



Contacts:

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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.

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Operating Unit	SIU Operating Unit
Number	126911 Type
Release	
Supplier	Site
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Ship-To	Buyer
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Shipment	□ <u>C</u> onsumption Advice
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Category	O Lines
Description	
Supplier Item	▼ Distributions
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Clear	New Release (B) New PO Find (J)

Example of resulting query:

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126911		0	FY18; Online subscript	Planned Purct		
126911	3	0	FY18; Online subscript	Scheduled Rel		
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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 <u>prior</u> to entering the release(s).

All Sites	Approval Status	Change Status	Order Date	Supplier	Supplier Site
	Approved		20-JUN-2017 13	CENGAGE LEARN	1CHICAGO B955
	Approved		27-NOV-2017 1	CENGAGE LEARN	1CHICAGO B955
	Approved		06-NOV-2017 1	CENGAGE LEARN	1CHICAGO B955
	Approved		10-JUL-2017 15	CENGAGE LEARN	1CHICAGO B955
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All Sites	Approval Status	Change Status	Order Date	Supplier	Supplier Site
	Approved		20-JUN-2017 13	CENGAGE LEARN	1CHICAGO B955
	Approved		27-NOV-2017 1	CENGAGE LEARN	1CHICAGO B955
	Approved		06-NOV-2017 1	CENGAGE LEARN	1CHICAGO B955
	Approved		10-JUL-2017 15	CENGAGE LEARN	1CHICAGO B955
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	Lines	New <u>R</u> elease	Nev	v <u>P</u> O	<u>O</u> pen

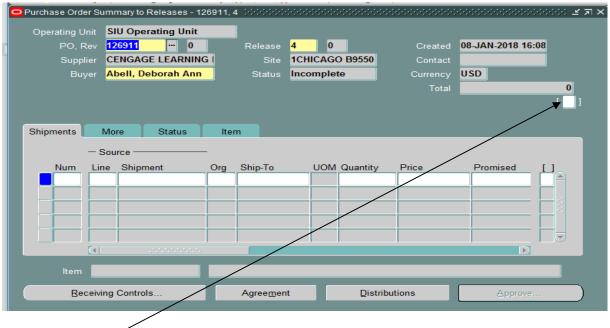
5. Click on the **"Lines"** button. This will allow you to view all of the PO lines on the purchase order. Most Planned Purchase Orders will only have one (1) line. However, if more than one purchase order line exists, you must determine which line or lines the release will be entered against. By clicking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

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	Purchase Order Lin			*********				
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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**".

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Purchase Order S						말 제 >	<	
Operating Unit	SIU Operating Unit							
PO, Rev	126911 0	Release <mark>4</mark>	0	Created	08-JAN-2018 16:0	8	n X	
Supplier	CENGAGE LEARNING	Site 10	CHICAGO B9550	Contact				
Buyer	Abell, Deborah Ann	Status In	complete	Currency	USD			
				Total		0	( <b>^</b>	
	PO Releases							
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Receiv	ing Controls	Agreement	Distrit	outions	Approve			

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- 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

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- 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.

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14. The "Attachments" window will appear.

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- 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 <u>List of Values</u> 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:

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Invoice #	#12345 Misc Library Bo	oks			<b>A</b>
	Related Documents		Publish to Catalog	Document Catalog	

Invoice #12345 Misc Library Books

Example of Description Format for Services:

Invoice #45678,	Online	subscri	ption foi	r the	period	1/1/18 -	6/30/18.
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	e <u>R</u> elated Documents		Publish to Catalog	Document Catalog	
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- 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.

oproval Details Addit	tional Options		
Encumbrance			
Reserve	□Unreserve	Unreserve	Date
Use <u>G</u> L Override	Use Document GL Date to Unreserve	Accounting	Date
Approval			
Submit for Approval		Forward From	
Forward		Approval Path	
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Note Dept Buye	er approval		
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Summary			
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Print			OXML
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- 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.
  - <u>If you do not have the authority to approve</u>, 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".

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	Buyer	Abell	, Deborah Ann		Status	Approved	, Reserv	Currency	USD	0.00
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Shipmen	ts	More	Status	lte	m					
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- 29. To exit the Release screen, choose File option  $\rightarrow$  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.

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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 " $\Psi$ " button on your keyboard to display the remaining PO lines.

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

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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 " $\rightarrow$ " button on your keyboard, you can scroll through the description of the PO line.

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	Number	Line	Item Rev	Description	Quantity	Price	Amount	Buyer	Cancelled	Closure Status	ltem
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	127232	2		Waste disposal services for University Housing residence halls-GRINNE	5000	1	5,000.00	Shultz, Robert Dal		Open	0000000
	127232	3		Waste disposal services for University Housing residence halls-TRUEBL	25000	1	25,000.00	Shultz, Robert Dal		Open	0000000
	127232	4		Waste disposal services for University Housing residence halls-ELIZAB	5500	1	5,500.00	Shultz, Robert Dal		Open	0000000
	127232	5		Waste disposal services for University Housing residence halls-EVERGE	50000	1	50,000.00	Shultz, Robert Dal		Open	0000000
	127232	6		Waste disposal services for University Housing residence halls-SOUTH	7500	1	7,500.00	Shultz, Robert Dal		Open	0000000
	127232	7		Waste disposal services for University Housing residence halls-WEST C	50000	1	50,000.00	Shultz, Robert Dal		Open	0000000
	127232	8		Waste disposal services for University Housing residence halls-LENTZ	20000	1	20,000.00	Shultz, Robert Dal		Open	0000000
	127232	9		Waste disposal services for University Housing residence halls-UNIVER	12000	1	12,000.00	Shultz, Robert Dal		Open	0000000
	127232	10		Waste disposal services for University Housing residence halls-WALL &	15000	1	15,000.00	Shultz, Robert Dal		Open	0000000
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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  $\rightarrow$  View Distributions".

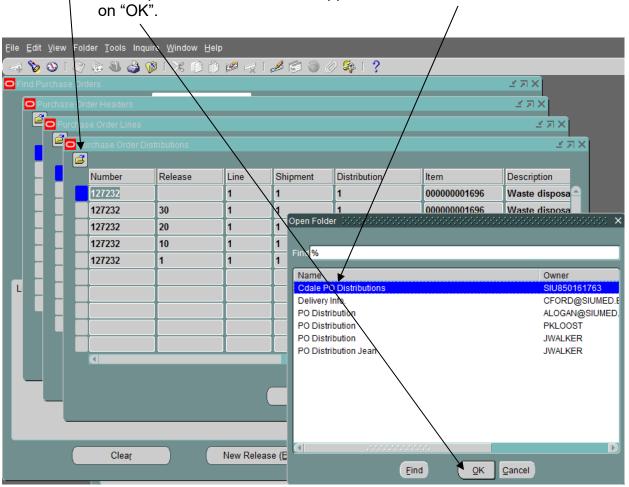
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	127232	5	Waste disposal services for U	niversity Housing	residence halls-EVERGREE	1 50000	Eac
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	127232	9	Waste disposal services for U	niversity Housing	residence halls-UNIVERSIT	( F 12000	Eac
	127232	10	Waste disposal services for U	niversity Housing	residence halls-WALL & GR	AI 15000	Eac
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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).

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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

Buyer Abell, Deborah Ann Status Incomplete Currency USD	त्र ×
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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.

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.

Purchase Order Summary to Releases - 127232. 40  Operating Unit PO, Rev 127232 0 Release 40 0 Created 9-JAN-2018 14:12 Supplier ED BURRIS DISPOSAL Site 1CARBONDA B63 Contact BURRIS, GREG Urrency USD Total 5 [20] Shipments More Status tem  Currency USD Total 5 [20] Infr. Infr	File Edit View Fol	der <u>T</u> ools <u>W</u> in	dow Hel	lp						
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The "Attachments" window will appear:

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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:

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Invoice #12345 Trash Bags

### Example of Description Format for Services:

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

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Inv #543	21 Waste Disposal for the	period 12/1/17 thru	12/31/17		
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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.

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Encumbrance				
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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.
- <u>If you do not have the authority to approve</u>, 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".

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Purchase Order Summary to								2000000 르키>
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Buyer <mark>Abell, D</mark> e	eborah Anı	n Stat	us <mark>Ap</mark>	proved, Re	eserv	Currency	USD	
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Num Shipment	CPO	Per Releases (	Each	5				

To exit the Release screen, choose File option  $\rightarrow$  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 Ending Date

Required for Services ONLY!



- 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 Ending Date \_\_\_\_\_ Services ONLY!