Southern Illinois University Carbondale

RELEASE ENTRY MADE SIMPLE

Contacts:

Nancy Odle
Debbie Abell

Procurement Services: 453-5751

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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.

Example of resulting query:

4. 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).

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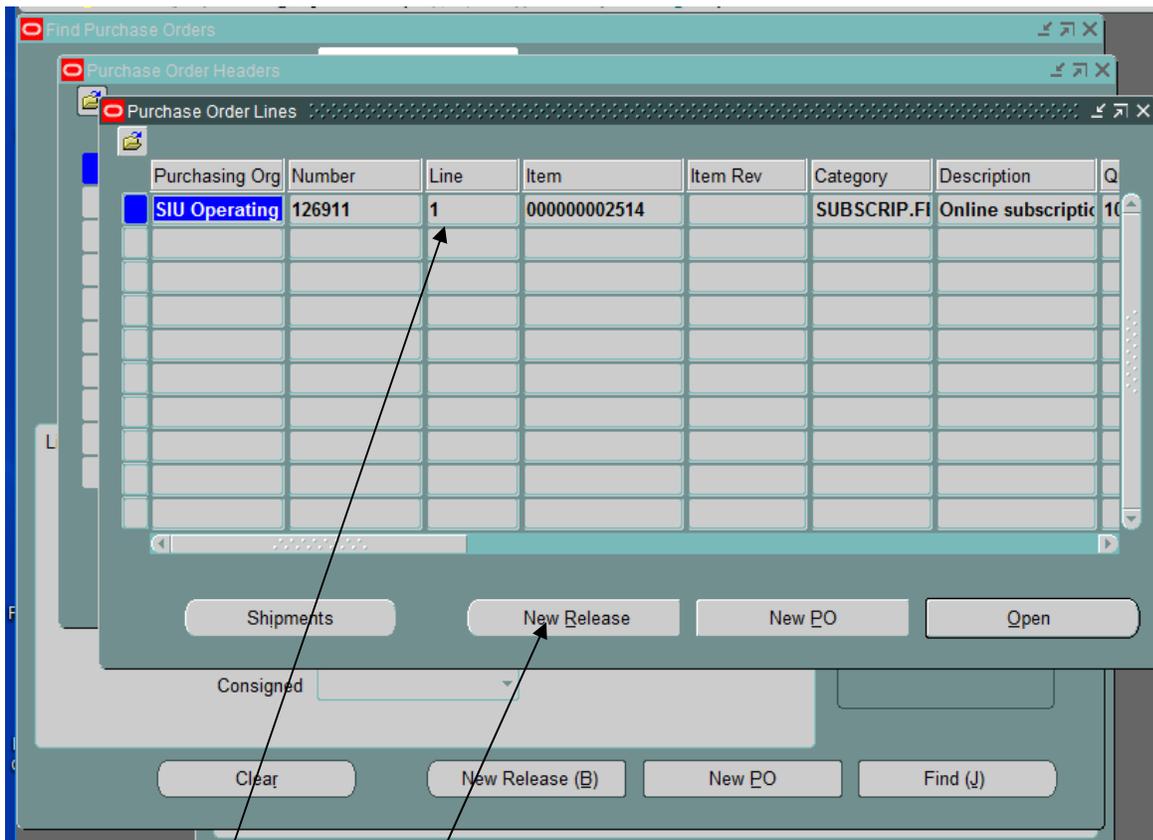
Review the "Line" Column to determine the number of lines which exist on the purchase order.
If only one (1) PO line exists continue to Step #6 below.
If more than one PO line exists, determine which line or lines the release applies to and skip to Page 16.

6. Click on the "**New Release**" button to open the Release Screen. The Purchase Order Summary to Releases window will open.
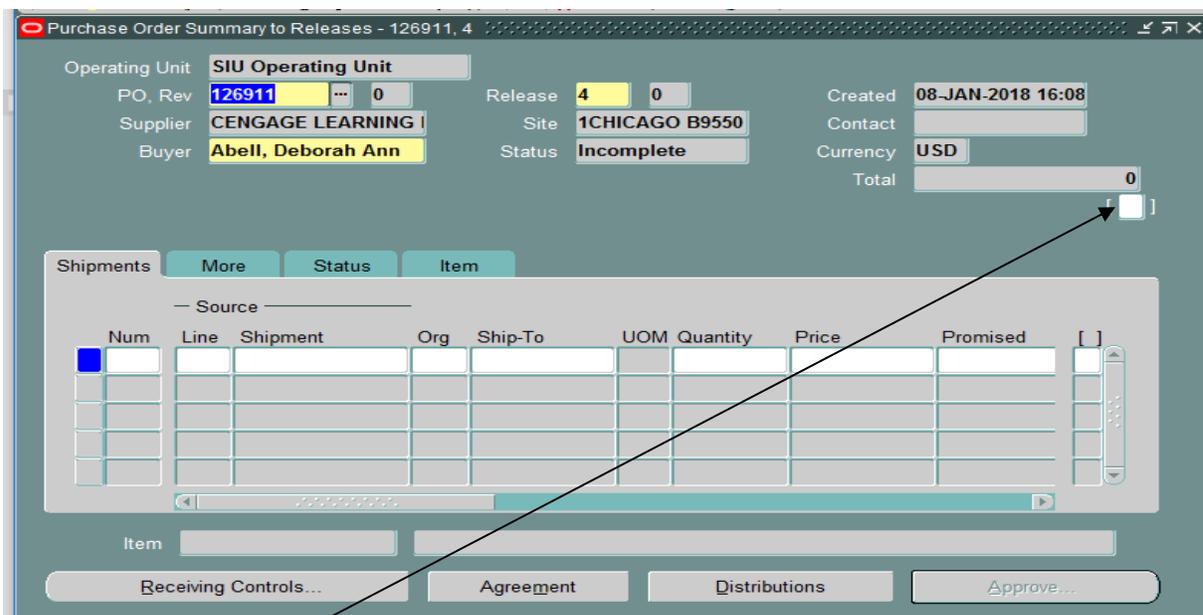
7. Click on the Release Header DFF (Descriptive Flexfield).

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

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
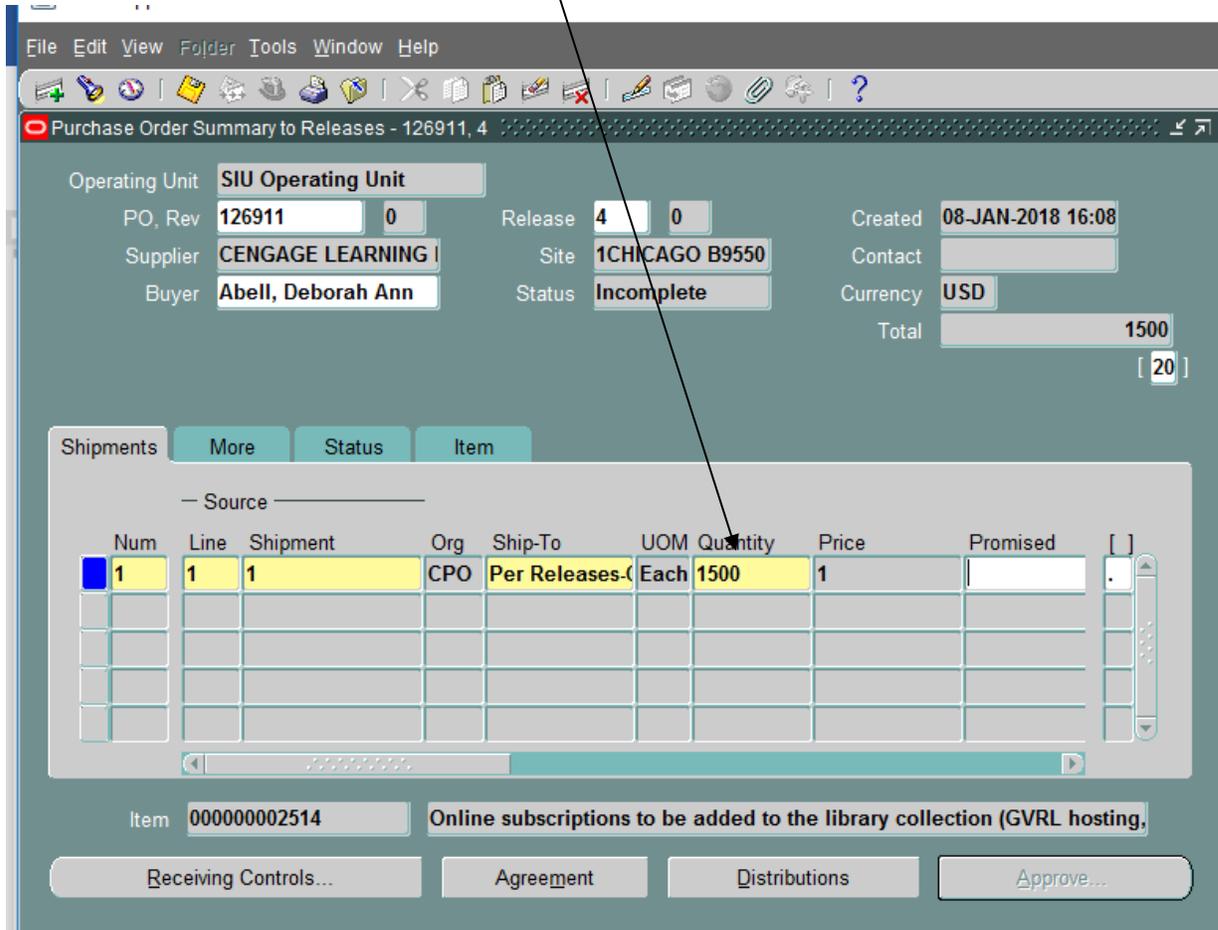
12. Save the entered information in one of the following methods:

    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. **<u>Adding the Attachment</u>**.

>   Make sure your cursor is within the Release Lines Area.

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

14. The "Attachments" window will appear.

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

Example of Description Format for Services:

Invoice #45678, Online subscription for the period 1/1/18 – 6/30/18.
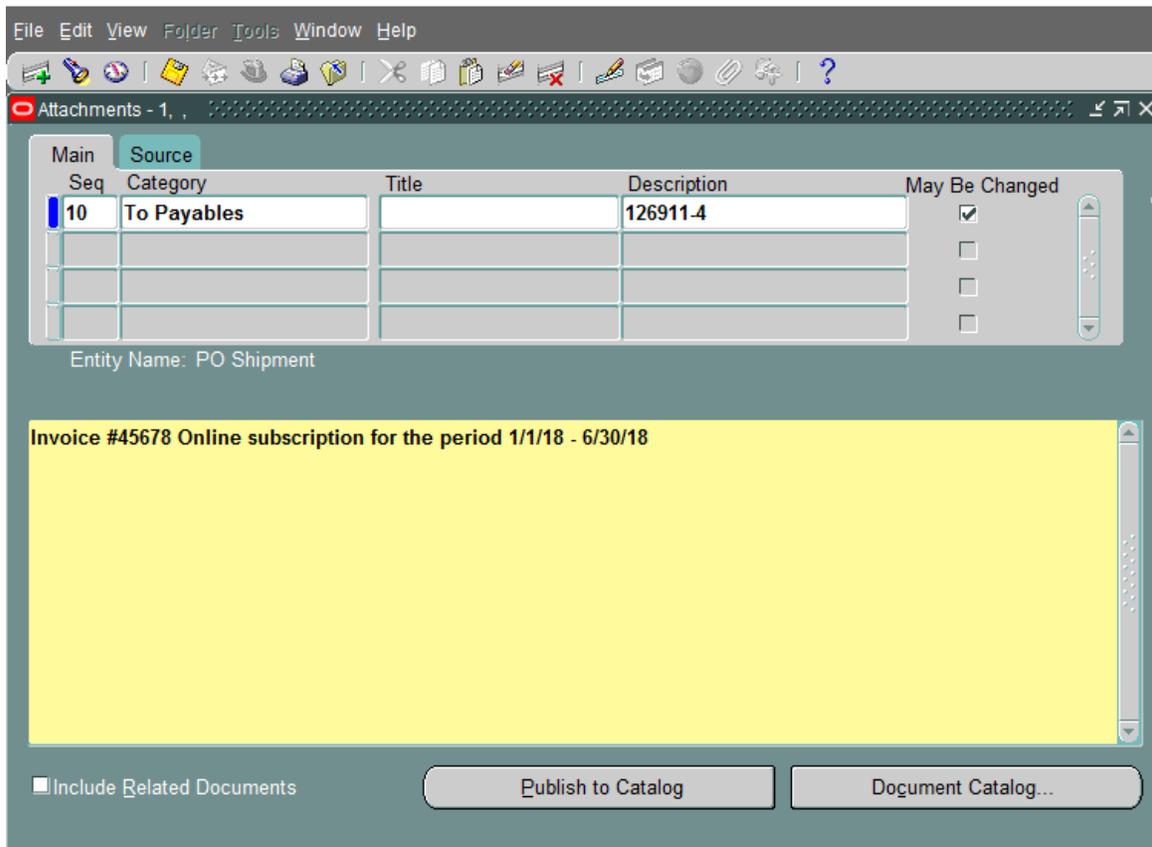
19. Save the Attachment in one of the following methods:

    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.

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".

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 ⎱
    Ending Date   ⎰ Required for Services ONLY!

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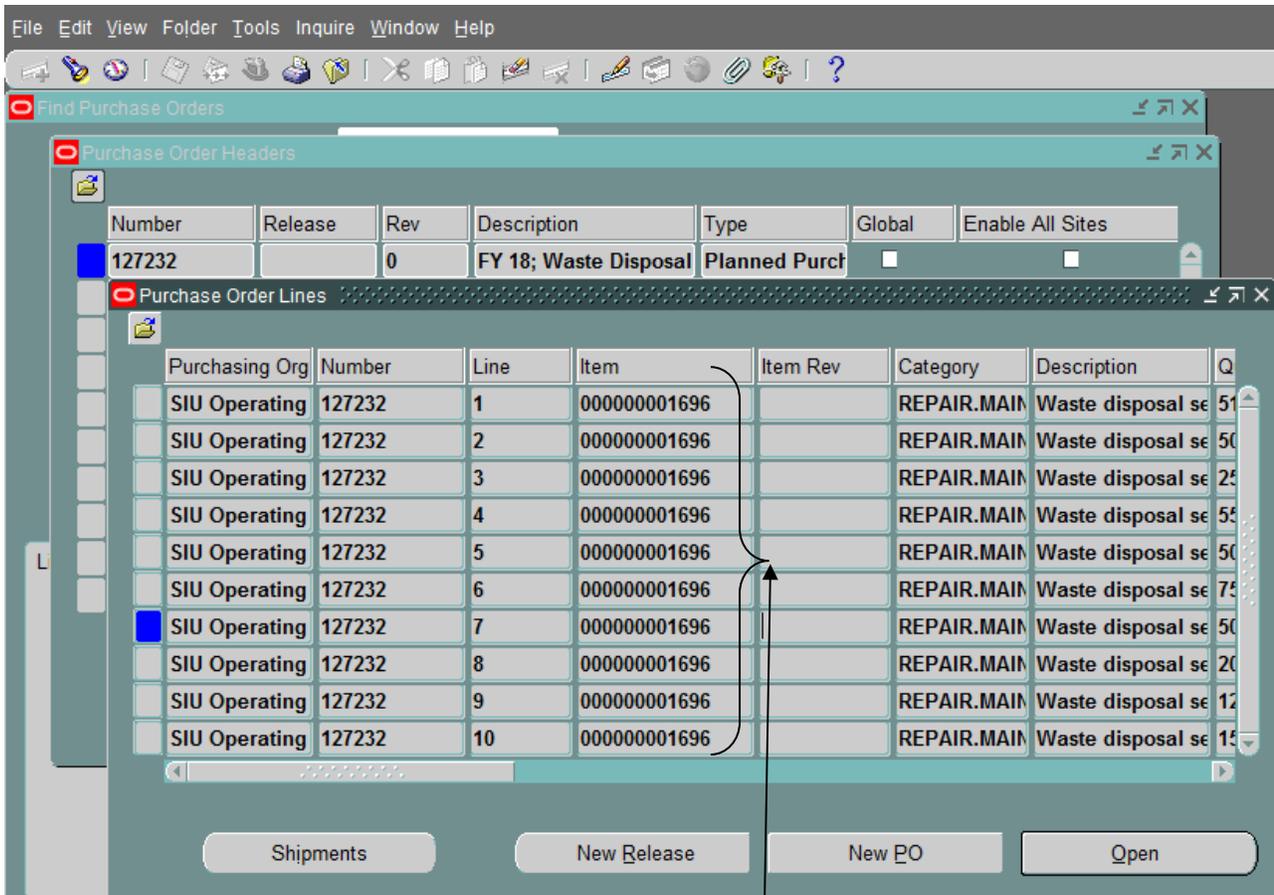
In this example, there are ten (10) PO Lines.

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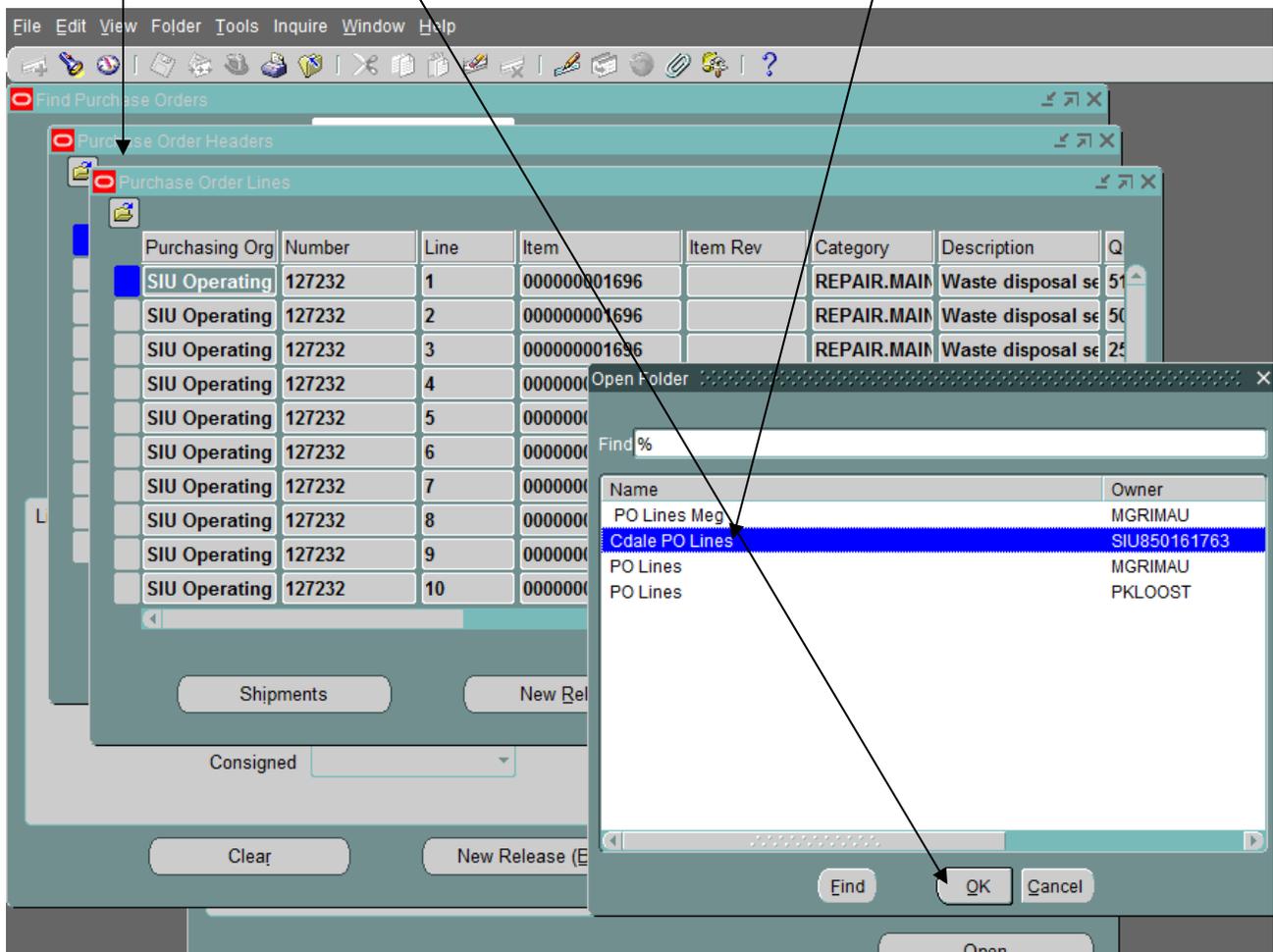
Multiple folder options may appear and another folder may be selected if that view would suit your needs better.

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.

| Number	Line	Item Rev	Description	Quantity	Price	Amount	Buyer	Cancelled	Closure Status	Item
127232	1		Waste disposal services for University Housing residence halls-TOWERS	51000	1	51,000.00	Shultz, Robert Dal	☐	Open	00000000
127232	2		Waste disposal services for University Housing residence halls-GRINNEI	5000	1	5,000.00	Shultz, Robert Dal	☐	Open	00000000
127232	3		Waste disposal services for University Housing residence halls-TRUEBL	25000	1	25,000.00	Shultz, Robert Dal	☐	Open	00000000
127232	4		Waste disposal services for University Housing residence halls-ELIZABE	5500	1	5,500.00	Shultz, Robert Dal	☐	Open	00000000
127232	5		Waste disposal services for University Housing residence halls-EVERGR	50000	1	50,000.00	Shultz, Robert Dal	☐	Open	00000000
127232	6		Waste disposal services for University Housing residence halls-SOUTHE	7500	1	7,500.00	Shultz, Robert Dal	☐	Open	00000000
127232	7		Waste disposal services for University Housing residence halls-WEST C.	50000	1	50,000.00	Shultz, Robert Dal	☐	Open	00000000
127232	8		Waste disposal services for University Housing residence halls-LENTZ	20000	1	20,000.00	Shultz, Robert Dal	☐	Open	00000000
127232	9		Waste disposal services for University Housing residence halls-UNIVERS	12000	1	12,000.00	Shultz, Robert Dal	☐	Open	00000000
127232	10		Waste disposal services for University Housing residence halls-WALL &	15000	1	15,000.00	Shultz, Robert Dal	☐	Open	00000000

Shipments   New Release   New PO   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".
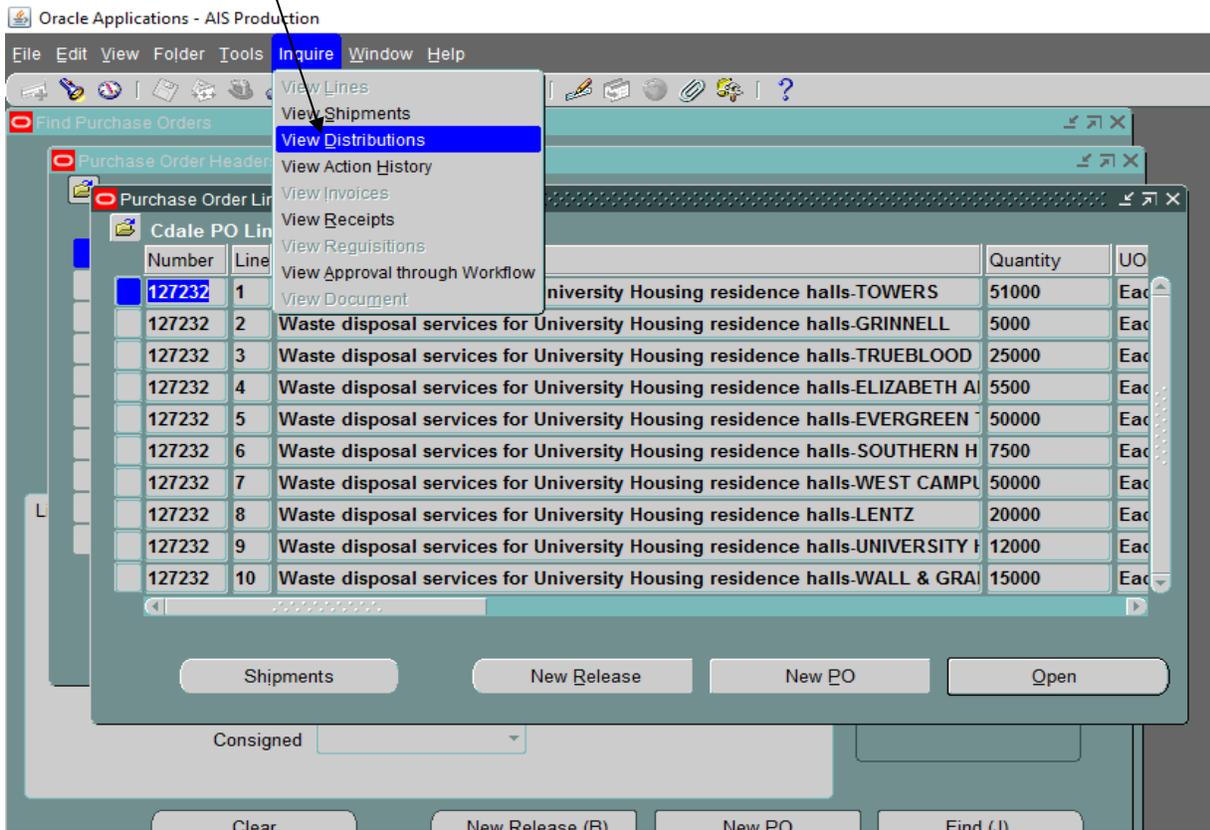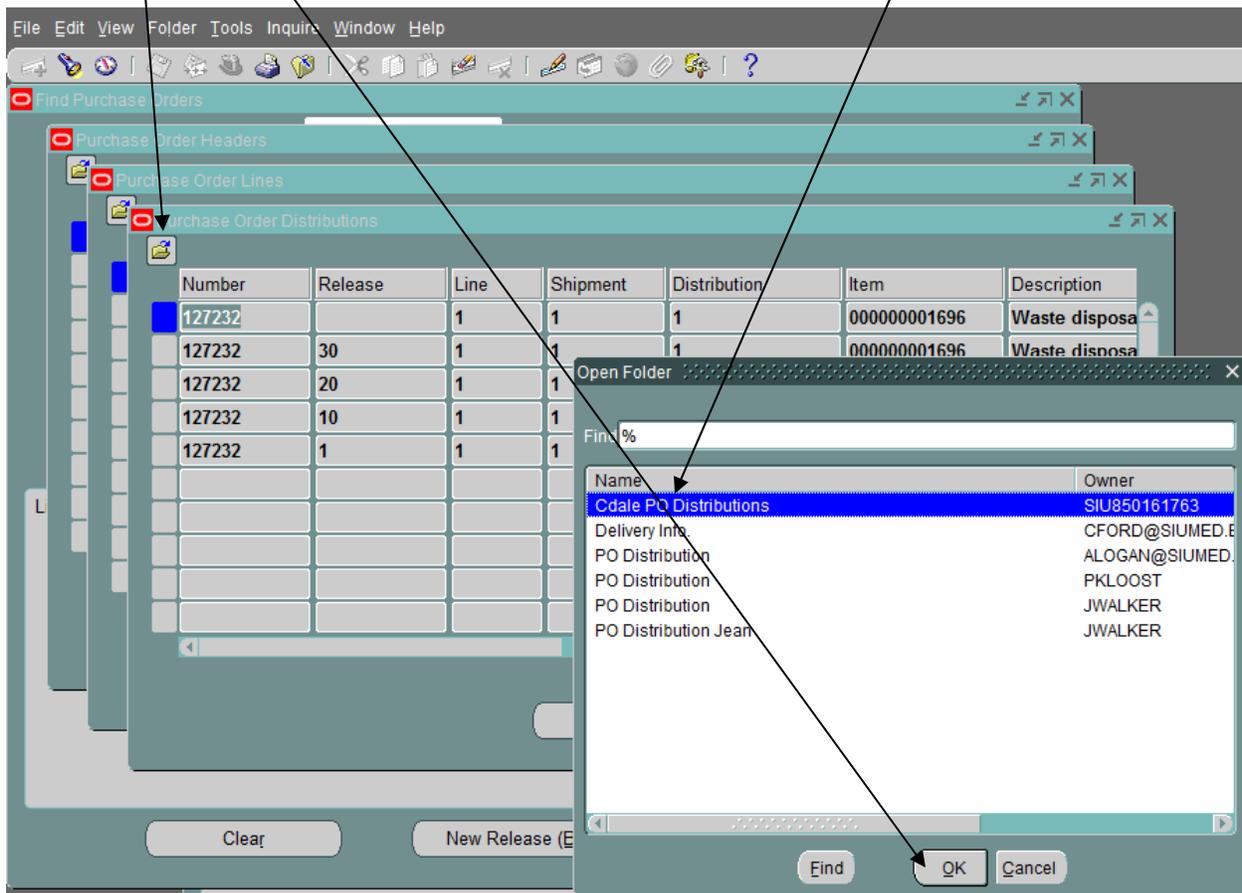

Depending on which PO Line your cursor was in at the time of the query, the corresponding "PO Distribution" window will appear.
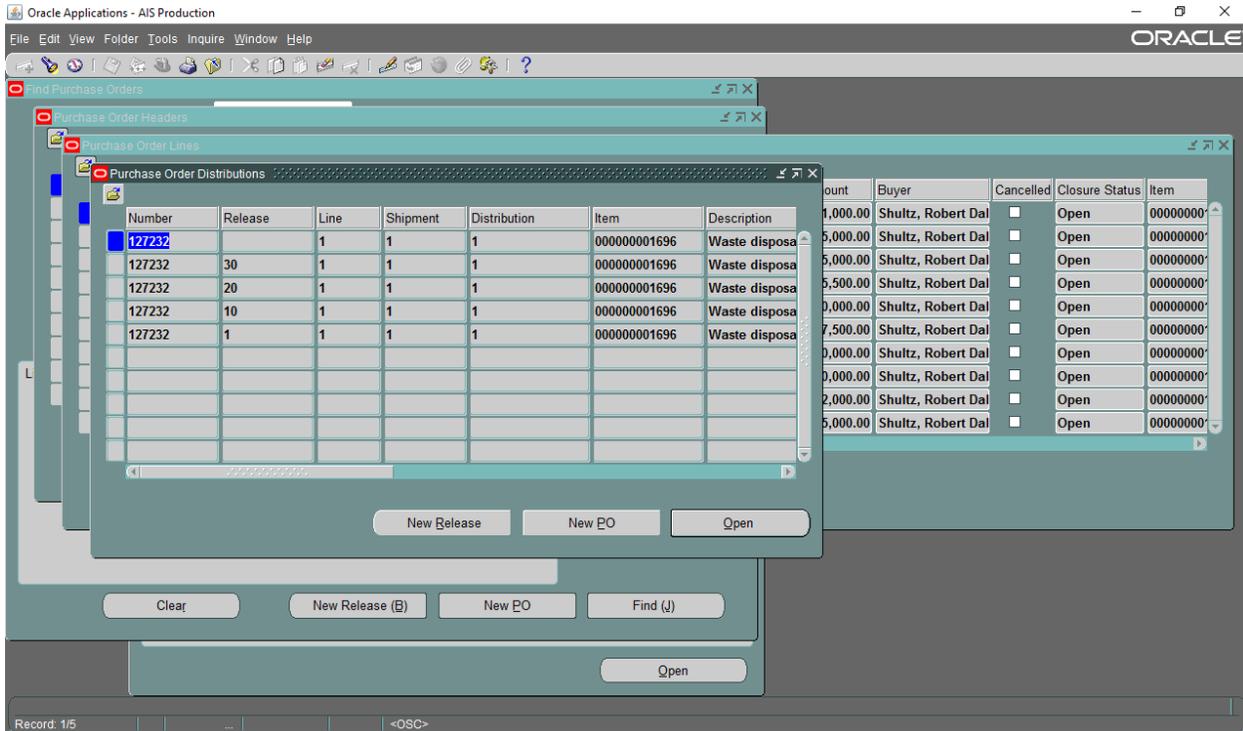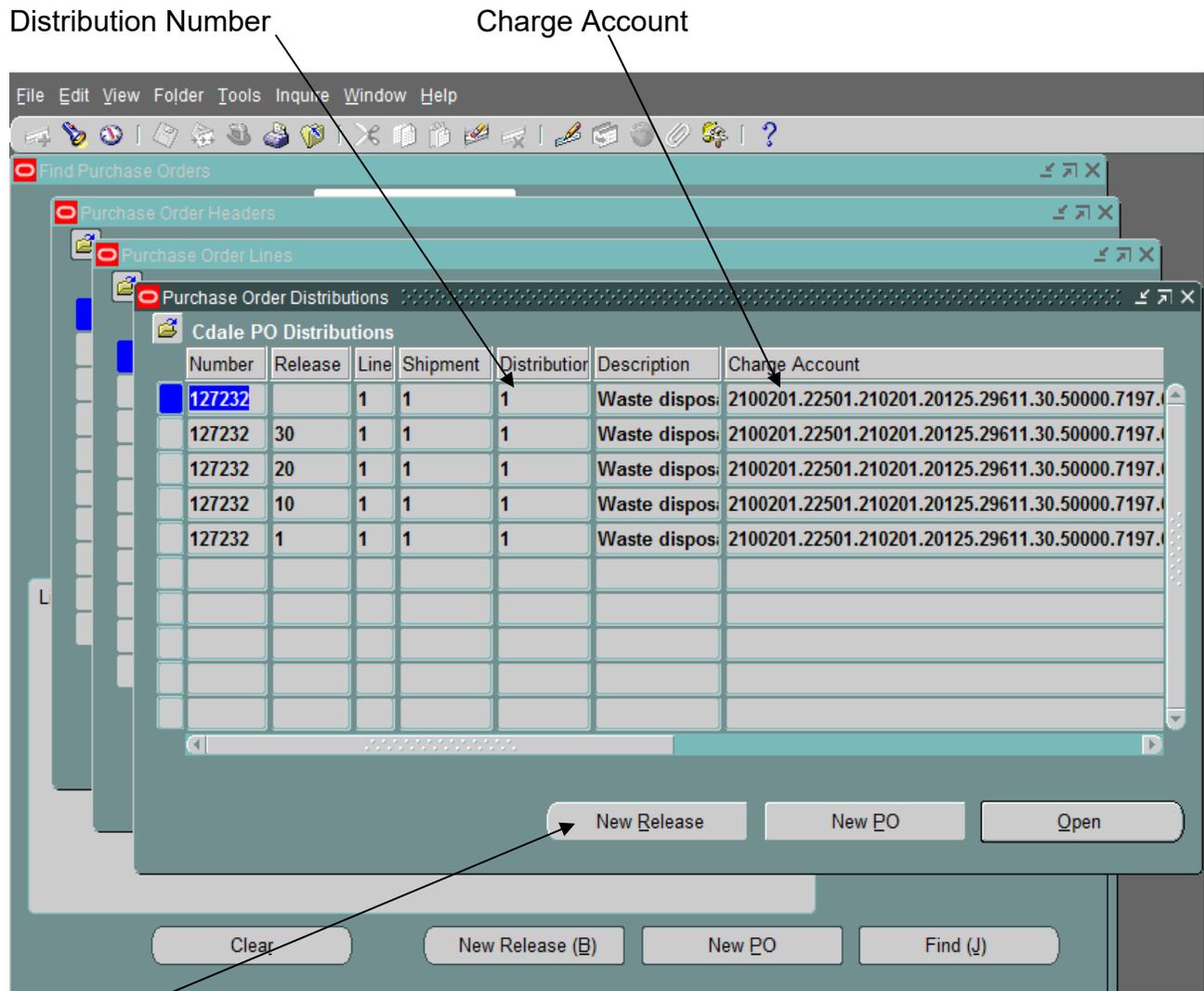

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Click on the Folder at the top left hand corner of the screen.

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).

Distribution Number   Charge Account

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

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.
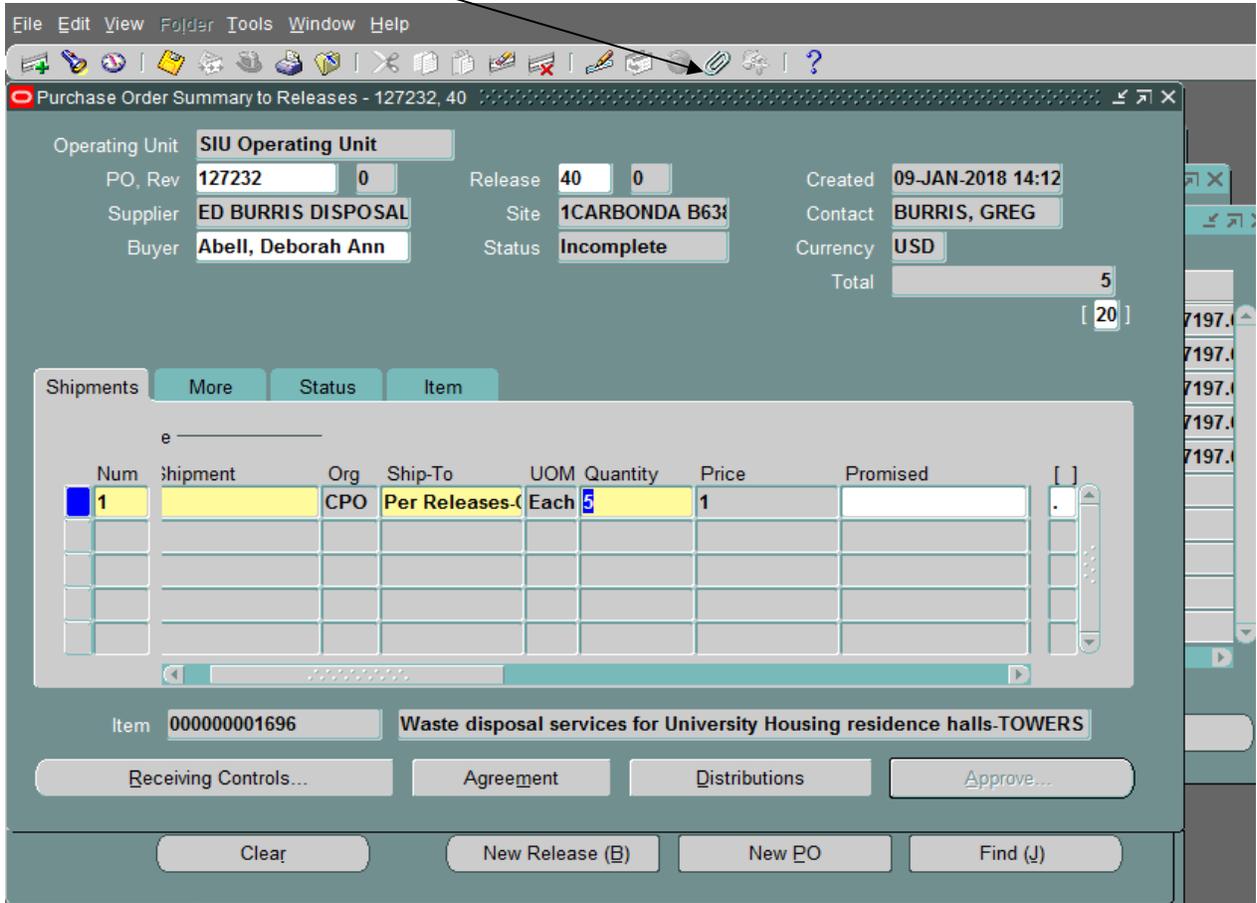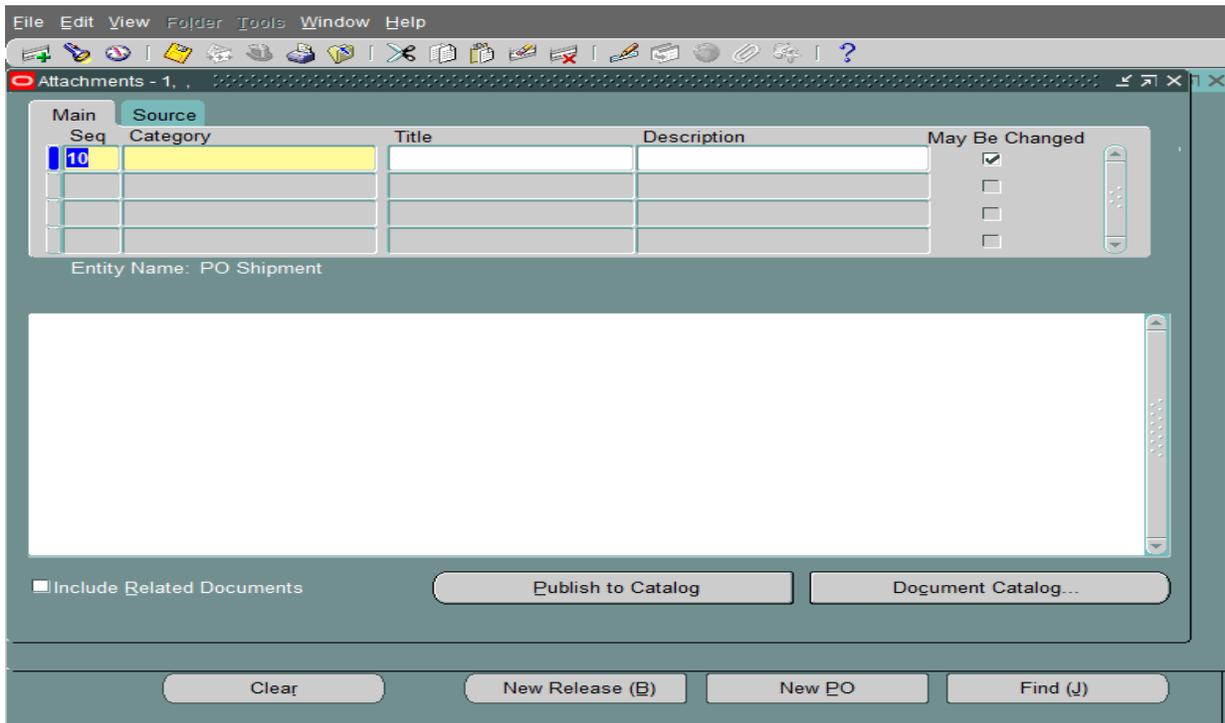

The "Attachments" window will appear:

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

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.

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".

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

➢ 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 ⎫
     Ending Date   ⎬ ——— Required for Services ONLY!