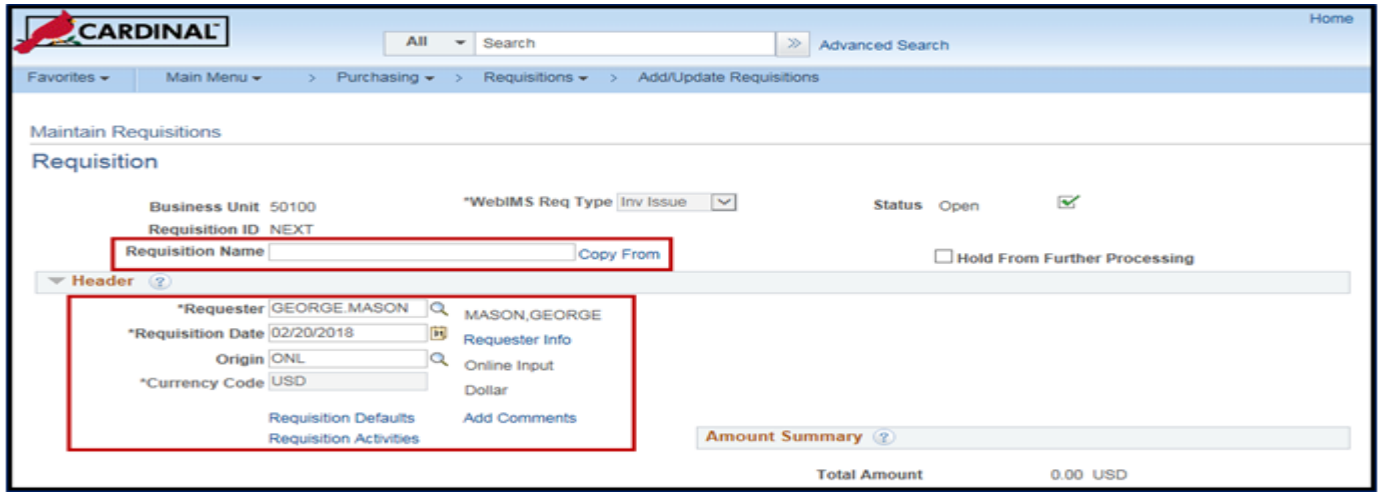
Create Inventory Issuance Requisitions (continued)



Create Inventory Issuance Requisitions (continued)

Create Inventory Issuance Requisition (continued)

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



Create Inventory Issuance Requisitions (continued)

Line section

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

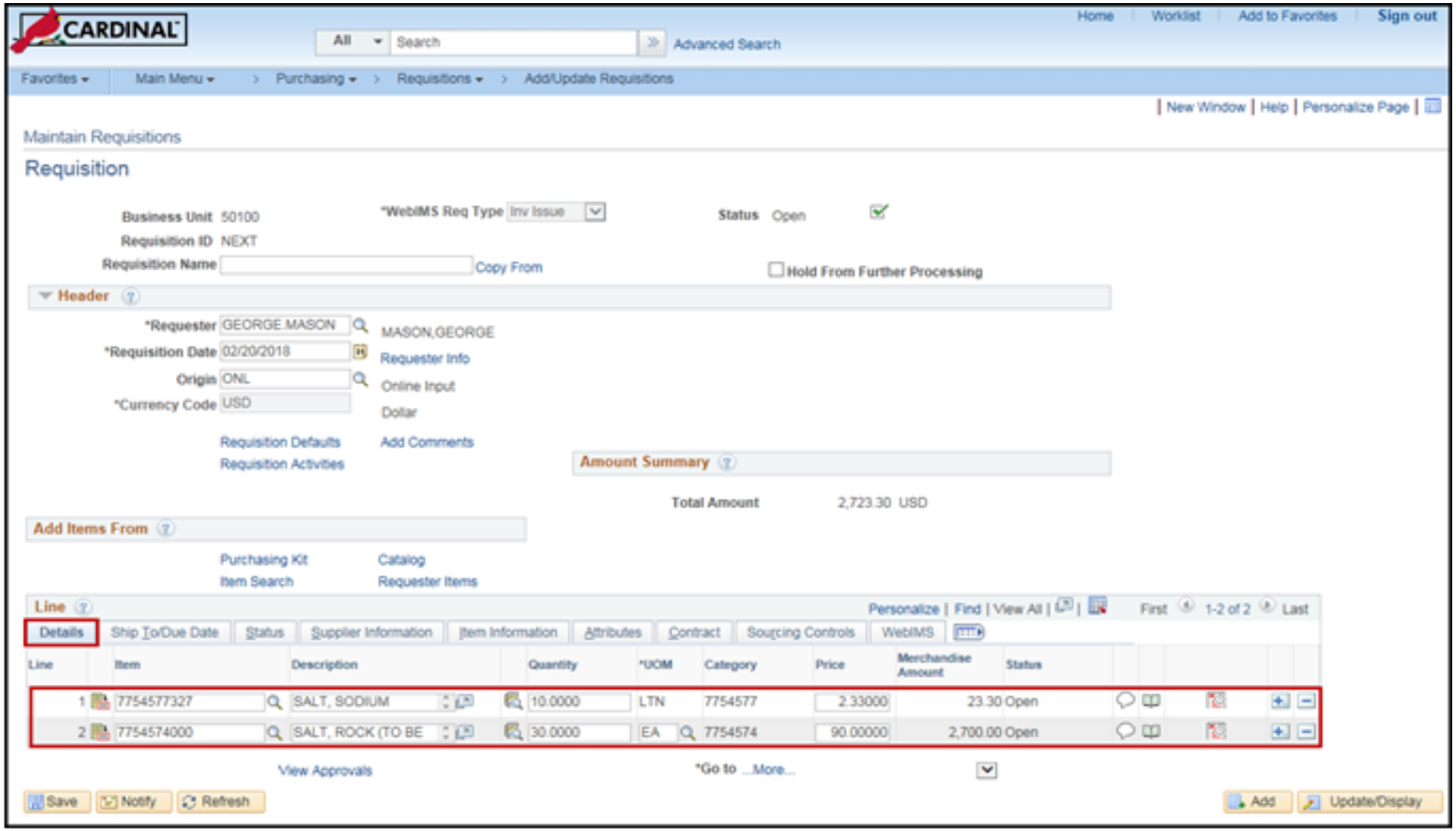
The **Line** section of the requisition contains multiple tabs with additional information:

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

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

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

Create Inventory Issuance Requisitions (continued)



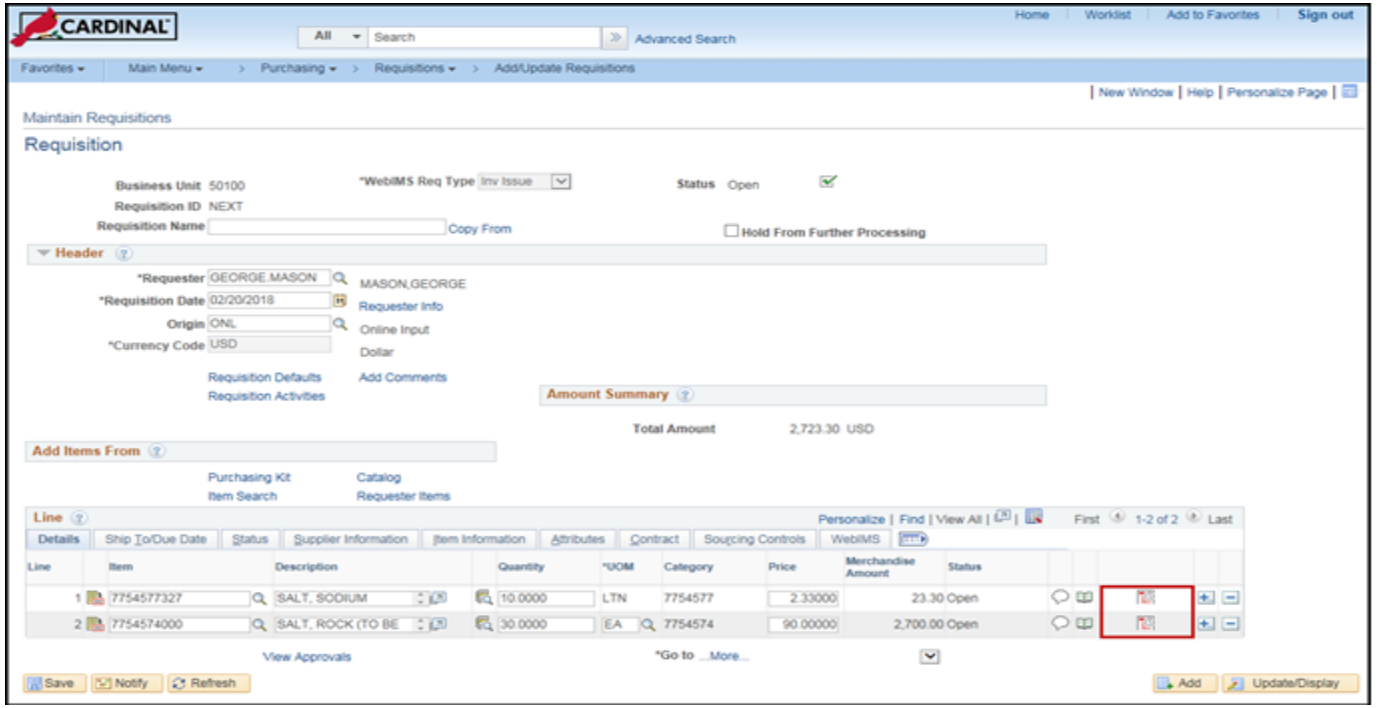
Create Inventory Issuance Requisitions (continued)

Schedule page

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

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

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

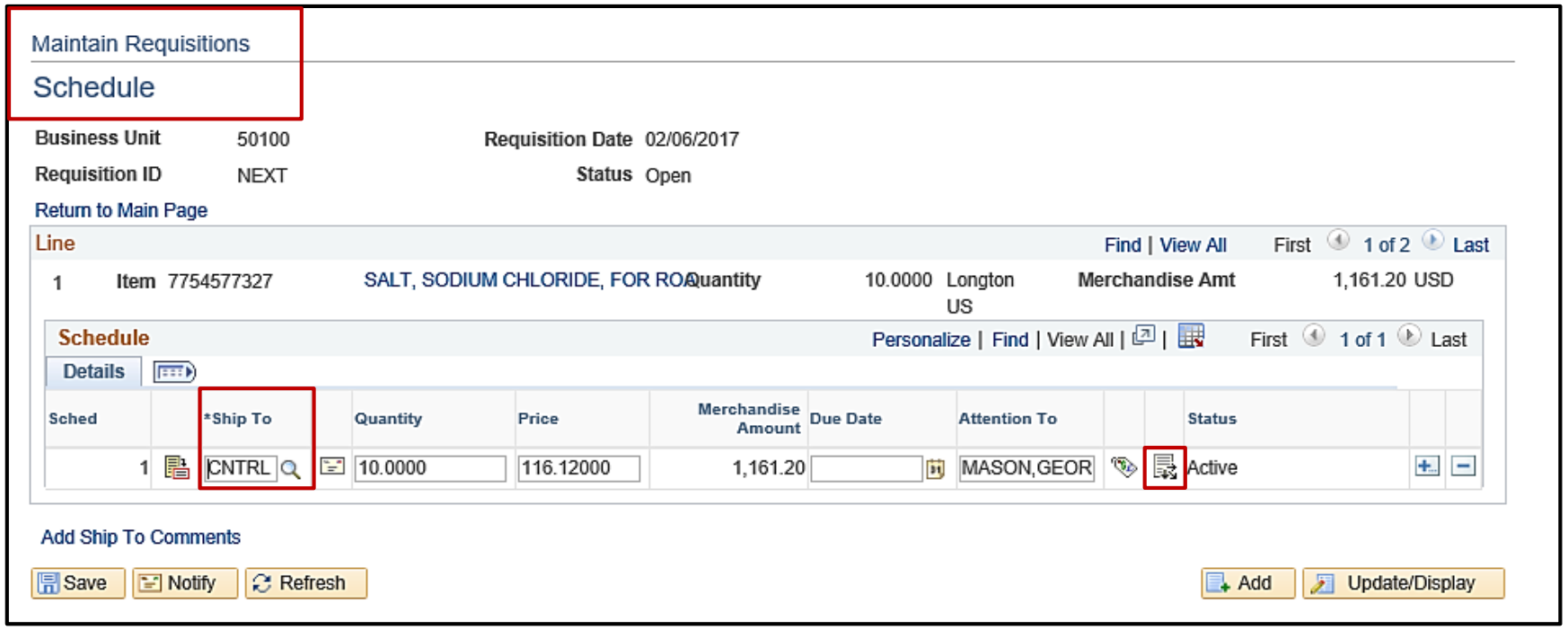


Create Inventory Issuance Requisitions (continued)

Schedule page (continued)

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

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

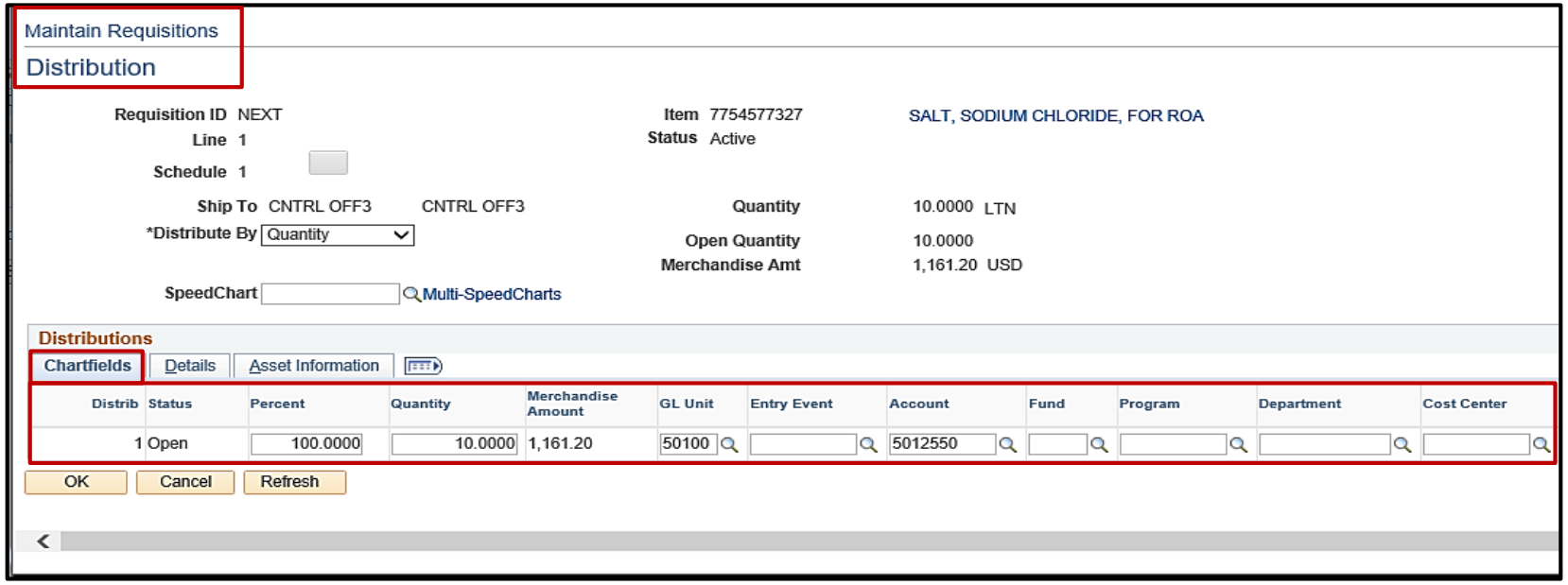


Create Inventory Issuance Requisitions (continued)

Distribution pop-up window – **Chartfields** tab

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

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



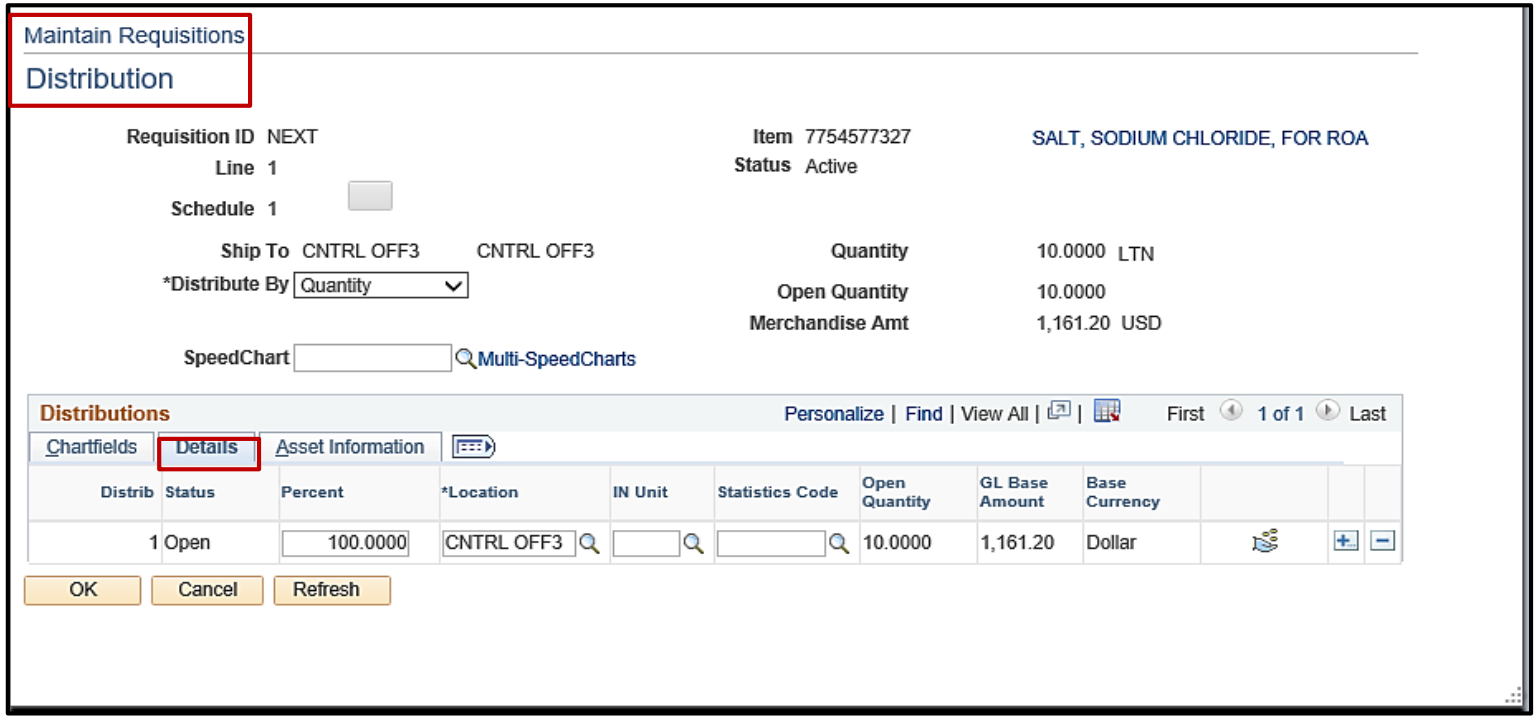
Create Inventory Issuance Requisitions (continued)

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.

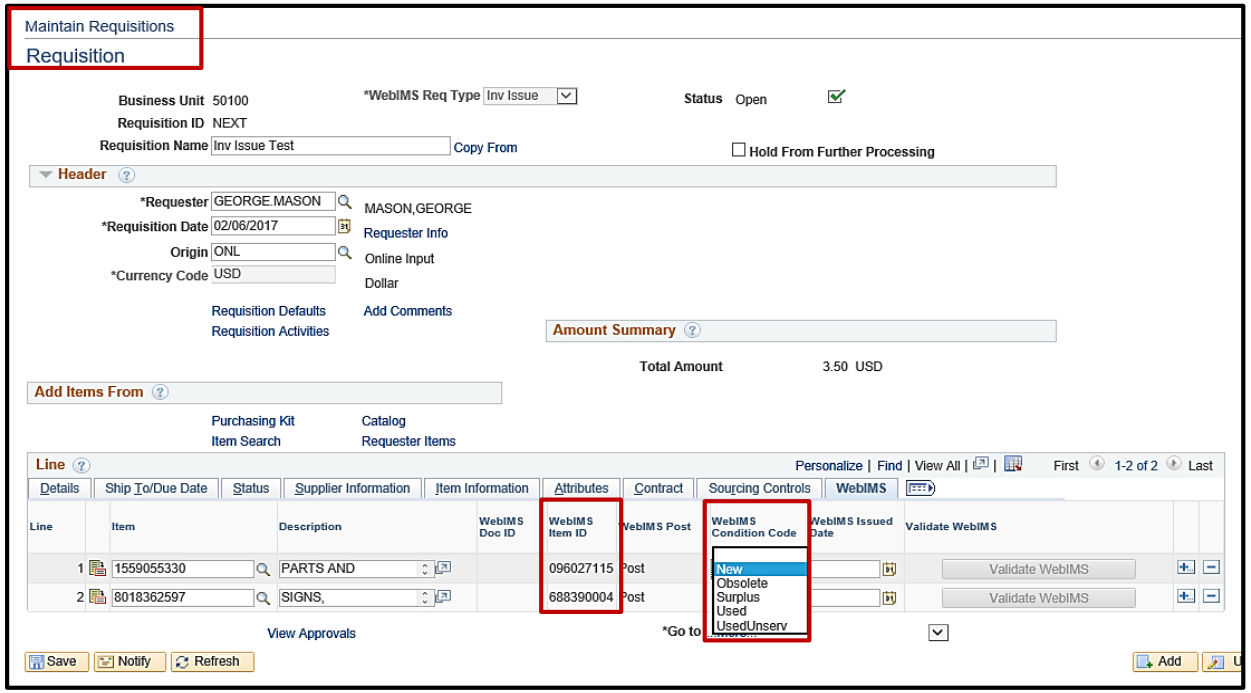


Create Inventory Issuance Requisitions (continued)

Requisition page – **WebIMS** tab

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

- Confirm the item is a WebIMS item, i.e., there is a **WebIMS Item ID**.
- Enter the **WebIMS Issued Date** which indicates the actual date of issuance from WebIMS.
- Select the proper **WebIMS Condition Code** value.
  - **New**
  - **Obsolete**
  - **Surplus**
  - **Used** (Serviceable)
  - **UsedUnserv** (Unserviceable)



Create Inventory Issuance Requisitions (continued)

Maintain Requisitions

Requisition

Business Unit 50100 *WebIMS Req Type Inv Issue Status Open

Requisition ID NEXT

Requisition Name Inv Issue Test Copy From Hold From Further Processing

Header

*Requester GEORGE.MASON MASON,GEORGE

*Requisition Date 02/06/2017 Requester Info

Origin ONL Online Input

*Currency Code USD Dollar

Requisition Defaults Add Comments

Requisition Activities

Amount Summary

Total Amount 3.50 USD

Add Items From

Purchasing Kit Catalog

Item Search Requester Items

Line

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

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

Line	Item	Description	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	Obsolete		Validate WebIMS

Surplus
Used
UsedUnserv

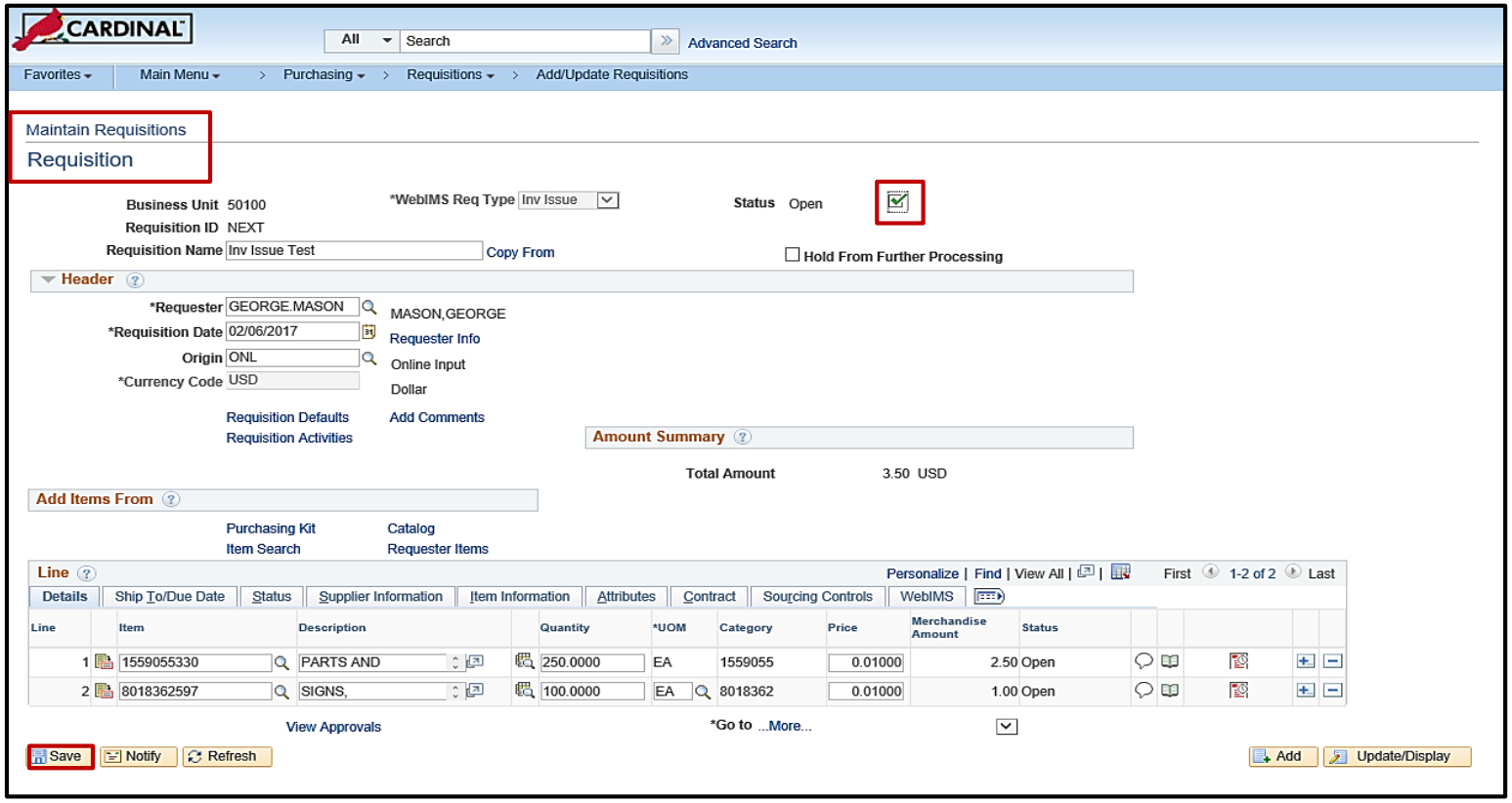
View Approvals *Go to

Save Notify Refresh Add

Create Inventory Issuance Requisitions (continued)

Requisition page – **Submit For Approval**

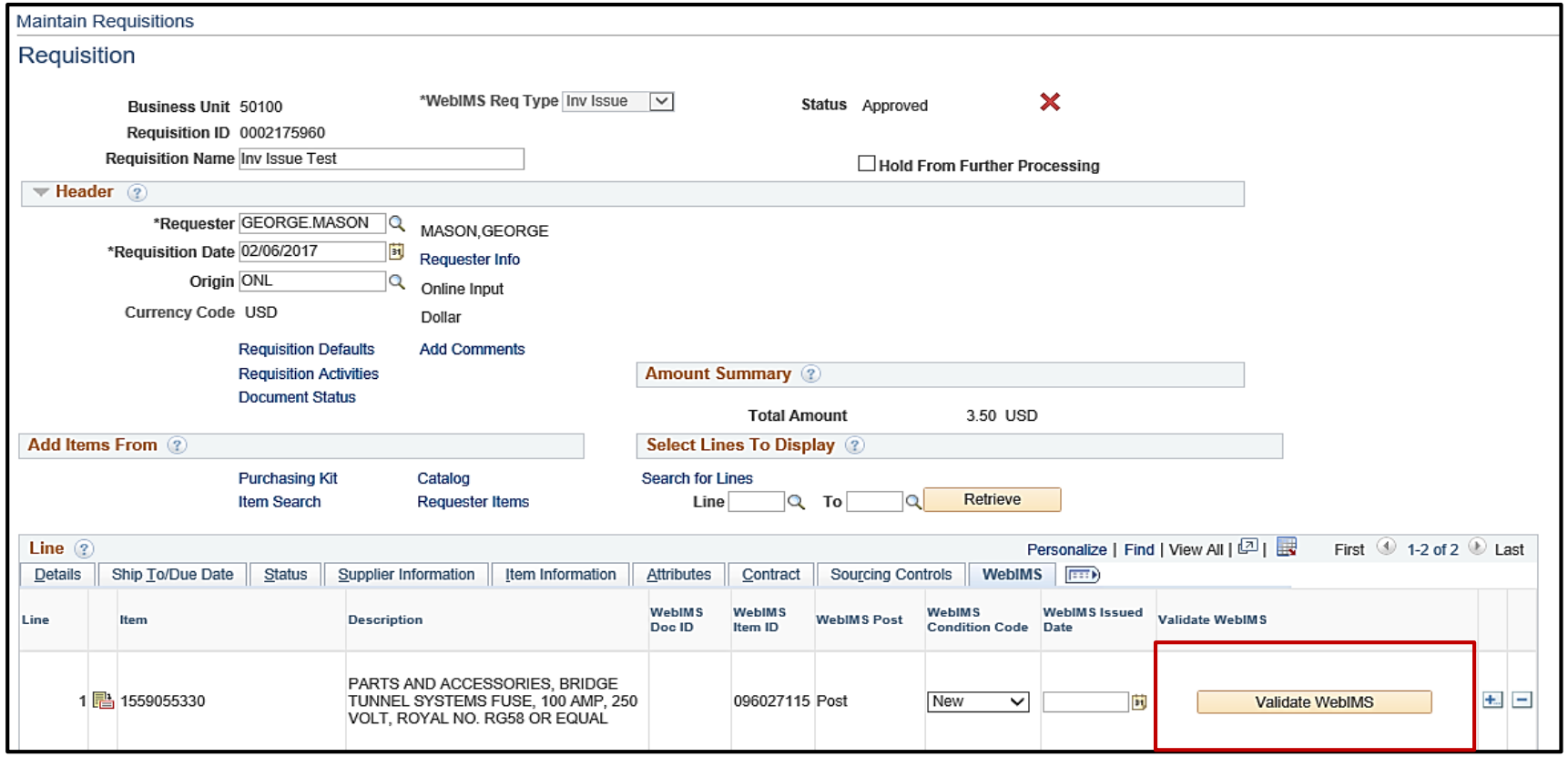
Once all lines and required fields have been entered, the requisition can be saved and sent for approval. Click **Save** at the bottom left of the **Maintain Requisitions – Requisitions** page. Once saved, the Storekeeper will click on the green checkmark in the top right corner of the page to **Submit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



Create Inventory Issuance Requisitions (continued)

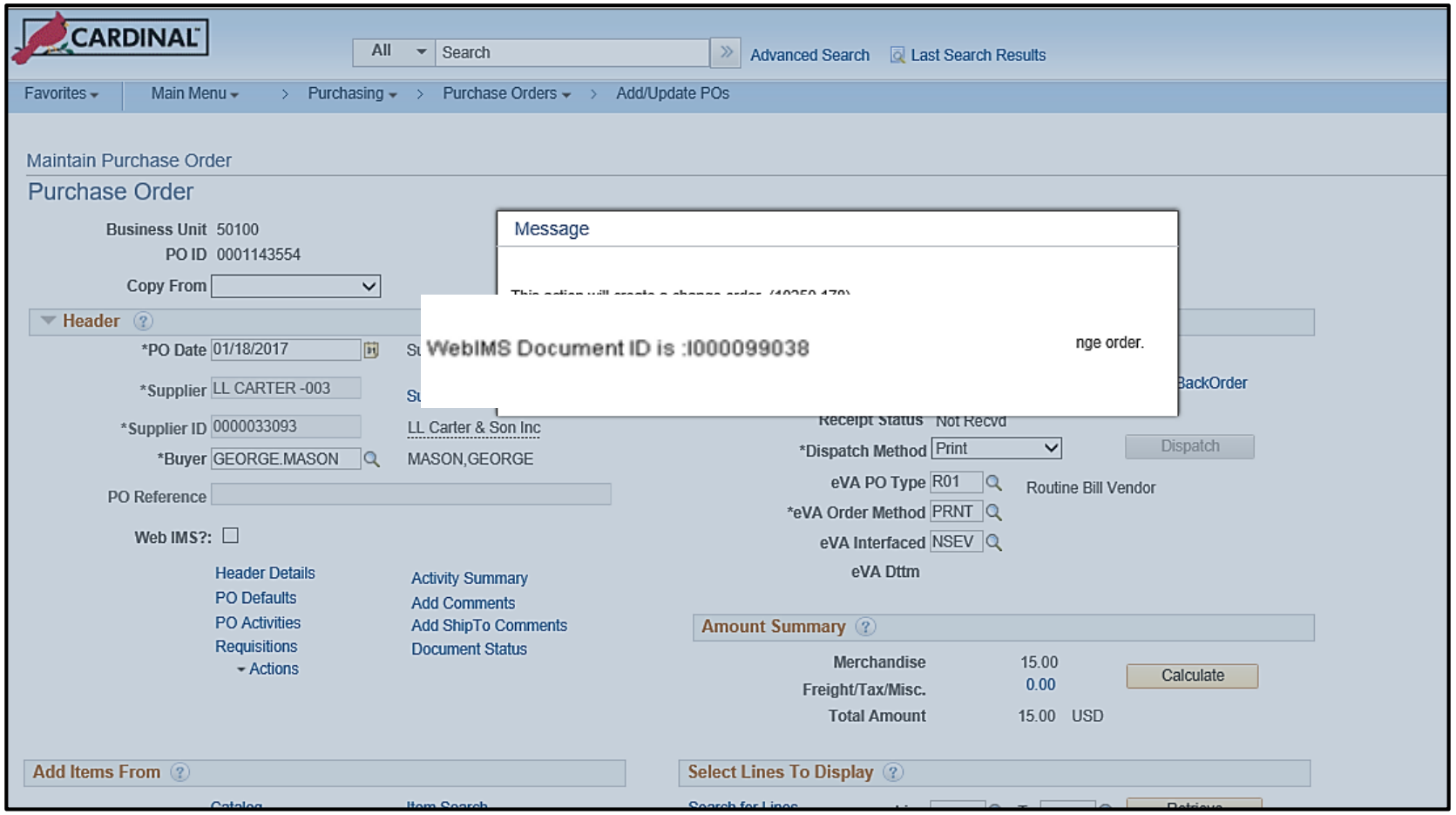
Requisition page – **Interfacing to WebIMS**:

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.



Create Inventory Issuance Requisitions (continued)

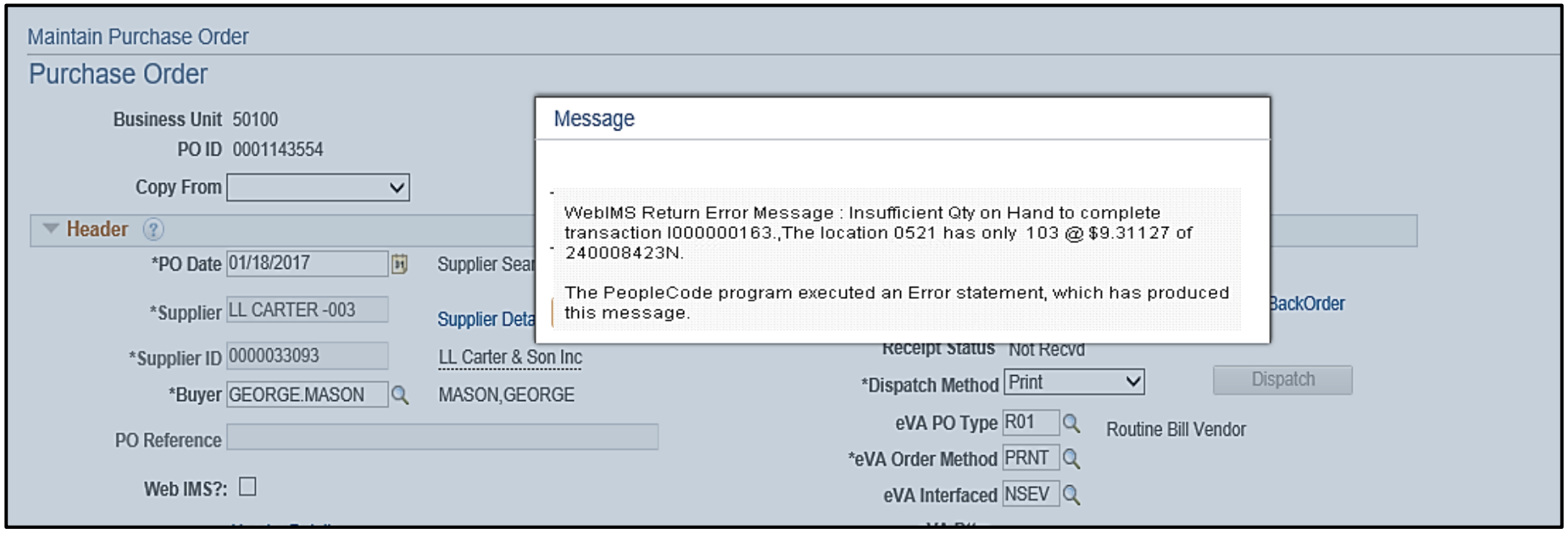
A WebIMS Document ID is generated by Cardinal to identify each line in the requisition. Should the line be subsequently modified, a new WebIMS Document ID will be generated for the modified line.



Create Inventory Issuance Requisitions (continued)

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

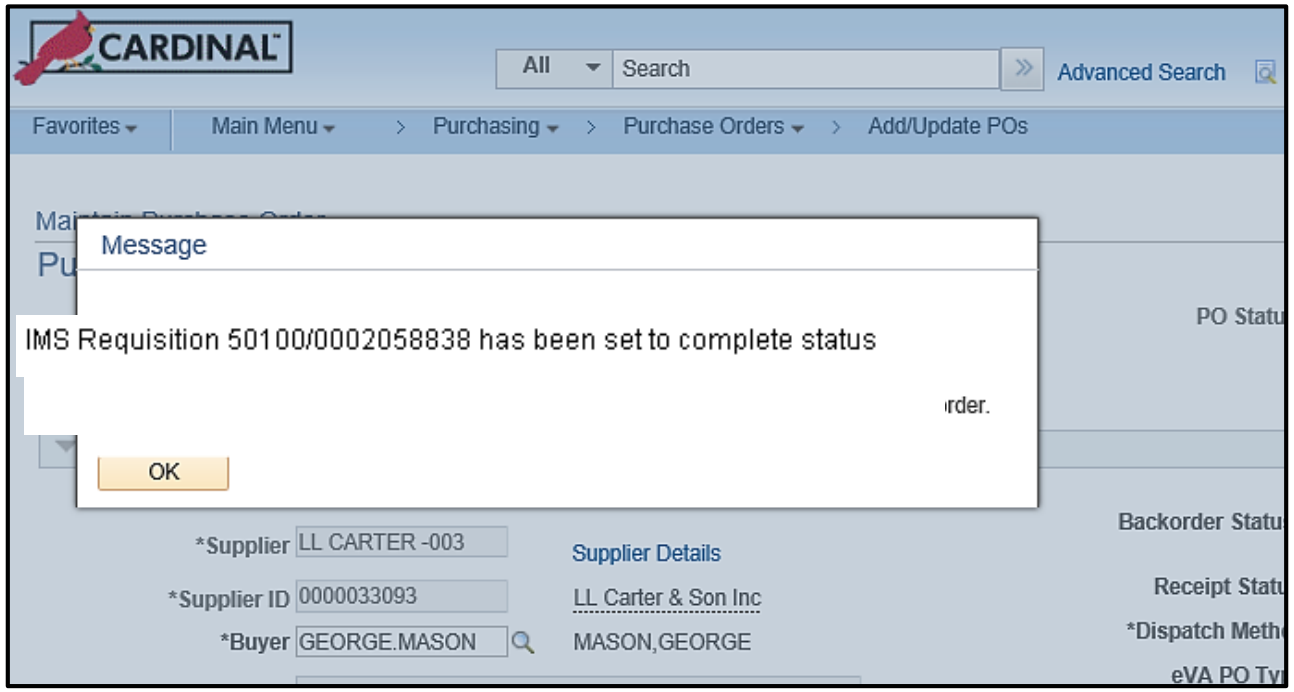
- Adjust the line quantity to match the available WebIMS quantity.
  - A new **WebIMS Document ID** will be generated for the line.
  - The requisition will be fulfilled as an issuance requisition**.**
- Cancel the requisition line.



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.



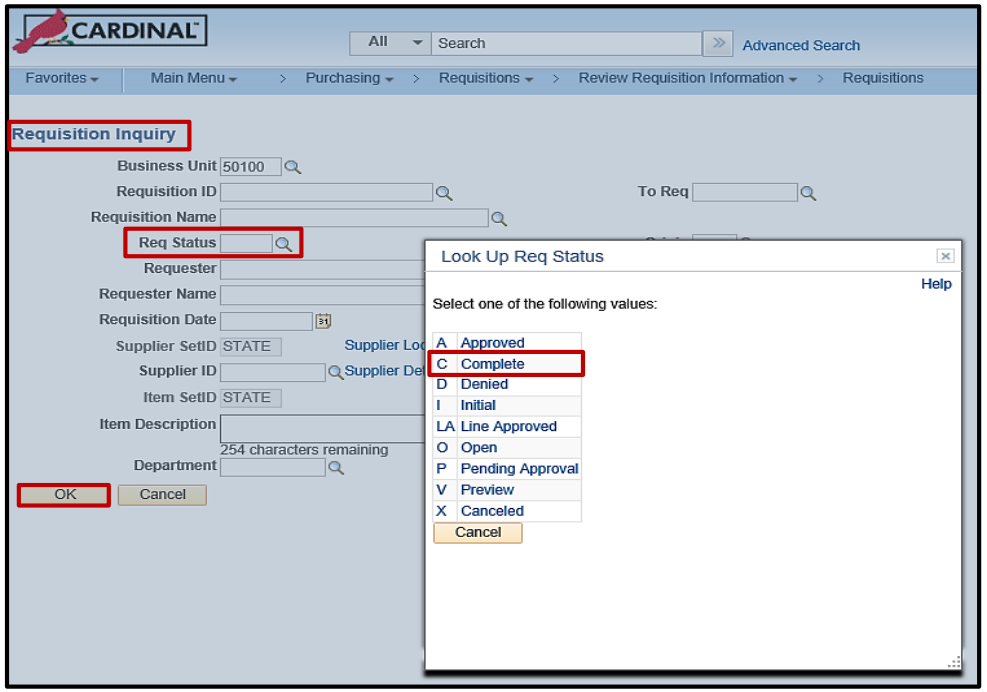
Create Inventory Issuance Requisitions (continued)

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

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

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

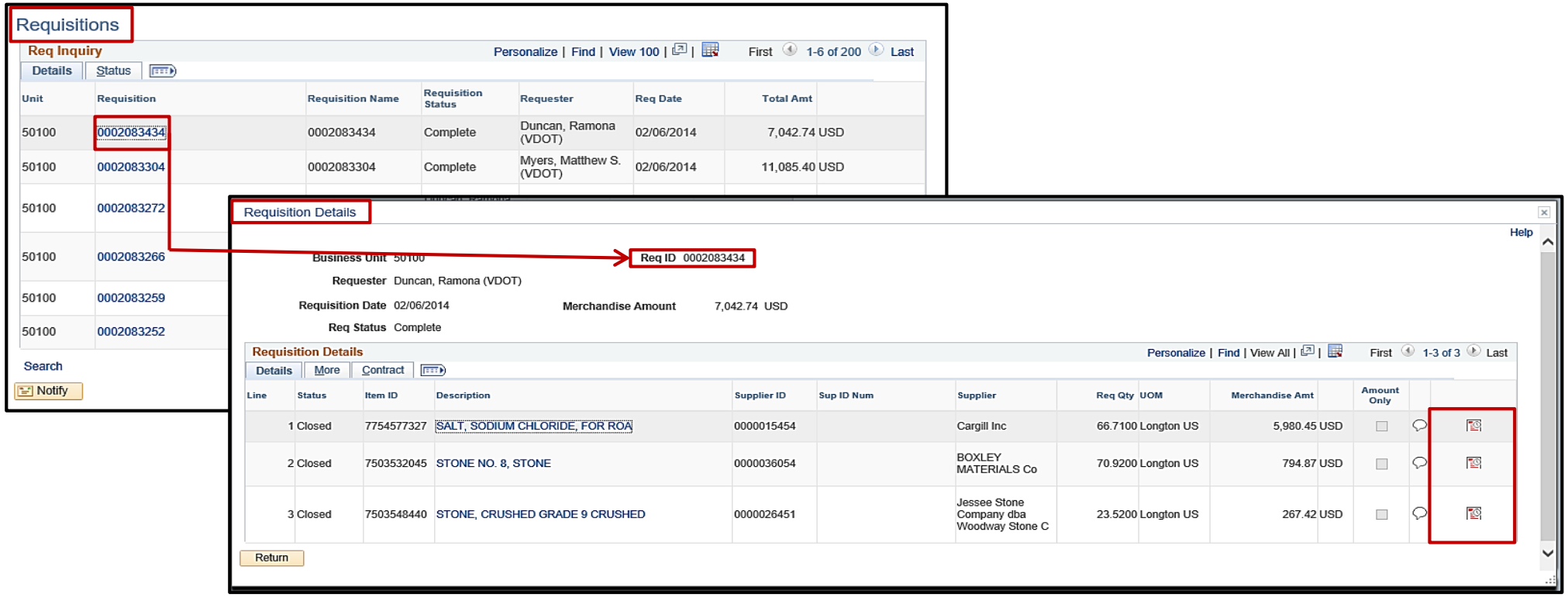
Click **OK**.



Create Inventory Issuance Requisitions (continued)

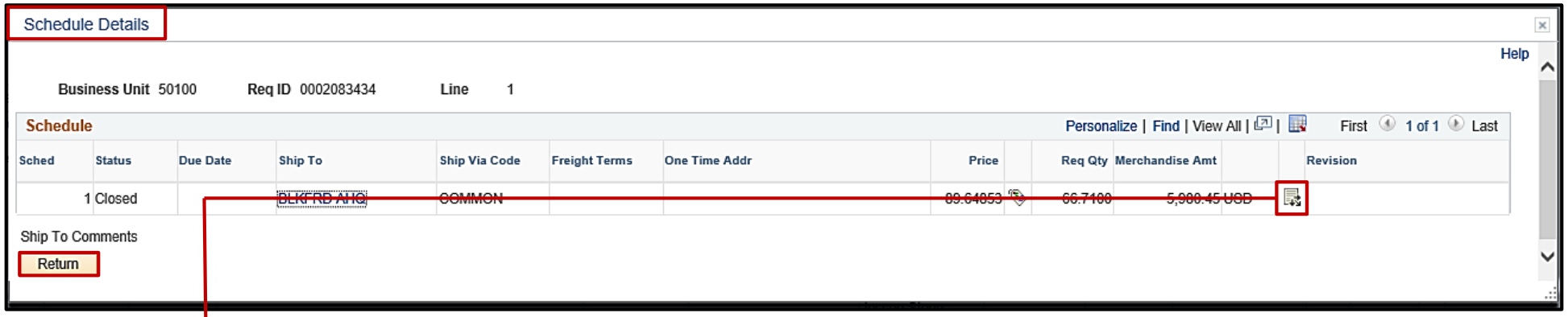
The **Requisitions** page will populate based on your search criteria. Click on the hyperlink for the **Requisition** to be viewed. The **Requisition Details** for the selected requisition will be displayed in a pop-up window.

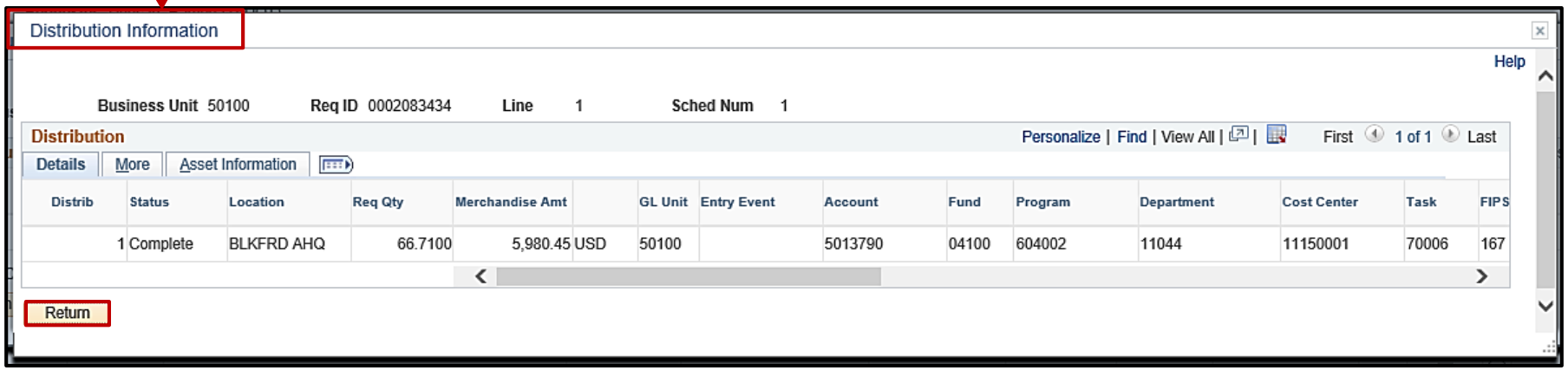
From the **Requisition Details** page, can click on the **Schedule Details** icon, and ultimately the **Distribution Details** icon, for a line in order to review shipping and accounting distribution details for the selected line.



Create Inventory Issuance Requisitions (continued)

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





Simulation: Creating Inventory Issuance Requisitions

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

Lesson 2: Summary

2 Inventory Issuance

In this lesson, you learned:

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

Lesson 3: Introduction

3 Restock

This lesson covers the following topics:

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

Create Restock Requisitions

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

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

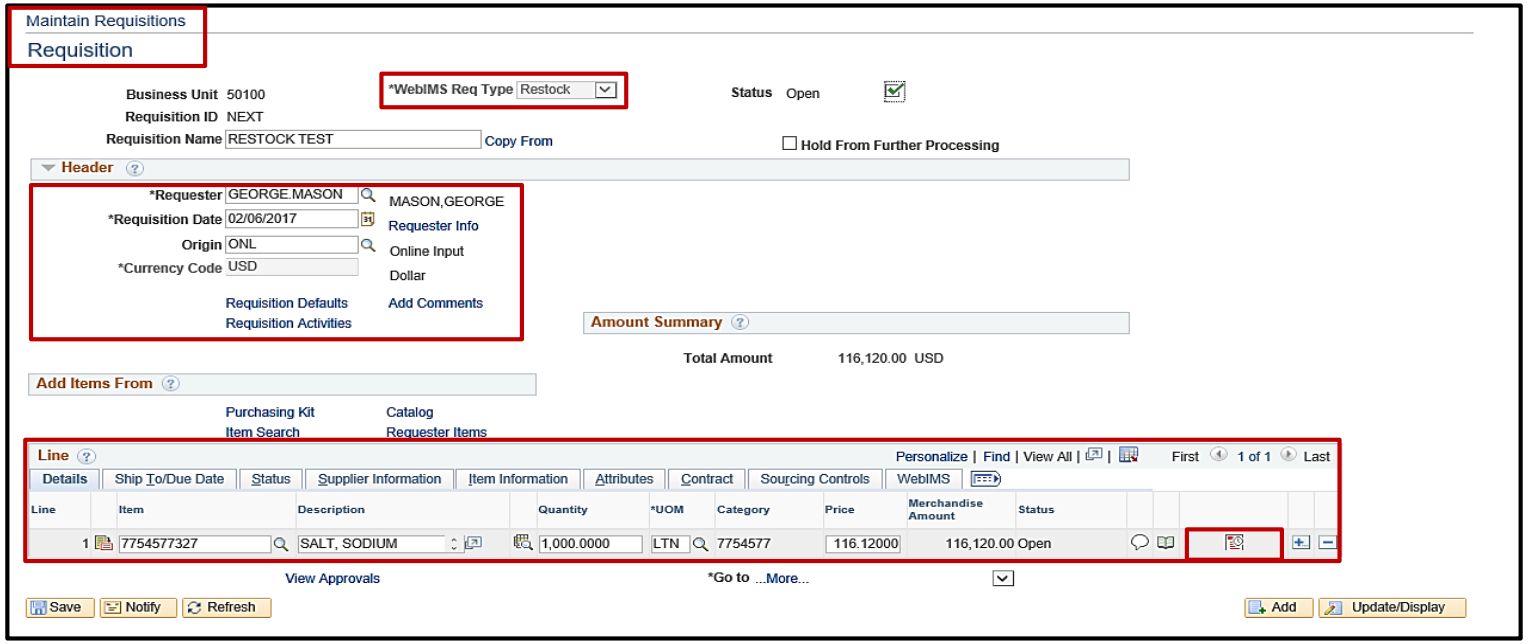
Create Restock Requisitions (continued)

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

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

Navigate to this page using the following path:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions



Create Restock Requisitions (continued)

Maintain Requisitions

Requisition

Business Unit 50100

*WebIMS Req Type Restock

Status Open

Requisition ID NEXT

Requisition Name RESTOCK TEST

Copy From

Hold From Further Processing

Header

*Requester GEORGE.MASON MASON,GEORGE

*Requisition Date 02/06/2017 Requester Info

Origin ONL Online Input

*Currency Code USD Dollar

Requisition Defaults Add Comments

Requisition Activities

Amount Summary

Total Amount 116,120.00 USD

Add Items From

Purchasing Kit Catalog

Item Search Requester Items

Line

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

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

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

View Approvals

*Go to ...More...

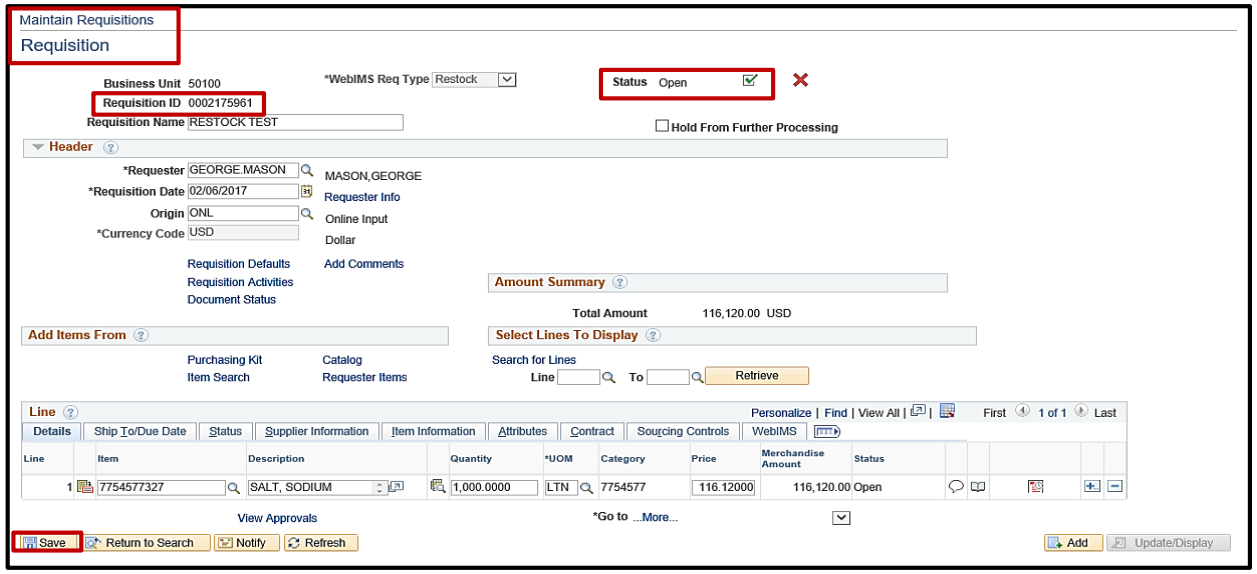
Save | Notify | Refresh | Add | Update/Display

Create Restock Requisitions (continued)

Processing Restock Requisitions:

Once all required information for the restock requisition is entered:

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



Create Restock Requisitions (continued)

CARDINAL

All | Search | Advanced Search

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

Maintain Requisitions

Requisition

Business Unit 50100

*WebIMS Req Type Restock

Status Open

Requisition ID 0002175961

Requisition Name RESTOCK TEST

Hold From Further Processing

Header

*Requester GEORGE.MASON MASON,GEORGE

*Requisition Date 02/06/2017 Requester Info

Origin ONL Online Input

*Currency Code USD Dollar

Requisition Defaults Add Comments

Requisition Activities

Document Status

Amount Summary

Total Amount 116,120.00 USD

Add Items From

Purchasing Kit Catalog

Item Search Requester Items

Select Lines To Display

Search for Lines

Line To Retrieve

Line

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

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

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

View Approvals

*Go to ...More...

Save | Return to Search | Notify | Refresh | Add | Update/Display

Cancel Restock Requisitions

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

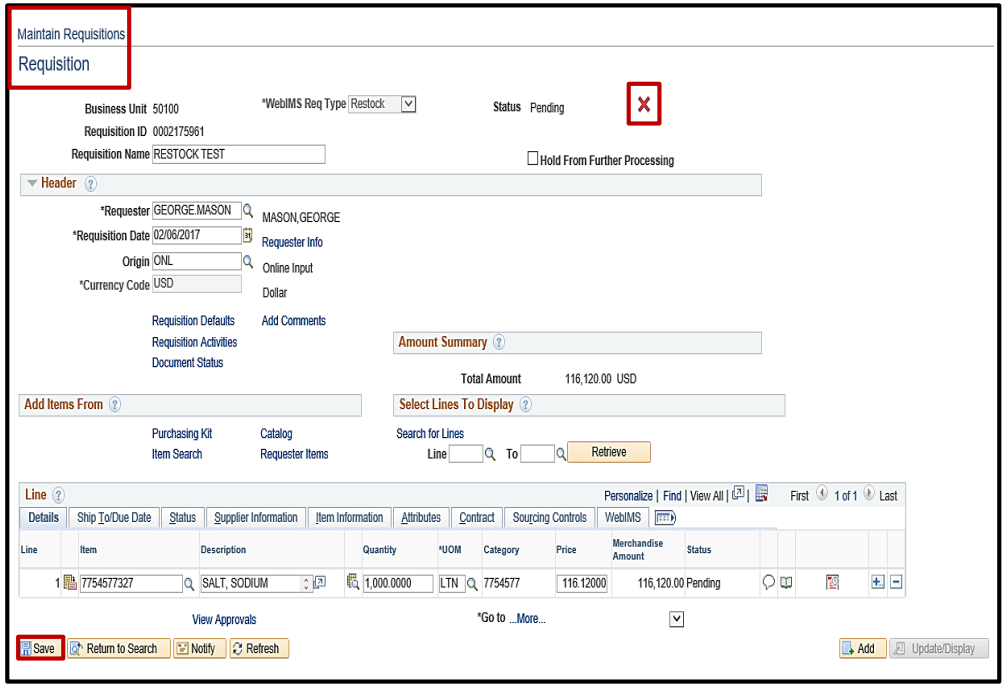
WebIMS is not automatically updated when a restock requisition is cancelled. The Storekeeper must manually update the quantity on order in WebIMS.

Cancel Restock Requisition:

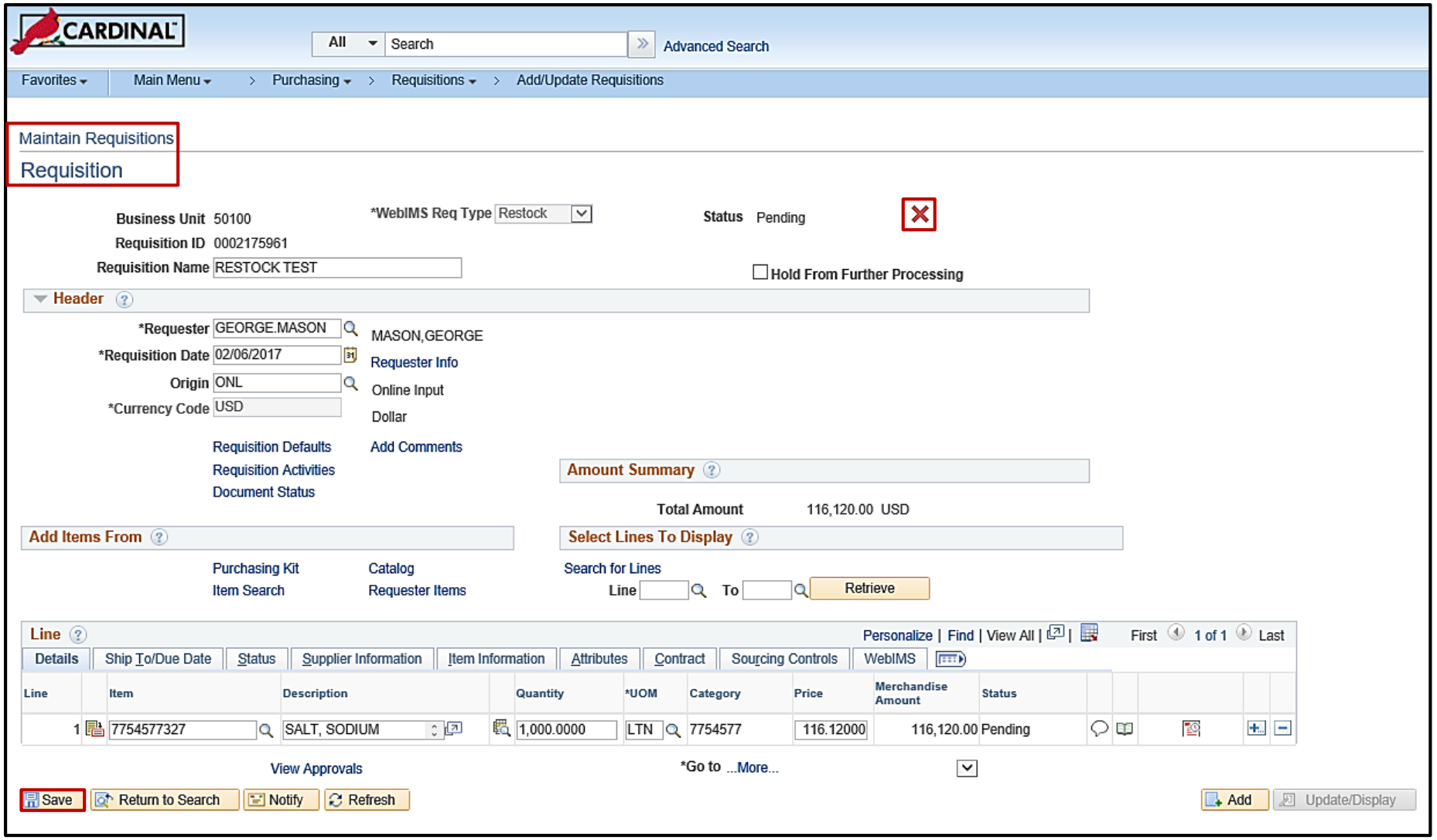
- Navigate using the following path

  Main Menu > Purchasing > Requisitions > Add/Update Requisitions

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



Cancel Restock Requisitions (continued)



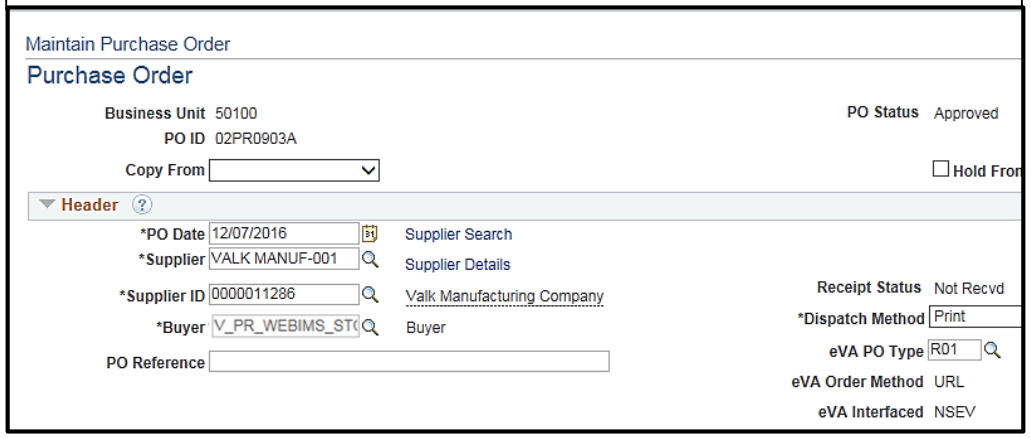
View Restock Purchase Orders

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

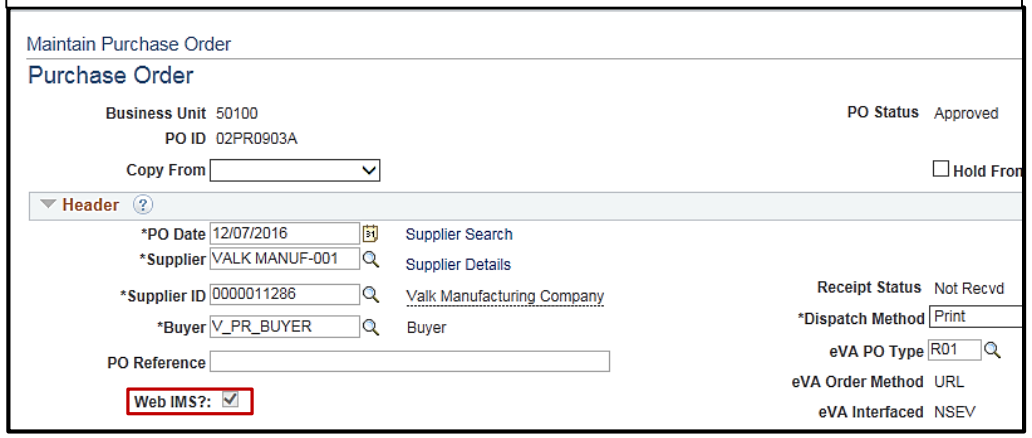
The way you view the restock PO is determined by the user role:

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

Storekeeper View: No WebIMS Check Box

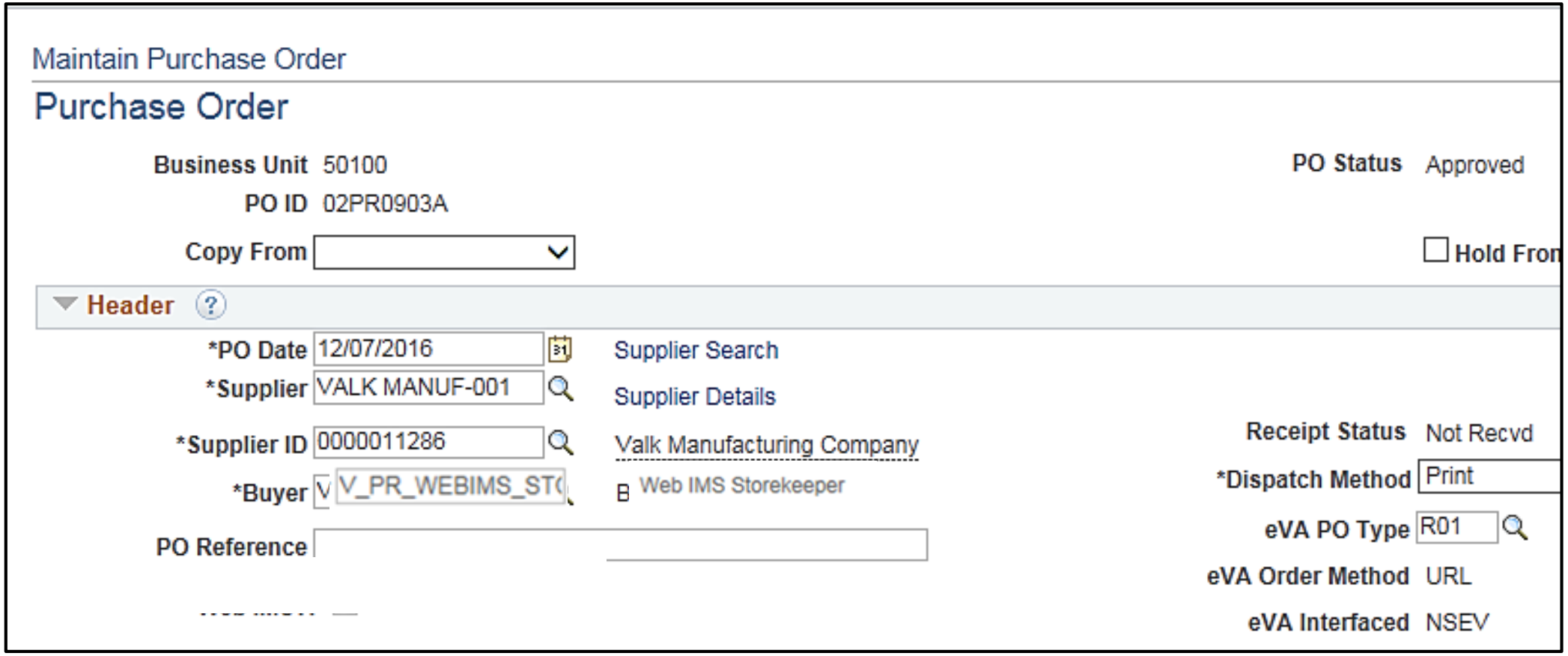


Buyer View: WebIMS Check Box



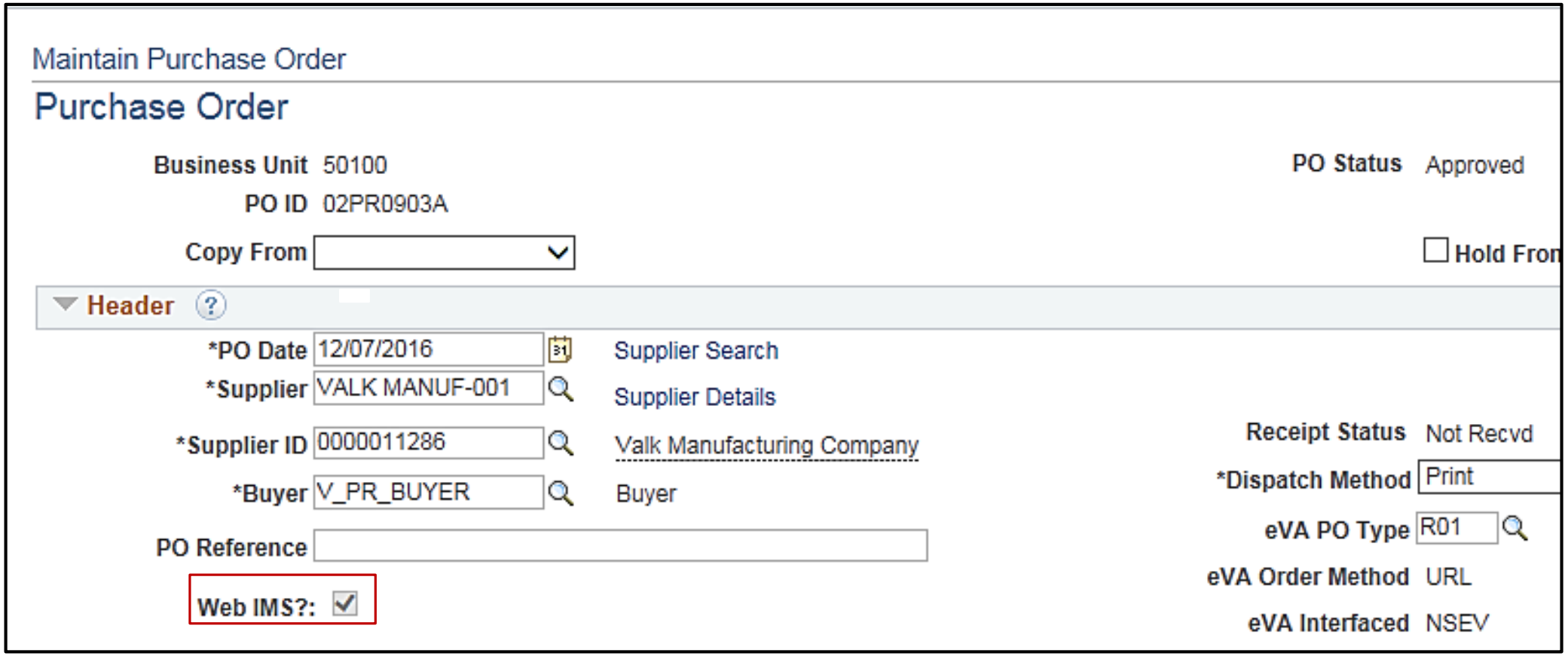
View Restock Purchase Orders (continued)

Storekeeper View: No WebIMS Check Box



View Restock Purchase Orders (continued)

Buyer View: WebIMS Check Box



Create Restock Receipts

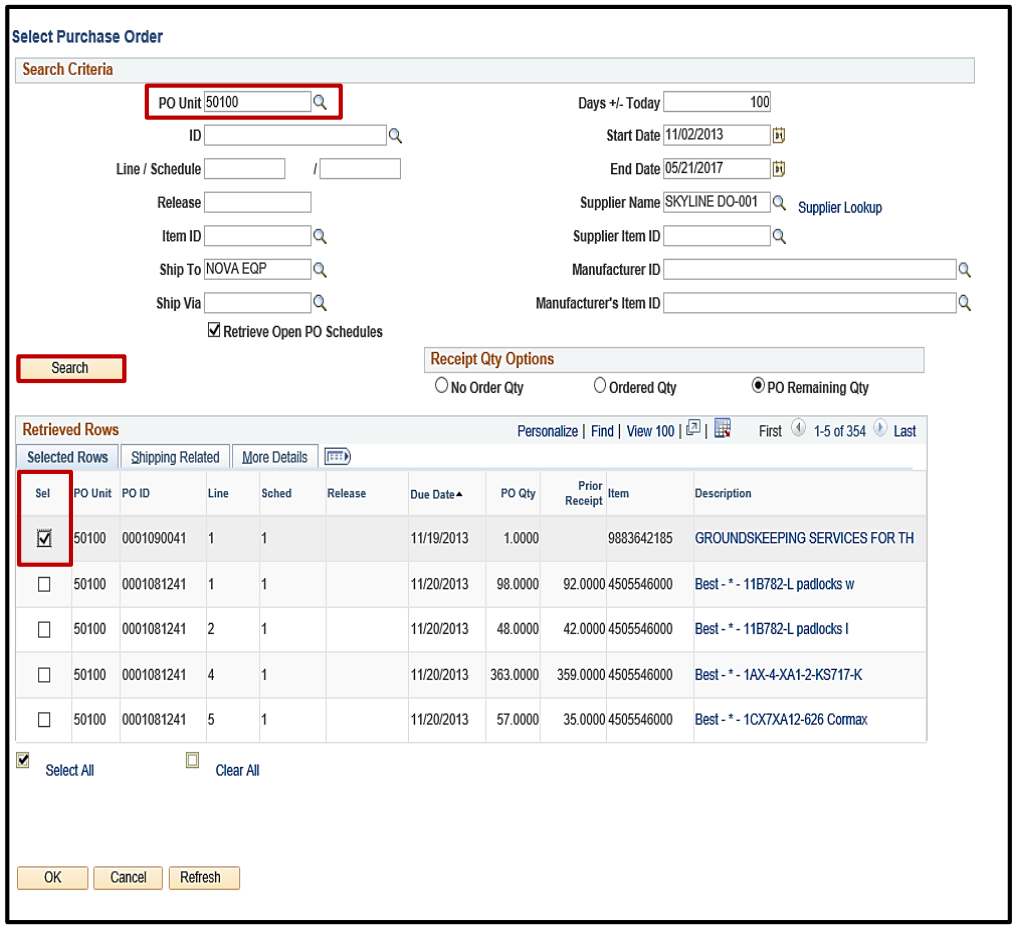
Creating a restock receipt for the goods when they are received is similar to creating a regular receipt. The difference between a restock and regular receipt is that Cardinal creates a **WebIMS Receipt Doc ID** for each line of the restock receipt and updates the receipt information to WebIMS.

Create a restock receipt:

- Navigate using the following path

  Main Menu > Purchasing > Receipts > Add/Update Receipts

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



Create Restock Receipts (continued)

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: NOVA EQP
Ship Via:
☑ Retrieve Open PO Schedules

Days +/- Today: 100
Start Date: 11/02/2013
End Date: 05/21/2017
Supplier Name: SKYLINE DO-001 Supplier Lookup
Supplier Item ID:
Manufacturer ID:
Manufacturer's Item ID:

Search

Receipt Qty Options

○ No Order Qty ○ Ordered Qty ◉ PO Remaining Qty

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

Selected Rows | Shipping Related | More Details

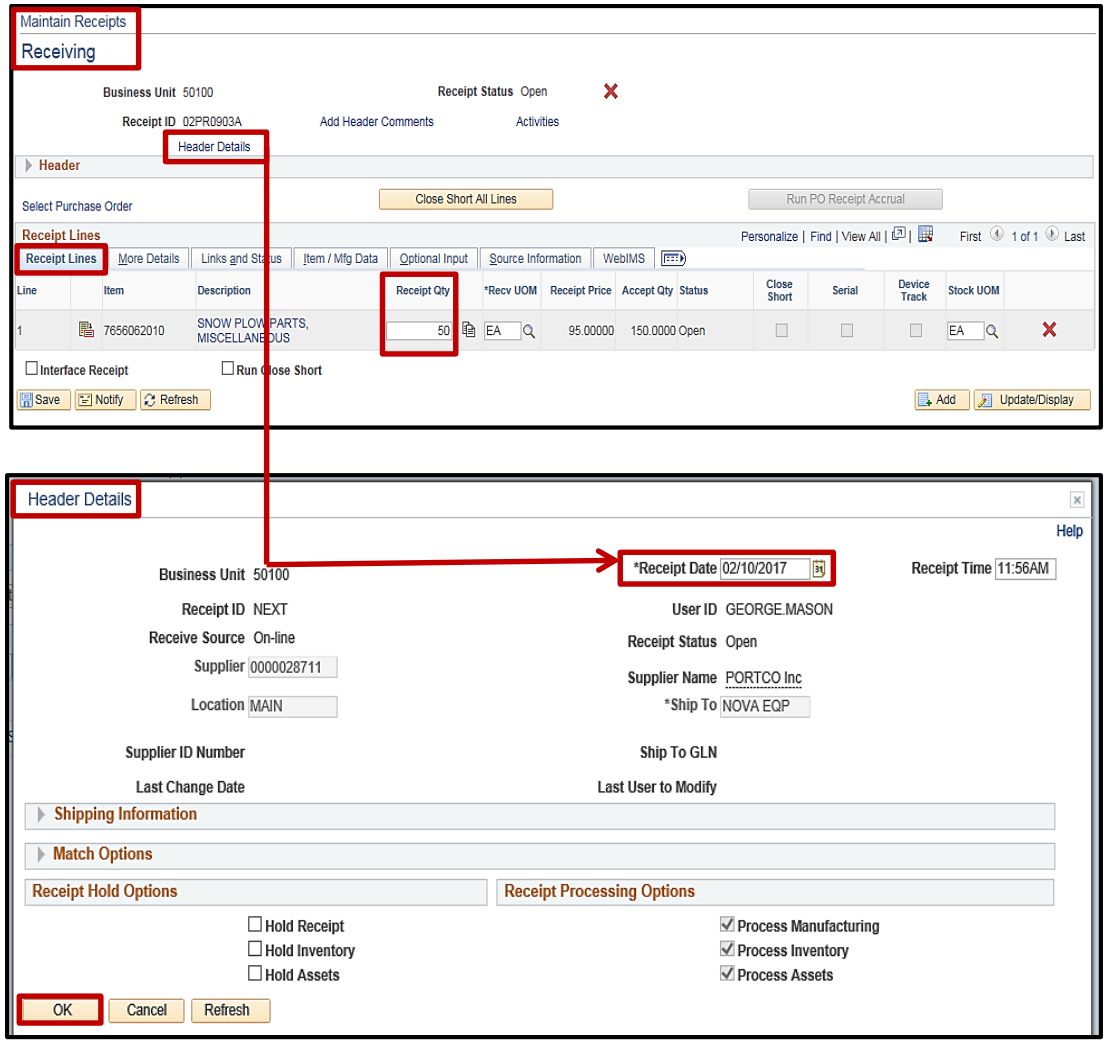
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
☑	50100	0001090041	1	1		11/19/2013	1.0000		9883642185	GROUNDSKEEPING SERVICES FOR TH
☐	50100	0001081241	1	1		11/20/2013	98.0000	92.0000	4505546000	Best - * - 11B782-L padlocks w
☐	50100	0001081241	2	1		11/20/2013	48.0000	42.0000	4505546000	Best - * - 11B782-L padlocks l
☐	50100	0001081241	4	1		11/20/2013	363.0000	359.0000	4505546000	Best - * - 1AX-4-XA1-2-KS717-K
☐	50100	0001081241	5	1		11/20/2013	57.0000	35.0000	4505546000	Best - * - 1CX7XA12-626 Cormax

☑ Select All ☐ Clear All

OK | Cancel | Refresh

Create Restock Receipts (continued)

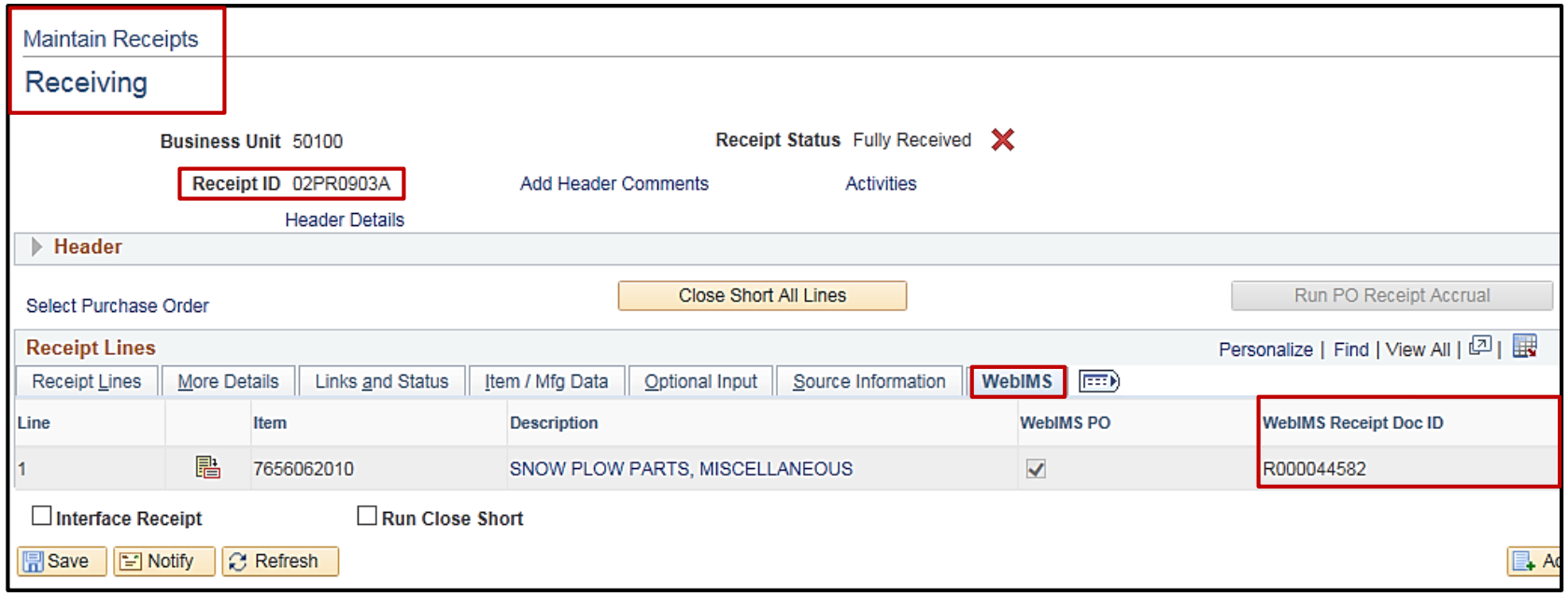
- After selecting the PO, enter the **Receipt QTY** (quantity) on the **Receipt Lines** tab.
- Click on the **Header Details** hyperlink.
- Enter the actual date the goods were received.
- Click **OK**.



Create Restock Receipts (continued)

- To commit the newly entered information and save the receiver, click Save.

- Cardinal completes the three step process:
  - Generates a **Receipt ID**
  - Generates a **WEBIMS Receipt Doc ID** for each receipt line. This can be seen on the **WebIMS** tab.
  - Sends the receipt information to WBIMS.

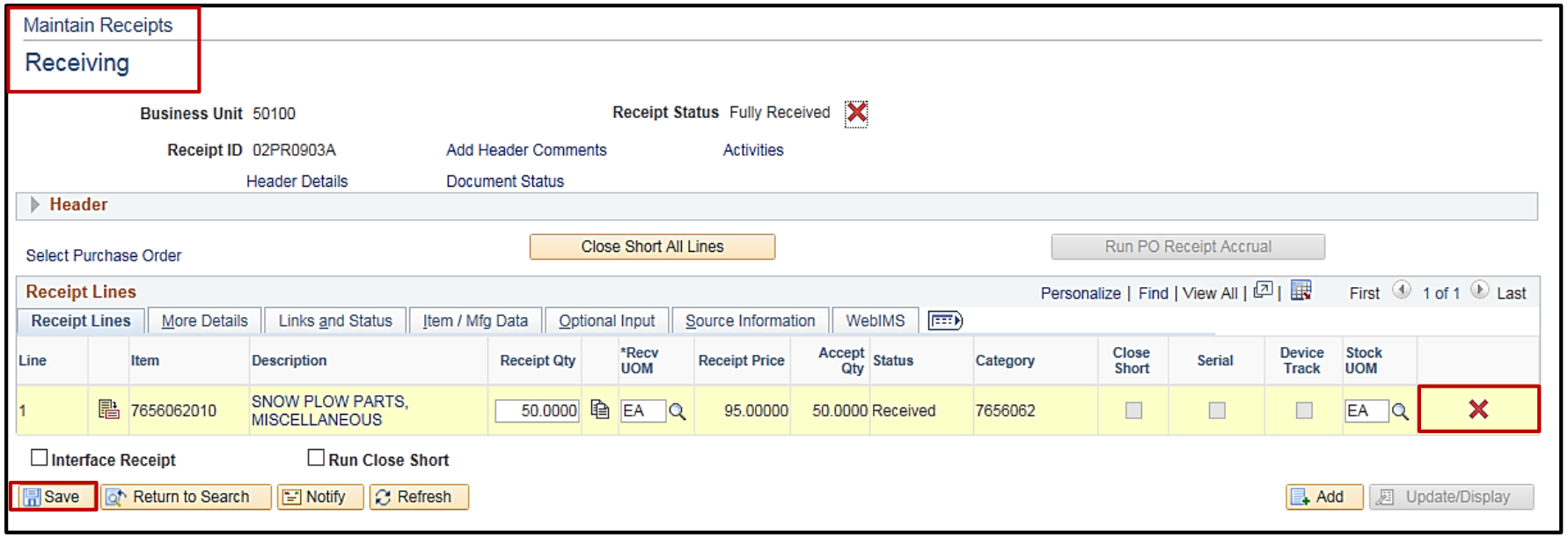


Cancel Restock Receipts

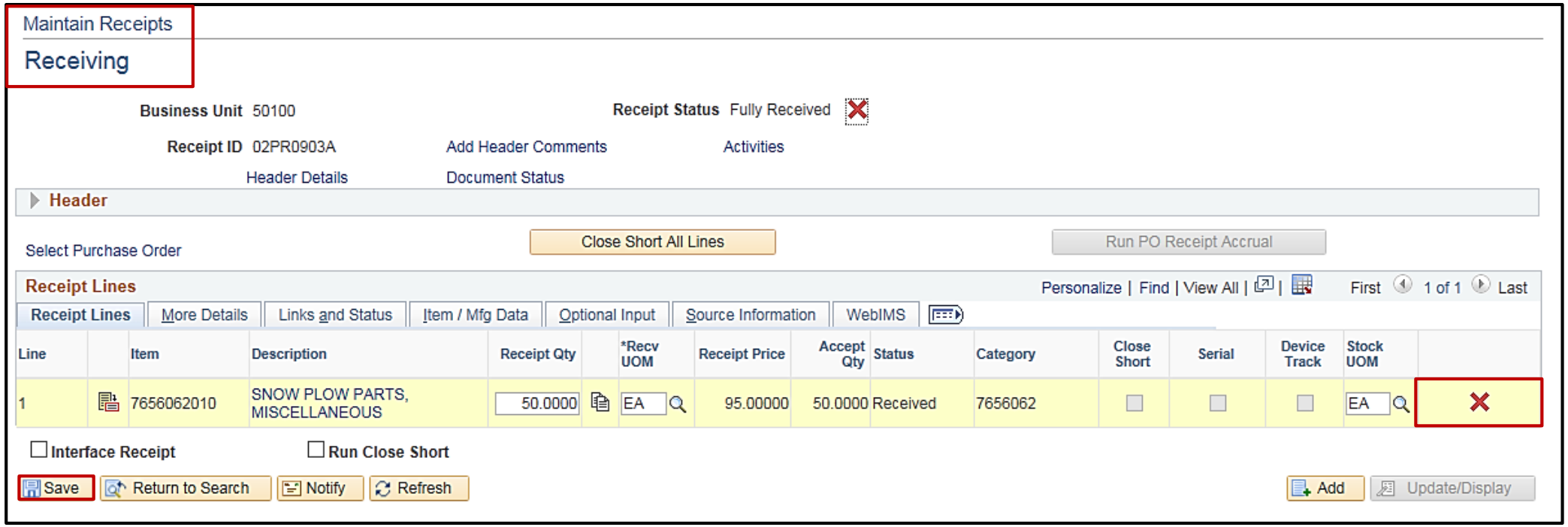
A restock receipt can be cancelled at the line level as long as it has not been vouchered, i.e., sent for payment. Once the goods have been received and a voucher created, the restock line cannot be cancelled. Once cancelled, the information is sent to WebIMS. Do not cancel the entire receipt by clicking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

Cancel a restock receipt:

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



Cancel Restock Receipts (continued)



Lesson 3: Summary

3 Restock

In this lesson, you learned:

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

Lesson 4: Introduction

4 WebIMS Maintenance

This lesson covers the following topics:

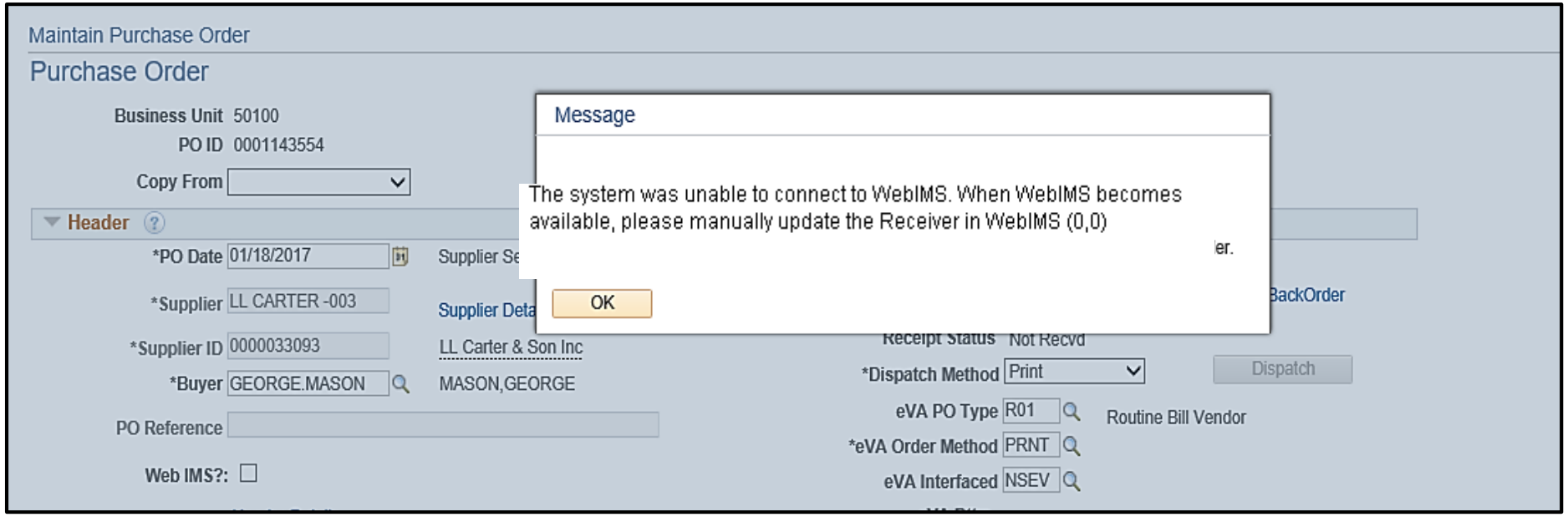
- WebIMS Lockdown and Downtime

WebIMS Lockdown and Downtime

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

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

WebIMS Lockdown and Downtime (continued)



Lesson 4: Inventory Issuances and Restock Hands-On Practice

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

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

If you have any questions, please ask your instructor.

Course Summary

PR347 Inventory Issuance Restock

In this course, you learned:

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

Course Evaluation

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

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

Appendix

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

Key Terms

Buyer: An individual authorized to create a purchase order.

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

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

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

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

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

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

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

Key Terms (continued)

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

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

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

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

Allowed Extensions on Attachments in Cardinal

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

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

Flowchart Key

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.