PR344 Reconciling a WebIMS Purchase Order (VDOT Only)

Reconciling a WebIMS Purchase Order Overview

In accordance with statewide procurement standards, Cardinal Purchase Orders (POs) are sent to eVA for both supplier record and agency reporting. VDOT business rules require that all POs be transmitted to eVA once they are dispatched (every four hours), except those POs for aggregates, road salt, 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.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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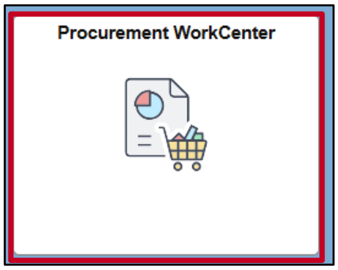
Revision History

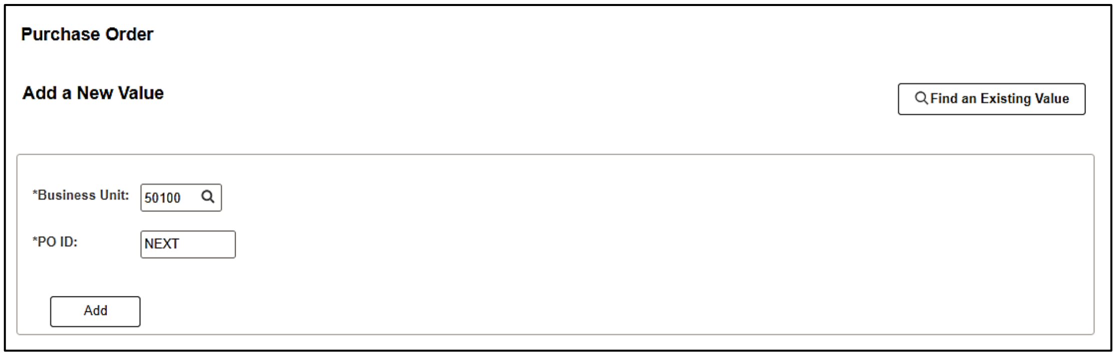
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
9/20/2023	Baseline.

Reconciling a WebIMS Purchase Order

Step	Action
1.	Navigate to the **Add/Update POs** page by clicking the **Procurement WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation in the WorkCenter: **Links > Purchase Order > Add/Update POs** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **Add/Update POs** page using the following navigation path: **NavBar > Menu > Purchasing > Purchase Orders > Add/Update POs**

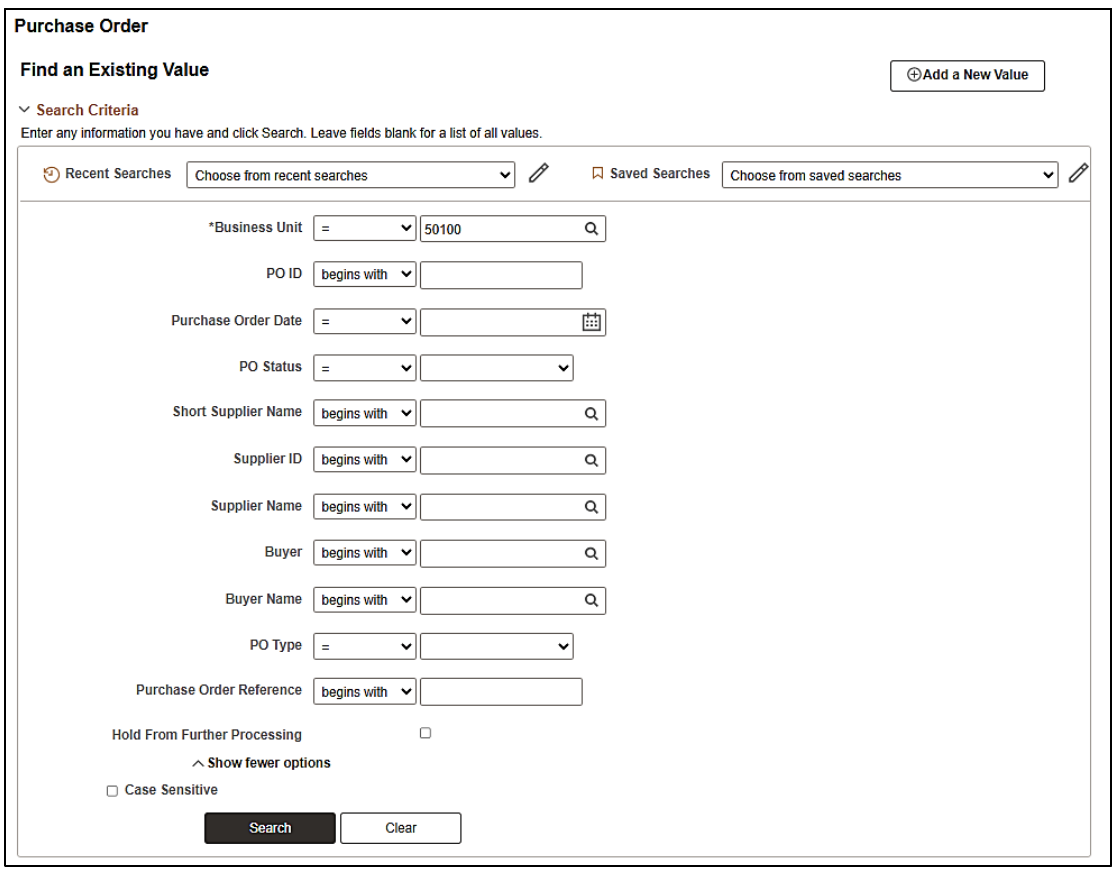
Step	Action

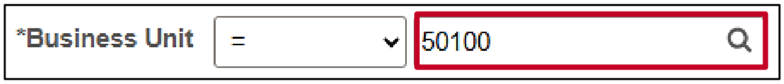
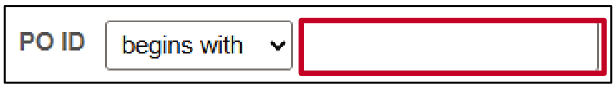
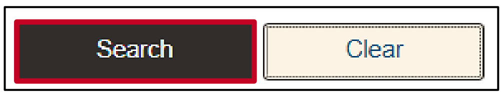
The **Purchase Order Add a New Value** page displays.



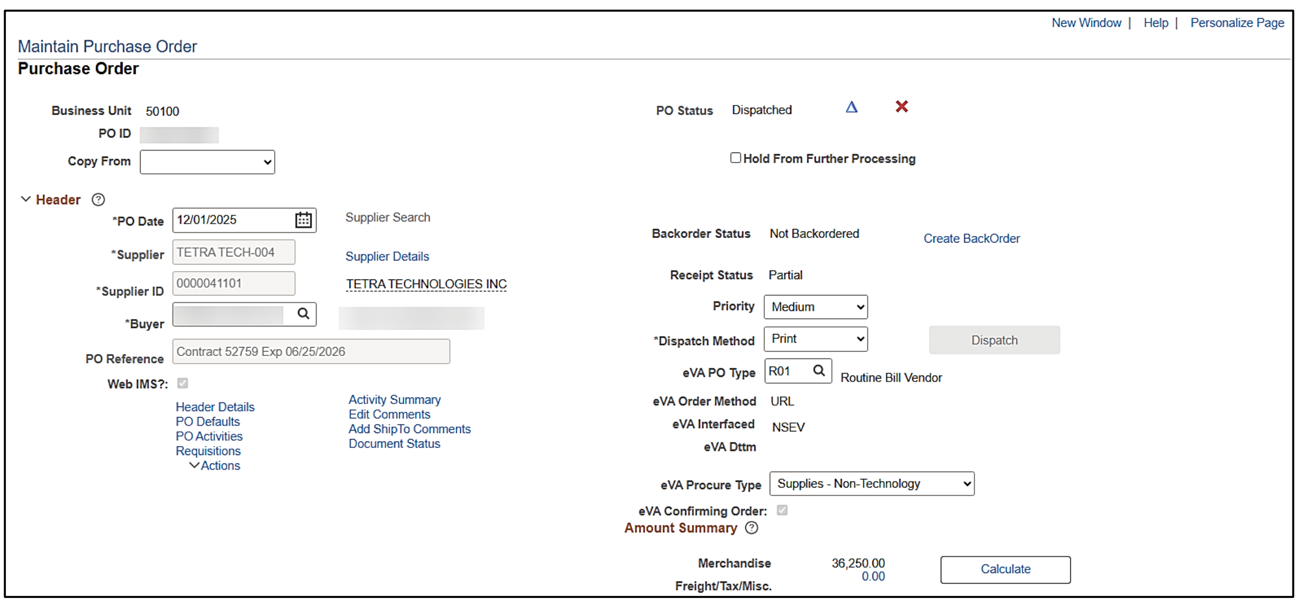
Step	Action
3.	Click the **Find an Existing Value** button.

The **Purchase Order Find an Existing Value Search** page displays.



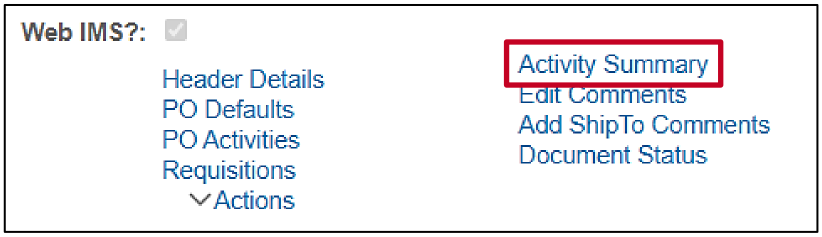
Step	Action
4.	Enter “50100” in the **Business Unit** field. 
5.	Enter the Purchase Order ID to be reconciled in the **PO ID** field. 
6.	Click the **Search** button. 

The **Maintain Purchase Order** page displays.

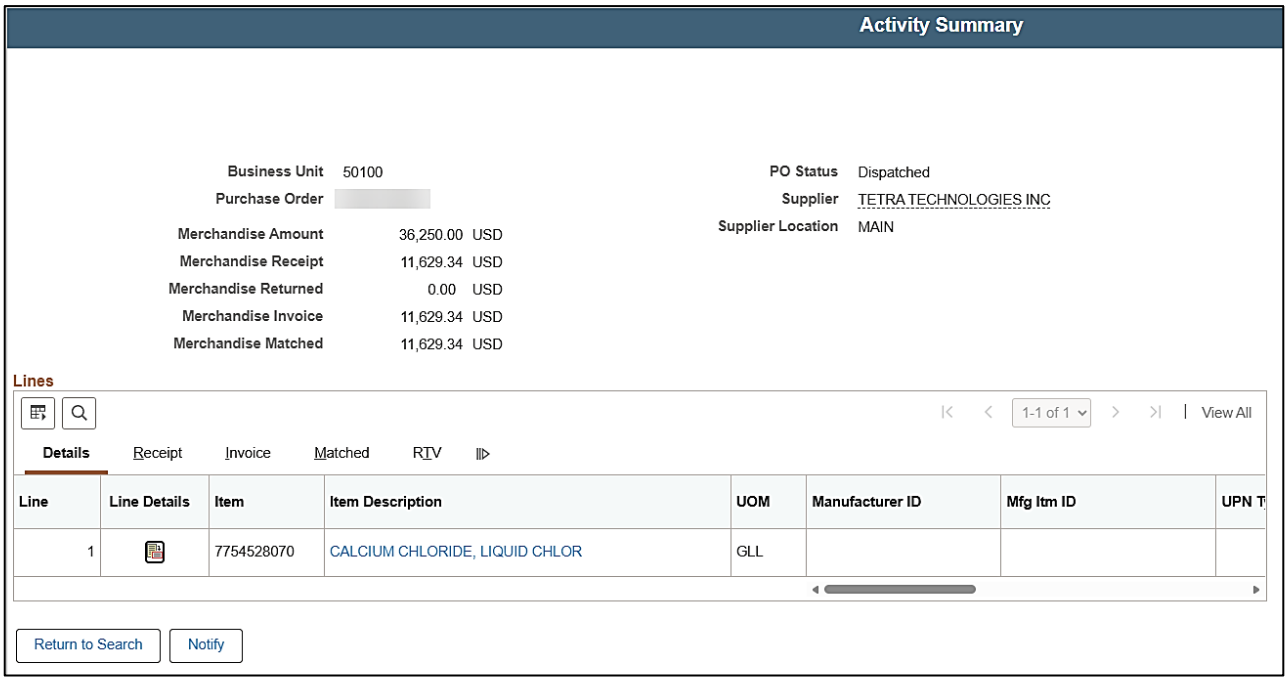


	If the **Receipt Status** field displays as “Received”, the reconciliation task is complete, and no additional action is required. Once the reconciliation is complete, the **PO Status** will automatically be updated to “Complete” (approximately 60 days).

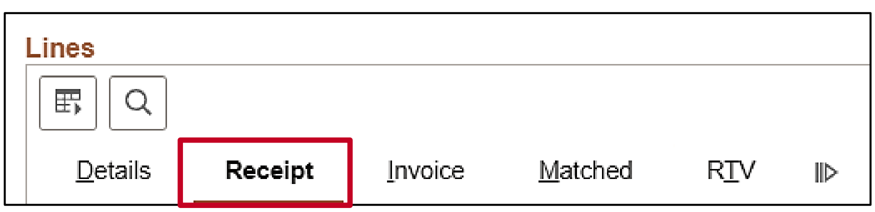
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>Click the Activity Summary link.



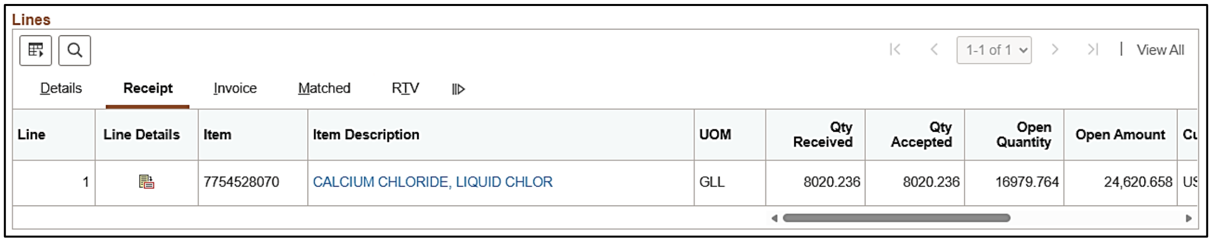
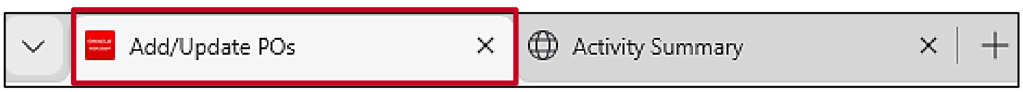
</td></tr>
<tr><td colspan="2">The Activity Summary page displays in a new browser tab.

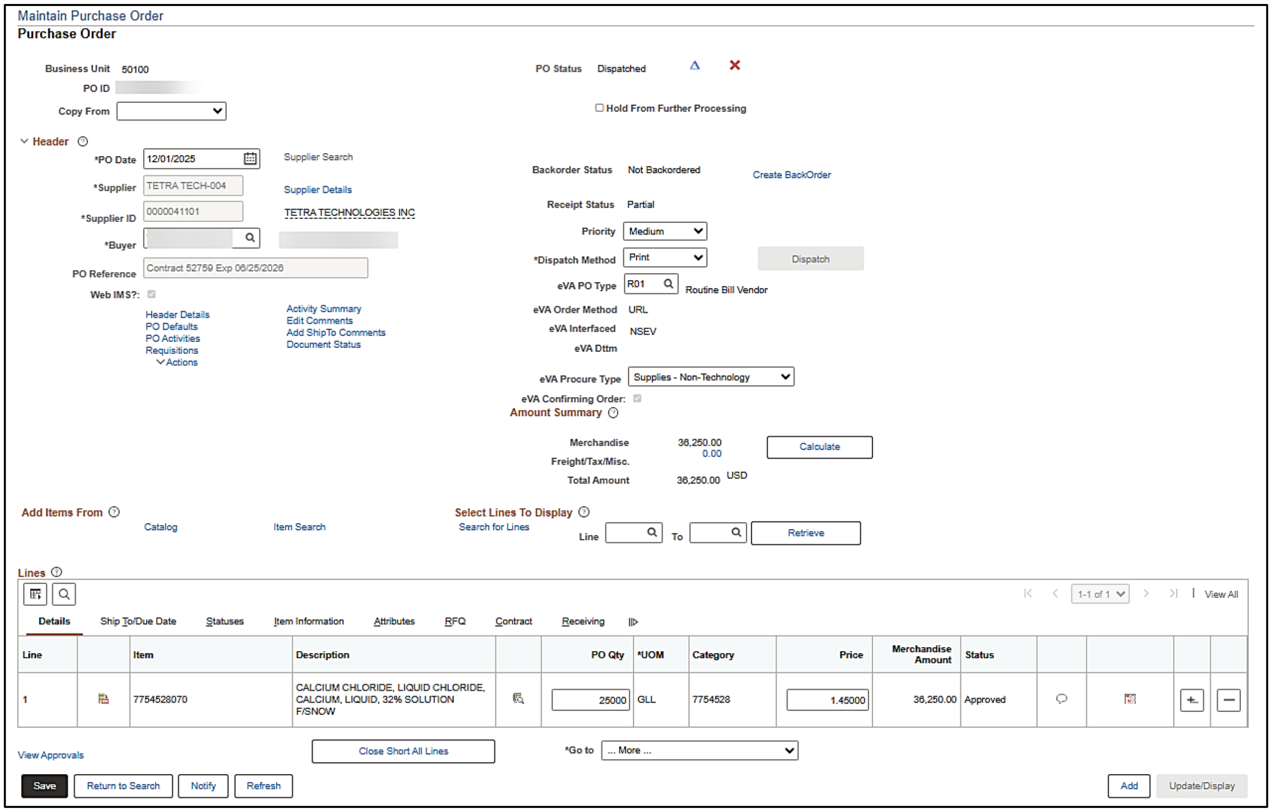
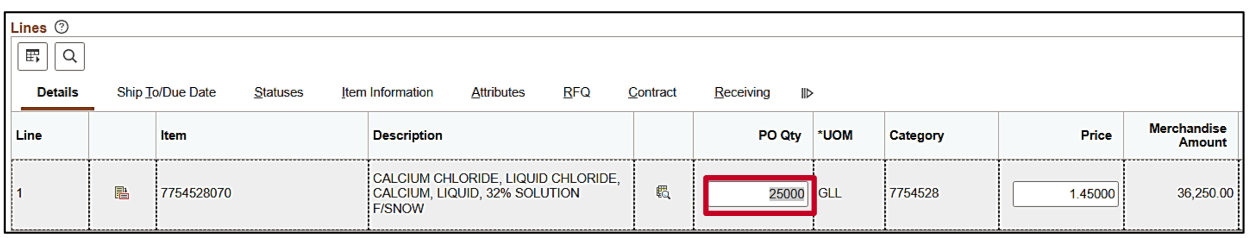
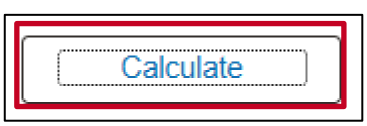


</td></tr>
<tr><td>8.</td><td>Click the Receipt tab in the Lines section.



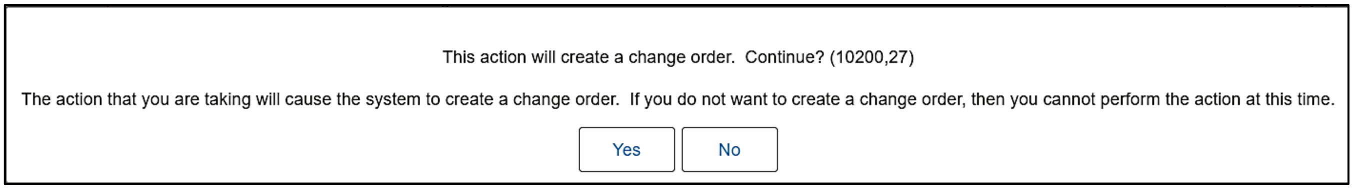
</td></tr>
</table>

Step	Action
	The **Receipt** tab displays. 
9.	Copy the quantity from the **Qty Received** field. 
10.	Click the **Add/Update POs** tab at the top of the browser window. 

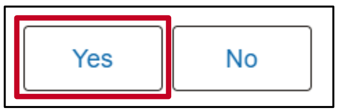
Step	Action
	The **Maintain Purchase Order** page displays. 
11.	Paste the amount copied from the **Qty Received** field into the **PO Qty** field for the applicable line in the **Lines** section. 
12.	Click the **Calculate** button. 

Step	Action

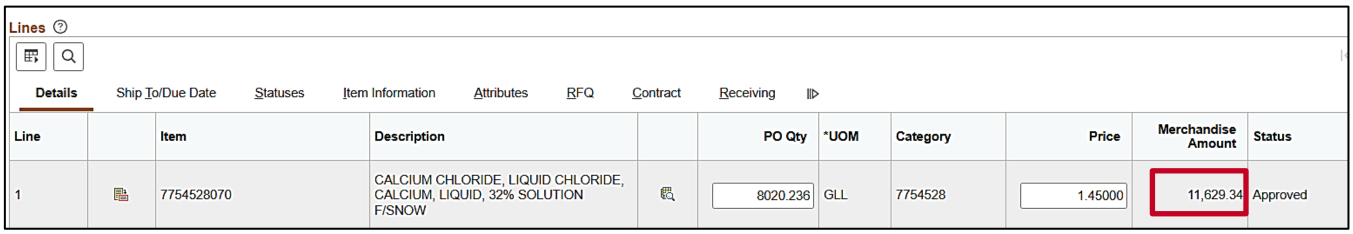
A message displays stating that the current action will create a Change Order.



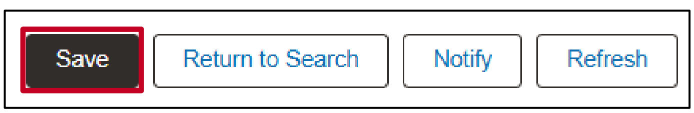
Step	Action
13.	Click the **Yes** button.



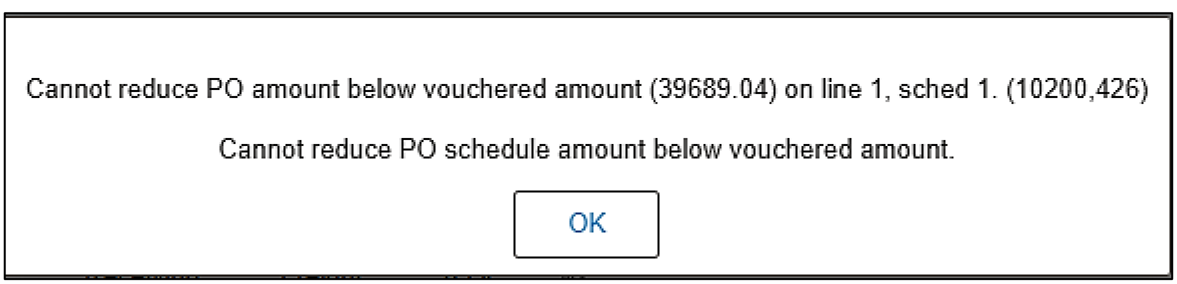
The **Merchandise Amount** field is updated.

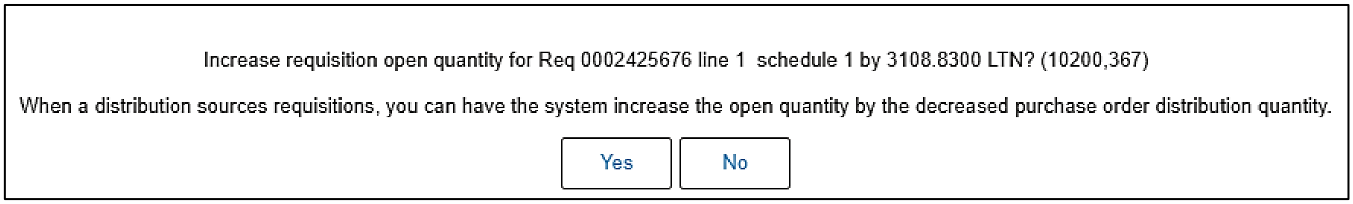
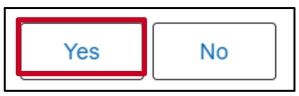
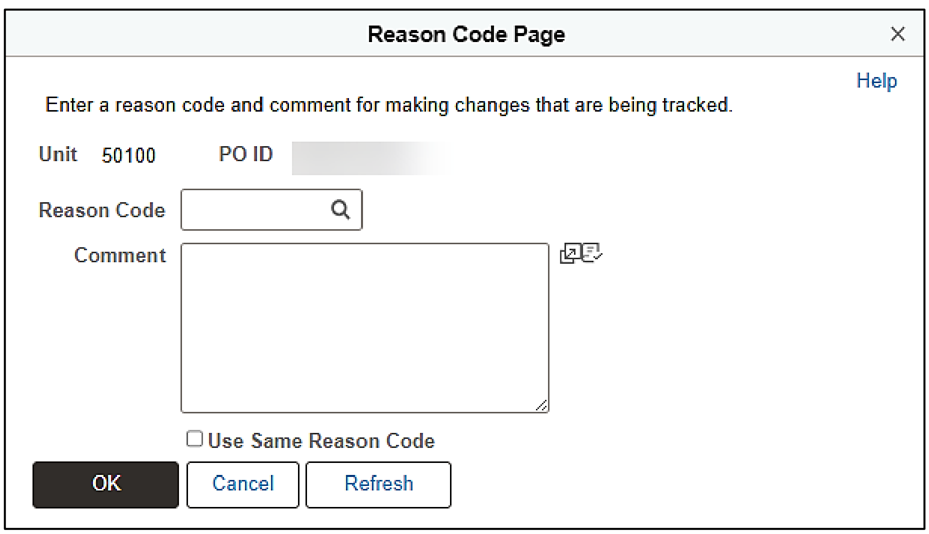
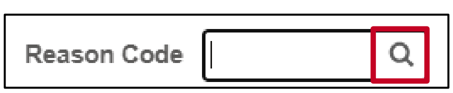


Step	Action
14.	Click the **Save** button.

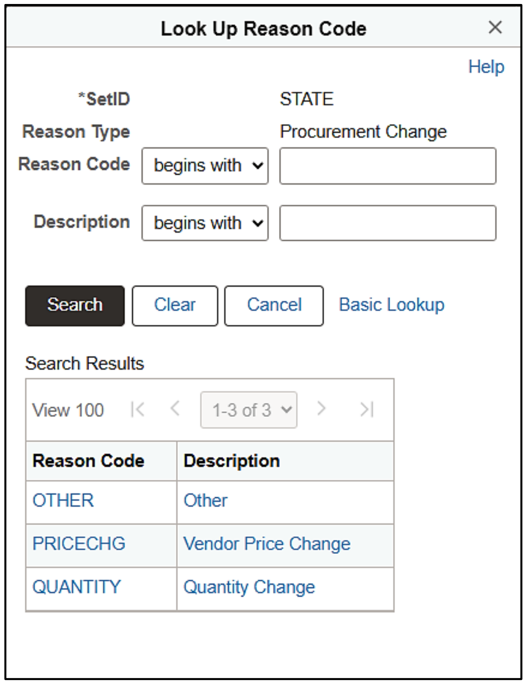


If an error message displays explaining that the PO amount cannot be reduced below the vouchered amount, proceed to the Adjusting the PO Quantity section in this job aid and complete the reconciliation from there.



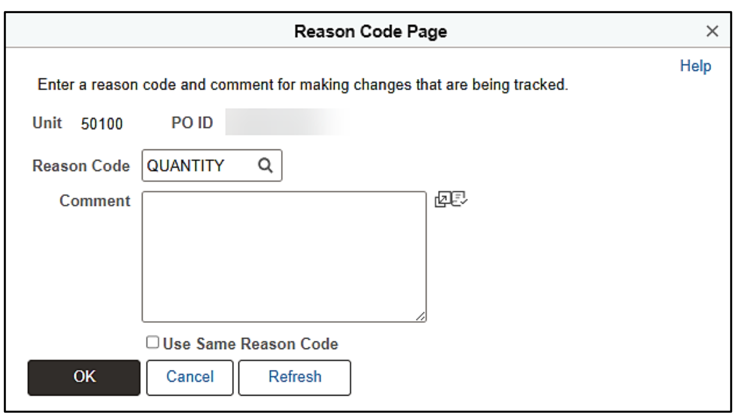
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">A message displays in a pop-up window asking if the Requisition’s open quantity should be increased.

</td></tr>
<tr><td>15.</td><td>Click the Yes button.

</td></tr>
<tr><td colspan="2">The Reason Code Page displays in a pop-up window.

</td></tr>
<tr><td>16.</td><td>Click the Reason Code Look up icon.

</td></tr>
</table>

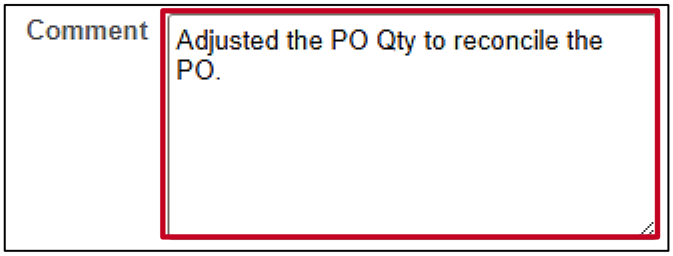
Step	Action
	The **Look Up Reason Code** page displays in a pop-up window.



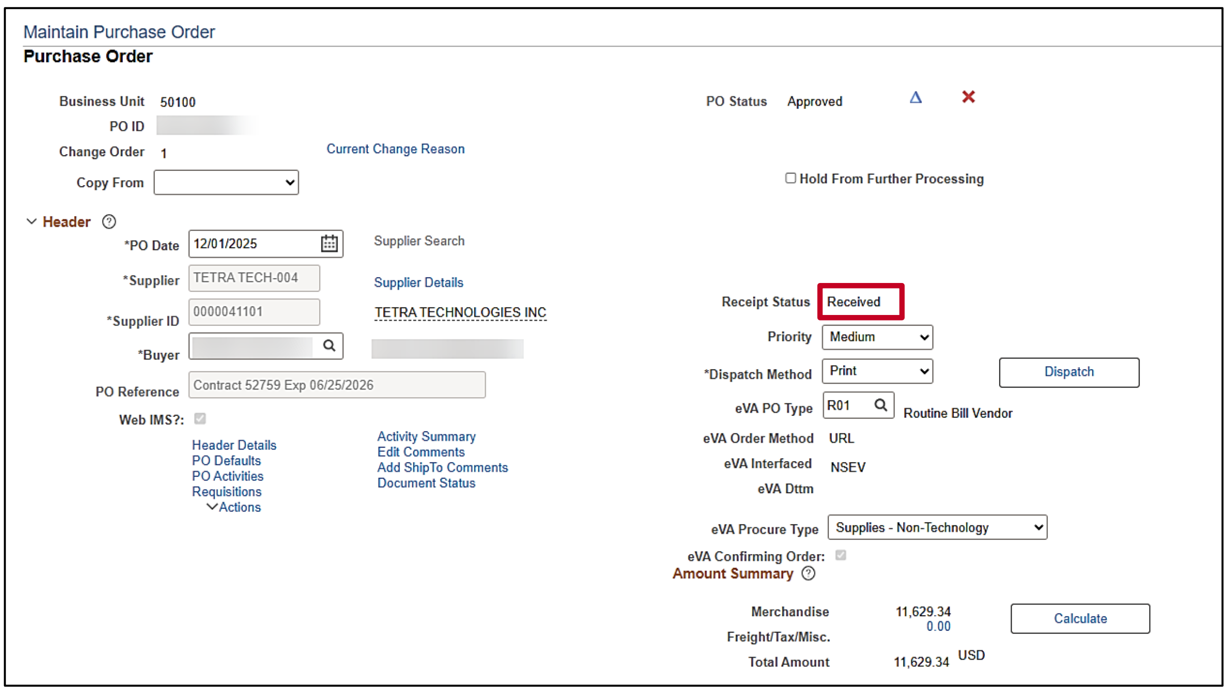
Step	Action
17.	Click the **Quantity Change** option.

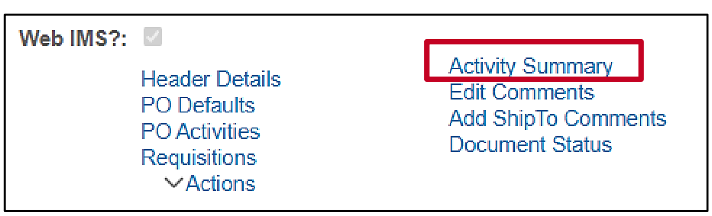
The **Reason Code Page** redisplays.



Step	Action
18.	Enter a comment in the **Comment** field. 
19.	Click the **OK** button. 

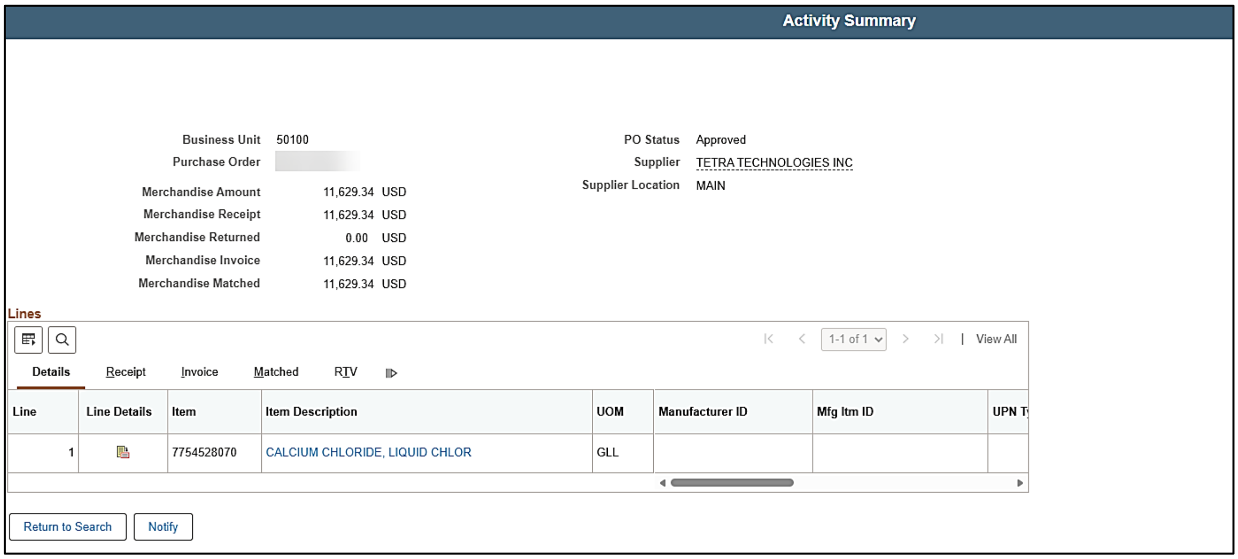
The **Maintain Purchase Order** page displays with a **Receipt Status** of “Received”.



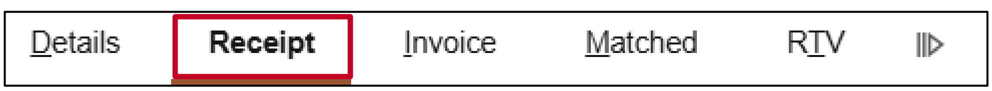
Step	Action
20.	Click the **Activity Summary** link. 

Step	Action
(i)	It’s a good idea to first close the **Activity Summary** browser tab opened previously.

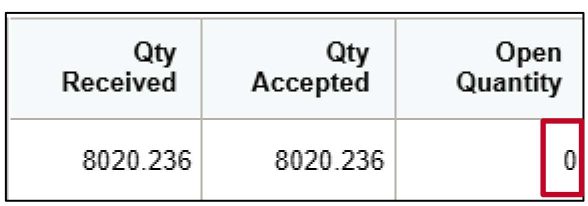
The **Activity Summary** page displays in a new browser tab.



Step	Action
21.	Click the **Receipt** Tab.



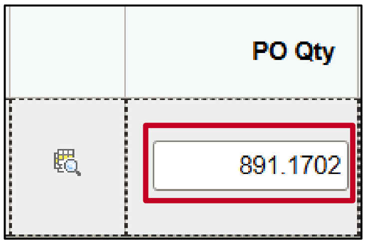
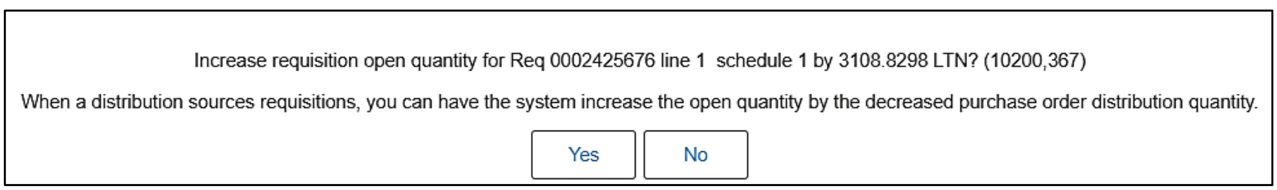
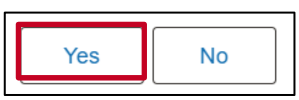
The **Open Quantity** field is now set to zero.



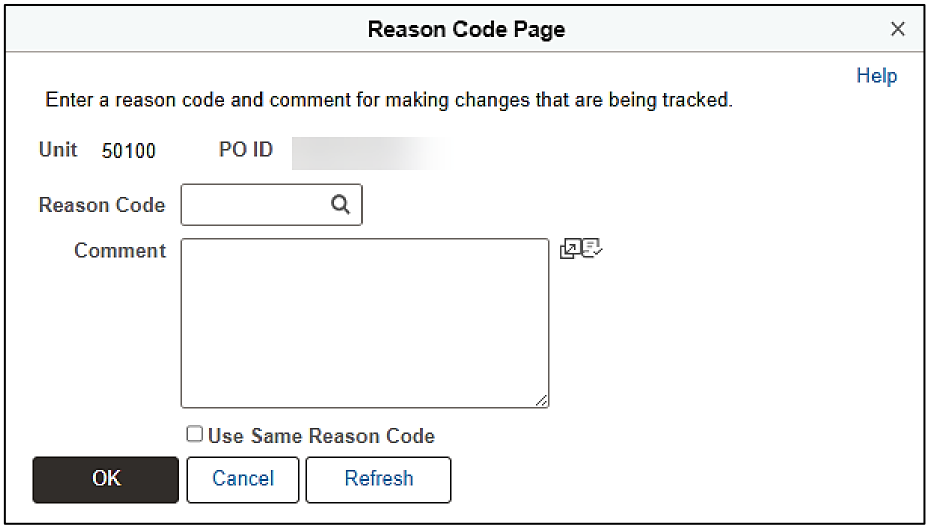
Adjusting the PO Quantity

If the user receives an error message saying the PO amount cannot be reduced below the vouchered amount, the user should increase the PO Qty by the smallest amount possible. For example, by 0.0002.

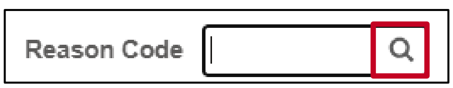
Note that the example below is different than the one in the previous section.

Step	Action
1.	Enter the adjusted amount in the **PO Qty** field. (In this example, .0002 was added to 891.17) 
2.	Click the **Save** button. 
A message displays in a pop-up window, asking if the Requisition's open quantity should be increased.  	
3.	Click the **Yes** button. 

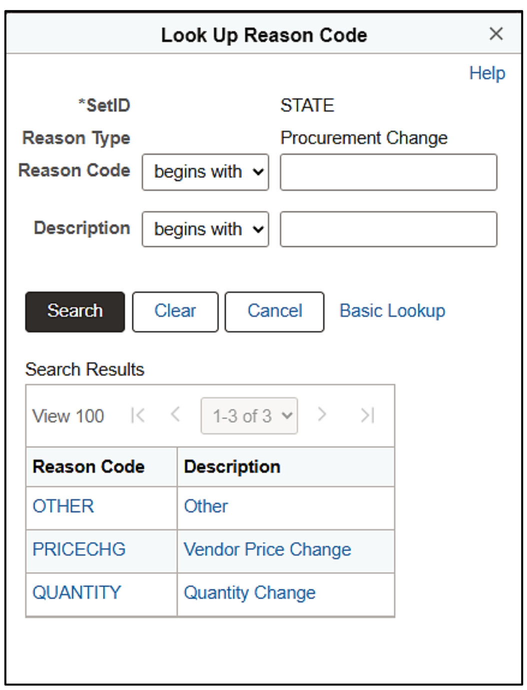
Step	Action
	The **Reason Code Page** displays in a pop-up window.

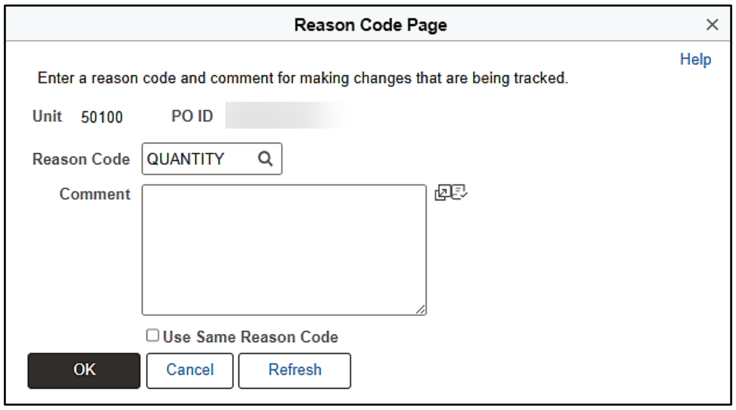
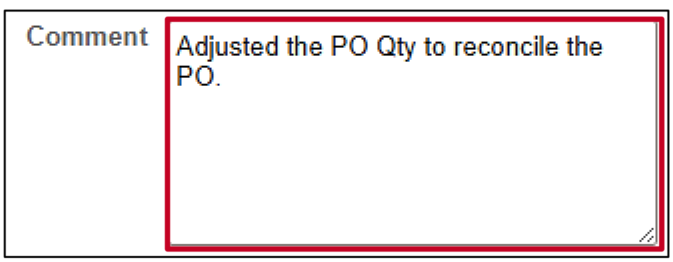
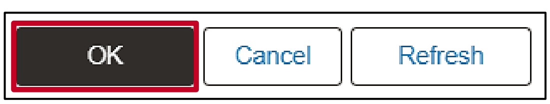


Step	Action
4.	Click the **Reason Code Look up** icon.

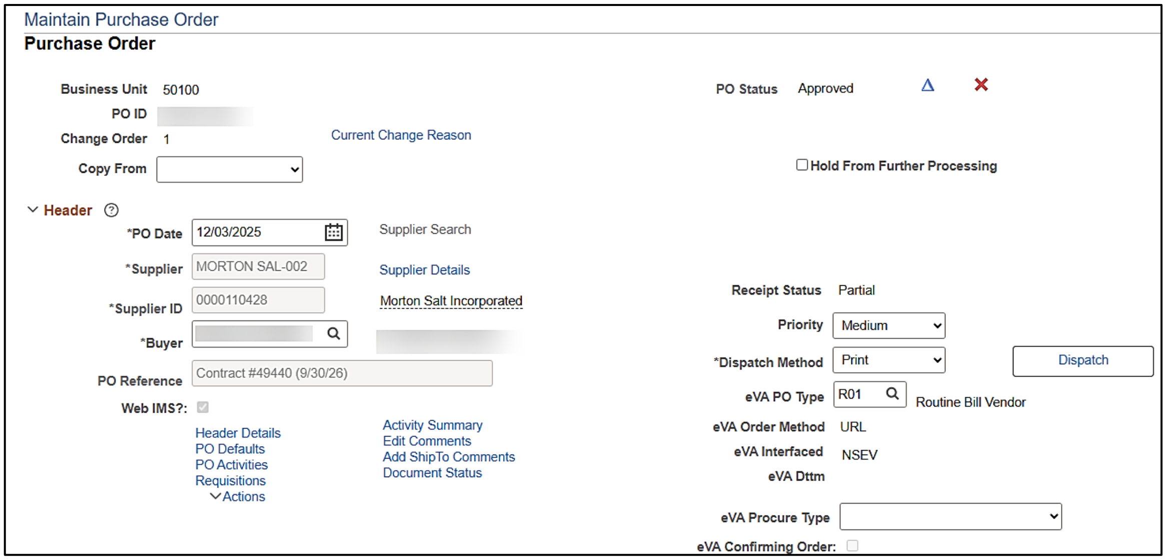


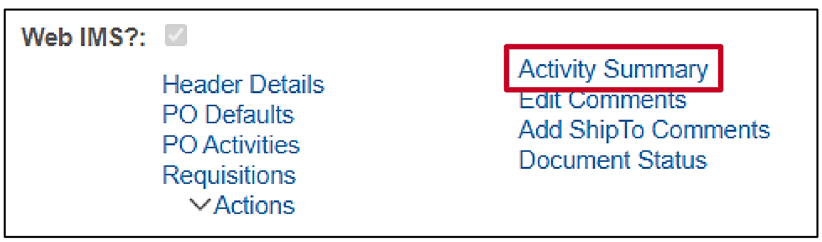
Step	Action
	The **Look Up Reason Code** page displays in a pop-up window.



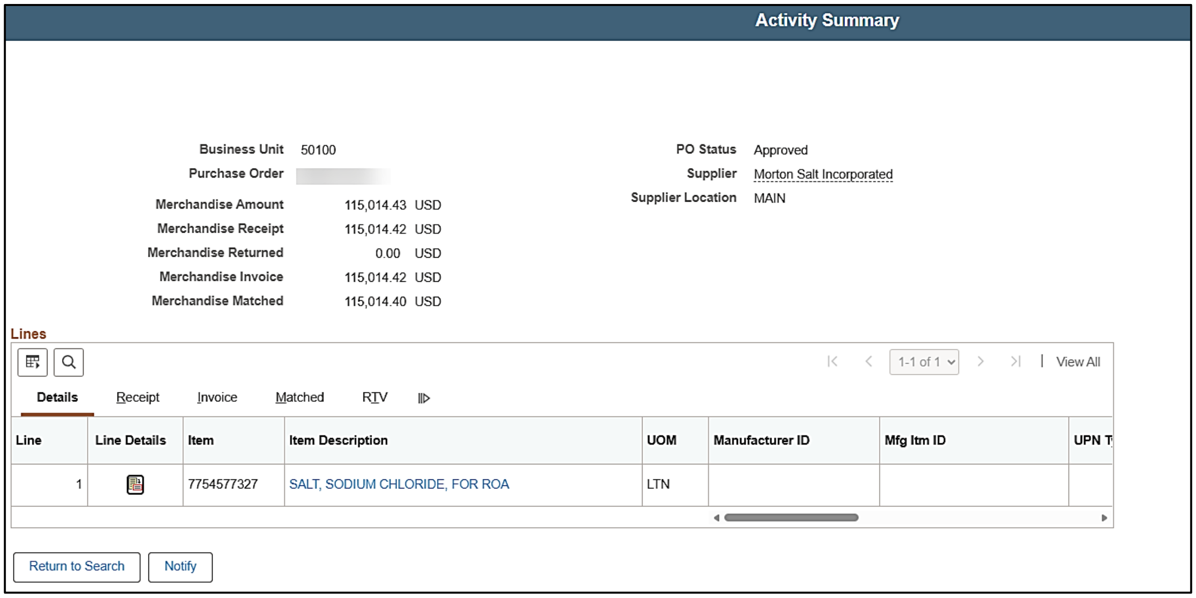
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Click the Quantity Change option.
</td></tr>
<tr><td colspan="2">The Reason Code Page redisplays.
</td></tr>
<tr><td>6.</td><td>Enter a comment in the Comment field.
</td></tr>
<tr><td>7.</td><td>Click the OK button.
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The **Maintain Purchase Order** page displays.


</td></tr>
<tr><td>8.</td><td>Click the **Activity Summary** link.

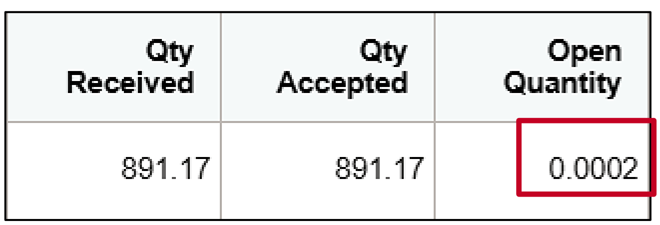

</td></tr>
</table>

Step	Action
	The **Activity Summary** page displays in a new browser tab.



Step	Action
9.	Click the **Receipt** Tab.

Step	Action
	The difference in the quantity displays in the **Open Quantity** field.



Step	Action
	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.