

Reconciling a WebIMS Purchase Order Overview

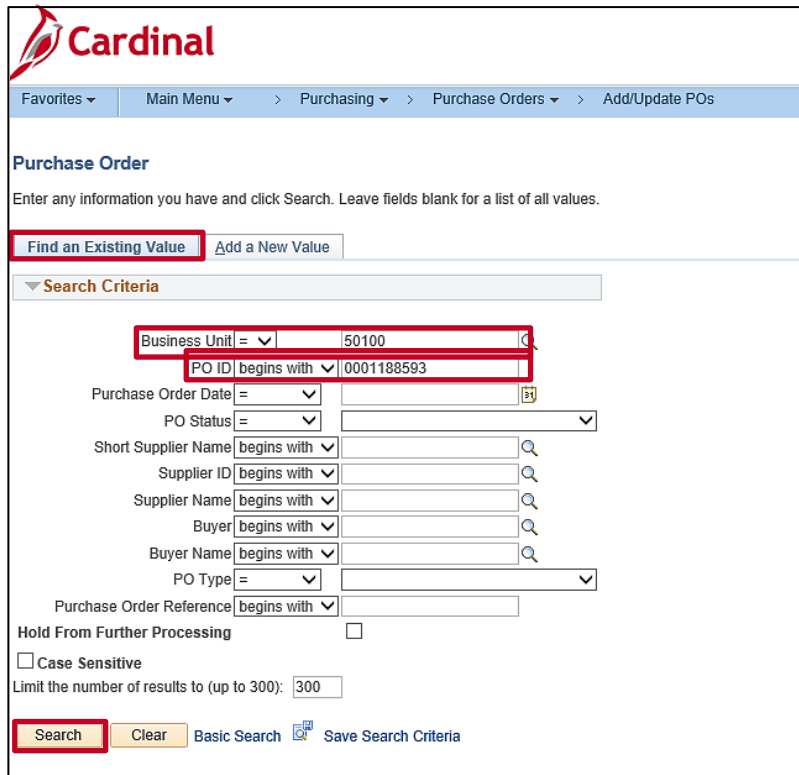
In accordance with state-wide procurement standards, Cardinal Purchase Orders (POs) are sent across to eVA for both supplier record and agency reporting. VDOT business rules established that all POs will go across to eVA once they are **Dispatched** (every 4 hours), except those POs for aggregates, roadsalt and asphalt. Those aggregate type POs will transmit to eVA only when the PO is fully Received.

Therefore, if the WebIMS PO is an aggregate type, ensure that it is fully received in order to reconcile.

For more information on how to create, maintain, modify (change orders), reconcile/close, and review POs please refer to the course entitled **PR344_Processing Purchase Orders (VDOT)**, located on the Cardinal website in **Course Materials** under **Learning**.

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Reconcile a WebIMS Purchase Order

Cardinal

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

Purchase Order

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

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit = ▾ 50100

PO ID begins with ▾ 0001188593

Purchase Order Date = ▾

PO Status = ▾

Short Supplier Name begins with ▾

Supplier ID begins with ▾

Supplier Name begins with ▾

Buyer begins with ▾

Buyer Name begins with ▾

PO Type = ▾

Purchase Order Reference begins with ▾

Hold From Further Processing

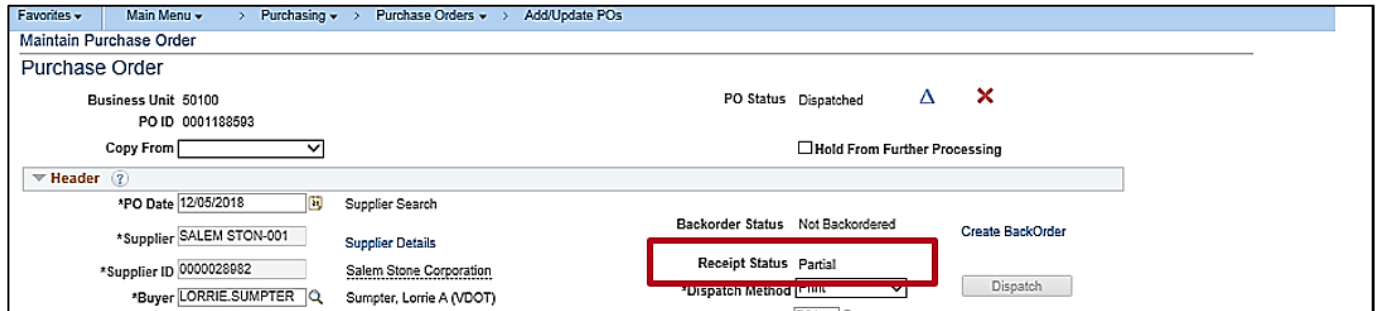
Case Sensitive

Limit the number of results to (up to 300): 300

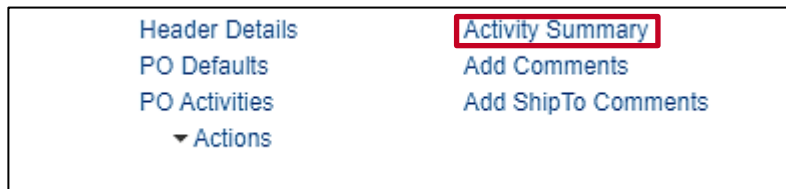
Search Clear Basic Search Save Search Criteria

1. Navigate to the **Purchase Order** page using the following path:
Main Menu > Purchasing > Purchase Orders > Add/Update POs
2. Click the **Finding an Existing Value** tab.
3. In the **Business Unit** field, enter **50100**.
4. In the **PO ID** field, enter the PO ID.
5. Click the **Search** button.

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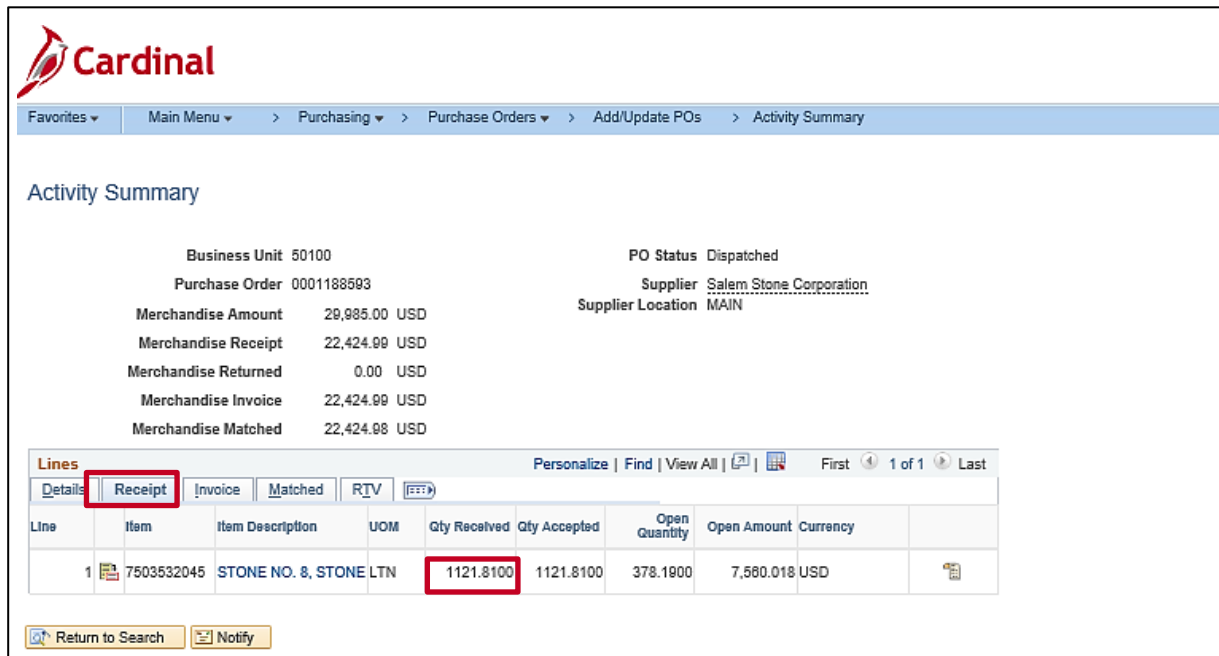
6. The **Maintain Purchase Order – Purchase Order** page displays.



7. Click the **Activity Summary** link.

8. The **Activity Summary** page displays.

NOTE: If the **Receipt Status** displays as **Received**, the reconciliation task is complete, and no additional action is required. Once the reconciliation is complete, the **Receipt Status** will automatically be updated to **Complete** (approximately 60 days).



Cardinal

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs > Activity Summary

Activity Summary

Business Unit 50100 PO Status Dispatched
Purchase Order 0001188593 Supplier Salem Stone Corporation
Supplier Location MAIN

Merchandise Amount 29,985.00 USD
Merchandise Receipt 22,424.99 USD
Merchandise Returned 0.00 USD
Merchandise Invoice 22,424.99 USD
Merchandise Matched 22,424.98 USD

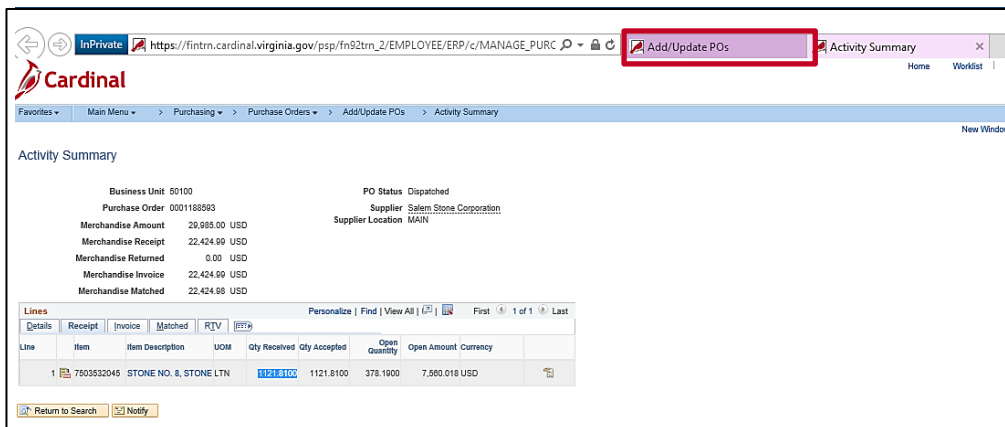
Lines Personalize | Find | View All | First 1 of 1 Last

Details Receipt Invoice Matched RTV

Line	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount	Currency
1	7503532045	STONE NO. 8, STONE LTN		1121.8100	1121.8100	378.1900	7,560.018	USD

Return to Search Notify

9. Click the **Receipt** tab.
10. Copy the **QTY Received** quantity.



Browser window: Add/Update POs

Cardinal

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs > Activity Summary

Activity Summary

Business Unit 50100 PO Status Dispatched
Purchase Order 0001188593 Supplier Salem Stone Corporation
Supplier Location MAIN

Merchandise Amount 29,985.00 USD
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Lines Personalize | Find | View All | First 1 of 1 Last

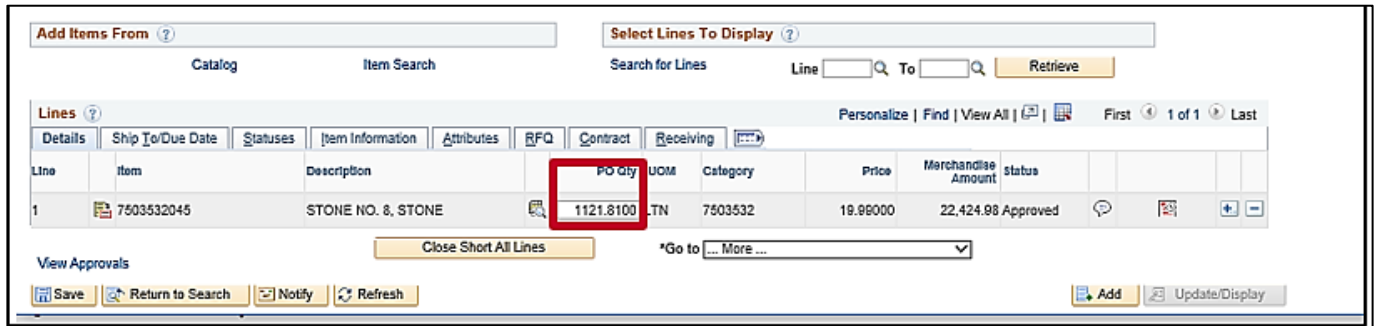
Details Receipt Invoice Matched RTV

Line	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount	Currency
1	7503532045	STONE NO. 8, STONE LTN		1121.8100	1121.8100	378.1900	7,560.018	USD

Return to Search Notify

11. Click the **Add/Update POs** tab.

NOTE: Toggle back to the **Maintain Purchase Order** page by clicking the **Add/Update POs** tab at the top of the browser window.



Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	7503532045	STONE NO. 8, STONE	1121.8100	LTN	7503532	19.99000	22,424.98	Approved

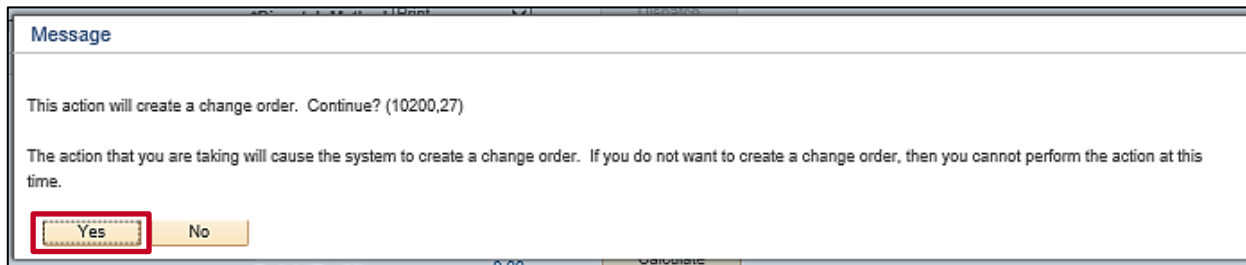
12. The **Maintain Purchase Order** page displays.

13. Paste the amount copied from the **Qty Received** field into the **PO Qty** field.

NOTE: The **Merchandise** amount adjusts to the difference between the **QTY Received** and the **PO Qty**.

14. Tab out or click anywhere on the page.

15. The following message displays.

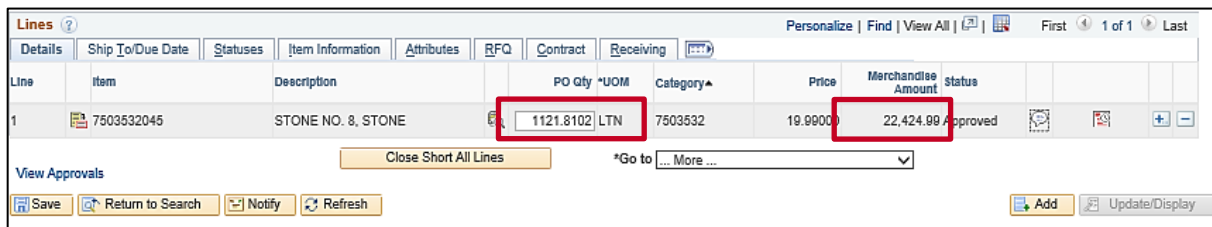


Message

This action will create a change order. Continue? (10200,27)

The action that you are taking will cause the system to create a change order. If you do not want to create a change order, then you cannot perform the action at this time.

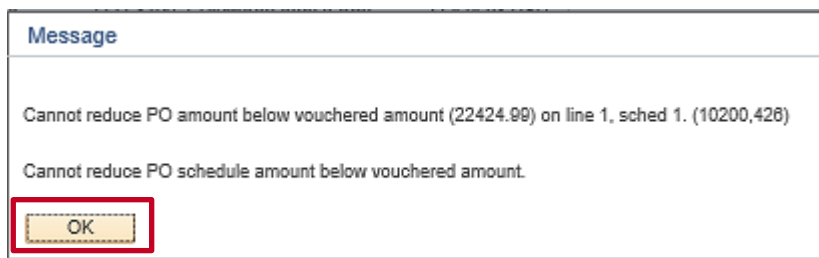
16. Click the **YES** button.



Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	7503532045	STONE NO. 8, STONE	1121.8102	LTN	7503532	19.99000	22,424.98	Approved

17. Enter the needed amount in the **PO Qty** field. (Example .xxx2)

18. Tab or click off the page.



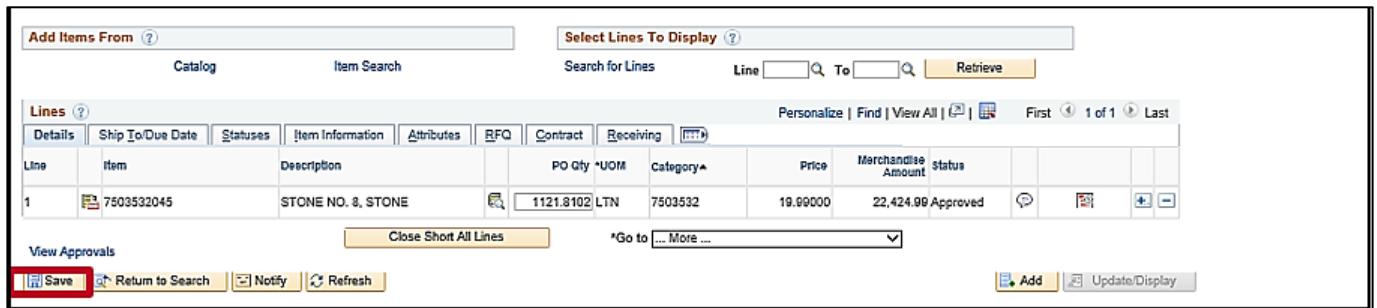
Message

Cannot reduce PO amount below vouchered amount (22424.98) on line 1, sched 1. (10200,426)

Cannot reduce PO schedule amount below vouchered amount.

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19. Click the **OK** button. A message box displays indicating that the PO schedule amount cannot be reduced below the vouchered amount.



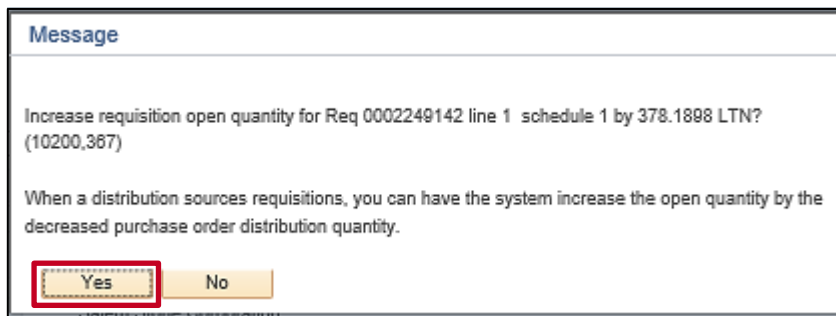
The screenshot shows the 'Lines' section of a purchase order. The table below is a representation of the data shown in the interface:

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	7503532045	STONE NO. 8, STONE	1121.8102	LTN	7503532	19.99000	22,424.99	Approved

At the bottom left of the interface, the **Save** button is highlighted with a red box.

20. Click the **Save** button.

21. The following message displays.



The message dialog box contains the following text:

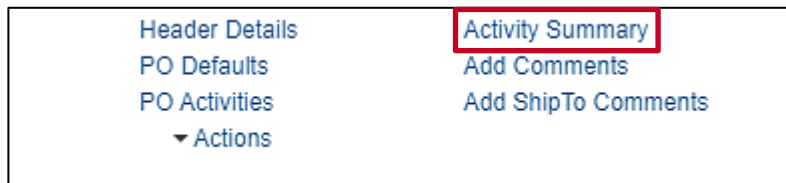
Message

Increase requisition open quantity for Req 0002249142 line 1 schedule 1 by 378.1898 LTN? (10200,387)

When a distribution sources requisitions, you can have the system increase the open quantity by the decreased purchase order distribution quantity.

At the bottom of the dialog, the **Yes** button is highlighted with a red box.

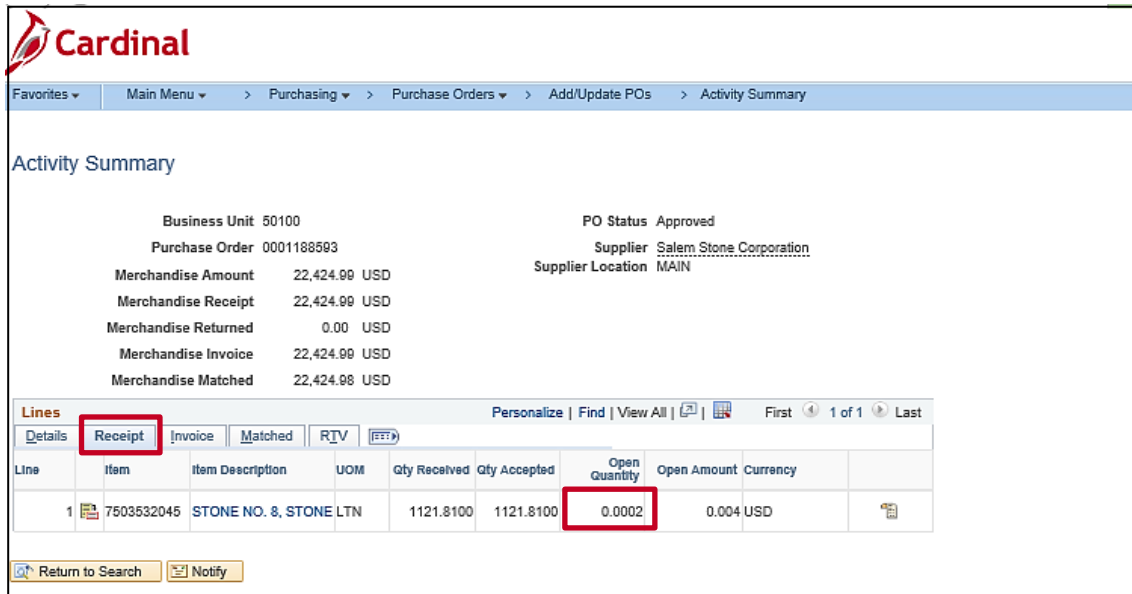
22. Click the **Yes** button.



The screenshot shows a menu with the following items:

- Header Details
- PO Defaults
- PO Activities
- ▼ Actions
- Activity Summary** (highlighted with a red box)
- Add Comments
- Add ShipTo Comments

23. Click the **Activity Summary** link.



Cardinal

Favorites > Main Menu > Purchasing > Purchase Orders > Add/Update POs > Activity Summary

Activity Summary

Business Unit 50100 PO Status Approved
Purchase Order 0001188593 Supplier Salem Stone Corporation
Supplier Location MAIN

Merchandise Amount 22,424.99 USD
Merchandise Receipt 22,424.99 USD
Merchandise Returned 0.00 USD
Merchandise Invoice 22,424.99 USD
Merchandise Matched 22,424.98 USD

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

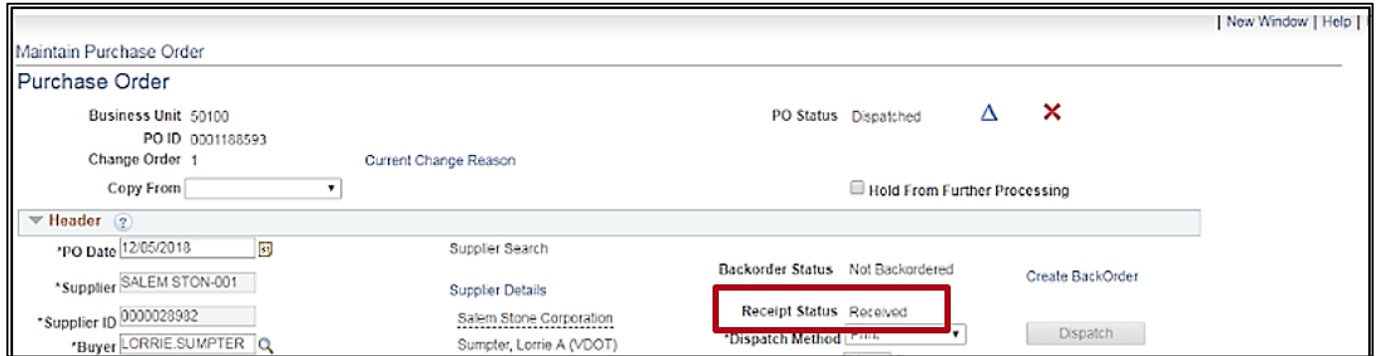
Details **Receipt** Invoice Matched RTV

Line	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount	Currency
1	7503532045	STONE NO. 8, STONE LTN		1121.8100	1121.8100	0.0002	0.004 USD	

Return to Search Notify

24. Click the **Receipt** Tab.

25. The difference in the quantity displays in the **Open Quantity** field.

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Maintain Purchase Order [New Window | Help]

Purchase Order

Business Unit 50100 PO Status Dispatched ▲ ✖
PO ID 0001168593
Change Order 1 Current Change Reason
Copy From Hold From Further Processing

Header ?

*PO Date 12/05/2018 Supplier Search
*Supplier SALEM STON-001 Supplier Details Backorder Status Not Backordered Create BackOrder
*Supplier ID 0000028992 Salem Stone Corporation **Receipt Status Received**
*Buyer LORRIE.SUMPTER Sumpter, Lorrie A (VDOT) *Dispatch Method Prime Dispatch

NOTE: As indicated in IMS procedures, open quantities are not Received in Cardinal. Please submit a help desk ticket to VCCC@vita.virginia.gov and include “Cardinal PR Helpdesk” in the subject line (or it may not get routed to the correct team). Once received the Cardinal PPS Team will update the **Received Status** from Partial to Received to initiate the PO transmittal to eVA.