

Scheduled Releases Overview

Objectives

After completing this module, you should be able to:

- Navigate to the SIU Releases window.
- Enter a Scheduled Release against a Planned Purchase Order (PPO), using the SIU Purchasing Order Summary window.
- Enter an Attachment "To Payables" about the items ordered.
- Submit the Scheduled Release for approval.
- Enter a Change Order (Revision) for a Scheduled Release.

Windows Featured in this Module

- In this module we will be reviewing the following windows:
 - **Purchase Order Summary to Releases** - Numbers follow the window name. These refer to the PPO retrieved and the Release to be issued. These numbers are unique to the PPO and Release you are working with. The information in the Header region of this window comes over from the original PPO.
 - **PO Releases DFF** – is accessed from the Headers region of the Purchase Order Summary to Releases window. To open this window, you have to click in the DFF on the PO Header. The Department Buyer completes this information. The process is shown in Learning Cycle 1 of this Module.
 - **Tabbed** regions at the bottom of the Purchase Order Summary to Releases window collect or provide additional information.
 - Shipments** is the default tabbed region. You, the Department Buyer, will complete the required information in this window. You will learn how in this Module.
 - More Tabbed Region** - provides information such as Receipt Close Tolerance, Invoice Close Tolerance and Invoice Match Option (previously referred to as Match Type).
The **Status** and **Item** tabbed regions are not used.

Purchase Order Summary to Releases Action Buttons

- Clicking the **Receiving Controls button** will activate the Receiving Controls window.
 - In the Receiving Controls window, we will focus on the Receipt Routing field in the Miscellaneous region. SIU uses Standard or Direct receipt routing.
- Clicking the **Agreement button** will activate the Agreement window.
 - The Agreement window provides the Terms of the original purchase order, along with other summary details.
- The Department Buyer is responsible for completing some of the **Attachments**. The process for creating an attachment will be demonstrated in Learning Cycle 2 of this Module.

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