

## Scheduled Releases: Entering Scheduled Releases

- This Learning Cycle introduces the steps for entering a Release using both the "Purchase Order Summary" and "Releases".
- All steps are essentially the same.
- There are benefits to entering the Release through PO Summary:
  - Most of the Header information is automatically entered from the existing Planned Purchase Order.
  - The new Release number is already available.
  - Accessing the PPO through PO Summary allows you to determine the number of Lines on the PPO, and that you are entering the new Release against the correct Line.
- From the Main Menu, select the **SIU Department Buyer** Responsibility.

### Entering a Release Using Purchase Order Summary

- Click on **Purchase Order Summary**.
- The **Find Purchase Orders** window appears.
  - Use this window to search for the Planned Purchase Order for the New Release.
- To search for a Release, enter a Purchase Order Number in the **Number** field. Then, click the **View Releases** checkbox.
- Click the "Find" button in the bottom right corner of the window to execute the search.
- The **Purchase Order Headers** window displays both the PPO & Scheduled Releases.
  - The first line of the Purchase Order Headers window is the Planned Purchase Order.
  - All subsequent lines are Scheduled Releases against the Planned Purchase Order. Identify the differences by looking at the Release field and the Type field.

### Verifying Approval Status

- When entering a "New Release".... the first thing you must do is VERIFY that the Approval Status for the Planned Purchase Order is **Approved**.
- Use the horizontal scroll bar to scroll to the right to locate the Approval Status field; it follows the "Owning Org" field in the default layout of the folder.
  - Click in the Approval Status field to bring the entire field in to view.
  - View the contents of the **Approval Status** field to verify the status of this PPO.
  - If it reads anything other than APPROVED, DO NOT proceed with a new Release.
  - Contact the Purchasing Department for further instructions.
- If the Approval Status is "Approved" -- proceed.
  - The PPO must be open and NOT "Cancelled" or "Expired", otherwise, you won't be able to enter the Release.
- The next step is to navigate to the Purchase Order "Lines" window for the PPO.

**Note:** Only the PPO record will have the Lines button. The Scheduled Release records will display a Shipments button. Place your cursor in a field on the PPO record to display the Lines button. **DO NOT CLICK** on the record indicator as this will open the PPO instead of displaying the Lines in the PO Lines summary window.

### Choosing the Correct Line

- Click the **Lines** button, if:
  - The PPO is "Approved".
  - You have selected a field for the first record and the "Lines" button is available.

- The **Purchase Order Lines (SIU Operating Unit)** window.
  - This window indicates how many lines are on the PPO, as well specific ordering information for each Line.
- In Production, the PPO you are entering a release for may have one Line or more than one Line.
- Viewing the "Line" column will help you to locate a specific "Line" number.
- To select a line for the new release, click in a field on the record.
  - Reminder: You need to make sure that the LINE is Approved, Open, Not Cancelled, and Not Expired or you will not be able to enter the Release.

### Entering a "New Release"

- With the appropriate line selected, click the "New Release" button at the bottom of the window.
- The **Purchase Order Summary to Releases** window appears allowing you to create the Release.
  - Look at the window Title Bar. It contains the Purchase Order Number and Release Number.
  - The **Release** field automatically populates with the next sequential number of the release for this PPO.
  - The **Supplier, Site, Contact** and **Currency** fields are automatically populated with the appropriate values from the PPO. The **Buyer** field should display your name.
    - These fields can not be manually updated in this window.
- Click the **Descriptive Flexfield (DFF)** in the Header region.
- The **PO Releases** window displays.
  - The first two fields are in ALL CAPS and must be completed.
  - The other fields are optional.
- Enter the current fiscal year in the **FUNDING FISCAL YEAR** field.
- Enter your telephone number in the **PREPARER PHONE NO.** field.
- Click **OK** to close the DFF.
- The Purchase Order Summary to Releases (SIU Operating Unit) window reappears.
  - If you look in the DFF, you'll see just part of the information entered.
- **SAVE** your work by clicking the "Save" icon on Toolbar.
  - Verify that the transaction saved by viewing the Message Line on the Task Bar at the bottom of the window.

### Shipments Region

- Now, you can move on to the **Shipments** Region.
  - The fields in this region will be blank until you click in the region. Then, the **Num** field and the **Ship-To** field automatically populate. The **Quantity** field defaults to "0".
- To begin, click in the "**Line**" field.
- Enter the appropriate Line number and press "Tab".
  - This is the PPO Line that was verified on the PPO Lines summary window.
- Press "Tab", again to advance the cursor to the "**Shipment**" field.
  - The **UOM** and "**Price**" fields automatically populate.
- Enter a number for the Shipment.
- Click in the **Quantity** field.
  - The Quantity field automatically populates with the balance currently existing in the PPO line. Also, notice that the Org field automatically populated.

**IMPORTANT:** If the status of other Releases for the PPO Line are Unapproved, Incomplete, or In Process (in the approval workflow process), the amount in the Quantity field may not be accurate. To calculate the remaining balance of a PPO, including Releases not yet Approved, refer to Module 1: Purchase Order Summary, Learning Cycle 5: Calculating Remaining Balance of a PPO.

- Highlight the number in the Quantity field and press "Delete" to remove it from the field; type in the correct dollar amount for the shipment. Do not enter a dollar sign (\$).
- Again, press "Tab"... to update the amount in the **Total** field of the Header Region.
- **SAVE** your work and verify the transactions saved.

**IMPORTANT:** SIU business rules state an Attachment, showing specifics about the Release, should be added to the Shipments line. This is mandatory for audit purposes. You will learn how to add an Attachment in the next learning cycle.

- The fields in the Distributions DFF for the **Budget Purpose** and the **Purchase for U.S Citizen** information are populated automatically when you save after entering the Shipment information.
- If you forget to save, follow the instructions in the Distributions section below to enter this information manually otherwise, close this window to return to the Releases window.

#### **Distributions (Optional---Complete this section only if you forget to Save after entering Shipments)**

- Click the "**Distributions**" button.
- Use the Distributions window to open the **PO Distributions DFF** and enter the required information.
  - You **MUST** "Tab" rather than "Click" to open this field.
- The cursor rests in the 'Num' field; press "Tab" once to open the PO Distributions DFF window.
- The PO Distributions window displays two fields
  - Only enter information in the "PURCHASE FOR US CITIZEN/PERMANENT? / IF NOT, THEN GROSS UP?" field. This is a required field.
  - Do not enter anything in the "BUDGET PURPOSE" field. It was populated when the PPO was created. Entering data here may create inconsistencies between the PPO and the Release resulting in incorrect General Ledger entries.
- Skip the BUDGET PURPOSE field and go to the next field, **PURCHASE FOR US CITIZEN/PERM RESIDENT?/IF NOT, THEN GROSS UP?**. We do have to enter data in this field.
- Use the LOV indicator to display the picklist and select the appropriate value for this field.
- When the required information is entered, click 'OK' to close the DFF.
- **SAVE** the Distribution data entries; and then, verify the transactions saved.

#### **Approve or "Incomplete" Status**

- The Release has now been entered and saved; but the **Status** still remains "Incomplete".
- At this time, you must make a decision whether to:
  - Click "Approve" and either Forward or Approve the transaction.
  - Or, leave the document with an "Incomplete" status and return at a later time to finish and/or Approve.

**Note:** The steps for Approving a Release will be covered later, in another learning cycle.

- Use the **Close Form** icon on the Toolbar to close the Release form.
- Click "Close Form" again to close all associated forms, until you return to the Applications Navigator.

### Entering a Release Using “Releases”

- A second method for entering a Release is "**SIU Releases**".
- Since most of the data entry steps for this method are the same as those using the Purchase Order Summary method, only the ones that are different will be stressed.
- To begin, click **Releases** on the Main Menu of your Personal Home Page.
- The Release [New] window appears.
  - The Header fields, **Created**, **Buyer** and **Status** are populated.
- Enter the Planned Purchase Order number in the **PO, Rev** field and press "Tab".
  - The cursor automatically advances to the **Release** field, when you press "Tab".  
The Release field automatically populates with the next available release "number".
  - The **Supplier**, **Site**, **Contact** and **Currency** fields automatically populate with the appropriate values from the PPO. As stated before, these fields cannot be manually updated in this window.
- The rest of the steps are the same. The only real difference between using this method and using the PO Summary windows is that you are able to verify the information on the PPO, prior to creating the release.
  - Enter the Header DFF and Shipments information.
  - SAVE your work, periodically.

### End of Document