



Managing Receiving Overview

The Receiving process involves recording the items/services received, inspecting them, and ensuring that they match what was originally ordered. Creating a Receipt in Cardinal involves first selecting lines from a Purchase Order (PO). Receipt options include one receipt that includes delivery of all PO items, or multiple receipts that each include a partial delivery of items on a PO.

Receipts can be edited until they are vouchered, at which time they are matched and closed.

Receipt information can be reviewed.

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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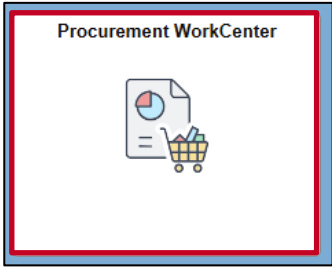
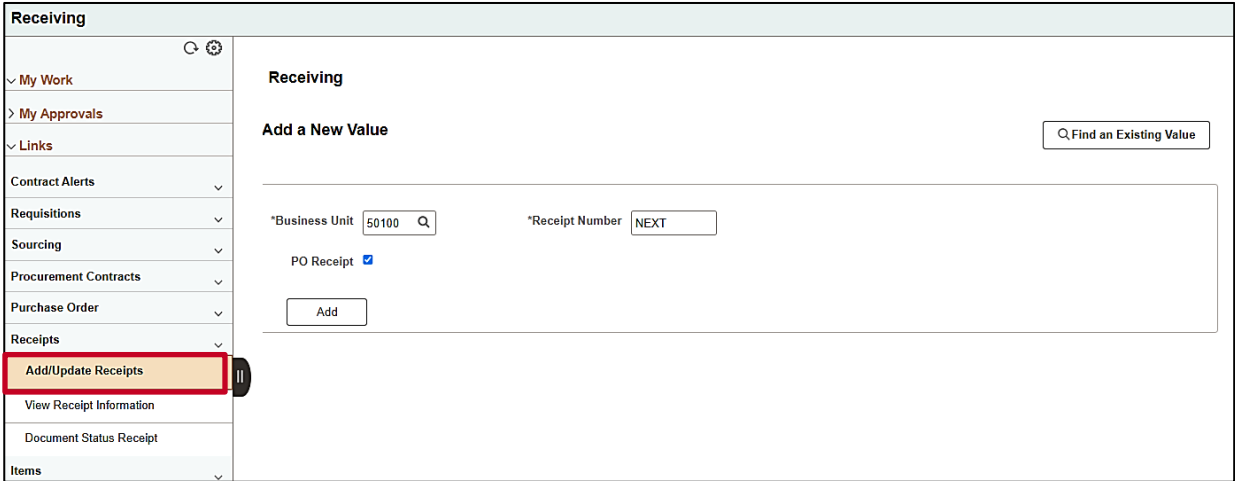


Revision History

Revision Date	Summary of Changes
9/1/2026	Baseline.

Creating Receipts

Creating a receipt involves first selecting lines from a Purchase Order, and then ensuring the items/services ordered correspond to the items/services received.

Step	Action
1.	Navigate to the Add/Update Receipts 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 > Receipts > Add/Update Receipts Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Add/Update Receipts page using the following navigation path: NavBar > Menu > Purchasing > Receipts > Add/Update Receipts



Procurement Job Aid

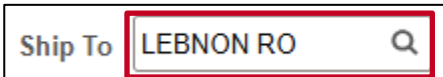
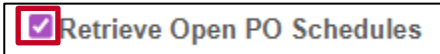
PR346 Managing Receiving (VDOT Only)

Step	Action
	The Receiving Add a New Value page displays. Receiving Add a New Value Q Find an Existing Value *Business Unit 50100 Q *Receipt Number NEXT PO Receipt ☒ Add
3.	When adding a new value, the Receipt Number is set to “NEXT” and will automatically be assigned. Do not enter a Receipt Number. *Receipt Number NEXT
4.	Leave the PO Receipt checkbox selected. PO Receipt ☒
5.	Click the Add button. Add
	The Select Purchase Order page displays. Use the Select Purchase Order page to search for PO schedules against which to create or update receipts. Select Purchase Order Search Criteria PO Unit 50100 Q ID Q Line Schedule Release Item ID Q Ship To LEBNON RO Q Ship Via Q ☒ Retrieve Open PO Schedules Search OK Cancel Refresh Days +/- Today 100 Start Date 02/19/2026 Calendar End Date 09/07/2026 Calendar Supplier Name Q Supplier Lookup Supplier Item ID Q Manufacturer ID Q Manufacturer's Item ID Q UPN ID Q Receipt Qty Options ☐ No Order Qty ☐ Ordered Qty ☒ PO Remaining Qty



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Step	Action
6.	Enter the applicable Purchase Order ID in the ID field or select one by clicking the Look up ID icon. 
	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 field calculates the Start Date and End Date .
7.	Change or delete the default selection in the Ship To field as appropriate. 
	The Retrieve Open PO Schedules checkbox defaults to checked, so Purchase Orders that have not been fully received will be returned in the search. 
8.	Click the Search button. 

The **Selected Rows** tab in the **Retrieved Rows** section displays a list of Purchase Order lines.

Retrieved Rows

1-5 of 8

<>|View All

Selected Rows

Shipping Related

More Details

Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	Item	Description
☐	50100	0001313935	1	1	1	12/19/2025	5.0000			Supervisor
☐	50100	0001313935	2	1	2	12/19/2025	45.0000			Foreman w/Pickup
☐	50100	0001313935	3	1	3	12/19/2025	90.0000			Skilled Laborers
☐	50100	0001313935	4	1	4	12/19/2025	90.0000			Unskilled Laborers
☐	50100	0001313935	5	1	5	12/19/2025	5.0000			Tractor w/Lowboy

☒

Select All

☐

Clear All

	Click the Shipping Related tab to view the Ship To location, PO Date, and Orig Prom (originally promised) date. Click the More Details tab to view additional fields such as manufacturer details, PO Amount, and Receiving Tolerance.
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Procurement Job Aid

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Step	Action																											
9.	Select the line items to receive. Retrieved Rows <u>Selected Rows</u> Shipping Related More Details <table border="1"><thead><tr><th>Sel</th><th>PO Unit</th><th>PO ID</th><th>Line</th><th>Sched</th><th>Release</th><th>Due Date</th><th>PO Qty</th><th>Prior Receipt</th></tr></thead><tbody><tr><td>☒</td><td>50100</td><td>0001313935</td><td>1</td><td>1</td><td>1</td><td>12/19/2025</td><td>5.0000</td><td></td></tr><tr><td>☐</td><td>50100</td><td>0001313935</td><td>2</td><td>1</td><td>2</td><td>12/19/2025</td><td>45.0000</td><td></td></tr></tbody></table>	Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt	☒	50100	0001313935	1	1	1	12/19/2025	5.0000		☐	50100	0001313935	2	1	2	12/19/2025	45.0000	
Sel	PO Unit	PO ID	Line	Sched	Release	Due Date	PO Qty	Prior Receipt																				
☒	50100	0001313935	1	1	1	12/19/2025	5.0000																					
☐	50100	0001313935	2	1	2	12/19/2025	45.0000																					
10.	Click the OK button. OK Cancel Refresh																											
The Maintain Receipts - Receiving page displays for the selected line(s). Maintain Receipts Receiving Business Unit 50100 Receipt Status Open Receipt ID NEXT Edit Header Comments/Attachments Activities > Header Select Purchase Order Close Short All Lines Run PO Receipt Accrual Receipt Lines 1-1 of 1 View All Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information WebIMS <table border="1"><thead><tr><th>Line</th><th>Item</th><th>Description</th><th>Receipt Qty</th><th>*Recv UOM</th><th>Receipt Price</th><th>Accept Qty</th><th>Status</th><th>Close Short</th><th>Serial</th><th>Device Track</th><th>Stock UOM</th><th>Device Track</th></tr></thead><tbody><tr><td>1</td><td></td><td>Supervisor</td><td>5</td><td>HUR </td><td>70.00</td><td>5</td><td>Open</td><td>☐</td><td>☐</td><td>☐</td><td>HUR </td><td>Device Track </td></tr></tbody></table> ☐ Interface Receipt ☐ Run Close Short Save Notify Refresh Add Update/Display		Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track	1		Supervisor	5	HUR	70.00	5	Open	☐	☐	☐	HUR	Device Track	
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track																
1		Supervisor	5	HUR	70.00	5	Open	☐	☐	☐	HUR	Device Track																
11.	Click the Expand section Header icon. Header																											
The Header section displays the Supplier ID, Supplier Location, and Ship To Location. ▼ Header Supplier ID 0000026321 *Ship To Location LEBNON RO Supplier Location MAIN ☒ PO Receipt																												

Step	Action																				
	Note that the initial Receipt Status is “Open”. When the Receipt is saved the Receipt Status changes to “Fully Received”. Receipt Status Open × Edit Header Comments/Attachments Activities																				
	The Red X next to the Receipt Status cancels the entire Receipt. A Receipt cannot be cancelled once it has been associated with a Voucher. The Close Short All Lines button and Run Close Short checkbox should never be used.																				
12.	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 amounts to the reflect those actually received; the accepted quantity updates automatically. Receipt Lines Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information WebIMS ⌵ <table><thead><tr><th>Line</th><th></th><th>Item</th><th>Description</th><th>Receipt Qty</th><th></th><th>*Recv UOM</th><th>Receipt Price</th><th>Accept Qty</th><th>Status</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td>Supervisor</td><td>5</td><td></td><td>HUR</td><td>70.00</td><td>5</td><td>Open</td></tr></tbody></table>	Line		Item	Description	Receipt Qty		*Recv UOM	Receipt Price	Accept Qty	Status	1			Supervisor	5		HUR	70.00	5	Open
Line		Item	Description	Receipt Qty		*Recv UOM	Receipt Price	Accept Qty	Status												
1			Supervisor	5		HUR	70.00	5	Open												
13.	Click the Save button. Save Notify Refresh																				
A Receipt ID and updated Receipt Status display. Business Unit 50100 Receipt ID 0002649097 Header Details Edit Header Comments/Attachments Document Status Receipt Status Fully Received × Activities																					

Step

Action

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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.

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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)

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information	WebIMS	▶▶				
Line		Item	Description	Inspect	Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity
1			Supervisor	☐			Q	Q			5

14.

Click the **Links and Status** tab.

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information	WebIMS	▶▶
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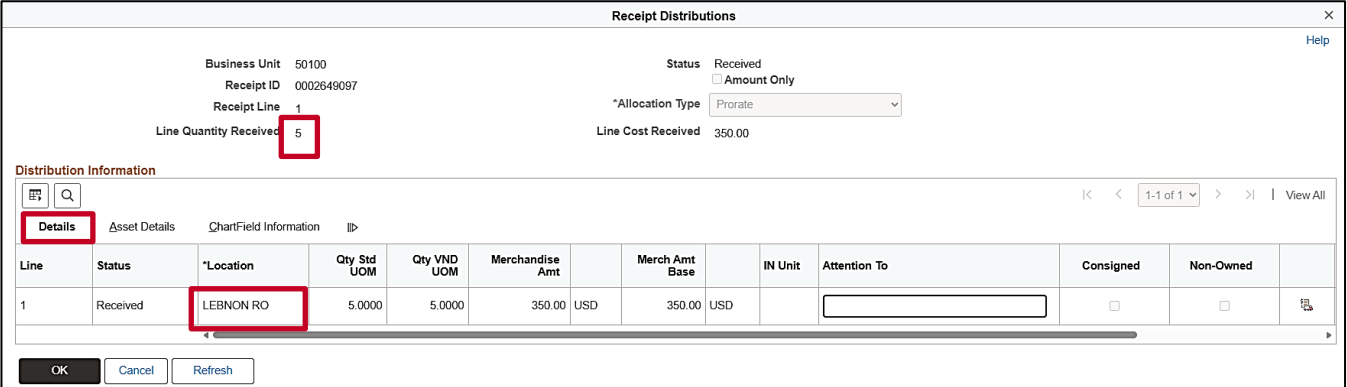
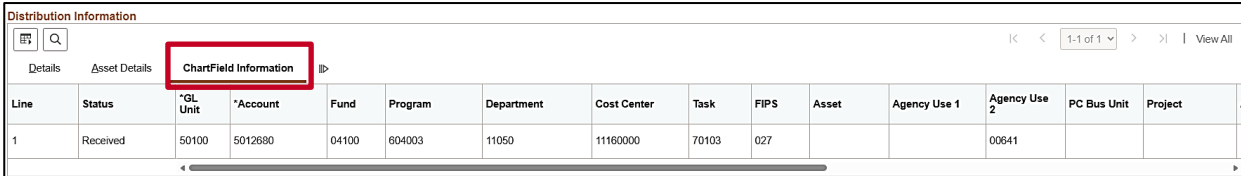
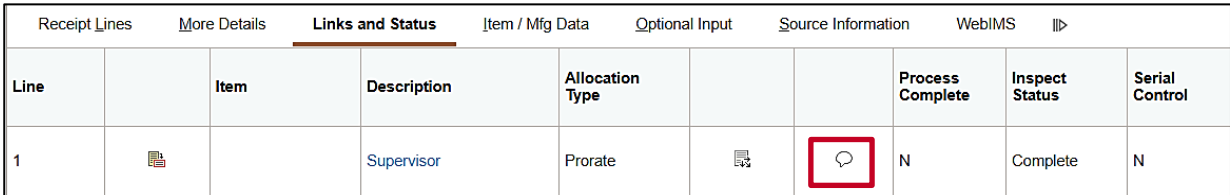
The **Links and Status** tab displays.

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information	WebIMS	▶▶					
Line		Item	Description	Allocation Type			Process Complete	Inspect Status	Serial Control	Serial Status	Lot Control	Lot Status
1			Supervisor	Prorate			N	Complete	N	Complete	N	Complete

15.

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

Line		Item	Description	Allocation Type			Process Complete	Inspect Status	Serial Control
1			Supervisor	Prorate			N	Complete	N

Step	Action
	The Receipt Distributions page displays in a pop-up window. The Header shows the Line Quantity Received, and the Details tab shows the Location. 
	The ChartField Information tab provides details on the accounting distributions for the line. It is view only.  To make changes to the accounting distribution, navigate to the Maintain ChartFields page using the following path: NavBar > Menu > Purchasing > Receipts > Maintain ChartFields
16.	Click the OK or Cancel button to return to the Maintain Receipts - Receiving page. 
17.	Click the Comments icon. 

Step	Action																																																
	The Receipt Line Comments page displays in a pop-up window. Receipt Line Comments Business Unit 50100 Receipt Status Received Receipt Number 0002649097 Receipt Line 1 ☒ Retrieve Active Comments Only Retrieve *Sort Method Comment Time Stamp *Sort Sequence Ascending Sort Comments Use Standard Comments Use Item Specifications Comment Status Active Inactivate + ☐ Show at Voucher Add Attachments																																																
18.	View or update comments related to the line.																																																
19.	Click the OK button to save any changes. OK Cancel Refresh Note: Clicking the Cancel button removes any comments just entered.																																																
i	Click the Source Information tab to view the Purchase Order information associated with this Receipt. <table><tr><td colspan="2">Receipt Lines</td><td colspan="2">More Details</td><td colspan="2">Links and Status</td><td colspan="2">Item / Mfg Data</td><td colspan="2">Optional Input</td><td colspan="2">Source Information</td><td colspan="2">WebIMS</td><td colspan="2">IP></td></tr><tr><td>Line</td><td>Item</td><td>Description</td><td>PO Unit</td><td>PO ID</td><td>Line</td><td>Schedule</td><td>Original Substituted Item</td><td>Description</td><td>PO Amount</td><td>Amount Only</td><td></td><td>Dist by</td></tr><tr><td>1</td><td></td><td>Supervisor</td><td>50100</td><td>0001313935</td><td>1</td><td>1</td><td></td><td></td><td>350.00</td><td>N</td><td></td><td>Qty</td></tr></table> Click the Comments icon on this tab to view PO comments. The lines inside the Comments icon indicate there is a comment to view. <table><tr><td>Amount Only</td><td></td><td>Dist by</td></tr><tr><td>N</td><td></td><td>Qty</td></tr></table>	Receipt Lines		More Details		Links and Status		Item / Mfg Data		Optional Input		Source Information		WebIMS		IP>		Line	Item	Description	PO Unit	PO ID	Line	Schedule	Original Substituted Item	Description	PO Amount	Amount Only		Dist by	1		Supervisor	50100	0001313935	1	1			350.00	N		Qty	Amount Only		Dist by	N		Qty
Receipt Lines		More Details		Links and Status		Item / Mfg Data		Optional Input		Source Information		WebIMS		IP>																																			
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1		Supervisor	50100	0001313935	1	1			350.00	N		Qty																																					
Amount Only		Dist by																																															
N		Qty																																															



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Step

Action

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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.

Receipt Lines

More Details

Links and Status

Item / Mfg Data

Optional Input

Source Information

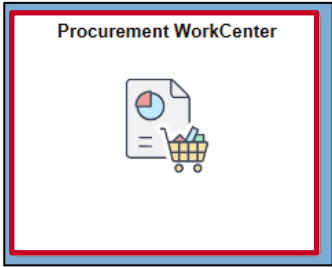
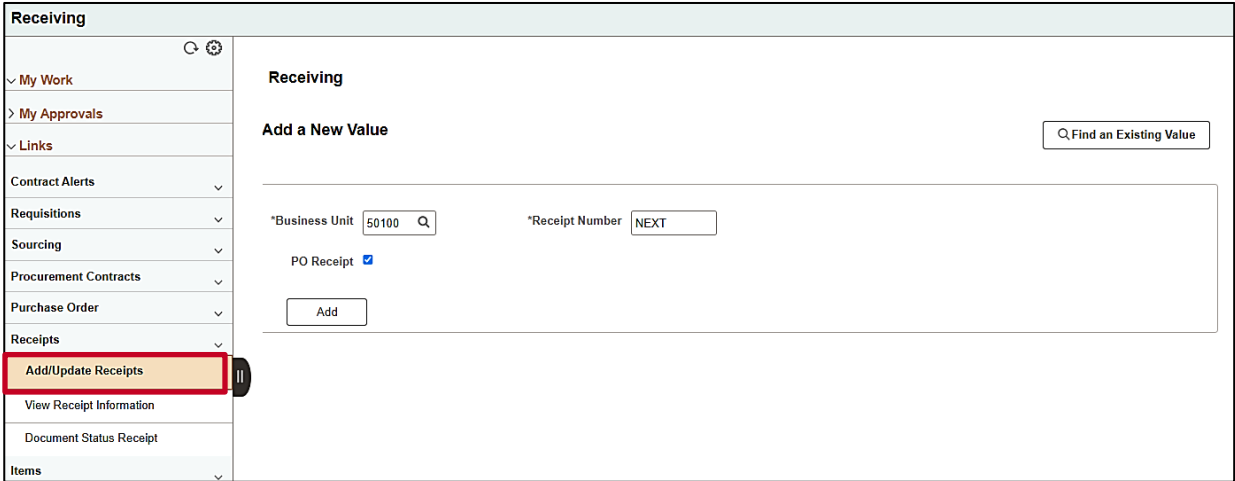
WebIMS

>

Line		Item	Description	WebIMS PO	WebIMS Receipt Doc ID
1			Supervisor	☐	

Maintaining 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.

Step	Action
1.	Navigate to the Add/Update Receipts 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 > Receipts > Add/Update Receipts Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Add/Update Receipts page using the following navigation path: NavBar > Menu > Purchasing > Receipts > Add/Update Receipts



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Step	Action
	The Receiving Add a New Value page displays. Receiving Add a New Value Q Find an Existing Value *Business Unit50100Q *Receipt NumberNEXT PO Receipt☒ Add
3.	Click the Find an Existing Value button. Q Find an Existing Value
	The Receiving Find an Existing Value Search page displays. Receiving Find an Existing Value + Add a New Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent SearchesChoose from recent searches Saved SearchesChoose from saved searches *Business Unit=50100Q Receipt Numberbegins with Bill of Ladingbegins with PO Business Unitbegins withQ Item IDbegins withQ PO Numberbegins withQ Ship To Locationbegins withQ Shipment Numberbegins with Supplier IDbegins withQ Received Date=Q Receipt Status= User IDbegins withQ ^ Show fewer options ☐ Case Sensitive SearchClear



Procurement Job Aid

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Step	Action																																																																																																								
4.	Enter appropriate search criteria. Ship To Location begins with LEBNON RO Supplier ID begins with Receipt Status = Fully Received																																																																																																								
5.	Click the Search button. Search Clear																																																																																																								
6.	Select and click on a receipt from the Search Results section at the bottom of the page. Search Results Only the first 300 results of a possible 13149 can be displayed. Business Unit "50100" Ship To Location "LEBNON RO" +1 more <table><tr><th>Business Unit</th><th>Receipt Number</th><th>Bill of Lading</th><th>PO Business Unit</th><th>Item ID</th><th>PO Number</th><th>PO Receipt</th><th>Receive Source</th><th>Ship To Location</th><th>Shipment Number</th><th>Supplier ID</th><th>Supplier Name 1</th><th>Received Date</th></tr><tr><td>50100</td><td>0002649097</td><td>(blank)</td><td>50100</td><td>(blank)</td><td>0001313935</td><td>Y</td><td>On-line</td><td>LEBNON RO</td><td>(blank)</td><td>0000026321</td><td>Gardner Inc</td><td>05/30/2026</td></tr><tr><td>50100</td><td>0002649033</td><td>(blank)</td><td>50100</td><td>7452117674</td><td>0001308075</td><td>Y</td><td>On-line</td><td>LEBNON RO</td><td>(blank)</td><td>0000031474</td><td>W-L Construction & Paving Inc</td><td>01/05/2026</td></tr><tr><td>50100</td><td>0002649013</td><td>(blank)</td><td>50100</td><td>7600400760</td><td>0001311742</td><td>Y</td><td>On-line</td><td>LEBNON RO</td><td>(blank)</td><td>0000026321</td><td>Gardner Inc</td><td>12/23/2025</td></tr><tr><td>50100</td><td>0002649013</td><td>(blank)</td><td>50100</td><td>9613002000</td><td>0001311742</td><td>Y</td><td>On-line</td><td>LEBNON RO</td><td>(blank)</td><td>0000026321</td><td>Gardner Inc</td><td>12/23/2025</td></tr><tr><td>50100</td><td>0002649013</td><td>(blank)</td><td>50100</td><td>9753410000</td><td>0001311742</td><td>Y</td><td>On-line</td><td>LEBNON RO</td><td>(blank)</td><td>0000026321</td><td>Gardner Inc</td><td>12/23/2025</td></tr><tr><td>50100</td><td>0002649013</td><td>(blank)</td><td>50100</td><td>9758677170</td><td>0001311742</td><td>Y</td><td>On-line</td><td>LEBNON RO</td><td>(blank)</td><td>0000026321</td><td>Gardner Inc</td><td>12/23/2025</td></tr><tr><td>50100</td><td>0002649013</td><td>(blank)</td><td>50100</td><td>9758677175</td><td>0001311742</td><td>Y</td><td>On-line</td><td>LEBNON RO</td><td>(blank)</td><td>0000026321</td><td>Gardner Inc</td><td>12/23/2025</td></tr></table>	Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number	Supplier ID	Supplier Name 1	Received Date	50100	0002649097	(blank)	50100	(blank)	0001313935	Y	On-line	LEBNON RO	(blank)	0000026321	Gardner Inc	05/30/2026	50100	0002649033	(blank)	50100	7452117674	0001308075	Y	On-line	LEBNON RO	(blank)	0000031474	W-L Construction & Paving Inc	01/05/2026	50100	0002649013	(blank)	50100	7600400760	0001311742	Y	On-line	LEBNON RO	(blank)	0000026321	Gardner Inc	12/23/2025	50100	0002649013	(blank)	50100	9613002000	0001311742	Y	On-line	LEBNON RO	(blank)	0000026321	Gardner Inc	12/23/2025	50100	0002649013	(blank)	50100	9753410000	0001311742	Y	On-line	LEBNON RO	(blank)	0000026321	Gardner Inc	12/23/2025	50100	0002649013	(blank)	50100	9758677170	0001311742	Y	On-line	LEBNON RO	(blank)	0000026321	Gardner Inc	12/23/2025	50100	0002649013	(blank)	50100	9758677175	0001311742	Y	On-line	LEBNON RO	(blank)	0000026321	Gardner Inc	12/23/2025
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Procurement Job Aid

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Step

Action

The **Maintain Receipts - Receiving** page displays with the **Receipt Lines** tab open.

Maintain Receipts

Receiving

Business Unit50100

Receipt ID0002649033

Header Details

Receipt StatusFully Received

Header Comments/Attachments

Document Status

Activities

> Header

Select Purchase Order

Close Short All Lines

Run PO Receipt Accrual

Receipt Lines

Receipt Lines

More Details

Links and Status

Item / Mfg Data

Optional Input

Source Information

WebIMS

⌵

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track			
1		7452117674	CONCRETE, BITUMINOUS, ASPHALT	1.87		LTN	Q	97.00	1.87	Received	7452117	☐	☐	☐

☐ Interface Receipt

☐ Run Close Short

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

7.

Use the tabs from when adding the receipt to make any necessary changes.

Receipt Lines

Receipt Lines

More Details

Links and Status

Item / Mfg Data

Optional Input

Source Information

WebIMS

⌵

8.

Click the **Save** button.

Save

Return to Search

Previous in List

Next in List

Notify

Refresh



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Returning Rejected Goods

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.

Step	Action
1.	To find an existing receipt, follow Steps 1-6 in the Maintaining Receipts section of this Job Aid.
2.	Click the Activities link. Business Unit 50100 Receipt ID 0002649097 Header Details Receipt Status Fully Received Edit Header Comments/Attachments Document Status Activities

The **Receipt Activity** page displays in a pop-up window.

3.	Enter the applicable due date in the Due Date field. *Due Date
4.	Enter comments in the Comments field. Comments The supplier will be contacted for a Return Materials Authorization (RMA)



Procurement Job Aid

PR346 Managing Receiving (VDOT Only)

Step	Action
5.	Click the OK button 

The **Maintain Receipts - Receiving** page displays.

Maintain Receipts
Receiving

Business Unit 50100 Receipt Status Fully Received ✖
Receipt ID 0002649033 Header Comments/Attachments Activities
Header Details Document Status

> Header
Select Purchase Order Close Short All Lines Run PO Receipt Accrual

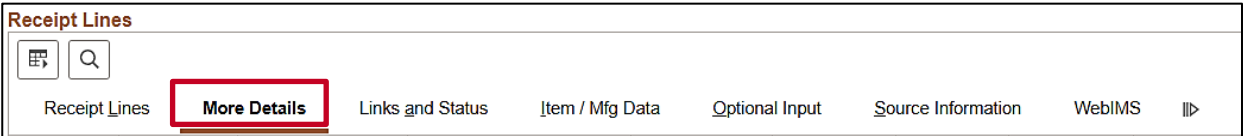
Receipt Lines

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

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track
1	7452117674	CONCRETE, BITUMINOUS, ASPHALTI	1.87	LTN	97.00	1.87	Received	7452117	☐	☐	☐

☐ Interface Receipt ☐ Run Close Short

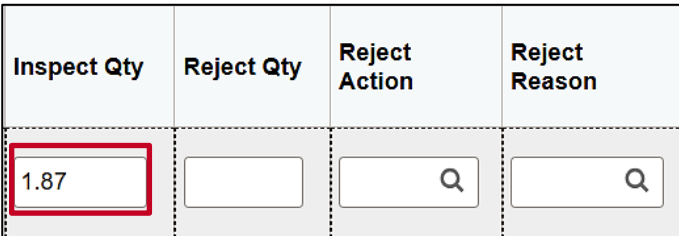
Save Return to Search Previous in List Next in List Notify Refresh

6.	Click the More Details tab. 
----	--

The **More Details** tab displays.

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

Line	Item	Description	Inspect	Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity	PO Price	Supp UOM
1	7452117674	CONCRETE, BITUMINOUS, ASPHALTI	☐							1.87	97.00	LTN

7.	Enter the inspected quantity of merchandise in the Inspect Qty field. 
----	---



Procurement Job Aid

PR346 Managing Receiving (VDOT Only)

Step	Action								
8.	Enter the rejected quantity of merchandise in the Reject Qty field. <table border="1"><thead><tr><th>Inspect Qty</th><th>Reject Qty</th><th>Reject Action</th><th>Reject Reason</th></tr></thead><tbody><tr><td>1.87</td><td>0.5</td><td> </td><td> </td></tr></tbody></table>	Inspect Qty	Reject Qty	Reject Action	Reject Reason	1.87	0.5		
Inspect Qty	Reject Qty	Reject Action	Reject Reason						
1.87	0.5								
9.	Click the Reject Action Look up icon. <table border="1"><thead><tr><th>Reject Action</th></tr></thead><tbody><tr><td> </td></tr></tbody></table>	Reject Action							
Reject Action									
10.	Click the applicable Reject Action link. <table border="1"><thead><tr><th>Look Up Reject Action</th></tr></thead><tbody><tr><td>Help</td></tr><tr><td>Select one of the following values:</td></tr><tr><td>C Return for Credit</td></tr><tr><td>R Return For Replacement</td></tr><tr><td> Cancel </td></tr></tbody></table>	Look Up Reject Action	Help	Select one of the following values:	C Return for Credit	R Return For Replacement	Cancel		
Look Up Reject Action									
Help									
Select one of the following values:									
C Return for Credit									
R Return For Replacement									
Cancel									
The line redisplay with the Reject Action field populated with the selection. <table border="1"><thead><tr><th>Inspect Qty</th><th>Reject Qty</th><th>Reject Action</th><th>Reject Reason</th></tr></thead><tbody><tr><td>1.87</td><td>0.5</td><td>C </td><td> </td></tr></tbody></table>		Inspect Qty	Reject Qty	Reject Action	Reject Reason	1.87	0.5	C	
Inspect Qty	Reject Qty	Reject Action	Reject Reason						
1.87	0.5	C							

Step	Action																
11.	Click the Reject Reason Look up icon. Reject Reason Q																
12.	Click the applicable Reject Reason Code link. Look Up Reject Reason SetID STATE Reject Reason Code begins with Search Clear Cancel Basic Lookup Search Results View 100 < 1-7 of 7 > <table><thead><tr><th>Reject Reason Code</th><th>Description</th></tr></thead><tbody><tr><td>DAM</td><td>Damaged</td></tr><tr><td>ERL</td><td>Early Shipment</td></tr><tr><td>FAL</td><td>Failed Inspection</td></tr><tr><td>INC</td><td>Incomplete Shipment</td></tr><tr><td>LAT</td><td>Late Shipment</td></tr><tr><td>RST</td><td>Restocking Fee</td></tr><tr><td>WRG</td><td>Wrong Goods Received</td></tr></tbody></table>	Reject Reason Code	Description	DAM	Damaged	ERL	Early Shipment	FAL	Failed Inspection	INC	Incomplete Shipment	LAT	Late Shipment	RST	Restocking Fee	WRG	Wrong Goods Received
Reject Reason Code	Description																
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The line redisplays with the Reject Reason field populated with the selected code. <table><thead><tr><th>Inspect Qty</th><th>Reject Qty</th><th>Reject Action</th><th>Reject Reason</th></tr></thead><tbody><tr><td>1.87</td><td>0.5</td><td>C</td><td>FAL</td></tr></tbody></table>		Inspect Qty	Reject Qty	Reject Action	Reject Reason	1.87	0.5	C	FAL								
Inspect Qty	Reject Qty	Reject Action	Reject Reason														
1.87	0.5	C	FAL														
134.	Click the Save button. Save Return to Search Notify Refresh																



Procurement Job Aid

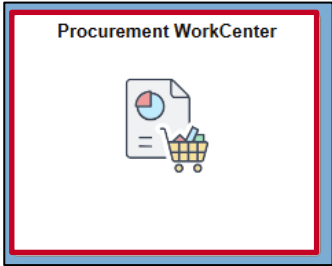
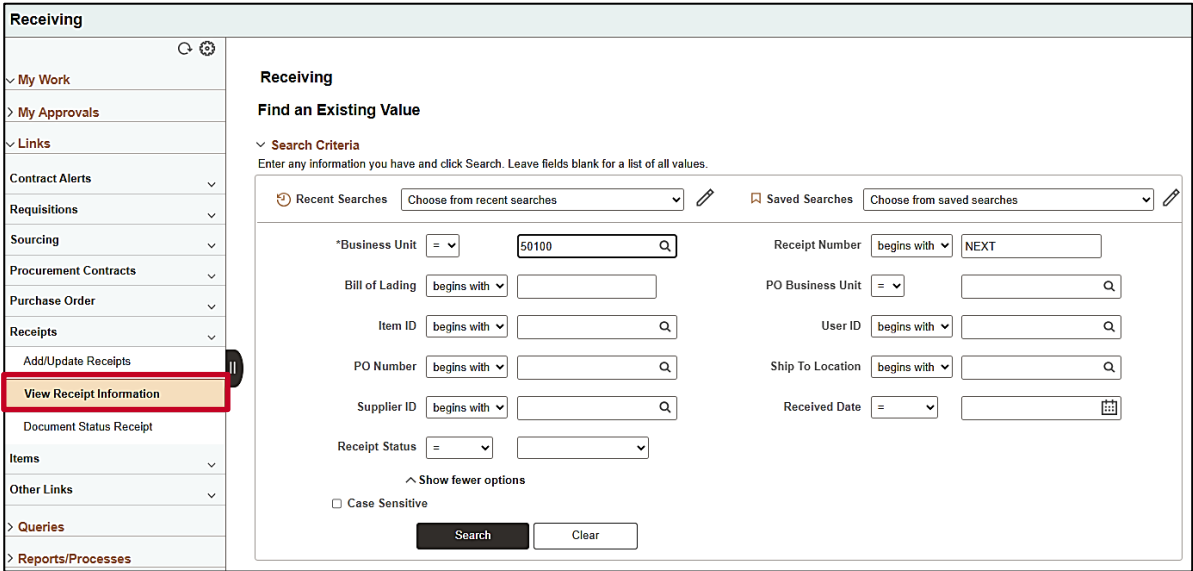
PR346 Managing Receiving (VDOT Only)

Step	Action														
	A warning message may display, noting that this is not a complete receipt of the associated Purchase Order line. Warning -- Purchase Order Open Quantity (105.12) does not equal Receipt Quantity (1.87) for Line (1) Schedule (1). (10300,27) The partial receipt flag for this item indicates that you should only accept complete shipments. OK Cancel														
14.	Click the OK button to proceed with the save. OK Cancel														
The More Details tab redisplay with an adjusted Net Receipt Quantity. <table><tr><th>Inspect Qty</th><th>Reject Qty</th><th>Reject Action</th><th>Reject Reason</th><th>RMA Number</th><th>RMA Line</th><th>Net Receipt Quantity</th></tr><tr><td> 1.87 </td><td> 0.5 </td><td> C Q </td><td> FAL Q </td><td> </td><td> </td><td> 1.37 </td></tr></table>		Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity	1.87	0.5	C Q	FAL Q			1.37
Inspect Qty	Reject Qty	Reject Action	Reject Reason	RMA Number	RMA Line	Net Receipt Quantity									
1.87	0.5	C Q	FAL Q			1.37									

Reviewing Receipt Information

Cardinal allows for review of Receipts, Partially Received POs, Receipts by Location, and Document Status.

View Receipt Information

Step	Action
1.	Navigate to the View Receipt Information 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 > Receipts > View Receipt Information Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the View Receipt Information page using the following navigation path: NavBar > Menu > Purchasing > Receipts > Review Receipt Information > View Receipt Information

Step	Action
	The Receiving Find an Existing Value Search page displays. Receiving Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches Saved Searches Choose from saved searches *Business Unit = 50100 Receipt Number begins with Bill of Lading begins with Item ID begins with PO Number begins with Supplier ID begins with Receipt Status = PO Business Unit = User ID begins with Ship To Location begins with Received Date = ^ Show fewer options ☐ Case Sensitive Search Clear
3.	Enter appropriate search criteria. Ship To Location begins with LEBNON RO Received Date > 01/01/2026
4.	Click the Search button. Search Clear



Procurement Job Aid

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Step	Action
------	--------

Search Results display.

▼ Search Results									
3 results - Business Unit "50100" Ship To Location "LEBNON RO" +1 more									
Business Unit	Receipt Number	Bill of Lading	PO Business Unit	More Information	Item ID	User ID	Origin	PO Number	Ship To Location
50100	0002648894	(blank)	50100	STONE, CRUSHED GRADE 26	7503548485		ONL	0001297349	LEBNON RO
50100	0002649033	(blank)	50100	CONCRETE, BITUMINOUS, ASPHALTIC HOT LAID, PER VADOT SPECS. SM-9.5AL (SURFACE MIXTURE, LIMESTONE)	7452117674		ONL	0001308075	LEBNON RO
50100	0002649097	(blank)	50100	Supervisor	(blank)		ONL	0001313935	LEBNON RO

5. Click the row for the receipt to be viewed.

50100	0002649097	(blank)	50100	Supervisor	(blank)
-------	------------	---------	-------	------------	---------

The **View Receipt Information** page is displayed.

Receipts																			
Unit	50100	Receipt No	0002649097	Source	On-line	Receipt Status	Received												
Receipt Lines																			
☐	☐																		
1-1 of 1 View All																			
Receipt Lines More Line Data Optional Input																			
Sel	Line	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track										
☐	1		Supervisor	70.00000	☐	5.0000	HUR		☐										
Header Details		Line Details		Manufacturer Info		Asset Information													
Document Status		Header Comments...		Display RTV Information		Line Status													
Distribution		Putaway Information		Device Tracking															
Return to Search		Previous in List		Next in List		Notify													

6. Use the **Receipt Lines** tab to review the Receipt information.

Receipt Lines More Line Data Optional Input									
Sel	Line	Item	Description	Price	Amt Only	Recv Qty	Recv UOM	Reject Qty	Device Track
☐	1		Supervisor	70.00000	☐	5.0000	HUR	1.0000	☐



Procurement Job Aid

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Step	Action																																												
7.	Click the Comments icon to review comments for the line. <table><tr><td colspan="11">Receipt Lines More Line Data Optional Input ▸</td></tr><tr><th>Sel</th><th>Line</th><th>Item</th><th>Description</th><th>Price</th><th>Amt Only</th><th>Recv Qty</th><th>Recv UOM</th><th></th><th>Reject Qty</th><th>Device Track</th></tr><tr><td>☐</td><td>1</td><td></td><td>Supervisor</td><td>70.00000</td><td>☐</td><td>5.0000</td><td>HUR</td><td></td><td>1.0000</td><td>☐</td></tr></table>	Receipt Lines More Line Data Optional Input ▸											Sel	Line	Item	Description	Price	Amt Only	Recv Qty	Recv UOM		Reject Qty	Device Track	☐	1		Supervisor	70.00000	☐	5.0000	HUR		1.0000	☐											
Receipt Lines More Line Data Optional Input ▸																																													
Sel	Line	Item	Description	Price	Amt Only	Recv Qty	Recv UOM		Reject Qty	Device Track																																			
☐	1		Supervisor	70.00000	☐	5.0000	HUR		1.0000	☐																																			
8.	Click the Sel (Select) box next to a line to activate the related links. <table><tr><td colspan="11">Receipt Lines More Line Data Optional Input ▸</td></tr><tr><th>Sel</th><th>Line</th><th>Item</th><th>Description</th><th>Price</th><th>Amt Only</th><th>Recv Qty</th><th>Recv UOM</th><th></th><th>Reject Qty</th><th>Device Track</th></tr><tr><td>☒</td><td>1</td><td></td><td>Supervisor</td><td>70.00000</td><td>☐</td><td>5.0000</td><td>HUR</td><td></td><td>1.0000</td><td>☐</td></tr><tr><td colspan="3">Header Details Document Status Distribution</td><td colspan="3">Line Details Header Comments... Putaway Information</td><td colspan="3">Manufacturer Info Display RTV Information Device Tracking</td><td colspan="2">Asset Information Line Status</td></tr></table>	Receipt Lines More Line Data Optional Input ▸											Sel	Line	Item	Description	Price	Amt Only	Recv Qty	Recv UOM		Reject Qty	Device Track	☒	1		Supervisor	70.00000	☐	5.0000	HUR		1.0000	☐	Header Details Document Status Distribution			Line Details Header Comments... Putaway Information			Manufacturer Info Display RTV Information Device Tracking			Asset Information Line Status	
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☒	1		Supervisor	70.00000	☐	5.0000	HUR		1.0000	☐																																			
Header Details Document Status Distribution			Line Details Header Comments... Putaway Information			Manufacturer Info Display RTV Information Device Tracking			Asset Information Line Status																																				
9.	Click any of the active links to view additional details for the line. <table><tr><td colspan="11">Receipt Lines More Line Data Optional Input ▸</td></tr><tr><th>Sel</th><th>Line</th><th>Item</th><th>Description</th><th>Price</th><th>Amt Only</th><th>Recv Qty</th><th>Recv UOM</th><th></th><th>Reject Qty</th><th>Device Track</th></tr><tr><td>☒</td><td>1</td><td></td><td>Supervisor</td><td>70.00000</td><td>☐</td><td>5.0000</td><td>HUR</td><td></td><td>1.0000</td><td>☐</td></tr><tr><td colspan="3">Header Details Document Status Distribution</td><td colspan="3">Line Details Header Comments... Putaway Information</td><td colspan="3">Manufacturer Info Display RTV Information Device Tracking</td><td colspan="2">Asset Information Line Status</td></tr></table>	Receipt Lines More Line Data Optional Input ▸											Sel	Line	Item	Description	Price	Amt Only	Recv Qty	Recv UOM		Reject Qty	Device Track	☒	1		Supervisor	70.00000	☐	5.0000	HUR		1.0000	☐	Header Details Document Status Distribution			Line Details Header Comments... Putaway Information			Manufacturer Info Display RTV Information Device Tracking			Asset Information Line Status	
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☒	1		Supervisor	70.00000	☐	5.0000	HUR		1.0000	☐																																			
Header Details Document Status Distribution			Line Details Header Comments... Putaway Information			Manufacturer Info Display RTV Information Device Tracking			Asset Information Line Status																																				
10.	Click the Header Details link. <table><tr><td colspan="11">Receipt Lines More Line Data Optional Input ▸</td></tr><tr><th>Sel</th><th>Line</th><th>Item</th><th>Description</th><th>Price</th><th>Amt Only</th><th>Recv Qty</th><th>Recv UOM</th><th></th><th>Reject Qty</th><th>Device Track</th></tr><tr><td>☒</td><td>1</td><td></td><td>Supervisor</td><td>70.00000</td><td>☐</td><td>5.0000</td><td>HUR</td><td></td><td>1.0000</td><td>☐</td></tr><tr><td colspan="3">Header Details Document Status Distribution</td><td colspan="3">Line Details Header Comments... Putaway Information</td><td colspan="3">Manufacturer Info Display RTV Information Device Tracking</td><td colspan="2">Asset Information Line Status</td></tr></table>	Receipt Lines More Line Data Optional Input ▸											Sel	Line	Item	Description	Price	Amt Only	Recv Qty	Recv UOM		Reject Qty	Device Track	☒	1		Supervisor	70.00000	☐	5.0000	HUR		1.0000	☐	Header Details Document Status Distribution			Line Details Header Comments... Putaway Information			Manufacturer Info Display RTV Information Device Tracking			Asset Information Line Status	
Receipt Lines More Line Data Optional Input ▸																																													
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☒	1		Supervisor	70.00000	☐	5.0000	HUR		1.0000	☐																																			
Header Details Document Status Distribution			Line Details Header Comments... Putaway Information			Manufacturer Info Display RTV Information Device Tracking			Asset Information Line Status																																				



Procurement Job Aid

PR346 Managing Receiving (VDOT Only)

Step	Action
	The Header Details page displays in a pop-up window. Header Details Business Unit 50100 Receipt No 0002649097 Source On-line Supplier 0000026321 Location MAIN Last Change Date 05/30/2026 4:33:31PM Ship Date 05/30/2026 Carrier ID Vehicle ID Driver ID Bill of Lading Packing Slip Shipment Number Pro Number Invoice Invoice Dt Op Freight Terms Recv Date 05/30/2026 Receipt Time 3:33PM User ID Receipt Status Received Supplier Gardner Inc Ship To LEBNON RO Last User to Modify Container ID Nbr of Cartons Pallets In Pallets Out Port Of Unloading Ship From Country USA Ship From Location ☐ Allow ERS Match Status To Match Match Rule STANDARD Help
11.	Review information about the receipt such as the Receipt Number, Supplier, and Ship To location. Header Details Business Unit 50100 Receipt No 0002649097 Source On-line Supplier 0000026321 Location MAIN Recv Date 05/30/2026 Receipt Time 3:33PM User ID Receipt Status Received Supplier Gardner Inc Ship To LEBNON RO
12.	Click the Return button to return to the View Receipt Information page. Return



Procurement Job Aid

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Step	Action																								
13.	Click the Document Status link. Receipt LinesMore Line DataOptional Input▶▶ <table><tr><th>Sel</th><th>Line</th><th>Item</th><th>Description</th><th>Price</th><th>Amt Only</th><th>Recv Qty</th><th>Recv UOM</th><th></th><th>Reject Qty</th><th>Device Track</th></tr><tr><td>☒</td><td>1</td><td></td><td>Supervisor</td><td>70.00000</td><td>☐</td><td>5.0000</td><td>HUR</td><td></td><td>1.0000</td><td>☐</td></tr></table> Header Details Document Status Distribution Line Details Header Comments... Putaway Information Manufacturer Info Display RTV Information Device Tracking Asset Information Line Status For more information on the Document Status page, see the Document Status Receipt section in this job aid.	Sel	Line	Item	Description	Price	Amt Only	Recv Qty	Recv UOM		Reject Qty	Device Track	☒	1		Supervisor	70.00000	☐	5.0000	HUR		1.0000	☐		
Sel	Line	Item	Description	Price	Amt Only	Recv Qty	Recv UOM		Reject Qty	Device Track															
☒	1		Supervisor	70.00000	☐	5.0000	HUR		1.0000	☐															
14.	Click the More Line Data tab. Receipt Lines More Line Data Optional Input▶▶																								
15.	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. Receipt LinesMore Line DataOptional Input▶▶ <table><tr><th>Sel</th><th>Line</th><th>Insp Qty</th><th>Accept Qty</th><th>Net Recv</th><th>Supplier UOM</th><th>Status</th><th>Ship To</th><th>Due Date</th><th>Supplier Item ID</th><th>UPN Type</th><th>UPN ID</th></tr><tr><td>☒</td><td>1</td><td></td><td>5.0000</td><td>5.0000</td><td>HUR</td><td>R</td><td>LEBNON RO</td><td>12/19/2025</td><td></td><td></td><td></td></tr></table>	Sel	Line	Insp Qty	Accept Qty	Net Recv	Supplier UOM	Status	Ship To	Due Date	Supplier Item ID	UPN Type	UPN ID	☒	1		5.0000	5.0000	HUR	R	LEBNON RO	12/19/2025			
Sel	Line	Insp Qty	Accept Qty	Net Recv	Supplier UOM	Status	Ship To	Due Date	Supplier Item ID	UPN Type	UPN ID														
☒	1		5.0000	5.0000	HUR	R	LEBNON RO	12/19/2025																	
16.	Click the Optional Input tab to view optional information that may have been entered, such as Invoice Number, PK Slip No (Packing Slip Number), etc. Receipt LinesMore Line DataOptional Input▶▶ <table><tr><th>Sel</th><th>Line</th><th>User ID</th><th>Reject Reason</th><th>Reject Action</th><th>RMA Number</th><th>Line Nbr</th><th>Invoice Number</th><th>PK Slip No</th><th>Pro Number</th></tr><tr><td>☒</td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Sel	Line	User ID	Reject Reason	Reject Action	RMA Number	Line Nbr	Invoice Number	PK Slip No	Pro Number	☒	1												
Sel	Line	User ID	Reject Reason	Reject Action	RMA Number	Line Nbr	Invoice Number	PK Slip No	Pro Number																
☒	1																								



Procurement Job Aid

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Partially Received POs

Visit the **Partially Received POs** page to view Purchase Orders that have not been fully received.

1. Navigate to the **Partially Received POs** page using the following path:
NavBar > Menu > Purchasing > Receipts > Review Receipt Information > Partially Received POs

The screenshot shows the 'NavBar: Menu' interface. The breadcrumb path 'Menu > Purchasing > Receipts' is visible at the top. Under the 'Review Receipt Information' section, the 'Partially Received POs' option is highlighted with a red rectangle. Other options include 'View Receipt Information', 'Receipts by Location', and 'Document Status Receipt'.

The **Partially Received POs Search** page displays.

The screenshot shows the 'Partially Received POs' search page. It includes a search bar for 'Buyer' and filters for 'Business Unit From', 'Business Unit To', 'PO Date From' (02/28/2026), and 'PO Date To' (05/30/2026). A 'Search' button is located below the filters. Below the search area, there is a table titled 'Partially Received POs' with columns: PO BU, PO ID, PO Date, Procurement Card, PO Qty to Recv, Qty Received, Merch Amount PO to Recv, and Merchandise Amount Received. The table is currently empty. A 'Notify' button is located at the bottom left of the table area.

PO BU	PO ID	PO Date	Procurement Card	PO Qty to Recv	Qty Received	Merch Amount PO to Recv	Merchandise Amount Received
-------	-------	---------	------------------	----------------	--------------	-------------------------	-----------------------------



Procurement Job Aid

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2. Enter as many search criteria as desired to narrow the results. **Buyer** is a required field.

*Buyer

Business Unit From

Business Unit To

PO Date From 12/01/2025

PO Date To 05/30/2026

[Search](#)

3. Click the **Search** button.

[Search](#)

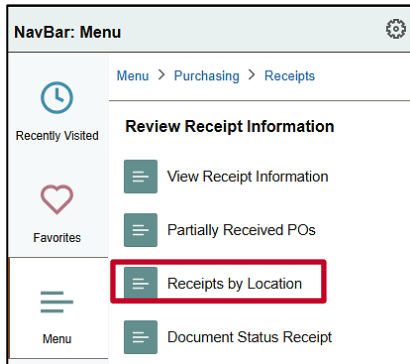
Results matching the criteria are displayed in the **Partially Received POs** table.

Partially Received POs							
				1-2 of 4		View All	
PO BU	PO ID	PO Date	Procurement Card	PO Qty to Recv	Qty Received	Merch Amount PO to Recv	Merchandise Amount Received
50100	0001313134	12/03/2025		1.0000		9,999.980	
50100	0001313814	12/16/2025		20.0000		380,300.000	

Receipts by Location

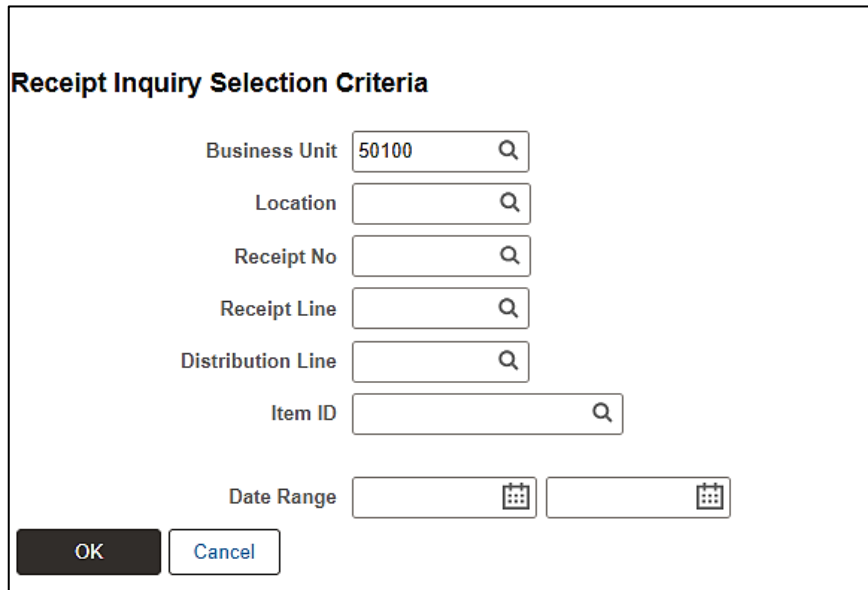
Visit the **Receipts by Location** page to see basic receipt information based on delivery location.

1. Navigate to the **Receipts by Location** page using the following path:
NavBar > Menu > Purchasing > Receipts > Review Receipt Information > Receipts by Location



The screenshot shows the 'NavBar: Menu' interface. On the left is a sidebar with 'Recently Visited' (clock icon), 'Favorites' (heart icon), and 'Menu' (hamburger icon). The main area shows a breadcrumb trail: 'Menu > Purchasing > Receipts'. Below this is a section titled 'Review Receipt Information' with a list of options: 'View Receipt Information', 'Partially Received POs', 'Receipts by Location' (highlighted with a red box), and 'Document Status Receipt'.

The **Receipts by Location - Receipt Inquiry Selection Criteria** page displays.



The screenshot shows the 'Receipt Inquiry Selection Criteria' form. It contains several input fields with search icons (magnifying glass) for: 'Business Unit' (pre-filled with '50100'), 'Location', 'Receipt No', 'Receipt Line', 'Distribution Line', and 'Item ID'. There is also a 'Date Range' section with two date pickers. At the bottom are 'OK' and 'Cancel' buttons.



Procurement Job Aid

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2. Enter as many search criteria as desired to narrow the results.

Business Unit	50100	Q
Location	LEBNON RO	Q Lebanon Residency Office
Receipt No		Q
Receipt Line		Q
Distribution Line		Q
Item ID		Q
Date Range	12/01/2025	12/31/2025

3. Click the **OK** button

OK	Cancel
----	--------

The **Receipt Locations** tab in the **Receipts** section displays basic information on Receipts matching the search criteria entered (e.g., location and date range).

Business Unit 50100

Refresh

Receipts

1-5 of 266

>

>|

View 100

Receipt Locations

Quantity and Amount

Location	PO Unit	Receipt No	Receipt Line	Seq	Distribution Line	Item ID	More Information
LEBNON RO	50100	0002643080	1	1	1	9613002000	FOREMAN WITH MIN 1/2 TON 4X4 PICKUP TRUCK
LEBNON RO	50100	0002643080	2	1	1	9613002000	SKILLED LABORER WITH HAND TOOLS
LEBNON RO	50100	0002643080	3	1	1	9758677175	TRUCKS, HIRED EQUIPMENT, PER VADOT SPECIFICATIONS DUMP TRUCK, QUAD AXLE OR QUINT, WITH EXPERIENCED CDL OPERATOR
LEBNON RO	50100	0002643080	4	1	1	9758677175	TRUCKS, HIRED EQUIPMENT, PER VADOT SPECIFICATIONS DUMP TRUCK, TRI-AXLE, WITH OPERATOR
LEBNON RO	50100	0002643080	5	1	1	9758380475	RENTAL OR LEASE OF TRACTORS, PER VADOT SPECS TRACTOR/LOWBOY TRAILER, 35 TON MIN., WITH OPERATOR

Total Cost329563.3900

4. Click the **Quantity and Amount** tab.

Receipts

Receipt Locations **Quantity and Amount**

The **Quantity and Amount** tab displays the **Distributed Quantity** and **Merchandise Amount Base** information on the queried Receipts.

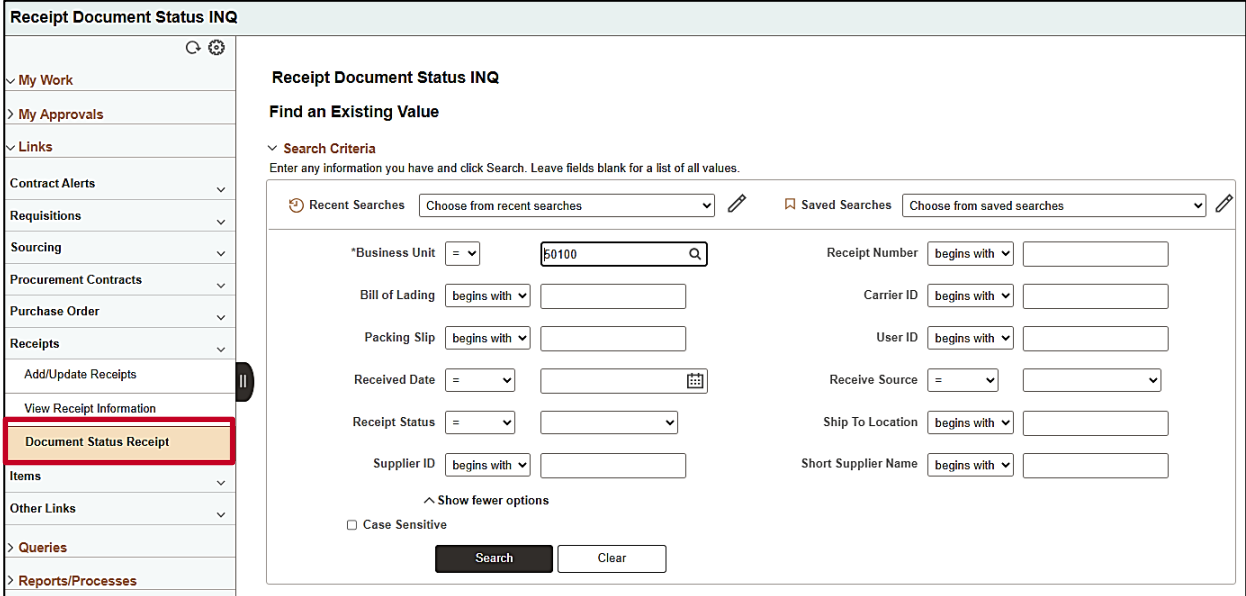
Receipts

1-5 of 266

Received Date	Distributed Quantity	Standard Unit of Measure	Merchandise Amount Base
12/09/2025	0.0028	HUR	0.120
12/09/2025	0.0024	HUR	0.090
12/09/2025	0.0004	HUR	0.040
12/09/2025	0.0007	HUR	0.070
12/09/2025	0.0001	HUR	0.020

Document Status Receipt

Visit the **Document Status Receipt** page to view details on the Receipt status and additional documents associated with the Receipt.

1.	Navigate to the Document Status Receipt 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 > Receipts > Document Status Receipt Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the View Receipt Information page using the following navigation path: NavBar > Menu > Purchasing > Receipts > Review Receipt Information > Document Status Receipt

The **Receipt Document Status INQ Find an Existing Value Search** page displays.

Receipt Document Status INQ
Find an Existing Value
 ✓ **Search Criteria**
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
 Choose from recent searches

Saved Searches
 Choose from saved searches

*Business Unit	=	50100	Receipt Number	begins with	
Bill of Lading	begins with		Carrier ID	begins with	
Packing Slip	begins with		User ID	begins with	
Received Date	=		Receive Source	=	
Receipt Status	=		Ship To Location	begins with	
Supplier ID	begins with		Short Supplier Name	begins with	

^ Show fewer options
☐ Case Sensitive

Search
 Clear

- Enter the applicable Receipt number in the **Receipt Number** field.

Receipt Number
begins with
 0002649097

- Click the **Search** button.

Search
 Clear



Procurement Job Aid

PR346 Managing Receiving (VDOT Only)

The **Document Status Receipt** page displays.

Business Unit50100

Document Date05/30/2026

CurrencyUSD

Receipt Number0002649097

StatusReceived

Document TypeReceipt

Merchandise Amt210.00

Carrier ID

Bill of Lading

Short Supplier NameGARDNER IN-001

SourceOn-line

Requisitions

Sourcing Events(1)

Procurement Contracts(1)

Purchase Orders(1)

Receipts

Returns

Vouchers

Payments

Show All

Associated Document

1-3 of 3

View All

Documents

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
Actions		50100	Strategic Sourcing Event	0000160378	Awarded	12/17/2025			
Actions	STATE		Contract	0000000000000000000000053238	Approved	12/18/2025	0000026321		
Actions		50100	Purchase Order	0001313935	Dispatched	12/19/2025	0000026321	MAIN	

5. View Receipt information such as **Status**, **Document Date**, **Short Supplier Name**.

Business Unit50100

Document Date05/30/2026

CurrencyUSD

Receipt Number0002649097

StatusReceived

Document TypeReceipt

Merchandise Amt210.00

Carrier ID

Bill of Lading

Short Supplier NameGARDNER IN-001

SourceOn-line

6. Click the link in the **DOC ID** field to view any associated Requisition, Purchase Order, Strategic Sourcing Event, Contract, Voucher, or Payment related to the Receipt.

Associated Document

1-3 of 3

View All

Documents

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
Actions		50100	Strategic Sourcing Event	0000160378	Awarded	12/17/2025			
Actions	STATE		Contract	0000000000000000000000053238	Approved	12/18/2025	0000026321		
Actions		50100	Purchase Order	0001313935	Dispatched	12/19/2025	0000026321	MAIN	

Return to Search