

## SIU Department Buyer – Entering a Scheduled Release

This document is only meant to identify changes SIU Department Buyers can expect in Release 12, with regard to Entering a Scheduled Release. There are very few changes to the forms; however, there is one significant change in the process, e.g., when to save your work.

As you know, a Scheduled Release can be entered against a Planned Purchase Order using either the Purchase Order Summary function or the SIU Releases function. In R12, the SIU Release option is now titled Releases.

### Navigation

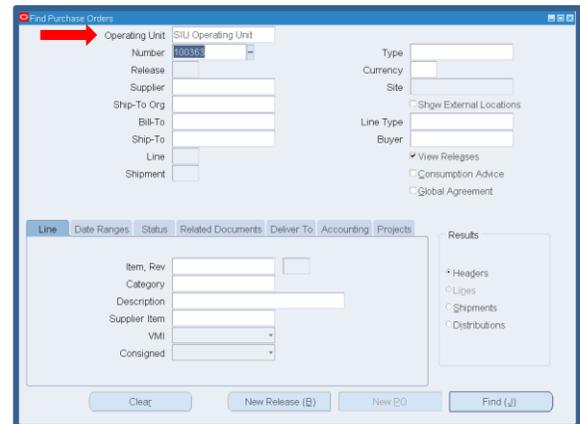
- If you have reviewed the Navigation tutorials, you will be familiar with the new structure for responsibilities and functions.
- The screenshot on the right shows the two options you have to enter a Scheduled Release.



### Entering a Scheduled Release Using the Purchase Order Summary Function

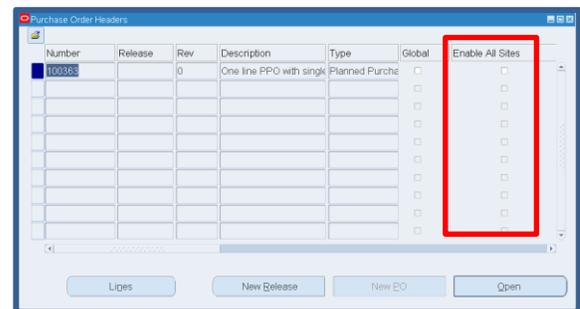
#### Find Purchase Orders

- Selecting the Purchase Order Summary function, opens the Find Purchase Orders window, as before.
- New to this window is the **Operating Unit** field; there are no other changes.
- We entered the PO number and checked the View Releases checkbox.
- Next, we clicked Find.

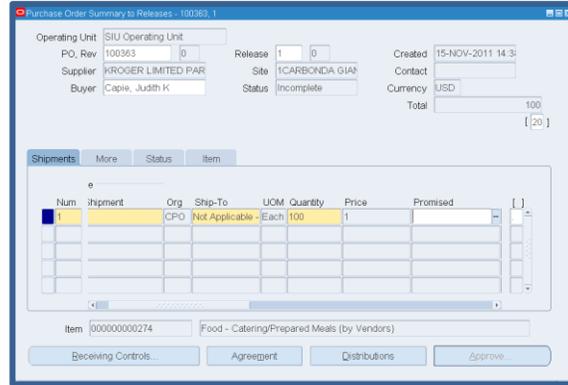


#### PO Header

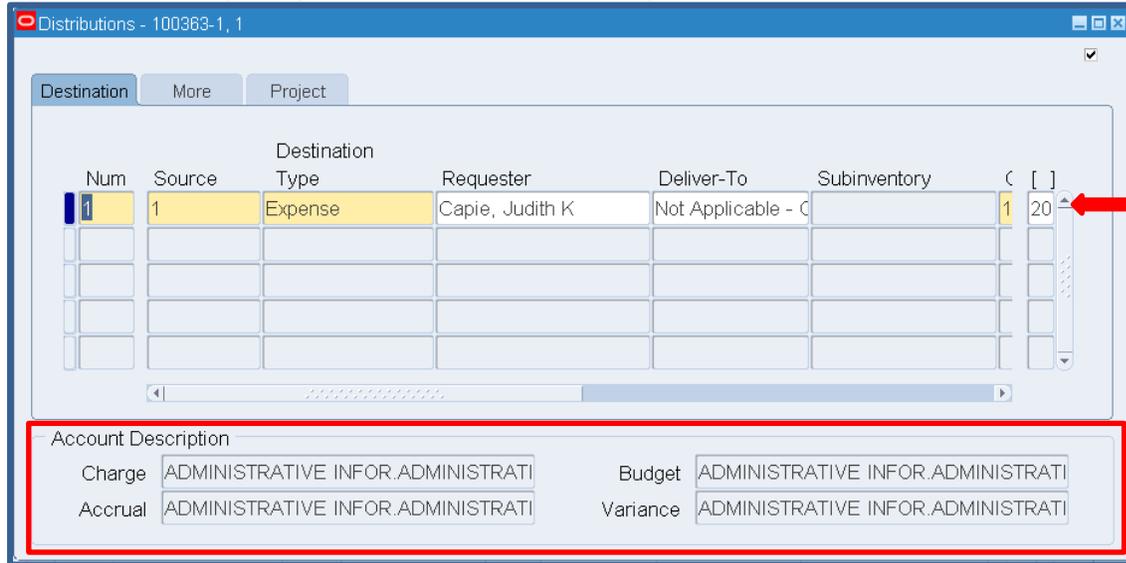
- The PO Headers window opened.
- **Enable All Sites** is new to this window; there are no other changes.



- The screenshot on the right is the **Purchase Order Summary to Releases** window.
- We have completed all necessary steps including verification of correct PO and Line information. We also completed the Header DFF and the Shipments region. We **SAVED** our work, after entering the Shipment information.
- **NEW:** In R12, you no longer have to use the Distributions button to access the Distributions DFF and enter the BP and the Purchase for U.S Citizen information, if you **REMEMBER TO SAVE** after entering the Shipment information. These fields will automatically populate for you.
- Approve the Release or Forward for Approval, as you normally would.



**NOTE:** An example of a Distributions window in R12 is shown in the screenshot below. As noted, the Distribution DFF populates automatically, as well as the Account Description region. *If you forget to save after entering the Shipments information, you may still enter the Distributions manually, as before in 11i.*



## Entering a Scheduled Release Using the Releases Function

- The only changes to the Releases window are the absence of (SIU Operating Unit) in the window title bar and the addition of the field **Operating Unit** in the top left portion of the form.
- Complete all regions as you normally would.
- Save after entering the Shipments region.
- **NEW:** In R12, you no longer have to use the Distributions button to access the Distributions DFF and enter the BP and the Purchase for U.S Citizen information, if you **REMEMBER TO SAVE** after entering the Shipment information. These fields will automatically populate for you; see screenshot above.

