



Southern  
Illinois University  
Carbondale

**RELEASE ENTRY**

**MADE SIMPLE**

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# Entering a Release into AIS

1. Log into AIS and select the “SIU Department Buyer” Responsibility.
2. Select Purchase Order Summary.
3. Query the PO by entering the PO # in the Number field. Make sure that there is a check in the “View Releases” box. Hit the “**Find**” Button or Enter.

The screenshot displays the Oracle Applications - AIS Production interface. The main window is titled "Find Purchase Orders" and contains the following elements:

- Operating Unit:** SIU Operating Unit
- Number:** 126911
- Release:** (empty field)
- Supplier:** (empty field)
- Ship-To Org:** (empty field)
- Bill-To:** (empty field)
- Ship-To:** (empty field)
- Line:** (empty field)
- Shipment:** (empty field)
- Type:** (empty field)
- Currency:** (empty field)
- Site:** (empty field)
- Show External Locations:**
- Line Type:** (empty field)
- Buyer:** (empty field)
- View Releases:**
- Consumption Advice:**
- Global Agreement:**

Below the search criteria, there are tabs for "Line", "Date Ranges", "Status", "Related Documents", "Deliver To", "Accounting", and "Projects". The "Line" tab is selected, showing fields for:

- Item, Rev:** (empty field)
- Category:** (empty field)
- Description:** (empty field)
- Supplier Item:** (empty field)
- VMI:** (dropdown menu)
- Consigned:** (dropdown menu)

At the bottom right, there is a "Results" section with radio buttons for "Headers", "Lines", "Shipments", and "Distributions". At the bottom center, there are buttons for "Clear", "New Release (B)", "New PO", and "Find (J)".

Example of resulting query:

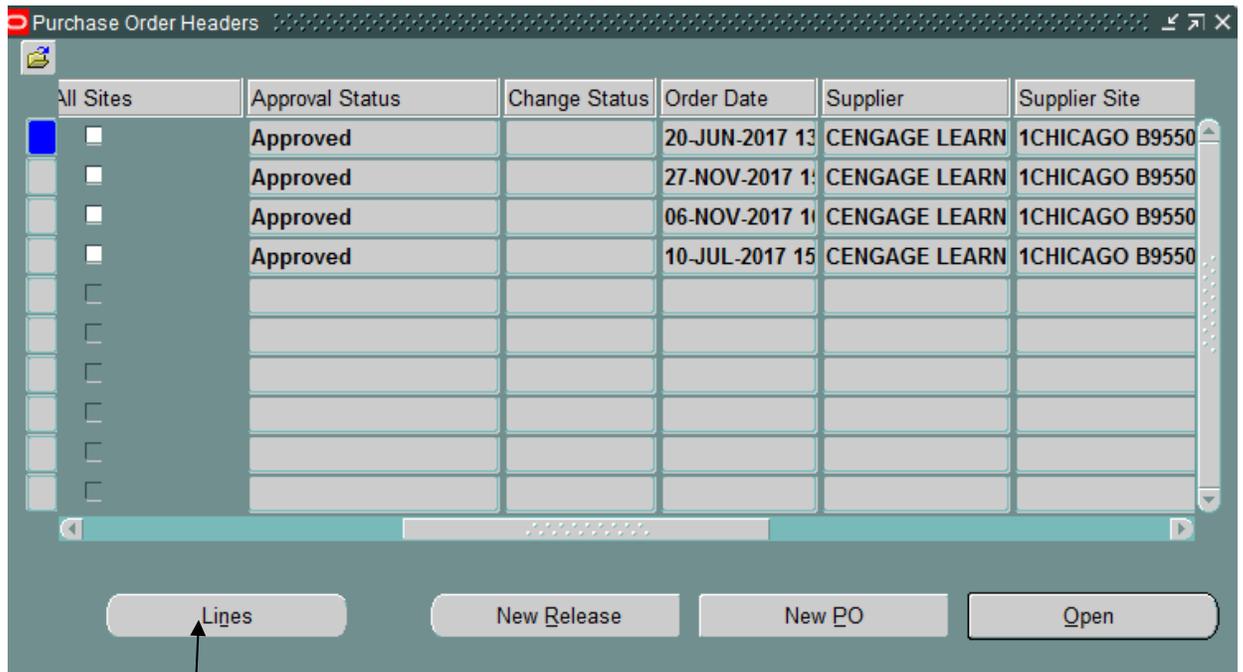
Number	Release	Rev	Description	Type	Global	Enable All Sites
126911		0	FY18; Online subscrip	Planned Purch	<input type="checkbox"/>	<input type="checkbox"/>
126911	3	0	FY18; Online subscrip	Scheduled Rel	<input type="checkbox"/>	<input type="checkbox"/>
126911	2	0	FY18; Online subscrip	Scheduled Rel	<input type="checkbox"/>	<input type="checkbox"/>
126911	1	0	FY18; Online subscrip	Scheduled Rel	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Lines, New Release, New PO, Open

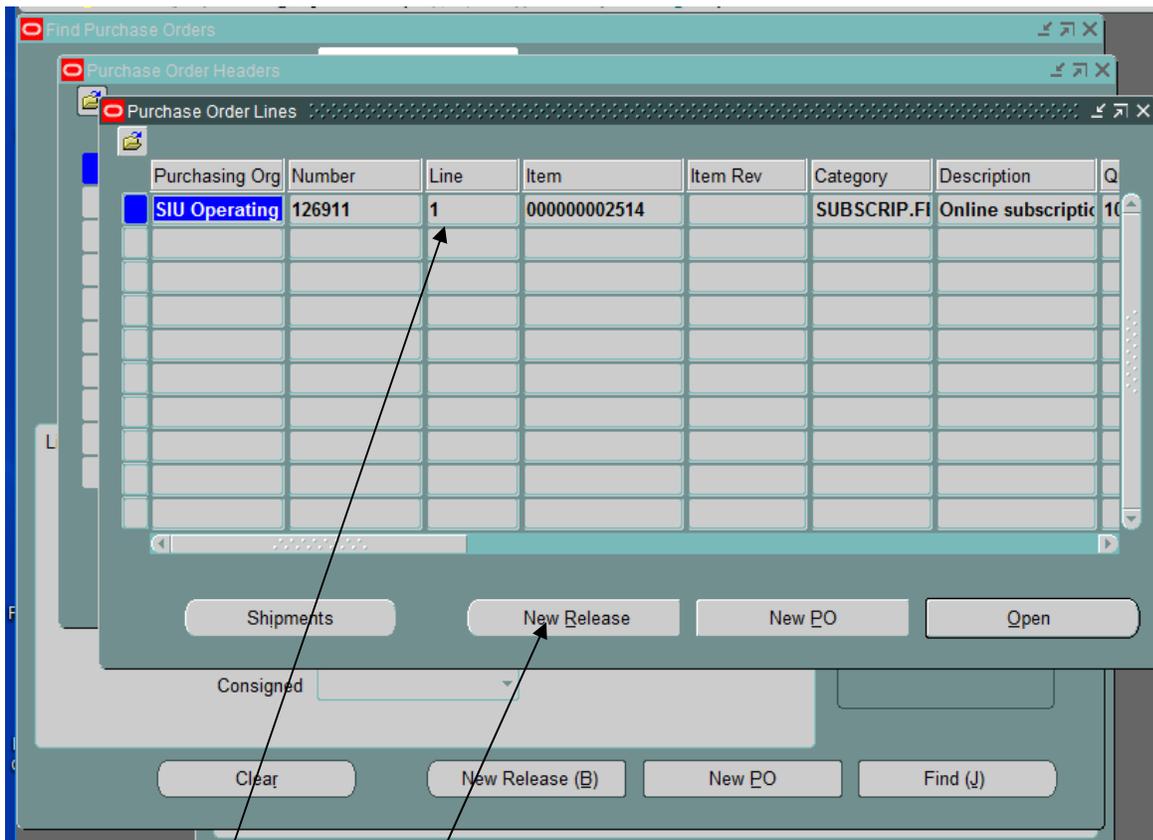
- Verify that you have queried the correct purchase order by scrolling over to check the Vendor Name and description. Also, make sure that the purchase order approval status indicates "Approved". If the PO is not approved, contact the appropriate buyer **prior** to entering the release(s).

All Sites	Approval Status	Change Status	Order Date	Supplier	Supplier Site
<input type="checkbox"/>	Approved		20-JUN-2017 13	CENGAGE LEARN	1CHICAGO B9550
<input type="checkbox"/>	Approved		27-NOV-2017 13	CENGAGE LEARN	1CHICAGO B9550
<input type="checkbox"/>	Approved		06-NOV-2017 13	CENGAGE LEARN	1CHICAGO B9550
<input type="checkbox"/>	Approved		10-JUL-2017 15	CENGAGE LEARN	1CHICAGO B9550
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Buttons: Lines, New Release, New PO, Open

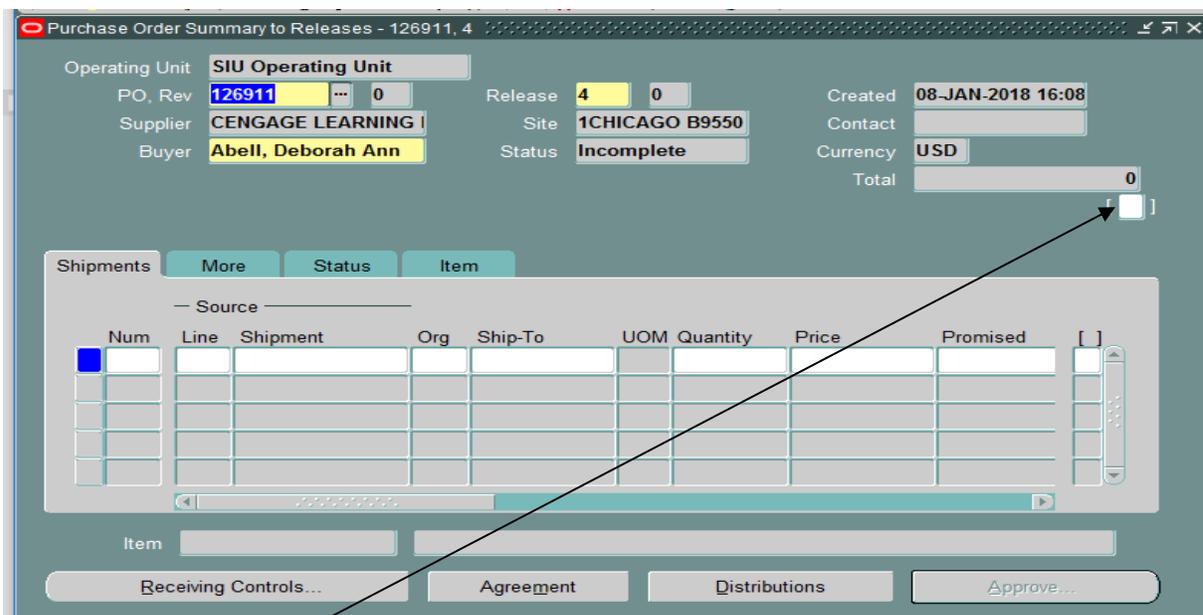


5. Click on the “**Lines**” button. This will allow you to view all of the PO lines on the purchase order. Most Planned Purchase Orders will only have one (1) line. However, if more than one purchase order line exists, you must determine which line or lines the release will be entered against. By clicking on the “Lines” button, you will be able to determine the correct PO line that the release needs to be entered against.



Review the “Line” Column to determine the number of lines which exist on the purchase order. If only one (1) PO line exists continue to Step #6 below. If more than one PO line exists, determine which line or lines the release applies to and skip to Page 16.

- Click on the “**New Release**” button to open the Release Screen. The Purchase Order Summary to Releases window will open.



- Click on the Release Header DFF (Descriptive Flexfield).

8. Enter the required Release Header DFF information (the Funding Fiscal Year and the Preparer Phone No.). Required fields are highlighted. Click "OK".

Operating Unit: SIU Operating Unit  
PO, Rev: 126911 0  
Supplier: CENGAGE LEARNING  
Buyer: Abell, Deborah Ann  
Release: 4 0  
Site: 1CHICAGO B9550  
Status: Incomplete  
Created: 08-JAN-2018 16:08  
Contact: [Empty]  
Currency: USD  
Total: 0

**PO Releases**

FUNDING FISCAL YEAR: 2018  
PREPARER PHONE NO.: 453-1234  
Preparer Fax No.: [Empty]  
Preparer Email: [Empty]  
For Purchasing Use Only: IL Transaction Code: [Empty]  
For Purchasing Use Only: Obligation Number: [Empty]

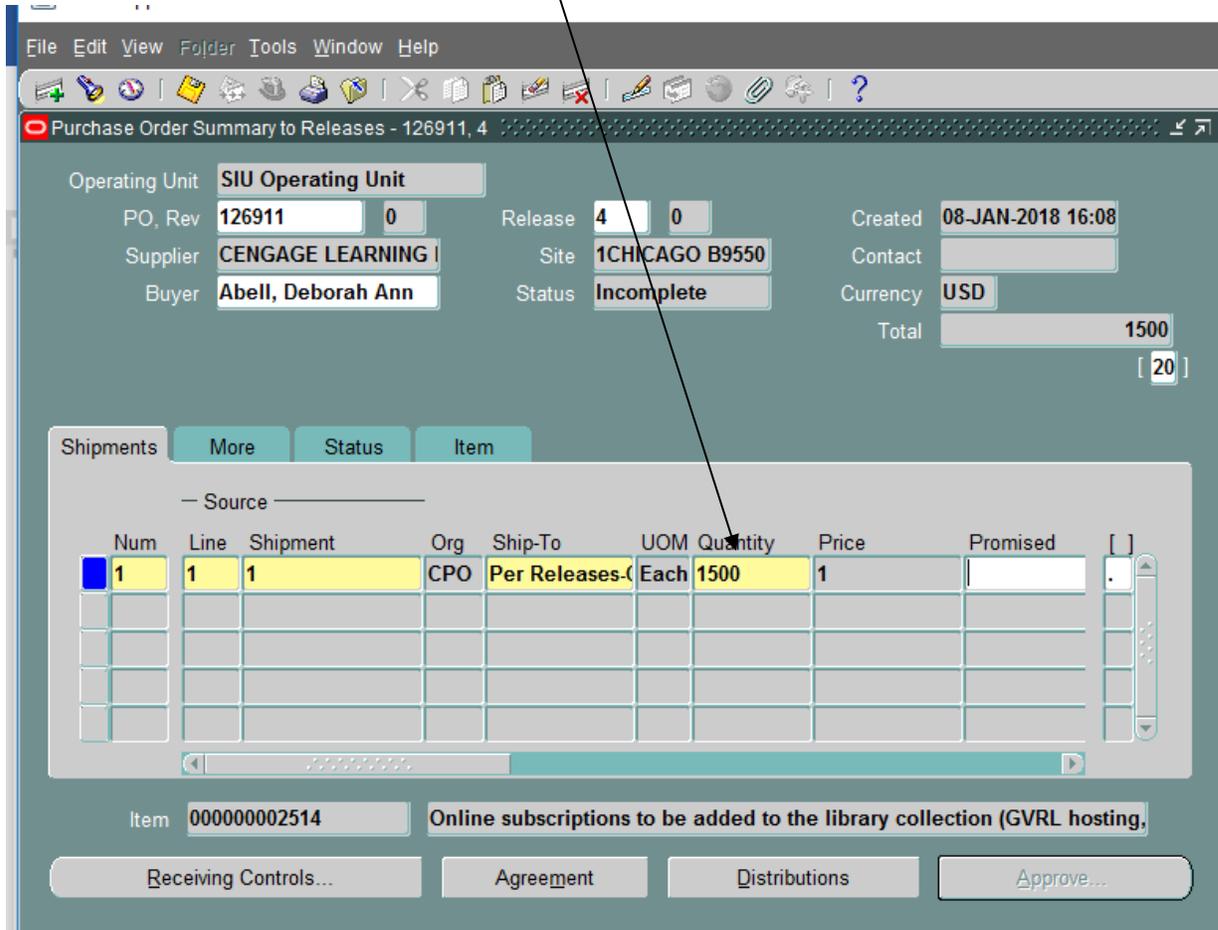
Buttons: OK, Cancel, Clear, Help

Release Header DFF

9. Your cursor will be in the “Num” Field. Tab to the “Line” Field and enter 1 or the line number that applies.
10. Tab to the “Shipment” Field and enter 1. The original “Org”, “Ship-To”, and “Quantity” fields are automatically populated.

NOTE: The quantity amount is the remaining balance of this Planned Purchase Order.

11. Highlight the dollar amount in the “Quantity” field and change it to the dollar amount for the current release. TAB



12. Save the entered information in one of the following methods:
  - A. Click on the yellow SAVE button on the Tool Bar.
  - or -
  - B. Press Ctrl and S keys.
  - or -
  - C. Choose File from the menu, then choose SAVE.

### 13. Adding the Attachment.

Make sure your cursor is within the Release Lines Area.

Click on the paperclip button on the tool bar to add an attachment.

Num	Line	Shipment	Org	Ship-To	UOM	Quantity	Price	Promised
1	1	1	CPO	Per Releases.	Each	1500	1	

### 14. The "Attachments" window will appear.

Seq	Category	Title	Description	May Be Changed
10				<input checked="" type="checkbox"/>

15. Tab to the “Category” field of the first blank line (if there are lines with data already in them, just arrow down ↓ to the first blank line) and enter “**To Payables**” or use the List of Values and select “**To Payables**”.
16. Within the “Description” field enter: **PO # plus release #**. (For example: 126911-4)
17. Within the “Data Type” field enter: **Short Text**
18. Enter information concerning the release within the large description area. Entry of the invoice number and a brief description is required. Please limit the description(s) to 50 characters or less. This information will actually print on the Vendor’s check.

Note: Releases on Planned Purchase Orders for services must include the beginning and ending dates of the service(s) performed.

Example of Description format for commodity purchases:

Invoice #12345 Misc Library Books

The screenshot shows a software window titled "Attachments - 1". It features a menu bar (File, Edit, View, Folder Tools, Window, Help) and a toolbar. Below the toolbar is a table with the following structure:

Main	Source			
Seq	Category	Title	Description	May Be Changed
10	To Payables		126911-4	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity Name: PO Shipment

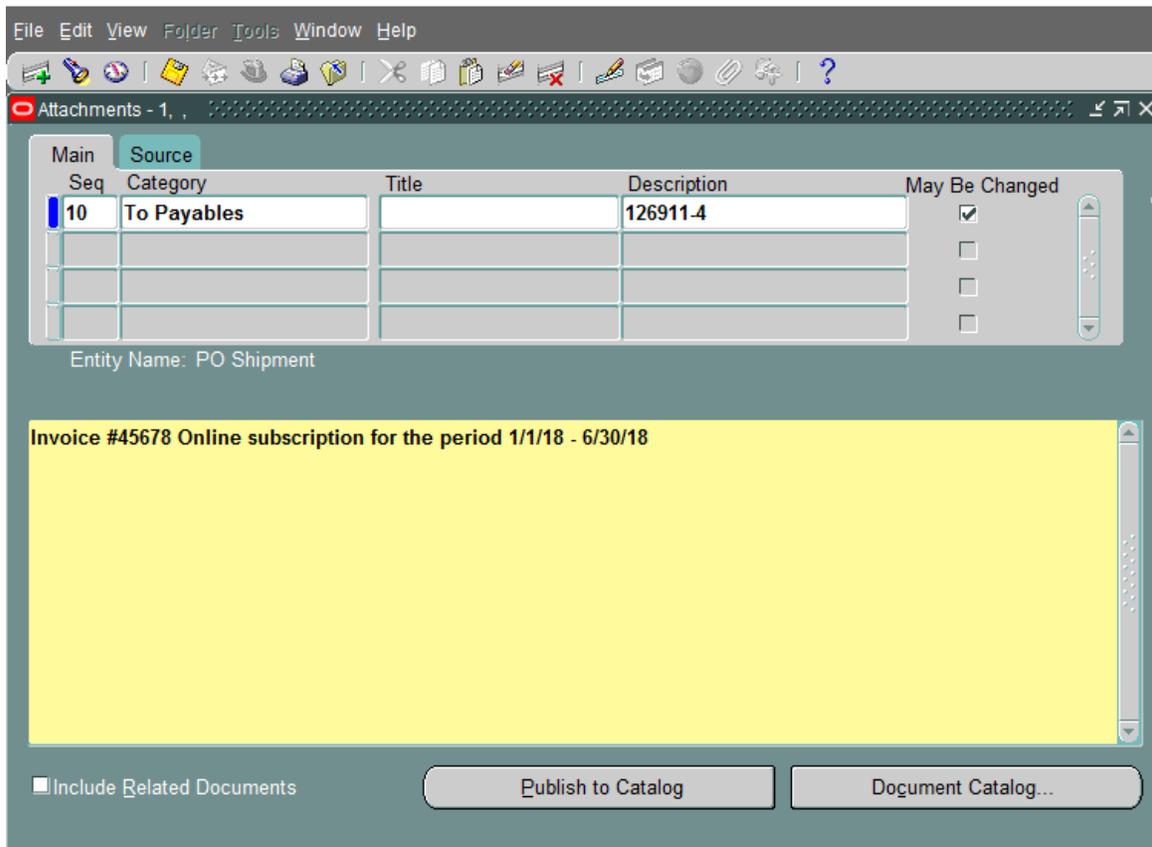
Invoice #12345 Misc Library Books

Include Related Documents

Publish to Catalog      Document Catalog...

Example of Description Format for Services:

Invoice #45678, Online subscription for the period 1/1/18 – 6/30/18.



19. Save the Attachment in one of the following methods:
  - A. Click on the yellow SAVE button on the Tool Bar.  
- or -
  - B. Press Ctrl and S keys.  
- or -
  - C. Choose File option from the menu, then choose SAVE

20. Click on the “Approve” button in the lower right corner of the screen. The “Approve Document Screen” will appear.

File Edit View Folder Tools Window Help

Approve Document - 126911-4

Approval Details Additional Options

Encumbrance

Reserve  Unreserve Unreserve Date

Use GL Override  Use Document GL Date to Unreserve Accounting Date

Approval

Submit for Approval Forward From

Forward Approval Path

Forward To

Note Dept Buyer approval

Change Summary

Transmission Methods

Print  XML

Fax FAX Number   EDJ

E-Mail E-Mail Address

OK Cancel (B)

21. The "Submit for Approval" button is automatically checked.

- If you have approval authority, add a note (similar to the one above) and click the “OK” button.
- If you do not have the authority to approve, click on the "Forward" button, make sure the "Forward To" field is correct, add a note similar to "For your approval" and click on "OK." The release will be forwarded to the individual listed in the “Forward To” field for approval.

28. The Release Screen will reappear. Make sure that the status area indicates that the release is “Approved, Reserved”.

Purchase Order Summary to Releases - 126911-4

Operating Unit: SIU Operating Unit  
 PO, Rev: 126911 0  
 Supplier: CENGAGE LEARNING I  
 Buyer: Abell, Deborah Ann

Release: 4 0  
 Site: 1CHICAGO B9550  
 Status: Approved, Reserv

Created: 08-JAN-2018 16:28  
 Contact:   
 Currency: USD  
 Total: 1,500.00 [ 20 ]

Shipments: More Status Item

Num	Line	Shipment	Org	Ship-To	UOM	Quantity	Price	Promised
1	1	1	CPO	Per Releases-(	Each	1500	1	

Item: 000000002514 Online subscriptions to be added to the library collection (GVRL hosting,

Receiving Controls... Agreement Distributions Approve...

29. To exit the Release screen, choose File option → Close Form.

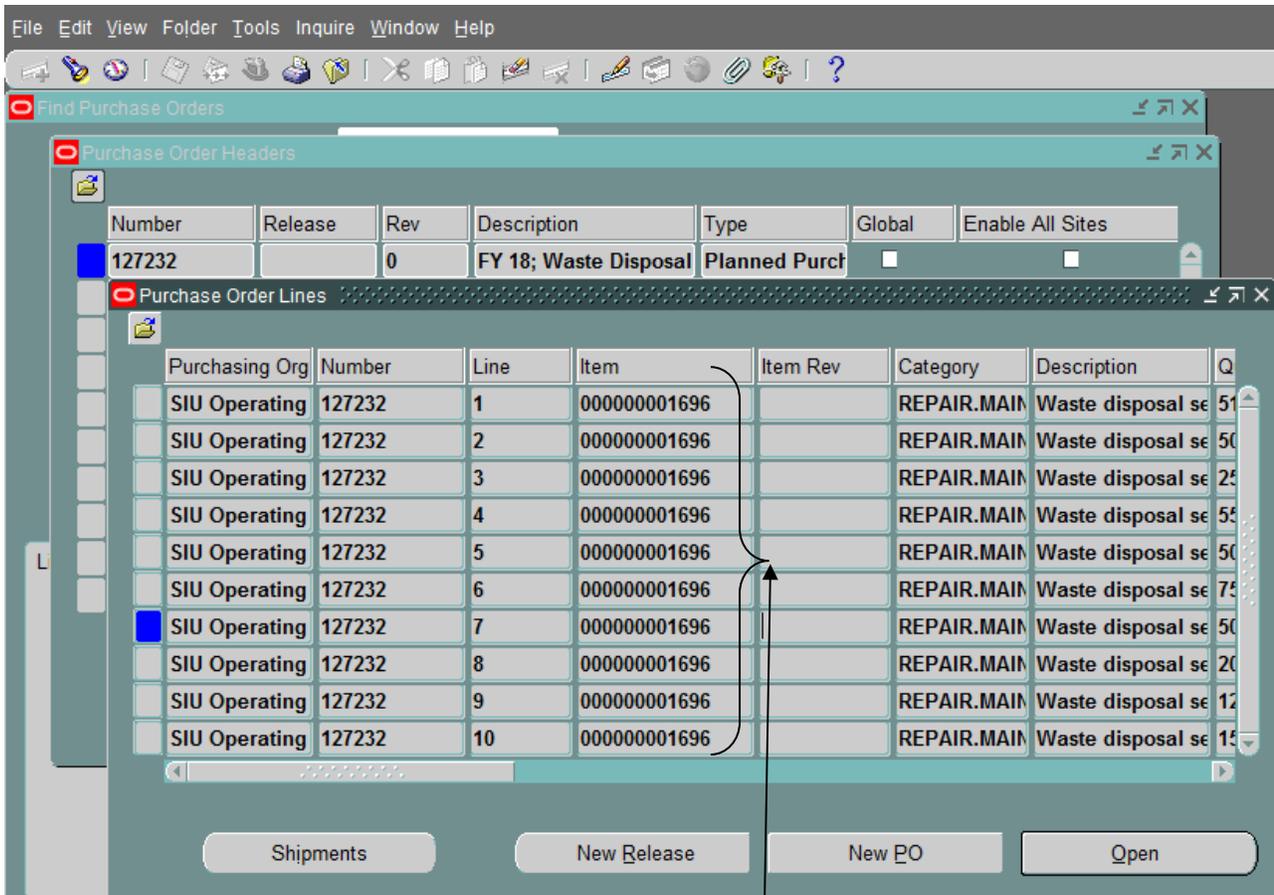
30. The Invoice must be forwarded to Accounts Payable for payment in the following manner:

- If Vendor’s invoice is less than a standard 8 ½ x 11”, invoice must be taped to a full sheet of paper.
- In top right hand corner of invoice, with a red pen, the following information should be listed:
 

PO #	
Release #	
Beginning Date	} Required for Services ONLY!
Ending Date	

# Entering a Scheduled Release with Multi – Distributions

After querying the Purchase Order through Purchase Order Summary, click on the “Lines” Button (at the bottom of the Purchase Order Header screen) to determine the correct PPO line.

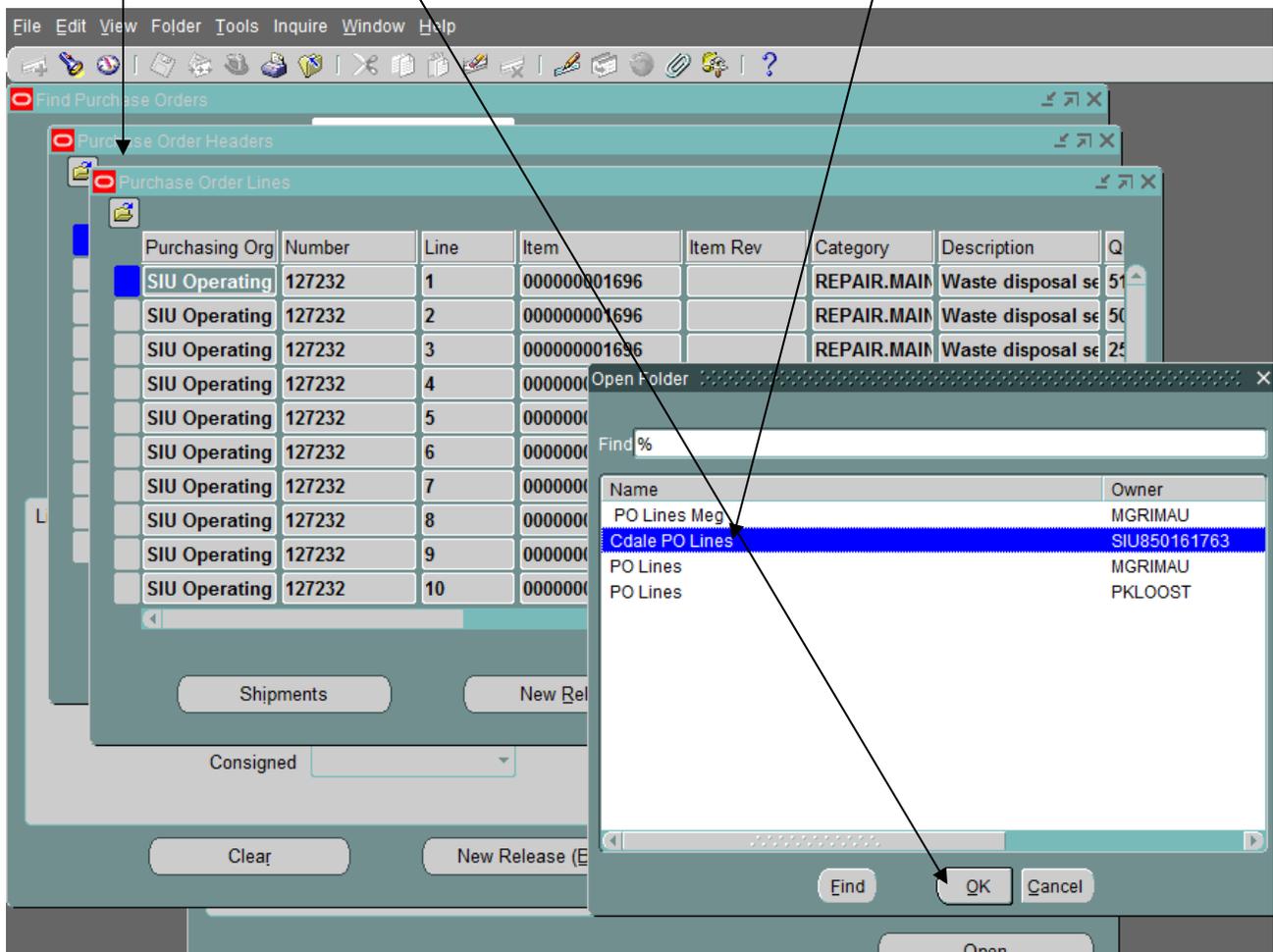


In this example, there are ten (10) PO Lines.

The PO Lines will only display ten (10) PO Lines at a time. Click on the last displayed PO Line and hit the “↓” button on your keyboard to display the remaining PO lines.

Click on the Folder at the top left hand corner of the screen.

The "Open Folder" window will appear. Select "Cdale PO Lines" and click on "OK".



Multiple folder options may appear and another folder may be selected if that view would suit your needs better.

Folders are created to change, add, or delete the columns available for view on the selected screen.

The AIS default screen view will return when the Purchase Order Summary screen is closed.

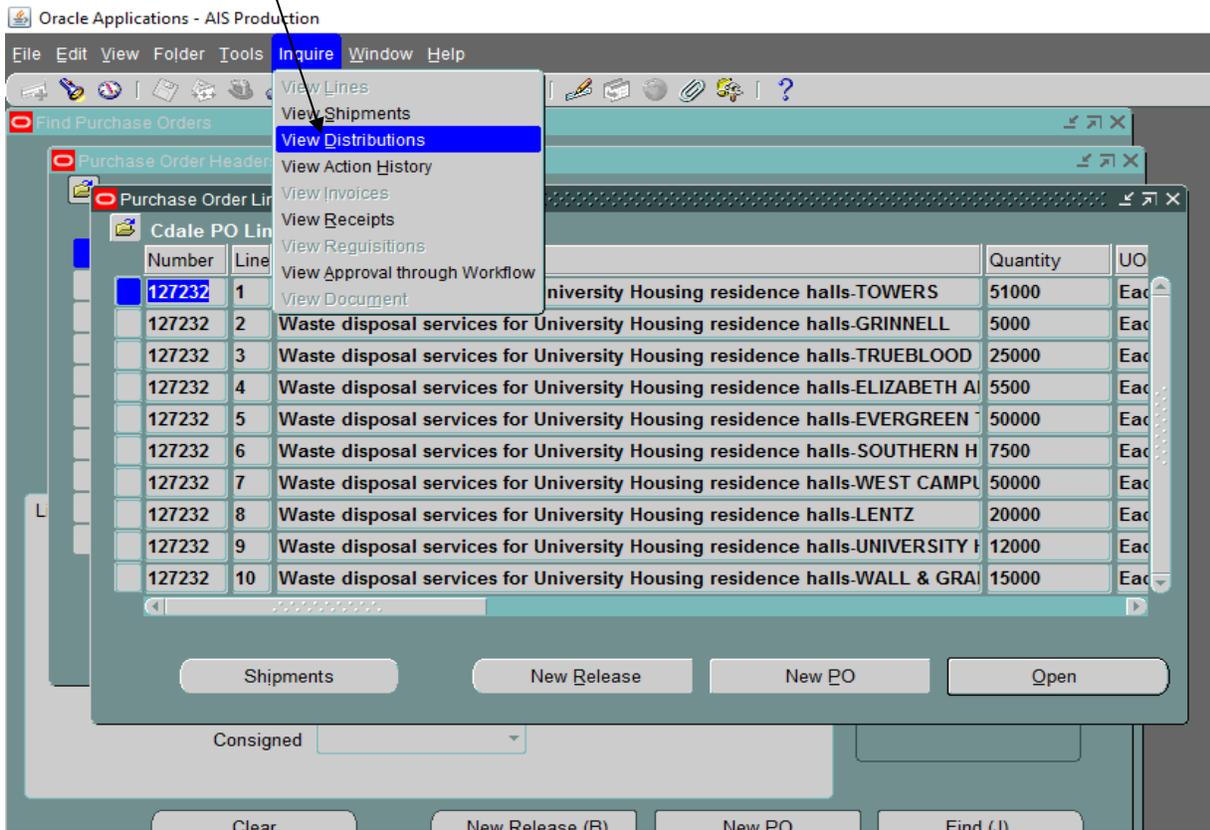
The Purchase Order Lines Screen will now be modified and you will be able to read more of the PO line descriptions. By clicking on the “Description” field and using the “→” button on your keyboard, you can scroll through the description of the PO line.

The screenshot shows the Oracle Purchase Order Lines screen. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Folder', 'Tools', 'Inquire', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Purchase Order Lines' and contains a table with the following columns: Number, Line, Item Ref, Description, Quantity, Price, Amount, Buyer, Cancelled, Closure Status, and Item. The table lists 10 lines, all with a quantity of 1 and a closure status of 'Open'. The descriptions are for waste disposal services at different university housing halls. The first line is highlighted in blue.

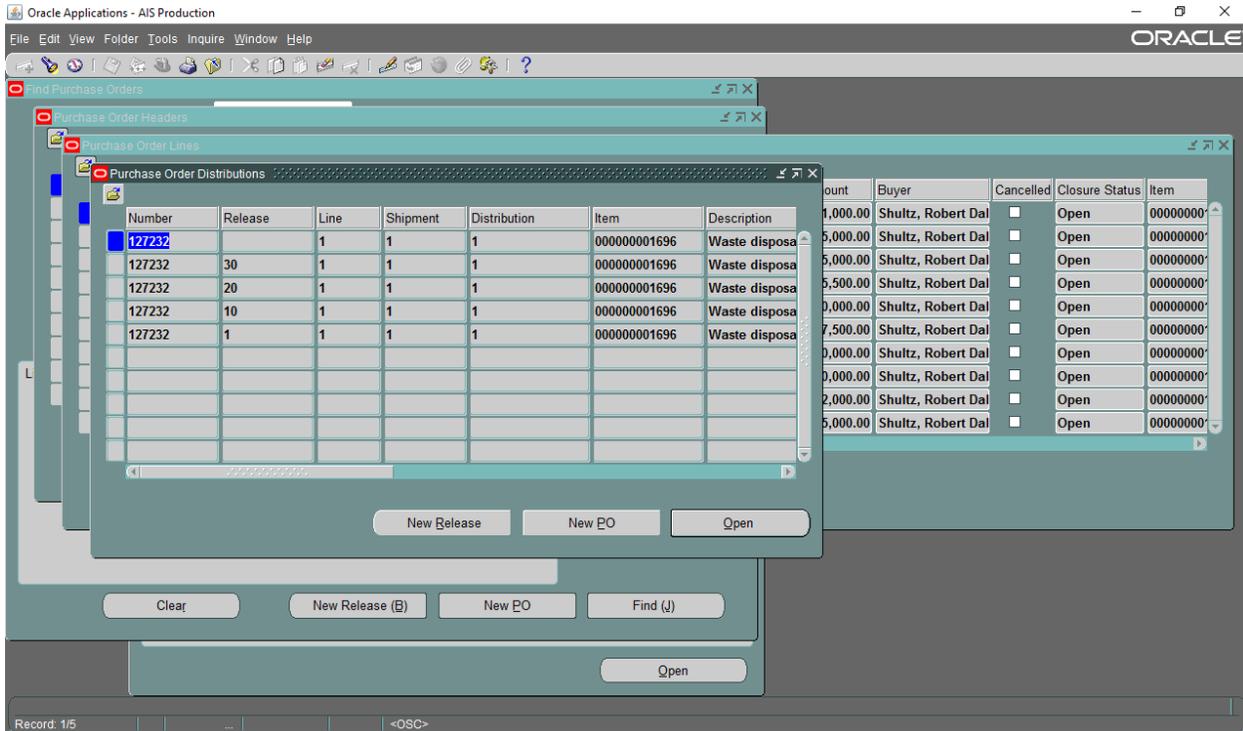
Number	Line	Item Ref	Description	Quantity	Price	Amount	Buyer	Cancelled	Closure Status	Item
127232	1		Waste disposal services for University Housing residence halls-TOWER:	51000	1	51,000.00	Shultz, Robert Dal	<input type="checkbox"/>	Open	00000000
127232	2		Waste disposal services for University Housing residence halls-GRINNEI	5000	1	5,000.00	Shultz, Robert Dal	<input type="checkbox"/>	Open	00000000
127232	3		Waste disposal services for University Housing residence halls-TRUEBL	25000	1	25,000.00	Shultz, Robert Dal	<input type="checkbox"/>	Open	00000000
127232	4		Waste disposal services for University Housing residence halls-ELIZABE	5500	1	5,500.00	Shultz, Robert Dal	<input type="checkbox"/>	Open	00000000
127232	5		Waste disposal services for University Housing residence halls-EVERGR	50000	1	50,000.00	Shultz, Robert Dal	<input type="checkbox"/>	Open	00000000
127232	6		Waste disposal services for University Housing residence halls-SOUTHE	7500	1	7,500.00	Shultz, Robert Dal	<input type="checkbox"/>	Open	00000000
127232	7		Waste disposal services for University Housing residence halls-WEST C	50000	1	50,000.00	Shultz, Robert Dal	<input type="checkbox"/>	Open	00000000
127232	8		Waste disposal services for University Housing residence halls-LENTZ	20000	1	20,000.00	Shultz, Robert Dal	<input type="checkbox"/>	Open	00000000
127232	9		Waste disposal services for University Housing residence halls-UNIVER:	12000	1	12,000.00	Shultz, Robert Dal	<input type="checkbox"/>	Open	00000000
127232	10		Waste disposal services for University Housing residence halls-WALL &	15000	1	15,000.00	Shultz, Robert Dal	<input type="checkbox"/>	Open	00000000

At the bottom of the screen, there are four buttons: 'Shipments', 'New Release', 'New PO', and 'Open'.

Usually you can determine from the PO line description which line(s) to enter the release against. However if further information regarding the PO line (ie. the charge account) is needed, click on "Inquire → View Distributions".

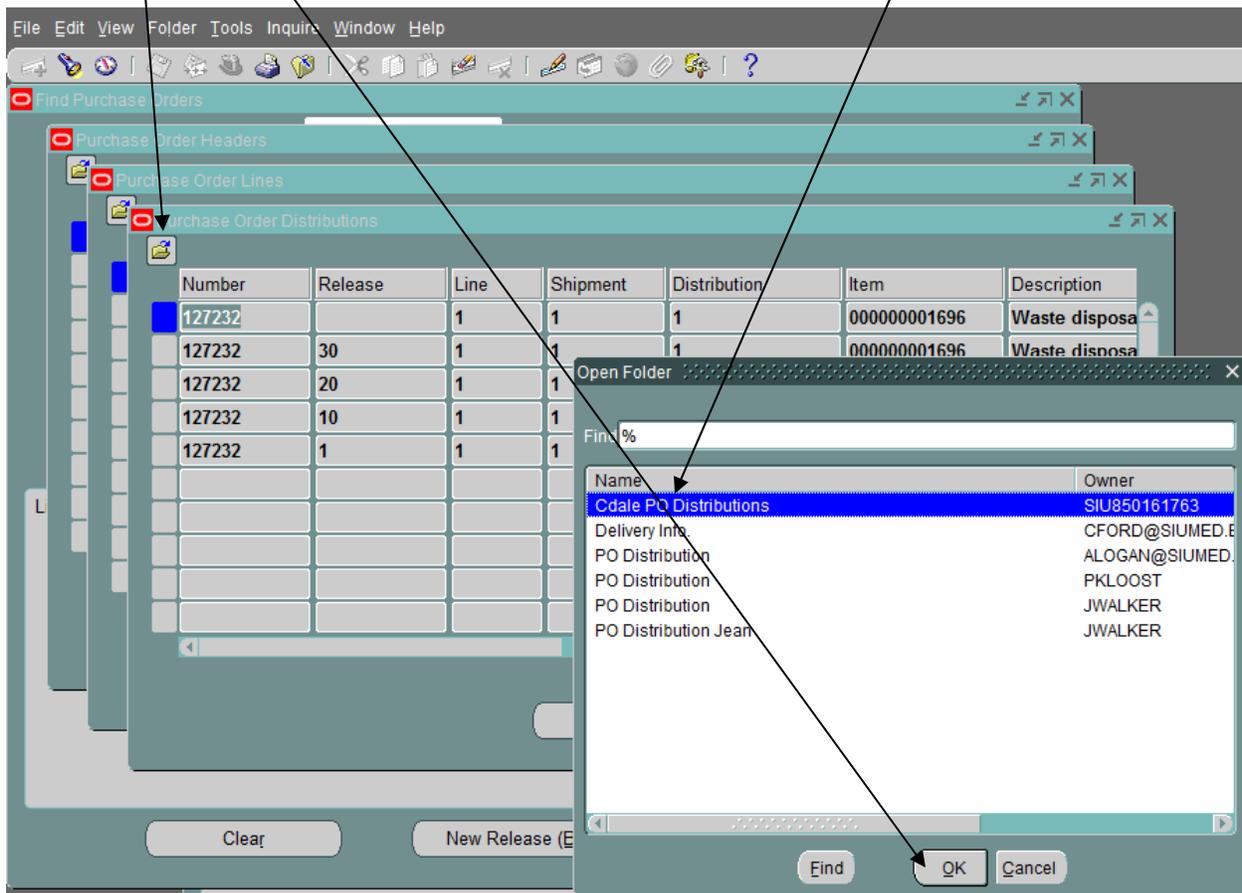


Depending on which PO Line your cursor was in at the time of the query, the corresponding "PO Distribution" window will appear.

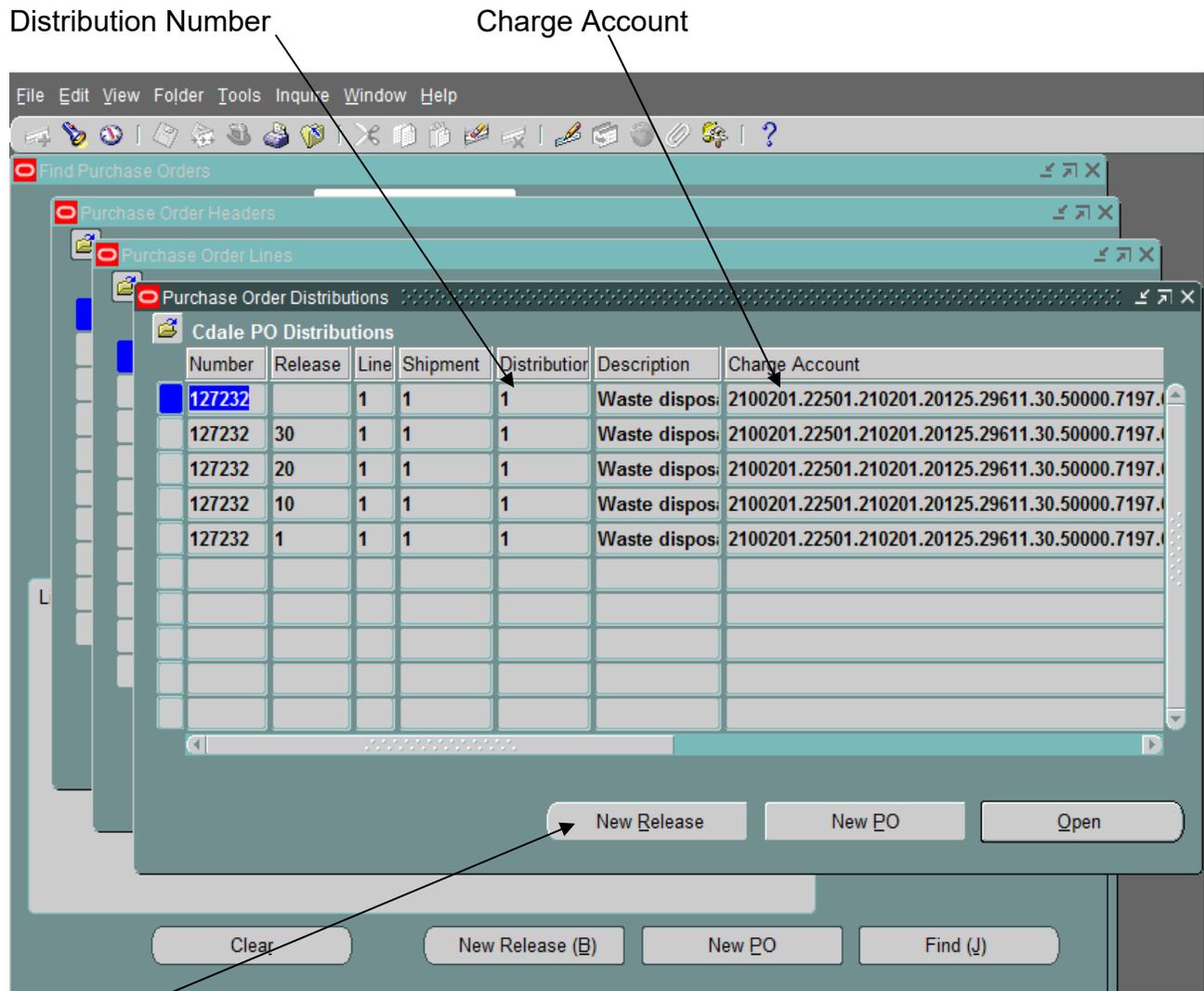


Click on the Folder at the top left hand corner of the screen.

The "Open Folder" window will appear. Select "Cdale PO Distributions" and click on "OK".



The Purchase Order Distributions screen will now be modified and you will be able to view the PO Distribution charge account(s).



After determining the correct PO line, you are ready to enter the Release. Click on the “New Release” button.

### **Entering the Release:**

Complete the Header information in the usual manner (ie. DFF information).

Within the Shipment Lines Section, tab to the “Line” Field and enter the line number that applies.

Tab to the “Shipment” Field and enter 1. The original “Org”, “Ship-To”, and “Quantity” fields are automatically populated.

NOTE: The quantity amount shown is the remaining balance of that line.

Highlight the dollar amount in the “Quantity” field and change it to the dollar amount that applies for that line for the current release. TAB

Purchase Order Summary to Releases - 127232, 40

Operating Unit: SIU Operating Unit  
PO, Rev: 127232 0  
Supplier: ED BURRIS DISPOSAL  
Buyer: Abell, Deborah Ann  
Release: 40 0  
Site: 1CARBONDA B63  
Status: Incomplete  
Created: 09-JAN-2018 14:12  
Contact: BURRIS, GREG  
Currency: USD  
Total: 5 [ 20 ]

Num	Shipment	Org	Ship-To	UOM	Quantity	Price	Promised
1		CPO	Per Releases-	Each	5	1	

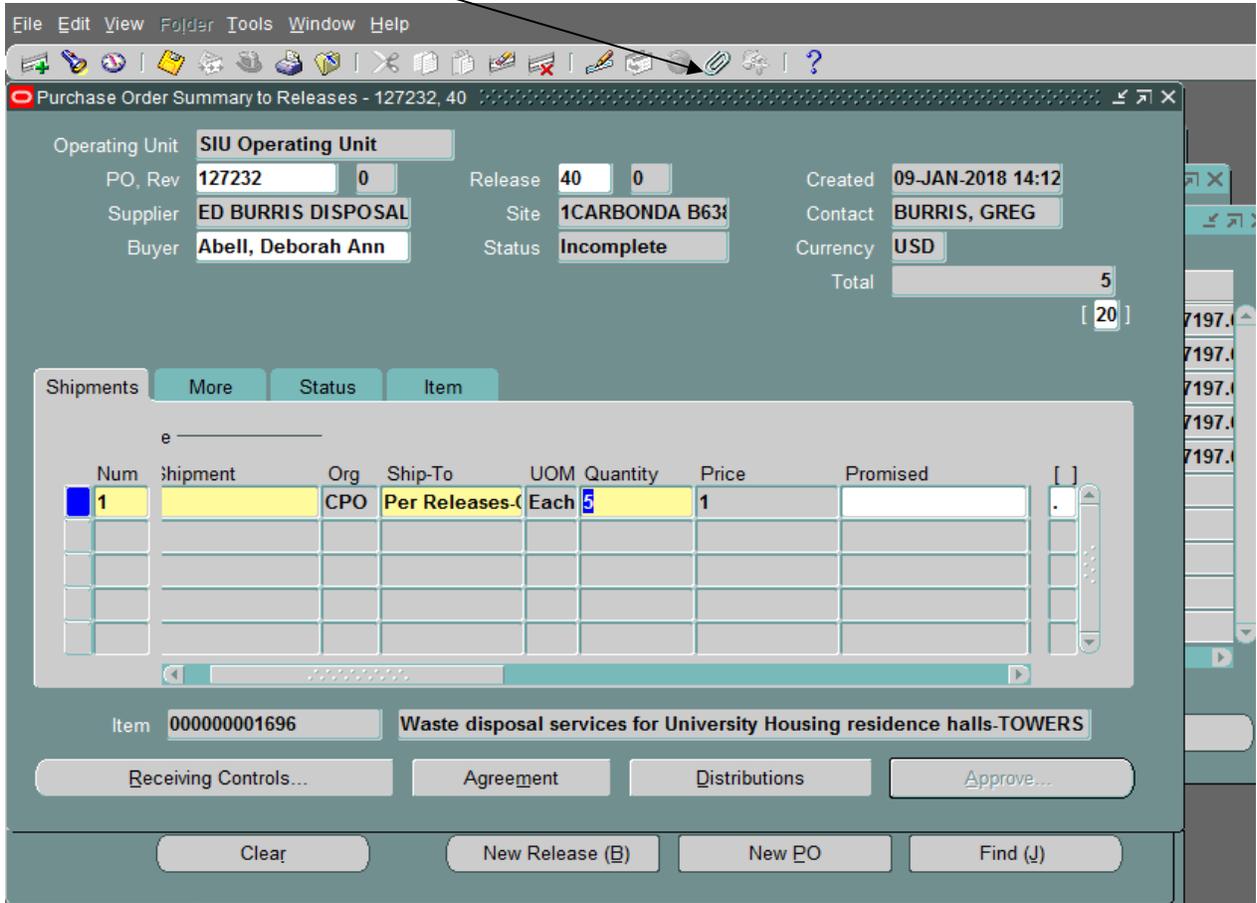
Item: 000000001696 Waste disposal services for University Housing residence halls-TOWERS

Buttons: Receiving Controls..., Agreement, Distributions, Approve..., Clear, New Release (B), New PO, Find (J)

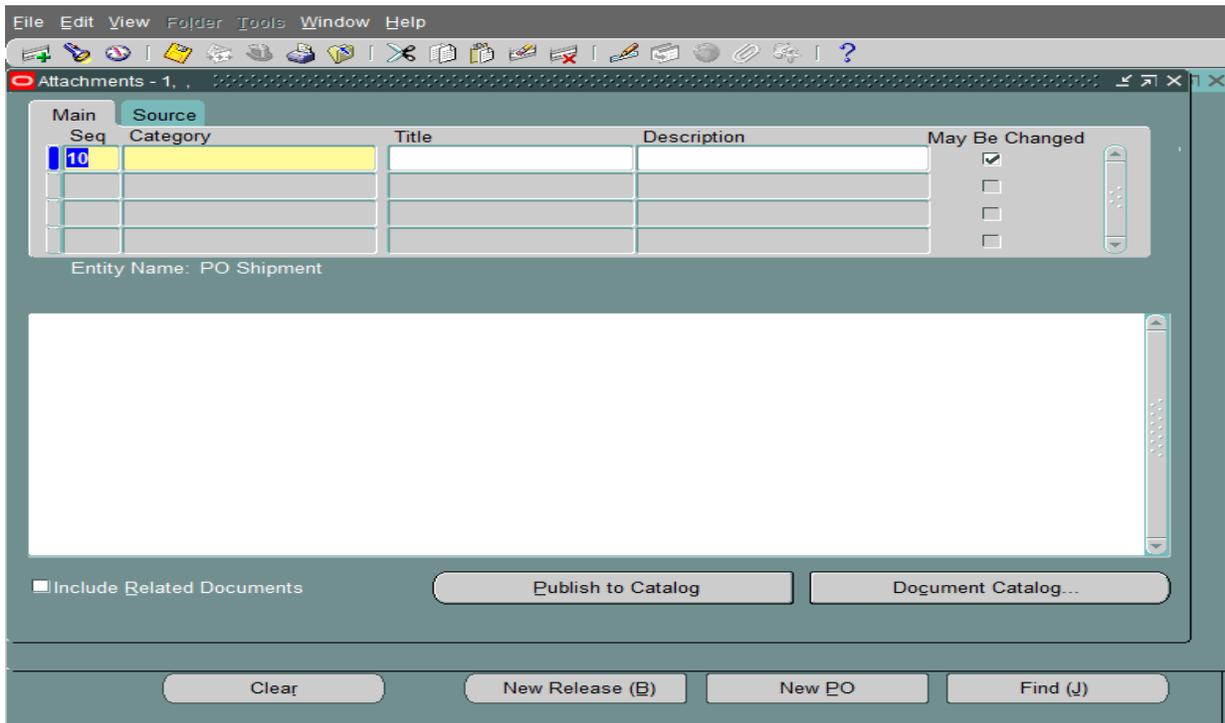
Save the entered information in one of the following methods:

1. Click on the yellow SAVE button on the Tool Bar.  
- or -
2. Press Ctrl and S keys.  
- or -
3. Choose File option from the menu, then choose SAVE.

Click on the paperclip button on the tool bar to add an attachment. Make sure your cursor is within the Release Lines Area.



The "Attachments" window will appear:



Tab to the “Category” field and enter “**To Payables**”.

Within the “Description” field enter: **PO # plus release #.** (For Example: 127232-40)

Within the “Data Type” field enter: **Short Text**

Enter information concerning the release within the large description area. Entry of the invoice number and a brief description is required. Please limit the description(s) to 50 characters or less. This information will actually print on the Vendor’s check.

Note: Releases on Planned Purchase Orders for services must include the beginning and ending dates of the service(s) performed.

Example of Description format for commodity purchases:

Invoice #12345 Trash Bags

The screenshot shows a software window titled "Attachments - 1" with a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. Below the toolbar is a table with the following data:

Seq	Category	Data Type	File or URL
10	To Payables	Short Text	

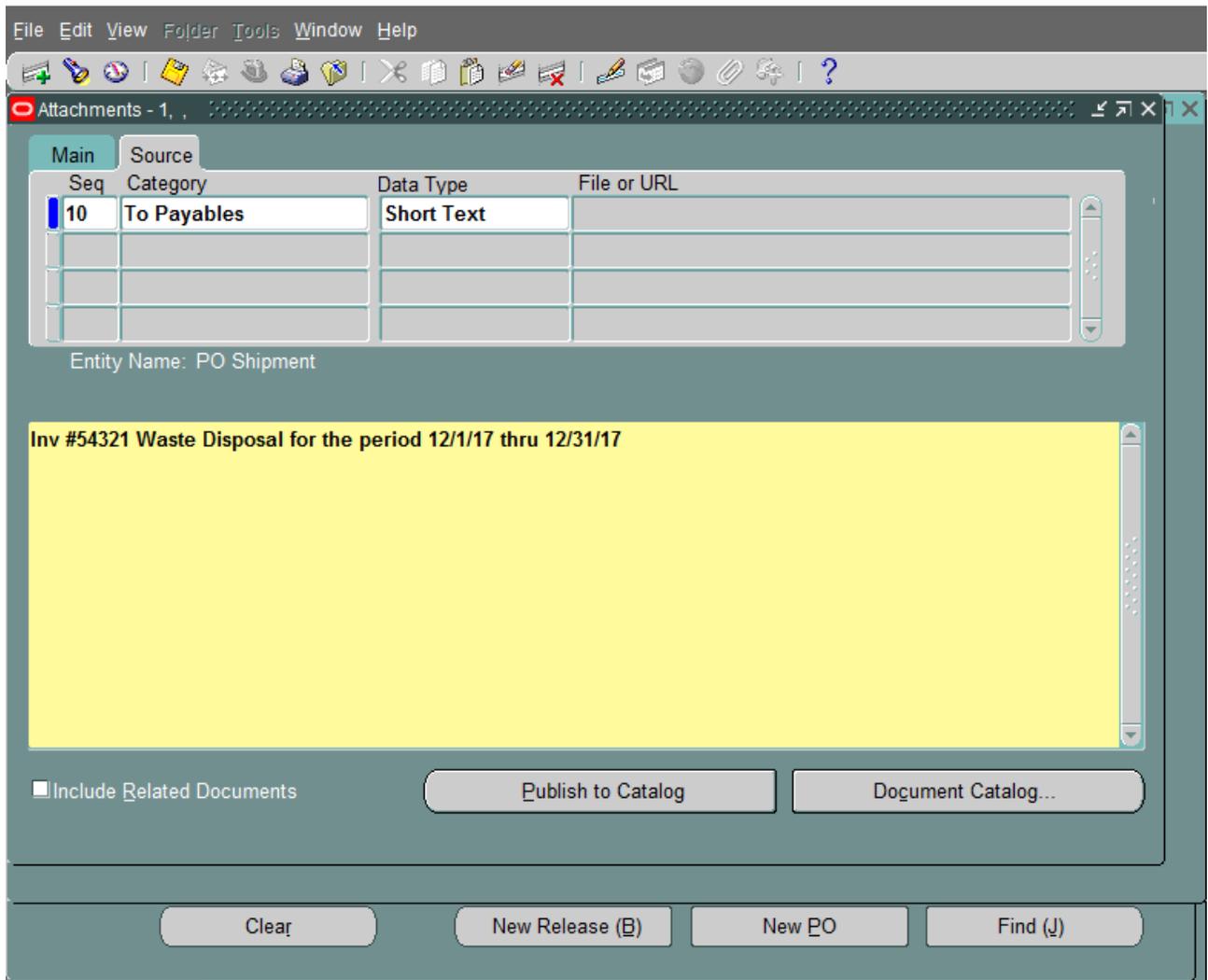
Entity Name: PO Shipment

Inv #12345 trash bags

Buttons:  Include Related Documents, Publish to Catalog, Document Catalog..., Clear, New Release (B), New PO, Find (J)

Example of Description Format for Services:

Invoice #54321 Waste Disposal for the period 12/1/17 thru 12/30/17.



Save the Attachment in one of the following methods:

1. Click on the yellow SAVE button on the Tool Bar.  
- or -
2. Press Ctrl and S keys.  
- or -
3. Choose File option from the menu, then choose SAVE.

Click on the "Approve" button in the lower right corner of the screen. The "Approve

Document Screen” will appear.

File Edit View Folder Tools Window Help

Approve Document - 127232-40

Approval Details Additional Options

Encumbrance

Reserve  Unreserve Unreserve Date

Use GL Override  Use Document GL Date to Unreserve Accounting Date

Approval

Submit for Approval Forward From

Forward Approval Path

Forward To

Note Dept Buyer Approval

Change Summary

Transmission Methods

Print  XML

Fax FAX Number   EDI

E-Mail E-Mail Address

OK Cancel (B)

The "Submit for Approval" button is automatically checked.

- If you have approval authority, add a note (similar to the one above) and click the “OK” button.
- If you do not have the authority to approve, click on the "Forward" button, make sure the "Forward To" field is correct, add a note similar to "For your approval" and click on "OK." The release will be forwarded to the individual listed in the “Forward To” field for approval.

The Release Screen will reappear. Make sure that the status area indicates that the release is “Approved, Reserved”.

Purchase Order Summary to Releases - 127232-40

Operating Unit: SIU Operating Unit

PO, Rev: 127232 0 Release: 40 0 Created: 09-JAN-2018 14:17

Supplier: ED BURRIS DISPOSAL Site: 1CARBONDA B638 Contact: BURRIS, GREG

Buyer: Abell, Deborah Ann Status: Approved, Reserv Currency: USD

Total: 5.00 [ 20 ]

Num	Shipment	Org	Ship-To	UOM	Quantity	Price	Promised
1		CPO	Per Releases-(	Each	5	1	

Item: 000000001696 Waste disposal services for University Housing residence halls-TOWERS

Buttons: Receiving Controls..., Agreement, Distributions, Approve...

To exit the Release screen, choose File option → Close Form.

The Invoice must be forwarded to Accounts Payable for payment in the following manner:

- If Vendor’s invoice is less than a standard 8 ½ x 11”, invoice must be taped to a full sheet of paper.
- In top right hand corner of invoice, with a red pen, the following information should be listed:
  - PO #
  - Release #
  - Beginning Date } Required for
  - Ending Date } Services ONLY!

# REMINDERS

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- One (1) Invoice per Release
  - ❖ Enter a release for each invoice.
  - ❖ By entering releases in this manner, information regarding particular invoices will be easily obtained.
- Release Attachment Format:
  - ❖ Invoice Number
  - ❖ Brief description of purchase or service performed. (Please limit the description(s) to 50 characters or less. This information will actually print on the Vendor's check).
  - ❖ Beginning and Ending Dates of Service(s) performed  
(Required only on services)
- If Vendor's invoice is less than a standard 8 ½" x 11", invoice must be taped to a full sheet of paper.
- In top right hand corner of invoice, with a red pen, the following information should be listed:

PO #	
Release #	
Beginning Date	} — Required for Services ONLY!
Ending Date	